

PeopleSoft®

EnterpriseOne JDE5
Accounts Receivable
PeopleBook

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EnterpriseOne JDE5
Accounts Receivable PeopleBook
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Overviews

Industry Overview

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

Industry Environment and Concepts for Accounts Receivable

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

Invoice Processing

After sending an invoice for goods or services sold to customers, the accounts receivable department must record the sale and related revenue. An organization might offer discounts to customers to encourage early payment. Therefore, the system must be able to calculate discounts based on various payment terms assigned to customers. Taxes might also be calculated and included on invoices according to the requirements of the customer. Additionally, depending on where your customer does business, you might be required to enter invoices in a foreign currency.

Receipt Processing

One of the most critical steps in the accounts receivable process is recording the receipt of payments from customers. This step enables accounts receivable personnel to enter receipts into the system for immediate cash recognition and to accurately apply the receipt to invoices. Before recording payments from customers, an accounts receivable department must consider several factors, such as whether to allow a discount that was taken or how differences in invoice and receipt amounts should be managed. Additionally, payment might be received in a foreign currency.

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

Credit and Collections Management

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

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

Customer Profiles

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

The Competitive Advantage

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

Your company allows your customers to take certain deductions when they submit their payments. You must be able to record payments and respond to the deductions that your customers take.	When you use the Accounts Receivable system to record your customers' payments, you can also record the deductions that your customers applied to the payment. After a deduction is recorded, you can use deduction processing to track and manage the deduction. By analyzing your customers' payments and deductions, you can identify those customers who take advantage of unearned discounts and those customers who continually pay late. By analyzing your customers' paying habits, you can provide superior customer support, and you can recover money that was inappropriately deducted from the payment.
Your company is a multinational company. Your domestic currency is US dollars, but you commonly create invoices in the currency that your customer's company uses. However, your customer's company forwards invoices to their parent company for payment. The parent company uses a different currency	The alternate currency receipts feature in the Accounts Receivable system allows your company to be more efficient in receipts processing, which saves you money in operating costs. You can receive payment in any currency and apply the receipt without having to void the original invoice and create a new invoice that uses the payment

from your customer's company or your domestic currency. You must be able to apply the receipt in whatever currency the payment is submitted.	currency. See the <i>Multicurrency Guide for Accounts Receivable and Accounts Payable</i> .
Your company deals with a customer that provides you with different types of goods and services (lines of business). You want to track information about the customer, but you must be able to process payment terms, credit limits, and collection policies by company for this customer.	The Accounts Receivable system is designed to allow line of business processing. If you choose to use line of business processing, multiple companies can set up a customer and assign it to different companies. The system maintains one customer number, and each company associated with the customer number can maintain its own accounts receivable information for transaction processing. The Accounts Receivable system allows you to track and manage customer information by company or line of business without entering separate address book records. This offers additional flexibility in processing accounts receivable information for your customers.

Accounts Receivable Overview

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

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

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

System Integration

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

The following systems are integrated with the Accounts Receivable system:

General Accounting	The system writes debits and credits to various general ledger accounts when it processes invoices and receipts. When you enter an invoice, the system credits a revenue account and debits the accounts receivable account. When the customer pays the invoice, the system credits the accounts receivable account and debits the bank account.
Sales Order Management	After you ship and invoice a product, the sales order is updated and invoices are created in accounts receivable. These are regular A/R invoices that can have

	receipts applied to them.
Contract Billing	After contract-based services are rendered, invoices are created from the Contract Billing system. When these invoices are posted and the accounts receivable is updated, you can manage the invoices like any other A/R invoices.
Service Billing	After work-order-based services are rendered, invoices are created from the Service Billing system. When these invoices are posted and the accounts receivable is updated, you can manage the invoices like any other A/R invoices.
Real Estate Management	After setting up lease agreements, invoices are created from the Real Estate Management system. When these invoices are posted and the accounts receivable is updated, you can manage the invoices like any other A/R invoices.
Enterprise Workflow Management	To effectively manage customer accounts, you must be notified of the events associated with an account that requires immediate attention from the credit manager or collections manager. For example, a collections manager should be notified when a customer's account becomes delinquent. This enables you to determine whether to assess delinquency fees or send delinquency notices. To accomplish this, the Accounts Receivable system provides several mailboxes within the Enterprise Workflow Management system that lets you receive and respond to messages about various A/R tasks.

Accounts Receivable Features

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

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

Customer Management

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

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

Transaction Processing

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

Multiple Invoice Entry Methods

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

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

Standard Invoice Entry	Use this method to enter a recurring invoice, a credit memo, or an invoice with multiple pay items or special accounting instructions. You also use this method to create model journal entries and percent journal entries for your invoices. This method lets you change, delete, and void an entire invoice or invoice pay items.
Speed Invoice Entry	Use this method when you have several simple invoices to enter. This high-performance method allows you to quickly enter invoices that have only one pay item and simple accounting instructions. Because this method is designed for speed and efficiency during entry, you cannot use it to change, delete, or void invoices.

Multiple Receipt Application Methods

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

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

Standard Receipts Entry	Use this method to select and load open invoices for a customer in order to apply receipts. You can also use this method to: <ul style="list-style-type: none"> Enter customer remittance information Create chargebacks and write-offs for disputed items at the invoice or pay item level and cross-reference them with the associated invoice Override or accept discounts that the system automatically calculates during invoice entry Change or void an entire receipt or a partial receipt Differentiate between a voided receipt and a non-sufficient funds (NSF) receipt for credit and collection purposes Enter deductions for amounts that customers reduce from their payments Apply receipts in a domestic, foreign, or alternate currency
Speed Receipts Entry	Use this method to quickly enter high-volume, simple receipts. This method allows you to enter multiple receipts on one form. In doing so, you can quickly enter the receipts in the Accounts Receivable system to obtain an immediate picture of your cash position. With this method you can enter the following types of receipts: <ul style="list-style-type: none"> Unapplied receipts. Balance forward receipts. Logged receipts. Miscellaneous general ledger receipts. You can redistribute these among multiple G/L accounts.

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

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

Customer Ledger Inquiry

The ability to quickly access and analyze the transaction history of a customer is essential to an accounts receivable department. The Customer Ledger Inquiry program allows you to review a comprehensive audit trail of the sequential events within a transaction, such as the status of an invoice or a receipt. Additionally, you can review:

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

Deduction Processing

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

Credit and Collections Management

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

With the credit and collections management features, you can:

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

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

Reporting

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

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

Statement Processing

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

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

Multinational Functionality

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

Currency processing	Create invoices in either the domestic or foreign currency, using any currency in the world -- from the Australian dollar to the euro. You can apply receipts in a domestic, foreign, or alternate currency and forecast receipts for your receivables by currency. See the <i>Multicurrency Guide for Accounts Receivable and Accounts Payable</i> .
Multiple languages	Communicate with customers in their preferred languages to enhance relationships and reduce potential misunderstandings regarding invoices and other correspondence.

Account Numbering Concepts

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



1 Business Unit	1110 Object	BEAR Subsidiary
<ul style="list-style-type: none">• Required• Maximum 12 characters• Alphanumeric	<ul style="list-style-type: none">• Required• Maximum 6 characters• Alphanumeric	<ul style="list-style-type: none">• Optional• Maximum 8 characters• Alphanumeric

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

Business Unit—The “Where”

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

Business units are unique 12-character, alphanumeric fields.

Business units have the following characteristics:

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

Object.Subsidiary—The "What"

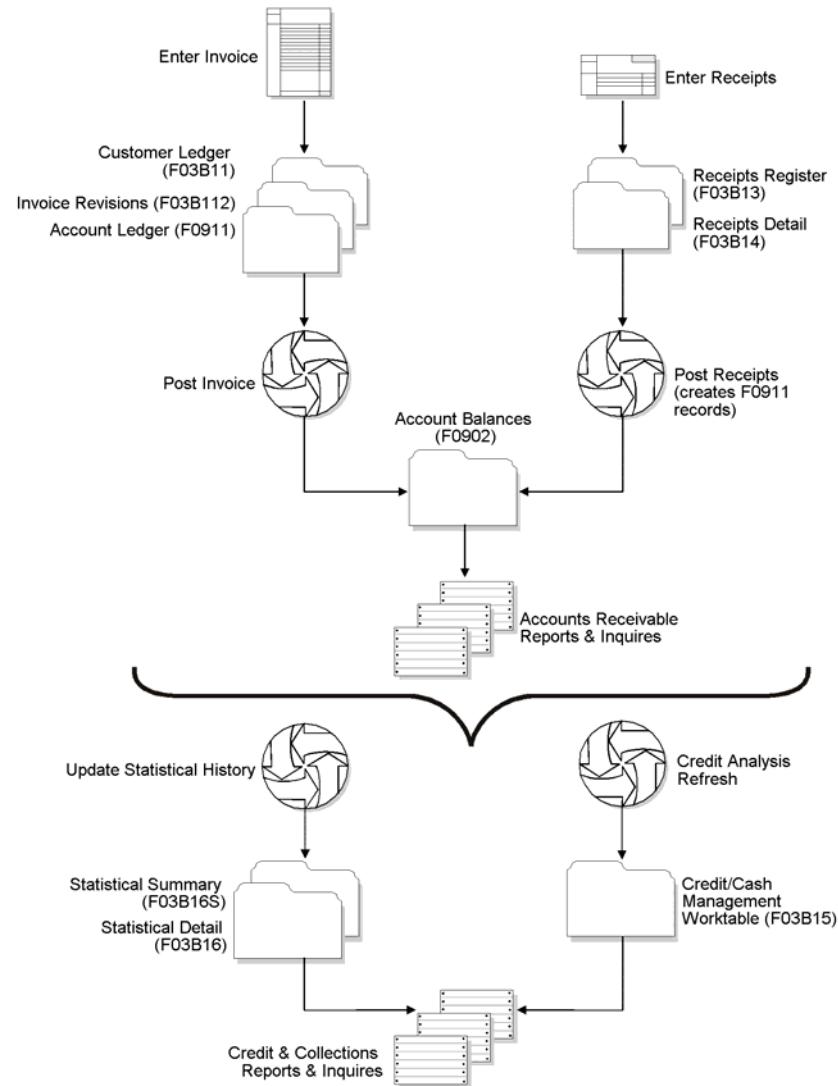
The Object.Subsidiary represents what kind of transaction is being created. An object is a description of the transaction, for example, 1110 (Cash in Bank). A subsidiary is an expanded description of the object account, for example, 1110.BEAR (Cash in Bank.Bear Creek National Bank).

The "what" consists of two parts:

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

Accounts Receivable System Flow

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



Accounts Receivable Tables

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

Address Book Master (F0101)	Stores customer address information, including: <ul style="list-style-type: none"> • Customer name and address • Address effective date • Category codes
Customer Master by Line of Business (F03012)	Stores customer number using the same address book for multiple lines of business activity, including: <ul style="list-style-type: none"> • Product • Division • Geography • Credit limits • Payment terms • Default tax and G/L account information
Customer Ledger (F03B11)	Stores one record for each pay item on an invoice.
Invoice Revisions (F03B112)	Stores information about changes to invoice pay items that are posted.
Receipts Header (F03B13)	Stores header information for receipts. Each record contains: <ul style="list-style-type: none"> • Identifying information • Total amount of receipt • Amount not yet applied to invoices
Receipt Detail (F03B14)	Stores detail information about how a receipt is applied to invoices. Each record can contain any of the following: <ul style="list-style-type: none"> • Identifying invoice information • Amount applied to invoices • Discount information • Write-offs • Chargebacks • Deductions
Account Balances (F0902)	Stores summary transactions in the general ledger, including: <ul style="list-style-type: none"> • Net posting for each period • Year-to-date balances • Prior year balances • Inception-to-date balances
Account Ledger (F0911)	Stores detail transactions in the general ledger, including: <ul style="list-style-type: none"> • Account numbers • G/L date and amounts • Journal entry line descriptions • Gains and losses
A/R Statistical History (F03B16)	Stores detailed statistical information about your customer accounts, such as: <ul style="list-style-type: none"> • Ending balance

- | | |
|--|---|
| | <ul style="list-style-type: none">• High balance• Amount invoiced and number of invoices• Invoices paid late• NSF amounts and number of NSFs |
|--|---|

A/R Statistical Summary (F03B16S)	Stores summarized statistical information on your customer accounts, such as: <ul style="list-style-type: none"> Days sales outstanding (DSO) Average days late Date of first and last invoice Invoiced this year and prior year
A/R Notification History (F03B20)	Stores summary information on customer accounts for statements and notices, such as: <ul style="list-style-type: none"> Statement numbers and statement dates Date notices were sent
A/R Notification History Detail (F03B21)	Stores detail information about your customer's statements and delinquency notices, including: <ul style="list-style-type: none"> Invoice numbers and dates Fee amounts
A/R Fee Journal History (F03B22)	Stores fees and late charges for customer accounts and information about the invoice fee record, including: <ul style="list-style-type: none"> Invoice numbers and dates Open amounts applied Fee amounts applied Status - Pending/Approved
A/R Fee Journal History Detail (F03B23)	Stores information for each invoice included in the fee, such as: <ul style="list-style-type: none"> Invoice numbers and dates Document type Open amount Amount of the fee
Delinquency Policy (F03B25)	Stores the name and description of the policy.
A/R Delinquency Policy Notification (F03B26)	Stores information used for delinquency notification and for other collection processes, including: <ul style="list-style-type: none"> Aging category for the policy Minimum amounts and currency designation Collection manager approvals
A/R Delinquency Policy Detail - Fees (F03B27)	Stores information used to determine whether an invoice is eligible for a fee, including: <ul style="list-style-type: none"> Annual percentages for fee calculation Grace days to add to the due date Minimum amounts and currency designation Fees, whether calculated on open amounts or paid late amounts, and fee amounts Collection manager approvals
Letter Text (F03B28)	Stores information about the letter text that you can print on a notice or

	<p>statement, including:</p> <ul style="list-style-type: none"> • Letter name and descriptions • Types of letters • Language preferences
A/R Deduction Management (F03B40)	Stores summarized deduction information for each deduction transaction, per invoice item.
A/R Deduction Activity (F03B41)	Stores detail information about the deduction, such as chargeback, write-off, and credit dispositions, along with the tickler date for working activities. This information can serve as an audit trail for determining why the deduction was taken and how it will be resolved.
Credit and Cash Management (F03B15)	<p>Stores open accounts receivable information that the system gathers from various accounts receivable tables for credit and collection purposes, such as:</p> <ul style="list-style-type: none"> • Open invoice and chargeback amounts • Number of open invoices and chargebacks • Aging information • Unapplied receipt amounts and numbers

Menu Overview

The Accounts Receivable menus are listed below:

A/R OneWorld - Menu Overview

Enhanced Accounts Receivable, G03B



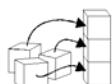
Daily Processes

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



Periodic Operations

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



Setup Operations

- S Accounts Receivable Setup, G03B41



Advanced and Technical Operations

- S A/R Advanced and Technical Operations, G03B31

Setup

Accounts Receivable System Setup

Before you use the Accounts Receivable system, you need to define information that the system uses during processing. For example, you must choose whether to use line of business processing and date effective category codes, whether you want to have management approval for posting batches, how you want to define reason codes for write-offs, deductions, and chargebacks, and how you want to set up payment terms. The system setup for Accounts Receivable allows you to customize the system for your business needs and set up default values that can save you time when processing transactions.

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

Line of Business Processing	If you do business with one customer that is differentiated by multiple lines of business, you can distinguish these customers by product, division, or geography. See <i>Setting Up Enhanced Accounts Receivable Constants</i> for more information about line of business processing.
Constants	Establish system basics, such as: <ul style="list-style-type: none">• Whether the system verifies that the amount and number of documents in a batch of transactions balance to the totals that you enter separately• Whether you require management approval of batches of transactions before posting• Whether you want the system to create automatic offsets by batch or in detail• The aging method, number of days, and time intervals for your aging reports and online inquiries• Whether you want the system to process delinquency notices and statements for customers
Enhanced A/R constants	Specify which application program interface you want to use: <ul style="list-style-type: none">• WorldSoftware A/R• OneWorld A/R• OneWorld A/R - Line of Business
Payment terms	Identify the various types of payment terms for your customer's invoices, such as the net due dates, discount amount, and discount due dates.
Automatic Accounting Instructions (AAIs)	Define which accounts the system updates for accounting purposes, such as offset, suspense, and default bank accounts.
User defined codes	Define customized codes, such as document types and reason codes that are appropriate for your business needs.

Next numbers	Establish an automatic numbering system for documents.
Customer bank information	Define the various types of bank account information required for automatic receipt processing.

Setting Up Accounts Receivable Constants

Constants provide a basic framework for how your Accounts Receivable system works, based on your business needs. When you set up Accounts Receivable constants, you set up controls for the entire system, as well as establish information by company (for example, aging information). For example, you can specify whether management approval is required for posting invoices and receipts and how the system generates automatic entries when accounts receivable batches are posted.

When setting up Accounts Receivable constants, you must specify whether to process accounts receivable using WorldSoftware, OneWorld, or OneWorld - Line of Business. If you use the WorldSoftware Sales Order Processing system and you activate Line of Business processing, you must convert to OneWorld Sales Order Processing.

Settings to Accounts Receivable constants take effect after you exit and restart OneWorld.

The system stores information about Accounts Receivable constants in the General Constants table (F0009) and Company Constants Table (F0010).

Before You Begin

- Ensure that only authorized personnel can access your Accounts Receivable constants.

Setting Up Enhanced Accounts Receivable Constants

You use the enhanced Accounts Receivable constants to specify whether to use the Accounts Receivable system for WorldSoftware, OneWorld, or OneWorld - Line of Business processing. Line of business processing allows you to define and process various types of accounts receivable information for your customers by company (line of business), such as payment terms, credit limits, and delinquency policies.

Line of Business Processing

If you conduct business with customers who have multiple lines of business, you can set up the system to process customer transactions by line of business. You can distinguish these lines of business by product, division, geography, and so on. You set up one address book record for the customer, but you use the Company field to create a customer record for each line of business. This allows you to process Accounts Receivable information, such as credit limits and collection policies, and to set up default payment terms and tax information for each customer by company (line of business).

For example, your organization, Wholesale Super Foods, sells a variety of products such as produce, frozen foods, and paper goods to customers in the retail grocery business. You might have different payment terms and tax information for a customer who orders paper goods than for those who order produce and frozen foods. With line of business processing,

each product line is set up as a unique company in the system. Therefore, the system maintains a record for each company by customer.

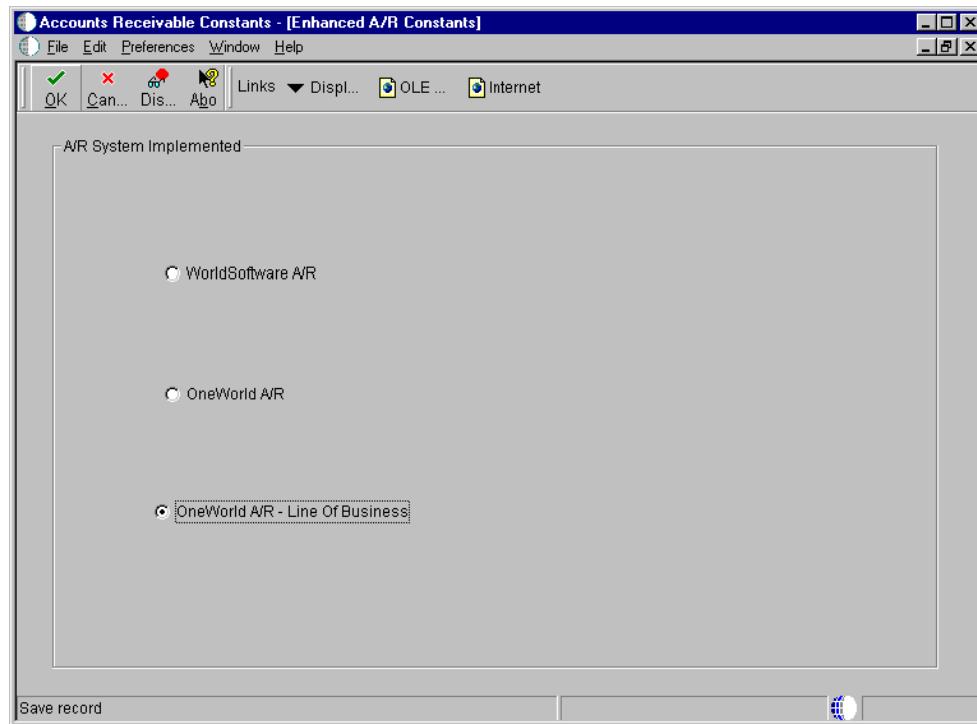
When you enter a customer record, you do not create multiple address book records to accommodate line of business. Instead, you assign the company to the customer record associated with the line of business. Using the Super Foods example, company 00001 is designated for the paper products, and company 00002 is designated for produce. When the customer orders napkins and paper towels, you enter the invoice for company 00001 and the system defaults the payment terms for 1/10, Net 30 (1% discount if paid within 10 days with the full amount due in 30 days). When the same customer orders fresh vegetables, you enter the invoice for company 00002 and the system defaults the payment term Due Upon Receipt. By setting up line of business processing, the system can default the proper payment terms, currency, and accounting information based on the company number you enter on the invoice.

If you do not activate line of business processing, the system maintains only one record for company 00000 in the Customer Master by Line of Business table (F03012).

► To activate enhanced Accounts Receivable constants

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

1. On the System Setup menu, choose Accounts Receivable Constants.
2. On Work With A/R Constants, click Find.
3. Locate company 00000 and click Select.
4. On Accounts Receivable Constants, choose Enhanced A/R from the Form menu.



5. On Enhanced A/R Constants, choose one of the following options and click OK:

- WorldSoftware A/R
- OneWorld A/R
- OneWorld A/R - Line Of Business

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

See *Accounts Receivable Coexistence and Conversion* for more information about converting accounts receivable data.

Setting Up Accounts Receivable System Controls

The following constants control the Accounts Receivable system for all companies. Therefore, you set them up for company 00000 only.

- Batch Control Required

If you want to specify the total number of documents to be entered in a batch and the corresponding amount, you can activate Batch Control Required. By activating this constant, the system displays a Batch Entry from which you enter information about the batch. This allows you to compare what you actually entered against what you specified that you would enter, which helps you minimize entry errors.

- Manager Approval of Input

If you activate Manager Approval of Input, the system assigns a pending status to all invoice and receipt batches, which requires batch approval before you can post them. See *Setting Up Batch Approval and Post Security*.

- General Ledger Interface

Activate this option if you are using the J.D. Edwards General Accounting system. Failure to activate this option will result in one-sided entries that will negate any integrity reporting.

- Offset Method

When you post transactions to the general ledger, you can choose whether to create one offsetting entry per batch (B), one offsetting entry per transaction (Y), or one offsetting entry per pay item (S).

► To set up Accounts Receivable system controls

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

1. On the System Setup menu, click Accounts Receivable Constants.
2. On Work With A/R Constants, click Find.
3. Choose company 00000 and click Select.

The screenshot shows the 'Accounts Receivable Constants' window in PeopleSoft. At the top, it says 'Select Workspace: Active Foundation'. The main area has sections for 'AR Controls', 'Cash Management', and 'Aging Information'. In 'AR Controls', 'General Ledger Interface' is checked. In 'Cash Management', 'Delinquency Notice' and 'Print Statement' are checked. In 'Aging Information', 'Aging Method' is set to 1 and 'Date Aging Based On' is set to D. The 'Offset Method' section shows 'One Offset per Document'.

4. On Accounts Receivable Constants, click any of the following options:
 - Batch Control Required
 - Manager Approval of Input
 - General Ledger Interface
5. Complete the following field and click OK:
 - Offset Method

Setting Up Accounts Receivable Company Controls

When you set up Accounts Receivable constants, you can designate cash management options and default aging information by company. This allows you to specify whether to print statements and delinquency notices, process automatic receipts, and use different aging categories and dates for collection purposes.

When you choose Accounts Receivable Constants, the system displays the companies that have been set up in the General Accounting system. At this point, the companies contain the default values from company 00000. Therefore, you only need to revise the information for the companies that you want to be different from company 00000.

Although you establish default settings for the cash management options on a company basis, you can override those settings at the customer level when you set up customer information. Many Accounts Receivable reports and batch processes allow you to specify aging information in the processing options that override the default values in the constants.

► To set up Accounts Receivable company controls

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

1. On System Setup, choose Accounts Receivable Constants.
2. On Work With A/R Constants, click Find
3. Choose the desired company and click Select.
4. On Accounts Receivable Constants, click any of the following options
 - Delinquency Notice
 - Auto Receipt
 - Print Statement
5. Complete any of the following fields and click OK:
 - Age as of Date
 - Aging Method
 - Date Aging Based On
 - Beginning
 - thru

Setting Up Batch Approval and Post Security

You can specify that management must approve each batch of transactions before it can be posted.

If you specify that management must approve each batch of transactions before it can be posted, you will need to set up a list of *secured users* and a list of *approved by users*.

Secured users are users who are restricted from approving and posting batches. Approved by users are users who can approve and post batches for secured users.

You might also want to restrict unauthorized users from viewing batches other than their own in the Review Unposted Batches program (P0011).

To save time, increase efficiency, and decrease costs, you can set up a batch approval workflow for batch types G (journal entries) and V (vouchers), which enables you to electronically approve outstanding batches of transactions. After you enter a batch of transactions, an action message is sent to the employee work center to notify the approver that a batch is ready for approval. From the work center, the approver can access the notification message, review and approve the batch, and if necessary, post the batch.

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

When a secured user opens a previously-approved batch and changes information in the detail area, the system changes the status of the batch to pending. If the secured user makes no changes to the batch or changes only the information in the header area, the batch remains in an approved status.

You can set up Batch Approval and Post Security for the following systems:

- General Accounting
- Accounts Payable
- Accounts Receivable

Related Information

Printing Secured and Approved-by users	You can print a listing of the secured users or approved-by users by choosing Batch Security from the Form menu of the Batch Approval / Post Security Constants form, and then running one of the batch versions.
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► To set up batch approval for A/R

When you set up batch approval, you set it up for the entire Accounts Receivable system, not for specific companies.

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

1. On System Setup, choose Accounts Receivable Constants.
2. On Work With A/R Constants, click Find.
3. Choose Company 00000 and click Select.
4. On Accounts Receivable Constants, click the following option, and then click OK:
 - Manager Approval of Input

► To set up approved by users

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

1. On Batch Approval / Post Security Constants, click one or more of the following options to turn them on:
 - A/P Batch Security
 - A/R Batch Security
 - G/L Batch Security
2. Choose Approved by Users from the Form menu.
3. On Work With Approved by Users, click Add.
4. On Approved by User, complete the following fields and click OK:

- Approved By User
 - Secured User
5. On Work With Approved by Users, to run a report that lists all of the users who can approve and post batches, choose Batch Security Rpt from the Form menu.

► To set up secured users

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

1. On Batch Approval / Post Security Constants, click one or more of the following options to turn them on:
 - G/L Batch Security
 - A/P Batch Security
 - A/R Batch Security
2. Choose Secured Users from the Form menu.
3. On Work With Secured Users, click Add.
4. On Secured User, complete the following fields and click OK:
 - Secured User
 - Approved By User
5. On Work With Secured Users, to run a report that lists all of the users who can approve and post batches, choose Batch Security Rpt from the Form menu.

Payment Terms

Payment terms are used by the Accounts Payable and Accounts Receivable systems to specify a payment due date and, optionally, a discount percent and discount due date. Payment terms allow you to enter invoices and vouchers more efficiently because the system calculates the due dates and discounts for you. You can specify a default payment term on the customer and supplier records. Then, when you enter a voucher or invoice you can either accept the default or override it with a different payment term.

Payment terms can range from simple to complex, depending on the policy of your organization. You define a payment term by using a one-, two-, or three-character combination of the following values:

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

For example, you might use A1%, which combines all types of characters.

Payment terms are not system specific. The Accounts Payable and Accounts Receivable systems use the same payment terms.

Blank Payment Term Code

You can use a blank payment term code for the most commonly used payment term, but you should also set up that payment term with a code to use as an override, especially if you use a nonblank default payment term on the customer or supplier record. For example, if the supplier master record is set up to use 001 as the payment term code, and you want to override it on the voucher to the blank payment term code, the system will continue to supply the default (001) from the supplier record every time you clear the field.

Types of Payment Terms

Two types of payment terms are available:

Standard	Standard payment terms allow you to: <ul style="list-style-type: none">• Specify due dates using one of three methods:<ul style="list-style-type: none">• Entering a specific date• Specifying the number of days to add to the invoice date• Specifying the number of months to add to the invoice date and the date in the month• Specify discounts as a percent of the gross amount for each invoice or voucher, or each invoice or voucher pay item.• Specify discount due dates• Divide an invoice or voucher equally into multiple pay items. You can specify a due date for the first pay item and the number of days to add to each remaining pay item.
Advanced	Advanced payment terms provide all the features of standard payment terms, but also allow you to: <ul style="list-style-type: none">• Specify a calendar and workday rule to use in conjunction with the due date. For example, if the due date falls on a weekend day, the system can automatically change it to the previous Friday or following Monday.• Specify a based-on date other than the invoice date, such as the G/L date or service/tax date.• Calculate net and discount due dates using date ranges that allow you to add days and months, specify a fixed date, or use a combination of the two.• Divide a transaction into multiple pay items based on a percentage. For example, the amount of the first pay item might be 20% of the total amount, and the amount the second and third pay items might each be 40% of the total.• Specify varying discount percentages for multiple pay items. For example, the percentage of the discount for the first pay item might be 10%, and the remaining pay items might be 20% each.• Specify varying discount percentages based on the due date. For example, you might grant a 5% discount to customers who pay within 10 days, and a 2% discount to customers who pay between 11 and 30 days.

Setting Up Standard Payment Terms

You set up standard payment terms using the Payment Terms Revisions program (P0014). The system uses the payment term information to calculate the values for the Due Date, Discount Available, and Discount Due Date fields on the invoice and voucher entry forms.

You can set up the following types of standard payment terms:

- Due upon receipt
- Fixed
- Net
- Proximate date
- Split

The system stores standard payment terms in the Payment Terms table (F0014).

Due Upon Receipt Payment Terms

You use due upon receipt payment terms when you want the due date to equal the invoice date. You set up the payment term without specifying any additional information.

Fixed Payment Terms

You use fixed payment terms when you want to specify a due date instead of having the system calculate the due date. For example, you might want all transactions due at the end of the year regardless of when they were entered. To do this, you enter a due date of 12/31/05.

Net Payment Terms

You use net payment terms to specify the due date of the transaction by adding some number of days to the invoice date of the transaction. For example, you specify net days to pay of 30 and you enter a transaction with an invoice date of 6/14/05. The system calculates the due date as 7/14/05.

Net Payment Terms with Discounts

In addition to specifying the net days to pay (or due date), you can specify the discount percent and the discount days. The system multiplies the gross amount by the discount percent to calculate the discount available. It then adds the discount days to the invoice date to determine the discount due date.

For example, you specify the following 1/10 net 30 payment term:

- Discount of 1%
- Discount days of 10
- Net days to pay of 30

You enter a transaction with an invoice date of 6/14/05.

The system calculates a discount due date as 6/24/05 and the net due date as 7/14/05. The customer has until 6/14/05 to remit their payment to receive a 1% discount; otherwise, the payment is due 6/24/05.

Proximate Date Payment Terms

You use proximate date payment terms when you want the transaction due date to be on the same date of the month regardless of the invoice date. You specify the number of months to add to the invoice date and the date in that month on which the transaction is due.

For example, you specify the following payment term:

- Proximate month of 1
- Proximate day of 10

You enter a transaction with an invoice date of 5/20/05.

The system calculates the due date as 6/10/05.

To specify a due date for the last day of the month, use a proximate month of 0 and proximate days of 31. The system uses the last day of the month regardless of the number of days in the month.

Proximate Date Payment Terms with Discounts

In addition to specifying the proximate month and day, you can specify the discount percent and the discount days. The system multiplies the gross amount by the discount percent to calculate the discount available, and adds the discount days to the invoice date to calculate the discount due date.

For example, you specify the following payment term:

- Discount of 1%
- Discount days of 10
- Proximate month of 1
- Proximate days of 10

You enter a transaction with an invoice date of 6/14/05.

The system calculates a discount due date of 6/24/05 and a net due date of 7/10/05. The customer has until 6/24/05 to remit their payment to receive a 1% discount; otherwise, the payment is due 7/10/05.

Split Payment Terms

You use split payment terms when you want the system to divide the transaction evenly into multiple pay items with different due dates and the number of days between the second and subsequent payments is constant.

You specify the net days to pay, the number by which you want to divide the transaction, and the days to pay aging. The system uses the net days to pay to calculate the due date of the first pay item, and the days to pay aging to calculate the due dates for the second and subsequent pay items.

For example, you specify the following payment term:

- Net days to pay of 20
- Split payments of 4
- Days to pay aging of 30

You enter a voucher with an invoice date 6/14/05.

The system divides the voucher into four pay items and calculates the due dates as follows:

- For the first pay item, the due date is 7/04/05 (20 days from the invoice date)
- For the second pay item, the due date is 8/03/05 (30 days from the due date of the first pay item)
- For the third pay item, the due date is 9/02/05 (30 days from the due date of the second pay item).
- For the fourth pay item, the due date is 10/02/05 (30 days from the due date of the third pay item).

Split Payment Terms with Discounts

In addition to specifying the split payment term, you can specify the discount percent and the discount days. The system calculates the discount available for each pay item.

You specify the information for the split payment term, as well as the discount percent and the number of days to add to the invoice date to calculate the discount due date.

For example, you specify the following 1/10 net 30 payment term:

- Discount of 1%
- Discount days of 10
- Net days to pay of 20
- Split payments of 3
- Days to pay aging of 30

You enter a transaction for 3000 USD with an invoice date of 6/01/05.

The system calculates the dates for each pay item as follows:

Pay Item	Gross Amount	Discount Amount	Discount Due Date	Due Date
001	1000.00	10.00	6/11/05	6/21/05
002	1000.00	10.00	7/11/05	7/21/05
003	1000.00	10.00	8/10/05	8/20/05

Note

The system performs soft rounding on amounts that do not divide equally. See *Rounding Versus Soft Rounding*.

Tax Considerations for Using Payment Terms with Discounts

If the voucher or invoice has taxes, the system uses the tax rules that are set up for the company entered on the invoice or voucher. If tax rules are not set up for the company specified, the system uses the tax rules that are set up for the default company 00000.

The system will not process transactions with discounts if the tax rules for the company specified are set up with the following option turned on:

- Tax on Gross Excluding Discount

See *Setting Up Tax Rules* in the *Tax Reference Guide* for more information.

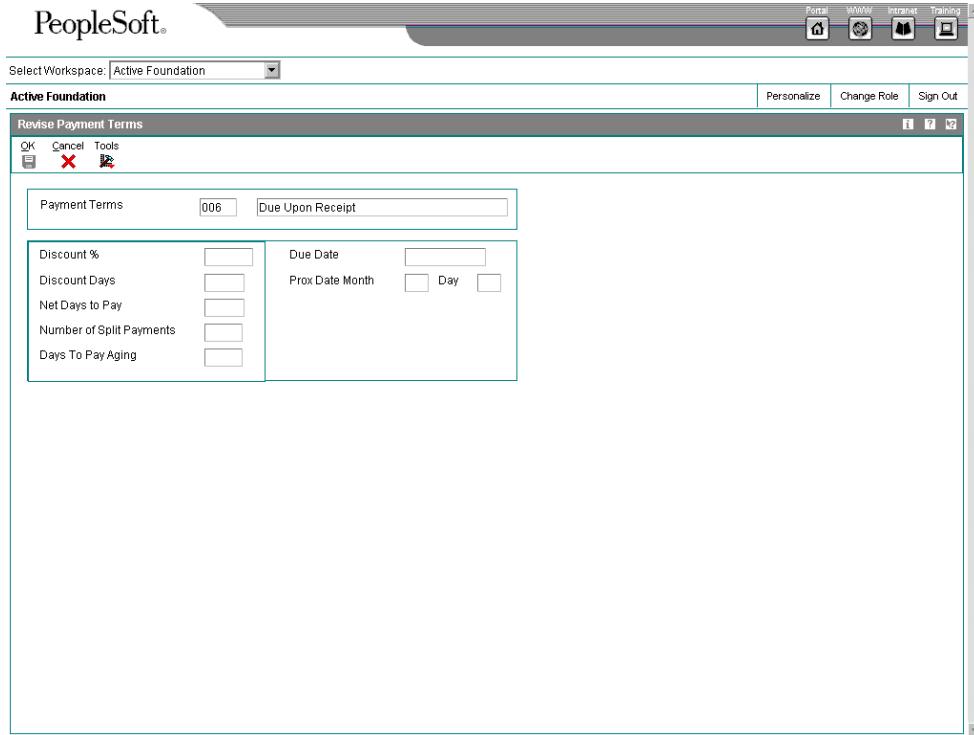
See Also

- *Setting Up Advanced Payment Terms*

► To set up due upon receipt payment terms

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

1. On Work With Payment Terms, click Add.



2. On Revise Payment Terms, complete the following field:

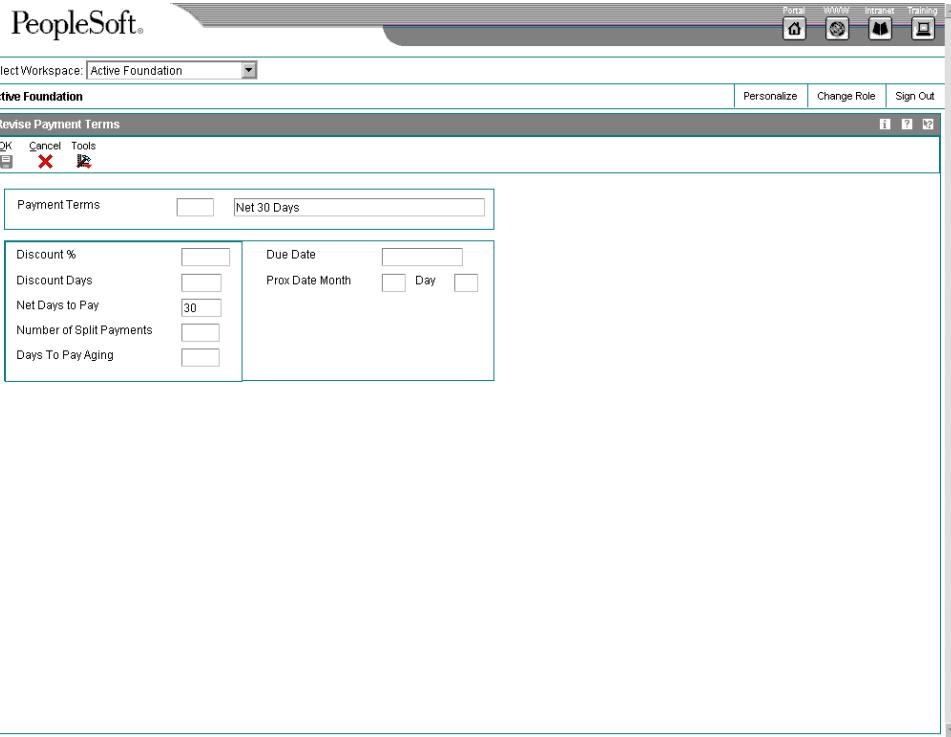
- Payment Terms

3. In the unlabeled field to the right of Payment Terms, enter a brief description to identify the payment term and click OK.

► To set up net payment terms

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

1. On Work With Payment Terms, click Add.



2. On Revise Payment Terms, complete the following field:
 - Payment Terms
3. In the unlabeled field to the right of Payment Terms, enter a brief description to identify the payment term.
4. Complete the following field for the system to calculate the net due date:
 - Net Days to Pay

The system adds the number of days that you specify to the invoice date to calculate the net due date.
5. To set up the payment term with a discount, complete the following fields:
 - Discount %

Enter the discount percent as a decimal. For example, to specify a 1% discount, enter .01.

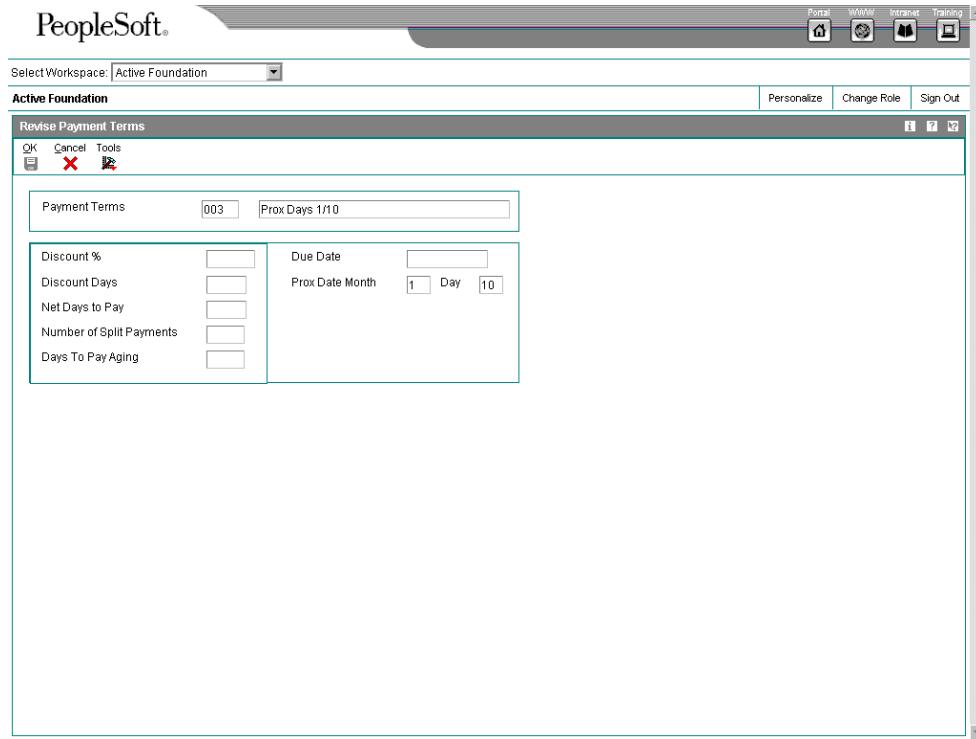
 - Discount Days

The system adds the number of days that you specify to the invoice date to calculate the discount due date.
6. Click OK.

► **To set up proximate date payment terms**

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

1. On Work With Payment Terms, click Add.



2. On Revise Payment Terms, complete the following field:

- Payment Terms
3. In the unlabeled field to the right of Payment Terms, enter a brief description to identify the payment term.
 4. Complete the following fields for the system to calculate the net due date:

- Prox Date Month

The system adds the number of months that you specify to the invoice date to determine the month of the net due date.

- Day

The system uses the day that you specify as the day that the payment is due.

For example, if you specify a Prox Date Month of 1 and a Day of 16, and you enter a voucher with an invoice date of 6/10, the system calculates the due date as 7/16.

5. To set up the payment term with a discount, complete the following fields:

- Discount %

Enter the discount percent as a decimal. For example, to specify a 1% discount, enter .01.

- Discount Days

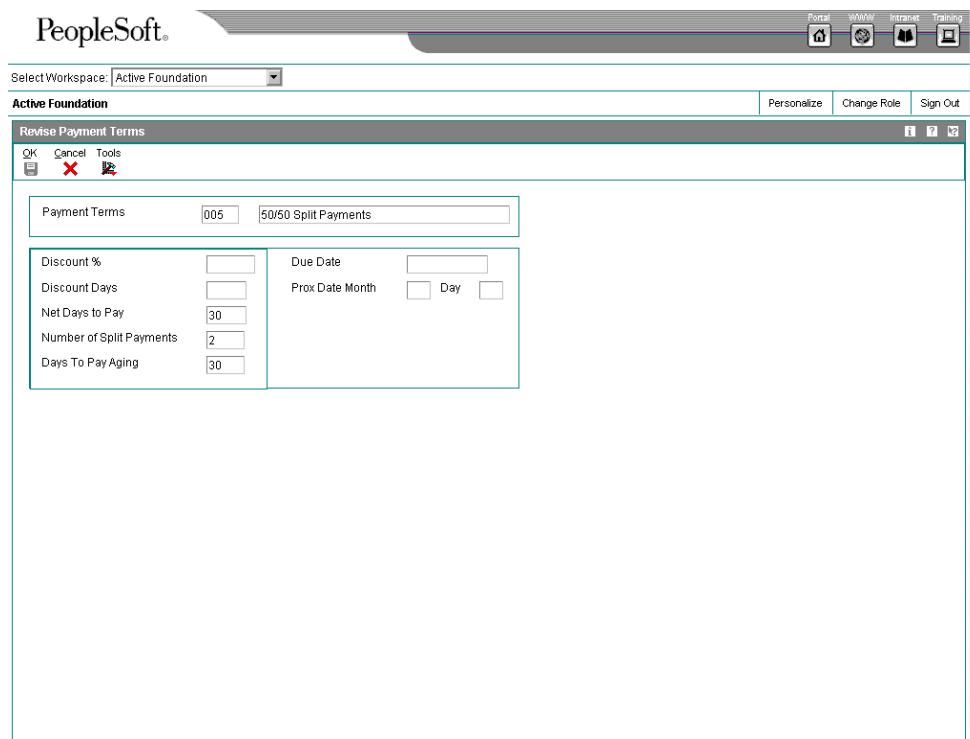
The system adds the number of days that you specify to the invoice date to calculate the discount due date.

6. Click OK.

► To set up split payment terms

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

1. On Work With Payment Terms, click Add.



2. On Revise Payment Terms, complete the following field:

- Payment Terms

3. In the unlabeled field to the right of Payment Terms, enter a brief description to identify the payment term.
4. Complete the following additional fields to define the terms of the split payment:

- Net Days to Pay
- Number of Split Payments

- Days To Pay Aging

5. To allow a discount, complete the following optional fields:

- Discount %

Enter the discount percent as a decimal. For example, to specify a 1% discount, enter .01.

- Discount Days

The system adds the number of days that you specify to the invoice date to calculate the discount due date.

6. Click OK.

Setting Up Advanced Payment Terms

Advanced payment terms allow you to customize payment due dates by setting up due date rules. Due date rules allow you to set up more complex and diverse payment terms because you can:

- Specify a workday calendar and workday rule.

Specify which days of the month are workdays and which are weekends and holidays. Additionally, if due dates fall on a weekend or holiday, you can specify whether to use that date or have the system automatically change the due date to the previous or following working day.

- Specify the based-on date.

Unlike the due dates for standard payment terms, which are always based on the invoice date, advanced payment terms allow you to specify whether to use the invoice date, G/L date, or service/tax date.

- Specify the number of days and months to add to the based-on date based on a range of transaction dates, or specify the months to add and a fixed date based on a date range.

- Specify unique rules for net and discount due dates.

You could have net due dates that use a date range and are based on the G/L date, and discount due dates that have a fixed date based on the invoice date.

The system stores advanced payment term information in the following tables:

- Advanced Payment Terms (F00141)
- Due Date Rules (F00142)
- Due Date Rules Day Range (F00143)
- Installment Payment Terms (F00144)
- Multitiered Payment Terms (F00147)

See Also

- *Setting Up Payment Terms*

Work Day Calendars

When setting up due date rules for your advanced payment terms, you can set up work day calendars. These calendars allow you to specify actual work days, weekends, holidays, and other user-defined types of days for your organization. You can set up multiple calendars and reference one of them in a due date rule.

After you set up a work day calendar, you specify which action to perform if the system calculates the due date on a nonworking day. You do this on the Due Date Rules Revision form by specifying a work day rule. By using a work day rule, you can adjust the payment's due date to correspond to your work days, as well as prevent unintended grace periods that might occur if the due date falls on a Saturday and your business is closed.

For example, you can instruct the system to:

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

Work day calendars are stored in the Workday Calendar table (F0007).

► To add a work day calendar

Use one of the following navigations:

For the Accounts Payable and Accounts Receivable systems, choose Work Day Calendar from the Payment Terms Revisions menu (G00141).

For the Enterprise Asset Management system, choose Work Day Calendar from the Planning Setup menu (G1346).

For the Transportation Management system, choose Work Day Calendar from the Transportation Setup menu (G4941).

For the Shop Floor Management system, choose Shop Floor Calendar from the Shop Floor Management Setup menu (G3141).

For the Product Data Management system, choose Shop Floor Calendar from the Product Data Management Setup menu (G3041).

The Work With Workday Calendar form appears, displaying all calendars that have been set up.

Work Day Calendar - [Work With Work Day Calendar]

File Edit Preferences Window Help

Select Find Add Del... Close Beg... New... Disp... OLE... Internet

Branch/Plant	*				
Calendar Month	*	Calendar Year	*	Shift Code	*
Branch/Plant	Description	Month	Year	Century	Shift Code
10	Western Distribution Center	6	5	20	
27	Eastern Area DC	1	98	19	
27	Eastern Area DC	2	98	19	
27	Eastern Area DC	3	98	19	
27	Eastern Area DC	4	98	19	
27	Eastern Area DC	5	98	19	
27	Eastern Area DC	6	98	19	
27	Eastern Area DC	7	98	19	
27	Eastern Area DC	8	98	19	
27	Eastern Area DC	9	98	19	
27	Eastern Area DC	10	98	19	
27	Eastern Area DC	11	98	19	

- To add a new calendar, on Work With Workday Calendar, complete the following required fields:

- Branch/Plant

With the exception of ALL, which is a hard-coded value for this program, the branch/plant that you assign must exist in the Business Unit Master table (F0006).

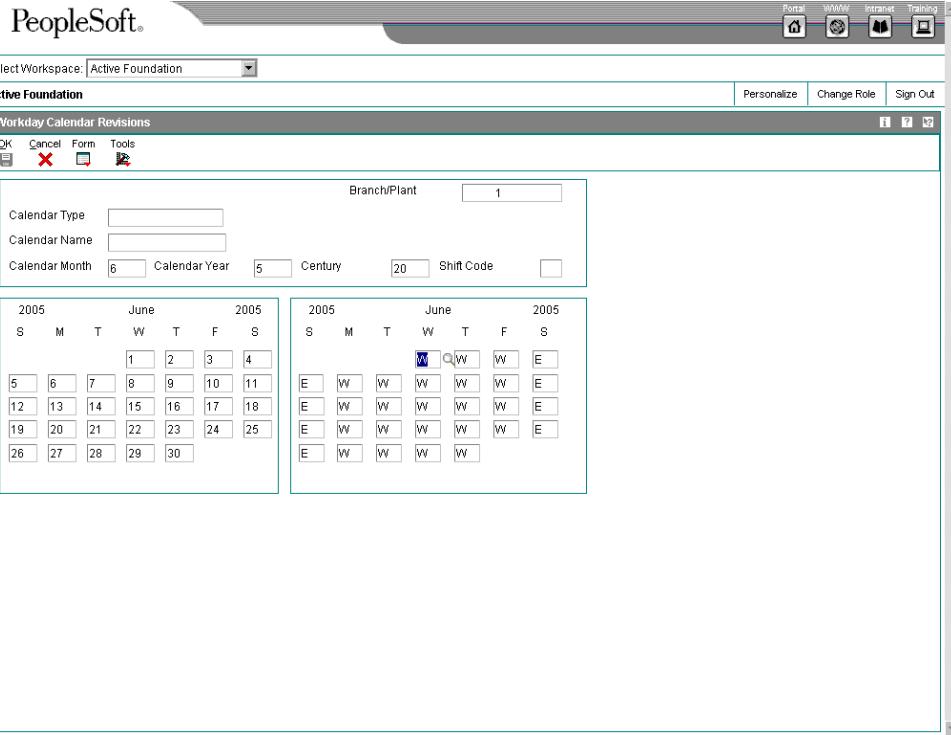
- Calendar Month
- Calendar Year

- Complete the following optional field to specify a unique calendar for the same branch/plant:

- Shift Code

- Click Add.

The Workday Calendar Revisions form appears, displaying two calendars for the month and year. The calendar on the left shows the numerical days, and the one on the right shows the working days and nonworking days.



4. On Workday Calendar Revisions, change the default values as necessary for each day of the week and click OK.

The types of days that you can specify are in UDC 00/TD. With the exception of W, which is hard-coded as a work day, all other values specified are nonworking days. Examples of the type of day that you can specify on the calendar are:

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

► To copy a work day calendar

Use one of the following navigations:

For the Accounts Payable and Accounts Receivable systems, choose Work Day Calendar from the Payment Terms Revisions menu (G00141).

For the Enterprise Asset Management system, choose Work Day Calendar from the Planning Setup menu (G1346).

For the Transportation Management system, choose Work Day Calendar from the Transportation Setup menu (G4941).

For the Shop Floor Management system, choose Shop Floor Calendar from the Shop Floor Management Setup menu (G3141).

For the Product Data Management system, choose Shop Floor Calendar from the Product Data Management Setup menu (G3041).

The Work With Workday Calendar form appears, displaying all calendars that have been set up.

1. On Work With Workday Calendar, choose the calendar that you want to copy and click Select.
2. On Workday Calendar Revisions, click Copy from the toolbar.
3. Complete the following required field to create a new calendar:

- Branch/Plant

With the exception of ALL, which is a hard-coded value for this program, the branch/plant that you assign must exist in the Business Unit Master table (F0006).

4. Complete the following optional fields to specify unique calendars for the same branch/plant:

- **Linked Information Not Found**
- Calendar Type
- Shift Code

If you enter a value in the Calendar Name field, you must enter a shift code.

5. Change the default values as necessary for each day of the week and click OK.

The types of days that you can specify are in UDC 00/TD. With the exception of W, which is hard coded as a workday, all other values specified are nonworking days. Examples of the type of day that you can specify on the calendar are:

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

Setting Up Due Date Rules

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

You can set up a due date rule for either a discount due date or a net due date. After you set up due date rules, you set up the advanced payment term code that uses the rule and you specify a discount percent, if desired. Thus, the due date rule is linked to the advanced payment term code and discount percent to define the following:

- Default payment term code for a customer or supplier
- Payment term code for a specific invoice or voucher
- Payment term code for a specify invoice or voucher pay item

You can verify that the due date rules that you set up work correctly by using the Simulator feature, which allows you to perform multiple tests without entering transactions. See the task [To verify due date rules](#).

Due Date Rule Components

A due date rule can consist of any of the components listed in the following table. Using a combination of these due date components allows you to set up unlimited payment terms to meet your business needs.

Based-on Date	An invoice date, G/L date, or service tax date.
Days to Add	The number of days that the system adds to the based-on date.
Months to Add	The number of months that the system adds to the based-on date.
Fixed Days	The same date every month, such as the 10 th or 15 th of each month.
Date Range	A range of days that the system uses in conjunction with other components.
Work day Calendar	A calendar that you can use to specify the days of the week that are working days.
Work day Rule	A rule that you can use to ensure that if a due date is on a nonworking day, the system moves it forward or backward to an actual work day. It also specifies whether to count nonworking days when calculating the due date.
Multitiered discounts	You can set up payment terms that allow for multiple discount percentages. For example, you might set up a payment term that allows your customer to receive a 20 percent discount on their invoice if it is paid within 10 days, a 10 percent discount if it is paid within 20 days, and no discount if the full amount is paid after 20 days. You can define up to five tiers of discount percentages.

Date Ranges

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

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

The ranges must not overlap, and they must include a full month (the 1st through the 31st). The system always uses the last day of the month, regardless of the number of days in the month, when you specify fixed days as 31.

When you set up a date range, you can specify the number of months to add along with the number of days to add or the fixed date. However, you cannot specify both the number of days to add and a fixed date. The types of date ranges that you can specify are:

- Months to add
- Days to add

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

Examples of Due Date Rules

Because payment terms can be very complex, the following examples might be helpful when you are setting up advanced payment terms that use a combination of date ranges and rules. Both examples assume that you are using a workday rule that specifies actual (all) days in the due date calculation, as opposed to working days only.

Example 1

If the invoice date is between the 1st and 15th, set up a payment term that uses a fixed date of the 10th in the following month. Otherwise, add two days to the invoice date if it is between the 16th and 31st.

Steps to complete:

1. Specify a date range for 1–15 that adds 1 month and has fixed days of 10.

The system calculates the due date to be the 10th of the following month for all transactions that have an invoice date between the 1st and the 15th.

2. Specify a separate date range for each date after the 15th. You specify this date range as follows:

From Day	To Day	Days to Add
16	16	2
17	17	2
18	18	2
19	19	2
20	20	2

Continue adding a range for each single day that adds two days through the 31st.

Caution

Do not set up a second range for 16–31 that adds two days. This is a common mistake. In this case, the system would calculate the due date on the 2nd of the following month because it adds two days to the last day specified in the date range, which could be the 28th, 29th, 30th or 31st, depending on the month and year.

Example 2

If the G/L date is between the 1st and the 10th, set up a payment term that adds one month and five days to the G/L date. If the date is between the 11th and the 20th, add one month to

the G/L date. If the date is between the 21st and the 31st, add one month and use a fixed date of the 31st.

Steps to complete:

1. Specify a separate date range for each day between the 1st and the 10th as follows:

From Day	To Day	Days to Add	Months to Add
1	1	5	1
2	2	5	1
3	3	5	1
4	4	5	1
5	5	5	1

Continue adding a range for each single day that adds one month and five days through the 10th.

Caution

Do not set up a range from 1–10 that adds one month and five days. This is a common mistake. In this case, the system would calculate the due date to be on the 15th of the next month for all transactions with a G/L date between the 1st and the 10th because it uses the last day of the range (10) and adds one month and five days to it.

2. Specify a date range for each day between the 11th and the 20th as follows:

From Day	To Day	Days to Add	Months to Add
11	11	0	1
12	12	0	1
13	13	0	1
14	14	0	1
15	15	0	1

Continue adding a range for each single day that adds one month through the 20th.

3. Specify a date range between the 21st and 31st that adds one month and has fixed days of 31.

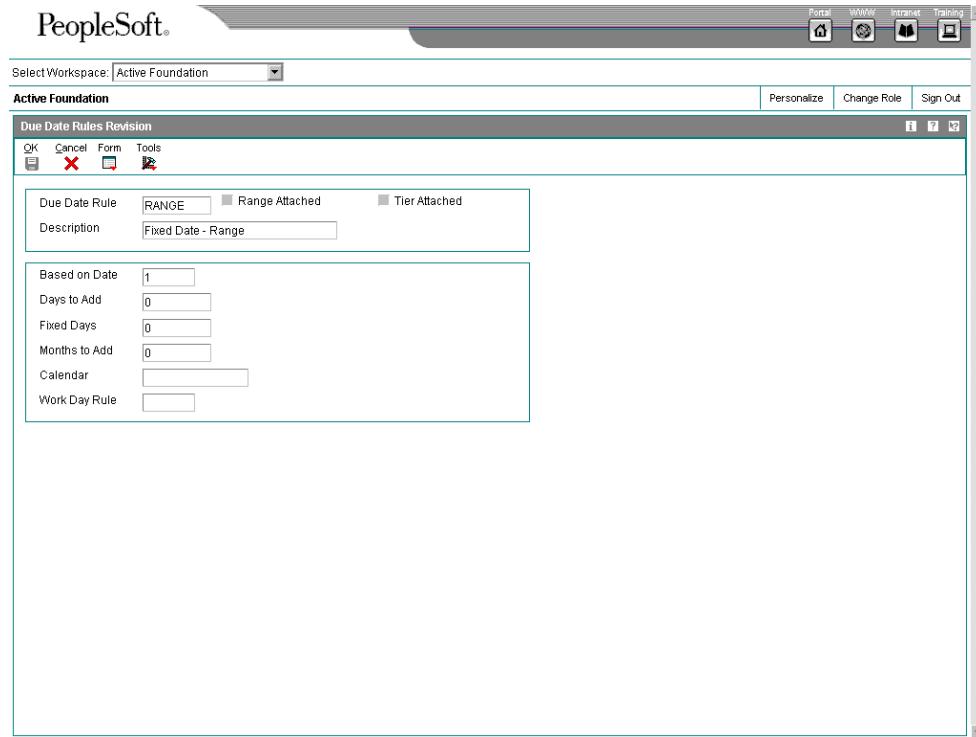
From Day	To Day	Days to Add	Months to Add	Fixed Days
21	31	0	1	31

You do not need to specify a separate range for each date because the due date is fixed.

► **To set up due date rules**

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

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



2. On Due Date Rules Revision, complete the following fields:
 - Due Date Rule
 - Description
3. To define how the system calculates the due date, complete any of the following fields:
 - Based on Date
 - Days to Add
 - Fixed Days
 - Months to Add
4. To specify information about a workday calendar, complete the following fields:
 - Calendar
 - Work Day Rule

5. Click OK.
6. To set up a date range as part of the due date rule, on Work with Due Date Rules, choose a due date rule, and then choose Date Range from the Row menu.

Customize Grid						
	<input checked="" type="checkbox"/> From Day	To Day	Days To Add	Fixed Days	Months To Add	
<input checked="" type="checkbox"/>	10	0	20	0	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	11	20	0	30	0	
<input type="checkbox"/>	21	31	0	10	0	
<input type="checkbox"/>						

7. On Date Range Revision, complete the following fields to define the range of days to which the rule applies:
 - From Day
 - To Day

If you specify a To Day of 31 and the month does not have 31 days, the system uses the last day of the month.
8. Complete one or more of the following fields to define the rule:
 - Days To Add
 - Fixed Days
 - Months To Add

If you specify a fixed date that is after the date range, you do not need to specify months to add; the system automatically uses the fixed date of the next month. For example, if the date range is 21 to 31 and the fixed date is the 10th, the system uses the 10th day of the following month. It does not assign a due date that is prior to the based-on date.

Note

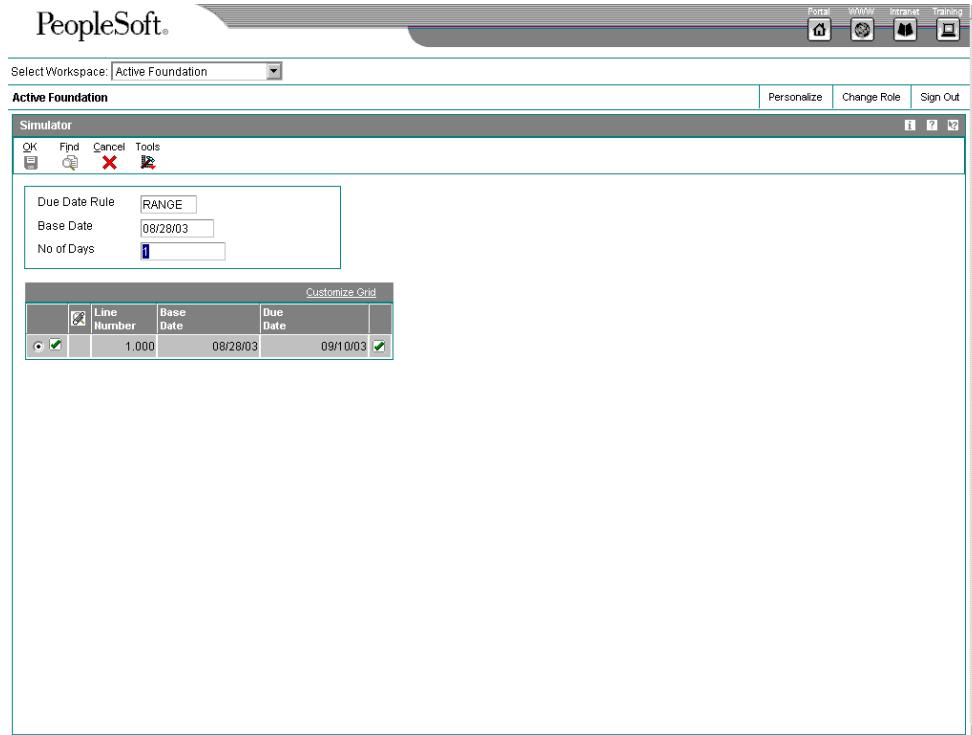
When you add a rule to a date range, the system always uses the last day of the date range to apply the rule. For example, if you specify a range of 1 through 15 and a rule that adds three days, the system calculates the due date on the 18th if the based-on date is between 1 and 15. The system does not add 3 days to each day specified in the date range; it adds three days to the ending date of the range. See *Examples of Due Date Rules* for more information.

9. Click OK.

► To verify due date rules

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

1. On Work with Due Date Rules, click Find to display all due date rules or type the due date rule that you want to verify in the Due Date Rule field and click Find.
2. Choose the due date rule that you want to test, and then choose Simulator from the Row menu.



3. On Simulator, complete the following fields and click Find:

- Base Date

Enter the date that you want to use to test the rule.

- No of Days

Enter the number of days that you want the system to display. For example, if you specify a base date of 6/25/05 and 10 for the number of days, the system displays the due date calculation for 6/25/05 through 7/04/05.

The system calculates the due date in the detail area based on the due date rule and base date specified.

Note

Because the Simulator program serves only as a validating tool for hypothetical due dates, no data is saved.

Setting Up Advanced Payment Term Codes

After you establish due date rules, you assign them to an advanced payment term code. Advanced payment term codes are three-character alphanumeric values that identify the type of payment term. When you create advanced payment term codes, you can also specify the discount percent to use for the discount due-date rule that you assign. The system uses this discount percent unless you set up installment or multilayered discounts, in which case the system clears the value specified.

Before You Begin

- Verify that you have set up the necessary due date rules to calculate net due dates and discount due dates. See *Setting Up Due Date Rules*.

► To set up advanced payment term codes

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

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

The screenshot shows the 'Advanced Payment Term Revision' window in the PeopleSoft application. The window has a toolbar with OK, Cancel, Form, Tools, and a red X button. The main area contains the following fields:

Payment Term	NXT	<input type="checkbox"/> Installments Present
Description	Due date calculated Next Date	
Discount %	.15	
Discount Due Date Rule	DNEXT	
Net Due Date Rule	N30	

2. On Advanced Payment Term Revision, complete the following fields:
 - Payment Term
 - Description
3. To specify a discount percentage for the invoice or voucher, complete the following field:
 - Discount %

Enter the discount percentage as a decimal. For example, to specify a 1% discount, enter .01.

The system ignores the discount percentage specified if you use installment or multitiered discounts.
4. To attach the due date rules to the payment term, complete the following fields and click OK:
 - Discount Due Date Rule
 - Net Due Date Rule

Setting Up Installment Payment Terms

Instead of paying invoice or voucher all at one time, you can enter the transaction for installment payments by using installment payment terms. Like split payment terms,

installment payment terms divide the transaction into multiple payments over a specified period of time. Unlike split payment terms, which divide the transaction evenly by a specified number, you determine the percentage of each installment and the percentage of the discount for each installment.

The system calculates the installment amount by multiplying the transaction's gross amount by the percentage that you define. The system calculates the discount due date and net due date of each installment based on the due date rules that you assign to it.

Because you can assign different due date rules to each installment, you can create unlimited variations of the amounts due, the discounts allowed, the dates by which payments must be received to receive a discount, and the dates on which the installment must be paid before it is considered delinquent.

The following examples describe the different types of installment payment terms that you might set up:

Equal payments with a discount	<p>You might set up five equal payments as follows:</p> <ul style="list-style-type: none">• Payment 1 = 20% with a 10% discount• Payment 2 = 20% with a 10% discount• Payment 3 = 20% with a 10% discount• Payment 4 = 20% with a 10% discount• Payment 5 = 20% with a 10% discount <p>The discount and net due dates of the payment depend on the due date rules that you assign to the payment term.</p>
Unequal payments with a discount	<p>You might set up three unequal payments as follows:</p> <ul style="list-style-type: none">• Payment 1 = 50% with a 5% discount• Payment 2 = 30% with a 5% discount• Payment 3 = 20% with a 5% discount <p>The discount and net due dates of the payment depend on the due date rules that you assign to the payment term.</p>
Unequal payments with varying discounts	<p>You might set up four unequal payments as follows:</p> <ul style="list-style-type: none">• Payment 1 = 40% with a 10% discount• Payment 2 = 30% with a 8% discount• Payment 3 = 20% with a 6% discount• Payment 4 = 10% with a 5% discount <p>The discount and net due dates of the payment depend on the due date rules that you assign to the payment term.</p>

Example: Installment Payment Term

The following is an example of when you might use an installment payment term. Suppose that you have an invoice that you want to split into three installments, as follows:

Amount	9,000.00
Invoice Date	July 15, 2002
Based on Date	Invoice Date
First Installment	2,000.00 with a 10% discount
Second Installment	3,000.00 with a 5% discount
Third Installment	4,000.00 with a 1% discount

Percent of Installment	Calculation
First Installment	$2000 / 9000 = 22.222\%$
Second Installment	$3000 / 9000 = 33.333\%$
Third Installment	$4000 / 9000 = 44.445\%$

Because the total percentage must equal 100, you must round the percentage of the last installment up.

When you enter the invoice for 9,000.00, the system calculates the installment amounts as follows:

Amount of Installment	Calculation
First Installment	$9000 \times .22222 = 1,999.98$
Second Installment	$9000 \times .33333 = 2,999.97$
Third Installment	$9000 \times .44444 = 4,000.05$

Note

The system uses soft rounding when amounts do not divide evenly. See *Rounding Versus Soft Rounding* and *Soft Rounding Example: Multiple Pay Items* for more information.

Due Date Calculations for Installment Payment Terms

Installment payment terms use due date rules to determine the discount and net due dates to assign to the transaction. The system uses the based-on date specified on the due date rule to determine the due dates for the first installment only. The system uses due dates of the

first installment as the based-on date for the second installment, and the due dates of the second installment as the based-on date for the third installment, and so on.

For example, suppose in the previous example you have the following due date rules assigned to each installment to calculate the corresponding discount and net due dates:

Due Date Rule	Based-on Date	Days to Add
DISCT	Invoice Date	10
NET	Invoice Date	30

Because you entered the invoice with an invoice date of 7/15/02, the system calculates the due dates as follows for each installment:

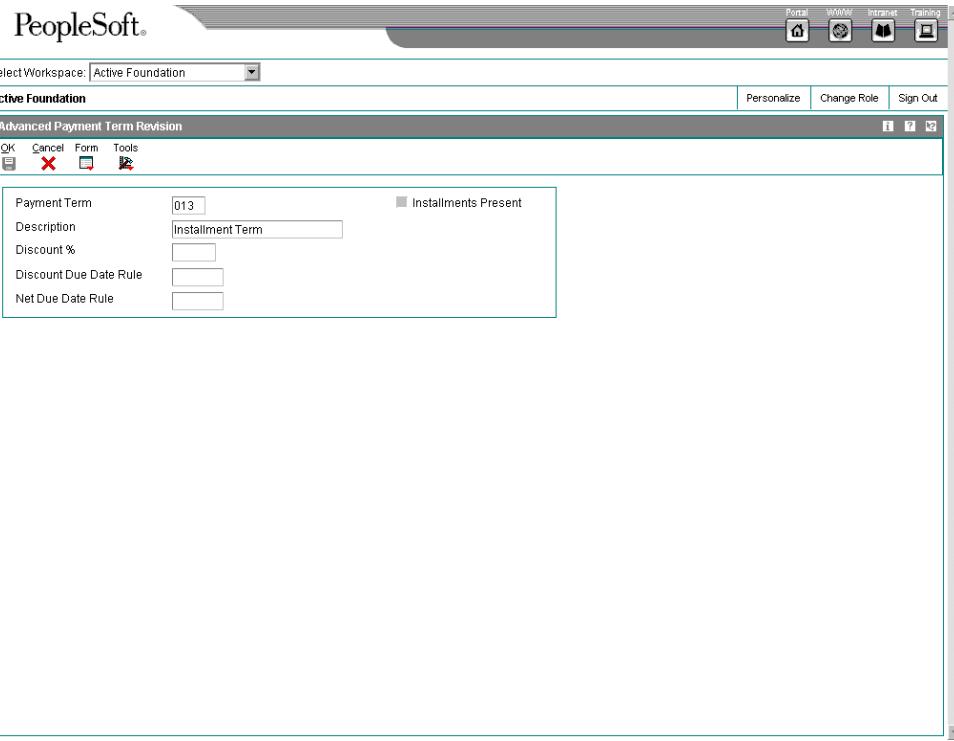
Installment	Discount Due Date	Calculation	Net Due Date	Calculation
First	7/25/02	The system adds 10 days to the invoice date.	8/14/02	The system adds 30 days to the invoice date.
Second	8/24/02	The system adds 10 days to the net due date of the first installment.	9/13/02	The system adds 30 days to the net due date of the first installment.
Third	9/23/02	The system adds 10 days to the net due date of the second installment.	10/13/02	The system adds 30 days to the net due date of the second installment.

See Also

- ❑ *Rounding Versus Soft Rounding* in the *Accounts Receivable Guide* for information about how the system performs rounding when amounts do not divide equally
- **To set up installment payment terms**

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

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



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

The screenshot shows the PeopleSoft Active Foundation workspace. The title bar says "PeopleSoft." The top navigation bar includes "Portal", "Intranet", and "Training". The workspace title is "Active Foundation". The main content area is titled "Installment Revision". It features a toolbar with buttons for "OK", "Delete", "Cancel", "Form", and "Tools". Below the toolbar is a table with the following data:

Payment Terms	010	Fixed Date - Range
No of Equal Payments	5	
Discount %	.10	
Discount Due Date Rule	DNEXT	
Net Due Date Rule	N30	

Below this is a grid titled "Customize Grid" with the following columns: Sequence Number, Percent of Instal %, Discount, Disc Due Date Rule, Net Due Date Rule. The first row has checked checkboxes in the Sequence Number and Net Due Date Rule columns. The second row has a value of "1.000" in the Percent of Instal % column. At the bottom of the grid is a "Total Percentage" field.

6. To assign the same values to all installments, on Installment Revision, complete one or more of the following fields in the header area. Otherwise, proceed to step 9.
 - No of Equal Payments
 - Discount %

Enter the percentage as a decimal. For example, to specify a 10 percent discount, enter .10.

 - Discount Due Date Rule

Leave this field blank if you do not specify a discount percentage.

 - Net Due Date Rule
7. Click OK.
8. On Work with Advanced Payment Terms, to review the installments, choose the payment term and choose Installments from the Row menu.
9. To assign a unique value for the installment, complete one or more of the following fields in the detail area:
 - Percent of Installation

Enter the percentage as a whole number. For example, to specify a 20 percent installment, enter 20. The total percentage that you enter must equal 100.

- Discount %

Enter the percentage as a decimal. For example, to specify a 10 percent discount, enter .10.

- Disc Due Date Rule
- Net Due Date Rule

10. Click OK.

Setting Up Payment Terms for Multitiered Discounts

Many companies want to reward their customers for early and prompt payments by allowing a greater discount based on the date that the customers remit their payment. Being able to change the discount percentage based on the date allows you to negotiate better terms with your suppliers and offer better terms to your customers.

You can set up advanced payment terms that allow the discount percentage to vary according to the number of days that have passed from the date that you specify as your based-on date for your due date rule. You can define up to five tiers of discount percentages.

For example, you might set up a payment term that allows a 10% discount if the payment is remitted within 10 days from the invoice date, a 5% discount if the payment is remitted within 20 days, and a 1% discount if the payment is remitted between 21 and 29 days.

To determine the discount due date for the first tier, the system uses the information that you provide on the due date rule. To determine the discount due date for subsequent tiers, the system adds the ending day of the tier to the based on date specified.

To calculate new discount percentages and discount due dates for subsequent tiers, you must run either the Update A/R Invoices batch program (R005142) or the Update A/P Vouchers batch program (R005141). See *Updating Invoices and Vouchers for Multitiered Discounts* for detailed information about this process.

See Also

- ❑ *Updating Invoices and Vouchers for Multitiered Discounts* in the *Accounts Receivable Guide* for detailed information about processing transactions with multitiered discounts

► To set up a multitiered due date rule

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

1. On Work with Due Date Rules, click Add.
2. On Due Date Rules Revision, complete the following fields:
 - Due Date Rule
 - Description
3. To define how the system calculates the discount due date for the first tier, complete the following fields:

- Based on Date
- Days to Add

The value that you enter should equal the value that you enter in the To field of the first tier.

For example, if you want to assign a 10% discount to transactions that are 1–10 days after the based on date, you enter 10 in this field and the To field of the first tier.

4. Do not enter values in the following fields:
 - Fixed Days
 - Months to Add
5. To specify information about a workday calendar, complete the following fields:
 - Calendar
 - Work Day Rule
6. Click OK.
7. On Work with Due Date Rules, click Find.
8. Choose the due date rule that you set up, and then choose Multitiered from the Row menu.

Due Date Rule MULTI Multitiered Discount			
From	Day Range	To	Discount Percentage
1		5	0.05000
6		10	0.02500
11		15	0.01500
16		20	0.01000
0		0	

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

Updating Invoices and Vouchers for Multitiered Discounts

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

You run Update A/P Vouchers (R005141) and Update A/R Invoices (R005142) to update the discount amount and discount due date on your vouchers and invoices according to the tiers that you set up for the multitiered payment term that you assigned to them.

When you run either of these batch programs, the system:

- Locates the appropriate transactions by comparing the payment terms that have been set up in the Multitiered Payment Terms table (F00147) with the payment terms that have been entered on the invoice or voucher.
- Uses the “as of” date entered in the processing options to determine which records to update.

The system compares the “as of” date that you enter with the “based on” date specified by the payment term to determine the number of days that have passed. The system accesses the proper payment term to determine the tier that corresponds to that number of days. If the discount percent is different on the tier than it is on the transaction, the record is eligible for update.

- Updates the discount amount by multiplying the discount percentage of the new tier by the gross amount of the transaction.
- Updates the discount due date by adding the value in the Day Range To field of the tier to the “based on” date of the transaction.

For example:

- To Day = 20
- Based on Date = G/L date
- G/L date = 6/17/05

The system adds 20 to the G/L date and assigns a discount due date of 7/07/05.

Note

The system considers the work day calendar and work day rule that you assign to the due date rule when it calculates discount due dates.

The system does *not*:

- Recalculate the net due date. The system calculates the net due date at the time the transaction is entered, and it does not change.
- Update partially paid transactions; the gross amount must equal the open amount.

- Consider records that do not have a discount amount.

Tax Considerations for Updating Transactions with Multitiered Discounts

If the voucher or invoice has taxes, the system uses the tax rules that are set up for the company entered on the invoice or voucher. If tax rules are not set up for the company specified, the system uses the tax rules that are set up for the default company 00000.

The system will not process transactions with discounts if the tax rules for the company specified are set up with the following option turned on:

- Tax on Gross Excluding Discount

See *Setting Up Tax Rules* in the *Tax Reference Guide* for more information.

Suppressing the Update on Specific Transactions

If you do not want the batch program to update a voucher or invoice that might be eligible for update, you can use the Speed Status Change program (P03B114 for invoices and P0411S for vouchers) to change the payment term code on the record. Because the system uses the payment term code to determine whether it is a multitiered payment term, changing the code prevents the record from being eligible for update.

Note

The system does not recalculate the discount due date or discount amount based on the change that you make to the payment term code using Speed Status Change. If you want to change the discount information, you must manually revise the transaction.

See Also

- *Setting Up Tax Rules* in the *Tax Reference Guide* for more information about processing transactions with taxes and discounts

Example of Updating a Transaction with a Multitiered Discount

The following example illustrates how the system derives the discount amount and discount due date based on:

- The payment term information
- The date that the batch update program is run.

Payment Term Setup:

Based on Date = Invoice Date

Days to Add = 10

First Tier = 1–10 with a 10% discount

Second Tier = 11–20 with a 5% discount

Third Tier = 21–29 with a 1% discount

Fourth and Fifth Tiers are not defined

Process:

Enter an invoice with an invoice date of 6/01/05 using the payment term code based on the setup above. The system calculates the discount as 10% of the gross amount and assigns a discount due date of 6/11/05 (6/01 + 10 days = 6/11).

If you run the batch update program nightly, the system will not update this record until 6/12/05.

On 6/12/05, the system:

- Calculates the difference between the invoice date and the “as of” date as 11 days. Eleven days is defined in the second tier, which has a 5% discount.
- Recalculates the discount amount to 5% of the gross amount.
- Recalculates the discount due date to 6/21/05.

The system uses the value in the To field of the second tier, which is 20, and adds it to the invoice date to derive the new discount due date.

If you run the program nightly, the system will not update this record again until 6/22/05.

On 6/22/05, the system:

- Calculates the difference between the invoice date and the “as of” date as 21 days. Twenty-one days is defined in the third tier, which has a 1% discount.
- Recalculates the discount amount to 1% of the gross amount
- Recalculates the discount due date to 6/30/05.

The system uses the value in the To field of the third tier, which is 29, and adds it to the invoice date to derive the new discount due date.

Because no other tiers are set up, the system will not update this record again.

Processing Options for Update A/P Vouchers (R005141)

Display Tab

This processing option specifies whether to print tax information on the report.

1. Tax Information.

Blank = Print tax information

1 = Do not print tax information

Use this Processing Option to specify whether you want Tax Information to be printed.

Valid values are:

Blank The system prints tax information.

1 The system does not print tax information.

Defaults Tab

This processing option specifies the date for the system to use to calculate the discount amount and discount due date.

1. As Of Date

Blank = Use system date

Use this Processing Option to specify the As Of Date. The System uses this date to calculate Discounts. Leave the processing option blank to use the current system date, or enter the As Of date.

Processing Options for Update A/P Vouchers (R005141)

Display Tab

This processing option specifies whether to print tax information on the report.

1. Tax Information.

Blank = Print tax information

1 = Do not print tax information

Use this Processing Option to specify whether you want Tax Information to be printed.

Valid values are:

Blank The system prints tax information.

1 The system does not print tax information.

Defaults Tab

This processing option specifies the date for the system to use to calculate the discount amount and discount due date.

1. As Of Date

Blank = Use system date

Use this Processing Option to specify the As Of Date. The System uses this date to calculate Discounts. Leave the processing option blank to use the current system date, or enter the As Of date.

User Defined Codes for Accounts Receivable

Many fields throughout J.D. Edwards systems accept only user defined codes. When you enter an invoice, for example, a user defined code specifies the document type of the invoice.

The system does not accept user defined codes that are not defined in a user defined code list.

For detailed information about adding, revising, and deleting user defined codes, see *User Defined Codes* in the *Foundation Guide*.

Document Type Codes (00/DT)

When you enter a transaction, the system assigns a document type, such as invoice or credit memo, based on the user defined code specified. The document type, along with the document number and document company, constitute the link between transactions in the Accounts Receivable and the General Accounting systems. .

Invoice Document Type Codes (00/DI)

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

All new document types set up in UDC 00/DI should also be set up in UDC 00/DT. You set up default invoice and credit memo document types in the Invoice Entry MBF Processing Options program (P03B0011). See *Invoice Entry MBF Processing Options (P03B0011)*.

Invoice (RI)	The system assigns this document type when you enter an invoice.
Recurring Invoice (RR)	The system assigns this hard-coded document type when you enter an invoice and specify the number of payments and frequency.
Credit Memo (RM)	The system assigns this document type to the invoice when you issue a credit memo.
Chargeback Invoice (RB)	The system creates an invoice with this hard-coded document type when you designate an invoice that has not been fully paid as a chargeback in the receipt system.
Finance Charge (RF)	The system creates an invoice with this hard-coded document type when you generate delinquency fees. Delinquency fees are also known as finance charges.
Unapplied Receipt (RU)	The system creates an invoice with this hard-coded document type when you enter receipts that are not applied against any invoices.
A/R Drafts (R1)	The system creates an invoice with this hard-coded document type when you enter drafts.

Receipt Document Type Codes (00/DT)

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

The system provides the following codes to use for matching documents when you enter and post receipts:

Receipt (RC)	The system assigns this document type when you enter a receipt.
Reversing or Void Entry (RO)	The system assigns this document type when you void a posted receipt.
Spread Adjustments (RS)	The system assigns this document type when you apply a credit memo to an invoice on a zero-amount receipt.
Nonsufficient Funds (RV)	The system assigns this document type when you designate a receipt as NSF (for nonsufficient funds).

Payment Status Codes (00/PS)

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

- A - Approved for payment
- D - Draft accepted
- E - Draft - Expired not Collected
- G - Draft Deposited not Due
- H - Held/Pending Approval
- P - Paid in Full
- R - Retainage

Payment Instrument Codes (00/PY)

Payment instrument codes (00/PY) specify various methods of payment. You can assign a payment instrument code to invoices to differentiate them for different types of processing. Examples of payment instruments used in the Accounts Receivable system include:

- A - Auto Debits
- D - Draft by Invoice
- F – Draft by Statement
- T – Electronic Funds Transfer

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

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

03B/AG

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

H00/AG

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

Collection Reason Codes (03B/CL)

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

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

Write-Off Reason Codes (03B/RC)

When you write off a portion of an invoice, you must assign a reason code (03B/RC) to describe the adjustment to the invoice amount. The reason code that you assign corresponds to the AAI item RAxx (where xx is the reason code) that the system uses to locate the account that you want to debit. Examples are:

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

Deduction Reason Codes (03B/CR)

You must assign a deduction reason code (03B/CR) when you create a deduction to indicate the reason that you entered it. Examples are:

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

Chargeback Reason Codes (03B/CB)

You must assign a chargeback reason code (03B/CB) to explain the reason for entering chargeback for the invoice. Examples are:

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

Void/NSF Reason Code (03B/VR)

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

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

Address Book Credit Message Codes (00/CM)

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

- * - Bypass Temporary Credit Hold (hard coded)
- 1 - Over Credit Limit
- 2 - Requires P.O.
- 3 - Not on Contract Maintenance
- 7 - On Credit Hold per Accounting
- B - Bad Credit Risk
- C – Cash Basis Only or C.O.D. (collect on delivery)

Standard Receipt Type Input Codes (03B/RE)

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

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

- 26 - Standalone Chargeback
- 27 - Standalone Deduction
- 30 - Partial NSF (used in draft processing only)
- 36 - Partial NSF Chargeback (used in draft processing only)

Speed Receipt Type Input Codes (03B/SA)

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

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

Dun & Bradstreet Rating Codes (01/DB)

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

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

TRW (Experian) Rating Codes (01/TR)

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

- AAA - Excellent
- BBB - Good

Language Preference Codes (01/LP)

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

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

Paid Late Codes (03B/PL)

Paid late codes (03B/PL) indicate whether a customer pays an invoice on time or whether it is paid late. The system assigns this code to the Paid Late field (RZPDLT) in the Receipts

Detail table (F03B14) when you run the Statistics History Update program (R03B16). Examples are:

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

Activity Priority Codes (03B/PR)

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

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

Address Number for Collection Manager Codes (01/CM)

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

Address Number for Credit Manager Codes (01/CR)

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

Setting Up System Next Numbers

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

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

Next numbers work in conjunction with the data dictionary. Each data dictionary item that uses next numbers contains a next numbering index value that corresponds to the line number containing the next number value for that data item.

J.D. Edwards makes several important recommendations to set up next numbers. J.D. Edwards recommends that you:

- Do not change a next number. Changing the numbers can result in duplicates as well as the inability to locate previously added numbers. If you must change a next number, change it to a greater value only.
- Do not delete next number values. If you delete a next number value, you might get unexpected results.
- Do not change the sequence of the next numbers in the table. Each next number must remain on its current line because programs reference a specific line in the table. For example, in the General Accounting system, the next number for journal entries must be on the second line. .
- Do not use blank as a next number value.

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

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

Next Numbers for Accounts Receivable

When a program retrieves a next number from the Next Numbers – Automatic table (F0002), it references a specific line in the next number table for the appropriate system. If your next number table becomes damaged or if entries are mistakenly deleted, you must set up the next number for the appropriate program on the specific line. The following table provides the information necessary to create the next number entries for the Accounts Receivable system (03B).

Line Number	Description	Function
1.0	Invoice Number	To provide a document number for invoices that are generated from the Sales Order Management system or that are entered manually.
2.0	Unapplied Receipt	To provide a document number for the RU invoice record (F03B11) that the system generates when you enter an unapplied receipt.
3.0	Chargeback Number	To provide a document number for the RB invoice record (F03B11) that the system generates when you charge back a customer for an unearned discount or other short payment.
4.0	Statement Number	To provide a number that prints on the statement for tracking purposes.
5.0	Receipt Number	To provide a document number for RC receipt records in the Receipts Header (F03B13) and Receipts Detail (F03B14) tables. Note The processing option to assign receipt numbers

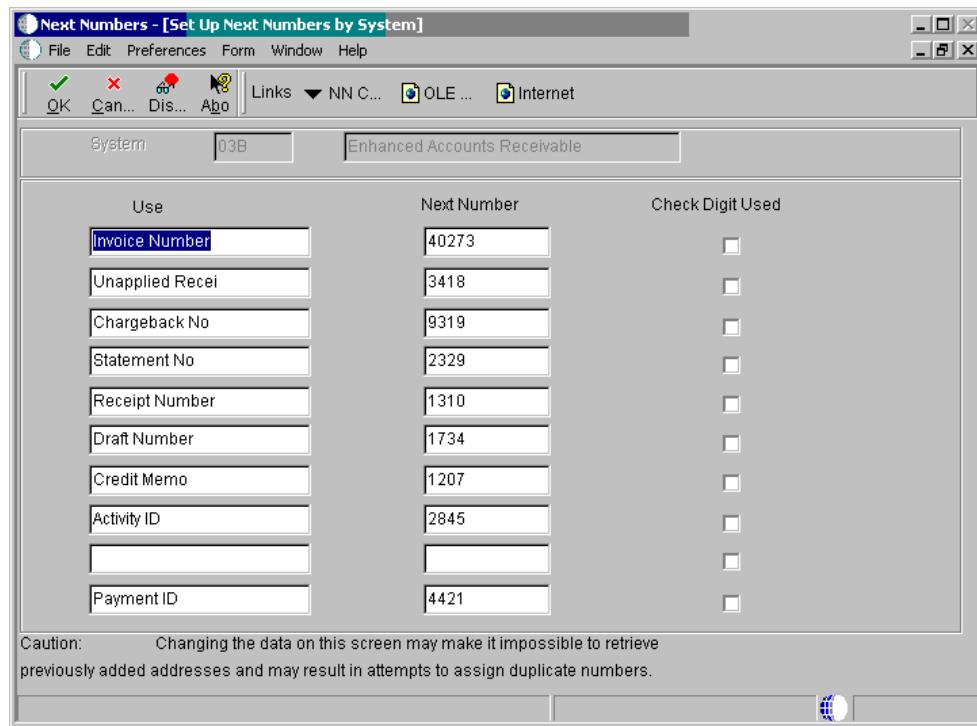
		automatically must be turned on.
6.0	Draft Number	To provide a document number for the R1 invoice record (F03B11) that the system generates when you enter a draft.
7.0	Credit Memo	To provide a document number for credit invoices that are generated from the Sales Order Management system or that are entered manually.
8.0	Activity ID	To provide an internal number for tracking activity detail records in the Customer Activity Log table (F03B31).
9.0	Not used	
10.0	Payment ID	To provide an internal number for tracking receipt records in the Receipts Header (F03B13) and Receipts Detail (F03B14) tables.

► **To review next numbers**

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

You can review the next numbers that the system assigns to invoices and other documents. You can also have the system assign check digits for any set of standard next numbers. Check digits prevent errors caused by transposition during data entry.

1. On Work With Next Numbers, scroll down to find the system that you want to review, or use the following query by example field to find the system:
 - System
2. Choose the system that you want to review and click Select.



3. On Set Up Next Numbers by System, verify information in the following field:
 - Next Number Range 1
4. Choose the Check Digits Used option for each number that you want to activate check digits.

Note

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

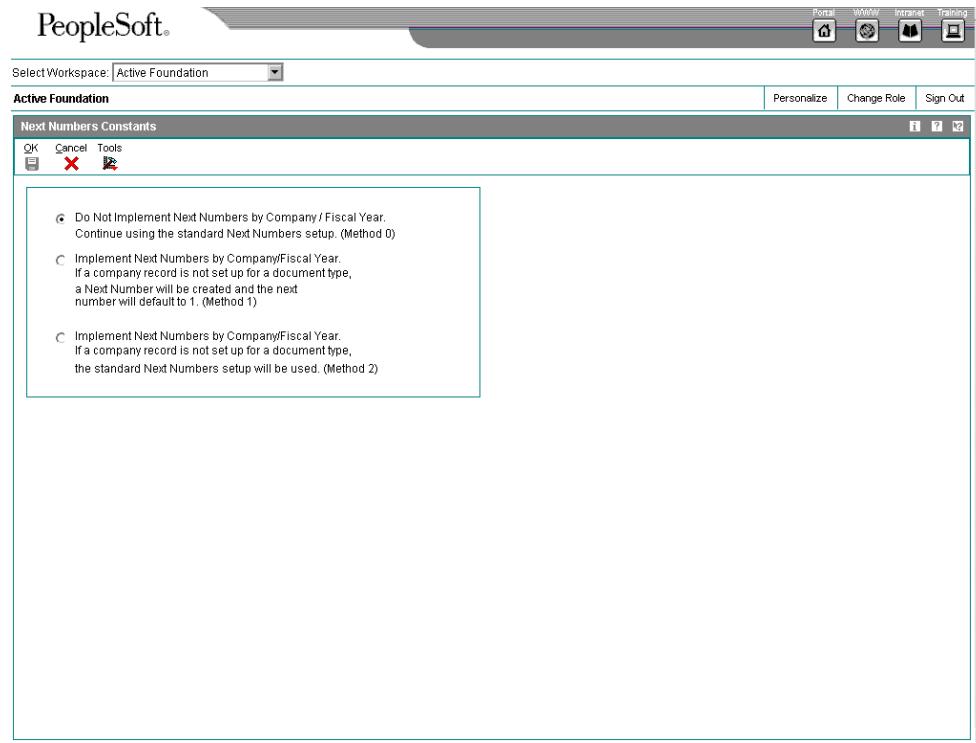
5. Click OK.

► To assign next numbers by company and fiscal year

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

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

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



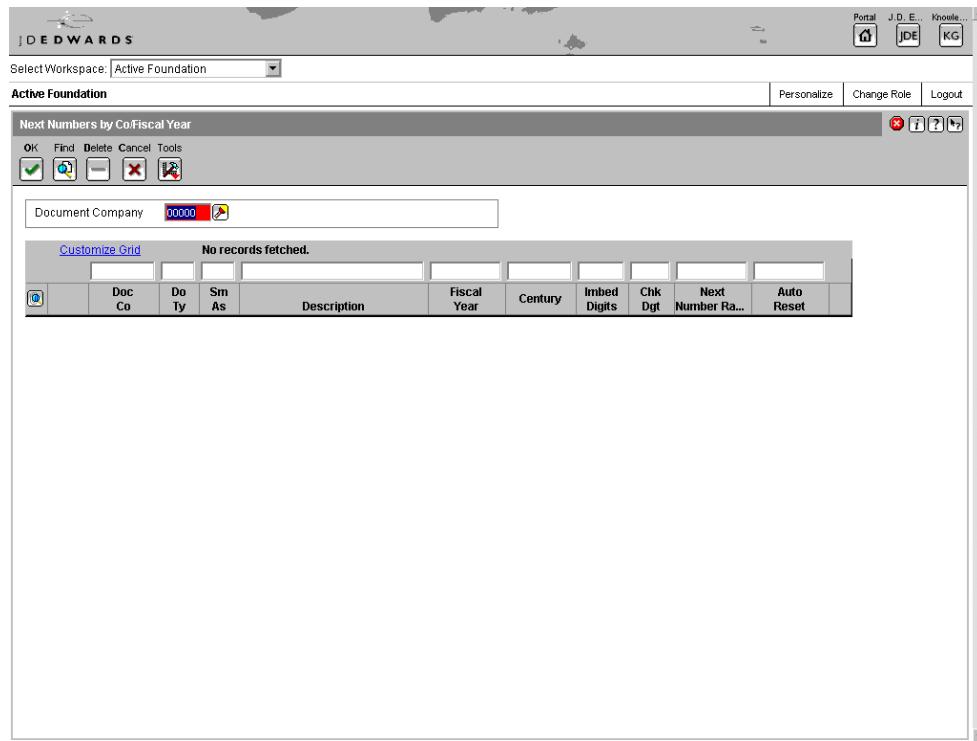
2. On Next Numbers Constants, choose the method that you want to use and click OK.

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

- If you choose Method 1, the system uses 1 as the default starting number for all companies. You can define a different starting number for the companies that you set up.
- If you choose Method 2, the system uses the standard next number as the default starting number for those companies that you do not set up. You can define the starting number for companies that you set up; or let the system supply the default, which is 1.

If you selected Method 1, complete the following steps:

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



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

- Document Company
- Doc Co
- Do Ty
- Sm As
- Description
- Fiscal Year
- Century
- Imbed Digits
- Chk Dgt
- Next Number Range 1
- Auto Reset

Automatic Accounting Instructions

Automatic accounting instructions (AAIs) define the relationships between your day-to-day accounting functions and your chart of accounts. They are rules that define how to create general ledger entries.

Each J.D. Edwards system that interfaces with the General Accounting system has automatic accounting instructions. AAIs can be used to:

- Determine how the post program creates journal entries for intercompany settlements.
- Determine how the system distributes journal entries so that each company maintains a zero net balance.
- Debit an Accounts Receivable or Accounts Payable trade account when you are posting invoices or vouchers. AAIs eliminate the need to enter offsetting accounts manually or to know which offset account to update at the time of posting.
- In the Sales Order Management and Procurement systems, provide journal entries for many different kinds of transactions. See the *Sales Order Management* guide and the *Procurement* guide.
- In the Fixed Assets system, identify accounts that post to fixed assets and equipment, and create asset master records, depreciation account records, and other transactions.

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

Each automatic accounting instruction is associated with a specific general ledger account that consists of:

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

AAI Prefixes and Suffixes

Groups of AAI items with a common purpose have a similar prefix. This uniformity allows you to locate a group of accounts by entering the group prefix in the Query By Example line. The prefix typically is two or three characters long. Each software system has its own rules for these prefixes, so be sure you understand the rules for the systems you are working with.

To allow for flexibility, some AAIs use a suffix that can be from 1–4 characters long. The length of the suffix is limited by the length of the prefix. The AAI, including the suffix, cannot be more than six characters long. The suffix (the characters that follow the item name or prefix) most commonly indicate one of the following:

- In many systems, a three-character suffix identifies the currency code of the accounts designated.
- In General Accounting:
 - The xxx suffix identifies the currency code of monetary accounts.

- The x suffixes on a three-character item (as in GLG1) identify transition points on financial statements.
- The xx suffix on a four-character item identifies the beginning and end of ranges for a particular transaction, such as in GLRC01 and GLRC02 for the beginning and end of a range of accounts to be reconciled.
- In Accounts Payable:
 - The xxxx suffix identifies G/L offset accounts to use in particular transactions, such as PREP for prepayments or WHLD for withholding taxes payable.
 - The xxxx suffix also identifies ranges of accounts to be used in the G/L method of 1099 processing, as in PXA101 to identify the A type of return, box 1, and 01 as the beginning of an account range.
 - The xxxx suffix (from one to four characters) attached to the item PB identifies alternate bank accounts.
 - The xx suffix identifies a range of accounts, with odd numbers being the beginning of a range and even numbers being the end.
- In Accounts Receivable:
 - The xxxx suffix identifies G/L offset accounts to use in particular transactions, such as NOTE for notes receivable, EMP for employee accounts receivable, or UC for unapplied receipts.
 - An xxxx suffix attached to the AAI item RC identifies an alternate offset account.
 - The suffix attached to adjustment types of RA, as in RAMW, must match the reason code on a receipt adjustment transaction.
- In Fixed Assets, a suffix typically identifies the beginning or end of a range of accounts.

Default AAIs

Systems that use AAIs use a combination of company number and AAI item to determine which account to use in a particular situation. You can create AAIs for each unique combination of company and G/L offset code that you anticipate using.

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

Example

Item PC, used in Accounts Payable to designate an offset account for payable transactions, can either have a default for the company 00000 item or use a full account structure of business unit/object/subsidiary. If you use the default, you can leave the business unit blank on the AAI, and the system will:

- Find an AAI that has the company number and use the business unit on the AAI for that company. If no business unit appears on the AAI with the company number, the system will

- Use the balance sheet business unit for the company. If no AAI for the company exists, the system will
- Go to the AAI for company 00000 and use the account shown there. If no business unit is on the AAI for company 00000, the system will go to the voucher, find its business unit, and attach that business unit to the object and subsidiary on the AAI for company 00000.

Account Ranges

When the system validates account ranges for AAIs, it reads and sorts alphabetic characters before numeric characters. If you use alphabetic characters in object accounts, be sure to define complete AAI account ranges that include both alphabetic and numeric characters. An alphabetic character should begin each range. A subsidiary comprised of the number 99999999 generally ends each range.

The following example shows a range that includes all possible objects. AAI item CR01 represents the beginning of the range and AAI item CR02 represents the end of the range:

AAI	Company	Business Unit	Object	Subsidiary
CR01	00001	blank	AAAA	blank
CR02	00001	blank	9999	999999999

The AAI item that begins the first range in a series (such as the item for AAI CR) should have a suffix of 01 (for example, CR01), and the AAI item that ends the range should have a suffix of 02 (for example, CR02).

Always use consecutive suffixes to define ranges. In the example above, CR03 would begin the second range, and CR04 would end the second range. In this example, do not skip CR03 and CR04 and start the second range with CR05. If the system searches the AAIs for an account and finds a gap in the range numbering, it stops the search.

Note

Although the AAIs must be consecutive, the object accounts associated with those AAIs can be in any order.

You can exclude specific account numbers from an AAI account range by defining two ranges. The easiest way to keep track of these exclusions is to set up ranges so that the first range ends *before* the excluded numbers and the second range begins *after* the excluded numbers.

Elements of an AAI Form

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

Automatic Acctg Instructions - [Work With Automatic Accounting Instructions]									
Sequence Number <input type="text" value="*"/>									
Seq No.	Item No.	Description Line 1	Description Line 2	Co	Bus Unit	Obj Acct	Sub	Imp	Sy
1.010	GLG1	General Purpose Accounts		00000				09	
1.020	GLG2	Beginning Assets		00000	1000			09	
1.030	GLG3	Beginning Liabilities		00000	4000			09	
1.040	GLG4	Retained Earnings	for Annual Close	00000	4980			09	
1.050	GLG5	Year to Date Income and Loss		00000	4999			09	
1.060	GLG6	Beginning Revenues		00000	5000			09	
1.070	GLG7	Ending Revenues		00000	5999	999999	09		
1.080	GLG8	Beginning Cost of Goods Sold		00000	6000			09	
1.090	GLG9	Ending Cost of Goods Sold		00000	7999	999999	09		
1.112	GLG11	Beginning Other Income		00000	9000			09	
1.113	GLG13	Beginning Other Expenses		00000	9200			09	
1.115	GLG12	Ending P&L Accounts	Must be the last account to	00000	9999	999999	09		

The sequence number does not serve a programming function. It is only used to determine where an AAI appears in the list.

Programs are set up to look for a specific AAI item. The item number is the hard-coded name of the AAI and cannot be changed. The GLGx items are used for system-wide setup.

The Description Line 2 field allows you to add more specific or more narrowly defined information than what you entered in the Description Line 1 field. You can leave this field blank.

AAI's for Accounts Receivable

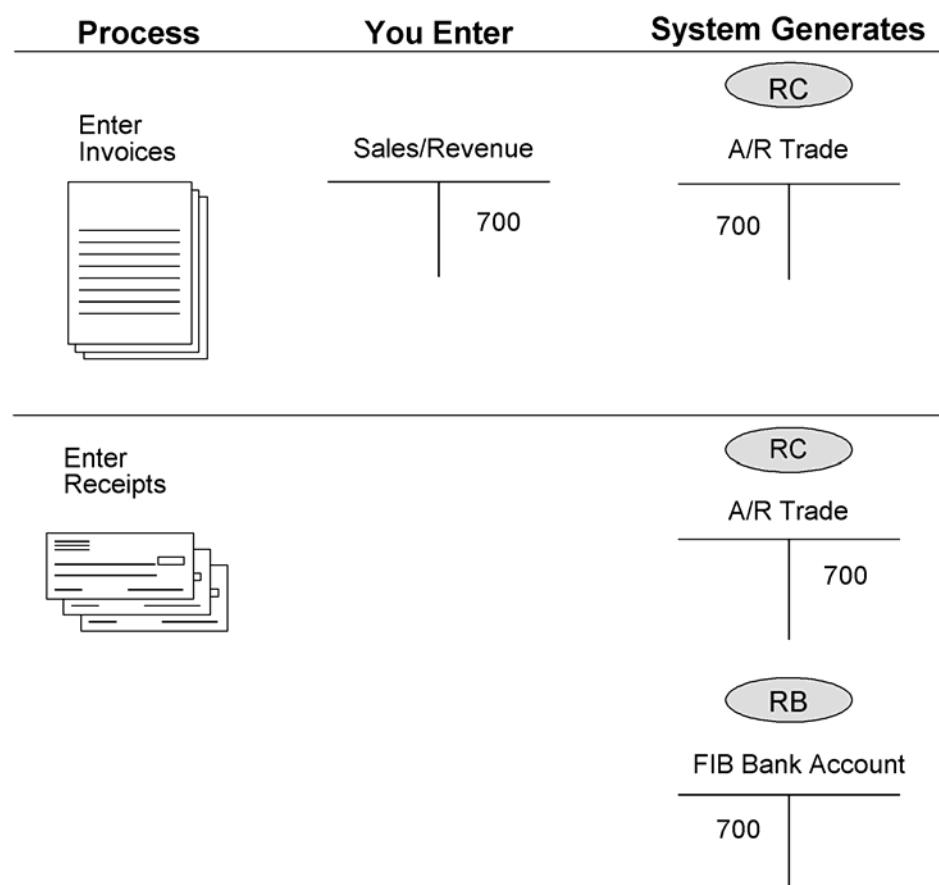
Each time you enter a transaction for which the system must create journal entries, the system must locate the appropriate account numbers. It does this by reviewing the AAI table for codes that correspond to the transaction. For example, AAIs tell the system which Accounts Receivable trade account to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

The name of an AAI item, such as RC, is hard coded. AAI items for Accounts Receivable always start with the letter R. For example, RC is the AAI item for the receivables class

(trade) account and RB is for the receivables bank account. Each AAI item has account codes consisting of a business unit, an object, and optionally, a subsidiary, which are mapped to your chart of accounts.

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

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



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

- Company Number
- G/L Class Code (this is the same as G/L offset)

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

Search Sequence for AAIs

Each automatic accounting instruction (AAI) has a hierarchical sequence by which the system searches for an account number. The following examples show how the system searches for the account number for an A/R trade account when a G/L Offset code is used and when the G/L Offset code is not used. If you are using multicurrency, see *AID Field Updated During Invoice Entry* in the *Multicurrency Guide for Accounts Receivable and Accounts Payable* for additional information about AAI hierarchy.

Example 1: Search Sequence for A/R Trade Account with G/L Offset

If you enter an invoice for company 00001 with a G/L offset TRAD, the system searches for the A/R trade account according to the following hierarchical sequence:

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

Example 2: Search Sequence for A/R Trade Account without G/L Offset

If you enter an invoice for company 00001, but do not enter a G/L offset (the G/L Offset field is blank), the system searches for the A/R trade account according to the following hierarchical sequence:

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

Receivables Bank (RB)

The AAI item RB (receivables bank) specifies the default bank account to use if one is not provided in the receipt record. This AAI is optional. The system retrieves the bank account to use based on the company number entered on the receipt. If the AAI item is not specified for a particular company, the system uses the account set up for the RB AAI for company 00000.

The business unit is required for this AAI.

Receivables Trade (RCxxxx)

The receivables trade (class) accounts serve as holding or clearing accounts until invoices are paid. The AAI item RC specifies the offset account that the system uses during the post process. The system creates this record with a document type AE (automatic entry).

The RC class can be specific for each customer. When you enter an invoice, the system retrieves the class code from the customer record, or you can specify a code on the invoice. You are not required to set up a business unit for this AAI item. Set up the following RC items:

- Default AAI item for company 00000

- Company-specific AAI items
- G/L offsets RCxxxx (where xxxx is the G/L offset) for company 00000
- Company-specific G/L offsets
- Default AAI item for other receivables

The following table illustrates how to set up RC items.

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

The system uses the business unit on the invoice in conjunction with the object account to locate the proper trade account. If the account combination (business unit + object) does not exist, the system returns an error message.

Unapplied Receipts (RCUC)

The AAI item RCUC specifies the default account to use for automatic offsets that are created when you post an unapplied receipt to a specific customer's account and not to an invoice.

Set up the default AAI item for company 00000 for all companies using the same A/R trade account, and set up specific AAIs for companies with A/R trade accounts different from company 00000. This setup is required.

Note

If you do not set up RCUC, the system will not use RC _____ as the default.

When you set up this AAI, the business unit is optional. If you leave the Business Unit field blank, the system uses the business unit from the customer's address book record.

Logged Receipts (RCLC)

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

Write-Offs (RAxx)

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

Set up the default AAI item for company 00000 for all companies using the same expense account, and set up specific AAIs for companies with expense accounts different from company 00000. When you set up this AAI, the business unit is optional. If you leave the Business Unit field blank, the system uses the business unit of the invoice that is being written off.

Discounts Taken (RKD)

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

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

Delinquency Fees (RFC and RFD)

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

- RFC - Specifies the revenue accounts to credit when you assess delinquency fees
- RFD - Specifies the receivables accounts to debit when you assess delinquency fees

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

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

Deductions (RN)

You use the AAI item RN (Deductions) to specify the suspense account for an unresolved deduction amount. If you leave the business unit field blank, the system uses the business unit of the invoice that is being deducted.

Drafts (RDxx)

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

Netting (NC)

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

6. Debits the A/R trade account (AAI RC) and credits the suspense account (AAI NC)
7. Debits the suspense account (AAI NC) and credits the A/P trade account (AAI PC)
8. Debits the A/P trade account (AAI PC) when the voucher is paid. Because no expense side exists for the voucher, the system uses the NC netting account as the expense for the voucher.

Working with AAIs

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

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

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

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

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

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

Before You Begin

- Set up your chart of accounts. See *Creating and Updating Your Chart of Accounts* in the *General Accounting Guide*.

► To review and revise a single AAI

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

Use one of the following navigations:

From the Accounts Payable Setup menu (G0441), choose Automatic Acctg Instructions.

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

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

From the Plant & Equipment Management Setup menu (G1341), choose Automatic Accounting Instructions.

1. On Work With Automatic Accounting Instructions, to start the list of AAI items with a specific sequence number, change the following field and click Find:

- Sequence No.

AAIs for the Accounts Payable system have sequence numbers that start with 4. Those for the Accounts Receivable system have sequence numbers that start with 3. Those for the General Accounting system begin with 1. You can use a field in the QBE row to advance to account ranges that are associated with this sequence number.

2. To narrow your search, enter additional search criteria in the QBE row and click Find.
3. Choose an AAI item and click Select.
4. On Set Up Single AAI Item, review the fields, change the following fields as needed, and click OK:
 - System
 - Sequence No.
 - Business Unit
 - Object Account
 - Subsidiary

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

You cannot change the following fields for existing AAI items:

- Item Number
- Company

J.D. Edwards recommends that you do not change the Required, Optional, and Not Used options.

► **To review and revise one or more AAIs**

To display information for one or more AAI items at a time, use the Set Up Multiple AAI Items form.

Use one of the following navigations:

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

From the Accounts Payable Setup menu (G0441), choose Automatic Acctg Instructions.

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

From the Plant & Equipment Management Setup menu (G1341), choose Automatic Accounting Instructions.

1. On Work With Automatic Accounting Instructions, to review and revise AAI items with different item numbers, choose an item, and then choose Multiple AAI's from the Row menu.

										Description Line 1	Description Line 2
	Seq. No.	Item No.	Co	Business Unit	BU Op	Obj Acct	Obj Op	Sub	Sub Op		
<input checked="" type="checkbox"/>	4.015	PB	00000	1	R	1110	R	BEAR	O	Default Bank Account	for Accounts Payable
<input type="checkbox"/>	4.015 PB	00001		1 R	1110	R	BEAR	O	Default Bank Account	for Accounts Payable	
<input type="checkbox"/>	4.015 PB	00050		50 R	1110	R	BEAR	O	Default Bank Account	for Accounts Payable	
<input type="checkbox"/>	4.015 PB	00070		70 R	1110	R	BEAR	O	Default Bank Account	for Accounts Payable	
<input type="checkbox"/>	4.015 PB	00075		75 R	1110	R	BEAR	O	Default Bank Account	for Accounts Payable	
<input type="checkbox"/>	4.015 PB	00077		77 R	1110	R	BEAR	O	Default Bank Account	for Accounts Payable	
<input type="checkbox"/>	4.015 PB	00080		80 R	1110	R	BEAR	O	Default Bank Account	for Accounts Payable	
<input type="checkbox"/>	4.015 PB	00150		150 R	1110	R	FIB	O	Bank Account: Co 150	For Accounts Payable	
<input type="checkbox"/>	4.015 PB	00152		R	1110	R	FIB	O	Bank Account: Co 152	for Accounts Payable	
<input type="checkbox"/>	4.015 PB	00200		200 R	1110	R	BEAR	O	Default Bank Account	for Accounts Payable	

2. On Set Up Multiple AAI Items, type * to view all, or a single number to view only one item number in the header area of the form:
 - Item Number
3. Type an initial letter followed by * in the Item No. field in the QBE row, and click Find.
4. On Set Up Multiple AAI Items, review the fields, changing the following fields as needed; and click OK:
 - Seq. No.
 - Business Unit
 - Obj Acct
 - Sub
 - Description Line 1
 - Description Line 2
 - Product Code

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

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

- Item No.
- Co

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

- BU Op
- Obj Op
- Sub Op

► To set up AAIs

After you review and revise the existing AAIs for your business needs, you might need to set up additional AAI items.

You must use a valid item number when you set up an AAI. The Subsidiary and Description fields are optional for all AAIs. The Business Unit field is optional for some AAI items. If the business unit is not entered in the AAI, the business unit of the voucher or invoice is used in conjunction with the object and subsidiary entered for the AAI.

Use one of the following navigations:

From the Accounts Payable Setup menu (G0441), choose Automatic Acctg Instructions.

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

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

From the Plant & Equipment Management Setup menu (G1341), choose Automatic Accounting Instructions.

1. On Work With Automatic Accounting Instructions, do one of the following:

- To access Set Up Single AAI Item, click Add.
- To access Set Up Multiple AAI Items, choose an item, and then choose Multiple AAI's from the Row Menu.

The Set Up Multiple AAI Items form is useful for adding and changing AAIs because you can review more than one AAI item at a time.

2. On Set Up Single AAI Item or Set Up Multiple AAI Items, complete the following fields, and then click OK:

- Item Number
- Co
- Business Unit
- Obj Acct

- Sub
- Description Line 1

► To copy an AAI

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

Use one of the following navigations:

From the Accounts Payable Setup menu (G0441), choose Automatic Acctg Instructions.

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

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

From the Plant & Equipment Management Setup menu (G1341), choose Automatic Accounting Instructions.

1. Choose an existing AAI and click Copy.
2. On Set Up Single AAI Item, enter the values for the new AAI item in the following fields and click OK:

- Item Number
- Company
- System
- Sequence No.
- Business Unit
- Object Account
- Subsidiary
- Description Line 1

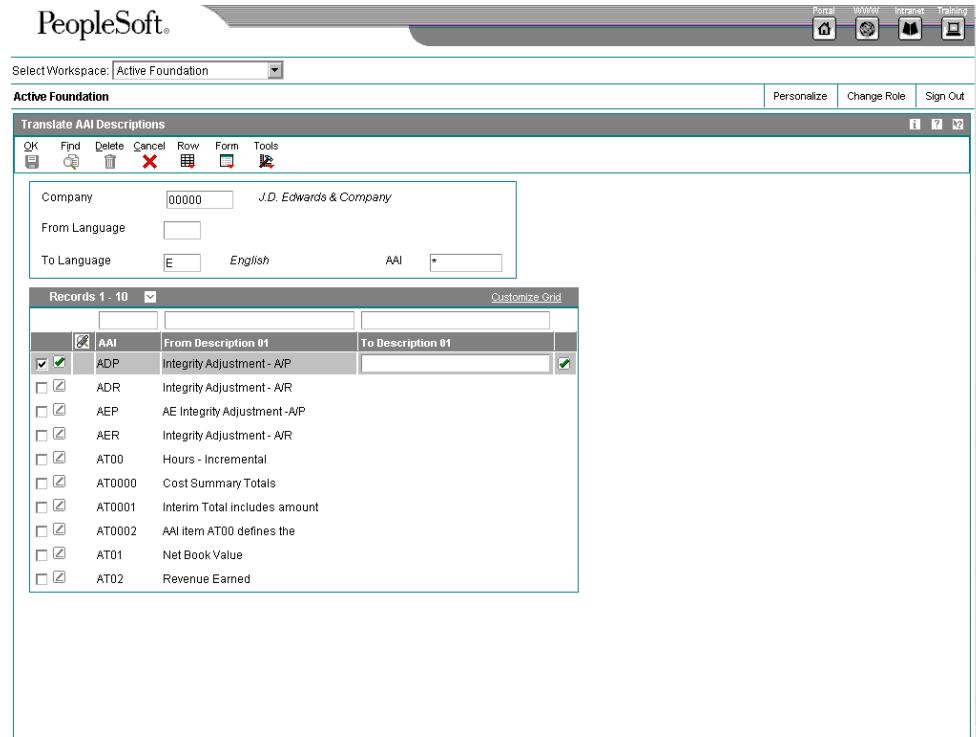
► To translate AAIs

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

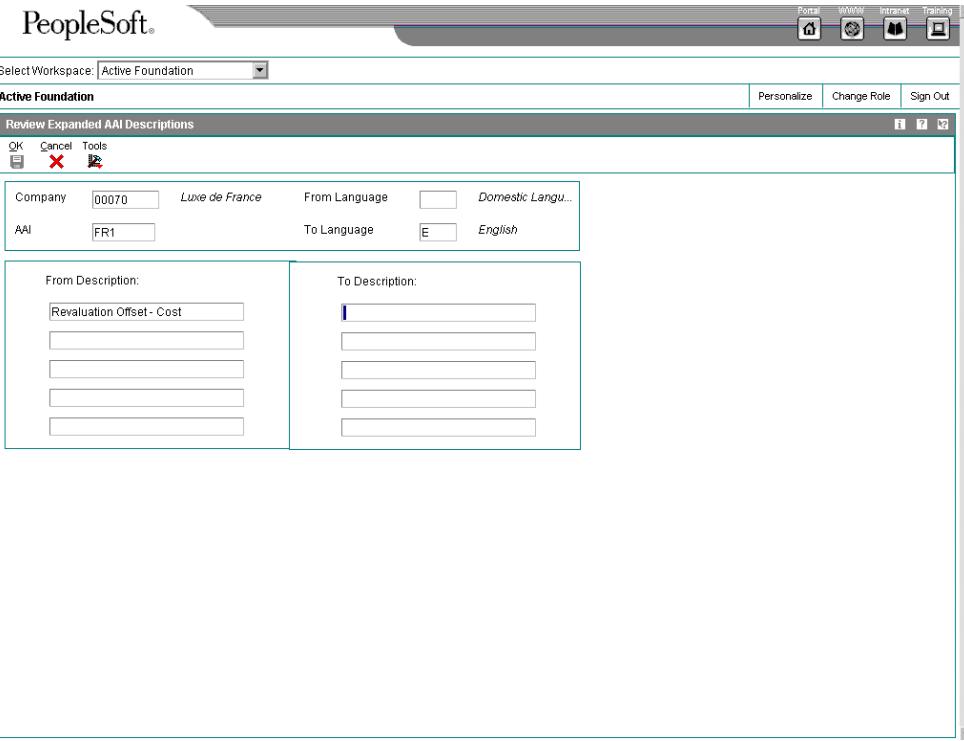
You can see the translated AAIs only when they are accessed by reports or by online programs and inquiries. You cannot see the translations directly from the Automatic Accounting Instructions Master table (F0012), but you see them only from the reports and programs that access text from the master table.

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

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



1. On Translate AAI Descriptions, complete the following fields:
 - Company
 - From Language
 - To Language
2. To skip to a specific AAI, complete the following field:
 - AAI
3. Click Find.
4. Complete the following field for each AAI:
 - To Description 01
5. To add more translated text to an AAI, choose Expanded Desc from the Row menu.



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

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

► To review translated AAIs in multiple languages

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

1. Choose an AAI, and then choose Translate AAI from the Row menu.

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

Daily

Customer Information

You must create a customer record before you can enter an invoice and receive payment for a customer. Customer records are stored in the Customer Master by Line of Business table (F03012), which is the central storage place for all of your customer records.

The customer record contains information and processing instructions that the system uses to process accounts receivable transactions. For example, it might specify a credit limit for the customer or designate whether delinquency notices should be sent to the customer.

Specifically, the customer record enables you to enter and maintain default information about invoice processing, as well as to set up the customer for automatic receipt processing and credit and collection activities.

Each customer record is uniquely identified in the system by a number called the address book number. An address book record for a customer must exist in the system before you can create a customer record. You can create an address book record directly from Customer Master Information (P03013) or use Address Book Revisions (P0101).

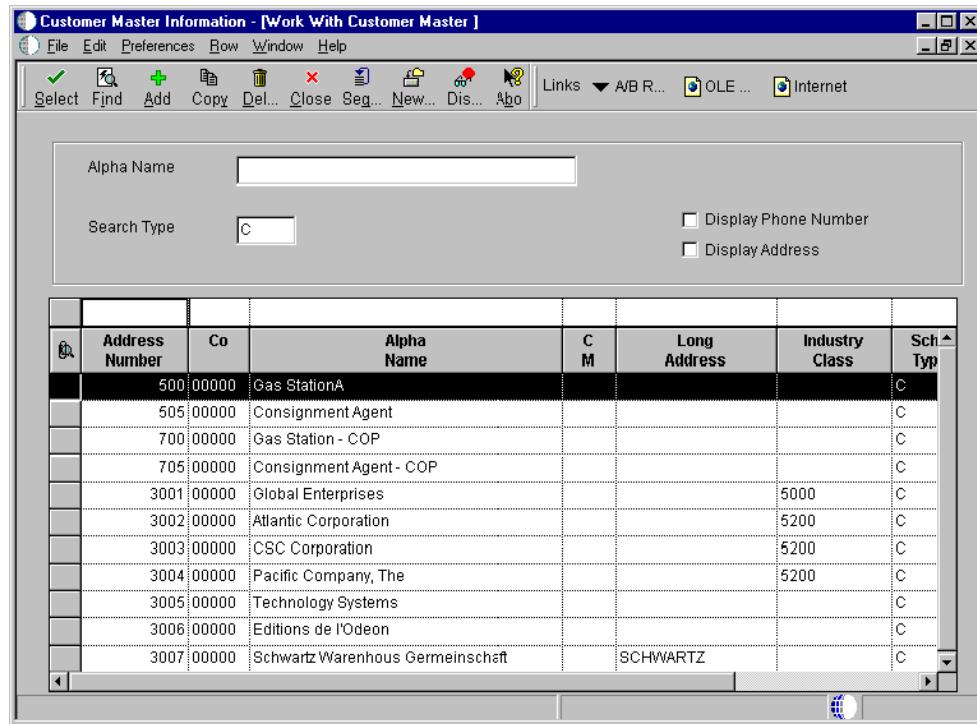
Locating Customer Records

Before you add a customer record, you should verify that a customer record does not already exist for the customer. You do this by locating the customer record. You use the Work With Customer Master form to view customer records from the Customer Master by Line of Business table (F03012). This form does not display address book records from the Address Book Master table (F0101). To verify whether an address book record has been created for the customer, use the Address Book program (P01012). See *Locating Address Book Records* in the *Address Book Guide*.

You must locate a customer record to revise it or enter additional information.

► To locate a customer record

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



1. On Work With Customer Master, complete one or both of the following fields and click Find:
 - Alpha Name
 - Search Type

The search type for a customer record might not be C. Enter * in the field to search for customer records for all search types.
2. To revise or enter information for an existing customer, choose the customer record and click Select.
See *Revising Customer Records*.

Creating Customer Records

Before you can bill a customer for goods or services, you must create a customer record. When you create a customer record, you enter default information that the system uses to process invoices, receipts, and automatic receipts, as well as credit and collection information.

The system stores the information that you enter in a customer record in the following tables:

Customer Master by Line of Business (F03012)	Unless designated otherwise, the system updates this table with all the information that you enter on the Customer Master Revision form.
Address Organization Structure Master (F0150)	The system updates this table with the parent/child relationship that you establish in the customer record.

See Also

- ❑ *Setting Up Ship Notice/Manifest Requirements* in the *Sales Order Management Guide* for information about completing the fields on the Customer Ship Notice tab
- ❑ *Setting Up Customer Billing Instructions* in the *Data Interface for Electronic Data Interchange Guide* for information about completing the fields on the EDI tab
- ❑ *Setting Up Bank Account Addresses* for information about completing the customer bank account information
- ❑ *Assigning Customer Information for Processing Automatic Receipts*

Entering Default Information for Processing Invoices and Receipts

The system uses the default information on the following tabs of the Customer Master Revision form when you enter invoices or receipts:

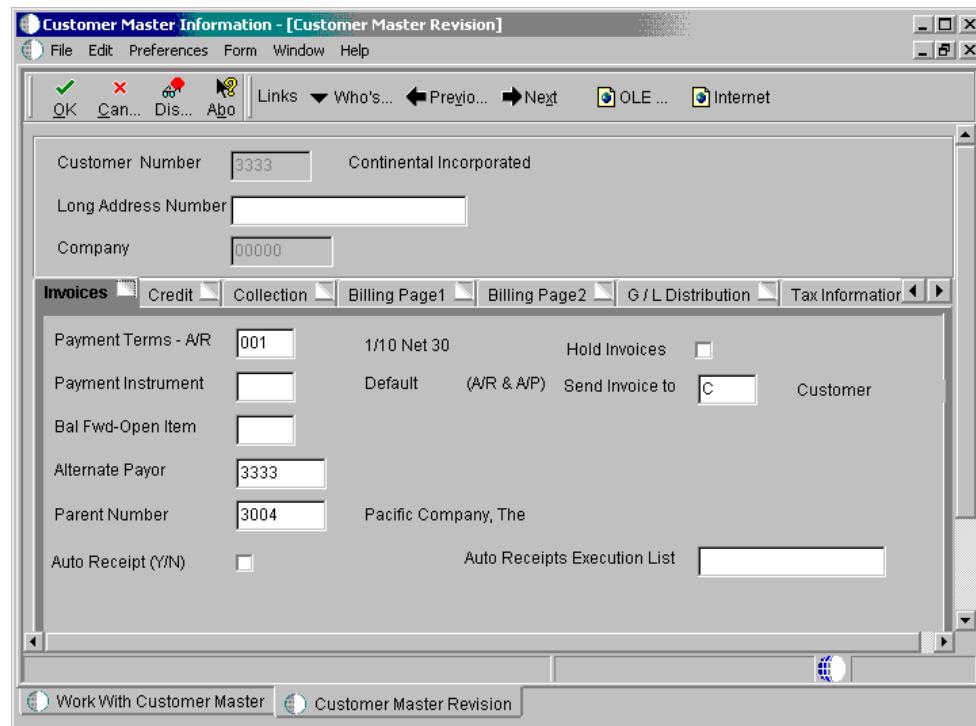
- Invoices
- G/L Distribution
- Tax Information

You can override this information when you enter the transaction.

► **To enter default information for processing invoices and receipts**

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

1. On Work With Customer Master, click Add.



2. On Customer Master Revision, complete the following field:

- Customer Number

If you leave this field blank and click OK, the system displays the Address Book Revision form and you can enter an Address Book record for the customer.

3. If you activated Line of Business processing, complete the following field:

- Company

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

For information about activating Line of Business processing, see *Setting Up Accounts Receivable Constants*.

4. Complete the following optional field:

- Long Address Number

5. On the Invoices tab, complete the following fields:

- Payment Terms - A/R
- Payment Instrument
- Send Invoice to

- Alternate Payor
 - Parent Number
6. To specify default currency information, see the task *To assign currency codes to a customer record* in the *Multicurrency Guide for Accounts Receivable and Accounts Payable*.

Note

The following field is used in WorldSoftware only:

- Bal Fwd-Open Item
-

7. Click the G/L Distribution tab to enter default account information.
8. Complete the following fields:

- G/L Class
- Model JE Doc Type / No / Co
- Account Number

The system does not use the default revenue account if you have specified a model journal entry.

9. To specify default tax information, see the task *To set up tax defaults for the customer* in the *Tax Reference Guide*.
10. Continue entering credit and collection information on their respective tabs, and then click OK to save your customer record.

Entering Credit and Collection Information

When you create a customer record, you can enter credit and collection information for the customer. For example, you can assign a credit limit and designate whether to generate statements, delinquency notices, or fees, as well as assign a credit and collection manager to perform reviews.

Much of the information that you enter for credit and collections works in conjunction with the policy that you assign to the customer. Review the policy before you assign it to the customer to verify that it is set up appropriately. See *Setting Up Policies*.

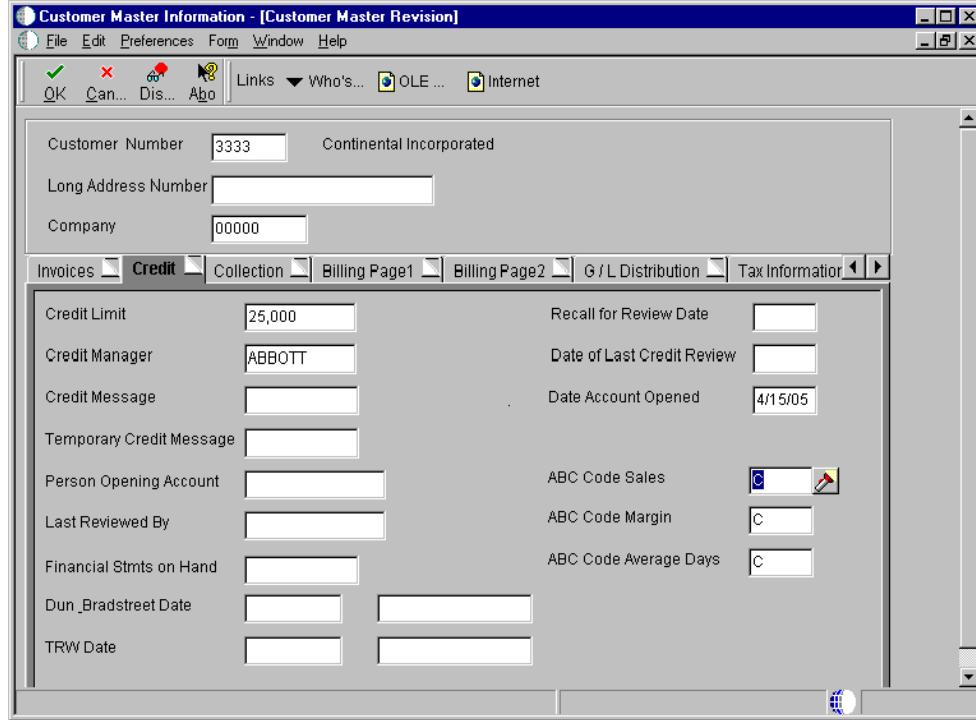
See Also

- ❑ *Setting Up Credit and Collections Information* for information about setting up policies and credit and collection managers

► To enter credit and collection information

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

1. On Work With Customer Master, locate your customer record and click Select. See *Locating Customer Records*.
2. On Customer Master Revision, click the Credit tab.



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

Use this field for Experian date; TRW is now Experian.

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

The screenshot shows the PeopleSoft Customer Master Revision window. At the top, there's a toolbar with icons for Home, Search, Refresh, and Help. Below the toolbar, the title bar says "Customer Master Revision". The main area has tabs at the bottom labeled "Select Tab: Collection". The "Collection" tab is selected, displaying various configuration options. These include fields for "Collection Manager" (CM02, Jane Meade), "Policy Name/Company" (00000, Standard Policy), "Deduction Manager" (0), and checkboxes for "Collection Report", "Print Statement", "Delinquency Fees", and "Delinquency Notices". There are also fields for "Send Statement to" (C) and "Statement Cycle" (C), and dropdowns for "Number of Reminders to Send" and "Percentage Factor".

9. Complete the following optional fields:

- Collection Manager
- Policy Name
- Policy Company
- Deduction Manager

10. To process statements for the customer, complete the following option and fields:

- Print Statement
- Send Statement to
- Statement Cycle

11. To process late payment information for the customer, click the following options:

- Collection Report
- Delinquency Notice

12. To assess delinquency fees for the customer, click the following option:

- Apply Finance Charges

13. Click OK.

Note

The following fields are used in WorldSoftware only:

- Number of Reminders to Send
 - Percentage Factor
-

Activating Workflow Messages for Credit and Collections

Activating workflow messages for the credit and collection managers	<p>When you add or change the credit limit, the system sends a workflow message to the credit manager. The message indicates that the change is pending approval. This credit limit change will not be reflected on the Customer Master Revision form until the appropriate credit manager approves the change.</p> <p>Additionally, the system sends workflow messages to the collection manager when you run Credit Analysis Refresh, according to the policy set up for the customer.</p> <p>For the credit and collection managers to receive workflow messages, the user profiles for the user and the credit and collection managers must be associated with a valid address book number. To verify this association, choose User Profiles from the System Administration Tools menu (GH9011) and click Find.</p> <p>Additionally, the credit and collection manager associated with the customer must be set up in UDC 01/CR (for the credit manager) and UDC 01/CM (for the collection manager). The Description 2 field of the UDC record must include the address number of the credit or collection manager. See <i>Setting Up Credit and Collection Managers</i> for more information.</p>
Activating and deactivating workflow messages for credit limit approval	<p>For the credit limit approval feature to function properly, the version CREDLIMIT must be active in the Process Master program. To activate the version, from the Workflow Management Setup menu (G0241), choose Process Master. Locate the CREDLIMIT version and ensure that the version status is set to Y for version 1 only. If the version status is inactive (N), choose the row and choose Activate from the Row menu.</p> <p>To deactivate the approval requirement, follow the steps for activating the CREDLIMIT version and choose Deactivate from the Row menu on Work With Processes. If no active versions of CREDLIMIT exist, the system updates the customer record with the new credit limit immediately.</p>

Assigning Customer Category Code Values

You use category codes to group customer records together for processing and reporting purposes. For example, you could assign customers a category code value to indicate a specific geographical location, and then select those customers for statement or invoice processing.

Two methods are available for assigning category codes to a customer record:

Automatically update category codes from address book	If you activate a processing option in the Customer Master MBF - PO program (P0100042), the system updates the customer record with the category code values that you enter in the address book record. This update occurs only when you add an address book record. The system does not update the customer record with changes to category code values. See <i>Assigning Category Codes for Address Book</i> in the <i>Address Book Guide</i> .
Enter category codes using the Form menu on the Customer Master Revision form	You can manually add category codes to the customer record at any time by choosing Category Codes from the Form menu.

When you enter an invoice, the system copies the values from the first 10 category codes of the customer record into the respective category code fields of the invoice record. You can assign up to 30 category code values to the customer record.

See Also

- ❑ *User Defined Codes* in the *Foundation Guide* for information about setting up, revising, and deleting UDC values.

Entering Customer Category Codes

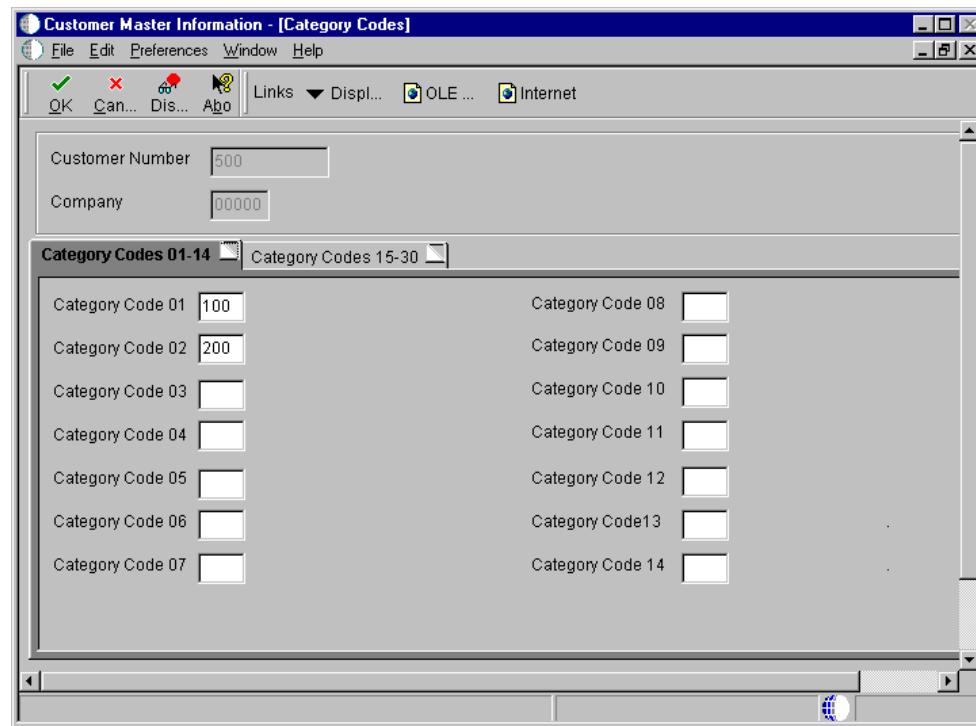
You can enter and revise customer category codes at any time. Many of the Accounts Receivable applications have a Form menu that allows you to access the Customer Master Revision form directly. The system provides 30 category codes for you to group your customer records. When you add category codes to the customer record, the system updates the Customer Master by Line of Business table (F03012).

The system copies the first 10 category code values from the customer record to the respective fields in the Customer Ledger record (F03B11) when you create an invoice. If you change the value of customer category codes, you must run the Update A/R from Address Book program (R03B802) to update the value of category codes on previously entered invoices. See *Updating Accounts Receivable from the Address Book* for more information.

► To enter customer category codes

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

1. On Work With Customer Master, locate your customer record and click Select. See *Locating Customer Records*.
2. On Customer Master Revision, from the Form menu, choose Category Codes.



3. On Category Codes, complete any of the category fields and click OK.
4. On Customer Master Revision, click OK.

Processing Options for Customer Master Information (P03013)

Entry Tab

This processing option specifies whether the system displays the Tax ID field on the Customer Master Revision form. You can also specify that the system display the Tax ID field as disabled (gray).

1. Tax ID

Blank = Display this field

1 = Hide this field

2 = Disable this field

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

Blank Display this field.

1 Hide this field.

2 Disable this field.

Defaults Tab

These processing options specify the default values to assign to the Search Type and Amount Currency Code fields.

1. Search Type

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

2. Amount Currency Code

Use this processing option to specify the default value to use for the Amount Currency Code. Use the Visual Assist for a list of currency codes. If this processing option is left blank, and the corresponding field on the Customer Master Revision form is blank, when you click OK the system uses the default value from the company associated with the Security Business Unit in the Address Book.

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

Versions Tab

These processing options specify the version of the programs for the system to use.

1. Customer Master MBF (P0100042)

Blank = Version ZJDE0001

Use this processing option to specify the version of the Customer Master MBF - PO program (P0100042). If you leave this processing option blank, the system uses the default version ZJDE0001.

2. Address Book (P01012) Version

Blank = ZJDE0001

Use this processing option to specify the version for the Address Book program (P01012). If you leave this processing option blank, the system uses the default version, ZJDE0001.

Processing Options for Customer Master MBF - PO (P0100042)

Outbound Tab

These processing options specify how you want the system to identify and write records when you use outbound interoperability processing.

1. Transaction Type

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

2. Change Transaction Image

Blank = Write the " after image "

1 = Write the " before " and " after image "

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

Blank Write the "after" image.

1 Write the "before" and "after" images.

Default Tab

This processing option specifies whether the system updates the customer record with the category code values that you add to an address book record.

1. Default Category Codes

Blank = Do not default

1 = Default

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

Revising Customer Records

You can revise customer information at any time. Many of the Accounts Receivable forms have a Form menu that enables you to quickly access the customer record directly for the purpose of revising customer information.

► To revise a customer record

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

1. On Work With Customer Master, locate your customer record and click Select. See *Locating Customer Records*.
2. On Customer Master Revision, change any information on any of the tabs and click OK.

Caution

During invoice entry, the system creates a record in the Customer Ledger table (F03B11) for various types of customer information. Therefore, when you change the following types of customer information, the system does not reflect the change on the invoice until you run the Update A/R from Address Book program (R03B802). See *Updating Accounts Receivable from the Address Book* for more information.

- Alternate Payor
 - Parent Number
 - Send Invoice To
 - Send Statement To
 - Print Statement
 - Collection Report
 - Category Codes 1-10
-

Deleting Customer Records

When you delete a customer record, the system verifies that no transactions exist for that customer in the following tables. If a transaction exists, you cannot delete the customer record; you must first delete the records from the following tables, and then delete the customer record.

Table	Description
F0150	Address Organization Structure Master
F03B11	Customer Ledger
F03B13	Receipts Header
F03B29	Credit Insurance
F0411	Accounts Payable Ledger
F060116	Employee Master Information
F08901	Participant file
F0911	Account Ledger
F0902	Account Balances (if the address book number is used as a subledger)
F1501B	Lease Master Header File
F1797	S/WM Address Book Information
F4013	Order Processing Cross Reference File
F4102	Item Branch File
F4211	Sales Order Detail File
F4311	Purchase Order Detail File
F4801	Work Order Master File
F5201	Contract Master File

If posted invoices or sales orders exist that prevent you from deleting the customer record, you can prevent the entry of new transactions in the system by using the following methods:

Invoices	Activate the Hold Invoices field (HDAR) on the Customer Master Revision form to prevent new A/R invoices from being entered for the customer.
Sales Orders	Update the Hold Orders Code field on the Customer Master Revision form to prevent sales orders from being entered. See <i>Setting Up Customer Billing Instructions</i> in the <i>Sales Order Management Guide</i> .

When you delete a customer record, the system deletes the record from the Customer Master by Line of Business table (F03012) as well as from the following tables:

Table	Description
-------	-------------

F0030	Bank Transit Master
F0101	Address Book Master
F01092	Supplemental Data Base - Code
F01093	Supplemental Data Base - Narrative
F0111	Address Book - Who's Who
F0115	Address Book - Contact Phone Numbers
F0116	Address by Date
F01815	AB Word Search Master Table - OneWorld
F0401	Supplier Master

► To delete a customer record

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

1. On Work With Customer Master, locate and choose your customer record. See *Locating Customer Records*.
2. Click Delete.
3. On Confirm Delete, click OK.

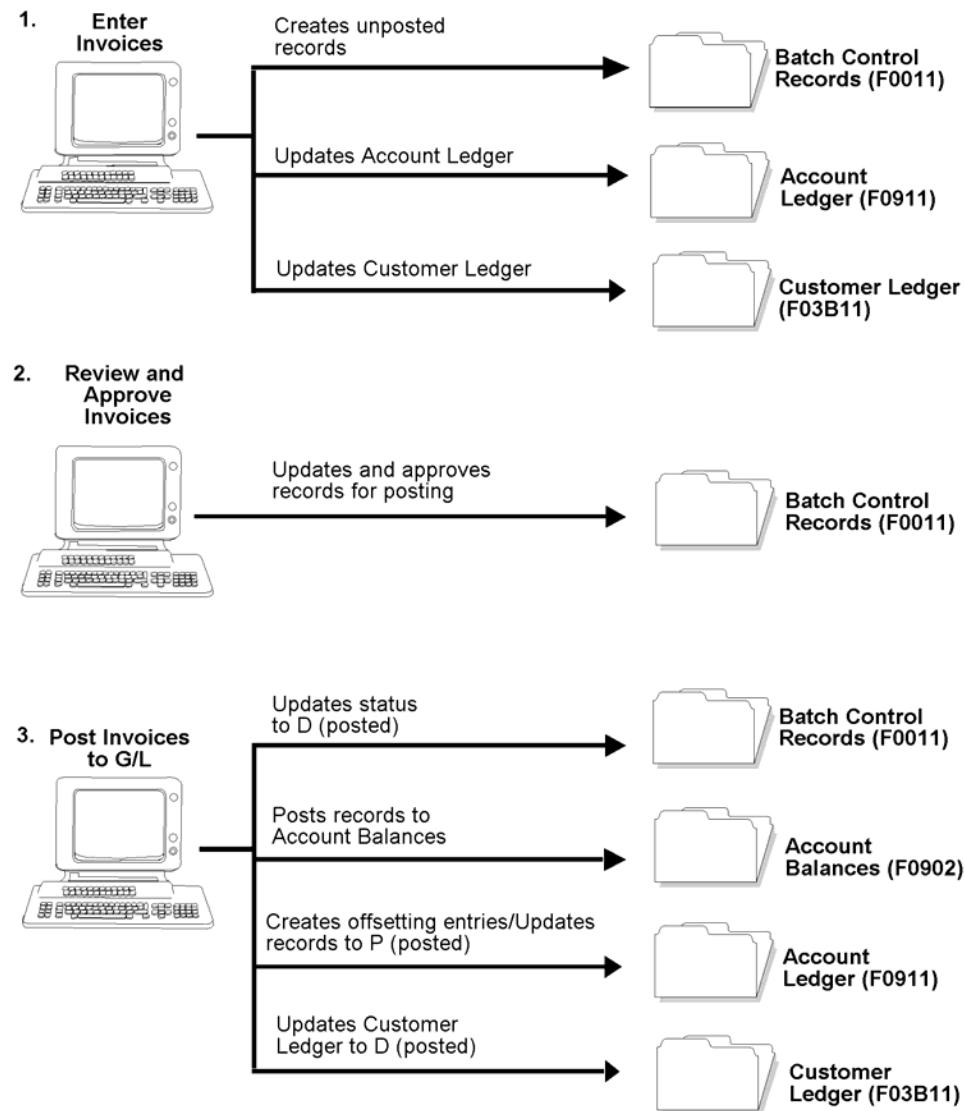
Invoice Processing

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

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

9. Enter transactions, such as invoices, receipts, and drafts.
10. Review and approve transactions for posting.
11. Post transactions to the general ledger.

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



Entering Invoices

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

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

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

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

Reviewing and Approving Invoice Batches

After you enter invoices, you can review and approve invoice batches, as well as revise individual invoices prior to posting them to the general ledger. You use the Invoice Journal Review program (P0011) to:

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

Posting Invoices to the General Ledger

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

- Selects unposted, approved invoices and validates each transaction
- Creates automatic offsets to the A/R trade and tax accounts
- Posts accepted transactions to the Account Balances table (F0902)

- Marks the invoices as posted in the Customer Ledger (F03B11), Invoice Revisions (F03B112), and Account Ledger (F0911) tables
- Sends workflow messages to the work center
- Prints a general ledger post report, a post detail error report, or both

Using Batch Control to Manage the Entry Process

Before entering transactions, you can activate batch control to help manage your entry process. The batch control feature allows you to quickly determine whether you entered your transactions correctly. You specify the number of transactions and the total amount that you plan to enter in the batch on the manual batch record. You use batch control to verify whether the batch of transactions that you enter balances to the manual record of the batch. Instead of reviewing each transaction individually, you can determine at a glance whether the total amount and number of documents entered requires further review.

Batch control is for your information only. The system does not prevent you from posting the batch if differences exist between the amounts that you entered and the amounts that you expected.

You activate batch control in the constants for your system by clicking the appropriate option. When you activate batch control, you activate it for the entire system. For example, if you activate batch control in the Accounts Receivable system, it is activated for both the invoice and receipt applications.

Batch control information is stored in the Batches Control Records table (F0011).

See Also

- Setting Up Accounts Receivable Constants* for information on how to set up batch control

See Also

- Multicurrency Batch Totals* in the *Multicurrency Guide for Accounts Receivable and Accounts Payable*.

► To enter batch information

Use one of the following navigations:

From the Journal Entry, Reports, & Inquiries menu (G0911), choose Journal Entry.

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

From the Supplier & Voucher Entry menu (G0411), choose Standard Voucher Entry or Speed Voucher Entry.

1. On the transaction entry program, click Add.
2. On Batch Control, complete the following fields and click OK:

- Batch Date

This field is optional. If you leave it blank, the system uses today's date.

- Batch Number

This field is optional. If you leave it blank, the system assigns the batch number from Next Numbers.

- Total Batch Amount

The data dictionary setting for this item (AICU) specifies the number of decimals that the system displays in this field when you enter a value.

- Total Documents

Reviewing Batch Totals

After you enter transactions and exit the batch, the system subtracts the totals that you entered for the batch from the totals that you expected to enter and displays the result in the Difference row on the Batch Control form. This can help you locate missing or duplicate entries before you post them. Batch control is for your information only; you do not need to correct the information on the form. If the amount entered differs from the amount expected, the system does not prevent you from posting the batch.

When you finish entering transactions and exit the batch, one of two things happens:

12. If the system has not finished processing the batch, the NOTIFY - The Batch Is Still In The Process Of Closing form appears. The following two options are available on this form:
 - Retry. The Batch Control form appears when the system has finished processing the batch. Continue to click Retry until the Batch Control form appears.
 - Cancel. The Batch Control form does not appear, and you will not be able to compare the totals that you entered on the Batch Control form with the totals you entered for the batch. Bypassing the Batch Control form does not affect the transactions that you entered or the status of the batch.
13. The system has finished processing the batch, and the following Batch Control form appears.

Standard Voucher Entry - [Batch Control]

		OK	Cancel	Discard	Help	Links	Display	OLE	Internet
Batch Date	6/6/05								
Batch Number	5621								
		Amount	Documents						
Total Expected	26,245	6							
Total Entered	25,140	5							
Difference	1,105	1							

Review the form to compare the totals that you entered on the Batch Control form with the totals that you entered for the batch. If there is a difference, you should review your data to locate the discrepancy.

On Batch Control, review the following fields:

- Total Expected Amount
- Total Expected Documents
- Total Entered Amount
- Total Entered Documents

Note

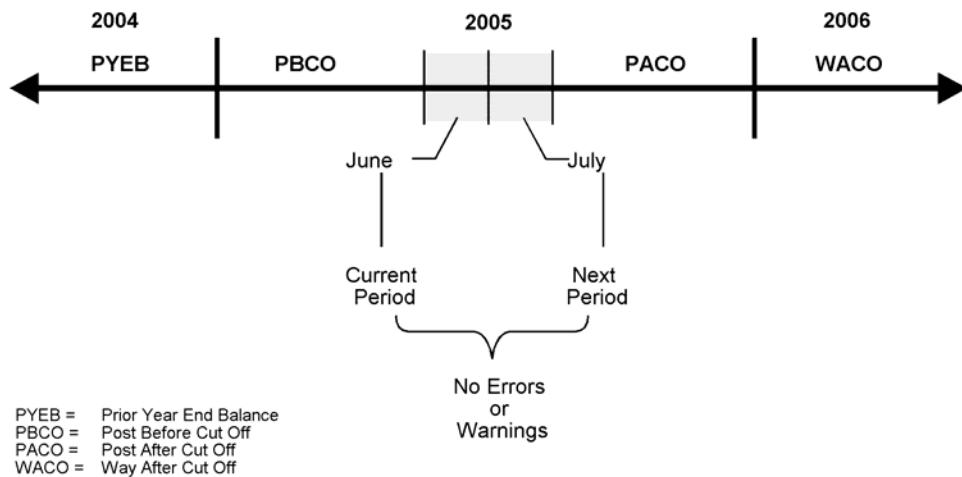
If you did not enter information on the Batch Control form before you entered transactions, the system displays negative numbers in the Difference row for Amount and Documents. The Batch Control form always uses the following formula: Total Expected - Total Entered. If you do not complete the Total Expected fields, the system assumes zero and your difference is negative.

G/L Date Warnings and Errors

When you enter, review, or revise a transaction, the system validates the G/L date against the open periods for the system (General Accounting, Accounts Payable, or Accounts Receivable) in the company constants. The open periods are the current and the next

accounting period. If you enter, review, or revise a transaction with a G/L date that is not in the open periods, you receive a warning or an error message.

In the following example, the current period is June (period 06). If you enter, review, or revise transactions in periods 06 and 07 (June and July), you do *not* receive a warning or an error message because these are open periods.



Warning and Error Messages

The following table describes the warnings and error messages that you receive when you enter a transaction outside of the two-period window. The message that appears depends on the settings in your general accounting constants and fiscal date patterns.

PYEB - Prior Year-End Balance	<p>Reason: You entered a G/L date for the prior year.</p> <p>Result: The system issues an error message and does not accept the entry.</p> <p>Solution: For journal entry transactions only, you can use document type ## to enter and post entries to a prior year (for example, to make audit adjustments).</p>
PBCO - Post Before Cut Off	<p>Reason: You entered a G/L date that is prior to the current period.</p> <p>Result: The system issues either a warning or an error message, depending on the PBCO setting in your general accounting constants.</p> <p>Solution: If the PBCO feature is not activated, the system issues an error message and you must change the date of the transaction so that it is in the current period, or change the constant to allow PBCO entries.</p> <p>If the PBCO feature is activated, the system issues a warning and you can click OK to accept the entry.</p>
PACO - Post After Cut Off	<p>Reason: You entered a G/L date that is after the two-period window.</p> <p>Result: The system issues either a warning or an error message, depending on how the fiscal date pattern is set up.</p> <p>Solution: If the fiscal date pattern is not set up for the full year, the system issues an error message. You must change the G/L date of the transaction to be within the two-month window, or set up the fiscal date pattern for the entire year.</p> <p>If the fiscal date pattern is set up for the full year, the system issues a warning and you can click OK to accept the entry.</p>
WACO - Way After Cut Off	<p>Reason: You entered a G/L date for a future year.</p> <p>Result: The system issues either a warning or an error message, depending on how the fiscal date pattern is set up.</p> <p>Solution: If the fiscal date pattern is not set up for the future year, the system issues an error message. You must change the G/L date of the transaction.</p> <p>If the fiscal date pattern is set up for the future year of your transaction, the system issues a warning and you can click OK to accept the entry.</p>

See Also

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

Working with Standard Invoices

Standard invoice entry provides the features and flexibility that you need to enter and work with invoices for your customers. You access the Standard Invoice Entry program (P03B11) from the Customer Ledger Inquiry program (P03B2002). You use Customer Ledger Inquiry to locate, review, and delete invoices, and you use Standard Invoice Entry to add and revise invoices.

If you routinely distribute invoices to multiple G/L accounts, you can set up a journal entry to use as a model. In addition to entering basic information for a standard invoice, you can enter and revise other types of information. For example, you might want to enter an invoice for

multiple line items with different due dates or tax information, or you might want to enter a recurring invoice.

See Also

- Revising Unposted Invoices*
- Revising Posted Invoices*

Before You Begin

- Set up customer records. See *Entering Customer Records*.
- Set the appropriate processing options for the following programs:
 - Customer Ledger Inquiry (P03B2002)
 - Standard Invoice Entry (P03B11)
 - Invoice Entry MBF Processing Options (P03B0011)
 - Journal Entry MBF Processing Options (P0900049)
- Set up AAI items Receivables Class (RC). See *AAI's for Accounts Receivable*

Locating Invoices

Before you enter an invoice for a customer, you might want to verify that the invoice has not been entered previously. You locate invoices before you enter them to prevent duplication, so you can revise, delete, or void them, if necessary.

To locate invoices, use the Customer Ledger Inquiry program (P03B2002).

► To locate invoices

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

1. On Work with Customer Ledger Inquiry, to limit your search, complete any of the following fields:

- Customer
- Parent

The system returns customer records for both the parent and children. The system does not return records for grandchildren and subsequent levels of parent/child relationships.

- Batch Number
- Invoice No From
- Thru
- Date From
- Thru

Alternatively, you can enter a value in the Query by Example (QBE) line for any field.

2. To display documents by pay status, click one of the following options:

- All

You must choose this option to use the As Of Date feature.

- Paid
- Open

3. To display documents by date, click one of the following options:

- Invoice Date
- Due Date
- G/L Date
- Statement Date

4. To view invoices as of a specific date, complete the following field:

- As Of Date

The system compares the G/L date of the receipt to the As Of date that you enter to determine whether the invoice was open or paid on that date and then displays the invoices.

To use this feature you must click the option All to include invoices regardless of pay status.

5. To view invoices in recurring or summarized mode, click one or both of the following options:

- Recurring Invoice

If you complete this option, the system displays only invoices that contain the recurring information of frequency and number of payments.

- Summarize

If you complete this option, the system does not display all of the invoice pay items. Rather, the system displays one summarized line with all the pay items added together.

6. Click Find to display the invoices that meet your search criteria.

7. Choose the invoice that you want to work with.

8. Click Select to display the invoice on Standard Invoice Entry.

Standard Invoice Entry

You must create an invoice record to bill a customer for goods or services. Although most invoices are generated from other systems, such as Sales Order Management, Property Management, and Contract and Service Billing, you can enter miscellaneous invoices. The

system uses default information that you set up in the customer record when you enter an invoice.

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

Note

You cannot enter partially paid invoices into the system.

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

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

The system assigns document types to invoices and credit memos that you specify in the processing options for the Invoice Entry MBF Processing Options program (P03B0011). You specify the version of the MBF program that you want the system to use in the processing options for Standard Invoice Entry (P03B11), and then specify the version of Standard Invoice Entry processing options that you want to use in the processing options for Customer Ledger Inquiry (P03B2002). Generally, an invoice is assigned a document type of RI and a credit memo is assigned a document type of RM.

See Also

- *AAIs for Accounts Receivable*
- *The Financial Post Process*
- *Reviewing the Invoice Entry MBF Processing Options*
- *Processing Options for Customer Ledger Inquiry (P03B2002)*
- *Entering Invoices in a Foreign Currency in the Multicurrency Guide for Accounts Receivable and Accounts Payable*

► To enter basic invoice information

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

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

Standard Invoice Entry - [Standard Invoice Entry]

File Edit Preferences Form Row Window Help

OK Del... Can... New... Dis... Abo Links G/L Di... OLE... Internet

Document No/Type/Co 00001 Batch No 4400950

Customer 3333 Continental Incorporated
 Company 00001 Financial Company Discount %
 Invoice Date 6/30/05 G/L Date 6/30/05 Payment Terms 001
 Currency Exchange Rate Base USD Foreign

Q	Pay Item	Gross Amount	Remark	Disc Percent	Discount Available	Taxable Amount	Tax	Open Am
	001	5,500.00						
	002							

Gross Disc Tax Taxable

Row:1

PeopleSoft.

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Standard Invoice Entry

Delete Cancel Form Row Tools

Document No/Type/Co Batch No 84948

Customer 3333 Discount %
 Company
 Invoice Date G/L Date Payment Terms
 Currency Exchange Rate Base Foreign

Records 1 - 1

Q	Pay Item	Gross Amount	Remark	Pynt Terms	Disc Percent	Discount Available	Taxable Amount	Tax	Open Amount	Tax Area
C	001									

Gross Disc Tax Taxable

2. To assign the document number, document type and document company, on Standard Invoice Entry, complete the following optional fields in the header area:

- Document No/Type/Co

J.D. Edwards recommends that you let the system assign the document number from Next Numbers, the document type from the Invoice Entry MBF Processing Options program, and the document company from the company number you assign to the

invoice. The system assigns this information when you press OK at the end of this task.

Complete the following required fields in the header area:

- Customer
- Company
- Invoice Date

If you leave this field blank, the system uses the value that you enter in the G/L Date field.

- G/L Date

If you leave this field blank, the system uses the value that you enter in the Invoice Date

3. Override the following field, if necessary:

- Payment Terms

The system updates this field from the value assigned in the customer record.

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

- Gross Amount

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

5. In the detail area, complete the following optional fields for each pay item:

- Remark
- Due Date

The system calculates the due date from the payment term entered, but you can override the value.

- G/L Offset

The system populates this field from the value assigned in the customer record, but you can override the value.

6. Click the Form menu and choose Additional Info.

7. Override the value for any of the following fields, if necessary:

- Service/Tax Date

The system assigns the value of this field based on a processing option in the Invoice Entry MBF Processing Option program (P03B0011).

- Business Unit

The system populates this field with the value assigned to the customer's address book record.

- Payment Instrument

The system populates this field from the value assigned in the customer record.

8. After you complete these steps, click OK to enter G/L distribution information. See the task *To enter G/L distribution information*.

If an error occurs during entry, the system highlights the first field that is in error. To view the error, choose Display Errors from the Help menu.

► **To enter G/L distribution information**

After you enter invoice information, enter the detail lines that distribute the invoice amount to your G/L accounts. You must distribute the entire amount of the invoice, or the system will issue an error.

1. On G/L Distribution, in the detail area, complete the following fields for each G/L distribution:

- Account Number

The account number that you enter must exist in the Account Master table (F0901) or the system returns an error.

- Amount

Enter the amount as a credit.

The total amount that you enter for the G/L distribution must equal the total amount that you entered in the gross amount fields for the invoice. The Amount field on the bottom of the form displays the total amount that you have distributed. The Remaining field provides you with an ongoing tally of the amount you have left to distribute to equal the gross amount of the invoice.

2. Complete the following optional field, and click OK:

- Explanation -Remark-

Note

If you are using Advanced Cost Accounting, you might also need to complete the Cost Object and Object Type fields. See *Cost Object Tracking* in the *Advanced Cost Accounting Guide* for more information.

Related Information

Category Codes	When you enter an invoice, the system automatically updates category code fields (AR01 - AR10) in the Customer Ledger table (F03B11) with values from the Customer Master by Line of Business table (F03012) based on the company number. If you do not have category code values established for the company that you enter on the invoice, the system does not use values established for company 00000. If you do not use line of business processing, the system always uses values for company 00000.
Default information	If you specify a default revenue account or a model journal entry in the customer record, the system uses this information as the default revenue account in the detail area of the G/L Distribution form. The total invoice amount appears as a credit in the Amount field. If necessary, you can override any of this information.
Creating multiple G/L distributions as a percent	To create multiple G/L distribution amounts as a percent, click the Percent option in the header of the G/L Distribution form. Then, specify the percentage you want to distribute in the % (Percentage) field in the grid. The system calculates the amount. The total of all distribution lines must equal 100%. Enter the percent as a whole number. For example, 25 percent should be entered as 25.0, not .25.

Entering G/L Distribution Based on a Model

To simplify the entry process, you can set up and use model journal entries. You set up model journal entries when you have vouchers and invoices that use the same account distribution. You can choose the model at the time you enter the G/L distribution for the transaction, or you can set up a default model for the system to use on the supplier or customer record.

See Also

- ❑ *Working with Model Journal Entries* in the *General Accounting Guide* for information on creating a model journal entry and a model for a percent journal entry.

Entering Default Information for Processing Invoices and Receipts

► **To choose a model for the G/L distribution entry**

Use one of the following navigations:

From the Supplier & Voucher Entry menu (G0411), choose Standard Voucher Entry.

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

1. On Supplier Ledger Inquiry or Work with Customer Ledger Inquiry, click Add and follow the steps to enter a standard voucher or invoice.

See *Entering Standard Vouchers*

See *Entering Standard Invoices*

2. On Enter Voucher - G/L Distribution or G/L Distribution, choose Model Journals from the Form menu.
3. On Model Journals Search & Select, complete the following field and click Find to display a particular document type:

- Doc Type/No/Co

4. Choose the appropriate model and click Select.

The system displays the model on Enter Voucher - G/L Distribution or G/L Distribution. You can now add or revise the actual journal entry based on the information from the model.

5. Click OK.

► **To add or revise the G/L distribution entry based on the model**

After you choose a model, you use it as the basis for your G/L distribution, adding and revising it as needed.

Use one of the following navigations:

From the Supplier & Voucher Entry menu (G0411), choose Standard Voucher Entry.

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

1. Follow the steps to enter a voucher or invoice.

See the task *To enter voucher information* or *To enter basic invoice information*.

2. Follow the steps to choose a model for the journal entry.

See the task *To choose a model for the G/L distribution*.

3. On Enter Voucher - G/L Distribution or G/L Distribution, complete or change the following field for each G/L distribution, if applicable:

- Amount

4. Replace or clear information in other fields as necessary, and then click OK.

Entering Invoices and Vouchers Out of Balance

Under normal circumstances, when you enter an invoice or voucher, you enter two sides of the transaction: the invoice or voucher, and the G/L distribution. The system requires that the amounts of both sides equal each other before you can complete transaction entry. If you exit the G/L distribution form before completing the entry, you lose the information in the invoice or voucher and must re-enter the transaction in its entirety.

To save work that you have completed, you can exit an invoice or voucher out of balance, and then complete the G/L distribution entry at a later date. Because the post program requires every transaction in the batch to be in balance, you have a safeguard against accidentally posting a transaction that is out of balance.

Caution

Although you can enable the system to post transactions that are out of balance, J.D. Edwards does not recommend that you use this procedure. If you post a transaction that is out of balance the system does not update all the appropriate accounts, and you will encounter an integrity issue. See *Revising Batches to Post Out-of-Balance* in the *General Accounting Guide* for more information.

► To enter an invoice out of balance

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

1. On Standard Invoice Entry, follow the steps to enter basic invoice information.
See *Entering Standard Invoices*.
2. On G/L Distribution, complete the following fields with available information:
 - Account Number
 - Amount
3. To save your entry out-of-balance, click the Form menu and choose Features.\
4. On Features, choose the following option:
 - Allow Exit Out Of Balance
5. Click OK.
6. On G/L Distribution, click OK.

Adding Attachments to Invoices

You can add comments to invoices and general ledger account information by entering attachments. Attachments are for internal reference only and do not appear on reports, invoices, or statements. For example, you might enter customer instructions that regard invoice revisions or voids.

You can add attachments to invoice pay items on the Work with Customer Ledger Inquiry form or on Standard Invoice Entry form. You cannot add attachments to invoice pay items while you are entering the invoice because the invoice record does not exist until you click OK. Additionally, you cannot add attachments to invoice pay items that are summarized on Work with Customer Ledger Inquiry.

Unlike invoice pay items, you can add attachments to general ledger accounts as you enter that information on the G/L Distribution form because the system has assigned the document number, type, and company to the record by the time you enter general ledger information.

The types of attachments you can add are:

- Text
- Image
- OLE
- Shortcut
- URL/File

After you add the attachment, the system displays a paperclip icon next to the invoice pay item or G/L distribution line. The procedure to enter attachments is the same regardless of the program or system you use.

► To add an attachment to an invoice

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

1. On Work with Customer Ledger Inquiry, click Find.
2. Choose an invoice pay item, and then choose Attachments from the Row menu.
You cannot add attachments to invoice pay items that are summarized.
3. On Media Objects, from the File menu, choose New, and then choose one of the following options:
 - Text
 - Image
 - OLE
 - Shortcut
 - URL/File
4. Attach the object or enter the text.
5. Choose Save & Exit from the File menu.

Note

You perform the same steps to enter attachments on the Standard Invoice Entry or the G/L Distribution forms.

Entering Credit Memos

When a customer is overcharged and you want the customer's statement to reflect the correction, you enter a credit memo. You follow the same steps that you do when you enter an invoice, except that you enter the gross amount as a credit.

The system uses the Invoice Entry MBF Processing Options program (P03B0011) to retrieve the value for the document type that it assigns to the credit memo. Generally, a credit memo is assigned a document type of RM. The system uses a different Next Number to assign the document number for credit memos than it does for invoices. Additionally, the system assigns the G/L date as the due date for credit memos.

The system will calculate a discount for the credit memo if the payment term is set up appropriately. Because you enter the gross amount as a negative number (credit), the system calculates a negative discount in the Discount Available field. To remove the negative discount, override the Payment Terms field with a payment term that does not calculate a discount and clear the Discount Available field before clicking OK.

Note

You specify the version of the Invoice Entry MBF Processing Options program that you want the system to use in the processing options for Standard Invoice Entry (P03B11), and then specify the version of Standard Invoice Entry (P03B11) that you want to use in the processing options for Customer Ledger Inquiry (P03B2002).

► To enter credit memos

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

1. On Work with Customer Ledger Inquiry, click Add.
2. On Standard Invoice Entry, follow the steps to enter basic invoice information.
See *Entering Standard Invoices*.
3. Enter a negative amount in the following field, and click OK:
 - Gross Amount
4. Complete the necessary G/L distribution information.
You must enter the amount on the G/L Distribution form as a debit (positive amount) when you enter credit memos.
See the task *To enter G/L distribution information*.

Entering Invoices and Vouchers with Discounts

You can enter invoices and vouchers with discounts as incentive to issue and receive payments early. When you enter an invoice or voucher with a discount, the system calculates the discount and net due dates according to the payment terms assigned to the transaction.

Three methods are available for entering discounts:

14. Using payment terms. You enter an invoice or voucher, specifying the payment terms. The system calculates the discount available and due dates from the payment terms. If you want to override the discount amount to zero, you must establish a payment term that does not calculate a discount, then use that payment term on the Standard Invoice Entry form.

If you change a payment term to recalculate a new discount amount or due date, remove the system-calculated information by clearing the following fields:

- Discount Available
- Discount Due Date
- Net Due Date

If you change the payment terms but not the other discount fields, the system will not recalculate the discount information.

15. Entering a discount amount. You enter an invoice or voucher, specifying the discount available and, optionally, discount and net due dates.

16. Entering a discount percentage. You enter an invoice or voucher, specifying the discount percentage and, optionally, discount and net due dates.

Before You Begin

- Verify that AAI item RKD (Discounts Taken) is set up correctly.

► To enter invoices with discounts

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

1. On Work with Customer Ledger Inquiry, click Add.
2. On Standard Invoice Entry, follow the steps to enter basic invoice information.

See *Entering Standard Invoices*.

The screenshot shows the PeopleSoft Standard Invoice Entry screen. At the top, there are buttons for Delete, Cancel, Form, Row, and Tools. Below that, a search bar shows 'Customer' with value '0333'. There are also fields for 'Company', 'Invoice Date', 'G/L Date', 'Payment Terms', 'Currency', 'Exchange Rate', 'Base', and 'Foreign'. A checkbox labeled 'Discount %' is checked. A grid titled 'Records 1 - 1' shows one row with the value '001' in the first column. At the bottom, there are summary fields for 'Gross', 'Disc', 'Tax', and 'Taxable'.

3. Choose the following option:

- Discount %

The system automatically chooses the Discount % option when you enter an invoice. It calculates the discount available amount when you specify a percentage in the detail area. You enter the discount percentage as a decimal. For example, you enter .02 for a 2 percent discount.

You can override the calculated amount by specifying a different amount in the Discount Available field.

If you deactivate this field, the system does not display the Disc Percent field in the detail area of the form.

4. Override the following field, if necessary, from the default value that displays from the customer record:

- Payment Terms

If you want to override the discount to zero, you must set up a payment term that does not calculate discounts.

5. In the detail area, complete one of the following fields:

- Disc Percent

The system does not store the discount percent. Therefore, the system does not calculate or recalculate the discount percent based on the discount amount that you enter or change.

- Discount Available

If you override the discount amount, you do not need to change the Payment Term or Disc Percent fields.

6. Complete the following optional fields and click OK:

- Due Date
- Discount Due Date

7. Complete the necessary G/L distribution information.

See the task *To enter G/L distribution information*.

Related Information

Revising the gross amount	If you change the invoice gross amount, you must manually adjust the discount amount or clear the field so that the system can recalculate it.
Adding invoice pay items	If you enter additional pay items to the invoice, you must manually enter the appropriate discount amount.

Using Split and Installment Payment Terms

You use split or installment payment terms when you want to issue or receive payments in regular intervals. Regardless of the type of payment term that you enter on the transaction, the process for entering the transaction is the same.

Split Payment Terms

When you use split payment terms, the system divides the gross amount of the transaction into equal amounts to be paid at regular intervals. For example, you might require that a customer pay half an invoice amount when the order is placed, and pay the remaining amount when the service is complete or when goods are shipped.

You can change the payment terms and amounts before the payment is issued or received. The system calculates the net due date based on the payment term that you specify.

If you enter transactions with discounts or taxes, the system splits the discount and tax amounts appropriately among the pay items.

Installment Payment Terms

Installment payments are similar to split payments, but allow you to set up equal or unequal payments with different discount percentages and due dates for each installment. The system calculates the due date of each installment based on the due date rule you assign to it.

The following describes two examples of installment payment terms:

Equal payments with a discount due date	You might set up five equal payments. Each payment includes a 10 percent discount if paid within the discount period that you defined in the discount due date rule. The actual due date of the payment depends on the net due date rule that you set up.
Unequal payments with a discount due date	You might set up six payments. Five of the payments might be 15 percent of the invoice amount, and the sixth payment is 25 percent. Each payment might also include a 5 percent discount if paid within the discount period that you defined in the discount due date rule. The actual due date of the payment depends on the net due date rule that you set up.

Rounding Versus Soft Rounding

If you process a significant number of invoices and vouchers that have discounts, taxes, or both, rounding differences can add up quickly. This topic describes the differences between rounding and soft rounding. The system uses rounding on transactions with a single pay item and soft rounding on transactions with multiple pay items.

Rounding

Rounding automatically occurs when the system performs a calculation and the result does not exactly equal the lowest currency unit. In this situation, the following occurs:

- If the amount is 5 or greater, the system rounds up.
- If the amount is less than 5, the system rounds down.

For example, if the result of a calculation is 0.55672 and the currency is Canadian dollars (CAD), which has two decimal places, the system uses the third number to the right of the decimal to determine the rounding. In this example, it rounds the amount up to 0.56.

Conversely, if the amount were 0.55472, the system would use 4 to determine the rounding and rounds the amount down to 0.55.

Soft Rounding

When the total of two or more amounts must equal a specific amount, the system uses soft rounding to force the total. For example, if you split a voucher for 100 Japanese yen (JPY) into three payments, the system calculates the first pay item at 33, the second at 34, and the third at 33 so that the total of the three pay items equals 100. If the system did not use soft rounding, you would have to enter an amount that could be divided equally among pay items or submit pay items that did not equal the total amount due, which would not be acceptable.

To minimize the negative effects of rounding, the system uses soft rounding on transactions with multiple pay items. The system stores the amount that it adds or subtracts to a calculated amount in a cache (memory), and then adds or subtracts that amount from the next pay item as follows:

- If the system rounds up the amount for a pay item, it subtracts that amount from the next pay item before rounding that pay item.
- If the system rounds down the amount for a pay item, it adds that amount to the next pay item before rounding that pay item.

If the system did not perform soft rounding, you might overpay or underpay as well as overcharge or undercharge. While soft rounding does not control overpayments or underpayments and overcharges or undercharges between transactions, it does minimize the impact of rounding within a single transaction. The system does not carry soft rounding amounts from one transaction to another.

Soft Rounding Example: Multiple Pay Items

This example illustrates how the system performs soft rounding for a basic transaction with multiple pay items.

In this example, the gross amount for the transaction is 100.00 Canadian dollars (CAD) and it has a split payment term of 3. The pay item amounts are rounded to the nearest cent and decimals are equal to 2. The total rounded amount of all pay items must equal 100.00 CAD.

A Beginning Cache Amount	B Pay Item	C Unrounded Amount	D Temporary Amount	E Rounded Amount	F Difference +/-(Ending Cache Amount)
0	001	33.33333	33.33333	33.33	- 0.00333
- 0.00333	002	33.33333	33.33666	33.34	+ 0.00334
+ 0.00334	003	33.33333	33.32999	33.33	+ 0.00001

The system uses the following formula to calculate amounts:

A – Beginning Cache Amount = 0 (zero) for the first pay item. Each successive pay item = Ending Cash Amount from the previous pay item.

B – Unrounded Amount = gross amount divided (or multiplied) by the number of pay items.

C – Temporary Amount = B – A.

D – Rounded Amount = Round C to the decimal places of the currency. (This is the gross amount that appears on the invoice or voucher.)

E – Difference (Ending Cache Amount) = D – C.

Using this formula, the system calculates the pay item amounts as follows:

Pay item 001:

Beginning Cache Amount = 0

Unrounded Amount = 100.00 / 3 = 33.33333

Temporary Amount = 33.33333 – 0 = 33.33333

Rounded Amount = 33.33

Difference (Ending Cache Amount) = - 0.00333

The ending cache amount (- 0.00333) becomes the beginning cache amount (- 0.00333) for the next pay item.

Pay item 002:

Beginning Cache Amount = - 0.00333

Unrounded Amount = 100 / 3 = 33.33333

Temporary Amount = 33.33333 - (- 0.00333) = 33.33666

Rounded Amount = 33.34

Difference (Ending Cache Amount) = + 0.00334

The ending cache amount (+ 0.00334) becomes the beginning cache amount (+ 0.00334) for the next pay item.

Pay item 003:

Beginning Cache Amount = + 0.00334

Unrounded Amount = 33.33333

Temporary Amount = 33.33333 - 0.00334 = 33.32999

Rounded Amount = 33.33

Difference (Ending Cache Amount) = 33.33 - 33.32999 = + 0.00001

No more pay items exist for this transaction, so the system does not store the ending cache amount (+ 0.00001).

With soft rounding, the rounded amounts of the pay items equal 100.00 (33.33 + 33.34 + 33.33), which equals the gross amount. Without soft rounding, each unrounded amount would be rounded down to the nearest cent and the total would be 99.99 (33.33 + 33.33 + 33.33). Although the difference between the amounts is only .01, the differences become noticeable when you enter a significant number of invoices and vouchers.

Before You Begin

- Verify that the payment terms for split and installment payments are set up correctly. See *Setting Up Payment Terms and Working with Advanced Payment Terms*.

► To enter invoices using split and installment payment terms

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

1. On Work with Customer Ledger Inquiry, click Add.
2. On Standard Invoice Entry, follow the steps to enter basic invoice information.

See *Entering Standard Invoices*.

3. Complete the following fields, and click OK:

- Payment Terms

Choose a payment term that is established for split or installment payments.

- Gross Amount

Enter the gross amount for the invoice on the first detail line.

Note

If you enter discount or tax information, the system splits the discount and tax amounts appropriately among the pay items.

4. Complete the necessary G/L distribution information and click OK.

See the task *To enter G/L distribution information*.

Note

You must finish entering the invoice, and then reinquire on it to see the multiple pay items that the system creates.

Processing Options for Standard Invoice Entry (P03B11)

Display Tab

Use these processing options to specify whether the system displays purchase order fields and tax information on Standard Invoice Entry (P03B11).

1. Purchase Order Fields

Blank = Do not display fields

1 = Display fields

Use this processing option to specify whether to display the purchase order fields. Valid values are:

Blank

Do not display fields.

1

Display fields.

2. Tax Information

Blank = Display tax information

1 = Do not display tax information

Use this processing option to specify whether to display tax information for an invoice. Valid values are:

Blank

Display tax information.

1

Do not display tax information.

If you specify not to display tax information, you disable tax processing when entering invoices.

Versions Tab

Use these processing options to specify the versions for the system to use for invoice entry processing and journal entry processing in Standard Invoice Entry (P03B11).

1. Invoice Entry MBF (P03B0011) Version

Blank = Use ZJDE0001

Use this processing option to specify the version to use for Invoice Entry MBF Processing Options program (P03B0011). If you leave this field blank, the system uses version ZJDE0001.

2. Journal Entry MBF (P0900049) Version

Blank = Use ZJDE0001

Use this processing option to specify the version to use for Journal Entry MBF Processing Options program (P0900049). If you leave this field blank, the system uses version ZJDE0001.

Reviewing the Invoice Entry MBF Processing Options

The purpose of a master business function (MBF) is to provide a central location for standard business rules about entering documents, such as invoices, vouchers, and journal entries. Master business functions have processing options. You complete the MBF processing options, and then specify the version of the MBF you want the system to use in the processing options of the entry program.

The system uses the Invoice Entry MBF Processing Options (P03B0011) when invoices are created using the following programs:

- Standard Invoice Entry (P03B2002)
- Speed Invoice Entry (P03B11SI)
- Batch Invoice Processor (R03B11Z1I)

Additionally, invoices are generated from applications in the following systems:

- Sales Order Management
- Service Billing

- Contract Billing
- Real Estate Management

It is the responsibility of the program that uses the Invoice MBF to state which version of the MBF will be used. If no version is explicitly specified, the system uses version ZJDE0001.

► To review processing options for the Invoice Entry MBF

From the System Administration Tools menu (GH9011), choose Interactive Versions.

1. On Work With Interactive Versions, type the application number (P03B0011) in the Interactive Application field and click Find.
2. Choose a version.
3. To review the process option settings for the version, choose Processing Options from the Row menu.

Processing Options for Invoice Entry MBF Processing Options (P03B0011)

Defaults

1. Select an option for default service/tax date. Enter a '1' to default from the invoice date. Leave blank to default from the G/L date.

Service/Tax Date Option

2. Enter the default pay status or leave blank to use the data dictionary default value.

Default Pay Status

3. Enter the default document types for the following:

Standard Invoice Type (default = RI)

Credit Memo Type (default = RM)

Edits

1. Select an option for invoice date editing:

Blank = No Edit, '1' = Warning, '2' = Error

Invoice Date > Today's Date

Invoice Date > G/L Date

Currency

1. Enter a '1' to allow value added tax on entries with currency.

Value Added Tax Option

2. Select the date to be used to retrieve the exchange rate. Enter a '1' to use the G/L date. Leave blank to use the invoice date.

Exchange Rate Date Option

3. Enter a '1' to edit the exchange rate effective date against the G/L period of the transaction.

Effective Date Option

4. Enter the exchange rate tolerance limit.

Tolerance Limit

Interoperability

1. Outbound Interoperability

Enter the version of the Invoice Interoperability Function (P03B0190).

Blank = Use ZJDE0001

Entering Speed Invoices

As an alternative to Standard Invoice Entry, you can use Speed Invoice Entry to enter high-volume, simple invoices. When you enter speed invoices, you enter invoice and G/L distribution information on one form. Consider using this method to enter invoices that have a

single pay item, which includes a single due date and a single tax rate area, and to enter invoices that are not recurring.

When using Speed Invoice Entry, you cannot revise or delete an invoice.

As with standard invoices, speed invoice information is stored in the following tables:

- Customer Ledger (F03B11)
- Account Ledger (F0911)
- Batch Control Records (F0011)

Note

When you use Speed Invoice Entry, the system does not display the G/L Offset field. The system retrieves the value, if one exists, from the customer master record. If you want to override the value, you must use the Standard Invoice Entry program (P03B11).

See Also

- ❑ *Entering Invoices with Discounts*
- ❑ *Entering Invoices and Vouchers with Taxes in the Tax Reference Guide*
- ❑ *Entering Invoices in a Foreign Currency in the Multicurrency Guide for Accounts Receivable and Accounts Payable*

Before You Begin

- ❑ Set up customer records. See *Creating Customer Records*.
- ❑ Set the appropriate processing options for Speed Invoice Entry.
- ❑ Set up the necessary AAI items (RC and RKD).

► To enter speed invoices

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

The screenshot shows the PeopleSoft Speed Invoice Entry screen. At the top, there's a toolbar with icons for Home, Intranet, and Training. Below that is a menu bar with 'Select Workspace' set to 'Active Foundation'. The main area is titled 'Speed Invoice Entry' with tabs for 'OK', 'Delete', 'Cancel', 'Form', and 'Tools'. The form contains fields for Doc No/Type/Co, Customer (3333), Company (1), Gross Amount (5385), Invoice Date (06/30/05), G/L Date, Due Date (07/31/05), Disc Due Date (07/31/05), Service/Tax Date, Tax Rate/Area (DEN), Tax Expl Code (S), Tax Amount (365), Taxable Amount (5000), BU, Pay Terms (001), Pay Instr, Pay Status (A), Remark, Discount (50), Currency, Exchange Rate, Base, and Foreign. Below the form is a grid titled 'Records 1 - 1' with columns for Account Number, Account Description, Amount, Track Taxes, Tax Rate/Area, Tx Ex, Remark, and Units. The grid has a header row and one data row. At the bottom of the grid are buttons for 'Amt to Distribute' and 'Remaining'.

1. On Speed Invoice Entry, to identify the invoice, complete the following fields:
 - Customer
 - Company
 - Gross Amount
 - Invoice Date
 - G/L Date
2. Complete the following optional fields:
 - Remark
 - Pay Status
3. To override default and system-calculated information, complete the following fields:
 - BU
 - Tax Rate/Area
 - Pay Terms
 - Tax Expl Code

- Pay Instr
- Due Date
- Tax Amount
- Disc Due Date
- Taxable Amount
- Currency

4. To enter G/L distribution information, complete the following fields in the detail area:

- Account Number
- Amount

Depending on how you set the processing options, you enter this amount as a positive or negative number.

5. Complete the following optional field in the detail area:

- Remark

6. Click OK.

Processing Options for Speed Invoice Entry

Display

1. Enter a '1' to enable the following:

Sales/Use/VAT Tax Processing

Purchase Order Entry

Service/Tax Date Entry

Versions

1. Enter the version to be used for Invoice Entry (P03B0011) processing. If left blank, version ZJDE0001 will be used.

Invoice Entry Version

2. Enter the version to be used for Journal Entry (P0900049) processing. If left blank, version ZJDE0001 will be used.

Journal Entry Version

Defaults

1. Specify the default for entry of sales credit amounts. Enter a '1' for positive credit amounts. Leave blank for negative credit amounts.

Credit Amount Option

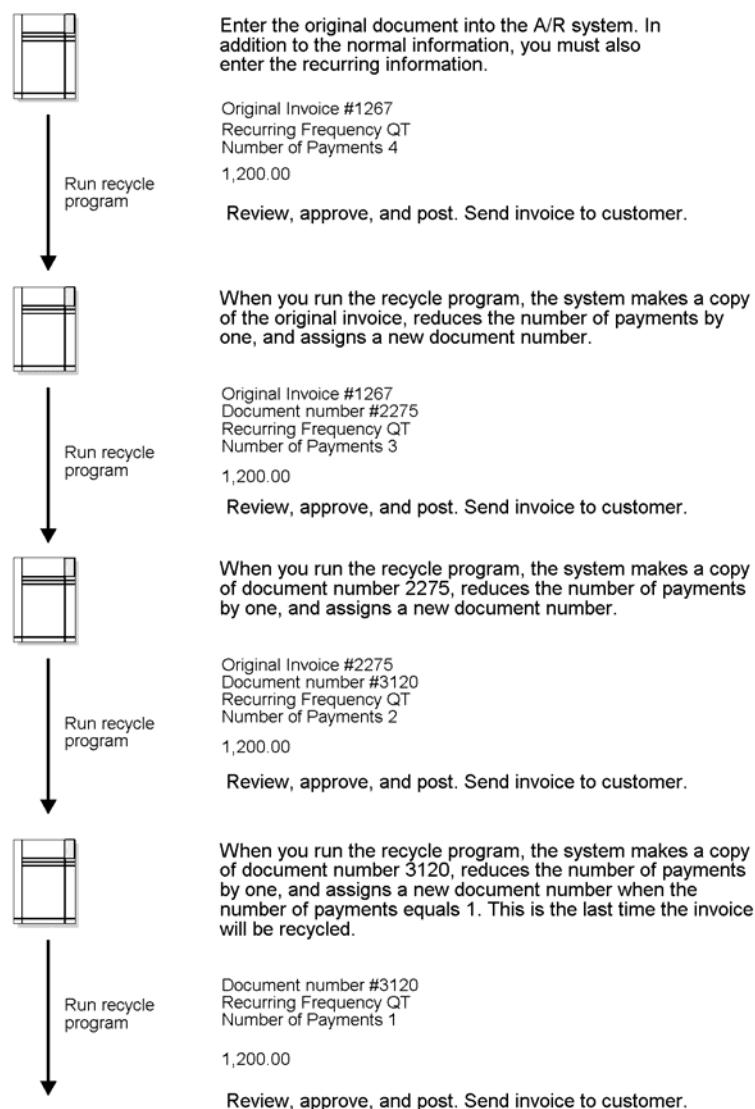
Processing Recurring Invoices and Vouchers

If you need to bill a customer or make a payment for the same amount on a regular basis, such as monthly or quarterly, you can enter a recurring invoice or voucher. When you enter a recurring transaction, you indicate the total number of invoices or vouchers that you want the system to create and the interval for them. For example, if you bill or make lease payments every month for one year, you can set up a recurring invoice or voucher for 12 payments with a monthly frequency. Then, instead of entering an invoice or voucher each month, you run a recycle program that creates a new transaction from the original. The system assigns a new

document number and batch number to the new transaction and reduces the number of payments by one. You continue to recycle and create new transactions until one payment remains.

You must use the standard entry program to enter recurring transactions. In addition to the standard transaction information, you complete the frequency and number of payments fields. This indicates to the system that the transaction is recurring. To cancel a recurring transaction, you remove the values from these fields.

The following graphic illustrates the recurring transaction process:



Entering Recurring Invoices

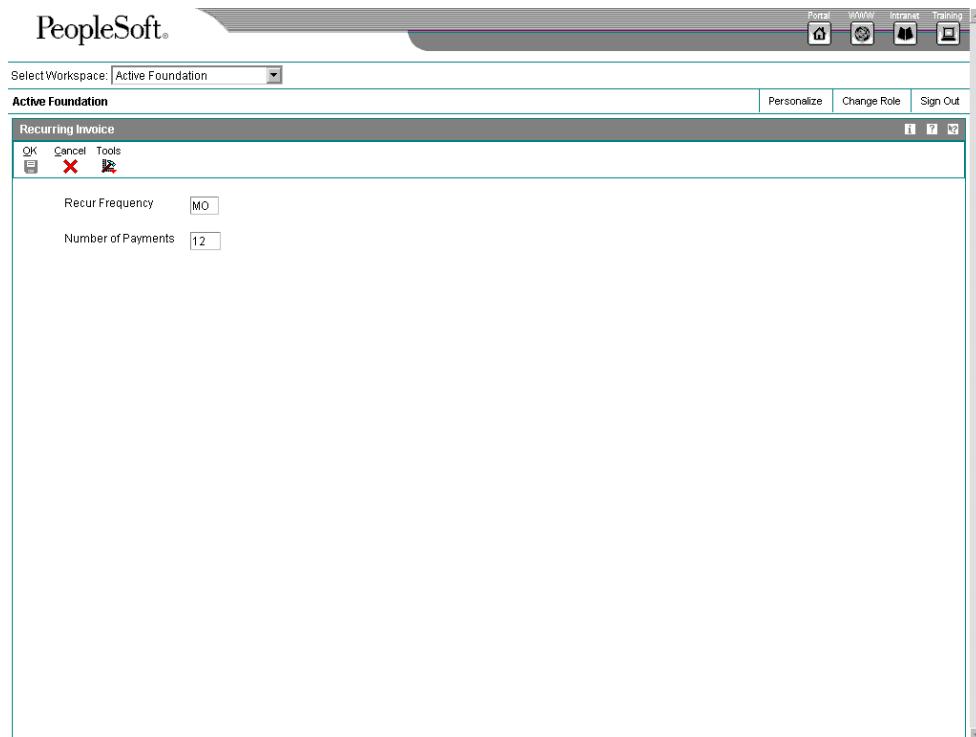
To bill a customer for the same amount on a regular basis, enter a recurring invoice. This method of entering a standard invoice is ideal for lease and rent payments.

You can enter recurring information on the Recurring Invoice form, which you access from the Form menu from Standard Invoice Entry, or in the detail area on the Standard Invoice Entry form. When you enter a recurring invoice, the system assigns a document type of RR. The system stores recurring invoice information in the Customer Ledger table (F03B11).

► To enter recurring invoices

From the Other Invoice Entry Methods menu (G03B111), choose Standard Invoice Entry.

1. On Work with Customer Ledger Inquiry, click Add.
2. On Standard Invoice Entry, enter the necessary header information.
See Entering Standard Invoices.
3. From the Form menu, choose Recurring Invoice.



4. On Recurring Invoice, complete the following fields, and click OK:
 - Recur Frequency
 - Number of Payments
5. Complete the necessary detail fields, and click OK.

If you add an invoice with multiple pay items, the system adds the recurring information to each pay item. You can override the recurring information as necessary.

6. Complete the necessary G/L distribution information.

See the task *To enter G/L distribution information*.

Reviewing Recurring Invoices

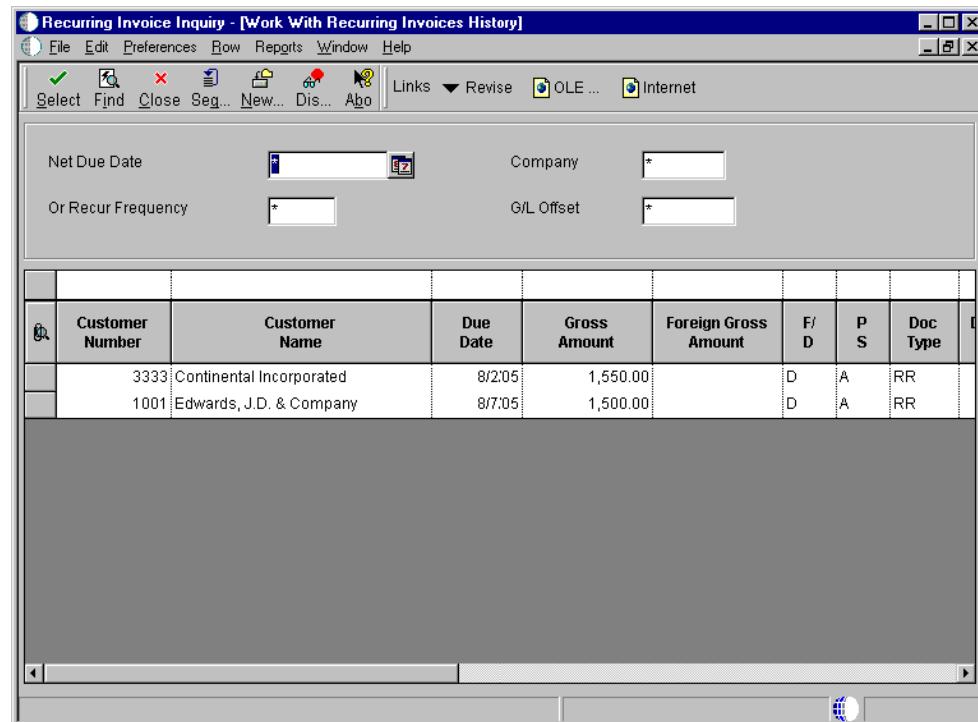
After you enter recurring invoices, you might want to review them before recycling them. You can review recurring invoices online or print them on a report using the following programs:

- Recurring Invoice Review (P03B120)
- Recurring Invoice Report (Invoice Journal) (R03B305)

Normally, you review invoices online. However, if you have numerous invoices to review, the report might be a more usable format. The Recurring Invoice Report is a version of the Invoice Journal that has the data selection set to limit the report to recurring invoices only. It shows transactions from the Customer Ledger table and related information from the Account Ledger table.

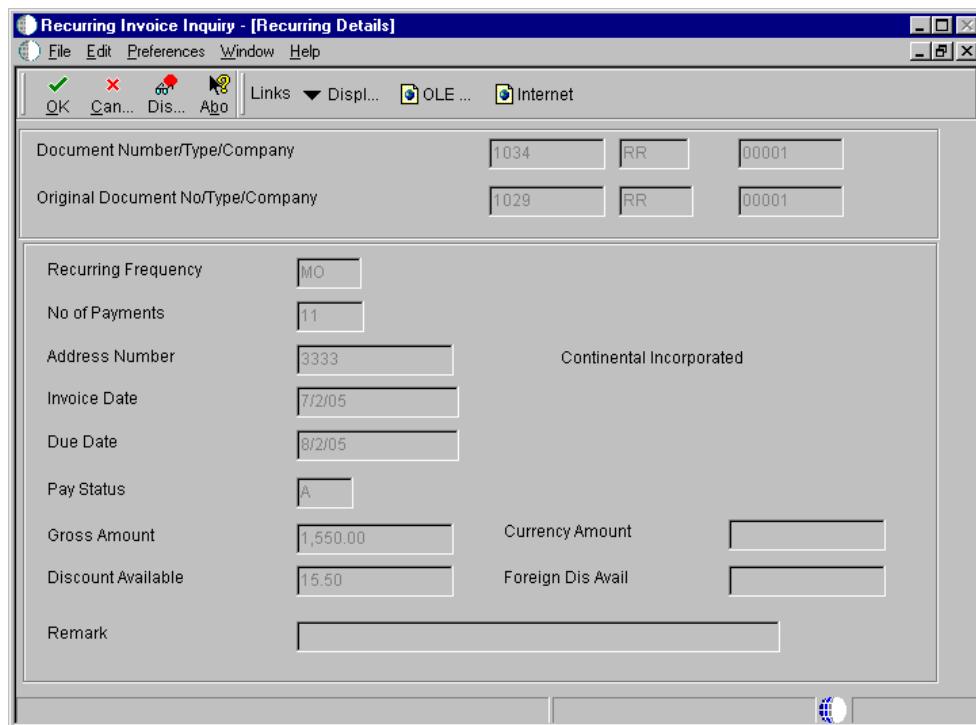
► To review recurring invoices online

From the Other Invoice Entry Methods menu (G03B111), choose Recurring Invoice Inquiry.



1. On Work With Recurring Invoices History, click Find to display all recurring invoices, or complete any of the following fields to limit the invoices displayed and click Find:

- Net Due Date
 - Or Recur Frequency
 - Company
 - G/L Offset
2. To review the invoice information on one form, instead of in the detail area, choose an invoice and then choose Detail from the Row menu.



Note

You can also access recurring invoices on the Work with Customer Ledger Inquiry form. To do so, click the Recurring Invoices option and click Find. See *Locating Invoices*.

Printing the Recurring Invoice Report

From the Other Invoice Entry Methods menu (G03B111) choose Recurring Invoice Report.

As an alternative to reviewing recurring invoices online, you can print the Recurring Invoice Report. The Recurring Invoice Report program (R03B305) is the same as the Invoice Journal. The system provides a specific version (Recurring Invoice Review) that has processing options set to print recurring information, such as the frequency and number of

payments. You can use this report to determine which invoices have outstanding payments and when those payments are due.

Data Selection and Data Sequencing

The version specified for recurring invoices has the following data selection:

- Batch Type equal to RB
- Document Type not equal to RE
- Recurring Frequency not equal to Blank

If your company creates additional versions of this report, you must use the following data sequence:

17. User ID (alphabetical order)
18. Batch Date
19. Batch Number (most recent date first)
20. Document Company
21. Document Type
22. Document Number (ascending order)
23. Pay Item

Processing Options for Recurring Invoice Report (R03B305)

Print Options

Enter the format of the account number to print on the Journal: ' ' = Number entered during input, '1' = Business Unit, Object, Subsidiary, '2' = Short Account ID, '3' = Third Account Number
Account Number Format

Revising Recurring Invoices and Vouchers

Before recycling your recurring invoices and vouchers, you might need to revise them. This might happen if you bill a customer the same amount for a monthly service agreement and then you increase the cost of the service agreement. Or it might happen if a supplier requests payment in a different currency, and you have the voucher set up as recurring.

The system assigns a new document number to each new invoice and voucher that is recycled, ensuring that when you revise a recurring transaction, no conflicts exist with the old recurring transaction information. When you revise a recurring invoice or voucher you can:

- Change selected fields.
- Cancel the recurring portion of the transaction.
- Delete or void the recurring transaction.

See Also

- Deleting Invoice and Invoice Pay Items*
- Voiding Posted Invoices*

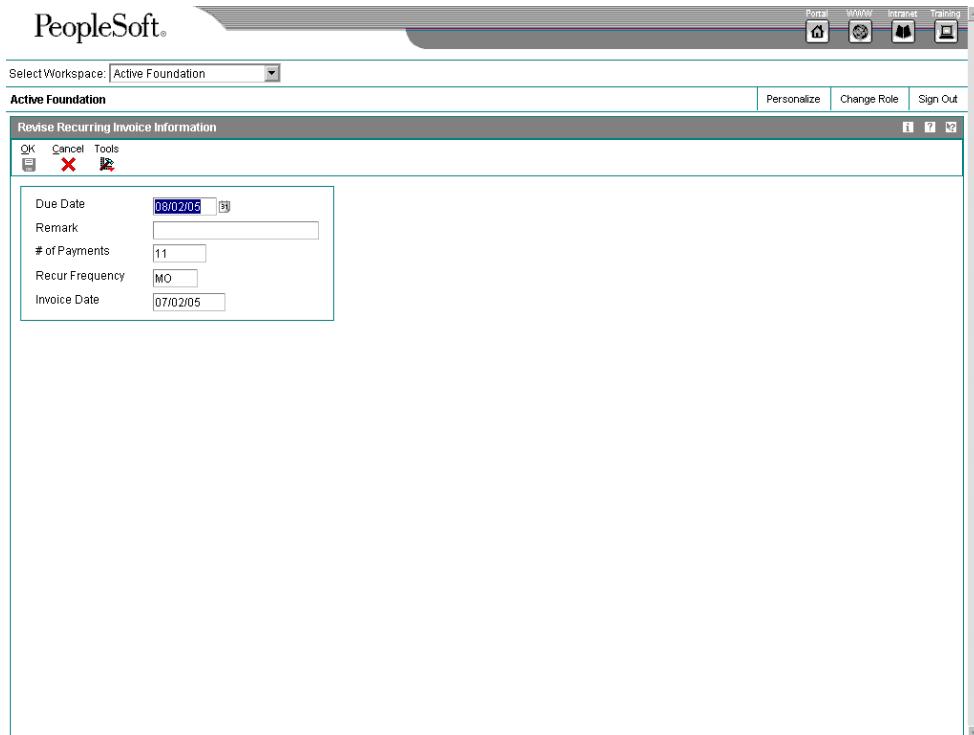
Related Information

If you enter an invoice or voucher that is not recurring and want to add recurring information, use the standard entry program and enter the frequency and number of payments into the grid. The system does not change the document type of the transaction when you add recurring information to it.

► To revise a recurring invoice

From the Other Invoice Entry Methods menu (G03B111), choose Recurring Invoice Inquiry

1. On Work With Recurring Invoices History, follow the steps to review recurring invoices.
See *Reviewing Recurring Invoices*.
2. To change recurring information, choose an invoice and click Select, or choose Revise from the Row menu.



3. On Revise Recurring Invoice Information, change the necessary information.

If an invoice is paid, you can update the Recurring Frequency and # of Payments fields only.

4. Click OK.

Note

You can also revise other non-recurring invoice information from the Work With Recurring Invoices History form. Choose the invoice, and then choose Invoice from the Row menu. On

Standard Invoice Entry, revise the necessary fields. See *Revising Unposted Invoices* and *Revising Posted Invoices*.

Canceling Recurring Invoices and Vouchers

You can cancel a recurring invoice or voucher by clearing the Recurring Frequency and Number of Payments fields. If you remove the recurring information in error, you can add it back on the transaction by using the standard entry program and entering the recurring information into the detail line.

Canceling a recurring transaction does not change the document type; however, you will not be able to locate the transaction by using the Recurring or Recurring Invoice options on the ledger inquiry programs.

The Recycle Process

When you recycle recurring invoices and vouchers, the system:

- Removes the recurring frequency and number of payments from either the original transaction or the most recent copy of the transaction.
- Creates a new invoice and voucher and updates the following:
 - Document number with a new number
 - Batch number with a new number
 - Number of payments (decreases by one)
 - G/L date and net due date, using the recurring frequency to calculate the next date
 - Invoice date according to the processing options
 - Invoice number (vouchers only) according to the processing options
- Creates an exception report that lists the number of invoices and vouchers that were successfully recycled, and the number of transactions that could not be recycled due to errors (exceptions). You can view error messages in the Work Center. These errors include:
 - No accounting distribution records created. This occurs when no records are found in the Account Ledger table for the recurring invoice or voucher.
 - G/L date is for a prior fiscal year (PYEB).
 - G/L date is for a prior period (PBCO), and Allow PBCO Postings is not activated in the General Accounting Constants (P0000).
 - G/L date does not occur in a fiscal date pattern for the company.

After recycling recurring invoices and vouchers, you must post them to the general ledger.

Before You Begin

- Set up a separate version for each recurring frequency you use, such as monthly, quarterly, or annually. Use data selection to select a specific frequency (optional).
- Set up a next number series for your recurring invoices (optional).

Recycling Recurring Invoices and Vouchers

To recycle invoices and vouchers, use one of the following navigations:

From the Other Invoice Entry Methods menu (G03B111), choose Recycle Recurring Invoices.

From the Other Voucher Entry Methods menu (G04111), choose Recycle Recurring Vouchers.

After you enter, review, and revise recurring invoices and vouchers, you recycle them to create a new batch of transactions. The recycling program generates a new transaction based on the number of payments and the recurring frequency that you specified when you created the original recurring transaction. When you recycle an invoice or voucher, the system makes a copy of the previous transaction and updates the appropriate fields. It repeats this process every time you run the recycle program until the number of payments equals one. When there is one payment remaining, the transaction no longer recycles. For example, to set up a recurring invoice or voucher for one year, you set the number of payments to 12. Because the original transaction is the first payment, the recycle program does not consider transactions that have one payment remaining. :

You do not have to pay an existing invoice or voucher in order to generate the next cycle of recurring transactions.

This process updates information in the following tables:

- Batch Control Records (F0011)
- Customer Ledger (F03B11) for invoices
- Accounts Payable Ledger (F0411) for vouchers
- Account Ledger (F0911)

Processing Options for Recycle Recurring Invoices (R03B8101)

Defaults

1. Enter a '1' to use today's date as the invoice date. Enter a '2' to duplicate the invoice date. Default of blank will increment the invoice date.

Invoice Date Flag

Revising Unposted Invoices

After you enter an invoice, you might need to revise it. You revise invoices using Standard Invoice Entry (P03B11), which you access from Customer Ledger Inquiry or Invoice Journal Review. Although you cannot revise every field, you can make changes to the following fields on an unposted, unpaid invoice:

- Payment Term

If you change the payment term, you must clear the Discount Amount, Discount Due Date, and Due Date fields for the system to automatically recalculate the values based on the new payment term.

- Gross Amount

The system automatically recalculates the open amount.

If you change the gross amount, you might need to revise the discount amount. The system does not automatically recalculate the discount when you change the gross amount. To recalculate the discount from the payment term, clear the Discount Available field.

If you change the gross amount, you might need to revise taxable and tax amounts. The system does not automatically recalculate taxable and tax amounts when you change the gross amount. To recalculate taxable and tax amounts based on the tax rate area, clear the Taxable and Tax fields.

- Remark
- Discount Available
- Due Date
- Discount Due Date
- G/L Offset
- PS (Pay Status)

You cannot change the pay status if the value is P (paid).

- Freq (Frequency)
- No Pymts (Number of Payments)

If you need to revise information in any other field, you must delete the invoice and re-enter it.

To quickly change specific information for several invoices at the same time, such as discounts, use the Speed Status Change program (P03B114).

See Also

- Revising Invoices and Vouchers with Taxes in the Tax Reference Guide*
- Revising Invoices*
- Using the Batch Review Program*
- Revising Posted Invoices*
- Updating Invoices Using Speed Status Change*
- Related Tasks for Entering Invoices in a Foreign Currency in the Multicurrency Guide for Accounts Receivable and Accounts Payable* for information about revising unposted foreign currency invoices.

Before You Begin

- Verify that the Customer Self-Service processing option for Customer Ledger Inquiry is not activated. If the processing option is activated, you cannot revise invoices.

► **To revise an unposted invoice**

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

1. On work With Customer Ledger Inquiry, choose the invoice, and click Select.
See *Locating Invoices*.
2. On Standard Invoice Entry, revise the information in any available field, and click OK.

If you change the gross amount, the system displays the G/L Distribution form automatically.

3. On G/L Distribution, revise the following field to maintain a balanced entry, and then click OK:
 - Amount
4. To revise general ledger information only, on Standard Invoice Entry, choose G/L Distribution from the Form menu, revise the desired fields, and then click OK.

Deleting Invoices and Invoice Pay Items

You can delete an unpaid invoice before it is posted. When you delete an invoice, the system does not keep a record of the deletion; the record is removed from the system. The system removes deleted invoices from the following tables:

- Customer Ledger (F03B11)
- Invoice Revisions (F03B112)
- Account Ledger (F0911)

If the batch does not contain any other invoices, the system also deletes the Batch Control Record, otherwise, it updates the record.

To delete an unposted invoice, locate the invoice that you want to delete on the Customer Ledger Inquiry form and click Delete, and then click OK to confirm the deletion.

Caution

You must delete invoice pay items from Standard Invoice Entry. If you delete an invoice pay item from Customer Ledger Inquiry, the system deletes all associated invoice pay items. Therefore, use Customer Ledger Inquiry to choose the invoice pay item, and then click Select. On Standard Invoice Entry, choose the invoice pay item and click Delete, and then click OK to confirm the deletion.

See Also

- Locating Invoices*
- Voiding Posted Invoices*
- Updating Invoices Using Speed Status Change*

Using the Batch Review Program

After you enter transactions into the system, you might want to review them before you post them to the general ledger. Additionally, depending on the settings in your constants, you might need to approve the batch. You use the same program, Batches (P0011), when you review transaction batches online; therefore, the process to review transactions and approve batches is the same, regardless of the system. The only difference between the various batch review programs is the default batch type that displays on the form, which you can override. You can review all batch types from any batch review program.

Because invoices and vouchers are two-sided entries, you can review the invoice or voucher, as well as the G/L distribution (journal entry).

Difference Amounts and Batch Control

If you use batch control, the system shows the differences between what you expect to enter and what you actually enter in a batch. These differences are shown for both the input total and the number of documents, and are informational only.

If you do not use batch control, the system subtracts your actual entries from zero, resulting in negative amounts in the fields that display the differences. The differences displayed are informational only.

Reviewing Transaction Batches

You use the Batches program (P0011) to review transaction batches. You can display a list of batches based on your user ID, a posting status, or a specific date range. For example, you might want to review all batches with a posting status of pending.

Note

If the batch review security feature is activated, the system might not display all batches. Instead, the system displays only the batches that you are authorized to review and approve.

When you review a list of batches, you can access transaction detail for a specific batch. For example, you can review the number of invoices, vouchers, and journal entries within a batch and the total amount of the transaction. You can also select a specific transaction to review.

If you use batch control, the system shows the differences between what you expect to enter and what you actually enter. These differences are shown for both the input total and the number of documents. If you do not use batch control, the system subtracts your actual entries from zero, resulting in negative amounts in the fields that display the differences. See *Using Batch Control to Manage the Entry Process*.

The batch review program displays information in the Batch Control Records table (F0011).

► To review transaction batches

From the transaction entry or process menu, choose the review menu selection (P0011).

1. On Work With Batches, click Find to display all batches for all users. To limit the information that appears, complete one or both of the following fields and click Find:
 - User ID
 - Batch Number / Type
2. To review only posted or unposted batches, click one of the following options:
 - Posted Batches
 - Unposted Batches
3. To limit the search further, complete one or both of the following fields:

- Batch Date
- Batch Status

4. Click Find.

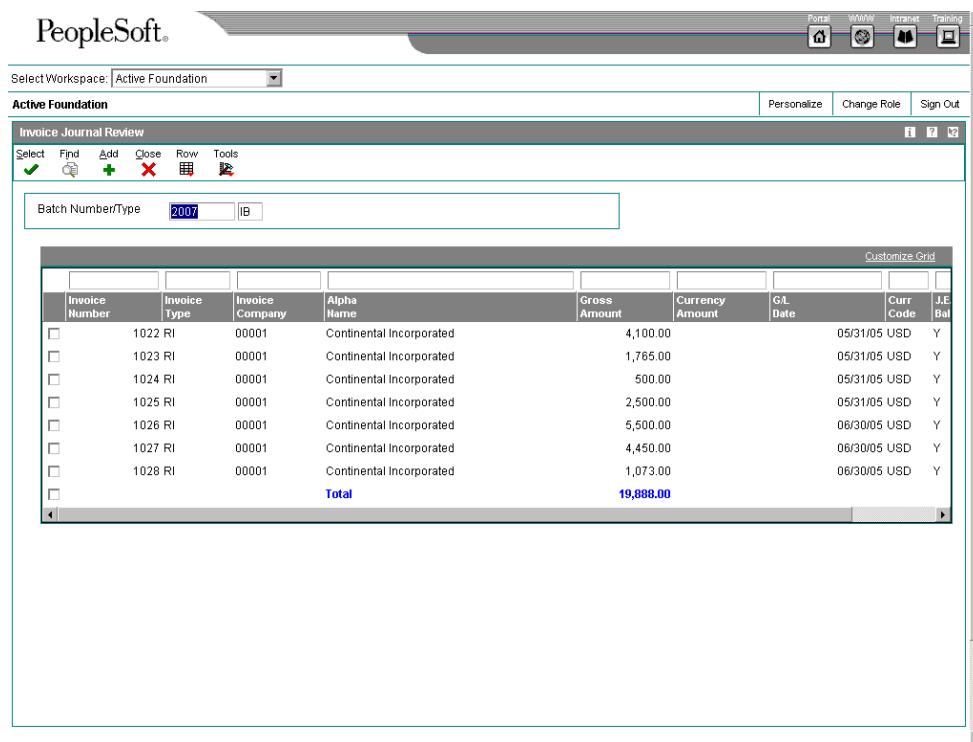
► To review and revise invoice information

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

1. On Work With Batches, follow the steps to review a batch.

See Reviewing Transaction Batches.

2. Choose a batch and click Select.



3. On Invoice Journal Review, choose the invoice that you want to review or revise and click Select.

When you view batch amounts, the gross amount of the invoice appears even if part of the invoice has been paid. The batch total includes credit memos.

See Entering Standard Invoices.

4. On Standard Invoice Entry, change the information in any field that the system allows and click OK.

See Revising Unposted Invoices.

Note

If you revise an invoice that is posted, the system automatically changes the batch status from posted to the default entry status, either pending or approved, depending on the setting in the A/R constants.

If you revise an amount, you must post the batch again to update the Account Ledger and Account Balances tables (F0911 and F0902, respectively). The post processes only the changed transaction. See *The Financial Post Process*.

► To review or revise invoice G/L information

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

1. On Work With Batches, follow the steps to review transaction batches.
See *Reviewing Transaction Batches*.
 2. Choose a batch, and click Select.
 3. On Invoice Journal Review, to verify that the amount of the journal entry is equal to the amount of the invoice, review the following field:
 - J.E. Bal
 4. To review general ledger information, choose G/L Distribution from the Row menu.
 5. Click Cancel to return to Invoice Journal Review.
 6. To revise information, choose Invoice Entry from the Row menu.
 7. On Standard Invoice Entry, choose G/L Distribution from the Form menu.
 8. On G/L Distribution, revise the information in any available field and click OK.
-

Note

If you revise an invoice that is posted, the system automatically changes the batch status from posted to the default entry status, either pending or approved, depending on the setting in the A/R constants.

If you revise an amount, you must post the batch again to update the Account Ledger and Account Balances tables (F0911 and F0902, respectively). The post processes only the changed transaction. See *The Financial Post Process*.

Adding Transactions to an Existing Batch

When you cannot revise a transaction, you need to delete it and re-enter it in the system. Ideally, you might want to add the transaction to its original batch. To add a transaction to an existing batch, you must use the Batches program (P0011). The process to add transactions is the same regardless of the type of transaction.

► To add transactions to an existing batch

From the transaction entry or process menu, choose the review menu selection (P0011).

1. On Work With Batches, click Find, choose the batch, and click Select.

Caution

If, after you have selected a batch, you change the batch number on the transaction review form, you must click Find and then click Add to add new transactions to that batch. If you do not click Find *before* you click Add, the system will add new transactions to the batch that you originally selected.

2. On the transaction review form, Click Add.
3. Complete the steps for entering the transaction.

Approving Transaction Batches

After you enter and review a batch of transactions, you might need to approve it prior to posting. This depends on whether your company requires management approval before posting a batch. Based on the settings in your system constants, the system assigns either a pending or an approved status to the batch.

If you do not turn on the Manager Approval of Input option in the constants, the system automatically assigns an approved status to the transaction batches.

► To approve transaction batches

From the transaction entry or process menu, choose the review menu selection (P0011).

1. On Work With Batches, follow the steps to review the batch:

See *Reviewing Transaction Batches* for more information.

2. Choose one or more batches.
3. From the Row menu, choose Batch Approval.
4. On Batch Approval, click the following option and click OK:

- Approved - Batch is ready to post

To temporarily prevent a batch from posting, change the batch status from approved to pending on Batch Approval.

5. To verify the approval, review the following fields on Work With Batches:
 - Batch Status
 - Status Description

Printing Invoice Journal Information

From the Customer Invoice Entry menu (G03B11), choose Invoice Journal Report

Generally, it is easier to review invoice journal information online. However, if a balancing problem occurs, or if your batches are large, you might find the printed invoice journal more useful.

When you print invoice journal information, the system selects transactions from the Customer Ledger (F03B11) and Account Ledger (F0911) tables.

This report lists messages in the blank area next to the far right column. These messages describe:

- Balance discrepancies (if the total gross/discount amount does not equal the G/L distribution)
- Intercompany transactions (if the document contains G/L transactions for more than one company)

Data Selection and Data Sequencing

The batch number, user ID, and batch date are commonly used data selections.

If your company creates additional versions of this report, you must use the following data sequence:

24. User ID (alphabetical order)
25. Batch Date
26. Batch Number (most recent date first)
27. Document Company
28. Document Type
29. Document Number (ascending order)
30. Pay Item

See Also

- Using the Batch Review Program* for information about reviewing invoices online
- Revising Unposted Invoices*
- Revising Posted Invoices*

Processing Options for the Invoice Journal (R03B305)

Print Options

Enter the format of the account number to print on the Journal: ' ' = Number entered during input, '1' = Business Unit, Object, Subsidiary, '2' = Short Account ID, '3' = Third Account Number
Account Number Format

The Financial Post Process

After you enter, review, and approve transactions, you must post them. All financial transactions such as journal entries, invoices, and vouchers must be posted to the Account Balances table (F0902); and the Asset Account Balances table (F1202) for fixed assets} to update their respective systems with current transaction records and maintain the integrity of the systems.

Note

All journal entries that are within the FX range of accounts in the AAIs must be posted to the Asset Account Balances table to update the Equipment/Plant Management system with current transaction records.

The post program performs the following tasks in sequential order:

Selects Data to Post

The program takes the following actions to select the data for posting:

- Selects all approved batches that match the criteria specified in the data selection from the Batch Control Records table (F0011).
- Changes the batch status in the Batch Control Records table to indicate that the selected batches are in use.
- Selects the unposted transactions for the selected batches from the applicable transaction table.

Validates Information and Performs Error Processing

After selecting the batches and transactions to post, the program performs numerous edits. These edits validate the information for the job, the batches, and the transactions. The program edits for and verifies that:

- The processing option versions and constants are valid.
- Transaction data is valid and can include the following information:
 - The account exists in the Account Master table (F0901) and is a posting account.
 - The business unit exists in the Business Unit Master table (F0006).
 - The G/L date is valid.
- Intercompany setup is correct for intercompany settlements.
- Each batch is in balance.

If the program finds errors, it:

- Sends workflow messages to the Employee Work Center for the user who ran the Post program. For example, you receive messages for transactions that are in error and batches that do not balance.
- Prints a Post Detail Error report if a batch for a required-to-balance ledger type does not balance and is not specified as allowed to post.
- Places the entire batch in error if any transactions are in error, which prevents the batch from posting.

For batches with errors, no posting occurs. Only the final step of the process applies (updating the batch status to E).

Creates Automatic Entries

For batches that do not contain errors, the post process continues. The program creates and posts transactions for automatic entries. The type of automatic entry varies by system and batch type. For example, if you use intercompany settlements, the post program creates automatic entries to the intercompany account for the appropriate companies. If you post

accounts receivable or accounts payable transactions the system creates automatic entries to the A/P and A/R trade accounts. For more information about the type of automatic entries the post creates, see the corresponding concept associated with posting specific types of transactions.

Updates the Posted Codes

After validating the integrity of the information in the job, batches, and transactions, the program:

- Updates the posted code for each transaction to D in the respective ledger tables of the system
- Updates the posted code for each transaction to P in the Account Ledger table (F0911)
- Posts transactions to the Account Balances table (F0902)
- Prints the General Ledger Post report

The program posts to the appropriate ledgers. For example, the program posts domestic amounts to the AA (actual amount) ledger.

The program also creates transactions for automatic offsets that are required for intercompany settlements, if applicable.

Updates the Taxes Table

The program updates the tax amount in the Taxes table (F0018), based on a processing option setting.

Updates the Batch Status

After posting each transaction to the Account Balances table, the program updates the transaction in the Account Ledger table with a G/L posted code of P (posted).

After posting all of the transactions for a batch, the program updates the status of the batch in the Batch Control table (F0011). The program sets each posted batch to D (posted) and each unposted batch to E (error).

Updates the Line Extension Code Field

When the post generates Account Ledger (F0911) records, the system updates the Line Extension Code field (EXTL) with a value of AE. This update differentiates Account Ledger records that you enter through voucher or invoice entry from those records generated by the post--such as payments, automatic entries, and receipts.

Initiates Programs Defined in Processing Options

Depending on processing option settings, the program processes other programs when the post process is complete.

- The Detailed Currency Restatement program updates the XA, YA, and ZA ledgers if you set that processing option.
- The Fixed Asset Post program updates asset information if you set that processing option.
- The 52 Period Post program updates the Account Balances - 52 Period Accounting table (F0902B) if you set that processing option.

See Also

- Posting Journal Entries to Fixed Assets* in the *Fixed Assets Guide* for more information about updating asset information
- Setting Up Batch Approval and Post Security* for information about establishing security for approving and posting batches
- Multicurrency Intercompany Settlements* in the *Multicurrency Guide*

Related Information

The Post program in OneWorld differs from the Post program in WorldSoftware:

- In OneWorld, the Pre-Post programs in Accounts Payable and Accounts Receivable create the offsetting entries (not the Post program). The offsetting entries use the transaction date (not the end of the month).
- Offset Method D is not available in OneWorld.
- In OneWorld, the system uses the Ledger Type Master File table (F0025) to determine the ledgers that are required to balance and the ledgers that require intercompany settlements. In WorldSoftware, the ledgers are hardcoded in the programs.
- In OneWorld, the posting and updating tasks occur in a different sequence than they do in WorldSoftware. For example, the program updates the Account Balances table before it updates the Account Ledger table.

Before You Begin

- Verify that the batch has an approved status.
- Ensure that all post menu selections are routed to the same job queue and that the job queue allows only one job to process at a time.
- Verify the offset method in A/P and A/R constants.

If you are using multicurrency, the Offset Method field in A/P constants and the A/R constants must agree with the Intercompany Settlements field in G/A constants. For example, if the Offset Method field is B (create an offset for each batch), the Intercompany Settlements field must be set to 1 (flex compatible, create intercompany settlements using a hub company), not to 2 (flex compatible, create intercompany settlements without a hub company). If you do not set up these two constants so that they are compatible, the system returns an error.

See [*Intercompany Settlements*](#) in the *General Accounting Guide* for more information about intercompany multicurrency processing.

Posting Financial Batches

You can run the Post program from menu selections that describe the process, such as Post General Journal, Post Vouchers to G/L, or Post Receipts to GL, or from one of the batch review programs, such as Invoice Journal Review or Review Payments. The menu selection that you choose depends partly on convenience: one allows you to post directly from the menu, and the other allows you to post without exiting the review program.

The menu selection also depends on the method of posting that you want to use. The following methods are available for posting batches.

When you choose to run the post program from a "post" menu selection, the system accesses the Work With Batch Versions - Available Versions form.

G/L Post by Version	From the Work With Batch Versions form, choose and run a version of the post. Advantage: The program posts all of the approved batches at one time unless you use data selection to specify a batch, a range of batches, or a list of batches.
----------------------------	---

When you choose to run the post program from a batch review program, the system accesses the Work With Batches form.

Post by Version	From Work With Batches, choose Post by Version from the Form menu. You then choose and run a version of the post. This method works the same way as starting the post from the Post Invoices to G/L menu selection. Advantage: The program posts all of the approved batches at one time unless you use data selection to specify a batch, a range of batches, or a list of batches. Another advantage is that you can run the post by version locally or on a server.
Post by Batch	From Work With Batches, choose one or more batches, and then choose Post by Batch from the Row menu. The program selects the version to run that is based on the batch type and sends the data selection to a version for you. Advantage: Data selection occurs automatically. Disadvantage: You cannot run Post by Batch locally.
Subsystem G/L Post	From Work With Batches, choose one or more batches, and then choose Subsystem G/L Post from the Row menu. The program sends the data selection to a subsystem table. Advantage: Data selection occurs automatically, and system resources can be better utilized. For example, the system administrator might hold batches in the subsystem and run them at night when system resources are more readily available.

Each version of the post program has data selection set for a specific batch type. The following table lists the system, the version of the post program, and the corresponding batch type for each financial post program:

System	Description of Transaction	Version	Batch Type
General Accounting	Journal Entries	ZJDE0001	G
	Allocations	ZJDE0010	D
	Detail Currency Restatement	ZJDE0041	XX
Accounts Payable	Vouchers	ZJDE0002	V
	Automatic Payments	ZJDE0003	K
	Manual Payments with Voucher Match	ZJDE0004	M
	Manual Payments without Voucher Match	ZJDE0005	W

Accounts Receivable	Invoices	ZJDE0006	IB
	Receipts	ZJDE0007	RB
	Drafts	ZJDE0020	DB

Do not change the data selection for the batch type. Use the version of the post that corresponds to the type of batch that you want to post.

Caution

The post program performs a number of complex tasks. J.D. Edwards strongly recommends that you observe these constraints:

- Do not customize the programming.
 - Do not change accounts, AAIs for the General Accounting system, intercompany settlements in the general accounting constants, or processing options for the post program while it is running.
-

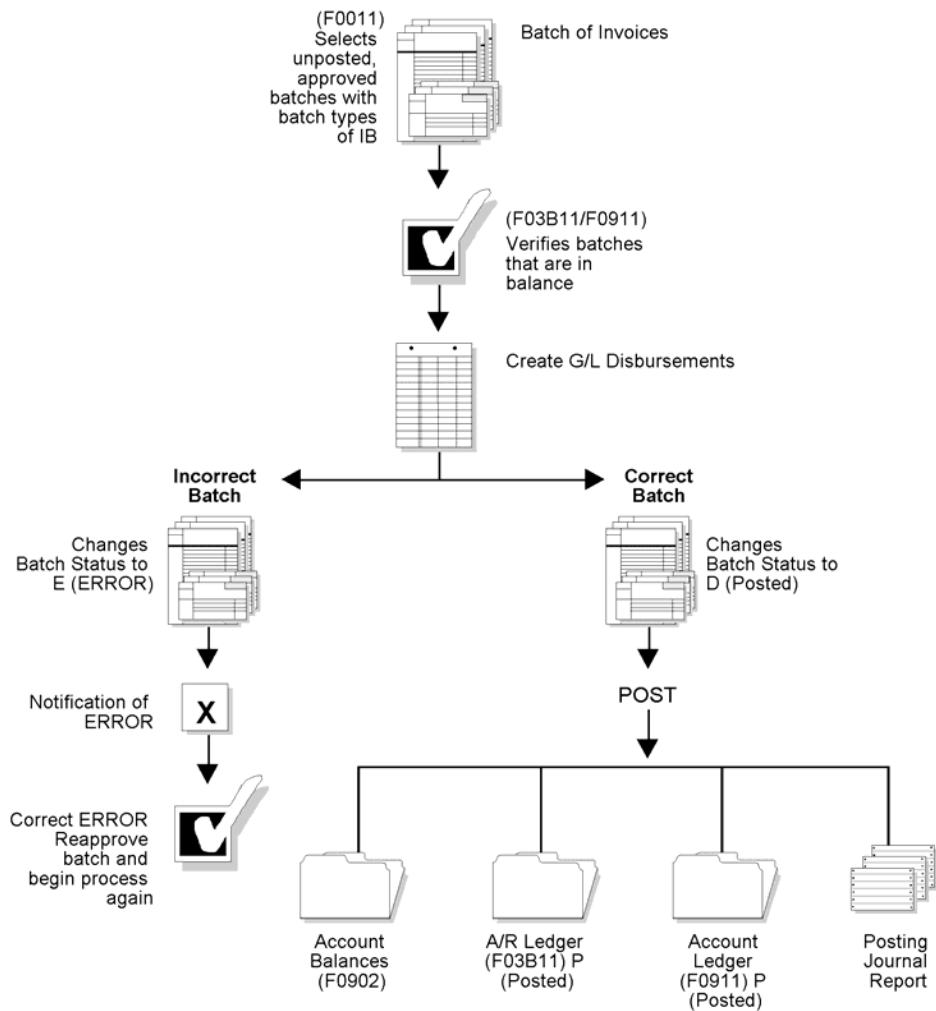
The Invoice Post Process

When you post invoice batches, the system:

- Verifies that the batch has an approved status.
- Searches for invoices that do not have a posted code or that have a posted code of P.
- Verifies that a corresponding F0911 record exists and the amounts balance to the invoice amount.
- Creates automatic entries.
- Updates the Account Balances table (F0902).
- Changes the posted code on invoices to D.
- Changes the posted code on corresponding F0911 records to P.
- Changes the posted code on the batch control record to D.

If the system detects an error on one invoice transaction, the entire batch is in error and the system does not post any records. The system sends a workflow message and produces an error report.

The following graphic illustrates the invoice post process:



See Also

- Posting Foreign Currency Invoices in the Multicurrency Guide for Accounts Receivable and Accounts Payable*

Automatic Entries Created by the Invoice Post

When you post invoice batches, the system creates automatic entries to the tax, intercompany settlement, and A/R trade accounts. The offset amount to the A/R trade account is controlled by the AAI item RC. The program uses the company number and the G/L offset from each invoice to locate the AAI item RC. This item contains the offset account to which you are posting.

During the post process, the system retrieves the following information for the automatic entry record based on the offset method you specify in the A/R Constants:

- Automatic offset amounts.
- If the offset method is B, the system accumulates invoice amounts and creates one automatic entry for the entire batch of invoices.

- If the offset method is S, the system accumulates pay item amounts and creates one automatic entry for each invoice.
- If the offset method is Y, the system creates one automatic entry for each invoice pay item.
- Document number.
 - If the offset method is B, the system assigns the batch number as the document number of the AE entry.
 - If the offset method is Y or S, the system assigns the document number of the invoice as the document number of the automatic entry.
- Account number description.
 - If the offset method is B, the system writes *Accounts Receivable - Trade/Offset by Batch IB* (invoice batch number)
 - If the offset method is Y or S, the system writes *Accounts Receivable - Trade/Offset by Document RI* (invoice document number)
- Explanation/Remark.
 - If the offset method is B,
 - If the offset method is S,
 - If the offset method is Y,
- G/L Date - The system always uses the G/L date of the invoice, regardless of the offset method.

If the invoice includes taxes, the system generates an automatic offset with the characteristics described above, except that the account description is from the AAI item RT (receivables tax). It records the tax amount in the Taxes table (F0018), based on a processing option.

Note

Although posting out-of-balance batches prevents the system from creating intercompany settlements, posting out-of-balance does create AE entries to the A/R trade account.

► To post all approved batches

From the transaction entry or process menu, choose the post menu selection (R09801)

From the transaction entry or process menu, choose the review menu selection (P0011), and then choose Post by Version from the Form menu.

1. On Work With Batch Versions - Available Versions, double-click the version to run.
2. On Version Prompting, leave the Data Selection option turned off and click Submit.
3. On Processing Options, click OK.

After you initially set up the processing options, changes are typically not needed.

4. On Report Output Destination, choose the destination for the General Ledger Post report and click OK.

5. As prompted, choose whether to run the program locally or on the server.

When the post is complete, the program displays the report on the screen or sends it to a printer, depending on the destination that you chose.

► To post using manual data selection

From the transaction entry or process menu, choose the post menu selection (R09801)

From the transaction entry or process menu, choose the review menu selection (P0011), and then choose Post by Version from the Form menu.

1. On Work With Batch Versions - Available Versions, double-click the version to run.
2. On Version Prompting, click the Data Selection option and click Submit.
3. On Data Selection, enter the selection criteria on a blank line.

Do not delete or type over the existing specifications for the batch status (A) and the batch type (G).

For example, double-click And for the operator, Batch Number (F0011) for the left operand, "is equal to" for the comparison, and Literal for the right operand where you can enter the batch number or numbers.

4. If you use Literal for the right operand, enter the value or values on the next form and click OK.

For example:

- To specify a single batch, choose the Single value tab and enter the batch number.
- To specify a range of batches, choose the Range of values tab, and enter the beginning and ending batch numbers.

5. On Data Selection, click OK.

6. On Processing Options, click OK.

After you initially set up the processing options, changes are typically not needed.

7. On Report Output Destination, choose the destination for the General Ledger Post report and click OK.

8. As prompted, choose whether to run the program locally or on the server.

When the post is complete, the program displays the report on the screen or sends it to a printer, depending on the destination that you chose.

See Also

- *Submitting a Report* in the *Enterprise Report Writer Guide* for more information about using the Work with Batch Versions form.

► To post using automated data selection

Use this procedure to start posting one or more batches immediately without exiting the transaction Review program (P0011).

Note

If you run the program locally, you are not be able to use Work With Batches until posting is complete for all the batches. You are able to use other selections from the menus.

From the transaction entry or process menu, choose the review menu selection (P0011).

1. On Work With Batches, choose the batch or batches to post.
2. Choose Post by Batch from the Row menu.
3. On Report Output Destination, choose the destination for the General Ledger Post report and click OK.

The program sends the data selection for each selected batch to a version. Each selected batch becomes a separate job. The program selects the version to process based on the batch type and posts the batches consecutively.

When the post is complete, the program displays the report on the screen or sends it to a printer, depending on the destination that you chose.

► To post using automated data selection and a subsystem

Use this procedure to post one or more approved batches using a subsystem. Your system administrator must start the subsystem before posting can occur. Posting occurs in a separate area and, typically, at a later time.

From the transaction entry or process menu, choose the review menu selection (P0011).

1. On Work With Batches, choose the batch or batches to post.
2. Choose Subsystem G/L Post from the Row menu.

The program sends the data selection for each selected batch to the version ZJDE0011, which is used for all subsystem posting. Each selected batch becomes a separate job in the subsystem. The program posts the batches consecutively in the background on the server. If the subsystem runs constantly, you might not notice any difference between subsystem posting and posting by batch on the server, except that the program always sends reports to the printer. You cannot choose to see reports on the screen.

Caution

Do not enter data selection information for the subsystem post version (ZJDE0011) because this version is shared by other systems.

Processing Options for General Ledger Post (R09801)

Print

- 1) Enter which Account Number to print on the report. '1' = Structured Account; '2' = Short Account ID; '3' = Unstructured Account; '' = Default Account Format.

Account Format**Versions**

- 1) Enter a version of the Detailed Currency Restatement (R11411) to execute. If left blank, Detailed Currency Restatement entries will not be created. (i.e. ZJDE0001)
-

Detailed Currency Restatement Version

- 2) Enter a version of the Fixed Asset Post (R12800) to execute. If left blank, Fixed Asset Post will not be executed. (i.e. ZJDE0001)

Fixed Asset Post Version

- 3) Enter a version of the 52 Period Post (R098011) to execute. If left blank, 52 Period Post will not be executed. (i.e. ZJDE0001)

52 Period Post Version

Edits

- 1) Enter a '1' if you wish to update Account ID, Company, Fiscal Year, Period Number, Century, and Fiscal Quarter in records being posted, prior to editing and posting the records.

Update Transaction

Taxes

- 1) Enter when to update the Tax File (F0018). '1' = V.A.T. or Use Tax only; '2' = for all Tax Amounts; '3' = for all Tax Explanation Codes; '' = no update to Tax File (Default).

Update Tax File

- 2) Adjust V.A.T. Account for Discount Taken. The Tax Rules file must be set to Calculate Tax on Gross Amount, including Discount and Calculate Discount on Gross Amount, including Tax. Tax explanation must be a 'V'.

'1' = Update VAT only; '2' = Update VAT, Ext. Price and Taxable. (for discounts taken)

- 3) Adjust V.A.T Account for Receipt Adjustments and Write Offs. Tax explanation must be a 'V'.

'1' = Update VAT only; '2' = Update VAT, Ext. Price and Taxable. (for receipt adjustments and write offs)

Process

- 1) Enter a '1' if you wish to explode parent item time down to the assembly component level. Component billing rates will be used. (This applies to batch type 'T' only.)

Explode parent item time.

Cash Basis

- 1) Enter a '1' to create and post Cash Basis accounting entries. (Applies to batch types G, K, M, W, RB only.)

Obsolete

- 2) Enter units ledger type for Cash Basis Accounting entries. (Default of blank will use "ZU" ledger type.)

Units Ledger Type

- 3) Enter a version of "Create Cash Basis Entries" (R11C850) to execute. (Default of blank will use version ZJDE0001.)

Obsolete

What You Should Know About Processing Options

Versions	If you use the appropriate processing option to specify a version to execute, the version must already exist on the server.
Ensuring that required fields contain data	<p>Set the Edits tab processing option if your organization uses custom programs that add records directly to the Account Ledger table (F0911) without ensuring that required fields contain data. When you set this processing option, the Post program:</p> <ul style="list-style-type: none">• Retrieves the account ID (short account number) associated with the account number if the Account ID field is blank or filled with zeroes.• Retrieves the company number associated with the account number if the Company field is blank.• Recalculates the remaining fields as necessary by comparing the values in each field to the G/L Date field and then checking the fiscal date pattern. <p>If you use only J.D. Edwards programs or process externally created records through the Journal Entry Transactions Batch File table (F0911Z1), you do not need to set this processing option. J.D. Edwards programs ensure that required fields contain data.</p>

Verifying the Post

After posting your transactions, verify that your batches posted successfully. If any of the batches did not post, you must correct all of the errors and set the batch to approved status before the program will post the batch. The system creates a variety of messages and reports to help you verify the posting information.

See Also

- ❑ *Viewing Messages* in the *Foundation Guide* for information about messages
- ❑ *Working with Queues* in the *Foundation Guide* for information about queues
- ❑ *Reviewing Journal Entries* in the *General Accounting Guide* for information about working with batches.
- ❑ *Reviewing and Approving Vouchers* in the *Accounts Payable Guide* for information about working with batches.
- ❑ *Reviewing and Approving Invoices* for information about working with batches.

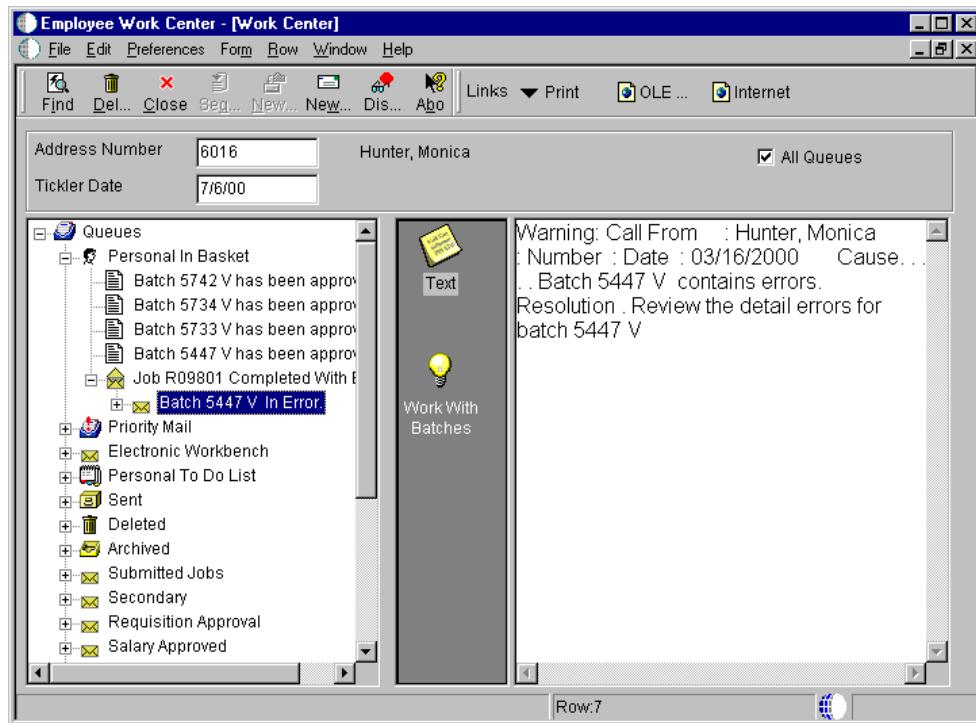
Reviewing Your Workflow Messages

The post program sends workflow messages to the Employee Work Center when a job either completes normally and errors occur. After you run the post program, review your workflow messages to determine the status of a job.

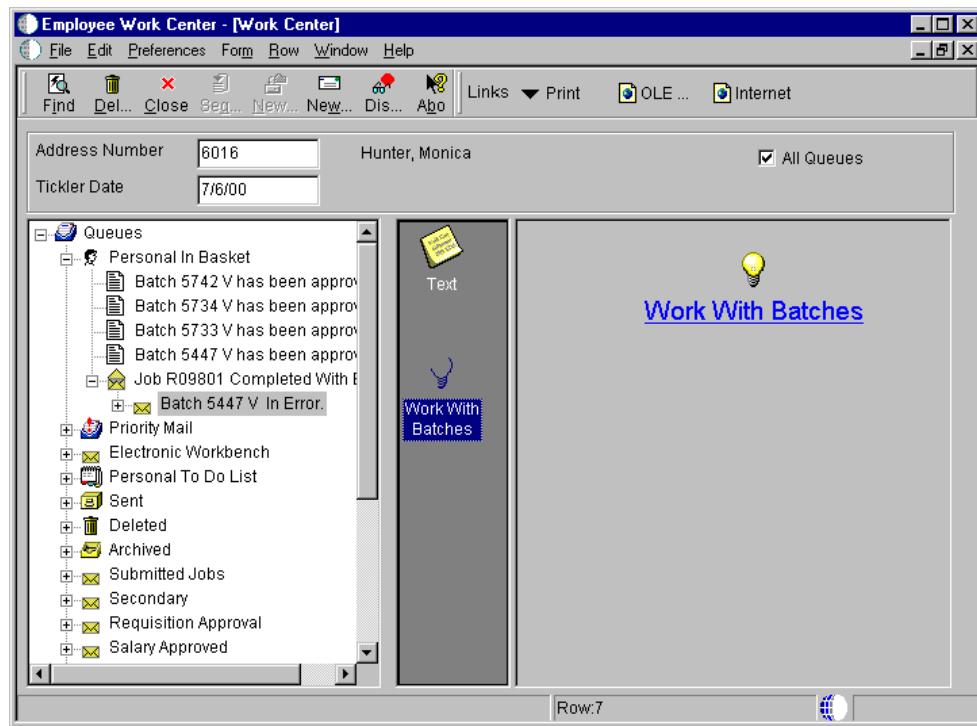
If a job did not complete normally, review the error messages. Typically, one message notifies you that a job had errors, followed by one or more detailed messages defining the errors. After reviewing your error messages, you can access the batches in error and correct the errors interactively. The process to review workflow

► **To review workflow messages**

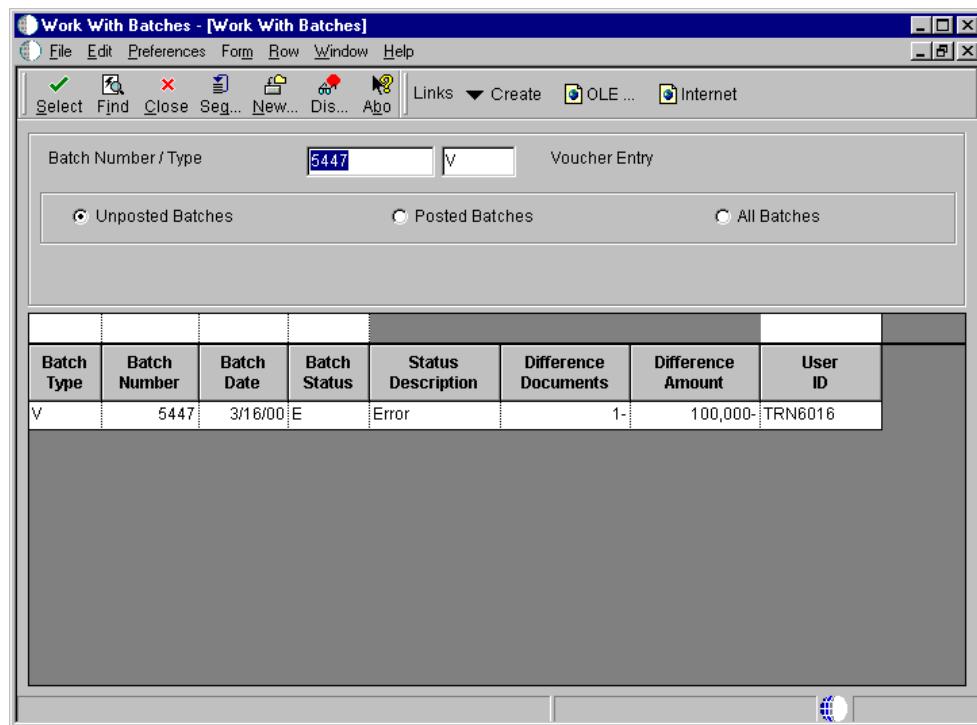
From the Workflow Management menu (G02), choose Employee Work Center.



1. On Work Center, review your workflow messages for batch job errors.
2. To review detail information about a batch error, click on the error message.
3. To access the batch in error, click the Work With Batches icon in the center bar to replace the message text in the right panel with the icon.



4. Click the Work With Batches icon in the right panel.



5. On Work With Batches, choose the type of batch that you want to review from the Row menu, and follow the steps to revise the transaction for that batch type.

Reviewing the Post Detail Error Report

When you set up ledgers, you specify whether a ledger is required to balance. If the post program finds an out-of-balance condition in a ledger type that is required to balance, the program generates a report. If you determine that an out-of-balance journal entry is in error, correct the error and post the batch again.

In some cases, you might need to post an out-of-balance journal entry. For example:

- A power failure occurred during entry or posting.
- A valid, one-sided journal entry was entered to correct a conversion error that was made during setup.

Reviewing the General Ledger Post Report

To verify the transactions that were posted to the Account Balances and the Account Ledger tables, review the General Ledger Post Report.

The General Ledger Post report lists batches that posted successfully. At the end of the report, if one or more batches contained errors, the report also includes a text box to alert you that the program found errors. You should review your workflow messages in the Employee Work Center for messages that provide more detail. From there, you can access the Work With Batches and Journal Entry forms, where you can correct errors.

A General Ledger Post Report that contains only heading information indicates that the Post program could not post any batches and has sent messages to your electronic mail.

If you use Fixed Assets, the program produces a separate General Ledger Post Report.

Revising Batches to Post Out-of-Balance

To correct a problem found on an integrity report, you can revise a batch to post or not post out-of-balance. In some cases, you might need to post an out-of-balance journal entry. For example:

- A power failure occurred during entry or posting.
- A valid, one-sided journal entry was entered to correct a conversion error that was made during setup.

► To revise batches to post out-of-balance

From the G/L Advanced & Technical Operations menu (G0931), choose Batch Header Revisions.

1. On Work With Batches, change the Batch Type to the appropriate symbol such as V for vouchers, and then click Find to locate the batch.
2. Choose the batch and then choose Revise from the Row menu.

3. On Create/Revise Batch Header, choose Overrides from the Form menu.
4. On Batch Overrides, choose the following options and click OK:
 - Allow batch to post out of balance
 - Exclude batch from integrity report

Revising Posted Invoices

After you post an invoice, but before it is paid, you can revise it. For example, after entering, you might need to revise the gross amount or G/L account information. When you revise or void a posted invoice, the system:

- Removes the posted code on the invoice
- Adds a record to the Invoice Revisions table (F03B112)
- Updates the A/R Post Status field (ISTR) to 1 on the invoice record

The system displays this field in the Revisions Made column on the Work with Customer Ledger Inquiry form. Regardless of the number of revisions you make to an invoice, the Revisions Made column always displays 1.

You can revise the following fields on a posted, unpaid invoice:

- Gross Amount
The system automatically recalculates the open amount.
- Remark
- Discount Available
If you clear the Discount Available field, the system automatically recalculates the discount amount based on the payment term.
- Due Date
- Discount Due Date
- PS (Pay Status)
You cannot change the pay status if the value is P (paid).

Any revision that you make to an invoice on the Standard Invoice Entry form changes the status of the batch from posted to unposted and requires you to repost it. To eliminate the necessity of reposting the batch, use Speed Status Change to revise information that does not affect the invoice gross amount or G/L account information. If you need to change information in any other field, you must void and re-enter the invoice.

See Also

- ❑ *Revising Unposted Invoices*
- ❑ *Using the Batch Review Program*
- ❑ *Updating Invoices Using Speed Status Change*

► To revise posted invoices

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

1. On Work with Customer Ledger Inquiry, locate the invoice that you want to revise and click Select.
2. On Standard Invoice Entry, revise the information in any available field, and click OK.
If you change the gross amount, you might need to revise the discount amount. The system does not recalculate the discount when you change the gross amount.
If you change the gross amount, the system displays the G/L Distribution form automatically.
3. On G/L Distribution, complete the following fields on a new grid line to create a balancing entry:
 - Account Number
 - AmountEnter the amount as a credit.
4. Complete the following optional field and click OK:
 - Explanation -Remark-
5. To revise general ledger information only, on Standard Invoice Entry, choose G/L Distribution from the Form menu, revise the desired fields, and then click OK.

Voiding Posted Invoices

To remove a posted invoice or invoice pay item from your general ledger, you must void it and then post the batch again.

When you void an invoice, you specify the G/L date to use to reverse the entries from the general ledger. You can void an invoice from either the Work with Customer Ledger Inquiry or Standard Invoice Entry form.

Caution

If you void an invoice pay item using the Work with Customer Ledger Inquiry form, the system voids the entire invoice.

If you void an invoice pay item only, you must use the Standard Invoice Entry form, and you cannot specify a void G/L date; the system always uses the G/L date on the invoice.

You cannot delete a posted invoice.

To void a paid or partially paid invoice, you must first void the customer's payment. See *Voiding Receipts*.

When you void an invoice, the system:

- Updates the gross amount to zero.

- Removes the posted code from the invoice.
- Updates the payment status code to P (paid).
- Creates a record in the Invoice Revisions table (F03B112) as an audit trail for the change in gross amount.
- Updates the A/R Post Status field (ISTR) in the Customer Ledger record (F03B11) to 1. The system displays the value of this field in the Revisions Made column in Customer Ledger Inquiry.

After you void an invoice, you must post the batch again.

► To void a posted invoice

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

1. On Work with Customer Ledger Inquiry, locate the invoice that you want to void and click Delete.

See *Locating Invoices*.

Caution

If you choose an invoice with multiple pay items, the system voids all the pay items.

2. On Confirm Delete, click OK.
3. On Enter Void Information, complete the following fields and click OK:
 - Void G/L Date
Do not enter a G/L date for a previous or future period.
 - Invoice Revision Code
4. On Void Confirmation, click OK to confirm the void.
5. To verify the void, locate the voided invoice on Work With Customer Ledger Inquiry and click Select to access Standard Invoice Entry.
6. To review the amounts that the system reversed in the Customer Ledger, choose Invoice Revisions from the Row menu on Standard Invoice Entry.
7. To review the reversing entries that the system creates in the Account Ledger table when you void an invoice, choose G/L Distribution from the Form menu on Standard Invoice Entry.

► To void a posted invoice pay item

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

1. On Work with Customer Ledger Inquiry, locate the invoice pay item that you want to void, and click Select.

See *Locating Invoices*.

2. On Standard Invoice Entry, choose the invoice pay item that you want to void, and click Delete.

3. On Confirm Delete, click OK.
4. On Enter Void Information, complete the following fields and click OK:
 - Invoice Revision Code
5. On Void Confirmation, click OK to confirm the void.
6. On G/L Distribution, complete the following fields on a new detail line to create a balancing entry:
 - Account Number
 - Amount

Enter the amount as a credit.
7. Complete the following optional field and click OK:
 - Explanation -Remark-

Customer Ledger Inquiry

Customer Ledger Inquiry serves as a hub for locating, reviewing, and updating invoices in the Accounts Receivable system. To quickly review invoices and receipts or audit a customer's transaction history, use Customer Ledger Inquiry. You can review open, paid, and partially paid invoices as well as receipts that have been applied to invoices. You can review invoice details when you want to see discounts, due dates, tax, post and paid statuses as well as G/L distribution information about an invoice pay item. You can review invoice amounts in both the domestic and foreign currency as well as use As If and As Of features to review invoice amounts in an alternate currency or "as of" a specific date.

The power of Customer Ledger Inquiry is that it provides you with direct access to other programs that you might need to use. Using Form and Row menus you have access to:

- Customer Master to add and revise customer information including:
 - Bank account
 - Who's who
 - Parent/child relationships
- Customer Ledger Detail to review invoice information on one form
- Invoice Entry to revise invoice amounts
- G/L Distribution to review account distributions
- Speed Status Change to update discounts and due dates
- Revisions Audit to review invoice revisions
- Revise Recurring to change recurring invoice information
- Receipt/Draft Details to review receipts that were applied to an invoice
- Receipt Entry to locate, review, add, and revise receipts
- Batches to approve and post batches
- Deductions to add deductions

- Work with Deductions to resolve deductions
- Account Status Summary to review credit and collection information
- Activity Log and Promises/Promises to review and add activities
- Customer Service Inquiry to add and review sales orders

See Also

- ❑ *Locating Invoices* for information about fields on the Customer Ledger Inquiry form.
- ❑ *Reviewing Invoices in an "As If" Currency* in the *Multicurrency Guide for Accounts Receivable and Accounts Payable*.

Reviewing Customer Account Information

Customer Ledger Inquiry allows you to determine the outstanding balance of a customer's account quickly. You use the fields in the header portion of the form to narrow your search of the information you wish to retrieve. You can review open, paid, or all invoices in a specific date range, and you can determine which date you wish to use to for the selection, such as invoice, statement, G/L, or due date. You can also inquire on a range of invoice numbers.

After the system retrieves the invoices, you can review totals for the gross, open, foreign gross, and foreign open amounts in the detail area of the form by scrolling to the bottom of the form. For more information the Customer Ledger Inquiry form and multiple currencies, see *Reviewing Invoices in a Foreign Currency* in the *Multicurrency Guide*.

Reviewing Invoices Using the "As Of" Date Feature

When you review invoices using Customer Ledger Inquiry (P03B2002), you can choose to review them as of a specific date by completing the As Of Date field on the Work with Customer Ledger Inquiry form. This allows you to review a customer's account for a previous period.

When you use the "as of" date, the system compares the value that you enter with the Date Closed field of the invoice. If the "as of" date is after the closed date, the system skips the record. If the "as of" date is before the closed date, the system compares the "as of" date with G/L date of the Receipts Detail records (F03B14) that were applied to the invoice to calculate the open amount of the invoice as of the date entered.

For example:

- Invoice 1234 for 1000.00 is due 6/30/05
- Receipt 44321 for 200.00 is applied 6/10/05 (G/L date)
- Receipt 44955 for 800.00 is applied 6/30/05 (G/L date)
- Date Closed is 6/30/05
- As Of Date is 6/15/05

Because the "as of" date (6/15/05) is before the closed date (6/30/05), the system reads the Receipt Detail records. Because the G/L date of the first receipt is before the "as of" date, the system calculates the invoice open amount on 6/15/05 to be 800.00 (1000.00 – 200.00), and continues to the next receipt record. However, because the G/L date of the second receipt is after the "as of" date, the system ignores it.

Note

Because the system must compare receipt dates of the invoices to the "as of" date, you must have the option for All selected in the header portion of the form. If you do not select All, the system will not return complete information.

Reviewing Invoice Details

When you review invoice details, you can review information by using either the QBE line, which requires you to scroll to the right on the Work with Customer Ledger Inquiry form, or by accessing the Customer Ledger Detail form using a Row menu.

The advantage of using the QBE line to review invoices details is that it allows you to view the same information on multiple invoices. The advantage of using Customer Ledger Detail is that it formats all of the pertinent invoice information on one form, eliminating the need to scroll through the QBE line to locate information in a specific field.

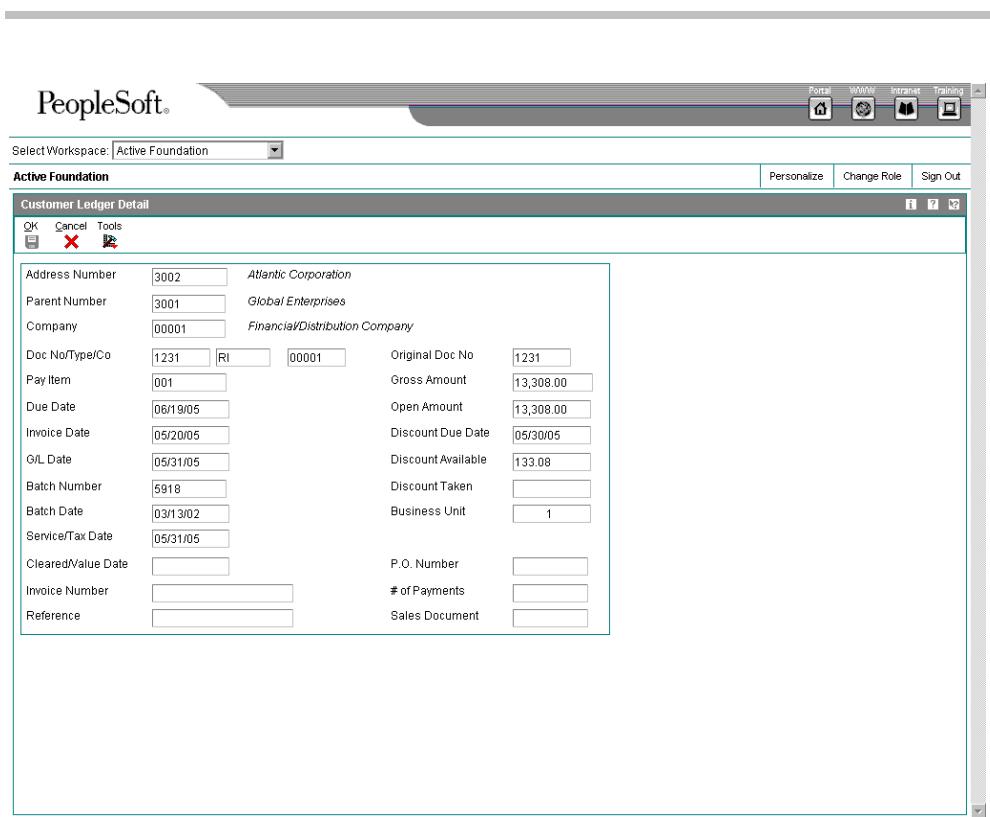
► To review customer ledger details

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

1. On Work with Customer Ledger Inquiry, locate and choose the invoice pay item.
 2. From the Row menu, choose Cust Ledger Detail.
-

Note

You cannot access the Row menu for Cust Ledger Detail if the Summarize option is activated when you locate invoices.



3. Review invoice detail information and click OK or Cancel to return to Work with Customer Ledger Inquiry.

Reviewing Invoice Revisions

When you change the gross amount of a posted invoice or void an invoice, the system stores the revision information in the Invoice Revisions table (F03B112) and updates the A/R Post Status field (ISTR) to 1 in the Customer Ledger record. The system displays this value in the Revisions Made field on Work with Customer Ledger Inquiry to notify you that the invoice was revised. To review how the invoice was revised, you use Revisions Audit.

Note

The system updates the Revisions Made field to 1 regardless of the number of revisions made to an invoice.

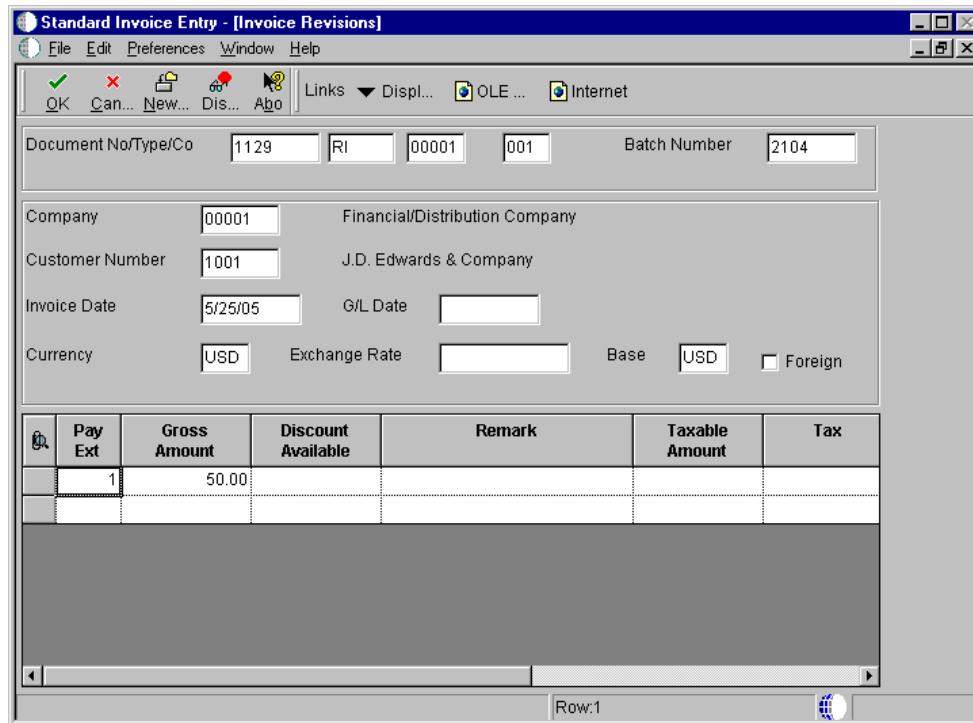
► To review invoice revisions

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

1. On Work with Customer Ledger Inquiry, locate an invoice that has been revised. See *Locating Invoices*.

The Revisions Made field on Work with Customer Ledger Inquiry will display 1 when an invoice has been revised.

2. Choose the invoice that you want to review, and then choose Revisions Audit from the Row menu.



Information on Invoice Revisions pertains to the revision only. Amounts that are displayed reflect the amount of the revision only. For example, if the system displays a Gross Amount of 50, the amount of the invoice was increased by 50.

Using Customer Self Service

If you activate customer self-service, you allow your customers access to invoice and receipt information. Customer self-service permits a customer to inquire on their invoices to see the total amount due, due dates, and discount information, and to determine if payments have been applied appropriately.

To enable the customer self-service application, you must activate the processing option for Customer Self-Service. When self-service is activated, the system retrieves the address book number for your customer based on their User Profile record, which is accessed when the customer logs in. Your customer has access to their invoice and receipt information only.

When a customer accesses your Web page, the system displays the Work with Customer Ledger Inquiry form, and your customer can search and review invoice information exactly as you do with the following exceptions:

- Some columns appear differently, for example Document Number displays as Invoice Number, Date Closed displays as Paid Off Date, and so forth.
- The system does not display invoices that have been voided.

- If an invoice is entered in a foreign currency, the system displays the foreign amounts only in the Invoice Amount and Open Amount fields.
- Invoices cannot be selected from the row in the detail area or by using the Row menu.

Processing Options for Customer Ledger Inquiry (P03B2002)

Process Tab

Use this processing option to activate the customer self-service functionality when using Customer Ledger Inquiry (P03B2002).

1. Customer Self-Service

Blank = Bypass customer self-service

1 = Activate customer self-service

Use this processing option to specify whether to activate customer self-service functionality in Java/HTML environments. Valid values are:

Blank

Bypass customer self-service

1

Activate customer self-service

Currency Tab

Use these processing options to activate the "as if" currency feature. The system calculates "as if" currency amounts based on the "as if" currency code and exchange rate date that you specify.

1. "As If" Currency

Use this processing option to specify the "as if" currency and to display the As If Curr Code field on the Work With Customer Ledger Inquiry form. The system recalculates domestic amounts based on the "as if" currency and the date in the Exchange Rate processing option, and displays them in the "as if" columns in the detail area on the form.

If you leave this processing option blank, the system does not display the As If Curr Code field or "as if" currency columns.

2. "As Of" Date

Blank = Thru date

Use this processing option to specify the date to use to retrieve the exchange rate between the "as if" currency and the domestic currency. If you leave this processing option blank, the system uses the value that you specify in the Thru Date on the Work With Customer Ledger Inquiry form. If you leave this processing option blank and do not specify a value in the Thru Date, the system uses the most recent exchange rate entered. If an exchange rate does not exist, the system returns an error.

Versions Tab

Use this processing option to specify the default version of the Standard Invoice Entry program (P03B11) that you want the system to use when you add or revise invoices.

1. Standard Invoice Entry (P03B11) Version

Blank = Use ZJDE0001

Use this processing option to specify the version of Standard Invoice Entry (P03B11) to use. If you leave this field blank, the system uses ZJDE0001

Updating Invoices Using Speed Status Change

You use Speed Status Change when you want to revise invoice information that does not affect the general ledger, such as the due date, discount amount, remarks, and so on. You can revise invoices more quickly using Speed Status Change because you make the change on a single form, bypassing the general ledger information.

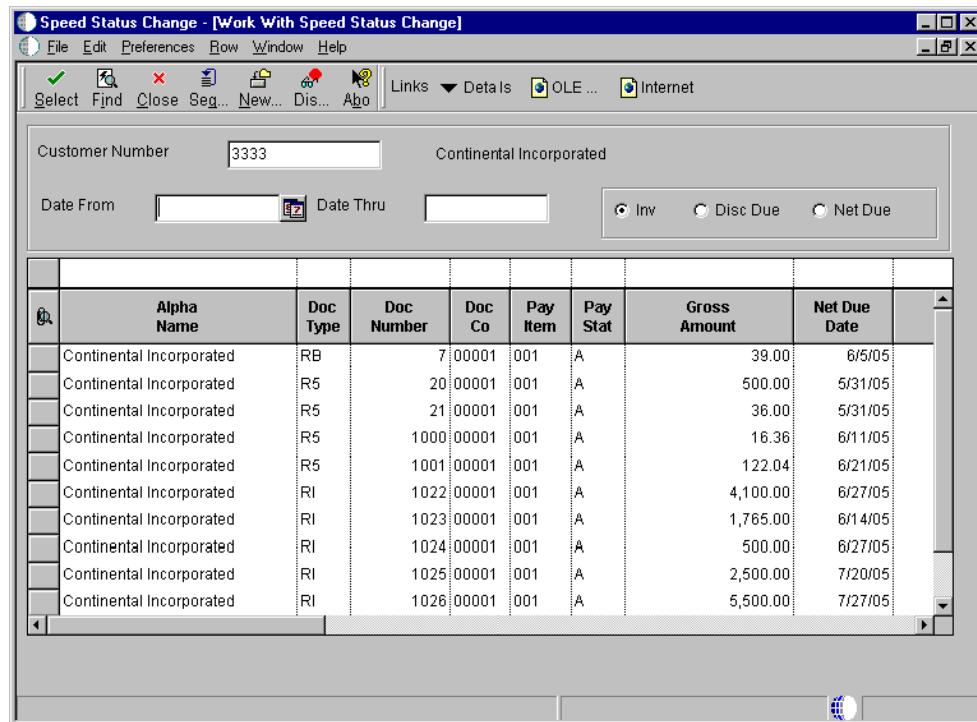
You also use Speed Status Change to determine whether an invoice is available for delinquency notification and fees. For example, you can prevent certain invoices from having delinquency fees generated for them, or invoices from appearing on a delinquency notice.

Speed Status Change allows you to update individual invoices, as well as make changes to a group of invoices globally. For example, you might want to extend the discount period for a preferred customer. The most efficient way to do this is to update the discount due date on all of the invoices for the customer globally.

When you update invoices using Speed Status Change, the system updates the Customer Ledger table (F03B11) only.

► To locate open invoices using Speed Status Change

From the Manual Receipts Processing menu (G03B12), choose Speed Status Change.



1. On Work With Speed Status Change, click Find to locate all open invoices, or complete the following fields to limit the number of invoices that the system displays:
 - Customer Number
 - Date From
 - Date Thru
2. If you limit your search by date, choose one of the following options:
 - Inv

- Disc Due
 - Net Due
3. Click Find.
 4. You can also use any of the fields available from the QBE line to limit your search, and then click Find.
For example, you may want to locate all invoices that have a specific category code, or pay status.

Note

You cannot locate chargeback, deduction, draft, or unapplied receipt invoice records in Speed Status Change. The system displays only invoice records with a batch type of IB.

► To update an individual invoice using Speed Status Change

From the Manual Receipts Processing menu (G03B12), choose Speed Status Change.

1. On Work With Speed Status Change, locate open invoices.
See the task, *To Locate Open Invoices*.
2. Choose the invoices you want to update. If you select more than one invoice, the system cycles through the invoices and displays them one at a time for updating on Speed Status Change - Detail.
3. Click Select or choose Details from the Row menu.

The screenshot shows the PeopleSoft Speed Status Change - Detail window. The window has a toolbar with OK, Cancel, Tools, and a red X button. The main area contains several groups of input fields:

- Address Number:** 3333
- Doc No/Type/Co:** 1007 RI 00001
- Pay Item:** 001 **Invoice Date:** 04/01/05
- Gross Amount:** 4,750.00 **Open Amount:** 4,750.00
- Currency Code:** USD **Exchange Rate:** [empty] **Base:** USD **Foreign:** [checkbox]

Pay Status: Approved for Payment **Payment Instrument:** Default (A/R & A/P)

Discount Available: 47.50	Discount Due Date: 04/11/05
Due Date: 05/01/05	Statement Number: 624
Send Statement To: 3333	Delinquency Fees (Y/N): Y
Payor Number: 3333	Continental Incorporated: [checkbox]
Delinquency Notices (Y/N): Y	Override Payment Term: 001
Remark: [text input]	
No. of Sent Reminders: 2	

4. If invoices were entered in a foreign currency, you can change the discount amount on the domestic side of the invoice by removing the check mark from the following field:
 - Foreign
5. On Speed Status Change - Detail, change the information in any of the following fields, and click OK:
 - Pay Status
 - Payment Instrument
 - Discount Available
 - Discount Due Date
 - Due Date
 - Statement Number

This field is input enabled depending on how you set the processing options.

- Send Statement To
- Apply Finance Charges (Y/N)
- Payor Number

- Delinquency Notice (Y/N)
- Remark
- Override Payment Term

The system displays this field depending on how you set the processing options.

Although you can use the Override Payment Term field for any payment term, the system does not recalculate discount amount and discount due dates. The Override Payment Term field is best used when you wish to stop or start multitiered discounts. See *Setting Up Payment Terms for Multitiered Discounts* for more information about payment terms for multitiered discounts.

Note

You can also update an invoice using Speed Status Change by choosing the Row menu from Work with Customer Ledger Inquiry.

► **To update a group of invoices using Speed Status Change**

From the Manual Receipts Processing menu (G03B12), choose Speed Status Change.

1. On Work With Speed Status Change, locate open invoices.
See the task, *To Locate Open Invoices*.
2. Choose the invoices you want to update, and then choose Global from the Row menu.

PeopleSoft®

The screenshot shows the PeopleSoft Global Change Values window. At the top, there are buttons for OK, Cancel, Tools, and a red X. To the right of these are search and refresh icons. The main area contains a table with the following fields:

Field	Value	Action
Pay Status	<input type="checkbox"/> Approved for Payment	<input type="checkbox"/>
Discount Due Date	<input type="text"/>	<input type="checkbox"/>
Discount Available	<input type="text"/> USD	<input type="checkbox"/>
Remark	<input type="text"/>	<input type="checkbox"/>
Payor Number	<input type="text"/>	<input type="checkbox"/>
Send Statement To	<input type="text"/>	<input type="checkbox"/>
Due Date	<input type="text"/>	<input type="checkbox"/>
Payment Instrument	<input type="checkbox"/> Default (A/R & A/P)	<input type="checkbox"/>
Statement Number	<input type="text"/>	<input type="checkbox"/>
Delinquency Notices (Y/N)	<input type="checkbox"/> Y	<input type="checkbox"/>
Delinquency Fees (Y/N)	<input type="checkbox"/> N	<input type="checkbox"/>
No. of Sent Reminders	<input type="text"/>	<input type="checkbox"/>

At the bottom right of the window is an "Update" button.

3. On Global Change Values, complete any of the following fields:
 - Pay Status
 - Discount Due Date
 - Discount Available
 - Remark
 - Payor Number
 - Send Statement To
 - Due Date
 - Payment Instrument
 - Statement Number
 - Delinquency Notice (Y/N)
 - Apply Finance Charges
4. Click the Update option next to the field selected to update the value on all selected invoices.
5. Click OK.

Processing Options for Speed Status Change (P03B114)

Display Tab

Use these processing options to specify whether to enable the Statement Number field for input and display the Override Payment Term field.

1. Statement Number

Blank = Disable statement number

1 = Enable statement number

Use this processing option to specify whether to enable the statement number field. Valid values are:

Blank

Disable statement number.

1

Enable the statement number.

2. Payment Terms Code

Blank = Hide payment terms code

1 = Show payment terms code

Use this processing option to specify whether to hide or show the Override Payment Term field. Valid values are:

Blank

Hide the Override Payment Term field.

1

Show the Override Payment Term field.

If you show the Override Payment Term field, you can update individual invoices only; you cannot update invoices globally. The system does not recalculate discount amounts or due

dates based on changes that you make to the payment terms code.

Manual Receipts Processing

One of the most important steps in the accounts receivable process is to quickly enter payments that you receive from your customers in order to recognize your current cash position. The Accounts Receivable system provides the flexibility that you need to enter and maintain various types of receipts.

Receipts Entry Methods

Depending on the type of receipt, you can use either the Standard Receipts Entry (P03B102) or Speed Receipts Entry (P03B0001) program to enter receipts. If you enter unapplied or general ledger receipts you can use either program. To help determine which method you should use, consider the following advantages and limitations of standard and speed receipts entry:

Standard receipts entry advantages	<p>You can:</p> <ul style="list-style-type: none"> • Use either the Load or Select feature to display open items for a customer • Enter information directly from a customer's remittance slip • Apply receipts to invoices that include discounts or write-offs • Create chargebacks for discount amounts or short payments • Create deductions for short payments • Create stand-alone chargebacks, write-offs, and deductions • Apply unapplied amounts to invoices • Apply receipts that are logged through Speed Receipts Entry • View the results of receipts entry • Locate and revise receipts • Delete unposted receipts and receipt pay items • Void posted receipts and receipt pay items • Designate receipts as non-sufficient funds (NSF) • Apply receipts in an alternate currency
Standard receipts entry limitations	<p>You cannot:</p> <ul style="list-style-type: none"> • Enter receipts as quickly as you can using Speed Receipts Entry because you use multiple forms to access open items and enter receipt information • Enter logged receipts • Apply receipts using a balance-forward method
Speed receipts entry advantages	<p>You can:</p> <ul style="list-style-type: none"> • Use one form to enter multiple receipts • Enter logged receipts • Enter balance-forward receipts • Create automatic write-offs
Speed receipts entry limitations	<p>You cannot:</p> <ul style="list-style-type: none"> • Create chargebacks, manual write-offs, or deductions • Preload open items • Use this program as a stand-alone system • Locate or revise receipts • Delete or void receipts • Designate receipts as NSF • View the results of receipts application • Use alternate currencies

Steps for Processing Manual Receipts

You use the standard three-tier processing steps to manage manual receipts:

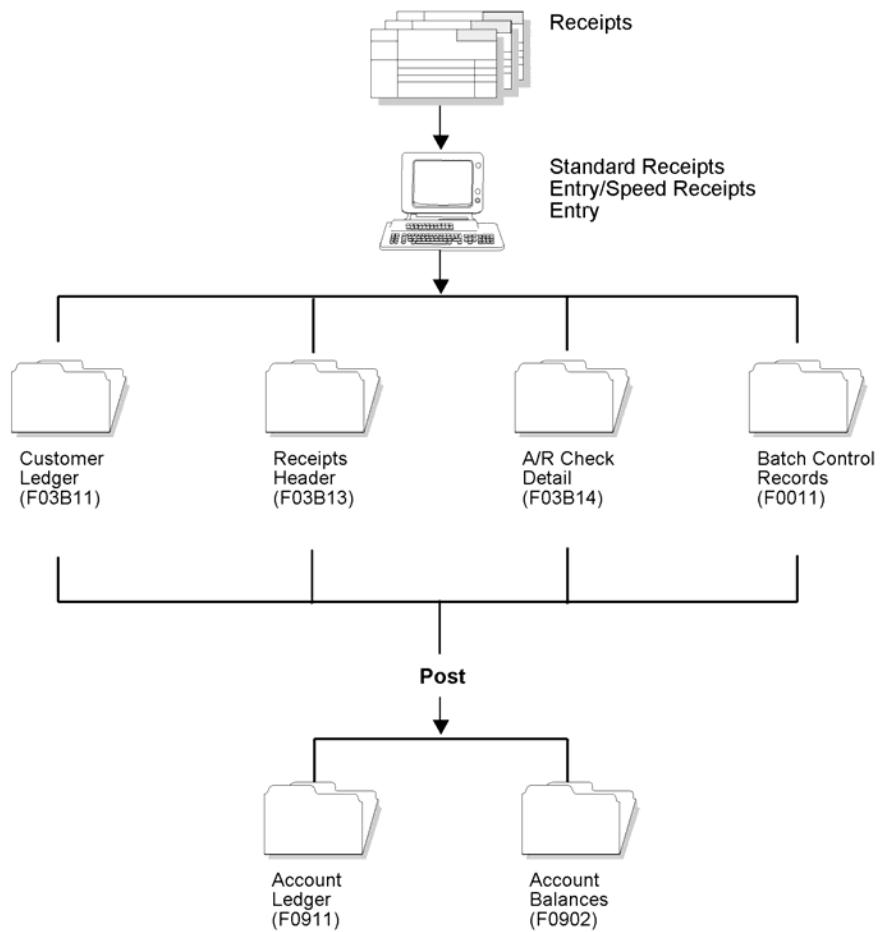
31. Enter

32. Review

33. Post

The following graphic illustrates the receipt entry process:

The following graphic illustrates the receipts entry process:



See Also

- Domestic, Foreign, and Alternate Currency Receipts in the Multicurrency Guide for Accounts Receivable and Accounts Payable

Dates, Document Types, and Type Input Codes

When you enter and process manual receipts, you must be familiar with how the system uses dates, the document types the system assigns to invoice and receipt records, and the type input codes that are available and how the system uses them.

Dates

When you enter a receipt, you must enter both a receipt date and a G/L date.

Receipt Date	The date you enter for the receipt date can be the date you entered the receipt into the system, or the date on your customer's check. The system does not use the receipt date for any accounting purposes. The system maintains this date for informational purposes only.
G/L Date	The system uses the G/L date for exchange rate calculations, to determine whether a discount is earned, and to update account information when you post the receipt. Because the system uses the G/L date for so many reasons, you cannot change the G/L date after you enter the receipt.

Document Types

The system uses document types to identify invoice and receipt transactions. Because document types are part of the key that the system uses to locate transactions, it is important that you understand how the system assigns and uses document types.

Invoice Document Types

Invoice document types can be user defined or system defined (RR, for example). Invoice transactions can exist in the system autonomously; they are not dependent upon the existence of other transactions. The system stores invoices in the Customer Ledger table (F03B11)

The system assigns the document type for all receipt transactions. Receipts cannot exist without a corresponding record in the Customer Ledger table. The document type the system assigns to receipts is the stored in the matching document type field (DCTM), unless the receipt generates an invoice record. Invoice records that are generated from the receipt programs include:

- Unapplied receipts (RU)
- Chargebacks (RB)
- Deductions (R5)
- Drafts (R1)

When you display open items for a customer, each pay item consists of an invoice document type. When apply the receipt to the invoice, the system generates a receipt document for the invoice.

Common invoice document types include:

RI (Regular Invoice)	Unless you modify the processing option in the Invoice Entry MBF Processing Options program (P03B0011), the system assigns RI to all invoice documents created by the Sales Order Management system, as well as those entered manually using Standard Invoice Entry or Speed Invoice Entry.
RM (Credit Memo)	Unless you modify the processing option in the Invoice Entry MBF Processing Options program (P03B0011), the system assigns RM to credit memos entered manually using Standard Invoice Entry or Speed Invoice Entry.
RR (Recurring Invoice)	The system assigns RR to all recurring invoices entered with frequency and number of payments.
RB (Chargeback Invoice)	The system assigns RB to invoice chargeback records generated when the receipt is entered. The chargeback indicates that you want to pursue payment for an unearned discount or disputed invoice amount.
R5 (Deduction)	The system assigns R5 to invoice deduction records generated when the receipt is entered. The deduction indicates an unpaid amount that must be researched and resolved.
R1 (Draft)	The system assigns R1 to draft invoice records. Drafts are a promise to pay a debt. This document can be a paper record or an electronic record. A draft includes the amount to be paid, the due date, banking information and, possibly, information about underlying liabilities.
RF (Delinquency Fee)	The system assigns RF to fee invoices. The fee invoice represents the total amount of all fees generated for all eligible invoices for the customer for that period of time.

Receipt Document Types

When you apply the receipt to an invoice, the system creates the following two records:

- A receipt header record that stores the amount of the receipt, the check number, receipt and G/L dates, and so on. The system stores receipt header records in the Receipts Header table (F03B13).
- A receipt detail record that stores the amount of the receipt that is applied to each invoice. The system stores receipt detail records in the Receipts Detail table (F03B14).

The system assigns receipt document types to the record in the F03B14 table. Receipt document types include:

RC (receipt)	The system assigns this document type when you enter a receipt.
RO (void receipt)	The system assigns this document type when you void a receipt.
RS (spread receipt)	The system assigns this document type when you apply a credit memo to an invoice on a zero-amount receipt. The system does not assign this document type when you apply an unapplied receipt to an invoice.
RV (NSF non-sufficient funds receipt)	The system assigns this document type when a customer does not have sufficient funds in the bank to pay the payment.
RU (unapplied receipt)	The system assigns this document type to a receipt that is not applied to a specific invoice. The system applies this receipt to the customer's overall account to reduce the open balance.

Type Input Codes

When applying receipts to invoices, you can use type input (TI) codes to automatically calculate amounts to apply for payments, discounts, write-offs, chargebacks, and deductions.

The following table lists the types of input codes for standard receipts entry and how you can use them to automatically calculate any necessary amounts.

10 - Simple Invoice Match	Calculations: <ul style="list-style-type: none">• Payment amount = current open amount - discount available• Discount taken = discount available• Write-off = optional• Chargeback = optional• Deduction = optional
11 - Invoice Match with Automatic Chargeback for Discount Amount	Calculations: <ul style="list-style-type: none">• Payment amount = current open amount - discount available• Discount taken = optional• Write-off = optional• Chargeback = discount available• Deduction = optional
15 - Invoice Match with Write-Off	Calculations: <ul style="list-style-type: none">• Amount applied = current amount - discount available• Discount taken = discount available• Write-off = current open amount - amount applied, discount taken, chargeback amount, and deduction amount• Chargeback = optional• Deduction = optional
16 - Invoice Match with Chargeback	Calculations: <ul style="list-style-type: none">• Amount applied = current open amount - discount available• Discount taken = discount available• Write-off = optional• Chargeback = current open amount - amount applied, discount taken, write-off, and deduction amount• Deduction = optional
17 - Invoice Match with Deduction	Calculations: <ul style="list-style-type: none">• Amount applied = current open amount - discount available• Discount taken = discount available• Write-off = optional• Chargeback = optional• Deduction = current open amount - amount applied, discount taken, write-off, and chargeback

Example: Using Type Input Codes to Enter Receipts

The following examples illustrate how you can use type input codes to enter receipts. For each example, the outstanding invoice amount is 1000.00, and the payment terms are 1/10, net 30.

Simple Invoice Match (Type Input 10)

You receive 990.00 for invoice 123 within the discount period.

TI Code	Amount Applied	Discount	Write-Off	Chargeback	Gross Amount	Document Number	Pay Item	Document Type
10	990.00	10.00			1000.00	123	001	RI

Using type input 10, the system applies 990.00 and allows the discount of 10.00.

Invoice Match with Automatic Chargeback for Discount Amount (Type Input 11)

You receive 990.00 for invoice 123 after the discount period has expired.

TI Code	Amount Applied	Discount	Write-Off	Chargeback	Gross Amount	Document Number	Pay Item	Document Type
11	990.00			10.00	1000.00	123	001	RI

Using type input 11, the system applies the 990.00 and creates a chargeback for 10.00.

Invoice Match with Write-Off (Type Input 15)

You receive 970.00 for invoice 123 within the discount period. You decide to create a write-off for the 20.00 instead of creating a chargeback invoice.

TI Code	Amount Applied	Discount	Write-Off	Chargeback	Gross Amount	Document Number	Pay Item	Document Type
15	970.00	10.00	20.00		1000.00	123	001	RI

Using type input 15, the system applies the 970.00, allows 10.00 for the discount, and creates a write-off for 20.00.

Invoice Match with Chargeback (Type Input 16)

You receive 600.00 for invoice 123 within the discount period.

TI Code	Amount Applied	Discount	Write-Off	Chargeback	Gross Amount	Document Number	Pay Item	Document Type
16	600.00	10.00		390.00	1000.00	123	001	RI

Using type input 16, the system applies the 600.00, allows 10.00 for the discount, and creates a chargeback for 390.00.

Invoice Match with Deduction (Type Input 17)

You receive 850.00 for invoice 123 within the discount period. You decide to create a deduction for the remaining amount of 140.00, which you will research and resolve at a later time.

TI Code	Amount Applied	Discount	Write-Off	Deduction	Gross Amount	Document Number	Pay Item	Document Type
17	850.00	10.00		140.00	1000.00	128	001	RI

Using type input 17, the system applies the 850.00, allows the discount of 10.00, and creates a deduction for 140.00.

Entering Standard Receipts

The Standard Receipts Entry program provides you with the most features and flexibility when you manually process receipts from your customers. When you receive payment from a customer, you can choose the invoices that the receipt pays and choose how to apply short payments or unearned discounts to the invoices that are specified on the receipt. Using Standard Receipts Entry, you match receipts to open invoices. This is the most common method of applying receipts and provides the most flexibility for receipt application.

You use type input (TI) codes to specify how you want the system to apply payment amounts. Based on the payment amount that you enter and the type input code that you use, the system can calculate write-off, chargeback, and deduction amounts, as well as determine whether discounts that are available are earned. You can also overpay invoices to generate a credit to the customer's account.

You enter receipts in batches, just as you enter invoices in batches. Depending on the settings of the Accounts Receivable constants, the system might display a batch control form for entering information about the batch, such as the number of transactions and total amount. To make your bank reconciliation process easier, you might want to group the different types of receipts into different batches.

Note

The system assigns a new batch number only when you exit the Work with Customer Receipts Inquiry form (not the Receipt Entry form) and reenter it. The status of the batch remains In Use until you exit the Work with Customer Receipts Inquiry form. The system assigns the batch type RB to all records that are generated by the receipts applications.

When you apply a receipt to invoices, the system creates one document to represent the receipt, which is stored in the Receipts Header table (F03B13), and one document for each invoice to which you apply the receipt, which is stored in the Receipts Detail table (F03B14).

See Also

- ❑ *Entering Manual Receipts in a Foreign Currency* in the *Multicurrency Guide for Accounts Receivable and Accounts Payable*
- ❑ *Entering Manual Receipts in a Alternate Currency* in the *Multicurrency Guide for Accounts Receivable and Accounts Payable*
- ❑ *Customer Ledger Inquiry* for information on reviewing the results of receipt application.

Fields Updated During Receipt Entry

When you enter a receipt, the system updates specific fields with the account ID that it locates from the AAI based on the type of receipt that you entered. The system uses this account ID when you post the receipt to create automatic entries. The following table lists the fields that the system updates based on the type of receipt and the AAI that the system uses to locate the account.

Account	Type of Receipt	Field Updated	Table Updated	AAI Used
A/R Trade	Applied Receipt (TI)	AID	F03B14	The system does not use an

	Code 10)			AAI. The system uses the account entered in the AID field of the invoice record (F03B11).
	Unapplied Receipts	AID	F03B13	The system locates the account using the following hierarchy: <ul style="list-style-type: none"> • RCxxxx for the receipt company, where xxxx is the value of the Unapplied G/L Offset field • RCxxxx for company 00000, where xxxx is the value of the Unapplied G/L Offset field • RC for the receipt company • RC for company 00000
	Chargebacks (TI Codes 11 and 16)	AIDC AID	F03B14 F03B11	The system locates the account using the following hierarchy: <ul style="list-style-type: none"> • RCxxxx for the invoice company, where xxxx is the value of the Chargeback G/L Offset field • RCxxxx for company 00000, where xxxx is the value of the Chargeback G/L Offset field • RC for the invoice company • RC for company 00000
	Standalone Chargebacks (TI Code 26)	AIDC AID	F03B14 F03B11	The system locates the account using the following hierarchy: <ul style="list-style-type: none"> • RCxxxx for the receipt company, where xxxx is the value of the Chargeback G/L Offset field • RCxxxx for company 00000, where xxxx is the value of the Chargeback G/L Offset field • RC for the receipt company • RC for company 00000
Discount Taken	Discounts (TI Code 10)	AIDD	F03B14	The system uses the following hierarchy:

				<ul style="list-style-type: none"> • RKD for the invoice company • RKD for company 00000
Write-off	Write-offs (TI Codes 10 and 15)	AIDW	F03B14	<p>The system uses the following hierarchy:</p> <ul style="list-style-type: none"> • RAxx for the invoice company, where xx is the write-off reason code • RAxx for company 00000, where xx is the write-off reason code • RA for the invoice company • RA for company 00000
	Standalone Write-offs (TI Code 25)	AIDW	F03B14	<p>The system uses the following hierarchy:</p> <ul style="list-style-type: none"> • RAxx for the receipt company, where xx is the write-off reason code • RAxx for company 00000, where xx is the write-off reason code • RA for the receipt company • RA for company 00000
Deduction Suspense	Deductions (TI Code 17)	DAID	F03B14	<p>The system uses the following hierarchy:</p> <ul style="list-style-type: none"> • RN for the invoice company • RN for company 00000
	Standalone Deductions (TI Code 27)	DAID	F03B14	<p>The system uses the following hierarchy:</p> <ul style="list-style-type: none"> • RN for the receipt company • RN for company 00000

Some of the automatic accounting instructions have special rules for setting up the accounts. See *AAIs for Accounts Receivable* for the specific AAI item for any special considerations.

For currency-specific information about fields updated by during receipt entry, see *Multicurrency Automatic Entries Created by the Receipt Post* in the *Multicurrency Guide for Accounts Receivable and Accounts Payable*.

See Also

- *Accounts Receivable AAIs*
- *Using Batch Control to Manage the Entry Process*

Dates, Document Types, and Type Input Codes

Entering Unapplied Receipts

The easiest, quickest method of recognizing cash for your business and crediting the customer's account is to enter unapplied receipts. This type of receipt enables you to immediately enter the money you receive into the system, which helps you determine your current cash position. Entering unapplied receipts allows you to apply a receipt to a customer's account without applying it to a specific invoice or group of invoices. For example, you might want to include the receipt in your daily bank deposit and apply it later to the appropriate invoices.

When you enter an unapplied receipt, the system creates a record in each of the following tables:

Customer Ledger (F03B11)	<p>The invoice record for the unapplied receipt. Because a receipt document cannot exist in the system by itself and must be associated to some invoice record, the system generates an invoice record for the unapplied receipt and assigns it a document type RU.</p> <p>The invoice record for the unapplied receipt has the following characteristics:</p> <ul style="list-style-type: none">• It establishes an audit trail to the receipt payment ID.• It is expressed as a credit amount.• It has a batch type of RB.• It contains a posting status of D (posted). The posted codes for the receipt records in the Receipts Header table (F03B13) and the Receipts Detail table (F03B14) remain blank until the receipt is posted.
Receipts Header (F03B13)	The receipt record for the transaction.
Receipts Detail (F03B14)	The receipt record that is associated with the invoice that it pays. Because unapplied receipts are not associated with an invoice at the time of entry, the system generates this matching record for the F03B11 unapplied receipt record. The system assigns the matching document type (DCTM) RU to unapplied receipt detail records.

The unapplied receipt remains open until you apply it to the appropriate invoices.

After you enter unapplied receipts, you must post them. When you post unapplied receipts, the system updates the bank account for the amount of the receipt and updates the A/R trade account based on the value in the G/L Offset field. The system creates unapplied receipt records with the G/L Offset value UC, which allows you to specify a unique A/R trade account, however, the system allows you to override this value when you enter the receipt. You can specify in the processing options to use the value of the G/L Class (offset) field that is set up on the customer record.

You can also use Speed Receipts Entry program (P03B0001) to enter unapplied receipts. It provides a faster way to enter one or more unapplied receipts. However, you cannot use this method to change or delete an unapplied receipt. To change or delete an unapplied receipt, you must use the Standard Receipts Entry program (P03102). See *Entering Speed Receipts*.

Before You Begin

- ❑ Verify that the appropriate offset account is set up for the AAI RCxxxx, where xxxx is the G/L offset. The system uses the default RCUC unless you specify a different Unapplied G/L Offset value or set a processing option to use the value from the customer record.

► To enter an unapplied receipt

From the Manual Receipts Processing menu (G03B12), choose Standard Receipts Entry.

1. On Work with Customer Receipts Inquiry, click Add.

The screenshot shows the PeopleSoft Receipt Entry interface. At the top, there are tabs for 'OK', 'Delete', 'Cancel', 'Form', 'Row', and 'Tools'. Below these are fields for Company (00001), Bank Account (1.1110.BEAR), G/L Date (08/10/05), Payor (3333), Continental Incorporated, Customer (3333), Continental Incorporated, Receipt Number (26932), Previous (empty), Receipt Amount (335.00), Remark (empty), Currency (USD), Exchange Rate (empty), Base (USD), and Foreign (unchecked). A 'Receipt Grid' section below contains a table with columns: T, Payment Amount, Discount Taken, DS CD, Write-Off Amount, WO CD, Chargeback Amount, CB CD, Deduction Amount, DD CD, and Transaction Open Amt. The first row shows values: T (checkbox checked), Payment Amount (335.00), Discount Taken (empty), DS CD (empty), Write-Off Amount (2.50 MW), WO CD (empty), Chargeback Amount (empty), CB CD (empty), Deduction Amount (empty), DD CD (empty), and Transaction Open Amt (empty). At the bottom, there are buttons for 'Amount Applied' (335.00), 'Amount Pending' (empty), and 'Amount Unapplied' (empty). A note indicates that the G/L Receipt field is selected.

2. On Receipt Entry, complete the following required fields:

- Company
- G/L Date
- Payor
- Customer

If you leave this field blank, the system uses the value from the Payor field.

- Receipt Amount.

When you exit the Receipt Amount field, the system updates the Amount Unapplied field in the lower right-hand corner of the form.

Note

You cannot enter a negative receipt amount.

3. Complete the following optional fields:

- Bank Account

The system defaults the bank account from the AAI item RB, based on the company number that you enter.

- Receipt Date

If you leave this field blank, the system uses the G/L date.

- Receipt Number

- Remark

- Exchange Rate

The system retrieves the exchange rate that is based on the G/L date that you specify.

4. If you want to assign a G/L offset other than UC, choose Additional Info from the Form menu, complete the following field and click OK:

- Unapplied G/L Offset

You can also set a processing option for the system to use the default value of the G/L Class code (offset) from the customer record.

5. On Receipt Entry, click OK to create an unapplied receipt or follow the steps to match the receipt to invoices or to enter remittance information.

Displaying Open Items

To specify the invoices that a receipt or draft pays, you must display the invoice records. The system provides the following two options for displaying open invoices that you want to pay:

Load	You specify the customer, currency, and company on one form, and the system displays all open invoices for receipt application. You can choose this method to display all invoices for the customer for all currencies and all companies. The system displays invoices based on the due date.
Select	The system displays all open invoices for the customer, currency, and company that you specify on a form, and then you choose the specific invoices that you want to display for receipt application. You can choose invoices from multiple customers using this method. The system displays invoices in the order that you select them.

Regardless of the method that you choose to display open invoices, the system does not retrieve the following types of invoices for receipt application:

- RU – Unapplied receipt

See *Applying Unapplied Receipts to Invoices* for more information about this process.

- R1 – Drafts
- R5 - Deductions

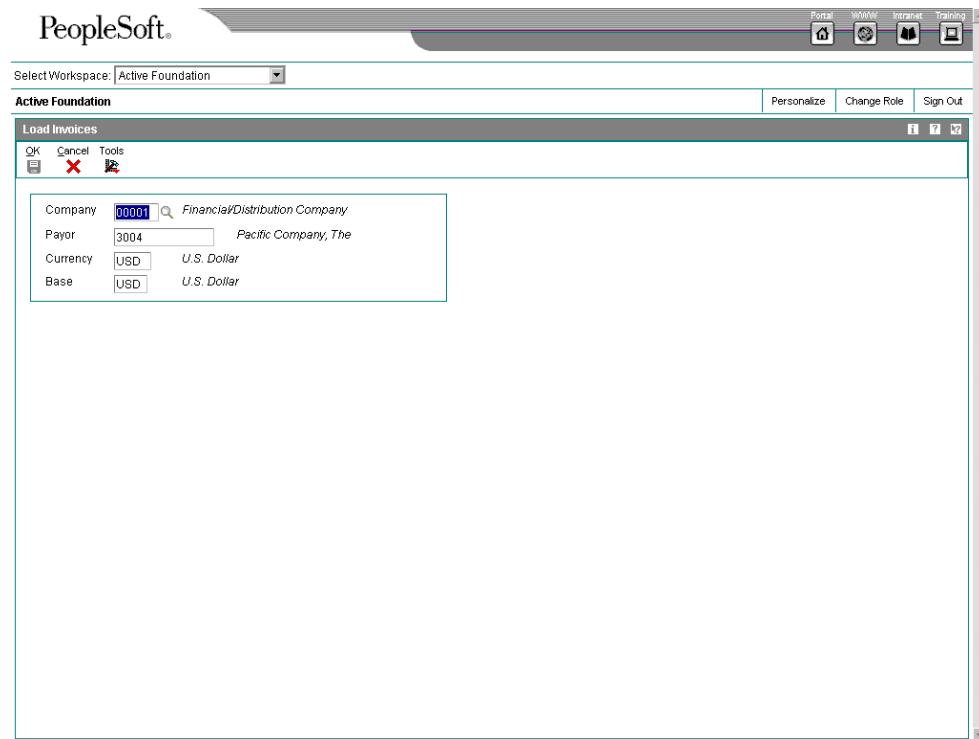
► To load all open invoices for a customer

From the *Manual Receipts Processing* menu (G03B12), choose *Standard Receipts Entry*.

1. On Work with Customer Receipts Inquiry, follow the steps to enter an unapplied receipt.

See *Entering Unapplied Receipts*.

2. On Receipt Entry, choose Load from the Form menu.



3. On Load Invoices, complete any of the following fields if necessary:

- Company

The system loads only those invoices for the company that you specify. Use * to load all invoices for all companies.

- Payor

4. Click OK.

Note

In the detail area of the Receipt Entry form, the system loads all open invoices in order by due date. You can continue to load invoices for other customers, if necessary.

If you set a processing option to use a default type input code, when the system loads invoices, it populates the TI field with the value that you specified in the processing option.

The system does not load RU (unapplied receipt), R5 (deduction), and R1 (draft) invoice records.

► To select specific open invoices for a customer

From the Manual Receipts Processing menu (G03B12), choose Standard Receipts Entry.

1. On Work with Customer Receipts Inquiry, follow the steps to enter an unapplied receipt.

See *Entering Unapplied Receipts*.

2. On Receipt Entry, choose Select from the Form menu.
3. On Select Invoices, complete the following field:

The system uses the customer number that you enter in the receipt header. You can select invoices for other customers by entering their address numbers in this field.

4. Complete one of the following options to designate the type of address book number that you entered:
5. Complete the following optional fields to select specific invoices:
Enter * to display all open invoices for all companies.
6. Click Find to load the open items that meet your search criteria. Alternatively, you can use the QBE line to locate invoices.

Note

The system does not display RU (unapplied receipt), R5 (deduction), and R1 (draft) invoice records. These records are not available for selection.

7. Choose the invoice or group of invoices and click Select.

The Select button acts like a toggle, allowing you to select or deselect invoices. Alternatively, you can choose Select/Deselect from the Row menu or double-click the Document Number field to select or deselect the invoices for payment.

The system marks the invoices that you select. You can select invoices from multiple customers. The system keeps track of the number of invoices that you select and the total amount of the selected invoices.

8. Click Close to load the selected invoices in the detail area of the Receipt Entry form.

Note

The system displays the invoices in the order in which they were selected.

If you set a processing option to use a default type input code, when the system loads invoices, it updates the TI field with the value that you specified in the processing option.

Entering Invoice Match Receipts (TI Code 10)

You use type input code 10 when the receipt pays part or all of the invoice and you do not want the system to calculate write-offs, chargebacks, or deductions. The system automatically takes any discount that is earned (the G/L date is on or before the discount due date). See *Entering Receipts with Discounts*. You indicate how much of the invoice the receipt pays in the Payment Amount field. If you leave this field blank, the system pays the entire open amount of the invoice, up to the receipt amount.)

After you enter receipts, you must post them. When you post receipts, the system updates the bank account for the amount of the receipt and updates the A/R trade account that was used when the invoice was posted.

Before You Begin

- Verify that the Overpayments processing option on the Edits tab is set up to allow invoices to be overpaid, or to provide a warning message when an overpayment occurs.

► To enter invoice match receipts (TI code 10)

The task to apply a payment to an invoice using type input code 10 is the same regardless of whether you choose Standard Receipts Entry or one of the draft entry programs. If you are using drafts, follow the steps to enter an unapplied draft (see the task *To enter an unapplied draft*) and then proceed to step 3 below.

From the Manual Receipts Processing menu (G03B12), choose Standard Receipts Entry.

1. On Work with Customer Receipts Inquiry, follow the steps to enter an unapplied receipt.
See *Entering Unapplied Receipts*.
2. On Receipt Entry, display the open items for the customer by choosing either Load or Select from the Form menu.
See *Displaying Open Items*.

The screenshot shows the PeopleSoft Receipt Entry interface. At the top, there's a toolbar with buttons for OK, Delete, Cancel, Form, Row, Tools, and a search icon. Below the toolbar is a header bar with 'Active Foundation' and links for Personalize, Change Role, and Sign Out. The main area is titled 'Receipt Entry'. It contains several input fields: Company (00001), Bank Account (1.1110.BEAR), G/L Date (08/10/05), Payor (3333), Customer (3333), Receipt Date (08/10/05), Receipt Number (26832), Previous (Batch 84954), Receipt Amount (335.00), Remark (empty), Currency (USD), Exchange Rate (empty), Base (USD), and Foreign (unchecked). Below these fields is a grid table with columns: T, Payment Amount, Discount Taken, DS CD, Write-Off Amount, WO CD, Chargeback Amount, CB CD, Deduction Amount, DD CD, and Transaction Open Amt. The first row of the grid has checkboxes in the first two columns; the first checkbox is checked, and the second is unchecked. The 'Payment Amount' column shows '335.00' and the 'Write-Off Amount' column shows '2.50 MW'. At the bottom of the grid, there are buttons for 'Amount Applied', 'Amount Pending', and 'Amount Unapplied', with '335.00' selected in the 'Amount Applied' field. A note at the bottom left says 'G/L Receipt'.

3. In the detail area, enter 10 in the following field next to the first invoice that you want to pay:

- T I

When you move the cursor out of this field, the system automatically completes the Payment Amount field with the amount of the invoice.

Note

The system completes this field for you if you specify a type input code in the processing options. Override the value if necessary.

4. If necessary, override the value in the following fields:

- Payment Amount

If you specify a payment amount that is greater than the open amount of the invoice, the system displays the overpayment as a negative open amount.

Depending on the processing option settings, the system might automatically write off the difference between the open amount of the invoice and the payment amount that you enter. See *Entering Receipts with Write-Offs (TI Codes 10 and 15)* for more information.

- Remark

5. Verify that the following fields on the bottom of the form contain the correct information:
 - Amount Pending

If you have fully-applied the payment to invoices, the amount pending should equal the receipt or draft amount that appears in the header of the entry form.

- Amount Unapplied

The system creates an unapplied record for the amount in this field.

6. Click OK.

Entering Receipts with Discounts (TI Code 10)

When you apply a receipt to an invoice or group of invoices, you can choose whether to allow the discount. If the customer pays the invoice in full on or before the discount due date, the discount is earned and the system automatically populates the Discount Taken field with the amount of the discount. If the discount is not earned (the G/L date of the receipt is after the discount due date), the system does not automatically populate the Discount Taken field, but you can override it and apply a discount amount manually. If you do not allow the discount, the system leaves the invoice open in the amount of the discount.

You can set processing options to allow the amount of the discount taken to be more than the discount available, or to allow the discount taken to be more than the applied amount (payment amount). For example, you might issue a credit to a customer in the form of a discount amount for a disputed item. You can also specify grace days to add to the discount due date.

After you enter receipts, you must post them. When you post receipts with earned discounts, in addition to the bank account and A/R trade account, the system updates a discount taken account. The system uses the following hierarchy to locate the discount taken account:

34. The system searches for AAI item RKD for the company that is specified on the receipt.
35. If the system does not locate this AAI, it uses RKD for company 00000.

Before You Begin

- Verify that the appropriate discount account is specified for the AAI item RKD.
- Verify that the processing options under the Discount tab are set up.
- Ensure that your automatic write-off amounts in the processing options are set appropriately so that the system leaves the discount amount open on the invoice. Otherwise, the system automatically writes off the amount of the unearned discount. For example, you might want to set the automatic write-off processing option as follows:
 - Maximum underpayment write-off amount = 5.00
 - Maximum overpayment write-off amount = -5.00

See *Entering Receipts with Write-Offs (TI Codes 10 and 15)* for more information.

► To enter receipts with discounts (TI Code 10)

The task to apply a payment with discounts to an invoice using type input code 10 is the same regardless of whether you choose Standard Receipts Entry or one of the draft entry programs. If you are using drafts, follow the steps to enter an unapplied draft (see the task *To enter an unapplied draft*) and then proceed to step 3 below.

From the Manual Receipts Processing menu (G03B12), choose Standard Receipts Entry.

1. On Work with Customer Receipts Inquiry, follow the steps to enter an unapplied receipt.
See *Entering Unapplied Receipts*.
2. On Receipt Entry, display the open items for the customer by choosing either Load or Select from the Form menu.
See *Displaying Open Items*.
3. In the detail area, enter 10 in the following field next to the appropriate invoice:

- TI

When you move the cursor out of this field, the system automatically completes the Payment Amount field with the amount of the invoice and the Discount Taken field with the amount in the Discount Available field, if the discount is earned.

Note

The system completes this field for you if you specify a type input code in the processing options.

4. If necessary, override the value in the following fields:

- Payment Amount

Depending on the processing option settings, the system might automatically write off differences between the open amount of the invoice and the payment amount that you enter. See *Entering Receipts with Write-Offs (TI Codes 10 and 15)* for more information.

- Remark
- Discount Taken

If the discount is earned and the invoice is paid in full, the system completes this field with the amount of the discount available.

If the discount is not earned (the G/L date of the receipt is after the discount due date, or the invoice is not paid in full), the system does not complete this field.

You can override the field to specify a different discount amount, including zero.

5. Verify that the following fields on the bottom of the form contain the correct information:

- Amount Pending

If you have fully-applied the payment to invoices, the amount pending should equal the receipt or draft amount that appears in the header of the entry form.

- Amount Unapplied

The system creates an unapplied record for the amount in this field.

6. Click OK.

Entering Receipts with Chargebacks (TI Codes 11 and 16)

When applying a receipt to an invoice, you might want to create a chargeback if the amount that you receive is less than the open amount for the invoice. For example, a customer might issue payment for an invoice, less the discount, even though the terms of the discount have expired, or they might refuse to pay freight charges.

You can use the following type input codes for generating a chargeback invoice:

TI Code 11	You use this type input code when you want the system to create a chargeback for an unearned discount. The system automatically populates the Chargeback Amount field with the discount available.
TI Code 16	You use this type input code when you want the system to generate a chargeback for a short payment that is not an unearned discount. The system automatically populates the Chargeback Amount field with the difference between the payment amount that you enter and the open amount of the invoice.

When you enter a receipt with a chargeback, the system generates the following three records:

Customer Ledger (F03B11)	A chargeback invoice record, which takes the place of a specific invoice or group of invoices, for the disputed amount that you want to charge back to the customer. The system closes the invoice, marks it as paid, creates a new chargeback invoice record, and assigns the document type RB to it. The chargeback invoice record has the following characteristics: <ul style="list-style-type: none"> • It establishes an audit trail to the receipt payment ID. • It establishes an audit trail to the original invoice, if the chargeback was generated for a specific invoice. • It is expressed as a debit amount. • It has a batch type of RB. • It contains a posting status of D (posted). The posted codes for the receipt records in the Receipts Header table (F03B13) and Receipts Detail table (F03B14) remain blank until the receipt is posted.
Receipts Header (F03B13)	The receipt record for the transaction.
Receipts Detail (F03B14)	The receipt detail record that pays the invoice from which the chargeback was generated.

Regardless of the type input code you use, if you specify a chargeback amount and reason code, the system creates a chargeback record.

After you enter receipts, you must post them. When you post receipts with chargebacks, in addition to the bank account and A/R trade account, the system might update a different A/R trade account for the chargeback amount, depending on the AAIs that you set up and the information that you provide on the receipt. See *Fields Updated During Receipt Entry* for information on how the system locates the A/R trade account for chargebacks.

Before You Begin

- Verify that the account that you want to use for the chargeback A/R trade account is set up for the AAI item RCxxxx, where xxxx is the G/L offset code.
- Verify that the processing options on the Chargeback tab are set up.
- Verify that the valid values that you want to use for the chargeback reason code are set up in UDC (03B/CB).

► To enter receipts with chargebacks (TI codes 11 and 16)

The task to apply a payment with chargebacks to an invoice using type input codes 11 and 16 is the same regardless of whether you choose Standard Receipts Entry or one of the draft entry programs. If you are using drafts, follow the steps to enter an unapplied draft (see the task *To enter an unapplied draft*) and then proceed to step 3 below.

From the Manual Receipts Processing menu (G03B12), choose Standard Receipts Entry.

1. On Work with Customer Receipts Inquiry, follow the steps to enter an unapplied receipt.

See *Entering Unapplied Receipts*.
2. On Receipt Entry, display the open items for the customer by choosing either Load or Select from the Form menu.

See *Displaying Open Items*.

3. In the detail area, enter 11 or 16 in the following field next to the appropriate invoice:

- TI

If you enter 11, when you move the cursor out of this field, the system completes the Payment Amount field with the amount of the invoice and the Chargeback Amount field with the amount in the Discount Available field.

If you enter 16, when you move the cursor out of this field, the system completes the Payment Amount field with the amount of the invoice or the amount of the receipt or draft, depending on the number of invoices you pay.

Note

The system completes this field for you if you specify a type input code in the processing options. Override the value if necessary.

4. If necessary, override the value in the following fields:

- Payment Amount

If the payment amount is greater than the open amount of the invoice, the system does not calculate the chargeback amount until you override the payment amount to be less than the open invoice amount.

- Remark
- Chargeback Amount

5. Complete the following required field:

- CB CD

The system does not accept blank as a valid value, even if it is set up in the user defined codes.

6. Verify that the following fields on the bottom of the form contain the correct information:

- Amount Pending

If you have fully-applied the payment to invoices, the amount pending should equal the receipt or draft amount that appears in the header of the entry form.

- Amount Unapplied

The system creates an unapplied record for the amount in this field.

7. Click OK.

Entering Receipts with Write-Offs (TI Codes 10 and 15)

If the payment that you receive is not enough to pay the open amount of the invoice, or if you receive a small overpayment, you might want to write off the difference and close the invoice. For example, you might receive a payment from a customer that is slightly less than the invoice amount. To maintain a good relationship with your customer, you might choose to

write off the minor amount instead of creating a chargeback invoice for the difference or leaving the amount open.

The following two options are available for performing write-offs:

Automatic write-off (TI Code 10)	<p>The system calculates the difference between the payment amount and the open amount of the invoice. If the difference is within the tolerance limits that are defined in the processing options, the system automatically performs the write-off.</p> <p>For example, if you establish the maximum write-off amount as 10, the invoice open amount is 500, and you enter a receipt for 490, the system automatically writes off 10, provided that you either enter 490 in the Payment Amount field or accept the system default. You do not need to calculate or specify a write-off amount.</p> <p>Automatic write-offs require you to enter a default reason code in the processing options, which the system uses to determine the write-off account. When you enter the receipt, you cannot override the write-off reason code for automatic write-offs.</p> <p>You enter the receipt exactly as you would enter a simple invoice match receipt; the system displays a remaining open amount. After you enter the receipt and review it, the system displays the write-off amount and write-off reason code. You can override the write-off reason code at this time. To complete the steps, see <i>Entering Simple Invoice Match Receipts (TI Code 10)</i>.</p>
Manual write-off (TI Code 15)	<p>You specify that you want the system to perform a write-off by using type input code 15, and the system calculates the write-off amount for you. If you exceed the maximum manual write-off amount specified in the processing options, the system issues an error when you click OK, and you have to manually adjust the write-off amount.</p> <p>Regardless of the type input code that you use, if you specify a write-off amount and reason code, the system uses the manual write-off limits.</p> <p>You can set up a default reason code to use for manual write-offs, but it is not required, and you can override it when you enter the receipt.</p>

For amounts that exceed the invoice open amount, such as overpayments, you must override the transaction payment amount with the receipt amount in order for the write-off to occur. Otherwise, the system generates an unapplied receipt record for the amount. For example, if the receipt amount is 100.00 and the invoice amount is 95.00, and you wish to write off the 5.00 automatically, you must change the transaction payment amount in the detail area from 95.00 to 100.00. Otherwise, the system generates an unapplied receipt record for 5.00.

After you enter receipts, you must post them. When you post receipts with write-offs, in addition to updating the bank account and A/R trade account, the system updates a write-off account that you specify for the AAI item RAxx, where xx is the write-off reason code. You must set up an AAI for each write-off reason code that you use. See *Fields Updated During Receipt Entry* for more information.

Before You Begin

- Verify that the account that you want to use for the each write-off reason code is set up for the AAI item RAxx, where xx is the write-off reason code.
- Verify that the processing option on the Edits tab is set up to allow write-offs.

- Verify that the processing options on the Auto Write Off and Mnl Write Off tabs are set up.
- Verify that the valid values that you want to use for the write-off reason code are set up in UDC (03B/RC).

► **To enter receipts with write-offs (TI code 15)**

The task to apply a payment to an invoice using type input code 15 is the same regardless of whether you choose Standard Receipts Entry or one of the draft entry programs. If you are using drafts, follow the steps to enter an unapplied draft (see the task *To enter an unapplied draft*) and then proceed to step 3 below.

From the Manual Receipts Processing menu (G03B12), choose Standard Receipts Entry.

1. On Work with Customer Receipts Inquiry, follow the steps to enter an unapplied receipt.
See *Entering Unapplied Receipts*.
2. On Receipt Entry, display the open items for the customer by choosing either Load or Select from the Form menu.
See *Displaying Open Items*.
3. In the detail area, enter 15 in the following field next to the appropriate invoice:
 - TI

When you move the cursor out of this field, if the receipt or draft amount is less than the open amount of the invoice, the system automatically calculates the write-off amount and completes the Payment Amount and Write-Off Amount fields.

Note

The system completes this field for you if you specify a type input code in the processing options. Override the value if necessary.

4. If necessary, override the value in the following fields:
 - Payment Amount
If the payment amount is greater than the open amount of the invoice, the system does not calculate the deduction amount until you override the payment amount to be less than the open invoice amount.
 - Remark
 - Write-Off Amount
5. Complete the following required field:
 - WO CD
The system does not accept blank as a valid value, even if it is set up in the user defined codes.

6. Verify that the following fields on the bottom of the form contain the correct information:
 - Amount Pending

If you have fully applied the payment to invoices, the amount pending should equal the receipt or draft amount in the header of the entry form.

- Amount Unapplied

The system creates an unapplied record for the amount in this field.

7. Click OK.

Entering Receipts with Deductions (TI Code 17)

Entering receipts with deductions is a method of postponing a response to a short payment from your customer without delaying receipt entry. You can enter the receipt immediately while another person researches and resolves the deduction. Some common reasons that a customer might take a deduction are):

- Damaged or defective merchandise
- Unearned discounts
- Billing errors
- Refusal to pay shipping charges or tax
- Shortages in the shipment of merchandise

You specify that you want the system to calculate deductions by using type input code 17. If the payment amount that you enter is less than the receipt amount, the system calculates the difference and updates the Deduction Amount field. The system also updates the deduction reason code with the default value that you specify in the processing options.

When you enter a receipt with a deduction, the system generates the following three documents:

Customer Ledger (F03B11)	A deduction invoice document, which takes the place of a specific invoice or group of invoices, for the disputed amount that you want to research and resolve. The system closes the invoice, marks it as paid, creates a new deduction invoice record and assigns the document type R5 to it. The deduction invoice record has the following characteristics: <ul style="list-style-type: none">• It establishes an audit trail to the receipt payment ID.• It establishes an audit trail to the original invoice (if the deduction was generated for a specific invoice).• It is expressed as a debit amount.• It has a batch type of RB.• It contains a posting status of D (posted). The posted codes for the receipt records in the Receipts Header table (F03B13) and the Receipts Detail table (F03B14) remain blank until the receipt is posted.
Receipts Header (F03B13)	The receipt record for the transaction.
Receipts Detail (F03B14)	The receipt detail record that pays the invoice from which the deduction was generated.

Regardless of the type input code that you use, if you specify a deduction amount and reason code, the system creates a deduction record.

After you enter receipts, you must post them. When you post receipts with deductions, in addition to updating the bank account and A/R trade account, the system updates the deduction suspense account that is set up for the AAI item RN. See *Fields Updated During Receipt Entry*. The system also creates records in the A/R Deduction Management table (F03B40). The deduction record enables you to research and resolve the reason for the deduction at a later time.

After a receipt containing a deduction is posted, you cannot revise the receipt details for the deduction or void the receipt until you reverse or void the deduction using the deduction application. You can, however, revise other receipt detail records. See *Deduction Processing* for more information.

See Also

- Researching and Resolving Deductions*
- Revising Receipts*

Before You Begin

- Verify that the account that you want to use for the deduction suspense account is set up for the AAI item RN.
- Determine whether you want to specify a default deduction reason code and, if so, enter the value in the processing options on the Defaults tab.
- Verify that the valid values that you want to use for the deduction reason code are set up in UDC (03B/CR).

► To enter receipts with deductions (TI code 17)

The task to apply a payment to an invoice using type input code 17 is the same regardless of whether you choose Standard Receipts Entry or one of the draft entry programs. If you are using drafts, follow the steps to enter an unapplied draft (see the task *To enter an unapplied draft*) and then proceed to step 3 below.

From the Manual Receipts Processing menu (G03B12), choose Standard Receipts Entry.

1. On Work with Customer Receipts Inquiry, follow the steps to enter an unapplied receipt.
See *Entering Unapplied Receipts*.
2. On Receipt Entry, display the open items for the customer by choosing either Load or Select from the Form menu.
See *Displaying Open Items*.
3. In the detail area, enter 17 in the following field next to the appropriate invoice:

- TI

When you move the cursor out of this field, the system completes the Payment Amount field with the amount of the invoice or the amount of the receipt or draft, depending on the number of invoices you pay.

4. If necessary, override the value in the following fields:
 - Payment Amount
If the amount of the receipt or draft is greater than the open amount of the invoice, the system does not calculate the deduction amount until you override the payment amount to be less than the open invoice amount.
 - Remark
 - Deduction Amount
5. Complete the following required field:
 - DD CD
The system does not accept blank as a valid value, even if it is set up in the user defined codes.
6. Verify that the following fields on the bottom of the form contain the correct information:
 - Amount Pending
If you have fully-applied the payment to invoices, the amount pending should equal the receipt or draft amount that appears in the header of the entry form.
 - Amount Unapplied
The system creates an unapplied record for the amount in this field.
7. Click OK.

Applying Receipts Using Multiple Type Input Codes

You can enter a receipt and apply it simultaneously to a group of invoices that require individual treatment. For example, if you have three invoices, you might allow the discount on one invoice, charge back the discount amount on another invoice, and create a write-off for the shipping cost on the last invoice.

When you apply a receipt to invoices using multiple input methods, you can address each invoice individually by using the type input codes in any combination.

Note

The system uses the following criteria to determine the Payment Amount for each receipt detail line:

- Receipt Amount
- Open Invoice Amount
- Type Input Code
- Unapplied Amount

For example, if you neglect to complete the Receipt Amount field, and you attempt to pay multiple invoices, the system will attempt to compensate for the first payment amount you enter by populating the second detail line with a negative payment amount.

Applying Unapplied Receipts to Invoices

After you enter an unapplied receipt, you can apply it to the appropriate invoice or group of invoices using all of the available type input codes. To match an unapplied receipt to invoices, you select the unapplied receipt first and then display the open invoice records. You cannot use the Load or Select features to display unapplied receipts along with the open invoices.

When you fully apply an unapplied receipt to invoices, the system performs the following functions for each invoice to which the receipt amount was applied:

- Creates a new batch record in the Batches table (F0011) for batch type RB, if the unapplied receipt is posted when you apply it against invoices.
- Closes the RU invoice document in the Customer Ledger table (F03B11) by updating the pay status to P.
- Closes the RI invoice document in the Customer Ledger table (F03B11) by updating the pay status to P, if the invoice is fully paid.
- Creates RC receipt documents in the Receipts Detail table (F03B14).

If you apply an unapplied receipt to invoices before it is posted, the system deletes the RU record from the F03B11 and F03B14 tables.

Regardless of whether the unapplied receipt is posted before you apply it to an invoice, you must post the receipt batch. See *Journal Entries Created by the Receipt Post* for more information about posting zero amount receipts.

► To apply unapplied receipts to invoices

From the Manual Receipts Processing menu (G03B12), choose Standard Receipts Entry.

1. On Work with Customer Receipts Inquiry, to display unapplied receipts, click the following option and click Find:

- Unapplied

2. Choose the appropriate receipt and click Select.

3. On Receipt Entry, display the open items for the customer by choosing Load or Select from the Form menu.

See *Displaying Open Items*.

4. In the header area, complete the following field, if desired:

- G/L Date

Note

The G/L date that you assign does not change the G/L date of the unapplied receipt record (F03B13). The system uses the G/L date for the receipt detail record (F03B14) that it creates to pay the invoice.

5. In the detail area, complete the following field with the appropriate code:

- T I

6. If necessary, override the value in the following fields:

- Payment Amount
- Discount Taken
- Remark
- Write-Off Amount

If you enter a write-off amount, you must enter a write-off reason code.

- Chargeback Amount

If you enter a chargeback amount, you must enter a chargeback reason code.

- Deduction Amount

If you enter a deduction amount, you must enter a deduction reason code.

7. Verify that the following fields on the bottom of the form contain the correct information:

- Amount Pending

The amount pending should equal the receipt amount specified in the receipt header if you have fully applied the receipt to invoices.

- Amount Unapplied

The system will create an unapplied receipt record for the amount indicated in this field.

8. Click OK.

Applying Invoices to Credit Memos

When the customer has outstanding credit memos, you can apply them to outstanding invoices using the Standard Receipts Entry program (P03B102). Because you do not have a physical receipt, you enter zero in the Receipt Amount field. You can use either the Load or the Select feature to display the credit memo and invoice, and then you use the appropriate type input code to apply the credit memo to the invoice. If the credit memo does not fully pay the invoice, you can leave the invoice open for the amount that remains, or create a write-off, chargeback, or deduction record for the difference.

When you fully apply a credit memo to an invoice, the system does the following:

- Closes the RM credit memo document in the Customer Ledger table (F03B11) by updating the pay status to P.
- Closes the RI invoice document in the Customer Ledger table (F03B11) by updating the pay status to P, if the invoice is fully paid.
- Creates a record in the Receipt Header table for a zero amount.
- Creates RS receipt documents in the Receipts Detail table (F03B14) for both the credit memo and the invoice.

After you apply credit memos to invoices, you must post the receipt batch. See *Journal Entries Created by the Receipt Post* for more information about posting zero amount receipts.

► To apply a credit memo to an invoice

From the Manual Receipts Processing menu (G03B12), choose Standard Receipts Entry.

1. On Work with Customer Receipts Inquiry, click Add.
2. On Receipt Entry, follow the steps to enter an unapplied receipt, but leave the Receipt Amount field blank. See *Entering Unapplied Receipts*.
3. Display the open items for the customer by choosing Load or Select from the Form menu.

*See *Displaying Open Items*.*

4. To fully apply a credit memo to an invoice, enter 10 in the following field next to the credit memo:

- T I

5. Using the appropriate code, complete the following field next to the invoice:

- T I

If the credit memo does not fully pay the invoice, you can leave the invoice open for the remaining amount or use a type input code to create a write-off, chargeback, or deduction record for the difference.

6. Click OK.

Entering Remittance Information

If you match receipts or drafts to invoices and are provided with a remittance list of the invoices to pay, instead of using the Load or Select features to locate the invoices, you can use the Remittance Entry form to enter the invoice information quickly. This method enables you to enter large amounts of invoice information. You can quickly enter the details of a customer's remittance using one of the following to reference the invoices:

- Invoice number
- Statement number

The system must assign the statement number using the Statement Notification Refresh program (R03B500X). The system searches the A/R Notification History Detail table (F03B21) to locate the invoices that are associated with the statement number. If you enter the statement number manually on the Customer Ledger record (F03B11), the remittance entry application cannot locate the invoice record.

- Sales order number
- Customer reference number

The system uses the information that you enter, in conjunction with the processing option settings, to locate the associated invoices. The processing options allow you to specify the search sequence that you want the system to use to locate invoices. For example, if your customer always references the invoices to pay by the sales order number, you can enter the sales order number on the remittance form and specify that you want the system to search for the invoice using the sales order number only.

Before You Begin

- Verify that the processing options on the Match Priority tab are set up appropriately.

► To enter remittance information

The task to enter remittance information is the same regardless of whether you choose Standard Receipts Entry or one of the draft entry programs. If you are using drafts, follow the steps to enter an unapplied draft (see the task *To enter an unapplied draft*) and then proceed to step 3 below.

From the Manual Receipts Processing menu (G03B12), choose Standard Receipts Entry.

1. On Work with Customer Receipts Inquiry, click Add.
2. On Receipt Entry, follow the steps to enter an unapplied receipt.
See *Entering Unapplied Receipts*.
3. Choose Remittance from the Form menu.

4. On Remittance Entry, complete the following optional fields to more narrowly define your search for the invoice:
 - Payor
 - Customer
 - Parent
 - Company

Note

If the invoice does not contain the information that you entered in these fields, the system cannot locate it.

5. In the detail area, complete the following optional fields for each item on the customer's remittance:
 - T I

You can enter any of the available type input codes on this form or leave the field blank.

If you leave this field blank and you entered a default type input code in the processing options, the system uses it when you return to the entry form at the end of this task.

If you leave this field blank and you did not enter a default type input code in the processing options, but you specify a payment amount, the system uses a type input code 10 on the entry form. If you do not specify a payment amount, the system does not populate this field with a value on the entry form.

- **Invoice Reference**

Enter the invoice number, statement number, sales order number, or a customer reference number. The system searches the Customer Ledger table (F03B11) for invoices in the order that you designate in the Match Priority processing options.

- **Payment Amount**

Do not enter a payment amount that is greater than the open amount of the invoice. If you want to overpay an invoice, you must override the payment amount on the entry form, which appears when you click OK at the end of this task.

Note

If you do not enter a Payment Amount, the system does not automatically load it into the detail area on the Receipt Entry form.

- **Discount Taken**

The system displays the amount of the discount that is earned in the Discount Earnable field, but does not complete the Discount Taken field automatically. In the Discount Taken field, you must enter the amount of the discount that you want to grant to the customer.

- **Override Type**

If you want the system to search for the invoice using a reference that is not set up in the processing options or is specified last, you can use this field to specify the search criteria for the system to use.

6. Click OK.

On Receipt Entry, the system displays the invoices in the order that you entered them on the remittance form.

Entering G/L Receipts

When you receive a check that is not associated with a customer's account, such as a refund check from an insurance company or a rebate, you can enter the check by entering a G/L receipt on either the Standard Receipts Entry program (P03B102) or the Speed Receipts Entry program (P03B0001). A G/L receipt enables you to credit the appropriate general ledger account and include the amount in your bank deposit.

After you enter G/L receipts, you must post them to update the bank and G/L accounts.

See Also

- ❑ *Entering G/L Receipts (TI Code 4)* for information about G/L receipts using the Speed Receipts Entry program (P03B0001).

► To enter G/L receipts

From the Manual Receipts Processing menu (G03B12), choose Standard Receipts Entry.

1. On Work with Customer Receipts Inquiry, click Add.
2. On Receipt Entry, follow the steps to enter an unapplied receipt.

See *Entering Unapplied Receipts*.

Note

You do not need to complete the Customer or Payor fields when you enter a G/L receipt.

3. From the Form menu, choose General Ledger.
4. On G/L Receipts Entry, complete the following fields for each G/L account:

- G/L Account Number

You can use multiple grid lines to distribute the receipt to as many G/L accounts as necessary. The total amount that you enter must equal the receipt amount.

- Payment Amount

5. Complete the following optional field:

- Remark

6. Click OK to return to the Receipt Entry form.

7. Verify that the following fields on the bottom of the form contain the correct information:

- Amount Pending

If you have fully applied the receipt to invoices, the amount pending should equal the receipt amount in the receipt header.

- Amount Unapplied

The system creates an unapplied receipt record for the amount in this field.

Note

If you have an amount in this field, you must complete the Payor and Customer fields on the form before you click OK or the system returns an error.

8. On Receipt Entry, click OK.

Related Task

Creating unapplied receipts from G/L receipts	To create an unapplied receipt from a general ledger receipt, locate and select the general ledger receipt on the Work with Customer Receipts Inquiry form. On Receipt Entry, choose General Ledger from the Form menu. On G/L Receipts Entry, delete one or more lines of account information for the receipt. If the receipt is posted, the system prompts you to complete the Void G/L Date and Void Reason Code. Click OK to return to the Receipt Entry form. Enter a customer number and a payor number, and then click OK. Without the general ledger account information, the receipt reverts to an unapplied receipt, which requires a customer number and a payor number.
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Creating Stand-Alone Records

Stand-alone records are write-offs, chargebacks, and deductions that are not associated with any known invoice. You create stand-alone records when the customer sends a payment for several invoices, but the payment amount does not equal the total amount of the invoices. You can also use the stand-alone feature when an unapplied receipt is applied to several invoices and a small difference between the totals exists. In these scenarios, the system matches a receipt to invoices, but the shortage is recorded without specifying a particular invoice.

You can also use the stand-alone feature without performing an invoice match. For example, you can create a deduction or write off a small duplicate payment. Additionally, to apply unapplied receipts to several customer accounts, you can use stand-alone chargebacks without invoice matching. When you use the stand-alone feature without invoice matching, you must enter the amount as a credit; otherwise, the system creates an unapplied receipt for twice the amount specified.

J.D. Edwards recommends that you use the stand-alone feature in conjunction with invoice match, whenever possible.

In addition to the type input codes that you use to automatically calculate amounts that are associated with a receipt, you use the following type input codes to create stand-alone transactions in Standard Receipts Entry:

25 (Stand-alone write-off)	Use this code to create a write-off for a disputed amount, such as tax on a freight charge, that is not associated with a specific invoice. The system reduces this amount from the customer's open balance.
26 (Stand-alone chargeback)	Use this code to create a chargeback invoice for an unpaid amount that is not associated with a specific invoice.
27 (Stand-alone deduction)	Use this code to create a deduction for an amount that is not associated with a specific invoice.

Creating Stand-Alone Write-Offs

A stand-alone write-off is a write-off for an amount that is not associated with any specific invoice. For example, when you receive a receipt to pay multiple invoices, and the customer has not indicated which invoice should receive the short payment, you can write off this amount using a stand-alone entry. Additionally, you might use the stand-alone feature for

write-offs that are not associated with any invoice. For example, you use a stand-alone write-off when you receive a duplicate payment for a small amount and want to write it off.

When you create a stand-alone write-off (type input code 25), the system reduces the customer's open balance by the amount of the write-off.

See Also

- Fields Updated During Receipt Entry*
- Entering Receipts with Write-offs (TI Codes 10 and 15)*

Before You Begin

- Ensure that you set the maximum amount in the Manual Write-Off processing option high enough so that the system will accept the stand-alone entry.
- Verify that the account that you want to use for the each write-off reason code is set up for the AAI item RAxx, where xx is the write-off reason code.
- Verify that the processing option on the Edits tab is set up to allow write-offs.
- Verify that the valid values that you want to use for the write-off reason code are set up in UDC (03B/RC).

► To create stand-alone write-offs with invoice match

From the Manual Receipts Processing menu (G03B12), choose Standard Receipts Entry.

1. On Work with Customer Receipts Inquiry, click Add.
2. On Receipt Entry, follow the steps to enter an unapplied receipt.
See *Entering Unapplied Receipts*.
3. Display the open items for the customer by choosing either Load or Select from the Form menu.
See *Displaying Open Items*.
4. In the detail area, complete the following field with the appropriate value for each invoice:
 - TI
5. From the Form menu, choose Standalone, and then choose Write-Off.

The screenshot shows the PeopleSoft Active Foundation interface. The main title bar says "PeopleSoft." and the sub-header says "Active Foundation". The window title is "Create Stand-alone Transaction". Inside the window, there are several input fields:

- Type Input: 25 (labeled "Stand-alone Write-Off")
- Currency Code: USD (labeled "U.S. Dollar")
- Customer: 1540 (labeled "DeAnna's Deli")
- Customer Reference: (empty)
- Write-Off Amount: 25
- Write-Off Reason Code: TF

At the top of the window, there are buttons for OK, Cancel, Tools, and a red X.

6. On Create Standalone Transaction, complete the following fields:
 - Write-Off Amount
 - Write-Off Reason Code

The system does not accept blank as a valid value, even if it is set up in the user defined codes. If you leave this field blank, the system does not use the default write-off reason code from the processing options.
 7. Click OK.
- On Receipt Entry, the system adds a new detail line, creates a payment amount for the stand-alone write-off, and assigns a type input code of 25 to the payment. The system also shows the associated write-off amount and reason code.
8. Verify that the following fields on the bottom of the form contain the correct information:
 - Amount Pending

If you have fully applied the receipt to invoices, the amount pending should equal the receipt amount in the receipt header.

 - Amount Unapplied

The system creates an unapplied receipt record for the amount in this field.
 9. Click OK.

► To create stand-alone write-offs without invoice match

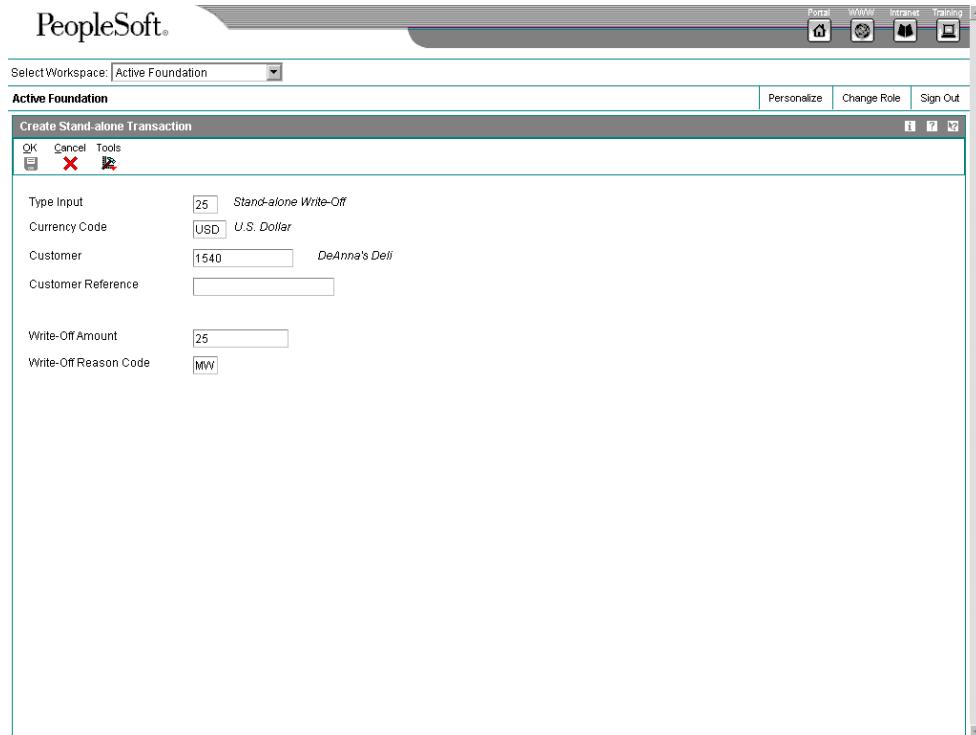
You use stand-alone write-offs without invoice match if you have a small duplicate payment that you want to write-off.

From the Manual Receipts Processing menu (G03B12), choose Standard Receipts Entry.

1. On Work with Customer Receipts Inquiry, click Add.
2. On Receipt Entry, follow the steps to enter an unapplied receipt.

See *Entering Unapplied Receipts*.

3. From the Form menu, choose Standalone, and then choose Write-Off.



4. On Create Standalone Transaction, complete the following fields:

- Customer
- Write-Off Amount

For stand-alone write-offs without invoice match, you must enter the write-off amount as a credit (negative amount). Otherwise, the system creates an unapplied receipt for twice the amount that you specified.

- Write-Off Reason Code

The system does not accept blank as a valid value, even if it is set up in the user defined codes. If you leave this field blank, the system does not use the default write-off reason code from the processing options.

5. Click OK.

On Receipt Entry, the system adds a new detail line, creates a positive payment amount for the stand-alone write-off and assigns a type input code of 25 to the payment amount. The system also shows the associated write-off amount and reason code.

6. Verify that the following fields on the bottom of the form contain the correct information:

- Amount Pending

If you have fully applied the receipt to invoices, the amount pending should equal the receipt amount in the receipt header.

- Amount Unapplied

The system creates an unapplied receipt record for the amount in this field.

7. Click OK.

Creating Stand-Alone Chargebacks

When an amount in dispute is not associated with a specific invoice, you can create a stand-alone chargeback for the amount. A stand-alone chargeback enables you to re-invoice the customer for the amount that is in dispute. Typically, you enter stand-alone chargebacks when the receipt amount does not total the invoices being paid, and you want to charge back the difference to the customer.

You can also use stand-alone chargebacks to distribute an unapplied receipt among multiple customer accounts. In this case, you use stand-alone chargeback without invoice match. For example, if you receive a receipt from payor 1001, you can create credit chargebacks for customers 1002 and 1003 to reduce their total account balance. This process simulates the creation of an unapplied receipt.

When you create a stand-alone chargeback (type input code 26), the system increases the customer's open balance by the amount of the short-payment.

See Also

- Fields Updated During Receipt Entry*
- Entering Receipts with Chargebacks (TI Codes 11 and 16)*

Before You Begin

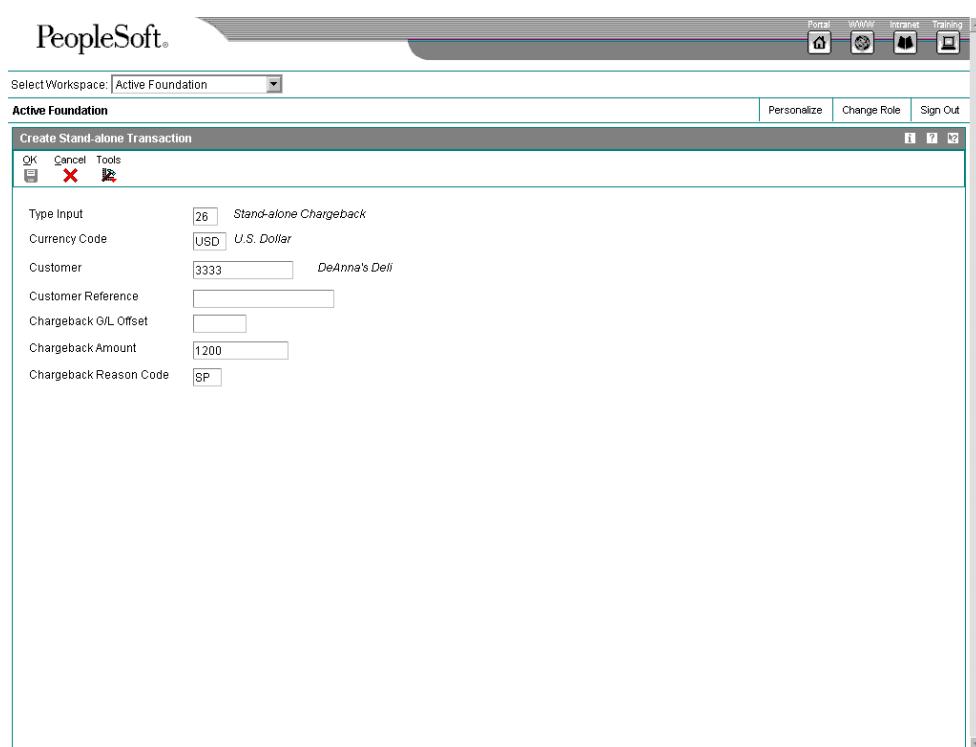
- Verify that the account that you want to use for the chargeback A/R trade account is set up for the AAI item RCxxxx, where xxxx is the G/L offset code.
- Verify that the processing options under the Chargeback tab are set up.
- Verify that the valid values that you want to use for the chargeback reason code are set up in UDC (03B/CB).

► To create a stand-alone chargeback with invoice match

From the Manual Receipts Processing menu (G03B12), choose Standard Receipts Entry.

1. On Work with Customer Receipts Inquiry, click Add.

2. On Receipt Entry, follow the steps to enter an unapplied receipt.
See *Entering Unapplied Receipts*.
3. Display the open items for the customer by choosing either Load or Select from the Form menu.
See *Displaying Open Items*.
4. In the detail area, complete the following field with the appropriate value for each invoice:
 - T I
5. From the Form menu, choose Standalone, and then choose Chargeback.



6. On Create Standalone Transaction, complete the following fields:
 - Chargeback G/L Offset
 - Chargeback Amount
 - Chargeback Reason Code

The system does not accept blank as a valid value, even if it is set up in the user defined codes. If you leave this field blank, the system does not use the default chargeback reason code from the processing options.
7. Click OK.

On Receipt Entry, the system adds a new detail line, creates a negative payment amount for the stand-alone chargeback, and assigns a type input code of 26 to the payment amount. The system also shows the associated chargeback amount and reason code.

8. Verify that the following fields on the bottom of the form contain the correct information:

- Amount Pending

If you have fully applied the receipt to invoices, the amount pending should equal the receipt amount in the receipt header.

- Amount Unapplied

The system creates an unapplied receipt record for the amount in this field.

9. Click OK.

► **To create a stand-alone chargeback without invoice match**

You use stand-alone chargeback without invoice match when you want to enter and distribute an unapplied receipt among multiple customer accounts.

From the Manual Receipts Processing menu (G03B12), choose Standard Receipts Entry.

1. On Work with Customer Receipts Inquiry, click Add.
2. On Receipt Entry, follow the steps to enter an unapplied receipt.

See *Entering Unapplied Receipts*.

3. From the Form menu, choose Standalone, and then choose Chargeback.

The screenshot shows the PeopleSoft Active Foundation interface. At the top, there's a navigation bar with links for Portal, iWorld, Intranet, and Training. Below that is a toolbar with icons for Home, Refresh, Print, and Help. The main area is titled "Active Foundation" and contains a sub-titled "Create Stand-alone Transaction". The dialog box has buttons for OK, Cancel, Tools, and a red X. It includes fields for Type Input (set to 26), Currency Code (set to USD), Customer (set to 3333, with a note "DeAnna's Deli"), Chargeback G/L Offset, Chargeback Amount (set to 1200), and Chargeback Reason Code (set to SP).

4. On Create Standalone Transaction, complete the following fields:
 - Chargeback G/L Offset
 - Chargeback Amount

For stand-alone chargebacks without invoice match, you must enter the Chargeback Amount as a credit (negative amount). Otherwise, the system creates an unapplied receipt for twice the amount specified.

 - Chargeback Reason Code

The system does not accept Blank as a valid value, even if it is set up in the user defined codes. If you leave this field blank, the system does not use the default chargeback reason code from the processing options.
5. Click OK.
- On Receipt Entry, the system adds a new detail line, and creates a positive payment amount for the stand-alone chargeback and assigns it a type input code of 26. The system also shows the associated chargeback amount and reason code.
6. Complete the following field:
 - Customer Number

You complete the Customer Number field in the detail portion of the form to manually override the value from the receipt header with the appropriate value.

The system creates credit (RB) records in the Customer Ledger table (F03B11) for the appropriate customers, which you can locate and apply against invoices at a later time.

Repeat steps 3, 4, 5, and 6 until the receipt is distributed among the other customers.

7. Verify that the following fields on the bottom of the form contain the correct information:

- Amount Pending

The amount pending should equal the receipt amount specified in the receipt header if you have fully applied the receipt to invoices.

- Amount Unapplied

The system will create an unapplied receipt record for the amount indicated in this field.

8. Click OK.

Creating Stand-Alone Deductions

When the amount of the receipt does not equal the amount of invoices that it pays, you can create a stand-alone deduction to postpone the research and resolution of the short-payment until a later date. Additionally, you might use the stand-alone feature for deductions that are not associated with any invoice. For example, you would use this feature if you receive a duplicate payment for a small amount and are unsure how to process it.

When you create a stand-alone deduction (type input code 27), the system reduces the customer's account by the amount of the short-payment.

When you post the deduction, the system creates a record in the A/R Deduction Management table (F03B40) that you use to resolve the issue.

See Also

- Fields Updated During Receipt Entry*
- Entering Receipts with Deductions (TI Code 17)*
- Deduction Processing*

Before You Begin

- Verify that the account that you want to use for the deduction suspense account is set up for the AAI item RN.
- Verify that the valid values that you want to use for the deduction reason code are set up in UDC (03B/CR).

► To create a stand-alone deduction with invoice match

From the Manual Receipts Processing menu (G03B12), choose Standard Receipts Entry.

1. On Work with Customer Receipts Inquiry, click Add.
2. On Receipt Entry, follow the steps to enter an unapplied receipt.

See *Entering Unapplied Receipts*.

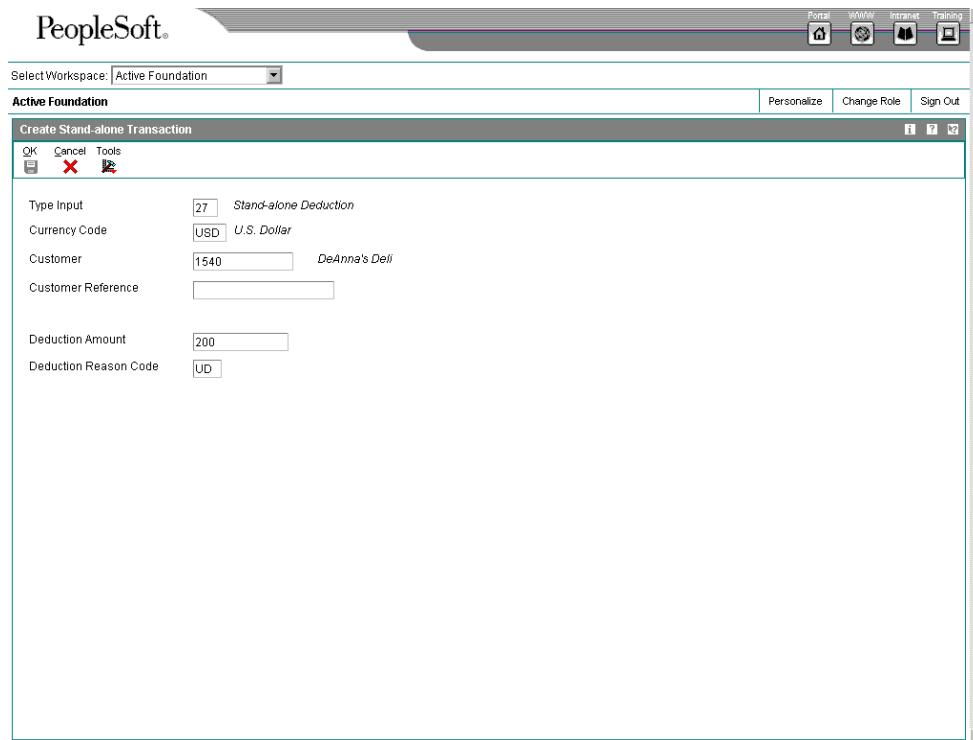
3. Display the open items for the customer by choosing either Load or Select from the Form menu.

See *Displaying Open Items*.

4. In the detail area, complete the following field with the appropriate value for each invoice:

- TI

5. From the Form menu, choose Standalone, and then choose Deduction.



6. On Create Standalone Transaction, complete the following fields:

- Deduction Amount
- Deduction Reason Code

The system does not accept blank as a valid value, even if it is set up in the user defined codes. If you leave this field blank, the system does not use the default deduction reason code from the processing options.

7. Click OK.

On Receipt Entry, the system adds a new detail line, shows a negative payment amount for the stand-alone deduction, and assigns a type input code of 27 to the payment amount. The system also shows the associated deduction amount and reason code.

8. Verify that the following fields on the bottom of the form contain the correct information:

- Amount Pending

If you have fully applied the receipt to invoices, the amount pending should equal the receipt amount in the receipt header.

- Amount Unapplied

The system creates an unapplied receipt record for the amount in this field.

9. Click OK.

► To create stand-alone deductions without invoice match

From the Manual Receipts Processing menu (G03B12), choose Standard Receipts Entry.

1. On Work with Customer Receipts Inquiry, click Add.
2. On Receipt Entry, follow the steps to enter an unapplied receipt.

See *Entering Unapplied Receipts*.

3. In the detail area, complete the following field with the appropriate value for each invoice:

- TI

4. From the Form menu, choose Standalone, and then choose Deduction.

Create Stand-alone Transaction	
Type Input	27 Stand-alone Deduction
Currency Code	USD U.S. Dollar
Customer	1540 DeAnna's Deli
Customer Reference	
Deduction Amount	-25
Deduction Reason Code	DA

5. On Create Standalone Transaction, complete the following fields:

- Deduction Amount

For stand-alone deductions without invoice match, you must enter the Deduction Amount as a credit (negative amount).

- Deduction Reason Code

The system does not accept Blank as a valid value, even if it is set up in the user defined codes. If you leave this field blank, the system does not use the default deduction reason code from the processing options.

6. Click OK.

On Receipt Entry, the system adds a new detail line, and shows a positive payment amount for the stand-alone deduction and assigns it a type input code of 27. The system also shows the associated deduction amount and reason code.

7. Verify that the following fields on the bottom of the form contain the correct information:

- Amount Pending

The amount pending should equal the receipt amount specified in the receipt header if you have fully applied the receipt to invoices.

- Amount Unapplied

The system will create an unapplied receipt record for the amount indicated in this field.

8. Click OK.

Processing Options for Standard Receipts Entry (P03B102)

Display Tab

These processing options allow you to retain values that were previously entered on the Receipts Entry form. If you are entering similar types of receipts, completing these processing options can reduce entry time.

1. Company

Blank = Do not retain the company number

1 = Retain the company number

Use this processing option to specify whether to retain the company number entered on the Receipt Entry form after you enter the receipt. Valid values are:

Blank

Do not retain the company number.

1

Retain the company number.

2. Bank Account

Blank = Do not retain the bank account

1 = Retain the bank account

Use this processing option to specify whether to retain the bank account number entered on the Receipt Entry form after you enter the receipt. Valid values are:

Blank

Do not retain the bank account.

1

Retain the bank account.

3. G/L Date

Blank = Do not retain the G/L date

1 = Retain the G/L date

Use this processing option to specify whether to retain the G/L date entered on the Receipt Entry form after you enter the receipt. Valid values are:

Blank

Do not retain the G/L date.

1

Retain the G/L date.

4. Receipt Date

Blank = Do not retain the receipt date

1 = Retain the receipt date

Use this processing option to specify whether to retain the receipt date entered on the Receipt Entry form after you enter the receipt. Valid values are:

Blank

Do not retain the receipt date.

1

Retain the receipt date.

5. Payor Number

Blank = Do not retain the payor number

1 = Retain the payor number

Use this processing option to specify whether to retain the payor number entered on the Receipt Entry form after you enter the receipt. Valid values are:

Blank

Do not retain the payor number.

1

Retain the payor number.

6. Customer Number

Blank = Do not retain the customer number

1 = Retain the customer number

Use this processing option to specify whether to retain the customer number entered on the Receipt Entry form after you enter the receipt. Valid values are:

Blank

Do not retain the customer number.

1

Retain the customer number.

7. Remark

Blank = Do not retain the remark

1 = Retain the remark

Use this processing option to specify whether to retain the remark entered on the Receipt Entry form after you enter the receipt. Valid values are:

Blank

Do not retain the remark.

1

Retain the remark.

8. Currency

Blank = Do not retain the currency

1 = Retain the currency

Use this processing option to retain the currency code entered on the Receipt Entry form after you enter the receipt. Valid values are:

Blank

Do not retain the currency.

1

Retain the currency.

9. Exchange Rate

Blank = Do not retain the exchange rate

1 = Retain the exchange rate

Use this processing option to specify whether to retain the exchange rate entered on the Receipt Entry form after you enter the receipt. Valid values are:

Blank

Do not retain the exchange rate.

1

Retain the exchange rate.

10. Payment Instrument

Blank = Do not retain the pay instrument

1 = Retain the pay instrument

Use this processing option to specify whether to retain the payment instrument on the Receipt Entry form after you enter the receipt. Valid values are:

Blank

Do not retain the payment instrument.

1

Retain the payment instrument.

11. Cleared/Value Date

Blank = Do not retain cleared/value date

1 = Retain the cleared/value date

Use this processing option to specify whether to retain the cleared/value date on the Receipt Entry form after you enter the receipt. Valid values are:

Blank

Do not retain the cleared/value date.

1

Retain the cleared/value date.

Defaults Tab

These processing options allow you to specify default values to use on the Work with Customer Receipts Inquiry, Receipt Entry, and Additional Information forms. When you enter the receipt, you can override any of the values that you enter in these processing options.

1. Display Receipt Type

1 = All

2 = Unapplied

3 = Logged

4 = General Ledger

Use this processing option to specify the type of receipts to display on the Customer Receipts Inquiry form.

Valid values are:

1

All

2

Unapplied

3

Logged

4

General Ledger

2. Date Type

1 = Receipt date

2 = G/L date

Use this processing option to specify the date type to use with the Date Selection From and Thru fields. Valid values are:

1

Receipt date

2

G/L date

3. Type Input Code

10 = Simple invoice match

11 = Match auto chargeback discount

15 = Match with write-off

16 = Match with chargeback

17 = Match with deduction

Use this processing option to specify the default type input code for applying receipts to invoices. Valid values are:

Blank

The system does not default a value.

10

Simple invoice match

11

Match auto chargeback discount

15

Match with write-off

16

Match with chargeback

17

Match with deduction

If you enter 10, the system applies the receipt to the oldest open invoice or group of invoices in a customer's account, similar to the Balance Forward type input code (2) for the Speed Receipts application

4. Remark

Blank = Use the receipt header remark

1 = Use the invoice remark

Use this processing option to specify the default remark to use for receipt detail records.
Valid values are:

Blank

Use the invoice remark.

1

Use the receipt header remark

5. Receipt Numbering

Blank = Manual entry

1 = Use next numbers

Use this processing option to specify whether to have Next Numbers assign the receipt number. Valid values are:

Blank

Do not use Next Numbers.

1

Use Next Numbers.

6. Deduction Reason Code

Blank = Manual entry

Use this processing option to specify the default deduction reason code for entering a deduction amount. If you leave this field blank, the deduction reason code must be entered manually in the detail area on the Receipt Entry form. Valid deduction reason codes are defined in UDC 03B/CR.

7. Override Company Number

Blank = Use company from receipt entry

1 = Use '*'

Use this processing option to specify the default company number to use on the Load, Select, and Remittance forms. Valid values are:

Blank

Use the company number from Receipt Entry.

1

Use * for all companies.

8. Default G/L Offset for Unapplied Cash

Blank = Do not default

1 = Default from G/L class code

Use this processing option to specify whether to use the value in the G/L Class Code field of the customer record as the default value for the Unapplied G/L Offset field when you enter unapplied receipts. The system locates the A/R trade account based on the G/L offset that you use. Valid values are:

Blank

Do not use default values.

1

Use values from the G/L Class Code.

If the customer record does not have a G/L class code defined, the system uses the default G/L offset (UC) for unapplied receipts

Edits Tab

Use these processing options to allow specific functions such as write-offs or designating receipts as having insufficient funds, as well as to specify whether you want the system to notify you of certain conditions, such as using a duplicate receipt number or entering an overpayment.

1. Receipt Number

Blank = Do not require receipt number

1 = Require receipt number

Use this processing option to specify whether the system requires a receipt number when you enter a receipt. Valid values are:

Blank

Do not require receipt number.

1

Require receipt number.

2. Write-Offs

Blank = Allow write-offs

1 = Do not allow write-offs

Use this processing option to specify whether to allow write-offs on receipts. Valid values are:

Blank

Allow write-offs.

1

Do not allow write-offs.

3. Delete/NSF Unposted Receipts

Blank = Allow delete and NSF operations

1 = Do not allow delete and NSF operations

Use this processing option to specify whether to allow the delete and NSF operations on unposted receipts. Valid values are:

Blank

Allow delete and NSF.

1

Do not allow delete and NSF.

4. Overpayment Edit

0 = No edit

1 = Warning

2 = Error

Use this processing option to specify the severity of the error message issued when an invoice has been overpaid. Valid values are:

0

No Edit

1

Warning

2

Error

When you overpay an invoice, the system displays it as a negative open amount.

5. Duplicate Receipt Edit

0 = No edit

1 = Warning

2 = Error

Use this processing option to specify the severity of the message issued when a duplicate receipt number is detected in the system. Valid values are:

0

No Edit

1

Warning

2

Error

Process Tab

Use these processing options to control how the system applies receipts to invoices when you use a default type input code, and whether the system creates a summarized record in the Account Ledger table (F0911) for each batch of receipts that you enter or a detail record for each receipt.

1. Apply Invoices

Blank = Apply up to receipt amount

1 = Apply all selected invoices

Use this processing option to specify how to apply receipts to invoices that appear in the detail area when you specify a default type input code to use. If you leave the Type Input Code processing option on the Defaults tab blank, the system ignores this processing option. Valid values are:

Blank

Apply invoices up to the receipt amount. The system automatically applies invoices up to the receipt amount. Remaining invoices that appear in the detail area are not considered. If you select both credit memos and invoices, you must select credit memos first so that the system can process them. For example:

- o Processing option for Type Input Code (Defaults tab) = 10
- o Processing option for Apply Invoices = Blank (apply up to the receipt amount)
- o Receipt amount =100
- o Invoice amount = 200, due date = 6/15/05
- o Credit memo amount = 100, due date = 6/30/05

When you use the Load feature to display open invoices for the customer, the system displays the invoice record before the credit memo because it has an earlier due date. Because you have type input code 10 specified in the processing option, the system applies the receipt amount of 100 to the invoice and leaves the invoice open for 100. The system does not consider the credit memo because the full amount of the receipt is applied to the first invoice.

1

Apply all invoices. The system applies the receipt to the invoice open amount, regardless of whether the receipt amount is exceeded. The system considers all invoices and credit memos that appear in the detail area.

This processing option also affects how the system processes write-offs, chargebacks, and deductions. For example:

- o Processing option for Type Input Code (Defaults tab) = 15
- o Processing option for Apply Invoices = 1 (apply all invoices)
- o Processing option for Maximum Write-off Amount = 25 (automatic and manual)
- o Receipt amount = 80
- o Invoice amount = 100

The system displays the type input code as 15 (manual write-off), applies 100 to the invoice and ignores the write-off. The system returns an error because the amount applied to the invoice exceeds the amount of the receipt. For the system to process the write-off, you must override the transaction payment amount to 80

2. Journal Entry Creation Method

Blank = Summarize journal entries

1 = Detail journal entries

Use this processing option to specify whether the post program creates one summarized journal entry for the batch of receipts entered, or one journal entry for each receipt. The system assigns the value that you enter in this processing option to the A/R Post field (ISTR) in the Receipts Header table (F03B13). The post program uses this value to create the journal entry records. Valid values are:

Blank

Summarized journal entries. The system creates one journal entry with the document type RK for each batch of receipts that you post. The system assigns the receipt batch number as the document number of the journal entry. To use this method, you must also ensure that:

- o The offset method in the A/R Constants is equal to B (batch mode)
- o The intercompany settlement option in the General Accounting constants is not set to 2 (detail)

-
- o The batch does not contain any foreign transactions

Otherwise, the system creates journal entries in detail.

1

Detail journal entries. The system creates one journal entry with the document type RC for each receipt in the batch. The system uses Next Numbers for journal entry documents (system 09) to assign the document number to the receipt journal entry.

To provide an audit trail, the system updates the following fields in the Receipts Detail table (F03B14) with the journal entry information:

- o JE document type (RZDCTG)
- o JE document number (RZDOCG)
- o JE document company (RZKCOG)

3. Display Invoices

Blank = Display all invoices

1 = Display only approved invoices

Use this processing option to specify whether to display only invoices with an approved pay status. Valid values are:

Blank

Display all invoices.

1

Display only approved invoices.

Currency Tab

Use these processing options when you use multicurrency to specify whether you want the system to validate for an effective exchange rate, and whether to allow alternate currency receipts to be entered.

1. Edit Effective Date

Blank = Do not edit effective date

1 = Edit effective date

Use this processing option to specify whether the system validates the effective date that it uses to retrieve the exchange rate against the G/L date that you enter on the receipt. Valid values are:

Blank

Do not validate the effective date.

1

Validate the effective date. The system issues a warning when the effective date of the exchange rate retrieved from the Currency Exchange Rates table (F0015) is not in the same period as the G/L Date of the receipt.

2. Alternate Currency Receipts

Blank = Do not allow

1 = Allow

Use this processing option to specify whether to allow the payment of an invoice in an alternate currency (a currency other than the base or transaction currency of the invoice). Valid values are:

Blank

Do not allow payment in alternate currency.

1

Allow payment in alternate currency.

Chargeback Tab

Use these processing options to specify values that you want the system to assign to chargeback records that it creates.

1. Pay Status

Blank = Data Dictionary default

Use this processing option to specify the default pay status that you want the system to assign to chargebacks. If you leave this processing option blank, the system uses the value that is set up in the Data Dictionary for item PST. Valid values are defined in UDC 00/PS (Pay Status).

2. Date Option

Blank = Use the receipt G/L date

1 = Use dates from the invoice

Use this processing option to specify the invoice date and net due date that you want the system to assign to chargebacks. Valid values are:

Blank

Use the receipt G/L date.

1

Use the corresponding dates from the invoice.

3. Reason Code

Blank = Manual entry

Use this processing option to specify the default reason code that you want the system to assign when you enter a chargeback amount. If you leave this processing option blank, you must enter the chargeback reason code manually. Valid chargeback reason codes are:

defined in UDC 03B/CB.

Auto Write-Off Tab

Use these processing options to activate the automatic write-off feature and to establish write-off limits for both under- and overpayments. You must designate the write-off reason code for the system to use when you activate the automatic write-off feature.

1. Maximum Underpayment Amount

Use this processing option to specify the limit for the system to use to write off underpayments. If the difference between the payment amount and open amount of the invoice is equal to or less than the amount specified, the system automatically writes off the remaining amount when you enter the receipt.

2. Underpayment Reason Code

Use this processing option to activate the automatic write-off process and to specify the default reason code that you want the system to assign when it automatically writes off an underpayment. Valid write-off reason codes are defined in UDC 03B/RC. You must also set up a corresponding AAI item (RAxx, where xx is the reason code) for the write-off reason code that you specify.

3. Maximum Overpayment Amount

Use this processing option to specify the maximum amount for which the system writes off overpayments. If the difference between the payment amount and the open amount of the invoice is equal to or greater than the amount specified, the system automatically writes off the remaining amount when you enter the receipt. Enter the value as a negative amount.

4. Overpayment Reason Code

Use this processing option to activate the automatic write-off process and to specify the default reason code for the system to assign when it automatically writes off an overpayment. Valid write-off reason codes are defined in UDC 03B/RC. You must also set up a corresponding AAI item (RAxx, where xx is the reason code) for the write-off reason code that you specify.

Mnl Write-off Tab

Use these processing options to establish write-off limits for both under- and overpayments, and to set up a default for the system to use for the write-off reason code.

1. Maximum Underpayment Amount

Use this processing option to specify the maximum amount for which you can write off an underpayment. If the difference between the payment amount and the open amount of the invoice is equal to or less than the amount specified, the system allows you to write off the remaining amount when you enter the receipt.

2. Maximum Overpayment Amount

Use this processing option to specify the maximum amount for which you can write off an overpayment. If the difference between the payment amount and the open amount of the invoice is equal to or greater than the amount specified, the system allows you to write off the remaining amount when you enter the receipt. Enter the value as a negative amount.

3. Write-Off Reason Code

Blank = Manual entry

Use this processing option to specify the default reason code that you want the system to assign when you enter a write-off amount. Valid write-off reason codes are defined in UDC 03B/RC. You must also set up a corresponding AAI item (RAxx, where xx is the reason code) for each write-off reason code that you specify

Discount Tab

Use these processing options to set up rules for processing discounts.

1. Discount Available

Blank = Do not allow taken > available

1 = Allow taken > available

Use this processing option to specify whether to allow the discount taken to be greater than the discount available. Valid values are:

Blank

Do not allow discounts taken to be greater than the discount available.

1

Allow discounts taken to be greater than the available discount.

2. Discount Applied

Blank = Do not allow taken > applied

1 = Allow taken > applied

Use this processing option to specify whether to allow the discount taken to be greater than the payment amount. Valid values are:

Blank

Do not allow the discount taken to be greater than the payment amount.

1

Allow the discount taken to be greater than the payment amount

3. Grace Period Days

Use this processing option to specify the number of days to be added to the discount due date during which the discount can be taken. This processing option is used only when the system calculates the discount taken. You can also enter the discount amount manually.

Match Priority Tab

Use these processing options to specify the order that you want the system to use to locate invoices on the Remittance Entry form.

1. Invoice Match

Use this processing option to specify the sequence of search methods that the system uses to select invoices on the Remittance Entry form. Four search methods are available:

- o Invoice Number
- o Sales Order Number
- o Customer Reference
- o Statement Number

Valid values are blank, 1, 2, 3, and 4. If you leave a search method field blank, the system excludes that search method and uses the other methods you specify. If you leave all four fields blank, the system searches using all methods in the order listed above.

Sales Order Match

Use this processing option to specify the sequence of search methods that the system uses to select invoices on the Remittance Entry form. Four search methods are available:

- o Invoice Number
- o Sales Order Number
- o Customer Reference
- o Statement Number

Valid values are blank, 1, 2, 3, and 4. If you leave a search method field blank, the system excludes that search method and uses the other methods you specify. If you leave all four fields blank, the system searches using all methods in the order listed above.

Customer Reference Match

Use this processing option to specify the sequence of search methods that the system uses to select invoices on the Remittance Entry form. Four search

methods are available:

- o Invoice Number
- o Sales Order Number
- o Customer Reference
- o Statement Number

Valid values are blank, 1, 2, 3, and 4. If you leave a search method field blank, the system excludes that search method and uses the other methods you specify. If you leave all four fields blank, the system searches using all methods in the order listed above.

Statement Match

Use this processing option to specify the sequence of search methods that the system uses to select invoices on the Remittance Entry form. Four search methods are available:

- o Invoice Number
- o Sales Order Number
- o Customer Reference
- o Statement Number

Valid values are blank, 1, 2, 3, and 4. If you leave a search method field blank, the system excludes that search method and uses the other methods you specify. If you leave all four fields blank, the system searches using all methods in the order listed above.

Reviewing the Results of Receipt or Draft Entry

After you enter a receipt or draft, you might want to verify that you applied it to the correct invoices or view the current open amount for the customer. To do so, review the results of receipts entry using Customer Ledger Inquiry.

When reviewing paid and partially paid invoices using Customer Ledger Inquiry, you can also review information about the receipt or draft that was applied to the invoice, such as the receipt number, payment ID, and batch number, as well as the write-off, chargeback, and deduction amounts. Having this information available from Customer Ledger Inquiry

minimizes the necessity of having to locate and review receipt information from other applications.

To review receipt details you must choose an invoice that is paid (pay status = P), and then choose Receipt/Draft Dtls from the Row menu.

Chargebacks, Deductions, and Unapplied Receipts

During the application of receipts or drafts to invoices you may create open chargeback, deduction, or unapplied receipt records. The system assigns document types RB, R5, and RU to these invoices, respectively, and a receipt batch type of RB (not IB). Because these invoices are open, you cannot use the Receipt/Draft Dtls Row menu to review the receipt that generated these invoices. The table below outlines the available options for locating the receipt that generated the open chargeback, deduction, or unapplied receipt invoice record.

Invoice	Options for Locating the Receipt
Chargeback (RB) generated from a receipt or draft	<ul style="list-style-type: none">Locate the invoice number from which the chargeback originated, using the Original Document field. Then, choose the invoice, and choose Receipt/Draft Dtls from the Row menu.Use the payment ID to locate the receipt or draft using Customer Receipts Inquiry.
Deduction (R5) generated from a receipt or draft	<ul style="list-style-type: none">Locate the invoice number from which the deduction originated, using the Original Document field. Then, choose the invoice, and choose Receipt/Draft Dtls from the Row menu.Use the payment ID to locate the receipt or draft using Customer Receipts Inquiry.
Chargeback (RB) generated from a deduction	<ul style="list-style-type: none">Locate the payment ID on the chargeback record and enter it in the QBE line. Verify that your search criteria includes the option All and click Find. The system displays the chargeback and deduction records. Choose the deduction (R5), and then choose Receipt/Draft Dtls from the Row menu.
Unapplied Receipt or Draft (RU)	<ul style="list-style-type: none">Use the payment ID to locate the receipt or draft using Customer Receipts Inquiry.

Once these documents are paid, you can review the payment by using the Receipt/Draft Dtls Row menu.

Drafts

If you use drafts, the system assigns a document type of R1. To review the draft, choose the R1 document, and then choose Receipt/Draft Dtls from the Row menu. The system displays the Draft Entry form.

► To review the results of receipt entry

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

1. On Work with Customer Ledger Inquiry, locate a paid invoice record.
See *Locating Invoices*.
2. To review the receipt that was applied to the invoice, choose the invoice, and then choose Receipt/Draft Dtls from the Row menu.

PeopleSoft®

Select Workspace: Active Foundation

Active Foundation

Work with Receipt Detail

Payment ID: Document Number:
 Receipt Number: Document Type:
 Batch Type: Document Company:
 Batch Number: Pay Item:
 G/L Date:

No records fetched.

	Payment ID	Line ID	Receipt Number	Document Number	Doc Type	Doc Co	Pay Item	Address Number	Match Doc Ty	Check/ Itm Date	G/L Date	P C	G/L Offset
<input type="button" value="New"/>													

3. On Work with Receipt Detail, review the receipt.

If more than one receipt is applied to a single invoice (for partial payments), the system displays all receipts.

Note

If you choose a draft (R1), and then choose Receipt/Draft Dtls from the Row menu, the system displays the Draft Entry form.

Entering Speed Receipts

As an alternative to entering standard receipts, you can use the Speed Receipts Entry program (P03B0001) to quickly enter high-volume, simple receipts. When you use Speed Receipts Entry, you are not required to match receipts to invoices or even apply them to a specific customer's account. You can enter receipts with the minimum amount of information in order to speed the recognition of cash in your general ledger.

The following table lists the type input codes that you can use on the Speed Receipts Entry form so that the system automatically calculates the necessary amounts.

1 (Unapplied receipt)	Use this input code to apply a receipt to a customer's account balance. This code enables you to recognize the cash in your general ledger immediately and then match the receipt to invoices at a later time.
2 (Balance forward receipt)	Use this input code to apply a receipt to the oldest open invoice or group of invoices in a customer's account. The system applies the receipt to invoices until the receipt amount is exhausted. If the receipt cannot fully pay an invoice, it applies a partial payment. If the receipt amount is greater than the amount of invoices that it pays, the system creates an unapplied receipt for the difference.
3 (Logged receipt)	Use this input code to enter a receipt without applying it to invoices or a customer's account. This enables you to recognize the cash in your general ledger immediately and apply the receipt to the appropriate customer and invoices at a later time.
4 (G/L receipt)	Use this input code to enter a miscellaneous receipt, such as an insurance refund, that is not directly associated with a customer or invoice.

The system creates records in the following tables when you enter speed receipts:

- Receipts Header (F03B13)
- Receipts Detail (F03B14)

You cannot review or revise receipts using Speed Receipts Entry; you must use Standard Receipts Entry. See *Revising Receipts*.

After you enter receipts using Speed Receipts Entry, you must post them to the general ledger to update the appropriate bank and A/R trade accounts.

See Also

- Working with the Grid in the Foundation Guide*
- Customer Ledger Inquiry* for information on reviewing the results of receipt application

Related Tasks

Using the Auto Return feature	<p>When entering receipts, you can use the Auto Return feature to move to the next entry line in the detail area of the Speed Receipts Entry form. This feature is especially helpful when entering speed receipts and remittances; it enables you to quickly enter similar receipts with limited information. For example, to enter several unapplied receipts, you can activate Auto Return in the Receipt Date field. This feature instructs the system to automatically return you to the next receipt entry line after you complete the date.</p> <p>To activate Auto Return on Speed Receipts Entry, complete the following steps:</p> <ul style="list-style-type: none">• In the detail area, choose the last column that you want to use for entry.• Click the right mouse button to display the menu.• Choose Column and then Auto Return. <p>The system displays a pink line in the column to indicate that the Auto Return feature is activated.</p> <p>To deactivate Auto Return, complete the following steps:</p> <ul style="list-style-type: none">• Choose the row in which you want to stop the automatic return.• Choose the appropriate column.• Repeat the steps to activate Auto Return.
Deleting a receipt from the detail area	<p>Each line in the detail area represents a separate receipt. You can delete a receipt before you click OK on the Speed Receipts Entry form. To do so, choose the receipt and click Delete. This method provides a quick way to delete the entire row of information at one time instead of deleting the information in each column separately.</p>
Attaching text or objects to receipts	<p>After you enter a receipt, you can attach text, an OLE object, or an image, such as a scanned receipt. For example, you might attach an internal comment or memo regarding a receipt revision or void. You can add attachments only at the receipt level.</p> <p>To attach text or objects, choose the receipt on the Speed Receipts Entry form. Then, choose Attachments from the Row menu.</p>

Entering Unapplied Receipts (TI Code 1)

You can apply a receipt to a customer's account balance instead of matching it to a specific invoice or group of invoices. To do this, enter an unapplied receipt using type input code 1. This method enables you to update your customer's account and recognize cash immediately, and then match the receipt to invoices at a later time.

The system creates unapplied receipt records from the Speed Receipts Entry program (P03B0001) exactly as it does when you use the Standard Receipts Entry program (P03B0102). See *Entering Unapplied Receipts* for more information about the types of records that the system creates and the posting status that it assigns to those records.

► To enter unapplied receipts

From the Manual Receipts Processing menu (G03B12), choose Speed Receipts Entry.

1. On Speed Receipts Entry, complete the following fields:

- Company
- Bank Account

The system defaults the bank account from the AAI item RB based on the company number that you enter.

- Type Input

Enter 1 for unapplied receipts.

The system uses the value that you enter for all the receipts, unless you override the TI code in the detail area of the form.

- G/L Date
- Receipt Date

If you leave this field blank, the system uses the G/L date.

- Currency

If you leave this field blank, the system uses the currency code that is assigned to the company.

2. Complete the following optional field:

- Remark

3. In the detail area, complete the following fields:

- Payor Address
- Customer Address
- Receipt Number
- Receipt Amount

If you leave this field blank, the system assigns the payor address.

- G/L Offset

If you leave this field blank, the system assigns UC, unless you set a processing option to use the G/L class code from the customer record.

4. In the detail area, override the value in the following field if desired:

- Click OK.

Entering Balance Forward Receipts (TI Code 2)

You can enter a receipt and have the system apply it to the oldest open invoice or group of invoices in a customer's account. To do so, enter a balance forward receipt (input type 2).

The system processes balance forward receipts exactly the same as when you use type input code in Standard Receipts Entry. See *Entering Simple Invoice Match Receipts (TI Code 10)*.

If an amount remains on the receipt after applying it to all open invoices, the system creates an unapplied receipt. Later, you can apply the receipt to future invoices that you create for the customer. If the invoice amount is greater than the receipt amount, the system applies a partial payment to the invoice.

You can set a processing option to allow the system to take earned discounts when entering a balance forward receipt. The system compares the G/L date that you enter on the receipt to the discount due date to determine whether the discount is earned. The system takes earned discounts only when an invoice is paid in full. The Speed Receipts Entry program (P03B0001) does not allow you to change the discount amount; you must use the Standard Receipts Entry program (P03B102).

► To enter balance forward receipts

From the Manual Receipts Processing menu (G03B12), choose Speed Receipts Entry.

1. On Speed Receipts Entry, complete the following fields:

- Company
- Bank Account

The system defaults the bank account from the AAI item RB, based on the company number that you enter.

- Type Input

Enter 2 for balance forward receipts.

The system uses the value that you enter for all the receipts, unless you override the TI code in the detail area of the form.

- G/L Date
- Receipt Date

If you leave this field blank, the system uses the G/L date.

- Currency

If you leave this field blank, the system uses the currency code that is assigned to the company.

2. Complete the following optional field:

- Remark

3. In the detail area, complete the following fields:

- Payor Address

- Customer Address

If you leave this field blank, the system assigns the payor address.

- Receipt Number

- Receipt Amount

- Bal Fwd Start Date

The system pays the customer's invoices that have due dates equal to or greater than the date that you specify.

4. Complete the following optional fields, and click OK:

- Document Number

If you specify an invoice number when you enter a balance forward receipt, the system applies the receipt against the pay items for only that invoice.

Entering Logged Receipts (TI Code 3)

If you are uncertain about which customer account to credit for a payment, you can enter a logged receipt (TI code 3). Logging receipts allows you to deposit payments, improve your cash flow immediately, and apply the receipt to the customer account and their invoices later. This method of entering receipts is useful when the people who enter receipts and make the bank deposits are different than those who match the receipts to a customer or invoices.

When you enter a logged receipt, the system creates a record in both the Receipts Header (F03B13) and Receipts Detail (F03B14) tables.

After you enter a logged receipt, you must post it to update the bank account balance. When you post a logged receipt, the system distributes the total amount of the receipt to a suspense account that you specify in the AAI item RCLC. After you apply the receipt to a customer's account, the system clears the suspense account and updates the appropriate A/R trade account.

Note

If you do not post the logged receipt before you apply it to the customer's account, the system deletes the logged receipt records from the F03B14 table.

Before You Begin

- Set up AAI item RCLC (logged receipts) for the suspense account.

► To enter logged receipts

From the Manual Receipts Processing menu (G03B12), choose Speed Receipts Entry.

1. On Speed Receipts Entry, complete the following fields:

- Company
- Bank Account

The system defaults the bank account from the AAI item RB, based on the company number that you enter.

- Type Input

Enter 3 for logged receipts.

The system uses the value that you enter for all the receipts, unless you override the TI code in the detail area of the form.

- G/L Date
- Receipt Date

If you leave this field blank, the system uses the G/L date.

- Currency

If you leave this field blank, the system uses the currency code that is assigned to the company.

2. Complete the following optional field:

- Remark

3. In the detail area, complete the following fields, and click OK:

- Receipt Number
- Receipt Amount

► To assign a logged receipt to a customer

From the Manual Receipts Processing menu (G03B12), choose Standard Receipts Entry.

1. On Work with Customer Receipts Inquiry, complete the following option and click Find:

- Logged

2. Choose the logged receipt and click Select.

3. On Receipt Entry, complete the following fields:

- Payor

- Customer

If you leave this field blank, the system assigns the payor number.

4. Complete the following optional field:

- G/L Date

You can enter a new G/L date that the system uses for the unapplied receipt record.

5. If you know the invoices that you want to pay, you can display the open items and proceed with the receipt matching. See *Entering Standard Receipts*.
6. Click OK.

Entering G/L Receipts (TI Code 4)

If you receive a miscellaneous payment, such as a rebate check, that is not associated with a customer's account you can enter it into the system using Speed Receipts (TI code 4). This method enables you to credit the appropriate general ledger account and include the amount in your bank deposit.

When you enter a G/L receipt, you can distribute it to one G/L account or several. When entering a G/L receipt, you can choose a receipt and redistribute it among multiple G/L accounts. For example, you might want to distribute the amount of a refund check among different revenue or cash accounts. The amounts that you distribute among various G/L accounts must equal the total amount of the receipt.

After you enter a G/L receipt, you must post it to update the account information.

► To enter G/L receipts

From the Manual Receipts Processing menu (G03B12), choose Speed Receipts Entry.

1. On Speed Receipts Entry, complete the following fields:

- Company
- Bank Account

The system defaults the bank account from the AAI item RB, based on the company number that you enter.

- Type Input

Enter 4 for general ledger.

The system uses the value that you enter for all the receipts, unless you override the TI code in the detail area of the form.

- G/L Date
- Receipt Date

If you leave this field blank, the system uses the G/L date.

2. Complete the following optional field:

- Remark

3. In the detail area, complete the following fields:

- Receipt Number
- Receipt Amount
- G/L Account Number

4. If you want to distribute the receipt to more than one G/L account, choose Split Receipt from the Row menu.

The screenshot shows the PeopleSoft Speed Receipts Entry - G/L Receipts Entry window. At the top, there are fields for Company (00001, FinancialDistribution Company), G/L Date (06/30/05), Bank Account (1.1110 BEAR), Receipt Date (06/30/05), Receipt Number (1525), Batch (85263), Amount Available (450.00), Remark (empty), Currency (USD), Exchange Rate (empty), Base (USD), and Foreign (unchecked). Below this is a grid titled 'Customize Grid' with columns: GL Account Number, Payment Amount, Remark, Sub Ledger, Sub Type, Asset Number, Business Unit, P/C, and G/L Date. The first row has a checked checkbox in the first column and values 3.5010, 450.00, and 3 respectively. The second row has an unchecked checkbox and is empty. At the bottom of the grid is an 'Amount Distributed' field containing 450.00.

5. On G/L Receipts Entry, complete the following fields for each additional G/L account:

- G/L Account Number
- Payment Amount
- Remark

Note

You must distribute the entire amount of the receipt; otherwise, the system returns an error.

6. Click OK.

7. On Speed Receipts Entry, click OK.

Processing Options for Speed Receipts Entry (P03B0001)

Default

1. Enter the default Receipt Type code.

Receipt Type Code

2. Enter a "1" to use the Customer GL Class Code For Unapplied Amounts.

Default Customer GL Class Code

Auto Write-Off

2. Enter amounts and reason codes to control automatic write-offs. Enter overpayments as negative amounts. (Balance Forward)

Maximum Underpayment Write-Off Amount

Underpayment Write-Off Reason Code

Maximum Overpayment Write-Off Amount

Overpayment Write-Off Reason Code

Edit

3. Enter a '1' to only allow payment of invoices with an approved pay status. (Balance Forward)

Pay Only Approved Invoices

4. Enter a '1' to allow discounts when paying invoices. (Balance Forward)

Allow Discounts

5. Enter a '1' to only allow discounts if the G/L date is earlier than the discount due date. (Balance Forward)

Allow Only Earned Discounts

6. Enter a '1' to require receipt number.

Require Receipt Number

Journal Entry

7. Select the method for creating journal entries:

' ' = Summary, '1' = Detail

Journal Entry Method

Display

8. Enter a '1' to retain the entered value after each add transaction for the following fields:

Company

Bank Account

Receipt Date

Remark

G/L Date

Display 2

Cleared/Value Date

Currency

Exchange Rate

Currency Mode

Entering Negative Receipts

Circumstances occur when you must enter a negative receipt. For example, you might need to refund a customer's credit card company for returned goods, or reduce the amount of commissions previously paid for lost sales. Although the system does not allow you to enter a negative receipt amount, you can enter a general ledger receipt that provides the same accounting entries.

The following scenarios provide specific instructions for entering general ledger receipts for negative receipt amounts.

First Scenario: Refund the Customer's Credit Card Company

As customers purchase goods and services with a credit card, the credit card company deposits funds directly in the bank. To refund the customer for returned goods, the company would like to issue a credit memo and apply it against a negative receipt. In turn, the credit card company will withdraw the amount directly from the company's bank.

Example

The company enters the following credit memos for returned goods and debits the following revenue accounts:

Document Number	Amount	Account
RM 1234	500.00 USD	3.5010
RM 1235	90.00 USD	3.5020
RM 1236	175.00 USD	3.5010

After posting the batch, the system credits the A/R trade account for 765.00 USD.

To credit the bank account for the withdrawal by the credit card company, you need to enter a general ledger receipt. Because you want to apply the receipt to the credit memos, you must use the Standard Receipts Entry program (P03B102).

Steps to Complete

36. Using Standard Receipts Entry, enter the receipt without specifying a receipt amount, and select the credit memos that you want to apply.
37. Use type input code 10. The system supplies the payment amount as negative by default. You can override the payment amount as needed, but it must be negative.
38. Choose General Ledger from the Form menu.
39. Enter the bank account number.
40. Enter the sum of the credit memos as the payment amount. Use a positive payment amount to debit the bank account.
41. Complete the entry.
42. Post the batch. The system credits the bank account in the amount of the withdrawal and debits the A/R trade account.

Second Scenario: Reduce a Commission That Was Previously Paid

Example

The following retail stores (business units) receive a commission each month from the parent company. The parent company records the transaction using a general ledger receipt that produces the following journal entry.

Account	Amount	Description of Account Activity
1.1110.BEAR	50,000 USD	Deposit to the bank account
185.5020	-35,000 USD	Credit the business unit commissions revenue account

186.5020	–10,000 USD	Credit the business unit commissions revenue account
187.5020	– 5,000 USD	Credit the business unit commissions revenue account

The next month, the retail stores receive commissions in the amount of 45,000 USD. Store 185 receives 20,000 USD and store 187 receives 35,000 USD. Additionally, store 186 must return 10,000 USD of a commission previously paid due to a lost sale.

Because the receipt does not need to be applied against invoices or credit memos, you can use either the Standard Receipts Entry program (P03B102) or the Speed Receipts Entry program (P03B0001) to record the transaction.

Steps to Complete

1. Using Speed Receipts Entry, enter the receipt using a type input code of 4.
2. Complete the receipt amount field for 45,000 USD.
3. Enter the G/L account number for the first retail store (185.5020).
4. Choose Split Receipt from the Form menu.
5. Change the payment amount to 20,000 USD.
6. Add a detail line to account 187.5020 for 35,000 USD.
7. Add a detail line to account 186.5020 for –10,000 USD.
8. Complete the receipt entry and post the receipt.

Because you did not apply the receipt against invoices or credit memos, the system does not create any entry in the A/R trade account.

See Also

- ❑ *Entering G/L Receipts* in the *Accounts Receivable Guide* for information about entering general ledger receipts using Standard Receipts Entry
- ❑ *Entering G/L Receipts (TI Code 4)* in the *Accounts Receivable Guide* for information about entering general ledger receipts using Speed Receipts Entry

Locating Receipts

Before you can revise, delete, void, or designate a receipt as having insufficient funds (NSF), you must locate it. You use the Work with Customer Receipts Inquiry form, which you access through the Standard Receipts Entry program (P03B102), to locate receipts. You can locate receipts by entering a date range or by choosing a specific receipt type, such as unapplied or logged. You can also use the QBE line to locate receipts by payor, check number, batch date, posted status, and so on.

► To locate a receipt

From the Manual Receipts Processing menu (G03B12), choose Standard Receipts Entry.

1. On Work with Customer Receipts Inquiry, to limit your search by date, complete the following fields:
 - From
 - Through

2. If you complete the date fields, choose a corresponding option:
 - G/L Date
 - Receipt Date
3. To further limit your search, complete the following fields:
 - Payor
 - Bank Account
4. To display all receipts or a list of receipts by receipt type, click one of the following options:
 - All
 - Unapplied
 - Logged
 - General Ledger
5. To further limit your search, complete any fields in the QBE line.
6. To display the receipts that meet your search criteria, click Find.

Revising Receipts

After you enter receipts, you might need to revise them. For example, you might have applied a receipt to the wrong invoice or customer, or used the wrong G/L date. Depending on the posting status and the data that you need to change, you might have to delete or void the receipt and reenter it. See *Deleting and Voiding Receipts* for more information.

The following table outlines the fields that you can revise on a receipt. You can revise unposted receipts that are in the current G/L period only, unless you turn on the option Allow PBCO Postings on the General Accounting Constants form.

Revising unposted receipts	<p>You can revise the following fields on an unposted receipt:</p> <ul style="list-style-type: none"> • Bank Account • Remark • Receipt Amount <p>If you revise the receipt amount, you must also revise the payment amount information in the detail area.</p> <ul style="list-style-type: none"> • Payment Instrument • Cleared Date • Unapplied G/L Offset • Receipt Reference <p>You can also change the payment amount or type input code, remove invoice pay items, or choose other invoices to pay.</p>
Revising posted receipts	<p>After you post a receipt, you can change the information in only the following fields:</p> <ul style="list-style-type: none"> • Remark • Payment Instrument • Cleared Date • Receipt Reference <p>You do not need to post the receipt again.</p> <p>You can also void invoice pay items and select new invoices to pay. If you revise payment information, you must post the receipt again.</p>

Considerations for Revising Logged Receipts

If you need to change the amount of a logged receipt, the system requires that you assign a payor and customer. If you cannot assign this information, you must delete or void the logged receipt, and re-enter the transaction.

► To revise an unposted receipt

From the Manual Receipts Processing menu (G03B12), choose Standard Receipts Entry.

1. On Work with Customer Receipts Inquiry, follow the steps to locate a receipt.
See *Locating Receipts*.
2. Choose the receipt that you want to revise and click Select.
3. On Receipt Entry, revise the information in any of the following fields:

- Bank Account
- Remark
- Receipt Amount.

If you revise the receipt amount, you must also revise the payment amount information in the detail area.

4. To revise additional receipt information, choose Additional Info from the Form menu.
5. On Additional Information, revise the information in any of the following fields and click OK:
 - Payment Instrument
 - Cleared Date
 - Unapplied G/L Offset
 - Receipt Reference
6. On Receipt Entry, revise the payment amount and type input codes of the invoices to pay.
7. To delete an invoice pay item, choose the pay item and click Delete.
8. To add another invoice pay item, use either the Load or Select feature.

See *Displaying Open Items*.

9. Verify that the following fields on the bottom of the form contain the correct information:

- Amount Pending

If you have fully applied the receipt to invoices, the amount pending should equal the receipt amount that is specified in the receipt header.

- Amount Unapplied

The system creates an unapplied receipt record for the amount in this field.

Note

The Amount Unapplied cannot be negative or the system returns an error when you click OK.

10. Click OK.

Approving and Posting Receipts

After you enter receipts, you must post them to the general ledger to update the appropriate account information. Depending on your organization's policy, you might require management approval before posting receipt batches. The process to review and approve batches is the same regardless of the batch type. See *Using the Batch Review Program* for information about reviewing and approving receipt batches.

Note

The status of the receipt batch header remains In Use until you completely exit the Standard or Speed Receipts Entry programs.

See Also

- The Financial Post Process* for detailed information about procedures, processing options, and the post reports
- Calculating Realized Gains and Losses* in the *Multicurrency Guide for Accounts Receivable and Accounts Payable* for information about how the system manages gains and losses on foreign drafts

Posting Receipts

From the Manual Receipts Processing menu (G03B12), choose Post Receipts to G/L.

After you approve receipts, you can post them to the general ledger. Because the system creates all the entries to the Account Ledger table (F0911) when you post receipts, balancing errors occur only when the post program is interrupted. If the post program is aborted before it completes, run the post program again to delete the entries that the system created, and then run the post program a third time to create new entries.

During the post, the system does the following:

- Selects unposted receipt transactions from the following tables:
 - Receipts Header (F03B13)
 - Receipts Detail (F03B14)
- Edits and verifies each transaction

If no errors occur, the system does the following:

- Debits the appropriate bank account for the receipt amount, which creates bank deposit records in the Account Ledger table (F0911)
- Creates automatic offsets (credit) to the A/R Trade account in the Account Ledger table (F0911)
- Creates automatic entries to the discount, write-off, chargeback, or deduction accounts, if applicable
- Updates balances in the Account Balances table (F0902)
- Marks the transactions as posted (P) in the Account Ledger table (F0911)
- Updates the Receipts Header table (F03B13) and Receipt Detail table (F03B14) with a D in the Posted Code field
- Updates the status of the Batch Control Record table (F0011) to D.

See *Journal Entries Created by the Receipt Post* and *Automatic Entries Created by the Receipt Post* for more detailed information.

You can also post receipts using the Receipts Journal Review program (P0011).

Note

The system creates unapplied receipt (RU), chargeback (RB), and deduction (R5) invoices with a posted status of D in the Customer Ledger table (F03B11). To determine whether these records are posted, you must locate and verify the posted status of the receipt document from which they originated.

Journal Entries Created by the Receipt Post

When you post receipts to G/L, the system creates the Account Ledger record (F0911) differently, depending on the setting of the processing option for the journal entry creation method in the receipts entry program.

When you set the processing option to create detailed journal entries, when you enter the receipt, the system updates the A/R Post Status (ISTR) field of the document in the Receipts Header table (F03B13) to 1. When you post receipts, it creates one document in the Account Ledger table (F0911) for each receipt in the batch. The system assigns the document type RC to the F0911 receipt record, and uses Next Numbers for system 09, journal entries, to assign the document number. The system updates the record in the Receipts Detail table (F03B14) with the document number that is assigned for audit purposes.

When you set the processing option to create summarized journal entries, the system updates the A/R Post Status (ISTR) field to 0 on the F03B13 record and creates one F0911 record for each batch of receipts posted. The system assigns the document type RK and uses the batch number as the document number for the receipt journal entry.

In order for the system to create summarized journal entries, you must also verify the following:

- The offset method in the Accounts Receivable Constants is set to a value of B (batch mode).
- The intercompany settlement option in the general accounting constants is set to a value other than 2.

Otherwise, the system generates detailed journal entries.

Note

Regardless of the method you use to create journal entries, the system updates the following fields in the receipt detail record (F03B14) from the journal entry:

- RZDCTG (Document Type - JE)
 - RZDOCG (Document Number - JE)
 - RZKCOG (Document Company - JE)
-

The following table shows the type of journal entry that the system creates according to the settings in the general accounting and accounts receivable constants, and whether the receipt is foreign.

Intercompany (G/A Constants)	Offset Method* (A/R Constants)	Journal Entry Creation Method (Summary or Detail)	Journal Entry Created (F0911)
1 (1 = Hub)	B	D	Detail
1	Y	D	Detail
1	S	D	Detail

2 (2 = Detail)	B	D	Error (not allowed)
2	Y	D	Detail
2	S	D	Detail
1	B	S	Summary
1	Y	S	Detail
1	S	S	Detail
2	B	S	Error (not allowed)
2	Y	S	Detail
2	S	S	Detail
* Offset Method			
<ul style="list-style-type: none"> • Y = One automatic entry offset per document, regardless of the number line item • S = One automatic entry per pay item • B = One automatic entry per batch 			

See *Multicurrency Journal Entries Created by the Receipt Post* in the *Multicurrency Guide for Accounts Receivable and Accounts Payable* if you enter foreign or alternate currency receipts.

Posting Voided and NSF Receipts

The system also creates different journal entries when you post a receipt that has been voided or designated as insufficient funds (NSF). Regardless of the processing option setting for the journal entry creation method, the following occurs:

- When you post a voided receipt, the system creates a journal entry with the document type RO.
- When you post a receipt that is designated as NSF, the system creates a journal entry with the document type RV.

The system updates the DOCQ, DCTQ, and KCOQ fields on the F03B13 record with the document number and document type that the system assigns to the journal entry.

Posting Zero Amount Receipts

When you fully apply credit memos or unapplied receipts to invoices, the system does not generate journal entries to the bank account because the amount of the receipt is zero.

Additionally, the system creates an automatic entry (document type AE) only when the A/R trade account to which the unapplied receipt or credit memo was posted is different from the A/R trade account to which the invoice was posted. If the trade accounts are the same for the credit memo or unapplied receipt and the invoice, the system does not generate AE entries or produce a posting edit report.

Automatic Entries Created by the Receipt Post

When you post receipts, the system creates automatic entries (document type AE) in the Account Ledger table (F0911). The system uses the account IDs from fields that the system updated when you entered the receipt. The following table lists the field that the post uses to locate the account for the AE entry based on the type of receipt that you entered.

Account	Type of Receipt	Field	Table
A/R Trade	Applied Receipt (TI Code 10)	AID	F03B14
	Unapplied Receipts	AID	F03B13
	Chargebacks (TI Codes 11, 16, and 26)	AIDC	F03B14
Discount Taken	Discounts (TI Code 10)	AIDD	F03B14
Write-off	Write-offs (TI Codes 10, 15, and 25)	AIDW	F03B14
Deduction Suspense	Deduction (TI Codes 17 and 27)	DAID	F03B14

See *Fields Updated During Receipt Entry* for information about how the system locates the account ID based on the AAI item.

Company 00000

When the system creates automatic entries for receipts, it always assigns company 00000 to the document company field of the journal entry (KCO), regardless of the setting of the offset method in the constants. It must assign company 00000 because of the one-to-many relationship inherent in the receipt entry process: one receipt can pay many invoices from different companies. If the post did not use company 00000, it would have to create additional journal entries to accommodate each invoice document company.

Deleting and Voiding Receipts

When you cannot revise the information on a receipt, such as the customer or G/L date, you must delete or void the receipt. You follow the same steps to delete and void a receipt; if the receipt is unposted, the system removes all the receipt records, if the receipt is posted, the system creates new reversing records.

When you delete or void a receipt, the system does the following:

- Restores the open amount of the invoice or group of invoices that the receipt paid.
- Changes the pay status on the invoices from paid (P) to approved (A).

Additionally, if you void a receipt, the system does the following:

- Marks all invoice pay items on the receipt with X next to the type input code.
- Marks the receipt as voided in the Receipts Header table (F03B13).
- Creates new records in the Batch Control Records table (F0011) and the Receipts Detail table (F03B14).

You must post the new batch to update the general ledger accounts with reversing information. When you post a voided receipt, the system creates a record in the Account Ledger table (F0911) with the document type RO.

Before You Begin

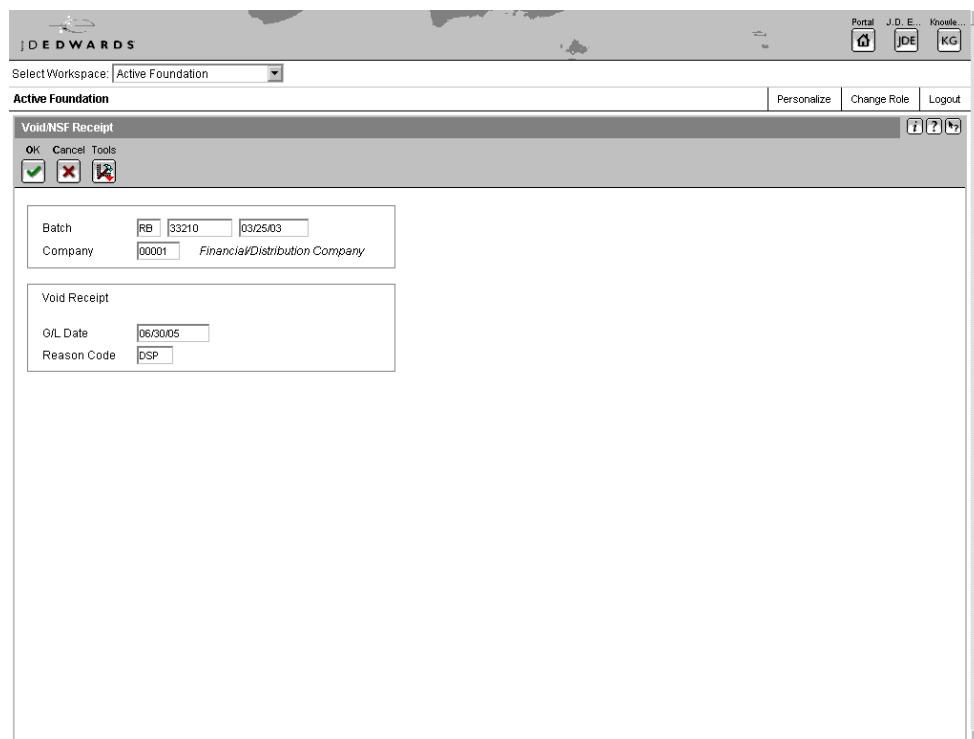
- ❑ Verify that the values that you want to use for the Void/NSF reason codes are set up in UDC 03B/VR.

► To delete or void a receipt

From the Manual Receipts Processing menu (G03B12), choose Standard Receipts Entry.

1. On Work with Customer Receipts Inquiry, follow the steps to locate a receipt.
See *Locating Receipts*.
2. Choose the receipt that you want to delete or void.
3. Choose Delete from the tool bar or choose Void/Delete from the Row menu.
4. On Confirm Delete, click OK.

If the receipt is not posted, the system removes the records.



5. If the receipt is posted, on Void/NSF Receipt, complete the following fields:

- G/L Date
- Reason Code

6. Click OK.

► To delete or void an invoice pay item

From the Manual Receipts Processing menu (G03B12), choose Standard Receipts Entry.

1. On Work with Customer Receipts Inquiry, follow the steps to locate the receipt.
See *Locating Receipts*.
2. Choose the appropriate receipt and click Select to access Receipt Entry.
3. On Receipt Entry, choose the pay item that you want to delete or void.
4. From the Row menu, choose Void/Delete.
5. On Confirm Delete, click OK.
If the receipt is not posted, the system removes the pay item record.
6. If the receipt is posted, on Void/NSF Receipt, complete the following fields and click OK:
 - Reason Code

On Receipts Entry, the system marks the voided pay item with X and creates a new pay item for a reversing amount.

7. On Receipts Entry, choose another invoice to distribute the payment amount, or click OK to create an unapplied receipt for the amount of the voided pay item.

Designating Receipts as Non-Sufficient Funds (NSF)

When a customer's bank account does not have sufficient funds available to pay the receipt that appears on the deposit statement, you can designate a receipt as non-sufficient funds (NSF) and reopen the invoice or group of invoices. The steps to designate a receipt as NSF are the same regardless of the whether the receipt is posted or unposted.

When you designate a receipt as NSF, the system does the following:

- Marks the record in the Receipts Header table (F03B13) as NSF. When you are analyzing the payment trends of your customer, this mark helps you distinguish NSF receipts from reversals for entry errors and so on.
If the receipt is not posted at the time that it is designated as NSF, the system also marks the posted status of this record as D.
- Restores the open amount of the invoice or group of invoices that the receipt paid.
- Changes the pay status of the invoices from paid (P) to approved (A).
- Creates a new record in the Batch Control Records table (F0011), if the receipt is posted.
- Creates a new record in the Receipts Detail table (F03B14) with a matching document type RV, if the receipt is posted.

If the receipt is not posted at the time that it is designated as NSF, the system deletes the original record in the F03B14 table.

You must post the new batch to update the general ledger accounts with reversing information. When you post a receipt that is designated as NSF, the system creates in the Account Ledger table (F0911) a record with the document type RV.

► To designate receipts as NSF

From the Manual Receipts Processing menu (G03B12), choose Standard Receipts Entry.

1. On Work with Customer Receipts Inquiry, follow the steps to locate a receipt.

See *Locating Receipts*.

2. Choose the receipt that you want to designate as NSF.
3. From the Row menu, choose NSF.
4. On Confirm Delete, click OK.
5. On Void/NSF Receipt, complete the following fields and click OK:
 - G/L Date
 - Reason Code

Printing the Receipts Journal Report

Use one of the following navigations:

From the Manual Receipts Processing menu (G03B12), choose Receipts Journal Report.

From the Automated Receipts Processing menu (G03B13), choose Receipts Journal Report.

As an alternative to reviewing receipts online, you can print the Receipts Journal. You can create your own version to select more specific information. For example, you might select a specific batch or batches to print, or you might select batches for a specific user or a specific date.

When you print the Receipts Journal Report, the system prints a list of the receipts entered for each bank account, and the invoices that each receipt paid, if any. This report also lists the batches that are not approved for posting.

The system does not print bank account information on the header of the report for the following types of receipts:

- Drafts - The system does not print a bank account number until the draft reaches a contingent liability or collection status. Additionally, if the draft is unapplied, instead printing the invoice information in the detail of the report, the system prints the G/L account number or draft information.
- General Ledger – The system prints the G/L account number.

Note

The totals per G/L Bank Account will not print if you specify more than one currency. Totals are meaningless if currencies are mixed.

This report prints information from the Receipts Header (F03B13) and Receipts Detail (F03B14) tables.

Data Sequence

The system prints the transactions in the following sequence:

43. User ID
44. Batch number
45. Batch date
46. G/L account
47. Company
48. Address number
49. Payment (receipt) number

The totals on the report depend on this exact sequence. If you modify the sequence, you must also modify the totaling logic of the program.

Processing Options for Receipts Journal Report (R03B311)

Print Options

1. Select the format of the account number to print in the body of the report: '1' = account number, '2' = short account ID, '3' = unstructured account.

Detail Account Format

2: Select the format of the G/L bank account number to print in the heading of the report: '1' = account number, '2' = short account ID, '3' = unstructured account.

Heading Account Format

Printing the Receipts Deposit Journal

From the Manual Receipts Processing menu (G03B12), choose Receipts Deposit Journal.

To review by bank account all payments received and processed as of a specific batch date or range of batch dates, print the Receipts Deposit Journal. This report also shows any receipts that are voided or designated as NSF.

Note

The totals per G/L Bank Account will not print if you specify more than one currency. Totals are meaningless if currencies are mixed.

This report prints information from the Receipts Header table (F03B13) only.

Before You Begin

- To include the bank's address and transit account, set up the necessary information in the Address Book system and on the Set Up G/L Bank Account form.

Processing Options for the Receipts Deposit Journal (R03B408)

Batch Date

1. Enter the FROM Batch date. Receipts processed on or after this date will be included in the listing. If left blank, the current system date will be used.

FROM Date

2. Enter the TO Batch date. Receipts processed up to and including this date will be included in the listing. If left blank the current system date will be used.

TO Date

Automatic Receipts Processing

Immediate recognition of cash in the general ledger is an essential part of the accounts receivable process. To ensure early cash recognition, you can process receipts automatically to quickly apply payments from your customers to their invoices. This method of processing receipts enables you to:

- Immediately recognize cash in your general ledger regardless of whether the receipt is matched to invoices
- Store instructions for invoice matching at the customer and company level
- Define flexible selection criteria and sequencing specifications to reduce the number of invoices that are candidates to be reviewed
- Process unapplied receipts that were entered manually
- Reprocess receipts that were not successfully processed the first time

See Also

- Multicurrency Guide for Accounts Receivable and Accounts Payable* for information about processing foreign receipts automatically

Tasks for Automatic Receipts Processing

Automatic receipts processing consists of the following tasks:

50. Upload customer payment information

You use a custom program or an EDI lockbox program to transfer receipt information from a customer's bank media to the Electronic Receipts Input table (F03B13Z1) for processing.

51. Create receipt records automatically

You run a batch program that extracts receipt information from the electronic receipt record and creates either unapplied or logged receipt records in the Receipts Header (F03B13) and Receipts Detail (F03B14) tables. You can set a processing option to automatically apply receipts to invoices after running this program.

52. Apply receipts to invoices automatically

You run a batch program to automatically apply the receipts to the open invoices using algorithms that you defined in a setup procedure. The system creates records in the Receipts Detail table (F03B14) when receipts are successfully matched to invoices.

53. Review, revise, and add electronic receipts

You can review and revise the receipts that the system was unable to process successfully so that you can reprocess them successfully later. If necessary, you can also add electronic receipts.

54. Purge electronic receipts

You can purge the electronic receipts from the Electronic Receipts Input table (F03B13Z1) after processing the receipts. This batch process improves processing time by removing unnecessary records.

Additionally, you can apply receipts to invoices manually and run reports to review your deposits and transactions.

Before you can process receipts automatically, you need to perform the setup tasks described in the following sections.

Setup for Automatic Receipts Processing

Before processing receipts automatically for your customers, you must perform the following setup tasks:

Set up the system	You must turn on the Auto Receipt option in the Accounts Receivable Constants program (P0000) for each company for which you want to process receipts automatically.
Set up bank account information	You must set up bank account information in order for your company to receive deposits from your customers. You must also set up bank account information for each customer who sends you payment information for automatic receipts processing.
Define algorithms	You must define algorithms to determine the method that the system uses to apply receipts to a customer's account. The system provides the following algorithms: <ul style="list-style-type: none"> • Known Invoice Match with Amount • Known Invoice Match without Amount • Balance Forward Match • Invoice Selection Match • Combination Invoice Match
Define execution lists	After defining algorithms, you define an execution list to specify the order in which the system runs them. After defining execution lists, you assign them to your customers based on their paying habits. You, or the person who performs this task, should be very familiar with the paying habits of your customers. This ensures efficient and successful processing of your customer's payments.
Set up the customer	You must turn on the Auto Receipt option on the customer record, as well as assign any algorithm execution list you want that differs from the default execution list that you can assign when you process receipts.
Map information to the Electronic Receipts Input table	Before you can transfer customer payment information from your bank to the Accounts Receivable system, you must map bank information to the corresponding fields in the Electronic Receipts Input table (F03B13Z1). You do this in one of the following ways: <ul style="list-style-type: none"> • Create a custom program to upload the customer payment information from the medium used by your bank (such as a tape, diskette, or CD). • Use EDI (Electronic Data Interchange) for lockbox processing.

Setting Up the System to Process Receipts Automatically

You must turn on the Auto Receipt option in the Accounts Receivable Constants for each company that processes receipts automatically. Although you can turn on this option for

company 00000, doing so does not cause the system to process receipts automatically for all companies. See the task *To set up Accounts Receivable company controls*.

Setting Up Bank Account Information

You must set up bank account information if you process Accounts Payable payments or use specific Accounts Receivable applications, such as draft processing, auto debits, or automatic receipts processing. Depending on the type of information that you process, you must set up bank account information for your company's bank accounts, as well as for your suppliers or customers.

The system provides the following programs for setting up bank account information:

- Bank Account Information (P0030G) – You use this program to set up your company's bank accounts. If you process Accounts Payable payments or Accounts Receivable automatic debits, you must set up your company's bank accounts.
- Bank Account Cross Reference (P0030A) – You use this program to set up bank account information for your suppliers and customers. If you process Accounts Payable payments using electronic funds transfer, you must set up bank account information for the supplier. If you process automatic receipts, Accounts Receivable drafts, or automatic debits, you must set up bank account information for the customer.
- Bank Account Addresses (P0030A) – You use this program if you want to associate a bank transit number with a bank address book record.

Although all the programs update and store bank account information in the Bank Transit Master table (F0030), the system differentiates each bank account record using a record type. The record type not only identifies whether the bank account is for a supplier or customer; it is also used to differentiate customers who process drafts and automatic debits from customers who use automatic receipt processing.

The following table describes the available record types and how they are used:

Record Type	Description
-------------	-------------

B	The system assigns this value to records created using the Bank Account Addresses program (P0030A). You use this program to associate bank transit numbers with the bank account address number.
C	The system assigns this value when you set up bank account information and specify the option for Customer using the Bank Account Cross Reference program (P0030A).
D	The system assigns this value when you set up bank account information and turn on the A/R Drafts, Auto Debit option using the Bank Account Cross Reference program (P0030A). You must turn on this option for customers who process drafts or auto debits.
G	The system assigns this value when you set up G/L bank account information for your company using the Bank Account Information program (P0030G).
H	The system assigns this value when you set up Dutch bank accounts using the Dutch Payments Bank Information program (P74030H).
M	The system assigns this value when you set up bank account information by business unit using the Business Unit Information program (P0030B). See the task <i>To set up payment information by business unit</i> in the <i>Accounts Payable Guide</i> .
P	The system assigns this value when you set up bank account information and turn on the Auto Receipts Payor option using the Bank Account Cross Reference program (P0030A). You must turn on this option for customers who process receipts automatically.
V	The system assigns this value when you set up bank account information and turn on the Supplier option using the Bank Account Cross Reference program (P0030A).
X, Y	These codes are predefined for you to use if your supplier has multiple bank accounts. You do not need to use these specific codes (X or Y); you can set up and use any value in the UDC for bank type codes (00/BT) that are not listed above.

Note

Although the same program is used for the Bank Account Cross Reference and Bank Account Addresses applications, the system displays a different form for each application, as follows:

- If you choose Bank Account Cross Reference, the system displays the Work With Bank Accounts By Address form (W0030AD).
- If you choose Bank Account Addresses, the system displays the Work With Bank Transit Addresses form (W0030AE).

You can also access this form by choosing Bank Transit from the Form menu on Work With Bank Accounts by Address.

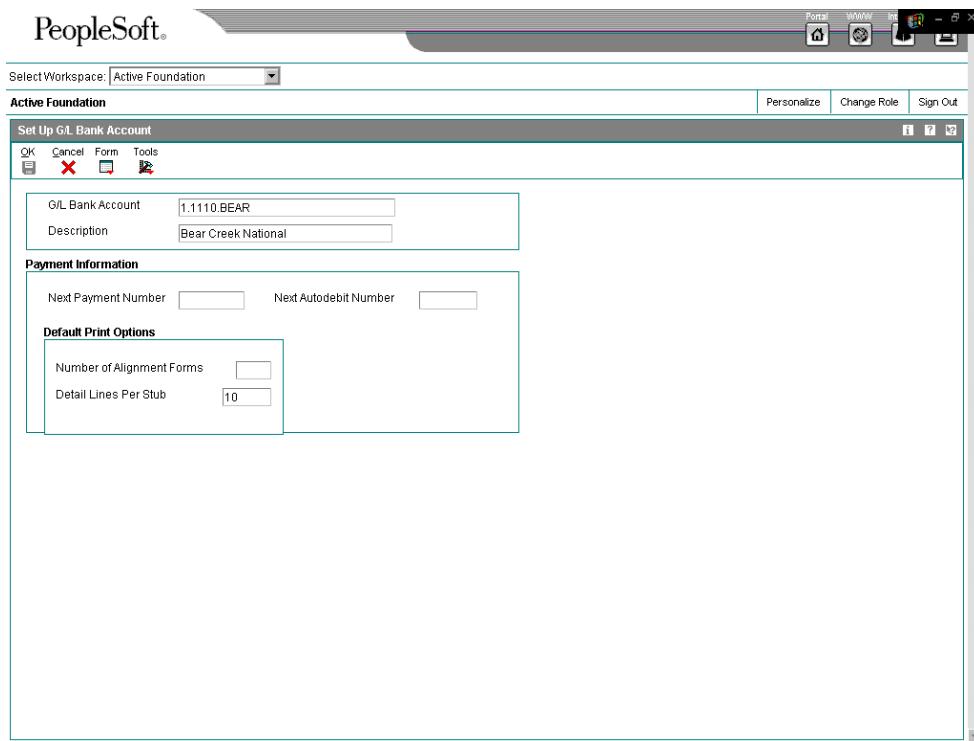
► **To set up G/L bank account information**

Use one of the following navigations:

From the Automatic Payment Setup menu (G04411), choose Bank Account Information.

From the Accounts Receivable Setup menu (G03B41), choose Bank Account Information.

1. On Work With G/L Bank Accounts, click Find to display all bank account records.
2. To add a new bank account record, click Add.



3. On Set Up G/L Bank Account, complete the following fields:
 - G/L Bank Account
 - Description
4. Complete the following optional field for Accounts Payable payment processing:
 - Next Payment Number
5. Complete the following optional field for the Accounts Receivable system:
 - Next Auto Debit Number
6. To set up default print options for Accounts Payable payments, complete the following fields:

- Number of Alignment Forms
- Detail Lines Per Stub

Note

The following fields are not used in OneWorld. They appear on the form for systems where OneWorld and WorldSoftware™ coexist.

- Payments
- Debit Statements
- Attachments

7. Click OK, and then click Cancel.
8. On Work With G/L Bank Accounts, to enter additional bank account information, locate and choose your bank account, and then choose Bank Info from the Row menu.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation

Revise Bank Information

G/L Bank Account	1.1110.BEAR
Description	Bear Creek National
Bank Address Number	3333
Bank Transit Number	578955422
Bank Account Number	45-879512
IBAN	
Control Digit	
Checking or Savings Account	<input checked="" type="checkbox"/> Checking account
SWIFT Code	
Bank Country Code	
<input type="checkbox"/> Override Supplier Pre-Note Code	

Float Days

Receivables	
Payables	

9. On Revise Bank Information, complete the following fields:

- Address Number

This is the bank's address book number.

- Bank Transit Number

You can leave this field blank.

- Bank Account Number
- Control Digit
- Checking or Savings Account
- SWIFT Code

10. To avoid the use of the pre-note code that is assigned to the supplier, verify that the following option is turned on:

- Override Supplier Pre-Note Code

Note

Some payment instruments are hard-coded to produce a paper check if insufficient information is provided, regardless of whether this option is turned on.

11. Complete the following options if you use float days:

- Receivables

This field is used only in Accounts Receivable draft processing.

- Payables

12. Click OK.

13. On Work With G/L Bank Accounts, if you use A/P drafts or BACS, choose BACS Info from the Row menu.

14. On Revise BACS Information, complete the following fields and click OK:

- Bank User Number
- Reference/Roll Number
- Bank Reference Name

15. On Work With G/L Bank Accounts, to enter account information for CTX bank tapes used in A/P payment processing, choose X12 Info from the Form menu.

16. On Work With Bank Account X12 Information, click Add.

17. On Set Up Bank Account X12 Information, complete the following fields and click OK:

- Authorization Info Qualifier
- Authorization Information
- Security Info Qualifier

- Security Information
- Interchange Sender ID
- Interchange Receiver ID
- Application Sender's Code
- Application Receiver's Code

► To delete or revise G/L bank account information

Use one of the following navigations:

From the Automatic Payment Setup menu (G04411), choose Bank Account Information.

From the Accounts Receivable Setup menu (G03B41), choose Bank Account Information.

1. On Work With G/L Bank Accounts, click Find to display all bank account records.
2. To delete a bank account record, choose the bank account record and click Delete.
3. On Confirm Delete, click OK.
4. To revise payment information or default print options, choose the bank account record and choose Revise from the Row menu.
5. On Set Up G/L Bank Account, revise any of the fields on the form and click OK.
6. To revise additional bank information, such as the bank transit or account numbers, on Work With G/L Bank Accounts, choose the bank account record and choose Bank Info from the Row menu.
7. On Revise Bank Information, revise any of the fields on the form and click OK.
8. To revise BACS information, on Work With G/L Bank Accounts, choose the bank account record and choose BACS Info from the Row menu.
9. On Revise BACS Information, revise any of the fields on the form and click OK.
10. To revise CTX information, on Work With G/L Bank Accounts, choose X12 Info from the Form menu.
11. On Work With Bank Account X12 Information, click Find, choose the bank account, and click Select.
12. On Set Up Bank Account X12 Information, revise any of the fields on the form and click OK.

► To set up supplier and customer bank account information

Use one of the following navigations:

From the Automatic Payment Setup menu (G04411), choose Bank Account Cross Reference.

From the Accounts Receivable Setup menu (G03B41), choose Bank Account Cross-Reference.

1. On Work With Bank Accounts by Address, click Find to display all bank account information, or complete the following field to limit the display and click Find:

- Address Number

Note

The system displays records for suppliers and customers only. The system does not display records for record types B, G, or M.

2. To add a new bank account record, click Add.

The screenshot shows the 'Set Up Bank Accounts By Address' window in PeopleSoft. At the top, there are buttons for OK, Cancel, Form, and Tools. The 'Address Number' field contains '3333' and the 'Continental Incorporated' field is also visible. Under 'Record Type', the 'Supplier' radio button is selected. The 'Bank Information' section contains fields for Bank Transit Number (96051785), Bank Account Number (2173579), Control Digit (empty), IBAN (empty), Description (First Interstate Bank), Checking or Savings Account (empty), SWIFT Code (empty), Reference/Roll Number (empty), Bank Address Number (empty), and Bank Country Code (empty).

3. On Set Up Bank Accounts By Address, complete the following field:

- Address Number

4. To specify the record type, choose one of the following options:

- Supplier
- Customer
- A/R Drafts, Auto Debit
- Auto Receipts Payor

5. Complete the following fields:

- Bank Transit Number

You can leave this field blank.

- Bank Account Number

- Control Digit

- Description

- Checking or Savings Account

- SWIFT Code

The system displays this field only when you choose the option for Supplier.

- Reference/Roll Number

The system displays this field only when you choose the option for Supplier.

Note

Some of the fields are required for specific bank formats in specific countries. Your bank might not require all of this information.

6. Click OK.

► To delete or revise supplier or customer bank account information

Use one of the following navigations:

From the Automatic Payment Setup menu (G04411), choose Bank Account Cross-Reference.

From the Accounts Receivable Setup menu (G03B41), choose Bank Account Cross-Reference.

1. On Work With Bank Accounts By Address, complete the following field and click Find:

- Address Number

Note

The system displays all bank account records for suppliers and customers only. The system does not display bank account records for record types B, G, or M.

2. To delete a bank account record, choose the record and choose Delete from the toolbar.
3. On Confirm Delete, click OK.
4. To revise bank account information, choose the bank account that you want to revise and choose Revise from the Row menu.

The system displays either the Set Up Bank Accounts By Address or the Set Up Multiple Vendor Bank Accounts form depending on the record type of the bank account that you choose.

5. Revise any of the fields on the form and click OK.

► To set up bank transit numbers by bank address

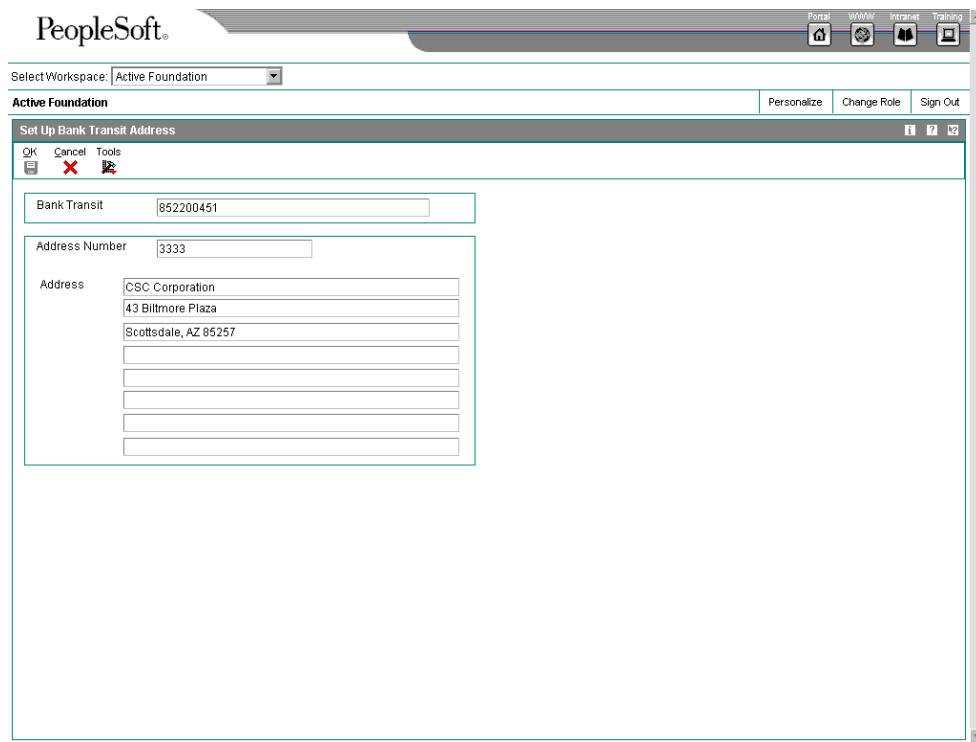
You can associate a bank transit number with a bank's address book number.

*From the Accounts Receivable Setup menu (G03B41), choose Bank Account Addresses.
Error! Bookmark not defined.Error! Bookmark not defined.*

Note

You can also access this form by choosing Bank Transit from the Form menu in the Bank Account Cross Reference program. See the task *To set up supplier and customer bank account information*.

1. On Work With Bank Transit Addresses, click Add.



2. On Set Up Bank Transit Address, complete the following fields and click OK:

- Bank Transit
- Address Number

The system creates a record in the Bank Transit Master table (F0030) with the record type B.

Note

You can revise the address book number that is associated with the bank transit number by locating the bank transit record and choosing Revise from the Row menu. If you need to revise the bank transit number, choose the record and delete it, and then add it again.

Defining Algorithms

For the system to apply receipts to invoices automatically, you must define algorithms. An algorithm is a predetermined set of instructions for solving a specific problem in a limited number of steps. You define algorithms to instruct the system how to apply receipts to invoices during the automatic receipts process based on the amount of information that you have from your customer.

The system provides the following five algorithms. Each algorithm is a batch version.

Known Invoice Match With Amount (R03B50D)	Your customer provides you with information to identify an invoice and specifies the amount they want to apply to it.
Known Invoice Match Without Amount (R03B50E)	Your customer provides you with information to identify an invoice, but does not specify an amount to apply to it.
Balance Forward Match (R03B50B)	Your customer does not provide you with any specific information. You apply their receipts to the invoices in sequential order, oldest to newest or newest to oldest.
Invoice Selection Match (R03B50A)	Your customer does not provide you with any specific information. The system applies the receipt to a single invoice or a running total based on due date.
Combination Invoice Match (R03B50F)	Your customer does not provide you with any specific information. The system applies the receipt to a combination of invoices. You define how many invoices the system selects to find a matching pattern.

You can use the existing versions or create new versions based on the existing versions by changing the processing options, selection criteria, and sequencing specifications.

The system stores algorithms in the Receipt Application Algorithm Execution Lists table (F03B50).

Algorithm Data Selection and Data Sequencing

When you modify the data selection or data sequencing of an algorithm, you affect only the selection of receipts and the order in which the system selects them for processing. For example, you might decide to process only receipts for a specific date or for a specific customer or group of customers.

If you want to specify which invoices the system selects for the matching process, you must change the data selection associated with Invoice Selection Match - Select/Read Invoices (F03B11) [Group Section]. You do this in the Report Design Aid (RDA) of the version. For example, you might want the system to process only chargeback invoices or invoices generated as a result of processing delinquency fees. See *Defining Section Data Selection* in the *Enterprise Report Writing Guide*.

If you want to specify the order in which the system selects invoices in the matching process, you must change the data sequence associated with Invoice Selection Match - Select/Read Invoices (F03B11) [Group Section]. You do this in the Report Design Aid (RDA) of the version. For example, you might want to process invoices generated from delinquency fees or chargeback invoices before other types of invoices. See *Defining Section Data Sequencing* in the *Enterprise Report Writing Guide*.

Caution

Only persons trained and knowledgeable with batch programs and their design should attempt to change the data selection or the data sequence in RDA. Altering the report inappropriately can result in the program not functioning properly.

See Also

- Mapping Receipts for Automatic Processing* for information about specifying the invoice and amount correctly

Known Invoice Match With Amount (R03B50D)

The most common method of applying receipts to invoices is using a Known Invoice Match With Amount algorithm. You use this algorithm to apply receipts to invoices when the customer specifies which invoices to pay and the amount to apply to each invoice. The system locates this information from the Electronic Receipts Input record (F03B13Z1).

You might use this method to apply a 50,000.00 receipt in the following way:

- Apply 20,000.00 to invoice 123.
- Apply 15,000.00 to invoice 124.
- Apply 15,000.00 to invoice 125.

Because the invoice number and amount are specified in the F03B13Z1 table, the system locates and applies the correct amount to the correct invoices. If the pay items of an invoice are known, the system applies the receipt to the specified pay item.

Known Invoice Match Without Amount (R03B50E)

You can use the Known Invoice Match Without Amount algorithm to apply receipts to invoices when your customer specifies which invoices to pay but does not specify the amount to apply

to each invoice. You use processing options to specify the tolerance limits to use when the amount of the receipt does not equal the amount applied to the invoices specified. To use this algorithm, you must specify the invoice number in the Electronic Receipts Input record (F03B13Z1).).

Balance Forward Match (R03B50B)

You can use the Balance Forward Match method to apply receipts to the invoices in sequential order. You can apply receipts to the oldest invoice or to the newest invoice. The system uses the invoice due date to determine the first invoice. This method reads the open invoices in a customer's account and applies the receipt to each invoice until either the receipt amount is zero or the system runs out of invoices for the customer.).

The system applies a partial payment if the receipt amount is insufficient to completely close the invoice. If an amount remains on the receipt after applying it to all open invoices, the system creates an unapplied receipt.

The system has two demo versions for this base method that are defined to select invoices for payment according to either a last-in-first-out (LIFO) manner or a first-in-first-out (FIFO) manner.

Invoice Selection Match (R03B50A)

You can use the Invoice Selection Match method to apply a receipt to a specific invoice or a running total of invoices. The system compares the amount of the first invoice to the amount of the receipt, takes into account whether a discount is earned, available, or ignored, and then adds or subtracts the tolerances from the Underpaid Tolerance and Overpaid Tolerance processing options. If the amount of the first invoice is within the tolerance limits, the system applies the receipt to the invoice and processes the next receipt. If the first invoice amount does not fall within the tolerance limits, the system adds the first and second invoices for that customer and compares them to the receipt. This process continues until the total amount of the invoices, within the tolerance limits defined, can be paid by the receipt. The running total invoice amount must *exactly* match the running total receipt amount, taking into consideration discounts and tolerance limits; otherwise, none of the invoices are paid. Unlike the Balance Forward Match method (R03B50B), the system does not apply partial payments or create unapplied receipt records for differences.).

The system compares only the first invoice and a running total of invoices. Other comparisons are not considered. The system stops processing invoices when a single invoice or the running total matches the receipt amount. The system then applies the receipt to the selected invoices.

The system reads invoices by the due date to determine the first invoice.

Depending on how you set the processing options, you can attempt to match the receipt to the following items:

- Total open amount
- Total open amount minus discounts available
- Total open amount minus discounts earned

Examples: Invoice Selection Match

The following examples illustrate how the system applies receipts to invoices using this algorithm for various processing option settings:

Receipt Amount: 220					
Invoice Number	Invoice Open Amount	Processing Option Settings			
112	100	<ul style="list-style-type: none"> • Matching: Open Invoice Amount • Underpaid Tolerance: 10 • Overpaid Tolerance: 10 			
113	200				
Result:					
<p>The system attempts to match the receipt to invoice 112. Because the amount does not match, the system attempts to match the receipt to invoice 112 and 113. Because the amount does not match, and is not within a tolerance limit of 10, the system does not pay any of the invoices.</p>					

Receipt Amount: 100						
Invoice Number	Invoice Open Amount	Processing Option Settings				
278	100	<ul style="list-style-type: none"> • Matching: Open Invoice Amount • Underpaid Tolerance: 10 • Overpaid Tolerance: 10 				
285	200					
290	300					
Result:						
<p>The system attempts to match the receipt to invoice 278. Because the amount matches, the system applies the receipt to the invoice and stops processing.</p>						

Receipt Amount: 300					
Invoice Number	Invoice Open Amount	Processing Option Settings			
335	100	<ul style="list-style-type: none"> • Matching: Open Invoice Amount • Underpaid Tolerance: 10 • Overpaid Tolerance: 10 			
362	200				
Result:					
<p>The system attempts to match the receipt to invoice 335. Because the amount does not match, the system attempts to match the receipt to invoice 335 and 362. Because the receipt amount matches the amount of both invoices, the system pays both invoices.</p>					

Receipt Amount: 297			
Invoice Number	Invoice Open Amount	Discount	Processing Option Settings
587	100	1	<ul style="list-style-type: none"> • Matching: Open Amount Less Available Discount • Underpaid Tolerance: 10 • Overpaid Tolerance: 10
695	200	2	

Result:

The system attempts to match the receipt to invoice 587. Because the amount does not match, the system attempts to match the receipt to invoices 587 and 695. Because the amount of the receipt does not match by 3, and 3 is within the tolerance limit of 10, the system pays both invoices.

Combination Invoice Match (R03B50F)

You can use the Combination Invoice Match method to apply receipts to a specific combination of invoices. Depending on how the processing options are set, the system reviews up to a maximum of ten specified invoices, in multiple combinations, in an attempt to find a match.

Use the Match by Exclusion processing option to alter the performance of this method. Exclusion processing identifies the invoices that are not being paid, and then applies the receipt to the remaining invoices. This is useful when the receipt pays all but a few of the outstanding invoices. The system determines the difference between the receipt amount and the total account balance, and then attempts to find a combination match for the amount not being paid. If a match is found, the system applies the receipt to all invoices that are not part of the combination.

When using Match by Exclusion, consider sorting the invoices in descending order by invoice date so that the newest invoices enter the algorithm first. See *Defining Algorithms*.

Example: Combination Invoice Match

The following example illustrates how the system uses the combination invoice match algorithm to apply receipts to combinations of invoices. The processing options on the Performance tab specify Invoice Review Limit = 6 and Invoice Combination Limit = 3.

Invoice Number	Amount
122	100.00
123	200.00
124	450.00
125	50.00
126	100.00

If you have a receipt for the total amount of 700.00, the system begins looking at the first invoice and attempts to match invoices in the following order:

Invoice Number	Amount	Match
122	100.00	No match
123	200.00	No match
123 + 122	300.00	No match
124	450.00	No match

124 + 122	550.00	No match
124 + 123	650.00	No match
124 + 122 + 123	750.00	No match
125	50.00	No match
125 + 122	150.00	No match
125 + 123	250.00	No match
125 + 122 + 123	350.00	No match
125 + 124	500.00	No match
125 + 124 + 122	600.00	No match
125 + 124 + 123	700.00	Match

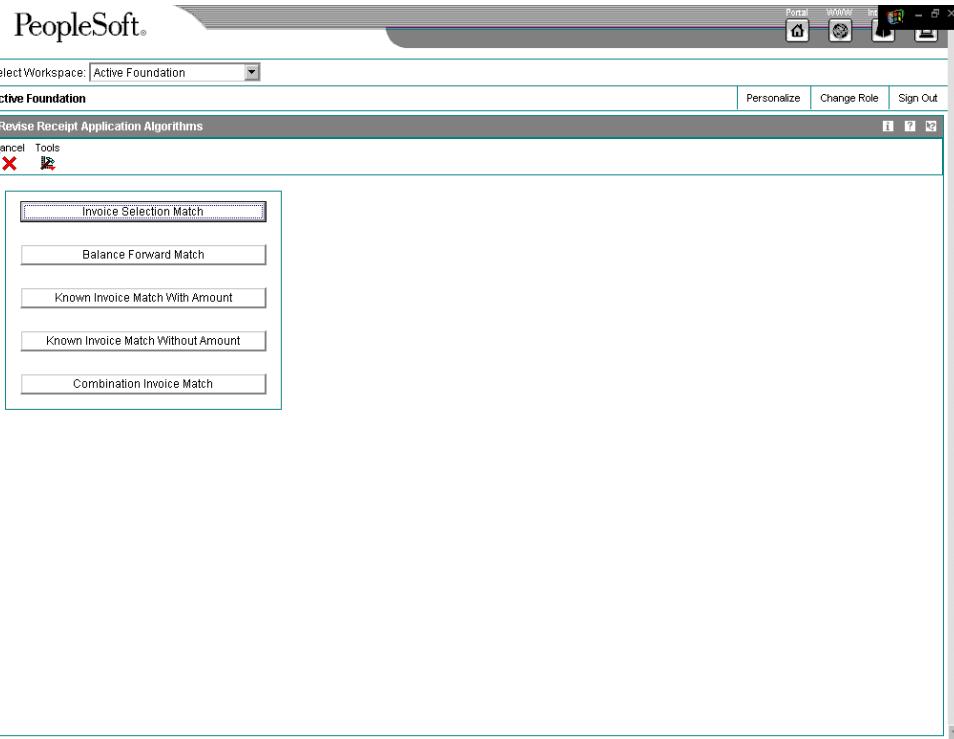
Processing options for this algorithm allow you to specify a maximum of ten invoices in combinations that include up to ten invoices.

Caution

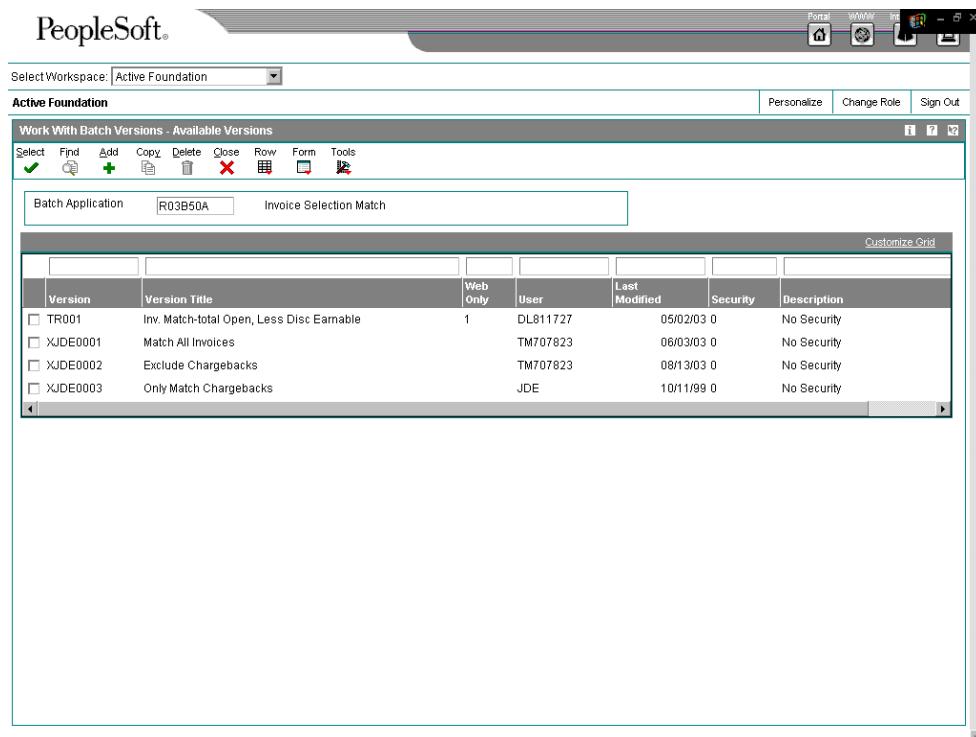
This process is time-consuming. J.D. Edwards recommends that you use the combination invoice match algorithm at the end of an execution list, after you have attempted all other options for matching invoices and receipts. See *Defining and Revising Execution Lists*.

► To create a new versions for algorithms

From the Automated Receipts Processing menu (G03B13), choose Define Application Algorithms.



1. On Revise Receipt Application Algorithms, choose the appropriate algorithm.



2. On Work With Batch Versions - Available Versions, follow the steps to set up a new batch version.

See *Working with Batch Versions* in the *Foundation Guide*.

Processing Options for Known Invoice Match With Amount (R03B50D)

Apply Invoices Tab

These processing options specify how the system applies receipts to invoices with discounts and how the system manages overpayments and underpayments when the amount to apply is different from the open invoice amount.

1. Discounts Recognition Method

Blank = Process all discounts available

1 = Process earned discounts only

Use this processing option to indicate whether the system processes all discounts or only those that are earned. Earned discounts are defined as those in which the discount due date is equal or before the G/L date of the receipt.

Valid values are:

Blank Accept all available discounts.

1 Accept earned discounts only.

3. Underpaid Tolerance Amount

Use this processing option to specify the number of grace days to extend the eligibility of an available discount. Enter the number of days.

4. Underpaid Reason Code

Use this processing option to specify the maximum amount allowed for an invoice underpayment. The system automatically generates a write-off for invoices that are underpaid up to and including this amount. The system compares the gross amount applied (AG field) to the invoice amount to determine whether to create the write-off. Enter this amount as a positive number.

5. Processing Underpayments

Blank = Create a chargeback

1 = Partially pay the invoice

2 = Create deduction

Use this processing option to specify the reason code that the system assigns to write-offs that are generated automatically for the underpaid tolerance amount you set in the Underpaid Tolerance Amount processing option. Enter the reason code or choose it from the visual assist.

Ensure that you have established the write-off reason code in the user-defined code table 03B/RC. Also, set up the AAI for the reason code (RAxx, where xx is the reason code used).

Linked Information Not Found

Use this processing option to specify the method for processing underpaid invoices that do not fall within the underpaid tolerance amount. Valid values are:

Blank Create a chargeback.

1 Partially pay the invoice.

2 Create a deduction.

Chargeback Reason Code

Use this processing option to specify the reason code that the system assigns to chargebacks generated from underpayments that do not fall within the underpayment tolerance amount. You must enter a valid chargeback reason code if you leave the Processing Underpayments processing option blank.

Ensure that you have established the chargeback reason code in the user-defined code table 03B/CB.

Deduction Reason Code

Use this processing option to specify a reason code to use for underpaid deductions. Enter a valid reason code in this field if you entered 2 in the Processing Underpayments processing option. Use the visual assist to select from the list of valid reason codes on the Select User Defined Code form. Ensure that you have established the deduction reason code in the user-defined code table 03B/CR.

7. Overpaid Tolerance Amount

Use this processing option to specify the maximum amount allowed for an invoice overpayment. The system automatically generates a write-off for invoices that are overpaid up to and including this amount. The system compares the amount applied (Gross Amount field, AG) to the invoice amount to determine whether to create the write-off. Enter this amount as a positive number.

8. Overpaid Reason Code

Use this processing option to specify the reason code that the system assigns to write-offs that are generated automatically for the overpaid tolerance amount you set in the Overpaid Tolerance Amount processing option. Ensure that you have established the write-off reason code in the user-defined code table 03B/RC. Also, set up the AAI for the reason code (RAxx, where xx is the reason code used).

9. Processing Overpayments

Blank = Create unapplied cash

1 = Overapply receipt to invoice

Use this processing option to specify the method for processing overpaid invoices that do not fall within the amount you set in the Overpaid Tolerance Amount processing option. Valid values are:

Blank Create unapplied cash.

1 Overapply receipt to invoice.

If you leave this field blank, the system creates unapplied cash for the amount of the overpayment. Enter 1 to overapply the receipt to the invoice.

This will generate a negative open amount on the invoice.

Apply Receipts Tab

These processing options specify how the system manages overpayments and underpayments when the receipt amount is different from the total amount applied to invoices.

1. Underpaid Tolerance Amount

Use this processing option to specify the underpaid tolerance amount of a receipt. This option does not take into consideration any invoice tolerance amounts you specified previously. In the F03B13Z1 table, if the difference between the receipt amount (Check Amount field - CKAM) and the amount applied (Gross Amount field - AG) against invoices is equal to or less than the amount you entered, the system generates a write-off for the difference. If the amount exceeds the tolerance amount, the system generates a chargeback or deduction, depending upon how you set the Underpaid Receipt Processing option on this tab. The amount for this processing option should be entered as a positive number.

An invoice write-off with a receipt write-off can occur in certain situations. For example, suppose there are two invoices, each with open amounts of 100.00, and the tolerance amounts are set to 5.00 at the invoice and receipt level. You then receive a payment of 192.00.

To cover the 8.00 discrepancy, you can apply 98.00 to each invoice for a total amount of 196.00. You write off the 4.00 discrepancy using the write-off reason code for receipts. Then at the invoice level, two more write-offs occur:

- o Amount to apply for invoice 1 = 98.00 (2.00 invoice write-off)
- o Amount to apply for invoice 2 = 98.00 (2.00 invoice write-off)

Write-off Reason Code

Use this processing option to specify the reason code that the system assigns to write-offs that are generated automatically for the underpaid tolerance amount you set in the Underpaid Tolerance Amount processing option.

Ensure that you have established the write-off reason code in the user-defined

code table 03B/RC. Also, set up the AAI for the reason code (RAxx, where xx is the reason code used).

2. Underpaid Receipt Processing

Blank = Create chargeback

1 = Create deduction

Use this processing option to specify the method for processing underpaid receipts that do not fall within the underpaid tolerance amount. Valid values are:

Blank Create a chargeback.

1 Create a deduction.

Chargeback Reason Code

Use this processing option to enter the reason code for an underpaid tolerance chargeback. You use this processing option when the Underpaid Receipt Processing option is set to blank.

Ensure that you have established the chargeback reason code in the user-defined code table 03B/CB.

Deduction Reason Code

Use this processing option to enter the reason code for an underpaid tolerance deduction. You use this processing option when the Underpaid Receipt Processing option is set to blank.

Ensure that you have established the deduction reason code in the user-defined code table 03B/CR. You must also set up the AAI RN for the deduction suspense account.

3. Overpaid Tolerance Amount

Use this processing option to specify the overpaid tolerance amount of a receipt. This option does not take into consideration any invoice tolerance amounts you specified previously. In the F03B13Z1 table, if the difference between the receipt amount (Check Amount field - CKAM) and the amount applied (Gross Amount field - AG) against invoices is equal to or less than the amount you entered, the system generates a write-off for the difference.

For example, if the receipt amount is for 1,000.00 and it is paying invoices totaling 950.00, and the tolerance amount is set to 50.00, the system automatically writes-off 50.00.

If the difference exceeds the overpaid tolerance amount, the system records this as unapplied cash. For example, if the receipt amount is for 1050.00 and it is paying invoices totaling 950.00, and the tolerance amount is set to 50.00, the system creates unapplied cash for 100.00.

4. Overpaid Reason Code

Use this processing option to enter the reason code for overpaid tolerance write-offs. Enter the reason code or select it from the Select User Defined Code form using the visual assist.

Ensure that you have established the write-off reason code in the user-defined code table 03B/RC. Also, set up the AAI for the reason code (RAxx, where xx is the reason code used).

Amount Match Tab

These processing options specify how the system manages duplicate invoice numbers, as well as whether the system uses the tolerance limits specified on the Apply Invoices tab to select invoices for matching.

1. Duplicate Invoice Match

Blank = Do not process duplicate invoices

1 = Use the amount for duplicates

Use this processing option to specify which matching method the system should use when it finds duplicate invoice numbers in the Customer Ledger table (F03B11). Valid valid values are:

Blank Do not process duplicate invoices.

1 Use the amount for duplicates.

Enter 1 to use the applied amount to determine invoice selection. The system selects the invoice that is closest to this amount.

If you leave this field blank, the system will not use the amount for matching. If the invoice number is a duplicate number, the system does not apply the receipt detail.

2. Tolerance

Blank = Do not use tolerance amounts as defined

1 = Use tolerance amounts as previously defined

Use this processing option to specify whether the system selects the invoice for receipt matching based on the tolerance limits specified on the Underpaid Tolerance Amount and Overpaid Tolerance Amount processing options on the Apply Invoices tab. Valid values are:

Blank

The system selects the invoice for receipt matching regardless of the tolerance limits specified.

exceed the tolerance limits specified. If the invoice is not within the range, the system does not select the invoice and does not apply the receipt to the invoice.

Match Priority Tab

These processing options specify how the system locates the invoice record in the Customer Ledger table (F03B11). The valid values are 1 - 4, where 1 specifies the highest priority. The sorting processing options for priority on this tab are:

- Invoice Number
- Sales Order Number
- Customer Reference Number
- Statement Number

You do not have to complete all of the Match Priority processing options. If you complete more than one of these processing options, each must have a different value. For example, if you complete all four processing options, you might assign 1 to Invoice Number, 2 to Customer Reference Number, 3 to Statement Number, and 4 to Sales Order Number.

Invoice Number

Use this processing option to select the Invoice Match process and specify the priority of the process. Valid values are:

- 1 Highest priority
- 2 Higher priority
- 3 Medium priority
- 4 Low priority

Sales Order Number

Use this processing option to select the Sales Order Match process and specify the priority of the process. Valid values are:

- 1 Highest priority
- 2 Higher priority
- 3 Medium priority
- 4 Low priority

Customer Reference Number

Use this processing option to select the Customer Reference Match process and specify the priority of the process. Valid values are:

- 1 Highest priority
- 2 Higher priority
- 3 Medium priority
- 4 Low priority

Statement Number

Use this processing option to select the Statement Match process and specify

the priority of the process. Valid values are:

- 1 Highest priority
 - 2 Higher priority
 - 3 Medium priority
 - 4 Low priority
-

Discount Tab

This processing option lets specifies how to process discounts when the open amount of the invoice, minus the discount, is less than the amount to be applied to the Electronic Receipts Input table (F03B13Z1). The system can adjust the discount to zero, rather than create a write-off for this difference.

For example:

Invoice #5	100.00
Discount	5.00
Receipt	97.00

If you enter 1 in the Reduce Discount processing option, the system applies 97.00 to the invoice and reduces the discount from 5.00 to 3.00.

If you leave the processing option blank, the system would apply 95.00 to the invoice and 5.00 to the discount and would generate a 2.00 write-off.

Reduce Discount

Blank = Do not reduce the discount

1 = Reduce the discount

Use this processing option to specify how to process discounts when the open amount of the invoice, less the discount, is less than the amount to be applied on the Electronic Receipt Input file (F03B13Z1). The system can adjust the discount to zero, rather than create a write-off for this difference.

Valid values are:

Blank Do not reduce the discount to be taken.

1 Reduce the discount to be taken.

For example, invoice #5 is for 100.00 with a discount of 5.00 and you receive 97.00.

If you enter 1 in the Reduce Discount processing option, the system applies 97.00 to the invoice and reduces the discount from 5.00 to 3.00.

If you left the option blank, the system would apply 95.00 to the invoice and apply 5.00 to the discount and generate a 2.00 write-off.

Example: Exceeding the Invoice Tolerance Limit

The following example illustrates how the system applies a receipt to invoices according to the information provided in the Electronic Receipts Input table (F03B13Z1) when the invoice tolerance limit, specified in the processing options for the Known Invoice Match With Amount algorithm, is exceeded.

Amounts	Settings
Receipt number 445 = 850.00	
Invoice tolerance limit = 10.00	If the tolerance is exceeded, partially pay invoice
Receipt tolerance limit = 25.00	If receipt is underpaid, create a chargeback

Invoice Number	Invoice Open Amt	Check Amt (CKAM)	Amt to Apply (AG field in F03B13Z1)
222	200.00	850.00	200.00
223	300.00	0	300.00
224	600.00	0	550.00
Credit Memo #1	200.00-	0	200.00-

You complete the Check Amt field only for the first invoice paid by the receipt. The system:

- Pays invoice #222 in full, reduces the invoice open amount to zero, and changes the pay status to P.
- Pays invoice #223 in full, reduces the invoice open amount to zero, and changes the pay status to P.
- Leaves invoice #224 open for 50.00 because it exceeds the tolerance of the invoice. The pay status remains as A.
- Pays the credit memo #1 in full, reduces the invoice open amount to zero, and changes the pay status to P.

The system verifies whether the invoice open amount equals the Amount to Apply to determine whether an underpayment occurred. Then, the system determines whether the total of the Amount to Apply for the whole receipt equals the receipt amount. If not, the system processes the receipt using the receipt tolerance amount.

Example: Exceeding the Receipt Tolerance Limit

The following example illustrates how the system applies a receipt to invoices according to the information provided in the Electronic Receipts Input table (F03B13Z1) when the receipt tolerance limit, specified in the processing options for the Known Invoice Match With Amount algorithm, is exceeded.

Amounts	Settings
Receipt number 446 = 700.00	
Invoice tolerance limit = 10.00	If the tolerance is exceeded, partially pay invoice
Receipt tolerance limit = 10.00	If receipt is underpaid, create a chargeback

Invoice Number	Invoice Open Amt	Check Amt (CKAM)	Amt to Apply (AG field in F03B13Z1)
300	1,000.00	700.00	1,000.00
Credit Memo #2	100.00-	0	100.00-

In this example, assume that the bank sent incorrect information. The check amount is 700.00, but the amount needed to apply is 900.00, based on an invoice open amount of 1000.00 plus a 100.00 credit memo. Because the tolerance amount on the receipt is set to

10.00, the system views this as exceeding the tolerance limit by 200.00 and generates a chargeback.

The system:

- Pays invoice #300 in full, reduces the invoice open amount to zero, and changes the pay status to P.
- Pays credit memo #2 in full, reduces the invoice open amount to zero, and changes the pay status to P.
- Generates a chargeback for 200.00.

If the customer wants to partially pay the invoice, change the amounts as follows:

Invoice Number	Invoice Open Amt	Check Amt (CKAM)	Amt to Apply (AG field in F03B13Z1)
300	1000.00	700.00	800.00
Credit memo #2	100.00-	0	100.00-

Because the amount to apply is 700.00, which is equal to the check amount entered, no tolerance is affected. And because the amount to apply for invoice 300 is 800.00, which is 200.00 less than the open amount (1,000.00), the system partially pays the invoice with 200.00 remaining open.

Example: Applying a Receipt to an Invoice with Multiple Pay Items

When you use the Known Invoice Match With Amount algorithm to pay invoices with multiple pay items, you should specify the pay item in the Electronic Receipts Input table (F03B13Z1). If you do not specify the pay item, the system uses the Balance Forward Match algorithm (R03B50B) to process each pay item.

In the following example, the system processes only the first pay item because the receipt amount applied of 100.00 is less than the open amount of the first pay item.

Amounts	Settings
Receipt number 447 = 100.00	
Invoice tolerance limit = 10.00	If the tolerance is exceeded, partially pay invoice
Receipt tolerance limit = 25.00	If the receipt is underpaid, create a chargeback

In the Customer Ledger table (F03B11):

Invoice Number	Pay Item	Invoice Open Amt
932	001	150.00
932	002	-50.00

In Review Electronic Receipts (P03B121):

Invoice Number	Pay Item	Invoice Open Amt	Check Amt (CKAM)	Amt to Apply (AG field in F03B13Z1)

932		150.00	100.00	150.00
932		-50.00		-50.00

The system closes the first pay item for invoice 932 instead of closing the entire invoice, and creates a chargeback of 50.00 for the first pay item. The second pay item is still open.

To apply in full the same receipt to invoice 932 using Known Invoice Match With Amount (R03B50D), you *must specify the pay item number* in the Electronic Receipts Input table (F03B13Z1). In Review Electronic Receipts:

Invoice Number	Pay Item	Invoice Open Amt	Check Amt (CKAM)	Amt to Apply (AG field in F03B13Z1)
932	001	150.00	100.00	150.00
932	002	-50.00		-50.00

The system:

- Pays invoice #932 pay item 001 in full, reduces the invoice open amount to zero, and changes the pay status to P.
- Pays invoice #932 pay item 002 in full, reduces the invoice open amount to zero, and changes the pay status to P.

Processing Options for Known Invoice Match Without Amount (R03B50E)

Apply Invoices Tab

These processing options specify how to apply receipts to invoices with discounts.

1. Discounts Recognition Method

Blank = Process all discounts available

1 = Process earned discounts only

Use this processing option to indicate whether the system processes all discounts or only those that are earned. Earned discounts are defined as those in which the discount due date is equal or before the G/L date of the receipt.

Valid values are:

Blank Accept all available discounts.

1 Accept earned discounts only.

2. Grace Days

Use this processing option to enter the number of grace days to extend the eligibility of an available discount.

Apply Receipts Tab

These processing options specify how the system manages overpayments and underpayments when the receipt amount is different from the total amount applied to invoices.

1. Underpaid Tolerance Amount

Use this processing option to specify the underpaid tolerance amount of a receipt. If the difference between the receipt amount (CKAM in the Electronic Receipts Input table (F03B13Z1)) and the total open amount of the invoices paid is less than or equal to this amount, the system generates a stand-alone write-off.

If the difference between the receipt amount and the total open amount of the invoices paid exceeds the tolerance limit you specified, the system creates a stand-alone chargeback or deduction, depending on how you set the Underpaid Receipt Processing option. If only one invoice is paid, the standard chargeback or deduction will be generated for that invoice.

You must enter the amount as a positive number.

Write-off Reason Code

Use this processing option to specify the reason code that the system assigns to write-offs that are generated automatically for the underpaid tolerance amount you set in the Underpaid Tolerance Amount processing option.

Ensure that you have established the write-off reason code in the user-defined code table 03B/RC. Also, set up the AAI for the reason code (RAxx, where xx is the reason code used).

2. Underpaid Receipt Processing

Blank = Create chargeback

1= Create deduction

Use this processing option to specify the method for processing underpaid receipts that do not fall within the underpaid tolerance amount. Valid values

are:

Blank Create a chargeback.

1 Create a deduction.

Chargeback Reason Code

Use this processing option to specify the reason code that the system assigns to chargebacks that are generated automatically for the underpaid amount.

Enter the reason code or select it from the Select User Defined Code form using the visual assist.

Ensure that you have established the chargeback reason code in the user-defined code table 03B/CB.

Deduction Reason Code

Use this processing option to specify the reason code that the system assigns to deductions that are generated automatically for the underpaid amount. Enter the reason code or select it from the Select User Defined Code form using the visual assist.

Ensure that you have established the deduction reason code in the user-defined code table 03B/CR. Also, set up the AAI RN for the deduction suspense account.

3. Overpaid Tolerance Amount

Use this processing option to specify the overpaid tolerance amount of a receipt. If the difference between the receipt amount (CKAM, specified in the Electronic Receipts Input table-F03B13Z1) and the total open amount of the invoices paid is less than or equal to this amount, the system generates a stand-alone write-off. If only one invoice is paid, the system generates a write-off for that invoice.

If the difference between the receipt amount and the total amount of the

invoice paid exceeds the tolerance limit specified, the system generates unapplied cash.

4. Overpaid Reason Code

Use this processing option to specify the reason code to use for the overpaid tolerance write-off. Enter the reason code or select it from the Select User Defined Code form using the visual assist.

Ensure that you have established the write-off reason code in the user-defined code table 03B/RC. Also, set up the AAI for the reason code (RAxx, where xx is the reason code used).

Match Priority Tab

These processing options specify how the system locates the invoice record in the Customer Ledger table (F03B11). The valid values are 1 - 4, where 1 specifies the highest priority. The sorting processing options for priority on this tab are:

- Invoice Number
- Sales Order Number
- Customer Reference Number
- Statement Number

You do not have to complete all of the Match Process processing options. If you complete more than one of these processing options, each must have a different value. For example, if you complete all four processing options, you might assign 1 to Invoice Number, 2 to Customer Reference, 3 to Statement Number, and 4 to Sales Order Number.

If you leave the Match Priority processing options blank, two different scenarios are possible:

- If the Invoice Number field (RUD0C) in the Electronic Receipts Input table (F03B13Z1) is not blank, the system uses the Invoice Match process.
- If the Invoice Number field (RUD0C) in the Electronic Receipts Input table (F03B13Z1) is blank, the system will not match receipts to invoices.

Invoice Number

Use this processing option to select the Invoice Match process and specify the priority of the process. Valid values are:

- 1 Highest priority
 - 2 Higher priority
 - 3 Medium priority
 - 4 Low priority
-

Customer Reference Number

Use this processing option to select the Customer Reference Match process and specify the priority of the process. Valid values are:

- 1 Highest priority
- 2 Higher priority
- 3 Medium priority
- 4 Low priority

Statement Number

Use this processing option to select the Statement Match process and specify the priority of the process. Valid values are:

- 1 Highest priority
- 2 Higher priority
- 3 Medium priority
- 4 Low priority

Processing Options for Balance Forward Match (R03B50B)

Apply Tab

These processing options specify how the system matches receipts to invoices with discounts.

1. Discount Recognition Method.

Blank = Process all discounts available

1 = Process earned discounts only

Use this processing option to indicate whether the system accepts all discounts or only those that are earned. Earned discounts are defined as those in which the G/L date of the receipt is equal to or before the discount due date. Valid values are:

Blank Process all discounts available.

1 Process earned discounts only.

2. Grace Days

Use this processing option to enter the number of grace days to extend the eligibility of an available discount. Enter the number of days.

Processing Options for Invoice Selection Match (R03B50A)

Matching Tab

These processing options specify whether the system matches the invoice based on the open amount, the amount minus the discount available, or the amount minus the earned discount. A discount is earned when the receipt date is equal or prior to the discount due date on the invoice. You must select at least one option in order for the program to process Invoice Selection Match. The more options that you supply for the system to use in this algorithm, the better chance the system has for finding a match.

1. Open Invoice Amount

Use this processing option to match the receipt amount to the total open invoices amount. Valid values are:

Blank Do not use this matching method.

1 Use this matching method.

2. Less Available Discount

Use this processing option to match the receipt amount to the total open invoice amount, less the available discount. Valid values are:

Blank Do not use this matching method.

1 Use this matching method.

3. Less Earnable Discount

Use this processing option to match the receipt amount to the total open invoice amount, less the earnable discount. A discount is earned when the receipt date is equal to or before the discount due date on the invoice. Valid values are:

Blank Do not use this matching method.

1 Use this matching method.

4. Underpaid Tolerance Amount

Use this processing option to increase the chance for a match on any of the amounts indicated in the Open Invoice Amount, Less Available Discount, and Less Earnable Discount processing options. The system writes off any differences. Enter the underpaid tolerance amount.

You specify overpaid and underpaid tolerance amounts to increase the

probability of a match. For example, if the receipt amount is 20,000.00 and the total open amount of the invoices is 20,050.00, the match does not occur under normal circumstances. However, if you specify an underpaid tolerance amount of 50.00, the system proceeds with the match. Similarly, if the total of the invoices is 20,010.00 and you specify an underpaid tolerance of 10.00, the system proceeds with the match.

Any difference between the receipt amount and the total of the open invoices within the tolerance amounts is automatically written off. To do this, you must specify the write-off reason code. Any difference between the receipt amount and the total of the open invoices outside the tolerance amount results in the invoices being partially paid.

You must enter a positive amount.

5. Underpaid Reason Code

Use this processing option to specify the reason code that the system assigns to write-offs that are generated automatically for the underpaid tolerance amount you set in the Underpaid Tolerance processing option. Enter the reason code or choose it from the visual assist.

Ensure that you have established the write-off reason code in the user-defined code table 03B/RC. Also, set up the AAI for the reason code (RAxx, where xx is the reason code used).

6. Overpaid Tolerance Amount

Use this processing option to increase the chance for a match on any of the amounts indicated in the Open Invoice Amount, Less Available Discount, and Less Earnable Discount processing options. The system writes off any differences.

You specify overpaid and underpaid tolerance amounts to increase the probability of a match. For example, if the receipt amount is 20,000.00 and

the total open amount of the invoices is 19,990.00, the match does not occur under normal circumstances. However, if you specify an overpaid tolerance amount of 10.00, the system proceeds with the match.

Any difference between the receipt amount and the total of the open invoices within the tolerance amounts is automatically written off. To do this, you must specify the write-off reason code. Any difference between the receipt amount and the total of the open invoices outside the tolerance amount results in the creation of unapplied cash.

You must enter a positive amount.

7. Overpaid Reason Code

Use this processing option to specify the reason code that the system assigns to write-offs that are generated automatically for the overpaid tolerance amount you set in the Overpaid Tolerance Amount processing option.

Ensure that you have established the write-off reason code in the user-defined code table 03B/RC. Also, set up the AAI for the reason code (RAxx, where xx is the reason code used).

Apply Tab

These processing options specify how the system applies receipts to invoices, based on the options that you set on the Matching tab.

1. Processing Unearned Discounts

Blank = Allow unearned discounts

1 = Create write-off

2 = Create chargeback

3 = Partially pay invoice

4 = Create deduction

Use this processing option to specify the method for processing unearned discounts. An unearned discount means that the discount due date has passed, and you have extended the discount date. Valid values are:

Blank Allow unearned discounts.

- 1 Create write-off.
- 2 Create chargeback.
- 3 Partially pay invoice.
- 4 Create deduction.

2. Reason Codes for Unearned Discounts

Write-off Reason Code

Use this processing option to specify the reason code for the system to use when creating write-offs for unearned discounts. Use this option when you set the Processing Unearned Discounts processing option to 1. Enter the reason code or select it from the Select User Defined Code form using the visual assist.

Ensure that you have established the write-off reason code in the user-defined code table 03B/RC. Also, set up the AAI for the reason code (RAxx, where xx is the reason code used).

Chargeback Reason Code

Use this processing option to specify the reason code for the system to use when creating chargebacks for unearned discounts. Use this option when you set the Processing Unearned Discounts processing option to 2. Enter the reason code or select it from the Select User Defined Code form using the visual assist.

Ensure that you have established the chargeback reason code in the user-defined code table 03B/CB.

Deduction Reason Code

Use this processing option to specify the reason code for the system to use when creating deductions for unearned discounts. Use this option when you set the Processing Unearned Discounts processing option to 4. Enter the reason code or select it from the Select User Defined Code form using the visual assist.

Ensure that you have established the deduction reason code in the user-defined code table 03B/CR. Also, set up the AAI RN for the deduction suspense account.

3. Grace Days

Use this processing option to specify the number of grace days to extend the eligibility of an available discount. Enter the number of days.

Processing Options for Combination Invoice Match (R03B50F)

Matching Tab

These processing options specify whether the system considers invoices with discounts and credit memos for matching.

1. Open Invoice Amount

Use this processing option to match the receipt amount to the total open invoice amount. Valid values:

Blank Do not use this matching method.

1 Use this matching method.

2. Less Available Discount

Use this processing option to match the receipt amount to the total open invoice amount, less the available discount. Valid values are:

Blank Do not use this matching method.

1 Use this matching method.

3. Less Earnable Discount

Use this processing option to match the receipt amount to the total open invoice amount, less the earnable discount. A discount is earned when the receipt date is equal to or before the discount due date on the invoice. Valid values are:

Blank Do not use this matching method.

1 Use this matching method.

4. Match by Exclusion

Use this processing option to specify whether to determine which invoices are not being paid and to apply the receipt to the remaining invoices. This processing option is useful when the receipt is paying all but a few of the outstanding invoices. Valid values are:

Blank Do not use this matching method.

1 Use this matching method.

You can set this processing option when the possibility exists that a significant percentage of open invoices are to be paid by one receipt. By doing so, the system first determines the difference between the receipt amount and the total account balance. Then, it attempts to find a combination match for the amount not being paid. If a match is found, the system applies the receipt to all invoices that are not part of the combination.

For example, Match by Exclusion attempts to locate the invoices that make up the difference between the total amount and the payment amount, instead of adding invoice amounts to arrive at the payment amount. If you have a receipt for 900.00 and the following invoices:

- o #100 for 50.00
- o #102 for 150.00
- o #103 for 200.00
- o #104 for 500.00
- o #105 for 30.00

Total = 930.00

The system reads the total of 930.00 and searches for a 30.00 invoice first, rather than reading the first invoice and adding the amount of the first to the amount of the second, and so on.

When using Match by Exclusion, consider sorting the invoices in descending order by invoice date so that the newest invoices enter the algorithm first.

5. Credit Memos Included

Blank = Do not include credit memos

1 = Include credit memos

Use this processing option to include credit memos in the matching process.

Valid values are:

Blank Do not include credit memos.

1 Include credit memos.

Apply Tab

These processing options specify how the system applies the receipt to the invoice.

1. Processing Unearned Discounts

Blank = Allow unearned discounts

1 = Create write-off

2 = Create chargeback

3 = Partially pay invoice

4 = Create deduction

Use this processing option to specify the method for processing unearned discounts. An unearned discount means that the discount due date has passed.

Valid values are:

Blank Allow unearned discounts.

1 Create write-off.

2 Create chargeback.

3 Partially pay invoice.

4 Create deduction.

Write-off Reason Code

Use this processing option to specify the reason code to use when the system creates write-offs for unearned discounts. Use this processing option when you set the Processing Unearned Discounts processing option to 1. Enter the reason code or select it from the Select User Define Code form using the visual assist.

Ensure that you have established the write-off reason code in the user-defined code table 03B/RC. Also, set up the AAI for the reason code (RAxx, where xx is the reason code used).

Chargeback Reason Code

Use this processing option to specify the reason code to use when the system creates chargebacks for unearned discounts. Use this processing option when you set the Processing Unearned Discounts processing option to 2. Enter the reason code or select it from the Select User Define Code form using the visual assist.

Ensure that you have established the chargeback reason code in the user-defined code table 03B/CB.

Deduction Reason Code

Use this processing option to specify the reason code to use when the system creates deductions for unearned discounts. Use this processing option when you set the Processing Unearned Discounts processing option to 4. Enter the reason code or select it from the Select User Define Code form using the visual assist.

Ensure that you have established the deduction reason code in the user-defined code table 03B/CR. Also, set up the AAI RN for the deduction suspense account.

3. Grace Days

Use this processing option to specify the number of grace days to extend the eligibility of an available discount. Enter the number of days.

Performance Tab

These processing options specify the number of invoices allowed in the combination match. You can control how many invoices the system selects at a time and how many invoices to use in each combination.

1. Invoice Review Limit

Blank = Ten invoices

Use this processing option to enter the number of invoices for the system to select when determining the invoice combinations, up to a maximum of 10. This option controls how many invoices the system selects at a time, used in combination with the Invoice Combination Limit processing option.

Enter a number. If you leave this field blank, the system reviews up to ten invoices individually.

2. Invoice Combination Limit

Blank = Use Invoice Review Limit option

Use this processing option to enter the number of invoices that the system allows in any single combination for evaluation. This option controls how many invoices the system selects and uses from the Invoice Review Limit processing option when trying to find a combination to match to the receipt.

Enter a number. If you leave this field blank, the system combines invoices up to the Invoice Review Limit you specified. This limit should not exceed the number entered in the Invoice Review Limit processing option.

Defining and Revising Execution Lists

After you define algorithms, you must specify the sequence in which the system processes them during the automatic receipts process. The algorithms that the system uses and the order in which the system processes them might vary depending on your customer and their payment habits. You define an execution list to specify the sequence in which you want the system to process algorithms.

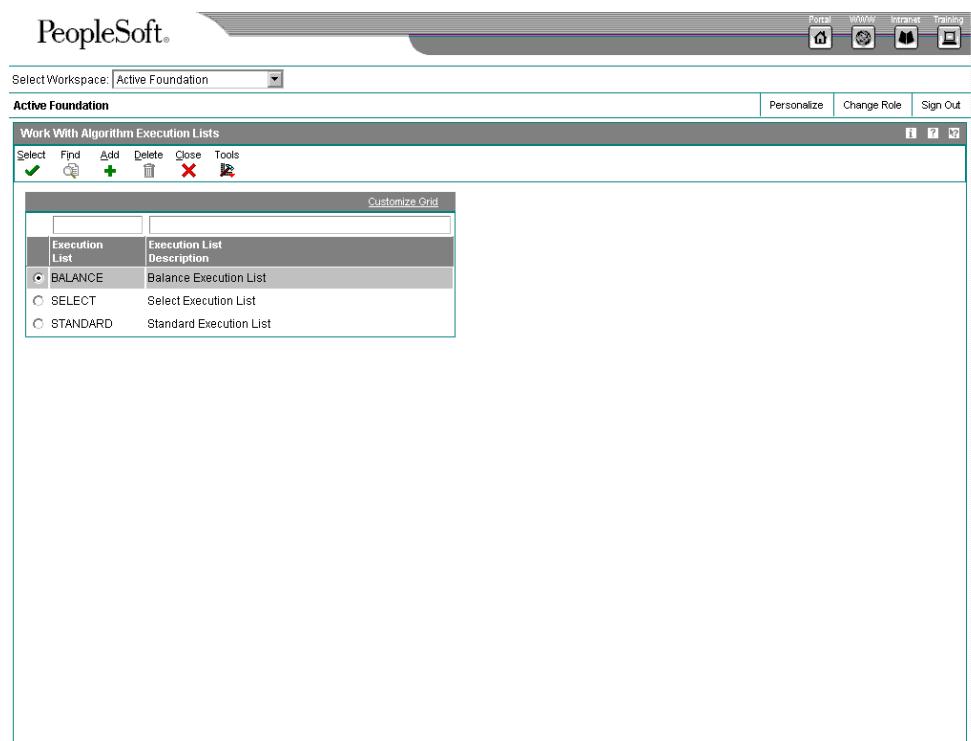
After you define execution lists, you can revise them at any time prior to processing automatic receipts. For example, you can:

- Change the sequence in which the system processes the algorithms in the list
- Change the version of the base method to be processes
- Add an algorithm to the list or remove an algorithm from the list

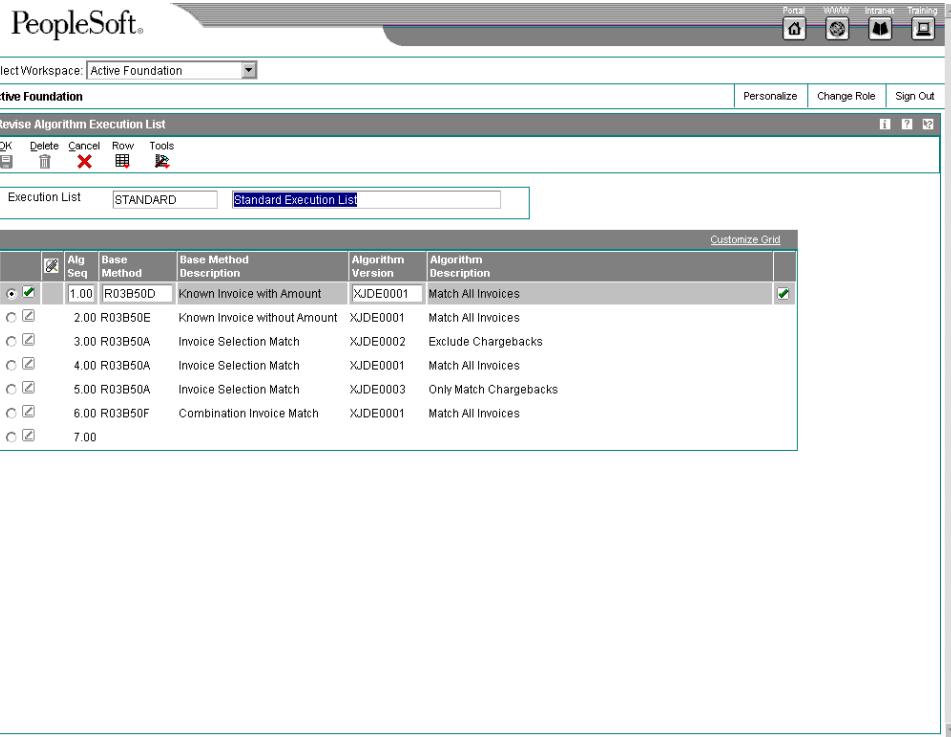
The system stores information about execution lists in the Receipt Application Algorithm Execution Lists table (F03B50).

► To define an execution list

From the Automated Receipts Processing menu (G03B13), choose Define Execution Lists.



1. On Work With Algorithm Execution Lists, click Add to create a new execution list.



2. On Revise Algorithm Execution List, complete the following fields:

- Execution List
- Execution List Description

3. Complete the following fields for each algorithm, and then click OK:

- Alg Seq
- Base Method
- Algorithm Version

► To revise an execution list

From the Automated Receipts Processing menu (G03B13), choose Define Execution Lists.

1. On Work With Algorithm Execution Lists, click Find to display all of the execution lists.
2. Choose the execution list that you want to modify and click Select.
3. On Revise Algorithm Execution List, change the information in any of the following fields, and then click OK:
 - Alg Seq

- Base Method
- Algorithm Version

Setting Up the Customer to Process Receipts Automatically

Before you can process receipts automatically for your customers, you must turn on the Auto Receipt option in each customer record.

Additionally, if your customer has unique payment habits that might require a unique execution list, you can specify the execution list on the customer record. Typically, you specify the default execution list to be shared by multiple customers in a processing option for the Update Receipts Register program. However, you can assign a unique execution list to a specific customer so that you can run a different set of algorithms against the customer's invoices.

Finally, while you are not required to specify a payment term to process receipts automatically, you might want to assign your customers who process receipts automatically a unique payment term so that you can select them for processing and reporting purposes.

For the steps necessary to verify and assign information to the customer record, see the task *To revise a customer record*.

Mapping Receipts for Automatic Processing

Automatic Receipts Processing works in conjunction with the Electronic Receipts Input (F03B13Z1) and Receipts Header (F03B13) tables. The Electronic Receipts Input table contains information that was loaded from the bank tape, and therefore contains information that was entered at the bank. The system creates records in the Receipts Header and Receipts Detail tables from the Electronic Receipts Input table when you run the Update Receipts Register program (R03B551).

Additionally, to successfully match receipts to invoices, you must understand the type of information that the Apply Receipts to Invoices program (R03B50) requires from the Electronic Receipts Input table.

The following tables briefly describe each field in the Electronic Receipts Input table and indicate whether they are Required, Optional, or Output. Required and Optional fields are input fields that might be provided on the bank tape. Output fields are fields that the system populates when you run the Update Receipts Register program.

See Also

- ❑ *Reviewing, Revising, and Adding Electronic Receipts*
- ❑ *Processing Automatic Receipts in a Foreign Currency* in the *Multicurrency Guide for Accounts Receivable and Accounts Payable* for additional requirements for the Electronic Receipts Input table (F03B13Z1)

Required Fields for the Electronic Receipts Input table (F03B13Z1)

The following fields are required for processing receipts automatically:

Field Name	Alias	Type	Length	Definition
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EDI - User ID	RUEDUS	Alpha	10	<p>Enter the user ID of the person running the process or the person who receives messages in the Employee Work Center.</p> <p>This field, in conjunction with the EDI - Transaction Number (RUEDTN), the EDI - Batch Number (RUEDBT), and the EDI – Line Number (RUEDLN), uniquely identifies a receipt.</p>
EDI - Batch Number	RUEDBT	Alpha	15	<p>Enter a number to group transactions for processing.</p> <p>This field, in conjunction with the EDI – User ID (RUEDUS), EDI - Transaction Number (RUEDTN), and the EDI – Line Number (RUEDLN), uniquely identifies a transaction within a specific batch. This field also specifies a level break and causes the assignment of a new J.D. Edwards batch number each time the value changes.</p> <p>To increase performance, assign one batch number for each group of transactions processed at one time.</p>
EDI - Transaction Number	RUEDTN	Alpha	22	<p>Enter the source system's document number so that the transaction can be cross-referenced.</p> <p>This field identifies a receipt. Each new transaction number identifies a new receipt. You cannot have more than one transaction with the same number in a batch unless the line number (RUEDLN) is different.</p> <p>This field normally contains the source system's document number so that the transaction can be readily identified in the source system.</p>
EDI - Line Number	RUEDLN	Number	7	This field is used to identify each receipt pay item when one receipt pays multiple invoices.
Receipt Number	RUCKNU	Alpha	25	<p>Enter the same value as the value in the EDI - Transaction Number (RUEDTN) field.</p> <p>This field identifies the receipt that is in the batch. The value corresponds to the check number that the customer or payor uses for payment of goods or services.</p>
Batch Type	RUICUT	Alpha	2	This field identifies the batch type. Enter 9B into this field to identify the batch type for the auto receipts process. No other values are valid in this field.
Address Number	RUAN8	Number	8	<p>Enter the address book number of the customer. The number that you enter must exist in the Address Book Master table (F0101).</p> <p>If you leave this field blank and complete the Customer Bank Account (RUCBNK) and Customer Bank Transit (RUTNST) fields, the system uses the bank account information to identify the payor and then assign the payor number to the customer.</p> <p>If these fields (RUAN8, RUCBNK, and RUTNST) are</p>

				<p>blank, but the Document Number field (RUDOC) or the Generic Matching field (RUGMFD) is not blank, the system will use the invoice information in these fields to locate the payor number and then assign the payor number to the customer. If the Document Number and Generic Matching fields are blank too, the system either uses the default value entered in the processing options for the Update Receipts Register program (R03B551) to get a payor and customer number or generates a logged receipt record.</p> <p>To increase performance, enter the customer's address book number so that the system does not need to retrieve the value from another table.</p>
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G/L Date	RUDGJ	Date	6	<p>Enter the G/L date in the format that your database accepts. Some databases allow you to enter the date in a Gregorian date format (mmddyy), while others might require a Julian date format.</p> <p>The Julian date format is cyyddd (where c = century). Enter 0 (zero) for transactions in the 20th century and enter 1 for transactions in the 21st century. For example, the date 6/1/99 corresponds to the Julian date 099152, and the date 6/01/00 corresponds to the Julian date 100153 (because the year 2000 is a leap year).</p> <p>If you leave this field blank, the system updates it with a value based on the processing options set up in the Update Receipts Register program (R03B551).</p>
Check Amount	RUCKAM	Number	15	<p>Enter the amount of the receipt into this field. If the receipt pays multiple invoices or one invoice with multiple pay items, include this amount on the first receipt transaction only. If this amount is included on multiple transactions for the same receipt, the receipt will not process successfully.</p> <p>Do not enter a credit (negative) amount.</p>
Document Number	RUDOC	Number	8	<p>These fields identify the invoice in the Customer Ledger table (F03B11) that the receipt pays.</p>
Document Type				<p>If you use the Known Invoice Match With Amount (R03B50D) or Known Invoice Match Without Amount (R03B50E) algorithms, you must identify the invoice by using these fields or the Generic Matching field (RUGMFD).</p>
Document Company				<p>While these fields are not required for some algorithms, completing them can increase the performance of the process.</p>
Document Pay Item				<p>If you use the Known Invoice Match With Amount algorithm (R03B50D) to pay invoices with multiple pay items, you must specify the pay item number; otherwise, the system assumes the invoice has only one pay item and pays only the first pay item.</p> <p>Pay item numbering begins with 001 (not 000).</p>
Gross Amount	RUAG	Number	15	<p>Complete this field only if you are using the Known Invoice Match With Amount algorithm. Specify the amount of the receipt to apply against the invoice or invoice pay item. For example, if the check amount is 100, but you are paying an invoice for 50, you specify 50.</p> <p>If the receipt pays the entire invoice (the invoice has a single pay item), the amount entered in this field will be the same as the amount entered in the Check Amount field (RUCKAM).</p> <p>Enter credit (negative) amounts to pay credit memos.</p>

G/L Bank Account	RUGLBA	Number	8	<p>Enter the short account ID of the bank account that is used to record the deposit of the receipt. The value that you enter must be zero-filled if it is not eight characters in length. For example, enter 108 as 00000108. The G/L bank account that you enter must exist in the Account Master table (F0901).</p> <p>Alternatively, if this field is left blank but the Home Bank Account (RUEHBK) and Home Bank Transit (RUEHTN) fields are completed, and the bank account is set up in the G/L Bank Accounts program (P0030G) with the account and transit numbers, the system will locate the short ID based on these values.</p> <p>If all fields (RUGLBA, RUEHBK, and RUEHTN) are left blank, the system updates this field based on a processing option in the Update Receipts Register program (R03B551).</p>
Company	RUCO	Alpha	5	<p>Enter the company number assigned to the receipt. The value of this field must exist in the Company Constants table (F0010). The system uses the company number to retrieve automatic accounting instructions for the A/R trade account for unapplied and logged receipts.</p> <p>If you leave this field blank, the system retrieves the company number from the G/L bank account, if specified; otherwise, the system uses the value that is set up in the processing option of the Update Receipts Register program.</p>
Customer Bank Account	RUCBNK	Number	20	<p>Leave these fields blank if you are not processing drafts. If you are processing drafts, enter the customer or payor's bank account information into these fields.</p>
Customer Bank Transit	RUTNST	Number	20	<p>Alternatively, you can leave these fields blank and enter the customer or payor's bank account name into the Remark field to locate the bank account information from the Bank Transit Number Master File table (F0030). If the system cannot locate the customer or payor's bank account information, the draft transaction is not processed.</p>

Optional, Ignored, and Output Fields for the Electronic Receipts Input table (F03B13Z1)

The following fields are optional for the user to complete, ignored by the system, or updated by the system and should be left blank:

Field Name	Alias	Type	Length	Definition

Batch Number	RUICU	Number	8	<p>A number used to group receipts together that are processed simultaneously. This number must be uniquely identified in the Electronic Receipts Input table (F03B13Z1).</p> <p>If you leave this field blank, the system assigns the batch number from Next Numbers when the Update Receipts Register program (R03B551) is run.</p> <p>J.D. Edwards recommends that you leave this field blank.</p>
Statement Number	RUCTL	Alpha	13	<p>Leave this field blank. The system cannot perform invoice matching if this field contains a value.</p> <p>If you want to pay invoices by statement number, enter the statement number in the Generic Matching Field (RUGMFD).</p>
Generic Matching Field	RUGMFD	Alpha	50	<p>This field is used to reference and locate an invoice for the Known Invoice Match With Amount (R03B50D) and Known Invoice Match Without Amount (R03B50E) algorithms. You can enter one of the following values:</p> <ul style="list-style-type: none"> • Document Number • Sales Order Number • Customer Reference Number • Statement Number <p>The system locates the invoice from the value entered in either the RUDOC field or this field.</p>
Reference	RUVR01	Alpha	25	A text field used to enter information about the invoice that is paid by the receipt. This field is informational only.
Payment ID	RUPYID	Number	15	<p>A field used to identify the receipt.</p> <p>The system assigns a number to this field when receipts are processed. The system uses this value as an internal reference to locate the receipt.</p> <p>J.D. Edwards recommends that you leave this field blank.</p>
Auto Cash Upload Status	RUEUPS	Alpha	1	<p>A field used to indicate the status of the transaction during the auto cash process. Valid values are:</p> <ul style="list-style-type: none"> • Blank - The transaction is not processed. • B – The transaction is eligible for processing. • E - The transaction was processed with errors. • H - The transaction was processed by the Update Receipts Register program (R03B551) but was not matched to invoices using the Apply Receipts to Invoices program (R03B50). • Y - The transaction is successfully processed. <p>J.D. Edwards recommends that you leave this field blank.</p>
Batch Date - Century	RUDIC#	Number	2	A field to enter the century associated with the batch date.

Century				If you leave this field blank, the system assigns the appropriate value to this field based on the batch date entered. J.D. Edwards recommends that you leave this field blank.
Batch Date	RUIDCJ	Date	6	The date that the transaction was entered into the Electronic Receipts Input table (F03B13Z1). If you leave this field blank, the system updates it with the date that the transaction is processed.
User ID	RUUSER	Alpha	10	The User ID of the person processing transactions.
G/L Date - Century	RUDG#	Number	2	The century associated with the G/L date. J.D. Edwards recommends that you leave this field blank.
Receipt Date - Month	RUDMTM	Number	2	The date on the payor's check or the date that you received the check. The system uses the receipt date for informational and reporting purposes only.
Receipt Date - Day	RUDMTD			Enter the receipt date in the mm/dd/yy format if desired. Alternatively, leave these fields blank and complete the Receipt Date field (RUDMTJ).
Receipt Date - Year	RUDMTY			If the system cannot locate a receipt date, it uses the G/L date.
Receipt Date - Century	RUDMT#			Leave this field blank. The system assigns the century based on the receipt date.
Receipt Date	RUDMTJ	Date	6	The date on the payor's check or the date that you received the check. The system uses the receipt date for informational and reporting purposes only. Enter the receipt date in the format that your database accepts. Some databases allow you to enter the date in the Gregorian format (mmddyy), while others require a Julian date format. The Julian date format is cyyddd (where c=century). Complete the century field by entering 0 (zero) for transactions in the 20th century and 1 for transactions in the 21st century. For example, 6/01/99 corresponds to a Julian date 099152, while 6/01/00 corresponds to a Julian date 100153. Alternatively, leave this field blank and complete the fields RUDMTM (mm), RUDMTD (dd), and RUDMTY (yy) in the month/day/year format.
Remark	RURMK	Alpha	30	A text field used to enter information about the receipt. Alternatively, if you are processing drafts and did not complete the Customer Bank Account (RUCBNK) and Customer Bank Transit (RUTNST) fields, you can enter the payor's bank name into this field. The name is used to

				locate the bank account information from the Bank Transit Number Master File table (F0030). If the system cannot locate the payor's bank account information, the transaction is not processed.
Account Mode	RUAM	Alpha	1	This field specifies the account format of the G/L Bank Account entered. J.D. Edwards recommends that you leave this field blank.
Home Bank Account	RUEHBK	Alpha	20	These fields can be used to identify the G/L bank account if the G/L Bank Account field (RUGLBA) is left blank. The G/L bank account must be set up in the Bank Transit Number Master File table (F0030) in order for the system to locate it based on the values entered in these fields.
Home Bank Transit	RUEHTN	Alpha	20	If all fields (RUEHBK, RUEHTN, and RUGLBA) are left blank, the system will use the value entered in the default Short Bank Account ID field in the processing option of the Update Receipts Register program (R03B551). If the system cannot locate a G/L Bank Account, the receipt will not be processed.
Payment Instrument	RUPYIN	Alpha	1	A field that specifies the customer's payment method. The value entered in this field must exist in UDC 00/PY (Payment Instrument).
Receipt Type Code	RUTYIN	Alpha	1	Leave this field blank. The value of this field is assigned by the system when the receipt is processed.

Uploading Customer Payment Information

To automatically process customer payment information, you must upload the information from the customer's bank to the Accounts Receivable system. If you receive the information from the bank on some medium (such as a tape, diskette, or CD), you must write a custom program to upload the information from the medium to the Electronic Receipts Input table (F03B13Z1), where it can be processed by the system.

Alternatively, you can use the EDI lockbox process to receive customer payment information. See *Receiving EDI Lockbox Transactions*.

See Also

- ❑ *Mapping Receipts for Automatic Processing* for information about the fields to complete in the Electronic Receipts Input table (F03B13Z1)
- ❑ *Reviewing, Revising, and Adding Electronic Receipts* for information about adding or revising electronic receipts

Creating Receipt Records Automatically

From the Automated Receipts Processing menu (G03B13), choose Update Receipts Register.

After uploading the information from your customer's bank into the Electronic Receipts Input table (F03B13Z1), you must process the information to create receipt or draft records in the Receipts Header (F03B13) and Receipts Detail (F03B14) tables. You must perform this initial step before you can match receipts to invoices. This batch program enables you to:

- Update the bank account in the general ledger regardless of the success ratio of the matching of algorithms
- Account for the entire deposit before you rework any of the items that the system did not process successfully

When you run the Update Receipts Register program, the system creates either unapplied receipts or drafts, or it creates logged receipt records. The system creates logged receipts when it cannot locate a payor or customer; otherwise, it creates unapplied receipts.

When you run the Update Receipts Register program (R03B551), the system does the following in sequential order:

55. Retrieves the payment ID from the Next Numbers program.
56. Validates the batch type (9B) in the Electronic Receipt Input records (F03B13Z1).
57. Retrieves the payor number from the Bank Transit Number Master File table (F0030). If it does not exist, the system retrieves the customer number. If the system cannot retrieve the customer number, it creates a logged receipt.
58. Retrieves the execution list from the Customer Master by Line of Business table (F03012). If it does not exist, the system uses the execution list specified in the processing options.
59. Retrieves the G/L bank account from the Bank Transit Number Master File table (F0030) using the home transit and home account number. If these do not exist in the table, the system retrieves them from either the processing options or AAs.
60. Retrieves the company from the Account Master table (F0901). If the company does not exist in this table, the system retrieves it from the processing options.
61. Attempts to retrieve the G/L date from the processing options.
62. Formats and validates the receipt date.
63. Generates an exception report of receipts that are not processed.
64. Updates the batch status to posted in the Batch Control Records table (F0011) for batch type 9B. You will see batch header records only if you created receipts using the Review Electronic Receipts program (P03B121).
65. Creates a batch header record in the Batch Control Records table (F0011) with a batch type RB.
66. Creates receipt header records in the Receipts Header table (F03B13).
67. Creates receipt detail records in the Receipts Detail table (F03B14).

Note

A processing option allows you to run the Apply Receipts to Invoices program (R03B50) after the Update Receipts Register program completes. See *Applying Receipts to Invoices Automatically* for information about this program.

Data Selection and Data Sequence

Do not change the data selection or data sequence for the Update Receipts Register program (R03B551).

See Also

- Draft Acceptance* for more information about creating draft records
- Applying Receipts to Invoices*

Before You Begin

- Verify that the appropriate Accounts Receivable AAIs are set up. See *AAIs for Accounts Receivable*.
- Verify the setup for processing receipts automatically. See *Setup for Automatic Receipts Processing*.

Processing Options for Update Receipts Register (R03B551)

Defaults Tab

These processing options specify default values for records that the system processes when the corresponding field is left blank.

1. G/L Date

Use this processing option to specify a default G/L date. If a G/L date already exists in your Electronic Receipts table (F03B13Z1), this processing option will be ignored. A G/L date is mandatory for processing electronic receipts. If the date does not exist in the Electronic Receipts table (F03B13Z1) and is not entered in this processing option, the system will not process the transaction.

2. Blank G/L Date Option

Blank = System date

1 = Batch date

Use this processing option to specify the default bank G/L date when the G/L date in your Electronic Receipts table (F03B13Z1) and the G/L Date processing option on this tab are blank. Valid values are:

Blank System date

1 Batch date

If a G/L date already exists in your Electronic Receipts table (F03B13Z1) or in the G/L Date processing option on this tab, the system ignores this processing option.

3. Century

19 = 1900's

20 = 2000's

Use this processing option to specify the century to use for the receipt date.

If a receipt date or century already exists in your Electronic Receipts table (F03B13Z1), the system ignores this processing option. Valid values are:

19 1900s

20 2000s

If you leave this field blank, the system uses 2000.

4. Company

Blank = Company of customer's business unit

Use this processing option to specify the default company number for the system to use if the Company Number field is blank in the Electronic Receipts Input table (F03B13Z1). Because the Company Number field is required, you must provide a value. Otherwise, the system will not process the receipt.

5. Short Bank Account ID

Use this processing option to specify the Short Account ID of the default G/L bank account, if the Short Account ID field is blank in the Electronic Receipts Input table (F03B13Z1).

A valid short bank account ID must exist for the system to process records. Enter the short bank account ID as an 8-digit number starting with zeros. For example, 00000108.

6. Clerk ID

Use this processing option to specify how to update the Clerk field (ECLK) in

the Receipts Header table (F03B13). If you leave this processing option blank, the system uses the user ID to populate the Clerk field.

You can use the Clerk field in the data selection to control which receipts the system processes in the Apply Receipts to Invoice program (R03B50).

7. Address Number

Blank = Logged receipt

Use this processing option to specify the address number that the system uses when it cannot determine the receipt payor number. For example, if no address number, bank transit number, or invoice is supplied, this is the default address.

If you leave this field blank, the system logs the receipt for later payor assignation, which you must do using the Standard Receipts Entry program.

8. Draft Receivable Account

Blank = RD1x AAI

Use this processing option to specify the draft receivable account. If you leave this field blank, the system will use the RD1x AAI for the draft receivable account, where x is the payment instrument.

9. Draft Due Date

Blank = Receipt date

Use this processing option to specify the draft due date. If you leave this field blank, the system uses the receipt date as the draft due date.

10. Execution List

Use this processing option to specify the default execution list that will be used. If a valid execution list exists in the Auto Receipts Execution List field in the Customer Master table (F03012), the system ignores this processing option.

11. Default GL Offset for Unapplied Cash

Blank = Do not default

1 = Default from G/L class code

Use this processing option specify whether to use values from the G/L class code in the Customer Master table (F03012) as default values for the G/L Offset for unapplied cash. Valid values are:

Blank Do not use default values.

1 Use values from the G/L Class Code.

If the G/L class code in the Customer Master table is blank, or if you leave this processing option blank, the system uses the G/L offset for unapplied cash, RCUC.

Process Tab

1. Draft Upload

Blank = Receipts upload

1 = Drafts upload

Use this processing option to specify the type of document that you want to create during the upload process. Valid values are:

Blank Receipts are created and uploaded.

1 Drafts are created and uploaded. The drafts are created at draft acceptance stage.

2. Process Marked Receipts**Blank = All receipts****1 = Marked receipts only**

Use this processing option to specify whether to select all electronic receipts for processing or only marked ones. If you specify to select marked receipts only, the system processes only receipts that have a B status for upload. This can be useful if you want to reprocess receipts that were processed previously with errors. Valid values are:

Blank All available electronic receipts.

1 Marked electronic receipts only.

3. Journal Entry Creation Method**Blank = Summarize journal entries****1 = Detail journal entries**

Use this processing option to specify whether to create summarized or detailed

journal entries. When you post receipts, the system creates one journal entry for each receipt or draft record (detail), or one journal entry for each batch of receipts or drafts (summary). The post is determined by how the ISTR (A/R Post Status) field in the Receipts Header (F03B13) is set. If you leave this processing option blank, the ISTR field remains blank and the system creates journal entries in summary mode. If you enter 1, the system reads ISTR as 1 and creates journal entries in detail. Valid values are:

Blank Summarized journal entries

1 Detail journal entries

Do not enter detail and summary records in the same batch.

Depending on how you set processing options for receipts entry and how you set the values in the General Accounting Constants, the system produces different documents in the Account Ledger table (F0911).

In Standard Receipts Entry, when you specify Summary method (value of 0) in the journal entry processing option, the system generates one journal entry per receipt batch in the Account Ledger table (F0911). The system assigns the journal entry a document type of RK, with a document number equal to the receipt batch number.

In order for the Summary method to work, you must do the following:

- o Set the offset method in the A/R Constants to a value of B (batch mode)
- o Ensure that the intercompany settlement option in the General Accounting Constants is not set to a value of 2
- o Ensure that there are no foreign transactions in the batch

Otherwise, the system generates journal entries using the Detail method.

If you set the processing options to Detail method (value of 1), the system generates one journal entry for each cash receipt. The result is a document type of RC. The system uses Next Numbers to determine the next journal entry document number. The system then updates the document number for audit purposes (using fields RZDCTG, RZDOCG, and RZKCOG) in the Receipt Application Detail table (F03B14).

Versions Tab

These processing options specify whether to run Apply Receipts to Invoices automatically and the version to be used.

1. Run Apply Receipts to Invoices (R03B50)

Blank = No

1 = Yes

Use this processing option to specify whether to run the Apply Receipts to Invoices program (R03B50) automatically upon completion of the Update Receipts Register. Valid values are:

Blank Do not run Apply Receipts to Invoices (R03B50).

1 Run Apply Receipts to Invoices (R03B50).

If this processing option is left blank, you must run Apply Receipts to Invoices manually.

2. Apply Receipts to Invoices Version

Blank = Use XJDE0001

Use this processing option to specify the version to be used for the Apply Receipts to Invoices program (R03B50). If you leave this processing option blank, the system uses the default version to run the Apply Receipts to Invoices Program.

Updates Tab

1. Bank Account Information

Blank = No update

1 = Update

Use this processing option to specify whether to update the bank account information in the Bank Transit Number table (F0030). Valid values are:

Blank Do not update the bank account information.

1 Update the bank account information.

2. Bank Reference Type

Blank = Payor

C = Customer

Use this processing option to specify whether information pertains to the customer or the payor if you are updating the Bank Transit Number table (F0030).

Blank Payor

C Customer

If the Update Bank Account Information processing option on this tab is blank, the system ignores this processing option.

3. Invoice Number Method

Use this processing option to specify the sequence of search methods that the system uses when searching the Customer Ledger table (F03B11) for a valid payor number. Four search methods are available:

- o Invoice Number
- o Sales Order Number
- o Customer Reference

- o Statement Number

Valid values are blank, 1, 2, 3, and 4. If you leave a search method field blank, the system excludes that search method and uses the other methods you specify. If you leave all four fields blank, the system searches using all methods in the order listed above.

The system performs this search when a valid payor number is unknown, and when a value exists in the Generic Match (GMFD) field in the Electronic Receipts Input (F03B13Z1) table.

The system first attempts to determine the payor number using the customer's bank account number or the bank transit number from the Electronic Receipts table (F03B13Z1). Using these numbers, the system searches for a payor number (P) in the Bank Transit Number table (F0030). First, the system searches for a P record in the Bank Transit Number table (F0030). If this search fails, the system searches for a customer (C) record. If the system cannot determine a payor from the Bank Transit Number table (F0030), and no Document Number field (DOC) or Generic Match field (GMFD) exists in the Electronic Receipts table (F03B13Z1), the system overrides the sorting priorities and searches the Customer Ledger table (F03B11) for a record that has an invoice number equal to the document number in the Electronic Receipts table (F03B13Z1).

If the system determines a payor number using any of these scenarios, then the system ignores the sorting processing options on this tab. However, if the payor number is still blank, the system uses these processing options and searches the Customer Ledger table (F03B11) for a record that includes the Generic Match field in the Electronic Receipts table (F03B13Z1), according to the order you specify. For example, if the Invoice Number processing option is 1, Sales Order Number is 4, Customer Reference Number is 2, and Statement Number is 3, the system matches the Generic Match field with the invoice number first. If no match is found, the system attempts to match the Generic Match field with the remaining priorities in the specified order until a match is found.

Sales Order Number Method

Use this processing option to specify the sequence of search methods that the system uses when searching the Customer Ledger table (F03B11) for a valid payor number. Four search methods are available:

- o Invoice Number
- o Sales Order Number
- o Customer Reference
- o Statement Number

Valid values are blank, 1, 2, 3, and 4. If you leave a search method field blank, the system excludes that search method and uses the other methods you specify. If you leave all four fields blank, the system searches using all methods in the order listed above.

The system performs this search when a valid payor number is unknown, and when a value exists in the Generic Match (GMFD) field in the Electronic Receipts Input (F03B13Z1) table.

The system first attempts to determine the payor number using the customer's bank account number or the bank transit number from the Electronic Receipts table (F03B13Z1). Using these numbers, the system searches for a payor number (P) in the Bank Transit Number table (F0030). First, the system searches for a P record in the Bank Transit Number table (F0030). If this search fails, the system searches for a customer (C) record. If the system cannot determine a payor from the Bank Transit Number table (F0030), and no Document Number field (DOC) or Generic Match field (GMFD) exists in the Electronic Receipts table (F03B13Z1), the system overrides the sorting priorities and searches the Customer Ledger table (F03B11) for a record that has an invoice number equal to the document number in the Electronic Receipts table (F03B13Z1).

If the system determines a payor number using any of these scenarios, then the system ignores the sorting processing options on this tab. However, if the payor number is still blank, the system uses these processing options and searches the Customer Ledger table (F03B11) for a record that includes the

Generic Match field in the Electronic Receipts table (F03B13Z1), according to the order you specify. For example, if the Invoice Number processing option is 1, Sales Order Number is 4, Customer Reference Number is 2, and Statement Number is 3, the system matches the Generic Match field with the invoice number first. If no match is found, the system attempts to match the Generic Match field with the remaining priorities in the specified order until a match is found.

Customer Reference Method

Use this processing option to specify the sequence of search methods that the system uses when searching the Customer Ledger table (F03B11) for a valid payor number. Four search methods are available:

- o Invoice Number
- o Sales Order Number
- o Customer Reference
- o Statement Number

Valid values are blank, 1, 2, 3, and 4. If you leave a search method field blank, the system excludes that search method and uses the other methods you specify. If you leave all four fields blank, the system searches using all methods in the order listed above.

The system performs this search when a valid payor number is unknown and when a value exists in the Generic Match (GMFD) field in the Electronic Receipts Input (F03B13Z1) table.

The system first attempts to determine the payor number using the customer's bank account number or the bank transit number from the Electronic Receipts table (F03B13Z1). Using these numbers, the system searches for a payor number (P) in the Bank Transit Number table (F0030). First, the system searches for a P record in the Bank Transit Number table (F0030). If this search fails, the system searches for a customer (C) record. If the system cannot determine a payor from the Bank Transit Number table (F0030), and no Document Number field

(DOC) or Generic Match field (GMFD) exists in the Electronic Receipts table (F03B13Z1), the system overrides the sorting priorities and searches the Customer Ledger table (F03B11) for a record that has an invoice number equal to the document number in the Electronic Receipts table (F03B13Z1). If the system determines a payor number using any of these scenarios, then the system ignores the sorting processing options on this tab. However, if the payor number is still blank, the system uses these processing options and searches the Customer Ledger table (F03B11) for a record that includes the Generic Match field in the Electronic Receipts table (F03B13Z1), according to the order you specify. For example, if the Invoice Number processing option is 1, Sales Order Number is 4, Customer Reference Number is 2, and Statement Number is 3, the system matches the Generic Match field with the invoice number first. If no match is found, the system attempts to match the Generic Match field with the remaining priorities in the specified order until a match is found.

Statement Number Method

Use this processing option to specify the sequence of search methods that the system uses when searching the Customer Ledger table (F03B11) for a valid payor number. Four search methods are available:

- o Invoice Number
- o Sales Order Number
- o Customer Reference
- o Statement Number

Valid values are blank, 1, 2, 3, and 4. If you leave a search method field blank, the system excludes that search method and uses the other methods you specify. If you leave all four fields blank, the system searches using all methods in the order listed above.

The system performs this search when a valid payor number is unknown and when a value exists in the Generic Match (GMFD) field in the Electronic Receipts

Input (F03B13Z1) table.

The system first attempts to determine the payor number using the customer's bank account number or the bank transit number from the Electronic Receipts table (F03B13Z1). Using these numbers, the system searches for a payor number (P) in the Bank Transit Number table (F0030). First, the system searches for a P record in the Bank Transit Number table (F0030). If this search fails, the system searches for a customer (C) record. If the system cannot determine a payor from the Bank Transit Number table (F0030), and no Document Number field (DOC) or Generic Match field (GMFD) exists in the Electronic Receipts table (F03B13Z1), the system overrides the sorting priorities and searches the Customer Ledger table (F03B11) for a record that has an invoice number equal to the document number in the Electronic Receipts table (F03B13Z1).

If the system determines a payor number using any of these scenarios, then the system ignores the sorting processing options on this tab. However, if the payor number is still blank, the system uses these processing options and searches the Customer Ledger table (F03B11) for a record that includes the Generic Match field in the Electronic Receipts table (F03B13Z1), according to the order you specify. For example, if the Invoice Number processing option is 1, Sales Order Number is 4, Customer Reference Number is 2, and Statement Number is 3, the system matches the Generic Match field with the invoice number first. If no match is found, the system attempts to match the Generic Match field with the remaining priorities in the specified order until a match is found.

Linked Information Not Found

Use this processing option to specify whether to create R1 documents with an open amount in the Customer Ledger table (F03B11). The setting of this processing option controls whether you can select the draft for aging. When you create a draft without an open amount, you use that record as a placeholder only, and you cannot select it for payment or aging.

Blank Create R1 with an open amount in the Customer Ledger table

(F03B11).

- 1 Create R1 without an open amount in the Customer Ledger table
(F03B11).
-

Applying Receipts to Invoices Automatically

From the Automatic Receipts Processing menu (G03B13), choose Apply Receipts to Invoices.

Note

You can also specify that this program be run automatically after the system creates receipt records by setting a processing option on the Versions tab for the Update Receipts Register program (R03B551).

After creating unapplied receipts or drafts or logged receipts, you must apply the receipts to invoices by running the Apply Receipts to Invoices program (R03B50). This program determines the information necessary for the system to match a receipt to an invoice or a group of invoices based on the algorithms set up on the execution list and the information provided in the receipt records.

When you run Apply Receipts to Invoices, the system:

- Updates the receipt record (F03B13) with the execution list from the customer record, if one exists, or from the processing options.
- Updates the receipt record with the program number of the first algorithm found in the execution list.
- If necessary, retrieves invoice information from the corresponding electronic receipt (F03B13Z1) to automatically apply the receipt to invoices for the Known Invoice Match algorithms (R03B50D and R03B50E).
- Creates a new batch if the receipt or draft records are posted; otherwise, reopens the original batch.
- Creates an error report when errors exist.
- Updates the Receipt Status field (ASTA) on the receipt record with one of the following values:
 - 1 – The receipt was created by running the Update Receipts Register program (R03B551).
 - 2 – The Apply Receipts to Invoices program was run, but the receipt was not successfully applied.
 - 3 – The receipt was successfully applied to invoices.

If the program cannot successfully apply the receipt to invoices, you can either revise information on the electronic receipt record and reprocess the receipt automatically, or manually apply the receipt to invoices using the Standard Receipts Entry program. See *Reviewing, Revising, and Adding Electronic Receipts* and *Applying Receipts to Invoices Manually*.

After you apply receipts to invoices, you must post the receipt batches to update the general ledger. See *Approving and Posting Receipts*.

Before You Begin

- Verify that the processing options for the algorithms are set correctly and include reason codes for write-offs, deductions, and chargeback records that the system might create.

Related Information

Applying receipts generated in a prior period	If the G/L date of an unapplied receipt is in a period prior to the G/L date specified on the invoice, the Apply Receipts to Invoices program will not apply the receipt to the invoice unless you turn on the Allow PBCO Postings option in the General Accounting Constants. See <i>Setting Up Constants for General Accounting</i> in the <i>General Accounting Guide</i> .
Applying receipts to invoices with multiple pay items, including credit memos	If a receipt pays an invoice with multiple pay items, you must specify the pay item on the electronic receipt record; otherwise, the system applies the receipt to the first pay item only and might create undesired records such as chargebacks, deductions, or write-offs. See <i>Example: Applying a Receipt to an Invoice with Multiple Pay Items</i> for specific scenarios. Alternatively, set up the execution list to include the algorithm Known Invoice Match Without Amount (R03B50E) after the algorithm Known Invoice Match With Amount (R03B50D). The system can locate and apply the receipt to the open invoices without specifying the pay item.

Processing Options for Apply Receipts to Invoices (R03B50)

Defaults Tab

These processing options specify how the system applies receipts to invoices.

1. Execution List

Use this processing option to specify the default execution list to use for the Apply Receipts to Invoices application (R03B50). If a valid execution list exists in the Automatic Receipts Execution List field in the Customer Master table (F03012) or in the Execution List field in the Receipt Register (F03B13) table, the system ignores this processing option.

2. Default G/L Offset for Unapplied Cash

Blank = Do not default

1 = Default from G/L class code

Use this processing option to specify whether to use values from the G/L class code in the Customer Master table (F03012) as default values for the G/L Offset for unapplied cash. Valid values are:

Blank Do not use default values.

1 Use values from the G/L Class Code.

If the G/L class code in the Customer Master table is blank, the system uses the G/L offset for unapplied cash, RCUC.

Process Tab

1. Draft Processing

Blank = Process receipts

1 = Process drafts

Use this processing option to specify the type of document that you want to create. Valid values are:

Blank Process normal receipts.

1 Process drafts.

2. Process Manual Receipts

Blank = Automatic receipts only

1 = Manual and automatic receipts

Use this processing option to specify whether to process receipts entered through the manual receipts application. Valid values are:

Blank Include only automatic receipts.

1 Include manual and automatic receipts.

If you enter 1, the system processes receipts with unapplied cash entered through manual receipts. When you use this processing option, Apply Receipts to Invoices (R03B50) verifies that the customer is eligible for automatic receipts processing.

3. Process Unmatched Receipts

Blank = Exclude unmatched receipts

1 = Include unmatched receipts

Use this processing option to specify whether to process unmatched receipts created through the Apply Receipts to Invoices (R03B50) application. The application processes all receipts having the Auto Receipt Status equal to 2 that were unsuccessfully matched, which created unapplied cash. The application verifies that the customer is eligible for automatic receipts processing.

Reviewing, Revising, and Adding Electronic Receipts

The system provides you with a tool to review, revise, and add records to the Electronic Receipts Input table (F03B13Z1) when necessary. You might need to revise or add electronic receipts for the following reasons:

- The information on the bank tape was insufficient for the system to create a Receipts Header record (F03B13) when the Update Receipts Register program (R03B551) was run.
- A receipt record is missing due to a problem such as power failure while uploading receipt information from the bank tape.
- The invoice information, which the system retrieves for the Known Invoice Match algorithms (R03B50D and R03B50E), is not correct.
- You want to update the status on records so that the purge program selects them. For example, a duplicate record exists in the Electronic Receipts Input table, or the record is damaged.
- You want to update the status on a batch of records that processed in error.

You use the Review Electronic Receipts program to revise information on the electronic receipt or to add a new receipt to the Electronic Receipts Input table (F03B13Z1).

When you revise an electronic receipt, you cannot change the batch number, batch date, or receipt number.

After you revise or add electronic receipts, you must process them so that the system can create the appropriate records in the appropriate table. The system provides a form menu that you can use to run the appropriate program directly from the application.

See Also

- Mapping Receipts for Automatic Processing*

Related Information

Overriding the customer number	If you enter a customer number that is different from the payor number that the system retrieves from the bank account information that you provide, and you have specified invoice information (either using the invoice document number or the Generic Matching Field), the system assigns the payor number, not the customer number, to the receipt records generated. If you do not specify invoice information, the system assigns the customer number, not the payor number.
Deleting electronic receipts	If you delete an electronic receipt record, the system does not delete all records for that receipt number. Therefore, if you delete one record, you might need to revise information in other records for the system to perform receipt matching. For example, if receipt 444 pays two invoices, the system displays two records on the Work With Electronic Receipts Input form. Because you enter the receipt amount on the first record only, if you delete that record, you must revise the second record to include the receipt amount.

► **To review and revise electronic receipts**

From the Automated Receipts Processing menu (G03B13), choose Review Electronic Receipts.

1. On Work With Electronic Receipts Input, click Find to display all existing electronic receipts, or complete any of the following fields to limit your search and click Find:
 - Batch Number
 - Batch Date
 - Receipt Number
2. Choose the receipt that you want to review and click Select.

3. On Revise Electronic Receipt Input, to revise the electronic receipt, change any of the fields that are available for input.

Note

If you have already processed a receipt unsuccessfully (the system created an unapplied receipt record, but could not perform invoice matching), and you want to revise the electronic record to reprocess the receipt, you must do the following first:

- Delete the unapplied receipt record (F03B13) using Standard Receipts Entry
 - Modify the electronic receipt records
 - Change the Upload Status field to blank
-

4. Click OK.

► **To add electronic receipts**

From the Automated Receipts Processing menu (G03B13), choose Review Electronic Receipts. :

1. On Work With Electronic Receipts Input, click Add.

2. On Electronic Receipt Entry, complete the following fields:

- Company
- G/L Date
- Amount Expected

Enter the amount of the receipt.

3. Complete the following optional fields to add more specific information:

- Remark
- Pay Instrument
- G/L Bank Account

4. In the detail area, complete any of the following required fields:

- Transaction Number
- Receipt Gross Amount

Note

If the receipt pays multiple invoices, complete this field for the first line only. For example:

Trans. #	Line #	Receipt #	Customer	Gross Amount	Doc Type	Invoice #	Invoice Amount
123	1	456	4343	800	RI	4455	400
123	2	456	4343		RI	4456	300
123	3	456	4343		RI	4457	100
Result: When processed, the system creates one F03B13 record for 800.							

Do not enter a credit (negative amount). The system cannot apply negative receipts to invoices.

- Cur Cod

Enter the currency code of the receipt. If you leave this field blank, the system assigns the currency code of the company entered in the header of the form.

5. Complete any of the following optional fields to add more specific information, and click OK.

- Line Number
- Receipt Number
- Receipt Date
- G/L Bank Account
- Generic Match
- Customer Number
- Doc Typ

If you are using a Known Invoice Match algorithm, enter the document type of the invoice.

- Document Number

If you are using a Known Invoice Match algorithm, enter the document number of the invoice.

- Pay Itm
- Gross Apply Amount

If you are using the Known Invoice Match With Amount algorithm, enter the amount of the invoice that you want to pay.

- Statement Number

The system ignores any value that you enter in this field. To perform invoice matching using the statement number, complete the Generic Matching Field.

- Remark
- Payor Bank Transit
- Payor Bank Acct #
- User ID
- Batch Number

► To change the upload status of a batch

From the Automated Receipts Processing menu (G03B13), choose Review Electronic Receipts :

1. On Work With Electronic Receipts Input, choose Revise Inpt Status from the Form menu.
2. On Revise Electronic Receipts Input Status, complete the following fields and click Find:
 - Batch Number
 - Batch Date

The system displays only batches with records that have an upload status of blank (unprocessed), E (error), and Y (successfully uploaded).

3. Choose the batch containing the records for which you want to change the upload status, click one of the following options, and then click Select.
 - Set to Upload Status
The system changes the upload status to B.
 - Set to Purge Status
The system changes the upload status to Y.

The system marks the batch with a check mark to indicate that the batch is selected. To de-select the batch, click Select again.

4. Click Close.
5. On Report Output Destination, choose the appropriate option and click OK.
The system generates a report listing the records that were not updated. If the report is blank, all records in the batch were updated to the desired upload status.

Applying Receipts to Invoices Manually

If the system could not apply the receipt record automatically using the Apply Receipts to Invoices program, you can use Standard Receipts Entry to manually apply the receipt to invoices. When the system cannot apply the receipt successfully, it updates the Receipt Status field (ASTA) on the receipt record to 2. To locate these receipts only, enter 2 in the RS field in the QBE row of the Work with Customer Receipts Inquiry form, and click Find. Then

follow the steps to apply the unapplied receipt to invoices. See *Applying Unapplied Receipts to Invoices*.

Printing the Receipts Journal Report

Use one of the following navigations:

From the Manual Receipts Processing menu (G03B12), choose Receipts Journal Report.

From the Automated Receipts Processing menu (G03B13), choose Receipts Journal Report.

As an alternative to reviewing receipts online, you can print the Receipts Journal. You can create your own version to select more specific information. For example, you might select a specific batch or batches to print, or you might select batches for a specific user or a specific date.

When you print the Receipts Journal Report, the system prints a list of the receipts entered for each bank account, and the invoices that each receipt paid, if any. This report also lists the batches that are not approved for posting.

The system does not print bank account information on the header of the report for the following types of receipts:

- Drafts - The system does not print a bank account number until the draft reaches a contingent liability or collection status. Additionally, if the draft is unapplied, instead printing the invoice information in the detail of the report, the system prints the G/L account number or draft information.
- General Ledger – The system prints the G/L account number.

Note

The totals per G/L Bank Account will not print if you specify more than one currency. Totals are meaningless if currencies are mixed.

This report prints information from the Receipts Header (F03B13) and Receipts Detail (F03B14) tables.

Data Sequence

The system prints the transactions in the following sequence:

68. User ID
69. Batch number
70. Batch date
71. G/L account
72. Company
73. Address number
74. Payment (receipt) number

The totals on the report depend on this exact sequence. If you modify the sequence, you must also modify the totaling logic of the program.

Processing Options for Receipts Journal Report (R03B311)

Print Options

1. Select the format of the account number to print in the body of the report: '1' = account number, '2' = short account ID, '3' = unstructured account.

Detail Account Format

- 2: Select the format of the G/L bank account number to print in the heading of the report: '1' = account number, '2' = short account ID, '3' = unstructured account.

Heading Account Format

Printing the Receipts Activity Register

From the Automated Receipts Processing menu (G03B13), choose Receipts Activity Register.

To review a list of all processed items, you can print the Receipts Activity Register (R03B560). This enables you to review the unapplied and applied receipt records. The report prints information from the Receipts Header (F03B13) and the Receipts Detail (F03B14) table.

Processing Options for Receipts Activity Register (R03B560)

Overrides

1. Enter a '1' to display both the foreign and domestic amounts of the receipt. If left blank, only the domestic amounts will be shown.

Display Foreign Amounts

2. Enter a '1' to show each receipt on a separate page. If left blank, page break will occur on change of customer number.

New Page for Each Receipt

Purging Electronic Receipts

From the Automated Receipts Processing menu (G03B13), choose Purge Electronic Receipts.

To improve processing time and conserve system disk space, purge the receipts that you transferred from the bank to the Accounts Receivable system. You can specify which records the system purges by setting a processing option.

Purging electronic receipts removes records from the Electronic Receipts Input table (F03B13Z1) only.

Caution

Verify that the processing option is set to purge only those receipts that have been successfully processed. Receipts that have been successfully processed have a Y in the Upload Status field (RUEUPS). Otherwise, the system might purge receipts before they have been matched to invoices.

After the system completes the purge process, you might want to defragment the affected tables and rebuild the table indices. Contact your database administrator for more information about this process.

Processing Options for Purge Electronic Receipts (R03B0041A)

Default

1.Purge Records

1= Purge Regardless of Upload Status

2= Purge Only IF Upload Status Equal to " Y "

Accounts Receivable Draft Processing

Drafts are payment instruments that allow direct communication between the bank of the payor and the bank of the payee. In most countries, a draft is a promise to pay a debt. The use of a draft for payment of obligations affects the legal nature of the underlying liabilities. Therefore, you must classify, track, and report drafts separately from other types of payments and obligations. Many areas of the world use draft processing, although the payment instrument might be referred to as something other than a draft. For example, in Asia Pacific, the draft process is commonly used for post-dated checks. In the United States, it is used for credit card payments.

You, as the supplier, or your customer can originate a draft. Regardless of who originates it, you must enter the draft into the system (a process which is also known as draft acceptance), remit it for collection, and then record the collection. Drafts can also be discounted and might have a contingent liability.

Types of Accounts Receivable Drafts

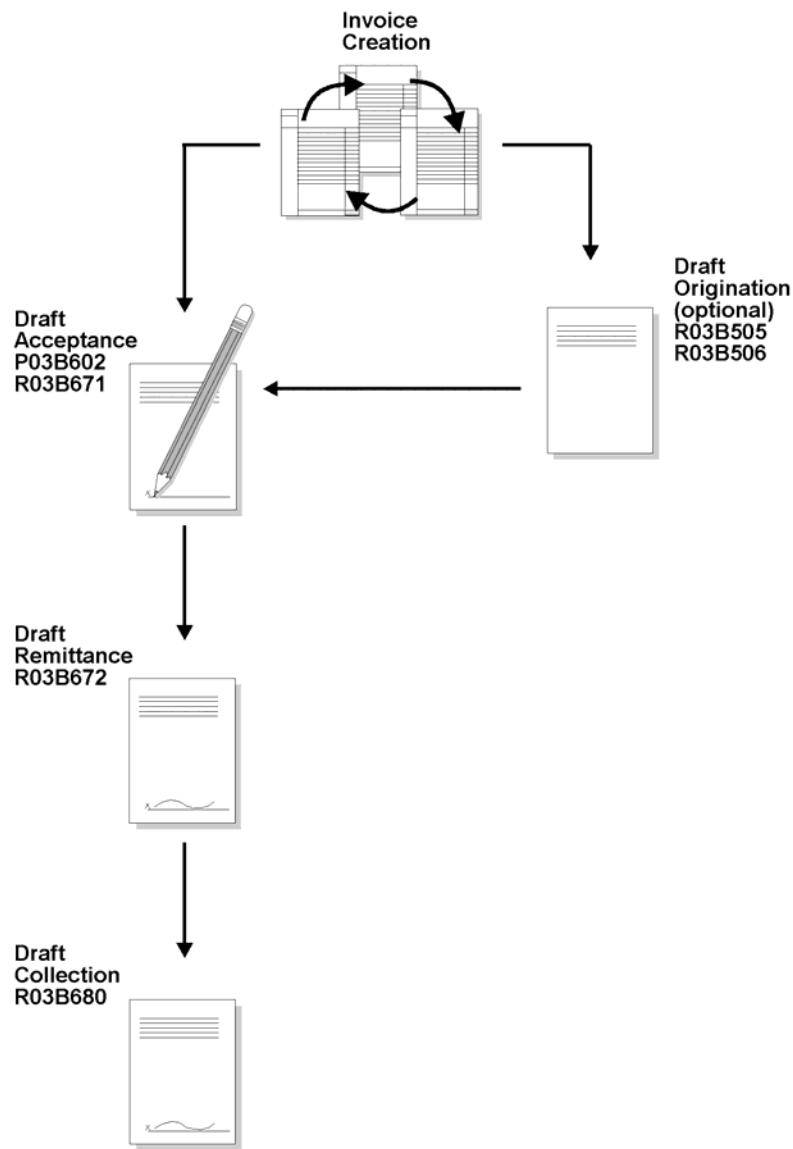
Each type of draft corresponds to a particular payment instrument. The different types of draft are divided into two categories, as follows:

Manual drafts	<p>Manual drafts are also called customer acceptance drafts because a customer must accept them before they can be remitted to the bank. The following types of manual drafts are available:</p> <ul style="list-style-type: none">• The supplier prints the draft with bank account information.• The supplier prints the draft with the bank name only.• The customer prints the draft with bank account information.• The customer prints the draft with the bank name only. <p>The system can distinguish drafts with only a bank name from those with complete bank account information. This is helpful because banks generally assess an additional fee to collect drafts if you do not provide account information.</p>
Automatic drafts	Automatic drafts are also called preauthorized drafts because they do not require customer acceptance. You and your customer agree in advance that the customer will pay with a draft.

Steps for Processing Accounts Receivable Drafts

A draft is a payment that passes through various steps of processing. During each step, the system creates either electronic or paper records, as well as accounting entries.

The following graphic illustrates the process flow for drafts. For the post-dated checks used in other parts of the world, the draft remittance step is omitted.



Draft Origination

The draft process begins when either you or your customer originates (prints) a draft. The draft shows the amount to be paid, the due date, banking information and, possibly, information about the underlying liabilities (invoices).

You can generate a draft by printing an invoice with a draft, or a statement with a draft. Some customers expect one draft per invoice. Other customers expect one draft for a statement of invoices. You can either send invoices with drafts attached or send statements with drafts attached.

This step updates the customer ledger with the draft number (statement number), but has no effect on the general ledger.

Customer Number 7001				
Document Type	Document Number	Document Amount	Statement Number	Print Y/N
RI	1234	10,000	10005	Y

If the customer generates the draft, you skip this step.

Draft Acceptance

A draft has no legal force until the customer accepts it.

For manual drafts, your customer can accept the draft by:

- Signing the draft that you originated and returning it to you
- Changing the draft that you originated (date, amount, bank, and so on), then signing and returning it to you
- Originating, signing, and sending the customer's own draft to you

For automatic drafts, the draft is accepted by prior agreement, so each draft does not require customer acceptance.

Draft acceptance also includes entering the draft into the system. If you process drafts manually, you enter the draft to create the appropriate records. If you process drafts automatically, the system creates the appropriate draft records for you.

Regardless of whether you enter the draft manually, or create the draft automatically, the system:

- Creates a record in the Receipts Header (F03B13) and Receipts Detail (F03B14) tables.
- Marks the invoice as paid by changing its pay status to P.
- Creates an invoice record (document type R1) in the Customer Ledger table (F03B11).

After you enter the draft, you must post it to the general ledger. When you post drafts, system creates a journal entry to debit drafts receivable and credit an A/R trade account.

Customer Number 7001					
Document Type	Document Number	Document Amount	Print Y/N	Pay Status	Pay Instr
RI	1234	10,000		P	2
R1	10005	10,000	Y	D	2

Draft Remittance (Optional)

Draft remittance consists of the following steps:

1. You remit (deposit) the draft to your bank so that it can collect the funds from your customer's bank. You can remit the draft either electronically or on paper in the form of a bank register.
2. You post the journal entry. The system creates a journal entry to debit drafts remitted and credit drafts receivable.
3. You arrange to collect funds from the draft in one of the following ways:
 - Wait until the funds become available on the due date specified by the draft.
 - Request an advance from your bank before the due date of the draft. Typically, banks charge a fee when they advance funds for a draft before its due date.

Customer Number 7001					
Doc Type	Document Number	Document Amount	Print Y/N	Pay Status	Pay Instr
R1	10005	10,000	Y	G	2

Note

Draft remittance is optional in certain countries.

Draft Collection

Draft collection consists of the following steps:

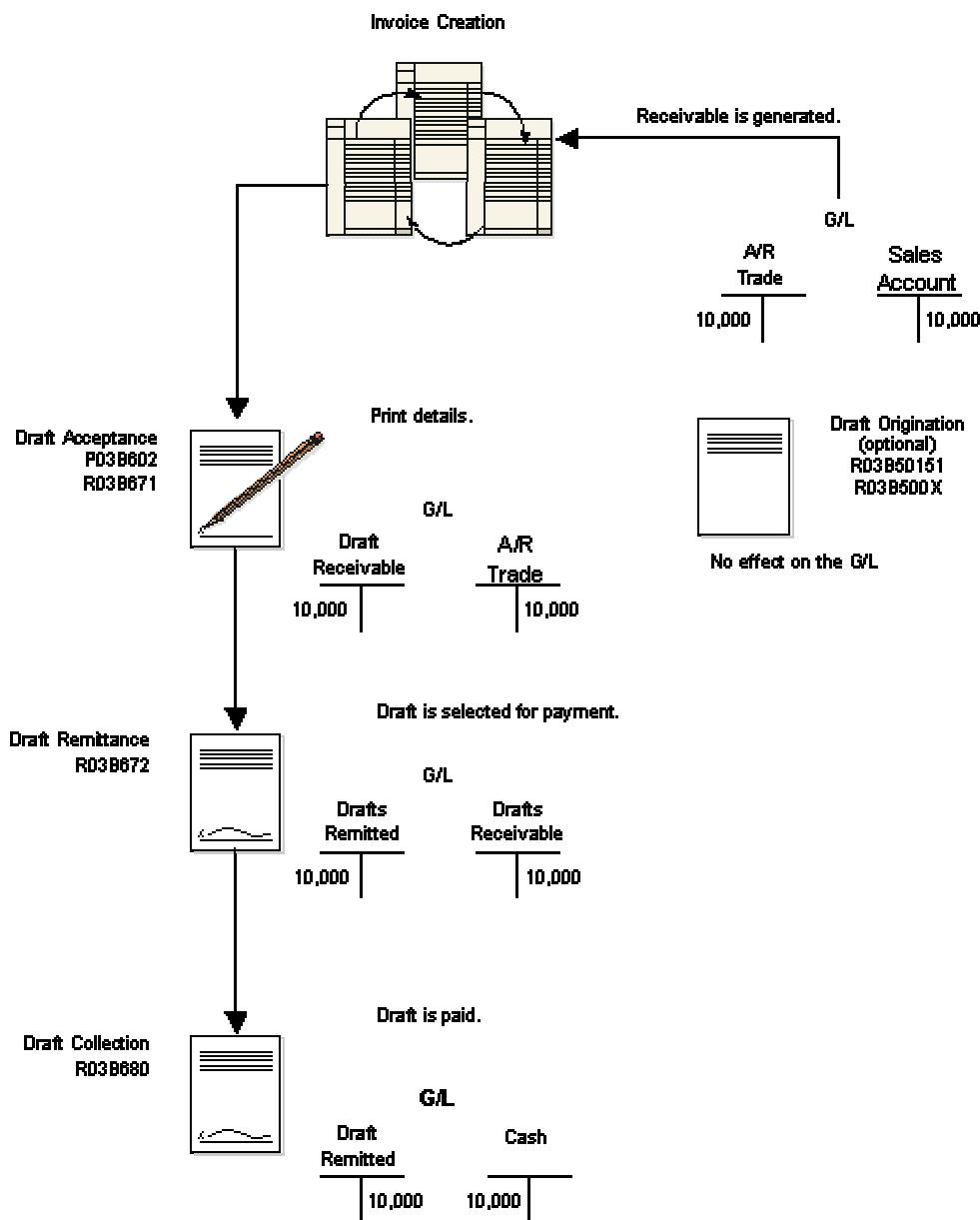
1. Your bank collects the funds for the draft from the customer's bank on the due date of the draft, or your bank informs you it cannot collect the funds.
2. On or after the due date, both you and your customer recognize the transfer of cash. You update the status of the draft in your records to show that it has been collected.
3. You post the journal entry. The system creates a journal entry to debit a bank account and credit drafts remitted.

Customer Number 7001					
Doc Type	Document Number	Document Amount	Pay Status	Pay Instr	
R1	10005	10,000	P	2	

Draft Processing on the General Ledger

The following graphic illustrates the effect of each stage of the draft process on the general ledger:

Draft Processing Effect on General Ledger



Setting Up User Defined Codes for Accounts Receivable Drafts

You must set up the following user defined codes for draft processing. You can customize user defined codes to meet your business requirements unless they are hard coded.

Payment Instrument Codes (00/PY)

You use payment instrument codes (00/PY) to categorize drafts for reporting and accounting purposes. For example, if you want to distinguish drafts that you originated from those your customer originated, or if you want to distinguish drafts for which you have bank account information from those for which you do not, you can assign the drafts different payment instruments. The payment instrument that you assign to a draft can also be used in conjunction with AAI items (RD1x, RD2x, RD3x, and RD4x) to assign different accounts based on the payment instrument. See *Setting Up AAIs for Accounts Receivable Drafts*.

The following table provides examples of the payment instruments that are set up to use for draft processing. You can use these codes or set up additional codes. Using a payment instrument in draft processing is optional.

Code	Description of Code	Suggested Use During Draft Processing
D	Draft by invoice	You might assign this payment instrument to invoices that you generate to use for data selection when you print drafts by invoice.
F	Draft by statement	You might assign this payment instrument to invoices that you generate to use for data selection when you print drafts by statement.
1	Draft that you originate with a bank account number	You might assign this payment instrument to the draft you accept (using the Enter Our Drafts program, P03B602) to indicate that the draft that you originated has customer bank account information.
2	Draft customer originates with a bank account number	You might assign this payment instrument to the draft you accept (using the Enter Customer Drafts program, P03B602) to indicate that the draft that the customer originated has bank account information.
3	Draft you originate without a bank account number	You might assign this payment instrument to the draft you accept (using the Enter Our Drafts program, P03B602) to indicate that the draft that you originated does not have customer bank account information.
4	Draft customer originates without a bank account number	You might assign this payment instrument to the draft you accept (using the Enter Customer Drafts program, P03B602) to indicate that the draft that the customer originated does not have bank account information.

Note

The description of the payment instrument code in this table might not be the same as the description in the UDC (00/PY) because these codes can be used in other systems.

Pay Status Codes (00/PS)

The system updates invoice (document type RI) and draft invoice (document type R1) records in the Customer Ledger table (F03B11) with one of the following pay status codes (00/PS) based on where it is in the draft process:

Code	Description of Code	Stage Used in Draft Processing	Description of Use
A	Approved for payment	<ul style="list-style-type: none">Invoice Generation	When you create an invoice and expect your customer to pay by draft, the system displays this pay status on the invoice.
P	Paid in full	<ul style="list-style-type: none">Draft AcceptanceDraft Collection	When you accept the draft, the system updates the pay status of the invoice to this status. The system also updates the draft invoice to this pay status when the draft is collected.
D	Draft accepted	<ul style="list-style-type: none">Draft Acceptance	When you accept the draft, the system updates the pay status of the draft invoice to this status.
#	Draft included in register	<ul style="list-style-type: none">Draft Registration	When you register the draft, the system updates the pay status of the draft invoice to this status.
G	Draft deposited not due	<ul style="list-style-type: none">Draft Remittance	When you submit the draft to the bank and you update the draft with the remitted information, the system updates the draft invoice to this status.

See Also

- User Defined Codes for Accounts Receivable*
- User Defined Codes in the Foundation Guide* for information about adding and revising UDCs

Setting Up AAIs for Accounts Receivable Drafts

AAIs define rules for programs that automatically generate journal entries. You set up draft AAIs that are company specific only for companies that use a unique account number. You do not need to set up separate AAIs for companies that use the same account. If the system cannot find an AAI for a specific company, it uses the AAI for the default company, company 00000. You set up AAIs for draft processing the same way that you set up other AAIs for accounts receivable.

The system uses the following AAIs for draft processing, where x is the payment instrument:

Drafts Receivable (RD1x)

The RD1x AAI item defines the drafts receivable account to debit when you accept a draft. The system automatically debits the drafts receivable account (RD1x) unless you override it in the processing options, and credits the A/R trade account (RC).

When you remit drafts, the system debits drafts remitted (RD2x, RD3x, or RD4x) and credits drafts receivable (RD1x).

Drafts Remitted (RD2x)

The RD2x AAI item defines the drafts remitted account to debit when you remit drafts for cash. The system automatically debits the drafts remitted account (RD2x) unless you override it in the processing options, and credits the drafts receivable account (RD1x).

When you collect drafts, the system debits a bank account (RB) and credits the drafts remitted account (RD2x).

Drafts Remitted for Discount (RD3x)

The RD3x AAI item defines the drafts remitted for discount account to debit when you remit drafts for a discount. During draft remittance, you use a processing option to choose the drafts remitted for discount account. The system debits the drafts remitted for discount account (RD3x) and credits the drafts receivable account (RD1x).

When you collect drafts, the system debits a bank account (RB) and credits the drafts remitted for discount account (RD3x).

AAIs for Contingent Liability (RD4x)

The RD4x AAI item defines the draft contingent liability account to credit when you remit drafts for a discount if you are required to recognize a contingent liability until the maturity date of the draft. During draft remittance, you use a processing option to choose the draft contingent liability account. The system debits the draft remitted for discount account (RD3x), and credits the drafts receivable account (RD1x). The system also debits the bank account of the remittance, based on a processing option, or the bank account used during the preregister, and credits the draft contingent liability account (RD4x) unless you override it in the processing options.

When you collect drafts, the system debits the draft contingent liability account (RD4x) and credits the drafts remitted for discount account (RD3x).

AAIs for Void/Non-Sufficient Funds (RD5)

The RD5 AAI item defines the account for the new draft that the system creates when you void or specify a draft as NSF. This account keeps track of the draft receivables that originated for a voided/NSF draft with a renewal. The system debits the draft receivable account (RD5) and credits the trade receivable account (RD1x).

AAIs by Draft Type

The following tables show the AAIs that are used for different types of drafts during each step of the processing drafts:

Standard Drafts

Step	Debit G/L Account	AAI Item	Credit G/L Account	AAI Item
Acceptance	Drafts Receivable	RD1x	Accounts Receivable	RC
Remittance	Drafts Remitted	RD2x	Drafts Receivable	RD1x
Collection	G/L Bank Account	RB	Drafts Remitted	RD2x

Discounted Drafts

Step	Debit G/L Account	AAI Item	Credit G/L Account	AAI Item
Acceptance	Drafts Receivable	RD1x	Accounts Receivable	RC
Remittance	Drafts Remitted for Discount	RD3x	Drafts Receivable	RD1x
Collection	G/L Bank Account	RB	Drafts Remitted for Discount	RD3x

Discounted Drafts with Contingent Liability

Step	Debit G/L Account	AAI Item	Credit G/L Account	AAI Item
Acceptance	Drafts Receivable	RD1x	Accounts Receivable	RC
Remittance	Drafts Remitted for Discount	RD3x	Drafts Receivable	RD1x
Remittance	G/L Bank Account	RB	Drafts Contingent Liability	RD4x
Collection	Drafts Contingent Liability	RD4x	Drafts Remitted for Discount	RD3x

See Also

- Automatic Accounting Instructions*
- AAIs for Accounts Receivable*

Setting Up Bank Account Information

You must set up bank account information if you process Accounts Payable payments or use specific Accounts Receivable applications, such as draft processing, auto debits, or automatic receipts processing. Depending on the type of information that you process, you must set up bank account information for your company's bank accounts, as well as for your suppliers or customers.

The system provides the following programs for setting up bank account information:

- Bank Account Information (P0030G) – You use this program to set up your company's bank accounts. If you process Accounts Payable payments or Accounts Receivable automatic debits, you must set up your company's bank accounts.
- Bank Account Cross Reference (P0030A) – You use this program to set up bank account information for your suppliers and customers. If you process Accounts

Payable payments using electronic funds transfer, you must set up bank account information for the supplier. If you process automatic receipts, Accounts Receivable drafts, or automatic debits, you must set up bank account information for the customer.

- Bank Account Addresses (P0030A) – You use this program if you want to associate a bank transit number with a bank address book record.

Although all the programs update and store bank account information in the Bank Transit Master table (F0030), the system differentiates each bank account record using a record type. The record type not only identifies whether the bank account is for a supplier or customer; it is also used to differentiate customers who process drafts and automatic debits from customers who use automatic receipt processing.

The following table describes the available record types and how they are used:

Record Type	Description
B	The system assigns this value to records created using the Bank Account Addresses program (P0030A). You use this program to associate bank transit numbers with the bank account address number.
C	The system assigns this value when you set up bank account information and specify the option for Customer using the Bank Account Cross Reference program (P0030A).
D	The system assigns this value when you set up bank account information and turn on the A/R Drafts, Auto Debit option using the Bank Account Cross Reference program (P0030A). You must turn on this option for customers who process drafts or auto debits.
G	The system assigns this value when you set up G/L bank account information for your company using the Bank Account Information program (P0030G).
H	The system assigns this value when you set up Dutch bank accounts using the Dutch Payments Bank Information program (P74030H).
M	The system assigns this value when you set up bank account information by business unit using the Business Unit Information program (P0030B). See the task <i>To set up payment information by business unit</i> in the <i>Accounts Payable Guide</i> .
P	The system assigns this value when you set up bank account information and turn on the Auto Receipts Payor option using the Bank Account Cross Reference program (P0030A). You must turn on this option for customers who process receipts automatically.
V	The system assigns this value when you set up bank account information and turn on the Supplier option using the Bank Account Cross Reference program (P0030A).
X, Y	These codes are predefined for you to use if your supplier has multiple bank accounts. You do not need to use these specific codes (X or Y); you can set up and use any value in the UDC for bank type codes (00/BT) that are not listed above.

Note

Although the same program is used for the Bank Account Cross Reference and Bank Account Addresses applications, the system displays a different form for each application, as follows:

- If you choose Bank Account Cross Reference, the system displays the Work With Bank Accounts By Address form (W0030AD).
- If you choose Bank Account Addresses, the system displays the Work With Bank Transit Addresses form (W0030AE).

You can also access this form by choosing Bank Transit from the Form menu on Work With Bank Accounts by Address.

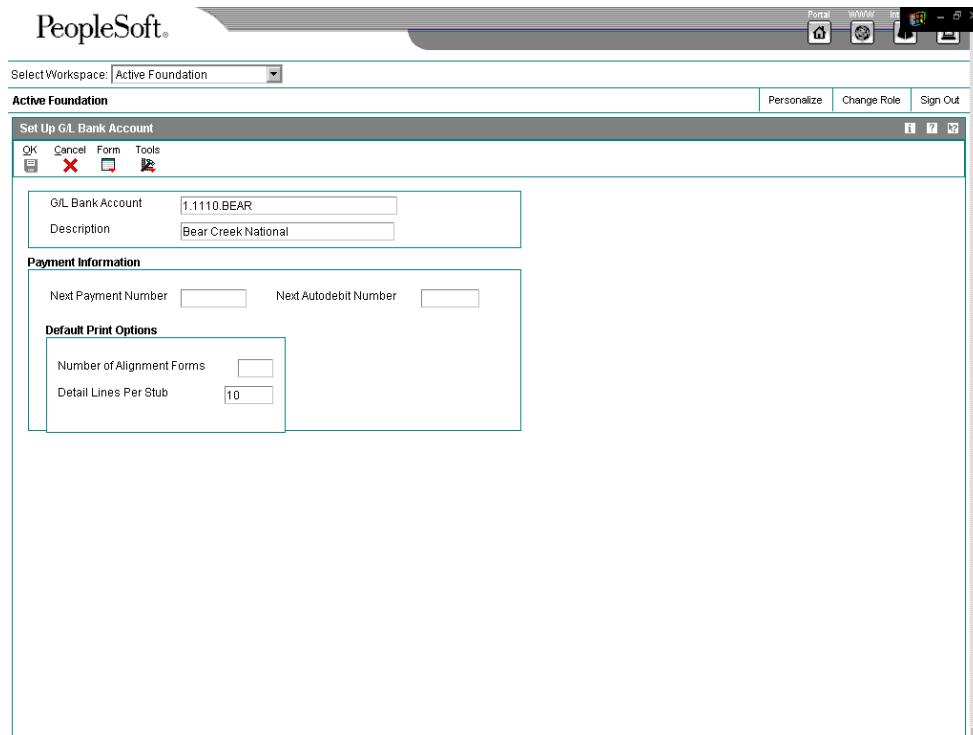
► To set up G/L bank account information

Use one of the following navigations:

From the Automatic Payment Setup menu (G04411), choose Bank Account Information.

From the Accounts Receivable Setup menu (G03B41), choose Bank Account Information.

1. On Work With G/L Bank Accounts, click Find to display all bank account records.
2. To add a new bank account record, click Add.



3. On Set Up G/L Bank Account, complete the following fields:
 - G/L Bank Account
 - Description
4. Complete the following optional field for Accounts Payable payment processing:
 - Next Payment Number
5. Complete the following optional field for the Accounts Receivable system:
 - Next Auto Debit Number
6. To set up default print options for Accounts Payable payments, complete the following fields:
 - Number of Alignment Forms
 - Detail Lines Per Stub

Note

The following fields are not used in OneWorld. They appear on the form for systems where OneWorld and WorldSoftware™ coexist.

- Payments
 - Debit Statements
 - Attachments
-

7. Click OK, and then click Cancel.
8. On Work With G/L Bank Accounts, to enter additional bank account information, locate and choose your bank account, and then choose Bank Info from the Row menu.

9. On Revise Bank Information, complete the following fields:

- Address Number

This is the bank's address book number.

- Bank Transit Number

You can leave this field blank.

- Bank Account Number

- Control Digit

- Checking or Savings Account

- SWIFT Code

10. To avoid the use of the pre-note code that is assigned to the supplier, verify that the following option is turned on:

- Override Supplier Pre-Note Code

Note

Some payment instruments are hard-coded to produce a paper check if insufficient information is provided, regardless of whether this option is turned on.

11. Complete the following options if you use float days:

- Receivables

This field is used only in Accounts Receivable draft processing.

- Payables

12. Click OK.

13. On Work With G/L Bank Accounts, if you use A/P drafts or BACS, choose BACS Info from the Row menu.

14. On Revise BACS Information, complete the following fields and click OK:

- Bank User Number
- Reference/Roll Number
- Bank Reference Name

15. On Work With G/L Bank Accounts, to enter account information for CTX bank tapes used in A/P payment processing, choose X12 Info from the Form menu.

16. On Work With Bank Account X12 Information, click Add.

17. On Set Up Bank Account X12 Information, complete the following fields and click OK:

- Authorization Info Qualifier
- Authorization Information
- Security Info Qualifier
- Security Information
- Interchange Sender ID
- Interchange Receiver ID
- Application Sender's Code
- Application Receiver's Code

► To delete or revise G/L bank account information

Use one of the following navigations:

From the Automatic Payment Setup menu (G04411), choose Bank Account Information.

From the Accounts Receivable Setup menu (G03B41), choose Bank Account Information.

1. On Work With G/L Bank Accounts, click Find to display all bank account records.
2. To delete a bank account record, choose the bank account record and click Delete.

3. On Confirm Delete, click OK.
4. To revise payment information or default print options, choose the bank account record and choose Revise from the Row menu.
5. On Set Up G/L Bank Account, revise any of the fields on the form and click OK.
6. To revise additional bank information, such as the bank transit or account numbers, on Work With G/L Bank Accounts, choose the bank account record and choose Bank Info from the Row menu.
7. On Revise Bank Information, revise any of the fields on the form and click OK.
8. To revise BACS information, on Work With G/L Bank Accounts, choose the bank account record and choose BACS Info from the Row menu.
9. On Revise BACS Information, revise any of the fields on the form and click OK.
10. To revise CTX information, on Work With G/L Bank Accounts, choose X12 Info from the Form menu.
11. On Work With Bank Account X12 Information, click Find, choose the bank account, and click Select.
12. On Set Up Bank Account X12 Information, revise any of the fields on the form and click OK.

► **To set up supplier and customer bank account information**

Use one of the following navigations:

From the Automatic Payment Setup menu (G04411), choose Bank Account Cross-Reference.

From the Accounts Receivable Setup menu (G03B41), choose Bank Account Cross-Reference.

1. On Work With Bank Accounts by Address, click Find to display all bank account information, or complete the following field to limit the display and click Find:
 - Address Number

Note

The system displays records for suppliers and customers only. The system does not display records for record types B, G, or M.

2. To add a new bank account record, click Add.

PeopleSoft®

Select Workspace: Active Foundation

Active Foundation

Personalize Change Role Sign Out

Set Up Bank Accounts By Address

OK Cancel Form Tools

Address Number: 3333 Continental Incorporated

Record Type:

- Supplier
- Customer
- A/R Drafts, Auto Debit
- Auto Receipts Payor

Bank Information

Bank Transit Number	96051785
Bank Account Number	2173579
Control Digit	
IBAN	
Description	First Interstate Bank
Checking or Savings Account	
SWIFT Code	
Reference/Roll Number	
Bank Address Number	
Bank Country Code	

3. On Set Up Bank Accounts By Address, complete the following field:

- Address Number

4. To specify the record type, choose one of the following options:

- Supplier
- Customer
- A/R Drafts, Auto Debit
- Auto Receipts Payor

5. Complete the following fields:

- Bank Transit Number

You can leave this field blank.

- Bank Account Number
- Control Digit
- Description
- Checking or Savings Account

- SWIFT Code

The system displays this field only when you choose the option for Supplier.

- Reference/Roll Number

The system displays this field only when you choose the option for Supplier.

Note

Some of the fields are required for specific bank formats in specific countries. Your bank might not require all of this information.

6. Click OK.

► To delete or revise supplier or customer bank account information

Use one of the following navigations:

From the Automatic Payment Setup menu (G04411), choose Bank Account Cross Reference.

From the Accounts Receivable Setup menu (G03B41), choose Bank Account Cross-Reference.

1. On Work With Bank Accounts By Address, complete the following field and click Find:

- Address Number

Note

The system displays all bank account records for suppliers and customers only. The system does not display bank account records for record types B, G, or M.

2. To delete a bank account record, choose the record and choose Delete from the toolbar.
3. On Confirm Delete, click OK.
4. To revise bank account information, choose the bank account that you want to revise and choose Revise from the Row menu.

The system displays either the Set Up Bank Accounts By Address or the Set Up Multiple Vendor Bank Accounts form depending on the record type of the bank account that you choose.

5. Revise any of the fields on the form and click OK.

► To set up bank transit numbers by bank address

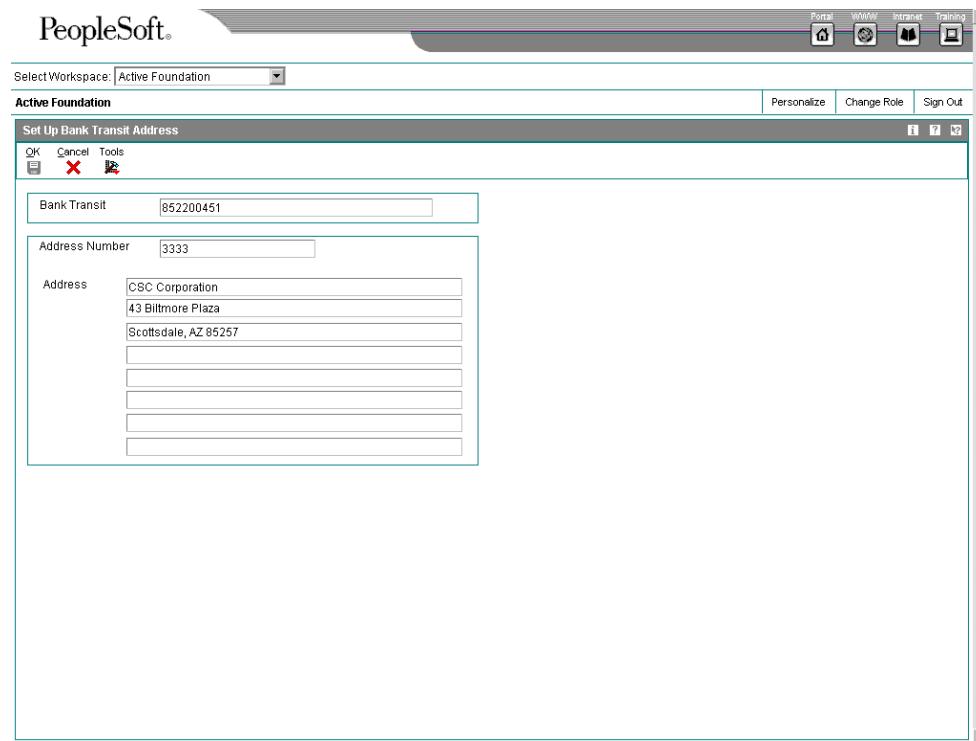
You can associate a bank transit number with a bank's address book number.

From the Accounts Receivable Setup menu (G03B41), choose Bank Account Addresses. Error! Bookmark not defined.Error! Bookmark not defined.

Note

You can also access this form by choosing Bank Transit from the Form menu in the Bank Account Cross Reference program. See the task *To set up supplier and customer bank account information*.

1. On Work With Bank Transit Addresses, click Add.



2. On Set Up Bank Transit Address, complete the following fields and click OK:

- Bank Transit
- Address Number

The system creates a record in the Bank Transit Master table (F0030) with the record type B.

Note

You can revise the address book number that is associated with the bank transit number by locating the bank transit record and choosing Revise from the Row menu. If you need to revise the bank transit number, choose the record and delete it, and then add it again.

Printing the Bank Account Exception Report for A/R Drafts

From the Draft Remittance and Collection menu (G03B162), choose Bank Account Exception Report.

You use the Bank Account Exception Report (R00314) to verify that you have valid bank transit numbers for each customer. The report prints information from the Bank Transit Master table (F0030).

Two versions of this report exist:

- Bank Validation – Country Specific – This version prints customer bank account records with a bank transit number that does not conform to country-specific rules
- Bank Validation – ‘B’ Type Bank – This version prints customer bank account records with a bank transit number that does not have an associated type B record.

This report bypasses bank account numbers that do not have address numbers.

This report does not update any information. If any records appear on this exception report, you must perform either of the following actions:

- To correct customer bank transit numbers, use the Bank Account Cross-Reference program (P0030A). See the task To delete or revise supplier or customer bank account information.
- To add missing B records, use the Bank Account by Addresses program (P0030A) to set up bank transit records. See the task To set up bank transit numbers by bank address.

Processing Options for the Bank Account Exception Report (R00314)

Validation

1. Enter a '1' to validate the bank transit number based on the 'B' bank type method. Default of blank will validate the transit number based on the available country specific validation rules (currently Italy, Japan and France).

Country or 'B' type

Setting Up the Default Payment Instrument for Accounts Receivable Drafts

You can set up a default payment instrument for a customer on the customer record. The system updates invoice transactions for that customer with the payment instrument specified on the customer record, unless you change it on the invoice. For draft processing, you can use the payment instrument to differentiate customers for whom you might print invoices with a draft attachment from customers for whom you might print statements with a draft attachment. The draft payment instrument can be any valid payment instrument that is in UDC 00/PY.

Occasionally, the customer might use another form of payment. You can use Speed Status Change to change the payment instrument on an invoice-by-invoice basis. See *Updating Invoice Using Speed Status Change*.

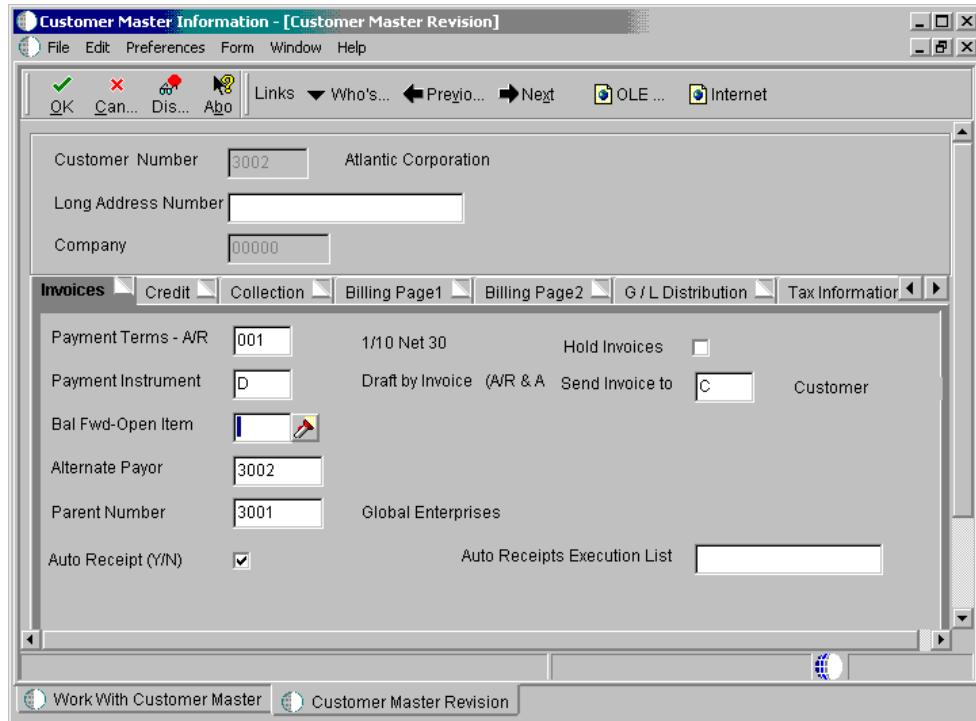
This program updates information in the Customer Master by Line of Business table (F03012).

See Also

- [Creating Customer Records](#)
- **To set up the default payment instrument for A/R drafts**

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

1. On Work With Customer Master, click Find.
2. Choose the customer and click Select.



3. On Customer Master Revision, complete the following field and click OK:

- Payment Instrument

Draft Origination

The draft process begins when you or your customer originates (prints) a draft. The draft shows the amount to be paid, the due date, and information about the underlying liabilities (invoices).

When you originate a draft, you can print either a statement or an invoice to send to your customer. Some customers expect one draft per invoice. Other customers expect one draft for a statement of invoices. You can either send invoices with drafts attached or send statements with drafts attached.

Note

The default draft format conforms to the French Bank Association format. Users in other countries might need to modify the format for their specifications.

Printing Invoices with Draft Attachments

From the Draft Daily Operations menu (G03B161), choose Invoice Print with Draft.

To print an invoice or credit memo with an attached draft, use the Invoice Print with Draft program. You can select different versions of this report to print delinquency fees or chargebacks only.

When you print invoices with draft attachments, the system assigns a draft number to the invoice and uses it to update the Statement Number field (CTL) on the invoice record. The system also prints the customer's bank account number and the draft number on the draft attachment.

This program prints and updates records in the Customer Ledger table (F03B11).

Data Selection and Data Sequencing

If you assign payment instruments to your customer records, you can use data selection to choose only those invoice records with a specific payment instrument. For example, you can set Payment Instrument EQ (equal) to D (draft by invoice) so that the program selects only invoices for customers who typically pay by a draft.

The following data sequence is required:

75. Company
76. Address Number
77. Document (Voucher, Invoice, and so on)
78. Document Type
79. Document Company
80. Document Pay Item

If you change this sequence, the totals will be inaccurate.

Processing Options for Invoice Print with Draft (R03B5051)

Print Tab

Use these processing options to specify which dates to use and whether to include tax amounts on the printed invoice.

1. Invoice Print Date

Blank = Current date

Use this processing option to indicate the date you want to print on the invoices. If left blank, the system uses the current date.

2. Print Tax Amounts

1 = Print tax amounts

Use this processing option to indicate if you want tax amounts printed on the invoices. Valid values are:

Blank Do not print tax amounts on invoices.

1 Print tax amounts on invoices.

Currency Tab

Use this processing option to specify whether to print currency information on the invoice.

1. Print Currency

1 = Print invoices with currency

Use this processing option to specify whether you want the base currency and currency amounts of the invoice to be printed on the invoice. Valid values are:

Blank Do not print currency information on invoices.

1 Print currency information on invoices.

If you enter 1, the system prints foreign invoices with foreign amounts. If currency processing is turned off in the system, the system prints invoices in domestic amounts by default.

Attachments Tab

Use this processing option to specify whether to print associated generic text on the invoice.

1. Print Attachments

1 = Print associated attachments

Use this processing option to indicate if you want any generic text associated with an invoice to be printed on the invoice. Valid values are:

Blank Do not print associated generic text.

1 Print associated generic text.

Draft - City Tab

Use this processing option to specify the city of origin of the invoice.

1. Enter city of origin to print on draft

Use this processing option to indicate the city of origin of the invoice. The city you enter will be printed on the draft. If left blank, no city of origin will be printed on the draft.

Printing Statements with Draft Attachments

From the Draft Daily Operations menu (G03B161), choose Statement Print with Draft.

To print a statement with one or more invoices combined into one draft, use the Statement Print with Draft program.

When you print invoices with draft attachments, the system assigns a draft number to the statement and uses it to update the Statement Number field (CTL) on the invoice record. The system also prints the customer's bank account number and the draft number on the draft attachment.

This program prints and updates records in the Customer Ledger table (F03B11).

Data Selection and Data Sequencing

If you assign payment instruments to your customer records, you can use data selection to choose only those invoice records with a specific payment instrument. For example, you can set Payment Instrument EQ (equal) to F (draft by statement) so that the program selects only invoices for customers who typically pay by a draft.

The following data sequence is required:

81. Address Number - Alternate Payee

82. Company
83. Currency Code - From
84. Address Number
85. Document (Voucher, Invoice, and so on)
86. Document Type
87. Document Company
88. Pay Item

If you change this sequence, the totals on the statement will not be accurate.

Before You Begin

- On the Collection tab on the Customer Master Revision form, choose the Print Statement option for each customer for whom you print statements with draft attachments. If you do not, the system generates an error and does not print a statement
- Turn on the Draft Flag option, and specify the Statement with Draft Print program (R03B506) and version of Print Program in the processing options for Statement Notification Refresh (R03B500X). See *Generating Statements* for more information.

Processing Options for Statement Notification Refresh (R03B500X)

Consolidation Tab

This processing option specifies whether one statement is generated for the customer that includes records for all companies or a separate statement for the customer is generated for each company.

1. Company

Use this processing option to enter the company that you want to use to locate the remit to address. The system generates one statement for each customer for the company that you specify, regardless of whether the company is specified on the invoice. If you choose to retrieve aging specifications from the company constants, the system uses the company number that you specify to locate the remit to address, based on the value in the Remit To processing option, and the aging specifications.

If you leave this processing option blank, the system produces one statement for each customer by company. For example, if you enter invoices for the customer for companies 00001, 00020, and 00050, the system produces three statements, one for each company.

Aging Tab

These processing options specify the aging criteria for statements.

1. Company Constants

- Blank = Use options 2 thru 5**
1 = Use company constants

Use this processing option to specify whether to retrieve the aging specifications from the Accounts Receivable constants. If you leave this field blank, the system uses the processing options for aging specifications (Date Types and Aging Categories). Valid values are:

Blank

Use processing options 2 through 5.

1

Use the Accounts Receivable constants

2. Statement Date

Use this processing option to specify the date for the system to use to determine the aging category to which it assigns open invoices. The system compares the date that you enter with the date on the invoice, as specified by the Date Type processing option, to determine the number of days that the invoice is past due. The system uses this date as the statement date that prints on the statement.

Note: If you use the company constants to age and you enter a date for this processing option, the system uses the date entered in the Date Aging Based On field in the constants. If that field is blank, the system uses the date entered for this processing option. If both fields are blank, the system uses the system date to age open invoices.

3. Date Types

- D = Due date**
I = Invoice date
G = G/L date
S = Statement date

Use this processing option to specify the date on the invoice that you want the system to use to determine the aging category. The system compares the date that you specify to the value in the Statement Date processing option to determine the number of days the invoice is past due. Valid values are:

Blank

Use the invoice due date.

1

Use the invoice date.

2

Use the G/L date.

3

Use the statement date.

4. Aging Categories

1 = Aging days

2 = Fiscal period

3 = Calendar

Use this processing option to specify which aging categories the system uses to assign invoices. The system uses the date specified in the Statement Date processing option and the value specified in the Date Type processing option to calculate the aging for each invoice, and then assigns them to the aging category specified by this code. Valid values are:

1

Aging days. The system assigns invoices to the aging categories specified in the Aging Category 1 through Aging Category 6 processing options. The aging categories are user defined.

2

Fiscal periods. The system uses the fiscal periods defined by the date pattern assigned to the company record as the aging categories.

3

Calendar. The system uses each calendar month as an aging category.

5. Aging Category 1

Use this processing option in conjunction with the value specified in the Aging Category 2 processing option to specify the interval that the system uses for the future and current aging categories.

Note: The system does not print the future aging category on delinquency notices.

6. Aging Category 2

Use this processing option in conjunction with the values specified in the Aging Category 1 and Aging Category 3 processing options to determine the interval that the system uses for the current and first aging categories.

7. Aging Category 3

Use this processing option in conjunction with the values specified in the Aging Category 2 and Aging Category 4 processing options to determine the interval that the system uses for the first and second aging categories.

8. Aging Category 4

Use this processing option in conjunction with the values specified in the Aging Category 3 and Aging Category 5 processing options to determine the interval that the system uses for the second and third aging categories.

9. Aging Category 5

Use this processing option in conjunction with the values specified in the Aging Category 4 and Aging Category 6 processing options to determine the interval that the system uses for the third and fourth aging categories.

10. Aging Category 6

Use this processing option to specify the intervals the system uses as an aging category for the sixth aging column of the A/R aging reports.

For example, if you enter 30, the system calculates aging days from 30 days after the date determined by the Date: Age As Of processing option. If you enter 60, the system calculates aging days from 60 days after the date determined by the Date: Age As Of processing option. If you enter 90, the system calculates aging days from ninety days after the date determined by the Date: Age As Of processing option.

11. Credits

Blank = Age credits

1 = Apply to current balance

Use this processing option to specify whether to age credit memos and unapplied receipts according to the aging specifications, or to apply credits to the Current aging column that prints on the statement.

12. Exclude Future Amounts

Blank = Do not exclude

1 = Exclude

Use this processing option to specify whether to prevent future invoice amounts from printing on the statement. The system uses the aging specifications from the Accounts Receivable constants or the processing options to determine whether the invoice has a future amount. For example, if you age invoices based on the due date, and the statement date is 6/30/05, the system prevents all invoices with a due date after 6/30/05 from printing.

the statement.

13. Multi-Currency

Blank = Domestic

1 = Foreign

Use this processing option to specify whether to print amounts in the foreign currency of the invoice. Valid values are:

Blank

Print domestic amounts only on the statement.

1

Print domestic and foreign amounts on the statement.

14. Draft Flag

Blank = Do not print with draft

1 = Print with draft

Use this processing option to produce statements with a draft. If you use this option, the system assigns a draft number to the statement, not a statement number.

Print Tab

These processing options specify the Remit To address, print program and version, and letter to print.

1. Remit To Address

Blank = Company

A = 1st address number

B = 2nd address number

C = 3rd address number

D = 4th address number

E = Factor/special payee

F = 5th address number

Address = address number

Use this processing option to specify the remit to address that prints on the statement. The remit to address indicates where the customer should send their payments. The system retrieves this address based on the address book record that is set up for the company that is designated on the invoice in the Address Book Master table (F0101). Valid values are:

Blank

Use the address of the company designated in the Customer Ledger (F03B11), unless you specify a company in the Consolidation processing option. The system retrieves the company's address book number from the Company Constants table (F0010).

A

Use the value in the 1st Address Number field (AN81) of the company record.

B

Use the value in the 2nd Address Number field (AN82) of the company record.

C

Use the value in the 3rd Address Number field (AN83) of the company record.

D

Use the value in the 4th Address Number field (AN84) of the company record.

E

Use the value in the Factor/Special Payee field (AN85) of the company record.

F

Use the value in the 5th Address Number field (AN86) of the company record.

Address

Specify an address book number that you want the system to use instead of the company's address book number.

For example, if you generate statements for company 00001, and you want the receipts to be remitted to a lockbox address, you set up the lockbox address as a record in the Address Book system and assign the lockbox address book number to one of the address book number fields on the address book record for company 00001. In this processing option, you specify which of these address book numbers to use

Linked Information Not Found

Use this processing option to specify whether to include a summarized invoice record in addition to each invoice pay item record in the A/R Notification History Detail (F03B21) table. You use the Review Statement program (P03B202) to review the information in this table. Valid values are:

Blank

Include invoice pay item records only.

1

Include a summarized invoice record in addition to the invoice pay item records.

Note: If you want to print summarized invoice information on the statement, use the corresponding processing option in the statement print program that you are using (R03B5001, for example).

2. Summarize Invoices

Blank = Pay items only

1 = Summarized and pay items

Use this processing option to specify the statement print program to use to produce statements. Use the Search button for a list of valid statement print programs. If you leave this processing option blank, the system uses R03B5001. Each print statement program has processing options that control the type of information that the system prints on the statement. The data selection and data sequence of the print program controls the amount of detail that prints on the statement and the order in which it prints.

3. Print Program

Use this processing option to specify the version of the statement print program to use. If you leave this processing option blank, the system uses ZJDE0001

4. Version of Print Program

Use this processing option to specify a predefined letter for text that you want to print on the statement. If the letter was set up with a letter type, you must also specify the letter type.

Update Tab

These processing options specify whether the system uses an “as of” date to calculate invoice open amounts, whether it updates the statement number on invoice records, and whether the system creates one A/R Notification History Detail (F03B21) record for each invoice or for each invoice pay item.

1. Date - As Of

Use this processing option to specify the date that you want to use to produce statements for a prior period. This date is useful if a customer requests a statement for a specific date or for a date that is different from the original date that you used to produce the statement.

For example, if you need to produce a statement from several months ago, you enter the date that you want to use for the statement date in this processing option, and the system compares it to the closed date on the invoice to determine whether the invoice was open as of that date. If the invoice was open, the system recalculates the open amount and includes it on the statement. The system recalculates the open amount by adding to the current open amount the receipts that were applied to the invoice and have a G/L date that is on or after the as of date.

If you want to reprint a statement that was previously generated for a prior period, use the Review Statements program (P03B202).

Caution: The system requires additional processing time to determine whether the invoice was open on the date that you specify; therefore, do not complete this field unless you want to use this feature. For the system to perform As Of processing, you must include paid invoices in the data selection of the Statement Notification Refresh program (R03B500X). You might also want to limit your data selection to the specific customer for whom you are generating the statement.

2. Statement Number Update

Blank = Always update

1 = Update blank fields only

Use this processing option to overwrite the statement number on invoices that are included on multiple statements. For example, if an open invoice is included on statement 123 and the invoice is still open when you run statements again, the system assigns the new statement number to the invoice and overwrites the previous value. Valid values are:

Blank

Update the statement number on all invoice records.

1

Update the statement number on only those invoice records that do not have a value in the Statement Number field (CTL).

Processing Options for Statement Print with Draft (R03B506)

City

1. Enter the city name where the draft is being originated to be printed on the draft.

City

Draft Acceptance

Regardless of whether you or the customer originates the draft, you must enter it into the Accounts Receivable system before you can process it. You enter a draft after your customer accepts it. The draft has no legal force until the customer accepts it. When a draft is accepted, the status of the invoice changes. In some countries this has legal ramifications.

For manual drafts, your customer can accept the draft by:

- Signing the draft that you originated and returning it to you
- Changing the draft that you originated (date, amount, bank, and so on), and then signing and returning it to you
- Originating, signing, and sending the draft to you

For automatic drafts, the draft is accepted by prior agreement, so each draft does not require customer acceptance.

Entering Manual Drafts

Manual drafts are also called customer acceptance drafts because they must be accepted by the customer before they can be remitted to the bank. Several types of manual drafts are available:

- The supplier prints the draft with bank account information.
- The supplier prints the draft with the bank name only.
- The customer prints the draft with bank account information.
- The customer prints the draft with the bank name only.

Because banks generally assess an additional fee to collect drafts with incomplete bank account information, the system distinguishes drafts that have complete bank account information from those that have the bank name only.

You use one of the following programs to enter a draft manually, depending on whether you originate the draft or your customer does:

Enter Our Drafts	Use this program when your company originates a draft for the customer to sign and return.
Enter Customer Drafts	Use this program when the customer originates and accepts a draft, then sends it to your company to be entered.

The fields that you complete on the Enter Our Drafts and Enter Customer Drafts forms are the same. You can enter drafts in a foreign currency (the transaction currency of the invoice), but not in an alternate currency.

You select the invoices to pay with each draft. You can apply the payment in the following ways:

- One invoice with one draft
- Multiple invoices with one draft
- One invoice with multiple drafts (split pay items)

You apply the draft to open invoices using the same type input codes that you use to enter receipts:

- 10 - Invoice match
- 11 – Invoice match with chargeback discount
- 15 – Invoice match with write-off
- 16 – Invoice match with chargeback
- 17 – Invoice match with deduction
- 25 – Standalone write-off
- 26 – Standalone chargeback
- 27 – Standalone deduction

When you enter a draft, the system processes it as follows:

- Creates a batch header record (F0011) and assigns it the batch type DB (draft receipts)
- If you use the Enter Our Drafts program, the system validates the draft number that you enter against the draft number assigned to the invoices when you originated the draft using the Invoice Print with Draft or Statement Print with Draft program
- Applies draft receipts to open customer invoices
- Creates a draft record in the Receipts Detail table (F03B14) for each invoice pay item that the draft closes
- Creates an invoice record with a document type of R1 in the Customer Ledger table (F03B11) for the total draft amount
- Updates the payment status of the draft invoice to D (draft accepted)

After you enter drafts, you can approve and post them to the general ledger. The system creates a journal entry to debit drafts receivable and credit an A/R trade account if you post the draft at a Draft-Acceptance status. See *Journal Entries Created by the Draft Post* for information about entries that the system creates for other draft statuses.

This program updates and creates records in the Customer Ledger (F03B11), Receipts Header (F03B13), and Receipts Detail (F03B14) tables.

See Also

- Dates, Document Types, and Type Input Codes* for examples of using type input codes
- Automatic Entries Created by the Draft Post*

Fields Updated During Draft Entry

When you enter a draft, the system updates specific fields with the account ID that it locates from the AAI based on the type of draft you entered. The system uses this account ID when you post the draft to create automatic entries. The following table lists the fields that the system updates based on the type of draft and the AAI that the system uses to locate the account.

Account	Type of Draft	Field Updated	Table Updated	AAI Used
A/R Trade	Applied Draft (TI Code 10)	AID	F03B14	The system does not use an AAI. The system uses the account entered in the AID field of the invoice record (F03B11).
	Unapplied Drafts	AID	F03B13	The system locates the account using the following hierarchy: <ul style="list-style-type: none"> • RCxxxx, where xxxx is the value of the Unapplied G/L Offset field • RCxxxx for company 00000, where xxxx is the value of the Unapplied G/L Offset field • RCUC for the receipt company • RCUC for company 00000
	Chargebacks (TI Codes 11, 16, and 26)	AIDC AID	F03B14 F03B11	The system locates the account using the following hierarchy: <ul style="list-style-type: none"> • RCxxxx for the invoice company, where xxxx is the value of the Chargeback G/L Offset field • RCxxxx for company 00000, where xxxx is the value of the Chargeback G/L Offset field • RC for the invoice company • RC for company 00000
	Standalone Chargebacks (TI Code 26)	AIDC	F03B14	The system locates the account using the following hierarchy: <ul style="list-style-type: none"> • RCxxxx for the draft

				<p>company, where xxxx is the value of the Chargeback G/L Offset field</p> <ul style="list-style-type: none"> • RCxxxx for company 00000, where xxxx is the value of the Chargeback G/L Offset field • RC for the draft company • RC for company 00000
Discount Taken	Discounts (TI Code 10)	AIDD	F03B14	<p>The system uses the following hierarchy:</p> <ul style="list-style-type: none"> • RKD for the invoice company • RKD for company 00000
Write-off	Write-offs (TI Codes 10, 15, and 25)	AIDW	F03B14	<p>The system uses the following hierarchy:</p> <ul style="list-style-type: none"> • RAxx for the invoice company, where xx is the write-off reason code • RAxx for company 00000, where xx is the write-off reason code • RA for the invoice company • RA for company 00000
	Standalone Write-offs (TI Code 25)	AIDW	F03B14	<p>The system uses the following hierarchy:</p> <ul style="list-style-type: none"> • RAxx for the draft company, where xx is the write-off reason code • RAxx for company 00000, where xx is the write-off reason code • RA for the draft company • RA for company 00000
Deduction Suspense	Deduction (TI Code 17)	DAID	F03B14	<p>The system uses the following hierarchy:</p> <ul style="list-style-type: none"> • RNxxx, where xxx is the currency of the invoice company • RNxxx, where xxx is the currency of company 00000 • RN for the invoice company • RN for company 00000

	Standalone Deductions (TI Code 27)	DAID	F03B14	<p>The system uses the following hierarchy:</p> <ul style="list-style-type: none"> • RNxxx, where xxx is the currency of the draft company • RNxxx, where xxx is the currency of company 00000 • RN for the draft company • RN for company 00000
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Some of the automatic accounting instructions have special rules for setting up the accounts. See *AAIs for Accounts Receivable* for the specific AAI item for any special considerations.

Before You Begin

- Set up a bank account for each customer who pays invoices by draft. See *Setting Up Bank Account Information*.
- Set up the draft AAIs. See *Setting Up AAIs for Accounts Receivable Drafts*.
- Verify that the appropriate offset account is set up for the AAI RCxxxx, where xxxx is the G/L offset. If you enter unapplied drafts, the system uses the default RCUC unless you specify a different Unapplied G/L Offset value or set a processing option to use the value from the customer record.

► To enter an unapplied draft

Use one of the following navigations:

From the Draft Daily Operations menu (G03B161), choose Enter Our Drafts.

From the Draft Daily Operations menu (G03B161), choose Enter Customer Drafts.

1. On Work With Drafts, click Add.

The screenshot shows the PeopleSoft Draft Entry interface. At the top, there's a toolbar with buttons for OK, Delete, Cancel, Form, Row, Tools, and a red X. Below the toolbar, the main area has several input fields:

- Payor:** 3003, CSC Corporation, Batch: 84949
- Draft Number:** 500, Previous: [empty]
- Draft Date:** 07/05/05, G/L Date: 06/30/05
- Draft Due Date:** 07/05/05
- Draft Amount:** 375.00
- Payment Instrument:** D, Draft by Invoice (A/R & A/F), Bank Transit
- Currency Code:** USD, Exchange Rate: [empty], Base: USD, Foreign: [empty]

Below these fields, a message says "No records fetched." There's also a "Customize Grid" link. A grid table is present with columns labeled T, Payment Amount, Discount Taken, DS CD, Write-Off Amount, WO CD, Chargeback Amount, CB CD, Deduction Amount, DD CD, Transaction Open Amount, and Transact Available. Under the "Payment Amount" column, the value 375.00 is shown.

2. On Draft Entry, complete the following fields:

- Payor
- Draft Number
- Draft Date
- Draft Due Date
- Draft Amount
- Payment Instrument
- Company
- G/L Date

3. To specify bank information, complete the following fields:

- Customer Bank Acct No
- Bank Transit

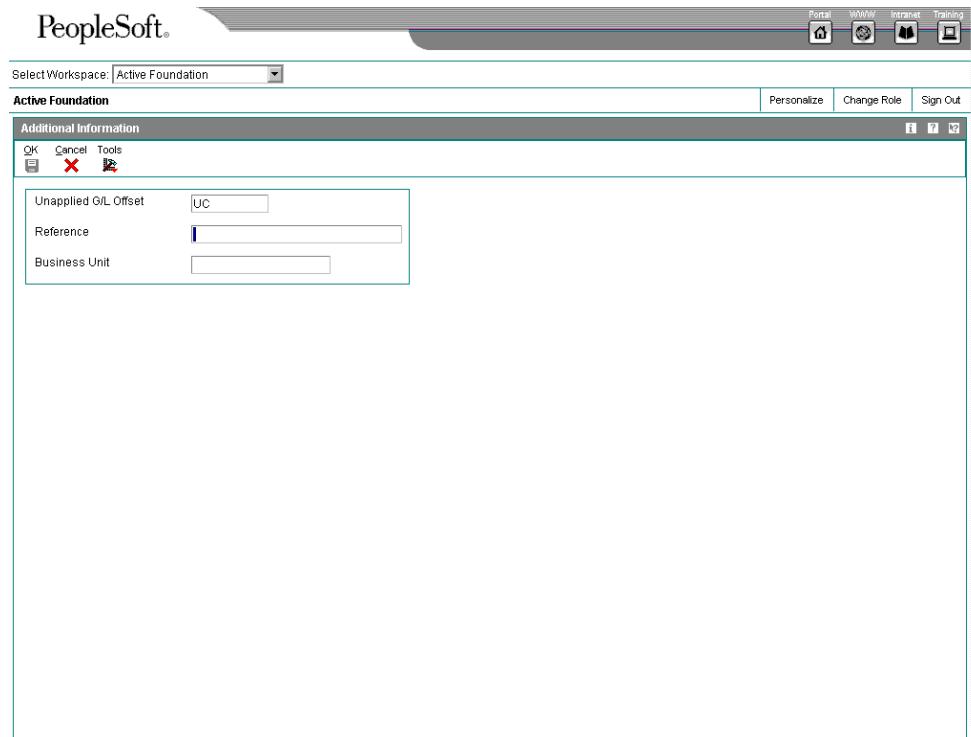
4. If the processing option for the bank name is set to require the bank name, complete the following field:

- Bank Name

Note

If the bank account information is set up for the customer and specified for A/R Drafts (Record Type D), the system completes the bank information fields automatically.

5. To specify more information, choose Additional Info from the Form menu.



6. Complete the following optional fields and click OK:

- Unapplied G/L Offset

Use this field to specify an offset value for the system to use to locate the A/R trade account for unapplied drafts. The system uses the default value UC and the associated AAI item RCUC if you do not override this value.

- Reference

- Business Unit

If you leave this field blank, the system uses the business unit assigned to the payor's address book record for unapplied draft (RU) and draft (R1) records that the system creates in the Customer Ledger table (F03B11).

7. On Draft Entry, click OK to create an unapplied draft.

Related Information

The system assigns the document number and document type to the journal entry from the following fields that the system updates when you enter the draft.

JE Document Number (DOCG)	The system assigns the JE document number to the Receipts Header record (F03B13) at the time that you enter the draft, but does not assign it to the Receipt Detail record (F03B14) until you post the draft. The system retrieves the number to assign from the Next Numbers table for system 03B, line 6 (Draft Number).
JE Document Type (DCTG)	The system assigns the JE document type to the Receipts Header record (F03B13) at the time that you enter the draft, but does not assign it to the Receipts Detail record (F03B14) until you post the draft. Depending on the setting of the processing options and the type of draft that you enter, the system assigns a journal entry document type of R1 (unapplied drafts), RC (applied drafts created in detail), or RK (applied drafts created in summary).

See *Journal Entries Created by the Draft Post* for more information about how the system retrieves the values that it assigns.

► To apply drafts to open invoices

When you apply drafts to open invoices, you follow the same steps that you use to pay receipts.

Use one of the following navigations:

From the Draft Daily Operations menu (G03B161), choose Enter Our Drafts.

From the Draft Daily Operations menu (G03B161), choose Enter Customer Drafts.

1. On Work With Drafts, follow the steps to add an unapplied draft.
See the task *To enter an unapplied draft*.
2. On Draft Entry, choose either Load or Select from the Form menu, and then follow the steps to display the open items for the customer.
See *Displaying Open Items*.
3. On Draft Entry, in the detail area, follow the steps to pay the invoice using the appropriate type input code.

See one of the following tasks:

- *To enter a simple invoice match receipt (TI code 10)*
- *To enter receipts with discounts (TI code 10)*
- *To enter receipts with chargebacks (TI codes 11 and 16)*
- *To enter receipts with write-offs (TI code 15)*
- *To enter receipts with deductions (TI code 17)*

See Also

- Creating Standalone Records* for information about entering standalone write-offs, chargebacks, and deductions
- Entering Remittance Information* for an alternative method of entering invoice information

► To apply unapplied drafts to invoices

Use one of the following navigations:

From the Draft Daily Operations menu (G03B161), choose Enter Our Drafts.

From the Draft Daily Operations menu (G03B161), choose Enter Customer Drafts.

1. On Work With Drafts, to locate unapplied drafts, enter UC in the following field of the QBE row and click Find:

- Unapplied G/L Offset

2. Choose the unapplied draft to which you want to apply invoices and click Select.
3. On Draft Entry, display the open items for the customer by choosing either Load or Select from the Form menu.

See Displaying Open Items.

4. On Draft Entry, in the header area, complete the following optional field:

- G/L Date

Note

The G/L date that you assign does not change the G/L date of the unapplied draft record (F03B13). The system uses the G/L date for the draft detail record (F03B14) that it creates to pay the invoice.

5. In the detail area, complete the following field with the appropriate code:

- T I

6. If necessary, override the value in the following fields:

- Transaction Payment Amount
- Transaction Discount Taken
- Remark
- Transaction Write Off Amount

If you enter a write-off amount, you must enter a write-off reason code.

- Transaction Charge Back Amount

If you enter a chargeback amount, you must enter a chargeback reason code.

- Transaction Deduction Amount

If you enter a deduction amount, you must enter a deduction reason code.

7. Verify that the following fields in the lower part of the form contain the correct information:

- Amount Applied

- Amount Pending

The amount pending should equal the draft amount specified in the header if you have fully applied the draft to invoices.

- Amount Unapplied

The system will create an unapplied draft record for the amount indicated in this field.

8. Click OK.

See Also

- *Applying Unapplied Receipts to Invoices* for more information about the records that the system creates

Processing Options for Draft Entry (P03B602)

Display Tab

These processing options specify whether to retain values that were previously entered on the Draft Entry form. If you are entering similar types of drafts, completing these processing options can reduce entry time.

1. Payor Number

Blank = Do not retain the payor number

1 = Retain the payor number

Use this processing option to specify whether to retain the payor number entered on the Draft Entry form after you enter the draft. Valid values are:

Blank

Do not retain the payor number.

1

Retain the payor number.

2. Draft Date

Blank = Do not retain the draft date

1 = Retain the draft date

Use this processing option to specify whether to retain the draft date entered on the Draft Entry form after you enter the draft. Valid values are:

Blank

Do not retain the draft date.

1

Retain the draft date.

3. Company

Blank = Do not retain the company number

1 = Retain the company number

Use this processing option to specify whether to retain the company number entered on the Draft Entry form after you enter the draft. Valid values are:

Blank

Do not retain the company number.

1

Retain the company number.

4. G/L Date

Blank = Do not retain the G/L date

1 = Retain the G/L date

Use this processing option to specify whether to retain the G/L date entered on the Draft Entry form after you enter the draft. Valid values are:

Blank

Do not retain the G/L date.

1

Retain the G/L date.

5. Draft Due Date

Blank = Do not retain the draft due date

1= Retain the draft due date

Use this processing option to specify whether to retain the draft due date entered on the Draft Entry form after you enter the draft. Valid values are:

Blank

Do not retain the draft due date.

1

Retain the draft due date.

6. Bank Name

Blank = Do not retain the bank name

1 = Retain the bank name

Use this processing option to specify whether to retain the customer bank name entered on the Draft Entry form after you enter the draft. Valid values are:

Blank

Do not retain the customer bank name.

1

Retain the customer bank name.

7. Customer Bank Account

Blank = Do not retain the bank account

1 = Retain the bank account

Use this processing option to specify whether to retain the customer bank account number entered on the Draft Entry form after you enter the draft. Valid values are:

Blank

Do not retain the customer bank account.

1

Retain the customer bank account.

8. Payment Instrument

Blank = Do not retain the pay instrument

1 = Retain the pay instrument

Use this processing option to specify whether to retain the payment instrument on the Draft Entry form after you enter the draft. Valid values are:

Blank

Do not retain the payment instrument.

1

Retain the payment instrument.

9. Bank Transit Number

Blank = Do not retain bank transit number

1 = Retain the bank transit number

Use this processing option to specify whether to retain the bank transit number entered on the Draft Entry form after you enter the draft. Valid values are:

Blank

Do not retain the bank transit number.

1

Retain the bank transit number.

10. Currency

Blank = Do not retain the currency

1 = Retain the currency

Use this processing option to specify whether the system retains the currency code entered on the Draft Entry form after you enter the draft. Valid values are:

Blank

Do not retain the currency code.

1

Retain the currency code.

11. Exchange Rate

Blank = Do not retain the exchange rate

1 = Retain the exchange rate

Use this processing option to specify whether the system retains the exchange rate that is entered on the draft entry after you enter the draft. Valid values are:

Blank

Do not retain the exchange rate.

1

Retain the exchange rate.

Defaults Tab

These processing options specify default values to use on the Draft Entry and Additional Information forms. When you enter a draft, you can override any of the values entered in these processing options.

1. Type Input Code

10 = Simple invoice match

11 = Match auto chargeback discount

15 = Match with write-off

16 = Match with chargeback

17 = Match with deduction

Use this processing option to specify the default type input code for applying drafts to invoices. Valid values are:

Blank

The system does not default a value.

10

Simple invoice match

11

Match auto chargeback discount

15

Match with write-off

16

Match with chargeback

17

Match with deduction

If you enter 10, the system applies the draft to the oldest open invoice or group of invoices in a customer's account, similar to the Balance Forward type input code (1) for the Speed Receipts application.

2. Deduction Reason Code

Blank = Manual entry

Use this processing option to specify the default deduction reason code for entering a deduction amount. If you leave this field blank, the deduction reason code must be entered manually in the detail area on the Receipt Entry form. Valid deduction reason codes are defined in UDC 03B/CR.

3. Payment Instrument With Bank Account

Use this processing option to specify the default payment instrument for drafts with a bank account number.

4. Payment Instrument Without Bank Account

Use this processing option to specify the default payment instrument for drafts without a bank account number.

5. Drafts Receivable Account

Blank = RD1x AAI

Use this processing option to specify the drafts receivable account number to use when you post drafts to the general ledger. You enter the account number in the standard format (bu.obj.sub). If you leave this processing option blank, the system uses the account number associated with the AAI item RD1x, where x is the payment instrument on the

customer record (F03012).

6. Default G/L Offset for Unapplied Cash

Blank = Do not default

1 = Default from G/L class code

Use this processing option to specify whether to use the value in the G/L Class Code field of the customer record as the default value for the Unapplied G/L Offset field when you enter unapplied drafts. The system locates the A/R trade account based on the G/L offset that you use. Valid values are:

Blank

Do not use default values.

1

Use values from the G/L Class Code.

If the customer record does not have a G/L class code defined, the system uses the default G/L offset (UC) for unapplied drafts.

Edits Tab

These processing options specify whether to allow:

- Write-offs
- The deletion of unposted drafts
- Charges to the draft status

They also specify whether the system notifies you of certain conditions, such as the entry of an overpayment.

1. Write-offs

Blank = Allow write-offs

1 = Do not allow write-offs

Use this processing option to specify whether to allow write-offs on drafts. Valid values are:

Blank

Allow write-offs.

1

Do not allow write-offs.

2. Delete/NSF Unposted Receipts

Blank = Allow delete and NSF operations

1 = Do not allow delete and NSF operations

Use this processing option to specify whether to allow the delete and NSF operations on unposted drafts. Valid values are:

Blank

Allow delete and NSF.

1

Do not allow delete and NSF.

3. Overpayment Edit

0 = No edit

1 = Warning

2 = Error

Use this processing option to specify the severity of the error message issued when an invoice has been overpaid. Valid values are:

0

No Edit

1

Warning

2

Error

When you overpay an invoice, the system displays it as a negative open amount.

4. Bank Name

Blank = Do not require bank name

1 = Require bank name

Use this processing option to specify whether to require a bank name. Valid values are:

Blank Do not require a bank name

-
- 1 Require a bank name

5. Return To Prior Draft Status

Blank = Allow prior draft status operation

1 = Do not allow prior draft status operation

Use this processing option to specify whether to allow the return to prior draft status operation on drafts. Valid values are:

Blank Allow return to prior draft status operation

1 Do not allow return to prior draft status operation

Process Tab

These processing options specify how the system applies drafts to invoices when you use a default type input code, and whether the system creates a summarized record in the Account Ledger table (F0911) for each batch of drafts that you enter or a detail record for each draft.

1. Drafts Type

Blank = Supplier generated drafts

1 = Customer generated drafts

Use this processing option to specify the type of drafts to process. Valid values are:

Blank Process supplier generated drafts

1 Process customer generated drafts

2. Open Amount

Blank = Create R1 with open amount

1 = Create R1 without open amount

Use this processing option to specify whether to create invoice draft records (document type R1) with an open amount in the Customer Ledger table (F03B11). This processing option controls whether you can select the draft for aging. When you create a draft without an open amount, you use that record as a placeholder only and you cannot select it for payment or aging. Valid values are:

Blank

Create invoice draft records with an open amount.

1

Create invoice draft records without an open amount

3. Journal Entry Creation Method

Blank = Summarize journal entries

1 = Detail journal entries

Use this processing option to specify whether the post program creates one summarized journal entry for the batch of drafts entered, or one journal entry for each draft. The system assigns the value that you enter in this processing option to the A/R Post field (ISTR) in the Receipts Header table (F03B13). The post program uses this value to create the journal entry records. Valid values are:

Blank

Create summarized journal entries. The system creates one journal entry with the document type RK for each batch of drafts that you post. The system assigns the draft batch number as the document number of the journal entry. To use this method, you must also ensure the following:

- o The offset method in the A/R Constants is equal to B (batch mode)
- o The intercompany settlement option in the General Accounting constants is not set to 2 (detail)
- o The batch does not contain any foreign transactions

If any of the preceding criteria are not met, the system creates journal entries in detail.

1

Create detailed journal entries. The system creates one journal entry with the document type RC for each draft in the batch. The system uses Next Numbers for journal entry documents (system 09) to assign the document number to the receipt journal entry.

To provide an audit trail, the system updates the following fields in the Receipts Detail table (F03B14) with the journal entry information:

- o JE document type (RZDCTG)
- o JE document number (RZDOCG)
- o JE document company (RZKCOG)

4. Display Invoices

Blank = Display all invoices

1 = Display only approved invoices

Use this processing option to specify whether to display only invoices with an approved pay status. Valid values are:

Blank

Display all invoices.

1

Display only approved invoices.

Currency Tab

When you are using multi-currency, this processing option specifies whether the system validates for an effective exchange rate.

1. Edit Effective Date

Blank = Do not edit effective date

1 = Edit effective date

Use this processing option to specify whether the system validates the effective date that it uses to retrieve the exchange rate against the G/L date that you enter on the draft. Valid values are:

Blank

Do not validate the effective date.

1

Validate the effective date. The system issues a warning when the effective date of the exchange rate retrieved from the Currency Exchange Rates table (F0015) is not in the same period as the G/L Date of the draft.

Chargeback Tab

These processing options specify values that you want the system to assign to chargeback records that it creates.

1. Pay Status

Blank = Data dictionary default

Use this processing option to specify the default pay status that you want the system to assign to chargebacks. If you leave this processing option blank, the system uses the value that is set up in the Data Dictionary for item PST. Valid values are defined in UDC 00/PS (Pay Status).

2. Date Option

Blank = Use the draft G/L date

1 = Use dates from the invoice

Use this processing option to specify the invoice date and net due date that you want the system to assign to chargebacks. Valid values are:

Blank

Use the draft G/L date.

1

Use the corresponding dates from the invoice.

3. Reason Code

Blank = Manual entry

Use this processing option to specify the default reason code that you want the system to assign when you enter a chargeback amount. If you leave this processing option blank, you must enter the chargeback reason code manually. Valid chargeback reason codes are defined in UDC 03B/CB.

Auto Write-off Tab

These processing options activate the automatic write-off feature and establish write-off limits for both under- and overpayments. When you activate the automatic write-off feature, you must specify the write-off reason code for the system to use.

1. Maximum Underpayment Amount

Use this processing option to specify the limit for the system to use to write off underpayments. If the difference between the payment amount and open amount of the invoice is equal to or less than the amount specified, the system automatically writes off the remaining amount when you enter the draft.

2. Underpayment Reason Code

Use this processing option to activate the automatic write-off process and to specify the default reason code that you want the system to assign when it automatically writes off an underpayment. Valid write-off reason codes are defined in UDC 03B/RC. You must also set up a corresponding AAI item (RAxx, where xx is the reason code) for the write-off reason code that you specify.

3. Maximum Overpayment Amount

Use this processing option to specify the maximum amount for which the system writes off overpayments. If the difference between the payment amount and the open amount of the invoice is equal to or greater than the amount specified, the system automatically writes off the remaining amount when you enter the draft. Enter the value as a negative amount.

4. Overpayment Reason Code

Use this processing option to activate the automatic write-off process and to specify the default reason code for the system to assign when it automatically writes off an overpayment. Valid write-off reason codes are defined in UDC 03B/RC. You must also set up a corresponding AAI item (RAxx, where xx is the reason code) for the write-off reason code that you specify.

Mnl Write-off Tab

These processing options specify write-off limits for both under- and overpayments, and specify a default for the system to use for the write-off reason code.

1. Maximum Underpayment Amount

Use this processing option to specify the maximum amount for which you can write off an underpayments. If the difference between the payment amount and the open amount of the invoice is equal to or less than the amount specified, the system allows you to write off the remaining amount when you enter the draft.

2. Maximum Overpayment Amount

Use this processing option to specify the maximum amount for which you can write off an overpayment. If the difference between the payment amount and the open amount of the invoice equal to or less than the amount specified, the system allows you to write off the remaining amount when you enter the draft. Enter the value as a negative amount.

3. Write-Off Reason Code

Blank = Manual entry

Use this processing option to specify the default reason code that you want the system to assign when you enter a write-off amount. Valid write-off reason codes are defined in UDC 03B/RC. You must also set up a corresponding AAI item (RAxx, where xx is the reason code) for each write-off reason code that you specify.

Discount Tab

These processing options define rules for processing discounts.

1. Discount Available

Blank = Do not allow taken > available

1 = Allow taken > available

Use this processing option to specify whether to allow the discount taken to be greater than the discount available. Valid values are:

Blank

Do not allow discounts taken to be greater than the discount available.

1

Allow discounts taken to be greater than the available discount.

2. Discount Applied

Blank = Do not allow taken > applied

1 = Allow taken > applied

Use this processing option to specify whether to allow the discount taken to be greater than the payment amount. Valid values are:

Blank

Do not allow the discount taken to be greater than the payment amount.

1

Allow the discount taken to be greater than the payment amount.

3. Grace Period Days

Use this processing option to specify the number of days to be added to the discount due date during which the discount can be taken. This processing option is used only when the system calculates the discount taken. You can also enter the discount amount manually.

Match Priority Tab

These processing options specify the order that you want the system to use to locate invoices on the Remittance Entry form.

1. Invoice Match

Use this processing option to specify the sequence of search methods that the system uses to select invoices on the Remittance Entry form. Four search methods are available:

- o Invoice Number
- o Sales Order Number
- o Customer Reference
- o Statement Number

Valid values are blank, 1, 2, 3, and 4. If you leave a search method field blank, the system excludes that search method and uses the other methods you specify. If you leave all four fields blank, the system searches using all methods in the order listed above.

Sales Order Match

Use this processing option to specify the sequence of search methods that the system uses to select invoices on the Remittance Entry form. Four search methods are available:

- o Invoice Number
- o Sales Order Number
- o Customer Reference
- o Statement Number

Valid values are blank, 1, 2, 3, and 4. If you leave a search method field blank, the system excludes that search method and uses the other methods you specify. If you leave all four fields blank, the system searches using all methods in the order listed above.

Customer Reference Match

Use this processing option to specify the sequence of search methods that the system uses to select invoices on the Remittance Entry form. Four search methods are available:

- o Invoice Number
- o Sales Order Number
- o Customer Reference
- o Statement Number

Valid values are blank, 1, 2, 3, and 4. If you leave a search method field blank, the system excludes that search method and uses the other methods you specify. If you leave all four fields blank, the system searches using all methods in the order listed above.

Statement Match

Use this processing option to specify the sequence of search methods that the system uses to select invoices on the Remittance Entry form. Four search methods are available:

- o Invoice Number
- o Sales Order Number
- o Customer Reference
- o Statement Number

Valid values are blank, 1, 2, 3, and 4. If you leave a search method field blank, the system excludes that search method and uses the other methods you specify. If you leave all four fields blank, the system searches using all methods in the order listed above.

Void/NSF Tab

These processing options specify the values for the system to use when drafts are voided or designated as insufficient funds.

1. Update Payment Instrument

Blank = Do not update

1 = Update

Use this processing option to specify whether to update the payment instrument on the R1 draft record in the Customer Ledger table (F03B11) if the draft is voided or designated as NSF. Valid values are:

Blank

Do not update the payment instrument.

1

Update the payment instrument.

Note: You must specify a value in the Payment Instrument processing option if you specify 1 in this processing option

2. Payment Instrument for Invoice

Use this processing option to specify the payment instrument to assign to R1 draft records in the Customer Ledger table (F03B11) when a draft is voided or designated as NSF. Valid values are set up in the UDC 00/PY. If the value of the Update Payment Instrument processing option is blank, the system ignores this processing option.

3. Payment Instrument for Draft

Use this processing option to specify the payment instrument to assign to the new draft record that the system creates in the Customer Ledger table (F03B11) when you void or designate the draft as NSF with the option to renew the draft. Valid values are set up in UDC 00/PY.

4. Draft Account

Blank = RD5 AAI

Use this processing option to specify the draft receivable account number to use when you post drafts that have been voided or designated as NSF using the renewal option. You enter the account number in the standard format (bu.obj.sub). If you leave this processing option blank, the system uses the account number associated with the AAI item RD5.

Processing Preauthorized Drafts

From the Draft Daily Operations menu (G03B161), choose Pre-Authorized Drafts.

Automatic drafts are also called preauthorized drafts because they do not require customer acceptance for each draft. You and your customer agree in advance that the customer will pay with a draft. You do not print and send a draft to the customer, but instead remit (deposit) the draft to your bank for collection.

You create automatic drafts by running the Pre-Authorized Drafts program (R03B671). You select the invoices to pay with each draft by using data selection. You can run this batch process in either proof or final mode:

Proof mode	You can choose to generate a detail or summary report of transactions: <ul style="list-style-type: none">• Detail – lists each invoice to be paid by draft• Summary – prints a summary of all invoices by customer or payor, due date, and payment instrument to be paid by draft
Final mode	You can make the same selections as in proof mode. In final mode, the system: <ul style="list-style-type: none">• Creates drafts• Updates the pay status of drafts to D (draft accepted)• Generates a report

Whichever mode you choose, you can review the information and make necessary changes. You can use either Standard Invoice Entry or Speed Status Change to change the pay status.

The system processes drafts in the same way as receipts except that the system:

- Uses batch type DB (draft receipts)
- Applies draft receipts to open customer invoices
- Creates an invoice record with a document type of R1 in the Customer Ledger table (F03B11) for the total draft amount
- Updates the payment status of the draft invoice to D (draft accepted)

After you generate drafts, you must approve and post them to the general ledger to create the appropriate journal entries. See *Approving and Posting Accounts Receivable Drafts*.

This program updates and creates records in the Customer Ledger (F03B11), Receipts Header (F03B13), and Receipts Detail (F03B14) tables.

Note

The report prints the abbreviated column heading PI, which indicates payment instrument.

Processing Options for Pre-Authorized Drafts (R03B671)

Mode

1. Enter a '1' to run the report in final mode. If left blank, the report will run in proof mode and no drafts will be created.

Summary/Detail

2. Enter a '1' to create summary (one draft per customer / due date). '2' to create Payor summary drafts (one draft per Payor / due date). If left blank, detail draft will be created (one draft per invoice / due date).

Pay Thru Date

3. Enter the Pay thru Date. If left blank, the system date will be used.

Pay Thru Date.

Draft Date

4. Enter the draft date. If left blank, the system date will be used.

Draft Date

Draft G/L

5. Enter the Draft G/L Date. If left blank, the system date will be used.

Draft G/L Date

6. Enter the Draft Due date. If left blank, the invoice due date will be used.

Draft Due Date

Receivable

7. Enter the override Draft Receivable Account. If left blank, AAI's will be used - Draft Receivable Account (RDlx) where "x" = Pay Instrument.

Draft Receivable Account Number

Journal Entry

8. Select G/L Entry Method: ' ' = Create Summary Total J.E.'s. '1' = Create Detail J.E.'s (create one J.E. for each deposit item).

Draft Amount

9. Enter the minimum amount required to create the draft.

Minimum Draft Amount

Negative

10. Enter a '1' to allow creation of draft with a negative amount.

Statement

11. Enter a '1' to use the statement number on the invoice record for the draft number, leave blank to use the Next Number for the draft number.

Open Amount

12. Enter a '1' to create the draft record in the invoice file without an open amount. Default of blank will create the draft record with open amount.

Credit Card

13. Enter a '1' to do credit card processing. If left blank regular draft processing will be performed

Credit Card Processing

14. Enter Prepayment Origination Flag

Prepayment Origination Flag

Revising Drafts

After you enter drafts, you can review and revise them before you post them to the general ledger. You typically review drafts to:

- Verify information for a particular customer
- Revise draft information, such as the due date, payment instrument, or customer bank account

The following guidelines apply when you revise draft information:

- You cannot add invoices to a draft unless an unapplied amount exists.
- You can change the following fields when the draft has been accepted:
 - Draft Due Date
You can also change this field after the draft has been remitted.
 - Draft Amount
You cannot change this field if the draft is posted or if it is in a status other than Draft- Acceptance.
 - Payment Instrument
 - Bank Name
 - Customer Bank Account Number
 - Bank Transit
- You can never change the G/L date on a draft; however, you can assign a new G/L date to a posted draft when you perform additional tasks (such as applying the draft to invoices or voiding the draft). The system updates the Receipts Detail records (F03B14) with the G/L date that you enter. The system does not change the G/L date on the Receipts Header record (F03B13).

► To revise drafts

From the Draft Daily Operations menu (G03B161), choose Draft Inquiry.

1. On Work With Drafts, click Find to locate all drafts, or complete the following fields to limit your search, and then click Find:
 - From
 - Through
2. Choose the draft that you want to review and click Select.
3. On Draft Entry, change any of the following fields and click OK.
 - Draft Due Date
 - Draft Amount

You cannot change the draft amount if the draft is posted or is a status other than Draft - Acceptance.

- Payment Instrument
- Customer Bank Acct No
- Bank Transit

Approving and Posting Accounts Receivable Drafts

Use one of the following navigations:

From the Draft Daily Operations menu (G03B161), choose Draft Journal Review.

From the Draft Daily Operations menu (G03B161), choose Post Drafts to G/L.

After you enter drafts, you must post them to the general ledger to update the appropriate account information. Depending on your organization's policy, your batches might require management approval before you can post them. The process to review and approve batches is the same regardless of the batch type. The batch type for draft batches is DB. See *Using the Batch Review Program* for information about reviewing and approving draft batches.

Note

The status of the draft batch header remains In Use until you completely exit the draft entry program.

See Also

- ❑ *The Financial Post Process* for detailed information about procedures, processing options, and the post reports
- ❑ *Calculating Realized Gains and Losses* in the *Multicurrency Guide for Accounts Receivable and Accounts Payable* for information about how the system manages gains and losses on foreign drafts

Posting Accounts Receivable Drafts

From the Draft Daily Operations menu (G03B161), choose Post Drafts to G/L.

After you approve drafts, you can post them to the general ledger. Because the system creates all the entries to the Account Ledger table (F0911) when you post drafts, balancing errors occur only when the post program is interrupted. If the post program is aborted before it completes, run the post program again to delete the entries that the system created, and then run the post program a third time to create new entries.

During the post, the system does the following:

- Selects unposted receipt transactions from the following tables:
 - Receipts Header (F03B13)
 - Receipts Detail (F03B14)
- Edits and verifies each transaction

If no errors occur, the system does the following:

- Debits and credits the appropriate accounts in the Account Ledger table (F0911)
The account that the system debits depends on the draft status.
- Creates automatic offsets to the A/R trade account in the Account Ledger table (F0911)
- Creates automatic entries to the discount, write-off, chargeback, or deduction account, if applicable
- Updates balances in the Account Balances table (F0902)
- Marks the transactions as posted (P) in the Account Ledger table (F0911)
- Updates the Receipt Detail table (F03B14) with a D in the Posted Code field

Note

The system does not update the Receipts Header record (F03B13) until the draft is collected and posted. If the draft is posted after acceptance and remittance, the system does not update the Posted Code field.

- Updates the status of the Batch Control Records table (F0011) to D.

See *Journal Entries Created by the Draft Post* and *Automatic Entries Created by the Draft Post* for more detailed information about the accounts that the system debits and credits for each draft status.

You can also post drafts using the Draft Journal Review program (P0011).

Note

The system creates unapplied draft (RU), draft (R1), chargeback (RB), and deduction (R5) invoices with a posted status of D in the Customer Ledger table (F03B11). To determine whether these records are posted, you must locate and verify the posted status of the draft document from which they originated.

Journal Entries Created by the Draft Post

When you post drafts to the general ledger, the system creates the Account Ledger record (F0911) based on the journal entry creation method and the status of the draft when you post it.

The following tables list the journal entries that the system creates for standard drafts, drafts that are discounted, and drafts that are discounted with contingent liability:

Standard Drafts				
Draft Status	JE Doc Type	AAI Item	Account Debited	Account Credited
Acceptance (4)	R1	RD1x	Drafts Receivable	
	AE	RC*		A/R Trade

Remittance (3)	R2	RD2x	Drafts Remitted	
	R1	RD1x		Drafts Receivable
Collection (1)	RC**	RB	G/L Bank	
	R2	RD2x		Drafts Remitted

Discounted Drafts				
Draft Status	JE Doc Type	AAI Item	Account Debited	Account Credited
Acceptance (4)	R1	RD1x	Drafts Receivable	
	AE	RC*		A/R Trade
Remittance (3)	R2	RD3x	Drafts Remitted for Discount	
	R1	RD1x		Drafts Receivable
Collection (1)	RC**	RB	G/L Bank	
	R2	RD3x		Drafts Remitted for Discount

Discounted Drafts with Contingent Liability				
Draft Status	JE Doc Type	AAI Item	Account Debited	Account Credited
Acceptance (4)	R1	RD1x	Drafts Receivable	
	AE	RC*		A/R Trade
Remittance Contingent (2)	R2	RD3x	Drafts Remitted for Discount	
	R1	RD1x		Drafts Receivable
	RC**	RB	G/L Bank	
	R2	RD4x		Drafts Contingent Liability
Collection (1)	R2	RD4x	Drafts Contingent Liability	
	R2	RD3x		Drafts Remitted for Discount

* See *Fields Updated During Draft Entry* for more information about how the system retrieves the A/R trade account.

** The document type might be R1 depending on the journal entry creation method as explained below.

Detail Method

If you set the processing option to create detailed journal entries, when you enter the draft, the system updates the A/R Post Status (ISTR) field of the document in the Receipts Header table (F03B13) to 1. When you post drafts, the system creates one document in the Account Ledger table (F0911) for each draft in the batch. The system retrieves the values for the document number, document type, and document company that it assigns to the journal entry from the JE Document Number (RZDOC), JE Document Type (RZDOCG), and JE Document Company (RZKCO) fields that it assigned to the Receipt Header record (F03B13) when the draft was entered. The system updates the same fields in the corresponding records in the Receipts Detail table (F03B14) when you post the draft.

When the system creates a journal entry using the detail method, it assigns it a document type of RC.

Summary Method

When you set the processing option to create summarized journal entries, the system updates the A/R Post Status field (ISTR) to 0 in the F03B13 record and creates one F0911 record for each batch of drafts posted. The system retrieves the values for the document number, document type, and document company that it assigns to the journal entry from the JE Document Number (RZDOC), JE Document Type (RZDOCG), and JE Document Company (RZKCO) fields that it assigned to the Receipt Header record (F03B13) when the draft was entered.

Regardless of the journal entry creation method specified in the processing options, the system must also meet the following criteria to create summarized journal entries:

- The offset method in the Accounts Receivable Constants is set to B (batch mode).
- The intercompany settlement option in the general accounting constants is set to a value other than 2.

Otherwise, the system generates detailed journal entries.

When the system creates a journal entry using the summarized method, it assigns it a document type of R1.

Key to Method Used

The following table shows the type of journal entry that the system creates based on the settings in the General Accounting and Accounts Receivable constants.

Intercompany (G/A Constants)	Offset Method* (A/R Constants)	Journal Entry Creation Method (Summary or Detail)	Journal Entry Created (F0911)
1 (1 = Hub)	B	D	Detail
1	Y	D	Detail
1	S	D	Detail
2 (2 = Detail)	B	D	Error (not allowed)
2	Y	D	Detail
2	S	D	Detail

1	B	S	Summary
1	Y	S	Detail
1	S	S	Detail
2	B	S	Error (not allowed)
2	Y	S	Detail
2	S	S	Detail

See *Multicurrency Journal Entries Created by the Draft Post* in the *Multicurrency Guide for Accounts Receivable and Accounts Payable* if you enter foreign or alternate currency receipts.

Posting Voided and NSF Receipts

The system also creates journal entries when you post a draft that has been voided or designated as insufficient funds (NSF). Regardless of the processing option setting for the journal entry creation method, the following occurs:

- When you post a voided draft, the system creates a journal entry with the document type RO.
- When you post a draft that is designated as NSF, the system creates a journal entry with the document type RV.

The system updates the DOCQ and DCTQ fields on the F03B13 record with the document number and document type that the system assigns to the journal entry.

Posting Zero Amount Drafts

When you apply unapplied drafts to invoices, the system does not generate any journal entries because the amount of the draft is zero.

Additionally, the system creates an automatic entry (document type AE) only when the A/R trade account to which the unapplied draft was posted is different from the A/R trade account to which the invoice was posted. If the trade accounts are the same for the unapplied draft and the invoice, the system does not generate any AE entries, nor does it produce a posting edit report.

Automatic Entries Created by the Draft Post

When you post drafts, the system creates automatic entries (document type AE) in the Account Ledger table (F0911). The system uses the account IDs from fields that the system updated when you entered the draft. The following table shows the field that the post uses to locate the account for the AE entry based on the type of draft that you entered.

Account	Type of Draft	Field	Table
A/R Trade	Applied Draft (TI Code 10)	AID	F03B14
	Unapplied Drafts	AID	F03B13
	Chargebacks (TI Codes 11, 16, and 26)	AIDC	F03B14

Discount Taken	Discounts (TI Code 10)	AIDD	F03B14
Write-off	Write-offs (TI Codes 10, 15, and 25)	AIDW	F03B14
Deduction Suspense	Deduction (TI Codes 17 and 27)	DAID	F03B14

See *Fields Updated During Draft Entry* for information about how the system locates the account ID based on the AAI item.

For currency-specific information about fields updated by the draft post, see *Multicurrency Automatic Entries Created by the Draft Post* in the *Multicurrency Guide for Accounts Receivable and Accounts Payable*.

Deleting and Voiding Drafts

If you enter a draft in error, you can delete or void it. When you delete or void a draft, the system reopens any invoices that the draft paid.

You can delete a draft only when:

- The draft is not posted
- The draft is at a draft-acceptance status (4)

Note

If the draft is at a remittance or collection status, you cannot delete it; you must post the draft and then void it.

When you delete a draft, the system removes the draft records from the following tables:

- Receipt Header (F03B13)
- Receipt Detail (F03B14)
- Customer Ledger (F03B11)

If the draft is posted, you must void the draft. When you void a draft, the system updates the following fields on the draft's Receipt Header record (F03B13):

- Receipt NSF/Void Code field (NFVD)
The system updates this field to V.
- Void Date (VDGJ)
The system uses the G/L date that you enter when you void the draft.
- Void Reason Code (VRE)
The system uses the reason code that you enter when you void the draft.

The system also creates a new batch, which you must post to create the reversing journal entries. You can void the draft at any stage of draft processing.

Before You Begin

- ❑ Verify that the AAI item RD5x is set up. The system uses this AAI when you void or designate drafts as NSF.

► To delete or void a draft

Use one of the following navigations:

From the Draft Daily Operations menu (G03B161), choose Enter Our Drafts.

From the Draft Daily Operations menu (G03B161), choose Enter Customer Drafts.

1. On Work With Drafts, click Find to locate all drafts, or complete the following fields to limit your search, and then click Find:
 - From
 - Through
2. Choose the draft that you want to delete or void, and then choose Void/Delete from the Row menu.
3. On Confirm Delete, click OK.

The screenshot shows the PeopleSoft interface with the title 'PeopleSoft.' at the top. The main window is titled 'VoidNSF Draft'. It contains several input fields for draft details and void parameters. At the bottom, there are checkboxes for 'Renewal' and 'Journal Entry' options.

Payor Number	3002	Atlantic Corporation
Draft Number	19050	Batch DB 5917 G/L Date 03/13/02
Draft Date	07/11/05	Company 00070 G/L Date 07/31/05
Draft Due Date	07/13/05	Bank Name Banque Nationale de Paris
Draft Amount	550.00	Customer Bank Acct # 150128482
Payment Instrument	4	Bank Transit 302075018
Currency	EUR	Exchange Rate
Base	EUR	Foreign

Void Draft

G/L Date	06/30/05	Reason Code	VOD	Void Receipt
Partial NSF				

Renewal Draft Number 61234 Draft Date Draft Due Date Payment Instrument

Journal Entry Journal Entry With VAT Invoice Entry

4. On Void/NSF Draft, complete the following fields and click OK:

- G/L Date
- Reason Code

You must complete both fields regardless of whether the draft is posted.

Draft Remittance

You remit (deposit) the draft to your bank so that it can collect the funds from your customer's bank. In certain countries, draft remittance is an optional step in the draft process. You can remit drafts to your bank for collection on either a tape or by printing a paper register. Generally, you must have complete bank account information for your customer in order to use an electronic format.

Before you remit the drafts to your bank, you can create a register. When you do this, the system updates the draft Receipts Header records (F03B13) with your G/L bank account information and assigns the records a register number. Then, when you run the Draft Remittance program (P03B672), you can use data selection to choose the drafts by the register number. By running the Draft Register and Creation program (P03B675), you ensure that the bank information is complete before you run the Draft Remittance program.

If you do not create a register, the system updates the draft Receipts Header records with the bank account information when you run the Draft Remittance program.

Creating and Revising Registers for Accounts Receivable Drafts

You can manually create an online register to use when remitting drafts to your bank. This is an optional step in the draft remittance process. When you create a register, you choose the drafts that you want to remit to your bank for collection. You must remit those drafts to the bank by running the Draft Remittance program (R03B672) before you can create another register for the same bank account; however, you can add and remove drafts from an existing register before you remit them.

The advantages of creating a register before remitting drafts are:

- Drafts are organized for collection by payment instrument and due date
- An online record of the drafts to be remitted is provided for you to review
- An easy method of selecting drafts when you run the Draft Remittance program is provided (you can select by draft register number)
- The draft status is updated so that the same drafts will not be remitted accidentally to the wrong bank for collection.

You can include either regular drafts or discounted drafts on the register, but all drafts must be in the same transaction currency.

When you create a register, the system:

- Creates a batch header record in the Batches table (F0011) with a batch type &B
- Changes the pay status of the selected draft invoice records (F03B11) from D (draft accepted) to # (selected for payment)
- Updates the G/L bank account on the selected draft receipt records (F03B13)
- Assigns a register number (DREG field) to the selected draft receipt records (F03B13) by concatenating a 5-digit number (starting with 00001) to the batch number

► **To create a register for Accounts Receivable drafts**

From the Draft Remittance and Collection menu (G03B162), choose Draft Register Creation & Review.

1. On Work With Draft Registers for Payment, to determine whether a register exists, complete the following field and click Find:
 - G/L Bank Account

You cannot create a new register if one exists for the bank account specified.
2. Click Add to create a new register.

The screenshot shows the 'Draft Register Details' window in PeopleSoft. At the top, there are buttons for OK, Find, Delete, Cancel, Form, and Tools. The 'Account Number' field contains '28115'. The 'Currency Code' field is set to 'USD'. Below the form, a message says 'No records fetched.' A grid table is displayed with the following columns: Payor Number, Payor, Draft Number, Due Date, Pay Inst, Draft Amount, Base Curr, Cur Cod, Mode, and Foreign Draft Amount. The first row of the grid has a bold header.

Payor Number	Payor	Draft Number	Due Date	Pay Inst	Draft Amount	Base Curr	Cur Cod	Mode	Foreign Draft Amount

3. On Draft Register Details, complete the following fields:

- Account Number

This is the account number of your G/L bank.

- Currency Code

4. Complete the following optional field:

- Amount Requested

If you want to choose multiple drafts for remittance, you can verify that the amount of the drafts you choose equals the amount that you expected by completing this field.

5. From the Form menu, choose Drafts.
6. On Select All Drafts, use the fields in the QBE row to locate and choose the individual drafts that you want the bank to collect, and click Select.
7. On Draft Register Details, click OK.

► **To review and revise registers Accounts Receivable drafts**

From the Draft Remittance and Collection menu (G03B162), choose Draft Register Creation & Review.

1. On Work With Draft Registers for Payment, complete the following field and click Find:
 - G/L Bank Account
2. Review the information in the following fields:
 - Draft Amount
 - Due Date
3. Choose the draft register and click Select.
4. On Draft Register Details, review the information in the following fields:
 - Payor Number
 - Pay Inst
 - Co
 - Bank Transit
 - Cust Bank Acct #
5. To add a draft to the register, choose Drafts from the Form menu and follow the steps for creating a bank register.
See the task, *To create a register for Accounts Receivable drafts*.
6. To delete a draft from the register, on Draft Register Details, choose the draft that you want to delete and click Delete.
7. On Confirm Delete, click OK to delete the draft.

Remitting Drafts

From the Draft Remittance and Collection menu (G03B162), choose Draft Remittance.

You remit drafts to your bank so that it can collect the funds from your customer's bank. You can remit drafts either electronically or on paper in the form of a bank register. Generally, you must have complete bank account information for your customer in order to use an electronic format. When you do not have complete bank account information for your customer, you can print a bank register to send to your bank.

You can run this batch process in either proof or final mode:

Proof mode	In proof mode, the system: <ul style="list-style-type: none"> Selects accepted drafts (Draft Status 4) from the Receipt Header table (F03B13) Verifies the G/L date against the company's G/L fiscal period Prints a report of the drafts to be remitted
Final mode - Paper (R03B672P)	In final mode for paper, the system performs the same actions that it does in proof mode, and it also: <ul style="list-style-type: none"> Creates a new batch header record (F0011) for the remittance batch Changes the payment status of the draft invoice records (F03B11) from A (or #, if the register was created previously) to G (draft deposited not due) Changes the Draft Status from 4 (Draft-Acceptance) to 3 (Draft-Remittance) or 2 (Draft-Remittance Contingent) Updates the Draft Remittance table (F03B672) <p>The system automatically removes records from the F03B672 table when it creates the .pdf file that you print.</p>
Final mode - Tape (R03B672T)	In final mode for tape, the system performs the same actions that it does in final mode for paper, and it also: <ul style="list-style-type: none"> Updates the Text Processor Header table (F007101) Updates the Text Processor Detail table (F007111) <p>The system assigns the batch number from Next Numbers 00/07.</p> <p>Note</p> <p>You must run the Text File Processor program (P007101) to purge batches from the text processor tables (F007101 and F007111). When you purge draft remittance batches, the system also removes the records from the Draft Remittance table (F03B672). See <i>Purging a Text Batch in the Text File Processor</i> in the <i>Global Solutions Spain Guide</i>.</p>

J.D. Edwards recommends that you run this process in proof mode before running it in final mode. This allows you to review and correct errors prior to updating records. If the system finds errors when running the report in final mode, it prints an error message on the report.

Note

The system prints an * in the following columns if the drafts remitted are in mixed currencies:

- Due Date Total
 - Customer Total
-

After you remit drafts, you approve and post the remittance batch to the general ledger. The system creates the appropriate journal entries. See *Journal Entries Created by the Accounts Receivable Draft Post* for more information.

Data Selection for Draft Remittance

You can change the data selection for the payment instrument. The DEMO versions of this report are set to select drafts using the G/L bank account. You can add other selection criteria. For example, you can select drafts on the basis of the payment instrument.

If you encounter errors when running Draft Remittance, do the following:

- Verify that you selected the correct version.
- Verify that the G/L date you entered for the processing option is correct.
- Verify that the data selection includes the draft that you are attempting to include.
- Verify that the "as of" date you entered in the processing options is the same as or later than the latest draft due date.

See Also

- *Electronic Formats and the Euro* in the *Euro Implementation Guide* for information about country-specific formats that handle draft remittance in the euro

Contingent Liability

You can request an advance from your bank before the due date of the draft. This is called discounting a draft. When a draft is discounted, some countries require businesses to recognize a contingent liability until the maturity date of the draft, as follows:

- Before the due date of the draft, recognize the draft as cash and offset the amount as a contingent liability.
- On the due date of the draft, close the contingent liability by processing the collection.

You create journal entries for contingent liability when you post the draft remittance. When you collect the draft, the system reverses these journal entries.

To create journal entries for contingent liability, use the G/L Remittance processing options for the Draft Remittance program (R03B672). When you use one of these processing options to specify a G/L account for contingent liability, the system creates two sets of journal entries:

- Debit drafts remitted and credit drafts receivable. This is the journal entry required by all remittances.
- Debit the G/L bank account and credit drafts contingent liability. This is the additional journal entry required for contingent liability.

When your bank collects the draft, the system recognizes the existence of the contingent liability and clears the contingent liability account.

Processing Options for Draft Remittance (R03B672)

Proof/Final

1. Enter a '1' to run in Final Mode. This will update the draft to remitted status. Default of blank would print the report only

As Of Date

2. Enter "As Of" date to process. All drafts due on or before this date will be processed. If left blank, the current system date will be used.

Bank

3. Enter a blank to indicate the process is without a Register, '1' to indicate the process is with Register.

4. Enter the G/L Bank Account that the drafts will be remitted to. Note: If an account is entered here then the processing option 3 should indicate that it is without register.

G/L Remittance

5. Specify which G/L Account from AAI's to use for Drafts: Remitted "blank" = Cashed (RD2x) '1' = Discounted (RD3x) '2' = Contingent (RD4x)

6. Enter an override Drafts Remitted Account number. The AAI's will be ignored if an account is entered here.

7. Enter an account number to override RD4 AAI's Account Number. If left blank a RD4 AAI's will be used.

8. Enter the override currency exchange rate. (**Effective only for remittance with Contingent Liability**)
Blank = Derived from the exchange rate table

G/L Date

8. Enter the G/L Date for the Journal Entries created. If left blank, the system date will be used.

Maximum

9. Enter the Maximum Amount of the accumulated drafts.

Minimum

10. Enter the Minimum Amount for the Remittance Process.

Paper/Tape

11. Enter the Program and Version to do the Paper Or Tape Remittance.

Custom Report

12. Enter a Program ID and Version ID to submit a custom remittance report

Program ID

Version ID

What You Should Know About Processing Options

Custom Report (12)	The program for which you specify program ID and version ID is a client-specific, custom program.
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Returning a Draft to Prior Status

If you remit or collect a draft in error, you can return the draft to its prior status rather than completely processing the draft and then voiding it. You can select multiple drafts for this purpose. The system reverses any changes that were made to the drafts when each was moved to its current status.

Note

You cannot return a draft from the acceptance status to a prior status, or return a draft that is voided or designated as having insufficient funds (NSF) to a prior status.

In the processing options for the draft entry programs (P03B602), you can specify whether to prohibit users from using this feature.

When you return a draft to a previous status, the system:

- Issues a warning that the remittance paper or tape batch might have already been sent to the bank for processing.
- Removes the draft from the remittance register if the draft is included in the remittance register.
- Updates the draft invoice record (R1) in the Customer Ledger table (F03B11) to the prior pay status.
- Updates the Receipts Header table (F03B13) with the prior draft status and batch.
- Removes unposted records from the Receipts Detail table (F03B14) for the current status.
- Reverses posted records from the Receipts Detail table (F03B14) for the current status.
- Deletes the draft record from the Draft Remittance Work File table (F03B672) if it exists (remitted using a tape format), and marks the Text Processor Header record (F007101) with a status of 3 (Suspended/Outbound).

Note

The system retrieves the status for the Text Processor Header record from the user defined code 00/TL.

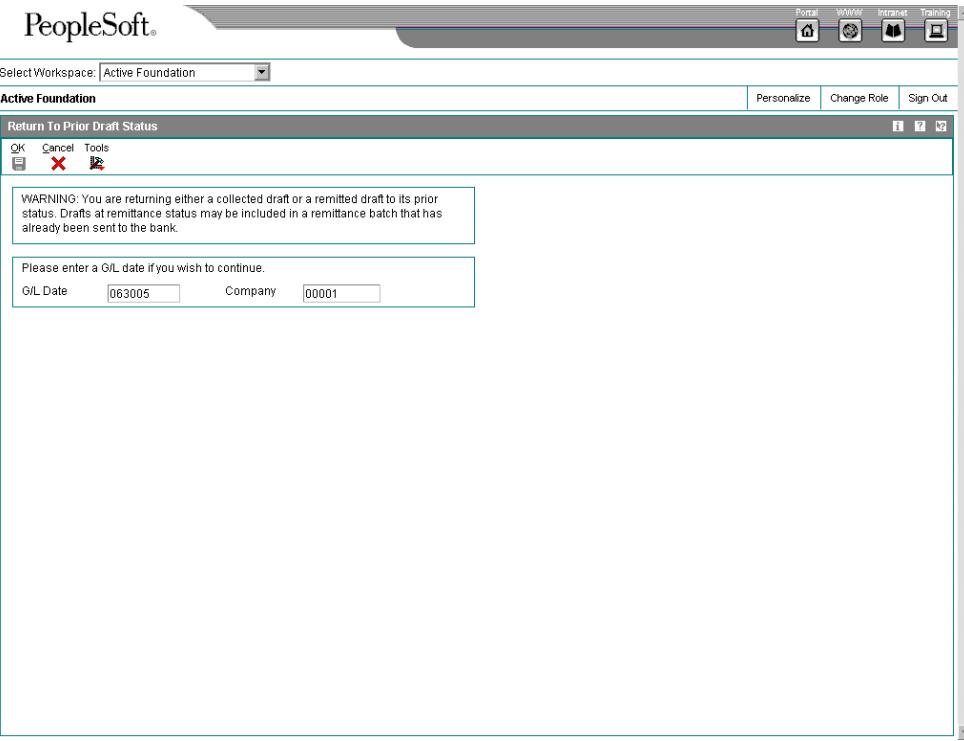
► To return a draft to prior status

Use one of the following navigations:

From the Draft Daily Operations menu (G03B161), choose Enter Our Drafts.

From the Draft Daily Operations menu (G03B161), choose Enter Customer Drafts.

1. On Work With Drafts, click Find to locate all drafts, or complete the following fields to limit your search, and then click Find:
 - From
 - Through
2. Choose the draft that you want to return to a prior status, and then choose Prior Status from the Row menu.



3. On Return To Prior Draft Status, complete the following field and click OK:

- G/L Date

Designating a Draft as Nonsufficient Funds (NSF)

If your customer does not have sufficient funds to pay the draft, you can designate the draft as NSF. You can designate the entire draft amount or a portion of the draft amount as NSF.

Entering a Full NSF Draft

A full NSF draft is a draft for which you did not collect any money. You can use the NSF feature at any stage of draft processing to reopen the existing invoices and process the draft. When you designate a draft as NSF, the system:

- Removes the open amount from the draft record (R1) in the Customer Ledger table (F03B11)
- Assigns a pay status of P to the draft record (R1)
- Assigns the G/L date that you entered as the date closed on draft record (R1)
- Creates a new batch for the NSF record

You must post this batch to create the appropriate journal entries and update the Account Ledger (F0911) and Account Balances (F0902) tables.

You can also renew the draft using the draft renewal feature. See *Creating a Renewal Draft*.

When you designate a draft as NSF, you can also create a new invoice or create a journal entry directly from the Void/NSF Draft form by turning on the appropriate option. This allows you to charge back your customer for any fees that the bank might have charged you, or to create a journal entry for the fees. If the fees are taxable, you can designate the tax on the invoice or turn on the Journal Entry with VAT option.

Entering a Partial NSF Draft

Rather than designate the entire draft amount as NSF, you can specify the amount of the draft that cannot be collected by using the Partial NSF option. Because the system cannot determine which invoices to reopen, the system keeps the original invoices closed (paid) and creates a standalone chargeback invoice (document type NP) for the amount of the NSF when you designate a partial NSF.

You can enter a partial NSF draft between remittance and collection stages or after the collection stage of draft processing, but not during the acceptance stage. For example, you might learn that the customer has insufficient funds for a payment after you have remitted the draft to the bank or after you have moved the draft to collection status.

You can create a renewal draft when you anticipate a future payment for the amount of the NSF draft. The gross amount of the renewal draft will equal the amount of the NSF draft.

When you create a partial NSF, the system:

- Creates a record in the Receipts Detail table (F03B14) with a type input code of 30 to designate a partial NSF. The system generates this record to adjust the amount to be collected from the customer's bank.
- Creates a record in the Receipts Detail table with a type input code of 36 to designate a standalone chargeback record that the system created as a result of the partial NSF.
- Creates an invoice chargeback record in the Customer Ledger table (F03B11) with a document type of NP for the amount of the NSF.

Note

The system includes partial NSF drafts in the NSF calculation when you run the Statistics History Update program (R03B16). The system does not include standalone chargeback records for partial NSF drafts (document type NP) in the NSF calculation.

Creating a Renewal Draft

When you designate a draft as having nonsufficient funds (NSF drafts), you can specify that the draft should be renewed. When renewing drafts, the system creates a new draft for the insufficient amount. The system applies this new draft to the reopened invoices or to the chargeback, depending on how the Partial NSF option is set on the Void/NSF Draft form for the record.

If you renew the draft, the system:

- Creates a new draft in the Receipts Header (F03B13), Receipts Detail (F03B14), and Customer Ledger (F03B11) tables.

- Matches the newly created draft to the original invoices that were open, or to the chargeback invoice that the system created if the Partial NSF option was specified. You can revise, remove, or add invoice records as desired.
- Updates the G/L date of the original draft in the Receipts Header table (F03B13)

► To designate a draft as NSF (full and partial)

Use one of the following navigations:

From the Draft Daily Operations menu (G03B161), choose Enter Our Drafts.

From the Draft Daily Operations menu (G03B161), choose Enter Customer Drafts.

1. On Work With Drafts, click Find to locate all drafts, or complete the following fields to limit your search, and then click Find:
 - From
 - Through
2. Choose the draft, and then choose NSF from the Row menu.
3. On Confirm Delete, click OK.

Payor Number	3002	Atlantic Corporation
Draft Number	19050	Batch DB 5917 03/13/02
Draft Date	07/11/05	Company 00070 G/L Date 07/31/05
Draft Due Date	07/13/05	Bank Name Banque Nationale de Paris
Draft Amount	550.00	Customer Bank Acct # 150128482
Payment Instrument	4	Bank Transit 302075018
Currency	EUR	Base EUR Foreign

G/L Date	06/30/05	Reason Code	VOD	Void Receipt
<input checked="" type="checkbox"/> Partial NSF				

<input checked="" type="checkbox"/> Renewal	Draft Number	61234
Draft Date		Draft Due Date
Payment Instrument		

<input type="checkbox"/> Journal Entry	<input type="checkbox"/> Journal Entry With VAT	<input type="checkbox"/> Invoice Entry
--	---	--

4. On Void/NSF Draft, complete the following fields:

- G/L Date
- Reason Code

5. To specify a partial NSF, complete the following option and field; otherwise, proceed to step 6.

- Partial NSF

The system creates a chargeback invoice for the amount specified in the NSF Amount field.

- NSF Amount

You can enter an amount up to (but not including) the total amount of the draft. When you use a foreign currency, this field is displayed as Foreign NSF Amount.

6. To specify renewal information, complete the following fields.

- Renewal
- Draft Number
- Draft Date
- Draft Due Date
- Payment Instrument
- Exchange Rate

The system creates a new draft and applies it to the open invoices or to the newly created chargeback record, depending on whether you specified a partial NSF.

7. To create a journal entry for bank fees, click the following option:

- Journal Entry

See *Entering Basic Journal Entries* in the *General Accounting Guide*.

8. To create a journal entry with VAT (value added tax), click the following option:

- Journal Entry With VAT

See *Entering Journal Entries with Tax* in the *Tax Reference Guide*.

9. To create an invoice to charge the customer for bank fees, click the following option:

- Invoice Entry

See *Entering Standard Invoices*.

10. Click OK.

11. If you specified a partial NSF, the system displays the Create Standalone Payment form. Complete the following fields and click OK:

- Customer
- Customer Reference
- Chargeback Reason Code

- Chargeback G/L Offset
12. If you specified draft renewal, the Draft Entry form displays the new draft that was created and the open invoice or chargeback. On Draft Entry, you can change invoice information as necessary.

Printing the NSF Drafts Notification Report

From the Draft Remittance and Collection menu (G03B162), choose NSF Drafts Notification.

To monitor the total amount of drafts that have been returned for insufficient funds, print the NSF Drafts Notification report. The system prints a separate report for each customer that has NSF drafts and allows you to set up and print a message on the report to provide them with additional information. You might want to set up different messages for different levels of severity. For example, "The following drafts have been returned by your bank for insufficient funds. Please remit the funds to your bank immediately."

The system prints records from the Receipts Detail table (F03B14), but uses the invoice date from the R1 draft record in the Customer Ledger table (F03B11).

Processing Options for the NSF Drafts Notification Report (R03B574)

Print Date

Enter the date to print on the report, if left blank, system date will be used.

Address Format

Enter the address format code to determine the display format for the customer address. If left blank or value is invalid, then country default will be used.

Enter Country Code

Date Range

Enter the initial date. All drafts due on or after this date will be selected. If left blank, then the default is the system date.

As of Date

Enter "As of Date". All drafts due on or before this date will be selected. If left blank, system date will default.

Summarized

Enter "1" to summarize all drafts detail lines by the document number. If left blank, then each line will be displayed.

System

Enter the user defined codes for the desired NSF letter text. These codes and text are contained in the Generic Message/text Review File.

System Code

User Defined Code

NSF Letter Code

What You Should Know About Processing Options

System tab	To print a message on the report, you must first set up the product code, user code, letter code, and message using the Generic Message/Rates Records program (P00191). See <i>Setting Up Statement Messages</i> in the <i>Real Estate Management Guide</i> . You can choose any combination of codes to use for P00191, but you must specify the same codes in the processing options on the System tab.
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Draft Collection

From the Draft Remittance and Collection menu (G03B162), choose Draft Collection with Status Update.

You can arrange to collect funds for the draft in one of the following ways:

- Wait until the funds become available on the due date specified by the draft.
- Request an advance from your bank before the due date of the draft. This is called discounting the draft. Typically, banks charge a fee when they advance funds for a draft before its due date. You must account for this fee separately during draft collection.

Your bank collects the funds for the draft from the customer's bank on the due date of the draft. Your bank informs you if it cannot collect the funds. On or after the due date, both you and your customer recognize the transfer of funds. You update the status of the draft in your records to show that it has been collected.

Some companies prefer to close the draft on the draft due date, while others wait until the payment appears on their bank statement. Processing options control the pay status code that the system assigns to paid draft records (R1), as well as whether to close the draft (the system removes the open amount from the draft record and creates Receipts Detail records when you close the draft). If you choose to leave the draft records open, you must run the Draft Collection with Status Update program again to select and update the draft records and to create matching Receipts Detail records. After you collect the draft and close it, you must post the draft batch to create the appropriate journal entries.

Additionally, your bank might assess fees for draft collection. Typical fees include charges for incomplete bank information, discounted drafts, and commissions. In addition, the tax regulations in certain countries might require that VAT be assessed on these fees. You account for all fees by creating a separate journal entry using the Journal Entry with VAT program (P09106). See *Journal Entries with Tax* in the *Tax Reference Guide*.

You can run this program in either proof or final mode.

Proof mode	In proof mode, the system: <ul style="list-style-type: none"> Selects drafts that are either accepted or remitted. Prints a report that shows the drafts to be updated. It shows all drafts that have a payment status of G (draft deposited not due) with a due date that you specify in a processing option.
Final mode	In final mode, the system: <ul style="list-style-type: none"> Changes the pay status of draft records (R1) to P (paid) or to another value that you choose. Creates a batch header record in the Batches table (F0011) for collected drafts. You must post this batch to create the appropriate journal entries. If the draft was created with a contingent liability, the system clears that account.

This process updates records in the Customer Ledger (F03B11), Receipts Header (F03B13), and Receipts Detail (F03B14) tables.

Processing Options for Draft Collection with Status Update (R03B680)

Proof / Final

- Enter a '1' to run in the Final Mode. Default of blank will print the report only.

As Of Date

- Enter the "As of" date to process.
All drafts due on or before this date
will be processed. If left blank,
the current system date will be used.

G/L Date

- Enter the G/L date for the Journal Entries. If left blank, the system date will be used.
- Enter a '1' to calculate the G/L Date by adding the Float Days for the bank account to the Net Due Date.
Leave blank to use the option above to calculate GL Date
- Enter a "1", if you want to calculate G/L Date entering Float days and to select drafts by pay instruments. If you use this option, all of the option above will be ignored.
- Enter number of float days to add the the Drafts Due Date to calculate G/L Date.If you select option above, you must enter number of float days.
- Enter payment instrument type to select drafts by Pay Instruments. If option '5' is selected, you must enter a valid Pay Instruments Type.

Payment Instrument

Pay Status

- Enter the Pay Status to update the the draft records. If left blank,
the pay status will be updated with
'P' (Paid).

Pay Status Code

9. Enter a '1' to update the pay status of the draft in the Journal Ledger File without closing the Drafts. A blank would close the Draft.

Exchange Rate

10. Enter the currency exchange rate to be used. This rate is between the currency being processed and the currency of the bank account. If left blank, the rate will be derived from the exchange rate information.

(***Effective only if draft has been remitted without Contingent Liability***)

Exchange Rate Override

What You Should Know About Processing Options

Pay Status Update – (9)	<p>If you choose to update the pay status (with the value specified in the previous processing option) without closing the draft, the system:</p> <ul style="list-style-type: none">• Leaves the open amount in the R1 draft record in the Customer Ledger table (F03B11)• Does not create Receipts Detail records (F03B14) for the draft R1 records• Creates an empty batch header record, which you can either post or automatically delete by running the Batch to Detail and Out of Balance integrity report. See <i>Correcting Out-of-Balance Batches</i> in the <i>General Accounting Guide</i>.
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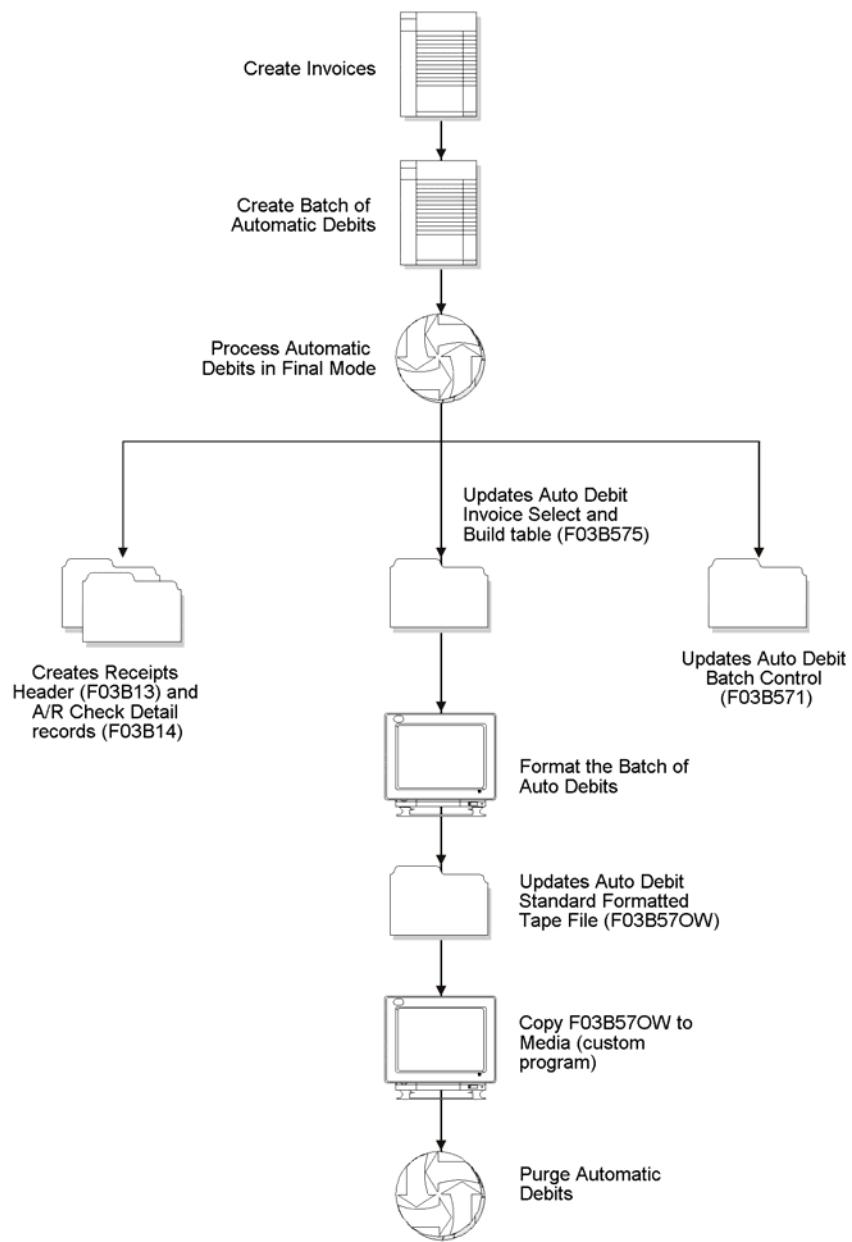
Automatic Debits

You can automatically debit (withdraw funds from) a customer's bank account by updating a table that you send to your bank that collects payment from your customer via electronic funds transfer (EFT).

The automatic debit process records the receipt at the time the table is updated. You run a program to format the table according to your bank's specifications, and then send it to the bank by copying it to a medium (such as a tape, diskette, or CD) or sending it electronically. Your bank collects payment from your customer and then notifies you that the transaction is complete.

Automatic debits work well in situations in which you invoice predefined amounts every month. You can also use automatic debits with invoice amounts that vary with each billing period.

The following graphic illustrates the information flow when you are using automatic debits:



When you use the automatic debit process, you:

- Identify those customers who have agreed to the automatic debit process
- Select the customer invoices to be paid
- Build and update worktables that are sent to the bank
- Update customer invoices as paid
- Format automatic debit information to meet country-specific bank requirements
- Copy automatic debit information to a medium to send to your bank, or transfer automatic debit information electronically

- Purge automatic debit batches

The automatic debit process updates the following tables:

- Auto Debit Batch Control (F03B571)
- Auto Debit Invoice Select and Build (F03B575)
- Auto Debit Standard Formatted Tape File (F03B57OW)

Before You Begin

- On Customer Master Revisions, enter A (Automatic Debits, Accounts Receivable only) in the Payment Instrument field and click the Auto Receipt option. Option A is not hard coded, and you can use other values. See *Creating Customer Records*.
- On Set Up Bank Accounts by Address, verify that you have a G/L bank account for automatic debits set up for your customers. See *Setting Up Bank Account Information*.
- On Set Up G/L Bank Account, verify that a next auto debit number is specified for the bank account to which the automatic debits will be credited. See *Setting Up Bank Account Information*.
- On A/R Constants, click the Auto Receipt option. See *Setting Up Accounts Receivable Constants*.
- Create a custom program to copy processed and formatted automatic debit batches to the medium that your bank accepts, or to transmit them electronically.

Creating and Processing a Batch of Automatic Debits

To create a batch of automatic debits, you use processing options and data selection to specify which invoices you want to include in the batch. You can create the batch in either proof or final mode.

Proof Mode

When you run the Create Automatic Debit Batch program (R03B571) in proof mode, the system:

- Validates the selection of invoices that are to be automatically debited to customers.
- Generates a record in the Auto Debit Batch Control table (F03B571) to identify the automatic debit batch. This record appears on the Work with Auto Debit Batches form.
- Generates records in the Auto Debit Invoice Select and Build table (F03B575) that includes all of the invoices that match your data selection criteria.
- Prints two reports:
 - R03B571 (Create Automatic Debit Batch) prints an exception report of any errors that occur in the selection of invoices for the automatic debit batch. If the system does not detect an error, the message *Records Processed - No Exceptions* is printed.
 - R03B575 (Process Automatic Debits) prints the invoices that constitute the automatic debit batch.
- Updates the Status field in the Auto Debit Batch Control table (F03B571) to 1 (Proof Mode).

You can create unlimited automatic debit batches. The system stores the automatic debit information in the appropriate tables until you purge them.

Final Mode

When you run the Create Automatic Debit Batch program (R03B571) in final mode, the system does everything it does for proof mode. In addition, it:

- Runs version ZJDE0001 of Process Automatic Debits program (R03B575)
- Creates a record in the Batch Control Record table (F0011) with a batch type RB
- Creates records in the Receipts Header (F03B13) and Receipts Detail (F03B14) tables that you must post to the Account Ledger table (F0911)
- Assigns a payment number using Next Numbers for automatic debits
- Changes the invoice pay status to P (paid)
- Updates the Status field in the Auto Debit Batch Control table (F03B571) to 2 (Final Mode)

Caution

If you create the automatic debit batch in proof mode before you process it in final mode, the system uses the same version of the Create Automatic Debit Batch program (R03B571). Therefore, the system processes any changes made to the data selection.

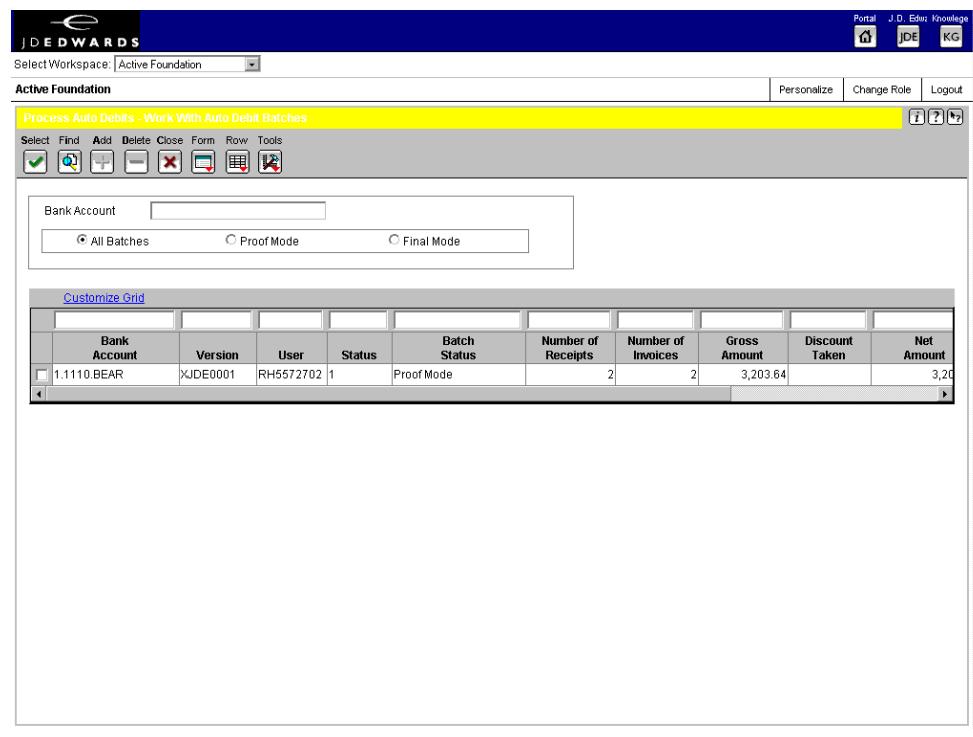
When you create the automatic debit batch in final mode, you can also set processing options to automatically format the batch to meet country-specific bank requirements. To do this, specify the bank file format program in the Bank File processing option. Alternatively, you can manually format a batch of automatic debits after you process the batch by entering the program number on the Revise Auto Debit Controls form. See *Formatting a Batch of Automatic Debits*.

Related Information

Deleting an automatic debit batch	If at any time during the automatic debit process you discover an error in a batch, you can delete the batch and create a new batch in the Automatic Debit worktable. For example, you would need to create a new batch in the worktable if you make a change to customer, invoice, or bank account information. These changes do not automatically update existing batches of automatic debit information in the worktable. When you delete an automatic debit batch, the system deletes or voids any receipt records and journal entries that were created for the batch and reopens the invoices associated with the batch. The invoices are then eligible to be included in a new automatic debit batch.
Multicurrency invoices	Using automatic debits, you can pay invoices in the domestic as well as the foreign currency. See <i>Processing Automatic Debits in a Foreign Currency</i> in the <i>Multicurrency Guide for Accounts Receivable and Accounts Payable</i> .
Data selection	You must specify data selection values to ensure that the Automatic Debiting program selects the invoices that you want for the automatic debit batch. At a minimum, you must specify a payment instrument to identify the invoices that are eligible for payment by the automatic debit process.

► To create a batch of automatic debits in proof mode

From the Automatic Debiting menu (G03B131), choose Process Auto Debits.



1. On Work With Auto Debit Batches, click Add.

2. On Work With Batch Versions - Available Versions, create a new version or run an existing version of the Create Automatic Debit Batch program.
3. Verify that the processing options are set for proof mode.

► To process a batch of automatic debits in final mode

Complete the following steps if the automatic debit batch was created previously in proof mode; otherwise, follow the steps to create the automatic batch in proof mode, but change the processing option to Final Mode. See the task *To create a batch of automatic debits in proof mode*.

Caution

The system runs the version of the Create Automatic Debit Batch program (R03B571) that was used to create the batch in proof mode. Therefore, the system processes any changes made to the data selection.

From the Automatic Debiting menu (G03B131), choose Process Auto Debits.

1. On Work With Auto Debit Batches, to locate a batch of automatic debits, complete any of the following fields:
 - Bank Account
 - User
2. To display batches by mode, click one of the following options:
 - All Batches
 - Proof Mode
 - Final Mode
3. Click Find to display the batches that meet your criteria.
4. Choose the batch that you want to process.
5. From the Row menu, choose Final Mode.

After you process automatic debits, you can review the resulting receipt batches on Auto Debits Journal Review. Then, post the entries to the general ledger. See *Approving and Posting Receipts*.

Processing Options for Process Auto Debits (R03B571)

Processing

1. Enter a '1' to run the Auto Debit Selection in Final Mode. If left blank, only a proof report will be produced.

Final Processing Mode

2. Enter the "As Of" Date to process. All invoices will be processed that have a Comparison Date on or before the As Of date. If left blank, the system date will default.

As Of Date

3. Enter the type of date to compare against the As Of Date. (blank = Net Due Date; 'D' = Discount Due Date; 'I' = Invoice Date; 'G' = GL Date; 'S' = Statement Date)

Type of Comparison Date

4. Enter a '1' to process auto debits in the invoice's transaction currency. If left blank the auto debits will be processed in the domestic currency.

Auto debits Process Mode

Bank Account

4. Enter the override G/L Bank Account to be used for ALL processed invoices. If left blank, the bank account will be retrieved using the AAIs setup for that company.

GL Bank Account

Discounts

5. Enter a '1' if ALL discounts are to be processed. If left blank, the Cutoff Date will be used to validate the available discount.

Process All Discounts

6. Enter the Cutoff Date for applying discounts. Discounts will not be taken if the Discount Due Date is prior to this date.

Discount Cutoff Date

GL Defaults

7. Enter a G/L Date. If left blank, the system date will be used.

G/L Date

8. Select G/L Entries Method (blank equals Create Summary Total Journal Entries; '1' equals Create Detail Journal Entries which will create one journal entry per deposit item.)

Create Detail Journal Entries

Amount Limits

9. Enter the MINIMUM amount that can be selected for payment via Automatic Debits. Amounts under this will not be selected.

Enter Minimum Amount

10. Enter the MAXIMUM amount that can be selected for payment via Automatic Debits. Amounts over this will not be selected.

Enter Maximum Amount

Bank File

11. Enter the name of the program to format the bank file.

Bank Format Program

12. Enter the name of the version to format the bank file.

Bank Format Version

BACS

13. Enter a '1' if BACS Processing is to be used for this Auto Debits batch. If left blank, BACS Processing will NOT be performed for this batch.

BACS Processing

14. Enter the BACS Processing Date.

BACS Processing Date

15. Enter the number of BACS days to be added to the BACS Processing Date in order to calculate the expiration date.

Number of BACS Days

16. Enter the Workday Calendar name.

Workday Calendar

Approving and Posting Automatic Debit Batches

Choose one of the following navigations:

From the Automatic Debiting menu (G03B131), choose Auto Debits Journal Review

From the Automatic Debiting menu (G03B131), choose Post Auto Debits to G/L.

After you process automatic debits in final mode, you must post them to the general ledger. You can review the processed automatic debit batches using the Auto Debits Journal Review program (P0011) before you post the batches. Depending on the setting of your accounts receivable constants, you might have to approve batches before you post them.

Because automatic debit batches are receipt batches (batch type RB), you follow the same steps to post them that you use to post receipts. When you post automatic debit batches, the

system creates the appropriate entries to your bank, A/R trade and, if applicable, discount taken account. See *Approving and Posting Receipts*.

Formatting a Batch of Automatic Debits

You create records in the Auto Debit Standard Formatted Tape File worktable (F03B57OW) to meet country-specific requirements of the bank. To do this, specify the bank-file format program on the Revise Auto Debit Controls form. The following bank file format programs are currently available:

- R03B575AD - Austrian format
- R03B575BD – Belgian format
- R03B575DD - German format
- R03B575DH - Dutch format
- R03B575FD - French format
- R03B575GB - United Kingdom format
- R03B575SD - Swiss format

Note

The Austrian, German, and Swiss format programs each call an additional bank cover sheet program (R03B575AD1, R03B575DD1, and R03B575SD1, respectively) automatically.

If a program is not available for your country-specific requirements, you must create a custom program for your bank's specifications.

You can format automatic debit information for the bank in one of the following ways:

- Enter the format program number (such as R03B575DD) into the processing option of the Process Auto Debits program (R03B571) prior to running it in final mode
- Enter the program number on the Revise Auto Debit Controls form, and then run that program manually by choosing Format Bank File from the Row menu of the Work with Auto Debit Batches form.

When you complete this process, the system changes the value of the Status field of the Auto Debit Batch Control table (F03B571) from 3 (Bank File Formatted).

If you are using a custom program, ensure that it updates the Status field in the Auto Debit Batch Control table. J.D. Edwards recommends that you use one of the supplied programs as a template if you are creating a custom program for this purpose.

► To format a batch of automatic debits

From the Automatic Debiting menu (G03B131), choose Process Auto Debits.

1. On Work With Auto Debit Batches, locate a batch of automatic debits.
2. Choose the batch that you want to work with and click Select.

The screenshot shows the 'Revise Auto Debit Controls' window in PeopleSoft. At the top, there are buttons for OK, Cancel, Tools, and a red X. Below that is a toolbar with icons for Home, Help, Intranet, and Training. The main area has tabs for Active Foundation and Revise Auto Debit Controls. The 'Revise Auto Debit Controls' tab is active. It contains fields for User (RH5572702), Version (XJDE0001), Batch Number, and Batch Type. Under 'Batch Status', the value is set to 1 (Proof Mode). Other settings include Bank Account (1.1110.BEAR) which points to Bear Creek National Bank, G/L Date (08/01/05), Discount Cutoff Date, BACS Date, BACS Days to Add (0), Workday Calendar, Discount Processing, Journal Entry Method (1), and Copy File To Medium. A section for 'Customized Programs' includes fields for Format Bank File Program, Create Medium Program, Format Bank File Version, and Create Medium Version.

3. On Revise Auto Debit Controls, verify that the selections are correct for the following fields:
 - Format Bank File Program
 - Format Bank File Version
 - Create Medium Program
 - Create Medium Version

You can change the values in these fields, if necessary.

4. Click OK.
5. On Work With Auto Debit Batches, choose Format Bank File from the Row menu.

Transferring Automatic Debit Batches to the Bank

After you format the automatic debit batch and have records in the Auto Debit Standard Formatted Tape File (F03B57OW), you must copy the records to a medium to send to your bank, or transfer them to the bank electronically.

You are responsible for creating the program to transfer the formatted records to your bank. After the records are copied, the program should update the Status field in the Auto Debit Batch Control table (F03B571) to 4 (Copy to Medium) to indicate that the batches are ready for purging.

Purging a Batch of Automatic Debits

After you successfully process a batch of automatic debits, you can purge the processed records. When you choose to purge auto debit batches, the system purges records from the following tables:

- Auto Debit Invoice Select and Build (F03B575)
- Auto Debit Standard Formatted Tape File (F03B57OW)

The system also prompts you to additionally purge the record in the Auto Debit Batch Control table (F03B571). If you do not choose to purge the Auto Debit Batch Control table (F03B571), the system updates the status of the batch records to 5 (Purged) but does not remove them from the table. You can still purge these records at a later date by choosing the option.

You should purge automatic debit batches only when the status of the auto debit batch is 4 (Copy to Medium). If you purge batches at any other status, the system displays a Purge Confirmation window.

Caution

After you purge automatic debit information, you cannot recover the information, and no audit trail exists.

► To purge a batch of automatic debits

From the Automatic Debiting menu (G03B131), choose Process Auto Debits.

1. On Work With Auto Debit Batches, to locate a batch of automatic debits, complete any of the following fields:
 - Bank Account
 - User
2. To display batches by mode, click one of the following options:
 - All Batches
 - Proof Mode
 - Final Mode
3. Click Find to display the batches that meet your criteria.
4. Choose the batch.
5. From the Row menu, choose Purge.
6. If the system displays the Purge Confirmation window, click Yes.
The system displays the Purge Confirmation window if the status of the batch is not 4.
7. On Purge Historical Information, click OK to purge only the Auto Debit Invoice Select and Build (F03B575) and Auto Debit Standard Formatted Tape File (F03B57OW)

tables, or enter 1 in the field provided to additionally purge the Auto Debit Batch Control table (F03B571).

8. Click OK.

Deduction Processing

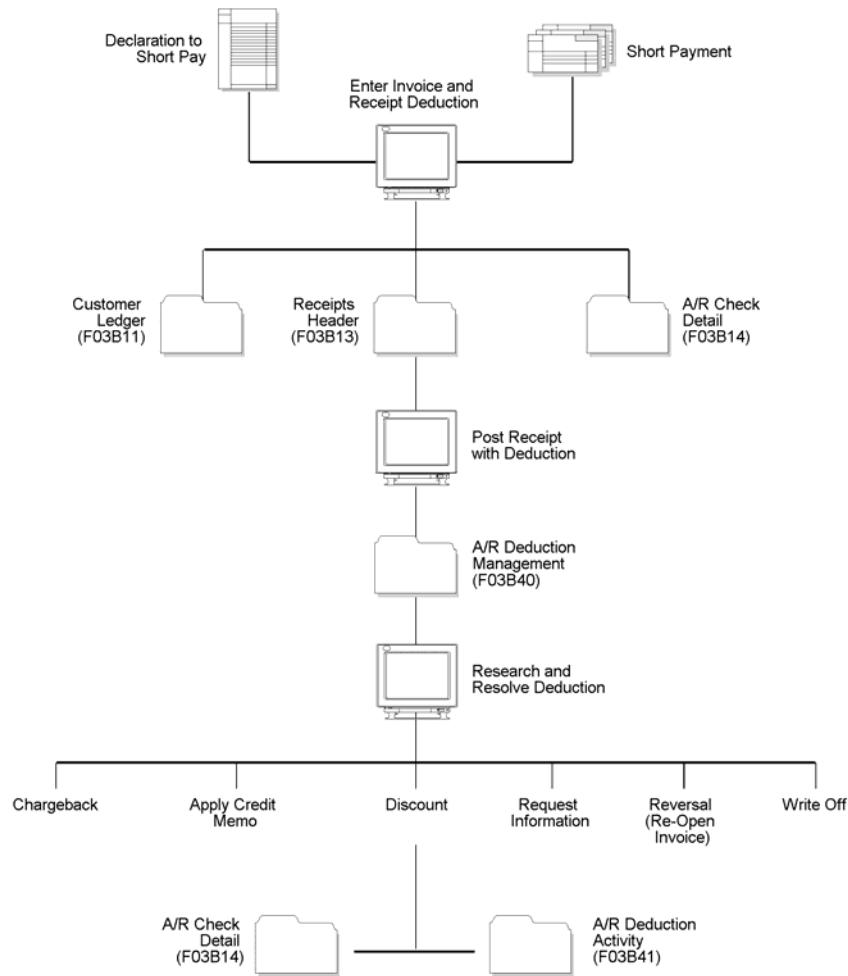
When you receive payment from customers, a customer might reduce the amount of a payment for unknown reasons, or for reasons that might be associated with a specific invoice or a group of invoices, such as damaged goods. The amount by which a customer's payment is reduced is known as a deduction.

Deductions are usually taken by customers as compensation or for the lack of products or services. Some common reasons that a customer might take a deduction are:

- Damaged or defective merchandise
- Shortages in a shipment
- Promotional allowances
- Disputed amounts
- Billing errors

Depending on your internal procedures, you can specify who has the authority to process deductions. For example, your credit and collections department might require a deductions manager to resolve issues related to deductions. You specify this information in the customer master record.

The following graphic illustrates how the system processes deductions:



Resolving Deductions

The process of resolving a deduction can be very intensive. First, you must research the deduction for validity. Then, you must determine which action to perform to record the disposition in the Accounts Receivable system. For example, you might decide that the customer's reason for a deduction is invalid. Therefore, you create a chargeback to re-invoice the customer for the deduction amount.

When entering a receipt, you might not be able to immediately resolve the deduction. However, you want to record the cash received and apply the customer's payment to the appropriate invoices without committing to a disposition for the deduction. Later, you can resolve the issue related to the deduction as a separate task.

Researching an issue related to a deduction might consist of:

- Reviewing the invoice for billing errors, shipment errors, and so on
- Requesting information from the customer for further clarification
- Contacting internal departments, such as the sales or credit departments, for additional information about the customer's account

During your research, you can record the activities that are administered against a deduction. To do this, you use the Deductions Activity Entry form to document the result of each activity. This provides an audit trail that shows how you processed the deduction.

When a deduction is taken against a specific invoice, the system closes that invoice and creates a new invoice (R5 document type) as a placeholder record for the deduction amount. While you research the issue related to a deduction, the open amount associated with the R5 invoice document is not available for receipt application. Deductions are included in the customer's open balance and left open until they are resolved.

After you research the issue relating to a deduction, you determine which action to perform to resolve the deduction. Some examples of resolutions follow:

- Create a chargeback invoice for the customer for the deduction amount
- Write off the deduction amount
- Apply a credit memo to the deduction
- Treat the deduction as an unearned discount
- Reverse the deduction

After you resolve the deduction, the system creates an audit trail of information that allows you to see how your deductions manager manages customers who regularly take deductions off their invoices.

Setting Up Activity Codes for Deductions

Before researching and resolving a deduction, you can set up additional activity codes to specify which type of activity the system uses to resolve the deduction.

The Accounts Receivable system provides default activity codes. However, you might want to set up additional codes that meet the specific needs of your organization. For example, you can set up additional activity codes for write-offs to correspond with specific write-off reason codes.

You can use activity codes to:

- Provide an audit trail for research tasks
- Resolve the deduction

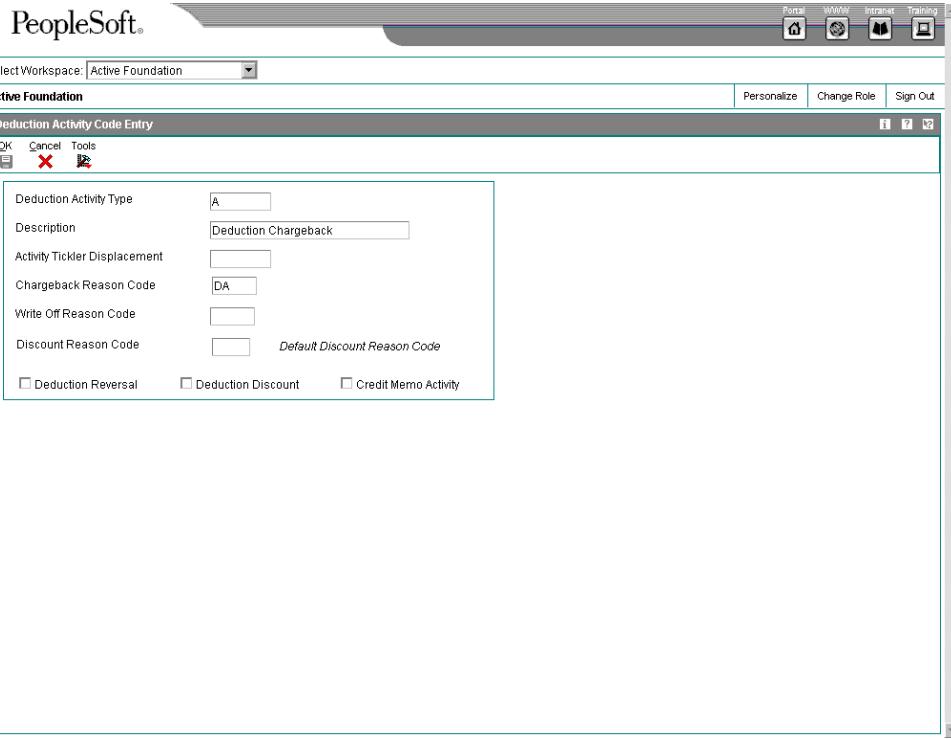
The system uses codes to assign an action to the deduction. Each action creates a record in the A/R Deduction Activity table (F03B41).

The system stores deduction activity codes in the Deduction Activity Master table (F03B42).

► **To set up activity codes for deductions**

From the Credit & Collections Setup menu (G03B411), choose Deduction Activity Master.

1. On Work With Deduction Activity Codes, click Add.



2. On Deduction Activity Code Entry, complete the following field:
 - Deduction Activity Type
 3. Complete the following optional fields:
 - Description
 - Activity Tickler Displacement
 - Chargeback Reason Code
 - Write Off Reason Code
- You can leave these fields blank to indicate that you will resolve the deduction using the Request Additional Information activity. See *Researching and Resolving Deductions* for more information.
4. Click one of the following options to specify the action that the system performs for the activity code:
 - Deduction Reversal
 - Deduction Discount
 - Credit Memo Activity
 5. Click OK.

Entering Deductions

When you receive payment from customers, a customer might reduce the amount of their payment for reasons that might be unknown or related to a specific invoice. For example, a customer might take a deduction for damaged merchandise, billing errors, or discount problems. Therefore, you must be able to research and process deductions so that you can resolve the issue with the customer and accurately account for the deduction in the Accounts Receivable system.

Whether you generate the deduction at the time of receipt entry or from the Customer Ledger Inquiry form, the functionality of deduction processing remains the same.

Depending on the type of deduction, you use one of the following methods to enter and access information about deductions:

Customer Ledger Inquiry	Use the Work with Customer Ledger Inquiry form to enter deductions for disputed items that are not associated with a short payment from a customer. These types of deductions are associated with an invoice.
Receipts Entry	Use the Standard Receipts Entry form to enter deductions that are associated with customer receipts. You can also use this method to create a stand-alone deduction, in which the deduction is not associated with a specific invoice.
Drafts Entry	Use one of the draft entry programs to enter deductions that are associated with customer drafts. You can also use this method to create a stand-alone deduction, in which the deduction is not associated with a specific invoice.

Note

You must post receipt and draft records to create deduction records in the A/R Deduction Management table (F03B40).

Before You Begin

- Assign the deductions manager in the customer master record. See *Creating Customer Records*.
- Ensure that you have set up the Deductions AAI (RN) so that the system can locate the deduction suspense account.

Entering Deductions Associated with Invoices

If a customer notifies you before payment about a problem with an invoice, you can access the Customer Ledger Inquiry form to view the disputed item. Then, you can enter a deduction against the disputed item into the Deduction Management system. This informs your manager of the deduction so that they can research and resolve the deduction at a later time.

When you enter a deduction associated with an invoice:

- The open amount of the invoice is reduced by the amount of the deduction, or the invoice is closed if the deduction equals the total amount. If the invoice is closed, the system assigns a pay status of P to it.
- The system creates a posted R5 document for the amount of the deduction in the Customer Ledger table (F03B11), which you can display on the Work with Customer Ledger Inquiry form. The R5 is a temporary placeholder that indicates that an open balance remains for the customer. It contains an audit trail to the original invoice.
- The system creates a receipt batch header record (batch type RB) in the Batches table (F0011)
- The system generates a zero-dollar deduction receipt in the Receipts Header table (F03B13). The system also creates a corresponding receipt detail record in the Receipts Detail table (F03B14) with one detail line and the amount of the deduction (no payment amount).

After you enter a deduction, you must post the receipt batch to generate records in the A/R Deduction Management table (F03B40) so that you can review and resolve the deductions at a later time. After you enter and post deductions associated with invoices, you can review the reason code assigned to the disputed invoice on the Work With Deductions form. To review the reason code, locate the disputed invoice on the Work With Customer Ledger Inquiry form and choose Work with Deduction from the Row menu.

► To enter a deduction associated with an invoice

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

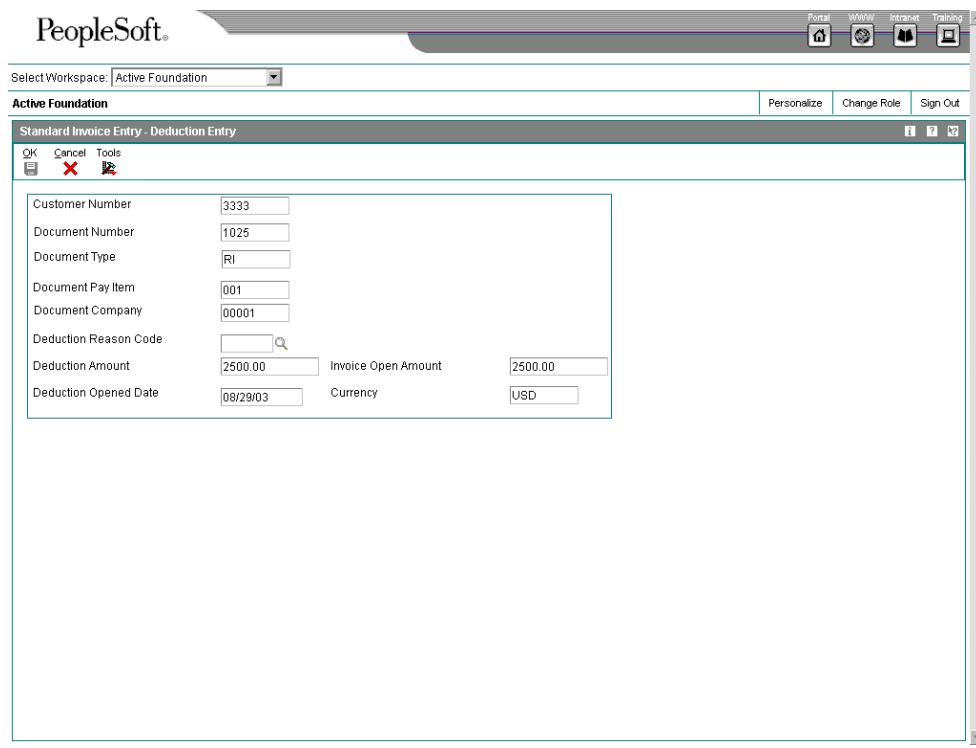
The screenshot shows the 'Customer Ledger Inquiry - [Work with Customer Ledger Inquiry]' window. The menu bar includes File, Edit, Preferences, Form, Row, Report, Window, Help. The toolbar includes Select, Find, Add, Del..., Close, Seg..., New..., Dis..., Abo, Links, Custo..., OLE..., Internet. The search area includes fields for Customer (3333, Continental Incorporated), Parent (3004, Pacific Company, The), and Batch Number (*). Search options include Invoice No From (*), Thru (*), All, Paid, Open. Date filters include Date From (6/15/05), Thru (8/10/05), Invoice Date (selected), Due Date, G/L Date, Statement Date. Below the search area are fields for As Of Date, Recurring Invoice, and Summarize. The main area is a grid of invoices:

Document Number	Doc Type	Doc Co	Pay Item	Invoice Date	Gross Amount	Open Amount	Discount Available	Discount Taken
9000	RB	00001	001	6/16/05	37,71	37,71		
9001	RB	00001	001	6/16/05	,25	,25		
1025	RI	00001	001	6/20/05	2.500,00	2.500,00	25,00	
1026	RI	00001	001	6/27/05	5.500,00	5.500,00	55,00	
1028	RI	00001	001	6/15/05	1.073,00	73,00		

1. On Work with Customer Ledger Inquiry, locate the appropriate invoice.

See *Locating Invoices*.

2. Choose the appropriate invoice.
3. From the Row menu, choose Deduction Entry.



4. On Deduction Entry, complete the following fields and click OK:
 - Deduction Reason Code
 - Deduction Amount
 - Deduction Opened Date

Entering Deductions Associated with Receipts

When a customer reduces the amount of their payment, you can enter the amount by which the customer's payment is reduced as a deduction. Many times, a customer does not include a reason for the reduction amount. In this case, you can apply the receipt accordingly and create a deduction in the Accounts Receivable system for the amount that the customer did not pay.

When you enter a deduction associated with a receipt, the system does the following:

- Applies the amount of the receipt and the deduction to the associated invoice, or closes the invoice if the deduction equals the total amount. If the invoice is closed, the system assigns a pay status of P to it. This reduces the original invoice's open balance.
- Creates a posted R5 document in the Customer Ledger table (F03B11) for the amount of the deduction. The R5 is a temporary placeholder that indicates that an

open balance remains for the customer. It is displayed on the Work with Customer Ledger Inquiry form. This document contains an audit trail to the original invoice.

- Generates a deduction receipt in the Receipts Header table (F03B13). The system also creates a corresponding receipt detail record in the Receipts Detail table (F03B14) with one detail line and the amount of the deduction.

To update the A/R Deduction Management table (F03B40), you must post the receipt batch so that you can review and resolve the deductions at a later time.

► **To enter receipts with deductions (TI code 17)**

The task to apply a payment to an invoice using type input code 17 is the same regardless of whether you choose Standard Receipts Entry or one of the draft entry programs. If you are using drafts, follow the steps to enter an unapplied draft (see the task *To enter an unapplied draft*) and then proceed to step 3 below.

From the Manual Receipts Processing menu (G03B12), choose Standard Receipts Entry.

1. On Work with Customer Receipts Inquiry, follow the steps to enter an unapplied receipt.
See *Entering Unapplied Receipts*.
2. On Receipt Entry, display the open items for the customer by choosing either Load or Select from the Form menu.
See *Displaying Open Items*.
3. In the detail area, enter 17 in the following field next to the appropriate invoice:

- TI

When you move the cursor out of this field, the system completes the Payment Amount field with the amount of the invoice or the amount of the receipt or draft, depending on the number of invoices you pay.

4. If necessary, override the value in the following fields:
 - Payment Amount
If the amount of the receipt or draft is greater than the open amount of the invoice, the system does not calculate the deduction amount until you override the payment amount to be less than the open invoice amount.
 - Remark
 - Deduction Amount
5. Complete the following required field:
 - DD CD
The system does not accept blank as a valid value, even if it is set up in the user defined codes.
6. Verify that the following fields on the bottom of the form contain the correct information:

- Amount Pending

If you have fully-applied the payment to invoices, the amount pending should equal the receipt or draft amount that appears in the header of the entry form.

- Amount Unapplied

The system creates an unapplied record for the amount in this field.

7. Click OK.

See Also

- Creating Stand-Alone Deductions*

Researching and Resolving Deductions

After entering a deduction, you must research the reason for the deduction and resolve it accordingly. For example, the deduction manager might contact the customer to determine whether the reason for the deduction is valid or whether additional information is needed before assigning a disposition to it. If a deduction requires further research or action, you can enter a tickler date.

You can change the details related to deductions or to posted or unposted activities. When you make a change, the system logs it on Deductions Activity Entry.

After researching a deduction, you must determine which action to perform to resolve the problem. To do this, you might use one of the following resolutions:

Request Additional Information

With this resolution method, you do not specify an amount when assigning the resolution activity code. The associated invoice remains closed and the system leaves the amount of the deduction open in the Deduction Management system so that you can resolve it after you receive the requested information.

Write Off the Deduction

When you write off the deduction, the system closes the open amount of the R5 invoice deduction record and generates an unposted receipt record in the Receipts Detail table (F03B14) in a new batch. When you post, the system updates the balance of the write-off account specified by the RAxx AAI (where xx equals the write-off reason code). The system posts the offset to the account specified by the RN AAI. When you resolve a deduction with a write-off, the system does not use the tolerance limits established in the Standard Receipts Entry processing options.

The system uses the value in the G/L Offset field for the write-off reason code. When you complete the Deduction Activity Code field (DA CD) on the Deductions Activity Entry form, the system uses the value from the Write-off Reason Code field as the default value for the G/L Offset field. However, you can override the value in this field. To retrieve the AAI that the write-off activity uses, the system concatenates RA and the value in the G/L Offset field in the detail area. This value is stored in the Receipts Detail table (F03B14).

The system stores the reason code for the write-off in the Deductions Activity Master table (F03B42). Each deduction activity must have a deduction activity code assigned to it. Each

deduction activity code can have its own write-off reason code associated with it. Thus, all deduction activities with the same deduction activity code might have the same write-off reason code.

Create a Chargeback

When the deduction is resolved as a chargeback to the customer, the system closes the open amount of the R5 invoice deduction record and generates a new RB invoice document. The system generates an unposted record in the Receipts Detail table (F03B14) in a new batch. When you post the chargeback, the system updates the appropriate A/R trade account specified by the RCxx AAI (where xx equals the value of the chargeback reason code) and the deduction trade account associated with the RN AAI.

The system uses the value in the G/L Offset field as a chargeback G/L offset value. When you complete the Deduction Activity Code field (DA CD) on the Deductions Activity Entry form, the system uses the value from the Chargeback Reason Code field as the default value for the G/L Offset field. However, you can override the value in this field. To retrieve the AAI that the chargeback activity uses, the system concatenates RC and the value for the chargeback G/L offset. This value from the G/L Offset field is stored in the Receipts Detail table (F03B14).

The system stores the reason code for a chargeback or write-off in the Deductions Activity Master table (F03B42). Each deduction activity must have a deduction activity code assigned to it. Each deduction activity code can have its own chargeback reason code associated with it. Thus, all deduction activities with the same deduction activity code might have the same chargeback reason code.

Create an Unearned Discount

When you create an unearned discount, the system closes the open amount of the R5 invoice deduction record and generates an unposted record in the Receipts Detail table (F03B14) in a new batch. When you post the receipt, the system updates the account balance associated with the RKD AAI for the discount amount and the RN AAI for the deduction offset.

Apply a Credit Memo to the Deduction

If a credit memo exists for the customer, you can apply one or more credit memos to the deduction and reduce the amount of the credit memo by the total or partial amount of the deduction. The system generates two records in the Receipts Detail table (F03B14): one for the amount of the deduction and one for the amount of the credit memo. When you post these records, the system creates the proper accounting offset entries to the A/R trade and deduction offset accounts.

Reverse the Deduction

When you deny a deduction, you reverse it. For example, this might occur when you generate a deduction for 100.00 because the customer was not shipped 100.00 worth of goods, but the deduction manager has evidence that the entire amount of goods was shipped.

Reversing the deduction reopens the invoice for the amount of the activity. This amount can be the entire amount of the deduction or a partial amount. If the reversal is entered in error,

void the activity. You cannot reverse a stand-alone deduction because there is no invoice associated with it. You must void it.

Void the Deduction

You void a deduction when you enter one in error. When you void a deduction, the system reopens the invoice and the full amount of the invoice must be paid.

► To apply an activity code to a deduction

From the Manual Receipts Processing menu (G03B12), choose A/R Deduction Processing.

Ded RC	Reason	Amount	Amount Open	Foreign Amount	Foreign Open	Transaction Amount	Transaction Open
UD	Undefined Claim	300.00	300.00			300.00	300.00
DA	Disputed Amount	36.00	36.00			36.00	36.00
DG	Damaged Goods	200.00	200.00			200.00	200.00
PD	Pricing Discrepancy	500.00	500.00			500.00	500.00
SP		200.00	200.00			200.00	200.00
SP		300.00	300.00			300.00	300.00
SP		500.00	500.00			500.00	500.00
SP		36.00	36.00			36.00	36.00

1. On Work With Deductions, complete any of the following fields to limit the information that the system displays:
 - Deduction Manager
 - Deduction Tickler Date
 - Customer Number
2. Click one of the following options to further limit the information that the system displays:
 - All
 - Open

- Closed
2. Click Find.
 3. Choose the deduction to which you want to apply an activity code, and then click Select.

The screenshot shows the 'Deductions Activity Entry' screen in PeopleSoft. At the top, there's a toolbar with icons for Home, Help, Internet, Training, and a search bar. Below that is a menu bar with 'Active Foundation'. The main area has a title 'Deductions Activity Entry' and a toolbar with buttons for OK, Delete, Cancel, Row, Form, and Tools. The form contains the following fields:

Deduction Tickler Date	06/30/05	Closed	Foreign
Deduction Manager			
Deduction Reason Code	UD	Undefined Claim	
Reference			
Deduction Amount	300.00		
Deduction Open Amount	300.00		

Below the form are some status fields: Doc Number/Type/Company/Pay Item (1238 RI 00001 001), Base Currency (USD), Currency Code (USD), and Transaction Code (USD).

At the bottom is a grid titled 'Customize Grid' with the following columns:

	DA CD	Activity Description	Activity Amount	Activity Date	G/L Date	G/L Offset	VR CD	Void Reason Description	CM Doc Number
<input checked="" type="radio"/>	<input type="checkbox"/>						<input checked="" type="checkbox"/>		

4. On Deductions Activity Entry, complete the following optional fields:
 - Deduction Tickler Date
If you leave this field blank, the system uses the G/L date of the deduction as the default value.
 - Deduction Manager
5. Complete the following field in the detail area:
 - DA CD

Note

The activity code for a deduction credit memo is not valid for this field. See the task *To apply a credit memo to a deduction*.

6. To override default information for the deduction activity, complete any of the following fields in the detail area:

- Activity Amount
- Activity Date
- G/L Date

If you leave this field blank, the system uses today's date.

- G/L Offset

When resolving a deduction, you can assign multiple resolution activities. For example, you might decide to create a chargeback for part of the deduction and then write off the remaining amount. To do this, you enter the deduction reason and amount for each portion of the deduction in the detail area of Deductions Activity Entry.

7. Click OK.

► To apply a credit memo to a deduction

From the Manual Receipts Processing menu (G03B12), choose A/R Deduction Processing.

1. On Work With Deductions, complete any of the following fields to limit the information that the system displays:
 - Deduction Manager
 - Deduction Tickler Date
 - Customer Number

2. Click one of the following options to further limit the information that the system displays:
 - All
 - Open
 - Closed

2. Click Find.

3. Choose a deduction and click Select.

4. On Deductions Activity Entry, choose Credit Memos from the Form menu.

The system displays all of the credit memos entered for the customer for the company and currency of the deduction record. You cannot apply credit memos entered for a company or currency different from the company and currency of the deduction.

5. On Select Credit Memos, complete the following field:

- Credit Memo Activity Code

You must choose a code that is set up for a credit memo activity. See the task *To set up activity codes for deductions*.

6. Choose the credit memos that you want to apply against the deduction in the detail area, and click Select.

A check mark appears next to the credit memos that you select.

7. Click Close.

The credit memos that you selected appear on the Deductions Activity Entry form.

8. On Deductions Activity Entry, override the values in the following fields as necessary, and then click OK:

- DA CD

You must choose a code that is set up for a credit memo activity. See the task *To set up activity codes for deductions*.

- Activity Date

- G/L Date

If you leave this field blank, the system uses today's date.

- Activity Amount

Voiding Activities and Deductions

You void deductions if you generate one in error or if you assign an activity to the deduction in error. In both cases, the system creates an unapplied receipt for the amount of the deduction when you use the void function.

For example, you receive a check for 650 USD to pay the following two invoices:

- Invoice 123 for 400 USD
- Invoice 124 for 300 USD

You pay both invoices in full and create a deduction for the remaining invoice open amount (50 USD).

If you void this deduction, the system:

- Reduces the open amount of the R5 document to zero
- Reopens invoice 124 for 300 USD
- Creates an unapplied receipt (RU) document for 250 USD

Invoice 123, to which 400 USD was applied, remains paid and closed. You must then apply the RU document against the invoice and decide how to account for the shortage. The same result occurs if you assigned an activity to the deduction before you voided the deduction.

Note

If you assign an activity to reverse the deduction, the system reopens the invoice for the amount of the deduction (50 USD using the example above), but does not create the record for the unapplied receipt (RU).

► To void an activity

From the Manual Receipts Processing menu (G03B12), choose A/R Deduction Processing.

1. On Work With Deductions, complete any of the following fields to limit the information that the system displays:

- Deduction Manager
- Deduction Tickler Date
- Customer Number

2. Click one of the following options to further limit the information that the system displays:

- All
- Open
- Closed

2. Click Find.

3. Choose the deduction that you want to void and click Select.

4. On Deduction Activity Entry, choose the activity that you want to void and click Delete.

If the activity is posted, the system displays the Void Reason Entry form. If the activity is unposted, the system deletes it.

5. On Void Reason Entry, complete the following fields and click OK:

- Void Reason Code
- Void G/L Date

► To void a deduction

From the Manual Receipts Processing menu (G03B12), choose A/R Deduction Processing.

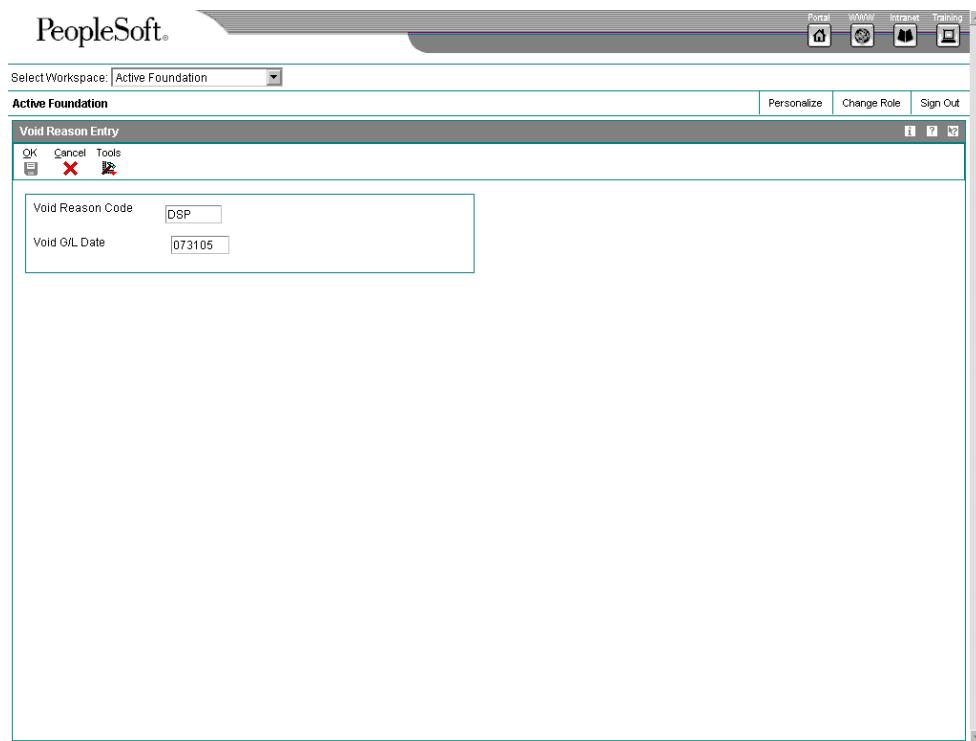
1. On Work With Deductions, complete any of the following fields to limit the information that the system displays:

- Deduction Manager
- Deduction Tickler Date
- Customer Number

2. Click one of the following options to further limit the information that the system displays:

- All

- Open
 - Closed
2. Click Find.
 3. Choose the deduction that you want to void.
 4. From the Row menu, choose Void.



5. On Void Reason Entry, complete the following fields and click OK:
 - Void Reason Code
 - Void G/L Date

Credit and Collections Management

Managing credit and collections information effectively is fundamental to an accounting department. The Accounts Receivable system offers a variety of credit and collection features to help you collect revenue and manage your customer accounts, and to keep track of your customers' payment habits.

These features include automatic notification when a customer's invoices are past due or credit limits are exceeded. You can set up delinquency notices with different text for each aging category of the invoice. You can set up policies that you can modify to fit your customer

base, and generate delinquency fees that escalate proportionately to the amount of time that invoices are past due.

The following table describes the various ways to effectively manage credit and collections information for your customers:

Credit information	When managing credit information, you can access a variety of customer information from a centralized online location. For example, you can: <ul style="list-style-type: none">• Review a summary of a customer's credit status and identify whether it is over its credit limit• Monitor customer accounts for scheduled review dates• Change and update credit limits and review dates• Set up credit insurance limits• Enter or review notes or memos about a customer• Create daily lists of customers who require credit attention• Review a complete history of open and closed items by a specific credit manager, sales location, or account representative• Access and review current aging information for a customer
Collections information	When managing collections information, you can: <ul style="list-style-type: none">• Analyze your customer accounts and implement collection decisions quickly by accessing various types of accounts receivable information• Create a future tickler message to follow up on payment promises• Display customized lists of customers so that you can review and document collection issues and commitments• Print invoices• Generate statements• Generate delinquency notices for overdue customer accounts• Assess delinquency fees on overdue invoices• Review and approve delinquency notices and delinquency fees• Review periodic and statistical information for a customer• Review and analyze a customer's payment trends and transaction history• Review an activity log for a customer to determine how much effort is spent on collection efforts• Generate a collection report for outside agencies

Setting Up Credit and Collections Information

Before you can manage the activity of a customer's account for credit and collection purposes, you must set up various types of information, such as:

- Policies for sending delinquency notices and generating delinquency fees
- Letters for text that you want to print on the delinquency notices and statements
- Address book records for credit and collection managers
- Credit and collection date patterns to use when the system calculates statistical information

Before You Begin

- Use Accounts Receivable constants to specify how the system ages your customer's invoice information. For example, you define the following information that the system uses to determine whether an account is delinquent and, if it is, the number of days it is delinquent:
 - The aging method
 - The date that the aging is based on
 - The beginning and ending aging categories
- See *Setting Up Accounts Receivable Constants* for information about setting up A/R aging information.
- Set up values to specify letter types in UDC 03B/LT.

Setting Up Credit and Collection Managers

If credit and collection processes are managed by specific people, you can set up credit and collection managers and assign them to your customer records. This allows each manager to inquire or report on his or her customers only and it enables the system to send workflow messages to the managers for various credit and collection processes, such as when customers exceed their credit limit or invoices become past due.

To set up credit and collection managers, you add them to the address book, and then set them up in a user defined code (UDC) table. You cross-reference the code that you use in the UDC table with the manager's address book number, and then you assign the code to the customer records.

You do not need to create separate address book records if one manager performs both credit and collection duties. However, the address book number for the manager must be established in both the user defined code tables:

- 01/CR (credit manager)
- 01/CM (collection manager)

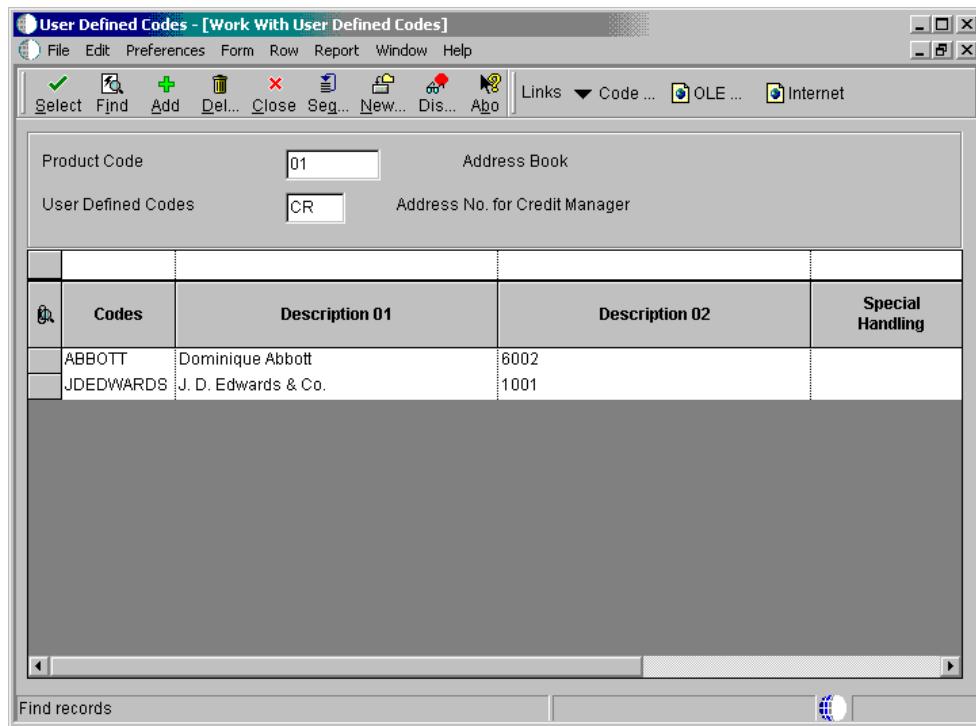
See *Working with Address Book Records* in the *Address Book Guide* for detailed information about adding Address Book records.

After you set up the credit and collection managers in the UDC tables, you must assign the UDC value to the customer records. See *Creating Customer Records* for information about assigning credit and collection managers.

► To add managers to the UDC tables

After you create address book records for your credit and collection managers, you must add them to the user defined code tables so that you can assign them to your customers.

Enter UDC in the Fast Path field to access the Work With User Defined Codes form.



1. Access the appropriate user defined code table (01/CR for the Credit Manager or 01/CM for the Collection Manager).
2. Click Add.
3. On User Defined Codes, complete the following fields:
 - Codes
You can enter a 10-digit, alphanumeric value to represent the manager.
 - Description 1
Typically, you enter the name of the manager.
 - Description 2
Enter the manager's address book number. If you do not specify this information, the manager will not receive workflow messages.
4. Click OK.

See Also

- *User Defined Codes* in the *Foundation Guide* for information about adding, changing, and deleting user defined codes.

Setting Up Letter Text for Delinquency Notices and Statements

When you print delinquency notices, you must specify the text that you want to print on the notice. You can set up different messages that vary in severity using the Delinquency Letter Text program (P03B2801). After you set up letters, you assign them to aging categories that you define in the notification instructions for the delinquency policies. When you process delinquency notices, the system prints the appropriate letter based on the aging category of the invoice. You can specify text in the multiple languages. The system prints the text in the language specified in your user profile.

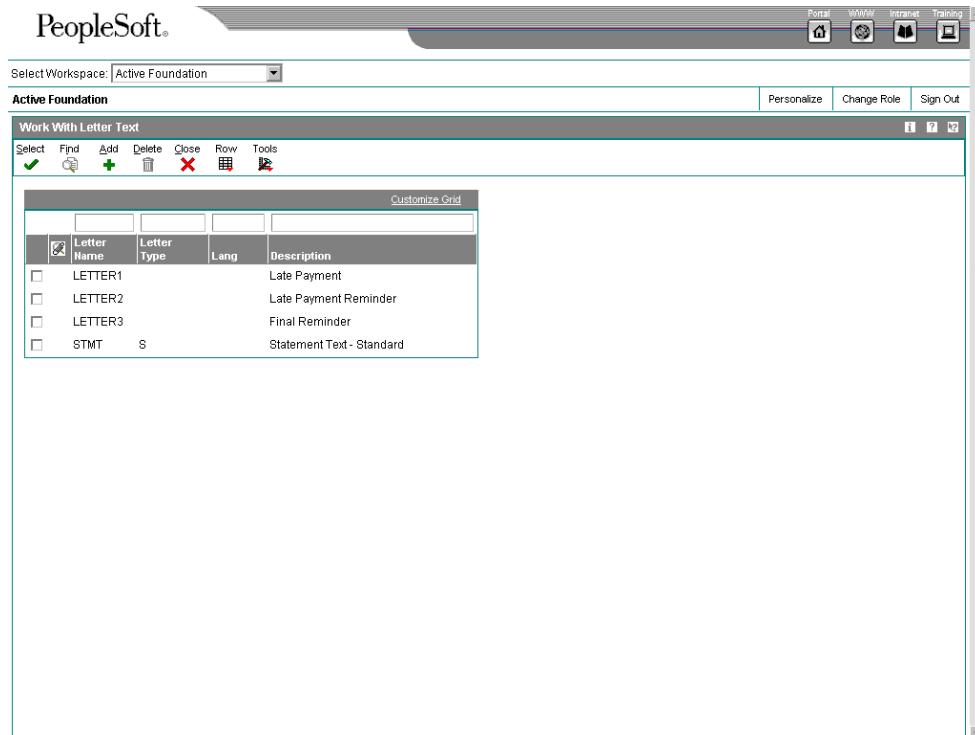
You also use the Delinquency Letter Text program to print messages on statements that you generate for the customer. You assign the letter that you want the system to print on the statement in the processing options of the Statement Notification Refresh program (R03B500X).

The system stores information about letters in the following tables:

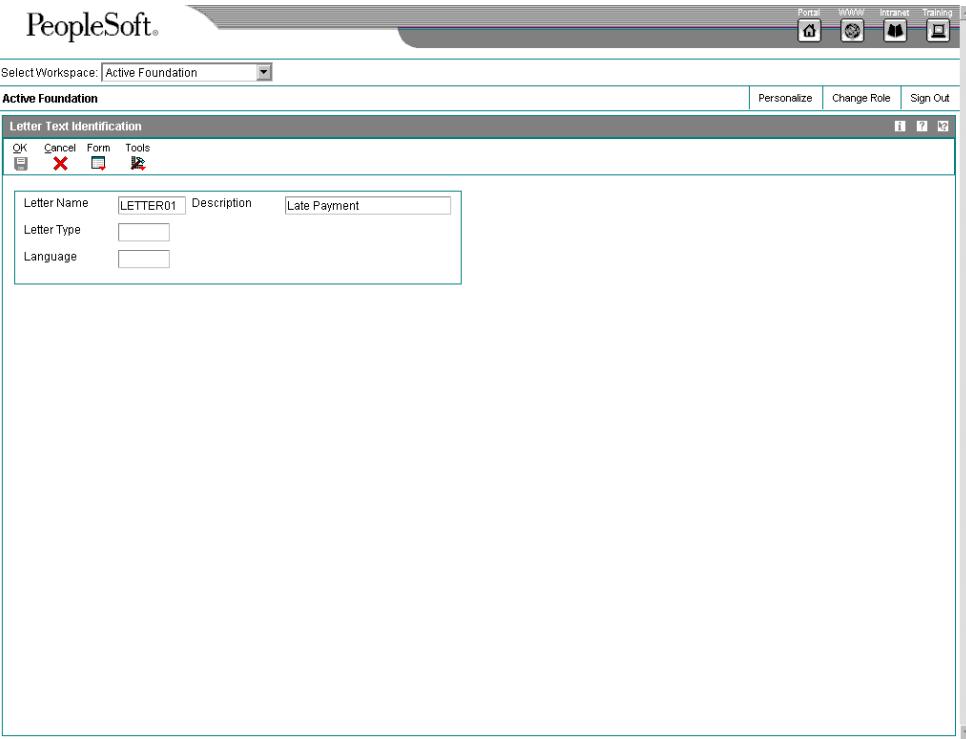
- Letter Text (F03B28)
- Media Objects storage (F00165)

► To set up letter text for delinquency notices and statements

From the Credit & Collections Setup menu (G03B411), choose Delinquency Letter Text.



1. On Work With Letter Text, click Add to access Letter Text Identification.



2. On Letter Text Identification, complete the following fields:

- Letter Name

The letter names you create are case sensitive.

- Description

- Letter Type

You can differentiate letters for notices from letters for statements by assigning a type.

- Language

3. To specify the text, click Attachments from the Form menu.

4. On Media Objects, choose New from the File menu, and then choose Text and type the necessary message.

Do not use tabs to format the text. You should use spaces to format the text as you want it to appear on the delinquency notice.

5. Choose Save & Exit from the File menu.

6. On Letter Text Identification, click OK.

Setting Up Policies

To prompt your customers to pay their overdue account balances, you must set up rules that the system uses to automatically process delinquent accounts. You can define multiple sets of rules that apply to different classes of customers, or rules that are specific to a customer. Each set of rules that you set up is a policy.

A policy is a common set of rules that the system applies equally to a class of customers. For this class of customers, you can control the rules at multiple levels. To limit the amount of setup that is required by the system to process delinquent customers, you can set up policies based on the common methods in which your customers should be treated.

Within each policy, you can specify when the system applies fees to delinquent invoices and how it generates notifications based on various levels of delinquency.

When you set up policies, you should define the most general (default) rules first, and then define specific instructions for the exceptions. For example, you can define the following types of policies:

Standard policy	This is the default policy that you can apply equally to most customers.
Standard policy with exception	This is the standard policy with instructions to override specific default information. For example, you can set up this policy to specify a different aging category or threshold percentage. Use this policy for high-risk customers or new customers.
Standard policy for a specific company or line of business	You might want to treat customers differently by company or line of business. This is the standard policy with instructions to override default information for a specific company.
High risk policy	This is a policy that you can set up for customers who must be treated in a specific manner, but it is not specific to a company. This type of policy enables you to manage the situations that require special handling, such as high-risk customers.
Premier policy	This is a policy that you can set up for customers that do not require fees, but might require an occasional, friendly reminder for invoices that are overdue by a certain amount.

The system stores information about policies in the following tables:

- Delinquency Policy (F03B25)
- A/R Delinquency Policy Notification (F03B26)
- A/R Delinquency Policy Detail - Fees (F03B27)

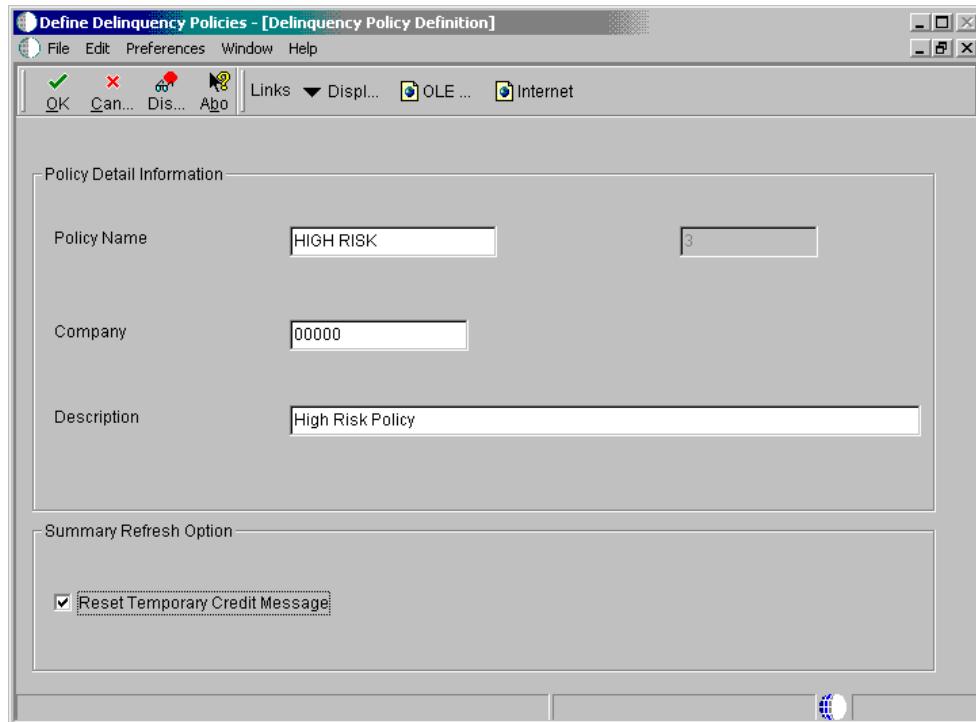
Considerations for Setting Up a Policy

After you associate a policy with a customer, either manually or by allowing the system to automatically use the default policy established for company 00000, the association remains in effect until you assign a different policy to the customer. You must set up a blank policy name for company 00000 for the system to use as the default policy.

► To set up a policy

From the Credit & Collections Setup menu (G03B411), choose Define Delinquency Policies.

1. On Work With Delinquency Policies, click Add to define new policy information.



2. On Delinquency Policy Definition, complete the following fields:

- Policy Name

Although you can enter the policy name in upper- or lowercase letters, the system does not differentiate between them. For example, if you enter a policy named PREMIER, the system returns an error message for a duplicate key if you try to enter a policy named Premier.

- Company
- Description

3. To reset the temporary credit message, click the following option:

- Reset Temporary Credit Message

Turn on this option to automatically reset the temporary credit message back to the original value specified for the credit message when the customer no longer has delinquent invoices. The system resets the value when you run the Credit Analysis Refresh program (R03B525).

Note

If all the invoices for the customer are fully paid (the customer has no open invoices), you must change the data selection for the program to include paid invoices (Pay Status = P) or the system does not reset the value on the customer record.

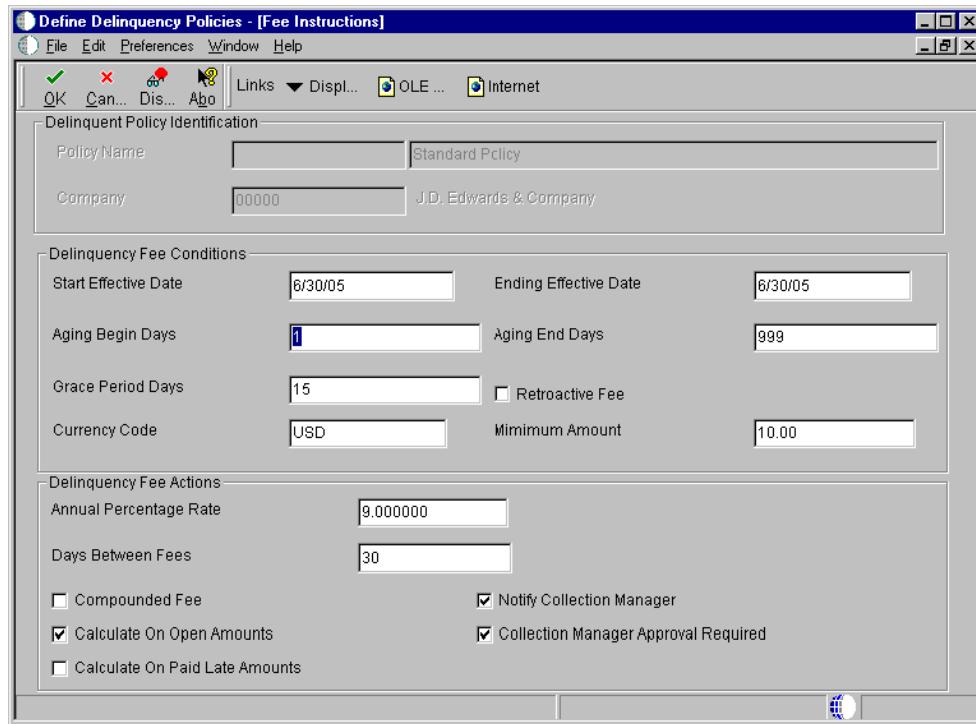
4. Click OK.

► To set up fee instructions

After you define a policy, you can set up fee instructions that the system uses to calculate fees for overdue invoices. The system generates fees at the pay item level. See *Generating Delinquency Fees* for more information.

From the Credit & Collections Setup menu (G03B411), choose Define Delinquency Policies.

1. On Work With Delinquency Policies, click Find and choose the policy for which you want to set up fee instructions.
2. From the Row menu, choose Fees.
3. On Work with Fee Instructions, click Add to define the fee instructions.



4. On Fee Instructions, complete any of the following fields and options to define the criteria for the delinquency fees:

- Start Effective Date

You can schedule rate changes in advance. To do so, enter additional fee instructions with the appropriate effective dates.

- Ending Effective Date
- Aging Begin Days

You can cause fees to increase as an invoice becomes more delinquent by creating multiple fee instructions. Specify the appropriate begin days and end days to cause the instructions to create a fee for only the days that you specify beyond the start of the fee period.

For example, you might set up the instructions to charge a 15% rate for days 1 through 30, and an 18% rate from days 31 through 60.

- Aging End Days
- Grace Period Days

The system uses grace days only when fees are generated for the first time.

- Retroactive Fee

If you turn on this option, the system calculates fees from the due date of the invoice and ignores the grace days. The system does not generate the fee until the grace days have passed. The system uses this field only the first time that it generates fees for the invoice. The system uses the value in the Date - Last Fee Calculated field to calculate subsequent fees.

- Currency Code

Specify the currency of the amount specified in the Minimum Amount field.

- Minimum Amount

The system generates fees only when the fee amount is equal to or greater than the amount specified in this field.

5. To define how and when the fee is calculated, complete the following fields:

- Annual Percentage Rate

The system prorates the fee for each day the invoice is late.

- Days Between Fees

6. To define various actions that the system performs when calculating delinquency fees, click any of the following options:

- Compounded Fee

If you turn on this option, the system calculates fees on unpaid delinquent fees previously generated.

- Calculate On Open Amounts

You must turn on this option for the system to calculate fees based on the open delinquent invoices.

- Calculate On Paid Late Amounts

If you turn on this option, the system calculates fees on invoices paid after the due date. The system compares the Date Closed field (JCL) with the Due Date field (DDJ) on the invoice record and prorates the fee amount for each day the invoice was not paid past the due date.

- Notify Collection Manager

The system sends a workflow message to the collection manager when an invoice is overdue and you run the Credit Analysis Refresh program (R03B525).

- Collection Manager Approval Required

The system sends a workflow message to notify the collection manager of fees that require approval. The collection manager must approve fees before the system generates the fee records (RF document type) in the Customer Ledger table (F03B11).

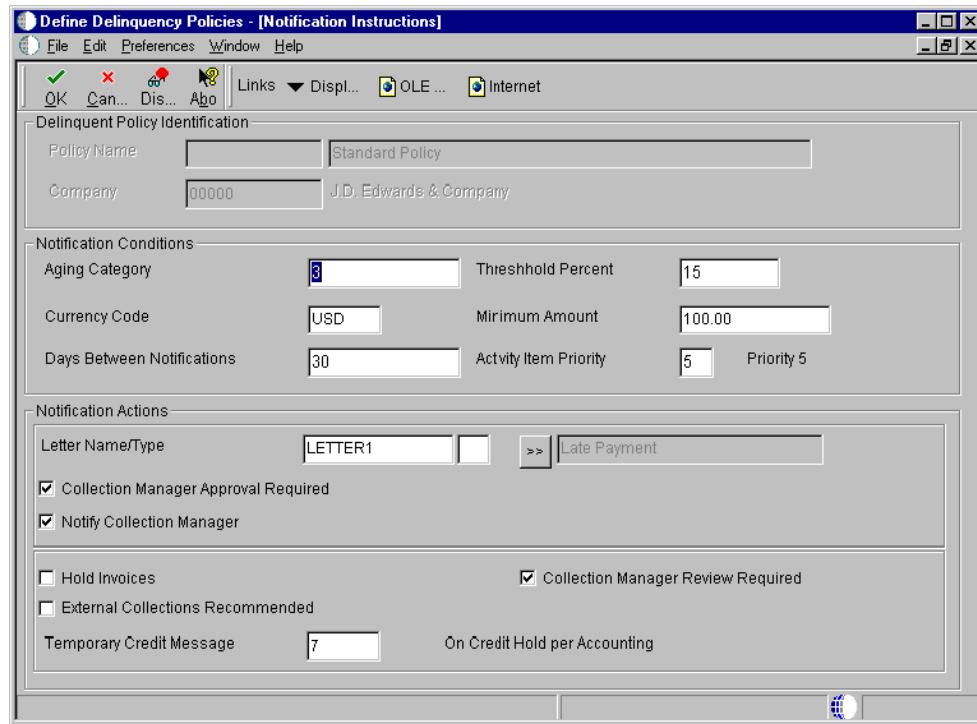
7. Click OK.

► **To set up notification instructions**

After you define a policy, you can set up notification rules that the system uses to generate delinquency notices for customers with overdue invoices. For example, you can control the level of severity of delinquency notices by aging category. You can also choose not to generate notices for customers who do not achieve at least the minimum amount of unpaid open amounts. The system generates notices at the customer level. See *Generating Delinquency Notices* for more information.

From the Credit & Collections Setup menu (G03B411), choose Define Delinquency Policies.

1. On Work With Delinquency Policies, locate and choose the policy for which you want to set up rules.
2. From the Row menu, choose Notification.
3. On Work with Notification Instructions, click Add to create the instructions.



4. On Notification Instructions, to define the conditions of the delinquency notices, complete the following fields:
 - Aging Category

The invoice must be in this aging category or at this severity level for the system to generate a notice. The system determines the severity level by using the number of reminders sent. For example, if one reminder has been sent, the system looks for a policy that is set up for severity level 2. If two reminders have been sent, the system looks for a policy that is set up for severity level 3, and so on.
 - Threshold Percent
 - Currency Code

Specify the currency of the amount specified in the Minimum Amount field.
 - Minimum Amount

The amount of the open invoice pay item must be equal to or greater than the minimum amount specified or the system does not include the invoice on the delinquency notice.
 - Days Between Notifications
 - Activity Item Priority
5. To assign the text associated with the notice, complete the following field:

- Letter Name/Type
6. To specify the actions that the system uses for collection purposes, click any of the following options:
- Collection Manager Approval Required
 - Notify Collection Manager
- The system sends a workflow message to the collection manager when an invoice is overdue and you run the Credit Analysis Refresh program (R03B525).
- Hold Invoices
- The system does not update the customer record until you run the Credit Analysis Refresh program (R03B525).
- Collection Manager Review Required
 - External Collections Recommended
7. Complete the following optional field:
- Temporary Credit Message
- The system assigns the value of this field to the customer record when an invoice is in the aging category specified and you run the Credit Analysis Refresh program (R03B525).
8. Click OK.

Setting Up Credit Insurance Policies

When you purchase insurance policies to cover open liability, you can record these policies in the Credit and Collections system. With these policies recorded, you can monitor customers' insured credit limits using reports or on a transactional basis, depending on the type of policy that you specify.

General policies cover multiple customers, and you can review the policy on an ongoing basis using reports. Single policies cover a customer or project based on an effective date that you specify. You monitor single policies on a transactional basis.

You can set up multiple policies for one insurance company. The system maintains policies in the Credit Insurance table (F03B29) in the currency in which they are purchased. The percentage of coverage that you purchase is determined by each company and might not fully cover the customer's liability.

Note

You cannot set up a policy for a customer at the line-of-business level.

Before You Begin

- Create an address book record for the insurance company. See *Entering Address Book Records* in the *Address Book Guide*.
- Create a supplier record for the insurance company. See *Entering Supplier Records* in the *Accounts Payable Guide*.

Setting Up a General Credit Insurance Policy

You set up general policies when you want to use one policy for multiple customers or for a specific customer base. To set up a general policy, determine the liability of customers over a specific period of time. If you determine that the insured limit is insufficient or that a customer has too much coverage, you can adjust the policy with the insurance company and update the insured policy amount.

When you set up multiple general policies, you must keep track of the customers covered by the policy separately. You can do this by adding an attachment to the policy and listing the customers, using category codes or by tracking them separately on an Excel spreadsheet.

You can review and validate these policies on a monthly basis using reports. Then, for example, you can return to the insurance company and adjust the policy amount when the need arises. You can use the following reports to review information for general credit insurance policies:

- A/R Details with Aging (R03B4201B)
- Open A/R Summary Analysis (R03B155)
- Currency - Foreign/Domestic with Aging (R03B429C)

► To set up a general credit insurance policy

From the Credit & Collections Setup menu (G03B411), choose Work With Credit Insurance. .

1. On Work with Credit Insurance, click Add.

The screenshot shows the 'Credit Insurance Definition' screen in the PeopleSoft Active Foundation workspace. The interface is a standard web-based form with various input fields and buttons. The fields include:

- Insurance Company: 4350
- Policy Number: 156621
- Policy Type: 1
- Customer Number: (empty)
- Company: 00000
- Effective Date: 06/06/05
- Ending Date: 08/31/05
- Insured Amount: \$5,000.00
- Currency Code: USD
- Insurance Premium: (empty)
- Unit Cost: (empty)
- Currency Code: USD
- Units Purchased: (empty)
- Percentage Coverage: (empty)

2. On Credit Insurance Definition, complete the following fields:

- Insurance Company

You set up the insurance company as a supplier (search type V) in the Address Book system. The system uses the supplier's address book number to associate the policy with the insurance company.

- Policy Number

- Policy Type

Enter 1 for General Policy.

- Effective Date

- Ending Date

- Insured Amount

- Currency Code

This is the currency of the insured amount.

3. Complete the following optional fields and click OK:

- Insurance Premium

- Currency Code

This is the currency of the insurance premium.

- Unit Cost
- Units Purchased
- Percentage Coverage

Setting Up a Single Credit Insurance Policy

You set up a single policy for a customer or project that you review on a transactional basis. Normally, you specify an effective period because single policies are taken out for a specific period of time. .

The system monitors the insured credit limit when you enter an invoice, similar to how it monitors internal credit limits. You associate the policy with a customer when you update the insurance company address book number and the insured amount in the Credit Insurance table (F03B29).

► To set up a single credit insurance policy

From the Credit & Collections Setup menu (G03B411), choose Work With Credit Insurance. .

1. On Work with Credit Insurance, click Add.

The screenshot shows a PeopleSoft application window titled "Credit Insurance Definition". The window has a toolbar at the top with icons for Home, Help, Print, and Exit. Below the toolbar, there is a menu bar with "File", "Edit", "View", "Insert", "Format", "Tools", and "Help". The main area contains several input fields:

Insurance Company	4350	Policy Number	156621
Policy Type	1	Customer Number	3002
Effective Date	06/06/05	Company	00000
Insured Amount	150000.00	Currency Code	FRF
Insurance Premium	12500.00	Unit Cost	
Currency Code	FRF	Units Purchased	
Percentage Coverage	80.00		

2. On Credit Insurance Definition, complete the following fields:

- Insurance Company

You set up the insurance company as a supplier (search type V) in the Address Book system. The system uses the supplier's address book number to associate the policy with the insurance company.

- Policy Number

- Policy Type

Enter 2 or 3 for Single Policy.

- Customer Number

- Effective Date

- Ending Date

- Insured Amount

- Currency Code

This is the currency of the insured amount.

3. Complete the following optional fields and click OK:

- Insurance Premium

- Currency Code

This is the currency of the insurance premium.

- Unit Cost

- Units Purchased

- Percentage Coverage

Related Tasks

Reviewing credit insurance policies	<p>After you set up a credit insurance policy, you can select the policy on the Work with Credit Insurance form and use Row menus to review the following types of information:</p> <ul style="list-style-type: none"> • The Supplier Master record for the insurance company • The Customer Master record for the customer associated with the policy • Work with Customer Ledger Inquiry and Account Balance Inquiry forms to review information such as why a customer is being considered for insurance
--	--

Assigning Credit and Collection Information

Before the system can generate delinquency fees, delinquency notices, and workflow messages, or update credit information, you must assign various credit and collection information to the customer record. You can do this for an existing customer or when you enter credit and collections information for a new customer.

You can specify the following credit and collection information in the customer record:

- A delinquency policy for the customer
 - If you do not manually assign a policy to a customer, the system automatically assigns the default policy (standard) for company 00000.
- Credit limit for the customer
- Credit and collection manager assigned to that customer account
- Whether delinquency notices will be generated
- Whether delinquency fees will be generated
- Whether the customer can be placed on the collection report for external collections
- Whether statements will be generated

See *Creating Customer Records* for more information.

After setting up delinquency policies and assigning them to your customers, you can review which customers are associated with each policy. For example, you can use the Policy Cross Reference form to review which customers are associated with your standard policy.

► To review customers associated with a policy

From the Credit & Collections Setup menu (G03B411), choose Define Delinquency Policies.

1. On Work With Delinquency Policies, locate and choose a policy.
2. From the Row menu, choose X-ref to access Policy Cross Reference.

The screenshot shows a PeopleSoft application window titled "Active Foundation". The top navigation bar includes links for "Portal", "WWWE", "Intranet", and "Training". Below the navigation is a toolbar with icons for "Find", "Close", "Form", "Tools", and "Help". A dropdown menu "Select Workspace" is set to "Active Foundation". On the right side of the header are buttons for "Personalize", "Change Role", and "Sign Out". The main content area is titled "Policy Cross Reference". At the top of this section is a search bar with fields for "Policy Name" (containing "Standard Policy") and "Company" (containing "00000"). Below the search bar is a grid titled "Records 1 - 10". The grid has columns for Address Number, Alpha Name, Co, and Company Name. The first row is highlighted with a blue border, indicating it is selected. The data in the grid is as follows:

Address Number	Alpha Name	Co	Company Name
<input checked="" type="radio"/> 1538 Abernathy & Hitch		00000	J.D. Edwards & Company
<input type="radio"/> 17002 Acme Department Store #68		00000	J.D. Edwards & Company
<input type="radio"/> 17000 Acme Department Stores		00000	J.D. Edwards & Company
<input type="radio"/> 17001 Acme Property Managers		00000	J.D. Edwards & Company
<input type="radio"/> 4272 Aeropuerto Regional		00000	J.D. Edwards & Company
<input type="radio"/> 281 Almacen Compania 28 - ESTE		00000	J.D. Edwards & Company
<input type="radio"/> 4317 Appliance Parts and Supply		00000	J.D. Edwards & Company
<input type="radio"/> 4318 Appliance Pro		00000	J.D. Edwards & Company
<input type="radio"/> 4319 Appliance Sales and Service		00000	J.D. Edwards & Company
<input type="radio"/> 1535 Arthur Mitchell, PC		00000	J.D. Edwards & Company

Note

If you need to access the Address Book from the Policy Cross Reference form, choose Address Book from the Form menu.

Updating Accounts Receivable from the Address Book

From the A/R Advanced & Technical Operations menu (G03B31), choose Update A/R from Address Book.

When you generate invoices, either manually or automatically from another system, certain address book information is written to each record, such as the customer's alpha name. The Accounts Receivable system uses the address book information for many processes, such as printing statements and reports, and for inquiry programs. When address book information changes, you can update your invoice records by running the Update A/R from Address Book program (R03B802).

Depending on the size of your Customer Ledger table (F03B11), you might want to run Update A/R from Address Book during off-peak hours. Run this periodically, especially before running aging reports or printing statements, to ensure that the Customer Ledger contains current information. You do not need to run it nightly, because the accuracy of programs such as Credit Analysis Refresh (R03B525) is not dependent upon the Address Book. However, if you use the Customer Ledger Inquiry program to search by parent number, and parent

numbers are changed frequently in the Address Book, you might want to run Update A/R from Address Book nightly.

The system updates the following fields in the Customer Ledger table (F03B11):

- Payor (PYR), based on the processing option on the Updates tab.
The system retrieves the value for the Payor from the Alternate Payor field (ARPY) in the Customer Master by Line of Business table (F03012). If the Alternate Payor field is blank, the value is retrieved from the Address Book Number field (AN8).
- Alpha Name (ALPH) from the Address Book Master table (F0101).
- Parent Address Number (PA8) from the Address Organization Structure Master table (F0150).
- Alternate Payee (AN8J), based on the value of the Send Statements To (STTO) field in the Customer Master by Line of Business table (F03012).

The address book number that the system assigns to the Alternate Payee field depends on the value of the Send Statements To field. For example, if you send the statement to the customer (value of C), the system updates the Alternate Payee field with the customer's address book number (AN8). If you send the statement to the parent (value of P), the system updates the Alternate Payee field with the address book number of the parent (PA8) from the Address Organization Structure Master table (F0150).

- Category Codes 1–10 (AC01–AC10), from the Customer Master by Line of Business table (F03012).
- Collection Report Y/N (COLL), from the Customer Master by Line of Business table (F03012).

The system updates the following fields in the Receipts Header table (F03B13):

- Alpha Name (ALPH), based on the setting of the processing option, from the Address Book Master table (F0101).
- Parent Address Number (PA8) from the Address Organization Structure Master table (F0150).

Processing Options for Update A/R from Address Book (R03B802)

Update

1. Enter a '1' to update the Payor in your A/R Ledger (F03B11) with Address Book values. If left blank, this field will not be updated.
 2. Enter a '1' to update Alpha Names of customers in your A/R Ledger (F03B11) with Address Book values. If left blank, this field will not be updated.
-

What You Should Know About Processing Options

Updating the Parent Address Number	The system updates the parent number regardless of processing option settings.
---	--

Printing Accounts Receivable Invoices

From the Statement Reminder Processing menu (G03B22), choose Invoice Print.

To print the invoices that you created during invoice entry or receipts entry, run Invoice Print (R03B505). This program prints standard invoices as well as:

- Chargeback invoices (document type RB)
- Credit memos (document type RM)
- Delinquency fees (document type RF)

If an invoice has a discount available or an applied tax amount, this information is printed on the invoice, based on how you set the processing options. Additionally, the system prints remarks that you enter on the invoice.

Each invoice prints on a separate page.

When you print accounts receivable invoices, the system retrieves information from the following tables:

- Customer Ledger (F03B11)
- Customer Master by Line of Business (F03012)
- Address Book Master (F0101)
- Address Book - Who's Who (F0111)

If you specify that the invoice should be sent to someone other than the customer, using the Send Invoice To field on the Customer Master Revision form, the system retrieves the address from the Address Book Master table (F0101) and prints it under the Billing Address on the invoice. If you use line of business processing, the system retrieves the information from the customer record whose company corresponds to the one entered on the invoice. If a customer record is not set up for that company, the system uses the information from company 00000.

If you have a Who's Who entry set up for type code B (billing), the system prints that name under the billing address, but uses the address from the value of the Send Invoice To field.

Processing Options for Invoice Print (R03B505)

Print Tab

Use these processing options to specify which dates to use and whether to include tax amounts on the printed invoice.

1. Invoice Print Date

Blank = Current date

Use this processing option to specify the date to print on the invoice. If you leave this processing option blank, the system date will be used.

2. Print Tax Amounts

1 = Print tax amounts

Use this processing option to specify whether to print tax amounts on the invoice. Valid values are:

Blank

Do not print tax amounts.

1

Print tax amounts.

Currency Tab

Use this processing option to specify whether to print currency information on the invoice.

1. Print Currency

1 = Print invoices with currency

Use this processing option to specify whether to print the domestic or foreign currency amount on the invoice. Valid values are:

Blank

Print the domestic amount without the currency code.

1

Print the foreign amount with the currency code

Attachments Tab

Use this processing option to specify whether the system prints associated generic text on the invoice.

1. Print Attachments

1 = Print associated attachments

Use this processing option to specify whether to print generic text (attachments) from the invoice record on the invoice. Valid values are:

Blank

Do not print generic text.

1

Print associated generic text.

Statement Processing

You send statements to your customers to inform them of their account activities and to provide them with an additional payment option. Statements list the open invoices and their due dates, as well as the invoices that were paid in that period. You can generate statements in detail, wherein each invoice appears on a statement until it is paid, or you can generate statements that are summarized. When summarized, unpaid invoices are summarized into a single balance forward amount like on a credit card statement.

When you generate statements, the system updates invoice records that appear on the statement with the statement number and statement date. The system also updates the following tables:

- A/R Notification History (F03B20) - This table stores information about the statement.
- A/R Notification History Detail (F03B21) - This table stores information about the invoices that appear on the statement.

Because the system stores information about a statement, you can review statements previously generated online to answer customer inquiries and reprint statements that are lost. You can also reset the last statement generated so that you can include a last minute payment by a customer or make a change to the data selection. Information is stored in the statement tables until you purge it.

Before You Begin

- ❑ Ensure that you have completed the Print Statement option on the Accounts Receivable Constants form and on the Customer Master Revision form (Collection tab).
- ❑ Post all invoices and receipts. The system selects only posted records for processing statements.

- Run Update A/R from Address Book (R03B802) to ensure that changes made to the customer's alpha name or parent number are updated to invoices and reflected properly on the statement.

Generating Statements

From the Statement Reminder Processing menu (G03B22), choose Statement Notification Refresh.

When you generate statements, in addition to creating records in the A/R Notification History (F03B20) and A/R Notification History Detail (F03B21) tables, the system updates the following fields in the following tables:

Customer Ledger (F03B11)	<ul style="list-style-type: none"> • Statement Number (CTL) • Statement Date (SMTJ)
Invoice Revisions (F03B112)	<ul style="list-style-type: none"> • Statement Print Flag (STPF)
Receipts Detail (F03B14)	<ul style="list-style-type: none"> • Statement Number (CTL) • Statement Date (SMTJ)

You use processing options to customize statements for your organization. For example, you can choose the statement print program and version that you want to use to print statement detail. This allows you to specify whether to print aging or account summary information on the statement, whether to print each invoice pay item or summarize the pay items for each invoice, and the date that you want to print on the statement.

The following print programs, which are set up on user defined code 03B/ST, are available for generating statements:

- R03B5001 - Statement Print
This is the standard statement print program.
- R03B5001JP - Kagami Invoice Statement
This is a localized statement format for Japan.
- R03B5002 - Italian Statement Print
This is a localized statement format for Italy.
- R03B5003 - Statement Print Credit Card
This is the print program that you use to print statements in a credit card format. The system prints only new invoices and summarizes invoices previously printed into a balance forward amount.
- R03B506 - Statement Print with Draft
This is the statement print program that you use when you want to include draft information.

You can also create a custom print program to use.

When you want to limit the invoices that print on the statement or change the order in which invoices print, you use the data selection and data sequence for the statement print program. For example, you might want to exclude paid invoices from the statement, or you might want invoices to print on the statement according to due date instead of document number.

Note

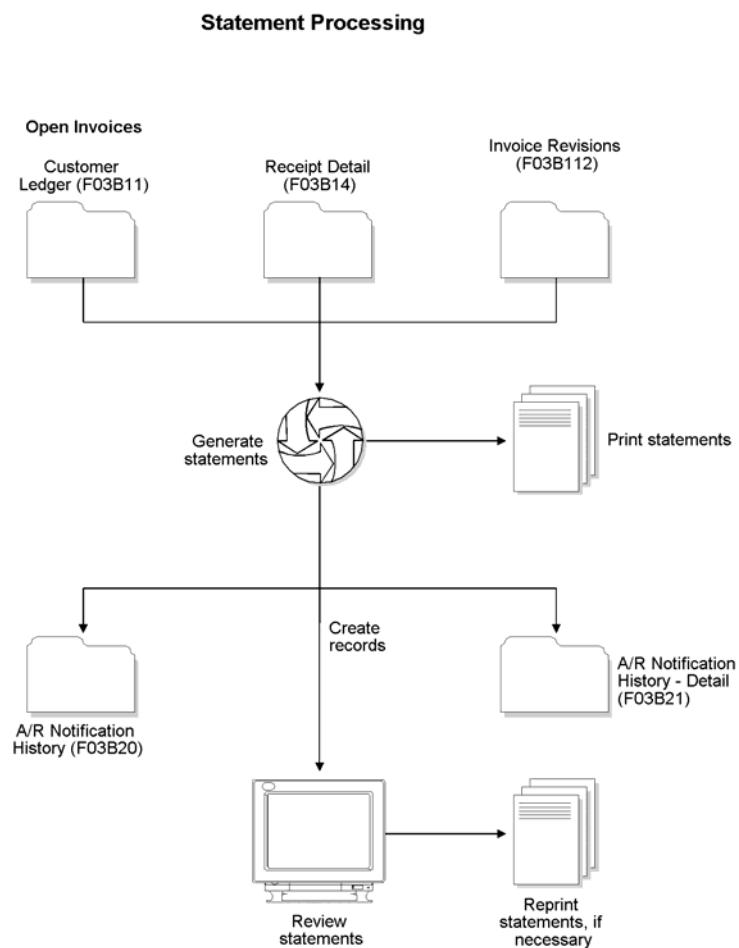
To exclude paid invoices from the statement, use the following data selection in the version of the statement print program:

Open Amount is not equal to <ZERO>

This data selection allows credit amounts and debit amounts to appear on the statement, but excludes paid invoices.

The data selection for Statement Notification Refresh (R03B500X) controls which statements are generated, not which invoices are printed on the statement. You should not change the data sequence for R03B500X.

The following graphic illustrates how the system processes statements:



Technical Considerations When Generating Statements

The following are the programs involved when you generate statements:

Program	Description
R03B500X	This program updates the F03B20, F03B21, F03B11, F03B112, and F03B14 tables.
R03B5005	This is the print driver that is used to submit the print program that you specify in the processing option. This program does not update any tables.
R03B5001 R03B5002 R03B5003 R03B5001JP R03B506	These are the print programs that produce the statement. You have a choice of which print program the system uses.

What You Should Know About Processing Options

Both the Statement Notification Refresh program (R03B500X) and the Statement Print program (R03B5001) have a processing option for summarizing invoices.

In the Statement Notification Refresh program, the processing option specifies whether to create a summarized invoice record in the F03B20 table, in addition to a record for each invoice. This processing option works independently of the corresponding option in the Statement Print program.

In the Statement Print program, the processing option specifies whether to print each invoice pay item on the statement or print one invoice that summarizes all pay items. This processing option is dependent on the corresponding processing option in the Statement Notification Refresh program. To print summarized invoices, you must also specify that the system create the summarized invoice record.

Processing Options for Statement Notification Refresh (R03B500X)

Consolidation Tab

This processing option specifies whether one statement is generated for the customer that includes records for all companies or a separate statement for the customer is generated for each company.

1. Company

Use this processing option to enter the company that you want to use to locate the remit to address. The system generates one statement for each customer for the company that you specify, regardless of whether the company is specified on the invoice. If you choose to retrieve aging specifications from the company constants, the system uses the company number that you specify to locate the remit to address, based on the value in the Remit To processing option, and the aging specifications.

If you leave this processing option blank, the system produces one statement for each customer by company. For example, if you enter invoices for the customer for companies 00001, 00020, and 00050, the system produces three statements, one for each company.

Aging Tab

These processing options specify the aging criteria for statements.

1. Company Constants

- Blank = Use options 2 thru 5**
1 = Use company constants

Use this processing option to specify whether to retrieve the aging specifications from the Accounts Receivable constants. If you leave this field blank, the system uses the processing options for aging specifications (Date Types and Aging Categories). Valid values are:

Blank

Use processing options 2 through 5.

1

Use the Accounts Receivable constants

2. Statement Date

Use this processing option to specify the date for the system to use to determine the aging category to which it assigns open invoices. The system compares the date that you enter with the date on the invoice, as specified by the Date Type processing option, to determine the number of days that the invoice is past due. The system uses this date as the statement date that prints on the statement.

Note: If you use the company constants to age and you enter a date for this processing option, the system uses the date entered in the Date Aging Based On field in the constants. If that field is blank, the system uses the date entered for this processing option. If both fields are blank, the system uses the system date to age open invoices.

3. Date Types

- D = Due date**
I = Invoice date
G = G/L date
S = Statement date

Use this processing option to specify the date on the invoice that you want the system to use to determine the aging category. The system compares the date that you specify to the value in the Statement Date processing option to determine the number of days the invoice is past due. Valid values are:

Blank

Use the invoice due date.

1

Use the invoice date.

2

Use the G/L date.

3

Use the statement date.

4. Aging Categories

1 = Aging days

2 = Fiscal period

3 = Calendar

Use this processing option to specify which aging categories the system uses to assign invoices. The system uses the date specified in the Statement Date processing option and the value specified in the Date Type processing option to calculate the aging for each invoice, and then assigns them to the aging category specified by this code. Valid values are:

1

Aging days. The system assigns invoices to the aging categories specified in the Aging Category 1 through Aging Category 6 processing options. The aging categories are user defined.

2

Fiscal periods. The system uses the fiscal periods defined by the date pattern assigned to the company record as the aging categories.

3

Calendar. The system uses each calendar month as an aging category.

5. Aging Category 1

Use this processing option in conjunction with the value specified in the Aging Category 2 processing option to specify the interval that the system uses for the future and current aging categories.

Note: The system does not print the future aging category on delinquency notices.

6. Aging Category 2

Use this processing option in conjunction with the values specified in the Aging Category 1 and Aging Category 3 processing options to determine the interval that the system uses for the current and first aging categories.

7. Aging Category 3

Use this processing option in conjunction with the values specified in the Aging Category 2 and Aging Category 4 processing options to determine the interval that the system uses for the first and second aging categories.

8. Aging Category 4

Use this processing option in conjunction with the values specified in the Aging Category 3 and Aging Category 5 processing options to determine the interval that the system uses for the second and third aging categories.

9. Aging Category 5

Use this processing option in conjunction with the values specified in the Aging Category 4 and Aging Category 6 processing options to determine the interval that the system uses for the third and fourth aging categories.

10. Aging Category 6

Use this processing option to specify the intervals the system uses as an aging category for the sixth aging column of the A/R aging reports.

For example, if you enter 30, the system calculates aging days from 30 days after the date determined by the Date: Age As Of processing option. If you enter 60, the system calculates aging days from 60 days after the date determined by the Date: Age As Of processing option. If you enter 90, the system calculates aging days from ninety days after the date determined by the Date: Age As Of processing option.

11. Credits

Blank = Age credits

1 = Apply to current balance

Use this processing option to specify whether to age credit memos and unapplied receipts according to the aging specifications, or to apply credits to the Current aging column that prints on the statement.

12. Exclude Future Amounts

Blank = Do not exclude

1 = Exclude

Use this processing option to specify whether to prevent future invoice amounts from printing on the statement. The system uses the aging specifications from the Accounts Receivable constants or the processing options to determine whether the invoice has a future amount. For example, if you age invoices based on the due date, and the statement date is 6/30/05, the system prevents all invoices with a due date after 6/30/05 from printing.

the statement.

13. Multi-Currency

Blank = Domestic

1 = Foreign

Use this processing option to specify whether to print amounts in the foreign currency of the invoice. Valid values are:

Blank

Print domestic amounts only on the statement.

1

Print domestic and foreign amounts on the statement.

14. Draft Flag

Blank = Do not print with draft

1 = Print with draft

Use this processing option to produce statements with a draft. If you use this option, the system assigns a draft number to the statement, not a statement number.

Print Tab

These processing options specify options such as how the system prints the Remit To address, the version to use, and letter types.

1. Remit To Address

Blank = Company

A = 1st address number

B = 2nd address number

C = 3rd address number

D = 4th address number

E = Factor/special payee

F = 5th address number

Address = address number

Use this processing option to specify the remit to address that prints on the statement. The remit to address indicates where the customer should send their payments. The system retrieves this address based on the address book record that is set up for the company that is designated on the invoice in the Address Book Master table (F0101). Valid values are:

Blank

Use the address of the company designated in the Customer Ledger (F03B11), unless you specify a company in the Consolidation processing option. The system retrieves the company's address book number from the Company Constants table (F0010).

A

Use the value in the 1st Address Number field (AN81) of the company record.

B

Use the value in the 2nd Address Number field (AN82) of the company record.

C

Use the value in the 3rd Address Number field (AN83) of the company record.

D

Use the value in the 4th Address Number field (AN84) of the company record.

E

Use the value in the Factor/Special Payee field (AN85) of the company record.

F

Use the value in the 5th Address Number field (AN86) of the company record.

Address

Specify an address book number that you want the system to use instead of the company's address book number.

For example, if you generate statements for company 00001, and you want the receipts to be remitted to a lockbox address, you set up the lockbox address as a record in the Address Book system and assign the lockbox address book number to one of the address book number fields on the address book record for company 00001. In this processing option, you specify which of these address book numbers to use

2. Summarize Invoices

Blank = Pay items only

1 = Summarized and pay items

Use this processing option to specify whether to include a summarized invoice record in addition to each invoice pay item record in the A/R Notification History Detail (F03B21) table. You use the Review Statement program (P03B202) to review the information in this table. Valid values are:

Blank

Include invoice pay item records only.

1

Include a summarized invoice record in addition to the invoice pay item records.

Note: If you want to print summarized invoice information on the statement, use the corresponding processing option in the statement print program that you are using (R03B5001, for example).

3. Print Program

Use this processing option to specify the statement print program to use to produce statements. Use the Search button for a list of valid statement print programs. If you leave this processing option blank, the system uses R03B5001. Each print statement program has processing options that control the type of information that the system prints on the statement. The data selection and data sequence of the print program controls the amount of detail that prints on the statement and the order in which it prints.

4. Version of Print Program

Use this processing option to specify the version of the statement print program to use. If you leave this processing option blank, the system uses ZJDE0001

5. Letter Name

Use this processing option to specify a predefined letter for text that you want to print on the statement. If the letter was set up with a letter type, you must also specify the letter type.

6. Letter Type

Use this processing option to specify a predefined letter for text that you want to print on the statement. If the letter was set up with a letter type, you must also specify the letter type.

Update Tab

These processing options specify whether the system uses an “as of” date to calculate invoice open amounts, whether it updates the statement number on invoice and receipt records, and whether the system creates one A/R Notification History Detail record (F03B21) for each invoice or invoice pay item.

1. Date - As Of

Use this processing option to specify the date that you want to use to produce statements for a prior period. This date is useful if a customer requests a statement for a specific date or for a date that is different from the original date that you used to produce the statement.

For example, if you need to produce a statement from several months ago, you enter the date that you want to use for the statement date in this processing option, and the system compares it to the closed date on the invoice to determine whether the invoice was open as of that date. If the invoice was open, the system recalculates the open amount and includes it on the statement. The system recalculates the open amount by adding to the current open amount the receipts that were applied to the invoice and have a G/L date that is on or after the as of date.

If you want to reprint a statement that was previously generated for a prior period, use the Review Statements program (P03B202).

Caution: The system requires additional processing time to determine whether the invoice was open on the date that you specify; therefore, do not complete this field unless you want to use this feature. For the system to perform As Of processing, you must include paid invoices in the data selection of the Statement Notification Refresh program (R03B500X). You might also want to limit your data selection to the specific customer for whom you are generating the statement.

2. Statement Number Update

Blank = Always update

1 = Update blank fields only

Use this processing option to overwrite the statement number on invoices that are included on multiple statements. For example, if an open invoice is included on statement 123 and the invoice is still open when you run statements again, the system assigns the new statement number to the invoice and overwrites the previous value. Valid values are:

Blank

Update the statement number on all invoice records.

Update the statement number on only those invoice records that do not have a value in the Statement Number field (CTL).

Processing Options for Statement Print (R03B5001)

Print

1. Enter a '1' to print aging information on the statement.

Print Aging Information

2. Enter a '1' to suppress printing the account summary information at the end of the statement.

Employee (History and Turnover)

Suppress Account Summary

3. Enter a '1' to print the invoice date on the statement. Leave blank to print the due date.

Invoice Date/Due Date

4. Enter a '1' to print the following at the top of each statement.

Statement Number

Remit to Address

5. Enter a '1' to summarize each invoice on a single detail line. Leave blank to print each pay item on a separate detail line.

Print Summarized Invoices

Reviewing Statements

Because the system stores statement information, you can review statements online. This is especially useful when a customer contacts you about a statement. The Review Statements program (P03B202) allows you to quickly access the statement and interactively respond to the customer's concern. You can also reprint a statement previously generated.

When you review statement information, you can review the invoices and payments that were recorded on the statement.

When you review statements, you can access:

- All statements for all of your customers
- All statements for a specific customer
- Statements with a specific notification date
- Invoice and payment information on a specific statement
- Summary information for the statement, such as associated aging information

The information that the system displays is for inquiry purposes only.

When you review statements, the system displays information from the A/R Notification History (F03B20) and A/R Notification History Detail (F03B21) tables. These tables are also used to store information about delinquency notices.

See Also

- ❑ *Reviewing Statements in the Invoice and Receipt Currencies in the Multicurrency Guide for Accounts Receivable and Accounts Payable.*

► To review statements

From the Statement Reminder Processing menu (G03B22), choose Review Statements.

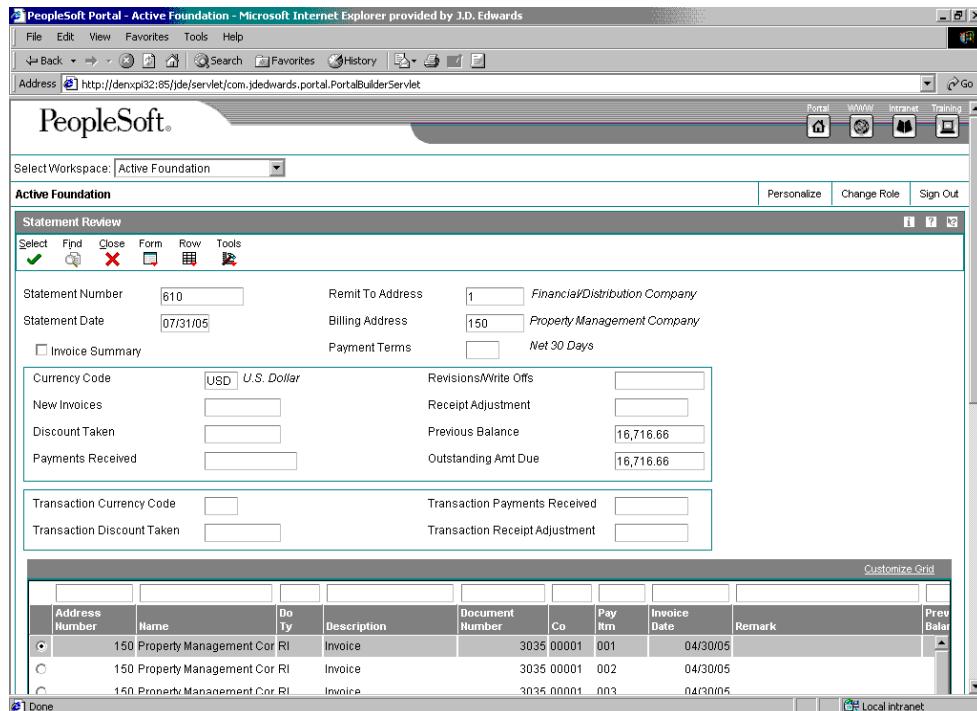
1. On Work With Notifications, click Find to display all statements for all customers, or complete any of the following fields to limit the information that the system displays, and click Find:

- Statement Number
- Customer Number
- Notification Date

Note

The system displays both delinquency notices and statements for the customer if you do not specifically designate a statement number. To display only statements, enter ST in the QBE row for the Notification Type (No Ty) field.

2. To review the details of a statement, choose the statement and click Select or choose Review from the Row menu.



The screenshot shows the PeopleSoft Statement Review interface. At the top, there's a toolbar with buttons for Select, Find, Close, Form, Row, and Tools. Below that is a header bar with the title 'Statement Review' and a dropdown for 'Select Workspace: Active Foundation'. The main area contains several input fields and a grid of data.

Input fields include:

- Statement Number: 610
- Remit To Address: 1 Financial/Distribution Company
- Statement Date: 07/31/05
- Billing Address: 150 Property Management Company
- Invoice Summary: (checkbox)
- Payment Terms: Net 30 Days
- Currency Code: USD U.S. Dollar
- Revisions/Write Offs: (button)
- New Invoices: (button)
- Receipt Adjustment: (button)
- Discount Taken: (button)
- Previous Balance: 16,716.66
- Payments Received: (button)
- Outstanding Amt Due: 16,716.66
- Transaction Currency Code: (button)
- Transaction Payments Received: (button)
- Transaction Discount Taken: (button)
- Transaction Receipt Adjustment: (button)

At the bottom, there's a 'Customize Grid' section with a table header:

Address Number	Name	Do Ty	Description	Document Number	Co	Pay Itm	Invoice Date	Remark	Prev Bal
----------------	------	-------	-------------	-----------------	----	---------	--------------	--------	----------

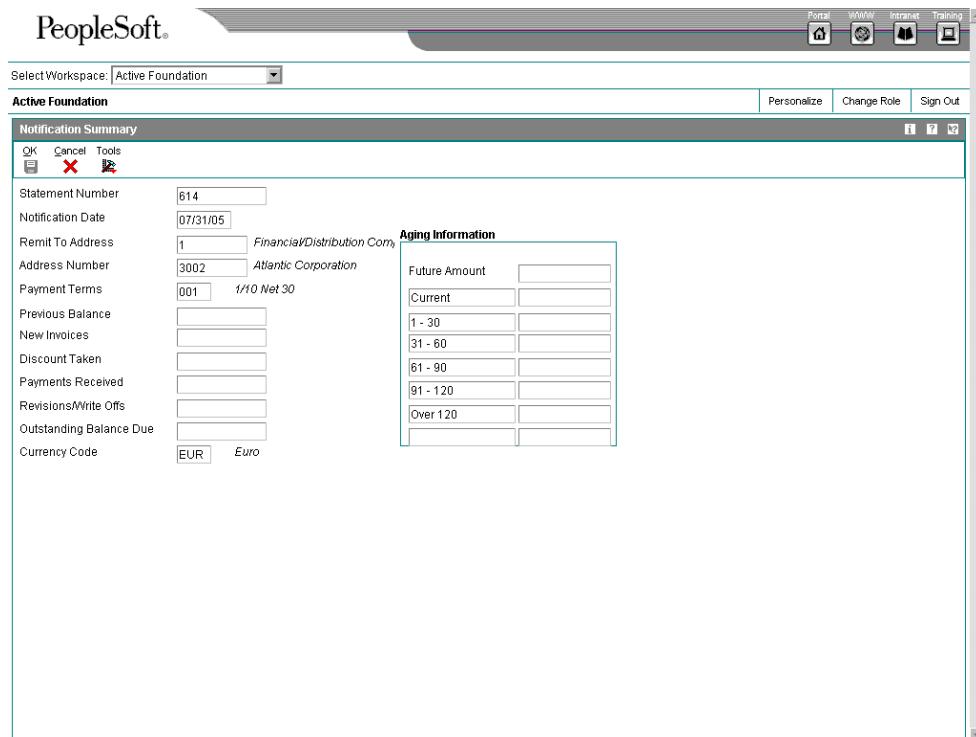
The grid displays three rows of data:

150	Property Management Cor RI	Invoice		3035 00001	001		04/30/05		
150	Property Management Cor RI	Invoice		3035 00001	002		04/30/05		
150	Property Management Cor RI	Invoice		3035 00001	003		04/30/05		

3. On Statement Review, to display invoice pay items that are summarized, click the following option and click Find:
 - Invoice Summary

The system displays the summarized invoice pay item only when you choose the corresponding processing option when you run Statement Notification Refresh (R03B500X).

4. To review the statement summary, which includes aging information, choose Summary from the Form menu.



The screenshot shows the PeopleSoft Notification Summary window. At the top, there are buttons for OK, Cancel, Tools, and a red X. Below this is a toolbar with icons for Home, Help, Print, and Copy. The main area has tabs for Active Foundation and Personalize. On the right, there are buttons for Change Role and Sign Out. The central panel is titled "Notification Summary" and contains fields for Statement Number (614), Notification Date (07/31/05), Remit To Address (1 Financial/Distribution Com), Address Number (3002 Atlantic Corporation), Payment Terms (001 1/10 Net 30), Previous Balance, New Invoices, Discount Taken, Payments Received, Revisions/Write Offs, Outstanding Balance Due, and Currency Code (EUR Euro). To the right of these fields is a section titled "Aging Information" with a table:

Future Amount
Current
1 - 30
31 - 60
61 - 90
91 - 120
Over 120

The system ages invoices according to the specifications that you chose in the processing options for Statement Notification Refresh (R03B500X).

Processing Options for Review Statements (P03B202)

Version

Enter the version of the Statement Notification Reset (R03B5015) to reset the statement. <Blank> will default to ZJDE0001.

Reprinting Statements

Reprinting statements	<p>While reviewing statements, you might need to reprint one for a customer. To do this, choose the statement that you want to reprint on Work With Notifications, and then choose Reprint from the Row menu.</p> <p>Alternatively, on Statement Review, choose Reprint from the Form menu, and then click Cancel.</p> <p>The system runs the print program when you exit the Work With Notifications form.</p>
Changing statement print information	You can change the information that the system uses to print statements. For example, you can change the print program and the version that the system uses to reprint statements. To change statement print information, choose Print Information from the Row menu on the Work With Notifications form.

Resetting Statements

You can reset transactions on current statements and reprocess the statements to include additional information that might not have been received or processed at the time you generated the original statement. This includes payment information, adjustments, and changes to invoices. For example, if you process statements before receiving a payment, you can reset the statement that you generated to include the payment information on the statement before sending it to the customer.

You can reset only the last statement generated. The system issues an error message if you try to reset previously generated statements.

When you reset statements, the system runs the version of the Statement Notification Reset program (R03B5015) that you enter in the processing options of the Review Statements program (P03B202) and resets the following tables to the status they had before you originally processed the statements:

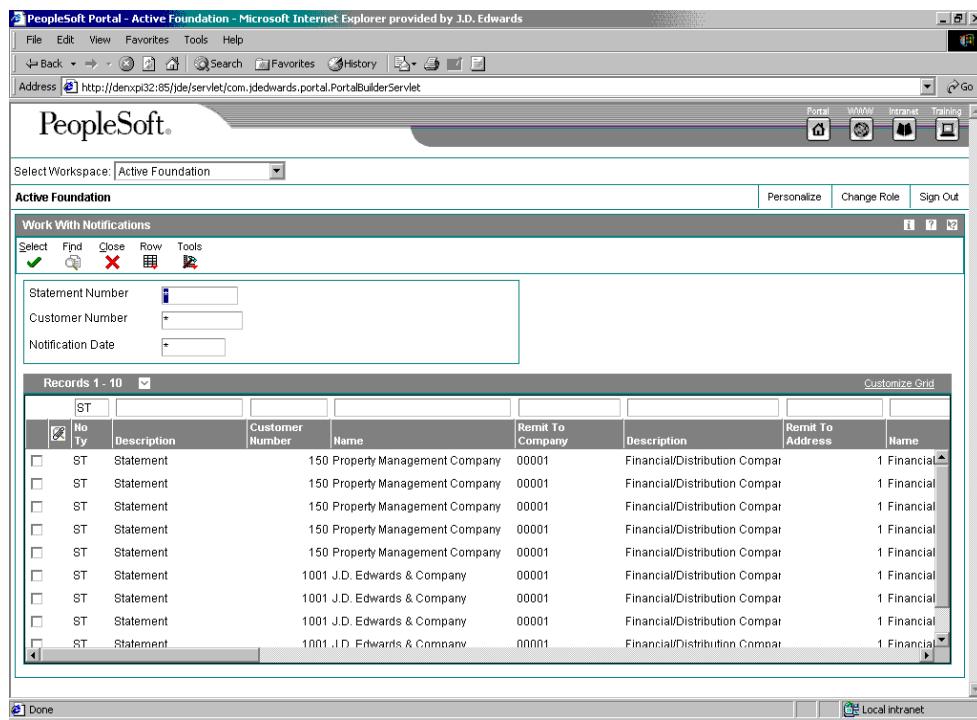
- A/R Notification History (F03B20).
- A/R Notification History Detail (F03B21).
- Customer Ledger (F03B11). If you process and print an invoice in a statement once, the system resets the Statement Number (CTL) and Statement Date (SMTJ) to blank. If you do so more than once, the system resets CTL and SMTJ to their previous values.
- Receipts Detail (F03B14). The system resets the statement number and statement date to blank.
- Invoice Revisions (F03B112). The system resets the Statement Print Flag (STPF) to blank.

If you need to revise a statement that is not the current statement, you can generate a new statement by using the As Of Date processing option in the Statement Notification Refresh program (R03B500X).

► To reset statements

From the Statement Reminder Processing menu (G03B22), choose Review Statements.

1. On Work With Notifications, locate and choose the statement that you want to reset.
2. From the Row menu, choose Reset.



In the detail area, the system marks the statements for reset. To deselect statements, choose the marked statements and choose Reset from the Row menu.

3. Click Close.

When you click Close, the system runs the Statement Notification Reset program (R03B5015). You must rerun Statement Notification Refresh to regenerate a new statement for the customer.

Purging Statements and Delinquency Notices

From the Statement Reminder Processing menu (G03B22), choose Statement/Notification Purge.

When you consider statement or delinquency notice information to be obsolete, you can purge it. The Statement/Notification Purge program removes statement and delinquency notice records from the A/R Notification History (F03B20) and A/R Notification History Detail (F03B21) tables. The system does not write purged information to another table for archiving. If you want to retain purged information, keep a backup of your tables before purging them.

The system purges both statement and delinquency notices unless you specify a notification type in the data selection.

- To purge statements only, use the notification type ST.
- To purge delinquency notices only, use the notification type DL.

The system purges records based on the values in the Notification Date processing option and Number of Months processing option. This ensures that the system purges the correct information. If these two processing options are not used in conjunction with each other, the system reads the oldest value (either the date in the Notification Date processing option or the value in the Number of Months processing option) to purge the fewest number of records.

The system does not produce a report of the records purged.

Note

The purge program does not remove records with a future date. To remove all the records in the F03B20 and F03B21 tables, consider using a data file utility.

Processing Options for Statement/Notification Purge (R03B5010)

Date

Enter a Notification Date for the Purge. All Notifications less than or equal to this date will be removed. If left blank the date will default to todays date.

Notification Date

Enter the number of months of history that should be retained. Any records past this month, and older than the notification date will be removed.

Number of Months

Enter a '1' to run in the final mode. Default of blank will print report only.

Final Mode

Credit Analysis Refresh

From the Credit/Collections Management menu (G03B15), choose Credit Analysis Refresh.

To effectively analyze and manage account activity for a customer, you must first update the customer's account information. To do so, run the Credit Analysis Refresh program (R03B525) at the beginning or end of each business day. This ensures that the information that the system displays for the customer's account is current and helpful when you analyze the customer's account for credit and collection purposes.

When you run the Credit Analysis Refresh program, the system includes all the customers with an open balance (regardless of whether the balance is past due) in the Credit and Cash Management table (F03B15) and displays the balances on the Account Balance Inquiry form.

You must choose a version of this program that has the processing option set to update the Credit and Cash Management table for the program to perform the following functions:

- Summarize all open invoice activity by customer account and company at both the parent and child levels, and write this information to the Credit and Cash Management table. You can then review this information on the Account Balance Inquiry or Parent/Child Browse form to determine the current status of an account.
- Send a workflow message to the collection manager for accounts that require collection review by the collection manager. For example, the system can alert the collection manager when a delinquency fee is assessed on an overdue invoice or when a delinquency notice is generated for a customer.

- Send a workflow message to the credit manager for accounts that require credit review. For example, the system might indicate that a customer has exceeded the credit limit or that a credit limit was changed.
- Update the credit messages on the Credit tab of the Customer Master Revision form.
- Update invoices eligible for external collections, as well as the Collection Report option on the customer record.
- Update the temporary credit message on the customer record based on the policy.
- Reset the temporary credit message to the value of the credit message based on the policy.

Note

You must include Pay Status equals P in the data selection for the system to perform the reset function. Consider running a version of the program with this data selection once a week to reset temporary credit messages. The system will not display current invoice information in the Account Balance Inquiry or Parent/Child Balance Inquiry programs until you rerun the program with the data selection set to include open invoices.

- Generate a workflow message to notify you that the process is complete.

Technical Considerations

When you run Credit Analysis Refresh, the system creates a minimum of four records in the Credit and Cash Management table (F03B15) for each customer. For example, if you enter one invoice for customer 1234 for company 00001, the system creates the following records in the table:

- One record for the child information (RTPART = C) for the company that the invoice was entered against (RTCO = 00001).
- One record for the child information (RTPART = C) for company 00000.
The system uses the record for company 00000 to total the information for all company records.
- One record for the parent information (RTPART = P) for the company that the invoice was entered against (RTCO = 00001).
Even if you do not use parent/child relationships, the system still generates a parent record.
- One record for the parent information (RTPART = P) for company 00000 (RTCO = 00000).
The system uses the record for company 00000 to total the information for all company records.

If you had invoices entered for multiple companies, the system would generate additional records, one record for each company for both the child and the parent.

Before You Begin

- ❑ Ensure that the processing option to update the Credit and Cash Management table (F03B15) is blank.

Processing Options for Credit Analysis Refresh (R03B525)

Aging Tab

These processing options specify how the Accounts Receivable system ages your customer's invoice information. For example, you define the following information that the system uses to determine whether an account is delinquent, and if it is, the number of days it is delinquent:

- The aging method
- The date that the aging is based on
- The beginning and ending aging categories

Depending on the "as of" date, date type, and aging method that you specify in the processing options, the system determines which aging category to assign each open invoice. If the invoice is assigned to an aging category for which a delinquency policy has been established, the system generates a notice if that processing option is activated.

1. A/R Company Constants

Blank = Use processing options

1 = Use A/R Company Constants

Use this processing option to specify whether the system retrieves aging specifications from the Accounts Receivable constants or from the Aging processing options. Valid values are:

Blank

Use the values specified in the Aging processing options.

1

Use the values specified in the Accounts Receivable constants. If the Age as of Date field in the A/R constants is blank, the system uses the value in the Date: Age As Of processing option. If the value in the Date: Age As Of processing option is also blank, the system uses the current date. The system ignores processing options 3 through 12 when you choose this option

2. Date: Age As Of

Blank = Use current date

Use this processing option to specify the date that you want the system to use to determine the aging category to which to assign open invoices. The system compares the date that you enter to the date on the invoice, as specified by the Date Type processing option, to determine the number of days the invoice is past due.

If you leave this processing option blank, the system uses today's date to age open invoices

3. Date Type

Blank = Due Date

1 = Invoice Date

2 = G/L Date

3 = Statement Date

Use this processing option to specify the date on the invoice that you want the system to

use to determine the aging category. The system compares the date that you specify to the value in the Date: Age As Of processing option to determine the number of days the invoice is past due. Valid values are:

Blank

Use the invoice due date.

1

Use the invoice date.

2

Use the G/L date.

3

Use the statement date

4. Aging Method (1,2,3)

Blank = 1

1 = Aging Days

2 = Fiscal Periods

3 = Calendar

Use this processing option to specify which aging categories the system uses to assign invoices. The system uses the date specified in the Date: Age As Of processing option and the value specified in the Date Type processing option to calculate the aging for each invoice, and then assigns them to the aging category specified by this code. Valid values are:

1

Aging days. The system assigns invoices to the aging categories specified in the Aging Category 1 through Aging Category 8 processing options. The aging categories are user defined.

2

Fiscal periods. The system uses the fiscal periods defined by the date pattern assigned to the company record as the aging categories.

3

Calendar. The system uses each calendar month as an aging category.

5. Aging Category 1

Use this processing option in conjunction with the value specified in the Aging Category 2 processing option to specify the interval that the system uses for the future and current aging categories.

Note: The system does not print the future aging category on delinquency notices.

6. Aging Category 2

Use this processing option in conjunction with the values specified in the Aging Category 1 and Aging Category 3 processing options to determine the interval that the system uses for the current and first aging categories.

7. Aging Category 3

Use this processing option in conjunction with the values specified in the Aging Category 2 and Aging Category 4 processing options to determine the interval that the system uses for the first and second aging categories.

8. Aging Category 4

Use this processing option in conjunction with the values specified in the Aging Category 3 and Aging Category 5 processing options to determine the interval that the system uses

for the second and third aging categories.

9. Aging Category 5

Use this processing option in conjunction with the values specified in the Aging Category 4 and Aging Category 6 processing options to determine the interval that the system uses for the third and fourth aging categories.

10. Aging Category 6

Use this processing option to specify the intervals the system uses as an aging category for the sixth aging column of the A/R aging reports.

For example, if you enter 30, the system calculates aging days from 30 days after the date determined by the Date: Age As Of processing option. If you enter 60, the system calculates aging days from 60 days after the date determined by the Date: Age As Of processing option. If you enter 90, the system calculates aging days from ninety days after the date determined by the Date: Age As Of processing option.

11. Aging Category 7

Use this processing option to specify the intervals the system uses as an aging category for the seventh aging column of the A/R aging reports.

For example, if you enter 30, the system calculates aging days from 30 days after the date determined by the Date: Age As Of processing option. If you enter 60, the system calculates aging days from 60 days after the date

determined by the Date: Age As Of processing option. If you enter 90, the system calculates aging days from ninety days after the date determined by the Date: Age As Of processing option.

12. Aging Category 8

Use this processing option to specify the intervals the system uses as an aging category for the eighth aging column of the A/R aging reports. For example, if you enter 30, the system calculates aging days from 30 days after the date determined by the Date: Age As Of processing option. If you enter 60, the system calculates aging days from 60 days after the date determined by the Date: Age As Of processing option. If you enter 90, the system calculates aging days from ninety days after the date determined by the Date: Age As Of processing option.

13. Unapplied Receipts Aging

Blank = Do not age

1 = Use Aging option 3

2 = Current amount

3 = Balance forward

Use this processing option to specify the aging method to unapplied receipts. Valid values are:

Blank

The system does not age unapplied receipts. The system does not include the unapplied receipt amount in any aging category, including Current.

1

Use the aging method that you specify in the Date Type processing option on the Aging tab.

2

Use the Current aging column for all unapplied receipts.

3

Use the unapplied receipt to the oldest open invoice or group of invoices in a customer's account. For example, if you have invoices in aging categories 1 - 30, 60 - 90, and 150 - 180, the system applies the receipt to the 150 - 180 aging category until all invoices are paid, and then applies unapplied receipts to the 60 - 90 aging category until all invoices are paid, and so on

14. Credit Amount Aging

Blank = Do not age

1 = Use Aging option 3

2 = Current amount

3 = Balance forward

Use this processing option to specify the aging method for credit invoices. Valid values are:

Blank

Does not age credit invoices.

1

Use the aging method you specify in the Date Type processing option (Aging tab).

2

Use the Current aging column for all credit invoices.

3

Apply the credit invoice to the oldest open invoice or group of invoices in a customer's account. For example, if you have invoices in aging categories 1 - 30, 60 - 90, and 150 - 180, the system applies the credit invoice to the 150 - 180 aging category until all invoices are paid, and then applies credit invoices to the 60 - 90 aging category until all invoices are paid, and so on

Workfile Tab

This processing option specifies whether the system updates the Credit and Cash Management table (F03B15).

1. Suppress Open A/R Summary Workfile

Blank = Write to workfile

1 = Do not write to workfile

Use this processing option to update the Credit and Cash Management table (F03B15) with open invoice and aging amounts. Valid values are:

Blank

The system updates the Credit and Cash Management table.

1

The system does not update the Credit and Cash Management table.

Notices Tab

These processing options specify how the system generates delinquency notices. You can specify options such as generation mode (proof or final), version, and the “remit to” address.

1. Generate Delinquency Notices

Blank = Do not generate

0 = Proof

1 = Final

Use this processing option to specify how the system generates delinquency notices. Valid values are:

Blank

The system does not generate delinquency notices.

0

Proof mode. The system generates a report that includes all customers who are eligible to receive a delinquency notice and the invoices that are delinquent for each customer.

1

Final mode. The system generates a delinquency notice for each eligible customer and updates the following tables:

- o A/R Notification History (F03B20)
- o A/R Notification History Detail (F03B21)
- o Customer Ledger (F03B11)

2. Notice Print Program

Use this processing option to specify the Delinquency Notice Print Program that the system should call if you selected the Generate Delinquency Notices (option 1). If you leave this field blank, the default program is R03B20.

Note: A/R Delinquency Notices Print (R03B20) has processing options associated with it. To access these options, go into Batch Versions and enter R03B20 as

the Batch Application. Select a version and choose Processing Options from the Row menu.

3. Version for Notices

Use this processing option to specify the version of the delinquency notice print program specified in the Notice Print Program processing option. If you leave this processing option blank, the system uses ZJDE0001

4. Remit To Address

Blank = company

A = 1st address number

B = 2nd address number

C = 3rd address number

D = 4th address number

E = Factor/special payee

F = 5th address number

Address = Address number

Use this processing option to specify the "remit to" address that appears on the delinquency notice. The remit to address indicates where the customer should send payments. The system retrieves this address based on the address book record that is set up for the company that is designated on the invoice in the Address Book Master table (F0101). Valid values are:

Blank

Use the address of the company designated on the F03B11 invoice record. The system retrieves the address book number of the company from the Company Constants table (F0010).

Note: If you choose to consolidate notices for all companies, the system uses the address of the company with the lowest company number for which that customer has open invoices. For example, if the customer has open invoice in companies 00001, 00050, and 00070, the system uses the address for company 00001.

A

Use the value in the 1st Address Number field (AN81) of the company record.

B

Use the value in the second Address Number field (AN82) of the company record.

C

Use the value in the third Address Number field (AN83) of the company record.

D

Use the value in the fourth Address Number field (AN84) of the company record.

E

Use the value in the Factor/Special Payee field (AN86) of the company record.

F

Use the value in the 5th Address Number field (AN85) of the company record.

Address

Specify an address book number that you want the system to use instead of the company's address book number.

For example, if you generate notices for company 00001, and you want the receipts to be remitted to a lockbox address, you set up the lockbox address as a record in the Address Book system and assign the address book number of the lockbox to one of the address book number fields on the address book record for company 00001. In this processing option, you specify which of these address book numbers to use.

Note: You can specify that the system omits printing the Remit To address by setting the processing option in the A/R Delinquency Notices Print (R03B20) or the Global Reminders program (R03B21).

5. Consolidate Companies

Blank = separate notice

1 = by customer

Use this processing option to specify how the system generates notices. Valid values are:

Blank

The system generates a separate notice for each customer by company.

1

The system generates one notice for each customer for all companies.

Fees Tab

These processing options specify how the system generates delinquency fees. You can specify options such as generation mode (proof or final), version, and payment terms.

1. Print Fee Report

Blank = Do not process fees

0 = Proof

1 = Final

Use this processing option to specify how the system generates delinquency fees. Valid values are:

Blank

Do not generate delinquency fees.

0

Proof Mode - The system generates an A/R Delinquency Fee Journal, which is a listing of the fees that the system will generate when you run the program in Final Mode. The system does not update any tables.

1

Final Mode - The system generates an RF invoice document in the amount of the fee in the Customer Ledger (F03B11) table. The system also generates records in the A/R Fee Journal History (F03B22) and A/R Fee Journal History Detail (F03B23) tables and prints an A/R Delinquency Fee Journal. The system updates the Last Fee Date in the Customer Ledger (F03B11) and Receipts Detail (F03B14) tables with the date that fees were generated. Subsequent fees for the same invoice will not be generated until the number of days between fees has elapsed, as defined in the policy

2. Version for Fee Processing

Use this processing option to specify the version of the A/R Finance Charge Journal program (R03B22) that the system uses to generate delinquency fees. If you leave this processing option blank, the system uses version ZJDE0001.

Note: The A/R Finance Charge Journal has associated processing options

3. G/L Date

Use this processing option to specify the G/L date that you want the system to assign to delinquency fee (RF) invoice records. The system generates these invoices when you process delinquency fees in Final Mode. If you leave this processing option blank, the

system uses today's date

4. Late Payment Delinquency Fees

Blank = Do not calculate

1 = Calculate

Use this processing option to run the Late Payment Delinquency Fees program (R03B221), which generates a delinquency fee on invoices that were paid after the due date. Valid values are:

Blank

Do not calculate fees on amounts that were paid after the due date.

1

Calculate fees on amounts that were paid after the due date.

Note: You must have the option Calculate On Paid Late Amounts activated in the policy in addition to setting this processing option

5. Version for Late Payment

Use this processing option to specify the version of the Late Payment Delinquency Fees program (R03B221) that you want the system to use to generate fees on invoices that were paid after the due. If you leave this processing option blank, the system uses version ZJDE0001.

Note: The Late Payment Delinquency Fee program has associated processing options

6. Payment Terms Code

Use this processing option to specify the Payment Terms Code that you want the system to assign to the delinquency fee (RF) invoice record

Managing Accounts for Credit and Collection Activity

After you run Credit Analysis Refresh (R03B525), you can review the latest credit and collection information online so that you can perform credit and collection activities. Because the system sends workflow messages regarding customers who have exceeded their credit

limit, require a credit review, or have past due account balances, you can use the Enterprise Workflow Management system to manage your accounts, or access the programs from the Credit/Collections Management menu (G03B15).

When you manage accounts for collection, you use the system to track the customer contacts that you initiate. For example, if customer XYZ has past due balances, you contact the billing person to determine whether the payment was sent or when to expect payment. You record your collection effort and the result that you expect in the system, and you create a tickler message to prompt you to review the account again if payment is not received by that date.

Similarly, you review customers who have exceeded their credit limit or who are past the credit review date that you establish in the customer record.

See Also

- Generating Delinquency Notices* for information about processing delinquency notices.
- Generating Delinquency Fees* for information about processing delinquency fees.
- Periodic Statistic Calculations* for information about how the system calculates amounts associated with the customer's balance and statistical history.

Before You Begin

- Run the Credit Analysis Refresh program (R03B525) to update account information.

Managing Account Activities

As part of your credit and collection efforts, you can use the account activity log to review a history of credit and collection efforts and to show patterns and trends of customer habits. The account activity log enables you to review a list of all the credit and collection activities associated with a customer, such as the date when statements, delinquency notices, and delinquency fees were generated, as well as when their credit limit was changed or reviewed.

From the list of activities associated with an account, you can access and review detailed information about a specific activity. For example, if the activity indicates *Over Credit Limit*, you can access credit review information that displays how much the customer has exceeded the credit limit and the customer's original credit limit.

If an account has a large number of delinquency processes or collection reviews associated with it, you might consider it a problem account. However, if very little activity is associated with an account, then you might consider it to be performing well.

The system displays activities for an account by activity date and priority.

See Also

- Working Accounts Using Account Balance Inquiry* for information about entering a Promise activity.

► To review and delete account activities

From the Credit/Collections Management menu (G03B15), choose Account Activity Log.

1. On Account Activity Log, click Find to display all activities associated with all accounts, or complete any of the following fields to limit the information that the system displays and click Find:

- Customer Number
- Company

The system creates activities by company for each customer. Enter * to review all activities for the customer regardless of company.

- Activity Date
2. For Promise activities (activity type 30), the activity date is the tickler date, which normally contains a date in the future; therefore, you might need to change the Activity Date thru field to a future date to display Promise activities.
 3. To review information about an activity, choose the activity and click Select. The system displays the form that corresponds to the activity message.
 4. To delete account activities, on Account Activity Log, choose the activity and click Delete.
 5. On Confirm Delete, click OK.

Printing the Account Activity Log

From the Credit/Collections Management menu (G03B15), choose Print Activity Log.

In addition to reviewing credit and collections activities associated with a customer online, you can print the activity log. This enables you to review and manage account activities from a printed copy. You can use data selection to limit the report to specific customers or to a specific activity type. You can also change the data sequence to print the report by activity type or activity date.

The system stores information about the activity log in the Customer Activity Log table (F03B31).

Processing Options for Print Activity Log (R03B31)

Generic Text

1. Enter a '1' to print generic text associated with each activity. If left blank no text will be printed.
- Print Generic Text

Adding Account Activities

The system automatically generates an activity message when a specific activity occurs. Each message is associated with a hard-coded activity type. The following table lists each activity type, the system generated activity message, and the process that generates the message:

Activity Type	Activity Message	Description of Process
20	Collection Review Required	The system generates this message when the date in the Recall for Review Date field on the Customer Master Revision form has expired and Credit Analysis Refresh (R03B525) has been run.
21	Over Credit Limit	The system generates this message when the total

		amount of open invoices exceeds the amount entered in the Credit Limit field on the Customer Master Revision form, and Credit Analysis Refresh (R03B525) has been run.
22	Credit Limit Updated	The system generates this message when the amount in the Credit Limit field on the Customer Master Revision form has been changed. If changes to the credit limit require approval, the system does not generate the message until the change has been approved.
30	Promises	You manually enter a promise message.
40	Delinquency Notice Sent	The system generates this message when a delinquency notice has been processed and approved.
41	Delinquency Notice Rejected	The system generates this message when a delinquency notice was pending, but then was rejected.
42	Statement Sent	The system generates this message for every statement issued.
50	Delinquency Fee Applied	The system generates this message when a delinquency fee was processed and approved.
51	Delinquency Fee Rejected	The system generates this message when a delinquency fee was pending, but then was rejected.

If your business requires you to track other activities, you can create new activity codes and manually add activity messages as necessary.

► To add activity type codes

From the Credit & Collections Setup menu (G03B411), choose Credit/Collections Activity Codes.

1. On Work With Activity Setup, click Add.
2. On Activity Setup, complete the following fields and click OK:
 - Activity
 - Description
 - Default Priority

Caution

The system will not automatically process activity messages for new activity codes that you create.

► To add account activities

From the Credit/Collections Management menu (G03B15), choose Account Activity Log.

1. On Account Activity Log, click Add.
2. On Activity Messages, complete the following fields:

- Activity Type
- Customer Number
- Company
- Remark
- Activity Date
- Amount 1

This field might have special significance if you add an activity for an activity type that the system uses to generate activity messages. For example, if the activity type is 21 (Over Credit Limit), this field represents the amount by which a customer has exceeded their credit limit.

- Amount 2

This field might have special significance if you add an activity for an activity type that the system uses to generate activity messages. For example, if the activity type is 21 (Over Credit Limit), this field represents the current credit limit.

- Activity Priority

This field controls the order in which activities appear on the Account Activity Log form.

3. To add a comment or message about the activity, use the text box.
4. Click OK.

Account Balance Inquiry

When managing customer accounts for collection purposes, you can quickly access and review various types of accounts receivable information that facilitate decision making and customer analysis. For example, you might want to review the open balance of a customer's account as of a certain date, or the amount of the customer's balance that is past due.

When you run the Credit Analysis Refresh program (R03B525), the system updates account information in the Credit and Cash Management table (F03B15) and displays the records by customer and company on the Account Balance Inquiry form. The system displays account information in order by company. The record for company 00000 represents the total of all other company records.

The system calculates the open amount by adding the amounts in the following fields:

- Amount Past Due
- Unapplied Amount

- Future Due
- Credits Entered

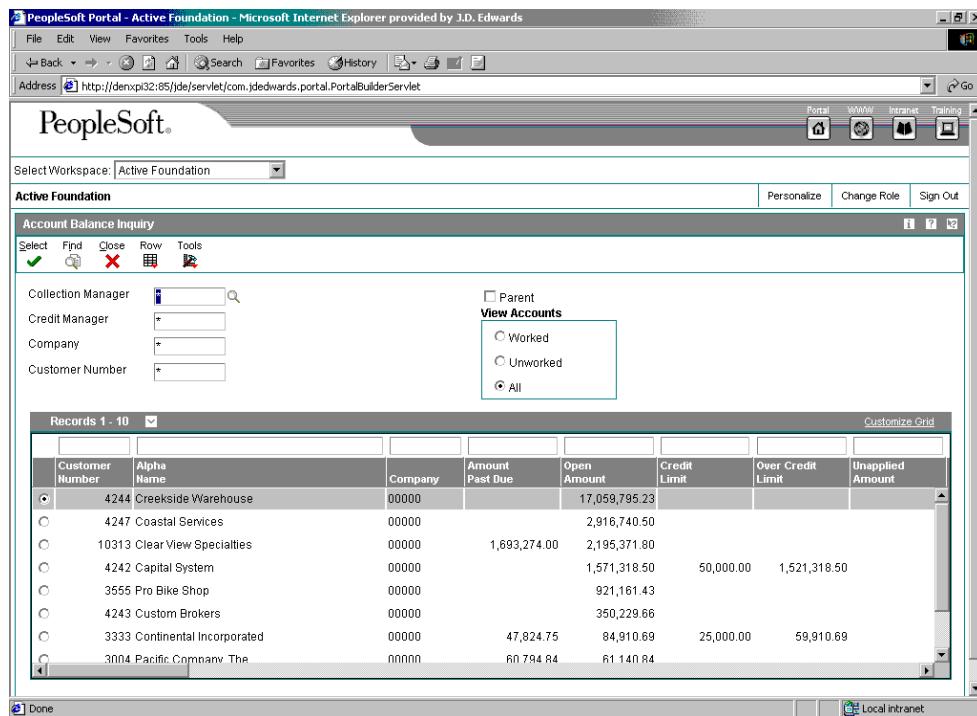
When reviewing account balance information, the system displays the account's status as of the last time you ran Credit Analysis Refresh, but you can also enter a specific date for the system to recalculate aging information for online display. For example, you can specify today's date to review account information as current as today.

See Also

- *Credit Analysis Refresh*
- *Managing Account Activities*
- *Working Accounts Using Account Balance Inquiry*
- *Working Accounts Using Workflow Management*

► To review accounts using Account Balance Inquiry

From the Credit/Collections Management menu (G03B15), choose Account Balance Inquiry.



1. On Account Balance Inquiry, click Find to display information for all accounts, or complete the following fields to limit the information that the system displays and click Find:
 - Collection Manager
 - Credit Manager

- Company
- Customer Number

The system displays account information in order by company; therefore, you must complete the Customer Number field to see account information for all companies together, or change the display sequence for the detail portion of the form.

2. To limit your display to parent records only, turn on the following option:

- Parent

When using the Parent option, you can view the child accounts summarized and displayed with the parent record. The Account Balance Inquiry form shows parent/child information for one generation. Use Parent/Child Balance Inquiry program (P03B151) to view multiple generations of parent/child relationships.

3. To limit the accounts that display by whether they have been worked, click one of the following options and click Find:

- Worked
- Unworked

For information about working an account, see the task *To work an account for collection*.

Note

The system displays amounts for non-zero companies in the currency assigned to the company record. The system displays amounts for company 00000 in the currency assigned to the customer record in the A/B Amounts Code field (CRCA).

4. To review account information as of a specific date, choose the account and then choose Real Time Aging from the Row menu.

The screenshot shows a PeopleSoft application window titled "Real Time Aging". The form has fields for "Address Number" (4244) and "Company" (J.D. Edwards & Company). The "Age as of Date" is set to 06/30/05. The "Totals" section shows "Open Amount" as 17,059,795.23. The "Aging" table displays the following data:

Future	Current
3,110,541.83	13,949,253.40
1 - 30	
31 - 60	
61 - 90	
91 - 120	
121 - 150	
151 - 999	
Over 999	

5. On Real Time Aging, complete the following field:
 - Age as of Date
6. From the Form menu, choose Recalculate. The system recalculates and displays information based on the date that you entered.

Note

If you click OK on the Real Time Aging form, the system displays the new aging information on the Account Balance Inquiry form, but does not update the Credit and Cash Management table (F03B15). When you reinquire on the Account Balance Inquiry form, the system does not display the recalculated information.

7. Click Cancel.

Working Accounts Using Account Balance Inquiry

You can use the Account Balance Inquiry program (P03B218) to work your customer accounts for collection. When you work an account, you enter a promise message that details the account activity, such as the person you contacted, the date you contacted them, and the terms of their promise to pay. You enter promise messages to better manage collection reminders, customer communications, and future actions.

When you enter a promise message, you also enter a tickler date. The system suspends all messages until the tickler date has passed. Based on the tickler date, the system generates a workflow message to notify you that the account requires attention.

The system considers an account worked only:

- When you enter a promise (activity type 30 only)
- Until the account reaches the tickler date, and
- You run the Credit Analysis Refresh program (R03B525)

You can display accounts that you have worked at any time by using the Worked option on the Account Balance Inquiry form.

The system displays an account record for each company for which the customer has invoices entered, as well as a summary record for company 00000, which reflects the total of all companies. To work all accounts for the customer, you must work every account for each company. Although working the account for company 00000 does not work the account for all companies for that customer, you could work company 00000 to indicate that all companies for that customer are worked. For example, you could limit your search to records for company 00000, and then work those records only.

Note

If you enter a promise message directly from the Account Activity Log program and not through the Account Balance Inquiry program, the system still considers the account worked.

See Also

- *Managing Account Activities*
- *Working Accounts Using Workflow Management*

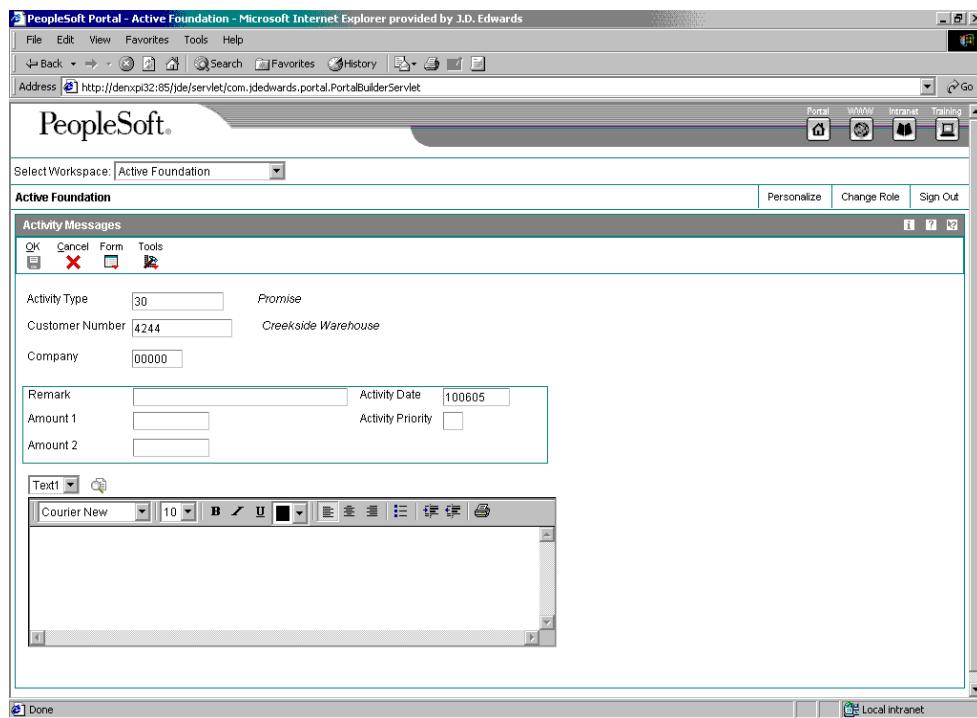
► To work an account for collection

From the Credit/Collections Management menu (G03B15), choose Account Balance Inquiry.

1. On Account Balance Inquiry, follow the steps to review an account. See the task *To review accounts using Account Balance Inquiry*.
2. Choose the account, and then choose Promises from the Row menu.
3. On Account Activity Log, click Add.

Note

The system preloads activity type 30. You must use this activity type to work an account.



4. On Activity Messages, complete the following field:

- Activity Date

This is the tickler date that the system uses when you run Credit Analysis Refresh. The system updates the account as worked until the tickler date. When you run Credit Analysis Refresh on or after the tickler date, the system returns the account to an Unworked status so that you can review the account again.

5. Complete the following optional fields:

- Remark
- Activity Priority

This field controls the order in which activities appear on the Account Activity Log form.

6. In the detail area, enter the necessary text for the promise message and click OK.
7. On Account Activity Log, click Find to refresh the account information on the form.

Note

The Amount fields are used for activities other than promises, such as delinquency notices and fees. You can leave these fields blank, or use them as needed.

Working Accounts Using Workflow Management

To manage customer accounts for credit and collection purposes, you must be notified of the events associated with an account that require immediate attention. For example, the collections manager should be notified when a customer's account becomes delinquent to determine whether to assess delinquency fees on overdue invoices or to generate delinquency notices.

To accomplish this notification ability, the Accounts Receivable system provides several queues within the Enterprise Workflow Management system that let you receive and respond to messages about specific Accounts Receivable tasks. From these system-generated messages, you can access the appropriate application for action. This enables the credit manager or collections manager to efficiently perform the tasks necessary to work an account.

The following queues are set up in the Accounts Receivable system to facilitate the credit and collections workflow messages that are produced from the Credit Analysis Refresh program (R03B525):

Collection Management	<p>This queue is for messages that alert the collection manager that an account needs to be reviewed for collection reasons. The system-generated messages within this queue are a result of the delinquency policies that you set up for the customer. The system uses the following messages for collections:</p> <ul style="list-style-type: none">• Collection Review Required• External Collections Recommended <p>Within the delinquency policy, you define the rules that the system applies to delinquent accounts to determine whether an action is required. An action might be to create late fees or delinquency notices, or to simply mark the account for review.</p>
Credit Management	<p>This queue alerts the credit manager when an account is over its credit limit, the credit limit was changed, or it is past the credit review date.</p> <p>From this workflow message, the credit manager can access the Credit Inquiry form to review and update the customer's credit limit.</p>
Delinquency Notice Approval	<p>This queue enables the collections manager to review the delinquency notices that the system generates before sending them to the customer.</p> <p>From this workflow message, the collections manager can access detailed information to help determine whether to approve or reject the notices. The system stores the amount of the notice and the total amount past due with the message.</p>
Delinquency Fee Approval	<p>This queue enables the collections manager to review the delinquency fees that the system calculates on overdue account balances.</p> <p>From this workflow message, the collections manager can access detailed information to help determine whether to approve or reject the delinquency fees. The system stores the amount of the delinquency fee and the total amount past due with the message.</p>
Promises, Promises	<p>This queue alerts the credit or collections manager of the promise messages entered for the customer, based on the tickler date. For example, a promise message might consist of a conversation between the collections manager and the customer about overdue invoices and when payment is expected.</p> <p>You cannot update the promise message from the workflow message. To do so.</p>

	you must use the Account Activity Log.
--	--

If the account has a tickler message, but no longer has a past due balance, the system does not display the account for review. When the past due balance is paid, the account is considered closed.

► **To work accounts using Workflow Management**

From the Workflow Management menu (G02), choose Employee Work Center.

1. On Work Center, to locate the mailbox queues having mail for the credit and collections manager, complete the following fields and click Find:

- Address Number
- Tickler Date

2. Expand the Credit Management queue to view all credit messages.

The system displays the first credit message.

3. To work accounts from the Work Center, click the OneWorld icon.

Depending on the message, the system displays the appropriate form. For example, if credit approval is required, the system displays the Workflow Approval form. If the customer exceeds his credit limit, the system displays the Credit Inquiry form.

You can delete the workflow message when you are finished.

See Also

- *Working with Queues* in the *Foundation Guide* for more information about queues

Account Status Summary

You use Account Status Summary to review pertinent information from various tables in the Accounts Receivable System to help you manage your credit and collection activities. The following table identifies the source of the information.

Table	Fields
-------	--------

A/R Statistical Summary (F03B16S)	<ul style="list-style-type: none"> First Invoice Date Last Invoice Date Last Amount Applied Date Last Paid Weighted Avg Days Late Percent of Amount Paid Late High Balance High Balance Date
Credit and Cash Management (F03B15)	<ul style="list-style-type: none"> Over Credit Limit As of Date Open Past Due Unapplied All Aging Categories
Customer Master by Line of Business (F03012)	<ul style="list-style-type: none"> Account Opened Currency Code Credit Limit Next Credit Review Payment Terms Temporary Credit Message
Other Fields	<ul style="list-style-type: none"> Contact <p>The system displays the name that is set up in the Who's Who record for the customer that has a type code B.</p> Prefix and Phone Number <p>The system displays the phone number that is set up for the contact.</p>

► **To review accounts using Account Status Summary**

From the Credit/Collections Management menu (G03B15), choose Account Balance Inquiry.

1. On Account Balance Inquiry, follow the steps to review an account.

See the task To review accounts using Account Balance Inquiry.

2. Choose the account and click Select.

3. To see the invoice pay items that make up each aging category, click the button to the right of the aging category. The system displays the invoices on the Work with Customer Ledger Inquiry form.

Note

You cannot review invoice pay items if you choose to review accounts by parent. The buttons to the right of the aging categories are disabled when the Parent option is turned on.

Reviewing Parent/Child Account Balances

When reviewing a customer's account, you can review account balance information for a parent account and its associated children. For example, you might want to research the total open amount of a child account or whether that child account has exceeded its assigned credit limit.

If you choose to review the balances of a parent account, the system does not limit the information that it displays to the immediate children accounts. You can view account balances for grandchildren, great grandchildren, and so on. The total open amount for the parent includes all of its associated children's account balances.

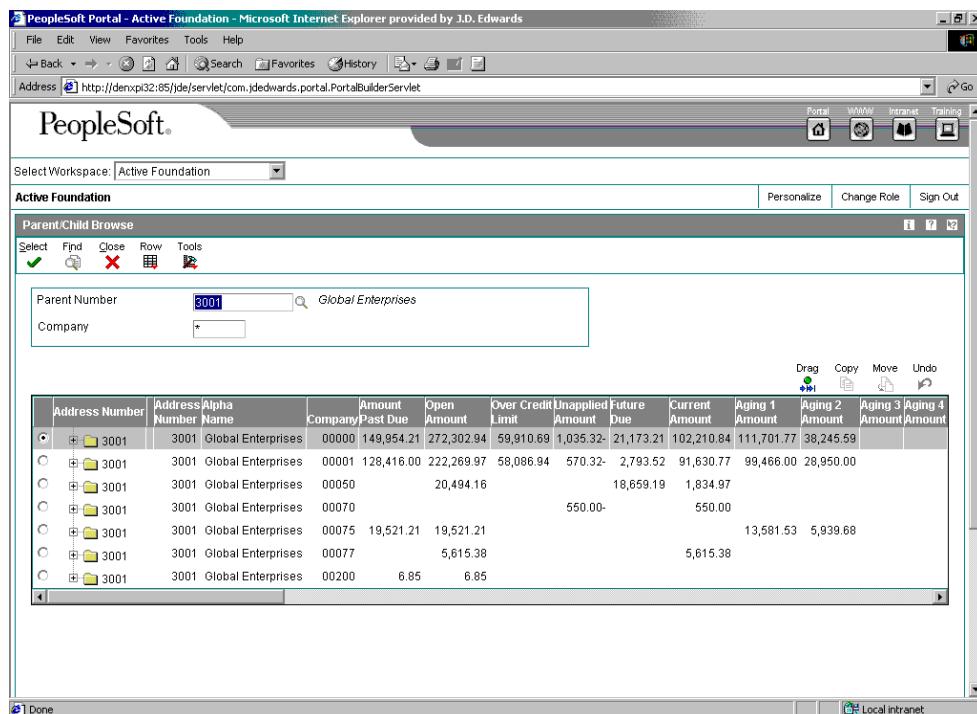
The Parent/Child Balance Inquiry program (P03B151) uses a tree structure to display parent/child relationships. The system uses information that is stored in the Credit and Cash Management table (F03B15).

Before You Begin

- ❑ Set up the necessary parent/child relationships on the Customer Master Revisions form.
- ❑ Run Update A/R from Address Book (P03B802) to update any changes to the parent number on Customer Ledger records (F03B11).

► To review parent/child account balances

From the Credit/Collections Management menu (G03B15), choose Parent/Child Balance Inquiry. .



1. On Parent/Child Browse, click Find to display account balance information, or complete the following fields to limit the information that the system displays, and then click Find:
 - Parent Number
 - Company
2. To display children and associated grandchildren for a parent account, double-click the appropriate file folder in the Address Number explorer.
3. To review account information by parent or child, choose the account and access any of the following applications from the Row menu:
 - Periodic Stats
 - Customer Master
 - Activity

4. To display summarized account status information, choose the appropriate account and click Select.
-

Note

The system displays amounts for non-zero companies in the currency assigned to the company record. The system displays amounts for company 00000 in the currency assigned to the customer record in the A/B Amounts Code field (CRCA).

Generating Delinquency Notices

From the Statement Reminder Processing menu (G03B22), choose Print Delinquency Notices.

You create delinquency notice records by running the Print Delinquency Notices version of the Credit Analysis Refresh program (R03B525). This version has predefined processing options set for printing delinquency notices. The system generates notices based on the policy assigned to the customer.

If you set the Collection Manager Approval Required field in the policy, the collection manager must approve each notice before the system generates it for the customer. The system sends workflow messages to the collection manager defined in the customer record. The collection manager can access the Work with Delinquency Approval form from these messages to approve or reject the notices. If a manager does not need to approve notices, the system creates a spooled file for printing them.

You can generate notices in either proof or final mode:

- Proof Mode – The system prints notices and designates them as PROOF. The system deletes the records that the system temporarily generates to print the notices from the A/R Notification History (F03B20) and A/R Notification History Detail (F03B21) tables.
- Final Mode – The system prints notices and updates the A/R Notification History (F03B20) and A/R Notification History Detail (F03B21) tables. The system also updates the following fields on the invoice records in the Customer Ledger table (F03B11):
 - Date of Last Sent Reminder field (RDDJ)
 - Number of Reminders Sent field (RMDS)

When you print delinquency notices, the system:

- Includes only those invoices that are past due.
- Prints the letter applicable to the last aging category if invoices fall in different aging categories that would produce different letters. For example, if one invoice is 30 days past due, which would print Letter1, and another invoice is 90 days past due, which would print Letter3, the system prints Letter3 and lists both past due invoices.

Aging Information

You can specify aging based on the A/R constants or the processing options of the Print Delinquency Notices program (R03B525). The system uses the Date: Age As Of field in conjunction with the Date Type

and Aging Method fields to determine the appropriate aging category for the invoice. If the invoice is assigned to an aging category for which a delinquency policy has been established and it meets the condition of the policy, the system generates a notice. See *Setting the Processing Options for Credit Analysis Refresh* for detailed information about aging.

Data Selection and Data Sequencing

To use data selection to print notices for specific customers, use the Print Delinquency Notices program (R03B525), not the A/R Delinquency Notices Print program (R03B20).

Caution

If you modify the data selection to print specific notices, set the processing option to suppress updating the Credit and Cash Management table (F03B15). Otherwise, the system will update the table according to the data selection specified, which might compromise the collection manager's ability to perform daily collection activities.

The totals that print on the notices are dependent upon the correct data sequence; therefore, do not change the data sequence on the print program (R03B20) or the Print Delinquency Notices program (R03B525) when generating notices.

Before You Begin

- Ensure that you have a policy defined and attached to your customer record and that you have set up credit and collections information. See *Setting Up Credit and Collections Information*.
- Ensure that you have activated the Delinquency Notice option on the Accounts Receivable Constants form and on the Customer Master Revision form (Collection tab).

Considerations for Reprinting Delinquency Notices

Reprinting notices	<p>While reviewing delinquency notices, you might need to reprint one for a customer. To do this, choose the notice that you want to reprint on Work With Notifications, and then choose Reprint from the Row menu.</p> <p>Alternatively, from Notification Review Detail, choose Reprint from the Form menu, and then click Cancel.</p> <p>The system runs the print program when you exit the Work With Notifications form.</p>
Changing notification print information	<p>You can change the information that the system uses to print notices. For example, you can change the print program and the version that the system uses to reprint notices. To change notification print information, choose Print Information from the Row menu on the Work With Notifications form.</p>

► To review delinquency notices

You can review all past-due invoices for which notices have been generated. When reviewing past-due invoices, you can reprint the original notice as a replacement for a lost notice or print an additional copy for the customer.

From the Statement Reminder Processing menu (G03B22), choose Review Delinquency Notices

The screenshot shows the PeopleSoft Work With Notifications interface. At the top, there are search fields for 'Statement Number' (containing 'DL'), 'Customer Number' (containing '+'), and 'Notification Date' (containing '*'). Below these are buttons for 'Select', 'Find', 'Close', 'Row', and 'Tools'. A toolbar at the top right includes icons for Portal, WWW, Intranet, Training, Home, Help, Personalize, Change Role, and Sign Out. The main area displays a grid of records with columns: No Ty, Description, Customer Number, Name, Remit To Company, Description, Remit To Address, and Name. The grid contains 12 rows of data, mostly 'Statement' type notices for '150 Property Management Company' and '1001 J.D. Edwards & Company'.

No Ty	Description	Customer Number	Name	Remit To Company	Description	Remit To Address	Name
<input type="checkbox"/>	DL Delinquency Notice	150 Property Management Company	00050	Project Management Compan	50 Project Mana		
<input type="checkbox"/>	ST Statement	150 Property Management Company	00001	Financial/Distribution Compa	1 Financial/Di		
<input type="checkbox"/>	ST Statement	150 Property Management Company	00001	Financial/Distribution Compa	1 Financial/Di		
<input type="checkbox"/>	ST Statement	150 Property Management Company	00001	Financial/Distribution Compa	1 Financial/Di		
<input type="checkbox"/>	ST Statement	150 Property Management Company	00001	Financial/Distribution Compa	1 Financial/Di		
<input type="checkbox"/>	DL Delinquency Notice	1001 J.D. Edwards & Company	00001	Financial/Distribution Compa	1 Financial/Di		
<input type="checkbox"/>	ST Statement	1001 J.D. Edwards & Company	00001	Financial/Distribution Compa	1 Financial/Di		
<input type="checkbox"/>	DL Delinquency Notice	1001 J.D. Edwards & Company	00001	Financial/Distribution Compa	1 Financial/Di		
<input type="checkbox"/>	ST Statement	1001 J.D. Edwards & Company	00001	Financial/Distribution Compa	1 Financial/Di		

1. On Work With Notifications, complete one or both of the following fields:
 - Customer Number
 - Notification Date
2. Type DL in the following field of the QBE row to limit the notifications displayed to delinquency notices only:
 - No TyIf you leave this field blank, the system returns both statement and delinquency notice records.
3. Click Find.
4. Choose the notice that you want to review and click Select.

Review Delinquency Notices - [Notification Review Detail]

File Edit Preferences Form Window Help

OK Cancel New... Dis... Abo Links Sum... OLE... Internet

Customer	1001	Notification Date	8/31/05																																																																								
Open Amount	34,235.00																																																																										
Approval																																																																											
<input checked="" type="radio"/> Processed	<input type="radio"/> Pending	<input type="radio"/> Approved	<input type="radio"/> Rejected																																																																								
<table border="1"> <thead> <tr> <th>Inv Date</th> <th>Due Date</th> <th>Foreign Amt Open</th> <th>Open Amount</th> <th>Remark</th> <th>Base Curr</th> <th>Doc Number</th> <th>Do Ty</th> </tr> </thead> <tbody> <tr><td>6/10/05</td><td>6/10/05</td><td></td><td>35.00</td><td></td><td>USD</td><td>6</td><td>RB</td></tr> <tr><td>7/7/05</td><td>8/7/05</td><td></td><td>1,500.00</td><td></td><td>USD</td><td>1035</td><td>RR</td></tr> <tr><td>4/12/05</td><td>5/12/05</td><td></td><td>3,500.00</td><td></td><td>USD</td><td>1122</td><td>RI</td></tr> <tr><td>5/19/05</td><td>6/18/05</td><td></td><td>4,700.00</td><td></td><td>USD</td><td>1128</td><td>RI</td></tr> <tr><td>5/25/05</td><td>6/24/05</td><td></td><td>2,500.00</td><td></td><td>USD</td><td>1129</td><td>RI</td></tr> <tr><td>6/3/05</td><td>7/3/05</td><td></td><td>5,000.00</td><td></td><td>USD</td><td>1130</td><td>RI</td></tr> <tr><td>6/10/05</td><td>7/10/05</td><td></td><td>4,500.00</td><td></td><td>USD</td><td>1131</td><td>RI</td></tr> <tr><td>6/15/05</td><td>7/15/05</td><td></td><td>3,500.00</td><td></td><td>USD</td><td>1132</td><td>RI</td></tr> </tbody> </table>				Inv Date	Due Date	Foreign Amt Open	Open Amount	Remark	Base Curr	Doc Number	Do Ty	6/10/05	6/10/05		35.00		USD	6	RB	7/7/05	8/7/05		1,500.00		USD	1035	RR	4/12/05	5/12/05		3,500.00		USD	1122	RI	5/19/05	6/18/05		4,700.00		USD	1128	RI	5/25/05	6/24/05		2,500.00		USD	1129	RI	6/3/05	7/3/05		5,000.00		USD	1130	RI	6/10/05	7/10/05		4,500.00		USD	1131	RI	6/15/05	7/15/05		3,500.00		USD	1132	RI
Inv Date	Due Date	Foreign Amt Open	Open Amount	Remark	Base Curr	Doc Number	Do Ty																																																																				
6/10/05	6/10/05		35.00		USD	6	RB																																																																				
7/7/05	8/7/05		1,500.00		USD	1035	RR																																																																				
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6/15/05	7/15/05		3,500.00		USD	1132	RI																																																																				

5. Review detailed invoice information.
6. To review summarized invoice information by aging category, choose Summary from the Form menu.

PeopleSoft.

Select Workspace: Active Foundation

Active Foundation

Personalize Change Role Sign Out

Notification Summary

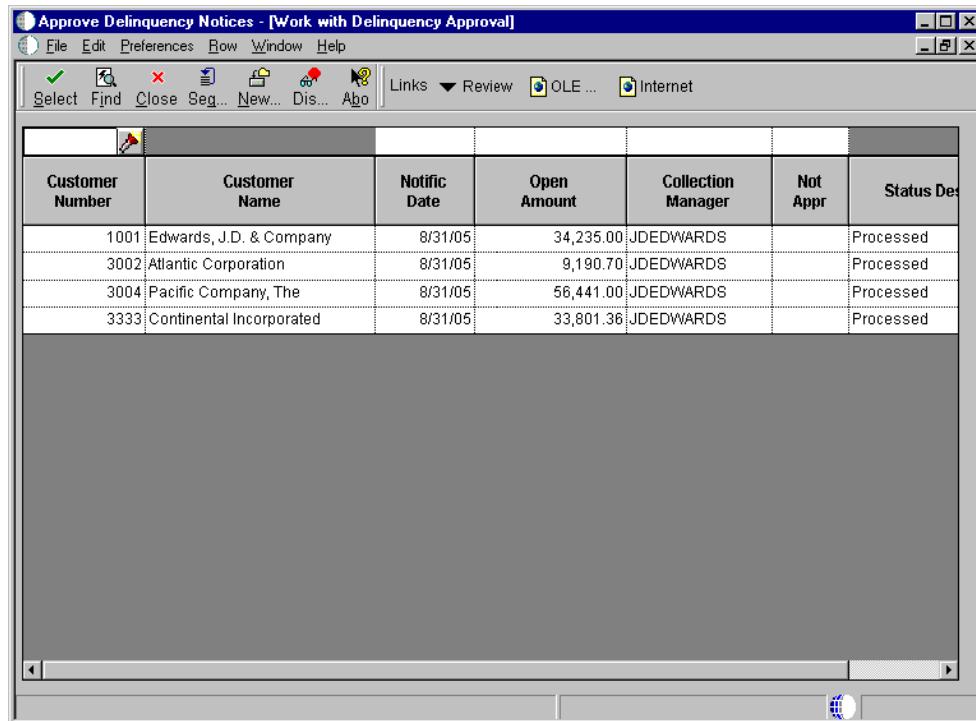
OK Cancel Tools

Notification Date	09/30/05	Aging Information	
Address Number	150	Future Amount	
Payment Terms	Net 30 Days	Current	
New Invoices	16,716.66	1 - 30	
Currency Code	USD	31 - 60	5,604.04
		61 - 90	
		91 - 120	
		121 - 150	11,112.62
		Over 150	

U.S. Dollar

► To approve delinquency notices

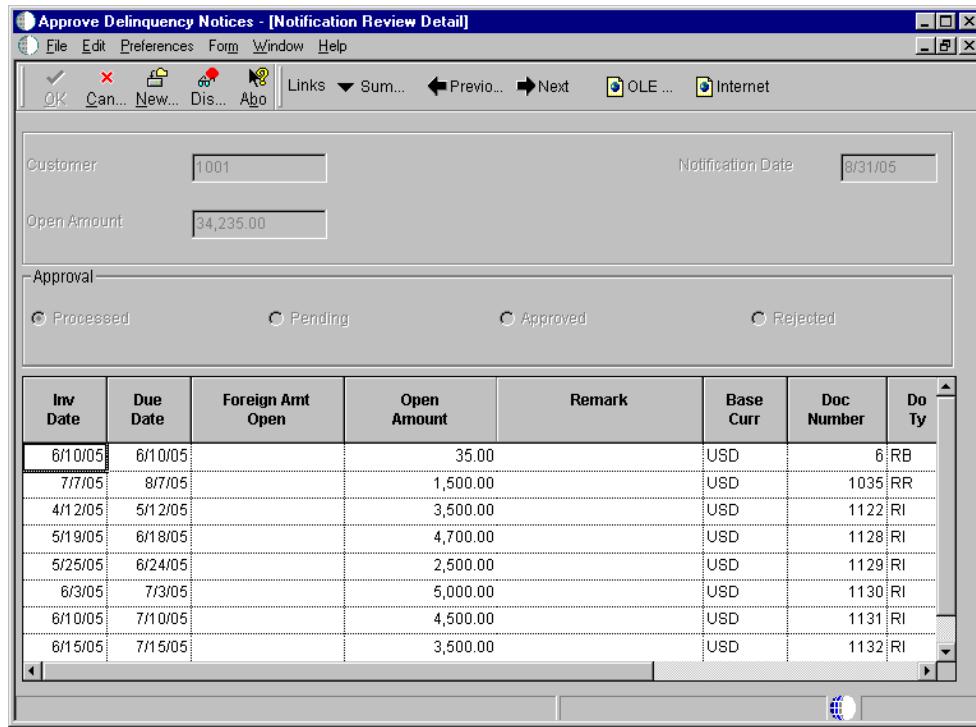
From the Statement Reminder Processing menu (G03B22), choose Approve Delinquency Notices.



1. On Work with Delinquency Approval, to review only delinquency notices that require approval, enter 1 in the following field of the QBE row:
 - Not Appr
2. Click Find.
The system reads the A/R Notification History table (F03B20) and displays all delinquency notices in a Pending status that meet your search criteria.
3. To review the delinquency notice before you approve it, choose the notice and click Select.

Note

If you do not need to review the delinquency notice, you can approve or reject it by choosing the option from the Row menu.



4. Review the information on the delinquency notice and click one of the following options:

- Approved
- Rejected

Caution

After you click OK to approve or reject a notice, you cannot choose a different option.

5. Click OK.

If you approved the notice, you must exit the Notification Review Detail and Work with Delinquency Approval forms for the system to generate the notice. The system runs the version of the notices print program that was specified in the processing options of the Print Delinquency Notices program (R03B525) at the time the notice was generated. You can verify this version on the Work With Notifications form when you choose the Review Delinquency Notices program (P03B202).

The system updates the appropriate fields in the Customer Ledger table (F03B11) and updates the status of rejected notices accordingly.

Processing Options for A/R Delinquency Notices Print (R03B20)

Remit To

-
1. If the remit to address should be used enter a '1', otherwise leave blank.
Use Remit to Address
 2. Determine if the account aging section should be included in this report, if account aging should be included, enter a '1'.
Use Account Aging
 3. Determine if the Currency Type should be printed on the report (1), or use the default line of TOTAL CURRENT BALANCE DUE (0).
Use Currency Type
 4. Determine if the Number of sent reminders will be included in this report '1', or if not leave blank.
Include Number of Reminders
-

Purging Statements and Delinquency Notices

From the Statement Reminder Processing menu (G03B22), choose Statement/Notification Purge.

When you consider statement or delinquency notice information to be obsolete, you can purge it. The Statement/Notification Purge program removes statement and delinquency notice records from the A/R Notification History (F03B20) and A/R Notification History Detail (F03B21) tables. The system does not write purged information to another table for archiving. If you want to retain purged information, keep a backup of your tables before purging them.

The system purges both statement and delinquency notices unless you specify a notification type in the data selection.

- To purge statements only, use the notification type ST.
- To purge delinquency notices only, use the notification type DL.

The system purges records based on the values in the Notification Date processing option and Number of Months processing option. This ensures that the system purges the correct information. If these two processing options are not used in conjunction with each other, the system reads the oldest value (either the date in the Notification Date processing option or the value in the Number of Months processing option) to purge the fewest number of records.

The system does not produce a report of the records purged.

Note

The purge program does not remove records with a future date. To remove all the records in the F03B20 and F03B21 tables, consider using a data file utility.

Processing Options for Statement/Notification Purge (R03B5010)

Date

Enter a Notification Date for the Purge. All Notifications less than or equal to this date will be removed. If left blank the date will default to todays date.

Notification Date

Enter the number of months of history that should be retained. Any records past this month, and older than the notification date will be removed.

Number of Months

Enter a '1' to run in the final mode. Default of blank will print report only.

Final Mode

Generating Delinquency Fees

From the Statement Reminder Processing menu (G03B22), choose Generate Delinquency Fees.

As part of your collection process, you can generate and approve delinquency fees. These fees are finance charges that you can assess on past-due open invoices or invoices that have been paid late.

You create delinquency fee records by running the Generate Delinquency Fees version of the Credit Analysis Refresh program (R03B525). This version has processing options set for generating delinquency fees. You can run this version in proof or final mode.

When you generate delinquency fees, the system:

- Uses aging begin days and aging end days in the policy to determine the number of days past the invoice due date (plus grace days, if applicable) to start generating the fee, and the rate to use for fee calculations.

If the invoice is unpaid when subsequent fees are generated, the system uses the last fee date (LFCJ) from the invoice record, in conjunction with the aging begin days, to determine the start date for generating the fee. The system does not use grace days for subsequent fees.

- Uses the policy to determine whether to calculate the fee on open amounts, paid late amounts, or fees previously generated, such as a compound fee.

- Prorates fees by day using the following formula:

$$((\text{annual percentage rate}/\text{YYY}) \times .01) \times \text{invoice amount} \times \text{number of days late}$$

$$\text{YYY} = 365 \text{ days (or number of days in a year)}$$

- Generates one fee per customer and currency for all eligible invoices.
- Prints the A/R Delinquency Fee Journal.

If you run this program in proof mode, the system produces a Finance Charge Journal that details the invoices selected for a fee and the amount of the fee that will be generated when the program is run in final mode.

When you run the program in final mode, the system:

- Creates a delinquency fee document (document type RF) in the Customer Ledger table (F03B11) for the total amount of all fees generated for all eligible invoices for the customer.
- Creates a record in the A/R Fee Journal History table (F03B22) and the A/R Fee Journal History Detail table (F03B23).
- Updates the Last Fee Date (LFCJ) field in the Customer Ledger table (F03B11) and the Receipts Detail table (F03B14).

After you generate fee invoice records, you must post them. When you post fees, the system generates an Account Ledger record (F0911) using the AAI items RFC and RFD to determine the revenue account and receivables trade account to use.

If you turn on the option Collection Manager Approval Required in the policy, the collection manager must approve each fee before the system generates it for the customer. The system sends workflow messages to the collection manager defined in the customer record. The collection manager can access the Work With Delinquency Fee form from these messages to approve or reject the fees.

Credit Memos and Unapplied Receipts

The system considers credit memos and unapplied receipts when delinquency fees are processed. However, the system will not process a fee if the customer has an overall credit balance. The system processes a fee for the credit memo or unapplied receipt to offset the amount of a fee that is generated for an invoice. This process ensures that customers are not overcharged for invoices to which existing credit memos have been applied, and it negates the necessity of applying credit memos to invoices prior to generating fees.

Currency Fees

If you are using multicurrency, see *Related Topics for Review Statements* in the *Invoice and Receipt Currency in the Multicurrency Guide for Accounts Receivable and Accounts Payable*.

Taxes

You can include tax information on delinquency fee invoice records by using the processing options for the A/R Delinquency Fee Journal program (R03B22).

Late Payment Fees

The system compares the G/L date of the receipt record (F03B14) with the effective date of the policy (fee instructions) to determine which policy to use to retrieve the rate that it uses to calculate the fee.

Data Selection for Delinquency Fees

To generate fees for a specific customer or based on some other criteria, change the data selection in the Generate Delinquency Fees program (R03B525), not the A/R Delinquency Fee Journal program (R03B22).

Caution

If you modify the data selection to generate fees for specific customers, set the processing option to suppress updating the Credit and Cash Management table (F03B15). Otherwise, the system will update the table according to the data selection specified, which might compromise the collection manager's ability to perform daily collection activities.

See Also

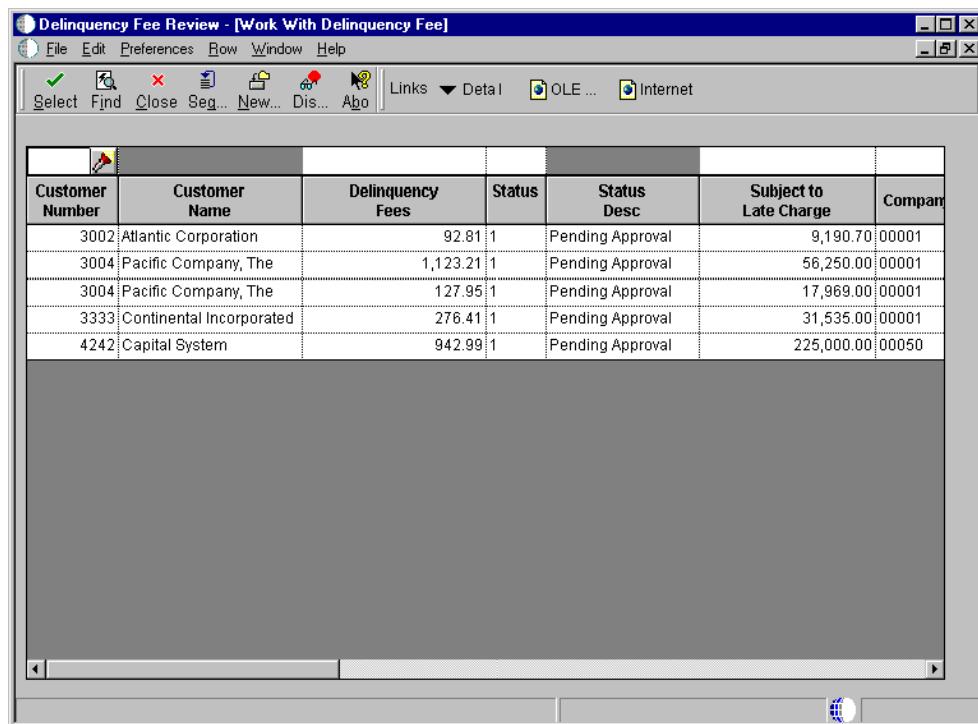
- ❑ [Setting Up Credit and Collections Information](#)

Before You Begin

- ❑ Set up AAIs RFC and RFD for delinquency fee processing.
- ❑ Ensure that you have turned on the Apply Finance Charges option on the Collection tab of the Customer Master Revision form.

► To review delinquency fees

From the Statement Reminder Processing menu (G03B22), choose Delinquency Fee Review.



1. On Work With Delinquency Fee, click Find to display all fees, or use the fields in the QBE row to narrow your search criteria to a specific customer or a specific status, and click Find.
2. Choose the fee that you want to review and click Select.

Delinquency Fees	Subject to Late Charge	Company	Document Number	Do Ty	Doc Co	Pay Itm	Base Curr
38.28	2,712.00	00001	1231	RI	00001	001	USD
27.01	2,976.70	00001	1232	RI	00001	001	USD
27.52	3,502.00	00001	1233	RI	00001	001	USD

In the header portion of the Delinquency Fee Detail form, the system displays the following information about the fee record from the A/R Fee Journal History table (F03B22):

- Delinquency Fee

This is the amount of the fee record (document type RF).

- Amount Subject to Charge

This is the total amount of the open invoices on which the fee was based.

- G/L Date

In the detail portion of the Delinquency Fee Detail form, the system displays the individual invoice pay items, open amounts, and fee amounts from the A/R Fee Journal History Detail table (F03B23):

- Delinquency Fees

This is the fee amount for the individual invoice record.

- Subject to Late Charge

This is the amount of the invoice on which the fee was based.

► To approve delinquency fees

From the Statement Reminder Processing menu (G03B22), choose Delinquency Fee Review.

1. On Work With Delinquency Fee, to display only those fees that require approval, enter 1 in the following field of the QBE row and click Find:

- Status

2. Choose the fee that you want to approve and click Select.

The Delinquency Fee Detail form displays each invoice and the amount of the fee generated for that invoice. For credit memos, the system generates a credit fee to reduce the total amount of the fee.

3. On Delinquency Fee Detail, review the information and click one of the following options:

- Approved
- Rejected

You cannot turn on the Error option. When the system turns on the Error option, you must go to the Work Center to locate and correct the error. Then you can approve the fee on Delinquency Fee Detail.

4. Click OK.

After you approve the fees and exit the Work With Delinquency Fee form, the system generates the delinquency fees. If you reject the fees, the system does not create delinquency fee records in the Customer Ledger table (F03B11); however, the system does update the Last Fee Date field (LFCJ) on the invoice records.

Therefore, if you have generated a fee in error, you might need to reset this date on the invoice to its original value.

Processing Options for A/R Delinquency Fee Journal (R03B22)

Taxes

1. If taxes are to be calculated in finance charges enter a '1'. If left blank, taxes will not be calculated on finance charges.
 2. If taxes are calculated, enter the tax explanation. If left blank, values will default from the Customer Master.
 3. If taxes are calculated, enter the tax rate/area. If left blank, values will default from the Customer Master.
-

Printing the Collection Report

From the Accounts Receivable Reports menu (G03B14), choose Collection Report.

To review a list of outstanding items for customers with past-due accounts, print the Collection Report. You can use this report to determine whether to consign specific invoices or customers to an external collection agency.

For invoices to be eligible for external collections, you must turn on the Collection Report option on the customer master record. Additionally, you must run the Update A/R from Address Book program (R03B802) to update the Collection Report field (RPCOLL) to Y on the customer's existing open invoice records (F03B11). The collection report selects invoices based on the value of this field. The system automatically updates this field to Y on any new invoices entered for the customer.

You can run the collection report in proof or final mode. If you run the report in final mode, you must enter a collection reason code in the processing options. The system updates the Collection Reason Code field (RPCORC) with the reason code that you enter for the invoice records selected to print on the report. You can use data selection to limit the invoices that appear on the report or to exclude customers who might be eligible.

The report lists both the gross and open amounts of the invoice in the domestic and foreign currency.

Note

The system does not automatically turn off the Collection Report option on the customer record after you print the collection report. You must manually turn off the option when appropriate.

See Also

- Setting Up Policies* for information about notification instructions.
- Creating Customer Records* for information about updating collection information on the customer record.

Processing Options for Collection Report (R03B461)

Mode

1. Enter a '1' to run in Final Mode. Default of blank will run in Proof Mode.
 2. Enter in the Collection Reason Code. If report is run in Final Mode, the Collection Reason Code is required.
-

Revising Credit Information

When you review and revise credit information, you locate an account to determine whether the account is over its credit limit or past its credit review date.

You can use fields in the QBE row to locate all the customer records that have a credit limit equal to or greater than a specific value. You can also locate customer records that have a credit review date for the current month, or a specific credit message.

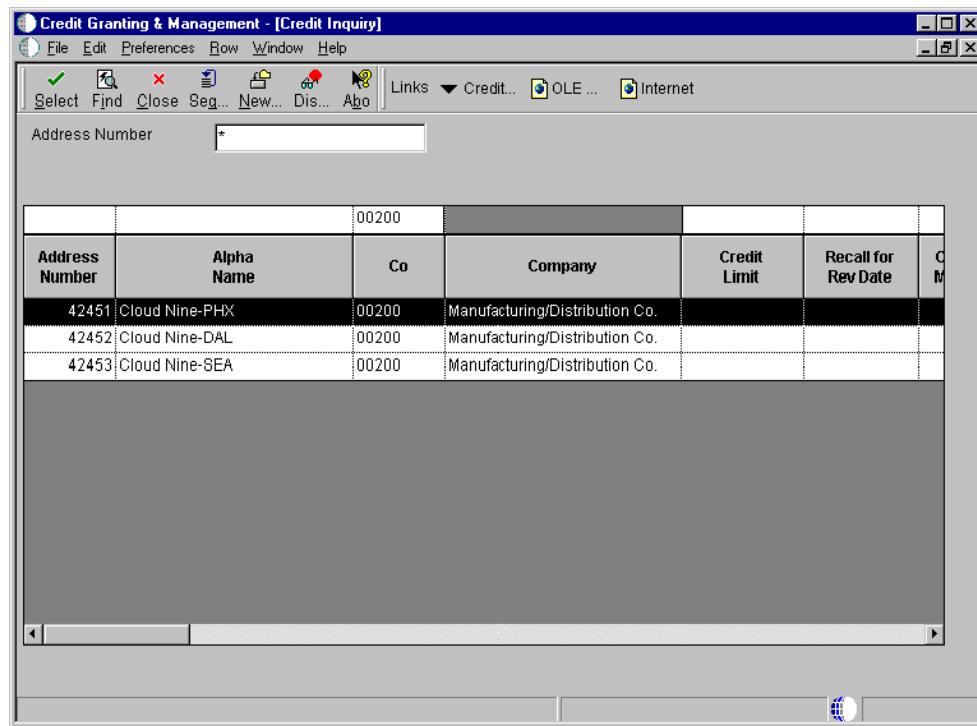
The system displays information from the Customer Master by Line of Business table (F03012) on the Credit Inquiry form. The system displays each record that is set up by company. If you do not use line of business processing, the system displays information for the company 00000 record only.

See Also

- Working Accounts Using Workflow Management*
- Entering Credit and Collections Information*

► To revise credit information

From the Credit/Collections Management menu (G03B15), choose Credit Granting & Management.



Address Number	Alpha Name	Co	Company	Credit Limit	Recall for Rev Date	CM
42451	Cloud Nine-PHX	00200	Manufacturing/Distribution Co.			
42452	Cloud Nine-DAL	00200	Manufacturing/Distribution Co.			
42453	Cloud Nine-SEA	00200	Manufacturing/Distribution Co.			

1. On Credit Inquiry, click Find to display all accounts, or complete the following field to limit the information that the system displays, and click Find:
 - Address Number
2. To revise or complete new credit information, choose the customer and click Select.

The screenshot shows the PeopleSoft Customer Master Revision screen. The 'Select Tab' dropdown is set to 'Credit'. The screen includes fields for Customer Number (3333), Long Address Number, Company (00000), and various credit-related fields such as Credit Limit (26,000.00), Credit Manager (CR02), Credit Message, Temporary Credit Message, Person Opening Account (BW5482707), Last Reviewed By, Financial Stmtns on Hand, Dun and Bradstreet Date, Experian Date, Recall for Review Date, Date of Last Credit Review, Date Account Opened (10/12/98), ABC Code Sales (Grade C), ABC Code Margin (Grade C), and ABC Code Average Days (Grade C).

3. Complete or change information in the following fields, and click OK:

- Credit Limit
- Credit Message
- Temporary Credit Message
- Recall for Review Date
- Date Account Opened
- Person Opening Account
- Financial Stmtns on Hand
- Dun & Bradstreet Date
- TRW Date

When you change the credit limit and click OK, the system displays a Workflow Pending Review notification window. Click OK to submit the workflow message for approval.

Creating Credit Reporting Tapes

From the Credit/Collections Management menu (G03B15), choose either TRW Credit Reporting Tape or Creditel Credit Reporting Tape.

Note

Use the TRW Credit Reporting Tape program to process tapes for Experian.

As part of managing credit information for your customers, you might need to send a magnetic tape of accounts receivable information to an outside credit agency. To do so, you must create the credit reporting tape.

When you create a credit reporting tape, the system:

- Updates the Credit and Cash Management table (F03B15), based on the processing options that you set.
- Reads information from the F03B15 table.
- Formats your customer's accounts receivable information to conform to the standards of the specific credit agency.
- Updates the Credit Reporting Tape – TRW table (F03B920) or the Credit Reporting Tape - CREDITEL table (F03B920C).

You are responsible for copying the Credit Reporting Tape table to the appropriate medium and sending it to one or more of the following credit agencies:

- TRW (Experian)
- Dun & Bradstreet
- CREDITEL

These credit agencies, in turn, process the tape and establish credit rating information about your customers.

The system clears the credit reporting tables each time the program is run. The system does not add records to the tables.

Technical Considerations

Submitting more than one version at the same time	If you try to submit more than one version of the Credit Reporting Tapes program, the system displays an error message because each version accesses the credit tape tables (F03B902 or F03B902C).
Creating credit tapes for multiple companies	To create a credit tape for multiple companies, set up separate versions of the create credit reporting tapes program.

Before You Begin

- Run the Update A/R from Address Book program (R03B802).
- Contact your credit-reporting agency to obtain any necessary information.
- Ensure that you have a tape drive available to create magnetic tapes.
- Run the Credit Analysis Refresh program (R03B525). Alternatively, you can set a processing option in the credit reporting tape program to run Credit Analysis Refresh prior to creating the tape.

Requirements for Credit Reporting Tapes

The following information describes the credit agency's requirements for credit reporting tapes:

TRW (Experian)	This credit agency requires that you: <ul style="list-style-type: none">Include all of your customers, regardless of their balances. You can set a processing option to include customers who have a zero balance. This ensures that the system includes those customers who pay on time or have no open amounts.Specify an SIC (Standard Industry Code) for the company for which you are submitting a tape. Set up the SIC for the customer in the customer master record.Enter the four-character business code that you obtain from TRW in the processing options.
Dun & Bradstreet	This credit accepts tapes that conform to the requirements of TRW. Use the TRW credit reporting tape program to process Dun & Bradstreet tapes.
CREDITEL	This credit agency has no special requirements.

Values in the Credit Reporting Tape – TRW table (F03B920)

The following tables describe the values that the system writes to the Credit Reporting Tape - TRW table (F03B920) when you run the TRW Credit Reporting Tape program (R03B920). The information is concatenated for the three record types.

Note

The values used for Experian are the same as the values used for TRW.

A Record

Description	Size
"A"	1
Processing Option Contributor Number	6
"C75001"	6
Spaces	157
System Date	6
"TRW CONTRIBUTOR FILE"	20
Spaces	154

C Record

Description	Size
"C"	1
Processing Option Contributor Number	6
Processing Option Category Code	4
Customer Name	40
Parent Name	40
Customer Address Line 1	30
Customer Address Line 2	30
Company SIC Code	4
Space	1
"2"	1
Customer City	40
Customer Zip Code	10
Customer State	2
Spaces	3
Processing Option Cutoff Date	6
Customer Address Book Number	8
Industry Classification Code	4
Customer Phone Number	12
Spaces	4
Years Done Business	2
Date Last Invoiced (YYMM)	4
Payment Terms	7
"0"	1
High Balance	8
Processing Option Printed Amount Code	1

Open Amount	8
Space	1
Future Amount + Current Amount	7
Space	1
Aging Amount 1	7
Space	1
Aging Amount 2	7
Space	1
Aging Amount 3	7
Space	1
Aging Amount 4 + Aging Amount 5 + Aging Amount 6 + Aging Amount 7	7
Space	1
"000000"	6
Spaces	2
"000000000"	9
Spaces	13

Z Record

Description	Size
"Z"	1
Number of C Records	7
"0000000000"	10
Open Amount	10
Future Amount + Current Amount	10
Aging Amount 1	10
Aging Amount 2	10
Aging Amount 3	10

Aging Amount 4 + Aging Amount 5 + Aging Amount 6 + Aging Amount 7	10
Spaces	272

Values in the Create Credit Reporting Tape – Creditel table (F03B920C)

The following tables describe the values that the system writes to the Create Credit Reporting Tape – Creditel table (F03B920C) when you run the Creditel Credit Reporting Tape program (R03B920C). The information is concatenated for the three record types.

A Record

Description	Size
“ “	1
"A"	1
Processing Option Contributor Number	6
“ “	1
Cutoff date	6
System Date	6
"CREDITEL MEMBER A/R"	19
Spaces	219

D Record

Description	Size
"D"	1
"3"	1
Address Number	20
Alpha Name	40
Address Line 1	40
City	40
State	40
Postal Code	40
Years Done Business	2

" "	1
"00000"	5
" "	1
Amount Open	7
" "	1
Future Amount + Current Due	7
" "	1
Aging Amount 1	7
" "	1
Aging Amount 2	7
" "	1
Aging Amount 3	7
Spaces	5
Telephone Number	10
"0000000000"	10
Spaces	3

Z Record

Description	Size
" "	1
"Z"	1
Number of C Records	7
"000000000000"	12
Open Amount	10
Future Amount + Current Amount	10
Aging Amount 1	10
Aging Amount 2	10

Aging Amount 3	10
Spaces	224

Processing Options for TRW and Dun & Bradstreet Credit Reporting Tapes (R03B920)

Options

1. Contributor Number:
2. Business Category Code:
3. A/R Cutoff Date:
4. Printed Amount Code:
5. To rebuild the Credit/Cash Management File enter a version.

Version:

Processing Options for Creditel Credit Reporting Tape (R03B920C)

Company

1. Enter your CREDITEL membership number.

Membership Number

2. Enter the 'As Of Date to be used as the A/R cutoff date.

As of Date

Build

1. Enter the version to rebuild the A/R Credit/Cash Management workfile prior to creating the tape. If left blank the workfile will not be rebuilt.

Version

Updating Accounts Receivable Statistics for Customer Analysis

When you want to review account activity over several fiscal periods, as well as statistics such as delinquent Days Sales Outstanding (DSO), weighted average days late, average invoice amount, percent of invoices paid late, and so forth, you can run the Statistics History Update program (R03B16). In addition to providing statistical information about the performance of collections over a period of time, the system allows you to review multiple customer accounts simultaneously for comparison purposes.

Setting Up Credit and Collection Date Patterns

Before you can review customer account activity that occurred within a specific period of time, you must set up credit and collection date patterns. Date patterns represent the beginning date for the fiscal year and the ending date for each period in that year. The system uses the date patterns that you specify to process and display statistical information. For example, the system uses date patterns to calculate the:

- Total amount invoiced for a customer within a given period
- Amount and number of invoices paid late
- Amount and date of a customer's high balance
- Number of days that sales are outstanding (DSO)
- Aging information

You must set up credit and collection date patterns for each year that you have invoices and receipts on the system, and for the next fiscal year.

Date patterns provide flexibility and the ability to specify different periods for special reporting needs. You can set up an unlimited number of date patterns. For example, you might set up 52 periods to report a customer's status on a weekly basis, or you might want to review information based on a calendar year rather than a fiscal year.

If you do not specify a company when setting up credit and collections date patterns for a customer, the system uses the default information for company 00000 from the credit and collection date patterns. You must set up a date pattern for company 00000. You do not need to set up date patterns for each company. Instead, set up date patterns for those companies that have unique reporting requirements.

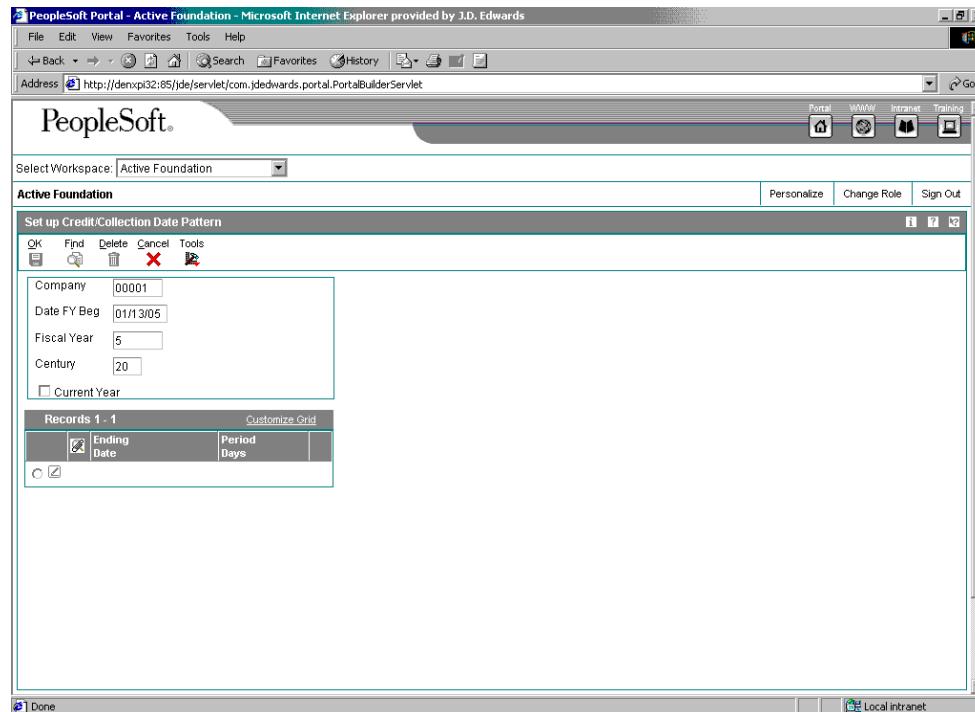
The system uses the credit and collection date patterns when you run the Statistics History Update program (R03B16) only. All other accounts receivable programs use the date patterns established for the company. The system stores credit and collection date patterns in the Credit/Collection Date Pattern table (F03B08).

Do not change your credit and collection date patterns after running the Statistics History Update program. You should make changes to your date pattern only when you can run the Statistical Purge Repost program (R03B163) to reset all the data in your A/R Statistical History (F03B16) and the A/R Statistical Summary (F03B16S) tables. See *Purging Statistical History Records*.

► To set up credit and collections date patterns

From the Credit & Collections Setup menu (G03B411), choose Credit/Collection Date Pattern.

1. On Work With Credit/Collection Date Patterns, click Add:



2. On Set Up Credit/Collection Date Pattern, complete the following fields:

- Company
- Date FY Beg
- Fiscal Year

When you run the Update Invoice Amounts process, the system automatically updates the fiscal year in the Credit and Collection date patterns.

- Century

Enter 19 to specify years that begin with 19 (1997, 1998, and so on), and enter 20 to specify years that begin with 20 (2001, 2002, and so on).

3. To set the current year, click the following option:

- Current Year

Note

You must specify one date pattern for the current year.

4. Complete the following field for each period in the pattern, and click OK:

- Ending Date

You can leave the Period Days field blank. The system automatically calculates this information for you.

Specifying UDCs for Minor Write-off and Bad Debt Amounts

When you run Statistics History Update (R03B16), the system accumulates amounts for the Minor Write-Off (MWO) and Bad Debt (DBDT) fields in the A/R Statistical History (F03B16) and A/R Statistical Summary (F03B16S) tables. The system determines the write-off amount with which to update each of these fields based on the value of the Special Handling field in UDC 03B/RC:

- If the value in the Special Handling field of the UDC table is 1, the system accumulates the write-off amount for the Minor Write-Off field.
- If the value in the Special Handling field is blank, the system accumulates the write-off amount for the Bad Debt field.

You specify the reason codes to associate with each field by updating the Special Handling field in the UDC table.

See Also

- *Customizing User Defined Codes in the Foundation Guide*

► To update the Special Handling field in UDC 03B/RC

Type UDC in the Fast Path field.

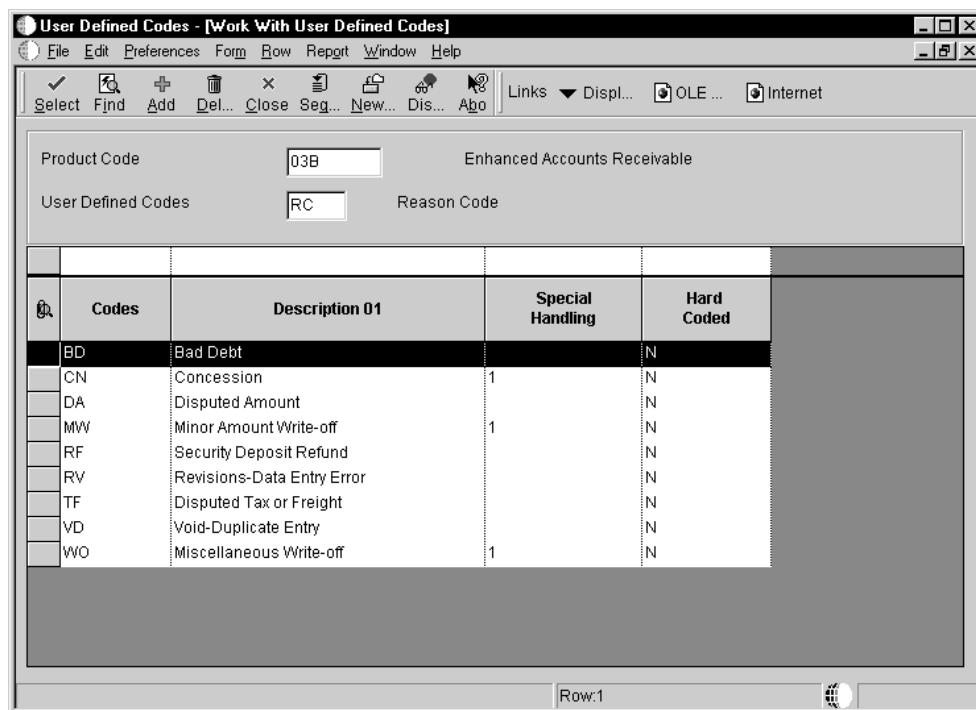
1. On Work With User Defined Codes, complete the following fields and click Find:

- Product Code

Type 03B

- User Defined Codes

Type RC



2. Choose the code that you want the system to update for the Minor Write-Off field and click Select.
3. Type 1 in the Special Handling field and click OK.
4. Repeat steps 2 and 3 for each code.

Updating Statistical Information

From the Credit/Collections Management menu (G03B15), choose Statistics History Update.

As part of your customer analysis activities, you can update statistical information about your customer accounts by running the Statistics History Update program. This enables you to review the activity of a customer's account for a specific period, which is helpful for trend analysis and cash forecasting. The update includes information about both closed and open transactions, such as:

- Invoice amount
- Days sales outstanding (DSO)

When you run this batch process, the system includes posted information only. The system also updates inception-to-date statistics for your customer accounts. This information is similar to the periodic statistics except that the system accumulates statistical information from the time the customer's account is opened. It includes the following type of information:

- Date of the first and last invoice
- Last receipt date

Running this batch process is time consuming. J.D. Edwards recommends that you run this process during off-peak hours.

When updating statistical information, the system gathers information from the following tables:

- Customer Ledger (F03B11)
- Invoice Revisions (F03B112)
- Receipts Header (F03B13)
- Receipts Detail (F03B14)

After the system gathers the information, it updates the A/R Statistical History (F03B16) and the A/R Statistical Summary (F03B16S) tables. See *Periodic Statistical Calculations* for more information about how the system updates fields in the F03B16 and F03B16S tables. The F03B16S records are a summary of a subset of F03B16 records. You define the subset by using processing options. The system stores summary information at the parent/child level. The parent record contains information that pertains to the account and all associated child accounts.

The system also updates the following fields in the Customer Master by Line of Business table (F03012):

- Invoiced This Year (ASTY)
The system updates this field using the Gross Amount (AG) of the invoice record in the Customer Ledger table (F03B11), regardless of whether the invoice has applicable taxes.
- Invoiced - Prior Year (SPYE)
- YTD Finance Charges (AFCY)
- Last Applied Amount (ALP)
- Date of First Invoice (DFIJ)
- Last Invoice Date (DLIJ)
- Date Last Paid (DLP)

Amounts are represented in the currency specified in the A/B Amounts Code field on the customer record.

After invoice and receipt information is included in the A/R Statistical History table, the system updates the processed records with 1 in the A/R Post to Cash Management (ISTC) field, which prevents the records from being processed a second time. If you do not want to include all posted transaction information in your statistical tables, you must update the ISTC field with a value of 1, using a data file utility. The ISTC field is located in the Customer

Ledger (F03B11), Invoice Revisions (F03B112), Receipts Header (F03B13), and Receipts Detail (F03B14) tables.

The system does not process R5 deduction records from the Receipts Detail table or RU (unapplied receipt) and R1 (draft) records from the Customer Ledger table.

Running Statistics History Update Successfully

- Set up credit and collection date patterns for company 00000 for all fiscal years for which you have invoices and receipts entered on the system.
- Post all invoices and receipts that you want included.
- Do not change the data selection or data sequence of the program.
- With the exception of calculating the high balance, do not change the processing options after you run the Statistics History Update program. See *Purging Statistical History Records* for information about starting over if you have run the program and want to change the processing options.

Technical Considerations

When you run the Statistics History Update program, the system creates a minimum of four records in the A/R Statistical Summary table (F03B16S) for each customer. For example, if you enter one invoice for customer 1234 for company 00001, the system creates the following records in the table:

- One record for the child information (RSPART = C) for the company that the invoice was entered against (RTCO = 00001).
 - One record for the child information (RSPART = C) for company 00000.
- The system uses the record for company 00000 to total the information for all company records.
- One record for the parent information (RSPART = P) for the company that the invoice was entered against (RSCO = 00001).

Even if you do not use parent/child relationships, the system still generates a parent record.

- One record for the parent information (RSPART = P) for company 00000 (RSCO = 00000).

The system uses the record for company 00000 to total the information for all company records.

If you had invoices entered for multiple companies, the system would generate additional records, one record for each company for both the child and the parent.

Before You Begin

- Set up credit and collection date patterns for company 00000.
- Post all invoices and receipts.
- Verify that the UDC values that you want to use to accumulate amounts for bad debt and minor write-offs are specified.
- If you are converting information from another system, you might want to run the Statistics Annual Close program (R03B161) to update the invoiced prior year amount. See *Statistics Annual Close*.

Aging Information on Periodic Statistics

The system obtains aging information that is displayed on the Periodic Statistics form differently from the way aging information is displayed on other forms, such as Account Balance Inquiry and Account Status Summary.

When you run the Statistics History Update program, the system uses the following criteria for aging invoices and displays the aging information for each period.

Aging Method	The system ages by fiscal periods that you define in the credit and collection date pattern.
Aging Date	The system uses the last day of each fiscal period that you define in the credit and collection date pattern.
Date Aging Based On	The system uses the value from the A/R constants (due date, invoice date, G/L date, or statement date).

Example:

Credit and Collection Date Pattern: Defined for a calendar year

Date Aging Based On: Invoice due date

Invoice entered for 2000 with a due date of June 15, 2005

When you run the Statistical History Update program on or after June 15, 2005, the amount of the invoice (2000) appears in the first aging category for the period ending June 30, 2005.

If the invoice is outstanding when you run the Statistical History Update program in July, the system displays 2000 in the first aging category for both the period ending June 30, 2005, and the period ending July 31, 2005. If the invoice is outstanding when you run the Statistical History Update program in August, the system displays:

- 2000 in the third aging category for the period that ends August 31, 2005
- 2000 in the second aging category for the period that ends July 31, 2005
- 2000 in the first aging category for the period that ends June 30, 2005

The following tables illustrate how the system displays aging information on the Periodic Statistics form after running the Statistical History Update program on a specific date:

June 15, 2005				
Period End Date	Aging Amount 1	Aging Amount 2	Aging Amount 3	Aging Amount 4
June 30, 2005	2000			

July 15, 2005				
Period End Date	Aging Amount 1	Aging Amount 2	Aging Amount 3	Aging Amount 4
July 31, 2005		2000		
June 30, 2005	2000			

August 15, 2005				
Period End Date	Aging Amount 1	Aging Amount 2	Aging Amount 3	Aging Amount 4
August 31, 2005			2000	
July 31, 2005		2000		
June 30, 2005	2000			

September 15, 2005				
Period End Date	Aging Amount 1	Aging Amount 2	Aging Amount 3	Aging Amount 4
September 30, 2005				2000
August 31, 2005			2000	
July 31, 2005		2000		
June 30, 2005	2000			

Processing Options for Statistics History Update (R03B16)

DSO

1. Enter DSO Calculation Method. (Blank = Count Back, 1 = Average Balance, 2 = Current Balance)

DSO Calculation Method

2. Enter number of periods used in Average Balance and Current Balance methods. (if left blank, the default is 3).

G/L Offset - Tax Area 1

Number of Periods

Balance

3. Calculate Ending Balance and DSO. ("1" = Calculate, Blank = Do not calculate)

Process Balance Flag

4. Calculate High Balance. ("1" = calculate High Balance, "blank" = do not calculate High Balance.)

Calculate High Balance

Roll Balance

5. Enter the number of days to be used to calculate the Statistical History Balance. If left blank, the Statistical History Balance will be inception to date.

Number of Days for Balance

6. Enter the date that the Statistical History Balance will be calculated thru. If left blank, today's date will be used.

Balance Thru Date

Reviewing Statistical Information

As part of your credit and collection activities, you can analyze the payment trends of a customer within a specific time period. For example, you can review the average number of days that a customer is late in paying an invoice or review the total amount invoiced for a customer. In addition, you can review the following types of statistical history:

- Date that the account was opened
- Amount and number of invoices paid late
- Amount and date of a customer's high balance

- Number of days sales are outstanding (DSO)

You can review statistical information by fiscal period, as defined in the credit and collection date pattern, or that is summarized based on the processing options that you set when you run Statistics History Update (R03B16).

The system displays statistical information for each customer by company and provides a total for all companies in the Company 00000 record.

The system stores summarized statistical information in the A/R Statistical Summary table (F03B16S) and period statistical information in the A/R Statistical History table (F03B16).

Note

The system does not update information from a previous period to the next period until at least one invoice is posted to that period. For example, if an invoice appears in an aging category for the period ending 6/30/01, it will not appear in the aging category for 7/31/01, even if the invoice is still outstanding, until at least one invoice is posted to the July period.

Before You Begin

- Run the Statistics History Update program (R03B16) to update the A/R Statistical History (F03B16) and A/R Statistical Summary (F03B16S) tables.

► To review statistical information

Use one of the following navigations:

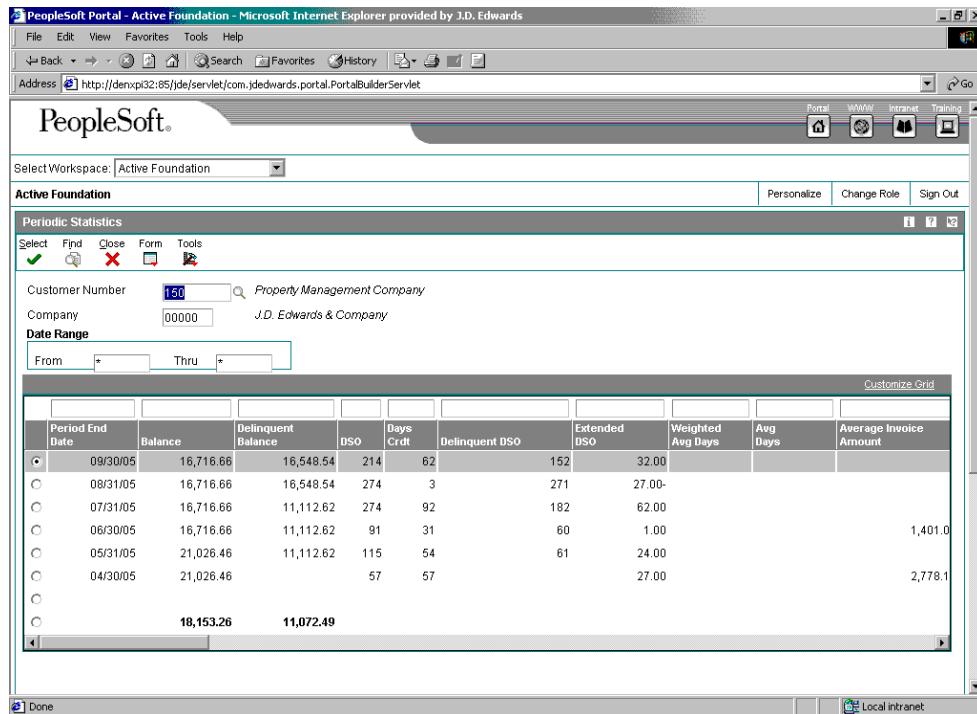
From the Credit/Collections Management menu (G03B15), choose Account Statistic History.

From the Customer Invoice Entry menu (G03B11), choose Account Statistical Inquiry.

The screenshot shows a Microsoft Internet Explorer window titled "PeopleSoft Portal - Active Foundation - Microsoft Internet Explorer provided by J.D. Edwards". The address bar shows the URL: "http://denxp132:85/jde/servlet/com.jdedwards.portal.PortalBuilderServlet". The main content area displays the "Account Statistical Summary" grid. The grid has columns: Customer Number, Customer Name, Co, Balance, High Balance Amount, Date of High Bal, Weighted Avg Days Late, Invoice Amount, Number of Invoices, Sales Amount, and Credit Ente. The first record is selected, showing "150 Property Management Cor 0000C 16,716.66 21,026.46 05/01/05 16,716.66 8 16,716.66". There are 10 records listed in total.

Customer Number	Customer Name	Co	Balance	High Balance Amount	Date of High Bal	Weighted Avg Days Late	Invoice Amount	Number of Invoices	Sales Amount	Credit Ente
<input checked="" type="radio"/> 150 Property Management Cor	0000C	16,716.66	21,026.46	05/01/05	16,716.66	8	16,716.66			
<input type="radio"/> 150 Property Management Cor	0005C	16,716.66	26,630.50	06/30/05	16,716.66	8	16,716.66			
<input type="radio"/> 1001 J.D. Edwards & Company	0000C	36,092.80	74,055.85	05/01/05	0.557887288-	23	87,820.85			
<input type="radio"/> 1001 J.D. Edwards & Company	00001	36,092.80	100,966.90	06/30/05	0.557887288-	23	87,820.85			
<input type="radio"/> 1540 DeAnna's Deli	0000C	3,500.00	3,500.00	07/01/05	1.000000000-	4	8,557.00			
<input type="radio"/> 1540 DeAnna's Deli	0015C	3,500.00	7,000.00	07/31/05	8,557.00	4	8,557.00			
<input type="radio"/> 3001 Global Enterprises	0000C	53,108.95	678,138.74	05/01/05	12.492448541-	28	84,482.23			
<input type="radio"/> 3001 Global Enterprises	00001	35,431.26	67,443.26	05/31/05	12.492448541-	20	68,007.23			
<input type="radio"/> 3001 Global Enterprises	0005C	17,677.69	619,907.48	07/01/05	17,677.69	8	16,475.00			
<input type="radio"/> 3002 Atlantic Corporation	0000C	47,426.47	92,323.30	06/30/05	16.000000000	6	75,323.30			

1. On Account Statistical Summary, click Find to display summarized statistical information for all accounts, or complete the following field to limit the information that the system displays and click Find:
 - Customer Number
2. To review information for parent records only, click the following option, and then click Find:
 - Parent
3. To review periodic statistics for an account, choose the account and click Select.



Note

On Periodic Statistics, the system displays each period on a separate line. The system displays the totals on the second to last line. The last line in bold, black text represents the average for the column. This average includes those periods that have no activity.

Statistics Annual Close

From the Period End Processing menu (G03B21), choose Statistics Annual Close.

You run the Statistics Annual Close program when:

- The fiscal year that you define in the Credit/Collection Date Pattern is complete.
- You have converted invoice information from another system and you want to establish a value for the Invoiced – Prior Year field (SPYE).

When you run Statistics Annual Close, the system:

- Recalculates the invoiced year-to-date amount and updates the Invoiced - Prior Year field (SPYE) with the amount. The system uses the value that you enter into the processing option for the fiscal year to determine the amount invoiced for the year.
- Clears the amount of the Invoiced This Year field (ASTY).
- Changes the designation of the current year in the Credit/Collection Date Pattern table. The fiscal date patterns designated for the current year are changed to a value

of 2 for the prior year. The date patterns established for the next fiscal year are set to the current year value of 1.

You can review the Invoiced This Year and Invoiced – Prior Year fields on the following forms:

- Account Statistical Summary form, which you access from the Account Statistic History program.
- Additional Customer Information form, which you access from the Customer Master Information program.

Before You Begin

- Verify that a credit and collection date pattern is set up for your companies for the next fiscal year. You must have a date pattern set up for company 00000.

Processing Options for Statistics Annual Close (R03B161)

Year

1. Enter the Fiscal Year to close.

Fiscal Year

Purging Statistical History Records

From the A/R Advanced & Technical Operations menu (G03B31), choose Statistical Purge Repost

When you run the Statistical Purge Repost program, the system:

- Removes records from the A/R Statistical History table (F03B16) based on your data selection.

Caution

Because the F03B16 table comprises company-specific totals and totals for all companies (company 00000), do not use Company in your data selection.

- Resets the value of the A/R Post to Cash Management field (ISTC) from 1 to 0 in the Customer Ledger (F03B11) invoice records and the Receipts Detail (F03B14) receipt records. Because changes to invoices are reflected in the F03B11 table, the system does not reset the value of the ISTC field in records in the Invoice Revisions table (F03B112).

You purge A/R Statistical History (F03B16) records when you want to start over, perhaps due to a change in the processing options. After the system removes the information from the F03B16 table and resets the status of the ISTC field, the program automatically reruns the version of the Statistics History Update program (R03B16) if specified in the processing options. Therefore, if you specify a version in the processing options of the Statistical Purge Repost program, you must have the processing options set correctly for the Statistics History Update program before you run the purge and repost. The system recalculates information in the A/R Statistical Summary table (F03B16S) based on the new values it generates for the F03B16 table.

Processing Options for Statistical Purge Repost (R03B163)

Options
1. To run the Statistical History Update following the purge, enter a version.
Version:
Dates

From Date
Thru Date

Accounts Receivable Reports

The Accounts Receivable system has two types of reports available: standard and analytical.

Printing Standard Reports

You print standard reports to review and manage open accounts receivable balances and aging information for:

- All customers
- A specific customer
- A specific category code
- Multicurrency amounts

When you print these reports, the system reads information from the following tables:

- Customer Master by Line of Business (F03012)
- Customer Ledger (F03B11)
- Receipts Header (F03B13)
- Receipts Detail (F03B14)

The processing time for these reports depends on the amount of history retained in these tables. You might want to print standard reports during off-peak hours.

Printing Analytical Reports

You print analytical reports to review and analyze information about:

- Totals by customer and pay status
- Collections, such as unresolved matters and accounts that require immediate attention
- Credit limits, such as assigned credit limit exceeded
- Customer trends and statistics, such as high balances and DSO (Days Sales Outstanding)

J.D. Edwards offers a variety of analytical reports that can help you analyze the transaction history and paying habits of your customers. You can determine the payment trends based on history. For example, you can print a report that shows the number of chargebacks or nonsufficient funds (NSF) receipts associated with a customer. The analytical reports enable you to identify potential problem accounts before doing further business with a customer.

The processing time for these reports depends on the amount of history retained in their corresponding tables. You might want to print analytical reports during off-peak hours.

See Also

- Open A/R Foreign Amounts Reports* in the *Multicurrency Guide for Accounts Receivable and Accounts Payable*.
- Open A/R Detail - Summarized with Currency Report (R03B413B)* in the *Multicurrency Guide for Accounts Receivable and Accounts Payable*.

Open A/R Detail - Summarized Report (R03B413A)

From the Accounts Receivable Reports menu (G03B14), choose Open A/R Detail - Summarized.

To review current summary information about your customer accounts, print the Open A/R Detail - Summarized report (R03B413A). The report has multiple versions to summarize information by:

- Company
- Parent
- A/B Category Code 01
- A/B Category Code 01 and Company
- A/R Category Code 01
- A/R Category Code 01 and Company
- Company Totals only

The totals and aging amounts reflect those transactions that you specify in the data selection for the report.

Processing Options for Open A/R Detail – Summarized Report (R03B413A)

Aging

1. Enter a 1 to retrieve the aging specifications from the A/R constants. If left blank, the processing options will be used for aging. NOTE: If selected, all other aging processing options will be ignored.

Age From Constants

2. Enter the As Of date to age open balances. If left blank, the current date is used as the default.

As Of Date

3. Specify one of the following dates to age accounts from: D = Due Date (default), I = Invoice Date, G = General Ledger Date, S = Statement Date.

Date to Age Accounts From

4. Specify one of the following methods for aging calculations: 1 = Aging Days (default), 2 = Fiscal Periods, 3 = Calendar.

Aging Method

Aging Days

5. Enter the aging days for each category (for aging method 1 only). Beginning 1:

Thru

Thru

Thru

Thru

Thru

Age Credits

6. Enter a 1 to age credits. If left blank, credits will be applied to the Current Aging Column.

Age Credits

Print Options

7. Enter a 1 to print the parent number on the report. If left blank, the parent number will not print.

Print Parent Number

8. Enter the category code number indicating which category code to print on the report. If a zero is entered no category code will print on the report. (FUTURE)

Category Code Number

9. Specify the system that is the source of the category codes: 1 = Address Book, 2 = Accounts Receivable. (FUTURE)

Source of Category Codes

10. Enter a 1 to print the credit limit for each customer listed on the report. If left blank, no credit limit will print. (FUTURE)

Print Credit Limit

Open A/R Detail with Remarks Report (R03B4201A)

From the Accounts Receivable Reports menu (G03B14), choose Open A/R Detail with Remarks.

To review open items such as invoices, credit memos, and unapplied receipts for every customer, print a version of the Open A/R Detail with Remarks report. This report includes the remarks that are associated with each pay item. For example, during invoice entry, you might enter a remark to describe the type of service or product in which the customer is being billed. This report shows totals for each company and a grand total for all companies.

You can run versions of this report that include:

- Discount information (A/R Details with Discounts, Net Amounts & Remarks).
- Retainages (Retainages Receivable).
- Receipts history (Customer Receipts History). This version includes both paid and open items for each customer. The information on this report version is similar to the information that you can view online using Customer Receipts Inquiry.
- Currency restatement (Currency Restatement). This version includes the currency in which the system recalculates amounts based on a processing option.

Note

If a receipt with a G/L date matches the "as of" date (and pays the invoice), this report does not consider the invoice as paid, and the report will show that the invoice is open.

Processing Options for Open A/R Detail with Remarks (R03B4201A)

Receipts

1. Enter a 1 to include receipt information on the report. If left blank, only invoices and unapplied cash will print. If receipt information is included, enter a 1 to include the receipts in the total for the original amount.

Print Receipts

Include Receipts in total for original amount

As Of Date

2. Enter the As Of Date. All amounts will be recalculated and displayed with values as they were on this date.

Date - Age as of
Currency

3. Enter the currency into which amounts will be recalculated and displayed. If left blank then amounts will be displayed in their domestic currency.
Currency Code -Restatement

What You Should Know About Processing Options

As Of Date	<p>Use this processing option to specify the "as of" date when you must produce a report as of a specific date. A common mistake is to use this date as the aging date, which dramatically increases report processing time.</p> <p>When using "as of" date processing, the system recalculates open invoice amounts as of the date you enter. The system reads the G/L date of the receipt to determine whether the invoice has been paid. If the G/L date of the receipt is after the "as of" date entered, the system considers the invoice open and includes it on the report. If the G/L receipt date is on or before the "as of" date entered, the system considers the invoice closed and does not include it on the report.</p> <p>For example, suppose you enter an invoice with a G/L date of 6/15/05 that is paid by a receipt with a G/L date of 7/10/05. If the "as of" date is 6/30/05, the invoice will show as open on the report. This is useful if a customer requests a report for a specific date or for a date other than the date that the report was originally processed.</p> <p>Note</p> <p>To determine whether an invoice was open as of a specific date, do not limit data selection using payment status or open amount. A demo version is provided for this purpose.</p>
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Open A/R Detail with Aging Report (R03B4201B)

From the Accounts Receivable Reports menu (G03B14), choose Open A/R Detail with Aging.

To review open A/R items for specific aging categories, print the Open A/R Detail with Aging report. This report shows totals for each company and a grand total for all companies.

Note

If the G/L date of the receipt is the same as the "as of" date, this report does not consider the invoice as paid, and the report will show that the invoice is open.

Processing Options for Open A/R Detail with Aging (R03B4201B)

Aging Tab

Use these processing options to specify how the Accounts Receivable system ages your customer's invoice information.

1. Aging Specifications

Blank = Use processing options

1 = Use company constants

Use this processing option to specify whether to retrieve the aging specifications and aging date from the Accounts Receivable constants. If you leave this field blank, the system uses the processing options for aging specifications (Date Calculation, Date Type, Aging Method, and Aging Categories). Valid values are:

Blank

Use the processing options.

1

Use the Accounts Receivable constants.

2. Date Calculation

Blank = Current date

Use this processing option to specify the date that you want the system to use to determine the aging category to which to assign open invoices. The system compares the date that you enter to the date on the invoice, as specified by the Date Type processing option, to determine the number of days the invoice is past due.

If you leave this processing option blank, the system uses today's date to age open invoices.

3. Date Type

Blank = Due date

1 = Invoice date

2 = G/L date

3 = Statement date

Use this processing option to specify the date on the invoice that you want the system to use to determine the aging category. The system compares the date that you specify to the value in the Date Calculation processing option to determine the number of days the invoice is past due. Valid values are:

Blank

Use the invoice due date.

1

Use the invoice date.

2

Use the G/L date.

3

Use the statement date.

4. Aging Method**1 = Aging days****2 = Fiscal periods****3 = Calendar**

Use this processing option to specify which aging categories the system uses to assign invoices. The system uses the date specified in the Aging Date processing option and the value specified in the Date Type processing option to calculate the aging for each invoice, and then assigns them to the aging category specified by this code. Valid values are:

1

Aging days. The system assigns invoices to the aging categories specified in the Aging Category 1 through Aging Category 6 processing options. The aging categories are user defined.

2

Fiscal periods. The system uses the fiscal periods defined by the date pattern assigned to the company record as the aging categories.

3

Calendar. The system uses each calendar month as an aging category.

5. Aging Category 1

Use this processing option in conjunction with the value specified in the Aging Category 2 processing option to specify the interval that the system uses for the Current aging category that prints on the report.

6. Aging Category 2

Use this processing option in conjunction with the values specified in the Aging Category 1 and Aging Category 3 processing options to determine the interval that the system uses for the Current and first aging category that prints on the report.

7. Aging Category 3

Use this processing option in conjunction with the values specified in the Aging Category 2 and Aging Category 4 processing options to determine the interval that the system uses for the first and second aging categories that print on the report.

8. Aging Category 4

Use this processing option in conjunction with the values specified in the Aging Category 3 and Aging Category 5 processing options to determine the interval that the system uses for the second and third aging categories that print on the report.

9. Aging Category 5

Use this processing option in conjunction with the values specified in the Aging Category 4 and Aging Category 6 processing options to determine the interval that the system uses for the third and fourth aging categories that print on the report.

10. Aging Category 6

Use this processing option in conjunction with the values specified in the Aging Category 5 processing options to determine the interval that the system uses for the fourth and fifth aging categories that print on the report.

11. Age Credits

Blank = Apply to current aging

1 = Age credits (default)

Use this processing option to specify whether to age credit memos according to the aging specifications, or to apply credits to the Current aging column that prints on the report.

Receipts Tab

1. Print Receipts

Blank = Invoices and unapplied

1 = Print receipts information

Use this processing option to print receipt information on the report. Valid values are:

Blank

The system prints only invoice and unapplied receipt information.

1

The system prints invoice, unapplied receipt, and receipt information.

2. Original Total

Blank = Original amounts

1 = Receipt amounts

Use this processing option to specify whether to include receipt amounts in the total of the Original Amount column at the end of the report. Valid values are:

Blank

The system prints the receipt amount in the Original Amount column but does not include the amount in the total for the column.

1

The system prints the receipt amount in the Original Amount column and includes it in the total for the column.

Date Tab

1. Date - As Of

Use this processing option to specify the date to use to recalculate the open amount invoices when you want to print an aging report that reflects how the invoices appeared on a prior date. The system compares the date that you enter with the G/L date of the receipt that paid the invoice to determine whether the invoice was open. For example, if an invoice is paid 6/30/05 (the G/L date of the receipt) and you enter 5/15/05 for this processing option, the system determines that on 5/15/05 the invoice was open and includes it on the report.

Note: Do not use data selection to specify a payment status or open amount. The system must review invoices that are currently paid to determine whether they were open as of the date specified. A DEMO version of the As Of Processing report is provided for your convenience.

Caution: The processing time for this report dramatically increases when you enter a date for this processing option.

Currency Tab

Use the Currency processing option to specify which currency the system uses to recalculate amounts.

1. Currency Code - Re-calculated

Blank = Domestic currency

Currency

Use this processing option to specify which currency the system uses to print amounts. All amounts are recalculated based on the exchange rate for the currency code. A valid exchange rate must exist in the Currency Exchange Rates table (F0015). If you leave this processing option blank, the system prints amounts in the domestic currency.

Insured Credit Limit Tab

Use these processing options to specify how the system displays insured credit limit information on the report.

1. Amount Open to be Exceeded

Blank = Print all records

Use this processing option to specify the amount to use to select invoices to print on the report. The system selects invoices with open amounts greater than or equal to the amount specified. If you leave this processing option blank, the system selects all records.

2. Currency Code of Amount Open

Blank = USD

Use this processing option to specify the currency to use for amounts that print on the report. The system displays all amounts in the currency specified. If you leave this processing option blank, the system prints amounts in USD currency.

3. Standard or Insured Credit Limit

Blank = Print all records

1 = Customers over standard credit limit

2 = Customers over Insured credit limit

Use this processing option to specify which open invoices to print on the report. Valid values are:

Blank

Print all open invoices for the customer.

1

Print only invoices that have an open amount greater than or equal to the credit limit of the customer.

2

Print only invoices that have an open amount greater than or equal to the insured credit limit of the customer.

Note: If the Open Amount to be Exceeded processing option contains a value (it is not blank), the system ignores this processing option.

What You Should Know About Processing Options

As Of Date	<p>Use this processing option to specify the "as of" date when you must produce a report as of a specific date. A common mistake is to use this date as the aging date, which dramatically increases report processing time.</p> <p>When using "as of" date processing, the system recalculates open invoice amounts as of the date you enter. The system reads the G/L date of the receipt to determine whether the invoice has been paid. If the G/L date of the receipt is after the "as of" date entered, the system considers the invoice open and includes it on the report. If the G/L receipt date is on or before the "as of" date entered, the system considers the invoice closed and does not include it on the report.</p> <p>For example, suppose you enter an invoice with a G/L date of 6/15/05 that is paid by a receipt with a G/L date of 7/10/05. If the "as of" date is 6/30/05, the invoice will show as open on the report. This is useful if a customer requests a report for a specific date or for a date other than the date that the report was originally processed.</p> <p>Note</p> <p>To determine whether an invoice was open as of a specific date, do not limit Data Selection using payment status or open amount. A demo version is provided for this purpose.</p>
Insured Credit Limits	<p>You can specify whether the report displays customers who have exceeded their standard credit limit or their insured credit limit, and specify the customer's currency of the open amount. This report does not read the insured credit limit at the Company 00000 level.</p>

Open A/R Summary Analysis Report (R03B155)

From the Accounts Receivable Reports menu (G03B14), choose Open A/R Summary Analysis.

When analyzing the status of your customer's accounts, you can print the Open A/R Summary Analysis report (R03B155). This report enables you to review the following types of information:

- Account balances at the parent or child level
- Open amounts and their associated aging categories

- Customers who have exceeded their standard credit limit at the customer and company level (based on how you set the processing options)
- Customers who have exceeded their insured credit limit
- Customers who are under their credit limit
- The customer's currency of open amounts
- Summary information at the company level

To update the appropriate date information, you must run the Credit Analysis Refresh program (R03B525). When you print the Open A/R Summary Analysis report, the system reads information from the Credit and Cash Management table (F03B15) and the Credit Insurance Table (F03B29).

Processing Options for Open A/R Summary Analysis (R03B155)

Insured Credit Limit Tab

1. Open Amount to be Exceeded

Blank = Print all records

Use this processing option to specify the amount to use to select invoices to print on the report. The system selects invoices with open amounts greater than or equal to the amount specified. If you leave this processing option blank, the system selects all records.

2. Currency Code of Open Amount

Blank = USD

Use this processing option to specify the currency to use for amounts that print on the report. The system displays all amounts in the currency specified. If you leave this processing option blank, the system prints amounts in USD currency only.

3. Standard or Insured Credit Limit

Blank = Print all records

1 = Print records over standard credit limit

2 = Print records over insured credit limit (company zero only)

Use this processing option to specify which open invoices to print on the report. Valid values are:

Blank

Print all open invoices for the customer.

1

Print only invoices that have an open amount greater than or equal to the credit limit of the customer.

2

Print only invoices that have an open amount greater than or equal to the insured credit limit of the customer.

Note: If the Open Amount to be Exceeded processing option contains a value (it is not blank), the system ignores this processing option

Statistical Trend Analysis Report (R03B165)

From the Accounts Receivable Reports menu (G03B14), choose Statistical Trend Analysis.

As part of your customer management and collection activities, print the Statistical Trend Analysis report. This report enables you to analyze the trends of a customer within a specific period of time. Depending on the data selection, this report shows any of the following statistical information about your customers:

- Open balance by period
- Number of days sales outstanding (DSO) and delinquent DSO
- Number of days credit is granted
- Weighted average days late
- Non-weighted average days late

When you print the Statistical Trend Analysis report, the system uses information from the following tables:

- A/R Statistical History (F03B16)
- A/R Statistical Summary (F03B16S)

For the most up-to-date information in these tables, run the Statistics History Update program (R03B16). See *Updating Accounts Receivable Statistics for Customer Analysis* for more information.

This report does not have associated processing options.

Invoice Trend Analysis Report (R03B168)

From the Accounts Receivable Reports menu (G03B14), choose Invoice Trend Analysis.

To analyze the invoice history of a customer within a specific period of time, print the Invoice Trend Analysis report. Depending on the data selection, this report shows any of the following statistical information for a customer:

- Ending date and ending balance
- Gross amount
- Number of invoices
- Sales amount
- Amount of discounts taken and credits entered
- Delinquency fees

When you print the Invoice Trend Analysis report, the system uses information from the following tables:

- A/R Statistical History (F03B16)
- A/R Statistical Summary (F03B16S)

For the most up-to-date information in these tables, run the Statistics History Update program (R03B16). See *Updating Accounts Receivable Statistics for Customer Analysis* for more information.

This report does not have associated processing options.

Receipt Trend Analysis Report (R03B167)

From the Accounts Receivable Reports menu (G03B14), choose Receipt Trend Analysis.

To analyze the payment history of a customer within a specific period of time, print the Receipt Trend Analysis report. Depending on the data selection, this report shows any of the following statistical information for a customer:

- Ending date and amount of payments
- Late payments
- Discounts taken, earnable discounts, and unearned discounts
- Number of insufficient payments (NSF receipts and amounts)
- Number and amount chargebacks

When you print the Receipt Trend Analysis report, the system uses information from the following tables:

- A/R Statistical History (F03B16)
- A/R Statistical Summary (F03B16S)

For the most up-to-date information in these tables, run the Statistics History Update program (R03B16). See *Updating Accounts Receivable Statistics for Customer Analysis* for more information.

This report does not have associated processing options.

Aging Trend Analysis Report (R03B166)

From the Accounts Receivable Reports menu (G03B14), choose Aging Trend Analysis.

To analyze customer payment trends, print the Aging Trend Analysis report. This report allows you to view customer payment trends over a long period of time. For example, you can

determine whether a customer is becoming more delinquent each year, based on monthly totals over a two-year period.

When you print the Aging Trend Analysis report, the system uses information from the following tables:

- A/R Statistical History (F03B16)
- A/R Statistical Summary (F03B16S)

For the most up-to-date information in these tables, run the Statistics History Update program (R03B16). See *Updating Accounts Receivable Statistics for Customer Analysis* for more information.

This report does not have associated processing options.

Statistical Calculations by Company Report (R03B1691)

From the Accounts Receivable Reports menu (G03B14), choose Statistical Calculations by Company.

The Statistical Calculations by Company report (R03B1691) summarizes period information from the A/R Statistical History table (F03B16) by company. The customer information is at the company level. The system summarizes statistical information for all companies under Company 00000, which you can use to provide statistical information for your organization.

You can use data selection to narrow the selection criteria, but you should not change data sequencing. Because the totals are dependent on the exact sequencing of this report, changing the data sequence could compromise the results.

For the most up-to-date information on the report, run the Statistics History Update program (R03B16). See *Updating Accounts Receivable Statistics for Customer Analysis* for more information.

This report does not have associated processing options.

Statistical Calculations by Credit Manager Report (R03B1692)

From the Accounts Receivable Reports menu (G03B14), choose Statistical Calculations by Credit Mgr.

The Statistical Calculations by Credit Manager report (R03B1692) summarizes the period information from the A/R Statistical History table (F03B16) by credit manager. All customer information is provided based on the credit manager and company.

You can use data selection to narrow the selection criteria, but you should not change data sequencing. Because the totals are dependent on the exact sequencing of this report, changing the data sequence could compromise the results.

For the most up-to-date information on the report, run the Statistics History Update program (R03B16). See *Updating Accounts Receivable Statistics for Customer Analysis* for more information.

This report does not have associated processing options.

Statistical Calculations by Collection Manager Report (R03B1693)

From the Accounts Receivable Reports menu (G03B14), choose Statistical Calculations by Collect Mgr.

The Statistical Calculations by Collection Manager report (R03B1693) summarizes period information from the A/R Statistical History table (F03B16). All customer information is provided based on the collection manager and company.

You can use data selection to narrow the selection criteria, but you should not change data sequencing. Because the totals are dependent on the exact sequencing of this report, changing the data sequence could compromise the results.

This report does not have associated processing options.

Printing Netting Reports

When you do a large volume of business with another organization as both a customer and a supplier, you can net your receivable and payable transactions with that organization. When you net transactions, you calculate the net amount due from or due to another organization. This allows you and the other organization to mutually resolve your open transactions with a single payment.

You can print netting reports that show whether your company owes or is owed money. These reports do not make adjustments to the account ledgers. Instead, the reports provide comparisons between accounts receivable and accounts payable amounts, and are useful in the following situations:

- The accounts receivable balance is a credit.
- The accounts payable balance is a debit.
- The customer or supplier has both accounts receivable and accounts payable balances.

You can use this information to net the receivable and payable balances for eligible organizations.

Updating the A/R Netting Workfile

From the Accounts Receivable Reports menu (G03B14), choose Build Netting Report File.

Before you can print the netting reports, you must update the workfile they use. When you do this, the system rebuilds the A/R Netting Workfile table (F03B465) based on current information in the Customer Ledger (F03B11) and Accounts Payable Ledger (F0411) tables.

When you run the Build Netting Report File program (R03B465), the system runs two programs:

- A/R Netting File Refresh (R03B4651)
- A/P Netting File Refresh (R03B4652)

Neither of these two programs has associated processing options.

Data Selection

By default, the system includes only open invoices and vouchers in the A/R Netting Workfile table (F03B465). You can use data selection to further limit the size of the table. For example, you can select records based on a company and a fiscal period.

You can change the data selection as follows:

- For Accounts Receivable, by changing the data selection for the A/R Netting File Refresh program (R03B4651)
- For Accounts Payable, by changing the data selection for the A/P Netting File Refresh program (R03B4652)

Before You Begin

- Verify that the A/R Netting Workfile table (F03B465) exists. Unlike other programs, the program that builds the netting report workfile does not create the table if it does not exist.

Processing Options for Build Netting Report File (R03B465)

Version

1. Enter the version for the Netting Workfile Build for Accounts Receivable (R03B4651). If left blank, a default of ZJDE0001 will be used.

Version

2. Enter the version for the Netting Workfile Build for Accounts Payable (R03B4652). If left blank, a default of ZJDE0001 will be used.

Version

Printing the Receivables/Payables Netting Report

From the Accounts Receivable Reports menu (G03B14), choose Receivables/Payables Netting.

You print the Receivables/Payables Netting report when you want the system to calculate the potential offsets between open accounts payable balances and open accounts receivable balances.

This report lists information from the Customer Ledger (F03B11) and Accounts Payable Ledger (F0411) tables.

When you print this report, the system does the following:

89. Totals the open accounts receivable and open accounts payable balances for each account
90. Compares the two sums
91. Calculates the potential offsets

For example, an account with an open accounts receivable balance of 50,000.00 USD and an open accounts payable balance of 30,000.00 USD has a potential accounts receivable offset of 20,000.00 USD. If the opposite were true, the account would have a potential accounts payable offset.

92. Calculates the net amount of the two offset fields and lists the grand total in the appropriate column

This report does not have associated processing options.

Data Selection

Each data selection field should be equal to *ALL so that the report includes all data and gives a complete picture of potential netting.

Data Sequence

This report is sequenced by address number and company. You should not change this sequence.

Before You Begin

- Update the A/R Netting Workfile table by running the Build Netting Report File program (R03B465).

Printing the Netting - Aging Report

From the Accounts Receivable Reports menu (G03B14), choose Netting - Aging Report.

You print the Netting - Aging Report when you want the system to age balances. This report lists transactions by customer and supplier aged by currency type.

By creating different versions of this report, you can review detailed or summary information. You can also review multicurrency- or domestic-currency versions of the report.

This report lists information from the A/R Netting Workfile table (F03B465).

When you print this report, the system:

- Totals the open accounts receivable and open accounts payable amounts for each account
- Ages the balances for each account as determined by the processing options

Data Selection

You can use data selection to limit the detail on the report. For example, you can include any fields from the Address Book Master table (F0101), as well as many of the fields shared by the Customer Ledger (F03B11) and Accounts Payable Ledger (F0411) tables.

Data Sequence

This report is sequenced by company and address number. You can add to this sequence, but you should not change it.

Before You Begin

- Update the A/R Netting Workfile table by running the Build Netting Report File program (R03B465).

Processing Options for the Netting - Aging Report (R03B466)

Format Control

1. Enter one of the following format options:

<blank> = Domestic Only Aging

'1' = Foreign Currency Aging

2. Enter a '1' to print the supplier's invoice number beneath the document information on the report. If left blank, the invoice number will not be printed.

Use Constants

3. Enter a '1' to retrieve the aging specifications from A/R Constants. If left blank, the processing options for aging will be used. (Note: Report MUST be sequenced and set to page break by company if company defaults are requested.)

As Of Date

4. Enter the "As of" date to age open balances. If left blank the current date is used as the default.

Methods

5. Specify one of the following dates to age accounts from:

D = Due Date (Default)

I = Invoice Date

G = G/L Date

Note: The Statement Date Aging Method of "S" is invalid in Accounts Payable and is also invalid for this report. If "S" is specified, the Due Date method "D" will be used.

6. Specify one of the following methods for aging calculations:

1 = Aging Days (Default)

2 = Fiscal Periods

3 = Calendar

7. Enter the following aging category information: (for method '1' only)

(Aging Days)

Beginning

Thru

Thru

Thru

Thru

Age Credits

8. Enter a '1' to age credits. If left blank, all credits will apply only to the current aging column.

Aging Days

9. Enter the maximum number of aging days for a transaction to be included on the report. If left blank, all transactions will be included regardless of aging days.

Rounding

13. Rounding Factor:

<blank> = No rounding (Default)

'0' = Round to decimals only

'1' = Divide by 10

'2' = Divide by 100

'3' = Divide by 1000

'4' = Divide by 10000

'5' = Divide by 100000

File Build

10. File Build Options:

Enter one of the following values to control the workfile build:

<blank> = No workfile build (Default)

'1' = Build permanent file

'2' = Build temporary workfile

Note: Temporary file will be cleared at the completion of the report.

11. A/R Build Option:

Enter the version to be used for the Account Receivable workfile build (R03B4651). If left blank, a default of ZJDE0001 will be used.

12. A/P Build Option:

Enter the version to be used for the Accounts Payable workfile build (R03B4652). If left blank, a default of ZJDE0001 will be used.

Periodic

Credit Reimbursements

You can use credit reimbursements to reclassify credits in the Accounts Receivable system to open vouchers in the Accounts Payable system. For example, you can issue rebates and reimburse customers for overpayments. When you generate credit reimbursements, the system pays open credit memos and generates vouchers to reimburse the customer.

Credit reimbursements are generated based on the grouping of customer, company, and currency combination.

See Also

- Generating Credit Reimbursements in a Foreign Currency* in the *Multicurrency Guide for Accounts Receivable and Accounts Payable*.

Before You Begin

- Set up the AAI item NC for the suspense (clearing) account between the Accounts Receivable and Accounts Payable systems.
- Ensure that a Supplier Master record exists for the customer in the Address Book.
- Ensure that NO is a valid document type in UDC 00/DV (vouchers) and UDC 00/DT (invoices).

Generating Credit Reimbursements

From the Period End Processing menu (G03B21), choose Generate Reimbursements.

Two versions of the Generate Reimbursements program (R03B610) are available: one for proof mode and one for final mode. To print a list of eligible documents, use the version for proof mode. The system generates a separate reimbursement record for each customer, company, and currency combination, and prints it on the report.

To process credit reimbursements, choose documents from the list of eligible documents and run the version in final mode. The system:

- Creates a receipt in the Receipts Header (F03B13) and Receipts Detail (F03B14) tables to close the selected invoices
- Creates a batch of receipts (batch type RB), which you must post
When you post the receipt batch, the system debits the A/R trade account and credits the suspense account specified by the AAI item NC.
- Changes the pay status on the invoices to P (paid)
- Creates a voucher in the Accounts Payable Ledger table (F0411) with a document type NO

Note

The system does not create vouchers with tax information from the credit memo.

-
- Creates a batch of vouchers (batch type V), which you must post

When you post the voucher batch, the system credits the A/P trade account and debits the suspense account specified by the AAI item NC.

A zero balance in the suspense account indicates that both batches posted successfully. A nonzero balance indicates that a problem exists in posting one of the two batches.

Note

The system does not include the following invoice documents in the credit reimbursement process:

- Unapplied Receipts (RU)
 - Drafts (R1)
 - Deductions (R5)
-

Unapplied Receipts

The Generate Reimbursements program (R03B610) does not include unapplied receipts (RU document types). Although these represent a credit to the customer, because they are generated from a receipts program, they have additional records in the Receipts Header (F03B13) and Receipts Detail (F03B14) tables.

To reimburse a customer for an unapplied receipt, you must close the receipt and create a credit invoice in its place. To do this:

93. Create an invoice for zero amount.
94. On Receipt Entry, choose the unapplied receipt.
95. From the Form menu, choose Select, on Select Invoices locate and choose the zero-amount invoice.
96. Use 10 as the type input code, and specify the unapplied amount in the Payment Amount field.
97. Click OK.

If you post the unapplied receipt before applying it against the invoice, the open amount is changed to zero (blank) and the receipt is closed. The open amount on the invoice is changed from zero (blank) to the negative amount applied from the receipt.

If the unapplied receipt is not posted, the system deletes the unapplied Receipts Detail (F03B14) and Customer Ledger (F03B11) records, and updates the invoice with the negative amount. Then, the Generate Reimbursements program can access the invoice and create a voucher in the Accounts Payable system to reimburse the customer.

Next Numbers

The system assigns the document number for the NO voucher from the Voucher Entry line (line 1) of the next number table for system 04. To assign separate next numbers for the vouchers that you create for credit reimbursements, use one of the following:

- Next Numbers

You must specify a line number in the Description 2 field for the code NO in UDC 00/DV. Then, specify a next number on that line for system 04 (Accounts Payable).

- Next Numbers by Company/Fiscal Year

Use this form to create a separate line for document type NO for the appropriate fiscal year.

See *Setting Up System Next Numbers* for more information.

Example: Selecting Documents for Credit Reimbursements

For the records that you specify in data selection, the system creates reimbursements if the amount is a credit (negative). For example, assume you have the following records in the Customer Ledger table (F03B11):

Customer	Company	Document Type	Amount	Currency Code
4272	00001	RM	-100.00	USD
4272	00001	RI	50.00	USD
4272	00001	RI	100.00	USD
4272	00001	RM	-200.00	USD
4272	00010	RI	80.00	USD
4272	00010	RM	-150.00	USD
4272	00010	RI	180.00	USD

You can use data selection as follows:

- If you run the data selection with customer number 4272 as the only selection criterion, the system generates one reimbursement for 150.00 USD, based on the customer number (4272), company (00001), and currency code (USD) group.

The system generates a reimbursement because the overall balance of the customer's account based on the grouping is negative. The system does not generate a reimbursement for company 00010 because the overall balance is positive.

- If you run the data selection with customer number 4272 and a document type of RM as the selection criteria, the system generates two reimbursements for customer 4272:
 - One for 300.00 USD based on customer number (4272), company (00001), and currency (USD).
 - One for 150.00 USD based on customer number (4272), company (00010), and currency (USD).

The system does not consider the overall balance of the customer's account because you specified document type RM.

Example: Accounting Entries for Credit Reimbursements

Step	A/R Trade	Sales
① You issue a 50 Credit (RM) to the customer for damaged goods, and post the transaction	① 50 AE ② 50 AE 0	50 RM
② You generate a credit for reimbursement. The System: S Creates a debit to the A/R Trade Account for the credit amount and assigns a doc. type of NO S Creates a credit to suspense account for the credit	Suspense	② 50 RC ③ 50 NO 0
③ The system: S Creates a voucher (NO) in the A/P system (credit to A/P Trade) to reimburse the customer for the credit amount and posts the voucher. S Creates a debit to the suspense account of the voucher to zero out the credit amount	A/P Trade	Cash
④ You create a payment (PK or PN) in the A/P system to reimburse the customer for the credit amount and post the payment. Creates a: S Debit to A/P Trade S Credit to cash	③ 50 AE ④ 50 AE 0	50 PN or PK

Processing Options for Generate Reimbursements (R03B610)

Defaults

1. Enter the G/L date for reimbursements. If left blank, the current date will be used.

G/L Date

2. Enter an override G/L offset for the Trade A/P account. If left blank, the G/L offset from the Supplier Master table will be used.

G/L Offset

3. Enter a '1' to assign the reimbursement voucher to the customer's payor. Enter a '2' to assign it to the customer's parent. Default of blank will assign it to the customer.

Address Number Option

Process

1. Enter a '1' to create reimbursement vouchers (final mode). Default of blank will print a report only (proof mode).

Proof/Final Mode

2. Enter a '1' to create one reimbursement voucher per invoice (detail mode). Default of blank will create one reimbursement voucher per customer (summary mode).

Detail/Summary Mode

Versions

1. Enter the version to be used for Receipt Entry (P03B102) processing. If left blank, version ZJDE0001 will be used.

Receipt Entry Version

2. Enter the version to be used for Voucher Entry (P0400047) processing. If left blank, version ZJDE0001 will be used.

Voucher Entry Version

3. Enter the version to be used for Journal Entry (P0900049) processing. If left blank, version ZJDE0001 will be used.

Journal Entry Version

Reviewing and Approving Credit Reimbursements

After you process credit reimbursements in final mode, but before you post them, you can use the Receipts Journal Review program (P0011) and the Voucher Journal Review program (P0011) to correct and approve them. See *Using the Batch Review Program* for information about reviewing and approving transaction batches.

Posting Credit Reimbursements

From the Period End Processing menu (G03B21), choose Post Receipts to G/L or Post Vouchers to G/L.

The final step for generating credit reimbursements is to post the entries. When you post the receipts and vouchers, the system updates the A/P Voucher (F0411), Receipts Header (F03B13), and Receipts Detail (F03B14) tables and creates the necessary journal entries.

All J.D. Edwards posting programs work the same way. See *The Financial Post Process* for detailed information about posting.

Accounts Receivable Integrity Reports

Integrity reports help identify any problems and inconsistencies with your data so that you can resolve them and ensure that your J.D. Edwards systems remain in balance. Use these reports to verify that your accounts receivable data matches your general ledger data and that your accounts receivable transactions have the correct pay status.

Integrity reports do not have "as of" capability. That is, you cannot run the reports as of a certain date, such as the last day of the month, to ensure that your data was in balance at that time. You can run the report only as of the current date.

When you run Accounts Receivable integrity reports, observe the following guidelines:

- To ensure accuracy, run these reports when other users are not accessing the system.
- Run the reports frequently so that you do not risk compromising your accounting data.
- Run the reports as needed during the conversion process at a new software installation site or during an initial learning period so that you can correct any errors promptly. Any integrity issues that exist prior to conversion will exist after conversion.

To reduce and resolve integrity issues:

- Ensure that your network is stable and that communication failures are not causing problems.
- Review your software for custom modifications because these can cause integrity problems.
- When researching integrity problems, collect as much supporting documentation as possible. Such documentation is valuable if you need additional support from J.D. Edwards to resolve an issue.
- Use J.D. Edwards software to resolve integrity problems. In some cases, using other database utilities can worsen the problem.

Before You Begin

- Assign a posting edit code of M to A/R trade accounts to allow only system-generated transactions to post. This prevents manual journal entries from posting erroneously to A/R trade accounts.
- Schedule integrity reports to run during off-peak hours, because no changes can be made to the data when integrity tests are running.

A/R to G/L by Batch Integrity Report

From the Period End Processing menu (G03B21), choose A/R to G/L by Batch.

The A/R to G/L by Batch integrity report (R03B701) compares the batch amount of the Customer Ledger transactions (F03B11) with the batch amount of the corresponding Account Ledger records (F0911). This integrity test does the following:

- Adds all gross amounts (posted) to the Customer Ledger for each batch and accounts for variations based on tax types and tax amounts.
- Accumulates all pay items that are posted to the Account Ledger table for each batch.
- Compares the Customer Ledger (F03B11) amount with the Account Ledger (F0911) amount. The net difference should be zero.
- Compares the Customer Ledger amount with the automatic offset amount. The net difference should be zero

Discrepancies are printed on the report.

The A/R to G/L by Batch Integrity report also verifies that the pay status is correct for each Customer Ledger transaction. The report validates the relationship between the pay status and open amount for the following conditions:

- The invoice does not have an open amount, but the pay status is not P (paid).
- The invoice has an open amount, but the pay status is P (paid).

If any discrepancies exist, the invoice records print on the integrity report.

Before You Begin

- Post all invoice batches (batch type IB). The report does not process unposted or excluded batches. You can force the system to exclude a batch from processing by turning on the option on the Batch Overrides form.

Resolving Out-of-Balance Conditions (A/R to G/L by Batch)

When the system detects that an invoice batch is not in balance, it prints the batch amounts that need to be researched on the report. The following conditions might be reported:

- The calculated amount, including taxes, of the invoice (F03B11) does not equal the distribution amount (F0911).

To determine which invoice is not in balance, run the Print Invoice Journal report and General Journal report for the batch, or review each invoice online and compare the invoice amount with the G/L distribution amount. See *Printing Invoice Journal Information* in the *Accounts Receivable Guide*, and *Printing General Journals* in the *General Accounting Guide*.

A discrepancy between these two amounts can occur when:

- The invoice was intentionally entered out of balance.
- The G/L distribution amount for an invoice was changed using the Journal Entries program (P0911).
- An invoice pay item was voided, but the void was not posted.

Note

This condition occurs only when the invoice has multiple pay items. If the invoice has only one pay item and it is voided, but not posted, this report will not produce an out-of-balance condition. Because the system removes the posted code from the entire invoice when it is voided, the invoice will not be considered by the report. However, if only one of several pay items is voided, but not posted, the report will produce an out-of-balance condition.

To correct this problem, verify that all transactions in the batch are posted. If all transactions are posted, locate the invoice that is out of balance and change the journal entry amount to correspond to the invoice amount. If the invoice amount is not correct, put the transaction in balance first, and then void it.

- The distribution amount (F0911) does not equal the automatic offset amount (F0911). This condition occurs only when the post program does not finish processing.

To correct this problem, determine the missing offset entry amount, create the balancing one-sided journal entry, and post the batch out of balance. See *Accepting an Out-of-Balance Journal Entry* in the *General Accounting Guide* for instructions on how to create a one-sided journal entry.

Note the settings required to post the offset out of balance:

- On Create/Revise Batch Headers, choose Overrides from the Form menu and turn on the option to allow the batch to post out of balance.
- On Revise Accounts by Business Unit, change the posting code for the A/R trade offset account to blank. This allows you to enter and post non-system-generated transactions.

Either condition listed on the report can also occur if data records are damaged. Data records can be damaged for a variety of reasons, including hardware failure. To identify damaged data records, run queries over key fields (company, G/L date, document number, fiscal year, century, and so forth) for the Customer Ledger (F03B11) and Account Ledger (F0911) tables to identify any null, blank, or special characters that should not be part of the value.

To correct this problem, repair the key field or remove the record from the table. Contact your database administrator for assistance in identifying and repairing damaged records.

Invalid Pay Status Conditions

If the system detects an invalid pay status, it prints the information on the right side of the report with the error message Invalid Pay Status. You must research the invoice to determine whether the pay status or open amount is incorrect. You use a data file utility to update the field with the correct value. Contact your database administrator for assistance.

Processing Options for A/R to G/L by Batch (R03B701)

Dates Tab

1. Number of days

Blank = all days

Use this processing option to specify which receipts to include based on the batch date. To include all receipts within a given number of days (beginning today), enter the number of days. If you leave this field blank, the system includes all receipts.

Beginning date

Blank = No specified beginning date

Use this processing option to specify the beginning of a date range based on the batch date. The system includes receipts with a batch date greater than or equal to the date you enter in this processing option. Leave this processing option blank to specify no beginning date.

Ending date

Blank = No specified ending date

Use this processing option to specify the end of a date range based on the batch date. The system includes receipts with a batch date less than or equal to the date you enter in this processing option. Leave this processing option blank to specify no ending date.

A/R to G/L Receipts Integrity Report

From the Period End Processing menu (G03B21), choose A/R to G/L Receipts.

The A/R to G/L Receipts integrity report (R890911BI) verifies that each batch of posted records in the Receipts Detail table (F03B14) is in balance with the corresponding G/L receipt amounts in the Account Ledger table (F0911), as well as with the automatic entry (AE record) to the A/R trade account. The system reports discrepancies only.

Caution

This program includes a processing option to create a balancing entry in the Account Ledger table (F0911) if a discrepancy occurs. However, J.D. Edwards recommends that you use this option only for currency conversion. Prerequisites exist for using this option. See *Checklist: Financials Pre-Conversion Integrity Reports* in the *OneWorld Euro Conversion and Integrity Workbook* for complete information.

Before You Begin

- ❑ Post all receipt batches (batch type RB). The program does not process unposted or excluded batches. You can cause the system to exclude a batch from processing by turning on the option on the Batch Overrides form.

Resolving Out-of-Balance Conditions

When the system detects that an A/R receipt batch is not in balance, it prints the batch amounts that need to be researched on the report. The following conditions might be reported:

- A/R amount (F03B14) does not equal G/L amount (F0911)

This condition occurs only when the post program does not finish processing.

To correct this problem, run the post program again to remove all system-generated entries. When the system detects that the batch is not in balance, it deletes all entries made to the Account Ledger table (F0911). After the entries are removed, run the post program again (a third time) to create entries correctly.

- A/R amount (F03B14) does not equal the automatic offset amount (F0911).

This condition occurs only when the post program does not finish processing.

To correct this problem, run the post program again to remove all system generated entries. When the system detects that the batch is not in balance, it deletes all entries made to the Account Ledger table (F0911). After the entries are removed, run the post program again (a third time) to create entries correctly.

Either condition listed on the report can also occur if data records are damaged. Data records can be damaged for a variety of reasons, including hardware failure. To identify damaged data records, run queries over key fields (company, G/L date, document number, fiscal year,

century, and so forth) for the Receipts Detail (F03B14) and Account Ledger (F0911) tables to identify any null, blank, or special characters that should not be part of the value.

To correct this problem, repair the key field or remove the record from the table. Contact your database administrator for assistance in identifying and repairing damaged records.

Processing Options for A/R to G/L Receipts (R890911BI)

Process

1. Update

- 1 = Update F0911 (Final Mode)
 - Blank = No Update (Proof Mode)
-

A/R to Account Balance by Account ID Report

From the Period End Processing menu (G03B21), choose A/R to Account Balance by Account ID.

The A/R to Account Balance by Account ID report (R03B707) compares posted amounts in the following transaction tables with the amounts updated in the Account Balances table (F0902):

- Customer Ledger - F03B11
- Invoice Revisions - F03B112
- Receipts Header - F03B13
- Receipts Detail - F03B14

The report compensates for unposted transactions in the Invoice Revisions table.

The report considers the following Accounts Receivable accounts:

- A/R offset accounts (AAI item RC)
- Write-off accounts (AAI item RA)
- Deduction accounts (AAI item RN)
- Discount accounts (AAI item RK)
- Bank accounts (AAI item RB)
- Delinquency fee accounts (AAI items RFC and RFD)
- Gain/loss accounts (AAI items RG and RL)
- Alternate currency gain/loss accounts (RY and RZ)
- Rounding account (AAI item R8)

The system updates each accounts receivable transaction (F03B11, F03B13, and F03B14) with the appropriate account ID for the transaction at the time it is generated. See *Fields Updated During Receipt Entry* for information about the fields that the system updates with the short account ID based on the AAI item.

When you run the report, the system accumulates amounts from the accounts receivable transaction tables by:

- Account ID

- Company
- Fiscal year
- Century
- G/L period number
- Base currency code

The system prints the result with the corresponding F0902 account balance.

This report does not consider the following document types in the Customer Ledger table (F03B11):

- R1 (draft invoices)
- RU (unapplied receipts)
- RB (chargeback invoices)
- R5 (deduction)

Data Selection and Data Sequence

Do not change the data selection or data sequence for this report. Use the processing options to limit or specify report criteria.

Resolving Out-of-Balance Conditions (A/R to Account Balance by Account ID)

When the system detects discrepancies between the amount in the Customer Ledger table (F03B11) and the amount in the Account Balances table (F0902), it prints a difference amount. Differences might indicate an out-of-balance condition that should be researched. Run the following integrity reports and resolve any discrepancies.

- A/R Invoices to G/L by Batch Integrity report (R03B701)
- A/R to G/L Receipts Integrity by Batch report (R03B702)
- Repost Account Ledger (R099102)

Typically, if the other integrity reports are clean, differences occur for the following circumstances only:

- A journal entry was posted to an accounts receivable account.

If you post a journal entry to an account that is also designated in the account receivable AAIs, the system updates the Account Balances table (F0902). Because the journal entry was created outside of the Accounts Receivable system, no corresponding transaction exists in the accounts receivable transaction tables, and an out-of-balance condition is reported by the system for the account.

To correct the problem, void the journal entry and re-enter it for the correct account.

- An account is shared by more than one system.

If an accounts receivable account, such as the bank account, is also updated by the Accounts Payable system, the F0902 account balance will not equal the accounts receivable transaction balance for this account.

To correct this problem, use processing options to exclude the account from the report.

- The post program did not finish processing and differences were not adjusted.
If the post program does not finish processing, transaction records might reflect a posted status even though the corresponding F0902 account balance table was never updated. You can research account differences created in this situation by running the Repost Account Ledger program (R099102). See *Reposting the Account Ledger* in the *General Accounting Guide*.
- The fiscal date pattern was changed.
If you change the date pattern associated with the fiscal year, the period numbers on accounts receivable records will no longer be in synchronization with the period number on the Account Balances records (F0902), and an out-of-balance condition will be reported.

To correct the problem, you must update the period number in the accounts receivable tables (F03B11, F03B13, F03B14) to match the new fiscal date pattern. Contact your database administrator for assistance.

- An invoice was voided in a previous period, but the report was run for the current period.

Consider the following example:

- You enter two invoices for 100 each that have G/L dates in July (period 7). When you post the invoices, the Account Balances table (F0902) has a balance of 200 in period 7.
- You determine that only one invoice should have been entered, so you void one of the invoices. However, instead of voiding the invoice in July, you void it using a G/L date in June (period 6). The invoice record in the F03B11 table now has a G/L date of June instead of July due to the void.
- You run the report with the processing option completed for period 7.

The report shows a discrepancy of 100, because the F0902 Account Balances table has a balance of 200 for July, but only one invoice record exists in the Customer Ledger table (F03B11) with a G/L date in July for 100. The -100 (credit) in June is not considered, because you selected period 7 in the processing options.

Under these circumstances, although the report shows an out-of-balance condition, your records are actually in balance. To correct the report, either change the processing option to run the report for the previous period (6), or leave that option blank to run the report across all periods.

The same problem could occur between fiscal years if an invoice is voided in a prior fiscal year, but the report is run for the current fiscal year.

- Data records are damaged.

This error can occur with any A/R integrity report for a variety of reasons, including hardware failure. To identify damaged data records, run queries over key fields (company, G/L date, document number, fiscal year, century, and so forth) for each table to identify any null, blank, or special characters that should not be part of the value.

To correct this problem, repair the key field or remove the record from the table. If the record is in the Account Balances table (F0902), you might need to repost the Account Ledger.

Contact your database administrator for assistance in identifying and repairing damaged records.

- Data records were not converted properly.

If you do not convert all the records for the Accounts Receivable system (for example, you convert the general ledger and invoice records, but not receipts), the report will produce an out-of-balance condition.

To assist you in identifying true integrity issues, run this integrity report after conversion to use as a basis of comparison later if you are not able to convert all accounts receivable records.

Processing Options for A/R to Account Balance by Account ID (R03B707)

Data Selection

1. Enter an account ID to print only that account ID on the report. A blank value will cause all accounts to print on the report.

Account ID

2. Enter century, fiscal year and period number information to have the report include records with century, fiscal year and period number greater than or equal to the specified values.

Century

Fiscal Year

Period Number

Includes

1. Specify which type of accounts should be included on the report.

Blank = Do not include account, '1' = Include Account

Include Trade Account from F03B11 and F03B14

Include Discount Account

Include Deduction Account

Include Write-Off Account

Include Gain/Loss Account

Include Alternate Currency Gain/Loss Account

Include Bank Account

Display

1. Indicate whether the report will print in detail or summary mode.

Blank or '0' = Summary Mode, '1' = Detail Mode

Report Mode

Advanced & Technical

Batch Invoice Processing

When you create invoices using an external system, you can transfer them to the J.D. Edwards Accounts Receivable system by using the Batch Invoice Processor program (R03B11Z1I). Before you perform batch invoice processing, you need to write a custom program to copy the data from your external system into the following tables:

- Batch Invoices (F03B11Z1)
- Journal Entry Transactions – Batch File (F0911Z1)
- Journal Entry Transactions – Batch Tag File (F0911Z1T)

After you convert batch invoices from your external system, you run the Batch Invoice Processor program (R03B11Z1I) to create invoices in the Accounts Receivable system. When you run the Batch Invoice Processor program, the system:

- Applies validation rules to existing data
- Provides default data where necessary
- Creates invoice information in the Customer Ledger table (F03B11)
- Creates associated G/L distribution information in the Account Ledger table (F0911) and, if necessary, in the Account Ledger Tag File table (F0911T)

Based on how you set the processing options, the system can automatically post the invoice batches that the system creates and purge the successfully processed records from the batch tables (F03B11Z1, F0911Z1, and F0911Z1T).

Note

The invoice batch processor is designed to process only open invoices. You cannot process paid or partially paid invoices, deductions, receipts, or chargebacks. If you choose to use this program to process information outside of its design specifications, it is considered a custom program and is not supported by Financial Global Support Services. Contact your field representative for assistance with custom programming.

Mapping Batch Invoice Transactions

To successfully convert batch invoice entries from external sources such as PC data entry, third party or customer systems, or electronic data interchanges (EDI), you must create a custom program that provides proper data to fields in the Batch Invoices table (F03B11Z1) and the Journal Entry Transactions - Batch File table (F0911Z1).

Certain fields are required for the basic invoice upload process. Additional fields are available to include more invoice detail in the upload such as discount, tax, multiple currency, and payment information. Other fields are ignored or reserved for users.

If you are using the Advanced Cost Accounting system, you must also provide data to fields in the Journal Entry Transactions - Batch Tag File table (F0911Z1T).

The field names in the following tables correspond to the field names on interactive forms.

See Also

- Invoice and Voucher Batch Processing with Taxes in the Tax Reference Guide*
- Multicurrency Fields Required in the F03B11Z1 and F0911Z1 Tables in the Multicurrency Guide for Accounts Receivable and Accounts Payable*

Required Fields for the Processing Batch Invoices

The following fields in the Batch Invoices table (F03B11Z1) are required for processing batch invoices:

Field Name	Alias	Type	Length	Values to Enter/Definition
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EDI - User ID	VJEDUS	Alpha	10	<p>Enter the user ID of the person running the process or the person who receives messages in the Employee Work Center.</p> <p>This field, in conjunction with the EDI - Transaction Number (VJEDTN), the EDI - Batch Number (VJEDBT), and the EDI - Line Number (VJEDLN) fields, uniquely identifies an invoice.</p>
EDI - Transaction Number	VJEDTN	Alpha	22	<p>Enter the source system's document number so that the transaction can be cross-referenced.</p> <p>This field, in conjunction with the EDI - Line Number field (VJEDLN), uniquely identifies each transaction. Each new transaction number identifies a new invoice. You cannot have more than one transaction with the same number in a batch unless the line number is different.</p>
EDI - Line Number	VJEDLN	Number	7	<p>Enter the pay item number only if a transaction has multiple pay items. If a transaction has only one pay item, you can leave this field blank.</p> <p>This field, in conjunction with the EDI - Transaction Number field (VJEDTN), identifies each pay item of the invoice.</p>
EDI - Successfully Processed	VJEDSP	Alpha	1	<p>Leave this field blank.</p> <p>The system populates this field to indicate whether the batch processor successfully processed the transaction. 0 (zero) indicates that the transaction was not processed or was processed in error. After the transaction is successfully processed, the system changes the value of the field to 1.</p>
EDI - Transaction Action	VJEDTC	Alpha	1	Enter A in this field. No other values are valid.
EDI - Transaction Type	VJEDTR	Alpha	1	<p>Enter I (for invoices) in this field.</p> <p>A code that identifies a particular kind of transaction.</p>
EDI - Batch Number	VJEDBT	Alpha	15	<p>Enter a number to group transactions for processing.</p> <p>This field, in conjunction with the EDI - Transaction Number (VJEDTN), the EDI - User ID (VJEDUS), and the EDI - Line Number (VJEDLN) fields, uniquely identifies a transaction within a specific batch. This field also specifies a level break and causes the assignment of a new J.D. Edwards batch number each time the value changes. To increase performance, assign one batch number for each group of transactions</p>

				processed at one time.
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Address Number	VJAN8	Number	8	Enter the address book number of the customer associated with the invoice transaction. The number you enter must exist in the Address Book Master table (F0101).
G/L Date	VJDGJ	Date	6	Enter the G/L date in the format that your database accepts. Some databases allow you to enter the date in a Gregorian date format (mmddyy), while others might require a Julian date format. The Julian date format is cyyddd (where c = century). Enter 0 (zero) for transactions in the 20th century and enter 1 for transactions in the 21st century. For example, the date 6/1/99 corresponds to the Julian date 099152, and the date 6/01/00 corresponds to the Julian date 100153 (because the year 2000 has a leap day, 2/29/00). Alternatively, you can leave this field blank and complete the fields VJDGM (mm), VJDGD (dd), VJDGY (yy), VJDG# (cc) in the month/day/year/century format. Enter the prefix of the year in the Century field (VJDG#). For example, enter 19 for 1999, or enter 20 for 2005.
Invoice Date	VJDIVJ	Date	6	Enter the invoice date in the format that your database accepts. If you leave this field blank, the system uses the G/L date. See the data item for G/L Date (VJDGJ) for examples. Alternatively, you can leave this field blank and complete the fields VJDIVM (mm), VJDIVD (dd), VJDIVY (yy), and VJDIV# (cc) in the month/day/year/ century format. Enter the prefix of the year in the Century field (VJDIV#). For example, enter 19 for 1999 and 20 for 2005.
Company	VJCO	Alpha	5	A number that identifies the organization to which the invoice belongs. This number must exist in the Company Constants table (F0010) and must identify a reporting entity that has a complete balance sheet.
G/L Offset	VJGLC	Alpha	4	The value of this field, in conjunction with the Company Number (VJCO) field, specifies the A/R trade (offset) account to which the transaction posts. The account established in the AAI item RCxxxx (where xxxx = the value in the G/L Offset field) is used in the post process. You can establish the AAI for each company or for company 00000 (as the default).

				You do not need to complete this field unless you want to direct different transactions to different offset accounts.
Gross Amount	VJAG	Number	15	Enter the transaction amount in the format that your database accepts. Some databases accept a decimal identifier while others do not. If you enter the transaction in a foreign currency (Currency Mode F), leave this field blank and use the Currency Amount field (VJACR) instead.
Account Mode - G/L	VJAM	Alpha	1	For all records, enter 2 in this field.
Business Unit	VJMCU	Alpha	12	The value that you enter in this field must exist in the Business Unit Master table (F0006). If you leave this field blank, the system uses the value of the Security Business Unit field (MCU) in the customer's address book record.

Required Fields for Processing Batch Invoice Journal Entries

The following table lists the corresponding fields that you must complete in the Journal Entry Transactions - Batch File table (F0911Z1) for processing batch invoices. All other required fields are updated by the system when the record is processed. The system populates the remaining required fields based on information in the Batch Invoices table (F03B11Z1) for the transaction.

For more information about completing other optional fields for the Journal Entry Transactions - Batch File table (F0911Z1), see *Batch Input for Journal Entries* in the *General Accounting Guide*.

Field Name	Alias	Type	Length	Values to Enter/Definition

EDI - User ID	VNEDUS	Alpha	10	The values that you enter in these fields must exactly match the values that you entered in the corresponding fields in the Batch Invoices table (F03B11Z1).
EDI - Transaction Number	VNEDTN	Alpha	22	
EDI - Successfully Processed	VNEDSP	Alpha	1	
EDI - Transaction Action	VNEDTC	Alpha	1	
EDI - Transaction Type	VNEDTR	Alpha	1	
EDI - Batch Number	VNEDBT	Alpha	15	
EDI - Line Number	VNEDLN	Number	7	This field is increased by one for every line of account distribution for the invoice. For example, if one invoice has 10 lines of account distribution, the line number begins with 1 and is increased by 1 for each line. As long as the Transaction Number field (VNEDTN) is the same, all lines of the account distribution for the invoice are processed together.
Document Company	VNKCO	Alpha	5	If you enter a value in this field, it must be the same value that is entered in the corresponding field in the Batch Invoices table (F03B11Z 1). If you leave this field blank, the system uses the value entered in the corresponding field in the Batch Invoices table (VJKCO).
Document Type	VNDCT	Alpha	2	If you complete these fields, the values that you enter must be the same as the values that you entered in the corresponding fields in the Batch Invoices table (F03B11Z1).
Document Number	VNDOC	Number	8	If you leave these fields blank, you must also leave the corresponding fields blank in the Batch Invoices table.
Batch Number	VNICU	Number	8	
Batch Type	VNICUT	Alpha	1	
G/L Date	VNDGJ	Date	6	The value that you enter in this field must exactly match the value that you entered in the corresponding field in the Batch Invoices table (F03B11Z1).
Account Number	VNANI	Number	29	Enter the account number in the format BU.OBJ.SUB.
Account Mode	VNAM	Number	1	Enter 2 in this field to correspond to the account number that you entered in the Account Number field (VNANI).
Ledger Type	VNLT	Alpha	2	Enter AA in this field. This value must be set up in UDC 09/LT (Ledger Types).

Amount	VNAA	Number	15	Enter the amount that corresponds to the account number that you entered. Use a format that your database accepts. Some databases accept a decimal identifier, while others do not.
Explanation	VNEXA	Alpha	30	Enter the Alpha Name of the customer. If you leave this field blank, the system retrieves the alpha name from the Address Book Master table (F0101). By completing this field, you improve performance of the process.

Required Fields for Processing Batch Invoices with Discounts

To process batch invoices with discounts, you must complete the following fields in the Batch Invoices table (F03B11Z1) in addition to those that are required.

Field Name	Alias	Type	Length	Values to Enter/Definition

Discount Available	VJADSC	Number	15	<p>Enter the amount of the discount in a format that your database accepts. Some databases accept a decimal identifier, while others do not. If you enter a discount amount, you must also enter a value in the Discount Due Date field (VJDDNJ).</p> <p>If you leave this field blank, the system calculates the discount amount and discount due date based on the value in the Payment Terms Code field (VJPTC). If the Payment Terms Code field is blank and the customer has a payment term in the Customer Master by Line of Business table (F03012), the system uses the payment term from the Customer Master by Line of Business table (F03012) to calculate the discount amount and the discount due date.</p> <p>You cannot specify the value in this field as a percent. For example, if you use USD currency, and you enter a value of .05, the system reads this as a 5 cent discount.</p>
Payment Terms Code	VJPTC	Alpha	3	<p>Enter a payment term code.</p> <p>The value that you enter in this field must exist in the Payment Terms table (F0014). If the payment term is defined to calculate a discount, the Discount Available (VJADSC), Discount Due Date (VJDDNJ), and Net Due Date (VJDDJ) fields in the Customer Ledger table (F03B11) are updated accordingly.</p> <p>If you leave this field and the Discount Available field (VJADSC) blank, and the customer has a payment term in the Customer Master by Line of Business table (F03012), the system uses the payment term from the Customer Master table to determine the discount and the discount due date.</p>
Net Due Date	VJDDJ	Date	6	<p>Leave this field blank, if you complete the Payment Terms Code field (VJPTC). The system automatically calculates the net due date when the invoice is processed.</p> <p>If you do not use a payment term, enter the net due date in a format that your database accepts. See the data item for G/L Date (VJDGJ) for more information.</p> <p>Alternatively, leave this field blank and complete the VJDDM (mm), VJDDD (dd), VJDDY (yy), and VJDD# (cc) fields in the month/day/year/century format. Enter the prefix of the year in the Century field (VJDD#). For example, enter 19 for 1999 and 20 or 2005.</p> <p>This field identifies the due date of the invoice regardless of whether a discount is available. If you leave the Payment Terms Code field blank, and the customer has a payment term in the Customer Master by Line of Business table (F03012), the system uses the payment term from the Customer Master by Line</p>

				of Business table to determine the net due date.
Discount Due Date	VJDDNJ	Date	6	<p>Leave this field blank, if you complete the Payment Terms Code field (VJPTC). The system automatically calculates the discount due date when the invoice is processed.</p> <p>If you do not use a payment term, but you do use the discount available, enter a date in the format that your database accepts. See the data item for G/L Date (VJDGJ) for more information.</p> <p>Alternatively, leave this field blank and complete the VJDDNM (mm), VJDDND (dd), VJDDNY (yy), and VJDDN# (cc) fields in the month/day/year/century format. Enter the prefix of the year in the Century field (VJDDN#). For example, enter 19 for 1999 and 20 for 2005.</p> <p>This field identifies the date through which a discount can be taken after the receipt is received. When invoices are processed, this field is automatically updated based on the definition of the payment term.</p> <p>If you leave the Payment Terms Code (VJPTC) and Discount Available (VJADSC) fields blank, and the customer has a payment term in the Customer Master by Line of Business table (F03012), the system uses the payment term from the Customer Master by Line of Business table to determine the values for the Discount Available (VJADSC) and Discount Due Date (VJDDNJ) fields.</p>
Batch File Discount Handling Flag	VJEDDH	Alpha	1	Leave this field blank. When the invoice is processed, this field is automatically updated based on the value of the Payment Terms (VJPTC) and the Discount Available (VJADSC) fields.
Discount Taken	VJADSA	Number	15	Leave this field blank. When the receipt is applied and the discount is taken, this field is updated in the Customer Ledger table (F03B11).

Optional Fields for Processing Batch Invoices

The following fields in the Batch Invoices table (F03B11Z1) are optional for batch invoice processing. You can use the fields to provide additional information about invoices.

J.D. Edwards recommends that you leave specific fields blank so that the system will update them.

Field Name	Alias	Type	Length	Values to Enter/Definition
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EDI - Detail Lines Processed	VJEDDL	Number	5	The number of detail lines included in a specific transaction. For user verification only.
Document Number	VJDOC	Number	8	<p>The number that identifies the transaction in the Customer Ledger table (F03B11). If you leave this field blank, the system uses next numbers for system 03B to generate a document number.</p> <p>If you enter a value in this field, the value cannot exist in the Customer Ledger table or the transaction is considered a duplicate and is not processed. If you enter a value in this field, you must enter the same value in the corresponding field in the Journal Entry Transactions - Batch File table (F0911Z1).</p> <p>J.D. Edwards recommends that you leave this field blank.</p>
Document Type	VJDCT	Alpha	2	<p>A code that specifies the type of transaction. If you leave this field blank, the value is specified by a processing option in the Invoice Entry MBF Processing Options program (P03B0011).</p> <p>If you enter a value in this field, the value must exist in both UDC tables 00/DT (Document Type - All Documents) and 00/DI (Document Type - Invoices Only). If you enter a value in this field, you must enter the same value in the corresponding field in the Journal Entry Transactions - Batch File table (F0911Z1).</p> <p>J.D. Edwards recommends that you leave this field blank.</p>
Document Company	VJKCO	Alpha	5	<p>A code that specifies the company of the transaction. This field is used only to differentiate transaction numbers by company. If you leave this field blank, the system uses the value that you entered in the Company field (VJKCO).</p> <p>If you enter a value in this field, the value must exist in the Company Constants table (F0010).</p> <p>If you enter a value in this field, but do not enter a value in the corresponding field (VNKCO) in the Journal Entry Transactions - Batch File table (F0911Z1), the value entered here will be passed to that field.</p> <p>J.D. Edwards recommends that you leave this field blank.</p>
Document Pay Item	VJSFX	Alpha	3	A code that specifies the pay item number of the invoice. If you leave this field blank, the system assigns the pay item beginning with

				<p>001. Use the Line Number field (VJEDLN) to specify transactions that have multiple pay items.</p> <p>If the transaction number (VJEDTN) and the line number (VJEDLN) combination are duplicated, the next and all subsequent transactions will be ignored regardless of whether the Pay Item field (VJSFX) is used.</p>
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Batch Type	VJICUT	Alpha	2	A code that specifies the type of transaction being processed, such as invoice, voucher, and so on. If you complete this field, you must enter IB (Invoice Batch). If you leave this field blank, the system updates the field with IB when processing the invoices.
Batch Number	VJICU	Number	8	A number used to group invoices that are processed simultaneously. If you leave this field blank, the system uses next numbers for system 00 to generate a batch number. J.D. Edwards recommends that you leave this field blank.
Batch Date	VJDICJ	Date	6	The date the batch was entered. If you leave this field blank, the system uses the date that the batch process program is run. If you complete this field, enter the date in a format that your database accepts. See the field definition for G/L Date (VJDGJ) for more information. Alternatively, you can leave this field blank and complete the fields VJDICM (mm), VJDICD (dd), VJDICY (yy), and VJDIC# (cc) in the month/day/year/ century format. Enter the prefix of the year in the Century field (VJDIC#). For example, enter 19 for 1999, or enter 20 for 2005.
Fiscal Year	VJFY	Number	2	J.D. Edwards recommends that you leave these fields blank. The system updates them based on the G/L date and company.
Century	VJCTRY	Number	2	
Period Number	VJPN	Number	2	
Account ID	VJAID	Number	8	The short account ID that corresponds to the A/R trade account. When the invoice is processed, the system updates this field with the account ID associated with the account number retrieved for the AAI item RCxxxx (where xxxx = the value of the G/L Offset field). The account ID is stored in the Account Master table (F0901). J.D. Edwards recommends that you leave this field blank.
Address Number - Parent	VJPA8	Number	8	The parent number of the customer. The value that you enter must exist in the Address Book Master table (F0101). If you leave this field blank, the parent number

				assigned to the customer in the Customer Master by Line of Business table (F03012) is used. If a parent number does not exist in the Customer Master by Line of Business table, the system uses the customer address book number.
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Address Number - Alternate Payee	VJAN8J	Number	8	<p>The alternate payor for the customer.</p> <p>If the invoice is to be paid by another party, complete this field with the address book number of the payor.</p> <p>If you leave this field blank, the system updates it with the value in the Send Statement To field for the customer in the Customer Master by Line of Business table (F03012).</p> <p>If you enter a value in this field, the value that you enter must exist in the Address Book Master table (F0101).</p>
Payor Address Number	VJPYR	Number	8	<p>The alternate payor for the customer.</p> <p>If the invoice is to be paid by another party, complete this field with the address book number of the payor.</p> <p>The system validates this field against the Address Book Master table (F0101). Any value that you enter must exist as an address book record in the system.</p> <p>If you leave this field blank, the system uses the value from the Alternate Payee field (VJAN8J).</p>
G/L Posted Code	VJPOST	Alpha	1	<p>A code to specify the posting status of the transaction.</p> <p>Leave this field blank. Run the General Ledger Post Report program (R09801) to update this field.</p> <p>If you previously processed historical data as a journal entry, J.D. Edwards recommends that you create an associated Journal Entry Transactions - Batch File (F0911Z1) transaction and use the A/R trade account as the G/L distribution account. Then, when the transaction is posted, it will not affect accounting.</p> <p>If you process posted invoice transactions out of balance (that is, without corresponding entries in the Journal Entry Transactions - Batch File table), enter D in this field. However, by doing this, you compromise your ability to void these transactions in the future, and you will create discrepancies in the A/R Batch Integrity reports.</p>
A/R Post Status	VJISTR	Alpha	1	You must leave this field blank. This field indicates that a change record for the invoice exists in the Invoice Revisions table (F03B112). Changes to invoices cannot be processed

				using the Invoice Batch Processor (R03BZ1I). You must use Standard Invoice Entry (P032002) to make changes to posted invoices.
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Balanced - Journal Entries	VJBALJ	Alpha	1	This field indicates whether the amounts of the journal entries associated with the transaction are in balance with the gross amount of the invoice. J.D. Edwards recommends that you leave this field blank.
Pay Status Code	VJPST	Alpha	1	This field indicates whether the invoice is open, paid, or on hold. The value of this field must exist in UDC 00/PS (Payment Status Codes). If you leave this field blank, the system updates it according to the value in the processing option of the Invoice Entry MBF Processing Options program (P03B0011). If you did not assign a value in the processing option, the default value of the data dictionary item PST is used.
Amount Open	VJAAP	Number	15	The system updates the Amount Open field (VJAAP) with the value in the Gross Amount field (VJAG), regardless of whether a value exists. Processing partially paid invoices is not supported by this application. J.D. Edwards recommends that you leave this field blank.
Object Account	VJOB	Alpha	6	Any values that you enter in these fields are passed to the Customer Ledger table (F03B11). The system does not validate these fields.
Subsidiary	VJSUB	Alpha	8	
Subledger Type	VJSBLT	Alpha	1	
Subledger - G/L	VJSBL	Alpha	8	
Number of Sent Reminders - Total	VJRMD	Number	3	Enter the total number of notices that were sent to a customer. If you leave this field blank, the system updates it each time a delinquency notice is generated for an invoice.
Collection Report (Y/N)	VJCOLL	Alpha	1	This field specifies whether a customer is eligible to be placed on the Collection report. If you leave this field blank, the system updates it with the value from the policy assigned to the customer in the Customer Master by Line of Business table (F03012).
Collection Reason Code	VJCORC	Alpha	2	The system updates this field when the Collection Report (R03B461) is run. J.D. Edwards recommends that you leave this

				field blank.
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Apply Finance Charges - Y/N	VJAFC	Alpha	1	If you leave this field blank, the system uses the value that is assigned to the customer in the Customer Master by Line of Business table (F03012).
Document - Original	VJODOC	Alpha	8	Any values that you enter in these fields are passed to the Customer Ledger table (F03B11). The system does not validate these fields.
Document Type - Original	VJODCT	Alpha	2	
Document Company (Original Order)	VJOKCO	Alpha	5	If you leave these fields blank, the system updates them with the values assigned to the Document Number, Document Type, and Document Company fields from the Customer Ledger table.
Document Pay Item - Original	VJOSFX	Alpha	3	<p>Any value that you enter in this field is passed to the Customer Ledger table (F03B11). The system does not validate this field.</p> <p>If you leave this field blank, the system updates it with the value assigned to the Pay Item field from the Customer Ledger table.</p>
Supplier Invoice Number	VJVINV	Alpha	25	Any values that you enter in these fields are passed to the Customer Ledger table (F03B11). The system does not validate these fields.
Purchase Order	VJPO	Alpha	8	
Document Type - Purchase Order	VJPDCT	Alpha	2	
Document Company (Purchase Order)	VJPKCO	Alpha	5	
Order Type	VJDCTO	Alpha	2	
Line Number	VJLNID	Number	6	
Sales Document Number	VJSDOC	Number	8	
Sales Document Type	VJSDCT	Alpha	2	
Document Company (Sales Order)	VJSKCO	Alpha	5	
Order Suffix	VJSFXO	Alpha	3	
Commission Code 1	VJCMC1	Number	8	You can enter the address book number of the sales person who should receive a commission. Typically, this is tracked in the Sales Order system. The value that you enter

				is passed and no validation is performed.
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Reference	VJVR01	Alpha	25	Any values that you enter in these fields are passed to the Customer Ledger table (F03B11). The system does not validate these fields.
Unit	VJUNIT	Alpha	8	
Business Unit 2	VJMCU2	Alpha	12	
Remark	VJRMK	Alpha	30	This field describes the invoice pay item. This field is user defined and appears on the Standard Invoice Entry form.
Alpha Name	VJALPH	Alpha	40	If you leave this field blank, the system uses the alpha name that is associated with the address book number in the Address Book Master table (F0101). If you enter a value in this field and it differs from the value in the Address Book Master, undesirable results might occur.
Alpha Name	VJALPH	Alpha	40	If you leave this field blank, the system uses the alpha name that is associated with the address book number in the Address Book Master table (F0101). If you enter a value in this field and it differs from the value in the Address Book Master, undesirable results might occur.
Frequency - Recurring	VJRF	Alpha	2	Complete these fields only if the invoice is a recurring invoice that will be recycled. Documents generated with recurring information have the Document Type RR. The value that you enter in the Frequency - Recurring field (VJRF) must exist in UDC H00/RF (Recurring Frequency).
Recurring Frequency # of Payments	VJDRF	Number	3	The number of payments corresponds to the number of times the invoice will be recycled. If the number of payments is equal to 1, a new invoice will not be generated.
Control/ Statement Field	VJCTL	Alpha	13	Enter the statement number of the last statement generated for this invoice. Any value that you enter in this field is passed to the Customer Ledger table (F03B11). The system does not validate this field.
Item Number - Short	VJITM	Number	8	Enter the inventory item number. Any value that you enter in this field is passed to the Customer Ledger table (F03B11). The system does not validate this field.
Units	VJU	Number	15	Any value that you enter in this field is passed to the Customer Ledaer table (F03B11). The

				system does not validate this field.
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Unit of Measure	VJUM	Alpha	2	This field describes the type of units. The value that you enter must exist in UDC 00/UM (Unit of Measure).
G/L Posting Code - Cash Basis Acct	VJALT6	Alpha	1	This field must be left blank. The system updates this field during receipt processing.
Payment Instrument	VJRYIN	Alpha	1	Any value that you enter in this field must exist in UDC 00/PY (Payment Instrument). If you leave this field blank, the system updates it with the corresponding value from the Customer Master By Line of Business table (F03012) when the invoice is processed.
Void Date - For G/L - Julian	VJVDGJ	Date	6	These fields must be left blank. The system updates them when invoices are voided.
Void Reason Code	VJVRE	Alpha	3	
A/R - A/P Miscellaneous Code 1	VJRP1	Alpha	1	These fields must be left blank. The Sales Order Processing System updates them.
A/R - A/P Miscellaneous Code 2	VJRP2	Alpha	1	
A/R - A/P Cash Rcpts/Inv Reg Code	VJRP3	Alpha	1	
A/R Reporting Codes 1-10	VJAR01 VJAR02 VJAR03 VJAR04 VJAR05 VJAR06 VJAR07 VJAR08 VJAR09 VJAR10	Alpha	3	If you leave this field blank, the system uses the values from the address book category codes (AC01 – AC10) for this customer. If you enter a value into this field and a value already exists in the address book category codes for this customer, the system uses the value that you enter in the Batch Invoices table (F03B11Z1). The system does not validate this field.
Transaction Originator	VJTORG	Alpha	10	These fields should be left blank. The system updates them when the transaction is processed.
User ID	VJUSER	Alpha	10	
Program ID	VJPID	Alpha	10	
Date - Updated	VJUPMJ	Date	6	
Time - Last Updated	VJUPMT	Number	6	
Work Station ID	VJJOBN	Alpha	10	

Ignored Fields for Processing Batch Invoices

These fields in the Batch Invoices table (F03B11Z1) are ignored by the system. The system does not pass any values entered.

Field Name	Alias	Type	Length
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Type Record	VJEDTY	Alpha	1
Record Sequence	VJEDSQ	Number	2
EDI - Document Type	VJEDCT	Alpha	2
EDI - Transaction Set Number	VJEDTS	Alpha	6
EDI - Translation Format	VJEDFT	Alpha	10
EDI - Transmission Date	VJEDDT	Date	6
EDI - Send/Receive Indicator	VJEDET	Alpha	1
Batch File Create G/L Record	VJEDGL	Alpha	1
User Address Number	VJEDAN	Number	8
G/L Bank Account	VJGLBA	Alpha	8
Account ID	VJAID2	Alpha	8
Account Mode - G/L	VJAM2	Alpha	1
Date of Last Sent Reminder	VJRDDJ	Date	6
Date - Reminder Stop Until Date	VJRDSJ	Date	6
Date - Statement	VJSMTJ	Date	6
Number of Reminders to Send	VJNBRR	Alpha	1
Level of Last Sent Reminder	VJRDRL	Alpha	1
Write-Off Reason Code	VJRSCO	Alpha	2
Receipt Number	VJCKNU	Alpha	25
Date - Cleared Value	VJVLDT	Date	6
Closed Item - As Of Processing	VJFNLP	Alpha	1
Date - Statement - MO	VJSMTM	Number	2
Date - Statement - DA	VJSMTD	Number	2
Date - Statement - YR	VJSMTY	Number	2
Date - Statement - CTRY	VJSMT#	Number	2
Date of Last Sent Reminder - MO	VJRDDM	Number	2

Date of Last Sent Reminder - DA	VJRDDD	Number	2
Date of Last Sent Reminder - YR	VJRDDY	Number	2
Date of Last Sent Reminder - CTRY	VJRDD#	Number	2
Date - Reminder Stop Until Date - MO	VJRDSM	Number	2
Date - Reminder Stop Until Date - DA	VJRDSD	Number	2
Date - Reminder Stop Until Date - YR	VJRDSY	Number	2
Date - Reminder Stop Until Date - CTRY	VJRDS#	Number	2
Historical Currency Conversion Rate	VJHCRR	Number	15
Historical Date - Julian	VJHDGJ	Date	6
Historical Date - MO	VJHDGM	Number	2
Historical Date - DA	VJHDGD	Number	2
Historical Date - YR	VJHDGY	Number	2
Historical Date - CTRY	VJHDG#	Number	2

Fields Reserved for Users for Processing Batch Invoices

The following fields in the Batch Invoices table (F03B11Z1) are reserved for users. These fields are not updated by any J.D. Edwards program nor are they displayed on any form in the Accounts Receivable system.

Field Name	Alias	Type	Length	Values to Enter/Definition

User Reserved Code	VJURC1	Alpha	3	Enter any alphanumeric value up to three characters in length.
User Reserved Date	VJURDT	Date	6	Enter any date in this field. Use a format that your database accepts. See the data item for G/L Date (VJDGJ) for more information.
User Reserved Amount	VJURAT	Number	15	Enter any amount in this field. Use a format that your database accepts.
User Reserved Number	VJURAB	Number	8	Enter any number up to eight digits in length.
User Reserved Reference	VJURRF	Alpha	15	Enter any alphanumeric value up to 15 characters in length.

Required Fields for Processing Batch Invoices using the Advanced Cost Accounting System

If you are using the Advanced Cost Accounting system (System 16), you must complete additional fields in the Journal Entry Transactions - Batch Tag File table (F0911Z1T). The system processes these fields and stores them in the corresponding Account Ledger Tag File table (F0911T). If you are not using the Advanced Cost Accounting system, you do not need to complete any fields in the Journal Entry Transactions - Batch Tag File table.

Field Name	Alias	Type	Length	Values to Enter/Definition

EDI - User ID	VNEDUS	Alpha	10	The values that you enter in these fields must match the values that you enter in the corresponding fields in the Batch Invoices table (F03B11Z1) and the Journal Entry Transactions - Batch File table (F0911Z1).
EDI - Transaction Number	VNEDTN	Alpha	22	
EDI - Batch Number	VNEDBT	Alpha	15	
EDI - Line Number	VNEDLN	Number	7	
Cost Object Type 1-4	VNABT1 VNABT2 VNABT3 VNABT4	Alpha	1	Enter up to four cost object types. The system uses these fields to validate the values that you enter in the corresponding Cost Object fields (VNABR1 – VNABR4). If you enter a value in one of the Cost Object Type fields, you must enter a value in the corresponding Cost Object field. The values in the Cost Object Type fields must exist in the Cost Object Types table (F1620).
Cost Object 1-4	VNABR1 VNABR2 VNABR3 VNABR4	Alpha	12	Enter up to four cost objects. The value in each Cost Object field must adhere to the edit rules for the corresponding Cost Object Type (VNABT1 – VNABT4).
Posting Code 1-10	VNPM01 - VNPM10	Alpha	1	Leave these fields blank.
Item Number	VNITM	Number	8	If you enter a value in this field, the system validates it against the Item Master table (F4101).

Working with Batch Invoices

After you transfer invoices from an external source to the J.D. Edwards Accounts Receivable system, you might need to review and revise them before you process them. You can revise a batch invoice manually; however, depending on the information that you need to revise, you might need to delete it and then add it again. You can revise batch invoices before you process them or when you process them unsuccessfully.

To correct a batch invoice, it must include the following information:

- Batch number
- Transaction number
- Customer number
- Company

You cannot use the Work With Batch Invoices form to revise or delete batch invoices that the system has successfully processed in final mode; you must use the Standard Invoice Entry form. See *Working with Standard Invoices* for more information.

When you add, revise, or delete a batch invoice, the system updates records in the Batch Invoices (F03B11Z1) and Journal Entry Transactions - Batch File (F0911Z1) tables.

Adding Batch Invoices

You cannot add invoices to an existing batch. You can, however, create invoices in a new batch. Typically, you should not need to add batch invoices. An exception is when you experience difficulty processing transactions from an interfaced system. To detect and correct any discrepancies, compare a batch invoice that you add manually with an invoice that the interface system creates.

Deleting Batch Invoices

If you cannot revise a field because it is not available for revision, you must delete the batch invoice and either correct the information at the source and convert it again for processing or add a new batch invoice with the correct information.

To delete processed transactions from the batch tables, you must purge them. You can set a processing option to purge processed batch transactions that were transmitted successfully through the invoice batch processor or run a separate purge program. See *Purging Processed Batch Invoices*.

► To work with batch invoice information

From the Batch Invoice Processing menu (G03B311), choose Batch Invoice Revisions.

1. On Work With Batch Invoices, click Find to display all batch invoices, or complete any of the following options and fields to limit your search, and then click Find:
 - Processed
 - Summarize
 - Batch Number
 - From Date
 - Thru
2. To display batch invoices by date, click one of the following options:
 - Inv
 - G/L
 - Transmission
3. To delete a batch invoice, choose the batch invoice and click Delete.
4. On Confirm Delete, click OK.
5. To add a batch invoice, click Add.
6. On Invoice Entry - Batch Invoices, complete the following fields to identify the invoice:
 - User ID
 - Transaction Number
7. Follow the steps to enter a standard invoice.

See *Entering Standard Invoices*.

8. To review or revise an individual batch invoice, choose the batch invoice and click Select.
9. On Invoice Entry - Batch Invoices, to review the invoice's pay items, choose a pay item from the detail area of the form, and then choose Details from the Row menu.
10. Click Cancel to return to Invoice Entry – Batch Invoices.
11. To revise a batch invoice, change the information in any of the available fields, and then click OK.
If you change the gross amount or any field that affects the gross amount, the system displays the Enter GL Distribution - Batch Invoices form automatically so that you can revise the G/L distribution amount.
12. On Invoice Entry - Batch Invoices, to review the G/L distribution for the invoice, choose G/L Dist from the Form menu.
13. To revise general ledger information, on Enter GL Distribution - Batch Invoices, revise the desired fields, and then click OK.

Processing Options for Batch Invoice Revisions (P03B11Z1)

Display

1. Select the default Service/Tax date.
1=use Invoice Date, Blank = use G/L Date,
2. Enter the default Pay Status. If left blank, then it will default from the data dictionary.

Default Pay Status

3. Enter a '1' to use the Customer Master Alternate Payor number as the default value for the Alternate Payor address. If left blank, then the default is the customer address number.

'1' = use Customer Master Alternate Payor number

Edits

1. Enter a value to select Date Edit processing: Blank=No Edits; 1=Warning; 2=Hard Error.
Invoice Date > Today's Date

Invoice Date > GL Date

Currency

1. Enter a '1' to allow Value Added Tax on currency entries.
1 = Vat Tax allowed on currency items.

JE Defaults

1. Enter a '1' to bypass the out-of-balance edits between the invoice and the journal entries. If left blank, then the Journal Entry must balance (A/R amounts equals G/L amounts).

1 = Bypass out-of-balance edits.

Summarize

1. Enter a '1' to summarize the invoice documents displayed on the Work with Batch Invoices form.
1 = Summarize.
-

Processing Batch Invoices

From the Batch Invoice Processing menu (G03B311), choose Batch Invoice Processor.

After you convert your external invoices and transfer them to the batch processing tables (F03B11Z1, F0911Z1, and F0911Z1T), run the Batch Invoice Processor program (R03B11Z1I). Running this program processes the information from the batch tables and stores it in the Customer Ledger table (F03B11), the Account Ledger table (F0911), and the Account Ledger Tag File table (F0911T).

You can run the Batch Invoice Processor program in either proof or final mode.

Proof mode	The system: <ul style="list-style-type: none">• Verifies the data• Produces a report
Final mode	The system: <ul style="list-style-type: none">• Creates J.D. Edwards invoices in the Customer Ledger table (F03B11) and associated journal entries in the Account Ledger table (F0911)• Assigns document and batch numbers• Supplies default information for the optional fields that you leave blank. For example:<ul style="list-style-type: none">• The document number originates from the Next Numbers Revisions program (P0002).• The fiscal year and period are derived from the G/L date and the date pattern that is established for the company in Company Names & Numbers.• The F0911 explanation comes from the customer's alpha name from the customer number.• The F0911 company number is assigned based on the business unit from the first line of distribution.• Edits invoice entries for errors• Produces an exceptions report if errors exist

The system uses next numbers to automatically assign document and batch numbers to the invoices generated during final processing, as long as these fields are left blank in the batch tables. J.D. Edwards recommends that you allow invoice and batch numbers to be assigned from next numbers. For audit purposes, however, J.D. Edwards recommends that you use the Transaction Number field for the document number (or invoice reference) from your source system.

After the batch has been successfully processed, the system updates the Processed field (VJEDSP). These records remain in the F03B11Z1 and F0911Z1 tables until they are purged. Alternatively, you can set up a processing option to purge these tables automatically.

Considerations for Processing Batch Invoices

The following tables provide suggestions for processing invoice batches successfully and efficiently..

Errors in Processing

Process a few records in the first batch	<p>Only errors prevent a batch from successfully processing. Warning messages alert you to nonstandard events, but do not prevent processing. You can turn off warning messages by means of a processing option.</p> <p>Most errors that occur on one record also occur on all records. Correct the errors on the smaller number of records, and then follow the same sequence of steps when you process a larger number of records in a batch.</p>
Read and understand the error messages	<p>An alternative to reviewing the exception report is to access the Employee Work Center system to view specific errors regarding the batches. You can access the batches that are in error directly from the error messages. This feature allows you to locate the problems and correct them interactively.</p> <p>Error messages can be accessed and read from the Work Center in one of three ways:</p> <ul style="list-style-type: none"> • From the Workflow Management menu (G02), choose Employee Work Center. • Right-click the Batch Invoice Processor program and choose Prompt For, and then Version. On Work with Batch Versions - Available Versions, choose Work Center from the Tools menu on the Exit Bar. (You must set your preferences to view the Exit Bar.) • From the System Administration Tools menu (GH9011), choose Work With Servers. On Work With Servers, choose Work Center from the Tools menu on the Exit Bar. (You must set your preferences to view the Exit Bar.) <p>All error messages are also located in the Data Dictionary, where you can inquire on the error number and review the glossary.</p>
Process an invoice that was created using the Batch Invoice Revisions program (P03B11Z1)	If errors occur that you cannot resolve, enter a transaction manually through Batch Invoice Revisions and process it successfully. Then compare the F03B11Z1 transaction that you entered manually with a F03B11Z1 transaction that you converted. Comparing the differences can help you locate discrepancies and resolve errors.

Processing Time

After you resolve conversion errors, you can use the suggestions in the following table to improve processing time:

Create larger batches	To increase performance, create multiple versions of the Batch Invoice Processor program (R03B11Z1I) and run them simultaneously. To do so, modify the data in the Batch Invoices (F03B11Z1) and Journal Entry Transactions - Batch File (F0911Z1) tables so that you have several large batches. Then create additional versions of the program and modify the data selection to process one batch. Finally, run all versions of the program simultaneously. If you do not want to create multiple versions of the program, organize the data into one large batch. The performance gain is not as substantial as the first option, but processing time will decrease.
Enter as much information as available	Reduce the amount of time that the system requires to retrieve default information by entering the information directly into the F03B11Z1 and F0911Z1 tables. Specifically, enter the customer's alpha name into the Explanation field (VNEXA) in the F0911Z1 table. Examples of other information that the system retrieves for processing are payment terms, exchange rates, company numbers, and so on. Then, when the Batch Invoice Processor program (R03B11Z1I) runs, the system validates only the information that is provided, rather than having to retrieve and validate the information.
Deactivate the Cost Management Constants (System 16)	If you are not using the Enterprisewide Profitability System (EPS, System 16), verify that the Activate Cost Objects (CO01) and Activate Activity Based Costing (CO03) fields are not selected in the Advanced Cost Accounting Constants program (P1609). You access the Advanced Cost Accounting Constants program from menu G1641.
Run the batch program on the server where the data resides	Run the Batch Invoice Processor program (R03B11Z1I) on the server where the F03B11Z1 and F0911Z1 tables are located.

Before You Begin

- Verify that address book records exist for the customers whose invoices will be converted.
- Convert invoice transactions from their external system and transfer them to the J.D. Edwards Accounts Receivable system in the appropriate format.

Processing Options for Batch Invoice Processor (R03B11Z1I)

Processing

1. Enter a '1' to process the batch information in Final mode. If left blank, then the batch processing will be performed in Proof mode and no file updates will occur.

1 = Final Mode blank = Proof Mode

2. Enter a '1' to allow A/R invoice processing if G/L records in F0911Z1 are out-of-balance. (A/R amounts do not offset the G/L amounts). If left blank, the transaction will not be processed if the amounts are out-of-balance.

1 = Allow processing Out-Of-Balance

3. Enter a '1' to automatically purge processed transactions from the batch file. If left blank, transactions will be flagged as processed and will remain in the file.

1 = Purge records blank = No Purge

Version Select

1. Enter the number of the processing option version to be used for the invoice processing. If left blank ZJDE0001 will be used.

2. Enter the number of the processing option version to be used for the Journal Entry processing. If left blank ZJDE0001 will be used.

Messages

1. Enter a '1' to suppress the creation of warning PPAT messages. If left blank, warning messages will be created in PPAT.

1 = Suppress Warnings blank = No Suppress

2. Enter the user to receive the PPAT messages. If left blank, then the user who entered the transactions will be the receiver of the PPAT messages.

User ID for PPAT Messages

Defaults

1. Enter a '1' to default the alternate payee from the 5th address book number. If left blank it will be defaulted from the customer number.

1 = Default from 5th Address Book Number

2. Enter a '1' to bypass the defaulting of tax area and explanation codes. If left blank, the tax fields will be defaulted from Customer Master and the Business Unit Master tables.

1 = Bypass the Tax Field Defaults

Batch Type

6. Enter Batch Type if not "IB"

"IB" = Default Batch Type

JE Defaults

1. Enter the default ledger type for GL distribution entry processing. If left blank, the ledger type AA will be used.

Default GL Ledger Type

Batch Approval

1. Enter a '1' if you would like to have the batch status on all batches you created through the Invoice Entry Batch Processor to be set as approved, regardless of the general accounting constants. If this field is left blank the batch status will be set according to the general accounting constants.

Batch Approval

Auto Post

1. Enter a version of the post program [R09801] that you wish to run if you would like your entries automatically posted to the Accounts Balances table (F0902) after creation. If this version is left blank then the post will not be submitted.

Version

Audit Info

1. Enter a '1' to print audit information to the report.

<blank> = No audit information (default)

1 = Print audit information

Posting Batch Invoices

After you process batch invoices, you must post them to the general ledger.

You can post invoices to the general ledger manually from the Customer Invoice Entry menu (G03B11). Alternatively, you can complete processing options in the Batch Invoice Processor program (R03B11Z1I) to post processed batch invoices automatically at the time of processing, as follows:

- Enter 1 in the Batch Approval field on the Batch Approval tab to automatically set the status of the processed batch to Approved
- Enter a version of the General Ledger Post Report program (R09801) in the Version field on the Auto Post tab

See Also

- *The Invoice Post Process* for information about posting invoices

Purging Processed Batch Invoices

From the Batch Invoice Processing menu (G03B311), choose Processed Batch Invoice Purge.

After you review, process, and post your batch invoices, you must purge them. The system stores processed invoices in the batch tables until you purge them. You can purge batch invoices in either of the following ways:

- Set a processing option to automatically purge them when you process your batch invoices in final mode
- Purge them as a separate task

When you purge batch invoices, the system removes all processed invoices from the following tables, regardless of the batch they are in:

- Batch Invoices (F03B11Z1)
- Journal Entry Transactions - Batch File (F0911Z1)
- Journal Entry Transactions - Batch Tag File (F0911Z1T)

Purging removes batch invoices only and does not affect Customer Ledger invoices (F03B11).

Purging Invoices and Receipts

You might need to purge historical transaction records to create disk space for current transactions

The Accounts Receivable purge programs allow you to purge invoices and receipts from the following tables:

- Customer Ledger (F03B11)
- Receipts Header (F03B13)
- Receipts Detail (F03B14)

The system moves these records into their respective tables:

- Customer Ledger Purge File (F03B11P)
- Receipts Header Purge File (F03B13P)
- Receipts Detail Purge File (F03B14P)

After you purge transactions, you can rename the purge tables and copy them to another environment or another medium for storage.

Considerations for Purging Invoices and Receipts

General Ledger transactions (F0911)	When you purge accounts receivable transactions, you will be out of balance within each batch until you purge the corresponding Account Ledger transactions (F0911). If you are not going to purge corresponding records simultaneously, you might need to change the data selection for integrity reports to exclude transactions prior to a specific date.
Coordinating invoice and receipt purges	Accounts Receivable purge programs work independently of each other. Therefore, it is possible to purge invoices without matching receipt records, and vice versa. Unless invoice and corresponding receipt records are purged together, you will receive errors during inquiry or possible integrity problems on reports.

Before You Begin

- Back up the transactions that you are purging.

Purging Invoice Transactions

From the A/R Advanced & Technical Operations menu (G03B31), choose Purge Invoice Transactions (R03B800).

When you purge invoice transactions, the system uses the following criteria when determining which invoices to purge:

- The invoice G/L date must be equal or prior to before the date entered in the processing options for Purge Invoice Transactions
- The invoice must be posted
- The invoice must be paid
- The invoice must have no open amount

After the system completes the purge process, you might want to defragment the affected tables and rebuild the table indices. Contact your database administrator for more information about this process.

Purging Receipt Transactions

From the A/R Advanced & Technical Operations menu (G03B31), choose Purge Receipt Transactions (R03B801).

When you purge receipt transactions, the system uses the following criteria when determining which receipts to purge:

- The receipt G/L date must be equal or prior to the date entered in the processing options for Purge Receipt Transactions
- The receipt must be posted

After the system completes the purge process, you might want to defragment the affected tables and rebuild the table indices. Contact your database administrator for more information about this process.

Processing Options for Purge Invoice Transactions and Purge Receipt Transactions (R03B800 and R03B801)

G/L Date

Enter the G/L Date to use when selecting which records to purge.

All records that have a G/L date less than or equal to the entered date will be purged.

<Date Required>

Forecasting Cash Flow

Use one of the following navigations:

From the A/P Advanced & Technical Operations menu (G0431), choose A/P Cash Forecasting Summarization.

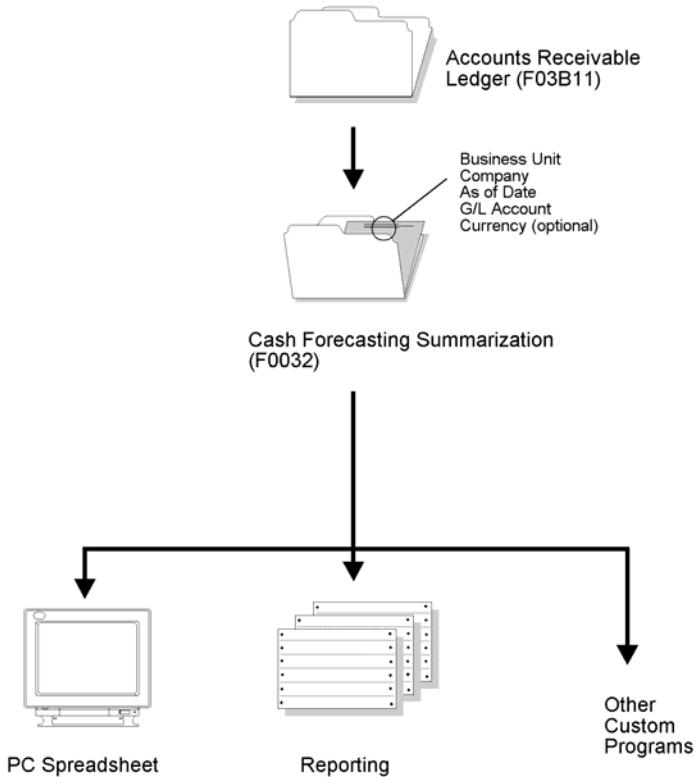
From the A/R Advanced & Technical Operations menu (G03B31), choose A/R Cash Forecasting.

As part of your cash forecasting activities, reviewing a summary of your open invoices or vouchers might be helpful.

When you run cash forecasting, the system:

- Consolidates open invoices and vouchers from the Customer Ledger table (F03B11) or the Accounts Payable Ledger table (F0411)
- Summarizes information by business unit, company, due date, and currency
- Deletes existing records in the Cash Forecasting Summarization table (F0032) with the cash type that you specify in a processing option
- Updates the Cash Forecasting Summarization table with the new information

The following graphic illustrates the cash forecasting process:



The Cash Forecasting Summarization Build program generates a Cash Forecasting Summarization table (F0032). The information in this table consists of:

- The total amount of all open invoices and vouchers
- Due dates of open documents
- The amount required to close the open invoices and vouchers

You can use Enterprise Report Writer to view the information created by the Cash Forecasting Summarization Build program. The information can also be downloaded to a standard spreadsheet program or used by custom programs to perform cash analysis. See the *Enterprise Report Writing Guide* for information on setting up and running reports.

Caution

The Cash Forecasting Summarization table contains summary information from the general ledger, accounts payable ledger, and accounts receivable ledger. The cash type designates the system in which the information originated. A cash type is alphanumeric and can be up to five characters. J.D. Edwards recommends that you use the same cash type each time you run the program. If you run the program again with a different cash type, two sets of information will be in the Cash Forecasting Summarization table.

For information about foreign amount and currency code fields in the F0032 table, see *Forecasting Cash Flow in Foreign Currencies* in the *Multicurrency Guide for Accounts Receivable and Accounts Payable*

Processing Options for A/R Cash Forecasting (R03B520)

Process

1. Enter the cash type to designate A/R records in the Cash Forecasting Summarization (F0032) table. If left blank, cash type '03B' will be used.

Cash Type

2. Enter a '1' to reverse the positive and negative signs of the amounts. If left blank, the signs for the amounts will appear as they would in the Customer Ledger (F03B11) table.

Reverse Amount Signs

3. Enter a '1' to build the A/R portion of the Cash Forecasting Summarization (F0032) table based on discount due date. If left blank, net due date will be used.

Date Option

What You Should Know About Processing Options

Cash type (2)	The Cash Forecasting Summarization table (F0032) contains summary information from Accounts Receivable, Accounts Payable, and the General Ledger. The cash type designates the system in which the information originated. A cash type is alphanumeric and can be up to five characters. J.D. Edwards recommends that you use the same cash type each time you run the program. If you run the program again with a different cash type, two sets of Accounts Receivable information will exist in the Cash Forecasting Summarization table.
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EDI for Accounts Receivable

The Accounts Receivable system can process inbound receipts. Inbound receipts follow the EDI standard for receiving lockbox transactions (EDI transmission 823).

After you successfully process inbound EDI receipts, the transactions are ready for automatic receipt processing.

See Also

- Data Interface for Electronic Data Interchange System Overview* in the *Data Interface for Electronic Data Interchange Guide* for general information about EDI processing
- Automatic Receipts Processing* for information about processing inbound EDI receipts that have been successfully uploaded

Receiving EDI Lockbox Transactions

You can use EDI to receive Accounts Receivable receipts. To receive receipts, you run a program that converts and transfers the EDI information from the format that was sent by your trading partner in the EDI tables into the format used by the Electronic Receipts Input table (F03B13Z1). To process receipts received through EDI, you must understand the mapping requirements for the receipt at the time the transactions are received.

See Also

- Receiving Documents* in the *Data Interface for Electronic Data Interchange Guide* for information about flat file conversion and flat file formatting

Mapping Requirements for Processing EDI Lockbox Transactions

The following EDI tables are used to receive EDI transmissions:

- EDI Lockbox/Payment Header - Transaction (F47111). The system stores transaction information in this table.
- EDI Lockbox Header - Transaction (F47112). The system stores deposit information in this table.
- EDI Lockbox/Payment Detail - Batch (F47113). The system stores payment (receipt) information in this table.
- EDI Lockbox/Payment Detail - Payment (F47114). The system stores remittance (invoice) information in this table.

You can receive multiple transactions in a single EDI transmission; each transaction can have one deposit, each deposit can have multiple payments, and each payment can have multiple remittances (pay multiple invoices). Total amounts are maintained by deposit and check for audit purposes, but are not transferred to the Electronic Receipts Input table.

The system uses key fields to differentiate transactions and their related components. You should assign the same value to the key fields in all of the EDI tables. The following table describes these key fields:

Common Fields in EDI Tables (F47111, F47112, F47113, F47114)				
Field Name	Alias	Type	Length	Definition/ Values to Enter
EDI Document Key Company	Z1EKCO	Number	5	A number that is used in conjunction with the EDI Document Number (EDOC), EDI Document Type (EDCT), and EDI Line Number to uniquely identify a transaction. The number that you enter must exist in the Company Constants table (F0010).
EDI Document Number	Z1EDOC	Number	9	A number that is used in conjunction with the EDI Document Key Company (EKCO), EDI Document Type (EDCT), and EDI Line Number to uniquely identify a transaction.
EDI Document Type	Z1EDCT	Alpha	2	A two-character code that is used in conjunction with the EDI Document Key Company (EKCO), EDI Document Number (EDOC), and EDI Line Number to uniquely identify a transaction.
EDI Line Number	Z1EDLN	Number	7	A number that is used in conjunction with the EDI Document Key Company (EKCO), EDI Document Number (EDOC), and EDI Document Type (EDCT) to uniquely identify a transaction. Enter 1 for the 823 transaction set.

To successfully process EDI transactions, complete the additional required fields in the following EDI tables:

EDI Lockbox/Payment Header - Transaction (F47111)				
Field Name	Alias	Type	Length	Definition/Values to Enter
EDI Transaction Set Number	Z1EDST	Number	6	A number that specifies the format of the transfer program. Enter 823 to specify EDI lockbox transactions.
EDI Send/Receive Indicator	Z1EDER	Alpha	1	A code that indicates whether the transaction is inbound or outbound. Enter R to indicate inbound transactions.
Alpha Name	Z1ALPH	Alpha	40	The name of the payor. If you process lockbox transactions (823), this is the name of the bank.
EDI Transmission Date	Z1EDDT	Date	6	The date that the EDI data is transmitted. The system does not require a value in this field to process records; however, the Status Inquiry program (P47110) uses this field to limit the number of records displayed.

EDI Lockbox Header - Transaction (F47112)				
Field Name	Alias	Type	Length	Definition/Values to Enter
EDI Transaction Set Number	Z2EDST	Number	6	A number that specifies the format of the transfer program. Enter 823 to specify EDI lockbox transactions.
EDI Send/Receive Indicator	Z2EDER	Alpha	1	A code that specifies whether the transaction is inbound or outbound. Enter R to specify inbound transactions.
Deposit Number	Z2DEPN	Alpha	30	A number that identifies a group of payments.
Total Amount Transmitted	Z2TTOT	Number	15	A number that represents the total amount of the deposit.

EDI Lockbox/Payment Detail - Batch (F47113)				
Field Name	Alias	Type	Length	Definition/Values to Enter

Deposit Number	Z3DEPN	Alpha	30	Enter the same information in this field that you enter in the corresponding field in the EDI Lockbox Header - Transaction table (F47112).
Line Number	Z3LNID	Number	6	A number that identifies a receipt within a deposit. You must enter a unique value for each record.
Receipt Number	Z3DOCM	Alpha	8	A number that identifies a receipt. When you process the record, the system updates the check number field (CKNU) in the Electronic Receipts Input table (F03B13Z1) with the value in this field.
Bank Transit Number	Z3TNST	Alpha	20	A number that identifies the bank from which the customer's payment is made.
Customer Bank Account Number	Z3CBNK	Alpha	20	A number that identifies the customer's account at a bank.
Address Number	Z3AN8	Number	8	The customer's address book number. As an alternative to providing values for the Bank Transit Number and Customer Bank Account Number, you can enter the customer's address book number. The system locates the customer bank account information based on their address book number as long as it has been set up in the system.
Total Amount Transmitted	Z3TTOT	Number	15	A number that represents the amount of the receipt. If multiple receipts exist for one deposit, the sum of this field should equal the Total Amount Transmitted (Z2TTOT) in the EDI Lockbox Header - Transaction table (F47112).
Currency Code	Z3CRCD	Alpha	3	The currency of the receipt amount (TTOT). Complete this field only if your environment is set up to use multicurrency and you enter a value in the Currency Amount field (CRCA) in the EDI

				Lockbox/Payment Detail - Payment table (F47114).
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EDI Lockbox/Payment Detail - Payment (F47114)				
Field Name	Alias	Type	Length	Definition/Values to Enter
Deposit Number	Z4DEPN	Alpha	30	The value that you enter must be the same as the deposit number entered in the corresponding field in the EDI Lockbox Header - Transaction table (F47112).
Line Number	Z4LNID	Number	6	The number that you enter must be the same as the line number entered in the corresponding field in the EDI Lockbox/Payment Detail - Batch table (F47113).
Sequence Number	Z4SEQN	Number	7	A number that identifies a receipt pay item when one receipt pays multiple invoices.
Receipt Number	Z4DOCM	Number	8	The number that you enter must correspond to a check number (DOCM) in the EDI Lockbox/Payment Detail - Batch (F47113).
Document Number	Z4DOC	Number	8	These fields identify the invoice that the receipt pays. You must have a separate record for each invoice and invoice pay item that the receipt pays.
Document Type	Z4DCT	Alpha	2	
Document Pay Item	Z4SFX	Number	3	If the invoice has only one pay item, you can leave the pay item field blank. The system numbers the pay items beginning with 001.
Gross Amount	Z4AG	Number	15	A number that represents the amount of the receipt to apply to the invoice. Do not enter a value into this field if the receipt amount is foreign. Instead, use the Currency Amount field (Z4ACR).
Currency Amount	Z4ACR	Number	15	The foreign amount of the receipt to apply to the invoice. If you use multicurrency, but the receipt is in the domestic currency, do not enter the domestic amount in this field. Instead, use the Gross Amount field (Z4AG). If you complete this field, you must complete the Currency Code (Z3CRCD) field in the EDI Lockbox/Payment Detail -

				Batch table (F47113).
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As an alternative to specifying the invoice document number (DOC, DCT, and SFX fields) in the EDI Lockbox/Payment Detail - Payment table, one of the following fields can be completed:

- Purchase Order (Z4PO)
- Control/Statement Number (Z4CTL)

This is the statement number on which the invoice appears or the user defined reference number.

When the system processes transactions that use any of these fields, it copies the value from the field into the Generic Matching Field (GMFD) in the Electronic Receipts Input table (F03B13Z1).

Note

Do not use multiple methods to identify the invoice. Use the DOC, DCT, and SFX fields, or the PO field, or the CTL field.

Transferring EDI Lockbox Transactions

From the Lock Box menu (G47264), choose Edit/Update Lockbox EDI Files.

Run the Edit/Create EDI Lockbox program (R47111) to transfer inbound receipts from the EDI lockbox tables to the Electronic Receipts Input table (F03B13Z1).

You can run this program in proof or final mode:

- In proof mode, the system prints the EDI Lockbox Edit/Create report that you use to review the transactions and correct errors prior to running the program in final mode. The EDI Lockbox Edit/Create report prints:
 - The amount to be applied to the invoice (Z4AG or Z4ACR) from the EDI Lockbox/Payment Detail - Payment table (F47114)
 - The amount of the receipt (Z3TTOT) from the EDI Lockbox/Payment Detail - Batch table (F47113)
 - The total amount of the deposit (Z2TTOT) from the EDI Lockbox Header - Transaction table (F47112)

This allows you to verify total remittance amounts against total deposit amounts. If the amounts do not total properly, the system prints an error on the report.

- In final mode, the system:
 - Transfers EDI transactions to the Electronic Receipts Input table (F03B13Z1) for further processing by the automatic receipt application programs.

Note

The system writes records to the Electronic Receipts Input table regardless of errors. Although errors are detected during the automatic receipt application

process, J.D. Edwards recommends that you run this program in proof mode first and correct any errors prior to running the program in final mode.

- Updates the EDI - Successfully Processed fields (EDSP) to Y for the EDI transactions in the EDI lockbox tables.

- Prints the EDI Lockbox Edit/Create report.

Errors on the report do not prevent the system from updating the Electronic Receipts Input table (F03B13Z1) if the program is run in final mode.

Processing Options for Edit/Update EDI Lockbox Files (R47111)

Defaults Tab

1. Short Bank Account ID (Required)

Use this processing option to specify the Short Account ID of the default General Ledger bank account. This processing option is used when the G/L Bank Account field is blank on the Work With Lockbox Deposits form.

If you leave this processing option blank, the EDI Lockbox Edit/Create report (R47111) does not run and the system prints an error message.

2. G/L Date

Blank = System date

Use this processing option to specify the default G/L date. This processing option is used when the G/L Date field is blank on the Work With Lockbox Deposits form.

If you leave this processing option blank, the system date is the default G/L date.

3. Payment Instrument

Use this processing option to specify the default Payment Instrument, such as X for EDI remote draft. This processing option is used when the Payment Instrument field is blank on the Payment Revisions form.

Choose a valid value from UDC 00/PY (Payment Instrument).

Process Tab

1. Process Mode

Blank = Proof mode

1 = Final mode

Use this processing option to specify whether to run the EDI Lockbox

Edit/Create report (R47111) in Proof or Final mode. Valid values are:

Blank Run the report in Proof mode. The system prints a report without updating the Electronic Receipts Input file (F03B13Z1).

1 Run the report in Final mode. The system updates the Electronic Receipts Input file (F03B13Z1) and prints a report.

Working with Inbound EDI Lockbox Transactions

After you run the Edit/Update EDI Lockbox Files program in proof mode, you might need to make corrections or additions to an EDI transmission before you run the program in final mode.

Although one program is used for revisions and additions (P47110), for your convenience, different versions of the program have been set up on the Lock Box menu (G47264). You use the EDI Status Inquiry program to locate and revise components of an inbound EDI lockbox transmission, and you use EDI Lockbox Entry to locate and add components of an inbound EDI lockbox transmission.

Each component stores information in a different table. The following components constitute an EDI transmission:

Transaction	A transaction contains header information that links the deposit, payment, and remittance components together. Transaction information is stored in the EDI Lockbox/Payment Header - Transaction table (F47111).
Deposit	A deposit contains all the payments received by the bank for a specific time frame (for example, one day). Deposit information is stored in the EDI Lockbox Header - Transaction table (F47112).
Payment	A payment is a receipt that can be applied to one or more invoices or invoice pay items. Payment information is stored in the EDI Lockbox/Payment Detail - Batch table (F47113).
Remittance	A remittance contains information about the invoice that is to be paid. Remittance information is stored in the EDI Lockbox/Payment Detail - Payment table (F47114).

Locating Components of an Inbound EDI Lockbox Transmission

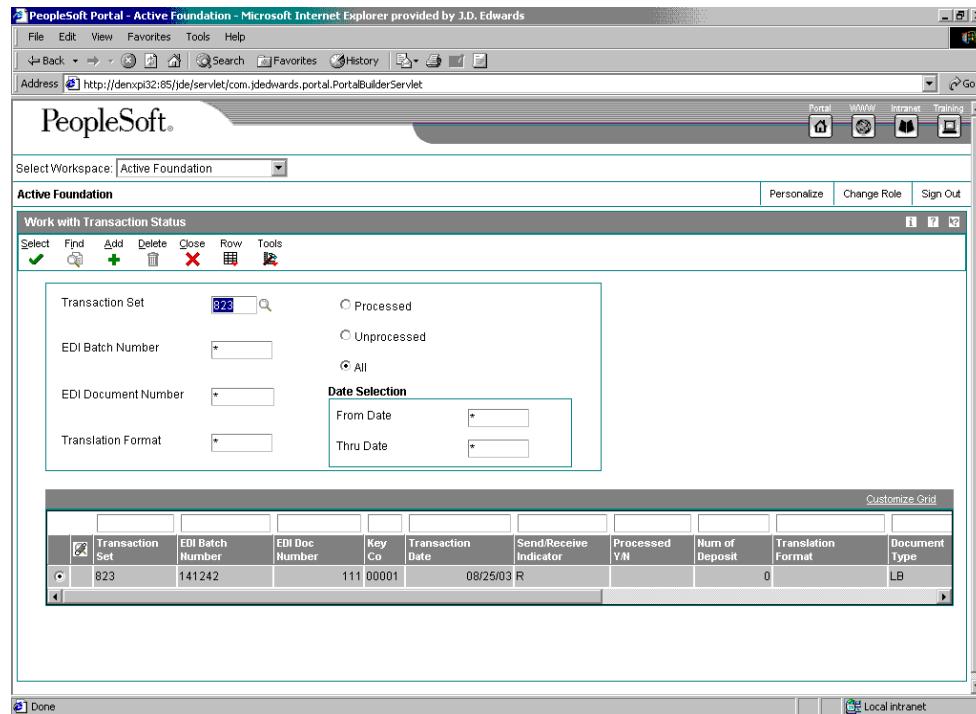
To change any of the components of the EDI transmission, you must first locate them. The relationship between the components is hierarchical. Therefore, to locate a deposit, you must first locate the transaction that contains the deposit; to locate a payment, you must first locate the transaction and the deposit that contains the payment; to locate a remittance, you must first locate the transaction, the deposit, and the payment.

► To locate components of an inbound EDI lockbox transmission

From the Lock Box menu (G47264), choose Status Inquiry.

The system displays all the EDI lockbox transactions.

1. On Work with Transaction Status, to limit the number of transactions that the system displays, complete the following fields:
 - EDI Batch Number
 - EDI Document Number
 - Translation Format
2. To display transactions by their processed status, click one of the following options:
 - Processed
 - Unprocessed
 - All
3. To display transactions by date, complete the following fields:
 - From Date
 - Thru Date
4. Click Find.



5. To review deposits in the transaction, choose the transaction, and then choose Deposit from the Row menu.
The system displays each deposit in the transaction.
6. On Work with Lockbox Deposit, to review payments in the deposit, choose the deposit, and then choose Payment from the Row menu.
The system displays each payment (receipt) in the deposit.
7. On Work with Payment, to review remittances for the payment, choose the payment, and then choose Remittance from the Row menu.
The system displays each remittance for the payment.

Revising Components of an Inbound EDI Lockbox Transmission

You can revise any component of an inbound EDI lockbox transmission.

► To revise an inbound EDI lockbox transaction

From the Lock Box menu (G47264), choose Status Inquiry.

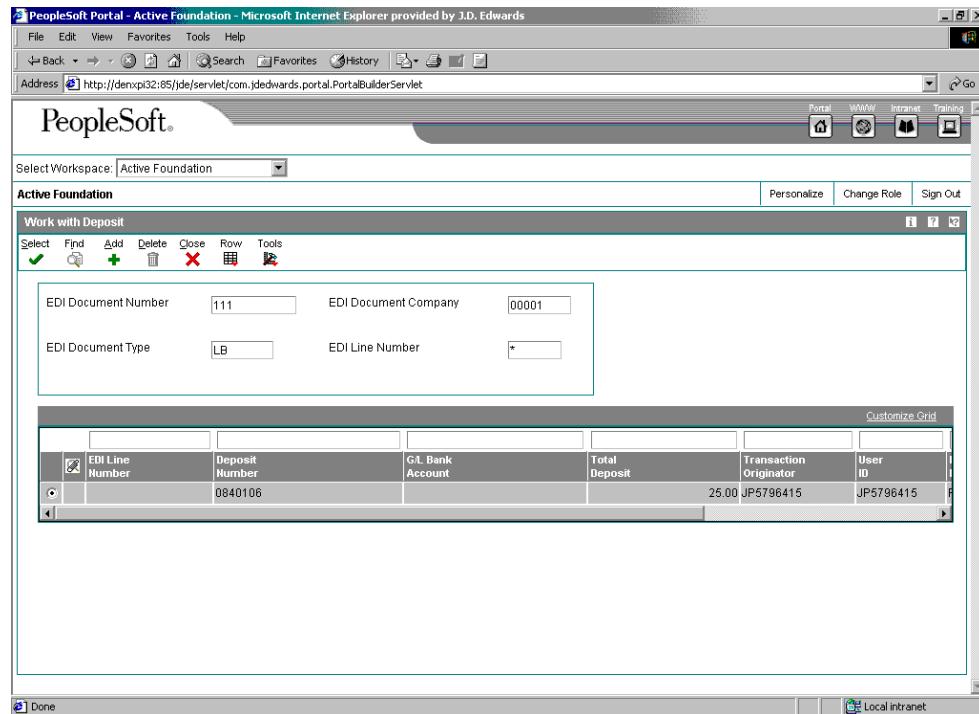
1. On Work with Transaction Status, choose the transaction and click Select.
2. On Transaction Header Revisions, change the following field:
 - Alpha Name
3. Click OK.

► **To revise an inbound EDI lockbox deposit**

From the Lock Box menu (G47264), choose Status Inquiry.

1. On Work with Transaction Status, choose the EDI transaction that contains the deposit, and then choose Deposit from the Row menu.

The system displays each deposit in the transaction.



2. On Work with Lockbox Deposit, choose the deposit that you want to revise and click Select.
3. On Lockbox Deposit Revisions, change any of the following fields:
 - Cleared/Value Date
 - G/L Date
 - Reference
 - DFI ID Qualifier
 - DFI ID Number
 - Reference 2
 - G/L Bank Account
 - Amount Deposited

- A/R Batch Number
- A/R Batch Date

Do not change the value of the A/R Batch Type field; RB is the only valid value.

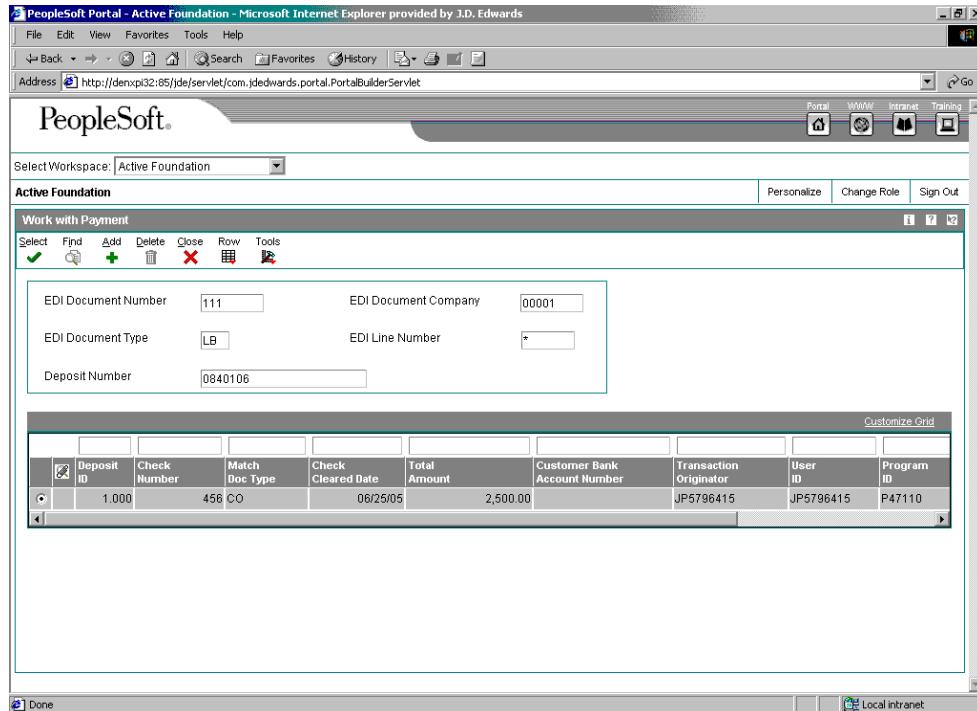
4. Click OK.

► To revise an inbound EDI lockbox payment

From the Lock Box menu (G47264), choose Status Inquiry.

1. On Work with Transaction Status, choose the EDI transaction that contains the deposit and the payment, and then choose Deposit from the Row menu.
2. On Work with Lockbox Deposit, choose the deposit that contains the payment, and then choose Payment from the Row menu.

The system displays each payment (receipt) in the deposit.



3. On Work with Payment, choose the payment that you want to revise and click Select.
4. On Payment Revisions, change any of the following fields:
 - Check Number
 - Check/Item Date
 - Address Number

- Alpha Name
- Bank Transit
- Customer Bank Account
- Transaction Type Code
- Payment Instrument
- Check Document Type
- Check Cleared Date
- Pay Method Code
- Account Mode
- A/R Batch Number
- A/R Batch Date
- Check Amount

Do not change the value of the A/R Batch Type field; RB is the only valid value.

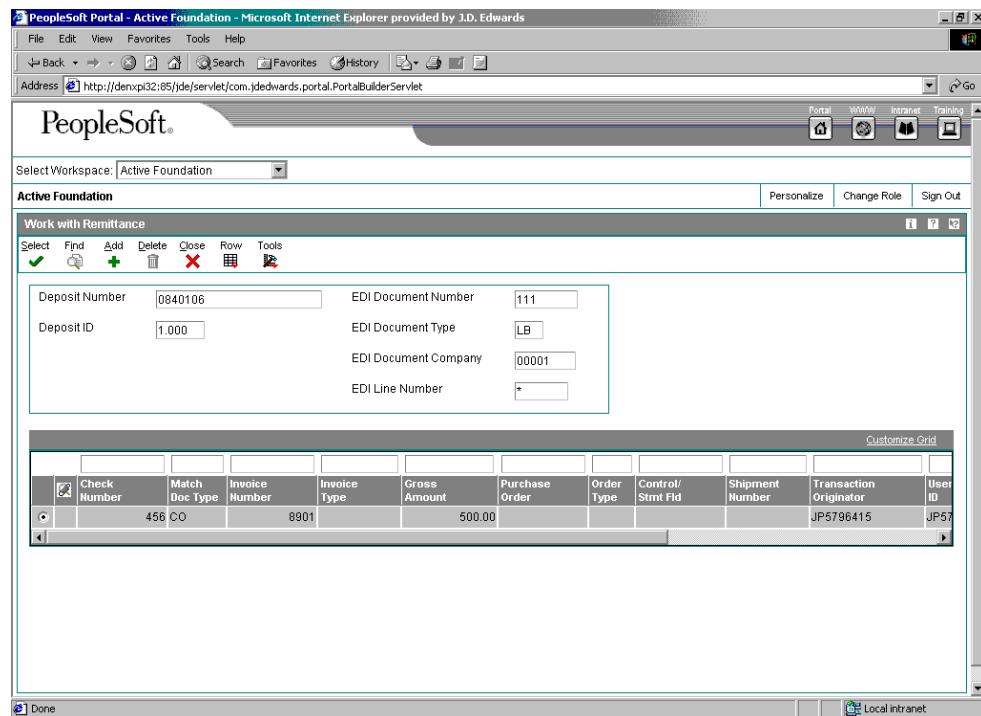
5. Click OK.

► To revise an inbound EDI lockbox remittance

From the Lock Box menu (G47264), choose Status Inquiry.

1. On Work with Transaction Status, choose the EDI transaction that contains the deposit, payment, and remittance, and then choose Deposit from the Row menu.
2. On Work with Lockbox Deposit, choose the deposit that contains the payment and remittance, and then choose Payment from the Row menu.
3. On Work with Payment, choose the payment that contains the remittance, and then choose Remittance from the Row menu.

The system displays each remittance for the payment.



4. On Work with Remittance, choose the remittance that you want to revise and click Select.
5. On Remittance Revisions, change any of the following fields:
 - Check Number
 - Check Document Type
 - Pay Item
 - Statement Number
 - Gross Amount
 - Discount Taken
 - Currency Amount
 - Foreign Discount Taken
 - Type Input
 - Miscellaneous Code 1
 - Miscellaneous Code 2
 - Document Company

- Document Number
- Document Type
- Company
- Purchase Order Document Company
- Purchase Order Number
- Purchase Order Document Type
- Cash Rcpts/Inv Reg Code
- Remark

6. Click OK.

Revising EDI Control Information

The system stores EDI control information in each of the four EDI tables (F47111, F47112, F47113, and F47114). The tables have the following hierarchical relationship:

- F47111 - Transaction (1)
- F47112 - Deposit (2)
- F47113 - Payment (3)
- F47114 - Remittance (4)

Therefore, if you change EDI control information for the transaction (F47111), the system copies the change to each component in the subordinate tables (F47112, F47113, and F47114). If you change EDI control information for the payment, the system copies the change to each remittance for the payment. The system copies changes to subordinate tables only, never to a superordinate table. For example, if you change EDI control information for the payment, the system does not copy the change to the deposit or the transaction tables.

► To revise EDI control information

From the Lock Box menu (G47264), choose Status Inquiry.

1. On Work with Transaction Status, choose the EDI transaction, and then choose Control from the Row menu.
2. On EDI Lockbox Control Revisions, revise any of the following transaction EDI control fields and click OK:

- Record Type

The record type must be 1 (header) for the transaction EDI control information.

- Processed (Y/N)
- Record Sequence

- Batch Number
- Translation Format
- Number of Detail Lines
- EDI - Transmission Date
- Trading Partner ID
- User Reserved Code
- User Reserved Date
- User Reserved Amount
- User Reserved Number
- User Reserved Reference

Do not change the Transaction Set or the Send/Receive Indicator fields; they must contain the values 823 and R, respectively.

Note

The system copies the changes that you make to each deposit, payment and remittance for the transaction.

3. To change the EDI control information for the deposit, locate and choose the deposit, and then choose Control from the Row menu.

See *Locating Components of an Inbound EDI Transmission*.

4. On EDI Lockbox Control Revisions, revise any of the following deposit EDI control fields and click OK:

- Record Type

The record type must be 2 (detail) for the deposit EDI control information.

- Processed (Y/N)
- Record Sequence
- Batch Number
- Translation Format
- Number of Detail Lines
- EDI - Transmission Date
- Trading Partner ID
- User Reserved Code

- User Reserved Date
- User Reserved Amount
- User Reserved Number
- User Reserved Reference

Do not change the Transaction Set or the Send/Receive Indicator fields; they must contain the values 823 and R, respectively.

Note

The system copies the changes that you make to each payment and remittance for the deposit.

5. To change the EDI control information for the payment, locate and choose the payment, and then choose Control from the Row Menu.
See *Locating Components of an Inbound EDI Transmission*.
6. On EDI Lockbox Control Revisions, revise any of the following payment EDI control fields and click OK:
 - Record Type
The record type must be 2 (detail) for the deposit EDI control information.
 - Processed (Y/N)
 - Record Sequence
 - Batch Number

Note

The system copies the changes that you make to each remittance for the payment.

7. To change the EDI control information for the remittance, locate and choose the remittance, and then choose Control from the Row Menu.
See *Locating Components of an Inbound EDI Transmission*.
8. On EDI Lockbox Control Revisions, revise any of the following remittance EDI control fields and click OK:
 - Record Type
The record type must be 2 (detail) for the deposit EDI control information.
 - Processed (Y/N)
 - Record Sequence

- Batch Number

Adding Components to an Inbound EDI Transmission

You can add one or more components to an existing transaction, as well as an entire transaction and its related components, using the EDI Lockbox Entry program. This might be useful if you want to test the process before implementing it.

See Also

- *Mapping Requirements for Processing EDI Lockbox Transactions* for information on the required fields for the components of an EDI transmission

► To add an inbound EDI lockbox transaction

From the Lock Box menu (G47264), choose EDI Lockbox Entry.

1. On Work with Transaction Status, click Add
2. On Transaction Header Revisions, complete the following EDI fields to identify the transaction:
 - EDI Document Number
 - EDI Document Type
 - EDI Document Company
 - EDI Line Number
 - Alpha Name
3. Complete any of the following optional fields:
 - Trading Partner
4. Click OK.

Note

When you add an EDI lockbox transaction, the system automatically adds the corresponding EDI control information.

► To add an inbound EDI lockbox deposit

From the Lock Box menu (G47264), choose EDI Lockbox Entry.

1. Locate and choose the EDI transaction to which the deposit should be added, and then choose Deposit from the Row menu.

See Locating Components of an Inbound EDI Transmission.

2. On Work with Lockbox Deposit, click Add.

3. On Lockbox Deposit Revisions, complete the following fields to enter the deposit:
 - Deposit Number
 - Amount Deposited
4. Complete any of the following optional fields:
 - Cleared/Value Date
 - G/L Date
 - Reference
 - DFI ID Qualifier
 - DFI ID Number
 - Reference 2
 - G/L Bank Account
 - A/R Batch Number
 - A/R Batch Type
 - A/R Batch Date
5. Click OK.

Note

When you add an EDI lockbox deposit, the system automatically adds the corresponding EDI control information.

► To add an inbound EDI lockbox payment

From the Lock Box menu (G47264), choose EDI Lockbox Entry.

1. Locate and choose the EDI deposit to which the payment should be added, and then choose Payment from the Row menu.

See Locating Components of an Inbound EDI Transmission.

2. On Work with Payments, click Add.
3. On Payment Revisions, complete the following fields to enter the payment:

- Deposit ID
- Check Document Type
- Check Amount

- Check Number

4. Complete any of the following optional fields:

- Check/Item Date
- Address Number
- Alpha Name
- Bank Transit
- Customer Bank Account
- Transaction Type Code
- Payment Instrument
- Check Cleared Date
- Pay Method Code
- A/R Batch Number
- A/R Batch Type
- A/R Batch Date
- Currency Code

5. Click OK.

Note

When you add an EDI lockbox payment, the system automatically adds the corresponding EDI control information.

► To add an inbound EDI lockbox remittance

From the Lock Box menu (G47264), choose EDI Lockbox Entry.

1. Locate and choose the EDI payment to which the remittance should be added, and then choose Remittance from the Row menu.

See Locating Components of an Inbound EDI Transmission.

2. On Work with Remittance, click Add

3. On Remittance Revisions, complete the following fields:

- Sequence Number
- Check Number

- Check Document Type

4. Complete one of the following required fields:

- Gross Amount
- Currency Amount

5. Complete any of the following optional fields:

- Pay Item
- Statement Number
- Discount Taken
- Foreign Discount Taken
- Type Input
- Miscellaneous Code 1
- Miscellaneous Code 2
- Document Company
- Document Number
- Document Type
- Company
- Purchase Order Document Company
- Purchase Order Number
- Purchase Order Document Type
- Cash Rcpts/Inv Reg Code
- Remark

6. Click OK.

Note

When you add an EDI lockbox remittance, the system automatically adds the corresponding EDI control information.

Processing Options for EDI Status Inquiry & EDI Lockbox Entry (P47110)

Defaults Tab

1. EDI Transaction Set Number

823 = Lockbox

820 = Payment (Future use)

Use this processing option to specify the default EDI Transaction Set Number for the EDI Lockbox Status Inquiry program. Valid values are:

823 Lockbox

820 Payment

Lockbox modes:

- o In Update mode (changes only), the system uses 823 as the default value for the EDI Transaction Set Number.
- o In Add mode (additions only), the system adds EDI lockbox transaction records only.

Payment modes:

- o In Update mode (changes only), the system uses 820 as the default value for the EDI Transaction Set Number.
- o In Add mode (additions only), the system adds EDI payment transaction records only.

If you enter an invalid value in this processing option, the system uses 823 as the default value.

Process Tab

1. Process Mode

Blank = Update mode

1 = Add mode

Use this processing option to specify whether the system processes EDI transactions in Update mode or Add mode. Valid values are:

Blank Process in Update mode and edit existing records.

1 Process in Add mode and add EDI records.

Use the Work with Transaction Status form to find deposits, payments, or remittance information. Then use the following forms to work with transaction records:

- o Work with Lockbox Deposit
- o Work with Payment
- o Work with Remittance

Purging Inbound EDI Lockbox Transactions

From the Lock Box menu (G47266), choose Purge EDI Files.

After you successfully process inbound EDI lockbox transactions, you can remove them from the inbound EDI tables by running the purge program. The system retains processed EDI lockbox transactions in the system 47 tables until you purge them.

When you purge inbound EDI lockbox transactions, the system removes all processed records, that is, records that have a Y in the Processed (Y/N) field (EDSP) from the following EDI lockbox tables:

- EDI Lockbox/Payment Header - Transaction (F47111)
- EDI Lockbox Header - Transaction (F47112)
- EDI Lockbox/Payment Detail - Batch (F47113)
- EDI Lockbox/Payment Detail - Payment (F47114)

Caution

When you purge information, the system does not copy transactions to a purge table. Instead, the system deletes transactions from your system.

Interoperability

To fulfill the information requirements of an enterprise, companies sometimes use products from different software and hardware providers. Interoperability among products is key to successfully implementing an enterprise solution. Full interoperability among different

systems results in a flow of data among the different products that is seamless to the user. J.D. Edwards provides interoperability functions to facilitate the exchange of data with external systems.

Outbound Transactions

In an outbound transaction, you send data from J.D. Edwards to an external system. The system, in effect, creates a copy of the transaction and places the copied transaction in an interface table where external systems can access it.

Interoperability for outbound transactions requires that you set a processing option specifying the transaction type. Additionally, some entry programs allow you to specify a version of the master business function processing options program that, in turn, allows you to specify a version of the interoperability processing options program. This is useful if you need to create your own version of the interoperability processing options to designate different transaction types.

In the Accounts Receivable system, the following programs use the Invoice Entry MBF Processing Options (P03B0011) to write outbound transactions; therefore you can specify a version of the Invoice Interoperability Processing Options (P03B0190):

- Standard Invoice Entry (P03B11)
- Speed Invoice Entry (P03B11SI)
- Batch Invoice Processor (R03B11Z1I)
- A/R Delinquency Fee Journal (R03B22)

See *Processing Options for Invoice Entry MBF Processing Options (P03B0011)*

The following Accounts Receivable programs do not use the Invoice Entry MBF Processing Options program, so you cannot designate a version of the interoperability processing options. These programs always use version ZJDE0001 of the Invoice Interoperability Processing Options program to write outbound transactions:

- Speed Status Change (P03B114)
- A/R Delinquency Notices Print (R03B20)
- Collection Report (R03B461)
- Statement Notification Refresh (R03B500X)
- Statement Notification Reset (R03B5015)
- Invoice Print (R03B505)
- Invoice Print with Draft (R03B5051)
- Invoice Group by Draft (R03B5052)
- Credit Reimbursement (R03B610)
- Recycle Recurring Invoices (R03B8101)
- Batch Update for Multi-Tiered A/R (R005142)
- Version ZJDE0006 of the General Ledger Post Report (R09801)

The system copies and stores outbound invoice transactions in the F03B11 Interoperability table (F03B11Z2). The system copies and stores corresponding journal entries for outbound invoice transactions in the F0911 Interoperability table (F0911Z4).

The following *receipt* programs also create outbound interoperability transactions:

- Standard Receipts Entry (P03B102)
- Speed Receipts Entry (P03B0001)
- Deduction Processing (P03B40)
- Apply Receipts to Invoices (R03B50)
- Invoice Selection Match (R03B50A)
- Balance Forward Match (R03B50B)
- Known Invoice Match with Amount (R03B50D)
- Known Invoice Match without Amount (R03B50E)
- Combination Invoice Match (R03B50F)
- Update Receipts Register (R03B551)
- Process Automatic Debits (R03B575)
- Draft Entry (P03B602)
- A/R Batch Draft Creation (R03B671)
- Draft Remittance (R03B672)
- Draft Registers for Payment (P03B675)
- A/R Draft Collection (R03B680)
- Version ZJDE0007 of the General Ledger Post Report (R09801)

These programs always use version ZJDE0001 of the Receipt Interoperability Processing Options program (P03B0191) to write outbound receipt transactions.

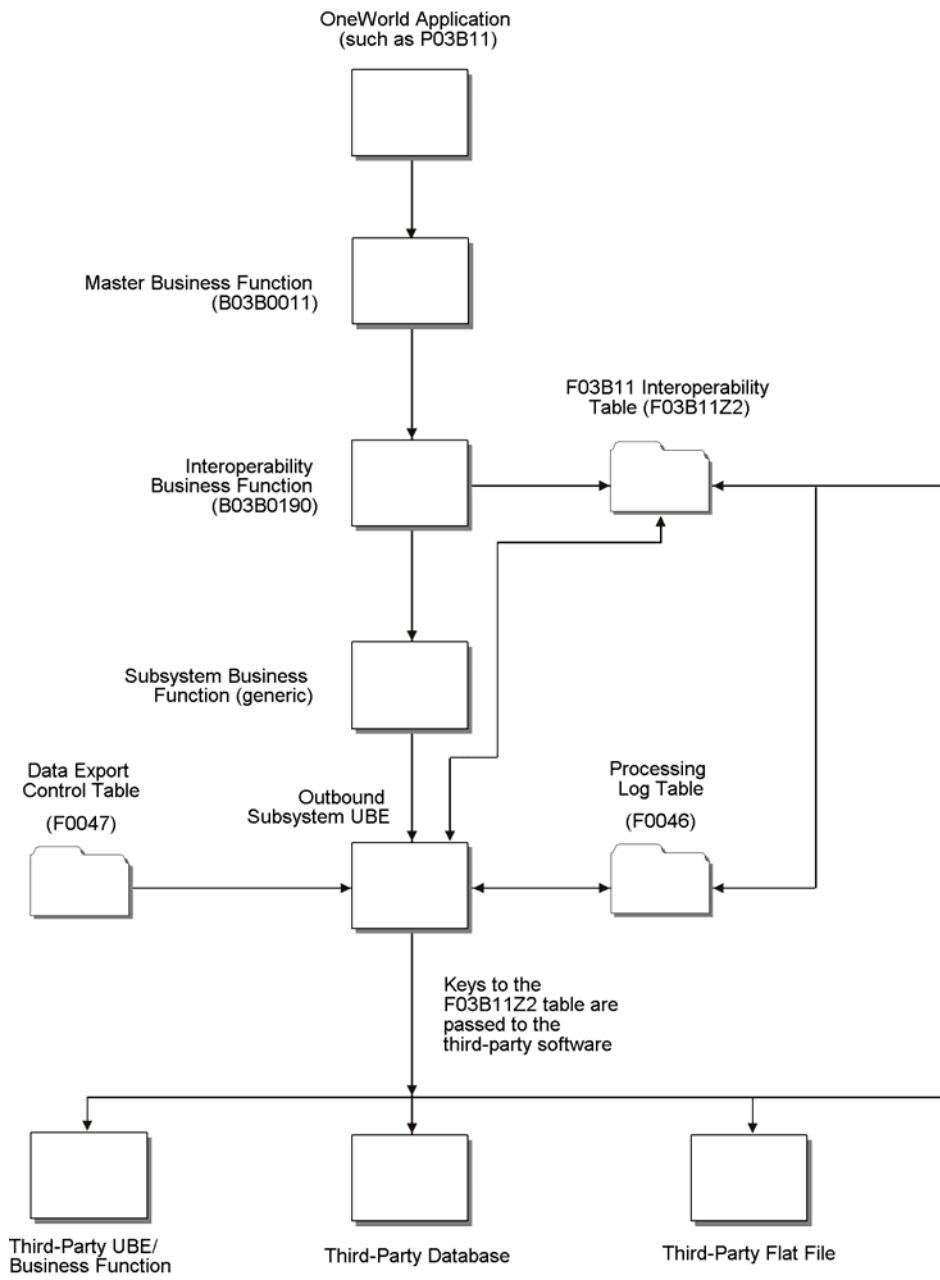
The system copies and stores outbound receipt transactions in the F03B13 and F03B14 Interoperability tables (F03B13Z2 and F03B14Z2). The system copies and stores corresponding journal entries for outbound receipts in the F0911 Interoperability Table (F0911Z4).

Note

Receipt programs that update invoice records also update the F03B11 Interoperability table if the processing option is set.

Outbound Interoperability Example

The following diagram is an example of the outbound interoperability process. In this example, transactions are created in the Standard Invoice Entry program (P03B11) and sent through the outbound interoperability process to a third-party software package.



See Also

- ❑ *Interoperability Guide* for a comparison of interoperability functionality
- ❑ *EDI Document Processing* in the *Data Interface for Electronic Data Interchange Guide* for more information about electronic commerce

Setting Up Outbound Interoperability

In an outbound transaction, you send data from J.D. Edwards to an external system. Before you can initiate outbound interoperability, you must set up basic identifying information and controls.

Reviewing Record Types

When you set up flat file cross-reference information, you must specify the record types. Record types indicate the type of information that is exchanged between J.D. Edwards and external systems, such as addresses, header or detail transactions, text, or additional information.

You can review hard-coded record types in UDC 00/RD. The system uses these codes to identify the forms with which the system stores information for inbound and outbound documents.

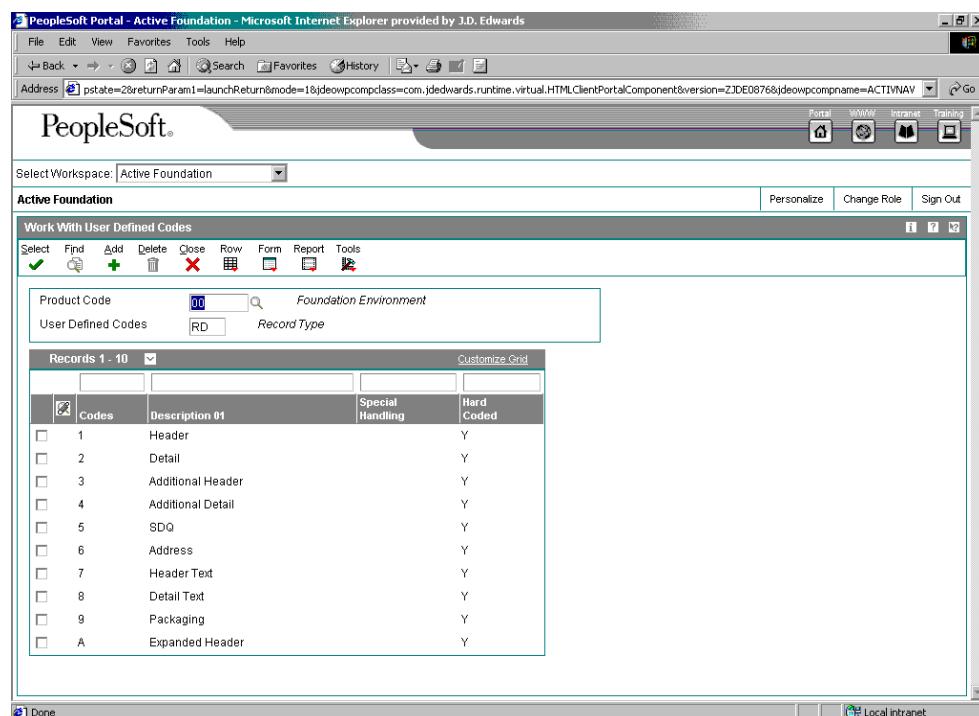
Note

Record types are hard coded and cannot be changed.

► To review record types

From the Financials Interoperability Processing menu (G00313), choose Record Type.

1. On Work With User Defined Codes, to review record types, click Find.



2. On Work with User Defined Codes, review the following fields:

- Codes
- Description 01

Setting Up Transaction Types

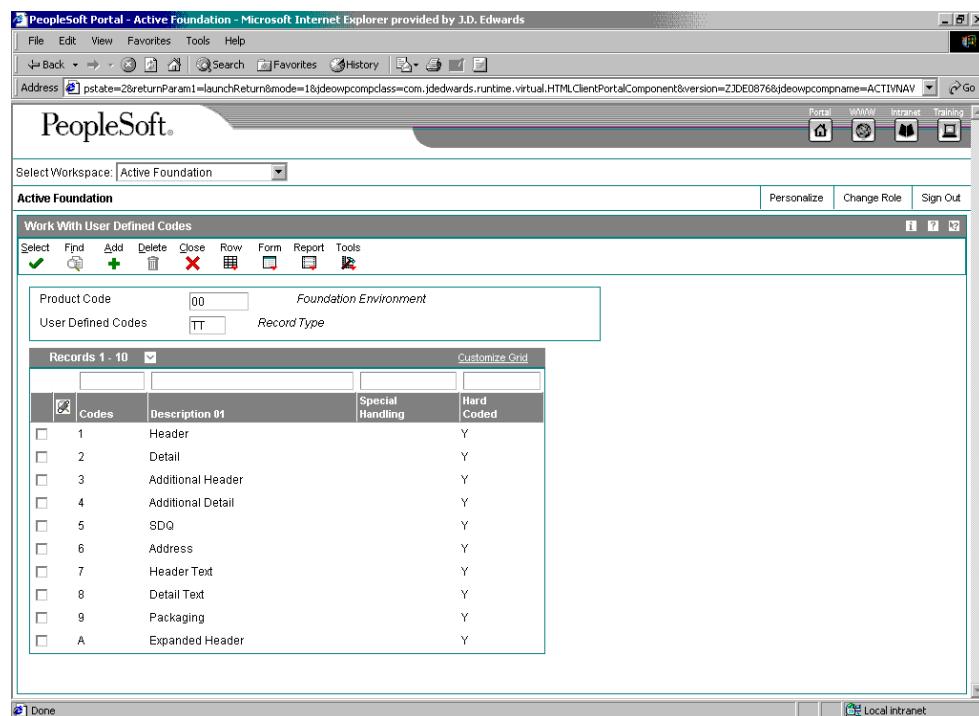
To identify the transactions that the system uses, you can add transaction type codes to UDC 00/TT. For each transaction type, you must also set up data export controls to identify the external system to which you are sending the transactions. You must set up transaction types before you set up data export controls.

Note

J.D. Edwards provides transaction type JDEINV for invoice entries.

► To set up transaction types

From the Financials Interoperability Processing menu (G00313), choose Transaction Type.



1. On Work with User Defined Codes, click Add

2. On User Defined Codes, complete the following fields:

- Codes
- Description 01

3. Click OK.

See Also

- User Defined Codes* in the *Foundation Guide* for more information about setting up user defined codes

Setting Up Data Export Controls

You define export information for outbound transactions only. To set up data export controls for each transaction type, you must indicate the document type, batch application or function, and version from which the external system retrieves information from the interface tables.

You can define data export controls based on either of the following:

UBE or batch processor	You can specify a vendor-specific outbound batch processor that accesses the J.D.Edwards interface tables.
Function name and library	You can specify a vendor-specific function name and library to identify the external custom program that accesses J.D.Edwards interface tables.

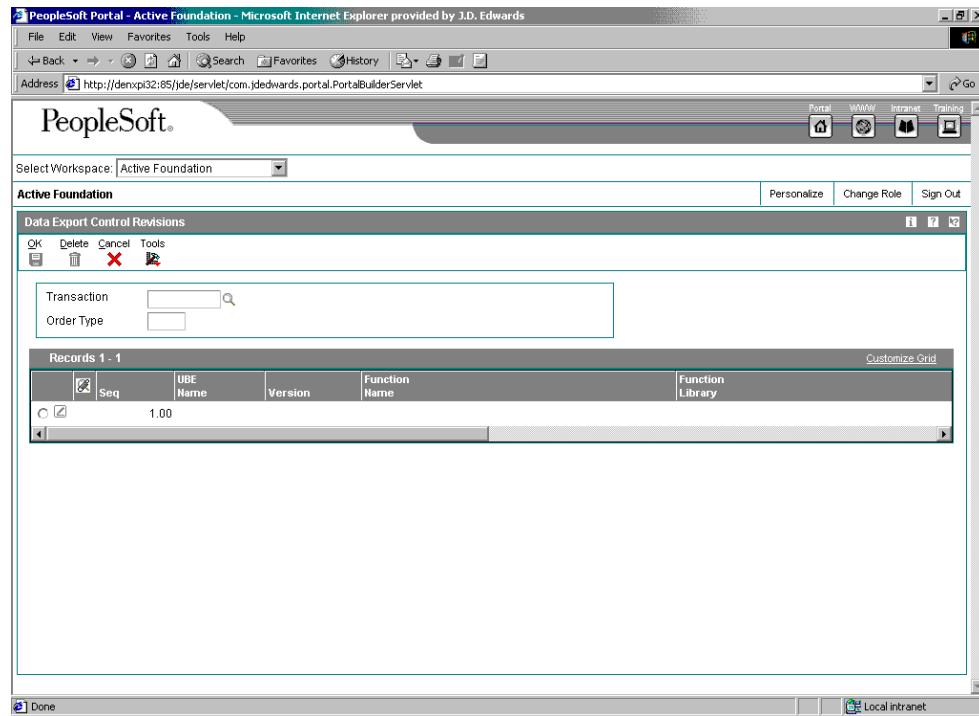
See Also

- Detailed Tasks for Custom Programming* in the *Interoperability Guide* for information about vendor-specific applications and functions .

► To set up data export controls

From the Financials Interoperability Processing menu (G00313), choose Data Export Controls.

1. On Work With Data Export Controls, click Add.



2. On Data Export Control Revisions, complete the following field with the appropriate transaction type, such as JDEINV (invoice entry):
 - Transaction
3. Complete the following field:
 - Order Type
4. To specify a vendor-specific batch process, complete the following fields:
 - UBE Name
 - Version
5. To specify a vendor-specific function, complete the following fields:
 - Function Name
 - Function Library
6. Complete the following fields:
 - Execute For Add
 - Execute For Upd
 - Execute For Del

- Execute For Inv
- Flat File Exp Mode
- Ext DB Exp Mode
- Ext API Exp Mode
- Launch Immediately

7. Click OK.

Setting Up the Flat File Cross-Reference

For outbound transactions, if you cannot write data from J.D. Edwards to the interface tables in the format required by the external system, you can write the data to a specific flat file for each transaction type and record type.

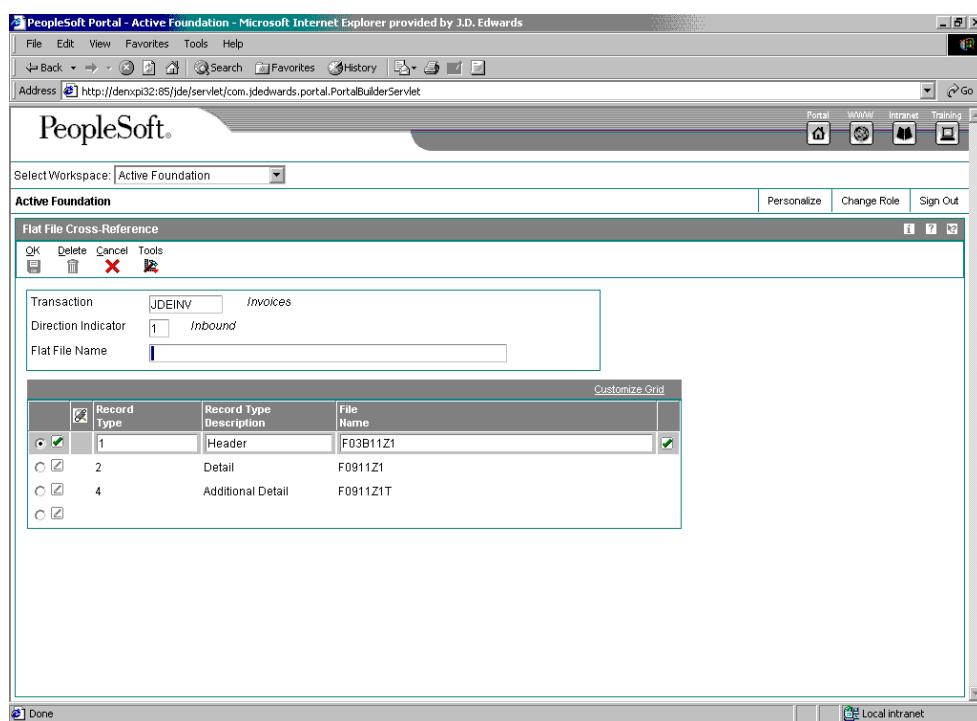
See Also

- ❑ *Converting Data from Flat Files into EDI Interface Tables* in the *Data Interface for Electronic Data Interchange Guide* for information about this process, which works the same for interoperability functions

► To set up the flat file cross-reference

From the Financials Interoperability Processing menu (G00313), choose Flat File Cross-Reference.

1. On Work With Flat File Cross-Reference, click Add.



2. On Flat File Cross-Reference, complete the following field with JDEINV to indicate journal entries:
 - Transaction
3. Complete the following field with 2 to indicate that this transaction type is outbound:
 - Direction Indicator
4. Complete the following field with 2 to indicate detail records:
 - Record Type
5. Complete the following field with F03B11Z2 to indicate the source of the information:
 - File Name
6. Click OK.

Sending Transactions from J.D.Edwards

To enable outbound processing for invoices and receipts, you specify the transaction type in the corresponding interoperability processing options. For invoices, use the Invoice Interoperability Processing Options program (P03B0190). For receipts, use the Receipt Interoperability Processing Options program (P03B0191).

To send corresponding F0911 journal entries, set the processing option in the F0911 Interoperability Processing Options program (P0900160). You are not required to use the same transaction type that is used for invoices or receipts, but the processing option must be completed.

If you create additional versions of the Interoperability Processing Option program for additional transaction types (for either invoices or journal entries), you must specify the version you create in the corresponding Invoice Entry (P03B0011) or Journal Entry (P0900049) MBF Processing Options program

If you create additional versions of the Invoice or Journal Entry MBF Processing Option program, you must specify the version you create in the processing option of the invoice entry program that uses the master business function processing options.

When sending outbound A/R invoice or receipt transactions, J.D. Edwards recommends that you also include the matching A/R journal entry transactions from the F0911 Interoperability Table (F0911Z4).

The default outbound transaction is a copy of a transaction after you create or change it (an *after image*). With interoperability, you can also send a copy of each transaction as it was before you changed it (a *before image*). To control the type of image, you set the corresponding processing option in the F03B11, Receipt and F0911 Interoperability Processing Options programs.

Note

Creating and sending before images requires additional processing time.

The system places a copy of each transaction in the interface table that corresponds to the type of transaction that you specify in the processing option. For example, for an outbound invoice, the system places a copy of the transaction in the F03B11 Interoperability Table (F03B11Z2). Receipt transactions are placed in the F03B13 and F03B14 Interoperability tables (F03B13Z2 and F03B14Z2). Corresponding journal entry transactions are placed in the F0911 Interoperability Table (F0911Z4). The data is then available for an external system to use.

See Also

- ❑ *Detailed Tasks for OneWorld Operations* in the *Interoperability Guide* for more information about interoperability methods
- ❑ *OneWorld APIs Interoperability Models* in the *Interoperability Guide* for information about implementing asynchronous, synchronous, and batch transactions in OneWorld
- ❑ *Call the OneWorld Completion Confirmation API* in the *Interoperability Guide* for information about updating the application program interface (API)

Before You Begin

- ❑ Define the data export controls for the type of outbound transaction. The system uses data export controls to identify the batch programs or business processes that third parties provide for use in processing transactions. See [Setting Up Outbound Interoperability](#).
- ❑ Set the interoperability processing option in the Invoice MBF Processing Options program (P03B0011) to the version of the F03B11 Interoperability Processing Options program (P03B0190) that you want to run. If you leave this processing option blank, the system will use the default version (ZJDE0001).

► To send transactions from J.D. Edwards

To enable outbound processing, you use processing options to specify the transaction type and the type of image to send.

From the System Administration Tools menu (GH9011), choose Interactive Versions.

1. On Work With Interactive Versions, type the appropriate Interoperability business Function in the Interactive Application field and click Find.
For invoice transactions, enter P03B0190, for receipts, enter P03B0191, and for corresponding journal entries, enter P0900160.
2. Choose the version specified in the Invoice Entry MBF Processing Options, or ZJDE0001 if the option is blank.
3. From the Row menu, set the processing options.

The system places a copy of each transaction in the interface table that corresponds to the type of transaction you specify in the processing option.

You can differentiate outbound transactions by transaction type by creating multiple versions of the interoperability processing option programs. For example, you might want to differentiate invoices generated by the sales order system from invoices generated manually. Invoices are written to the F03B11 Interoperability Table (F03B11Z2) with the transaction type entered into the processing option. This allows selective processing when sending data to the external system.

Processing Options for Invoice Interoperability (P03B0190)

Interop Tab

Use these processing options to activate interoperability, and to specify whether you want the system to create a Before and After image of the records that are changed.

1. Transaction Type

Use this processing option to specify whether to enable outbound interoperability. You enable outbound interoperability by specifying a transaction type (UDC 00/TT) in this processing option. As a result, the system writes records to the F03B11 Interoperability Table (F03B11Z2). If you leave this processing option blank, the system does not enable outbound interoperability.

2. Change Mode

Use this processing option to specify whether the system creates a record of the invoice before it was changed, in addition to a record of the invoice after the change. The system creates these records in the F03B11 Interoperability Table (F03B11Z2) when outbound interoperability processing is enabled. Valid values are:

Blank

Write the invoice record only after it has been changed; do not write a before image record.

1

Write two invoice records: one before the invoice was changed and one after the invoice was changed.

Processing Options for Receipt Interoperability (P03B0191)

Interop Tab

Use these processing options to activate interoperability, and to specify whether you want the system to create a Before and After image of the records that are changed.

1. Transaction Type

Use this processing option to specify whether to enable outbound interoperability. When you specify a transaction type (User Defined Code 00/TT), the system writes records to the unedited transaction tables (Interoperability F03B13Z2 and F03B14Z2). If you leave this processing option blank, the system will not perform outbound interoperability.

2. Change Mode

Use this processing option to specify whether to enable "before image" processing. A "before image" is an image of the record before the system changes the record. When the record is changed, the system writes an "after image" to the unedited transaction table. Use this processing option to specify whether to write the "before image" as well. Valid values are:

Blank Do not write the "before image."

1 Write the "before image."

Reviewing the Processing Log

From the Financials Interoperability Processing menu (G00313), choose Processing Log.

You use the processing log to review whether the system has processed specific outbound transactions successfully. The system creates a record in the processing log for every outbound transaction that is processed. The processing log contains key fields from the Data Export Control table (F0047), such as transaction type, sequence number, batch process or function, and corresponding version.

The information in the processing log is for review only and cannot be changed in the processing log or in the programs.

See Also

- Subscribe to Outbound Transactions* in the *Interoperability Guide* for more information about the Data Export Control table and the processing log

Purging Interoperability Transactions

Use one of the following navigations:

From the Financials Interoperability Processing menu (G00313), choose Purge F03B11 Interoperability Table.

From the Financials Interoperability Processing menu (G00313), choose Purge F03B13/F03B14 Interop Table

When data becomes obsolete or when you need more disk space, you can use purge programs to remove data from the interoperability tables. The Purge F03B11 Interoperability Table program (R03B11Z2P) removes records from the F03B11 Interoperability Table (F03B11Z2), and the Purge F03B13/F03B14 Interop Table (R03B13Z2P) removes records from the F03B13 Interoperability Table (F03B13Z2) and the F03B14 Interoperability Table (F03B14Z2).

The system also removes corresponding records in the Processing Log table (F0046) as long as they are marked as processed. If the corresponding records in the Processing Log table are not all marked as processed, the program does not purge any records.

See Also

- Purge Batch Process and Named Event Rules* in the *Interoperability Guide* for more information about purging interoperability information

Appendices

Accounts Receivable Fastpath Menus

G03B	Accounts Receivable
G03B10	Daily Processing
G03B11	Customer Invoice Entry
G03B12	Manual Receipts Processing
G03B13	Automated Receipts Processing
G03B14	Accounts Receivable Reports
G03B15	Credit/Collections Management
G03B16	Draft Processing
G03B21	Periodic Processing
G03B22	Statement Reminder Processing
G03B31	A/R Advanced & Technical Operations
G03B41	Accounts Receivable Setup

Training Chart of Accounts

Company Structure

A Financial/Distribution Company (company 00001) has its corporate headquarters in Denver, Colorado. Three branch offices report to the Denver headquarters:

- Central Branch
- Southern Branch
- Western Branch

Each branch office performs sales and marketing functions for its regions. Administrative and accounting functions are done at corporate headquarters. Expenses and revenues are tracked by each branch office.

The following illustration shows the business unit structure for company 00001. Notice that the balance sheet business unit (1) has the same identifier as company 00001. Refer to this organization when you do the training exercises.

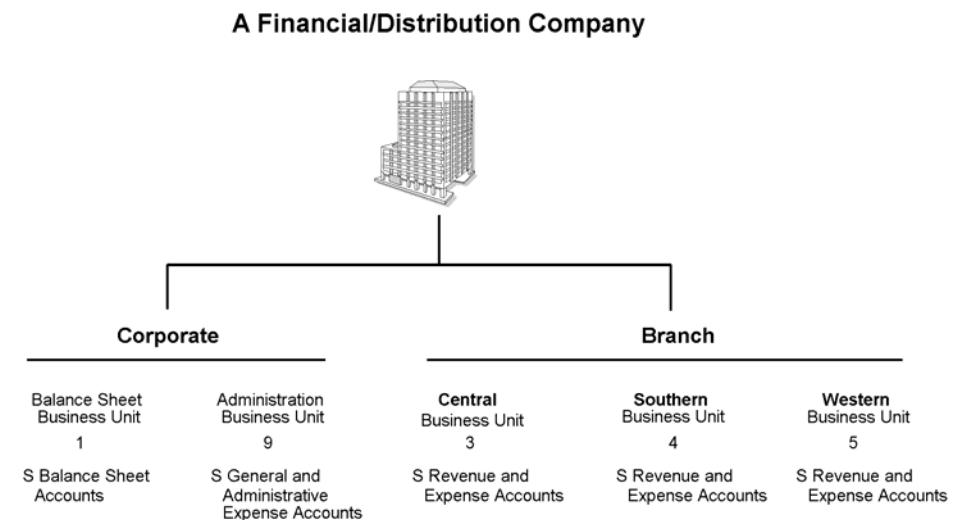


Chart of Accounts Structure

The chart of accounts identifies the accounts assigned to the business units within your company's reporting structure. It controls:

- How amounts are posted (posting edit code)
- The level of detail (LOD) for account balances
- Accounts assigned to different business units (indicated by X)

The following table is a partial chart of accounts. Refer to it when you do the training exercises.

Account	Description	Post Edit	LOD	BU1	BU3	BU4	BU5	BU9
1000	Assets	N	3	X				
1001	Current Assets	N	4	X				
1100	Cash	N	5	X				
1105	Petty Cash		6	X				
1110	Cash in Banks	N	6	X				
1110.BEAR	Bear Creek National Bank		7	X				
1110.FIB	First Interstate Bank		7	X				
1110.FRANCE	First Bank of Paris		7	X				

1110.PAYROLL	First Interstate Payroll		7	X				
1130	Short-Term Investments	N	6	X				
1131	Certificates of Deposit		7	X				
1133	Treasury Bills		7	X				
1136	Investment Funds		7	X				
1137	Savings Accounts		7	X				
1200	Accounts Receivable	N	5	X				
1210	Trade Accounts Receivable		6	X				
1215	Allow for Doubtful Accounts		6	X				
1218	Finance Charges Receivable		6	X				
1220	Notes Receivable		6	X				
1222	Drafts Receivable		6	X				
1224	Remittances Receivable		6	X				
1225	Retainages Receivable		6	X				
1230	Employee Receivable		6	X				
1240	VAT Recoverable		6	X				
1250	Accrued Rebates Receivable		6	X				
1260	Accrued Interest Receivable		6	X				
1280	Unbilled Accounts Receivable		6	X				
1290	Other Accounts Receivable		6	X				
1291	Intercompany Accounts Receivable	M	6	X				
1292	Netting Suspense Account	M	6	X				
1299	Credit Note Reimbursable		6	X				
1300	Work in Process	N	5	X				
1320	Costs in Excess of Billing	N	6	X				
1330	Contract Costs	N	7	X				

1340	Labor	N	8	X					
1341	Regular Time		9	X					
1342	Premium Time		9	X					
1343	Burden		9	X					
1344	Materials		8	X					
1346	Equipment		8	X					
1347	Subcontracts		8	X					
1350	Other Costs		8	X					
1380	Contract Billing	N	6	X					
1390	Gross Profit in Work in Progress	N	6	X					
1391	Recognized Revenue - Debit		7	X					
1392	Recognized Cost - Credit		7	X					
1400	Inventory	N	5	X					
1410	Inventory - In Routing		6	X					
1411	Inventory		7	X					
1413	Landed Cost Components	N	7	X					
1414	Harbor Fees		8	X					
1415	Brokerage Fees		8	X					
1416	Volume Rebates		8	X					
1418	Import Duty		8	X					
1430	Freight In		7	X					
1462	Direct Ship Purchases		7	X					
1469	Non-Stock for Sale		7	X					
1800	Prepaid Expenses	N	5	X					
1810	Prepaid Insurance		6	X					
1820	Prepaid Rent		6	X					

1830	Prepaid Interest		6	X					
1890	Other Prepaid Expenses		6	X					
2000	Fixed Assets	N	4	X					
2001	Property and Equipment	N	5	X					
2010	Land		6	X					
2020	Buildings		6	X					
2025	Leasehold Improvements		6	X					
2030	Heavy Equipment		6	X					
2040	Vehicles		6	X					
2060	Furniture and Office Equipment		6	X					
2070	Computer		6	X					
2090	Other Assets		6	X					
2095	Repair Equipment		6	X					
2100	Accumulated Depreciation	N	5	X					
2120	Accum Depr - Buildings		6	X					
2125	Accum Depr - Office Furniture		6	X					
2130	Accum Depr - Improvement		6	X					
2140	Accum Depr - Equipment		6	X					
2160	Accum Depr - Vehicles		6	X					
2170	Accum Depr - Computer		6	X					
2190	Accum Depr - Other Assets		6	X					
3900	Other Assets	N	5	X					
3920	Organization Cost		6	X					
3921	Amortization of Org Cost		6	X					
3990	Miscellaneous Other Assets		6	X					
4000	Liabilities and Equity	N	3	X					

4010	Current Liabilities	N	4	X					
4100	Accounts Payable	N	5	X					
4110	Accounts Payable - Trade		6	X					
4111	Received Not Vouchered		6	X					
4112	A/P Invoice Logging Distribution		6	X					
4115	Received - In Routing		6	X					
4120	Drafts Payable		6	X					
4130	Notes Payable		6	X					
4135	Contracts Payable		6	X					
4140	Retainages Payable		6	X					
4160	Customer Deposit		6	X					
4163	Alternate Currency Clearing A/P		6	X					
4165	Billings in Excess - Costs		5	X					
4181	Landed Cost Components	N	6	X					
4184	Harbor Fees		7	X					
4185	Brokerage Fees		7	X					
4186	Freight		7	X					
4188	Import Duty		7	X					
4190	Accounts Payable - Other		6	X					
4200	Accrued Payroll Liabilities	N	5	X					
4205	Accrued Payroll		6	X					
4206	Accrued Liabilities - Clearing		6	X					
4208	United Way		7	X					
4211	Federal Payroll Tax Withheld		7	X					
4212	FICA Payroll Tax Payable		7	X					
4213	Medicare Tax Payable		7	X					

4214	Federal Unemployment Tax Payable		7	X				
4221	State Taxes Withheld		7	X				
4221.CA	California Taxes Withheld		8	X				
4221.CO	Colorado Taxes Withheld		8	X				
4221.NY	New York Taxes Withheld		8	X				
4222	State Unemployment Tax		7	X				
4222.CA	California Unemployment Tax		8	X				
4222.CO	Colorado Unemployment Tax		8	X				
4222.NY	New York Unemployment Tax		8	X				
4223	State Disability		7	X				
4223.CA	California Disability		8	X				
4223.CO	Colorado Disability		8	X				
4223.NY	New York Disability		8	X				
4230	Local Head Tax Payable		7	X				
4230.DEN	Denver Head Tax Payable		8	X				
4240	City Tax Payable		7	X				
4250.CA	County Tax Payable		7	X				
4260	School Tax Payable		7	X				
4305	Worker's Comp Insurance		7	X				
4305.CA	California Worker's Comp		8	X				
4305.CO	Colorado Worker's Comp		8	X				
4305.NY	New York Worker's Comp		8	X				
4306	General Liability Insurance		7	X				
4306.CA	California Liability Insurance		8	X				
4306.CO	Colorado Liability Insurance		8	X				
4306.NY	New York Liability Insurance		8	X				

4310	Life Insurance		7	X					
4314	Employee Advances/Losses		7	X					
4315	Health Insurance		7	X					
4317	401K Plan		7	X					
4327	Miscellaneous		7	X					
4330	Union Dues		7	X					
4330.1000	Union 1000		8	X					
4330.4000	Union 4000		8	X					
4330.7000	Union 7000		8	X					
4330.7700	Union 7700		8	X					
4333	Actual Burden Clearing		7	X					
4334	Flat Burden Clearing		7	X					
4336	Sick Time		8	X					
4337	Vacation Time		8	X					
4400	Other Accrued Liabilities		5	X					
4410	Accrued Interest Expense		6	X					
4420	Other Accrued Expenses		6	X					
4430	Accrued Taxes	N	5	X					
4431	VAT Payable		6	X					
4433	Sales and Use Tax Payable		6	X					
4450	Withholding Taxes Payable		6	X					
4510	Income Taxes Payable		6	X					
4520	Federal Income Taxes Payable		7	X					
4530	State Income Taxes Payable		7	X					
4540	Sales Tax Payable		6	X					
4550	Sales Tax Payable		7	X					

4600	Long-Term Liabilities	N	4	X					
4610	Notes Payable		5	X					
4620	Bank Notes Payable		6	X					
4640	Other Notes Payable		6	X					
4690	Long-Term Debt		5	X					
4900	Stockholders' Equity	N	4	X					
4910	Common Stock		5	X					
4920	Paid In Capital		5	X					
4930	Translation Gain/Loss		6	X					
4980	Retained Earnings		5	X					
4999	YTD Income (Loss)	N	5	X					
5000	Revenues	N	4		X	X	X		
5005	Sales - Product A	N	5		X	X	X		
5010	Store Sales		6		X	X	X		
5015	Wholesale Sales		6		X	X	X		
5020	Direct Ship Sales		6		X	X	X		
5030	Contract Sales		6		X	X	X		
5040	Deferred Revenue		6		X	X	X		
5050	Interplant Sales		6		X	X	X		
5060	Less Returns and Allowances		6		X	X	X		
5070	Less Sales Discounts		6		X	X	X		
5080	Freight Out		6		X	X	X		
5090	Service Sales		6		X	X	X		
5200	Sales - Other	N	5		X	X	X		
5202	Inter-Company Sales		6		X	X	X		
5204	Training Revenue		6		X	X	X		

5206	Finance Charge Income Credit		6		X	X	X		
5208	Rebate Revenue		6		X	X	X		
5210	Other Revenue		6		X	X	X		
6000	Direct Costs	N	4		X	X	X		
6010	Cost of Sales	N	5		X	X	X		
6020	Prime Cost of Goods		6		X	X	X		
6200	Damage Credit/Write-off		6		X	X	X		
6210	Disputed Tax/Freight Write-off		6		X	X	X		
6250	Minor Amount Write-off		6		X	X	X		
6300	Cost of Sales - Other	N	5		X	X	X		
6310	Physical Inventory and Adjustment		6		X	X	X		
6315	Standard Cost Variance		6		X	X	X		
6320	Deferred Cost of Goods Sold		6		X	X	X		
6350	Other Costs		6		X	X	X		
6999	COGS / % of Billing Adjustment		7		X	X	X		
7450	Outside Operations		5		X	X	X		
7900	Allocated Overhead	N	5		X	X	X		
7910	Distributed Payroll Expense		6		X	X	X		
7930	Distributed Building Expense		6		X	X	X		
7950	Distributed Computer Costs		6		X	X	X		
7970	Distributed General Expenses		6		X	X	X		
7990	Distributed Interest Expense		6		X	X	X		
8000	General and Administrative	N	4						X
8100	Administrative Salaries	N	5		X	X	X	X	
8110	Salaries and Wages		6		X	X	X	X	
8115	Regular Pay		7						X

8115.MGR	Regular Pay - Managers		7					X
8116	Overtime Pay		7					X
8117	Commissions		7					X
8120	Employee Benefits	N	6					X
8125	Burden - Fringe		7					X
8126	Burden - Tax		7					X
8130	Vacation and Sick Expense		7		X	X	X	X
8130.8130	Vacation and Sick Expense		7		X	X	X	X
8135	FICA/Medicare		7					X
8136	401K Contribution		7					X
8138	Retirement Plan		7					X
8140	Insurance - Health and Disability		7					X
8145	Insurance Worker's Comp		7					X
8150	Insurance		7					X
8170	Unemployment Taxes		7					X
8175	Uniforms		7					X
8176	Employee Lunch Allowance		7					X
8177	Car Allowance		7					X
8190	Reimbursed Employee Expense		7					X
8191	Sick Expense		7					X
8192	Vacation Expense		7					X
8199	Distributed Payroll (Credit)		7					X
8300	Building Expense	N	5		X	X	X	X
8310	Accrued Property Taxes		6		X	X	X	X
8315	Depr - Building and Improvement		6		X	X	X	X
8320	Depr - Office Furn/Equipment		6		X	X	X	X

8325	Depr - Other Assets		6		X	X	X	X
8330	Insurance - General Liability		6		X	X	X	X
8350	Rent Expense		6		X	X	X	X
8355	Repair and Maintenance		6		X	X	X	X
8360	Telephone Expense		6		X	X	X	X
8370	Utilities Expense		6		X	X	X	X
8399	Bldg Contra/Clearing		6		X	X	X	X
8400	Equipment Expenses	N	5		X	X	X	
8401	Meter/Odometer Readings	N	6		X	X	X	
8402	Odometer Reading - Incremental		7		X	X	X	
8403	Hour Meter-Incremental		7		X	X	X	
8404	Odometer Reading - Original		7		X	X	X	
8405	Hour Meter - Original		7		X	X	X	
8410	Usage Analysis	N	6		X	X	X	
8411	Operating Hours/Miles		7		X	X	X	
8412	Idle Hours/Miles		7		X	X	X	
8413	Down Hours/Miles		7		X	X	X	
8420	Revenue Earned	N	6		X	X	X	
8421	Ownership Portion		7		X	X	X	
8422	Operating Portion		7		X	X	X	
8423	Maintenance Portion		7		X	X	X	
8424	Other Portion		7		X	X	X	
8430	Billed Sales	N	7		X	X	X	
8435	Billed Sales Adjustment		8		X	X	X	
8440	Ownership Expense	N	6		X	X	X	
8441	Depreciation		7		X	X	X	

8442	Taxes		7		X	X	X		
8443	Insurance		7		X	X	X		
8444	Lease Payments		7		X	X	X		
8445	Rent Payments		7		X	X	X		
8446	Interest Expense		7		X	X	X		
8450	Operating Expense	N	6		X	X	X		
8451	Fuel, Oil, and Gas		7		X	X	X		
8453	Tires		7		X	X	X		
8455	Wear Items		7		X	X	X		
8480	Maintenance Expense	N	6		X	X	X		
8481	Labor	N	7		X	X	X		
8482	Regular Time		8		X	X	X		
8483	Overtime		8		X	X	X		
8485	Parts		7		X	X	X		
8488	Burden		7		X	X	X		
8489	Distributed Equipment (Credit)		6		X	X	X		
8600	Supplies, Services, and Other	N	5		X	X	X	X	
8605	Advertising		6		X	X	X	X	
8610	Art and Drafting		6						X
8615	Bad Checks		6						X
8620	Bad Debt Expense		6						X
8625	Bank Expenses		6						X
8630	Bank Charges		6						X
8635	Business Licenses		6						X
8640	Bookkeeping Fees		6						X
8650	Cash Shortages		6						X

8660	Contributions		6						X
8665	Entertainment		6		X	X	X		X
8670	Dues and Subscriptions		6		X	X	X		X
8675	General Taxes, Fees, and Licences		6		X	X	X		X
8685	Legal, Accounting, and Other		6		X	X	X		X
8700	Miscellaneous Expenses		6		X	X	X		X
8710	Moving Expense		6		X	X	X		X
8720	Office Supplies Expense		6		X	X	X		X
8730	Postage and Freight		6		X	X	X		X
8740	Travel, Meals, and Lodging		6		X	X	X		X
8799	General Contra/Clearing		6						X
8800	Computer Expenses	N	5						X
8810	Repair and Maintenance		6						X
8820	Rental/Lease Expense		6						X
8830	Software License and Fee		6						X
8840	Computer Supplies		6						X
8850	Computer Telephone/Modem		6						X
8860	Depreciation - Computer		6						X
8899	Distributed Computer Expense		6						X
8900	Interest Expense	N	5						X
8920	Interest Expense		6						X
8999	Distributed Interest Expense		6						X
9000	Other Income and Expenses	N	4						X
9100	Other Income	N	5						X
9110	Gain on Sales of Assets	N	6						X
9111	Proceeds from Asset Disposal		7						X

9112	NBV of Assets Disposed		7					X
9113	Cash Proceeds Clearing		7					X
9120	Interest Income		6					X
9130	Rent Income		6					X
9140	Currency Gain/Loss	N	6					X
9142	Realized Gain/Loss	N	7					X
9142.GAIN	Realized Gain		8					X
9142.LOSS	Realized Loss		8					X
9143	Alternative Currency Gain/Loss	N	7					X
9143.GAIN	Alternative Currency Gains		8					X
9143.LOSS	Alternative Currency Losses		8					X
9144	Unrealized Gain/Loss	N	7					X
9144.GAIN	Unrealized Gain		8					X
9144.LOSS	Unrealized Loss		8					X
9150	Discounts Taken		6					X
9153	Discounts Available		7					X
9156	Discounts Lost		7					X
9160	Miscellaneous Revenues		6					X
9200	Other Expense	N	5					X
9230	Interest Expense		6					X
9250	Miscellaneous Expenses		6					X
9700	Income Taxes	N	5					X
9705	Accrued Income Taxes		6					X
9710	Accrued Federal Taxes		7					X
9720	Accrued State Taxes		7					X

Periodic Statistical Calculations

As part of your customer analysis activities, you can update statistical information about your customer accounts, based on how you set the processing options. To do so, run A/R Statistical History Refresh (R03B16). This enables you to review the activity of a customer's account for a specific period, which is helpful for trending analysis and cash forecasting. This appendix describes the technical information about the A/R Statistical History Refresh.

Setup Considerations

98. Credit/Collection Fiscal Date Patterns need to be set up for at least company 00000, which will encompass the G/L date of all invoices and receipts in the database.
99. The A/R Statistical History Refresh should not be run with any user defined data selection.
100. An A/R Statistical Summary (F03B16S) record is a summary of a subset of A/R Statistical History (F03B16) records. That subset is defined by R03B16 processing options 5 and 6.
101. Do not switch between F03B16S subset types. That is, once the Statistical History Build has been run accumulating "inception to date," do not change to a "rolling balance."

Troubleshooting

- In the parent/child relationship between customers, the parent cannot be the child of its child. This causes a loop error.
- The Statistical History Build includes only records that match one of the following selection criteria:

F03B11: - select where RPPOST = D and RPISTC != 1 and RPDCT != RU and RPAN8 != 0

F03B112: - select where RWPOST = D and RWISTC != 1 and RWAN8 != 0

F03B13: - select where RYNFVD = N and RYISTC != 1 and RYAN8 != 0

F03B14: - select where RZPOST = D and RZISTC != 1 and RZAN8 != 0
- F03B11 R5 records are created with an ISTC = 1 so that they are not included in the Statistical History Build.

You can review statistical (periodic) calculations on the Periodic Statistics form from the Credit Collections Management menu (G03B15). The following table describes how the A/R system calculates this information for your customers.

Field	Calculation Information
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Bad Debt	If the Write-off Reason Code is populated and the Special Handling Code in the O3B/RC UDC table is blank, the system adds write-off amounts to the Bad Debt total. Otherwise, the amount is accumulated into the Minor Write-Off total.
Minor Write-off	If the Special Handling Code is equal to 1 in the O3B/RC UDC table, the system adds write-off amounts to this total.
Bad Debt Ratio	The system divides bad debt amount by the total sales for the period. Calculation: Bad debt / total sales for period.
Total Write-off	This field is the sum of bad debt and minor write-off amounts. Calculation: Bad debt + minor write-offs.
Average Days Late	<p>Non-Weighted</p> <p>The system uses the following calculations:</p> <ul style="list-style-type: none"> • (Total Number of Days / Number of Invoices Paid.) The system includes only the receipts that close or the "pay off" invoices in the Number of Invoices Paid. • (Total Number of Days = difference between the Invoice Due Date and the Receipt Date.) The system calculates the number of days between the receipt date and the invoice due date. The system adds this calculation to the Total Number of Days. • (Total Number of Days / Number of Invoices Paid.) The system calculates the average number of days by dividing the total number of days by the number of invoices paid.
Weighted Days Late	<p>The system weighs the Average Days Late calculation by determining the current percentage of all receipt amounts. This is so the larger receipt amounts will have a greater effect on the average days late.</p> <p>For example, assume that a receipt for 100,000 is one day late, and another receipt for 500 is 30 days late. If you use a "non-weighted" average days late, the Average Days Late is 15.5 days.</p> <p>Calculation: When you use a weighted calculation, the Average Days Late is 1.1 days. Non-weighted average days = number of invoices / days late (15.5 = 2 / 31).</p> <p>Receipt Level:</p> <p>Calculations for the Weighted Days Late:</p> <ul style="list-style-type: none"> • The difference between invoice due date and receipt date = number of days. • The previous receipt amount = amount of the last payment received. • Number of Days Previous Receipt + Number of Days Current Receipt. • Example: (previous receipt amount / (receipt amount + previous receipt amount)) + Number of Days Current Receipt (receipt amount / (receipt amount + previous receipt amount)). Example: 1 Day (100,000 / (500 = 100,000)) + 30 days (500 / (500 + 100,000)) = 1.1. <p>F03B16 and F03B16S Level:</p> <p>Calculations for the Weighted Days Late:</p>

	<ul style="list-style-type: none">• Previous Average Days Late (previous receipt amount / (receipt amount + previous receipt amount total)) = Current Average Days Late (current receipt amount / (current receipt amount total + previous receipt amount)).
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DSO	<p>The system stores the DSO amount at the periodic level in the F03B16. You can use the following methods to calculate DSO:</p> <p>Countback Method:</p> <ul style="list-style-type: none"> If the current outstanding balance is less than the total sales, the DSO = (current balance / total sales) x number of days in the period. <p>Otherwise:</p> <ul style="list-style-type: none"> Subtract the current period's total sales amount from the current balance and increment DSO with the number of days in the period. Subtract from the remaining balance the total sales of the first preceding period. This will continue until the outstanding balance of any preceding period exceeds the remaining balance. If the remaining balance is less than the preceding period, then DSO = Accumulated DSO + ((current balance / total sales) x number of days in period). <p>Current Balance Divided by Sales:</p> $\text{DSO} = \frac{\text{current A/R balance} \times \text{number of days in } n \text{ periods}}{\text{Total invoiced over } n \text{ number of periods}}$ <p>n = number of periods specified in the processing options</p>																
DSO (cont'd)	<p>Average Balance Divided by Sales:</p> $\text{DSO} = \frac{\text{total period end balance over } n \text{ number of periods}}{\text{Total sales amount for } n \text{ periods}}$ <p>Where:</p> <p>Sales Amount is the taxable amount of the invoice. If you leave this field blank, the system uses the gross amount.</p> <p>Period End is the open A/R amount at the end of the period.</p> <p>Number of Days is the number of days for the period. This value is defined by the Credit and Collections Date Patterns (F03B08).</p> <p>N = number of periods specified in the processing options</p> <p>For example:</p> <table border="1"> <thead> <tr> <th>Period</th> <th>Sales Amount</th> <th>Period End Bal</th> <th>Period days</th> </tr> </thead> <tbody> <tr> <td>January</td> <td>7,570.00</td> <td>10,825.00</td> <td>31</td> </tr> <tr> <td>February</td> <td>4,566.00</td> <td>10,596.00</td> <td>28</td> </tr> <tr> <td>March</td> <td>5,538.00</td> <td>10,869.00</td> <td>31</td> </tr> </tbody> </table> $\text{DSO} = \frac{(10,869 + 10,569 + 10,825) \times 30}{(5,538 + 4,566 + 7,570)}$ <p>DSO = 54.81 for March</p> <p>Note: the processing options for the sample calculation: 1. DSO Calculation Method = 1</p>	Period	Sales Amount	Period End Bal	Period days	January	7,570.00	10,825.00	31	February	4,566.00	10,596.00	28	March	5,538.00	10,869.00	31
Period	Sales Amount	Period End Bal	Period days														
January	7,570.00	10,825.00	31														
February	4,566.00	10,596.00	28														
March	5,538.00	10,869.00	31														

	2. Number of Periods = 3 3. Process Balance option = 1
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Examples of DSO

Period	Sales Amount	Period End Balance	Period Days
January	7570	10825	31
February	4566	10596	28
March	5538	10869	31

Countback Method:

March	10869 - 5538 = 5331	Accumulated DSO = 31
February	5331 - 4566 = 765	Accumulate DSO = 31 + 28 = 59
January	(765 / 7570) x 31 = 3.1	
		DSO = 59 + 3.1 = 62.1

Average Balance Divided by Sales:

$\frac{(10869 + 10596 + 10825) \times 30}{(5538 + 4566 + 7570)}$	DSO = 54.81
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Current Balance Divided by Sales:

$\frac{(10869 \times 90)}{(5538 + 4566 + 7570)}$	DSO = 55.35
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Field	Calculation Information
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Days Credit Granted	The system uses the same calculations as DSO to calculate the days credit-granted amount. The exception is that the system replaces the current period-end balance with the amount of the balance that is due or due in the future. Calculation: open amount - past due amount
Delinquent DSO	This is the number of days a customer takes beyond the Days Credit Granted. Calculation: DSO - Days Credit Granted
Extended DSO	This is the number of days beyond the assigned payment terms for a customer. Calculation: Days Credit Granted - Payment Terms Result: The amount of credit that your sales staff grants your customers beyond the payment terms.
Invoice Amount	The gross amount of the invoice.
Sales Amount	The taxable amount of the invoice.
% of Amount Paid Late	Calculation: Invoice Amount / Amount Paid Late

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*.

For further information about the J.D. Edwards interface to the Vertex Quantum software, see the Knowledge Garden.

