



JD Edwards World

Cash Basis Accounting

Guide

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1 Overview

Overview to Cash Basis Accounting

Cash basis accounting is an accounting method that recognizes revenue when monies are received and expenses when monies are paid out. This accounting method shows only cash that is actually received or disbursed during a particular accounting period. You might be required to use cash basis accounting due to a requirement in an oil well lease, venture capital, or partnership, or for tax purposes.

The timing of receipts and disbursements might differ from the period of operating activities. Therefore, the period during which cash basis transactions are recorded might differ from transactions that are recorded for the accrual accounting period.

The system maintains accrual entries in the AA (actual amount) ledger. When you use cash basis accounting, the system generates parallel transactions from the AA ledger and updates the AZ (cash basis) ledger.

The Cash Basis Accounting Guide includes the following topics:

- Setting up cash basis accounting
- Creating cash basis entries
- Reviewing and posting cash basis entries
- Printing cash basis reports

2 Setup

Setting Up Cash Basis Accounting

The system creates cash basis entries based on the document type of the accrual entry in the AA ledger. When you set up the system for cash basis accounting, you must exclude those document types for which you do not want the system to create cash basis entries. Additionally, you determine the document type that you want the system to use for the cash basis entry and, if necessary, set up and assign the document type in a UDC table.

When you set up the system for cash basis accounting, you must ensure that cash basis automatic accounting instructions (AAIs) are set up properly. Cash basis accounting uses AAIs to track differences that might occur in the A/P and A/R systems as a result of using value added tax (VAT) or use taxes. If you enter unapplied cash receipts, the system uses an AAI to provide a suspense revenue account for the cash basis entry.

Setting up cash basis accounting includes the following tasks:

This section contains the following:

- [Excluding Document Types](#)
- [Setting Up Cash Basis Document Types](#)
- [Assigning Cash Basis Document Types](#)
- [Setting Up AAIs for Cash Basis Accounting](#)

Excluding Document Types

You must identify the document types in the AA ledger that you want the system to exclude when creating cash basis entries in the AZ ledger. The system creates an entry in the AZ ledger for every entry in the AA ledger with a document type that does not appear in user defined code (UDC) 00/DX (Excluded Document Types).

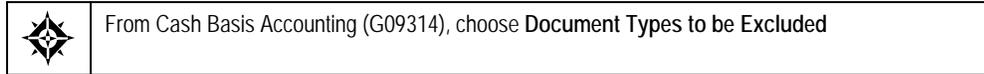
You should exclude PV, PL, PM voucher and RI invoice document types because the system should not create cash basis entries for these document types until you pay them. You should also exclude document types that do not represent cash transactions, such as:

- Automatic entries (AE)
- Credit memos (RM)
- Debit memos (PD)
- Adjustments (RA)
- Recurring documents (PR and RR)
- Finance charges (RF)

- Accrued property taxes (JT)
- Depreciation entries (DP)

Ensure that you analyze any custom document types for exclusion of cash basis entries. Do not exclude document types that represent the void for A/P payments (PO) or A/R receipts (RO, RV).

To exclude document types



1. Verify that the document types you want to exclude are in the UDC table.
2. If the document type does not appear, add it to the table.

See Also

Work with User-Defined Codes in the Common Foundation Guide

Setting Up Cash Basis Document Types

You must decide which document types you want the system to use when it creates cash basis entries. JD Edwards World recommends that you do not use the same document type in both the AZ and AA ledgers. Using the same document type could cause confusion when you locate a journal entry because both the AA and AZ ledger records would appear, suggesting that the record had been entered twice. Using the same document type might also increase processing time because the system needs to distinguish between the two records in the Account Ledger table (F0911).

If you do not set up cash basis document types, the system assigns them based on the document type of the originating entry. The system uses the first character of the document type in the AA ledger entry and the letter Z for the second character.

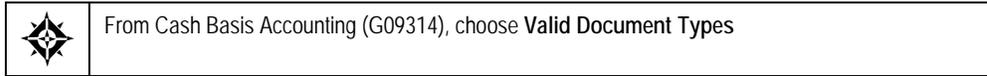
For example, if an entry in the AA ledger has a document type of PT and you do not set up a cash basis document type, the system uses the document type PZ for the cash basis entry. Because all A/P payment document types begin with the letter P (PK, PN, and PT), all cash basis entries for A/P will be assigned a document type of PZ unless you set up a different document type. To differentiate cash basis payment transactions by document type, for example, you might set up the document type PZ for automatic payments, MZ for manual payments, and TZ for electronic payments.

Each document type that you use for cash basis entries must exist in UDC 00/DT (Document Type - All Document Types).

Before You Begin

Determine the document types that you want to use for cash basis accounting.

To set up cash basis document types



1. Verify that the document type exists in the UDC table.
2. If the document type does not exist, add it to the table.

See Also

- *Work with User-Defined Codes in the Common Foundation Guide*

Assigning Cash Basis Document Types

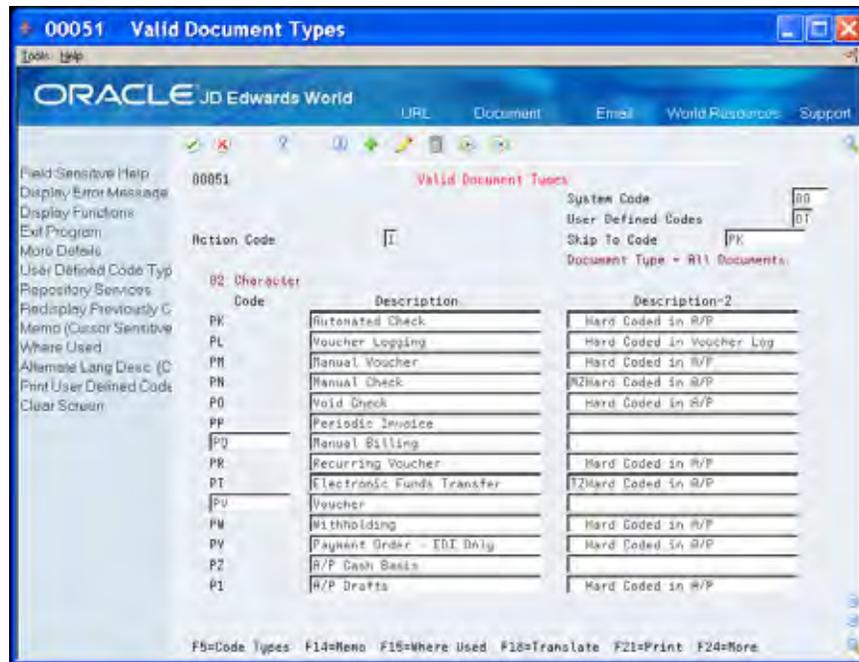
After you set up the document types that you want the system to use for cash basis entries, you must assign them to the AA ledger document type from which the system creates cash basis entries.

To assign cash basis document types



1. Locate the document type in the AA ledger for which you want to assign a corresponding document type in the AZ ledger.
2. Enter the 2-character cash basis document type in the first two positions of the following field and click Enter.
 - Description -2 field

You are not required to complete this field if you are using system-assigned document types, such as PZ.



See Also

- *Work with User-Defined Codes in the Common Foundation Guide*

Setting Up AAIs for Cash Basis Accounting

Cash basis accounting uses AAIs for the following types of transactions only:

- Unapplied cash receipts
- A/P and A/R balancing accounts

You must set up AAIs for these types of transactions to track cash basis entries properly. See *Work with AAIs in the General Accounting Guide* for information about reviewing, setting up, and revising AAIs.

Unapplied Cash Receipts

When the system creates cash basis entries for receipts, it debits the bank account from the receipt and credits the revenue accounts from the invoices that apply to the receipt.

When you enter an unapplied cash receipt, however, you record the receipt without applying it against an invoice. When the system creates a cash basis entry for an unapplied cash receipt, it debits the bank account and credits a suspense revenue account. Later, when you apply the unapplied cash against an invoice, the system creates cash basis entries that debit the suspense revenue account and credit the invoice revenue account.

When you enter unapplied cash receipts, you must set up an AAI to direct the system to the suspense revenue account. The system uses one of the following AAI

items based on the hierarchy shown to retrieve the suspense revenue account for unapplied cash receipts:

1. CByyyy — The system searches for CByyyy (where yyyy is the G/L offset from the unapplied cash receipt). The system uses the Unapplied G/L Offset from the Customer Master Information table (F0301) or you can override the G/L offset when you enter the receipt.
2. CBUC — If CByyyy is not set up, the system searches for CBUC. The system supplies UC as the default value for the G/L Offset field when it enters unapplied cash receipts without an offset.
3. RCyyyy — If the system cannot locate CBUC, the system searches for RCyyyy (where yyyy is the G/L offset entered on the cash receipt).
4. RCUC — If RCyyyy is not set up or if you do not use the G/L offset field, the system searches for RCUC. The system supplies UC as the default value for the G/L Offset field when it enters unapplied cash receipts without an offset. If the system cannot locate RCUC, an error message prints on the Cash Basis A/R Exception Data report (R03850).

A/P and A/R Balancing Accounts

You must set up the following AAIs to identify the A/P and A/R balancing accounts for differences due to taxes or balancing issues:

CBAP Cash basis A/P balancing

CBAR Cash basis A/R balancing

The system uses A/P and A/R balancing accounts when any type of VAT or use tax is included on a voucher or invoice. This does not apply for sales tax, (tax explanation code S). The system uses the balancing account entry to balance the cash basis entries as the expense/revenue account entry does not equal the bank account (payment/receipt) entry due to the tax amount it includes in one entry and not in the other.

For example, a company uses United States currency (USD) to create a voucher with use tax. The gross amount of the voucher is 100 USD, and there is a tax amount of 10 USD. The G/L distribution to the expense account includes the tax amount, therefore it is 110 USD. The AA ledger posting for the entry is as follows:

Voucher Entry Posting - AA Ledger			
Expense	A/P Trade	Use Tax	Document Type
110			PV 1
	100	10	AE 1

The tax amount will not be paid to the vendor, so the payment of the voucher will be for 100 USD. When the system posts the payment to the AA ledger, the entries are:

Payment Posting – AA Ledger				
Cash	Expense	A/P Trade	Use Tax	Document Type
	110			PV 1
		100	10	AE 1
100				PK 2
		100		AE 2

When you run the Create Cash Basis Entries program (P09850), the system creates the entries as follows:

Title			
Expense	Cash	CPAP AAI	Document Type
110			PZ 2
	100	10	PZ 2

Note: When using the Speed Voucher Entry - Multi-Company Offset program (P041016) for voucher entry, the cash basis entries do not use the balancing account, regardless of taxes. The entries will exclude tax and therefore will be in balance.

See Also

- *Understand AAIs in the General Accounting Guide* for general information about AAIs

3 Work with Cash Basis Entries

Creating Cash Basis Entries

When you create cash basis entries, you can create them for the following systems:

- G/L
- G/L and A/P
- G/L and A/R
- G/L, A/P, and A/R.

You can create cash basis entries by running the Create Cash Basis Entries program (P09850) from the menu or by activating the Create and Post Cash Basis Accounting Entries processing option in the Post General Ledger program (P09800). You must understand how the system creates cash basis entries for G/L, A/P, and A/R to determine the best business practice for creating cash basis entries. Additionally, you should review how the system creates accrual entries for A/P payments and A/R receipts because cash basis entries are based on accrual entries.

Creating cash basis entries includes the following:

- [How Cash Basis Entries Are Created](#)
- [Creating Cash Basis Entries](#)
- [Reviewing Exception Reports](#)

How Cash Basis Entries Are Created

Before you run the program to create cash basis entries, you must understand how the program processes transactions in G/L, A/P, and A/R, as well as for units. Because the program can create cash basis entries out of balance, you should also know when this occurs and what to do.

Accrual Entries for A/P Payments and A/R Receipts

When you use cash basis accounting, you create transactions in the cash basis ledger (AZ) at the time you receive and disburse money. Transactions involving the receipt and disbursement of money occur in the Accounts Receivable and Accounts Payable systems. For accrual entries (AA ledger type), the system creates debits and credits to the bank account in the Account Ledger table (F0911) for the following batch types:

Batch Type	Description
K	Automatic payments

Batch Type	Description
M	Manual payments with match
W	Manual payments without match
R	Receipts

The system creates the accrual journal entry as one-sided with a document type of PK, PN, or PT for A/P, and RC or RK for A/R. The system creates a balancing entry in the A/P and A/R trade accounts with a document type of AE (automatic entry). Because the system creates both documents in the same batch, the batch is in balance and can be posted without error.

Cash Basis Entries for G/L

The Create Cash Basis Entries program (P09850) creates cash basis entries based on accrual transactions in the Account Ledger table (F0911). The processing options for this program allow you to create cash basis entries based on transactions in G/L, A/P and A/R.

When you run Create Cash Basis Entries with the BYPASS processing options set to 1 for A/P or A/R, the system locates transactions in the Account Ledger table that meet the following criteria:

- Document type is not in UDC 00/DX (Excluded Document Types)
- Ledger type is AA
- Posted code is P
- Cash basis posting code (GLALT6) is blank (transaction has not been processed for cash basis)
- Batch Type (GLICUT) not equal to R, I, *, V, W, K, or M

Every time you run the Create Cash Basis Entries program, the system creates cash basis entries in the Account Ledger table (F0911) that have a ledger type of AZ and a batch type of CB. The system uses the G/L date from the originating AA ledger transaction as the G/L date for the cash basis entry. The batch number the system assigns corresponds to the AA ledger batch number for the JE, A/P payment or A/R receipt.

To prevent the system from creating cash basis entries multiple times for the same transactions, the system updates the cash basis posting code (GLALT6) to P on the F0911 accrual records. Therefore, if you delete cash basis entries before you post them, the system will not create new cash basis entries for the same records; you must manually enter journal entries to the AZ ledger to re-create the cash basis entry. See *Work with Basic Journal Entries* in the *General Accounting Guide*.

When the system creates cash basis entries based on journal entries, the system copies the entire transaction to the cash basis ledger and assigns it a cash basis document type. As long as you create the original journal entry in balance, the system creates the cash basis entry in balance.

Cash Basis Entries for Units

If you work with units, the system creates unit entries in the cash basis unit ledger (ZU) unless you designate a different ledger type in the Enter Units Ledger Type processing option of the Post General Ledger program. Units for accrual transactions are created in the AU ledger. The unit ledgers exist only in the Account Balances table (F0902), not in the Account Ledger table (F0911). The system updates unit ledgers when you post accrual and cash basis entries.

Cash Basis Entries for A/P and A/R

The Create Cash Basis Entries program creates cash basis entries for Account Ledger transactions first, and then launches additional programs to create balancing entries for A/P and A/R payment batches (K, M, W, and R). The program creates A/P and A/R entries unless you set the BYPASS processing options to 1.

For A/P payment and A/R receipt transactions, the system first processes the Account Ledger record (F0911) to the bank account. The system excludes Account Ledger transactions that record the corresponding expense and revenue accounts because those document types (such as PV and RI) are in the UDC 00/DX table. To balance the cash basis entry, the system runs Create Cash Basis Entries - A/P (P04850) and Create Cash Basis Entries - A/R (P03850) programs to retrieve the expense and revenue accounts.

The system locates paid vouchers from the A/P Matching Document Detail table (F0414) and paid invoices from the A/R Detail table (F0311) that meet the following criteria:

- Posted code is D
- Cash basis posting code is blank (RNALT6 and RPALT6, respectively)

Once the system locates eligible transactions, it:

- Locates Accounts Payable Ledger (F0411) and Accounts Receivable Ledger (F0311) records to retrieve the expense and revenue accounts
- Uses RPMCU (business unit), RPOBJ, and RPSUB (subsidiary) from the invoice or voucher record if RPOBJ (object) has a value
- Locates the expense and revenue accounts from the associated Account Ledger (F0911) distribution record if RPOBJ is blank
- Adds the expense and revenue account information to the cash basis entry previously generated for the bank account (based on the F0911 payment and receipt record)

Amounts are prorated under the following conditions:

Entries	Condition
A/P Payments	<ul style="list-style-type: none"> ▪ The payment does not fully pay the voucher ▪ The payment is for multiple vouchers ▪ The payment is for vouchers with multiple expense accounts

Entries	Condition
A/R Receipts	<ul style="list-style-type: none"> ▪ The receipt does not fully pay the invoice ▪ The receipt is for multiple invoices ▪ The receipt is for invoices with multiple revenue accounts

To prevent the system from creating cash basis entries multiple times for the same vouchers and invoices, the system updates the cash basis posting code (GLALT6) to P on the F0911 accrual records and updates a P to the F0414 (RNALT6) and F0311 records (RPALT6) records. Therefore, if you delete cash basis entries before you post them, the system will not create new cash basis entries for the same records; you must manually enter journal entries to the AZ ledger to re-create the cash basis entry. See *Work with Basic Journal Entries* in the *General Accounting Guide*.

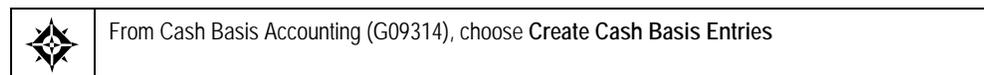
Creating Cash Basis Entries

The system generates cash basis entries when you run the Create Cash Basis Entries program (P09850). You can run the program from the menu selection or choose the version of the Post Cash Basis Entries program (P09800) that you use to post accrual entries. The setup and process is slightly different depending on how you determine to update the cash basis ledger.

When you first use cash basis accounting, JD Edwards World recommends the following:

- Select Create Cash Basis Entries (P09850) from the menu.
- Run version ZJDE0004 — All Systems.
- Run this version of the program during non-business hours. The system must process all transactions in the system for cash basis which requires additional processing time and this might allow the system to run more efficiently.
- Review and Post the cash basis batches.
- Run the Cash Basis Integrity Test (P09750) to verify the cash basis entries are in balance and correct any transactions in error.

Running Create Cash Basis Entries from the Menu



Ensure that the Cash Basis Accounting processing option in all versions of the Post General Ledger program (P09800) is blank, to prevent the system from automatically creating cash basis entries for G/L, A/P and A/R entries

Run the appropriate version of Create Cash Basis Entries based on which entries you want to create:

XJDE0001: Create Cash Basis Entries - G/L

XJDE0002: Create Cash Basis Entries - A/P

XJDE0003: Create Cash Basis Entries - A/R

XJDE0004: Create Cash Basis Entries - All Systems

Running the program from the menu allows you to control when you create cash basis entries, which is ideal if you create cash basis entries periodically, such as weekly, monthly, or quarterly. You may select the appropriate version to run, depending on what entries you want to create. You can choose versions to create G/L, A/P, A/R or All Systems.

Running Create and Post Cash Basis Entries from the Post General Ledger Program

After you create the initial cash basis entries, you might want to maintain your cash basis ledger on an ongoing basis (as you receive or disburse cash) by setting the Create and Post Cash Basis Accounting Entries processing option in various versions of the Post General Ledger program (P09800). This provides you with the most up-to-date cash basis information.

When you create cash basis entries by setting this processing option in the General Ledger Post program, the system launches a version of P09850 that is specific to G/L, A/R or A/P, depending on the batch type you post. If the batch is an A/P payment batch, the system launches a version with processing options set to create only A/P entries. If the batch is an A/R receipt batch, the version has processing options set to create only A/R entries. See *Cash Basis Entries for A/P and A/R*.

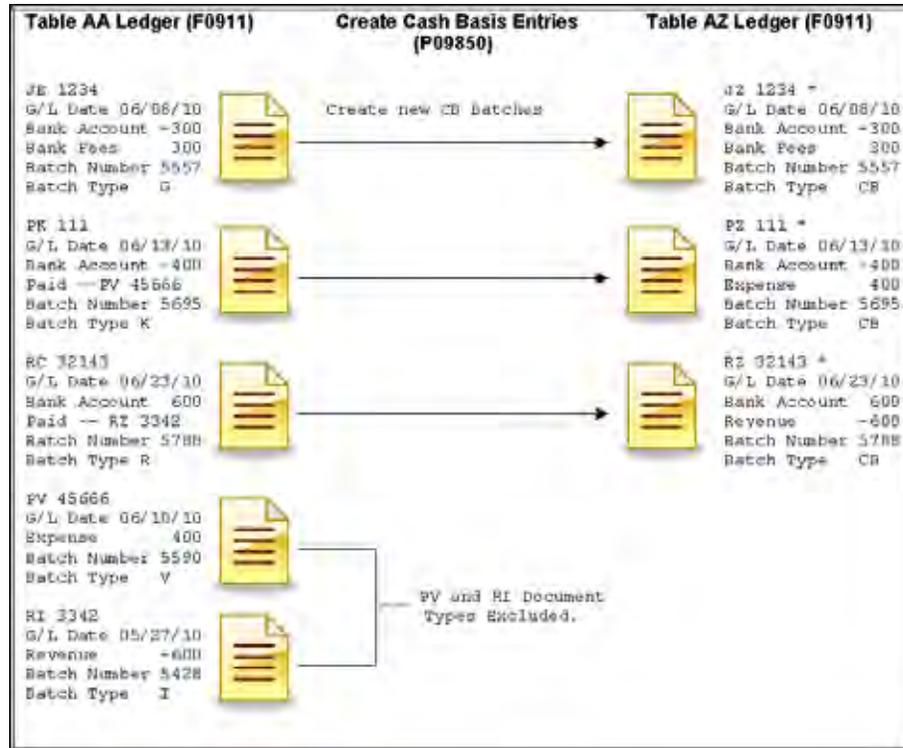
Once the system creates cash basis entries, the system launches version ZJDE0018 of the Post General Ledger program to automatically post the entries. This version is set to post all cash basis batches that are currently at an approved status, regardless if they are A/R, A/P or G/L entries. JD Edwards World recommends that you do not change this version as the Post General Ledger program versions are designed to post by batch type. If you have other cash basis batches that you do not want to post, you need to change the batch status on those batches to Pending.

You should activate the cash basis processing option in versions of the Post General Ledger program that post the following types of batches:

Batch Type	Descriptions
G	General ledger
K	Automatic payments
M	Manual payments with match
W	Manual payments without match
R	Receipts
* (asterisk)	Draft Receipts

The following graphic illustrates how the system creates cash basis entries for the General Accounting, Accounts Payable, and the Accounts Receivable systems:

Exclude Document Types: AE, DP, JT, PM, PR, PV, RA, RI, RM, RR



* The resulting cash basis entries after all programs run. If the BYPASS processing options in Create Cash Basis Entries are set for A/R, A/P or G/L the system does not create cash basis entries for that specific system.

To create G/L cash basis entries, the system locates transactions in the Account Ledger table that meet the following criteria:

- Document type is not in UDC 00/DX (Excluded Document Types)
- Ledger type is AA
- Posted code is P
- Cash basis posting code (GLALT6) is blank (transactions have not been processed for cash basis)
- Batch Type (GLICUT) not equal to R, I, *, V, W, K or M

The system uses the accrual document number as the cash basis document number. System uses the G/L date from the accrual records as the G/L date for the cash basis document. The system uses amounts and G/L accounts to complete the cash basis entries. The system updates the F0911 GLALT6 with a P.

Create A/P Cash Basis Entries	Create A/R Cash Basis Entries
<p>System uses the F0911 table to locate batch types (GLICUT) equal to K, M and W. System uses the check number as the cash basis document number. System uses the G/L date from the check records as the G/L date for the cash basis document. The system uses the amount and G/L account for the bank account cash basis entry.</p>	<p>System uses the F0911 table to locate batch types (GLICUT) equal to R and *. System uses the receipt number as the cash basis document number. System uses the G/L date from the receipt records as the G/L date for the cash basis document. The system uses the amount and G/L account for the bank account cash basis entry.</p>
<p>Completing the cash basis entry requires the system to run Create Cash Basis Entries-A/P (P04850). This program uses the F0414 table to locate all paid vouchers corresponding to the payment which have not been updated for cash basis.</p>	<p>Completing the cash basis entry requires the system to run Create Cash Basis Entries-A/R (P03850). This program uses the F0311 table to locate all paid invoices corresponding to the receipt that have not been updated for cash basis.</p>
<p>System uses the voucher information from the F0414 to locate the associated record in the F0411 table, and then retrieves values from OBJ and SUB fields to use for the expense account in the cash basis entries.</p>	<p>System uses the invoice information associated with the receipt to locate the original invoice record in the F0311 table, and then retrieves values from OBJ and SUB fields to use for the revenue account in the cash basis entries.</p>
<p>If OBJ and SUB fields are blank, the system uses the voucher document information to locate the associated F0911 records to retrieve the expense accounts to use in the cash basis entries.</p>	<p>If OBJ and SUB fields are blank, the system uses the invoice document information to locate the associated F0911 records to retrieve the revenue accounts to use in the cash basis entries.</p>
<p>System creates the F0911 cash basis record (PZ 111) in batch number 5695 and batch type CB with expense account information from the voucher (PV 44566).</p>	<p>System creates the F0911 record (RZ 32143) in batch number 5788 and batch type CB with revenue account information from the invoice (RI 3342).</p>
<p>System updates RNALT6 field to P in F0414 table.</p>	<p>System updates RPALT6 field to P in F0311 table.</p>

Cash Basis and Credit Note Reimbursement

The A/R Credit Note Reimbursements process converts A/R credit memos into A/P vouchers so you can follow standard payment procedures in order to reimburse the customer for money you owe them. During the process, you use a DREAM Writer to select open, approved invoice records from the Accounts Receivable Detail file (F0311) which have a negative open amount (credit notes). These invoices are marked as paid and the system creates a new payable record in the Accounts Payable Detail file (F0411). The system uses a PA document type as both the receipt that closes the credit memo or unapplied cash on the A/R side, and the voucher that it creates for the reimbursement payment on the A/P side. Normally, you set up all document types for vouchers in the excluded documents UDC table (00/DX). You cannot set up the PA document type in this table because the system uses the cash basis entry for the A/R receipt.

The Generate Reimbursements program (P03610) includes the Enter Document Type processing option. If you are using cash basis accounting, you must designate a document type, other than PA, for the system to assign to the voucher it generates for the reimbursement. Additionally, you must set up this document type in the 00/DT and 00/DV UDC tables, as well as 00/DX (Excluded Document Types) table.

Once you complete this set up, you generate credit note reimbursement transactions, having a voucher document type different than the receipt document type. When the system generates the corresponding cash basis entries, it assigns the PA document type to the A/R receipt and revenue account. Once you pay the voucher, the system creates the appropriate cash basis entries based on the payment document type, which include the bank and expense accounts. The voucher document type is in the 00/DX (Excluded Document Types) table, so the system does not create cash basis entries. If the voucher document type remains as PA, the system creates the AZ ledger entries to the bank and revenue accounts for the PA receipt, in addition the AZ ledger entries to the bank and expense accounts for the payment, but it also creates an additional entry to the AZ ledger entry for the PA voucher to the reimbursement suspense account. This results in an out-of-balance condition in the AZ ledger.

Reviewing Exception Reports

When the system creates cash basis entries, it can generate up to three exception reports for G/L, A/P, and A/R. When there are no errors as the system creates cash basis entries the exception report does not contain detail information below the heading. Examples of errors follow:

System	Errors
G/L, A/P, and A/R	A cash basis document type is not defined. A message appears on the report, but does not prevent the system from creating the cash basis entry.
A/P only	The following errors prevent the system from creating cash basis entries for A/P: <ul style="list-style-type: none"> ▪ The original voucher record is not found. ▪ The voucher distribution record is not found.
A/R only	The following errors prevent the system from creating cash basis entries for A/R: <ul style="list-style-type: none"> ▪ The original invoice record is not found. ▪ The invoice distribution record is not found.

If an A/P or A/R error occurs, the system does not update the cash basis posting code (ALT6). The message No records written appears on the report, meaning that there are no cash basis entries created either for the bank account or the

expense/revenue account. These errors continue to appear on future exception reports until you correct them.

Data Selection and Data Sequencing for Create Cash Basis Entries

The Create Cash Basis Entries program ignores data selection.

Do not change the data sequencing for this program.

Processing Options

See [Create Cash Basis Entries - G/L \(P09850\)](#).

See [General Ledger Post \(P09800\)](#).

What You Should Know About

Processing Options	Description
Post General Ledger program	When creating cash basis entries from the Post General Ledger program, the system creates cash basis entries according to the originating batch type, for example G, K, M, W, *, or R. However, the Post General Ledger program posts all cash basis batches (type CB) that are at an approved status, regardless of the originating batch type.

Reviewing and Posting Cash Basis Entries

After you create cash basis entries, you must post them to the Account Balances table (F0902). You can do this automatically by activating a processing option in the Create Cash Basis program, or you can run the Post program from the menu.

If you do not post cash basis entries automatically, you can review, correct, and approve cash basis batches before you post them.

Reviewing Cash Basis Entries



From Cash Basis Accounting (G09314), choose Cash Basis Batch Review

You can review all batches with a batch type of CB (cash basis accounting). To review transactions in a batch, select the batch. To review a specific transaction, select the transaction. If you make changes to a transaction in the batch, the system updates the Batch Control Records table (F0011) and the Account Ledger table (F0911). To review cash basis batches only, print the Unposted Cash Basis Report and set the data selection for Ledger Type equal to AZ. After you review cash basis batches, you must post them.

See Also

- *Review and Approve Journal Entries* in the *General Accounting I Guide*

Posting Cash Basis Entries

After you create and, optionally, review cash basis entries, you must post them to the Account Balances table (F0902). You can use either of the following programs on the Cash Basis Accounting menu (G09314) to post cash basis entries:

- **Post Cash Basis Entries** program (P09800). If you choose to review cash basis batches prior to posting them, you must run the **Post Cash Basis Entries** program (P09800) to post cash basis batches as a final step. You post cash basis batches exactly as you would post general ledger batches. Ensure that you do not set the Automatic Posting processing option in the **Create Cash Basis Entries** program (P09850).

For more information, see *Post Journal Entries* in the *General Accounting Guide*.

- **Create Cash Basis Entries** program (P09850). You can post cash basis entries automatically by setting the Automatic Posting processing option in the **Create Cash Basis Entries** program (P09850). You must specify the version of the post

program you want the system to use; ZJDE0018 or a copy of this version is the appropriate version for posting cash basis entries. See the processing options for Create Cash Basis Entries.

Note: The system creates and posts cash basis entries for expense/revenue accounts regardless of whether the voucher/invoice has been posted.

4 Cash Basis Reports

Printing Cash Basis Reports

Cash basis reports provide detailed information about cash basis transactions. Use these reports to review transactions, research problems, or verify information. The following table includes a description for each of the cash basis reports:

Report	Description
Unposted Cash Basis Report	Use this report to proof transactions before posting or to research out-of-balance conditions.
Cash Basis Integrity Test	Use this report to identify cash accounts that have different balances in the AA (actual amount) and AZ (cash basis) ledger after posting. This report can be run in summary or detail mode.
Cash Basis Audit Report	Use this report to review cash basis transactions from the Account Ledger (F0911) table. The report shows the transactions that comprise a batch, the posting status of the transaction, and whether the transaction is in balance.

Printing cash basis reports consists of the following tasks:

- [Printing the Unposted Cash Basis Report](#)
- [Printing the Cash Basis Integrity Test Report](#)
- [Printing the Cash Basis Audit Report](#)

Printing the Unposted Cash Basis Report



From Cash Basis Accounting (G09314), choose **Unposted Cash Basis Report**

From the versions list, select the DEMO version General Journal: Cash Basis Entries. This version has the data selection set up for Ledger Type equal to AZ and G/L Posted Code equal to *Blank.

The processing time for the Unposted Cash Basis report depends on the number of unposted batches in the system. Alternatively, you can review cash basis transactions online. Reviewing transactions online provides a quicker, more flexible review. However, if you require an audit trail for proofing or if there is a balancing problem, the report is more useful for detailed analysis.

The Unposted Cash Basis Report shows transactions from the Account Ledger table (F0911). This report is the same as the Unposted General Journal Report. See *Print General Journals* in the *General Accounting I Guide*.

Data Selection and Data Sequencing for the Unposted Cash Basis Report

You can enter additional data selection, but you should not change the data sequencing. The report calculates totals, and changing the data sequencing will produce unpredictable totaling results.

Processing Options

See [General Journal: Cash Basis Entries \(P09301\)](#).

Printing the Cash Basis Integrity Test Report



The Cash Basis Integrity Test report (P09750) reviews all cash basis entries for a specific time period and produces an exception report that lists the accounts that are out of balance. Expect that only cash accounts balance between the two ledgers (AA and AZ).

The report prints summary or detail information. The integrity test with transaction detail can be lengthy. You might want to run the report without detail first to determine how many accounts within the range you choose are out of balance.

If you set the View Transaction Detail processing option, all posted detail records in the AA and AZ ledgers appear above the ledger balances for each period that is out of balance. If you do not select the detail format, the two ledger balances appear side-by-side for each period that is out of balance.

Information on the report appears in reverse chronological order, beginning with the “as of” date that you specify in the Enter As Of Date processing option and going back through all years that you specify in the data selection.

The Cash Basis Integrity Test report shows transactions from the Account Ledger (F0911) and Account Balances (F0902) tables.

Data Selection and Sequence for the Cash Basis Integrity Report

Enter the prior fiscal years that you want to view. You must specify ledger type AA. The integrity test and report run more efficiently when you sequence by company.

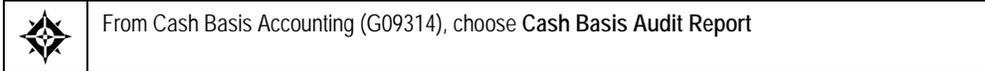
Processing Options

See [Cash Basis Integrity w/Detail \(P09750\)](#).

Before You Begin

- Post your cash basis entries.

Printing the Cash Basis Audit Report



The Cash Basis Audit Report (P09760) provides you with information about the cash basis entries at the transaction level. This is a powerful research tool that allows you to quickly determine which documents are balanced, as well as which documents are posted. You can identify cash basis entries that do not balance by the message Not Balanced.

JD Edwards World provides three DEMO versions of this report. You can choose:

- Cash Basis Audit Report — G/L Entries
- Cash Basis Audit Report — A/R Entries
- Cash Basis Audit Report - A/P Entries

The Cash Basis Audit Report contains information from the Account Ledger table (F0911).

Data Selection and Data Sequencing for the Cash Basis Audit Report

Do not change the data selection for Ledger Type equal to AZ (cash basis). You can enter additional data selection to select posted records, additional cash basis document types, a specific batch, or G/L dates. Do not change the data sequencing. The report calculates totals, and changing the data sequencing will produce unpredictable totaling results.

Processing Options

See [Cash Basis Audit Report - G/L Entries \(P09760\)](#).

5 Processing Options

Cash Basis Accounting - Processing Options

Create Cash Basis Entries - G/L (P09850)

Processing Option	Processing Options Requiring Further Description
<p>ADDITIONAL SYSTEMS:</p> <p>1. Enter a '1' below if you do NOT wish to create cash basis entries for journal entries, receipts or payments. If left blank, all cash basis entries will be created.</p> <p>Enter a '1' to BYPASS JE Cash Basis entries.</p> <p>Enter a '1' to BYPASS A/R Cash Basis entries.</p> <p>Enter a '1' to BYPASS A/P Cash Basis entries.</p>	
<p>AUTOMATIC POSTING:</p> <p>2. Enter the version of the Post Program if you wish to automatically post the cash basis entries to the G/L. Default of blank will leave the cash basis entries unposted.</p>	
<p>JOURNAL ENTRY EXPLANATION:</p> <p>3. Enter a '1' to copy the original AA ledger journal entry explanation to the AZ ledger journal entry. Leave blank to use the AA ledger document type, document number, and document company.</p>	

General Ledger Post (P09800)

Processing Option	Processing Options Requiring Further Description
<p>BATCH SELECTION:</p> <p>1. Enter Batch Number or Batch Date or Batch User ID</p>	
<p>PRINT SELECTION:</p> <p>2. Identify how to print amount fields on Post Journal:</p> <p>'1' = to Millions (w/ commas)</p> <p>'2' = to Billions (w/o commas)</p> <p>Blank (Default) = No Journal Printed.</p> <p>3. Identify which account number to print on report:</p> <p>'1' = Account Number</p> <p>'2' = Short Account ID</p> <p>'3' = Unstructured Account</p> <p>'4' = (Default) Number Entered During Input</p>	
<p>FIXED ASSETS:</p> <p>4. Enter a '1' to post F/A entries to Fixed Assets.</p> <p>Note: DREAM Writer version ZJDE0001 of Post G/L Entries to Assets (P12800) is executed when this option is selected. All transactions selected from that DREAM Writer will be posted rather than just the current entries being posted to G/L.</p> <p>5. Enter a 'Y' 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.)</p>	
<p>CASH BASIS ACCOUNTING:</p> <p>6. Enter a '1' to create and post Cash Basis accounting entries. (Applies to batch type G, K, M, W, & R only.)</p> <p>7. Enter units ledger type for Cash Basis Accounting entries.</p> <p>(Default of blank will use "ZU" ledger type.)</p>	
<p>ACCOUNTING FOR 52 PERIODS:</p>	

Processing Option	Processing Options Requiring Further Description
<p>8. Enter a '1' for 52 Period Post.</p> <p>Note: DREAM Writer data selection is used for 52 period posting ONLY. It is NOT used for the standard post to the F0902. Additionally, 52 period date patterns must be set up.</p>	
<p>TAX FILE UPDATE:</p> <p>9. Identify when to update the Tax Work file (F0018):</p> <p>'1' = V.A.T. or Use Tax only '2' = for All Tax Amounts '3' = for All Tax Explanation Codes Blank (Default) = No Update to File</p> <p>Note: When using Vertex Taxes the Vertex Tax Register file will be updated instead of the Tax Work file for methods '1', '2', and '3'.</p> <p>10. Adjust VAT Account for Cash Receipt Adjustments and Write Offs. Tax explanation must be a 'V'.</p> <p>'1' = update VAT amount only '2' = update VAT amount, extended price and taxable amount</p> <p>11. Adjust VAT 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'.</p> <p>'1' = update VAT amount only '2' = update VAT amount, extended price and taxable amount</p>	
<p>PROPERTY MANAGEMENT:</p> <p>12. Enter DREAM Writer version of Property Management G/L Transaction Creation to be executed.</p> <p>Default is version ZJDE0001. (This applies to batch types '2' and '/'.)</p>	
<p>UPDATE OPTION:</p>	

Processing Option	Processing Options Requiring Further Description
<p>13. Enter '1' to update short ID number, company, fiscal year/period number, century, and fiscal quarter in unposted transaction records selected for posting. (May be required for custom input programs.)</p>	
<p>REPORT FORMAT:</p> <p>14. Enter a '1' to print the Posting Journal in a 198 character format. The default of blank will print the format with 132 characters.</p>	
<p>DETAILED CURRENCY RESTATEMENT:</p> <p>15. Enter a '1' to create currency restatement entries. This creates records in the XA, YA, and/or ZA ledgers depending on the version you are running.</p> <p>16. Enter the version of the Detailed Currency Restatement (P11411) to execute. Default of blank will execute ZJDE0001.</p>	
<p>RECONCILIATION FILE PROCESSING:</p> <p>17. Enter a '1' to update the Cross-Environment Reconciliation file. Blank will not update the reconciliation file.</p> <p>Note: The Cross-Environment Reconciliation file can also be updated through the stand-alone Cross-Environment File Creation program.</p>	
<p>REVERSING JOURNAL ENTRIES:</p> <p>18. When normal number of periods = 12 or 13 and posting a reversing entry into period 12 or 13, enter a '1' to create reversing journal entries to the first period of the following year. This is to avoid posting reversing entries to an adjusting period.</p> <p>Example: Normal number of periods = 12. Period 12 ends 12/30/xx and period 13 ends 12/31/xx. Journal Entry date of 12/30/xx will post reversing entry to period 01 of next year if processing option is set to '1'.</p>	
<p>BATCH TYPE SELECTION:</p> <p>Note: This option should NOT be changed by User.</p>	

General Journal: Cash Basis Entries (P09301)

Processing Option	Processing Options Requiring Further Description
<p>PRINT OPTIONS:</p> <ol style="list-style-type: none"> 1. Select Account number to print: <ul style="list-style-type: none"> '1' = account number '2' = short account ID '3' = unstructured account '4' = number entered during input If left blank, the number entered during input will be printed. 2. Enter a '1' to print units. If left blank, units will not be printed. 3. Enter a '1' to suppress commas when displaying amount fields. This will allow the printing of additional significant digits in each amount field. 	
<p>ALTERNATE CHART OF ACCOUNTS PRINT:</p> <ol style="list-style-type: none"> 4. Select which account category code (1 - 23) to print in place of the account number. Default of blank will print the account number specified in option number 1. 	
<p>GENERIC TEXT:</p> <ol style="list-style-type: none"> 5. Enter a '1' to print the generic text for journal entry lines in a 40 character width, a '2' to print text in an 80 character width. If left blank, generic text will not be printed. 	

Cash Basis Integrity w/Detail (P09750)

Processing Option	Processing Options Requiring Further Description
<p>1. Enter "As of" date for Actual (AA) to cash basis(AZ) ledger balance comparison. Default of blank will use today's date as the "As of" date.</p> <p>2. Enter a '1' to view transaction detail for those periods where AA and AZ ledger balances differ.</p>	

Cash Basis Audit Report - G/L Entries (P09760)

Processing Option	Processing Options Requiring Further Description
<p>To select which account number to print on the journal, enter a:</p> <p>'1'- long account number; or '2'- short account number; or '3'- unstructured account number; or '4'- number entered during input.</p> <p>If left blank, default will be number entered during input.</p>	