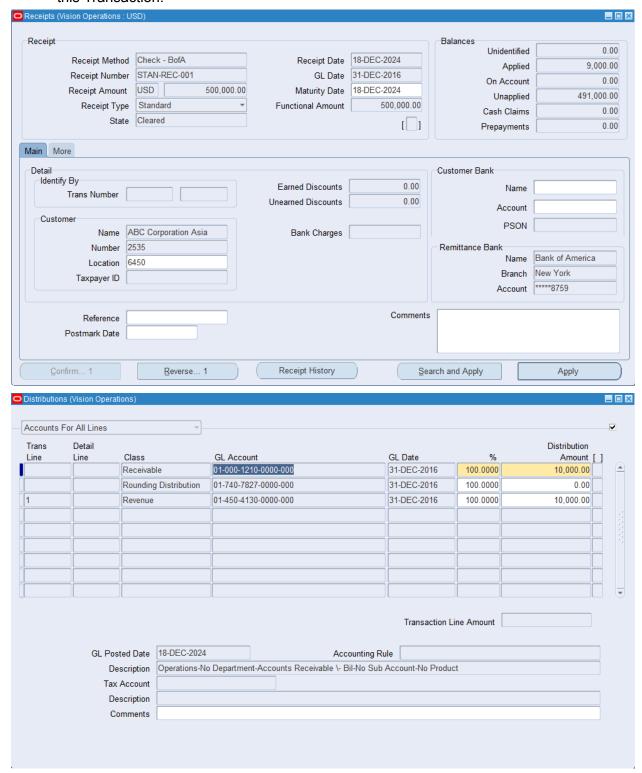1. Create an AR Transaction (Invoice) for an existing Customer & show the Distribution for this Transaction.

Receipts (Vision Operations : USD)

Receipt

Receipt Method	Check - BofA
Receipt Number	STAN-REC-001
Receipt Amount	USD 500,000.00
Receipt Type	Standard
State	Cleared

Receipt Date	18-DEC-2024
GL Date	31-DEC-2016
Maturity Date	18-DEC-2024
Functional Amount	500,000.00
[ ]	

Balances

Unidentified	0.00
Applied	9,000.00
On Account	0.00
Unapplied	491,000.00
Cash Claims	0.00
Prepayments	0.00

Main   More

Detail

Identify By
Trans Number [ ] [ ]

Earned Discounts 0.00
Unearned Discounts 0.00

Customer

Name	ABC Corporation Asia
Number	2535
Location	6450
Taxpayer ID	

Bank Charges [ ]

Customer Bank

Name	
Account	
PSON	

Remittance Bank

Name	Bank of America
Branch	New York
Account	*****8759

Reference [ ]
Postmark Date [ ]

Comments [ ]

| Confirm... 1 | Reverse... 1 | Receipt History | Search and Apply | Apply |

Distributions (Vision Operations)

Accounts For All Lines   ☑

Trans Line	Detail Line	Class	GL Account	GL Date	%	Distribution Amount [ ]
		Receivable	01-000-1210-0000-000	31-DEC-2016	100.0000	10,000.00
		Rounding Distribution	01-740-7827-0000-000	31-DEC-2016	100.0000	0.00
1		Revenue	01-450-4130-0000-000	31-DEC-2016	100.0000	10,000.00

Transaction Line Amount [ ]

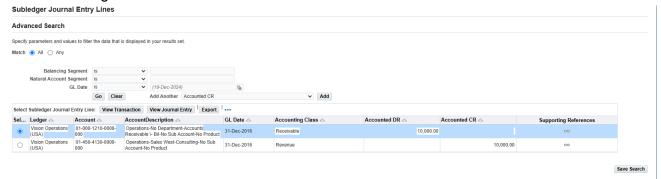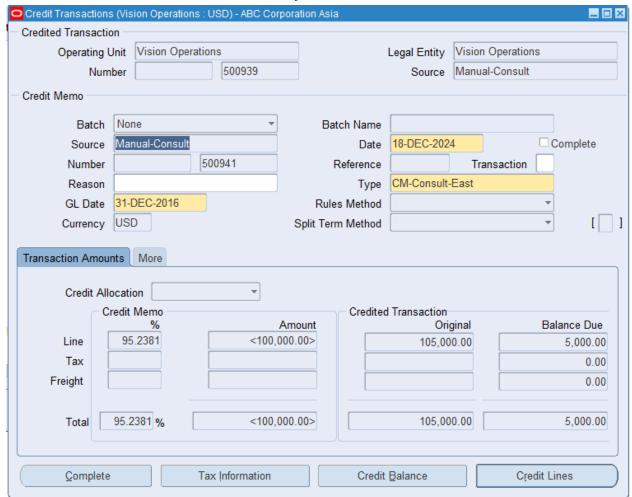|	
GL Posted Date	18-DEC-2024
Description	Operations-No Department-Accounts Receivable \- Bil-No Sub Account-No Product
Tax Account	
Description	
Comments	

Accounting Rule [ ]

Distributions for each line.

2. Do the Create Accounting for the above Transaction, Trans to GL and show the accounting Entry.

Tools> Create Accounting
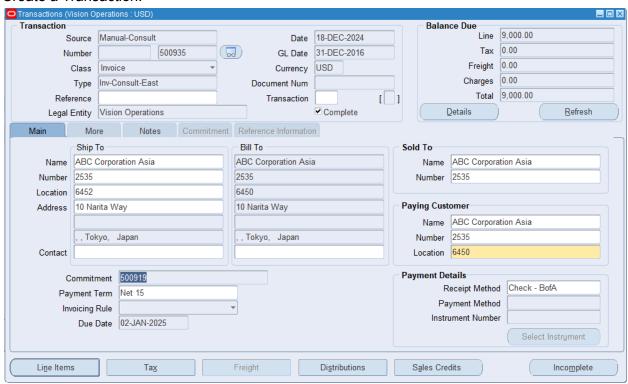
Tools>View Accounting

Subledger Journal Entry Lines

Advanced Search

Specify parameters and values to filter the data that is displayed in your results set.

Match ● All ○ Any

Balancing Segment	is	⌄
Natural Account Segment	is	⌄
GL Date	is	⌄ (19-Dec-2024)

Go   Clear   Add Another Accounted CR   ⌄   Add

Select Subledger Journal Entry Line: View Transaction   View Journal Entry   Export   ...

Sel...	Ledger △	Account △	AccountDescription △	GL Date △	Accounting Class △	Accounted DR △	Accounted CR △	Supporting References
●	Vision Operations (USA)	01-000-1210-0000-000	Operations-No Department-Accounts Receivable \- Bil-No Sub Account-No Product	31-Dec-2016	Receivable	10,000.00		⋈
○	Vision Operations (USA)	01-450-4130-0000-000	Operations-Sales West-Consulting-No Sub Account-No Product	31-Dec-2016	Revenue		10,000.00	⋈

Save Search

3. Create a credit memo for a customer to adjust an invoice amount.

Credit Transactions (Vision Operations : USD) - ABC Corporation Asia

Credited Transaction

Operating Unit	Vision Operations	Legal Entity	Vision Operations
Number	500939	Source	Manual-Consult

Credit Memo

Batch	None	Batch Name		
Source	Manual-Consult	Date	18-DEC-2024	☐ Complete
Number	500941	Reference	Transaction	
Reason		Type	CM-Consult-East	
GL Date	31-DEC-2016	Rules Method		
Currency	USD	Split Term Method		[ ]

Transaction Amounts | More

Credit Allocation [   ]

	Credit Memo		Credited Transaction	
	%	Amount	Original	Balance Due
Line	95.2381	<100,000.00>	105,000.00	5,000.00
Tax				0.00
Freight				0.00
Total	95.2381 %	<100,000.00>	105,000.00	5,000.00

Complete   Tax Information   Credit Balance   Credit Lines

4. Create one Cash Receipt for an existing Customer & apply to Customer Transaction

- Create a Transaction:
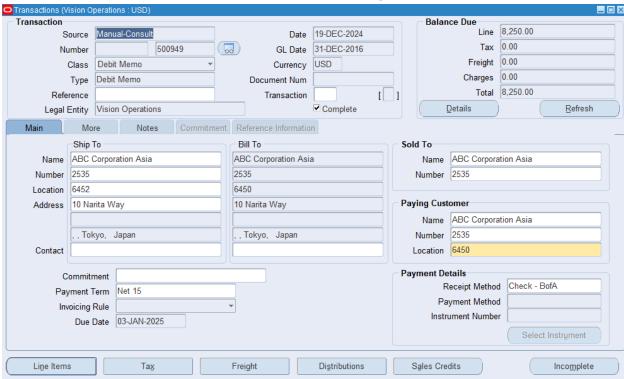
Transactions (Vision Operations : USD)

Transaction

							Balance Due	
Source	Manual-Consult			Date	18-DEC-2024		Line	9,000.00
Number		500935		GL Date	31-DEC-2016		Tax	0.00
Class	Invoice			Currency	USD		Freight	0.00
Type	Inv-Consult-East			Document Num			Charges	0.00
Reference				Transaction		[ ]	Total	9,000.00
Legal Entity	Vision Operations			☑ Complete				

Details   Refresh

Main More Notes Commitment Reference Information

Ship To

Name	ABC Corporation Asia
Number	2535
Location	6452
Address	10 Narita Way
	, , Tokyo, Japan
Contact	

Bill To

ABC Corporation Asia
2535
6450
10 Narita Way
, , Tokyo, Japan

Sold To

Name	ABC Corporation Asia
Number	2535

Paying Customer

Name	ABC Corporation Asia
Number	2535
Location	6450

Commitment	500919
Payment Term	Net 15
Invoicing Rule	
Due Date	02-JAN-2025

Payment Details

Receipt Method	Check - BofA
Payment Method	
Instrument Number	

Select Instrument

Line Items   Tax   Freight   Distributions   Sales Credits   Incomplete

- Create a Receipt and Apply the Transaction to the receiptt:

Receipts (Vision Operations : USD)

Receipt

					Balances	
Receipt Method	Check - BofA		Receipt Date	18-DEC-2024	Unidentified	0.00
Receipt Number	STAN-REC-001		GL Date	31-DEC-2016	Applied	9,000.00
Receipt Amount	USD	500,000.00	Maturity Date	18-DEC-2024	On Account	0.00
Receipt Type	Standard		Functional Amount	500,000.00	Unapplied	491,000.00
State	Cleared			[ ]	Cash Claims	0.00
					Prepayments	0.00

Main More

Detail

Identify By

Trans Number		

Customer

Name	ABC Corporation Asia
Number	2535
Location	6450
Taxpayer ID	

Earned Discounts	0.00
Unearned Discounts	0.00

Bank Charges	

Customer Bank

Name	
Account	
PSON	

Remittance Bank

Name	Bank of America
Branch	New York
Account	*****8759

Reference	
Postmark Date	

Comments

Confirm... 1   Reverse... 1   Receipt History   Search and Apply   Apply

- Verify the receipt was applied by searching the transaction

Transactions (Vision Operations : USD)

Transaction
- Source: Manual-Consult
- Number: 500935
- Class: Invoice
- Type: Inv-Consult-East
- Reference:
- Legal Entity: Vision Operations
- Date: 18-DEC-2024
- GL Date: 31-DEC-2016
- Currency: USD
- Document Num:
- Transaction: . [ ]
- ☑ Complete

Balance Due
- Line: 0.00
- Tax: 0.00
- Freight: 0.00
- Charges: 0.00
- Total: 0.00

[Details] [Refresh]

Tabs: **Main** | More | Notes | Commitment | Reference Information

Ship To
- Name: ABC Corporation Asia
- Number: 2535
- Location: 6452
- Address: 10 Narita Way
- Tokyo Japan
- Contact:

Bill To
- ABC Corporation Asia
- 2535
- 6450
- 10 Narita Way
- Tokyo Japan

Sold To
- Name: ABC Corporation Asia
- Number: 2535

Paying Customer
- Name: ABC Corporation Asia
- Number: 2535
- Location: 6450

- Commitment: 500919
- Payment Term: Net 15
- Invoicing Rule:
- Due Date: 02-JAN-2025

Payment Details
- Receipt Method: Check - BofA
- Payment Method:
- Instrument Number:
- [Select Instrument]

[Line Items] [Tax] [Freight] [Distributions] [Sales Credits] [Incomplete]

5. Create a Debit Memo for the same Customer as in AR Transaction
Create Transaction, Class=Debit Memo, Create Accounting

Transactions (Vision Operations : USD)

Transaction
- Source: Manual-Consult
- Number: 500949
- Class: Debit Memo
- Type: Debit Memo
- Reference:
- Legal Entity: Vision Operations
- Date: 19-DEC-2024
- GL Date: 31-DEC-2016
- Currency: USD
- Document Num:
- Transaction: [ ]
- ☑ Complete

Balance Due
- Line: 8,250.00
- Tax: 0.00
- Freight: 0.00
- Charges: 0.00
- Total: 8,250.00

[Details] [Refresh]

Tabs: **Main** | More | Notes | Commitment | Reference Information

Ship To
- Name: ABC Corporation Asia
- Number: 2535
- Location: 6452
- Address: 10 Narita Way
- , , Tokyo, Japan
- Contact:

Bill To
- ABC Corporation Asia
- 2535
- 6450
- 10 Narita Way
- , , Tokyo, Japan

Sold To
- Name: ABC Corporation Asia
- Number: 2535

Paying Customer
- Name: ABC Corporation Asia
- Number: 2535
- Location: 6450

- Commitment:
- Payment Term: Net 15
- Invoicing Rule:
- Due Date: 03-JAN-2025

Payment Details
- Receipt Method: Check - BofA
- Payment Method:
- Instrument Number:
- [Select Instrument]

[Line Items] [Tax] [Freight] [Distributions] [Sales Credits] [Incomplete]

6. Generate an Aging Report

Submit Request

Run this Request

Copy

Name	Aging - 7 Buckets Report
Operating Unit	
Parameters	
Language	American English

Language Settings   Debug Options

At these Times

Run the Job | As Soon as Possible   Schedule

Upon Completion

☑ Save all Output Files   ☐ Burst Output

Layout	
Notify	
Print to	noprint

Options

Delivery Opts

Help (C)   Submit   Cancel

Parameters

Reporting Level	Ledger
Reporting Context	Vision Operations (USA)
Order By	Customer
Report Summary	Customer Summary
Report Format	Brief
As Of Date	19-DEC-2024
Bucket Name	Collections
Show On Account	Age
Balance Due Low	
Balance Due High	
Invoice Type Low	
Invoice Type High	
Customer Name Low	
Customer Name High	
Customer Number Low	
Customer Number High	

OK   Cancel   Clear   Help

7. Close an Open Period: what is the Current Open AR period?
- Navigation: General Ledger-> Setup-> Open/Close

-
- Navigation: Receivables>Control>Accounting>Open/Close Periods

Open/Close Accounting Periods

Ledger: Vision Operations (USA)
Latest Open Period: Dec-16

Open Next Period

Accounting Periods

Status	Number	Fiscal Year	Name	Start Date	End Date	[ ]
Open ⋯	12	2016	Dec-16	01-DEC-2016	31-DEC-2016	
Open	11	2016	Nov-16	01-NOV-2016	30-NOV-2016	
Open	10	2016	Oct-16	01-OCT-2016	31-OCT-2016	
Open	9	2016	Sep-16	01-SEP-2016	30-SEP-2016	
Closed	8	2016	Aug-16	01-AUG-2016	31-AUG-2016	
Open	7	2016	Jul-16	01-JUL-2016	31-JUL-2016	
Open	6	2016	Jun-16	01-JUN-2016	30-JUN-2016	

Manage Exceptions

-
-   Current Open AR period is Dec-16

8. What are all AR Transaction Sources has been created?
- Receivables>Setup>Transactions>Sources
- To find the Transaction Sources

Transaction Sources (Receivables, Vision Operations (USA)) 　　🗕🗖☒

Operating Unit　Vision Operations

Legal Entity　Vision Operations

Name　BR Manual　　　　　Type　Manual　▼

| Batch Source | AutoInvoice Options | Customer Information | Accounting Information | ◀▶ |

Description　BR Manual

☑ Active　　　　　　　Effective Dates　24-JAN-2000　-　⬚
☑ Automatic Batch Numbering　　　　　Last Number　1
☐ Automatic Transaction Numbering　　　Last Number　⬚
☐ Copy Document Number to Transaction Number
☐ Allow Duplicate Transaction Numbers
☐ Copy Transaction Information Flexfield to Credit Memo
☐ Generate Line Level Balances

Receipt Handling for Credits　⬚　▼
Reference Field Default Value　interface_header_attribute1
Standard Transaction Type　BR Interest DM
Credit Memo Batch Source　⬚　　　　　[⬚]

9. Create one Deposit Transaction for one existing Customer.

Commitment

Distributions

Complete & Create Accounting

10. Expalin the Month end closure process step by steps.
   1. Review and Resolve pending Transactions
      a. Unprocessed Receipts: Ensure all receipts are processed and posted. You can run the "Unposted Receipts Report" to identify receipts that have not been processed.

      b. Ensure that all credit memos and adjustments are correctly applied to the corresponding invoices.
   2. Run the AR period Close reports
      a. Unpaid Receivables Report: Check for any outstanding invoices that are yet to be paid.

b. Transaction Register: Ensure that all transactions are correctly recorded in the system.

c. Receipts Register: Verify all receipts are captured and posted correctly.

3. Confirm All Transactions are Posted
    a. Post Transactions: Make sure that all transactions (such as invoices, receipts, adjustments, and credit memos) are posted to the general ledger (GL)

4. Review and Reconcile Open Receivables
    a. Aging Reports

Reports   ✕

Find %Aging%

Name	Application
Aging - 7 Buckets Report	Receivable
Aging - 4 Buckets Report	Receivable
Aging - 7 Buckets - By Account - Multi-Fund Accounts Receivable	Receivable
Aging - 7 Buckets - By Account Report	Receivable
Aging - 7 Buckets - By Collector Report	Receivable
Aging - 7 Buckets - By Salesperson/Agent Report	Receivable
Aging - 7 Buckets - By Amount Report	Receivable

Find   OK   Cancel

    b.   Invoice Discrepancies
    c.   Reconcile with GL

Reports   ✕

Find %Reconcil%

Name	Application
AR Reconciliation Report	Receivable
AR Reconciliation Report (XML)	Receivable

Find   OK   Cancel

   5.   Review Customer Account Balances

a. Customer Statements
b. Review Credit Limits

Reports

Find %Credit%

Name	Application
Credit Hold Report	Receivable
Customer Credit Snapshot	Receivable
On Account Credit Memo Gain and Loss Journal	Receivable

Find | OK | Cancel

6. Generate and Post Month-End Journal Entries
   a. Month-End Accruals
   b. Post Month-End Adjustments
7. Run the AR Period Close Process
   a. AR Period Close: Once all transactions are posted and reviewed, run the "Close Period" process in Accounts Receivable. This ensures no further transactions can be entered for the period, and all data is locked for the month.

Open/Close Accounting Periods

Ledger Vision Operations (USA)
Latest Open Period Dec-16   Open Next Period

Accounting Periods

Status	Number	Fiscal Year	Name	Start Date	End Date	[ ]
Open	12	2016	Dec-16	01-DEC-2016	31-DEC-2016	
Open	11	2016	Nov-16	01-NOV-2016	30-NOV-2016	
Open	10	2016	Oct-16	01-OCT-2016	31-OCT-2016	
Open	9	2016	Sep-16	01-SEP-2016	30-SEP-2016	
Closed	8	2016	Aug-16	01-AUG-2016	31-AUG-2016	
Open	7	2016	Jul-16	01-JUL-2016	31-JUL-2016	
Open	6	2016	Jun-16	01-JUN-2016	30-JUN-2016	

Manage Exceptions

8. Review the Month-End Reconciliation

a. AR Trial Balance: Run the "Accounts Receivable Trial Balance" report to verify that all balances are correctly accounted for.

b. Review Open/Closed Invoices: Ensure that invoices and receipts for the period are properly accounted for and that no items are left unprocessed.

9. Finalize and Close the GL Period

a. Once you have closed the Accounts Receivable period, the next step is to close the General Ledger period. Ensure that all AR transactions are reflected in the GL before proceeding with closing the GL period.

b. Navigate to: General Ledger>Period Close>Close Period and ensure the AR period is reflected in the GL.

Status	Period		Number	Fiscal Year	From Date	To Date	[ ]
Future - Entry	Adj-16		13	2016	31-DEC-2016	31-DEC-2016	
Future - Entry	Dec-16		12	2016	01-DEC-2016	31-DEC-2016	
Open	Nov-16		11	2016	01-NOV-2016	30-NOV-2016	
Open	Oct-16		10	2016	01-OCT-2016	31-OCT-2016	
Closed	Sep-16		9	2016	01-SEP-2016	30-SEP-2016	
Open	Aug-16		8	2016	01-AUG-2016	31-AUG-2016	
Open	Jul-16		7	2016	01-JUL-2016	31-JUL-2016	
Open	Jun-16		6	2016	01-JUN-2016	30-JUN-2016	
Open	May-16		5	2016	01-MAY-2016	31-MAY-2016	

10. Generate Final Month-End Reports

a. After the period is closed in both AR and GL, generate the following reports to document and validate the period-end results:

   i. Receivables Trial Balance Report
   ii. Aging Report
   iii. Transaction Register
   iv. GL Reconciliation Report (AR to GL)
   v. Customer Statements

11. Backup and Document the Closure

a. Ensure that all reports are saved or backed up as part of the month-end closing documentation. This will help in audits and future references.

  b. Document any adjustments made during the period closure for transparency.
 12. Confirm System Lock
   a. Ensure the system is locked and no further transactions can be entered for the closed period. This is usually done when the AR period is closed, but it's important to confirm that no other users are making adjustments after closure.
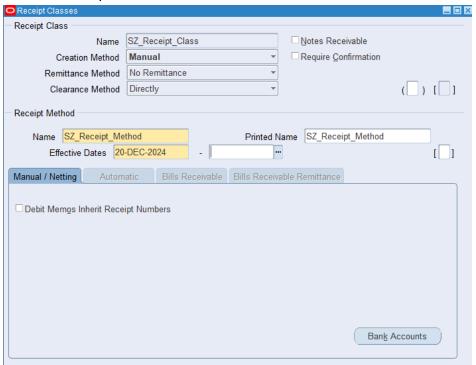
11. Create a new Transaction "MANUAL" Transaction Type

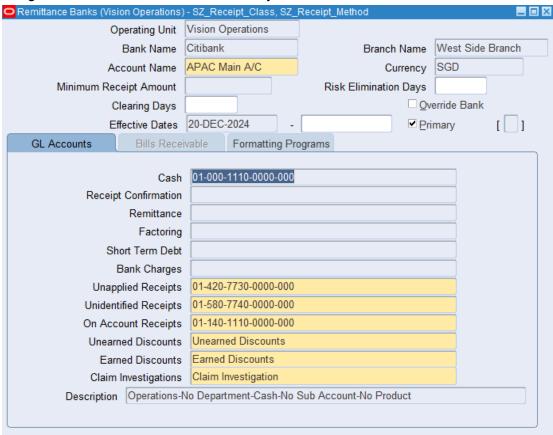Setup>Transactions>Transaction Type
12. Set Up a Payment Method
Payment Terms: Setup>Receipts>Payment Terms

Create a Receipt Class:

Assign the Remittance Banks if necessary

Create an Automatic Receipt Class

Receipt Classes

Receipt Class

Name: SZ_Automatic
Creation Method: **Automatic**
Remittance Method: Standard
Clearance Method: By Matching

☐ Notes Receivable
☐ Require Confirmation

( ) [ ]

Receipt Method

Name: SZ_Automatic
Printed Name: SZ_Automatic
Effective Dates: 20-DEC-2024 -

[ ]

| Manual / Netting | Automatic | Bills Receivable | Bills Receivable Remittance |

☐ Debit Memos Inherit Receipt Numbers

Receipts Processing

☐ Receipts Inherit Transaction Numbers
Number of Receipts Rule: One per Customer
Receipt Maturity Date Rule: Earliest
Automatic Print Program: Direct Debit Pre-Notifica
Lead Days: 10

Funds Transfer Processing

Payment Method: Bank Account Transfer

Funds Transfer Error Handling

Bank Accounts

13. What are Receipt Sources are there in the System?
You can identify Receipt Sources by going to Setup>Transactions>Sources