



J D E D W A R D S

# **World<sup>®</sup> A73 Cash Basis Accounting**



## Net Change with new Cash Basis Accounting program:

The following table lists the enhancements that have been made to the Cash Basis Accounting program as of A7.3 cum 15 and A8.1 cum 6.

CHANGE	EXPLANATION AND BENEFIT
Batch Type	Previously cash basis batches were assigned a batch type of 'G'. Now cash basis batches have a batch type of 'CB', making it easier to distinguish cash basis batches from general ledger batches.
Batch Creation	Previously, if creating cash basis entries for all eligible transactions, all cash basis entries would be created in one batch. Now cash basis entries will be in separate batches based on a one-to-one batch ratio with the originating AA ledger batch. For example, if cash basis entries were created from 5 separate AA ledger batches, there will be 5 resulting AZ ledger batches. This will make it simpler to track posting issues as well as alleviate problems inquiring on cash basis entries where there were potential duplicate document numbers/types within the same batch.
Batch Number	Previously cash basis batch numbers were unique in relation to the AA ledger batch that corresponded to the cash basis entries. Now the cash basis batch number will match the original AA ledger batch, making it easier to track and audit cash basis entries in relation to the originating transactions.
Credit Note Reimbursement (Change as of A7.3 cum 14 and A8.1 cum 4)	Prior to A7.3 cum 14/A8.1 cum 4, the option to assign a document type other than PA to the voucher generated for reimbursement did not exist. This created a problem with cash basis accounting in that the cash basis entries would be created for the A/R receipt, the A/P voucher and the A/P payment, thus putting the AZ ledger out of balance. As of cum 14, Generate Reimbursements, P03610, has a processing option where a document type other than PA may be assigned to the voucher generated for reimbursement. See <i>Cash Basis and Credit Note Reimbursement</i> .
Processing Options and Demo Versions for Create Cash Basis Entries, P09850	Previously if you wanted A/P or A/R cash basis entries created in addition to G/L entries, in Create Cash Basis Entries, P09850, you had to set the processing option for Additional Systems to INCLUDE the A/P or A/R entries. Now the Additional Systems processing option is set to BYPASS JE, A/P or A/R entries. The demo versions of P09850 correspond to how the Additional Systems processing option is set. Previously there were 3 demo versions: cash basis entries for G/L, A/P or A/R. Now there are 4 demo versions: cash basis entries for G/L, A/P, A/R and All Systems.



## Table of Contents

Cash Basis Accounting.....	1
Setting Up Cash Basis Accounting .....	3
Excluding Document Types.....	3
Setting Up Cash Basis Document Types .....	4
Assigning Cash Basis Document Types .....	5
Setting Up AAls for Cash Basis Accounting.....	6
Unapplied Cash Receipts .....	7
A/P and A/R Balancing Accounts .....	7
Creating Cash Basis Entries .....	9
How Cash Basis Entries Are Created .....	9
Accrual Entries for A/P Payments and A/R Receipts .....	10
Cash Basis Entries for G/L .....	10
Cash Basis Entries for Units .....	11
Cash Basis Entries for A/P and A/R .....	11
Out-of-Balance Conditions.....	12
Creating Cash Basis Entries .....	12
Running Create Cash Basis Entries from the Menu.....	13
Running Create and Post Cash Basis Entries from the Post Program .....	13
Cash Basis and Credit Note Reimbursement.....	16
Reviewing Exception Reports .....	16
Processing Options for Create Cash Basis Entries.....	17
Processing Options for the Post Program (P09800).....	18
Reviewing and Posting Cash Basis Entries.....	21
Reviewing Cash Basis Entries .....	21
Posting Cash Basis Entries .....	21
Printing Cash Basis Reports .....	23
Printing the Unposted Cash Basis Report.....	23
Processing Options for the Unposted Cash Basis Report .....	24
Printing the Cash Basis Integrity Test Report .....	24
Processing Options for Cash Basis Integrity Test.....	25
Printing the Cash Basis Audit Report.....	25
Processing Options for Cash Basis Audit Report .....	26



---

## 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.

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.

### Topics

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





## 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 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 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.

### Topics

- ☐ 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 UDC 00/DX (Excluded Document Types).

You should exclude voucher (PV, PL, PM) and invoice (RI) document types because cash basis entries for them should not be created until they are paid. 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 any custom document types are analyzed 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**

---

From the Cash Basis Accounting menu (G09314), choose Document Types to be Excluded.

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**

- *Adding a User Defined Code* in the *World 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. J.D. Edwards 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 would also increase processing time because the system would need 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).

---

► **To set up cash basis document types**

---

From the Cash Basis Accounting menu (G09314), choose Valid Document Types.

3. Determine the document types that you want to use for cash basis accounting.
4. Verify that the document type exists in the UDC table.
5. If the document type does not exist, add it to the table.

#### See Also

- *Adding a User Defined Code* in the *World Foundation Guide*

## Assigning Cash Basis Document Types

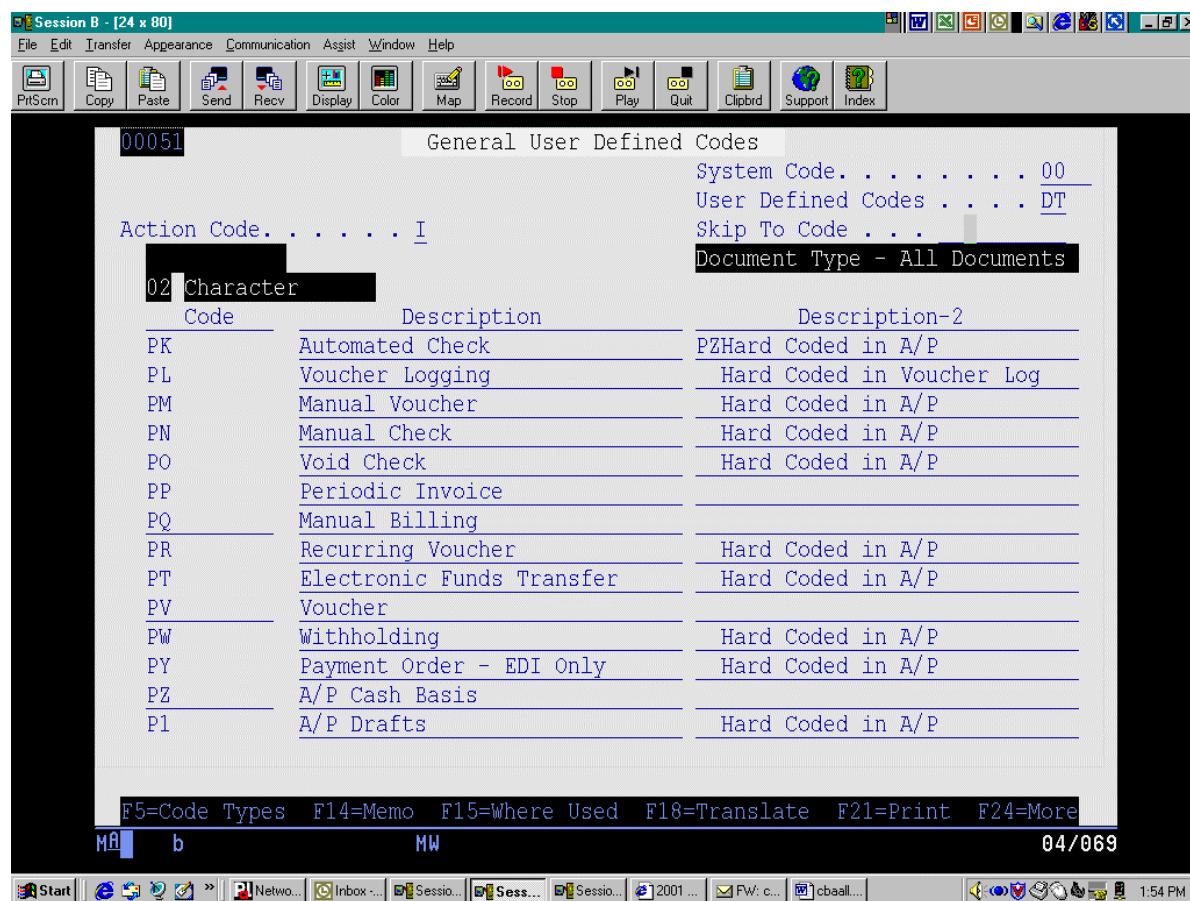
After you set up the document types that you want the system to use for cash basis entries, you must assign them to the AA ledger document type from which the system creates cash basis entries.

### ► To assign cash basis document types

---

From the Cash Basis Accounting menu (G09314), choose Valid Document Types.

1. Locate and inquire on the document type in the AA ledger for which you want to assign a corresponding document type in the AZ ledger.
2. In the first two positions of the Description 02 field, enter the 2-character code for the cash basis document type.  
  
You are not required to complete this field if you are using system-assigned document types, such as PZ.



- Press Enter, to complete the update.

### See Also

- Changing a User Defined Code* in the *World 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 *Working 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 the receipt pays.

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.

If 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). You can enter the G/L offset when you enter the receipt.
2. **CBUC** – If CByyyy is not set up or if you do not use the G/L offset field, the system searches for CBUC. The system supplies UC as the default value for the G/L Offset field when you enter 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 in which you enter unapplied cash receipts without an offset. If the system cannot locate RCUC, it returns an error.

## 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:

**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 balancing account entry is used to balance the cash basis entries as the expense/revenue account entry would not equal the bank account (payment/receipt) entry due to the tax amount being included in one entry and not in the other. For example:

A company enters a voucher with Use tax. The gross amount of the voucher is \$100, and there is a tax amount of \$10. The g/l distribution to the expense account includes the tax amount, therefore is \$110. The AA ledger posting for the entry is:

PV Expense Acct	\$110
AE Trade Acct	\$100-
AE Tax Acct	\$ 10-

The tax amount will not be paid to the vendor, so the payment of the voucher will be for \$100. When the voucher is posted, the entries are:

PK, PN Bank Acct	\$100-
AE Trade Acct	\$100

The cash basis entries are as follows:

PZ Expense Acct	\$110
PZ Bank Acct	\$100-
PZ Balancing Acct	\$ 10-

**Note for A/P:** When using Multi Company/Single Supplier, P041016, for voucher entry, the cash basis entries will not use the balancing account, regardless of taxes. The entries will exclude tax and therefore will be in balance.

### See Also

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

## Creating Cash Basis Entries

---

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

- G/L only
- 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 from the menu or by activating the cash basis processing option in the post program. 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 running the program. 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.

### Topics

- ☐ 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.

### Topics

- ☐ Accrual entries for A/P payments and A/R receipts
- ☐ Cash basis entries for G/L
- ☐ Cash basis entries for A/P and A/R
- ☐ Out-of-balance conditions

### 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:

<b>K</b>	Automatic payments
<b>M</b>	Manual payments with match
<b>W</b>	Manual payments without match
<b>R</b>	Receipts

The system creates the 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 program has processing options that also allow you to create cash basis entries based on transactions in A/P and A/R.

When you run Create Cash Basis Entries without activating the processing options 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)

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 assigned will correspond 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 *Entering 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 processing option of the post 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 always creates cash basis entries for Account Ledger transactions first, then launches additional programs to create balancing entries for A/P and A/R payment batches (K, M, W, and R).

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 7PV 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. These programs run only when the processing option for Create Cash Basis Entr

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 F0411 and F0311 records to retrieve the expense and revenue accounts
- If RPOBJ (object) has a value, uses RPMCU (business unit), RPOBJ, and RPSUB (subsidiary) from the invoice or voucher record
- If RPOBJ is blank, locates the expense and revenue accounts from the associated F0911 distribution record
- 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:

<b>A/P Payments</b>	The payment does not fully pay the voucher
---------------------	--

	The payment is for multiple vouchers
	The payment is for vouchers with multiple expense accounts
<b>A/R Receipts</b>	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 F0414 and F0311 records (RNALT6 and RPALT6, respectively). 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 *Entering Basic Journal Entries* in the *General Accounting Guide*.

### Out-of-Balance Conditions

Every time you run the Create Cash Basis Entries program, the system creates transactions in a new cash basis batch. If the original AA ledger batch was posted out of balance, the resulting cash basis batch will be out of balance. To post these batches, you must set them to post out of balance. For more information, see *Revising Batches to Post Out-of-Balance* in the *General Accounting Guide*.

**NOTE:** A/P, A/R entries created with Cash Basis Program prior to A7.3 cum 15, A8.1 cum 6:

Previously, one-sided cash basis entries could be created for A/P and A/R if:

- Eligible Account Ledger records (F0911) existed for batch types K, M, W, or R that have not been processed for cash basis
- You did not activate the processing option to create A/P and A/R cash basis entries

If you did not set the processing option to create A/P or A/R cash basis entries, only the bank account entry would have been created. If you later set the processing option to create the A/P, A/R entry, and run Create Cash Basis Entries again, the expense/revenue would be entry created, but in a new batch. The result would be two separate batches that were both out-of-balance. The resolution is to set the batches to post out-of balance per above.

As of a7.3 cum 15, A8.1 cum 6, this situation will not occur. The system will create both sides of the A/P, A/R entries in one batch if the processing option is set accordingly. If the processing option is set to BYPASS A/P, A/R entries, no entries will be made.

## Creating Cash Basis Entries

The system generates cash basis entries when you run the Create Cash Basis Entries program (P09850). The program can be run independently from a menu or launched from the version of the General Ledger Post program (P09800) that you use to post accrual entries.

### Topics

- ☐ Running Create Cash Basis Entries from the menu
- ☐ Running Create Cash Basis Entries from the post program

### Running Create Cash Basis Entries from the Menu

From the Cash Basis Accounting menu (G09314), choose Create Cash Basis Entries (P09850).

J.D. Edwards recommends running the Create Cash Basis Entries program from the menu with the processing options activated to create G/L, A/P and A/R entries when you first use cash basis accounting, (version ZJDE0004 – All Systems). Because all transactions previously entered must be processed for cash basis, the program requires additional processing time and might run more efficiently at the end of the day.

Running the program from the menu allows you to control when cash basis entries are created, 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 Program

After you create cash basis entries initially, you may want to maintain your cash basis ledger on an ongoing basis (as cash is received or disbursed) by activating a processing option in the post program. This provides you with the most up-to-date cash basis information.

When you create cash basis entries by activating Cash Basis Accounting processing option in the post program, a version of P09850 will be called that is specific to either A/R or A/P, depending on the batch type being posted. If the batch is an A/P payment, the version called will have processing options set to create A/P entries. If the batch is an A/R receipt batch, the version will have processing options set to create A/R entries. (*See Cash Basis Entries for A/P and A/R*)

Once the cash basis entries are created, a version of the post program will be called to automatically post the entries, version ZJDE0018. 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 JE entries. This version should NOT be changed as the post program versions are designed to post by

batch type. If you have other cash basis batches that you do not want posted, you will need to change the batch status on those batches to Pending.

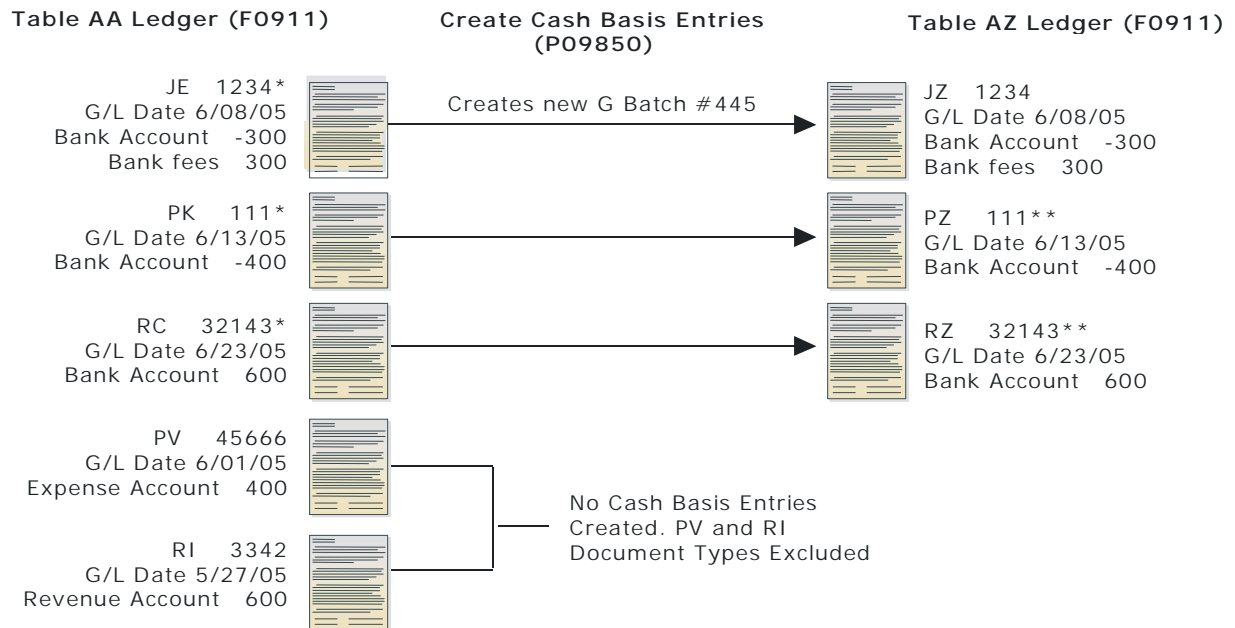
You should activate the cash basis processing option in versions of the post program that post the following types of batches only:

- G**     General ledger
- K**     Automatic payments
- M**     Manual payments with match
- W**     Manual payments without match
- R**     Receipts

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

## Creating Cash Basis Entries

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



\* GLALT6 Updated to P when cash basis entries are created


\*\* Entries are out of balance until you select the processing options to run Create Cash Basis Entries for A/P (P04850) and A/R (P03850).

Create A/P Cash Basis Entries (P04850)	Create A/R Cash Basis Entries (P03850)
1. System uses the F0414 table to locate all paid vouchers that have not been updated for cash basis. System uses the check number (DOCM) from the F0413 table as the cash basis document number. System uses the G/L date from the check record as the G/L date for the cash basis document.	1. System uses the F0311 table to locate all paid invoices that have not been updated for cash basis. System uses the G/L document number (DOC) as the cash basis document number. System uses the G/L date from the receipt record as the G/L date for the cash basis document.
2. System uses the voucher number to chain to the F0411 table, and then gets values from OBJ and SUB fields to use for expense account in cash basis.	2. System uses the invoice number to chain to the F0311 table, and then gets values from OBJ and SUB fields to use for revenue account in cash basis.
3. If OBJ and SUB fields are blank, the system chains to F0911 record to locate expense accounts.	3. If OBJ and SUB fields are blank, the system chains to the F0911 record to locate revenue accounts.
4. System updates the F0911 record (PZ 111) in batch #445 with expense account information from voucher (PV 44566).	4. System updates the F0911 record (RZ 32143) in batch #445 with revenue account information from invoice (RI 3342).
5. System updates RNALT6 field to P in F0414 table.	5. System updates RPALT6 field to P in F0311 table.


### Resulting Cash Basis Entries (after all programs run)

Batch Type G, Batch Number 445

PZ 111  
 G/L Date 6/13/05  
 (P09850) Bank Account -400  
 (P04850) Expense Account 400



RZ 32143  
 G/L Date 6/23/05  
 (P09850) Bank Account 600  
 (P03850) Revenue Account -600



## Cash Basis and Credit Note Reimbursement

Prior to cum 14, if using Credit Note Reimbursement, (Generate Reimbursements - P03610), with Cash Basis accounting, you would be out of balance in your AZ ledger due to the fact that a cash basis entry is created for both the voucher and payment on the A/P side. This is because with credit note reimbursements, the document type PA is used as both the receipt that closes the credit memo or unapplied cash on the A/R side, and the voucher that is created for the reimbursement payment on the A/P side. Normally, all document types for vouchers would be set up in the excluded documents UDC table. The document type PA cannot be set up in this table because the cash basis entry is needed for the A/R receipt. When cash basis entries are created, the system will create the AZ ledger entry to the bank account for the PA receipt, but it will also create the AZ ledger entry for the PA voucher to the reimbursement suspense account, in addition to the AZ ledger entry to the bank account for the payment. Example:

PA	A/R receipt - Bank account	\$200	
PA	A/P voucher – Reimbursement suspense account	\$200	
PK	A/P payment – Bank account		\$200-

In order to correct this situation, as of A7.3 cum 14, a processing option was added to Generate Reimbursements, P03610, where you may designate a document type other than PA to be assigned to the voucher generated for the reimbursement. Additional set-up requires that you add this document type to UDC tables 00/DT and 00/DV. If using cash basis accounting, you must use this processing option to designate a document type other than PA for the voucher. You will also need to add the alternative document type to the excluded document types UDC table 00/DX. The PA document type will still be assigned to the A/R receipt but not to the voucher, thus eliminating the cash basis entry for the voucher and keeping the AZ ledger in balance.

## 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. If an exception report does not contain detail information below the heading, no errors occurred when cash basis entries were created. Examples of errors are listed below:

- |                          |   |
|--------------------------|---|
| <b>G/L, A/P, and A/R</b> | 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.                               |
| <b>A/P only</b>          | The following errors prevent the system from creating cash basis entries for A/P: <ul style="list-style-type: none"><li>• The original voucher record is not found.</li></ul> |

**A/R only**

- The voucher distribution record is not found.

The following errors prevent the system from creating cash basis entries for A/R:

- 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 for Create Cash Basis Entries

ADDITIONAL SYSTEMS:

**ADDITIONAL SYSTEMS:**

1. In addition to creating G/L Cash Basis entries:

Enter a '1' to BYPASS JE Cash Basis entries. \_\_\_\_\_

Enter a '1' to BYPASS A/R Cash Basis entries. \_\_\_\_\_

Enter a '1' to BYPASS A/P Cash Basis entries. \_\_\_\_\_

**AUTOMATIC POSTING:**

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. \_\_\_\_\_

**JOURNAL ENTRY EXPLANATION:**

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. \_\_\_\_\_

## Processing Options for the Post Program (P09800)

### BATCH SELECTION:

1. Enter Batch Number  
or Batch Date  
or Batch User ID

### PRINT SELECTION:

2. Identify how to print amount fields  
on Post Journal:  
'1' = to Millions (w/ commas)  
'2' = to Billions (w/o commas)  
Blank (Default) = No Journal Printed.
3. Identify which account number to  
print on report:  
'1' = Account Number  
'2' = Short Account ID  
'3' = Unstructured Account  
'4' = (Default) Number Entered  
During Input

### FIXED ASSETS:

4. Enter a '1' to post F/A entries to Fixed Assets.  
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.
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.)

### CASH BASIS ACCOUNTING:

6. Enter a '1' to create and post Cash  
Basis accounting entries. (Applies  
to batch type G, K, M, W, & R only.)
7. Enter units ledger type for Cash  
Basis Accounting entries. (Default  
of blank will use "ZU" ledger type.)



ACCOUNTING FOR 52 PERIODS:

8. Enter a '1' for 52 Period Post.

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.

TAX FILE UPDATE:

9. Identify when to update the Tax Work file (F0018):

'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.

10. Adjust VAT Account for Cash Receipt Adjustments and Write Offs. Tax explanation must be a 'V'.

'1' = update VAT amount only

'2' = update VAT amount, extended price and taxable amount

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'.

'1' = update VAT amount only

'2' = update VAT amount, extended price and taxable amount

PROPERTY MANAGEMENT:

12. Enter DREAM Writer version of Property Management G/L Transaction Creation to be executed. Default is version ZJDE0001. (This applies to batch types '2' and '/'.)

UPDATE OPTION:

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.)

**REPORT FORMAT:**

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.

**DETAILED CURRENCY RESTATEMENT:**

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.
16. Enter the version of the Detailed Currency Restatement (P11411) to execute. Default of blank will execute ZJDE0001.

**BATCH TYPE SELECTION:**

CB

NOTE: This option should NOT be changed by User.

### **What You Should Know About Processing Options**

When creating cash basis entries from the post program, the system creates cash basis entries according to the originating batch type, G, K, M, W, or R as indicated. However, the post will post 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.

### Topics

- ☐ Reviewing Cash Basis Entries (optional)
- ☐ Posting Cash Basis Entries

## Reviewing Cash Basis Entries

From the Cash Basis Accounting menu (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 include data selection for Ledger Type equal to AZ.

After you review cash basis batches, you must post them.

### See Also

- *Reviewing and Approving Journal Entries* in the *General Accounting Guide*

## Posting Cash Basis Entries

After you create and, optionally, review cash basis entries, you must post them to the Account Balances table (F0902). There are two ways to post cash basis entries:

- As a separate process, by *not* activating the processing option in the version of the Create Cash Basis Entries program (P09850). 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.

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

- As an automatic process, by activating the processing option in the version of 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 re-named copy of this version is the appropriate version for posting cash basis entries. See *Processing Options for Create Cash Basis Entries*.

**Note:** Any cash basis entries that are created out of balance (one-sided) must be posted out-of-balance. See *Revising Batches to Post Out-of-Balance* in the *General Accounting Guide*. Also, cash basis entries for expense/revenue accounts are created and posted whether or not the voucher/invoice has been posted.

## 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.

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

<b>Unposted Cash Basis Report</b>	Use this report to proof transactions before posting or to research out-of-balance conditions.
<b>Cash Basis Integrity Test</b>	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.
<b>Cash Basis Audit</b>	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 the Unposted Cash Basis Report

From the Cash Basis Accounting menu (G09314), choose Unposted Cash Basis Report (P09301).

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 *Printing the Unposted General Journal* in the *General Accounting 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 for the Unposted Cash Basis Report

#### PRINT OPTIONS:

1. Select Account number to print:  
'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.

#### ALTERNATE CHART OF ACCOUNTS PRINT:

3. 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.

#### GENERIC TEXT:

4. 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.

## Printing the Cash Basis Integrity Test Report

From the Cash Basis Accounting menu (G09314), choose Cash Basis Integrity Test.

The Cash Basis Integrity Test report (P09750) reviews all cash basis entries for a specified time period and produces an exception report that shows the accounts that are out of balance. Only cash accounts can be expected to 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 see how many accounts within the selected range are out of balance.

If you select the detail format in the 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 processing option and going back through all years that you specify in 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 for Cash Basis Integrity Test

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.
2. Enter a '1' to view transaction detail for those periods where AA and AZ ledger balances differ.

### Before You Begin

- ☐ Post your cash basis entries.

## Printing the Cash Basis Audit Report

From the Cash Basis Accounting menu (G09314), choose 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. Cash basis entries that do not balance are identified by the message *Not Balanced*.

J.D. Edwards provides three DEMO version 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, 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 for Cash Basis Audit Report**

To select which account number to print on the journal, enter a:

- '1'- long account number;
- or '2'- short account number;
- or '3'- unstructured account number;
- or '4'- number entered during input.

If left blank, default will be number entered during input.