

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

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

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
Accounting Rule
Description: Operations-No Department-Accounts Receivable \- Bil-No Sub Account-No Product
Tax Account
Description
Comments

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

Select Subledger Journal Entry Line: <input type="button" value="View Transaction"/> <input type="button" value="View Journal Entry"/> <input type="button" value="Export"/>							
Sel...	Ledger	Account	AccountDescription	GL Date	Accounting Class	Accounted DR	Accounted CR
<input checked="" type="radio"/>	Vision Operations (USA)	01-000-1210-0000-000	Operations-No Department-Accounts Receivable - Bi-No Sub Account-No Product	31-Dec-2016	Receivable	10,000.00	
<input type="radio"/>	Vision Operations (USA)	01-450-4130-0000-000	Operations-Sales West-Consulting-No Sub Account-No Product	31-Dec-2016	Revenue		10,000.00

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

Number

Legal Entity

Vision Operations

Source

Manual-Consult

Credit Memo

Batch

None

Source

Manual-Consult

Number

Reason

GL Date

31-DEC-2016

Currency

USD

Batch Name

Date

18-DEC-2024

☐ Complete

Reference

Transaction ☐

Type

CM-Consult-East

Rules Method

Split Term Method

[☐]

Transaction Amounts

More

Credit Allocation

Credit Memo

Line

95.2381

%

Tax

Freight

Total

95.2381 %

Amount

Credited Transaction

Original

105,000.00

Balance Due

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

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	9,000.00
Tax	0.00
Freight	0.00
Charges	0.00
Total	9,000.00

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

Name: ABC Corporation Asia
 Number: 2535
 Location: 6450
 Address: 10 Narita Way
 , , Tokyo, Japan

Sold To

Name: ABC Corporation Asia
 Number: 2535

Paying Customer

Name: ABC Corporation Asia
 Number: 2535
 Location: 6450

Payment Details

Receipt Method: Check - BofA
 Payment Method:
 Instrument Number:
 Select Instrument

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

Line Items Tax Freight Distributions Sales Credits Incomplete

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

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: []

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

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

Name: ABC Corporation Asia
 Number: 2535
 Location: 6450
 Address: 10 Narita Way
 Tokyo Japan
 Contact:

Sold To

Name: ABC Corporation Asia
 Number: 2535

Paying Customer

Name: ABC Corporation Asia
 Number: 2535
 Location: 6450

Payment Details

Receipt Method: Check - BofA
 Payment Method:
 Instrument Number:
 Select Instrument

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

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

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

Name: ABC Corporation Asia
 Number: 2535
 Location: 6450
 Address: 10 Narita Way
 , , Tokyo, Japan
 Contact:

Sold To

Name: ABC Corporation Asia
 Number: 2535

Paying Customer

Name: ABC Corporation Asia
 Number: 2535
 Location: 6450

Payment Details

Receipt Method: Check - BofA
 Payment Method:
 Instrument Number:
 Select Instrument

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

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:

Options

Notify:

Delivery Opts

Print to: noprint

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

Open and Close Periods (Vision Operations (USA))

Ledger: Vision Operations (USA)

Accounting Period

Latest Open: Nov-16

Open Next Period

Open Target Period

Encumbrance Year

Latest Open: 2009

Open Next Year

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	

-
- 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
☒ Automatic Batch Numbering
☐ Automatic Transaction Numbering
☐ Copy Document Number to Transaction Number
☐ Allow Duplicate Transaction Numbers
☐ Copy Transaction Information Flexfield to Credit Memo
☐ Generate Line Level Balances

Effective Dates: 24-JAN-2000 -
Last Number: 1
Last Number:

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.

Transactions (Vision Operations : USD)

Transaction

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

Balance Due

Line:
Tax:
Freight:
Charges:
Total:
Details Refresh

Main More Notes Commitment Reference Information

Ship To **Bill To** **Sold To**

Name: ABC Corporation Asia Name: ABC Corporation Asia Name: ABC Corporation Asia
Number: 2535 Number: 2535 Number: 2535
Location: 6452 Location: 6450
Address: 10 Narita Way 10 Narita Way
Tokyo, Japan Tokyo, Japan
Contact:
Commitment:
Payment Term: Net 15
Invoicing Rule:
Due Date: 03-JAN-2025

Paying Customer

Name: ABC Corporation Asia
Number: 2535
Location: 6450

Payment Details

Receipt Method: Check - BofA
Payment Method:
Instrument Number:
Select Instrument

Line Items Tax Freight Distributions Sales Credits Incomplete

Commitment

Transactions (Vision Operations : USD)

Transaction

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

Balance Due

Line:
Tax:
Freight:
Charges:
Total:
Details Refresh

Main More Notes Commitment Reference Information

Effective Dates: 19-DEC-2024 -
Amount: 50,000.00
Item:
Memo Line:
Description: Generic Commitment
Transaction:
Transaction:
Line Items Tax Freight Distributions Sales Credits Incomplete

Distributions

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

50,000.00

Rounding Distribution

01-740-7827-0000-000

31-DEC-2016

100.0000

0.00

1

Revenue

01-450-2555-0000-000

31-DEC-2016

100.0000

50,000.00

Transaction Line Amount

GL Posted Date

Accounting Rule

Description

Operations-No Department-Accounts Receivable \- Bil-No Sub Account-No Product

Tax Account

Description

Comments

Complete & Create Accounting

Transactions (Vision Operations : USD)

Transaction

Source

Manual-Consult

Number

500950

Class

Deposit

Type

Deposit

Reference

Legal Entity

Vision Operations

Date

19-DEC-2024

GL Date

31-DEC-2016

Currency

USD

Document Num

Balance Due

Line

50,000.00

Tax

0.00

Freight

0.00

Charges

0.00

Total

50,000.00

Details

Refresh

Main

More

Notes

Co

Ship To

Name

ABC Corporation Asia

Number

2535

Location

6452

Address

10 Narita Way

Tokyo, Japan

Contact

Commitment

Payment Term

Net 15

Invoicing Rule

Due Date

03-JAN-2025

Details

Receipt Method

Check - BofA

Payment Method

Instrument Number

Select Instrument

Line Items

Tax

Freight

Distributions

Sales Credits

Incomplete

Create Accounting

Create Accounting for the document: 500950

Create Final Accounting Post to GL

Create Final Accounting

Create Draft Accounting

Note

Accounting has been successfully created for this transaction.

OK

10. Explain the Month end closure process step by step.

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.

Submit Request

Run this Request

Copy

Name: Unapplied and Unresolved Receipts Register

Operating Unit: Vision Operations

Parameters: DEFAULT:Ledger:Vision Operations (USA):

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: Options

Notify: Delivery Opts

Print to: noprint

Help (C) Submit Cancel

- 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.

The screenshot shows a 'Submit Request' dialog box with a blue title bar and a close button. The dialog is divided into three main sections: 'Run this Request', 'At these Times', and 'Upon Completion'. In the 'Run this Request' section, the 'Name' field is highlighted in yellow and contains 'Transaction Register'. The 'Operating Unit' field is empty. The 'Parameters' field contains 'DEFAULT:Ledger:Vision Operations (USA)::01-DEC-2024:31-DEC-2024:::'. The 'Language' field contains 'American English'. There are 'Copy', 'Language Settings', and 'Debug Options' buttons. In the 'At these Times' section, the 'Run the Job' field contains 'As Soon as Possible' and there is a 'Schedule' button. In the 'Upon Completion' section, the 'Save all Output Files' checkbox is checked, and the 'Burst Output' checkbox is unchecked. The 'Layout', 'Notify', and 'Print to' fields are empty, with 'Print to' containing 'noprint'. There are 'Options' and 'Delivery Opts' buttons. At the bottom, there are 'Help (C)', 'Submit', and 'Cancel' buttons.

Submit Request

Run this Request

Copy

Name Transaction Register

Operating Unit

Parameters DEFAULT:Ledger:Vision Operations (USA)::01-DEC-2024:31-DEC-2024:::

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

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

The screenshot shows a 'Submit Request' dialog box with a blue title bar and a close button. The dialog is divided into three main sections: 'Run this Request', 'At these Times', and 'Upon Completion'. In the 'Run this Request' section, the 'Name' field is highlighted in yellow and contains 'Receipt Register'. The 'Operating Unit' field is empty. The 'Parameters' field contains 'DEFAULT:Ledger:Vision Operations (USA):::'. The 'Language' field contains 'American English'. There are 'Copy', 'Language Settings', and 'Debug Options' buttons. In the 'At these Times' section, the 'Run the Job' field contains 'As Soon as Possible' and there is a 'Schedule' button. In the 'Upon Completion' section, the 'Save all Output Files' checkbox is checked, and the 'Burst Output' checkbox is unchecked. The 'Layout', 'Notify', and 'Print to' fields are empty, with 'Print to' containing 'noprint'. There are 'Options' and 'Delivery Opts' buttons. At the bottom, there are 'Help (C)', 'Submit', and 'Cancel' buttons.

Submit Request

Run this Request

Copy

Name Receipt Register

Operating Unit

Parameters DEFAULT:Ledger:Vision Operations (USA):::

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

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)

The image shows two overlapping dialog boxes from a software application. The top dialog box is titled 'Submit Request' and contains a 'Run this Request' section with a 'Copy' button. Below this are input fields for 'Name' (containing 'Create Accounting'), 'Operating Unit', 'Parameters', and 'Language' (set to 'American English'). The bottom dialog box is titled 'Parameters' and contains several fields: 'Ledger' (set to 'Vision Services (USA)'), 'Process Category', 'End Date' (set to '31-DEC-2024'), 'Mode' (set to 'Final' with a dropdown arrow), 'Errors Only' (set to 'No'), 'Report' (set to 'Summary'), 'Transfer to General Ledger' (set to 'Yes'), 'Post in General Ledger' (set to 'Yes'), 'General Ledger Batch Name', and 'Include User Transaction Identifiers' (set to 'No'). At the bottom of the 'Parameters' dialog are buttons for 'OK', 'Cancel', 'Clear', and 'Help'.

Submit Request	
Run this Request	
<button>Copy</button>	
Name	Create Accounting
Operating Unit	
Parameters	
Language	American English

Parameters	
Ledger	Vision Services (USA)
Process Category	
End Date	31-DEC-2024
Mode	Final
Errors Only	No
Report	Summary
Transfer to General Ledger	Yes
Post in General Ledger	Yes
General Ledger Batch Name	
Include User Transaction Identifiers	No

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.

Open and Close Periods (Vision Operations (USA))

Ledger

Accounting Period

Latest Open

Encumbrance Year

Latest Open

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

Transaction Types (Receivables, Vision Operations (USA))

Operating Unit: Vision Operations

Legal Entity: Vision Canada

Name: SZ_Manual

Class: Invoice

Transaction Status: Open

Invoice Type:

Application Rule Set: Line And Tax Prorate

Start Date: 19-DEC-2024

☒ Open Receivable

☒ Post to GL

☒ Natural Application Only

☐ Exclude from Late Charges Calculation

Description:

Creation Sign: Positive Sign

Printing Option: Print

Credit Memo Type: CM - VSOE

Terms: 3/10, 2/30, Net60

End Date: 31-DEC-2024

☒ Allow Adjustment Posting

☐ Allow Freight

☐ Default tax classification

☐ Allow Overapplication

Accounts

Receivable Account: 01-421-5110-0000-000

Revenue Account: 01-440-5110-0000-000

Unbilled Receivable Acct: 01-450-5110-0000-000

Tax Account: 01-440-5110-0000-000

GL Account Description: Operations-Sales Central-Cost of Sales-No Sub Account-No Product

Freight Account:

Clearing Account: 01-440-5110-0000-000

Unearned Revenue Acct: 01-580-7740-0000-000

Setup>Transactions>Transaction Type

12. Set Up a Payment Method

Payment Terms: Setup>Receipts>Payment Terms

Payment Terms (Receivables, Vision Operations (USA))

Name: SZ_Payment_Term

Description:

☐ Allow Discount on Partial Payments

☐ Prepayment

☐ Credit Check

Billing Cycle:

Base Amount: 100

Discount Basis: Lines Only

Effective Dates: 19-DEC-2024

Print Lead Days:

Installment Options: Allocate tax and freight

Payment Schedule

Seq	Relative Amount	Due Days	Date	Day of Month	Months Ahead
1	100	12			

Discounts

Create a Receipt Class:

The 'Receipt Classes' window is shown with the following fields and options:

- Receipt Class**
 - Name: SZ_Receipt_Class
 - Creation Method: Manual
 - Remittance Method: No Remittance
 - Clearance Method: Directly
 - ☐ Notes Receivable
 - ☐ Require Confirmation
- Receipt Method**
 - Name: SZ_Receipt_Method
 - Printed Name: SZ_Receipt_Method
 - Effective Dates: 20-DEC-2024
 - Buttons: Manual / Netting, Automatic, Bills Receivable, Bills Receivable Remittance
 - ☐ Debit Memos Inherit Receipt Numbers
 - Bank Accounts

Assign the Remittance Banks if necessary

The 'Remittance Banks (Vision Operations) - SZ_Receipt_Class, SZ_Receipt_Method' window is shown with the following fields and options:

- Operating Unit: Vision Operations
- Bank Name: Citibank
- Branch Name: West Side Branch
- Account Name: APAC Main A/C
- Currency: SGD
- Minimum Receipt Amount:
- Risk Elimination Days:
- Clearing Days:
- Effective Dates: 20-DEC-2024
- ☐ Override Bank
- ☒ Primary
- Buttons: GL Accounts, Bills Receivable, Formatting Programs
- GL Accounts
 - Cash: 01-000-1110-0000-000
 - Receipt Confirmation:
 - Remittance:
 - Factoring:
 - Short Term Debt:
 - Bank Charges:
 - Unapplied Receipts: 01-420-7730-0000-000
 - Unidentified Receipts: 01-580-7740-0000-000
 - On Account Receipts: 01-140-1110-0000-000
 - Unearned Discounts: Unearned Discounts
 - Earned Discounts: Earned Discounts
 - Claim Investigations: Claim Investigation
 - Description: Operations-No Department-Cash-No Sub Account-No Product

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

Transaction Sources (Receivables, Vision Operations (USA))

Operating Unit

Legal Entity

Name Type

Batch Source AutoInvoice Options Customer Information Accounting Information

Description

☒ Active Effective Dates -

☐ Automatic Batch Numbering Last Number

☒ 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

Standard Transaction Type

Credit Memo Batch Source

[]