

Automatic Offset

If one Business unit have Multiple Balancing segment values, when we create the invoice and make payment with those multiple balancing segment values.

To balance with the Debit balancing segment value with Credit balancing segment value we use Automatic Offset

Setups

1. Enable Automatic Offset in Common options (Enable Primary Balancing Segment)

Process

1. Create Invoice with Different Balancing Segment Values
2. Create Accounting
3. Create Payment

➤ Manage Common Options for Payables and Procurement

Enable the check box **“Primary Balancing Segment”**

The screenshot shows the 'Manage Common Options for Payables and Procurement' form. The 'Business Unit' is 'AIM US Business Unit_01'. The 'Default Distributions' section includes fields for Liability, Prepayment, Bill Payable, Conversion Rate Variance Gain, Conversion Rate Variance Loss, Discount Taken, Miscellaneous, Freight, Prepayment Tax Difference, Retainage, and Unclaimed Fund. The 'Automatic Offsets' section has three radio buttons: 'None', 'Primary balancing segment' (selected), and 'All segments, except natural account'. A warning dialog box is displayed at the bottom right, asking 'Changing the offset segments may affect the performance of the accounting process and introduce accounting inconsistencies. Do you want to continue?' with 'Yes' and 'No' buttons.

Click on Yes and Click on Save and close
Create Invoice

Select the Business Unit **AIM US Business Unit_01**

Select the Line Level Invoice Distribution Code Combination BU is **AIM US Business Unit_02**

Create Invoice: ?

Invoice Actions: Save and Create Next, Save, Save and Close, Cancel

Invoice Header

Identifying PO: Business Unit: AIM US Business Unit_01

* Supplier: AIM SUPPLIER

Supplier Number: 1465

* Supplier Site: AIM SUPPLIER SITE

* Legal Entity: AIM US Legal Entity_01

Invoice Group:

* Number: OFFSET ACCOUNT

* Amount: USD 4,000.00

* Type: Standard

Description:

* Date: 2/19/25

* Payment Terms: AIM Immediate

* Terms Date: 2/19/25

Requester:

Attachments: None

Note:

Lines

Match Invoice Lines

View: +, -, X, Y, Z, Detach, Allocate, Cancel Line, Distributions

Distribution	Reference	Tax	Purchase Order	Asset	Project					
* Number	* Type	* Amount	Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	Description	Tax Classification	Ship-to Location	Nurr
1	Item	4,000.00		2000-0000-53410-0000-0000-000	2/19/25					

Go to Invoice Actions => Click on Validate

Go to Invoice Actions => Click on Post to Ledger

Create Invoice: OFFSET ACCOUNT ?

Validated Invoice Actions: Save and Create Next, Save, Save and Close, Cancel

Invoice Header

Identifying PO: Business Unit: AIM US Business Unit_01

* Supplier: AIM SUPPLIER

Supplier Number: 1465

* Supplier Site: AIM SUPPLIER SITE

* Legal Entity: AIM US Legal Entity_01

Invoice Group:

* Number: OFFSET ACCOUNT

* Amount: USD 4,000.00

* Type: Standard

Description:

* Date: 2/19/25

* Payment Terms: AIM Immediate

* Terms Date: 2/19/25

Requester:

Attachments: None

Note:

Lines

Match Invoice Lines

View: +, -, X, Y, Z, Detach, Allocate, Cancel Line, Distributions

Distribution	Reference	Tax	Purchase Order	Asset	Project					
* Number	* Type	* Amount	Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	Description	Tax Classification	Ship-to Location	N
1	Item	4,000.00		2000-0000-53410-0000-0000-000	2/19/25					

Click on Post to Ledger

Here you can see the difference. You created an Invoice with BU_01 and provided the Distribution Debit Combination of BU_02 and the Liability Account also automatically generated from BU_02

Create Invoice: OFFSET ACCOUNT

Invoice Header

Identifying PO
Business Unit: AIM US Business Unit_01
Supplier: AIM SUPPLIER
Supplier Number: 1455
Supplier Site: AIM SUPPLIER SITE
Legal Entity: AIM US Legal Entity_01
Invoice Group:

Number: OFFSET ACCOUNT
Amount: 4,000.00
Type: Standard
Date: 2/19/25
Payment Terms: AIM Immediate
Terms Date: 2/19/25

Accounting Lines: Standard Invoice OFFSET ACCOUNT

Ledger: AIM US PRIMARY LEDGER
Date: 2/19/25
Status: Final

View: View T-Accounts, Detach, Override Account

Line	Event	Account	Class	Accounted (USD)
				Debit
1	Invoice Validated	2000-0000-53410-0000-0000-0000	Item expense	4,000.00
2	Invoice Validated	2000-0000-21010-0000-0000-0000	Liability	4,000.00

Done

Click on Done.

Scenario_02

Except Natural Account all the segments what you provided same segment values are automatically generated for Liability Account

Setups

1. Enable Automatic Offset in Common options (All segments Except Natural Account)

Process

1. Create Invoice with Different Balancing Segment Values
2. Create Accounting
3. Create Payment

➤ Manage Common Options for Payables and Procurement

Enable the check box “All Segments except natural account”

Manage Common Options for Payables and Procurement

Business Unit: AIM US Business Unit_02

Default Distributions

* Liability: 2000-0000-21010-0000-0000-0000

* Prepayment: 2000-0000-15015-0000-0000-0000

Bill Payable:

* Conversion Rate Variance Gain: 2000-0000-52149-0000-0000-0000

* Conversion Rate Variance Loss: 2000-0000-52149-0000-0000-0000

* Discount Taken: 2000-0000-56550-0000-0000-0000

Miscellaneous: 2000-0000-60041-0000-0000-0000

Freight:

Prepayment Tax Difference:

Retainage:

Unclaimed Fund:

Automatic Offsets

Offset Segments

☐ None

☐ Primary balancing segment

☒ All segments, except natural account

Manage Common Options for Payables and Procurement ?

Business Unit: AIM US Business Unit_02

Default Distributions

* Liability	2000-0000-21010-0000-0000-0000	Miscellaneous	2000-0000-60041-0000-0000-0000
* Prepayment	2000-0000-15015-0000-0000-0000	Freight	
Bill Payable		Prepayment Tax Difference	
* Conversion Rate Variance Gain	2000-0000-52149-0000-0000-0000	Retainage	
* Conversion Rate Variance Loss	2000-0000-52149-0000-0000-0000	Unclaimed Fund	
* Discount Taken	2000-0000-56550-0000-0000-0000		

Automatic Offsets ?

Offset Segments: ☐ None, ☐ Primary balancing segment, ☒ All segments, except natural account

Warning

Changing the offset segments may affect the performance of the accounting process and introduce accounting inconsistencies. Do you want to continue?

Yes No

Click on Yes and Click on Save and Close

- Create Invoice

Create Invoice: ?

Invoice Header

Identifying PO: [Search]

Business Unit: AIM US Business Unit_02

Supplier: AIM SUPPLIER

Supplier Number: 1465

Supplier Site: AIM SUPPLIER ADD

Legal Entity: AIM US Legal Entity_01

Invoice Group: [Search]

* Number: OFFSET SCENARIO_2

* Amount: USD 60,000.00

* Type: Standard

Description: [Search]

* Date: 2/19/25

* Payment Terms: Immediate

* Terms Date: 2/19/2025

Requester: [Search]

Attachments: None

Note: [Search]

Lines ?

Match Invoice Lines

View: [Icons]

Allocate Cancel Line Distributions

Distribution	Reference	Tax	Purchase Order	Asset	Project					
* Number	* Type	* Amount	Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	Description	Tax Classification	Ship-to Location	Nurr
1	Item	60,000.00		1000-1000-53410-3000-1000-0000-0000	2/19/25					

Click on Validate

Create Invoice: OFFSET SCENARIO_2 ?

Validated

Invoice Header

Identifying PO: [Search]

Business Unit: AIM US Business Unit_02

Supplier: AIM SUPPLIER

Supplier Number: 1465

Supplier Site: AIM SUPPLIER ADD

Legal Entity: AIM US Legal Entity_01

Invoice Group: [Search]

* Number: OFFSET SCENARIO_2

* Amount: USD 60,000.00

* Type: Standard

Description: [Search]

* Date: 2/19/25

* Payment Terms: Immediate

* Terms Date: 2/19/25

Requester: [Search]

Attachments: None

Note: [Search]

Lines ?

Match Invoice Lines

View: [Icons]

Allocate Cancel Line Distributions

Distribution	Reference	Tax	Purchase Order	Asset	Project					
* Number	* Type	* Amount	Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	Description	Tax Classification	Ship-to Location	N
1	Item	60,000.00		1000-1000-53410-3000-1000-0000-0000	2/19/25					

Go to Invoice Actions => Click on Post to Ledger

Create Invoice: OFFSET SCENARIO_2

Invoice Header

Identifying PO
Business Unit: AIM US Business Unit_02
Supplier: AIM SUPPLIER
Supplier Number: 1465
Supplier Site: AIM SUPPLIER ADD
Legal Entity: AIM US Legal Entity_01
Invoice Group

Number: OFFSET SCENARIO_2
Date: 2/19/25
Amount: 60,000.00
Type: Standard
Payment Terms: Immediate
Terms Date: 2/19/25

Accounting Lines: Standard Invoice OFFSET SCENARIO_2

Line	Event	Account	Class	Accounted (USD)
1	Invoice Validated	1000-1000-53410-3000-1000-0000-0000	Item expense	60,000.00
2	Invoice Validated	1000-1000-21010-3000-1000-0000-0000	Liability	60,000.00

Go to Invoice Actions => Click on Pay in Full

Create Invoice: OFFSET SCENARIO_2

Pay in Full: OFFSET SCENARIO_2

Payment Amount: 60,000.00 USD
Payment Method: Check
Bank Account: AIM US NEWYORK BANKACCOUNT
Payment Process Profile: AIM PAYMENT PROCESS PROFILE
Remit-to Account
Remit-to Bank Name
Remit-to Branch Name

Payment Document: AIM US BANK PAYMENT DOCUMENT
Payment Number: 12
Conversion Rate Type
Conversion Date
Conversion Rate
Document Category
Document Sequence
Voucher Number

Submit Cancel

Create Invoice: OFFSET SCENARIO_2

Confirmation

Payment 12 for 60,000.00 USD has been created.

OK

Invoice Header

Identifying PO
Business Unit: AIM US Business Unit_02
Supplier: AIM SUPPLIER
Supplier Number: 1465
Supplier Site: AIM SUPPLIER ADD
Legal Entity: AIM US Legal Entity_01
Invoice Group

Number: OFFSET SCENARIO_2
Date: 2/19/25
Amount: 60,000.00
Type: Standard
Payment Terms: Immediate
Terms Date: 2/19/25
Requester
Attachments: None
Note

Lines

Number	Type	Amount	Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	Description	Tax Classification	Ship-to Location
1	Item	60,000.00		1000-1000-53410-3000-1000-0000-0000	2/19/25				

Go to Payables => Payments => Task Panel => Manage Payments

Manage Payments ?

Done

Search

Advanced Saved Search All Payments

Actions View + Attachments Detach

Payment Number	Payment Document	Payment Status	Reconciled	Payee	Payment Date	Payment Amount	Remit-to Address	Remit-to Account Number	Details
12	AIM US BANK P...	Negotiable	No	AIM SUPPLIER	2/19/25	60,000.00 USD	AIM SUPPLIER ADDRESS		

Click on Payment Number

Go to Actions => Click on Post to Ledger

Payment: 12 ?

Actions Done

Payee: AIM SUPPLIER

Payment Date: 2/19/25

Status: Negotiable

Accounting Status: Draft

Reconciled: No

Type: Quick

Payment Amount: 60,000.00 USD

Withheld Amount: 0.00 USD

Business Unit: AIM US Business Unit_02

Legal Entity: AIM US Legal Entity_01

Stop Date:

Void Date:

Attachments: None

Payment Details Paid Invoices History Other

Payee

Current Name

Payee Site: AIM SUPPLIER ADD

Remit-to Address: AIM SUPPLIER ADDRESS

Payment Function: Payables disbursements

Remit-to Account

IBAN

BIC

Remit-to Bank Name

Remit-to Branch Name

Processing Details

Disbursement Bank Account: AIM US NEWYORK BANK ACCOUNT

Payment Method: Check

Bill Payable: No

Payment Process Profile: AIM PAYMENT PROCESS PROFILE

Payment Process Request

Payment Document: AIM US BANK PAYMENT DOCUMENT

Payment File Reference: 305190

Reference Assigned by Administrator: Quick payment: ID=300000299049964

Click on View Accounting

Payment: 12

Actions

Done

Payee

AIM SUPPLIER

Payment Date

2/19/25

Status

Negotiable

Accounting Status

Draft

Reconciled

No

Type

Quick

Payment Amount

60,000.00 USD

Withheld Amount

0.00 USD

Business Unit

AIM US Business Unit_02

Legal Entity

AIM US Legal Entity_01

Payment Details

Paid Invoices

History

Other

Payee

Current Name

Payee Site

Remit-to Address

Payment Function

Processing Details

Disbursement Bank Account

Payment Method

Bill Payable

Payment Process Profile

Payment Process Request

Payment Document

Payment File Reference

Reference Assigned by Administrator

Accounting Lines: Payment 12

Ledger

AIM US PRIMARY LEDGER

Date

2/19/25

Status

Final

View

View T-Accounts

Attachments

Detach

Override Account

Line	Event	Account	Class	Accounted (USD)	
				Debit	Credit
1	Payment Created	1000-1000-21010-3000-1000-0000-0000	Liability	60,000.00	
2	Payment Created	2000-0000-13011-1000-0000-0000-0000	Intracompany	60,000.00	
3	Payment Created	1000-0000-21081-2000-0000-0000-0000	Intracompany		60,000.00
4	Payment Created	2000-0000-11015-0000-0000-0000-0000	Cash clearing		60,000.00

Done

Thank you