PeopleSoft®

PeopleSoft Enterprise Receivables 8.9 PeopleBook

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About This PeopleBook Preface

PeopleBooks provide you with the information that you need to implement and use PeopleSoft applications.

This preface discusses:

- PeopleSoft application prerequisites.
- PeopleSoft application fundamentals.
- Documentation updates and printed documentation.
- Additional resources.
- Typographical conventions and visual cues.
- Comments and suggestions.
- Common elements in PeopleBooks.

Note. PeopleBooks document only page elements, such as fields and check boxes, that require additional explanation. If a page element is not documented with the process or task in which it is used, then either it requires no additional explanation or it is documented with common elements for the section, chapter, PeopleBook, or product line. Elements that are common to all PeopleSoft applications are defined in this preface.

PeopleSoft Application Prerequisites

To benefit fully from the information that is covered in these books, you should have a basic understanding of how to use PeopleSoft applications.

You might also want to complete at least one PeopleSoft introductory training course, if applicable.

You should be familiar with navigating the system and adding, updating, and deleting information by using PeopleSoft menus, and pages, forms, or windows. You should also be comfortable using the World Wide Web and the Microsoft Windows or Windows NT graphical user interface.

These books do not review navigation and other basics. They present the information that you need to use the system and implement your PeopleSoft applications most effectively.

PeopleSoft Application Fundamentals

Each application PeopleBook provides implementation and processing information for your PeopleSoft applications.

Note. Application fundamentals PeopleBooks are not applicable to the PeopleTools product.

For some applications, additional, essential information describing the setup and design of your system appears in a companion volume of documentation called the application fundamentals PeopleBook. Most PeopleSoft product lines have a version of the application fundamentals PeopleBook. The preface of each PeopleBook identifies the application fundamentals PeopleBooks that are associated with that PeopleBook.

The application fundamentals PeopleBook consists of important topics that apply to many or all PeopleSoft applications across one or more product lines. Whether you are implementing a single application, some combination of applications within the product line, or the entire product line, you should be familiar with the contents of the appropriate application fundamentals PeopleBooks. They provide the starting points for fundamental implementation tasks.

Documentation Updates and Printed Documentation

This section discusses how to:

- Obtain documentation updates.
- Order printed documentation.

Obtaining Documentation Updates

You can find updates and additional documentation for this release, as well as previous releases, on the PeopleSoft Customer Connection website. Through the Documentation section of PeopleSoft Customer Connection, you can download files to add to your PeopleBook Library. You'll find a variety of useful and timely materials, including updates to the full PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM.

Important! Before you upgrade, you must check PeopleSoft Customer Connection for updates to the upgrade instructions. PeopleSoft continually posts updates as the upgrade process is refined.

See Also

PeopleSoft Customer Connection, https://www.peoplesoft.com/corp/en/login.jsp

Ordering Printed Documentation

You can order printed, bound volumes of the complete PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM. PeopleSoft makes printed documentation available for each major release shortly after the software is shipped. Customers and partners can order printed PeopleSoft documentation by using any of these methods:

- Web
- Telephone
- Email

Web

From the Documentation section of the PeopleSoft Customer Connection website, access the PeopleBooks Press website under the Ordering PeopleBooks topic. The PeopleBooks Press website is a joint venture between PeopleSoft and MMA Partners, the book print vendor. Use a credit card, money order, cashier's check, or purchase order to place your order.

Telephone

Contact MMA Partners at 877 588 2525.

Email

Send email to MMA Partners at peoplebookspress@mmapartner.com.

See Also

PeopleSoft Customer Connection, https://www.peoplesoft.com/corp/en/login.jsp

Additional Resources

The following resources are located on the PeopleSoft Customer Connection website:

Resource	Navigation
Application maintenance information	Updates + Fixes
Business process diagrams	Support, Documentation, Business Process Maps
Interactive Services Repository	Interactive Services Repository
Hardware and software requirements	Implement, Optimize + Upgrade, Implementation Guide, Implementation Documentation & Software, Hardware and Software Requirements
Installation guides	Implement, Optimize + Upgrade, Implementation Guide, Implementation Documentation & Software, Installation Guides and Notes
Integration information	Implement, Optimize + Upgrade, Implementation Guide, Implementation Documentation and Software, Pre-built Integrations for PeopleSoft Enterprise and PeopleSoft EnterpriseOne Applications
Minimum technical requirements (MTRs) (EnterpriseOne only)	Implement, Optimize + Upgrade, Implementation Guide, Supported Platforms
PeopleBook documentation updates	Support, Documentation, Documentation Updates
PeopleSoft support policy	Support, Support Policy
Prerelease notes	Support, Documentation, Documentation Updates, Category, Prerelease Notes
Product release roadmap	Support, Roadmaps + Schedules
Release notes	Support, Documentation, Documentation Updates, Category, Release Notes

Resource	Navigation
Release value proposition	Support, Documentation, Documentation Updates, Category, Release Value Proposition
Statement of direction	Support, Documentation, Documentation Updates, Category, Statement of Direction
Troubleshooting information	Support, Troubleshooting
Upgrade documentation	Support, Documentation, Upgrade Documentation and Scripts

Typographical Conventions and Visual Cues

This section discusses:

- Typographical conventions.
- Visual cues.
- Country, region, and industry identifiers.
- Currency codes.

Typographical Conventions

This table contains the typographical conventions that are used in PeopleBooks:

Typographical Convention or Visual Cue	Description
Bold	Indicates PeopleCode function names, business function names, event names, system function names, method names, language constructs, and PeopleCode reserved words that must be included literally in the function call.
Italics	Indicates field values, emphasis, and PeopleSoft or other book-length publication titles. In PeopleCode syntax, italic items are placeholders for arguments that your program must supply. We also use italics when we refer to words as words or letters as letters, as in the following: Enter the letter *O*.
KEY+KEY	Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For ALT+W, hold down the ALT key while you press the W key.
`Monospace font`	Indicates a PeopleCode program or other code example.

Typographical Convention or Visual Cue	Description
“ ” (quotation marks)	Indicate chapter titles in cross-references and words that are used differently from their intended meanings.
. . . (ellipses)	Indicate that the preceding item or series can be repeated any number of times in PeopleCode syntax.
{ } (curly braces)	Indicate a choice between two options in PeopleCode syntax. Options are separated by a pipe (|).
[ ] (square brackets)	Indicate optional items in PeopleCode syntax.
& (ampersand)	When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object. Ampersands also precede all PeopleCode variables.

Visual Cues

PeopleBooks contain the following visual cues.

Notes

Notes indicate information that you should pay particular attention to as you work with the PeopleSoft system.

Note. Example of a note.

If the note is preceded by *Important!,* the note is crucial and includes information that concerns what you must do for the system to function properly.

Important! Example of an important note.

Warnings

Warnings indicate crucial configuration considerations. Pay close attention to warning messages.

Warning! Example of a warning.

Cross-References

PeopleBooks provide cross-references either under the heading “See Also” or on a separate line preceded by the word *See.* Cross-references lead to other documentation that is pertinent to the immediately preceding documentation.

Country, Region, and Industry Identifiers

Information that applies only to a specific country, region, or industry is preceded by a standard identifier in parentheses. This identifier typically appears at the beginning of a section heading, but it may also appear at the beginning of a note or other text.

Example of a country-specific heading: "(FRA) Hiring an Employee"

Example of a region-specific heading: "(Latin America) Setting Up Depreciation"

Country Identifiers

Countries are identified with the International Organization for Standardization (ISO) country code.

Region Identifiers

Regions are identified by the region name. The following region identifiers may appear in PeopleBooks:

- Asia Pacific
- Europe
- Latin America
- North America

Industry Identifiers

Industries are identified by the industry name or by an abbreviation for that industry. The following industry identifiers may appear in PeopleBooks:

- USF (U.S. Federal)
- E&G (Education and Government)

Currency Codes

Monetary amounts are identified by the ISO currency code.

Comments and Suggestions

Your comments are important to us. We encourage you to tell us what you like, or what you would like to see changed about PeopleBooks and other PeopleSoft reference and training materials. Please send your suggestions to:

PeopleSoft Product Documentation Manager PeopleSoft, Inc. 4460 Hacienda Drive Pleasanton, CA 94588

Or send email comments to doc@peoplesoft.com.

While we cannot guarantee to answer every email message, we will pay careful attention to your comments and suggestions.

Common Elements Used in PeopleBooks

As of Date	The last date for which a report or process includes data.
Business Unit	An ID that represents a high-level organization of business information. You can use a business unit to define regional or departmental units within a larger organization.
Description	Enter up to 30 characters of text.
Effective Date	The date on which a table row becomes effective; the date that an action begins. For example, to close out a ledger on June 30, the effective date for the ledger closing would be July 1. This date also determines when you can view and change the information. Pages or panels and batch processes that use the information use the current row.
Once, Always, and **Don't Run**	Select Once to run the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to Don't Run. Select Always to run the request every time the batch process runs. Select Don't Run to ignore the request when the batch process runs.
Process Monitor	Click to access the Process List page, where you can view the status of submitted process requests.
Report Manager	Click to access the Report List page, where you can view report content, check the status of a report, and see content detail messages (which show you a description of the report and the distribution list).
Request ID	An ID that represents a set of selection criteria for a report or process.
Run	Click to access the Process Scheduler request page, where you can specify the location where a process or job runs and the process output format.
SetID	An ID that represents a set of control table information, or TableSets. TableSets enable you to share control table information and processing options among business units. The goal is to minimize redundant data and system maintenance tasks. When you assign a setID to a record group in a business unit, you indicate that all of the tables in the record group are shared between that business unit and any other business unit that also assigns that setID to that record group. For example, you can define a group of common job codes that are shared between several business units. Each business unit that shares the job codes is assigned the same setID for that record group.
Short Description	Enter up to 15 characters of text.
User ID	An ID that represents the person who generates a transaction.

See Also

Enterprise PeopleTools 8.46 PeopleBook: PeopleSoft Process Scheduler

Enterprise PeopleTools 8.46 PeopleBook: Using PeopleSoft Applications

PeopleSoft Enterprise Receivables Preface

This preface discusses:

- PeopleSoft products.
- PeopleSoft application fundamentals.
- Pages with deferred processing.
- Common elements used in this PeopleBook.

Note. This PeopleBook documents only page elements that require additional explanation. If a page element is not documented with the process or task in which it is used, then it either requires no additional explanation or is documented with the common elements for the section, chapter, or PeopleBook.

PeopleSoft Products

This PeopleBook refers to these products:

- PeopleSoft Enterprise Billing.
- PeopleSoft Enterprise Cash Management.
- PeopleSoft Enterprise Contracts.
- PeopleSoft Enterprise General Ledger.
- PeopleSoft Enterprise Order Management.
- PeopleSoft Enterprise Payables.
- PeopleSoft Enterprise Project Costing.
- PeopleSoft Enterprise Promotions Management.
- PeopleSoft Enterprise Purchasing.
- PeopleSoft Enterprise Receivables.

PeopleSoft Application Fundamentals

The *PeopleSoft Enterprise Receivables PeopleBook* provides you with implementation and processing information for the Receivables system. However, additional, essential information describing the setup and design of the system resides in companion documentation. The companion documentation consists of important topics that apply to many or all PeopleSoft applications across the Financials, Enterprise Service Automation, Asset Lifecycle Management, and Supply Chain Management product lines. You should be familiar with the contents of these PeopleBooks.

The following companion PeopleBooks apply specifically to Receivables:

- *PeopleSoft Enterprise Application Fundamentals PeopleBook.*
- *PeopleSoft Enterprise Global Options and Reports PeopleBook.*

- *PeopleSoft Enterprise Order to Cash Common Information PeopleBook.*
- *PeopleSoft Enterprise Bank Setup and Processing PeopleBook.*
- *PeopleSoft Enterprise Commitment Control PeopleBook.*

Pages with Deferred Processing

Several pages in Receivables operate in deferred processing mode. Most fields on these pages are not updated or validated until you save the page or refresh it by clicking a button, link, or tab. This delayed processing has various implications for the field values that are on the page—for example, if a field contains a default value, any value that you enter before the system updates the page overrides the default. Another implication is that the system updates quantity balances or totals only when you save or otherwise refresh the page.

See the guidelines for designing pages in the *Enterprise PeopleTools PeopleBook: PeopleSoft Application Designer*.

Common Elements Used in This PeopleBook

Account — ChartField that identifies the nature of a transaction for corporate accounts.

Activity ID — ChartField value that represents the activity ID for an individual task or event in a project in Project Costing that is associated with the item. This field is available only if you have Project Costing.

Accounting Date — Date for accounting entries for an activity.

Affiliate — ChartField used to map transactions between business units when using a single interunit account.

(NLD) AG Number (acceptgiro reference number) — Acceptgiro reference number assigned to the item or invoice when you ran the Statements process (AR_STMTS) or the AR Dunning process (AR_DUNNING) for business units enabled for acceptgiro processing. When you print an invoice in Billing, the system also assigns an acceptgiro reference number to the invoice.

Note. Each time that you run the Statements process or the AR Dunning process, the system overwrites the reference number if the item is included on a new statement or dunning letter. So, it is possible that the bank could pay for the item using a different reference number.

Alt Acct (alternate account) — ChartField that identifies the nature of a transaction for statutory accounts. This field appears only if you enable the Alternate Account option for your organization and for the general ledger business unit.

Analyst or **Credit Analyst** — Individual who is assigned to an item or customer to manage credit.

AR Dist (receivables distribution code) — Distribution code that defines the receivables account for a transaction's distribution lines.

AR Specialist (receivables specialist)	Individual who is assigned to manage deduction and disputed items.
Balance	Amount of an item that is still open (unpaid).
Bill of Lading	Bill of lading number for a shipment.
Broker ID	Identifier code for the individual who negotiates a promotion deal. A broker is a customer to whom you assign the broker role.
Budget Ref (budget reference)	ChartField that identifies unique control budgets when individual budgets share budget keys and overlapping budget periods.
Business Unit	An identification code that represents a high-level organization of business information. You can use a business unit to define regional or departmental units within a larger organization.
Carrier ID	Unique identifier for the shipping carrier.
Category	ChartField value that represents the category for a project transaction in Project Costing. A category further defines a source type. For example, if you have a source type of labor, you might have categories for architect labor, carpenter labor, and plumber labor. This field is available only if you have Project Costing.
Chartfield 1 to **Chartfield 3**	ChartFields that you configure to meet your organization's requirements.
Claim Number	Debit memo number that the customer sent you for a deduction.
Class	ChartField that identifies a particular appropriation when you combine it with a Fund, DeptID, Program Code, and Budget Reference ChartFields.
	Group of customers in a trade, such as grocers or mass merchandisers.
Collection Code	Code to identify a collection agency or reason.
Collector	Individual assigned to a customer or item to manage collections.
Contract Number	Contract number that is associated with an invoice. For deduction items, it is the contract number that is associated with the original invoice.
Currency	Code that identifies the type of currency for an amount, such as USD or EUR.
Customer	Customer ID and name for an item or payment.
Days Late	Displays the difference between the due date and the current date, not including grace days.
Deduction Reason	Code that identifies the reason that a customer took a deduction.
Dept (department)	ChartField that indicates who is responsible for or affected by the transaction.
Description	Freeflow text up to 256 characters.
Dispute Reason	Code that identifies the reason that an item is in dispute.
Division	Geographic area within an organization.
Document Sequence or **Document Sequencing**	Click to open a page where you can enter document sequencing information. This option is available only if you enable the document sequencing feature for the General Ledger business unit.

Effective Date	Date on which a table row becomes effective; the date that an action begins. For example, if you want to close out a ledger on June 30, the effective date for the ledger closing would be July 1. This date also determines when you can view and change the information. Pages and batch processes that use the information use the current row. See *Enterprise PeopleTools PeopleBook: Using PeopleSoft Applications.*
Entry Event	Code that identifies the entry event definition that is used to create supplemental accounting entries for the transaction. You define these codes on the Entry Event Code Def'n page.
Entry Reason	The reason that is associated with an item that defines which accounting entries to generate and can be used for reporting purposes.
Entry Type	ID that identifies the type of activity, such as invoice or pay an item.
Exchange Rate	Rate that is used for currency conversion.
Family	Identifier that defines inventory items at a high level. Examples include computer items and office furniture.
Fund	ChartField that represents structural units for education and government accounting. Can also represent a divisional breakdown in your organization.
Fund Affiliate	ChartField that is used to correlate transactions between funds when using a singe intraunit account.
Group ID	ID that is used to identify a group of items. The system assigns the ID when you generate the group.
Group Type	ID that identifies the transaction type for a group of items, such as a payment group or a billing group.
Invoice	Original invoice that is associated with the item in the billing system.
Item ID	Unique ID to identify an item.
Item Status	Current status for an item. Valid values are: *Closed:* The item is paid in full. *Open:* The item has a balance due.
Language or **Language Code**	The language in which you want the field labels and report headings of the reports to print. The field values appear as you enter them. Language also refers to the language that is spoken by a customer or user.
Letter of Credit ID	Identifier for a letter of credit that is associated with an item.
Line	Line number of a separate item that is associated with a single invoice in the billing system. It also may be an item that was split from a deduction or disputed item in Receivables.
Merchandising Type	A type of activity for a promotion that is funded from discretionary funds. You must specify the merchandising type for a promotion to update the fund in Promotion Management.
Oper Unit (operating unit)	ChartField that is used to identify a location, such as a distribution warehouse or sales center.

Operating Unit Affiliate	ChartField that is used to correlate transactions between operating units when using a singe intraunit account.
Order Number	Order number that is associated with the original invoice in the billing system.
Payment ID	Identifier for the payment. If the payment ID is on an item page, it is the ID of the payment that paid for the item.
Payment Method	The default payment method for items. Options are: *Cash, Credit Card, Electronic Funds Transfer, Check, Direct Debit,Draft,* and *Giro - EFT.*
PC Bus Unit (Project Costing business unit)	Code that is used to identify the Project Costing business unit for a project that is associated with an item. This field is available only if you have Project Costing.
PO (purchase order number)	Purchase order number that is associated with the original invoice in the billing system.
Process Frequency or **When**	Designates the appropriate frequency in the Process Frequency group box: *Once:* Executes the request the next time that the batch process runs. After the batch process runs, the process frequency is automatically set to *Don't Run.* *Always:* Executes the request every time that the batch process runs. *Don't Run:* Ignores the request when the batch process runs. See *Enterprise PeopleTools PeopleBook: PeopleSoft Process Scheduler.*
Process Monitor	This link takes you to the Process List page, where you can view the status of submitted process requests. See *Enterprise PeopleTools PeopleBook: PeopleSoft Process Scheduler.*
Product	ChartField that captures additional information that is useful for profitability and cash flow analysis by product sold or manufactured.
Program	ChartField that identifies groups of related activities, cost centers, revenue centers, responsibility centers, and academic programs. Tracks revenue and expenditures for programs.
Project	ChartField that captures information for project or grants accounting.
Promotion Code	Identifier that you assign to the promotion deal in your promotion application.
Rate Type	Rate type that is used to convert item or payment amounts.
Region Code	Sales region that the item belongs to.
Report ID	The report identifier.
Report Manager	This link takes you to the Report List page, where you can view report content, check the status of a report, and see content detail messages (which show you a description of the report and the distribution list).
Revalue Flg (revaluation flag)	Indicates whether the Revaluation Application Engine process (AR04000) revalues the item. Clear the check box if you do not want to revalue the item.
Run Control ID	A request identification that represents a set of selection criteria for a report or process.

Run	This button takes you to the Process Scheduler request page, where you can specify the location where a process or job runs and the process output format. See *Enterprise PeopleTools PeopleBook: PeopleSoft Process Scheduler*.
Sales Person 1	Primary salesperson who is associated with the item.
Sales Person 2	Secondary salesperson who is associated with the item.
SetID	An identification code that represents a set of control table information or tableSets. A tableSet is a group of tables (records) that are necessary to define your company's structure and processing options.
Short Description	Freeflow text up to 15 characters.
Source Type	ChartField value that represents the source type for a project transaction in Project Costing. A source type identifies the purpose of the transaction, for example labor. This field is available only if you have Project Costing.
Statistics Code	ChartField that identifies nonmonetary statistical amounts.
Status	Indicates if a row in a table is active or inactive. You cannot display inactive rows or pages or use them for running batch processes. Use to inactive rather than delete data that you no longer use to maintain an audit trail.
Subcategory	ChartField value that represents the subcategory for a project transaction in Project Costing. A subcategory further defines a category. For example, if you have a category of carpenter labor, subcategories might be standard hours and overtime hours. This field is available only if you have Project Costing.
Terms	Payment terms that define the due date and discount days and amount for an item.
Trade	Type of industry market, such as groceries or hardware.
Unit	Business unit for an item or transaction.
User Amount 1 through **User Amount 8**	User-defined amount fields.
User Date 1 through **User Date 4**	User-defined date fields.
User ID	The system identifier for the individual who generates a transaction.
User Text 1 through **User Text 10**	User-defined text fields.
	Click the Conversations Exist button for an item to review conversation entries that are associated with the item.

CHAPTER 1

Getting Started with PeopleSoft Enterprise Receivables

This chapter provides an overview of PeopleSoft Enterprise Receivables and discusses:

- Receivables business processes.
- Receivables integration touchpoints.
- Receivables implementation tasks.

Receivables Overview

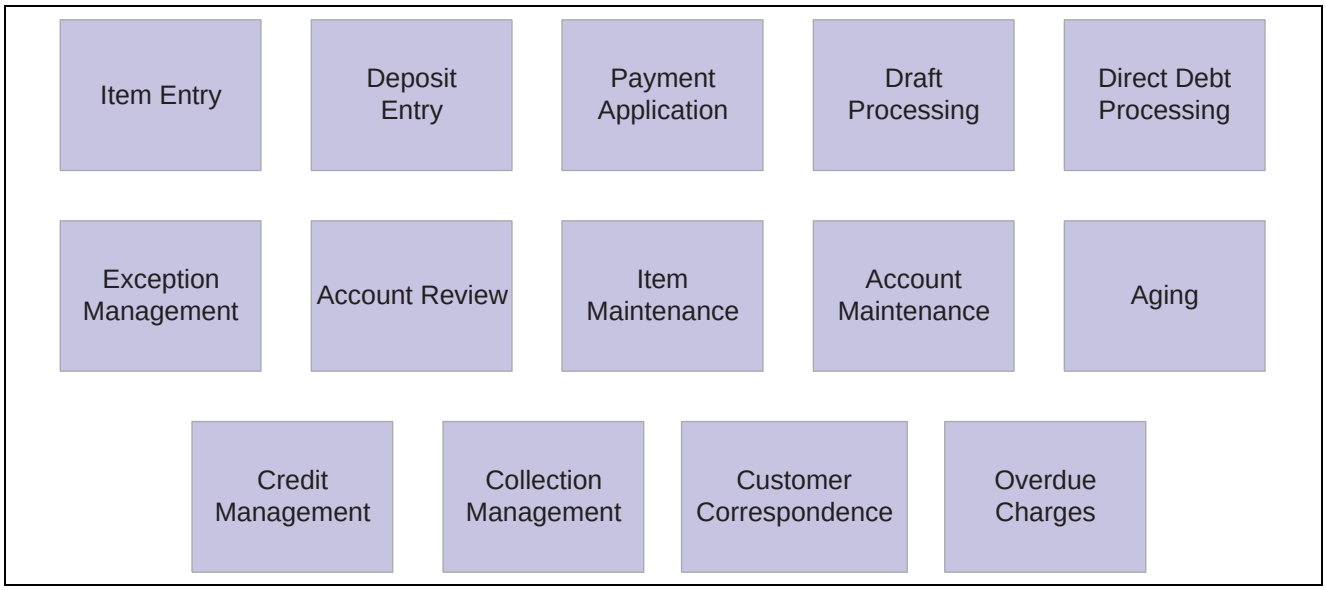
Selling on credit enables a company to maximize sales, yet it also increases the cost of working capital and exposes an organization to additional risk. Effective management of receivables is essential to improve the overall quality of your receivables asset and decrease the cost of working capital for your company.

Receivables enables you to:

- Enter and track all of your receivables.
- Receive and apply payments.
- Manage outstanding receivables enabling your organization to collect money quickly.
- Manage payment disputes and deductions that have a negative impact on days sales outstanding (DSO).

Receivables Business Processes

The following diagram lists Receivables business processes. We discuss these business processes in the business process chapters in this PeopleBook:



Receivables business processes

Receivables Integration Touchpoints

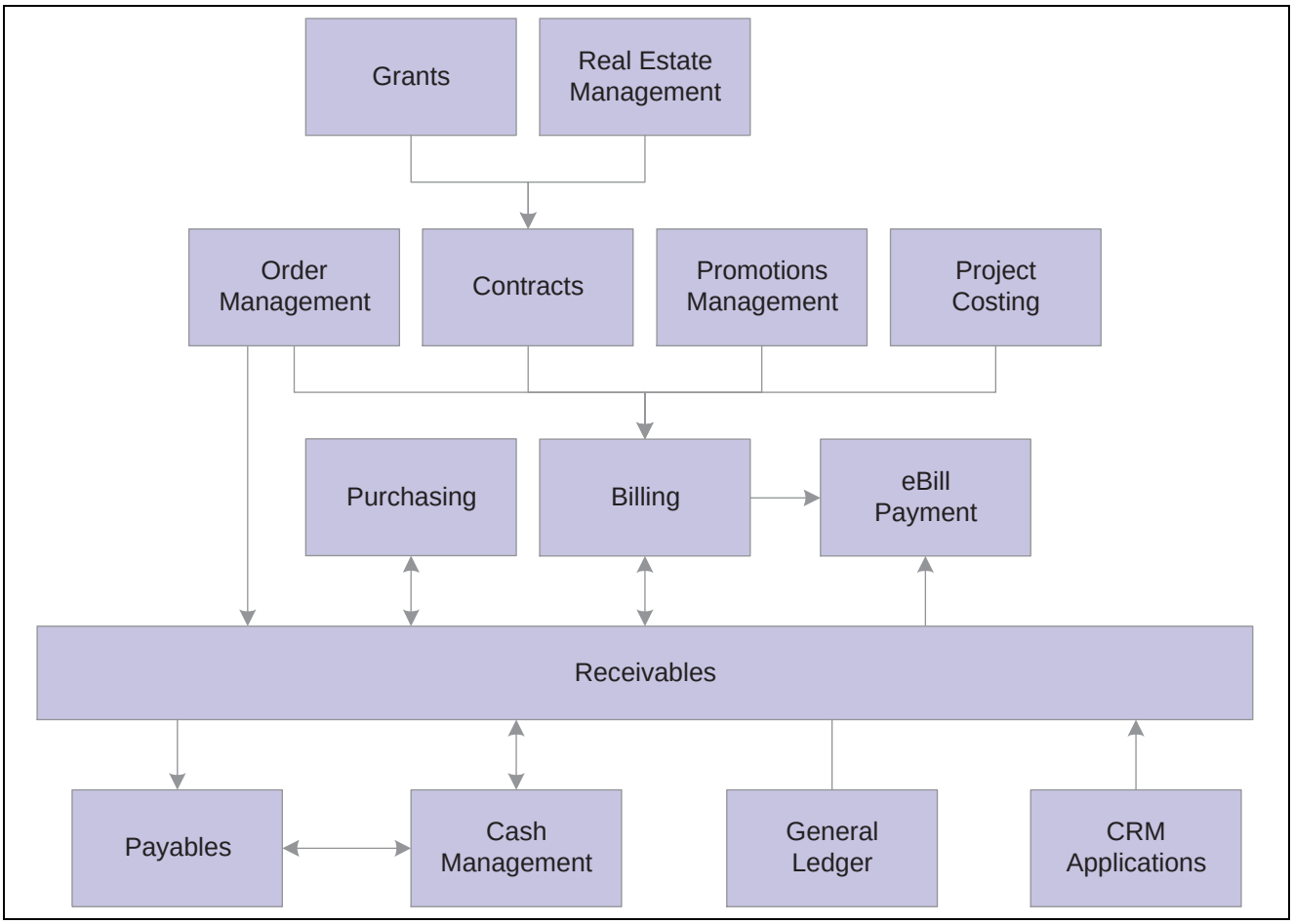
To use Receivables to full advantage, it is important to understand the points of integration between Receivables and the other PeopleSoft applications that you have purchased, such as:

- PeopleSoft Enterprise General Ledger.
- PeopleSoft Enterprise Billing.
- PeopleSoft Enterprise Order Management.
- PeopleSoft Enterprise Promotions Management.
- PeopleSoft Enterprise Purchasing.
- PeopleSoft Enterprise Project Costing.
- PeopleSoft Enterprise Contracts.
- PeopleSoft Enterprise Real Estate Management.
- PeopleSoft Enterprise Payables.
- PeopleSoft Enterprise Cash Management.
- PeopleSoft Enterprise Customer Relationship Management (CRM) applications.

Because applications share information, you must plan to work closely with the implementation teams that install other PeopleSoft applications to ensure that PeopleSoft provides the full functionality and efficiency that your company requires.

We discuss integration considerations in the implementation chapters in this PeopleBook. Supplemental information about third-party application integrations is on the PeopleSoft Customer Connection website:

This diagram shows the integration of Receivables with other PeopleSoft applications.



Receivables integrations

General Ledger

Receivables sends accounting entries to General Ledger through the Journal Generator Application Engine process (FS_JGEN).

Billing

If you have Billing, you enter invoices and credit memos in Billing and interface them to Receivables. You can choose to have Billing create the accounting entries or to have Receivables create them. You can drill down to see invoice details for an item in Billing.

Order Management

Receivables receives information that is entered in sales orders and interfaced to Billing. Receivables enables you to drill down to see sales order details from an item. Receivables also receives claimback items directly from Order Management, and sends Order Management notification when the open balance for a claimback changes due to payment or maintenance activity. In Order Management, you use the claim management workbench to send the claimbacks to Receivables and reconcile payment activity for the claimbacks.

The Load Cash Drawer Receipts Application Engine process (CDR_LOADPMT) updates the payment staging tables in Receivables when you enter payments and deposits for orders using the Cash Drawer feature. The Payment Loader Application Engine process (AR_PAYLOAD) updates the payment application tables with the payment data.

Purchasing

Receivables receives vendor rebate claims and vendor rebate reversals directly from Purchasing, and sends Purchasing notification when the open balance for a vendor rebate item changes due to payment or maintenance activity. In Purchasing, you use the claim management workbench to send the vendor rebate claims to Receivables and reconcile payment activity for the claims.

Promotions Management

You create customer promotions in Promotions Management. When a customer takes a promotion, you enter a customer claim for a promotion and create a credit memo to offset an authorized deduction. The credit memo is interfaced from Billing so that you can apply it to the deduction in Receivables. You can drill down to see promotions details for a promotion that is associated with a deduction item. If you choose to write off an authorized deduction that is associated with a promotion, Promotion Management can update the fund for the promotion.

Project Costing

When you enter pending item information in Receivables, you can also enter information that is picked up by Project Costing ChartField values. A project manager using Project Costing can review outstanding revenue to keep complete financial control of a project. Resources rows that you enter in Project Costing can be interfaced to Billing to create invoices, which become items in Receivables by using the billing interface.

Contracts

Billing plan lines that you enter in Contracts are interfaced to Billing to create invoices. These invoices become items in Receivable by using the Billing interface. You can drill down to see contract details for an item in Receivables.

Real Estate Management

Bills in Real Estate Management are sent to Contracts and then these bills enter Receivables through the Billing interface.

Grants

Invoices can originate in Grants and then be interfaced through Contracts and Billing into Receivables.

Payables

The refund process in Receivables adds rows to tables that are used by Payables to build a voucher.

Cash Management

Cash Management integrates with Receivables through the Treasury Netting Center. You must use Cash Management with Payables to use the bilateral netting functionality that offsets open items with open vouchers in Payables. This functionality is useful when you have customers that are also vendors.

Cash Management also provides the Financial Gateway feature, which enables you to communicate directly with the bank for direct debit payments. Financial Gateway creates the electronic funds transfer file (EFT) after receiving the direct debit information from Receivables, and sends the transmission to the bank. It also provides acknowledgement statuses to Receivables from the bank.

CRM

CRM integrates with Receivables to obtain financial information for a customer. The CRM 360-Degree View displays the information under nodes in the 360-Degree View tree. CRM provides the GET ACCOUNT RECEIVABLES FOR 360 DEGREE VIEW enterprise integration point (EIP) to request the information. CRM sends a request application message (AR_CRM_REQUEST) to Receivables requesting information for a specific setID, customer, and date range. Within the request application message, CRM may request up to nine different data sets:

1. Customer status and balances (AR_STATUS_REQ)
2. Payments (AR_PAYMENT_REQ)
3. Dunning notices (AR_DUNNLTR_REQ)
4. Statements (AR_STATEMNT_REQ)
5. Follow-up notices (AR_FOLLWLTR_REQ)
6. Disputes (AR_DISPUTES_REQ)
7. Deductions (AR_DEDUCTNS_REQ)
8. Conversations(AR_CONVERS_REQ)
9. Overdue charges (AR_OVERDUE_REQ)

Receivables sends a response application message (AR_CRM_RESPONSE) back to CRM, returning as many data sets as are requested. The CRM 360-Degree View displays summary information for those requested data sets. The user can click on the links to drill down and view more detailed financial information in Receivables.

See the section on managing enterprise integration for CRM in the *PeopleSoft Enterprise CRM Application Fundamentals PeopleBook.*

Receivables Implementation

PeopleSoft Enterprise Setup Manager enables you to review a list of setup tasks for your organization for the products that you are implementing. The setup tasks include the components that you must set up, listed in the order in which you must enter data into the component tables, and links to the corresponding PeopleBook documentation.

Receivables also provides component interfaces to help you load data from your existing system into Receivables tables. Use the Excel to Component Interface utility with the component interfaces to populate the tables. This table lists all of the components that have component interfaces:

Component	Component Interface	Reference
Account (GL_ACCOUNT)	ACCOUNT_CF	See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining and Using ChartFields," Adding Account Values.
Alternate Account (ALTACCT)	ALTACCT_CF	See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Using Alternate Account".

Component	Component Interface	Reference
Operating Unit (OPERATING_UNIT)	OPER_UNIT_CF	See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining and Using ChartFields," Adding Operating Unit Values.
Department (DEPARTMENT)	DEPT_CF	See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining and Using ChartFields," Adding Department Values.
Project ID (PROJECT)	PROJECT_CF	See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining and Using ChartFields," Adding Project Values and Grant Values.
Product (PRODUCT)	PRODUCT_CF	See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining and Using ChartFields," Adding Product Values.
Fund Code (FUND_DEFINITION)	FUND_CF	See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining and Using ChartFields," Adding Fund Code Values.
Statistics Code (STATISTICS_TBL)	STATISTICS_CODE	See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining and Using ChartFields," Adding Statistics Code Values.
Class Field (CLASS_PNL)	CLASS_CF	See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining and Using ChartFields," Adding Class Field Values.
Budget Reference (BUDREF_PNL)	BUDGET_REF_CF	See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining and Using ChartFields," Adding Budget Reference Values.
Program Code (PROGRAM_ DEFINTION)	PROGRAM_CF	See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining and Using ChartFields," Adding Program Code Values.
Scenario (BD_SCENARIO)	BUDGET_SCENARIO	See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining and Using ChartFields," Adding Scenario Values.

Component	Component Interface	Reference
Chartfield 1 (CHARTFIELD1)	CHARTFIELD1	See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining and Using ChartFields," Adding Values for Expansion ChartFields 1, 2, and 3.
Chartfield 2 (CHARTFIELD2)	CHARTFIELD2	See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining and Using ChartFields," Adding Values for Expansion ChartFields 1, 2, and 3.
Chartfield 3 (CHARTFIELD3)	CHARTFIELD3	See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining and Using ChartFields," Adding Values for Expansion ChartFields 1, 2, and 3.
InterUnit Template (IU_INTER_ TMPLT)	IU_INTER_TMPLT	See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Using Interunit and Intraunit Accounting and ChartField Inheritance," Defining Interunit Templates.
IntraUnit Template (IU_INTRA_ TMPLT)	IU_INTRA_TMPLT	See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Using Interunit and Intraunit Accounting and ChartField Inheritance," Defining Intraunit Templates.
InterUnit Pair Maintenance (IU_INTER_PR_BASIC)	IU_INTER_PR_BASIC	See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Using Interunit and Intraunit Accounting and ChartField Inheritance," Interunit Pairs.
Ledgers for a Unit (BUSINESS_ UNIT_LED)	EM_BUS_UNIT_LED	See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Setting Up Ledgers," Defining Ledgers for a Business Unit.
Value Added Tax Code (TAX_CODE_VAT)	TAX_CODE_VAT	See *PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook*, "Working with VAT," Defining VAT Codes Using the Value Added Tax Code Page.
VAT Accounts by Business Unit (TAX_BU_CODE_VAT)	TAX_BU_CODE_VAT	See *PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook*, "Working with VAT," Defining VAT Accounts by General Ledger Business Unit (Optional).

Component	Component Interface	Reference
VAT Entity (VAT_ENTITY_ID)	VAT_ENTITY_ID	See *PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook*, "Working with VAT," Setting Up VAT Entities.
Vat Defaults CI Component (VAT_DEF_CI)	VAT_DEF_CI	See *PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook*, "Working with VAT," Establishing VAT Defaults.
Bank Branch Information (BANK_BRANCHPNL)	TR_BANK_BRANCH_CI	See *PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook*, "Setting Up Banks," Defining Bank Information.
Team Member Types (MEMBER_ TYPE_TABLE)	MEMBER_TYPE_TABLE_CI	See *PeopleSoft Enterprise Order to Cash Common Information 8.9 PeopleBook*, "Maintaining Additional Customer Information," Setting Up Customer Support Personnel.
Team Member Personal Data (MEMBER_PERSON1)	MEMBER_PERSON1_CI	See *PeopleSoft Enterprise Order to Cash Common Information 8.9 PeopleBook*, "Maintaining Additional Customer Information," Setting Up Customer Support Personnel.
Support Team Members (TEAM_MEMBER_TABLE)	TEAM_MEMBER_TABLE_CI	See *PeopleSoft Enterprise Order to Cash Common Information 8.9 PeopleBook*, "Maintaining Additional Customer Information," Setting Up Customer Support Personnel.
Customer Group Table (CUST_ GROUP_TBL)	CUSTOMER_GROUP	See *PeopleSoft Enterprise Order to Cash Common Information 8.9 PeopleBook*, "Maintaining Additional Customer Information," Establishing Customer Group Tables.
Sales - Use Tax Authority (TAX_AUTHORITY)	TAX_AUTHORITY	See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Defining Sales and Use Tax Authorities and Codes.
Sales - Use Tax Code (TAX_CODE)	TAX_CODE_CI	See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Defining Sales and Use Tax Authorities and Codes.

Component	Component Interface	Reference
Contact Info (CONTACT_INFO)	CONTACT	See *PeopleSoft Enterprise Order to Cash Common Information 8.9 PeopleBook*, "Maintaining Contacts," Setting Up Contacts.
General Information (CUSTOMER_GENERAL)	CUSTOMER_MAIN_CI CUSTOMER_BILLTO_CI CUSTOMER_SOLDTO_CI CUSTOMER_SHIPTO_CI CUSTOMER_MISC_CI	See *PeopleSoft Enterprise Order to Cash Common Information 8.9 PeopleBook*, "Maintaining General Customer Information," Adding General Customer Information.
User Preferences (OPR_DEFAULT)	OPR_DEFAULT_FIN	See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining User Preferences," Defining Cross-Application User Preferences.
Unit Security by Perm List (SEC_BU_CLS)	SECURITY_BU_CLS	See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Securing Your System," Defining Row-Level Security.
Unit Security by User ID (SEC_BU_OPR)	SECURITY_BU_OPR	See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Securing Your System," Defining Row-Level Security.
Ledger Security by Perm List (SEC_LEDGER_CLS)	SECRUITY_LEDGER_CLS	See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Securing Your System," Defining Row-Level Security.
Ledger Security by User ID (SEC_LEDGER_OPR)	SECURITY_LEDGER_OPR	See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Securing Your System," Defining Row-Level Security.

Other Sources of Information

In the implementation planning phase, take advantage of all PeopleSoft sources of information, including the installation guides, data models, business process maps, and troubleshooting guidelines. A complete list of these resources is in the preface of *About These PeopleBooks,* with information on where to find the most up-to-date version of each.

See Also

Enterprise PeopleTools PeopleBook: PeopleSoft Setup Manager

Enterprise PeopleTools PeopleBook: PeopleSoft Component Interfaces

About These PeopleBooks

CHAPTER 2

Understanding Implementation Issues

This chapter discusses:

- Implementation planning.
- Business unit structure.
- Customer structure.
- Business unit sharing.
- Customer groups.
- Entry types and reasons.

Implementation Planning

Getting ready for production entails a lot of planning. You must analyze your receivables requirements according to your business and organizational needs, review your current environment, and think about the changes that you can make now and in the future. Although you might decide to simply transfer your current receivables structure, you will find that Receivables can provide new avenues for receivables processing and design.

Here are the high-level steps for implementing a new system:

1. Determine receivables requirements.
2. Configure Receivables to meet your requirements.
3. Set up Receivables tables.
4. Set up PeopleSoft security.
5. Convert data from the existing system.

Determination of Receivables Requirements

Consider the best way to map your new system to your existing business structures, practices, and procedures. Closely examine the way that your business operates, how organizations and subsidiaries are divided, and what your customer structure is like. Consider the level of reporting detail and aging criteria that you need to age customer accounts. Consider if the delivered functionality is sufficient for your business needs or if you need to specially configure the system. If special configuration is required, then you need to decide to what degree.

Configuration of Receivables to Meet Your Requirements

You must establish the business units and the various control tables that the system uses for processing. At this stage, you decide how many business units you need, what your customer structure will be, and what parameters you want the system to use for processing items, payments, reporting, and so on.

Setup of Receivables Tables

Setting up the PeopleSoft Receivables tables can be divided into three phases: global, core, and additional. You set up tables to enable the system to support Receivables features. Use PeopleSoft Enterprise Setup Manager to determine the order in which you should set up tables.

Setup of PeopleSoft Security

To establish security, you need to decide how your internal job functions relate to the functionality of the Receivables application. Which pages do cash processors need to access? Which pages do collection managers need, and which pages does the management team need? Receivables enables you to define page access according to job function.

Conversion of Data From an Existing System

When you convert your receivables data from your existing system to the Receivables system, you need to consider how much history to retain from the old system. The new system displays only as much information as you convert into it.

See Also

Chapter 14, "Performing Data Conversion," page 325

Enterprise PeopleTools PeopleBook: Security Administration

Enterprise PeopleTools PeopleBook: PeopleSoft Setup Manager

Business Unit Structure

In Receivables, a business unit is an organization or a subset of an organization that is independent with regard to one or more accounting or operational functions.

Deciding how many business units to use and when to use them depends on how you want to report on and track the transactions within your organization. Before you can define business units and start entering data into the system, you need to figure out how you want to retrieve information from the system. The way that you retrieve information determines how you set up the business units.

See Also

Chapter 3, "Defining Receivables Business Units," page 19

Current System Structure

When you decide on the business unit structure, examine the structure in your current system. What types of organizational categories do you use? Do you use company codes, organization codes, and division codes? How do you categorize customers?

Consider how existing codes and IDs might map to business units. Determine if you can map existing structures to business units or if you need to modify existing structures.

In Receivables, a business unit typically represents a grouping of customer balances. Suppose that an organization has multiple companies or subsidiaries within it. Each of those companies is run as a separate business with its own set of products and customers and its own set of rules for handling those customers from a receivable point of view. Consequently, you would set up separate Receivables business units for each company.

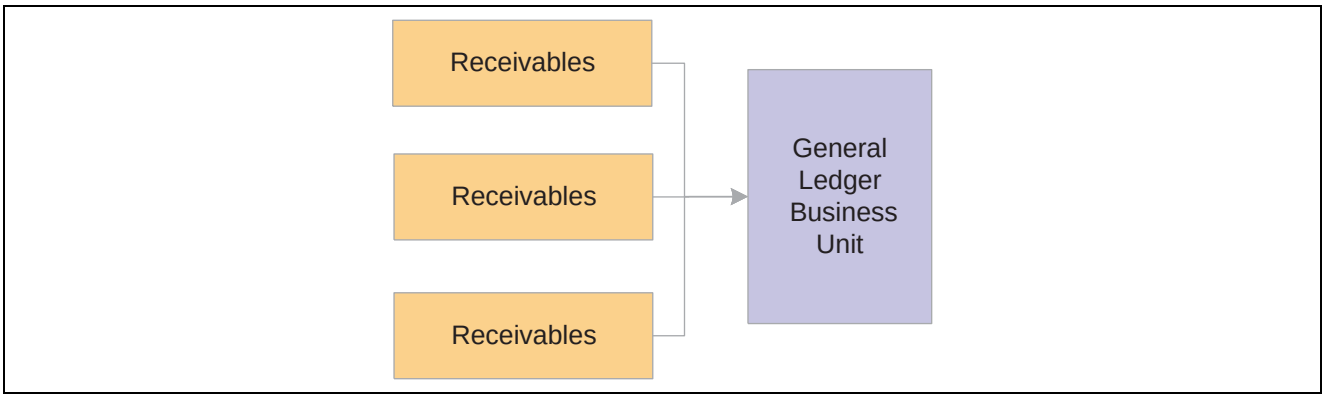
Consider reporting requirements and maintenance of balances when you decide on grouping receivables in a business unit. Familiarize yourself with what is defined at the business unit level. For example, if you use one method to age a customer's open items in business A and another method in business B, you must handle customers in business A differently from those in business B. It would make sense to set up separate business units for business A and business B.

As you determine the optimal business unit structure for your organization, remember that in some circumstances you must set up multiple business units. If you do not, you will be restricted from using certain features.

You may decide to set up separate business units even if you do not need them for processing. For example, one department in your organization may handle a particular group of customer balances, and you may want to use a separate receivables business unit for those customer balances. You may want to group certain customers together for analytical reasons even though other customers may be processed the same way. You may want to maintain accounting control and balances at a lower level than that of the total organization.

General Ledger Distribution

You must associate each Receivables business unit with a General Ledger business unit. The association does not need to be one-to-one. You can consolidate multiple Receivables business units under one General Ledger business unit. However, you cannot split a Receivables business unit to associate it with multiple General Ledger business units. Consider general ledger distribution when determining how many business units you need.



Associating Receivables business units with a General Ledger business unit

If you use PeopleSoft applications for all financial business processes, typically the Receivables business units are the same as the General Ledger business units. You set up General Ledger first and then set up Receivables to mirror General Ledger. If you use a different general ledger system, you may not use the business unit concept. In this case, think carefully about how you will distribute from Receivables to your general ledger.

Customer Structure

A significant part of implementing Receivables involves converting existing data. Before you set up customers, familiarize yourself with the options for defining customer structures.

To ensure that your customer setup and maintenance is as simple and non-redundant as possible, Receivables stores customer information at the business unit level and at the TableSet level.

Business Units

Receivables stores customer accounting and receivables information by customer within a business unit. This type of information includes:

- Customer's balance.
- Customer's open items.
- Amount the customer owes in each aging category.
- Payment performance indicators, such as average days late and day's sales outstanding.

The combination of a business unit and a customer ID determines where the system stores customer accounting and receivables information. Once you set up your business units, the system stores accounting and receivables data by customer within a business unit (or at a subcustomer level, if enabled). The Receivable Update Application Engine process (ARUPDATE) creates and stores this information.

TableSets

Receivables stores a variety of identifying and descriptive customer information by TableSet, such as:

- Customer's name and address.
- Customer's credit profile.
- Certain processing options.
- Correspondence options.
- Team member (sales person) assigned to the customer.

Any number of business units can share customer information stored under a setID. With customer information keyed by setID, the advantages are similar to control tables keyed by setID. You enter the information once and then link it to as many business units as you want. Each of these business units can process invoices, payments, and other receivables transactions for the customer.

Business Unit Sharing

Business units can share certain customer information through setIDs. Consequently, you should consider how you are going to set up your customers to optimize processing in your organization. How much do you want to share data among business units? Are the business units separate organizations that need to maintain completely separate customer records, even if they share some of the same customers with other business units in the parent organization?

Does a particular customer exist in more than one business unit under the same customer ID? Do business units share customer information, such as name and address, or does each business unit have its own customer information?

Different organizations answer these questions differently. For example, suppose that organization X has two different business units that do business with Rambling Motors Company. Both business units want to maintain their own customer information on Rambling Motors, so they set up two different customer IDs, both referring to Rambling Motors. In this situation, the two business units would most likely have setIDs that correspond to the business units, and they would maintain completely separate records.

But other organizations may want to take advantage of the power of setIDs. For example, suppose that Rambling Motors account 100 does business with all 10 of organization Y's business units. Organization Y may want to set up its customer information only once and share that data among all its business units.

Customer Groups

You may decide to divide some of your business relationships among separate customers in the system, yet still maintain reports and inquiries to capture customers as a group. Receivables offers the following grouping methods so that you can maintain separate information for individual customers but combine customers when you need to evaluate your overall exposure to a large customer group or identify payment trends for a large conglomerate:

- Bill to, ship to, and sold to.
- Corporate.
- Remit from.
- Correspondence.
- Magnetic ink character recognition (MICR) ID.
- Dun and Bradstreet (D&B) number and other reporting or classification codes.
- Subcustomer levels.

See Also

PeopleSoft Enterprise Order to Cash Common Information 8.9 PeopleBook, "Maintaining General Customer Information"

PeopleSoft Enterprise Order to Cash Common Information 8.9 PeopleBook, "Maintaining Additional Customer Information"

Entry Types and Reasons

Items are individual receivables that make up a customer's balance. Organizations may refer to items in a variety of ways, including invoices, obligations, open items, receivables, and documents.

Receivables distinguishes between items (the receivables that comprise a customer's balance) and *pending items* (information in the system but not yet updated in the customer's balance). During the Receivable Update process, the system uses pending items to update customer balances, either by creating new items or by adding item activity lines to existing items.

An entry type categorizes the pending items that create or update posted items within the system. The Receivable Update process uses the pending items to create or update items and to maintain customer balances. Examples of entry types are invoices, debit memos, credit memos, payments, prepayments, on account payments, deductions, adjustments, and write-offs.

When a pending item enters the system, the Entry Type field defines the type of pending item that it is. An entry type can be qualified by an entry reason, which is a method of further categorizing pending items.

Some pending items, such as invoices and credit memos, enter the system from a billing system. You create others (for example, on-account payments and deductions) behind the scenes as the result of commands performed during online processing. When you apply a payment, for example, the system generates several different kinds of pending items each with its own entry type.

Some organizations can manage their receivables adequately with simple entry types and entry reasons; other companies require a more elaborate coding structure. The complexity of setup depends on how you run your business and the level of detail with which you track items.

See Also

Chapter 4, "Defining Receivables Processing Options," Setting Up Entry Types and Reasons, page 65

Entry Type and Reason Use

There are many reasons to use other entry types and entry reasons in addition to the required ones. You may need:

- More detailed reporting.
- Further qualification of your aging.
- Accounting entry templates for distribution to the general ledger.
- Special customer history capabilities.
- Exclusion capabilities for customer statements, dunning letters, overdue charges, direct debits, and drafts.

Use of Entry Types and Entry Reasons for Reporting

Any report that summarizes the status of open items or that lists all activity from the system includes the entry type and associated entry reason. To distinguish between credit memos that correct billing errors and credit memos that are issued because of shipping damages, for example, you can qualify the credit memo entry types with appropriate entry reasons.

Carefully analyze the types of reports that you use to see what sorts of categorization you use in your existing system. When you implement the new system, you may want to refine the reporting by making it more detailed. Conversely, you may decide to streamline your reporting by using fewer entry types and entry reasons.

Use of Entry Types to Qualify Aging

In traditional aging reports, each column normally represents a time period, such as 0 to 30 days or 31 to 60 days. Some organizations include certain entries in the same column.

You may want to age everything by time periods except credit memos, for example, and have the system display credit memos in one column. To accomplish this, set up an entry type that describes the items that the system moves to a specific column.

Definition of Accounts Receivable Templates With Entry Types and Entry Reasons

When you enter a pending item into the system, you predetermine its accounting distribution: what it is going to debit and credit in the general ledger. You create an accounting entry template so that, when you create the accounting entries online (or when the system creates them during background processing), the system populates the accounting information. The details that are included in the template varies by entry type and entry reason.

Use of Entry Types and Entry Reasons to Track Customer History

Receivables includes a customer history feature that calculates activity totals on a calendar basis. The entry type directs the system to accumulate a total. You might decide, for example, to track sales by month for each customer. You then specify which entry types and entry reasons to include in that category.

You might decided to track deductions by month, according to a certain entry reason. The Receivable Update process uses the entry type and entry reason combination to determine which categories to update.

CHAPTER 3

Defining Receivables Business Units

This chapter provides an overview of Receivables business units and discusses how to:

- Create a receivables business unit.
- Set up business unit defaults by setID.
- Define defaults for individual business units.

Note. This chapter is required. You must complete the tasks discussed in this chapter to implement Receivables.

Understanding Receivables Business Units

A business unit represents a high-level organization of business information that can be shared across a set of applications. You can use a business unit to define regional or departmental units in an organization.

To understand how Receivables uses business units, consider how General Ledger uses them. A business unit in General Ledger is a subset of your organization that keeps its own set of books or ledgers. A receivables business unit is a subset of your organization that has its own set of customer balances. Each receivables business unit has its own defined group of valid customer balances, its own way of aging and reporting on those customers, and its own item and payment processing guidelines.

The system stores each business unit's financial transactions, such as invoices and payments, in tables that are keyed by business unit ID. This ensures that the data for one business unit remains separate from the data for other business units—even though the data exists in the same physical database table.

This section discusses:

- Types of business units.
- PeopleSoft Enterprise Tree Manager.
- TableSets.
- Default hierarchies.
- Business unit setup process flow.

See Also

Chapter 2, "Understanding Implementation Issues," Business Unit Structure, page 12

Types of Business Units

How you define a business unit depends on your industry, statutory requirements, regulatory reporting demands, and operating responsibilities. For example, a bank might treat different branches as separate business units, but a manufacturer might segregate the finances of each plant or division. Multinational organizations might separate their operations into geographic business units because of the necessities of conducting business globally. Highly diversified organizations might define each subsidiary or cost center as a business unit.

PeopleSoft Enterprise Tree Manager

You use a tool called Tree Manager to group business units together into a hierarchical structure. Tree Manager and your business unit structure provide a mechanism for defining reporting parameters.

A business unit is the smallest structural unit that can be represented in Tree Manager. This is important because certain reports use the relationships defined in Tree Manager to sort and sum amounts. These amounts can include:

- Receivables subtotals for each business unit at the lowest level.
- Further subtotals for each grouping of business units—that is, for each level of the tree.
- A grand total of an organization's receivables.

Example

Suppose that an organization consists of 12 different companies, each represented by a business unit. You group these companies into three lines of business. Each business line is a subsidiary of the organization. In addition, you have a separate corporate business unit. All of these units—the 12 in 3 subsidiaries and the corporate business unit—roll up into the organization at the top of the hierarchy. You can report at any level of the hierarchy.

Tree Manager enables you to establish hierarchical structures called *trees*. Using this tool, you can group business units together and define the relationships between them.

Note. Receivables uses trees to define corporate customer structures and to summarize information for aging reports.

See Also

Enterprise PeopleTools PeopleBook: PeopleSoft Tree Manager

TableSets

When you plan your business unit structure, you need to be familiar with TableSets, which are used in all PeopleSoft Enterprise Financials products.

The accounting structure and processing rules for each PeopleSoft application are defined in a series of control tables. A *TableSet* is a group of rows across control tables, identified by the same setID, on which you define the accounting structure for each of your business units, aging rules, entry types and reasons, payment terms, credit and receivables personnel, and so forth. For a business unit to process transactions, it must have an associated TableSet.

You can think of business units and TableSets in the following simplified terms:

- A business unit contains all the actual data.

- A TableSet contains the rules by which the data is processed.

A setID identifies each TableSet. You can have as many setIDs as you want. However, using numerous setIDs creates complex TableSet sharing. You must create at least one setID, even if you do not use TableSet sharing.

Important! Create setIDs and business unit names that are exactly five characters long. Depending on the operating system, performance degradation can occur if setIDs and business unit names have fewer than five characters.

Default Hierarchies

A business unit is the highest level in the hierarchy and you must set default values for business units. All other entities fall beneath them in the hierarchy. Some of the attributes set at the business unit level may be set at lower levels in the hierarchy, such as the customer or item level, but are not required.

Default hierarchies exist throughout the system. Any time that a default hierarchy exists, you can:

- Leave information blank at lower levels, because defaults are inherited from the next higher level.
- Override information set at higher levels by entering different information at the lower levels.

Example

To understand default hierarchies, consider the example of payment terms. When you enter a pending item, you can specify payment terms on the Pending Item 1 page. If you do not specify payment terms there, the system checks the customer level to see if payment terms are defined for the customer. If payment terms do not appear at the customer level, the system uses the payment terms that you defined at the business unit level on the Receivables Options - Payment Options page.

Business Unit Setup Process Flow

Follow these steps to set up business units:

1. Create the receivables business unit and its associated TableSet on the Receivables Definition - Business Unit Definition page.
2. Set up a general ledger business unit.
3. Set up an accounts payable business unit if you use refund processing.
4. Set up the common application tables and core Receivables tables.
5. Define the default processing values for each business unit at the setID level and for individual business units.

   Use the Receivables Options component (BUS_UNIT_OPT_AR1) to define defaults at the setID level. All business units assigned to a setID use the defaults that you provide there. Use the Receivables Definition component (BUS_UNIT_TBL_AR) to define defaults for specific business units.

Creating a Receivables Business Unit

You must define a business unit and associate it with a setID before you set up other tables.

This section lists prerequisites and discusses how to create a business unit.

Prerequisites

Before you set up business units, you must decide on your TableSet structure and set up setIDs.

See the documentation on planning records and TableSets in the *Enterprise PeopleTools PeopleBook: PeopleSoft Application Designer*.

Page Used to Create a Receivables Business Unit

Page Name	Object Name	Navigation	Usage
Business Unit Definition	BUS_UNIT_TBL_AR1	Set Up Financials/Supply Chain, Business Unit Related, Receivables, Receivables Definition, Business Unit Definition	Create a new business unit.

Creating a Business Unit

Access the Business Unit Definition page.

Default SetID Enter the value of an existing business unit whose setID you want to copy, or enter a new business unit ID to establish a new generic setID that has the same name as the business unit that you are adding.

Create BU (create business unit) Click to create the receivables business unit and setID.

Defining Business Unit Defaults by SetID

To define business unit defaults, use the Receivables Options component (BUS_UNIT_OPT_AR1).

This section discusses how to:

1. Define general options.
2. Define additional general options.
3. Define payment options.
4. Define value-added tax (VAT) defaults.
5. Define Payment Predictor options.
6. Select default currency options.
7. Define defaults for customer historical trends.

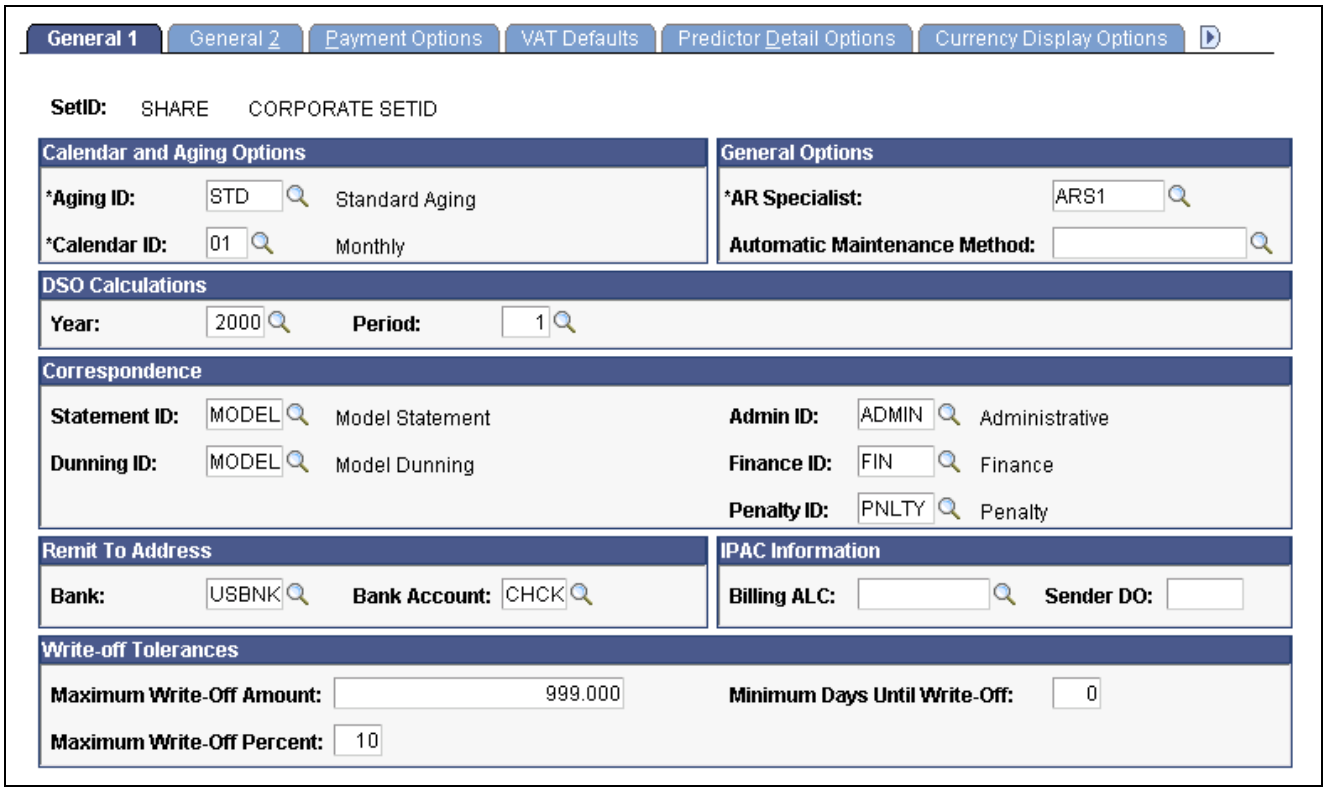
Pages Used to Set Up Business Unit Defaults by SetID

Page Name	Object Name	Navigation	Usage
Receivables Options - General 1	BUS_UNIT_OPT_AR1	Set Up Financials/Supply Chain, Business Unit Related, Receivables, Receivables Options, General 1	Define history options, aging options, correspondence information, intragovernmental payment and collection (IPAC) information, write-off tolerances for customer account maintenance, and other general information.
Receivables Options - General 2	BUS_UNIT_OPT_AR3	Set Up Financials/Supply Chain, Business Unit Related, Receivables, Receivables Options, General 2	Enter options for payment interfaces, commitment control accounting, and ChartField combination editing.
Receivables Options - Payment Options	BUS_UNIT_OPT_AR2	Set Up Financials/Supply Chain, Business Unit Related, Receivables, Receivables Options, Payment Options	Define defaults for payment processing, grace days, deduction dates, revaluation, and worksheets.
Receivables Options - VAT Defaults	BUS_UNIT_OPT_AR5	Set Up Financials/Supply Chain, Business Unit Related, Receivables, Receivables Options, VAT Defaults	Define the defaults for VAT processing.
Receivables Options - Predictor Detail Options	BUS_UNIT_OPT_AR6	Set Up Financials/Supply Chain, Business Unit Related, Receivables, Receivables Options, Predictor Detail Options	Define the maximum write-off amounts and discount tolerances for the #DTL_TLR algorithm group. Specify the default entry type and reason that the Payment Predictor process (ARPREDCT) uses to create accounting entries for partial payments and discounts when it executes the algorithm group.
Receivables Options - Currency Display Options	BUS_UNIT_OPT_AR7	Set Up Financials/Supply Chain, Business Unit Related, Receivables, Receivables Options, Currency Display Options	Specify the default currency that appears on some of the inquiry pages, the maintenance and transfer worksheets, and the run control pages for dunning letters and statements.

Page Name	Object Name	Navigation	Usage
Receivables Options - Customer Trend Options	BUS_UNIT_OPT_AR8	Set Up Financials/Supply Chain, Business Unit Related, Receivables, Receivables Options, Customer Trend Options	Define the historical statistics that you want to appear on the Customer Trend 1 page, Customer Trend 2 page, and Customer Trend 3 page.

Defining General Options

Access the Receivables Options - General 1 page.



Receivables Options - General 1 page

Aging ID Select an aging ID that you set up on the Aging page. The Aging Application Engine process (AR_AGING) uses this identifier for the aging rules for all business units associated with the TableSet.

Calendar ID Select the calendar ID used to perform history calculations. You define the calendars on the Calendar Periods page.

AR Specialist (accounts receivable specialist) Select the AR specialist who you want to be the initial owner for deduction and disputed items. The system assigns the specialist when you create a deduction on the payment worksheet and when you mark an item as disputed or as a deduction on the View/Update Item Details - Detail 1 page. You can override the default specialist for individual customers on the Bill To Options page and for the deduction or dispute reasons on the Deduction Reason page and the Dispute Reason page.

Note. You must assign an AR specialist to each business unit. To assign all deductions or disputed items initially to a specific AR specialist, such as a manager, use the same specialist for each business unit and do not override the specialist for individual customers or reasons. Managers can use the Item List page to search for items assigned to them and drill down to the items to assign them to someone else. Alternatively, you can set up an assessment rule to create an action for the AR specialist when you run the Condition Monitor Application Engine process (AR_CNDMON). The manager can then assign each deduction or disputed item to individual AR specialists on the Reassign Action page.

Automatic Maintenance Method Select the automatic maintenance method containing the rules that you want to use by default to match items when you run the Automatic Maintenance Application Engine process (AR_AUTOMNT). You can override the method for individual run controls if needed.

Year and **Period** Enter dates that the Receivable Update Application Engine process (ARUPDATE) uses to determine which period to update for days sales outstanding history. These dates appear on the Receivables Update - Request page. The system calculates, summarizes, and stores all monetary transactions that fall in the date range for the defined periods.

Statement ID and **Dunning ID** Select the IDs that determine the conditions and parameters that the system uses to prepare customer statements and dunning letters. The statement ID also defines the default statement type to generate. You define these IDs in the Statement (STATEMENT_TABLE) and Dunning (DUNNING_TABLES) components.

Admin ID (administrative ID), **Finance ID,** and **Penalty ID** Select an overdue charge ID for each of these fields whose overdue charge type matches the field name. These IDs determine the conditions and parameters that the system uses to generate overdue charge invoices. The system also uses these IDs to determine when not to prepare an overdue charge invoice. You define these IDs in the Overdue Charging component (OVRDUE_CHG_TABLE2).

Note. Override the identifiers for statements, dunning letters, and overdue charges for individual customer on the Correspondence Options page.

Bank Select the bank of the business unit whose remit to address will appear on correspondence.

Bank Account Enter the bank account number of the business unit whose remit to address will appear on correspondence.

(USF) Billing ALC (billing agency location code) Enter the agency location code for the billing agency that is sending data. The federal IPAC interface uses the business unit agency location code when transmitting data.

(USF) Sender DO (sender disbursing office) Enter the disbursing office symbol for the agency location that is sending the transaction using the IPAC interface. This is the five-character ID assigned by the U.S. Department of Treasury.

Note. The Billing ALC and Sender DO fields are available only if you select the AR IPAC Interface check box on the Installation Options - Receivables page.

Write-off Tolerances

You must specify the tolerances that the maintenance worksheet and Automatic Maintenance process use to write off items.

Maximum Write-Off Amount Enter the maximum amount that you can write off for either an individual item or for the remaining balance for a match group. The process writes off an amount less than or equal to the maximum amount if the amount does not exceed the percentage of the original amount for the item. For example, if you enter an amount of *25.00,* the process writes off amounts up to 25.00. However, if you enter a maximum write-off percent of *10* and the total original amount of an item is 240.00, the system will not write off more than 24.00.

For no limit, enter all *9s*.

Maximum Write-Off Percent For the maintenance worksheet, enter the maximum percentage of the item amount that the system can write off. The write-off percent applies only to write-offs for individual items, not for remaining amounts for items or match groups.

For the Automatic Maintenance process, enter the maximum percentage that the remaining balance can be for a match group. The process adds the total debits or totals credits and divides the higher amount by the remaining balance for the match group to determine the percentage that can be written off.

The maximum percentage that you can enter is *100.* For no limit, enter *100.*

Minimum Days Until Write-Off Enter the minimum age of items before you can write them off on the worksheet or the process automatically writes them off. For example, if you enter *30,* you cannot write off an item until it has been in the system for 30 days. For no limit, enter *0.*

You can also define the tolerances for each customer on the Bill To Options page. The default tolerances for customers is no limit. You must define tolerances for each entry reason on the Automatic Entry Type - Selection page for the following entry types:

- Write off a credit (MT-02).
- Write off a debit (MT-03).
- Write off remaining credit (MT-06).
- Write off remaining debit (MT-07).

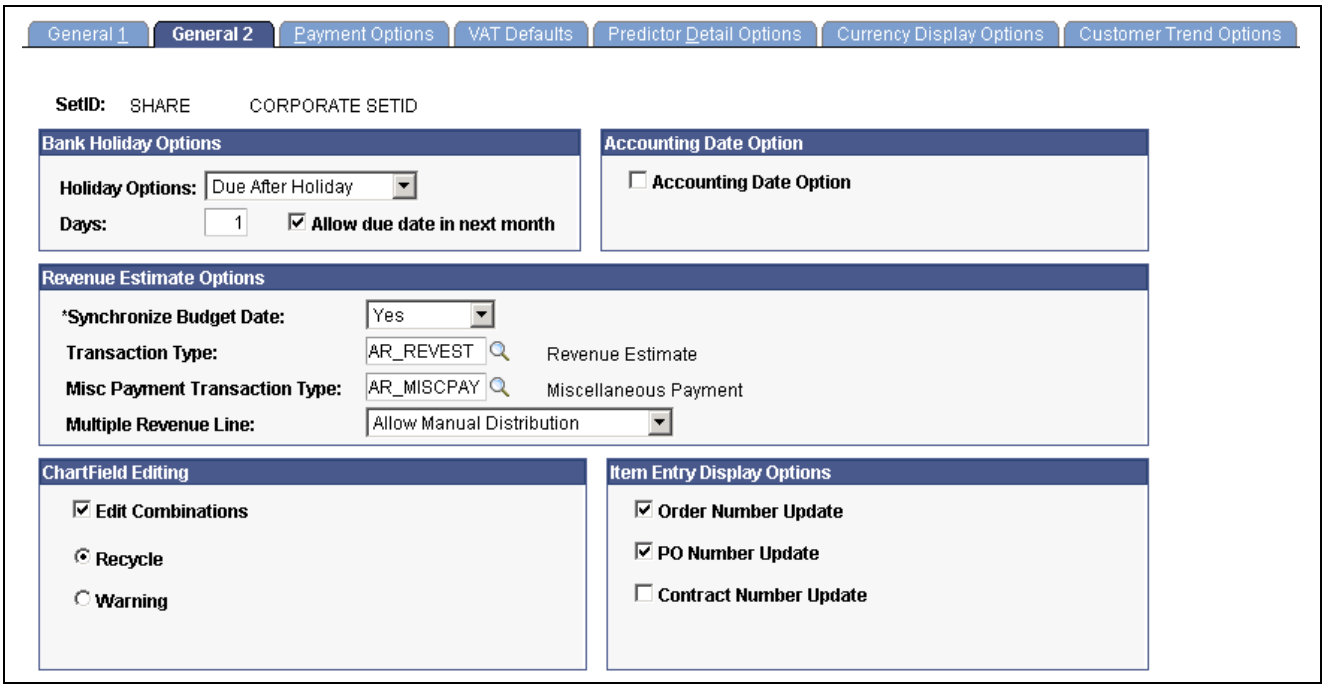
Because the system always uses the most restrictive tolerance requirement regardless of the level for which you define tolerances, you will probably want to use the least restrictive tolerance at the business unit level. For example, suppose that you set up the following write-off tolerances for the deduction write-off amount:

Level	Amount
Business unit: FRA06	100.00
Customer: FRA08	50.00
Entry reason: PROMO	75.00

In this example, the system uses the write-off tolerance for the customer to determine the maximum write-off amount because it is the most restrictive.

Defining Additional General Options

Access the Receivables Options - General 2 page.



Receivables Options - General 2 page

Bank Holiday Options

Holiday Options

Select the default rules for the setID that the system uses to change the due date when it falls on a bank holiday. Options are:

Not Applicable: Does not change the due date.

Due After Holiday: Changes the due date to a day after the holiday.

Due Before Holiday: Changes the due date to a day before the holiday.

The system uses the bank account assigned to the correspondence customer to determine bank holidays. Override this default for an individual business unit on the Bank/Payment Options page, or override this default for an individual customer on the Bill To Options page.

Note. Define holidays on the Business Calendar page; then assign a calendar to a bank account on the External Account - Account Information page.

Days Enter the number of days to move the due date to accommodate the holiday.

Allow due date in next month If you select *Due After Holiday* as the holiday option, select this check box to permit the new due date to be in the next month. If you do not select this option, the system adjusts the due date to the last business day before the original due date.

Accounting Date Option

Accounting Date Option Select to have the system issue a warning if the user enters a date other than the current date for transactions in this business unit.

Revenue Estimate Options

Synchronize Budget Date Select *Yes* to use the same date for entries in the collected budget as the date in recognized budget. Otherwise, select *No* to use the accounting date for the source transaction.

Transaction Type Specify the default source transaction template for the Budget Processor Application Engine process (FS_BP) to read the source data and to perform budget checking. The Budget Processor uses the default for transactions that the Revenue Estimate Application Engine process (AR_REV_EST) generates. Override the default when you run the Revenue Estimate process or the Budget Processor process.

Misc Payment Transaction Type (miscellaneous payment transaction type) Specify the source transaction template for the Budget Processor to use to read the source data and to perform budget checking for directly journalled payments. You cannot override this value when you run the process from the Direct Journal Entry - Accounting Entries or Directly Journalled Payments pages. However, you can override this value when you run the process from the Budget Processor - Request page.

Note. Define source transaction templates in the Source Transaction Definition component (KK_SOURCE_TRAN).

Multiple Revenue Line Specify whether to perform manual multiple revenue line distribution for the items in the business unit. If you select *Allow Manual Distribution,* a user can manually distribute the revenue amounts for control budgets in the worksheets if a partial payment is applied to items with multiple revenue lines. If you select *No Manual Distribution,* the system distributes the revenue amount automatically.

ChartField Editing

Edit Combinations Select to enable ChartField combination editing for business units with this setID and select one of two methods for handling errors.

Recycle Select to display an error message for accounting entries that you create online. You can save the accounting entries, but you cannot post them until you correct the errors or fix the combination edit rule on the Rule Definition page. The

system changes the posting action for the group to *Do Not Post* and sets the edit status to *Error.* If you generate accounting entries by running the Receivable Update process, the process creates an entry in the message log. You must use the error correction pages to correct the errors before you can post them.

Warning Select to display a warning message for accounting entries that you create online. You can choose whether to correct the accounting entries or to post them without correction. The Receivable Update process adds a warning message to the message log for batch accounting entries and posts the group.

See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Editing ChartField Combinations".

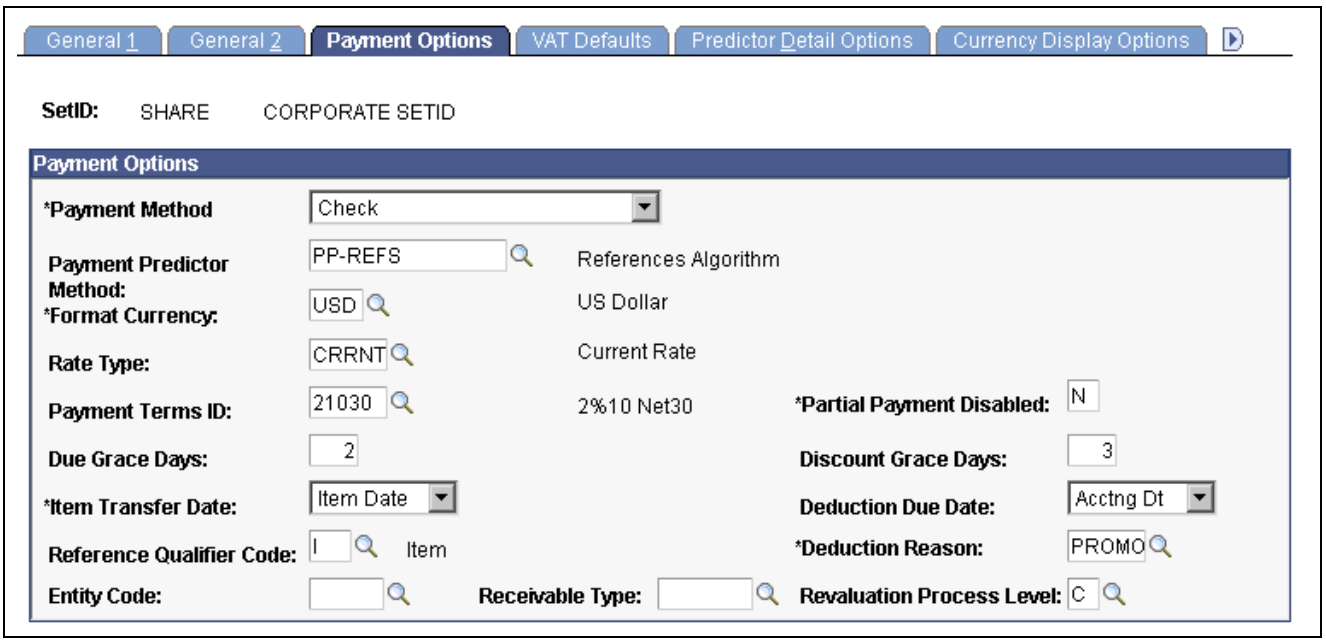
Item Entry Display Options

Order Number Update, PO Number Update, (purchase order number update) and **Contract Number Update** Select to enable users to update the Order Number, Purchase Order, and Contract Number fields on the View/Update Item Details - Detail 2 page.

Note. You can only update these fields if you are working with Item Entry Type transactions that are typically interfaced from external billing systems. You cannot update these fields for other transactions.

Defining Payment Options

Access the Receivables Options - Payment Options page.



Receivables Options - Payment Options page

Payment Method Select the default payment method for items. Options are: *Check, Credit Card, Direct Debit, Draft, Electronic Funds Transfer,* or *Giro - EFT.*

Override the value for individual customers, items or payments.

Note. If you receive payments using a payment interface, such as an electronic data interchange (EDI), lockbox, or bank statement, select *Check* or *Electronic Funds Transfer.* If you receive electronic payments for acceptgiro attachments, select *Giro - EFT.*

Payment Predictor Method Select the method that the Payment Predictor process uses if you do not specify a method at the customer level. The payment predictor method defines the rules that the process uses to apply payments and to make adjustments such as write-off items.

See Chapter 9, "Setting Up Payment Predictor Processing," Defining Payment Predictor Methods, page 227.

If you want to use Payment Predictor to apply all payments from a particular bank account, select the Payment Predictor check box on the External Accounts - Account Information page. Override this default, and select or clear Payment Predictor for individual payments, using the deposit entry pages.

Format Currency Select the default currency that the system uses for receivables processing.

Rate Type Select the exchange rate type that the system uses to perform currency conversion. Override the default at the customer level or when you enter pending items, enter deposits, create maintenance worksheets, or create customer-initiated drafts.

Payment Terms ID Select the default payment terms for the business unit. Override the default at the customer level or when you enter pending items. Define payment terms on the Payment Terms page. The payment terms determine the item due date and discount information.

Partial Payment Disabled Enter a value that determines whether you can modify the amount on the payment worksheet to create a partial payment. The default is *N,* which enables users to create partial payments. Enter *Y* if you do not want users to create partial payments.

Due Grace Days Enter the number of days beyond the due date that a customer can pay without the payment being considered late. The Overdue Charges Application Engine process (AR_OVRDUE) uses due grace days to determine whether an item is overdue. If the item's due date is May 1, 2003 and you run the process on May 2, 2003, the process does not create an overdue charge if you enter *5* for the due grace days. However, after the grace days pass, the system calculates overdue charges from the item's due date. The Aging process uses grace days to determine in which aging category to place an item. For example, you enter *5* days and an item is 22 days old. You have aging categories for 10, 20, and 30 days. The item would be in the aging category for 10 days, because the system subtracts five days from the age.

Discount Grace Days Enter the number of days beyond the discount date that a customer is still eligible for an earned discount. Payment worksheets, express deposits, and the Payment Predictor process use discount grace days to calculate discounts.

Override the due grace days and discount grace days for a customer on the Bill To Options page and for individual items during pending item entry or item maintenance.

Item Transfer Date Select the option that the system uses to determine the accounting date for transfer activities when you transfer items from one customer to another. Options are:

Item Date: The accounting date of the original item.

System: The current system date.

Deduction Due Date Select the type of date that the system uses to determine the due date of the new item created for a referenced deduction. Select *Acctng Dt* (accounting date) if the due date is to be the accounting date of the payment. Select *Item Dt* (item date) to carry over the original item due date.

Deduction Reason Select the default deduction reason to assign to new deductions that the Payment Predictor process or payment and draft worksheet create. Users can override the reason when they create the deduction on the payment worksheet or on the View/Update Item Details - Detail 1 page. Use a generic reason as the default reason and override it as needed.

Note. You can also create unique deduction reasons for each entry reason for the Deduction entry type. If you do this, the system assigns the appropriate deduction reasons for deductions that you create on the payment or draft worksheet.

See Chapter 7, "Setting Up Exception and Collection Processing," Understanding Exception Reasons and Collection Codes, page 159.

Reference Qualifier Code Select the type of remittance information generally provided by customers, such as document, item, or bill of lading. This is the default value for identifying items to include in the payment, draft, maintenance, and transfer worksheets. You can override the value at the customer level.

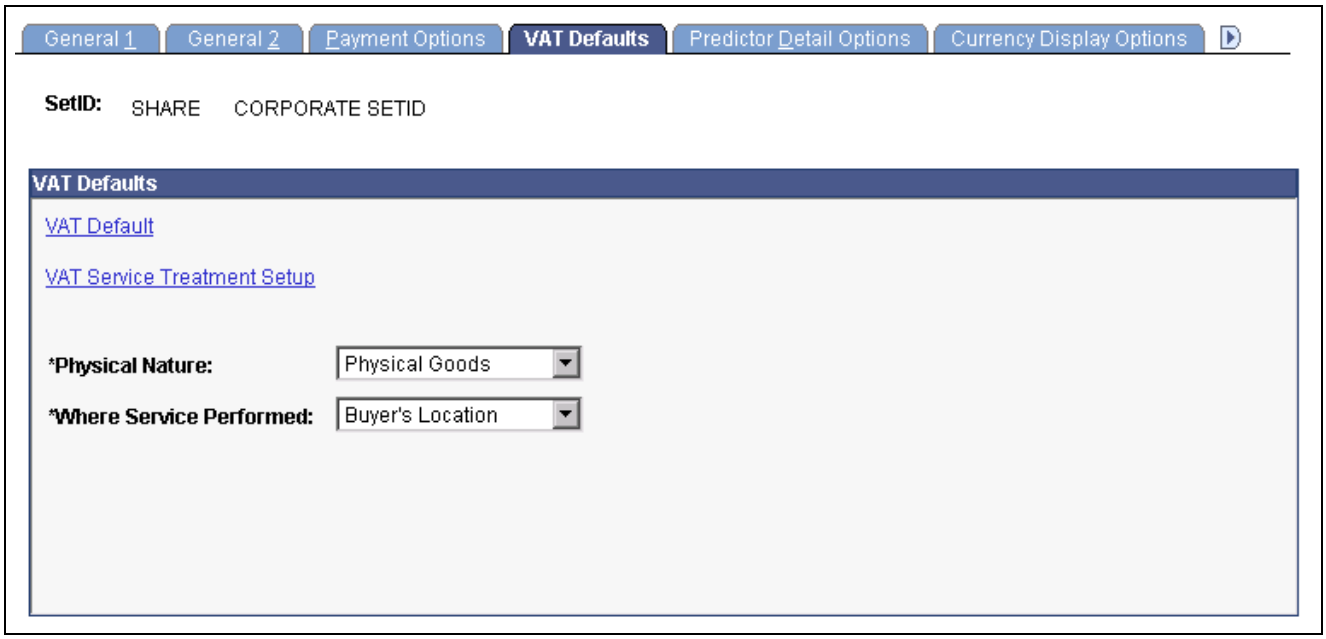
(USF) Entity Code and **Receivable Type** Enter the default code that identifies the government agency to which you submit the Receivables Due from the Public report and the code that categorizes the types of receivables that are included on the report. This value is the default for items. These fields are available only if you select the Receivables Due From Public check box on the Installation Options - Receivables page.

Revaluation Process Level Select the level where the revaluation process occurs. Options are: *B* (business unit), *C* (customer ID), or *I* (item). You must specify a revaluation level to summarize revaluation information by a specific level according to these rules:

- If you summarize at the business unit level, the values for customer ID and item ID are 0.
- If you summarize at the customer level, the value for the item ID is 0.
- If you summarize at the item level, each field contains a value.

Defining VAT Defaults

Access the Receivables Options - VAT Defaults page.



Receivables Options - VAT Defaults page

VAT Default Click to access the VAT Defaults Setup page.

The VAT Defaults Setup page is a common page used to set up VAT defaulting for all PeopleSoft applications processing VAT transactions. On this page you can define Receivables VAT business unit defaults as applicable.

VAT Service Treatment Setup Click to access the Services VAT Treatment Defaults Setup page.

The Services VAT Treatment Defaults Setup page is a common page used to set up VAT services treatment defaults for all PeopleSoft applications processing VAT transactions. If you are required to implement special handling for services, you can specify Receivables VAT service treatment defaults on this page as applicable.

When defining service VAT treatment defaults for a specific service, you specify the defaults applicable to that service. When defining defaults for a driver higher in the hierarchy, such as a vendor, customer, or business unit, you specify the defaults that apply to the services most often supplied by or for that driver.

Note. The VAT Defaults Setup and Services VAT Treatment Defaults Setup pages are described in detail in the *PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook.*

Physical Nature Select the default physical nature for transactions. Options are: *Physical Goods* or *Intangible/Services.*

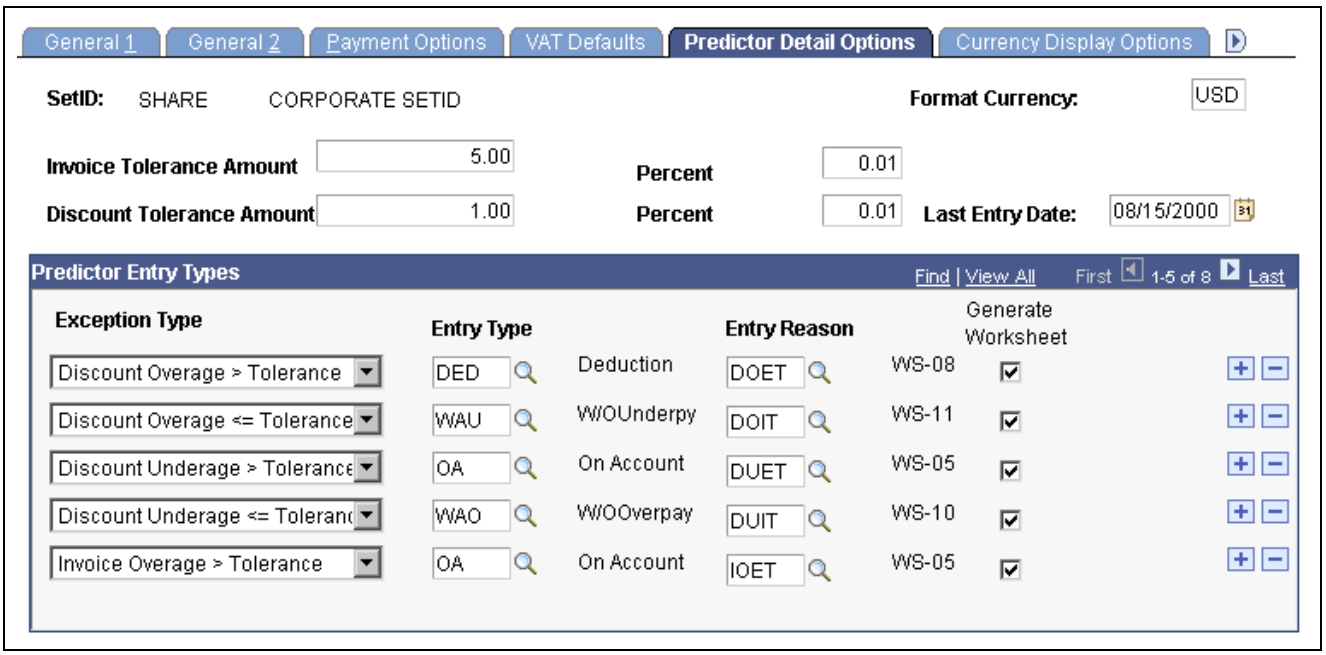
Where Service Performed Select the default location for where a service is most often physically performed. Options are: *Buyer's Location, Ship From Location, Ship To Location,* or *Supplier's Location.*

See Also

PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook, "Working with VAT," Establishing VAT Defaults

Selecting Payment Predictor Options

Access the Receivable Options - Predictor Detail Options page.



Receivables Options - Predictor Detail Options

The Payment Predictor process uses the tolerances that you specify to write off or adjust an underpayment or overpayment or to adjust the discount amount when you run a payment predictor method that executes the #DTL_TLR algorithm group. The system uses these tolerances for underpayments to determine whether to write off or adjust the balance, or make a partial payment if the Partial Payment Switch check box on the Bill To Options page for the customer is selected. If you clear the Partial Payment Switch check box, it only uses the tolerances to determine whether to write off or adjust the balance. The tolerances apply to individual items not to all invoices paid by the payment.

Invoice Tolerance Amount Enter the maximum amount of an underpayment or overpayment that the Payment Predictor process can write off. The Payment Predictor process can write off an amount below the invoice tolerance amount if it does not exceed the percentage of the payment or item.

For example, suppose that you receive a payment of 1,000.00 EUR. You enter *25.00* EUR for the invoice tolerance amount, and you enter *.01* in the Percent field. The Payment Predictor process applies the payment to a 1,023.00 EUR item. It does not write off the remaining amount of the item because 23.00 EUR is larger than 1 percent of the 1,023.00 EUR item.

Note. The currency is the format currency that you entered on the Payment Options page.

Percent Enter the maximum percentage to write off. You can use decimals in the percentage. If you enter *.25* this equals .0025. If you enter *1.00* this equals 1 percent.

Discount Tolerance Amount Enter the maximum amount of an unearned discount that the Payment Predictor process can take.

To take unearned discounts, users must select the Disc field on the Detail Reference Information page for the payment and enter the discount amount.

Note. The currency is the format currency that you enter on the Payment Options page.

Percent Enter the maximum percentage that the Payment Predictor process can add to the payment terms. You can use decimals in the percentage. If you enter *.25* this equals .0025. If you enter *1.00* this equals 1 percent.

Last Entry Date Displays the date on which the page was last changed.

Assigning Default Entry Types and Reasons

Enter the entry type and entry reason codes that you want to use to override the defaults for the system function. The following table provides a list of conditions that are in the Exception Type field and the default system function that the Payment Predictor process uses for the condition. It also provides other system functions that you can use for the exception type and the entry type and reason to enter if you want the Payment Predictor process to use that system function.

Condition	Default System Function	Possible System Functions	Entry Type and Reason
Invoice amount or percent overage within tolerance	WS-10 (Write-off an Overpayment)	WS-09 (Write-off an Item) WS-06 (Adjust Remaining Overpayment) WS-10 (Write-off an Overpayment)	WO and IOIT AO and IOIT WAO and IOIT
Invoice amount or percent overage exceeds tolerance	WS-05 (Place Amount on Account)	WS-05 (Place Amount on Account) WS-04 (Prepay an Item) WS-06 (Adjust Remaining Overpayment)	OA and IOET PR and IOET AO and IOET
Invoice amount or percent underage within tolerance	WS-11 (Write-off an Underpayment)	WS-09 (Write-off an Item) WS-07 (Adjust Remaining Underpayment) WS-11 (Write-off an Underpayment)	WO and IUIT AU and IUIT WAU and IUIT
Invoice amount or percent underage exceeds tolerance	WS-08 (Create a Deduction)	WS-08 (Create a Deduction)	DED and IUET

Condition	Default System Function	Possible System Functions	Entry Type and Reason
Discount amount or percent overage within tolerance	WS-11 (Write-off an Underpayment)	WS-09 (Write-off an Item) WS-07 (Adjust Remaining Underpayment) WS-11 (Write-off an Underpayment)	WO and DOIT AU and DOIT WAU and DOIT
Discount amount or percent overage exceeds tolerance	WS-08 (Create a Deduction)	WS-08 (Create a Deduction)	DED and DOET
Discount amount or percent underage within tolerance	WS-10 (Write-off an Overpayment)	WS-09 (Write-off an Item) WS-06 (Adjust Remaining Overpayment) WS-10 (Write-off an Overpayment)	WO and DUIT AO and DUIT WAU and DUIT
Discount amount or percent underage exceeds tolerance	WS-05 (Place Amount on Account)	WS-05 (Place Amount on Account) WS-04 (Prepay an Item) WS-06 (Adjust Remaining Overpayment)	OA and DUET PR and DUET AO and DUET

Select Generate Worksheet on this page and in payment predictor methods where you use the #DTL_TLR algorithm group to generate a worksheet when the condition occurs. This enables you to review the payment application before you post it.

Note. If you use the #DTL_TLR algorithm group in a payment predictor method, the Payment Predictor process uses default entry types and reasons (for each system function) for underpayment, overpayment, and discount conditions. However, you can override the defaults by business unit based on their setID. You must assign these entry types and reasons to the system function on the Automatic Entry Type - Selection page.

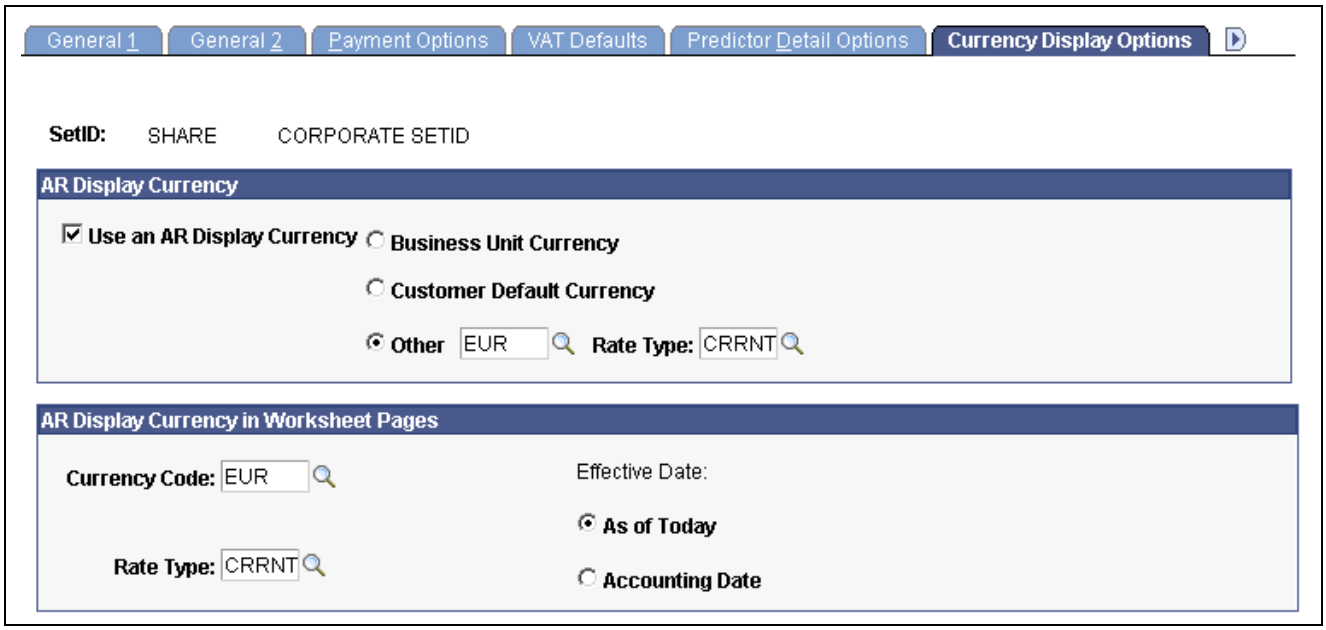
See Also

Chapter 9, “Setting Up Payment Predictor Processing,” Using #DETAIL and #DTL_TLR for Partial Payments and Deductions, page 221

Chapter 4, “Defining Receivables Processing Options,” Setting Up Automatic Entry Types, page 79

Selecting Default Currency Options

Access the Receivables Options - Currency Display Options page.



Receivables Options - Currency Display Options page

AR Display Currency

Use an AR Display Currency (use an accounts receivable display currency)

Select to enable the associated currency options. Use these options to determine which currency transaction and balance amounts appear in the Receivables inquiry pages, and to determine the default currency that appears on the run control pages for statements and dunning letter processes. Options are:

Business Unit Currency: The system displays amounts in the format currency for the business unit that you defined on the Receivables Options - Payment Options page, and the system uses the exchange rate type for the business unit to convert the amount. The business unit currency is usually the same as the base currency.

Customer Default Currency: The system displays amounts in the default currency for the customer and uses the exchange rate type for the customer to convert the amount. You define customer currency defaults on the Miscellaneous General Info page for the customer.

Other: The system displays amounts in the currency that you specify, and the system uses the exchange rate type that you specify to convert the amounts. Only this option enables you to change the display currency for inquiry pages and the dunning letter and statement run control pages when you access them.

AR Display Currency in Worksheet Pages

The values that you enter here determine the default values that display on the Currency Conversion page for maintenance, payment, and transfer worksheets. You can override the values at the worksheet level if needed. The values are used to convert the item amounts to a different currency and they display in the Conversion Amount - Currency field if you use the Currency Conversion page to convert them.

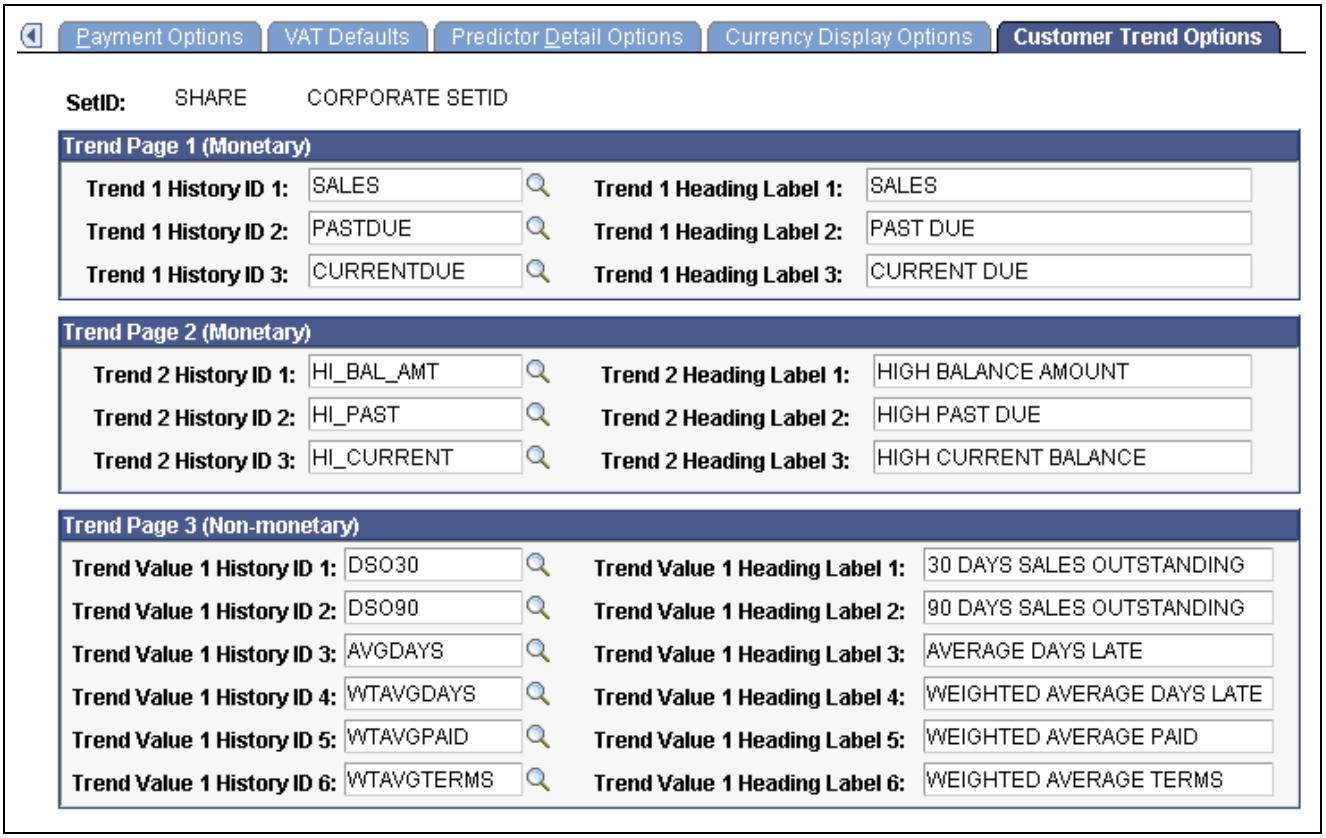
Currency Code Enter the default currency for converting item amounts.

Rate Type Specify the exchange rate that the system uses to convert currency amounts on worksheets.

Effective Date Specify whether the conversion date should be the current date (As of Today), or the Accounting Date for the item.

Defining Defaults for Customer Historical Trends

Access the Receivables Options - Customer Trend Options page.



Receivables Options - Customer Trend Options page

Enter the history ID that you want to use to calculate the historical data for each of the trend pages along with the heading label that you want to display for the data on the trend pages. You use the trend pages to compare historical data for different history IDs. Enter either system-defined or user-defined history IDs.

The Customer Trend 1 and Customer Trend 2 pages can display up to three historical statistics for history IDs that track amounts, such as High Balance Amount and the Customer Trend 3 page can display up to six historical statistics for history IDs that track the number of days, such as average days late.

Defining Business Unit Defaults for Individual Business Units

To define business unit defaults, use the Receivables Definition component.

This section discusses how to:

- Establish the general ledger business unit defaults.
- Define multicurrency processing options and distribution codes.
- Define additional accounting options.

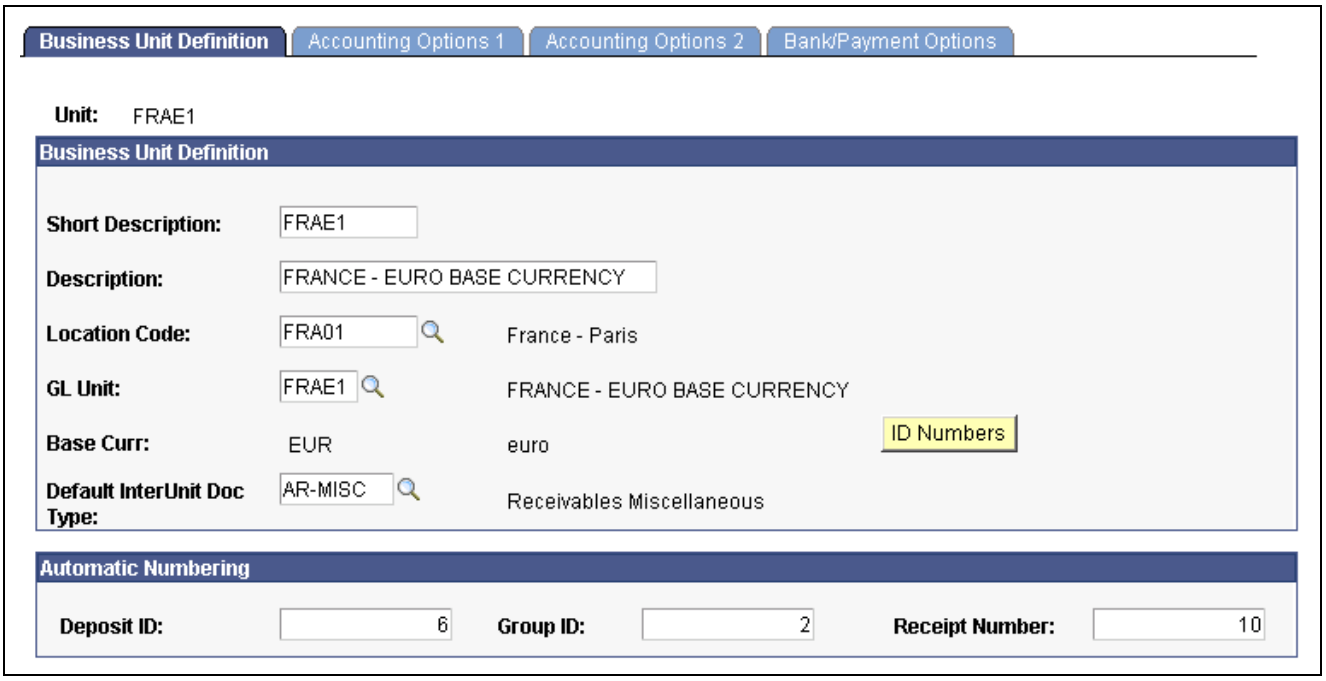
- Select bank and payment interface options.
- (USF) Define debt management information.

Pages Used to Define Defaults for Individual Business Units

Page Name	Object Name	Navigation	Usage
Receivables Definition - Business Unit Definition	BUS_UNIT_TBL_AR1	Set Up Financials/Supply Chain, Business Unit Related, Receivables, Receivables Definition, Business Unit Definition	Link a Receivables business unit with a General Ledger business unit and assign a location code to the unit. You also define the base currency and automatic numbering options for the business unit.
Receivables Definition - Accounting Options 1	BUS_UNIT_TBL_AR2	Set Up Financials/Supply Chain, Business Unit Related, Receivables, Receivables Definitions, Accounting Options 1	Define the open accounting periods for the business unit, assign a direct journal template to the unit, assign the accounts receivable distribution codes to the unit, and define multicurrency processing options.
Receivables Definition - Accounting Options 2	BUS_UNIT_TBL_AR3	Set Up Financials/Supply Chain, Business Unit Related, Receivables, Receivables Definitions, Accounting Options 2	Specify the distribution codes used to create accounting entries for draft processing and refund processing. Also, define defaults for direct debit and refund processing.
Receivables Definition - Bank/Payment Options	BUS_UNIT_TBL_AR4	Set Up Financials/Supply Chain, Business Unit Related, Receivables, Receivables Definitions, Bank/Payment Options	Specify business unit defaults for due dates that fall on holidays. If you use discounted drafts, specify the default entry type for bank fees.
DMS Definition	DMS_BU_SEC	Click the DMS Definition link on the Receivables Definition - Bank/Payment Options page. The link is available only if you selected the DMS Interface field on the Installation Options - Receivables page.	(USF) Map fields and specify outbound and inbound file processing requirements for the Debt Management Service (DMS) interface.

Establishing General Ledger Business Unit Defaults

Access the Receivables Definition - Business Unit Definition page.



Receivables Definition - Business Unit Definition page

Location Code — Designate the address of the business unit by selecting a location from the locations that are defined on the Location Definition page.

GL Unit (General Ledger business unit) — Select the general ledger business unit to associate with the receivables business unit.

Base Curr (base currency) — Displays the base currency of the general ledger business unit that you associated with the receivables business unit.

ID Numbers — Click to assign the business unit to a reporting entity such as a country registration number. Select from a list of values available for various reporting entities.

Default InterUnit Doc Type (default interunit document type) — Select the document type to use for document sequence numbers for interunit accounting entries when you unpost a group. This field is available only if you enabled document sequencing on the Installation Options - Overall page and for the general ledger business unit associated with the receivables business unit.

Deposit ID — Enter the last number used for deposits.

Group ID — Enter the last number used for item and payment groups—items, payments, transfers, maintenance, drafts, and unpost. The number that you enter is one less than the ID that the system assigns to the first deposit or group. During processing, the system displays the ID *NEXT* until you click Save. Override the automatic numbering by entering your own ID in place of *NEXT*.

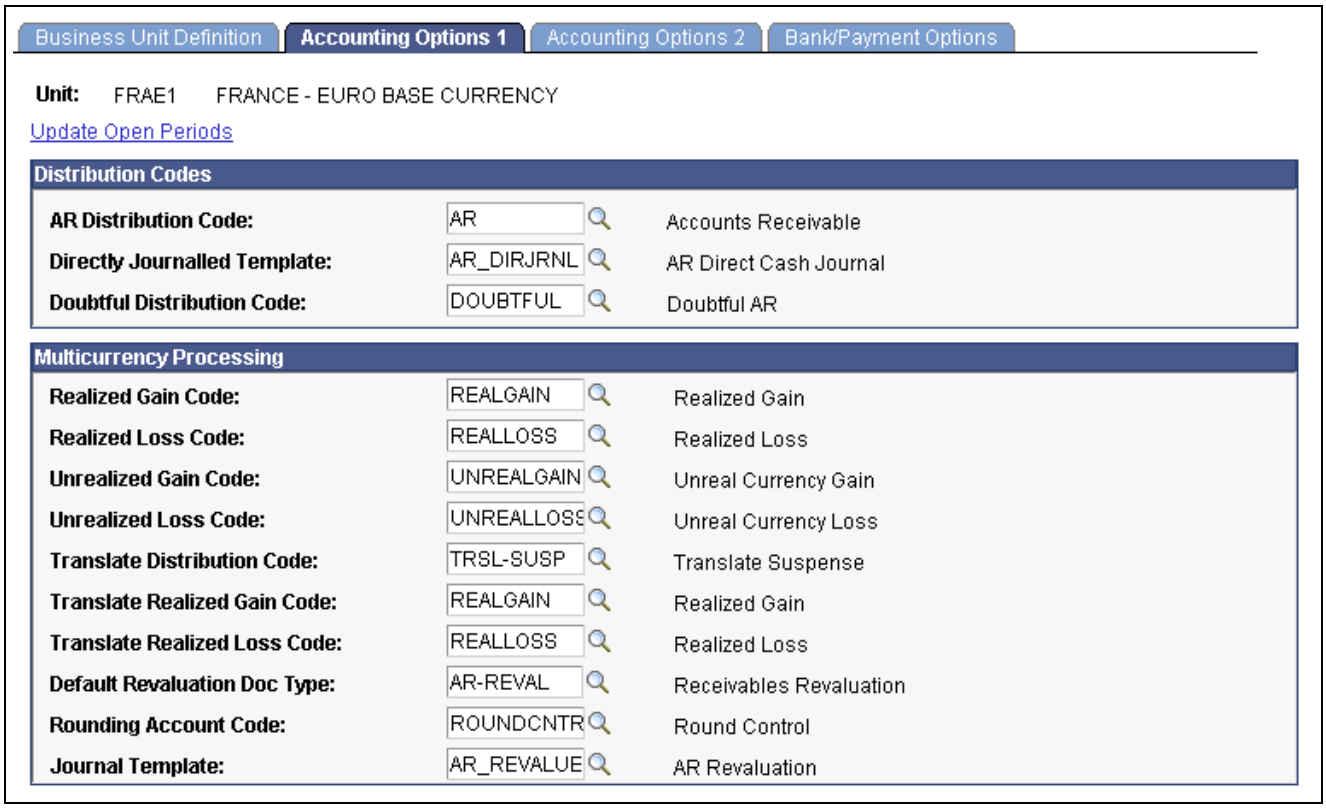
Receipt Number — Enter the last number used for cash receipts that you enter for orders in Order Management. The number is one less than the next number that the system assigns to the next cash receipt when you record a payment for a counter sale in Order Management.

See Also

Chapter 2, "Understanding Implementation Issues," General Ledger Distribution, page 13

Defining Multicurrency Processing Options and Distribution Codes

Access the Receivables Definition - Accounting Options 1 page.



Receivables Definition - Accounting Options 1 page

Update Open Periods

Click to access the Open Period Update page, where you update the opening and closing period for a business unit. You can use same period dates for all transactions or use different dates for specific types of transactions. You link the transaction type to group types on the Group Type page.

The normal default opening and closing period dates for each Receivables business unit are the same as the General Ledger business unit with which it is associated. Use this option when you want an accounting period in Receivables to close at a different time than an accounting period in General Ledger.

The system automatically issues a warning message if the closing date for an application business unit and transaction type is later than the closing date for the General Ledger business unit.

Note. You receive a warning message if unapplied payments or unposted pending items exist and the accounting date falls in a closed period.

See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining Accounting Calendars," Defining and Updating Open Periods and Adjustment Periods.

AR Distribution Code (accounts receivable distribution code)

Enter the default accounts receivable distribution code for the business unit. This code determines the ChartFields that the system uses when generating system-defined accounting entries for pending items.

For billing groups, override the default distribution code on the Pending Item 1 page, on the Item Entry Type - Selection page, or on the customer General Information - Bill To Options 1 page.

For payment, draft, maintenance, and overdue charge groups, override the business unit default on the Automatic Entry Type - Selection page or on the customer General Information - Bill To Options 1 page.

Directly Journalled Template

Select the journal generator template that the Journal Generator Application Engine process (FS_JGEN) uses to create journal entries for directly journalled payments. Define the template on the Journal Generator - Defaults page.

Doubtful Distribution Code

Select a distribution code for items for which you do not expect to receive payments and to transfer those items to the Doubtful Receivable account.

Realized Gain Code

Enter a distribution code that maintenance and payment worksheets use to create adjusting entries for multicurrency processing. Each business unit can have only one realized gain code.

Realized Loss Code

Enter a distribution code that maintenance and payment worksheets use to create adjusting entries for multicurrency processing. Each business unit can have only one realized loss code.

Unrealized Gain Code

Enter a distribution code that the Revaluation Application Engine process (AR_REVAL) uses to create revaluation entries for unrealized gain.

Unrealized Loss Code

Enter a distribution code that the Revaluation process uses to create revaluation entries for unrealized loss.

Translate Distribution Code

Enter a distribution code that the Revaluation process uses to create accounting entries for adjustments to translation ledgers.

Translate Realized Gain Code and **Translate Realized Loss Code**

Enter distribution codes that the system uses to create accounting entries for multibook translation ledgers if there is a translation adjustment.

Default Revaluation Doc Type (default revaluation document type)

Enter the default revaluation document type for document sequencing.

Rounding Account Code

Enter the distribution code that the Receivable Update process uses when you:

- Apply a payment to an item with a currency different from the currency of the item.
- Apply a payment to an item with the same currency, but the payment and item currency differ from the base currency of the business unit.

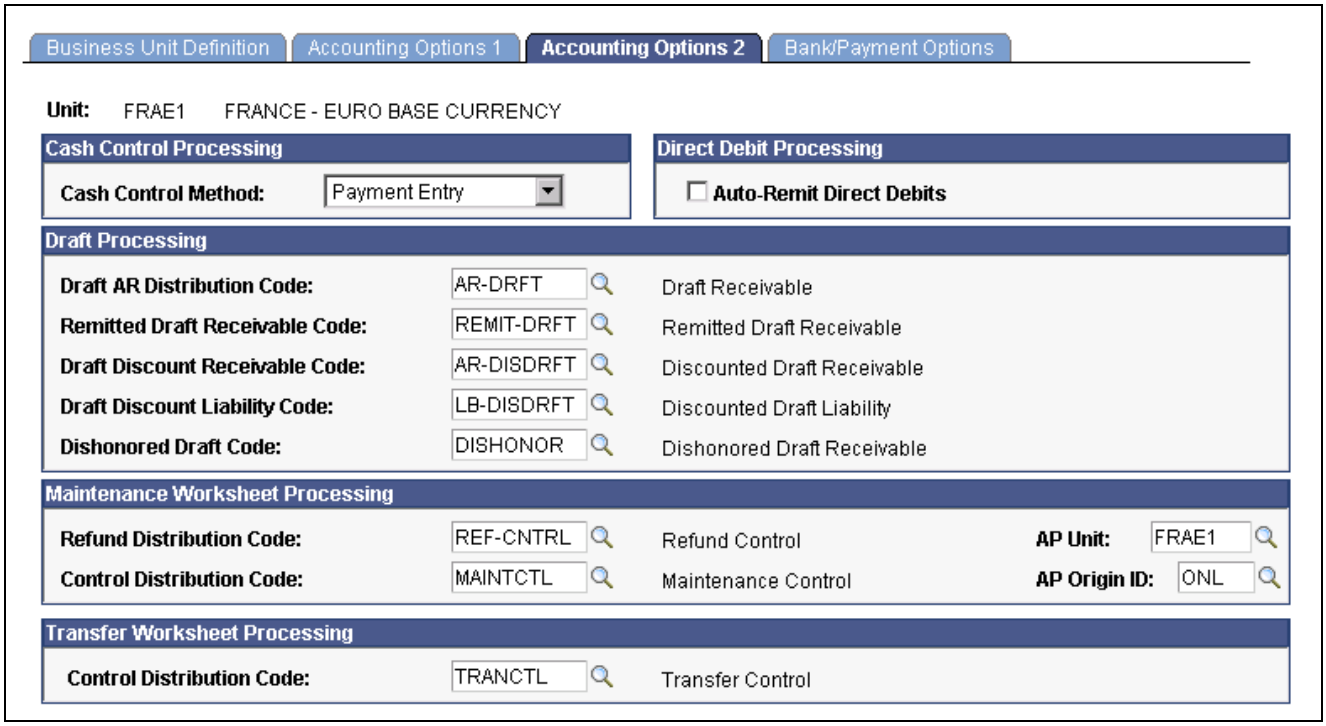
The process posts any leftover amount from the currency conversion to the ChartFields that are assigned to the distribution code.

Note. The process does this only if there is not realized gain or loss on the transaction.

Journal Template Select the journal generator template that the Journal Generator process uses to create journal entries for the accounting entries that the revaluation process produces.

Defining Additional Accounting Options

Access the Receivable Definition - Accounting Options 2 page.



Receivables Definition - Accounting Options 2

Cash Control Method Select a timing method, if you use cash control accounting, which records a debit to cash and a credit to cash control before the receipts are applied to accounts receivable.

The methods differ only in the timing of the creation of the initial accounting entry that debits cash. All other aspects of cash control accounting are treated the same way under the methods. Options are:

Bank Reconciliation: This method is used primarily in European countries. It requires the creation of the cash control entry when the payment is reconciled on a bank statement.

Payment Entry: The preferred method in the U.S. It creates the cash control entry when the payment is received.

None: The system always debits the Cash account and credits the Receivables account when you apply the payment. The system does not create cash control entries.

Auto-Remit Direct Debits Select to have the Create Direct Debits Application Engine process (AR_DIRDEBIT) automatically change the status to *Remitted* for direct debits without exceptions in the run. If any of the direct debits that the process creates contain exceptions, their status is *Pending Approval* on the direct debit worksheet. Override this selection for each run request on the Request Parameters page.

Draft AR Distribution Code (draft accounts receivable distribution code) Select the distribution code that the system uses to move the draft item from the original Receivables account to the Draft Receivables account.

See Chapter 11, "Setting Up Draft Processing," Understanding Draft Setup, page 266.

Remitted Draft Receivable Code Enter the distribution code that the system uses to identify the Receivables account when you remit a draft.

Draft Discount Receivable Code Enter the distribution code that the system uses to identify the Receivables account for a discounted draft.

Draft Discount Liability Code Enter the distribution code that the system uses to identify the Liability account when you discount a draft with or without recourse.

Dishonored Draft Code Enter the distribution code that the system uses to identify the Dishonored Receivables account when you dishonor a draft.

Refund Distribution Code Enter the distribution code that the system uses to create accounting entries for refunds.

Note. If you have Payables installed, you must complete the Refund Distribution Code, AP Unit, and AP Origin ID fields before you can process refunds. If Payables is not installed, these fields are optional.

Control Distribution Code Select the default distribution code for the offset entry for transactions in maintenance and transfer groups. You can override the value on maintenance or transfer worksheets. Enter separate codes for maintenance and transfer worksheets.

Important! You cannot build the worksheets if you do not assign a default value to the business unit.

AP Unit (accounts payable unit) Select the Payables business unit for which you want to create vouchers for credit items that you refund from the Receivables business unit. For payables refund processing, the receivables business unit and associated payables business unit must share the same General Ledger business unit.

AP Origin ID (accounts payable origin ID) Enter the source of the voucher.

Note. Before you can enter values in the AP Unit and AP Origin ID fields, you must select a General Ledger business unit on the Business Unit Definition page and click Save.

See Also

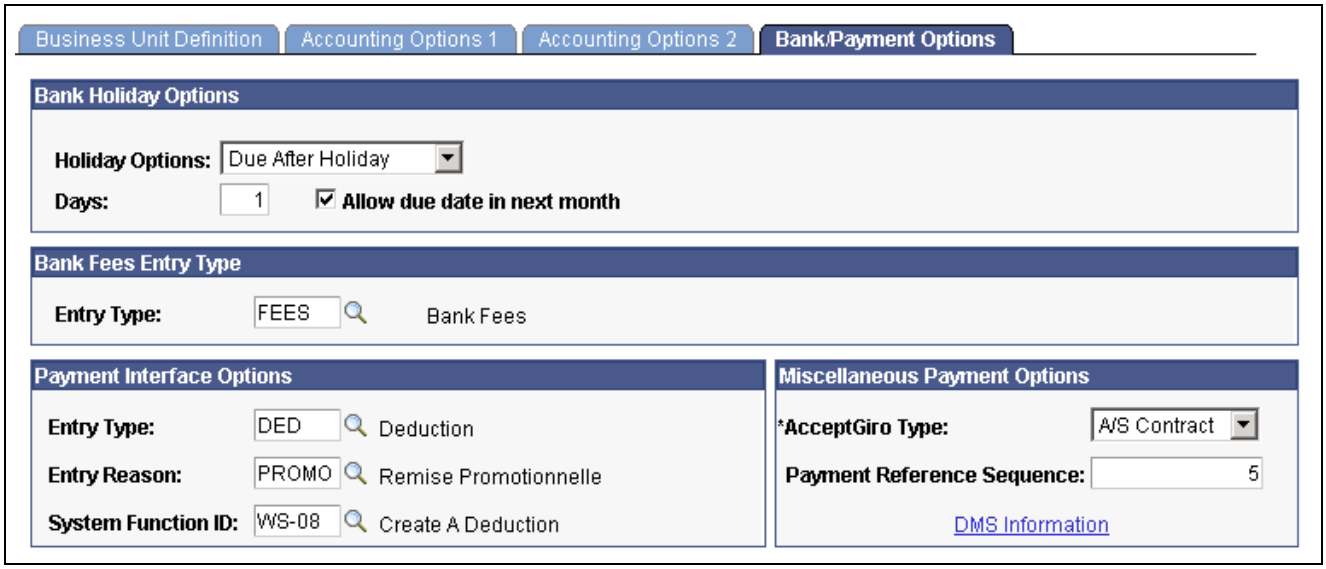
Chapter 4, "Defining Receivables Processing Options," Setting Up Distribution Codes, page 73

Chapter 26, "Managing Direct Debits," Understanding the Create Direct Debits Application Engine Process, page 658

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Using Journal Generator," Defining Journal Generator Template Defaults

Selecting Bank and Payment Interface Options

Access the Receivables Definition - Bank/Payment Options page.



Receivables Definition - Bank/Payment Options page

The Bank Holiday Options are the same as the ones on the Receivables Options - General 2 page. If you enter values for a specific business unit they override the values for the setID.

Bank Fees Entry Type

Entry Type Select the default entry type to use for the bank fees or interest on discounted drafts, if you process discounted drafts. Discounted drafts are drafts for which you receive the funds prior to the due date. Define entry types on the Entry Type page. The Receivable Update process uses the entry type to create accounting entries for the bank fees on the discount date.

Payment Interface Options

Entry Type, Entry Reason, and **System Function ID** Enter the information that provides the default values that the Payment Loader Application Engine process (AR_PAYLOAD) uses for adjustments reason translation. If the process cannot find the adjustment reason code in the lockbox, EDI file, or bank statement in the Adjustment Reason table (ADJ_REASON_TBL), it uses the values that you provide for the business unit for the entry type, entry reason, and system function.

Miscellaneous Payment Options

(NLD) AcceptGiro Type Select *A/S Contract* to print statements and dunning letters on the acceptgiro form. Otherwise, select *None.* If you select *A/S Contract* and you enter this business unit on the run control pages, the system prints statements and dunning letters on the A/S Contract Type acceptgiro form. You can choose not to print the statements and dunning letters on the acceptgiro form when you run the Statements Application Engine process (AR_STMTS) or the AR Dunning process (AR_DUNNING).

(NLD) Payment Reference Sequence Enter the payment reference number to print on the acceptgiro form. When you print statements or dunning letters on acceptgiro forms, the process increments this number by one and adds a check digit. The process also adds this reference number, including the check digit, to the Item table (PS_ITEM) for each item on the statement or dunning letter. If the item already has a payment reference number, the process overrides the number. The bank typically sends the payment reference number with the payment. This enables you to apply payments to items using Payment Predictor if you use detail algorithm groups or to match payments to items on the payment worksheet.

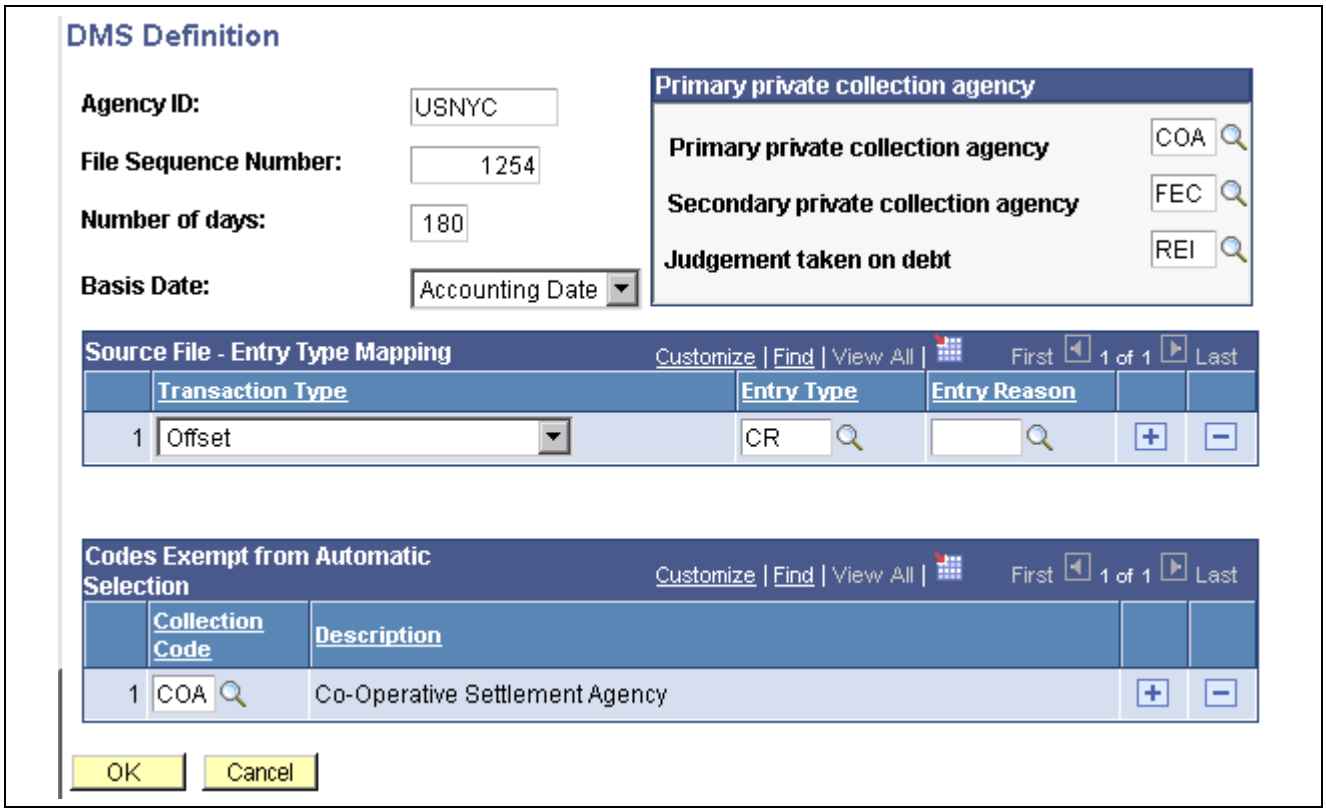
(USF) DMS Information (Debt Management Service information) Click to access the DMS Definition page, where you map fields and specify the outbound and inbound file processing requirements. This link is available only if you have selected the DMS Interface check box on the Installation Options - Receivables page.

See Also

Chapter 4, “Defining Receivables Processing Options,” Defining Entry Types, page 70

(USF) Defining Debt Management Information

Access the DMS Definition page.



DMS Definition page

Agency ID Enter the agency identifier code assigned by the DMS for the organization.

File Sequence Number Enter the original sequence number for the files that you submit to the DMS. The system increments the number after each successful process.

Number of days and **Basis Date** Enter the number of days past the date in the Basis Date field that the system uses to determine whether to automatically send the outstanding debt to the DMS. The default is 180 days. Values for the basis date are *Accounting Date, As of Date, Due Date,* or *Item Date.*

Primary private collection agency, Secondary private collection agency, and **Judgement taken on debt** Enter a collection code that you defined on the Collection Code page to identify the collection agencies to which you submit collections for this business unit. If you enter values in these fields, the system sends a supplemental record to the DMS that includes the date and the amount of the debt that was sent to the collection agency.

Transaction Type, Entry Type, and **Entry Reason** Select each transaction type that you receive in inbound files from the DMS and associate it with the entry type and entry reason that you want used to create items for the transactions in the Pending Item table (PS_PENDING_ITEM).

Options are:

Adjustment Transaction-Down: Negative adjustment transaction for amounts less than 0.

Adjustment Transaction-Up: Positive adjustment transaction that is greater than 0.

Offset: An offset that is treated as a payment in Receivables.

Payment: Partial payment that is applied to the net balance.

Collection Code Select the code for the collection agency that you assign to items that you do not send to the DMS.

CHAPTER 4

Defining Receivables Processing Options

This chapter provides an overview of receivables processing options, lists prerequisites, and discusses how to:

- Set up system functions.
- Set up entry types and reasons.
- Set up distribution codes.
- Set up item entry types.
- Set up automatic entry types.
- Set up item and automatic entry types for revenue estimate processing.
- Set up group types and group origins.
- Set up ChartField combination editing.

Note. This chapter is required. You must complete the tasks discussed in this chapter to implement receivables.

Understanding Receivables Processing Options

Before you enter or process items and payments, you must set up the tables that form the foundation of your Receivables system. Some of these tables apply to both receivables and payments, some apply to only one.

Receivables creates and maintains the System Functions table (PS_ENTRY_USE_TBL), and you cannot modify it. The Entry Type table (PS_ENTRY_TYPE), Automatic Entry Type table (PS_AUTO_ENTRY_TBL), and Item Entry Type table (PS_ITEM_ENTRY_TBL) define subsets of the system functions and determine the structure for reporting, tracking, and general ledger processing.

System functions represent all the processes and actions that are possible for both receivables and payments. Entry types are set up for each sort of transaction that you anticipate. You associate system functions with entry types through subsets of automatic entry types and item entry types. Item entry types comprise the subset of system functions that involve the entry of invoices, credit memos, and debit memos. Automatic entry types take care of all the rest—entry types for all of the worksheets and batch processes that generate pending items.

Note. You must set up entry types as either item entry types or automatic entry types before you can use them.

Prerequisites

Before you can set up receivable processing options, you must:

- Set up TableSets.

  See "Planning Records, Control Tables, and TableSets" in the *Enterprise PeopleTools PeopleBook: PeopleSoft Application Designer*.

- Define ChartFields.

See Also

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Defining and Using ChartFields"

Setting Up System Functions

To define system functions, use the System Functions component (ENTRY_USE_TABLE).

This section provides an overview of system functions and discusses how to:

- Select system function attributes.
- Review rules for value-added taxes (VAT) processing.
- Review system function accounting entries.

Understanding System Functions

System functions are the activities that your Receivables system supports. The System Functions table lists the system functions and describes how the system generates accounting entries for general ledger. Each system function has an accounting entry definition that indicates how the system creates accounting entries. You cannot change these accounting entries—they are system-defined entries. Specify the user-defined entries either in an item entry or automatic entry template or during processing on the Accounting Entries pages.

Each system function is prefixed with a two-letter identifier describing the part of the system that uses the function:

Identifier	Description
DD	Direct debit management
DM	Draft management
FC	Overdue charges
IT	Item entry
MT	Maintenance worksheet, item splits, or Automatic Maintenance Application Engine process (AR_AUTOMNT)
TR	Transfer worksheet
WS	Payment worksheet or Payment Predictor Application Engine process (ARPREDCT)

This table lists the system function parameters that might be helpful when mapping entry types and automatic entry types to system functions:

System Function ID	Description	Entry Function	Sign	Item	Reason	Auto Number	Accounting Entry
DD-01	Direct Debit Remit - Clearing	Auto	Neg				DR Cash Control CR Accounts Receivable
DD-02	Direct Debit Remit - Cash	Auto	Neg				DR Cash Received CR Accounts Receivable
DD-03	Direct Debit Cancel - Clearing	Auto	Pos				DR Accounts Receivable CR Cash Control
DD-04	Direct Debit Cancel - Cash	Auto	Pos				DR Accounts Receivable CR Cash Received
DD-05	Direct Debit Cash Clearing	Auto	Un				DR Cash Received CR Cash Control
DD-06	Direct Debit Cash Clearing	Auto	Un				DR Bank Cash Received CR Cash Control
DD-07	Direct Debit Cancel - Clearing	Auto	Pos				DR Accounts Receivable CR Cash Control
DD-08	Direct Debit Cancel - Cash	Auto	Pos				DR Accounts Receivable CR Cash Received
DD-09	VAT at Due Date	Auto	Un				DR VAT Output Intermediate CR VAT Output Final

System Function ID	Description	Entry Function	Sign	Item	Reason	Auto Number	Accounting Entry
DM-01	Pay an Item	Auto	Neg				DR Draft Receivable CR Accounts Receivable
DM-02	Prepay an Item	Auto	Neg	New	X	X	DR Draft Receivable CR AR Distribution
DM-03	Place an Amount On Account	Auto	Neg	New	X	X	DR Draft Receivable CR AR Distribution
DM-04	Adjust Remaining Overpayment	Auto	Neg	New	X	X	DR Draft Receivable CR AR Distribution
DM-05	Adjust Remaining Underpayment	Auto	Pos	New	X	X	DR AR Distribution CR Draft Receivable
DM-06	Create a Deduction	Auto	Pos	New	X	X	DR AR Distribution CR Draft Receivable
DM-07	Write off an Item	Auto	Neg		X		DR User line CR AR Account(s)
DM-08	Write off an Overpayment	Auto	Pos	2nd - DM-04	X	X	DR AR Distribution CR User line
DM-09	Write off an Underpayment	Auto	Neg	2nd - DM-05	X	X	DR User line CR AR Distribution

System Function ID	Description	Entry Function	Sign	Item	Reason	Auto Number	Accounting Entry
DM-20	Draft Remitted to Bank	Auto	Un				DR Draft Cash Control CR Draft Receivable
DM-21	Draft Remitted with Discount	Auto	Un				DR Discount Draft Cash Control CR Draft Receivable
DM-22	Draft Remitted to Bank	Auto	Un				DR Cash Control CR Draft Receivable
DM-23	Draft Remitted to Bank	Auto	Un				DR Remitted Draft Distribution CR Draft Receivable
DM-24	Draft Remitted with Discount	Auto	Un				DR Draft Discount Receivable CR Draft Receivable
DM-30	Collect Cash on Discount Draft	Auto	Un				DR Cash Received CR Cash Control
DM-31	Collect Cash on Discount Draft	Auto	Un				DR Cash Received CR Cash Control
DM-32	Collect Cash on Discount Draft	Auto	Un				DR Cash Received CR Cash Control
DM-33	Collect Cash on Discount Draft	Auto	Un				DR Cash Received CR Draft Discount Liability

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System Function ID	Description	Entry Function	Sign	Item	Reason	Auto Number	Accounting Entry
DM-40	Collect Cash on Draft	Auto	Un				DR Cash Received CR Cash Control
DM-41	Reverse Discount Liability	Auto	Un				DR Draft Discount Liability CR Draft Discount Receivable
DM-42	Collect Cash on Draft	Auto	Un				DR Cash Received CR Cash Control
DM-43	Reverse Discount Liability	Auto	Un				DR Draft Discount Liability CR Draft Discount Receivable
DM-44	Collect Cash on Draft	Auto	Un				DR Cash Received CR Draft Receivable
DM-45	Reverse Discount Liability	Auto	Un				DR Draft Discount Liability CR Draft Receivable
DM-46	Collect Cash on Draft	Auto	Un				DR Cash Received CR Remitted Draft Distribution
DM-47	VAT on Discounted Draft	Auto	Un				None (This function only generates VAT accounting for items with declaration point of payment.)

System Function ID	Description	Entry Function	Sign	Item	Reason	Auto Number	Accounting Entry
DM-50	Dishonor Draft	Auto	Un				DR Dishonored Draft Distribution CR Draft Receivable
DM-52	Dishonor Draft	Auto	Un				DR Dishonored Draft Distribution CR Cash Control
DM-53	Dishonor Draft	Auto	Un				DR Dishonored Draft Distribution CR Cash Control
DM-54	Dishonor Draft	Auto	Un				DR Dishonored Draft Distribution CR Cash Control
DM-55	Dishonor Draft	Auto	Un				DR Dishonored Draft Distribution CR Remitted Draft Distribution
DM-56	Dishonor Draft	Auto	Un				DR Dishonored Draft Distribution CR Discount Draft Receivable
DM-57	Dishonor Draft	Auto	Un				DR Dishonored Draft Distribution CR Cash Received
DM-58	Dishonor Draft	Auto	Un				DR Dishonored Draft Distribution CR Cash Received
DM-90	Draft Bank Fees	Auto	Pos		X	X	CR Cash Received

System Function ID	Description	Entry Function	Sign	Item	Reason	Auto Number	Accounting Entry
DM-98	Cancel Remitted Draft	Auto	Neg				None (PeopleCode creates accounting entries based on the status of the draft.)
DM-99	Void Drafts	Auto	Neg				None (PeopleCode creates accounting entries based on the status of the draft.)
FC-01 Overdue Charge	Create an Overdue Charge	Auto	Pos	New		X	DR Accounts Receivable CR User line
IT-01 Item Entry	Create an Invoice/Debit Memo	Item	Pos		X		DR Accounts Receivable CR User line
IT-02 Item Entry	Create a Credit Memo	Item	Neg		X		DR User line CR Accounts Receivable
MT-01 Maintenance Worksheet	Offset an Item	Auto	Un		X		DR Maintenance Control CR Accounts Receivable
MT-02 Maintenance Worksheet	Write off a Credit	Auto	Pos		X		DR Accounts Receivable CR User line
MT-03 Maintenance Worksheet	Write off a Debit	Auto	Neg		X		DR User line CR Accounts Receivable

System Function ID	Description	Entry Function	Sign	Item	Reason	Auto Number	Accounting Entry
MT-04 Maintenance Worksheet	Create New Debit	Auto	Pos	New	X	X	DR AR Distribution CR Maintenance Control
MT-05 Maintenance Worksheet	Create New Credit	Auto	Neg	New	X	X	DR Maintenance Control CR AR Distribution
MT-06 Maintenance Worksheet	Write off Remaining Credit	Auto	Pos	2nd - MT-05	X		DR AR Distribution CR User line
MT-07 Maintenance Worksheet	Write off Remaining Debit	Auto	Neg	2nd - MT-04	X		DR User line CR AR Distribution
MT-08 Maintenance Worksheet	Refund Remaining Credit	Auto	Pos	2nd - MT-05	X		DR AR Distribution CR Refund Control
MT-09 Maintenance Worksheet	Refund a Credit	Auto	Pos		X		DR Accounts Receivable CR Refund Control
TR-01 Transfer Worksheet	Transfer Item From Customer	Auto	Un				DR Transfer Control CR Accounts Receivable
TR-02 Transfer Worksheet	Transfer Item To Customer	Auto	Un				DR Accounts Receivable CR Transfer Control

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System Function ID	Description	Entry Function	Sign	Item	Reason	Auto Number	Accounting Entry
TR-03 Transfer Worksheet	Transfer Item to Doubtful Receivable Account	Auto	Un				DR Doubtful Receivables Distribution Code CR Transfer Control
WS-01 Payment Worksheet	Pay an Item	Auto	Neg				DR Cash Received CR Accounts Receivable
WS-02 Payment Worksheet	Take Earned Discount	Auto	Neg				DR User line CR Accounts Receivable
WS-03 Payment Worksheet	Take Unearned Discount	Auto	Neg				DR User line CR Accounts Receivable
WS-04 Payment Worksheet	Prepay an Item	Auto	Neg	New	X	X	DR Cash Received CR AR Distribution
WS-05 Payment Worksheet	Place An Amount On Account	Auto	Neg	New	X	X	DR Cash Received CR AR Distribution
WS-06 Payment Worksheet	Adjust Remaining Overpayment	Auto	Neg	New	X	X	DR Cash Received CR AR Distribution
WS-07 Payment Worksheet	Adjust Remaining Underpayment	Auto	Pos	New	X	X	DR AR Distribution CR Cash Received
WS-08 Payment Worksheet	Create a Deduction	Auto	Pos	New	X	X	DR AR Distribution CR Cash Received

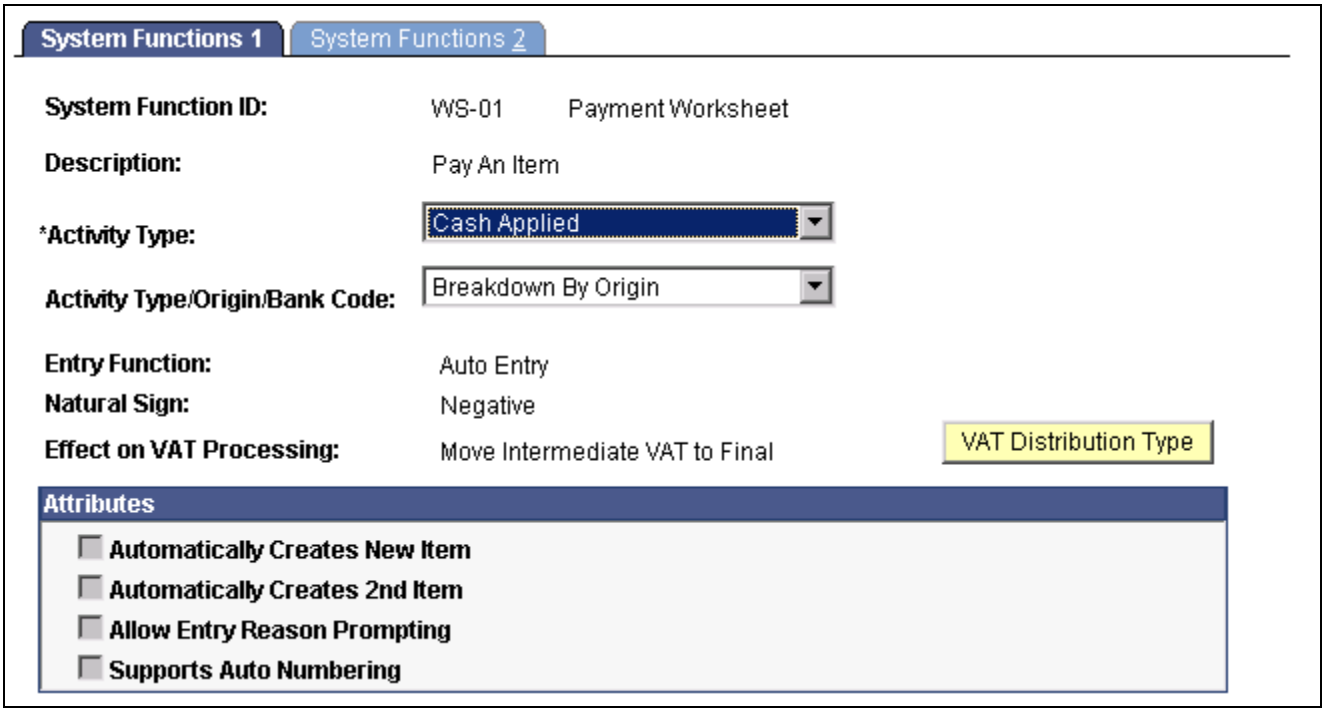
System Function ID	Description	Entry Function	Sign	Item	Reason	Auto Number	Accounting Entry
WS-09 Payment Worksheet	Write off an Item	Auto	Neg		X		DR User line CR Accounts Receivable
WS-10 Payment Worksheet	Write off an Overpayment	Auto	Pos	2nd - WS-06	X	X	DR AR Distribution CR User line
WS-11 Payment Worksheet	Write off an Underpayment	Auto	Neg	2nd - WS-07	X	X	DR User line CR AR Distribution

Pages Used to Set Up System Functions

Page Name	Object Name	Navigation	Usage
System Functions 1	ENTRY_USE_TABLE	Set Up Financials/Supply Chain, Product Related, Receivables, Options, System Functions, System Functions 1	View the processing attributes for a system function. Receivables maintains the system attributes. You cannot change most attributes.
VAT Distribution Type	ENTRY_VAT_PNL	Click the VAT Distribution Type button on the System Functions 1 page.	View the rules for updating the VAT tables during the Pending Group Generator Application Engine process (AR_PGG_SERV).
System Functions 2	ENTRY_USE_TABLE2	Set Up Financials/Supply Chain, Product Related, Receivables, Options, System Functions, System Functions 2	Review the system-defined portion of the accounting entries.

Selecting System Function Attributes

Access the System Functions 1 page.



System Functions 1 page

Activity Type Select an activity type that indicates how system functions are classified. You must associate each system function with an activity type. You can assign an activity type to more than one system function. This structure determines how the system presents data on the Unit Activity page and the Unit Activity report.

Activity Type/Origin/Bank Code

When you view the inquiry page by activity type and origin, the system uses the Activity Type/Origin/Bank Code field to determine whether to break the category down by origin or bank code. This determines how the system displays information on the Unit Activity page.

For example, suppose that you select *Billing* for the activity type and *Breakdown by Origin* for the Activity Type/Origin/Bank Code. On the Unit Activity page, under Activity Type/Origin/Bank Code, you will see that billing activity came from two different origins, *OBILL* and *XBILL*. The individual totals for each origin appear on the page.

If you choose *not* to break down by origin, select *Do Not Break Down By Origin* for system functions IT-01 and IT-02. The Unit Activity page lists billing without an origin—meaning that the system has bundled together all the billing transactions, rather than breaking them into totals under their associated origin IDs.

As another example, if you select *Breakdown by Origin* for the WS-01 system function, you will see a separate row for each bank account for the payment activity. If you select *Do Not Break Down By Origin,* all the payment activities are combined in one row.

Entry Function

Displays a system-defined value. It can be either *Auto Entry* (automatic entry) or *Item Entry.* Item entry types identify pending items created during online item entry or by an external interface. The system uses item entry types to handle processing when you directly build a pending item—during online entry or when an interface process constructs groups of pending items. When you enter or build pending items that comprise a group, you use entry types that you have specifically enabled for use as item entry types. Item entry types take two forms:

- Positive amounts (IT-01, FC-01).
- Negative amounts (IT-02).

Automatic entry types work behind the scenes to translate instructions for overdue charging, payments, maintenance, transfers, direct debits, and drafts into pending items. When you initiate an online or background process for these types of groups (such as selecting an item on one of the worksheets, running the Payment Predictor process, or the Automatic Maintenance process), the system creates the necessary pending item using the information that you defined on the automatic entry type for that action.

For example, every time you select an item for payment on the payment worksheet, the system uses the entry type, entry reason, and accounting entry information from the WS-01 (Pay An Item) automatic entry type to create the pending item. Automatic entry types fall into the following categories:

- Overdue charges (prefaced with FC).
- Maintenance worksheet (prefaced with MT).
- Payment worksheet (prefaced with WS).
- Transfer worksheet (prefaced with TR).
- Direct debit management (prefaced with DD).
- Draft management (prefaced with DM).

Natural Sign Displays the sign that the system expects to see (+ or –). The system uses this sign on the pending items to determine the effect a system function has on the customer balance. The only unsigned system functions are transfers, offsets, direct debits, and drafts (they can be said to offset an item), because their sign varies with the sign of the item being offset, transferred, or included in draft and direct debit processing. Debit memos must be positive, and credit memos must be negative.

Effect on VAT Processing Indicates how VAT balances are adjusted for the system function.

VAT Distribution Type Click to view the account types that you selected for each declaration point for the system function.

Automatically Creates New Item Displays the system setting. If selected, the system creates a new item for activities that occur behind the scenes. These system functions are all automatic entry types: new debits and credits, prepayments, on-account payments, deductions, and adjustments for overpayments and underpayments.

Automatically Creates 2nd Item Displays the system-setting. If selected, it enables write off of remaining debits and credits on the maintenance worksheet and by the Automatic Maintenance process, or write off of overpayments and underpayments on the payment worksheet, draft worksheet, and by the Payment Predictor process.

Allow Entry Reason Prompting Displays the system-setting. If selected, it indicates that entry types tied to the system function can require an entry reason. Entry types define activity, and entry reasons enable you to further qualify the activity. So if a system function enables you to require an entry reason, you can generate reports, run aging, and view history at a greater level of detail.

Supports Auto Numbering (supports automatic numbering) Displays the system-setting. If selected, it enables you to enter a prefix and starting number for pending items. For example, these system functions could be assigned:

PR: Prepayments.

AO: Overpayment adjustments.

AU: Underpayment adjustments.

DE: Deductions.

OA: On-account payments

Reviewing Rules for VAT Processing

Access the VAT Distribution Type page.

The values determine how to update the VAT tables for the system function. If there is more than one row in the grid, the processing varies depending on the declaration point.

Declaration Point Indicates when the system recognizes VAT transaction information for reporting purposes. Values are:

Invoice: Recognize VAT at invoice time.

Payment: Recognize VAT at the time of payment.

Delivery: Recognize VAT at the time of delivery.

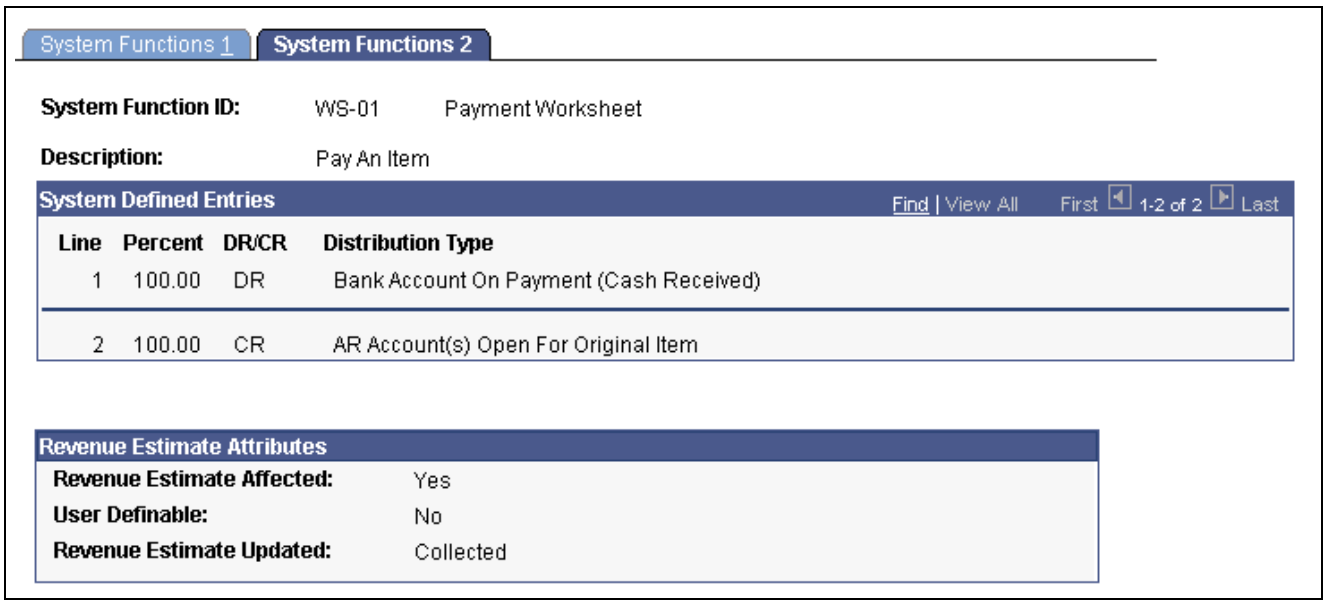
VAT Accounting Entry Type The accounting entry types, together with VAT codes and VAT transaction types, determine VAT accounting and reporting.

Effect on VAT Processing Specifies the action for VAT processing. Values are:

- Adjust intermediate VAT liability.
- Include in item entry totals.
- None.
- Move intermediate VAT to final.

Reviewing System Function Accounting Entries

Access the System Functions 2 page.



System Functions 2 page

System Defined Entries

The system-defined entries fall into one of two categories:

- Two lines are defined: One for the accounts receivable entry and one for the cash entry.

  In this case, the system generates a balanced accounting entry by itself. Cash system functions related to the payment worksheet, drafts, and direct debits fall into this category. Also, system functions related to the maintenance and transfer worksheet and the Automatic Maintenance process define two lines: one for the accounts receivable account and one for a control account.

- A single line is defined: Either a debit or credit for the accounts receivable entry.

  Write-offs, discounts, and item entry system functions require two-sided accounting entries to be posted; therefore, you must create user-defined lines for the offsetting entries on your templates or during processing.

Revenue Estimate Attributes

If you enabled the Commitment Control option for Receivables, the Revenue Estimate Attributes group box appears. The revenue estimate attributes define whether source transactions for the control budget should be generated and if so, how.

Revenue Estimate Affected Determines whether the Revenue Estimate Application Engine process (AR_REV_EST) creates source transactions. *Yes* indicates the process creates source transactions, and *No* indicates it does not.

User Definable Indicates whether you must specify which revenue bucket to update for each entry type and reason combination for the auto-entry type or item entry type associated with the system functions. *Yes* indicates that you must specify the revenue buckets for the auto-entry type or item entry type, and *No* indicates that the system function defines them.

Revenue Estimate Updated Indicates whether the accounting entries update the recognized or collected bucket or both buckets. If the bucket is user-defined for the auto-entry type or item entry type, the default bucket appears.

Setting Up Entry Types and Reasons

To define entry types and reasons, use the Entry Type component (ENTRY_TYPE_TABLE1).

This section provides overviews of entry types and entry reasons and discusses how to:

1. Define entry types.
2. Define entry reasons.

See Also

Chapter 2, “Understanding Implementation Issues,” Entry Types and Reasons, page 15

Understanding Entry Types

Thinking through and defining a comprehensive set of entry types is second in importance only to defining business units and tableSets. An entry type categorizes your pending items and the system uses them to create or update items. The Receivable Update Application Engine process (ARUPDATE) uses pending items along with associated entry types and reasons to create or update items and to maintain customer balances.

During processing, you sometimes enter pending items directly—for example, when you enter an invoice, a debit memo, or a credit memo. Sometimes the system creates pending items for you based on commands that you provide. For example, it creates deductions and on-account payments behind the scenes as you use the payment worksheet or the Payment Predictor process.

To use all of the receivable processing and payment features, at a minimum you must accommodate the following entry types. You can assign a single entry type to several functions and you can name them whatever you want.

- Adjust underpayment.
- Adjustment overpayment.
- Credit memo.
- Debit memo.
- Deduction.
- Earned discount.
- Overdue charge.

- Invoice.
- Maintenance credit.
- Maintenance debit.
- Offset customer's debits and credits.
- On-account.
- Payment.
- Prepayment.
- Refund credit.
- Refund remaining credit.
- Unapplied cash.
- Unearned discount.
- Write-off.
- Write off a credit
- Write off overpayment.
- Write off remaining credit.
- Write off remaining debit.
- Write off underpayment.

This table lists the entry types that you must create if you process direct debits or drafts:

Direct debits	Drafts
Direct debit remitted to bank-cash clearing	Draft remitted to bank
Direct debit remitted to bank-cash	Draft remitted with discount
Direct debit cancelled-cash	Collect cash on discount draft
Direct debit cash clearing	Collect cash on draft
	Reverse discount liability
	Dishonored draft
	Cancel remitted draft
	Void draft
	Bank fees (for discounted drafts)

Note. You must create either an item entry type or automatic entry type for each entry type before you can use them.

If you use the vendor rebate claim functionality in Purchasing or the claimback functionality in Order Management, you might want to create unique entry types for the interfaced items to identify them on the payment worksheet or on inquiries and reports.

Entry Types and Reasons for Partial Payments

Receivables delivers entry types and reasons in the sample database. If you use the Payment Predictor process to apply your payments, the #DTL_TLR algorithm group uses these entry types and reasons to determine how to create accounting entries for underpayment, overpayment, and discount conditions. You must use these entry types and reasons when you create your automatic entry types if you want to process partial payments and discounts correctly.

Important! If you cannot use these entry types and reasons due to your business practices, you need to change the SQL for the #DTL_TLR algorithm group. You should, however, avoid making these changes.

PeopleSoft delivers these entry types:

PR	Prepay an Item.
OA	On Account.
AU	Adjust Remaining Underpayment.
AO	Adjust Remaining Overpayment.
DED	Create a Deduction.
WO	Write-Off Item.
WAO	Write Off an Overpayment.
WAU	Write Off an Underpayment.

PeopleSoft delivers these entry reasons:

IOIT	Invoice Overage Within Tolerance.
IUIT	Invoice Underage Within Tolerance.
DOIT	Discount Overage Within Tolerance.
DUIT	Discount Underage Within Tolerance.
IOET	Invoice Overage Exceeds Tolerance.
IUET	Invoice Underage Exceeds Tolerance.
DOET	Discount Overage Exceeds Tolerance.
DUET	Discount Underage Exceeds Tolerance.

When you set up automatic entry types for these system functions, you must use these entry type and reason combinations:

System Function	Entry Type and Reason
WS-04	PR and IOET PR and DUET
WS-05	OA and IOET OA and DUET
WS-06	AO and IOET AO and IOIT AO and DUIT AO and DUET
WS-07	AU and IUIT AU and DOIT
WS-08	DED and IUET DED and DOET
WS-09	WO and IOIT WO and IUIT WO and DOIT WO and DUIT
WS-10	WAO and IOIT WAU and DUIT
WS-11	WAU and IUIT WAU and DOIT

The #DTL_TLR algorithm group uses a default system function for overpayments, underpayments, and unearned discounts. However, you can override the default system function for each business unit on the Predictor Detail Options page by assigning a different entry type and reason. The entry type and reason that you assign must be consistent with the intended usage of the system function. For example, adjust overpayment should not be used with an underpayment entry type and reason.

See Also

Chapter 9, “Setting Up Payment Predictor Processing,” Using #DETAIL and #DTL_TLR for Partial Payments and Deductions, page 221

Understanding Entry Reasons

Use different entry reasons to set up different accounting entry templates for different conditions.

Some of the entry types that create entries behind the scenes accommodate the use of an entry reason; others do not. Use entry reasons for:

- Invoice or debit memos.
- Credit memos.
- Overdue charges.
- Prepayments.
- On-account payments.
- Deductions.
- Write-offs (debits and credits, remaining debits and credits, underpayments, and overpayments).
- Adjustments for underpayments and overpayments.
- Remaining credit refunds.
- Credit refunds.
- Creating new debits.
- Creating new credits.
- Offsetting items.
- Draft bank fees.

Note. You specify if entry reasons are required on the Item Entry Type - Selection page and the Automatic Entry Type - Selection page.

You can also use entry reasons for reporting or inquiry purposes to further identify items.

Entry Reasons for Vendor Rebate and Claimback Processing

You must set up entry reasons for any entry types that you use to pay or offset items for vendor rebate and claimback processing.

For the entry types that you associate with the Pay an Item (WS-01) and (DM-01), and Offset an Item (MT-01) system functions, you must create a minimum of two entry reasons:

- An entry reason, which is used to pay or offset the base amount of the item.
- An entry reason, which is used to pay or offset the VAT amount for an item.

You can create as many entry reasons as you want, but you must create at least one for the base amount and one for the VAT amount for each entry type that you use to pay or offset items for vendor rebate and claimback processing. When you create automatic entry types for the WS-01, DM-01, and MT–01 system functions, you must enter all of these entry reasons on the Automatic Entry Type - Selection page. When you apply a payment to a vendor rebate claim or claimback item on the payment worksheet, you create two entries in the payment worksheet for each item if the business unit for the item requires VAT. One entry is for the base amount of the item and one entry is for the VAT amount. You assign the appropriate entry reason to each line. When you apply a draft to a claimback or vendor rebate claim on the draft worksheet or offset a claimback or vendor rebate claim on the maintenance worksheet, you follow the same procedure.

Note. If you have no business units that require VAT, it is not necessary to create an entry reason to record the VAT amount for an item and you do not need to create two entries on the worksheets.

Note. If the receivables business unit does not require VAT, you create only one entry for the base amount. You must enter the entry reasons to use for the business unit on the AR Integration page. The system enables you to select only the entry reasons associated with the item's business unit on the worksheets.

When you run the AR Rebate Notification Application Engine process (AR_REBATE) to update the claim management workbench, the process sends the base amount and the VAT amount for each item paid or offset. When you run the Claim Settlement process for AP Application Engine process (PO_CLMSETTLE_AP) on the claim management workbench, the process uses this information to generates the base and VAT distribution lines when it creates adjustment vouchers or a claimback vouchers.

See Chapter 27, "Posting and Unposting Groups," Running the AR Rebate Notification Process, page 701.

See *PeopleSoft Enterprise Order Management 8.9 PeopleBook*, "Working with Claimbacks".

See *PeopleSoft Enterprise Purchasing 8.9 PeopleBook*, "Understanding Vendor Rebates".

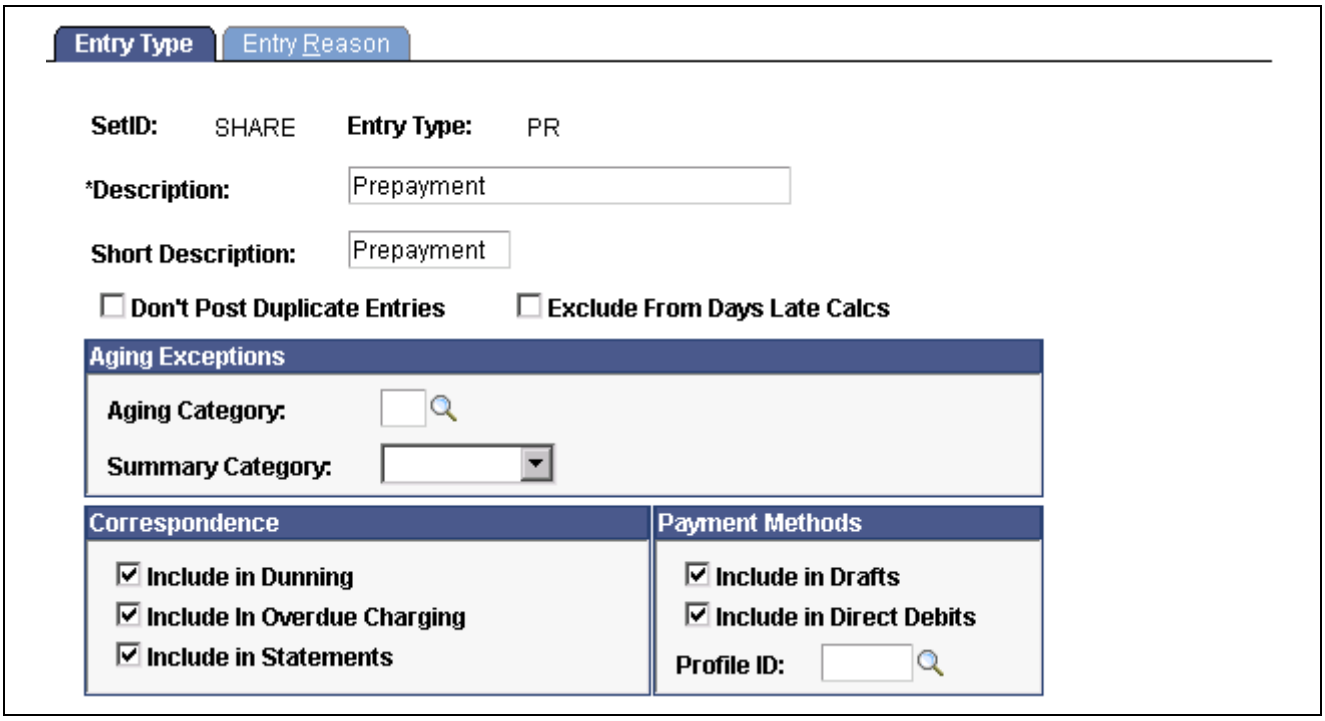
See *PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Defining Procurement Options," Defining Account Receivables Integration Options for Vendor Rebates.

Pages Used to Define Entry Types and Entry Reasons

Page Name	Object Name	Navigation	Usage
Entry Type	ENTRY_TYPE_TABLE1	Set Up Financials/Supply Chain, Product Related, Receivables, Options, Entry Type, Entry Type	Create and define entry types.
Entry Reason	ENTRY_TYPE_TABLE2	Set Up Financials/Supply Chain, Product Related, Receivables, Options, Entry Type, Entry Reason	Specify the appropriate entry reasons for an entry type.

Defining Entry Types

Access the Entry Type page.



Entry Type page

Don’t Post Duplicate Entries

This check box handles:

- Timing: An adjustment to an invoice is posted before the invoice.
- Duplication: Two entries with the same entry type attempt to update an item.

Select when you post a subsequent event—such as a debit memo or a credit memo—that has the same business unit, customer ID, item ID, and item line as the invoice before you post the invoice. This occurs if:

- You are converting closed item detail from your previous receivables system.
- The feeder billing systems cannot guarantee sequencing.
- Your business often generates related transactions such as an invoice and a credit memo together.

Normally the system creates an Item record for each new item with its entry type. Subsequent entries create item activity lines but do not alter the entry type on the Item table (PS_ITEM). If the original item is a debit or credit memo instead of an invoice, you are stuck with the debit or credit memo entry type on the Item record. What you really want is the invoice entry type.

It is important to have the appropriate entry type on the Item record, because entry types determine aging redirection, correspondence inclusion, and weighted average days late calculations. If a prepayment or credit memo posts first and the invoice posts second, you need to update the Item record with the entry type and date of the invoice.

When you select the Don’t Post Duplicate Entries check box for an entry type, it means:

- The entry type takes precedence over whatever entry type exists on the Item record (unless the entry type on the Item record also has the option selected).

It enables you to use the invoice entry type as the controlling entry type, even though the invoice was not posted first. Select only for those entry types that represent an invoice.

- After you post a pending item, other pending items with this selected option are not posted against this item, because any given item can have only one dominant pending item.
- The system catches duplicate invoices for a particular business unit or customer combination.

  The Receivable Update process does not post a second pending item that also has the option selected against the same business unit, customer ID, item ID, and item line combination.

Note. Be sure that you select this check box only for invoice type or dominant transaction types and that only dominant entry types can be posted against an item.

Exclude From Days Late Calcs (exclude from days late calculations) — Select to exclude items with this entry type from history calculations for average days late and weighted average days late.

Aging Category — Enter an aging category in which to place items, rather than aging them normally.

Note. If you define a rule for aging deductions, disputes, or collections in an aging ID other than aging normally, that rule takes precedence over a category that you select here.

Summary Category — Select a summary category to place items in a different summary category from the one associated with the aging category.

Include in Dunning, Include in Overdue Charging, and **Include in Statements** — Select to include items with the entry type in dunning letters, on overdue charge invoices, and on statements. In the delivered system, all entry types are included; clear the check boxes to exclude those that you do not want to appear in correspondence. This applies only to the entry type on the item itself, not to item activities.

Include in Drafts, Include in Direct Debits, and **Profile ID** — Select to include items of this entry type in drafts and direct debits. If you select Include Direct Debits, enter a profile ID to use a specific direct debit profile for all items using this entry type. Otherwise, leave Profile ID blank to use the profile ID assigned to the customer. If you enter a profile ID, you must select the Use Entry Type field on the Direct Debit Profile page.

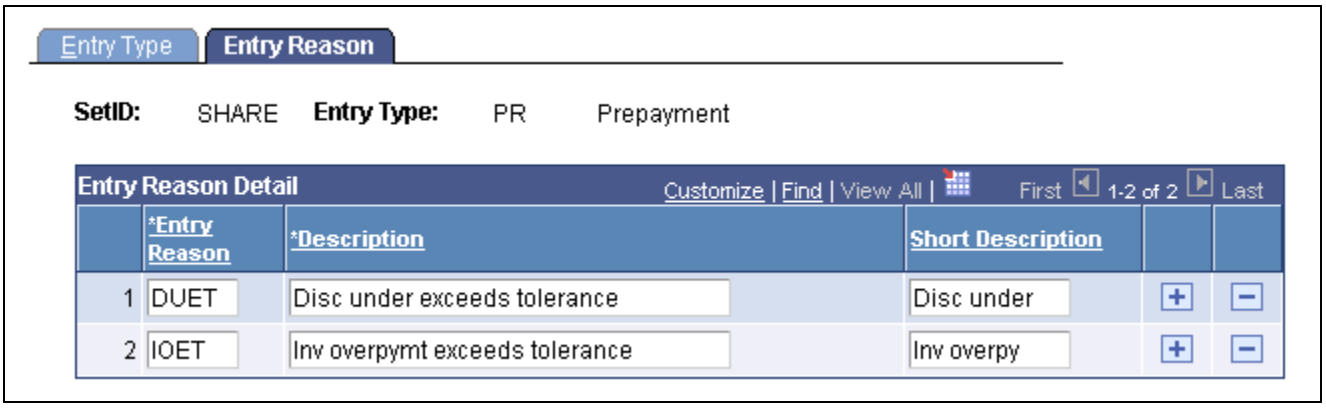
See Also

Chapter 5, “Defining Additional Processing Options,” Setting Up Direct Debit Profiles, page 116

Chapter 8, “Setting Up History and Aging,” Understanding Aging Setup, page 195

Defining Entry Reasons

Access the Entry Reason page.



Entry Reason page

For each entry type that you define, you can set up as many valid entry reasons as needed.

Setting Up Distribution Codes

Distribution codes simplify the process of generating accounting entries by defining a valid combination of ChartField values.

To define distribution codes, use the Distribution Code component (DST_CODE_TABLE).

This section discusses how to:

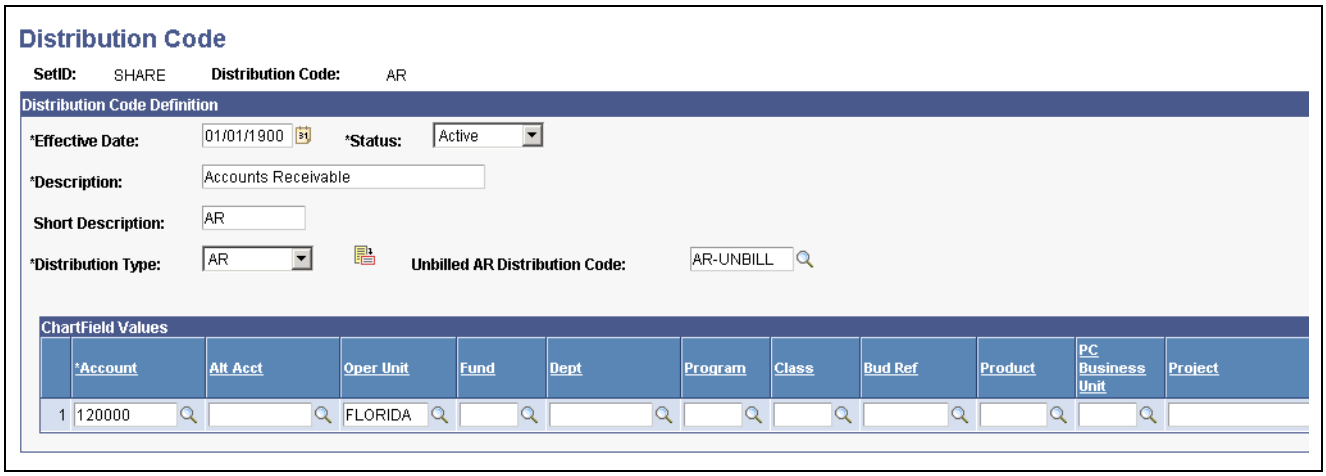
1. Define distribution codes.
2. Link draft distribution codes to AR distribution codes.

Pages Used to Define Distribution Codes

Page Name	Object Name	Navigation	Usage
Distribution Code	DST_CODE_TABLE	Set Up Financials/Supply Chain, Common Definitions, Distribution Accounting, Distribution Code, Distribution Code	Define or review distribution codes.
Draft Details	DST_CODE_DRAFT_SEC	Click the Draft Distribution Codes button on the distribution code page.	Specify the draft distribution codes to link to accounts receivable.

Defining Distribution Codes

Access the Distribution Code page.



Distribution Code page

Distribution Type

Select a value that indicates how the account is to be used. Values are:

AR (accounts receivable): Used for pending items. You must assign default distribution codes for pending item groups. The system obtains the default distribution codes using the following hierarchy:

1. From the entry reason on the Item Entry Type - Selection page for billing groups or the entry reason on the Automatic Entry Type - Selection page for payment, draft, maintenance, and overdue charges groups.
2. From the customer on the General Information - Bill To Options page.
3. From the business unit on the Receivables Definition - Accounting Options 1 page.

Also used by the Revaluation Application Engine process (AR_REVAL) to create accounting entries. Create a separate distribution code if you use translation ledgers.

Disc Draft (discounted drafts): The receivable account for discounted drafts. Specify this code on the Receivables Definition - Accounting Options 2 page and override it by draft type and business unit on the Draft Type Distribution Codes page.

Dishonor: The receivable account for dishonored drafts. Specify this code on the Receivables Definition - Accounting Options 2 page and override it by draft type and business unit on the Draft Type Distribution Codes page.

Doubtful: The receivable account for doubtful receivables. Specify this code on the Receivables Definition - Accounting Options 1 page.

Draft Liab (draft liability): The draft liability account for drafts discounted with recourse. Specify this code on the Receivables Definition - Accounting Options 2 page and override it by draft type and business unit on the Draft Type Distribution Codes page.

Draft: The receivable account for items that have been applied to any draft. Specify this code on the Receivables Definition - Accounting Options 2 page and override it by draft type and business unit on the Draft Type Distribution Codes page.

Maint Ctrl (maintenance control): Used to create the offsetting entry for transactions in maintenance groups. Specify this code on the Receivables Definition - Accounting Options 2 page.

Real G/L (realized gain and loss): Used behind the scenes by the maintenance and payment worksheets and draft processing to create adjusting entries for multicurrency processing. You can define as many distribution codes as you choose, but each business unit can have only one realized gain and one realized loss code.

Also used during translation for a realized gain or loss for translation ledgers. If you want to track realized gains and losses separately you must create separate distribution codes for realized gains and realized losses.

Specify these codes on the Receivables Definition - Accounting Options 1 page and the Receivables Definition - Options 2 page.

Refund Ctrl (refund control): The ChartField combination used to record the liability for a refund. Specify this code on the Receivables Definition - Accounting Options 2 page. If you use the commitment control option, the system does not update either the Recognized or Collected budget if you use an expense Account. Instead, the system updates an Expense budget.

Remit Drft (remitted drafts): The receivable account for non-discounted drafts that have been remitted to the bank. Specify this code on the Receivables Definition - Accounting Options 2 page and override it by draft type and business unit on the Draft Type Distribution Codes page.

Round: Used when you apply a payment to an item on the payment worksheet whose currency differs from the currency of the item or when the payment and item are in the same currency, but differ from the base currency of the business unit. The Receivable Update process posts any remaining amount from the currency conversion to this rounding account. Specify this code on the Receivables Definition - Accounting Options 1 page.

Trans Ctrl (transfer control): Used to create the offsetting entry for transactions in transfer groups. Specify this code on the Receivables Definition - Accounting Options 2 page.

Unreal G/L (unrealized gain and loss): Used only during revaluation. This code enables you to summarize gains and losses into one line that updates the unrealized gain and loss account. If you want to track unrealized gains and losses separately, you need to create separate distribution codes for unrealized gains and unrealized losses. Specify these codes on the Receivables Definition - Accounting Options 2 page.

Unbilled AR Distribution Code Select if the distribution type is *AR* and you have unbilled accounts receivables. This field is available only when the distribution type is *AR*.

Note. Receivables does not directly use these distribution types: *Corp Vchr, Cust Dep, Dfr Disc, Dfr Rev, Dfr Surch, Discount, DM New Opr, DM Orig CR, DM Orig De, DM Orig Op, Dst no GL, GST, Match Ctrl, IU Pay, IU Rec, Reim, Coll, Revenue, Reverse, Reverse CR, Reverse DR, Sales/Use, Send Back, Surcharge,* and *Unbill AR, Unbill Dsc,* and *UnflCOwAdv.* Receivables also does not use these distribution types: *Cash,Cash Ctrl, Disc Ctrl,* and *Draft Ctrl.* Receivables uses the ChartFields that you assign to the bank account on the External Accounts page for cash and cash control accounting entries.

ChartField Values

Enter the combination of ChartField values that general ledger uses to process activity with the distribution code unless your inheritance setup overrides the distribution code.

See Also

Chapter 3, "Defining Receivables Business Units," Defining Business Unit Defaults for Individual Business Units, page 37

PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook, "Setting Up External, Internal, and Netting Accounts," Defining External Account Information

Linking Draft Distribution Codes to AR Distribution Code

Access the Draft Details page.

If you link draft distribution codes to an accounts receivable distribution code, the system uses that code to create accounting entries. Otherwise, it uses the codes that you assign to a draft type and business unit combination.

Draft AR Distribution Code	Enter the code that defines the receivable account for approved drafts.
Remitted Draft Receivable Code	Enter the code that defines the receivable account for remitted drafts.
Draft Discount Receivable Code	Enter the code that defines the receivables account for the discounted drafts.
Draft Discount Liability Code	Enter the code that defines the liability account for drafts discounted with recourse.
Dishonored Draft Code	Enter the code that defines the receivable account for dishonored drafts.

Setting Up Item Entry Types

The system uses item entry types for items that you enter online or receive through an interface. By mapping entry types to system functions, you create item entry types.

To define item entry types, use the Item Entry Type component (ITEM_ENTRY_TABLE2).

This section discusses how to:

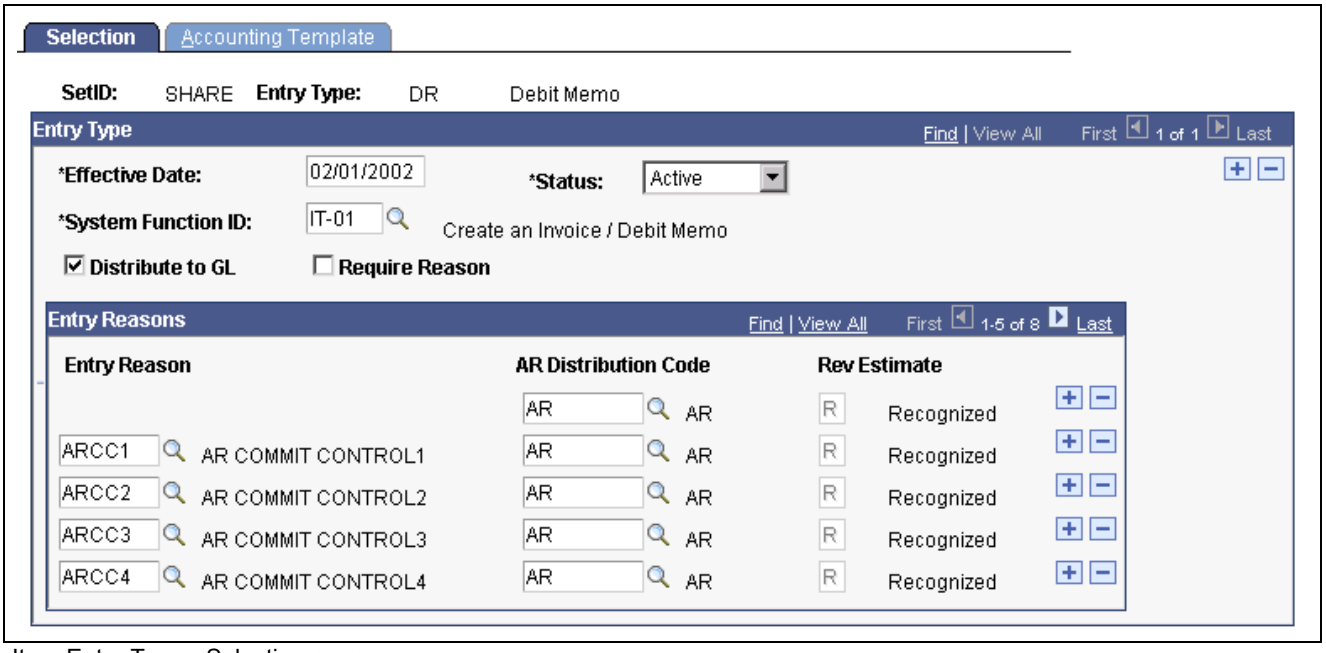
1. Define item entry types.
2. Define item entry type accounting templates.

Pages Used to Set Up Item Entry Types

Page Name	Object Name	Navigation	Usage
Item Entry Type - Selection	ITEM_ENTRY_TABLE1	Set Up Financials/Supply Chain, Product Related, Receivables, Payments, Item Entry Type, Selection	Set up item entry types, specify whether you need to distribute accounting entries to the general ledger, and assign entry reasons to the item entry type.
Item Entry Type - Accounting Template	ITEM_ENTRY_TABLE2	Set Up Financials/Supply Chain, Product Related, Receivables, Payments, Item Entry Type, Accounting Template	Define how the system creates accounting entries for the general ledger.

Defining Item Entry Types

Access the Item Entry Type - Selection page.



Item Entry Type - Selection page

System Function ID Enter the system function to associate with the entry type. You can have more than one item entry type per system function. For example, system function IT-02 defines the process for entering a credit memo. You can map multiple entry types—CR1 and CR2—to IT-02, representing different kinds of credit memos.

Distribute to GL Select this check box to distribute accounting entries for this item type to general ledger. Your accounting entry design determines whether you use this feature.

Require Reason Select this check box to require users to enter a value in the Entry Reason field every time they use this item entry type during pending item entry and on the maintenance and payment worksheets. If you clear this check box,

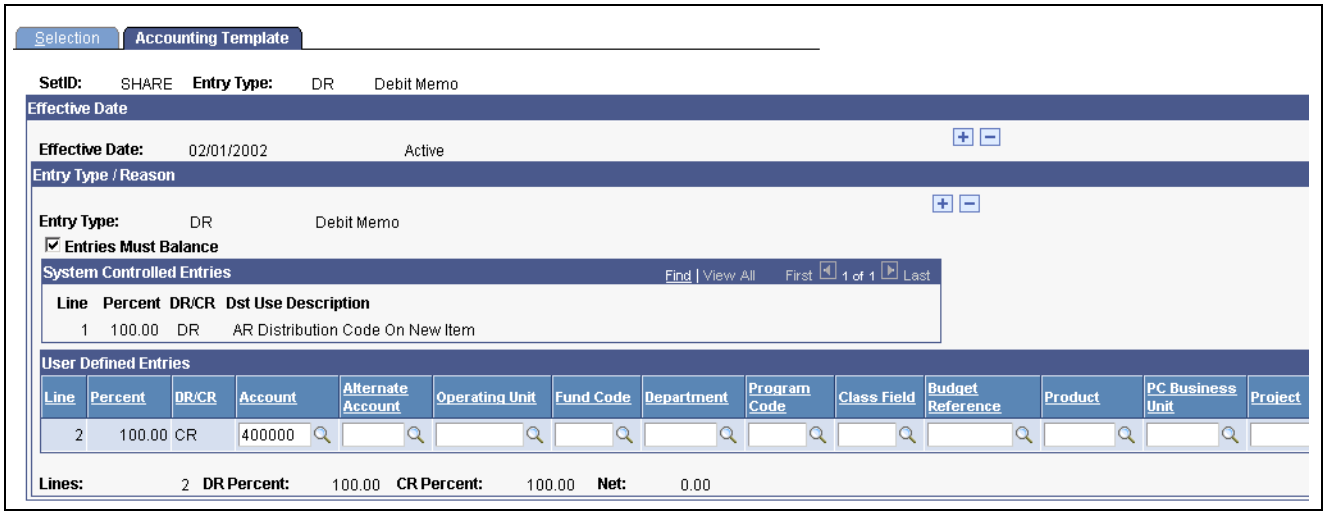
the system automatically adds a row to the Entry Reason Detail grid that has a blank reason. If Require Reason is selected, every row in the grid must have an entry reason.

AR Distribution Code Select a distribution code if the accounts receivable ChartField combination is different for each combination of entry type and entry reason. The distribution code governs the default ChartFields used in generating system-defined accounting entries for items bearing the item entry type and the specified type and reason combination. If the accounts receivable account is the same for all combinations, set a default accounts receivable distribution code on the Account Options 1 page. If the accounts receivable account varies by item, you can enter it on the Pending Item 1 page for individual pending items.

Rev Estimate (revenue estimate) If you enabled the Commitment Control option, and the system function that you selected for the item entry type indicates the revenue bucket is user-defined, you must specify whether you need to update the collected or recognized bucket or both buckets. If the bucket that you update varies under certain circumstances, create two entry reasons and select a different bucket for each entry reason. If the system function defines the bucket, the field is unavailable.

Defining Item Entry Type Accounting Templates

Access the Item Entry Type - Accounting Template page.



Item Entry Type - Accounting Template page

Entries Must Balance If this check box is selected, you must define 100 percent of the accounting entries and enter an account for every line in the User Defined Entries grid. You can override the default account after the lines are created during processing. Clear to leave the user-defined entries blank and complete them during processing.

If you have defined ChartField inheritance options on the Receivables Revaluation (AR Reval) and Billing (AR/BI) groups as *Always Inherit* or *Inherit within BU,* you cannot insert multiple user-defined lines for the following system functions:

MT-02: Write off a credit.

MT-03: Write off a debit.

WS-02: Take Earned Discount.

WS-03: Take Unearned Discount.

WS-09: Write off an Item.

System Controlled Entries

The information for system-defined accounting entries comes from the system function table and the distribution codes. It also stipulates that the system distributes the entire amount to AR either as a credit (–) or a debit (+).

User Defined Entries

User-defined entries are specific to your particular organization and are not always required. You provide defaults for the template, but you can change any information on the user-defined entries after you generate accounting entries. Enter the ChartField values for the revenue line, as needed. You cannot specify a statistical account for any item entry accounting templates.

Note. If you enabled the Commitment Control option for Receivables, you must use ChartFields that are in the control budget ledger as well.

If you want to vary the ChartField combinations entered at a level lower than the entry type and entry reason, you have two options:

- Enter a number of user-defined lines without a percentage (unbalanced) with all of the possible accounts that you might use.

  Then, when the lines are created, delete the ones that you do not want and add dollar amounts to the remaining lines.

- Do not enter user-defined lines on the template and clear Entries Must Balance.

  Users can enter these lines on the appropriate Accounting Entries page after the system-defined lines are created.

Setting Up Automatic Entry Types

To define automatic entry types, use the Automatic Entry Type component (AUTO_ENTRY_TABLE2).

This section provides an overview of automatic entry types and discusses how to:

1. Define automatic entry types.
2. Define automatic entry type accounting templates.

Understanding Automatic Entry Types

Automatic entry types define how the system assigns entry types to pending items created behind the scenes. When you use online pages to tell the system what to do—for example, create a deduction or place a payment on account—the system uses automatic entry types. Batch processes that generate pending items also use entry types.

Automatic entry types are related to the subset of system functions that includes transfers, drafts, direct debits, overdue charges, and worksheet functions. To enable the use of an underlying system function, you must:

- Map the system function to an entry type.

  You can assign only one entry type to a system function, but you can associate the same entry type with multiple system functions. For example, you can associate the Dishonor Draft entry type with different system functions based on your organization's needs.

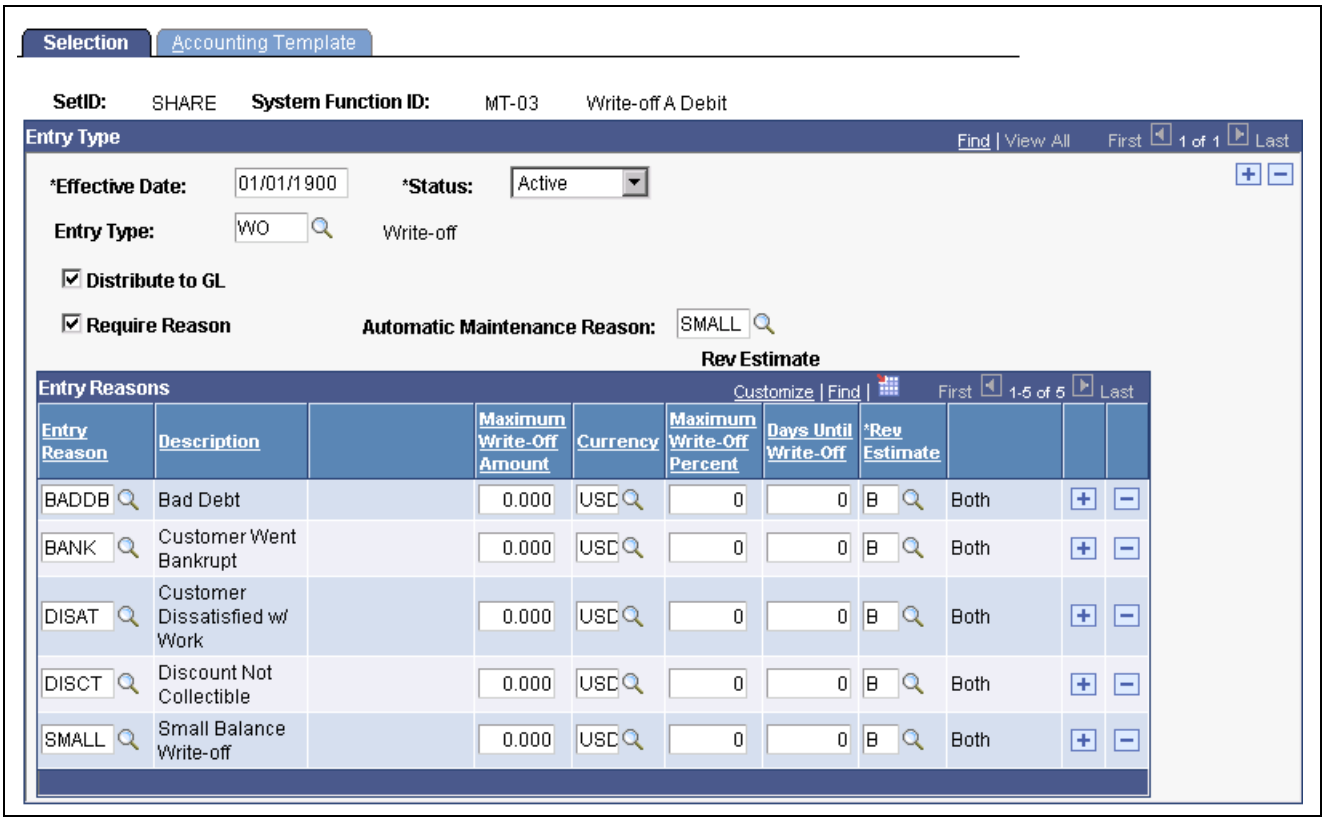
- Define how the system creates accounting entries.

Pages Used to Set Up Automatic Entry Types

Page Name	Object Name	Navigation	Usage
Automatic Entry Type - Selection	AUTO_ENTRY_TABLE1	Set Up Financials/Supply Chain, Product Related, Receivables, Payments, Automatic Entry Type, Selection	Set up new automatic entry types. Specify whether you distribute accounting entries to general ledger and assign entry reasons to the automatic entry type.
Automatic Entry Type - Accounting Template	AUTO_ENTRY_TABLE2	Set Up Financials/Supply Chain, Product Related, Receivables, Payments, Automatic Entry Type, Accounting Template	Define how the system creates accounting entries for the general ledger.

Defining Automatic Entry Types

Access the Automatic Entry Type - Selection page.



Automatic Entry Type - Selection page

Entry Type Select the entry type that is appropriate for pending items that the system creates for the system function. Each automatic entry type assigns only one entry type to a pending item.

Distribute to GL Select this check box to distribute accounting entries for this item type to general ledger. Your accounting entry design determines whether you use this feature.

Require Reason Select this check box if you want the system to require an entry reason when it uses this automatic entry type. For example, if a cash applier creates a write-off on the payment worksheet, this setting determines whether the cash applier must supply an entry reason.

Predictor Reason If you selected Require Reason, enter the entry reason that the Payment Predictor process assigns to all items that it creates using the system function for the automatic entry type.

When a payment predictor method specifies conditions under which it creates an item, the method itself contains the system function it uses for the item, but does not specify an entry reason. It uses the entry reason that you supply. This applies only to these system functions:

WS-04: Prepay an item.

WS-05: Place an amount on account.

WS-06: Adjust remaining overpayment.

WS-07: Adjust remaining underpayment.

WS-08: Create a deduction.

WS-10: Write off an overpayment.

WS-11: Write off an underpayment.

Automatic Maintenance Reason If you selected Require Reason, enter the entry reason that the Automatic Maintenance process assigns to all items that it creates using the system function. This applies only to these system functions:

MT-02: Write off a credit.

MT-03: Write off a debit.

MT-04: Create new debit.

MT-05: Create new credit.

MT-06: Write off remaining credit.

MT-07: Write off remaining debit.

Entry Reasons

The Entry Reasons grid contains the valid entry type and entry reason combinations.

Sequence Enter a sequence number to prioritize the order in which the Payment Predictor process applies payments to overdue charge line items.

See Chapter 9, "Setting Up Payment Predictor Processing," Using the #OVERDUE Algorithm Group, page 223.

Entry Reason Each automatic entry type can have more than one entry reason. To enable an entry type to be used without an entry reason, you must have one row in the grid that contains just the entry type with a blank reason. You must include the entry reason specified for the Payment Predictor or Automatic Maintenance processes in the grid.

Important! If you use vendor rebate claim processing in Purchasing or claimback processing in Order Management, you must enter the entry reasons for the WS-01 and DM-01 system functions that you set up for VAT processing. Also you must enter entry reasons for the MT-01 system function.

See Chapter 4, "Defining Receivables Processing Options," Understanding Entry Reasons, page 69.

Entry Event Enter the entry event used to generate supplemental accounting entries for each entry reason if you create one overdue charge for all of a customer's eligible items. This option is available only for the Create an Overdue Charge (FC-01) system function and if you enabled the entry event option for your organization.

AR Distribution Code Select a different code to vary the accounting entries that the system creates for an automatic entry type.

Maximum Write-Off Amount Enter the maximum amount that you can write off for either an individual item or for the remaining balance for a normal group or match group on the maintenance worksheet or in the Automatic Maintenance process. This enables write-offs for an amount below the maximum amount as long as it does not exceed the percentage of the original amount for the item. For example, if you enter an amount of *25.00,* the process allows write-off amounts up to 25.00.

However, if you enter a maximum write-off percent of *10,* and the total original amount of a item is 240.00, the system does not write off more than 24.00.

For no limit, enter all *9s*.

See Chapter 23, "Maintaining Customer Account Balances," Write-off Tolerances, page 570.

Maximum Write-Off Percent

For the maintenance worksheet, enter the maximum percentage of the item amount that the system can write off. The write-off percent applies only to write-offs for individual items, not for remaining amounts for items or match groups.

For the Automatic Maintenance process, enter the maximum percentage that the remaining balance can be for a match group. The process adds the total debits or totals credits and divides the higher amount by the remaining balance for the match group to determine the percentage that can be written off.

The maximum percentage that you can enter is *100.* For no limit, enter *100.*

Note. Because the calculation for the Automatic Maintenance process and the maintenance worksheet are different, you might want to create a unique entry reason for automatic maintenance write-offs. If you do this, select the Require Reason check box and enter the entry reason in the Automatic Maintenance Reason field.

Days Until Write-Off

Enter the minimum age of items before you can write them off on the maintenance worksheet or during automatic maintenance. The system calculates the age by subtracting the accounting date from the current date. For no limit, enter *0.*

Note. The write-off tolerance fields are available only for the MT-02, MT-03, MT-06, and MT-07 system functions.

Rev Estimate (revenue estimate)

If you enabled the Commitment Control option for Receivables and if the system function associated with the automatic entry type indicates that the revenue bucket is user-defined, specify whether you must update the *Collected* or *Recognized* bucket, *Both* buckets, or none of the buckets. The options vary by system function. If the system function defines the bucket, the field is unavailable.

See Chapter 4, "Defining Receivables Processing Options," Setting Up Item and Automatic Entry Types for Revenue Estimate Processing, page 85.

If the bucket that you update varies under certain circumstances, create two entry reasons and select a different bucket for each entry reason. For example, when you offset an item (system function MT-01) on the maintenance worksheet, you can offset it with on-account cash or a credit memo. If you offset it with cash, you should update the collected bucket. If you offset it with a credit, you reverse the amount of both the original item and the credit memo in the recognized budget. You do not update the collected bucket. In this case, you set up a separate entry reason for a cash offset and a credit memo offset to update the correct buckets.

For example, suppose the user selects the following entries on a maintenance worksheet:

Item	Amount	Reason	Description
ITEM001	100.00	ITEM	Offsets CREDIT1 credit memo
CREDIT1	-100.00	ITEM	Offsets ITEM001
ITEM002	50.00	CASH	Offsets OA-01 on account cash
OA-01	-50.00	CASH	Offsets ITEM002

The Revenue Estimate process then generates these source transactions:

Bucket	Amount	Description
Recognized	-100.00	Reverses ITEM001
Recognized	100.00	Reverses CREDIT1
Collected	50.00	From ITEM002

You also need to create two entry reasons for MT-09 (refund of a credit):

- One for a credit memo refund (from an IT-02 item activity) that reverses the entry in the recognized bucket.
- One for cash or a non-IT-02 item activity that does not update any revenue bucket.

Defining Automatic Entry Type Accounting Templates

Access the Automatic Entry Type - Accounting Template page.

Entries Must Balance If this check box is selected, you must define 100 percent of the accounting entries and enter an account for every line in the User Defined Entries grid. You can override the default account after the lines are created during processing. Clear to leave the user-defined entries blank and complete them during processing.

System Defined Entries

The information for system-defined accounting entries comes from the system function table and the distribution codes. It also stipulates that the system distributes the entire amount to AR either as a credit (–) or a debit (+).

User Defined Entries

User-defined entries are specific to your particular organization and are not always required. You provide defaults for the template, but you can change any information on the user-defined entries after you generate accounting entries. Enter the ChartField values for the revenue line, as needed. You cannot specify a statistical account for any automatic entry accounting template. For some automatic entry types, you do not define the user-defined entries. In this case, the user-defined grid is not available.

If you want to vary the ChartField combination at a level lower than the entry type and reason, you have two options:

- Enter a number of user-defined lines without a percentage (unbalanced) with all of the accounts that you might use.

  Then, when the lines are created, delete the ones that you do not want, and add dollar amounts to the remaining lines.

- Do not enter user-defined lines on the template, and clear Entries Must Balance.

  Operators can enter these lines on the appropriate Accounting Entries page after the system-defined lines are created.

Note. If you enabled the Commitment Control option for Receivables, you must use ChartFields that are in the control budget ledger as well.

Setting Up Item and Automatic Entry Types for Revenue Estimate Processing

Revenue Estimate processing creates the source transactions for the revenue entries to control budgets. A budget in Receivables is a fixed income allocation (that is, a revenue estimate) with two monetary buckets:

- *Recognized revenue* is revenue that has been billed to the customer but for which payment has not yet been received.
- *Collected revenue* is cash that has been received as payment.

See Chapter 28, "Using Commitment Control Processing in Receivables," page 703.

The entry type (or the combination of the entry type and reason) defines how and when to generate source transactions based on preset values in the system function. The system function specifies whether the bucket that the process updates is user-defined on the item entry type or automatic entry type. If it is not user-defined, the system function specifies whether to:

- Update the recognized revenue bucket.
- Update the collected revenue bucket.
- Update both revenue buckets.

Note. When the user enters the item information, the user must enter the correct entry type and reason to update the correct buckets.

System Function Attributes

This table lists the revenue estimate definitions for each system function. PeopleSoft sets these defaults and you cannot modify them. If the bucket to update is user-defined, the information in the table provides a suggestion for how to set up the item entry type or automatic entry type associated with the system function.

System Function ID	Description	Update to Recognized Bucket	Update to Collected Bucket	User-Defined	Transaction Generated
DD-01	Direct Debit Remit - Clearing			No	None
DD-02	Direct Debit Remit - Cash		Credits budget	No	One for each of the item's user-defined lines. The amount comes from the AR line and the accounts come from the item's user-defined lines. If there are multiple user-defined lines, the amounts are prorated.
DD-03	Direct Debit Cancel - Clearing			No	None
DD-04	Direct Debit Cancel - Cash		Debits budget	No	One for each of the item's user-defined lines. The amount comes from the AR line and the accounts come from the item's user-defined lines. If there are multiple user-defined lines, the amounts are prorated.
DD-05	Direct Debit Cash Clearing		Credits budget	No	One for each of the item's user-defined lines. The amount comes from the Cash Control line and the accounts come from the item's user-defined lines. If there are multiple user-defined lines, the amounts are prorated.

System Function ID	Description	Update to Recognized Bucket	Update to Collected Bucket	User-Defined	Transaction Generated
DD-06	Direct Debit Cash Clearing		Credits budget	No	One for each of the item's user-defined lines. The amount comes from the Cash Control line and the accounts come from the item's user-defined lines. If there are multiple user-defined lines, the amounts are prorated.
DD-07	Direct Debit Cancel - Clearing			No	None
DD-08	Direct Debit Cancel - Cash		Debits budget	No	One for each of the item's user-defined lines. The amount comes from the AR line and the accounts come from the item's user-defined lines. If there are multiple user-defined lines, the amounts are prorated.
DD-09	VAT at Due Date			No	None

System Function ID	Description	Update to Recognized Bucket	Update to Collected Bucket	User-Defined	Transaction Generated
DM-01	Pay an Item (Draft Accepted)		Credits or debits budget	No	If an IT-01, IT-02, or FC-01 item activity generates the item, the process creates one transaction for each of the item's user-defined lines. The amount comes from the AR line and the accounts come from the item's user-defined lines. If there are multiple user-defined lines, the amounts are prorated. The system places the transaction on hold until the cash is recognized. Then the Budget Processor Application Engine process (FS_BP) checks the source transaction.
DM-02	Prepay an Item				None **Note.** The system updates the revenue budget when you receive the invoice.
DM-03	Place an Amount On Account				None **Note.** The system updates the revenue budget when you apply the payment to an item.
DM-04	Adjust Remaining Overpayment				None **Note.** The system updates the revenue budget when you apply the payment to an item.

System Function ID	Description	Update to Recognized Bucket	Update to Collected Bucket	User-Defined	Transaction Generated
DM-05	Adjust Remaining Underpayment				None
DM-06	Create a Deduction				None
DM-07	Write off an Item	Credits or debits budget		Yes	If an IT-01, IT-02, or FC-01 item activity creates the item, the process creates one transaction for each user-defined line. The amounts and accounts come from the user-defined lines.
		Credits budget	Credits budget	Yes	If a MT-05, DM-02, DM-03, or DM-04 item activity creates the item, the process creates one transaction for each user-defined line. The amounts and accounts come from user-defined lines. (Because the original item did not create any source transaction, you need either to update neither bucket or to update both buckets for the buckets to balance.)

System Function ID	Description	Update to Recognized Bucket	Update to Collected Bucket	User-Defined	Transaction Generated
		Debits budget	Debits budget	Yes	If a MT-04, DM-05, or DM-06 item activity creates the item, the process creates one transaction for each user-defined line. The amounts and accounts come from user-defined lines. The collected bucket must be reversed, because the bucket was updated when you created the underpayment.
DM-08	Write off an Overpayment	Credits budget	Credits budget	Yes	One transaction for each user-defined line. The amounts and accounts come from user-defined lines. (Because the original item did not create any source transaction, you need either to update neither bucket or to update both buckets for the buckets to balance.) **Note.** The system places these transactions on hold until the cash is recognized. Then the Budget Processor checks the source transactions.

System Function ID	Description	Update to Recognized Bucket	Update to Collected Bucket	User-Defined	Transaction Generated
DM-09	Write off an Underpayment	Debits budget	Debits budget	Yes	One transaction for each user-defined line. The amounts and accounts come from user-defined lines. The collected bucket must be reversed, because the bucket was updated when you created the underpayment. **Note.** The system places these transactions on hold until the cash is recognized. Then the Budget Processor checks the source transactions.
DM-20	Draft Remitted to Bank				None
DM-21	Draft Remitted with Discount				None
DM-22	Draft Remitted to Bank				None
DM-23	Draft Remitted to Bank				None
DM-24	Draft Remitted with Discount				None
DM-30	Collect Cash on Discount Draft				Takes the source transactions that the process generated for a prior activity off hold and releases them for budget checking.

System Function ID	Description	Update to Recognized Bucket	Update to Collected Bucket	User-Defined	Transaction Generated
DM-31	Collect Cash on Discount Draft				Takes the source transaction that the process generated for a prior activity off hold and releases them for budget checking.
DM-32	Collect Cash on Discount Draft				Takes the source transaction that the process generated for a prior activity off hold and releases them for budget checking.
DM-33	Collect Cash on Discount Draft				Takes the source transactions that the process generated for a prior activity off hold and releases them for budget checking.
DM-40	Collect Cash on Draft				Takes the source transactions that the process generated for a prior activity off hold and releases them for budget checking.
DM-41	Reverse Discount Liability				None
DM-42	Collect Cash on Draft				Takes the source transactions that the process generated for a prior activity off hold and releases them for budget checking.
DM-43	Reverse Discount Liability				None

System Function ID	Description	Update to Recognized Bucket	Update to Collected Bucket	User-Defined	Transaction Generated
DM-44	Collect Cash on Draft				Takes the source transactions that the process generated for a prior activity off hold and releases them for budget checking.
DM-45	Reverse Discount Liability				None
DM-46	Collect Cash on Draft				Takes the source transactions that the process generated for a prior activity off hold and releases them for budget checking.
DM-47	VAT on Discounted Draft				None
DM-50	Dishonor Draft			No	Generates transactions to reverse a prior draft activity.
DM-52	Dishonor Draft			No	Generates transactions to reverse a prior draft activity.
DM-53	Dishonor Draft			No	Generates transactions to reverse a prior draft activity.
DM-54	Dishonor Draft			No	Generates transactions to reverse a prior draft activity.
DM-55	Dishonor Draft			No	Generates transactions to reverse a prior draft activity.

System Function ID	Description	Update to Recognized Bucket	Update to Collected Bucket	User-Defined	Transaction Generated
DM-56	Dishonor Draft			No	Generates transactions to reverse a prior draft activity.
DM-57	Dishonor Draft			No	Generates transactions to reverse a prior draft activity.
DM-58	Dishonor Draft			No	Generates transactions to reverse a prior draft activity.
DM-90	Bank Fees				None
DM-98	Cancel Remitted Draft			No	Generates transactions to reverse a prior draft activity.
DM-99	Void Draft			No	Generates transactions to reverse a prior draft activity. If the draft is voided before the cash is recognized, it does not create transactions.
FC-01	Create an Overdue Charge	Credits Budget		No	One transaction for each user-defined line. The amount and accounts come from the user-defined line.
IT-01 Item Entry	Create an Invoice/Debit Memo	Credits Budget		No	One transaction for each user-defined line. The amount and accounts come from the user-defined line.
IT-02 Item Entry	Create a Credit Memo	Debits Budget		No	One transaction for each user-defined line. The amount and accounts come from the user-defined line.

System Function ID	Description	Update to Recognized Bucket	Update to Collected Bucket	User-Defined	Transaction Generated
DM-10	Deduction Write-off	Debits budget	Debits budget	Yes	One transaction for each user-defined line. The amounts and accounts come from user-defined lines. The collected bucket must be reversed, because it was updated when you created the deduction.
MT-01 Maint Wksht	Offset an Item	If the offset is an item, it either debits or credits the budget.	If the offset is cash, it debits the budget.	Yes	If an IT-01, IT-02, or FC-01 item activity generates the item, the process creates one for each of the item's user-defined lines. The amount comes from the AR line and the accounts come from the item's user-defined lines. If there are multiple user-defined lines, the amounts are prorated. The update to either the recognized or collected budget is determined by the entry reason, which indicates whether the offset is an item or cash.
MT-02 Maint Wksht	Write off a Credit	Credits budget		Yes	If an IT-02 item activity generates the item, the process creates one transaction for each user-defined line. The amount and account come from user-defined lines.

System Function ID	Description	Update to Recognized Bucket	Update to Collected Bucket	User-Defined	Transaction Generated
		Credits budget	Credits budget	Yes	If a MT-05, WS-04, WS-05, or WS-06 item activity generates the item, the process creates one transaction for each user-defined line. The amount and account come from user-defined lines. **Note.** This information provides a suggested setup for this system function. Specify by reason code which buckets to update.
MT-03 Maint Wksht	Write off a Debit	Debits budget		Yes	If an IT-01 or FC-01 item activity generates the item, the process creates one transaction for each user-defined line. The amount and account come from user-defined lines.
		Debits budget	Debits budget	Yes	If an MT-04, WS-07, or WS-08 activity generate the item, the process creates one transaction for each user-defined line. The amount and account come from user-defined lines.
MT-04 Maint Wksht	Create New Debit				None
MT-05 Maint Wksht	Create New Credit				None

System Function ID	Description	Update to Recognized Bucket	Update to Collected Bucket	User-Defined	Transaction Generated
MT-06 Maint Wksht	Write off Remaining Credit	Credits budget	Credits budget	Yes	If the amount does not come from IT-02 item activity (partial or full), the process creates one transaction for each user-defined line. The amount and account come from the user-defined line.
MT-07 Maint Wksht	Write off Remaining Debit	Debits budget	Debits budget	Yes	One transaction for each user-defined line. The amount and accounts come from the user-defined line.
MT-08 Maint Wksht	Refund Remaining Credit				None. **Note.** None of the refunded credit should come from an IT-02 item activity.
MT-09 Maint Wksht	Refund a Credit		Debits budget	Yes	If it is an IT-02 item activity, the amount and accounts come from Refund Control. ***Warning!*** If you use an expense Account in the distribution code for refund control, the system updates an expense budget and not a recognized revenue or collected revenue bucket. If it is *not* an IT-02 item activity, the system does not generate transactions. (We recommend that you use two entry reason codes.)

System Function ID	Description	Update to Recognized Bucket	Update to Collected Bucket	User-Defined	Transaction Generated
TR-01 Transf Wksht	Transfer Item From Customer				None
TR-02 Transf Wksht	Transfer Item To Customer				None
TR-03 Transf Wksht	Transfer Item To Doubtful Acct			No	None
WS-01 Pay Wksht	Pay an Item		Credits or debits budget	No	If an IT-01, IT-02, or FC-01 item activity generates the item, the process creates one transaction for each of the item's user-defined lines. The amount comes from the AR line and the accounts come from the item's user-defined lines. If there are multiple user-defined lines, the amounts are prorated if users do not perform a manual revenue allocation on the worksheet.
WS-02 Pay Wksht	Take Earned Discount	Debits budget		No	One transaction for each user-defined line. The amount and accounts come from the user-defined line.
WS-03 Pay Wksht	Take Unearned Discount	Debits budget		No	One transaction for each user-defined line. The amount and accounts come from the user-defined line.

System Function ID	Description	Update to Recognized Bucket	Update to Collected Bucket	User-Defined	Transaction Generated
WS-04 Pay Wksht	Prepay an Item				None **Note.** The system updates the revenue budget when you apply the payment to an item.
WS-05 Pay Wksht	Place An Amount On Account				None **Note.** The system updates the revenue budget when you receive the invoice.
WS-06 Pay Wksht	Adjust Remaining Overpayment				None **Note.** The system updates the revenue budget when you apply the payment to an item.
WS-07 Pay Wksht	Adjust Remaining Underpayment				None
WS-08 Pay Wksht	Create a Deduction				None
WS-09 Pay Wksht	Write off an Item	Credits or debits budget		Yes	If an IT-01, IT-02, or FC-01 item activity creates the item, the process creates one transaction for each user-defined line. The amounts and accounts come from the user-defined lines.

System Function ID	Description	Update to Recognized Bucket	Update to Collected Bucket	User-Defined	Transaction Generated
		Credits budget	Credits budget	Yes	If an MT-05, WS-04, WS-05, or WS-06 item activity creates the item, the process creates one transaction for each user-defined line. The amounts and accounts come from user-defined lines. (Because the original item did not create any source transactions, you need either to update neither bucket or to update both buckets for the buckets to balance.)
		Debits budget	Debits budget	Yes	If an MT-04, WS-07, or WS-08 item activity creates the item, the process creates one transaction for each user-defined line. The amounts and accounts come from user-defined lines. The collected bucket must be reversed, because the bucket was updated when you created the underpayment.

System Function ID	Description	Update to Recognized Bucket	Update to Collected Bucket	User-Defined	Transaction Generated
WS-10 Pay Wksht	Write off an Overpayment	Credits budget	Credits budget	Yes	One transaction for each user-defined line. The amounts and accounts come from user-defined lines. (Because the original item did not create any source transaction, you need either to update neither bucket or to update both buckets for the buckets to balance.)
WS-11 Pay Wksht	Write off an Underpayment	Debits budget	Debits budget	Yes	One transaction for each user-defined line. The amounts and accounts come from user-defined lines. The collected bucket must be reversed, because the bucket was updated when you created the underpayment.

Setting Up Group Types and Group Origins

To define group types and group origin IDs, use the Group Type (GROUP_TYPE_TABLE) and Origin (ORIGIN_TABLE1) components.

This section provides overview of group types and group origins and discusses how to:

- Define group types.
- Define group origin IDs.

Understanding Group Types

A group is a postable entity, a collection of pending items that are ready to post. Groups that you enter—such as billing groups—as well as groups that are created during processing—such as transfers, offsets, overdue charges and payments—must be assigned a group type. You must establish codes to categorize the types of groups that you process. Reports that list group activity use group types to sort and select information.

You must establish a minimum of eight group types: *B, D, F, M, P, T, U,* and *X.*You can establish as many additional group types as you need for query and reporting purposes. If you do not establish the group types, the corresponding function is not authorized.

If you use the vendor rebate functionality in Purchasing, you must establish a group type using *R* as the code. If you use the claimback functionality in Order Management, you must establish a group type using *C* as the code. The AR Rebate Notification process looks at the group type for the original item associated with a Pay an Item (WS-01 or DM-01) or Offset (MT-01) activities to determine whether to send notification that the original item was paid or offset. Then the process sends notification of the payment or offset to Purchasing or Order Management. You assign these group types to a business unit on the AR Integration page. Purchasing and Order Management assign the appropriate group type to the claims (items) based on the business unit for the claim.

This table lists the group types that you must set up:

Group Types	Abbreviation	Description
Draft groups	D	Created at each stage in processing when you use drafts to pay items.
Overdue charge groups	F	Created when you run the Overdue Charges Application Engine process (AR_OVRDUE) and then post the overdue charge to the customer balance. The process creates a group only if you selected Create A Group To Post Charges for the overdue charge ID.
Maintenance groups	M	Created when you use the maintenance worksheet or Automatic Maintenance processing to match or offset existing items, apply on-account payments or prepayments to items, or write-off items. Also created when you split items.
Payment groups	P	Created during express deposit, payment worksheet application, and Payment Predictor processing when you apply a payment to specific open items, or create any other entries such as deductions, on-account payments, or prepayments.
Transfer groups	T	Created when you use the transfer worksheet to move items from one customer to another.
Unpost groups	U	Created when you unpost a draft group or reverse a payment.
Direct debit	X	Created at each stage of processing when you use direct debits to pay items.
Billing groups	B	Created when items are entered either online or through a billing interface.

Group Types	Abbreviation	Description
Purchasing vendor rebate groups	R	Created when items, which are vendor rebate claims or reversals, are interfaced from Purchasing.
Order Management claim back groups	C	Created when items, which are claimbacks, are interfaced from Order Management.

See Also

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, "Understanding Vendor Rebates"

PeopleSoft Enterprise Order Management 8.9 PeopleBook, "Working with Claimbacks"

Understanding Group Origins

You might have three origin IDs: one for external billing, one for online billing and adjustments, and the required PS_AR origin ID for system-generated groups. If you use the vendor rebate claim functionality in Purchasing and the claim back functionality in Order Management, you should set up two additional origin IDs to identify these items. Assign the vendor rebate and claimback origin IDs to a business unit on the AR Integration page. Purchasing and Order Management assign the appropriate origin ID to the claims (items) based on the business unit for the claim.

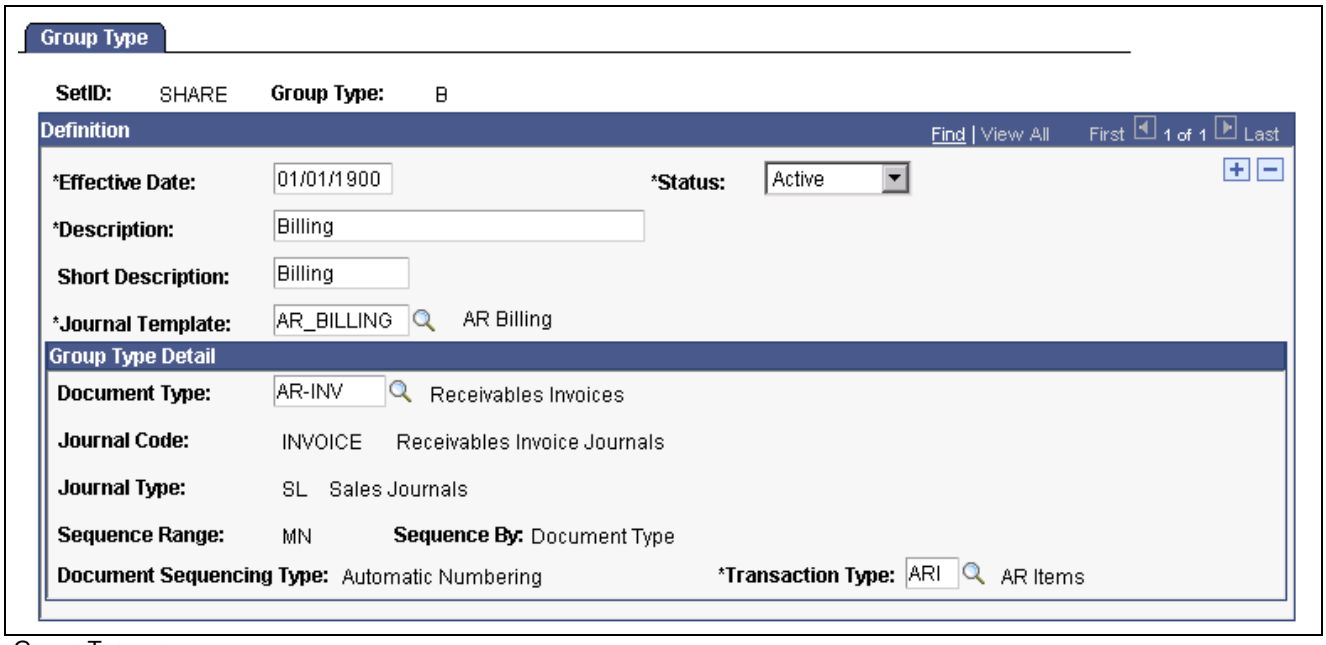
The system uses the origin IDs to classify groups of pending items based on how they are created or brought into the system. You can view the origin IDs for items on inquiry pages.

Pages Used to Set Up Group Types and Group Origins

Page Name	Object Name	Navigation	Usage
Group Type	GROUP_TYPE_TABLE	Set Up Financials/Supply Chain, Product Related, Receivables, Options, Group Type, Group Type	Set up new group types. Assign each group type a journal template to create journal entries and a document type if you use document sequencing.
Origin	ORIGIN_TABLE1	• Set Up Financials/Supply Chain, Product Related, Receivables, Options, Origin, Origin • Set Up Financials/Supply Chain, Product Related, Billing, Setup, Origin, Origin	Define origin IDs.

Defining Group Types

Access the Group Type page.



Group Type page

Journal Template Select the journal template that the system uses to create journals for your general ledger. Templates summarize your receivables accounting entries and determine the journal header, date options, and other characteristics. If you plan to generate only one format of journal entry from Receivables, you can set up a single journal template and associate it with each group type. You can have a different journal format for each group type.

Document Type Select a document type if you are using document sequencing.

Transaction Type You can vary the opening and closing period for a receivables business unit for specific types of transactions from the periods for the general ledger business unit associated with the receivable business unit. Select the transaction type to associate with items created for the group type. Values are:

ARD (AR direct journals): Use for direct journal payments.

ARI (AR items): Use for overdue charge and billing groups.

ARM (AR maintenance): Use for maintenance and transfer groups.

ARP (AR payments): Use for payment, draft, and direct debit groups.

ARU (AR unpost): Use for unpost groups.

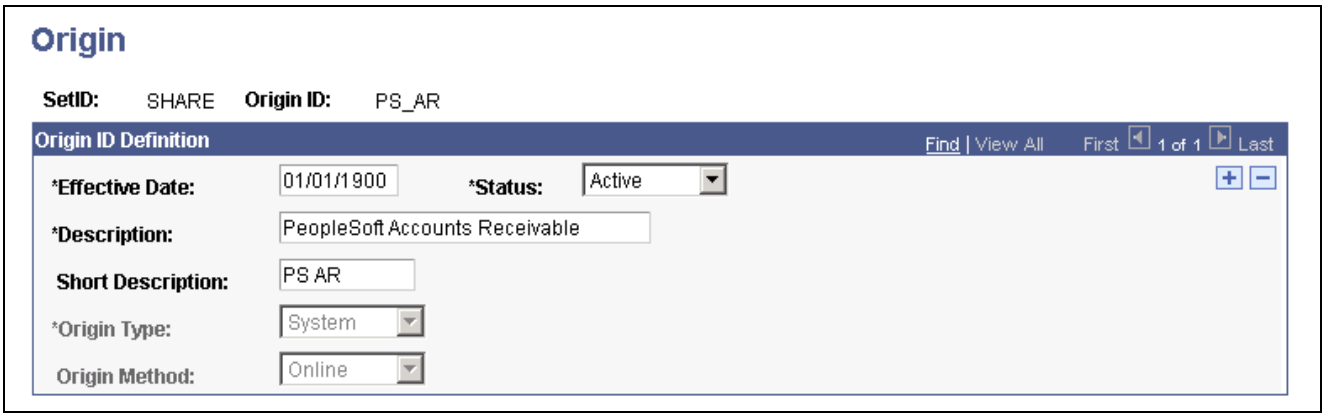
DEF (default): Use when you want to use the default opening and closing periods for the business units and do not want unique periods for the group type.

See Also

Chapter 30, “Using Document Sequencing in Receivables,” page 737

Defining Group Origin IDs

Access the Origin page.



Origin page

Origin Type Select an origin type. Values are:

Billing: When entering a billing group, the origin represents the source of the group, such as a particular billing system. Billing groups can be brought into the system online or through an external interface. If you plan to enter billing information online, as well as bring it into the system through an interface, you must establish a minimum of two billing origins. Also, use *Billing* for item interfaces from Purchasing and Order Management.

System: System groups are created behind the scenes during processing. They include Payment, Maintenance, Transfer, Overdue Charge, Drafts, and Unpost. The system assigns an origin ID of *PS_AR* to such groups. You must establish this origin ID, and it must be named *PS_AR*.

Origin Method Indicates whether you enter the group online or receive it from an external source, such as items coming from a billing, purchasing, or order management interface.

Important! You cannot change an origin type once you save it.

Setting Up ChartField Combination Editing

This section provides an overview of ChartField combination editing and discusses how to set up ChartField combination editing.

You track receivables transactions based on the ChartField combinations that you define when you set up ChartField combination editing in General Ledger. General Ledger uses your accounts in combination with other ChartFields to create journal entries. In Receivables, ChartField combination editing provides a method to validate online and batch accounting entries.

By defining valid combinations, you can filter entries before you post them to ledgers, saving time and effort during reconciliation and closing. The Journal Editing Application Engine process (GL_JEDIT) also performs the final validation of journal entries before you post them to the ledger.

To set up ChartField combination editing:

1. Set up ChartField combination editing.

a. Review the system-defined ChartField editing templates.

b. Create ChartField combination definitions.

c. Create combination edit rules.

The combination edit rule defines which ChartFields can be used in combination with an anchor ChartField.

d. Create combination edit groups.

2. Enable ChartField editing for business units on the Receivables Options - General 2 page.
3. Ensure that the ChartField combinations for the Cash and Cash Control lines for the bank on the External Accounts page conform to the combination rules.
4. Ensure that the ChartField combinations for distribution codes, item entry accounting templates, and automatic entry accounting template conform to the combination rules.

See Also

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Editing ChartField Combinations"

CHAPTER 5

Defining Additional Processing Options

This chapter discusses how to:

- Set up payment terms.
- Set up deposit types.
- Set up adjustment reason codes.
- Set up reference qualifiers.
- Set up worksheet reasons.
- Set up unpost reason codes.
- Set up credit card bank accounts.
- Set up direct debit profiles.
- Set up electronic funds transfer (EFT) reason codes for direct debits.
- Select EFT layouts.
- Set up rules for overdue charges.
- Set up item audit options.
- (USF) Set up the Receivables Due From the Public report.
- (USF) Set up agency location codes.
- (USF) Set up memo status codes.
- Set up user-defined fields.

Setting Up Payment Terms

To set up payment terms, use the Payment Terms Timing (PAY_TERMS_TIME1) and the Payment Terms (PAY_TERMS_AR) components.

This section provides an overview of payment terms and discusses how to:

1. Define timing IDs.
2. Define payment terms.

Understanding Payment Terms

Set up payment terms if you plan to have the system automatically calculate payment due dates, discount amounts, and discount due dates. Defining payment terms is a two-step process.

Payment terms govern the length of time that a customer has to pay an item and determine discount eligibility and amount. You use the range of terms that you set up now as defaults for the following levels:

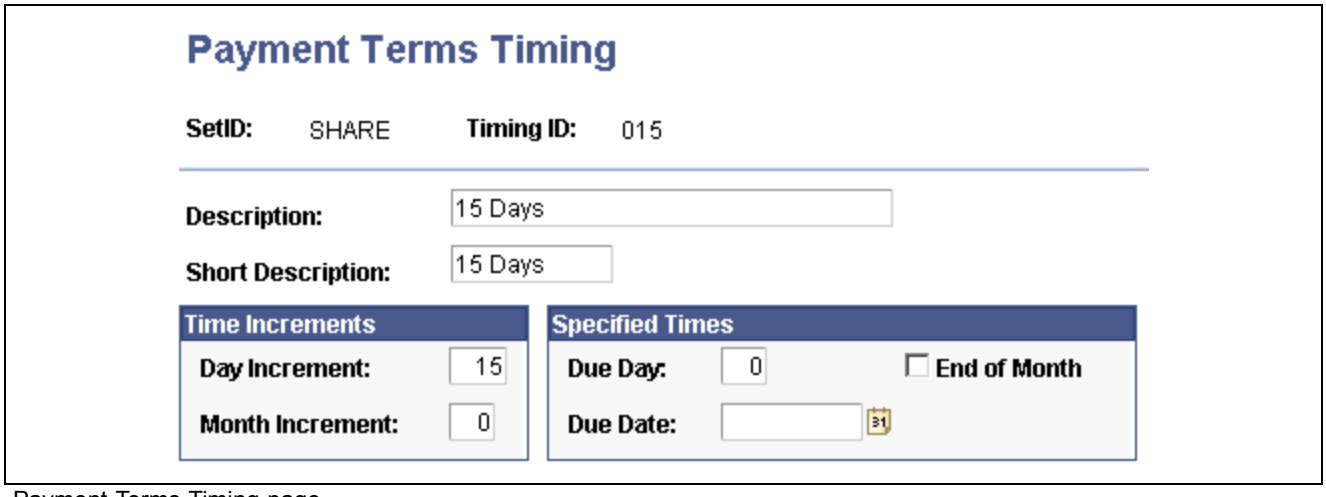
- Business units
- Customers
- Items

Pages Used to Set Up Payment Terms

Page Name	Object Name	Navigation	Usage
Payment Terms Timing	PAY_TERMS_TIME1	• Set Up Financials/Supply Chain, Product Related, Receivables, Payments, Payment Terms Timing, Payment Terms Timing • Set Up Financials/Supply Chain, Product Related, Billing, Setup, Payment Terms Timing, Payment Terms Timing	Define timing IDs, which define the time increments for payment terms.
Payment Terms	PAY_TERMS_AR	• Set Up Financials/Supply Chain, Product Related, Receivables, Payments, Payment Terms, Payment Terms • Set Up Financials/Supply Chain, Product Related, Billing, Setup, Payment Terms, Payment Term	Define payment terms, which specify the rules for calculating an item due date and the discount terms.

Defining Timing IDs

Access the Payment Terms Timing page.



Payment Terms Timing page

Day Increment Select to have the system add the specified number of days to the base date of your terms. For example, if your terms are 2/10 net 30, your net terms reference a timing ID with a day increment of 30 and your discount terms reference a timing ID with a day increment of 10.

Month Increment Select to have the system add the specified months to the base terms date. For example, if your terms are *End of the Next Month,* you reference a timing ID with a month increment of one.

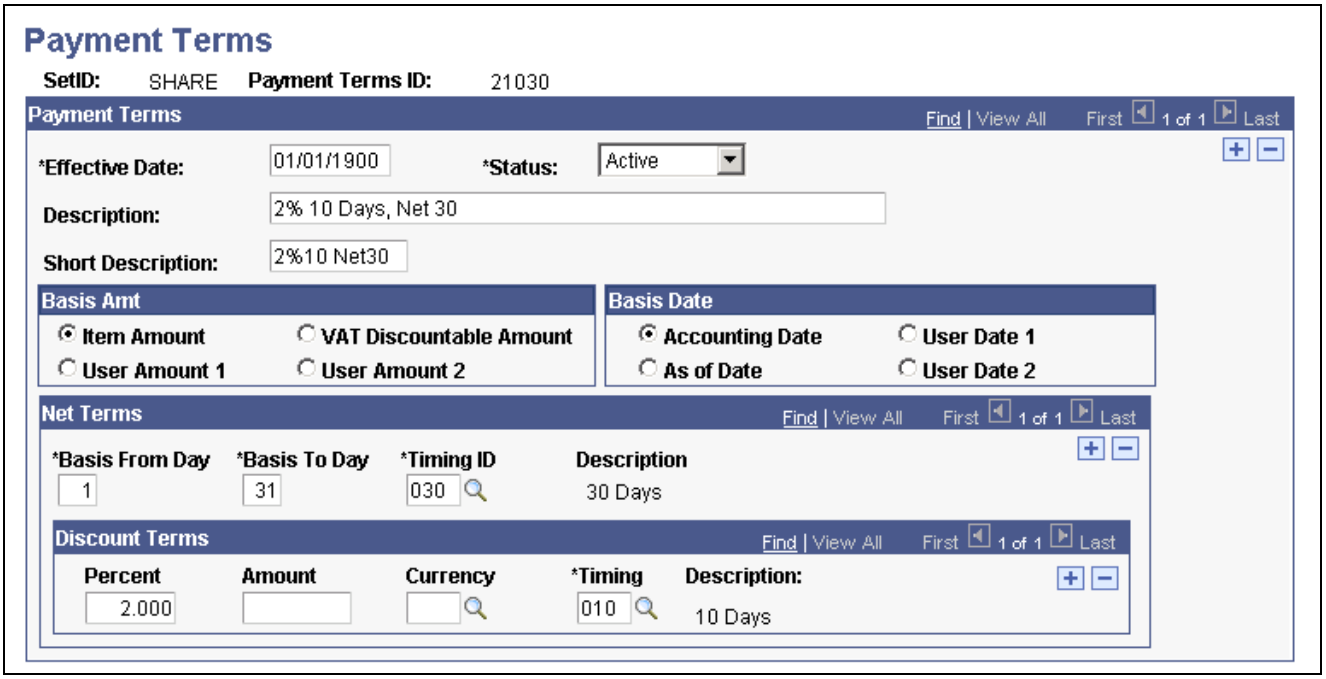
Due Day Enter the specific due day that the payment is due each month. For example, enter *15* if you want the payment due on the fifteenth of the month. Enter a due date if you know that payment for specific items is due on the same day every year.

End of Month Select to indicate that the system should use the last day of the indicated month. If your terms were due at the end of the next month, for example, enter a month increment of *1* and select the End of Month check box.

Due Date Enter a due date if you know that payment for specific items is due every year on the same date.

Defining Payment Terms

Access the Payment Terms page.



Payment Terms page

Basis Amount

Specify the basis that the system uses to calculate the discount amount.

Item Amount, User Amount 1, and **User Amount 2** Select the option that correspondences to either the item amount or a user-defined amount that you enter on the pending items during item entry to use one of these amounts to calculate the discount amount.

VAT Discountable Amount (value-added tax discountable amount) Select this option to have system calculate the discount amount on the net amount of the item after VAT. Clear to have the system calculate the discount amount on the gross amount.

Basis Date

The basis date tells the system where to start counting when it calculates the discount due date and invoice due date. The system takes these options directly from values you enter on the pending item entry pages. Select one of these values:

- Accounting Date.
- As of Date.
- User Date 1.
- User Date 2.

Net Terms

The net term values determine the due date. You can have a due date that varies depending on when the basis date occurs in the month, called *split terms.* For example, if you use two different due dates (one if the basis date occurs between the first and the fourteenth of the month and a second if the basis date occurs between the fifteenth and the end of the month), you will have two rows in the grid as shown in this table:

Basis From Day	Basis To Day	Timing ID
1	14	1M1 (1st day of next month)
15	31	15N (15th day of next month)

To determine the payment due date, add the number of days indicated in the Timing ID field to the base date.

Discount Terms

The discount terms determine the discount amount and date for each due date defined by the net terms.

Percent and **Amount** Enter either a percent of the base amount or a fixed amount. You define a single discount formula or set up cascading terms with two levels. For example, discount terms of 1/10 and 3/5 with net terms specified as 20 days means a 1 percent discount if you pay within 10 days, a 3 percent discount if you pay within 5 days, and the total is due in 20 days.

Currency Select the currency that the system uses to calculate discount terms. If the currency differs from the currency in the profile, the process uses the discount terms currency to calculate discount terms.

Timing Select a value that indicates when discounts are available.

Setting Up Deposit Types

To set up deposit types, use the Deposit Type component (DEPOSIT_TYPE_TABLE).

This section provides an overview of deposit types and discusses how to define deposit types.

Understanding Deposit Types

You must specify a deposit type when entering a deposit either online or from a lockbox. Define a deposit type for each class of deposit to track, such as all deposits for a particular region or all international deposits. You assign a deposit type to a bank account on the External Accounts - Account Information page, and the system populates the Deposit Type field for regular and express deposits. Reports that list deposit activity use them to sort and select deposits.

Page Used to Set Up Deposit Types

Page Name	Object Name	Navigation	Usage
Deposit Type	DEPOSIT_TYPE_TABLE	Setup Financials/Supply Chain, Product Related, Receivables, Payments, Deposit Type, Deposit Type	Define deposit types.

Defining Deposit Types

Access the Deposit Type page.

Payment Method Select the default payment method for payments entered online. Values are: *Check, Electronic Funds Transfer,* and *Giro - EFT.*

Note. (NLD) Use *Giro - EFT* if customers tear off the acceptgiro form on invoices, statements, and dunning letters and send it to their bank for payment.

The system assigns this payment method to all deposits whose deposit business unit has the same setID as the deposit type. If you leave this field blank, the system uses the payment method assigned to the business unit.

If a lockbox deposit does not contain a valid payment method, the Lockbox SQR process (AR25001) assigns the payment method to all deposits in the lockbox whose deposit business units have the same setID as the deposit type. If you leave this field blank, the process uses the payment method assigned to the business unit. If the payment method for the business unit is blank, the process assigns check as the payment method.

Setting Up Adjustment Reason Codes

To set up adjustment reason codes, use the Adjustment Reason component (ADJ_REASON_TABLE).

This section provides an overview of adjustment reason codes and discusses how to create adjustment reason codes.

Understanding Adjustment Reason Codes

Create adjustment reason codes for electronic payments, such as Electronic Data Interchange (EDI), lockbox, and bank statements. The system matches the adjustment reason codes in the electronic files to the entry type and reason setup to create the appropriate accounting entries and adjustment items.

You must set up all possible adjustment reason codes that you use in electronic payments.

The system uses this information when you run the Payment Predictor Application Engine process (ARPREDCT) to build a payment worksheet. The process automatically assigns the correct entry type and reason to the line for the adjustment in the payment worksheet and uses the system function ID to create the accounting entries for the adjustment.

Page Used to Set Up Adjustment Reasons

Page Name	Object Name	Navigation	Usage
Adjustment Reason	ADJ_REASON_TABLE	Setup Financials/Supply Chain, Product Related, Receivables, Credit/Collections, Adjustment Reason, Adjustment Reason	Create adjustment reason codes for electronic payments, such as EDI, lockbox, and bank statements.

Creating Adjustment Reason Codes

Access the Adjustment Reason page.

Entry Type and **Entry Reason**

Assign an entry type and reason associated with the adjustment reason. For example, you can have one adjustment reason for promotional deductions and another for deductions for damaged goods. Each uses the same entry type but has a separate entry reason so that you can update a different account.

If the Payment Loader Application Engine process (AR_PAYLOAD) cannot translate the adjustment reason code in the lockbox, EDI file, or bank statement, it uses the entry type, entry reason, and system function ID that you specified for the payment business unit on the Receivables Options - General 2 page.

System Function ID

Displays one of the system functions associated with the entry type. Override this value, which appears by default, if needed.

Setting Up Reference Qualifiers

To set up reference qualifiers, use the Reference Qualifier component (AR_FLD_REF_TBL).

This section provides an overview of reference qualifiers and discusses how to define reference qualifiers.

Understanding Reference Qualifiers

Payment remittance information can contain a variety of reference numbers, such as:

- Purchase order numbers.

- Item IDs.
- Bill of lading numbers.
- Statement IDs.
- (NLD) Acceptgiro payment reference numbers.

When you enter a payment electronically or online, you must supply the meaning of the reference information. Reference qualifiers are codes you establish for this purpose.

Also use reference qualifier codes to identify the types of references to use when building a payment, transfer, maintenance, or draft worksheet. For example, if you select a reference qualifier code for a purchase order, the system uses purchase order numbers for the reference information and builds a worksheet with the items whose purchase order numbers match the ones that you specified in your selection criteria. You assign the default reference qualifier code at the business unit-level.

See Also

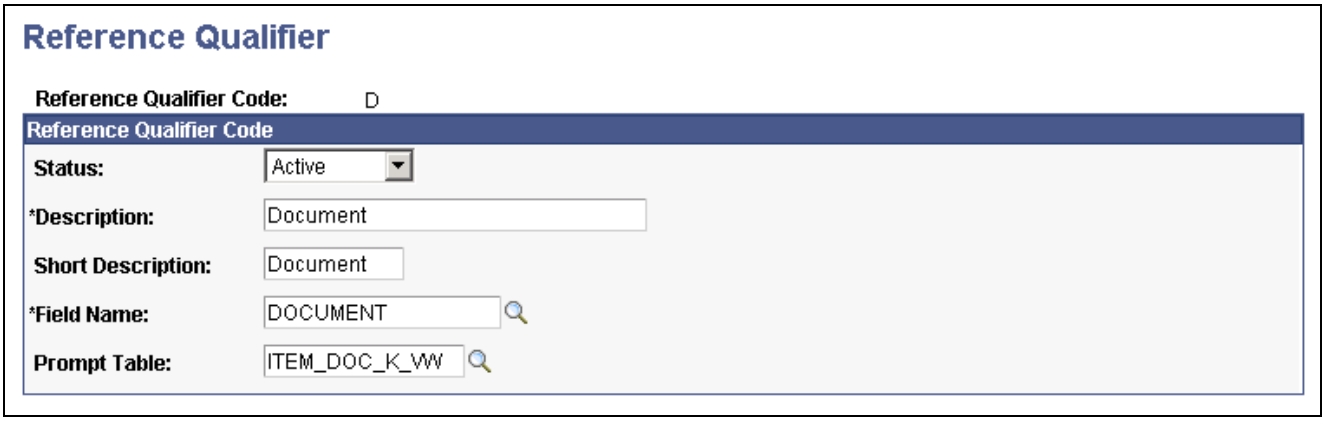
Chapter 3, "Defining Receivables Business Units," Defining Payment Options, page 29

Page Used to Set Up Reference Qualifiers

Page Name	Object Name	Navigation	Usage
Reference Qualifier	AR_FLD_REF_TBL	Set Up Financials/Supply Chain, Product Related, Receivables, Options, Reference Qualifier, Reference Qualifier	Define new payment reference qualifiers that you will use to identify payment reference information and items when building worksheets.

Defining Reference Qualifiers

Access the Reference Qualifier page.



Reference Qualifier page

Field Name Select a field from the Item table (PS_ITEM) that the remittance information references.

Prompt Table Select a prompt record for the reference qualifier code which the system uses system to display an appropriate list when a user prompts on the field online.

This table lists the prompt tables for the key reference qualifier fields:

Field Name	Prompt Table
Document (DOCUMENT)	ITEM_DOC_K_VW
Item ID (ITEM)	ITEM_ITEM_VW
Bill of Lading (BILL_OF_LADING)	ITEM_LADING_VW
Purchase Order Number (PO_REF)	ITEM_PO_VW
Statement ID (ST_ID_NUM)	STMT_ITEM_VW
Sales Order Number (ORDER_NO)	ITEM_ORDER_VW
Letter of Credit (LC_ID)	ITEM_LC_VW
(NLD) Acceptgiro Payment Reference Number (AG_REF_NBR)	ITEM_AG_VW

Setting Up Worksheet Reasons

To set up worksheet reasons, use the Worksheet Reason component (WORKSHEET_REASON).

This section provides an overview of worksheet reasons and lists the page used to set up worksheet reasons.

Understanding Worksheet Reasons

Worksheet reasons enable you to enter a reason at the worksheet level that applies to all selected items on a maintenance worksheet. The Receivables Update Application Engine process (ARUPDATE) applies the reason to all items in the maintenance group and stores the reason on the Item Activity table (PS_ITEM_ACTIVITY) for the item. The reason appears on pages showing item activity.

Important! Do *not* create a reason code called *SPLIT.* The system uses this reason code for all items that you split on the Item Split page.

Page Used to Set Up Worksheet Reasons

Page Name	Object Name	Navigation	Usage
Worksheet Reason	WORKSHEET_REASON	Set Up Financials/Supply Chain, Product Related, Receivables, Options, Worksheet Reason, Worksheet Reason	Use to set up maintenance worksheet reason codes and their descriptions.

Setting Up Unpost Reason Codes

To set up unpost reason codes, use the Unpost Reason component (UNPOST_RSN_TABLE).

This section provides an overview of unpost reason codes and lists the page used to set up unpost reason codes.

Understanding Unpost Reason Codes

For informational purposes, you might want to define a reason code for payment groups that you are unposting due to insufficient funds. You assign unpost reason codes to an unpost group on the Options page for unpost groups.

Page Used to Set Up Unpost Reason Codes

Page Name	Object Name	Navigation	Usage
Unpost Reason	UNPOST_RSN_TABLE	Set Up Financials/Supply Chain, Product Related, Receivables, Options, Unpost Reason, Unpost Reason	Set up reason codes for unposting groups.

Setting Up Credit Card Bank Accounts

To set up credit card bank accounts, use the CR Card Bank Account component (AR_CRC_ACCT_TBL).

This section lists a prerequisite and discusses how to link bank accounts to customer credit card payments.

Prerequisite

Create a bank account using the External Accounts component (BANK_EXTERNAL) that has a collection method of *Credit Card.*

See Also

PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook, “Setting Up External, Internal, and Netting Accounts,” Defining Collection Methods

Page Used to Set Up Credit Card Bank Accounts

Page Name	Object Name	Navigation	Usage
CR Card Bank Account (credit card bank account)	AR_CRC_ACCT_TBL	Set Up Financials/Supply Chain, Product Related, Receivables, Options, CR Card Bank Account, CR Card Bank Account	Identify which bank accounts receive deposits for credit card payments.

Linking Bank Accounts to Customer Credit Card Payments

Access the Credit Card Bank Account page.

Select a bank code and bank account that has *Credit Card* as the collection method.

Setting Up Direct Debit Profiles

To set up direct debit profiles, use the Direct Debit Profile component (DD_PROFILE).

Direct debit profiles define the processing characteristics for the Create Direct Debits Application Engine process (AR_DIRDEBIT). You assign a profile to each bill to customer who pays for direct debits.

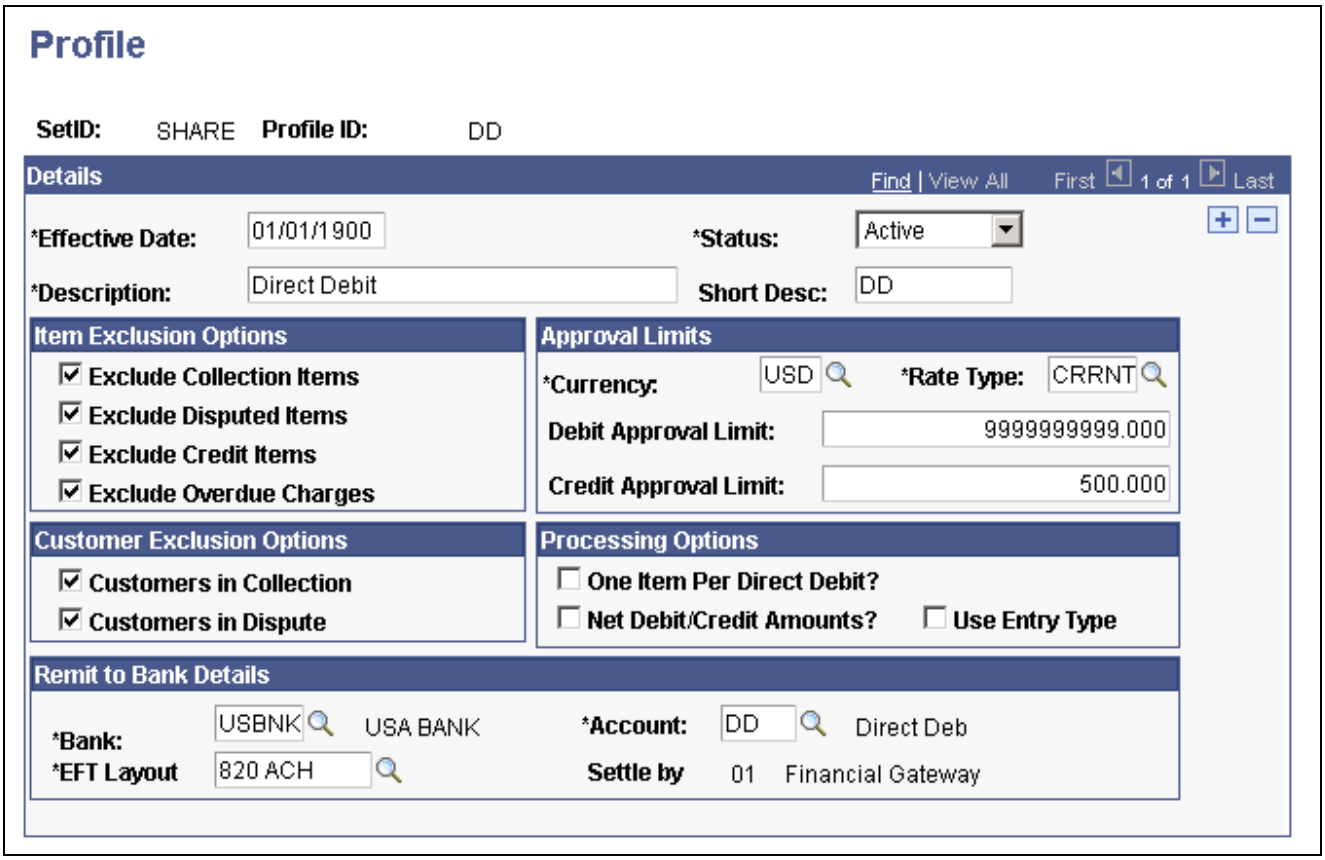
This section discusses how to create direct debit profiles.

Page Used to Set Up Direct Debit Profiles

Page Name	Object Name	Navigation	Usage
Direct Debit Profile - Profile	DD_PROFILE	Setup Financials/Supply Chain, Product Related, Receivables, Payments, Direct Debit Profile. Profile	Create direct debit profiles.

Creating Direct Debit Profiles

Access the Direct Debit Profile - Profile page.



Direct Debit Profile - Profile page

Item Exclusion Options

Use the check boxes in the Item Exclusion Options group box to prevent the Create Direct Debits process from selecting certain types of items when it creates direct debits and builds the worksheet.

Customer Exclusion Options

Use the check boxes in the Customer Exclusion Options group box to prevent the Create Direct Debits process from selecting items for customers who are in collection or dispute.

Approval Limits

The values that you enter in the Approval Limits group box determine whether the Create Direct Debits process automatically approves a direct debit or a direct credit. If the direct debit amount is within the approval limits, it assigns the status of *Accepted.* If the process does not approve the direct debit because it is over the approval limit, it assigns the status of *Pending Approval.*

Currency and **Rate Type** — Enter the currency and rate type for the profile. If the currency of the items in the direct debit differs from the currency in the profile, the Create Direct Debits process uses the rate type to convert the amount for comparison.

Debit Approval Limit — Enter the maximum amount that a direct debit can be for the Create Direct Debits process to approve it.

Credit Approval Limit — Enter the maximum amount that a direct credit can be for the Create Direct Debits process to approve it.

Processing Options

One Item Per Direct Debit? Select to create a separate direct debit for each item, regardless of the number of items specified in settings on the EFT layout. If you do not select this option, the system creates one direct debit for all items that have a matching business unit, customer, due date, and currency.

Net Debit/Credit Amounts? Select to have the Create Direct Debits process create one direct debit that corresponds to the net of all debit and credit open items for the selected business unit, customer, due date, and currency.

Use Entry Type Select to use the direct debit profile that you assigned to the entry type for the item on the Entry Type page instead of the direct debit profile that you assigned to the bill to customer. The Create Direct Debits process selects only items whose entry type matches the direct debit profile that you select on the run control page and the process uses that profile to determine the processing options.

Note. If you do not assign a direct debit profile to an entry type, the system uses the direct debit profile that you assigned to the bill to customer.

Remit to Bank Details

Bank and **Account** Enter the bank ID and account number into which the funds are deposited.

EFT Layout (electronic funds transfer layout) Select the EFT layout that you use to request the funds. The system populates this field with the default EFT layout that you assigned to the bank account on the Collection Methods page. Override the layout if needed.

Settle by Displays the remittance method that you assigned to the EFT layout on the Collection Methods page for the bank account. Values are:

01 Financial Gateway: Sends the settlement request through Cash Management's Financial Gateway option. The Financial Gateway option creates the EFT files and submits them to the bank. You receive acknowledgement statuses from the Financial Gateway option.

02 Format EFT: Generates an EFT file in Receivables, which you send to the bank manually or through a third-party integration.

The Create Direct Debits process assigns the remittance method to each direct debit that it creates. When you run the processes to create direct debits, each process checks the Settle by field for the direct debit to determine whether to process the direct debit.

See Chapter 26, "Managing Direct Debits," Understanding the Direct Debit Remit Process, page 667.

Setting Up EFT Reason Codes for Direct Debits

To set up EFT reason codes, use the EFT Reason Codes component (EFT_BANK_REASON).

This section provides an overview of EFT reason codes and discusses how to set up reason codes.

Understanding EFT Reason Codes

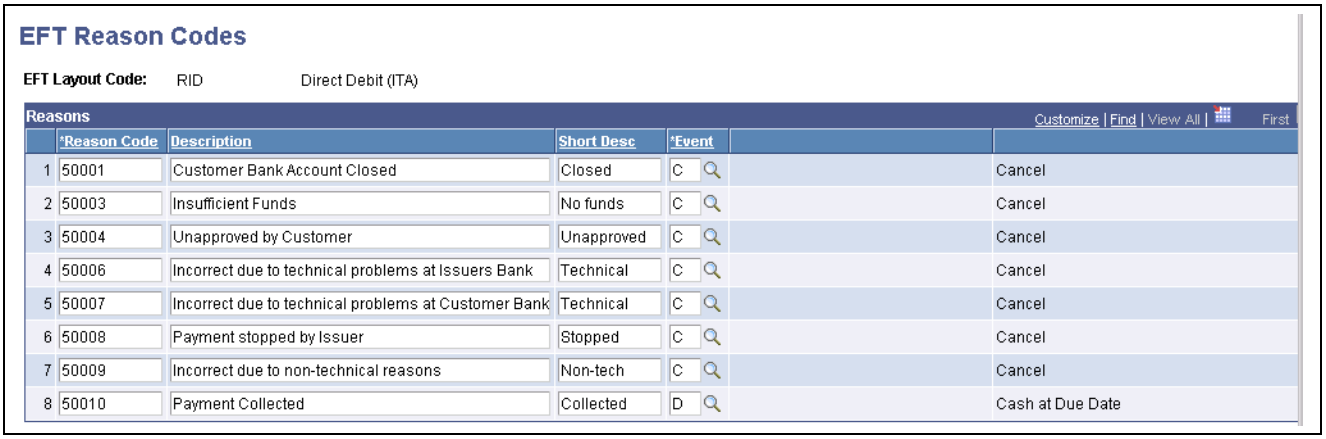
In some countries, the bank sends an EFT file after you submit direct debits to the bank confirming whether the payment was collected. The file contains a reason code for each payment record that indicates whether it was collected. If payment is not collected, the reason code indicates why it was not collected. You run the DD_AR_BANK Application Engine process to process the bank EFT file and to update the status of the Direct Debit Control record. When you run the Receivable Update process, it creates the appropriate accounting entries based on the change to the control record.

Page Used to Set Up Reason Codes

Page Name	Object Name	Navigation	Usage
EFT Reason Codes (electronic funds transfer reason codes)	EFT_BANK_REASON	Setup Financials/Supply Chain, Common Definitions, EFT, EFT Reason Codes, EFT Reason Codes	Set up reason codes for direct debit processing.

Setting Up Reason Codes

Access the EFT Reason Codes page.



EFT Reason Codes

EFT Layout Code: RID Direct Debit (ITA)

Reasons — Customize | Find | View All | First

	*Reason Code	Description	Short Desc	*Event	
1	50001	Customer Bank Account Closed	Closed	C	Cancel
2	50003	Insufficient Funds	No funds	C	Cancel
3	50004	Unapproved by Customer	Unapproved	C	Cancel
4	50006	Incorrect due to technical problems at Issuers Bank	Technical	C	Cancel
5	50007	Incorrect due to technical problems at Customer Bank	Technical	C	Cancel
6	50008	Payment stopped by Issuer	Stopped	C	Cancel
7	50009	Incorrect due to non-technical reasons	Non-tech	C	Cancel
8	50010	Payment Collected	Collected	D	Cash at Due Date

EFT Reason Codes page

Reason Code Enter a user-defined reason code and description.

Event Select the appropriate direct debit business event. Select one of these values:

Cancel: Changes the status in the Direct Debit Control table (PS_DD_CONTROL) for the direct debit to *Rejected.*

Cash at Due Date: Changes the status in the Direct Debit Control table to *Complete.*

Set up the following reason codes for the RID files used in Italy. Other countries can use this as an example to set up their reason codes.

Reason Code	Description	Action
50001	Customer bank account closed.	Cancel direct debit.
50003	Insufficient funds.	Cancel direct debit.
50004	Unapproved by customer.	Cancel direct debit.
50006	Incorrect due to technical problems at issuer bank.	Cancel direct debit.
50007	Incorrect due to technical problems at customer bank.	Cancel direct debit.
50008	Payment stopped by issuer.	Cancel direct debit.
50009	Incorrect due to nontechnical reasons.	Cancel direct debit.
50010	Payment collected.	Apply cash.

Selecting EFT Layouts

PeopleSoft provides several delivered EFT layouts that are used for the following:

- Payment processing.
- Direct debit processing.
- U.S. federal agency interfaces.

Electronic Payments

These EFT layouts are used to receive electronic payments:

EFT File Layout Codes	Description	Country
EDI	Use to receive electronic payments and remittances from the bank.	United States
KIJ	Use Kijitsu for inbound transmissions.	Japan

Direct Debits

The following EFT layouts are used for transmitting direct debits manually or through a third-party integration. You set them up on the EFT File Layouts page.

EFT File Layout Code	Description	Country
BACS	Use for outbound transmissions.	United Kingdom
BECS	Use for outbound transmissions. Bulk Electronic Clearing System.	Australia
CLIEOP2	Use CLIEOP2 for outbound transmissions.	Netherlands
CLIEOP3	Use CLIEOP3 for Euro compatible outbound transmissions.	Netherlands
CPA005	Use for outbound transmissions. Canada Pay Association.	Canada
CSB19	Use for outbound transmissions.	Spain
CSB43	Use for outbound transmissions.	Spain
DDRD	Use for outbound transmissions.	Japan
DOM80	Use for outbound transmissions.	Belgium
DTAUS	Use for outbound transmissions.	Germany
ETBDD	Use for outbound transmissions.	France
RID	Use for inbound and outbound transmissions.	Italy
UFF	Use the Universal File Format for outbound transmissions.	United States

The following EFT layouts are used for transmitting direct debits using the Financial Gateway option in Cash Management. You set them up on the Layout Catalog page.

Format ID	Format Name
820 ACH	EDI 820 payment format for ACH
CCD	NACHA CCD payment format
CCD+	NACHA CCD+ payment format
CTX	NACHA CTX payment format
PAYMENTEIP	PeopleSoft XML Format, PAYMENT_DISPATCH EIP Message
PPD	NACHA PPD payment format

U. S. Federal Agency Interfaces

Use the IPAC file layout for the Intra-Governmental Payment and Collections (IPAC) interface.

See Also

PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook, "Setting Up Files for Electronic Funds Transfers," Setting Up EFT Processing

PeopleSoft Enterprise Financial Gateway 8.9 PeopleBook, "Setting Up Electronic Banking Using Financial Gateway," Setting Up Common Components for Bank Statement, Payment, and Payment Acknowledgment Processing

Setting Up Rules for Overdue Charges

To define rules for overdue charges, use the Overdue Charging component (OVRDUE_CHG_TABLE2).

This section provides an overview of overdue charge IDs and discusses how to:

- Define overdue charge IDs.
- Define exclusions from overdue charges.

Understanding Overdue Charge IDs

Overdue charge IDs enable you to define the overall processing rules for overdue charge invoices, such as:

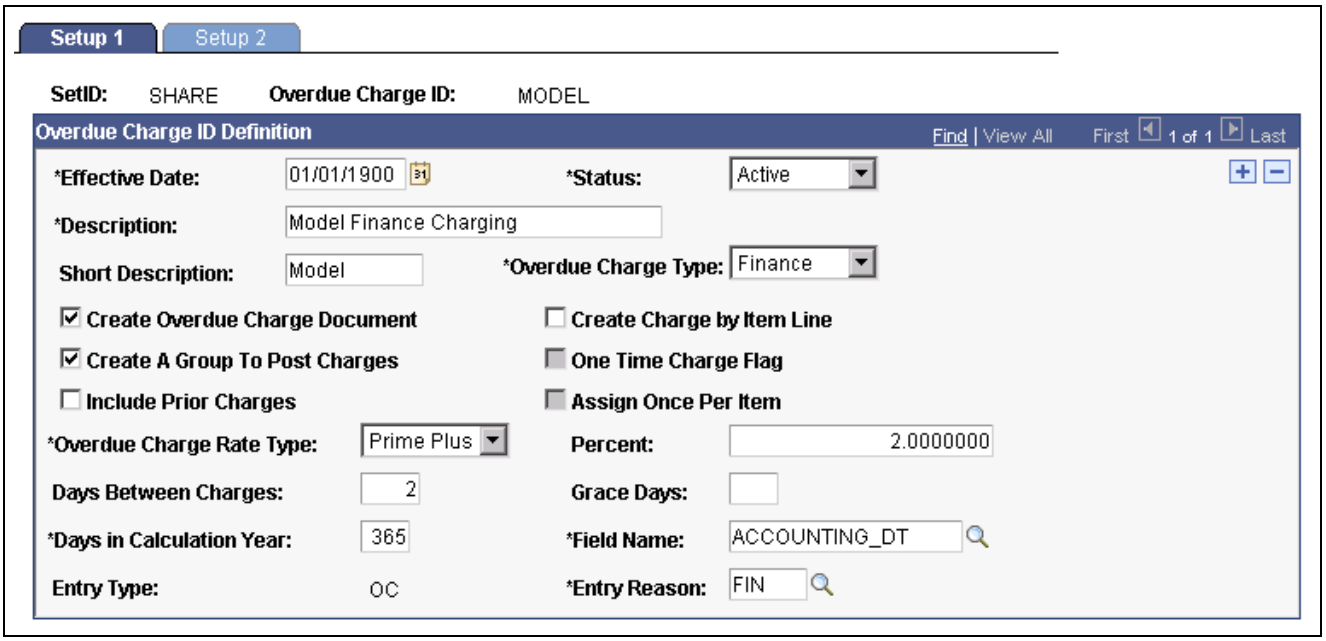
- If overdue charges should be added to the customer balance.
- The number of days that must elapse before overdue charges are reassessed.
- The overdue charge percentage rate.
- What items should be excluded from overdue charges invoices, such as past due items that are in dispute.

Pages Used to Set Up Overdue Charge IDs

Page Name	Object Name	Navigation	Usage
Overdue Charging - Setup 1	OVERDUE_CHG_TABLE1	Set Up Financials/Supply Chain, Product Related, Receivables, Credit/Collections, Overdue Charging, Setup 1	Define overdue charge IDs and some basic rules for how to calculate overdue charges.
Overdue Charging - Setup 2	OVERDUE_CHG_TABLE2	Set Up Financials/Supply Chain, Product Related, Receivables, Credit/Collections, Overdue Charging, Setup 2	Define the conditions under which items should be excluded from overdue charges.

Defining Overdue Charge IDs

Access the Overdue Charging - Setup 1 page.



Overdue Charging - Setup 1 page

Create Overdue Charge Document

Select to create an overdue charge document to send to a customer. This document contains only overdue charges—not any of the customer's existing open items—and does not affect the customer's balance.

Create Charge by Item Line

Select to create a separate line item for each overdue charge. This enables users to see a separate line for the principal and each overdue charge type on the payment worksheet. It also enables the user to pay each of the charges prior to reducing the item's principal. If you clear this check box, users will see a single line item that includes a lump sum amount of the principal and all overdue charges.

Create A Group To Post Charges

Select to create an overdue charge group to be posted and to increment the customer's account based on the charges. This option does not create a document of any kind, but creates one overdue charge group per business unit requested on the run control. The process creates a group that has a group type of *F*.

If you need to create a statement that has new overdue charges invoices and the customer's existing open items:

1. Select the Create A Group To Post Charges check box on this page.
2. Generate overdue charges.
3. Run the Receivable Update process for the business units of the newly created overdue charge group.
4. Generate the statement.

One Time Charge Flag

Select to indicate whether the Overdue Charges Application Engine process (AR_OVRDUE) should create an overdue charge only once or multiple times by checking for a last assessed date. If selected, the process creates an overdue charge only once for an item; otherwise, the process continues to create overdue charges until the item is closed.

Include Prior Charges

Select to include prior overdue charges in the calculation of the current balance.

Assign Once Per Item Select to have the system check to see whether any overdue charges exist for any of the current items that qualify for overdue charging for this specific overdue charge ID. If a charge exists for one or more items, the system does not calculate a new charge; however, the system calculates this type of overdue charge for any qualified items that do not have any charges assessed against them. After these charges are assessed against these items, the system prevents them from being charged again.

Overdue Charge Rate Type Select the value that determines how the systems calculates the overdue charge:

Fixed Amt (fixed amount): Creates an administrative or punitive charge for the amount that you enter in the Fixed Amt (fixed amount) field.

Percentage: Calculates a charge using the percentage rate in the Percent field.

Prime Plus: Calculates a charge using the prime rate that you enter on the Overdue Charges run control page plus the percentage rate that you enter in the Percent field.

Days Between Charges Enter the number of days that the system must wait before reassessing overdue charges for items that have already been evaluated for overdue charging. The Overdue Charges process uses this value differently depending on whether an item has already had an overdue charge assessed.

If an item has a previous overdue charge, the system compares the value in the Days Between Charges field to the number of days between the date of the current overdue charge run and the date of the previous overdue charge.

If the item has no previous overdue charges, it compares the value in the Days Between Charges field to the number of days between the date of the current overdue charge run and the date used as the basis date.

Grace Days Enter the number of grace days that the system uses in combination with the basis date to determine if the item is overdue. If you want the trigger for the overdue charges and the amount of the overdue charges to be calculated based on the same day, enter *0*.

Overdue charge calculations use the grace days defined here, not the grace due days that are associated with the business unit, customer, or item. Those grace days refer to the due date, which may not be the same as the overdue charge basis date.

Note. Grace days are not included in the overdue charge calculations.

Days in Calculation Year Enter a number to determine the number of days in the year, such as 365 or 366, that represents an annual basis for the interest calculation. The system uses the basis date to determine how many days the item is overdue.

Field Name Select the date field used as the basis date for calculating the overdue charges:

ACCOUNTING_DATE: Date the account entry was entered into the system.

ASOF_DT: As of date entered on the pending item.

DUE_DT: Date a transaction is due.

USER_DT1 to USER_DT4: Additional date defined by the user.

Entry Type Displays the entry type that you defined for overdue charges. All overdue charge items have this entry type.

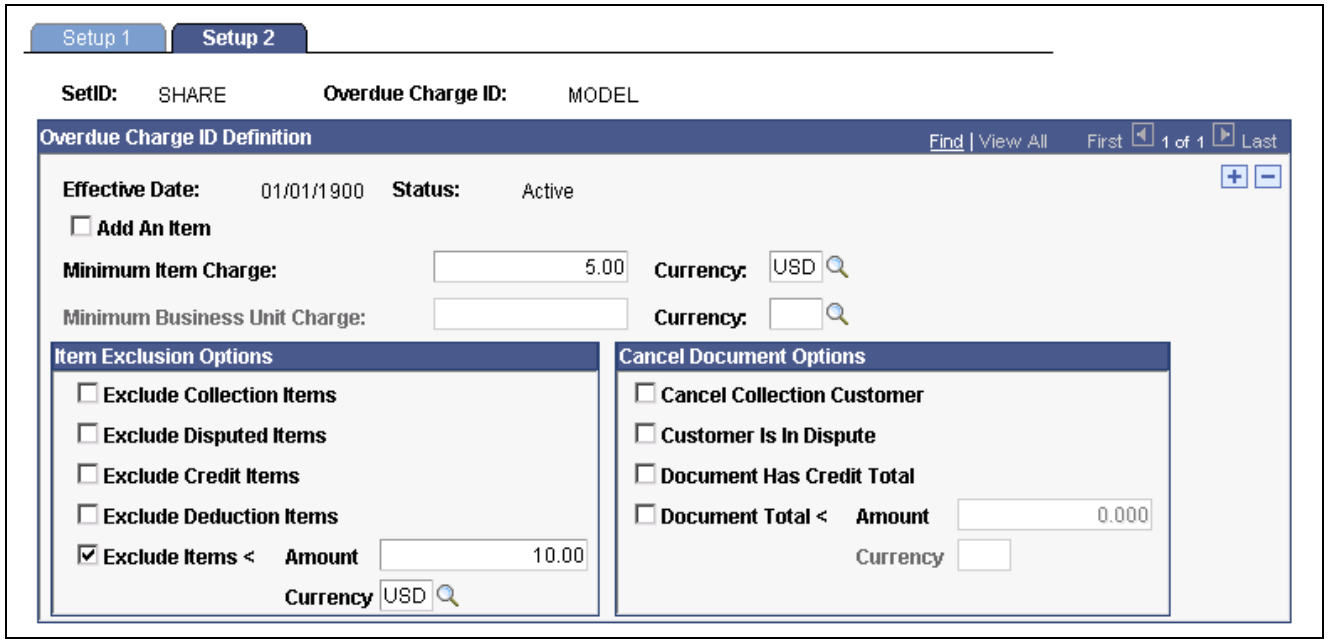
Entry Reason Select one of the entry reasons assigned to the overdue charge entry type. The system uses this entry reason for all overdue charge items that the Overdue Charges process creates using this overdue charge ID. The entry type and entry reason determine the correct accounting distribution for each charge. To process an overdue charge manually or automatically, the automatic entry type and reason code must be identical to the item entry type and reason code.

See Also

Chapter 37, "Generating Correspondence," Generating Customer Statements, page 860

Defining Exclusions From Overdue Charges

Access the Overdue Charging - Setup 2 page.



Overdue Charging - Setup 2 page

Add An Item, Minimum Item Charge, and **Minimum Business Unit Charge** Select either a detail level or summary level for overdue charges.

If you want a detail level, clear the Add An Item check box and enter a minimum item charge. The overdue charges appear as activity against the original item, and one overdue charge appears for each open item using the same item ID as the open item. This method has the effect of adding the overdue charge to the original item and increasing its balance.

If you want a summary level, select the Add An Item check box and enter a minimum business unit charge. The system combines all overdue charges in one new item that posts to the customer's account. For example, if a customer has 10 past due items that qualify for overdue charges, the system creates one overdue charge. This method has the effect of increasing the customer's balance without affecting the original item's balance. This method enables you to increase the calculated charge to a minimum amount for a customer and business unit combination.

Currency Select a currency for the Minimum Item Charge and Minimum Business Unit Charge fields to calculate overdue charges.

Item Exclusion Options

Exclude Collection Items and **Exclude Disputed Items** — Select to prevent items from appearing on overdue charges invoices if they are marked for collection or dispute.

Exclude Credit Items — Select to prevent credit memos, on-account payments, and prepayments from appearing on overdue charges invoices.

Exclude Deduction Items — Select to prevent deduction items from appearing on overdue charges invoices.

Exclude Items < (exclude items less than) — Select to exclude overdue charges that are less than the amount specified.

Cancel Document Options

Cancel Collection Customer and **Customer Is In Dispute** — Select to prevent the generation of overdue charges invoices for customers that are marked for collection or dispute on the Credit Profile page.

The system creates an invoice if the correspondence group to which the customer belongs has other eligible open items. The system does not create an invoice if the correspondence customer itself is in collection or dispute.

Document Has Credit Total — Select to have the Overdue Charges process skip invoices with a negative total.

Document Total < (document total less than) — Select this check box and enter a monetary limit to prevent the system from generating invoices when the total of items on the invoice is less than a certain amount specified.

The Document Has Credit Total and Document Total < check boxes apply to the balance of the invoice, which is always at the correspondence customer level. Therefore, a customer with a small debit balance is overridden by a customer with a larger credit balance if both customers belong to the same correspondence customer, and the system creates the invoice.

Setting Up Item Audit Options

To define item audit options, use the Audit Control component (AUDIT_CNTRL).

This section provides an overview of audit history options and discusses how to select fields for auditing.

Understanding Audit History Options

The system creates an audit history record when you change values in the fields that you specify for tracking on the Item table (PS_ITEM). This enables your organization to have as comprehensive audit history records as you need. The more fields that you select to track, the more audit history records you will have. View the changes on the Item Audit History page.

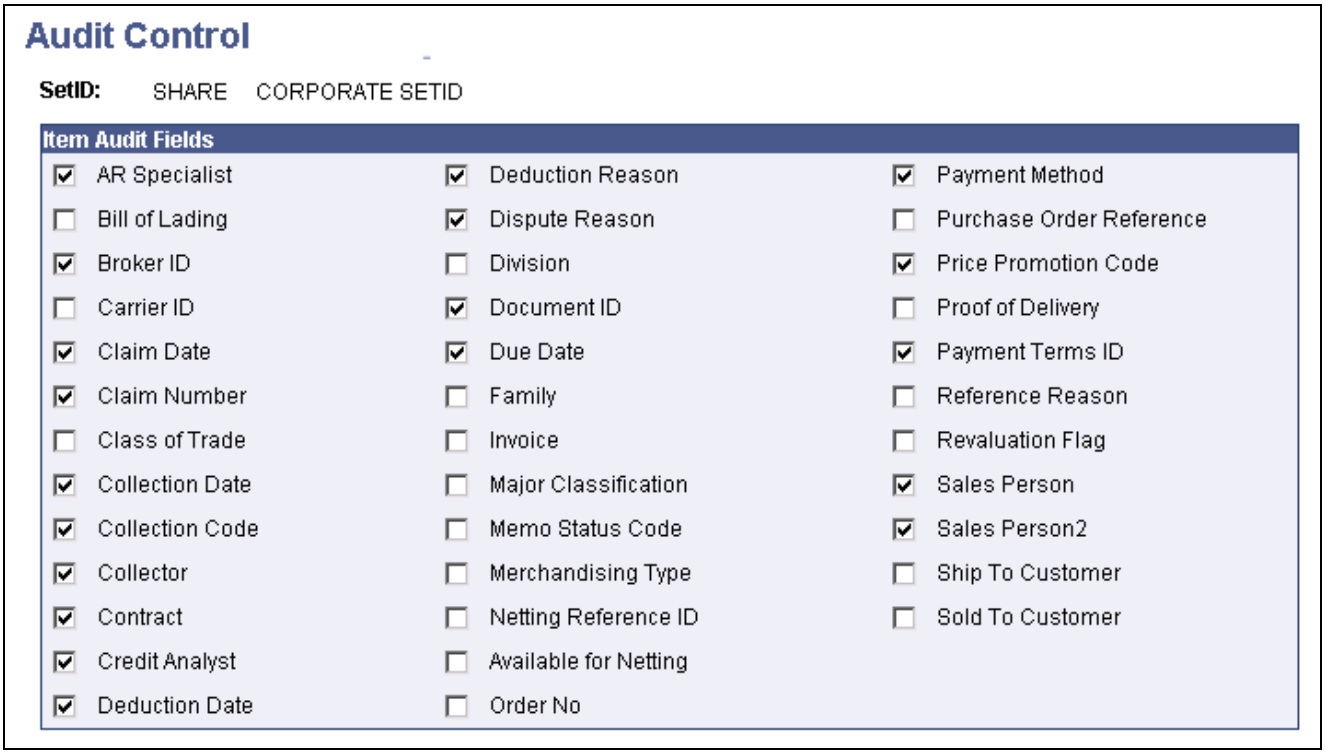
The system tracks the changes that you make online using the View/Update Item Details component (ITEM_MAINTAIN) or when you use the Multi-item Update feature on the Item List page. It also tracks changes to field values that you select to update when you run the Mass Change Application Engine process (AR_MASSCHG).

Page Used to Define Item Audit Options

Page Name	Object Name	Navigation	Usage
Audit Control	AUDIT_CNTRL_TBL	Set Up Financial/Supply Chain, Product Related, Receivables, Credit/Collections, Audit Control, Audit Control	Select the fields on the Item table for which you want to create audit history.

Selecting Fields for Auditing

Access the Audit Control page.



Audit Control page

Select any of the fields on the Item table for an item for which you want to generate an audit history record when you change the field values for items. The system creates an audit history record when anyone changes the field value.

(USF) Setting Up the Receivables Due From the Public Report

To set up the Receivables Due From the Public report, use the Reporting Entity Code (ENTITY_GRP), Receivable Type (REC_TYPE_GRP), and the Delinquency Code (DELINQ_GRP) components.

This section provides an overview of the Receivables Due From the Public report (ARSF2209) and discusses how to:

- Define report entity codes.

- Define receivable type codes.
- Define delinquency codes.

Understanding the Receivables Due From the Public Report

The Receivables Due From the Public report is the U.S. Department of Treasury's means for periodically collecting data on the status and condition of the federal government's non-tax department portfolio in accordance with the requirements of the Debt Collection Act of 1982 and the Debt Collection Improvement Act of 1996 (DCIA).

This section discusses:

- Entity codes and receivabes types.
- Entry types.
- Delinquency codes.
- Customer types.

Entity Codes and Receivable Types

When you enter pending items, you assign reporting entity codes and receivable types. The entity codes and receivable types are used to identify the items whose data you are including in the report.

Entry Types

Many of the lines in the report include only amounts for items with specific entry types. To populate these lines, you must set up entry types for the codes in the following table and create an automatic entry type for each entry type:

Entry Type Code	Description
ADMIN	Administrative Charge
FC	Finance Charge
OC	Overdue Charge
PY	Payment
WO	Write-off
TAXES	Tax Receipts
AD	Adjust Write-off
ADR	Adjustments Reclassified

Entry Type Code	Description
ADS	Adjustments to Sale of Assets
ADC	Adjustments - Consolidations
RD	Rescheduled Debt

Delinquency Codes

You assign delinquency codes to items on the Item Delinquency page. The system uses these codes to determine which items' amounts to include in various lines of the report. You must set up the delinquency codes in the following table for the report and the codes must exactly match this list to update the various line amounts correctly:

Delinquency Code	Description
AGN	By Agency
OTP	Other Third Party
AST	Asset Sales
PCA	Private Collection Agency
TOP	At Treasury for Offset
WGR	Wage Garnishment
CLO	Closed Out
NA	Non-Delinquent
BKR	In Bankruptcy
FRB	Forbearance/Formal Appeals
FRC	In Foreclosure
LIT	In Litigation
IOS	Eligible for Internal Offset

Delinquency Code	Description
TXS	At Treasury Cross Servicing
OF%	Exempt from Treasury Referral
DET	Debt Exempted by Treasury
DC%	Debt Collection

Customer Types

The report also includes item amounts for only specific customer types in various lines on the report. You assign the customer type to the customer on the General Info page for the customer. Also, the report includes item amounts for customers in various lines only if you selected the Federal Customer check box on the General Info page.

The system-delivered translate values for the Customer Type field (CUSTOMER_TYPE) are 1, 2, 3, and 4. For the report to update the report lines correctly, you must change these translate values to the following values:

- *F:* Foreign or Sovereign
- *S:* State or Local
- *M:* Commercial
- *N:* Consumer

See Also

Chapter 4, "Defining Receivables Processing Options," Setting Up Entry Types and Reasons, page 65

PeopleSoft Enterprise Order to Cash Common Information 8.9 PeopleBook, "Maintaining General Customer Information," Adding Customer Names and Levels and Assigning Roles

Pages Used to Set Up the Receivables Due From the Public Report

Page Name	Object Name	Navigation	Usage
Installation Options - Receivables	INSTALLATION_AR	Set Up Financials/Supply Chain, Install, Installation Options, Receivables	Enable the fields and buttons associated with the Receivables Due From the Public report to appear on business unit, pending item entry, and item maintenance pages.
Reporting Entity Code	ENTITY_TBL	Set Up Financials/Supply Chain, Product Related, Receivables, Options, Reporting Entity Code, Reporting Entity Code	Define report entity codes for the government agencies or divisions to which the Receivables Due From the Public report is submitted.
Receivable Type	REC_TYPE_TBL	Set Up Financials/Supply Chain, Product Related, Receivables, Options, Receivable Type, Receivable Type	Define codes that represent the loan types.
Delinquency Code	DELINQ_TBL	Set Up Financials/Supply Chain, Product Related, Receivables, Payments, Delinquency Code, Delinquency Code	Define delinquency codes.

Defining Report Entity Codes

Access the Reporting Entity page.

The report entity code is unique for each reporting entity. The first two digits identify the agency, the next two digits identify the bureau, and the remaining digits identify the entity.

Defining Receivable Type Codes

Access the Reporting Entity Code page.

The Receivables Type code identifies the loan as a direct loan, defaulted guaranteed loan, or a noncredit receivable. This code appears at the top of the Receivable Due From the Public report to identify the types of items whose amounts are included in the various report lines.

Defining Delinquency Codes

Access the Delinquency Code page.

Be sure that the code values exactly match the list described earlier in this section.

(USF) Setting Up Agency Location Codes

To set up agency location codes, use the Agency Location component (AGENCY_LOC_CD).

This section provides an overview of agency location codes and discusses how to define agency location codes.

Understanding Agency Location Codes

If you represent a U.S. federal agency, you submit billing, collection, and payment information for intra-governmental transactions using the IPAC interface. You set up agency location codes to identify where you submit this information.

Page Used to Set Up Agency Location Codes

Page Name	Object Name	Navigation	Usage
Agency Location Code	AGENCY_LOC_CD	Set Up Financials/Supply Chain, Common Definitions, Agency Location Codes, Agency Location, Agency Location Code	Define agency location codes.

Defining Agency Location Codes

Access the Agency Location Code page.

Enter agency name and address information.

(USF) Setting Up Memo Status Codes

To define memo status code, use the Memo Status Codes component (MEMO_STATUS_CODE).

This section provides an overview of memo status codes and lists the page used to set up memo status codes.

Understanding Memo Status Codes

U.S. federal agencies can use memo status codes to track changes to the status of a delinquent item. Use the Memo Status Changes page to enter each status code as an item changes its status. Receivables delivers the following codes that you must set up for each setID as needed. You can also create user-defined codes.

Code	Description
FOREBEAR (In forbearance or appeal)	The item is in a formal appeals process or a forbearance program.
FORECLOSE (In foreclosure)	The item is in foreclosure because the agency received payment by seizing collateralized property. A notice of default for the item has been filed.

Code	Description
GARNISH (In wage garnishment)	An agency is pursuing the delinquent item by garnishing an employee's wages.
RESCHEDULE (Rescheduled)	The terms and conditions have been changed to facilitate the payment of the item. Rescheduled receivables are not considered delinquent unless the debtor fails to pay under the revised terms.
WAIVE (Waived/unwaived)	An agency has waived payment of the item or fees associated with the item.
ELIGBOFF (Eligible for offset)	A delinquent item is eligible for referral to the U.S. Department of Treasury for offset.
REFOFF (Eligible for internal collection)	The item has been referred to the U.S. Department of Treasury for offset.
ELGBINT (Eligible for internal collection)	The item is eligible to be collected by an internal agency.
ELGBCROSS (Eligible for cross-servicing)	The item is eligible for referral to the U.S. Department of Treasury or a designated debt collection center for cross-servicing.
REFCROSS (Referred for cross-servicing)	The item has been referred to the U.S. Department of Treasury or a designated debt collection center for cross-servicing.
REFCOLL (Referred to private collection)	The item has been referred to a private collection agency.
REFJUST (Referred to Dept of Justice)	The item is in litigation at either the U.S. Department of Justice or at an agency with the statutory authority to litigate.
OFFSET (Collect by other methods)	Part of the outstanding item amount can be collected by other methods, such as tax refund or wage garnishments.
SUSPENDED (Suspended)	The debtor cannot currently pay for the item, and the collection actions have been suspended or terminated.
COMPROMISE (Compromised)	The open item amount has been compromised with the debtor and payment has been received. The agency must determine whether to report this to the IRS on a 1099–C and get it off the books.

Code	Description
WRITEOFF (Written-off)	The agency has determined that it cannot collect the payment for item. The debt can be reported as written-off.
CLOSEOUT (Closed out)	The agency has decided to write off the item.

Page Used to Set Up Memo Status Codes

Page Name	Object Name	Navigation	Usage
Memo Status Codes	MEMO_STATUS_TBL	Set Up Financials/Supply Chain, Product Related, Receivables, Options, Memo Status Codes, Memo Status Codes	Add and maintain memo status codes.

Setting Up User-Defined Fields

Receivables provides 22 fields in the Item (PS_ITEM) and Pending Item (PS_PENDING_ITEM) tables that you can use to track company- or industry-specific information that is not predefined on these tables, such as a shipment date. You define the value to use for each of the fields, and you can specify what to use for the field label. User fields include:

- USER_DATE_1 through USER_DATE_4, which store date values.
- USER_1 through USER_10, which store single character values.
- USER_AMT1 through USER_AMT8, which store numeric values.

The USER_1 through USER_10 fields are one-character fields. You should modify the field length to meet your organization's requirements.

Use PeopleSoft Application Designer to change the field labels and field lengths.

See Also

Enterprise PeopleTools PeopleBook: PeopleSoft Application Designer

CHAPTER 6

Setting Up Correspondence Options

This chapter discusses how to:

- Set up statement processing.
- Set up parallel processing for statements.
- Set up dunning letter processing.
- Set up follow-up letter processing.
- Set up delivery information for correspondence.

Note. This chapter is required. You must complete the tasks discussed in this chapter to implement statement, dunning letter, and follow-up letter processing.

Setting Up Statement Processing

To set up statement processing, use the Statement component (STATEMENT_TABLE).

This section provides an overview of statement IDs and discusses how to:

- Set up statement IDs.
- (Optional) Add fields to customer statements.

Understanding Statement IDs

Statement IDs determine the statement type—open item or balance forward—and conditions under which items are excluded from statements (collection, deduction, and disputed items, credit items, and items that are more then a certain monetary amount). Statement IDs also determine the circumstances under which statements should not be produced (collection, deduction, and disputed items, credit items, and items that are less than a certain monetary amount).

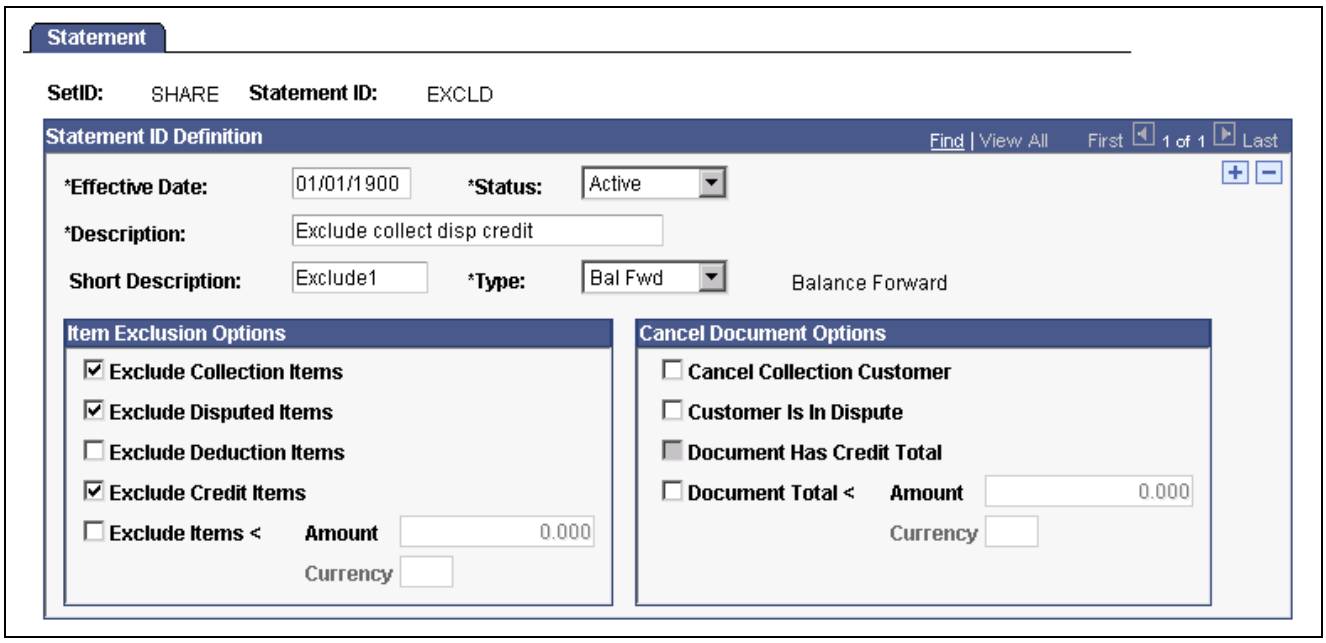
You assign a default statement ID to each business unit and override it, if applicable, for individual correspondence customers. When you run the process that generates statements, the system looks for a statement ID at the customer level and uses the business unit default if the customer does not have one.

Page Used to Set Up Statement IDs

Page Name	Object Name	Navigation	Usage
Statement	STATEMENT_TABLE	Setup Financials/Supply Chain, Product Related, Receivables, Payments, Statement, Statement	Create statement IDs.

Setting Up Statement IDs

Access the Statement page.



Statement page

Type Select the type of statement to be generated. Values are:

Open Item: Select for statements that provide detailed information for all open items for the customer.

Bal Fwd (balance forward): Select for statements that provide an opening balance, all new activity for the current statement period, including all new items (opened or closed) and payments, and an ending balance.

Exclude Collection Items, Exclude Disputed Items, and **Exclude Deduction Items** Select to prevent items from appearing on statements if they are deductions or marked for collection or in dispute on the View/Update Item Details - Detail 1 page.

Exclude Credit Items Select to prevent any credit items from appearing on statements.

Exclude Items < (exclude items less than) Select to prevent items under the monetary limit in the Amount field from appearing on statements. The system uses the rate type for the item to convert the amount that you enter to the item currency for comparison.

Cancel Collection Customer and **Customer Is In Dispute** Select if no statements are to be generated for customers who are marked for collection or dispute on the Credit Profile page.

These options delete individual customers' items from the statement, although the system might still create a statement if the correspondence group to which they belong has eligible open items for other customers. If the correspondence customer is in collection or dispute, the system does not generate a statement.

Document Has Credit Total Select to skip statements with a negative total.

Document Total < (document total less than) Select and enter a monetary limit in the Amount field to prevent the system from generating statements when the total amount of items on the statement

is less than the amount that you enter. The system uses the rate type for the correspondence customer to convert amounts for comparison purposes.

The Document Has Credit Total and Document Total < check boxes apply to the balance of the statement, which is always at the correspondence customer level. Therefore, a customer with a small debit balance would be overridden by a customer with a larger credit balance if both balances belonged to the same correspondence customer, and the process would not create the statement.

Note. If the statement type is *Bal Fwd,* only items that have not appeared on a previous balance forward statement are eligible for exclusion.

Adding Fields to Customer Statements

You rarely need to modify the Statements Application Engine process (AR_STMTS). The Statements process populates a temporary table with dozens of fields that can be added to statements. This table lists fields that exist in the temporary table and are not in the sample statement that PeopleSoft delivers. To include these fields on the statement, modify the Crystal report for statements:

Field Type	Field
Additional discount fields	DISC_AMT1 (discount amount 1) DISC_DT (discount date) DISC_DT1 (discount date 1)
Bill of lading fields to identify the payment	BILL_OF_LADING
User fields	USER_AMT1 through USER_AMT8 USER_DT1 through USER_DT4 USER1 through USER10

Setting Up Parallel Processing for Statements

This section provides an overview of parallel processing for statements and discusses how to:

- Define the maximum instances in PSAdmin.
- Define the maximum concurrent processes for the server.
- Define the number of parallel processes.
- Add more parallel processes to the Statements - Parallel multiprocess job (AR_STMT).
- Add additional Statements process (AR_STMTS) definitions.

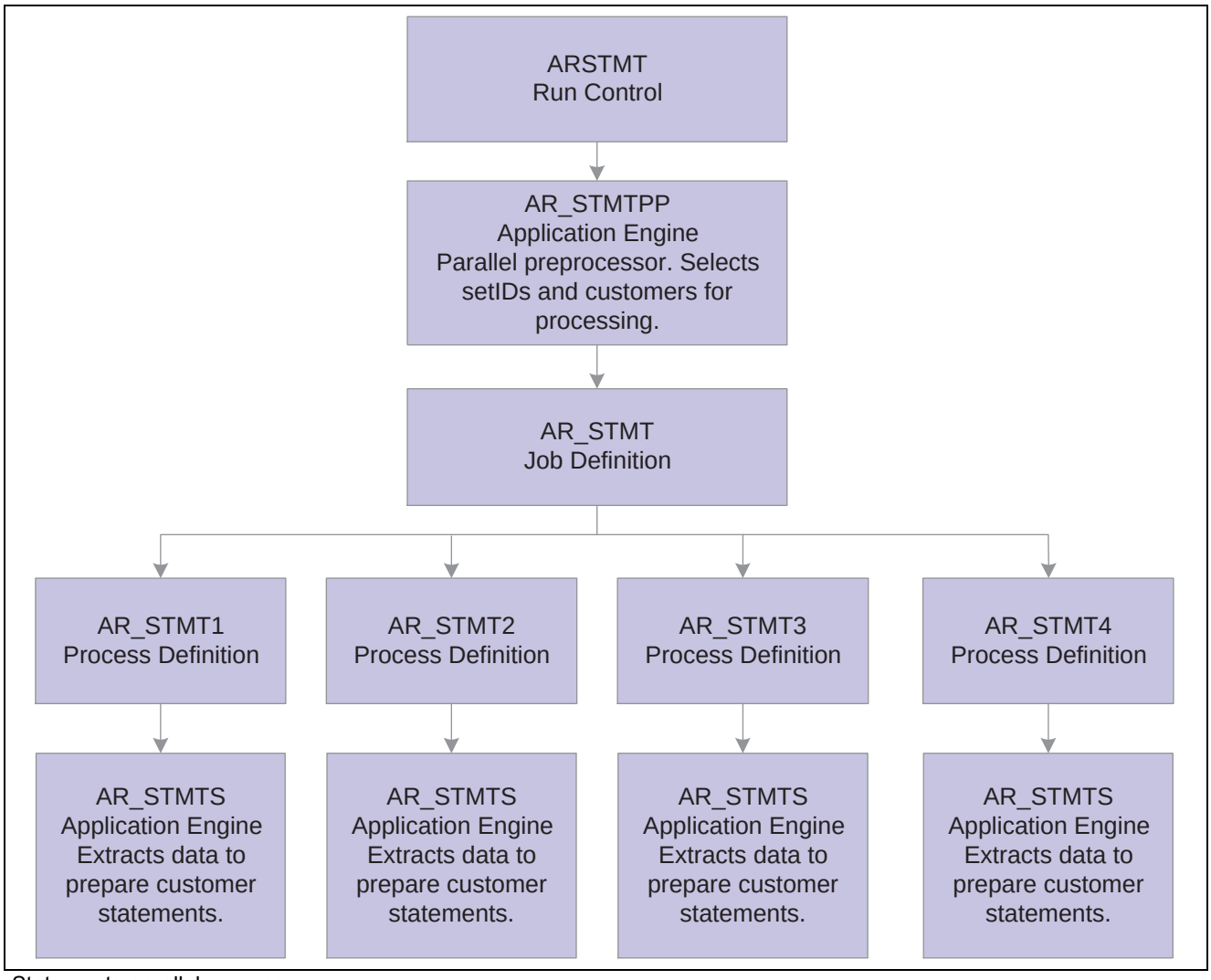
Understanding Parallel Processing for Statements

Receivables enables you to process multiple Statements processes in parallel to achieve higher performance. You initiate the processes using one run control and the process automatically divides the work between the number of partitions that you specify in your setup.

The Statements Preprocessor multiprocess job (ARSTMT) includes:

- The Statemnt Parallel Preprocessor Application Engine process (AR_STMTPP).
- The Statements - Parallel multiprocess job (AR_STMT).

The following diagram illustrates how the process works if you have four partitions:



Statements parallel processes

When you use the Process Monitor to check the status of the process, you view the status of the AR_STMTPP process and each process within the AR_STMT multiprocess job. The system does not indicate that the Statements Preprocessor multiprocess job (ARSTMT) is successful until each parallel process completes. The Job Message Log Summary page summarizes all the individual parallel process message log messages for the entire ARSTMT job.

Note. Receivables also provides the Statements-Parallel/Prnt multiprocess job (STATEMNT), which runs the Statements Preprocessor multiprocess job (ARSTMT) and prints the Open Item Statement and the Balance Forward Statement.

AR_STMTPP Process

The AR_STMTPP process acts as a preprocessor for the Statements process and also:

- Selects setIDs and customers for processing.
- Places the qualified data in temporary tables.
- Partitions the data between the child processes.
- Initiates the AR_STMT multiprocess job that starts child processes in parallel.

The distribution of the data among the child or parallel processes is based on the composition of the data and the number of parallel processes. The process attempts to spread the data volume evenly among the processors. The staging phase takes a little longer, but the overall processing time is faster because multiple children processes run concurrently. You should balance the decision of using parallel processing or single thread processing based on the volume of data and the hardware capacity to get the maximum benefit from this feature.

AR_STMT Multiprocess Job

The AR_STMT multiprocess job contains all of the Application Engine process definitions that you use for parallel processing, such as AR_STMT1. Each process definition calls the AR_STMTS Application Engine process, which actually extracts the data, prepares the statements, and performs table cleanup before the process ends.

Receivables delivers eight process definitions—AR_STMT1 through AR_STMT8. If you want to run more than eight partitions of the Statements process at once, you must define additional process definitions. Use the AR_STMT1 process definition as an example.

The standard setup for the AR_STMT multiprocess job is to run a single threaded process that contains only the AR_STMT1 process definition. If you want to use parallel processing, you must assign additional process definitions to the job definition. You must also specify the number of partitions that your organization will use. You might have to experiment with the number of partitions that works for you. We recommend that you assign just a couple of additional partitions and increase the number, if needed.

You might also have to override the server settings for your organization. By default, you can run up to three instances of a process at one time. If you want to run additional instances, you must change your configuration. If you also use parallel processing for the Payment Predictor (AR_PREDICT), Aging (AR_AGING), and Receivable Update (AR_UPDATE) processes, the maximum instances applies to those processes, as well. For example, if you want to run eight instances for the Receivable Update process and four for the Statements process, you must configure your server for eight instances.

Pages Used to Set Up Parallel Processing for Statements

Page Name	Object Name	Navigation	Usage
Server Definition	SERVERDEFN	PeopleTools, Process Scheduler, Servers, Server Definition	Define the maximum concurrent processes for Application Engine processes.
AR Parallel Processing Options	PARALLEL_AR_SBP	Set Up Financials/Supply Chain, Install, Installation Options, Receivables Then click the Parallel Processing Options link.	Specify the exact number of parallel processes or partitions that you want for statements.
Job Definition	PRCSJOBDEFN	PeopleTools, Process Scheduler, Jobs, Job Definition	Add additional Statements process definitions to run the AR_STMT multiprocess job.
Process Definition	PRCSDEFN	PeopleTools, Process Scheduler, Processes, Process Definition	Add additional Statements process definitions if you need to run more than eight parallel processes.

Defining the Maximum Instances for PSAdmin

Open the PSAdmin tool on your server to change the configuration settings.

To change the maximum instances:

1. Scroll to the section titled *Values for config section – PSAESRV.*

   The section looks as follows:

   ```
   Values for config section - PSAESRV.
   Max Instances = 3.
   Recycle Count=0
   Allowed Consec Service Failures=0.
   ```

2. Change the value for Max Instances to the maximum number of parallel processes that you want to run at once.

Defining the Maximum Concurrent Processes for the Server

Access the Server Definition page.

Process Type and **Max Concurrent** — For the *Application Engine* process type, enter the maximum number of parallel processes that you run at once. This figure must be the same as or greater than the maximum instances that you defined for PSAdmin.

See Also

Enterprise PeopleTools PeopleBook: PeopleSoft Enterprise Process Scheduler

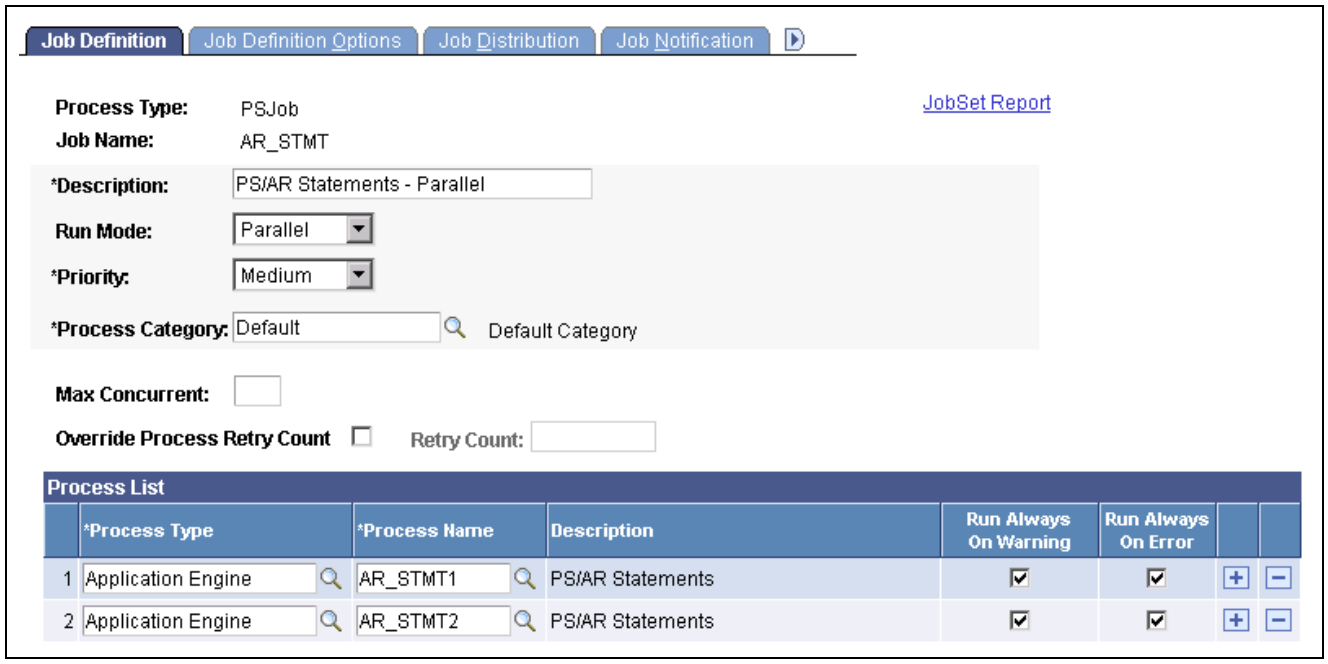
Defining the Number of Parallel Processes

Access the AR Parallel Processing Options page.

Parallel Process and **Maximum Partitions** — Enter the exact number of partitions or parallel processes that you want to run for the *AR_STMT* parallel process.

Adding More Parallel Processes to the AR_STMT Multiprocess Job

Access the Job Definition page for the AR_STMT job.



Job Definition page

Run Mode — Always select *Parallel.*

Process Type and **Process Name** — Enter *Application Engine* for the type and select from *AR_STMT2* to *AR_STMT8* for each separate partition or process that you want to run. If you define additional process definitions, select the name of the definitions that you added.

Note. You must have the same number of rows in the process list as you enter in the Maximum Partitions field on the AR Parallel Processing Options page.

Run Always On Warning and **Run Always On Error** — You must select these check boxes.

See Also

Enterprise PeopleTools PeopleBook: PeopleSoft Process Scheduler

Adding Additional Statements Process Definitions

Access the Process Definition page.

Complete the fields on this page and the other pages in the Process Definition component (PRCSDEFN) to match the AR_STMT1 process definition with two exceptions:

- Use another name.
- Use another description.

Use this format for the name: *AR_STMT#,* for example *AR_STMT9.*

See Also

Enterprise PeopleTools PeopleBook: PeopleSoft Process Scheduler

Setting Up Dunning Letter Processing

To set up dunning letter processing, use the Letter Code (LETTER_CD) and the Dunning (DUNNING_TABLES) components.

This section provides an overview of dunning letter setup and discusses how to:

- Define letter codes and letter content.
- Define dunning IDs.
- Define the dunning levels.
- (Optional) Change dunning letter layouts.

Understanding Dunning Letter Setup

You define letter codes that specify the text that you want to print on a dunning letter. However, the letter code that you use when you print the letters depends on several other setup factors.

When you define the dunning ID, select a dunning method that determines which items appear in the letters and which letter code to use when you print the letters. You assign the dunning ID to a business unit and override it for individual customers. The AR Dunning Application Engine process (AR_DUNNING) uses the rules for the dunning ID associated with the business unit or customer to generate the dunning letters. This table describes how the method that you select determines which items appear on a letter and which letter code to use for each letter:

Method	Description
Dunning by Action List	Letters are based on the action template assigned to collection and assessment rules. The Condition Monitor Application Engine process (AR_CNDMON) generates dunning letter actions with a specific letter code based on these rules. The collection and assessment rules determine whether items are eligible for dunning letters based on their amounts past due and the number of days past due. If you assign a dunning ID to a business unit or customer that uses the action list method, the AR Dunning process always uses the letter code that you specify in the action template. **Note.** If you assign a dunning ID to a business unit or customer that contains one of the other methods, the AR Dunning process uses the letter codes specified for the dunning ID and determines whether to use the highest or lowest level based on the parameters in the run control definition.
Dunning by Level	Letters are based on sequential levels (and intervals between levels), instead of the age of past due items. Each item passes through each dunning level, without skipping any levels, during each qualified letter extract process. The AR Dunning process determines whether any items are past due. If there are past due items, the process determines the level of the last dunning letter sent. The process also determines if the interval has elapsed for the waiting period between the levels. If the criteria are met, the process increments the level to the next level and sends the letter associated with the level in the dunning ID.
Dunning by Days	Letters are based on the number of days past due. A letter to each customer can contain past due items that fall into different levels based on the days past due. With this method, the items can skip levels between two sequential dunning letters. The process sends the letter associated with the level in the dunning ID.

If you use *dunning by level* or *dunning by days,* you associate each letter code with a dunning level and assign the letter code with the least severe text to the lowest dunning level and the letter code with the most severe text to the highest dunning level. When you run the AR Dunning process, you choose to use either the highest or lowest dunning level. For example, if you have items that fall into the defined bracket for levels two and three and you select to use the lowest dunning level for a letter that includes all past due items, then the process prints the text from the letter code that you assigned to the second dunning level.

Besides the dunning method, the dunning ID determines when items are excluded from a letter—such as deduction or disputed items—and whether the letter is generated.

See Also

Chapter 37, “Generating Correspondence,” Understanding the Dunning Letter Process, page 869

Pages Used to Set Up Dunning Letter Processing

Page Name	Object Name	Navigation	Usage
Letter Code	LETTER_CD_TBL	Setup Financials/Supply Chain, Product Related, Receivables, Options, Letter Code, Letter Code	Define letter codes for different levels of dunning letters and the default letter text for the code.
Dunning ID	DUNNING_TBL	Setup Financials/Supply Chain, Product Related, Receivables, Credit/Collections, Dunning Methods, Dunning ID	Define dunning IDs and select a dunning method (by level or by days past due or by action list).
Dunning Level	DUNNING_LVL_TBL	Setup Financials/Supply Chain, Product Related, Receivables, Credit/Collections, Dunning Methods, Dunning Level	Define the levels for the dunning method that you selected on the Dunning ID page. (This page is not available for a dunning by action list method.)

Defining Letter Codes and Letter Content

Access the Letter Code page.

Each letter code should be unique. You should create a letter code for each text variation and not use the same letter code that you used for other letters.

To print a separate letter for outstanding items in each age range, create a separate letter template for each letter code.

Letter Code Type Select *Dunning Letter*.

Dunning Letter Text Enter the text of the dunning letter. The text should be appropriate for the dunning level (first, second, and so on). The text appears before the list of open items on the dunning letter, unless you change the format of the letter using Crystal Reports.

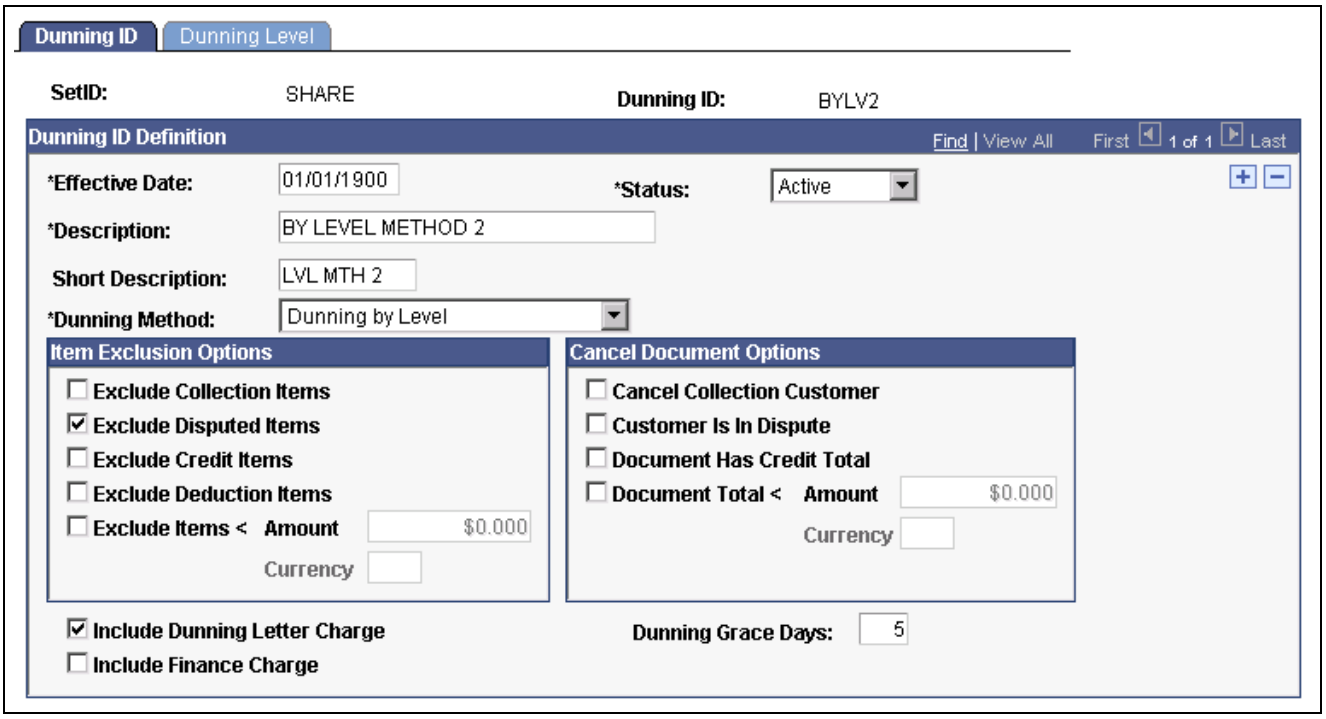
If you do not use the delivered letter codes that PeopleSoft provides, then you must change the query that retrieves the data and the Crystal template that formats the letter.

See Also

Chapter 6, "Setting Up Correspondence Options," Changing Dunning Letter Layouts, page 147

Defining Dunning IDs

Access the Dunning ID page.



Dunning ID page

Dunning Method Select the dunning method. Values are:

Dunning by Action List: Based on the rules defined in an action template that the Condition Monitor process uses. If you select this value, the Dunning Level page is not available to define dunning levels.

Dunning by Days: Based on a range of the number of days past due, such as 1 to 60 days, 61 to 90 days, and 91 to 9999 days.

Dunning by Level: Based on a sequence with a number of days between letters.

Note. The Condition Monitor process runs dunning letters when it completes. Always use dunning by action list if you use the Condition Monitor process for collection activities, unless the government requires you to use dunning by level. The Condition Monitor process uses the action templates that you set up to determine the rules for generating the dunning letters instead of the dunning method.

Exclude Collection Items, Exclude Disputed Item, and **Exclude Deduction Items** Select to prevent items from appearing on dunning letters if they are deductions or marked for collection or dispute on the View/Update Item Details - Detail 1 page.

Exclude Credit Items Select to prevent credit memos, on-account payments, and prepayments from appearing in dunning letters.

Exclude Items < (exclude items less than) Select a monetary limit to prevent items from appearing in dunning letters if the items are under a certain amount. The system uses the rate type for the item to convert the amount that you enter to the item currency for comparison.

Cancel Collection Customer and **Customer Is In Dispute** Select to prevent the system from generating dunning letters for customers who are marked for collection or dispute on the Credit Profile page.

Document Has Credit Total Select to skip dunning letters with a negative total balance amount.

Document Total < (document total less than) Select and enter a monetary limit to prevent the system from generating dunning letters when the total of items in the letter is less than a specified amount at the correspondence customer level. For example, you might cancel a letter if a customer with a small debit balance belongs to the same correspondence customer as a customer with a larger credit balance. The system uses the rate type for the correspondence customer to convert amounts for comparison purposes.

Include Dunning Letter Charge Select to apply a fixed charge for each letter generated. The charge can be different for each dunning level.

Include Finance Charge Select to impose an overdue charge for past due items in the dunning letter.

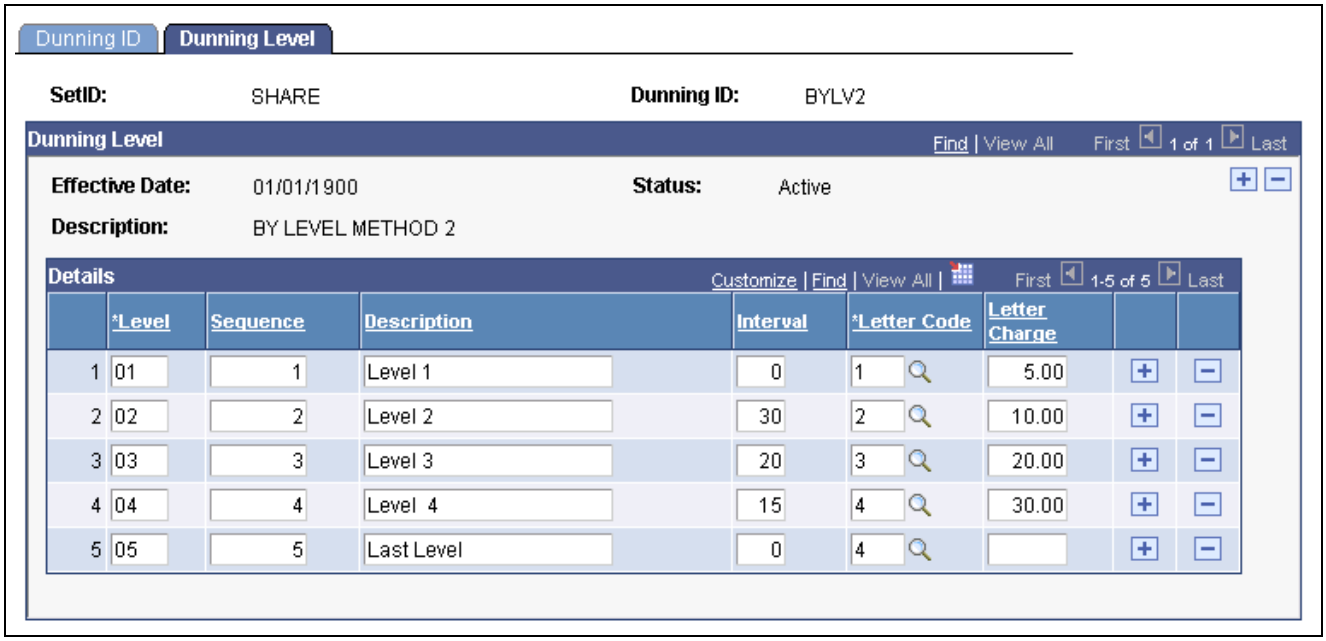
Dunning Grace Days Enter the number of extra days to allow for postal service when running the AR Dunning process.

See Also

Chapter 7, "Setting Up Exception and Collection Processing," Setting Up Actions and Action Templates, page 169

Defining Dunning Levels

Access the Dunning Level page.



Dunning Level page

The fields that appear on this page depend on the method that you selected and on whether you selected the Include Dunning Letter Charge check box on the Dunning ID page.

Level Assign a dunning level.

Sequence Assign a sequence number to a level.

Start Day, End Day, or **Interval**

For a dunning method by days, select a start and end day for each level. The first start day for the first level must be *1* and the last end day for the last level must be *9999*.

For a dunning method by levels, indicate the number of days between levels.

Letter Code

Enter the letter code corresponding to the text that you want to send to customers whose outstanding items fall within the category. If you use the AR33000 report template, the system uses the dunning level for either the oldest or newest item, based on your selection on the Dunning Letter Extract - Parameters page.

Letter Charge

Specify the charge for each letter that you send. This field is available only if you selected the Include Dunning Letter Charge check box on the Dunning ID page.

Changing Dunning Letter Layouts

You can create your own dunning letters and configure them to match the different credit approaches that you take with your customers or to change the letter layout. If you use the All Levels Dunning Letter (AR33000 or AR33A00) report template that includes all past due items regardless of their age, you use the Letter Code page to configure the text for each dunning level. Specify whether or not to use the letter code assigned to the highest or lowest level when you run the AR Dunning process.

To print a separate letter for past due items in each age range associated with dunning levels, use the Level 1 Dunning Letter (AR33001 or AR33A01), Level 2 Dunning Letter (AR33002 or AR33A02), and Level 3 Dunning Letter (AR33003 or AR33A03) report templates. The system uses the text for the letter code assigned to the appropriate dunning level. For example, if all items fall in the age range for dunning level one, use the Dunning Level 1 letter template. If you have more than three dunning levels and letter codes, you must create your own dunning letters for each additional letter code and dunning level combination.

Note. (NLD) Use the AR33A00, AR33A01, AR33A02, and AR33A03 report templates only if you have enabled business units to print the acceptgiro data on dunning letters.

See Chapter 37, "Generating Correspondence," (NLD) Understanding Acceptgiro Form Printing, page 860.

When creating new dunning letters, we recommend that you copy an existing dunning letter and save it using the naming conventions established for existing files. All the delivered files begin with *AR*. We recommend using *ARU* to differentiate files that are user-created or modified.

This section discusses how to:

- Modify and create queries.
- Add fields to dunning letters.
- Create additional letter layouts.

Modifying and Creating Queries

If you do not use the delivered letter codes, you must modify the WHERE clause of the query to reflect the new letter codes in PeopleTools. This procedure can also be used to add fields to dunning letters or to create new queries by copying, renaming the files, then modifying the new file.

To modify the WHERE clause of a query:

1. Select Reporting Tools, Query, Query Manager.

2. In the Search By field, enter the AR33001 (AR33001- Level 1 Dunning Letter) or the report ID for the appropriate letter that you want to change and click Search.
3. Click the Edit button and then select the Criteria tab.

   The Criteria page displays the fields in the query.
4. Click the Edit button for the criteria that you want to change.

   The Edit Criteria Properties page appears.

   Change the Expression 2 fields, as needed. For example, to use letter code 8 instead of 1, enter *8* in the Constant field for Expression 2.
5. Click OK and then select the appropriate option at the bottom of the Criteria page.
   - Click Save to save the query with the exact name and the same criteria as the original query.
   - Click the Save As link to save the query with a different name; the original query does not change.
   - Click the New Query link to create a new query; any changes to the existing query are lost.
6. After you save the query, click Run to run the query.

Adding Fields to Dunning Letters

Suppose that one of the sample dunning letters comes close to suiting your needs, but you want to display one or two additional database fields on the letter. To do so, you must change the AR Dunning Application Engine extract (AR_DUNNING), the query, and the Crystal Reports report layout.

To add fields to dunning letters:

1. Review the fields on the DUN_CUST and DUN_CUST_DTL tables that store the data, adding more fields if necessary.

   Try to use the additional fields that already appear on these tables. If you do not see a field that provides the information that you want to appear on the dunning letter, then you must add that field.
2. Add fields to the AR Dunning process and the temporary table AR33000_TMP.
3. Add fields to the query.
4. Place fields on the report and update the letter layout.
5. Open the Crystal report directly in Crystal or in two-tier using PeopleSoft Application Designer.

   Select Go, Query, then click the Run to Crystal Report button. Select Insert, Database Field, and select the new field from the list.
6. Use Crystal Reports to make any necessary formatting changes to the report.

Creating Additional Letter Layouts

If you have more than three letter codes and you generate dunning letters that include items in a single dunning level, you must create additional letter layouts.

To create additional letter layouts:

1. Create a new query in PeopleSoft Query that references AR33000_TMP using Crystal Reports to copy one of the other dunning letter reports.

   Name the file using the first seven characters of the query name plus the .RPT file extension (for example, ARU3304.RPT).
2. Create a new letter layout (called a *report* in Crystal Reports terminology).

3. Add or delete the desired fields in the report, format the new report, and save it.
4. Link the new letter and query.
5. Format the letter.
6. Add a process definition for the new dunning letter to the Process Scheduler Request page by copying an existing process definition, using RUN_AR33000 as the page group, and adding the new process definition to the AR ALL security group.

Setting Up Follow-Up Letter Processing

To set up follow-up letters, use the use the Letter Code (LETTER_CD) component.

Receivables ships letter codes for follow-up letters. The system requires that you use the letter code of *F* for follow-up letters.

PeopleSoft also delivers a sample follow-up letter that you can modify to fit your needs.

This section discusses how to:

- Set up follow-up letter codes.
- Modify the sample follow-up letter.

Page Used to Set Up Follow-Up Letter Codes

Page Name	Object Name	Navigation	Usage
Letter Code	LETTER_CD_TBL	Setup Financials/Supply Chain, Product Related, Receivables, Options, Letter Code, Letter Code	Define letter codes for follow-up letters.

Setting Up Follow-Up Letter Codes

Access the Letter Code page.

Letter Code Type Select *Follow Up Letter*.

Modifying the Sample Follow-Up Letter

Receivables delivers a sample follow-up letter created using Crystal Reports that you can modify to create a follow-up letter that is more suitable to your organization's needs.

If you just want to change the text of the letter, use Crystal Reports to modify the AR33004.rpt file.

If you want to add one or two more database fields to the letter, you must change the PeopleSoft Application Engine extract, the query, and use Crystal Reports to change the report layout as follows:

1. Review the fields on the Customer Conversation Header table (CUST_CONVER_HDR) that store the data.

If more fields on this table must be used on the follow-up letter, add these fields to one of the conversation pages (Conversations, Reference, or Attachment) to enable users to enter data. If you do not see a field that provides the information that you want to appear on the follow-up letter, you must add that field to the table and to the page.

2. Add the new fields to the Follow Up Letters Extract Application Engine process (AR_FOLLOWUP) and the temporary table AR33004_TMP.
3. Add the new fields to the query.
4. Place the new fields on the report and update the letter layout.
5. Open the Crystal report directly in Crystal or in two-tier using PeopleSoft Application Designer.

   Select Go, Query, then click the Run to Crystal Report button. Select Insert, Database Field, and select the new field from the list.
6. Use Crystal Reports to make any necessary format changes to the report.

Note. If you save the report file with a different name, you must create a process using the Process Definition page in PeopleSoft Enterprise Process Scheduler that follows the model of the existing AR33004 report. You also must create a new process definition that includes the two processes used to generate follow-up letters on the Job Definition page.

See Also

PeopleSoft Enterprise Order to Cash Common Information 8.9 PeopleBook, "Managing Conversations," Entering and Reviewing Conversations

Setting Up Delivery Information for Correspondence

To set up delivery information for correspondence, use the Contact Info component (CONTACT_INFO).

This section provides an overview of correspondence delivery setup and discusses how to:

- Specify the preferred delivery method and the email address for a contact.
- Enter fax information.

See Also

Chapter 34, "Understanding Exception and Collection Processing," Delivery of Correspondence, page 823

Understanding Correspondence Delivery Setup

If you use fax or email delivery methods for correspondence, you must set up information for contacts. Dunning letters and statements use the contacts that you specified for the correspondence customer. Follow-up letters use the contacts that you specified for the bill to customer, unless you override the contact on the Letter Delivery page.

Receivables interfaces with Merkur DeliveryWare from the Merkur Group to deliver correspondence by fax or email.

Note. You must purchase and install the Merkur DeliveryWare and Merkur Connector software to fax or email correspondence. You must also ensure that the windows service BEA ProcMGR's log on value is *This Account.* Then the specified windows user account should have printing permission to the printer where the Crystal reports print. You also must define the appropriate paper size in the Crystal process type definition.

See *Enterprise PeopleTools PeopleBook: Crystal Reports for PeopleSoft, "Using Crystal Reports"*

Pages Used to Set Up Delivery Information for Correspondence

Page Name	Object Name	Navigation	Usage
Contact	CONTACT	Customers, Contact Information, Contact	Enter general information about each contact, including the email address and preferred delivery method.
Contact Phone and Type	CONTACT_PHONE_PAGE	Click the Contact Phone and Type link on the Contact page.	Enter phone information and the contact type for the internal and external contact.

Specifying the Preferred Delivery Method and the Email Address for a Contact

Access the Contact page.

Email ID Enter the email address to send the correspondence to.

Preferred Communication Select the type of delivery method for the document type: *Email Only* or *Fax.*

Entering Fax Information

Access the Contact Phone and Type page.

Phone Type Select *FAX.*

Phone Number Enter the phone number for the fax machine to which you will send the correspondence.

CHAPTER 7

Setting Up Exception and Collection Processing

This chapter provides an overview of exception and collection processing options and discusses how to:

- Set up action owners.
- Set up workflow notification for action owners.
- Set up exception reasons and collection codes.
- Set up hold and message codes for credit holds.
- Set up conditions.
- Set up actions and action templates.
- Assign customers to a collection group.
- Set up collection and assessment rules.
- Implement self-service web components.

Note. This chapter is required. You must complete the tasks discussed in this chapter to implement exception and collection processing.

See Also

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Setting Installation Options for PeopleSoft Applications," Defining Receivables Installation Options

Understanding Exception and Collection Processing Options

Receivables enables you to monitor a customer's account and take action when a condition occurs, such as reaching a credit limit or exceeding a user-defined balance due. It also enables you to create deductions, put an item in dispute or collection, and track and manage these items.

If a customer violates a condition, the Condition Monitor Application Engine process (AR_CNDMON) determines what is the appropriate action plan. The Condition Monitor process creates the actions and assigns them to an owner on a user-defined date. If field values on items, item activity, item distribution lines, and the customer match a user-defined criteria, the Condition Monitor also creates actions and assigns them to an action owner on a user-defined date.

You specify the type of owner, such as collector, credit analyst, receivables (AR) specialist, or sales person, for each type of condition. You also define the rules that the Condition Monitor process uses to determine whether a customer has violated a condition or whether an item meets specified criteria, and to determine if it should create an action plan for the customer or item.

See Also

Chapter 34, “Understanding Exception and Collection Processing,” page 815

Setting Up Action Owners

To set up action owners, use the Collector (COLLECTOR_TABLE), Credit Analyst (CR_ANALYST_TABLE), and AR Specialist (AR_SPECIALIST) components.

This section provides an overview of action owners, list common elements for action owner setup pages, describes the pages to set up collectors, credit analysts, and AR (receivables) specialists, and discusses how to set up sales people.

Understanding Action Owners

Action owners are the individuals who perform the tasks for the actions assigned to customers or items. An action owner can be either a collector, credit analyst, AR specialist, or sales person. The Condition Monitor process assigns an action owner based on the type of action owner in the collection or assessment rule, and it assigns the value for that type of action owner in the Item (PS_ITEM) table. If you are monitoring information at the business unit-level, and the items have different action owners, the system uses the action owner that is assigned to the collection customer (monitoring level).

If you create an action online, you manually assign the action owner. You can also assign actions online to brokers. Brokers access their actions in the self-service web pages.

You assign the action owners to items on the pending item entry pages, the View/Update Item Details - Detail 1 page, or the Bill to Options page for the customer.

If you want to assign all actions to a single action owner, you specify the user ID of that person on the Installation Options - Receivables page. Also, if you do not specify a user ID for individual credit analysts, collectors, AR specialist, or sales persons, the Condition Monitor assigns the actions that are assigned to those individuals to the default action owner that you specify in the installation options.

See Also

Chapter 7, “Setting Up Exception and Collection Processing,” Setting Up Brokers and Customers for Self-Service Transactions, page 186

Prerequisite

Before you set up action owners, you must set up a user profile for them using the User Profiles component (USERMAINT).

See Also

Enterprise PeopleTools PeopleBook: PeopleSoft Security

Common Elements Used in This Section

User ID Enter the ID from the PeopleSoft user profile for the individual. If you do not specify a user ID, the system assigns actions for the individual to the

	default action owner defined in installation options and will not assign any actions to the individual action owner.
Name and **Telephone**	Enter the name and telephone number. They are informational only.
Fax Number and **Title**	Enter the fax number and title. They are informational only.
Email Address	Enter the email address. This is used for notifications if workflow is set up; otherwise, it is informational only.

Pages Used to Set Up Action Owners

Page Name	Object Name	Navigation	Usage
Collector	COLLECTOR_TABLE	Set Up Financials/Supply Chain, Product Related, Receivables, Credit/Collections, Collector, Collector	Define valid collectors to manage collections.
Credit Analyst	CR_ANALYST_TABLE	Set Up Financials/Supply Chain, Product Related, Receivables, Credit/Collections, Credit Analyst, Credit Analyst	Establish valid credit analysts to manage credit.
Receivable Specialist	AR_SPECIALIST	Set Up Financials/Supply Chain, Product Related, Receivables, Credit/Collections, AR Specialist, Receivable Specialist	Establish valid AR specialists to manage deduction and disputed items.
Personal Data (Edit)	EX_PERSONAL_DATA2	Set Up Financials/Supply Chain, Common Definitions, Employee Data, Create/Update Personal Data, Personal Data (Edit)	Set up an employee ID for a sales person.
Team Member Types	MEMBER_TYPE_TABLE	Set Up Financials/Supply Chain, Common Definitions, Team Members, Team Member Types, Team Member Types	Define sales person team types.
Team Member Personal Data - Member Data	MEMBER_PERSON1	Set Up Financials/Supply Chain, Common Definitions, Team Members, Team Member Personal Data, Member Data	Set up a team member.
Team Member Personal Data - Member Commission	MEMBER_PERSON3	Set Up Financials/Supply Chain, Common Definitions, Team Members, Team Member Personal Data, Member Commission	Associate a team member with a sales person team type.
Support Team Members	TEAM_MEMBER_TABLE	Set Up Financials/Supply Chain, Common Definitions, Team Members, Support Team Members	Assign a sales person to a support team.

Setting Up Sales People

Sales person is a required field on every item in the system. A sales person in Receivables is a support team member. Several reports enable you to summarize aging according to the sales person hierarchy in your organization. You must enter at least one team member in a setID, because a default support team is a required field for customers and the default support team must have at least one sales person. Each item has a sales person associated with it as well, so you will see the sales person code on the item entry and status pages. If a pending item does not have an assigned sales person, the Receivable Update Application Engine process (ARUPDATE) assigns a sales person using the default support team member with a sales person type and the lowest priority.

To set up sales people:

1. Create an employee ID for each sales person on the Personal Data (Edit) page.
2. Create a support team type for sales people on the Team Member Types page.

   You must select the Is this a Sales Person? check box.
3. Create a team member for each sales person on the Team Member Personal Data - Member Data page.
4. Assign the support team member to a support team type for sales people on the Team Member Personal Data - Member Commission page.
5. Set up the sales person as a support team member on the Support Team Members page.

See Also

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Defining Financials and Supply Chain Management Common Definitions," Working With Personal Data

PeopleSoft Enterprise Order to Cash Common Information 8.9 PeopleBook, "Maintaining Additional Customer Information," Setting Up Customer Support Personnel

Setting Up Workflow Notification for Action Owners

This section provides an overview of workflow notification setup and lists the pages used to setup workflow notification for action owners.

Understanding Workflow Notification Setup

The system sends an email to action owners to notify them of new actions and places the action on their worklist if you set up users for workflow notification. The email includes a universal record locator (URL) to the Action page, where the action owner works the action.

To set up users for workflow notification:

- Set up a user profile for each user who will receive notification.
  - Set up workflow processing information on the User Profiles - Workflow page.
  - Enter their email address information on the User Profiles - Email Addresses page, if you want users to receive an email notification.
- Assign a workflow user to each customer on the Miscellaneous General Info page.

Note. Perform this task only if you generate the additional workflow notifications on the Notification Run Control page.

- Enter the universal record locator (URL) for the AR_NOTIFYURL URL identifier on the URL Maintenance page.

  The system places this URL in email notifications to access the Action page. The URL is the portal URL and varies depending on your system setup. This is an example: http//adntas79.peoplesoft.com:6200/psp/EM_EP881TS1_Ts064700/EMPLOYEE/ERP.

See Also

Chapter 35, "Managing Credit, Collections, and Exceptions," Assigning Actions and Sending Notification, page 830

Chapter 35, "Managing Credit, Collections, and Exceptions," Generating Additional Workflow Notifications, page 848

PeopleSoft Enterprise Order to Cash Common Information 8.9 PeopleBook, "Maintaining General Customer Information," Entering Optional Customer Data

Enterprise PeopleTools PeopleBook: PeopleSoft Security

Enterprise PeopleTools PeopleBook: System and Server Administration

Pages Used to Set Up Workflow Notification for Action Owners

Page Name	Object Name	Navigation	Usage
User Profile - Workflow	USER_WORKFLOW	PeopleTools, Security, User Profiles, Workflow, Workflow	Enter workflow processing information for the user.
User Profile - Email Addresses	USER_EMAIL	PeopleTools, Security, User Profiles, General Click the Edit Email Addresses link on the General page.	Enter the email address of the action owner to which you will send the notification.
Miscellaneous General Info	CUST_GENERAL_MISC	Customer, Customer Information, General Information, Miscellaneous General Info	Assign a workflow user to a customer.
URL Maintenance	URL_TABLE	PeopleTools, Utilities, Administration, URLs, URL Maintenance	Set up the URL for the AR_NOTIFYURL URL identifier for workflow notification for actions.

Setting Up Exception Reasons and Collection Codes

To set up exception reasons and collection codes, use the Deduction Reason (DEDUCTION_TABLE), Dispute Reason (DISPUTE_TABLE), and Collection Reason (COLLECTION_TABLE) components.

This section provides an overview of exception reasons and collection codes and discusses how to:

Understanding Exception Reasons and Collection Codes

Exception reasons identify the reason that an item is a deduction or is disputed. Collection codes normally identify the collection agency for an item or customer.

You can define unique aging rules for deduction, disputed, or collection items by using the reason or collection code.

This section discusses:

- Deduction reasons
- Dispute reasons
- Collection codes

Deduction Reasons

You create deductions by using the payment or draft worksheet. The Payment Predictor Application Engine process (ARPREDCT) also creates deductions. The Payment Predictor process assigns the default deduction reason for the business unit to the deduction. With the worksheets, you can use the default deduction reason for the business unit or unique reasons based on the entry reason for the deduction. If you want to use unique reasons for entry reasons, you must create deduction reason codes that are the same as the entry reason codes for the deduction (DED) entry type. The system looks at the Deduction Reason table (PS_DEDUCTION_TABLE) to determine whether there is a matching value to the entry reason. If there is a matching value, it assigns the appropriate deduction reason. Otherwise, it uses the default deduction reason for the business unit. You can override the default deduction reason as needed on the worksheet or later on the View/Update Item Details - Detail 1 page.

If you make an item a deduction by using the View/Update Item Details - Detail 1 page, you manually assign a deduction reason.

Assign an AR specialist to a deduction reason if you want to assign specialists to deductions by reason.

Add a deduction reason for each reason that you need to describe deductions.

Dispute Reasons

You can place both customers and items in dispute. When you place a customer in dispute on the Credit Profile page or place an item in dispute on the View/Update Item Details - Detail 1 page, you enter the dispute reason.

Assign an AR specialist to a dispute reason if you want to assign specialists to disputed items by reason.

Add a dispute reason for each reason that you use when putting a customer or item in dispute.

Collection Codes

You can place both customers and items in collection. When you place a customer in collection on the Credit Profile page or place an item in collection on the View/Update Item Details - Detail 1 page, you enter the collection code.

Add a code for each collection code that you want to use. For example, you may want to add a code for each collection agency, or you may create codes indicating the reason that an item or customer is in collection.

See Also

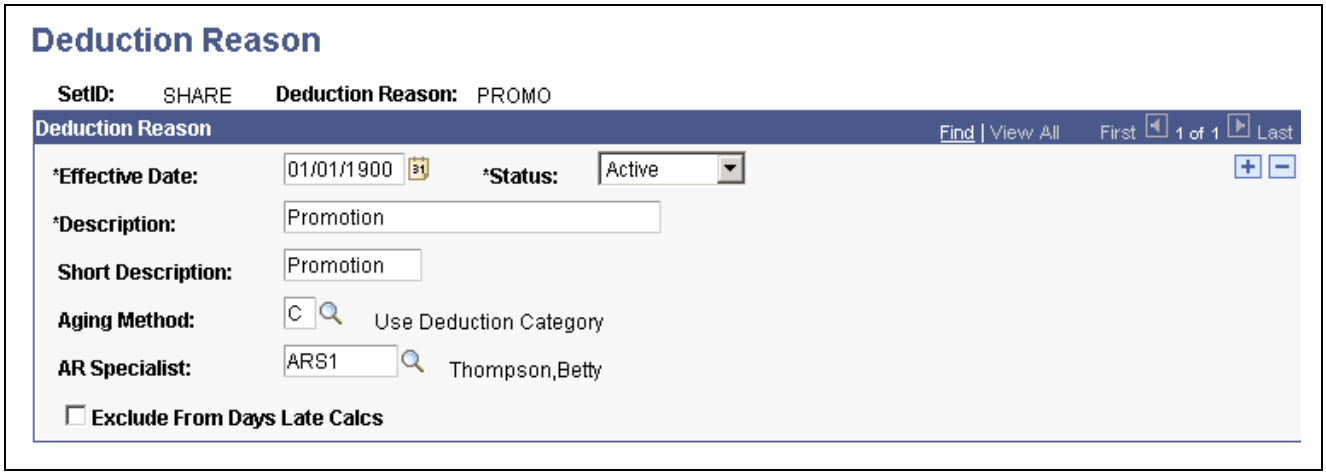
Chapter 8, “Setting Up History and Aging,” Setting Up Aging, page 195

Pages Used to Set Up Exception Reasons and Collection Codes

Page Name	Object Name	Navigation	Usage
Deduction Reason	DEDUCTION_TABLE	Set Up Financials/Supply Chain, Product Related, Receivables, Credit/Collections, Deduction Reason, Deduction Reason	Define deduction reasons including rules for aging deductions and optionally a default AR specialist for the reason.
Dispute Reason	DISPUTE_TABLE	Set Up Financials/Supply Chain, Product Related, Receivables, Credit/Collections, Dispute Reason, Dispute Reason	Define dispute reasons including rules for aging disputes and optionally a default AR specialist for the reason.
Collection Code	COLLECTION_TABLE	Set Up Financials/Supply Chain, Product Related, Receivables, Credit/Collections, Collection Code, Collection Code	Define collection codes including rules for aging items in collection.

Setting Up Deduction Reasons

Access the Deduction Reason page.



Deduction Reason page

Aging Method

The system uses this aging method option only for aging IDs that have the Deduction Aging field set to *Vary* on the Aging page. This enables you to define aging rules for deductions based on the deduction reason assigned to the item. Options for each deduction reason are:

Age Normally: Select to age items based on the rules assigned to the aging ID.

Use Deduction Category: Select to use the aging category in the Deduction Aging group box on the Aging page for deductions with this deduction reason.

Exclude from Aging: Excludes items with this deduction reason from aging. If you prefer to exclude all deductions from aging regardless of deduction reason, select that option in the Deduction Aging group box on the Aging page.

AR Specialist (receivables specialist) If you want to assign all deductions with this reason to the same AR specialist, enter the ID for the specialist. If you leave this value blank, the system uses the value for the business unit. If you enter an AR specialist for the customer, that value overrides the value for the deduction reason.

Exclude From Days Late Calcs (exclude from days late calculations) Select to enable the system to skip items with this deduction reason when it calculates average days late and weighted average days late.

Setting Up Dispute Reasons

Access the Dispute Reason page.

Aging Method The system uses this aging method option only for aging IDs that have the Dispute Aging field set to *Vary* on the Aging page. This enables you to define aging rules for disputed items based on the dispute reason assigned to the item. Options for each dispute reason are:

Age Normally: Select to age items with this dispute reason based on the rules assigned to the aging ID.

Use Dispute Category: Select to use the aging category in the Dispute Aging group box on the Aging page for items with this dispute reason.

Exclude from Aging: Excludes items with this dispute reason from aging. If you prefer to exclude all disputed items from aging regardless of dispute reason, select that option in the Dispute Aging group box on the Aging page.

AR Specialist (receivables specialist) If you want to assign all disputed items with this reason to the same AR specialist, enter the ID for the specialist. If you leave this value blank, the system uses the value for the business unit. If you enter an AR specialist for the customer, that value overrides the value for the dispute reason.

Exclude From Days Late Calcs (exclude from days late calculations) Select to enable the system to skip items with this dispute reason when it calculates average days late and weighted average days late.

Setting Up Collection Codes

Access the Collection Code page.

Aging Method The system uses this aging method option only for aging IDs that have the Collection Aging field set to *Vary* on the Aging page. This enables you to define aging rules for items in collection based on the collection code that is assigned to the item. Options for each collection code are:

Age Normally: Select to age items with this collection code based on the rules assigned to the aging ID.

Use Collection Category: Select to use the aging category in the Collection Aging group box on the Aging page for items with this collection code.

Exclude from Aging: Excludes items with this collection code from aging. If you prefer to exclude all items in collection from aging regardless of collection code, select that option in the Collection Aging group box on the Aging page.

Setting Up Hold and Message Codes for Credit Holds

To define hold and message codes for credit holds, use the Hold Codes (HOLD_CD) and Messages (MESSAGE_TBL) components.

This section provides an overview of hold and message codes and discusses how to:

- Define hold codes.
- Define messages codes for credit holds.

Understanding Hold and Message Codes

When you attach messages to customers regarding their accounts, you must enter a message code. The codes that you define on the Messages page comprise the prompt list for the message field. For each code, you supply message text and define an action to take. You must select *Credit Related Message* for the message type for credit hold messages.

When you place a customer on a credit hold, you must enter a message code that is designated as a credit related message. Receivables uses hold codes in two ways:

- The Condition Monitor process checks for a Credit Hold condition and takes action if a credit hold exists on a customer's account.
- When you use the Place a Customer on Hold action in an action template, you specify the message code that is associated with the hold code as an action parameter that you want to place on the customer's account.

Pages Used to Define Hold and Message Codes for Credit Holds

Page Name	Object Name	Navigation	Usage
Hold Codes	HOLD_CD	Set Up Financials/Supply Chain, Product Related, Receivables, Payments, Hold Codes, Hold Codes	Define hold codes. Create a hold code for each reason that you use for putting a customer on hold.
Messages	MESSAGE_TBL	Set Up Financials/Supply Chain, Product Related, Receivables, Options, Messages, Messages	Define message codes and select the message type.

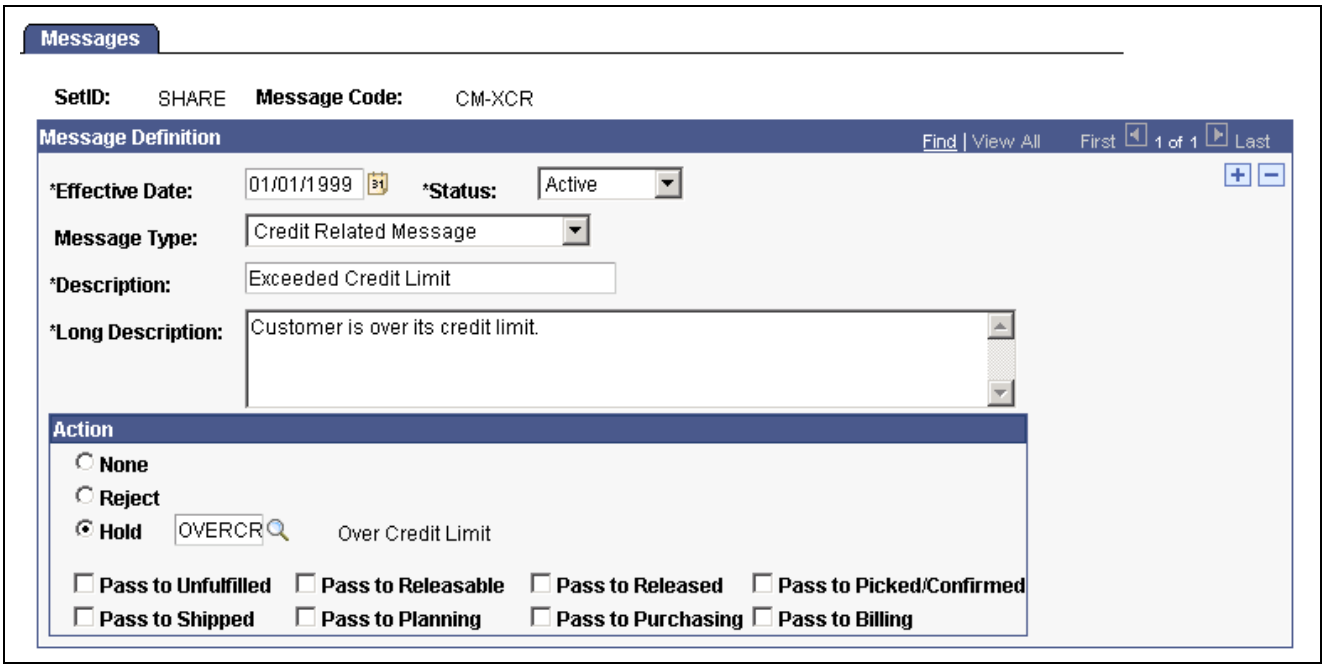
Defining Hold Codes

Access the Hold Codes page.

The codes that you define on this page appear on the Messages page for customers designated with an action of *Hold.*

Defining Messages Codes for Credit Holds

Access the Messages page.



Messages page

Message Type Select *Credit Related Message* for credit holds.

Specify a value in the Action group box.

None Indicates no action.

Reject Indicates that the system will reject an order if you attach this message to the customer. Only Order Management uses the Reject action. It has no effect on Receivables processing.

Hold Indicates that a customer is on hold. If you select Hold, you must enter an appropriate hold code, one that you established on the Hold Codes page. If a customer has an action of Hold on the Messages page, the value appearing in the Hold Code field is the short description that you defined on the Hold Codes page. Several check boxes become available if you select Hold. These check boxes are used only by Order Management.

Note. The action value that you select on this page displays in the Action field on the Messages page for the customer.

Setting Up Conditions

To set up conditions, use the Condition Definition (AR_COND_DEF), Condition Definition User (AR_COND_DEF_USER), and Condition Priority (AR_COND_PRIORITY) components.

This section provides an overview of conditions and discusses how to:

- Set up system-defined conditions.
- Set up user-defined conditions.
- Reorder condition priorities.

Understanding Conditions

A condition occurs when there is a change of status for a customer's account, such as reaching a credit limit or exceeding a user-defined balance due. A condition also occurs when you create a new deduction or disputed item. The Condition Monitor process checks for customer's accounts or items that meet these conditions and creates an action based on templates and rules that you define. The process looks at the conditions for the customers with the same roles as the role that you select in each condition definition.

PeopleSoft delivers several system-defined conditions. You must set up the system-defined conditions for at least one setID. Most of the field values for the system-defined conditions are automatically populated by the system. You can also set up your own four-character user-defined conditions. Each condition is monitored at the customer-level or the item-level.

The following table describes the system-defined conditions. You define the details for the condition trigger on the Collection Rule, Assessment Rule, and Assessment Rule User pages.

Condition Description	Code	Condition Trigger
Collection	COLL	Amount and age of customer balances that are overdue.
Approaching Credit Limit	ACLA	Customers' calculated outstanding balance reaches a certain dollar amount or percentage of their credit limit. The Condition Monitor process multiplies the credit limit that you defined for the customer on the Credit Profile page by the percentage that you defined on the Assessment Rules page to determine the calculated credit limit. **Note.** You define whether the balance includes in-process payments, unapplied payments, and disputed items on the Installation Options - Receivables page.
Approaching Credit Limit Expiration	ACLD	Customer's credit review date reaches a specified number of days from the run date of the Condition Monitor process. The Condition Monitor process subtracts the number of days that you specify on the Assessment Rules page from the review date the to determine whether to create an action. The customer must have a review date and credit limit on the Credit Profile page to generate an action.
Exceeded Credit Limit	ECLA	Customers' calculated outstanding balance exceeds their calculated credit limit. The calculated credit limit is the limit that you defined for the customer on the Credit Profile page multiplied by the percentage that you defined over the limit on the Assessment Rules page or the amount that you defined on the page. **Note.** You define whether the balance includes in-process payments, unapplied payments, and disputed items on the Installation Options - Receivables page.

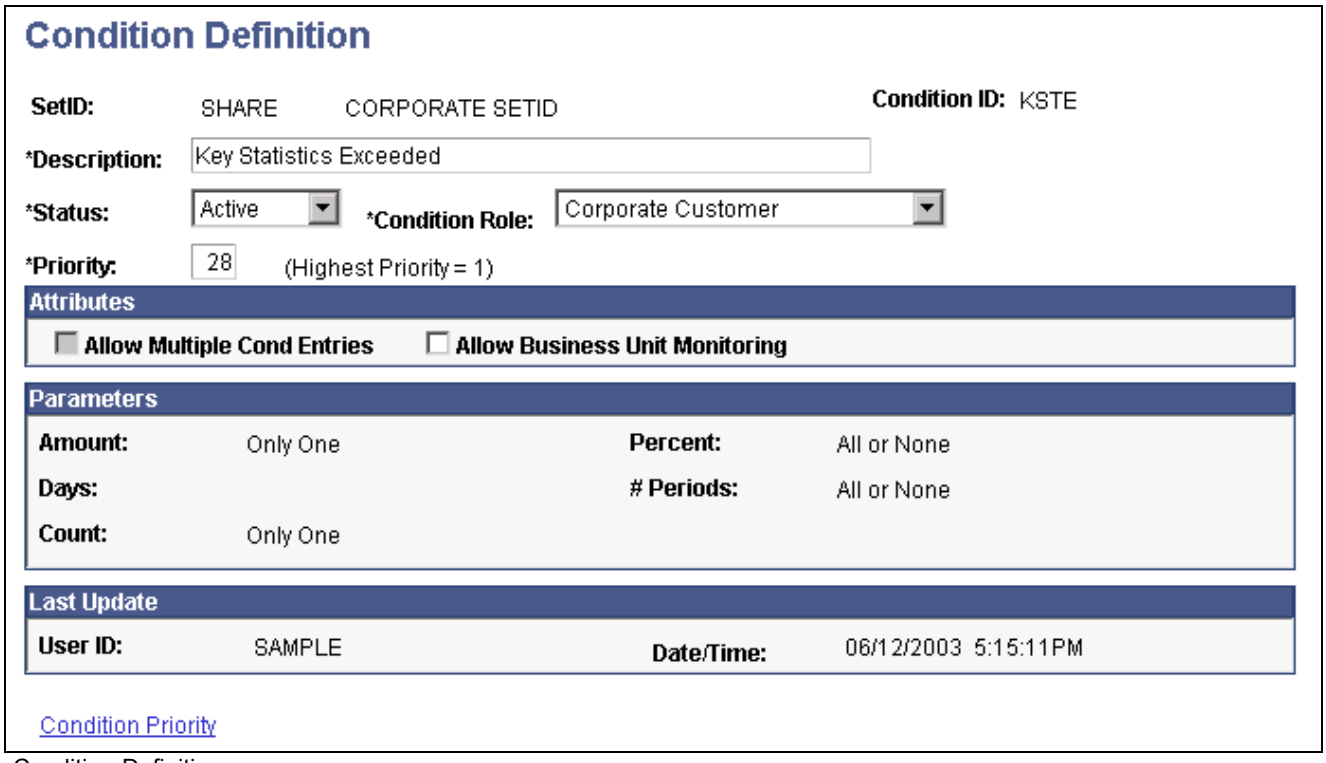
Condition Description	Code	Condition Trigger
Exceeded Credit Limit Expiration Date	ECLD	Customer's credit review date is passed. The customer must have a review date and credit limit on the Credit Profile page to generate an action.
Conversation Follow Up	CFLU	Customer has a conversation meeting one or more of these criteria: • Follow-up date is reached. • Follow-up action entered.
Credit Hold Code Exists	CHLD	Customer message containing a credit hold code is placed on the customer's account. See Chapter 7, "Setting Up Exception and Collection Processing," Understanding Hold and Message Codes, page 162.
Key Statistics Exceeded	KSTE	Comparison of system- or user-defined history ID amount or count for current fiscal period to assessment rule criteria. The system can also trigger the condition based on the percentage change from a prior period's value.
Large Amount Coming Due	LACD	An invoice (or group of invoices) over a specified amount is due in a specified number of days.
Entry Type/Reason Code	ETRC	Items for a specified entry type and reason code reach a specific amount or age. The existence of items with the entry type and reason can also trigger the condition. The Condition Monitor process creates one action for each item with the entry type and reason combination unless you leave the entry reason blank.
Deduction Item	DEDN	A new deduction item.
Disputed Item	DISP	A new disputed item.
Online Item	ONLN	An individual adds an action to an item on the item action list.

Pages Used for Conditions

Page Name	Object Name	Navigation	Usage
Condition Definition	AR_COND_DEF	Set Up Financials/Supply Chain, Product Related, Receivables, Credit/Collections, Condition Definition, Condition Definition	Review and define a single system-defined condition. Displays all information for a condition.
Condition Definition User	AR_COND_DEF_USER	Set Up Financials/Supply Chain, Product Related, Receivables, Credit/Collections, Condition Definition User, Condition Definition User	Set up user-defined conditions.
Condition Priority	AR_COND_PRIORITY	Set Up Financials/Supply Chain, Product Related, Receivables, Credit/Collections, Condition Priority, Condition Priority	Review all conditions at one time. Reorder the priority of a condition. Displays limited information for each condition.

Setting Up System-Defined Conditions

Access the Condition Definition page.



Condition Definition page

Description The system populates the description for system-defined conditions, but you can override the value.

Condition Role For all conditions except the Conversation Follow Up (CFLU) condition, select the customer role to use for monitoring customer's accounts:

- *Bill To Customer*
- *Corporate Customer*
- *Correspondence Customer*
- *Remit From Customer*

The process looks at the conditions for the customers with the same role that you select here. So when you define customer credit information, it must be set up for the customer that matches the role in the condition definition.

For the Conversation Follow Up (CFLU) condition, the role must be *Bill To Customer*.

Priority Enter a priority number that determines the order in which an action for the condition appears in the action list if a customer has multiple actions. The lower the number the higher the action associated with the condition will be.

Allow Multiple Cond Entries (allow multiple condition entries) If selected, indicates that you can use the condition in multiple rules for the same assessment level (setID, customer group, or customer). This option applies only to the Large Amount Coming Due (LACD), Key Statistics Exceeded (KSTE), and Entry Type/Reason Code (ETRC) conditions.

Allow Business Unit Monitoring If selected, indicates that the system monitors the conditions at the business unit-level if you selected business unit monitoring on the Installation Options - Receivables page. This option applies to the Collection (COLL), Entry Type/Reason Code (ETRC), Key Statistics Exceeded (KSTE), and Large Amount Coming Due (LACD) conditions.

Parameters

The fields in the Parameter group box—Amount, Count, Days, Percent, and # Periods (number of periods)—control the entry of parameters on the Assessment Rule page. Each condition may have one or more parameter flags set. The parameters are system-defined, and you cannot modify them. The values are *Required, Optional,* or one of the following values:

Only One You must enter a value in only one of the fields flagged as *Only One* and the other fields with this flag must be blank.

All or None You must enter a value in all fields flagged as *All or None* or leave all of them blank.

One or All You must enter a value in at least one of the fields flagged as *One or All* or enter a value in all of the fields with this flag.

The following table lists all of the parameters for each field for each condition:

Condition	Amount	Days	Count	Percent	Number of Periods	Explanation
Collection (COLL)	Required	Required				Both amount and days are required.
Approaching Credit Limit (ACLA)	One or All			One or All		Either amount or percent must be entered, or both can be entered.
Exceeded Credit Limit (ECLA)						No parameters can be entered.
Approaching Credit Limit Expiration (ACLD)		Required				Days is required.
Exceeded Credit Limit Expiration Date (ECLD)						No parameters can be entered.
Credit Hold Exists (CHLD)						No parameters can be entered.
Conversation Follow Up (CFLU)						No parameters can be entered.
Large Amount Coming Due (LACD)	Required	Required				Both amount and days are required.
Key Statistics Exceeded (KSTE)	Only One		Only One	All or None	All or None	Either amount or count must be entered; either percent and period must be entered, or both fields must be blank.
Entry Type /Reason Code (ETRC)	Optional	Optional				Both amount and days are optional.
Deduction Item (DEDN)						No parameters can be entered.

Condition	Amount	Days	Count	Percent	Number of Periods	Explanation
Disputed Item (DISP)						No parameters can be entered.
Online Item (ONLN)						No parameters can be entered.
User-defined (any four-character code)						No parameters can be entered.

Setting Up User-Defined Conditions

Access the Condition Definition User page.

This page is similar to the Condition Definition page. However, you can define only a condition role and assign a priority.

See Also

Chapter 7, "Setting Up Exception and Collection Processing," Setting Up System-Defined Conditions, page 166

Reordering Condition Priorities

Access the Condition Priority page.

This page contains the same fields as the Condition Definition page except that it has fewer fields.

Priority Enter a new number to reorder the condition priority. The conditions display in priority order. The priority number determines the order in which an action for the condition appears in the action list if a customer has multiple actions. The lower the number the higher the action associated with the condition will be.

Condition Click a condition link to access the Condition Definition page and view all condition details.

Setting Up Actions and Action Templates

To set up actions and action templates, use the Action Code (ACTION_CODE) and Action Template (AR_TEMPLATE_TBL) components.

This section provides an overview of action definitions and action templates and discusses how to:

- Review or define the actions.
- Define action templates.

Understanding Actions and Action Templates

Actions are activities that an action owner performs in response to the condition of a customer's account, such as sending a follow-up letter or putting an account on hold. Actions are also activities that an action owner performs for items, such as deduction and disputed items.

Receivables provides nine actions. However, you can add additional actions. Each action definition controls how you enter data in action templates.

Action templates define whether the system automatically performs the action or whether the system marks the action as *Proposed.* If an action is proposed, the action owner decides whether to take the action.

You must enter an action parameter for some actions. These parameters provide additional instructions for the system to use when it performs the action. For example, the Send a Follow-up Letter (OLTR) action needs a letter code.

The following table lists the system-defined actions:

Code	Description	Requires Action Parameter?	Can Be Automated?
ALRT	Create an Alert	N	N
CALL	Call the Customer	N	N
DLTR	Send Dunning Letter	Y	Y
DNGD	Downgrade Credit Rating	N	N
HOLD	Place Customer on Hold	Y	Y
OLTR	Send Other Letter	Y	Y
REFR	Refer to Collection Agency	Y	N
STMT	Send Statement of Account	N	Y
WOFF	Write off Customer Balance	N	N

You must set up the system-defined actions for at least one setID. Most of the field values for the system-defined actions are automatically populated by the system. You can also define user-defined actions by using a four-letter code.

An action template outlines a set of escalating actions that the system performs based on the period of time that the customer or item has been in the action plan for the condition.

You specify which template the Condition Monitor uses when you define the collection and assessment rules. Each template may contain multiple actions. You specify the number of days that you want to elapse between the time that the condition occurred and the time that the action should take place. Based on the number of days that the condition for a customer or item has existed, the system determines which action to use. You can set up the action template to send a notification to the action owner, the supervisor for the action owner, or a specialist a specified number of days before or after the action due date.

Prerequisites

If you use the following actions, you must set up additional tables before creating action templates:

Action	Prerequisite Table Setup
Sending a Dunning Letter (DLTR)	Letter codes and dunning IDs.
Place a Hold Message on a Customer (HOLD)	Hold codes and message codes.
Send a Follow-up Letter (OLTR)	Letter codes.
Refer to a Collection Agency (REFR)	Collection codes.
Send a Statement (STMT)	Statement IDs.

See Also

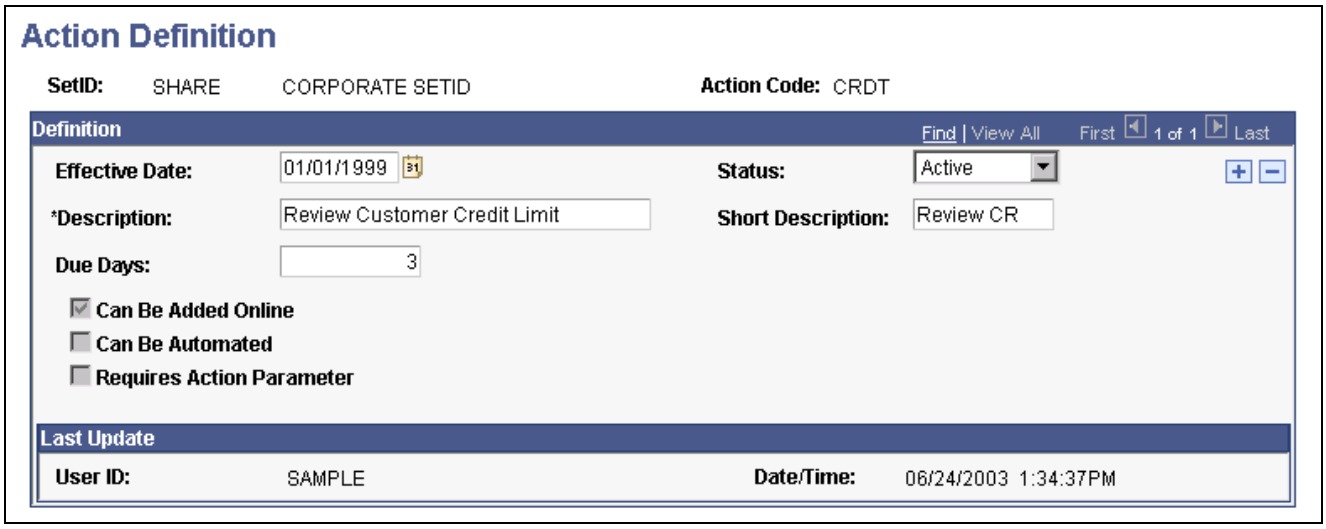
Chapter 6, “Setting Up Correspondence Options,” page 135

Pages Used for Setting Up Actions and Action Templates

Page Name	Object Name	Navigation	Usage
Action Definition	ACTION_CODE	Set Up Financials/Supply Chain, Product Related, Receivables, Credit/Collections, Action Code, Action Definition	Review the definition for each action and change the action status. Define new actions.
Action Template	AR_TEMPLATE_TBL	Set Up Financials/Supply Chain, Product Related, Receivables, Credit/Collections, Action Template, Action Template	Define a set of actions to perform for a condition in an escalating order based on the number of days that the condition has existed.

Reviewing or Defining Action Definitions

Access the Action Definition page.



Action Definition page

Description The system populates the description for system-defined actions, but you can override the value.

Due Days Enter the number of days that defines the default due date for a new action. The system calculates the due date by adding the number of days that you specify to the system date. For example, if you create a new action on February 5 and you enter *3,* the default due date for the action will be February 8. If you enter *0,* the system uses the current date.

The system does not include weekends and holidays when it calculates the due date. The system uses the business calendar that you selected for the general ledger business unit associated with the receivables business unit to determine what days are holidays and weekend days. You select the calendar in the Holiday List field on the General Ledger Definition - Definition page.

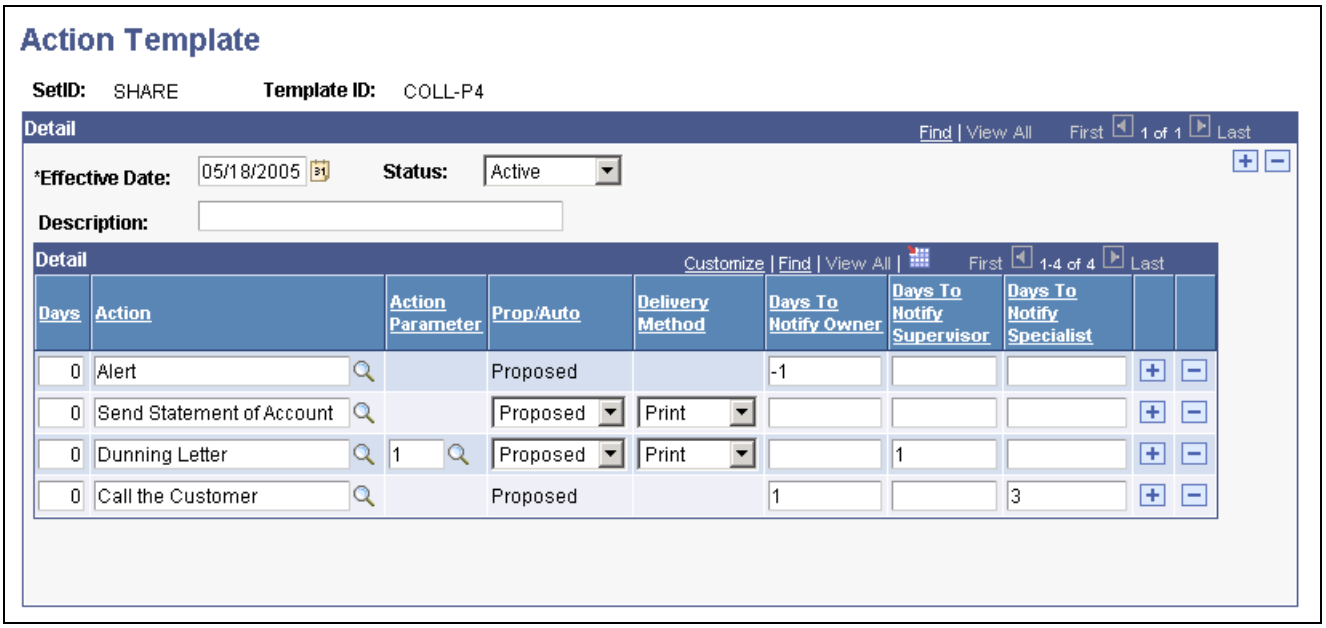
Can Be Added Online Select if you want to enable a user to add this type of action for an item online.

Can Be Automated If selected, you can select either *Proposed* or *Automated* when you use this action in an assessment rule or action template. Otherwise, the action can only be *Proposed.* When an action is proposed, the action owner manually decides whether to take the action. This field is display only and is not available for user-defined actions.

Requires Action Parameter If selected, you must enter a valid action parameter when you use this action. The system validates the action parameter by using the specified prompt table. This field is display only and is not available for user-defined actions.

Defining Action Templates

Access the Action Template page.



Action Template page

Days When a customer or item violates a condition criteria, the Condition Monitor process adds the number of days that you enter for each action to the date that the customer violated the condition criteria to determine the date to move the action to the action list. If you want the action transferred to the action list as soon as the customer or item enters the action plan, enter *0*. Do not enter duplicate numbers.

Action Select the action, which you defined on the Action Definition page, that you want transferred to the action list.

Enter the action parameter if the action definition requires a parameter for the action. This table describes the type of parameter to enter for each type of action:

Action	Type of Parameter
Send a dunning Letter (DLTR).	Letter code. **Note.** To use the letter assigned to the action, you must assign a customer a dunning ID that uses a *Dunning by Action List* dunning method. Otherwise, the system uses the letter codes based on the rules for the dunning ID.
Place a hold message on a customer (HOLD).	Message code.
Send a follow-up letter (OLTR).	Letter code.
Refer to a collection agency (REFR).	Collection code.

Prop/Auto (proposed/automated) Select *Automated* or *Proposed* to indicate whether the system should automatically perform the action or if the action owner decides whether to

perform the action after it is transferred to the action list. This field is available only if an action can be automated.

Delivery Method Select the method used to deliver correspondence for the Dunning Letter, Statement, or Follow Up Letter actions. Options are: *Email, Fax,* or *Print.*

Days To Notify Owner Enter the number of days from the action due date to remind the action owner that the action is not complete.

Days To Notify Supervisor Enter the number of days from the action due date to notify the action owner's supervisor that the action is not complete.

Days To Notify Specialist Enter the number of days from the action due date to notify the AR specialist for an item that the action is not complete.

Note. Enter a positive number to send the notification after the due date and a negative number to send the notification before the due date. To send the notification on the due date enter *0.* You must run the Condition Monitor process to send the notification. If you leave the fields blank, the process does not send notification.

The system does not include weekends and holidays when it calculates the notification date. The system uses the business calendar that you selected for the general ledger business unit associated with the receivables business unit to determine what days are holidays and weekend days. You select the calendar in the Holiday List field on the General Ledger Definition - Definition page.

Assigning Customers to a Collection Group

You may want to group customers so that you can define collection and assessment rules for a group of customers instead of all customers associated with a setID or a single collection customer. Receivables provides a group type called Coll (collection) so that you can create customer groups that are used exclusively for collection and exception processing.

To assign customers to groups:

- Create each customer group by using the Collection group type on the Customer Group Table page.
- Assign the customer to a group by using the Collection group type on the General Information - Customer Group Info page.

See Also

PeopleSoft Enterprise Order to Cash Common Information 8.9 PeopleBook, "Maintaining Additional Customer Information," Establishing Customer Group Tables

PeopleSoft Enterprise Order to Cash Common Information 8.9 PeopleBook, "Maintaining General Customer Information," Assigning Individual Customers to Customer Groups

Setting Up Collection and Assessment Rules

To set up collection and assessment rules, use the Schedules (SCHEDULES), Collection Rules (AR_COLLECTION_RULE), Assessment Rule (AR_ASSESS_RULE), and Assessment Rule SQL (AR_ASSESS_RULE_SQL) components.

This section provides an overview of collection and assessment rules, lists common elements, and discusses how to:

- Define schedules.
- Set up collection rules.
- Define assessment rules without SQL.
- Define assessment rules using SQL.

Understanding Collection and Assessment Rules

The Condition Monitor process uses the collection and assessment rules to evaluate the nature of a condition to determine whether to create an action for the customer or item.

You define rules at the following assessment levels:

Level	Rule Applies To
SetID	All customers assigned to the setID.
Customer group	Only for customers in the customer group that you specify.
Customer	Only for customers that you specify.

Rules that are at the customer level override rules that are at the other two levels, and rules that are at the customer group level override rules for setIDs. From a maintenance standpoint, you should set up defaults at the highest possible level so that if a change is required, you do not have to go to every instance at a lower level to make the change.

Collections rules apply only to the Collection (COLL) condition. The rules for collection conditions are based on both the amount and the number of days past due for outstanding balances. When the Condition Monitor process runs, it determines the age of the oldest past due item on a customer's account and the total amount past due to determine if a collection condition exists.

Assessment rules without SQL are for customer-level conditions other than the collection condition. The assessment rules are based on the existence of data specified in the rule or the comparison of data against a specified value. For example, the rule may say that the Approaching Credit Limit Expiration (ACLD) condition is violated if the numbers of days that are remaining for the customer's credit limit is less than 21 days. These rules are used for system-defined conditions other than collection conditions and item-level conditions, such as deductions and disputed items.

Assessment rules with SQL criteria are for item-level conditions and user-defined conditions. The assessment rules are based on a value in a specified field or fields on an item's record. For example, a rule may specify that the Condition Monitor process should create an action plan if the Deduction field is *Y* and the deduction date is *2* days less than the current system date. You need to be familiar with building SQL statements to create these assessment rules. The SQL criteria can also use fields from the Item Activity (PS_ITEM_ACTIVITY), Item Distribution (PS_ITEM_DST), Customer (PS_CUSTOMER), and Customer Options (PS_CUST_OPTION) tables. You can use assessment rules with SQL criteria only for user-defined conditions.

Prerequisites

If you plan to define assessment rules with SQL criteria, you must create messages in the message catalog that appear as the description text on action lists.

If you create an assessment rule for these conditions, you must set up additional tables before you create the assessment rules:

Condition	Prerequisite Table Setup
Entry Type/Reason (ETRC)	Define the entry type and reasons to use in the assessment rules.
Key Statistics Exceeded (KSTE)	Define system-defined or user-defined history IDs to use in the assessment rules.

See Also

Chapter 4, “Defining Receivables Processing Options,” Defining Entry Types, page 70

Chapter 8, “Setting Up History and Aging,” Setting Up History IDs, page 193

Common Element Used in This Section

Condition Displays the condition ID and description for which you are creating a rule.

Schedule Enter the schedule ID that determines when the Condition Monitor processes the rule. For example, if you enter *Weekly* and the weekly schedule is for Wednesdays, the process checks for conditions in the customer’s account that violate the rule every Wednesday.

Pages Used to Define Collection and Assessment Rules

Page Name	Object Name	Navigation	Usage
Schedules	SCHEDULE	Set Up Financials/Supply Chain, Common Definitions, Calendars/Schedules, Schedules, Schedules	Create the schedules that you assign to the collection and assessment rules.
Collection Rule	AR_CRULE_TBL	Set Up Financials/Supply Chain, Product Related, Receivables, Credit/Collections, Collection Rule, Collection Rule	Enter the rules for the Collection condition.
Assessment Rule	AR_ARULE_TBL	Set Up Financials/Supply Chain, Product Related, Receivables, Credit/Collections, Assessment Rule, Assessment Rule	Enter the rules for the system-defined conditions other than collection conditions.
Assessment Rule User	AR_ARULE_SQL	Set Up Financials/Supply Chain, Product Related, Receivables, Assessment Rule User, Assessment Rule User	Enter the rules for user-defined conditions using SQL criteria.
Assessment Rule User SQL Statement	AR_ARULE_SQL_SBP	Click the SQL Statement button on the Assessment Rule User page.	View the free-form SQL statement for an assessment rule or copy the statement to test it using a SQL query tool

Defining Schedules

Access the Schedules page.

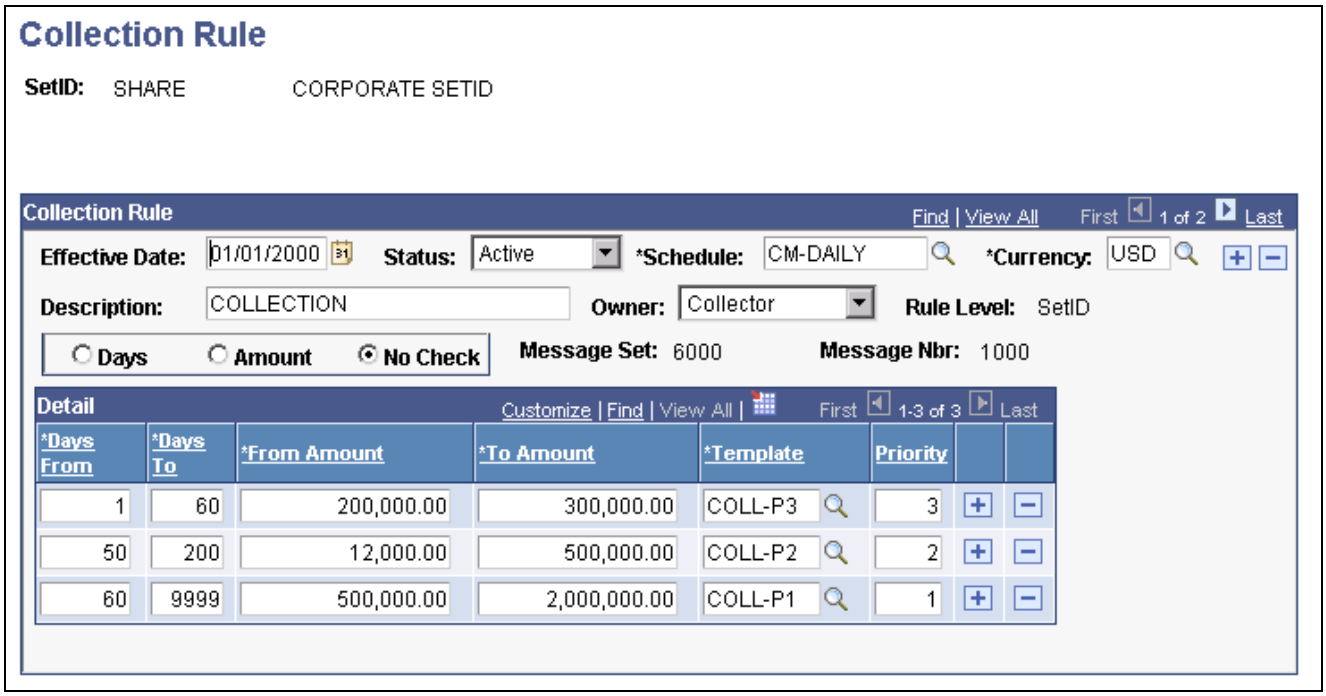
Define the schedules that the Condition Monitor uses to determine the frequency and days to run a collection or assessment rule. You can select any frequency that you want.

See Also

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Defining Financials and Supply Chain Management Common Definitions," Setting Up Schedules

Setting Up Collection Rules

Access the Collection Rule page.



Collection Rule page

Currency Enter the currency for the amounts in the collection rule.

Owner Select the type of owner for an action:

- *Collector*
- *Credit Analyst*
- *AR Specialist*
- *Sales Person*

The Condition Monitor process assigns an action to the owner based on the value assigned to the customer.

Rule Level Indicates to whom the rule applies. Values are:

Customer: Applies to a specific customer.

Customer Group: Applies only to customers in a specific customer group.

SetID: Applies to all customers associated with a setID.

Message Set and **Message Nbr** (message number) The system populates the message set and message number, and you cannot change the value. The system displays this message when the rule is violated in the action list.

Specifying Validation Criteria

Your selection criteria determine how you enter information in the grid.

Days Select to enable entry of a value only in the From Day column in the first row. The system assigns the value for the from day for subsequent rows by incrementing the value in the To Day field from the previous row by 1. You can enter any values that you want in the From Amount and To Amount columns.

Amount Select to enable entry of an amount in the From Amount field in the first row. The system assigns the from amount for subsequent rows by incrementing the amount in the To Amount field from the previous row by .01. You can enter any values that you want for the From Day and To Day columns.

No Check Select to enable entry of any values that you choose in the day and amount fields. You must make sure that there are no gaps or overlaps in the criteria.

Entering Validation Information

Days From and **Days To** Enter the range of days of the oldest past due items for the customer.

From Amount and **To Amount** Enter the total amount of past due items for the customer.

Template Enter the action template that the Condition Monitor uses when the customer's past due balance meets the days and amount criteria.

Priority Enter a priority number for the rule. The Condition Monitor uses the priority number for each action template to determine which action template to use when a customer meets the collection rule criteria. It uses the number when:

- A customer already has an action plan and has violated a collection rule with a higher priority number.

  In this case, it checks to see whether you selected the Enable Auto Upgrade Template check box on the Installation Options - Receivables page. If it is selected, the process cancels the current action plan and replaces it with a new action plan.

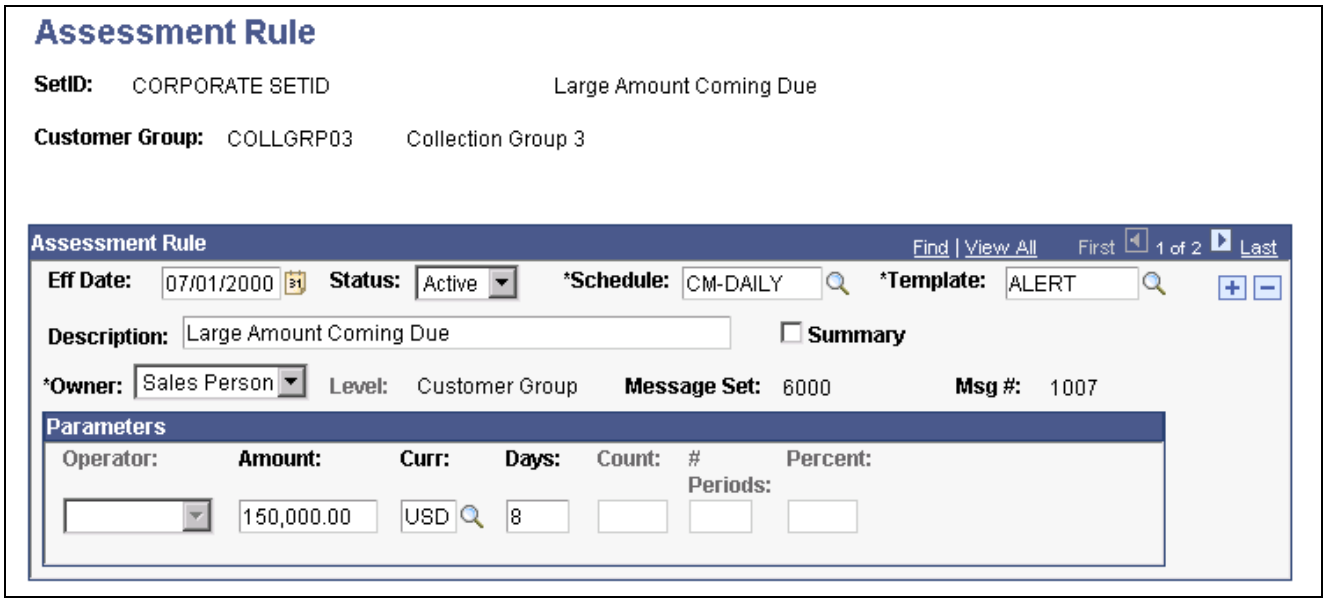
- The validation setting for the collection rule is *No Check*.

  Because you can enter day and amount ranges that overlap, a customer may meet more than one set of criteria. In this case, the Condition Monitor uses the highest priority action template.

Another situation causes the Condition Monitor to cancel customers' current action plans and establish new ones. When customers enter an action plan, the Condition Monitor records the assessment level of the rule that they violated. If you subsequently enter a rule with a higher assessment level and the customer meets the new rule criteria, the Condition Monitor automatically cancels the original action plan and uses the new one. You must select the Enable Auto Upgrade Template check box on the Installation Options - Receivables page for this to occur.

Defining Assessment Rules Without SQL

Access the Assessment Rule page.



Assessment Rule page

Template Select the action template that the Condition Monitor uses when the customer meets the criteria that you define in the rule.

Summary Select this check box if:

- You are defining a rule for the Large Amount Coming Due (LACD) condition, and you want to create an action plan for a customer when the total amount of invoices that are coming due within the number of days specified in the rules exceeds the dollar amount in the rule.

  Otherwise the system creates an action plan for the customer based on the balance due and due date of individual invoices.

- You are defining a rule for the Entry Type/Reason Code (ETRC) condition, you have *not* specified a reason code for the rule, and you want the Condition Monitor process to look at all items with the specified entry type and no reason code, to determine whether to create an action plan for the customer.

  In this case, the system creates one action for the condition for all items with no reason code.

  Otherwise the Condition Monitor process creates one action for each item with the specified entry type and a blank reason code.

Owner Select the type of owner for an action:

- *Collector*
- *Credit Analyst*
- *AR Specialist*
- *Sales Person*

The Condition Monitor process assigns an action to the owner based on the value assigned to the item or customer. For example, if you select *Credit Analyst* for the Exceeds Credit Limit condition, the process assigns the action to the credit analyst assigned to the customer.

Level Indicates to whom the rule applies. Values are:

Customer: Applies to a specific customer.

Customer Group: Applies only to customers in a specific customer group.

SetID: Applies to all customers associated with a setID.

Message Set and **Msg #** (message number) The system populates the message set and message number and you cannot change the value. The system displays this message on the action list when the rule is violated.

Parameters

The Condition Monitor process uses the criteria in the Parameters group box to determine whether the condition has been violated. If a condition does not require a specific criteria, the field is unavailable. The following table identifies the type of criteria that are applicable for each condition:

Condition	Operator	Amount	Days	Count	Percent	Number of Periods
Approaching Credit Limit (ACLA)		X			X	
Approaching Credit Limit Expiration (ACLD)			X			
Exceeding Credit Limit (ECLA)						
Exceeded Credit Limit Expiration Date (ECLD)						
Credit Hold Code Exists (CHLD)						
Conversation Follow Up (CFLU)						
Entry Type /Reason Code (ETRC)	X	X	X			
Key Statistics Exceeded (KSTE)	X	X		X	X	X

Condition	Operator	Amount	Days	Count	Percent	Number of Periods
Large Amount Coming Due (LACD)		X	X			
Deduction Item (DEDN)						
Disputed Items (DISP)						

Defining Rule Parameters

Operator Select an operator such as less than or equal to (*Less/Equal*) if you are creating a comparison rule for a Key Statistics Exceeded (KSTE) or Entry Type/Reason Code (ETRC) condition.

Amount Enter the monetary amount for the comparison.

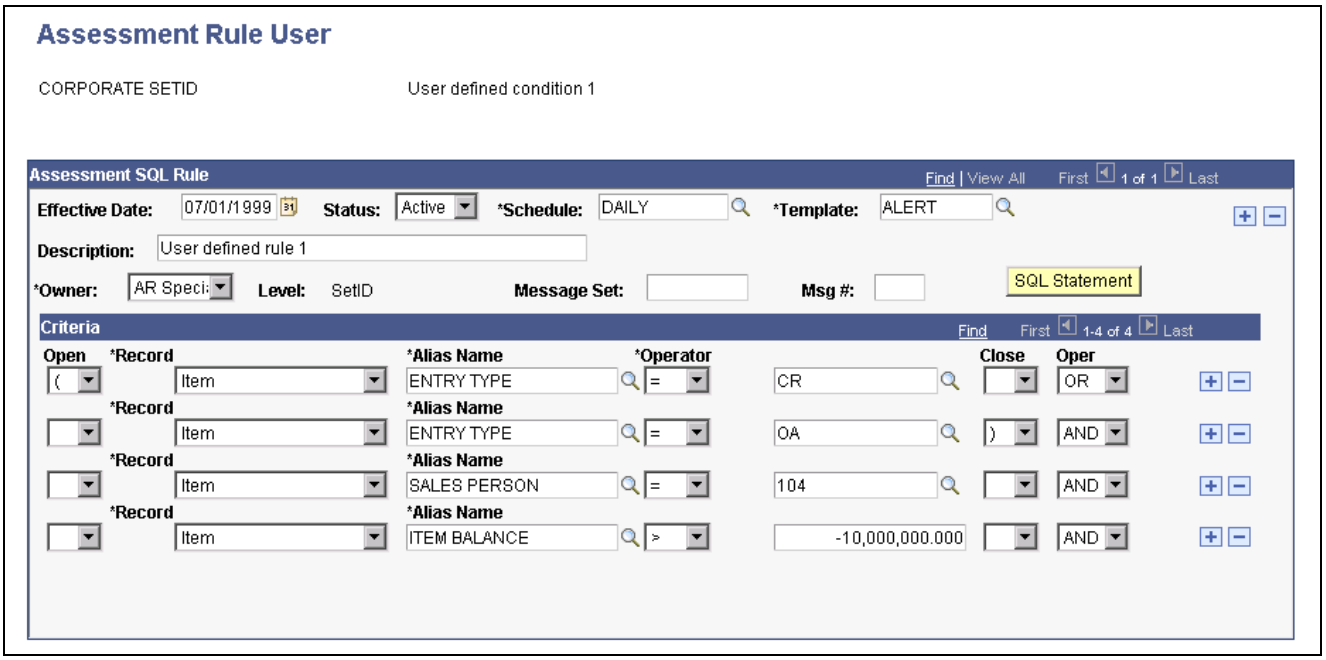
Count Enter the count of times for the comparison.

Percent If you are creating a rule for the Approaching Credit Limit (ACLA) condition, enter the percent to trigger the condition when customers' outstanding balances reaches the percentage that you enter of their credit limits. For example, a customer's credit limit is 100,000.00 EUR and you enter *80* percent. The Condition Monitor creates an action when the customer's outstanding balance reaches 80,000.00 EUR.

If you are creating a rule for the Key Statistics Exceeded (KSTE) condition, enter the number of periods and the percent for the rule. The Condition Monitor process uses these values to determine if a key statistic has changed. Enter the relative period to compare in the # Periods (number of periods) field. The current period is considered to be period 0, so if you want to monitor the change between the current period and the same period last quarter, you would enter *3* in the # Periods field. Then, enter either a positive or a negative number in the Percent field. The Condition Monitor process calculates the percentage change between the current period and the comparison period and then compares the change, using the operator that you entered and the percent for the rule.

Defining Assessment Rules Using SQL

Access the Assessment Rule User page.



Assessment Rule User page

Template Enter the action template that the Condition Monitor process uses when an item or customer meets the SQL criteria that you enter.

Owner Select the type of owner for an action:

- *Collector*
- *Credit Analyst*
- *AR Specialist*
- *Sales Person*

The Condition Monitor process assigns an action to the owner based on the value specified on the item or customer. For example, if you select *AR Specialist* for a Disputed Item condition, the process assigns the action to the specialist assigned to the item.

Level Indicates to whom the rule applies. Valid values are:

Customer: Applies to a specific customer.

Customer Group: Applies only to customers in a specific customer group.

SetID: Applies to all customers associated with a setID.

Message Set and **Msg #** (message number) The system populates the message set and message number for system-defined conditions, and you cannot change the value. For user-defined conditions, enter the message number for the message that you want to display when the rule is violated and the message set in which you put the message.

SQL Statement Click to access the Assessment Rule User SQL Statement page where you can view the SQL statement in a free-form format or copy the statement to test it using a SQL query tool. This button is available only after you save the SQL criteria in the grid.

Open (Optional) Select a character to open the SQL statement. The character is used to signify the start of a group or block of parts in the Where clause that work together to test a condition.

Record Select the table that contains the fields that you want to include in the SQL statement. Valid values are:

- *Item* (PS_ITEM)
- *Item Distribution* (PS_ITEM_DST)
- *Item Activity* (PS_ITEM_ACTIVITY)
- *Customer* (PS_CUSTOMER)
- *Customer Option* (PS_CUST_OPTION)

Alias Name Select a field name. The values that you select come from the table that you selected in the Record field.

- If you select a date field, do one of the following:
  - Enter a date.
  - Select the check box that follows the Operator field.

    In the +/– field, enter the number of days between the selected date and run date for the Condition Monitor process that the rule is violated. For example, if you want to create an action for new deductions one day after they are created, you would select *Accounting Date* for the field name, *Greater Than* for the operator, and enter *1* in the +/– field.
- If you select anything other than a date field, enter the value that you want the Condition Monitor to look for in the field that follows the Operator field.

Operator Select a mathematical operator, such as *Equal To* or *Greater Than.*

Close (Optional) Select a character to close the SQL statement. The character is used to signify the end of a group or block of parts in the Where clause that work together to test a condition.

Oper (operator) Select a value to concatenate multiple Where clause conditions. The options are: *AND, OR,* or blank. You leave it blank only if you enter one SQL criterion.

Implementing Self-Service Web Components

This section provides an overview of Receivables self-service components and discusses how to:

- Set up brokers and customers for self-service transactions.
- Set up sales people for self-service transactions.

Understanding Self-Service Web Components

Self-service web components provide your employees, customers, and individuals outside of your organization with secure and convenient access to information.

PeopleSoft delivers several self-service web components as templates. You can use PeopleSoft Enterprise Application Designer to modify these web components just as you would any application components.

Receivables provides the following web components:

Component	Description
Items (ITEM_RVW_CST_SS), (ITEM_RVW_BKR_SS), and (ITEM_RVW_SLS_SS)	Provides details for individual items, including the amount, status, and reference information (such as the associated invoice number, payment ID, and contacts). It also provides links to actions and conversations associated with an item.
Actions (ACTION_RVW_SS)	Provides a list of tasks assigned to individuals to take on an item and option to view the status for a task.

Note. Customers and brokers access the self-service web components from the Customer portal and sales people access the self-service web components from the Employee portal.

Security

The user profile that you create for each individual who accesses your self-service web application determines the web pages that the user can access. You create user profiles in PeopleTools on the User Profiles component. You assign a role to each user profile and you link roles to permission lists. Each permission list identifies the pages that individuals assigned to a role can access. To modify the access for specific web pages for each role, you modify the permission list for the user's role.

Note. If you modify a permission list, you change the access for all users who are assigned to roles to which the permission list is linked.

You also use the user profile to define the data to which the user has access. For example, you associate the user profile for a customer contact with a specific contact ID. When a customer logs on to the self-service web application, they receive access to item information only for the customers assigned to that contact ID.

Receivables Roles

Receivables provides self-service web pages for the following roles. We deliver sample definitions for each of these roles and have assigned sample permission lists to each role:

- Customers
- Brokers
- Sales people

Sales people and brokers have access to self-service web pages where they can perform these tasks:

- View items.
- Maintain actions.
- Review conversations.

Customers have access to a self-service web page that enables them to view items.

Web Search Pages

The values that appear on the search results pages and search filter pages vary, based on the user's role, just as they do in other PeopleSoft applications. We associated one or more of the roles that we deliver with each self-service role menu.

See the information about permission lists in the *Enterprise PeopleTools PeopleBook: PeopleSoft Security.*

Setting Up Brokers and Customers for Self-Service Transactions

You must perform several tasks to enable brokers and customers to use the self-service web pages. The setup defines which self-service web pages the brokers and customers can access and also identifies to which items they will have access.

To set up brokers and customers:

1. Create separate permission lists for brokers and customers by using the Permission Lists component (ACCESS_CNTRL_LISTX).

   Use the following permission lists in the sample database as examples:

   - Use the EPAR2100 permission list for brokers.
   - Use the EPAR2200 permission list for customers.

2. Create separate roles for brokers, customers, and sales people by using the Roles component (ROLEMAINT).

   Use the following roles in the sample database as examples:

   - Use the Broker role for brokers.
   - Use the Customer role for customers.

3. Create a contact for each customer and broker on the Contact page.
4. Enter the customers that are associated with the contact on the Contact Customer page.

   For broker contacts, you must also select the Broker Customer check box on the Self Service Security tab for the customers that correspond to the broker ID on the deductions that you want them to view.

   When a customer or broker contact accesses the Items component, the system displays items for only the customers that you enter.

5. Link the contact to a user profile on the Contact User Profile page.

   The roles that you assign to the contact determine which self-service menus the contact can access. Assign the Customer role to your customer contacts and the Broker role to your broker contacts.

   Note. You can also use the User Profiles component to create a profile for a contact. If you use the User Profiles component, select *Customer Contact* for the ID Type and then assign the appropriate contact ID to the Attribute Value.

   ---

6. Set up the setID user preference for the user on the Define User Preferences - Overall Preferences page.
7. For brokers, select the Broker Customer check box on the General Info page for the customer.

See Also

Enterprise PeopleTools PeopleBook: PeopleSoft Security

PeopleSoft Enterprise Order to Cash Common Information 8.9 PeopleBook, "Maintaining Contacts"

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Defining User Preferences," Defining Overall User Preferences

Setting Up Sales People for Self-Service Transactions

You must perform several tasks to enable sales people to use the self-service web pages. The setup defines which self-service web pages the sales people can access and also identifies to which items they will have access.

To set up sales people for self-service transactions:

1. Create an employee ID for each sales person on the Personal Data (Edit) page.
2. Create a separate permission list for sales people.

   Use the EPAR2300 permission list in the sample database as an example.
3. Create a role for sales people.

   Use the Sales Person role in the sample database as an example.
4. Create a user profile for the sales person.

   Select *Employee* for the ID Type and then assign the appropriate employee ID to the Attribute value. Assign the Sales Person role to the user profile.
5. Create a support team type for sales people on the Team Member Types page.

   You must enable the Is this a Sales Person? check box.
6. Set up the sales person as a support team member on the Team Member Personal Data - Member Data page.

   Associate the same employee with the sales person as you did in the user profile.
7. Assign the support team member to a support team type for sales people on the Team Member Personal Data - Member Commission page.
8. Specify the setID user preference for the user on the Define User Preferences - Overall Preferences page.

The sales person for each item is one of the members of a sales support team. The system displays only items to which a sales person is assigned in the Sales Person 1 or Sales Person 2 fields for the item.

See Also

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Defining Financials and Supply Chain Management Common Definitions," Working With Personal Data

Enterprise PeopleTools PeopleBook: PeopleSoft Security

PeopleSoft Enterprise Order to Cash Common Information 8.9 PeopleBook, "Maintaining Additional Customer Information," Setting Up Customer Support Personnel

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Defining User Preferences," Defining Overall User Preferences

CHAPTER 8

Setting Up History and Aging

This chapter provides an overview of history calculations and discusses how to:

- Set up history IDs.
- Set up aging.
- Set up subCustomer qualifiers.
- Set up parallel processing for Aging.

Note. This chapter is required. You must complete the tasks discussed in this chapter to implement history and aging.

Understanding History Calculations

Both the Receivable Update Application Engine process (AR_UPDATE) and the Aging Application Engine process (AR_AGING) update the system-defined customer history elements.

This section discusses:

- Customer history calculations in the Receivable Update process.
- Customer history calculations in the Aging process.

Customer History Calculations in the Receivable Update Process

The Receivable Update process updates these system-defined customer history elements:

- Average Days Late (AVGDAYS).
- Days Sales Outstanding (DSO30 and DSO90).
- Highest Balance (HI_BAL_AMT).
- Weighted Average Days Late (WTAVGDAYS).
- Weighted Average Terms (WTAVGTERMS).
- Weighted Average Days Paid (WTAVGPAID).

Average Days Late

Days late is the number of days between the due date and the accounting date of the entry that closed the item. The Receivable Update process calculates average days late as:

sum (days late) ÷ number of items

For example, suppose that a customer has these closed items: a 1,000.00 USD item 2 days late, a 2,000.00 USD item 5 days late, and a 3,000.00 USD item 4 days late.

The average days late for this customer = (2 + 5 + 4) ÷ 3, or 11 ÷ 3, or 3.67

Use the Receivable Update Request page to indicate that you want to update the Average Days Late figures for subCustomer levels (assuming subCustomer is enabled). The system date at the start of the Receivable Update run and the accounting calendar determine the accounting period for the result.

The Receivable Update process considers items only if they have been closed since the last time the history was updated.

It can exclude items for a variety of reasons:

- The dispute reason governs exclusion of disputed items.
- The deduction reason governs exclusion of deduction items.
- The entry type governs exclusion by entry type.
- The item was originally negative (such as a credit memo).

For each item that meets the inclusion criteria, the system determines the number of day's difference between the due date and the accounting date of the entry that closed the item. Consider two examples:

- *Payment in full.*

  A 1,000.00 AUD invoice is posted with an accounting date of September 1 and a due date of September 30. An 1,000.00 AUD payment with an accounting date of October 1 is posted on October 5, bringing the balance of the invoice to 0 AUD and changing its status from open to closed.

  Days late = 1

- *Partial payment.*

  A 1,000.00 AUD invoice is posted with an accounting date of September 1 and a due date of September 30. A partial payment of 900.00 AUD with an accounting date of October 1 is posted against the invoice on October 5, bringing the balance of the invoice to 100.00 AUD. A 100.00 AUD credit memo with an accounting date of October 15 closes the invoice.

  Days late = 15

Previous activity for the fiscal year and accounting period determine how the Receivable Update process updates history. If a value for Average Days Late does not exist for the fiscal year and accounting period, the Receivable Update process updates the history ID by adding the number of days and dividing by the count of closed items. Here are two examples:

- Example one.

  Two items are closed for a customer. One item is 10 days late, and the other is 5 days late. Total days late is 15, which when divided by 2 equals 7.5 Average Days Late.

- Example two.

  Two items are closed for a customer. One is 10 days late, and the other is 5 days early. Total days late is 5, which when divided by 2 equals 2.5 Average Days Late.

If a value for Average Days Late does exist, the system computes a running average. It adds the sum of the days late of the closed items to the product of the existing value and the number of existing closed items, and then divides by the sum of the existing items and the newly closed items. For example, the previous values are 15 days late, 3 items; the recent closed items values are 40 days late, 2 items. The formula is:

[(15 * 3) + 40)] ÷ (3 + 2) = 17 days late, 5 items

Days Sales Outstanding (DSO30 and DSO90)

Days sales outstanding (DSO) is reported as two different history IDs: a 30-day based figure and a 90-day based figure. The system uses the calculation year and period from the Receivables Options - Options 1 page as the basis for calculations to determine the accounting period for the resulting history.

Use the Receivable Update Request page to indicate whether you want to update the DSO and the subCustomer history DSO figures. You should request user-defined history when you request DSO, because DSO calculations use the SALES figures updated as part of user-defined history. If you run DSO alone, the results do not reflect the latest sales figures.

The Receivable Update process calculates DSO30 by multiplying the customer's current balance by 30 and dividing by prior period sales. The prior period is the DSO calculation period on the Receivables Definitions - Accounting Options 1 page even if it crosses a fiscal year.

The Receivable Update process calculates DSO90 by multiplying the current customer balance by 90 and dividing by the sum of the prior three periods' sales. Use a view to sum sales for the three periods before the calculation period even if a fiscal year boundary is crossed.

Highest Balance (HI_BAL_AMT)

This is the highest balance for the customer for the accounting period. The system uses the system date at the time you run the Receivable Update process, as well as your accounting calendar, to determine the accounting period.

Weighted Average Days Late (WTAVGDAYS)

Use the Receivable Update Request page to indicate whether you want to update Weighted Average Days and Weighted Average Days Late figures for subCustomer levels (assuming that subCustomer levels are enabled). The system date at the start of the Receivable Update run and the accounting calendar determine the accounting period for the result.

The amount of the closed item is used to weight the days based on the assumption that a 100,000.00 EUR invoice paid 10 days late is more serious than a 10.00 EUR invoice paid 10 days late. The formula is:

sum (item amount * days late) ÷ sum (item amount)

The item amount is drawn from the first instance of item activity that has the same entry type as the closed item. Days late is the number of days between the due date and the accounting date of the item activity that closed the item.

For example, suppose that a customer has the following closed items: a 1,000.00 USD item 2 days late, a 2,000.00 EUR item 5 days late, and a 3,000.00 EUR item 4 days late. For this customer, WTAVGDAYS equals:

(1,000.00 * 2) + (2,000.00 * 5) + (3,000.00 * 4)] ÷ (1,000.00 + 2,000.00 + 3,000.00) = 24,000.00 ÷ 6,000.00 or 4

The Receivable Update process updates history for Weighted Average Days Late based on the previous activity for the fiscal year and accounting period. If a Weighted Average Days Late value does not already exist for this fiscal year and accounting period, the history is updated. If a Weighted Average Days Late value exists, a running average is computed, using additional information stored by customer history and subCustomer history, if appropriate, similar to the example for Average Days Late. The system date at the start of the Receivable Update run and the accounting calendar determines the accounting period for the result.

When an item is created, the Item Activity line contains an entry type. This entry type is stored with the item, unless a subsequent Item Activity line has an entry type with the Prevent Posting of Duplicate Entries option selected. In this case, the entry type stored with the item changes to the entry type of the subsequent entry.

The Prevent Posting of Duplicate Entries option comes into play when a debit or credit memo is posted before the invoice. Because the system uses the entry type on the item for aging redirection and correspondence inclusion, you can use the invoice entry type as the controlling entry type even though the invoice is not posted first. This is important because Weighted Average Days Late uses the amount associated with the controlling entry type rather than the original amount of the item.

Weighted Average Terms (WTAVGTERMS)

Weighted Average Terms calculates the average number of days allowed for a customer before payment is due, weighted according to the item amount. By default, the calculation is based on the accounting date unless the terms code on the item specifies a different basis date.

Customer payment terms impose limits on the allowable days, and a customer can buy with multiple payment terms. Some invoices can be due in 20 days, others in 30 or 40 days. For example, the Weighted Average Days Late calculation informs you that the customer pays, on average, 5 days late. However, that number is more meaningful when you know that the customer had an average of 25 days to make payments.

The Receivable Update process performs the calculations only if you select Payment Performance on the Receivable Update Request page. Settings on the Receivable Update Request page also determine whether the subCustomer history module runs (assuming it is enabled). The accounting period for the result is determined by the Receivable Update run date and your accounting calendar.

Weighted Average Days Paid (WTAVGPAID)

Weighted Average Days Paid is the number of days a customer takes to make payments. The average is weighted by the payment amount, on the assumption that a 1,000.00 USD payment is more significant than a 100.00 USD payment. Weighted Average Days Paid is calculated by adding weighted average terms and Weighted Average Days Late:

days allowed + days late = days taken

For example, weighted average terms of 25, plus Weighted Average Days Late of 5, means that the customer pays an average of 30 days from the invoice date–25 days were allowed, and 5 extra were taken.

The Receivable Update process performs the calculations only if you select Payment Performance on the Receivable Update Request page. Settings on the Receivable Update Request page determine whether the subCustomer history module runs (assuming it is enabled). The accounting period for the result is determined by the Receivable Update run date and your accounting calendar.

See Also

Chapter 12, “Setting Up Receivable Update and Pending Group Generator,” Creating Run Control IDs for Receivable Update, page 305

Customer History Calculations in the Aging Process

This section discusses the *due* and *high-due* formulas for each history calculation performed during aging.

The Due Family

The Aging process updates these history IDs:

- Current Due
- Future Due
- Past Due
- Other Due

The amounts are based on how you defined an aging ID (the sum category that you selected for each aging category). The history calculations are also affected by any special handling that was defined for entry types. The system date for starting the Aging run determines the fiscal year and accounting period.

The High Due Family

The Aging process updates these history IDs:

- High Current Due
- High Future Due
- High Past Due
- High Other Due

The amounts are based on the highest amount reached for a given fiscal year and accounting period. The system date for starting the Aging run determines the fiscal year and accounting period.

Setting Up History IDs

To set up history IDs, use the System Defined History (SYSTEM_HIST_TABLE) and the User Defined History (CUST_HIST_TABLE) components.

This section discusses how to:

- Review system-defined history IDs.
- Define user-defined history IDs.

Note. You must define at least one user-defined history ID called *SALES*.

Pages Used to Set Up History IDs

Page Name	Object Name	Navigation	Usage
System Defined History	CUST_HIST_S_TABLE	Setup Financials/Supply Chain, Product Related, Receivables, Options, System Defined History, System Defined History	Link system-defined history IDs to the setIDs associated with customers for whom you want to track history.
User-Defined History	CUST_HIST_U_TABLE	Setup Financials/Supply Chain, Product Related, Receivables, Options, User Defined History, User-Defined History	Create the customer history IDs used to summarize history about customer receivables activity. For each history ID that you create, the system maintains the total specified customer activity for each fiscal year and accounting period.

Reviewing System-Defined History IDs

Access the System Defined History page.

This table lists the available system-defined history IDs:

History ID	Description
AVGDAYS	Average Days Late
CURRENTDUE	Current Due
DSO30	30 Days Sales Outstanding
DSO90	90 Days Sales Outstanding
FUTUREDUE	Future Due
HI_BAL_AMT	High Balance Amount
HI_CURRENT	High Current Balance
HI_FUTURE	High Future Due
HI_OTHER	High Other Due
HI_PAST	High Past Due
OTHERDUE	Other Due
PASTDUE	Past Due
WTAVGDAYS	Weighted Average Days Late
WTAVGPAID	Weighted Average Paid
WTAVGTERMS	Weighted Average Terms

Defining User-Defined History IDs

Access the User-Defined History page.

Define as many history IDs as you need.

The system requires a minimum of one user-defined history ID called *SALES.* The Receivable Update process uses the *SALES* history ID to calculate DSO. If you cannot use the name *SALES* for this history ID, then you must change the Receivable Update process to ensure that calculations for DSO are correct.

Entry Type and **Entry Reason**	Enter the combination that the system should use to compile customer history. If an entry type has more than one entry reason, you need to list the entry type with each entry reason.

Note. If an entry type does not require an entry reason, you must list the entry type, but leave the entry reason blank. The history then includes those items with the entry reason that you indicated.

See Also

Chapter 4, "Defining Receivables Processing Options," Setting Up Entry Types and Reasons, page 65

Setting Up Aging

To set up aging, use the Aging component (AGING_TABLE).

This section provides an overview of aging setup and discusses how to set up aging IDs.

Understanding Aging Setup

Aging IDs define how the Aging process and aging reports age open items. They also enable you to define unique rules for aging deduction, disputed, and collection items.

When you age deduction, disputed, and collection items, you choose to do one of the following:

- Age them like normal open items and place them in a category based on the age of the item.
- Define a separate category for either all disputed, deduction, or collection items regardless of their age or create a separate category for each type of item.

  This is useful when you do not want these item types aged in a date range but want to see the total aged amount for these types of items separately.

  You can also set up separate categories based on the dispute or deduction reason or the collection code.
- Exclude deduction, dispute, or collection items from aging.

  You have two options:

  - Exclude all deduction, disputed, or collection items aged using the aging ID or any combination of these item types.

    For example, you can exclude deduction and disputed items, but age collection items normally.
  - Exclude deduction and disputed items by their reason or collection items by their collection codes.

    For example, you can exclude authorized deductions that are associated with a promotion, but age the remaining deductions normally or in a deduction category.

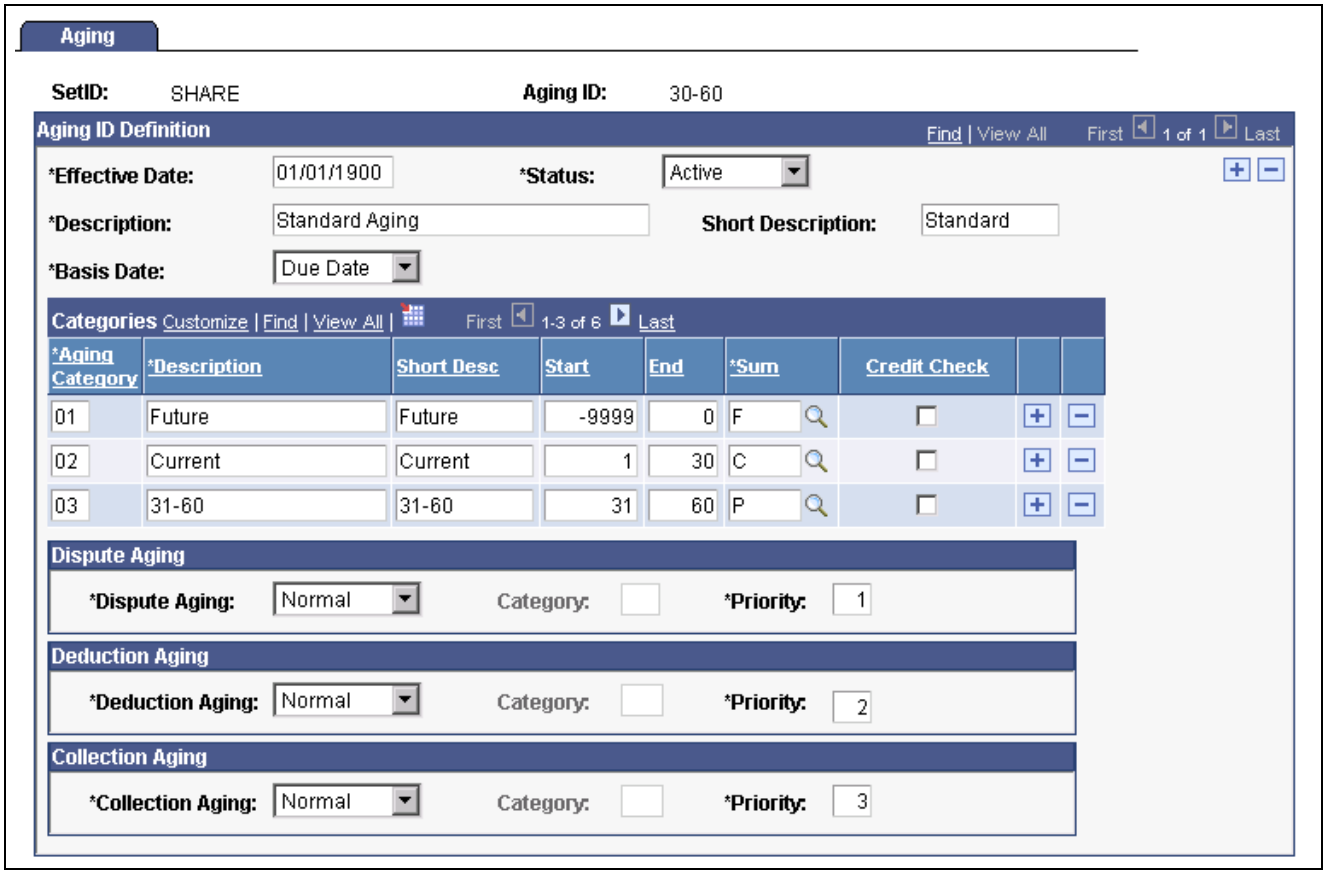
The Aging process uses the aging ID assigned to the business unit to age items unless you override it for individual customers. The aging reports use the aging ID that you enter on the run control page to age the items on the reports.

Page Used to Define Aging IDs

Page Name	Object Name	Navigation	Usage
Aging	AGING_TABLE	Set Up Financials/Supply Chain, Product Related, Receivables, Credit/Collections, Aging, Aging	Defines aging IDs that describe how the system ages open items.

Setting Up Aging IDs

Access the Aging page.



Aging page

Basis Date Select the type of date for aging open items. Values are:

As of Date: A user-defined date for aging items.

Acctg Date (accounting date): The accounting date for the item.

Item Date: Usually the invoice date, but it may differ by implementation.

Due Date: The due date assigned to the item.

Categories

Aging Category and **Description** — Enter an ID for the category and the description that you use to identify the categories on the reports and inquiry pages.

Start and **End** — Enter the number of days that define the beginning and ending of the category. Use *–9999* as the start day for one category and *9999* as the end day for one category.

The start date for each category must always be one day greater than the last end day for the previous category with one exception. If you are defining a separate category for disputed, deduction, or collection items, the start and end days is always 9999.

Sum (summarization) — Select a value that links the aging category to one of these summarization categories: *Current Due, Past Due, Future Due,* or *Other.*

Credit Check — Select if the aging category should be considered in the credit checking performed by Order Management.

When you run the aging reports or view aging information on inquiry pages, the system uses the aging categories that you define to determine in which bucket to place an item. Each category represents an age range for the items. For example, suppose that you run an aging report using the 30-60 aging ID, as shown in the Aging page. You use an as of date of March 1. If you created an item on January 15, the system puts the item in the 31-60 category, which indicates the item is between 31 and 60 days old. If you defined unique categories for deduction, disputed, or collection items, the system places items flagged as deductions, in dispute, or in collection in the appropriate category.

Dispute Aging, Deduction Aging, and Collection Aging

Dispute Aging, Deduction Aging, and **Collection Aging** — Specify how the system ages disputed, deduction, and collection items. Values are:

Categorize: Select if you have created a unique category for disputed, deduction, and collection items and enter the category ID in the Category field. You can use the same category ID for all three types of items or create a unique category for the different types of items.

Exclude: Select if you do not want to age all disputed, deduction, or collection items.

Normal: Select to age disputed, deduction, or collection items normally by the basis date.

Vary: Select to do the following:

- Age disputed items based on the aging method for their dispute reason on the Dispute Reason page.
- Age deduction items based on the aging method for their deduction reason on the Deduction Reason page.
- Age collection items based on the aging method for their collection code on the Collection Code page.

The aging methods for individual dispute reasons, deduction reasons, and collections codes are to age normally, use a specific category, or be excluded from aging.

Priority Enter a number to indicate which rule to use for an item that is marked with more than one dispute, deduction, or collection flag. An item can be aged based on only one of the reason codes. For example, if an item is a disputed item and in collection, the priority number indicates whether the system should use the disputed aging rule or the collection aging rule.

Note. Use the Entry Type page to place all items for an entry type in a specific aging category.

See Also

Chapter 4, "Defining Receivables Processing Options," Setting Up Entry Types and Reasons, page 65

Chapter 7, "Setting Up Exception and Collection Processing," Setting Up Exception Reasons and Collection Codes, page 158

Setting Up SubCustomer Qualifiers

To set up subCustomer qualifiers, use the SubCustomer Qualifier 1 (SUBCUST1) and the SubCustomer Qualifier 2 (SUBCUST2) components. This section provides an overview of subCustomer qualifiers and list pages used to setup subCustomer qualifiers.

Understanding SubCustomer Qualifiers

Use subCustomer qualifiers to record history and aging information for a subset of your business with a customer or for a cross-section of your business across different customers. Based on the selection on the Installation Options - Overall page, the system can use one subCustomer qualifier, both qualifiers, or neither. If installation options enable both subCustomer qualifiers, you can limit their use for individual customers by allowing both, one, or none for a customer on the Miscellaneous General Info page.

If you elect to use one or both qualifiers, you must define valid qualifiers by tableSet.

This table provides an example of how you might use subCustomers for a large customer to whom you sell and ship products throughout the world:

SubCustomer Qualifier 1 - Collector Locations	SubCustomer Qualifier 2 - Shipping Locations
Sydney	New York
London	Tokyo

You run the Receivable Update process to update DSO for the customer and discover that their DSO is at 40 days. If you select the SubCustomer check box when you run the Receivable Update process, you find that:

- SubCustomer qualifier 1 shows that the DSO in Sydney is 60 days and in London is 20 days.

  This might mean that the collector in Sydney is not doing as good a job as the collector in London.
- SubCustomer qualifier 2 shows that when shipments are made from Tokyo, payments are received in 25 days.

When shipments are made from New York, payments are received in 55 days. This calculates the DSO for the entire customer at 40 days. You might use this information to contact customers in New York to determine if there is a problem with their shipments, so that you can correct the problem.

Note. SubCustomer qualifiers are also available as search criteria on some inquiry pages, such as the Item List page or the Outstanding Customer Payments page.

Pages Used to Define SubCustomer Qualifiers

Page Name	Object Name	Navigation	Usage
SubCustomer Qualifier 1	SUBCUST_QUAL1_TBL	Set Up Financials/Supply Chain, Product Related, Receivables, Customers, SubCustomer Qualifier 1, SubCustomer Qualifier 1	Define the first set of customer qualifiers that the system uses to categorize the customers' data for recording balance, historical, aging, and reporting purposes.
SubCustomer Qualifier 2	SUBCUST_QUAL2_TBL	Set Up Financials/Supply Chain, Product Related, Receivables, Customers, SubCustomer Qualifier 2, SubCustomer Qualifier 2	Define the second set of customer qualifiers that the system uses to categorize the customers' data for recording balance, historical, aging, and reporting purposes.

Setting Up Parallel Processing for Aging

This section provides an overview of parallel processing for aging and discusses how to:

- Define the maximum instances in PSAdmin.
- Define the maximum concurrent processes for the server.
- Define the number of parallel processes.
- Add more parallel processes to the Aging - Parallel multiprocess job (AR_AGE).
- Add additional Aging process definitions.

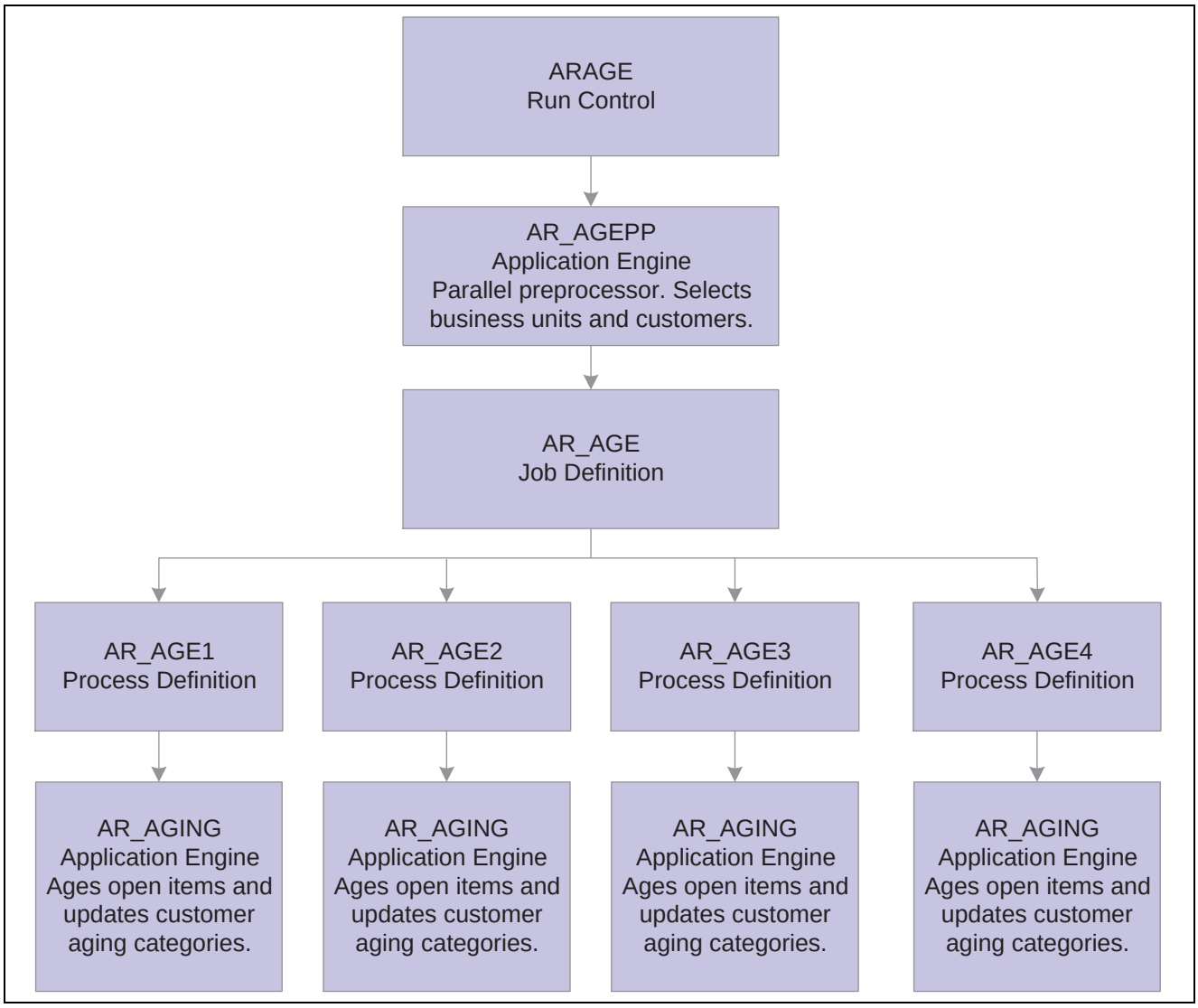
Understanding Parallel Processing for the Aging Process

Receivables enables you to process multiple Aging processes in parallel to achieve higher performance. You initiate the processes using one run control and the process automatically divides the work between the number of partitions that you specify in your setup.

The Aging - Parallel multiprocess job (ARAGE) includes:

- The Aging Parallel Preprocessor Application Engine process (AR_AGEPP).
- The Aging Parallel multiprocess job (AR_AGE).

The following diagram illustrates how the process works if you have four partitions.



Aging parallel processes

When you use the Process Monitor to check the status of the process, you view the status of the Aging Parallel Preprocessor process (AR_AGEPP) and each process within the Aging Parallel multiprocess job (AR_AGE). The system does not indicate that the Aging - Parallel multiprocess job (ARAGE) is successful until each parallel process completes. The Job Message Log Summary page summarizes all the individual parallel process message log messages for the entire ARAGE job.

This section discusses:

- AR_AGEPP process
- AR_AGE multiprocess job

AR_AGEPP Process

The Aging Parallel Preprocessor process (AR_AGEPP) acts as a preprocessor for the aging process and also:

- Selects business units and customers for processing.
- Places the qualified data in temporary tables.
- Partitions the data between the child processes.

- Initiates the Aging Parallel multiprocess job (AR_AGE) that starts child processes in parallel.

The distribution of the data among the child or parallel processes is based on the composition of the data and the number of parallel processes. The process attempts to spread the data volume evenly among the processors that you previously setup. The staging phase takes a little longer, but the overall processing time is faster because multiple children processes run concurrently. You should balance the decision of using parallel processing or single thread processing based on the volume of data and the hardware capacity to get the maximum benefit from this feature.

AR_AGE Multiprocess Job

The Aging Parallel multiprocess job (AR_AGE) contains all the Application Engine process definitions that you use for parallel processing, such as AR_AGE1. Each process definition calls the AR_AGING Application Engine process, which actually ages the open items, updates the customer aging categories, and performs table cleanup before the process ends.

Receivables delivers eight process definitions—AR_AGE1 through AR_AGE8. If you want to run more than eight partitions of the Aging process at once, you must define additional process definitions. Use the AR_AGE1 process definition as an example.

The standard setup for the Aging Parallel multiprocess job (AR_AGE) is to run a single threaded process and contains only the AR_AGE1 process definition. If you want to use parallel processing, you must assign additional process definitions to the job definition. You must also specify the number of partitions that your organization will use. You might have to experiment with the number of partitions that works for you. We recommend that you assign just a couple of additional partitions and increase the number, if needed.

You might also have to override the server settings for your organization. By default, you can run up to three instances of a process at one time. If you want to run additional instances, you must change your configuration. If you also use parallel processing for the Payment Predictor (AR_PREDICT), Statements (AR_STMT), and Receivable Update (AR_UPDATE) processes, the maximum instances apply to those processes, as well. For example, if you want to run eight instances for the Receivable Update process and four for the Aging process, you must configure your server for eight instances.

Pages Used to Set Up Parallel Processing for Aging

Page Name	Object Name	Navigation	Usage
Server Definition	SERVERDEFN	PeopleTools, Process Scheduler, Servers, Server Definition	Define the maximum concurrent processes for Application Engine processes.
AR Parallel Processing Options	PARALLEL_AR_SBP	Set Up Financials/Supply Chain, Install, Installation Options, Receivables Then click the Parallel Processing Options link.	Specify the exact number of parallel processes or partitions that you want for Aging.
Job Definition	PRCSJOBDEFN	PeopleTools, Process Scheduler, Jobs, Job Definition	Add additional Aging process definitions to run the Aging Parallel multiprocess job (AR_AGE).
Process Definition	PRCSDEFN	PeopleTools, Process Scheduler, Processes, Process Definition	Add additional Aging process definitions if you need to run more than eight parallel processes.

Defining the Maximum Instances for PSAdmin

Open the PSAdmin tool on your server to change the configuration settings.

To change the maximum instances:

1. Scroll to the section titled *Values for config section – PSAESRV.*

   The section looks as follows:

   ```
   Values for config section - PSAESRV.
   Max Instances = 3.
   Recycle Count=0
   Allowed Consec Service Failures=0.
   ```

2. Change the value for Max Instances to the maximum number of parallel processes that you want to run at once.

Defining the Maximum Concurrent Processes for the Server

Access the Server Definition page.

Process Type and **Max Concurrent** — For the *Application Engine* process type, enter the maximum number of parallel processes that you run at once. This figure must be the same or greater than the maximum instances that you defined for PSAdmin.

See Also

Enterprise PeopleTools PeopleBook: PeopleSoft Enterprise Process Scheduler

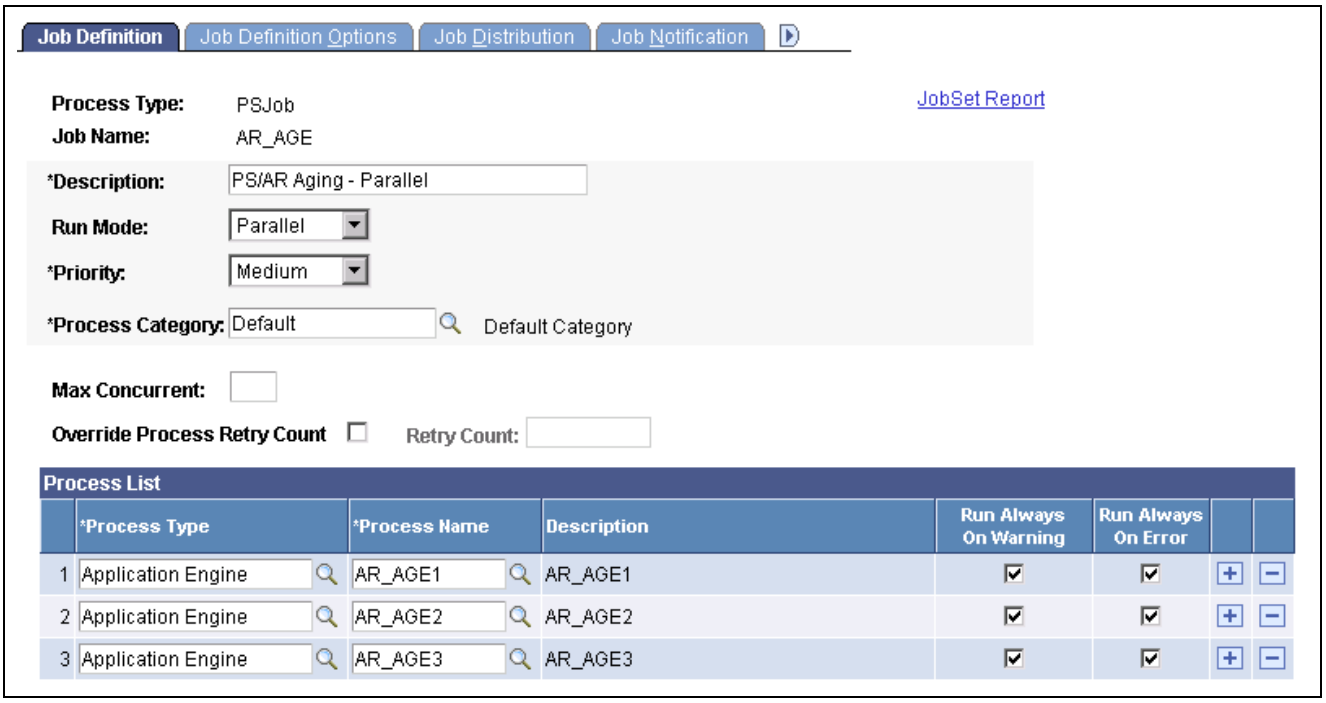
Defining the Number of Parallel Processes

Access the AR Parallel Processing Options page.

Parallel Process and **Maximum Partitions** — Enter the exact number of partitions or parallel processes that you want to run for the *AR_AGE* parallel process.

Adding More Parallel Processes to the AR_AGE Multiprocess Job

Access the Job Definition page for the AR_AGE job.



Job Definition page

Run Mode — Always select *Parallel.*

Process Type and **Process Name** — Enter *Application Engine* for the type and select from *AR_AGE2* to *AR_AGE8* for each separate partition or process that you want to run. If you define additional process definitions, select the name of the definitions that you added.

Note. You must have the same number of rows in the process list as you enter in the Maximum Partitions field on the AR Parallel Processing Options page.

Run Always On Warning and **Run Always On Error** — You must select these check boxes.

See Also

Enterprise PeopleTools PeopleBook: PeopleSoft Process Scheduler

Adding Additional Aging Process Definitions

Access the Process Definition page.

Complete the fields on this page and the other pages in the Process Definition component (PRCSDEFN) to match the AR_AGE1 process definition with two exceptions:

- Use another name.
- Use another description.

Use this format for the name: *AR_AGE#,* for example *AR_AGE9.*

See Also

Enterprise PeopleTools PeopleBook: PeopleSoft Process Scheduler

CHAPTER 9

Setting Up Payment Predictor Processing

This chapter provides an overview of Payment Predictor processing and discusses how to:

- Define algorithm groups.
- Define payment predictor methods.
- Set up parallel processing.
- Select payments for Payment Predictor processing.
- Review payment predictor temporary tables and sections.

Note. This chapter is required. You must complete the tasks discussed in this chapter to implement Payment Predictor processing.

Understanding Payment Predictor Processing

The Payment Predictor Application Engine process (ARPREDCT) is the automatic cash application process in Receivables. It provides an alternative to applying payments using an express deposit or payment worksheet. Think of Payment Predictor as an automated version of the payment worksheet, which is used to match payments manually to open items or to create adjustments or write-offs for overpayments and underpayments. The items, which have a payment method of cash, check, credit card, electronic file transfer, or giro - EFT, qualify for Payment Predictor processing. The ones with direct debit and draft payment methods are processed by other processes.

This section discusses:

- The Payment Predictor process flow.
- Algorithms and methods.
- Payment Predictor and multicurrency processing.
- Item-level adjustments and reference values.
- Payment Predictor multiprocess job.

The Payment Predictor Process Flow

Payment Predictor processes payments in stages. Before you run the Payment Predictor process, you must establish a hierarchy for processing business units, customers, deposits, and payments. You must also decide which customers or payments should be excluded from Payment Predictor.

The source of payments does not matter when you use Payment Predictor. Payments can be online payments—entered in a regular or express deposit—or they can enter the system through an electronic interface, such as electronic data interchange (EDI), bank statement reconciliation, a lockbox interface, or the cash drawer receipts interface (CDR_LOADPMT).

Each payment must have a Magnetic Ink Character Recognition (MICR ID), customer ID, or some other type of reference information. The system uses the reference information to match payments to customers.

Payment Predictor first looks for the MICR ID. If it finds a valid MICR ID, it moves on to the next stage. If it does not find a valid MICR ID, it then looks for a customer ID with a business unit. If it does not find a valid customer ID with a business unit, then it looks for a customer ID without a business unit and uses the deposit business unit to determine which setID should identify the customer and the remit from customer.

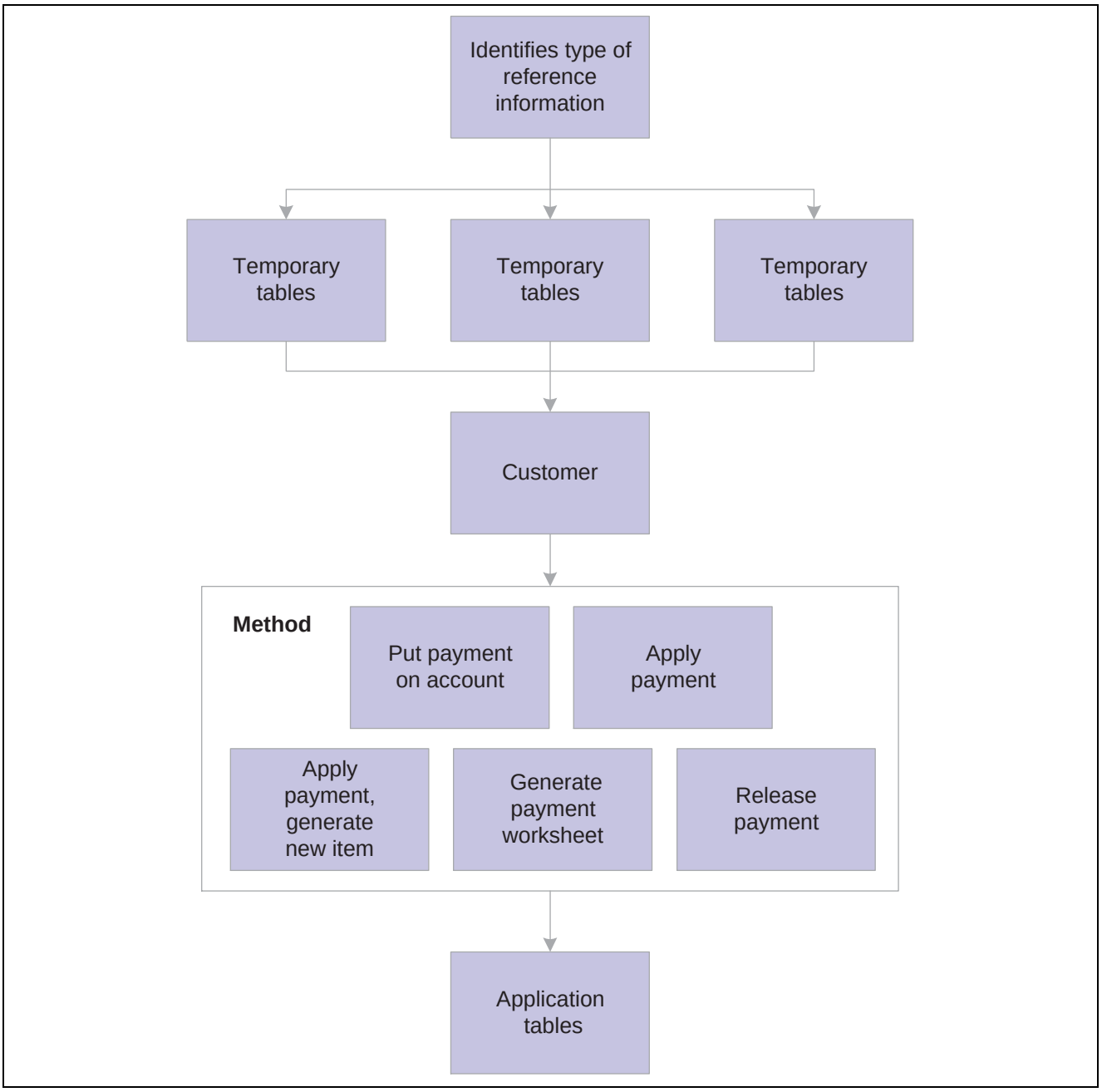
After Payment Predictor finds and validates the reference information, it stores the results in temporary tables. The temporary tables are used to identify which payment processing method the system uses.

When you set up Payment Predictor, you create a payment predictor method that includes a detailed set of instructions for applying payments. The method also includes instructions for handling payments that cannot be applied, such as placing the payment on the customer's account, generating a payment worksheet, so the payment can be manually applied, or releasing the payment.

After Payment Predictor has completed every step in the method, it moves the payment information from the temporary tables to the application tables.

Note. If the only reference information is the deposit business unit, you can direct Payment Predictor to apply the payment to a control customer. To do so, create a payment predictor method that contains a step without an identified customer identity and without an instruction to generate an item for a control customer. Assign this method to the deposit business unit.

This diagram shows the process flow of Payment Predictor.



Payment Predictor process flow

Algorithms and Methods

Before you use Payment Predictor, you must establish exactly what you want it to do. How will you handle overpayments and underpayments? Should complex payments be reviewed before posting? You use algorithms and methods to tell Payment Predictor what kind of payment situations to expect and how to handle each one.

Algorithms are SQL statements that match payments with open items according to the criteria that you specify. *Algorithm groups* are collections of related algorithms. For example, the algorithm group PASTDUE includes two algorithms: PASTGR for all past due items without a discount and PASTNET for past due items with a discount.

Methods are a series of steps that are performed conditionally based on remittance information. Methods reference one or more algorithm groups.

Payment Predictor's algorithms use SQL to define how to match payments with open items. The program's flexibility means that the required setup generally needs the attention of the technical members of your project team who are fluent in SQL, especially for changes to algorithms. For method setup, the more technical members of the project team require input from the team members familiar with your customers' remittance patterns and exception processing procedures.

Payment Predictor and Multicurrency Processing

Payment Predictor applies payments even if the currency for the item and the currency for the payment are different. When more than one currency is involved in a payment, Payment Predictor looks at the following:

- The payment currency (PAYMENT.PAYMENT_CURRENCY).
- The base currency of the deposit business unit (PAYMENT.CURRENCY_CD).
- The item currency (ITEM.BAL_CURRENCY).
- The base currency of the item business unit (ITEM.CURRENCY_CD).

If the currencies are different, the process places the rows that have different currencies in the Payment Predictor Multicurrency Conversion table (PS_PP_MULTC_TAO). It converts the item amount to the currency for the payment using the exchange rate on the payment date to do the conversion.

Payment balancing is performed in the payment currency. The PAY_AMT field in the PS_PP_ITEM_TAO table contains the item amount in the payment currency. When a step in a payment predictor method generates an item to balance a payment, the Payment Predictor process uses exchange rate information for the payment and creates the item in the payment currency.

Realized Gain and Loss

The system calculates a gain or loss if there is a difference between the item amount in the base currency for the item's business unit on the item's accounting and payment dates.

If there is a gain or loss amount for a discount, the amount is included in the item's realized gain and loss calculation.

Payment-Level Adjustments

When you use the #REFS algorithm group, and there is one payment in a deposit that pays for multiple items, Payment Predictor creates one adjustment entry at the payment level instead of the item level. For example, if a payment pays for two items, Payment Predictor looks at the sum of both items and the payment amount. It uses this information to determine whether an overpayment or underpayment condition exists and to create one adjustment entry. The adjustment entry is either an on-account or write-off item.

Item-Level Adjustments

Detail reference information always includes the amount of the payment that Payment Predictor applies to an item. If the amount of the payment does not match the amount of the item, Payment Predictor handles it as follows:

1. Closes the item as paid in full.
2. Calculates any realized gain or loss based on the entire amount, if needed.
3. Creates a new item based on the action to be taken defined on the payment predictor method with the exception of Release the Payment. For example, it could be to put it on account, write it off, make an

adjustment or make a deduction with an option to create worksheet for review before posting. The action choice made in the payment predictor method for each condition should be tailored to your specific business requirements.

For example, a detail payment method could designate the following actions dealing with an unmatched payment:

- When the overpayment exceeds 100.00 EUR or 25%, it releases payment for next matching.

  No new item is created on this condition.

- When the underpayment exceeds 5.00 EUR, it creates a deduction item with the unmatched amount as its balance amount.
- When the underpayment is less than 5.00 EUR, it creates an item with the amount and write it off.

  The new item has the original item ID in the document field as a reference. The process actually creates two items in this case. For underpayments, it creates a WS-07 item to adjust the underpayment and then a WS-11 item (write-off an underpayment).

See Also

Chapter 29, "Processing Multiple Currencies in Receivables," Understanding Realized Gain and Loss Processing, page 725

Item-Level Adjustments and Reference Values

If Payment Predictor creates new on-account, underpayment, overpayment, prepayment, or deduction items when it applies a partial payment, it assigns the reference information provided with the payment to the new items. The process uses the reference qualifier code in the Payment ID Item table (PS_PAYMENT_ID_ITEM) to determine what reference field to populate for the new item. If a payment has multiple references, the process retains all the reference values unless there are multiple references for the same reference qualifier code.

This table provides an example of how the process assigns reference values if there are multiple references.

Reference Qualifier Code	Reference Value	Action
I (item)	Item100	Does not assign reference value to new item.
I (item)	Item200	Does not assign reference value to new item.
O (order)	Order100	Assigns reference value to new item.
P (purchase order number)	PO100	Assigns reference value to new item.

The process populates reference values in these fields:

- Document
- Item ID
- Bill of Lading
- Letter of Credit
- Order Number
- PO Ref (purchase order reference)

- SubCustomer1
- SubCustomer2

If the reference value has the I (item) reference qualifier code and the value is the same as the item ID for the new item, the process places the reference value in the Document field.

This enables you to match new credits and debits with the items that Payment Predictor creates using the Automatic Maintenance process. To match the items, you should build automatic maintenance methods that match items by the appropriate reference fields and item amounts. This is very useful if you use the Cash Drawer Receipts feature to enter payments and deposits for counter sales.

See Also

Chapter 10, "Setting Up Automatic Maintenance Processing," Setting Up Automatic Maintenance Methods, page 250

Payment Predictor Multiprocess Job

The Payment Predictor multiprocess job (ARPREDCT) is a shell process that runs multiple subprocesses that process different sets of data concurrently. The multiprocess job contains two subprocesses that run sequentially. The second subprocess runs multiple child processes in parallel when you set up parallel processing for the Payment Predictor process.

- The AR_PREDICT1 Application Engine process gathers the data for the process run, determines how many rows each parallel process should process, and starts each parallel process.
- The Payment Predictor multiprocess job (AR_PP) starts after AR_PREDICT1 and calls each of the child processes that you define for it, such as AR_PP1 or AR_PP2. The child processes are multiprocess jobs and run in parallel.

  Each child process, such as AR_PP1, calls the AR_PREDICT2 Application Engine process, which does the actual payment application. AR_PREDICT2 matches the payments, updates the application tables, and releases the process instances on tables before ending the process. Each child process has its own process instance number and set of temporary tables and matches payments independently from the other child processes.

See Also

Chapter 9, "Setting Up Payment Predictor Processing," Setting Up Parallel Processing, page 234

Defining Algorithm Groups

This section provides an overview of algorithm groups, Payment Predictor modes, sample algorithm groups, and discusses how to:

- View algorithm groups.
- Deactivate an algorithm in an algorithm group.
- Add an algorithm group.
- Use #DETAIL and #DTL_TLR for partial payments and deductions.
- Use the #OVERDUE algorithm group.
- Review Payment Predictor and special conditions.

Understanding Algorithm Groups

Before you can use Payment Predictor to apply payments automatically, you must select and refine the algorithms that determine how Payment Predictor handles specific payment situations.

Algorithm groups are a collection of related algorithms. An algorithm group represents a section in the Payment Predictor process and each algorithm in the group represents a step in the section. Each algorithm has at least three statements:

- A statement that names the algorithm within the group.
- An insert statement that populates the PS_PP_MATCH_TAO temporary table.

  This step is usually named for the algorithm within the group, but it can be named anything.
- A statement that performs the post-match processing.

Receivables has sample algorithm groups that you can use to set up Payment Predictor. You can use an algorithm group as delivered. You can deactivate the algorithms in the group that you do not want to use, copy the same algorithm group to another method and then deactivate different algorithms. You can create new algorithm groups as needed by copying algorithms from other algorithm groups and then modifying the algorithms to suit your particular needs.

Understanding Payment Predictor Modes

Algorithm groups have instructions for processing payments. The instructions are based on the type of reference information that was used to match payments to customers. This table lists the type of reference information:

Type	Description
Customer Reference	Information such as the MICR ID or customer ID that is supplied with a payment. If a customer reference is not found, Payment Predictor uses item summary reference information or detail reference information to identify the customer.
Item summary reference information	Reference information that does not include the amount, for example, an item ID and reference qualifier code of *I* on payment entry.
Item detail reference information	Reference information that includes the amount, for example, item ID and item amount on payment entry.

The following table describes payment predictor modes:

Payment Predictor Mode	Description	Payment Predictor Result
Payments with customer identified and no item reference information provided.	Selects processing method for payments missing reference information.	If a payment is missing reference information, Payment Predictor places all open items for all of the customers identified by the payment into a temporary table called PS_PP_ITEM_TAO. **Note.** If the deposit in a Payment Predictor run has more than one payment with the same customer ID and business unit, the process processes only the first payment when you are using one of these algorithm groups: #BALANCE, #COMBOS, #OLDEST1, #OLDESTC, #OVERDUE, or #PASTDUE. For example, the deposit has three payments: Payment 1: References customer USA01 and business unit US001. Payment 2: References customer USA05 and business unit US001. Payment 3: References customer USA05 and business unit US001. The algorithm group would process only payments 1 and 2.
Payments with item summary reference information and customer identified does not matter.	Selects a processing method for payments with summary reference information. (Summary reference information does not include the amount. Example: item ID with no item amount.)	Payment Predictor places all matched open items for all of the customers identified by the payment into a temporary table called PS_PP_ITEM_TAO.
Payments with item detail reference information and customer identified does not matter.	Selects a processing method for payments with detail reference information (includes amount), for example, item ID and item amount.	Detail reference information allows you to use Payment Predictor to process deductions associated with a payment. For example, a deduction for prior freight damages of 100.00 CAD can be processed with a payment of 900.00 CAD to pay an open item of 1,000.00 CAD. The sum of the detail reference items less the sum of the deductions should equal the payment amount.

Understanding Sample Algorithm Groups

The following table lists the sample algorithm groups that come with Receivables. As you review the samples, consider the automatic cash application capabilities of your current system and your customers' remittance patterns.

Algorithm Group (SECTION)	Selects These Open Items	Use For	Algorithms in Group (STEPS)
#BALANCE	Selects all open items for identified customers, only if the payment amount exactly matches the open items total.	Payments without item references only and customer identified.	*BALGR* Selects all open items. *BALNET* Selects all open items minus earned discounts.
#COMBOS	Selects all open items for identified customers only if the payment amount matches an item amount, an item amount with discount, or the total amount of any two items. The algorithm selects an item only if there is only one item that matches the payment amount or if there are only two items that match the payment amount. For example, if the payment amount is 200.00 EUR and there is one item for 200.00 EUR, it selects the item. However, if the payment amount is 200.00 and there are two items each for 200.00 EUR, it does not select any items.	Payments without item references only and customer identified.	*DEBITGR* Selects a single unique open item. *DEBITNT* Selects a single unique open item minus earned discount. *ANY2GR* Selects any two unique open item balances combined.
#OLDEST1	Selects items with oldest due dates first until the remaining payment amount is less than the next item.	Payments without item references only and customer identified.	*OLDEST* Selects open items in oldest first order by due date. Creates a partial payment for the next item.

Algorithm Group (SECTION)	Selects These Open Items	Use For	Algorithms in Group (STEPS)
#OLDESTC	Adds all items with credit balances to the payment amount. Then selects items with debit balances in oldest due dates order until the remaining payment amount is less than the next item.	Payments without item references only and customer identified.	*CREDITS* First adds all credits to the payment amount. Then selects open items in oldest first order by due date. Creates a partial payment for the next item.
#OVERDUE	Selects all overdue items for payment matching using the sequence of the overdue charges entry reasons.	Payments without item references only and customer identified.	*OVERDUE* Selects the items to apply to the payment. First uses the sequence of overdue entry reasons. Then selects open items in oldest first order by due date. Creates a partial payment for the next item.
#PASTDUE	Selects all past due items for the customers identified only if the payment amount exactly matches the total of the past due items.	Payments without item references only and customer identified.	*PASTGR* Selects all past due open items. *PASTNET* Selects all past due open items minus earned discounts.
#REFS	Selects only open items that exactly match the references supplied with a payment.	Payments with item summary references only and customer identified does not matter.	*ITEMREF* Selects all open items identified by the references regardless of customer identification. Enables you to add a unique debit or credit item for an underpayment or overpayment that completes the application.

Algorithm Group (SECTION)	Selects These Open Items	Use For	Algorithms in Group (STEPS)
#REF_ONE	Selects only open items that exactly match the references supplied with a payment.	Payments with item summary references only and customer identified.	*ONECUST* Selects all open items identified by the references limited to the customer whose MICR ID or customer ID is supplied with the payment. Enables you to add a unique debit or credit item that completes the application.
#REFS_NG	Uses reference information that does not exactly match to select items.	Payments with item summary references only and customer identified does not matter.	Receivables includes these algorithms as samples of possible ways for dealing with bad references. They are platform-specific and you can take advantage of any functions your database allows. *FIRST8* Selects all open items identified by the first eight characters of the references. *MIDDLE7* Selects all open items identified by the seven characters after the first four characters in the references.

Algorithm Group (SECTION)	Selects These Open Items	Use For	Algorithms in Group (STEPS)
#DETAIL	Selects only open items that exactly match the references supplied with a payment.	Payments with item detail references only and customer identified does not matter. Created adjustments only adjust remaining overpayment or underpayment.	*DETAIL* Selects all open items identified by matched references. Also accepts WS-08 deduction references. Payments with detail references should balance, but if not, the #DETAIL algorithm creates an Adjust Remaining Underpayment item for underpayments or an Adjust Remaining Overpayment item for overpayments.
#DTL_TLR	Selects only open items that exactly match the references supplied with a payment.	Payments with item detail references only and customer identified does not matter.	DTL_TLR Selects all open items identified by matched references. Closes items that match the payment amount. If there is an underpayment that exceeds the tolerances, it looks at the bill to customer to see whether partial payments are allowed. If allowed, it creates a partial payment on the item. The actions taken are based on the selections on the Receivables Options - Predictor Detail Options page.
#STATMNT	Selects items from the most recent customer statement.	Payments without item detail references and customer identified.	STMTALL Selects items from the most recent statement. The payment amount must exactly match the total amount of the items on the statement.

Viewing Algorithm Groups

This section explains how to view the contents of an algorithm group.

To view an algorithm group:

1. Open the AR_PREDICT2 Application Engine program in Application Designer.
2. Locate the name of the algorithm group in the sections.

   Algorithm groups have names that start with # and appear first in the list.
3. To view details about the algorithms (steps), expand the algorithm group.

   Some algorithm groups, such as #BALANCE or #REF, may have steps in a repeating pattern. More details on this pattern are in the example that follows.
4. To view the SQL statement, double-click the SQL folder for the algorithm.

Example: #BALANCE

To understand how a customer-based algorithm group works, examine #BALANCE. This algorithm group compares the amount of the payment to the total of all items for the customer. When you scroll through the steps, you might notice that the steps have a pattern: ALGO_1, BALGR, ALGO_X1, then ALGO_2, BALNET, ALGO_X2.

Payment Predictor evaluates overpayments and underpayments based on the information in the PS_PP_MATCH_TAO. As long as an item has not been selected by another payment, it either fully applies a payment (if it matches the balance of all open items) or it does not apply it at all. An overpayment or underpayment condition cannot exist.

There is one case, however, when an overpayment condition can exist. Payment Predictor processes two payments for the same customer together, and the first payment pays one item while the second payment pays the entire customer balance including that same item. This situation might occur if the customer forgets that the first payment has already been made when they create the second payment. In this case, Payment Predictor determines that the sum of the open items matches the amount of the payment. It inserts only rows for items not already selected by another payment into the PS_MATCH_TAO temporary table. In this limited case, Payment Predictor detects and evaluates an overpayment condition.

If it makes sense in your business environment to apply a tolerance to the evaluation of a balance, modify the algorithm to include a tolerance calculation. This directs Payment Predictor to insert into PS_PP_MATCH_TAO item rows for which the total nearly, but not exactly, matches the amount of the payment. This in turn enables Payment Predictor to recognize an overpayment or underpayment condition and then to take the appropriate action. This table describes the steps in the #BALANCE algorithm group:

Step	Description

ALGO_1	Sets the name of the algorithm within the group. It updates the payment for any payments applied by this algorithm.
	Type: Select
	Statement:
	`%SelectInit(ALGORITHM)`
	`SELECT 'BALGR'`
	`FROM PS_INSTALLATION`
	`WHERE 1 = 1`

Step	Description

"THE INSERT"	Populates PS_PP_MATCH_TAO. This step is usually named for the algorithm within the group but may be called anything. In this algorithm, the name of the first algorithm is BALGR.
	Type: Update/Insert/Delete
	Statement:
	`%Sql(ARPREDICT$CLAUSESCUSTIDU)`
	`AND P.PAYMENT_AMT =`
	`( SELECT SUM(PAY_AMT)`
	`FROM %Table(PP_ITEM_TAO)`
	`WHERE PROCESS_INSTANCE = P.PROCESS_INSTANCE`
	`AND DEPOSIT_BU = P.DEPOSIT_BU`
	`AND DEPOSIT_ID = P.DEPOSIT_ID`
	`AND PAYMENT_SEQ_NUM = P.PAYMENT_SEQ_NUM )`

ALGO_X1	Does the system work after the process populates PS_PP_MATCH_TAO. It removes invalid items from PS_PP_MATCH_TAO and classifies the payment as either fully applied, over-applied, or under-applied. Runs a section called ALGRDONE.
	Type: Do When
	Statement:
	`%SelectInit(AE_EXISTS)`
	`SELECT 'X'`
	`FROM %Table(PP_MATCH_TAO)`
	`WHERE PROCESS_INSTANCE =`
	`%Bind(PROCESS_INSTANCE)`
	`AND PP_PROC_FLAG = '0'`

ALGO_2	The name of the second algorithm in the group if more than one exists.
	Type: Select
	Statement:
	`%SelectInit(ALGORITHM )`
	`SELECT 'BALNET'`
	`FROM PS_INSTALLATIONWHERE 1 = 1`

Step	Description

"THE INSERT"	Populates PS_PP_MATCH_TAO. This step is usually named for the algorithm within the group, but may be called anything. In this algorithm, the name of the second algorithm is BALNET.
	Type: Update/Insert/Delete
	Statement:
	`%Sql(ARPREDICT$CLAUSESCUSTIDU)`
	`AND P.PAYMENT_AMT =`
	`( SELECT SUM(PAY_AMT - DISC_PAY)`
	`FROM %Table(PP_ITEM_TAO)`
	`WHERE PROCESS_INSTANCE = P.PROCESS_INSTANCE`
	`AND DEPOSIT_BU = P.DEPOSIT_BU`
	`AND DEPOSIT_ID = P.DEPOSIT_ID`
	`AND PAYMENT_SEQ_NUM = P.PAYMENT_SEQ_NUM )`

ALGO_X2	Does the system work for the second algorithm after the process populates PS_PP_MATCH_TAO. It removes invalid items from PS_PP_MATCH_TAO and classifies the payment as either fully applied, over-applied, or under-applied. Runs a section called ALGRDONE.
	Type: Do When
	Statement:
	`%SelectInit(AE_EXISTS)`
	`SELECT 'X'`
	`FROM %Table(PP_MATCH_TAO)`
	`WHERE PROCESS_INSTANCE =`
	`%Bind(PROCESS_INSTANCE)`
	`AND PP_PROC_FLAG = '0'`

Example: #REFS

To understand how an item-summary-reference-based algorithm group works, examine #REFS. This algorithm group has one algorithm that selects only open items that exactly match the references supplied with a payment. When you scroll through the steps, you may notice that the steps have a pattern.

To help you understand how #REFS works, this table describes the steps.

Step	Description
ALGO_1	Sets the name of the algorithm within the group and updates the payment for any payments applied by this algorithm.
MATCHTMP2	Clears the PS_PP_MATCH2_TAO table.

Step	Description
ITEMREF	Populates PS_PP_MATCH2_TAO. It is done once for each unique reference qualifier that is used by the payments to be applied. If a payment is in both PS_PP_MATCH2_TAO and PS_PP_MATCH_TAO, it removes it from PS_PP_MATCH2_TAO. Then it copies the data from PS_PP_MATCH2_TAO to PS_PP_MATCH_TAO.
ALGR_A1	Removes invalid items from PS_PP_MATCH_TAO.
ALGR_B1	Processes matches.
ALGR_C1	Update payment status.
ALGO_D1	Retrieves counts.
ALGO_E1	Sets PP_PROC_FLAG to "1" and ends the matching process.

Example: #REFS_NG

The #REFS_NG algorithm group has algorithms that you can modify to deal with references that do not match items exactly. They are platform-specific and you should feel free to take advantage of any functions that your database allows. Because this algorithm group compares a partial ID and returns any possible matches, the processing time for this algorithm group is longer than other algorithm groups. Use this algorithm group only when there is no other way to create matches, and always set up the payment predictor method to generate a worksheet, where you review and finalize the payment.

The following table describes the two algorithms in the #REFS_NG algorithm group:

Algorithm	Description
FIRST8	Matches the first eight characters in the reference information to the first eight characters of the specified fields on the item in the database. You can change the parameters in the %substring from either side of the equation, depending on how you want to match. `%Substring(I.%Bind(FIELDNAME, NOQUOTES), 1, 8) = %Substring(%Sql⇒ (ARCASTCHAR, %Bind(REF_VALUE), 30), 1, 8)`
MIDDLE7	Skips the first three characters and matches the middle seven characters in the reference information to the middle seven characters of the specified fields on the item in the database. `%Substring(I.%Bind(FIELDNAME, NOQUOTES), 4, 7) = %Substring(%Sql⇒ (ARCASTCHAR, %Bind(REF_VALUE), 30), 1, 7))`

Deactivating an Algorithm in an Algorithm Group

This section explains how to deactivate algorithms in an algorithm group that you do not want to use. For example, the #BALANCE algorithm group has two algorithms that are similar, but you only need one of them.

To deactivate an algorithm:

1. Open the AR_PREDICT2 Application Engine program in Application Designer.
2. Locate the name of the algorithm group in the sections.

   Algorithm groups have names that start with # and appear first in the list.
3. Expand the algorithm group and locate the step (algorithm) that you want to disable.
4. Clear the Active check box to disable the algorithm.

Adding an Algorithm Group

You can add an algorithm group by copying algorithms from an existing algorithm group. We recommend copying whenever possible. However, if copying is not permitted on the platform that you are using, you can write one yourself.

To add a new algorithm group:

1. Open the AR_PREDICT2 Application Engine program in Application Designer.
2. Select Insert, Section.

   A new section titled *Section1* appears in the list.
3. Type over the name of Section1 algorithm group.

   The new name must start with #. For example: *#NEW*.
4. Save your work.
5. Copy algorithms from existing algorithm groups and paste them into the new algorithm group.

   Each algorithm requires a minimum of three statements: name, insert, and post match system processing.

   If the algorithm is customer-based, copy an existing algorithm that is most similar to one that you want to create.

   If the algorithm is reference-based, copy #REFS.

   To copy, right-click the section that you want to copy and select *Copy*.

   To paste, right-click the section where you want to insert the new section and select *Paste*.
6. Copy and paste the SQL statements for each step.

   To copy, right-click the appropriate action and select *View SQL*.

   To paste, right-click the appropriate action folder in the new section and select *Paste*.
7. Modify the SQL as needed.

Using #DETAIL and #DTL_TLR for Partial Payments and Deductions

This section has tips on using the #DETAIL or #DTL_TLR algorithm group. You must select one of these algorithm groups to process detail reference information that includes the amount of the item, as well as an item ID.

Typically, you use the #DETAIL algorithm group for payment-level adjustments and the #DTL_TLR group for partial payments and discounts. Both groups enable you to take deductions. The #DTL_TLR and #DETAIL algorithm groups enable you to specify the desired entry type and entry reason for handling exceptions.

Detail reference information for a particular payment is stored in the following fields of the PS_PAYMENT_ID_ITEM table:

Field	Description
ITEM_AMT	The gross amount of the item selected to be paid.
PAY_AMT	The net amount of the item selected to be paid.
DISC_TAKEN	The discount amount applied to the item.

Either PAY_AMT or else both ITEM_AMT and DISC_TAKEN must be positive numbers. If all these amounts are provided, Payment Predictor uses only PAY_AMT.

Using #DETAIL and #DTL_TLR for Deductions

The #DETAIL and #DTL_TLR algorithm groups enable you to take deductions. For a deduction to occur, in the PAYMENT_ID_ITEM record, the ENTRY_USE_ID must be WS-08 (create a deduction). The record should also contain item reference information, including the business unit, customer ID, and item ID. The item may be an existing item. The only restriction is that the deduction cannot be for the open item that is selected for the current payment. Deductions associated with prior activity can be processed by the payment.

Using #DTL_TLR for Partial Payments and Discounts

If Payment Predictor runs a payment predictor method that contains the #DTL_TLR algorithm group, the processing of partial payments differs depending on how you setup the tolerances on the Receivables Options - Predictor Detail Options page and whether you selected the Partial Payment Switch field on the Bill To Options page for the customer.

If you select the Partial Payment Switch check box, the process does the following:

- If the payment amount is less than the open balance amount minus the earned discount amount, the process does one of the following:
  - If the remaining amount is within the tolerances on the Receivables Options - Predictor Details Options page, it closes the item and creates a write-off or adjustment based on the setup.
  - If the remaining amount is greater than the tolerances on the Receivables Options - Predictor Details Options page, it makes a partial payment and leaves the remaining amount open on the item.
- If the payment amount is greater than the open balance amount minus the earned discount amount, the process pays the item in full and uses the values that you entered on the Receivables Options - Predictor Details Options page to determine whether to write off or adjust an overpayment.

If you clear the Partial Payment Switch check box, the process uses the values that you entered on the Receivables Options - Predictor Details page to determine whether to write off or adjust an underpayment or overpayment.

For example, suppose that the tolerance amount is set at 50.00 USD and the percentage is set at 10 percent. If a payment of 90.00 USD is received after the payment term for the discount has expired for a 100.00 USD item, the payment will be within tolerance since the 10.00 USD short pay is less than the fixed tolerance amount of 50.00 USD and the calculated amount of 10 percent using 100 x 0.10. Therefore the 10.00 USD of the short pay amount is adjusted or written off based on what is specified using the Payment Predictor detail options.

A condition exceeds tolerance if it either exceeds the fixed tolerance amount or exceeds the tolerance percentage. In that case, you can set up Payment Predictor to take a different action for overpayments and underpayments.

Note. If an item does not qualify for an earned discount, but the Disc (discount) field is selected for the item on the Detail Reference Information page and there is a discount amount entered; the process takes the unearned discount. The process takes the unearned discount regardless of the Partial Payment Switch field setting.

To set up your system to use tolerances for partial payments and discounts, you must perform the following tasks:

- Assign the #DTL_TLR algorithm group to payment predictor methods.
- Select or clear the Partial Payment Switch check box for customers for whom you want to apply payments using the #DTL_TLR algorithm group on the Bill To Options page.
- Assign a payment predictor method that runs the #DTL_TLR algorithm group to customers on the Bill To Options page or to business units on the Receivables Options - Payment Options page.
- Assign the entry types and reasons for the #DTL_TLR algorithm group to the appropriate automatic entry types on the Automatic Entry Type - Selection page.
- Define the discount tolerances and write-off limits for underpayments and overpayments on the Receivable Options - Predictor Detail Options page.
- (Optional) Override the default system function to use for underpayments and overpayment and unearned discounts on the Receivables Options - Predictor Detail Options page.

See Also

Chapter 4, “Defining Receivables Processing Options,” Setting Up Automatic Entry Types, page 79

Chapter 3, “Defining Receivables Business Units,” Selecting Payment Predictor Options, page 33

PeopleSoft Enterprise Order to Cash Common Information 8.9 PeopleBook, “Maintaining General Customer Information,” Entering Additional Billing, Purchasing, Payment, and Write-Off Options for Bill To Customers

Using the #OVERDUE Algorithm Group

The #OVERDUE algorithm group handles payments for overdue charge line items. If you use the option to create overdue charges by item line, you can create payment predictor methods that use this algorithm group. You assign a sequence number to each entry reason for the overdue charge (FC-01) item entry type on the Item Entry Type - Selection page. Payment Predictor uses this sequence number to determine the order to pay the overdue charge line items. The #OVERDUE algorithm group handles payments based on certain conditions:

- Payment Predictor applies payments and any credit amount available to all overdue charges first before the remaining amount is disbursed to the principal amount.
- Payment Predictor applies a partial payment to the first item after the last fully paid item in the sequence if there are insufficient funds to pay for remaining open overdue charge line items.

  The sequence is determined by due date in ascending order. If there is any credit amount available, Payment Predictor applies it as part of the payment.

To set up your system to use the #OVERDUE algorithm group, perform these tasks:

1. Set up the sequence number for each entry reason for the overdue charge item entry type.
2. Set up a payment predictor method containing the #OVERDUE algorithm group.
3. Assign a payment predictor method that contains the #OVERDUE algorithm group to customers.

Example: #OVERDUE Algorithm Group

This section provides an example of how payment predictor applies payments to overdue charge line items.

This table lists the sequence numbers that are assigned to the entry reasons for the automatic entry type for finance charges for this example:

Entry Reason	Sequence Number
ADMIN	1
PNLTY	2

This table lists items and finance charge line items that are open for a customer:

Item	Line Number	Due Date	Entry Type	Entry Reason	Balance Amount
IT_OC1	1	March 17, 2002	OC	ADMIN	16.16 USD
IT_OC2	1	March 17, 2002	OC	ADMIN	32.32 USD
IT_OC2	2	March 17, 2002	OC	FIN	32.32 USD
IT_OC1	2	March 17, 2002	OC	FIN	16.16 USD
IC_OC1	3	March 17, 2002	OC	PNLTY	16.16 USD
IC_OC2	3	March 17, 2002	OC	PNLTY	32.32 USD
IT_OC1	0	March 3, 2002	IN		1000.00 USD
IT_OC2	0	March 3, 2002	IN		2000.00 USD

This table lists the sequence numbers that Payment Predictor would apply to the items to determine the payment order:

Item	Line Number	Due Date	Overdue Charge Sequence Number
IT-OC1	1	March 17, 2002	1
IT_OC2	1	March 17, 2002	1
IT_OC1	3	March 17, 2002	2
IT_OC2	3	March 17, 2002	2
IT_OC1	0	March 3, 2002	9
IT_OC2	0	March 3, 2002	9
IT_OC1	2	March 17, 2002	9
IT_OC2	2	March 17, 2002	9

This table shows what the results would be if you applied a 50.00 payment to the customer.

Payment Amount	ITEM ID	ITEM Line	TYPE
16.16 USD	IT_OC1	1	PY
32.32 USD	IT_OC2	1	PY
1.52 USD	IC_OC1	3	PY

See Also

Chapter 4, “Defining Receivables Processing Options,” Setting Up Item Entry Types, page 76

Reviewing Payment Predictor and Special Conditions

This section has background information on how algorithms handle special conditions.

To handle special conditions, Payment Predictor uses statements that execute within the algorithm group or within sections that are done from the algorithm group. This enables Payment Predictor to break up processing into pieces between which the answer set can be modified. Payment Predictor uses a DO SELECT that is driven by the same SQL statement to execute the statements.

Reference-Based Algorithms

To process a reference-based algorithm, Payment Predictor builds a list of references for all payments in the run. Then for each type of reference used, it modifies and executes the algorithm dynamically. For example, if any payments in the run have ITEM references, it modifies the SQL to "AND I.ITEM = D.REF_VALUE AND D.REF_QUALIFIER_CODE = 'I'." We recommend that you use an index based over PS_ITEM for each type of reference that you use on a regular basis.

In the ID_ITEM section, Payment Predictor uses the reference to identify a customer by using the item. In the ITEM_REF algorithm, a DO SELECT drives a DO of the section RLOOP. This populates the PS_PP_MATCH_TAO temporary table using the same two lines and %BIND variables concatenated at the end of the basic insert that joins the payment, items, and item references.

```
AND X.REF_QUALIFIER_CODE = %BIND(REF_QUALIFIER_CODE)
AND X.REF_VALUE = I.%BIND(FIELDNAME, NOQUOTES)
```

Limiting Items Applied by References to Customer-Identified Items

Normally, a payment with an item reference pays items regardless of the item's customer ID. In cases where you receive both reference information and customer identification, Payment Predictor restricts the items applied by references to the customers identified through the use of an algorithm group called #REFS_ONE. The #REFS_ONE algorithm group contains a section, ONE_CUST, that deletes from the PS_PP_MATCH_TAO record those rows in which the customer is not part of the remit from group associated with the MICR ID or the customer. This statement has no effect if the MICR ID or customer ID is invalid.

Ordering by Oldest Due Date First

Payment Predictor loads all the customer items into the PS_PP_MATCH_TAO record to perform oldest first processing (ordering items with the oldest item first). It loops through the items, record by record, in oldest due date first order and then deletes any unused records. Payment Predictor uses two algorithm groups that accomplish the same result in the same manner. They selectively eliminate items from the PS_PP_MATCH_TAO record with an ordering option. The two algorithms are:

- #OLDEST1: Orders open items from oldest to latest due date including credit items.
- #OLDESTC: Includes all credits as part of the payment first, then applies payments.

  Orders the remaining items from oldest to latest due date.

Allowing Partial Payments

If you are using the #OLDEST or #OLDESTC algorithm, Payment Predictor always makes partial payments on the last item that depletes the remainder payment amount for bill to customers when the payment amount does not exactly match the sum of the matched items. If you are using DTL_TLR (detail with tolerance algorithm), Payment Predictor makes partial payments when the payment amount does not exact match item balance amount and if the customer has been set up for partial payments on the Bill To Options page.

See Chapter 9, "Setting Up Payment Predictor Processing," Using #DETAIL and #DTL_TLR for Partial Payments and Deductions, page 221.

Setting Up for Prepayments

If your organization receives payments that are prepayments for specific invoices that you created in your billing application, you can set up Payment Predictor to create *Prepay Items* (WS-04). To take advantage of this feature, you must receive the invoice number in the ITEM field on the PS_PAYMENT_ID_ITEM record. You must also activate the NOTFOUND step (algorithm) in the DETAIL section (algorithm group) of the AR_PREDICT1 Application Engine process. You must also use a payment predictor method that uses detail references.

Using this feature is the same as creating a prepayment item on the payment worksheet. Payment Predictor applies the prepayment to an item later—after you enter an item in Receivables that has an item ID that matches the value that you received in the ITEM field in the PAYMENT_ID_ITEM record.

Defining Payment Predictor Methods

To define payment predictor methods, use the Predictor Method (PP_METHODS) and Predictor Method Review (METHOD_REVIEW) components.

This section provides an overview of payment predictor methods and discusses how to:

- Define a payment predictor method.
- Review an example of a payment predictor method.

Understanding Payment Predictor Methods

A payment predictor method tells Payment Predictor how to handle the different situations it encounters during processing. Each method consists of a series of conditions and actions based on remittance information. You can define as many methods as you want, but keep the methods as simple as possible and tailor them closely to the remittance patterns of your customers to optimize the efficiency of auto matching. Although Receivables ships with sample methods, you must create your own methods and assign them to a setID or individual customers.

Ideally, the methods that you define should enable Payment Predictor to apply all your regular payments, leaving only the exceptions to be applied online using payment worksheets. To minimize the number of exceptions, your methods must reflect the ways your customers pay you. You can assign methods to an entire business unit or to specific customers, so that you can tailor your methods to groups of customers with similar payment practices.

If you have a mixed situation with some overrides, it is much easier to diagnose problems if your methods are stored under one setID. Deposit business unit values and item business unit values, if different, should both point to the same, common TableSet. PeopleSoft also recommends that you keep the number of methods that you use to a minimum. Start with one method that is specified at the deposit business unit level. Then add methods for handling customers that consistently pay you in a way that is different from your other remit from customers.

When you define a payment predictor method, consider the reference information that comes with the payment and how it can be used to match the payment to the customer. The type of reference information determines which algorithms you use.

We recommend that the first algorithm group in a method apply the most payments.

Important! If you use the vendor rebate option in Purchasing or the claim back option in Order Management, create payment predictor methods that do not write off the remaining balance for items. Assign those methods to the business unit that is set up for vendor rebate and claim back processing. Use the Claims Management Workbench in Purchasing or Order Management to handle write-offs. This enables the system to determine whether the write-offs meet the write-off tolerances for claim processing.

Payments Without Reference Information

For payments with no reference information, use the following algorithm groups.

- #BALANCE
- #COMBOS
- #OLDEST1
- #OLDESTC
- #OVERDUE
- #PASTDUE
- #STATMNT

Payments with Summary Reference Information

For payments with summary reference information (that is, references with item identification but no amount), use the following algorithm groups:

- #REFS
- #REF_ONE
- #REF_NG

If you use the Cash Drawer Receipts feature to record payments for counter sales, use one of these algorithm groups in your payment predictor method to apply the payments.

Note. Use an algorithm group for detail references if you receive payments with summary reference information that pay for multiple line items with the same item ID.

Payments with Detail Reference Information

For payments with detail reference information (that is, references with item identification and amount), use the following algorithm groups:

- #DETAIL
- #DTL_TLR

See Also

Chapter 9, “Setting Up Payment Predictor Processing,” Understanding Payment Predictor Modes, page 211

Chapter 9, “Setting Up Payment Predictor Processing,” Understanding Sample Algorithm Groups, page 213

Prerequisites

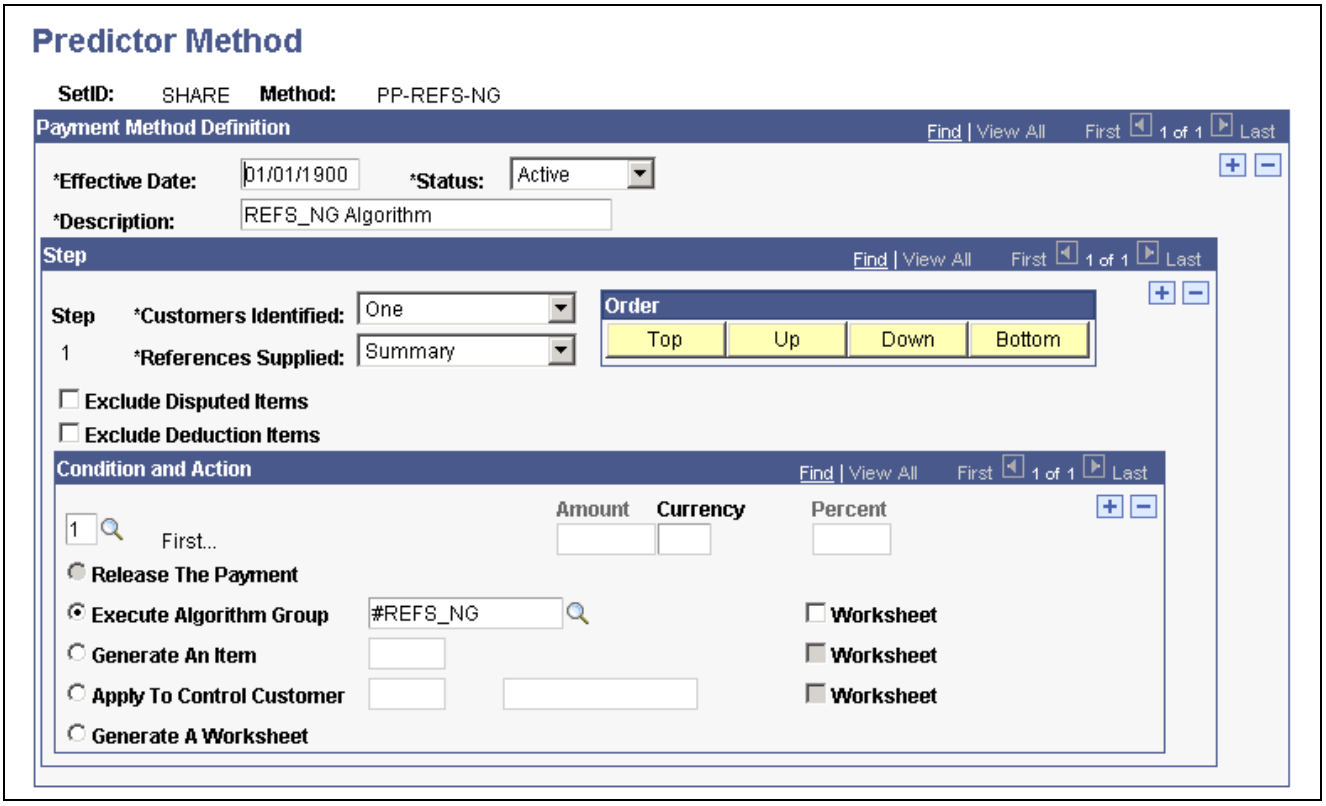
You must define the algorithm groups for payment methods, because methods use algorithm groups to select items.

Pages Used to Define a Payment Predictor Method

Page Name	Object Name	Navigation	Usage
Predictor Method	PP_METHODS_TABLE	Setup Financials/Supply Chain, Product Related, Receivables, Payments, Predictor Method, Predictor Method	Define a payment predictor method.
Predictor Method Review - Review	PP_METHODS_REVIEW	Setup Financials/Supply Chain, Product Related, Receivables, Payments, Predictor Method Review, Review	View, but not change, an existing payment predictor method. The fields on this page are identical to those on the Predictor Method page.

Defining a Payment Predictor Method

Access the Predictor Method page.



Predictor Method page

Step

Each step consists of one or more payment conditions; each condition has an action. The step number determines the order in which the step is processed in the method.

Click the Order buttons to change the order of the steps.

Customers Identified Select if customers must be identified for this step. Values are: *None, One, More Than One,* or *Doesn't Matter.*

References Supplied Select the type of reference information that the payment must have for this step. Values are:

Summary: Use summary references (references such as an invoice number without amounts).

Detail: Use detail references (references such as an item ID with an amount).

No: No reference identification.

Doesn't Matter: Process the step with or without reference information.

In some cases, you do not care about customer information or payment references. For example, if you receive payment references, you can designate that customer information *Doesn't Matter* or vice versa. You might even define a step using *Doesn't Matter* in both cases: no matter how many customers are involved and regardless of payment reference information, take the specified action.

Exclude Disputed Items Select if you do not want to apply payments to items in dispute.

Exclude Deduction Items Select if you do not want to apply payments to deductions.

Condition and Action

A step must have at least one condition. You can assign up to seven conditions to a step and select one of five actions for each condition. The conditions cannot conflict with each other. The number of the condition determines the order in which it will be processed within the step. Values are:

1. *First...*
2. *Any Overpayment*
3. *Overpayment Exceeds*
4. *Overpayment Is Less Than*
5. *Any Underpayment*
6. *Underpayment Exceeds*
7. *Underpayment Is Less Than*

Note. If you use *Any Overpayment* or *Any Underpayment,* you cannot use the tolerance choices for overpayments or underpayments that exceed or fall short of a certain amount. The reverse is also true. If you use *Overpayment Exceeds, Underpayment Exceeds,* or *Underpayment Is Less Than,* you cannot use *Any Overpayment* or *Any Underpayment.* The exception is the #DTL_TLR algorithm group. For the #DTL_TLR algorithm group, you should not select any of the underpayment or overpayment conditions. The conditions for exceptions for this algorithm group are defined using the Predictor Detail Options page.

Amount or **Percent** If you select an overpayment or underpayment, enter values in one or both of these fields. For example, you can specify an action when an overpayment is less than 100.00 EUR or less than 12 percent of the payment. If you specify both an amount and a percent, the system processes the overpayment or underpayment as long as one of the tolerance criteria is met. You can specify only one set of tolerance criteria for each condition. Enter the currency for the amount to enable the system to convert amounts properly when determining whether a write-off amount meets the tolerance.

You must select one of the following actions:

Release The Payment

Select to have Payment Predictor reset the payment for processing in a subsequent step. Normally, if Payment Predictor has applied even part of a payment, it ignores that payment in future steps. You may release the payment several times within a method.

Not available for condition *1, First.*

Execute Algorithm Group

Select to have Payment Predictor run the SQL statements that are predefined as part of the selected algorithm group. A field appears to the right, so you can select the algorithm group.

If the method results in successful application, the payment status is *Applied,* and Payment Predictor creates a group and sets the posting action to *Batch Standard.* You can look at the group using an inquiry page. Select Worksheet to have Payment Predictor create payment worksheets instead of setting the posting action for the payment to *Batch Standard.*

Generate An Item

Select to have Payment Predictor create a pending item according to the system function that you provide in the field that appears. The payment status is *Applied,* and the posting action is *Batch Standard.* Select Worksheet to have Payment Predictor create payment worksheets instead of setting the payment to a *Batch Standard* posting action.

When there is more than one customer identified in the PS_PP_CUST_TAO table, Payment Predictor uses the highest customer ID of the customers who had items paid when creating the pending item. The MAX function in SQL determines the highest ID through an alphanumeric sort sequence that will differ by database platform.

Valid system functions differ according to the payment conditions: Condition *1* can use only WS-05. Conditions *2, 3,* and *4* can use only WS-04, WS-05, WS-06, and WS-10. Conditions *5, 6,* and *7* can use only WS-07, WS-08, and WS-11.

Apply To Control Customer

Select to have Payment Predictor place the payment or remaining amount on account for the control customer business unit and customer ID that you provide. (If you leave business unit blank, the system uses the deposit business unit by default.)

The payment status is *Applied,* and Payment Predictor creates a group and sets the posting action to *Batch Standard.* Select Worksheet to have Predictor create payment worksheets instead of setting the posting action for the payment to *Batch Standard.* This option is useful for placing payments on a control account when no customer is identified. This action is only available for Condition *1, First.*

Generate A Worksheet

Select to have Payment Predictor create a payment worksheet for online review. The payment status is *Worksheet.* You can look at the resulting payment worksheet by accessing the Worksheet Selection page. The worksheet has the items that Payment Predictor matched with payments, plus the suggested overpayments and underpayments. You can then use the worksheet to accept the results of Payment Predictor processing as is or to make manual adjustments. When you are done working with the payment worksheet, you can post the payments.

Note. If you select Apply To Control Customer and Payment Predictor cannot identify any customers, Payment Predictor determines whether the default method associated with the deposit business unit indicates Apply To Control Customer when the customer identification is missing or is set to *Doesn't Matter*.

Reviewing an Example of a Payment Predictor Method

This section includes an example of a summary reference Payment Predictor method.

The sample method contains five steps. Each step is based on remittance characteristics: how to structure Payment Predictor's actions based on the results of customer identification and the presence or absence of summary reference information. Each step considers various payment conditions and each condition has an associated action.

The example assumes that you receive a mix of payments, some with payment summary references—references without associated item amounts—and some without summary references. It places the steps using algorithm groups for payments with references first, because it is normally more efficient to execute those steps first.

Note. To create an example of a detail reference method, change the algorithm group in Step 1 to one of the algorithm groups for detail references.

Step 1

In Step 1, the method's remittance conditions take into account payments with references. Regardless of whether customers are identified, if payment summary references are supplied, Payment Predictor runs the algorithms in the #REFS group.

For the Customers Identified field, select *Doesn't Matter*. For References Supplied, select *Summary*.

Step 1, Condition 1 (First)	Select Execute Algorithm Group, then select *#REFS*.
Step 1, Condition 3 (Overpayment Exceeds)	Enter a value in the Amount or Percent fields. Example: an amount of *100.00*. Select Release The Payment. If an overpayment exceeding the tolerance occurs, the method directs Payment Predictor to release the payment for processing by another relevant step. This step shows that when a large variance occurs, the wrong item may have been referenced. In this case, it is better to release the payment than to apply it to the wrong item, which may belong to a different customer. Another possibility is that a mix of valid and invalid references caused the large overpayment. If most references are valid or most payments have only one reference, this use of the overpayment condition could be helpful.
Step 1, Condition 4 (Overpayment Is Less Than)	Enter a value in the Amount or Percent fields. Example: an percent of *15*. Select Generate An Item and select the system function WS-05 to place an amount on account. The same remittance conditions apply here as in the previous condition. If an overpayment is less than the specified tolerance, Payment Predictor creates an on-account item. You can then use this item to apply to another item on a maintenance worksheet. Notice that the tolerance amounts are the same as for Condition 3. Use the same amounts for both of the overpayment conditions so Payment Predictor can handle all overpayment amounts.

It is not necessary to build a worksheet for online review; just enable the resulting payment group to be processed the next time the Receivable Update Application Engine process (ARUPDATE) runs for the appropriate business unit.

Step 1, Condition 6 (Underpayment Exceeds)

Enter a value in the Amount field. Example: *5.00.* Select Generate An Item and select the system function of WS-08 to create a deduction.

The same remittance conditions apply here. If an underpayment occurs that is greater than the specified amount, Payment Predictor creates a deduction for the difference and builds a worksheet for online review.

To define this condition and the following one, an online payment application scenario was considered and Payment Predictor was directed to emulate that action during background processing.

Step 1, Condition 7 (Underpayment Is Less Than)

Enter a value in the Amount field. Example: *5.00.* Select Generate An Item and select the system function of WS-11, write off an underpayment.

The same remittance conditions apply here. If a very small underpayment occurs, Payment Predictor writes off the amount of the underpayment. It is not necessary to build a worksheet for online review; just enable the resulting payment group to be processed the next time the Receivable Update process runs for the appropriate business unit.

Step 2

The second step in the sample method executes regardless of the results of customer identification and only if you did not receive references.

For Customers Identified, select *Doesn't Matter* to ask Payment Predictor to process any payment for which at least one customer was identified. For References Supplied, select *No.*

Step 2, Condition 1 (First)

Select Execute Algorithm Group, then select *#COMBOS.*

This algorithm group has three algorithms, two of which are active in the sample data. The two active algorithms look for a single debit or a single debit net of earned discount—belonging to one of the identified customers—that matches the payment amount. This approach is useful if your remittance analysis indicates that your customers often pay one open item at a time and the open items are usually for different amounts.

If you do not offer discounts, inactivate the algorithm that evaluates earned discounts. If your customers often pay two items at a time, consider activating the algorithm that looks for any two items combined that match the payment amount.

Step 3

Step 3 repeats the same remittance conditions as Step 2. It executes regardless of the results of customer identification and only if you did not receive references.

This step is useful for customers who often pay their entire open item balance. An algorithm variation exists for handling earned discounts.

For Customers Identified, select *Doesn't Matter* so Payment Predictor processes any payment for which at least one customer is identified. For References Supplied, select *No.*

Step 3, Condition 1 (First) Select Execute Algorithm Group, then select *#BALANCE*.

Step 4

Step 4 repeats the same remittance conditions as Steps 2 and 3. It executes regardless of the results of customer identification and only if you did not receive references.

For Customers Identified, select *Doesn't Matter* to ask Payment Predictor to process any payment for which at least one customer was identified. For References Supplied, select *No*.

Step 4, Condition 1 (First) Select Execute Algorithm Group, then select *#PASTDUE*.

This step shows how the order in which algorithms are executed must be taken into consideration. It is possible that more than one algorithm group could apply to the same payment.

For example, if a remit from group has only one open item (for a new or low-volume customer), then either #COMBOS or #BALANCE would work. If all of the open items are past due (customer has not bought anything recently), then #BALANCE or #PASTDUE would work. Under these circumstances, it is advisable to order the algorithms from most to least efficient. This results in the order #COMBOS, followed by #BALANCE, and then #PASTDUE.

Other factors, such as the number of payments that a given algorithm group applies, are also important. If #PASTDUE could apply to 90% of payments, #BALANCE 10%, and #COMBOS 10% (the total can exceed 100%), then an option is to place #PASTDUE first. These decisions must be made on an individual basis, looking at both payment profiles and enabled algorithms.

When you start using Payment Predictor, begin by ordering steps according to efficiency. If production runs demonstrate that most payments are applied in a step far down in the method, reorder the steps until you establish an optimal configuration.

Step 5

Step 5 executes regardless of remittance conditions. It places any payments that steps 1 through 4 did not apply on account for a control customer. It acts as a *catch all* for payments that it could not identify.

For Customers Identified, select *Doesn't Matter* to enable Payment Predictor to process any payment for which at least one customer is identified. For References Supplied, select *Doesn't Matter*.

Step 5, Condition 1 (First) Select Apply to Control Customer, then select a business unit and customer ID, selecting *99999* or another out-of-range identifier. Select the Worksheet check box.

Take a similar approach if your business practices call for posting all unidentified cash to a control customer.

Setting Up Parallel Processing

This section provides an overview of parallel processing for Payment Predictor and discusses how to:

- Define the maximum instances in PSAdmin.
- Define the maximum concurrent processes for the server.
- Define the number of parallel processes.

- Add more parallel processes to the AR_PP multiprocess job.
- Add additional Payment Predictor process definitions.

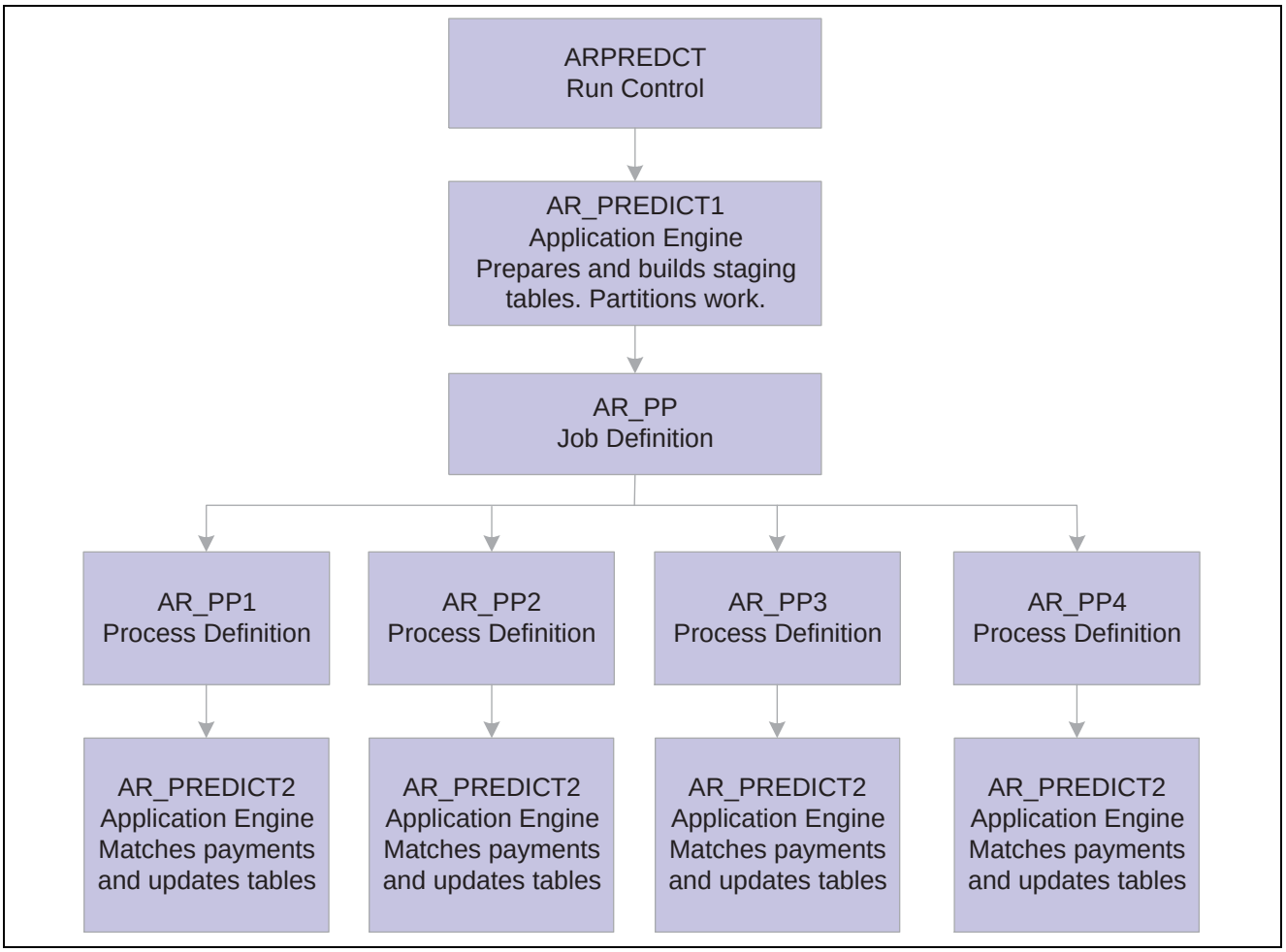
Understanding Parallel Processing for Payment Predictor

Receivables enables you to process multiple Payment Predictor processes in parallel to achieve higher performance. You initiate the processes using one run control and the process automatically divides the work between the number of partitions that you specify in your setup.

The Payment Predictor multiprocess job (ARPREDCT) includes:

- The AR_PREDICT1 process.
- The AR_PP multiprocess job.

The following diagram illustrates how the process works if you have four partitions.



Payment Predictor parallel processes

When you use PeopleSoft Enterprise Process Monitor to check the status of the process, you view the status of the AR_PREDICT1 process and each process within the AR_PP multiprocess job. The system does not indicate that the Payment Predictor multiprocess job (ARPREDCT) is successful until each parallel process completes. The Job Message Log Summary page summarizes all the individual parallel process message log messages for the entire ARPREDCT job.

AR_PREDICT1 Process

The AR_PREDICT1 process acts as a preprocessor for the actual payment matching process and also:

- Gathers all the qualified data for processing.
- Places the qualified data in temporary tables.
- Partitions the data between the child processes.
- Initiates the AR_PP multiprocess job that starts child processes in parallel.

The distribution of the data among the child or parallel processes is based on the composition of the data and the number of parallel processes. The process attempts to spread the data volume evenly among the processors. The staging phase takes a little longer, but the overall processing time is faster because multiple children processes run concurrently. You should balance the decision of using parallel processing or single thread processing based on the volume of data and the hardware capacity to get the maximum benefit from this feature.

AR_PP Multiprocess Job

The AR_PP multiprocess job contains all the Application Engine process definitions that you use for parallel processing, such as AR_PP1. Each process definition calls the AR_PREDICT2 Application Engine process, which actually matches the payments, updates the application tables, and performs table cleanup before the process ends.

Receivables delivers eight process definitions—AR_PP1 through AR_PP8. If you want to run more than eight partitions of the Payment Predictor process at once, you must define additional process definitions. Use the AR_PP1 process definition as an example.

The standard setup for the AR_PP multiprocess job is to run a single threaded process and contains only the AR_PP1 process definition. If you want to use parallel processing, you must assign additional process definitions to the job definition. You must also specify the number of partitions that your organization will use. You might have to experiment with the number of partitions that works for you. We recommend that you assign just a couple of additional partitions and increase the number, if needed.

You might also have to override the server settings for your organization. By default, you can run up to three instances of a process at one time. If you want to run additional instances, you must change your configuration. If you also use parallel processing for the Aging (AR_AGING), Statements (AR_STMTS), and Receivable Update (AR_UPDATE) processes, the maximum instances applies to those processes, as well. For example, if you want to run eight instances for the Receivable Update process and four for the Payment Predictor process, you must configure your server for eight instances.

Pages Used to Set Up Parallel Processing

Page Name	Object Name	Navigation	Usage
Server Definition	SERVERDEFN	PeopleTools, Process Scheduler, Servers, Server Definition, Server Definition	Define the maximum concurrent processes for Application Engine processes.
AR Parallel Processing Options	PARALLEL_AR_SBP	Set Up Financials/Supply Chain, Install, Installation Options, Receivables Then click the Parallel Processing Options link.	Specify the exact number of parallel processes or partitions that you want for Payment Predictor.
Job Definition	PRCSJOBDEFN	PeopleTools, Process Scheduler, Jobs, Job Definition, Job Definition	Add additional Payment Predictor process definitions to run the AR_PP multiprocess job.
Process Definition	PRCSDEFN	PeopleTools, Process Scheduler, Processes, Process & Definition, Process Definition	Add additional Payment Predictor process definitions if you need to run more than eight parallel processes.

Defining the Maximum Instances for PSAdmin

Open the PSAdmin tool on your server to change the configuration settings.

To change the maximum instances:

1. Scroll to the section titled *Values for config section – PSAESRV.*

   The section looks as follows:

```
Values for config section - PSAESRV.
Max Instances = 3.
Recycle Count=0
Allowed Consec Service Failures=0.
```

2. Change the value for Max Instances to the maximum number of parallel processes that you want to run at once.

Defining the Maximum Concurrent Processes for the Server

Access the Server Definition page.

Process Type and **Max Concurrent** — For the *Application Engine* process type, enter the maximum number of parallel processes that you run at once. This figure must be the same or greater than the maximum instances that you defined for PSAdmin.

See Also

Enterprise PeopleTools PeopleBook: PeopleSoft Process Scheduler

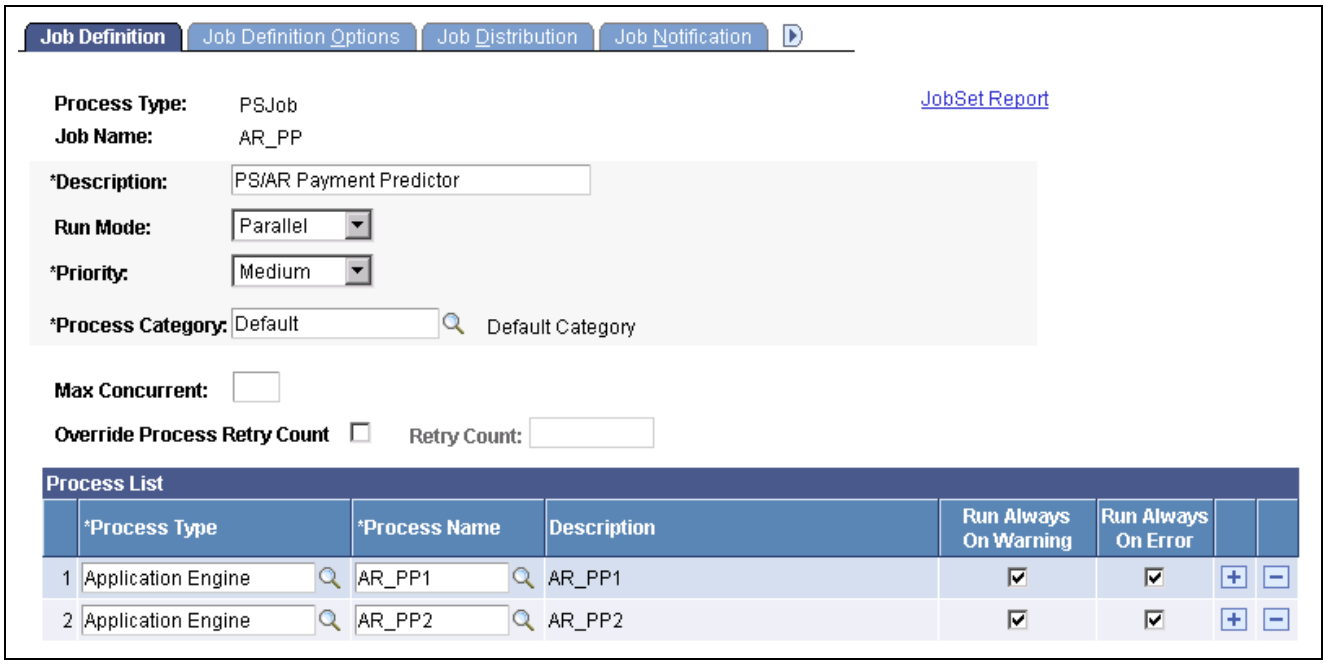
Defining the Number of Parallel Processes

Access the AR Parallel Processing Options page.

Parallel Process and **Maximum Partitions** — Enter the exact number of partitions or parallel processes that you want to run for the *AR_PREDICT* parallel process.

Adding More Parallel Processes to the AR_PP Process Job

Access the Job Definition page for the AR_PP job.



Job Definition page

Run Mode — Always select *Parallel.*

Process Type and **Process Name** — Enter *Application Engine* for the type and select from *AR_PP2* to *AR_PP8* for each separate partition or process that you want to run. If you define additional process definitions, select the name of the definitions that you added.

Note. You must have the same number of rows in the process list as you enter in the Maximum Partitions field on the AR Parallel Processing Options page.

Run Always on Warning and **Run Always on Error** — You must select these check boxes.

See Also

Enterprise PeopleTools PeopleBook: PeopleSoft Process Scheduler

Adding Additional Payment Predictor Process Definitions

Access the Process Definition page.

Complete the fields on this page and the other pages in the Process Definition component (PRCSDEFN) to match the AR_PP1 process definition with two exceptions:

- Use another name.
- Use another description.

Use this format for the name: *AR_PP#,* for example *AR_PP9.*

See Also

Enterprise PeopleTools PeopleBook: PeopleSoft Process Scheduler

Selecting Payments for Payment Predictor Processing

When you set up Payment Predictor methods, establish a hierarchy for processing business units, customers, deposits, and payments. This table describes how you can further refine the process by excluding specific customers or payments.

Defaults	Page Used to Set Default	What Defaults Affect	Turn On/Off	Assign Method
TableSet	Receivables Options - Payment Options	*Business Units* Determines which payment predictor method the system uses as the default for a business unit.	N/A	X
Bank Account	Information	*Deposits* Payment Predictor evaluates payments received electronically, as well as those entered online. When the system receives a payment through a payment interface, it checks the bank account's attributes to see whether payments from this bank account should use Payment Predictor as their default application approach. The associated bank account that uses Payment Predictor should have the PP_SW field on the PS_BANK_ACCT_DEFN table set to *Y.*	X	N/A

Defaults	Page Used to Set Default	What Defaults Affect	Turn On/Off	Assign Method
Customer	Bill To Options	*Bill To Customers* Enables you to override the payment predictor method set at the business unit level for this customer. Supports putting an individual customer on hold to exclude its items from consideration by Payment Predictor.	X	X
Payment	Express Deposit Payments Regular Deposit Payments Worksheet Selection	*Payments* Determines if Payment Predictor should apply an individual payment from an electronic payment or from an online payment. This choice overrides the on and off setting at the TableSet or bank account level. To include or exclude an entire deposit for Payment Predictor processing, you must take action for each payment in the deposit. Although usually not done, it is possible to use Payment Predictor from the express deposit pages. Enter reference information, and then select Payment Predictor.	X	N/A

See Also

Chapter 3, “Defining Receivables Business Units,” Defining Payment Options, page 29

Chapter 19, “Entering Payments,” page 467

Chapter 21, “Applying Payments,” Applying Payments Using Payment Worksheets, page 523

PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook, “Setting Up External, Internal, and Netting Accounts,” Defining Account Information

PeopleSoft Enterprise Order to Cash Common Information 8.9 PeopleBook, “Maintaining General Customer Information,” Entering Additional Billing, Purchasing, Payment, and Write-Off Options for Bill To Customers

Reviewing Payment Predictor Temporary Tables and Sections

This section discusses how to:

- Review temporary tables.

- Review Payment Predictor sections and SQL statements.

Reviewing Temporary Tables

As an Application Engine-based program, Payment Predictor makes extensive use of *set processing* and *temporary tables.* This design improves performance and enhances your ability to modify processing for your environment.

Set processing is a method of manipulating data that operates on more than one row at a time. It is not a SELECT, FETCH, and UPDATE approach; rather, it inserts, updates, and deletes rows in sets. For example, Payment Predictor runs an algorithm group for all payments in all business units that use the current method and meet the remittance conditions of the current step.

The Payment Predictor uses cursor-based processing with reuse being on to avoid data contention and improve performance in support of the parallel processing.

Each of the temporary tables has PROCESS_INSTANCE as the high-order key to enable multiple Payment Predictor jobs to run on the server in parallel without interference.

The temporary tables are organized according to logical levels of data: payments, customers, items, steps, and matches.

Payment Predictor uses the following key temporary tables:

Table	Description
PS_PP_PYMNT_TAO	This table is the first table Payment Predictor populates. It contains one row for each payment processed. The PREPARE section populates this table. Payment Predictor processes only payments selected for Payment Predictor (PS_PAYMENT.PP_SW = Y) that are in balanced deposits (PS_DEPOSIT_ CONTROL.BAL_STATUS = I) for requested business units. Keys: PROCESS_INSTANCE, DEPOSIT_BU, DEPOSIT_ID, PAYMENT_SEQ_NUM. If any rows exist in PS_PAYMENT_ID_ITEM, the system sets PP_REF_STATUS to *Y*—references supplied. This is important because Payment Predictor processes payments with reference information differently than payments without reference information. **Note.** Payment Predictor changes the initial value of *Y* to *N*—no references supplied—if it cannot identify any customers based on the reference information. In other words, a value of *N* might be interpreted as no references supplied or that all references supplied are invalid. Payment Predictor sets the value of PP_MICR_STATUS based on an analysis of the contents of PS_PP_CUST_TAO. The field name is somewhat misleading; the values placed in the field refer to the broader results of customer identification and not just the presence of a MICR ID. End result values are: • *M* (more than one customer identified) • *S* (only one customer identified) • *N* (no customer identified). Payment Predictor stores the method and the setID for the method that was used to process the payment on this table. The PP_APPL_STATUS and PP_DISPOSITION fields contain information on the status of a payment and whether it has been applied or whether it requires a worksheet.

Table	Description
PS_PP_CUST_TAO	This table contains one row for each customer identified by each payment. Keys: PROCESS_INSTANCE, DEPOSIT_BU, DEPOSIT_ID, PAYMENT_SEQ_NUM, CUST_ID (duplicates allowed) Customers are identified using one or more of the following: • One or many rows in PAYMENT_ID_ITEM containing reference information. • One or many rows in PAYMENT_ID_CUST containing a MICR ID. • One or many rows in PAYMENT_ID_CUST containing a customer ID (with or without a business unit). **Note.** When a payment has reference information, Payment Predictor does not use the customer identification information placed on the PS_PP_CUST_TAO table. Instead, it uses the reference qualifier and reference information to find the corresponding items on PS_ITEM. The PS_ITEM records contain the business unit and the customer identifier. Payment Predictor uses the business unit and customer identifier to determine the appropriate customers and related remit from customers.
PS_PP_ITEM_TAO	This table contains one row for each item considered for payment application. If the payment does not have reference information (rows in PS_PAYMENT_ ID_ITEM), Payment Predictor loads all open items for all customers in PS_PP_CUST_TAO into this table. Later, non-reference-based algorithms that are associated with a method evaluate the data in PS_PP_ITEM_TAO. **Note.** An algorithm does not have to use this table as the basis for its evaluation. For example, suppose that the reference-based algorithms obtain information directly from PS_ITEM, bypassing PS_PP_ITEM_TAO completely. Payment Predictor then runs a reference algorithm by inserting a row for each item selected by that algorithm directly into PS_PP_MATCH_ TAO. It then *backloads* the matches into PS_PP_ITEM_TAO to maintain consistency between these two tables.
PS_PP_STEP_TAO	This table contains one row for each step, condition, and action of each method that is processed in a run. The SBLD module populates this table and then executes each step in turn. SBLD drives the payment application process. After the process loads all steps for all identified methods into PS_PP_STEP_TAO, this module does a SELECT, FETCH, and DELETE of each method step in order. The actions associated with a step are performed simultaneously against all payments that have not been processed (or have been released), that have been assigned to the current method by Payment Predictor, and that meet the remittance pattern specified for the step. When the Payment Predictor process completes, this table should be empty (because all steps should have been processed).

Table	Description
PS_PP_MATCH_TAO	The process uses this table to evaluate overpayment and underpayment conditions. This table contains one row for each item to be paid by the payment or to be included on a payment worksheet. It is populated by an algorithm (or by WBLD when you use the Generate A Worksheet option). It might also contain one additional row for each payment that represents a new item generated by the Payment Predictor. It is actually the join between this table and PS_PP_ITEM_TAO that represents the transactions generated by a payment for a worksheet or pending group.
PS_PP_OCSEQ_TAO	The process uses this table to evaluate the sequence of overdue charge entry reasons in the ENTRY_REASN_TBL.

See Also

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Setting Installation Options for PeopleSoft Applications," Defining Receivables Installation Options

Reviewing Payment Predictor Sections and SQL Statements

The Payment Predictor multiprocess job (ARPREDCT) runs two Application Engine processes—AR_PREDICT1 and AR_PREDICT2. Each Application Engine process runs a collection of SQL statements that are run by Application Engine. The AR_PREDICT2 process contains algorithm groups that represent *sections*. Each algorithm in the section represents a step that is either an SQL statement or the *DO* of another section. If you want to DO a section more than once, you use a DO SELECT. The processes perform the section you specify once for each row the select returns. It places values returned by the select in %BIND variables and references them by name in subsequent SQL statements.

The AR_PREDICT1 process prepares the staging tables and populates the temporary tables for the second multiprocess job. The staging tables are PS_PP_ITEM_TMP, PS_PP_CUST_TMP, and PS_PP_PYMNT_TMP, and they are images of the tables PS_PP_ITEM_TAO, PS_PP_CUST_TAO, and PS_PP_PYMNT_TAO. The staging tables populate the temporary tables used by the child processes. The AR_PREDICT2 process uses the information in the temporary tables to generate the groups and worksheets.

The AR_PREDICT2 process flow has four stages:

- Executing method steps.
- Generating transactions.
- Update tables and status.
- Release process instances on tables.

This section provides background information about the sections in the AR_PREDICT1 and AR_PREDICT2 Application Engine processes.

AR_PREDICT1 - Preparing Temporary Tables

This table describes the sections that prepare temporary tables:

Section	Description
PREPARE	Builds the temporary tables PS_PP_PYMNT_TAO and PS_PP_ITEM_TAO. For payments containing no references or completely invalid references, (PS_PP_ PYMNT_TAO.PP_REF_SW = N), it loads all items for the customers identified through PS_PAYMENT_ID_CUST into PS_PP_ITEM_TAO.

ID_ITEM	Populates the temporary table, PS_PP_CUST_TAO, with customer identification information for payments with references (PS_ PYMNT_TAO.PP_REF_ STATUS = Y). Platform-specific codes can apply in this section.
	
	First, Payment Predictor determines a list of the types of references that it uses for all payments in the run. Then for each type of reference it uses, it builds a dynamic SQL statement to insert a row into PS_PP_CUST_TAO for each payment. For each type of reference, it runs two SQL statements based on the algorithms CUSTMP1 and CUSTMP2.
	
	For example, if ITEM references were included in any payments in the run, the module would concatenate "AND X.REF_ QUALIFIER_CODE = 'I' AND X.REF_VALUE = I.ITEM)" to the end of the statements and run the statements.
	
	Done from PREPARE as a DO SELECT, ID_ITEM.
	
	`%SelectInit(REF_QUALIFIER_CODE, FIELDNAME)SELECT DISTINCT R.REF_⇒`
	`QUALIFIER_CODE ,`
	`R.FIELDNAMEFROM %Table(PP_PYMNT_TAO) P , PS_PAYMENT_ID_ITEM X ,`
	`PS_AR_FLD_REF_TBL R WHERE P.PROCESS_INSTANCE = %Bind(PROCESS_⇒`
	`INSTANCE)`
	`AND P.PP_REF_STATUS = 'Y' AND P.DEPOSIT_BU = X.DEPOSIT_BUAND`
	`P.DEPOSIT_ID = X.DEPOSIT_IDAND P.PAYMENT_SEQ_NUM = X.PAYMENT_⇒`
	`SEQ_NUMAND`
	`X.REF_QUALIFIER_CODE = R.REF_QUALIFIER_CODE AND R.REF_STATUS =⇒`
	`'A'`
	
	Payment Predictor accomplishes the same results without a special module for the dynamic SQL. All the SQL is dynamic, and Payment Predictor uses the Application Engine bind variables that are returned from the DO SELECT.
	`AND X.REF_QUALIFIER_CODE = %BIND(REF_QUALIFIER_CODE)AND X.REF_⇒`
	`VALUE = I.%BIND`
	`(FIELDNAME, NOQUOTES)`

ID_CUST	Populates the PS_PP_CUST_TAO temporary table with customer identification information for payments with MICR or customer references. Also done from PREPARE. Platform-specific codes can apply in this section.

AR_PREDICT2 - Executing Method Steps

This table describes the sections that run method steps:

Section	Description
SBLD	This section builds the PS_PP_STEP_TAO temporary table and then executes each step in turn. First, it inserts one row for each step, condition, and action of each method needed to process all payments for all business units requested. For example, if the step has a condition that runs an algorithm and then generates an adjustment for an underpayment, it inserts two rows into PS_PP_STEP_TAO. It deletes each row upon completion; this table should be empty at the end of a normal run. After the PS_PP_STEP_TAO table is created, the second phase begins.
STEP	The Step Manager, done from SBLD with a DO SELECT. Depending on the step and condition that the system is processing, the appropriate section is done.
GENITEM	Executed for each Generate An Item step. It might generate items based on the criteria specified in the method and on the condition of the payment.
WBLD	Executed for each Generate A Worksheet step. It might generate worksheets based on the criteria specified in the method and on the condition of the payment.
CNTL_ACT	Executed for a control account step.
RELEASE	Executed for each release. The payment step uses only the temporary tables. It releases a payment that an algorithm has attempted to apply, enabling subsequent method steps that match the remittance profile to process the payment. When an algorithm finds any items to apply for a payment, another algorithm (or method step) does not consider that payment for application unless a Release The Payment step releases it.

Section	Description
ALGR	Not a true section. A *dynamic DO* performs the actual run of the SQL contained in the algorithm group, and the section that is run is the name of the algorithm group. The name of an algorithm group must begin with a # and must match the name of a section. An algorithm is a group of statements in a section. When an algorithm populates PS_PP_MATCH_TAO, it must set the value of PP_PROC_FLAG to *0.* Subsequent statements included in the algorithm group allow you to further adjust or refine the answer set contained in PS_PP_MATCH_TAO to: • Limit the answer set to just the customers included in the identifying information. • Add a unique single debit or credit.
ALGRDONE	Performs system processing after an algorithm populates PS_PP_MATCH_TAO. This includes handling the bulk of the Payment Predictor hold logic, executing the Check Pending option, and eliminating duplicate items from being selected. After it is called, all items selected end up with PS_PP_MATCH_TAO. PP_PROC_FLAG = *1*. This switch changes to *2* after the group of steps is completed—after an Execute Algorithm and then over- and underpayment clauses. ALGRDONE appears in sections at the points where the answer set can be modified. Receivables implements this in the algorithm groups of #BALANCE, #COMBOS, #PASTDUE, and #STATEMNT.

AR_PREDICT2 - Generating Transactions

This table describes the sections that generate transactions:

Section	Description
UPDM	Updates the matches. This is required to assign sequence numbers needed for building the PS_PENDING_ITEM and PS_PAYMENT_ITEM tables. This is a SELECT, FETCH, and UPDATE operation. UPDM performs other functions, including building deposits and payments generated during the run, making an additional pass for the check pending option, and handling the orphan payments that have not been processed. In addition, it excludes items that have been selected but that have a different currency from the payment.
PGEN	Generates payment worksheets, group control, and pending items, as needed. These are all set mode operations—a series of SQL statements run, each creating worksheets for a subset of payments.

Section	Description
PUPD	Performs a SELECT, FETCH, and UPDATE of each payment being processed in this run and updates the PS_PAYMENT table accordingly. PUPD exists as an individual section, because it can be replaced with a stored procedure on some SQL platforms.
TERMINATE	Calculates and logs messages for the payment totals and payment amounts either applied, generated to worksheets, or released. Releases the process instances on tables used.

CHAPTER 10

Setting Up Automatic Maintenance Processing

This chapter provides an overview of the Automatic Maintenance Application Engine process (AR_AUTOMNT) and discusses how to:

- Set up automatic maintenance methods.
- Define automatic maintenance algorithm groups.

Note. This chapter is required. You must complete the tasks discussed in this chapter to implement automatic maintenance processing.

Understanding the Automatic Maintenance Process

The Automatic Maintenance process is a PeopleSoft Enterprise Application Engine process that matches debit items to credit items. The process is useful when you want to automatically match items with the same amounts or when you want to automatically close deductions and disputed items.

The process places the items that meet your matching criteria in match groups unless they are already selected in a worksheet, such as the payment or maintenance worksheet. A match group must contain at least one debit item and one credit item, but it can contain multiple debit and credit items.

You create automatic maintenance methods that define the rules for matching the items, and specify which method to use for each business unit or when you run the process.

The process:

- Executes the steps in the automatic maintenance method that you assign to the business unit, unless you override it for all business units on the run control page.

  As the process executes each step, it creates a row in a temporary table for each item that it tries to match. The process also stores the appropriate action for each step in a temporary table.

- Writes off the remaining balance for match groups, if the balance meets the write off tolerances.

  If the match group contains only one debit and one credit, it creates either a MT-02 (write off a credit) or MT-03 (write off a debit) item. If the group contains multiple debits or credits, it creates either a MT-06 (write off remaining credit) or MT-07 (write off remaining debit) item.

- Creates a maintenance group for each corporate customer, which has match groups for conditions where the step does *not* create a worksheet.

  The process sets the group to post. When you post the group, the Receivable Update process (ARUPDATE) creates distribution lines for the items, using the accounting template for the appropriate automatic entry template.

- Creates a maintenance worksheet for each corporate customer, which has match groups for conditions where the step creates a worksheet.

  You must review the worksheet and set the group to post.

- Creates an item maintenance activity for each item.

  Enters the same value in the match group ID field in the item maintenance activity for each item in the group.
- Uses the anchor business unit on the run control as the anchor business unit for each maintenance group or worksheet.

  The Receivable Update process uses the anchor business unit to generate interunit accounting entries when items are matched across business units.
- Converts the item amounts to a common currency to handle items in different currencies.

  The process uses the general ledger base currency for the anchor business unit that you entered on the run control for the common currency. If you do not enter an anchor business unit on the run control page, the process uses the general ledger base currency for the business unit with the lowest value in the grid that appears on the run control page.

See Also

Chapter 29, "Processing Multiple Currencies in Receivables," Understanding Multicurrency Processing for Items, page 722

Chapter 22, "Maintaining and Reviewing Item Information," Reviewing Item Activity for a Match Group, page 558

Chapter 23, "Maintaining Customer Account Balances," Write-off Tolerances, page 570

Setting Up Automatic Maintenance Methods

To set up automatic maintenance methods, use the Automatic Maintenance Method component (AUTOMNT_METHOD).

This section provides an overview of automatic maintenance methods and discusses how to:

- Identify automatic maintenance methods.
- Define automatic maintenance method details.
- View a sample automatic maintenance method.

Understanding Automatic Maintenance Methods

Automatic maintenance methods define rules for matching debits and credits and for handling remaining balances for each match group. The Automatic Maintenance process uses the method that you assign to the business unit for processing unless you override the method for all business units on the Automatic Maintenance run control page.

Each method contains a series of steps that the process executes sequentially. For each step, you specify:

- One matching instruction.
- As many conditions and actions as necessary.
- Whether to exclude certain types of items, such as deductions.

You select one of these matching instructions for each step:

- Have the process match a value in a field in the debit items to a value in a field in the credit items.

If an automatic maintenance method indicates that the process should exactly match items by their open amount and the One to One option is selected in the method, the items must be unique. For example, if you have two 1,000.00 EUR credits and one 1,000.00 EUR debit, the process does not place any of the items in a match group.

- Have the process execute the #OLDEST or user-defined algorithm group.

  The #OLDEST algorithm group matches open items by due date—matching the items with the oldest due dates first—until either all the available credits or all the available debits are matched. It uses the directions that you provide for the step to determine how to handle the remaining balance.

- Have the process write off items with a specific entry type and reason that were not matched in previous steps.

  The write-off amount must meet the write-off tolerances defined for the entry reason assigned to the automatic entry types associated with the Write-off a Credit (MT-02), Write-off a Debit (MT-03), Write-off Remaining Credit (MT-06), and Write-off Remaining Debit (MT-07) system functions.

For the first two instructions, you define the action that the process takes based on the remaining balance for the match group. The system populates the actions for the last instruction and you cannot change them. You also define whether to put the match group or write-off on a maintenance worksheet.

Designing Methods Based on Reference Values

It is essential that you have a thorough understanding of how your organization tracks reference information on credit items when you create your automatic maintenance methods.

Ideally, the methods that you define enable the Automatic Maintenance process to match the majority of your debits and credits and to write off the remaining balances, leaving only the exceptions to be matched or written off using the maintenance worksheet. The trick is to fit your methods to the way that your business processes populate reference information.

Place the steps that produce the greatest number of matches at the beginning of the automatic maintenance method. For example, if you are creating a method to resolve deductions, and the majority of your customers provide the claim number in the Claim Number field when they take the deduction, and you also enter it in the Claim Number field when you create the credit memo, use the Claim Number field in the first step.

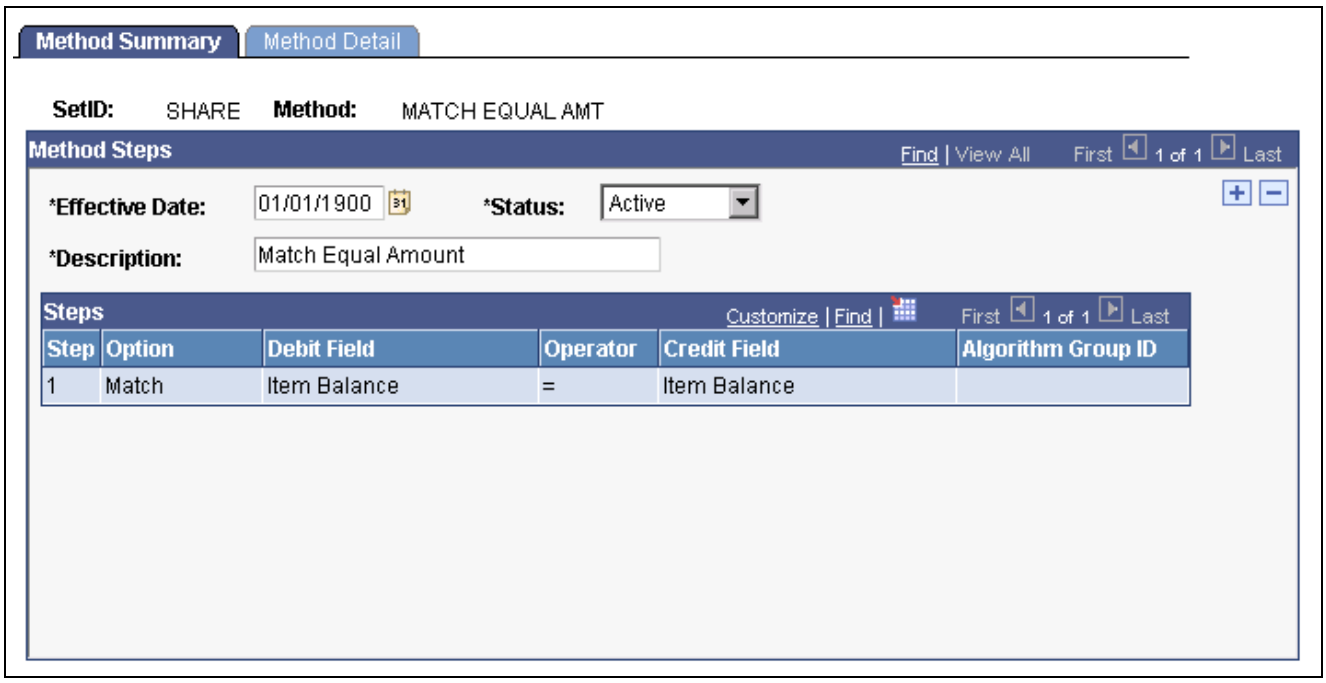
As you work with methods during implementation, you will probably change them until you find the most efficient way to match items.

Pages Used to Set Up Automatic Maintenance Methods

Page Name	Object Name	Navigation	Usage
Method Summary	AUTOMNT_METHOD	Set Up Financials/Supply Chain, Product Related, Receivables, Credit/Collections, Automatic Maintenance Methods, Method Summary	Add a new automatic maintenance method or view a summarized list of the steps in an existing method.
Method Detail	AUTOMNT_STEP	Set Up Financials/Supply Chain, Product Related, Receivables, Credit/Collections, Automatic Maintenance Methods, Method Detail	Define the steps that the Automatic Maintenance process performs when you run a method.

Identifying Automatic Maintenance Methods

Access the Method Summary page.



Method Summary page

Method Displays the unique code that identifies the automatic maintenance method.

Steps

The Steps grid displays a list of all the steps in the automatic maintenance method. When you first add a new method, the list is blank.

Step Displays the step number. The process performs the steps in sequential order.

Option Displays the type of task that the step performs. Values are:

Match: Matches the values in a field for a debit item to the value in a field for a credit item.

Algorithm: Matches or creates a write-off based on the algorithm that you selected.

Write-Off: Writes off debit or credit items that the process did not previously match that have an amount that is less than the defined tolerances for either the business unit, customer, or automatic maintenance reason associated with the automatic entry type for the write-off item, such as Write off a Debit or Write off a Credit.

Debit Field Displays the field whose value you are matching for debit items.

Operator Displays the operator that the process uses to match the items. Values are:

=: Creates exact matches.

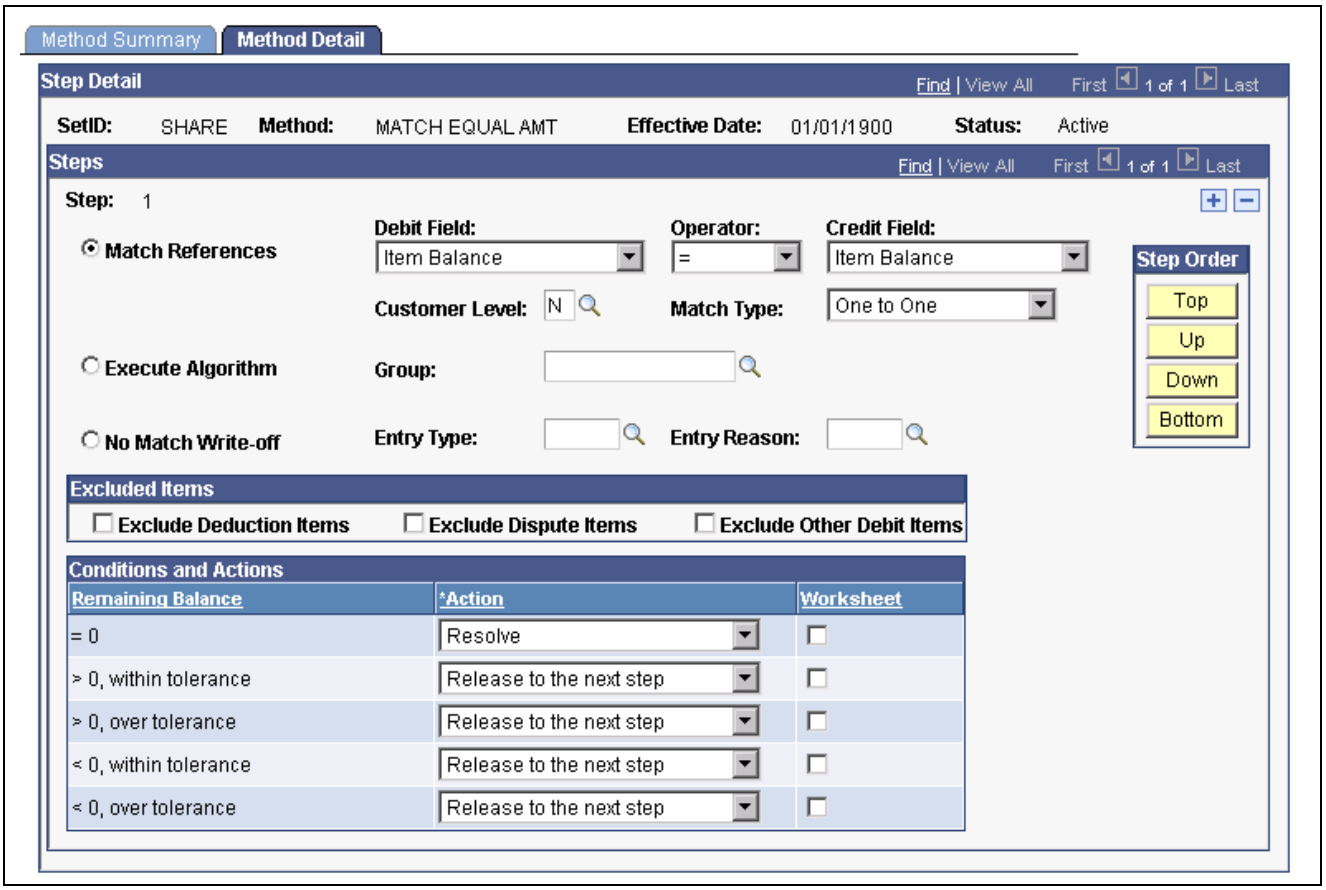
LIKE: Creates partial matches.

Credit Field Displays the field whose value you are matching for credit items.

Algorithm Group ID Displays the name of the Application Engine section that the process runs for the step.

Defining Automatic Maintenance Method Details

Access the Method Detail page.



Method Detail page

Steps

When the Automatic Maintenance process runs, it examines each debit item and performs the steps in the method in sequential order. The system automatically assigns the Step number.

Select one of these options for each step:

Match References Matches the values in a field in a debit item to a value in a field in a credit item. For example, it could match the invoice for a debit item with the document ID for a credit item. When you select this option, you must specify the match criteria.

Execute Algorithm Performs matching and write-offs defined in a Application Engine section. Each section is an algorithm group and each step in the section is an algorithm. The Automatic Maintenance process executes the actions based on the results of the algorithm.

When you select this option, you must enter the name of the algorithm group in the Group field. Select a user-defined algorithm or select the system-defined #OLDEST algorithm, which matches all debits and credits in oldest first order by due date.

See Chapter 10, "Setting Up Automatic Maintenance Processing," Defining Automatic Maintenance Algorithm Groups, page 259.

No Match Write-off Writes off debit or credit items not matched by the previous steps that have an amount that is less than the tolerances that you defined.

When you select this option, select the Entry Type and Entry Reason for the items that you want to write off. For example, enter *DED* for the entry type to write off deduction items. When you create entry reasons for an entry type, you might want to create an entry reason for a small amount, such as 5.00 USD. When you create an item, such as a deduction, assign the entry reason for small amounts to the item. Enter the entry reason for small amounts in the Entry Reason field.

If you want to write off both debits and credits, you need to create two separate steps.

Note. If you select No Match Write-Off for a step, the Automatic Maintenance process does not check the percentage tolerance, because the percentage will always be 100.

If you selected Match References, specify the criteria for creating a match.

Debit Field Enter the field whose values you want to match in debit items.

Operator Select the operator to use for matching. Values are:

=: Creates exact matches.

LIKE: Creates partial matches, including values that begin with the same characters or numbers. For example, the process would match a debit whose reference ID is 123 to a credit whose reference ID is 12345, or it would match a debit whose reference ID is 12345 with a credit whose reference information ID is 123. However, it will not match 12345 to 12378.

If you want to create both exact and partial matches, enter one step to create exact matches and one to create partial matches. Because like matches also retrieve exact matches, always precede a *Like* match step with an *Exact* match step.

Credit Field Enter the field whose values you want to match in credit items.

You can match values in the following fields in the Item table (PS_ITEM) for either the debit or credit items. The field for the credit does not have to be the same field as the debit. Select from these values: *AR Specialist, Bill of Lading, Broker ID, Carrier ID, Claim Number, Class of Trade, Collector, Contract* number, *Credit Analyst, Item Balance* (open amount), *Division, Document ID, Family, Invoice, Item ID, Major Classification, Order No, Open Amount, Promotion/Merchandising, Proof of Delivery, Purchase Order Reference, Sales Person, Sales Person 2,* or *User 1* through *User 10.*

Customer Level You can expand match groups to include items across all customers in a customer group. Select the customer level to use when creating match groups. Values are:

C: Corporate customer group.

N: No customer relationships considered. This is the default value.

R: Remit from customer group.

Match Type Specify how the process does the matching. Select one of these values:

All: Places all items that meet the matching criteria in one match group.

One to One: Matches only one debit to only one credit in a match group. If the matching criteria creates a match group with more than one debit or credit, the process does not match them. Matches debit and credit items of the same amount for a customer as long as the amounts are unique. For example, if you select *Item Balance* as the matching criteria in both the Debit Field and the Credit Field, and there are two 1,000.00 USD debits and one 1,000.00 USD credit, it does not match the items.

Exclude Deduction Items Select to exclude deduction items from matching when processing the step.

Exclude Dispute Items Select to exclude disputed items from matching when processing the step.

Exclude Other Debit Items Select to exclude all items other than deduction and disputed items from matching when processing the step.

Step Order

The buttons in the Step Order group box move a step up or down in the method. Place the steps that produce the greatest number of matches at the beginning of the method.

Conditions and Actions

If you select Match References or Execute Algorithm, you must select an action for each condition. Each step includes five remaining balance conditions.

If you select No Match Write-off, the system defines the conditions and actions, and you cannot change them. However, you can specify whether you want to place the write-off items on a worksheet.

Remaining Balance Displays the condition for the remaining balance for a match group. Values are:

= 0: The remaining balance is zero.

> 0, within tolerance: The remaining balance is greater than zero and meets the write-off tolerances.

> 0, over tolerance: The remaining balance is greater than zero and exceeds the write-off tolerances.

< 0, within tolerance: The remaining balance is less than zero and meets the write-off tolerances.

< 0, over tolerance: The remaining balance is less than zero and exceeds the write-off tolerances.

Note. You define the write-off tolerances for each business unit and override them for individual customers or for the automatic maintenance reason that you assign to the automatic entry types associated with these system functions: Write-off a Credit (MT-02), Write-off a Debit (MT-03), Write-off Remaining Credit (MT-06), and Write-off Remaining Debit (MT-07).

See Chapter 3, "Defining Receivables Business Units," Defining General Options, page 24.

Action

Select the action that you want the process to perform based on the remaining balance for the group. Values are:

Resolve: The process matches the entire amount of the items. Select this when the balance is zero.

Resolve, write off balance: The process matches the items and creates a write-off item for the amount of the remaining balance. Select when the remaining balance is within tolerances.

Resolve, leave balance open: The process matches the items and creates a new item in the amount of the remaining balance for the group.

Release to next step: The process does not match the items. The debit and credit items are available for processing in the next step. Select for either a zero balance or a remaining balance.

Important! If you use Promotions Management, you should not create automatic maintenance methods that write off the balance for a match group, because the promotion information will not be updated correctly in Promotions Management.

Worksheet

Select to place the match group on a maintenance worksheet for online review. The worksheet displays the match groups and suggested write-off items or remaining open amounts. You can accept the results or make manual adjustments before posting the maintenance group.

Note. You can select Worksheet only for a *Resolve, write off balance* action for a No Match Write-Off step.

Viewing a Sample Automatic Maintenance Method

We provide several sample methods in the sample database for you to review before you design your own methods. The following sections provide an example of a automatic maintenance method. The example:

- Matches all items except deduction and disputed items that have matching unique open amounts.
- Matches values in the Document field in the Item table for deduction items with the values in the Document field in the Item table for credit items.

The example has four steps. Each step considers the remaining balance for the match group and provides an action based on the balance.

Note. You may want to have several steps that exactly or partially match different references, because not all of your customers supply the same reference information.

Step 1 - Exact Match on the Open Amount

Step 1 provides instructions on creating a match group for each set of debit and credit items that have a unique open amount as well as instructions on resolving each group. For example, the open amount for a debit is 999.00 CAN and the open amount for a credit is –999.00 CAN. Each match group is set to post. You want to match items—except exception items—for all customers associated with the remit from customer.

To create these instructions:

1. Select Match References and enter the following matching criteria:

   Debit Field Select *Item Balance.*

   Operator Select =.

   Credit Field Select *Item Balance.*

   Customer Level Select *R.*

   Match Type Select *One to One.*
2. Select Exclude Deduction Items and Exclude Dispute Items.
3. Select an action for each condition.

   You must select *Resolve* when the remaining balance = 0. You can select any action for the other conditions, because the remaining balance is always zero for this matching criteria and none of the other conditions apply.
4. Clear the Worksheet check box.

Step 2 - Exact Match of a Reference Value

Step 2 provides instructions for the Automatic Maintenance process to take if the value in the Document field for the deduction item is exactly the same as the value in the Document field for a credit item. The process matches items for all customers associated with the remit from customer.

To create these instructions:

1. Select Match References and enter the following matching criteria:

   Debit Field Select *Document ID.*

   Operator Select =.

   Credit Field Select *Document ID.*

   Customer Level Select *R.*

   Match Type Select *All.*
2. Select Exclude Dispute Items and Exclude Other Debit Items.
3. Enter the parameters for each condition as shown in this table:

Remaining Balance	Action	Worksheet
= 0	*Resolve*	Clear to post the match group.
> 0, within tolerance	*Resolve, write off balance*	Clear to post the match group.

Remaining Balance	Action	Worksheet
> 0, over tolerance	*Resolve, leave balance open*	Select to review the match group on a maintenance worksheet.
< 0, within tolerance	*Resolve, write off balance*	Clear to post the match group.
< 0, over tolerance	*Resolve, leave balance open*	Select to review the match group on a maintenance worksheet.

Step 3 - Partial Match of a Reference Value

Step 3 provides instructions to take if the value in the Document field for a deduction partially matches the value in the Document field for a credit item. The process matches items for all customers associated with the remit from customer.

To create these instructions:

1. Select Match References and enter the following matching criteria:

   Debit Field Select *Document ID.*

   Operator Select *Like.*

   Credit Field Select *Document ID.*

   Customer Level Select *R.*

   Match Type Select *All.*

2. Select Exclude Dispute Items and Exclude Other Debit Items.
3. Enter the parameters for each condition as shown in this table:

Remaining Balance	Action	Worksheet
= 0	*Resolve*	Clear to post the match group.
> 0, within tolerance	*Resolve, write off balance*	Select to review the match group on a maintenance worksheet.
> 0, over tolerance	*Resolve, leave balance open*	Select to review the match group on a maintenance worksheet.
< 0, within tolerance	*Resolve, write off balance*	Select to review the match group on a maintenance worksheet.
< 0, over tolerance	*Resolve, leave balance open*	Select to review the match group on a maintenance worksheet.

Step 4 - No Match Write-Off

Step 4 provides instructions to take if the value in the Document field for a deduction does not match the value in the Document field for any credit items, when the entry reason for the deduction is SMALL. The write-offs will not be placed on a worksheet. Use this instruction when an item amount is too low to make investigating the open balance worthwhile.

To create these instructions:

1. Select No Match Write-Off.
2. Select Exclude Dispute Items and Exclude Other Debit Items.
3. Enter the entry type code for deductions, such as *DED,* in the Entry Type field.
4. Enter SMALL in the Reason field.

Defining Automatic Maintenance Algorithm Groups

This section provides an overview of automatic maintenance algorithm groups and discusses how to add a new algorithm group.

Understanding Automatic Maintenance Algorithm Groups

The Automatic Maintenance process uses algorithm groups to match debit items to credit items. When you implement the Automatic Maintenance process, you must create custom algorithm groups from scratch, if you need to use them. For example, you might include a step in your automatic maintenance method that matches the values in two debit item fields to the values in two credit item fields, because you want to match debit items to credit items by matching the invoice number and the purchase order number in both items.

An algorithm group is a section in a Application Engine program. You need to be familiar with Structured Query Language (SQL) and with creating Application Engine processes to write a custom algorithm group.

We provide a sample algorithm group, called #SAMPLE1, in the sample database. The algorithm group matches a debit item to a credit item when the invoice number and the purchase order number are the same in both the debit and the credit item. The algorithm group contains two steps, and each step contains one SQL statement. The sample provides an example of an exact match. However, you can also design your algorithms to create a partial or *LIKE* match.

This text is the SQL statement for the DEBITS step in the #SAMPLE1 section:

```
%InsertSelect(MT_ITEM_TAO, MT_ITMOPN_TAO, CORPORATE_SETID = SETID,
CORPORATE_CUST_ID = CUST_ID, MATCH_GROUP_ID = %BIND(AUTOMNT_METHOD)
%CONCAT %NumToChar(%BIND(STEP_NUM)) %Concat %Upper(INVOICE) %CONCAT %Upper(PO_⇒
REF),
AUTOMNT_METHOD = %Bind(AUTOMNT_METHOD), STEP_NUM = %Bind(STEP_NUM),
DR_AMT = BAL_AMT, CR_AMT = 0, DR_CNT = 1, CR_CNT = 0, ITEM_AMT = BAL_AMT,
ITEM_AMT_BASE = BAL_AMT_BASE, ENTRY_USE_ID = 'MT-01')
FROM %Table(MT_ITMOPN_TAO)
WHERE PROCESS_INSTANCE = %ProcessInstance
AND BAL_AMT > 0
AND INVOICE <> ' '
```

```
AND PO_REF <> ' ' %Bind(AE_WHERE, NOQUOTES)
```

This text is the SQL statement for the CREDITS step in the #SAMPLE1 section:

```
%InsertSelect(MT_ITEM_TAO, MT_ITMOPN_TAO, CORPORATE_SETID = SETID,
CORPORATE_CUST_ID = CUST_ID, MATCH_GROUP_ID = %BIND(AUTOMNT_METHOD)
%CONCAT %NumToChar(%BIND(STEP_NUM)) %Concat %Upper(INVOICE) %CONCAT %Upper(PO_⇒
REF),
AUTOMNT_METHOD = %Bind(AUTOMNT_METHOD), STEP_NUM = %Bind(STEP_NUM),
DR_AMT = 0, CR_AMT = BAL_AMT, DR_CNT = 0, CR_CNT = 1, ITEM_AMT = BAL_AMT,
ITEM_AMT_BASE = BAL_AMT_BASE, ENTRY_USE_ID = 'MT-01')
FROM %Table(MT_ITMOPN_TAO)
WHERE PROCESS_INSTANCE = %ProcessInstance
AND BAL_AMT < 0
AND INVOICE <> ' '
AND PO_REF <> ' ' %Bind(AE_WHERE, NOQUOTES)
```

You can copy the SQL that we provide in the DEBITS and CREDITS steps to the steps in your algorithm groups, but you must change the WHERE statement as needed. You must also change the values for INVOICE and PO_REF in the SELECT statement to the appropriate field values that you want to match.

If you are creating an algorithm group to write off items not matched in previous steps, create algorithm groups by copying the SQL in the DEBITS and CREDITS steps in the WRITEOFF section and modifying the WHERE statements.

Adding a New Algorithm Group

Use PeopleSoft Enterprise Application Designer to add a new algorithm group to the Automatic Maintenance process. All custom sections must begin with #, such as #CUSTOM.

There are two ways to add a new algorithm group:

- Copy an existing algorithm group (does not work on all platforms).
- Create an algorithm group from scratch.

We recommend copying whenever possible, because it saves you time.

See Also

Enterprise PeopleTools PeopleBook: PeopleSoft Application Engine

CHAPTER 11

Setting Up Draft Processing

This chapter provides an overview of draft processing, the draft life cycle, and setup for draft processing; and discusses how to:

- Review business events and subevents.
- Define draft transaction types.
- Define draft types.
- Define where draft documents are stored.
- Define draft collection methods.
- Assign customers to draft groups.
- Set up automatic numbering for draft processing.
- Set up draft reference qualifiers.
- Define Electronic Funds Transfer (EFT) reason codes and EFT file layout codes.

Note. This chapter is required. You must complete the tasks discussed in this chapter to implement draft processing.

Understanding Draft Processing

Many economies throughout the world use drafts as a payment method. The details vary country by country.

Vendor-initiated drafts, which are prepared by the vendor, are sometimes called *bills of exchange.* The vendor specifies the due date, whether the draft is to be discounted, and the remittance procedure (paper, EFT, or Electronic Data Interchange (EDI)). Typically, the vendor's bank submits the draft to the customer's bank for processing.

Customer-initiated drafts, which are usually, but not always prepared by the customer, are sometimes called *bills of order* or *promissory notes.* The customer specifies the due date and when the customer is to remit payment. The drafts are sent preapproved to the vendor, who must either accept or refuse the draft. The customer decides whether or not the draft is to be discounted and the remittance procedure (paper, EFT, or EDI).

Both types of drafts involve an obligation on the part of the buyer to pay the seller a particular sum on a given date. The drafts are redeemable on or after their stated due date, and it is common for both types of drafts to be redeemed before their due date at a discounted amount.

Understanding the Draft Life Cycle

This section discusses:

- Draft life cycle overview.
- Major events in the draft life cycle.
- Additional draft events.

Draft Life Cycle Overview

Processing a draft normally occurs over an extended period of time. The events that occur during the draft life cycle are the same for both customer- and vendor-initiated drafts.

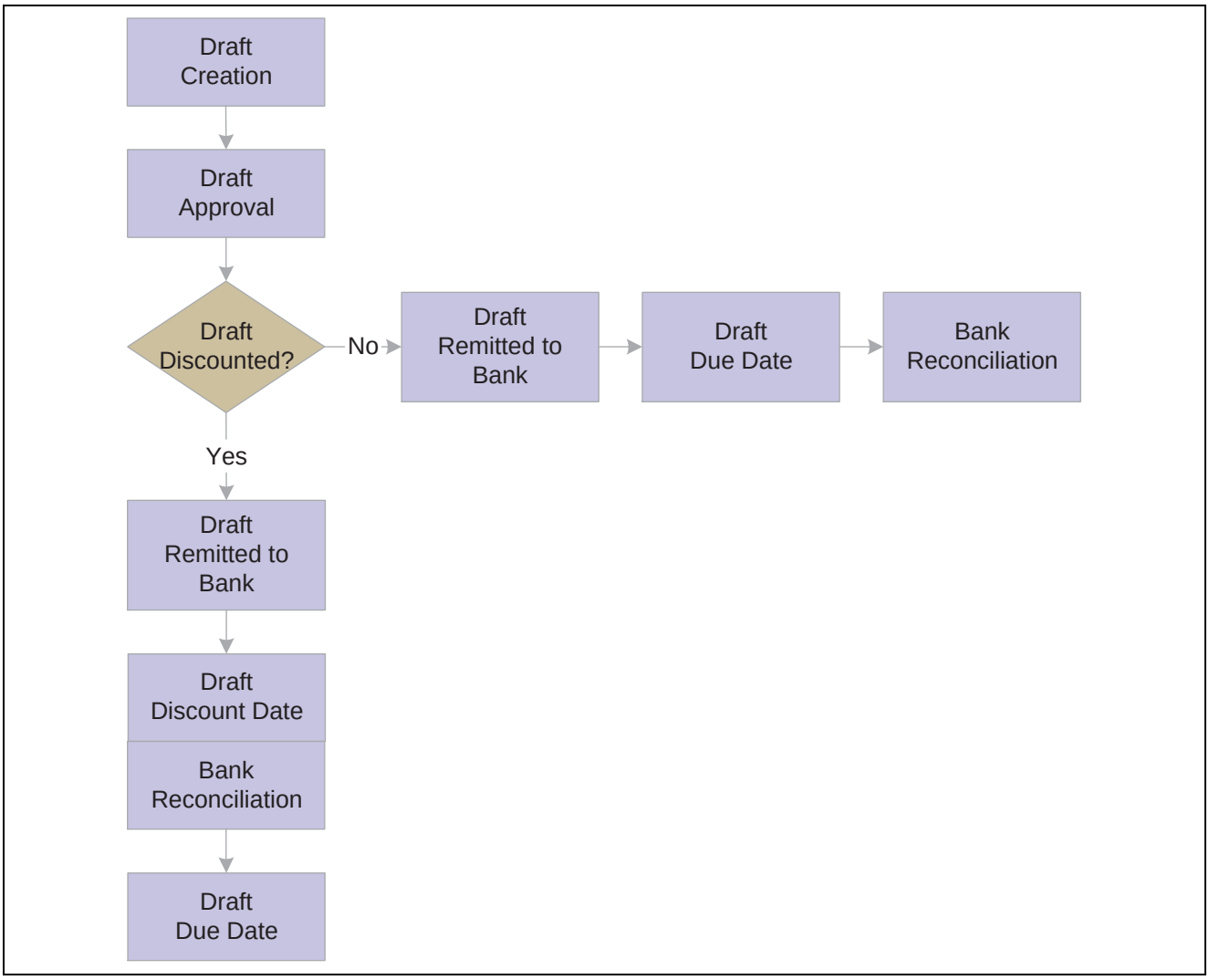
Each event in the draft life cycle generates accounting entries and changes the status of the draft. You initiate some of these events online and others occur automatically when you run the Receivable Update Application Engine process (ARUPDATE). PeopleSoft defines the draft processing rules for each business event that Receivables supports. You define how the system creates accounting entries for each event by draft type.

The path that a draft takes in the draft life cycle depends on if the draft is:

- Nondiscounted.
- Discounted with recourse.
- Discounted without recourse.

Drafts that are discounted with recourse and drafts that are discounted without recourse follow the same path but generate different accounting entries.

The following graphic shows the major events that occur in the draft life cycle:



Draft life cycle

The system keeps an audit history of all events that occur for an individual draft and records the history in the Draft Activity table (PS_DRAFT_ACTIVITY). Some events, such as the draft approval event, generate a group ID when the event occurs. For other events, such as draft remittance, the Receivable Update process assigns a group ID. The Receivable Update process also updates the activity record with the posting date.

Major Events in the Draft Life Cycle

This section describes the major events in the draft life cycle:

- Draft creation
- Draft approval
- Draft remittance
- Draft discount date
- Draft due date
- Bank statement reconciliation

Draft Creation

You create a draft using the Draft Request page or one of the two online entry pages (Draft Entry and Draft Mass Entry). The page that you use depends on whether you are creating a customer- or vendor-initiated draft. At this point in the draft life cycle, the draft enters the Receivables system. You can also load a *kijitsu* draft (from Japan) into the system electronically by using an EFT file. The status of a draft that you create is either *Identified* or *Pending Acceptance.*

Draft Approval

After you apply items to the draft, you approve it using a draft worksheet or a draft approval worksheet. If the draft is preapproved, the system automatically approves the draft when you create it. The status of an approved draft is *Accepted.*

Draft Remittance

You send the draft to the bank to arrange for collection of the monies owed. You use the draft remittance worksheet to perform this task. The monies are collected at either the due date or the discount date, based on your specifications. If you specify that you want to collect the funds at the discount date, the bank normally charges a fee and interest. This effectively arranges for a short-term loan on the basis of the guaranteed future payment. The status of a remitted draft is *Remitted.*

Draft Discount Date

When the draft reaches its discount date, the bank places the funds in your account. If you discount a draft, the Receivable Update process creates accounting entries on the discount date. If a draft is discounted with recourse, the system automatically creates the appropriate liability accounting entries to record your financial exposure. These entries are necessary because the bank reserves the right to take the money back from you if your customer (issuer) fails to pay.

The status of the draft becomes C *(Complete)* unless you discounted the draft with recourse. If you discount a draft with recourse, the draft status changes to M *(Discounted)* on the discount date or when you reconcile the draft on a bank statement. The draft status becomes *Complete* on the due date.

Draft Due Date

When a nondiscounted draft comes due (reaches its due date or maturity date), the vendor's bank and the customer's bank process the exchange of funds. To accommodate this exchange, the Receivable Update process creates the accounting entries that are necessary to record the expected receipts. The bank statement records the actual funds when they are deposited in your bank account.

If you use cash clearing accounting and you have identified the bank account as a cash clearing account, the Receivable Update process transfers the amount from the cash clearing account to the cash account.

The status of the draft becomes *Complete.*

Bank Statement Reconciliation

When you receive the bank statement, you have the option to use the bank reconciliation feature to mark the drafts as reconciled. You can do this manually, or you can reconcile it automatically using the automatic Bank Reconciliation Application Engine process (FSPRECON). The system records the funds received for each draft on the bank statement. The reconciliation module provides a manual way to match the amount of the draft received with the amount that was submitted to the bank.

When you reconcile a draft on a bank statement, the status of the draft remains *Complete,* but the Receivable Update process identifies the draft as reconciled by changing the RECON_PROCESSED field to *Y.* The Receivable Update process also generates the appropriate accounting entries to record the reconciliation.

You have the option to recognize the cash either when you reconcile the draft on a bank statement, or on the due date for nondiscounted drafts or the discount date for discounted drafts. Specify the method to use when you set up your draft types. This table shows how the draft cycle looks:

Type of Draft	Draft Event
Nondiscounted	Remit ⇒ Due Date Or Remit ⇒ Bank Statement Reconciliation
Discounted	Remit ⇒ Discount Date ⇒ Due Date Or Remit ⇒ Bank Statement Reconciliation ⇒ Due Date

See Also

PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook, "Reconciling Statements"

Additional Draft Events

These additional events can occur in the draft life cycle at various points:

- Dishonoring a draft.
- Voiding a draft.
- Cancelling a remittance.

Dishonor Draft

You dishonor a draft at any point in the draft life cycle after you approve it. After you dishonor the draft, you decide what action to take on the draft. When you dishonor a draft, the system changes the draft status to *D* (dishonored). The system debits the dishonored draft receivable account and credits the appropriate account. The account that the system credits is based on the system function associated with the business event that occurred before you dishonored the draft.

Void

You void a draft at any point in the draft life cycle after you approve the draft until you reconcile the draft on a bank statement. When you void a draft, the system reopens all the items associated with the draft. This process changes the draft status to *E* (Void).

Cancel Remittance

You cancel a remittance after you remit a nondiscounted draft either before or after the due date but before you reconcile the draft on a bank statement. For discounted drafts, you must cancel the remittance before the discount date or after you dishonor it. Cancelling a remittance returns the draft to the state it was in after you approved and posted it. The system changes the draft's status to *A* (Accepted). You can remit the draft again at a later date.

Accounting Entries for Draft Voids and Cancel Remittances

When you void a draft or cancel a remittance, the system looks at the last activity that occurred to determine what accounting entries to create. It creates accounting entries that net the activities that have occurred. For example, if you are voiding a non-discounted draft after the due date, the system credits Cash and debits Accounts Receivable to net the following entries:

Event	Debit	Credit
Approve Draft	Draft Receivable	Accounts Receivable
Remit to Bank	Draft Cash Control	Draft Receivable
Draft Due Date	Cash	Draft Cash Control

Understanding Draft Setup

This section discusses:

- Draft setup overview
- Draft business events
- Draft types
- Distribution codes
- Bank account ChartFields
- Bank fees

Draft Setup Overview

The setup for draft processing enables you to generate whatever accounting entries your organization requires at each step of the draft life cycle and to define different processing rules for each type of draft that you use. Draft processing uses the following options to determine how to process drafts:

- System functions.
- Draft business events.
- Draft types.
- Draft distribution codes.
- Bank account ChartFields.

You generate different accounting entries for an event based on which path the draft follows. PeopleSoft provides you with the ability to define how the system generates accounting entries for each draft event for each type of draft that you use.

Draft Business Events

A draft business event is an action that can occur during draft processing that generates accounting entries and audit history information. Receivables delivers and supports the business events and defines the processing characteristics for the Receivable Update process for each one.

When you define draft types, you assign a system function to each event that occurs for the draft type and optionally define the draft distribution codes by business unit. This provides the flexibility to define the accounting entries that occur for each event, as necessary.

Draft Types

Draft types determine the processing characteristics for drafts. They also determine how to generate accounting entries for them. You use draft types to tailor draft processing and draft accounting entries to meet your processing requirements.

When you define your draft types, you specify the draft events for which you want to generate accounting entries. You also specify how to generate the accounting entries by assigning a system function to each of those events and optionally you assign separate draft distribution codes to each business unit for that draft type. In some cases, you may be able to select one of several system functions for a draft event based on your processing requirements. You also assign a system function that defines how to generate accounting entries when you dishonor a draft after the draft event.

Distribution Codes

Draft processing uses the distribution codes that you set up for these distribution types:

- Receivable
- Draft Receivable
- Remitted Draft Receivable
- Discount Draft Receivable
- Discount Draft Liability
- Dishonored Draft Receivable

When you create a draft item by running the Create Drafts Application Engine process (AR_DRAFTS) or by applying items to a draft on the draft worksheet, the system assigns draft distribution codes for each distribution type to the draft item. It uses the following hierarchy to determine the correct distribution code:

1. Distribution code linked to the accounts receivable (AR) distribution code on the Distribution Code page for the original item.
2. Distribution code assigned to the draft type and business unit combination on the Draft Type Distribution Codes secondary page.
3. Distribution code assigned to the business unit on the Receivables Definition - Accounting Options 2 page.

When you run the Receivable Update process, it looks at the system function that you assigned to the event it is currently processing to determine which type of draft distribution code to use. The process uses the distribution code that is assigned to the draft item to create the accounting entries.

If the draft item does not have a draft distribution code for the event, the Receivable Update process marks the draft in error. To correct the error, you need to assign the appropriate draft distribution code to the business unit. You also assign one to the draft type and business unit combination, and (if necessary), to the AR distribution code for the original item. Then, you click the Update Distribution Codes button on the Correct Posting Errors, Draft - Group Action page to add the distribution code to the item. When you rerun the Receivable Update process, it creates the correct accounting entries.

See Chapter 4, "Defining Receivables Processing Options," Setting Up Distribution Codes, page 73.

Bank Account ChartFields

Several system functions use the ChartFields that you assign to your bank account on the External Accounts page. The types of cash control accounts that you set up depend on your country's accounting requirements. The following table lists the four cash accounts that you can assign to a bank account and their account types:

Account	Account Type	Description
Cash	Cash − AR	Use to record cash when you receive it.
Cash Control	Control − AR	Use for cash clearing to record cash prior to actually receiving the funds. Use when your organization uses only one account for all cash control activity.
Draft Cash Control	Draft − AR	Use for cash clearing to record cash prior to actually receiving the funds. Use when your organization needs two cash control accounts. Use for nondiscounted drafts.
Discount Draft Cash Control	Discount − AR	Use for cash clearing to record cash prior to actually receiving the funds. Use when your organization needs two cash control accounts. Use for discounted drafts.

Each system function indicates which type of account to use to generate accounting entries. The Receivable Update process uses the cash account with the appropriate account type.

Bank Fees

When you discount a draft, you normally have to pay a bank fee or interest on the money that you collect prior to the due date. PeopleSoft provides a system function (DM-90) for bank fees. You need to set up an entry type and automatic entry type for bank fees and assign them an entry reason for interest. When you remit a discounted draft, you specify the entry type that is used to generate the accounting entries for bank fees. When you run the Receivable Update process on the discount date, the process creates an item for the draft fees that has a zero amount and automatically closes the item. The process uses the entry type for bank fees to generate the appropriate accounting entries.

See Also

Chapter 4, "Defining Receivables Processing Options," page 49

PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook, "Setting Up External, Internal, and Netting Accounts," Defining External Account Information

Reviewing Business Events and Subevents

To review business events and subevents, use the Draft Business Events (DR_BUSINESS_EVENT) and Sub Events (DR_SUB_EVENT) components.

This section provides an overview of business events and discusses how to:

- Review business events for drafts.
- Review subevents for drafts.

Understanding Business Events

Receivables comes with predefined draft business events. Each draft business event has the processing characteristics already defined for the Receivable Update process, including those for dishonoring a draft after that event.

You initiate some events online, such as remitting a draft. The system automatically processes other events, such as due date processing, when you run the Receivable Update process. The process creates a group for each draft and posts the activity on the Draft Activity record.

The following table describes the delivered business events:

Draft Business Event	Description
A0 Draft Creation	It creates the draft in the system.
B0 Draft Approval	The customer approves the draft by pre-existing arrangement (drafts are automatically approved when you create them) or by receiving a signed draft document. This event has subevents that you use to set up accounting entries for adjustments, write-offs, prepayments, or deductions on a draft worksheet.
C1 Draft Remitted	You send a nondiscounted draft to the bank for collection of the funds owed. Your bank collects the money at the due date.
C2 Draft Remitted with Discount	You send a discounted draft with recourse to the bank before the due date to obtain funds in advance of the customer actually paying the draft. The date that you require the funds is known as discount date. The bank charges a fee and interest. This is effectively arranging a short-term loan on the basis of a guaranteed future payment.
D0 Cancel Remitted Draft	You cancel a remitted draft. The status returns to *Accepted.*

Draft Business Event	Description
E2 Discounted Draft at Discount Date with Recourse	A discounted draft with recourse reaches the discount date (the date that the bank should release money to your bank account).
E3 Discounted Draft at Discount Date with no Recourse	A discounted draft without recourse reaches the discount date (the date that the bank should release money to your bank account).
F1 Draft at Due Date	A nondiscounted draft reaches its due date (maturity date). This is the date you expect the bank to receive the money from the customer and to apply it to your bank account.
F2 Discounted Draft at Due Date with Recourse	A draft discounted with recourse reaches its due date (maturity date).
F3 Discounted Draft at Due Date with no Recourse	A draft discounted without recourse reaches its due date (maturity date).
H1 Bank Statement Reconciliation	The bank statement contains an entry that confirms a nondiscounted draft was paid. You have reconciled the bank statement.
H2 Reconcile Discounted Draft with Recourse	The bank statement contains an entry that the bank put money into your account for a discounted draft with recourse. You have reconciled the bank statement.
H3 Reconcile Discounted Draft with no Recourse	The bank statement contains an entry that a draft discounted without recourse was paid. You have reconciled the bank statement.
10 Void Draft	You mark a draft null and void. The system reopens the associated item to ensure that the outstanding debt is collected.

New Business Events

We recommend that you do not change the system-defined draft business events or add new ones. To prevent users from changing business events, ensure that the page options for Draft Business Events and Draft Sub-Events are display-only for most users. If you must create a new event, ensure that you set it up properly.

For a new batch event (events that are system-generated), select the Batch Event check box and write the SQL that triggers the processing for the event. You must use the *D* alias type for DRAFT_CONTROL record and *R* alias type for POSTING_REQUEST record when you write the SQL. Review one of the existing events with SQL before you write your own.

If you are adding a new event that you will initiate from an online page, you must create a new page. The DRAFT_TYPE field in the FUNCLIB_ARINTFC record contains all the code that is necessary to perform online processing. View some examples to see how this code is implemented. PeopleSoft employs three different methods:

- To see how PeopleSoft performs the processing for a single draft per page, look at the SavePreChange PeopleCode for DRAFT_WRK.APPROVE_BUTTON.
- To see how PeopleSoft performs the processing for a set of drafts that need posting (multiple drafts per page), look at the SavePostChange PeopleCode for DR_REMIT_WRK.COMPLETE_BUTTON.
- To see how PeopleSoft performs the processing of multiple drafts per page (line by line), look at the SavePreChange PeopleCode for DR_DISH_ITM_SBR.ITEM_SELECTED.

If you add a new system function for an on-account or prepayment item, you must update the PeopleCode for drafts to include the system function. You update the following:

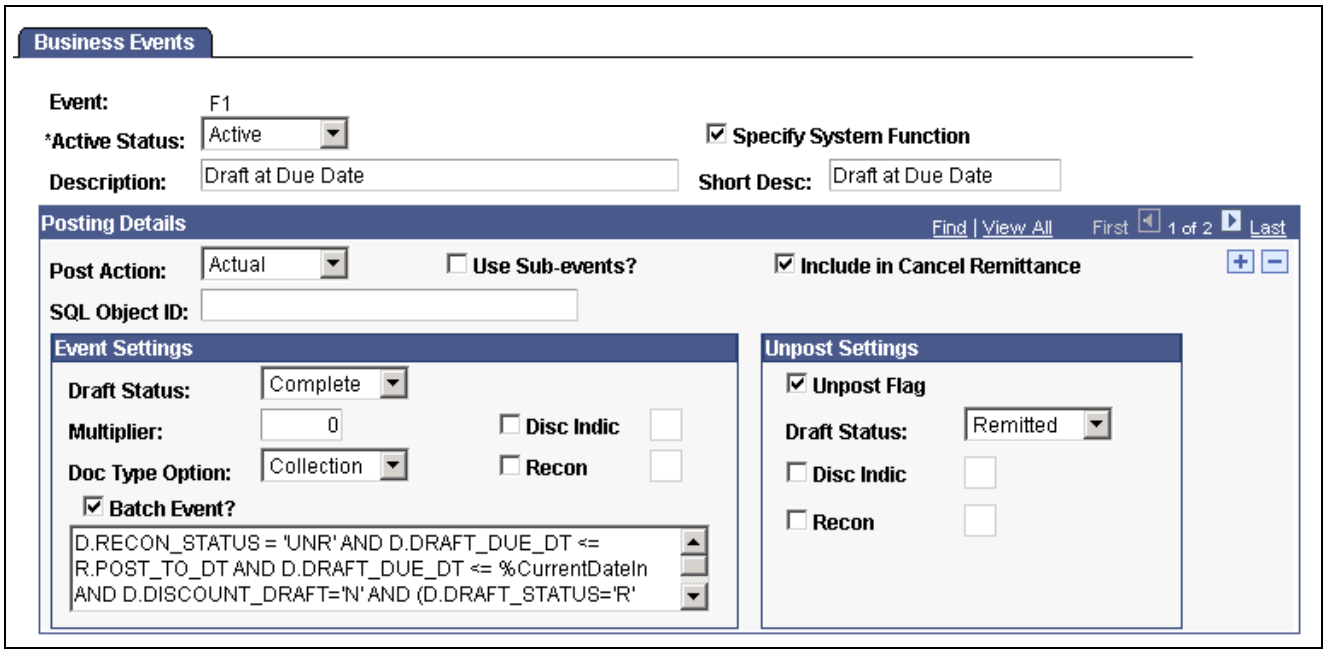
- FUNCLIB_AR (record)
- RECNAME (field)
- Field Change (event)
- IsAdvancePayment (function)

Pages Used to Review Business Events and Subevents

Page Name	Object Name	Navigation	Usage
Business Events	DR_BUSINESS_EVENT	Setup Financials/Supply Chain, Product Related, Receivables, Drafts, Business Events, Business Events	Review system-defined processing rules for draft business events.
Sub-Events	DR_SUB_EVENT	Setup Financials/Supply Chain, Product Related, Receivables, Drafts, Sub-Events, Sub Events	Review subevents that can occur for a draft event. You can display subevents only for draft events that require subevents, such as Draft Approval.

Reviewing Business Events for Drafts

Access the Business Events page.



Business Events page

Specify System Function If selected, indicates that you must specify a system function for the event for each draft type to generate accounting entries.

Post Action Select a value that indicates when the event occurs. Values are:

Actual: For the actual business event.

Dishonor: For drafts dishonored after the business event.

Most business events have a set of actual rules and another set of dishonor rules. Use the scroll area to see both sets of rules.

Use Sub-Events? If selected, indicates the event has a subevent.

Include in Cancel Remittance If selected, indicates that the Receivable Update process reverses the accounting entries and status for the event when you cancel a remittance.

SQL Object ID Enter the SQL object that ensures the draft is in the right condition for the event.

Event Settings

The options in the Event Settings group box define the rules for the Receivable Update process when it posts the event.

Draft Status Select the status of a draft after you run the Receivable Update process. Values are:

Accepted: The draft was marked approved on the draft worksheet.

Collateral: The draft is being used as collateral and is not available for processing.

Complete: The draft was paid at either the discount date or the due date.

Discounted: The draft was remitted as a discounted draft and has reached its discount date.

Dishonored: You dishonored the draft because a customer failed to pay or will be unable to pay on the due date.

Endorsed: You endorsed the draft to another party and it is not available for processing.

Identified: You created a customer draft, but have not built a worksheet for it yet.

No Action: This status updates the Draft Status field on the Item table. When it is set to *N,* the item is available to be paid by a draft or another payment method.

Pending: The draft appears on the draft worksheet, but you have not approved it.

Remitted: You identified a draft as complete on the draft remittance worksheet and it was sent to the bank for collection.

Void: You voided the draft.

Multiplier Enter the option for changing the item balance:

1: Reduces the item and customer balance.

0: Does not update the item or customer balance.

-1: Increases the item and customer balance.

Disc Indic (discount indicator) If selected, the Receivable Update process must update the DISCOUNT_PROCESSED field on the Draft Control record. The next field contains the value that Receivable Update process enters in the field. *Y* indicates that the draft has been discounted and *N* indicates that it has not been discounted.

Doc Type Option (document type option) Select a value if the event requires document sequence numbers. Values are:

Collection: If document sequence numbers are required, you must assign the default document type to a bank account whose payment method is defined as *Draft* on the External Account - Collection Method page.

Group: If document sequence numbers are required, you must assign the default document type to the draft group type.

Recon (reconciliation) If selected, the Receivable Update process must update the RECON_PROCESSED field on the Draft Control record. The next field contains the value that the Receivable Update process enters in the field. *Y* indicates that the draft has been reconciled and *N* indicates that it has not been reconciled.

Batch Event? If selected, the Receivable Update process recognizes this event as a system-generated event instead of an online event. For example, Draft Approval is an online event and Draft at Due Date is a system-generated event. The *where* clause that triggers processing for a batch event is in the text box below this field.

Select for a new batch event (events that are system-generated, rather than initiated from an online page).

Unpost Settings

The options in this group box define the rules for Receivable Update when it unposts the event.

Unpost Flag	If selected, you can unpost the event.
Draft Status	Displays the status of a draft after the Receivable Update process runs for the unpost group.
Disc Indic (discount indicator) and **Recon** (reconciliation)	The Disc Indic and Recon check boxes for unposting work the same as they do for posting.

See Also

PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook, "Setting Up External, Internal, and Netting Accounts," Defining Collection Methods

Reviewing Subevents for Drafts

Access the Sub-Events page.

Sign	Indicates if amounts for this event are *Negative, Positive,* or *Unsigned* (either negative or positive).
Selected	If selected, the subevent updates the selected subtotal (total amount of items selected) on the draft worksheet.
Adjusted	If selected, the subevent updates the adjusted subtotal (total adjustment amount, including deductions, balance write-offs, prepayments, on-account payments, and adjustments) on the draft worksheet.
Write-Off	If selected, the subevent updates the write-off subtotal (total amount of items written off) on the draft worksheet.
Tolerance	If selected, the system uses the write-off tolerances for the users that appear on the User Preferences - Receivables Data Entry 2 page when you write off an item on the draft worksheet. The tolerances are the same ones used for payment worksheets.

See Also

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Defining User Preferences," Defining Receivables Write-off and Discount Tolerances

Defining Draft Transaction Types

To define draft transaction types, use the Draft Transaction Type component (DRAFT_TXN_TYPE).

If you plan to customize reports and want to use draft transaction types in the reports, you must define the types of transactions that drafts pay, such as assets or inventory.

This section lists the page used to set up draft transaction types.

Page Used to Set Up Draft Transaction Types

Page Name	Object Name	Navigation	Usage
Draft Transaction Type	DRAFT_TXN_TYPE	Setup Financials/Supply Chain, Product Related, Receivables, Drafts, Transaction Type, Draft Transaction Type	Define the types of transactions that drafts pay, such as inventory or assets.

Defining Draft Types

To define draft types, use the Draft Type component (DRAFT_TYPE).

This section provides an overview of draft types and discusses how to:

- Set up draft types.
- Copy a draft type.
- View accounting entry setup.
- Assign distribution codes to a draft type.
- Assign system functions to subevents.

Understanding Draft Types

Whenever you create a draft, you must assign it to a draft type. Draft types determine the rules for processing drafts, such as the rules for creating and canceling drafts. Draft types also determine how accounting entries are generated.

Receivables delivers the following draft types:

Draft Type	Description
Bill of Exchange	A vendor-initiated draft that is normally sent to the customer for approval. PeopleSoft provides five samples of bills of exchange.
Promissory Notes	A customer-initiated draft that is sent preapproved to the vendor. PeopleSoft provides eight samples of promissory notes.

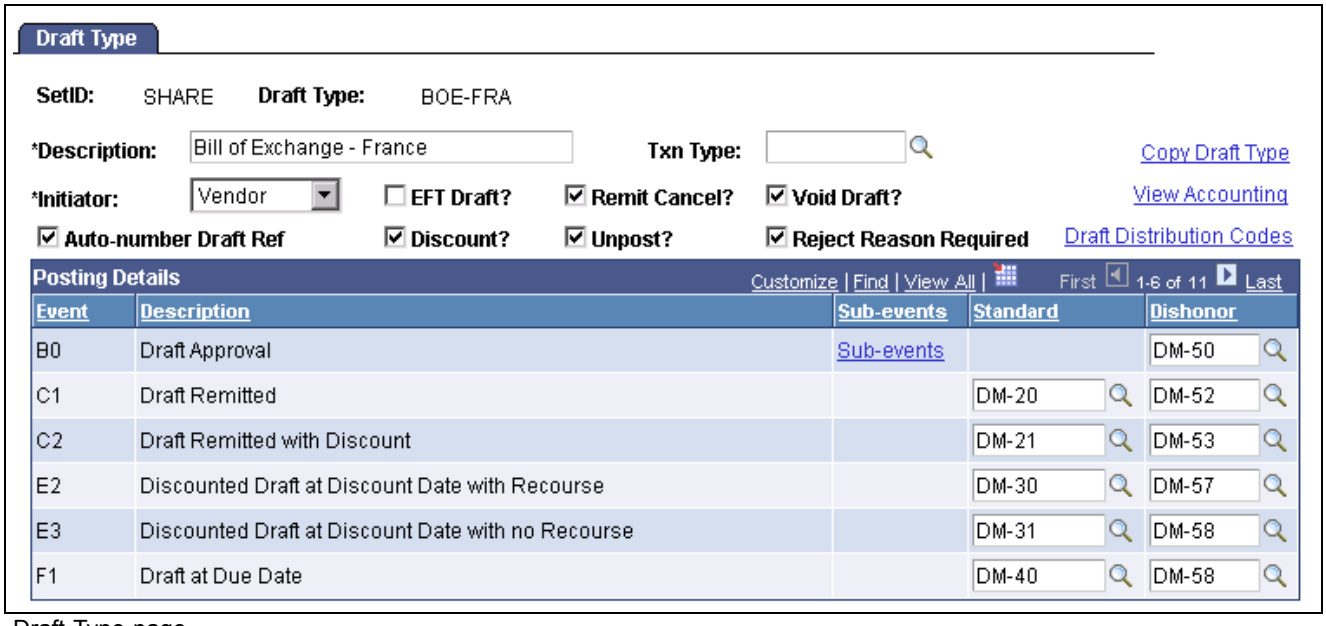
You can use the sample draft types as defined. However, many countries have set requirements for the accounting entries that you must generate for draft processing. If you find a sample that almost meets your requirements, copy it and modify it to suit your needs.

Pages Used to Define Draft Types

Page Name	Object Name	Navigation	Usage
Draft Type	DRAFT_TYPE	Setup Financials/Supply Chain, Product Related, Receivables, Drafts, Type, Draft Type	Define the processing rules for drafts and the type of accounting entries for each draft event.
Draft Type Copy	DRAFT_TYPE_CPY_SEC	Click the Copy Draft Type link on the Draft Type page.	Create a new draft using an existing draft type as a template.
View Accounting Entries	DRAFT_TYPE_ACT_SEC	Click the View Accounting link on the Draft Type page.	View the accounts that the Receivable Update process debits and credits for each draft event when processing drafts for this draft type.
Draft Type Distribution Codes	DRAFT_TYPE_DST_SEC	Click the Draft Distribution Codes link on the Draft Type page.	Override the draft type distribution codes for specific business units.
Draft Subevent System Function	DRAFT_TYPE_AR_SEC	Click the Sub-events link on the Draft Type page.	Assign system functions to subevents for a draft event. You can also specify which system function to use when you dishonor a draft after the subevent.

Setting Up Draft Types

Access the Draft Type page.



Draft Type page

Txn Type (transaction type) (Optional) Enter a draft transaction type to categorize drafts on custom reports.

Initiator Select a value to indicate whether this draft type is for customer- or vendor-initiated drafts.

EFT Draft? Select to indicate the draft type is only for drafts that you receive electronically.

Remit Cancel? Select to indicate that you can cancel remittances for drafts with this draft type.

Void Draft? Select to indicate that you can void drafts with this draft type.

Auto-number Draft Ref (automatically number draft reference IDs) Select to enable the system to generate draft reference numbers automatically for vendor-initiated drafts. If the system assigns the draft number, it prints the number on the draft document. If you use preprinted draft forms with draft numbers, you should not select this option. If you select automatic draft numbering, the system varies the draft sequence numbers by draft type and business unit. You can use the draft reference ID to search for drafts in the system and to reconcile drafts on bank statements. This field is available only for vendor-initiated drafts.

Discount? Select to enable drafts of this type to be discounted when you remit them to the bank.

Unpost? Select to indicate that you can unpost drafts with this draft type.

Reject Reason Required Select to require entry of a reason for dishonoring or voiding a draft and for canceling a draft remittance on the Dishonor Draft Worksheet, Void Draft Worksheet, and Cancel Remittance Worksheet pages.

Copy Draft Type Click to copy this draft type to use as a starting point for a new draft type.

View Accounting Click to view the accounting entries that the Receivable Update process generates for each event.

Draft Distribution Codes Click to override distribution codes for specific business units for this draft type. The draft processing distribution codes automatically come from the business unit.

Posting Details

Use the Posting Details grid to assign system functions to draft business events for two circumstances: when the actual event occurs and when you dishonor the draft. The system function that you assign to an event determines how the system creates accounting entries.

If you do not assign a system function to an event, the system does not generate accounting entries for the event for drafts using this draft type. For example, you may want to generate accounting entries to recognize cash after the Bank Statement Reconciliation event, instead of after the Draft at Due Date event. In that case, you would not assign a system function to the Draft at Due Date event.

If an event does not require a system function, it does not appear in the list. For example, the Receivable Update process does not require a system function for the Unpost event because it reverses the entries for the prior event.

Sub-events If the Standard field is unavailable, the event has subevents, and you must assign a system function to the individual subevents instead. Click to access the page where you can assign system functions to subevents.

Standard Enter the system function for the actual event.

Dishonor Enter the system function to use when you dishonor the draft after the event.

Note. You must create an automatic entry type for each system function that you assign. The "Defining Receivables Processing Options" chapter contains a table that lists all system functions and describes the accounting entries that they generate.

See Chapter 4, "Defining Receivables Processing Options," Understanding System Functions, page 50.

Example: Draft Types for French Accounting

The following table shows how to set up draft types that meet French accounting requirements:

Event	Actual	Dishonor
B0 − Draft Approval	DM-01	DM-50
	DM-02	DM-50
	DM-03	DM-50
	DM-04	DM-50
	DM-05	DM-50
	DM-06	DM-50
	DM-07	N/A
	DM-08	N/A
	DM-09	N/A
	DM-10	N/A
C1 − Draft Remitted	DM-20	DM-52
C2 − Draft Remitted with Discount	DM-21	DM-53
E2 − Discounted Draft at Discount Date with Recourse	DM-30	DM-57
E3 − Discounted Draft at Discount Date with no Recourse	DM-31	DM-58
F1 − Draft at Due Date	DM-40	DM-58
F2 − Discounted Draft at Due Date with Recourse	DM-41	DM-58
F3 − Discounted Draft at Due Date with no Recourse	DM-47	DM-58

Event	Actual	Dishonor
H1 − Bank Statement Reconciliation	N/A	N/A
H2 − Reconcile Discounted Draft with Recourse	N/A	N/A
H3 − Reconcile Discounted Draft with no Recourse	N/A	N/A

Example: Draft Types for German Accounting

The following table shows how to set up draft types that meet German accounting requirements:

Event	Actual	Dishonor
B0 − Draft Approval	DM-01	DM-50
	DM-02	DM-50
	DM-03	DM-50
	DM-04	DM-50
	DM-05	DM-50
	DM-06	DM-50
	DM-07	N/A
	DM-08	N/A
	DM-09	N/A
	DM-10	N/A
C1− Draft Remitted	DM-22	DM-54
C2 − Draft Remitted with Discount	DM-22	DM-54
E2 − Discounted Draft at Discount Date with Recourse	N/A	N/A
E3 − Discounted Draft at Discount Date with no Recourse	N/A	N/A
F1 − Draft at Due Date	N/A	N/A
F2 − Discounted Draft at Due Date with Recourse	DM-43	DM-58

Event	Actual	Dishonor
F3 − Discounted Draft at Due Date with no Recourse	N/A	N/A
H1 − Bank Statement Reconciliation	DM-42	DM-58
H2 − Reconcile Discounted Draft with Recourse	DM-32	DM-57
H3 − Reconcile Discounted Draft with no Recourse	DM-42	DM-58

Example: Draft Types for Spanish Accounting

The following table shows how to set up draft types that meet Spanish accounting requirements:

Event	Actual	Dishonor
B0 − Draft Approval	DM-01	DM-50
	DM-02	DM-50
	DM-03	DM-50
	DM-04	DM-50
	DM-05	DM-50
	DM-06	DM-50
	DM-07	N/A
	DM-08	N/A
	DM-09	N/A
	DM-10	N/A
C1 − Draft Remitted	DM-23	DM-55
C2 − Draft Remitted with Discount	DM-24	DM-56
E2 − Discounted Draft at Discount Date with Recourse	DM-33	DM-58
E3 − Discounted Draft at Discount Date with no Recourse	N/A	N/A
F1 − Draft at Due Date	DM-46	DM-58

Event	Actual	Dishonor
F2 − Discounted Draft at Due Date with Recourse	DM-41	DM-58
F3 − Discounted Draft at Due Date with no Recourse	N/A	N/A
H1− Bank Statement Reconciliation	DM-46	N/A
H2 − Reconcile Discounted Draft with Recourse	DM-33	DM-58
H3 − Reconcile Discounted Draft with no Recourse	N/A	N/A

Example: Draft Types for Japanese Accounting

The following table shows how to set up draft types that meet Japanese accounting requirements:

Event	Actual	Dishonor
B0 − Draft Approval	DM-01	DM-50
	DM-02	DM-50
	DM-03	DM-50
	DM-04	DM-50
	DM-05	DM-50
	DM-06	DM-50
	DM-07	N/A
	DM-08	N/A
	DM-09	N/A
	DM-10	N/A
C1 − Draft Remitted	N/A	DM-50
C2 − Draft Remitted with Discount	N/A	DM-50
E2 − Discounted Draft at Discount Date with Recourse	DM-33	DM-58

Event	Actual	Dishonor
E3 − Discounted Draft at Discount Date with no Recourse	N/A	N/A
F1 − Draft at Due Date	DM-44	DM-58
F2 − Discounted Draft at Due Date with Recourse	DM-45	DM-58
F3 − Discounted Draft at Due Date with no Recourse	N/A	N/A
H1 − Bank Statement Reconciliation	DM-44	DM-58
H2 − Reconcile Discounted Draft with Recourse	DM-33	DM-58
H3 − Reconcile Discounted Draft with no Recourse	N/A	N/A

Copying a Draft Type

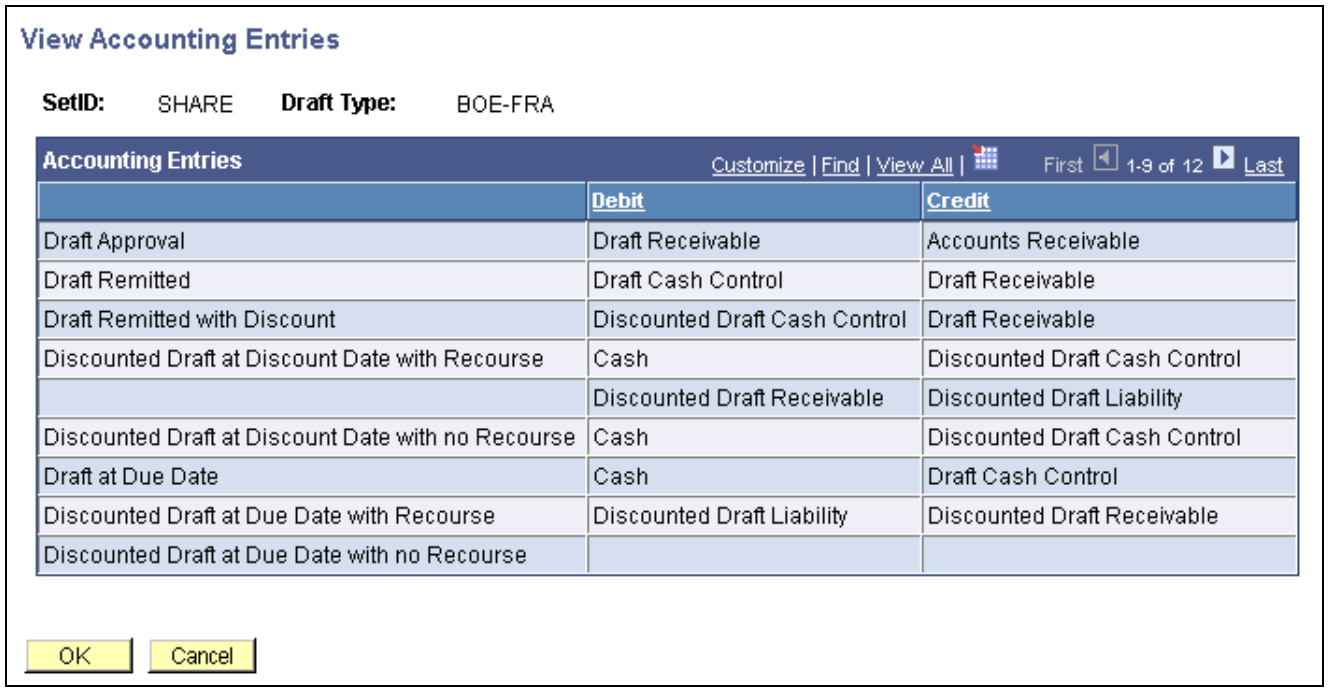
Access the Draft Type page for the draft type that you want to copy.

To copy a draft type:

1. Click Copy Draft Type to access the Draft Type Copy page.
2. Enter a setID and draft type code.
3. After you save the new draft type, modify it as needed.

Viewing Accounting Entry Setup

Access the View Accounting Entries page.



View Accounting Entries

SetID: SHARE Draft Type: BOE-FRA

Accounting Entries Customize | Find | View All | First 1-9 of 12 Last

	Debit	Credit
Draft Approval	Draft Receivable	Accounts Receivable
Draft Remitted	Draft Cash Control	Draft Receivable
Draft Remitted with Discount	Discounted Draft Cash Control	Draft Receivable
Discounted Draft at Discount Date with Recourse	Cash	Discounted Draft Cash Control
	Discounted Draft Receivable	Discounted Draft Liability
Discounted Draft at Discount Date with no Recourse	Cash	Discounted Draft Cash Control
Draft at Due Date	Cash	Draft Cash Control
Discounted Draft at Due Date with Recourse	Discounted Draft Liability	Discounted Draft Receivable
Discounted Draft at Due Date with no Recourse		

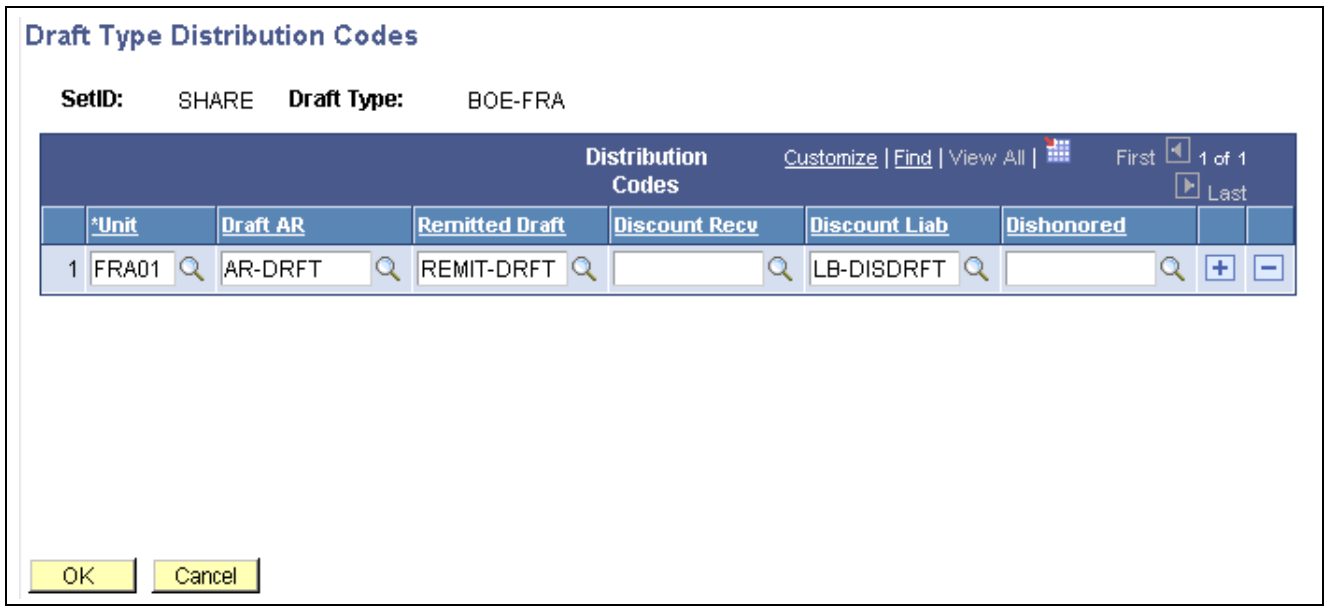
OK Cancel

View Accounting Entries page

Review the Debit and Credit account fields for each draft event to make sure the accounting entries will be correct. If not, review your setup and make the necessary changes.

Assigning Distribution Codes to a Draft Type

Access the Draft Type Distribution Codes page.



Draft Type Distribution Codes

SetID: SHARE Draft Type: BOE-FRA

Distribution Codes Customize | Find | View All | First 1 of 1 Last

	*Unit	Draft AR	Remitted Draft	Discount Recv	Discount Liab	Dishonored
1	FRA01	AR-DRFT	REMIT-DRFT		LB-DISDRFT	

OK Cancel

Draft Type Distribution Codes page

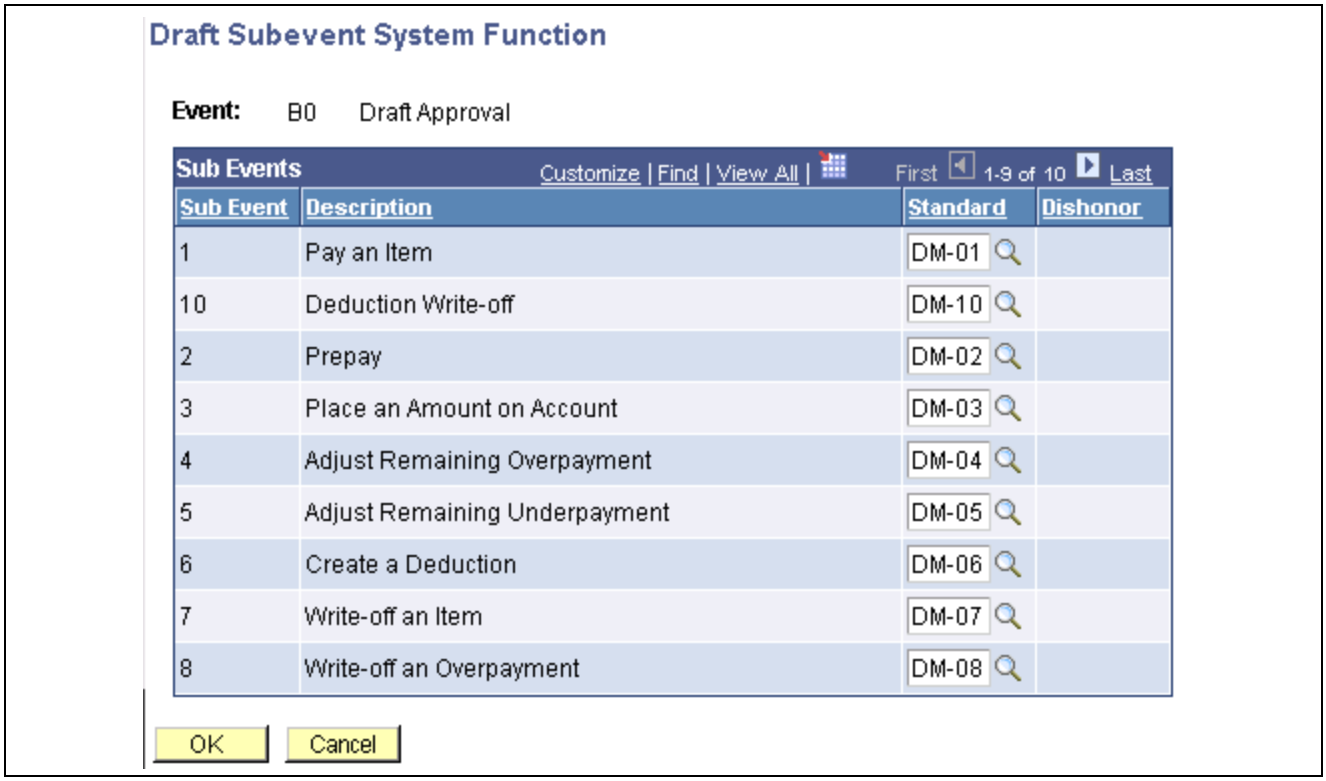
To override the default distribution code for a specific business unit for this draft type, enter a business unit. Then enter the distribution code to use for any of the following types of distribution types:

Draft AR Enter the receivable account for approved drafts.

Remitted Draft	Enter the receivable account for remitted drafts.
Discount Recv (discount receivable)	Enter the receivable account for discounted drafts.
Discount Liab (discount liability)	Enter the liability account for drafts discounted with recourse.
Dishonored	Enter the receivable account for dishonored drafts.

Assigning System Functions to Subevents

Access the Draft Subevent System Function page.



Draft Subevent System Function page

Assign a system function to each Sub Event for which you want to create accounting entries. Enter the system function to use for the actual subevent in the Standard field.

Note. You enter the system function to use when you dishonor the draft after the subevent in the Dishonor field on the Draft Type page.

Defining Where Draft Documents Are Stored

To define where documents are stored, use the Draft Physical Location component (DRAFT_LOCATION).

You define each location where you store draft documents. You assign a draft location to a draft on the draft worksheet.

This section discusses how to define draft locations.

Page Used to Define Where Draft Locations are Stored

Page Name	Object Name	Navigation	Usage
Draft Physical Location	DRAFT_LOCATION	Setup Financials/Supply Chain, Product Related, Receivables, Drafts, Physical Location, Draft Physical Location	Define where you store draft documents.

Defining Draft Locations

Access the Draft Physical Location page.

Enter the Location code and a description for each location.

Defining Draft Collection Methods

You must define the collection information for the bank accounts that receive the EFT files that you send.

This section discusses how to define collection information.

Page Used to Define Collection Methods

Page Name	Object Name	Navigation	Usage
Collection Methods	COLLECT_BANK	Banking, Bank Accounts, External Accounts, Collection Methods	Define collection information for the bank to which you send EFT files for drafts.

Defining Collection Information

Access the Collection Methods page.

Select *Draft* in the Payment Method field. Then define the following additional information:

- If your organization uses document sequencing, assign document types for draft processing.
- Define the currency, minimum remittance amount, and the draft risk days.
- If you use discount drafts, define the credit limit information for discounts.
- Define the rules for determining the settlement date if the due date falls on a holiday.
- Define the EFT file attributes.

See Also

PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook, “Setting Up External, Internal, and Netting Accounts,” Defining Collection Methods

Assigning Customers to Draft Groups

You have the option of assigning customers to draft groups. When you create drafts, you can create them for all customers in a draft group at once.

This section discusses how to:

- Create a draft group.
- Assign a customer to a draft group.

Pages Used to Assign Customers to Draft Groups

Page Name	Object Name	Navigation	Usage
Customer Group Table	CUST_GROUP_TBL	Set Up Financials/Supply Chain, Common Definitions, Customers, Customer Group Table, Customer Group Table	Create draft groups for customers who share the same functionality.
General Information - Customer Group Info	CUST_GROUP_INFO	Customers, Customer Information, General Information, General Info Select *0070 - Customer Group* in the General Info Links field on the General Info page for the customer.	Assign individual customers to a draft customer group.

Creating a Draft Group

Access the Customer Group Table page.

Select *Draft* for the customer group type.

See Also

PeopleSoft Enterprise Order to Cash Common Information 8.9 PeopleBook, "Maintaining Additional Customer Information," Establishing Customer Group Tables

Assigning a Customer to a Draft Group

Access the General Information - Customer Group Info.

Select *DRFT* in the Group Type field and select the group in the Customer Group field.

Setting Up Automatic Numbering for Draft Processing

You must set up automatic numbering for draft IDs, draft approval IDs, draft remittance IDs, and IDs for the dishonor, void, and cancel remittance worksheets on the Automatic Numbering page.

The following table lists the number types that you must set up and the field name to select for each one:

Number Type	Field
Draft ID (DRFT)	DRAFT_ID
Draft Approval ID (DRAP)	DR_APPROVE_ID
Remittance ID (RMT)	REMIT_ID
Draft Worksheet ID (DISH)	DR_DISHONOR_ID

See Also

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Defining Financials and Supply Chain Management Common Definitions," Setting Up Automatic Numbering

Setting Up Draft Reference Qualifiers

To set up draft reference qualifiers, use the Draft Reference Qualifier component (DR_FLD_REF_TBL).

Receivables delivers four draft reference qualifiers that you use to identify drafts when you build draft remittance worksheets: Draft ID, Draft Document Reference, Customer Bank, and Customer Group.

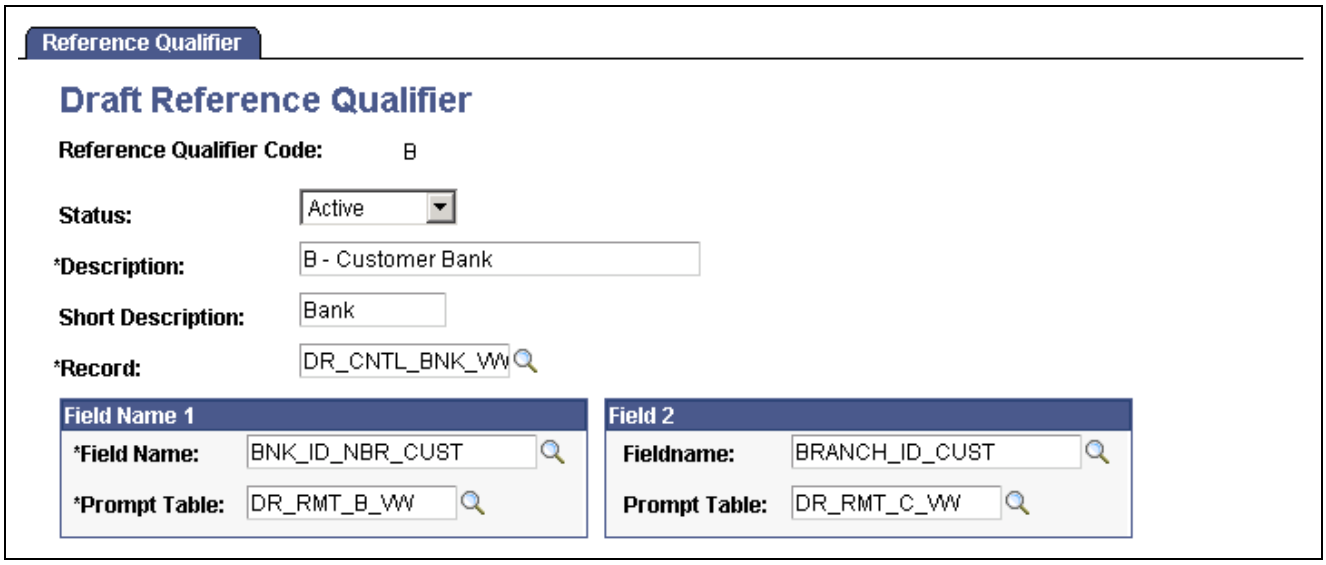
This section discusses how to set up reference qualifiers for remitting drafts.

Page Used to Set Up Reference Qualifiers

Page Name	Object Name	Navigation	Usage
Drafts Reference Qualifier	DR_FLD_REF_TABLE	Setup Financials/Supply Chain, Product Related, Receivables, Drafts, Reference Qualifier, Draft Reference Qualifier	Define new reference qualifiers for identifying drafts.

Setting Up Reference Qualifiers for Remitting Drafts

Access the Drafts Reference Qualifier page.



Drafts Reference Qualifier page

Record Enter the table that contains the data used to build draft remittance worksheets.

Field Name 1 or **Field 2** Enter values to reference a field in the table. Enter the name of the field on the table that you want to reference in the Fieldname field. Enter the object name of the record used to retrieve the field values in the Prompt Table field.

Note. The Prompt table looks for fields that are in the DR_CONTROL_SBR and DR_CNTL_EVT_SBR records. It also looks for fields in any view that has the DR_CNTL[_]%VW profile. If you add new reference qualifiers for fields that are not contained in the DRAFT_CONTROL record, you must build a view that has the same profile as DR_CNTL[_]%VW. Look at the DR_CNTL_BNK_VW record for an example.

Defining EFT Reason Codes and EFT File Layouts

To set up EFT reason codes, use the EFT Reason Codes component (EFT_BANK_REASON).

This section provides an overview of EFT reason codes and discusses how to:

- Add reason codes.
- Select EFT file layouts.

Understanding EFT Reason Codes

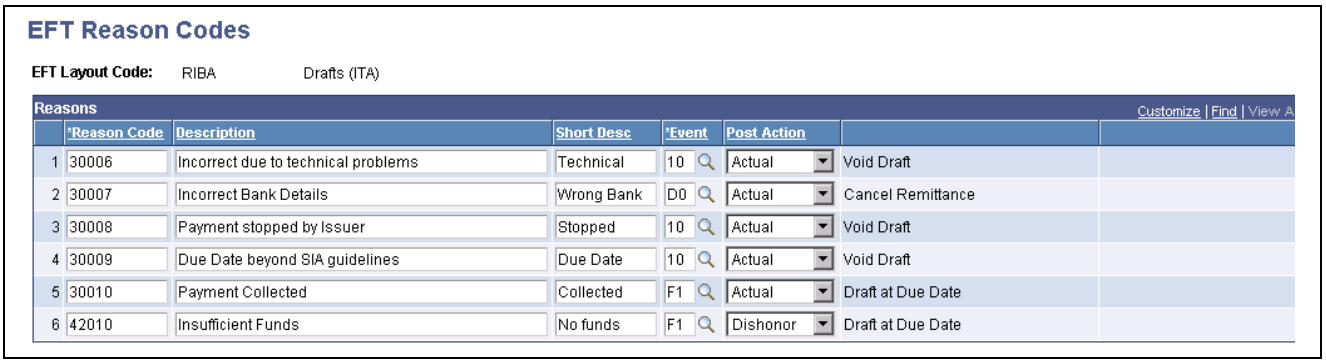
In some countries, the bank sends an EFT file after you submit your drafts to the bank confirming whether the payment was collected. The file contains a reason code for each payment record that indicates whether it was collected. If it is not collected the reason code indicates why it was not collected. You run the AR_DRAFT_BNK Application Engine process to process the bank EFT file and to update the status of the Draft Control record. When you run the Receivable Update process, it creates the appropriate accounting entries based on the change to the control record.

Page Used to Define Reason Codes

Page Name	Object Name	Navigation	Usage
EFT Reason Codes	EFT_BANK_REASON	Setup Financials/Supply Chain, Common Definitions, EFT, EFT Reason Codes, EFT Reason Codes	Set up reason codes for draft processing.

Adding Reason Codes

Access the EFT Reason Codes page.



EFT Reason Codes page

Reason Code Enter a user-defined reason code and description.

Event Enter the appropriate draft business event, such as *10 (Void Draft)* or *F1 (Draft at Due Date)* that the system should use to set the status for payment records returned with this reason.

Post Action Indicate whether the system should use the actual or dishonored rules that you defined for the business event. Values are *Actual* or *Dishonor*.

Set up the following reason codes for the RIBA files used in Italy. Other countries can use this as an example to set up their reason codes.

Reason Code	Description	Action
30006	Incorrect due to technical problems	Void draft
30007	Incorrect bank details	Cancel remittance
30008	Payment stopped by issuer	Void draft
30009	Due date beyond SIA guidelines	Void draft

Reason Code	Description	Action
30010	Payment collected	Apply cash
42010	Insufficient funds	Dishonor draft

Setting Up EFT File Layouts

The following is a list of EFT file layouts for draft processing:

Eft File Layout Code	Description	Country
ETBDR	Use for outbound transmissions.	France
RIBA	Use for inbound and outbound transmissions. Receive information from the bank indicating the success of payments.	Italy
KIJ	Use Kijitsu for inbound transmissions.	Japan

See Also

PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook, "Setting Up Files for Electronic Funds Transfers," Setting Up EFT Processing

CHAPTER 12

Setting Up Receivable Update and Pending Group Generator

This chapter provides an overview of the Receivable Update multiprocess job (ARUPDATE) and the Pending Group Generator process (AR_PGG_SERV) and discusses how to:

- Set up parallel processing.
- Set up run controls for Receivable Update.

Understanding the Receivable Update Application Engine Process

This section discusses:

- Receivable Update process overview.
- Receivable Update multiprocess job.
- Receivable Update processing options.
- Accounting history and accounting periods.

Receivable Update Process Overview

The posting process in Receivables is known as Receivable Update. The Receivable Update process occurs throughout the system as you post pending items. These pending items can be entered online, created by your billing interface, or created during payment processing, draft processing, direct-debit processing, overdue charge processing, or during item maintenance activities.

When you post items in Receivables, the system processes groups of pending items to update a customer's balance, system-defined history elements, and item balances. During processing, the system creates balanced, valid accounting entries. The Journal Generator Application Engine process (FS_JGEN) then summarizes the accounting entry information in general ledger journal format. The General Ledger Posting Application Engine process (GLPPPOST) updates the ledger balances.

Receivable Update processes records in these transaction tables:

- Group Control (PS_GROUP_CONTROL) - Contains header information for the transaction group.
- Pending Item (PS_PENDING_ITEM) - Contains the transaction type and transaction detail.
- Pending Distribution (PS_PENDING_DST) - Contains accounting entries.
- Pending VAT (PS_PENDING_VAT) - Contains value-added tax (VAT) transaction type and transaction detail.

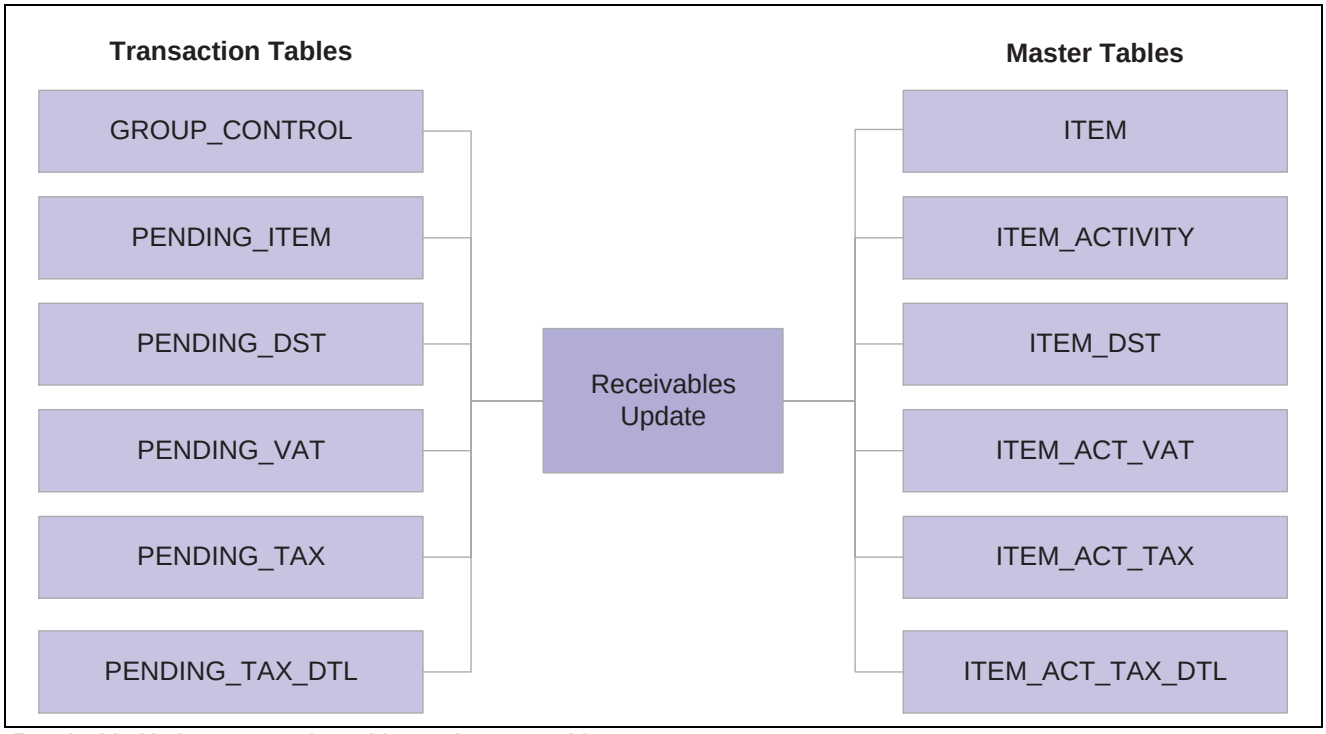
- Pending Tax (PS_PENDING_TAX) - Contains India excise duty tax and sales tax entries from a billing system.
- Pending Tax Details (PS_PENDING_TAX_DTL) - Contains India excise duty tax and sales tax details.

The process updates six master tables:

- Item (PS_ITEM) - Contains detailed information about the receivable.
- Item Activity (PS_ITEM_ACTIVITY) - Describes the action taken on the receivable item.
- Item Distribution (PS_ITEM_DST) - Contains the accounting entries for the item activity.
- Item VAT (PS_ITEM_ACT_VAT) - Contains the VAT transactions for the item activity.
- Item Tax (PS_ITEM_ACTTAX) - Contains tax information for India for the item activity.
- Item Tax Details (PS_ACTTAX_DTL) - Contains tax line information for India for the item activity.

Note. If you enabled the options for processing entry events selected at the installation level and on the Receivable Update Request - Options page, the Receivable Update process calls the Entry Events Generator Application Engine process (FS_EVENTGEN), which updates the Entry Event Accounting Lines table (PS_EE_ITM_ACCTG_LN) with the supplemental accounting entries.

This graphic shows the flow of data:



Receivable Update transaction tables and master tables

The Receivable Update process also updates the system-defined customer history elements.

See Also

Chapter 8, “Setting Up History and Aging,” Understanding History Calculations, page 189

Receivable Update Multiprocess Job

The Receivable Update multiprocess job (ARUPDATE) consists of up to eight steps. This table describes each step:

Step	Description
Receivable Update Application Engine process (ARUPDATE)	The process takes groups from all worksheets set to post and creates the GROUP_CONTROL and PENDING_ITEM records. (For pending item groups entered online or interfaced from a billing system, or for groups whose accounting entries have been created online, the GROUP_CONTROL and PENDING_ITEM records already exist.) This step prepares tables for parallel processing. **Note.** Any parameters that you add to narrow the scope or to change processing are ignored in the first step.
Pending Group Generator multiprocess job (AR_PGG)	The AR_PGG multiprocess job runs a predefined number of Pending Group Generator Application Engine processes (AR_PGG_SERV) in parallel. The Pending Group Generator process creates accounting entries and VAT lines for any groups that are set to post. This includes the output from the Receivable Update process (ARUPDATE), as well as any billing groups for which accounting entries are not already created. The process creates VAT lines only for certain types of system-generated groups. **Note.** For this step, you can narrow the scope of processing by one field.
Posting multiprocess job (AR_POST)	The AR_POST multiprocess job runs a predefined number of AR Posting Application Engine (AR_POSTING) processes in parallel. This process posts the transactions in each group. **Note.** For this step, you can specify multiple narrowing and chunking options.
(Optional) Entry Events Generator Application Engine process (FS_EVENTGEN)	Each AR Posting process calls the Entry Events Generator process to generate entry events. Entry events enable Receivables to create standard accounting entries automatically based on accounting lines generated by receivables document posting. This process runs only if you have the options for processing entry events selected at the installation level and on the Receivable Update Request - Options page. See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, “Using Entry Events”.
Receivable Update Clean Application Engine process (AR_UPDATE2)	This process updates customer history for all business units and performs cleanup tasks.
(Optional) Revenue Estimate Application Engine process (AR_REV_EST)	The AR_UPDATE2 process calls the Revenue Estimate process to create source transactions for control budgets if you have enabled the commitment control feature for Receivables and the business unit.

Step	Description
(Optional) Budget Processor Application Engine process (FS_BP)	The AR_UPDATE2 process calls the Budget Processor by way of the Revenue Estimate process to budget check the source transactions that the Revenue Estimate process created and creates the budget lines. The process uses the default source transaction type that you assigned to the business unit.
(Optional) Journal Generator (FS_JGEN)	The AR_UPDATE2 process calls the Journal Generator to create the journal lines for the general ledger if you enable the option to run it when you create the run control for the Receivable Update process.

See Also

Chapter 12, "Setting Up Receivable Update and Pending Group Generator," Setting Up Parallel Processing, page 297

Chapter 28, "Using Commitment Control Processing in Receivables," page 703

Receivable Update Processing Options

When you run the Receivable Update process, you normally run it as a scheduled process. However, Receivables enables you to post groups from a group action page immediately instead of waiting for a scheduled batch process to run. Use this function for small groups when you need to post a transaction immediately. Each posting action is associated with an on-demand process group by default, and you enable users to use an on-demand process group in user preferences. These posting options are available from the action pages:

Do Not Post Saves the changes to the group, but no posting takes place. You also use this option to change the posting option for a group set to Batch Standard or Batch Priority if the group has not been processed yet. The Do Not Post option is associated with the ARACTIONA on-demand process group.

Post Now Runs the Receivable Update process immediately, which calls the Revenue Estimate and Budget Processor processes if you have enabled the commitment control feature for Receivables and the business unit. If the user enabled the notification feature, the system displays a message when the process completes. This is not intended for large jobs. The Post Now option is associated with the ARPOST on-demand process group.

Post Now to GL Runs the Receivable Update process immediately and runs processes to create and post journals to the general ledger. If the user enabled the notification feature, the system displays a message when the process completes. This is not intended for large jobs. The Post Now to GL option is associated with the ARPOSTGL on-demand process group.

Batch Priority Runs the Receivable Update process the next time that a priority job is scheduled or the next time that a standard batch job is scheduled if that occurs first. The Priority option is associated with the ARACTIONN on-demand process group.

Batch Standard Runs the Receivable Update process the next time that a standard batch job is scheduled. This may occur once a day depending on how often your

organization schedules standard jobs. The Batch Standard option is associated with the ARACTIONL on-demand process group.

Standard Jobs

To schedule a batch standard job, create a run control and do *not* create any RP_RUN_OPTIONS on the Application Engine Request page for the AR_POST application engine. Each time that the system runs the Receivable Update process for this run control, it processes all groups for which the posting action is set to Batch Priority or Batch Standard.

Priority Jobs

To schedule a batch priority job, create a run control and enter *PRIORITY* in the Value field and select *RP_RUN_OPTIONS* in the Bind Variable Name field on the Application Engine Request page for the AR_POST application engine. Each time that the system runs the Receivable Update process for this run control, it processes all groups for which the posting action is set to *Batch Priority.*

Setup for Receivable Update Processing Options

You must enable all users to run one of the system-defined process groups on the Define User Preferences - Process Group page. This enables users to select a posting action on the group action page. You specify on which group action page the user has access to these options. You can set this up for:

- Pending item entry.
- Payment worksheets.
- Maintenance worksheets.
- Transfer worksheets.
- Unpost groups.
- Item split.

Important! The Post Now and Post Now to GL options should be limited to a small group of users and should not be used as the standard method for posting transactions.

Receivables defines which processes are included in each process group and from which pages a user can run the process groups. In addition to the Define User Preferences - Process Group page, you must specify any real-time run control options and real-time process options such as the server name and whether or not to use event notification on the On Demand Processing Options page.

Note. To check the status of the process if you do not set up event notification, check the FS_STREAMLN job in the PeopleSoft Enterprise Process Monitor.

The ARPOST process group (Post Now option) posts the transactions in the group and creates the accounting entries. It runs these processes:

- Pending Group Generator.
- Interunit Central Processor (IU_PROCESSOR).
- Posting.
- Entry Event Generator (if enabled).
- Revenue Estimate (if commitment control is enabled).
- Budget Processor (if commitment control is enabled).

The ARPOSTGL process group (Post Now to GL option) posts the transactions in the group, creates accounting entries, generates the journal entries, and posts the journal entries to the general ledger. It runs these processes:

- Pending Group Generator.
- Interunit Central Processor.
- Posting.
- Entry Event Generator (if enabled).
- Revenue Estimate (if commitment control is enabled).
- Budget Processor (if commitment control is enabled).
- Journal Generator.
- Edit Journals (GLJEDIT)—if you have General Ledger.
- Post Journals (GLPPPOST)—if you have General Ledger.

Note. If you select the ARPOSTGL option and you do not have PeopleSoft Enterprise General Ledger installed on the system, disable General Ledger on the Installed Products page so that the Journal Generator process does not call the Edit Journals or Post Journals processes.

See Also

Chapter 12, "Setting Up Receivable Update and Pending Group Generator," Setting Up Run Controls for Receivable Update, page 303

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Setting Up On-Demand Processing"

Accounting History and Accounting Periods

Receivables gives you control over both your calendar periods and when you update history elements. You define detail calendars based on your processing schedule. Each period in this calendar represents a week, a month, or any other amount of time.

You assign a detail calendar for history calculations on the Receivables Options - General 1 page for each setID. The system calculates, summarizes, and stores all monetary transactions that fall within the date range for the periods that you define. You also specify which period in the calendar to use to calculate days sales outstanding (DSO) on the Receivables Options - General 1 page. The Receivable Update process uses this period to update the DSO history element. You also control when to update other history statistics using the Customer History Options check boxes on the Receivable Update Request page. When you select the option to update DSO, the page displays the period for which it will calculate the historical information.

Another factor to take into consideration is the calendar that you use for accounting periods. You assign a calendar ID to a general ledger business unit on the Ledgers for a Unit page. By default, each receivables business unit has the same open periods with the same opening and closing dates as the general ledger business unit with which it is associated. However, you can have different periods open in Receivables or even different beginning and ending dates for the period. You override the general ledger period information for an individual receivables business unit on the Open Period page. After you close an accounting period for a Receivables business unit, you can no longer post transactions to that period.

After running Receivable Update to calculate historical information, if you do not want to log any additional activity to a historical period, you may want to do one of two things:

- Use the same detail calendar for your history elements that is used for the accounting periods for the general ledger business unit.

- Make sure that the period is closed before you run the Receivable Update process to calculate the DSO.

Understanding Pending Group Generator Application Engine Process

All logic for creating accounting entries resides in Pending Group Generator. The Pending Group Generator Application Engine process (AR_PGG_SERV) is a component of Receivable Update that creates all the accounting entries in Receivables and:

- Runs each time the Receivable Update multiprocess job runs.
- Creates accounting entries for payment, overdue charges, maintenance, transfer, direct debit, and draft groups, depending on your setup.
- Creates accounting entries for online billing groups or for external billing groups when the billing interface does not provide accounting entries and Receivables has been set up to create accounting entries.
- Calls the centralized Inter/IntraUnit Application Engine process to create interunit and intraunit accounting entries.

Pending Group Generator is the second step in the Receivable Update process.

You normally only run Pending Group Generator online in a test environment when you want to make sure that your setup is generating the appropriate accounting entries. After the process creates accounting entries, you can review the results online on one of the Accounting Entries pages.

Setting Up Parallel Processing

This section provides an overview of parallel processing for Receivable Update and discusses how to:

- Define the maximum instances in PSAdmin.
- Define the maximum concurrent processes for the server.
- Define the number of parallel processes.
- Add more parallel processes to the AR_PGG and AR_POST multiprocess jobs.
- Add additional Pending Group Generator and Posting process definitions.

Understanding Parallel Processing for Receivable Update

This section discusses:

- Parallel processing overview.
- AR_UPDATE process.
- AR_PGG and AR_POST multiprocess jobs.

Parallel Processing Overview

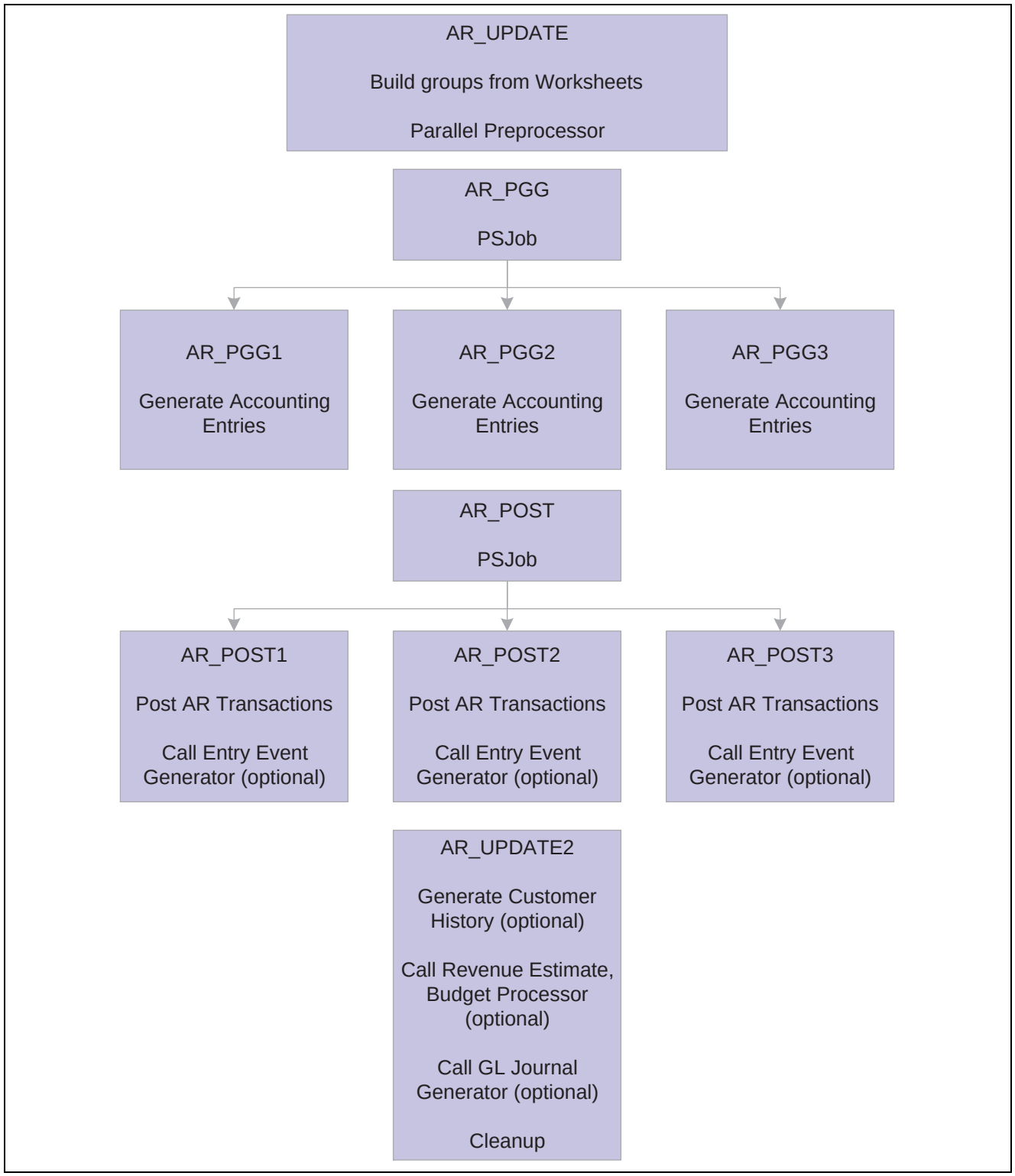
Receivables enables you to break up the data that Receivable Update processes into multiple pieces (partitions) to be processed in parallel, achieving higher performance. You initiate the parallel processes by using a single run control, and the process automatically divides the work between the number of partitions that you specify in your setup.

The Receivable Update multiprocess job (ARUPDATE) includes:

- The AR_UPDATE Application Engine process.
- The AR_PGG multiprocess job.
- The AR_POST multiprocess job.
- The AR_UPDATE2 process.

Note. The ARUPDATE multiprocess job also includes the Revenue Estimate process and the Budget Processor process. The AR_UPDATE2 process calls the Revenue Estimate and Budget Processor processes if you have enabled commitment control for Receivables and the business unit. The AR_UPDATE2 process also calls the Journal Generator process if you select the Process GL Journal Generator field on the run control. You cannot divide the work for these processes into multiple partitions.

This graphic shows how the process works if you have three partitions.



Receivable Update parallel processes

When you use Process Monitor to check the status of the Receivable Update process, you view the status of the ARUPDATE multiprocess job and each process within the AR_PGG and AR_POST multiprocess jobs. The system does not indicate that the ARUPDATE multiprocess job is successful until each parallel process completes. The Job Message Log Summary page summarizes all the individual parallel process message log messages for the entire ARUPDATE job.

AR_UPDATE Process

The AR_UPDATE process is the first process executed within the ARUPDATE job. The AR_UPDATE process acts as a preprocessor for the actual AR_PGG and AR_POST processes and does these tasks:

- Builds groups from all worksheets set to post.
- Identifies all groups set to post.
- Partitions the data between all the child parallel processes for both AR_PGG and AR_POST.

The distribution of data among the child parallel processes is based on the composition and volume of the data. The process takes into consideration which groups are eligible for Receivable Update, based on the standard Receivable Update run control and automatically partitions the data.

AR_PGG and AR_POST Multiprocess Jobs

The AR_PGG and AR_POST multiprocess jobs contain all the PeopleSoft Enterprise Application Engine process definitions, such as AR_PGG1, that you use for parallel processing.

Each process definition for AR_PGG calls the AR_PGG_SERV Application Engine process. Receivables delivers eight process definitions for AR_PGG_SERV—AR_PGG1 through AR_PGG8. Each process executes the appropriate Application Engine program to process a specific partition of data. For example, the AR_PGG2 process only processes data in partition 2.

Each process definition for AR_POST calls the AR_POSTING Application Engine process. Receivables delivers eight process definitions for AR_POST—AR_POST1 through AR_POST8. Each process executes the appropriate Application Engine program to process a specific partition of data. For example, the AR_POST2 process only processes data in partition 2.

If you want to run more than eight parallel instances of the Pending Group Generator or Posting process at once, you must define additional process definitions by using the PeopleSoft Enterprise Application Designer.

The standard setup for the AR_PGG multiprocess jobs is to run a single process that contains only the AR_PGG1 process definition. The standard setup for the AR_POST multiprocess job is to run a single process that contains only the AR_POST1 process definition. If you want to use parallel processing for these processes, you must assign additional process definitions to the job definition. Working with your system administrator and based on your system configuration, you must specify the number of parallel processes that your organization will use. Specify the number of parallel processes equivalent to the number of processors within your system. You will probably need to experiment with the number of parallel process to find what works best. We recommend that you assign just a couple of additional parallel processes to start with and increase the number if needed.

You may also need to override the server settings for your organization. By default, you can run up to three instances of a process at one time. If you want to run additional instances you must change your configuration. If you also use parallel processing for the Payment Predictor process (ARPREDCT), Aging process (AR_AGING), and Statements process (AR_STMTS), the maximum instances applies to those process as well. For example, if you want to run eight instances for the Payment Predictor process and four for the Receivable Update process, you configure your server for eight instances.

Pages Used to Set Up Parallel Processing

Page Name	Object Name	Navigation	Usage
Server Definition	SERVERDEFN	PeopleTools, Process Scheduler, Servers, Server Definition	Define the maximum concurrent processes for Application Engine processes.
AR Parallel Processing Options	PARALLEL_AR_SBP	Set Up Financials/Supply Chain, Install, Installation Options, Receivables Then click the Parallel processing Options link.	Specify the exact number of parallel processes or partitions that you want for Receivable Update and Pending Group Generator.
Job Definition	PRCSJOBDEFN	PeopleTools, Process Scheduler, Jobs, Job Definition	Add additional Pending Group Generator and Posting process definitions to the AR_PGG and AR_POST multiprocess jobs.
Process Definition	PRCSDEFN	PeopleTools, Process Scheduler, Processes, Process Definition	Add additional Pending Group Generator and Posting process definitions if you need to run more than eight parallel processes.

Defining the Maximum Instances in PSAdmin

Open the PSAdmin tool on your server to change the configuration settings.

To change the maximum instances:

1. Scroll to the section titled *Values for config section - PSAESRV.*

   The section looks as follows:

   ```
   Values for config section - PSAESRV.
   Max Instances = 3.
   Recycle Count=0
   Allowed Consec Service Failures=0.
   ```

2. Change the value for Max Instances to the maximum number of parallel processes that you want to run at once.

Defining the Maximum Concurrent Processes for the Server

Access the Server Definition page.

Process Type and **Max Concurrent** — For the *Application Engine* process type, enter the maximum number of parallel processes that you run at once. This figure must be the same or greater than the maximum instances that you defined for PSAdmin.

Defining the Number of Parallel Processes

Access the AR Parallel Processing Options page.

Parallel Process and **Maximum Partitions**

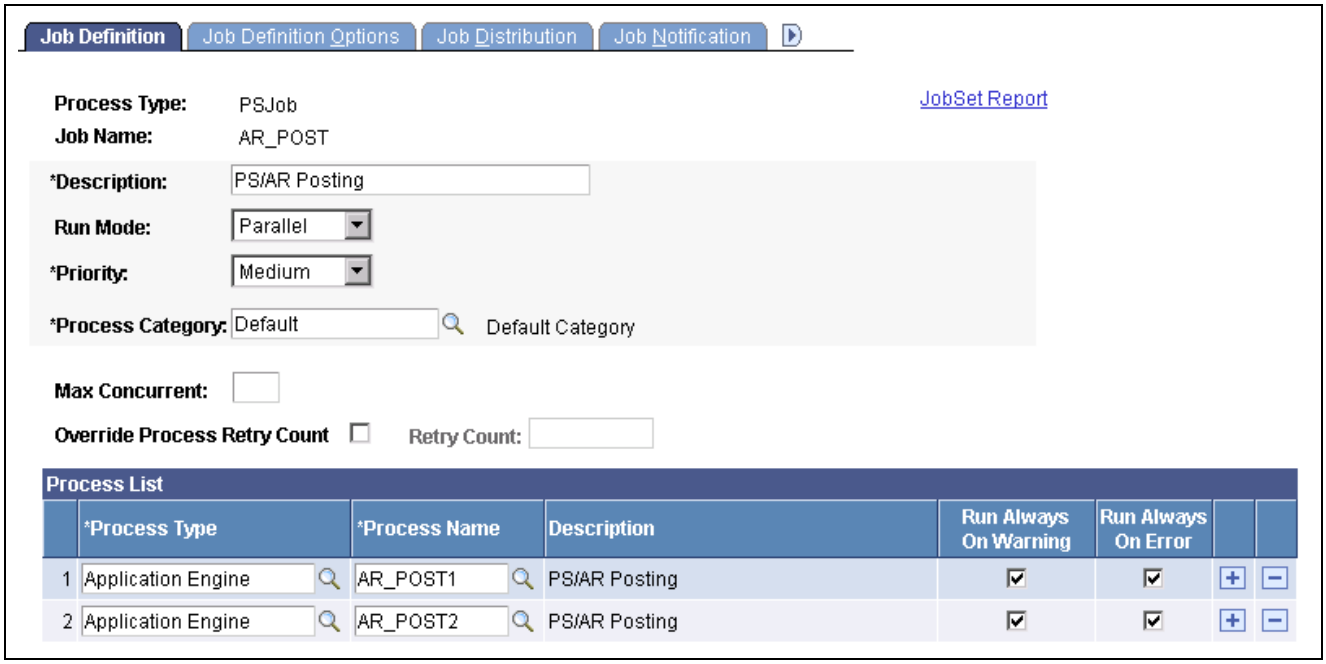
Enter the exact number of partitions to generate for the AR_PGG_SERV and AR_POSTING parallel processes. The number of partitions must be equal to the number of processes set up for the AR_PGG and AR_POST jobs. For example, if two AR_PGG processes are defined within the AR_PGG job (AR_PGG1 and AR_PGG2) then the AR_PGG maximum partitions must be set to *2*. The maximum number of parallel process cannot exceed the maximum concurrent processes for the server.

See Also

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Setting Installation Options for PeopleSoft Applications," Defining Receivables Installation Options

Adding More Parallel Processes to the AR_PGG and AR_POST Multiprocess Jobs

Access the Job Definition page for the AR_PGG or AR_POST job.



Job Definition page

Process Type and **Process Name**

Select *Application Engine* for the type and select *AR_PGG* or *AR_POST* for each separate partition or process that you want to run. The processes must be defined in the job sequentially; for example, AR_POST1, AR_POST2, AR_POST3. A job definition of AR_POST1, AR_POST2, AR_POST5 is incorrect. If you define additional process definitions, select the name of the definitions that you added.

Note. You must have the same number of rows in the process list as you enter in the Maximum Partitions field on the AR parallel Processing Options page.

Run Mode	Always select *Parallel.*
Run Always on Warning and **Run Always on Error**	You must select these check boxes.

See Also

Enterprise PeopleTools PeopleBook: Process Scheduler PeopleBook

Adding Additional Pending Group Generator and Posting Process Definitions

Access the Process Definition page.

Complete the fields on this page and the other pages in the Process Definition component (PRCSDEFN) to match the AR_PGG1 and AR_POST1 process definitions with the two exceptions:

- Use another process Name.

  We recommend that you use this format for the name: AR_PGG# or AR_POST#, for example AR_PGG9.

- Use another Description.

To add more processes to execute in parallel than the eight delivered by PeopleSoft:

1. Open an existing Application Engine program definition such as AR_PGG1 or AR_POST1 in PeopleTools Application Designer.

   Do a Save As using the new program name, such as AR_PGG9 or AR_POST9.

2. For an AR_PGG program, you must edit program step *MAIN.PGG_SERV.DoWhen* to define which partition will have accounting entries generated by that individual process. Change only the last parameter to match the partition. For example:

```
SelectInit (AR_UPDATE_AET.PGG_MODE, AR_UPDATE_AET.PARTITION)
%Sql (ARUPDATEPARALLELEXISTS,,9)
```

3. For an AR_POST program, you must edit program step *MAIN.POSTING.DoWhen* to define which partition will be posted by that individual process. Change only the last parameter to match the partition. For example, for AR_POST9:

```
%SelectInit (AR_UPDATE_AET.RP_ACTION, AR_UPDATE_AET.PARTITION)
%Sql (ARUPDATEPARALLLEXISTS, 2,9)
```

See Also

Enterprise PeopleTools PeopleBook: Process Scheduler PeopleBook

Setting Up Run Controls for Receivable Update

This section provides an overview of run control setup and discusses how to:

- Create run control IDs for Receivable Update.
- Select additional processes to run.

- (Optional) Modify steps for AR_POST.
- (Optional) Modify steps for AR_PGG.

See Also

Enterprise PeopleTools PeopleBook: Process Scheduler PeopleBook

Understanding Run Control Setup

The Receivable Update process processes all groups for all business units specified on the Receivable Update request. Depending on your installation size and the volume that you process, you may want to use a different method known as *chunking*. Chunking enables you to process large sets of data more efficiently by breaking them into subsets or smaller units of work. You can chunk by business unit, by group type, by both of these, or by group.

To use chunking when you run the Receivable Update process or set up batch priority run parameters, perform these steps:

1. Create a run control ID for the Receivable Update multiprocess job on the Receivable Update Request page.
2. Modify the Application Engine steps for the run control ID for each AR_POST# process on the Application Engine Request page.

   For example, if you have 3 partitions, you define the parameters for AR_POST1, AR_POST2, and AR_POST3
3. Modify the Application Engine steps for the run control ID for each AR_PGG# process on the Application Engine Request page.

   For example, if you have three partitions, you define the parameters for AR_PGG1, AR_PGG2, and AR_POST3.

In most cases, you probably will run the Receivable Update process by using a scheduled job.

When you create a run control request for the Receivable Update process, you can also specify that you want to run the Entry Events Generator and the Journal Generator processes.

Pages Used to Set Up Run Controls for Receivable Update

Page Name	Object Name	Navigation	Usage
Receivable Update Request	POSTING_REQUEST	Accounts Receivable, Receivables Updates, Request Receivables Update, Receivable Update Request	Enter run parameters for the Receivable Update process for specified business units and to run the process.
Options	POSTING_OPTIONS	Accounts Receivable, Receivables Updates, Request Receivables Update, Options	Select optional processes to run and specify an accounting entry definition for the Journal Generator process and an entry events definition for the Entry Events Generator process. These options apply to all business units processed by the run control.
Application Engine Request	AE_REQUEST	Accounts Receivable, Receivables Updates, Request Application Engine, Application Engine Request	Modify the steps for a run control ID for AR_POST# and AR_PGG#.

Creating Run Control IDs for Receivable Update

Access the Receivable Update Request page.

Group Unit Enter the business unit of the group that you want to post.

High Balance Basis Date Enter the date used when calculating the customer history ID of HI_BAL_AMT. Options are:

Run Date: By default, the Receivable Update process uses the run date.

Calc Date (calculation date): Select if you want HI_BAL_AMT to be calculated as of the calculation date. The Receivable Update process then uses the calendar ID on the Receivables Options - Options 1 page to determine the calculation date.

Accounting Date From and **Accounting Date To** When the system scans the database, it looks at the group accounting date for each group that is set to post to see if it falls in the date range that you specify here. If the effective date on the General Info page for a customer is outside the range of the accounting dates, the system does not select pending items to be posted for a customer.

User Defined Select to update the history elements that you established on the User Defined History page. For example, if you use the user-defined history of *SALES,* sales history is calculated for the year and period defined by the accounting date of the activity.

Payment Performance Select to update the system-defined history IDs for average days late, weighted average days late, weighted average terms, and weighted average days paid.

DSO (days sales outstanding) Select to update both DSO30 and DSO90. SALES history is also included because DSO calculations use the sales figures updated as part of user-defined

history. If you run DSO without calculating SALES history, no sales figures will be available.

Calculation Year and **Period** — If you select DSO, these fields appear. You can change the settings on the Receivables Options - Options 1 page.

SubCustomer — If you select DSO, this field appears if you selected either *Use Both* or *Use 1st* in SubCustomer Usage field on the Installation Options - Overall page. This option updates history at subcustomer levels for all customers in the business unit who have subcustomer history enabled.

Note. If you do not want to use DSO30 or DSO90, use the System-Defined History page to make these customer history IDs inactive.

The run control ID that you used to access this page is linked to your user ID. When you add a Receivable Update request, the system creates a Application Engine request for you with the same user ID and run control ID combination, specifying AR_PGG1 and AR_POST1 as the processes. If you want to add options to other parallel processes, you must add them separately.

See Also

Chapter 3, "Defining Receivables Business Units," Defining General Options, page 24

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Setting Installation Options for PeopleSoft Applications," Setting Overall Installation Options

Selecting Additional Processes to Run

Access the Request Receivables Update - Options page.

Process GL Journal Generator — Select to run the Journal Generator process, which generates the journals for the general ledger when the Receivable Update process completes. If there are errors in the accounting entries, the process will not process the entries.

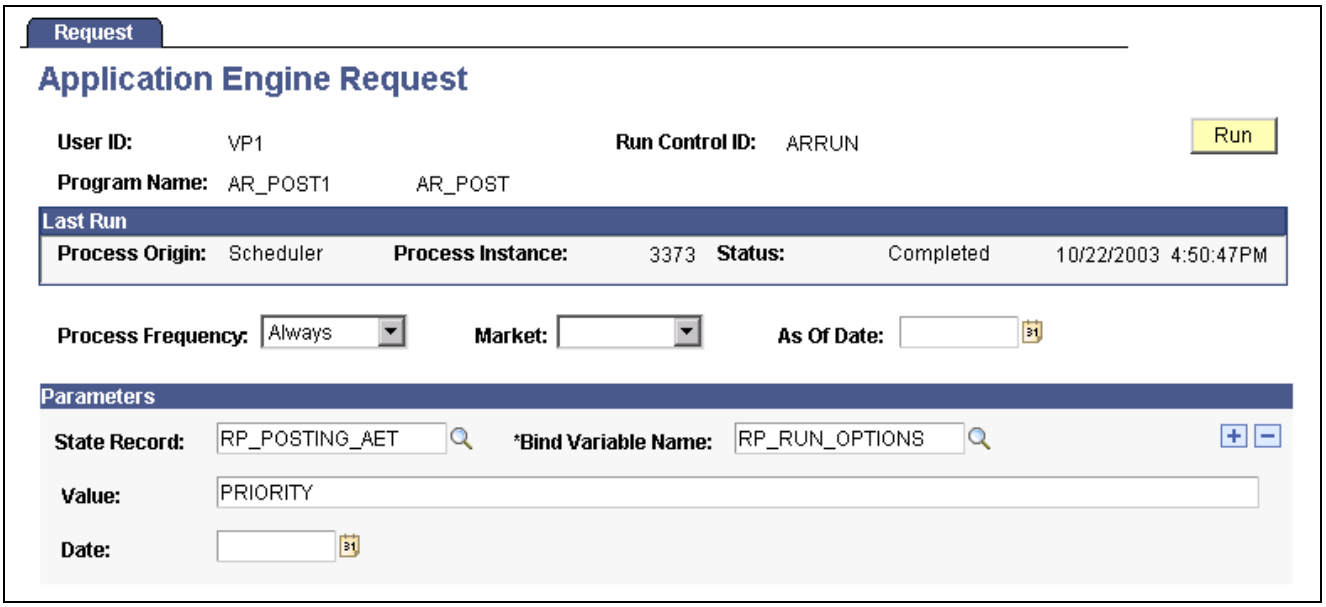
Process Entry Events — Select to run the Entry Events Generator process as part of the Receivable Update process. This field is available only if you selected entry events during installation.

SetID and **Accounting Definition Name** — Select the accounting entry definition that the system should use when it creates the journal header and lines, such as *ARDEFN*. These fields are available only if you selected the Process GL Journal Generator field.

SetID and **Entry Event Definition Name** — Select the entry event process definition that the system should use when it creates supplemental accounting lines, such as *ARUPDATE*. These fields are available only if you selected the Process Entry Events field.

Modifying Steps for AR_POST

Access the Application Engine Request page.



Modifying run parameters for the AR_POST1 process on the Application Engine Request page

Enter the name of the appropriate AR_POST# program, such as AR_POST1.

Use the State Record, Bind Variable Name, and Value fields to define exactly what data you want to post. This enables you to process smaller units of data. Add as many rows as needed.

Setting PRIORITY Parameters

Enter *PRIORITY* in the Value field to give priority to groups whose posting action is Batch Priority. PRIORITY is designed to run on a recurrence definition that directs the system to run periodically throughout the day to pick up only new priority groups. You define recurrence definitions by using the Process Scheduler when you indicate how often you want the Receivable Update process to run (for example, hourly or daily).

The following is a description of PRIORITY and a description of sample field values.

Description	Sample Field Values
Run PRIORITY as needed. Suppose that you have 10 business units and 5 different run control IDs, each specifying different combinations of business units by user ID. During the day, you want to post groups set to *PRIORITY* for any of the 10 business units. To do this, add a Receivable Update request with a new run control ID (for example, URGENT) that specifies all 10 business units. Add the PRIORITY run option as a parameter on the Application Engine request for the run control ID you created by adding an additional line.	Program name: *AR_POST#, such as AR_POST1* State record: *RP_POSTING_AET* Bind variable name: *RP_RUN_OPTIONS* Value: *PRIORITY* **Note.** After you enter the run parameters, the next step is to assign the Receivable Update request to a Process Scheduler job with a scheduled run recurrence that runs every hour (for example, HOURLY). By selecting the hourly recurrence and initiating this job, the system processes all PRIORITY groups each hour for each of the specified business units. You can set up multiple PRIORITY server jobs to run at different intervals, processing a few business units in each job or processing only certain group types.

Note. You do not need to set up an RP_RUN_OPTIONS for a Batch Standard run control. With standard processing, the system processes groups with either a Batch Priority or Batch Standard posting action. A standard scheduled job processes any priority groups that have not been processed since the last scheduled PRIORITY run.

Narrowing the Scope of Receivable Update

These tables show how you can narrow the scope of what the process posts.

Description	Sample Field Values
Post one group to a specific business unit.	*First row:* State record: *RP_POSTING_AET* Bind variable name: *GROUP_ID* Value: (appropriate value) *Second row:* State record: *RP_POSTING_AET* Bind variable name: *GROUP_BU* Value: (business unit)
Post one business unit to see all activity for a particular business unit.	State record: *RP_POSTING_AET* Bind variable name: *GROUP_BU* Value: (appropriate value, such as *US001*)

Description	Sample Field Values
Post one group type, such as billing groups.	State record: *RP_POSTING_AET* Bind variable name: *GROUP_TYPE* Value: (appropriate value, such as *B* for *Billing*)
Post groups assigned to one user. Use this option if you run Receivable Update once a day, but you do not want to wait for the scheduled run.	State record: *RP_POSTING_AET* Bind variable name: *RP_USE_OPRID* Value: (user ID, such as *VP1*) **Note.** Add more rows to further narrow the scope. For example, you could add a row with a bind variable name for a GROUP_BU with a value of a specific business unit. Or add a row with a bind variable name for a GROUP_TYPE with a value of *P* (for *Payment*).
Combine processing options. For example, see only those payment groups in business unit US001.	*First row:* State record: *RP_POSTING_AET* Bind variable name: *GROUP_TYPE* Value: (appropriate value, such as *P* for *Payment*) *Second row:* State record: *RP_POSTING_AET* Bind variable name: *GROUP_BU* Value: (business unit, such as *US001*)

Using Chunking in Receivable Update

Chunking enables you to process large sets of data more efficiently by breaking them into subsets or smaller units of work. You can chunk by business unit, by group type, by both of these, or by group. This table shows examples of how to enter chunking parameters.

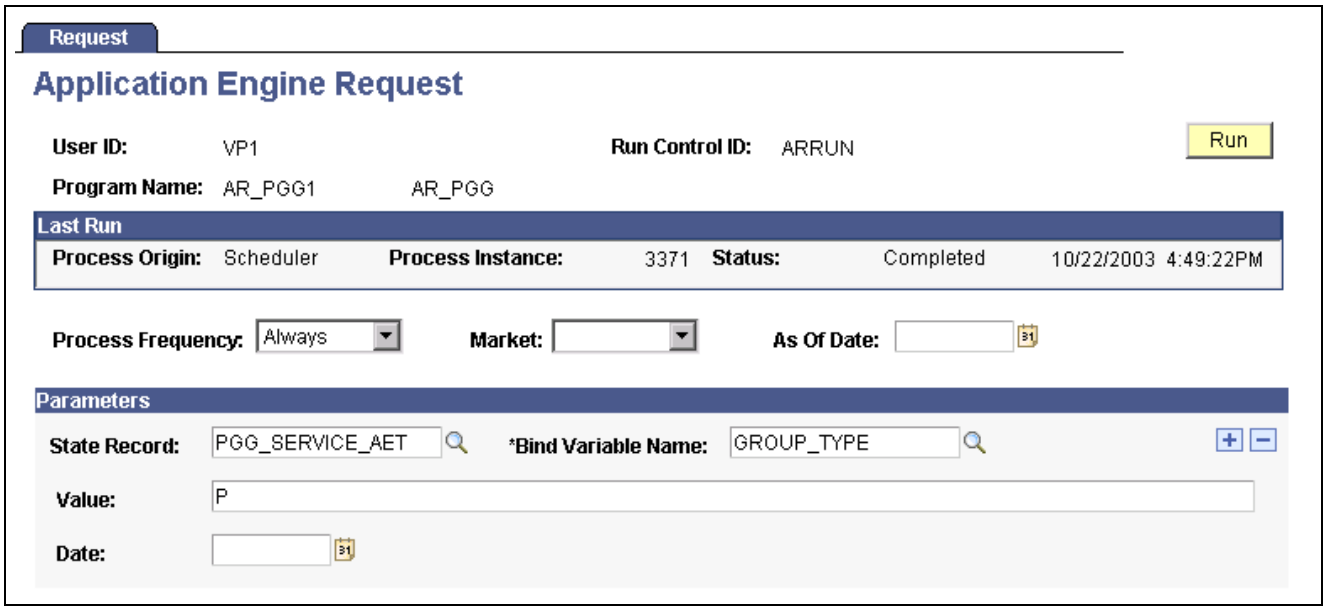
Description	Sample Field Values
Post one business unit at a time.	State record: *RP_POSTING_AET* Bind variable name: *RP_CHUNK_BY* Value: *BU*
Post one group type at a time across all business units requested.	State record: *RP_POSTING_AET* Bind variable name: *RP_CHUNK_BY* Value: *TYPE*

Description	Sample Field Values
Post one group type at a time, one business unit at a time.	State record: *RP_POSTING_AET* Bind variable name: *RP_CHUNK_BY* Value: *BU_AND_TYPE*
Post each group, one at a time.	State record: *RP_POSTING_AET* Bind variable name: *RP_CHUNK_BY* Value: *GROUP*

See the documentation on managing Application Engine programs in the *Enterprise PeopleTools PeopleBook: PeopleSoft Application Engine.*

Modifying Steps for AR_PGG

Access the Application Engine Request page.



Viewing run parameters for AR_PGG1 on the Application Engine Request page

Enter the name of the appropriate AR_PGG# program, such as AR_PGG1.

You use the State Record, Bind Variable Name, and Value fields to define exactly what data you want to process. Add as many rows as needed.

This table shows how you can narrow the scope of what the process posts.

Description	Sample Field Values
To generate accounting entries for only group type *P*.	State record: *PGG_SERVICE_AET* Bind variable name: *GROUP_TYPE* Value: *P*
Add a parameter to specify the chunking method. You are limited to chunking by one field only, but you are not limited to specific values.	State record: *PGG_SERVICE_AET* Bind variable name: *AE_CHUNK_BY* Value: • *BU:* One business unit at a time. • *TYPE:* One group type at a time across all business units requested. • *BU_AND_TYPE:* One group type at a time, one business unit at a time.

CHAPTER 13

Understanding Interunit and Intraunit Accounting and ChartField Inheritance

This chapter discusses:

- Interunit and intraunit accounting.
- ChartField inheritance.
- Anchor lines for transactions.

Interunit and Intraunit Accounting

This section provides an overview of interunit and intraunit accounting and discusses:

- Interunit and intraunit setup
- Interunit accounting entries
- Intraunit accounting entries

Interunit and Intraunit Overview

Receivables creates interunit accounting entries for these transactions:

- Payments made on the payment, draft, and direct debit worksheet or using the Payment Predictor Application Engine process (ARPREDCT), where the payment, draft, or direct debit is processed using a bank account that reflects a general ledger business unit that differs from the item's general ledger business unit.
- Transactions entered on the maintenance worksheet or created by the Automatic Maintenance Application Engine process (AR_AUTOMNT) to offset items from other general ledger business units.
- Items transferred from one business unit to another, where the general ledger business units are different.
- Direct journal transactions where the deposit is processed using a bank account that reflects a general ledger business unit that differs from the general ledger business unit where revenue is recorded.

The system populates the ChartFields for interunit accounting entries based on the rules that you specify.

Note. If you enable the Use Affiliate option for the Business Unit ChartField for a ledger group, the system populates the Affiliate ChartField with the other business unit involved in the transaction. Otherwise, it leaves the Affiliate ChartField blank.

Receivables creates intraunit accounting entries for the following transactions, if you enable ChartField balancing for a ledger group on the Ledger Groups - Balancing page, and balancing ChartField values in the transactions differ in any of the distribution lines:

- Transactions on the payment, draft, or direct debit worksheet or transactions created by the Payment Predictor process.

  The system usually creates intraunit accounting entries if the user selects a nonpooled or cash clearing account.

- Transactions on the maintenance worksheet or transactions created by the Automatic Maintenance process, such as refunds and offsetting items with different balanced ChartFields.

- Transactions on the transfer worksheet.

When you generate accounting entries, the Pending Group Generator Application Engine process (AR_PGG_SERV) calls the central processor (IU_PROCESSOR) to create the interunit and intraunit accounting entries.

See Also

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Using Interunit and Intraunit Accounting and ChartField Inheritance"

Interunit and Intraunit Setup

Setup for interunit and intraunit accounting entries is linked to the business unit definition for general ledger. Receivables uses the setup for the general ledger business unit associated with each receivables business unit.

Note. If you plan on using discounts and multibook, then you need to have the same ledger group setup for both business units.

Receivables provides three unique system transaction definitions that define specific rules for receivables transactions:

- Receivables Item (ARIT): Used for all other receivables transactions.
- Receivables Transfer (ARTR): Used for transfers.
- Receivables Direct Journal (ARDJ): Used for direct journal payments.

You should *not* modify these definitions unless you modify your application. These system transaction definitions are mapped to the system-defined transaction code for general transactions on the System Transaction Map page.

Important! You should also specify the general ledger business unit for customers that you marked as interunit customers on the General Information - Bill To Options page. The system uses the general ledger business unit for the To customer when you transfer items to a new customer to generate the interunit accounting entries.

You must also define distribution codes for maintenance control and assign the default distribution code to each business unit.

Note. Summarization is an installation option for interunit and intraunit distribution lines that do not use Affiliate ChartFields. Using summarization, you can reduce the number of interunit and intraunit distribution lines when segregation of amounts is not required.

Interunit Accounting Entries

This section provides examples of interunit accounting entries for payment, maintenance, and transfer groups. The following accounting entries are shown without summarization.

Interunit Accounting Entries for Payment Groups

The following interunit example could apply to payments, prepayments, on-account transactions, overpayments, underpayments, and deductions. You apply a 980.00 USD payment to a 1,000.00 USD item and create a write-off for the underpayment for 20.00 USD.

This table displays accounting entries for the payment application:

GL Unit	Account	Affiliate	Type	Debit Amount	Credit Amount
US003	100003		Cash	1000.00	
US001	120000		Receivables (AR)		1000.00
US003	100103	US001	Interunit		1000.00
US001	100105	US003	Interunit	1000.00	

This table displays accounting entries for the underpayment adjustment:

GL Unit	Account	Affiliate	Type	Debit Amount	Credit Amount
US001	100003		Cash		20.00
US003	120000		AR	20.00	
US001	100105	US003	Interunit	20.00	
US003	100103	US001	Interunit		20.00

This table displays accounting entries for the write-off. The write-off entries do not require interunit accounting entries:

GL Unit	Account	Affiliate	Type	Debit Amount	Credit Amount
US001	673000		User-defined (revenue)	20.00	
US001	120000		AR		20.00

Interunit Accounting Entries for Maintenance Groups

When you create a maintenance group, you specify the anchor business unit for interunit transactions.

The following is an example of the accounting entries for offsetting items. You offset a 1,000.00 USD debit memo with two credit memos: one for 400.00 USD and one for 600.00 USD. The anchor business unit for the maintenance group is US001:

GL Unit	Account	Affiliate	Type	Debit Amount	Credit Amount
US001	120000		AR		1000.00
US001	125000		Offset	1000.00	
US002	110000		AR	400.00	
US001	125000		Offset		400.00
US003	115000		AR	600.00	
US001	125000		Offset		600.00
US002	100103	US001	Interunit		400.00
US001	100105	US002	Interunit	400.00	
US003	100103	US001	Interunit		600.00
US001	100105	US003	Interunit	600.00	

Interunit Accounting Entries for Transfer Groups

The following example shows the accounting lines that would be generated if you transferred an item from the US001 business unit and customer USA01 to the US003 business unit and customer USA01:

GL Unit	Account	Affiliate	Type	Debit Amount	Credit Amount
US001	120006		AR		1000.00
US001	100100	US003	Interunit	1000.00	
US003	120006		AR	1000.00	
US003	200200	US001	Interunit		1000.00

Note. Because the interunit entries balance the transaction no offset entries are necessary.

Intraunit Accounting Entries

This section provides examples of intraunit accounting entries for payment, maintenance, and transfer groups. The following accounting entries are shown without summarization.

Intraunit Accounting Entries for Payment Groups

The following intraunit examples could apply to payments, prepayments, on-account transactions, overpayments, and underpayments.

In the first example, you apply a 1,960.00 USD payment associated with a nonpooled bank account to a 1,960.00 USD item. This table displays the accounting entries:

Account	Fund	Fund Affiliate	Type	Debit Amount	Credit Amount
100004	199		Cash	1960.00	
110000	100		AR		1960.00
100040	199	100	IntraUnit (Due To)		1960.00
100040	100	199	IntraUnit (Due From)	1960.00	

In the second example, you apply a 1,500.00 USD payment associated with a cash control bank account to a 1,500.00 USD item. This table displays the accounting entries that the system generates when you save the deposit with the payment:

Account	Fund	Fund Affiliate	Type	Debit Amount	Credit Amount
100002	200		Cash	1500.00	
100023	200		Cash Control		1500.00

This table displays the accounting entries that the system generates when you apply the payment to the item:

Account	Fund	Fund Affiliate	Type	Debit Amount	Credit Amount
100023	200		Cash Control	1500.00	
110010	100		AR		1500.00
100065	200	100	Due To		1500.00
100067	100	200	Due From	1500.00	

The system generates the intraunit accounting entries for cash control banks by comparing the fund on the Cash line (created when you save the deposit) to the fund on the AR line (created when you apply the payment to the item).

Intraunit Accounting Entries for Maintenance Groups

The first example displays intraunit accounting entries for a refund of a 4,500.00 USD credit memo:

Account	Fund	Fund Affiliate	Type	Debit Amount	Credit Amount
200004	200		Refund Control		4500.00
110010	100		AR	4500.00	
100040	200	100	Due To	4500.00	
100040	100	200	Due From		4500.00

The second example displays the accounting entries for a match of a debit memo to a credit memo with different funds. The debit memo is 1,000.00 USD and the credit memo is –1,000.00 USD:

Account	Fund	Fund Affiliate	Type	Debit Amount	Credit Amount
110010	100		AR		1000.00
125000	200		Offset	1000.00	
110010	200		AR	1000.00	
125000	200		Offset		1000.00
100040	200	100	Due To		1000.00
100040	100	200	Due From	1000.00	

Note. When you match (offset) multiple funds using the maintenance worksheet or the Automatic Maintenance process, the system creates only one Due To and Due From entry for each fund. There is not a set of entries for each AR line.

Intraunit Accounting Entries for Transfer Groups

The following example shows the accounting lines that would be generated if you transferred an item from the FED01 business unit and customer 1000 to the FED01 business unit and customer 1002:

Account	Fund	Fund Affiliate	Type	Debit Amount	Credit Amount
8035			Offset	1000.00	
1310	100		AR		1000.00
1030	100		Intraunit	1000.00	
2030		F100	Intraunit		1000.00
8035			Offset		1000.00
1310	100		AR	1000.00	
1030	100		Intraunit		1000.00
2030		F100	Intraunit	1000.00	

ChartField Inheritance

Receivables inherits the ChartField values for receivables transactions. The Pending Group Generator Application Engine process determines the inheritance option for each ChartField and populates each ChartField value based on the inheritance option selected for the ChartField.

This section discusses:

- Inheritance setup
- Inheritance accounting entries

See Also

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Using Interunit and Intraunit Accounting and ChartField Inheritance"

Inheritance Setup

You must define inheritance rules for the following inheritance groups on the ChartField Inheritance page:

- Billing (AR/BI): Used for all transactions except revaluation.
- Receivables Revaluation (AR Reval): Used for revaluation.

Receivables uses these rules for all transactions that inherit ChartField values.

Note. ChartField inheritance rules do not apply to Project Costing ChartFields except the Project ID ChartField.

Options for each ChartField are:

Always Inherit The system uses the ChartField values from another line in the transaction, even if it is in a different business unit. The distribution line varies based on the transaction. The table in the section about anchor lines describes the distribution line that the system uses for different transaction types. Select this option only if all business units share the same ChartField values; otherwise the inherited value could be invalid.

See Chapter 13, "Understanding Interunit and Intraunit Accounting and ChartField Inheritance," Anchor Lines, page 322.

Do Not Inherit The system uses the ChartField values that you specify in either the receivables setup tables (Distribution Code, Item Entry Type, or Automatic Entry Type) or when you enter the transaction. The source of the ChartField values varies based on the transaction type. You would usually not select this option would usually for a balanced ChartField, unless you select the IntraUnit Balancing Entries check box on the Detail Ledger Group - Balancing page.

Note. For VAT lines, the system uses the ChartField values that you defined for the VAT code associated with the item.

Use Unit Default The system uses the default ChartField values that you assigned to the general ledger business unit associated with the transaction in the inheritance defaults on the General Ledger Definition - Inter/IntraUnit page. The system uses the general ledger business unit that you assign to the receivables business unit.

Inherit within Unit The system uses the ChartField values from another line in the transaction only if it is in the same business unit. The distribution line varies, based on the transaction type. Otherwise, it uses the default ChartField values for the general ledger business unit. You may want to select this option if the ChartField values are not shared across all business units.

Bank accounts can be associated with a single fund (nonpooled) or group of funds (pooled). A nonpooled bank account must be associated with a fund code, and the inheritance option must be *Do not Inherit.* When you set up pooled bank accounts, you must define the inheritance rules for the account. The rules that you can select for the Deposit - AR, Control - AR, Draft - AR, and Discount - AR account types are limited based on your selection for the Cash - AR account type.

Note. To set up rules for direct debits, select the DD/AR Draft Cash Control check box, and enter inheritance options for Control - AR account type.

See Also

PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook, "Setting Up External, Internal, and Netting Accounts," Bank Account ChartField Inheritance for Education and Government

Inheritance Accounting Entries

When you enter accounting entries online for pending items, you cannot change values for ChartFields that are set to *Always Inherit* or *Inherit within Unit.* Also, if you enter additional AR and user-defined (revenue) lines, the system automatically populates the values for ChartFields that are set to *Always Inherit* or *Inherit within Unit.* For transactions on payment, draft, maintenance, or transfer worksheets, you can add additional accounting entries only for items that do not reference existing items, such as on-account items and prepayments.

If the values for ChartFields are set to *Always Inherit* or *Inherit within Unit*, and you have items with multiple AR accounting lines, the system generates multiple offset lines for all payments, write-offs, maintenance worksheet matching, and so on.

For direct journal payments, the system uses the User-defined line to inherit ChartField values to the Cash line, if the inheritance option for the ChartField associated with the Cash - AR account type is set to *Always Inherit* or *Inherit within Unit* for the bank account. If you enter additional User-defined lines, the system automatically populates the ChartField values on the new line. After you create the accounting entries, you cannot change the ChartField values.

For cash control deposit entries, ChartField values are inherited from the cash control line to the cash line, if the inheritance option for the ChartField associated with the Cash - AR account type is set to *Always Inherit* or *Inherit within BU* for the bank account.

The following is an example of accounting entries where the inheritance option for the Fund ChartField is set to *Always Inherit.* The transaction is a payment in full of a 300.00 USD item:

Account	Fund	Dept ID	Type	Debit Amount	Credit Amount
100004	100	10000	Cash	300.00	
110000	100	12000	AR		300.00

The Fund code on the Cash line is inherited from the Fund code on the AR line, but the Dept ID is different, because it is not set to inherit.

Anchor Lines

The system uses an anchor line for each transaction to generate interunit and intraunit accounting entries and apply inheritance rules. The anchor line for inheritance determines which line is used to obtain ChartField values for ChartFields whose inheritance option is *Always Inherit* or *Inherit within Unit.* You select ChartField inheritance options on the Design ChartFields - ChartField Inheritance page. The anchor line varies based on the transaction type.

This table displays the anchor line that the system uses for different transaction types:

Transaction Type	Anchor Line
Pending items groups	User-defined revenue line.
Maintenance groups	For interunit and intraunit entries, the system uses the AR line for all activities except matching, create new debit, and create new credit. The system uses the Maintenance Control line for these activities. For inheritance, the system uses the AR line.
Payment groups	AR line.
Transfer groups	For interunit and intraunit, the Transfer Control line. For inheritance, the system uses the AR line.
Direct debit groups	AR line except for cash clearing activities (DD-05 and DD-06). For these activities, the system uses the Cash Control line. For the VAT at Due Date activity (DD-09), the system uses the VAT Intermediate line.

Transaction Type	Anchor Line
Draft groups	The anchor line for draft groups varies based on the activity. It is the AR line whenever available. If the activity does not have an AR line, the system uses the following lines for the anchor line for these activities: • *Draft Receivable line:* Draft Remitted to Bank and Draft Remitted With Discount (DM-20 to DM-24), Collect Cash on Draft (DM-44), Reverse Discount Liability (DM-45), and Dishonor Draft (DM-50). • *Cash Control line:* Collect Cash on Discount Draft (DM-30 to DM-32), Collect Cash on Draft (DM-40 and DM-42), and Dishonor Draft (DM-52 to DM-54). • *Cash line:* Dishonor Draft (DM-57 and DM-58) and Draft Bank Fees (DM-90). • *Remitted Draft Distribution line:* Collect Cash on Draft (DM-46) and Dishonor Draft (DM-55). • *Draft Discount Receivable line:* Reverse Discount Liability (DM-41 and DM-43) and Dishonor Draft (DM-56). • *Draft Discount Liability:* Collect Cash on Draft (DM-33).
Direct journal	For interunit and intraunit entries, the system uses the Cash line. For inheritance, the system uses the user-defined revenue line.
VAT Intermediate and VAT Final lines	For inheritance only, the system uses the AR line for the VAT line for all activities except Create an Invoice/Debit Memo (IT-01) and Create a Credit Memo (IT-02). For the those activities, it uses the user-defined revenue line.

CHAPTER 14

Performing Data Conversion

This chapter provides an overview of customer data conversion, pending data conversion, posted customer history data conversion, and item and payment data conversion; and discusses how to perform data conversion using the DC_PENDITEM_CI component interface.

Understanding Customer Data Conversion

Receivables stores customer setup information—address, contact information, credit information, and processing options—on tables that are keyed by setID. Customer receivable information such as balances, aging information, and payment history is stored on tables keyed by business unit.

This architecture may be very different from that of your existing system and affects conversion activities in two ways:

- During conversion, you populate only the customer setup tables that are keyed by setID.

  The Receivable Update Application Engine process (ARUPDATE) creates and updates the customer information that is stored in the tables that are keyed by business unit.

- You do not convert customer-level historical information directly.

  Receivables calculates business unit balance and history information for customers based on the converted receivable data.

Understanding Pending Data Conversion

The Receivable Update process is the only method that Receivables uses to update posted information: customer balance and history information, corresponding item information, item activity, item value-added-tax (VAT) activity, and item accounting entries.

The following tables contain pending item information that the Receivable Update process processes:

- Group Control (PS_GROUP_CONTROL)
- Pending Item (PS_PENDING_ITEM)
- Pending VAT (PS_PENDING_VAT)
- Pending Tax (PS_PENDING_TAX)
- Pending Tax Details (PS_PENDING_TAX_DTL)
- Pending Distribution Lines (PS_PENDING_DST)

In this chapter, we discuss approaches and considerations that are important when you convert accounts receivable from your existing system to Receivables. The "Developing Interfaces for Customers and Pending Items" chapter discusses this in more detail.

See Chapter 15, "Developing Interfaces for Customers and Pending Items," page 339.

The PS_GROUP_CONTROL and PS_PENDING_ITEM tables that contain pending information are populated by interface programs that you supply to convert receivables from your existing system and bring in information from billing systems.

The PS_PENDING_VAT table has a specialized use for VAT processing, and the interface program populates it during conversion. You generally do not need to populate the PS_PENDING_DST table, as we discuss later in this section.

The PS_PENDING_TAX and PS_PENDING_TAX_DTL tables are used for tax processing in India. The interface program populates the tables during conversion.

Conversion Example

You decide to keep all customer setup information in one TableSet. Five business units share the customer information in this TableSet. Some customers may have balances in all five business units; others may have a balance in only one or two business units.

The interface program that you create to add customer information to Receivables populates the necessary customer tables for the TableSet. Meanwhile, the interface program that you create to bring in existing receivables creates groups of pending items. The pending item records contain the relevant business unit and customer combinations.

For each open item a customer has in a business unit, the interface program creates a pending item with an assigned business unit, customer ID, and item ID. When the Receivable Update process processes these pending items, it determines if it can use the customer ID that is established in the TableSet for this business unit. It then creates the customer balance and history information for the customer in the business unit.

Understanding Posted Customer History Data Conversion

The Receivable Update process updates the following tables with posted data at the customer level:

Table	Contains
PS_CUST_DATA	Balance and event information.
PS_SUBCUST_DATA	Balance and event information at the subCustomer level. If you do not use the subCustomer option, the table will not contain any information.

Table	Contains
PS_CUST_HISTORY	One row for each history element for each fiscal year and accounting period.
PS_SUBCUST_HISTORY	One row for each history element for each fiscal year and accounting period at the subCustomer level. If you do not use the subCustomer option, the table will not contain any information.

Receivables does not support updating these four tables outside of the Receivable Update process. Therefore, the amount of item data that you choose to convert determines the amount and type of customer history information you will have after conversion before ongoing processing begins.

Understanding Item and Payment Conversion

There are a number of issues related to converting items to consider in planning a conversion effort and ongoing use of the system.

This section discusses:

- Conversion of open and closed items.
- Transaction detail for items.
- Payment conversion.
- Line item feature.
- Key dates.
- Reference fields.
- User-defined fields.
- Your accounting entry approach.
- Group design and size.
- Multiple currencies.

Conversion of Open and Closed Items

Convert only open items, or choose to convert both open and closed items. Make this decision based on the requirements of your system, the quality of data in your existing system, the amount of historical data that you want in Receivables after conversion (before ongoing processing begins), and the level of effort that you can devote to the conversion process.

The advantages of converting only open items include:

- Less complex interface programming requirements.
- Smaller conversion effort, in terms of the amount of data and related balancing activity.
- Simplified table setup for areas such as entry type and entry reason definition.

If the codes that are used in your existing system have changed over time, it may be simpler to create corresponding codes in Receivables only for planned, ongoing use.

The disadvantages of converting only open items may include:

- No historical data available in Receivables for history areas such as average days late.
- Research into closed items through your existing system, either online or through reports, during whatever period of time the accounts receivable and credit personnel need the closed item information.

Transaction Detail for Items

For converting open items, evaluate whether to bring in only the current balance on the item or to also include transaction detail that may be in the balance.

For example, suppose in your existing system you have an invoice with an open balance. The balance is a result of the original invoice, minus a credit memo that is applied against it. With Receivables, you have the option of converting the item with its current balance or of bringing in both the original invoice and the credit memo.

To bring in the balance only, the conversion interface program creates one pending item. When you bring in both the invoice and the credit memo, you create two pending items, each containing the same business unit, customer ID, and item ID. You assign an appropriate entry type to each item as well as an amount and a number of other values. The Receivable Update process creates one row in the Item Table (PS_ITEM) for the item and two rows in the Item Activity table (PS_ITEM_ACTIVITY0, one for each pending item. In other words, after you post both pending items, PS_ITEM contains the balance for the item, and PS_ITEM_ACTIVITY contains all rows that affected the balance.

For converting closed items, create two pending items with the same amount: one to open the item and the other to close it. Receivables does not support the direct entry of a closed item; a pending item cannot have an amount of zero.

Payment Conversion

To understand the alternatives for converting payment information, it is helpful to understand how payment processing works in Receivables.

The goal of all payment application methods—express deposit, the payment worksheet, and the Payment Predictor Application Engine process (ARPREDCT)—is to create pending groups for posting. These payment application methods enable the cash applier to identify what is paid and to create necessary adjustments without having to construct the group directly. In this way, you can process deposits and payments that you received from the bank from the perspective of their source documents.

The end result of payment application, regardless of the method used, is one pending group for each payment: a row in PS_GROUP_CONTROL, and one or more rows in PS_PENDING_ITEM, depending on how many items were paid by the payment.

If you have already entered the deposit information and applied the payment in a zero balance form in your current system, there is no real value in creating deposits and payments, and then reapplying the payments to create groups to send through the Receivable Update process. It is more efficient for you to directly create the pending items reflecting the result of your current application process than to use our online or background processes to create the items, reenter these payments, and then reapply them to items. You have already accomplished this matching in your current system.

To understand how to construct these pending items, you need to understand the use of item entry types and automatic entry types.

Item Entry Types

Receivables uses item entry types to identify pending items that are created during online item entry or by an external interface. When you enter or build pending items that comprise a group, you use entry types that you specifically enable for use as item entry types. There are two types of item entry types: those with positive amounts (associated with the system function IT-01) and those with negative amounts (IT-02).

Automatic Entry Types

Automatic entry types work behind the scenes to translate instructions for overdue charging, payments, maintenance, draft and direct debit processing, and transfers into pending items. When you initiate an online or background process for these types of groups, such as selecting an item on one of the worksheets or running the Payment Predictor process, the system creates the necessary pending item by using the information that is defined on the automatic entry type for that action.

For example, every time you select an item for payment on the payment worksheet, the system uses the entry type, entry reason, and accounting entry information from the WS-01 (Pay An Item) automatic entry type to create the pending item.

Automatic entry types fall into six categories:

- Overdue charges (prefaced by FC).
- Maintenance (prefaced by MT).
- Payment worksheet (prefaced by WS).
- Transfer worksheet (prefaced by TR).
- Direct debit management (prefaced by DD).
- Draft management (prefaced by DM).

Entry Types

The program that converts existing items should create the necessary pending items to represent the level of detail that you want to see after you post the converted items. These pending items include payments that are applied to items and any form of debit or credit memo that you use in your existing system.

You establish entry types and entry reasons, if necessary, to represent the different types of entries that you convert. You then qualify these entry types for use as item entry types on the setup tables. Entry types that are expected to have a positive amount are associated with the IT-01 system function; entry types that are expected to have a negative amount are associated with the IT-02 system function.

On the pending item itself, supply the entry type and entry reason values, and place a value in the entry use ID field—either IT-01 or IT-02—that is associated with the entry type.

The entry types that you use for conversion can be the same as or different from the entry types that you use on an ongoing basis. By using a different entry type, you can clearly identify the entry as created during conversion. If you use the same entry types, it is important to disable their use as item entry types once conversion is complete, to prevent entry of an item with this entry type into the group entry environment.

For example, you decide to convert open receivables and any receivables that are closed within the last 30 days. You must convert transaction detail at least for closed items. You decide to use the PY entry type to represent payments that are made in your existing system, and you enable it as an item entry type of IT-02. You also enabled PY as an automatic entry type to represent payments that Receivables records.

After you complete the conversion activities, you may want to inactivate PY as an item entry type. Alternatively, you could decide to use a different entry type, such as CP for converted payments, to distinguish converted data from data that Receivables processes.

You may want to use a similar approach for write-offs, deductions, or other types of transactions that you convert.

Line Item Feature

Use of the line item feature is an important implementation decision that affects conversion planning and scope. The conversion implications of using line items include:

- Deciding if the line item may need a different entry type and, optionally, an entry reason, to categorize it.
- Developing the pending items that are required to open and close each line item after the closed items are converted.
- Developing the pending items that are required to support transaction details for converted line items, whether open or closed.

What Happens During Line Item Conversion

During conversion, the following occurs:

- The combination of business unit, customer ID, item ID and item line identify an item in the system.
- If you do not use the line item feature, the item line field contains a zero.

  If you use the line item feature, item lines contain a number other than zero.
- Qualifying the item ID with an item line does not change the amount of data that the system stores on the item or the way that the system handles it.
- The system treats items with an item line the same as items without an item line.
- The system does not combine item lines into a total for inquiry or cash application purposes.

  For example, if you choose to use item lines for an invoice that contain six lines, six items appear on customer item inquiry and worksheet pages.
- If you use line items and also bring in pending VAT information, the option of treating the VAT as a line item instead of recording it separately for each line item is available.

Key Dates

Two important date fields on the PS_PENDING_ITEM table have significant conversion implications:

Field	Usage
Accounting Date	Used as a basis for payment term and aging calculations. Using the accounting calendar, the accounting date also determines which fiscal year and accounting period to associate with the pending item. The system uses the fiscal year and accounting period to create accounting entries for journal entries for the general ledger and to update customer history.
As Of Date	Used as a basis for payment term and aging calculations.

Two conversion approaches using these date fields are:

- When converting only open items:
  - Choose a common conversion date and place this date in the Accounting Date field.
  - Place the invoice date (or accounting date equivalent field) in the As Of Date field, and base payment terms and aging rules on the As Of Date field value.

    This has the effect of recording the converted items in one fiscal year and accounting period only, but maintaining the original invoice date for terms and aging. The Accounting Date and As Of Date fields on the pending items from billing usually contain the same value if you choose this method.
- When converting open and closed items and developing history data within the PeopleSoft system from the converted activity, use the appropriate date that is associated with the activity in the existing system as the accounting date on the related pending items.

  This also involves establishing an accounting calendar that spans all the possible converted accounting dates and ensuring that the open period range on the business unit options table is broad enough to span all accounting periods. This ensures that the system records all converted activity in the fiscal year and accounting period in which it occurred.

Reference Fields

Eight fields in the PS_PENDING_ITEM table contain related document information that the system uses for processing or page displays:

- DOCUMENT (and DOCUMENT_LINE)
- PO_REF
- BILL_OF_LADING
- ORDER_NO
- CONTRACT_NUM
- INVOICE
- LC_ID
- AG_REF_NBR

The maintenance worksheet uses the Document field to facilitate matching unless you enter your own matching criteria. When you specify on the worksheet that the system match items, it matches by comparing the item ID and item line number with the document and document line number of each item in the worksheet. We designed this matching capability for instances in which subsequent activity against an invoice, such as a debit or credit memo, is assigned its own item ID by the originating billing system, with the original item ID supplied as reference information.

If you have this requirement in your application and want to use the matching feature in the maintenance worksheet, you should use the Document field—and line item if necessary—to hold this information when you create pending items for debit memo and credit memo transactions.

You can display all of the fields on the list above without customization on the Item List inquiry page and on the worksheet application pages (payment, draft, maintenance, and transfer). If you have reference-type information for your business that requires this type of display, you may want to use one of the reference fields that are listed above rather than a user field to hold critical application reference information.

One additional consideration when processing subsequent debits and credits from a billing system is to swap the document reference and item ID as part of your interface program. For example, your billing system assigns subsequent debit and credit memos their own item ID, but also supplies the original item ID in a reference field. Consider setting up your interface so that it can detect this condition, and have it place the document reference in the Item ID field (with a line number if appropriate) and the item ID in the Document reference field.

The Receivable Update process automatically matches the subsequent activity to the original item and saves you online maintenance activity.

User-Defined Fields

We provide 22 user-defined fields on the PS_PENDING_ITEM table in the delivered system that are exclusively for your use. These fields are known as user fields. The following table lists the fields:

Amount Fields	Date Fields	Character Fields
USER_AMT1	USER_DT1	USER1
USER_AMT2	USER_DT2	USER2
USER_AMT3	USER_DT3	USER3
USER_AMT4	USER_DT4	USER4
USER_AMT5		USER5
USER_AMT6		USER6
USER_AMT7		USER7
USER_AMT8		USER8
		USER9
		USER10

There are two types of modifications you may want to make to user fields:

- Changing the manner in which the fields are updated.
- Adding more fields.

Changing User Fields

Currently, the system processes all character user fields the same way. Note that the system takes the RP_I_USER values from PS_ITEM. USER1 if the value with which PS_ITEM is updated. The following statement rolls forward an existing value if none is present on the PENDING_ITEM record:

```
UPDATE %Table(RP_USER_TAO)
SET USER1 = RP_I_USER1
WHERE PROCESS_INSTANCE = %Bind(PROCESS_INSTANCE)
AND USER1 = ' '
```

You can change the way that you handle these fields on a case-by-case basis. You may want to specify that certain user fields should not be overwritten if they have a value, regardless of the value on subsequent transactions. The following statement rolls forward an existing value even if a new value is present on the PENDING_ITEM that is to be processed:

```
UPDATE %Table(RP_USER_TAO)
SET USER1 = RP_I_USER1
WHERE PROCESS_INSTANCE = %Bind(PROCESS_INSTANCE)
AND RP_I_USER1 <> ' '
```

You can change the way that the system processes numerics and dates in a similar fashion. To make modifications, open the AR_POSTING Application Engine program in PeopleSoft Enterprise Application Designer.

Below are the names of the sections that you need to modify based on the type of user field. You can modify the existing code or add a new effective-dated section with the changes.

- Section USER_ALP (for alpha fields)
- Section USER_NUM (for numeric fields)
- Section USER_DAT (for date fields)

See Also

Enterprise PeopleTools PeopleBook: PeopleSoft Application Designer

Your Accounting Entry Approach

You need to make several decisions about how you use the accounting entry capabilities of Receivables, including:

- How your billing system and Receivables work together or separately to send accounting entries to your general ledger system.
- Whether you create accounting entries for pending items that are interfaced from your billing system directly in your billing interface program or enable Receivables to create them for you.
- How you provide accounting entry information for items that you convert from your existing system.

These decisions depend on whether you use more than one accounts receivable line for each pending item.

General Ledger Interface Approaches

There are three common patterns for interfacing receivables-type accounting entry information.

- Method 1: Billing to general ledger.

  Your billing system creates detailed accounting entries for receivables and revenue-related ChartField combinations and distributes them to your general ledger. Receivables stores enough information about the receivable and VAT accounting entries that are sent to the general ledger to be able to support the creation of accounting entries during subsequent processing.
- Method 2: Control accounting.

The billing system creates and distributes detailed revenue-related accounting entries to your general ledger, but offsets these entries using a receivables control ChartField combination. Then Receivables creates accounting entries for billing-related transactions from the offset to the control account and updates the receivables ChartField combination.

- Method 3: Billing to receivables to general ledger.

  Billing does not send accounting entry information to general ledger. The information goes directly to the Receivables system, which distributes accounting entries to the general ledger and also uses them for subsequent processing.

Method 1: Billing to General Ledger

If you use this approach, the purpose of the accounting entries that Receivables stores is to support the creation of subsequent accounting entries.

If you use only one receivables ChartField combination for each pending item, you may choose to have the Pending Group Generator Application Engine process (AR_PGG_SERV) generate these accounting entries for you by using an item entry template. You establish the baseline for subsequent processing, but prevent distribution by indicating on the item entry template that Receivables will not distribute the accounting entries to the general ledger.

If you require more than one receivables ChartField combination for each pending item, Receivables will not generate these accounting entries for you. Instead, you must populate PS_PENDING_DST with one or more lines that correspond to the open balance that is in each receivables ChartField combination to offset those amounts at payment or maintenance time. Use a flag on PS_PENDING_DST to indicate that Receivables should not distribute the accounting entries to the general ledger. Because Receivables does not distribute the accounting entries that you create, you can interface only the lines that you need. A *balanced* entry is not required.

Method 2: Control Accounting

If you use this approach, the accounting entries that Receivables stores have two purposes:

- To be distributed to the general ledger to clear the receivables control ChartField combination.
- To support the creation of subsequent accounting entries.

If you use only one receivables ChartField combination for each pending item, you may choose to have the Pending Group Generator process create these accounting entries for you through the use of an item entry template. The accounting template limits you to only two lines that are used for a balanced entry. Indicate on the template that Receivables distributes the accounting entries to General Ledger.

If you require more than one receivables ChartField combination for each pending item, Receivables does not generate these accounting entries for you. You must populate PS_PENDING_DST directly as part of your billing interface program, indicating that Receivables distributes the accounting entries to the general ledger. In this case, you must provide a fully balanced set of accounting entries.

Method 3: Billing to Receivables to General Ledger

If you use this approach, the accounting entries that Receivables stores have two purposes:

- To be distributed to the general ledger.
- To support the creation of subsequent accounting entries.

If you use only one receivables ChartField combination for each pending item and you have only one offsetting line, you may choose to have the Pending Group Generator process create these accounting entries for you through the use of an item entry template. Because you are limited to only two lines on the accounting entry template, it is unlikely that you will use this approach to create accounting entries that have the level of detail that the billing system usually provides. Indicate on the template that the accounting entries are distributed to the general ledger.

If you require more than one receivables ChartField combination for each pending item or more than one offsetting line, Receivables cannot generate these accounting entries for you. Populate PS_PENDING_DST directly as part of your billing interface program, indicating that Receivables distributes the accounting entries to the general ledger. In this case, you must provide a fully balanced set of accounting entries.

Conversion Implications

When you convert open or closed items from your current receivables system, you must establish the accounting entries that are required for subsequent processing, but you will not distribute them to the general ledger. This is similar to the ongoing processing that occurs in method 1, billing to general ledger.

If you do not distribute the accounting entries for converted items but you want to distribute them when interfacing ongoing billing information, you do not have to establish different entry types. Specify that Receivables distributes accounting entries to the general ledger. Then for your conversion groups only, set values to prevent the resulting accounting entries from being distributed to general ledger.

Populating PS_PENDING_DST

You may choose to have your interface programs populate PS_PENDING_DST concurrently with PS_GROUP_CONTROL and PS_PENDING_ITEM. This gives you control of the accounting entries, so that entries that are too complicated for the templates to generate can be brought in from an interfacing system.

Note. If you decide to create accounting entries within Receivables as part of your background conversion or interface processing, you must supply additional field values on the pending item to support this processing. We discuss these fields in the “Developing Interfaces” chapter.

See Also

Chapter 15, “Developing Interfaces for Customers and Pending Items,” page 339

Group Design and Size

Because your interface program builds groups for conversion and ongoing interface purposes, you must take several things into consideration in terms of group size and group structure. The most important consideration relates to how the group control and status information enables the operator to tie back to the source system for either conversion or ongoing interface balancing.

There are two fields on PS_GROUP_CONTROL that you use to categorize groups: Origin and Group Type. Origin typically refers back to the source system, and Group Type represents the type of activity. Possible uses of these fields include:

- Establishing different origins for conversion groups from ongoing billing interface groups.
- Establishing different group types for conversion groups.
- Establishing a different group type for open and closed items and limiting a group to containing either open or closed items.
- When converting open and closed items with the intent of establishing history, creating one group for each month of activity that you convert and using the Group ID field to indicate the time frame.

There is no optimal size for a group in terms of how many pending items the group should contain. After balancing back to the source system is taken in consideration, other issues include:

- Slight processing overhead that is associated with a group, meaning that fewer groups with more pending items in each will then process more quickly.
- An online environment that contains some restrictions for the number of rows that can appear on a page.

  You can use two page formats to view external groups online. For the first page type, you view items in a scroll and scroll up or down to see all the items. In this type of page group, the number of pending items that you can display without receiving a page processor error is between 50 and 100, depending on how many pending distribution rows exist.

  For the second type of page, one pending item appears at a time. For example, PeopleTools limits the number of pending items in the list to 255 for some lists.

  Although it may appear from this example that a group should never contain more than 255 pending items, there are several reasons that a larger group works quite well. For example, you have a group containing 5,000 pending items. The first time the group is posted, none of the 5,000 pending items are posted. It is unlikely that each of the items has a unique error. When you bring up the first 255 rows on an error correction page, you may discover that most of them have the same error, such as an invalid payment term. You correct the value on the setup table and post the group again. Then you find that most of the pending items are posted and you only have a few remaining rows to correct.

  After you work out setup-related conversion issues and have your ongoing interface established, the number of errors you encounter, if any, should be minimal. To facilitate this process, it is helpful to first develop test conversion and interface groups that contain a sample of the data that you process. This helps to eliminate setup issues and lets you process the group size for conversion and ongoing interfaces that best suit business control and balancing.

Multiple Currencies

If you're converting or interfacing activity by using a foreign currency, you need to consider how the groups are composed. You may choose to bring in more than one currency within the same group or to limit groups to a single currency.

If you plan to create accounting entries during background processing, you must perform currency conversion in advance on the pending items and any pending VAT information or pending taxes for India that you are converting or interfacing.

Performing Data Conversion Using the DC_PENDITEM_CI Component Interface

This section provides an overview of the DC_PENDITEM_CI component interface and discusses how to:

- Run the component interface conversion process.
- Verify that the data conversion is successful.
- Post the items in Receivables.

Understanding the DC_PENDITEM_CI Component Interface

When you implement the Receivables system, there is existing information that you want to convert to the Receivables system. Use the DC_PENDITEM_CI component interface and the Excel to Component Interface utility to populate existing PeopleSoft tables with data from third-party applications. The interface uses a combination of technologies such as iScript, Excel spreadsheets, and Visual Basic for Application programs to convert data.

The DC_PENDITEM_CI component interface is a PeopleTools object that is created in PeopleSoft Application Designer that enables you to access a PeopleSoft component from another application. The component interface uses business logic to update the data in the Pending Item tables. This is done by using the ExceltoCI.xls Excel spreadsheet to map the data and move the data into the Receivables tables.

The component interface populates these tables:

- PS_GROUP_CONTROL
- PS_PENDING_ITEM
- PS_PENDING_VAT
- PS_PENDING_TAX
- PS_PENDING_TAX_DTL
- PS_PENDING_DST

Note. Excel has a physical limitation of 256 columns and 65k rows. To work around Excel's limitations, you may need to limit the import data so that the number of rows on the Data Input page does not exceed 65k.

The user must have privileges to the DC_PENDITEM_CI component interface with full access to create methods to run the component interface.

Running the Component Interface Conversion Process

Use the Excel to Component Interface utility to run the component interface. When you build the worksheet template, select the DC_PENDITEM_CI component interface .

The PeopleTools documentation describes how to use the Excel to Component Interface utility in detail.

See Also

Enterprise PeopleTools PeopleBook: PeopleSoft Component Interfaces

Verifying that the Data Conversion Is Successful

Use Application Designer to access PeopleSoft Query (Go, Query) where you can search for records in the PS_PENDING_ITEM table and the other tables that the interface populates.

Posting the Items in Receivables

Run the Receivable Update process to post the pending items and update customer balances.

See Also

Chapter 27, "Posting and Unposting Groups," Running Receivable Update, page 681

CHAPTER 15

Developing Interfaces for Customers and Pending Items

This chapter provides an overview of customer data integration and discusses how to receive information from a billing system.

Understanding Customer Data Integration

The Receivables system relies on a family of tables that contain customer information to enable customer-related processing. This customer information usually resides in one or many systems that are maintained outside of the receivables processing area.

To transfer customer information from billing systems, order management systems, or customer databases, you must write an interface program or use a utility to populate the PeopleSoft customer tables with information.

You enter customer information only for the tableSets that you use. You do not need to add any information to customer tables that are keyed by business unit. The Receivable Update Application Engine process (ARUPDATE) creates or updates rows in these tables.

Of the tables that are listed below, which are keyed by setID, three are required, four are conditionally required, and the rest are optional. Required means that you must place a row in the table with correct default values, even if you will not use any of the fields on these tables. The system uses rows in the required tables to access information online and for background processing.

Table Name	Required/Optional	Type of Information
PS_CUSTOMER	Required.	Customer header.
PS_CUST_VAT_REG	Required for value-added tax (VAT) customers.	Customer VAT.
PS_CUST_ADDR_SEQ	Required.	Customer address header.
PS_CUST_REGN_TYPE	Optional.	Customer region code types.
PS_CUST_ADDRESS	Required.	Customer address detail.
PS_CUST_CNTCT_SEQ	Optional.	Customer contact header.

Table Name	Required/Optional	Type of Information
PS_CUST_CONTACT	Optional.	Customer contact detail.
PS_CUST_CNTCT_TYPE	Optional.	Contact type.
PS_CUST_CNTCT_DOC	Optional	Contact document.
PS_CUST_CNTCT_CARD	Optional.	Contact credit card.
PS_CUST_CNTCT_PHN	Optional.	Contact phone.
PS_CUST_CREDIT	Optional	Customer credit.
PS_CUST_OPTION	Required for bill to customers.	Bill to customer options.
PS_CUST_SHIPTO_OPT	Required for ship to customers.	Ship to customer options.
PS_CUST_SOLDTO_OPT	Required for sold to customers.	Sold to customer options.
PS_CUST_BILLTO	Optional.	Valid bill to relationships.
PS_CUST_SHIPTO	Optional.	Valid ship to relationships.
PS_CUST_CRSPD	Optional.	Customer correspondence.

Note. Use PeopleSoft Enterprise Application Designer to review the characteristics of each field in more detail.

See Also

PeopleSoft Enterprise Order to Cash Common Information 8.9 PeopleBook, "Importing Customer Information," Converting Customer Information

Enterprise PeopleTools PeopleBook: PeopleSoft Application Designer

Receiving Information From a Billing System

The section provides an overview of Receivables Pending Item tables, interface tables, and accounting entry creation; and discusses how to:

- Populate group control table fields.
- Populate pending item table fields.

- Populate user-defined fields.
- Populate pending VAT table fields.
- (INR) Populate pending tax table fields for India.
- Prevent distribution of accounting entries for external groups.
- Create accounting entries for external groups.
- Troubleshoot missing accounting entries.
- Troubleshoot Receivable Update error messages.

Understanding Receivables Pending Item Tables

Receivables accepts information from an unlimited number of billing systems. The relational structure of tables is flattened to contain posted data to simplify the interface process for converting existing items or bringing in billing information.

At a minimum, the interface program or utility must populate two tables:

- PS_GROUP_CONTROL
- PS_PENDING_ITEM

If you use the system for VAT processing, the system populates an additional table, PS_PENDING_VAT, with VAT data.

If you use the system for excise duty and sales taxes in India, the system populates additional tables: PS_PENDING_TAX and PS_PENDING_TAX_DTL.

If you create accounting entries during the Receivable Update process, the system creates rows in a sixth table, PS_PENDING_DST. Under certain circumstances and with certain limitations, you may also need to populate PS_PENDING_DST in your interface.

Because the PS/Import utility runs only on the client and has limited processing capability, write an interface program or use a tool such as Structured Query Report (SQR) to populate the interface tables. As another alternative, use the DC_PENDITEM_CI component interface to populate the pending item tables.

See Also

Chapter 14, “Performing Data Conversion,” Performing Data Conversion Using the DC_PENDITEM_CI Component Interface, page 336

Understanding Interface Tables

The Receivable Update process uses the information contained in the pending data tables to create and update rows in the tables that contain posted data:

Pending Data Tables Include	Posted Data Tables Include
PS_GROUP_CONTROL	PS_CUST_DATA
PS_PENDING_ITEM	PS_CUST_HISTORY

Pending Data Tables Include	Posted Data Tables Include
PS_PENDING_VAT	PS_SUBCUST_DATA
PS_PENDING_TAX	PS_ITEM_ACTTAX
PS_PENDING_TAX_DTL	PS_ITEM_ACTTAX_DTL
PS_PENDING_DST	PS_SUBCUST_HISTORY
	PS_ITEM
	PS_ITEM_ACTIVITY
	PS_ITEM_ACT_VAT
	PS_ITEM_DST

Use these tables for interfacing from a billing system on an ongoing basis for conversion and for online and background processing within Receivables. They provide a single point of processing for the Receivable Update process.

Just as you populate PS_GROUP_CONTROL, PS_PENDING_ITEM, and possibly PS_PENDING_VAT, PS_PENDING_DST, PS_PENDING_TAX, or PS_PENDING_TAX_DTL, the Receivables processes populate these tables as a result of group item entry, overdue charge processing, activity from the payment, maintenance, transfer worksheets, unpost processing, draft processing; direct debit processing, the Automatic Maintenance Application Engine process (AR_AUTOMNT), and the Payment Predictor Application Engine process (ARPREDCT).

We define the groups that you create for billing interface or conversion purposes as external groups, and they receive more extensive editing during the Receivable Update process. When you enter groups online during group item entry, the system performs online edits that reduce the editing that is needed during the Receivable Update process. PeopleSoft categorizes the third kind of group (created by the system through the worksheet, overdue charge, unpost, draft, direct debit, item splits, and the Automatic Maintenance and Payment Predictor processes) as system-defined groups with a required origin of PS_AR. These system-defined groups receive the least amount of editing during the Receivable Update process.

See Also

Chapter 12, “Setting Up Receivable Update and Pending Group Generator,” page 291

Understanding Accounting Entry Creation

You create accounting entries for several types of transactions:

Transaction Type	What the System Does
Group item entry	In the group item entry environment, the system enables the recording of an unlimited number of accounts receivable debit or credit entries and an unlimited number of offsetting entries of the opposite sign. The system also creates entries to VAT liability accounts if you use VAT processing. The system also creates accounting entries for India taxes if you enter the items in Receivables or if your billing system does not generate the accounting entries.
Worksheets	In the payment worksheet, in addition to cash and accounts receivable, the system creates entries to VAT liability accounts if you use VAT processing with a payment declaration point. The system also allows an unlimited number of debit entries for write-off activity. The system calculates realized gain or loss entries in a multicurrency application. It creates interunit and intraunit entries when needed. In the maintenance worksheet, the system records entries to accounts receivable and allows an unlimited number of debit entries for write-off activity. The system calculates realized gain or loss entries in a multicurrency application. It creates interunit and intraunit entries when needed. The system also creates entries to VAT liability accounts when appropriate if you use VAT processing with a payment declaration point. In the transfer worksheet, the system creates accounting entries when transferring items. It creates interunit and intraunit entries when needed.
Unpost	The unpost process reverses entries that are originally recorded. It does not require use of the Pending Group Generator Application Engine process (AR_PGG_SERV).

You can create accounting entries in background processing. In the production environment, this is the normal way to create the entries. In addition, the Pending Group Generator process creates accounting entries for external groups (if the interface does not populate the Pending Distribution table (PS_PENDING_DST) and also creates the accounting entries that result from the draft, direct debit, overdue charge processing, the Automatic Maintenance process, and the Payment Predictor process.

When the Pending Group Generator process creates accounting entries for external groups, it uses the Item Entry Type Accounting templates that you establish for entry types.

Note. The only way to create accounting entries that post without operator intervention—apart from populating PS_PENDING_DST directly in the interface—is to have only two lines on the accounting template, specified for use as a balanced entry.

Determining Your Accounting Entry Approach

You need to make several decisions about how you use the accounting entry capabilities of Receivables, including:

- How your billing system and Receivables work together or separately to send accounting entries to your general ledger system.
- Whether you create accounting entries for pending items that are interfaced from your billing system directly in your billing interface program or enable Receivables to create them for you.

- How you provide accounting entry information for items that you convert from your existing system.

Your decisions are also influenced by whether you need to use more than one accounts receivable (AR) line for each pending item.

Background Processing Flow

If you use the Pending Group Generator process to create accounting entries for external groups, you must provide values in more fields on PS_PENDING_ITEM than if the interface populates PS_PENDING_DST directly. The process runs before the posting step of Receivable Update, so defaults that the Receivable Update processes supply are not available at the time that the process creates the accounting entries. The same is true for converting or interfacing in a multicurrency environment; you must populate additional multicurrency fields if you create accounting entries during the Receivable Update process.

The interface tables that follow indicate which fields on PS_PENDING_ITEM must have values for the Pending Group Generator process to create accounting entries.

See Also

Chapter 14, "Performing Data Conversion," Your Accounting Entry Approach, page 333

Populating Group Control Table Fields

The PS_GROUP_CONTROL table contains one row for each group that you enter into the system for billing interface or conversion purposes. We use the term *group* to mean a collection or batch of pending items that the billing system or conversion program produces and that Receivables groups for control or processing purposes.

Some billing systems produce one group for each day. Other systems produce separate groups for debit memos, credit memos, or certain kinds of invoices. During conversion, you decide how many groups to create to bring in the activity that records open and closed items. Receivables can receive an unlimited number of groups of various entry types and sizes.

Your interface or conversion program populates the group control table with external billing group information. The following table lists the appropriate values, along with the associated column name, for each field on PS_GROUP_CONTROL.

The table specifies a field type for each field. Use the field type to determine how to populate system-maintained fields and optional fields that you want to leave blank. To leave a field blank, supply a space for character fields, a null value or nothing for date fields, and a zero for numeric fields.

Note. Use Application Designer to review the characteristics of each field in more detail.

Column	Field Name	Field Type	Option/ Condition/ Required	Field Description
1	GROUP_BU	Character	Required	You must associate each group with a Receivables business unit.
2	GROUP_ID	Character	Required	Each group must have a group identifier.

Column	Field Name	Field Type	Option/ Condition/ Required	Field Description
3	OPRID	Character	Optional	User ID of the person who entered the group. This is used on group inquiry and processing pages.
4	ASSN_OPRID	Character	Optional	User ID of the person who is responsible for processing the group. This is used on group inquiry and processing pages.
5	BUSINESS_UNIT	Character	Optional	Set the value to be the same as GROUP_BU.
6	GROUP_TYPE	Character	Required	Select the value that you establish on the Group Type table for this type of group. Do not use *D, F, M, P, T,* or *U*. Draft, overdue charge, maintenance, payment, transfer, and Unpost groups use these values. Also do not use C or R, because the Claim Settlement Process for AR process (PO_CLMSTL_AR) uses these values for claim items entered in Purchasing or Order Management.
7	BAL_STATUS	Character	Required	Set to *N* (out of balance), the default value for this field. The Receivable Update process automatically balances all external groups and sets the value to *I* (in balance) during initial processing, provided that the entered amount and count that it calculates are equal to the control amount and count that you provide.

Column	Field Name	Field Type	Option/ Condition/ Required	Field Description
8	EDIT_STATUS	Character	Required	Indicates whether or not the group has been edited. Groups entered online, for example, are *E* because less editing occurs during the Receivable Update process for these groups. Set to *N* (not edited) for external groups.
9	POST_STATUS	Character	Required	Indicates whether the group is fully posted, not posted, or has errors that prevented some items from the Receivable Update process. Set to *N* (not posted).
10	POST_ACTION	Character	Required	Indicates if the group is automatically set to be processed by the Receivable Update process. Set to *A* (no action) if you want to review the contents online before the Receivable Update process. *A* is the default for online processing. Set to *L* (batch standard) to post during the next Receivable Update process run process run.
11	CONTROL_AMT	Number	Optional	Enter the control amount in this field. The control amount is the total amount of all items that are in the group in the entry currency of each item. For mixed currencies, this becomes a hash total. (If the group has two items, 10.00 EUR and 10.00 USD, CONTROL_ AMOUNT is 20.00.) To require a single currency for each group, see CONTROL_ CURRENCY.

Column	Field Name	Field Type	Option/ Condition/ Required	Field Description
12	CONTROL_CNT	Number	Required	The count of items in the group. Enter the control count in this field.
13	ENTERED_AMT	Number	Optional	When the Receivable Update process balances the group, the system updates this field with the total monetary amount of all pending items. Because the system calculates this value for you, enter *0*.
14	ENTERED_CNT	Number	Optional	When the Receivable Update process balances the group, this field is updated with the count of all pending items. Online groups have a default of *1*. Because the system calculates this value for you, enter *0*.
15	POSTED_TOTAL	Number	Optional	Updated by the Receivable Update process with the total entered amount of all pending items in the group that are posted. Because the system calculates this value for you, enter *0*.
16	POSTED_COUNT	Number	Optional	Updated by the Receivable Update process with the total count of all pending items in the group that are posted. Because the system calculates this value for you, enter *0*.
17	GROUP_SEQ_NUM	Number	Optional	Used by the system to assign sequence numbers for certain kinds of groups. Because the system calculates this value for you, enter *0*.

Column	Field Name	Field Type	Option/ Condition/ Required	Field Description
18	ORIGIN_ID	Character	Required	Enter an origin ID to represent where the group came from. Select a value from the origin IDs that you define for use as external billing origins on the PS_ORIGIN_TBL. To qualify, the origin type must be *Billing,* and the origin method must be *External.*
19	RECEIVED_DT	Date	Required	The date that Receivables receives the group. From an interface or conversion perspective, RECEIVED_DT and ENTRY_DT are probably the same.
20	ENTRY_DT	Date	Required	The date that you enter the group into Receivables. From an interface or conversion perspective, RECEIVED_DT and ENTRY_DT are probably the same.
21	POST_DT	Date	Optional	Updated by the Receivable Update process with the most recent date that the group was posted. Because the system calculates this value for you, set the value to null.
22	ACCOUNTING_DT	Date	Required	The accounting date that applies to the group. The Receivable Update process uses this date to determine if the group falls within the date range that is on the Receivable Update process request.

Column	Field Name	Field Type	Option/ Condition/ Required	Field Description
23	PROCESS_ INSTANCE	Number	Optional	Updated by the Receivable Update process with the process instance that is used for a given execution of the process. Because the system calculates this value for you, enter *0*.
24	DST_BAL_STATUS	Character	Required	Used and updated by the Pending Group Generator. If you provide your own PS_PENDING_DST rows, set to *I* (in balance). Otherwise, set to *O* (out of balance).
25	GROUP_ID_ORIG	Character	Optional	Used when you unpost a group during online processing.
26	DEPOSIT_BU	Character	Optional	Used when a payment worksheet or Payment Predictor creates the group.
27	DEPOSIT_ID	Character	Optional	Used when a payment worksheet or Payment Predictor creates the group.
28	PAYMENT_SEQ_ NUM	Number	Optional	Used when a payment worksheet or Payment Predictor creates the group.
29	PAYMENT_ID	Character	Optional	Used when a payment worksheet or Payment Predictor creates the group.
30	PAYMENT_ CURRENCY	Character	Optional	Used when a payment worksheet or Payment Predictor creates the group.
31	PYMT_RT_TYPE	Character	Optional	Used when a payment worksheet or Payment Predictor creates the group.

Column	Field Name	Field Type	Option/ Condition/ Required	Field Description
32	PYMT_RATE_ MULT	Number	Optional	Used when a payment worksheet or Payment Predictor creates the group.
33	PYMT_RATE_DIV	Number	Optional	Used when a payment worksheet or Payment Predictor creates the group.
34	CONTROL_ CURRENCY	Character	Optional	If this field contains a value, all pending items in the group must have this currency as their entry currency. Select from the values on PS_ CURRENCY_CD_TBL. If you enter a space, the pending items in the group may contain more than one entry currency.
35	FORMAT CURRENCY	Character	Required	Enter the currency code that controls the precision for this group's amount totals. Select from values on PS_ CURRENCY_CD_TBL. If you provide a value for CONTROL_CURRENCY, use the same value here.
36	PAYMENT_AMT	Number	Optional	Used when the group is created by a payment worksheet or by Payment Predictor.

Column	Field Name	Field Type	Option/ Condition/ Required	Field Description
37	ALLOW_DST	Character	Required	Tells the Pending Group Generator how to set the GL_DISTRIB_STATUS field for the PENDING_ DST rows that it creates for this group. Set to *Y* to distribute the accounting entries to general ledger. This sets GL_DISTRIB_STATUS = *N*. Set to *N* to prevent accounting entries from being distributed to general ledger. This sets GL_DISTRIB_STATUS = *I*.
38	CREATE_DST_ BATCH	Character	Optional	This field is no longer used.
39	CASH_CNTRL_USE	Character	Optional	Used when a payment worksheet or Payment Predictor creates the group.
40	BANK_SETID	Character	Optional	Used when a payment worksheet or Payment Predictor creates the group.
41	BANK_CD	Character	Optional	Used when a payment worksheet or Payment Predictor creates the group.
42	BANK_ACCT_KEY	Character	Optional	Used when a payment worksheet or Payment Predictor creates the group.
43	UNPOST_REASON	Character	Optional	The reason for unposting the group. Select one of the reason codes from the UNPOST_RSN_TBL table or enter a space.

Column	Field Name	Field Type	Option/ Condition/ Required	Field Description
44	WS_REASON	Character	Optional	Reason that applies to all items in a maintenance group. Enter a value that you define in the PS_WS_REASON_TBL.
45	OPRID_ APPROVED_BY	Character	Optional	User ID of the person that set the worksheet to post.

Populating Pending Item Table Fields

The PS_PENDING_ITEM table is a child of the PS_GROUP_CONTROL table and contains one record for each transaction that you add to the system. A pending item may represent any kind of invoice, debit memo, credit memo, or adjustment. During conversion, or in a very specialized payment interface application, a pending item may also represent a payment.

The following table lists the appropriate values for each field on PS_PENDING_ITEM. Many of the fields are optional, and some are used only by the system processes.

The table specifies a field type for each field. Use the field type to determine how to populate system-maintained fields and optional fields that you want to leave blank. Supply a space for character fields, a null value for date fields, and a zero for numeric fields.

Note. Use Application Designer to review the characteristics of each field in more detail.

Column	Field Name	Field Type	Option/ Condition/ Required	Field Description
1	GROUP_BU	Character	Required	Use the same value as the GROUP_ BU on PS_GROUP_CONTROL.
2	GROUP_ID	Character	Required	Use the same value as the GROUP_ID on PS_GROUP_CONTROL.
3	BUSINESS_UNIT	Character	Required	The business unit that is associated with the customer account to which you post the pending item. It may be the same as, or different from, GROUP_BU.
4	CUST_ID	Character	Required	The customer identifier.
5	ITEM	Character	Required	The item identifier.

Column	Field Name	Field Type	Option/ Condition/ Required	Field Description
6	ITEM_LINE	Number	Optional	You may bring entries into Receivables at a line-item level of detail.
7	GROUP_SEQ_ NUM	Number	Optional	If you bring in more than one row for a single BUSINESS_UNIT, CUST_ID, ITEM, and ITEM_LINE combination, you must populate this field; otherwise, enter *0*. An example of why you would bring in more than one row for a single item (BUSINESS_UNIT, CUST_ID, ITEM and ITEM_LINE combination) is that your billing system or conversion program is sending an invoice and credit memo for a single item that is in the same group. You have two options for populating this field: • Assign a unique number to each pending item in the group. This is what Receivables does for online group item entry. • Assign a value only for pending items that are repeated in the group, and place a zero in the field for pending items that are not repeated in the group.
8	ENTRY_TYPE	Character	Required	Describes the type of item that is being processed. Select from the entry types that you establish on the PS_ENTRY_ TYPE_TBL that are enabled for the IT-01 or IT-02 system functions.
9	ENTRY_REASON	Character	Optional	An optional entry reason to further qualify the entry type. You can set up entry types in the system to require entry reasons. Select from the entry reasons that you establish on the PS_ENTRY_ REASN_TBL that are enabled for the IT-01 or IT-02 system functions.
10	ENTRY_AMT	Number	Required	The amount of the entry, in the entry currency. This amount cannot be zero.

Column	Field Name	Field Type	Option/ Condition/ Required	Field Description
11	ENTRY_EVENT	Character	Optional	The code that the federal government uses to post pro-forma accounting information. The Entry Event Generator generates supplemental accounting lines if you enter this code.
12	ACCOUNTING_ DT	Date	Required	The date that determines the processing period for the Receivable Update process and accounting entries.
13	ASOF_DT	Date	Required	An optional date for use in conversion or ongoing interface. Payment terms and aging calculations may be based on the value that is in this field. Use the same value as the ACCOUNTING_DT if you do not supply a separate value.
14	POST_DT	Date	Optional	The Receivable Update process updates this date.
15	DUE_DT	Date	Optional	The due date of the item. Every pending item must have a due date or a payment terms code. For pending items that may represent subsequent activity against an original invoice, such as a credit memo, the due date field is not used in processing. However, it must have a value.
16	CR_ANALYST	Character	Optional	An assignment of this pending item to a credit analyst. Select from the values that you establish on the PS_CR_ANALYST_ TBL or enter a space. If you enter a space, the Receivable Update process adds the default value from PS_CUSTOMER.
17	SALES_PERSON	Character	Optional	An assignment of this item to a team member. Select from the values that you establish on the PS_TEAM_MEMBERS, or enter a space. If you enter a space, the Receivable Update process adds the default value from PS_CUSTOMER.

Column	Field Name	Field Type	Option/ Condition/ Required	Field Description
18	COLLECTOR	Character	Optional	An assignment of this item to a collector. Select from the values that you establish on the PS_COLLECTOR_TBL or enter a space. If you enter a space, the Receivable Update process adds the default value from PS_CUSTOMER.
19	DISPUTE_ STATUS	Character	Optional	Indicates if the item is in dispute. A possible use for this field is to carry over an existing dispute indication during conversion. Select from the values that you establish on the PS_DISPUTE_TBL.
20	DISPUTE_DT	Date	Optional	The date that is associated with the dispute status indicator.
21	DISPUTE_ AMOUNT	Sign	Optional	Amount that is associated with the dispute status indicator.
22	PO_REF	Character	Optional	The purchase order that is associated with the item.
23	PO_LINE	Number	Optional	Line number for the purchase order.
24	DOCUMENT	Character	Optional	A reference number for the item.
25	DOCUMENT_ LINE	Number	Optional	Line number for the document reference.
26	POSTED_FLAG	Character	Required	Set to *N* (not posted). The Receivable Update process maintains this field.
27	PYMNT_TERMS_ CD	Character	Optional	A due date or payment terms code. Select from the values that you establish on PS_PAY_TRMS_TBL for accounts receivable. If you do not supply a value, enter a space. If you enter a space and do not provide a due date, the Receivable Update process uses the default that you establish for the customer or business unit options.

Column	Field Name	Field Type	Option/ Condition/ Required	Field Description
28	DISC_AMT	Number	Optional	First discount amount that is available if the payment accounting date is on or before the discount date. You may enter this or let the payment terms module calculate it. You cannot have a discount amount if you entered a payment terms code. Enter a value only if you are also entering the due date. A value is required if you have supplied the discount date.
29	DISC_AMT1	Number	Optional	Second discount amount that is available if payment accounting date is on or before the discount date. You may enter this or let the payment terms module calculate it. You cannot have a discount amount if you entered a payment terms code. Enter a value only if you are also entering the due date. A value is required if you have supplied the discount date.
30	DISC_DT	Date	Optional	The date that is associated with DISC_AMT.
31	DISC_DT1	Date	Optional	The date that is associated with DISC_AMT1.
32	DISC_DAYS	Number	Optional	Discount grace days that are associated with the item. If you do not supply a value, enter a zero. If you enter a zero, the Receivable Update process uses the default value from the customer or business unit level.
33	DUE_DAYS	Number	Optional	Due grace days that are associated with the item. If you do not supply a value, enter a zero. If you enter a zero, the Receivable Update process uses the default value from the customer or business unit level.

Column	Field Name	Field Type	Option/ Condition/ Required	Field Description
34	ALLOW_DISC	Character	Required	Set value to *Y* if you want the system to consider all discounts for this pending item as earned even if they are expired. *N* enables normal discount processing. This field is useful for handling special invoice situations or, during conversion, to indicate that special instructions are already recorded. The Application Designer default for online processing is *N*.
35	DST_ID_AR	Character	Optional	If you populate PS_PENDING_DST in your billing interface, enter a space. If you plan to generate accounting entries during the Receivable Update process, you must supply a value. Select from the values that you define for accounts receivable on the PS_DST_CODE_TBL.
36	DUN_DT	Date	Optional	The Dunning Application Engine process (AR_DUNNING) maintains this date.
37	ST_DT	Date	Optional	The Statements Application Engine process (AR_STMTS) maintains this date.
38	FC_DT	Date	Optional	The Overdue Charge Application Engine process (AR_OVRDUE) maintains this date.
39	FC_AMT	Sign	Optional	The Overdue Charge process maintains this amount.
40	OC_ADMIN_DT	Date	Optional	The Overdue Charge process maintains this date.
41	OC_ADMIN_AMT	Sign	Optional	The Overdue Charge process maintains this amount.
42	OC_PNLTY_DT	Date	Optional	The Overdue Charge process maintains this date.

Column	Field Name	Field Type	Option/ Condition/ Required	Field Description
43	OC_PNLTY_AMT	Sign	Optional	The Overdue Charge process maintains this amount.
44	OVERDUE_CHG_ LINE	Character	Options	The Overdue Charge process maintains this value.
45	AR_ERROR_CD	Character	Optional	The Receivable Update process maintains the AR_ERROR_CD.
46	ENTRY_USE_ID	Character	Optional	A system-defined field that determines the type of processing that is associated with an entry type. Set to IT-01 (Create an Invoice/Debit Memo) for a positive amount. Set to IT-02 (Create a Credit Memo) for a negative amount. Make sure that you correctly match the entry types with the system function that represents the sign of the amount on the pending item.
47	DST_BAL_ITEM	Character	Required	Indicates if the accounting entries for the item are in balance. Set to *O* unless you provide your own PS_PENDING_ DST rows. If you provide your own rows, set this value to *I.* The Receivable Update process does not balance accounting entries that are supplied by an interface.
48	COLLECTION_ STATUS	Character	Optional	Indicates if the item is in collection. Select from the values that you establish on the PS_COLLECTION_TBL. This field may be used during conversion when the existing system marks items in this manner.
49	COLLECTION_ DT	Date	Optional	The date that is associated with collection status.
50	BILL_OF_ LADING	Character	Optional	A bill of lading for the item.
51	SUBCUST_ QUAL1	Character	Optional	The first SubCustomer field for the item (if required). Select from the values that you establish on the PS_SUBCUST_ Q1_TBL.

Column	Field Name	Field Type	Option/ Condition/ Required	Field Description
52	SUBCUST_ QUAL2	Character	Optional	The second SubCustomer field for the item (if required). Select from the values that you establish on PS_SUBCUST_ Q2_TBL.
53	ENTRY_ CURRENCY	Character	Required	The currency code for the entry amount. Select from the values that you establish on PS_CURRENCY_CD_ TBL. If you provide a value for CONTROL_CURRENCY on PS_ GROUP_CONTROL, you must use the same value here.
54	RT_TYPE	Character	Optional	The exchange rate type for the item. Required if the entry currency is different from the business unit base currency. Select from the values that are established on PS_CUR_RT_ TYPE_TBL or enter a space.
55	RATE_MULT	Number	Optional	Required if the entry currency is different from the business unit base currency.
56	RATE_DIV	Number	Optional	Required if the entry currency is different from the business unit base currency.
57	PAYMENT_AMT	Number	Optional	Enter *0*.
58	PAYMENT_ CURRENCY	Character	Optional	Enter a space.

Column	Field Name	Field Type	Option/ Condition/ Required	Field Description
59	ENTRY_AMT_ BASE	Number	Optional	The amount of the pending item that is denominated in the business unit base currency. If you populate this field, the assumption is that you have performed currency conversion. You should place a value in the field that is equal to ENTRY_AMT multiplied by RATE_DIV and RATE_MULT. You must also provide values in the RATE_DIV and RATE_MULT fields. If you are populating PS_PENDING_ DST in your interface, you may put a zero in this field. The Receivable Update computes ENTRY_AMT_BASE by using ENTRY_AMT, RATE_DIV, and RATE_MULT. If you create accounting entries during the Receivable Update process, you must supply a value for this field. In other words, you must perform currency conversion before or while populating PS_PENDING_ITEM to create accounting entries during the Receivable Update process.
60	CURRENCY_CD	Character	Required	The base currency of the business unit that is associated with the item. Be sure that this matches the value that you establish on the General Ledger business unit that corresponds to the Accounts Receivable business unit.
61	REAL_GAIN_ LOSS	Number	Optional	Contains a realized gain or loss value that the system calculates during payment application or for a maintenance worksheet.
62	DST_ID_REAL	Character	Optional	Contains the distribution ID for the realized gain or loss value that the system calculates during payment application or for a maintenance worksheet.
63	ITEM_ACCTG_ DT	Date	Optional	Used for multicurrency processing, to contain the accounting date of the original item on certain subsequent entries.

Column	Field Name	Field Type	Option/ Condition/ Required	Field Description
64	VAT_ENTITY	Character	Optional	Used for VAT processing. Contains a VAT entity for an accounts receivable business unit through a General Ledger business unit.
65	VAT_CALC_ GROSS_NET	Character	Optional	Select either the *Gross* or *Net* calculation type.
66	VAT_EXCPTN_ TYPE	Character	Optional	Provide VAT exception type if applicable.
67	VAT_EXCPTN_ CERTIF	Character	Optional	Provide VAT exception certificate number if applicable.
68	VAT_DCLRTN_ POINT	Character	Optional	Enter a declaration point of either *Payment* or *Invoice.*
69	VAT_RECALC_ FLG	Character	Optional	Check this field only if the VAT calculation type is *Gross.* If it is checked, the system recalculates the VAT discount amount at the payment time.
70	VAT_BASIS_AMT	Number	Optional	Sales amount that the system uses to calculate the VAT amount.
71	VAT_BASIS_ AMT_BASE	Number	Optional	Contains the VAT basis amount in the business unit base currency.
72	VAT_AMT	Number	Optional	If you convert or interface VAT information, provide the VAT amount for the item in the entry currency. Otherwise, enter *0.* If you enter a value, the sum of the VAT_AMT(s) on the PENDING_VAT rows for this item must equal this amount.
73	VAT_AMT_BASE	Number	Optional	The system calculates this amount by multiplying the VAT_AMT by the exchange rate that is used for the pending item. If you create accounting entries during the Receivable Update process, you must supply a value—you cannot enter *0.*

Column	Field Name	Field Type	Option/ Condition/ Required	Field Description
74	COUNTRY_VAT_ BILLFR	Character	Optional	If you convert or interface VAT information, provide the country code of the country where the invoice is generated.
75	COUNTRY_VAT_ BILLTO	Character	Optional	If you convert or interface VAT information, provide the country code of the country where the invoice is sent.
76	COUNTRY_SHIP_ TO	Character	Optional	If you convert or interface VAT information, provide the country code of the country where the invoice contents are shipped.
77	COUNTRY_SHIP_ FROM	Character	Optional	If you convert or interface VAT information, provide the country code of the country from which the invoice contents are shipped.
78	VAT_DISTRIB_ FLG	Character	Optional	VAT distribution flag. Flag to indicate the VAT information is distributed to the VAT Transaction Loader. The Receivable Update process updates this field. Enter a space.
79	VAT_RGSTRN_ BUYER	Character	Optional	Provide buyers' VAT registration ID.
80	VAT_DST_ACCT_ TYPE	Character	Optional	VAT distribution account type. This is populated by the system depending on the declaration point and transaction type (invoice, payment, write-off, and so on).
81	VAT_ROUND_ RULE	Character	Optional	Indicates if the VAT amounts should be rounded up or down or if it is regular rounding.
82	ORDER_NO	Character	Optional	The order number that is associated with the item.
83	CONTRACT_ NUM	Character	Optional	The contract number that is associated with the item.

Column	Field Name	Field Type	Option/ Condition/ Required	Field Description
84	BUSINESS_ UNIT_BI	Character	Optional	The billing business unit for the item.
85	BUSINESS_ UNIT_OM	Character	Optional	The order management business unit for the item.
86	ADDRESS_SEQ_ NUM	Number	Optional	The address location for the item. Select from the values on PS_ CUST_ADDRESS that are associated with the customer on the item.
87	LETTER_CD	Character	Optional	If you convert dunning letter information, enter the letter code of the most recent letter that contained the item. Otherwise, enter a space.
88	CONSOL_BUS_ UNIT	Character	Optional	If you use Billing, this field contains the business unit value that is associated with the consolidated bill. If you do not use Billing, you may use the field for a similar purpose.
89	CONSOL_ INVOICE	Character	Optional	If you use Billing, this field contains the invoice identifier that is associated with the consolidated bill. If you do not use Billing, you may use the field for a similar purpose.
90	PAYMENT_ METHOD	Character	Optional	Enter *CC* for credit card, *DR* for draft, *DD* for direct debit, *EFT* for electronic funds transfer, *GE* for acceptgiro payments, or *CHK* for all other forms of payment. If you enter a space and do not provide a value, the Receivable Update process uses the default that you establish for the customer or business unit.
91	DRAFT_BU	Character	Optional	The draft creation process maintains this field.
92	DRAFT_ID	Character	Optional	The draft creation process maintains this field.

Column	Field Name	Field Type	Option/ Condition/ Required	Field Description
93	DRAFT_ APPROVAL	Character	Optional	If the payment method is draft, enter *P* (preapproved) or *R* (approval required). If you enter a space and do not provide a value, the Receivable Update process uses the default that you establish for the customer or business unit.
94	DRAFT_DOC	Character	Optional	If the payment method is draft, enter *C* (create document) or *N* (do not create document). If you enter a space and do not provide a value, the Receivable Update process uses the default that you establish for the customer or business unit.
95	DRAFT_ CURRENCY	Character	Optional	The draft creation process maintains this field.
96	DRAFT_FORMAT	Character	Optional	If the payment method is draft, enter *M* (multiple items per draft) or *S* to indicate that this item has its own draft.
97	DRAFT_AMT	Number	Optional	The draft creation process maintains this field.
98	BANK_SETID	Character	Optional	If you use the Cash Management cash positioning options, enter the setID that is associated with the bank from which you expect payment for this receivable. Receivables does not use this field in the Cash Forecast report.
99	BANK_CD	Character	Optional	If you use the Cash Management cash positioning options, enter the bank code that is associated with the bank from which you expect payment for this receivable. Receivables does not use this field in the Cash Forecast report.
100	BANK_ACCT_ KEY	Character	Optional	If you use Cash Management cash positioning options, enter the bank account key that is associated with the bank account from which you expect payment for this receivable. Receivables does not use this field in the Cash Forecast report.

Column	Field Name	Field Type	Option/ Condition/ Required	Field Description
101	DD_BU	Character	Optional	The Create Direct Debits Application Engine process (AR_DIRDEBIT) maintains this field.
102	DD_ID	Character	Optional	The Create Direct Debits process maintains this field.
103	DD_STATUS	Character	Optional	The Create Direct Debits process maintains this field.
104	DD_PROFILE_ID	Character	Optional	Direct debit profile that is assigned to the item. The profile defines the direct debit processing rules for the item.
105	DD_CURRENCY	Character	Optional	The Create Direct Debits process maintains this field.
106	DD_AMT	Number	Optional	The Create Direct Debits process maintains this field.
107	DD_AMT_BASE	Number	Optional	The Create Direct Debits process maintains this field.
108	DRAFT_TYPE	Character	Optional	Select from the values that you establish on the PS_DRAFT_TYPE_TBL table.
109	DRAFT_AMT_ BASE	Number	Optional	Draft amount in the business unit base currency.
110	DOC_TYPE	Character	Optional	Document type represents the business purpose of the financial transaction. It is assigned to only one journal code. **Important!** You must include a value in this field if you enable the Document Sequencing option for installation and the General Ledger business unit is associated with the Receivables business unit.

Column	Field Name	Field Type	Option/ Condition/ Required	Field Description
111	DOC_SEQ_NBR	Character	Optional	The document sequencing number is either automatically assigned or manually entered sequentially based on the General Ledger business period at either the journal code level or the document type level within journal code. **Important!** You must include a value in this field if you turn on the Document Sequencing option for your installation and the General Ledger business unit is associated with the Receivables business unit.
112	DOC_SEQ_DATE	Date	Required	Date that the document sequencing number is assigned to a specific document or the date that the document was created. The system automatically populates this field for items that you enter online. However, you must include a value in this field if you turn on the Document Sequencing option for your installation and the General Ledger business unit is associated with the Receivables business unit. **Important!** The Receivable Update process requires a value in this field to post an item.
113	DOC_SEQ_ STATUS	Character	Optional	The status that is used for posting a document with document sequencing. If blank, then the document is valid for posting.
114	PROCESS_ INSTANCE	Number	Optional	Enter *0.* The Receivable Update process uses this field.
115	USER_AMT1	Number	Optional	This field is for your use.
116	USER_AMT2	Number	Optional	This field is for your use.
117	USER_AMT3	Number	Optional	This field is for your use.
118	USER_AMT4	Number	Optional	This field is for your use.

Column	Field Name	Field Type	Option/ Condition/ Required	Field Description
119	USER_AMT5	Number	Optional	This field is for your use.
120	USER_AMT6	Number	Optional	This field is for your use.
121	USER_AMT7	Number	Optional	This field is for your use.
122	USER_AMT8	Number	Optional	This field is for your use.
123	USER_DT1	Date	Optional	This field is for your use.
124	USER_DT2	Date	Optional	This field is for your use.
125	USER_DT3	Date	Optional	This field is for your use.
126	USER_DT4	Date	Optional	This field is for your use.
127	USER1	Character	Optional	This field is for your use.
128	USER2	Character	Optional	This field is for your use.
129	USER3	Character	Optional	This field is for your use.
130	USER4	Character	Optional	This field is for your use.
131	USER5	Character	Optional	This field is for your use.
132	USER6	Character	Optional	This field is for your use.
133	USER7	Character	Optional	This field is for your use.
134	USER8	Character	Optional	This field is for your use.
135	USER9	Character	Optional	This field is for your use.
136	USER10	Character	Optional	This field is for your use.

Column	Field Name	Field Type	Option/ Condition/ Required	Field Description
137	DOUBTFUL	Character	Optional	Flag to indicate that an item is a doubtful receivable (one for which you do not expect to receive payment). The Receivable Update process updates this field. Enter a space.
138	DRAFT_BUSN_ EVENT	Character	Optional	Action that is taken on an item during draft processing. The Receivable Update process updates this field. Enter a space.
139	DRAFT_SUB_ EVENT	Character	Optional	Action that is taken on an item during draft processing. The Receivable Update process updates this field. Enter a space.
140	SALES_PERSON2	Character	Optional	Second team member that is assigned to the item. Select from the values that are established on the PS_TEAM_MEMBERS or enter a space.
141	REGION_CD	Character	Optional	Region code for the team members that are assigned to the item. Enter a value from the PS_REGION_CD table or enter a space.
142	REVALUE_FLAG	Character	Optional	Flag to indicate whether to revalue the item if its currency is different from the base currency. Enter *Y* to revalue the item. Otherwise, enter *N*.
143	PACKSLIP_NO	Character	Optional	The packing slip number that is associated with the item.
144	SBI_NUM	Character	Optional	Self-billed invoice number. This field is currently not used by Receivables. You can populate it if you want to use it for custom reports.

Column	Field Name	Field Type	Option/ Condition/ Required	Field Description
145	PC_DISTRIB_ STATUS	Character	Optional	Flag that indicates the status for distributing the item to Project Costing. Enter *D* to indicate the item is already in Project Costing, *H* to hold the item, *I* to ignore the item, *M* to indicate that the item was changed, or *N* to integrate the item in a project.
146	VAT_ADVPAY_ FLG	Character	Optional	Flag to indicate if VAT was paid when you entered the advance payment for the item. Enter *Y* to indicate that VAT is paid on the advance payment. Otherwise, enter *N*.
147	LC_ID	Character	Optional	The letter of credit number that is associated with the item. The bank includes this number with the payment. You use it to match the payment with the item.
148	AR_SEQ_NUM	Number	Optional	The Receivable Update process updates this field when you create a draft item for a pending item. Enter a space.
149	DRAFT_POST_ ACTION	Character	Optional	The system maintains this value for draft processing. Enter a space.
150	VAT_TRANS_ AMT	Sign	Optional	Total amount of the item on which VAT is calculated.
151	RECEIVABLE_ TYPE	Character	Optional	Receivable type code that is used to categorize information on the Receivables Due From Public report. Select a value that is defined on the PS_REC_TYPE_TBL.
152	ENTITY_CODE	Character	Optional	Entity code identifying a government agency for the Receivables Due From Public report. Select a value that is defined on the PS_ENTITY_TBL.
153	CONTROL_AMT	Sign	Optional	Control amount for worksheets. Enter a space.

Column	Field Name	Field Type	Option/ Condition/ Required	Field Description
154	CONTROL_AMT_ BASE	Sign	Optional	Control amount in the base currency for worksheets. Enter a space.
155	ANCHOR_BU	Character	Optional	Anchor business unit for maintenance worksheets. Enter a space.
156	ITM_PAY_AMT_ BASE	Sign	Optional	Used by the system when the payment amount is in the base currency. Enter a space.
157	PPRC_PROMO_ CD	Character	Optional	Promotion code that is assigned to the item.
158	CLAIM_NO	Character	Optional	Claim number for deductions.
159	CONTROL_ CURRENCY	Character	Optional	Control currency for maintenance worksheets. Enter a space.
160	CONTROL_ CURR_BASE	Character	Optional	Base control currency for maintenance worksheets. Enter a space.
161	CONTROL_ RATE_MULT	Sign	Optional	Control rate at which the taxes are calculated. The value that appears here is determined by the value in the Calc Scheme (calculation scheme) field and is always a percentage.
162	CONTROL_ RATE_DIV	Number	Optional	Control rate at which the taxes are calculated. The value that appears here is determined by the value in the Calc Scheme field and is always a percentage.
163	CONTROL_RT_ TYPE	Character	Optional	Control rate type to use to calculate the exchange rate between the default reporting currency code and the override currency code.
164	AR_SPECIALIST	Character	Optional	An assignment of the pending item to an AR specialist. Select from the values that you establish in the PS_AR_SPECIALIST table.

Column	Field Name	Field Type	Option/ Condition/ Required	Field Description
165	BROKER_ID	Character	Optional	Identifier code for the individual who negotiated a promotion deal. Select from the values that you establish on the PS_CUSTOMER table where the Broker flag is checked.
166	CARRIER_ID	Character	Optional	Unique identifier for the shipping carrier. Select from the values that you establish on the PS_CARRIER_ID table.
167	CLAIM_DT	Date	Optional	Date of claim or debit memo.
168	CLASS_OF_ TRADE	Character	Optional	Type of industry market, such as groceries, hardware, appliances.
169	DEDUCTION_ STATUS	Character	Optional	Indicates the reason that an item is a deduction. Select from the values that you establish on the PS_DEDUCTION_TBL.
170	DEDUCTION_DT	Date	Optional	Date that the deduction was created.
171	DIVISION	Character	Optional	Geographic area within an organization.
172	DT_INVOICED	Date	Optional	The date that the associated invoice was created. The date is established when the invoice is created the billing system. This value cannot be changed.
173	INV_PROD_FAM_ CD	Character	Optional	Identifier that defines inventory items at a high level. Examples might include computer items and office furniture. Select a value that is defined on the PS_INV_ITEM_FAM table.
174	INVOICE	Character	Optional	Original invoice that is associated with the item.
175	INVOICE_BU	Character	Optional	Code to identify the PeopleSoft business unit that is associated with an invoice.

Column	Field Name	Field Type	Option/ Condition/ Required	Field Description
176	MAJOR_CLASS	Character	Optional	Identifier for a group of customers in a trade, such as grocers or mass merchandisers.
177	MEMO_STATUS_ CD	Character	Optional	(USF) Code that indicates the current status of a delinquent item. Enter a value that you defined on the MEMO_STATUS_TBL table.
178	MERCH_TYPE	Character	Optional	Use to track merchandising activity that is associated with promotions.
179	PROOF_OF_ DELIVERY	Character	Optional	Proof of delivery slip number.
180	SHIP_FROM_BU	Character	Optional	Ship from business unit.
181	SHIP_TO_ADDR_ NUM	Number	Optional	Address location for the ship to customer. Select from the values on the PS_CUST_ADDRESS table for the customer.
182	SHIP_TO_CUST_ ID	Character	Optional	Customer ID of the ship to customer.
183	SOLD_TO_ ADDR_NUM	Number	Optional	Address location for the sold to customer. Select from the values on the PS_CUST_ADDRESS table for the customer.
184	SOLD_TO_CUST_ ID	Character	Optional	Customer ID for the sold to customer.
185	SUB_GROUP_ID	Number	Optional	Used by the Automatic Maintenance process and the maintenance worksheet to identify the match group in which items are matched. Enter 99999.
186	VAT_ TREATMENT_ GRP	Character	Optional	A set of VAT treatments that are permissible on a single VAT transaction.

Column	Field Name	Field Type	Option/ Condition/ Required	Field Description
187	PHYSICAL_ NATURE	Character	Optional	Identifies the nature of a transaction for VAT calculation. Values are: *G:* physical good. *S:* intangible or service.
188	COUNTRY_LOC_ BUYER	Character	Optional	Country where the buyer is physically located.
189	STATE_LOC_ BUYER	Character	Optional	State where the buyer is physically located.
190	COUNTRY_LOC_ SELLER	Character	Optional	Country where the seller is physically located.
191	STATE_LOC_ SELLER	Character	Optional	State where the seller is physically located.
192	VAT_SVC_ SUPPLY_FLG	Character	Optional	Flag to indicate if the buyer or supplier rendered the service and where the service was performed. Values are: *1:* Supplier's Location. *2:* Buyer's location. *3:* Where the service is physically performed.
193	VAT_SERVICE_ TYPE	Character	Optional	Flag to indicate whether the service is freight transport. This flag enables other types of services to be identified. Valid values are *1:* Freight Transport, *2:* Other.
194	COUNTRY_VAT_ PERFRM	Character	Optional	The country where the VAT service was performed.
195	STATE_VAT_ PERFRM	Character	Optional	The state where the VAT service was performed.
196	COUNTRY_VAT_ SUPPLY	Character	Optional	Country where the service is physically performed.
197	STATE_VAT_ SUPPLY	Character	Optional	State where the service is physically performed.
198	STATE_SHIP_ FROM	Character	Optional	The state from which the items that are billed on this line are shipped.

Column	Field Name	Field Type	Option/ Condition/ Required	Field Description
199	STATE_SHIP_TO	Character	Optional	The state to which the items that are billed on this line are shipped.
200	VAT_RPT_ CNTRY_SRC	Character	Optional	Source for the VAT reporting country. Enter one of these values: *1:* Ship from country. *2:* Ship to country. *3:* Country in the VAT entity. *4:* Service Performed in country. *5:* Supplier location country. *6:* Buyer location country. *7:* Buyer registration country.
201	STATE_VAT_ DEFAULT	Character	Optional	Enter the state or province that is used to determine the VAT defaults if the Track VAT by Province field (COUNTRY_VAT_SUBD_FLG) on the COUNTRY_VAT_TBL is set to *Y.*
202	DISC_TAKEN	Sign	Optional	Discount that is taken for the line in the entry currency. If there is no discount amount, enter zero.
203	GL_LVL	Character	Optional	The general ledger level flag that is carried from billing indicates whether Billing is to create accounting entries for a receivables item. This controls the action that is available in external pending item entry. Levels are: *A:* Receivables creates general ledger accounting entries. *B:* Billing creates accounting entries. *N:* No general ledger accounting entries are created.
204	ITEM_LINE_ ORIG	Number	Optional	The line number of the original item for new overdue charge item lines that were created when the option *Create Charge by Item Line* is selected on the overdue charge ID. It allows new items to point back to the item for overdue charges.

Column	Field Name	Field Type	Option/ Condition/ Required	Field Description
205	TOT_TAX_AMT	Sign	Optional	Total tax amount on the schedule. This is the sum of the excise tax amount and sales tax amount for India.
206	TOT_TAX_AMT_ BSE	Sign	Optional	The base amount that the system uses when calculating taxes for India.
207	TOT_EXD_AMT	Sign	Optional	Total excise duty tax amount for India. Required if the excise tax is applicable.
208	TOT_EXD_AMT_ BSE	Sign	Optional	The base amount that the system uses when calculating excise taxes for India.
209	TOT_STX_AMT	Sign	Optional	Total sales tax amount for India. Required if the sales tax is applicable.
210	TOT_STX_AMT_ BSE	Sign	Optional	The base amount that the system uses when calculating sales taxes for India.
211	AG_REF_NBR	Number	Optional	(NLD) The payment reference number from the acceptgiro form attached to the invoice.
212	AR_IU_REQ	Character	Optional	Leave blank. The system enters *Y* in this field if you modify ChartField values online that are balancing ChartFields to enable the Inter/Intraunit processsor to generate interunit accounting entries.
213	CLAIM_SETID	Character	Optional	Leave blank. Purchasing and Order Management populate this field with a claim SetID for vendor rebates or claim backs when you interface claims to Receivables.

Populating User-Defined Fields

PeopleSoft delivers customizable user fields on PS_PENDING_ITEM that are exclusively for your use. If the implementation uses any of the fields in this table, make sure that the interface populates them.

Amount Fields	Date Fields	Character Fields
USER_AMT1	USER_DT1	USER1
USER_AMT2	USER_DT2	USER2
USER_AMT3	USER_DT3	USER3
USER_AMT4	USER_DT4	USER4
USER_AMT5		USER5
USER_AMT6		USER6
USER_AMT7		USER7
USER_AMT8		USER8
		USER9
		USER10

Types of User-Defined Fields

This tables describes the types of user-defined fields.

Type	Description
Amounts	The USER_AMT fields have a cumulative effect on PS_ITEM. When the Receivable Update process finds a value in any of the user amount fields on PS_PENDING_ITEM, it places that value in the same field on the corresponding PS_ITEM_ACTIVITY row. It also updates the corresponding user amount field arithmetically on PS_ITEM.

Type	Description
Dates	The system places all USER_DT fields on the corresponding ITEM_ACTIVITY record. However, USER_DT1 and USER_DT2 update PS_ITEM only if the value on PS_ITEM is *NULL*. USER_DT3 and USER_DT4 update PS_ITEM whenever the value on PS_PENDING_ITEM is *not NULL*.
Characters	The USER1 through USER10 fields overlay an existing value if the PS_PENDING_ITEM value is not cleared, regardless of the update entry field. Only fields with values are moved. If USER1 is not cleared on the item, its value can remain and a pending item can affect USER2, leaving intact the value of USER1.

Populating Pending VAT Table Fields

Populate the PS_PENDING_VAT table only if you are bringing in VAT information from a billing system. For each item with VAT information, enter one or two rows for each unique combination of VAT applicability, VAT transaction type code, and tax code to the PS_PENDING_VAT table as needed. Each row should have a different VAT sequence number.

The following table specifies a field type for each field. Use the field type to determine how to populate system-maintained fields and to determine which optional fields to leave blank.

The following table specifies a field type for each field. Use the field type to determine how to populate system-maintained fields and optional fields that you want to leave blank. Supply a space for character fields, a null value for date fields, and a zero for numeric fields.

Note. Use Application Designer to review the characteristics of each field in more detail.

Column	Field Name	Field Type	Option/ Condition/ Required	Field Description
1	GROUP_BU	Character	Required	Use the same value as the GROUP_BU on PS_GROUP_ CONTROL.
2	GROUP_ID	Character	Required	Use the same value as the GROUP_ID on PS_GROUP_ CONTROL.
3	BUSINESS_UNIT	Character	Required	Use the same value as the BUSINESS_UNIT on PS_ PENDING_ITEM.
4	CUST_ID	Character	Required	Use the same value as the CUST_ID on PS_PENDING_ITEM.
5	ITEM	Character	Required	Use the same value as the ITEM on PS_PENDING_ITEM.

Column	Field Name	Field Type	Option/ Condition/ Required	Field Description
6	ITEM_LINE	Number	Optional	Use the same value as the ITEM_LINE on PS_PENDING_ITEM.
7	GROUP_SEQ_ NUM	Number	Optional	Use the same value as the GROUP_SEQ_NUM on PS_PENDING_ITEM.
8	VAT_ APPLICABILITY	Character	Optional	Enter the VAT applicability on the VAT line.
9	VAT_TXN_ TYPE_CD	Character	Optional	Provide the transaction type code on the VAT line.
10	TAX_CD_VAT	Character	Optional	Provide the VAT code on the VAT item line.
11	VAT_DST_ ACCT_TYPE	Character	Optional	If VAT_APPLICABILITY is *T* (taxable) or *S* (suspended) and VAT_DCLRTN_POINT is *P* (payment) (on PENDING_ITEM), then populate VAT_DST_ACCT_TYPE with VAT output intermediate VOI. If PENDING_ITEM.VAT_DCLRTN_POINT is invoice, then populate VAT_DST_ACCT_ TYPE with VAT output *VO*. If VAT_APPLICABILITY is *E* (exempt) or *O* (out of scope), then populate VAT_DST_ACCT_TYPE with *VONT*.
12	VAT_SEQ_NUM	Number	Optional	Enter a sequence number if there are two VAT lines with the same combination of VAT applicability, VAT transaction type, and tax code.
13	TAX_CD_VAT_ PCT	Sign	Optional	Provide the tax percentage corresponding to the VAT code.
14	VAT_DCLRTN_ DT	Date	Optional	Provide the invoice date for declaration point of invoice; provide the ship date for declaration point of delivery; leave blank for a declaration point date of payment.
15	VAT_BASIS_ AMT	Sign	Optional	Provide the VAT basis amount for the summarized information on this VAT line.

Column	Field Name	Field Type	Option/ Condition/ Required	Field Description
16	VAT_TRANS_ AMT	Sign	Required	Provide the VAT basis transaction amount for the summarized information on this VAT line. This is the VAT basis (that is, sales) amount prior to the application of any prompt payment discounts.
17	VAT_TRANS_ AMT_BSE	Number	Optional	Provide the VAT basis transaction amount for the summarized information on this VAT line. This is the VAT basis (that is, sales) amount in base currency prior to the application of any available prompt payment discounts.
18	VAT_AMT	Sign	Optional	Provide the VAT amount for the summarized information on this VAT line if the pending item has an invoice declaration point.
19	VAT_AMT_I	Sign	Optional	Provide the VAT amount for the summarized information on this VAT line if the pending item has a payment declaration point.
20	VAT_ERROR_ FLAG	Character	Required	Set value to *N*.
21	ENTRY_ CURRENCY	Character	Required	The currency code for the VAT amount. Select from the values that are established on PS_CURRENCY_ CD_TBL.
22	VAT_AMT_BASE	Sign	Optional	Provide VAT amount in business unit base currency.
23	VAT_BASIS_ AMT_BASE	Sign	Optional	Provide VAT basis amount in base currency.
24	VAT_AMT_ BASE_I	Sign	Optional	Holds intermediate VAT amount when VAT is declared at payment.
25	VAT_ TREATMENT	Character	Optional	Determines which default values are applied. The system handles VAT treatment separately for transactions involving goods and services.
26	PHYSICAL_ NATURE	Character	Optional	Indicates whether an object is a good or a service.

Column	Field Name	Field Type	Option/ Condition/ Required	Field Description
27	COUNTRY_ LOC_BUYER	Character	Optional	Location country of the buyer. This determines VAT defaulting for a VAT service type of Other if it is performed at the ship to location.
28	STATE_LOC_ BUYER	Character	Optional	Location state of the buyer. This determines VAT defaulting for a VAT service type of Other if it is performed at the ship to location.
29	COUNTRY_ LOC_SELLER	Character	Optional	Location country of the seller. This determines VAT defaulting for a VAT service type of Other if it is performed at the ship from location.
30	STATE_LOC_ SELLER	Character	Optional	Location state of the seller. This determines VAT defaulting for a VAT service type of Other if it is performed at the ship from location.
31	VAT_SVC_ SUPPLY_FLG	Character	Optional	Indicates the default place of supply for VAT on services. This determines where VAT is liable.
32	VAT_SERVICE_ TYPE	Character	Optional	For VAT services treatment, indicates whether the VAT service type is *1* (Freight Transport) or *2* (Other). This determines whether the VAT treatment appears by default based on the ship to and ship from locations (freight), or the buyer's and sellers location (other).
33	COUNTRY_VAT_ PERFRM	Character	Optional	For services, determines the country in which the services is performed.
34	STATE_VAT_ PERFRM	Character	Optional	For services, determines the state in which the services is performed.
35	COUNTRY_VAT_ SUPPLY	Character	Optional	For VAT services treatment, indicates the country of the default place of supply.
36	STATE_VAT_ SUPPLY	Character	Optional	For VAT services treatment, indicates the country of the default place of supply.
37	STATE_SHIP_ FROM	Character	Optional	Receivables business unit location state. In the case of transactions involving goods or freight service transactions, this is used to determine the VAT treatment.

Column	Field Name	Field Type	Option/ Condition/ Required	Field Description
38	STATE_SHIP_TO	Character	Optional	Ship to customer location country. In the case of transactions involving goods or freight service transactions, this is used to determine the VAT treatment.
39	STATE_VAT_ DEFAULT	Character	Optional	Enter the state or province that is used to determine the VAT defaults if the Track VAT by Province field (COUNTRY_VAT_SUBD_FLG) on the COUNTRY_VAT_TBL is set to *Y*.
40	VAT_DFLT_ DONE_FLG	Character	Optional	Leave this field blank. The system populates this field for VAT items that are entered online.
41	VAT_ENTRD_ AMT	Sign	Optional	Entered VAT amount in base currency. This is calculated from the transaction currency entered VAT amount, based on the exchange rate that is applicable to the transaction.
42	VAT_CALC_ AMT	Sign	Optional	Shows the calculated VAT amount in the transaction currency.
43	PROCESS_ INSTANCE	Number	Optional	Enter 0. The Receivable Update process updates this value.

(INR) Populating Pending Tax Table Fields for India

Populate the PS_PENDING_TAX and PS_PENDING_TAX_DTL tables only if you are bringing in taxes for India information from a billing system.

PS_PENDING_TAX Table

The following table specifies a field type for each field. Use the field type to determine how to populate system-maintained fields and optional fields that you want to leave blank. Supply a space for character fields, a null value for date fields, and a zero for numeric fields.

Note. Use Application Designer to review the characteristics for each field in more detail.

Column	Field Name	Field Type	Option /Condition /Required	Field Description
1	GROUP_BU	Character	Required	Use the same value as the GROUP_BU on PS_GROUP_ CONTROL.
2	GROUP_ID	Character	Required	Use the same value as the GROUP_ID on PS_GROUP_ CONTROL.
3	BUSINESS_UNIT	Character	Optional	Use the same value as the BUSINESS_UNIT on PS_ PENDING_ITEM.
4	CUST_ID	Character	Optional	Use the same value as the CUST_ID on PS_PENDING_ITEM.
5	ITEM	Character	Optional	Use the same value as the ITEM on PS_PENDING_ITEM.
6	ITEM_LINE	Number	Optional	Use the same value as the ITEM_LINE on PS_PENDING_ITEM.
7	GROUP_SEQ_ NUM	Number	Optional	Use the same value as the GROUP_SEQ_NUM on PS_PENDING_ITEM.
8	TAX_RATE_SEQ	Number	Optional	Indicates the order in which tax component codes in the tax rate code are calculated. This line number is system generated.
9	EXD_APPL_FLG	Character	Optional	Enter *Y* to indicate that the business unit is excise-duty applicable. Otherwise, leave it blank.
10	STX_APPL_FLG	Character	Optional	Enter *Y* to indicate that the business unit is sales tax applicable. Otherwise, leave it blank.
11	EXS_TAX_TXN_ TYPE	Character	Optional	Tax transaction type for the transaction. Values are: *DEB:* Direct export with bond. *DEWB:* Direct export without bond. *DIMP:* Direct import. *DOM:* Domestic. *LEB:* Local export with bond. *LEWB:* Local export without bond. *LIMP:* Local import.
12	STX_TAX_ AUTH_RPT	Character	Optional	Enter a sales tax reporting authority. Select from the values that you establish on the PS_STX_TAX_AUTH table.

Column	Field Name	Field Type	Option /Condition /Required	Field Description
13	STATE_SHIP_TO	Character	Optional	The state where the items that are billed on this line are shipped.
14	STATE_SHIP_ FROM	Character	Optional	The state from which the items that are billed on this line are shipped.
15	EXS_TXN_LINE_ AMT	Sign	Optional	The total amount of transactions for the line. Each line has its own transaction total. The system uses this amount to calculate the taxes.
16	EXD_TAX_ CATG_CD	Character	Optional	Enter an excise tax category code for the item. Select from the values that you establish on the PS_EXS_TAX_CATG table.
17	STX_TAX_CATG_ CD	Character	Optional	Enter an sales tax category code for the item. Select from the values that you establish on the PS_EXS_TAX_CATG table.
18	EXD_TAX_AMT	Sign	Optional	The total amount of excise duty tax for the line. Each line has its own excise duty tax amount. The sum of all the excise duty amounts should equal the control excise duty amount. The control excise duty amount is the amount at field PENDING_ITEM.TOT_EXD_AMT.
19	EXD_TAX_RATE_ CD	Character	Optional	Enter the tax rate code that is used to calculate the excise duty for each line. Select from the values that you establish on the PS_EXS_TAX_RATE table.
20	EXD_TAX_AMT_ BSE	Sign	Optional	Excise duty in the business unit base currency.
21	EXD_TAX_AMT_ RPT	Sign	Optional	The excise duty tax amount in the reporting currency.
22	STX_TAX_AMT	Sign	Optional	The total amount of sales tax for the line. Each line has its own sales tax amount. The sum of all the sales tax amounts should equal the control sales tax amount. The control sales tax amount is the amount at field PENDING_ITEM.TOT_STX_AMT.

Column	Field Name	Field Type	Option /Condition /Required	Field Description
23	STX_TAX_RATE_ CD	Character	Optional	Enter the tax rate code that is used to calculate the sales tax for each line. Select from the values that you establish in the PS_EXS_TAX_RATE table.
24	STX_TAX_AMT_ BSE	Sign	Optional	Sales tax amount in the business unit base currency.
25	STX_TAX_AMT_ RPT	Sign	Optional	Sales tax amount in reporting currency.
26	EXS_ CURRENCY_ RPTG	Character	Optional	Enter the excise reporting currency. Select the CURRENCY_CD for the tax location that you define on the PS_ORG_TAX_LOC table.
27	STX_FORM_CD	Character	Optional	Sales tax form codes are assigned to tax rate codes. The form code helps determine the applicable forms for the transaction for form tracking purposes. Select from the values that you establish on the PS_STX_FORM_CODE table.
28	BU_APPL_FLG	Character	Optional	Business unit applicable flag. Set this field to *Y,* if excise duty or sales tax are applicable to the business unit.
29	EXS_DTL_LINK	Character	Optional	Leave blank.
30	SUM_TOT_EXD_ AMT	Sign	Optional	Summary total of the total excise duty tax amounts.
31	SUM_TOT_EXD_ BSE	Sign	Optional	Summary total of excise duty tax amounts in base currency.
32	SUM_TOT_STX_ AMT	Sign	Optional	Summary total of the total sales tax amounts.
33	SUM_TOT_STX_ BSE	Sign	Optional	Summary total of sales tax amounts in base currency.
34	SUM_TOT_TAX_ AMT	Sign	Optional	Summary total of excise duty and sales tax amounts.

Column	Field Name	Field Type	Option /Condition /Required	Field Description
35	RATE_DIV_RPT	Number	Optional	Used to convert the base currency into the tax location reporting currency.
36	RATE_MULT_RPT	Sign	Optional	Used to convert the base currency into the tax location reporting currency.
37	RT_TYPE	Character	Optional	Rate type used to calculate the exchange rate between the default reporting currency code and the override currency code.
38	EXD_TAX_RATE_ SRC	Character	Optional	Source transaction for the excise tax rate. Enter *1* (system-defined) or *2* (manually entered).
39	STX_TAX_RATE_ SRC	Character	Optional	Source transaction for the sales tax rate. Enter *1* (system-defined) or *2* (manually entered).
40	ORG_SETID	Character	Optional	SetID for an organization.
41	ORG_CODE	Character	Optional	Organization code for a tax location. Select from the values that are established on the PS_ORG_RGSTN_DTL table.
42	ORG_TAX_LOC_ CD	Character	Optional	Organization that is associated with a tax location code. Select from the values that are established on the PS_ORG_TAX LOC table.
43	EXS_TXC_LN_ STATUS	Character	Optional	Excise tax calculation line status.
44	EXD_UOM	Character	Optional	Excise unit of measure for the assessable value.
45	RATE_MULT_E XS	Sign	Optional	Currency rate multiplier that is used to convert the base currency into the tax location reporting currency. Enter *1*.
46	RATE_DIV_EXS	Number	Optional	Currency rate divisor that is used to convert the base currency into the tax location reporting currency. Enter *1*.
47	COUNTRY_SHIP_ FROM	Character	Optional	Country from which items are shipped.

Column	Field Name	Field Type	Option /Condition /Required	Field Description
48	COUNTRY_SHIP_ TO	Character	Optional	Ship to country for the line item.
49	RATE_MULT	Sign	Optional	Used to convert the transaction currency into base currency.
50	RATE_DIV	Number	Optional	Used to convert the transaction currency into base currency.
51	ENTRY_ CURRENCY	Character	Optional	The currency code for the tax amount. Select from the values that are established on PS_CURRENCY_ CD_TBL.

PS_PENDING_TAX_DTL

The following table specifies a field type for each field. Use the file type to determine how to populate system-maintained field and optional fields that you want to leave blank. Supply a space for character fields, a null value for date fields, and a zero for numeric fields.

Note. Use Application Designer to review the characteristics of each field in more detail.

Column	Field Name	Field Type	Option /Condition /Required	Field Description
1	GROUP_BU	Character	Required	Use the same value as the GROUP_BU on PS_GROUP_ CONTROL.
2	GROUP_ID	Character	Required	Use the same value as the GROUP_ID on PS_GROUP_ CONTROL.
3	BUSINESS_ UNIT	Character	Optional	Use the same value as the BUSINESS_UNIT on PS_ PENDING_ITEM.
4	CUST_ID	Character	Optional	Use the same value as the CUST_ID on PS_PENDING_ITEM.
5	ITEM	Character	Optional	Use the same value as the ITEM on PS_PENDING_ITEM.
6	ITEM_LINE	Number	Optional	Use the same value as the ITEM_LINE on PS_PENDING_ITEM.

Column	Field Name	Field Type	Option /Condition /Required	Field Description
7	GROUP_SEQ_ NUM	Number	Optional	Use the same value as the GROUP_SEQ_NUM on PS_PENDING_ITEM.
8	TAX_RATE_SEQ	Number	Optional	The sequence number for the tax rate. This is a manual entry for most excise adjustment types.
9	EXS_TAX_ RATE_CD	Character	Optional	If this line is related to excise duty, enter the same excise duty that is entered in the PENDING_TAX.EXD_TAX_RATE_CD field. If this line is related to sales tax, enter the same sales tax that is entered in the PENDING_TAX.STX_TAX_RATE_CD field. The field EXS_TAX_TYPE is the field that indicates if the line is an excise duty line or a sales tax line. Enter the tax rate code that is used to calculate the excise duty for each line. Select from the values that you establish on the PS_EXS_TAX_RATE table. Leave blank if excise duty and sales tax should not be calculated for the line.
10	EXS_TAX_ RATE_SEQ	Number	Optional	Indicates the order that tax component codes in the tax rate code are calculated.
11	EXS_TAX_TYPE	Character	Optional	Enter the type of tax to calculate in the line. Enter *E* for excise duty and *S* for sales tax.
12	EXS_TAX_ CMPNT_CD	Character	Optional	Enter the tax component code. Select from the values that you establish on the PS_EXS_TAX_CMPNT table.
13	EXS_TAX_DEP_ CD	Character	Optional	Enter the tax dependency code that indicates the basis for calculating the tax, as well as the precedence of taxes of the same tax type that must be included. Select from the values that you establish on the PS_EXS_TAX_DPNDNCY table.
14	EXS_CALC_ SCHEME	Character	Optional	Indicates how the taxes are calculated. Enter *P* (percentage), *Q* (quantity), or *A* (amount). In Receivables, only the percentage lines are calculated, but the others should be populated to be consistent with the tax rate code.

Column	Field Name	Field Type	Option /Condition /Required	Field Description
15	EXS_TAX_ RATE_PCT	Number	Optional	Enter the percent of taxation that is associated with the corresponding tax rate code if the EXS_CALC_SCHEME is *P*.
16	EXS_TAXRT_ AMT	Sign	Optional	Leave blank.
17	EXS_TAXRT_ AMT_BSE	Sign	Optional	Leave blank.
18	EXS_TAXRT_ AMT_RPT	Sign	Optional	Leave blank.
19	EXS_TAX_ RATE_UOM	Character	Optional	Leave blank.
20	EXS_ CURRENCY_ RPTG	Character	Optional	Enter the code for the reporting currency.
21	EXS_TAX_AMT	Sign	Optional	The total amount of excise tax for the line. The sum of all the excise tax amounts should equal the control excise tax amount.
22	EXS_TAX_ AMT_BSE	Sign	Optional	Excise tax amount in the base currency.
23	EXS_TAX_ AMT_RPT	Sign	Optional	The total amount of excise tax for each line expressed in the reporting currency.
24	EXS_BASIS_ AMT	Sign	Optional	Base amount against which taxes are calculated.
25	EXS_BASIS_ AMT_BSE	Sign	Optional	The base amount that the system uses when calculating excise or sales taxes. It is excise basis amount in the base currency.
26	EXS_BASIS_ AMT_RPT	Sign	Optional	The base amount that the system uses when calculating excise taxes expressed in the reporting currency.

Column	Field Name	Field Type	Option /Condition /Required	Field Description
27	EXS_ CURRENCY_ TRC	Character	Optional	Leave this field blank.
28	CURRENCY_CD	Character	Optional	Use the value in the CURRENCY_CD field currency code on the PS_PENDING_ITEM table if it's available. Otherwise, use the ENTRY_CURRENCY on the PS_PENDING_ITEM table.
29	ENTRY_ CURRENCY	Character	Optional	The currency code for the tax amount. Use the same value as the ENTRY_CURRENCY on the PS_PENDING_ITEM table.

Preventing Distribution of Accounting Entries for External Groups

Receivables supports multiple AR lines for each pending item, so we base all subsequent accounting entries that affect the Receivables accounts on the AR lines existing on the Item Distribution table (PS_ITEM_DST).

Although you may choose not to distribute accounting information for billing transactions from Receivables to the general ledger system, you must have at least one row in PS_ITEM_DST that represents the AR line. If you indicate that you do not want to have transactions with this entry type distributed to General Ledger, the system sets the GL_DISTRIB_ STATUS field on PS_PENDING_DST to *I* (ignore). This instructs the Journal Generator Application Engine process (FS_JGEN) to skip this row when it creates journal entries.

When you convert existing items or interface them from your billing system, you may want to prevent distribution of accounting entries for a specific entry type even though you want to enable distribution when you record the entry online. Use the ALLOW_DST flag on PS_GROUP_CONTROL for this purpose.

Creating Accounting Entries for External Groups

You may choose to populate the PS_PENDING_DST table directly through your interface program, even though this approach is considered an exception within the system's accounting entries architecture.

The following table describes the fields on PS_PENDING_DST. The table specifies a field type for each field. Use the field type to determine how to populate system-maintained fields and optional fields that you want to leave blank. Supply a space for character fields, a null value for date fields, and a zero for numeric fields.

Note. Use Application Designer to review the characteristics of each field in greater detail.

Column	Field Name	Field Type	Option/ Condition/ Required	Field Description
1	GROUP_BU	Character	Required	Use the same value as the GROUP_BU on PS_GROUP_ CONTROL.
2	GROUP_ID	Character	Required	Use the same value as the GROUP_ID on PS_GROUP_CONTROL.
3	BUSINESS_UNIT	Character	Required	Use the same value as the BUSINESS_ UNIT on PS_PENDING_ ITEM.
4	CUST_ID	Character	Required	Use the same value as the CUST_ID on PS_PENDING_ITEM.
5	ITEM	Character	Required	Use the same value as the ITEM on PS_PENDING_ITEM.
6	ITEM_LINE	Number	Optional	Use the same value as the ITEM_LINE on PS_PENDING_ITEM.
7	GROUP_SEQ_ NUM	Number	Optional	Use the same value as the GROUP_SEQ_ NUM on PS_PENDING_ITEM.
8	LEDGER_GROUP	Character	Optional	Leave this field blank.
9	LEDGER	Character	Optional	Leave this field blank.
10	DST_SEQ_NUM	Number	Required	Provide a sequence number to make each accounting entry line unique.
11	PRIMARY_ LEDGER	Character	Required	Default value: *Y.*
12	BUSINESS_UNIT_ GL	Character	Required	Provide the value of the general ledger business unit to which you post this accounting entry.
13	ACCOUNT	Character	Required	Select from the values that you establish on PS_GL_ACCOUNT_TBL.
14	ALTACCT	Character	Optional	Select from the values that you establish on the PS_ALTACCT_TBL.

Column	Field Name	Field Type	Option/ Condition/ Required	Field Description
15	DEPTID	Character	Optional	Select from the values that you establish on PS_DEPARTMENT_TBL.
16	CF16_AN_SBR	Subrecord	Optional	ChartFields subrecord that contains these ChartFields: • Operating Unit (OPERATING_UNIT) • Product (PRODUCT) • Fund (FUND_CODE) • Class CLASS_FLD) • Program (PROGRAM_CODE) • Budget Reference (BUDGET_REF) • Affiliate (AFFILIATE) • Fund Affiliate (AFFILIATE_INTRA1) • Operating Affiliate (AFFILIATE_ INTRA2) • ChartField 1 (CHARTFIELD1) • ChartField 2 (CHARTFIELD2) • ChartField 3 (CHARTFIELD3) Select from the ChartField values that you defined.
17	PC_CF1_N_SBR	Subrecord	Optional	ChartFields subrecord that contains these ChartFields used in Project Costing: • PC Business Unit (BUSINESS_UNIT_ PC) • Project (PROJECT_ID) • Activity (ACTIVITY_ID) • Source Type (RESOURCE_TYPE) • Category (RESOURCE_CATEGORY) • Subcategory (RESOURCE_SUB_CAT) Select from the values that you defined in Project Costing. The subrecord also contains a field for the analysis type. This value is not used in Receivables.
18	STATISTICS_ CODE	Character	Optional	Select from the values that you establish on PS_STAT_TBL as long as you do not enter a statistical account in the ACCOUNT field.

Column	Field Name	Field Type	Option/ Condition/ Required	Field Description
19	MONETARY_ AMOUNT	Number	Optional	Provide the amount of the debit or credit in the business unit base currency. Debit entries must be positive. Credit entries must be negative. As long as you do not enter a statistical account in the ACCOUNT field, this value must be something other than zero. If you enter a statistical account, this value must be zero.
20	STATISTIC_ AMOUNT	Number	Conditional	If you enter a statistical account in the ACCOUNT field, enter the appropriate statistical amount.
21	CF_EDIT_STATUS	Character	Required	Indicates if ChartFields are editable or restricted for edit.
22	JRNL_LN_REF	Character	Optional	If you supply a value and do not summarize accounting entries into fewer journal lines, the system places the value in this field on the PS_JRNL_LN table when you create journals by using the Journal Generator process.
23	LINE_DESCR	Character	Optional	If you supply a value and do not summarize accounting entries into fewer journal lines, the system places the value in this field on the PS_JRNL_LN table when you create journals by using the Journal Generator process.
24	SYSTEM_ DEFINED	Character	Conditional	Accounting entry line type. Enter *A* if this line represents the debit or credit to the AR account (or control account) or if this line represents the offsetting information. Receivables supports using more than one AR line per pending item.
25	ACCOUNTING_ DT	Date	Required	Use the same value as the ACCOUNTING_ DT on PS_PENDING_ITEM.
26	FOREIGN_ CURRENCY	Character	Optional	Use the same value as the ENTRY_ CURRENCY on PS_PENDING_ITEM.

Column	Field Name	Field Type	Option/ Condition/ Required	Field Description
27	FOREIGN_ AMOUNT	Number	Optional	The debit or credit amount for this line in the entry currency of the item. The sum of the FOREIGN_AMOUNT values on all AR lines in PENDING_DST should equal the ENTRY_AMT field on PENDING_ITEM.
28	RT_TYPE	Character	Conditional	The rate type for the item. Required if the entry currency is different from the business unit base currency. Select from the values that are established on PS_CUR_RT_ TYPE_TBL or enter a space.
29	RATE_MULT	Number	Optional	Required if the entry currency differs from the business unit base currency.
30	RATE_DIV	Number	Optional	Required if the entry currency differs from the business unit base currency.
31	CURRENCY_CD	Character	Optional	Code that identifies the type of currency for an amount, such as USD or EUR.
32	GL_DISTRIB_ STATUS	Character	Required	If you want to distribute this accounting entry from Receivables to the general ledger system (after the Receivable Update process posts it), provide an *N*. If you do not want to distribute this accounting entry, provide an *I*.
33	DOC_TYPE	Character	Optional	Document type represents the business purpose of the financial transaction. It is assigned to one and only one journal code. **Important!** If you have turn on the Document Sequencing option for your installation and the General Ledger business unit that is associated with the Receivables business unit, you must include a value in this field.

Column	Field Name	Field Type	Option/ Condition/ Required	Field Description
34	DOC_SEQ_NBR	Character	Required	The document sequencing number is either automatically assigned or manually entered sequentially based on the General Ledger business period at either the journal code level or the document type level within the journal code. **Important!** If you turn on the Document Sequencing option for your installation and the General Ledger business unit that is associated with the Receivables business unit, you must include a value in this field.
35	DOC_SEQ_DATE	Date	Optional	The date that the document sequencing number is assigned to a specific document or the date that the document is created. **Important!** The Receivable Update process requires a value in this field to post an item if you turn on the Document Sequencing option for your installation and the General Ledger business unit is associated with the Receivables business unit.
36	DOC_SEQ_ STATUS	Character	Optional	The status that is used for posting a document with the Document Sequencing option. If it's blank, then the document is valid for posting.
37	MOVEMENT_ FLAG	Character	Optional	Activate to pass document sequencing that is performed in Receivables to General Ledger.
38	USER1	Character	Optional	This field is for your use, similar to the user fields on PS_PENDING_ITEM.
39	USER2	Character	Optional	This field is for your use, similar to the user fields on PS_PENDING_ITEM.
40	USER3	Character	Optional	This field is for your use, similar to the user fields on PS_PENDING_ITEM.
41	USER4	Character	Optional	This field is for your use, similar to the user fields on PS_PENDING_ITEM.

Column	Field Name	Field Type	Option/ Condition/ Required	Field Description
42	USER5	Character	Optional	This field is for your use, similar to the User fields on PS_PENDING_ITEM.
43	VAT_ APPLICABILITY	Character	Optional	VAT applicability for the distribution line. Use the same value as on PS_PENDING_ITEM.
44	VAT_TXN_TYPE_ CD	Character	Optional	VAT transaction type code for the item. Use the same value as on PS_PENDING_ITEM.
45	TAX_CD_VAT	Character	Optional	VAT tax code for the item. Use the same value as on PS_PENDING_ITEM.
46	VAT_DST_ACCT_ TYPE	Character	Optional	VAT distribution account type. Use the same value as on PS_PENDING_ITEM.
47	ENTRY_EVENT	Character	Optional	Code that is used by the federal government to post pro-forma accounting information. The Entry Event Generator generates supplemental accounting lines if you enter this code.
48	IU_ANCHOR_ FLAG	Character	Optional	Flag to indicate that this line is the anchor line for interunit and intraunit accounting entries and for inheritance. Enter *Y* or *N*. See Chapter 13, "Understanding Interunit and Intraunit Accounting and ChartField Inheritance," Anchor Lines, page 322.
49	IU_SYS_TRAN_ CD	Character	Optional	System transaction code that is used to generate interunit and intraunit accounting entries. Enter *ARIT*.
50	IU_TRAN_CD	Character	Optional	Transaction code that is used to generate interunit and intraunit accounting entries. Enter *GENERAL*.

Column	Field Name	Field Type	Option/ Condition/ Required	Field Description
51	OPEN_ITEM_KEY	Character	Optional	If you selected OpenItem Account for the account in the distribution line during setup, enter a value for the prompt field and record that you specified for the account. **Note.** The interface from Billing to Receivables sets this value to *NULL*.
52	PROCESS_ INSTANCE	Number	Optional	Updated by the Receivable Update process with the process instance that is used for a given execution of the process. Because the system calculates this value for you, enter *0*.

Troubleshooting Missing Accounting Entries

When the Receivable Update process finds errors, the process updates the AR_ERROR_CD field on the PENDING_ITEM table with an error code.

If you create accounting entries during the Receivable Update process, the process creates and balances the accounting entries before editing further. If the process does not create the accounting entries, or they are incorrect, the AR_ERROR_CD field contains a value of *ACTOB*.

If you receive this error code, follow these troubleshooting steps:

1. Attempt to create the accounting entries online by bringing up one of the pending items that is in error (Accounts Receivable, Receivables Updates, Correct Posting Errors, External Items).
2. Select a pending item with out-of-balance accounting entries.
3. On the Accounting Entry page, click the Create button.

   If the accounting entries do not appear, the accounting entry setup is incomplete or in error, and you should receive an error message from the online system.

   If the accounting entries appear, then your billing or conversion interface setup is incomplete or incorrect. Check the interface to verify that the following field values are correct before the group is posted:

   - PENDING_ITEM.DST_BAL_ITEM should be set to *O*.
   - Make sure that the following fields on PENDING_ITEM have values: RATE_DIV, RATE_MULT, ENTRY_AMT_BASE, DST_ID_AR.

Troubleshooting Receivable Update Error Messages

Once accounting entries are correct and balanced, the Receivable Update process continues with two types of edits. The Receivable Update process edits the PS_PENDING_ITEM table through a series of editing updates and then through specific program logic.

See Also

Chapter 27, “Posting and Unposting Groups,” Reviewing Posting Results, page 684

Chapter 27, “Posting and Unposting Groups,” Correcting Posting Errors, page 687

CHAPTER 16

Developing Interfaces for Electronic Payments

This chapter provides an overview of electronic payment processing and discusses how to:

- Receive information from a lockbox.
- Receive payments in an electronic data interchange (EDI) file.

See Also

Chapter 20, "Receiving Payments Electronically," page 495

Understanding Electronic Payment Processing

Receivables enables you to receive electronic payments into payment staging tables from the following sources:

- EDI transmissions
- Lockboxes
- Electronic bank statements
- EFT payment files.

You load the files into payment staging tables and the Payment Loader Application Engine process (AR_PAYLOAD) processes the payments and loads the data into the payment application tables. This table lists the staging tables.

Table Name	Description
PS_AR_LOCKBOX_EC	Contains lockbox header information and is used only for lockbox deposits.
PS_AR_DEPOSIT_EC	Contains deposit-level information.
PS_AR_PAYMENT_EC	Contains payment-level information.
PS_AR_IDITEM_EC	(Optional) Contains item reference information.
PS_AR_IDCUST_EC	(Optional) Contains customer reference information.

This section discusses:

- PS_AR_LOCKBOX_EC table
- PS_AR_DEPOSIT_EC table

- PS_AR_PAYMENT_EC table
- PS_AR_IDITEM_EC table
- PS_AR_IDCUST_EC table

PS_AR_LOCKBOX_EC Table

This table lists the fields that you must populate in the PS_AR_LOCKBOX_EC table. However, you may want to populate all the fields in this table. Use PeopleSoft Enterprise Application Designer to review the other fields in the table.

Field Name	Description
LB_BANK_TRANS_ID	Bank transmission ID.
LOCKBOX_ID	Lockbox ID.
PROCESS_INSTANCE	Process instance ID.
DEPOSIT_BU	Business unit for the deposit.

PS_AR_DEPOSIT_EC Table

This table lists the fields that you must populate in the PS_AR_DEPOSIT_EC table. However, you may want to populate other the fields based on your business requirements. Use Application Designer to review the other fields in the table.

Field Name	Description
LB_BANK_TRANS_ID	Bank transmission ID. (Only for lockbox deposits)
LOCKBOX_ID	Lockbox ID. (Only for lockbox deposits)
LOCKBOX_BATCH_ID	Lockbox batch ID. (Only for lockbox deposits)
DEPOSIT_BU	Business unit for the deposit.
BNK_ID_NBR	External bank ID (where the payments are deposited).
BANK_ACCOUNT_NUM	Bank account number (where the payments are deposited).
CONTROL_AMT	Total amount of the payments in the deposit.
CONTROL_CNT	Total number of payments in the deposit.
RECEIVED_DT	Date that the deposit was received from the bank.

Field Name	Description
ACCOUNTING_DT	Accounting date for the payments.
DATA_SOURCE	Value that identifies the type of electronic payment. Options are: • *820:* EDI 820 ANSI-X12 format. • *BST:* Bank statement. • *CRX:* EDI EDIFACT CREEXT format. • *LBX:* Lockbox file.

PS_AR_PAYMENT_EC Table

This table lists the fields that you must populate in the PS_AR_PAYMENT_EC table. However, you may want to populate other fields based on your business requirements. Use Application Designer to review the other fields in the table.

Field Name	Description
EIP_CTL_ID	EIP control ID. (Not used for lockbox deposits)
LB_BANK_TRANS_ID	Bank transmission ID. (Only for lockbox deposits)
LOCKBOX_ID	Lockbox ID. (Only for lockbox deposits)
LOCKBOX_BATCH_ID	Lockbox batch ID. (Only for lockbox deposits)
DEPOSIT_BU	Business unit for the deposit.
PAYMENT_SEQ_NUM	Sequence number for the payment in the deposit.
PAYMENT_ID	ID that identifies the payment.
PAYMENT_AMT	Amount of the payment.
PAYMENT_METHOD	Code that identifies the payment method. Options are: • *CC:* Credit card. (Not applicable for electronic deposits.) • *CHK:* Check. • *DD:* Direct debit. (Not applicable for electronic deposits.) • *DR:* Draft. (Not applicable for electronic deposits.) • *EFT:* Electronic fund transfer. • *GE:* Giro EFT.
ACCOUNTING_DT	Accounting date for the payments.
PAYMENT_CURRENCY	Currency of the payment.
BANK_ACCOUNT_NUM	Bank account number (where the payments are deposited).

Field Name	Description
BNK_ID_NBR	External bank ID (where the payments are deposited).
DATA_SOURCE	Value that identifies the type of electronic payment. Options are: • *820:* EDI 820 ANSI-X12 format. • *BST:* Bank statement. • *CRX:* EDI EDIFACT CREEXT format. • *LBX:* Lockbox file.
RECEIVED_DT	Date that the deposit was received from the bank.

PS_AR_IDITEM_EC

This table lists the fields that you must populate in the PS_AR_IDITEM_EC table. However, you may want to populate other fields based on your business requirements. Use Application Designer to review the other fields in the table.

Field Name	Description
EIP_CTL_ID	EIP control ID. (Not used for lockbox deposits)
LB_BANK_TRANS_ID	Bank transmission ID. (Only for lockbox deposits)
LOCKBOX_ID	Lockbox ID. (Only for lockbox deposits)
LOCKBOX_BATCH_ID	Lockbox batch ID. (Only for lockbox deposits)
PAYMENT_SEQ_NUM	Sequence number for the payment in the deposit.
ID_SEQ_NUM	Sequence number for the item identifier.
DEPOSIT_BU	Business unit for the deposit.
ADJUSTMENT_REASON	Reason code that you defined on the Adjustment Reason page. The code is mapped to entry types and reasons to determine what accounting entries to generate for adjustment items.
REF_QUALIFIER_CODE	Code that identifies the type of reference. Use one of the codes set up on the Reference Qualifier page.
DATA_SOURCE	Value that identifies the type of electronic payment. Options are: • *820:* EDI 820 ANSI-X12 format. • *BST:* Bank statement. • *CRX:* EDI EDIFACT CREEXT format. • *LBX:* Lockbox file.

Field Name	Description
RECEIVED_DT	Date that the deposit was received from the bank.
PAYMENT_ID	ID of the payment that the reference is associated with.

PS_AR_IDCUST_EC Table

This table lists the fields that you must populate in the PS_AR_IDITEM_EC table. However, you may want to populate other fields based on your business requirements. Use Application Designer to review the other fields in the table.

Field Name	Description
EIP_CTL_ID	EIP control ID. (Not used for lockbox deposits)
LB_BANK_TRANS_ID	Bank transmission ID. (Only for lockbox deposits)
LOCKBOX_ID	Lockbox ID. (Only for lockbox deposits)
LOCKBOX_BATCH_ID	Lockbox batch ID. (Only for lockbox deposits)
PAYMENT_SEQ_NUM	Sequence number for the payment in the deposit.
ID_SEQ_NUM	Sequence number for the customer.
DEPOSIT_BU	Business unit for the deposit.
CUST_ID	Identification code for the bill to customer.
DATA_SOURCE	Value that identifies the type of electronic payment. Options are: • *820:* EDI 820 ANSI-X12 format. • *BST:* Bank statement. • *CRX:* EDI EDIFACT CREEXT format. • *LBX:* Lockbox file.
PAYMENT_ID	ID of the payment that the reference is associated with.

Receiving Information from a Lockbox

This section provides an overview of the lockbox interface and describes the following record layouts for the fixed-file format design of the lockbox processor:

- Header record.
- Service record.
- Lockbox record.
- Batch record.

- (Optional) Payment Detail 2 (Check Information).
- (Optional) Payment Detail 3 (Customer Information).
- (Optional) Payment Detail 4 (Customer Information).
- (Optional) Payment Detail 5 (Customer Information).
- (Optional) Payment Detail 6 (Customer Information).
- (Optional) Payment Detail 7 (Invoice Information).
- (Optional) Payment Detail 8 (Invoice Information).
- (Optional) Payment Detail 9 (Invoice Information).

Understanding the Lockbox Interface

The most important issue in implementing the lockbox interface is the record layout of the payment transactions that are received from the bank. The PeopleSoft interface record layout is extensive. However, you must use only the pieces of it that pertain to the implementation. The record layout is a version of the Bank Administration Institute standards, modified to contain all the information that the Receivables system accepts.

The record layout has a maximum total of 12 records for one payment, but only the first five records are required: four control records and the first payment record. If all the information that you need is contained on one or two of the optional customer and invoice records, the system processes only that amount of information. For example, you may need only the invoice number, MICR ID, and payment amount information to match payments with invoices. If this is the case, then only three of the 10 payment detail records must be sent from the bank.

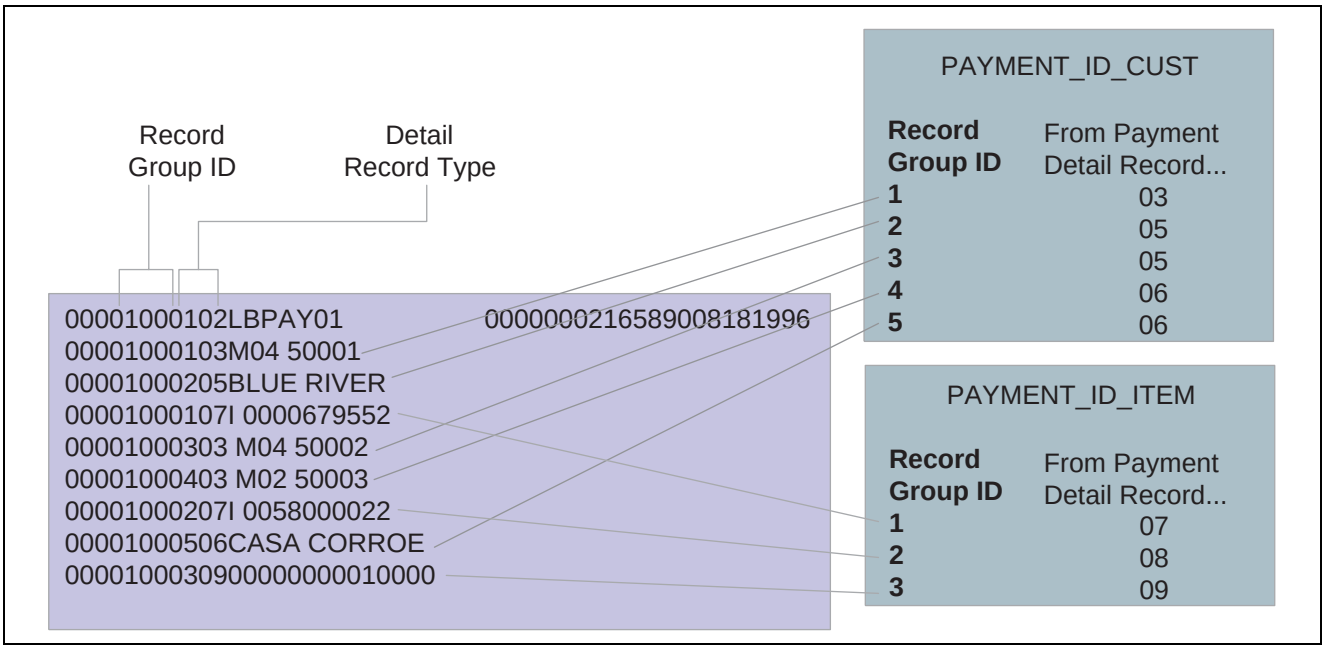
The other records contain transmission information, such as the number of batches (or deposits) in the file, and the originating bank identifiers. Transmission information will probably be the same every time a lockbox file is sent. Also, batch information is sent to audit the record count. You can have multiple batches (or deposits) in one transmission.

The record layouts for the fixed file format design of our lockbox processor must be given to the banks that receive lockbox payments so that they can send information to you in a format that the system can read. PeopleSoft has written the Lockbox SQR process (AR25001) for you, but it works only if the incoming file follows this layout design.

Record Group ID Assignments

A record group ID is part of the lockbox record layout. It identifies multiple lines of customer information or item information for a single payment. The governing principle in assigning record group IDs is the number of rows that are inserted into PAYMENT_ID_ITEM and into PAYMENT_ID_CUST, the two records that store item and customer information for payments.

For example, multiple lines of detail records 03, 04, 05, and 06 (the customer payment records) are assigned sequential numbers, beginning with 1, within a single payment. The same assignment occurs for multiple lines for detail records 07, 08, and 09 (the item payment records). So you might have a single payment with record group IDs 1, 2, 3, 4 of customer information (for detail records 03, 04, 05, and 06); for the same payment you might also have record group IDs 1, 2, 3, and 4 of item information (for detail records 07, 08, and 09).



Record group IDs assigned to customer and item rows in a sample lockbox file

Header Record

This is the layout for the header record:

Description	Type	Size	Column	Database Record Field
Record Type, 1 = Header	Char	1	1	Used during processing
Destination ID / lockbox recipient	Char	20	2-21	Used during processing
Total number of lockboxes	Num	5	22-26	Used during processing
Total payment amount	Num	16	27-42	Used during processing
Transmission Date (MMDDYYYY)	Date	8	43-50	LOCKBOX_RUN_LOG.LOCKBOX_TRANS_DT
Transmission Time (HHMMSS)	Time	6	51-56	LOCKBOX_RUN_LOG.LOCKBOX_TRANS_TIME

Service Record

This is the layout for the service record:

Description	Type	Size	Column	Record Field
Record Type, 2 = service	Char	1	1	Used during processing
Destination ID / lockbox recipient	Char	20	2-21	Used during processing
Bank Transmission ID	Char	20	22-41	Used during processing
Service Type, 400 = lockbox	Char	3	42-44	Used during processing
Record Length (102)	Num	3	45-47	Used during processing
Characters per block (0102)	Num	4	48-51	Used during processing
Format, 1 = Fixed Field Format	Num	1	52	Used during processing

Lockbox Record

This is the layout for the lockbox record:

Description	Type	Size	Column	Record Field
Record Type, 3 = Detail	Char	1	1	Used during processing
Lockbox ID	Char	15	2-16	LOCKBOX_RUN_ LOG.LOCKBOX_ID
Batch ID, unique within batch	Char	5	17-21	DEPOSIT_ CONTROL.LOCKBOX_ BATCH_ID
Sequence Num, 0=lockbox record	Num	5	22-26	Used during processing

Description	Type	Size	Column	Record Field
Record Group ID (0000)	Num	4	27-30	Used during processing
Detail Record Type (00)	Char	2	31-32	Used during processing
Total number of batches	Num	6	33-38	LOCKBOX_RUN_ LOG.CONTROL_BATCH_CNT
Total payment amount	Num	16	39-54	LOCKBOX_RUN_ LOG.CONTROL_PAY_AMT
Total number of payments	Num	6	55-60	LOCKBOX_RUN_ LOG.CONTROL_PAY_CNT
Deposit Business Unit	Char	5	61-65	LOCKBOX_RUN_ LOG.DEPOSIT_BU DEPOSIT_ CONTROL.DEPOSIT_BU PAYMENT.DEPOSIT_BU PAYMENT_ID_ ITEM.DEPOSIT_BU PAYMENT_ID_ CUST.DEPOSIT_BU PAY_MISC_DST.DEPOSIT_BU
Bank	Char	20	66-85	DEPOSIT_CONTROL.BNK_ ID_NBR
Bank Account	Char	17	86-102	DEPOSIT_CONTROL.BANK_ ACCOUNT_NUM

Batch Record (Record Type-1)

This is the layout for the batch record:

Description	Type	Size	Column	Record Field
Record Type, 3 = Detail	Char	1	1	Used during processing

Description	Type	Size	Column	Record Field
Lockbox ID	Char	15	2-16	LOCKBOX_RUN_ LOG.LOCKBOX_ID
Batch ID	Char	5	17-21	DEPOSIT_ CONTROL.LOCKBOX_ BATCH_ID
Sequence Number, 0 = batch record	Num	5	22-26	Used during processing
Record Group ID (0000)	Num	4	27-30	Used during processing
Detail Record Type (01)	Char	2	31-32	Used during processing
Total Batch Amount	Num	15	33-47	DEPOSIT_ CONTROL.CONTROL_AMT
Total number of payments	Num	6	48-53	DEPOSIT_ CONTROL.CONTROL_CNT
Deposit Date (MMDDYYYY)	Date	8	54-61	DEPOSIT_ CONTROL.ACCOUNTING_ DT
Payment Currency	Char	3	62-64	PAYMENT.PAYMENT_ CURRENCY

Payment Detail 2 (Check Information)

This is the layout for the payment detail 2 record:

Description	Type	Size	Column	Record Field
Record Type, 3 = Detail	Char	1	1	Used during processing
Lockbox ID	Char	15	2-16	LOCKBOX_RUN_ LOG.LOCKBOX_ID

Description	Type	Size	Column	Record Field
Batch ID	Char	5	17-21	DEPOSIT_ CONTROL.LOCKBOX_ BATCH_ID
Payment Sequence Number	Num	5	22-26	PAYMENT.PAYMENT_ SEQ_NUM
Record Group ID	Num	4	27-30	Used during processing
Detail Record Type (02)	Char	2	31-32	Used during processing
Payment ID / Check Number	Char	15	33-47	PAYMENT.PAYMENT_ID
Payment Amount	Char	14	48-61	PAYMENT.PAYMENT_AMT
Payment Date (MMDDYYYY)	Char	8	62-69	PAYMENT.ACCOUNTING_ DT
Payment Method	Char	3	70-72	PAYMENT.PAYMENT_ METHOD
Payment Currency	Char	3	73-75	PAYMENT.PAYMENT_ CURRENCY

Payment Detail 3 (Customer Information)

This is the layout for the payment detail 3 record:

Description	Type	Size	Column	Record Field
Record Type, 3 = Detail	Char	1	1	Used during processing
Lockbox ID	Char	15	2-16	LOCKBOX_RUN_ LOG.LOCKBOX_ID
Batch ID	Char	5	17-21	DEPOSIT_ CONTROL.LOCKBO X_BATCH_ID

Description	Type	Size	Column	Record Field
Payment Sequence Number	Num	5	22-26	PAYMENT.PAYMENT_SEQ_NUM PAYMENT_ID_CUST.PAYMENT_SEQ_NUM
Record Group ID	Num	4	27-30	PAYMENT_ID_CUST.LOCKBOX_RECGRP_NUM
Detail Record Type (03)	Char	2	31-32	Used during processing
Customer Business Unit	Char	5	33-37	PAYMENT_ID_CUST.BUSINESS_UNIT
Customer ID	Char	13	38-50	PAYMENT_ID_CUST.CUST_ID
MICR Number	Char	30	51-80	PAYMENT_ID_CUST.MICR_ID

Payment Detail 4 (Customer Information)

This is the layout for the payment detail 4 record:

Description	Type	Size	Column	Record Field
Record Type, 3 = Detail	Char	1	1	Used during processing
Lockbox ID	Char	15	2-16	LOCKBOX_RUN_LOG.LOCKBOX_ID
Batch ID	Char	5	17-21	DEPOSIT_CONTROL.LOCKBOX_BATCH_ID
Payment Sequence Number	Num	5	22-26	PAYMENT.PAYMENT_SEQ_NUM PAYMENT_ID_CUST.PAYMENT_SEQ_NUM

Description	Type	Size	Column	Record Field
Record Group ID	Num	4	27-30	PAYMENT_ID_ CUST.LOCKBOX_ RECGRP_NUM
Detail Record Type (04)	Char	2	31-32	Used during processing
Remit From setID	Char	5	33-37	PAYMENT_ID_ CUST.REMIT_FROM_ SETID
Remit From Customer ID	Char	15	38-52	PAYMENT_ID_ CUST.REMIT_FROM_ CUST_ID
Corporate setID	Char	5	53-57	PAYMENT_ID_ CUST.CORPORATE_ SETID
Corporate Customer ID	Char	15	58-72	PAYMENT_ID_ CUST.CORPORATE_ CUST_ID

Payment Detail 5 (Customer Information)

This is the layout for the payment detail 5 record:

Description	Type	Size	Column	Record Field
Record Type, 3 = Detail	Char	1	1	Used during processing
Lockbox ID	Char	15	2-16	LOCKBOX_RUN_ LOG.LOCKBOX_ID
Batch ID	Char	5	17-21	DEPOSIT_ CONTROL.LOCKBO X_BATCH_ID
Payment Sequence Number	Num	5	22-26	PAYMENT.PAYMENT_ SEQ_NUM PAYMENT_ID_ CUST.PAYMENT_SEQ_ NUM

Description	Type	Size	Column	Record Field
Record Group ID	Num	4	27-30	PAYMENT_ID_ CUST.LOCKBOX_ RECGRP_NUM
Detail Record Type (05)	Char	2	31-32	Used during processing
Remit From Customer Name	Char	39	33-71	PAYMENT_ID_ CUST.NAME1
D&B Number	Char	9	72-80	PAYMENT_ID_ CUST.DB_NUMBER

Payment Detail 6 (Customer Information)

This is the layout for the payment detail 6 record:

Description	Type	Size	Column	Record Field
Record Type, 3 = Detail	Char	2	1	Used during processing
Lockbox ID	Char	15	2-16	LOCKBOX_RUN_ LOG.LOCKBOX_ID
Batch ID	Char	5	17-21	DEPOSIT_ CONTROL.LOCKBO X_BATCH_ID
Payment Sequence Number	Num	5	22-26	PAYMENT.PAYMENT_ SEQ_NUM PAYMENT_ID_ CUST.PAYMENT_SEQ_ NUM
Record Group ID	Num	4	27-30	PAYMENT_ID_ CUST.LOCKBOX_ RECGRP_NUM
Detail Record Type (06)	Char	2	31-32	Used during processing

Description	Type	Size	Column	Record Field
Customer City	Char	30	33-62	PAYMENT_ID_ CUST.CITY
Customer Postal	Char	12	63-74	PAYMENT_ID_ CUST.POSTAL

Payment Detail 7 (Invoice Information)

This is the layout for the payment detail 7 record:

Description	Type	Size	Column	Record Field
Record Type, 3 = Detail	Char	1	1	Used during processing
Lockbox ID	Char	15	2-16	LOCKBOX_RUN_ LOG.LOCKBOX_ID
Batch ID	Char	5	17-21	DEPOSIT_ CONTROL.LOCKBO X_BATCH_ID
Payment Sequence Number	Num	5	22-26	PAYMENT.PAYMENT_ SEQ_NUM PAYMENT_ID_ CUST.PAYMENT_SEQ_ NUM
Record Group ID	Num	4	27-30	PAYMENT_ID_ ITEM.LOCKBOX_ RECGRP_NUM
Detail Record Type (07)	Char	2	31-32	Used during processing
Reference Qualifier	Char	2	33-34	PAYMENT_ID_ ITEM.REF_QUALIFIER_ CODE
Reference Value	Char	30	35-64	PAYMENT_ID_ ITEM.REF_VALUE

Description	Type	Size	Column	Record Field
Item Line	Num	6	65–70	PAYMENT_ID_ ITEM.ITEM_LINE
Entry Event	Char	10	71–80	PAYMENT_ID_ ITEM.ENTRY_EVENT

Payment Detail 8 (Invoice Information)

This is the layout for the payment detail 8 record:

Description	Type	Size	Column	Record Field
Record Type, 3 = Detail	Char	1	1	Used during processing
Lockbox ID	Char	15	2-16	LOCKBOX_RUN_ LOG.LOCKBOX_ID
Batch ID	Char	5	17-21	DEPOSIT_ CONTROL.LOCKBO X_BATCH_ID
Payment Sequence Number	Num	5	22-26	PAYMENT.PAYMENT_ SEQ_NUM PAYMENT_ID_ CUST.PAYMENT_SEQ_ NUM
Record Group ID	Num	4	27-30	PAYMENT_ID_ ITEM.LOCKBOX_ RECGRP_NUM
Detail Record Type (08)	Char	2	31-32	Used during processing
Total Invoice Amt	Num	14	33-46	PAYMENT_ID_ ITEM.ITEM_AMT
Amount of Invoice Paid	Num	14	47-60	PAYMENT_ID_ITEM.PAY_ AMT

Description	Type	Size	Column	Record Field
Discount Amount Taken	Num	12	61-72	PAYMENT_ID_ ITEM.DISC_TAKEN
Invoice Date (MMDDYYYY)	Date	8	73-80	PAYMENT_ID_ ITEM.ITEM_DT

Payment Detail 9 (Invoice Information)

This is the layout for the payment detail 9 record:

Description	Type	Size	Column	Record Field
Record Type, 3 = Detail	Char	1	1	Used during processing
Lockbox ID	Char	15	2-16	LOCKBOX_RUN_ LOG.LOCKBOX_ID
Batch ID	Char	5	17-21	DEPOSIT_ CONTROL.LOCKBO X_BATCH_ID
Payment Sequence Number	Num	5	22-26	PAYMENT.PAYMENT_ SEQ_NUM PAYMENT_ID_ CUST.PAYMENT_SEQ_ NUM
Record Group ID	Num	4	27-30	PAYMENT_ID_ ITEM.LOCKBOX_ RECGRP_NUM
Detail Record Type (09)	Char	2	31-32	Used during processing
Adjustment Amount	Num	14	33-46	PAYMENT_ID_ ITEM.ADJUSTMENT_ AMT

Description	Type	Size	Column	Record Field
Adjustment Entry Reason	Char	2	47-48	PAYMENT_ID_ ITEM.ADJUSTMENT_ REASON
Reference Customer ID	Char	15	49-63	PAYMENT_ID_ ITEM.CUST_ID

Receiving Payments in an EDI File

To receive payments in an EDI file, use a third-party translator to translate the file into a PeopleSoft business document, which is a layout that describes the files that comprise the electronic banking file, including file name, type, length, format, short name, and long name.

To load the EDI data into the staging tables to be processed by the payment interface, use PeopleSoft Enterprise Messaging. The data can be published directly in the Application Messaging queue from external systems. If you use EDI flat files, you can use the Flat File utility (EOP_PUBLISHF) to load or publish data. Use the PeopleSoft Enterprise Integration Broker to set up the EDI interface.

Use the PAYMENT_LOAD file layout to determine the format of the flat file. The following sections describe the records in the PAYMENT_LOAD file layout:

- Payment record
- Customer remittance record.
- Item remittance record.

See Chapter 20, "Receiving Payments Electronically," Using EDI and Split Stream Processing, page 503.

See *Enterprise PeopleTools PeopleBook: PeopleSoft Integration Broker*

Payment Record

This table describes the Payment record:

Column	Size	Type	Field Name	Description
1	3	CHAR	ROW_ID	Row ID (always set to *000)*
4	1	CHAR	AUDIT_ACTN	Action (always set to *A)*
5	15	CHAR	PAYMENT_ID	Payment ID
20	17	NUMBER	PAYMENT_AMT	Payment Amount

Column	Size	Type	Field Name	Description
37	3	CHAR	PAYMENT_ METHOD	Payment Method
40	10	DATE	ACCOUNTING_DT	Accounting Date
50	3	CHAR	PAYMENT_ CURRENCY	Payment Currency
53	17	CHAR	BANK_ACCOUNT_ NUM	Bank Account Number
70	20	CHAR	BNK_ID_NBR	External Bank ID
90	10	DATE	STTLMENT_DT_ EST	Estimated Settlement Date
100	2	CHAR	DFI_ID_QUAL	DFI Qualifier
102	12	CHAR	DFI_ID_NUM	DFI ID
114	10	NUMBER	EDI_TRACE_NBR	EDI Trace Number
124	30	CHAR	MICR_ID	MICR ID
154	3	CHAR	DATA_SOURCE	Data Source (set to *CRX* or *820)*
157	1	CHAR	MATCH	Match Flag *Y* = both cash and remittance included *N* = only cash included *R* = does not create payment for the payment record **Note.** The Payment record is required even if only remittance data is sent. If the value in the Match field is *R,* the system does not create a payment for the payment record.
158	5	CHAR	DEPOSIT_BU	Deposit Business Unit

Customer Remittance Record

This table describes the Customer Remittance record:

Column	Size	Type	Field Name	Description
1	3	CHAR	ROW_ID	Row ID (always set to *010)*
4	1	CHAR	AUDIT_ACTN	Action (always set to *A)*
5	5	CHAR	REMIT_FROM_ SETID	SetID
10	15	CHAR	REMIT_FROM_ CUST_ID	Remit From Customer
25	30	CHAR	MICR_ID	MICR ID
55	9	NUMBER	DB_NUMBER	Dun and Bradstreet Number
64	2	CHAR	DFI_ID_QUAL	DFI Qualifier
66	12	CHAR	DFI_ID_NUM	DFI ID
78	20	CHAR	BNK_ID_NBR	External Bank ID
98	17	CHAR	BANK_ACCOUNT_ NUM	Bank Account Number
115	5	CHAR	BUSINESS_UNIT	Business Unit
120	15	CHAR	CUST_ID	Bill To Customer ID

Item Remittance Record

This table describes the Item Remittance record:

Column	Size	Type	Field Name	Description
1	3	CHAR	ROW_ID	Row ID (always set to *020)*
4	1	CHAR	AUDIT_ACTN	Action (always set to *A)*

Column	Size	Type	Field Name	Description
5	17*	NUMBER	PAY_AMT	Payment Amount
22	17*	NUMBER	ITEM_AMT	Amount
39	10	DATE	ITEM_DT	Item Date
49	17*	NUMBER	DISC_TAKEN	Discount Taken
66	17*	NUMBER	ADJUSTMENT_AMT	Adjustment Amount
83	2	CHAR	ADJUSTMENT_ REASON	Adjustment Reason
85	2	CHAR	REF_QUALIFIER_ CODE	Reference Qualifier Code
87	30	CHAR	REF_VALUE	Reference
117	5	CHAR	BUSINESS_UNIT	Business Unit
122	15	CHAR	CUST_ID	Bill To Customer ID

CHAPTER 17

Configuring Page Features

This chapter list prerequisites and discusses how to:

- Change the default date on customer options records.
- Increase the number of rows in a grid.
- Change activity types.
- Add user history IDs to setID and business unit history.

Prerequisites

PeopleSoft provides a tool called PeopleSoft Enterprise Application Designer to assist with modifying and editing PeopleCode to change display options or the look of Receivables pages.

Before trying to modify page features, become familiar with Application Designer and PeopleCode basics.

See Also

Enterprise PeopleTools PeopleBook: PeopleSoft Application Designer

Changing the Default Date on Customer Options Records

When you select the Bill To Customer, Ship To Customer, or Sold To Customer check boxes on the General Info page for a customer, the system automatically builds a corresponding Options record (CUST_OPTION) behind the scenes. The Receivable Update Application Engine process (ARUPDATE) requires valid Options records to process each of these customer types.

By default, the system automatically populates option records with an effective date of the current date when you create an Options record. If you need to post receivables transactions with an earlier accounting date than the default effective date, you can change the default effective date to January 1, 1900, to ensure that the Receivable Update process finds a valid Bill To Options record to process the customer. To change the default date to January 1, 1900, make the following PeopleCode modifications.

Bill To Customer Options

To change Bill To Customer options using CUST_OPTION. CUST_ID.RowInsert PeopleCode:

Change the following code:

```
/* Default to the current date */
CUST_OPTION.EFFDT = %Date;
```

To this:

```
/* Default to '1900/01/01' */
CUST_OPTION.EFFDT = Date3(1900, 1, 1);
```

Ship To Customer Options

To change Ship To Customer options using CUST_SHIPTO_OPT.EFFDT/FieldDefault PeopleCode:

Change the following code:

```
…
When-Other
  CUST_SHIPTO_OPT.EFFDT = %Date;
End-Evaluate;
```

To this:

```
…
When-Other
  CUST_SHIPTO_OPT.EFFDT = Date3(1900, 1, 1);
End-Evaluate;
```

Sold To Customer Options

To change Sold To Customer options using CUST_SOLDTO_OPT.EFFDT/FieldDefault PeopleCode:

Change the following code:

```
…
When-Other
  CUST_SOLDTO_OPT.EFFDT = %Date;
End-Evaluate;
```

To this:

```
…
When-Other
  CUST_SOLDTO_OPT.EFFDT = Date3(1900, 1, 1);
End-Evaluate;
```

Increasing the Number of Rows in a Grid

This section provides an overview of row limits in grids and discusses how to increase the number of rows in a grid.

Understanding Row Limits in Grids

You may want to limit the number of rows that appear in grids on high-volume inquiry or worksheet pages, such as the worksheets for payments, maintenance, transfer items, drafts, or direct debits. We deliver Receivables with a default of 100 rows in the grid—the maximum number of rows that can be contained in the grid at one time. This is referred to throughout the documentation as a *chunk* or grouping of rows.

Page Used to Increase the Number of Rows in a Grid

Page Name	Object Name	Navigation	Usage
Installation Options - Receivables	INSTALLATION_AR	Set Up Financials/Supply Chain, Install, Installation Options, Receivables	Define the maximum numbers of rows that appear at one time in inquiry and worksheet grids.

Increasing the Number of Rows in a Grid

Access the Installation Options - Receivables page.

Increase or decrease the default of 100 rows that displays in a grid (chunking) by changing the value in the Max Number of Rows in Scrolls field. The change may affect performance, but the impact depends on other factors. The greater the number of rows in the grid, the longer it takes the pages to appear. Experiment to find the number that works best.

The limit of rows in a grid works in conjunction with the up and down arrow buttons on the pages. Given the default of 100 rows, if the search criteria returns 100 or fewer rows from the database, they are all available in the grid and the arrow buttons are invisible. If the search criteria returns more than 100 rows, use the arrow buttons to view the different chunks of 100 rows in the grid.

See Also

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Setting Installation Options for PeopleSoft Applications," Defining Receivables Installation Options

Changing Activity Types

The Unit Activity page and the Unit Activity report use the selections in the Activity Type and Activity Type/Origin/Bank Code fields on the System Functions 1 page to summarize the data and how to break it down.

To add more activity type categories:

1. In Application Designer, open the ENTRY_USE_TBL record.
2. In the record window that appears, select and right-click the SYS_TRAN_TYPE field.
3. Click View Translates.
4. Click ADD to add translate values.

Adding User History IDs to SetID and Business Unit History

If you add new user-defined history IDs, they do not automatically appear on history inquiry pages. You need to perform three tasks for them to appear.

This section discusses how to:

- Modify view text for history IDs.

- Modify views for the Customer History page.
- Modify views for the Unit History page.

Modifying View Text for History IDs

To modify the view text:

1. Open the record you want to modify in Application Designer.
2. In the SQL object window that appears, select the row for the CUST_HIST_ID field.
3. Right-click and select View PeopleCode.
4. Modify the PeopleCode.

Modifying Views for the Customer History Page

If you create queries that use a business unit, the new history ID appears immediately on the Customer History page. If the business unit field is left blank, the new history ID does not appear until these views are modified:

- HIST_SI_SUM_DVW
- HIST_SI_LSM_DVW
- SUBC_SI_SUM_DVW
- SUBC_SI_LSM_DVW

For example, to add a new history ID called WIDGET_SALES, change the view text on each of the views as follows.

HIST_SI_SUM_DVW

Change the view text to:

```
SELECT SETID,
    CUST_ID,
    CUST_HIST_ID,
    FISCAL_YEAR,
    ACCOUNTING_PERIOD,
    SUM(HIST_AMT),
    SUM(HIST_WEIGHT),
    SUM(HIST_COUNT),
    CURRENCY_CD
FROM PS_CUST_HIST_SI_VW
WHERE CUST_HIST_ID IN ('SALES', 'WIDGET_SALES')
GROUP BY SETID, CUST_ID, CUST_HIST_ID, FISCAL_YEAR, ACCOUNTING_PERIOD, CURRENCY_CD
```

HIST_SI_LSM_DVW

Change the view text to:

```
SELECT H.SETID,
    H.CUST_ID,
    H.CUST_HIST_ID,
    H.FISCAL_YEAR,
    H.ACCOUNTING_PERIOD,
```

```
    SUM(H.HIST_AMT),
    SUM(H.HIST_WEIGHT),
    SUM(H.HIST_COUNT),
    CURRENCY_CD
FROM PS_CUST_HIST_SI_VW H
WHERE H. CUST_HIST_ID IN ('SALES', 'WIDGET_SALES')
 AND H.FISCAL_YEAR =
     (SELECT MAX(FISCAL_YEAR)
       FROM PS_CUST_HISTORY
      WHERE BUSINESS_UNIT
             = H.BUSINESS_UNIT
      AND CUST_ID = H.CUST_ID
      AND CUST_HIST_ID = H.CUST_HIST_ID)
 AND H.ACCOUNTING_PERIOD =
     (SELECT MAX(ACCOUNTING_PERIOD)
       FROM PS_CUST_HISTORY
      WHERE BUSINESS_UNIT
              = H.BUSINESS_UNIT
      AND CUST_ID = H.CUST_ID
      AND CUST_HIST_ID = H.CUST_HIST_ID
      AND FISCAL_YEAR = H.FISCAL_YEAR)
GROUP BY H.SETID,
    H.CUST_ID,
    H.CUST_HIST_ID,
    H.FISCAL_YEAR,
    H.ACCOUNTING_PERIOD,
    H.CURRENCY_CD
```

SUBC_SI_SUM_DVW

Change the view text to:

```
SELECT SETID,
    CUST_ID,
    SUBCUST_QUAL1,
    SUBCUST_QUAL2,
    CUST_HIST_ID,
    FISCAL_YEAR,
    ACCOUNTING_PERIOD,
    SUM(HIST_AMT),
    SUM(HIST_WEIGHT),
    SUM(HIST_COUNT),
    CURRENCY_CD
FROM PS_SUBC_HIST_SI_VW
WHERE CUST_HIST_ID IN ('SALES', 'WIDGET_SALES')
GROUP BY SETID,
    CUST_ID,
    SUBCUST_QUAL1,
    SUBCUST_QUAL2,
    CUST_HIST_ID,
    FISCAL_YEAR,
```

```
    ACCOUNTING_PERIOD,
    CURRENCY_CD
```

SUBC_SI_LSM_DVW

Change the view text to:

```
SELECT H.SETID,
    H.CUST_ID,
    H.SUBCUST_QUAL1,
    H.SUBCUST_QUAL2,
    H.CUST_HIST_ID,
    H.FISCAL_YEAR,
    H.ACCOUNTING_PERIOD,
    SUM(H.HIST_AMT),
    SUM(H.HIST_WEIGHT),
    SUM(H.HIST_COUNT),
    H.CURRENCY_CD
FROM PS_SUBC_HIST_SI_VW H
WHERE H. CUST_HIST_ID IN (’SALES’, ’WIDGET_SALES’)
 AND H.FISCAL_YEAR =
     (SELECT MAX(FISCAL_YEAR)
       FROM PS_CUST_HISTORY
      WHERE BUSINESS_UNIT
             = H.BUSINESS_UNIT
      AND CUST_ID = H.CUST_ID
      AND CUST_HIST_ID = H.CUST_HIST_ID)
 AND H.ACCOUNTING_PERIOD =
     (SELECT MAX(ACCOUNTING_PERIOD)
       FROM PS_CUST_HISTORY
      WHERE BUSINESS_UNIT
              = H.BUSINESS_UNIT
      AND CUST_ID = H.CUST_ID
      AND CUST_HIST_ID = H.CUST_HIST_ID
      AND FISCAL_YEAR = H.FISCAL_YEAR)
GROUP BY H.SETID,
    H.CUST_ID,
    H.SUBCUST_QUAL1,
    H.SUBCUST_QUAL2,
    H.CUST_HIST_ID,
    H.FISCAL_YEAR,
    H.ACCOUNTING_PERIOD,
    H.CURRENCY_CD
```

Modifying Views for the Unit History Page

New history IDs do not appear on the Unit History page until you modify these views:

- BU_SUM_DVW
- BU_SUM_LP_DVW

For example, to add a new history ID called WIDGET_SALES, change the view text on each of the views as follows.

BU_SUM_DVW

Change the view text to:

```
SELECT BUSINESS_UNIT,
    CUST_HIST_ID,
    FISCAL_YEAR,
    ACCOUNTING_PERIOD,
    SUM(HIST_AMT),
    CURRENCY_CD
FROM PS_CUST_HISTORY
WHERE CUST_HIST_ID IN ('SALES', 'WIDGET_SALES')
GROUP BY BUSINESS_UNIT, CUST_HIST_ID, FISCAL_YEAR, ACCOUNTING_PERIOD, CURRENCY_CD
```

BU_SUM_LP_DVW

Change the view text to:

```
SELECT H.BUSINESS_UNIT,
    H.CUST_HIST_ID,
    H.FISCAL_YEAR,
    H.ACCOUNTING_PERIOD,
    SUM(H.HIST_AMT),
    H.CURRENCY_CD
FROM PS_CUST_HISTORY H
WHERE H.CUST_HIST_ID IN ('SALES', 'WIDGET_SALES')
 AND H.FISCAL_YEAR =
    (SELECT MAX(FISCAL_YEAR)
    FROM PS_CUST_HISTORY
    WHERE BUSINESS_UNIT = H.BUSINESS_UNIT
     AND CUST_HIST_ID = H.CUST_HIST_ID)
 AND H.ACCOUNTING_PERIOD =
    (SELECT MAX(ACCOUNTING_PERIOD)
    FROM PS_CUST_HISTORY
    WHERE BUSINESS_UNIT = H.BUSINESS_UNIT
     AND CUST_HIST_ID = H.CUST_HIST_ID
     AND FISCAL_YEAR = H.FISCAL_YEAR)
GROUP BY H.BUSINESS_UNIT,
    H.CUST_HIST_ID,
    H.FISCAL_YEAR,
    H.ACCOUNTING_PERIOD,
    H.CURRENCY_CD
```

CHAPTER 18

Entering Pending Items

This chapter provides an overview of pending item entry, lists prerequisites, and discusses how to:

- Enter or update pending items.
- Find and correct errors when entering receivables.
- Review pending item groups.

Understanding Pending Item Entry

This section provides an overview of pending item entry and discusses:

- Billing interfaces.
- Purchasing and Order Management interfaces.
- Online pending item entry.
- Overdue charges groups.
- Accounting entry creation.
- Project Costing integration.

You enter pending items into the system in one of two ways:

- Import them using an interface.
- Enter them manually.

After pending items are entered in the system, use the Receivable Update Application Engine process (ARUPDATE) to post them. The process creates the items, generates accounting entries, updates item activity, and updates the customer balance. If there are errors during posting, the process does not post the pending items, and you use the pending item error correction pages to correct the errors.

Note. In a production environment, you can create accounting entries online before running the Receivable Update process to verify that your setup creates the correct accounting entries.

Receivables distinguishes between *items* (posted receivables) and *pending items* (information that has been entered into or created by the system but has not yet been posted).

Receivables follows the standard of bundling pending items into groups rather than handling them individually. In other systems, a group of pending items is sometimes called a *batch.* To avoid confusion, the term *group* is used in the PeopleSoft system, and the term *background* refers to offline processes. To each group of pending items, the system assigns a group ID that remains with the group even after it is posted. The system processes pending items in groups. Keep track of the group ID throughout the cycle so that you have it when you want to view progress or check the status of a pending item.

Billing Interfaces

You enter most pending items using a billing interface. Although external pending item entry occurs in the background, the information that appears on the online pages enables you to understand how the process works.

The procedure that you use to bring in pending items must include background processing and populating database tables.

When you enter pending items through a billing interface, the system edits external groups and identifies errors when you run the Receivable Update process.

If you use Billing, you use the Load AR Pending Items Application Engine process (BILDAR01) to interface these items into Receivables. If you use a third-party billing system, you must develop an interface to populate the pending item tables.

While developing and testing the interface, you may find that some errors appear consistently throughout an entire group. If you encounter a data problem, you can delete the group, adjust the interface process, interface the group again, and run the Receivable Update process again to check for errors. If the error results from your setup, you can adjust your control tables and set the group for posting again.

After the pending items are in the system, you can view or adjust information as needed. The pages that you use to fix errors in external pending item groups are the same as the pages used to enter pending items online.

See Also

Chapter 14, “Performing Data Conversion,” Understanding Item and Payment Conversion, page 327

Chapter 15, “Developing Interfaces for Customers and Pending Items,” Receiving Information From a Billing System, page 340

Purchasing and Order Management Interface

If you create claims for vendor rebates in Purchasing or claimbacks in Order Management, use the Claim Settlement Process for AR process (PO_CLMSTL_AR) to interface the items to Receivables after you approve the claims on the claims management workbench. The items enter Receivables as an external group.

Vendor rebates occur when your organization is a buyer and the seller owes you money for the rebate. A rebate claim becomes a debit in Receivables and a reversal rebate claim becomes a credit. Reversal claims have the same item ID as the original claim.

Claimbacks occur when your organization has an agreement with the manufacturer or supplier that is based on an order being shipped to the consumer by a contractor. For example, you purchase a door from a manufacturer for 100.00 EUR, and you need to sell it to a contractor for 90.00 EUR, because the manufacturer also sells doors directly to the contractor for 90.00 EUR. The 10.00 EUR difference is the amount for the claimback that you send to the manufacturer.

The Claim Settlement Process for AR process updates the pending item tables with the item information and the distribution lines. Purchasing and Order Management define the ChartField values for the user-defined distribution line. They use the receivables (AR) distribution code assigned to the receivables business unit associated with the rebate agreement or the claimback contract to determine the ChartFields for the AR line.

When you run the Receivable Update process, it checks for errors, creates the item, and posts the item distribution lines. When you run the Journal Generator process (FS_JGEN), the process generates the journals for the distribution lines.

If there are errors, use the pages for external pending item groups to correct them. While developing and testing the interface, you may find some errors that appear consistently throughout an entire group. If you encounter a data problem, you can delete the group, adjust the interface process, interface the group again, and run the Receivable Update process again to check for errors. If the error results from your setup, you can adjust your control tables and set the group for posting again.

Vendor rebate claims use the vendor rebate (R) group type and claimbacks use the claimback (C) group type. The item ID is the same as the claim ID in Purchasing or Order Management.

You apply payments to the rebate claim and claimback items using the payment worksheet. However, after you post the payment group by running the Receivable Update process, you must run the AR Rebate Notification process (AR_REBATE) to interface the payment information or any other change to the balance of a claim item to the Claims Incoming Payment staging table (VRBT_CLAIM_PMTI). This enables users to reconcile the payments with the original claims using the claims management workbench. If you receive a reversal claim, the Receivable Update process automatically offsets the original claim, because they both have the same item ID.

Note. Receivables does not generate value-added tax (VAT) distribution lines for the claim items that you interface from Purchasing and Order Management using the Claim Settlement Process for AR process. For claim items that require VAT distribution lines, you create two entries when you apply a payment or draft to the items on the payment or draft worksheet, or when you offset a claim item on the maintenance worksheet: one for the base item amount and one for the VAT amount. Because you must enter the VAT information manually when you apply a payment, you cannot use Payment Predictor to apply payments for claim items. When you run the Rebate Notification process, it sends the base and VAT amount to the claims management workbench. When you run the Claim Settlement process for AP Application Engine process (PO_CLMSTL_AP) on the claims management workbench, the system uses this information to generate the base and VAT distribution lines when it creates adjustment vouchers or claimback vouchers.

See Also

Chapter 4, “Defining Receivables Processing Options,” Understanding Entry Reasons, page 69

Chapter 27, “Posting and Unposting Groups,” Running the AR Rebate Notification Process, page 701

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, “Understanding Vendor Rebates”

PeopleSoft Enterprise Order Management 8.9 PeopleBook, “Working with Claimbacks”

Online Pending Item Entry

When you enter pending items online, you enter control information, provide pending item information, select payment terms and personnel references, enter VAT information if necessary, create accounting entries if needed, and select an action for the group.

The system validates the data and displays an error message if the data fails one or more system edits. The system prevents two types of user errors:

- Entering information that is invalid.
- Leaving a required field blank.

Overdue Charges Groups

An overdue charges group contains system-generated pending items that represent overdue charges for customers whose payments are late. If you generate overdue charges, the system creates a new group with pending items. You run the Receivable Update process to edit and post the pending items.

If you create overdue charges in an external system, you can also include the pending items in a group type that you define or within a billing group. This type of pending item has an entry type that is mapped to the IT-01 system function.

See Also

Chapter 38, "Generating Overdue Charges," page 885

Accounting Entry Creation

You can create pending item accounting entries online or during background processing when the Receivable Update process runs. When you run Receivable Update to post pending item groups, the Pending Group Generator Application Engine process (AR_PGG_SERV) creates accounting entries if they are not present. Normally, you run the Receivable Update process to create accounting entries. But if you must review them, create them online.

Note. To create entries for all pending items in the group, use the Group Action page.

The system creates accounting entries based on the templates that you defined during setup. If your setup includes inheritance options, the inheritance options that you selected override the defaults in the templates.

Accounting entries follow the formats defined for item entry types on the Accounting Template page. Each type of transaction—credit memo, debit memo, invoice, and so on—has its own template. The accounting templates can define all transaction accounting entries or only one side of the accounting entries (that is, only the debit side or only the credit side). If a template defines only one side, the system cannot create balanced accounting entries. You must create the accounting entries online and supply the lines needed to make the entries balance. If your templates contain multiple user-defined lines and you create entries online, you can manually allocate the amount of the item across the accounting lines. If you create entries during background processing, the accounting lines cannot be balanced, and you must use the error correction pages to manually allocate the amount across the accounting lines.

If you enabled ChartField combination editing for the business unit on the Receivables Options - General 2 page, the system edits for errors. You cannot post the accounting entries until you fix the error if you selected Recycle in the ChartField Editing group box.

For Create a Debit Memo (IT-01) and Create Credit Memo (IT-02) pending items created online or interfaced from another system, you can modify the ChartField combination for the receivables (AR) line and the user-defined line on the Accounting Entries page for the pending item group. For Overdue Charges (FC-01) items, you can modify only the user-defined line.

See Chapter 4, "Defining Receivables Processing Options," Setting Up Item Entry Types, page 76.

Accounting Entries for VAT

For each item in Receivables, VAT information is stored on VAT lines. The system usually generates one VAT accounting entry for each VAT line on the pending item. If ChartField combinations are the same across multiple accounting entries, the system generates one VAT accounting entry with the amounts summarized.

You establish the VAT ChartField combination at the tax code level on the Value Added Tax Code - Accounting Information page. Receivables has VAT accounts for each type of VAT liability—an intermediate account and a final account. Within a tax code you can have a different ChartField combination for intermediate VAT and final VAT. You can also define different ChartField combinations for VAT output for discounts and credit adjustments to output VAT.

The term *declaration point* refers to the time when you report VAT to the tax authorities—at invoice time, at delivery, or at the time of payment. For a declaration point of invoice or delivery, the system creates entries to final VAT during pending item entry. For a declaration point of payment, the system creates entries to intermediate VAT during pending item entry. The default value for the declaration point is determined by values defined in the VAT Defaults Setup page. The system uses the following values, with the shown override capabilities, to determine the default value for the declaration point:

- VAT entity.
- Receivables business unit options (overrides VAT entity).
- Customer (overrides Receivables business unit options).
- Customer location (overrides customer).

Project Costing Integration

Items that come into Receivables from Billing are already distributed to Project Costing.

In Project Costing, you can enter projects information about receivable items. The projects information enables you to use Project Costing to track outstanding revenue and to maintain financial control over a project.

When you create the accounting entry templates for items using the Item Entry Type - Accounting Template and Auto Entry Type - Accounting Template pages, you can identify the Project Costing ChartField values that you want in accounting entries that Receivables generates. You can override these values on the Accounting Entries page if you create accounting entries online before you post items. The Project Costing ChartFields are:

- Project ID
- Project Costing business unit
- Activity
- Source Type
- Category
- Subcategory

Note. You can associate different project ChartField combinations with different entry reasons. If you have a lot of project ChartField combinations, it is recommended that you leave the project ChartFields on the accounting templates blank and generate the accounting entries online so you can enter the appropriate ChartFields.

When you post an item in Receivables, the system marks the item as ready to distribute to Project Costing. It does this by setting the PC_DISTRIB_STATUS field in the Item Activity table (PS_ITEM_ACTIVITY) to *N* (none).

When you run the Receivables Adjustments Application Engine process (PC_AR_TO_PC) in Project Costing, the process copies this information from Receivables into Project Costing and updates the Item Activity table to *D* (done).

When you create an adjustment item, such as Create a New Debit (MT-04) or a Prepayment (WS-04) using a payment or maintenance worksheet, the Automatic Maintenance process (AR_AUTOMNT), or the Payment Predictor Application Engine process (ARPREDCT), you must create the accounting entries online to enter the project ChartField values unless you are using the default ChartField values in the automatic entry accounting template. If you enter the ChartField values online and you want to use the project ChartField values for the original item, access the AR Billing Inquiry page for the item and click the Bill Header - Project Info link. This enables you to view the project ChartFields on the bill header in Billlng.

If you unpost an item, the process sets the Project Costing distribution status field for the new rows to *N* (not distributed).

Prerequisites

Before you can enter receivable items, you must perform these tasks:

- Define business units and business unit defaults.
- Define customers and customer information.
- Define receivable processing options.
- Define additional processing options, such as payment terms.
- Define exception and collection codes.
- Define sales persons, collectors, and credit analysts.
- Define a bank account for cash forecasting.
- Define bank holiday processing.
- Set up currency codes and exchange rate information for multicurrency processing.
- Define the users who will enter group information and item information and set up their user preferences.

  It is possible to prohibit a user that works with external groups from modifying or deleting online groups.
- If you use VAT, set up your VAT environment.
- (IND) If your are in India, set up your tax structure.

See Also

Chapter 3, “Defining Receivables Business Units,” page 19

Chapter 4, “Defining Receivables Processing Options,” page 49

Chapter 5, “Defining Additional Processing Options,” page 107

Chapter 7, “Setting Up Exception and Collection Processing,” page 153

PeopleSoft Enterprise Order to Cash Common Information 8.9 PeopleBook, “Maintaining General Customer Information,” Adding General Customer Information

PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook, “Setting Up External, Internal, and Netting Accounts,” Defining External Account Information

PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook, “Processing Multiple Currencies”

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, “Defining User Preferences”

PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook, “Working with VAT”

PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook, “(IND) Setting Up Excise Duty, Sales Tax, and Customs Duty for India”

Entering or Updating Pending Items

This section provides an overview of pending item components and discusses how to:

- Enter or update group control information.
- Complete the Pending Item 1 page.
- Review summarized VAT information.
- Review VAT header information.
- Review VAT line information.
- Complete the Pending Item 2 page.
- Complete the Pending Item 3 page.
- (IND) Enter tax information for India.
- (IND) View tax details for India.
- Create and review accounting entries online.
- Select a group action.

Understanding Pending Item Components

The pages used to review pending items loaded with a billing interface resemble the pages for entering items online. However, they require a different navigation path, and the path that you use determines the information that can be displayed or updated.

Use the External Items menu options for unposted groups that you interfaced from your billing system.

Use the Online Items menu options to:

- Enter groups online.
- Update an existing online group.

  These groups can be either groups that you entered online or system-generated groups, such as overdue charges groups.

The following table describes the four components that you can use for both online and external groups:

Menu Name	Description
Group Entry	Use this option to enter a new group or to view all pending items in a small group (about 50 pending items or less).
Single Item	Use this option to access a single pending item when the group is too large for the system to handle within the pending item entry scroll. This is useful when you want to update a single item in a very large group.

Menu Name	Description
Large Group	Use this option to open a large group and add a row for a new pending item. The system automatically increments the count for the control total by one. **Note.** You can add rows for new pending items only for online groups.
Overdue Charges Items	Use for groups that you generated using the Overdue Charges Application Engine process (AR_OVRDUE). This option is available only on the Online Items menu.

You can only work with groups that have not been posted.

Receivables also provides three components that enable you to quickly set a group to post. To access these components, select one of the following:

- For external groups, select Accounts Receivable, Pending Items, Change Pending Group Action, External Pending Items.
- For online groups, select Accounts Receivable, Pending Items, Change Pending Group Action, Online Pending Items.
- For overdue charges groups, select Accounts Receivable, Pending Items, Change Pending Group Action, Overdue Charge Pending Items.

Pages Used to Enter or Update Pending Items

Page Name	Object Name	Navigation	Usage
Group Control	GROUP_ENTRY1	• Accounts Receivable, Pending Items, Online Items, Group Entry, Group Control • Accounts Receivable, Pending Items, External Items, Group Entry, Group Control • As an alternative, select Single Item, Large group, or Overdue Charge Items instead of Group Entry.	Add a group and enter control totals and data.

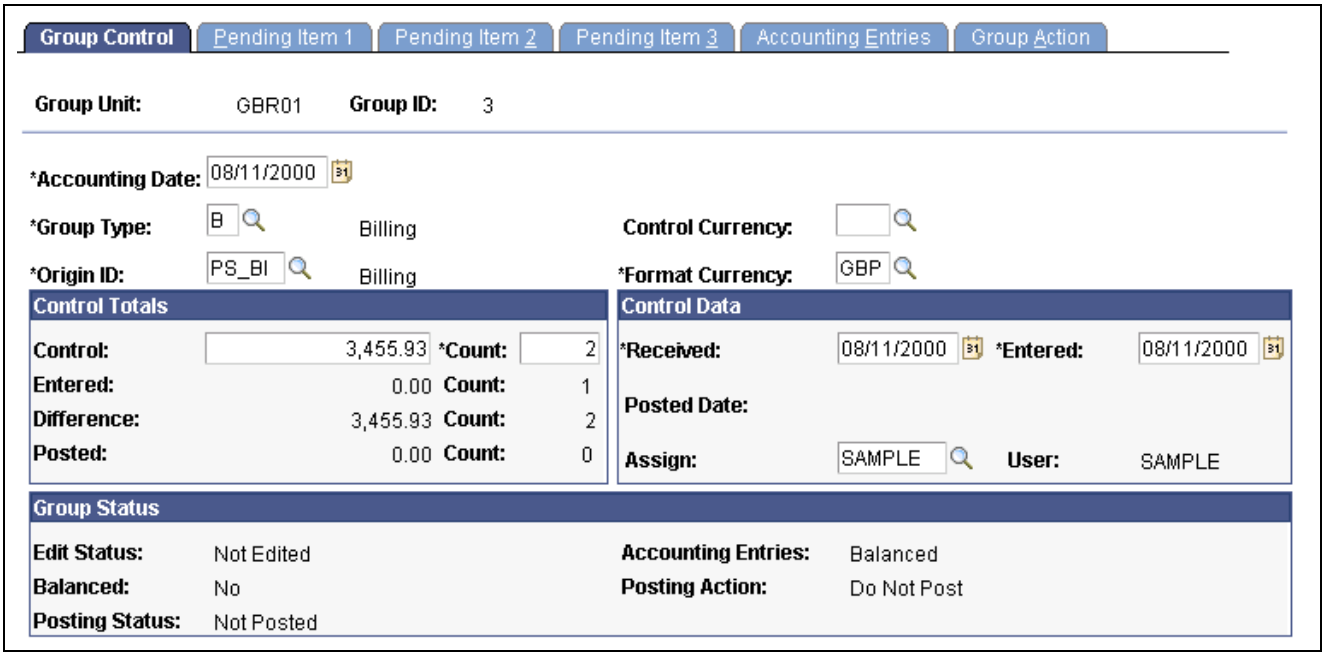
Page Name	Object Name	Navigation	Usage
Pending Item 1	GROUP_ENTRY2	• Accounts Receivable, Pending Items, Online Items, Group Entry, Pending Item 1 • Accounts Receivable, Pending Items, External Items, Group Entry, Pending Item 1 • As an alternative, select Single Item, Large group, or Overdue Charge Items instead of Group Entry.	Enter information about individual pending items, such as the entry type and reason, payment terms, and discount data.
SF220_9 Report Types	AR_SF220_TYPES	Click the SF220 9 Type link on the Pending Item 1 page.	(USF) Assign an entity code and receivable type to a pending item. This information is required for the Receivables Due from the Public report (ARSF2209). This page is available only if you selected the Receivables Due From Public check box on the Installation Options - Receivables page.
VAT Summary Information	GROUP_ENTRY_VATS	Click the VAT Summary link on the Pending Item 1 page.	View summarized VAT header information and VAT lines for an item and drill down to the VAT header and line defaults.
VAT Header	GROUP_ENTRY_VATHDR	Click the VAT Header link on the Pending Item 1 page.	View VAT header defaults. Manually override values if applicable.
VAT Lines	GROUP_ENTRY_VAT_LN	Click the VAT Lines link on the VAT Header page.	View VAT line defaults including the VAT amounts. Manually override values if applicable
Pending Item 2	GROUP_ENTRY2B	• Accounts Receivable, Pending Items, Online Items, Group Entry, Pending Item 2 • Accounts Receivable, Pending Items, External Items, Group Entry, Pending Item 2 • As an alternative, select Single Item, Large group, or Overdue Charge Items instead of Group Entry.	Enter correspondence, personnel, direct debit, draft, and cash forecasting information for the pending item.

Page Name	Object Name	Navigation	Usage
Pending Item 3	GROUP_ENTRY2C	• Accounts Receivable, Pending Items, Online Items, Group Entry, Pending Item 3 • Accounts Receivable, Pending Items, External Items, Group Entry, Pending Item 3 • As an alternative, select Single Item, Large group, or Overdue Charge Items instead of Group Entry.	Enter consolidated invoice information (used in Billing). Enter values in user-defined fields.
Group Entry Tax	GROUP_ENTRY_TAX	• Accounts Receivable, Pending Items, Online Items, Group Entry, Group Entry Tax • Accounts Receivable, Pending Items, External Items, Group Entry, Group Entry Tax • As an alternative, select Single Item, Large group, or Overdue Charge Items instead of Group Entry.	(IND) Enter and calculate excise duty and sales tax amounts for India. This page is available only if you enabled sales tax and excise duty for a receivable business unit type on the Business Unit Tax Applicability page.
Tax Detail	GROUP_ENTRY_TAX_DT	Click the Tax Detail Link on the Group Entry Tax page.	(IND) Display excise duty and sales tax detail information for India and view the results of the tax calculation. This page is available only if you enabled sales tax and excise duty for a receivable business unit type on the Business Unit Tax Applicability page.
Accounting Entries	GROUP_ENTRY3	• Accounts Receivable, Pending Items, Online Items, Group Entry, Accounting Entries • Accounts Receivable, Pending Items, External Items, Group Entry, Accounting Entries • As an alternative, select Single Item, Large group, or Overdue Charge Items instead of Group Entry.	Create accounting entries for one pending item at a time.

Page Name	Object Name	Navigation	Usage
Group Action	GROUP_ENTRY4	• Accounts Receivable, Pending Items, External Items, Group Entry, Group Action • As an alternative, select Single Item, or Large group instead of Group Entry.	Specify the action that the system performs on a group of pending items, such as posting the group, or creating or deleting accounting entries.
Group Action	GROUP_ENTRY4_RTM	• Accounts Receivable, Pending Items, Online Items, Group Entry, Group Action • As an alternative, select Single Item, Large group, or Overdue Charge Items instead of Group Entry.	Specify the action that the system performs on a group of pending items, such as the posting the group, or creating or deleting accounting entries.

Entering or Updating Group Control Information

Access the Group Control page.



Group Control page

This page displays control and header information for a group of pending items. At a minimum, you need to enter a group type, origin ID, control amount, and control count.

If the group contains pending items in different currencies, you can handle the control total using the following approaches:

- If your organization requires pending item groups in a single currency, split the pending items into separate groups by currency and enter the control currency for each group.

This restricts all pending items to the selected currency and ensures that your control totals is meaningful in the selected currency.

- If your organization uses control amounts just as a check to match pending item amounts with the group total, leave multicurrency items in a single group.

  In this case, the control total is a *hash* total (###), representing the total amount of the pending items, irrespective of currency.

Group ID Displays the group ID for the group. When you save this page, the system assigns the next available group ID. The group ID is based on the settings made on the Business Unit Definition page. You can override automatic numbering by entering your own group ID.

Accounting Date Displays the accounting date that is the default for each pending item in the group. The date determines the fiscal year and accounting period to which the pending item is posted.

Group Type Select one of the group types that you defined for billing.

Origin ID Select the group origin ID, for example *OBILL* (online billing). The system assigns an origin ID that is valid for external entry to groups that are received through the billing interface.

Control Currency Select a currency only if you want all pending items in the group to have the same currency.

Format Currency Displays the default format currency value that you entered on the Receivables Data Entry 2 page. The system uses the format currency to determine the default currency of the pending item amounts that you enter. If you enter a control currency, the format currency changes to that value, and the field becomes unavailable for entry.

Control Enter the group control totals: the total dollar amount of pending items in this group and the control Count (the total number of pending items in this group). The system compares the control amount and count with the entered amount and count and calculates the difference.

The control amount must match the entered totals amount before you can post the pending items in this group. In other words, the difference should be *0*.

After you post a group, you view the posted amount and count for the group using inquiry pages.

Received and **Entered** Indicate when the group was received into the system and when items were entered. Use these fields to indicate processing delays, such as a department receiving the credit memo on Thursday, but did not enter them until Friday. These fields are informational only and display on inquiry pages.

Assign Displays your user ID in the User field. If another user will enter pending item information, enter the other user ID in the Assign field.

Edit Status Indicates whether pending items have been edited. *Edited* indicates that pending items have been edited. (Most online groups have a status of *Edited*.) *Not Edited* indicates that external groups have not yet been processed by the Receivable Update process.

Balanced Indicates that the system has balanced the online group. If *No,* the pending item group has not yet been processed by the Receivable Update process and

the group may not actually be out of balance. To determine if a group is really out of balance, click the Balance button on the Group Action page.

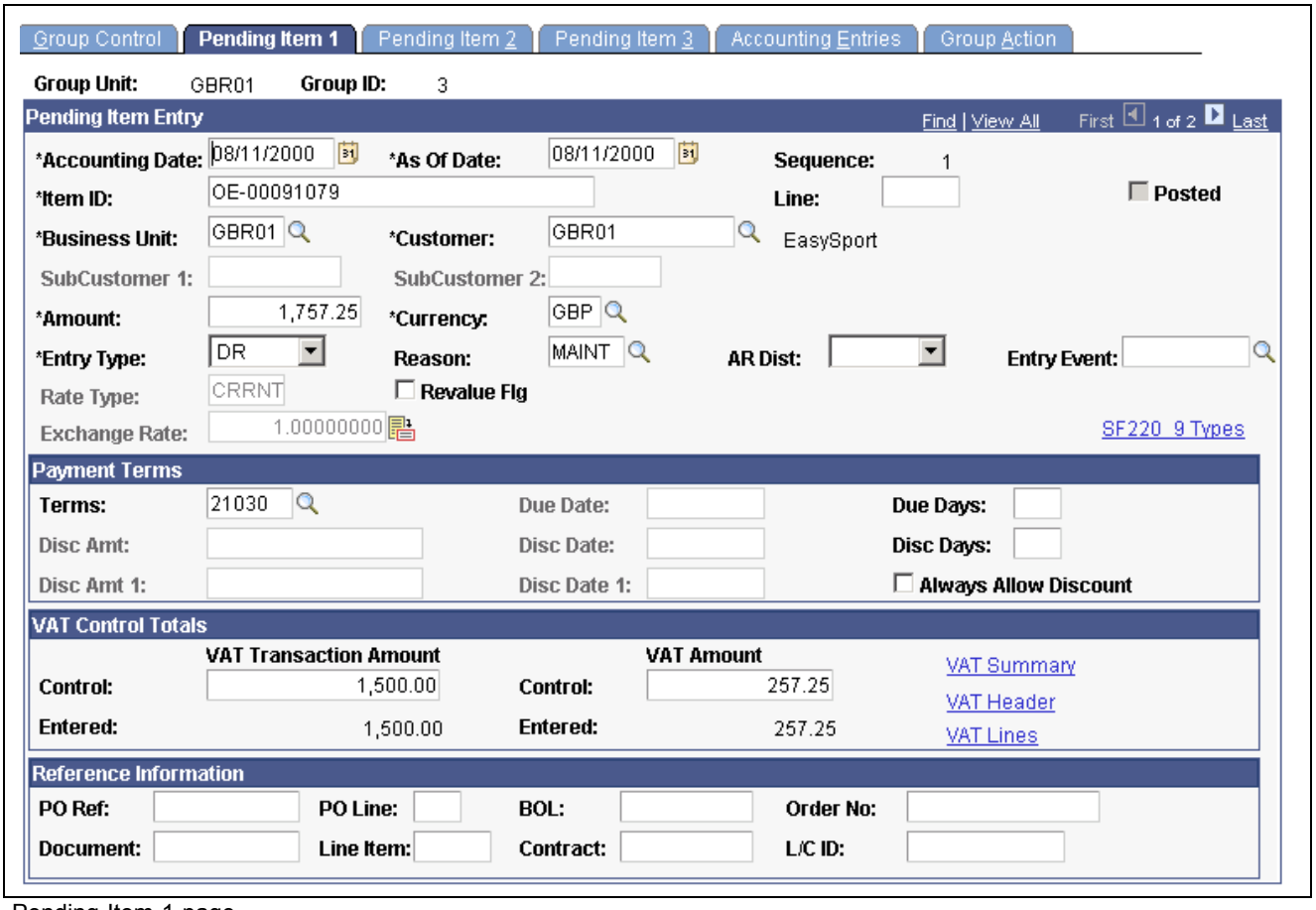
Posting Status Indicates whether pending items have been posted. *Not Posted* indicates that the groups have not yet been processed by the Receivable Update process. After Receivable Update runs, the posting status is either *Errors* or *Complete.*

Accounting Entries Indicates whether accounting entries for pending items are *Balanced* or *Not Balanced.*

Posting Action Displays the posting action that you selected on the Group Action page: *Do Not Post, Post Now, Post Now to GL, Batch Priority,* or *Batch Standard.*

Completing the Pending Item 1 Page

Access the Pending Item 1 page.



Pending Item 1 page

Pending Item Entry

Accounting Date Displays the date entered on the Group Control page. The date determines the fiscal year and accounting period used to post the item for both Receivables and General Ledger.

As Of Date Enter a date, which is usually the same as the accounting date. You may use a different date for aging. You can also use this date to record the invoice date used to calculate payment terms.

Item ID Enter a number that describes the pending item, such as the invoice number. As you enter pending items, the system assigns each row a sequence number, which appears as you scroll through the pending items on the page.

Copy Line Click to add the next line number and automatically copy some of the pending item information to the new row, if you need to divide an invoice into multiple lines. You need to complete the AR Dist (accounts receivable distribution code), Entry Type, and Reason fields on the new row.

Posted If selected, the pending item has been posted and you cannot change information about it.

Business Unit and **Customer** Enter the business unit and customer ID.

A customer can exist in more than one business unit with the same ID. The business unit that you specify determines which customer the pending item is posted to. The customer business unit does not need to match the group business unit, although typically it does.

SubCustomer 1 and **SubCustomer 2** Displays subcustomer qualifiers, which come from the customer, if the feature is enabled. You specify if you want to use the subcustomer feature and, if you do, the number of qualifiers for the entire installation on the Installation Options - Overall page. The default subcustomer qualifiers for customers are specified on the Miscellaneous General Info page. You can override the default qualifiers for individual pending items. You use these subcustomer qualifiers for tracking history and aging information and to filter item lists on inquiry pages.

Amount and **Currency** Enter the amount and currency for the pending item. If the entry currency differs from the base currency of the receivables business unit, the system handles the conversion automatically and displays the base currency equivalent.

Entry Type and **Reason** Enter the entry type and reason used to create the pending item. Entry types and entry reasons are among the most important pieces of information associated with a pending item. They determine how accounting entries are created, how they are carried with the pending item through posting, and how they are considered when history is generated. They are also used as identifiers for open items, they determine how items are aged, and they determine if accounting entries are included on customer correspondence and drafts.

AR Dist (accounts receivable distribution) Enter the distribution code that governs the ChartFields that are used when the system generates accounting entries.

To create a single receivables (AR) line for accounting entries, use the default or override the default with a different code. The system obtains the default AR distribution code in the following order:

1. From the entry reason on the Item Entry Type - Selection page.
2. From the customer on the General Information - Bill To Options page.
3. From the business unit on the Receivables Definition - Accounting Options 1 page.

Entry Event Enter an entry event code for the item to create supplemental accounting entries, if entry events are enabled for Receivables.

See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Using Entry Events".

Revalue Flg (revalue flag) Select if you want the Revaluation Application Engine process (AR04000) to revalue the item.

Error Info (error information) Displays only when errors are present. Click to open a page where you can view more details about the error.

Document Sequence Click to access a page where you can enter document sequencing information. This button is available only if you enabled the document sequencing feature for the General Ledger business unit.

See *PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook*, "Defining Document Sequencing," Using Document Sequencing.

(USF) SF220 9 Types Click to open a page where you can enter an entity code and receivable type for a pending item. This information is required for the Receivables Due from the Public report (ARSF2209). This link is available only if you selected the Receivables Due From Public check box on the Installation Options - Receivables page.

Payment Terms

If you do not enter payment terms, the system checks to see if you have set them at the next level up—the customer level. If you specified payment terms on the Bill To Options page for the customer, the system draws them from there. If you did not set payment terms for this customer, the system uses the terms you associated with the business unit on the Receivables Options - Accounting Options 2 page. If no payment terms are specified, the system prompts you to enter a payment terms code or a due date.

Terms Displays the default payment terms code. Change the default, or leave this field blank. If you change the default, you cannot use the discount fields. If you leave this field blank, you can fill in the discount amounts and dates of your choice.

Due Date If there are no default values for the discount fields, you still must enter a due date. If the due date falls on a bank holiday, the system adjusts it automatically. This field is required for the Aging Application Engine process (AR_AGING).

Due Days Enter grace days or leeway to the payment terms.

Disc Days (discount days) Enter the number of days past the discount date during which the customer is still eligible to receive a discount.

Always Allow Discount Select during conversion and for preferred customers. Select to override previously set discount parameters and ensure that a customer receives a discount regardless of due date and payment date. Payment worksheets and Payment Predictor use this check box.

Note. If discounts must be included in VAT calculations, then enter the payment terms before entering the VAT amounts.

VAT Control Totals

Use this group box to enter control amounts for VAT and to access the VAT Header and VAT Lines pages where you can view and, if applicable, manually override VAT default values.

VAT Transaction Amount Enter the control amount for the transaction amount that is subject to VAT. This is typically the transaction amount printed on the invoice.

If you are entering an item online, the system populates the Transaction Amount field for the first VAT line with the control amount. If you create additional VAT lines, you must change the transaction amount for each line so that they add up to the amount of the control amount. You have to open the VAT lines page and enter a VAT override amount.

VAT Amount Enter the control amount for the VAT amount in this field. This is typically the VAT amount printed on the invoice. The system compares the total recorded VAT amount for all the VAT lines on the VAT Lines page to the control amount. The system automatically calculates the VAT for each line. You only need to enter an override VAT amount if the calculated VAT amount does not match the VAT amount on the invoice. If you enter an override VAT amount, the system uses this as the recorded amount. Otherwise, the system uses the calculated VAT amount as the recorded amount.

VAT Summary Click to open the VAT Summary Information page where you view summarized VAT header information and VAT line information in one place.

VAT Header Click to open the VAT Header page, where you can review VAT defaults as well as access VAT details for the VAT line. When you click this link, the system retrieves the VAT defaults based on your VAT setup and entered customer information.

VAT Lines Click to view VAT line information. Displays only when you view a group and a VAT line exists for the item, or when you are entering new items and you have navigated to the VAT pages and back.

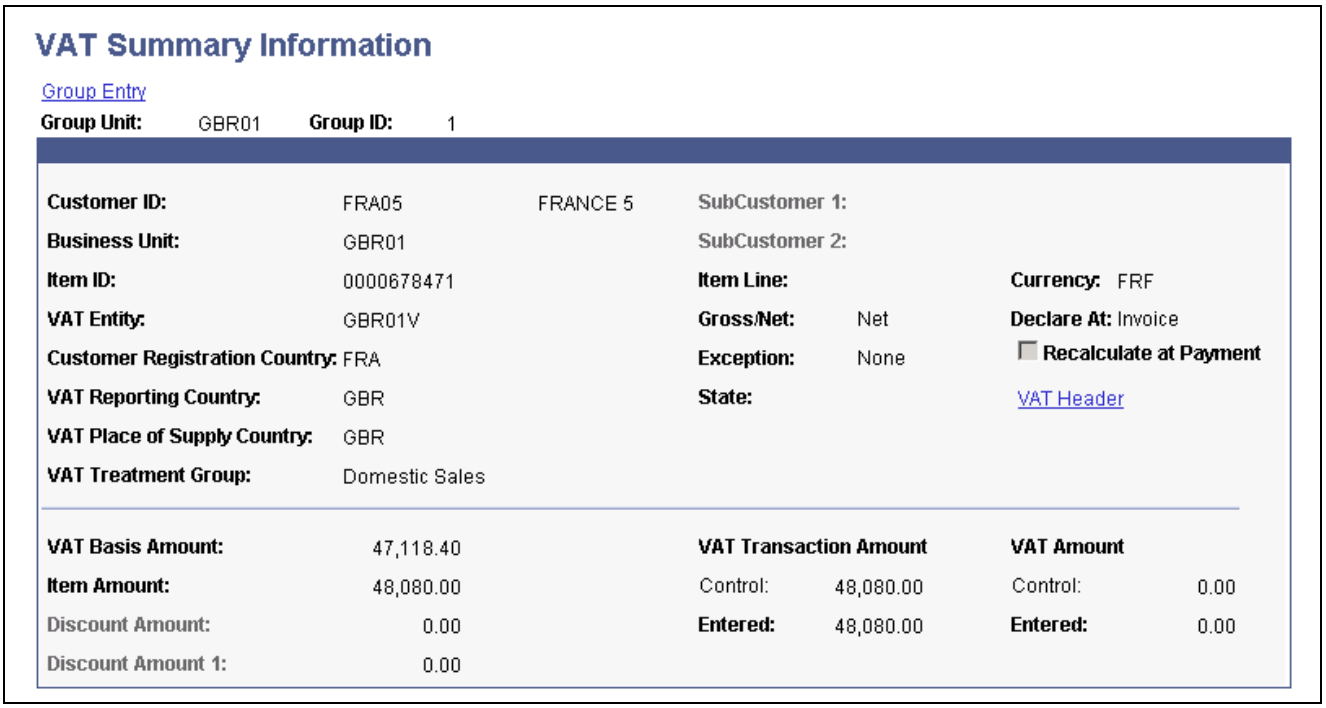
Reference Information

BOL (bill of lading) Enter the bill of lading number for the pending item.

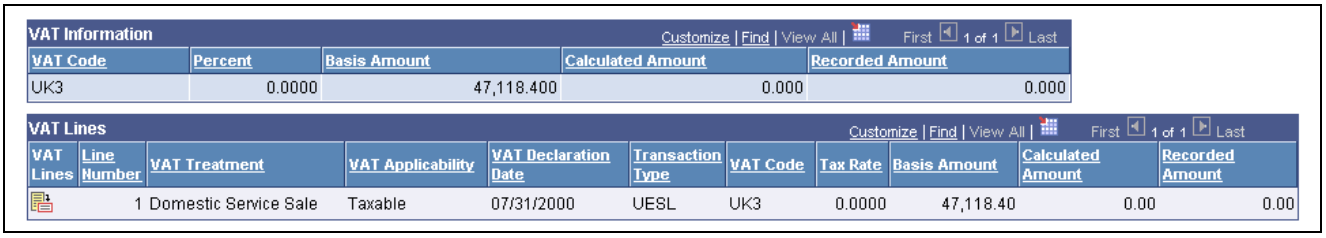
L/C ID (letter of credit ID) Enter the letter of credit ID for the pending item.

Reviewing Summarized VAT Information

Access the VAT Summary Information page.



VAT Summary Information page (1 of 2)



VAT Summary Information page (2 of 2)

If you change the VAT defaults or amounts on the VAT Header or VAT Lines page and return to the VAT Summary Information page, the system updates the amounts on this page. This enables you to review the amounts before you save the information.

VAT Entity — Displays the VAT entity, which the business unit is associated with. The VAT entity is the level within your organization at which the VAT return is filed.

Customer Registration Country, Exception, VAT Reporting Country, and **State** — Displays the VAT registration defaults that you defined on the VAT Header page in the VAT Registration section. The customer registration country is the registration country of the bill to customer. The Exception field displays the exception granted to the customer. The reporting country and state are the country and state or province in which the VAT will be reported.

Gross/Net, Declare At, and **Recalculate at Payment,** — Displays the VAT control information that you defined on the VAT Header page, which indicates how the VAT is calculated and recognized for reporting purposes.

VAT Place of Supply Country and **VAT Treatment Group** — Displays the VAT treatment group as defined on the VAT Header page in the VAT Treatments section, and for services, displays the country in which the VAT is liable.

VAT Header — Click to access the VAT Header page where you view VAT header defaults and manually override the values if needed.

We describe the preceding fields in detail in the documentation for the VAT Header page.

See Chapter 18, "Entering Pending Items," Reviewing VAT Header Defaults, page 444.

VAT Basis Amount Displays the total amount on which the VAT is calculated in the transaction currency for all lines. If VAT is being calculated at net, this amount is net of any discounts.

Item Amount, Discount Amount, and **Discount Amount 1** Displays the total item amount and discount amounts that you entered for the item on the Pending Item 1 page.

VAT Transaction Amount, Control, and **Entered** Displays the control amount for the transaction amount that is subject to VAT that you entered on the Pending Item 1 page and the total transaction amount that you entered for all VAT lines.

VAT Amount, Control, and **Entered** Displays the control amount for the VAT amount—this is typically the VAT amount printed on the invoice—that you entered on the Pending Item 1 page and the total recorded VAT amount for all the VAT lines on the VAT Lines page.

VAT Information

The VAT Information grid summarizes the total VAT basis amount, the system-calculated amount, the recorded amount (amount of VAT that will be recorded for this transaction), and the applicable VAT percentage for all lines with the same VAT code.

VAT Code Displays the VAT code that defines the rate at which VAT is calculated for the lines.

VAT Lines

The VAT Lines grid displays summarized VAT details for each VAT line.

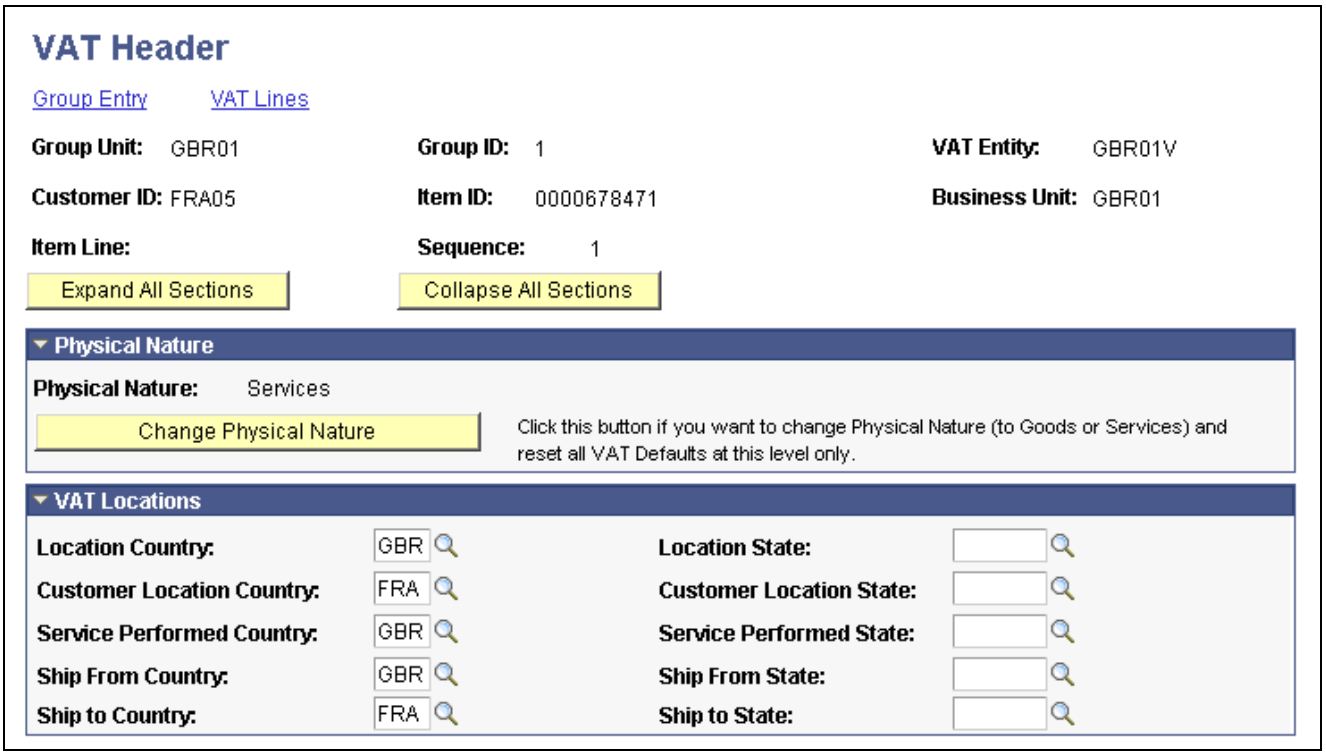
Click the VAT Lines button to access the VAT Lines page where you view all VAT line defaults and override values if needed.

We describe the fields in the VAT Lines grid in the documentation for the VAT Lines page.

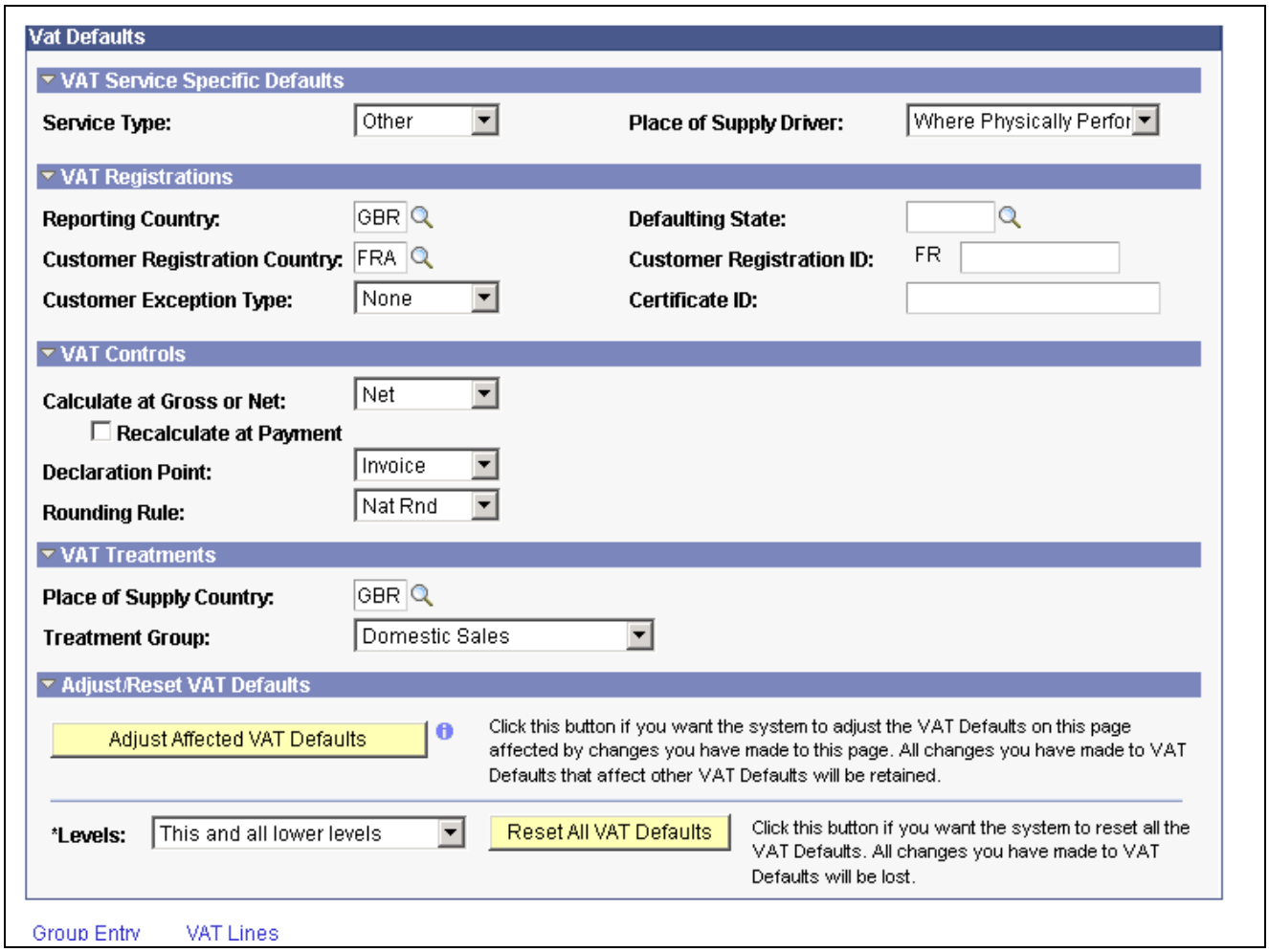
See Chapter 18, "Entering Pending Items," Reviewing VAT Line Information, page 450.

Reviewing VAT Header Defaults

Access the VAT Header page.



Vat Header page (1 of 2)



VAT Header page (2 of 2)

Review and manually override VAT header defaults, as applicable.

VAT defaults appear in descending order of impact. When you change multiple VAT defaults and click Adjust Affected VAT Defaults, specific fields may or may not be adjusted. You should work from the top to the bottom of the page, clicking Adjust Affected VAT Defaults at appropriate times to avoid adjustments to VAT defaults that you overrode but did not memorize.

For example, if you override Calculate at Gross or Net and click Adjust Affected VAT Defaults, nothing happens because Calculate at Gross or Net does not affect any other VAT defaults. If you then override Customer Registration Country and click Adjust Affected VAT Defaults again, the system adjusts all VAT defaults except customer registration country. This time, Calculate at Gross or Net is overridden, which means that you probably have to override this VAT default again to undo the adjustment.

Note. Because complex algorithms are used to obtain the VAT header defaults, avoid manually changing these values as much as possible. If you must make changes, make sure you understand how those changes will impact the way the system calculates VAT amounts and how the VAT will be recorded and reported.

VAT Lines Click to open the VAT Lines page to review VAT information for the line.

VAT Entity Displays the VAT entity, which the business unit is associated with. The VAT entity is the level within your organization at which the VAT return is filed.

Sequence Displays the sequence number for the line. Because you can enter multiple VAT lines for one pending item, the VAT sequence number is used to protect against duplicate rows.

Expand All Sections Click to scroll to and access every section on the page. You can also expand one or more sections by clicking the arrow next to the section's name.

Collapse All Sections Click to collapse all expanded sections so that only header information is displayed. You can also collapse one or more expanded sections by clicking the arrow next to the section's name.

Physical Nature

Physical Nature Indicates whether an object is a good or a service. Many countries are required to report the sale and purchase of goods separately from services. The default comes from the customer location, customer, or receivables business unit.

Change Physical Nature Click to override the default physical nature for this item. The system resets all the VAT defaults.

VAT Locations

Ship From Country Displays the receivables business unit location country. In the case of transactions involving goods or freight service transactions, this is used to determine the VAT treatment.

Ship From State Displays the receivables business unit location state. In the case of transactions involving goods or freight service transactions, this is used to determine the VAT treatment.

Ship to Country Displays the ship to customer location country. In the case of transactions involving goods or freight service transactions, this is used to determine the VAT treatment.

Ship to State Displays the ship to customer location state. In the case of transactions involving goods or freight service transactions, this is used to determine the VAT treatment.

Location Country For services only, displays the Receivables business unit country.

Location State For services only, displays the Receivables business unit state.

Customer Location Country For services only, displays the customer's bill to location country.

Customer Location State For services only, displays the customer's bill to location state.

Service Performed Country Depending on the services performed flag setting in the product defaulting hierarchy (for example on the customer or business unit), the system sets the value for this field as follows:

- If it is the ship from location, the system sets it to the Receivables business unit country.
- If it is the ship to location, the system sets it to the customer location country.
- If it is the buyer's location, the system sets it to the customer's bill to location country.

- If it is the supplier's location, the system sets it to the Receivables business unit location country.

Service Performed State Depending on the services performed flag setting in the product defaulting hierarchy (for example on the customer or business unit), the system sets the value for this field as follows:

- If it is the ship from location, the system sets it to the Receivables business unit state.
- If it is the ship to location, the system sets it to the customer location state.
- If it is the buyer's location, the system sets it to the customer's bill to location state.
- If it is the supplier's location, the system sets it to the Receivables business unit location state.

Vat Defaults

Review VAT registrations, service specific defaults, controls, and treatments. Adjust or reset VAT default values as necessary.

VAT Service Specific Defaults

Service Type If the transaction is for a service, this field displays the VAT service type of *Freight* or *Other.* There are special rules for freight transport within the European Union, and the value in this field determines whether they apply.

Place of Supply Driver If the transaction is for a service, this field displays the usual place of supply, (the place where VAT is usually liable) for the service. This value is used to help determine the place of supply country and the VAT treatment. Options are *Buyer's Countries, Supplier's Countries,* or *Where Physically Performed.*

VAT Registrations

Reporting Country Displays the country for which this VAT will be reported. This is the VAT Entity VAT registration country and determines many of the VAT defaults.

Defaulting State If the reporting country requires that VAT be tracked by state or province, this field displays the state within the reporting country for which an associated value is retrieved from the VAT defaults table.

Customer Registration Country and **Customer Registration ID** Displays the registration country and ID of the bill to customer.

Customer Exception Type Displays the exception granted to the customer. Options are *None, Exonerated,* or *Suspended.* This value is specified for the bill to customer.

Certificate ID If applicable, displays the ID of the VAT exception certificate that may have been issued to the customer.

VAT Controls

Calculate at Gross or Net Indicates how VAT is calculated. Options are:

Gross: The system calculates VAT before it applies any early payment discounts.

Net: The system calculates VAT after it deducts early payment discounts. If there are two percentage discounts, the system uses the larger of the two when it calculates VAT. The system will not use discount amounts, only discount percentages.

The default value comes from the VAT entity driver.

Recalculate at Payment Select this check box to enable the recalculation of VAT at payment time to allow for any early payment discounts, if you are calculating VAT at gross. This causes the system to adjust the VAT amount at the time of payment if the discount has been taken. This is set on the VAT entity driver.

Declaration Point For a good or a service, displays when you want VAT transaction information to be recognized for reporting purposes. Options are:

Invoice: VAT is recognized at time of invoice.

Payment: VAT is recognized at time of payment.

Delivery: VAT is recognized on delivery.

This value may be set at any level in the VAT hierarchy—VAT entity registration, business unit options, customer, or customer location.

Rounding Rule Displays the VAT rounding rule. The value comes from the VAT country driver or VAT Entity driver definition. Options are:

Natural Round: Amounts are rounded normally (up or down) to the precision specified for the currency code. For example, for a currency defined with two decimal places, 157.4659 would round up to 157.47, but 157.4649 would round down to 157.46.

Round Down: Amounts are rounded down.

Round Up: Amounts are rounded up with a rounding precision to one additional decimal place. For example, for a currency defined with two decimal places, 157.4659 would round up to 157.47, but 157.4609 would be rounded down to 157.46.

VAT Treatments

Place of Supply Country For services, displays the country in which the VAT is liable.

Treatment Group Displays the VAT treatment group. Options are: *Domestic Sales, Exports, European Union Sales, No VAT Processing,* and *Out of Scope.*

Within the PeopleSoft system, detail VAT treatment values on the transaction lines are used for applying the precise defaults applicable to the transaction lines. Each of these detail VAT treatment values are associated with a VAT treatment group. The system tracks the VAT treatment group on the header enabling individual transaction lines to be grouped together into invoices during batch processes and to validate the detail line VAT treatment values on the transaction lines.

Adjust/Reset VAT Defaults

Any changes that you make to fields on this page may affect VAT defaults on this page. For accuracy and consistency, use the following fields to adjust affected VAT defaults or to reset all VAT defaults. Adjusting or resetting VAT defaults only affects fields within the VAT Defaults group box.

Adjust Affected VAT Defaults Click to have the system adjust the VAT defaults that are affected by your changes. All changes that you have made to VAT defaults on this page that affect other VAT defaults on this page are retained.

Note. It is recommended that you always click the Adjust Affected VAT Defaults button after changing any defaults on the VAT page.

Click to list the fields that will be adjusted when you click the Adjust Affected VAT Defaults button.

Levels Enables you to specify levels affected when you click the Reset All VAT Defaults button. Options are:

All lower levels: Resets all VAT defaults at lower levels for this page.

This and all lower levels: Resets all VAT defaults on this page and at any lower levels of this page.

This level only: Resets all VAT defaults on this page.

Note. Resetting completely redetermines the VAT defaults. This does not necessarily mean they are reset to their original values. For example, you may not have changed any VAT default values, but if a VAT driver field was changed, resetting redetermines all defaults based on the new driver value.

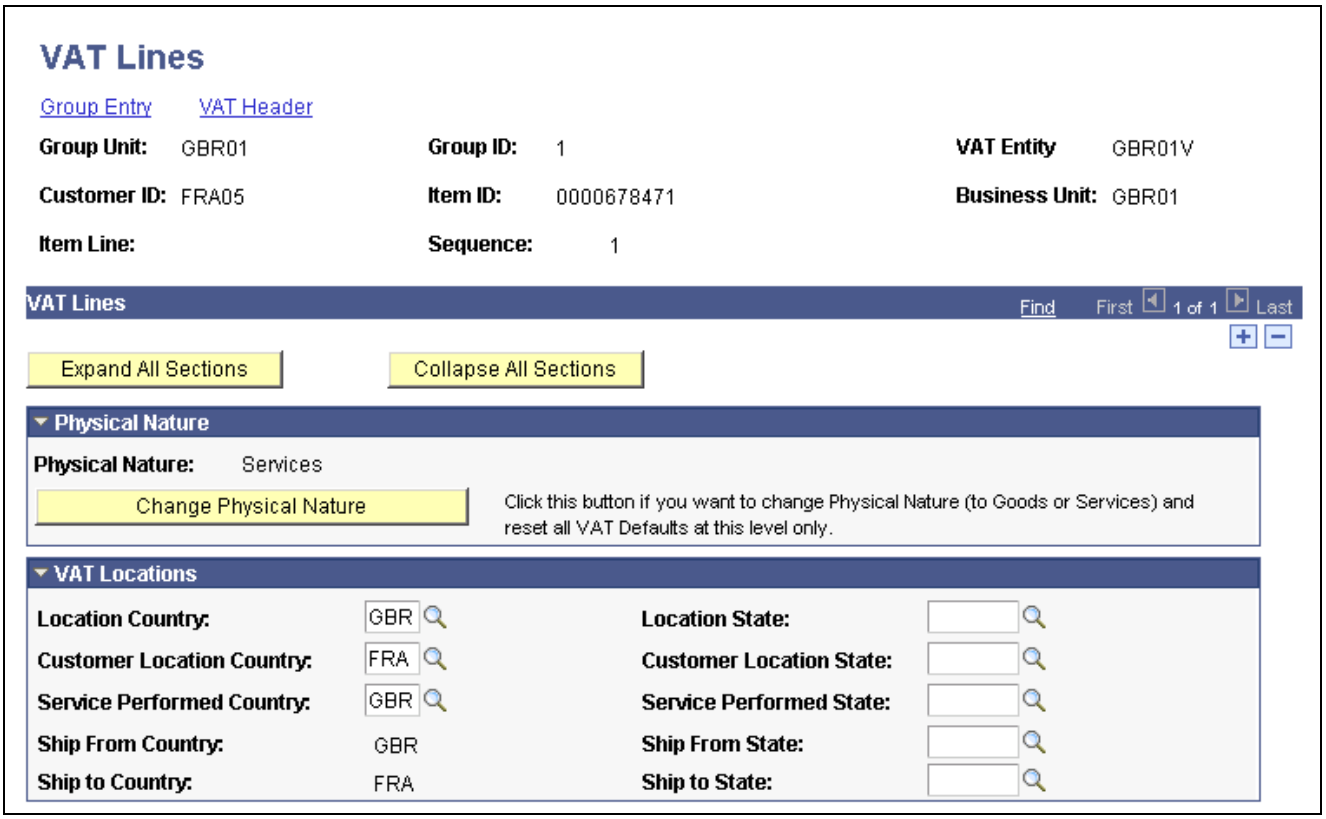
Reset All VAT Defaults Click to have the system reset the VAT defaults based on the levels value that you selected. Any changes you have previously made to VAT defaults are lost.

See Also

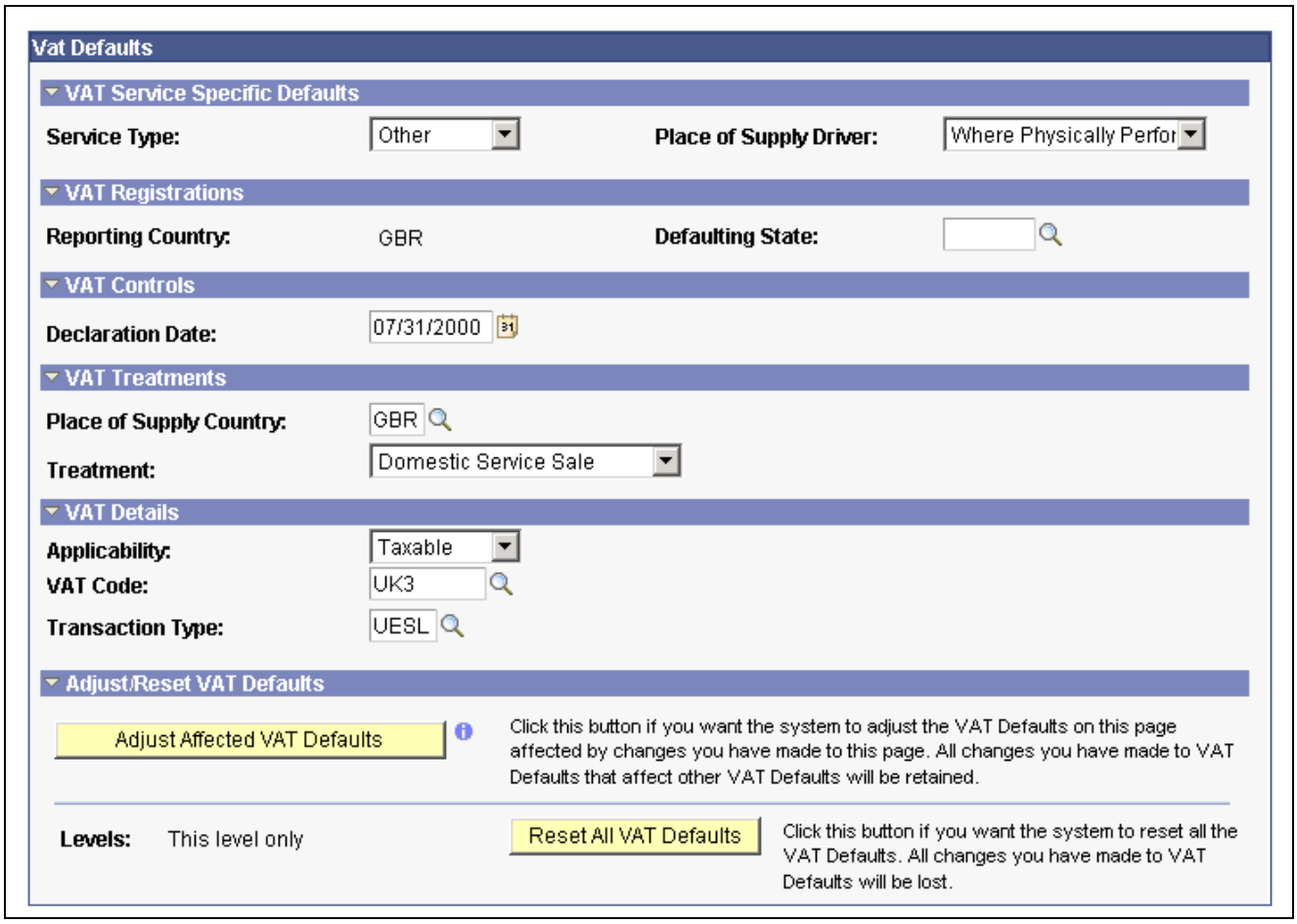
PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook, "Working with VAT"

Reviewing VAT Line Information

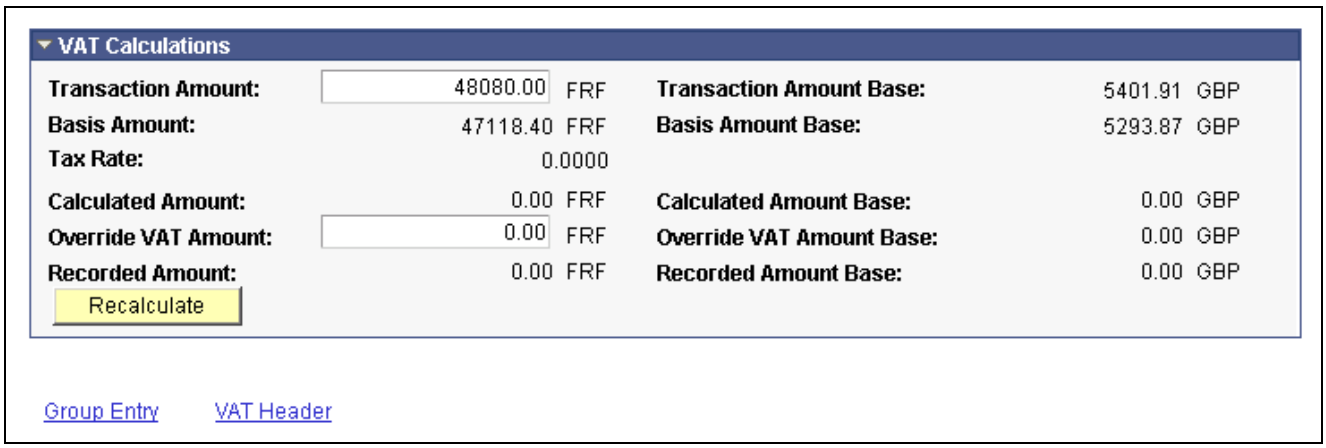
Access the VAT Lines page.



VAT Lines page (1 of 3)



VAT Lines page (2 of 3)



VAT Lines page (3 of 3)

Review the VAT defaulting for each item line and override, as applicable.

VAT defaults appear in descending order of impact. When you change multiple VAT defaults and click Adjust Affected VAT Defaults, specific fields may or may not be adjusted. You should work from the top to the bottom of the page, clicking Adjust Affected VAT Defaults at appropriate times to avoid adjustments to VAT defaults that you overrode, but did not memorize.

Note. Because complex algorithms are used to obtain the VAT defaults, avoid manually changing these values as much as possible.

VAT Lines

These fields are explained in the section on VAT header defaults.

See Chapter 18, "Entering Pending Items," Reviewing VAT Header Defaults, page 444.

Physical Nature

These fields are explained in the section on VAT header defaults.

See Chapter 18, "Entering Pending Items," Reviewing VAT Header Defaults, page 444.

VAT Locations

Location Country For services only, displays the receivables business unit country.

Location State For services only, displays the receivables business unit state. This is displayed only if the location country requires that VAT be tracked by state or province.

Customer Location Country For services only, displays the customer's bill to location country.

Customer Location State For services only, displays the customer's bill to location state. This is displayed only if the customer location country requires that VAT be tracked by state or province.

Service Performed Country Depending on the services performed flag setting in the product defaulting hierarchy (for example at customer or business unit level), the system sets the value for this field as follows:

- If the flag specifies the ship from location, this field is set to the receivables business unit country.
- If the flag specifies the ship to location, this field is set to the customer location country.
- If the flag specifies the buyer's location, this field is set to the customer's bill to location country.
- If the flag specifies the suppliers location, this field is set to the receivables business unit location country.

Service Performed State Depending on the services performed flag setting in the product defaulting hierarchy (for example customer or business unit level), the system sets the value for this field as follows:

- If the flag specifies the ship from location, this field is set to the receivables business unit state.
- If the flag specifies the ship to location, this field is set to the customer location state.
- If the flag specifies the buyer's location, this field is set to the customer's bill to location state.

- If the flag specifies the suppliers location, this field is set to the receivables business unit location state.

  This is displayed only if the service-performed country requires that VAT be tracked by state or province.

Ship From Country Displays the Receivables business unit location country. In the case of transactions involving goods or freight service transactions, this is used to determine the VAT treatment.

Ship From State Displays the Receivables business unit location state. In the case of transactions involving goods or freight service transactions, this is used to determine the VAT treatment.

Ship to Country Displays the ship to customer location country. In the case of transactions involving goods or freight service transactions, this is used to determine the VAT treatment.

Ship to State Displays the ship to customer location state. In the case of transactions involving goods or freight service transactions, this is used to determine the VAT treatment.

VAT Defaults

Review VAT default values and update as necessary.

VAT Service Specific Defaults

Service Type If the transaction is for a service, this field displays the VAT service type of *Freight* or *Other*. There are special rules for freight transport within the European Union, and the value in this field determines whether they apply.

Place of Supply Driver If the transaction is for a service, this field displays the usual place of supply, (the place where VAT is usually liable) for the service. This value is used to help determine the place of supply country and the VAT treatment. Options are: *Buyer's Countries, Supplier's Countries,* or *Where Physically Performed.*

VAT Registrations

These fields are explained in the section on VAT header defaults.

See Chapter 18, "Entering Pending Items," Reviewing VAT Header Defaults, page 444.

VAT Controls

Declaration Date Displays the date for which this transaction will be reported to the tax authorities.

VAT Treatments

Place of Supply Country For services, displays the country in which the VAT is liable.

Treatment Displays the VAT treatment. Options are:

Deemed Service Export: Services that are provided in the supplier's country to a foreign buyer, where the supply of these services must be zero-rated (that

is, the place of supply is the country in which the supplier is located and registered for VAT, but the customer is located in another country).

Domestic Goods Sale: Sale of goods when the supplier and customer are located in the same country.

EU Distance Sale: Sale of goods between European Union (EU) countries in which the supplier is registered in an EU country and the purchaser is not registered in an EU country. The VAT rate charged is the rate applicable in the suppliers country.

EU Goods Sale: Sale of goods between EU countries.

EU Sale (Simplification): Used for a transaction between an intermediary and the purchaser in cases when there is a sale of goods between EU countries involving three parties: the purchaser, an intermediary (bill-from) supplier, and the actual goods supplier. Each party is located in a different EU country and registered in its own country, and not in either of the other two countries. The only difference between this VAT treatment and that applied to normal EU sales is that the supplier is required to print a different message on the invoice referencing the statute that applies to triangulation, rather than the one that references the statute for normal EU sales.

No VAT Processing: No VAT processing required.

Out of Scope EU Services: EU services out of the scope of VAT.

Outside of Scope: Outside the scope of VAT.

Zero-rated EU Service: Sale of services within the EU subject to zero-rated VAT.

Zero-rated Goods Export: Export of goods subject to zero-rated VAT.

Zero-rated Services Export: Export of services subject to zero-rated VAT.

Within the PeopleSoft system, detail VAT treatment values on the transaction lines are used for applying the precise defaults applicable to the transaction lines. The treatment is determined based the rules applicable to the transaction.

VAT Details

Applicability Displays the VAT status. Values are:

Taxable

Exempt (not subject to VAT)

Outside of Scope of VAT

VAT Code Displays the VAT code that defines the rate at which VAT is calculated for this line.

Transaction Type Displays the code that categorizes and classifies this transaction for VAT reporting and accounting.

Adjust/Reset VAT Defaults

These fields are explained in the section on VAT header defaults.

See Chapter 18, "Entering Pending Items," Reviewing VAT Header Defaults, page 444.

VAT Calculations

Transaction Amount Enter the amount of the transaction in the transaction currency. If the control total amount has been entered on the pending item, the system automatically populates this field with a value from the pending item for the first VAT line.

Transaction Amount Base Displays the amount of the transaction in the base currency.

Basis Amount Displays the amount on which the VAT is calculated in the transaction currency. If VAT is being calculated at net, this amount is net of any discounts.

Basis Amount Base Displays the amount on which the VAT is calculated in the base currency. If VAT is being calculated at net, this amount is net of any discounts.

Tax Rate Displays the applicable VAT percentage.

Calculated Amount Displays the system-calculated VAT amount in the transaction currency.

Calculated Amount Base Displays the system-calculated VAT amount in the base currency.

Override VAT Amount Override the calculated VAT amount by entering the VAT amount for the line if the calculated VAT amount is not equal to the VAT on the invoice being recorded. Otherwise, the field is blank.

Override VAT Amount Base Displays the entered override VAT amount in base currency. This is calculated from the transaction currency override VAT amount, based on the exchange rate that is applicable to the transaction.

Recorded Amount Displays the amount of VAT that will be recorded for this transaction in the transaction currency. If the calculated VAT amount has been overridden, this is the entered override VAT amount. Otherwise, this is the calculated VAT amount.

Recorded Amount Base Displays the amount of VAT that will be recorded for this transaction in the base currency. If the calculated VAT amount has been overridden, this is the entered override VAT amount. Otherwise, this is the calculated VAT amount.

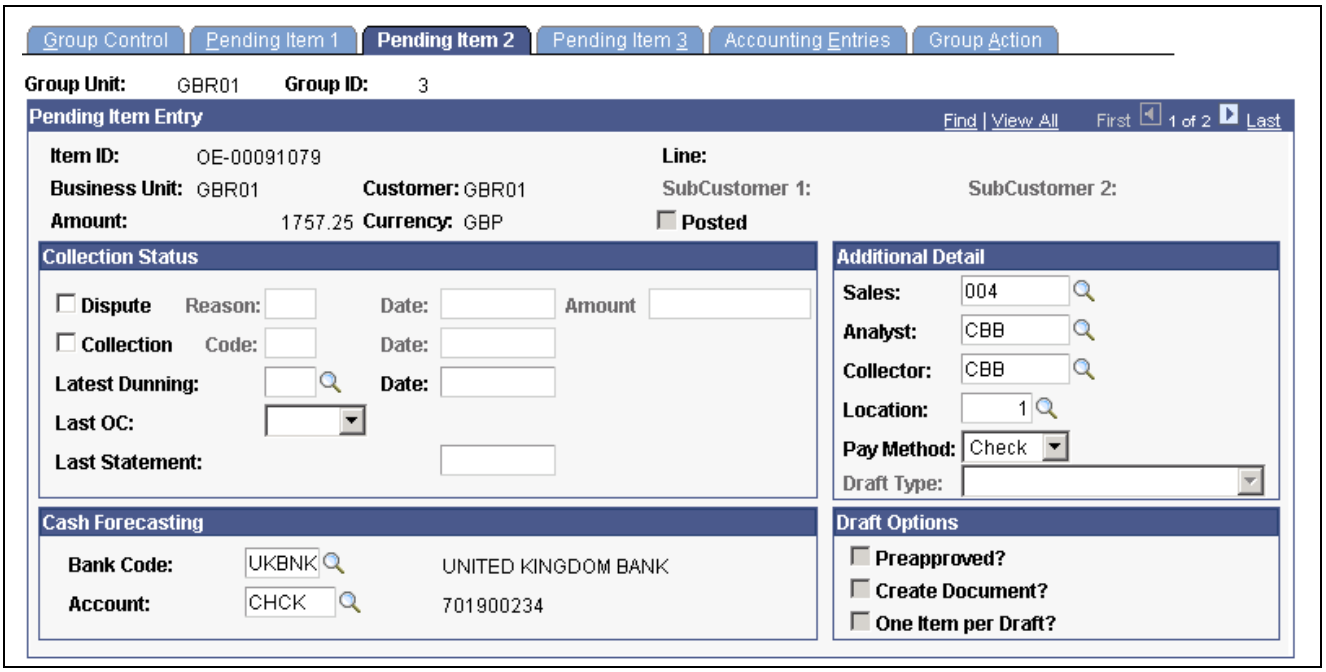
Recalculate Click to recalculate the VAT for the line.

See Also

Chapter 18, “Entering Pending Items,” Reviewing VAT Header Defaults, page 444

Completing the Pending Item 2 Page

Access the Pending Item 2 page.



Pending Item 2 page

Posted If selected, the pending item has been posted, and you cannot change information about it.

Collection Status

Dispute Select to mark a pending item for dispute. Then enter a reason in the Status field, and enter the date, and the amount.

Collection Select to mark a pending item for collection. Then enter a collection agency in the Status field and the date.

Latest Dunning Enter the type of dunning letter that the customer last received. Then enter the date it was sent.

Last OC (last overdue charge) Enter the type of overdue charge: finance, administrative, and penalty. Then enter the date and the amount of the last overdue charge.

Last Statement Enter the date when you sent the customer the last statement.

Note. The Dispute, Collection, Latest Dunning, Last OC, and Last Statement fields are often used during conversion.

Additional Detail

Sales Select the name of the primary sales person in the support group assigned to the customer.

Location Select the address sequence number of the bill to customer. This is usually the address used by Billing for invoices or for debit or credit memos. It may also be the address attached to the item. The address, if entered, is used for correspondence for the item. Otherwise, the default location for the customer is used for correspondence.

Pay Method Select a payment method for the customer. If you leave this field blank, the system uses the payment method specified for the customer on the Bill To Options page. If a payment method is not defined for the customer, the system uses the default defined on the Receivables Options - Payment Options page for the business unit.

Options are *Cash, Check, Credit Card, Direct Debit, Electronic Files Transfer* (EFT), *Giro - EFT,* and *Letter of Credit.*

Draft Type If you selected the payment method *Draft,* the system displays the default draft type for the customer that was specified on the Bill To Options page. If you did not assign a default draft type, select one.

Cash Forecasting

Bank Code and **Account** Enter the bank code and account that the customer uses to send payments. Cash Management uses this for cash forecasting.

Draft Options

If you selected a payment method of *Draft,* you must select one of the following check boxes.

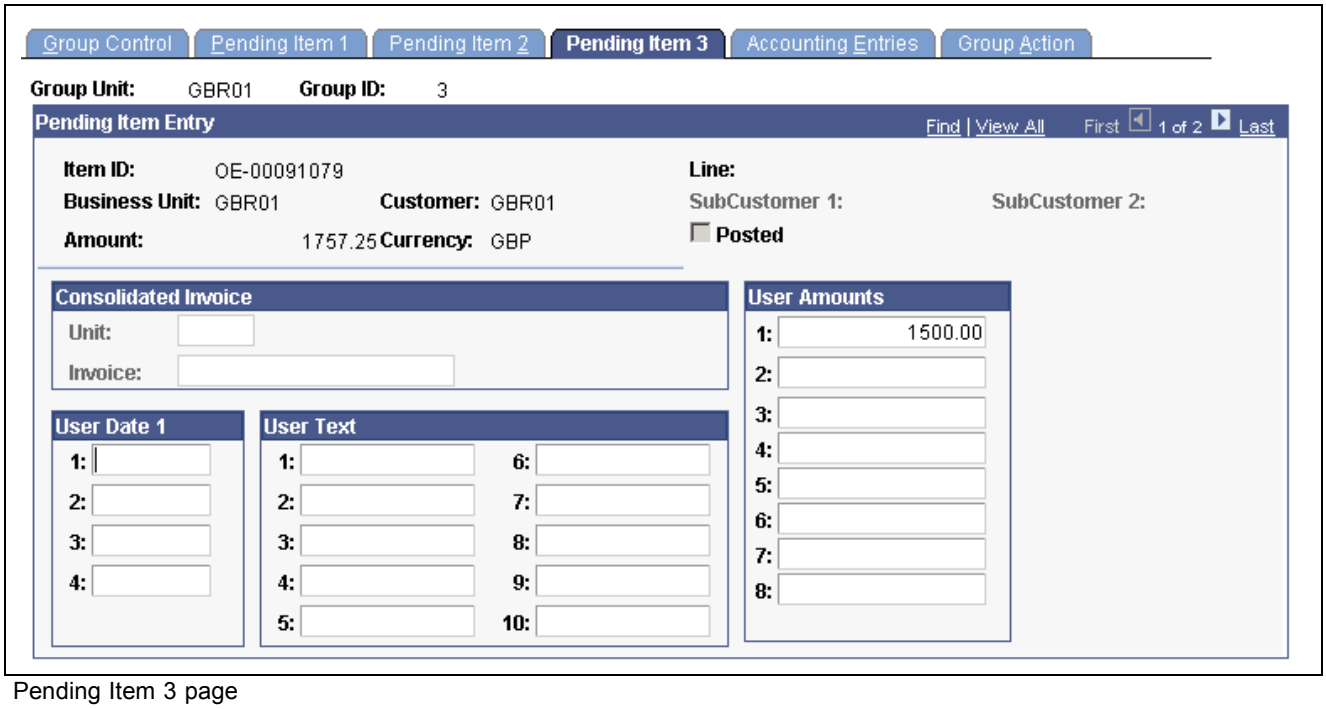
Preapproved? Select if the item is preapproved for draft processing.

Create Document? Select if the item must be included in a draft document that is prepared for the customer.

One Item per Draft? Select if the item must appear on a separate draft.

Completing the Pending Item 3 Page

Access the Pending Item 3 page.



Pending Item 3 page

If multiple invoices in Billing were consolidated, the business Unit and Invoice number fields identify which open items correspond to the consolidated invoice. The Billing interface automatically populates these fields. If you have a similar concept in the billing systems that you interface to, you can use these fields for a similar purpose.

Receivables provides configurable user fields in the pending item tables that you can use to track company- or industry-specific information that is not predefined on the Pending Item table, such as a contract or shipment. User fields include:

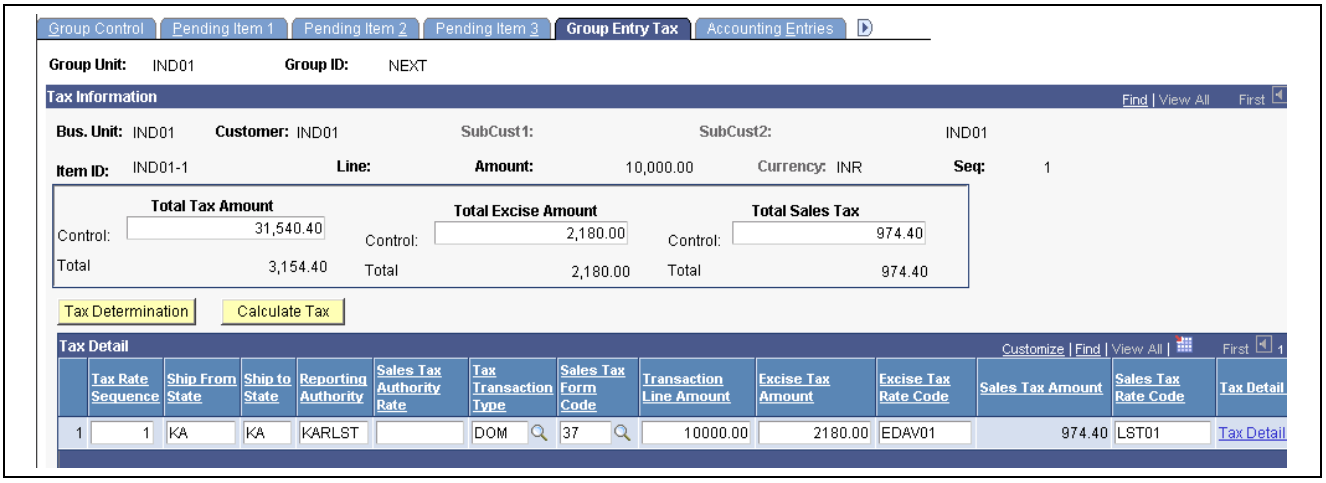
- User Date 1 through User Date 4
- User Text 1 through User Text 10
- User Amounts 1 through User Amounts 8

See Also

Chapter 5, "Defining Additional Processing Options," Setting Up User-Defined Fields, page 134

(IND) Entering Tax Information for India

Access the Group Entry Tax page.



Group Entry Tax page

The system calls the tax determination routine to populate default values for the tax transaction lines based on the business unit and customer for the item.

Entering Control Totals

Total Tax Amount Enter the total tax amount. This is the sum of the excise tax amount and sales tax amount.

Total Excise Amount Enter the total amount of excise tax. This field is required if excise tax is applicable.

Total Sales Amount Enter the total amount of sales tax. This field is required if sales tax is applicable.

Determining Tax Information or Calculating Tax

Tax Determination Click to populate default information such as ship from country and state, ship to county and state, tax authority (for sales tax only), tax form code (for sales tax only), tax transaction type, excise duty and sales tax codes from the business unit and customer setup to the tax transaction line. The transaction line can have excise duty only, sales tax only, or both.

If you change the default value for the tax transaction type, sales tax form code, or the tax rates codes, you must click this button again to run the tax determination routine again.

Calculate Tax Click to calculate taxes only if the items are entered in Receivables or for items interfaced from billing for which Receivables will create the accounting entries. Taxes cannot be recalculated if the accounting entries were created in Billing. The system calculates the excise duty tax amounts and sales tax amounts.

You view the results on the Tax Detail page.

Entering Indian Tax Line Information

Ship From State Displays the default ship from state that the tax determination routine identifies. The system determines the ship from state based on the business units assigned to the item:

- If an order management business unit is available, it uses the order management business unit location country and state.
- If no order management business unit is available, but a billing business unit is available, it uses the billing business unit location country and state.
- If neither an order management business or a billing business unit is available, it uses the receivables business unit location country and state.

Ship to State Displays the ship from state. The system uses the country and state for the ship to customer to populate the field.

Reporting Authority Displays the reporting authority. The tax determination routine populates the field.

Tax Transaction Type Select a tax transaction type. Values are:

DEB: Direct export with bond

DEWB: Direct export without bond

DIMP: Direct export

DOM: Domestic

IUT: Interunit transfer

LEB: Local export with bond

LEWB: Local export without bond

LIMP: Local import

Sales Tax Form Code Select a sales tax form code. This is only for sales tax and is used for form tracking. Valid entries are:

20: Tamilnadu Local S/P

32: West Bengal Local S/P

37: Karnataka Local S/P

C: Interstate Sales

D: Sale to Government

EI: Intransit Purchase

EI & C: Intransit Sales

EII: Intransit Sales Level 2

F: Stock transfer form

H: Deemed Export

Transaction Line Amount Enter the total amount of transactions for the line. Each line has its own transaction total. The system uses this amount to calculate the taxes.

Excise Tax Amount Displays the total amount of excise tax for the line. Each line has its own excise tax amount. If excise tax is applicable. The sum of all the excise tax amounts should equal the control excise tax amount.

Excise Tax Rate Code and **Sales Tax Rate Code** Enter the excise duty or sales tax rate associated with this line. Excise duty and sales tax rate codes represent a specific grouping of tax type components, calculation schemes, and other tax attributes. If excise duty or sales tax is applicable to a line, this field must be populated. If excise duty or sales tax is not applicable to a line, this field must *not* be populated.

Sales Tax Amount Displays the total amount of sales tax for the line. Each line has its own sales tax amount. If sales tax is applicable. The sum of all the sales tax amount should equal the control sales tax amount.

Tax Detail Link Click to access the Tax Detail page, where you view the excise duty and sales tax detail information.

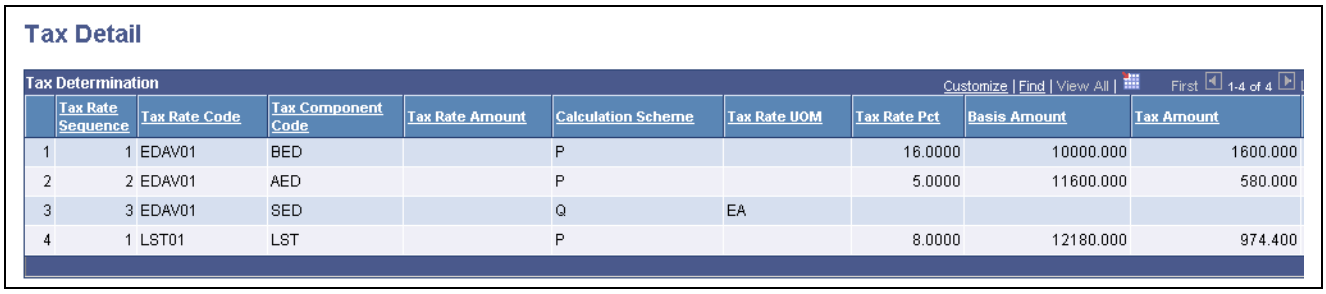
See Also

Chapter 31, "Understanding Tax Processing in Receivables," (IND) Excise Duty and Sales Tax Processing for India, page 776

PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook, "(IND) Determining and Calculating Excise Duty, Sales Tax, and Customs Duty"

(IND) Viewing Tax Detail for India

Access the Tax Detail page.



Tax Detail page

Tax Rate Code Displays the tax rate used to calculate the tax for each line. Tax is applied to each line separately, rather than applied to a subtotal of the bill, enabling you to establish different tax rates for each line.

Tax Component Code Displays the tax component for the line. There is one tax component code for each tax type. Multiple tax component codes that have the same tax type are grouped together to define tax rate codes.

Calculation Scheme Displays the calculation scheme that determines how the taxes are calculated. Receivables only uses the *P* (percentage) calculation scheme.

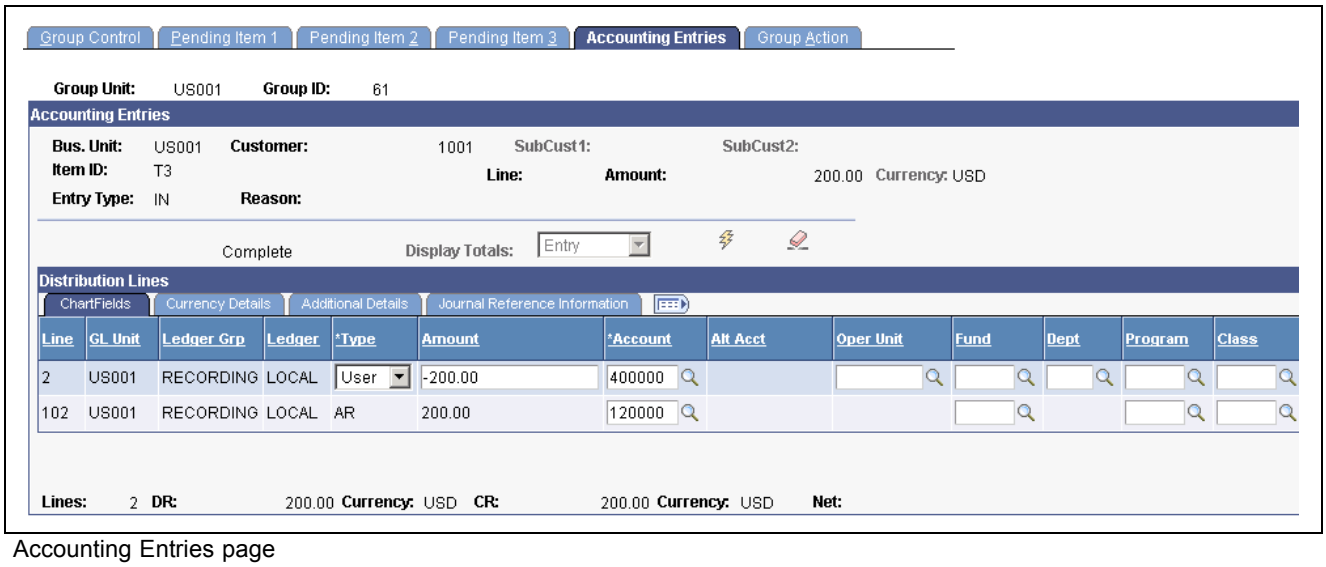
Tax Rate Pct (tax rate percentage) Displays the rate at which the taxes are calculated. The value that appears here is determined by the value in the Calc Scheme field and is always a percentage.

Basis Amount Displays the amount of the line on which the tax was calculated.

Tax Amount Displays the amount of the tax the system calculated for the line.

Creating and Reviewing Accounting Entries Online

Access the Accounting Entries page.



Accounting Entries page

To create entries for all pending items in the group, use the Group Action page.

Amount Displays the amount in the entry currency.

Tot Base (total base) Displays the amount converted into the base currency.

Creating and Deleting Accounting Entries

Display Totals Select the type of currency used to display the totals at the bottom of the page. Select either *Base* or *Entry*.

Click the Create button to have the system create accounting entries for one pending item at a time. After you click the Create button, the accounting entries appear in the grid at the bottom of the page.

Click the Delete button if you make a mistake and want to start over. The button affects only the pending item shown in the scroll area, not all pending items in the group.

Accounting Entries The status changes from *Incomplete* to *Complete* after you create accounting entries and the entries are balanced.

Reviewing and Updating Accounting Entries

The Distribution Lines grid at the bottom of the page displays the individual lines for a single item. To see the accounting lines for a different pending item, use the Accounting Entries group box.

The accounting entries that appear are based on the item entry template and are either system-defined or user-defined. For billing groups, you can edit both system-defined receivables lines and user-defined (revenue) lines. You can have multiple lines for each. For other group types, you can edit the receivables lines only for transactions that do not reference existing items, but you can edit the user-defined lines. If you selected *Always Inherit* or *Inherit within BU* for the inheritance option, you cannot modify the ChartField values.

See Chapter 13, "Understanding Interunit and Intraunit Accounting and ChartField Inheritance," ChartField Inheritance, page 320.

The lines must balance; that is, total debits must equal total credits, and the total of all accounts receivable lines must equal the entry amount of the pending item.

Manually enter the ChartField values for the pending item as needed, or populate the value automatically by clicking the SpeedType button and selecting a SpeedType code if you have set up Speed Types.

Note. The ChartFields that display in the grid depend on the ChartField configuration setup for your organization.

See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Editing ChartField Combinations".

GL Unit (general ledger business unit) Displays the general ledger business unit that is linked to the receivables business unit and receives journals.

Type Indicates the type of accounting line (for example, accounts receivable, user-defined, VAT, and so on).

Ledger Group and **Ledger** Displays the ledger group and ledger for the entries. The system populates these fields for all entries, but the fields display only if you selected the multibook option on the Installation Options - Overall page.

See Chapter 29, "Processing Multiple Currencies in Receivables," Multibook Processing, page 728.

Ledger Base In a non-multibook environment, displays the business unit base currency.

Statistics Code If the accounting template that you selected on the Accounting Template page includes a statistic code for the particular entry type you are working with, the statistic code value appears in this field.

If the Statistics Code field is populated, then the associated unit of measure field is also populated. For instance, suppose that you track the number of workdays associated with the item. The statistic code is *DAY* (work days), and the associated unit of measure is also *DAY* (days). The field that appears between these two is the statistical amount, which in this example you might enter as *3.00,* the number of days.

If the Stat field is not populated, you can enter a value and overwrite the existing unit of measure as needed.

Open Item Key Enter the information that you need to track and maintain for the open item account in General Ledger. This field is available only if the account for the distribution line is marked as an open item account.

At the bottom of the page, check to make sure that the debits and credits are balanced. The total number of Lines for each pending item, the DR (debit) and CR (credit), and the Net must be *0* before you can post the group.

If you receive a ChartField configuration editing error message, you may need to make the correction, before you run the Receivable Update process depending on the setup for the business unit on the Receivables Options - General 2 page. If you receive an error message, you must correct the error before you post the pending item group. If you receive a warning message, you can post the group without correcting the errors.

Selecting a Group Action

Access the Group Action page.

Group Actions

Balance Click to balance the group but not set it to post. The system reviews the completed fields on the Group Control page to confirm that the control amount and count are equal to the entered amount and count. If the entered pending items match the group controls and you entered them online, the system checks that the accounting entries are balanced. The system also checks that any VAT amounts are balanced. If the group, accounting entries, or VAT amounts are out of balance, you receive a warning message. It also checks for required fields.

For an external group, the Group Status group box on the Group Control page shows the status of the group.

Delete Group Click to delete the entire group of pending items. If you delete a draft group, the system deletes any draft fees associated with the group.

Posting Action

The Posting Action group box varies depending on whether you are working with an external group or an internal group.

Action Select a posting action for the group and click OK to execute the action. Valid values are:

Do Not Post: Saves the changes to the group, but no posting takes place. Use this option to change the posting option for a group set to *Batch Standard* or *Batch Priority,* if the group has not been processed yet.

Post Now: Runs the Receivable Update process immediately. If the user enabled the notification feature, the system displays a message when the process completes.

Post Now to GL: Runs the Receivable Update process immediately and runs processes to create and post journals to the general ledger. If the user enabled the notification feature, the system displays a message when the process completes.

Batch Priority: Runs the Receivable Update process the next time a priority scheduled job runs or the next time a standard scheduled job runs if that occurs first. This option is not intended for large jobs.

Batch Standard: Runs the next time a standard scheduled batch job runs. This may occur once a day depending on how often the organization schedules standard jobs.

Note. The posting options that are available depend on the options that you select for the user on the Define User Preferences - Process Group page. Use the *Post Now* and *Post Now to GL* options only for small groups or when there is an immediate need to post the transaction. The system issues a message if another user or scheduled process is posting transactions for the same business unit and customer combination at the same time.

See Chapter 12, "Setting Up Receivable Update and Pending Group Generator," Receivable Update Processing Options, page 294.

For external groups, only these posting actions are available:

- *Do Not Post*
- *Batch Priority*
- *Batch Standard*

Accounting Entry Actions

Create Entries Click to create and initially balance accounting entries for all of the group's pending items that do not yet have entries. This option creates entries for all pending items in the group at once, whereas on the Accounting Entries page, you create entries for only one pending item at a time.

Note. Normally, you create accounting entries during a Receivables Update run unless you must review them. To create accounting entries in a batch, select a posting action.

See Chapter 18, "Entering Pending Items," Creating and Reviewing Accounting Entries Online, page 462.

Delete Entries Click to erase the accounting entries that were created for all pending items in the group.

Finding and Correcting Errors When Entering Receivables

When you enter pending items online, the system validates the data and displays an error message if the data fails one or more system edits. In this way, the system prevents two types of user errors:

- Entering information that is not valid.
- Leaving a required field blank.

You can receive error messages at the field level or the page level. Edits at the field level prevent you from moving beyond a field when you enter invalid data or try to leave a required field blank. Edits at the page level catch the same errors as well as errors that involve multiple fields.

The Receivable Update process also edits pending items and flags the errors.

See Also

Chapter 27, "Posting and Unposting Groups," Correcting Posting Errors, page 687

Reviewing Pending Item Groups

This section lists the inquiry pages that display information about pending item groups.

Pages Used to Review Pending Item Groups

Page Name	Object Name	Navigation	Usage
Billings by Origin	GROUP_ACT_ORIGIN	Accounts Receivable, Pending Items, Review Items, Billings by Origin, Billings by Origin	Reconcile your database with information from your billing system. Display the pending groups that are received from a billing origin on a certain day or within a range of dates.
Billings By Unit	GROUP_ACT_BU	Accounts Receivable, Pending Items, Review Items, Billings by Unit, Billings By Unit	View the pending groups from Billing that are received into a business unit.
Pending Item Status	PNDG_ITEM_STATUS	Accounts Receivable, Pending Items, Review Items, Pending Item Status, Pending Item Status	View the status of an unposted pending item for a customer.

CHAPTER 19

Entering Payments

This chapter provides an overview of payments and deposits, lists prerequisites, and discusses how to:

- Enter regular deposits.
- Enter express deposits.
- Create cash control accounting entries.
- Journal payments directly to general ledger.
- Reconcile payments on a bank statement.

Understanding Payments and Deposits

This section provides an overview of payments and deposits and discusses:

- Bilateral netting
- Payment status

In Receivables, a deposit consists of all payments that you are processing or that the bank processes. You can apply a payment to multiple items for a single customer or to multiple items for different customers, even across business units.

You can enter payments into Receivables using these methods:

Method	Description
Regular deposit	This is the standard method for online payment entry. Use regular deposit when you have customer information but lack item IDs.
Express deposit	If you have an item ID, use express deposit so that you can enter deposits and apply payments at the same time. You do not need customer information to use express deposit.
Lockbox	Electronic payments that are deposited automatically in the background from a bank file.
Electronic Data Interchange (EDI)	A process that receives payments in both the European and U.S. EDI formats.
Cash drawer receipts	Payments and deposits that you enter as cash drawer receipts for counter sales in Order Management.

Method	Description
Bank statement	Bank statement deposits are a source of payments through the entry of reconciled deposits to the receivables system.
Bilateral netting	Netting deposits are the result of a net of payables and receivables transactions.
Credit card	The PeopleSoft system provides a tool to obtain credit card authorization and to process credit card payments.
(JPN) Electronic Funds Transfer (EFT)	A process receives payments in an EFT file.

Depending on your business, you can use one or more of these methods. The method of payment entry that you use does not limit your cash application options. After you enter payments, you can apply them to items by using either a payment worksheet or the Payment Predictor Application Engine process (ARPREDCT), which automatically applies payments. After you apply the payments, run the Receivable Update Application Engine process (ARUPDATE) to post the payments, create accounting entries, and update the customers' balances.

You journal cash to the general ledger using direct journalling or the cash control accounting method.

- Direct journalling bypasses payment application and sends cash directly to the general ledger—a method suited to payments that *do not* pay accounts receivable items.
- The cash control accounting method journals cash to a control account upon receipt or when reconciled on a bank statement, depending on the cash control methods used.

  If you do not use cash control, the system updates the cash account after you apply the payment.

See Also

Chapter 19, "Entering Payments," Journalling Payments Directly to the General Ledger, page 487

Chapter 19, "Entering Payments," Creating Cash Control Accounting Entries, page 483

Chapter 20, "Receiving Payments Electronically," page 495

Chapter 21, "Applying Payments," page 519

PeopleSoft Enterprise Order to Cash Common Information 8.9 PeopleBook, "Processing Credit Cards"

Bilateral Netting

Netting deposits are the result of a net of payables and receivables transactions. If your organization uses both Payables and Receivables, you can offset open items in Receivables with open vouchers in Payables by using *bilateral netting*. This function is useful when some of your customers are also vendors from whom you purchase goods or services.

You need to set up a contractual arrangement with your trading partners who want to participate in the netting process. You specify which vendor IDs and customer IDs participate in each netting selection and the system nets the open vouchers and items for those customers and vendors. You also specify rules for selecting the vouchers and items and for the order in which the system matches the items. For example, you can specify that you want the process to match the smallest items or largest items first.

Note. If you do not want to include an item in the netting process, clear the Available for Netting check box on the View/Update Item Details - Detail 1 page.

The netting process uses a netting bank account, which is a virtual bank, for the exchange of funds. There is no exchange of actual funds, but the process creates a deposit that uses this bank account.

In most cases, when you net transactions, the total of the receivables items and the payables vouchers is not equal. If the receivables are greater than the payables, the process selects the items to net based on the netting rules and then partially nets one item. For example, suppose that you have two items in a netting selection: one for 100.00 and one for 50.00. You have two vouchers in a netting selection: one for 75.00 and one for 50.00. The total of the vouchers is 125.00 and the total of the items is 150.00. Your netting rules specify that you net the largest item first. So the process would net both vouchers, the 100.00 item, and 25.00 of the second item.

When you close the netting selection using Pay Cycle Manager, the system creates a deposit with one payment for the total amount of the net. In this example, the deposit would be for 125.00. The deposit uses the netting reference ID for the payment ID. The closing process creates a payment worksheet for the deposit and sets its posting status to *Batch Standard.*

Warning! If you change the item selections on the payment worksheet, the accounting entries for the net will be out of balance.

The closing process changes the due date and payment method for all the items in the netting selection that were not paid (including the item that the net partially paid) to the same due date and payment method based on the Receivables receipt settlement instructions. It also assigns the netting reference ID to each item to facilitate payment application.

If the payables are greater than the receivables, the process is essentially the same, except that all items in the netting selection are paid in full by the netting deposit.

See Also

PeopleSoft Enterprise Cash Management 8.9 PeopleBook, "Managing Bilateral Netting"

Payment Status

A payment's status changes as the payment moves through the system. The status determines which payment information you can change and which menu options are available to work with the payment.

This table lists payment status and provides a description for each status:

Payment Status	Description
Unidentified	A payment was entered through a regular or express deposit or electronically by lockbox, EDI, bank statement, or a cash drawer receipt. A payment ID was entered but no customer or payment reference information was provided. You can change all payment information.
Identified	Payment reference information or a customer identifier was provided upon entry. This occurs for regular deposits on the Regular Deposit - Payments page or on the Worksheet Selection page. The system identifies electronic payments by magnetic ink character recognition (MICR) ID, a customer ID, or any of the payment references. If you delete a worksheet, the payment status reverts to Identified.

Payment Status	Description
Identified-Express	Item or payment reference information was provided on the Express Deposit - Payments page. The payment is linked to an item or items, but not set to post. You can change all payment information.
Directly Journalled	The payment was entered in a regular deposit and marked for direct journalling. The status changes when you mark accounting entries complete after entering the user-defined line on the Accounting Entries page.
Worksheet	The payment has a saved worksheet that is not set to post. If any payment in a deposit has this status, you cannot change any deposit information, payment amounts, dates, or IDs. If accounting entries have not been created, you can change identifying information for the payment.
Applied	The payment has been applied, and either accounting entries were created online or the payment is set to post on the Worksheet Action page. If any payment in a deposit has this status, you cannot change any deposit or payment information.
Complete	The Receivable Update process has successfully posted the payment. After a payment has been marked *Complete,* you can only inquire on it. To change it, you must unpost the payment group.

Prerequisites

Before you enter payments, you must:

- Select a cash control method for each business unit.
- Set up the bank accounts for depositing payments.
- Define group types for payments.
- Define deposit types.
- Set up qualifiers for payment reference information.

See Also

Chapter 3, “Defining Receivables Business Units,” Defining Additional Accounting Options, page 42

Chapter 4, “Defining Receivables Processing Options,” Setting Up Group Types and Group Origins, page 101

Chapter 5, “Defining Additional Processing Options,” page 107

PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook, “Setting Up External, Internal, and Netting Accounts,” Defining External Account Information

Entering Regular Deposits

This section provides an overview of regular deposits and discusses how to:

1. Enter regular deposit totals.
2. Enter regular deposit payment information.
3. (Optional) Enter payment details for items.
4. Correct balancing errors.
5. (Optional) Delete a deposit.

Understanding Regular Deposits

Use a regular deposit when you have customer information but lack item IDs. After you create the deposit, you must apply the payments using the payment worksheet or the Payment Predictor process.

You can change deposit information until one of these events occurs:

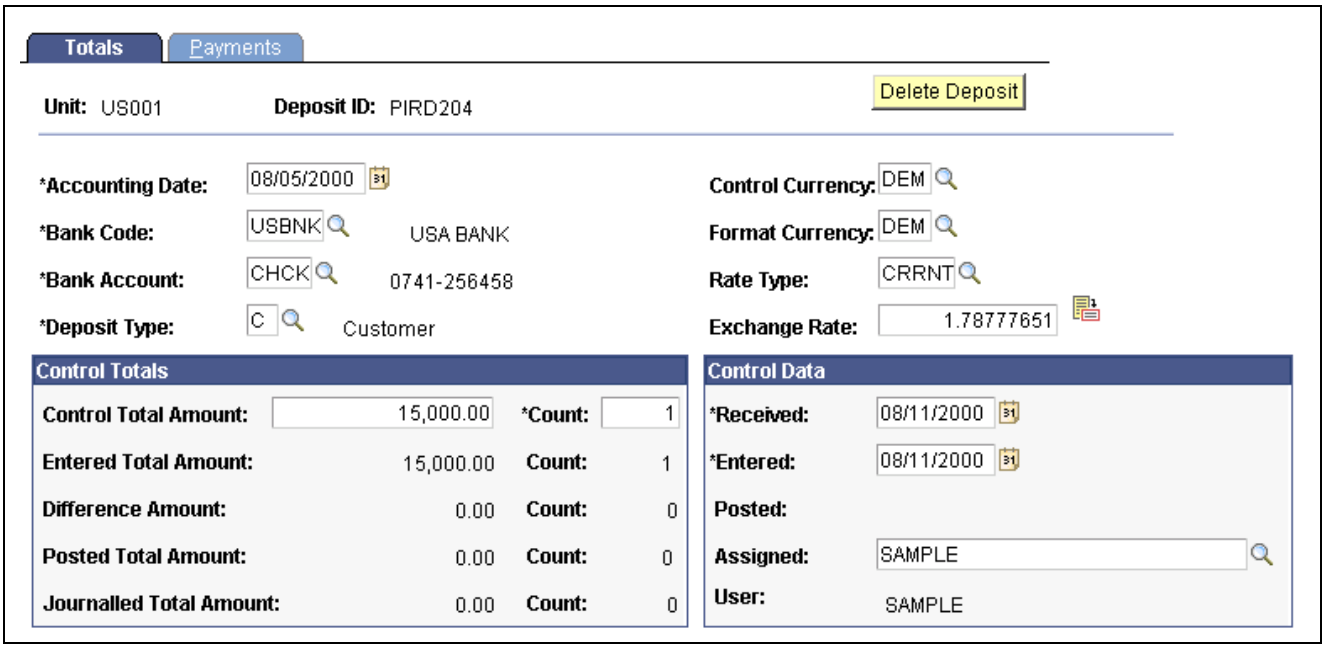
- A payment in the deposit is applied or has a saved worksheet.
- Accounting entries for directly journalled payments have been completed.
- The Journal Generator Application Engine process (FS_JGEN) has processed cash control accounting entries.

Pages Used to Enter Regular Deposits

Page Name	Object Name	Navigation	Usage
Regular Deposit - Totals	PAYMENT_DATA1	• Accounts Receivable, Payments, Online Payments, Regular Deposit, Totals • Accounts Receivable, Payments, Online Payments, Regular Deposit Balancing, Totals	Enter information and control totals for a new deposit, or delete a deposit. The Totals page is unavailable if the deposit has been reconciled with a bank statement.
Regular Deposit - Payments	PAYMENT_DATA2	• Accounts Receivable, Payments, Online Payments, Regular Deposit, Payments • Accounts Receivable, Payments, Online Payments, Regular Deposit Balancing, Payments	Enter details about each payment in a regular deposit.
Detail Reference Information	PAYMENT_REF_DETAIL	Click the Detail References link on the Regular Deposit - Payments.	Enter the items to which you are applying the payment. Also, create deductions, pay or write off all or part of an item, create on-account payments or prepayments.
Regular Deposit Balancing - Action	PAYMENT_DATA3	Accounts Receivable, Payments, Online Payments, Regular Deposit Balancing, Action	Select an action to save the deposit or delete the deposit.
All Deposits	DEPOSIT_STATUS	Accounts Receivable, Payments, Review Payments, All Deposits, All Deposits	View details about one specific deposit ID (including control totals and status) or scan all deposits, one at a time.
Incomplete Deposits	DEPOSIT_INCOMPLETE	Accounts Receivable, Payments, Review Payments, Incomplete Deposits, Incomplete Deposits	View posted and unposted deposits that are not yet completely processed. You can see the payment amount for the deposit that is still in process, summarize out-of-balance deposits (only), or view the list of incomplete deposits by user.

Entering Regular Deposit Totals

Access the Regular Deposit - Totals page.



Regular Deposit - Totals page

Accounting Date Enter the accounting date for each payment and for all pending items created from the payment. You can override the date on the Regular Deposit - Payments page. The system validates the accounting date to make sure it falls within the open period for the business unit and transaction type as defined on the Open Period page for the business unit.

Deposit Type Displays the default deposit type for the bank account that you defined on the External Accounts - Account Information page. Override the value if needed.

Control Currency Enter a currency code if the same currency is used for all of the payments.

Note. Specifying a control currency at the deposit level is optional. If you enter currency at this level, all payments in the deposit must then have this same currency. To take advantage of multicurrency processing, leave control currency blank and specify currency at the *payment* level. The next page in this component, Payments, enables you to enter a different currency for each payment in the deposit.

Format Currency Select the display currency.

Rate Type and **Exchange Rate** If you enter a control currency, you can adjust these fields as needed.

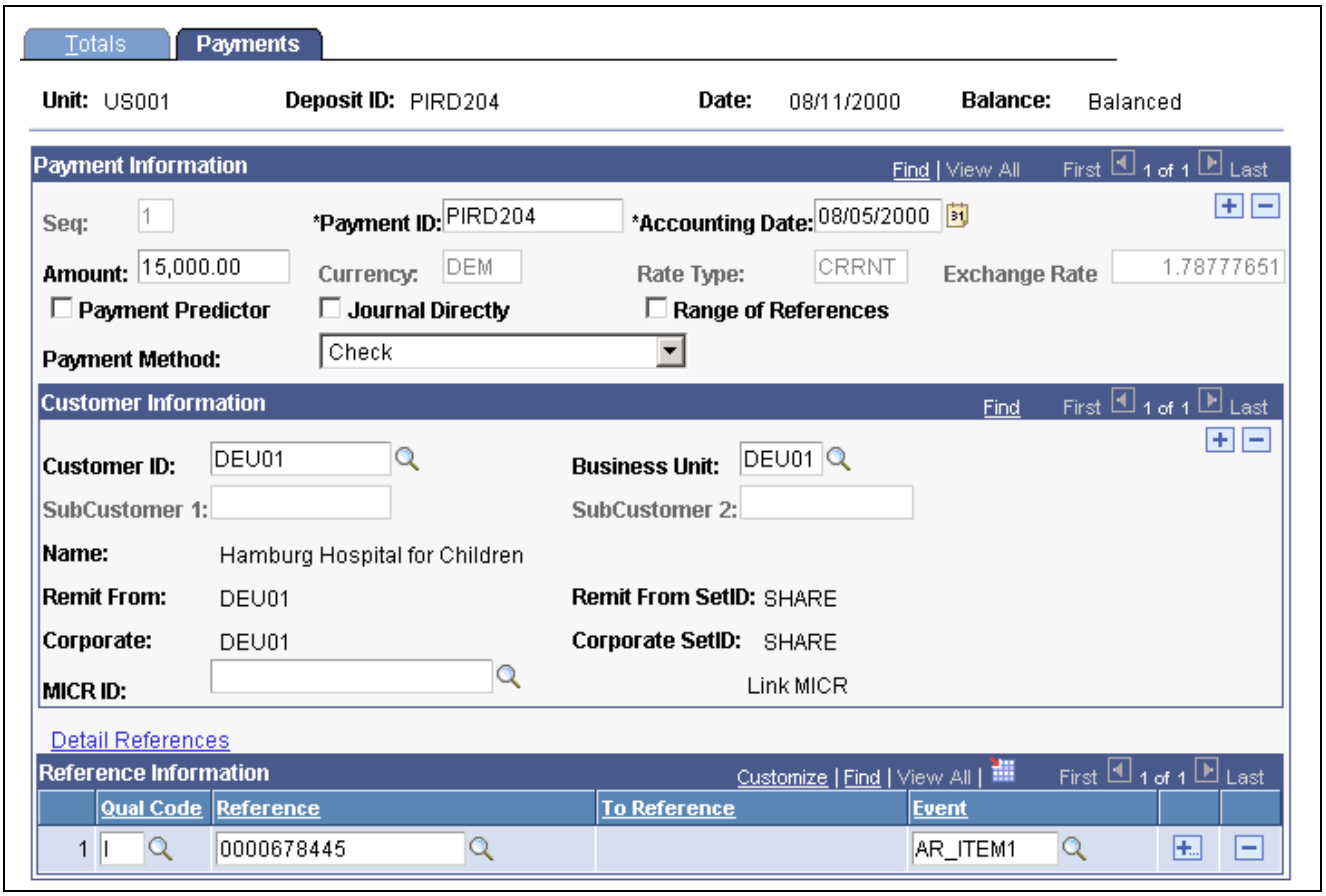
Realized gain and loss calculations are not affected by changing the rate type or exchange rate on the deposit or payment pages. The appropriate way to change the exchange rate for the realized gain and loss calculations is to change the market rate. The exception to this is when the base currencies of the item and payment are the same and when the entry currencies of the item and payment are the same.

Click the Exchange Rate Detail button to access a page where you can view or modify the exchange rate.

Control Total Amount	Enter the control totals for the amount and count of the payments in this deposit. You can have a zero-total deposit if the payment amounts offset each other.
Entered Total Amount and **Difference Amount**	These fields display the amount and count of the payments that you have entered and the difference between the payments entered and the control totals. If the control and entered totals and count are not the same, you cannot apply any of the payments. Balancing these control totals is a necessary first step in payment application.
Posted Total Amount and **Journalled Total Amount**	These fields display the amount and count of payments that are applied and posted, or directly journalled.
Received and **Entered**	Enter the date when either the bank or your company received the payment. Because of normal processing delays, this date may be different from the entered date.
User	Displays the user ID of the individual assigned to the deposit. If you received an electronic deposit, the Payment Loader process (AR_PAYLOAD) assigns the user ID of the individual who created the run control ID for the process. If another user modifies the deposit in the Regular Deposit component (PAYMENT_ENTRY), the system automatically changes the user ID to that person's user ID.

Entering Regular Deposit Payment Information

Access the Regular Deposit - Payments page.



Regular Deposit - Payments page

The more information you can provide on this page, the easier it will be to work with the payment worksheet.

Balance Displays the status for the deposit. When the amount total and number of entered payments equals the control amount and count from the Regular Deposit - Totals page, the status changes from *Not Balanced* to *Balanced.* The total amount of all the payments in the deposit must match the control totals on the Regular Deposit - Totals page before you can create a payment worksheet.

Payment Information

You cannot update payment information for a deposit that has been reconciled with a bank statement.

Seq (sequence) Displays the sequence number for each payment. When you enter a payment ID, the system assigns the next number to the payment so you can track the order in which payments are entered.

Payment ID Enter the check number or other identifying number.

Accounting Date Displays the payment date, using the accounting date on the Totals page as the default. The system validates the payment date to make sure that the date falls within the open period for the business unit and transaction type as defined on the Open Periods page for the business unit. The payment date may be different from the deposit date, if you use the postmark date from checks. The payment date affects earned discounts, so it's important that it is accurate.

Amount Enter the amount for this payment.

Payment Predictor Select this check box to use the Payment Predictor process to apply this payment. The bank account governs the default setting for this check box. If a worksheet already exists for this payment, this check box is unavailable.

Note. If you receive payments for vendor rebate claims or claimback items interfaced from Purchasing or Order Management, you do not select this option. You must manually apply the payments on the payment worksheet to indicate the base and VAT amounts for each item.

Journal Directly Select if a payment should be handled as miscellaneous cash received rather than applied to items. Payments to be directly journalled cannot be processed in payment worksheets and do not go through the Receivable Update process.

Range of References Select to identify an item by a range of numbers. Enter reference values in the Reference Information group box.

Payment Method Select *Check, Electronic Funds Transfer,* or *Giro - EFT.* Use *Giro - EFT* in the Netherlands if you print invoices, statements, or dunning letters with the acceptgiro attachment and the payment is for one of these bills. The system populates this field as follows:

1. Uses the payment method for the deposit type with the same setID as the deposit business unit.
2. Uses the payment method specified in the Receivables Options - Payables Options page for the setID of the deposit business unit.
3. Uses *CHK*.

If the payment method is *Cash,* the deposit was entered as a cash drawer receipt for a counter sale. In this case, all payments in the deposit are cash payments, and you cannot change the payment method. Also, you cannot add any payments to the deposit. The only information you can change for cash payments is the reference information.

Note. If you enter deposits online, the cash payment method is not available.

Customer Information

Customer information is optional. However, the more information you can provide, the easier it is to use the payment worksheet.

Customer ID and **MICR ID** (magnetic ink character recognition ID) Enter a customer ID or a MICR ID to identify a customer. The system then automatically displays other information about the customer.

Note. If you selected the Track Direct Journal Customer check box on the Installation Options - Receivables page, the Cust ID field is available for direct journal payments so that you can associate a customer with the payment. The payment does not update the customer balance. This enables you to use the Direct Journal inquiry page to review all direct journal payments for a customer. The field is available for all normal payments.

SubCustomer 1 and **SubCustomer 2** Displays the default subcustomers qualifiers for the customer that you entered on the Miscellaneous General Info page. Override the values if needed. You use the subcustomer qualifiers as filter criteria for payments on some inquiry

page. If subcustomer qualifiers are not enabled for the customer, these fields are not available.

Link MICR Click to access a page where you can link the MICR ID to the remit from customer. If you enter a MICR ID that has not been associated with a customer, no customer information appears.

Reference Information

Enter information that ties this payment to specific items. You can use part of the name plus a wildcard of *%* as long as you provide the beginning letters or numbers. For example, enter a purchase order (PO) number of *24%* here and later use the *Like Match* option on the Worksheet Selection page. The worksheet will contain all items having PO numbers beginning with 24, but will not include a PO number of *x*24*x*.

Qual Code (qualifier code) Select the type of reference information to use to identify the items, such as document, purchase order, or bills of lading.

Reference (reference value) and **To Reference** (to reference value) Enter a reference number to identify an item, or enter a range of reference numbers. To enter a range, select the Range of References check box in the Payment Information scroll area. The To Reference Value field must always be greater than the Reference Value.

Note. The references (#REFS) Payment Predictor algorithm group does not support a range of references. To use a range of references for a particular payment and have the Payment Predictor process apply that payment, create algorithms specifically for your environment or database platform.

Detail References Click to open the Detail Reference Information page, where you create deductions, pay or write off all or part of an item, and create on-account payments or prepayments. This page functions like a worksheet; it enables you to list the items to which you are applying the payment and enter the appropriate entry type for each item.

Entering Payment Details for Items

Access the Detail Reference Information page.

The Detail Reference Information page for a regular deposit is similar to the Detail Reference Information page for the payment worksheet.

See Also

Chapter 21, “Applying Payments,” Enter Item References for the Payment, page 529

Correcting Balancing Errors

A deposit is out of balance when the number of entered payments does not match the control number or the total amount of entered payments does not equal the deposit control amount. You can see that a deposit is out of balance because the *Not Balanced* message appears on the regular deposit entry pages. Another indication of an out-of-balance deposit is that the Worksheet Selection page is unavailable when you try to build a worksheet for a payment in the deposit.

Do the following to correct errors on regular deposits:

- Adjust regular deposit totals.

- Adjust payment information.
- Delete a deposit.

The pages that you use to correct regular deposit balancing errors are identical to those that you use to enter regular deposits. However the navigation is different. You use the Regular Deposit Balancing component (BALANCING) to correct balancing errors.

The pages work the same as when you enter deposits and payments, but only out-of-balance deposits are available for you to select. When you use pages for balancing errors, you can change any of the information associated with a deposit or payment.

Deleting a Deposit

Access the Regular Deposit - Totals page.

Click the Delete Deposit button.

Entering Express Deposits

This section provides an overview of express deposits and discusses how to:

1. Enter express deposit totals.
2. Enter and apply payments with express deposit.
3. Select an express deposit action.
4. Correct express deposit balancing errors.

Understanding Express Deposits

If you have an item ID, use express deposit so that you can enter deposits and apply payments at the same time. You do not need customer information to use an express deposit.

If you do not have an item ID but have a customer ID, a reference number, an amount, or only a business unit, you must use a payment worksheet to apply the payment.

You can use express deposits to enter deposits and apply payments, as long as these conditions are met:

- The item currency and the base currency of the payment must be the same.
- You do not need to journal payments directly.
- You need only limited handling of discounts.
- You will post the deposit in a standard run of the Receivable Update process.

Pages Used to Enter Express Deposits

Page Name	Object Name	Navigation	Usage
Express Deposit - Totals	PAYMENT_EXPRESS1	• Accounts Receivable, Payments, Online Payments, Express Deposit, Totals • Accounts Receivable, Payments, Online Payments, Express Deposit Balancing, Totals	Enter information and control totals for a new deposit.
Express Deposit - Payments	PAYMENT_EXPRESS2	• Accounts Receivable, Payments, Online Payments, Express Deposit, Payments • Accounts Receivable, Payments, Online Payments, Express Deposit Balancing, Payments	Enter and apply payments with item IDs in a deposit after you enter the deposit control totals.
Express Deposit - Action	PAYMENT_EXPRESS3	• Accounts Receivable, Payments, Online Payments, Express Deposit, Action • Accounts Receivable, Payments, Online Payments, Express Deposit Balancing, Action	Post a deposit (provided that you entered and saved payments on the Express Deposit - Payments page), review accounting entries, create worksheets for incompletely applied payments, clear worksheets, or permanently delete the entire deposit so you can start over.
Express Deposit - Accounting Entries	GROUP_ENTRY3	Click the Create/Edit button on the Express Deposit - Action page.	Review and modify accounting entries for payments in an express deposit.

Entering Express Deposit Totals

Access the Express Deposit - Totals page.

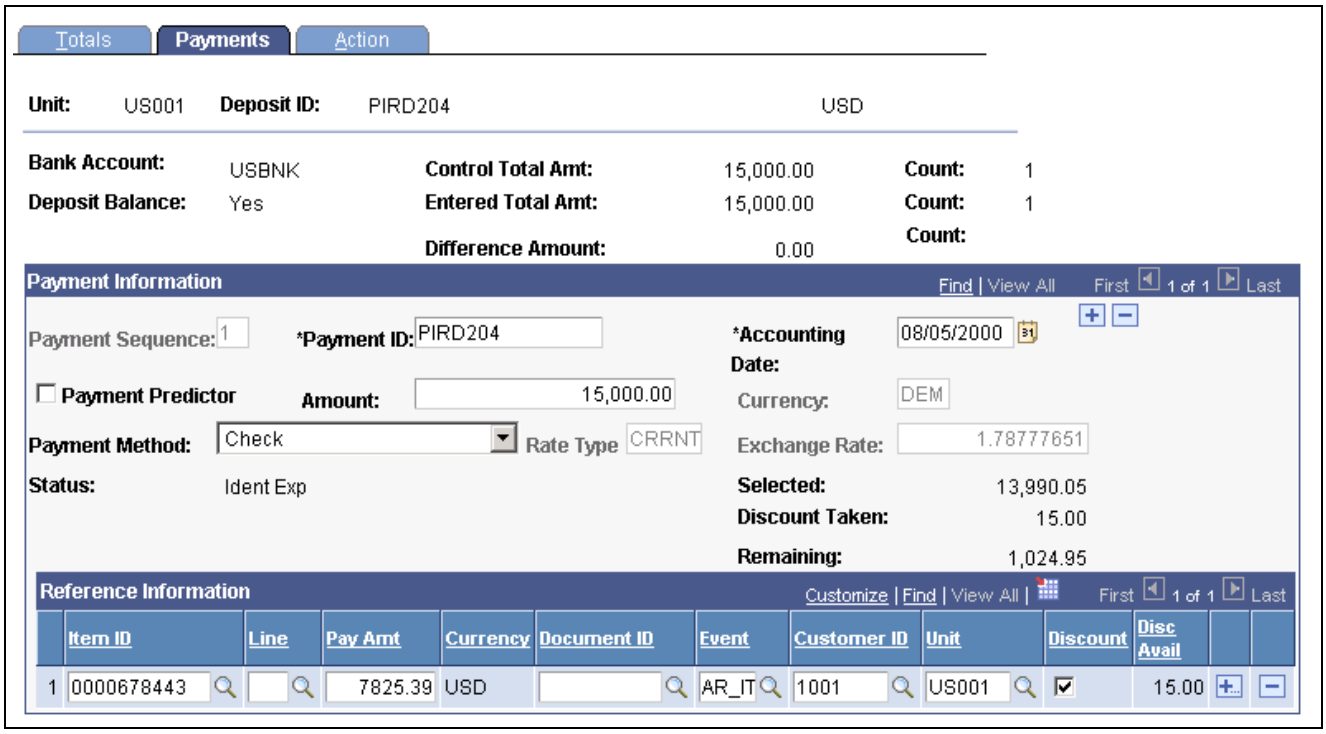
This page is identical to the Regular Deposit - Totals page.

See Also

Chapter 19, “Entering Payments,” Entering Regular Deposit Totals, page 472

Entering and Applying Payments with Express Deposit

Access the Express Deposit - Payments page.



Express Deposit - Payments page

Deposit Balance Displays the deposit status, when the amount total and number of entered payments equals the control amount and count from the Express Deposit - Totals page, the status changes from *No* to *Yes*.

Control Total Amt (control total amount) Displays the control totals entered on the Express Deposit - Totals page.

Entered Total Amt (entered total amount) and **Difference Amount** Displays the amount of the payments that you have entered and the difference between the payments entered and the control totals. If the control and entered totals are not the same, you cannot apply any of the payments. Balancing these control totals is a necessary first step in payment application.

Payment Information

You can update payment information only for deposits that have been reconciled with a bank statement.

Payment Sequence When you enter a payment ID, the system assigns the next number to the payment so you can track the order in which they were entered.

Payment ID Enter the check number or other identifying number.

Accounting Date Displays the payment date using the accounting date on the Totals page as the default. The system validates the payment date to make sure it falls within the open period for the business unit and transaction type as defined on the Open Periods page for the business unit. The payment date may be different from the deposit date if you use the postmark date from checks. The payment date affects earned discounts, so it must be accurate.

Payment Predictor Select to use the Payment Predictor process to process a payment. This setting may override a default setting at the customer level. If a worksheet already exists for this payment, the check box is clear, and you cannot select it.

Note. If you receive payments for vendor rebate claims or claimback items interfaced from Purchasing or Order Management, you do not select this option. You must manually apply the payments on the payment worksheet to indicate the base and VAT amounts for each item.

Amount Enter the amount for the individual payment.

Payment Method Select *Check* or *Electronic Funds Transfer*. The system uses the default payment method from the deposit type or business unit on the Receivables Options page. You can override the default payment method only for individual payments. If the Payment Method field is left blank, the payment method is assigned as follows:

1. Obtain the payment method for the deposit type using the setID of the deposit business unit.
2. Obtain the payment method specified in the Receivables Options page for the setID of the deposit business unit.
3. If the payment method is not available from Receivables Options page, assign *CHK* as the deposit type.

If the payment method is *Cash,* the deposit was entered as a cash drawer receipt for a counter sale. In this case, all payments in the deposit are cash payments, and you cannot change the payment method. Also, you cannot add any payments to the deposit. The only information you can change for cash payments is the reference information.

Note. If you enter deposits online, the cash payment method is not available.

Selected Displays the total amount of payments applied to items.

Discount Taken Displays the total amount of discount taken on the items.

Remaining Displays the total amount of the payment remaining after applying items to the payment. This amount reflects discounts taken.

Reference Information

Item ID Enter the ID of the item that you want to pay. When you provide an item ID, the system displays the item's payment amount. You can override this amount to create a partial payment. The system displays a value in the Cust (customer) or Unit fields unless an item ID references more than one item. If the system finds more than one item for the item and item line that you entered, it populates only the item ID.

Discount Select for an earned discount. The check box is selected by default if the discount is earned. The check box is cleared if the discount is unearned. If you want to take an unearned discount, you must create a payment worksheet.

Disc Avail (discount available) Displays the amount available for an earned discount.

If you cannot completely apply a payment on this page, use a payment worksheet to apply prepayments, deductions, adjustments, on-account payments, and write-offs as needed.

Selecting an Express Deposit Action

Access the Express Deposit - Action page.

Deposit Balance Displays the status for the deposit. It must be *Balanced* before you can set the deposit to post.

Status Displays the posting action for the deposit. Values are *No Action* (deposit not ready to post) or *Standard* (deposit has been set to post).

Posting Actions

Select a posting action for the payments.

Do Not Post Click to save the changes to the payments. Use this option to change the posting option for payments set to *Standard* if the payments have not been processed yet.

Batch Standard Click to run the Receivable Update process the next time that a standard scheduled batch jobs runs. This might occur once a day depending on how often the organization schedules standard jobs.

Note. When you post express deposits, you post individual payments, not a group of all payments in the deposit. A payment group is always one payment when cash application is done in express deposit.

Worksheet Actions

Build Click to create one worksheet for every payment in the deposit. The system indicates the number of worksheets created.

Note. Instead of using the Build button, you can use the worksheet menu options to create one worksheet at a time.

Delete Click to delete the payment group that was created without deleting the entire deposit. If you accidentally select the wrong action, select Delete Worksheet on the Worksheet Action page to delete the worksheets, but retain the express deposit information that you entered.

Accounting Entry Actions

Create/Edit Click to create accounting entries online for all applied payments in the deposit, as long as the deposit is in balance. The system accesses the Accounting Entries page where you can review and modify accounting entries. The payment status is set to *Worksheet.* You must return to the Action page to set the group to post.

Normally you let the Receivable Update process create accounting entries. You only need to create accounting entries online when you must review them right away.

Deposit Actions

Delete Click to delete the entire deposit. If you entered and saved payments on the Express Deposit - Payments page, use this option only if you want to permanently delete the entire deposit.

Correcting Express Deposit Balancing Errors

A deposit is out of balance when either the number of entered payments does not match the control number or the total amount of entered payments does not equal the deposit control amount. You may recognize an out-of-balance deposit either by the *Not Balanced* message on the express deposit entry pages or because the Worksheet Selection page is not available when you try to build a worksheet for one of the payments in a deposit.

Here's how you correct errors on express deposits:

1. Adjust express deposit totals.
2. Adjust payment information.
3. Delete the deposit as needed.

The pages that you use to correct express deposit balancing errors are identical to the pages that you use to enter express deposits. However, you use a different navigation path to access the pages for balancing errors. You use the Express Deposit Balancing component (EXP_BALANCE).

The pages work the same as when you enter deposits and payments, but only out-of-balance deposits are available for you to select. When you use pages for balancing errors, you can change any of the information associated with a deposit or payment.

Creating Cash Control Accounting Entries

This section provides an overview of cash control accounting and discusses how to:

1. Run the Cash Control Application Engine process (AR_CSH_CNTL).
2. Review cash control accounting entries.

Understanding Cash Control Accounting

Cash control accounting ensures that the general ledger reflects cash as soon as you receive it or reconcile it on a bank statement; you do not have to apply the cash for it to appear in the general ledger.

You implement cash control accounting at the bank level. The PeopleSoft system provides two options for cash control accounting:

- Standard cash clearing.

  Use this option to create cash control accounting entries only.

- Deposit in transit.

  Use this option to create deposit-in-transit and cash control accounting entries if you reconcile your bank statements online.

The deposit-in-transit accounting entries record payments that are not deposited in your bank account and have not been reconciled on a bank statement.

Standard Cash Clearing

To set up standard cash clearing for a bank account, select the Cash Clearing check box on the External Accounts page and enter the ChartField values for the Cash - AR and Dep - AR (cash control) account types.

Also, specify the cash control method for each deposit business unit on the Receivables Definition - Accounting Options 2 page. The options are:

Bank Reconciliation Creates the cash control entry that debits cash when the payment is reconciled on a bank statement or when you run the Cash Control process. This method requires an additional run of the Bank Stmt Processing (bank statement process) Application Engine process (AR_BNKSTMT) when using automated reconciliation with statements transmitted by EDI.

Payment Entry Creates the cash control entry that debits cash when the payment is received.

Note. If you select *None* for the cash control method, the system always debits the Cash account and credits the Receivables account when you apply the payment and does not create cash control lines.

This table shows the accounting entries that the system generates for each event if the cash control method is *Bank Reconciliation:*

Event	Debit	Credit
Payment entry	Not Applicable	Not Applicable
Bank statement processing or cash control processing	Cash	Deposit - AR (cash control)
Payment application	Deposit - AR (cash control)	Receivables

If the Payment Loader or Bank Stmt Processing (bank statement processing) process did not create cash control accounting entries, you must run the Cash Control process to create them. You normally run this process if you have a duplicate or out of balance deposit or if you did not have a cash control account set up when you ran the Payment Loader or Bank Stmt Processing processes. If the cash control method for the deposit business unit is *Bank Reconciliation,* the Cash Control process processes only payments that have been reconciled.

This table shows the accounting entries that the system generates for each event if the cash control method is *Payment Entry:*

Event	Debit	Credit
Payment entry	Cash	Deposit - AR (cash control)
Cash Control process run	Not Applicable	Not Applicable
Payment application	Deposit - AR (cash control)	Receivables

If the cash control method is *Payment Entry,* the system automatically creates cash control accounting entries when you save a deposit or receive payments electronically from a bank account designated for cash control. All payments except those earmarked to be directly journalled are affected. If you change deposit or payment information, the system updates the accounting entries to reflect your changes.

Deposits in Transit

To set up deposit-in-transit transactions for a bank account, select the Cash Clearing and Dep in Transit (deposit in transit) check boxes on the External Accounts page and enter the ChartField values for the Cash - AR, Dep - AR (cash control), and DIT - AR (deposit in transit) account types.

Also, select *Bank Reconciliation* for the cash control method for each deposit business unit on the Receivables Definition - Accounting Options 2 page.

The process flow to generate deposit-in-transit accounting entries is:

1. Enter payments online or electronically.
2. Add bank statement information online or electronically.
3. Reconcile the bank statement.
4. Run the Cash Control process.
5. Apply the payment.
6. Post the payment.

This table shows the accounting entries that the system generates for each event if you enabled deposits in transit for a bank account and the cash control method is bank reconciliation:

Event	Debit	Credit
Payment entry	Deposit in Transit - AR	Deposit - AR (cash control)
Cash control processing	Cash	Deposit in Transit - AR
Payment application	Deposit - AR (cash control)	Receivables

If you set up deposits in transit for a bank account and select *Bank Reconciliation* for the cash control method for a deposit business unit, the system also generates additional accounting entries for direct journal payments.

The process flow for direct journal payments when you enable the deposit-in-transit option is:

1. Enter the payment using the Regular Deposit component.
2. Create the accounting entries for the direct journal payment.
3. Add bank statement information online or electronically.
4. Reconcile the bank statement.
5. Run the Cash Control process.

This table shows the accounting entries for direct journal payments that the system generates for each event if you enabled deposits in transit for a bank account and the cash control method is bank reconciliation:

Event	Debit	Credit
Create direct journal accounting entries	Deposit in Transit - AR	User-Defined Revenue
Cash control processing	Cash	Deposit in Transit - AR

See Also

Chapter 3, "Defining Receivables Business Units," Defining Additional Accounting Options, page 42

Chapter 20, "Receiving Payments Electronically," page 495

Chapter 21, "Applying Payments," page 519

PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook, "Setting Up External, Internal, and Netting Accounts," Defining External Account Information

PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook, "Receiving and Updating Bank Statements"

PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook, "Reconciling Statements"

Pages Used to Create Cash Control Accounting Entries

Page Name	Object Name	Navigation	Usage
Cash Control	CASHCNTL_REQUEST	Accounts Receivable, Payments, Cash Control Entries, Create Accounting Entries, Cash Control	Run the Cash Control process to create cash control accounting entries.
Cash Control Payments	CASH_CNTRL_DST	Accounts Receivable, Payments, Cash Control Entries, Review Accounting Entries, Cash Control Payments	Review cash control accounting entries. **Note.** If you need to delete the cash control accounting entries for a deposit, you must delete the entire deposit using the Regular Deposit component (PAYMENT_ENTRY) or Express Deposit component (PAYMENT_EXPRESS).

Running the Cash Control Application Engine Process

Access the Cash Control page.

Deposit Unit Enter the business unit for the payments that you want to deposit.

Deposit ID Enter a deposit ID to limit the processing to specific deposits.

Payment Sequence Enter a payment sequence number to limit the processing to specific payments.

If you want to include business units, deposit IDs, and payment sequence numbers that begin or end with the same characters or numbers, use the % wildcard. For example, if you enter *6%,* the list includes all deposits that begin with 6, such as 6877 and 6789.

Reviewing Cash Control Accounting Entries

Access the Cash Control Payments page.

Click the tabs to view more details.

CR Amt (credit amount) and **DR Amt** (debit amount)

If the system displays the debits and credits separately, the Credit Amount and Debit Amount fields display the amounts in the base currency of the business unit.

If you enabled the Display Debit/Credit Amounts in Subsystems option on the User Preferences - Overall Preferences page, the debit amount or the credit amount and currency appear for each accounting line. Otherwise, the Line Amount field appears for each line.

Note. If the system displays separate debits and credits, a negative amount indicates an unpost transaction. Otherwise, negative amounts indicate a credit to the account, and positive amounts indicate a debit to the account.

Journalling Payments Directly to the General Ledger

This section provides an overview of direct journal payments and discusses how to:

1. Select a payment for direct journalling.
2. Create or correct accounting entries for the payment.
3. Review completed payments and mark them to be corrected.
4. Run the Journal Generator process (FS_JGEN).

See Also

Chapter 19, "Entering Payments," Entering Regular Deposits, page 471

Understanding Direct Journal Payments

Payments that do not correspond to items can bypass the cash application process. Such payments are often called *miscellaneous cash receipts* or *non-AR cash.* In the PeopleSoft system, they are referred to as *directly journalled payments* because you can create accounting entries for them without applying them to any item.

If you create a regular deposit and journal the cash directly to the general ledger and need to reverse the journal entry, you can enter a negative payment in the Regular Deposit component (PAYMENT_ENTRY) and then journal that payment to the general ledger.

Common Elements Used in This Section

Click the Budget Check button to run the Budget Processor Application Engine process (FS_BP).

Click the Budget Check Options button to bypass a budget-checking error.

Click the Document Sequencing button to enter document-sequencing information.

Pages Used to Journal Payments Directly to the General Ledger

Page Name	Object Name	Navigation	Usage
Regular Deposit - Payments	PAYMENT_DATA2	Accounts Receivable, Payments, Online Payments, Regular Deposit, Payments	Provide detailed information for each payment in a regular deposit and flag payments for direct journalling.
Accounting Entries	PAYMENT_MISC_DST	Accounts Receivable, Payments, Direct Journal Payments, Create Accounting Entries, Accounting Entries	Create or change accounting entries for payments that are to be journalled directly. If you use the Commitment Control option, use it to run the Budget Processor process. **Note.** You can view only accounting entries that are not marked as complete.
Directly Journalled Payments	PAYMENT_MISC_DST_I	Accounts Receivable, Payments, Direct Journal Payments, Modify Accounting Entries, Directly Journalled Payments	Review directly journalled payments that have been marked Complete. Also, change the *Complete* status to *Incomplete.* You can run the Budget Processor process to budget-check direct journal payments.
Commitment Control	KK_EXCPTN_OVER_SEC	Click the Budget Check Options button on either the Direct Journal Entry - Accounting Entries page or the Directly Journalled Payments page.	Bypass budget checking for the transaction. Also view details about a commitment control transaction, such as the source transaction type and the amount type for the journal.
Journal Generator Request	JRNL_GEN_REQUEST	General Ledger, Journals, Subsystem Journals, Generate Journals, Journal Generator Request	Initiate journal generator processing.

Selecting Payments for Direct Journalling

Access the Regular Deposit - Payments page.

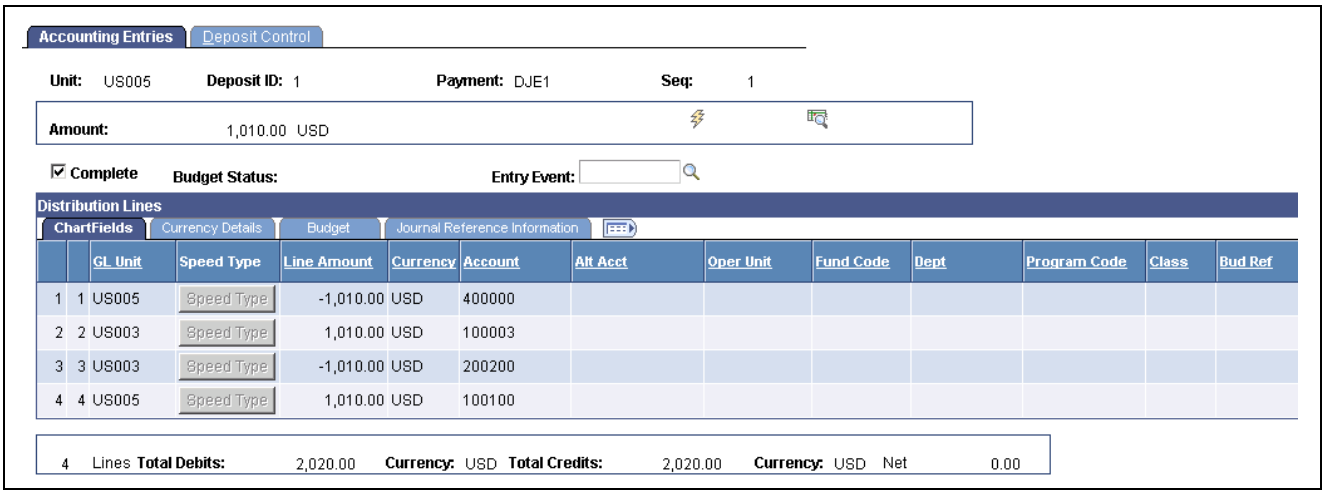
Journal Directly Select to create direct journal payments only for the payment.

Customer ID Enter a customer ID to associate the direct journal payment with a customer. If you enter a customer ID, you can inquire on the direct journal payment by using a customer ID.

Note. This field is available only if you selected the Track Direct Journal Customer check box on the Installation Options - Receivables page. The payment does not update the customer balance.

Creating Accounting Entries for Direct Journal Payments

Access the Accounting Entries page.



Accounting Entries page

Click the Create button to create the cash line for a direct journal payment.

Click the Delete button to delete journal lines.

This section discusses how to:

1. Create accounting entries.
2. Budget-check the entries.
3. Resolve any budget-checking errors.

Creating the Accounting Entries

To create accounting entries:

1. Enter ChartField values for the revenue line.

   Note. If you set up speed types for ChartFields, click the Speed Type button and select a speed type code. The system automatically populates the General Ledger ChartField values defined by the speed type.

2. In the Line Amount field, enter the credit amount for the revenue account.

   Note. If you are journalling a negative payment, enter a debit amount.

3. Click the Create button to create the line that records the cash.

The system populates the ChartField values using either the *AR - Cash* or *DIT - Cash* ChartFields that you defined for the bank account on the External Accounts page. It uses the DIT - AR ChartFields only if you selected the Dep in Transit check box for the bank account.

The system calls the Centralized Inter/IntraUnit Application Engine process (IU_PROCESSOR) to create intraunit accounting entries if you enabled ChartField balancing for the ledger group and interunit accounting entries, and if you are journalling the cash to a different business unit than the deposit business unit.

Note. After you create the cash line, you cannot change the ChartField values or amounts. To change this information, click the Delete button. The system deletes the cash line and makes the revenue ChartField values available to edit.

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4. (Optional) If you enabled the Entry Event feature, enter the Entry Event code used to generate supplemental accounting entries.
5. (Optional) If you enabled the Document-Sequencing feature for the General Ledger business unit, click the Document Sequencing button for each line to enter document-sequencing information.
6. After you enter all of the accounting lines and they are in balance, click the Complete check box.
7. Verify the edit status on the ChartFields tab.

   The status can be:

Not Edited	You have not saved the entries.
Errors	You saved the entries, but the system did not create them because they are in error.
Complete	You created valid accounting entries.

   If the entry has an error, correct the error and click the Complete check box again. If you receive a combination edit error, you must either change the ChartField combination or modify the combination edit rules. If you receive a ChartField configuration editing error message after you mark the entries complete, you must correct the error before you save the direct journal. If you receive a warning message, you can save the direct journal without making corrections.

Note. If you must change the accounting entries after you save them and before you run the Journal Generator process, clear the Complete check box on the Directly Journalled Payments page. Then return to the Accounting Entries page to change the entries.

Budget-Checking the Entries

If you enabled the Commitment Control feature for Receivables and for the business unit, run the Budget Processor process after the accounting entries are complete. The process checks the control budget entries, updates the revenue estimate budget, and creates the commitment control journal lines.

To budget-check the entries:

1. Click the Budget Check button to run the Budget Processor process.

   The system displays a warning message if transactions passed budget checking but receive a warning status.

Note. You can also run the Budget Processor process for direct journal payments from the Directly Journalled Payments page or from the Budget Processor page.

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2. When the Budget Processor process is complete, verify the budget status for the entire payment and also for each line on the Budget tab.

   The status can be:

Error	The entry failed to pass budget checking.
Not Chk'd (not checked)	The Budget Processor process has not processed the entry.
Valid	The entry passed budget checking and the process created the journal line in the ledger.
Warning	The Budget Processor process issued a warning, which indicates that the control budget did not have sufficient funds. However, it passed budget checking because the commitment control option for the control budget is set to Tracking w/ Budget (tracking with budget) or Tracking w/o Budget (tracking without budget) on the Control Budget Options page. The control budget might also be over the budget amount, but less than the tolerance amount. This warning applies only to individual lines.

The default budget date is the accounting date for the current transaction. It is possible to change the budget date, but it is recommended that you do not.

Resolving Budget-Checking Errors

Transactions typically fail the budget-checking process because the amount of the source transactions exceeds the amount in the control budget. If this occurs, you have two options:

- Increase the revenue estimate budget amount.
- Flag the direct payment journal to bypass budget checking.

An entry could also fail because you provided a revenue account that is not in the revenue estimate budget.

To resolve budget-checking errors:

1. Do one of the following:
   - To bypass budget checking for entries in error, click the Budget Check Options button to open the Commitment Control page.

     Then select the Override Transaction check box.

     You must have authority to override budget checking.
   - If you entered an invalid revenue account, delete the accounting entries and enter them again using a different revenue account.
2. Run the Budget Processor process again.

See Also

Chapter 28, "Using Commitment Control Processing in Receivables," page 703

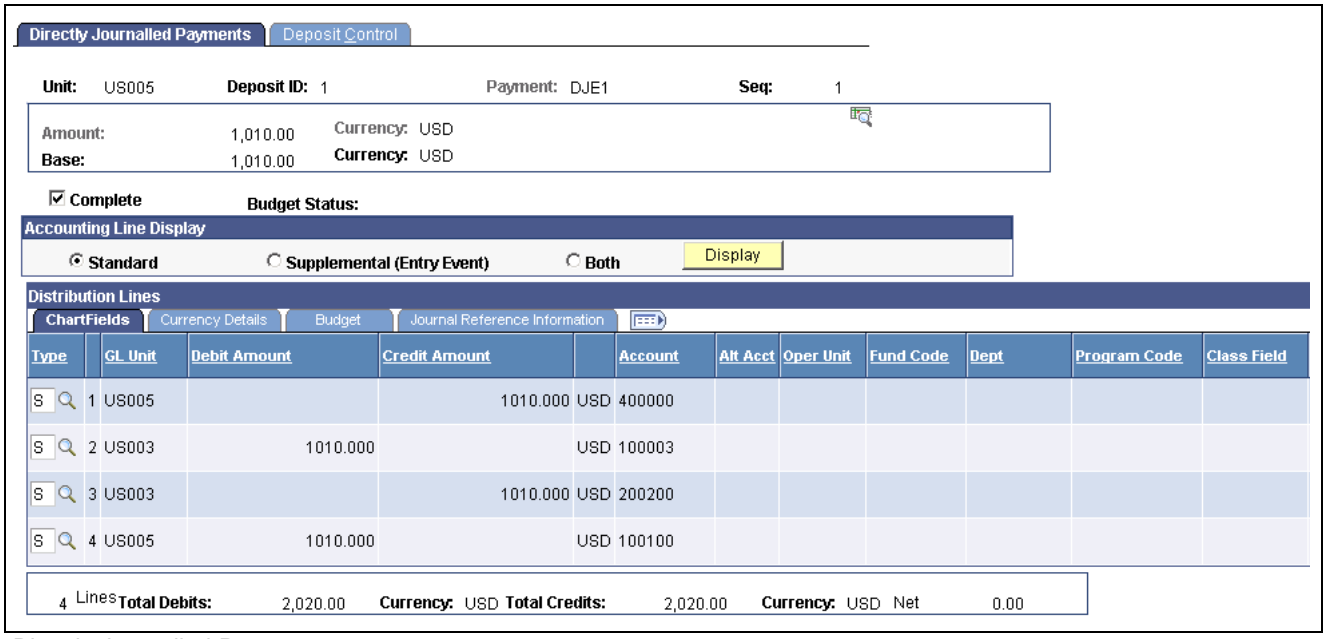
PeopleSoft Enterprise Commitment Control 8.9 PeopleBook, "Setting Up Basic Commitment Control Options," Enabling Commitment Control for Specific Applications

PeopleSoft Enterprise Commitment Control 8.9 PeopleBook, "Entering and Posting Commitment Control Budget Journals"

PeopleSoft Enterprise Commitment Control 8.9 PeopleBook, "Managing Budget Exceptions"

Reviewing Accounting Entries for Direct Journal Payments

Access the Directly Journalled Payments page.



Directly Journalled Payments page

This page is similar to the Accounting Entries page.

If you have not run the Budget Processor process and you have enabled commitment control for Receivables and the business unit, you can run it from this page and review the results.

If a budget entry fails because you provided a revenue account that is not in the revenue estimate budget, you need to delete the accounting entries and enter them again using a different revenue account.

Complete — Clear to delete and change the accounting entries for the payment. Then open the Accounting Entries page to make the changes.

Accounting Line Display — Specify the types of accounting entries that should appear and then click Display. Values are *Standard, Supplemental (Entry Event),* or *Both.* Supplemental accounting entries are available only if you entered an entry event code on the Accounting Entries page.

Type — Indicates the type of accounting entries:

S: Standard.

E: Supplemental

Credit Amount and **Debit Amount** — If the system displays the debits and credits separately, the Credit Amount and Debit Amount fields display the amounts in the base currency of the business unit.

If you selected the Display Separate Debit/Credit in Subsystem check box on the Operator Preferences - Overall page, the debit amount or the credit amount and currency appear for each accounting line. Otherwise, the Line Amount field appears for each line.

See Also

Chapter 19, "Entering Payments," Creating Accounting Entries for Direct Journal Payments, page 489

Reconciling Payments on a Bank Statement

When you receive a bank statement, you may reconcile payments by matching the amount of each payment or deposit received with the amount that was submitted to the bank. You can reconcile payments manually, or use the Bank Reconciliation Application Engine process (FSPRECON) to reconcile them.

The reconciliation rule that you use varies depending on the information that the bank provides. You should reconcile at the same level that the bank provides on the bank statement. If there is always one payment per deposit, the bank provides the deposit ID. In this case, use the PS_BNK_RCN_DEPOSIT rule. If there are multiple payments in a deposit, the bank provides the payment ID. In this case, use the PS_BNK_RCN_PAYMENT rule.

If you have cash payments received through the Load Cash Drawer Receipts process (CDR_LOADPMT), you must use the PS_BNK_RCN_DEPOSIT rule because all cash payments are sent to Receivables in one deposit and the payment-level detail is not available in the bank statements. In this case, you must set up separate bank accounts: one for cash deposits and one for other payment methods.

Important! If you have already applied the payment using the payment worksheet or the Payment Predictor process and run the Receivable Update process, use the PS_BNK_RCN_PAYMENT reconciliation rule.

See Also

PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook, "Setting Up Reconciliation"

PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook, "Reconciling Statements"

PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook, "Setting Up External, Internal, and Netting Accounts," Defining External Account Information

CHAPTER 20

Receiving Payments Electronically

This chapter provides an overview of electronic payment processing and discusses how to:

- Receive lockbox deposits.
- Use electronic banking to process payments.
- Use electronic data interchange (EDI) and split stream processing.
- Receive cash drawer payments.
- (JPN) Receive electronic funds transfer (EFT) payments.
- Check electronic payment errors.
- Correct errors.

See Also

Chapter 16, "Developing Interfaces for Electronic Payments," page 397

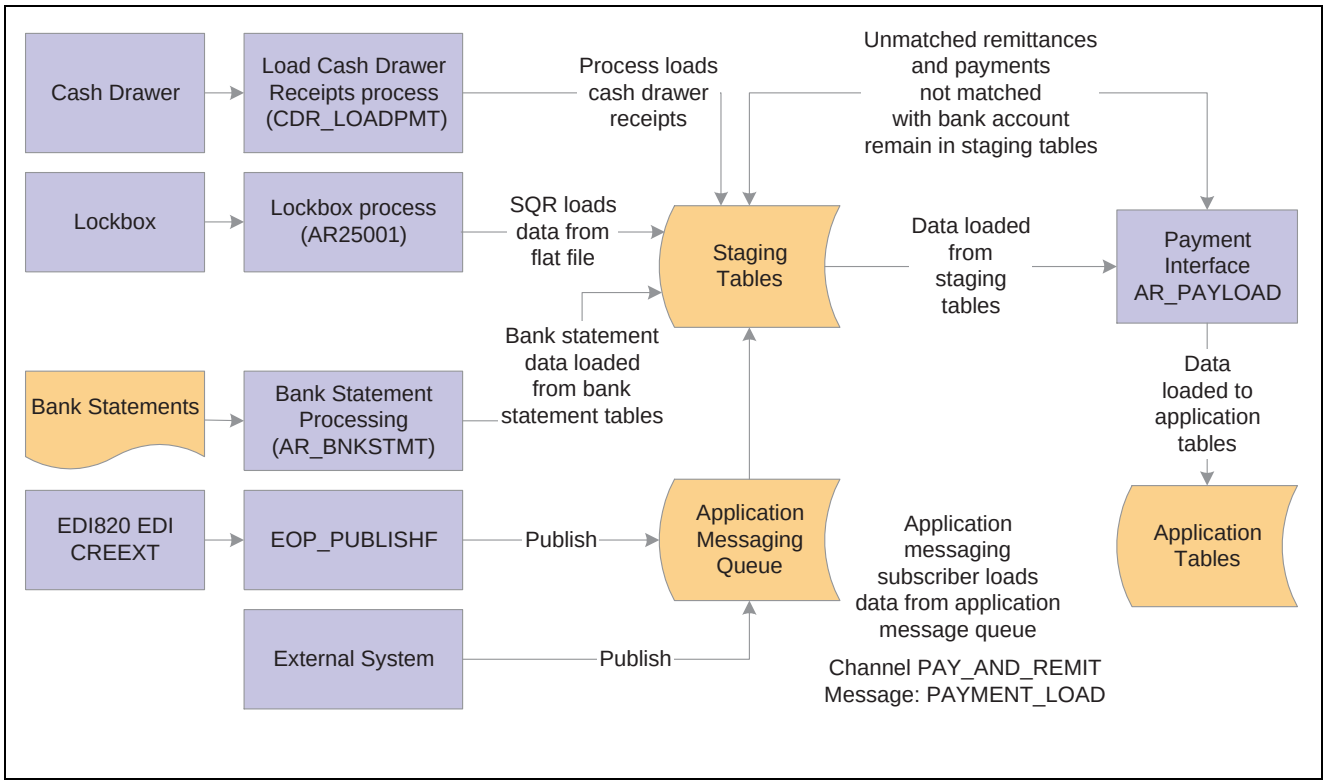
Understanding Electronic Payment Processing

The Payment Loader Application Engine process (AR_PAYLOAD) processes all payments that are received through an electronic payment process. Payment Loader processes the following types of electronic payments:

- Lockbox
- EDI
- Bank statements
- EFT files

Payment Loader also processes payments entered using the Cash Drawer Receipts feature.

This diagram illustrates how the process works:



Entering payments electronically using Payment Loader

The Payment Loader process performs the following tasks:

- Edits data for internal integrity.
- Checks for duplicate deposits or payments.
- Assigns defaults and deposit IDs.

Note. The Load Cash Drawer Receipts Application Engine process (CDR_LOADPMT) assigns the deposit ID to payments that you enter using the Cash Drawer Receipt feature.

- Assigns document sequence numbers if you enabled document sequencing at the installation level and the general ledger (GL) business unit level.
- Creates cash control accounting entries based on settings at the bank account and business unit options.
- Matches split stream remittance advices and their cash, depending on the request parameters that you specify for split stream processing.
- Assigns the user ID of the individual that created the run control for the Payment Loader process to the Deposit Control record (DEPOSIT_CONTROL) in the User ID (ORPRID) and Assigned User ID (ASSN_OPRID) fields for each electronic deposit.

Note. If another user accesses and modifies the deposit in the Regular Deposit component (PAYMENT_ENTRY), the system automatically changes the assigned user ID to the individual who modified the deposit. When you apply the payment, the system updates the Applied User ID (APPLIED_OPRID) field on the Payment Record (PAYMENT) with the user ID of the person who applied the payment. The values in the User ID and Assigned User ID fields on the Deposit Control record remain the same. You must run a query to see the values in the APPLIED_OPRID field.

The process processes all payments that are received through an electronic data interface. It moves the payment data from the staging tables to these payment application tables:

- PS_DEPOSIT_CONTROL
- PS_PAYMENT
- PS_PAYMENT_ID_ITEM
- PS_PAYMENT_ID_CUST
- PS_PAY_MISC_DST

You can load EDI transactions or run the Lockbox SQR process (AR25001) many times a day to load multiple transmissions into the staging tables. Then at the end of the day, run the Payment Loader process once to load the data into the application tables and process all the received payments.

Prerequisites

Before you perform electronic payment processing, you must:

- Assign a default entry type, entry reason, and system function to adjustment reasons for each setID on the Receivables Definition - Bank/Payment Options page.
- If you use cash control accounting, define your cash control method on the Receivables Definition - Accounting Options 2 page.
- Define the bank accounts where you will deposit the payments in the External Accounts component (BANK_EXTERNAL).
- Assign a business unit to the bank accounts from which you receive deposits on the External Accounts - Account Information page.
- Define group types for payments on the Group Type page.
- Define deposit types on the Deposit Type page.
- Set up qualifiers for payment reference information on the Reference Qualifier page.
- Set up adjustment reason codes.

See Also

Chapter 3, “Defining Receivables Business Units,” Defining Business Unit Defaults for Individual Business Units, page 37

Chapter 4, “Defining Receivables Processing Options,” Setting Up Group Types and Group Origins, page 101

Chapter 5, “Defining Additional Processing Options,” page 107

PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook, “Setting Up External, Internal, and Netting Accounts,” Defining External Account Information

Receiving Lockbox Deposits

This section provides an overview of lockbox processing and the lockbox process flow and discusses how to:

1. Run the Lockbox SQR process (AR25001).
2. Run the Payment Loader process.
3. Review lockbox deposit control information.

Understanding Lockbox Processing

Lockbox deposits automatically update deposit and payment information from a bank or payment collection system. Each lockbox file can have multiple lockboxes. Each lockbox can have multiple deposits with multiple payments. Each deposit is identified by the bank and bank account it came from. Each payment can be in a different currency.

The Lockbox process accepts deposits with these payment methods: CHK (check), EFT (electronic file transfer), and GE (giro - EFT). If an invalid value is found in the lockbox file, the process assigns a default payment method as follows:

1. Uses the payment method assigned to the deposit type that shares the same setID as the deposit business unit.
2. Uses the payment method specified on the Receivables Options - Payment Options page for the deposit business unit.
3. Uses check as the payment method for the deposit.

We provide you with a record layout for lockbox transmissions that mirrors the online deposit entry pages and is ANSI X12-compatible. We designed the interface guidelines for recording deposit and payment information to provide you with all of the information that you currently receive from your lockbox.

See Also

Chapter 16, “Developing Interfaces for Electronic Payments,” Receiving Information from a Lockbox, page 401

Understanding the Lockbox Deposit Process Flow

Perform these steps to receive electronic payments:

1. Run the Lockbox process to load data from the flat file into the staging tables.
2. Run the Payment Loader process to move the data from the staging tables into the payment application tables.

   Note. You can combine the Lockbox and Payment Loader processes in a PeopleSoft Enterprise Process Scheduler job and run them together.

3. View the Application Engine error messages in the Process Monitor.

   The Payment Loader process compares the control totals and counts with the calculated totals at all levels (deposit, lockbox, and file). If they do not match, the process issues an error message. Batch level errors have an *Out of Balance* status.
4. Review the received control totals on the Lockbox Run Information page.
5. Check for errors at the deposit level on the All Deposits or Incomplete Deposits pages.
6. Correct errors on the deposit and payment entry pages and on the Payment Interface Duplicates page.

7. If you use cash control accounting and there is a duplicate or out of balance deposit, run the Cash Control Application Engine process (AR_CASHCNTL) to create the cash control accounting entries after correcting the errors.

See Also

Chapter 19, "Entering Payments," Creating Cash Control Accounting Entries, page 483

Pages Used to Receive Lockbox Deposits

Page Name	Object Name	Navigation	Usage
Lockbox	LOCKBOX_REQUEST	Accounts Receivable, Payments, Electronic Payments, Retrieve Lockbox Files. Lockbox	Run the Lockbox SQR process that imports lockbox files to the staging tables.
Payment Interface	PAYLOAD_REQUEST	Accounts Receivable, Payments, Electronic Payments, Process Payment Interface, Payment Interface	Run the Payment Loader process for lockbox deposits.
Lockbox Run Information	LB_CONTROL_AMTS	Accounts Receivable, Payments, Electronic Payments, Review Deposit Information, Lockbox Run Information	View the control totals for the lockbox deposit. This page compares the payment count and amount with the lockbox totals.

Running the Lockbox SQR Process

Access the Lockbox page.

Name of Lockbox File Enter the name of the file that contains deposits from one or more lockboxes. This value can be up to 80 characters long. Do not specify the file path.

Note. If the file is on the client, you must run the process on the client. If the file is on the server, you must run it on the server.

Running the Payment Loader Application Engine Process

Access the Payment Interface page.

Select the Lockbox check box.

Reviewing Lockbox Deposit Control Information

Access the Lockbox Run Information page.

Lockbox ID Displays the ID that was processed.

Transmission Date/Time Indicates the time that the file was transmitted.

Processed Date/Time Indicates the time that the Payment Loader process processed the lockbox.

Control Information

Displays the control information from the lockbox, the calculated results and the difference for the deposit count, payment count, and payment amount. The difference should be zero. If not, errors exist in the lockbox.

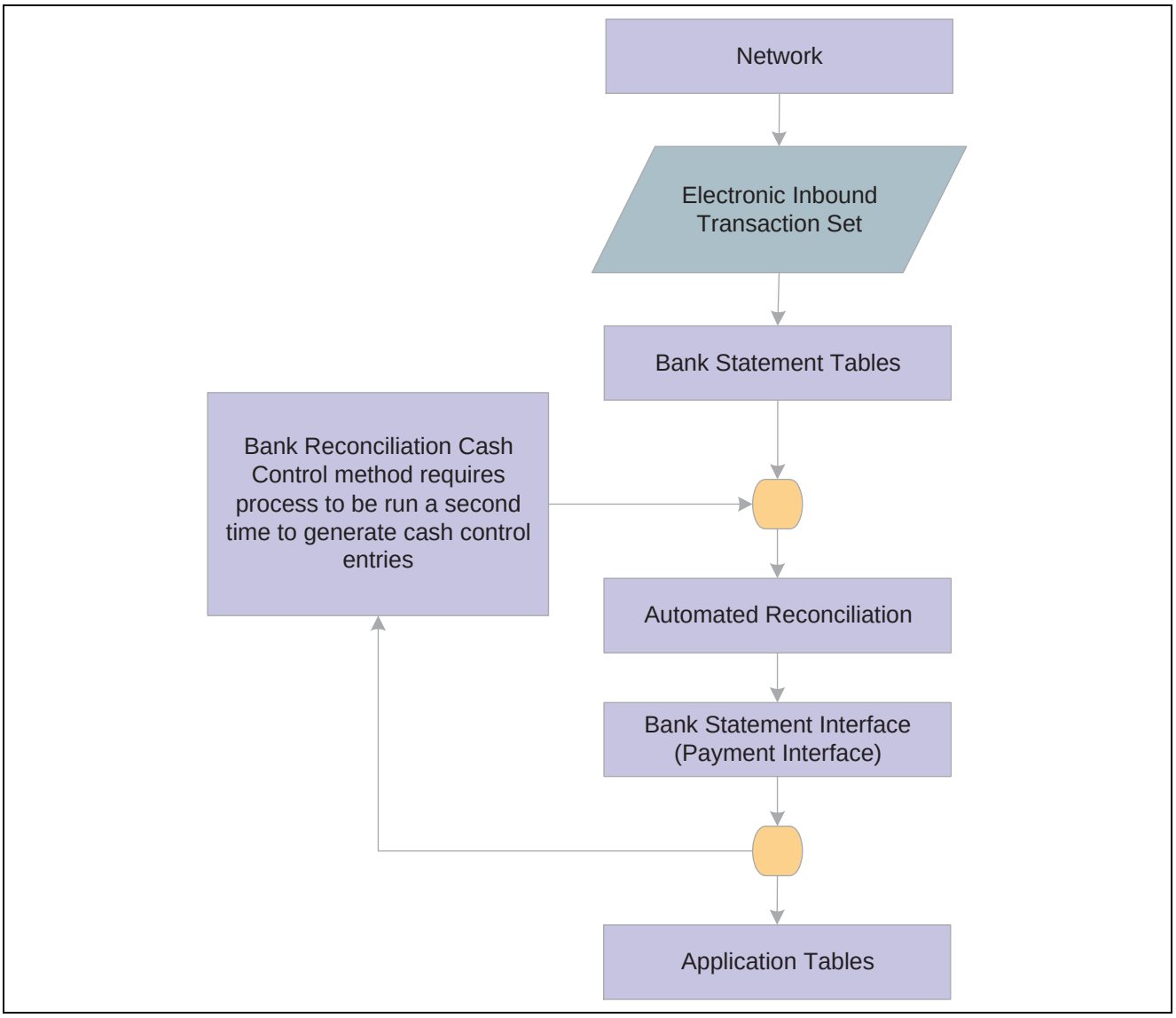
Using Electronic Banking to Process Payments

This section provides an overview of electronic banking and discusses how to:

- Load unreconciled payments for individual statements.
- Load unreconciled payments for all statements.

Understanding Electronic Banking

Receivable provides support for electronic banking. The following diagram illustrates how the process works:



Electronic banking process flow

Process Flow for Electronic Banking

To process bank statement payments:

1. Run the Import Bank Statement Application Engine process (BSP_IMPORT) to import the electronic statements into the staging tables and to load the bank statement data from the staging tables into the Bank Statement tables.
2. Run the Bank Reconciliation Application Engine process (FSPRECON) on the AutoRecon Manager page.

   You must reconcile the bank statement at the payment level and not at the deposit level by assigning the BNK_RCN_PAYMENT reconciliation rule to the bank account.

   You can also manually reconcile bank statements.

   The process verifies whether the receipts on the bank statement with a TRANSACTION_CODE of C exist as payments in the PS_PAYMENT table. The process marks receipts that are found on the PS_PAYMENT table as reconciled. The process marks those not found as unreconciled and gives the receipts an *NTF* (not found in system) status.

Note. Documentation about receiving bank statements, the Transaction Loader process, and the Automatic Reconciliation process is in the *PeopleSoft Enterprise Bank Setup and Processing 8.9 PeopleBook.*

3. Load any unreconciled payments that have the *NTF* status into the payment tables and create cash control accounting entries for the payments if you selected the appropriate settings at the bank account and business unit options.

   Use one of these options to load the data:

   - Run the Bank Statement Processing Application Engine process (AR_BNKSTMT) to load specific bank statement data.
   - Run the Payment Loader process to load data for all bank statements.

     The Bank Statement Processing process handles only the payments that are processed by the Bank Reconciliation process. It does not evaluate unprocessed payments in the bank statement tables.

     If you use the Bank Reconciliation cash control accounting method that records the debit to cash when the payment or trade receipt is reconciled on the bank statement, you must reconcile your bank statements. With the Bank Reconciliation cash control method, the system debits cash only when a deposit is reconciled to payments that were previously recorded in Receivables. The debit to cash is the reconciled deposit amount.

     You must run the Bank Statement Processing process twice to generate the cash control entries if you use the Bank Reconciliation cash control accounting method. In the first run, you load the unreconciled deposits into Receivables as new payments. The second time that you run the Bank Statement Processing process for a bank you generate the cash control entries. Another option is to use the Cash Control process after loading the bank statement into Receivables to generate the accounting entries.

     Note. You can combine the Reconciliation process and the Bank Statement Processing process in one Process Scheduler job. However, the combined Process Scheduler job can be run only from the Reconciliation page.

4. If you use cash control accounting and you encounter errors, fix the problem and then run the Cash Control process to create the cash control accounting entries.
5. View the Application Engine error messages in the Process Monitor for the Payment Loader process.

See Also

Chapter 19, "Entering Payments," Creating Cash Control Accounting Entries, page 483

PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook, "Receiving and Updating Bank Statements"

PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook, "Reconciling Statements"

Prerequisites

Before you use electronic banking to process payments, you must set up the statement codes to determine the payment method for each bank transaction line. If a statement code is not matched to a payment method, the system assigns *CHK* (check) as the payment method.

See Also

PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook, "Setting Up the Bank Statement Import Process"

Pages Used to Process Payments Using Electronic Banking

Page Name	Object Name	Navigation	Usage
Bank Statement Interface	BNKSTMT_REQUEST	Accounts Receivable, Payments, Electronic Payments, Load Bank Statements, Bank Statement Interface	Load unreconciled payments for specific statements into Receivables by running the Bank Statement Processing process.
Payment Interface	PAYLOAD_REQUEST	Accounts Receivable, Payments, Electronic Payments, Process Payment Interface, Payment Interface	Load unreconciled payments for all statements into Receivables by running the Payment Loader process.

Loading Unreconciled Payments for Individual Statements

Access the Bank Statement Interface page.

Bank ID and **Bank Account Number** Enter the bank ID and account number into which the deposits were made.

Statement ID Specify the bank's statement identification number to identify which statement to process.

Loading Unreconciled Payments for All Statements

Access the Payment Interface page.

Select the Bank Statement check box.

Using EDI and Split Stream Processing

This section provides overviews of EDI processing, split stream processing, and the EDI payment process flow, lists prerequisites, and discusses how to:

1. Load business documents into staging tables.
2. Confirm that data loaded successfully.
3. Run the Payment Loader process.
4. Delete unmatched customer or item remittances.

Understanding EDI Processing

Receivables provides the ability to receive a payment (cash and remittance advice combined) or just the remittance (remittance information without cash) in an EDI transmission.

When you receive the remittance advice and the cash information at different times and through different channels, you can use a variety of methods to match them. This helps you identify and apply the payments.

Receivables supports both European and U.S. EDI formats. The European EDI standard is EDIFACT, and the supported format is CREEXT. The U.S. standard is ANSI-X12; its supported format is 820. In both formats:

- One transmission can contain a payment (cash and remittance information combined) or just cash.
- One transmission can contain only a remittance (the corresponding cash information to be transmitted separately).

  This scenario introduces the need for split stream processing.

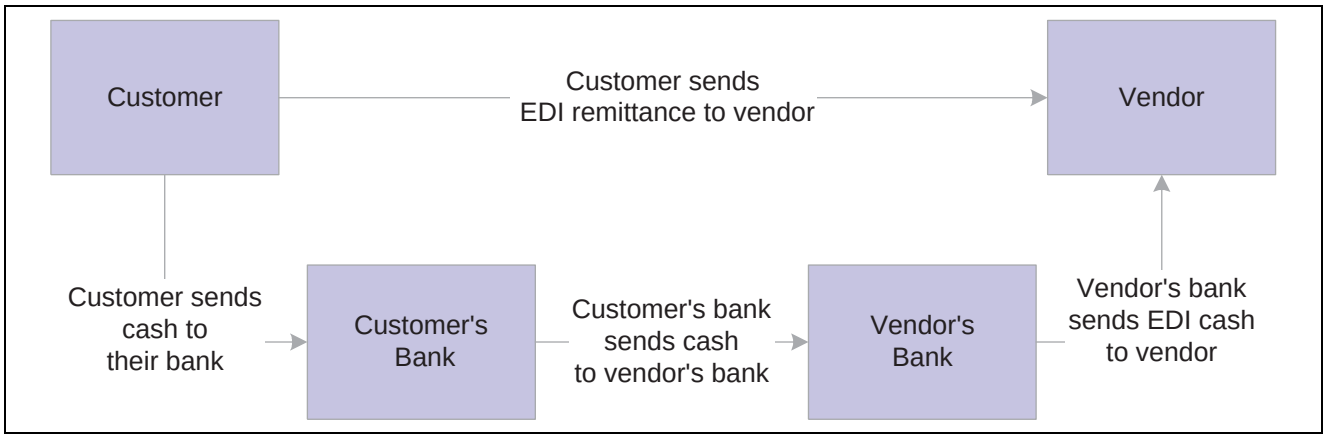
Understanding Split Stream Processing

Split stream processing matches and unites the two parts of a payment, the cash information and the remittance advice, when they are received at different times and possibly from different data sources. EDI, lockbox, and bank statement processing support the transmission of cash by itself. Only EDI processing supports the transmission of a remittance advice by itself or cash and remittance.

Note. The Payment Loader process matches remittance information in the staging tables with cash information that is in either the staging tables or the application tables. You can use the Remittance Delete pages to find and delete unmatched remittances in the staging tables.

Split Stream Examples

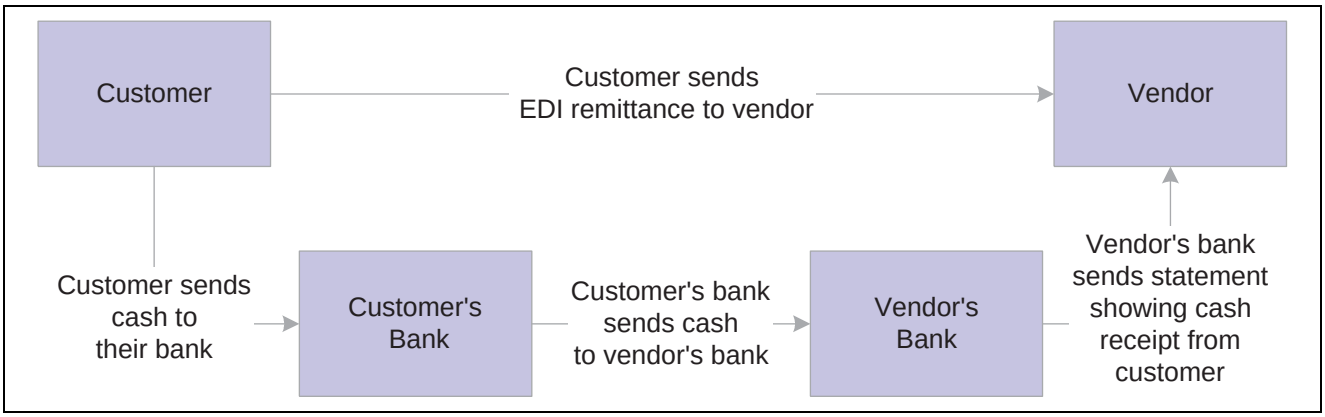
Typically both the cash information and the remittance advice are received through EDI, as shown in the following example:



Example of a complete EDI payment

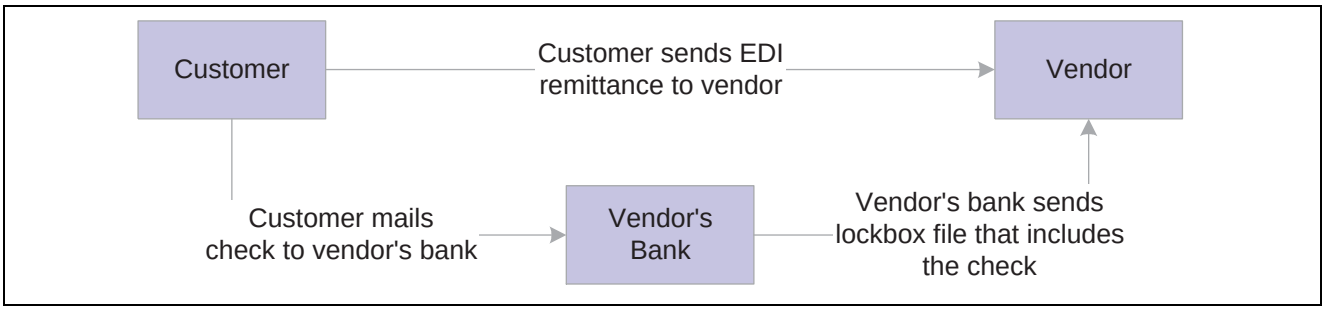
In this example, the customer sends you two EDI transmissions. The remittance advice is sent directly to you. The cash information is sent to the customer's bank, then to your bank, and then to you. As a result, you receive two separate EDI transmissions, one with cash and one with remittance information. You use split stream processing to match them and form the complete payment (linked cash and remittance information).

The common denominator for all methods of receiving split stream data is that the remittance information is received by EDI; only the source of the cash information varies. The method that customers use to send the cash to their bank or to your bank is irrelevant to split stream processing. Your only concern is how your bank transmits the cash information to you: as an EDI transmission, in a lockbox file, or, as in the following example, as a receipt on a bank statement:



The bank sends a bank statement that details cash information

The following example shows transmission of cash information by way of a lockbox:



The bank sends a lockbox file that provides the cash information

U.S. and European business practices differ. In the United States, you usually receive payment in a lockbox file, but you are unlikely to receive payments from bank statements. In Europe, you probably do not use a lockbox, but you probably receive payments from bank statements.

Understanding the EDI Payment Process Flow

To receive payments and remittance information in an EDI file:

1. By using a third-party translator, translate the file into a PeopleSoft business document format.

   See Chapter 16, “Developing Interfaces for Electronic Payments,” Receiving Payments in an EDI File, page 414.

2. Publish the data in the business document in the Application Messaging queue.

   The subscriber program loads the data into data tables.

3. Confirm that the data loaded.
4. Run the Payment Loader process to move the data from the staging tables into the payment application tables.
5. View PeopleSoft Enterprise Application Engine messages.
6. Check for errors at the deposit level on the All Deposits or Incomplete Deposits page.
7. Correct errors in the deposit and payment entry pages and the Payment Interface Duplicates component (ERROR_CORRECTION).
8. If you use cash control accounting and you have a duplicate out-of-balance deposit, run the Cash Control process to create the cash control accounting entries.

See Chapter 19, "Entering Payments," Creating Cash Control Accounting Entries, page 483.

Understanding Business Unit Determination

If you receive a business unit for a deposit in the EDI file, the system assigns that business unit to the deposit. Otherwise, it uses the business unit that you assigned to the bank account on the External Accounts - Account Information page. If both business units are missing, the system uses the business unit that is assigned to the operator that runs the Payment Loader process.

Prerequisites

Use the PeopleSoft Enterprise Integration Broker to set up the EDI interface.

See Also

Enterprise PeopleTools PeopleBook: PeopleSoft Integration Broker

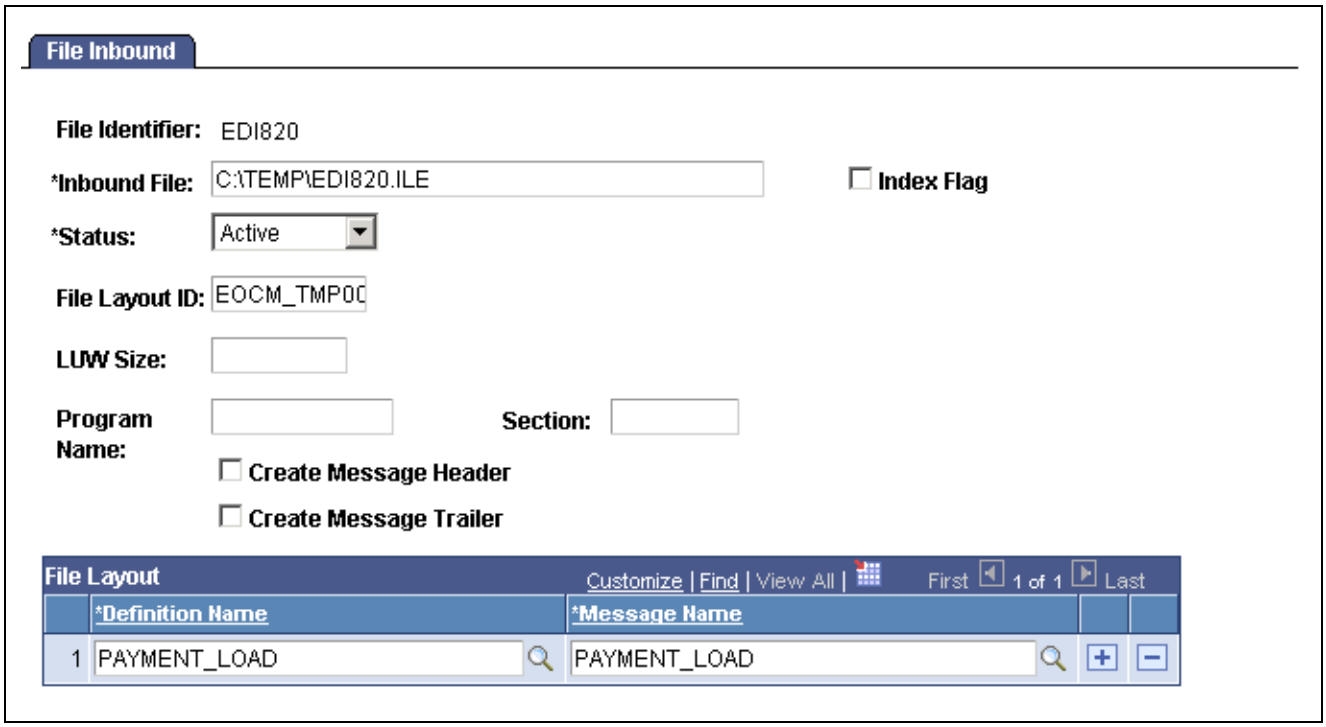
Enterprise PeopleTools PeopleBook: PeopleSoft Integration Tools and Utilities

Pages Used for EDI and Split Stream Processing

Page Name	Object Name	Navigation	Usage
File Inbound	EO_FILE_INBOUND	Enterprise Components, Integration Definitions, Inbound File Rule, File Inbound	Define the path, name of the flat file, and file layout for the inbound bank file.
Inbound File	EO_FILETOMSG	Enterprise Components, Integration Definitions, Initiate Processes, Inbound File Publish, Inbound File	Load banking data from a flat file into the staging tables using the EOP_PUBLISHF Application Engine process. You can also use an external system to publish data directly in the Application Messaging queue.
EC Business Doc Links	EC_BUSDOC_02	PeopleTools, EDI Manager, View EDI Audit Trail, Business Document Summary, EC Business Doc Links	Verify that data was loaded into the EC tables at the subscribing bank.
Summary	EC_BUSDOC_01	PeopleTools, EDI Manager, View EDI Audit Trail, Business Document Summary, Summary	Confirm that the banking data loaded successfully.
Payment Interface	PAYLOAD_REQUEST	Accounts Receivable, Payments, Electronic Payments, Process Payment Interface, Payment Interface	Define the run parameters for the Payment Loader process and run the process.
Delete Remittance - Customer	MATCH_ERROR_CU	Accounts Receivable, Payments, Electronic Payments, Delete Remittance, Customer	Delete unmatched customer remittances in the staging tables.
Delete Remittance - Item	MATCH_ERROR	Accounts Receivable, Payments, Electronic Payments, Delete Remittance, Item	Delete unmatched item remittances in the staging tables.

Loading Business Documents into Staging Tables

Access the File Inbound page.



File Inbound page

To set up and use the EDI process:

1. Use the File Inbound page to set up the file identifier to point to a file.

   File Identifier — Displays an identifier pointing to the file.

   Inbound File — Enter the path and file name that you want for the inbound flat file when you import into the Receivables system.

   Index Flag — Select only if the inbound file is an index file.

   File Layout ID — Enter an ID that identifies the file layout.

   LUW Size, Program Name, and **Section** — Leave blank.

   Create Message Header and **Create Message Trailer** — Clear these check boxes.

   Definition Name — Change the value to *PAYMENT_LOAD*.

   Message Name — Change the value to *PAYMENT_LOAD*.

2. Enter run parameters on the Inbound File page.

   File Identifier — Enter the file identifier that you defined on the File Inbound page.

   Index Flag — Select only if the inbound file is an index file.

3. Click Run to run the EOP_PUBLISHF process, which loads data from the file and publishes the data as application messages.

   Select the following process name on the Process Scheduler Request page: *EOP_PUBLISHF*.

4. Use the Process Monitor to verify that the process completed successfully.

5. Verify that the subscriber processed the message and loaded the data into EC tables on the EC Business Doc Links page.

   The value for the EC Completion Status field should be *Done.*

Confirming That Data Loaded Successfully

Access the Summary page.

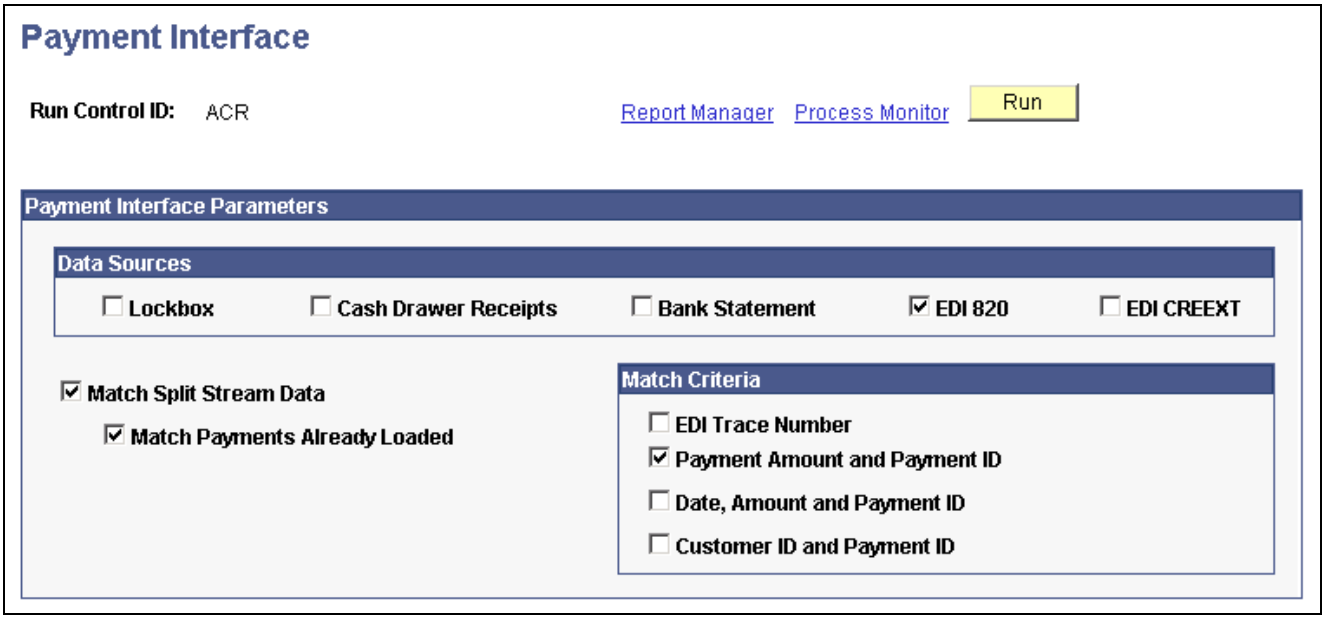
Status Verify that the status is *Loaded.*

See Also

Enterprise PeopleTools PeopleBook: Supported Integration Technologies

Running the Payment Loader Application Engine Process

Access the Payment Interface page.



Payment Interface page

EDI 820 Select if loading EDI data from the United States.

EDI CREEXT Select if loading EDI data from a European country.

Match Split Stream Data Select to include split stream matching as part of the payment data load process.

Match Payments Already Loaded Select to match remittance information with cash information that you already loaded into the payment application tables.

EDI Trace Number Select if you receive both the cash and remittance by EDI. The transmissions have matching trace numbers. The trace numbers are unique, so the two pieces can be matched by using these criteria.

Payment Amount and Payment ID Select if you require customers to include the payment ID (this could be the check number) and payment amount in the remittance advice. The cash and remittance are matched if they have the same payment amount and payment ID.

Date, Amount and Payment ID Select if the customer includes the payment date on the remittance. European companies use Value Date as an additional matching field. (Estimated and actual value dates determine the float.) In the United States, use the accounting date of the payment when this criteria is applied. The cash and remittance are matched if they have the same date, amount, and payment ID.

Customer ID and Payment ID Select if the cash has a magnetic ink character recognition ID (MICR ID) with it and the remittance has a customer ID. The cash and remittance are matched if they have the same payment ID and the cash MICR ID points to the remit from customer ID that is on the remittance.

Deleting Unmatched Customer or Item Remittances

Access the Remittance Delete - Customer page or the Remittance Delete - Item page.

Remittance Status Select the remittance status to search for and display in the list. Values are:

Unmatched: Displays unmatched remittances in the file. This value is available only if unmatched remittances exist in the file.

Not Processed: Displays unprocessed remittances. This value is available only if remittances in the file were not processed.

Delete To remove the unmatched remittances from the staging tables, select the Delete check box next to each remittance that you want to delete and click the Delete button.

If the cash information precedes the remittance information and you have already run the Payment Loader process for the cash information, the cash information is already loaded into the payment application table. Thus, the applicable remittance information does not match the cash information. Instead, the applicable remittance information remains in the staging tables as unmatched unless you run the option that matches the payment that you already loaded into the payment application table. You can manually correct this by deleting the unmatched remittance information on the Regular Deposits - Totals page. Then enter the remittance information with its associated payment in the reference information fields on the Regular Deposits - Payments page.

See Also

Chapter 19, “Entering Payments,” Entering Regular Deposit Totals, page 472

Chapter 19, “Entering Payments,” Entering Regular Deposit Payment Information, page 474

Receiving Cash Drawer Payments

This section provides an overview of cash drawer receipt processing and discusses how to update payment application tables.

Understanding Cash Drawer Receipt Processing

PeopleSoft enables you to enter an order and the payment for the order at the same time for counter sales using the Cash Drawer Receipts feature. To load the cash drawer payments into Receivables, run the Load Cash Drawer Receipts process to update the payment staging tables, and run the Payment Loader process to load the data in the payment staging tables into the payment application tables.

Customers can pay for an order with multiple payment methods, for example cash, check, and credit card—each as a separate payment. Each payment that the Load Cash Drawer Receipts process interfaces to Receivables should have the order number and possibly other reference information to enable you to apply the payment to the item associated with the order.

The cash drawer accepts these payment methods: gift vouchers, cash, checks, and credit, debit, or procurement card authorizations. However, the Load Cash Drawer Receipts process does not interface gift voucher information to Receivables. When the Load Cash Drawer Receipts process sends information for payments made by credit, debit, or procurement card authorizations, the payment method is EFT. Also, the payment method for the items paid for with these authorizations is EFT. The reason that these items have an EFT payment method is to differentiate these items from items with a credit card payment where you run the Receivables Credit Card process (AR_CRCARD) to create the payments and a payment worksheet in Receivables. The payments can be either full payments or deposits for an order.

The Load Cash Drawer Receipts process populates the Payment ID field with different values depending on the payment method as shown in this table:

Payment Method	Payment ID
Cash	Cash drawer receipt number
EFT (debit, credit, or procurement card)	Authorization code
Check	Check number

The cash drawer setup defines which bank and bank account to use for payments that you enter in the cash drawer. The setup also defines which receivables business unit is associated with each cash drawer. The system assigns the next available deposit ID to the cash drawer transaction for the deposit business unit. This table shows how the Load Cash Drawer Receipts process maps the fields on the cash drawer transaction to the fields in the payment staging tables:

Cash Drawer Receipt Fields	Payment Staging Table Fields
Deposit Business Unit	LOCKBOX_ID
Deposit ID	LOCKBOX_BATCH_ID
Payment Sequence Number	PAYMENT_SEQ_NUM

The system creates a separate deposit for all payments with the same payment method. For example, it creates three deposits if applicable: one for cash payments, one for EFT payments, and one for checks.

Note. The Payment Loader process only processes payments with a cash payment method if they originate in the cash drawer receipts interface.

After you load the cash drawer receipts into the payment application tables, use Payment Predictor to apply the payments to the items associated with the orders. We recommend that you interface the items from Billing into Receivables and post them before running the Payment Predictor process.

See Also

Chapter 9, "Setting Up Payment Predictor Processing," Item-Level Adjustments and Reference Values, page 209

PeopleSoft Enterprise Order to Cash Common Information 8.9 PeopleBook, "Setting Up and Maintaining a Cash Drawer"

PeopleSoft Enterprise Order Management 8.9 PeopleBook, "Entering Counter Sales," Using the Cash Drawer

Page Used to Receive Cash Drawer Payments

Page Name	Object Name	Navigation	Usage
Payment Interface	PAYLOAD_REQUEST	Accounts Receivable, Payments, Electronic Payments, Process Payment Interface, Payment Interface	Define run parameters for the Payment Loader process to load cash drawer payments into the payment application tables.

Updating Payment Application Tables

Access the Payment Interface page.

Select the Cash Drawer Receipts check box.

(JPN) Receiving EFT Payments

This section provides an overview of the EFT payment process flow and discusses how to:

1. Load EFT payment files.
2. Run the Payment Loader process.

See Also

Chapter 25, "Managing Drafts," EFT Draft Process Flow, page 614

Chapter 5, "Defining Additional Processing Options," Selecting EFT Layouts, page 120

Understanding the EFT Payment Process Flow

To process EFT payments:

1. Run the AR_DRAFT_EFT Application Engine process to load the EFT files into the Payment staging table (AR_PAYMENT_EC).

   The process extracts regular payments from the file if the creation date equals the accounting date (due date). If the customer name can be resolved to a customer ID, the system also creates a customer staging record (AR_IDCUST_EC). The process uses the Kijitsu file layout.

2. Run the Payment Loader process to move the data from the staging tables into the payment application tables.
3. View Application Engine messages.
4. Check for errors at the deposit level on the All Deposits or Incomplete Deposits page.
5. Correct errors in the deposit and payment entry pages and the Payment Interface Duplicates component.
6. If you use cash control accounting and you have a duplicate out-of-balance deposit, run the Cash Control process to create the cash control accounting entries.

   See Chapter 19, "Entering Payments," Creating Cash Control Accounting Entries, page 483.

Prerequisites

You must associate the customer IDs with the customer names in the EFT files on the Customer EFT Name page.

See Also

PeopleSoft Enterprise Order to Cash Common Information 8.9 PeopleBook, "Maintaining Additional Customer Information," Associating EFT Payment File Names With Customer IDs

Pages Used to Receive EFT Payments

Page Name	Object Name	Navigation	Usage
Load EFT Payments	DR_EFT_REQUEST	Accounts Receivable, Drafts, Create Drafts, Receive Draft Payments, Load EFT Payments	Use to load regular payments from an EFT file.
Payment Interface	PAYLOAD_REQUEST	Accounts Receivable, Payments, Electronic Payments, Process Payment Interface, Payment Interface	Define run parameters for the Payment Loader process to load EFT payments into the payment application tables.

Loading EFT Payment Files

Access the Load EFT Payments page.

Process Select *Payments* or *Both* to process the regular payments in the EFT file.

Note. If you select *Both* the process loads draft and regular payments.

Review This field is used only for draft processing.

File Name Enter a name for the EFT file. The name of the EFT file must be unique. The file must be loaded into the directory on the application server defined by %PS_SERVDIR%\FILES, where %PS_SERVDIR% is the directory where the application server domain is defined. If you process the EFT file using Process Scheduler, then you need to load the file into %PS_HOME%\appserv\prcs\<database name>\files.

After the system processes the file, it updates a table (DR_FILE_NAME) on the database with the name of the flat file that has been loaded. Using a unique file name prevents drafts or payments from being entered into the system twice. Only the file name is stored, not the path.

Running the Payment Loader Application Engine Process

Access the Payment Interface page.

Select the EDI 820 check box.

Checking Electronic Payment Errors

This section provides an overview of electronic payment errors and list pages used to check electronic payment errors.

Understanding Electronic Payment Errors

The Payment Loader process checks for formatting errors and duplicates. These error are corrected as follows:

- Nonnumeric characters in numeric fields are replaced with zeros.
- Invalid dates in date fields are replaced with the current date.
- Duplicate deposits in lockbox and EDI deposits are placed on hold, with an indicator on the Payment Interface Duplicate - Totals page.

  The system uses different criteria to identify duplicates, depending on the type of deposit:

  - If two lockbox deposits with the same deposit unit and lockbox ID are received, the system uses four criteria to determine whether they are duplicates: bank, bank account, deposit date, and control totals.
  - For EDI deposits, if two payments with the same payment ID are received, the system uses the following criteria to determine whether they are duplicates: bank, bank account, deposit date, amount, and deposit unit.

The system groups duplicate payments into deposits and marks them as duplicates.

Online error correction is available for any payments that do not transfer smoothly. If a deposit is out of balance and contains errors, you can access it on the All Deposits or Incomplete Deposits pages.

Pages Used to Check Electronic Payment Errors

Page Name	Object Name	Navigation	Usage
All Deposits	DEPOSIT_ALL	Accounts Receivable, Payments, Review Payments, All Deposits, All Deposits	Check a specific deposit ID number or scan any or all of your deposits at one time. Displays control totals and status information for a single deposit at a time.
Incomplete Deposits	DEPOSIT_INCOMPLETE	Accounts Receivable, Payments, Review Payments, Incomplete Deposits, Incomplete Deposits	Track down deposits that are not completely processed. View the payment amount in the deposit that is still in process, summarize out-of-balance deposits or view the list of incomplete deposits by operator. The deposits contain a mix of posted and unposted payments.

Correcting Errors

This section provides an overview of error correction and discusses how to correct duplicate deposits.

Understanding Error Correction

Error correction involves comparing and matching your recorded business transactions with the bank transactions. If the totals or control amounts are out of balance on the Regular Deposit - Totals page, then the deposit is unbalanced. You must correct the errors.

Use these indications to determine whether the deposit is balanced:

- If the difference on the Regular Deposit - Totals page is zero, then the deposit is balanced.
- If the difference is not zero, then there are errors.
- If the control total amount and entered total amount are the same on the Regular Deposit - Totals page, then the deposit is balanced.

You can delete a deposit that has unmatched remittance information or you can balance unmatched deposits using the Regular Deposit Balancing component (BALANCING).

Note. The Regular Balance Balancing component is available only if the deposit is out of balance.

See Also

Chapter 19, “Entering Payments,” Correcting Balancing Errors, page 477

Pages Used to Correct Errors

Page Name	Object Name	Navigation	Usage
Totals	PAYMENT_DATA1	• Accounts Receivable, Payments, Online Payments, Regular Deposit, Totals • Accounts Receivable, Payments, Online Payments, Regular Deposit Balancing, Totals • Accounts Receivable, Payments, Electronic Payments, Correct Duplicate Payments, Totals	Review deposit totals and delete duplicate deposits created by the payment interface.
Payments	PAYMENT_DATA2	• Accounts Receivable, Payments, Online Payments, Regular Deposit, Payments • Accounts Receivable, Payments, Online Payments, Regular Deposit Balancing, Payments • Accounts Receivable, Payments, Electronic Payments, Correct Duplicate Payments, Payments	Provide detailed information for each payment in a regular deposit.
Action	PAYMENT_DATA3	• Accounts Receivable, Payments, Online Payments, Regular Deposit Balancing, Action • Accounts Receivable, Payments, Electronic Payments, Correct Duplicate Payments, Action	Select an action to save the deposit or delete the deposit.

Correcting Duplicate Deposits

Access the Correct Duplicate Payments - Totals page.

Hold Duplicate If this is not a duplicate deposit, clear the Hold Duplicate check box and make the deposit available for payment processing. If this is a duplicate deposit, click the Delete Deposit button to delete the deposit.

This field is visible only if the Payment Loader process marked a lockbox deposit as a duplicate or if an EDI deposit contains duplicate payments.

Note. If no lockbox or EDI deposit errors exits, the Correct Duplicate Payments component is unavailable.

CHAPTER 21

Applying Payments

This chapter provides an overview of payment application options, lists prerequisites, and discusses how to:

- Run the Payment Predictor Application Engine process.
- Review Payment Predictor process results.
- Apply payments using payment worksheets.
- Create and update accounting entries.
- Pay for a single item by credit card.
- Look up information on payments.

Understanding Payment Application Options

Receivables provides three options to apply payments:

- The Payment Predictor process (ARPREDCT) automatically applies payment to items and makes partial payments based on the payment predictor methods that you define and assign to business units and customers.

  Note. If you receive payments for vendor rebate claims or claimback items that were interfaced from Purchasing or Order Management from the Claims Management Workbench, you cannot use this option for those items. You must manually apply the payments on the payment worksheet to indicate the base and value-added tax (VAT) amounts if any for each item.

- The payment worksheet provides a method that enables you to manually apply payments to items and make partial payments.
- The Credit Card Application Engine process (AR_CRCARD) enables you to pay for individual items by credit card.

Prerequisites

Before you apply payments, you must perform these tasks:

- Create automatic entry types for payment processing.
- Set up the reference qualifiers.
- Enter items into the system and then run the Receivable Update Application Engine process (ARUPDATE).
- Enter payments into the system.

See Also

Chapter 4, “Defining Receivables Processing Options,” Defining Automatic Entry Types, page 80

Chapter 5, “Defining Additional Processing Options,” Setting Up Reference Qualifiers, page 112

Running the Payment Predictor Application Engine Process

This section provides an overview of Payment Predictor processing, lists prerequisites, and discusses how to:

- Reset the Payment Predictor process.
- Restart the Payment Predictor process.

See Also

Chapter 9, “Setting Up Payment Predictor Processing,” page 205

Understanding Payment Predictor Processing

The Payment Predictor process automatically matches payments with open items for a customer based on a predefined payment predictor method. When you set up Payment Predictor, you define algorithms, algorithm groups, and methods. You specify in each payment predictor method how to handle the exceptional conditions, such as overpayments or underpayments, for the algorithm group that you associate with the method.

Note. The algorithm groups #DETAIL and #DTL_TLR do not allow you to define exception handling.

The Payment Predictor process either matches the payment and sets it to post or sends the payment matching results to a payment worksheet for review. If the payment predictor method designated that the process create a payment worksheet, the worksheet shows how Payment Predictor applied the payment and made adjustments based on the instructions in the method.

If the system sends the payment matching results to a payment worksheet, you must review the worksheet. You must decide if you want to accept the matching results as they are or make other adjustments. When you are done working with the payment worksheet, you set the payment to post.

If the process does not generate a worksheet, it creates a payment group and sets it to post.

Run the Receivable Update process to post any new items that the process created and to create accounting entries.

Payment Predictor Abends

If the Payment Predictor process abends, you have two alternatives:

- You can reset and rerun the process instance on items locked by the Payment Predictor process and other associated tables that may need to be rolled back to their original state.
- You can restart and resume processing after you have resolved the cause of the abend.

Note. We recommend that you reset and rerun from the beginning if your are not certain which approach to take.

Prerequisites

Perform the following tasks before you run the Payment Predictor process:

1. Define payment predictor methods.
2. Assign a payment predictor method to a business unit.
3. Override the payment predictor method for individual customers if needed.
4. Enter balanced deposits with reference information for payments.
5. Select the Payment Predictor check box for the payments.

   Each payment must have a magnetic ink character recognition (MICR) ID, a customer ID, or some other type of reference information. If the payment does not have reference information, use a payment predictor method that has a step to route the unidentified payment to a control account and generate a worksheet.
6. Verify that the deposits are in balance.
7. If you interface vendor rebates from Purchasing or claimbacks from Order Management, you must activate the CHKREBAT step in the PREPARE section of the AR_PREDICT1 Application Engine process.

See Also

Chapter 9, "Setting Up Payment Predictor Processing," Defining Payment Predictor Methods, page 227

Chapter 3, "Defining Receivables Business Units," Defining Payment Options, page 29

Chapter 19, "Entering Payments," page 467

PeopleSoft Enterprise Order to Cash Common Information 8.9 PeopleBook, "Maintaining General Customer Information," Entering Additional Billing, Purchasing, Payment, and Write-Off Options for Bill To Customers

Page Used to Run the Payment Predictor Application Engine Process

Page Name	Object Name	Navigation	Usage
Payment Predictor	PP_REQUEST	Accounts Receivable, Payments, Apply Payments, Request Payment Predictor, Payment Predictor	Define run parameters for the Payment Predictor process.
Process Reset	AR_RESET	Accounts Receivable, Receivables Update, Reset Process, Process Reset	Reset the Payment Predictor process. Unlock and rerun the process.
Process List	PMN_PRCSLIST	PeopleTools, Process Scheduler, Process Monitor, Process List Click Process Monitor on the Payment Predictor page.	Review the multiple processes in a job.
Process Detail	PMN_PRCSLISTREE	Click the Details link on the Process List page. Select a failed process from the process list.	Restart a failed process.

Resetting the Payment Predictor Process

Access the Process Reset page.

Enter your search criteria for the process instance and click Refresh.

Under Not Successful Process Requests, select the process instance that you want to reset.

Reset Click to unlock and reset the process instance.

After the process instance is reset, you can rerun the process.

Restarting the Payment Predictor Process

Access the Process List page.

Because Payment Predictor is a job (a collection of multiple processes), you may need to restart multiple processes. Find the processes that you need to restart.

Process Detail Click to access the Process Detail page, and select Restart Request.

Reviewing Payment Predictor Process Results

This section provides an overview of the Payment Predictor payment status and lists the pages used to review Payment Predictor process results.

Note. If you use the message catalog to view all of the messages that the process returns, the system prompts you for a language code and message set number. Use 6880 for the Payment Predictor process.

Understanding Payment Predictor Payment Status

This table lists the different Payment Predictor process statuses for payments that appear on inquiries, reports, payment worksheets, and messages:

Payment Predictor Payment Status	Description	Pay Status	Post Status
I (processed)	Payment was considered, and it either did not meet the criteria of the method, or it did not have items selected for it.	Identified	Not applicable
W (worksheet)	Payment was applied and payment worksheet was built by the Payment Predictor process for review.	Worksheet	No action
A (applied)	Payment was applied and Pending Groups were created by the Payment Predictor process for posting.	Applied	Batch Standard

Pages Used to Review Payment Predictor Process Results

Page Name	Object Name	Navigation	Usage
Payment Predictor Detail	RUN_AR21001	Accounts Receivable, Payments, Reports, Payment Predictor Detail, Payment Predictor Detail	Define the run parameters for the Payment Predictor Detail report (AR21001). Use the report to view a list of payment predictor activity between the dates that you specify.
Payment Predictor Summary	RUN_AR21002	Accounts Receivable, Payments, Reports, Payment Predictor Summary, Payment Predictor Summary	Define the run parameters for the Payment Predictor Summary report (AR21002). Use the report to view a list of Payment Predictor results by status and predictor method or algorithm. The number of payments is listed as a percentage of the total number of payments predicted. A summary at the end of the report provides the number of payments predicted, the number of payments not predicted, and both numbers as a percentage of the total.
Unmatched MICR Identifiers	RUN_AR21003	Accounts Receivable, Payments, Reports, Unmatched MICR Identifiers, Unmatched MICR Identifiers	Define the run parameters for the Unmatched MICR Identifiers report (AR21003). Use this report to view a list of MICR identifiers that appear on payments and that have not been defined in the customer MICR ID table. This report also indicates the predictor status of each payment.

Applying Payments Using Payment Worksheets

This section provides an overview of worksheet creation and modification and discusses how to:

- Build a payment worksheet.
- (Optional) Enter item references for the payment.
- Use payment worksheets to apply payments.
- (Optional) Convert payment amounts to a different currency.
- Distribute amounts for multiple revenue lines for control budgets.

- View and update item details.
- Select a payment worksheet action.
- Handle returned payments.

Understanding Worksheet Creation and Modification

A payment worksheet is a cash application tool; it is an alternative to applying payments through express deposit or with the Payment Predictor process. Payment worksheets use information about customers and items to apply payments. You match items with payments and make any necessary adjustment (prepayments, on-account payments, write-offs, and deductions). The system creates one worksheet for each payment, not one for each deposit.

You can process items with multiple currencies, and the payment and items do not have to be in the same currency. The worksheet enables you to work with different item entry, item base, payment entry, and payment base currencies.

Working with a payment worksheet consists of these high-level steps:

1. Use the Worksheet Selection page to select the items that you want to work with and build the worksheet.

   If you add items to an existing worksheet, the system adds the new items that you selected and does not delete any items that are already on the worksheet.
2. Use the Worksheet Application page to apply the payment to items.
3. Use the Worksheet Action page to select a posting action for the worksheet or to create accounting entries online.

   You can also delete the worksheet, or you can save your work and complete the worksheet later.

Note. You run the Receivable Update process to post the payments, create accounting entries, and update the item balance due amount. In a production environment, we recommend that you use Receivable Update to create accounting entries rather than creating accounting entries online.

See Also

Chapter 27, “Posting and Unposting Groups,” page 677

Pages Used to Apply Payments Using Payment Worksheets

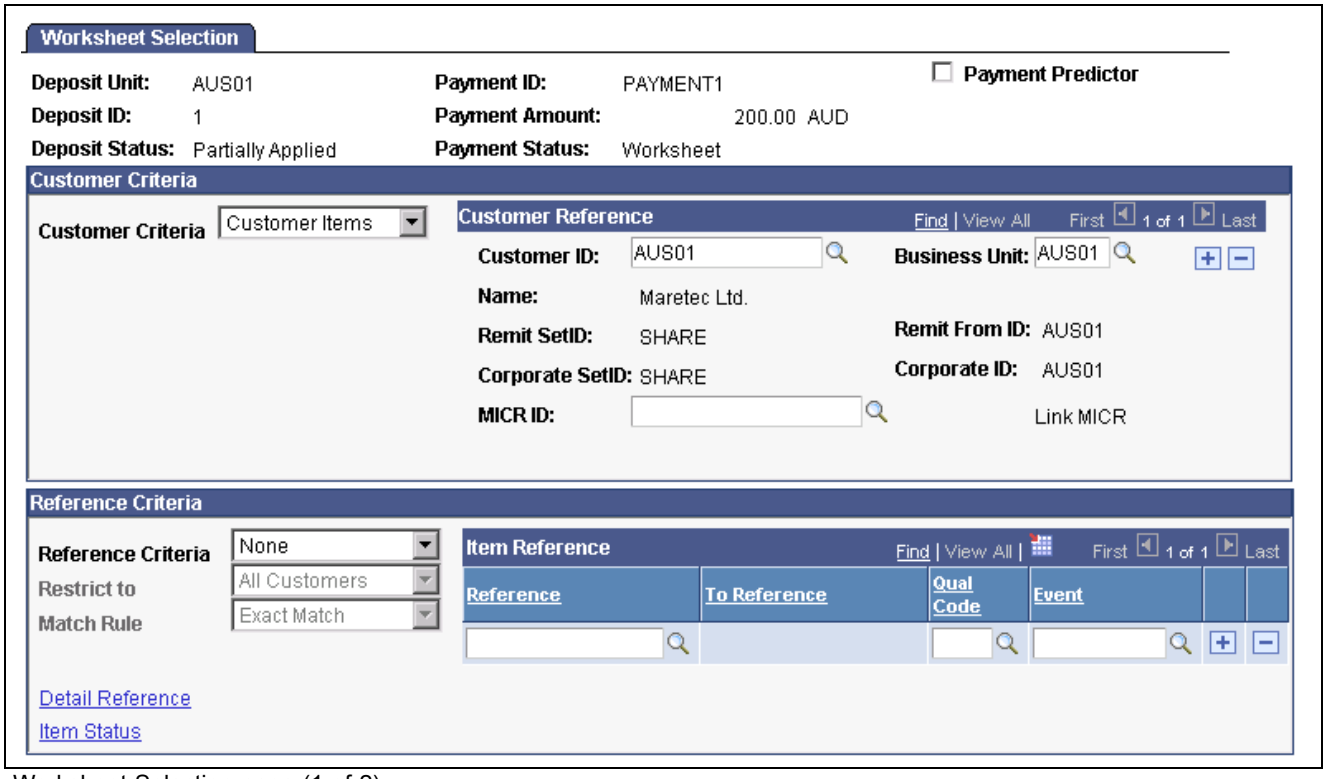
Page Name	Object Name	Navigation	Usage
Worksheet Selection	PAYMENT_IDENT_IC	Accounts Receivable, Payments, Apply Payments, Create Worksheet, Worksheet Selection	Create a new worksheet, modify an existing one, and select items to include in the worksheet.
Detail Reference Information	PAYMENT_REF_DET2	Click the Detail Reference link on the Worksheet Selection page.	Create deductions, pay or write off all or part of an item, create on-account or prepayments without first building the worksheet.

Page Name	Object Name	Navigation	Usage
Items NOT open on ITEM table	PAYMENT_REF_DET3	Click the Item Status link on the Worksheet Selection page or the Detail Reference page.	Display items that are not open on the Item table (PS_ ITEM). Use to list items that have been selected on the Detail Reference page but have already been paid or that do not exist on the Item table to determine whether to delete items on the Detail Reference Information page.
Worksheet Application	PAYMENT_WS_IC	Accounts Receivable, Payments, Apply Payments, Update Worksheet, Worksheet Application	Apply payments to selected items.
Currency Conversion	EU_CUR_CNV_WS_SEC	Click the Disp Curr Conversion Worksheet (display currency conversion worksheet) button on the Worksheet Application page.	Select the currency code, rate, and date of conversion for the display currency on the worksheet. The values you enter determine the currency and amount for the Conversion Amount - Currency field.
Worksheet Application Detail View	PAYMENT_WS_IC_DTL	Click the View Detail button on the Worksheet Application page.	View or update details about a selected item on a worksheet or copy, write off, or edit items.
Currency Exchange Aid	CURR_EXCHG_AID_SEC	Click the Currency Exchange Aid link on the Worksheet Application Detail View page.	Use as an aid in converting the payment amount to the currency of a selected item making a partial payment.
VAT Header	PAYM_ITEM_VAT_HDR	Click the Add VAT Information link on the Worksheet Application Detail View page.	View VAT header defaults. Manually override values if applicable.
VAT Detail	PAYM_ITEM_VAT_LN	Click the VAT Detail Page link on the VAT Header page.	View VAT line defaults including the VAT amounts. Manually override values if applicable
Item Activity Detail	ITEM_ACTIVITY_DRILL	Click the Item Activity link on the Worksheet Application Detail View page.	View all activities for an item.
Item in Other Groups	ITEM_PGROUP_SEC	Click the Item in Other Groups link on the Worksheet Application Detail View page.	View other worksheet groups that have the selected item or any pending item groups that are not posted that have the item.

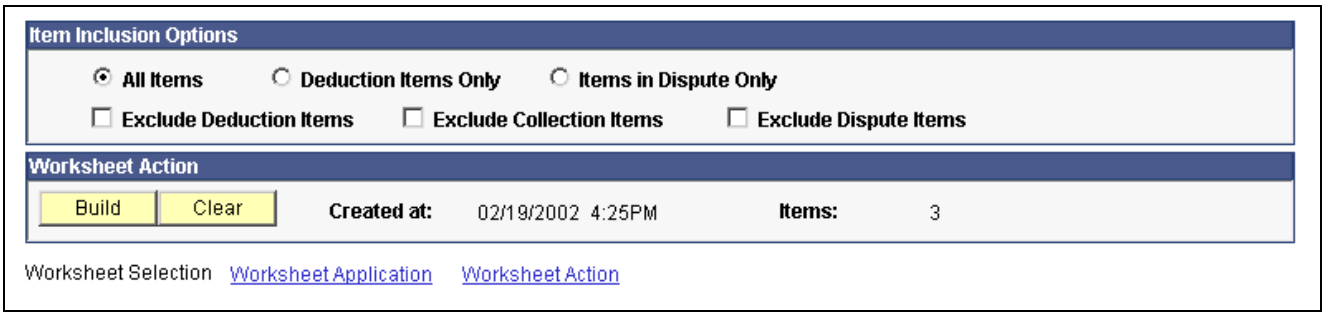
Page Name	Object Name	Navigation	Usage
Additional Customer Information	CUST_INFO_SEC	Click the Additional Cust Information (additional customer information) link on the Worksheet Application Detail View page.	View additional customer information.
Worksheet Action	PAYMENT_ACTION_IC	Accounts Receivable, Payments, Apply Payments, Finalize Worksheet, Worksheet Action Click the Worksheet Action link on the Worksheet Selection page or the Worksheet Application page.	Select posting options for the payment applied on the payment worksheet including entry events and worksheets that the Payment Predictor process generated.

Building a Payment Worksheet

Access the Worksheet Selection page.



Worksheet Selection page (1 of 2)



Worksheet Selection page (2 of 2)

Payment Predictor Select to apply the payment automatically the next time that you run the Payment Predictor process. If you select Payment Predictor and then attempt to build a worksheet, the system clears the Payment Predictor check box.

Note. The Worksheet Selection page and the Payments page in regular and express deposit entry both have the Payment Predictor check box. If you select the option on either of these pages, the system automatically selects the check box on the other page. Set the default for the Payment Predictor process using the bank account on the External Accounts page.

Selecting Customer and Item Reference Criteria

The information that you enter about customers and items determines the information that appears on the worksheet. The more information you provide, the more focused your worksheet will be. For example:

- If you enter only customer information, the worksheet lists all open items for the customer.
- If you enter only item information, the worksheet lists all open items that match your item criteria for all customers.
- If you enter both customer and item information, the worksheet lists all the open items that match the customer and item criteria that you select.

Note. If you enter no customer or item information, the system creates a blank worksheet.

Entering Customer Criteria

Customer Criteria Select the type of customer that you want to include in the worksheet: *Corporate Items, Customer Items,* or *Remit From Items.* If you select *None,* the system creates a worksheet based on the other selection criteria and does not limit items to specific customers. You can also select *None* and enter a customer ID and business unit. In this case, the system uses the customer reference criteria in conjunction with the item reference criteria to choose only items that match both criteria.

Customer ID and **Business Unit** Enter the customer ID and business unit.

Note. If you select *Corporate Items* or *Remit From Items* in the Customer Criteria field, you must enter a business unit. The system needs a business unit to determine the setID of corporate and remit from customers. The resulting worksheet displays all open items having the specified corporate or remit from customer across *all* business units, not just the business unit that you select.

MICR ID (magnetic ink character recognition ID) (Optional) Enter the customer's MIRC ID.

Link MICR Click to link the customer's MICR ID to other customers who have the same MICR ID.

Entering Reference Criteria

The information that appears on the Worksheet Selection page comes from the Regular Deposit - Payments page, the Express Deposit - Payments page, or from payment information received from a payment interface, such as EDI or a lockbox. If you did not enter information on the Payments page, enter it on the Worksheet Selection page.

Note. The only instance in which you can use reference criteria independently of customer criteria is when the Restrict to field is *All Customers.*

Reference Criteria Specify whether you will use a *Specific Value, None,* or a *Range of References.* If you select either *Range of References* or *Specific Value,* you enter information in the Item Reference fields.

If you click the Detail Reference link to enter reference information, the Reference Criteria field displays *Detailed References.*

Restrict to Select to qualify items by customer. Values are *All Customers, Corporate Cust Only, Customer Only,* and *Remit Cust Only.*

Match Rule If you select *Specific Value* in the Reference Criteria field, specify whether the item information is an *Exact Match* or a *Like Match.* A *Like Match* enables you to use a percent (%) wildcard to identify the reference, as long as you provide the beginning letters or numbers. For example, if you enter a purchase order number of *24%* and select *Like Match,* the worksheet will contain all items with purchase order numbers beginning with 24xx, but will not include a purchase order number of x24x.

Reference and **To Reference** Enter one of the following:

- If you selected *Specific Value* in the Reference Criteria field, enter the specific item reference.
- If you selected *Range of References,* enter the starting and ending values for the range of references.

  The values that you enter are case-sensitive.

Qual Code (qualifier code) Enter the type of reference, such as documents, items, purchase orders, or any other criteria that you set up on the Reference Qualifier page.

Detail Reference Click to access the Detail Reference Information page, where you enter a list of items to which you are applying the payment. This page works like a worksheet, and enables you to quickly enter items and specify the payment amount and enter some of the available entry types for processing the items.

Including and Excluding Items

All Items, Deduction Items Only, or **Items in Dispute Only** — Select one of these options to indicate the types of items to include in the worksheet. If you select All Items, you can select one or more of the following check boxes to exclude those item types from the worksheet: Exclude Deduction Items, Exclude Collection Items, and Exclude Dispute Items.

Building the Worksheet

Build — Click to create a new worksheet or to add items meeting your selection criteria to an existing worksheet.

The following may occur if the payment is out of balance or there are duplicate payments:

- If the Build button is unavailable, the deposit containing this payment is out of balance, or the deposit is a duplicate lockbox or EDI deposit.

  Correct these problems using the Regular Deposit Balancing page.
- If you build a worksheet that references the same item multiple times, a warning message appears indicating that you have duplicate payments for the item when you save the worksheet.

  The item appears multiple times on the worksheet. Apply the payment to the item multiple times, which creates a credit on the customer account, or clear the item and select another action.

Clear — Click to remove all items from an existing worksheet.

Enter Item References for the Payment

Access the Detail Reference Information page.

To view and change information:

1. (Optional) Click Get Pay Amounts to display the amount of the items from the previous entries.

   This button is available only if amounts are not displayed.
2. Enter the item ID, such as an invoice number and a sequence number.

   The system populates the other fields from the current item information if the item ID is a preexisting item.
3. Change the payment amount, entry type, and entry reason as needed.

   These entry types are valid for existing items:

   PY — Pay an item.

   WO — Write-off.

   DED — Deductions.

   Note. To partially write off an item, use the write-off option and change the payment amount.

   These entry types are valid for new items:

   OA — On account (negative amount).

PR Prepayment (negative amount).

DED Deductions (positive amount).

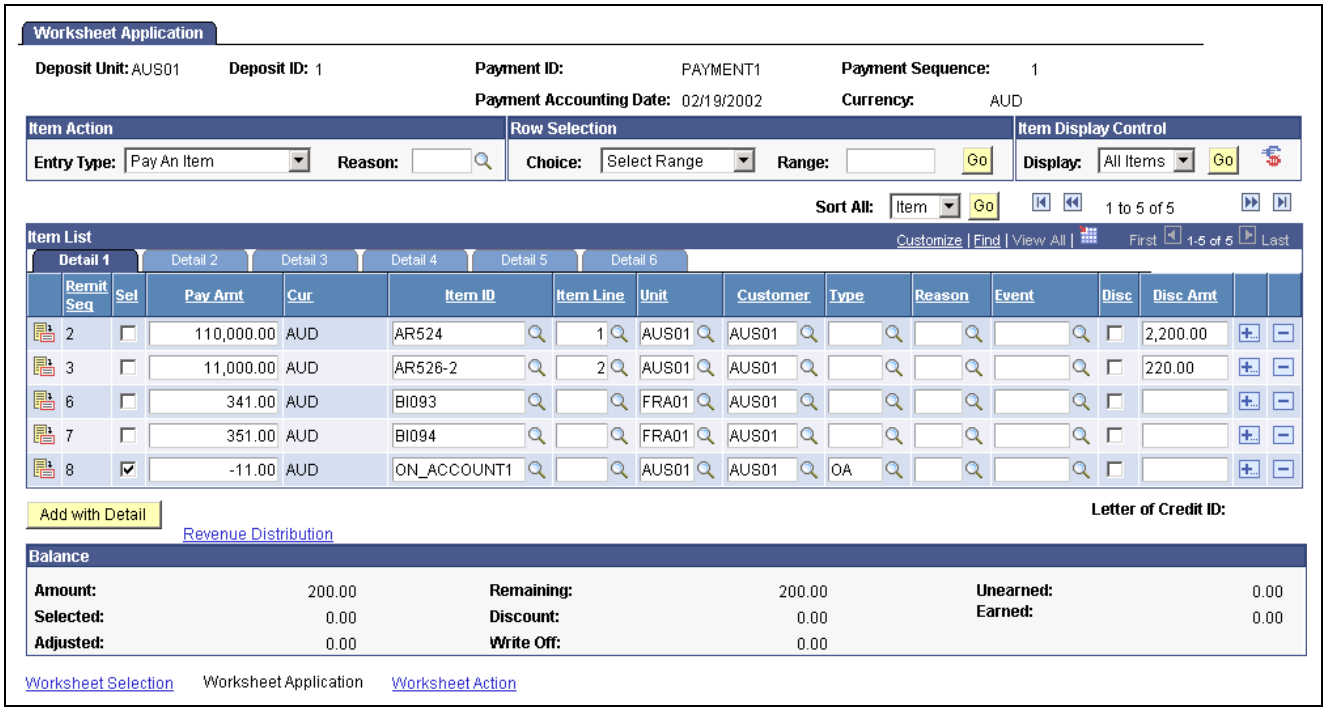
4. Enter discount information:
   - For earned discounts, the system automatically selects the Disc (discount) check box and populates the Disc Amt (discount amount) field.

     Change the discount amount if needed or clear the Disc check box if you do not want to allow the discount.
   - For unearned discounts, the Disc check box is not available unless you accessed the page from the Regular Deposit - Payments page and you selected the Payment Predictor check box.

     To enable the Payment Predictor process to take an unearned discount, select the Disc check box and enter the discount amount. If you are applying the payment on the payment worksheet, you take unearned discounts on the Worksheet Application page.

Using Payment Worksheets to Apply Payments

Access the Worksheet Application page.



Worksheet Application page

To use the payment worksheet, follow these high-level steps:

1. Use the item display or sort controls to adjust the view.
2. Select the items to pay.
3. Handle underpayments, overpayments, and discounts.
4. Check the information in the Balance group box to see if you have used the entire payment.

   You cannot post a worksheet until the entire amount of a payment is accounted for, either applied to an item, deemed a prepayment, held on account, deducted from the customer's balance, or considered an adjustment.

Payment Accounting Date Displays the accounting date for the payment activity.

Selecting Items and Item Actions

The item selection controls enable you to work with all items in the worksheet at once or a specified range of items.

Entry Type and **Reason** Select the entry type for the activity that you want to perform for the selected items. You must enter a valid entry reason in the Reason field if you specified that entry reasons are required when you set up the entry type that you entered in the Entry Type field. Valid entry types are:

PY (Pay an Item): Select to apply the payment to all the selected items.

WO (Write off an Item): Select to write off selected items. The system issues a message if you try to write off more than the write-off tolerances permit.

DED (Create a Deduction): Select to create a deduction item for the selected items.

Note. If you select an item that is in use, you get an error message. A setting on the Installation Options - Receivables page—No Mult Pending Item Selection (no multiple pending item selection)—determines whether the system checks groups to see if an unposted pending item exists for the item that you selected or if the item has been selected in another group. To see where the item is in use, select Items in Other Groups on the Worksheet Application Detail View page for the item.

Choice and **Range** Select an option to select or clear multiple items at a time. Options are: *Select All, De-Select All, Select Range, De-Select Range.*

If you select *Select Range* or *De-Select Range,* enter the range in the Range field. For example, enter *(4-7).*

Go Click to apply your selections to the items in the grid and to update the worksheet balances.

Changing Item Display Information

Use the fields in the Item Display Control group box to adjust the view and contents of the Item List grid.

Display Use to limit the display to all items by using the % wildcard or to a particular type of item. Choices are: *All Items, Blank, New Items, Other, Selected,* or *Unselected.*

Go Click to refresh the list of items in the grid.

Click the Disp Curr Conversion Worksheet (display currency conversion worksheet) button to access the Currency Conversion page where you select a display currency for the Conversion Amount - Currency column and specify whether to use today's date, the accounting date for the item, or a date that you specify to determine which exchange rate to use.

Sort All Use to sort *all* items in the worksheet, not just the items that are displayed in the scroll area. This field is not available if the number of rows does not exceed the maximum chunk size. Options are *Due Date* or *Item.* Then click Go to resort all items in the worksheet.

Click the arrows to view different chunks of data. For better performance, you can limit the number of rows that appear in the scroll area on the Installation Options - Receivables page. We recommend a maximum chunk size of 100 rows, although larger chunks may perform satisfactorily.

Reviewing Item Summary Information

Use the Customize link to sort by column and to reorder, hide, and freeze columns. This enables you to put the key fields that you want to review on the Detail 1 tab and sort your data.

Click the View Detail button to view or update details for a selected item on a worksheet and to copy or write off the item.

Remit Seq (sequence number)

This sequence number relates to the order in which the items were entered on the Worksheet Selection page. Initially the items appear in this order. If you sort the worksheet based on the value in another column, the number stays with the item, but the grid order changes. Use this column to sort the worksheet in the original order.

Pay Amt (payment amount)

This field initially displays the open amount for the item. Change the amount to make a partial payment.

Type and **Reason**

Enter the entry type and reason. Some entry types are valid for existing items and some are valid only for new items.

Note. If you are applying a payment to a vendor rebate claim or claimback item interfaced from Purchasing or Order Management and the business unit for the item requires VAT, then you must split the item by entering the base amount of the item in the Pay Amt field for one row and the VAT amount for the item in the Pay Amt field for the other row. Use the PY (Pay an Item) entry type for each item. You must enter the appropriate entry reason for each row to indicate whether the amount is the base amount or the VAT amount. You also must enter the reference number for the claim item in the Document field on the Worksheet Application Detail View page.

See Chapter 4, "Defining Receivables Processing Options," Understanding Entry Reasons, page 69.

Event

U.S. federal financial systems require supplemental accounting entries. Enter the entry event code to generate the appropriate supplemental accounting entries for the payment activity for the item.

Disc (discount)

Select to take an unearned discount.

Disc Amt (discount amount)

Override the amount of an earned discount or enter an amount for an unearned discount.

The system calculates item discounts using the payment terms code and discount grace days that are posted with the item. A discount is earned if the payment accounting date falls within the period of discount days plus discount grace days. For example, if the terms code for the item specifies discount terms of 10 days and the discount grace days is 3, then the discount is earned, if you received the payment within 13 days.

Any changes made to discounts must meet the discount tolerance requirements defined on the User Preferences - Receivable Data Entry 2 page.

Add with Detail Click to add an item to handle overpayments, underpayments, and write-offs. If a new item was created in error, clear the item by clearing the Sel (select) column, or delete the item.

Revenue Distribution Click to manually distribute amounts for control budgets across multiple revenue lines if you are making a partial payment. This link is available only if you have enabled commitment control processing and you have enabled input of multiple revenue lines for the business unit.

Reviewing Balance Information

As you select open items, you need to check the information in the Balance group box. The system updates the amounts whenever you click the Refresh button. If the Remaining amount is not *0,* you need to adjust the payment amounts or select additional items.

Handling Exact Payments

Select items that match the payment. If a customer has no items in the worksheet, you can still put a payment on account or treat it as a prepayment.

Handling Underpayments

To apply an underpayment, do one of the following:

- Treat the entire amount as a partial payment against an item.

  Then change the amount for the item to the amount of the payment.

- Pay off the item and create an adjustment or a deduction item for the difference between the item amount and the payment amount by creating a new item and entering a positive amount for the difference.

  For deductions, enter the item ID of the paid item as the document ID for the new deduction on the Worksheet Application Detail View page. This ties the purchase order number, bill of lading, and document information for the referenced item to the new deduction. Regular deductions create new items in the system. The Deduction Due Date field on Receivables Options - Payment Options page, enables you to determine whether the due date of the new item is the payment accounting date or the due date of an existing item. If you specify that the due date is from an existing item, you must enter the item ID of the existing item as the document ID on the Worksheet Application Detail View page. After the Receivable Update process runs, the new deduction appears in the system.

- Until you know why the customer underpaid, place the entire amount on account (without referencing any items) by creating a new item and entering a negative amount for the amount of the payment.

  Do not use the same item ID for the on account item as an existing item. If you want the on account item to be associated with an existing item, either add a prefix or suffix to the ID or use the same item ID with a different line number.

- Partially pay for an item and write off the remaining item balance by selecting the split item and changing the entry type to *WO.*

Important! If the item is a rebate claim that originated in Purchasing or claim back that originated in Order Management, do *not* write off the remaining balance. Use the Claims Management Workbench in Purchasing or Order Management to handle write-offs. This enables the system to determine whether the write-offs meet the write-off tolerances for claim processing.

See *PeopleSoft Enterprise Purchasing 8.9 PeopleBook*, “Understanding Vendor Rebates”.

See *PeopleSoft Enterprise Order Management 8.9 PeopleBook*, “Working with Claimbacks”.

Handling Overpayments

To apply an overpayment, do one of the following:

- Pay off the item and create a new on account, adjustment, or prepay item with the remainder by creating a new item and entering a negative amount for the overpayment amount.

Note. If invoices exist that reflect a prepayment (in other words, the on-account item and the item have the same document number), be careful not to match those items with another item that does not have a matching value in the Document field.

- Pay off one or more items entirely and treat the remainder as a partial payment on another item by changing the amount for the item to the remaining amount of the payment.
- Until you know why the customer overpaid, place the entire amount on account (without referencing any items) by creating a new item and entering a negative amount for the amount of the payment.
- Pay off one or more items and write off the remaining balance by creating a new item and entering a negative amount for the overpayment payment amount.

Handling Remaining Amounts

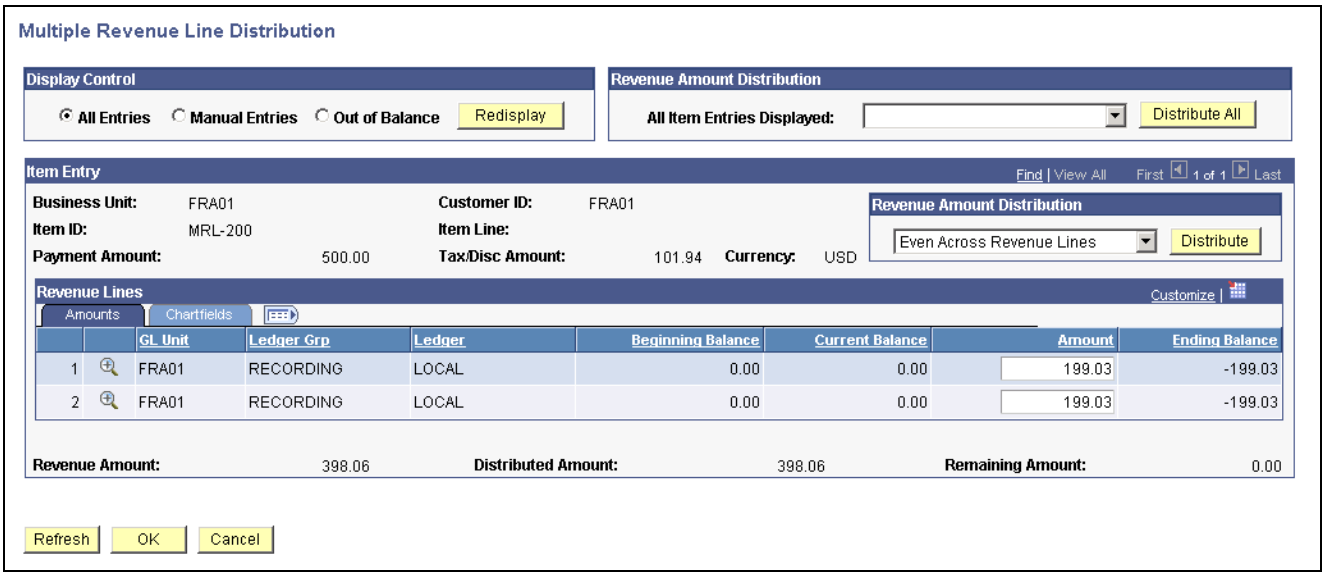
If you do not find an open item to which you can apply the remaining payment, add an item to the worksheet and write off the remaining balance by selecting either the Write-off an Overpayment or Write-off an Underpayment entry type.

You can only write off an amount up to the user's authorized limit. Check these amounts on the User Preferences - Receivable Data Entry 2 page. The system compares the item amount to the user's write-off limit in the format currency selected on the Receivables Data Entry 2 page.

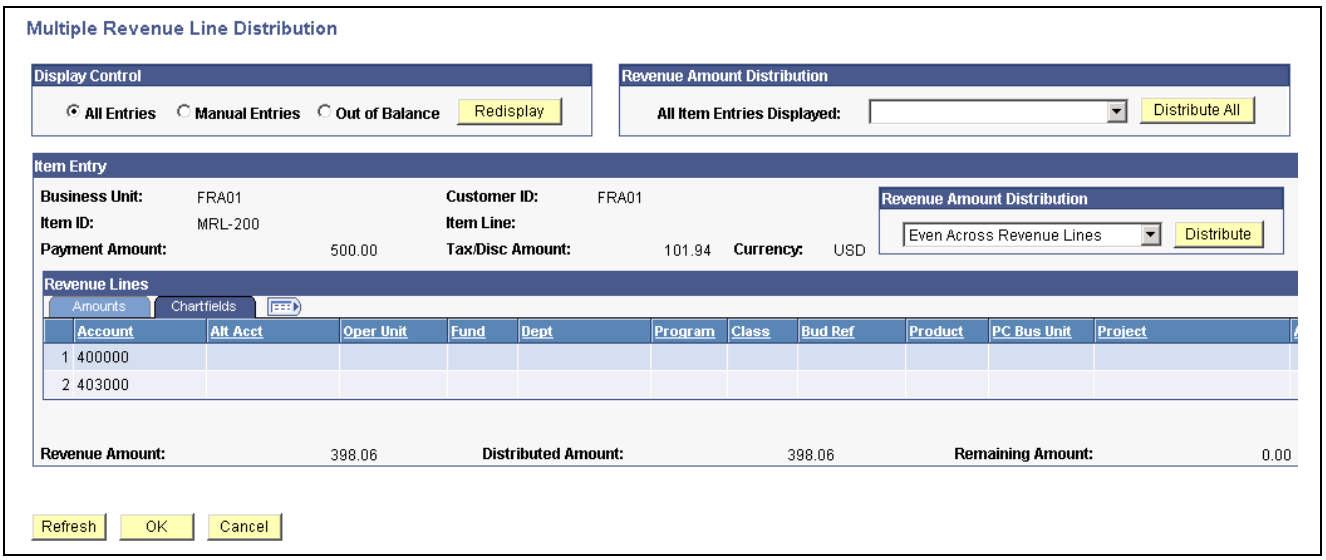
Note. If you selected the Partial Payment Disabled check box on the Receivables Options - Payment Options page, no partial payments can be processed.

Distributing Amounts for Multiple Revenue Lines for Control Budgets

Access the Multiple Revenue Line Distribution page.



Multiple Revenue Line Distribution page (1 of 2)



Multiple Revenue Line Distribution page (2 of 2)

The only item entries that appear on the page are ones for which you are making a partial payment.

Display Control

If you are viewing all item entries, select an option to limit the list of item entries and click Redisplay. Options are:

All Entries: Displays all item entries.

Manual Entries: Displays only item entries that the user is changing manually.

Out of Balance: Displays only item entries that have a remaining amount.

Revenue Amount Distribution

Specify how to distribute the revenue. Enter the instruction for an individual item entry by completing the Revenue Amount Distribution field for the item entry and click Distribute. Enter the instruction for all items displayed in the scroll area, by completing the All Item Entries Displayed field and click Distribute All. Options are:

System Distribution: This is the default. The Revenue Estimate Application Engine process (AR_REV_EST) calculates the revenue distribution amount for each line by prorating the revenue balance for all lines. If you have selected a manual method, select this option to enable the process to calculate the amounts.

Reset to Zero: Select to reset all the amounts to *0*.

Weighted Open Balance: Select to have the system prorate the revenue amounts based on the revenue balance for each distribution line. Then readjust the amounts as needed.

Even Across Revenue Lines: Select to distribute the revenue amount evenly across all lines for the item entry. Then readjust the amounts as needed.

Revenue Amount Displays the total revenue amount for the item entry.

Distributed Amount Displays the total of the revenue amount that has been entered for the revenue lines.

System Distribution If this check box is selected, the Revenue Estimate process calculates the revenue distribution amounts.

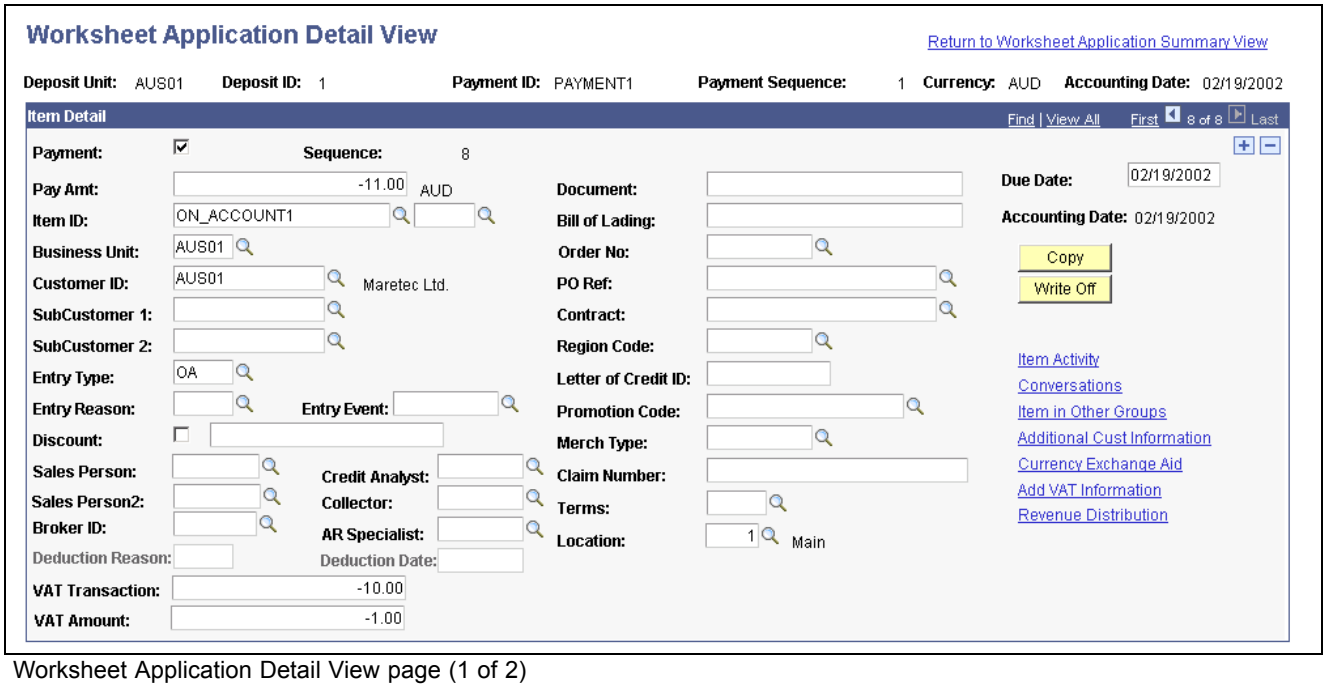
Remaining Amount Displays the difference between the total revenue amount for an item entry and the amount entered. The amount must be *0* to post the worksheet. Click the Refresh button to update the totals.

See Also

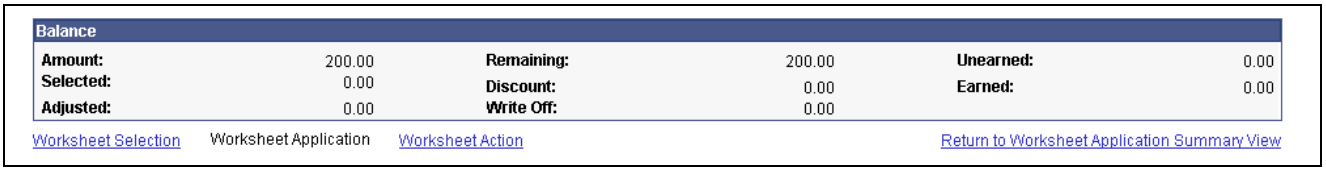
Chapter 28, "Using Commitment Control Processing in Receivables," Understanding Revenue Estimate Processing, page 703

Viewing and Updating Item Details

Access the Worksheet Application Detail View page.



Worksheet Application Detail View page (1 of 2)



Worksheet Application Detail View page (2 of 2)

View item details to identify an item or change the details as needed.

Deduction Reason — If you are creating a new deduction, enter the reason why the customer took the deduction. You define reason codes on the Deduction Reason page.

AR Specialist (accounts receivable specialist) — The system populates the AR Specialist field for deduction items based on the default specialist that you assigned to the business unit. If you overrode the default specialist for the deduction reason or customer, the system uses that value.

Document — If you enter a value that matches an existing item ID, the system automatically populates the Bill of Lading, Order No (order number) PO Ref (purchase order reference) Contract # (contract number) Letter of Credit ID, and Due Date fields with the values for the existing item when you save or refresh the page. If you receive different information for these fields with the payment, override those values.

If you are applying the payment to a vendor rebate claim item or claimback item that you interfaced from Purchasing or Order Management, you must enter reference ID. When you run the Rebate Notification process, it sends the reference ID to Purchasing and Order Management to use to reconcile the claims on the claims management workbench.

This field is available for entry for existing items only if you enter entry reasons on the AR Integration page.

Promotion Code and **Merch Type** (merchandising type) — If you are creating a new deduction that the customer took for a promotional deal and you use Promotions Management, enter the code associated with the promotion and the merchandising type. If the promotion is associated with more than one merchandising type, you must create a separate deduction for each merchandising type.

Location — Enter the address sequence number for new items. You must enter a value in this field to include the item in correspondence if you selected the *Item Address* option for the correspondence customer on the Correspondence Options page.

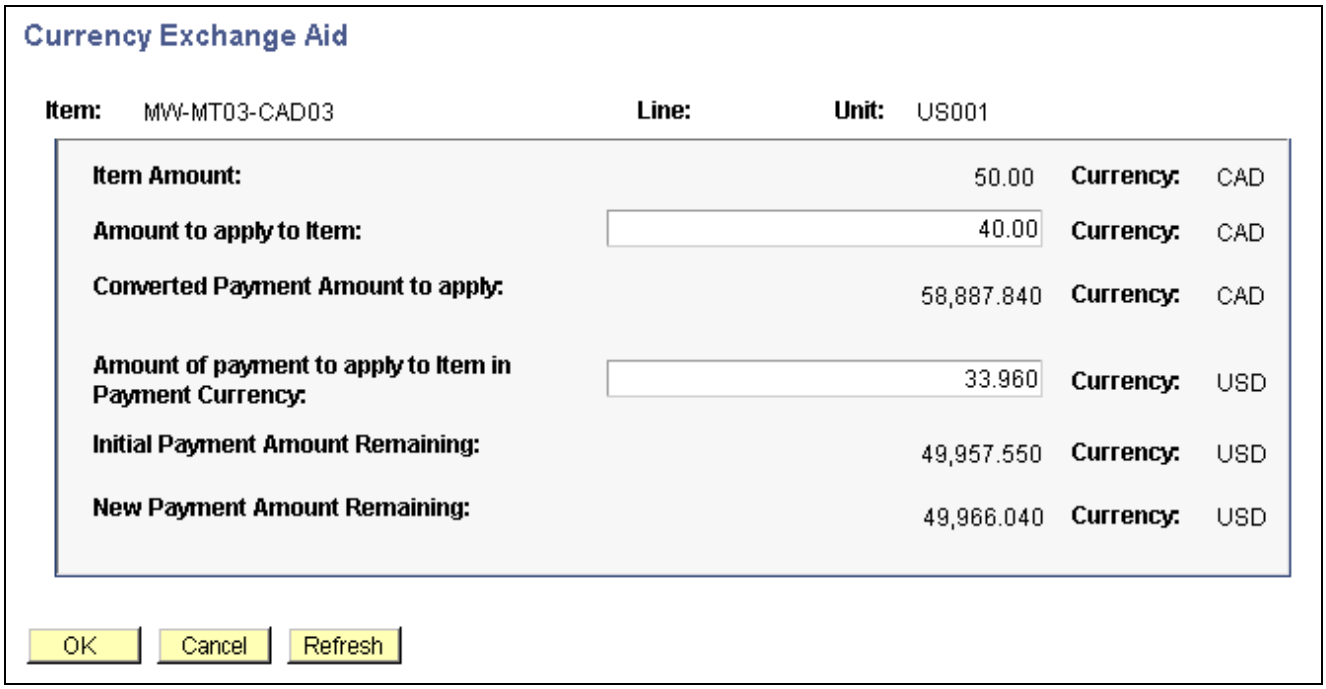
Copy — Click to copy the item and add a new row to the worksheet. You must add the amount and entry type to the new row.

Write Off — For a new item, click to write off an overpayment or underpayment amount.

Note. To save your changes on this page, return to the Worksheet Application page.

Converting the Payment Amount to a Different Currency

Access the Currency Exchange Aid page.



Currency Exchange Aid page

The Amount to apply to Item field initially displays the amount from the Worksheet Application page in the entry currency. If you want to partially pay the item, you have two options:

- Change the amount to pay using the item currency in the Amount to apply to Item field.

  When you press the TAB key to exit the field, the system updates the Amount of payment to apply to Item in Payment Currency field with the amount of the payment that you will apply to the item in the payment currency.

- Enter the amount of the payment to apply to the item in the payment currency in the Amount of payment to apply to Item in Payment Currency field.

  When you press the TAB key to exit the field, the system changes the item amount (the amount of the item you will pay) in the Amount to apply to Item field.

Each time that you change one of these amounts, the system updates the New Payment Amount Remaining field so you can track how much of the initial payment remains.

Selecting a Payment Worksheet Action

Access the Worksheet Action page.

Delete Worksheet Click to delete the entire worksheet, plus any accounting entries created for the worksheet.

Delete Payment Group Click to delete the accounting entries that you create but leave the worksheet intact.

Action Select a posting action for the group and click OK to execute the action. Options are:

Do Not Post: Saves the changes to the group, but no posting occurs. Select this option to change the posting option for a group set to *Batch Standard,* if the group has not been processed yet.

Post Now: Runs the Receivable Update process immediately. If the user enabled the notification feature, the system displays a message when the process completes.

Post Now to GL: Runs the Receivable Update process immediately and runs processes to create and post journals to the general ledger. If the user enabled the notification feature, the system displays a message when the process completes.

Batch Priority: Runs the Receivable Update process the next time a priority scheduled job runs or the next time a standard scheduled job runs if that occurs first. This option is not intended for large jobs.

Batch Standard: Runs the Receivable Update the next time a standard scheduled batch job runs. This may occur once a day depending on how often the organization schedules standard jobs.

Note. The posting options that are available depend on the options that you select for the user on the Define User Preferences - Process Group page. Use the *Post Now* and *Post Now to GL* options only for small groups or when there is an immediate need to post the transaction. The system issues a message, if another user or scheduled process is posting transactions for the same business unit and customer combination at the same time.

If the Payment Predictor process created the worksheet and an item is selected for a business unit to which you do not have security access, you cannot post the payment until you clear the selection.

See Chapter 12, "Setting Up Receivable Update and Pending Group Generator," Receivable Update Processing Options, page 294.

Create/Review Entries Click to create or review accounting entries. Use this option only if you need to review or modify the accounting entries. Otherwise, use one of the posting actions to create the accounting entries.

Note. If the worksheet does not have a zero balance, but you need to stop working with the worksheet, save the work, and select *Do Not Post* for the posting action.

Handling Returned Payments

You can handle returned payments in a variety of ways according to your organization's policies and the conditions surrounding the return.

Reversing the Original Payment

If you have already run the Receivable Update process to post a payment, you must unpost the payment group to reverse the payment.

To unpost a payment:

1. (Optional) View control information on the Payment Control page.
2. (Optional) Select an unpost reason on the Options page.
3. Select *Batch Priority* or *Batch Standard* in the Action field on the Action page and click OK.

Handling Uncollectible Payments

A variety of solutions exist for handling uncollectible payments. The solution that you select depends on:

- Whether the payment is permanently uncollectible and whether the totals should be included in the control tables.
- Whether the payment is temporarily uncollectible and whether the totals should be included in the control tables.

To handle permanently uncollectible payments when the amount is *not* included in the control totals:

1. Unpost the original payment.
2. Reapply the original payment as an on-account payment on the payment worksheet.
3. Write off the on-account payment on the maintenance worksheet.

To handle permanently uncollectible payments when the amount is included in the control totals:

1. Unpost the original payment.
2. Reapply the original payment as an on-account payment on the payment worksheet.
3. Apply the returned check to the on-account item that you created for the payment.

To handle temporarily uncollectible payments when the amount is *not* included in the control totals:

1. Unpost the original payment to open the items and leave the payment unapplied.
2. When the check clears, reapply the payment using the original payment.

To handle temporarily uncollectible payments when the amount is included in the control totals:

1. Create a debit item to record the return.
2. When the check clears, create a new worksheet and apply the payment to the new debit item.

Creating and Updating Accounting Entries

When you post payment groups, the Receivable Update process creates the group and accounting entries. To review the accounting entries before you post the group, you can create them online using the Worksheet Action page. The system edits for ChartField combination errors when you create the accounting entries in batch or online if you enabled ChartField combination editing on the Receivables Options - General 2 page for the business unit. You cannot post the accounting entries until you fix the error if you selected Recycle in the ChartField Editing group box.

Use the Accounting Entries page to review and update accounting entries that have already been created for payment groups. You can edit the AR (receivables) lines for these types of new items that do *not* reference existing items:

- Prepay an Item (WS-04)
- Place an Amount on Account (WS-05)
- Adjust Remaining Overpayment (WS-06)
- Adjust Remaining Underpayment (WS-07)
- Create a Deduction (WS-08)

- Write-off an Overpayment (WS-10)
- Write-off an Underpayment (WS-11)

Note. You cannot edit the AR lines when the system generates two transactions for the same new item ID, because the AR line must match for both transactions. This applies when a Write-off an Overpayment (WS-10) item automatically creates an Adjust Remaining Overpayment (WS-06) item, or when a Write-off an Underpayment (WS-11) item automatically creates an Adjust Remaining Underpayment (WS-07) item.

You can edit the user-defined line for these type of transactions:

- Take Earned Discount (WS-02)
- Take Unearned Discount (WS-03)
- Write-off an Item (WS-09)
- Write-off an Overpayment (WS-10)
- Write-off an Underpayment (WS-11)

Note. You cannot edit entries if you selected the *Always Inherit* or *Inherit within BU* inheritance option.

For errors in Pay an Item (WS-01) transactions, perform these steps:

1. Delete the entries using the error correction pages.
2. Modify the combination edit rules so the combination is valid or modify the ChartField combination on the External Account page for the bank account if the error is on the Cash line.
3. Rerun the Receivable Update process.

Important! To keep the accounting entries balanced when you make changes, enable the ChartField Balancing option on the Ledger Group - Balancing page. This enables the system to create intraunit accounting entries across the from and to line.

If the original item that an item references has project ChartFields and you interfaced it from Billing, and you want to use the same ChartField values; access the AR Billing Inquiry page for the item and click the Bill Header - Project Info link. This enables you to view the project ChartFields on the bill heading in Billing.

See Also

Chapter 27, “Posting and Unposting Groups,” Correcting Posting Errors, page 687

Page Used to Review and Update Accounting Entries

Page Name	Object Name	Navigation	Usage
Accounting Entries	GROUP_ENTRY1_DSP	Accounts Receivable, Receivables Update, Correct Posting Errors, Payment, Accounting Entries	Review and correct errors for accounting entries in a payment group.

Paying for a Single Item by Credit Card

This section provides an overview of credit card payment, lists prerequisites, and discusses how to:

1. Select a single item for payment by credit card.
2. Enter and transmit credit card data for a single item.
3. Verify credit card payment authorization.
4. Run the Receivables Credit Card Application Engine process.

Understanding Credit Card Payments

There are two methods of obtaining credit card authorization for items in Receivables:

- To obtain authorization for a single item, click the Pay by Credit Card link on the Detail 1 page.
- To obtain authorization for the entire balance for a business unit or customer, use the Credit Card Payment option by selecting Apply Payments, Process Credit Card Payments, Credit Card Payments.

After you obtain credit card authorization, you run the Receivables Credit Card process (AR_CRCARD) to create a payment worksheet that is automatically set to post. The credit card payments are automatically applied to the items. You can review the worksheet if desired, or just run the Receivable Update process to post the payment.

See Also

PeopleSoft Enterprise Order to Cash Common Information 8.9 PeopleBook, "Processing Credit Cards"

Prerequisites

Before you pay for an item by credit card, perform these tasks:

1. Create a bank account using the External Accounts component (BANK_EXTERNAL) that has a collection method of Credit Card.
2. Link bank accounts to customer credit card payments on the Credit Card Bank Account page.

See Also

Chapter 5, "Defining Additional Processing Options," Setting Up Credit Card Bank Accounts, page 115

PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook, "Setting Up External, Internal, and Netting Accounts," Defining Collection Methods

Pages Used to Pay a Single Item by Credit Card

Page Name	Object Name	Navigation	Usage
Detail 1	ITEM_MAINTAIN	Accounts Receivable, Customer Accounts, Item Information, View/Update Item Details, Detail 1	Access the item that you want to pay for by credit card.
Credit Card Data	BI_CRCARD_TRANS	Click the Pay by Credit Card link on the Detail 1 page.	Enter credit card information to pay for a single item.
Credit Card Address	CRCARD_HIST_AR_INQ	Click the Credit Card Address link on the Credit Card Data page.	Enter address information for the transaction.
Credit Card History	BI_CRCARD_AR_HST	Click the Pay by Credit Card link on the Detail 1 page and select the Credit Card History tab.	Review the credit card payment history.
Credit Card Payments	CRCARD_REQUEST	Accounts Receivable, Payments, Apply Payments, Process Credit Card Payments, Credit Card Payments	Run the Credit Card process to create a credit card payment worksheet.

Selecting an Item for Payment by Credit Card

Access the Detail 1 page.

Pay Method Change the payment method to *CC* (credit card), *CHK* (check), *EFT* (electronic funds transfer), or *Giro - EFT.*

Pay by Credit Card Click to open the Credit Card Data page, where you enter credit card information for the item that you selected.

See Also

Chapter 22, “Maintaining and Reviewing Item Information,” Changing Discount, Payment, and Draft Options and Customer Relationship Information, page 550

Entering and Transmitting Credit Card Data for a Single Item

Access the Credit Card Data page.

For the credit card data to be authorized, you must enter data in all the fields required by the third-party credit card authorization and payment application.

Credit Card Options

No Action Select to save the information that you entered.

Transmit Select to transmit the item to a third-party credit card authorization application, where it is either approved or denied.

See Also

PeopleSoft Enterprise Order to Cash Common Information 8.9 PeopleBook, "Processing Credit Cards," Entering and Transmitting Credit Card Data

Verifying Credit Card Payment Authorization

Access the Credit Card History page.

Authorization Code Displays the approval code that the third-party authorization and payment application assigned to the transaction.

See Also

PeopleSoft Enterprise Order to Cash Common Information 8.9 PeopleBook, "Processing Credit Cards," Verifying Credit Card Payment Authorization

Running the Receivables Credit Card Application Engine Process

Access the Credit Card Payments page.

Run the Credit Card process to create a payment worksheet that is automatically set to post in the next standard scheduled run of the Receivable Update process.

Use the payment worksheet to review credit card payments before they post.

See Also

Chapter 21, "Applying Payments," Applying Payments Using Payment Worksheets, page 523

Looking Up Information on Payments

This section lists the pages used to look up information on payments.

Pages Used to Look Up Information on Payments

Page Name	Object Name	Navigation	Usage
All Deposits	DEPOSIT_STATUS	Accounts Receivables, Payments, Review Payments, All Deposits, All Deposits	View details about a specific deposit ID (including control totals and status) or scan all deposits, one at a time.
Payment Status	PAYMENT_STATUS	• Accounts Receivable, Payments, Review Payments, All Payments, All Payments • Accounts Receivable, Payments, Review Payments, Payment Status	View status of a specific payment.
Item Activity From A Payment	ITEM_PAYMENT	Accounts Receivable, Receivables Update, Posting Results - Payments, Item Activity From Payment, Item Activity From A Payment	Review all items paid by a single payment.
Cash Received by Unit	DEPOSIT_ACT_BU	Accounts Receivable, Payments, Review Payments, By Unit, Cash Received by Unit	View cash received by one business unit or scan all business units, one at a time.
Cash Received By Bank Account	DEPOSIT_ACT_BANK	Accounts Receivable, Payments, Review Payments, By Bank Account, Cash Received By Bank Account	Reconcile your database with information received from the bank.
Incomplete Deposits	DEPOSIT_INCOMPLETE	Accounts Receivable, Payments, Review Payments , Incomplete Deposits, Incomplete Deposits	View posted and unposted deposits that are not yet completely processed. View the payment amount in a deposit that is still in process, summarize out-of-balance deposits (only), or look at the list of incomplete deposits by user.
Incomplete Payments	PAYMENT_INCOMPLETE	Accounts Receivable, Payments, Review Payments, Incomplete Payments, Incomplete Payments	View payments that are not complete (not yet posted).

CHAPTER 22

Maintaining and Reviewing Item Information

This chapter discusses how to:

- Change and review item information.
- Split exception items.
- Update multiple items.
- Add an reference reason to a posted item.

Changing and Reviewing Item Information

This section provides an overview of item maintenance and discusses how to:

- Change discount, payment, and draft options and customer relationship information.
- Update reference, contact, and shipping information.
- Update user-defined information.
- Review item activity.
- Review item activity for a match group.
- Review value-added tax (VAT) entries.
- Review item accounting entries.
- Review audit history for an item.

Understanding Item Maintenance

In Receivables, maintenance items can be credit or debit memos, invoices, deductions, adjustments (generated when you process payments), on-account payments, or prepayments. The Receivables item maintenance feature enables you to change open or closed items once they have been posted and does not create a group of pending items or change the customer's balance. The changes take effect immediately. You do not need to run the Receivable Update Application Engine process (ARUPDATE).

The View/Update Item Details component (ITEM_MAINTAIN) provides a central point to change details for individual items and to review all activities, all accounting entries, and all VAT lines for an item. You can also view and assign actions to an item.

See Also

Chapter 35, "Managing Credit, Collections, and Exceptions," Working with Actions on the Item Action List, page 842

Prerequisites

If you want to track and review changes to fields on items on the Item Audit History page, select the fields on the Audit Control page.

See Also

Chapter 5, "Defining Additional Processing Options," Setting Up Item Audit Options, page 126

Common Elements Used in This Section

Add a Conversation Click to access the Conversations page, where you can enter a new conversation entry for the customer. The system populates the reference information with the item information.

Customer Click the customer ID to access the General Info page for the customer.

View/Update Conversations Click to access the Conversations page, where you can view or update an existing conversation entry for the item.

Pages Used to Change and Review Item Information

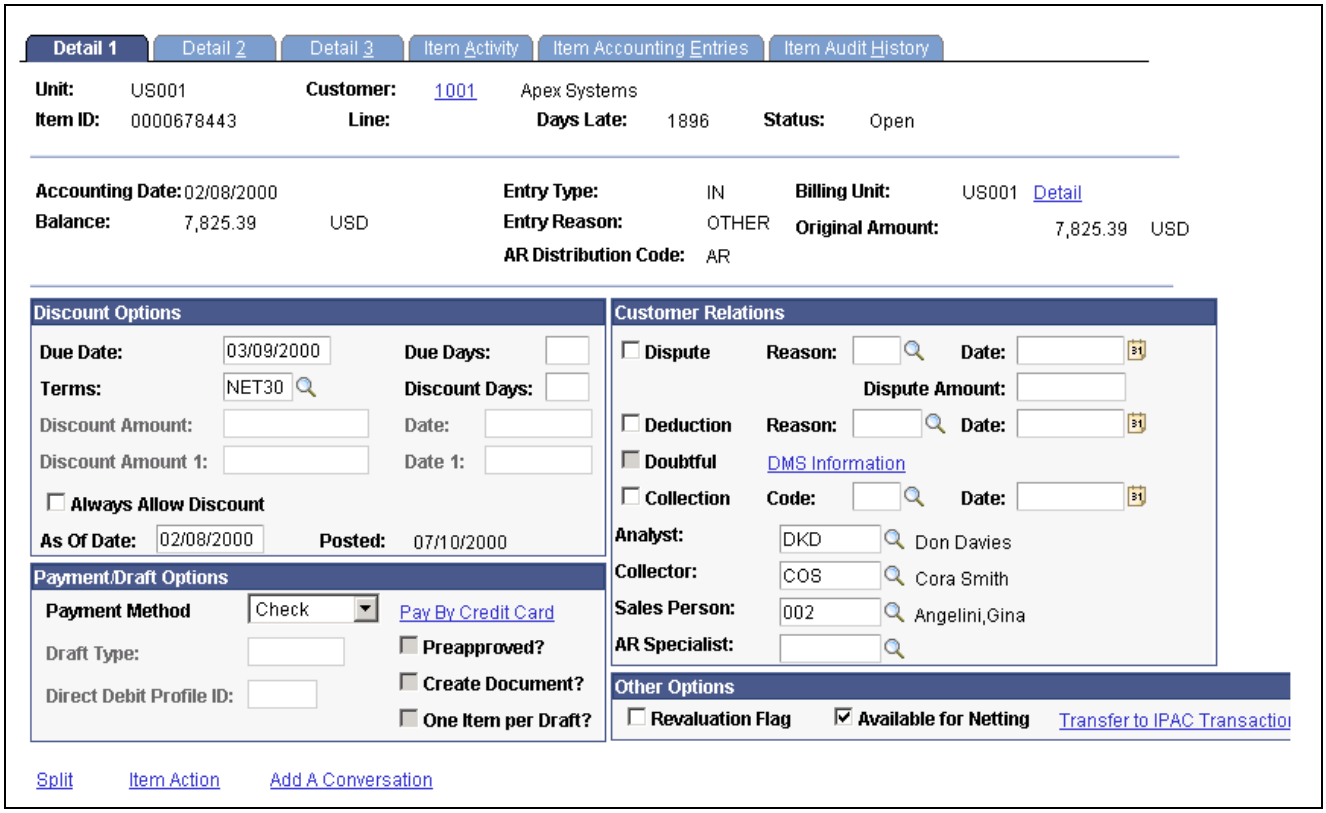
Page Name	Object Name	Navigation	Usage
View/Update Item Details - Detail 1	ITEM_MAINTAIN	• Accounts Receivable, Customer Accounts, Item Information, View/Update Item Details, Detail 1 • You also access this page from several pages by clicking a button or link for an item.	Change discount, payment, and draft options for an item. Put an item in dispute or collections, mark an item as a deduction, and assign item owners. Set the revaluation flag and make an item available for AR/AP netting.
View/Update Item Details - Detail 2	ITEM_MAINTAIN_2	Accounts Receivable, Customer Accounts, Item Information, View/Update Item Details, Detail 2	Update item references and contact, shipping, and product information. Update information for the Receivables Due from Public report. View and change the memo status for the U.S. government.
AR Billing Inquiry	AR_BI_INQUIRY_B	• Click the Detail link on the Detail 1 or Detail 2 page. • Accounts Receivable, Customer Accounts, Item Information, Item Billing Data, AR Billing Inquiry	Review details for an invoice in Billing. The amounts are in the base currency. This page contains data only if you use Billing. Use the Go To field to access a page in the Bill Inquiry component (BI_INQUIRY) in Billing.

Page Name	Object Name	Navigation	Usage
AR BI Inq (EURO) (receivables billing inquiry)	AR_BI_INQUIRY_E	• Click the Detail link on the Detail 1 or Detail 2 page and then click View in Euro Currency. • Accounts Receivable, Customer Accounts, Item Information, Item Billing Data, AR Billing Inquiry, and then click View in Euro Currency.	Review details for an invoice in Billing. The amounts are in the euro currency. This page contains data only if you use Billing. Use the Go To field to access a page in the Bill Inquiry component in Billing.
Bill Header - Note	AR_BI_HDR_NOTE_INQ	Click the Bill Header Notes link on the AR Billing Inquiry page or AR BI Inq (EURO) page.	View notes attached to the bill header for an invoice.
Bill Header - Bill To Address	AR_BI_HDR_ADDR_INQ	Click the Bill To Address link on the AR Billing Inquiry page or the AR BI Inq (EURO) page.	View address information for the customer and information about how the invoice was sent.
Bill Header - Projects Information	AR_BI_HDR_PC_INQ	Click the Bill Header - Project Info link on the AR Billing Inquiry page or the AR BI Inq (EURO) page.	View the Project Costing transaction information on the bill header associated with the item line, including the source Contracts information, the purchase order reference information, reimbursable agreement ID for contracts, and the start and end dates for the project activity.
View/Update Item Details - Detail 3	ITEM_MAINTAIN_3	Accounts Receivable, Customer Accounts, Item Information, View/Update Item Details, Detail 3	Update user-defined fields.
Item Activity	ITEM_DATA2	• Accounts Receivable, Customer Accounts, Item Information, View/Update Item Details, Item Activity • You can also access this page by clicking a link on several pages.	Review all activity records for an item.
Item Activity From A Match Group	ITEM_SUB_GROUP	• Click the link for the match group ID on the Item Activity page. • Accounts Receivable, Customer Accounts, Item Information, Match Group Activities, Item Activity From A Match Group	View all matched items in a match group from the maintenance worksheet or the Automatic Maintenance Application Engine process (AR_AUTOMNT) as well as the amounts matched.

Page Name	Object Name	Navigation	Usage
Item VAT Entries	ITEM_DATA_VAT	Accounts Receivable, Customer Accounts, Item Information, View/Update Item Details, Item VAT Entries	Review the VAT lines for an item. This page is available only if the item has VAT lines.
Item Accounting Entries	ITEM_DATA3	Accounts Receivable, Customer Accounts, Item Information, View/Update Item Details, Item Accounting Entries	View the accounting entries for each item activity.
Item Audit History	ITEM_AUDIT	Accounts Receivable, Customer Accounts, Item Information, View/Update Item Details, Item Audit History	View maintenance changes to items.

Changing Discount, Payment, and Draft Options and Customer Relationship Information

Access the View/Update Item Details - Detail 1 page.



View/Update Item Details - Detail 1 page

You can change only field values that do not change the customer balance. The fields at the top of the page display information to identify the type of item and the item balance. If the item was entered in a currency that differs from the business unit base currency, the system displays the base currency amount and the rate type and exchange rate used for conversion.

Detail Click to access the AR Billing Inquiry page, where you view the original invoice information. This link is available only if there is a valid Billing business unit for the item which is associated with a valid invoice in Billing.

Balance and **Base** Displays the open amount for the item in the entry currency and the base currency. The base amount appears only if the balance differs from the base currency for the business unit.

Exchange Rate Detail Click to view the information used in converting the item amount.

Original Amount Displays the original amount of the item in the entry currency. This is the amount of the item before any payments, adjustments, or splits.

Discount Options

Due Date Enter the date on which the item is due.

Terms Select a payment term that defines the due date, discount days, and discount amount. If this field is blank, you can manually define the terms by entering values in the due and discount fields. If the item has payment terms, the Discount Amount and Date fields are unavailable.

Due Days Enter the number of days beyond the due date during which the payment is still considered on time.

Discount Days (discount days) Enter the number of days beyond the discount date during which the customer is still eligible to receive a discount.

Discount Amount, Date, Discount Amount 1, and **Date 1** Enter user-defined amounts for discounts and dates from which to start counting the discount due date. The customer must pay by the discount due date to take an earned discount.

Always Allow Discount Select to allow the discount on this item to be earned regardless of when the item is paid.

As of Date Enter the date used to age the item.

Payment/Draft Options

Payment Method Select a payment method from these values:

- *CHK* (check)
- *DR* (draft)
- *CC* (credit card)
- *DD* (direct debit)
- *EFT* (electronic funds transfer)
- *GE* (giro - EFT)

If you select draft, the draft fields become available. If you select direct debit, the Profile ID field becomes available.

If the payment method is direct debit, you cannot change the payment method if the item is selected on a direct debit worksheet, unless you do the following:

1. Remit the direct debit.

2. Run the Receivable Update process.
3. Cancel the direct debit.
4. Run the Receivable Update process.

Pay by Credit Card Click to begin credit card processing on the Credit Card Data page, if the payment method is credit card, check, electronic funds transfer, or Giro - EFT.

See Chapter 21, "Applying Payments," Paying for a Single Item by Credit Card, page 542.

Draft Type Select one of the draft types that you defined on the Draft Types page, which determines the draft processing options and what accounting entries to generate for the draft item.

Preapproved? Select if the customer's drafts do not need to be sent to the customer for individual approval.

Create Document? Select to include the item in the draft document prepared for the customer.

One Item Per Draft? Select to have a separate draft for the item.

Direct Debit Profile ID Enter the direct debit profile ID used to determine the direct debit processing rules for the item. The default value comes from the entry type for the item.

Customer Relations

Dispute, Reason, Date, and **Dispute Amount** To put an item into dispute, select the Dispute check box and enter a dispute reason code, the date on which you put it in dispute, and the disputed amount. The default dispute date is the current date and the default amount is the item amount.

Deduction, Reason, and **Date** To mark an item as a deduction, select the Deduction check box and enter the deduction reason and the date that you marked it as a deduction. If you created a deduction, using the payment or draft worksheet, the Deduction check box is unavailable.

Warning! If you mark an item as a deduction using the Deduction check box rather than creating a deduction (WS-08 item) using the payment worksheet, you do not generate any accounting entries or close the original item and create a new deduction item. Once you select this check box and save the page, you cannot clear your selection.

Doubtful This check box is selected if you transferred the item to a Doubtful Receivables account using the transfer worksheet.

(USF) DMS Information (Debt Management Services information) Click to access the Debt Management Services Information page, where you enter information for the debt management system.

See Chapter 39, "Interfacing With U. S. Federal Systems," (USF) Referring Delinquent Items to the DMS, page 891.

Collection, Code, and **Date** To put an item into collection, select the Collection check box and enter a collection code and the date you put it in collection. To put the entire customer into collection, use the Credit Profile page for the customer.

Analyst Select the credit analyst who you want to manage this item. If you set up conditions for collection and exception processing to assign items to the credit analyst, this person is notified of actions that he or she must perform.

Collector Select the collector who you want to manage this item. If you set up conditions for collection and exception processing to assign items to the collector, this person is notified of actions that he or she must perform.

Sales Person Select the primary salesperson for the item. Salespeople are support team members whose support team type is *Sales*.

AR Specialist (receivables specialist) Select the individual responsible for managing deductions and items in dispute. If you select the Dispute or Deduction check box, the system automatically populates this value with the specialist assigned to either the customer, deduction or dispute reason, or business unit.

Other Options

Revaluation Flag Select to enable the Revaluation Application Engine process (AR_REVAL) to revalue the item. Clear the check box if you do not want the item to be revalued.

Available for Netting By default, all items are available for netting—a process that offsets open items and vouchers, if you have Payables and Cash Management on your system. You must set up a participant agreement between the vendors and customers to net their items and vouchers. If you do not want an item to be selected in the netting process, clear the check box.

(USF) Transfer to IPAC Transactions (transfer to Intergovernmental Payment and Collection System transactions) Click to access the IPAC Information page, where you enter information for the IPAC interface.

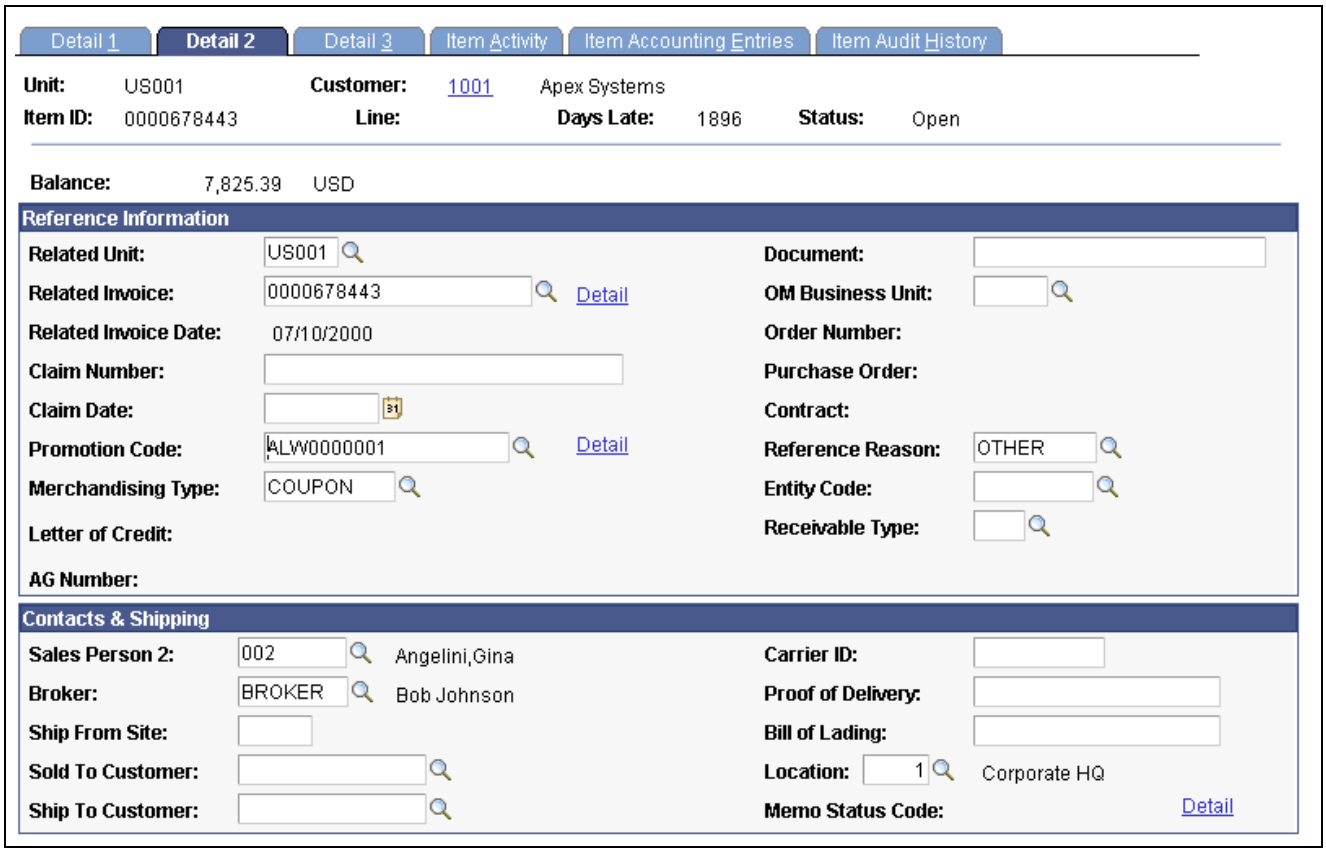
See Chapter 39, “Interfacing With U. S. Federal Systems,” (USF) Submitting Transactions Between Agencies Using the IPAC System, page 895.

Item Action Click to access the Item Action page, where you view or add all actions associated with the item, assign action owners, and drill down to perform the action.

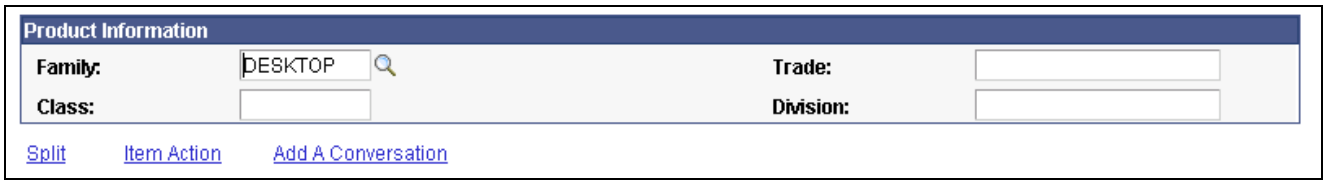
See Chapter 35, “Managing Credit, Collections, and Exceptions,” Working with Actions on the Item Action List, page 842.

Updating Reference, Contact, and Shipping Information

Access the View/Update Item Details - Detail 2 page.



View/Update Item Details - Detail 2 page (1 of 2)



View/Update Item Details - Detail 2 page (2 of 2)

Reference Information

Related Unit, Related Invoice, and **Related Invoice Date**

Enter the number of the related invoice associated with the item and the business unit associated with the invoice. Click Detail to access the AR Billing Inquiry page, where you view details about the invoice and Project Costing Information. This link is available only if there is an invoice number in the Related Invoice field and the business unit and invoice number are a valid business unit and invoice in Billing.

If you enter a value that matches an existing item ID, the system automatically populates the following fields with values associated with the item when you save the page: Bill of Lading, Order Number, Purchase Order, Contract Number, Promotion, Claim Number, Sold To, Ship To, and User.

Note. The Related Invoice field for a deduction created on the payment or draft worksheet is blank if the value in the Document field does not match the item ID for another item in Receivables. If it does match, it contains the item ID for the original item.

Document Displays the document ID that you entered when you created the item. Override the value if needed.

Note. If this is a deduction created using the payment or draft worksheet, it is the item ID of the original invoice for which the customer took the deduction.

OM Business Unit and **Order Number** Enter the number of the sales order associated with the item and the business unit associated with the order. Click Detail to access the Order Summary page, where you view details about the order. This link is available only if there is an order number in the Order Number field and a business unit in the OM Unit field, and if you have installed Order Management.

Claim Number and **Claim Date** Enter the debit memo number that the customer sent you for a deduction and the date on which the customer created it.

Purchase Order and **Contract** Enter the purchase order number and contract number associated with the original invoice.

Click the Detail link for a contract to access the Contract Summary page, where you see summarized details for a contract and drill down to contract details. This link is available only if there is a valid contract number and you have installed Contracts on your system.

Note. If this is a deduction created on the payment or draft worksheet, it is the purchase order and contract number associated with the original invoice for which the customer took the deduction.

You can change only the order number, purchase order number, and contract number for debit and credit (IT-01 and IT-02) items, if you enabled entry on the Receivables Options - General 2 page.

Promotion Code and **Merchandising Type** Select the identifiers that you assigned to the promotion deal and for the merchandising activity for the promotion in your promotion application. Associate the codes with an invoice in your billing application. If you use Promotions Management, set up customer promotions and assign a merchandising type using the Customer Promotions component (TD_PROMO_MAINT). If you manually write off a deduction for a promotion instead of matching it to a credit memo for the promotion, you must enter the promotion code and merchandising activity for the deduction, so that you can track activity for the promotion in Promotions Management.

Click Detail to access the Promotional Activity component (TD_PROMO_STATUS) in Promotions Management, where you can view all activity against a promotion, including payments made, invoices, shipments, credit memos created, and deductions written off. The link is available only if you have installed Promotions Management on your system and if you have a valid promotion code.

See *PeopleSoft Enterprise Promotions Management 8.9 PeopleBook*, "Viewing Promotional Activity".

Letter of Credit (letter of credit ID) Displays the letter of credit ID for the item.

Reference Reason Enter an additional entry reason assigned for the item. The reason is used for custom reports and inquiries. It does not generate accounting entries.

(USF) Entity Code and **Receivable Type**

Select the information required for the Receivables Due from the Public report.

See Chapter 39, “Interfacing With U. S. Federal Systems,” (USF) Generating the Receivables Due From the Public Report, page 907.

(NLD) AG Number (acceptgiro reference number)

Displays the acceptgiro reference number assigned to the item or invoice when you ran the Statements process (AR_STMTS) or the AR Dunning process (AR_DUNNING) for business units enabled for acceptgiro processing. It also displays the acceptgiro reference number assigned to the invoice when you printed the invoice in Billing.

Note. Each time that you run the Statements process or the AR Dunning process, the system overwrites the reference number if the item is included on a new statement or dunning letter. So, it is possible that the bank could pay for the item using a different reference number.

Contacts and Shipping Information

Sales Person 2 Enter the code for the secondary sales person associated with the item.

Broker Enter the code for the individual who negotiated a promotion deal. A broker is a customer to whom you assigned the broker role on the General Info page.

Ship From Site Enter the original business unit for the sales order. If you have PeopleSoft Enterprise Inventory, enter an inventory business unit. The business unit should represent a warehouse.

Sold To Customer and **Ship To Customer** Enter the ship to and sold to customer IDs.

Carrier ID Enter the unique identifier for the shipping carrier. Enter one of the values that you defined on the Carrier ID page.

Proof of Delivery Enter a proof of delivery slip number.

Bill of Lading Enter the bill of lading number for the shipment.

(USF) Memo Status Code Click the Detail link to enter the current memo status or view historical status changes on the Memo Status Changes page. This option is available only if you enabled it on the Installation Options - Receivables page.

Product Information

Family Select an identifier that defines inventory items at a high level. Examples include computer items and office furniture.

Class Enter a code for a group of customers in a trade, such as grocers or mass merchandisers.

Trade Enter the type of industry market, such as groceries, hardware, or appliances.

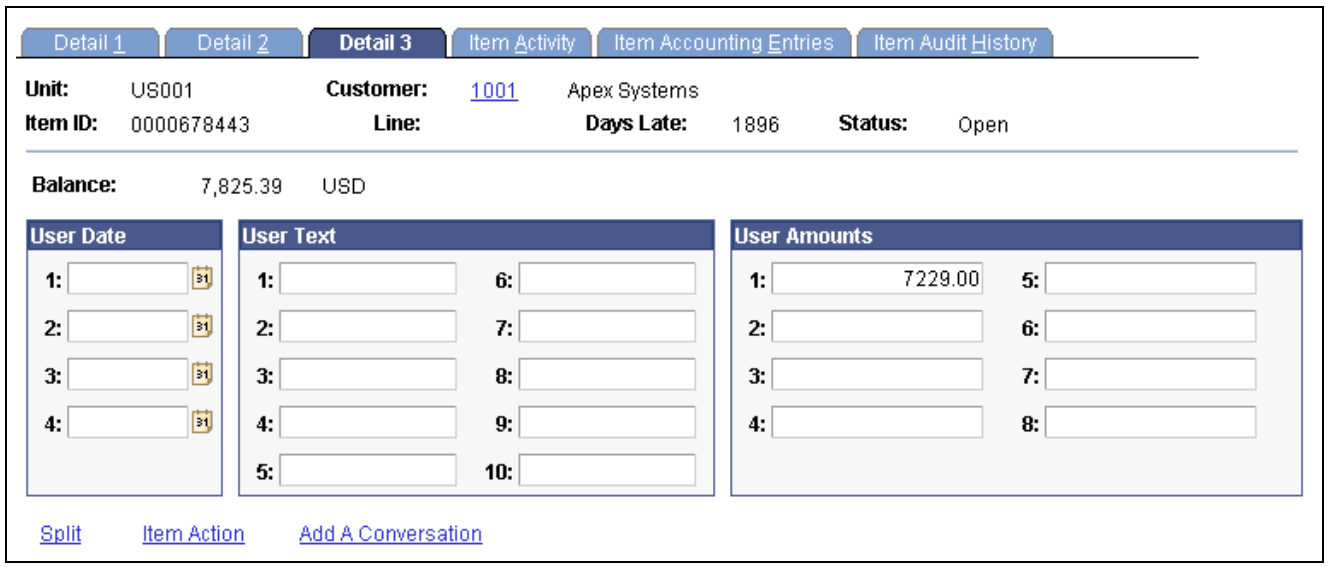
Division Enter a geographic area within an organization.

See Also

Chapter 39, “Interfacing With U. S. Federal Systems,” (USF) Tracking Memo Status Changes, page 904

Updating User-Defined Information

Access the View/Update Item Details - Detail 3 page.

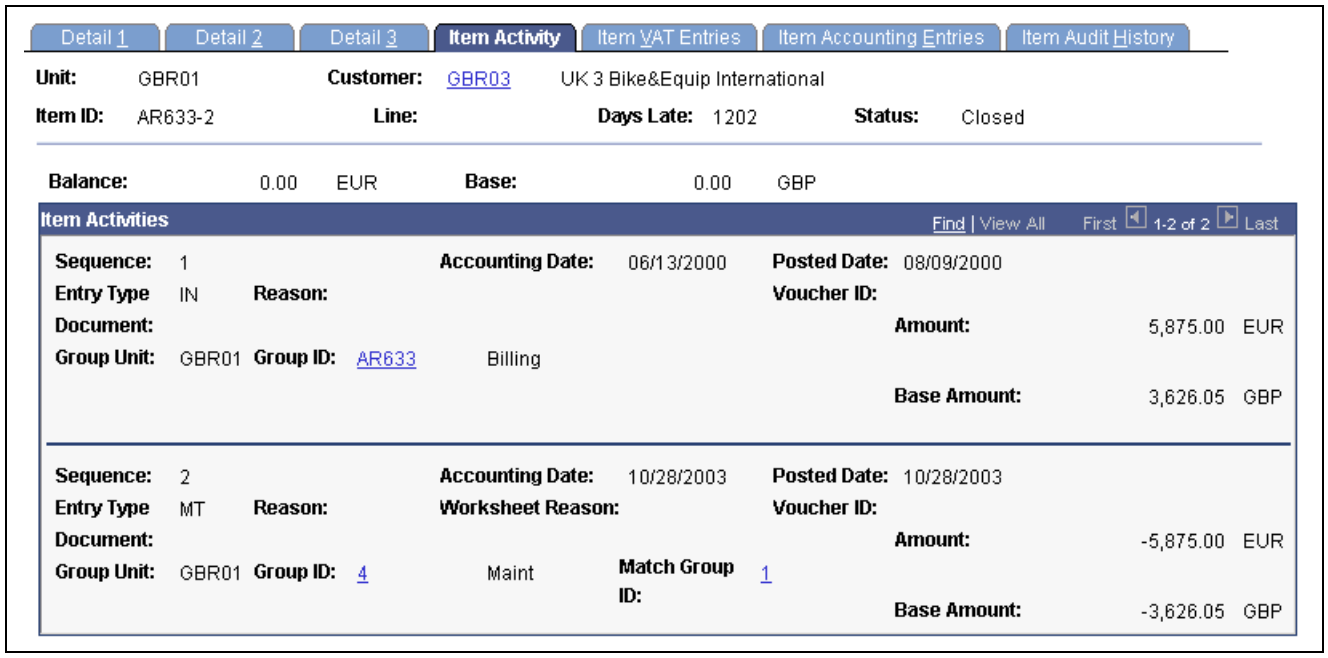


View/Update Item Details - Detail 3 page

Receivables provides 22 fields in the Item table (PS_ITEM) that you can use to track company- or industry-specific information that is not predefined in the Item table, such as shipment date. You define the value to use for each of the fields, and you can specify what to use for the field label.

Reviewing Item Activity

Access the Item Activity page.



Item Activity page

Each time that you perform an action to an item, such as transferring it to another customer, applying a payment, or unposting it, the Receivable Update process updates the Item Activity table (PS_ITEM_ACTIVITY). The Item Activities scroll area displays each activity record in the table.

Refund Detail Click to access the Refund Status page, where you view information for a refund voucher that was created by Payables. This field is not available if you have not refunded the item and created a voucher in Payables.

Entry Type and **Reason** Displays the type of activity. The system uses the entry type and reason to generate accounting entries.

Worksheet Reason Displays an additional reason assigned to all items in a maintenance group to further identify the reason for the activity. This reason does not generate accounting entries. You define maintenance reasons on the Worksheet Reason page.

Unpost Reason Displays the reason code that you specified for unposting the item's group. You define unpost reason codes on the Unpost Reason page.

Group Unit and **Group ID** Displays the business unit for the group, the group ID, and the type of group—billing, payment, maintenance, transfer, overdue charge, unpost, direct debit, draft, vendor rebate, or claimback.

Click the link for the group to open the Item Activity From A Group page, where you view the activities for all items in the group.

Match Group ID Displays the identifier for a match group on the maintenance worksheet or that the Automatic Maintenance process assigned. A match group is a group of items that you are matching where the total of the debits equals the total of the credits.

Click the link for the match group to open the Item Activity for a Match Group page, where you view all of the items in the match group associated with the item activity record.

Deposit Unit, Deposit ID, and **Payment ID** Displays the identifier for a deposit and payment and the deposit business unit for a payment activity.

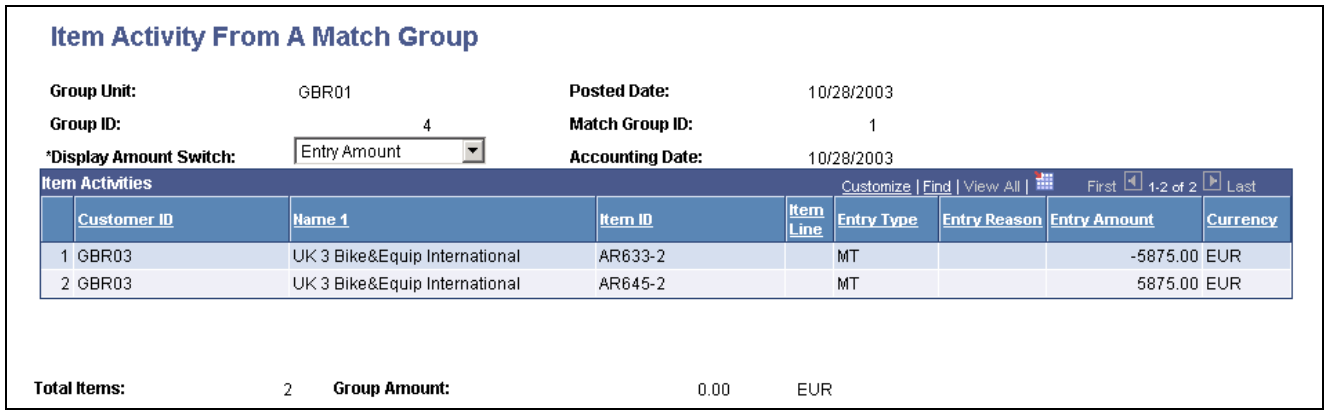
Click the link for the payment to open the Item Activity for a Payment page, where you view items that were paid by a single payment after the payment was processed by the Receivable Update process.

Draft Unit and **Draft ID** Displays the identifier for a draft and the draft business unit for a draft activity.

Direct Debit Business Unit and **Direct Debit ID** Displays the identifier for a direct debit and the business unit for a direct debit activity.

Reviewing Item Activity for a Match Group

Access the Item Activity From A Match Group page.



Item Activity From A Match Group page

The Item Activities grid displays all of the items in the match group for a specific maintenance activity.

Display Amount Switch Specify whether you want to view amounts in the entry currency or the base currency.

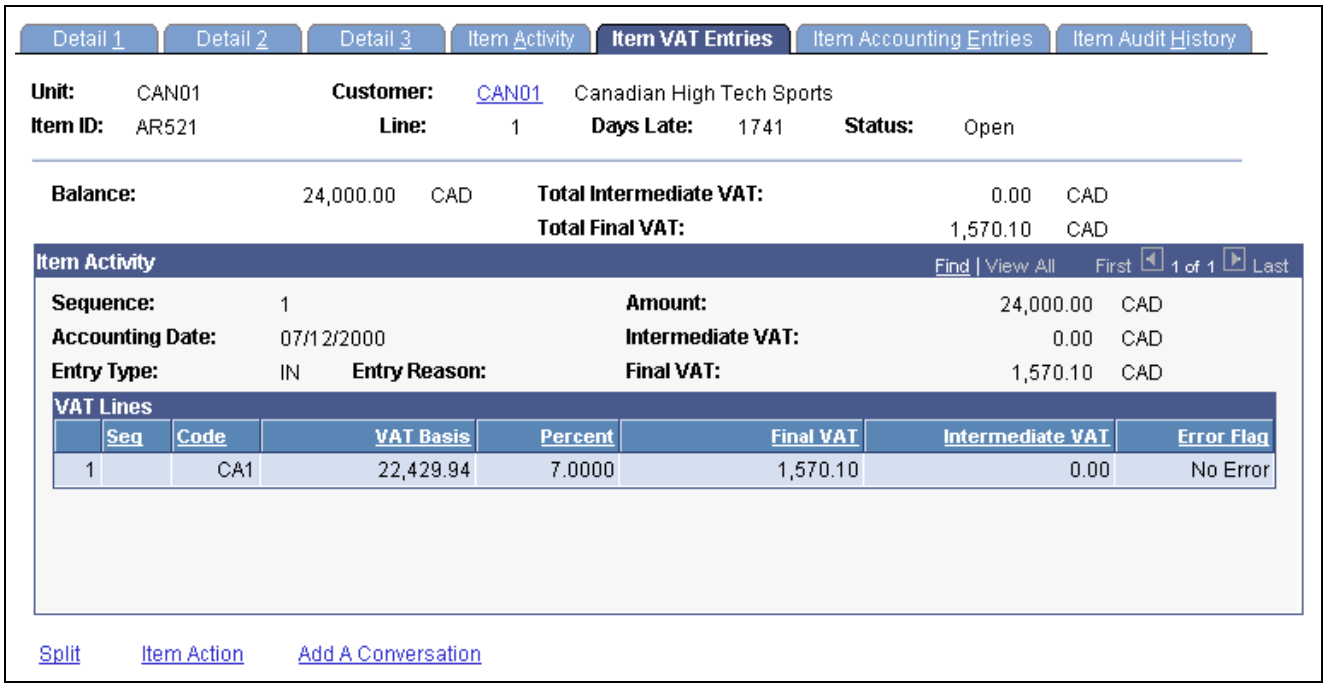
Item ID Click the link to access the View/Update Item Details component, where you view detailed information about the item.

Entry Type and **Entry Reason** Identifies the type of activity and reason associated with each item. These determine the accounting entries that were generated. The entry types are always *MT* (maintenance), *MD* (new debit), *MC* (new credit), *WO* (write-off debit), or *WOC* (write-off credit).

Entry Amount and **Entry Currency** Displays the amount and currency of the item that was matched.

Reviewing VAT Entries

Access the Item VAT Entries page.



Item VAT Entries page

The Item Activity scroll area displays the VAT information for the item for each activity. The Entry Type field identifies the type of activity. The VAT Lines grid displays the VAT information for each item line.

Intermediate VAT Displays the VAT amounts for a future declaration point. These amounts are not reported to the government.

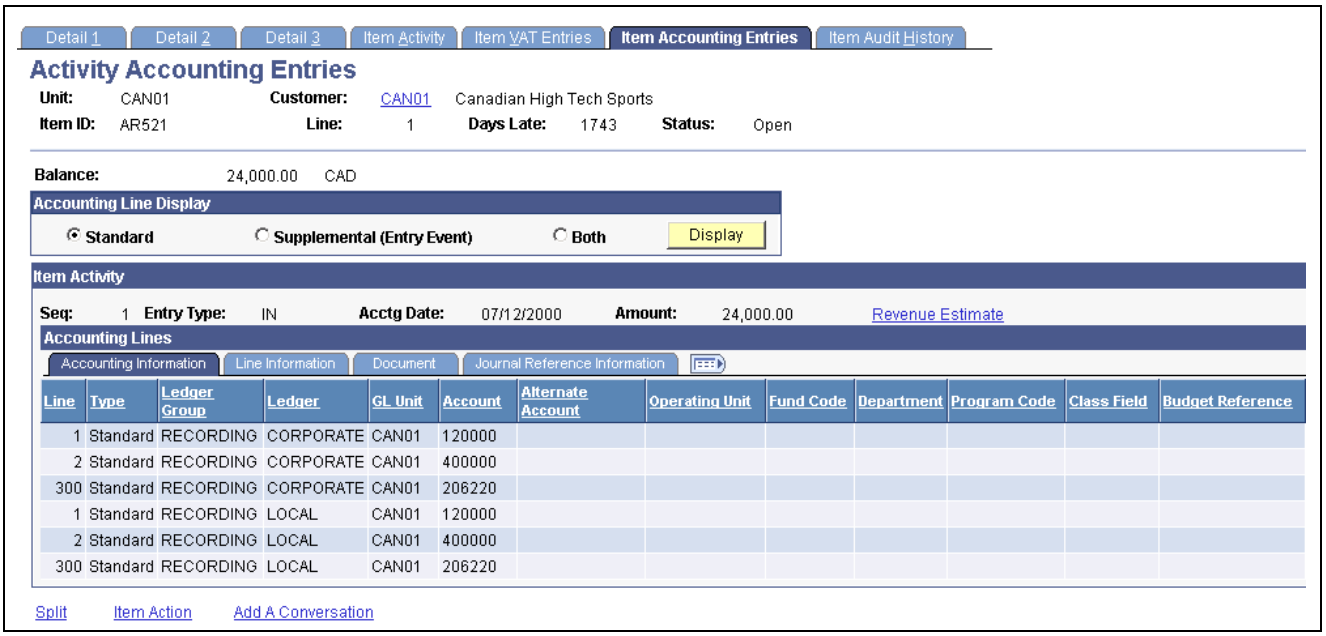
Final VAT Displays the VAT amounts ready to be reported to the government.

VAT Basis Displays the amount of the item on which the VAT is calculated.

Error Flag Appears if the discrepancy between the invoice and the amount the system calculates exceeds the tolerance level defined by the Percent and VAT amount.

Reviewing Item Accounting Entries

Access the Item Accounting Entries page.



Item Accounting Entries page

The Item Activity scroll area displays all of the accounting entries for each activity for the item. The Entry Type field identifies the type of activity. The Accounting Lines grid displays the ChartField values for each line.

Accounting Line Display Specify which accounting entries to display, and then click Display. Values are: *Standard, Supplemental* (Entry Event), or *Both.* Supplemental accounting entries are available only if you entered an entry event code for the pending item, payment item, or maintenance item. These options are available only if you enable the entry event feature for Receivables on the Installation Options - Entry Event page.

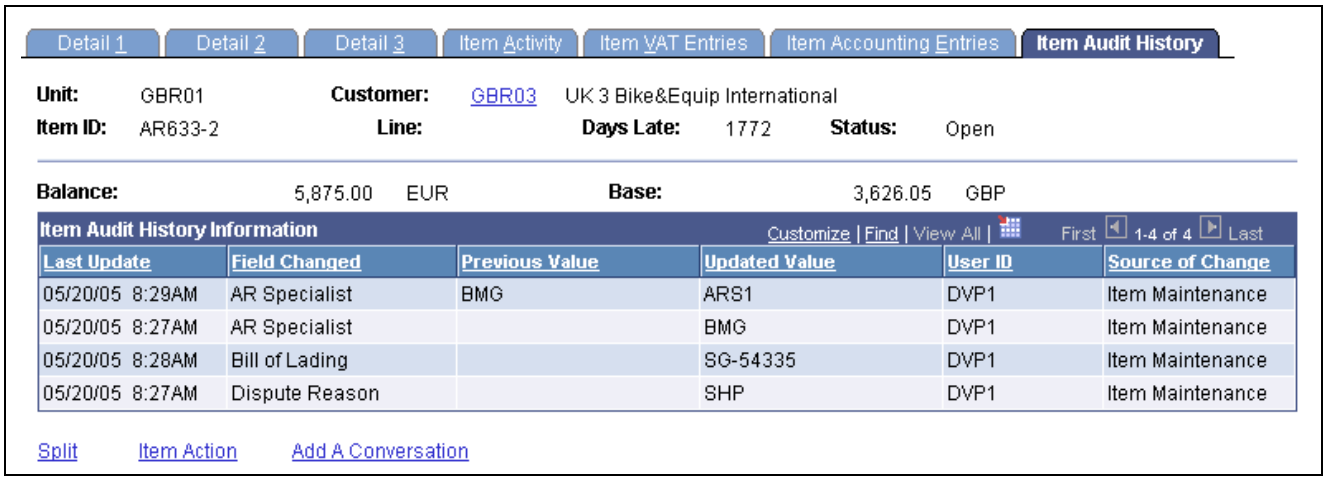
Debit Amount and **Credit Amount** The item amount appears unless you enabled the Display Separate Debit/Credit in Subsystem option on the User Preferences - Overall page. Otherwise, the debit and credit amount and currency appear for each accounting line.

See Also

Chapter 18, “Entering Pending Items,” Creating and Reviewing Accounting Entries Online, page 462

Reviewing Audit History for an Item

Access the Item Audit History page.



Item Audit History page

The page displays one row for each change to the item.

Field Changed, Previous Value, and **Updated Value** — Displays the name of the field, the original value, and the new value after the change.

User ID — Displays the individual who made the change. If the Mass Change Application Engine process (AR_MASS_CHANGE) made the change, the field displays the user ID of the person who created the run control request.

Source of Change — Displays the source of the change. Values are:

Item Maintenance: A change entered using the View/Update Item Details component.

Multi-item Update: A change entered online using the Multi-item Update option on the Item List page.

Batch Mass Change: A change generated by the Mass Change process.

Splitting Exception Items

This section provides an overview of item splitting and discusses how to split an item.

Understanding Item Splitting

You can split a deduction item or a disputed item into multiple items. This function is useful when a customer is disputing only part of an invoice, or when a customer has taken a deduction for multiple reasons and you want to track the reasons separately. If you use Promotions Management, you must create a separate deduction for each merchandising type for the promotion. Use the split feature to split the deduction and assign a separate merchandising type to each item.

When you split an item, the system creates a new item using either the Create a Debit (MT-04) or Create a Credit (MT-05) automatic entry type for the split item in the Pending Item table (PS_PENDING_ITEM). The new item uses the original item ID and the next available line number. The system creates a maintenance group, containing the original item and the new split item, that is set to post. You must run the Receivable Update process to create the new line for split items and reduce the balance for the original line item. You can choose to run the process immediately from the Item Split page or in a scheduled job.

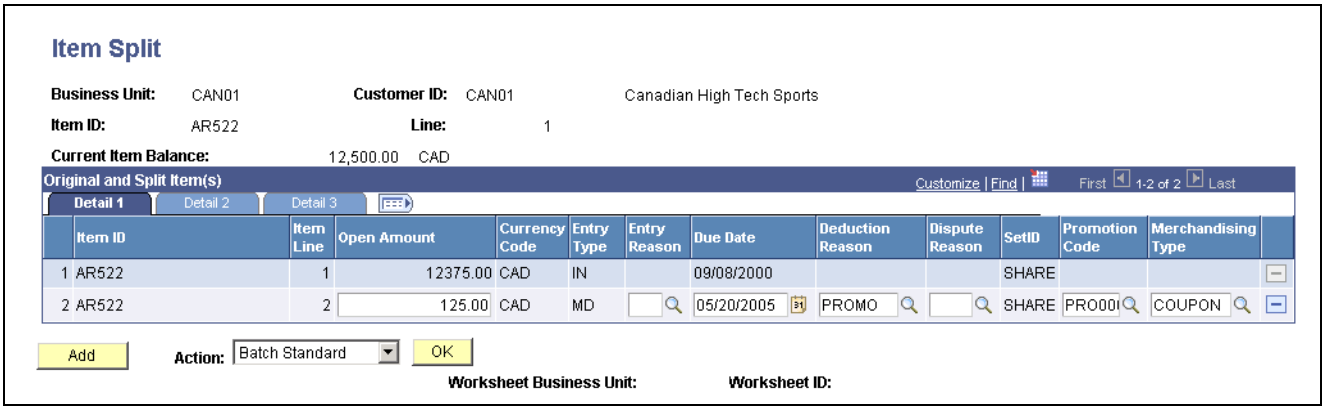
Note. We recommend that you create a unique entry reason for the Create a Debit and Create a Credit entry types to easily identify split items.

Pages Used to Split Items

Page Name	Object Name	Navigation	Usage
Item Split	ITEM_SPLIT	• Accounts Receivable, Customer Accounts, Item Information, Item Split, Item Split • Click the Split link of the Detail 1 page.	Split an exception item into multiple lines.
Item in Other Groups	ITEM_MGROUP_SEC	Click the Item in Other Groups link on the Item Split page.	View other worksheet groups that have the item selected or any pending item groups that are not posted that include the item.

Splitting an Item

Access the Item Split page.



Item Split page

Current Item Balance Displays the open amount of the item before you split it.

The Original and Split Item(s) grid displays all of the lines for the item, including the original line item.

Add Click to add a new row for a split item and enter the amount of the split item.

Item ID Displays the original item ID.

Item Line Each time that you click the Add button, the system adds a new line for the split item and assigns the next available line number.

The system also populates the other fields with the values for the previous item in the list. You can change all of these values except the currency. The system assigns today's date for the accounting date and the as of date.

Open Amount Enter the amount that you want to split.

The system adjusts the open amount of the original line each time that you add a new line. For example, if you are splitting a 1,000.00 deduction and the new deduction will be 200.00, the open amount of the original deduction line changes to 800.00.

Entry Reason Enter a new value, if you want a different entry reason on the split item for reporting purposes or to generate different accounting entries.

Due Date Enter the date on which the split item becomes past due.

Deduction Reason For a deduction, enter the reason for the split item.

Dispute Reason For an item in dispute, enter the reason that the item is in dispute.

Promotion Code and **Merchandising Type** Enter the merchandising type and promotion code associated with a promotion deal for a deduction. This ensures that the promotion fund is updated properly when you offset a deduction.

AR Specialist Enter a new value, if you want a different AR specialist to manage and track the item.

Action Select a posting action for the split items, and then click OK.

Do Not Post: Saves the changes to the group, but no posting occurs. Select this option to change the posting option for a group set to *Batch Standard,* if the group has not been processed yet.

Post Now: Runs the Receivable Update process immediately, updates the item balances, and creates the accounting entries.

Batch Standard: Runs the Receivable Update process the next time that a standard scheduled batch jobs runs.

Note. The posting options that are available depend on the options that you select for the user on the Define User Preferences - Process Group page. Use the *Post Now* option only for small groups or when there is an immediate need to post the transaction. The system issues a message, if another user or scheduled process is posting transactions for the same business unit and customer combination at the same time. If you run the processes immediately and have enabled the notification feature for the user, the system displays a message when the process completes.

Worksheet Business Unit and **Worksheet ID** Displays the business unit for the maintenance group and the maintenance worksheet ID that the system assigns to the group. These values appear after you select an action and click OK.

Items in Other Groups Click to open the Items in Other Groups page, where you view worksheet groups that contain the item or any pending item groups that contain the item that are not posted. This link is available only if the item is selected in a worksheet or is in a pending item group. To split an item in another group, you must clear the item selection in the worksheet.

Updating Multiple Items

This section provides an overview of the multiple-item update options and discusses how to:

- Change field values for selected items.
- Run the Mass Change process.

Understanding the Multiple-Item Update Options

Receivables provides two methods for changing field values on multiple items simultaneously:

- Manually, for selected items on the Item List page.
- Automatically, using the Mass Change process (AR_MASSCHG).

This feature is useful, for example, when an AR specialist leaves the organization or moves to a new position within the organization and you need to reassign all of the AR specialist's deductions and disputed items to another person.

You can change field values for the following fields for selected items on the Item List page, or you can change these field values in the Pending Item table (PS_PENDING_ITEM) or Item table (PS_ITEM) when you run the Mass Change process. When you run the Mass Change process, you limit the items whose field values you are changing to a specific business unit, customer group, or customer:

- Credit Analyst
- Collector
- Sales Person
- AR Specialist
- Broker
- Deduction Reason
- Dispute Reason
- Collection Reason (code)
- Due Date
- Payment Method
- Payment Terms

When you run the Mass Change process, you can also:

- Change these fields in the Billing Header table (PS_BI_HDR) in Billing:
  - Sales Person
  - Credit Analyst
  - Collector
  - Due Date
  - Payment Method
  - Payment Terms
- Change these fields in the Customer Options table (PS_CUST_OPTION):

- Credit Analyst
- Collector
- AR Specialist
- Payment Method
- Payment Terms

You can change field values only for open items (items with an open balance). If you have enabled audit history for these fields, the system updates the Audit History table (PS_ITEM_AUDIT).

Pages Used to Update Multiple Items

Page Name	Object Name	Navigation	Usage
Item List	ITEM_LIST	Accounts Receivable, Customer Accounts, Item Information, Item List, Item List	Select the items whose field values you want to change.
Multi-item Update	AR_MASS_CHNG_SEC	Select *Multi-Item Update* in the Item Action group box, on the Item List page and then click Go.	Select the fields whose values you want to change, and enter the new values.
Mass Change	MASS_CHANGE_RUN	Accounts Receivable, Customer Accounts, Item Information, Mass Change Process, Mass Change	Enter run parameters for the Mass Change process, select the fields whose values you want to change, enter new values, and select the tables to update from Receivables, Billing, and customer tables.

Changing Field Values for Selected Items

Access the Item List page.

To change field values for action owners, collection reasons (codes), exception reasons, due date, payment method, and payment terms for selected items:

1. Enter search criteria to populate the item list.
2. Select the items whose field values you want to change.
3. Select *Multi-item Update* in the Item Action group box and click Go to access the Multi-item Update page.
4. Select the fields whose values you want to change for the selected items.
5. Enter the new value for each selected field in the To field.

See Also

Chapter 33, “Researching Receivables,” Reviewing Item Information, page 797

Running the Mass Change Process

Access the Mass Change page.

Run Request Parameters

Specify whether you want to limit fields to items associated with a specific business unit, customer group, and customer ID.

Fields to Update

Select the fields whose values you want to change.

From Enter the current field value.

To Enter the new field value.

Data To Update

Open AR Posted Items Select to update the fields for open items in the Item table.

Unposted AR Items Select to update the fields for items in the Pending Item table, if the Posted Flag field is *N* or if the Posted Flag is *Y* and the item status in the Item table is *Open.*

Bill To Customer Options Select to update records in the Customer Options table.

PeopleSoft Billing Select to update records in the Billing Header table, if the bill status is not *INV, FNL,* or *CAN.*

Count Only Select to run the process without updating any records. A count of the number of records to be updated appears in the message log.

Adding a Reference Reason to a Posted Item

If you want to associate additional reference reasons with an item for reporting or inquiry purposes, you can add additional codes after you post the item.

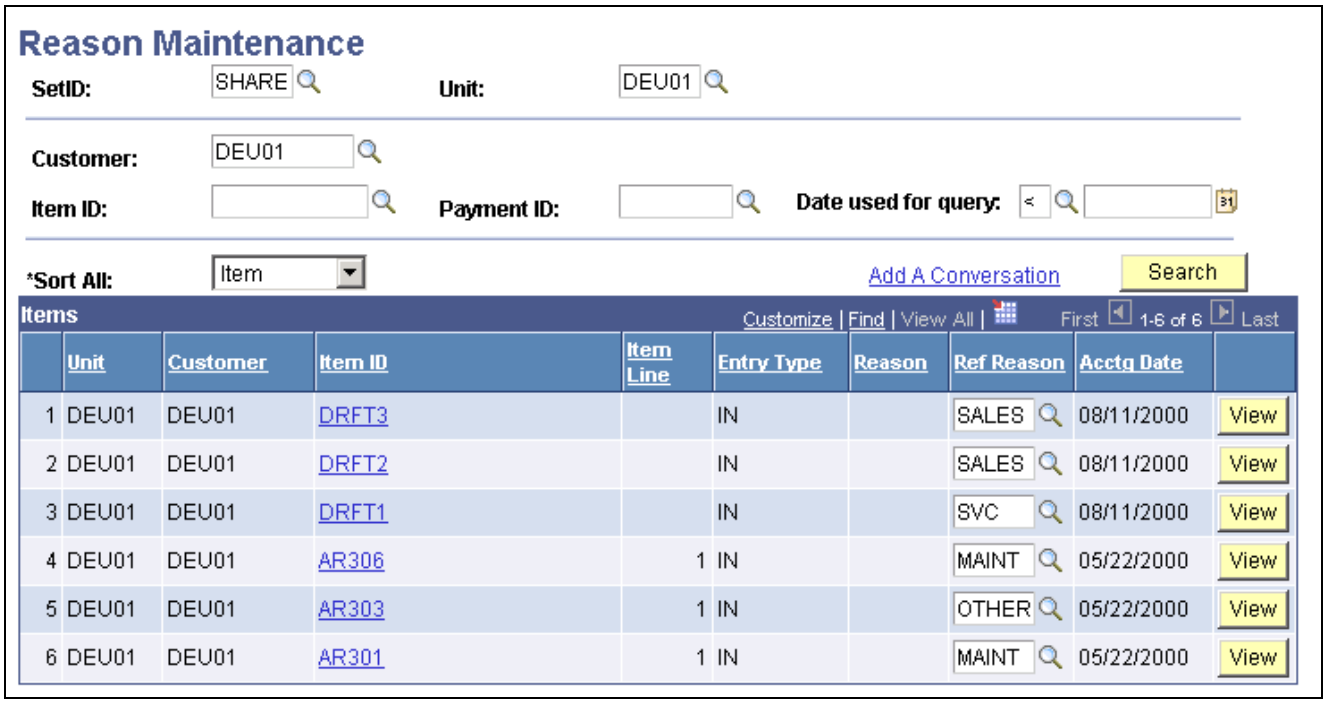
This section discusses hot to add a reference reason to an item.

Page Used to Add an Reference Reason to a Posted Item

Page Name	Object Name	Navigation	Usage
Reason Maintenance	REF_REASON_CHNG	Accounts Receivable, Customer Accounts, Item Information, Update Reference Reason, Reason Maintenance	Assign an additional reference reason to posted items, including items that the system creates for on-account payments, adjustments, and deductions on payment worksheets.

Adding a Reference Reason to an Item

Access the Reason Maintenance page.



Reason Maintenance page

Enter search criteria for the items that you want to display on the page, and enter your sort criteria.

Add a Conversation Click to add a conversation entry for the customer.

Search Click to display items matching your search criteria and to sort the item list.

Ref Reason (reference reason) Enter the additional reference reason for each item.

View Click to access the Item Activity page and view activity for the item.

CHAPTER 23

Maintaining Customer Account Balances

This chapter provides an overview of customer account maintenance and discusses how to:

- Maintain customer accounts using the Automatic Maintenance Application Engine process (AR_AUTOMNT).
- Maintain customer accounts using worksheets.
- Review accounting entries and correct errors.
- Process refunds.

Understanding Customer Account Maintenance

Receivables provides two options to maintain customer account balances. Each option offsets debit items with credit items and writes off items that meet the write-off tolerances:

- The Automatic Maintenance Application Engine process automatically matches debits and credits and writes off remaining balances that meet the write-off tolerances.

  The process places them in match groups based on the methods that you set up.

- The maintenance worksheet provides a method that enables you to offset debit and credit items manually or to write off items and remaining balances.

  The maintenance worksheet enables you to offset all items in the worksheet or to enter match criteria that generates match groups.

This section discusses:

- Write-off tolerances
- Process flow

See Also

Chapter 23, "Maintaining Customer Account Balances," Maintaining Customer Accounts Using Worksheets, page 574

Chapter 10, "Setting Up Automatic Maintenance Processing," page 249

Write-off Tolerances

The system uses the write-off tolerances that you defined for the customer, business unit, and entry reason assigned to the write-off item, to determine whether the item is eligible to be written off automatically or on the maintenance worksheet. The system also uses the write-off tolerances for the user using the worksheet to determine if items on a worksheet can be written off. The system uses the most restrictive write-off tolerance values. For example, if the maximum write-off amount is 100.00 for a business unit, 20.00 for a customer, 50.00 for a deduction reason, and 30.00 for the user, the maintenance worksheet uses the 20.00 maximum write-off requirement for the customer, because it is the most restrictive.

Note. If you enable a user to override write-off tolerances on the maintenance worksheet, the write-off must still meet the write-off tolerances for the user.

The tolerances determine the maximum amount that the system can write off and the minimum age of an item before the system can write it off. To determine whether to write off an item, the system checks:

- Whether the write-off amount is less than or equal to the tolerance amount.
- Whether the write-off amount of the item is less than or equal to the tolerance percentage of the open amount of the item on the maintenance worksheet.

  The Automatic Maintenance process compares the tolerance percentage to the percentage that the remaining balance for a match group is of the total amount of the debit or credits (whichever is higher).

  Note. If you select No Match Write-Off for a step in an automatic maintenance method, the Automatic Maintenance process does not check the percentage tolerance, because the percentage will always be 100.

- Whether the number of days that the item has been open exceeds the specified tolerance days until write-off.

  The system determines the number of days that the item has been open by subtracting the item's accounting date from the system date.

Process Flow

To maintain customer account balances:

1. (Optional) Run the Automatic Maintenance process.
2. Enter item selection criteria and matching criteria, and build maintenance worksheets.
3. Use the worksheet to match debits and credits and create write-off, refund, and adjustment items.

   Note. If you specify in the automatic maintenance method that you want to generate a worksheet for specific conditions, the Automatic Maintenance process automatically builds the worksheet. Use the worksheet to review the maintenance groups before posting.

4. Set the maintenance worksheet to post.

   Each maintenance worksheet creates one maintenance group. The next time that the Receivable Update Application Engine process (ARUPDATE) runs, the system updates the customer balances and item activity for the selected items and generates the appropriate accounting entries.

   Note. The Automatic Maintenance process also creates maintenance groups and automatically sets them to post, unless the automatic maintenance method indicates that the process should generate a worksheet.

Prerequisites

Before you can maintain items, you must:

- Create automatic entry types for maintenance groups, using the Automatic Entry Type component.
- Create control distribution codes for the maintenance worksheet and the Automatic Maintenance process.
- Assign a default control distribution code to each business unit.
- Define write-off tolerances for:
  - Each business unit on the Receivables Options - General 1 page.
  - (Optional) Individual customers on the Write-Off Info page.

    The system default for customers is no limit.
  - Individual entry reasons for automatic entry type for the MT-02, MT-03, MT-06, and MT-07 system functions on the Automatic Entry Type - Selection page.

    The system default is zero, which means that nothing can be written off. If you want to enable write-offs, you must enter the tolerance values.
  - Users who will use the maintenance worksheet on the Define User Preferences - Receivables Data Entry 2 page.

    The system default is zero. If you want to enable user to write off items, you must enter values.
- Define reference qualifier codes for the maintenance worksheet.
- (Optional) Define automatic maintenance methods.
- (Optional) Assign an automatic maintenance method to each business unit.
- (Optional) Define worksheet reasons.

See Also

Chapter 4, “Defining Receivables Processing Options,” page 49

Chapter 3, “Defining Receivables Business Units,” page 19

Chapter 5, “Defining Additional Processing Options,” page 107

Chapter 10, “Setting Up Automatic Maintenance Processing,” page 249

PeopleSoft Enterprise Order to Cash Common Information 8.9 PeopleBook, “Maintaining General Customer Information,” Entering Additional Billing, Purchasing, Payment, and Write-Off Options for Bill To Customers

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, “Defining User Preferences,” Defining Receivables Write-off and Discount Tolerances

Maintaining Accounts Using the Automatic Maintenance Process

This section provides an overview of automatic maintenance and discusses how to:

- Run The Automatic Maintenance process.

- (Optional) Run the Actual Matches report.
- (Optional) Run the Potential Matches report.

Understanding Automatic Maintenance

The Automatic Maintenance process automatically matches debit and credit items based on criteria in automatic maintenance methods. It places the matching items in match groups and either creates write-off items to balance the group or creates an adjustment item to resolve the remaining balance for a group. Depending on the instructions in the automatic maintenance method, it either sets the match group to post or puts the match group on a maintenance worksheet. Use the worksheet to review the match groups and to set the maintenance group to post. It places all match groups for a corporate customer on the same worksheet.

Note. The process assigns items to the appropriate customer on the worksheet based on the customer level that you select for the automatic maintenance method step. For example, if you select *Corporate* for the customer level, the items are assigned to the corporate customer.

After you run the process, you can run these reports:

- Actual Matches report, which lists new pending items that the Automatic Maintenance process created and set to post.

  The report indicates the maintenance group and match group to which each item belongs.

- Potential Matches report, which lists new worksheet items that the Automatic Maintenance process put on maintenance worksheets.

  The report provides the worksheet ID and match group ID for each item.

You can run the Potential Matches report and Actual Matches report for a single process instance of the Automatic Maintenance process by running the Automatic Maintenance and Reports multiprocess job (ARAUTOMT).

Common Elements Used in This Section

Process Instance — Enter the number of a process instance for the Automatic Maintenance process to include only items from a specific run of the process.

Separate DR/CR Amount Fields (separate debit/credit amount fields) — Select to display the entered amount for each item in either the Debit Total or Credit Total column depending on whether it is a debit or credit item. Otherwise, the report displays all item amounts in the Entered Amount column.

Pages Used to Maintain Accounts Using the Automatic Maintenance Process

Page Name	Object Name	Navigation	Usage
Automatic Maintenance	AUTOMNT_REQUEST	Accounts Receivable, Receivables Maintenance, Automatic Maintenance, Request Automatic Maintenance, Automatic Maintenance	Define run parameters for the Automatic Maintenance process or the Automatic Maintenance and Reports multiprocess job.
Actual Matches Report	RUN_AR11004	Accounts Receivable, Receivables Maintenance, Automatic Maintenance, Actual Matches Report, Actual Matches Report	Define run parameters for the Actual Matches report (AR11004). Use the report to view the pending items that the Automatic Maintenance process created and set to post.
Potential Matches Report	RUN_AR11005	Accounts Receivable, Receivables Maintenance, Automatic Maintenance, Potential Matches Report, Potential Matches Report	Define run parameters for the Potential Matches report (AR11005). Use the report to view new worksheet items that the Automatic Maintenance process placed on a maintenance worksheet.

Running the Automatic Maintenance Process

Access the Automatic Maintenance page.

Override Method Select an automatic maintenance method if you want to use the same method for all items instead of the method assigned to the business unit.

Anchor Business Unit Select the business unit that is used for transactions that cross business units for interunit accounting entries. Leave blank to use the business unit of the first item in each group as the anchor business unit for the maintenance group.

If you enter an anchor business unit, the system uses the format currency for the business unit to convert transaction amounts to a common currency. Otherwise, it uses the format currency for the lowest value business unit that you enter in the Process Request Parameters grid. The process assigns the same anchor currency to each Maintenance worksheet that it creates. The system displays the worksheet totals in the anchor currency.

Accounting Date Enter an end date for item selection. The process excludes any items with activity beyond this date from matching.

The process also uses this date as the accounting date for any new items that it creates. If you leave the field blank, the process uses the date at the time of the run as the accounting date.

Business Unit Enter the ID of all business units for which you want to match items. If you do not want to create match groups that include items across all business units, enter only one business unit.

Running the Actual Matches Report

Access the Actual Matches Report page.

From Date and **To Date** Enter the date range that identifies when the Automatic Maintenance process created the pending items.

Running the Potential Matches Report

Access the Potential Matches Report page.

From Date and **To Date** Enter the date range that identifies when the Automatic Maintenance process created the worksheets.

Maintaining Customer Accounts Using Worksheets

This section provides an overview of how to use the maintenance worksheet and discusses how to:

- Build a maintenance worksheet.
- (Optional) Specify matching criteria.
- Use the worksheet to maintain items individually.
- Maintain items in match groups.
- View and update item details.
- Distribute multiple revenue lines.
- Choose a worksheet action.

Understanding How to Use the Maintenance Worksheet

This section provides an overview of the maintenance worksheet and discusses:

- Process flow
- Match groups

A maintenance worksheet is a workspace for offsetting, writing-off, or adjusting posted items. You can also use maintenance worksheets to refund an item with a credit balance or to create a new refund item for a credit remaining from maintenance tasks.

You can use two different views to work with the worksheet:

- Use the normal view to work with items individually.

  Select the items that you want to maintain individually; however, the worksheet must have a zero balance at the end, before you can post a worksheet. The amount of the debits that you selected and the amount of the credits that you selected, plus the amount of adjustments must equal zero.

- Use the group view to work with items in match groups.

Specify matching criteria to work with items in match groups. The total of the debit and credit items in each match group must equal zero before you can post the worksheet. You can change the amount of an item that you are matching, add and remove items in each match group, or create a write-off item for the remaining balance for a group. This method is useful when you want to resolve deductions by matching them to offsetting credit memos.

Note. The Item Activity by Match Group page displays all the items in each match group for an item maintenance activity. This enables you to see all the offsetting items used to close an item.

See Chapter 22, "Maintaining and Reviewing Item Information," Reviewing Item Activity for a Match Group, page 558.

Because you frequently do not resolve the remaining balance for an item at one time, you can partially match a debit to a credit item or partially write off an item by changing the amount for the item on the worksheet. The system updates only the amount of the item that you specify.

Process Flow

To use a maintenance worksheet:

1. Enter information that determines which items appear in the worksheet.
2. (Optional) Enter criteria to match items in match groups.
3. Use the Worksheet Application or Worksheet Group View page to select items to match, to create write-off and adjustment items, or to create refund items.
4. Set the worksheet to post.

Match Groups

If you work with the worksheet in group mode, the system places debits and credits in match groups based on your matching criteria. The match group can contain items that belong to different business units and customers. Each group contains at least one credit and a least one debit. You can move items from one group to another as needed.

Common Element Used in This Section

Reason Code (Optional) Select a reason code to apply to all items selected on the worksheet. This reason code appears with the item activity for these items.

Pages Used to Maintain Accounts Using Worksheets

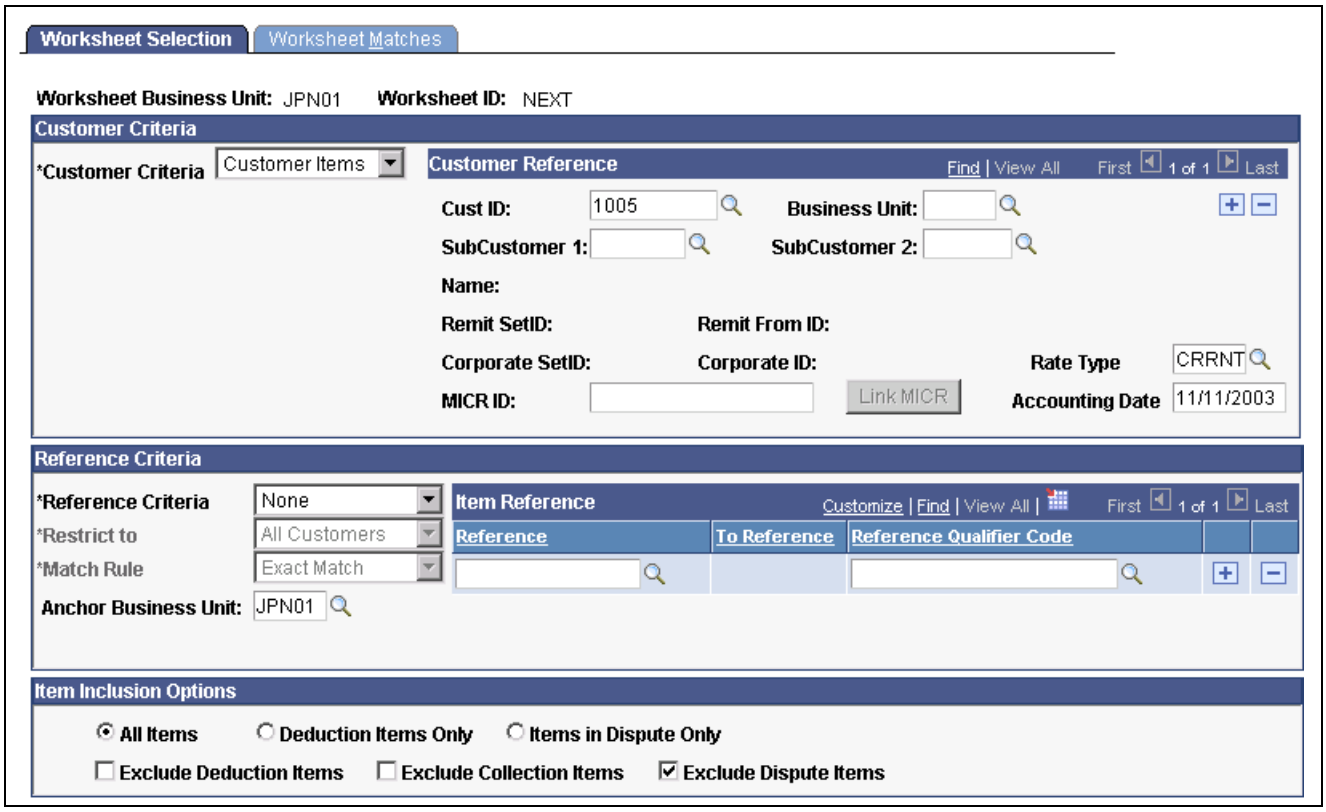
Page Name	Object Name	Navigation	Usage
Worksheet Selection	WS_IDENTIFY_IC	Accounts Receivable, Receivables Maintenance, Maintenance Worksheet, Create Worksheet, Worksheet Selection	Create a new worksheet, or add and change items on an existing maintenance worksheet. Build the worksheet.
Worksheet Matches	WS_WORKSHEET_MTCHS	Accounts Receivable, Receivables Maintenance, Maintenance Worksheet, Create Worksheet, Worksheet Matches	Specify matching criteria to create match groups in the worksheet and build the worksheet.

Page Name	Object Name	Navigation	Usage
Worksheet Application	WS_WORKSHEET_IC	• Accounts Receivable, Receivables Maintenance, Maintenance Worksheet, Update Worksheet, Worksheet Application • Click the Normal View link on the Worksheet Group View page.	Offset individual debits and credits, write off items, create new items, or refund items.
Worksheet Group View	WS_WORKSHEET_IC2	• Accounts Receivable, Receivables Maintenance, Maintenance Worksheet, Update Worksheet Match Groups, Worksheet Group View • Click the Group View link on the Worksheet Application page.	Balance match groups, and create write-offs and new items or refund items as needed.
Move Item	WS_MOVE_ITEM	Click the Move button on the Worksheet Group View page.	Move an item to a different match group.
Anchor Information	AR_WS_ANCHOR_SEC	Click the Anchor Information link on the Worksheet Application page or the Worksheet Group View page.	Specify the anchor currency for multicurrency processing and the anchor business unit and distribution code for the maintenance control distribution lines.
Currency Conversion	EU_CUR_CNV_WS_SEC	Click the Currency Conversion Panel button on the Worksheet Application page or the Worksheet Group View page.	Select the currency code, rate, and date of conversion for the display currency on the worksheet. The values you enter determine the currency and amount for the Conversion Amount - Currency field.
Worksheet Application Detail View	WS_WORKSHT_IC_DTL	Click the View Detail button on the Worksheet Application page or the Worksheet Group View page.	View or change details about a selected item on a worksheet. Write off a remaining balance for the worksheet.
Item Activity Detail	ITEM_ACTIVTY_DRILL	Click the Item Activity link on the Worksheet Application Detail View page.	View all activities for an item.
Conversations	CONVER_DATA1_SS	Click the Conversations link on the Worksheet Application Detail View page.	Add or view conversation entries for the item.

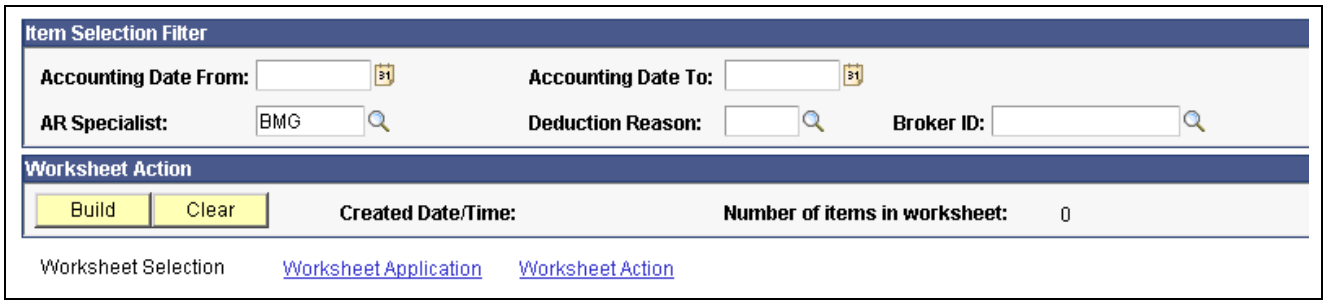
Page Name	Object Name	Navigation	Usage
Item in Other Groups	ITEM_MGROUP_SEC	Click the Item in Other Groups link on the Worksheet Application Detail View page.	View other worksheet groups that have the selected item or any pending item groups that are not posted that have the item.
Additional Customer Information	CUST_INFO_SEC	Click the Additional Cust Information link on the Worksheet Application Detail View page.	View additional customer information.
Multiple Revenue Line Distribution	AR_MRL_SEC	Click the Revenue Distribution link on the Worksheet Application Detail View page or Worksheet Application page or the Worksheet Group View page.	Determine how to distribute revenue to control budgets for partial payments when an item has multiple revenue lines.
AR Billing Inquiry	AR_BI_INQUIRY_B	Click the View Billing Information link on the Worksheet Application Detail View page.	Review details for an invoice in Billing. The amounts are in the base currency. This page contains data only if you use Billing. Use the Go To field to access a page in the Bill Inquiry component (BI_INQUIRY) in Billing. See Chapter 22, "Maintaining and Reviewing Item Information," Pages Used to Change and Review Item Information, page 548.
Worksheet Action	WS_ACTION_IC	Accounts Receivable, Receivables Maintenance, Maintenance Worksheet, Finalize Worksheet, Worksheet Action	Select a posting action, create or review accounting entries, delete a worksheet, create accounting entries online for the worksheet, or delete accounting entries.

Building a Maintenance Worksheet

Access the Worksheet Selection page.



Worksheet Selection page (1 of 2)



Worksheet Selection page (2 of 2)

Customer Criteria

Customer Criteria

Select the type of customer that you want to include in the worksheet. Values are: *Corporate Items, Customer Items,* or *Remit From Items.* If you select *None,* the system creates a worksheet based on your other selection criteria and does not limit items to specific customers. If you select *None,* the Customer Reference fields are not available.

Cust ID (customer ID) and **Business Unit**

Enter a customer ID and business unit.

Note. If you select *Corporate Items* or *Remit From Items* in Customer Criteria, you must enter a business unit. The system needs a business unit to determine the setID of corporate and remit from customers. The resulting worksheet displays all open items that have the specified corporate or remit from customer across *all* business units, not just the business unit that you selected.

Rate Type

Required if you are working with multiple currencies. The default value for the rate type comes the value that you defined for the business unit on the Receivables Options - Payment Options page.

Warning! If you do not enter a rate type and you select multicurrency items, the system returns you to the Worksheet Selection page, and you must start from the beginning. None of your work on the worksheet will be saved. To avoid accidentally losing your work, enter a rate type on the Receivables Options - Payment Options page, so that you always have a default value on the Worksheet Application page.

MICR ID (magnetic ink character recognition ID)

(Optional) Enter the customer's MICR ID.

Link MICR

Link the customer's MICR ID to other customers who have the same MICR ID.

Accounting Date

For new worksheets, select the accounting date that you want to apply to all items that you select on the worksheet.

For existing worksheets, you can change the accounting date only if no items have been selected on the worksheet. If you have selected items, click the Clear button to clear the selections. Then change the accounting date.

Reference Criteria

Reference Criteria

Select a value that indicates whether you will use a *Specific Value, None,* or a *Range of References* to identify the items for the worksheet. If you select either *Range of References* or *Specific Value,* you work with the other two Item Reference fields.

Note. The only instance in which you can use reference criteria independently of customer criteria is when *All Customers* appears as the value for the Restrict to field.

Restrict To

Select a value to qualify items by customer. Values are: *All Customers, Corporate Cust Only, Customer Only,* or *Remit Cust Only.*

Match Rule

If you selected *Specific Value* in the Reference Criteria field, specify whether the item information is an *Exact Match* or a *Like Match.* A *Like Match* enables you to use a percent (%) wildcard to identify the reference, as long as you provide the beginning letters or numbers. For example, if you enter a purchase order (PO) number of *24%* and select *Like Match,* the worksheet will contain all items having PO numbers beginning with 24xx, but will not catch a PO number of x24x.

Anchor Business Unit

Select a business unit. The system uses the currency for the business unit as the anchor currency for conversion when items on the worksheet are in different currencies. The system also uses the maintenance control code (AR distribution code) that you assigned to the business unit to create offsetting accounting entries.

If items are selected on the worksheet, you cannot change an anchor business unit. To change an anchor business unit, click the Clear button to clear the selections.

Currency Enter the control currency for the worksheet. This field appears only if you enter reference values.

Reference and **To Reference** If you selected *Specific Value* in the Reference Criteria field, enter the specific item reference. If you selected *Range of References,* enter the starting and ending values for the range of references.

Reference Qualifier Code Select the type of reference, such as document, item, purchase order, or any other criteria that you set up on the Reference Qualifier page.

Note. You must enter a qualifier code before you enter a reference number if you do not have a default value assigned to the business unit.

Item Inclusion Options

All Items, Deduction Items Only, or **Items in Dispute Only** Select one of these options to indicate the type of items to include in the worksheet. If you select All Items, you can select one or more of these check boxes to exclude those item types from the worksheet: Exclude Deduction Items, Exclude Collection Items, and Exclude Dispute Items.

Item Selection Filter

To limit the list of items on the worksheet, enter additional selection criteria in the Item Selection Filter group box. The Worksheet Application page displays only items whose values match the ones that you enter. For example, enter the code for a receivables (AR) specialist, to view only the items assigned to that person. This option is useful when you want to build a worksheet to resolve deductions.

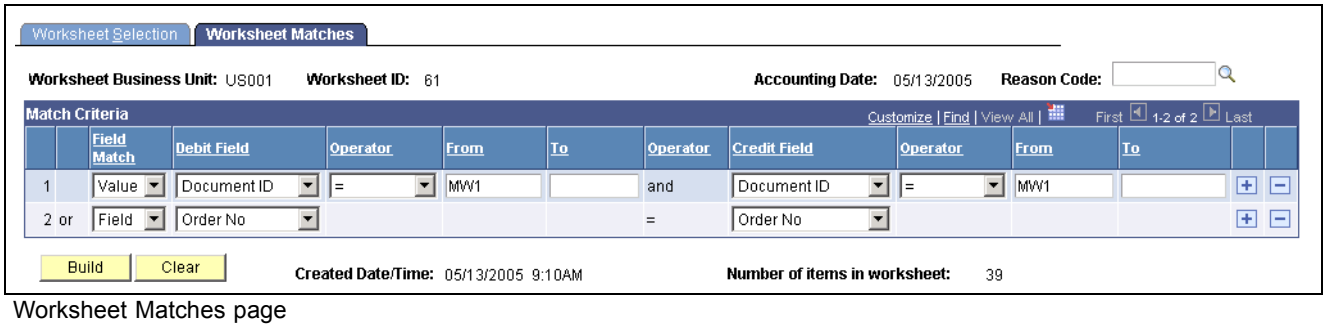
Worksheet Action

Build Click to create a new worksheet or to add items that meet your selection criteria to an existing worksheet.

Clear Click to remove all items from an existing worksheet.

Specifying Matching Criteria

Access the Worksheet Matches page.



Worksheet Matches page

You specify the criteria for matching debit items to credit items in the Match Criteria group box. When you build the worksheet, the system displays groups of matching debit and credit items on the Worksheet Group View page.

Field Match Select an option for matching the field values. Options are:

Field: Select to match any value in a specific debit item field to the exact same value in a specific credit item field. When you select this option, only the Debit Field and the Credit Field are available.

Value: Select to match a specific or partial value in a specific debit field to a specific or partial value in a specific credit field.

Debit Field and **Credit Field** Select the matching criteria for debits in the debit fields and the matching criteria for credit items in the credit fields.

For each line, select the field on the Item table (PS_ITEM) that you want to match. Values are: *Bill of Lading, Broker ID, Carrier ID, Claim Number, Class of Trade, Contract* number, *Division, Document ID, Entry Reason, Family, Invoice, Item ID, Major Classification, Order No, Price Promotion Code, Proof of Delivery, Purchase Order Ref, Sales Person,* or *Sales Person 2*.

Operator Select the operator for each field match:

= (equal): Matches the exact value that you enter in the From field.

BTW (in between): Matches a range of values that you enter in the From and To fields. For example, if you enter *C* to *DZ,* it matches all values that begin with C to DZ.

LIKE (like comparison): Includes references that begin or end with the same characters or numbers, by entering a partial value and the percent (*%*) wildcard in the From field. For example, if you enter a PO number of *24%*, it matches items that have PO numbers beginning with 24xx, but won't match a PO number of x24x.

Note. The To field is available only if you selected *BTW* for the operator. If you selected *LIKE,* you must enter a percent wildcard in the From field.

The system creates one match group that contains all of the items that meet your matching criteria for each line. For example, enter the following matching criteria:

Debit Field	*ITEM*
Operator	=
From	*DE134*
Credit Field	*ITEM*
Operator	*LIKE*
From	*CR123%*

If you have the debit item DE1234 and the CR1234, CR1236, and CR1239 credit items in the system, the system creates one match group containing these items:

- DE1234
- CR1234
- CR1236
- CR1239

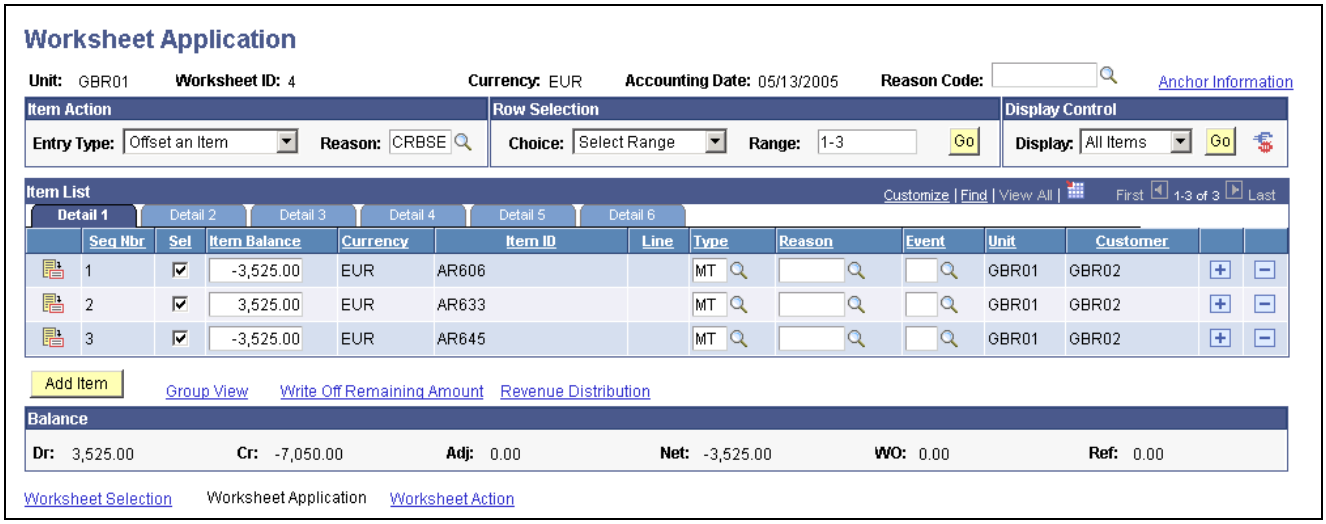
Worksheet Action

Build Click to create a new worksheet or to add items that meet your selection criteria to an existing worksheet.

Clear Click to remove all items from an existing worksheet.

Using the Worksheet to Maintain Items Individually

Access the Worksheet Application page.



Worksheet Application page

The page appears in normal view if you did not enter any matching criteria on the Worksheet Matches page or if the matching criteria did not generate any match groups.

Anchor Information Click to access the Anchor Information page where you select an anchor business unit and anchor currency for multicurrency processing. Select a control distribution code for accounting entries. If an item is selected on the worksheet, then you are unable to change or select any of these fields.

Working with Item Selection Controls

The item selection controls enable you to work with all items in the worksheet at once or a specified range of items.

Entry Type and **Reason** Select the entry type for the activity that you want to perform for the selected items. You must enter a valid entry reason in the Reason field if you selected the Require Reason check box for the entry type on either the Item Entry Type - Selection page or the Automatic Entry Type - Selection page. Valid entry types are:

Offset an Item: Select to offset all of the selected items.

Refund a Credit: Select to refund selected credit items. If you also have debit items selected, the system ignores them.

Write off a Debit: Select to write off selected debit items. If you also have credit items selected, the system ignores them. The system issues a message if you try to write off more than the write-off tolerances permit.

Write off a Credit: Select to write off selected credit items. If you also have debit items selected, the system ignores them. The system issues a message if you try to write off more than the write-off tolerances permit.

If you receive a warning message that the write-off exceeds the tolerances, you can bypass the message, as long as you are enabled to override tolerances in user preferences and the write-off meets your tolerance requirements.

Note. If you select an item that is selected in another worksheet, and you selected the No Mult Pending Item Selection field on the Installation Options - Receivables page, the system does not select the item in the grid. To see whether the item is selected in another group, click the Items in Other Groups link on the Detail View page for the item. The system also does not automatically select an item that you added to the worksheet by clicking the Add Item button if that item is selected in another worksheet.

Important! The system allows you to select *Write off a Debit* or *Write off a Credit* if the business unit for both items being matched requires VAT only if VAT applicability is set to *Exempt* or *Out of Scope.*

Choice and **Range** Select an option to select or clear multiple items at a time. Values are: *Select All, De-Select All, Select Range, De-Select Range.*

If you select *Select Range* or *De-Select Range,* enter the range in the Range field. For example, enter *4-7.*

Go Click to apply your selections to the items in the grid and to update the worksheet balances.

If you have a remaining balance, you can write off the remaining balance or create a new debit or credit item for the difference.

Using Item Display Controls

Display Specify which items to display in the grid, such as *All Items, Unselected Items,* or *Selected Items.*

Go Click to refresh the item list and balances.

Click the Currency Conversion Panel button to access the Currency Conversion page where you select a display currency for the Conversion Amount - Currency column and specify whether to use today's date, the accounting date for the item, or a date that you specify to determine which exchange rate to use.

Sort All Use the Sort All field to sort *all* items in the worksheet, not just the items that are displayed in the scroll area. This field is not available if the number of rows does not exceed the maximum chunk size. Select *Match* to place matching credits and debits together. The worksheet matches the items by comparing the item ID and line number with the document and document line number. Select *Items* to sort the worksheet in the order that you entered the items on the Worksheet Selection page. Then click Go to resort all items in the worksheet.

The page displays the selected rows that currently display in the list. Click the arrows to view different chunks of data. For better performance, you can limit the number of rows that appear in the scroll area on the Installation Options -

Receivables page. We recommend a maximum chunk size of 100 rows, although larger chunks may perform satisfactorily.

These fields and buttons are not available if the number of rows does not exceed the maximum chunk size.

Working with Item Summary Information

Use the Customize link to sort by column and reorder, hide, and freeze columns. This enables you to put the key fields that you want to review on the Detail 1 tab and sort your data.

See the section on using grid and scroll area controls in the *Enterprise PeopleTools PeopleBook: Using PeopleSoft Applications*.

Click the View Detail button to access the Worksheet Application Detail View page, where you view and update details for an item.

Note. If you selected the option to view all items in the grid, the Detail View page displays information about all items in the grid and the page takes longer to open.

Seq Nbr (sequence number) This sequence number relates to the order in which the items were entered on the Worksheet Selection page. Initially the items appear in this order. If you sort the worksheet based on the value in another column or by using the Sort All field, the number stays with the item, but the grid order changes. Use this column to resort the worksheet in the original order.

Item Balance Displays the amount of the item on which you are taking action. Change the amount if you do not want to take action on the full amount of the item. For new items that you create, add the amount for the item.

Item ID and **Line** If you added a new item to the worksheet to balance the worksheet, enter the item ID and line number. If you need to add additional information for the item, use the Worksheet Application Detail View page.

Type and **Reason** Select the entry type and reason for the activity. If you are working with an existing item, select one of these entry types:

MT (Offset an Item): Select to match the item.

Note. If you are offsetting a vendor rebate claim or claimback item interfaced from Purchasing or Order Management and the item's business unit is associated with a VAT entity, you create two items one with the base amount of the item in the Item Balance field and one with the VAT amount for the item in the Item Balance field. Use the MT (Offset an Item) entry type for each item. Use the CRBSE entry reason for the row with the base amount and CRVAT entry reason for the row with the VAT amount. You also must enter the reference number for the claim item in the Document field on the Worksheet Application Detail View page.

RC (Refund a Credit): Select to refund a credit item.

WO (Write-off a Debit): Select to write off a debit item.

WOC (Write-off a Credit): Select to write off a credit item.

If you are working with a new item in the worksheet that you created by adding a new row to the worksheet, select one of these entry types:

MC (Create New Credit): Select to create a new credit memo and add the amount to the adjustment total. The amount in the balance field must be negative.

MD (Create New Debit): Select to create a new debit memo and add the amount to the adjustment total. The amount in the balance field must be positive.

RRC (Refund Remaining Credit): Select to refund the remaining balance for the worksheet in the Net field.

WRC (Write-off Remaining Credit): Select to write off the remaining credit balance for the worksheet in the Net field. The system creates a credit (MT-05) and adds the amount to the adjustment total. It also creates a credit write-off (MT-06) and adds that amount to the write-off total.

WRD (Write-off Remaining Debit): Select to write off the remaining debit balance for the worksheet in the Net field. The system creates a debit memo (MT-04) and adds the amount to the adjustment total. It also creates a debit write-off (MT-07) and adds that amount to the write-off total.

Note. If you receive a warning message that the write-off exceeds the tolerances, you can bypass the message, as long as you are enabled to override tolerances in user preferences and the write-off meets your tolerance requirements.

Important! The system allows you to select *Write off a Debit* or *Write off a Credit* if the business unit for both items being matched requires VAT only if VAT applicability is set to *Exempt* or *Out of Scope.*

Add Item

Click to add an existing item that is not already in the worksheet. When you add an item, enter the business unit, customer ID, and item ID. The system selects the item and assigns an MT offset entry type. If you are using line items, all line items for the item are selected. If you attempt to add an invalid item ID or any open item that does not meet the current editing criteria, it will not be added to the worksheet.

Note. To add all of another customer's open items as opposed to a single item, access the Worksheet Selection page, where you can add a customer ID and rebuild the worksheet.

Group View

Click to access the Worksheet Group View page, where you match items in match groups.

Write Off Remaining Amount

Click to write off the remaining balance for the worksheet. The link is available only if there is a balance in the Net field. The system creates two new pending items—the new debit or credit and the write-off—and assigns an item ID to each item. Override the item ID if you want to assign your own number.

If the net amount is greater than zero, the system creates a debit memo (MT-04) and adds the amount to the adjustment total. It also creates a debit write-off (MT-07) and adds that amount to the write-off total.

If the net is less than zero, the system creates a credit (MT-05) and adds the amount to the adjustment total. It also creates a credit write-off (MT-06) and adds that amount to the write-off total.

If either MT-06 or MT-07 have the Require Reason option selected you will not be able to use this link. Instead you must create a new line on the Worksheet and enter the information for the write-off including the Reason Code.

Revenue Distribution Click to distribute revenue amounts for control budgets, when an item has multiple revenue lines and you are only partially taking action on it. This link is available only if you enabled commitment control processing and if you enabled the entry of multiple revenue lines for the business unit.

Balance

The system updates the balance information when you click Go or Refresh, or you save the worksheet. You must have a zero balance before you can post the worksheet.

Dr (debit) Displays the total of positive amounts.

Cr (credit) Displays the total of negative amounts.

Adj (adjustment) Displays the amount of new debit and credit pending items that you created.

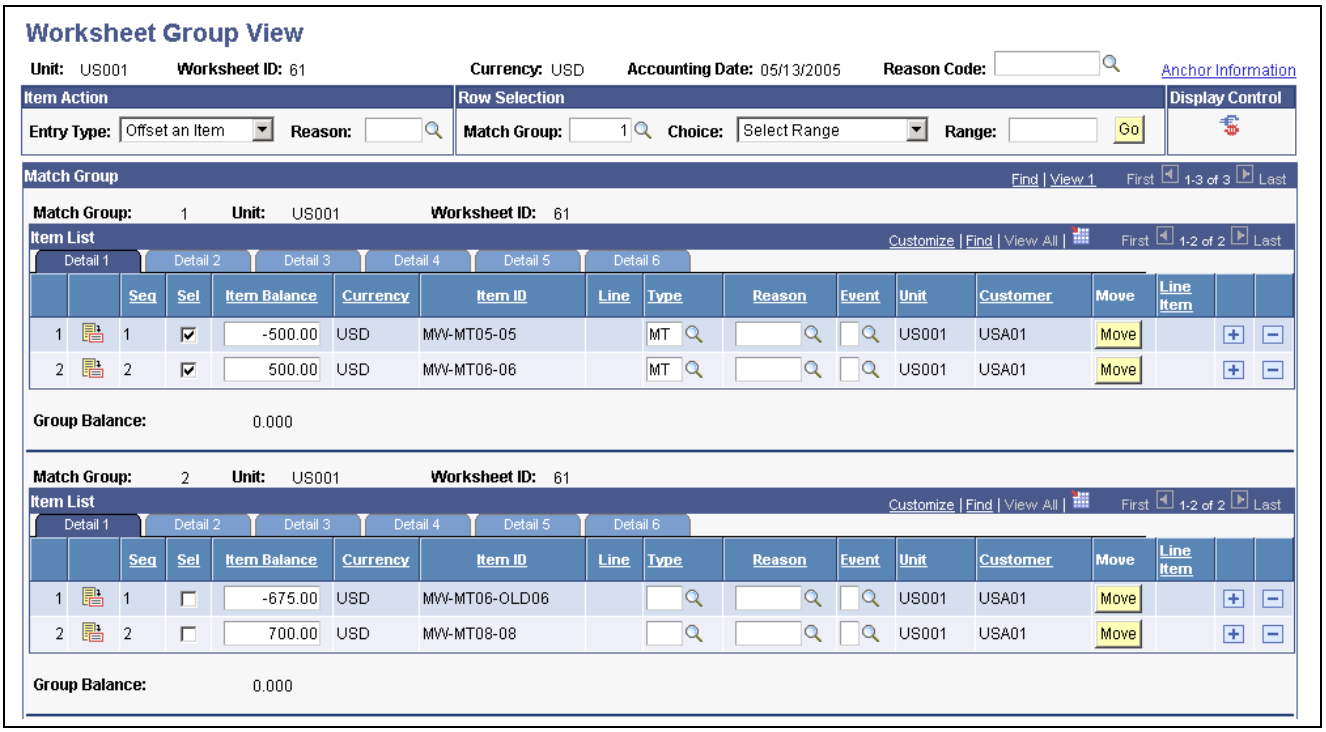
Net Displays the remaining or unmatched amount for selected items (debits – credits + adjustments).

WO (write-off) Displays the total of both item and remainder write-offs.

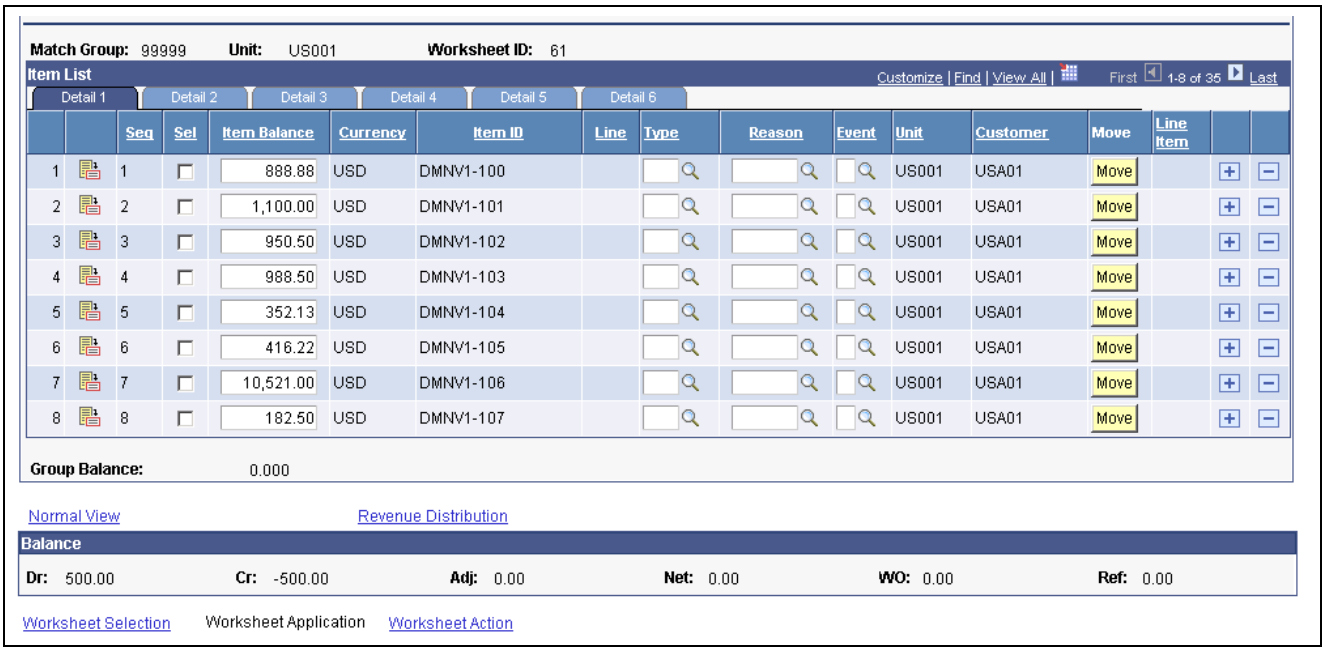
Ref (refund) Displays the total of refunded items.

Maintaining Items in Match Groups

Access the Worksheet Group View page.



Worksheet Group View page (1 of 2)



Worksheet Group View page (2 of 2)

The page opens in group view if you entered matching criteria on the Worksheet Matches page and your criteria generated match groups.

Each match group contains the items that matched based on your matching criteria. Match group number 99999 contains all items that did not match any other items. The group balance for each match group must be zero before you can post the worksheet. Also, the net amount for the worksheet must be zero.

You have these options to balance a match group:

- Select the items to offset.

- Write off an item or write off the remaining balance for an item.
- Change the balance for an item to partially match it.
- Move items to another group.
- Add a new item to the group.
- Delete items from the group.

Use the Match Group scroll area to scroll through the match groups. Use the Item List grid to scroll through items within a match group.

Anchor Information Click to access the Anchor Information page, where you select an anchor business unit and anchor currency for multicurrency processing. Select a control distribution code for accounting entries. If an item is selected, then you will not be able to change or select any of these fields.

Click the Currency Conversion Panel button to access the Currency Conversion page where you select a display currency for the Conversion Amount - Currency column and specify whether to use today's date, the accounting date for the item, or a date that you specify to determine which exchange rate to use.

Normal View Click to access the Worksheet Application page, where you match individual items instead of matching items in groups.

Revenue Distribution Click to distribute revenue amounts for control budgets when an item has multiple revenue lines and you are only partially taking action on it. This link is available only if you enabled commitment control processing and if you enabled the entry of multiple revenue lines for the business unit.

Using the Item Controls to Balance Groups

The item selection controls enable you to work with all items in a single match group at once or a specified range of items.

Entry Type and **Reason** Select the entry type for the activity that you want to perform for the selected items. You must enter a valid entry reason in the Reason field if you selected the Require Reason field for the selected entry type on either the Item Entry Type - Selection page or the Automatic Entry Type - Selection page. Valid entry types are:

MT (Offset an Item): Select to offset all of the selected items.

RC (Refund a Credit): Select to refund selected credit items. If you also have debit items selected, the system ignores them.

WO (Write off a Debit): Select to write off selected debit items. If you also have credit items selected, the system ignores them. The system issues a message if you try to write off more than the write-off tolerances permit.

WOC (Write off a Credit): Select to write off selected credit items. If you also have debit items selected, the system ignores them. The system issues a message if you try to write off more than the write-off tolerances permit.

If you receive a warning message that the write-off exceeds the tolerances, you can bypass the message, as long as you are enabled to override tolerances in user preferences and the write-off meets your tolerance requirements.

Note. If you select an item that is selected in another worksheet, and if you selected the No Mult Pending Item Selection option on the Installation Options - Receivables page, the system does not select the item in the grid. To see whether the item is selected in another group, click the Items in Other Groups link on the Detail View page for the item.

Important! The system allows you to select *Write off a Debit* or *Write off a Credit* if the business unit for both items being matched requires VAT only if VAT applicability is set to *Exempt* or *Out of Scope.*

Match Group Select the number of the match group with which you want to work.

Choice and **Range** Select an option to select or clear multiple items in the group at once. Values are: *Select All, De-Select All, Select Range, De-Select Range,* and *none.*

If you select *Select Range* or *De-Select Range,* enter the range in the Range field. For example, enter *4-7.*

Go Click to apply your selections to the items in the match group and to update the group balance and worksheet balances.

If you have a remaining balance for a match group, you can write off the remaining balance or create a new debit or credit item for the difference. To write off the remaining balance, add a new row for a write-off item to the match group and enter the remaining amount in the Item Balance field. Select either the WRD or WRC entry type to write off the remaining debit or credit.

Working with Individual Items to Balance Match Groups

Use the Customization link to sort by column and reorder, hide, and freeze columns. This will enable you to put the key fields that you want to review on the Detail 1 tab, and sort your data.

See the section on using grid and scroll area controls in the *Enterprise PeopleTools PeopleBook: Using PeopleSoft Applications.*

Click the View Detail button to access the Worksheet Application Detail View page, where you view and update details for an item.

Note. If you have selected the option to view all items in the Item List grid, the Worksheet Application Detail View page displays information about all items in the grid and the page takes longer to open.

Item Balance Displays the amount of the item on which you are taking action. Change the amount if you do not want to take action on the full amount of the item. For new items that you create, add the amount for the item.

Seq (sequence) This sequence number relates to the order in which the items were entered on the Worksheet Selection page. Initially the items in each match appear in this order. If you sort the match group based on the value in another column, the number stays with the item, but the grid sequence number for the item in the left column changes. Use this column to resort the worksheet in the original order.

Item ID and **Line** If you added a new item to the match group to balance the group, enter the item ID and line number. Add additional information for the item on the Detail View page.

Type and **Reason** Select the entry type and reason for the activity. If you are working with existing items, select one of these entry types:

MT (Offset an Item): Select to match the item.

Note. If you are offsetting a vendor rebate claim or claimback item interfaced from Purchasing or Order Management and the item's business unit is associated with a VAT entity, you create two items one with the base amount of the item in the Item Balance field and one with the VAT amount for the item in the Item Balance field. Use the MT (Offset an Item) entry type for each item. Use the CRBSE entry reason for the row with the base amount and CRVAT entry reason for the row with the VAT amount. You also must enter the reference number for the claim item in the Document field on the Worksheet Application Detail View page.

RC (Refund a Credit): Select to refund a credit item.

WO (Write off a Debit): Select to write off a debit item.

WOC (Write off a Credit): Select to write off a credit item.

If you are working with a new item in the match group that you created by adding a new row, select one of these entry types:

MC (Create New Credit): Select to create a new credit memo and add the amount to the adjustment total. The amount in the balance field must be negative.

MD (Create New Debit): Select to create a new debit memo and add the amount to the adjustment total. The amount in the balance field must be positive.

RRC (Refund Remaining Credit): Select to refund the remaining balance for the match group in the Group Balance field.

WRC (Write-off Remaining Credit): Select to write off the remaining credit balance for the match group in the Group Balance field. The system creates a credit (MT-05) and adds the amount to the adjustment total. It also creates a credit write-off (MT-06) and adds that amount to the write-off total.

WRD (Write-off Remaining Debit): Select to write off the remaining debit balance for the match group in the Group Balance field. The system creates a debit memo (MT-04) and adds the amount to the adjustment total. It also creates a debit write-off (MT-07) and adds that amount to the write-off total.

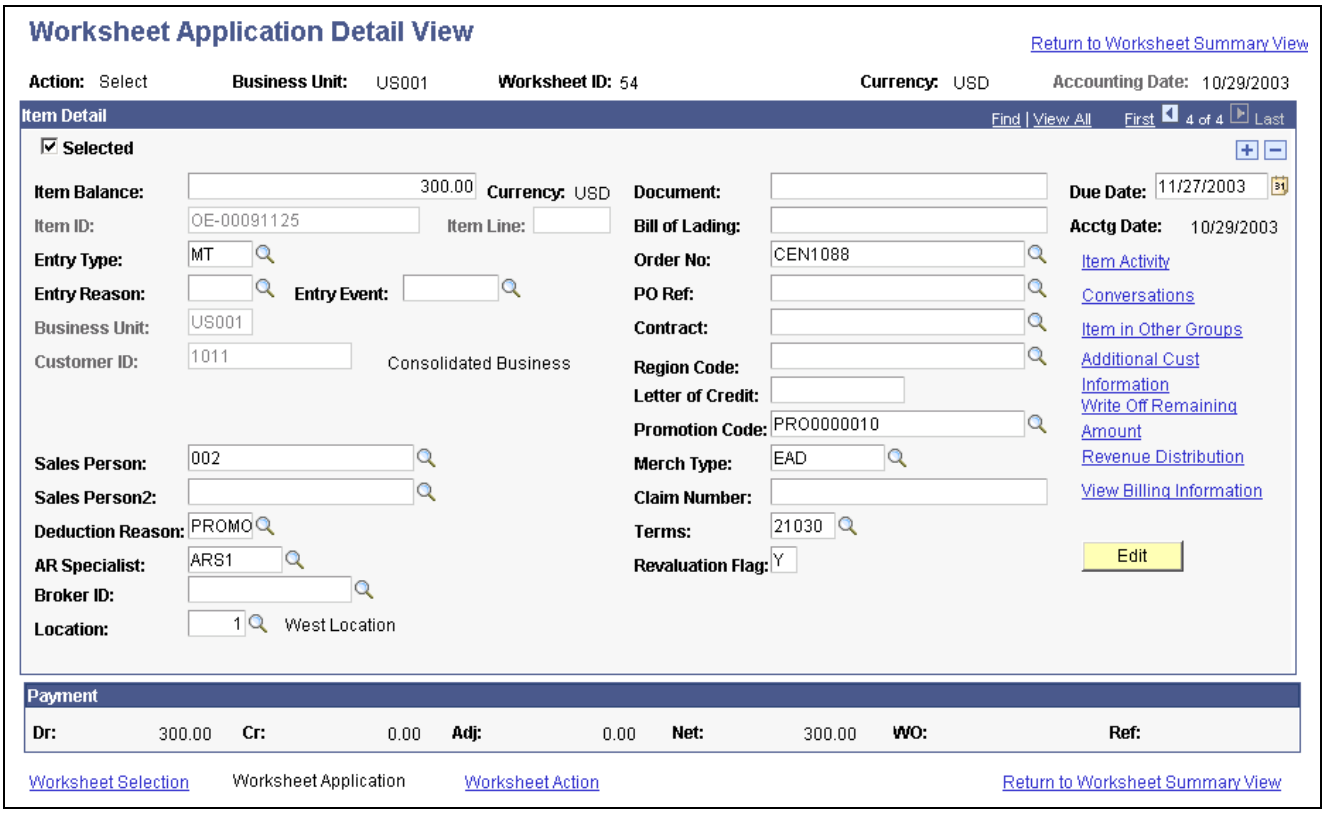
Note. If you receive a warning message that the write-off exceeds the tolerances, you can bypass the message, as long as you are enabled to override tolerances in user preferences and the write-off meets your tolerance requirements.

Important! The system allows you to select *Write off a Debit* or *Write off a Credit* if the business unit for both items being matched requires VAT only if VAT applicability is set to *Exempt* or *Out of Scope.*

Move Click to access the Move Item page. Select the Move Item check box and enter the number for the new match group in the To Match Group ID field. Click Save to move the item.

Viewing and Updating Item Details

Access the Worksheet Application Detail View page.



Worksheet Application Detail View page

Item Balance To partially take action on an item, change the amount and click Edit to update the worksheet balance information.

Entry Type and **Entry Reason** Select the entry type and reason for the activity.

Location Enter the address sequence number for new items. You must enter a value in this field to include the item in correspondence if you selected the Item Address option for the correspondence customer on the Correspondence Options page.

Document If you are applying the payment to a vendor rebate claim item or claimback item that you interfaced from Purchasing or Order Management, you must enter a reference ID. When you run the Rebate Notification process, it sends the reference ID to Purchasing and Order Management to use to reconcile the claims on the claims management workbench.

This field is available for existing items only if you enter entry reasons on the AR Integration page.

Click the links to view and update more information about the item.

Note. To save your changes return to the Worksheet Application or Worksheet Group View page.

Distributing Multiple Revenue Lines

Access the Multiple Revenue Line Distribution page.

See Chapter 21, "Applying Payments," Distributing Amounts for Multiple Revenue Lines for Control Budgets, page 534.

Choosing a Worksheet Action

Access the Worksheet Action page.

Delete Worksheet Click to delete the entire worksheet and any accounting entries that you created for the worksheet.

Delete Maintenance Group Click to delete the accounting entries that you created, but leave the worksheet intact.

Action Select a posting action for the group and click OK, to carry out the action. Values are:

Do Not Post: Saves the changes to the group, but no posting takes place. Use this option to change the posting option for a group set to *Batch Standard,* if the group has not been processed yet.

Post Now: Runs the Receivable Update process immediately. If the user enabled the notification feature, the system displays a message when the process completes.

Post Now to GL: Runs the Receivable Update process immediately and runs processes to create and post journals to the general ledger. If the user enabled the notification feature, the system displays a message when the process completes.

Batch Priority: Runs the Receivable Update process the next time that a priority scheduled job runs or the next time that a standard scheduled job runs, if that occurs first. This option is not intended for large jobs.

Batch Standard: Runs the next time that a standard scheduled batch jobs runs. This may occur once a day, depending on how often the organization schedules standard jobs.

Note. The posting options that are available depend on the options that you select for the user on the Define User Preferences - Process Group page. Use the *Post Now* and *Post Now to GL* options only for small groups or when there is an immediate need to post the transaction. The system issues a message if another user or scheduled process is posting transactions for the same business unit and customer combination at the same time.

See Chapter 12, "Setting Up Receivable Update and Pending Group Generator," Receivable Update Processing Options, page 294.

Create/Review Accounting Entries Click to create accounting entries online. Normally you do not use this option in a production environment.

Reviewing Accounting Entries and Correcting Errors

When you post maintenance groups, the Receivable Update process and the Pending Group Generator process (AR_PGG_SERV) work together to create the group, pending items, and accounting entries. To review the accounting entries before background processing occurs, you can create them online using the Worksheet Action page. The process edits for ChartField combination errors if you enabled this option for the business unit on the Receivables Options - General 2 page. You cannot post the accounting entries until you fix the errors if you selected Recycle in the ChartField Editing group box for the business unit.

Use the Accounting Entries page to review or edit accounting entries that have already been created for maintenance group items and correct them if needed. You can edit both the receivables (AR) line and the user-defined lines for these types of new items that do *not* reference existing items:

- Create a New Debit (MT-04)
- Create a New Credit (MT-05)
- Write-off Remaining Credit (MT-06)
- Write-off Remaining Debit (MT-07)
- Refund Remaining Credit (MT-08)

Note. You cannot edit the AR lines when the system generates two transactions for the same new item ID, because the AR line must match for both transactions. This applies when a Write-off Remaining Debit (MT-07) item automatically creates a Create a New Debit (MT-04) item, or when a Write-off Remaining Credit (MT-06) or Refund Remaining Credit (MT-08) item automatically creates a Create a New Credit (MT-05) item.

For write-offs items (MT-02) and MT-03), you can edit only the user-defined lines. To keep these accounting entries balanced when you make changes enable the ChartField Balancing option on the Ledger Group - Balancing page. This enables the system to create intraunit accounting entries across the from and to line.

Note. You cannot edit the entries if you selected the *Always Inherit* or *Inherit within BU* inheritance option.

If there are ChartField combination errors on Offset an Item (MT-01) and Refund a Credit (MT-09) transactions, perform these tasks:

- Delete the accounting entries on the error correction pages.
- Modify the ChartField combinations for either the combination edit rules or for the distribution codes.
- Rerun the Receivable Update process to regenerate the accounting entries.

If your automatic entry type accounting templates contain multiple user-defined lines, and you create entries online, you can manually allocate the amount of the item across the accounting lines. If you create entries during background processing, the accounting lines will not be balanced and you must use the error correction pages to manually allocate the amount across the accounting lines.

If the original item that an item references has project ChartFields and you want to use the same ChartField values, access the AR Billing Inquiry page for the item and click the Bill Header - Project Info link. This enables you to view the project ChartFields on the bill header in Billing. Otherwise, the system uses the ChartField values that you defined on the Auto Entry Type - Accounting Template for the entry type and reason.

See Also

Chapter 27, "Posting and Unposting Groups," Correcting Posting Errors, page 687

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Editing ChartField Combinations"

Pages Used to Review Accounting Entries and Correct Errors

Page Name	Object Name	Navigation	Usage
Worksheet Control	GROUP_ENTRY1_DSP	• Accounts Receivable, Receivables Maintenance, Maintenance Worksheet, Update Accounting Entries, Worksheet Control • Accounts Receivable, Receivables Update, Correct Posting Errors, Worksheet, Worksheet Control	Review the control totals for a maintenance group.
Accounting Entries	GROUP_ENTRY3_DSP	• Accounts Receivable, Receivables Maintenance, Maintenance Worksheet, Update Accounting Entries, Accounting Entries • Accounts Receivable, Receivables Update, Correct Posting Errors, Worksheet, Accounting Entries	Review and correct errors for accounting entries in a maintenance group. See Chapter 18, "Entering Pending Items," Creating and Reviewing Accounting Entries Online, page 462.

Processing Refunds

This section provides an overview of refund processing and discusses how to:

1. Create refunds using the maintenance worksheet.
2. Post the refunds using the Receivable Update process.
3. Run the Receivables Refund process to update the Voucher Stage tables.

Understanding Refund Processing

The Receivables Refund Application Engine process (AR_REFUND) adds rows to the PS_VCHR_HDR_STG, PS_VCHR_LINE_STG, and PS_VCHR_DIST_STG tables for Receivables. The Payables Voucher Build Application Engine process (AP_VCHRBLD) creates voucher record sets. The Receivables Refund process does not add unposted vouchers to the voucher tables in your accounts payable system.

If Payables is not installed, the Receivables Refund process adds rows to the PS_AR_REFUND_TMP table instead.

Note. If you do not have Payables installed on your system, disable Payables on the Installed Products page so that the option to load the rows to the Payables staging tables is not available on the Refund Parameters page.

Process Flow

Perform these steps to process refunds:

1. Create refunds using the maintenance worksheet.
2. Post the refunds using the Receivable Update process.
3. Run the Receivables Refund process to update the Voucher Stage tables.

After you perform the three tasks, run the Voucher Build process in Payables, and continue with normal voucher processing in Payables.

Accounting for Refund Processing

The system debits accounts receivable and credits the Refund Control ChartField combination, when you run the Receivables Update process or create accounting entries online for the refunds that you create on a maintenance worksheet.

The Receivables Refund process creates an offsetting debit to the Refund control account. The system determines the corresponding credit by using your Payables account entry templates associated with the payables business unit.

See Also

PeopleSoft Enterprise Payables 8.9 PeopleBook, "Running Voucher and Payment Posting," Running the Voucher Posting Application Engine Process (AP_PSTVCHR)

Chapter 29, "Processing Multiple Currencies in Receivables," Understanding Realized Gain and Loss Processing, page 725

Prerequisites

You must set up your system to process refunds correctly. Perform these tasks before you create a refund:

- Link each customer to a vendor by entering a customer ID for the vendor on the Vendor Information page.

  Payables uses the vendor ID that you assign to the customer on the voucher.
- Link the vendor to the customer on the Miscellaneous General Info page.

  In the Vendor ID fields, enter a setID and a vendor ID.
- Link the receivables business unit to the payables business unit and specify the accounts payable (AP) origin ID on the Receivables Definition - Accounting Options 2 page.

See Also

Chapter 3, "Defining Receivables Business Units," Defining Additional Accounting Options, page 42

PeopleSoft Enterprise Order to Cash Common Information 8.9 PeopleBook, "Maintaining Additional Customer Information," Viewing Vendor Names and IDs

PeopleSoft Enterprise Order to Cash Common Information 8.9 PeopleBook, "Maintaining General Customer Information," Entering Tax ID, Vendor ID, Web Addresses, Stock Symbols, and SubCustomer Information

Pages Used to Process Refunds

Page Name	Object Name	Navigation	Usage
Worksheet Selection	WS_IDENTIFY_IC	Accounts Receivable, Receivables Maintenance, Maintenance Worksheet, Create Worksheet, Worksheet Selection	Build the maintenance worksheet.
Worksheet Application	WS_WORKSHEET_IC	Accounts Receivable, Receivables Maintenance, Maintenance Worksheet, Update Worksheet, Worksheet Application	Select the items to refund.
Worksheet Group View	WS_WORKSHEET_IC2	Accounts Receivable, Receivables Maintenance, Maintenance Worksheet, Update Worksheet Match Groups, Worksheet Group View	Select the items to refund.
Worksheet Action	WS_ACTION_IC	Accounts Receivable, Receivables Maintenance, Maintenance Worksheet, Finalize Worksheet, Worksheet Action	Select a posting action.
Receivable Update Request	POSTING_REQUEST	Accounts Receivable, Receivables Update, Request Receivables Update, Receivable Update Request	Post the worksheet refund items.
Refunds	RUN_AR36001	Accounts Receivable, Receivables Maintenance, Refunds, Request Refund Item, Refunds	Run the Receivables Refunds process.
Refund Status	REFUND_INQUIRY	Accounts Receivable, Receivables Maintenance, Refunds, Refund Status, Refund Status	View information for a refund voucher that was created by Payables.

Creating Refunds

Access the Worksheet Selection page.

To create refunds:

1. Build the maintenance worksheet on the Worksheet Selection page.
2. Select the credit items that you want to refund on the Worksheet Application page or the Worksheet Group View page, and select the Refund a Credit entry type.

   Alternatively, create a new row on a worksheet with a net credit balance and select the Refund Remaining Credit entry type.
3. Select a posting action on the Worksheet Action page.

See Also

Chapter 23, “Maintaining Customer Account Balances,” Maintaining Customer Accounts Using Worksheets, page 574

Posting Refunds

Access the Receivables Update Request page.

See Also

Chapter 27, “Posting and Unposting Groups,” Running Receivable Update, page 681

Running the Receivable Refunds Process

Access the Refunds page.

Load Directly to AP Select to load the processed refunds into the Payables voucher staging tables. Clear to enable the system to write refund information to the PS_AR_REFUND_TMP table. If you do not select this check box, you must write a custom process to read information from the PS_AR_REFUND_TMP table and update the appropriate Payables tables or third-party payables system. This check box is available only if Payables is installed on your system.

CHAPTER 24

Transferring Receivables

This chapter lists prerequisites and common elements and discusses how to:

- Transfer items to another customer or business unit.
- Transfer doubtful receivables.
- Review and update accounting entries.

Prerequisites

Before you can use a transfer worksheet to transfer items, you must do the following:

- Create automatic entry types for these transfer system function IDs:
  - TR-01 (transfer item from customer).
  - TR-02 (transfer item to customer).
  - TR-03 (transfer item to the Doubtful Receivables account).
- Create a distribution code for the doubtful receivable account using the doubtful distribution type.
- Assign a default doubtful distribution code to the business unit.
- Create control distribution codes for transfer worksheets and assign a default control distribution code to the business unit.
- Set up reference qualifiers to identify the types of references to use when building the worksheet.

You also must enter the items into the system and run the Receivable Update Application Engine process (ARUPDATE) to post the items.

See Also

Chapter 4, “Defining Receivables Processing Options,” page 49

Chapter 3, “Defining Receivables Business Units,” Defining Business Unit Defaults for Individual Business Units, page 37

Chapter 5, “Defining Additional Processing Options,” Understanding Reference Qualifiers, page 112

Common Elements Used in This Chapter

Click the Document Sequencing button to select the sequencing value for documents that you create online.

If working with multiple currencies, click the Disp Curr Conversion Worksheet (display currency conversion worksheet) button to change the display currency and specify whether to use today's date, the accounting date, or the date that you specify to determine which exchange rate to use.

Click the View Related Links button to view additional links.

See Also

Chapter 30, "Using Document Sequencing in Receivables," Changing Document Types and Document Sequence Numbers, page 741

Transferring Items to Another Customer or Business Unit

This section provides an overview of customer and business unit transfers and discusses how to:

1. Build a customer or business unit transfer worksheet.
2. Select the to customer, business unit, and items.
3. Modify item information.
4. Select a transfer worksheet action.

Understanding Customer and Business Unit Transfers

Use the transfer worksheet to transfer items to another customer or business unit. The customers can be in the same business unit or different business units, or they can be assigned to different subcustomer levels within a single customer.

You can transfer items with value-added tax (VAT) as long as all the From customers' and To customers' receivables business units point to the same VAT entity. You can transfer payments put on account between two Receivables business units.

Note. You cannot transfer multiple items that have the same item and item line number to another customer. For example, suppose that you have three customers that have items with the same item and item line numbers. In this case, you can combine the three items into one item on the maintenance worksheet using the target customer's number.

After you complete the transfer worksheet and select a posting action, you must run the Receivable Update process to transfer the items, create accounting entries, and post the results.

See Also

Chapter 13, "Understanding Interunit and Intraunit Accounting and ChartField Inheritance," page 313

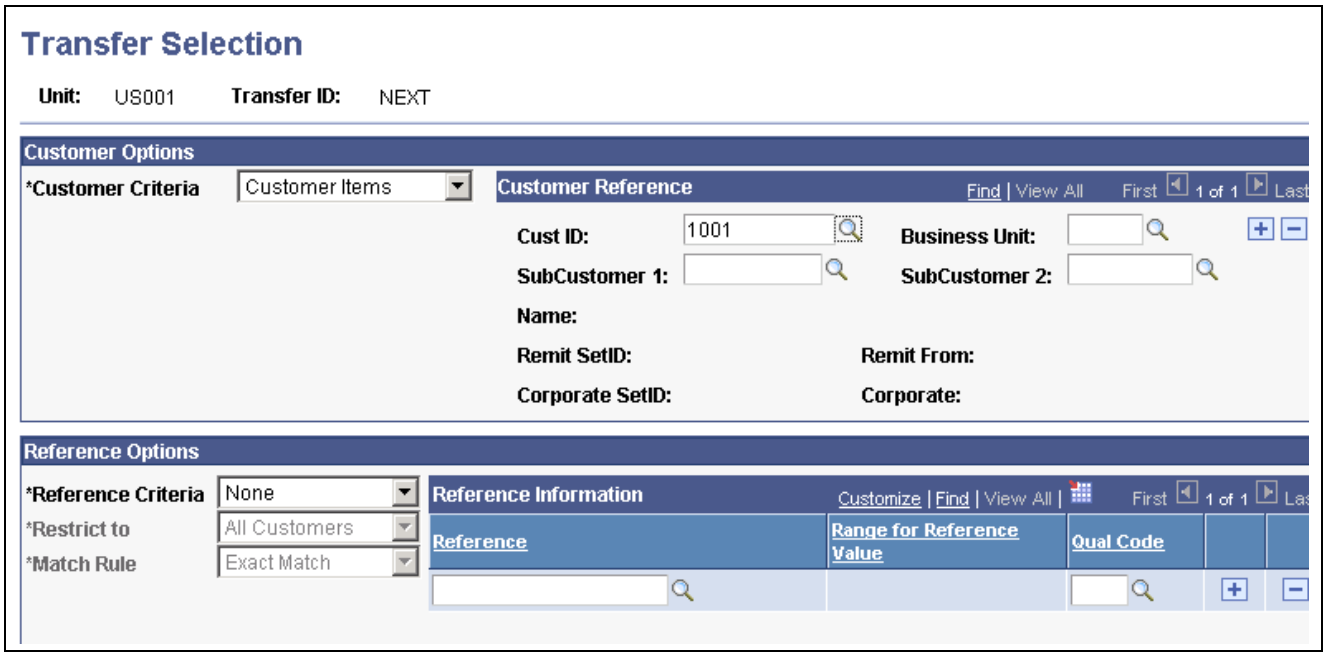
Pages Used to Transfer Items to Another Customer or Business Unit

Page Name	Object Name	Navigation	Usage
Worksheet Selection	TRN_IDENTIFY	Accounts Receivable, Receivables Maintenance, Transfer Worksheet, Create Worksheet, Worksheet Selection	Create a new worksheet or add items to a transfer worksheet.
Worksheet1	TRN_WORKSHEET1	Accounts Receivable, Receivables Maintenance, Transfer Worksheet, Update Worksheet, Worksheet1	Indicate the To customer or business unit that receives the items.
Currency Conversion	EU_CUR_CNV_WS_SEC	Click the Disp Curr Conversion Worksheet button on the Worksheet1 page.	Select the currency code, rate, and date of conversion for the display currency on the worksheet.
Control Distribution ID	AR_TRN_DST_CTL_SEC	Click the Control Distribution ID link on the Worksheet1 page.	Override the control distribution code that defines control accounts receivable (AR) account.
Worksheet2	TRN_WORKSHEET2	Accounts Receivable, Receivables Maintenance, Transfer Worksheet, Update Worksheet, Worksheet2	Review or modify information about the items that you are transferring.
Additional Item Information	TRN_WRKSHT_EXT	Click the View Related Links button on the Worksheet1 or Worksheet2 pages.	Display additional information for an item.
Item Activity Detail	ITEM_ACTIVTY_DRILL	Click the View Related Links button on the Worksheet1 or Worksheet2 pages.	View item activities.
Items in Other Groups	ITEM_GROUP_SEC	Click the related links button on the Worksheet1 or Worksheet2 pages.	View other worksheet groups that have the selected item or any pending item groups that are not posted that have the item.
Conversations	CONVER_DATA1_SS	Click the related links button on the Worksheet1 or Worksheet2 pages.	Update or add conversation entries for the item.
Additional Customer Information	CUST_INFO_SEC	Click the related links button on the Worksheet1 or Worksheet2 pages.	Display customer information for an item.

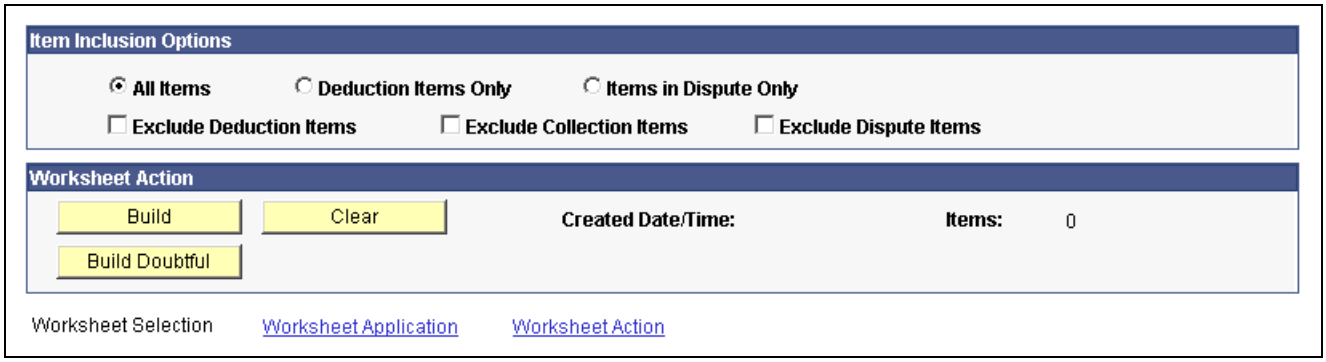
Page Name	Object Name	Navigation	Usage
Transfer Action	TRN_ACTION	Accounts Receivable, Receivables Maintenance, Transfer Worksheet, Finalize Worksheet, Transfer Action	Select a posting action for a worksheet. Also use this page to delete a worksheet, create accounting entries online for the worksheets, or to delete accounting entries.

Building a Customer or Business Unit Transfer Worksheet

Access the Worksheet Selection page.



Worksheet Selection page (1 of 2)



Worksheet Selection page (2 of 2)

Customer Options

Customer Criteria Select the type of customer items that you want to display on the worksheet. Value are:

Corporate Items: Displays corporate items only.

Customer Items: Displays all customer items only.

Remit From Items: Displays remit from items only.

None: The system creates a blank worksheet.

Cust ID, (customer ID) **Business Unit, SubCustomer 1,** and **SubCustomer 2**

Enter the customer's ID and the business unit to construct a worksheet for a specific customer. If the customer has subcustomers that were set up on the SubCustomer Qualifier 1 and SubCustomer Qualifier 2 pages, enter the qualifiers to narrow the worksheet display even further.

Reference Options

Reference Criteria

Select an option to restrict reference criteria to search for only a *Range of References, Specific Values,* or *None.* If you decide to enter only reference options, the worksheet contains items matching the references.

Restrict to

Select *All Customers, Corporate Cust Only, Customer Only,* or *Remit Cust Only.*

Match Rule

If you selected *Specific Value* or *Range of References* in the Reference Criteria field, specify the match type for the item information. Values are *Exact Match* or *Like Match.* A like match enables you to use a specific reference and range for reference values to identify the reference, as long as you provide the beginning letters or numbers, not characters from the middle. For example, if you enter a purchase order (PO) number of 24%, and select *Like Match,* the worksheet contains all items with PO numbers beginning with 24, but does not catch a PO number of x24x.

Reference and **Range for Reference Value**

If you selected *Specific Value* in the Reference Criteria field, enter the reference value in the Reference field.

If you selected *Range of References,* in the Reference Criteria field, enter from and to values, with the to value always greater than the from value.

The values that you enter are case-sensitive.

Qual Code (qualifier code)

Select from the reference criteria that was set up on the Reference Qualifier page. Items can be identified by any reference such as PO, item ID, or document number.

Item Inclusion Options

All Items, Deduction Items Only, or **Items in Dispute Only**

Select one of these options to indicate what type of items to include in the worksheet. If you select All Items, you can select one or more of these check boxes to exclude those item types from the worksheet: Exclude Deduction Items, Exclude Collection Items, and Exclude Dispute Items.

Worksheet Control

Build

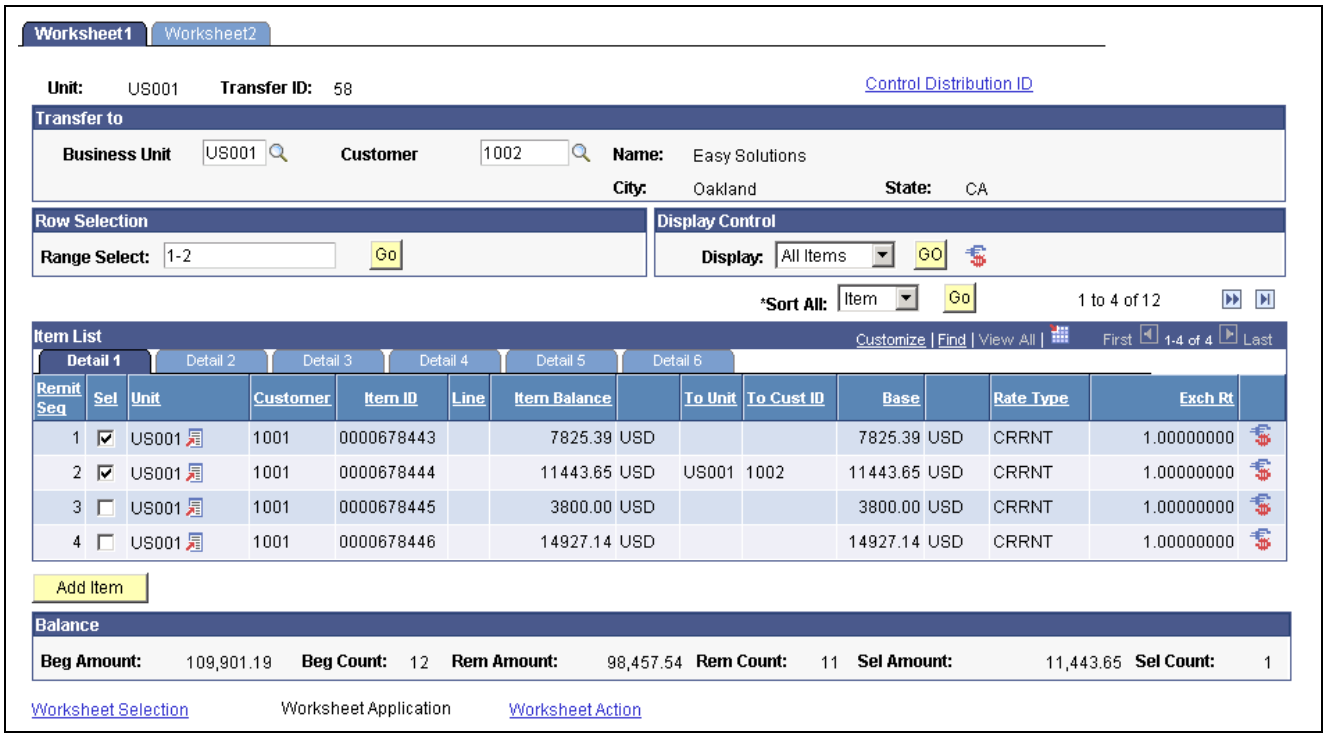
Click to build a worksheet that transfers items to another customer or business unit.

Clear

Click to clear all items from the existing worksheet.

Selecting the To Customer, Business Unit, and Items

Access the Worksheet1 page.



Worksheet1 page

Control Distribution ID Click to override the control distribution code that was set up on the Receivables Definition - Accounting Options 2 page. The distribution code determines the offsetting AR accounting entries.

Selecting a Transfer To Customer

Business Unit and **Customer** Enter the business unit and customer ID of the transfer to customer. If the customer has subcustomers, the system displays information about SubCustomer 1 and SubCustomer 2 in the remaining two fields. If you selected the Subcustomer Qualifier option for the system and have set them up for the customer, you can perform intracustomer transfers by changing the SubCustomer 1 and SubCustomer 2 qualifiers.

Selecting Rows and Controlling the Display

Range Select Enter a range of items, such as items 4 to 7, to select multiple rows and click Go.

Note. If you select an item that is in use, you may receive an error message. A field on the Installation Options - Receivables page—No Mult Pending Item Selection—determines whether the system checks groups to verify that an unposted pending item exists for the item that you selected or that the item has been selected in another group. To verify where the item is in use, select Items in Other Groups using the related links button for the item.

Display Select a value to limit the display of items in the list, such as *All Items, Selected,* or *Unselected* and click Go.

Click the Disp Curr Conversion Worksheet (display currency conversion worksheet) button to access the Currency Conversion page where you select a display currency for the Conversion Amount - Currency column and specify whether to use today's date, the accounting date for the item, or a date that you specify to determine which exchange rate to use.

Sort All

Select an option to sort all the items in the worksheet, not just the items that appear in the scroll area. Sort items by *Due* date or *Item* ID.

The page displays the selected rows that currently appear in the list. Click the arrows to view different chunks of data. For better performance, you can limit the number of rows that appear in the scroll area on the Installation Options - Receivables page. We recommend a maximum chunk size of 100 rows, although larger chunks might perform satisfactorily.

These fields and buttons are not available if the number of rows does not exceed the maximum chunk size.

Note. Click the Customize link to sort by column, reorder columns, hide, and freeze columns. This enables you to place the key fields that you want to review on the Detail 1 tab and sort your data.

Selecting Items

Remit Seq (remit sequence)

This sequence number relates to the order in which the items were entered on the Worksheet Selection page. Initially the items appear in this order. If you sort the worksheet based on the value in another column, the number stays with the item, but the grid order changes. Use this column to sort the worksheet in the original order.

Sel (select)

Select the items to transfer.

Add Item

Click to add a new item to the worksheet and specify the business unit, customer ID, and item ID.

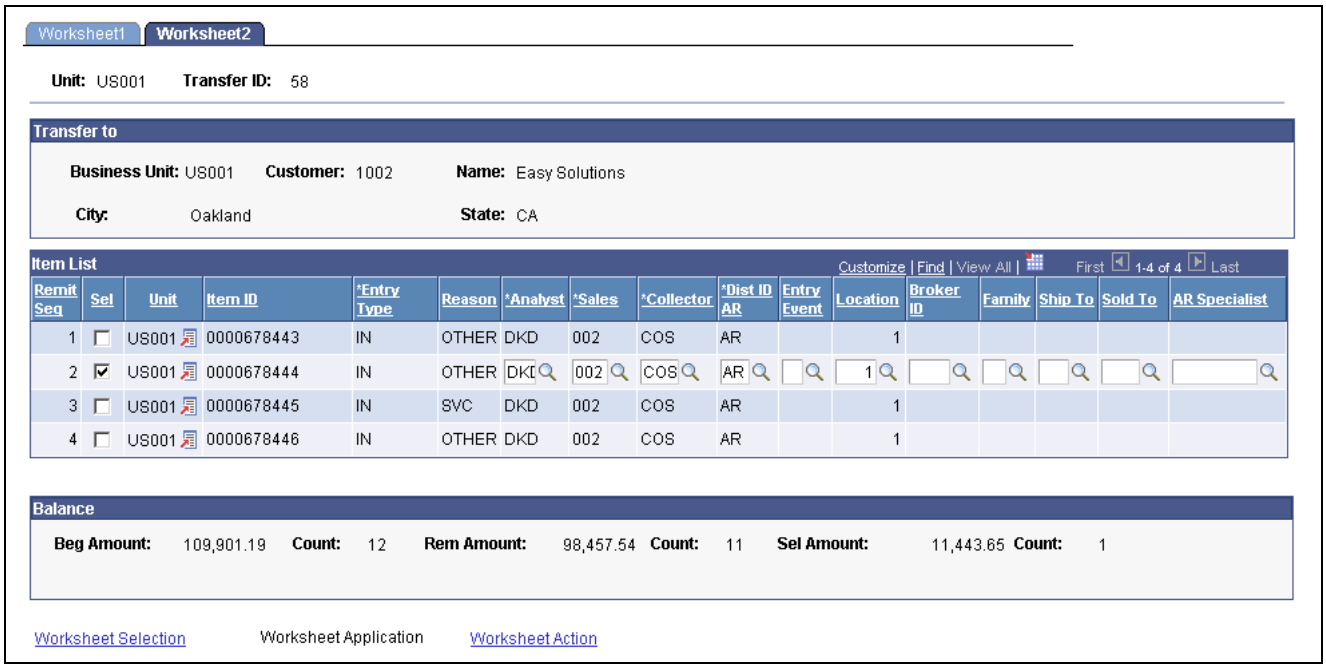
Note. To add all of another customers' open items to the scroll, as opposed to a single item, click the Worksheet Selection link to add a customer ID to the customer reference and rebuild the worksheet.

Beg Amount (beginning amount), **Beg Count** (beginning count), **Rem Amount** (remaining amount), **Rem Count** (remaining count), **Sel Amount** (selected amount), and **Sel Count** (selected count)

Displays balance information, which is updated whenever you select an item and save or refresh the worksheet.

Modifying Item Information

Access the Worksheet2 page.



Worksheet2 page

If you access this page to view details about a selected item, none of the fields appear highlighted. You can change the value of any of these fields for selected items if the transfer item requires different values.

If the system automatically opens this page, it means that the worksheet has errors. The system automatically highlights the fields that you need to change. You must change the value of any highlighted field to a value for the To customer.

Analyst, Sales, Collector, and **AR Specialist** — If the To customer has different support personnel assigned, enter the code for the credit analyst, sales person, collector, or AR specialist.

Dist ID AR (distribution ID receivables) — Enter a new AR distribution code to use different ChartField values for the AR line than the values for the original transfer from item. Otherwise, the system uses the same ChartField values as the original transaction.

Family — If the To customer is assigned to a different family of inventory items, enter the new family.

Broker ID, Ship To, Sold To, or **Location** — If the bill to customer for the From customer is associated with a different broker, ship to customer, location, or sold to customer from the To customer, enter the correct values for the To customer.

Selecting a Transfer Worksheet Action

Access the Transfer Action page.

Delete Worksheet — Click to delete the entire worksheet, plus any accounting entries created for the worksheet.

Delete Transfer Group — Click to delete the accounting entries that you created, but leave the worksheet intact.

Action — Select a posting action for the group and click OK to execute the action. Values are:

Do Not Post: Saves the changes to the group, but no posting takes place. Use this option to change the posting option for a group set to *Batch Priority or Batch Standard,* if the group has not been processed yet.

Post Now: Runs the Receivable Update process immediately. If the user enabled the notification feature, the system displays a message when the process completes.

Post Now to GL: Runs the Receivable Update process immediately and runs processes to create and post journals to the general ledger. If the user enabled the notification feature, the system displays a message when the process completes.

Batch Priority: Runs the Receivable Update process the next time a priority scheduled job runs or the next time a standard scheduled job runs if that occurs first. This option is not intended for large jobs.

Batch Standard: Runs the next time a standard scheduled batch job runs. This may occur once a day depending on how often the organization schedules standard jobs.

Note. The posting options that are available depend on the options that you select for the user on the Define User Preferences - Process Group page. Use the *Post Now* and *Post Now to GL* options only for small groups or when there is an immediate need to post the transaction. The system issues a message, if another user or scheduled process is posting transactions for the same business unit and customer combination at the same time.

See Chapter 12, "Setting Up Receivable Update and Pending Group Generator," Receivable Update Processing Options, page 294.

OK Click if you selected *Post Now* or *Post Now to GL* to run the batch processes.

Create/Review Entries Click to create or review accounting entries. Use this option only if you need to review the accounting entries before posting.

Transferring Doubtful Receivables

This section provides an overview of doubtful receivables transfers and discusses how to:

- Build a transfer worksheet for doubtful receivables.
- Transfer items to a Doubtful Receivables account.
- Modify the distribution code.
- Choose an action for a doubtful receivables worksheet.

Understanding Doubtful Receivables Transfers

You can use transfer worksheets to transfer expected bad debt to a Doubtful Receivables account. The transferred item remains open, but does not appear in your normal receivables (AR) account on your balance sheet. At a later date, you can either apply a payment to the item or write it off. If you write off a doubtful item with VAT, you can recover the associated VAT. You can also assign a hold status to the customer who is responsible for the doubtful receivable. If you use Order Management, this hold status inhibits new order entries for the customer.

When you run the Receivable Update process or create the accounting entries online, the system credits the current AR account for the item and debits the Doubtful Receivables account.

After you complete a doubtful receivable transfer worksheet, you must run the Receivable Update process to transfer the items, create accounting entries, and post the results.

Pages Used to Transfer Doubtful Receivables

Page Name	Object Name	Navigation	Usage
Worksheet Selection	TRN_IDENTIFY	Accounts Receivable, Receivables Maintenance, Transfer Worksheet, Create Worksheet, Worksheet Selection	Create a new worksheet or add items to a transfer worksheet.
Worksheet1	TRN_WORKSHEET1	Accounts Receivable, Receivables Maintenance, Transfer Worksheet, Update Worksheet, Worksheet1	Select the items to transfer.
Control Distribution ID	AR_TRN_DST_CTL_SEC	Click the Control Distribution ID link on the Worksheet1 page.	Override the control distribution code that defines the control AR account.
Worksheet2	TRN_WORKSHEET2	Accounts Receivable, Receivables Maintenance, Transfer Worksheet, Update Worksheet, Worksheet2	Override the default doubtful receivable distribution code.
Transfer Action	TRN_ACTION	Accounts Receivable, Receivables Maintenance, Transfer Worksheet, Finalize Worksheet, Transfer Action	Select a posting action for a worksheet. Also use this page to delete a worksheet, create accounting entries online for the worksheets, or to delete accounting entries.

Building a Transfer Worksheet for Doubtful Receivables

Access the Worksheet Selection page.

Enter your customer and reference selection criteria.

Build Doubtful Click to build a worksheet that transfers a doubtful item to a Doubtful Receivables account.

See Also

Chapter 24, “Transferring Receivables,” Building a Customer or Business Unit Transfer Worksheet, page 602

Transferring Items to a Doubtful Receivable Account

Access the Worksheet1 page.

Sel (select) Select the items to transfer to a doubtful account within the same customer ID and business unit.

Click the Customer Hold button to place a customer on hold. When you click this button, you automatically access the Messages page, where you can create a customer message using a hold code.

Modifying the Distribution Code

Access the Worksheet2 page.

Dist ID AR (receivables distribution code) Override the default distribution code for doubtful receivables that was assigned to the business unit, if necessary. Otherwise, the system uses the same ChartField values as the original transaction.

See Also

Chapter 24, “Transferring Receivables,” Modifying Item Information, page 605

Choosing an Action for a Doubtful Receivables Worksheet

Access the Transfer Action page.

See Also

Chapter 24, “Transferring Receivables,” Selecting a Transfer Worksheet Action, page 606

Reviewing and Updating Accounting Entries

This section provides an overview of accounting entry updates for transfers and lists the pages used to review and update accounting entries.

Understanding Accounting Entry Updates for Transfers

When you post transfer groups, the Receivable Update process creates the group and accounting entries. To review the accounting entries before you post the group, you can create them online using the Transfer Action page. The system edits for ChartField combination errors when you create the accounting entries in batch or online if you enabled ChartField combination editing on the Receivables Options - General 2 page. You cannot post the accounting entries until you fix the error if you selected Recycle in the ChartField Editing group box on the Receivables Options - General 2 page for the business unit.

Use the Accounting Entries page to review and update accounting entries that have already been created for transfer groups. You can edit the AR (receivables) lines for these transactions:

- Transfer Item To (TR-02)
- Transfer to Doubtful (TR-03)

You cannot edit entries if you selected the *Always Inherit* or *Inherit within BU* inheritance option.

If there is an error for the Transfer Item From Customer (TR-01) transaction, perform these tasks:

- Delete the accounting entries on the error correction pages.
- Modify the ChartField combinations for either the combination edit rules or for the distribution codes.
- Rerun the Receivable Update process to regenerate the accounting entries.

Important! To keep the accounting entries balanced when you make changes enable the ChartField Balancing option on the Ledger Group - Balancing page. This enables the system to create intraunit accounting entries across the from and to line.

See Also

Chapter 27, "Posting and Unposting Groups," Correcting Posting Errors, page 687

Pages Used to Review and Update Accounting Entries

Page Name	Object Name	Navigation	Usage
Transfer Control	GROUP_ENTRY1_DSP	• Accounts Receivable, Receivables Maintenance, Transfer Worksheet, Update Accounting Entries, Transfer Control • Accounts Receivable, Receivables Update, Correct Posting Errors, Transfer, Transfer Control	Review control totals for a transfer group.
Accounting Entries	GROUP_ENTRY3_DSP	• Accounts Receivable, Receivables Maintenance, Transfer Worksheet, Update Accounting Entries, Accounting Entries • Accounts Receivable, Receivables Update, Correct Posting Errors, Transfer, Accounting Entries	Review and correct errors for accounting entries in a maintenance group. See Chapter 18, "Entering Pending Items," Creating and Reviewing Accounting Entries Online, page 462.

CHAPTER 25

Managing Drafts

This chapter provides an overview of processing drafts, lists prerequisites, and discusses how to:

- Enter drafts into Receivables.
- Use worksheets to approve or reject drafts.
- Identify drafts used as collateral.
- Endorse drafts to another party.
- Remit drafts to the bank.
- Dishonor drafts.
- Void drafts.
- Cancel draft remittances.
- Reconcile drafts on a bank statement.
- Unpost drafts.
- Review and correct draft accounting entries.
- Review draft information.

Understanding Draft Processing

There are several tasks that you perform for a draft during the draft lifecycle. The tasks that you perform depend on if you are using vendor-initiated drafts, customer-initiated drafts, or customer electronic funds transfer (EFT) drafts.

This section discuses:

- Vendor-initiated draft process flow.
- Customer-initiated process flow.
- EFT draft process flow.

See Also

Chapter 25, “Managing Drafts,” Dishonoring Drafts, page 643

Chapter 25, “Managing Drafts,” Voiding Drafts, page 648

Chapter 11, “Setting Up Draft Processing,” Understanding the Draft Life Cycle, page 261

Vendor-Initiated Draft Process Flow

You perform the following tasks for vendor-initiated drafts:

1. Run the Create Drafts Application Engine process (AR_DRAFTS) to create the vendor draft and a draft worksheet.

   The status of a draft that you create is either *Identified* or *Pending Acceptance.*

2. Send the draft to the customer for approval unless the draft is preapproved, and print the Draft Document report to provide the customer a list of items on the draft.

   If the draft is preapproved, the system automatically approves the draft when you create it and you skip the next step. The status of an approved draft is *Accepted.*

3. Make any necessary modifications to the draft data on the draft worksheet and approve the draft.

   If the customer did not approve the draft, use the draft worksheet to reject the draft. The items will be available for selection on another draft worksheet.

   Note. To approve multiple drafts without changing item information, use the draft approval worksheet. Also use draft approval worksheets if a different person in your organization approves drafts than the individuals who apply drafts to items on the draft worksheet.

4. Run the Receivable Update process to post the group, update the draft status, and update draft activity.
5. (Optional) Identify drafts that are being used as collateral and endorse drafts to another party as required.

   Once a draft is no longer being used as collateral or is endorsed, you can remit the drafts to the bank.

6. Select the drafts that you want to submit to the bank, specify remittance details for each draft, and mark the drafts complete using the draft remittance worksheet.

   The status of a remitted draft is *Remitted.*

7. Run the Receivable Update process to post the remittance group, update the draft status, update draft activity, and change the draft remittance status to *Complete.*

   The monies will either be collected at the due date or at the discount date after you run the Receivable Update process.

8. (Optional) Cancel a remittance.

   This changes the draft status to *Accepted* after you run the Receivable Update process.

9. Run the Format EFT Files SQR process (FIN2025) to create the file that you send to the bank.
10. (Optional) Create an EFT file cover sheet.
11. (Optional) Run the AR_DRAFT_BNK Application Engine process to receive the bank EFT file that indicates whether the payments were collected.
12. (Optional) Correct payment records from a bank EFT file that did not match drafts on the system to enable them to match existing drafts.
13. (Optional) Run the EFT Draft Inbound Exception report to obtain a list of drafts in the bank EFT file that failed collection due to incorrect bank details.

    You can only run this report if you received a bank EFT file.

    You correct the bank details for the customer on the MICR Information - Customer Bank page and then approve and remit the draft again.

14. (Optional) Cancel the EFT file if you need to reformat the remittance or if you lost the original.

15. Reconcile the draft by matching the amount of the draft received with the amount that was submitted to the bank when you receive a bank statement.

You can also choose to perform the following tasks at various points in the draft lifecycle.

- Void a draft.
- Dishonor a draft.

The section that describes each task indicates when you can perform these tasks.

Customer-Initiated Process Flow

You perform the following tasks for customer-initiated drafts:

1. Enter the information from the customer's draft document into Receivables.

   Because you must enter a customer ID, the draft status is *Identified.*

2. Build a draft worksheet, select the items to include in the draft payment.

   When you save the worksheet, the draft status changes to *Pending Acceptance.* When the value in the Difference field on the worksheet is zero, the user can mark the draft approved. When this occurs, the draft status becomes *Accepted.*

   Note. To approve multiple drafts simultaneously after selecting the items, use the draft approval worksheet.

3. Run Receivable Update to post the group and update draft activity.

   The draft status remains *Accepted.* However, the posted date and group ID on the Draft Control inquiry page for the Draft Approval line is now populated.

4. (Optional) Identify drafts that are being used as collateral and endorse drafts to another party as required.

   Once a draft is no longer being used as collateral or is endorsed, you can remit the drafts to the bank.

5. Select the drafts you want to submit to the bank, specify remittance details for each draft, and mark the drafts complete using the draft remittance worksheet.

   The status of a remitted draft is *Remitted.*

6. Run the Receivable Update process to post the remittance group and update draft activity.

   The draft status remains *Remitted.* However, the posted date and group ID on the Draft Control inquiry page for the Draft Remitted line is now populated.

   The monies will either be collected at the due date or at the discount date after you run the Receivable Update process again. At this point the draft status becomes *Complete,* and if you open the Draft Control inquiry page, the posted date and group ID for the Draft at Due Date line is now populated.

7. (Optional) Cancel a remittance.

   This changes the draft status to *Accepted* after you run the Receivable Update process.

8. Run the Format EFT Files process (FIN2025) to create the file that you send to the bank.
9. (Optional) Create an EFT file cover sheet.
10. (Optional) Run the AR_DRAFT_BNK process to receive the bank EFT file that indicates whether the payments were collected.
11. (Optional) Correct payment records from a bank EFT file that did not match drafts on the system to enable them to match existing drafts.

12. (Optional) Run the EFT Draft Inbound Exception report to obtain a list of drafts in the bank EFT file that failed collection due to incorrect bank details.

    You can run this report only if you received a bank EFT file.

    You correct the bank details for the customer on the MICR Information - Customer Bank page and then approve and remit the draft again.

13. (Optional) Cancel the EFT file if you need to reformat the remittance or if you lost the original.
14. Reconcile the draft by matching the amount of the draft received with the amount that was submitted to the bank when you receive a bank statement.

You can also choose to perform the following tasks at various points in the draft lifecycle.

- Void a draft.
- Dishonor a draft.

The section that describes each task indicates when you can perform these tasks.

EFT Draft Process Flow

In some countries, drafts are sent electronically from a customer using an electronic funds transfer (EFT) file. The bank already holds the drafts so there is no need to remit the drafts to the bank.

You perform the following tasks for EFT drafts:

1. Run the AR_DRAFT_EFT process to load the EFT file into the draft tables on the database.

   Draft payments (known as *kijitsu* in Japan) are extracted from the file if the creation date is not equal to the accounting date (that is the due date). The extracted data is loaded into the AR Draft Staging table (PS_DR_STAGE_EFT). If the customer name and bank account cannot be resolved to a customer ID and bank code the record is marked as an *Error.* If the review option on the run control record is set to errors only, the system converts staged drafts that are not in error into real drafts (DRAFT_CONTROL). The system also creates a customer reference record (DRAFT_ID_CUST).

   The AR_DRAFT_EFT process uses the Kijitsu file layout. There are two Zengin data record formats for the file layout; Zengin Format A and Format B. You must use Zengin Format B. Format B allows for payment amounts of up to 13 digits. Do not use Zengin Format A.

   Note. Regular payments are extracted from the file if the creation date equals the accounting date (or due date). The extracted data is loaded into the AR Payment staging table (AR_PAYMENT_EC). These payments can then be converted to regular deposits using the Payment Loader Application Engine process (AR_PAYLOAD).

   See Chapter 20, “Receiving Payments Electronically,” page 495.
2. Correct errors in the drafts on the Draft Staging table and create draft control records.
3. Make any necessary modifications to the draft data on the draft worksheet and approve the draft.

   Note. To approve multiple drafts without changing item information, use the draft approval worksheet. Also use draft approval worksheets if a different person in your organization approves drafts than the individuals who apply drafts to items on the draft worksheet.

   ---
4. Run the Receivable Update process to post the group, update the draft status, and update draft activity.
5. When you receive a bank statement, you reconcile the draft by matching the amount of the draft received with the amount that was submitted to the bank.

You can also choose to perform the following tasks at various points in the draft lifecycle.

- Void a draft.
- Dishonor a draft.

The section that describes each task indicates when you can perform these tasks.

Note. You should not endorse, cancel, or unpost an EFT draft, because the draft has already been remitted.

Prerequisites

Before you can process drafts, you must perform the following tasks:

- Review business events and subevents.
- Define distribution codes and assign them to a business unit.
- Create entry types, entry reasons, and automatic entry types.
- Define draft transaction types for customized reports.
- Define draft types that determine how drafts are processed.
- Designate where draft documents are stored.
- Define document types.
- Assign account ChartFields to a bank account for the Cash and Cash Control accounts for both discounted and nondiscounted drafts.
- Define draft collection methods for a bank account.
- Link the customer's bank account to a remit from customer if you plan to remit drafts using an EFT file on the Customer Bank page.
- Select the draft payment method and processing rules for bill to customers.
- Assign customers to draft groups.
- Create reason codes for rejecting drafts using the *Reject Draft* reason type.
- Set up automatic numbering.
- Set up item reference qualifiers.
- Set up draft reference qualifiers.
- Set up EFT reason codes and EFT file layouts.
- Associate the customer IDs with the customer names in the EFT files on the Customer EFT Name page for EFT drafts.

See Also

Chapter 11, "Setting Up Draft Processing," page 261

Chapter 5, "Defining Additional Processing Options," Setting Up Reference Qualifiers, page 112

PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook, "Defining Document Sequencing," Defining Document Types

PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook, "Setting Up External, Internal, and Netting Accounts," Defining External Account Information

PeopleSoft Enterprise Order to Cash Common Information 8.9 PeopleBook, "Maintaining Additional Customer Information," Defining MICR IDs

PeopleSoft Enterprise Order to Cash Common Information 8.9 PeopleBook, "Maintaining General Customer Information," Assigning Individual Customers to Customer Groups

PeopleSoft Enterprise Order to Cash Common Information 8.9 PeopleBook, "Maintaining General Customer Information," Entering Additional Billing, Purchasing, Payment, and Write-Off Options for Bill To Customers

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Defining Financials and Supply Chain Management Common Definitions," Setting Up Automatic Numbering

Chapter 5, "Defining Additional Processing Options," Selecting EFT Layouts, page 120

PeopleSoft Enterprise Order to Cash Common Information 8.9 PeopleBook, "Maintaining Additional Customer Information," Associating EFT Payment File Names With Customer IDs

Common Elements Used in This Chapter

Draft Ref (draft reference)	Draft reference number supplied by the customer.
Draft Type	Determines how the draft is processed and how accounting entries are created.
Entry Event or **Event**	If you use the Entry Event feature, enter the entry event code used to create supplemental accounting entries for the activity.

Entering Drafts into Receivables

This section provides an overview of the Create Drafts process and discusses how to:

- Create vendor-initiated drafts.
- Enter one customer-initiated draft.
- Enter multiple customer-initiated drafts.
- Load drafts using an EFT file.
- Correct errors in EFT drafts.

Understanding the Create Drafts Process

The Create Drafts process creates vendor-initiated drafts and creates a draft worksheet. The process looks for open items that match the vendor draft payment method that you selected and does the following:

- Marks each draft as *Identified.*
- If the draft is preapproved, approves the draft.
- Creates a draft worksheet.
- Places all items with the same letter of credit number in a single draft.
- Places all items with the same approval method, entry currency, due date, and document printing instructions in a single vendor-initiated draft.

  If you selected the One Item per Draft? check box when entering pending items, the process places only one item in a draft.
- If the draft type has automatic numbering enabled, assigns the next available draft reference number to the drafts.

  If the draft type does not have automatic numbering enabled, the system uses the draft ID number for the draft reference number.

Note. If the settlement date falls on a holiday, the process uses the bank holiday rules assigned to the customer to adjust the estimated settlement date.

The process also does the following for credit items that have the draft payment method:

- Adds credit items to the draft worksheet if the due date and amount of the credit item is the same as or less than the due date or amount of the debit items.

  The process continues to add credit items to the draft worksheet whose due dates are the same as or less than the due dates of the debit items in the draft worksheet until the amount of the credit items becomes larger than the total of the debit item. The process never allows the draft amount to become a negative amount.

  If there are still remaining credit memos that meet the due date criteria but exceed the total amount of the draft, these items are available for inclusion in a draft worksheet the next time you run the process.
- Changes the draft due date for the credit items to the same date as the debit items.
- Clears the One Item per Draft? check box for the credit items, if it is selected.
- Creates a message in the message log that lists the credit items that were not processed in the current draft run, because they have a due date or amount that is greater than the debit items.

Common Elements in This Section

Link MICR (link magnetic ink character recognition) — Select to open a page where you can associate a new MICR ID with a customer.

MICR ID (magnetic ink character recognition ID) — Enter the MICR ID of the customer's bank account used for drawing the draft.

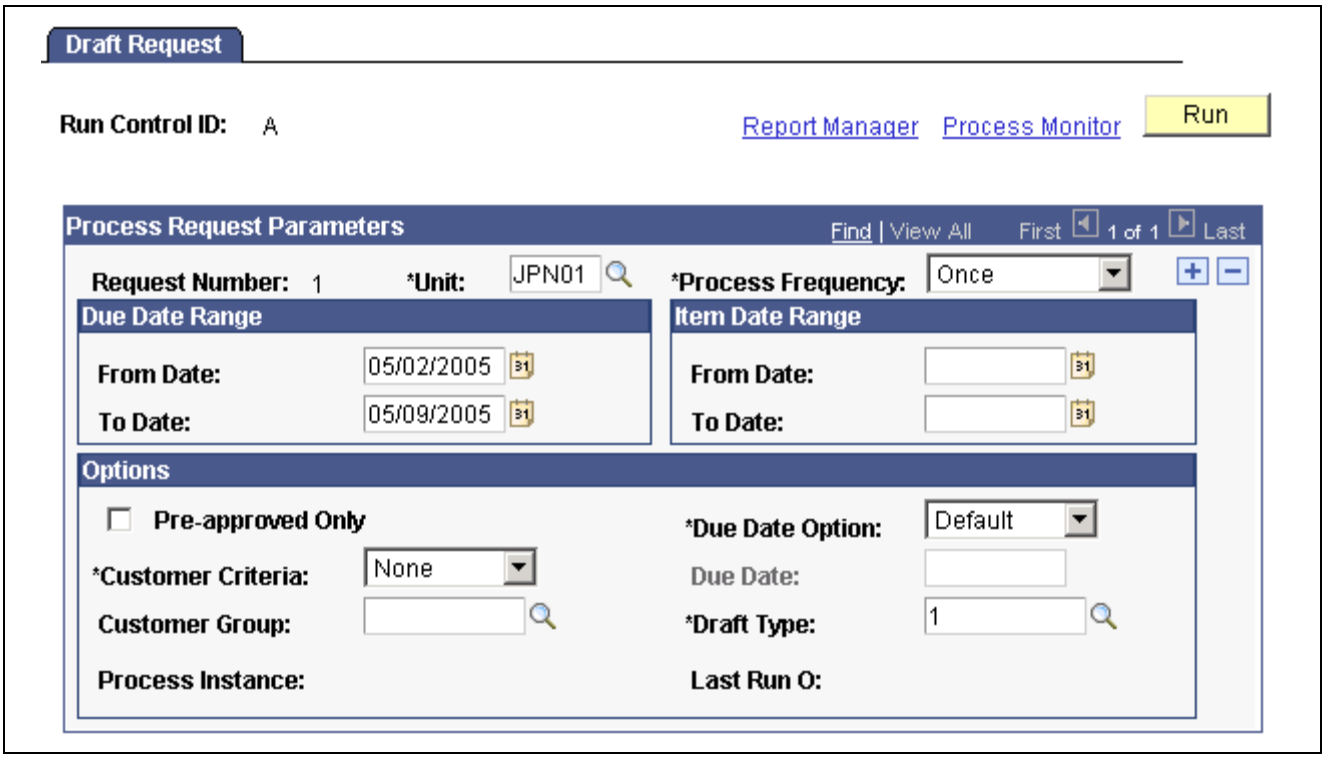
Qual Code (qualifier code) — Enter the type of reference values that you are entering, such as item ID or document number. The default qualifier code is the reference qualifier code of the remit from customer for the customer you selected on this page. If the customer does not have a qualifier code, the system uses the code assigned to the business unit.

Pages Used to Enter Drafts

Page Name	Object Name	Navigation	Usage
Draft Request	DRAFT_REQUEST	Accounts Receivable, Drafts, Create Drafts, Vendor Drafts, Draft Request	Runs the Create Drafts process.
Draft Documents	RUN_AR32101	Accounts Receivable, Drafts, Reports, Draft Documents, Draft Documents	For vendor-initiated drafts, define the run parameters for the Draft Document report (AR32101). Customers can use this report to decide if the draft should be accepted or rejected.
Draft Entry	DRAFT_ENTRY	Accounts Receivable, Drafts, Create Drafts, Customer Drafts, Draft Entry	Enter a single customer-initiated draft, indicating the items that the draft will pay.
Draft Mass Entry	DRAFT_MASS_ENTRY	Accounts Receivable, Drafts, Create Drafts, Multiple Customer Drafts, Draft Mass Entry	Enter multiple customer-initiated drafts.
Draft Details	DR_MASS_ENTRY_SEC	Click the References link on the Draft Mass Entry page.	Enter detail reference information for draft selection.
Load EFT Payments	DR_EFT_REQUEST	Accounts Receivable, Drafts, Create Drafts, Receive Draft Payments, Load EFT Payments	Use to load draft payments from an EFT file.
Draft EFT Load and Review	DR_EFT_STAGE	Accounts Receivable, Drafts, Create Drafts, Electronic Drafts, Draft EFT Load and Review	Correct errors in drafts that you receive in EFT files.

Creating Vendor-Initiated Drafts

Access the Draft Request page.



Draft Request page

Due Date Range

From Date and **To Date** Enter a range for the due dates of items to include. To include items due on a specific day, enter the same date in both fields.

Item Date Range

From Date and **To Date** Enter the date range for item creation. To include items created on a specific day, enter the same date in both fields.

Options

Pre-Approved Only Select to process only items that are preapproved on the draft and that do not require customer approval.

Customer Criteria and **Customer Group** These fields work together to limit the customers for whom you will create drafts. If you decide to select items based on customer criteria, select one of these options: *Customer, Corporate,* or *Remit From.*

Then select the customer group assigned to the customers.

For example, suppose you select a customer group containing customers FRA01 and FRA04 and you select *Remit From.*

The customers in the remit from customer group for customer FRA01 are FRA01 and FRA03. Customer FRA04 is the only customer in the remit from customer group for customer FRA04. In this case, the system selects items for customers FRA01, FRA03, and FRA04.

If you had selected *Customer* as the customer criteria, the system selects items for only customers FRA01 and FRA04.

Due Date Option Select a value that determines the due date for the items in the draft. Options are:

Default: Use the item due date. If you use item due dates, the process creates a separate draft for items with different due dates.

Specified: Use the date that you entered in the Due Date field for the items.

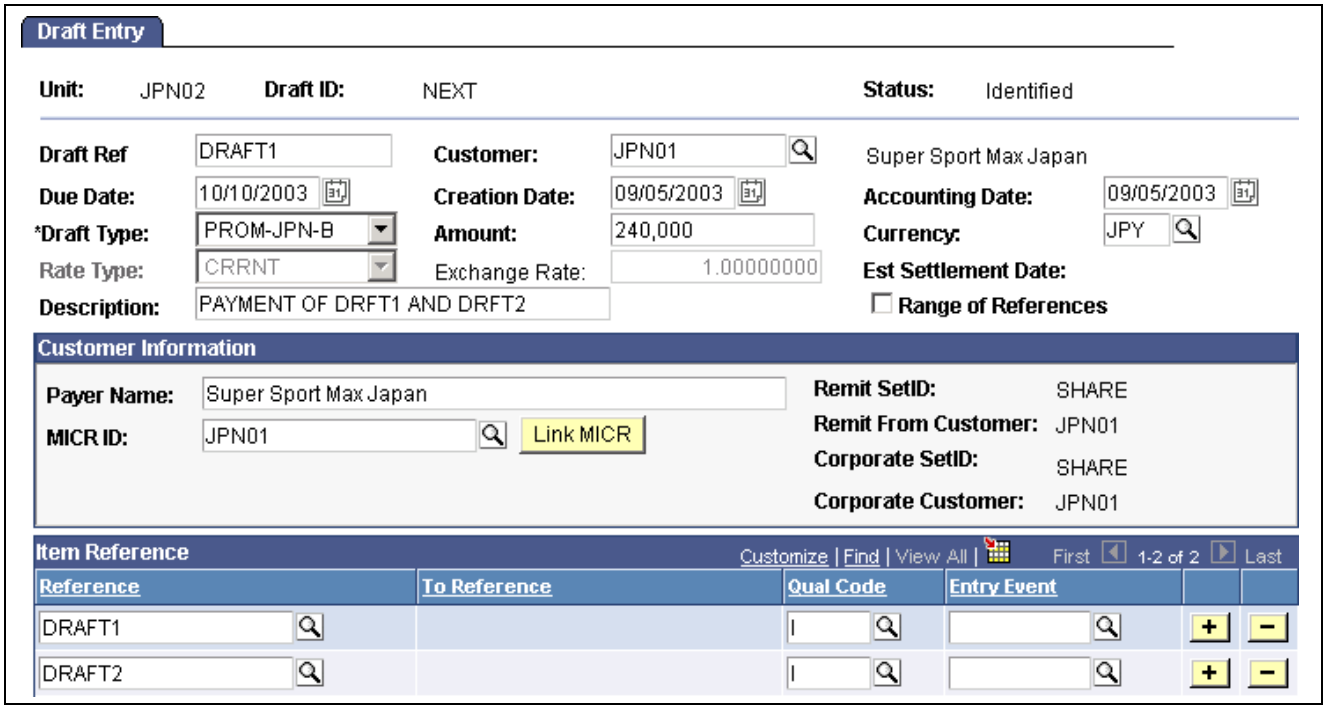
Draft Type Select a draft type. (The draft types are defined on the Draft Type - Receivables page.)

See Also

Chapter 11, "Setting Up Draft Processing," Defining Draft Types, page 275

Entering One Customer-Initiated Draft

Access the Draft Entry page.



Draft Entry page

Due Date Enter the due date for the draft.

Creation Date and **Accounting Date** Override the dates, if needed. The default creation date and accounting date for the draft is the current date.

Amount Enter the total amount of the draft.

Est Settlement Date (estimated settlement date) The system populates this value when you save. It uses the bank holiday rules defined for the bank account that you assigned to the customer for the draft if it falls on a holiday.

Range of References Select to enter a range of items.

Customer Information

Payer Name Displays the customer's name on the draft by default. You can change the payer name as needed.

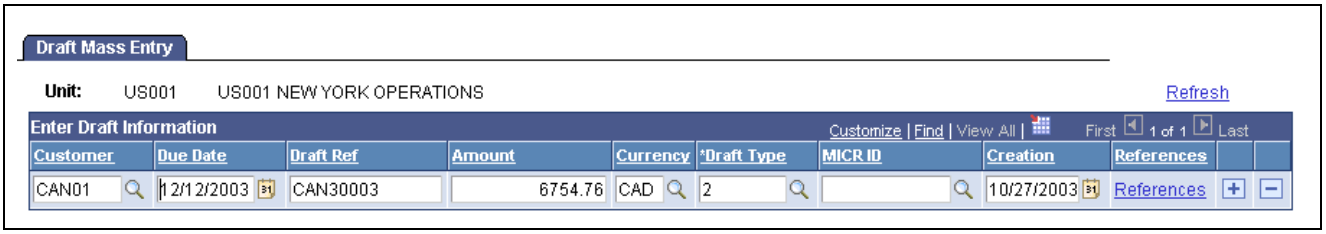
Item Reference

(Optional) Use to indicate the item or range of items that are applied to the draft. You can also enter this information when you build a draft worksheet.

Reference and **To Reference** Enter one reference number unless you selected Range of References. Then you must enter a beginning and ending reference number.

Entering Multiple Customer-Initiated Drafts

Access the Draft Mass Entry page.



Draft Mass Entry page

To enter several customer-initiated drafts:

1. Enter information about the drafts.

   Due Date Enter the due date for the draft.

   Amount Enter the total amount for the draft.

   Creation Override the draft creation date as needed. The default is the current date.

   When you save the page, the system updates the estimated settlement date using the bank holiday rules assigned to the customer.

2. (Optional) Click the References link to access the Draft Details page where you specify the items to apply to the draft.

   Note. You can also enter this information when you build a draft worksheet.

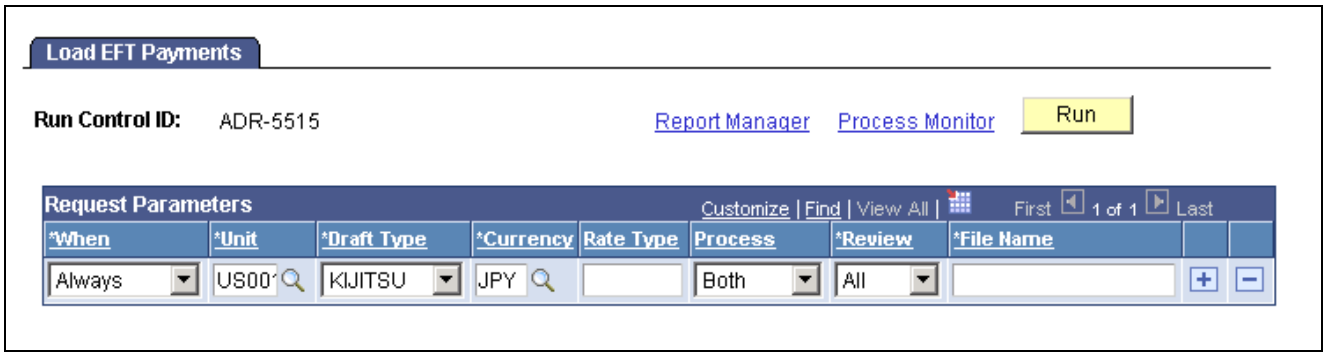
   References Select to enter a range of items.

See Also

Chapter 11, "Setting Up Draft Processing," Defining Draft Types, page 275

Loading Drafts Using an EFT File

Access the Load EFT Payments page.



Load EFT Payments page

Process Indicate whether to process *Drafts,* regular *Payments,* or *Both* in the EFT file.

Review Select a review option. Options are:

All: Creates draft control records for all records in the EFT file even if they do not have a matching customer or bank account on the system.

Errors: Select if you want to review and correct errors for drafts before the system updates the Draft Control table.

This option is available only if you are processing drafts.

File Name Enter a name for the EFT file. The name of the EFT file must be unique. The file must be loaded into the directory on the application server defined by %PS_SERVDIR%\FILES, where %PS_SERVDIR% is the directory where the application server domain is defined. If you process the EFT file using Process Scheduler, then you need to load the file into %PS_HOME%\appserv\prcs\<database name>\files.

After the system has processed the file, it updates a table (DR_FILE_NAME) on the database with the name of the flat file that has been loaded. Using a unique file name prevents drafts or payments from being entered into the system twice. Only the file name is stored, not the path.

Correcting Errors in EFT Drafts

Access the Draft EFT Load and Review page.

The Select Drafts grid displays the drafts in the EFT files that meet your search criteria.

To correct the errors and create drafts:

1. Select the drafts for which you want to create a Draft Control record (DRAFT_CONTROL).
2. Change the values for the business unit, customer ID, or MICR ID so that they match values on the system.
3. Change the accounting date if needed.
4. Save the page to create the drafts and Draft Control record.

Using Worksheets to Approve or Reject Drafts

This section provides an overview of draft approval worksheets and discusses how to:

- Build a draft worksheet.
- Use a draft worksheet to approve one draft.
- Distribute multiple revenue lines.
- View item details.
- Build a draft approval worksheet for approving multiple drafts.
- Use a draft approval worksheet to approve multiple drafts.

Understanding Draft Approval Worksheets

Use worksheets to record the customer's approval and make any necessary modifications to the draft. Worksheets are cumulative. As long as you do not clear the worksheet, you can continue to expand it by selecting additional criteria. Each time you build a worksheet, the items you previously selected remain and the system adds items that meet the new criteria.

Use the draft worksheet to select items to be paid by the draft and approve drafts. You can also create deductions, advance payments, write-offs, and adjustments using the draft worksheet.

Use the draft approval worksheet if you want to approve multiple drafts at once. This worksheet is useful for organizations where the approver is not the individual that applies the drafts to individual items.

Pages Used to Approve or Reject Drafts

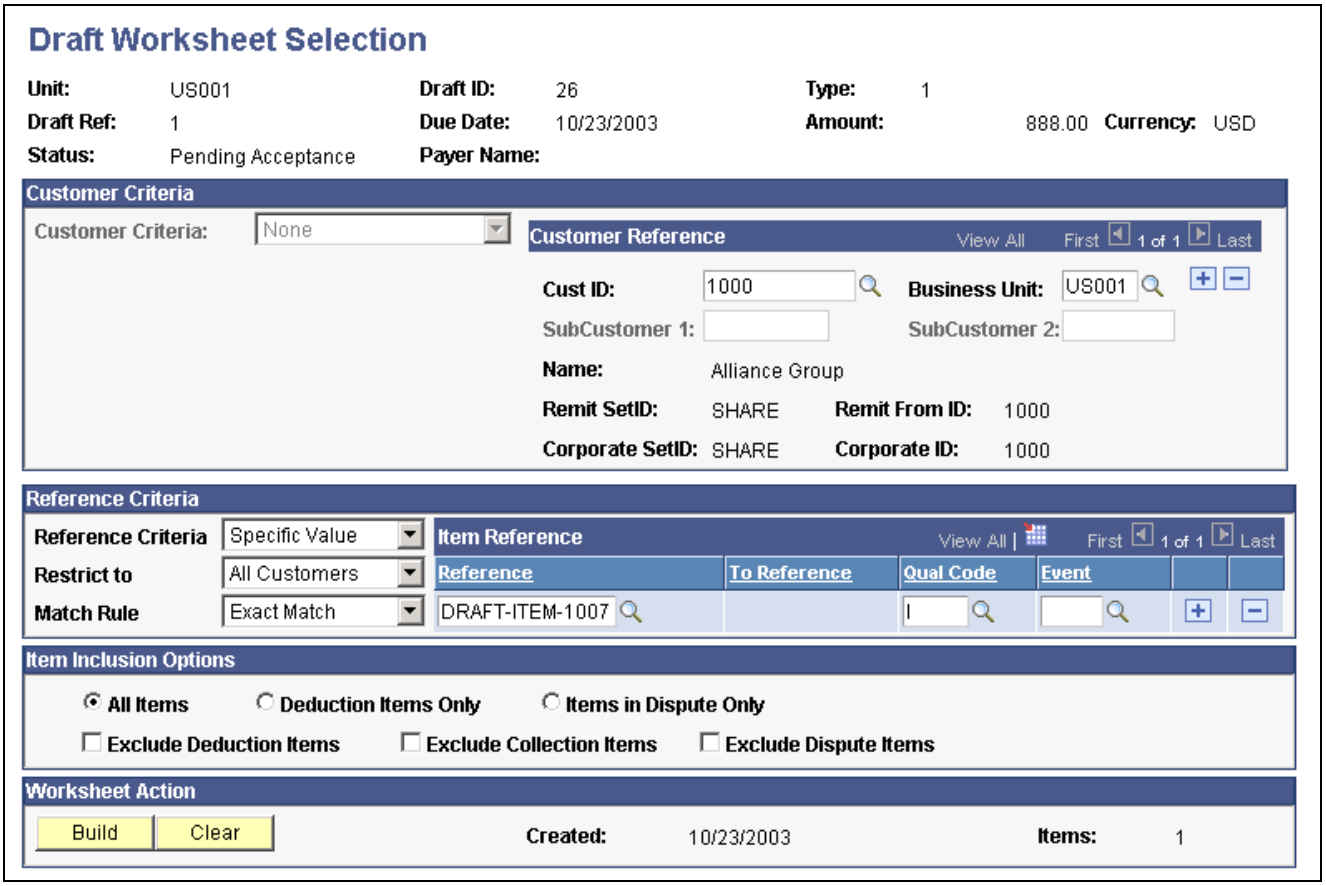
Page Name	Object Name	Navigation	Usage
Draft Worksheet Selection	DRAFT_IDENTIFY_IC	Accounts Receivable, Drafts, Apply Drafts, Create Worksheet, Draft Worksheet Selection	Select items to be paid by a customer-initiated draft and build a draft worksheet that you use to approve a single draft.
Draft Worksheet Application	DRAFT_WORKSHEET_IC	Accounts Receivable, Drafts, Apply Drafts, Update Worksheet, Draft Worksheet Application	Select items to include in the draft and approve one draft at a time.
Currency Conversion	EU_CUR_CNV_WS_SEC	Click the Currency Conversion Panel button on the Draft Worksheet Application page.	Select the currency code, rate, and date of conversion for the display currency on the worksheet.
Multiple Revenue Line Distribution	AR_MRL_SEC	Click the Revenue Distribution link on the Draft Worksheet Application page.	View or update multiple revenue line entries. If you change an amount on this page, the change overrides the amount on the worksheet.
Activity	DRAFT_STATS_IC	Click the Activity link on the Draft Worksheet Application page.	View a list of all activities for the draft, including the activity date and posting status.

Page Name	Object Name	Navigation	Usage
Draft Notes	DRAFT_NOTES_SEC	Click the Notes link on the Draft Worksheet Application page or the Draft Control page.	View or add notes about a draft. Assign the draft to a physical location.
Document Sequence	AR_DOC_SEQ_SEC	Click the Document Sequencing link on the Draft Worksheet Application page.	Enter a document sequence number if the document type is set up for manual numbering. Also, change the document type for document sequencing.
Draft Detail View	DRAFT_WS_IC_DTL	Click the View Detail button on the Draft Worksheet Application page.	Change due date and the bank account from which you will draw the funds. View bank account details, bank statement reconciliation information, and information about bank fees.
Currency Exchange Aid	DR_CURR_EXCHG_SEC	Click the Currency Exchange Aid link on the Draft Detail View page.	Use as an aid in converting the payment amount to the currency of a selected item making a partial payment.
VAT Header	DRAFT_ITEM_VAT_HDR	Click the Add VAT Information link on the Draft Detail View page.	View VAT header defaults. Manually override values if applicable.
VAT Detail	DRAFT_ITEM_VAT_LN	Click the VAT Detail Page link on the VAT Header page.	View VAT line defaults including the VAT amounts. Manually override values if applicable.
Item Activity Detail	ITEM_ACTIVITY_DRILL	Click the Item Activity link on the Draft Detail View page.	View all activities for an item.
Item in Other Groups	ITEM_DGROUP_SEC	Click the Item in Other Groups link on the Draft Detail View page.	View other worksheet groups that have the selected item or any pending item groups that are not posted that have the item.
Additional Customer Information	CUST_INFO_SEC	Click the Additional Cust Information link on the Draft Detail View page.	View additional customer information.
Draft Approval Selection	DR_APROV_SEL_IC	Accounts Receivable, Drafts, Approve Drafts, Create Worksheet, Draft Approval Selection	Build a draft approval worksheet used to approve multiple drafts.
Draft Approval Worksheet	DR_APROV_WORKS_IC	Accounts Receivable, Drafts, Approve Drafts, Update Worksheet, Draft Approval Worksheet	Approve multiple drafts.

Page Name	Object Name	Navigation	Usage
Draft Details	DR_APROV_ITEM_SEC	Click the Details link on the Draft Approval Worksheet page.	View details about items in a draft.

Building a Draft Worksheet

Access the Draft Worksheet Selection page.



Draft Worksheet Selection page

If you are working with a vendor-initiated draft, the Create Drafts process creates the worksheet, you do not need to build it.

The draft Status is *Identified* until you build the worksheet. If you have already built a worksheet for the draft, the status is *Pending Acceptance.*

The information that you enter about customers and items determines what appears on the worksheet. The more information you provide, the more focused your worksheet will be.

Note. If you enter no customer or item information, the system creates a blank worksheet.

Customer Criteria

Customer Criteria Indicates the type of customer that you want to include in the worksheet: *Corporate Items, Customer Items,* or *Remit From Items.* If you select *None,* the system creates a worksheet based on your other selection criteria and does

not limit items to specific customers. If you select *None,* the Customer Reference fields are not available.

Cust ID (customer ID) and **Business Unit**

Enter a customer ID and business unit.

Note. If you select *Corporate Items* or *Remit From Items* from the Customer Criteria drop-down list box, you must enter a business unit. The system needs a business unit to determine the setID of corporate and remit from customers. The resulting worksheet displays all open items having the specified corporate or remit from customer across *all* business units, not just the business unit that you selected.

Reference Criteria

Reference Criteria

Specify whether you will use *Detailed References, Specific Value, None,* or a *Range of References*. If you select either *Range of References* or *Specific Value,* you work with the Item Reference fields.

Note. The only instance in which you can use reference criteria independently of customer criteria is when the value in the Restrict To field is *All Customers.*

Restrict to

Qualify items by customer by selecting *All Customers, Corporate Cust Only, Customer Only,* or *Remit Cust Only.*

Match Rule

If you selected *Specific Value* in the Reference Criteria field, specify whether the item information is an *Exact Match* or a *Like Match.* A *Like Match* enables you to use a percent (%) wildcard to identify the reference, as long as you provide the beginning letters or numbers. For example, if you enter a PO number of *24%* and select *Like Match,* the worksheet will contain all items having PO numbers beginning with 24xx, but will not catch a PO number of x24x.

Qual Code (qualifier code)

Enter the type of reference, such as documents, items, purchase orders, or any other criteria that you set up on the Reference Qualifier page.

Note. When you enter a reference number, the default qualifier code appears.

Reference and **To Reference**

Do one of the following:

- If you selected *Specific Value* in the Reference Criteria field, enter the specific item reference.
- If you selected *Range of References,* enter the starting and ending values for the range of references.

The values that you enter are case-sensitive.

Item Inclusion Options

All Items, Deduction Items Only, or **Items in Dispute Only**

Select one of these options to indicate what type of items to include in the worksheet. If you select All Items, you can select one or more of these check boxes to exclude those item types from the worksheet: Exclude Deduction Items, Exclude Collection Items, and Exclude Dispute Items.

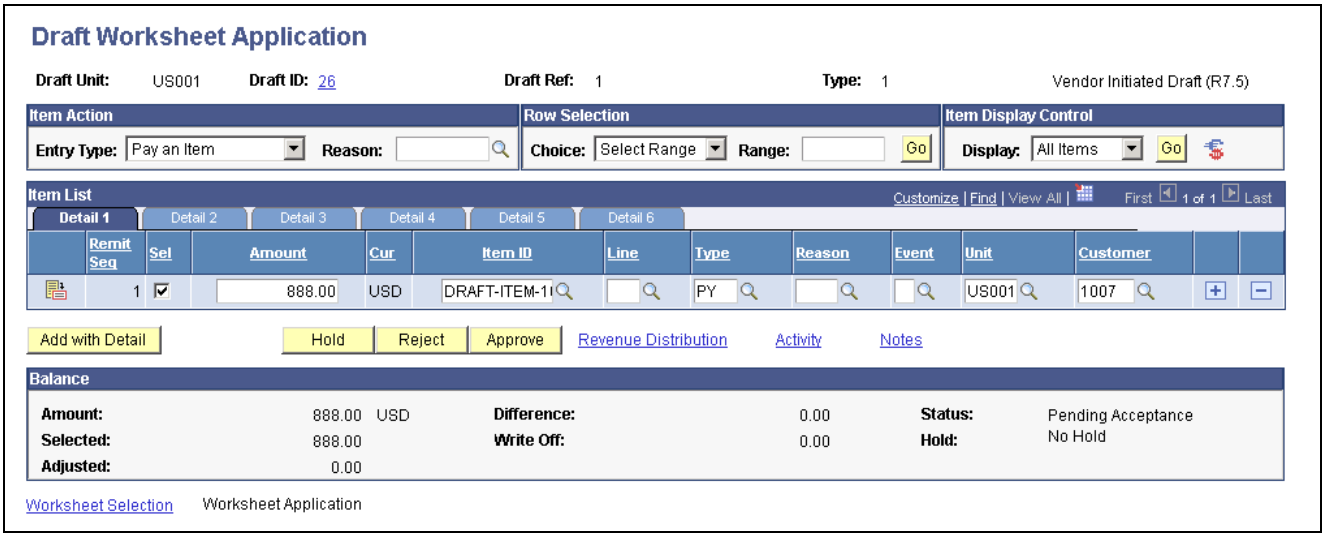
Worksheet Action

Build Click to create a new worksheet or to add items meeting your selection criteria to an existing worksheet.

Clear Click to remove all items from an existing worksheet.

Using a Draft Worksheet to Approve One Draft

Access the Draft Worksheet Application page.



Draft Worksheet Application page

Using the draft worksheet consists of these basic tasks:

- Use the item display or sort controls to adjust the view.
- Select the items to pay.
- Handle underpayments, overpayments, and discounts.
- Approve, hold, or reject the draft.

  You cannot approve a draft until the entire amount of the draft is accounted for, either applied to an item, deemed a prepayment, held on account, deducted from the customer's balance, or considered an adjustment.

Selecting Items and Item Actions

The item selection controls enable you to work with all items in the worksheet at once or a specified range of items.

Entry Type and **Reason** Select the entry type for the activity that you want to perform for the selected items. You must enter a valid entry reason in the field if you have entry reasons set up for the write-off entry type. Valid entry types are:

Create A Deduction: Select to create a deduction item for the selected items.

Pay an Item: Select to apply the draft to all the selected items.

Write-off an Item: Select to write off selected items. The system issues a message if you try to write off more than the write-off tolerances permit.

Note. If you select an item that is in use, you will get an error message. A setting on the Installation Options - Receivables page—No Mult Pending Item Selection—determines whether the system checks groups to see if an unposted pending item exists for the item that you selected or if the item has been selected in another group. To see where the item is in use, select Items in Other Groups on the Draft Detail View page for the item.

Choice and **Range** — Select an option to select or clear multiple items at a time. Valid values are: *Select All, De-Select All, Select Range, De-Select Range,* and *none.*

If you select *Select Range* or *De-Select Range,* enter the range in the Range field. For example, enter *(4-7).*

Go — Click to apply your selections to the items in the grid and to update the worksheet balances.

Using Item Display Information

Use the fields in the Item Display Control group box to adjust the view and contents of the Item List grid.

Display — Specify which items to display in the grid, such as *All Items, New Items, Unselected Items* or *Selected Items.*

Go — Click to refresh the list of items in the grid.

— Click the Currency Conversion Panel button to access the Currency Conversion page where you select a display currency for the Conversion Amount - Currency column and specify whether to use today's date, the accounting date for the item, or a date that you specify to determine which exchange rate to use.

Sort All — Select a value to sort *all* items in the worksheet, not just the items that are displayed in the scroll area. This field is not available if the number of rows does not exceed the maximum chunk size. Options are: *Due Date* or *Item.* Then click Go to resort all items in the worksheet.

Item Display Set Control — Use the arrows to view different chunks of data. For better performance, you can limit the number of rows that appear in the scroll area on the Installation Options - Receivables page. We recommend a maximum chunk size of 100 rows, although larger chunks may perform satisfactorily.

Reviewing Item Summary Information

Use the Customize link to sort by column, reorder, hide, and freeze columns. This enables you to put the key fields that you want to review on the Detail 1 tab and sort your data.

— Click the View Detail button to view or update details for a selected item on the worksheet and to copy, write off, or edit items.

Remit Seq (sequence number) — This sequence number relates to the order in which the items were entered on the Worksheet Selection page. Initially the items appear in this order. If you sort the worksheet based on the value in another column, this number stays with the item, but the displayed order of the grid changes. Sort the worksheet using this column to return the list of items to the original order.

Amount — This field initially displays the open amount for the item. Change the amount to make a partial payment.

Type and **Reason** Enter the entry type and reason for the item. For preexisting items, valid entry types are Payment, Write-off, or Deduction. For new items, all entry types except Payment and Write-off are valid.

Note. If you are applying a payment to a vendor rebate claim or claimback item interfaced from Purchasing or Order Management and the business unit for the item requires VAT, then you must split the item by entering the base amount of the item in the Amount field for one row and the VAT amount for the item in the Amount field for the other row. Use the DM - 01 (Pay an Item) entry type for each item. You must enter the appropriate entry reason for each row to indicate whether the amount is the base amount or the VAT amount. You also must enter the reference number for the claim item in the Document field on the Draft Detail View page.

Add with Detail Click to add an item to handle overpayments, underpayments, and write-offs. If a new item was created in error, clear the item by clearing the Sel (select) column.

Revenue Distribution Click to manually distribute amounts for control budgets across multiple revenue lines if you are making a partial payment. This link is available only if you have enabled commitment control processing and you have enabled the input of multiple revenue lines for the business unit.

Handling Exact Payments

The draft payment usually matches the total of the items. Select items that match the payment. If a customer has no items in the worksheet, you can still put a payment on account or treat it as a prepayment.

Handling Underpayments

To apply an underpayment, do one of the following:

- Treat the entire amount as a partial payment against an item.

  Change the Amount field for the item to the amount of the draft.

- Pay off an item and create an adjustment or a deduction item for the remainder of the item amount.

  Create a new item, enter a positive amount for the remainder of the item amount, and enter an entry type and reason.

- Place the entire amount on account or create a prepayment without referencing any items.

  Create a new item, enter a negative amount for the amount of the draft amount, and enter an entry type and reason.

- Partially pay for an item and write off the remaining item balance.

  When you partially pay an item, the item splits and a new line with that item ID appears with the remaining balance for the item. Select the write-off entry type and reason for the split item.

Handling Overpayments

To apply an overpayment, do one of the following:

- Pay off the item and create a new on account, adjustment, or prepay item with the remainder.

  Create a new item, enter a negative amount for the overpayment payment amount, and enter an entry type and reason.

- Pay off one or more items entirely and treat the remainder as a partial payment on another item.

  Change the Amount field for the item to the remaining amount of the draft.

- Place the entire amount on account, without referencing any items.

  Create a new item, enter a negative amount for the remaining amount of the draft, and enter an entry type and reason.

- Pay off one or more items and write off the remaining balance.

  Create a new item, enter a negative amount for the overpayment payment amount, and enter an entry type and reason.

Handling Remaining Draft Amounts

If you do not see an open item to apply the draft to, add an item to the worksheet, and enter a negative value equal to the remaining draft amount. Select an entry type such as Adjust Overpayment, Write-off Overpayment, Prepayment, or On Account.

You can write off an amount only up to the user's authorized limit. Check these amounts on the User Preferences - Receivable Data Entry 2 page. The system compares the item amount to the user's write-off limit in the format currency selected on the Receivables Data Entry 2 page.

Note. If you selected the Partial Payment Disabled option on the Receivables Options - Payment Options page, no partial payments can be processed.

Approving, Holding, or Rejecting a Draft

As you select open items, you need to check the balance information. The system updates the amounts whenever you click the Refresh button. If the Difference is not zero, you need to adjust the payment amounts or select additional items before you approve a draft.

Hold	Click to place the entire draft on hold so that it cannot be processed by any other activity. The items in the draft are available for selection in other worksheets.
Reject	Click to cancel the draft. The items selected for payment in the draft become available for selection in another draft.
Approve	Click to approve the draft and change the status to *Accepted.* This button is available only if the worksheet is balanced.

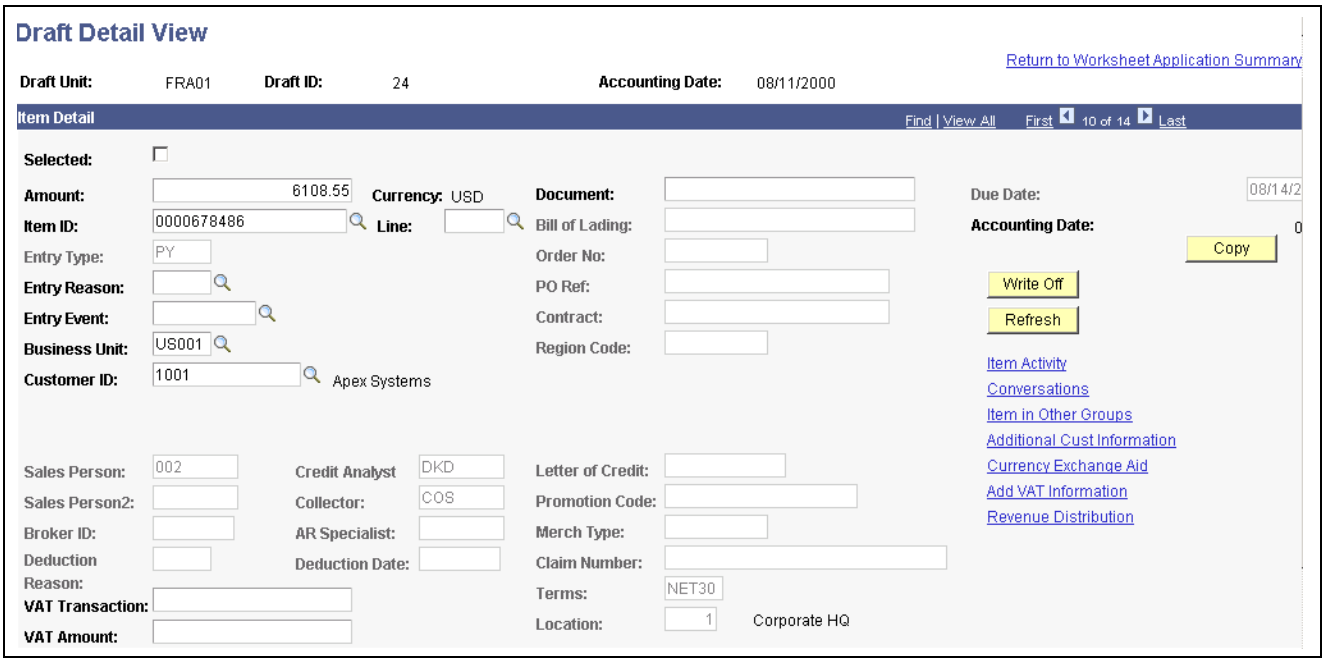
Distributing Multiple Revenue Lines

Access the Multiple Revenue Line Distribution page.

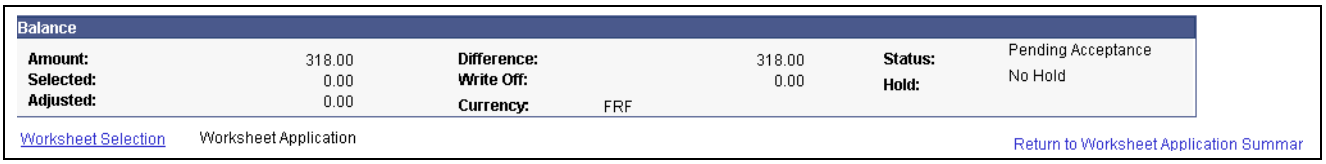
See Chapter 21, "Applying Payments," Distributing Amounts for Multiple Revenue Lines for Control Budgets, page 534.

Viewing Item Details

Access the Draft Detail View page.



Draft Detail View page (1 of 2)



Draft Detail View page (2 of 2)

View item details to help you identify the item or change the details as needed.

Document — If you are applying the payment to a vendor rebate claim or claimback item that you interfaced from Purchasing or Order Management, you must enter a reference ID. When you run the Rebate Notification process, the process sends the reference ID to Purchasing and Order Management so that you can reconcile the claims on the claims management workbench.

This field is available only if you enter entry reasons on the AR Integration page.

Deduction Reason — If you are creating a new deduction, enter the reason why the customer took the deduction. You define reason codes on the Deduction Reason page.

AR Specialist (receivables specialist) — The system populates the AR Specialist field for deduction items based on the default specialist that you assigned to the business unit. If you overrode the default specialist for the deduction reason or customer, the system uses that value.

Promotion Code and **Merch Type** (merchandising type) — If you are creating a new deduction that the customer took for a promotional deal and you use Promotions Management, enter the code associated with the promotion and the merchandising type. If the promotion is associated with more than one merchandising type, you must create a separate deduction for each merchandising type.

When you apply a credit memo for the promotion to the deduction, the system uses this information to update the funds for the promotions in Promotions Management.

Location Enter the address sequence number for new items. You must enter a value in this field to include the item in correspondence if you selected the *Item Address* option for the correspondence customer on the Correspondence Options page.

Copy Click to copy the item and add a new row to the worksheet. You must add the amount and entry type to the new row.

Write Off Click for a new item to write off an overpayment or underpayment amount.

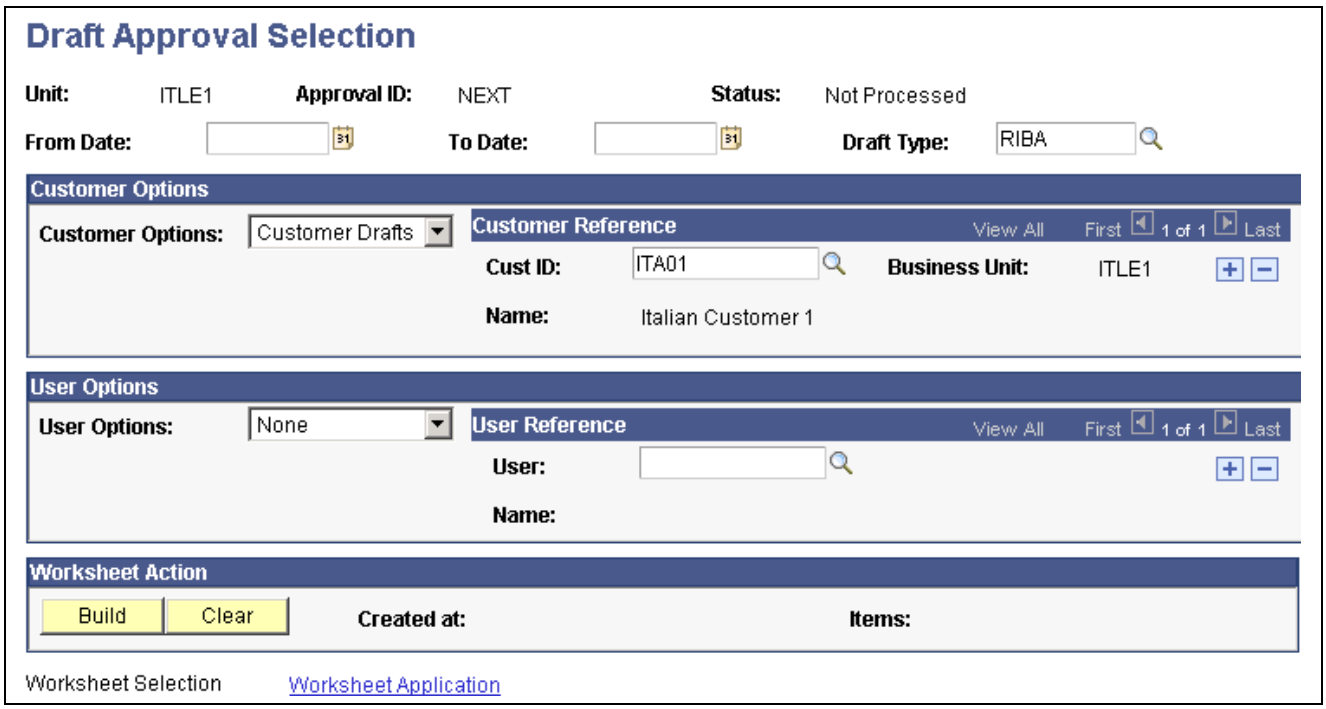
Currency Exchange Aid Click to open a page that aids you in converting the draft amount to the currency of a selected item to make a partial payment.

See Also

Chapter 21, "Applying Payments," Converting the Payment Amount to a Different Currency, page 537

Building a Draft Approval Worksheet for Approving Multiple Drafts

Access the Draft Approval Selection page.



Draft Approval Selection page

Note. Before you can build a draft approval worksheet, apply the drafts to items using a draft worksheet.

From Date and **To Date** Enter dates to select drafts using specific dates.

Draft Type Enter a draft type to limit the worksheet to drafts of a specific type.

Customer Options Indicate the type of customer that you want to include in the worksheet. Options are: *Customer Drafts* or *None.*

Select *None* to create a blank worksheet. This saves time if you merely need to place the draft payment on account, or if the reference information

that you entered is almost complete, and you don't need to include all the customer account information.

Cust ID (customer ID) Displays the customer's ID or business unit.

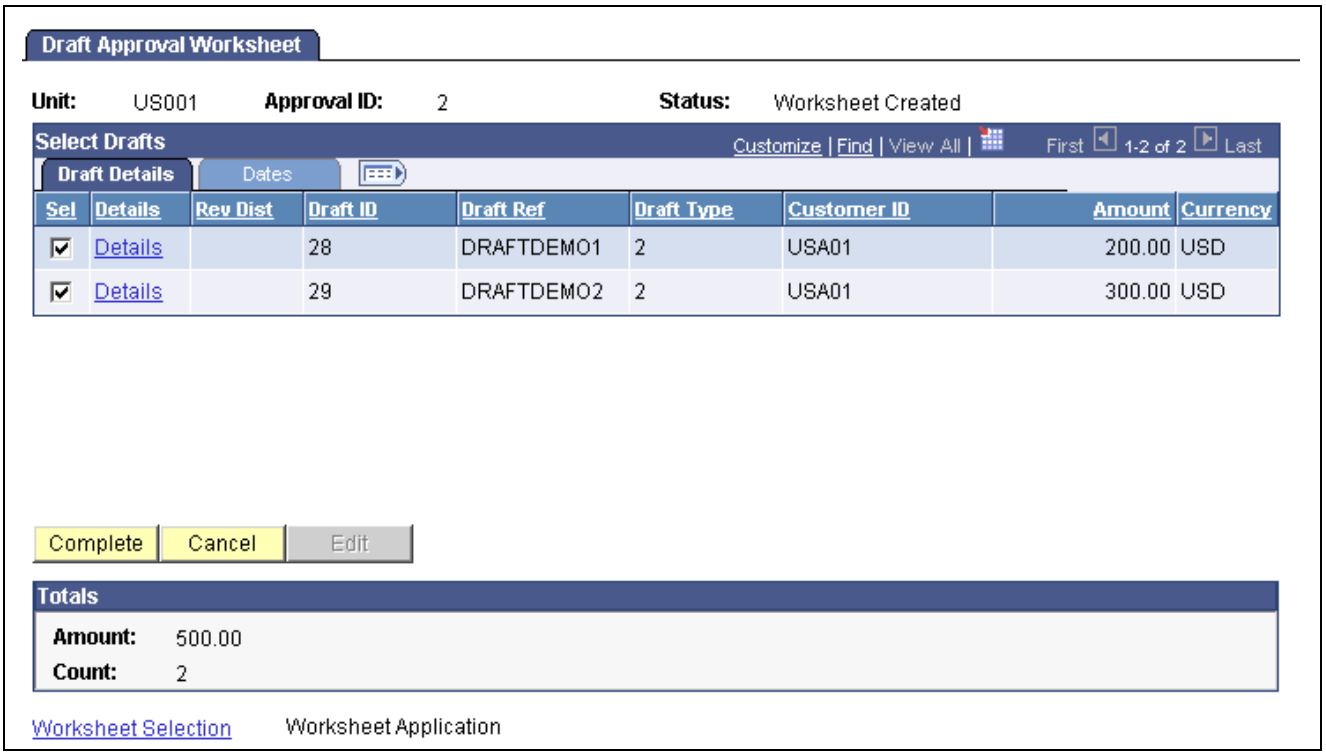
User Options and **User** Select *ID* for the user option and enter the user ID. Use to limit the worksheet to drafts applied to items by a specific user.

Build Click to build the worksheet.

Clear Click to remove all drafts from the worksheet.

Using a Draft Approval Worksheet to Approve Multiple Drafts

Access the Draft Approval Worksheet page.



Draft Approval Worksheet page

The system automatically selects the check boxes next to each draft. If you do not want to approve a draft, clear its check box.

Details Click to access the Draft Details page where you can view a list of the items included in a particular draft.

Complete Click to approve the selected drafts and change the status to *Accepted.*

Cancel Click to cancel the selected drafts. The items selected for payment in the drafts become available for selection in another draft.

Amount and **Count** Displays the total amount and number of the drafts that you have selected.

Identifying Drafts Used as Collateral

You can use drafts that have an *Accepted* status as collateral. When you identify a draft as being used for collateral, its status changes from *Accepted* to *Collateral* and you cannot remit the draft to the bank. When a draft is no longer being used for collateral, change its status back to *Accepted* so that it can be remitted to the bank.

This section discusses how to use drafts as collateral.

Page Used for Identifying Drafts Used as Collateral

Page Name	Object Name	Navigation	Usage
Draft Collateral	DRAFT_TRANSFER	Accounts Receivable, Drafts, Transfer Drafts, Draft Collateral, Draft Collateral	Identify drafts that are being used or are no longer being use as collateral.

Using Drafts as Collateral

Access the Draft Collateral page.

Transaction Date Enter the date when the draft is first used as collateral.

Name Enter the name of the collateral holder.

Undo Click if the draft is no longer being used as collateral to change the status to *Accepted.*

History

Records each change to the draft's status.

Transaction Type Displays the draft's collateral status.

Collateral indicates that the draft is being used as collateral. *Undo* indicates that the draft is no longer being used as collateral.

Endorsing Drafts to Another Party

Drafts that have an *Accepted* status can be endorsed to another party. When you endorse a draft, its status changes from *Accepted* to *Endorse* and you cannot remit the draft to the bank. If the draft is no longer endorsed to another party, change its status back to *Accepted* so that it can be remitted to the bank.

This section discusses how to endorse drafts.

Page Used for Endorsing Drafts

Page Name	Object Name	Navigation	Usage
Endorse Draft	DRAFT_TRANSFER	Accounts Receivable, Drafts, Transfer Drafts, Endorse Drafts, Endorse Draft	Endorse drafts to another party.

Endorsing Drafts

Access the Endorse Draft page.

This page is similar to the Draft Collateral page.

Transaction Type Displays the draft's endorsement status:

Endorse indicates that the draft is endorsed to another party. *Undo* indicates that the draft is no longer endorsed.

See Also

Chapter 25, "Managing Drafts," Identifying Drafts Used as Collateral, page 634

Remitting Drafts to the Bank

When you remit drafts to the bank, you indicate when you want to receive funds for the draft; either before the due date for a discounted amount or on the due date for the full amount.

This sections discusses how to:

- Build a draft remittance worksheet.
- Use a draft remittance worksheet to select drafts.
- (Optional) Change remittance details.
- (Optional) Enter bank fees for discounted drafts.
- Create the EFT file for remitted drafts.
- (Optional) Create an EFT file cover sheet.
- (Optional) Cancel an EFT file for draft remittances.
- (Optional) Receive confirmation from the bank.
- (Optional) Correct drafts not matched in bank EFT file.
- (Optional) Run the EFT Draft Inbound Exception report.

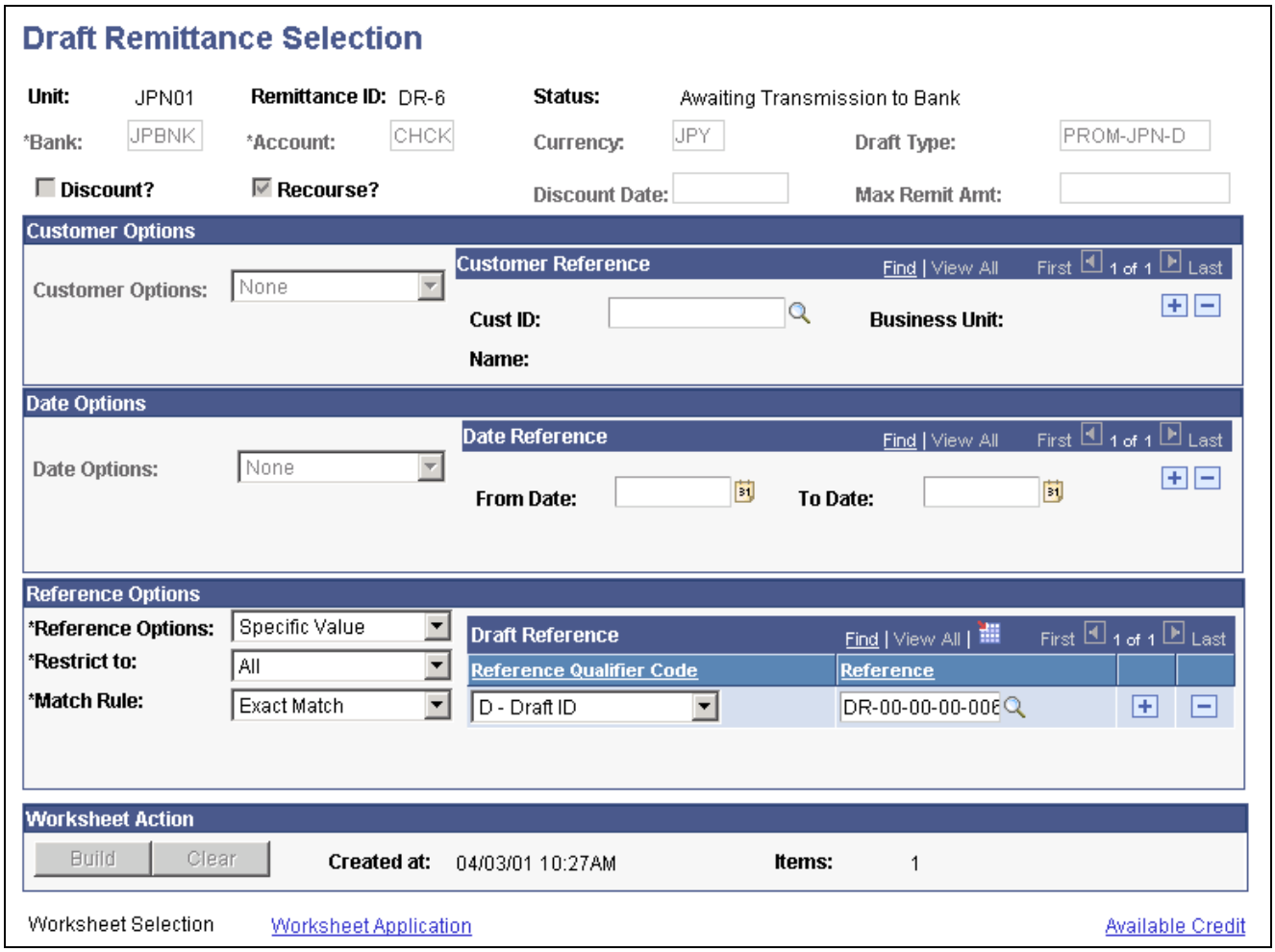
Pages Used to Remit Drafts

Page Name	Object Name	Navigation	Usage
Draft Remittance Selection	DR_REMIT_SEL_IC	Accounts Receivable, Drafts, Remit Drafts to Bank, Create Worksheet, Draft Remittance Selection	Build a draft remittance worksheet. When you build the worksheet, you have the option of discounting drafts for payment before the due date.
Available Credit	DR_REMIT_CRED_SEC	Click the Available Credit link on the Draft Remittance Application page or the Draft Remittance Application page.	Determine if credit is available at the bank to discount more drafts.
Draft Remittance Application	DR_REMIT_WORKS_IC	Accounts Receivable, Drafts, Remit Drafts to Bank, Update Worksheet, Draft Remittance Application	Select drafts that are ready for remittance.
Remittance Details	DR_REMIT_WS_SEC_IC	Click the Details link on the Draft Remittance Application page.	View or change remittance information for the drafts.
Bank Fees	DRAFT_FEE_SEC	Click the Bank Fees link on the Draft Remittance Application page.	Enter bank fees for discounted drafts.
Create EFT File	RUN_FIN2025_DR	Accounts Receivable, Drafts, Remit Drafts to Bank, Create EFT File, Create EFT File	Run the Format EFT Files process (FIN2025) that creates the remittance (EFT file) that is sent to the bank.
Create EFT File Cover Sheet	RUN_FIN2025	Accounts Receivable, Drafts, Remit Drafts to Bank, Create Cover Sheet, Create EFT File Cover Sheet	Define the run parameters for the EFT File Cover Sheet report (FIN2025). Use the report to create a cover letter for the EFT file if the bank requires one.
Cancel EFT File	DR_EFT_CANCEL	Accounts Receivable, Drafts, Remit Drafts to Bank, Cancel EFT File, Cancel EFT File	Cancel the EFT file before you transmit it to the bank, if you need to change a draft after creating an EFT file. After you cancel the EFT file and change the draft, you can then create a new one. This page is available only if you have generated an EFT file.
Inbound Bank EFT File	EFT_DR_INBOUND	Accounts Receivable, Drafts, Create Drafts, Inbound Bank EFT File, Inbound Bank EFT File	Run the AR_DRAFT_BNK process to load and process the bank EFT file.

Page Name	Object Name	Navigation	Usage
Inbound Bank EFT File for Drafts	DR_IN_BANK_FILE	Accounts Receivable, Drafts, Remit Drafts to Bank, Receive Bank Confirmation, Inbound Bank EFT File for Drafts	Change details for a payment record in a bank EFT file so that the record matches an existing draft.
Detail	DR_IN_BANK_SEC	Click the Details link on the Inbound Bank EFT File for Drafts page.	View details about the issuer and customer's bank ID, branch, and account number.
Bank Remit Exception Report	EFT_DR_EXCEPT	Accounts Receivable, Drafts, Reports, Bank Remit Exception Report, Bank Remit Exception Report	Define the run parameters for the EFT Draft Inbound Exception report (AR3210X). Use this report to see a list of exceptions that were found in the bank EFT file for a specific reason.
Remittance/Discount Form	DRAFT_REMIT_FORMS	Accounts Receivable, Drafts, Reports, Remittance/Discount Form, Remittance/Discount Form	Define the run parameters for the Remittance/Discount Forms report (AR32103). Submit this report to a bank to inform the bank of the drafts that need to be collected from the customer's bank.

Building a Draft Remittance Worksheet

Access the Draft Remittance Selection page.



Draft Remittance Selection page

Worksheets are cumulative. As long as you do not clear the worksheet, you can keep expanding it by selecting additional criteria. Each time you build a worksheet, the drafts you previously selected remain and the system adds drafts that meet the new criteria to the worksheet.

Bank and **Account** — Enter a bank code and account number. The bank account must have a draft collection method defined on the External Accounts - Collection Method page.

Currency — Displays the default currency of the bank account. Change the currency as needed.

Draft Type — Select a draft type to limit the worksheet to specific types of drafts. If you leave this field blank, the worksheet includes only drafts that allow discounts. If you select a draft type that does not allow discounts, you cannot enter discount information in the other fields.

Discount? — Select to discount all drafts in the remittance for early payment.

Recourse? — Select if you are still responsible for the draft amount up until the original due date of the draft. In other words, the amount appears as a liability on your books until your bank receives the funds.

Discount Date — If you select the Discount? check box, you must enter a discount date.

Max Remit Amt (maximum remittance amount) Enter the maximum remittance amount that you will send to the bank. If the total of the drafts exceeds this amount, you receive a warning message when you mark the worksheet *Complete.* The amount displays in the currency for the bank account.

Available Credit Click to access the Available Credit page where you can determine if you have enough credit left with the bank to discount more drafts.

Customer Options

Use these options to create a worksheet with drafts for a particular customer ID. When you specify a customer, the name of the customer appears, and the Customer Options field changes to *Customer Drafts.* The system includes all the customer's drafts in the worksheet.

Date Options

Use these options to create a worksheet with drafts that have a specific date range.

Date Options When you specify a date range, the Date Options field changes to *Due Date Range.* You can change the selection to *Accounting Date Range.*

Reference Options

Reference Qualifier Code Enter the type of information used to identify the drafts. Then use the Reference and To Reference fields to fill in the details. Options are:

B - Customer Bank: Enter your customer's bank account and branch.

D - Draft ID: Enter a draft ID.

G - Customer Group: Enter a customer group code.

R - Draft Reference: Enter a draft document reference number.

Reference Options and **Match Rule** Options are *Specific Value* (to match specific values) or *None.* If you select *Specific Value,* use the Match Rule field to select *Exact Match* or *Like Match. Like Match* compares the beginning characters. For example, a like match of *24%* includes all items beginning with *24.*

Restrict To Select how reference information should be combined with other selection options to determine which drafts appear in the worksheet. Options are:

All: Builds a worksheet with only drafts that meet the reference criteria with no reference to the other options.

Customer Only: Builds a worksheet with drafts that match the reference criteria and belong to the specified customers.

Date Only: Builds a worksheet with drafts that match the reference criteria and are in the specified date range.

Customer and Date: Builds a worksheet with drafts that match the reference criteria, belong to the specified customers, and are in the specified date range.

Worksheet Action

Build Click to build a draft remittance worksheet.

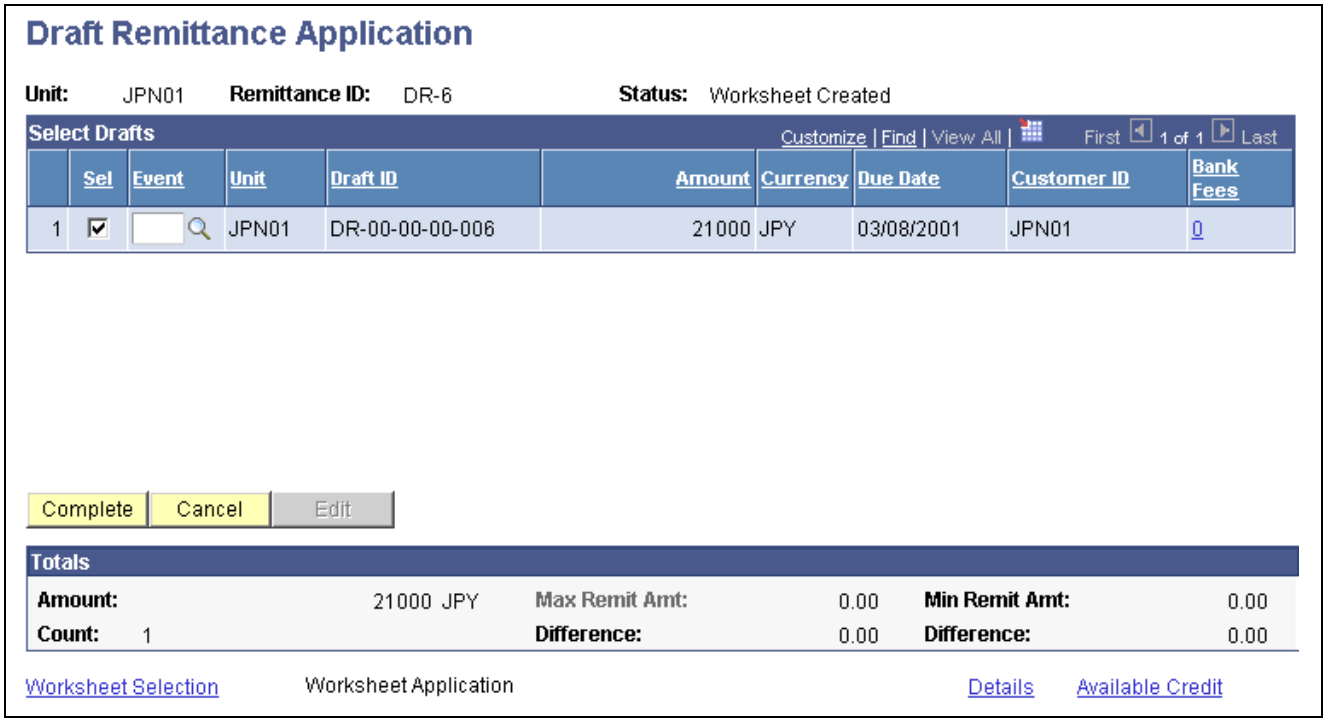
Clear Click to remove all drafts from an existing worksheet.

See Also

PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook, "Setting Up External, Internal, and Netting Accounts," Defining Collection Methods

Using a Draft Remittance Worksheet to Select Drafts

Access the Draft Remittance Application page.



Draft Remittance Application page

By default, the check box next to each draft is selected. If you do not want to remit a draft, clear its check box.

Due Date — Displays the date that you expect the bank to receive payment. If the draft is a discounted draft, the bank deposits the funds in the account on the discount date.

Bank Fees — Click to open a page where you can enter bank fees for discounted drafts.

Complete — Click to approve all selected drafts for remittance and mark the worksheet as complete.

Cancel — Click to cancel the remittance. You can then include the drafts in a new worksheet.

Edit — After you click Complete (and before posting), click to edit drafts. Then click Complete again to mark the worksheet complete.

Amount and **Count** — Displays the total amount and count of the drafts that you have selected.

Max Remit Amt (maximum remittance amount) — Displays the maximum remittance amount that you can send to the bank. You indicate this number when you build the worksheet.

Difference — Displays the difference between the maximum remittance amount and the amount of the selected drafts.

Min Remit Amt (minimum remittance amount) Displays the minimum amount the bank will let you remit if the drafts are discounted. You specify this amount on the Collection Methods page.

Difference Displays the difference between the amount of the selected drafts and the minimum remittance amount.

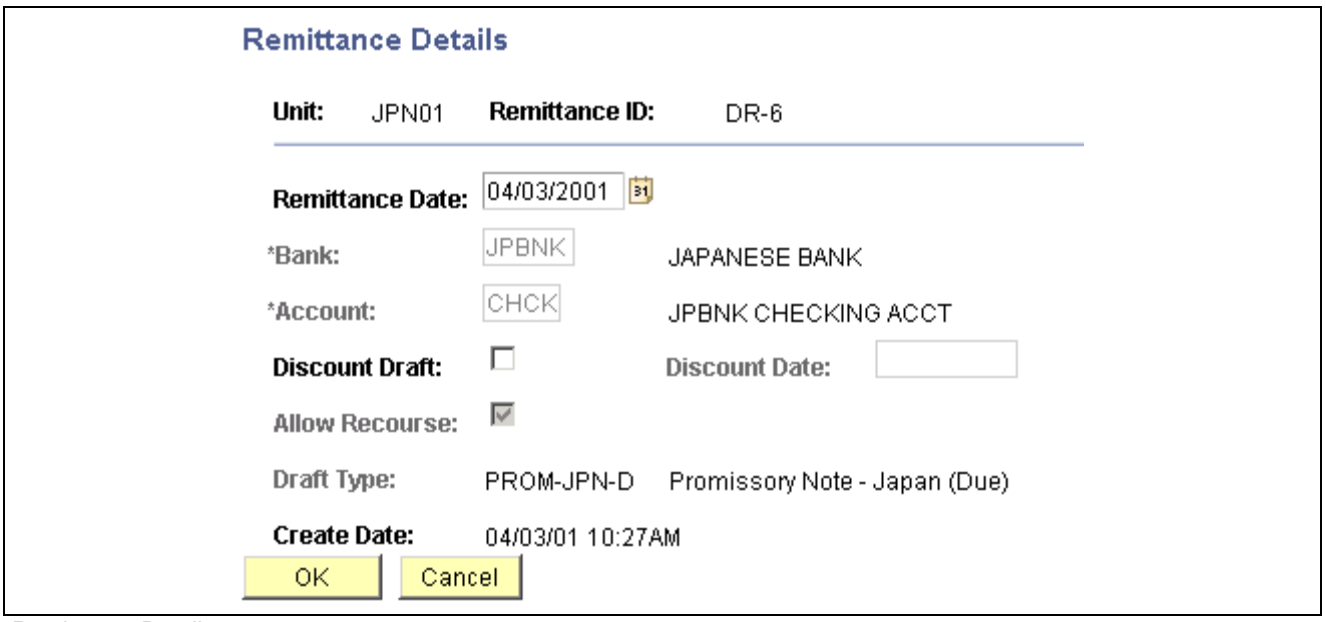
Details Click to change remittance details for a draft.

See Also

PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook, "Setting Up External, Internal, and Netting Accounts," Defining Collection Methods

Changing Remittance Details

Access the Remittance Details page.



Remittance Details page

Remittance Date Enter the date that you remit the draft to the bank for payment. Override today's date if needed.

Bank and **Account** Change the bank account to which you submit the draft if needed.

Discount Draft If this check box is selected, you can change the discount date for discounted drafts.

Allow Recourse If selected, you are still responsible for the draft amount up until the original due date of the draft. In other words, the amount appears as a liability on your books until your bank receives the funds.

Entering Bank Fees for Discounted Drafts

Access the Bank Fees page.

Pay Amt (payment amount) Enter the amount of each fee that the bank charges for discounted drafts. The default currency is the draft currency.

Entry Type and **Reason** Displays the default entry type for fees come from the business unit. Enter an entry reason if needed.

When you post the remittance worksheet, the system adds an item for each bank fee and generates the accounting entries for the bank fees on the discount date.

Creating EFT Files for Remitting Drafts

Access the Create EFT File page.

To prevent funds from being collected more than one time, you can select a draft remittance for inclusion in an EFT file only once.

Note. EFT file layouts differ from country to country. The organization that receives the EFT file from your customer should be able to furnish you with the appropriate layout specifications.

The location of the file when the process completes depends on the output destination options that you selected in the process definition for the Format EFT Files process.

If the output destination is *User Defined,* the location depends on the parameters you enter on the Process Scheduler Request page and can be one of the following:

Output Type Destination Options	Location
Output type: Web	The file is in the location that you defined for the {FILEPREFIX} variable for SETENV.SQC in %PS_HOME%\sqr\.
Output type: file Output destination: blank	The file is in the location that you defined for the {FILEPREFIX} variable for SETENV.SQC in %PS_HOME%\sqr\.
Output type: file Output destination: a folder path, such as C:\temp\EFT files\	The file is in the folder path that you specified, such as C:\temp\EFT files\.

If the output destination for the Format EFT Files process is *Process Definition,* the location is the folder that you define for the output definition for the process definition.

If the output destination for the process definition is *Process Type Definition,* the location is the folder that you define for the output definition for the SQR process type definition.

Creating an EFT File Cover Sheet

Access the EFT File Cover Sheet page.

Language Option You specify whether the cover sheet is in a Specified Language or the Recipient's Language and then select the Language Code.

EFT Layout Code Enter the code for the type of EFT file used to submit the draft.

Process Instance Displays the number of the process instance that created the EFT file.

Canceling an EFT File for Draft Remittances

Access the Cancel EFT File page.

Click Cancel Draft EFT File.

Receiving Confirmation from the Bank

Access the Inbound Bank EFT File page.

EFT Layout Code and **File Name** Enter the EFT layout code and the file name for the EFT file for which you are trying to determine whether the payment collection was successful.

If the payment collection was not successful, the AR_DRAFT_BANK process changes the status of the draft to *Void* on the Draft Control record (DRAFT_CONTROL). The next time you run the Receivable Update process, it generates the appropriate accounting entries to reverse the payment.

Correcting Drafts Not Matched in Bank EFT File

Access the Inbound Bank EFT File for Drafts page.

The EFT Transactions grid contains a list of payment records that were in the bank EFT file that the AR_DRAFT_BANK process could not match to drafts in the system. You need to determine which draft in the system matches a payment record and update the information so that it matches a draft. When you save the page, the system changes the status of the draft based on the reason code assigned to the payment record.

Unit or **Draft ID** Enter the business unit or draft ID of the draft on the system that matches the payment record.

Reason Code If the reason code on the payment record does not match a reason code on your system, change the code to match the appropriate code defined on your system.

See Also

Chapter 11, “Setting Up Draft Processing,” Defining EFT Reason Codes and EFT File Layouts, page 288

Running the EFT Draft Inbound Exception Report

Access the Bank Remit Exception Report page.

EFT Layout Code Enter the EFT file layout code for the EFT files that you submitted to the bank whose exceptions you want to include in the report.

Reason Code Enter the code that identifies the reason why the collection failed.

Dishonoring Drafts

This section provides an overview of dishonored draft processing and discusses how to:

- Build a dishonor draft worksheet.
- Select drafts to dishonor.
- Handle the outstanding debt on a dishonored draft.

Understanding Dishonored Draft Processing

You can dishonor a draft at any point in the draft lifecycle after you have approved it but before you reconcile it on a bank statement. You dishonor a draft after you remit it, and it is past due because a customer fails to pay the draft at the maturity date. You can dishonor a draft earlier in the draft lifecycle if you know that they will not be able to pay for it.

After you select drafts to be dishonored, run the Receivable Update process to:

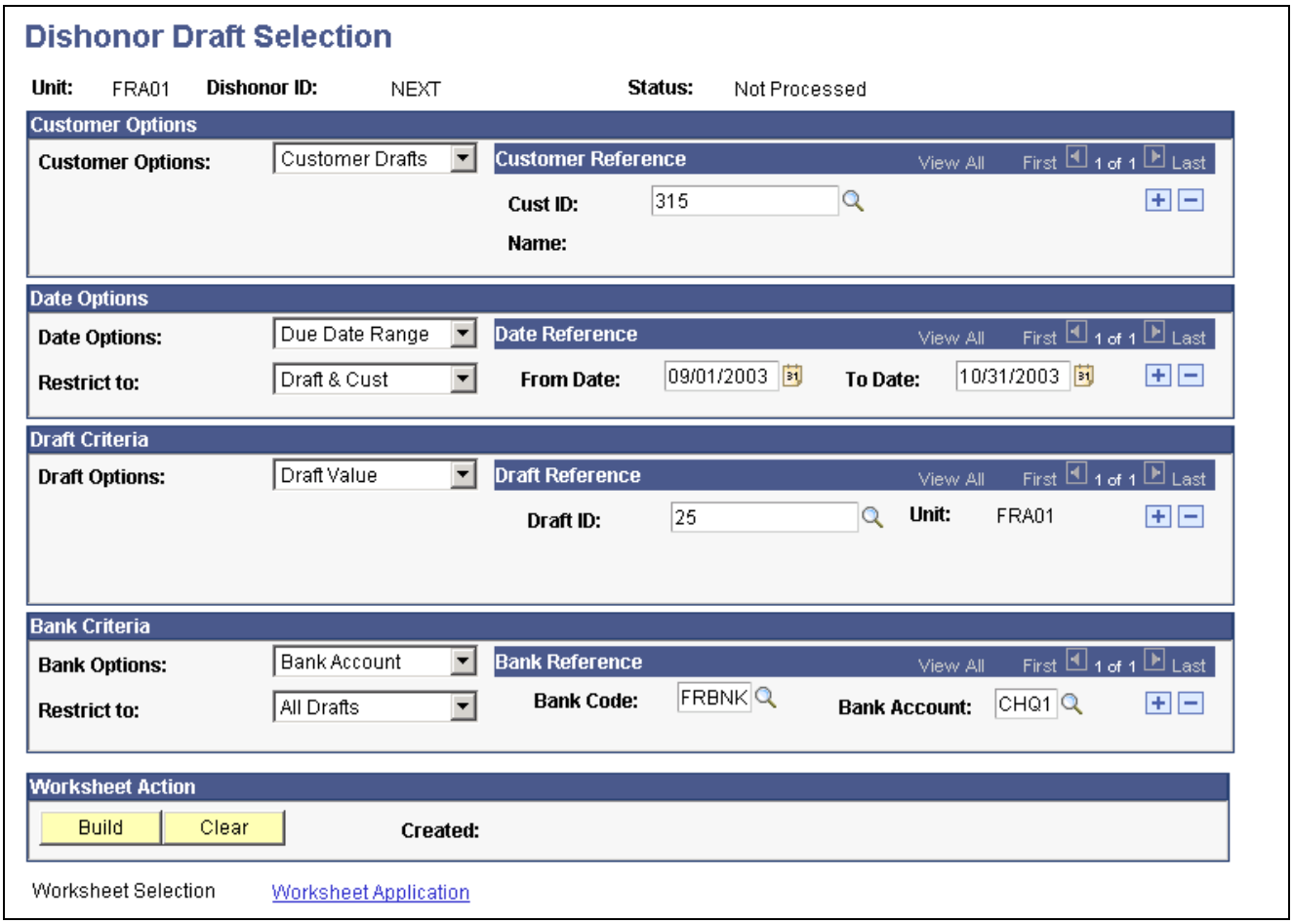
- Create accounting entries.
- Update the activity table.
- Change the draft status to *Dishonored.*

Pages Used to Dishonor Drafts

Page Name	Object Name	Navigation	Usage
Dishonor Draft Selection	DRAFT_DISH_SEL_IC	Accounts Receivable, Drafts, Dishonor Drafts, Create Worksheet, Dishonor Draft Selection	Build a dishonor draft worksheet.
Dishonor Draft Application	DRAFT_DISH_WORK_IC	Accounts Receivable, Drafts, Dishonor Drafts, Update Worksheet, Dishonor Draft Application	Select drafts that you want to dishonor.
Dishonor Activity	DRAFT_RUN_ARDISH01	Accounts Receivable, Drafts, Reports, Dishonor Activity, Dishonor Activity	Define the run parameters for the Dishonor Activity report (AR32104). Use the report to list all drafts that have a dishonored status.

Building a Dishonor Draft Worksheet

Access the Dishonor Draft Selection page.



Dishonor Draft Selection page

Worksheets are cumulative. As long as you do not clear the worksheet, you can keep expanding it by selecting additional criteria. Each time you build a worksheet, the drafts you previously selected remain, and the system adds drafts that meet the new criteria to the worksheet.

The Restrict To field works basically the same for all selection criteria. They determine how reference information should be combined with other selection options to determine which drafts appear in the worksheet. The values vary based on the selection criteria you are entering. Values include:

All Drafts	Builds a worksheet with only drafts associated with the specified criteria for the current option, regardless of the other criteria that you entered.
Cust & Date (customer and date)	Builds a worksheet with drafts that are associated with the current option and that belong to the specified customers and fall within the specified date range.
Customer Only	Builds a worksheet with drafts that are associated with the current option and that belong to the specified customers.
Date Range Only	Builds a worksheet with drafts that are associated with a current option and that fall within the specified date range.
Draft & Cust (draft and customer)	Builds a worksheet with drafts that are associated with the current option and that belong to the specified customers and with the specified draft IDs.
Draft Only	Builds a worksheet with drafts associated with the current option and with the specified draft IDs.

Customer Options

You can use the customer options to build a worksheet for a specific customer ID.

Customer Options Select *None* if you fill in the fields under Date Options, Draft Criteria, or Bank Criteria.

Cust ID (customer ID) Enter the customer's ID or business unit. The customer's name automatically displays and the Customer Options field changes to *Customer Drafts.*

Date Options

Date Options Select an option for selecting drafts by a date. Options are: *None, Due Date Range, Due Date,* and *Accounting Date Range.*

Restrict to Options are: *All Drafts,Customer Only, Draft & Cust,* and *Draft Only.*

From Date and **To Date** Enter a date range if you want to build a worksheet for drafts using specific due dates or accounting dates.

Draft Criteria

Draft Options Select *None* if you fill in the fields under Customer Options, Date Options, or Bank Criteria.

Draft ID Enter the draft ID if you want to build a worksheet for a specific draft. The Draft Options field changes to *Draft Value.*

Bank Criteria

Bank Code and **Bank Account** Enter bank information if you want to build a worksheet for a specific bank account. The Bank Options field changes to *Bank Account.*

Bank Options Options are: *None* and *Bank Account.*

Restrict to Options are: *All Drafts, Cust & Date* (customer and date), *Customer Only, Date Range Only,* and *Draft Only.*

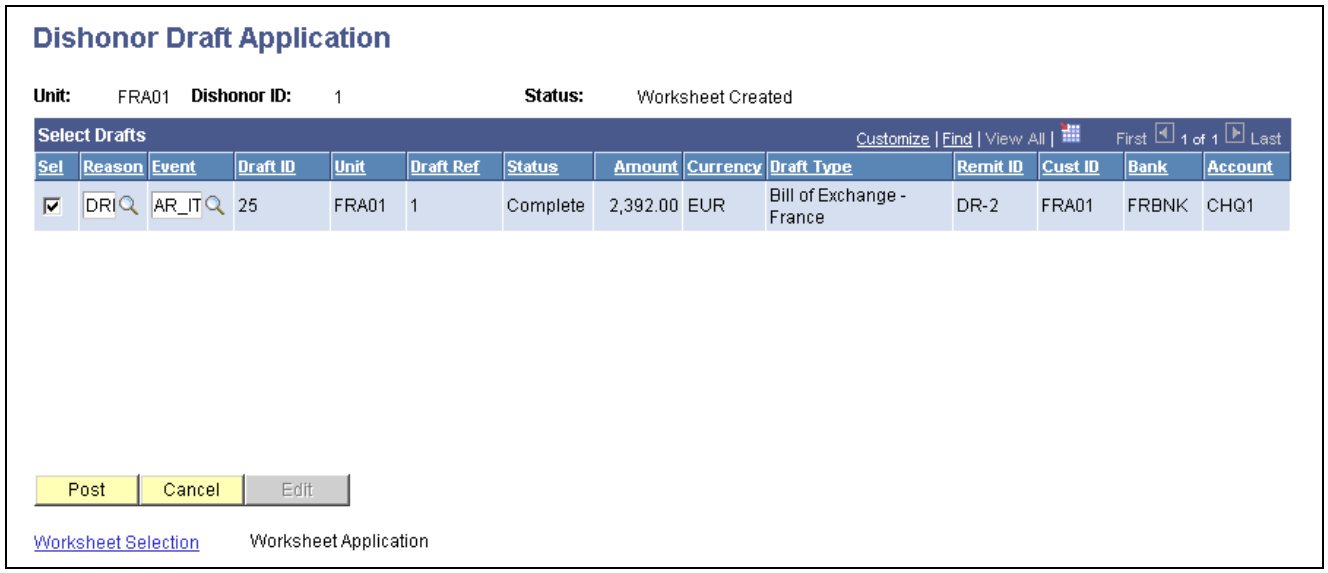
Worksheet Action

Build Click to build the worksheet.

Clear Click to remove all drafts from an existing worksheet.

Selecting Drafts to Dishonor

Access the Dishonor Draft Application page.



Dishonor Draft Application page

Select each draft that you want to dishonor.

Reason Enter a reason code to display on the Draft Inquiry page. You can also use that code in custom reports. If the draft type does not require a reason, you can enter a reason for an audit trail.

Post Click to set the group to post.

Cancel Click to cancel the worksheet. You can then include the drafts in a new worksheet.

Edit After you click Post (and before posting), click to select or deselect more drafts. If you want to edit the worksheet after it is posted, you must unpost the group first.

Handling the Outstanding Debt on a Dishonored Draft

After you dishonor a draft, you must handle the outstanding debt for the draft by performing one of the following tasks:

- Pay for the items on the draft by check or another draft.

  To do this, void the draft to reopen the items. Then either pay for the items on a different draft or change the items' payment method to check.

- Present the draft to the bank at a later date.

  To do this, cancel the remittance. Then change the due date for the draft on the draft worksheet and remit the draft again. Use this option only if you already remitted the draft to the bank when you dishonor it.

- Write off the items on the draft.

  To do this, void the draft and then write off the items on the maintenance worksheet.

- Transfer the items in the draft to a doubtful receivables account.

  To do this, void the draft and then use a transfer worksheet to transfer the items.

Voiding Drafts

This section provides an overview of the draft void process and discusses how to:

- Build a void draft worksheet.
- Use a void draft worksheet to void drafts.

Understanding the Draft Void Process

You void a draft if the draft has been dishonored or was lost or stolen and you want to reopen all the items associated with the draft.

You can void a draft after it has been approved, but before you reconcile it on a bank statement. For example, you could void a discounted draft before the due date plus the risk days (the number of days that the bank waits before it notifies you that the customer failed to pay).

After you select drafts to be voided, run the Receivable Update process to:

- Create accounting entries.
- Update the activity table.
- Change the draft status to *Void.*

See Also

Chapter 11, "Setting Up Draft Processing," Additional Draft Events, page 265

Pages Used to Void Drafts

Page Name	Object Name	Navigation	Usage
Void Draft Selection	DRAFT_DISH_SEL_IC	Accounts Receivable, Drafts, Void Drafts, Create Worksheet, Void Draft Selection	Build a void draft worksheet.
Void Draft Application	DRAFT_DISH_WORK_IC	Accounts Receivable, Drafts, Void Drafts, Update Worksheet, Void Draft Application	Select drafts that you want to void.

Building a Void Draft Worksheet

Access the Void Draft Selection page.

The fields on this page are similar to those on the Dishonor Draft Selection page.

Instead of entering bank criteria, you enter values in the Status Criteria group box.

Draft Status Enter the status of the drafts to include in the worksheet. The Status Options field changes to *Draft Status.*

Status Options Options are: *None* and *Draft Status.*

Restrict To Options are: *All Drafts, Cust & Date* (customer and date), *Customer Only, Date Range Only,* and *Draft Only.*

See Also

Chapter 25, "Managing Drafts," Building a Dishonor Draft Worksheet, page 644

Using a Void Draft Worksheet to Void Drafts

Access Void Draft Application page.

The fields on this page are the same as those on the Dishonor Draft Application page.

See Also

Chapter 25, "Managing Drafts," Selecting Drafts to Dishonor, page 646

Canceling Draft Remittances

This section provides an overview of the cancel remittance process and discusses how to:

- Build a cancel remittance worksheet.
- Use a cancel remittance worksheet to cancel remittances.

Understanding the Cancel Remittance Process

You can cancel a draft remittance either before or after the draft due date, but before you reconcile it. For discounted drafts, you must cancel the remittance before the discount date or after you dishonor it. You can cancel a draft remittance if the customer failed to pay the draft, but promised that there would be sufficient funds to cover the amount of the draft.

After you select drafts remittances to be cancelled, run the Receivable Update process to:

- Create accounting entries.
- Update the activity table.
- Change the draft status to *Accepted.*

  The draft is still posted, so you can select it again for remittance. You cannot access the draft on the draft worksheet.

See Also

Chapter 11, "Setting Up Draft Processing," Additional Draft Events, page 265

Pages Used to Cancel Draft Remittances

Page Name	Object Name	Navigation	Usage
Cancel Remittance Selection	DRAFT_DISH_SEL_IC	Accounts Receivable, Drafts, Cancel Draft Remittance, Create Worksheet, Cancel Remittance Selection	Build a cancel remittance worksheet.
Cancel Remittance Application	DRAFT_DISH_WORK_IC	Accounts Receivable, Drafts, Cancel Draft Remittance, Update Worksheet, Cancel Remittance Application	Select draft remittances that you want to cancel.

Building a Cancel Remittance Worksheet

Access the Cancel Remittance Selection page.

The fields on this page are the same as those on the Dishonor Draft Selection page.

See Also

Chapter 25, “Managing Drafts,” Building a Dishonor Draft Worksheet, page 644

Using a Cancel Remittance Worksheet to Cancel Remittances

Access the Cancel Remittance Application page.

The fields on this page are the same as those on the Dishonor Draft Application page.

See Also

Chapter 25, “Managing Drafts,” Selecting Drafts to Dishonor, page 646

Reconciling Drafts on a Bank Statement

When you receive a bank statement, you must reconcile drafts by matching the amount of each draft received with the amount that was submitted to the bank. You can reconcile drafts manually, or use the Bank Reconciliation Application Engine process (FSPRECON) to reconcile them. Use the PS_BNK_RCN_DRAFT reconciliation rule to reconcile bank statements for drafts.

See Also

PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook, “Setting Up Reconciliation”

PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook, “Reconciling Statements”

Unposting Drafts

Unposting a draft reverses your last action on the draft. You can unpost a draft after you run Receivable Update at any point in the draft lifecycle. For example, you might unpost a draft because you want to change some details about the draft.

When you unpost a draft, the system restores the draft to its status before the last action and reverses the last accounting entries.

If you have not already run Receivable Update, it is not necessary to unpost the group. You can return to the appropriate worksheet page and cancel the group.

See Also

Chapter 27, "Posting and Unposting Groups," Unposting Groups, page 696

Reviewing and Correcting Draft Accounting Entries

For drafts, all the accounting entries are created when you run the Receivable Update process. You cannot create them online. The draft type determines how the accounting entries are created.

The system creates accounting entries for each event in the draft lifecycle even though it may not be an event that you initiate online. For example, it creates accounting entries at the draft due date. The next time that you run the Receivable Update process after the due date, the system creates accounting entries.

The draft process uses the Receivables core architecture for pending groups. For example, after you indicate that a draft was accepted by the customer, the Receivable Update process creates a group of pending items with the group type *D* and creates the accounting entries that are associated with the DM-01 (pay item) system function.

When you accept a draft, the Receivable Update process reduces the balance of open items and creates an accounting entry that debits the receivable account and credits drafts receivable. For subsequent draft events, it does not change the balance of the item; it simply creates the appropriate accounting entries for the draft event and changes the draft status.

Interunit Accounting Entries

The system also creates interunit accounting entries when the Receivables business units of the draft payment and the item are associated with different general ledger business units. The entries are the same as payments on the payment worksheet, except that the process debits the Draft Receivables account instead of the Cash account.

Error Correction

The Receivable Update process edits for ChartField combination errors if you enabled ChartField combination editing on the Receivables Options - General 2 page for the business unit. You cannot post the accounting entries until you fix the error if you selected Recycle in the ChartField Editing group box. You can edit the receivables (AR) lines for these types of new items that do not reference existing items:

- Prepay an Item (DM-02)
- Place an Amount on Account (DM-03)
- Adjust Remaining Overpayment (DM-04)

- Adjust Remaining Underpayment (DM-05)
- Create a Deduction (DM-06)
- Write-off an Overpayment (DM-08)
- Write-off an Underpayment (DM-09)

Note. You cannot edit the AR lines when the system generates two transactions for the same new item ID, because the AR line must match for both transactions. This applies when a Write-off an Overpayment (DM-08) item automatically creates an Adjust Remaining Overpayment (DM-04) item, or when a Write-off an Underpayment (DM-09) item automatically creates an Adjust Remaining Underpayment (DM-05) item.

You can also edit entries in the user-defined line for these transactions:

- Write-off an Item (DM-07)
- Write-off an Overpayment (DM-08)
- Write-off an Underpayment (DM-09)

For all other draft transactions perform these steps:

1. Delete the entries using the Draft Error Correction component (MAINT_DST_CORR2).
2. Modify the combination edit rules so the combination is valid or perform one of these steps as appropriate
   - Modify the ChartField combination on the External Account page for the bank account if the error is on the Cash or Cash Control line.
   - Modify the ChartField combination on the Distribution Code page if the error is on a line generated from one of the distribution codes.
3. Rerun the Receivable Update process.

Note. You cannot edit entries if you selected the *Always Inherit* or *Inherit within BU* inheritance option.

Use the Draft Error Correction component to correct any other errors that were discovered by the Receivable Update process. The draft error correction pages are accessible only if the system detects any pending items that are in error.

Use the Accounting Entries page to review accounting entries created for drafts during the Receivable Update process.

See Also

Chapter 27, “Posting and Unposting Groups,” page 677

Reviewing Draft Information

Use inquiry pages and reports to look up information about drafts.

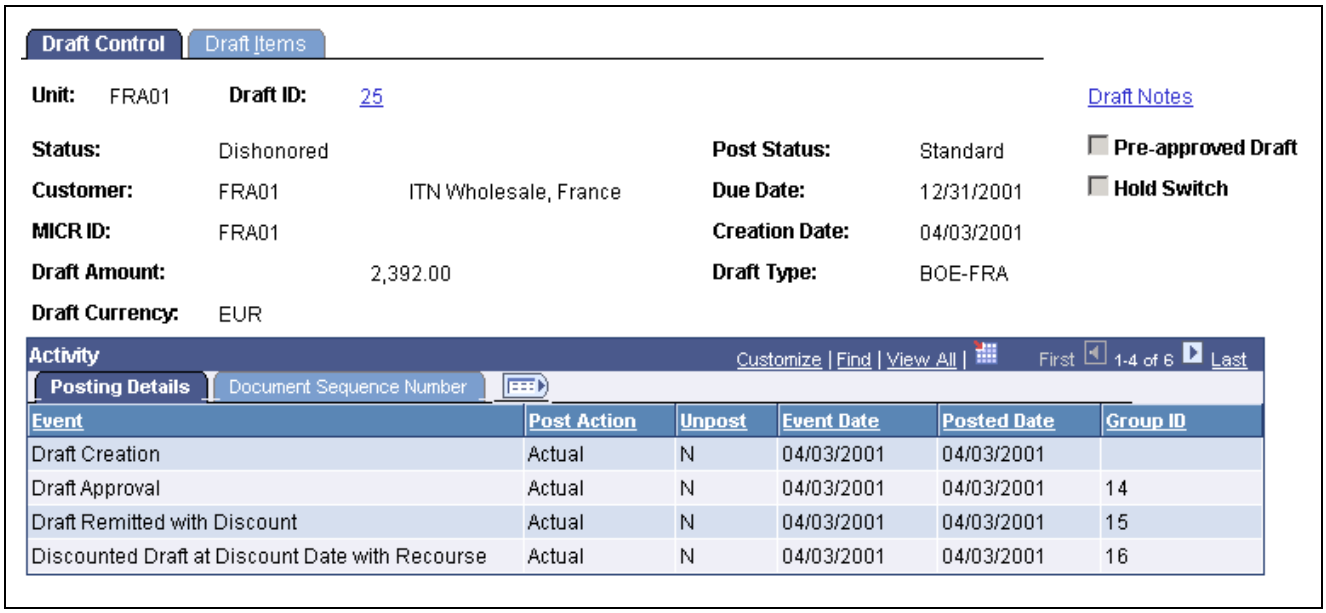
This section discusses how to review all drafts.

Pages Used to Review Drafts

Page Name	Object Name	Navigation	Usage
Draft Control	DRAFT_CONTROL_DSP	Accounts Receivable, Drafts, Review Drafts, All Drafts, Draft Control	Review summary or detailed information for each item on a draft.
Draft Details	DRAFT_WS_DTL_SEC	Click the Draft ID link on the Draft Control page.	View information about the bank that will receive the draft payment, bank statement reconciliation information, and bank fees.
Draft Items	DRAFT_ITEM_DSP	Accounts Receivable, Drafts, Review Drafts, All Drafts, Draft Items	Review details about each item on a draft.
Draft Inquiry	DR_INQUIRY_IC	Accounts Receivable, Drafts, Review Drafts, Draft Inquiry, Draft Inquiry	Search for a list of drafts based on search criteria, such as business unit, customer ID, due date, bank information, draft type, and draft status. Review draft details and drill down to the draft control information and draft items for each draft.
Item Activity From A Draft	ITEM_DRAFT	Accounts Receivable, Drafts, Review Drafts, Item Activity from Draft, Item Activity From A Draft	View activity for draft items.
Draft Reports	DRAFT_REPORTS	Accounts Receivable, Drafts, Reports, Draft Reports, Draft Reports	Define the run parameters for draft aging reports (AR32102). Your options are a draft aging report by bank, a draft aging report by customer. Use the report to list unpaid drafts by due date.
Draft Statement	RUN_AR32100	Accounts Receivable, Drafts, Reports, Draft Statement, Parameters	Define the run parameters for the Draft Statement report (AR32100). Use the report to list invoices and other documents in a draft.

Reviewing All Drafts

Access the Draft Control page.



Draft Control page

Draft ID Click to access the Draft Details page where you view details about the draft, such as information about the customer's bank, bank statement reconciliation, and bank fees. Depending on the draft's status, you can use this link to change the due date and MICR ID.

Draft Notes Click to access the draft notes page where you can view or enter comments about the draft.

Pre-approved Draft If selected, the draft is preapproved for payment by a bill-to customer and you can submit it to the customer's bank without the customer's sign-off. If the check box is not selected, the draft must be reviewed and approved by the customer before you can submit it to the bank for payment.

Hold Switch If selected, the draft is placed on hold on the draft worksheet.

CHAPTER 26

Managing Direct Debits

This chapter provides an overview of direct debit processing, lists prerequisites, lists common elements, and discusses how to:

- Create and work with direct debits.
- Cancel direct debits.
- Remit direct debits to the bank.
- Review accounting entries and correct errors.
- Review direct debits.

Understanding Direct Debit Processing

Direct debits are a contractual method for collecting payment and receipts. The vendor and customer set up a contract that enables the vendor to collect an amount due for specific goods or services directly from the customer's bank through electronic funds transfer (EFT). Some banks require a cover letter for the EFT files they receive.

This section discusses

- Remittance methods
- Direct debit process flow

Remittance Methods

Receivables provides two processes to remit direct debits to the bank.

- You can generate an EFT file in Receivables and send it to the bank manually or by using a third-party integration.
- You can use the Cash Management Financial Gateway option to create an EFT file and send it to the bank.

When you create the bank account into which the funds should be deposited, you specify the EFT format layouts to use if the payment method is *Direct Debit* on the Collection Methods page. You can assign multiple layouts to the bank account, but you must specify the default layout. You specify the remittance method for each layout: Financial Gateway or EFT file (Format EFT). When you create a direct debit profile, the system populates the EFT Layout field with the default layout for the bank that you selected for the profile. You can override the layout with any other layout assigned to the bank account. You can also override the layout when you run the Create Direct Debits Application Engine process (AR_DIRDEBIT) with any layout assigned to the bank. The Create Direct Debit process assigns the remittance method to each direct debit based on the remittance method associated with the EFT file layout on the run control page.

See Also

Chapter 26, "Managing Direct Debits," Understanding the Direct Debit Remit Process, page 667

Direct Debit Process Flow

Perform the following tasks to create direct debits and send them to the bank for collection:

1. Run the Create Direct Debits process to create direct debits and build a worksheet.
2. Approve, reject, or hold the direct debits using the direct debit worksheet.
3. Change the direct debit's status to *Remitted* on the direct debit worksheet.
4. Run the Receivable Update process (ARUPDATE) to post the direct debit groups, update the item and customer balances, update item activity, and generate accounting entries.
5. (Optional) Cancel direct debits that have a *Remitted* status, but have not been submitted to the bank.

   If you remit direct debits using the Cash Management Financial Gateway option, you can cancel the direct debit after you send it to Financial Gateway if the dispatch status is *Awaiting Dispatch, Hold,* or *Error*.

   Note. You must run the Receivable Update process after you cancel a direct debit. Running this process reverses the accounting entries that the Receivable update process created for the direct debit and reopens the items in the direct debit.

6. Remit the direct debit to the bank by running either the Create EFT through FG System Application Engine process (AR_FG_PROC) or the Format EFT Files SQR process (FIN2025).

   Note. If you want to automatically run Receivable Update and generate the EFT files when you run the Create Direct Debit process, you can create a job definition to combine the four processes: AR_DIRDEBIT, ARUPDATE, AR_FG_PROC, and FIN2025. You can also run just three processes in one job and omit either the AR_FG_PROC or FIN2025 processes. You must also select the Auto-Remit Direct Debits option on the Create Direct Debits page. The multiprocess job runs all three or four processes for all direct debits to which the Create Direct Debits process assigns the *Accepted* status.

7. (Optional) Reconcile the direct debit with the bank statement using the PS_BNK_RCN_DEBIT reconciliation rule.

See Also

Chapter 27, "Posting and Unposting Groups," Running Receivable Update, page 681

PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook, "Reconciling Statements"

Prerequisites

This section provides the tasks you perform before you process direct debits:

- Define direct debit collection information for your bank account to which you will send the EFT files on the Collection Methods page.
- Define the customer's bank account information and link it to a remit from customer on the MICR Information - Customer Bank page.

Warning! If you use the Financial Gateway option to submit EFT files to the bank, you will get an error when you run the Create EFT through FG System process, if you skip this step.

- Create the direct debit profiles.
- Set up electronic banking if you use Financial Gateway as your remittance method.
- Define the direct debit information for customers that pay by direct debits on the Bill To Options page.
- Set up automatic numbering for direct debit IDs.

  Select *DD ID* for the number type and *DD_ID* for the field name.
- Define automatic entry types for direct debit processing.
- (Optional) Assign a direct debit profile to an entry type.
- Define the EFT file layout that you use on the EFT File Layouts page or the Layout Catalog page for Financial Gateway.
- (Optional) Set up EFT Reason codes for bank EFT confirmation files.

See Also

Chapter 4, "Defining Receivables Processing Options," Setting Up Automatic Entry Types, page 79

Chapter 4, "Defining Receivables Processing Options," Defining Entry Types, page 70

PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook, "Setting Up External, Internal, and Netting Accounts," Defining Collection Methods

Chapter 5, "Defining Additional Processing Options," page 107

PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook, "Setting Up Files for Electronic Funds Transfers," Setting Up EFT Processing

PeopleSoft Enterprise Order to Cash Common Information 8.9 PeopleBook, "Maintaining Additional Customer Information," Defining MICR IDs

PeopleSoft Enterprise Order to Cash Common Information 8.9 PeopleBook, "Maintaining General Customer Information," Entering Additional Billing, Purchasing, Payment, and Write-Off Options for Bill To Customers

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Defining Financials and Supply Chain Management Common Definitions," Setting Up Automatic Numbering

PeopleSoft Enterprise Financial Gateway 8.9 PeopleBook, "Setting Up Electronic Banking Using Financial Gateway," Setting Up Common Components for Bank Statement, Payment, and Payment Acknowledgment Processing

Common Elements Used in This Chapter

Status Displays the status of a direct debit. Values are:

Accepted: The direct debit is approved and you can mark it ready for posting and remittance.

Complete: The direct debit has completed processing.

No Action: The direct debit group has been rejected, and the items in the direct debit will be available for selection the next time you create direct debits.

Pending: You either selected the direct debit for edit or it is pending approval due to exceptions.

See Chapter 26, "Managing Direct Debits," Maintaining Direct Debit Details, page 663.

Rejected: All direct debits have been rejected because you have cancelled a direct debit after you changed the status to *Remitted.* Also, the Receivable Update process changes the status to *Rejected* if you receive a rejection reason in the bank confirmation file that requires the cancel action. You can select these direct debits again the next time you create direct debits.

Remitted: The direct debit is ready to be posted and sent to the bank for collection.

Creating and Working with Direct Debits

This section provides an overview of the Create Direct Debit process and discusses how to:

1. Create direct debits.
2. Use the direct debit worksheet to manage direct debits.
3. Maintain direct debit details.

Understanding the Create Direct Debits Application Engine Process

The Create Direct Debits process selects the items that match your selection criteria and creates direct debits for them. It creates one direct debit for all open items with the same business unit, currency, and due date for each bill to customer that has a Direct Debit payment method. Each direct debit includes only one item if you selected the One Item Per Direct Debit check box in the direct debit profile.

The process also assigns one of the following statuses to each direct debit:

- *Accepted:* If the direct debit does not have any exceptions, it assigns it the *Accepted* status, which means that you can remit the direct debit.
- *Remitted:* If you are using the Auto-Remit option for the run request, it assigns direct debits without exceptions the *Remitted* status, which means that it is ready to post so you can remit it to the bank.

  This means that all direct debits for a single run request must be approved before the process will use the Auto-Remit option.
- *Pending:* If the direct debit has exception conditions, it assigns it the *Pending* status.

The process uses the bank holiday rules defined for the bank account that you assigned to the customer on the Correspondence Options page to adjust the estimated settlement date if it falls on a holiday. You define the bank holiday rules for the bank account on the Collection Methods page.

If you enabled document sequencing, the Create Direct Debit process assigns a document sequence number to the direct debits when it creates them.

Pages Used to Create and Work with Direct Debits

Page Name	Object Name	Navigation	Usage
Create Direct Debits	DD_REQUEST	Accounts Receivable, Direct Debits, Administer Direct Debits, Create Direct Debits, Create Direct Debits	Run the Create Direct Debits process to create direct debits.
Update Direct Debits - Worksheet	DD_WORKLIST	• Accounts Receivable, Direct Debits, Administer Direct Debits, Update Direct Debits, Worksheet • Click the Direct Debit button on the Create Direct Debits page.	Approve, hold, or reject direct debits. Mark the direct debits as ready for remittance to the bank. Create an EFT file for the direct debits on the worksheet.
Worksheet Detail	DD_WORKSHEET_SEC	Click the direct debit ID for the direct debit on the Worksheet page.	View or change details about a direct debit, such as the bank account or individual items.
Multiple Revenue Line Distribution	AR_MLR_SEC	Click the Revenue Distribution link on the Worksheet Detail page.	Determine how to distribute revenue to control budgets for partial payments when an item has multiple revenue lines.
Customer Bank Account Details	CUST_BANKINFO_SEC	Click the Customer Bank Details link on the Worksheet Detail page.	View the customer's MICR ID.
Item in Other Groups	ITEM_XGROUP_SEC	Click the Item in Other Groups link on the Worksheet Detail page.	View other worksheet groups in which a direct debit item is selected. This page also displays any pending item groups that are not posted that the item is in.
Additional Customer Information	CUST_INFO_SEC	Click the More Cust Info link on the Worksheet Detail page.	View customer information.
Item Activity	ITEM_DATA2	Click the Item Activity Detail link on the Worksheet Detail page.	View item activities.

Creating Direct Debits

Access the Create Direct Debits page.

Create Direct Debits page

Item Selection Criteria

Due Date Option Select *Max Due* (maximum due date) to process open items with due dates that are the same as or earlier than the date that you enter. When you select this option, the field that follows becomes Max Due Date (maximum due date).

Select *Days Prior* to process items before the due date. For example, if you enter *10* in the Days Prior to Due Date field, the process selects all items that are due within 10 days from the current date.

Direct Debit Profile ID Select the profile whose processing parameters you want to use. This restricts the selection of open items to those customers who have the same profile.

Direct Debit Group Select the direct debit group assigned to the customers whose items you want to process. This restricts the selection of open items to those customers who have the same group.

Auto-Remit Direct Debits Select to automatically assign a *Remitted* status to direct debits with no exceptions. If any of the direct debits that the process creates have exceptions, their status is *Pending* on the direct debit worksheet. Set the default for this field on the Receivables Definition - Accounting Options 2 page.

Deposit Bank

Bank Code and **Bank Account** Enter the bank code and account number where the funds are collected. The system populates the Bank Code and Bank Account fields based on the values in the direct debit profile ID that you select. To send the funds to a different bank account, override the bank information.

EFT Layout Code Enter the EFT layout code used to request the funds. The system populates the layout code from the direct debit profile ID that you select. To use a different layout, override the code.

Settle By Displays the remittance method that you assigned to the EFT layout on the Collection Methods page for the bank account. Values are:

01 Financial Gateway: Sends the settlement request through the Financial Gateway option. Financial Gateway creates the EFT files and submits them to the bank. You receive acknowledgement statuses from Financial Gateway.

02 Format EFT: Generates an EFT file in Receivables, which you send to the bank manually or through a third-party integration.

The Create Direct Debits process assigns the remittance method to each direct debit that it creates. When you run the other direct debit processes, each process checks the Settle By field for the direct debit to determine whether to process the direct debit.

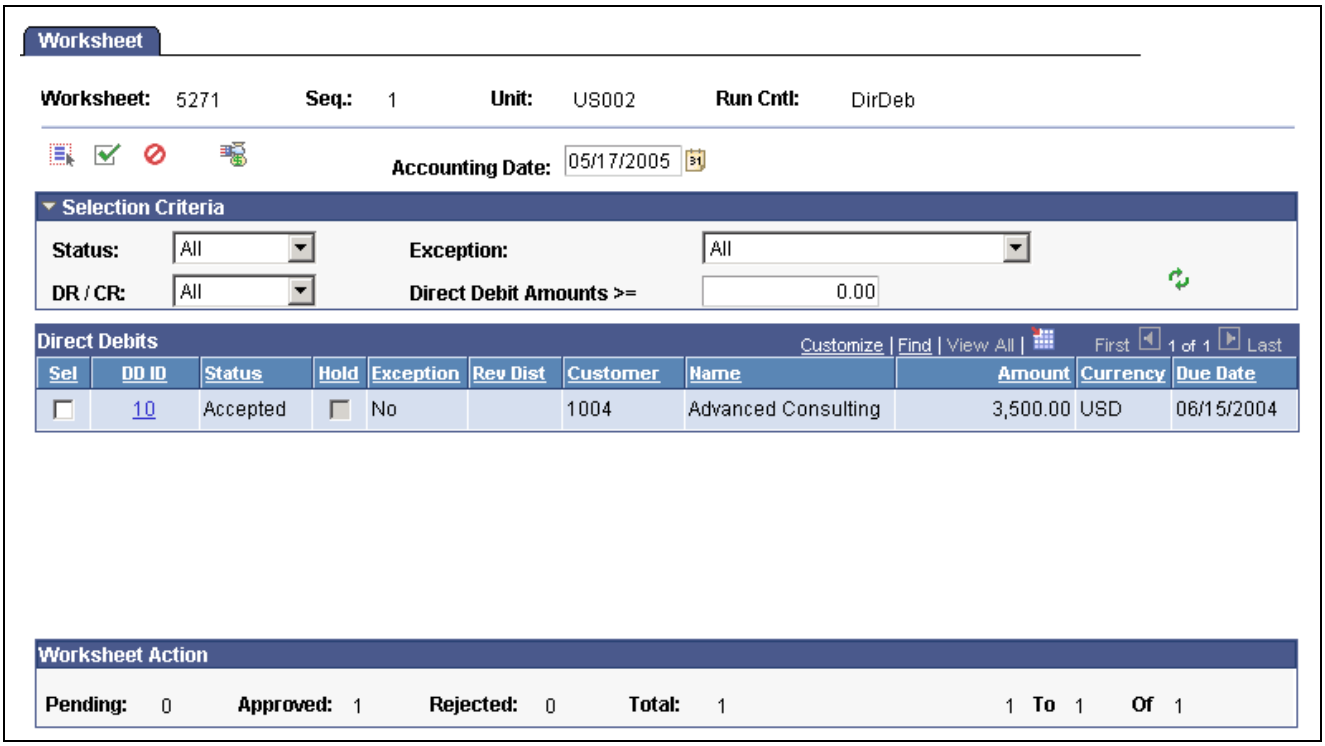
See Chapter 26, "Managing Direct Debits," Understanding the Direct Debit Remit Process, page 667.

Last Run

When the process is complete, click the Direct Debits button to display the direct debit worksheet number, Last Run On date and time, and status information for the process that was just run.

Using Direct Debit Worksheets to Manage Direct Debits

Access the Update Direct Debits - Worksheet page.



Update Direct Debits - Worksheet page

Accounting Date The accounting date is set to the current date if you leave the field blank. This field is available only when the worksheet can be remitted; that is, when the status of each direct debit in the worksheet is set to the *Accepted* value or the *No Action* value. The system edits the accounting date to ensure it is in an open accounting period.

Entering Selection Criteria

In the Selection Criteria group box, select the direct debits that you want to display.

Status Select the status for the direct debits. Options are: *Accepted, Complete, No Action, Pending, Rejected,* or *Remitted.*

Exception Select all the direct debits or only those that have the specified exception condition.

See Chapter 26, "Managing Direct Debits," Maintaining Direct Debit Details, page 663.

DR/CR (debit or credit) Select only the direct debits that meet the following conditions: *All, Debits,* or *Credits.*

Direct Debit Amounts >= (direct debit amounts greater than or equal to) Select only the direct debits that have an amount greater than the specified amount.

Click the Change Criteria button to update the list of direct debits based on your new selection criteria.

Working with Direct Debits

Use the following buttons to act on individual direct debits.

Click the Select All button to select all displayed direct debits on the worksheet (select all check boxes). If you prefer, you can select individual direct debits by selecting the check box to the right of each direct debit. This option works only in conjunction with the Approve and Reject buttons.

Click the Approve button to approve all selected direct debits. The system changes their status to *Accepted.*

Click the Reject button to reject all selected directs debits. This means that the associated items will be available for selection the next time you create direct debits. The system changes their status to *No Action.*

Use the following buttons to act on the entire worksheet. You cannot use these buttons to work on individual direct debits.

Click the Remit to Bank button to mark all approved direct debits with a *Remitted* status. This means that the direct debits are ready to be posted and remitted to the bank. This button is available only when the status of *all* the direct debits in the worksheet is either *Accepted* or *No Action.* None of the direct debits can have a *Pending Acceptance* status.

Note. You must run Receivable Update before you can create the EFT file and remit it to the bank.

Click the EFT button to generate an EFT file.

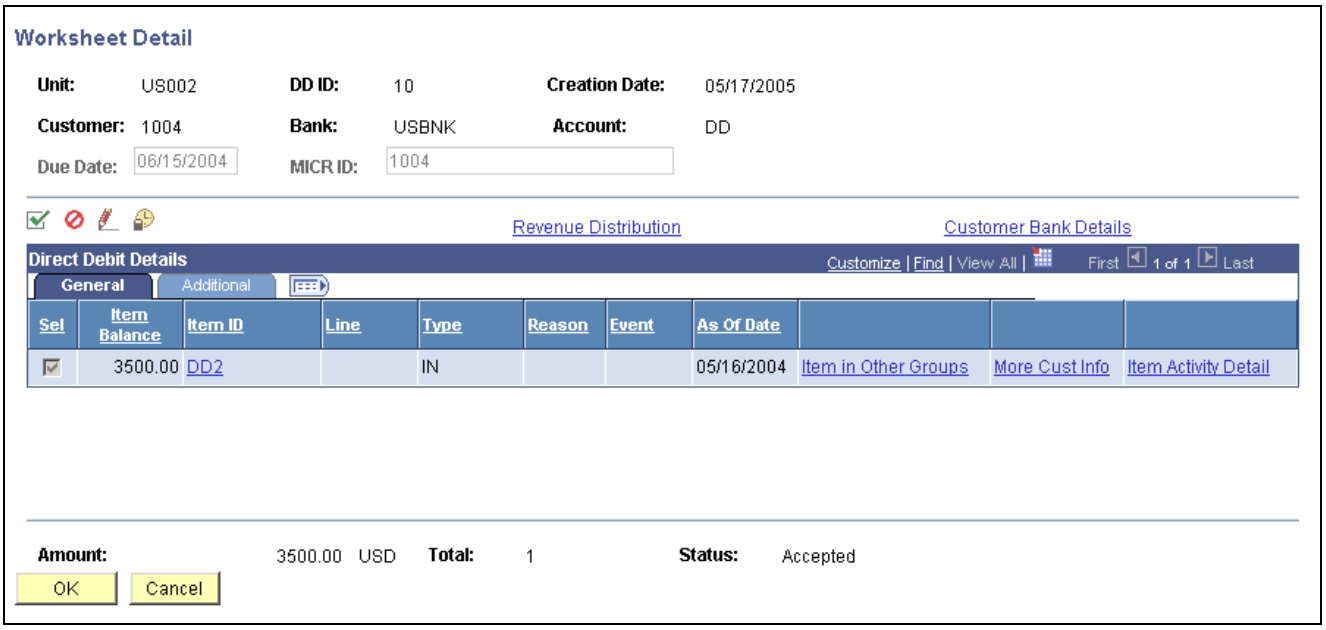
See Chapter 26, "Managing Direct Debits," Generating an EFT File for Direct Debits on a Worksheet, page 671.

Click the Print button to run the Remittance Advice report using Crystal Reports.

Note. None of the options on the worksheet are available while the Receivable Update process is processing the direct debits. To determine whether it is processing the direct debits, view the DD Control (direct debit control) page for the direct debit group. It displays the message, In Progress if the Receivable Update process is currently processing the group.

Maintaining Direct Debit Details

Access the Worksheet Detail page.



Worksheet Detail page

Use the information at the top of the page to view or change details about the direct debit.

Bank and **Account** — Displays the bank account where the funds are deposited.

Due Date — Displays the date that the funds should be deposited in your organization's bank account. Override the date if needed.

MICR ID (magnetic ink character recognition ID) — Displays the MICR ID associated with the customers bank account from which the funds are withdrawn. Change the ID to another account if needed.

Revenue Distribution — Click to access the Multiple Revenue Line Distribution page where you distribute revenue to control budgets for partial payments when an item has multiple revenue lines.

See Chapter 21, "Applying Payments," Distributing Amounts for Multiple Revenue Lines for Control Budgets, page 534.

Document Sequencing Click to view document sequencing information.

Customer Bank Details Click to view or change information about the customer's bank account (identified by the MICR ID).

Click the Edit button to change information for the direct debit. The status on the Worksheet page changes to *Pending*. The fields on the Worksheet Detail page become available to edit.

Sel (select) Remove items from the direct debit by clearing their check boxes. When you deselect an item, the total amount of the direct debit decreases and the item is available for selection in another direct debit request.

Item Balance To partially pay for an item, change the amount to the amount you want to pay. This decreases the amount of the direct debit. The Receivable Update process adjusts the balance for the item when you post the direct debit group, and the remaining balance of the item will be available for selection in another direct debit request.

Event Enter the entry event code to generate the appropriate supplemental accounting entries for the item activities. Federal financial systems require supplemental accounting entries.

After you make changes, select another action by clicking one of the following buttons. This changes the status of the direct debit on the Worksheet page.

Click the Approve button to change the direct debit's status to *Accepted*.

Click the Reject button to reject the direct debit and change its status to *No Action*. The items in the direct debit will be available for selection in another direct debit request.

Click the Hold button to put the direct debit *On Hold*. The status on the Worksheet page remains *Pending*. If you put a direct debit on hold, you cannot change the status to *Remitted*. You must first approve the direct debit.

Handling Exceptions

If the direct debit has exceptions, the Exceptions group box appears and displays a list of all the exceptions that apply to the direct debit. The exceptions can be any of the following:

C (exceeds credit approval limit) The amount of the direct credit exceeds the amount of the credit approval limit for the direct debit profile that you used to create the direct credit. You can:

- Reject the direct credit.
- Decrease the amount of the direct credit by deselecting some of the items in the direct debit.
- Manually approve the direct credit as is.

D (exceeds debit approval limit) The amount of the direct debit exceeds the amount of the debit approval limit for the direct debit profile that you used to create the direct debit. You can:

- Reject the direct debit.

	• Decrease the amount of the direct debit by removing some of the items from the direct debit. • Manually approve the direct debit as is.
F (foreign currency)	The currency for the direct debit is different than the currency of the bank to which you are remitting it. You can: • Reject the direct debit. • Manually approve the direct debit.
N (due date within notice period)	The number of days between the invoice date (as of date) and the due date for the items in the direct debit is less than the agreed upon number of days for direct debit notice period that you specified for the bank on the Collection Methods page. You can: • Reject the direct debit. • Manually approve the direct debit.
P (missing customer bank details)	You did not define the bank details for the customer in the Customer Bank page. You can: • Enter the customer's bank details on the Customer Bank page and then assign the MICR ID on the Worksheet Detail page. • Reject the direct debit and then enter the bank details for the customer. The next time you run the Create Direct Debits process, it creates a direct debit including the rejected items.

See Also

Chapter 30, "Using Document Sequencing in Receivables," page 737

Cancelling Direct Debits

This section provides an overview or direct debit cancellations and discusses how to select and cancel direct debits.

Understanding Direct Debit Cancellations

The timing of direct debits cancellations depends on which remittance method that you use. In both cases, you can cancel the direct debit after you mark the direct debit as ready to remit on the direct debit worksheet and run the Receivable Update process. If you remit direct debits by generating an EFT file in Receivables, you must cancel the direct debit before you generate the EFT file.

If you remit direct debits using the Financial Gateway option in Cash Management, you can cancel the direct debit after you run the Create EFT Through FG System process as long as the dispatch status is *Awaiting Dispatch, Error,* or *Flagged for Hold.* You can cancel a completed direct debit, if the dispatch status is *Error.*

If you remitted the direct debit through Financial Gateway and you cancel the direct debit, the system triggers the Payment Cancellation message (PAYMENT_CANCEL) to notify Financial Gateway. You must save the page to trigger the message. Financial Gateway returns an acknowledgement message in real time. When you refresh the page, the status changes to *Canceled.*

Note. If there is a problem with cancelling the direct debit in Financial Gateway, the status changes to *Error.* Click the Transaction ID link to determine the reason for the error. Then try to cancel the direct debit again.

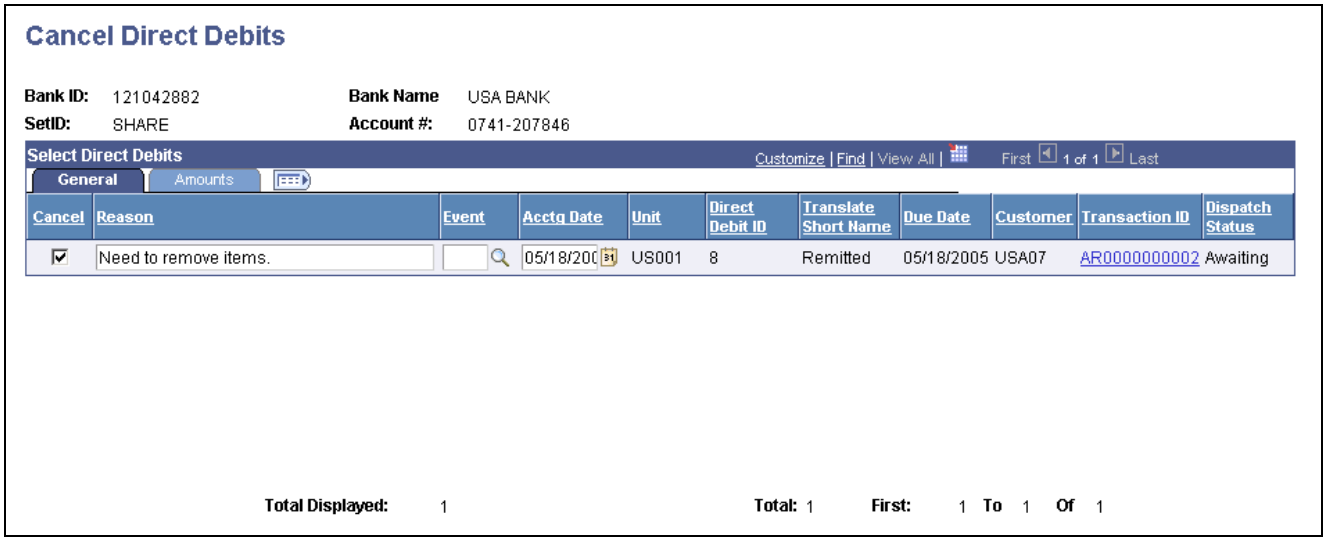
After you cancel a direct debit, you run the Receivable Update process. This changes the status of the direct debit to *Rejected,* reopens the items included in the direct debit, and creates accounting entries to reverse the accounting entries that the process created when you posted the direct debit group.

Pages Used to Cancel Direct Debits

Page Name	Object Name	Navigation	Usage
Cancel Direct Debits	DD_CANCEL	Accounts Receivable, Direct Debits, Administer Direct Debits, Cancel Direct Debits, Cancel Direct Debits	Cancel a direct debit.
Review Payment Details	PMT_LIFE_CYCLE_INQ	Click the Transaction ID link on the Cancel page.	Review the history of the direct debit processing in Financial Gateway and all the settlement details.

Selecting and Cancelling Direct Debits

Access the Cancel Direct Debits page.



Cancel Direct Debits page

If the direct debit does not have a remitted status, you cannot cancel it using this page. Instead, you can *reject* it on the direct debit worksheet page.

Cancel Select the direct debits that you want to cancel.

Reason Indicate why the direct debit must be canceled.

Event Enter the entry event code to generate the appropriate supplemental accounting entries for the cancel activity for the item in the direct debit. Federal financial systems require supplemental accounting entries.

Acctg Date (accounting date) Enter the accounting date. If you leave this field blank, the system uses the current date as the accounting date. Often, the cancellation date (the date the bank rejects the direct deposit) is different from the current date.

Transaction ID Displays the ID assigned to the direct debit by Financial Gateway. Click to access the Review Payment Details page, where you view all the details about the direct debit settlement and the history of the settlement processing by Financial Gateway.

See *PeopleSoft Enterprise Financial Gateway 8.9 PeopleBook*, "Working with Payments in Financial Gateway," Reviewing Payment Details.

Dispatch Status Displays the status of the direct debit settlement in Financial Gateway. You can only cancel payments with these status: *Error, Flagged for Hold,* or *Awaiting Dispatch.*

After you save and refresh the page, the status changes to *Canceled.*

Remitting Direct Debits to the Bank

This section provides an overview of the direct debit remit process and discusses how to:

1. Enter override options for the Format EFT Files process.
2. Generate an EFT files for direct debits on a worksheet.
3. Generate EFT files for all direct debits.
4. Create a cover sheet for an EFT file.
5. Cancel an EFT file.
6. Receive confirmation from the bank.
7. Correct direct debits not matched in the bank EFT file.
8. Run the EFT Direct Debit Inbound Exception report (AR3750X).

Understanding the Direct Debit Remit Process

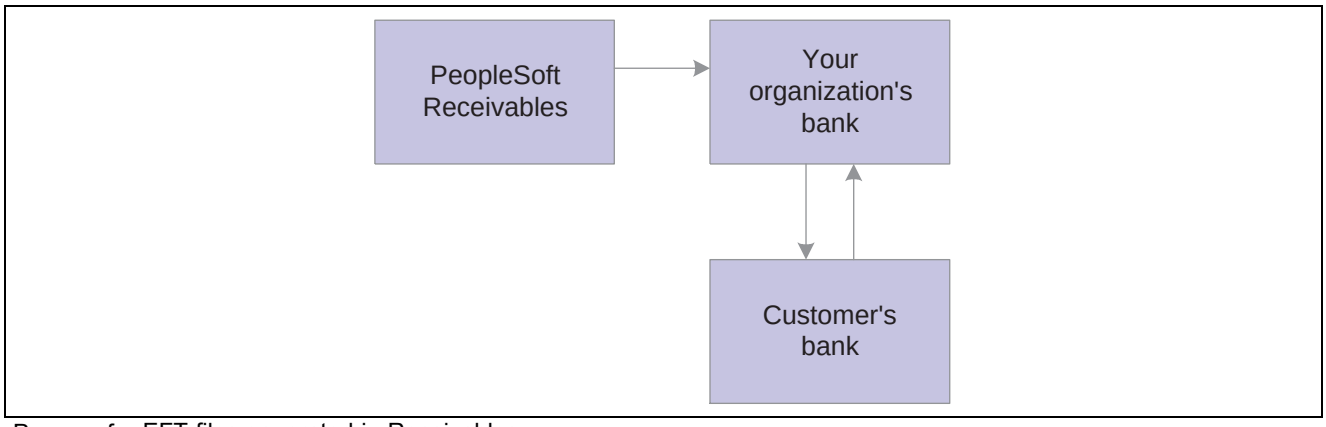
When you remit direct debits to the bank, you run one or more processes to generate the EFT files. The process that you run depends on your setup. If you selected the Send to Financial Gateway check box for an EFT file layout on the Collection Methods page for the bank, you run the Create EFT through FG System process. Otherwise, you run the Format EFT Files process.

Note. When you run the Create Direct Debit process, it checks to see what EFT process type was assigned to the file layout that you entered on the run control page and updates the Settle By field on the Direct Debit Control record (DD_CONTROL) with the EFT process type used to generate the EFT file. The Format EFT File process and Create EFT through FG System process each check the Settle By field to determine whether it should process a direct debit.

Format EFT File Process

When you run the Format EFT File process to generate the EFT file in Receivables, you must either manually submit the EFT file to the bank or use a third-party integration to submit it. You can optionally generate a cover letter for each EFT file if one is required by the customer's bank.

This diagram shows the process flow if you generate the EFT file in Receivables and submit it to your organization's bank:



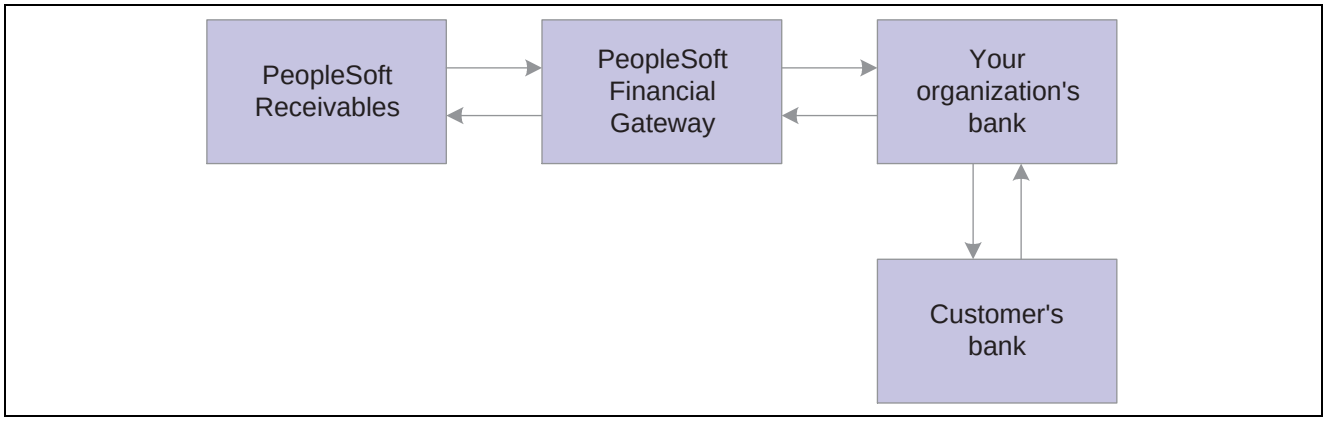
Process for EFT files generated in Receivables

If an EFT file has an error or if the bank rejected the file, you can cancel the EFT file and generate it again. If you do not regenerate the EFT file, you must cancel the direct debit.

Create EFT Through FG System Process

When you run the Create EFT through FG System process, the Financial Gateway option in Cash Management generates the EFT file and sends the file to the bank. The Create EFT through FG System process triggers the Payment Request message (PAYMENT_REQUEST) and sends a message containing direct debits to Financial Gateway. Financial Gateway generates the EFT file and submits it to the bank the next time you run the Payment Dispatch process (PMT_DISPATCH or PMT_DISP_BT).

This diagram shows the flow of the direct debit transaction if you use the Financial Gateway option to remit direct debits:



Process for EFT files generated in Financial Gateway

Check the message log for the Create EFT through FG System process to verify that the process completed successfully and sent a message for each direct debit. If it did not complete successfully, determine what the problem is and rerun the process.

When Financial Gateway receives the message, it sends a Payment Acknowledgement message (PAYMENT_RESPONSE) for each direct debit and assigns each direct debit a transaction ID. The message contains the transaction ID and the dispatch status. When Receivables receives the Payment Acknowledgement message, it adds the transaction ID and the dispatch status to the Direct Debit Control record for each direct debit. Initially the status is either *Error* or *Awaiting Dispatch.* If you want to be notified when there is an error, you can set up event notification for Financial Gateway. Note that the event notification is set up for one person or one role per event and each time that event occurs the person or people associated with the role are notified. So, they will receive notification when the error event occurs in Cash Management and Payables too.

If you want to monitor the dispatch status of direct debits sent to Financial Gateway in Receivables, use the DD Control page. You can drill down to view the details and history of the settlement in Financial Gateway from the page. Financial Gateway sends a Payment Acknowledgement message each time the dispatch status for the direct debit (settlement) changes in Financial Gateway. The status changes that Financial Gateway sends to Receivables are:

- *Awaiting Dispatch:* The settlement is waiting to be sent to the bank in Financial Gateway.
- *Flagged for Hold:* Someone put the settlement on hold in Financial Gateway.
- *Dispatched to Bank:* Financial Gateway sent the EFT file to the bank.
- *Received by Bank:* The bank sent a message indicating that it received the EFT file.
- *Paid:* The bank sent a message indicating that the funds were collected for the direct debit.
- *Error:* The bank cannot pay the direct debit due to insufficient funds or another reason, or their is a problem processing the settlement request in Financial Gateway.

  Use the DD Control page to access the error details for the direct debit in Financial Gateway.
- *Canceled:* You cancelled the direct debit in Receivables and the settlement is cancelled in Financial Gateway.

If Financial Gateway sends a message that indicates the direct debit is in error, cancel the direct debit. Cancelling the direct debit, changes the status to *Rejected.* You must run the Receivable Update process to reopen the items in the direct debit and reverse the accounting entries. Then you correct the problem that caused the error, and recreate the direct debit, approve it, and remit it again.

Important! Receivables does not update the Cash account when it receives a message from Financial Gateway that the direct debit is paid. This occurs when you run the Receivable Update process on the due date. If you use the Cash Clearing option for a bank, Receivables updates the Cash account on either the due date or when you run bank reconciliation depending on the cash control method that you use.

See *PeopleSoft Enterprise Financial Gateway 8.9 PeopleBook*, “Working with Payments in Financial Gateway”.

Bank Collection Confirmation Receipts

Some banks send an EFT file to confirm the collection of the payment. If banks send confirmation EFT files, you perform these tasks:

1. Run the AR_DD_BNK Application Engine process to receive the bank EFT file that indicates whether the payments were collected.
2. Correct the payment records from a bank EFT file that do not match direct debits on the system to enable them to match existing direct debits.
3. Run the EFT Direct Debit Inbound Exception report to obtain a list of direct debits in the bank EFT file that failed collection due to incorrect bank details. You can run this report only if you received a bank EFT file.

You correct the bank details for the customer on the MICR Information - Customer Bank page and then approve and remit the direct debit again.

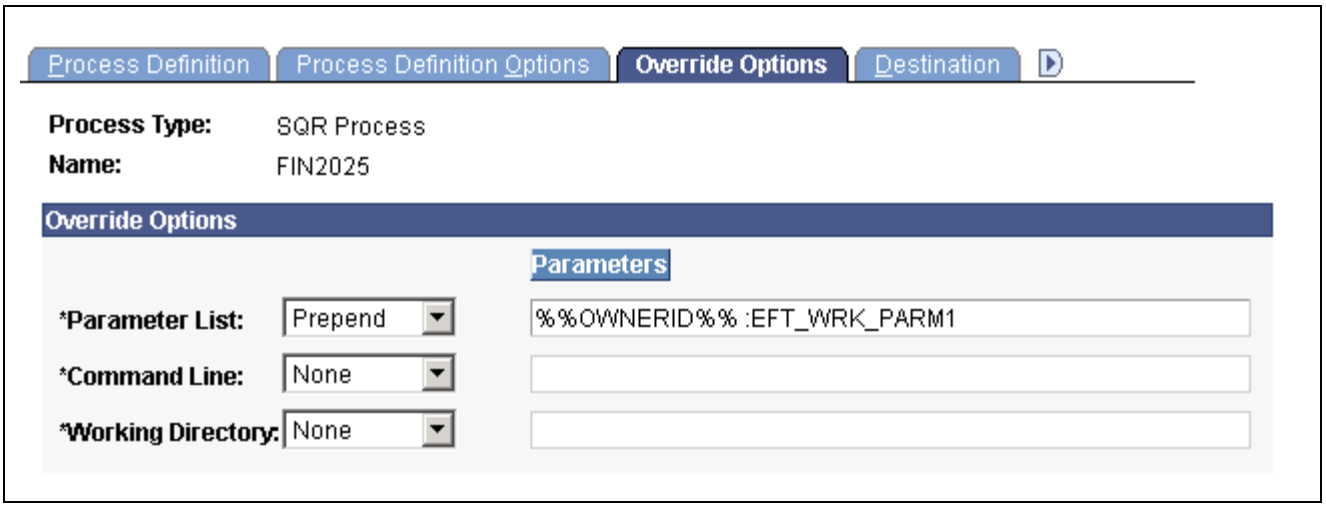
Pages Used to Remit Direct Debits to the Bank

Page Name	Object Name	Navigation	Usage
Override Options	PRCSDEFNOVRD	PeopleTools, Process Scheduler, Processes, Override Options	Enter override options for the Format EFT File process.
Update Direct Debits - Worksheet	DD_WORKLIST	Accounts Receivable, Direct Debits, Administer Direct Debits, Update Direct Debits, Worksheet	Create an EFT file for the direct debits on the worksheet.
Create EFT File	RUN_FIN2025_DD	Accounts Receivable, Direct Debits, Remit to Bank, Create EFT File, EFT File Parameters	Create an EFT file for all direct debits associated with a business unit that have a remitted status. Run the Format EFT Files process and the Create EFT through FG System process.
Create EFT File Cover Sheet	RUN_FIN2025	Accounts Receivable, Direct Debits, Remit to Bank, Create Cover Sheet, Create EFT File Cover Sheet	Creates a cover letter for the EFT files that you created by running the Format EFT Files process. (Some banks require cover letters. When you define the EFT layout, you need to indicate if you need a cover letter.)
Cancel EFT File	DD_EFT_CANCEL	Accounts Receivable, Direct Debits, Remit to Bank, Cancel EFT Files, Cancel EFT File	Cancel an EFT file that you created by running the Format EFT File process, if it has an error or has been rejected by the bank.
Receive Bank EFT File	EFT_DD_INBOUND	Accounts Receivable, Direct Debits, Remit to Bank, Receive Bank EFT File, Receive Bank EFT File	Run the AR_DD_BNK process to load and process the bank EFT file.
Inbound Bank File for Direct Debits	DD_IN_BANK_FILE	Accounts Receivable, Direct Debits, Remit to Bank, Receive Bank Confirmation, Inbound Bank File for Direct Debits	Change details for a payment record in a bank EFT file so that the record matches an existing direct debit.
Detail	DD_IN_BANK_SEC	Click the Details link on the Inbound Bank File for Direct Debits page.	View bank details for the issuer and the customer for a direct debit that was not collected.

Page Name	Object Name	Navigation	Usage
Bank Remit Exception Report	EFT_DD_EXCEPT	Accounts Receivable, Direct Debits, Remit to Bank, Bank Remit Exception Report, Bank Remit Exception Report	Enter run parameters for the EFT Direct Debit Inbound Exception report (AR3750X). Use the report to see a list of direct debits that were uncollected for a specific reason.

Entering Override Options for the Format EFT File Process

Access the Override Options page.



Override Options page

If you run Receivables on a DB2 database on a Windows NT or OS390 server, you must manually insert an owner ID parameter in the list of parameters for the process definition before you can run the Format EFT Files process.

Parameters List Enter *Prepend.*

Parameters In the Parameters field next to the Parameters List field, enter *%%OWNERID%% :EFT_WRK_PARM1* as shown in the example above. Note that there is a space between the owner ID parameter (%%OWNERID%%) and :EFT_WRK_PARM1.

Generating an EFT File for Direct Debits on a Worksheet

Access the Update Direct Debits - Worksheet page.

Click the EFT button to create an EFT file or to generate a message to Financial Gateway for all direct debits on the worksheet. The system determines which of these processes to run based on the value in the Settle By field for each direct debit:

- The Create EFT Through FG System process, which sends a message to Financial Gateway to create and send the EFT file.
- The Format EFT Files process, which creates the actual EFT file that you send to the bank.

When the Format EFT Files process completes, the location of the file varies depending on your output destination options in the process definition for FIN2025.

After the process completes, click the Print button on the worksheet page to run the remittance advice report. The advice lists the items included in the direct debit. You can send it to the customer so that they know what items will be collected when the direct debit is remitted to the their bank.

Generating the EFT File for All Direct Debits

Access the Create EFT File page.

Run the processes to remit all direct debits associated with the selected business unit that have a remitted status and have been posted, but not submitted to the bank. Select one or both processes on the Process Scheduler Request page:

- The Create EFT through FG System process sends the PAYMENT_REQUEST message to Financial Gateway to create and send the EFT file for all direct debits that have *01 Financial Gateway* in the Settle By field.
- The Format EFT Files process creates EFT files for all direct debits that have *02 Format EFT* in the Settle By field.

Note. If any direct debits in the business unit have a remitted status, but have not been posted, you cannot run the process until you run the Receivable Update process.

When the Format EFT Files process completes, the location of the file varies depending on your Output Destination Options in the process definition for FIN2025.

If the output destination is user defined, the location varies, depending on the parameters you enter on the Process Scheduler Request page. The following table shows the user-defined options:

Output Type	Output Destination	Location of EFT File
Web	N/A	Location you defined for the {FILEPREFIX} variable for SETENV.SQC in %PS_HOME%\sqr\.
File	(Blank)	Location you defined for the {FILEPREFIX} variable for SETENV.SQC in %PS_HOME%\sqr\.
File	Path to folder	Folder that you specify, such as C:\temp\EFT files\.

If the output destination for the FIN2025 process definition is *Process Definition,* the location will always be in the folder that you define for the Output Definition for the process definition.

If the output destination for the FIN2025 process definition is *Process Type Definition,* the location will always be in the folder that you define for the output definition for the SQR process type definition.

Generating a Cover Sheet for an EFT File

Access the Create EFT File Cover Sheet page.

Language Option Specify whether the cover sheet is in a Specified Language or the Recipient's Language and then select the Language Code.

EFT Layout Code Enter the code for the type of EFT file used to submit the direct debit.

Process Instance Enter the number of process instance that created the EFT file.

Cancelling a EFT File

Access the Cancel EFT File page.

Click Cancel Direct Debit EFT File.

Receiving Confirmation from the Bank

Access the Receive Bank EFT File page.

Enter the EFT Layout Code and the File Name for the EFT file for which you are trying to determine whether the payment collection was successful.

If the payment collection was not successful, the DD_AR_BANK process changes the status of the direct debit to Rejected on the Direct Debit Control record. The next time you run the Receivable Update process, it generates the appropriate accounting entries to reverse the payment and reopens the items that were in the direct debit.

Correcting Direct Debits Not Matched in the Bank File

Access the Inbound Bank EFT File for Direct Debits page.

The EFT Transactions grid contains a list of payment records that were in the bank EFT file that the AR_DD_BANK process could not match to direct debits in the system. You need to determine which direct debit in the system matches a payment record and update the information so that it matches a direct debit. When you save the page, the system changes the status of the direct debit based on the reason code assigned to the payment record.

Unit or **DD ID** (direct debit ID) Enter the business unit or direct debit ID of the direct debit on the system that matches the payment record.

Reason Code If the reason code on the payment record does not match a reason code on your system, change the code to match the appropriate code defined on your system.

See Also

Chapter 5, "Defining Additional Processing Options," Setting Up EFT Reason Codes for Direct Debits, page 118

Running the EFT Direct Debit Inbound Exception Report

Access the Bank Remit Exception Report page.

EFT Layout Code	Enter the EFT file layout code for the EFT files that you submitted to the bank whose exceptions you want to include in the report.
Reason Code	Enter the code that identifies the reason why the collection failed.

Reviewing Accounting Entries and Correcting Errors

After you run the Receivable Update process, you need to review the direct debit accounting entries and correct any errors that the system found on the error correction pages. The system edits for ChartField combination errors if you enabled ChartField combination editing on the Receivables Options - General 2 page for the business unit. You cannot post the direct debit until you fix the error if you selected Recycle in the ChartField Editing group box. If the system found ChartField combination errors perform these steps:

1. Delete the entries using the error correction pages.
2. Modify the combination edit rules so the combination is valid or modify the ChartField combination on the External Account page for the bank account if the error is on the Cash or Cash Control line.
3. Rerun the Receivable Update process.

The date that the cash account is debited depends on your Receivables installation options and your bank account setup.

If you do not use cash control accounting, the process debits the Cash account when you remit the direct debit.

If you do use cash control accounting and you have identified the bank account as a cash-clearing account, the date that the cash will be recognized depends on whether you specified *Due Date* or *Bank Reconciliation* for the cash-clearing method. The Receivable Update process debits the Cash Control account when you remit the direct debit. Then it credits the Cash Control account and debits the Cash account based on your clearing method.

See Also

Chapter 27, “Posting and Unposting Groups,” page 677

Reviewing Direct Debits

As you work with direct debits, you can use the inquiry pages to look up information about a single direct debit or all the direct debits created for a business unit.

This section discusses how to review direct debit control information.

Pages Used to Inquire on Direct Debits

Page Name	Object Name	Navigation	Usage
DD Control (direct debit control)	DD_CONTROL_DSP	Accounts Receivable, Direct Debits, Review Direct Debits, All Direct Debits, DD Control	View control information, such as the direct debit status, customer information, and the posting details.
DD Items	DD_ITEM_DSP	Accounts Receivable, Direct Debits, Review Direct Debits, All Direct Debits, DD Items	View basic information about each item in a direct debit.
Direct Debits by Unit	DD_INQUIRY	Accounts Receivable, Direct Debits, Review Direct Debits, Direct Debit by Unit, Direct Debits by Unit	View direct debits created for a business unit.
Detail 1	ITEM_MAINTAIN	Click an Item ID link on the DD Items page.	Change and review information about items, with the exception of customer balance.

Reviewing Direct Debit Control Information

Access the DD Control page.

DD Control page

Description and **Account #** (account number) Displays the bank account where the funds are deposited.

MICR ID Displays the MICR ID of the bank from which the funds are withdrawn.

Clearing Displays the cash clearing method used by the bank that receives the remitted direct debit: *Due Date* or *Bank Reconciliation.* This determines when the Receivable Update process creates the accounting entries to debit the Cash account and credit the Cash Control account.

Transaction ID Displays the ID assigned to the direct debit by Financial Gateway. Click to access the Review Payment Details page where you view all the details about the direct debit settlement and the history of the settlement processing by Financial Gateway. This is very useful when you want to see the reason that the settlement is in error or why the settlement was put on hold in Financial Gateway.

See *PeopleSoft Enterprise Financial Gateway 8.9 PeopleBook*, "Working with Payments in Financial Gateway," Reviewing Payment Details.

Dispatch Status Displays the status of the payment in Financial Gateway. Values are:

Awaiting Dispatch: Indicates that Financial Gateway received the PAYMENT_REQUEST message and assigned a dispatch status to the direct debit.

Paid: Indicates that the bank has collected the funds from your customer's bank.

Error: Indicates that Financial Gateway received the PAYMENT_REQUEST message, but there is a problem processing the direct debit. Click the Transaction ID link to determine what the problem is.

Canceled: Indicates that you cancelled the direct debits in Receivables.

Flagged for Hold: Indicates that Financial Gateway is not currently processing the direct debit. Click the Transaction ID link to view the reason for the hold.

Dispatched to Bank: Indicates that Financial Gateway sent the payment request to your organization's bank.

Received by Bank: Indicates that your organization's bank received the payment request.

Note. The Transaction ID and Dispatch Status fields display only if you submitted the payment request through Financial Gateway.

CHAPTER 27

Posting and Unposting Groups

This chapter provides an overview of posting and unposting and discusses how to:

- Set groups to post.
- Run Receivable Update.
- Review posting results.
- Correct posting errors.
- Unpost groups.
- Run the AR Rebate Notification process (AR_REBATE).

Understanding Posting and Unposting

The Receivable Update multiprocess job (ARUPDATE) posts items in billing, overdue charge, payment, maintenance, transfer, draft, and direct debits groups. The job does the following for the items in the group:

- Updates the item activity.
- Updates the item balance and customer balance.
- Creates balanced accounting entries for each activity.

  The system combines information entered with other control information, such as accounting entry templates to create the balanced entries.
- Updates the system-defined customer history elements.
- Creates commitment control source transactions and control budget entries if you have enabled commitment control for the general ledger business unit and your organization.

The Receivable Update multiprocess job and online On Demand posting are the only methods that Receivables uses to update posted information.

Receivable Update determines whether the accounting date for the item activity is in an open period for the business unit and transaction type in Receivables. It also determines whether the accounting date is in the same period for both Receivables and General Ledger. If the accounting date is not within an open period for the receivable business unit, Receivable Update issues a posting error.

If the accounting date falls in a different period in General Ledger, it updates the GL_ACCTG_DT field on the Item Distribution table (PS_ITEM_DST) with a date in the general ledger period. The Journal Generator Application Engine process (FS_JGEN) uses the item activity accounting date.

The process checks for ChartField combination edit errors if you enabled combination editing for the business unit on the Receivables Options - General 2 page. Depending on your selection on the Receivables Options - General 2 page, the system either creates an error or warning message in the message log. If it creates an error message, you must correct the error in the error correction components and rerun Receivable Update to post the transactions.

See Also

Chapter 12, "Setting Up Receivable Update and Pending Group Generator," page 291

Chapter 3, "Defining Receivables Business Units," Defining Additional General Options, page 27

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Editing ChartField Combinations"

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Setting Up On-Demand Processing"

Posting Process Flow

To post groups:

1. Select a posting action for the group.
2. Run Receivable Update.

   Check the message log to determine whether there are any warning or error messages.
3. Review the posting results.
4. Correct posting errors.
5. (Optional) Unpost the groups to reverse the activity and the accounting entries and start over.
6. Run the Journal Generator process to generate the journal lines.

   You must select the accounting entry definition that the system should use when it creates journal lines, such as ARDEFN (receivables definition), ARDIRJRNL (direct journal), or ARREVALUE (revaluation).

   Note. You can optionally specify that you want the Journal Generator process to run automatically after the Receivable Update multiprocess job completes in the run control definition.
7. If you interface vendor rebate claims and claimbacks to Receivables from Purchasing and Order Management, run the AR Rebate Notification Application Engine process (AR_REBATE) to update the claim balances in the claim management workbench based on payment and maintenance activity in Receivables.

After groups are posted, the items are available for other business processes, such as payment processing or maintenance.

See Also

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Using Journal Generator," Generating Journal Entries

Setting Groups to Post

This section provides an overview of how to set groups to post and lists the pages used to set groups to post.

Understanding How to Set Groups to Post

For all groups except direct debits and drafts, you must select a posting action of *Batch Priority* or *Batch Standard* when running Receivable Update as a scheduled multi-process job. For groups posted using On Demand processing, the groups are automatically set to a posting action of *Batch Standard* but are posted immediately. For direct debits, change the status to *Remitted* to enable posting. For drafts, post the groups after every business event. There is no need to select a posting action.

Use inquiry pages to determine whether a group has been set to post or view the group status.

Groups whose posting action is *Batch Standard* or *Batch Priority* can cause a backlog in the system. Use the Groups Set to Post page, Payments Set to Post page, Drafts Set to Post page, and Direct Debits Set to Post page to help you identify either a solution or the scope of the backlog.

See Also

Chapter 18, “Entering Pending Items,” Selecting a Group Action, page 464

Chapter 18, “Entering Pending Items,” Selecting a Group Action, page 464

Chapter 23, “Maintaining Customer Account Balances,” Choosing a Worksheet Action, page 592

Chapter 24, “Transferring Receivables,” Selecting a Transfer Worksheet Action, page 606

Pages Used to Set Groups to Post

Page Name	Object Name	Navigation	Usage
Groups Not Set to Post	GROUP_NOT_POST_BU	• Accounts Receivable, Pending Items, Review Items, Group Not Set To Post, Groups Not Set to Post • Accounts Receivable, Direct Debits, Review Direct Debits, Groups Not Set To Post, Groups Not Set to Post • Accounts Receivable, Drafts, Review Drafts, Groups Not Set To Post, Groups Not Set to Post	View groups whose posting action is *Do Not Post*.
Groups Set To Post	GROUP_POST_BU	Accounts Receivable, Pending Items, Review Items, Groups Set To Post, Groups Set To Post	View item groups that will post the next time that you run the Receivable Update multiprocess job.
Payments Set to Post	PYMT_POST_BU	Accounts Receivable, Payments, Review Payments, Payments Set to Post, Payments Set to Post	View payment groups that will post the next time the Receivable Update multiprocess job runs.
Drafts Set to Post	DRAFT_POST_BU	Accounts Receivable, Drafts, Review Drafts, Drafts Set to Post, Drafts Set to Post	View draft groups that will post the next time the Receivable Update multiprocess job runs.
Direct Debits Set To Post	DD_POST_BU	Accounts Receivable, Direct Debits, Review Direct Debits, Direct Debits Set to Post, Direct Debits Set To Post	View direct debit groups that will post the next time the Receivable Update multiprocess job runs.
Group Status	GROUP_STATUS	• Accounts Receivable, Pending Items, Review Items, Group Status, Group Status • Accounts Receivable, Direct Debits, Review Direct Debits, Group Status, Group Status • Accounts Receivable, Drafts, Review Drafts, Group Status, Group Status	View the posting status and posting action of a group.

Running Receivable Update

Normally, you run the Receivable Update multiprocess job as a scheduled job. You can run the job ad hoc, as needed.

Note. You can also run the job immediately from an Action page for small groups under certain circumstances, such as at the end of the period when you need to update the ledger immediately.

This section provides an overview of how to restart or reset Receivable Update, lists prerequisites, and discusses how to:

- View the job message log summary.
- Restart the Receivable Update multiprocess job.
- Reset the Receivable Update multiprocess job.

See Also

Chapter 12, "Setting Up Receivable Update and Pending Group Generator," Setting Up Parallel Processing, page 297

Understanding How to Restart or Reset Receivable Update

We recommend that you try to restart the Receivable Update multiprocess job before resetting the process. You can restart a process that has abended as a result of an environmental problem. After you have fixed the COBOL, SQL, or data problems that caused a process to abend, you can restart the process. Not all processes are restartable from this page.

Note. Remember that Receivable Update uses temporary tables. If the temporary tables have been deleted, you cannot restart (resume processing)—you must reset and rerun the process from the beginning.

If you are unable to restart a process instance that has abended, you must unlock and reset the process. When a process abends because of SQL, bad data, or a missing COBOL process, some tables with data in the groups set to post under the run control ID become locked when the process instance becomes populated with the current instance.

Unlocking and resetting the process instance to zero in the locked tables unlocks the tables and enables you to rerun the process. The system also automatically deletes the PeopleSoft Enterprise Application Engine run control record from the AERUNCONTROL table.

You should only unlock and reset under certain development circumstances or in expert testing environments:

- When you have corrected the problem that caused the process to abend and you want to reprocess the same groups again, but do not have access to restart from the server.
- When you have not corrected the problem but want to continue processing.

Prerequisites

Before you can run the Receivable Update process, you must:

- Set up the Receivables business units (which includes selecting calendar and aging options).
- Define the receivable processing options (system functions and entry types).

- Create groups for pending items, payment worksheets, maintenance worksheets, drafts, or direct debits.
- Set up system-defined history IDs.
- If you want to run Receivable Update immediately from an action page, you must:
  - Define processing options for your organization on the On Demand Processing page.
  - Define the processing options for each user on the Define User Preferences - Process Group page.

    You must define separate options for each of these source transactions: ARMNTWS (maintenance worksheet), ARITSPLT (item splits), AROPIE (online pending items), ARPAYWS (payment worksheet), ARTRNWS (transfer worksheet), ARUNPOST (unpost transactions).

Your system must also have pending items that are ready to post. These pending items can be entered online, created by a billing interface, or created during payment processing, draft processing, direct-debit processing, overdue charge processing, or during item maintenance activities.

See Also

Chapter 3, "Defining Receivables Business Units," Defining General Options, page 24

Chapter 4, "Defining Receivables Processing Options," page 49

Chapter 8, "Setting Up History and Aging," page 189

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Pages Used to Run Receivable Update

Page Name	Object Name	Navigation	Usage
Receivable Update Request	POSTING_REQUEST	Accounts Receivable, Receivables Update, Request Receivables Update, Receivable Update Request	Enter run parameters for the Receivable Update multiprocess job and run the job. See Chapter 12, "Setting Up Receivable Update and Pending Group Generator," Setting Up Run Controls for Receivable Update, page 303.
Job Message Log Summary	AR_MSGSUM	Accounts Receivable, Receivables Update, Job Message Log Summary, Job Message Log Summary	View a summary of messages generated by individual processes within a multiprocess job including individual processes run in parallel, such as processes for the Receivable Update, Payment Predictor (ARPREDCT), Aging (ARAGE), and Statements (ARSTMT) multiprocess jobs.
Process List	PMN_PRCSLIST	• PeopleTools, Process Scheduler, Process Monitor, Process List • Click Process Monitor on the Receivable Update Request page.	Review the multiple processes in a job.
Process Reset	AR_RESET	Accounts Receivable, Receivables Update, Reset Process, Process Reset	Reset the Receivable Update process. Unlock and rerun the process.

Viewing the Job Message Log Summary

Access the Job Message Log Summary page.

Process Instance Displays the process instance number for the multiprocess job.

Process Run Status Displays the status of the multiprocess job, such as *No Success* or *Success*.

Instance Displays the process instance number for the individual process. For example, the ARUPDATE multiprocess job with a process instance number of 510 will have several instances, such as instance number 511 for the AR_UPDATE process, instance number 512 for the AR_PGG1 process, and instance number 514 for the AR_POST1 process.

Process Displays the name of the individual process within the multiprocess job. For example, for the ARUPDATE multiprocess job, it would display rows for the AR_UPDATE, AR_PGG1, and AR_POST1 processes.

Restarting the Receivable Update Multiprocess Job

Access the Process List page.

Because Receivable Update is a job (a collection of multiple processes), you may need to restart multiple processes. Find the processes that you need to restart.

Details Click to access the Process Detail page, and select Restart Request.

Resetting the Receivable Update Multiprocess Job

Access the Process Reset page.

Enter your search criteria for the process instance and click Refresh.

In the Not Successful Process Requests grid, select the process instance that you want to reset.

Reset Click to unlock and reset the process instance.

After the process instance is reset, you can rerun the process.

Reviewing Posting Results

This section provides an overview of the posting result inquiry pages and lists the pages used to review posting results.

Understanding Posting Result Inquiry Pages

After you run the Receivable Update multiprocess job, review the posting results for groups. You can review individual item details for the items in the groups, accounting entries, value-added tax (VAT) information, tax information for India, and group control information.

Receivables provides several components for reviewing posting results. The components all use the same pages, but they have different search records to filter the groups that you select. Some components enable you to view all information for the items and some components do not show the accounting entries, VAT information, and tax information for India. Some components enable you to view all items in a group and others enable you to search for a single item in the group. The following table lists the navigation to each component and the pages in each component.

Note. The pages that display tax information for India are available only if you enabled sales tax and excise duty for a receivable business unit type on the Business Unit Tax Applicability page.

These pages are the same as the pages that you use to enter pending items except that you cannot change any information:

Menu Navigation	Pages
Accounts Receivable, Receivables Update, Posting Results - Pending Items, All Items w/ Detail Accounts Receivable, Receivables Update, Posting Results - Pending Items, Single Items w/ Detail	• Group Control • Pending Item 1 • Pending Item 2 • Pending Item 3 • VAT Header • VAT Detail • (IND) Group Entry Tax Ds • Accounting Entries
Accounts Receivable, Receivables Update, Posting Results - Updated Items, All Items w/ Detail Accounts Receivable, Receivables Update, Posting Results - Updated Items, Single Items w/ Detail	• Group Control • Pending Item 1 • Pending Item 2 • Pending Item 3 • VAT Header • VAT Detail • Accounting Entries
Accounts Receivable, Receivables Update, Posting Results - Updated Items, All Items Accounts Receivable, Receivables Update, Posting Results - Updated Items, Single Item	• Group Control • Pending Item 1 • Pending Item 2 • Pending Item 3
Accounts Receivable, Receivables Update, Posting Results - Direct Debits, All Items w/ Detail Accounts Receivable, Receivables Update, Posting Results - Direct Debits, Single Items w/ Detail	• Group Control • Pending Item 1 • Pending Item 2 • Pending Item 3 • Accounting Entries
Accounts Receivable, Receivables Update, Posting Results - Direct Debits, All Items Accounts Receivable, Receivables Update, Posting Results - Direct Debits, Single Item	• Group Control • Pending Item 1 • Pending Item 2 • Pending Item 3

Menu Navigation	Pages
Accounts Receivable, Receivables Update, Posting Results - Drafts, All Items w/ Detail Accounts Receivable, Receivables Update, Posting Results - Drafts, Single Items w/ Detail	• Group Control • Pending Item 1 • Pending Item 2 • Pending Item 3 • Accounting Entries
Accounts Receivable, Receivables Update, Posting Results - Drafts, All Items Accounts Receivable, Receivables Update, Posting Results - Drafts, Single Item	• Group Control • Pending Item 1 • Pending Item 2 • Pending Item 3
Accounts Receivable, Receivables Update, Posting Results - Payments, Item w/ Accounting Entries Accounts Receivable, Receivables Update, Posting Results - Payments, Items w/ Accounting Entries	• Payment Control • Payment 1 • Payment 2 • Payment 3 • VAT Header • VAT Detail • Accounting Entries
Accounts Receivable, Receivables Update, Posting Results - Payments, Payment Group - Single Item Accounts Receivable, Receivables Update, Posting Results - Payments, Payment Group - All Items	• Payment Control • Payment 1 • Payment 2 • Payment 3

See Also

Chapter 18, “Entering Pending Items,” Entering or Updating Pending Items, page 433

Pages Used to Review Posting Results

Page Name	Object Name	Navigation	Usage
Control	GROUP_ENTRY1_DSP	Accounts Receivable, Receivable Updates Then select the navigation to the appropriate component.	Review the control totals and group status for the group.
Pending Item 1 or Payment 1	GROUP_ENTRY2_DSP	Accounts Receivable, Receivable Updates Then select the navigation to the appropriate component.	View item information including amounts, entry type and reason, payment terms, and discount data.
Pending Item 2 or Payment 2	GROUP_ENTRY2B_DSP	Accounts Receivable, Receivable Updates Then select the navigation to the appropriate component.	View assigned support personnel, correspondence information, cash forecasting information, and draft information.
Pending Item 3 or Payment 3	GROUP_ENTRY2C_DSP	Accounts Receivable, Receivable Updates Then select the navigation to the appropriate component.	View user-defined fields.
VAT Header	GRP_ENT_VATHDR_DSP	Click the VAT Header link on the Pending Item 1 page.	View VAT header defaults.
VAT Detail	GRP_ENT_VAT_LN_DSP	Click the VAT Line link on the VAT Header page.	View VAT line defaults including the VAT amounts.
Accounting Entries	GROUP_ENTRY3_DSP	Accounts Receivable, Receivable Updates Then select the navigation to the appropriate component.	View accounting entries for each item.
Group Entry Tax Ds	GROUP_ENTRY_TAX_DSP	Accounts Receivable, Pending Items, Online Items, Group Entry, Group Entry Tax, Group Entry Tax Ds	(IND) View excise duty and sales tax amounts for India.
Tax Detail	GROUP_ENTRY_TAX_DT	Click the Tax Detail Link on the Group Entry Tax Ds page to view India tax detail information.	(IND) Display excise duty and sales tax detail information for India.

Correcting Posting Errors

When the Receivable Update multiprocess job finds errors, the job updates the Error Code field (AR_ERROR_CD) on the Pending Item table (PS_PENDING_ITEM) with an error code. The job creates and balances your accounting entries before editing occurs. If the process does not create your accounting entries or they are incorrect, the AR_ERROR_CD field contains a value of *ACTOB*.

Once accounting entries are correct and balanced, the Receivable Update multiprocess job continues with two types of edits. The Receivable Update multiprocess job edits the Pending Item (PS_PENDING_ITEM) table through a series of editing update statements which only edit pending items created by systems external to Receivables such as Billing or an external billing system, and then all groups are edited through other specific program logic.

When it detects an error condition on a pending item, it sets a value in the AR_ERROR_CD field on the Pending Item record. After the pending item passes the editing sections, the system checks for additional conditions within the SQL that is executed by the Receivable Update multiprocess job. The system reports only one error condition at a time per pending item, so even if it detects more than one error, it stores only one error code.

Error Correction

You can edit any error detected by Receivable Update using an error correction page. The system reedits the pending item and highlights the fields that are in error for you to correct.

To edit an error:

1. Click the Error Info (error information) button to view a description of the error.
2. If you need more details, click the Explain button.
3. After you have reviewed an explanation, click OK.
4. Correct the error for the pending item or correct some aspect of either your setup tables or your interface tables.

   In most cases, you must correct your setup.
5. Use the Action page to select the posting action again.

If more than one error exists, then the next error message appears. Otherwise, you return to the error correction page.

Error Messages

The edit updates statements that the Receivable Update multiprocess job executes. This table lists the conditions it edits. Use PeopleSoft Enterprise Application Designer to view the Receivable Update edit SQL that identified the error. This table provides a list of the error messages and a description of the action to take:

Value	Error Code and Long Description
1GBU	*Pending Item Group Business Unit Invalid* Action: Verify that the group business unit used on the pending item has been created in Receivables and General Ledger.
1PBU	*Pending Item Business Unit Invalid* Action: Verify that the business unit used on the pending item has been created in Receivables and General Ledger.
1CUST	*Customer does not exist* Action: Verify that the customer exists on the General Info page. Verify that the customer's status is *Active* and the customer level is not set to *Prospect.* Also verify that the Bill to Customer field is selected on the Bill to Selection page.

Value	Error Code and Long Description
1DISP	*Dispute Reason Invalid* Action: Verify the status and effective date of the dispute reason on the Dispute Reason page.
1COLL	*Collection Code Invalid* Action: Verify the status and effective date of the collection code on the Collection Code page.
2SLS	*Salesperson Invalid* Action: Verify that the default support team defined for this customer has a team member defined as a salesperson with a priority greater than zero.
2CRD	*Credit Analyst Invalid* Action: Verify the status and effective date of the credit analyst on the Credit Analyst page.
2COLL	*Collector Invalid* Action: Verify the status and effective date of the collector on the Collector page.
3PYTR	*Payment Terms Invalid* Action: Verify the status and effective date of the payment terms code on the Payment Terms page.
3DST	*AR Distribution code Invalid* Action: Verify the status of the distribution code on the Distribution Code page.
4ENT	*Entry Type Invalid* Action: Verify the status of the entry type on the Entry Type page.
4ENR	*Entry Reason required* Action: This entry type requires an entry reason. Enter an entry reason or clear the Require Reason check box on the Item Entry Type - Selection page or Automatic Entry Type - Selection page.
4ERI	*Entry Reason Invalid* Action: Verify the status of the entry reason on the Entry Reason page.
4ETS	*Entry amount Invalid for this Entry Type* Action: Verify the entry amount for this entry type. Entry types require either positive or negative amounts based on the entry type.

Value	Error Code and Long Description
5ADIS	*Incorrect Value for Allow Discount Flag* Action: The Always Allow Discount check box on Pending Item 1 page has an incorrect value. Please select or clear the check box.
5PSTD	*Incorrect Value for Posted Flag* Action: This pending item is flagged as having already been posted. Contact Oracle/PeopleSoft Support.
5SUBC	*SubCustomer Invalid* Action: Verify that a subcustomer exists for this customer on the SubCustomer page.
5SCI	*SubCustomer Use Invalid* Action: Verify SubCustomer usage at the installation level setup. Specify that you use one or both subcustomer fields.
6BCUR	*Customer Options Error* Base Currency Invalid for Pending Item. Action: Verify that the base currency of the pending item equals business unit base currency.
6CURI	*Entry Currency Invalid* Action: The entry currency code must be active based on the pending item accounting date. Verify the status and effective date on the Currency Code page.
6RTI	*Rate Type Invalid* Action: Verify the rate type specified is valid for this multicurrency pending item.
6RMDI	*Exchange Rates Missing* Action: The currency exchange rate values RATE_MULT and RATE_DIV are missing on a multicurrency pending item. Contact Oracle/PeopleSoft Support.
6CCUR	*Entry Currency Invalid* Action: Verify that the pending item entry currency equals the group control currency.
7VENT	*VAT Entity Missing* Action: Verify that the VAT entity is populated for a VAT business unit.

Value	Error Code and Long Description
7VATM	*In-Use Cust* Action: The customer is unavailable because it is being used by another background process. The process may be running or it may have terminated abnormally.
8PTAX	*Sales Tax and Excise Duty* Action: Verify pending tax information is correct on the pending item Group Entry Tax page.
ACTPD	*Accounting Period Not Open* Action: Verify in General Ledger that the accounting period is open for the transaction type specified on Group Type page. Refer to the transaction type for the group type being posted.
ACTOB	*Accounting Entries Out of Balance* Action: Verify the accounting entry setup, for example: entry type, reason code definitions, item entry types, and automatic entry types.
ALTAC	*Alternate Account Error* Action: Verify whether the Alternate Account ChartField is missing or invalid for the item on the Correct Posting Errors, Accounting Entries page.
COMBO	*Item(s) contain Combination Edit Errors* Action: Verify the ChartField combination on the accounting lines is a valid combination. Modify the ChartField values online or modify the appropriate distribution code, item entry type or automatic entry type accounting template, or bank accounting entry setup. Or modify the combination editing rules.
CRDR	*Entry Amount Error* Action: A negative debit or positive credit has been entered. Credits must be less than zero and debits greater than zero.
CURXI	*Currency Exchange Rate Invalid* Action: Verify the pending item exchange rate. Pending item transactions for existing items must match the exchange rate of the original item.
CUSOM	*Customer Options Missing* Action: Verify that customer options have been defined, are active, and are properly effective dated for this customer and accounting date in the Customer - General Information component (CUSTOMER_GENERAL).

Value	Error Code and Long Description
DDPRF	*Direct Debit Profile Missing* Action: Pending item has a payment method of direct debit but is missing a direct debit profile. Verify that a profile has been defined on the General Information - Bill To Options page for the customer.
DOCSQ	*Document Sequencing Error* Action: Document Sequencing has been enabled at the installation and general ledger business unit level. The accounting entries for this pending item are missing a document sequencing date. Verify document sequencing setup.
INHRT	*Chartfield Inheritance Error* Action: Verify that ChartField inheritance is setup is on the ChartField Inheritance page for the setIDs being edited.
ITDUP	*Duplicate Item* Action: This pending item is a duplicate of a pending item in another group that is being posted. If the Don't Post Duplicate Entries check box is selected on the Entry Type page, clear it, or delete the duplicate entry on the Pending Item 1 page.
ITMIU	*In-Use Item* Action: The item has been locked by another background process that is processing transactions for the same item. Please try again later after the other application completes.
IECI	*Entry Currency Invalid* Action: Verify that the pending item entry currency is the same as the existing item's balance currency. Any additional pending items for existing items must be entered in the item's balance currency.
MCSI	*Multiple Entry Currencies for same Item* Action: Verify that the pending items (for the same item in different groups) being posted share the same entry currency.
OOBG	*Group Out of Balance* Action: Verify the sum of the entry amounts equals the control amount, the total count of pending items in the group equals the control count, and the group status is balanced on the Group Control page.
OOBM	*Maintenance Group Out of Balance* Action: Verify that the sum of control base amount equals the control amount and the total count of pending items.

Value	Error Code and Long Description
OPITM	*Open Item Key Missing* Action: The account in the AR line requires an open item key. Enter the open item key for the line.
PCBU	*Invalid PC Business Unit for the Distribution Line GL Business Unit* Action: Verify the Project Costing business unit is valid for the general ledger business unit associated with the accounting lines.
PMTRM	*Payment Terms Invalid* Action: Verify status and effective date of payment terms on the Payment Terms page.
PMTDI	*Default Payment Terms Invalid* Action: Verify status and effective date of the default payment terms specified on the business unit and customer on the Payment Terms page.
SALES	*Default Salesperson not defined* Action: Verify that a default support team has been assigned to this customer. If so, verify that the support team has a team member defined as a salesperson with a priority greater than zero.
VATID	*VAT Registration ID Invalid* Action: Verify the VAT registration ID.

Error Correction Components

Receivables provides several components for correcting posting errors. The components all use the same pages, but they have a different search record to filter the groups that you select.

This table provides the navigation to each component, lists the pages in the component, and describes the usage for the component. The pages in these components are the same as the pages that you use to enter pending items.

Note. The pages that display tax information for India are available only if you enabled sales tax and excise duty for a receivable business unit type on the Business Unit Tax Applicability page.

This table provides the navigation for all the error correction components and describes what to use them for.

Menu Navigation	Pages	Usage
Accounts Receivable, Receivables Update, Correct Posting Errors, Online Items	• Group Control • Pending Item 1 • Pending Item 2 • Pending Item 3 • Group Entry Tax • VAT Header • VAT Detail • Accounting Entries • Group Action	Use to correct errors in online pending item groups.
Accounts Receivable, Receivables Update, Correct Posting Errors, External Items	• Group Control • Pending Item 1 • Pending Item 2 • Pending Item 3 • Group Entry Tax • VAT Header • VAT Detail • Accounting Entries • Group Action	Use to correct errors in pending item groups entered in another application.
Accounts Receivable, Receivables Update, Correct Posting Errors, Overdue Charge Items	• Group Control • Pending Item 1 • Pending Item 2 • Pending Item 3 • Accounting Entries • Group Action	Use to correct pending items in overdue charge groups.
Accounts Receivable, Receivables Update, Correct Posting Errors, Worksheet	• Worksheet Control • Pending Item 1 • Pending Item 2 • Pending Item 3 • Accounting Entries • Group Action	Use to correct errors in maintenance worksheet groups.

Menu Navigation	Pages	Usage
Accounts Receivable, Receivables Update, Correct Posting Errors, Transfer	• Transfer Control • Pending Item 1 • Pending Item 2 • Pending Item 3 • Accounting Entries • Group Action	Use to correct errors in transfer groups.
Accounts Receivable, Receivables Update, Correct Posting Errors, Unpost	• Group Control • Pending Item 1 • Pending Item 2 • Pending Item 3 • Accounting Entries • Group Action	Use to correct errors in unpost groups.
Accounts Receivable, Receivables Update, Correct Posting Errors, Direct Debit	• Group Control • Pending Item 1 • Pending Item 2 • Pending Item 3 • Accounting Entries • Group Action	Use to correct errors in direct debit groups.
Accounts Receivable, Receivables Update, Correct Posting Errors, Direct Debit Acctg Entries	• Worksheet Control • Accounting Entries	Use to correct errors in direct debit groups.
Accounts Receivable, Receivables Update, Correct Posting Errors, Draft	• Group Control • Pending Item 1 • Pending Item 2 • Pending Item 3 • Accounting Entries • Group Action	Use to correct errors in draft groups.

Menu Navigation	Pages	Usage
Accounts Receivable, Receivables Update, Correct Posting Errors, Draft Accounting Entries	• Worksheet Control • Accounting Entries	Use to correct errors in draft groups.
Accounts Receivable, Receivables Update, Correct Posting Errors, Payment	• Payment Control • Payment 1 • Payment 2 • Payment 3 • Accounting Entries • Payment Action	Use to correct errors in payment worksheet groups.

See Also

Chapter 18, "Entering Pending Items," page 427

Unposting Groups

This section provides an overview of unposting and the unpost components, lists a prerequisite, and discusses how to:

- Select groups to unpost.
- Review group control information.
- Specify unpost options.
- Select an unpost action.

Understanding Unposting and the Unpost Components

You can only unpost groups if the Receivable Update multiprocess job has successfully processed them. *Unposting* creates a new group that is the exact opposite of the original group. The unpost group creates a new unpost item activity and new accounting entries for each item that it is unposting.

If the Receivable Update multiprocess job has not run, groups for which you selected the *Batch Standard* or *Batch Priority* posting action are not really posted. In that case, select the *Do Not Post* posting action on the Action page to prevent the groups from posting. You do not need to unpost the groups.

Unpost Components

Receivables provides several components to unpost groups. The components all use the same pages with one exception (the control page for draft groups is different), but they have a different search record to filter the groups that you select based on the type of group. Receivables also provides a page where you can search for groups based on a combination of group control information, item information, and ChartField values in the distribution lines.

This table provides the navigation to each component that filters groups by the type of group, lists the pages in the component, and describes the usage for the component:

Menu Navigation	Pages	Usage
Accounts Receivable, Receivables Update, Unpost Groups, Online Group	• Group Control • Options • Action	Unpost online pending item groups.
Accounts Receivable, Receivables Update, Unpost Groups, External Group	• Group Control • Options • Action	Unpost pending item groups from another application.
Accounts Receivable, Receivables Update, Unpost Groups, Overdue Charge Group	• Group Control • Options • Action	Unpost items in overdue charge groups.
Accounts Receivable, Receivables Update, Unpost Groups, Maintenance Group	• Group Control • Options • Action	Unpost maintenance groups.
Accounts Receivable, Receivables Update, Unpost Groups, Transfer Group	• Group Control • Options • Action	Unpost transfer groups.
Accounts Receivable, Receivables Update, Unpost Groups, Pending Unpost Group	• Group Control • Action	Unpost an unpost group.
Accounts Receivable, Receivables Update, Unpost Groups, Payment Group	• Payment Control • Options • Action	Unpost a payment group.
Accounts Receivable, Receivables Update, Unpost Groups, Draft Group	• Draft Control • Options • Action	Unpost a draft group.

Prerequisite

Before you unpost groups, define reason codes for unpost groups if you want to assign an unpost reason to your unpost groups.

See Also

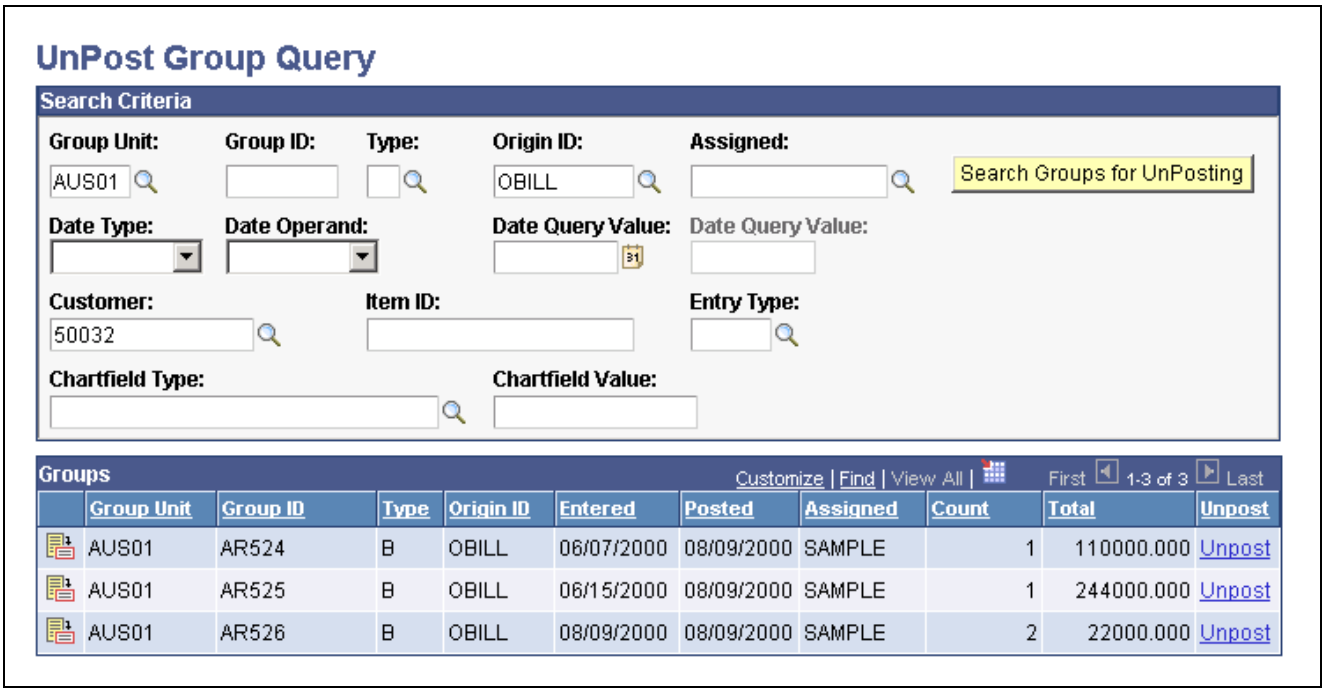
Chapter 5, "Defining Additional Processing Options," Setting Up Unpost Reason Codes, page 115

Pages Used to Unpost Groups

Page Name	Object Name	Navigation	Usage
UnPost Group Query	UNPOST_QRY	Accounts Receivables, Receivables Update, Unpost Groups, Group Search for Unpost, UnPost Group Query	Review groups that are posted based on a combination of search criteria and link to the appropriate unpost page.
Group Control, Payment Control	GROUP_ENTRY1_DSP	• Accounts Receivable, Receivables Update, Unpost Groups, Online Group, Group Control • Accounts Receivable, Receivables Update, Unpost Groups, Payment Group, Payment Control • Several other navigation paths are available for the Group Control page.	Review group control information, such as the group type, accounting date, group totals, and posting status.
Options	GRP_UPST_PNL	Accounts Receivable, Receivables Update, Unpost Groups, Online Group, Options Several other navigation paths are available for this page.	Specify a reason for unposting a group or change the accounting date. Define document sequencing options for the unpost group.
Action	UNPOST_ACTION	Accounts Receivable, Receivables Update, Unpost Groups, Online Group, Action Several other navigation paths are available for this page.	Select an action for an unpost group.
Draft Control	DR_UNPOST_GRP	Accounts Receivable, Receivables Update, Unpost Groups, Drafts Group, Draft Control	Review group control information for a draft for a specific draft event.

Selecting Groups to Unpost

Access the UnPost Group Query page.



UnPost Group Query page

Search Criteria

Enter any combination of search criteria to retrieve the groups to unpost and click Search Groups for Unposting.

Group Unit, Group ID, Type, Origin ID, and **Assigned** — Select fields from the group control record to identify groups.

Date Type, Date Operand, and **Date Query Value** — Select a type of date on the group control record. Values are: *Accounting Date, Posted Date,* and *Entry Date.* Select an operator to identify the date such as < (less than) or *Between* and enter a specific date or a date range.

Customer, Item ID, and **Entry Type** — Select a value for a customer, item ID, or entry type for the items in the group.

Chartfield Type and **Chartfield Value** — Enter the ChartField type and value to select groups that contain distribution lines for a specific ChartField value.

Groups

The Groups grid displays the groups that match your search criteria.

— Click the Show Group Detail button to access pages to view group control information, item details, and distribution lines.

Unpost — Click the Unpost link to access the appropriate unpost page for the group type, where you can unpost the group.

Reviewing Group Control Information

Access the Group Control, Payment Control, or Draft Control page.

Review the control information and group status.

Specifying Unpost Options

Access the Options page.

Keep Original Document Type Select to use the document type of the original group. Clear to use the default document type for the group type. This field is available only if you have enabled document sequencing.

Unpost Reason Enter a reason for reference purposes. For example, you might want to indicate that you are unposting a payment group, because a check was returned due to insufficient funds. You view the reason on the Item Activity and Payment Status pages.

Edit Accounting Date Select if you want to change the Accounting Date field. The new accounting date must be in an open accounting period for the Receivables business unit.

Important! The system uses the accounting date for payment groups for the as of date. We recommend that you do not change the accounting date when unposting payment groups, because that changes the date that you applied the payment to the customer' account.

See Also

PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook, "Defining Document Sequencing," Defining Document Types

Selecting an Unpost Action

Access the Unpost Action page.

Delete Unpost This option is available after you select a posting action. Click to delete the unpost group that you created.

Action Select a posting action for the group and click OK to execute the action. Values are:

Do Not Post: Saves the changes for the unpost group, but no posting takes place.

Post Now: Runs the Receivable Update multiprocess job immediately. If the user enabled the notification feature, the system displays a message when the job completes.

Post Now to GL: Runs the Receivable Update multiprocess job immediately and runs processes to create and post journals to the general ledger. If the user enabled the notification feature, the system displays a message when the job completes.

Batch Priority: Runs the Receivable Update multiprocess job the next time a priority scheduled job runs or the next time a standard scheduled job runs if that occurs first. This option is not intended for large jobs.

Batch Standard: Runs the next time a standard scheduled batch jobs runs. This may occur once a day depending on how often the organization schedules standard jobs.

Note. The posting options that are available depend on the options that you select for the user on the Define User Preferences - Process Group page. Use the *Post Now* and *Post Now to GL* options only for small groups or when there is an immediate need to post the transaction. The system issues a message if another user or scheduled process is posting transactions for the same business unit and customer combination at the same time.

See Chapter 12, "Setting Up Receivable Update and Pending Group Generator," Receivable Update Processing Options, page 294.

Review Unpost Now Click to display a page where you can review the details of the unpost group. This option is available after you select a posting action.

Running the AR Rebate Notification Process

This section provides an overview of the AR Rebate Notification process and lists the page used to run the Payment Notification process.

Understanding the AR Rebate Notification Process

If you interface vendor rebate claims and reversals from Purchasing or claimbacks from Order Management, you must update the balances for these claims in the claim management workbench in Purchasing and Order Management by running the AR Rebate Notification process. The process updates the Claims Incoming Payments staging table (VRBT_CLAIM_PMTI) when one of these activities occurs for claim items whose group type is *R* (vendor rebates) or *C* (claimbacks):

- WS-01 (Pay an Item).
- WS-08 (Create a Deduction).
- WS-09 (Write off an Item).
- DM-01 (Pay an Item).
- DM-06 (Create a Deduction).
- DM-07 (Write off an Item).
- DD-XX (Any direct debit activity that changes the item's balance).
- MT-01 (Offset).
- MT-02 (Write off a Credit).
- MT-03 (Write off a Debit).
- FC-01 (Create an Overdue Charge).
- TR-01 (Transfer Item From Customer).
- TR-03 (Transfer Item to Doubtful Receivable Account).

The process also updates the Claims Incoming Payments staging table when:

- A draft or direct debit activity that paid for a claim item is voided or cancelled.
- A payment or offset activity against a claim is unposted.

The process adds the following information to the Claims Incoming Payments staging table for each claim:

- Claim setID.
- Claim ID (which is the item ID in Receivables).
- Payment date and time (post date for the activity in Receivables).
- Current payment method for the item in Receivables.
- Claim amount (amount of the payment or offset activity).

  Receivables sends the amount in the original currency of the claim item, which is the currency for the rebate agreement or the claimback contract. If there is a gain or loss due to currency conversion (when the payment is in a different currency than the original claim item currency), the process includes the gain or loss in the amount.
- Base amount (amount of the payment or offset activity less the VAT amount).
- VAT amount (VAT amount of the payment or offset activity).
- Agreement or contract currency code.
- Document ID.

  This is a user-defined reference value that is entered on the maintenance, payment, or draft worksheet to help identify the claim in the claim management workbench.

The process also sets the Process Flag field to *N* and the value in the Process Instance field to the process instance that the Process Scheduler assigned to the run of the AR Rebate Notification process.

After the process completes, run the Incoming Payment Reconciliation Application Engine process (PO_CLMRECON) in Purchasing or Order Management to load the payment and offset activity in the Claims Incoming Payments staging tables into the claim management workbench.

See Also

Chapter 18, “Entering Pending Items,” Purchasing and Order Management Interface, page 428

Chapter 4, “Defining Receivables Processing Options,” Defining Entry Reasons, page 72

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, “Understanding Vendor Rebates”

PeopleSoft Enterprise Order Management 8.9 PeopleBook, “Working with Claimbacks”

Page Used to Run the AR Rebate Notification Process

Page Name	Object Name	Navigation	Usage
Receivables Rebate Notification	REBATE_RUN_CNTL_AR	Accounts Receivable, Receivable Update, Request Rebate Process, Receivables Rebate Notification	Run the AR Rebate Notification process.

CHAPTER 28

Using Commitment Control Processing in Receivables

This chapter provides an overview of revenue estimate processing and discusses how to perform commitment control processing in Receivables.

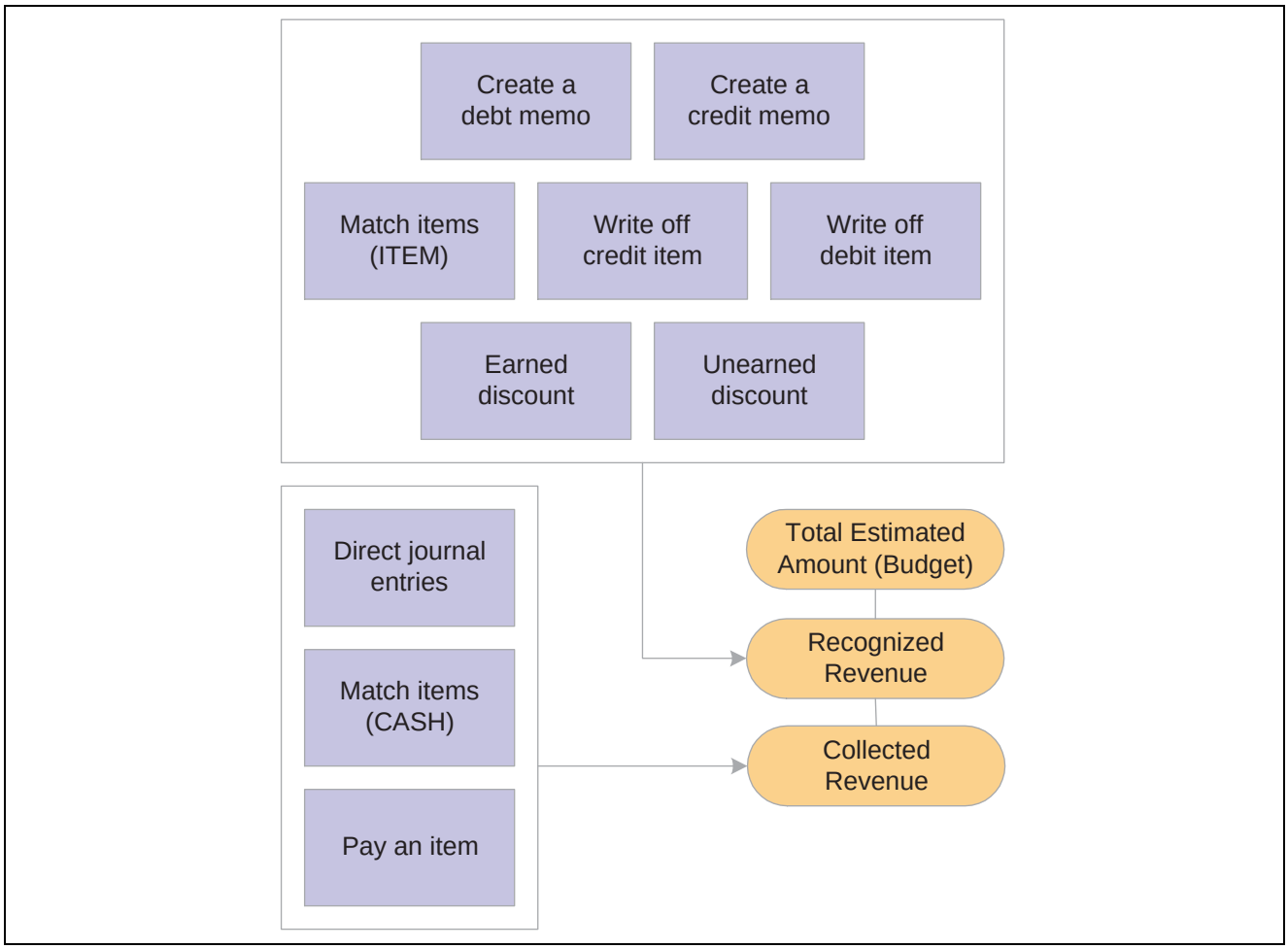
Understanding Revenue Estimate Processing

This section provides an overview of revenue estimate processing and discusses:

- The Revenue Estimate Application Engine process (AR_REV_EST).
- Special condition handling during the Revenue Estimate process.

The role of Receivables in the commitment control process is to create source transactions for the revenue entries in the control budgets. A budget in Receivables is a fixed income allocation (that is, a revenue estimate) with two monetary buckets, a recognized revenue bucket and a collected revenue bucket. *Recognized revenue* is revenue that has been billed to the customer but for which payment has not yet been received. In other words, it is open receivables. *Collected revenue* is cash that has been received as payment. The combined amounts should eventually match the total estimated amount, which is your budget.

Most receivable functions that you perform update one of the two revenue buckets. In some cases, they update both. This diagram shows which functions update each revenue bucket.



Revenue Estimate processing in Receivables

You run the following processes to update the control budgets:

- The Revenue Estimate process, which creates the source transactions for the control budget ledger for all activity except direct journals.
- The Budget Processor Application Engine process (FS_BP), which updates the revenue buckets and creates the commitment control budget lines.

The Receivable Update Application Engine process (ARUPDATE) automatically runs the Revenue Estimate process and Budget Processor when it completes if you enabled commitment control for Receivables. If you have errors in the source transaction or budget checking errors, you must run the Budget Processor after you correct the errors. If you choose to delete the activity's source transactions, you must rerun the Revenue Estimate process prior to running the Budget Processor again. You only need to rerun these processes if you have corrected errors.

Note. The Revenue Estimate process does not change the distribution of Receivables accounting entries in General Ledger. If you enabled commitment control for Receivables and for the general ledger business unit associated with the receivables business unit, you must budget check the entries before you distribute them to General Ledger.

See Also

PeopleSoft Enterprise Commitment Control 8.9 PeopleBook, "Processing Source Transactions Against Control Budgets"

The Revenue Estimate Application Engine Process

The Revenue Estimate process uses the revenue accounting lines in the Item Distribution (PS_ITEM_DST) table to generate the source transactions for the control budget ledger. It generates one source transaction for each revenue line. If the activity does not generate a revenue line, the Revenue Estimate process searches the preceding activity for a revenue account and follows these rules:

- If the activity is a Create a Debit Memo (IT-01), Create a Credit Memo (IT-02), or Create an Overdue Charge (FC-01) activity, the process uses the revenue account for that activity.

  If it cannot find a revenue account, the transaction causes an error. Enter the revenue account manually on the Revenue Estimate Correction page.
- If the activity is a Transfer Item to Customer (TR-02) activity and the item was transferred to a customer in the same business unit, the process uses the revenue account of the *from* item.
- If the item is system-generated (for example, an underpayment or an overpayment), no revenue account exists, and the process does not generate a source transaction.

  When you create the write-off for an underpayment or overpayment, the system updates the revenue buckets.

Special Condition Handling During the Revenue Estimate Process

This section describes how the Revenue Estimate process generates source transactions for these special conditions:

- Overpayments.
- Underpayments.
- Prepayments.
- Draft processing.
- Write-offs on maintenance worksheets.
- Source transactions for Billing and Contracts items.
- Directly journalled payments.
- Realized gains and losses.
- Unpost groups.
- Items with VAT.
- Multiple revenue lines.

Overpayments

If you have an overpayment (MT-05, WS-04, WS-05, or WS-06 item activities) and you leave the cash or credit on-account, the process does not create source transactions for the overpayment amount. When you apply the remaining cash or credit to an item, it updates the collected revenue bucket. However, if you write off an overpayment, the process updates both the recognized and collected revenue buckets.

Here is an example of revenue estimate entries for on-account overpayments:

Transaction	Recognized	Collected
Original 100.00 item	-100.00	
110.00 payment		-100.00

Here is an example of revenue estimate entries for writing off an overpayment:

Transaction	Recognized	Collected
Original 100.00 item	-100.00	
110.00 payment		-100.00
Write-off of 10.00	-10.00	-10.00

Note. You cannot combine cash and a credit memo when you create an overpayment. If you have an overpayment, the entire amount should come from cash or the entire amount should come from a credit memo. This is necessary because the system updates the buckets differently depending on whether the overpayment is from cash or a credit memo. If you combine them, it cannot determine how to update the buckets.

Underpayments

If you have an underpayment and you pay off the item and create an adjustment item, the process updates the collected revenue bucket with the full item amount at that time. When you pay for the adjustment of the item, the system does not create any further source transactions.

Here is an example of revenue estimate entries for an underpayment with an adjustment:

Transaction	Recognized	Collected
Original 100.00 item	-100.00	
90.00 payment and 10.00 adjustment		-100.00
Apply 10.00 payment to the adjustment	No entries	

When you have an underpayment and you write off the remainder of the item, the process creates one source transaction that updates the collected revenue bucket for the amount of the payment. It also creates another source transaction that debits the recognized bucket for the write-off.

Here is an example of revenue estimate entries for an underpayment and a write off:

Transaction	Recognized	Collected
Original 100.00 item	-100.00	
90.00 payment		-90.00
10.00 write-off item	10.00	

Prepayments

When you create the prepayment item (WS-04), the Revenue Estimate process does not create source transactions for the control budget. When you create the IT-01 item for the prepayment, the Revenue Estimate process generates the source transactions that update both the collected and the recognized bucket. It uses the accounts from the new item to create the entries.

Here is an example of revenue estimate entries for a prepayment:

Transaction	Recognized	Collected
100.00 Prepayment (WS-04)		
100.00 Item (IT-01)	-100.00	-100.00

If you create prepayments using the draft worksheet, the process is the same except that it does not create the source transactions when you create the IT-01 item if the cash for the draft has not been recognized yet. When the cash is recognized at the discount date or at the due date, the process looks to see if an IT-01 item already exists for the prepayment and generates the source transactions. If you void, dishonor, or cancel the remittance for a draft with prepayments, the process reverses transactions only if the prepayment has already been applied to an item.

Draft Processing

When the process creates source transactions for the Pay an Item (DM-01), Write-off an Overpayment (DM-08), and Write-off an Underpayment (DM-09) activities on the draft worksheet, it places them in two holding tables (PS_ARCC_HLDTRN_HDR and PS_ARCC_HLDTRN_TBL) until the cash is recognized for the draft. When the cash is recognized either at the discount date or at the due date, it moves the source transactions from the holding tables to the application tables (PS_AR_CC_TRAN_HDR and PS_AR_CC_TRAN_TBL) that hold the source transactions for budget processing.

The process also uses the holding tables when you void or dishonor a draft or when you cancel a draft remittance.

Write-offs on Maintenance Worksheets and in Automatic Maintenance

If you write off an item on a maintenance worksheet or if the Automatic Maintenance Application Engine process (AR_AUTOMNT) writes off an item, the system uses the reason for the write-off item to determine which bucket to update. You define which buckets to update in the automatic entry type for the write-off system functions for maintenance groups.

Source Transactions for Billing and Contracts Items

If you enter your invoices (IT-01 or IT-02 items) in Billing, Receivables creates the source transactions for them in the recognized revenue bucket if Receivables generates the accounting entries. When Billing creates the accounting entries, Receivables does not create the source transactions to update the recognized bucket. You must create the source transactions in Billing.

When you a apply payment to an item interfaced from Billing, the Revenue Estimate process uses the revenue lines in the Billing accounting entry table (PS_BI_ACCT_ENTRY) to generate the source transactions for the collected bucket. The Revenue Estimate process creates the source transactions for the payments only after the billing source transactions have been budget checked. If the item has an associated contract line in Contracts, then the process uses the revenue lines that reside on the Contracts accounting line tables. General Ledger updates and budget checks the recognized revenue lines for the budget when you post the Contracts journals in General Ledger. The process looks for the revenue lines in these tables to populate the revenue collected bucket:

1. Contracts Accounting Line Projects table (PS_CA_ACCTG_LN_PC), which contains the revenue lines for rate-based contracts.
2. Contracts Accounting Line table (PS_CA_ACCTG_LINE), which contains the revenue lines for amount based contracts.

   The process uses the most recent revenue entry that was posted for the contract line in the Contracts Accounting Line table (PS_CA_ACCTG_LINE). It is recommended that you use the same revenue distribution lines for amount-based contracts throughout the life of the contract. At least one revenue event must be posted in Contracts before you apply the first payment to the item associated with the contract line. If there are no posted revenue lines for the contract line, the process does not update the collected revenue bucket and the process generates an error message.

   If you receive an error, you should post some revenue lines for the contract line in Contracts, and then rerun the Revenue Estimate process.

Directly Journalled Payments

When you journal a payment directly to the general ledger, the system uses the information in the PS_PAY_MISC_DST table to update the recognized and collected buckets. There will be no source transactions for direct journals in the revenue estimate tables: PS_AR_CC_TRAN_HDR and PS_AR_CC_TRAN_TBL. Therefore, you do not need to run the Revenue Estimate process for directly journalled payments.

Realized Gains and Losses

If you apply a payment to an item in a foreign currency and there is either a realized gain or loss, the process creates an additional transaction to adjust the amount in the collected bucket.

Here is an example of revenue estimate entries for a transaction with realized gain or loss:

Transaction	Recognized	Collected
Original Item	-100.00	
Payment		-100.00
Realized Gain or Loss		2.00

Unpost Groups

When you unpost a group, the Revenue Estimate process creates source transactions to reverse the original entries in the revenue budget.

Items with VAT

If an item contains a VAT amount or sales tax, only the base amount of the transaction updates the revenue buckets. For example, if the total item is 108.00 EUR and the VAT amount is 8.00 EUR, the process updates the revenue budgets with 100.00 EUR.

Multiple Revenue Lines

If an item has multiple revenue lines and it is completely paid by one payment, the system uses the same amounts for each revenue account as the original revenue lines.

If an item has multiple revenue lines and you make a partial payment, the system provides a page in the worksheet components where you can specify how to distribute the revenue amount. This page is available only if you selected *Allow Manual Distribution* in the Multiple Revenue Line field for the business unit. If you do not enable manual distribution, the system automatically prorates the payment amount across the remaining revenue balances.

See Also

Chapter 4, "Defining Receivables Processing Options," Setting Up Item and Automatic Entry Types for Revenue Estimate Processing, page 85

Prerequisites

Before you can run the revenue estimate processes, you must perform the following tasks:

1. Enable commitment control accounting for Receivables on the Installation Options - Installed Products page.
2. Set up the system for commitment control accounting.
3. Review the source transaction definition for the commitment control transactions for the Revenue Estimate process and for direct journal payments.
4. If the system function for an item entry type specifies that the revenue estimate bucket is user-defined, specify which bucket to update for each entry reason.
5. If the system function for an automatic entry type specifies that the revenue estimate bucket is user-defined, specify which bucket to update for each entry reason.
6. Make sure the user-defined accounting lines (revenue lines) contain ChartFields in the control budget ledger.
7. Define the defaults for revenue estimate processing for each business unit by tableSet on the Receivables Options - General 2 page.
8. Disable Billing and Contracts on the Installed Products page if you do not have those products installed on your system.

   This improves performance, because the Revenue Estimate process does not search records in Billing or Contracts for revenue lines.

See Also

Chapter 4, “Defining Receivables Processing Options,” page 49

Chapter 3, “Defining Receivables Business Units,” Defining Additional General Options, page 27

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, “Setting Installation Options for PeopleSoft Applications,” Defining Options for Installed PeopleSoft Applications

PeopleSoft Enterprise Commitment Control 8.9 PeopleBook, “Setting Up Basic Commitment Control Options”

PeopleSoft Enterprise Commitment Control 8.9 PeopleBook, “Setting Up Commitment Control Source Transaction Types”

Performing Commitment Control Processing

This section provides an overview of the commitment control process flow, an overview of budget checking error correction and warnings, lists common elements, and discusses how to:

- Review revenue estimate entries.
- Correct revenue estimate errors.
- Run the Revenue Estimate process.
- Run the Budget Processor.
- View budget checking exceptions for revenue estimate source transactions.
- View direct journal exceptions.

Understanding the Commitment Control Process Flow

Perform these tasks for revenue estimate and budget checking processing:

Note. These steps do not apply to direct journal payments.

1. Run the Receivable Update process to post groups, create accounting entries, create the source transactions, and budget check the source transactions.

   Note. The Receivables Update process runs the Revenue Estimate process and budget checks the transactions only if you have enabled commitment control for Receivables and the general ledger business unit associated with the receivables business unit.

2. (Optional) Review the source transactions.
3. Correct errors in the source transactions if needed.

   For example, you might post some revenue lines for a contract line in Contracts.

4. Run the Revenue Estimate process again if you corrected errors in source transactions.

   In some cases, you need to unpost the original group and correct the accounting lines. If this is the case, you run the Receivable Update process to post the group again and it automatically runs the Revenue Estimate process.

See Chapter 28, "Using Commitment Control Processing in Receivables," Understanding Budget Checking Error Correction and Warnings, page 711.

Note. You can run the Budget Processor process at the same time if you do not want to review the source transactions before you budget check the transactions.

5. Run the Budget Processor process again if you corrected errors in the source transactions.
6. View budget checking errors and warning exceptions and resolve them.
7. Run the Budget Processor again if you corrected errors or overrode the exceptions.

See Also

Chapter 12, "Setting Up Receivable Update and Pending Group Generator," page 291

Chapter 19, "Entering Payments," Journalling Payments Directly to the General Ledger, page 487

Understanding Budget Checking Error Correction and Warnings

Transactions typically fail the budget checking process because the amount of the source transactions exceeds the amount in the control budget and the commitment control option for the budget. If this occurs, you have two options:

- Credit the revenue estimate budget amount.
- Mark the entire transaction to bypass budget checking on the Commitment Control, Revenue Estimate Exceptions, or Misc Payment Exceptions page for the transaction.

  After you mark it, you must run the Budget Processor process again.

A transaction could also fail because you provided a revenue account that is not in the revenue estimate budget. If this is the case, you need to perform the following tasks:

1. Set the group that included the source transactions to unpost.
2. Run the Receivable Update process, which reruns the Revenue Estimate process and the Budget Processor.

   The Revenue Estimate process deletes the source transactions and does not create new sources transactions.
3. Recreate the items with the correct data.
4. Run the Receivable Update process again, which reruns the Revenue Estimate process and the Budget Processor.

If you run the Budget Processor when you run the Receivable Update process or from the Budget Processor page, use the message log to see if you have received any warnings. Alternatively, go directly to the budget exception pages to see if you have any warnings. Select *Only Warnings Exist* in the Process Status field, when you search for exceptions to display only transactions with warnings.

If you budget check transactions from an online page, such as the Direct Journal Payments - Accounting Entries page or the Corrections page for the Revenue Estimate process, the system displays a warning message for any type of warning including the warning for negative expense budgets. Users must go to the appropriate budget exceptions page to determine the type of warning. If there is a warning status at the line level, you can drill directly down to the warning on the exception page by clicking the Budget Check Options button.

Note. You receive the warning message when you budget check transactions online only if you selected the Pop Up Error/Warning Message check box on the Installation Options - Commitment Control page.

See Also

Chapter 27, “Posting and Unposting Groups,” Unposting Groups, page 696

Chapter 27, “Posting and Unposting Groups,” Running Receivable Update, page 681

Chapter 4, “Defining Receivables Processing Options,” page 49

Chapter 28, “Using Commitment Control Processing in Receivables,” Running the Revenue Estimate Process, page 718

Chapter 28, “Using Commitment Control Processing in Receivables,” Running the Budget Processor, page 718

PeopleSoft Enterprise Commitment Control 8.9 PeopleBook, “Entering and Posting Commitment Control Budget Journals”

Common Elements in This Section

Click the Revenue Line Source button to access the accounting entries inquiry page where you can review the original accounting entries for the item activity.

Note. This option is not available for transactions with errors on the Revenue Estimate Correction page.

Accounting Date — Displays the accounting date for the item activity.

Amount and **Base Amount** (for all source transactions) — Displays the total amount of the source transactions for the item in the entry currency and the base currency.

Amount (for a single source transaction) — Displays the entry amount and currency of the item activity.

Base Amount (for a single source transaction) — Displays the base amount and currency of the item activity.

Budget Date — Displays the default budget date for entries to the recognized bucket is the accounting date for the item. Although you can change the budget date, it is recommend that you do not. This keeps the entries in the control budget ledger synchronized with the entries to the actual ledger. For entries to the collected bucket, the default varies based on your selection on the Receivables Options - General 2 page for synchronizing budget dates. If you selected *Yes*, the date for entries to the collected bucket matches the date for entries to the recognized bucket for the item. Otherwise, it is the accounting date for the current transaction. We recommend that the budget date for entries to the two buckets be the same so that the entries fall in the same budget period.

Budget Status (for all activity source transactions) — Displays the status of all the source transactions in the budget checking process. Values are:

Error: At least one of the source transactions failed to pass budget checking.

Not Chk’d (not checked): The Budget Processor has not processed the source transactions.

Valid: All the source transactions passed budget checking and the process created the journal lines in the ledger.

Budget Status (for a single source transaction)

Displays the status of a single budget line entry. Values are:

Error: The budget line failed to pass budget checking.

Not Chk'd (not checked): The Budget Processor has not processed the line.

Valid: The budget line passed budget checking and the process created the journal line in the ledger.

Warning: The Budget Processor issued a warning for a line, but also updated the control budget ledger.

Entry Type and **Reason**

Displays the entry type and reason that you assigned to the item activity.

GL Unit

Displays the general ledger unit that is linked to the receivables business unit for the item.

Group Unit, Group ID, and **Group Type**

Displays the business unit and ID for the group, and the group type for the item activity.

Ledger Grp (ledger group) and **Ledger**

Displays the General ledger group and ledger for the entries. These values appear only if the process created multibook entries.

Posted Date

Displays the date that you posted the item activity.

Rev Estimate (revenue estimate)

Indicates whether the source transactions for the item activity updated the *Collected, Recognized,* or *Both* buckets.

Sequence

Displays the sequence number for the item in the item group.

Status

Indicates whether source transactions passed the revenue estimate process successfully, or if they were in error. If an error exists, the Status field displays the reason. Values are:

Corrected: You corrected the source transactions on the Revenue Estimate Correction page.

Error: A source transaction has an unknown error.

Gen by BI (generated by billing): The process did not find revenue lines for invoices, credit memos, debit memos, or overdue charge invoices (IT-01, IT-02, or FC-01 activities) in the PS_ITEM_DST table, but it found them in the PS_BI_ACCT_ENTRY table. The process does not need to generate the source transactions because Billing generates them for the recognized revenue bucket.

Out of BU (out of business unit): The process could not create the source transactions because the item was transferred out of the business unit. The accounts were not available to update.

Processed: The process successfully generated source transactions for the item.

No Itm Rev (no item revenue lines): The process could not create the source transactions because no item revenue lines were associated with the current item activity or with the previous item activity.

Transferred: The process could not create the source transactions because it could not find the *from* item for a transferred item. (The process obtains the revenue accounts from the *from* item).

No Rev: The process could not create the source transactions because no user-defined revenue lines were set up for the item entry type or automatic entry type that you associated with the system function.

Skip: The system skips the request when the process runs.

Err Exists (error exists): The process could not create the source transactions because an error exists in a prior activity that affects the current activity. Correct the errors and run the process again.

View/Update Conversations Click to access the Conversations page where you view conversations associated with the item.

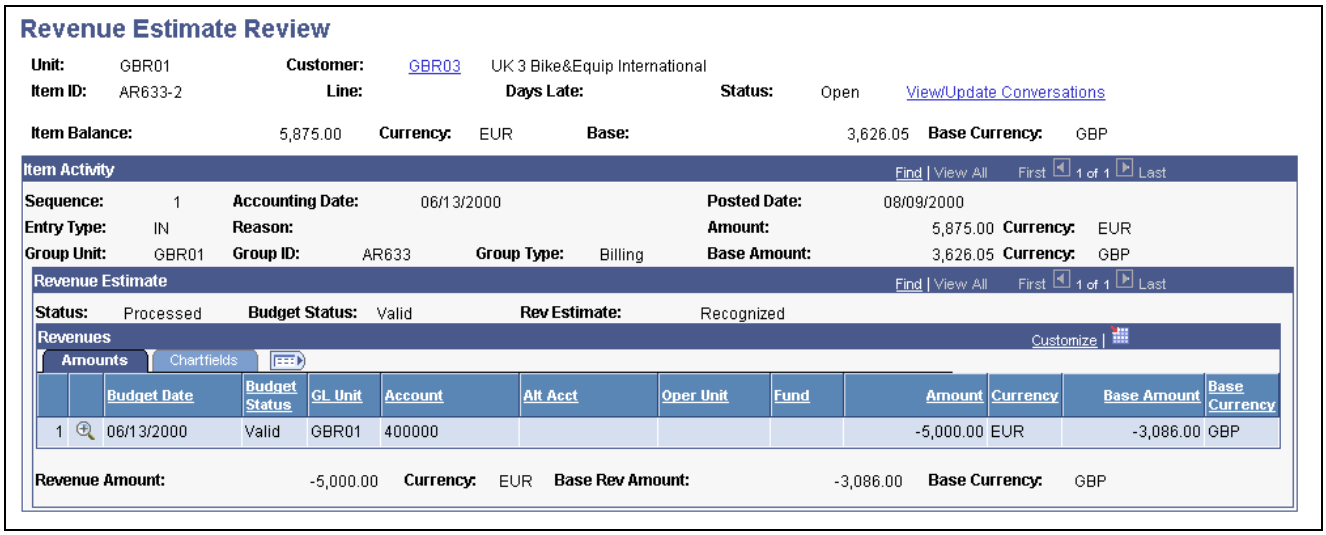
Pages Used for Commitment Control Processing

Page Name	Object Name	Navigation	Usage
Revenue Estimate Review	AR_CC_TRAN	Accounts Receivable, Receivables Update, Revenue Estimates, Review Transactions by Item, Revenue Estimate Review	View source transactions that the Revenue Estimate process created for all activities for an item. You can view both completed transactions and transactions with errors. However, you can change only the budget date for the transactions.
Revenue Estimate by Activity	AR_CC_TRAN_ACT	Accounts Receivable, Receivables Update, Revenue Estimates, Review Trans by Activity, Revenue Estimate by Activity	View source transactions that the Revenue Estimate process created for a single item activity. You can view both completed transactions and transactions with errors. However, you can change only the budget date for the transactions.
Revenue Estimate Correction	AR_CC_TRAN_ERROR	Accounts Receivable, Receivables Update, Revenue Estimate, Correct Transactions, Revenue Estimate Correction	Correct source transactions for the commitment control ledger that have errors. You can also flag the transactions to bypass budget checking before you process them or if they fail budget checking.
Revenue Estimate	REV_EST_REQUEST	Accounts Receivable, Receivables Update, Revenue Estimates, Create Transactions, Revenue Estimate	Re-create the source transactions for the control budget and optionally budget check the transactions.
Budget Processor	AR_CC_REQUEST	Accounts Receivable, Receivables Update, Revenue Estimates, Budget Check Transactions, Budget Processor	Rerun the Budget Processor process independently of the Revenue Estimate process.

Page Name	Object Name	Navigation	Usage
Revenue Estimate Exceptions	KK_XCP_HDR_AR1	Commitment Control, Review Budget Check Exceptions, Revenues, Revenue Estimate, Revenue Estimate Exceptions	View budget checking errors or warning exceptions for receivables source transactions. Users who have authority can also override the budget error exceptions.
Refine Inquiry Criteria (transaction exceptions)	KK_XCP_TR_ADV_SEC	Click Advanced Budget Criteria on the Revenue Estimate Exceptions or Misc Payment Exceptions pages.	Refine selection criteria for budgets to view.
Commitment Control	KK_XCP_TRAN_SEC	Click the Budget Check Details button on the Revenue Estimate Exceptions or the Misc Payment Exceptions pages.	View details about a source transaction with exceptions, including the amount type and override information.
Receivables Revenue Estimate Line Drill Down	KK_DRL_AR1_SEC	Click the View Exception Details button on the Revenue Estimate Exception page for a specific budget line.	View line details for receivables items with budget exceptions.
Line Exceptions	KK_XCP_LN_AR1	Commitment Control, Review Budget Check Exceptions, Revenues, Revenue Estimate, Line Exceptions	View individual transaction lines in a receivables source transaction with budget checking errors or warning exceptions.
Exception Details (lines)	KK_XCP_TRAN_SEC3	Click the View Exception Details button on the Line Exceptions page for the source transaction.	View budget and exception details for a transaction line.
Misc Payment Exceptions	KK_XCP_HDR_AR2	Commitment Control, Review Budget Check Exceptions, Revenues, Direct Journal, Misc Payment Exceptions	View individual transaction lines in a source transaction for a direct journal payment with budget checking errors or warning exceptions.
Receivables Miscellaneous Payment Line Drill Down	KK_DRL_AR2_SEC	Click the View Exception Details button on the Misc Payment Exception page for a specific budget line.	View line details for direct journal payments with budget error exceptions.
Direct Journal Exceptions - Line Exceptions	KK_XCP_LN_AR2	Commitment Control, Review Budget Check Exceptions, Revenues, Direct Journal, Line Exceptions	View individual transaction lines in a source transaction for a direct journal payment with budget checking errors or warning messages.

Reviewing Revenue Estimate Entries

Access the Revenue Estimate Review page or the Revenue Estimate by Activity page.



Revenue Estimate Review page

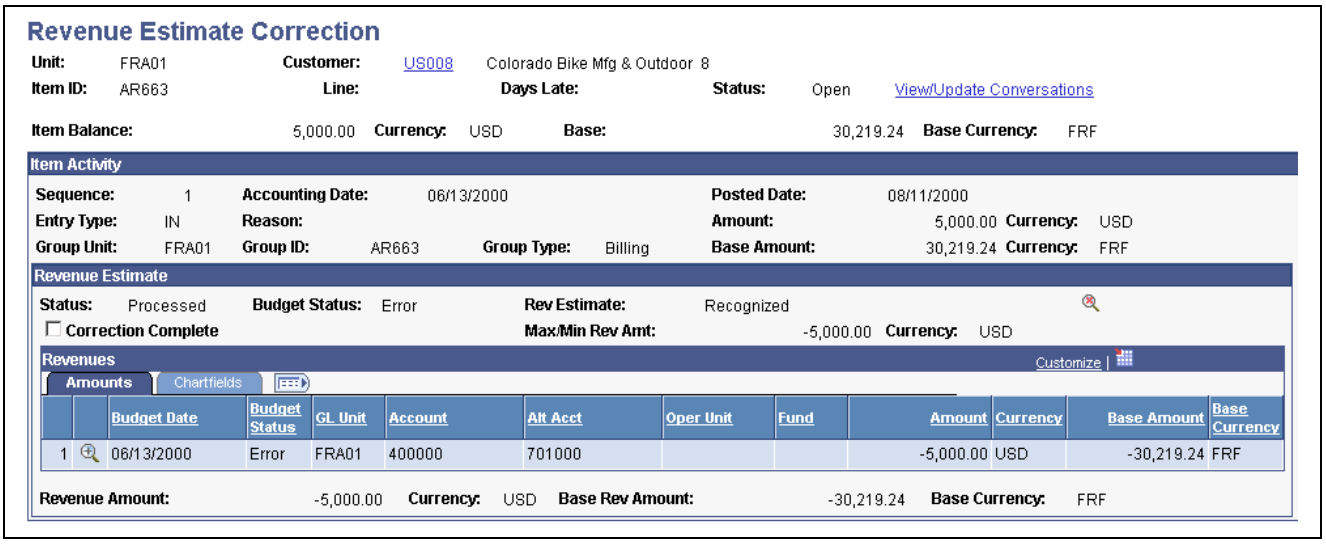
Use the Item Activity scroll area to view each activity for an item on the Revenue Estimate Review page. Use the Revenue Estimate scroll area to see source transactions for an item activity. The Revenues grid displays information for each source transaction.

Click the Budget Check button to run the Budget Processor, which checks the source transactions and creates the entries in the revenue bucket for the budget. This button is available only if the transactions have no revenue estimate errors. It is not available if you already ran the Budget Processor.

Note. The system displays a warning message if transactions passed budget checking but receive a warning status.

Correcting Revenue Estimate Entries

Access the Revenue Estimate Correction page.



Revenue Estimate Correction page

The page shows the source transactions for a single item activity. It shows only transactions with errors from the Revenue Estimate process or the Budget Processor.

Revenue Estimate

The Revenue Estimate group box displays information about the source transactions that the Revenue Estimate process generated.

Click the Delete Revenue Estimates button to delete all the source transactions for the item activity. This resets the Revenue Estimate process so that it can process the activity again. This button is not available if the Correction Complete check box is selected.

Note. If you delete an individual line, it will not update the control budget.

Click the Budget Check button to run the Budget Processor, which checks the source transactions and creates entries in the revenue bucket for the budget. This button is available only after you correct the errors and select Correction Complete. It is not available if you have already run the process.

Note. The system displays a warning message if transactions passed budget checking but receive a warning status.

Click the Budget Check Options button to open the Commitment Control page where you can flag the source transactions in error to bypass budget checking. You must have authority to override budget checking. Click the Go to Transaction Exception link on the Commitment Control page to go to the budget exception page to view details about the a budget checking error or warning. This button appears only if the item activity has a budget checking error.

Correction Complete Select after you correct the errors so that the Budget Processor will check the source transactions the next time you run the process.

Max/Min Rev Amount (maximum or minimum revenue amount) Displays the minimum or maximum amount permitted for the activity. You receive an error message when you save the page if the total of the revenue estimate lines exceeds the maximum or minimum revenue amount. If the activity credits revenue, the amount cannot exceed the maximum amount. If the activity debits revenue, the amount cannot exceed the minimum amount.

Revenues

The Revenues grid displays information for each source transaction. Change information in this grid as needed to correct the transaction.

The Revenue Estimate process may generate errors for several reasons. The following table lists the reasons and the corresponding resolutions.

Error	Resolution
You transferred the item from one business unit to another. Since different business units might use different revenue accounts, the process does not know which revenue accounts to use.	Enter the revenue accounts manually.
The system could not find revenue lines for the current item activity or in a previous activity for the item.	Enter the revenue lines manually.
The process could not find the From transfer information for a transferred item.	Enter the revenue lines manually.
You applied a payment to an item that was interfaced from Billing and the item has an associated contract line in Contracts for an amount-based contract. The process could not find any revenue lines for the contract in the Contracts PS_CA_ACCTG_LINE table.	You must first post some revenue lines for the contract line in Contracts and then run the Revenue Estimate process again.

Running the Revenue Estimate Process

Access the Revenue Estimate page.

From Date and **To** Enter the beginning and ending accounting date of the item activities to include in the run.

Send Transactions Generated Select to run the Budget Processor automatically immediately following the revenue estimate process.

Specify Transaction Type Select the source transaction type that the budget processor uses to read the source data and to perform budget checking. The page displays the default source transaction type specified on the Receivables Options - General 2 page. This check box is available only if you select the Send Transactions Generated check box.

Running the Budget Processor

Access one of the following pages to run the Budget Processor:

- The Budget Processor page to run the process for all source transactions that were processed successfully after correcting the errors.

  Also run it for transactions that the Revenue Estimate process created for direct journals.

- The Revenue Estimate page to run the Budget Processor process along with the Revenue Estimate process.

  If you run it with the Revenue Estimate process and you have errors in the source transactions, you must run it again after you correct the errors.

- The Revenue Estimate Review page to run the process for all source transactions for a single item.
- The Revenue Estimate Correction page or the Revenue Estimate by Activity page to run the process for all source transactions for a single item activity.

See Also

Chapter 28, "Using Commitment Control Processing in Receivables," Running the Revenue Estimate Process, page 718

Chapter 28, "Using Commitment Control Processing in Receivables," Reviewing Revenue Estimate Entries, page 716

Chapter 28, "Using Commitment Control Processing in Receivables," Correcting Revenue Estimate Entries, page 716

Viewing Budget Checking Exceptions for Revenue Estimate Source Transactions

Access the Revenue Estimate Exceptions page.

Use the pages in the Revenue Estimate component (KK_XCP_AR1) to review the budget exceptions and if you have authority to override specific budgets for a failed transaction, as well as all budgets for a failed transaction.

Click the View Related Links button at the top of the page to open a page that has the following options:

Go to Source Entry and *Go to Source Adjustment:* Opens the Revenue Estimate - Correction page, where you can change the source transaction and run the Budget Processor process.

Go to Source Inquiry: Opens the Revenue Estimate - Review page, where you can view the source transaction and run the Budget Processor process.

The process to use the Revenue Estimate component is similar to using the Generic Exceptions component (KK_XCP_GEN).

See Also

PeopleSoft Enterprise Commitment Control 8.9 PeopleBook, "Managing Budget Exceptions," Viewing and Handling Budget Transaction Exceptions

Viewing Direct Journal Exceptions

Access the Misc Payment Exceptions page.

Use the pages in the Direct Journal component (KK_XCP_AR2) to review the budget exceptions. If you have authority, use the pages to override specific budgets for a failed transaction, as well as all budgets for a failed transaction.

Click the View Related Links button at the top of the page to open a page that has links to the Directly Journalled Payments page, where you can change the source transaction and run the Budget Processor process.

The process to use the Direct Journal component is similar to using the Generic Exceptions component.

See Also

PeopleSoft Enterprise Commitment Control 8.9 PeopleBook, “Managing Budget Exceptions,” Viewing and Handling Budget Transaction Exceptions

CHAPTER 29

Processing Multiple Currencies in Receivables

This chapter provides an overview of multicurrency processing in Receivables, multicurrency processing for payments, realized gain and loss processing, multicurrency processing for statements, dunning letters, and overdue charges, multicurrency processing in history and aging, accounting entries for multicurrency transactions, multicurrency setup, and discusses how to revalue transactions.

See Also

PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook, "Processing Multiple Currencies"

Understanding Multicurrency Processing

Multicurrency processing is fully integrated into Receivables. It supports the common currency of the European Union (the euro), as well as currency conversions, remeasurement, revaluation, and translation. It also provides a complete audit trail of all multicurrency processing.

This section discusses:

- Types of currency
- Currency calculations

Types of Currency

PeopleSoft Enterprise applications use a currency code to identify and track individual currencies. Although the system does not require it, we suggest that you use the International Standards Organization (ISO) currency codes supplied with the application. You may use an unlimited number of currencies in PeopleSoft Enterprise applications.

Base Currency

A business unit can have only one *base currency.* This is generally the local currency for the organization. Accounting rules or other circumstances may dictate that it be different.

In Receivables, you assign a base currency to each business unit on the general ledger Definition page. Receivables business units use the base currency of their associated general ledger business units. Once established, the base currency of a general ledger business unit cannot be changed.

The system stores all customer-level accounting data in the business unit base currency. This includes balance information stored on the Customer Information and Balances table (PS_CUST_DATA), aging information stored on the Customer Aging table (PS_CUST_AGING), and history information maintained on the Customer History table (PS_CUST_HISTORY).

Entry and Payment Currency

Any currency with which a business unit interacts—other than its base currency—is a foreign currency. In Receivables, we refer to foreign currency as the *entry currency* when describing the currency in which customers are billed and as the *payment currency* when describing the currency in which customers pay.

The system stores all item-level accounting data in both the business unit base currency and the entry currency. Maintaining accounting data in this parallel form enables you to view item-level information in either currency.

Currency Calculations

The system performs several calculations when it works with multicurrency transactions.

Conversion

Conversion is the exchange of one currency for another. In Receivables, this refers to expressing the value of foreign currency transactions in terms of the base currency. Conversion occurs in many places in your Receivables system.

When you receive items from a billing system, you can supply an entry amount in a foreign currency. The system uses an exchange rate to convert the entry amount to the business unit base currency amount. When you apply payments in one currency to items in a different currency, the system performs currency conversion as necessary to enable payment application. During the revaluation of your current receivables balance, the process revalues open items based on business unit base currency.

Exchange Rate

An exchange rate is the value of one currency expressed in terms of another. Actual exchange rates vary based on the currency rate type that you use. There are several recognized currency rate types, including *spot* (immediate), *current, negotiated* (discount and premium forward rates), *average,* and *historical* rates. The system supports any number of exchange rates.

Unrealized Gains and Losses

An *unrealized gain or loss* represents the difference between the amount you would receive in your base currency if your outstanding foreign currency accounts receivable balance were paid now, and the amount you would have received if payment was made when the items were created. If the exchange rate is more favorable now than when the items were created, you have an unrealized gain. If the exchange rate is less favorable now, you have an unrealized loss.

Realized Gains and Losses

A *realized gain or loss* represents the actual increase or decrease, due to exchange rate fluctuations, in the amount of money received in the base currency. The system determines realized gain or loss at payment time and when you offset items on the maintenance worksheet or by running the Automatic Maintenance Application Engine process (AR_AUTOMNT).

Understanding Multicurrency Processing for Items

This section provides an overview of multicurrency and item processing and discusses:

- Item entry.
- Maintenance worksheets.

- Automatic maintenance.
- Transfer worksheets.

Every item is associated with two amounts:

- An entry amount.
- A converted base amount.

Many pages that contain item amounts display (or offer the option to display) both of these amounts.

At any time, you can revalue open items and generate adjusting entries for the general ledger.

If an item is entered with a currency that is different from that of the business unit, the system handles currency conversion automatically. The currency conversion is based on the rate type, the exchange rate, and the base currency of the business unit.

See Also

Chapter 29, "Processing Multiple Currencies in Receivables," Revaluing Transactions, page 732

Item Entry

When you enter pending items online, you provide an entry amount and currency for each pending item. If the entry currency is different from the business unit base currency, the system calculates the conversion and displays both amounts. Conversion uses the currency rate type from the customer or from the business unit. For groups of pending items, you can constrain all pending items to a selected currency; or you can leave multicurrency items in a single group with the totals represented by hash marks (#). Group balancing is based on the entry amount.

Billing systems may produce groups that contain invoices in multiple currencies, so you have the option to specify a currency for the group or to leave the currency code blank and then specify the currency code on the individual item. Currency conversion can occur before the interface or when you run the Receivable Update Application Engine process (ARUPDATE).

Maintenance Worksheets

Worksheet totals are in the anchor currency. The system calculates realized gain or loss information for partially and completely offset items using the items' entry and base currencies.

You can select items on the maintenance worksheet in any currency. When the first item is selected, that item's currency becomes the anchor currency for the worksheet. Optionally, you can establish an anchor currency before the first item is selected on the worksheet.

On a maintenance worksheet with multiple currencies, if a rounding difference exists when the system converts amounts, the Receivable Update process posts any leftover amounts using the rounding account code that you assigned to the business unit on the Receivables Definition - Accounting Options 1 page.

Automatic Maintenance

The Automatic Maintenance process converts item amounts to a common currency and uses that currency for the anchor currency for maintenance worksheets that it creates. The system calculates realized gain or loss information for partially and completely offset items using the items' entry and base currencies.

If a rounding difference exists when the process converts amounts, the Receivable Update process posts any leftover amounts using the rounding account code that you assigned to the business unit on the Receivables Definition - Accounting Options 1 page.

Transfer Worksheets

Transfers can involve more than one currency, so the actual totals that display at the bottom of the worksheet are represented by hash marks (#). The system uses the original exchange rate and rate type for transfers when the base currency is the same. No realized gain or loss occurs as the result of a transfer.

Understanding Multicurrency Processing for Payments

This section provides an overview of multicurrency and payment processing and discusses:

- Deposit and payment entry
- Payment worksheets
- Payment Predictor
- Draft worksheets

Payments carry both the payment amount and the converted base amount. The system handles conversion automatically based on rate types, exchange rates, and the base currency of the business unit. You can apply payments to items in different currencies. When an item is paid, the system calculates realized gain or loss and generates accounting entries to reflect the gain or loss.

The deposit and payment status pages reflect the currency of the payment. Other pages that contain payment amounts show both currencies—payment and base.

Deposit and Payment Entry

You can perform deposit entry using either of these methods:

- Limiting the deposit to only one currency.
- Entering a currency code for each payment.

If the deposit currency and the business unit base currency are different, the system stores both amounts on the system.

Payment Worksheets

When you apply a payment to items, the items do not have to have the same currency, and the payment does not need to have the same currency as the items.

Worksheet totals display in the payment currency. The system converts the sum of the selected items to the payment currency to match the deposit and payment totals at the bottom of the worksheet. When an item is partially or completely paid off on the payment worksheet, the system calculates realized gain or loss and generates the adjusting accounting entries.

If a rounding difference exists when the system converts the amount, the Receivable Update process posts the leftover amount using the rounding account code that you assigned to the business unit on the Receivables Definition - Accounting Options 1 page.

Example

Suppose that you have an invoice that is 12,565.39 USD, and you receive a EUR payment that converts to 12,565.40 USD. The Receivable Update process would post the .01 USD difference to the rounding account.

Note. If the transaction involves a realized gain or loss, the rounding account is not updated.

When the system calculates a realized gain or loss amount for an item, it includes in the calculation any gain or loss amount that results from a difference in exchange rates.

See Also

Chapter 29, "Processing Multiple Currencies in Receivables," Understanding Realized Gain and Loss Processing, page 725

Chapter 3, "Defining Receivables Business Units," Defining Multicurrency Processing Options and Distribution Codes, page 40

Payment Predictor

The Payment Predictor Application Engine process (ARPREDCT) applies payments to items, including items that do not share a single currency. Also, the payment may be in a different currency from the currencies of the items. For VAT-related transactions, we recommend that you route Payment Predictor results that contain remaining balance amounts to the payment worksheet.

Payment Predictor calculates the realized gain or loss on items for all applied payments, even when the entry currency for a payment differs from the item's base currency.

See Also

Chapter 9, "Setting Up Payment Predictor Processing," Payment Predictor and Multicurrency Processing, page 208

Draft Worksheets

When you apply a draft to items, the items do not have to have the same currency, and the draft does not need to have the same currency as the items.

Worksheet totals display in the draft currency. The system converts the sum of the selected items to the draft currency to match the draft totals at the bottom of the worksheet.

Understanding Realized Gain and Loss Processing

Realized gains and losses are the actual increases and decreases, due to exchange rate fluctuations, in the amount of money received in the base currency.

The system determines and generates realized gain or loss at payment time when you apply a payment on the payment worksheet or when the Payment Predictor process applies payments. The system also determines and generates realized gain or loss when you offset items using the Automatic Maintenance process or on the maintenance worksheets. If an item is not paid in full or offset in full, the system calculates realized gain or loss for a portion of the item at the time of partial payment or partial offset. All realized gain or loss figures appear in the period in which the item is paid.

If Payables is installed on your system, Receivables does not create realized gain or loss entries in the primary or secondary ledgers for a refund. Payables generates any realized gain or loss entries for the refund. If Payables is not installed on your system, Receivables creates a real gain or loss entry in both the primary and secondary ledgers for a refund if required.

The Receivable Update process creates the realized gain or loss accounting entries and the Journal Generator Application Engine process (FS_JGEN) summarizes them.

Note. If you pay for items using drafts, the system calculates the realized gain or loss for the item when the cash is recognized at either the due date or the discount date when the draft status is *Complete.*

Receivables calculates the realized gain or loss for discounts taken. The system performs the calculation for discounts taken automatically in Payment Predictor or manually on a payment worksheet. The system updates the Realized Gain/Loss account.

Example

Suppose that you pay an item whose entry currency was 100.00 EUR and whose base currency was USD 90.00. The exchange rate at the time of entry was .9 USD equals 1 EUR. When the payment is made, the exchange rate is .8 USD equals 1 EUR. A 2 percent discount was taken when the payment was made.

When the payment is made, the accounting entries would look like this:

Transaction	Entry Currency Debit	Entry Currency Credit	Base Currency Debit	Base Currency Credit
Cash (debit)	98.00 EUR		78.40 USD	
Discount expense (debit)	2.00 EUR		1.60 USD	
Discount realized gain/loss (debit)			.20 USD	
Receivables realized gain/loss (debit)			9.80 USD	
Receivables account * (credit)		100.00 EUR		90.00 USD

*For drafts, the receivables account is the last updated debit account in the draft life cycle (for example, remitted draft receivables or draft cash control). For all other payments, the receivables account is the AR account.

Understanding Multicurrency Processing for Statements, Dunning Letters, and Overdue Charges

Customer statements, dunning letters, and overdue charge invoices display the foreign currency information for an item and calculate customer totals by foreign currency. If a correspondence customer has open items in more than one foreign currency, the items are grouped and totaled by foreign currency. However, you may also choose to generate the correspondence in a single display currency by choosing a currency from the respective correspondence request on the Display Currency page.

Understanding Multicurrency Processing in History and Aging

The Aging Application Engine process (AR_AGING), which updates summary aging information, uses the base currency amount for items. The Receivable Update process also uses the base currency amounts to update user-defined history, payment performance history elements, and days sales outstanding.

Because the base currency balance of open items can vary due to currency fluctuations, you can generate aging reports using different values. The item balance can be the business unit base value, the value based on a specified rate, or the balance in the entry currency.

Understanding Accounting Entries for Multicurrency Transactions

If you enter pending items or payments in a currency other than the business unit base currency, accounting entries carry currency information. Receivables displays accounting entries as follows:

Entry Type	Currency Type
Receivables entries.	Entry and business unit base currencies.
Cash entries.	Payment and business unit base currencies.
User-defined entries.	Entry and business unit base currencies.
Realized or unrealized gain/loss entries.	Base currency.

You can display the totals on the Accounting Entries page in the entry, payment, or base currency.

You create accounting entries for unrealized gain or loss when you run the Receivables Revaluation Application Engine process (AR_REVAL). Accounting entries are also created when you run the Receivable Update process.

The accounting entries generated show both realized gain or loss, and unrealized gain or loss. The system creates accounting entries for realized gain or loss based on the items paid on the maintenance or payment worksheets.

For a partial payment, the system calculates realized gain or loss based on the payment amount.

The system stores realized gain and loss accounting entries in the Item Distribution (PS_ITEM_DST) table along with other accounting entries generated by the system. It stores unrealized gain or loss accounting entries in their own table (PS_RVL_ACCTG_LN_AR). The Journal Generator process creates and writes journal entries to the Journal Line table (PS_JRNL_LN) and the Journal Header (PS_JRNL_HEADER) table in the process of selecting and summarizing accounting entries in general ledger journal entries.

Note. The Journal Generator processes unrealized gain or loss accounting entries as a separate request.

Multibook Processing

If you select the multibook option on the Installation Options - Overall page, the Receivable Update process creates accounting entries for both the primary ledger and secondary ledgers, including translation ledgers. Each ledger may have a different currency. Secondary ledgers have the same foreign amount currency as the primary ledgers. Translation ledgers create accounting differently than primary and secondary ledgers. When a translation ledger is created, the base currency of the primary ledger becomes the transaction or foreign currency of the translation ledger. This amount is then converted to the base currency of the translation ledger.

Example

Suppose that you enter an item in EUR for a business unit whose base currency is CAD. The base currency for the secondary ledger is EUR. The base currency for the translation ledger is USD. In this case, the process would create entries in these currencies:

Ledger	Foreign Currency (Transaction Currency)	Base Currency
Primary Ledger	EUR	CAD
Secondary Ledger	EUR	EUR
Translation Ledger	CAD	USD

Note. Multibook functionality does not apply to direct journal payments. Therefore, secondary lines are not created for direct journals.

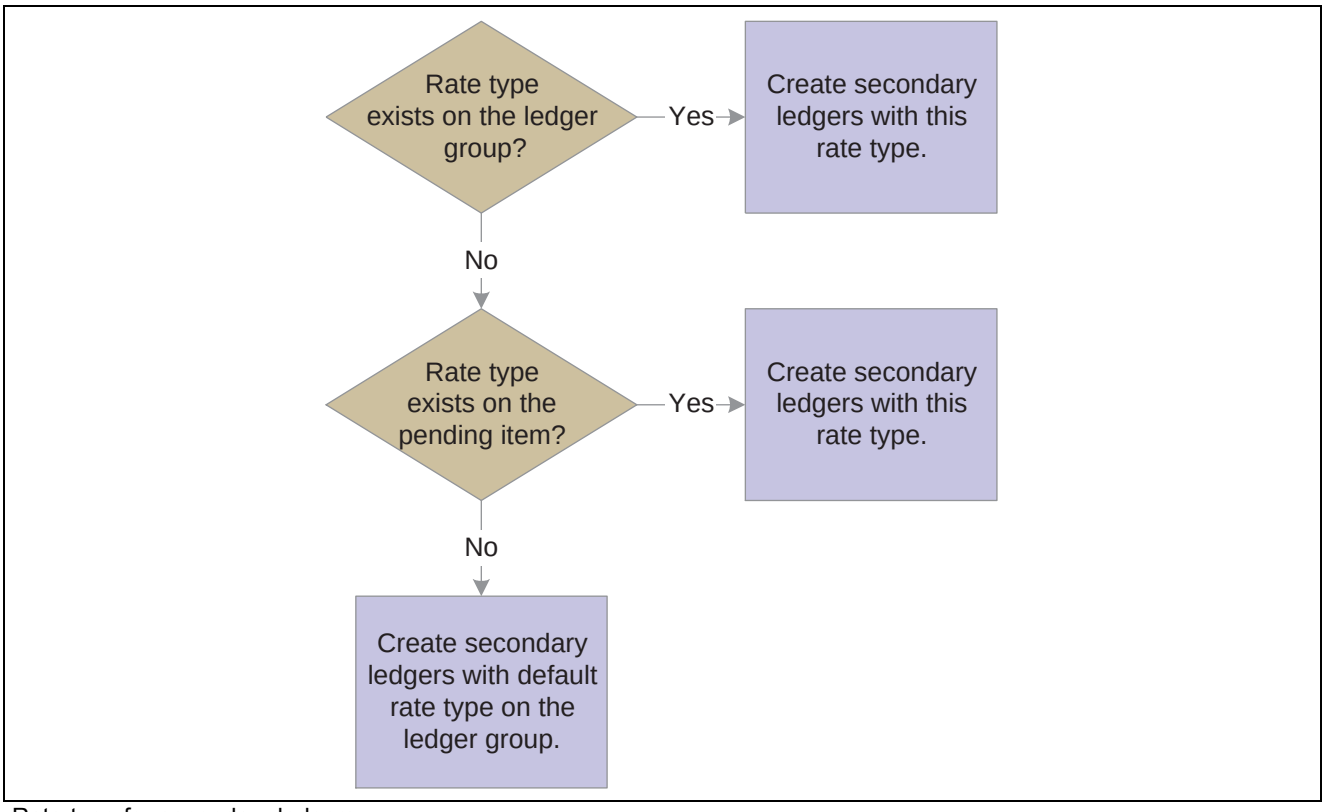
Rate Types for Secondary Ledgers

The method that the system uses to obtain the rate type for secondary ledgers varies based on the type of transaction. This table shows how it obtains the rate types for the different types of transactions.

Transaction Type	Method
Online pending item entry	The system does the following: • If a rate type exists for the secondary ledger on the Ledger Group - Definition page, it uses that rate type. • If a rate type isn't defined for the secondary ledger, the system uses the rate type on the pending item. • If the pending item has no rate type, the system uses the default rate type for the secondary ledger on the Ledger Group - Definition page. The system populates the rate type for the pending item based on the value assigned to the customer. If the customer has no rate type, it uses the rate type for the business unit as defined on the Receivables Options - Payment Options page.
Payment worksheets	The system does the following: • If a rate type exists for the secondary ledger on the Ledger Group - Definition page, it uses that rate type. • If a rate type isn't defined for the secondary ledger, the system uses the rate type entered for the deposit on the Totals page. • If the deposit has no rate type, the system uses the default rate type for the secondary ledger on the Ledger Group - Definition page. The system populates the rate type for the deposit based on rate type for the business unit as defined on the Receivables Options - Payment Options page.
Maintenance worksheets	The system does the following: • If a rate type exists for the secondary ledger on the Ledger Group - Definition page, it uses that rate type. • If a rate type isn't defined for the secondary ledger, the system uses the rate type entered for the maintenance worksheet on the Worksheet Selection page. • If the worksheet has no rate type, the system uses the default rate type for the secondary ledger on the Ledger Group - Definition page. The system populates the rate type for the worksheet based on rate type for the business unit as defined on the Receivables Options - Payment Options page.
Transfer worksheets	The system does the following: • If a rate type exists for the secondary ledger on the Ledger Group - Definition page, it uses that rate type. • If a rate type isn't defined for the secondary ledger, the system uses the default rate type for the secondary ledger on the Ledger Group - Definition page.

Transaction Type	Method
Customer-initiated drafts	The system does the following: • If a rate type exists for the secondary ledger on the Ledger Group - Definition page, it uses that rate type. • If a rate type isn't defined for the secondary ledger, the system uses the rate type entered for the draft on the Draft Entry page. • If the draft has no rate type, the system uses the default rate type for the secondary ledger on the Ledger Group - Definition page. The system populates the rate type for draft creation based on rate type for the business unit as defined on the Receivables Options - Payment Options page.
Vendor-initiated drafts	The system does the following: • If a rate type exists for the secondary ledger on the Ledger Group - Definition page, it uses that rate type. • If a rate type isn't defined for the secondary ledger, the system uses the default rate type for the secondary ledger on the Ledger Group - Definition page.
Direct debits	The system does the following: • If a rate type exists for the secondary ledger on the Ledger Group - Definition page, it uses that rate type. • If the ledger group does not have a rate type, the system uses the default rate type for the ledger group.

This diagram shows how the system obtains the rate type for the secondary ledger entries:



Rate type for secondary ledgers

See Also

PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook, "Processing Multiple Currencies," Multibook

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Setting Up Ledgers," Multibook Ledgers

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Setting Up Ledgers," Defining a Ledger Group

Understanding Multicurrency Setup

The pages that you use to define the currency codes, rate types, and exchange rates for currency conversion are common to all PeopleSoft Enterprise Financials Management Solutions and Supply Chain Management applications. You set up the currency tables once for all applications.

In addition to setting up currency tables, you must assign the currency codes to business units and setIDs. Currency controls include the base currency for each business unit, the default currency and rate types for customers and origins, and the accounting entry templates for realized and unrealized gain or loss.

Before you can process items and payments in multiple currencies, you must perform these tasks:

- Confirm that the currencies you use in your organization are already defined on the Currency Code page.
- Assign a base currency to the general ledger business units with which your Receivables business units are associated on the General Ledger Definition page.

Note. You cannot change the base currency associated with a Receivables business unit.

- Set the default rate type for business units on the Receivables Options - Payment Options page.

Note. You can override the default rate type for individual customers when you set them up, and you can override the default for individual items during pending item entry.

- Set up distribution codes for unrealized gains and losses.
- Set up a distribution code for the AR account for translation ledgers if you enabled the multibook option.
- Link the distribution codes that you created to business units on the Receivables Definition - Accounting Options 1 page.
- Assign a rounding account for leftover amounts from currency conversion on worksheets to each business unit on the Receivables Definition - Accounting Options 1 page.
- Specify the journal template to use when the system transfers revaluation information to the general ledger for each Receivables business unit on Receivables Definition - Accounting Options 1 page.

See Also

Chapter 3, "Defining Receivables Business Units," page 19

Chapter 4, "Defining Receivables Processing Options," Setting Up Distribution Codes, page 73

PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook, "Processing Multiple Currencies," Maintaining Currency Tables

Revaluing Transactions

This section provides an overview of the Revaluation Application Engine process (AR_REVAL) and discusses how to:

1. Run the Revaluation process.
2. Review revaluation accounting entries.

Understanding the Revaluation Application Engine Process

Revaluation restates the current receivables balance in the base currency, generating figures for unrealized gain or loss. As exchange rates fluctuate between the base currency and foreign currencies, the current value of open items changes. Companies generally revalue accounts at the end of each accounting period, resulting in adjusted entries that recognize unrealized gain or loss.

Note. If you use drafts to pay for items, the revaluation process also includes items paid by drafts until the draft status is *Complete*. The status for remitted drafts is complete when the cash is recognized on the due date, the discount date, or during bank reconciliation.

Some companies perform revaluation within their general ledger system. Others revalue in the source system and send resulting journals to the general ledger. The revaluation option is designed for companies that revalue in Receivables and then send the results to their general ledger.

The Receivables Revaluation process performs revaluation and generates unrealized gain or loss information by currency based on a specified rate type. You can use the unrealized gain or loss information to create an accrual entry for the general ledger that is reversed when you revalue again and make the next accrual.

Accounting Entry Summarization

You can summarize accounting entries at three levels:

- Business unit level.
- Customer level.
- Item level.

You make this choice on the Receivables Options - Payment Options page.

If you choose to summarize at the business unit level, the values for customer ID and item ID will be zero. If you choose to summarize at the customer level, the values for the item ID will be zero. If you summarize at the item level, each field contains a value.

The following examples show the accounting entries that the process would create using different summarization levels on the Receivables Options - Payment Options page for the following scenario:

- The business unit FRA01 has a base currency of EUR.
- The unrealized gain account is 68001.
- The unrealized loss account is 68002.
- The revaluation process includes the following invoices:

Customer	Invoice Number	AR Account	Unrealized Gain or Loss
A111	A1	12000	+10.00
A111	A2	22000	-40.00
A111	A3	12000	+50.00
B222	B1	22000	+20.00
B222	B2	12000	-80.00

If you summarize at the business unit level, the process creates the following accounting entries:

Business Unit	Customer	Invoice	Currency	Account	Debit	Credit
FRA01	0	0	EUR	68002	40.00	

Business Unit	Customer	Invoice	Currency	Account	Debit	Credit
FRA01	0	0	EUR	12000		20.00
FRA01	0	0	EUR	22000		20.00

If you summarize at the customer unit level, the process creates the following accounting entries:

Business Unit	Customer	Invoice	Currency	Account	Debit	Credit
FRA01	A111	0	EUR	68001		20.00
FRA01	B222	0	EUR	68002	60.00	
FRA01	A111	0	EUR	12000	60.00	
FRA01	A111	0	EUR	22000		40.00
FRA01	B222	0	EUR	12000		80.00
FRA01	B222	0	EUR	22000	20.00	

If you summarize at the item level, the process creates the following accounting entries:

Business Unit	Customer	Invoice	Currency	Account	Debit	Credit
FRA01	A111	A1	EUR	68001		10.00
FRA01	A111	A1	EUR	12000	10.00	
FRA01	A111	A2	EUR	68002	40.00	
FRA01	A111	A2	EUR	22000		40.00
FRA01	A111	A3	EUR	68001		50.00
FRA01	A111	A3	EUR	12000	50.00	

Business Unit	Customer	Invoice	Currency	Account	Debit	Credit
FRA01	B222	B1	EUR	68001		20.00
FRA01	B222	B1	EUR	22000	20.00	
FRA01	B222	B1	EUR	68002	80.00	
FRA01	B222	B1	EUR	12000		80.00

Prerequisites

Before you run the Receivables Revaluation process, perform these tasks:

- Determine how you want to view unrealized gains and losses on financial statements.

  If you want to view them separately, create one distribution code for unrealized gains and another for unrealized losses. Otherwise, create one distribution code for both unrealized gain and unrealized loss.
- Determine at what level you want to summarize the accounting entries for each business unit on the Receivables Options - Payment Options page.
- Run the Receivable Update process for all business units whose transactions you want to revaluate.

See Also

Chapter 4, “Defining Receivables Processing Options,” Setting Up Distribution Codes, page 73

Chapter 3, “Defining Receivables Business Units,” Defining Payment Options, page 29

Chapter 27, “Posting and Unposting Groups,” Running Receivable Update, page 681

Pages Used to Revalue Transactions

Page Name	Object Name	Navigation	Usage
Receivables Revaluation (process)	RVL_RUN_CNTL_AR	Accounts Receivable, Receivables Update, Revaluation, Request Revaluation, Receivables Revaluation	Run the Revaluation process.
Receivables Revaluation (inquiry)	RVL_AR_ACCTG_ENTS	Accounts Receivable, Receivables Update, Revaluation, Review Receivables Revaluation, Receivables Revaluation	View the accounting entries that the Revaluation process created for unrealized gain or loss.

Running the Revaluation Application Engine Process

Access the Receivables Revaluation (process) page.

Check Only Select to run the Revaluation process without distributing the accounting entries to the general ledger. The accounting entries are created, but are marked *Hold,* and are not available for distribution to the general ledger.

If this check box is selected, you can run this process as many times as needed to evaluate results using various rate types. Each time you run the process, it deletes any entries marked *Hold* from the previous run and creates new entries.

Rate Type Select the exchange rate type for revaluation.

Entry Currency Code Select a currency code to revalue a single currency. Use a single currency to evaluate your exposure to certain unstable currencies without running the whole report.

To revalue all currencies, leave this field blank.

Account Override the default receivables account for the item, if needed.

Accounting Date Enter the accounting date for the revalued amount of each item.

Note. The Receivables Revaluation process revalues only the items that you select to revalue. By default, the system revalues all items. You can override the default for a single item on the View/Update Item Details - Detail 1 page or on the detail information pages linked to a worksheet. You view a detail information page from any worksheet, but you can change the revalue flag only from the maintenance, payment, or draft worksheets.

See Also

Chapter 22, "Maintaining and Reviewing Item Information," Changing Discount, Payment, and Draft Options and Customer Relationship Information, page 550

Reviewing Revaluation Accounting Entries

Access the Receivables Revaluation (inquiry) page.

Currency The page displays one row for each currency that you revalued.

Accounting Date Displays the date that the Journal Generator process uses when creating journals for the general ledger.

Distribution Status Indicates if accounting entries with the specified currency have been incorporated in journals generated for the general ledger. Values are:

H (hold): You selected the Check Only check box on the run control request.

D (distributed): The Journal Generator process created journals that include revaluation entries in the currency. In this case, the general ledger Journal ID and Journal Date fields appear. When you run the Revaluation process, the system deletes all existing entries in the currency that have not yet been distributed to the general ledger.

Note. If entries are unbalanced, look for a missing distribution code or journal template. Because the Journal Generator process selects accounting entries based on their journal template, each line must have a journal template associated with it when it is created. The system uses the journal template specified on the Receivables Definition - Accounting Options 1 page and creates unbalanced entries if the template is missing.

CHAPTER 30

Using Document Sequencing in Receivables

This chapter provides overviews of document sequencing and document sequencing with Receivables transactions, and discusses how to:

- Change document types and document sequence numbers.
- Change or deleting documents with document sequence numbers.

See Also

PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook, "Defining Document Sequencing"

Understanding Document Sequencing

Some countries legally require that all financial transactions or documents be classified into different transaction types, and that within each transaction type, all documents be numbered sequentially. The document sequencing feature helps to maintain established business practices by meeting the following requirements:

- You can create documents online or through background (batch) processing.
- When you activate the document sequencing feature, the PeopleSoft system assigns a sequence number to each document, such as an item or journal.
- You can manually enter document sequence numbers.
- The system adjusts document sequence numbering when you delete, change, or unpost a document.

This section discusses:

- Receivables document types.
- Receivables group types and document types.
- Document types and Receivables accounting entries.

See Also

PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook, "Defining Document Sequencing," How the System Assigns Sequence Numbers

Receivables Document Types

After you set up the system for document sequencing, you can define the receivables document types, such as AR-CASH and AR-MAINT, by using the Document Type page.

Use the Sequence Range field to set up sequence ranges. Select the Automatic Numbering field if you want the system to generate document sequence numbers automatically.

Receivables Group Types and Document Types

Documents in Receivables include billing (items or invoices), overdue charges, payments, direct debits, drafts, transfer worksheets, and maintenance worksheets. Each document is associated with a group type. For example, the group type for payment is *P*.

You create document types and assign a document type to each group type. The system determines whether to assign a document sequence number automatically to an item in a group based on the document type that is assigned to the group type. You assign a document type to a group type on the Group Types page.

Note. For group types that the system creates in background processing, you must assign a document type that is set up for automatic numbering.

Because you enable the document sequencing option at the installation and the general ledger business unit level, all or none of the documents in the group have document sequence numbers.

See Also

Chapter 4, "Defining Receivables Processing Options," Setting Up Group Types and Group Origins, page 101

Document Types and Receivables Accounting Entries

Use the Journal Generator Template - Defaults page and Summarization page to assign a document type to the accounting entries that Receivables generates. The Journal Generator Application Engine process (FS_JGEN) uses this information to assign document sequence numbers to journals.

To retain and pass the document sequence numbers to General Ledger, access the Summarization page and then select the Retain Detail in the How Default Specified field.

See Also

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Using Journal Generator," Setting Up for Journal Generator

Understanding Document Sequencing with Receivables Transactions

This section describes how document sequencing affects the following transactions and activities in Receivables processing:

- Overdue charges.
- Payments.
- Drafts.
- Direct debits.
- Maintenance worksheets and transfer worksheets.
- Posting and unposting.
- Interunit accounting entries.

Overdue Charges

Since the system creates overdue charges in a background process, you must assign a document type to the overdue charge group type that is set up for automatic numbering.

Payments

When you receive payments, the transaction may or may not have a document sequence number. If document sequencing is enabled for the business unit, either the Payment Predictor Application Engine process (ARPREDCT) or the payment worksheet automatically assign a number.

Because the Payment Predictor process and payment worksheets generate items and assign document sequence numbers by using background processes, you must assign a document type, which is set up for automatic numbering, to the payment group type to get the proper next sequential number assigned.

Payment Worksheets

If you want to enter a document sequence number manually for a payment worksheet, you can assign a document type that is set up for manual numbering when you build the worksheet and then assign a document sequence number. If the worksheet uses the default document type, the system assigns a document sequence number when you save the worksheet.

The document sequence number is at the worksheet level. Accounting entries for all items that are created or selected by the worksheet have the same document sequence number as the payment.

Payment Predictor

The Payment Predictor process assigns a document sequence number to payments that do not already have the document sequence number assigned when it generates worksheets or when it creates a payment group.

Direct Journal Accounting Entries

Direct journal accounting entries have the same document sequence information as the payment.

Cash Control Accounting

For cash control payments that are entered in a payment interface, such as a lockbox, a bank statement, or an Electronic Data Interchange (EDI) transmission, the system assigns the document sequence number when it creates the payment and accounting entries.

Cash control accounting entries have the same document sequence information as the payment.

Drafts

The system automatically assigns a document sequence number for each draft accounting event. The setup for each draft event on the Business Events page for document sequencing determines if you assign a document type to the Draft group type or to an event that is associated with a bank account which has a Draft payment method.

Since the process that creates the drafts must be able to assign a document sequence number automatically, you must assign a document type to the group type or the draft event that is set up for automatic numbering.

The Receivable Update Application Engine process (ARUPDATE) assigns the document sequence number to drafts each time that it processes a draft event.

The system provides the default document type when you approve a draft on a draft worksheet. If you want to change the document type, you click the Document Sequence button to access the Document Sequence page. If you select a document type that is set up for manual numbering, you must enter a document sequence number before you save the draft. If you select a document type that is set up for automatic numbering, the system assigns a number when you save the draft.

See Also

Chapter 11, "Setting Up Draft Processing," Reviewing Business Events and Subevents, page 269

Direct Debits

Because the background process that creates the direct debits must be able to assign a document sequence number automatically, you must assign a document type to the direct debit group type that is set up for automatic numbering.

If you select a document type that is set up for manual numbering, you must enter a document sequence number before you submit the request. If you select a document type that is set up for automatic numbering, the system assigns a number when you submit the request.

Maintenance Worksheets and Transfer Worksheets

You should assign a document type to the maintenance and transfer group types that is set up for automatic numbering. If you want to enter a document sequence number manually, you can assign a document type that is set up for manual numbering when you build the worksheet, and then assign a document sequence number. If the worksheet uses the default document type, the system assigns a document sequence number when you save the worksheet.

The document sequence number is at the worksheet level. All accounting entries that result from the items that you create or that the worksheet selects have the same document sequence number.

Posting and Unposting

The Receivable Update process verifies that all accounting entries (except interunit entries) have a document sequence date. If there is a value in only one of these fields—document sequence number and document sequence date—on the pending item distribution table (PS_PENDING_DST), the system issues a document sequencing error for the item and the process does not post the item. If both fields are blank, the process automatically assigns both numbers. The document sequencing date is the system date and the sequencing number is assigned based on the accounting date of the item.

For example, if your created an item on January 22, 2004 and the item accounting date is December 19, 2003:

- The document sequencing date is January 22, 2004.
- The document sequence number is assigned by the system in the December 2003 range for the default document type for these transactions.

When you unpost a group and document sequencing is enabled, the system creates an unpost group with accounting entries that have a new document sequence number using the original document type. However, the system uses the document type that you define for the Unpost group type on the Group Type page if:

- The Keep Original Document Type check box is *not* selected on the Options page of the appropriate unpost group component.
- The Keep Original Document Type check box is selected and the document type is a manual type.

If you unpost a group that has transactions with both interunit accounting entries and document sequencing, the system uses a different document type for the interunit transactions. The system uses the document type that is assigned to the business unit for interunit accounting entries on the Business Unit Definition page.

See Also

Chapter 3, "Defining Receivables Business Units," Establishing General Ledger Business Unit Defaults, page 38

Interunit Accounting Entries

When you create accounting entries by using the Pending Group Generator Application Engine process (AR_PGG_SERV) for interunit transactions, the accounting entries that are for the general ledger business unit that initiates the interunit entries inherit the document type from the transaction itself. For interunit accounting entries, the posting process automatically assigns document sequence numbers by using this document type.

However, the accounting entries for the other general ledger business units that are involved in the interunit transaction have blank values in the document type, document sequence number, and document sequence date fields. The Journal Generator process fills in the document sequence values for entries in the other general ledger business units.

Changing Document Types and Document Sequence Numbers

If you generate documents online, use the Document Sequence page to specify document sequence values for documents. Use this page to override the default document type for a receivable transaction. If you enter document sequence numbers manually, use this page to manually enter a document sequence number.

Since you assign a document type to each group type, the system automatically assigns a default document type to each item when you enter the item.

Suppose that the AR-CASH document type is set to automatic numbering. On the Document Sequence page, the document sequence number changes to *Next* by default. If you do not select automatic numbering, you cannot edit the Document Sequence Number field. When you save the group, the system assigns the document sequence number to the item.

Note. Invoices that come from Billing should already have document sequence numbers. The system handles their document sequencing the same way that it handles other Receivables items.

See Also

PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook, "Defining Document Sequencing," Entering Document Sequence Numbers Online

Changing or Deleting Documents with Document Sequence Numbers

The system assigns a document sequence number when you save an entered item. After you save an item, you enter a reason for the deletion for the audit trail.

If you change the accounting date or document type after the system assigns a document sequence number, you may need to assign a new number depending on local laws and regulations. If you assign a new number or change a manually entered number, the system deletes the original number and records the change for the audit trail. It also validates the new number based on the setup options.

If you delete a document sequence number, you must specify a reason for the audit trail. If you try to delete the whole group and more than one item in the group has a document sequence number, the system displays an error message asking you to delete each item one by one. You then must delete items row by row and enter the reason for the deletion. If there is only one item in the group, you can delete the whole group and the system prompts you to enter the reason for the deletion.

See Also

PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook, "Defining Document Sequencing," Modifying a Document

CHAPTER 31

Understanding Tax Processing in Receivables

This chapter discusses:

- Value-added tax (VAT) in Receivables.
- Billing integration for VAT processing.
- VAT calculation types and declaration points.
- VAT calculations for advance payments and on-account payments.
- VAT calculations for drafts and direct debits.
- VAT calculations for discounts.
- VAT calculations for write-offs.
- VAT calculations for credits that offset debits.
- VAT calculation for credit item refunds.
- Prerequisite setup for VAT processing.
- (IND) Excise duty and sales tax processing for India.
- (IND) Prerequisite setup for excise duty and sales tax processing in India.

See Also

PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook, "Working with VAT"

VAT in Receivables

Receivables enables you to record and report VAT information associated with items.

Important! Although Receivables records and verifies VAT amounts, it does not derive the original tax amounts unless you enter items directly in Receivables. Your billing system or manual billing process is responsible for calculating VAT.

The system calculates VAT based on the information that you enter during setup (for example, VAT codes, which determine the VAT rates that the system uses).

The system loads the VAT information on your transactions into the VAT transaction table and then into the VAT reporting tables, which you can use to create VAT returns and other VAT reports.

This section provides an overview of VAT and discusses:

- VAT information and defaults.

- VAT accounting entries.
- VAT validation.
- Transaction processing and reporting.
- VAT transaction table.
- VAT reports.

VAT Information and Defaults

As in all PeopleSoft Enterprise applications that process VAT transactions, you set up VAT defaulting in Receivables in one common VAT defaults table using VAT drivers, which control the VAT settings at the various levels of the VAT defaulting hierarchy. You access the VAT Defaults Setup pages either from the application pages (for example, the customer General Information component (CUSTOMER_GENERAL) or the Receivables Options component (BUS_UNIT_OPT_AR1) for business units) or by means of the VAT Defaults setup component (VAT_DEFAULT_SEARCH), in which case you specify the driver that you want to define.

The VAT drivers make up all of the levels of the defaulting hierarchy, and the common default records store the hierarchical default data in such a way as to make retrieval of the appropriate defaults efficient. For example, a VAT default specified for a customer address sequence is used before a default for a receivables business unit. Furthermore, within each VAT driver, defaults specified by country and state are more specific and come before defaults by country only, which in turn are more specific and come before defaults where both the country and state are blank.

If you need to establish default values for the additional VAT treatment determinants specific for services, you can do this using the Services VAT Treatment Defaults Setup component (VAT_DEF_SER_SEARCH). Like the VAT Defaults setup component, this component uses VAT drivers to default the values at various levels of the hierarchy. For any applicable driver, you may define the usual place of supply of the service, or the place where the VAT is liable, whether it is the supplier's location, customer's location, or the place where the service is actually performed depending on the type of service. You can also specify whether the service is freight transport or other.

The following table lists the VAT drivers and associated VAT driver keys used by Receivables in the VAT default hierarchy sequence from most specific to least specific for the VAT Defaults component. The table lists the drivers that control defaults for the services VAT treatment:

VAT Driver	VAT Driver Keys	Country	State	Applicable to Regular VAT Defaults	Applicable to Services VAT Treatment Defaults
CUST_ADDR_SEQ Customer Location	Customer SetID Customer ID Address Sequence Number	Optional	Optional	Yes	Yes
CUSTOMER Customer	Customer SetID Customer ID	Optional	Optional	Yes	Yes

VAT Driver	VAT Driver Keys	Country	State	Applicable to Regular VAT Defaults	Applicable to Services VAT Treatment Defaults
BUS_UNIT_OPT_AR AR Options	SetID	Optional	Optional	Yes	Yes
VAT_ENT_RGSTRN VAT Entity Registration	VAT Entity Country	Required	Optional	Yes	No
COUNTRY_VAT_TBL VAT Country	Country	Not applicable	Optional	Yes	No

The detailed description of the fields set at the various levels is discussed in the *PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook.*

See Also

PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook, "Working with VAT," Establishing VAT Defaults

VAT Accounting Entries

The Receivable Update Application Engine process (ARUPDATE) creates both regular accounting entries and VAT accounting entries.

For general ledger purposes, the system bases the VAT entries on the accounting date. For tax reporting purposes, the system also records and uses the tax declaration date, which may be the same as the accounting date. The declaration date is set during pending item entry, either on the VAT Header page or in your billing interface.

Note. The system does not fully support VAT processing and multiple offset accounting lines when ChartField inheritance is in use. If you are processing items with VAT and multiple accounting lines (for example, multiple user-defined lines entered on accounting templates or by means of online pending item entry), and you have defined any ChartField inheritance options as *Always Inherit,* that ChartField may be out of balance due to the VAT amount. The amounts can be allocated across the accounting entries to make the entries balance. The ChartField may not balance in General Ledger.

VAT Validation

Here is how the system validates VAT information:

- It compares the totals of the entered VAT lines with the control totals on the pending item.
- It compares the VAT transaction amount and the VAT amount to the total item amount for items entered in Receivables.

If an item is interfaced from Billing, Billing calculates the amounts.

- It validates and tracks the VAT registration IDs of some countries.

Note. The system automatically calculates the VAT amount if you enter pending items online.

You cannot post a pending item unless the first validation is successful. The sum of the transaction amounts for each VAT line must equal the control transaction amount, and the VAT amounts total must equal the control VAT amount. Also the VAT transaction amount and VAT amount for each item must equal the total amount of the item.

The system receives VAT information for external groups and edits both the entered and calculated totals for validity. If the calculated totals and the entered totals do not match, the system first checks the VAT tolerance percentage. If the difference exceeds the percentage, the system checks the tolerance amount. If both the percentage and the tolerance amount are exceeded, the system assigns the status, *Calc Error* (calculation error). If the percentage is exceeded but the amount is not, the tolerance is met and the system assigns the item the status, *No Error*. If you receive an error, you can review the VAT entries for the group and make corrections, as necessary.

Note. Receivables allows a within-tolerance difference, because the Receivable Update process, reporting, and journals are always based on the VAT amount shown on the invoice as sent to the customer.

The system validates and tracks VAT registration IDs when you enter an item online or receive it from an external billing system, and when you enter VAT registration IDs for VAT entities and customers. It uses routines that PeopleSoft provides for the following countries:

- Australia
- Belgium
- Canada
- France
- Germany
- Ireland
- Italy
- Netherlands
- Spain
- United Kingdom

You must have a valid VAT registration ID before you can create a VAT entity. However, you can create a customer without having a VAT registration ID.

When you enter VAT registration IDs, omit the two-character country code. The system automatically appends the code to the registration ID, as needed. If you enter the country code or an invalid VAT registration ID, the system issues an error message.

Use the VAT Header page to review VAT information for external groups or to enter VAT information for internal groups that have not been posted.

Transaction Processing and Reporting

Receivables has the following transaction processing and reporting capabilities:

- Supports multiple VAT accounting entries per pending item.
- Moves VAT liability from an intermediate VAT account to a final VAT account at payment time (when using a *Payment* declaration point).
- Adjusts VAT liabilities at the time of payment for write-offs, discounts, drafts, direct debits, and bank receipts.
- Adjusts VAT liabilities, as needed, for advance payments and on-account payments.
- Rounds VAT amounts based on rules that you define.

  You can apply different rounding rules for each VAT country and override the default rounding options for each VAT entity, customer, or transaction. The rounding options are:

  - Normal rounding (to the nearest unit).

    For example, the system rounds down all values less than .49 and rounds up all values greater than or equal to .50.

  - Rounding up.
  - Rounding down.

The rounding options apply to VAT amounts in both the item VAT header and the individual VAT lines. The system adjusts any discrepancies between the VAT header amount and the total of the VAT lines in the larger of the two amounts.

The Payment Predictor process (ARPREDCT) calls the common VAT defaulting routines to update the VAT default values for prepayments and on-account items that it creates. If there is an error, the process creates a payment worksheet so you can correct the invalid information online.

VAT Transaction Table

You should run the VAT Transaction Loader Application Engine process (FS_VATUPDFS) periodically to update the VAT transaction table. Each time that the VAT Transaction Loader process runs, it picks up all VAT, regardless of the tax declaration date, that you have not already posted to the VAT transaction table. The system posts information to the VAT transaction table at a detail level to retain a complete history of VAT transactions.

VAT Reports

From the VAT transaction table, you can run the VAT Reporting SQR process (VAT1001) to copy VAT transaction information to the VAT reporting tables. For each VAT report instance, you can then use the PeopleSoft VAT reporting capabilities to view the status of your VAT liabilities and prepare your VAT returns.

Billing Integration for VAT Processing

The Billing interface to Receivables consists of the Load AR Pending Items Application Engine process (BILDAR01) that inserts entries into Receivables tables.

Billing passes VAT account types to Receivables as either *VO* for output or *VOI* for output intermediate. It passes VO when the VAT declaration point is set to invoice or delivery, and it passes VOI when the declaration point is set to payment. If Billing sends transactions that originated in PeopleSoft Enterprise Asset Management as an asset reinstatement, the type is *VORE*.

In the Pending Distribution table (PENDING_DST) for VAT accounting entries, if the declaration point is invoice or delivery, the accounting entry line type in the SYSTEM_DEFINED field is set to *V (VAT-Final)*. If the declaration point is payment, the SYSTEM_DEFINED field is set to *W (VAT-Intermediate)*.

See Also

PeopleSoft Enterprise Billing 8.9 PeopleBook, "Calculating VAT in PeopleSoft Billing," Passing VAT Entries to PeopleSoft Receivables

VAT Calculation Types and Declaration Points

This section discusses:

- Gross or net calculation type.
- Invoice, delivery, or payment declaration point.
- Calculation type with declaration point combinations.

Gross or Net Calculation Type

The calculation type that you select determines the basis for calculating the VAT amount. You can select either gross or net as the calculation type. For example, assume that you have a sales amount of 100.00 EUR with early payment terms of 2 percent (%) discount and a VAT rate of 8%. In this case, you would enter a VAT transaction amount of 100.00 EUR.

For a calculation type of gross, the system calculates a VAT basis of 100.00 EUR. The VAT amount would be 8.00 EUR and the total amount would be 108.00 EUR.

For a calculation type of net, when the customer has the opportunity to pay early and take a discount, the system calculates a VAT basis of 98.00 EUR. The VAT amount would be 7.84 EUR and the total amount would be 107.84 EUR.

Invoice, Delivery, or Payment Declaration Point

Declaration point refers to when you report VAT to the tax authorities—at invoice time, delivery, or at the time of payment.

Receivables maintains two amount fields for recording the two stages of VAT liabilities—an *intermediate* amount and a *final* amount. The Intermediate VAT field tracks VAT amounts that are owed by various customers but are not yet ready to be reported to the tax authorities. The Final VAT field contains all VAT that is ready to be reported to the tax authorities by placing it in the VAT transaction table.

For a declaration point of invoice or delivery, the system creates entries to final VAT during pending item entry. For a declaration point of *Payment,* the system creates entries to intermediate VAT during pending item entry. The default value for the declaration point comes from either the setting for the customer location, customer, business unit, or the VAT entity. These settings are defined using the VAT Defaults component. The setting for the customer location overrides the setting for the customer; the setting for the customer overrides the setting for the business unit; and the setting for the business unit overrides the setting for the VAT entity.

The system stores pending information in the Pending VAT table (PS_PENDING_VAT). The system stores VAT information for each item in Receivables on the Item VAT Activity table (PS_ITEM_ACT_VAT). Separate VAT accounting entries are created for each item activity. On each item activity VAT line, the amount is identified as either intermediate VAT or final VAT. When you run the VAT Transaction Loader, it looks for both intermediate and final VAT amounts that have not yet been recorded on the VAT transaction table.

The default declaration date is based on the declaration point, which determines when you must report VAT to the government. The system uses the delivery or invoice date as the default declaration date.

For a *Payment* declaration point, the system handles partial payments in the same manner, regardless of recalculation. The percentage of VAT that the system moves from intermediate status to final status equals the percentage of the item being paid. For example, if the system receives a payment for 50% of an item's balance, it moves 50% of the VAT amount from intermediate to final.

Calculation Type and Declaration Point Combinations

This table lists the calculation and declaration point combinations that Receivables supports. Recalculation occurs only when there is a discount:

Combination	VAT Calculation Type	Declaration Point	Recalculation
1	Gross	Payment	N
2	Gross	Payment	Y
3	Gross	Invoice, Delivery	N
4	Gross	Invoice, Delivery	Y
5	Net	Payment	not applicable (N/A)
6	Net	Invoice, Delivery	N/A

Combination 1: Calculation Type Gross and Payment Declaration Point Without Recalculation

When you post the pending item that creates the receivable, the system creates accounting entries. These accounting entries record the VAT liability on the gross amount of the item in the ChartField combination that you designated for output intermediate VAT on the VAT Code - Accounting Information page. At payment time, the system creates accounting entries that:

- Offset the intermediate VAT liability.
- Create the final VAT liability.

The system makes no adjustments to the amount of the liability—the status simply changes from intermediate to final.

Combination 2: Calculation Type Gross and Payment Declaration Point with Recalculation

This scenario is almost the same as the gross calculation type with a payment declaration point *without* recalculation. In this scenario, however, the system creates a PENDING_VAT record to adjust the VAT liability if you take a discount.

Combination 3: Calculation Type Gross and Invoice or Delivery Declaration Point Without Recalculation

If you declare VAT at invoice or delivery, Receivables places the VAT amounts directly into the Final VAT field. The VAT accounting entries that you provide (or that the system creates) record the VAT liability based on the gross item amount in the ChartField combination that you designated for output use on the VAT Code - Accounting Information page. Subsequent processing does not create any VAT accounting entries.

Combination 4: Calculation Type Gross and Invoice or Delivery Declaration Point with Recalculation

This scenario is nearly the same as the preceding one, but the system creates a PENDING_VAT record to adjust the VAT liability if you take a discount.

Combination 5: Calculation Type Net and Payment Declaration Point Without Recalculation

When you post the pending item that creates the receivable, the system creates accounting entries that record the VAT liability on the net amount of the item in the ChartField combination that you designated for output intermediate VAT on the VAT Code - Accounting Information page. At payment time, the system creates accounting entries that:

- Offset the intermediate VAT liability.
- Create the final VAT liability.

No adjustments are made to the amount of the liability—the status simply changes from intermediate to final.

Combination 6: Calculation Type Net and Invoice or Delivery Declaration Point Without Recalculation

If you choose to declare VAT at invoice time or delivery, Receivables places the VAT amounts directly into the Final VAT field. The VAT accounting entries that you provide (or that the system creates) record the VAT liability based on the net item amount in the ChartField combination that you designate for output on the VAT Code - Accounting Information page. Subsequent processing does not create any VAT accounting entries.

VAT Calculations for Advance Payments and On-Account Payments

The system calculates VAT for advance payments and on-account payments and creates accounting entries if you enabled VAT for advance payments on the VAT Defaults Setup page for the VAT Entity Registration driver.

You can override the default as needed for each VAT entity and declaration point combination on the VAT Header page when you apply payments.

If the Receivable Update process generates VAT output entries for an advance payment, it performs the following tasks:

- Records the final output VAT.
- Reverses the VAT entries for the advance payment when you apply the advance payment to an item.

If the advance payment is recorded in a foreign currency, the system does not revalue the VAT amount when you apply an item to the payment. When you enter the item, the system converts the remaining VAT amount to the base currency of the item's business unit using the exchange rate for the item.

The system also calculates the correct VAT amount and creates the correct accounting entries when you apply a discount to an advance payment. You must apply the discount when you apply the payment to the item.

This section provides the following examples, which demonstrate different VAT scenarios for creating accounting transactions for advance payments:

- VAT declaration point set to Payment, prepayment applied on payment worksheet.
- VAT declaration point set to Payment, prepayment offset on maintenance worksheet.
- VAT declaration point set to Payment, prepayment applied on direct debit worksheet.
- VAT declaration point set to Payment with VAT rate changes.
- VAT declaration point set to Invoice.
- VAT declaration point set to Delivery.

Note. The Payment Predictor process (ARPREDCT) processes VAT for prepayments and on-account payments in the same manner as the payment worksheet.

VAT Declaration Point Set to Payment, Prepayment Applied on Payment Worksheet

This example applies when the VAT declaration point is set to payment, the final payment is applied on the payment worksheet, and VAT transactions must be generated. The example has the following conditions:

- An advance payment of 1,196.00 EUR is received, and the standard VAT rate is 19.6%.
- An invoice with the total 3,588.00 EUR, including 19.6% VAT, is sent to the customer.
- The prepayment is cleared against the invoice on the payment worksheet.
- The final payment of 2,392.00 EUR is received and applied on the payment worksheet.

Here are the accounting entries:

1. When advance payment is created:

Accounting Entry	Debit	Credit
Cash	1,196.00	
Advance Payments Received (AR)		1,000.00
VAT Output Final (VO)		196.00

2. When the invoice is sent to the customer:

Accounting Entry	Debit	Credit
Accounts Receivables (AR)	3,588.00	
User-defined (Revenue)		3,000.00
VAT Output Intermediate (VOI)		588.00

3. When advance payment is applied against the invoice on the payment worksheet:
   - These are the item distribution lines:

Accounting Entry	Debit	Credit
Cash	1,196.00	
Accounts Receivables (AR)		1,196.00
VAT Output Intermediate (VOI)	196.00	
VAT Output Final (VO)		196.00

   - These are the prepayment distribution lines:

Accounting Entry	Debit	Credit
Cash		1,196.00
Advance Payments Received	1,000.00	
VAT Output Final (VO)	196.00	

4. When final payment is applied against the invoice on the payment worksheet:

Accounting Entry	Debit	Credit
Cash	2,392.00	
Accounts Receivables		2,392.00
VAT Output Intermediate (VOI)	392.00	
VAT Output Final (VO)		392.00

VAT Declaration Point Set to Payment, Prepayment Offset on Maintenance Worksheet

This example applies when the VAT declaration point is set to payment, the advance payment is offset on the maintenance worksheet, and VAT transactions must be generated. The example has the following conditions:

- An advance payment of 1,196.00 EUR is received, and the standard VAT rate is 19.6%.
- An invoice with the total 1196.00 EUR, including 19.6% VAT, is sent to the customer.
- The prepayment is offset against the invoice on the maintenance worksheet.

Here are the accounting entries:

1. When advance payment is created:

Accounting Entry	Debit	Credit
Cash	1,196.00	
Advance Payments Received (AR)		1,000.00
VAT Output Final (VO)		196.00

2. When the invoice is sent to the customer:

Accounting Entry	Debit	Credit
Accounts Receivables (AR)	1196.00	
User-defined (Revenue)		1,000.00
VAT Output Intermediate (VOI)		196.00

3. When advance payment is matched against the invoice on the maintenance worksheet:
   - These are the item distribution lines:

Accounting Entry	Debit	Credit
VAT Output Intermediate (VOI)	196.00	
Maintenance Control	1,000.00	
Accounts Receivables (AR)		1,196.00

- These are the prepayment distribution lines:

Accounting Entry	Debit	Credit
Advance Payments Received (AR)	1,196.00	
Maintenance Control		1,000.00
Advance Payments Received (AR)		196.00

VAT Declaration Point Set to Payment, Prepayment Applied on Direct Debit Worksheet

The examples in this section apply when the VAT declaration point is set to payment, the prepayment is applied on a direct debit worksheet, and VAT transactions must be generated. The example has the following conditions:

- An advance payment of 1,196.00 EUR is received, and the standard VAT rate is 19.6%.
- An invoice with the total 3588.00 EUR, including 19.6% VAT, is sent to the customer.
- The prepayment is applied to items in direct debit on the direct debit worksheet.

The accounting entries vary based on the selected cash clearing method for the direct deposit business unit.

Cash Clearing Method: None

Here are the accounting entries:

1. When advance payment is created:

Accounting Entry	Debit	Credit
Cash	1,196.00	
Advance Payments Received (AR)		1,000.00
VAT Output Final (VO)		196.00

2. When the invoice is sent to the customer:

Accounting Entry	Debit	Credit
Accounts Receivables (AR)	3,588.00	

Accounting Entry	Debit	Credit
User-defined (Revenue)		3,000.00
VAT Output Intermediate (VOI)		588.00

3. When the advance payment is applied against the invoice in a direct debit that is approved on a direct debit worksheet and remitted to the bank:
   - These are the item distribution lines:

Accounting Entry	Debit	Credit
Cash	3,588.00	
Accounts Receivables (AR)		3,588.00
VAT Output Intermediate (VOI)	196.00	
Advance Payments Received		196.00

   - These are the prepayment distribution lines:

Accounting Entry	Debit	Credit
Cash		1,196.00
Advance Payments Received	1,196.00	

4. When the Receivable Update process is run on or after the due date:

Accounting Entry	Debit	Credit
VAT Output Intermediate (VOI)	392.00	
VAT Output Final (VO)		392.00

5. When you reconcile the bank statement, the system does not generate any accounting entries.

Cash Clearing Method: Payment Entry

Here are the accounting entries:

1. When a deposit is saved or received electronically:

Accounting Entry	Debit	Credit
Cash	1,196.00	
Cash Clearing		1,196.00

2. When advance payment is identified as a prepayment on the payment worksheet:

Accounting Entry	Debit	Credit
Cash Clearing	1,196.00	
Advance Payments Received (AR)		1,000.00
VAT Output Final (VO)		196.00

3. When the invoice is sent to the customer:

Accounting Entry	Debit	Credit
Accounts Receivables	3,588.00	
User-defined (Revenue)		3,000.00
VAT Output Intermediate (VOI)		588.00

4. When the advance payment is applied against the invoice in a direct debit that is approved on a direct debit worksheet and remitted to the bank:
   - These are the item distribution lines:

Accounting Entry	Debit	Credit
Cash Clearing	3,588.00	
Accounts Receivables (AR)		3,588.00
VAT Output Intermediate (VOI)	196.00	
Advance Payments Received		196.00

- These are the prepayment distribution lines:

Accounting Entry	Debit	Credit
Cash Clearing		1,196.00
Advance Payments Received	1,196.00	

5. When the Receivable Update process is run on or after the due date:
   - These are the item distribution lines:

Accounting Entry	Debit	Credit
Cash	3,588.00	
Cash Clearing		3,588.00
VAT Output Intermediate (VOI)	392.00	
VAT Output Final (VO)		392.00

   - These are the prepayment distribution lines:

Accounting Entry	Debit	Credit
Cash		1,196.00
Cash Clearing	1,196.00	

6. When you reconcile the bank statement, the system does not generate any accounting entries.

Cash Clearing Method: Bank Reconciliation

Here are the accounting entries:

1. When a deposit is saved or received electronically:

Accounting Entry	Debit	Credit
Cash	1,196.00	
Cash Clearing		1,196.00

2. When advance payment is identified as a prepayment on the payment worksheet:

Accounting Entry	Debit	Credit
Cash Clearing	1,196.00	
Advance Payments Received (AR)		1,000.00
VAT Output Final (VO)		196.00

3. When the invoice is sent to the customer:

Accounting Entry	Debit	Credit
Accounts Receivables (AR)	3,588.00	
User-defined (Revenue)		3,000.00
VAT Output Intermediate (VOI)		588.00

4. When the advance payment is applied against the invoice in a direct debit that is approved on a direct debit worksheet and remitted to the bank:
   - These are the item distribution lines:

Accounting Entry	Debit	Credit
Cash Clearing	3,588.00	
Accounts Receivables (AR)		3,588.00
VAT Output Intermediate (VOI)	196.00	
Advance Payments Received		196.00

   - These are the prepayment distribution lines:

Accounting Entry	Debit	Credit
Cash Clearing		1,196.00
Advance Payments Received	1,196.00	

5. When the Receivable Update process is run on or after the due date:

Accounting Entry	Debit	Credit
VAT Output Intermediate (VOI)	392.00	
VAT Output Final (VO)		392.00

6. When you reconcile the bank statement:
   - These are the item distribution lines:

Accounting Entry	Debit	Credit
Cash	3,588.00	
Cash Clearing		3,588.00

   - These are the item distribution lines:

Accounting Entry	Debit	Credit
Cash		1,196.00
Cash Clearing	1,196.00	

VAT Declaration Point Set to Payment with VAT Rate Changes

VAT rate changes—between the time that the advance payment is created and the time that the item is created—require additional activities and cause the accounting entries to differ. The accounting entries differ depending on whether the advance payment is less than or greater than the item.

Advance Payment is Less Than the Item

This example applies when the VAT declaration point is set to payment, and the advance payment is less than the item. The example has the following conditions:

- An advance payment of 1,196.00 EUR is received, and the standard VAT rate is 19.6%.
- A 1200.00 EUR invoice with a 9.09% VAT rate is sent to the customer, and an item is created in Receivables.
- The prepayment is cleared against the invoice on the payment worksheet.
- The final payment of 4.00 EUR is received and applied on the payment worksheet.

Here are the accounting entries:

1. When the prepayment is created:

Accounting Entry	Debit	Credit
Cash	1,196.00	
Advanced Payments Received (AR)		1000.00
VAT Output Final (VO)		196.00

2. When the invoice is sent to the customer:

Accounting Entry	Debit	Credit
Accounts Receivable	1,200.00	
User-defined (Revenue)		1,100.00
VAT Output Intermediate (VOI)		100.00

3. When the prepayment is applied to the item:

Accounting Entry	Debit	Credit
VAT Output Intermediate (VOI)	196.00	
Advance Payments Received (AR)	1,000.00	
Accounts Receivable		1,196.00

4. When the final payment is applied against the invoice on the payment worksheet:

Accounting Entry	Debit	Credit
Cash	4.00	
Accounts Receivable		4.00
VAT Output Final (VO)	96.00	
VAT Output Intermediate (VOI)		96.00

Advance Payment is Greater Than the Item

This example applies when the VAT declaration point is set to payment, and the advance payment is greater than the item. The example has the following conditions:

- An advance payment of 1,196.00 EUR is received, and the standard VAT rate is 19.6%.
- A 720.00 EUR invoice with a 20% VAT rate is sent to the customer, and an item is created in Receivables.
- The prepayment is applied to the 720.00 EUR item.
- A second invoice for 840.00 EUR with a 20% VAT rate is sent to the customer, and an item is created in Receivables.
- The original prepayment is applied to the 840.00 EUR item.
- A final payment of 364.00 EUR is applied to the 840.00 EUR item.

Here are the accounting entries:

1. When the prepayment is created:

Accounting Entry	Debit	Credit
Cash	1,196.00	
Advanced Payments Received (AR)		1,000.00
VAT Output Final (VO)		196.00

2. When the invoice is sent to the customer:

Accounting Entry	Debit	Credit
Accounts Receivable	720.00	
User-defined (Revenue)		600.00
VAT Output Intermediate (VOI)		120.00

3. When the prepayment is applied to the item:

Accounting Entry	Debit	Credit
VAT Output Intermediate (VOI)	118.00	
Advance Payments Received (AR)	602.00	
Accounts Receivable		720.00

4. When the second invoice is sent to the customer:

Accounting Entry	Debit	Credit
Accounts Receivable	840.00	
User-defined (Revenue)		700.00
VAT Output Intermediate (VOI)		140.00

5. When the original prepayment is applied to the second item:

Accounting Entry	Debit	Credit
VAT Output Intermediate (VOI)	78.00	
Advance Payments Received (AR)	398.00	
Accounts Receivable		476.00

6. When the final payment is applied to the second invoice on the payment worksheet:

Accounting Entry	Debit	Credit
Cash	364.00	
Accounts Receivable		364.00
VAT Output Intermediate (VOI)	64.00	
VAT Output Final (VO)		64.00

VAT Declaration Point Set to Invoice

This example applies when the VAT declaration point is set to invoice. The example has the following conditions:

- An advance payment of 1,160.00 EUR is received, and the standard VAT rate is 16%.
- An invoice with the total 4,640.00 EUR, including 16% VAT, is sent to the customer.
- The advance payment is applied against the invoice.
- The final payment is received from the customer.

Here are the accounting entries:

1. When advance payment is received:

Note. Although the amount posted under advance payments received is 1,000.00, the customer's total balance must be decreased by 1,160.00.

Accounting Entry	Debit	Credit
Cash	1,160.00	
Advance Payments Received (AR)		1,000.00
VAT Output on Advance Payments (VOAP)		160.00

2. When invoice is sent to the customer:

Accounting Entry	Debit	Credit
Accounts Receivables	4,640.00	
User-defined (Revenue)		4,000.00
VAT Output Final		640.00

3. When advance payment is applied against the invoice:

Accounting Entry	Debit	Credit
Advance Payments Received (AR)	1,000.00	
VAT Output on Advance Payments (VOAP)	160.00	
Accounts Receivables		1,160.00

4. When the final payment is received:

Accounting Entry	Debit	Credit
Cash	3,480.00	
Accounts Receivables		3,480.00

VAT Declaration Point Set to Delivery

This example applies when the VAT declaration point is set to delivery and no intermediate VAT is generated. The example has the following conditions:

- An advance payment of 1,196.00 EUR is received, and the VAT rate is 19.6%.
- An invoice with the total 1,196.00 EUR, including 19.6% VAT is sent to the customer.
- The advance payment is cleared against the invoice.

Here are the accounting entries:

1. When advance payment is received:

Accounting Entry	Debit	Credit
Cash	1,196.00	
Advance Payments Received (AR)		1,196.00

2. When the invoice is sent to the customer:

Accounting Entry	Debit	Credit
Accounts Receivables (AR)	1,196.00	
User-defined (Revenue)		1,000.00
VAT Output Final		196.00

3. When advance payment is applied against the invoice on maintenance worksheet:

Accounting Entry	Debit	Credit
Advance Payments Received (AR)	1,196.00	
Maintenance Control		1,196.00
Accounts Receivables		1,196.00
Maintenance Control	1,196.00	

VAT Calculations for Drafts and Direct Debits

For drafts and direct debits, the system calculates and records VAT information at payment time. For draft payments, the Receivable Update process generates accounting entries at the due date or discount date (depending on the selected system function). For direct debits, it generates the accounting entries at the due date, remittance date, or after bank reconciliation, depending on the cash clearing method.

If the associated item has a declaration point of payment, the following entries are generated:

Debit	Credit
VAT Output Intermediate (VOI)	VAT Output (VO)

VAT Calculations for Discounts

For discounts, the system uses the VAT calculation method at payment time to determine VAT adjustments.

You can apply prompt payment discounts if the advance payment is applied to the invoice before the discount due date, or if the final payment is received (and applied to the invoice) before the discount due date.

If you select *VAT Discountable Amount* for the basis amount for a payment term, the system calculates the discount amount on the net amount of the item after VAT. Otherwise, it calculates it on the he gross amount.

Note. This scenario applies only to certain countries. For example, it is valid for Germany but not for France.

This section offers the following examples of discounts:

- VAT declaration point set to Invoice with the VAT recalculation flag on.
- VAT declaration point set to Invoice with the VAT recalculation flag off.

VAT Declaration Point Set to Invoice with the VAT Recalculation Flag On

This example assumes the following conditions:

- A 4,640.00 EUR invoice, including 16% VAT, is sent to the customer.
- The payment is applied against the invoice before the discount due date.

  A 2% prompt payment is applied.

Here are the accounting entries:

1. When the invoice is sent to the customer:

Accounting Entry	Debit	Credit
Accounts Receivables	4,640.00	
User-defined (Revenue)		4,000.00
VAT Output Final		640.00

2. When payment is received and applied against the invoice:

Accounting Entry	Debit	Credit
Cash	4547.20	
Accounts Receivables		4547.20
Customer Discount (2% of 4000.00)	80.00	
Accounts Receivables		92.80
VAT Output Discount (VOD)	12.80	

VAT Declaration Point Set to Invoice with the VAT Recalculation Flag Off

This example assumes the following conditions:

- A 4,640.00 EUR invoice, including 16% VAT, is sent to the customer
- The payment is applied against the invoice before the discount due date.

  A 2% prompt payment is applied.

Here are the accounting entries:

1. When the invoice is sent to the customer:

Accounting Entry	Debit	Credit
Accounts Receivables	4,640.00	
User-defined (Revenue)		4,000.00
VAT Output Final		640.00

2. When payment is received and applied against the invoice:

Accounting Entry	Debit	Credit
Cash	4547.20	
Accounts Receivables		4547.20
Customer Discount (2% of 4000.00)	92.80	
Accounts Receivables		92.80

VAT Calculations for Write-Offs

This section provides the following examples of accounting entries for write-offs.

- VAT declaration point set to Invoice for debit and credit items.
- VAT declaration point set to Payment.
- VAT declaration point set to Invoice for underpayments and overpayments.

VAT Declaration Point Set to Invoice for Debit and Credit Items

This example has two scenarios:

- Writing off a debit item.
- Writing off a credit item.

Writing Off a Debit Item

A 105.50 EUR invoice, including 5.5% VAT, is sent to the customer, and then the item is written off.

Here are the accounting entries:

1. When the invoice is sent to the customer:

Accounting Entry	Debit	Credit
Accounts Receivables	105.50	
User-defined (Revenue)		100.00
VAT Output Final (VO)		5.50

2. When the item is written off:

Accounting Entry	Debit	Credit
Accounts Receivable		105.50
Write-Off	100.00	
VAT Output for Write Off (VOW)	5.50	

Writing Off a Credit Item

A 105.50 EUR credit, including 5.5% VAT, is written off.

Here are the accounting entries:

1. When the credit item is created:

Accounting Entry	Debit	Credit
Accounts Receivables		105.50
User-defined (Revenue)	100.00	
VAT Output for Credits (VOC)	5.50	

2. When the item is written off:

Accounting Entry	Debit	Credit
Accounts Receivables	105.50	
Write Off		100.00
VAT Output for Write Off (VOW)		5.50

VAT Declaration Point Set to Payment

This example has two scenarios:

- Writing off a debit item.
- Writing off a credit item.

Writing Off a Debit Item

A 105.50 EUR invoice, including 5.5% VAT, is sent to the customer and then the item is written off.

Here are the accounting entries:

1. When the invoice is sent to the customer:

Accounting Entry	Debit	Credit
Accounts Receivables	105.50	
User-defined (Revenue)		100.00
VAT Output Intermediate (VOI)		5.50

2. When the item is written off:

Accounting Entry	Debit	Credit
Accounts Receivables		105.50
Write-Off	100.00	
VAT Output Intermediate (VOI)	5.50	

Writing Off a Credit Item

A 105.50 EUR credit, including 5.5% VAT, is written off.

Here are the accounting entries:

1. When the credit item is created:

Accounting Entry	Debit	Credit
Accounts Receivables		105.50
User-defined (Revenue)	100.00	
VAT Output Intermediate (VOI)	5.50	

2. When the customer's credit item is written off:

Accounting Entry	Debit	Credit
Accounts Receivables	105.50	
Write-Off		100.00
VAT Output Intermediate (VOI)		5.50

VAT Declaration Point Set to Invoice for Underpayments and Overpayments

This example has two scenarios:

- Writing off an overpayment.
- Writing off an underpayment.

Writing Off an Overpayment

A 105.50 EUR invoice, including 5.5% VAT, is sent to the customer. The customer overpays the amount by 10.00 EUR, and the amount overpaid is written off.

Here are the accounting entries:

1. When the invoice is sent to the customer:

Accounting Entry	Debit	Credit
Accounts Receivables	105.50	
User-defined (Revenue)		100.00
VAT Output Final (VO)		5.50

2. When the customer overpays the amount:

Accounting Entry	Debit	Credit
Accounts Receivables	10.00	115.50
Cash	115.50	
Write Off		9.45
VAT Output Final (VO)		0.55

Writing Off an Underpayment

A 105.50 EUR invoice, including 5.5% VAT, is sent to the customer. The VAT declaration point is set to payment. The customer underpays the amount by 10.00 EUR, and the remaining amount due is written off.

Here are the accounting entries:

1. When the invoice is sent to the customer:

Accounting Entry	Debit	Credit
Accounts Receivables	105.50	
User-defined (Revenue)		100.00
VAT Output Intermediate (VOI)		5.50

2. When the customer underpays the amount:

Accounting Entry	Debit	Credit
Accounts Receivables		95.50
Cash	95.50	
VAT Output Intermediate VAT (VOI)	4.98	
VAT Output Final (VO)		4.98
Accounts Receivables		10.00
Write-Off	9.48	
VAT Output Intermediate VAT (VOI)	0.52	

VAT Calculations for Credits That Offset Debits

This section offers a scenario of credits used to offset debits when the VAT declaration point set to Invoice and the VAT recalculation flag set to *Y* or *N,* with no discount. The scenario has the following conditions:

- A 100.00 EUR invoice, including 5.5% VAT, is sent to the customer.
- The customer has a 100.00 EUR credit.
- The customer's credit is used to offset the amount of the debit.

Here are the accounting entries:

1. When the invoice is sent to the customer:

Accounting Entry	Debit	Credit
Accounts Receivables	100.00	
User-defined (Revenue)		94.50
VAT Output Final (VO)		5.50

2. When the customer has a 100.00 EUR credit:

Accounting Entry	Debit	Credit
Accounts Receivables		100.00
User-defined (Revenue)	94.50	
VAT Output for Credits (VOC)	5.50	

3. When the customer's credit is used to offset the debit:

Accounting Entry	Debit	Credit
Accounts Receivables	100.00	100.00
Maintenance Control	100.00	100.00

VAT Calculations for Credit Item Refunds

This section offers examples of refunding a credit item under the following conditions:

- VAT declaration point is set to Invoice.
- VAT declaration point is set to Payment.

VAT Declaration Point is Set to Invoice

This example has two scenarios:

- Refunding a credit item at the customer's request.
- Refunding a credit item when the customer overpays.

Refunding a Credit Item at the Customer's Request

A 150.00 EUR invoice, including 8.25 EUR VAT, is sent to a customer, and the full amount of the overpayment is put on account.

Here are the accounting entries:

1. When the credit item is entered:

Accounting Entry	Debit	Credit
Accounts Receivables		150.00
User-defined (Revenue)	141.75	
VAT Output Final (VOC)	8.25	

2. When a customer requests a refund:

Accounting Entry	Debit	Credit
Accounts Receivables	150.00	
Refund		150.00

Refunding a Credit Item When the Customer Overpays

A 100.00 EUR invoice, including 5.50 EUR VAT, is sent to a customer. Then the following occurs:

- The customer overpays the invoice by 150.00 EUR.

  The overpayment is put on account as a credit item, and no VAT is assessed to the money on account.
- The money placed on account is refunded.

Here are the accounting entries:

1. When the invoice is sent to the customer:

Accounting Entry	Debit	Credit
Accounts Receivables	100.00	
User-defined (Revenue)		94.50
VAT Output Final (VO)		5.50

2. When an overpayment is put on account as a credit item:

Accounting Entry	Debit	Credit
Accounts Receivables		100.00

Accounting Entry	Debit	Credit
Cash	250.00	
AR (Charged to OA Account)		150.00

3. When the money placed on account is refunded:

Accounting Entry	Debit	Credit
Accounts Receivables	150.00	
Refund Control		150.00

VAT Declaration Point is Set to Payment

This example has two scenarios:

- Refunding a credit item.
- Refunding a credit item put on account.

Refunding a Credit Item

A 150.00 EUR credit item, including 8.25 EUR VAT, is entered, and then the credit item is refunded.

Here are the accounting entries:

1. When a credit item is entered:

Accounting Entry	Debit	Credit
Accounts Receivables		150.00
User-defined (Revenue)	141.75	
VAT Output Intermediate (VOI)	8.25	

2. When the customer requests a refund:

Accounting Entry	Debit	Credit
Accounts Receivables	150.00	
Refund Control		150.00

Accounting Entry	Debit	Credit
VAT Output Intermediate (VOI)		8.25
VAT Output Final (VOC)	8.25	

Refunding a Credit Item Put on Account

A credit was created using a payment worksheet as a result of an overpayment. Then the following occurs:

- The overpayment was put on account (OA item, which is a credit item).
- The on-account item is refunded.

Here are the accounting entries:

1. When an invoice is sent to the customer:

Accounting Entry	Debit	Credit
Accounts Receivables	100.00	
User-defined (Revenue)		94.50
VAT Output Intermediate (VOI)		5.50

2. When an overpayment is put on account as a credit item:

Accounting Entry	Debit	Credit
Accounts Receivables		100.00
Cash	250.00	
OA Account		150.00
VAT Output Intermediate (VOI)	5.50	
VAT Output Final (VO)		5.50

3. When the item is refunded:

Accounting Entry	Debit	Credit
Accounts Receivables	150.00	
Refund Control		150.00

Prerequisite Setup for VAT Processing

Before you can process transactions using VAT in Receivables, you must perform these steps:

1. Set up your VAT processing rules and defaults.
2. Use the Business Unit Definition page to define a location code and to associate the receivables business units with the general ledger (GL) business units that are linked to a VAT entity.

   You establish the GL business unit and VAT entity relationship on the VAT Entity - Identification page.
3. On the Receivables Options - VAT Defaults page, click the VAT Defaults link to define the tolerances for groups and other VAT defaults.

   These tolerances and other defaults can also be set directly using the VAT Defaults component for the receivables business unit options driver.
4. From the customer General Information component, click the VAT Defaults link to define VAT processing information for pending items for each customer.

   These settings can also be set directly using the VAT Defaults component for the customer driver.

See Also

Chapter 3, “Defining Receivables Business Units,” Defining VAT Defaults, page 31

PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook, “Working with VAT”

PeopleSoft Enterprise Order to Cash Common Information 8.9 PeopleBook, “Maintaining General Customer Information,” Entering Customer VAT Information

(IND) Excise Duty and Sales Tax Processing for India

You can enter and calculate excise and sales taxes on the Group Entry Tax page only if you are entering items directly in Receivables or for transactions interfaced from a billing system for which you create accounting entries in Receivables. You can calculate tax for excise duty only, sales tax only, or both. If you interface items from billing and your billing system generates the accounting entries, you cannot recalculate the tax. Instead, run the Receivable Update process to update the customer balances.

When you run the Receivable Update process, the system updates the tax information to populate the excise duty and sales tax tables: Item Tax Activity (PS_ITEM_ACTTAX) and Item Tax Activity Detail (PS_ITEM_ACTTAX_DTL). The process also creates the following accounting entries if you entered the items in Receivables or if your billing system does not generate the accounting entries:

Account	Debit	Credit
Accounts Receivable	100.00	
User-defined (Revenue)		90.00
Excise Duty Receivable		7.00
Sales Tax Liability		3.00

The customer and business unit for a transaction determine how to populate information on the tax transaction lines, such as the ship from country and state and the appropriate tax codes. If you enter an item directly in Receivables, the system uses the default values for the receivables business unit. If you interface an item from billing, the system does the following:

- If an order management business unit has been specified, the system uses the order management business unit.
- If *no* order management business unit has been specified, but a billing business unit has been specified, the system uses the billing business unit.
- If neither an order management business unit or a billing business unit have been specified, the system uses the receivables business unit.

If you change the default values in the tax transaction lines, you must run the tax determination routine again before you calculate the tax.

After you enter the amounts in the tax transaction lines and the control totals, you run the tax calculation routine to calculate the tax amounts. The system populates the Pending Tax (PS_PENDING_TAX) and Pending Tax Detail (PS_PENDING_TAX_DTL) tables.

(IND) Prerequisite Setup for Excise Duty and Sales Tax Processing in India

Before you can process excise duty and sales tax for India, you must perform these steps:

1. Enable excise duty and sales tax processing for each business unit on the Business Unit Tax Applicability page.
2. Set up the tax structure for excise duty and sales tax processing.

See Also

PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook, "(IND) Setting Up Excise Duty, Sales Tax, and Customs Duty for India"

CHAPTER 32

Researching Customer Accounts

This chapter lists common elements and discusses how to:

- Maintain customer contact information.
- Review customer account information.
- Review additional customer account information.

Common Elements Used in This Chapter

Add a Conversation	Click to access the Conversations page and add conversations for the customer.
Display Currency	Click to access a page, where you can change the display currency and specify whether to use today's date, the accounting date, or a date that you specify to determine the exchange rate. This button is available only if you selected the Use an AR Display Currency field for the business unit.
Level	Select *N* (no customer relationships are considered), *C* (corporate customer), *P* (correspondence customer), or *R* (remit from customer).
Messages	Click to access the Customer Messages page, where you add or view a message for the customer.
SubCust 1 (subcustomer 1) and **SubCust2** (subcustomer 2)	Enter the subcustomer identifier code assigned to a customer to record history and aging information for a subset of customers. For some pages, enter the identifier code to filter search results to the subset of items or payments for the customer.
Unit	Leave blank to view information across all business units.
Update/View Conversations	Click to access the Conversations page and review existing conversations for the customer.
	Click the Balance BU (balance business units) or Balance Breakdown by BU (balance breakdown by business unit) button to access the Balance Detail by BU (balance detail by business unit) page and view the balance amounts by business unit in the business unit base currency and the display currency for the business unit. This button is available if you select the Use AR Display Currency (use accounts receivable display currency) check box for the business unit when the balance for a customer includes business units with different base currencies.
	Click the Next Customer button to view the action plan for the next customer that you selected on the Owner Action List page.

Click the Previous Customer button to view the action plan for the previous customer that you selected on the Owner Action List page.

Maintaining Customer Contact Information

When you establish a new customer account, you enter customer contact information. Receivables users can update contact information as needed using the Contact Info component (CONTACT_INFO) on the Customers menu and on the Conversations menu under Customer Interactions.

See Also

PeopleSoft Enterprise Order to Cash Common Information 8.9 PeopleBook, "Maintaining Contacts"

Reviewing Customer Account Information

This section provides an overview of the Account Overview component (ITEM_OPEN_QUERY) and discusses how to:

- Review customer balances.
- Exclude exception and collection items from balances.
- View aging information in a chart.
- Review a customer's profile.
- Review customer trends.
- View trend information in a chart.

Understanding the Account Overview Component

The Account Overview component provides a central location to research information for each customer. The component enables you to analyze a customer's account at a high level. It shows a variety of balances, and it enables you to drill down to see what comprises the balance.

The amounts on the Account Overview - Balances page appear in the base currency for the business unit. If you select the Use an AR Display Currency field for the business unit on the Display Currency Options page, the Account Overview - Balances page also displays the amounts in the display currency for the business unit. You can override the display currency. When you drill down to view details for the balances, the amounts appear in the same currencies that they do on the Account Overview - Balances page.

The component also provides profile information for the customer.

Common Elements Used in This Section

Customer Name Click to access the General Information component, where you view all setup information for the customer.

Item List Click to access the Item List page, where you view a list of open items for the customer.

Pages Used to Review Customer Account Information

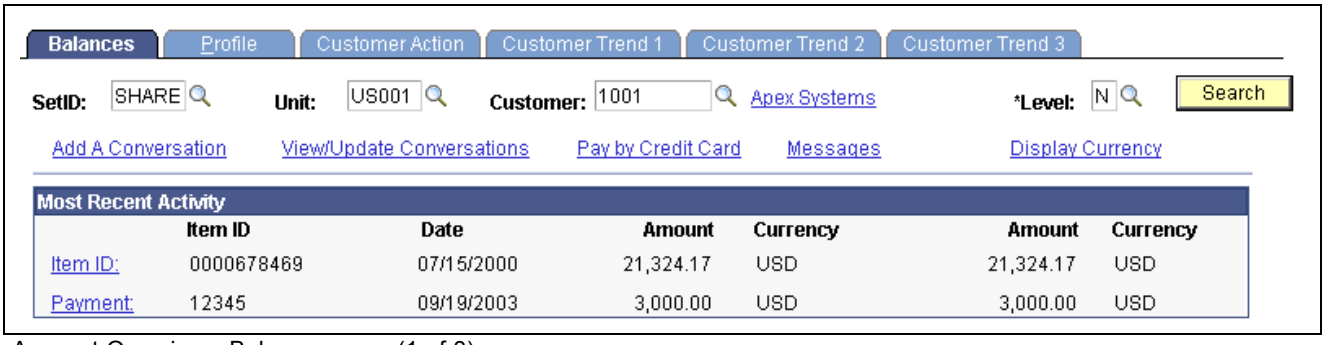
Page Name	Object Name	Navigation	Usage
Account Overview - Balances	CUST_BALANCES_HDR	Accounts Receivable, Customer Accounts, Customer Information, Account Overview, Balances	View various customer balances, the most recent item and payment activity, and summarized aging information. Click links to view detailed credit data, such as the customer's risk code or dispute status.
Display Currency Conversion	EU_DSP_CUR_CNV	Click the Display Currency link on the Balances page (and several other inquiry pages).	Change the display currency and specify whether to use today's date, the accounting date, or a date that you specify to determine the exchange rate.
Balance Detail by BU	EU_BAL_DET_BU	Click the Balance Breakdown by BU (balance breakdown by business unit) button on the Account Overview - Balances page (and several other inquiry pages).	View balance amounts by business unit in the business unit base currency and the business unit display currency.
Customer Messages	CUST_MSG_SEC_AR	Click the Bill Messages link on the Account Overview - Balances page (and several other pages).	View messages associated with a customer. See *PeopleSoft Enterprise Order to Cash Common Information 8.9 PeopleBook*, "Maintaining General Customer Information," Attaching Messages to Customers.
Item Activity From A Payment	ITEM_PAYMENT_SEC	Click the Payment link on the Account Overview - Balances page.	View items paid or created for the most recent payment.
Payment History	CUST_PROFILEB_SEC	Click the Pay History Days link on the Account Overview - Balances page.	View payment history, balance, and sales information.
Vouchers for a Vendor	CUST_VNDR_ITEM_SEC	Click the Vendor Balance link on the Account Overview - Balances page.	View a list of the customer's vouchers or invoices and their amounts.
Draft Receivables	CUST_DRAFTS_SEC	Click the Draft Amount link on the Account Overview - Balances page.	View a list of drafts that make up the customer's draft receivables balance.
Adjust Balance	ADJUST_BAL_SEC	Click the View Adjusted Balance button on the Account Overview - Balances page.	View an adjusted balance by excluding deduction, disputed, collection, and doubtful items.

Page Name	Object Name	Navigation	Usage
Customer Aging Chart	CUST_AGCHRT_SEC	Click the Aging Chart link on the Account Overview - Balances page.	View a chart with the amount or count of a customer's items by aging category.
Account Overview - Profile	CUST_PROFILE_HDR	Accounts Receivable, Customer Accounts, Customer Information, Account Overview, Profile	View customer profile information and use links to view in-process payments and outstanding items.
In Process Payments	CUST_PEND_PAY_SEC	Click the In Process Payments link on the Account Overview - Profile page.	View a customer's in-process payments.
Unapplied Payments	CUST_PEND_PAY_SEC	Click the Unapplied Payments link on the Account Overview - Profile page.	View a customer's unapplied payments.
Drafts Needing Approval	CUST_DRAFTS_SEC	Click the Drafts Needing Approval link on the Account Overview - Profile page.	View drafts needing approval.
Customer Pending Items	CUST_PEND_ITEM_SEC	Click the Customer Pending Items link on the Account Overview - Profile page.	View details for pending items.
Customer Trend 1	AR_CUST_TREND1	Accounts Receivable, Customer Accounts, Customer Information, Account Overview, Customer Trend 1	Review a customer's historical statistics based on the history IDs that you specified on the Receivables Options - Customer Trend Options page. The page displays up to three historical statistics for history IDs that track amounts by period, for example, High Balance mount.
Customer Trend 1 Chart	CUST_TRD1CHRT_SEC	Click the Customer Trend Chart link on the Customer Trend 1 page or the Customer Trend 3 page.	View a chart with a customer's historical statistics based on the history IDs that you specified on the Receivables Options - Customer Trend Options page. The page displays up to three historical statistics for history IDs that track amounts by period, for example, High Balance Amount.

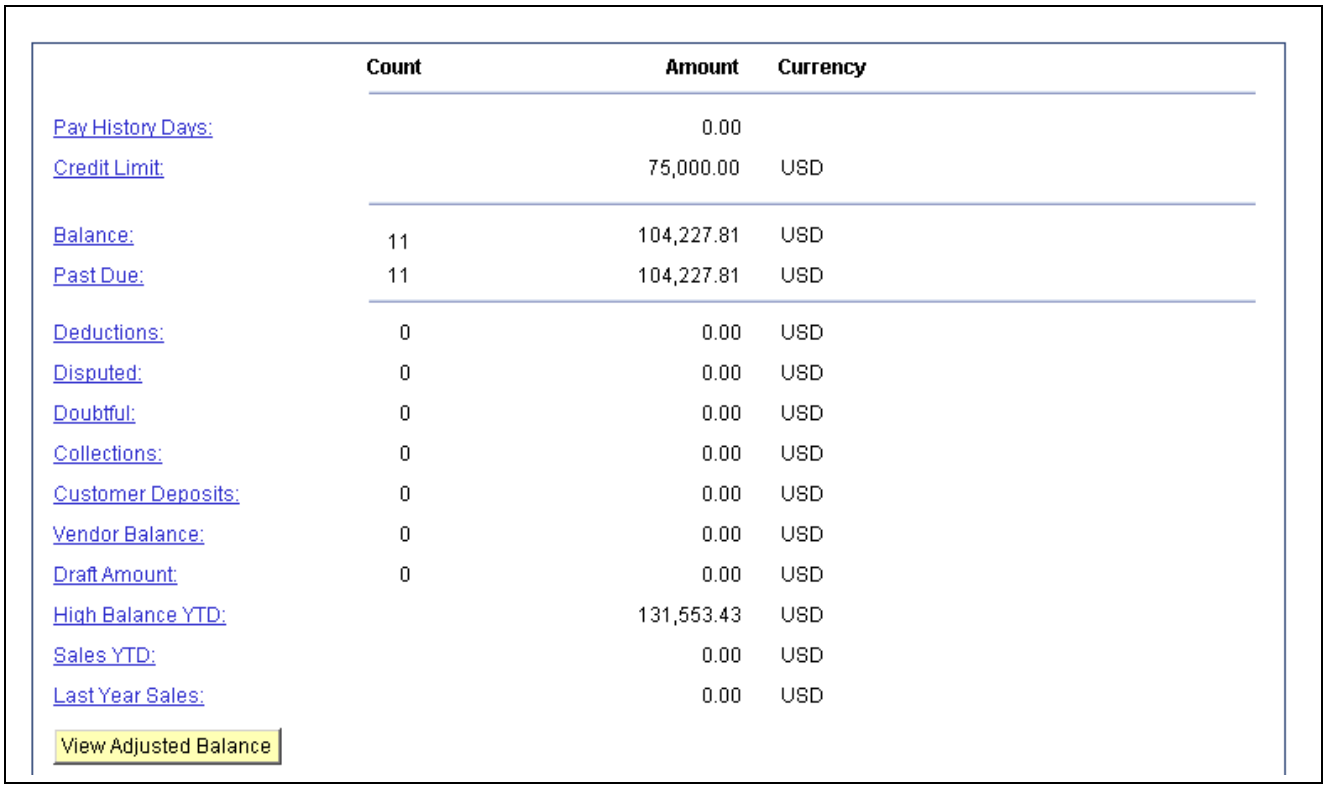
Page Name	Object Name	Navigation	Usage
Customer Trend 2	AR_CUST_TREND2	Accounts Receivable, Customer Accounts, Customer Information, Account Overview, Customer Trend 2	Review a customer's historical statistics based on the history IDs that you specified on the Receivables Options - Customer Trend Options page. The page displays up to three historical statistics for history IDs that track amounts by period, for example, High Balance Amount.
Customer Trend 2 Chart	CUST_TRD1CHRT_SEC	Click the Customer Trend Chart link on the Customer Trend 2 page.	View a chart with a customer's historical statistics based on the history IDs that you specified on the Receivables Options - Customer Trend Options page. The page displays up to three historical statistics for history IDs that track amounts by period, for example, High Balance Amount.
Customer Trend 3	AR_CUST_TREND3	Accounts Receivable, Customer Accounts, Customer Information, Account Overview, Customer Trend 3	Review a customer's historical statistics based on the history IDs that you specified on the Receivables Options - Customer Trend Options page. The page displays up to six history statistics for history IDs that track the number of days by period, for example, Average Days Late.

Reviewing Customer Balances

Access the Account Overview - Balances page.



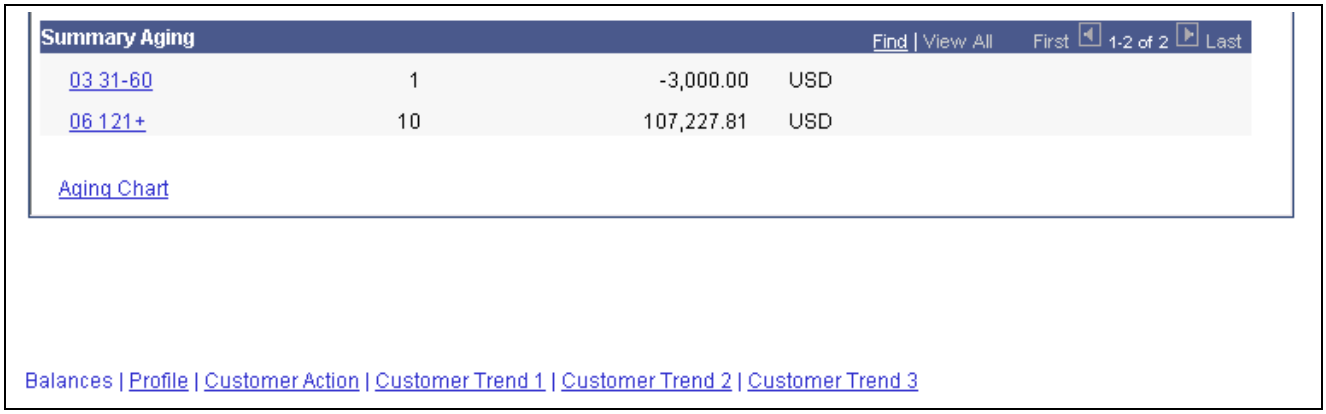
Account Overview - Balances page (1 of 3)



	Count	Amount	Currency
Pay History Days:		0.00	
Credit Limit:		75,000.00	USD
Balance:	11	104,227.81	USD
Past Due:	11	104,227.81	USD
Deductions:	0	0.00	USD
Disputed:	0	0.00	USD
Doubtful:	0	0.00	USD
Collections:	0	0.00	USD
Customer Deposits:	0	0.00	USD
Vendor Balance:	0	0.00	USD
Draft Amount:	0	0.00	USD
High Balance YTD:		131,553.43	USD
Sales YTD:		0.00	USD
Last Year Sales:		0.00	USD

View Adjusted Balance

Account Overview - Balances page (2 of 3)



Summary Aging Find | View All First 1-2 of 2 Last

03 31-60	1	-3,000.00	USD
06 121+	10	107,227.81	USD

Aging Chart

Balances | Profile | Customer Action | Customer Trend 1 | Customer Trend 2 | Customer Trend 3

Account Overview - Balances page (3 of 3)

Enter search criteria for the customer and click Search.

Item ID Displays the most recent item for the customer, the item date, and amount. Click to access the View/Update Item Details component (ITEM_MAINTAIN) for the item and view or change the item details.

Payment Displays the most recent payment for the customer, the payment date, and amount. Click to view a list of items paid by the payment.

Pay History Days Displays the weighted average number of days late for payments from the customer. Click to access the Customer Payment History page, where you view the customer's weighted average payment history (the number of days and the basis amount) period by period. This link is available only if you entered a business unit.

Credit Limit Displays the customer's credit limit. Click to open the Credit Profile page for the customer, where you view or enter customer credit profile information including credit limit review dates and dispute and collection status.

Corporate Credit Limit Displays the corporate customer's credit limit. Click the link to access the Credit Profile page for the corporate customer, where you can update the credit limit.

Reviewing Customer Balances

The information that appears on the Account Overview - Balances page depends on the balances that you select to see on the AR Account Overview Balances page in installation options. The Balance and Past Due fields always appear. If there is no currency code and the balance is 0, the Amount field is blank.

Balance Displays the total receivables balance and the number of items that make up the balance. Click to access the Item List page and view a list of items that make up the customer's balance.

Past Due Displays the past due balance (all items with a due date before the current date) and the number of items. Click to access the Item List page and view a list of items that are past due.

Deductions Displays the total balance for deductions and the number of deductions. Deductions are items that you create on the payment or draft worksheet for short payments or items that you mark as deductions on the Detail 1 page. Click the link to access the Item List page and view a list of deductions.

Disputed Displays the disputed balance and the number of disputed items. Use the Detail 1 page to indicate that an item is in dispute. Click the link to access the Item List page and view a list of disputed items.

Doubtful Displays the doubtful balance and the number of doubtful items. A doubtful item is an item that you transferred to a doubtful receivable account using the transfer worksheet. Click the link to access the Item List page and view a list of doubtful items.

Collections Displays the total balance for items in collection and the number of items. Use the Detail 1 page to indicate that an item is in collection. Click the link to access the Item List page and view a list of items in collection.

Customer Deposits Displays the total amount of deposits made by the customer for orders and the number of deposits. Click the link to access the Customer Deposits page and view a list of all deposits made by the customer, the associated sales order for each deposit, and activity associated with each deposit.

Vendor Balance Displays the amount of the vouchers owed to the customer and the number of vouchers. Click to view a list of the customer's vouchers or invoices and their amounts.

Draft Amount Displays the total amount of drafts that are not complete. Click to view the actual debt for drafts that are past due, the grace amount (amount of the drafts that are not yet due), and the total amount due for approved, remitted, and dishonored drafts. The page displays a list of incomplete drafts.

High Balance YTD (high balance year-to-date) Displays the high balance for the current fiscal year. Click the link to access the Customer History page, where you can view the customer's high balance history period by period.

Sales YTD (sales year-to-date)	Displays the year-to-date sales amount. Click the link to access the Customer History page, where you view the customer's sales history period by period.
Last Year Sales	Displays the amount of last year's sales. Click the link to access the Customer History page, where you view the customer's sales history period by period.
View Adjusted Balance	Click to access the View Adjusted Balance page and view an adjusted balance by excluding selected types of exception items and collection items.

Note. If the items in the category are in multiple currencies, the page displays ***Multiple Currencies*** for the category.

Reviewing Aging

The Summary Aging grid has one line for each aging category defined on the Aging page. Click the links to access the items in the selected aging category.

Click the Aging Chart link to display a chart that shows a customer's aging information. The chart contains the same data that appears in the Summary Aging grid.

Note. You must run the Aging Application Engine process (AR_AGING) to view the data in this grid.

See Also

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Setting Installation Options for PeopleSoft Applications," Selecting Receivables Balance Display Options

Excluding Exception and Collection Items from Balances

Access the Adjust Balance page.

Exclude Dispute Items, Exclude Deduction Items, Exclude Doubtful Items, and **Exclude Collection Items**	Select the type of items to exclude from the balance.
Re-Calculate	Click to calculate the customer's balance excluding the items that you selected.
Adjusted Amount	Displays the adjusted balance in the base currency of the business unit.
Adjusted Display Amount	If you selected the Use AR Display Currency check box for the business unit, this field shows the amount in the display currency for the business unit or in the display currency that you selected for the Account Overview - Balances page on the Display Currency Conversion page.

Viewing Aging Information in a Chart

Access the Customer Aging Chart page.

Chart Selection	Select the values to display in the chart. Values are: *Count:* Displays the number of items in each category. *Amount:* Displays the amount in each category.

Chart Type	Select the type of chart to display. Values are: *2D Bar Chart, 2D Pie Chart, 3D Bar Chart, 3D Pie Chart, Line Chart,* and *Stacked Bar.*
Draw Chart	Click to redraw a chart based on the new selection criteria.
Previous Set and **Next Set**	Click to scroll through multiple sets of data in the chart. If the data fits into one single set, the links are not available.

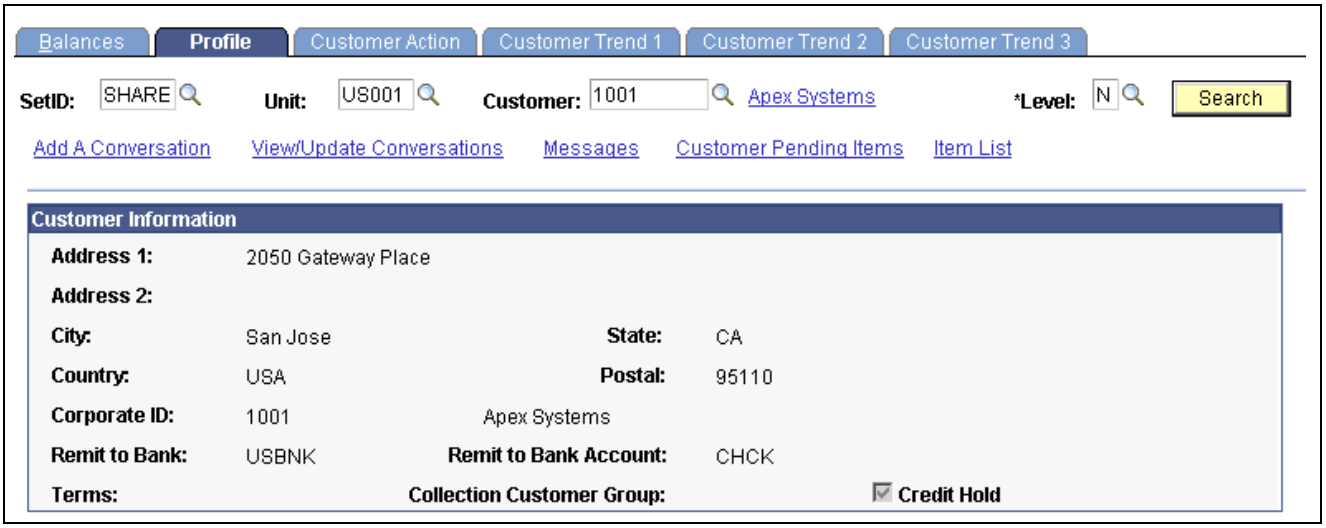
Note. You must run the Aging process to view data in the chart.

Item Information

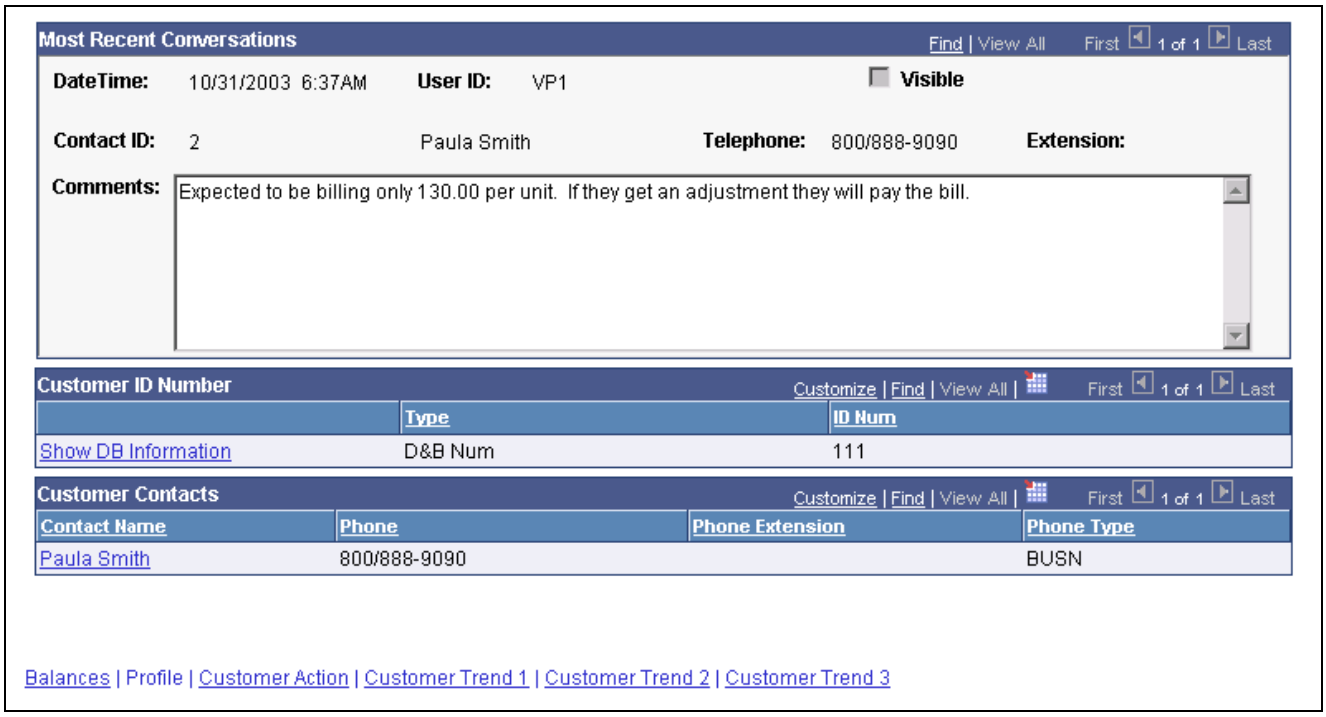
Click an aging category in the chart to view the items that make up the category in the Items for Category grid.

Reviewing a Customer's Profile

Access the Account Overview - Profile page.



Account Overview - Profile page (1 of 2)



Account Overview - Profile page (2 of 2)

Enter search criteria for the customer and click Search.

Remit to Bank and **Remit to Bank Account** — Displays the bank and bank account to which you instructed the customer to send payments. The address for this bank account appears on correspondence. You assign the bank to the customer on the Correspondence Options page. If you do not assign one to the customer, you assign the default value to each business unit on the Receivables Options - General 1 page.

Terms — Displays the payment term ID assigned to the customer. The terms determine the rules for calculating item due dates and discount amounts and dates.

Collection Customer Group — Displays the code for the collection customer group to which the customer belongs. You can define collection and assessment rules for the Condition Monitor Application Engine process (AR_CNDMON) for customers in a specific collection group. You assign a customer to a collection group on the Customer Group Info (customer group information) page.

Credit Hold — If this check box is selected, the customer has been put on a credit hold. When you run the Condition Monitor process, the process searches for customers with credit holds and creates an action based on the rules that you define.

Most Recent Conversations

The Most Recent Conversations scroll area displays the comments for all conversation entries for the customer.

DateTime — Displays the date and time that the conversation entry was entered.

User ID — Displays the user ID of the individual that entered the conversation entry.

Visible — Indicates whether self-service users (customers, brokers, and salespeople) can view the conversation on the Receivables self-service pages. If this field is selected the conversation entry can be viewed.

Contact ID Displays the customer contact information with whom the user spoke, including the Telephone number and Extension for the contact.

Comments Displays the text that was recorded for the conversation entry.

Customer ID Number

Show DB Information (show Dun and Bradstreet information) Click to access the Dun and Bradstreet component (CUSTOMER_DB) and view the details of the Dun and Bradstreet report.

Type and **ID Number** Displays the type of reporting entity, such as Dun and Bradstreet, and the ID code, such as the Data Universal Numbering System (DUNS) number.

Customer Contacts

The Customer Contacts grid displays all contacts associated with the customer and contact information. Click a contact link to access the Contact page, where you view details for the contact.

Links to Additional Pages

Drafts Needing Approval Click to view a list of drafts needing approval.

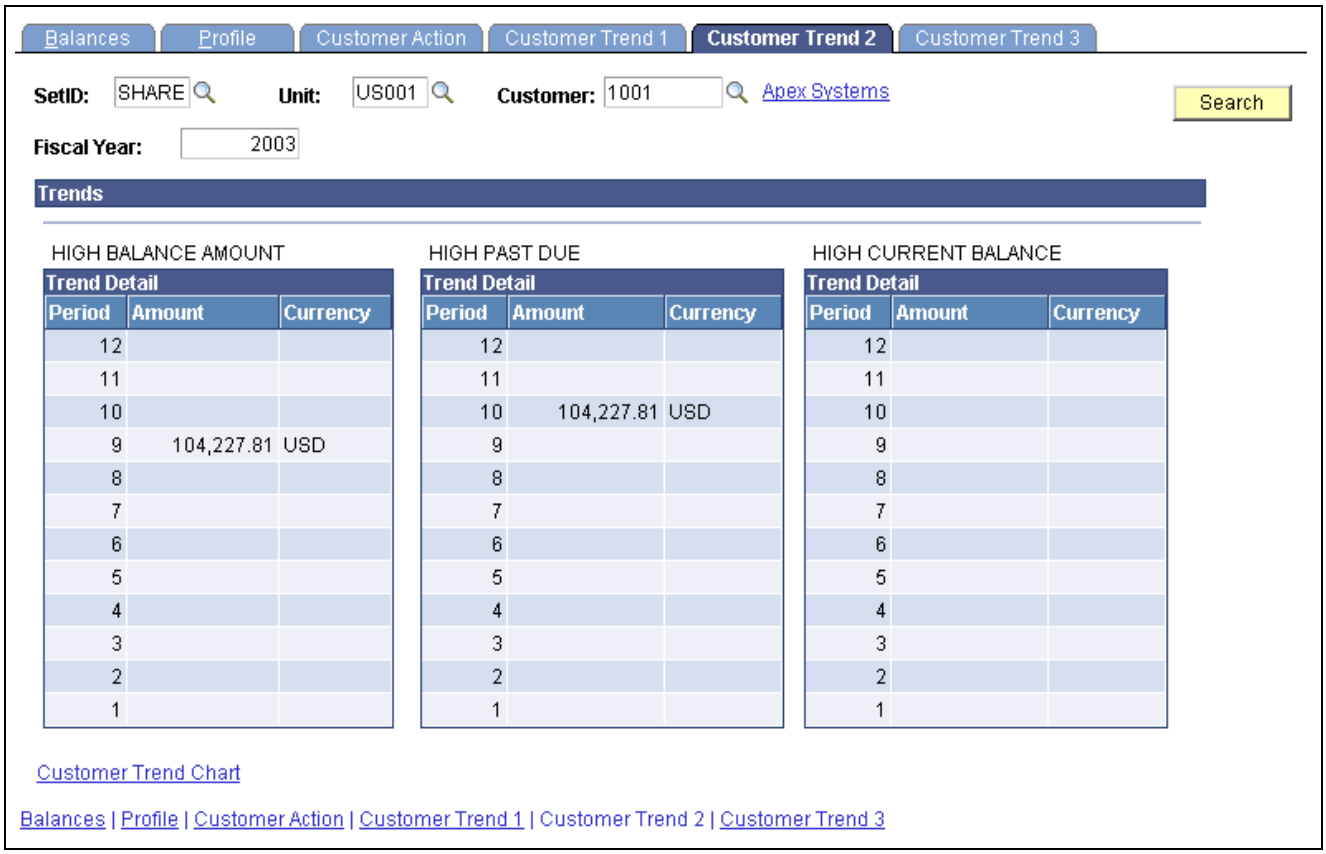
Unapplied Payments Click to view unapplied payments for the customer.

In Process Payments Click to view a list of in-process payments for the customer.

Customer Pending Items Click to view a list of pending items for the customer.

Reviewing Customer Trends

Access either the Customer Trend 1, Customer Trend 2, or Customer Trend 3 page.



Customer Trend 2 page

The three pages that display customer trends work the same way.

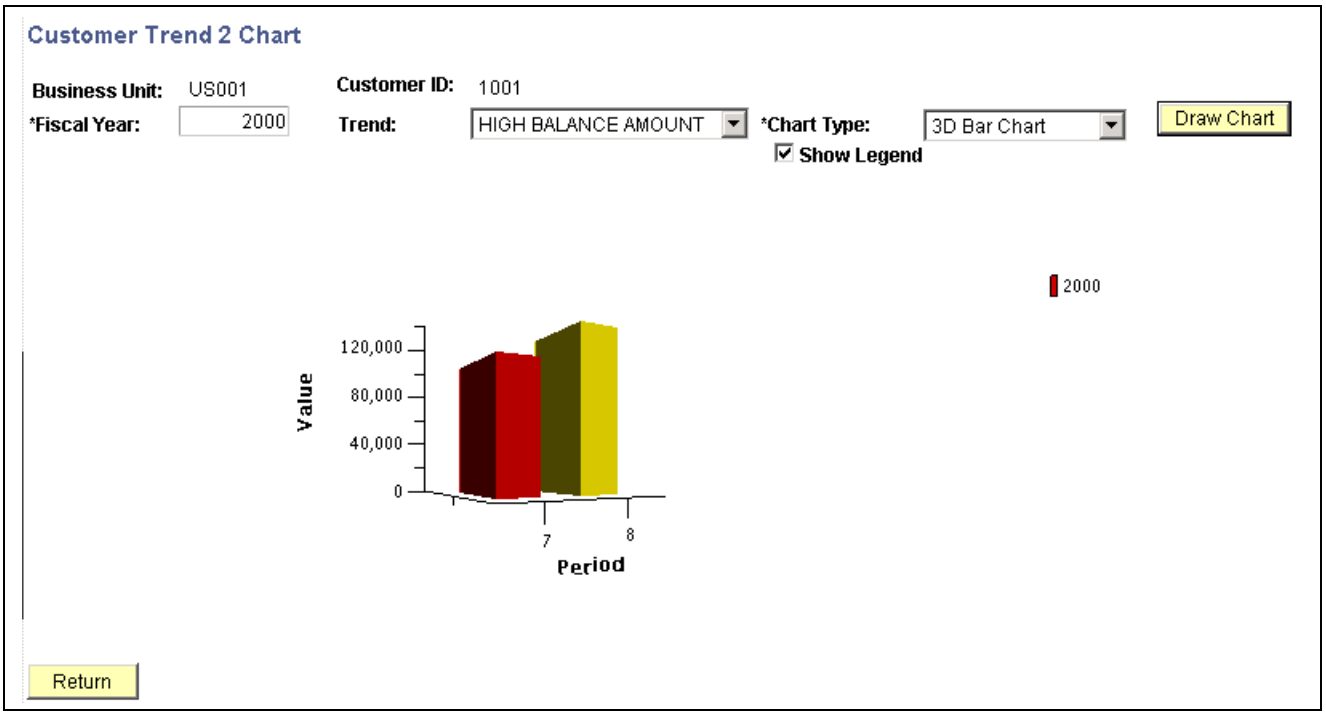
Enter search criteria for the customer.

Fiscal Year Enter the calendar year that contains the periods for which you want to compare data.

Customer Trend Chart Click to access either the Customer Trend 1 Chart page or the Customer Trend 2 Chart page, where you view a chart with the historical statistics.

Viewing Trend Information in a Chart

Access the Customer Trend 1 Chart page or Customer Trend 2 Chart page.



Customer Trend 2 Chart page

Trend Select the history for the historical statistics that you want to view.

Chart Type Select the type of chart for the statistics. Values are *2D Bar Chart, 2 Pie Chart, 3D Bar Chart, 3 Pie Chart, Horizontal Bar, Line Chart,* and *Stacked Bar.*

Reviewing Additional Customer Account Information

Receivables provides several inquiry pages that enable you to review specific information for a customer, such as a list of outstanding items and their balance. These pages display amounts in the base currency for the business unit. If you selected the Use an AR Display Currency check box for the business unit on the Display Currency Options page, the pages also display the amounts in the display currency for the business unit. You can override the display currency. If the items that make up the amounts are in different currencies, the system displays the note ***Multiple Currencies*** instead of an amount.

This section lists common elements and discusses how to:

- Review customer history.
- Reviewing customer history in a chart.
- Review draft information.
- Review aged customer accounts.
- View activities for customers.
- View customers' direct journal payments.

Common Elements Used in This Section

Balance Click to view a list of items that make up the balance on the Account Overview - Balances page.

Hi Balance (high balance) Displays the highest balance for the customer since you last ran the Aging process.

Hi Past Due (high past due) Displays the highest past due amount for the customer since you last ran the Aging process.

Past Due Click to view past due items on the Item List page.

Pages Used to Review Additional Customer Account Information

Page Name	Object Name	Navigation	Usage
Outstanding Customer Items	CUST_PENDING_ITEM	Accounts Receivable, Customer Accounts, Customer Information, Customer Pending Items, Outstanding Customer Items	View information about pending items for all maintenance, billing, overdue charge, or transfer items.
Customer Balances	CUSTOMER_BALS	Accounts Receivable, Customer Accounts, Customer Information, Breakdown Balances, Customer Balances	View the customer's balance.
Customer Credit Profile	CUST_CREDIT_PROF	Accounts Receivable, Customer Accounts, Customer Information, Credit Profile, Customer Credit Profile	View customer balances and aging information in the currency associated with the customer's credit limit. The system converts all open items for the customer from the base currency to the credit limit currency using the currency code and the rate type on the Credit Profile page. This information is useful when you need to manage a customer's credit and the transactions in multiple currencies. The page also displays the customer credit limit information.
History	CUSTOMER_HISTORY	Accounts Receivable, Customer Accounts, Customer Information, Customer History, History	View both user-defined history and system-defined history. The system stores customer history based on the fiscal years and periods that you define on the Detail Calendar page.

Page Name	Object Name	Navigation	Usage
History Chart	CUSTOMER_HISTCHRT	Accounts Receivable, Customer Accounts, Customer Information, Customer History, History Chart	View a chart with customer history information.
Customer Drafts	CUSTOMER_DRAFTS	Accounts Receivable, Customer Accounts, Customer Information, Customer Drafts, Customer Drafts	View customer draft balances and other draft information.
Aging	CUSTOMER_AGING	Accounts Receivable, Customer Accounts, Customer Information, Customer Aging, Aging	View or update aged accounts. You must run the Aging process to view information on this page.
Profile by Corporate Tree	CUST_PROF_CORPTREE	Accounts Receivable, Customer Accounts, Customer Information, Corporate Tree Profile, Profile by Corporate Tree	View customers in the corporate tree AR_CORPORATE_CUST, which you defined in PeopleSoft Enterprise Tree Manager. You can also define a two-level customer relationship using the General Information page and the Corporate Customer page.
Customer Payments	CUSTOMER_PAYMENTS	Accounts Receivable, Customer Accounts, Customer Information, Payments, Customer Payments	View customer payments at a high or low level of detail.
Customer Payment History	CUSTOMER_PROFILEB	Accounts Receivable, Customer Accounts, Customer Information, Payment History, Customer Payment History	View payment history, balance, and sales information.
Outstanding Customer Payments	CUST_PENDING_PAY	Accounts Receivable, Customer Accounts, Customer Information, Outstanding Payments, Outstanding Customer Payments	View payments received, their identification, and their status in the processing cycle. View the number of outstanding payments and the total payment amount if the items are associated with multiple business units and have different currencies.
Item Activity	ITEM_ACT_QRY	Accounts Receivable, Customer Accounts, Customer Information, Customer Activity, Item Activity	View customer activity for a specific customer and date range.

Page Name	Object Name	Navigation	Usage
Direct Journal	DIRECT_JRNL_QRY	Accounts Receivable, Customer Accounts, Customer Information, Review Customer Activity, Direct Journal	View all direct journal payments for a specific customer and date range.

Reviewing Customer History

Access the History page.

The Aging process and the Receivable Update Application Engine process (ARUPDATE) update the customer history elements. If you have not run these processes recently, the history figures that you see do not reflect up-to-date activity.

History ID Select either a system-defined or user-defined history ID. Use the percent sign (%) to group the IDs that begin or end with the same fragment. For example, enter *DSO%* to display both DSO30 and DSO90 history IDs.

History Select the periods to display. Values are:

- *All:* Displays all available periods.
- *Most Recent:* Displays only the most recent period.

Reviewing Customer History in a Chart

Access the History Chart page.

The default search parameters for the customer history information comes from History page. Override the values as needed.

Fiscal Year Enter the year for which you want to see the customer history. You can view history for only one year at a time.

Chart Type Select the type of chart to display. Values are *2D Bar, 2D Pie, 3D Bar, 3D Pie, Horiz Bar* (horizontal bar) *Line Chart,* and *Stacked Bar.*

Reviewing Draft Information

Access the Customer Drafts page.

Enter search criteria and sort criteria in the Draft Selection group box.

Draft Amount Click to view the Draft Receivables page, which shows all of a customer's accepted drafts that have been posted but are not yet complete.

Risk Amount Click to view the Draft Receivables page, which shows the customer balance total and the draft amount for the customer.

Reviewing Aged Customer Accounts

Access the Aging page.

Search Criteria

Use the search fields at the top of the page to select the details about the customer.

Aging Information

The page displays *New Balance* if the customer's balance has changed since it was last aged. This indicates that you may want to rerun the Aging process.

Aged Date Displays the system date from the beginning of the aging run. For example, if the Aging process starts at 11:58 p.m. on September 12 and ends at 12:01 a.m. on September 13, the aged date is September 12.

Click the Update Aging button to age the customer's items during the next run of the Aging process.

Customer Balances

The monetary amounts in the Customer Balances group box appear in either the base currency or the display currency for the business unit. To change from the base currency to the display currency, select the Use an AR Display Currency field for the business unit on the Display Currency Options page.

Customer Aging

The Customer Aging group box has one line for each aging category defined on the Aging page. Click the links to access the items in the selected aging category.

See Also

Chapter 36, "Aging Receivables Items," page 851

Viewing Activities for Customers

Access the Item Activity page.

The system sorts the activities in the Item Activity grid by business unit, customer ID, accounting date, and entry type.

Item ID Click an item ID link to access the View/Update Item Details component, where you can view details about the item, including accounting entries and all activity for the item.

Entry Type Identifies the type of activity.

Viewing Customers' Direct Journal Payments

Access the Direct Journal page.

The system sorts the direct journal payments in the list by accounting date, deposit business unit, deposit ID, and payment ID.

Payment ID Click a payment ID to access the Directly Journalled Payments page, where you view the details for the direct journal payment, including the distribution lines.

CHAPTER 33

Researching Receivables

This chapter lists common elements and discusses how to:

- Review item information.
- Review item activity information.
- Review receivables activity for a business unit.
- Review the source accounting entries for journal lines.

Common Elements Used in This Chapter

Balance	Displays the open amount for an item.
View/Update Conversations	Click to access the conversations page, where you view and add information to an existing conversation for the customer. This link is available only if the customer has existing conversations.

Reviewing Item Information

This section provides an overview of item searches and item lists and discusses how to:

- Research a customer's items.
- Enter search criteria.

See Also

Chapter 22, "Maintaining and Reviewing Item Information," Changing and Reviewing Item Information, page 547

Understanding Item Searches and Item Lists

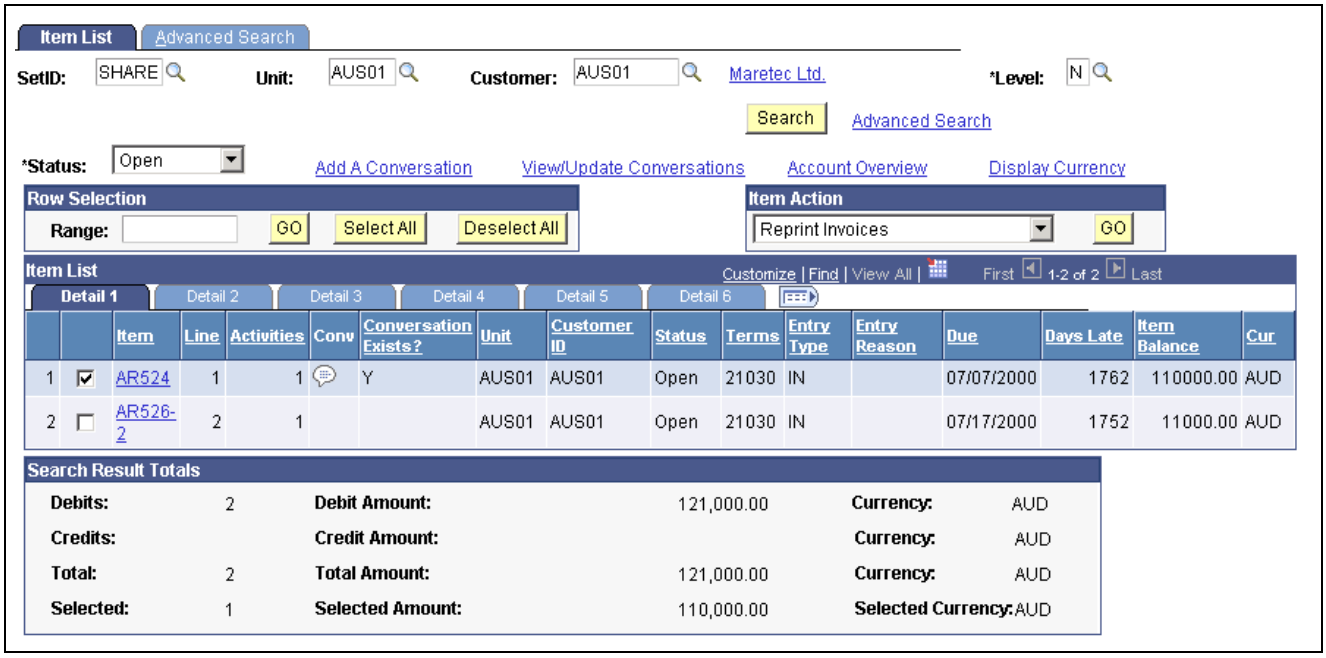
Use the Item List component (ITEM_LIST) to search for items for a specified customer or business unit. You can also generate a list of items spanning multiple customers based on the search parameters that you entered. Use the Advanced Search function to enter and save search criteria based on field values in the Item table (PS_ITEM).

Pages Used to Review Item Information

Page Name	Object Name	Navigation	Usage
Item List	ITEM_LIST	Accounts Receivable, Customer Accounts, Item Information, Item List, Item List	Build and view a list of items for a customer that matches your search criteria. Use links to view details for a specific item.
Advanced Search	ITEM_LIST_SEARCH	Accounts Receivable, Customer Accounts, Item Information, Item List, Advanced Search	Enter search parameters to generate a list of items based on field values in the Item table.

Researching a Customer's Items

Access the Item List page.



Item List page

Add A Conversation Click to access the Conversations page, where you add a new conversation for the customer.

Account Overview Click to access the Account Overview - Balances page, where you can view various balances for the customer and access customer profile information, customer trend information, and the customer action list.

See Chapter 32, "Researching Customer Accounts," Reviewing Customer Account Information, page 780.

Display Currency Click to open a page where you can change the display currency. This button is available only if you selected the Use an AR Display Currency (use an accounts receivable display currency) option for the business unit on the Currency Display Options page.

Entering Search Criteria

Use the search fields at the top of the page to identify customers whose items you want to review, or use the Advanced Search page to enter detailed search parameters.

Unit Leave blank to view items for the customer across all business units.

Customer Enter the customer ID of the customer whose items you want to view, or leave blank to view all items in the business unit. Click the customer link to the right of this field to access the General Information component (CUSTOMER_GENERAL), where you can view and change customer information.

Level Select *N* (no customer relationships are considered), *C* (corporate customer), *P* (correspondence customer), or *R* (remit from customer).

SubCust1 (subcustomer 1) and **SubCust2** (subcustomer 2) Enter the subcustomer identifier code assigned to a customer to record history and aging information for a subset of customers. These fields are available only if you set up the customer to include subcustomers.

Status Select a value to see a subset of items in the list. Values are: *All* (all items), *Closed* (closed items), *Collections* (items in collection), *Deduction* (deduction items), *Dispute* (items in dispute), *Doubtful* (items marked as doubtful), *Last Conv* (items from the last conversation), *Open* (open items), or *Past Due* (items that are past due).

Search Click to search for items for the customer or business unit. If you have saved search preferences, the system limits the list to items that match the search criteria.

Selecting Items

Range and **Go** Enter the row numbers for the range of items to select and click Go.

Select All and **Deselect All** Click to select or clear the selections for all items in the list.

Working with Items

The Item List grid displays the results of the search criteria that you selected. It can display a limited number of items. The maximum number of items that appears in the Item List grid is known as a *chunk.* Use the *chunking* arrow buttons to move from chunk to chunk to find items. You define the maximum number of items in a chunk on the Installation Options - Receivables page by entering a number in the Max Number of Rows in Scrolls (maximum number of rows in scrolls) field.

Click the Customize link to sort by column, reorder, hide, and freeze columns. This enables you to put the key fields that you want to review on the Detail 1 tab and sort the data.

See the section on using grid and scroll area controls in the *Using PeopleSoft Applications PeopleBook.*

Item Action and **Go** Select an option to perform an action, to generate a report, or to view information for all the selected items, and then click Go. Values are:

Generate A Dunning Letter: Create a dunning letter for the customer. If you select the option for printing dunning letters, the system runs the DUNITEM multiprocess job that creates all three reports (AR33001, AR33002, and AR33003). You must define a server for the job definition before you use this option. If you enabled acceptgiro processing for the item's business unit,

the system prints these dunning letter with the acceptgiro stub: AR33A01, AR33A02, AR33A03.

See Chapter 37, "Generating Correspondence," (NLD) Understanding Acceptgiro Form Printing, page 860.

Generate An Open Item Report: Run the AR Customer Item Inquiry report (AR34003) for the customer. This report lists detailed item information by customer, including entry type, balance, reference, dispute, terms, and discount date.

Multi-Item Update: Access the Multi-Item Update page and change field values for all selected items.

Reprint Invoices: Reprint invoices for selected items.

See Chapter 37, "Generating Correspondence," Reprinting Invoices, page 882.

Tie To A New Conversation: Access the Conversations page and add a new conversation. The system associates the selected items with the conversation.

Tie To The Last Conversation: Access the Conversations page and add information to the most recent conversation for the customer. The system associates the selected items with the conversation.

View Items And Item Activity: Access the Selected Items page and view summarized item details and activity for selected items.

Sort All Use to sort *all* items in the worksheet, not just the items that are displayed in the scroll area. This field is not available if the number of rows does not exceed the maximum chunk size. Options are *Due Date* or *Item*. Click Go to resort all items in the grid.

Click the arrows to view different chunks of data. For better performance, you can limit the number of rows that appear in the scroll area on the Installation Options - Receivables page. We recommend a maximum chunk size of 100 rows, although larger chunks may perform satisfactorily.

Item Click the link for an item to access the View/Update Item Details component (ITEM_MAINTAIN), where you can view and update item details and view item activity and accounting entries. You can also access details for the sales order, invoice, contract, or promotion associated with the item in Order Management, Billing, Contracts, or Promotions Management.

Activities Displays the numbers of activities for the item. For example, you could have two activities: one for the original item and one for a partial payment.

Click the Conversation Exists button to access the Conversations page, where you view conversations associated with the item. This button is available only if the item is associated with an existing conversation. If the item has multiple conversations associated with it, the system displays a list of conversations.

Conversation Exists? Displays a *Y* in the field if the item has conversation entries associated with it. Use the option to sort the list by items that have associated conversation entries.

Viewing Search Total Results

Debits and **Debit Amount** Displays the total number and amount of all retrieved debit items, not just the items in the current chunk.

Credits and **Credit Amount**	Displays the total number and amount of all retrieved credit items.
Total and **Total Amount**	Displays the total number and amount of all retrieved items.
Selected and **Selected Amount**	Displays the total number of selected items and the amount of the items. You must click Refresh before you can see these figures.

Note. The currency code and all amounts are blank if the items in the list contain multiple currencies.

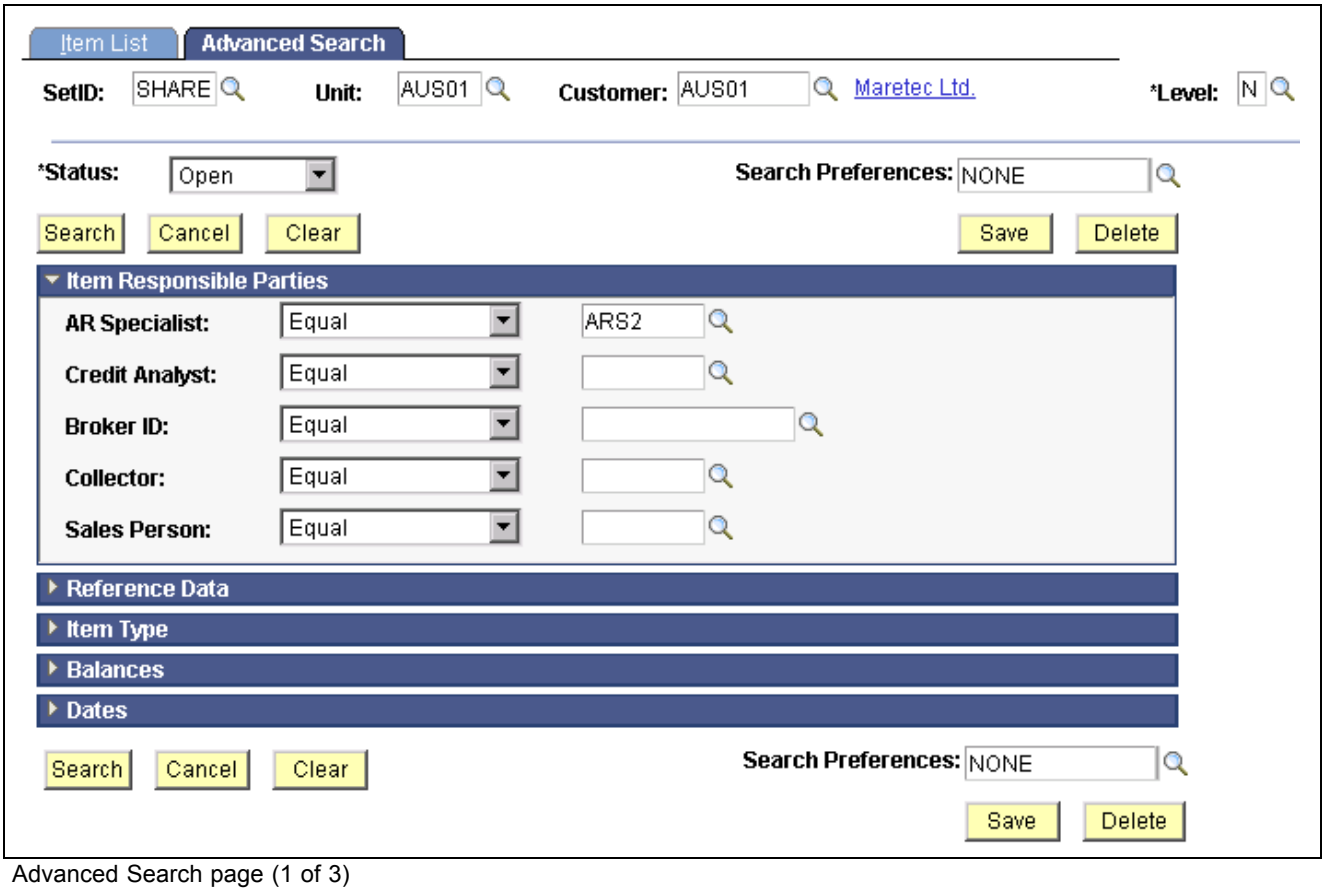
See Also

PeopleSoft Enterprise Order to Cash Common Information 8.9 PeopleBook, "Managing Conversations," Entering and Reviewing Conversations

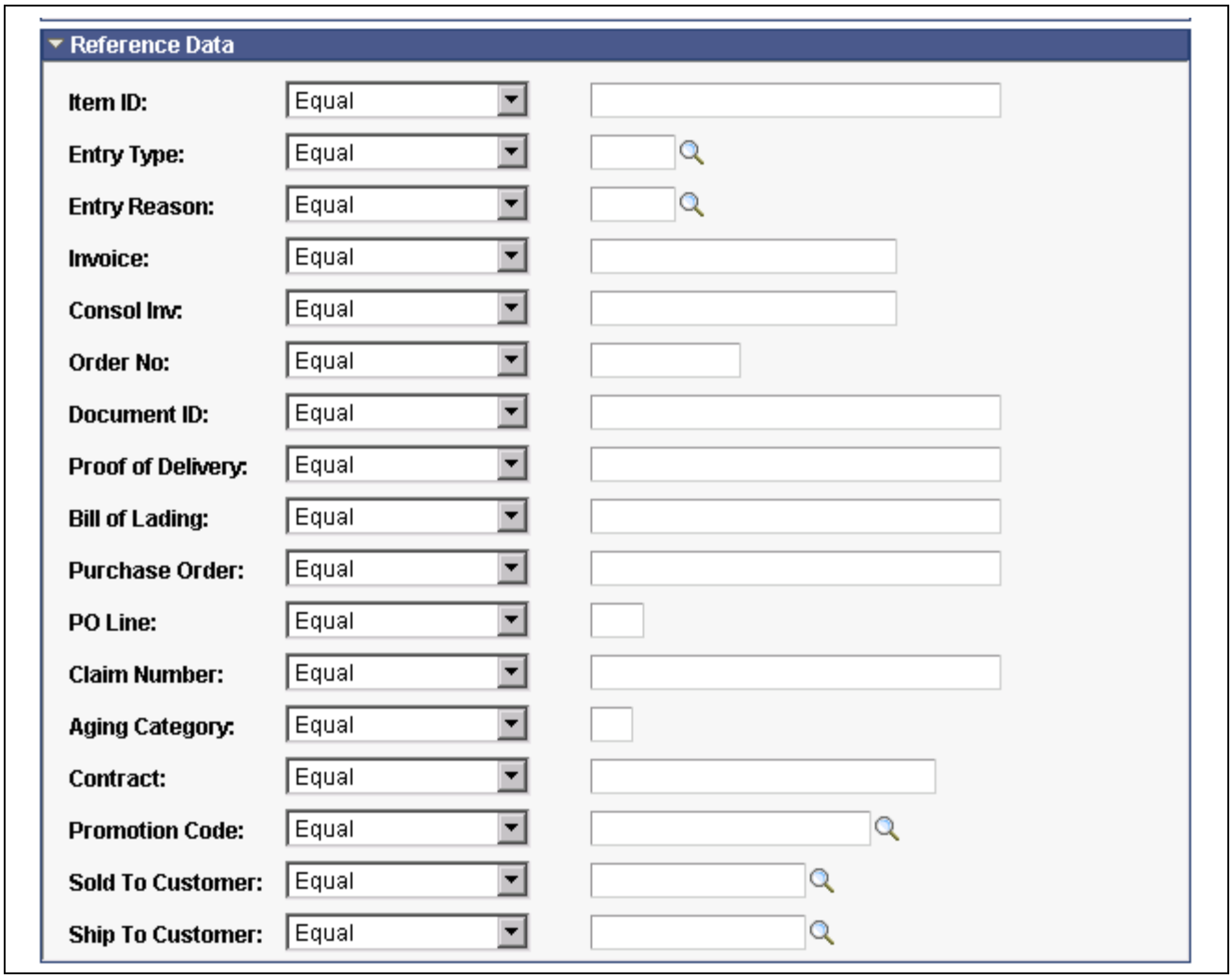
Chapter 22, "Maintaining and Reviewing Item Information," Updating Multiple Items, page 565

Entering Search Criteria

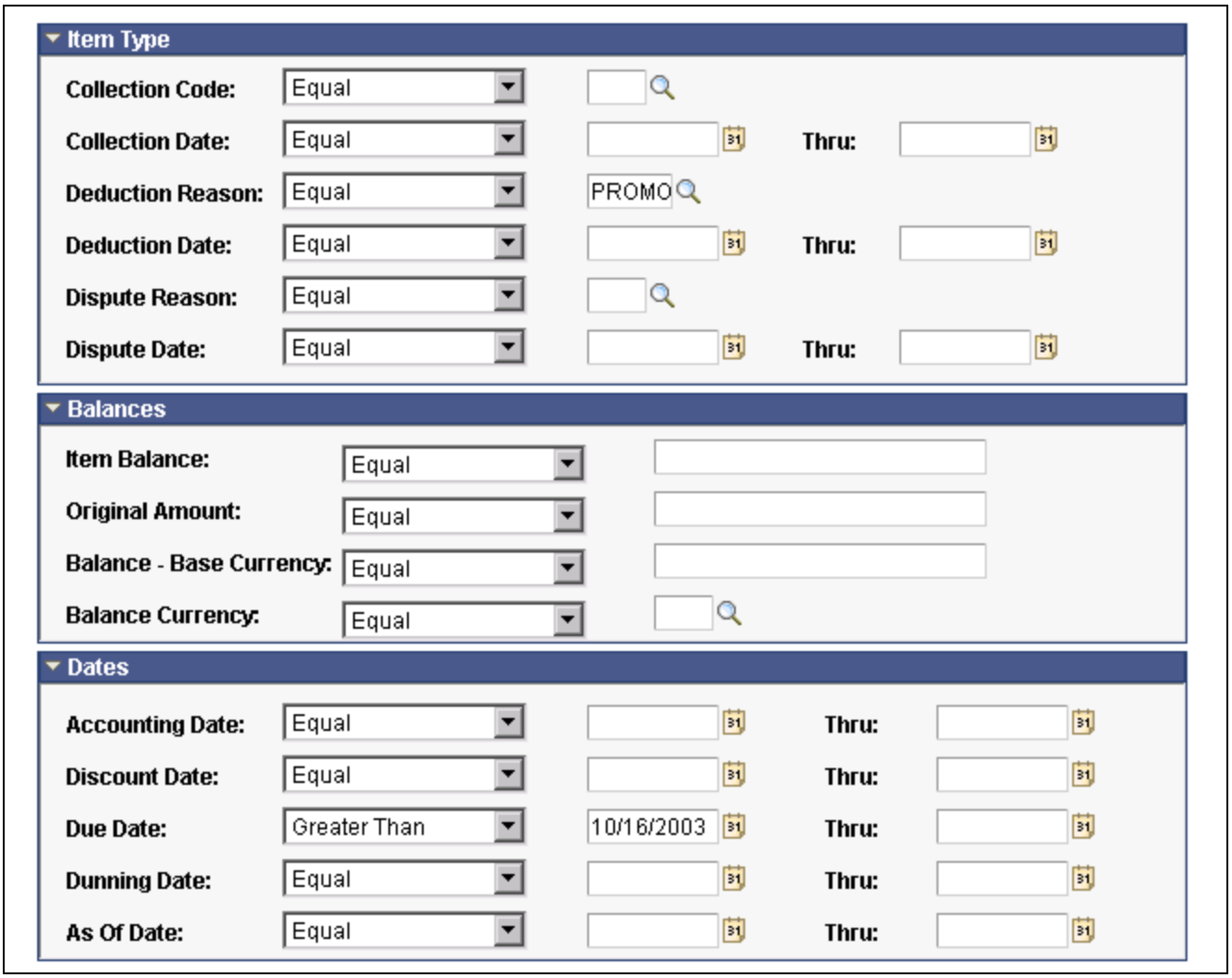
Access the Advanced Search page.



Advanced Search page (1 of 3)



Advanced Search page (2 of 3)



Advanced Search page (3 of 3)

To limit items on the Item List page, enter search parameters. If you do not specify a value for a search parameter, the system retrieves all the records for the parameter. For example, if you do not enter a collector, the system retrieves items assigned to all collectors.

For some parameters, you can enter a range of values to include in the search. For example, you can search for all items with a due date that falls between January 1, 2005 and January 8, 2005. To search for a range, you must enter a value in the Thru field.

For each parameter, you enter the operator for the criteria, such as *Equal, Greater Than, Between,* or *Exists*. Select *Exists* for any non-date field to retrieve items with any value in the field.

Note. You can expand and collapse the sections to control the number of viewable fields.

Search Preferences Select an existing search preference or enter the name for a new search preference.

Search Click to populate the Item List page with items that match your search preference criteria.

Important! If you enter new search criteria that you want to reuse, you must click Save.

Clear Click to remove values from all fields on the Advanced Search page.

Save Click to save a new search preference. The name that you specify for the search preference is available in the Preference field for future searches.

Delete Click to delete the selected search preference.

Reviewing Item Activity Information

This section lists the pages that you use to review item activity information.

Note. If the items associated with a document are in multiple currencies, the system displays the note ***Multiple Currencies*** instead of an amount.

Pages Used to Review Item Activity Information

Page Name	Object Name	Navigation	Usage
Item Accounting Entries	ITEM_DATA3	Accounts Receivable, Customer Accounts, Item Information, View/Update Item Details, Item Accounting Entries	View the accounting entries for each item activity.
Item Activity Summary	ITEM_DATA2_MULTI	Accounts Receivable, Customer Accounts, Item Information, Item Activity Summary, Item Activity Summary	View a single-line summary of each item-related activity.
Item Activity From A Group	ITEM_GROUP	Accounts Receivable, Customer Accounts, Item Information, Item Activity From a Group, Item Activity From A Group	View activity for all items in a group.
Item Activity From A Payment	ITEM_PAYMENT	Accounts Receivable, Customer Accounts, Item Information, Items Activity From a Payment, Item Activity From A Payment	View items that were paid by a single payment after the Receivable Update Application Engine process (ARUPDATE) processed the payment. After the payment has been posted, you cannot return to the payment worksheet to view how it was applied.
Item Activity From A Draft	ITEM_DRAFT	Accounts Receivable, Customer Accounts, Item Information, Item Activity From a Draft, Item Activity From A Draft	View activity for draft items.
Item Activity From A Match Group	ITEM_SUB_GROUP	• Click the link for the match group ID on the Item Activity page. • Accounts Receivable, Customer Accounts, Item Information, Match Group Activities, Item Activity From A Match Group	View all matched items in a match group from the maintenance worksheet or the Automatic Maintenance Application Engine process (AR_AUTOMNT) as well as the amounts matched.

Reviewing Receivables Activity for a Business Unit

You can use inquiry pages to look up customer balances and various summaries of other receivable activity at the business unit level.

This section discusses how to:

- View activity by business unit.
- View business unit history in a chart.
- Generate the Receivables Activity report.

Pages Used to Review Receivables Activity for a Business Unit

Page Name	Object Name	Navigation	Usage
Out of Balance Customer	CUSTOMER_OOB	Accounts Receivable, Receivables Update, Out of Balance Customers, Out of Balance Customer	Determine whether a customer's balance matches the total amount of the customer's open items. This page is available only if the balance and the open item total do not match for a customer in the business unit. This should never occur. But if it does, something is out of sync in your database. Contact the system administrator for your organization. This page helps the system administrator investigate the problem.
Unit Activity	SYSTEM_ACTIVITY	Accounts Receivable, Receivables Analysis, Review Receivable Information, Unit Activities, Unit Activity	View activity that you posted to a business unit. The system includes only payments that are completely posted in the totals.
Unit Cash	BUS_UNIT_CASH	Accounts Receivable, Receivables Analysis, Review Receivable Information, Unit Cash, Unit Cash	View cash applied and cash received by a business unit.
Unit Draft	BUS_UNIT_DRAFT	Accounts Receivable, Receivables Analysis, Review Receivable Information, Unit Drafts, Unit Draft	View draft summary information at the business unit level.
Unit Aging	BUS_UNIT_AGING	Accounts Receivable, Receivables Analysis, Review Receivable Information, Unit Aging, Unit Aging	View aging summary information at the business unit level.
Unit Aging Chart	BUS_UNIT_AGINGCHRT	Accounts Receivable, Receivables Analysis, Review Receivables Information, Unit Aging, Unit Aging Chart	View a chart with aging information for a business unit. The types of charts are two-dimensional bar, horizontal bar, line chart, or stacked bar.

Page Name	Object Name	Navigation	Usage
Business Unit History	BUS_UNIT_HISTORY	Accounts Receivable, Receivables Analysis, Review Receivable Information, Unit History, Business Unit History	View history summary at the business unit level.
Business Unit History Chart	BUS_UNIT_HIST_CHRT	Accounts Receivable, Receivables Analysis, Review Receivables Information, Unit History, Business Unit History Chart	View a chart with history information for a business unit. The types of charts are two-dimensional bar, horizontal bar, line chart, or stacked bar.
Receivables Activity	RUN_AR20005	Accounts Receivable, Receivables Update, Posting Results-Upd Pend Items, Receivables Activity Report, Receivables Activity	Enter run parameters for the Receivables Activity report (AR20005). Use this report to view activities and amounts for items with the ChartField values in the receivables (AR) distribution line specified on the run control. **Note.** The AR20005 Receivable Activity report assumes that any manually created overdue charge items are designated by a user defined entry type that is equal to or prefixed with OC. System-generated overdue charges already satisfy this criteria and are included in the Overdue Charge Amount column.

Viewing Activity by Business Unit

Access the Unit Activity page.

Activity Type Use to select a business unit activity. Each activity is divided into different categories of related system functions that perform the calculations. You can modify these categories on the System Functions 1 page.

This table lists the business unit activities, categories, and system functions that should be associated with the categories on the System Function 1 page:

Description	Categories	System Functions
Activity Type	Billing	IT-01, IT-02
	Cash Applied	WS-01, -04, -05, -06, -07, -08
	Discounts	WS-02, WS-03
	Draft Management	DM-01, -02, -03, -04, -05,-06
	Direct Debit Management	DD-01,-02,-03,-04,-05
	Overdue Charges	FC-01
	Maintenance	MT-01, -04, -05
	Refunds	MT-08, MT-09
	Transfers	TR-01, TR-02
	Write-offs - Maintenance	MT-02, -03, -06, -07
	Write-offs - Payments	WS-09, -10, -11
Activity Type/Origin/Bank Code	Billing	IT-01, IT-02
	Cash Applied	WS-01, -04, -05, -06, -07, -08
	Discounts	WS-02, WS-03
	Draft Management	DM-01, -02, -03, -04, -05, -06
	Direct Debit Management	DD-01,-02,-03,-04,-05
	Overdue Charges	FC-01
	Maintenance	MT-01, -04, -05
	Refunds-Maintenance	MT-08, MT-09
	Transfers	TR-01, TR-02
	Write-offs - Maintenance	MT-02, -03, -06, -07
	Write-offs - Payments	WS-09, -10, -11
	If you selected *Breakdown by Origin* in the Activity Type/Origin/Bank Code field on the System Function 1 page for a system function, the system displays one row per origin ID or bank code depending on the system function. Draft and payment groups use bank codes; all other groups use origins.	
Entry Type	One row for each entry type that has activity.	Not applicable

Description	Categories	System Functions
Group-Type/Origin/Bank Code	One row for each group type. If you selected *Breakdown by Origin* in the Activity Type/Origin/Bank Code field on the System Function 1 page for a system function, the system displays one row per origin ID or bank code depending on the system function. Draft and payment groups use bank codes; all other groups use origins.	Not applicable
Entry Type/Entry Reason	One row for each entry type and reason combination that has activity.	Not applicable

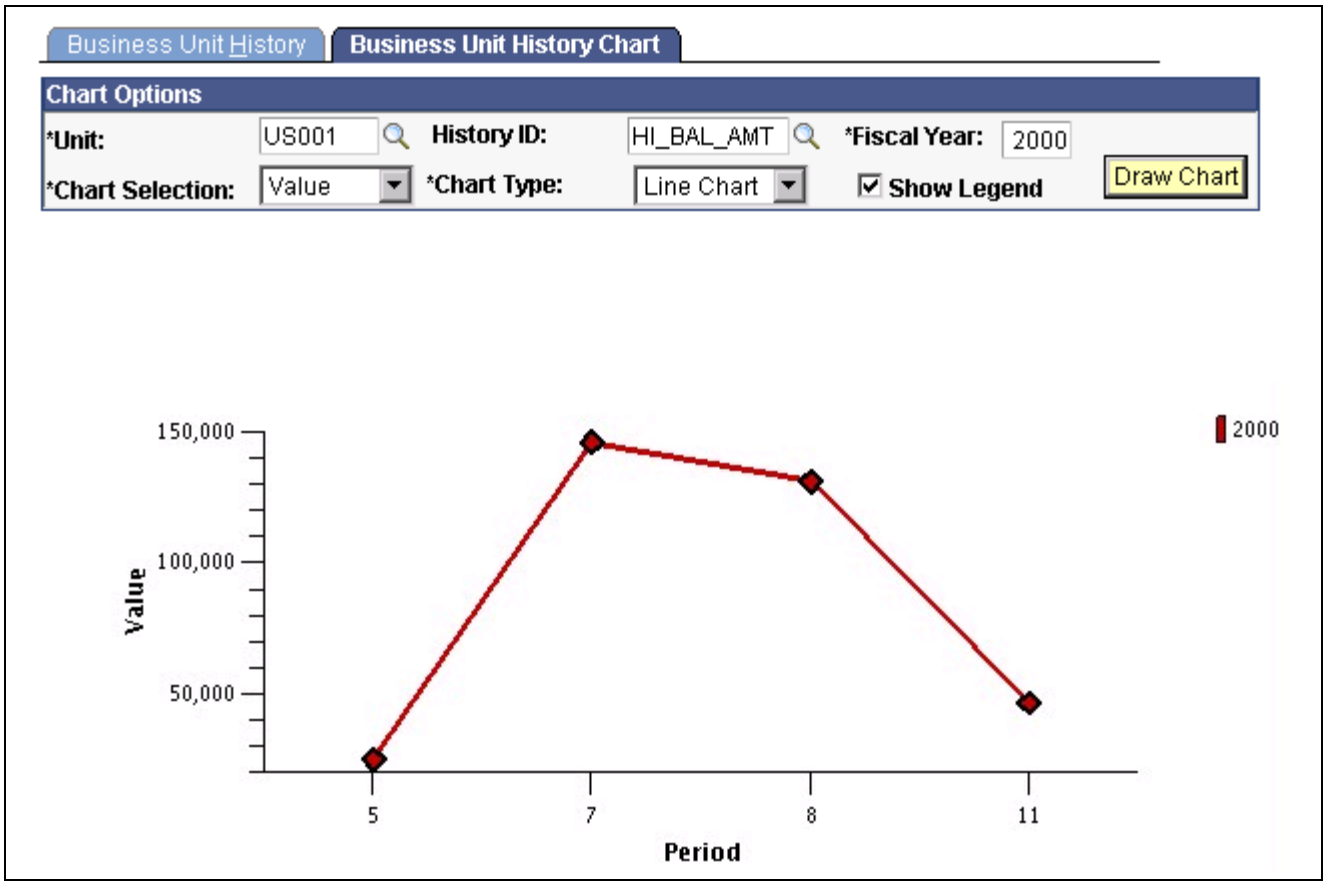
See Also

Chapter 4, “Defining Receivables Processing Options,” page 49

Chapter 17, “Configuring Page Features,” Changing Activity Types, page 421

Viewing Business Unit History in a Chart

Access the Business Unit History Chart page.



Business Unit History Chart page

Enter search criteria, the chart selection, and the chart type, and then click Draw Chart to display the chart.

Generating the Receivables Activity Report

Access the Receivables Activity page.

Remaining Amount Enter an operator such as equal to or greater than and enter an amount. The report includes only items whose balance meets this condition.

Only Write-off Activity Select to include only items that have a write-off activity.

ChartFields

Enter the ChartField values for each ChartField in the AR distribution line used to select items for inclusion in the report.

Reviewing the Source Accounting Entries for Journal Lines

This section provides an overview of how to drill down from journal lines and discusses how to link drill-down pages with accounting entry definitions:

Understanding How to Drill Down from Journal Lines

You can view source transactions for Receivables accounting entries from journal lines in General Ledger for both standard and entry event journals. You search for journals in the Journals component (JOURNAL_INQUIRY) and drill down to source transactions for individual journal lines. The page that you access is based upon the selections that you made on the Accounting Entry Definition page.

You can also review source transactions for entry event journals directly from the menu in Receivables.

Before you can view source transactions for a journal entry in General Ledger, you must specify the exact type of information that you want to drill down to from the Journals component. To do so, you link a drill-down page with each accounting entry definition for which you generate journals.

See Also

PeopleSoft Enterprise General Ledger 8.9 PeopleBook, "Reviewing Financial Information," Viewing Journal Information

Pages Used to Review Accounting Entries from General Ledger

Page Name	Object Name	Navigation	Usage
Accounting Entry Definition	JRNL_GEN_ACCTG_DEF	General Ledger, Journals, Subsystem Journals, Accounting Entry Definition, Accounting Entry Definition	Identify the drill-down pages for each accounting entry definition that the Journal Generator Application Engine process (FS_JGEN) uses to general journal for Receivables.
Journal Inquiry	INQ_JRNL_CRITERIA	General Ledger, Review Financial Information, Journals, Journal Inquiry, Journal Inquiry	Enter search criteria to retrieve a list of journals.
Journal Inquiry Details	INQ_JRNL_HDR_DTL	Click a journal ID on the Journal Inquiry page.	View journal lines for a journal and drill down to the source transactions in Receivables.
Drill to Source	EE_ARITM_DRILL	• Accounts Receivable, Customer Accounts, Item Information, EE Journal Entries, Drill to Source • Click the Drill to Source button for a journal line on the Journal Inquiry Details page.	Review the accounting entries for receivables items for entry event journals.
Drill to Source	EE_ARDJR_DRILL	• Accounts Receivable, Payments, Direct Journal Payments, Journal Entry Drill Down, Drill to Source • Click the Drill to Source button for a journal line on the Journal Inquiry Details page.	Review the accounting entries for direct journal deposits and cash control accounting entries for entry event journals.

Linking Drilldown Pages with Accounting Entry Definitions

Access the Accounting Entry Definition page.

Select one of the accounting definition names in the following table. In the Page Name field, select the object name of the page that you want to view.

Accounting Definition Name	Drill-Down Page	Object Name	Description
ARDEFN	AR Item Drill	AR_ITEM_DRILL_PNL	Displays standard accounting entries for items, such as invoices and payments that you created online or during background processing. This page does not display direct journal payments and revaluation entries.
ARDIRJRNL	AR Paymisc Drill	AR_PAYMISC_DRL_ PNL	Displays standard direct journals and cash control entries created in Receivables.
ARREVALUE	AR Rvl Drill	AR_RVL_DRILL_PNL	Displays standard accounting entries created to record gains and losses from the revaluation of foreign currencies.
EGAROIDEFN	Journal Drill Down	EE_ARITM_DRILL	Displays entry event accounting entries for items, such as invoices and payments that you created online or during background processing. This page does not display direct journal payments and revaluation entries.
EGARDJDEFN	Journal Drill Down	EE_ARDJR_DRILL	Displays entry event direct journals and cash control entries created in Receivables.

Select the Cross-Product Drill Down check box.

See Also

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Using Journal Generator," Defining Accounting Entries

CHAPTER 34

Understanding Exception and Collection Processing

This chapter discusses:

- Deduction processing.
- Dispute processing.
- Default receivables (AR) specialist hierarchy.
- Deduction and disputed item splits.
- Collection processing.
- Conversation entry and review.
- Delivery of correspondence.
- Item inclusion and exclusion from receivables processes.
- Process scheduling.

See Also

Chapter 7, "Setting Up Exception and Collection Processing," page 153

Chapter 35, "Managing Credit, Collections, and Exceptions," page 827

Deduction Processing

Customers may take deductions for any of these reasons:

- A promotion deal.

  For example, they were promised that they could take 5 percent off an invoice once they reached a certain threshold for volume purchases.

- A nonpromotional discount resulting from damaged goods or a late delivery.
- A reason of their choosing.

  For example, they are penalizing you because you sent a hard copy bill when they requested an electronic bill.

Receivables provides several tools to help you track all deductions, collect unauthorized deductions, and offset deductions taken for legitimate reasons.

This section discusses:

- Process flow

- Promotions Management integration

Process Flow

Receivables integrates with Order Management, Billing, Contracts, and Promotions Management to facilitate the deduction management process. This section describes the process flow for deduction processing in these applications:

1. Enter your customer promotions in Promotions Management.

   You can view the status of these promotions directly from Receivables.

2. Create sales orders in Order Management.

   You can view information about sales orders associated with deductions directly from Receivables.

3. Create invoices in Billing and use the Load AR Pending Items Application Engine process (BILDAR01) to interface the items to Receivables.

   You can view information about invoices associated with a deduction directly from Receivables.

   Note. If you use a third-party billing application, you can interface items to Receivables, but you cannot view the original invoice information for an invoice associated with a deduction.

4. Create deductions in Receivables in three ways.

   When you create the deduction, the system automatically assigns an AR specialist to manage the deduction.

   - When you apply the payment to the item on the payment worksheet, you can create a deduction for the difference between the item and the payment.
   - When you run the Payment Predictor Application Engine process (ARPREDCT), the system automatically creates a deduction if you use a payment predictor method with instructions to create deductions for underpayments.

     Note. If you create a deduction after a payment is applied and posted, you must either unpost the payment group or apply a credit item to the deduction to reverse the deduction.

   - You can manually mark an item as a deduction and assign a deduction reason on the View/Update Item Details - Detail 1 page.

     Important! If you mark an item as a deduction manually, the system does not generate any accounting entries to indicate that the item is a deduction.

5. Run the Condition Monitor Application Engine process (AR_CNDMON) to put deductions on the action list for the assigned AR specialists and notify the specialists.

6. The AR specialist investigates the reason for the deduction and determines whether it is for a promotional deal, a legitimate deduction due to error in your organization, or that it needs to be collected.

   During the investigation process, the AR specialist may perform these tasks to help determine how to handle the deduction:

   - View or change details for the deduction, using the View/Update Item Details component (ITEM_MAINTAIN).

     Drill down to see details about contracts, invoices, sales orders, and promotions related to the item.

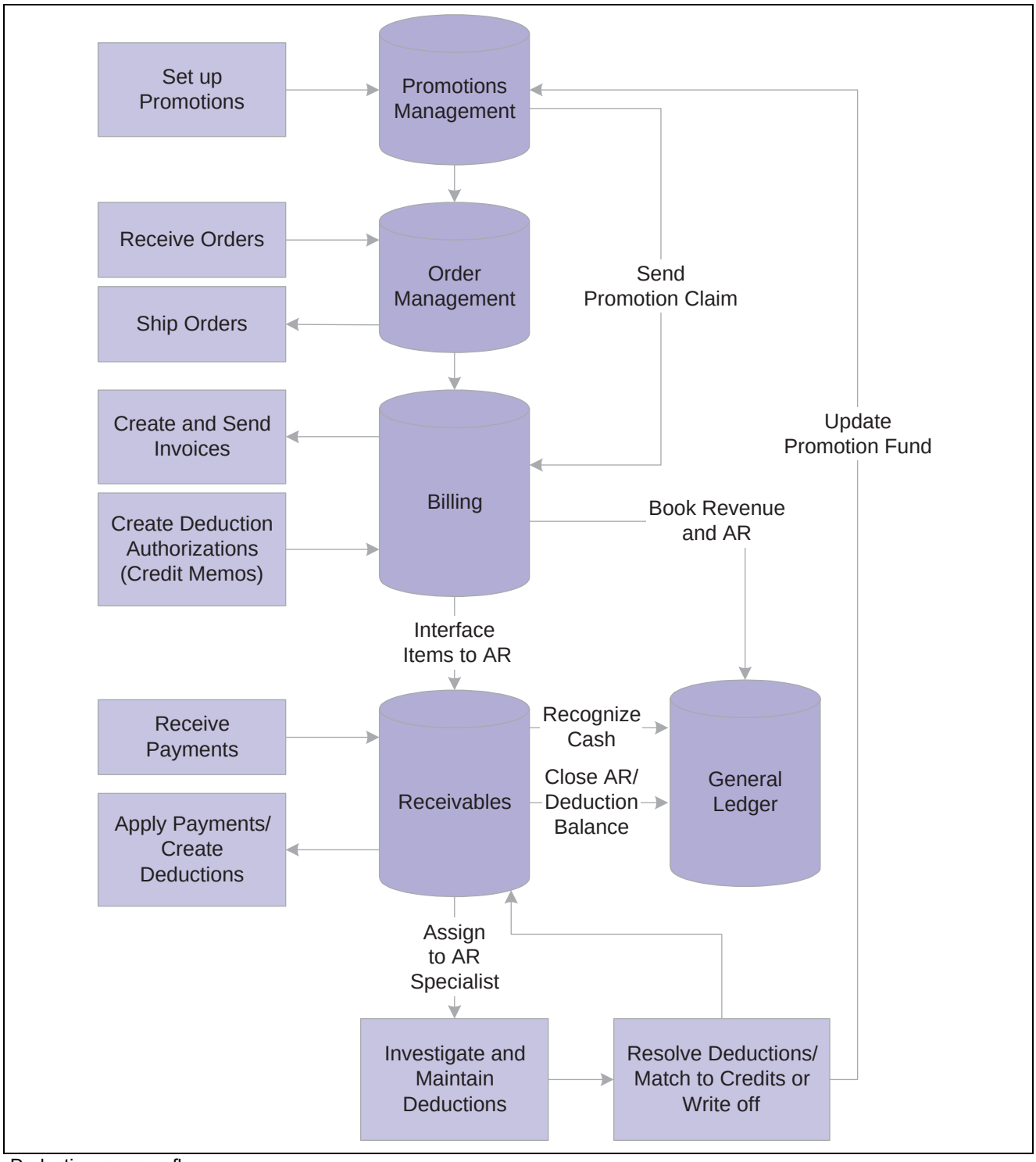
- Assign an action and action owner to the deduction item for further research, such as asking a broker to obtain a copy of the proof of delivery slip.
- Create a conversation entry and attach documents, if needed, for a broker or sales person, or enter comments about a conversation with the customer concerning the deduction.
- Split the deduction into multiple deductions because the deduction amount is actually for two types of deductions, such as a promotion and damaged goods.

7. If you plan to match the deduction with an offset item, either enter a credit memo in Billing and run the Load AR Pending items process to send the credit memo to Receivables, or enter the credit memo directly in Receivables.

   If you use Promotions Management, enter and approve a customer claim for the amount of the offset item. Then run the Payment Load Application Engine process (TD_PAYMENTS) to update the Billing interface tables, instead of entering the credit memo in Billing.

8. Use the maintenance worksheet or the Automatic Maintenance Application Engine process (AR_AUTOMNT) to resolve the deduction by either matching it with a credit item or writing it off.
9. Run the Receivable Update Application Engine process (ARUPDATE) to update the customer balances, update the item activity, and create accounting entries.

This diagram shows the process flow:



Deduction process flow

See Also

Chapter 21, “Applying Payments,” page 519

Chapter 22, “Maintaining and Reviewing Item Information,” page 547

PeopleSoft Enterprise Promotions Management 8.9 PeopleBook, “Defining Promotions”

PeopleSoft Enterprise Order Management 8.9 PeopleBook, “Introduction to Sales Order Entry”

PeopleSoft Enterprise Billing 8.9 PeopleBook, “Integrating with Receivables, General Ledger, and Accounts Payable,” Running the Load AR Pending Items Process (BILDAR01)

Chapter 35, “Managing Credit, Collections, and Exceptions,” page 827

Promotions Management Integration

If you use Promotions Management, you can associate a deduction with a promotion and merchandising type that you created in that application. You enter the promotion code and merchandising type on the View/Update Item Details - Detail 2 page or when you create the deduction using the payment worksheet. If a promotion has more than one merchandising type in Promotions Management, you can create a separate deduction for each type. If you are marking an item as a deduction on the View/Update Item Details - Detail 1 page, you can split it so that you can assign a separate merchandising type to each deduction.

If you use Promotions Management and Billing, we recommend that you enter a customer claim for a promotion and create a credit memo to offset an authorized deduction. Take these steps in Promotions Management:

1. Enter the claim and select *Deduction* for the payment method.

   This indicates that you do not want to send the credit memo to the customer.
2. Approve the claim.
3. Update the Billing Interface table (PS_INTFC_BI) in Billing, using the Payment Load process.

Then you run the Billing Interface Application Engine process (BIIF0001) in Billing to create the credit memo.

You can create the customer claim and credit memo before or after the customer actually takes the deduction.

Receivables has only one promotion code and merchandising activity for each item. If you want to match deductions to credit items using the promotion code and merchandising activity, you must enter a promotion code and merchandising activity for each credit memo in your billing application, at the header level. Then enter the promotion code and merchandising activity for each deduction on the View/Update Item Details - Detail 2 page or when you create the deduction using the payment worksheet on the Detail View page.

Although we recommend that you create credit memos for authorized claims, you can manually write off a deduction that is related to a promotion in Receivables. If you manually write off promotion-related deductions, you must create unique entry reasons that identify the write-off as a promotion and that create the appropriate accounting entries. You must also enter the promotion code and, if applicable, the merchandising type for the deduction, on the View/Update Item Details - Detail 2 page or Detail View page for the payment worksheet. This enables brokers and sales people to see that a deduction was written off for a specific customer promotion in Promotions Management. When you run the Promotions Management Update Application Engine process (TD_FINUP) in Promotions Management, the process updates the amount incurred and the balance for the fund assigned to the promotion and merchandising type for the amount of the write-off. You can view the change to the amounts on the Checkbook inquiry page in Promotions Management.

Important! You must create a write-off for a single deduction, to correctly update the information in Promotions Management.

You can view a list of all deductions that were written off and associated with a specific promotion, on the Promotion Activity - Deductions Write-Offs page in Promotions Management. The page displays the entry amount of the write-off activity for the deduction. You can access this page directly in Promotions Management or from the View/Update Item Details - Detail 2 page.

You can view all activity against a promotion for a specific customer in the Promotion Activity component (TD_PROMO_STATUS), which you can access from the View/Update Item Details - Detail 2 page. This helps you determine whether the customer has already been paid for a claim by check or whether a credit memo has been created for the claim.

If you discover that no customer claim has been entered for a deduction, you can request that the broker or salesperson enter the claim by assigning them an action on the Item Action page. The system triggers workflow processing to notify the salesperson or broker that they have a new action that they should review on the self-service Actions page.

If you want to identify credit memos and deductions based on the business reason for the promotion, create separate entry reasons and deduction reasons for each business reason. Assign the entry reason to the credit memo in your billing application and the deduction reason to the deduction in Receivables.

See Also

Chapter 35, “Managing Credit, Collections, and Exceptions,” Assigning Actions to Items, page 831

PeopleSoft Enterprise Promotions Management 8.9 PeopleBook, “Processing Payments for Promotional Activity”

PeopleSoft Enterprise Promotions Management 8.9 PeopleBook, “Defining Funds”

PeopleSoft Enterprise Promotions Management 8.9 PeopleBook, “Viewing Promotional Activity”

PeopleSoft Enterprise Billing 8.9 PeopleBook, “Processing Billing Interface Activity”

Dispute Processing

If a customer is disputing an invoice, you can put the item in dispute and indicate the amount and reason for the dispute. Putting an item in dispute does not generate any accounting entries.

These steps describe the process flow for dispute processing:

1. Mark an item as disputed, and enter a dispute reason and the disputed amount on the View/Update Item Details - Detail 1 page.
2. Run the Condition Monitor process to put the disputed item on the action list for the AR specialist, and then notify the specialist.
3. The AR specialist researches the reason for the dispute and determines whether the item should be collected, refunded, or written off.

   During the investigation process, the AR specialist may perform these tasks to help determine how to handle the disputed item:

   - View or change details for the item, using the View/Update Item Details component.

     Drill down to see details about contracts, invoices, sales orders, and promotions related to the item.
   - Assign an action and action owner to the item for further research.

- Create a conversation entry and attach documents, if needed, for a broker or salesperson, or enter comments about a conversation with the customer concerning the disputed item.

4. Resolve the disputed item by doing one of these:
   - Take the item out of dispute on the View/Update Item Details - Detail 1 page.
   - Write off the item, using the maintenance worksheet.
   - Create a credit memo and apply the credit to the item, using either the Automatic Maintenance process or the maintenance worksheet.

   Note. If you write off the item or apply a credit memo to the item, run the Receivable Update process to update the customer's balance, update item activity, and create accounting entries.

Default AR Specialist Hierarchy

The system automatically assigns an AR specialist to a deduction when you create it either by using the payment worksheet, using the Payment Predictor process, or adding a deduction reason on the Detail 1 page. The system also assigns an AR specialist to an item that you put into dispute. The system uses the following hierarchy to determine which AR specialist to assign to the item:

1. Customer for the item (you assign AR specialists to customers on the Bill To Options page).
2. Deduction reason or dispute reason (you assign AR specialists to reasons on the Deduction Reason and Dispute Reason pages).
3. Business unit for the item (you assign AR specialists to a business unit on the Receivables Options - General 1 page).

To notify AR specialists when a new deduction or disputed item is assigned to them:

1. Set up a condition definition for deductions and disputed items.
2. Set up an action definition and action template to notify the specialists.
3. Create an assessment rule to identify the new deductions or disputed items.
4. Run the Condition Monitor process.

AR specialists will receive an email notifying them when they have an action for new deductions or disputed items.

Deduction and Disputed Item Splits

As you research a deduction, you may find that it consists of multiple deductions. For example, a deduction for 3,000.00 USD appears with a promotion explanation. You initially assign the *Promotion* deduction reason code to the deduction. As you investigate the item, you determine that the deduction is for a 2,000.00 USD promotion adjustment and a 1,000.00 USD short shipment. You need to change the deduction to reflect this, so that the different pieces can take separate resolution paths. To do this, you split the deduction.

You can also split a disputed item if the customer is disputing only part of the amount and you want to track and resolve each portion separately.

See Also

Chapter 22, "Maintaining and Reviewing Item Information," Splitting Exception Items, page 562

Collection Processing

Receivables enables you to monitor a customer's account and take action when a condition occurs. You define the conditions that put a customer in an action plan, including:

- When the amount and age of the balance past due reach a specified limit.
- When the outstanding balance reaches a certain dollar amount or percentage or exceeds the customer's credit limit.
- When a customer reaches a specified number of days from the credit expiration date or passes the date.
- You have a message with credit hold for a customer.
- A large amount is coming due.
- A conversation entry has reached the follow-up date or a new follow-up action has been entered.
- A deduction or dispute item exists.

If the amount and age of the customer's balance past due reach a specified limit, the Condition Monitor process generates an action plan based on the collection rules that you define. For any other customer conditions, the condition monitor generates an action plan based on the assessment rules that you define.

You can define any additional conditions that are applicable to your organization and define assessment rules to generate an action plan. You can define rules that create actions at the customer level or actions for individual items.

These steps define the process flow for collection processing:

1. Run the Condition Monitor process to: generate new action plans, upgrade the customer to the next step in the collection action plan, update action lists, perform automated actions, cancel actions if the condition no longer exists.

   Note. The Condition Monitor process calls the WF_FUNCTION, which triggers workflow processing that sends notification to supervisors, AR specialists, and action owners; if an action has reached a specified number of days before or after the action due date. This enables them to work or reassign the action if necessary.

   See Appendix C, "Delivered Workflows for Receivables," page 955.
2. Action owners perform assigned actions from the PeopleSoft worklist, the action owner list, or emails, such as calling the customer, putting a credit hold message on the customer, downgrading the customer's credit rating, writing off the customer's balance, or generating customer correspondence.
3. Manage future-dated entries in an action plan for a customer by cancelling the action, moving the action to the customer action list, or changing the action plan parameters.
4. Run the Condition Monitor process again to generate statements, dunning letters, or follow-up letters for customers on the action list with an action status for the correspondence type of *Pending*.

Conversation Entry and Review

Receivables conversation pages help keep track of ongoing discussions and conversations with customer contacts. Examples include invoice and payment issues that you are trying to resolve, as well as other customer inquiries. You can link a conversation to a specific item. Use the PeopleSoft notification feature to send an email to an interested party to announce that there is a new conversation entry to review.

Use the conversation pages as needed to review or add entries to an existing conversation thread or to record a new one. The search criteria for retrieving a conversation can be a keyword that is associated with the conversation or a follow-up action, such as calling the customer again.

You can set the conversation up for review in a specified number of days or have the supervisor review it. The system assigns the supervisor associated with the user profile for the individual to review the conversation.

You can also attach documents to the conversation, such as proof of delivery slips, a bill of lading, or a Microsoft Word or Excel document.

The Condition Monitor process creates an action for a customer, if you create a rule for the Conversation Follow-up condition when a follow-up date is reached or you enter a new follow-up action.

See Also

PeopleSoft Enterprise Order to Cash Common Information 8.9 PeopleBook, "Managing Conversations"

Delivery of Correspondence

The Condition Monitor process creates actions to generate correspondence. Correspondence generation timing depends on whether you specified that the action should be automated or proposed when you set up your action templates.

If the action is automated and due today or earlier, the Condition Monitor:

- Adds the action item to the Action List table (PS_ACTION_LST).
- Inserts a record in the Condition Monitor Correspondence Interface table (PS_CM_CRSPD_IFC) that includes the type of action, such as Send Follow Up Letter, and sets the process flag on the record to *Y*.
- Calls the appropriate correspondence process when the Condition Monitor completes.

  Depending on the action, the process calls either the Dunning Application Engine process (AR_DUNNING), Follow Up Letter Extract Application Engine process (AR_FOLLOWUP), or the Statements Application Engine process (AR_STMTS).

If the action is proposed, the timing depends on the selection on the Letter Delivery page when you initiate the action. The system either:

- Transfers you to the appropriate run control for the type of correspondence and populates the run control parameters.
- Generates the correspondence the next time that you run the Condition Monitor process or the next time you run the appropriate correspondence process from the run control page.

  The system creates a record on the Condition Monitor Correspondence Interface table for the action.

The Statements, AR Dunning, and Follow Up Letters Extract processes:

- Generate correspondence for customers that have actions on the Condition Monitor Correspondence Interface table with the appropriate action code, such as Send Follow Up Letter or Send Statement.
- Use the contact for the correspondence customer to determine the delivery method and the email address or fax number.

  If there is no preferred delivery method such as email or fax for a customer's contact person, the system prints the correspondence.
- Extract the email address or fax number for the contact when the delivery method is *Email* or *Fax.*

Receivables interacts with Merkur DeliveryWare Software from the Merkur Group, to deliver correspondence by fax or email. Read the Merkur documentation from the Merkur Group for more information.

Note. You must purchase and install the Merkur DeliveryWare and Merkur Connector software to fax or email correspondence. You must also ensure that the windows service BEA ProcMGR's log on value is *This Account.* Then the specified windows user account should have printing permission to the printer where the Crystal reports print. You also must define the appropriate paper size in the Crystal process type definition.

See *Enterprise PeopleTools PeopleBook: Crystal Reports for PeopleSoft, "Using Crystal Reports"*

The Crystal Reports for dunning letters, statements, and follow-up letters have two additional fields that the Merkur DeliveryWare Software uses:

- The system populates the #DEST field based on the delivery method for the bill to contact for the correspondence customer.

  It contains the email address or fax number, or is left blank. If information is missing for the contact, the system enters the following text in the #DEST field, and then the process prints the correspondence:

  - If the email address is missing, the system enters **** NO EMAIL ADDR ****.
  - If the fax number is missing, the system enters **** NO FAX NUMBER ****.
- The system enters *PULSE* for the assigned action owner in the #USER field.

  Within the Merkur DeliveryWare Software, you can set up rules that determine how to notify the administrator of:

  - A failed transmission.
  - A successful transmission.

The #tagged fields used for Merkur must match the set up in the Merkur configuration. The crystal output destination must be directed to the Merkur port monitor. Refer to the Merkur documentation for the proper configuration.

Follow-up Letters

The Follow Up Letter Extract process (AR_FOLLOWUP):

- Selects customers on the action list whose action is OLTR.
- Creates a flat file for the selected letters and delivery method combination for each job run.

Dunning Letters

The Dunning process (AR_DUNNING):

- Updates the Dunning ID number field on the Condition Monitor Correspondence Interface table based on the dunning ID number assigned to the letters.

- Uses the letter code that you assign as the action parameter for the action list item to determine the text to include in the letters when the dunning ID for the customer uses the dunning method *Dunning By Action List.*

Note. If the customer has a dunning ID with different dunning method other than *Dunning By Action List,* the process does not generate the letter. You must run the process from the run control page to generate the letter.

- Selects customers on the action list whose action is DLTR.
- Includes open items that met the selection criteria for the dunning ID assigned to the bill to customers on the action list.
- Updates the Customer Dunning Letter Header table (PS_DUN_CUST) and the Dunning Detail table (PS_DUN_CUST_DTL), so that you can view the letter information online.

Statements

The Statements process (AR_STMTS):

- Selects customers on the action list whose action is STMT.
- Includes open items for all bill to customers associated with the collection customer on the action list.
- Updates the Statement ID number field on the Condition Monitor Correspondence Interface table based on the statement ID number assigned to the job.
- Updates the Customer Statement Header table (PS_STMT_CUST) and Statement Detail table (PS_STMT_DTL), so that you can view the statement information online.

Item Inclusion and Exclusion

You have the option to exclude items in dispute or collection as well as deductions from the various processes in Receivables based on your setup or your selection at run time. The system looks to see if an item is marked as a deduction, disputed, or in collection to determine whether to include or exclude the item. The processes that you can set up to exclude exception and collection items are:

- Aging.
- Calculations for average days late and weighted average days late.
- Dunning letters.
- Statements.
- Overdue charge invoices.
- Automatic Maintenance processing. (Excludes only deductions or disputed items.)
- Payment Predictor processing. (Excludes only deductions or disputed items.)
- Balances on the Account Overview - Balances page.
- Items selected for inclusion on payment, draft, transfer, and maintenance worksheets.

Process Scheduling

If you schedule your batch processes to run at a particular time of the day, you will probably find it most efficient to schedule them to run in this order:

1. Payment Predictor.
2. Automatic Maintenance.
3. Receivable Update.
4. Condition Monitor.
5. Correspondence processes for statements, dunning letters, and follow-up letters.
6. Overdue Charges.

Scheduling the processes in this order, enables the Condition Monitor to create action list items for new deductions, disputed items, or new collection conditions, and notify action owners of new assignments as soon as possible.

CHAPTER 35

Managing Credit, Collections, and Exceptions

This chapter lists prerequisites and common elements and discusses how to:

- Monitor conditions.
- Assign actions and send notification.
- Manage action owner assignments.
- Work with actions.
- Generate additional workflow notifications.
- Obtain Dun and Bradstreet information for a customer.

See Also

Chapter 34, "Understanding Exception and Collection Processing," page 815

Chapter 37, "Generating Correspondence," page 859

Prerequisites

Before managing exception and collection issues, perform these tasks:

- Set up your system for exception and collection management.
- Define correspondence options.
- Define collection options for your installation.

See Also

Chapter 7, "Setting Up Exception and Collection Processing," page 153

Chapter 6, "Setting Up Correspondence Options," page 135

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Setting Installation Options for PeopleSoft Applications," Defining Receivables Installation Options

Common Elements Used in This Chapter

Action or **Action Code** — Activity that an individual or the system performs when a customer or item violates a condition. For example, placing a customer on credit hold or generating a dunning letter.

Action Parameter — Value to use when the system performs the action. On some pages, you can provide a value.

For *Send a dunning Letter (DLTR),* enter a letter code.

Note. To use the letter assigned to the action, you must assign a customer a dunning ID that uses an *Dunning by Action List* dunning method. Otherwise, the system uses the letter codes based on the rules for the dunning ID.

For *Place a hold message on a customer (HOLD)*, enter a message code.

For *Send a follow-up letter (OLTR),* enter a letter code.

For *Refer to a collection agency (REFR),* enter a collection code.

Action Template — Template that provides an escalating plan for actions based on the age of the violation.

Assign To or **Action Owner** — User ID of the action owner assigned to work with the action item.

Condition or **Condition ID** — Change of status in a customer's account, such as reaching a credit limit or exceeding a user-defined balance. A condition also occurs when specified item types meet user-defined criteria.

Due Date — Date by which the action should be performed.

Search — Click to populate a grid with data that matches your search criteria.

Monitoring Conditions

This section provides an overview of the Condition Monitor Application Engine process (AR_CNDMON) and discusses how to run the Condition Monitor process.

Understanding the Condition Monitor Application Engine Process

The Condition Monitor process scans customer and item information to determine whether their current condition should trigger an action plan.

When you run the process, you specify which customers to include in the run:

- All customers for a setID.
- All customers in a customer group.
- Individual customers.

This process performs four primary functions:

- Selects and loads customers, items, balances, and rules to monitor.
- Checks collection and assessment rules to determine if customers or items have violated the conditions being monitored in the rules.
- Updates the application tables.
- Processes automated actions.

Selection and Load Process

The Condition Monitor process analyzes the schedules, customers, items, and rules to determine what to monitor. The process selects customers who meet the criteria specified on the Condition Monitor page. The process also selects all rules scheduled to be monitored on the current day as well as rules that were scheduled to run between the current day and the last time that you ran the process. The process runs user-defined schedules only if they match the run day.

The process matches the customers and items with the appropriate rules and loads the rules into a temporary table.

The process applies the rules at the lowest specified level, even if the rule at the customer or customer group level is on a schedule that does not meet the criteria for the current run. For example, a rule set to process weekly at the customer level is not overridden by a rule set to process daily at the setID level.

The process collects data specific to each customer (such as credit limit). The process loads customer balances into a temporary table and makes adjustments for unapplied payments, in process payments, and for disputed amounts, based on your installation options.

The process loads the items used for rules that use item-level conditions, such as Entry Type/Reason Code or deduction item.

The process loads the action owners—collectors, credit analysts, receivables (AR) specialists, and sales people—into temporary tables.

Collection and Assessment Rule Processing

The Condition Monitor process analyzes each assessment rule and compares the rule parameters to the specific data related to each condition. The process inserts any rule violations into a temporary table. The process compares the violations in the temporary table with existing violations. If the violation is new, it places the actions for the action template in the Temporary Action Process table (AR_CM_PRC_TAO).

The Condition Monitor process also analyzes all collection rule violations and loads them into a temporary table. It deletes any violation in the temporary table that has an existing action plan, unless you enabled the escalation feature on the Installation Options - Receivables page. If the new violation has a higher priority action template, the process removes current actions and future pending actions and inserts new actions based in the new action template into the Action Process table (PS_AR_ACTION_PRCS).

Application Table Updates

The Condition Monitor analyzes the temporary table that contains rule violations, and inserts new records into the Action Process and Action List (PS_ACTION_LST) tables.

The process also:

- Cancels existing actions, if the condition violation no longer exists.
- Assigns action owners.

- Loads and updates the Action List table from the temporary action list.
- Evaluates the existing action dates in the Action Process table for customers and items to determine whether to move an action to the Action List table.
- Calls the WF_FUNCTION, which triggers workflow processing to send emails to action owners that notify them of new actions.

See Appendix C, "Delivered Workflows for Receivables," page 955.

Automated Action Processing

The Condition Monitor process performs any actions that are flagged as *Automatic.* For noncorrespondence actions, such as Hold, the Condition Monitor process updates the appropriate data in the database. If the action produces correspondence, such as a dunning letter or statement, the process inserts a record in the Condition Monitor Correspondence Interface table (PS_CM_CRSPD_IFC) that includes the type of action, such as Send Follow Up Letter, and sets the process flag on the record to *Y.*

Note. The Condition Monitor process automatically calls the processes to generate the correspondence for all actions whose process flag is *Y.* If a customer has multiple actions for the same type of correspondence—for example, two actions to generate dunning letters—the system generates the dunning letters for the most recent action.

Page Used for Condition Monitoring

Page Name	Object Name	Navigation	Usage
Condition Monitor	RUN_AR_CNDMON	Accounts Receivable, Customer Interactions, Actions, Condition Monitor, Condition Monitor	Define the run parameters for the Condition Monitor process.

Running the Condition Monitor Process

Access the Condition Monitor page.

Specify the level to be monitored. Monitor by SetID, Customer Group, or Customer.

Anchor Date, Anchor Currency, and **Anchor Rate Type** Enter the date, currency code, and rate type used to convert monetary amounts to a common currency for comparison purposes. If you leave these fields blank, the process uses the current date, format currency for the user—who created the run control—in user preferences, and the rate type for the business unit.

Assigning Actions and Sending Notification

This section provides an overview of action assignments and notification and discusses how to assign actions to items.

Understanding Action Assignments and Notification

The Condition Monitor process assigns actions to individuals based on the type of action owner in the condition definition and the individual assigned to the customer or item. For example, if the assigned owner for a deduction item condition definition is AR Specialist, the system assigns the action for the deduction item to the AR specialist on the item. As another example, if the assigned owner for the Collection condition is collector, the system assigns the collector assigned to the customer to the action.

Note. If you selected the Allow Business Unit Monitoring check box on the Installation Options - Receivables page, the Condition Monitor process groups all open items for the business unit and collection customer combination together. If all these transactions have the same value in the action owner field, it uses that value for the assigned action owner. Otherwise, it assigns the owner based on the collection customer.

You can also assign actions to items online, using the Item Action page. This is useful when an AR specialist is managing a deduction or disputed item, and the specialist wants to assign an action to a broker or salesperson to research information or obtain information from the customer.

When you assign a new action related to an item to action owners, the system calls a function that triggers a workflow process to send an email to the action owners indicating that they have a new action. The Condition Monitor process also sends notification for new actions that the Condition Monitor creates. In both cases, the system also adds the action to the action owner's worklist.

You specify the number of days before or after the due date, to send the action owners an email reminding them that an action is due to be completed in each action template.

See Also

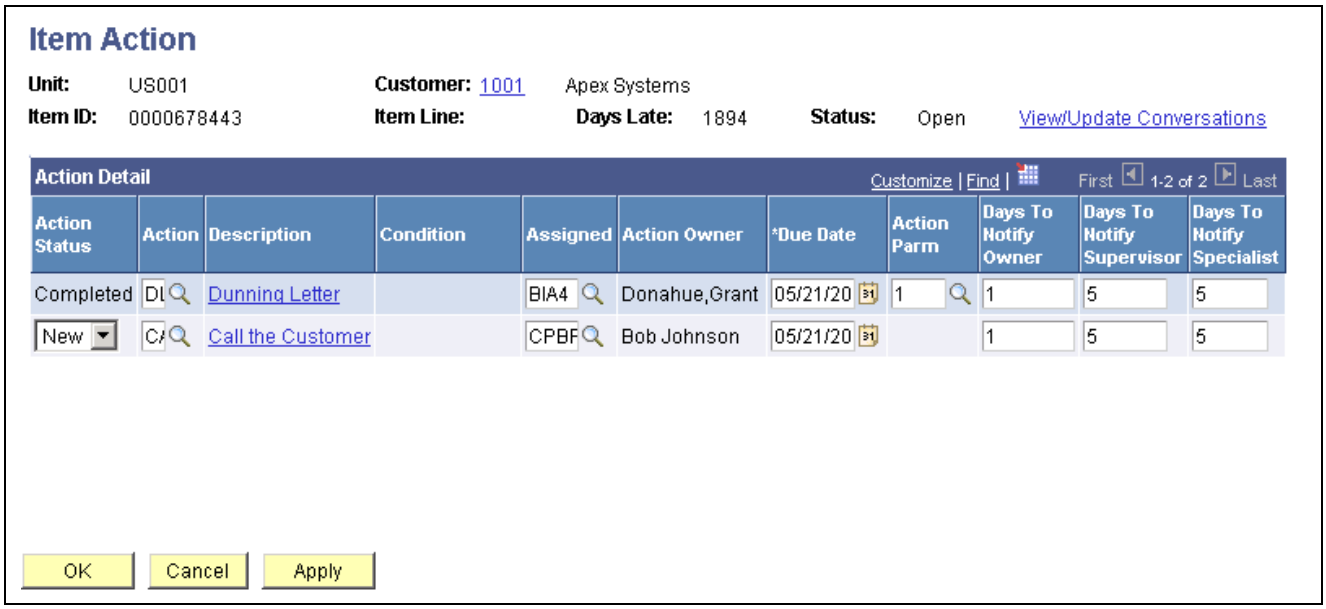
Appendix C, "Delivered Workflows for Receivables," page 955

Pages Used to Assign Actions and Send Notification

Page Name	Object Name	Navigation	Usage
View/Update Item Details - Detail 1	ITEM_MAINTAIN	Accounts Receivable, Customer Accounts, Item Information, View/Update Item Details, Detail 1	Review an item to determine whether it needs an action.
Item Action	ITEM_ACTION	Click the Item Action link on the View/Update Item Details - Detail 1 page.	Create a new action for an item and assign it to an action owner.

Assigning Actions to Items

Access the Item Action page.



Item Action page

For an existing action, you can change only the Action Status field.

View/Update Conversations Click to access the Conversations page, where you can view conversation entries or add additional entries. This link is available only if the customer has existing conversations.

Add Action Click to create a new action.

Action Status Displays the status for the action. Values are: *New, Pending,* or *Cancelled.*

If the status is *Cancelled,* you cannot change it. If you enter an action online, the default status is *New.* The system triggers workflow processing for new action assignments.

Only the action owner or action creator can change the status. The system sets the status to *Complete* after you perform the action.

Action Displays the action code. For a new action, select an action.

Description Click to access the Action page, where you work the action.

Assigned and **Action Owner** Displays the user ID and name of the action owner. For a new action, select a user ID.

Due Date Displays the due date. For a new action, the system calculates the due date using the calendar assigned to the business unit on the Receivables Options - General 1 page and the Due Days field for the action definition. The system adds the number of days in the Due Days field to the current date, and subtracts the number of weekend days and holidays, as defined in the calendar.

Action Parm (action parameter) Enter the appropriate parameter for the action based on the action type:

For *Send a dunning Letter (DLTR),* enter a letter code.

Note. To use the letter assigned to the action, you must assign a customer a dunning ID that uses an *Dunning by Action List* dunning method. Otherwise, the system uses the letter codes based on the rules for the dunning ID.

For *Place a hold message on a customer (HOLD),* enter a message code.

For *Send a follow-up letter (OLTR),* enter a letter code.

For *Refer to a collection agency (REFR),* enter a collection code.

Days to Notify Owner Enter the number of days from the action due date to remind the action owner that the action is not complete.

Days to Notify Supervisor Enter the number of days from the action due date to notify the action owner's supervisor that the action is not complete.

Days to Notify Specialist Enter the number of days from the action due date to notify the AR specialist for an item that the action is not complete.

Note. Enter a positive number to send the notification after the due date and a negative number to send the notification before the due date. To send the notification on the due date, enter *0.* You must run the Condition Monitor process to send the notification.

The system does not include weekends and holidays when it calculates the notification date. The system uses the business calendar that you selected for the general ledger business unit associated with the receivables business unit, to determine which days are holidays and weekend days. Select the calendar in the Holiday List field on the General Ledger Definition - Definition page.

Managing Action Owner Assignments

This section provides an overview of management of action owner assignments and discusses how to:

- Run the Owner Action Status report.
- Run the Actions by Customer/Conditions report.
- Reassign actions.

Understanding Management of Action Owner Assignments

Receivables provides two reports that help you manage action owner assignments:

- The Owner Action Status report lists the number of new action assignments by action owner in the reporting period.

  For each action, the report provides:

  - Total number of actions.
  - The number and percentage of canceled and completed actions for each action owner.
  - The number and percentage of canceled and completed actions by the Condition Monitor process.
- The Condition Status by Owner and Customer report lists the conditions on the customer action list for each action owner by a customer.

  The report lists the total number of actions, the number of actions by condition, the number of actions completed or canceled by the operator, and the number of actions completed or canceled by the Condition Monitor process.

The Condition Monitor process triggers workflow processing to send the supervisor of an action owner an email when an action is not completed in the specified number of days in the action template or item action list. The Condition Monitor process also triggers workflow processing to send the AR specialist for an item with an action an email when the action is not completed in the specified number of days in the action template or item action list. The email provides a uniform resource locator (URL) to the Action page, where the supervisor or AR specialist reviews the action and reassigns it, if needed.

Receivables enables a supervisor to balance the workload of action owners. The Reassign Action page displays a list of action assignments based on your search criteria. If you see that an action owner has a large number of actions, you can reassign selected actions to a different action owner. The system automatically triggers workflow processing to send an email to the new owner with notification of the new action.

See Also

Appendix C, "Delivered Workflows for Receivables," page 955

Prerequisites

Set up action owners to receive email notification.

See Also

Chapter 7, "Setting Up Exception and Collection Processing," Setting Up Workflow Notification for Action Owners, page 157

Pages Used to Manage Action Assignments

Page Name	Object Name	Navigation	Usage
Action Status by Owner Rpt	RUN_ARCMCHCK	Accounts Receivable, Customer Interactions, Actions, Action Status by Owner Rpt, Action Status by Owner Rpt	Define the run parameters for the Owner Action Status report (ARCMCHK). Use the report to view the number of actions added to the owner's action list for each day of the reporting period specified in the run parameters, and the number completed or canceled.
Condition Status by Owner Rpt	RUN_ARCMCUST	Accounts Receivable, Customer Interactions, Actions, Condition Status by Owner Rpt, Condition Status by Owner Rpt	Define the run parameters for the Condition Status by Owner and Customer report (ARCMCUST). Use the report to view details about action items on the customer action list for each action owner.
Reassign Action	ACTION_REASSIGN	Accounts Receivable, Customer Interactions, Actions, Action Reassignment, Reassign Action	Review action assignments and reassign actions.

Running the Owner Action Status Report

Access the Action Status by Owner Rpt page.

From Date and **To Date** Enter the date range of the actions entered on the action lists.

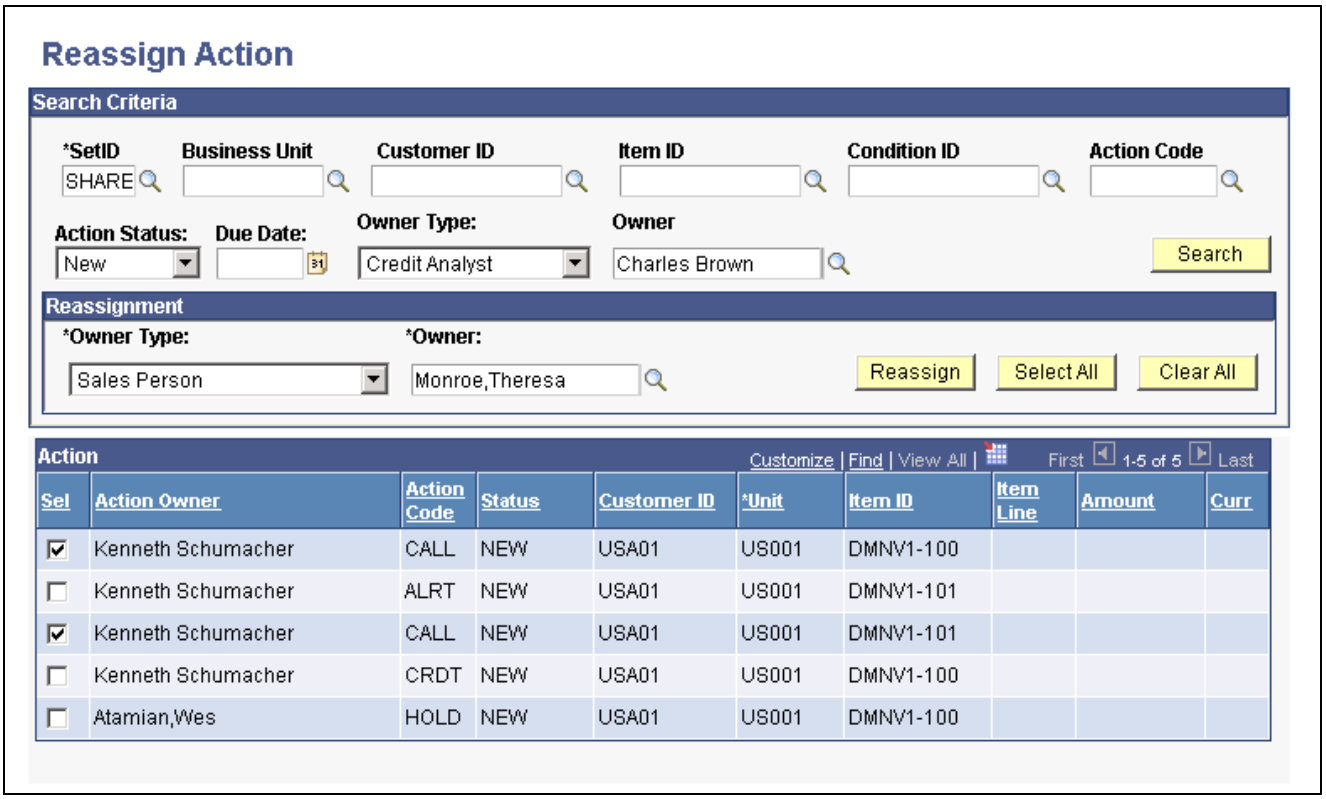
Running the Condition Status by Owner and Customer Report

Access the Condition Status by Owner Rpt page.

This page is the same as the Action Status by Owner Rpt page.

Reassigning Actions

Access the Reassign Action page.



Reassign Action page

Entering Search Criteria

Enter search criteria to populate the grid with actions and click Search.

Action Status Select the status of the items that you want to review. Values are: *New* and *Pending*. If an action is pending, the owner has reviewed it, but has not completed the action.

Due Date Select a date by which the owner should perform the action.

Owner Type and **Owner** Select an owner type and owner. Values for owner type are: *AR Specialist, Collector, Analyst,* or *Sales Person*. The values in the Owner field are the

codes that you defined for your collectors, credit analysts, AR specialists, or salespeople, depending on your selection.

Reassigning Actions

To reassign owners:

1. Select the actions that you want to reassign individually, or click Select All.
2. Select the owner type and appropriate value for the owner.
3. Click Reassign.

   The owner name in the grid changes when you click Reassign. The system automatically triggers the Workflow Notification process to send notification to the new owner. A notification is also sent to the original owner indicating that the action has been reassigned.

Working with Actions

This section provides an overview of action processing and discusses how to:

- Work with actions received by email.
- Work with actions on the PeopleSoft worklist.
- Work with actions on the owner action list.
- Work with actions on the customer action list.
- Work with actions on the item action list.
- Perform an action.
- Enter correspondence parameters.
- Manage future actions.
- Review action history for a customer.

Understanding Action Processing

Receivables provides three types of action lists:

- The owner action list displays all customers who have active actions assigned to the action owner that you specified in the search criteria.
- The customer action list displays all active actions for a specified customer.
- The item action list displays all active actions for an item.

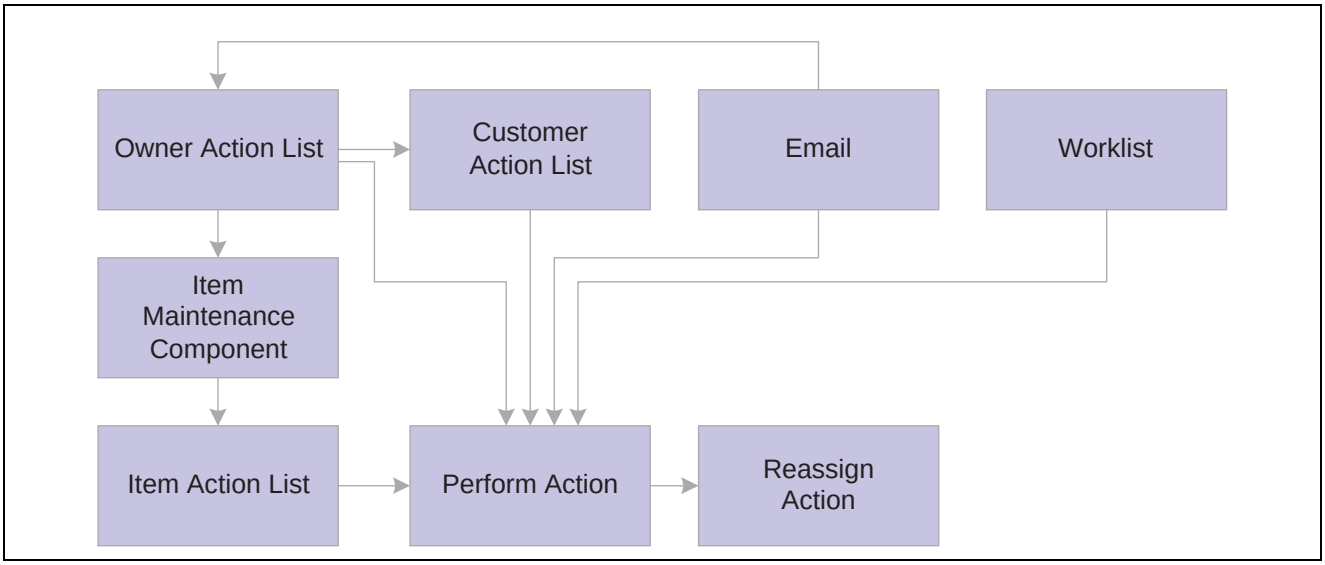
If a customer has an action plan, the Future Actions page displays the list of escalating actions in the action template associated with the rule that created the plan. The Future Actions page displays the date that the Condition Monitor should move the action to the action list.

Receivables enables you to access and work with actions from these locations:

- An email notification.
- The PeopleSoft worklist.

- The Owner Action List page.
- The Customer Action List page.
- The Item Action page.

This diagram shows the process flow for working with actions:



Action processing

When you work with an action, you can:

- Perform the action.
- Review or add conversation entries for the customer.
- Reassign the action.

Pages Used to Work with Actions

Page Name	Object Name	Navigation	Usage
Owner Action List	OWNER_ACTION	• Accounts Receivable, Customer Interactions, Actions, Owner Action List, Owner Action List • Click the URL in an email notification.	Review a list of open actions that are assigned to a specific owner.
Display Currency Conversion	EU_DSP_CUR_CNV_ACT	Click the Display Currency link on the Owner Action List page.	Change the display currency and specify the effective date used for currency conversion and which exchange rate to use.

Page Name	Object Name	Navigation	Usage
Customer Action	CUSTOMER_ACTION	• Click a customer ID link on the Owner Action List page. • Accounts Receivable, Customer Accounts, Customer Information, Account Overview, Customer Action	Review a list of open actions for the customer and take action on the conditions.
Item Action	ITEM_ACTION	Accounts Receivable, Customer Accounts, Item Information, View/Update Item Details, Detail 1 Click the Item Action link on the View/Update Item Details - Detail 1 page.	Review a list of open actions for an item and add actions for an item.
Action	ACTION_DTL	• Click the URL in an email notification. • Click the link for a work item on your personal worklist. • Click an Action link on the Owner Action List page. • Click an Action link on the Item Action page.	Review and work a single action.
Letter Delivery	AR_LETTER_DELIVERY	Click the Perform Action button on the Action page for a Dunning Letter, Follow-up Letter, or Statement action.	Enter the time to generate a dunning letter, statement, or follow-up letter, and override the default contact name to appear on the correspondence.
Future Actions	ACTION_FUTURE	Click Future Actions link on the Customer Action page. The link is available only if the customer has active future actions.	Edit actions in an action plan for a customer that have not yet been moved to the customer action list. Cancel an action.
Action History	ACTION_HISTORY	Click the Action History link on the Customer Action page.	Review a list of all actions for a customer, including completed actions and actions assigned to all users.

Working with Actions Received by Email

To work with actions received in an email notification:

1. Open the email.
2. Do one of the following:
   - Click the URL for the Action Detail page to open the Action page and perform the action.

- Click the URL for the Owner Action page to open the Owner Action List page and work with a list of actions for an owner.

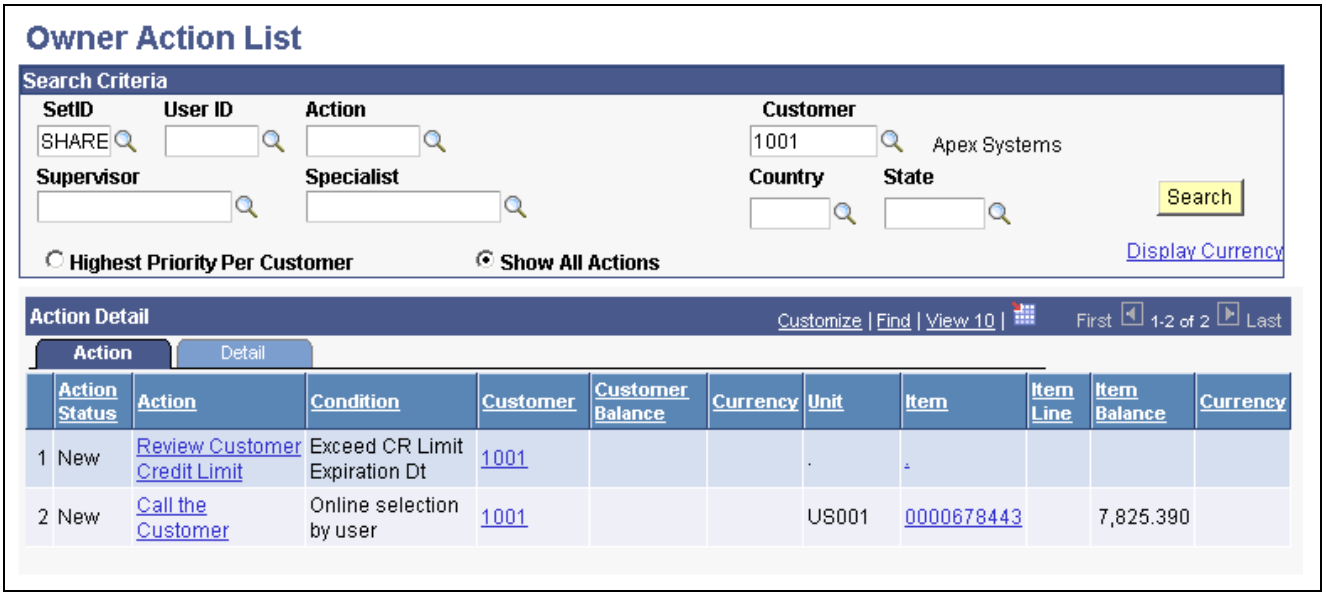
Working with Actions on the PeopleSoft Worklist

To work with actions on your personal worklist:

1. Click the PeopleSoft Worklist link.
2. Click one of the worklist item links.

Working with Actions on the Owner Action List

Access the Owner Action List page.



Owner Action List page

Searching for Actions

Enter the search criteria that defines which customers appear in the list.

SetID, Customer, Country, and **State** — Enter the setID, customer ID, country, and state, to restrict the list of customers. The system uses the primary bill to address for each customer to determine the county and state.

User ID — Change the ID to display customers with actions assigned to another user. The default user is the current user.

Supervisor — Enter the supervisor of an action owner. Select from a list of user IDs.

Specialist — Enter the AR specialist assigned to the actions.

Display Currency — Click to open the Display Currency Conversion page, where you can change the display currency. You can use the customer's default currency or enter a specific currency. Also specify the date used to determine which exchange rate to use. This button is available only if you selected the Use an AR Display Currency option for the business unit.

Selecting the Display Option for the List

Highest Priority Per Customer Select to display only the highest priority action for each customer. The default sort order is priority. Actions that you define on the Item Action page have the lowest priority.

Show All Actions Select to display a list of all actions for each customer. The default sort order is customer and priority.

Reviewing and Working Actions

Action Status Displays the status of an action. Values are:

New: No action has been taken.

Pending: You have looked at an action, but not completed it.

Action Click an action link to access the Action page, where you perform the action.

Customer Click to access the Customer Action page, where you view a list of all actions for the customer and access the page used to perform the action.

Note. If you want to view actions for multiple customers, select the row for the customers whose actions you want to view on the Customer Action page.

Customer Balance Displays the total open amount that the Condition Monitor calculates for the customer. Depending on your selection on the Installation Options - Receivables page, the amount includes unapplied payments and in process payments, and excludes disputed items.

Item Click to access the View/Update Item Details - Detail 1 page, where you view or update details for an item and access the item action list. An item ID appears only if the action is associated with an item condition, such as a deduction or an online action.

Item Balance Displays the open amount for the item. This amount appears only if the action is associated with an item condition.

Past Due Displays the total past due amount for the customer or item.

Due Date Displays the date by which the action should be performed.

Action Owner Displays the name of the individual assigned to perform the action.

Supervisor Displays the name of the supervisor for the action owner.

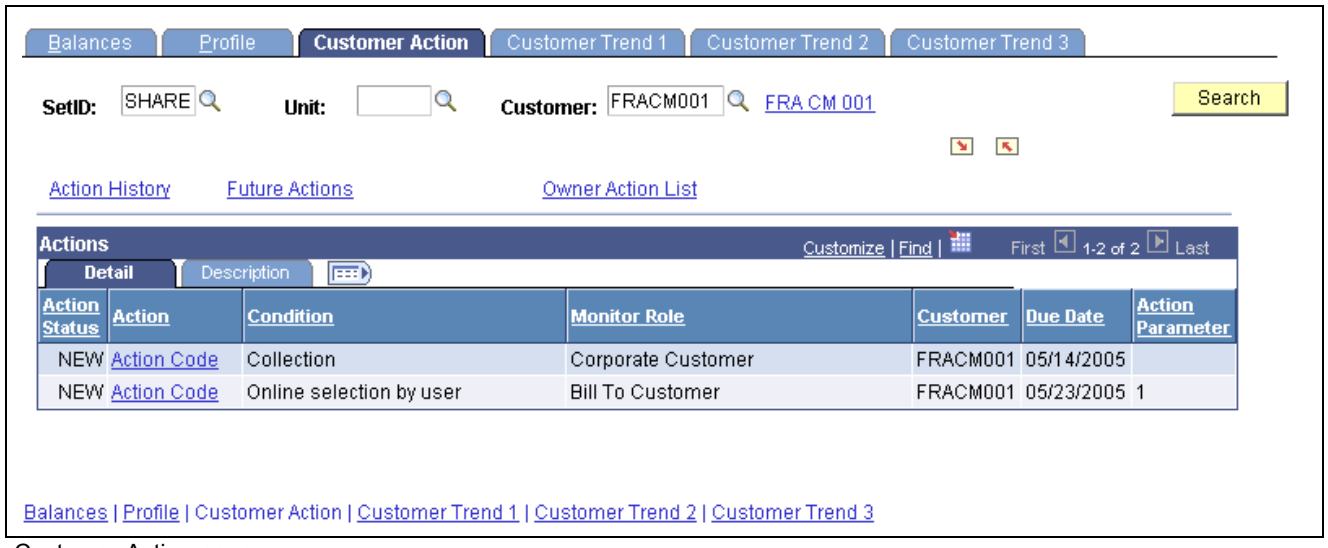
AR Specialist Displays the AR specialist assigned to the customer or item.

Date Added Displays the date on which the Condition Monitor process added the action to the list.

Priority Displays the priority number for the action from the action template. Override the priority if needed.

Working with Actions on the Customer Action List

Access the Customer Action page.



Customer Action page

Enter the search criteria that defines which customers' actions appear in the list.

Specify a setID, business unit (optional), customer ID, and subCustomer qualifiers. Leave the Unit field blank if you want to see items for a single customer across all business units.

Use the Level field to limit or expand the list to include actions for any customer group to which this customer belongs. Select *C* (corporate customer), *P* (correspondence customer), or *R* (remit from customer). The default value is *N* (none), indicating that no customer relationships are taken into account.

	Click the Next Customer button to see the action plan for the next customer selected on the Owner Action List page.
	Click the Previous Customer button to see the action plan for the previous customer selected on the Owner Action List page.
Action History	Click to access the Action History page, where you view a list of completed and cancelled actions for a customer. This link is available only if there are completed or cancelled actions.
Future Actions	Click to access the Future Actions page, where you view or update future actions in the current action plan. This link is available only if the Condition Monitor process generated an action plan for the customer with escalating actions over a period of time.

Actions

Action Status	Displays *New* as the default status. You can change the status to *Pending* or *Cancel*. The system changes the status to *Complete*.
Action Code	Click an action link to access the Action page, where you perform the action.
Monitor Role	Displays the customer relationship that was monitored for the action list item, such as *Bill To Customer* or *Remit From Customer*.
Due Date	Displays the date by which the action should be performed.

Working with Actions on the Item Action List

Access the Item Action page.

Action Status Displays the status for the action. Values are:

New: Displays for new actions that the owner has not begun to work.

Pending: Displays for actions that the owner has reviewed on the Action page, but has not performed the action.

Cancel: Select to cancel the action. The system removes it from the list when you save the page.

Description Click the Description link for an action to access the Action page, where you perform the action.

See Also

Chapter 35, "Managing Credit, Collections, and Exceptions," Assigning Actions to Items, page 831

Performing an Action

Access the Action page.

Perform Action Click to perform the action.

Cancel Action Click to remove the action from the action list.

Action Status Displays the current status for the action: *New* or *Pending*. The system changes the status to *Complete* after you perform the action.

Date Added Displays the date on which the action was added to the action list.

Days on List Displays the number of days the action has been on the action list.

Item Balance Displays the open amount for the item. This value appears for an item condition, such as deduction item and reflects the current balance

Past Amount Due Displays the total amount past due for a customer. This value appears only for the Collection (COLL) condition and reflects the amount calculated by the Condition Monitor process.

Customer Balance Displays the total open amount that the Condition Monitor calculates for the customer. Depending on your selection on the Installation Options - Receivables page, the amount includes unapplied payments and in process payments, and excludes disputed items.

History ID Displays the history ID specified in the assessment rule for the Key Statistics Exceeded (KSTE) condition.

Entry Type and **Entry Reason** Displays the entry type and reason specified in the assessment rule for the Entry Type/Reason (ETRC) condition. Items with this entry type and reason have reached a specified amount or number of days before or after the date that the Condition Monitor process ran.

Add A Conversation Click to access the Conversations page, where you add new conversation entries for the customer.

View/Update Conversations	Click to access the Conversations page, where you view existing conversation entries for the customer.
Reassign Action	Click to access the Reassign Action page, where you change the action assignment.

Action Results

When you click the Perform Action button for a noncorrespondence action, a message appears. The result of the action varies, depending on your response to the message. If you are working on a correspondence action, such as DLTR, OLTR, or STMT, the Letter Delivery page opens where you specify information for processing the correspondence. The system generates the correspondence at the time that you specify on the Letter Delivery page.

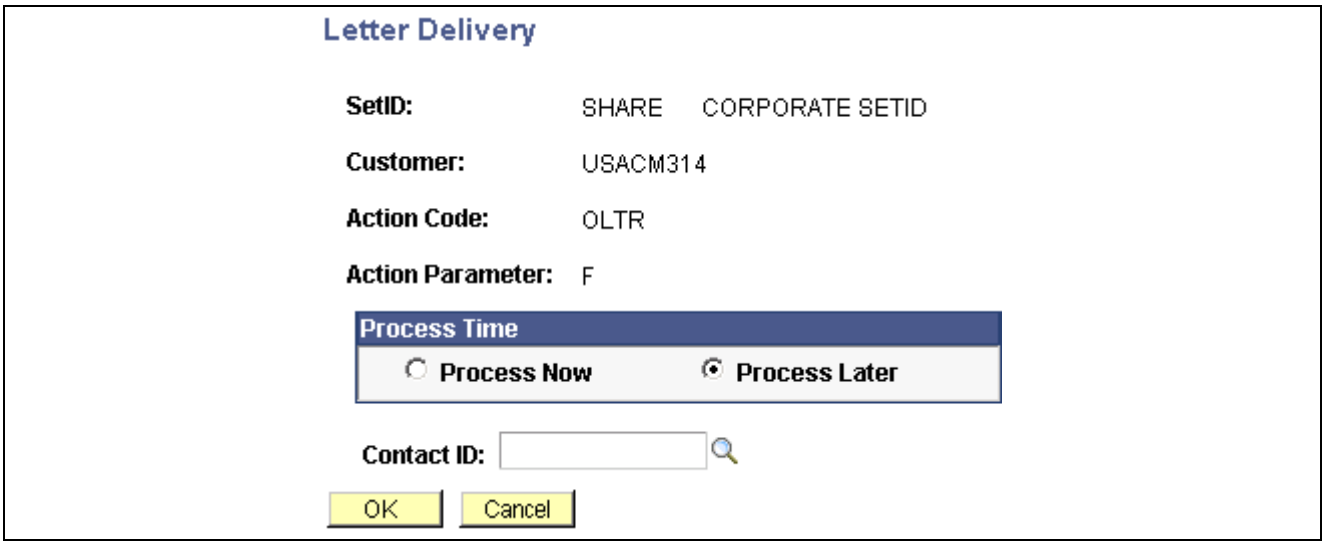
This table lists the results of the noncorrespondence actions:

Action	Action Result
Alert (ALRT)	The result depends on your response to the message. *Yes:* Changes the action status to *Complete.* *No:* Changes the status to *Pending.*
Call the customer (CALL)	You enter information into a current date conversation for the customer or add a new conversation. After you enter the conversation information, a message appears. The result depends on your response to the message. *Yes:* Changes the action status to *Complete.* *No:* Changes the status to *Pending.*
Downgrade credit rating (DNGD)	Opens the General Information component (CUSTOMER_GENERAL) for the customer, where you access the Credit Profile page to change the customer's credit limit. When you save or exit the page, you respond to a message. The result depends on your response to the message. *Yes:* Changes the action status to *Complete.* *No:* Changes the status to *Pending.*
Place a hold message on the customer (HOLD)	Inserts a record in the Customer Message table to put the customer on hold, and changes the action status to *Complete.*

Action	Action Result
Refer to collection agency (REFR)	Updates the collection status on the Credit Profile page for the customer using the status code that you specified as the action parameter. Changes the action status to *Complete.*
Write-off balance	Opens the Worksheet Selection page where you build a worksheet to write-off the item on the Action page. Perform these steps: 1. Enter the selection criteria and build the worksheet on the Worksheet Selection page. Use the same business unit, customer ID, and item ID that is displayed on the Action page. 2. Select the item on the Worksheet Application page and select the entry type for write-offs. 3. Select a posting action on the Worksheet Action page and click OK. 4. Save the worksheet. 5. Click the Transfer to Action Detail Page link to return to the Action page. The status for the action changes to *Complete.* **Note.** If you did not select an item with the same business unit, customer ID, and item ID as the item on the Action page or you did not write off the entire amount, the system displays a warning message that you did not complete the action. You can either return to the Action page and the status of the action changes to *Pending,* or you can return to the worksheet and make the appropriate correction to write off the item. Also, if you select *Do Not Post,* the action status changes to *Pending.* As long as you open the worksheet again and select a posting status prior to logging off the system, you can use the Transfer to Action Detail Page link from the Worksheet Action page to complete the action.
User-defined action	The result depends on your response to the message. *Yes:* Changes the action status to *Complete.* *No:* Changes the status to *Pending.*

Entering Correspondence Parameters

Access the Letter Delivery page.



Letter Delivery page

Specify when to generate a dunning letter, statement, or follow-up letter.

Process Now Depending on the action, accesses the appropriate run control page to initiate the Dunning Application Engine process (AR_DUNNING), Follow Up Letter Extract Application Engine process (AR_FOLLOWUP), or Statements process (AR_STMTS).

Process Later Depending on the action, the system generates the correspondence for the customer the next time that you run either the Dunning process, Follow Up Letter Extract process, or Statements process. If you run the Condition Monitor process prior to running the correspondence process, it automatically calls the appropriate process to generate the correspondence.

The system changes the status to *Complete* when you click OK.

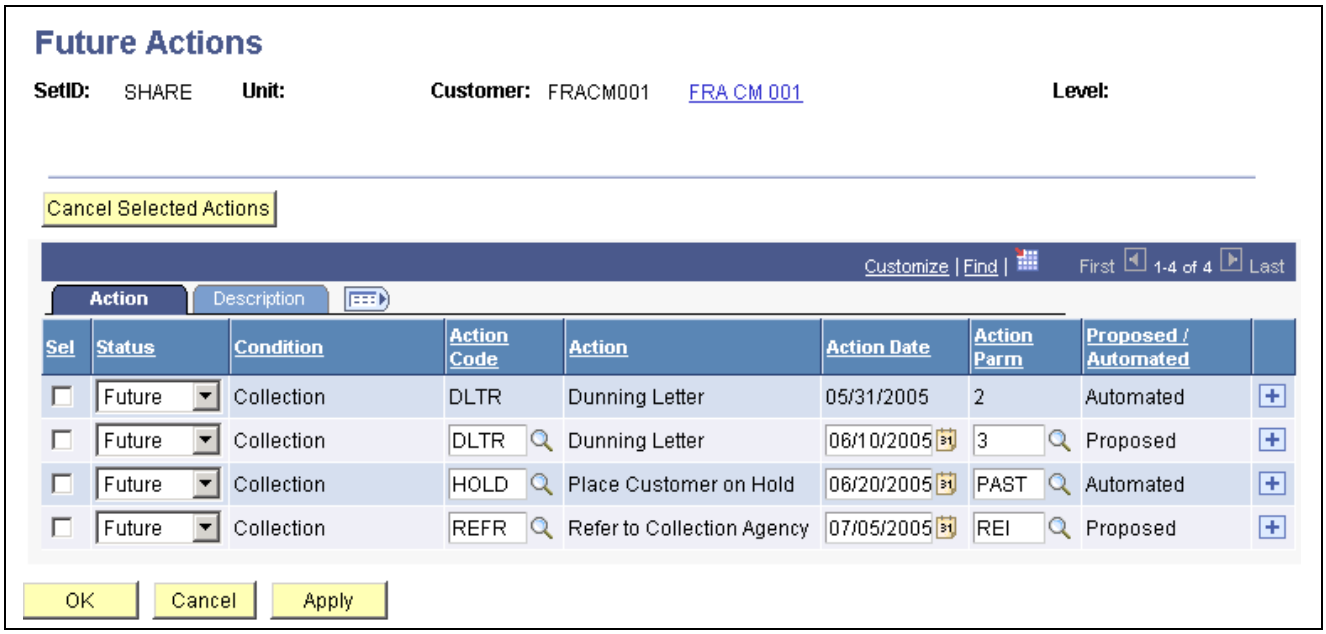
Contact ID Override the number of the contact in your organization whose name you want to print on the correspondence. If you do not override the contact, statements and dunning letters use the contact assigned to the correspondence customer and follow-up letters use the contact assigned to the bill to customer.

See Also

Chapter 37, “Generating Correspondence,” page 859

Managing Future Actions

Access the Future Actions page.



Future Actions page

Cancel Selected Actions Changes the status of all selected actions in the list to *Cancelled.*

The actions remain in the Action grid, but you cannot edit them.

Status Displays the status for the action. The default status is *New.* You can change it to *Cancelled* if you want to remove the action from the collection process.

Descr (description) Displays the description for the condition that the customer violated.

Action Date Displays the date to move the action to the action list or to automatically perform the action.

Proposed/Automated Indicates whether the Condition Monitor process performs the action. Values are:

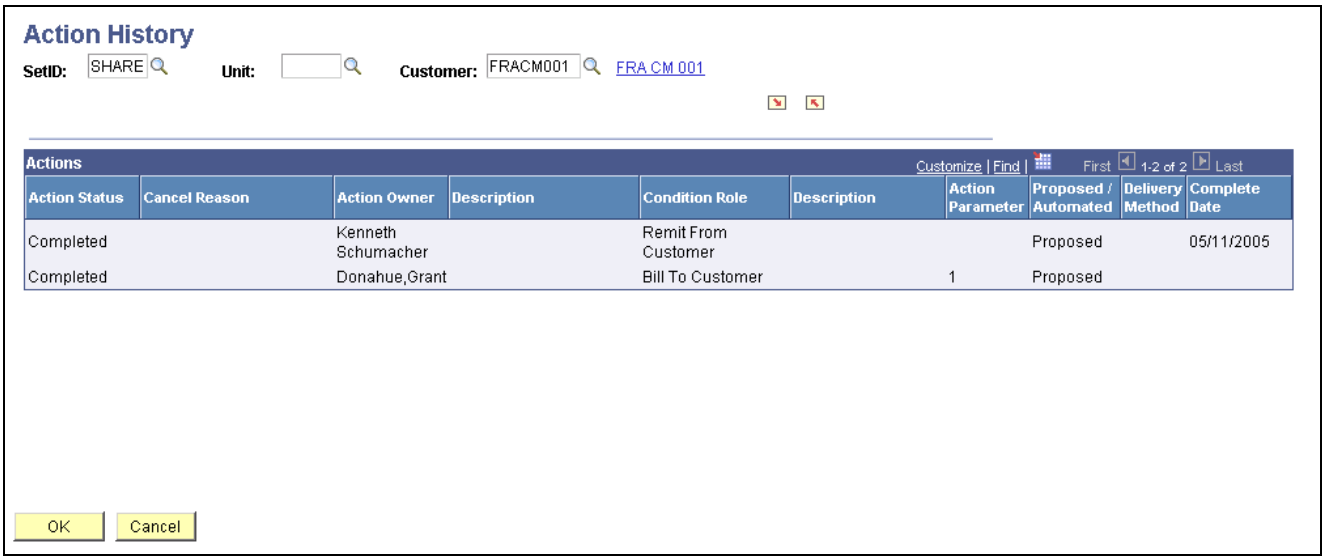
Automated: The Condition Monitor process automatically performs the action the next time that you run it on or after the action date.

Proposed: The Condition Monitor process transfers the action to the action list the next time that you run it on or after the action date.

Note. You cannot edit an action that has been moved to the action list.

Reviewing Action History for a Customer

Access the Action History page.



Action History page

Action Status Displays the status. Values are:

Cancelled: An action owner canceled the action.

Complete: The action owner completed the action.

System Cancelled: The Condition Monitor process canceled the action because the customer is no longer violating the condition.

System Complete: The Condition Monitor process completed the action, such as generating correspondence.

Cancel Reason Displays the reason the action was cancelled. Option are:

Credit Hold Exists: The customer was put on a credit hold.

Item Closed: The item associated with the action has a zero balance.

No Longer in Violation: The condition that generated the action no longer exists. For example, the customer made a large payment and they are no longer approaching the credit limit.

Operator Cancelled: The action was manually cancelled on the Action page or the Future Actions page.

Rule Owner Change: The Condition Monitor cancelled the action and created a new action, because the owner type in the collection or assessment rule that generated the action was changed.

Template Upgrade: The action was cancelled because the Condition Monitor upgraded the action to the next action on the action plan.

Description Displays the condition that the customer or item violated.

Condition Role Indicates whether the Condition Monitor process was monitoring conditions for the bill to customer, corporate customer, correspondence customer, or remit from customer.

Description Displays the action to be performed.

Proposed/Automated Indicates whether the Condition Monitor process performs the action. Values are:

Automated: The Condition Monitor process automatically performs the action the next time that you run it on or after the action date.

Proposed: The Condition Monitor process transfers the action to the action list the next time that you run it on or after the action date.

Delivery Method Displays the method used to deliver the correspondence for correspondence actions: *Email, Fax,* or *Print.*

Complete Date Displays the date on which the action was completed.

Generating Additional Workflow Notifications

This section provides an overview of additional workflow notifications, lists prerequisites, and discusses how to run the Workflow Notification process.

Understanding Additional Workflow Notifications

You can generate items on individuals' worklists and send email notifications for these situations:

- An item has been closed by the creation of a new debit or credit item rather than written off.
- The Payment Predictor Application Engine process (ARPREDCT) applies a payment to a customer's account and generates a payment worksheet.

The Workflow Notification Application Engine process (AR_WORKFLOW) notifies the workflow user assigned to the customer.

Prerequisites

Set up users for workflow notification.

See Also

Chapter 7, "Setting Up Exception and Collection Processing," Setting Up Workflow Notification for Action Owners, page 157

Page Used to Generate Additional Workflow Notifications

Page Name	Object Name	Navigation	Usage
Notification Run Control	WF_RUN_CNTL_AR	Accounts Receivable, Customer Interactions, Actions, Notification, Notification Run Control	Run the Workflow Notification process to notify workflow users of payment worksheets requiring review and new debits and credits.

Running the Workflow Notification Application Engine Process

Access the Notification Run Control page.

New Debit Credit Flag	Select to notify workflow users of new debits or credits created by the system when closing another item.
PP On Account Flag (Payment Predictor on account flag)	Select to notify workflow users when the Payment Predictor process created a new on-account item and generated a worksheet for the item.

Obtaining Dun and Bradstreet Information for a Customer

You can arrange to order credit reports from Dun and Bradstreet and load them directly into Receivables. Dun and Bradstreet bills you for each report that you order. The interface with Dun and Bradstreet enables you to purchase these reports:

- Business Verification.
- Quick Check.
- Global Failure Risk Score.
- Financial Planning.
- Delinquency Score.
- Decision Support.
- Enterprise Management.
- Commercial Credit Score (USA).

Create a unique logon ID for the Dun and Bradstreet system for each setID, if needed, so that you can have separate billing accounts for the different areas of your organization. You set up the login IDs on the D & B Account Information page, which you access from the Installation Options - Overall page.

When you purchase a report for a specific DUNS number, you see the last time that you purchased a report for that DUNS number as well as which report you purchased.

Review each report for a specific DUNS number, using the Dun and Bradstreet component (CUSTOMER_DB). Associate the report with a customer on the Dun and Bradstreet - Operations page.

If you want to review a Dun and Bradstreet report for a customer, you can access the report from the Credit Profile page or the Additional General Info page for the customer or the Account Overview - Profile page.

See Also

Chapter 32, “Researching Customer Accounts,” Reviewing a Customer’s Profile, page 787

PeopleSoft Enterprise Order to Cash Common Information 8.9 PeopleBook, “Maintaining Additional Customer Information,” Obtaining Dun and Bradstreet Reports for Customers

CHAPTER 36

Aging Receivables Items

This chapter provides an overview of the Aging Application Engine process (AR_AGING), lists prerequisite tasks and common elements, and discusses how to:

- Run the Aging Application Engine process.
- Generate aging reports.

Understanding the Aging Application Engine Process

The Aging process is part of the Aging Preprocessor multiprocess job (ARAGE).

The Aging Preprocessor multiprocess job (ARAGE) includes:

- The Aging Parallel Preprocessor Application Engine process (AR_AGEPP).
- The Aging Parallel multiprocess job (AR_AGE).

  The Aging Parallel multiprocess job calls AR_AGE1 through AR_AGE#, which run the Aging process (AR_AGING).

See Chapter 8, "Setting Up History and Aging," Setting Up Parallel Processing for Aging, page 199.

The Aging process updates summary aging information that appears on various inquiry pages. Management and collection departments rely on aging to identify delinquent accounts and to assess possible cash flow issues.

The Aging process also updates the *Due* and *High Due* history IDs.

This section discusses:

- The commit cycle
- In use customers

See Also

Chapter 8, "Setting Up History and Aging," Customer History Calculations in the Aging Process, page 192

The Commit Cycle

When you run the Aging process, aging occurs in two phases:

- The system builds images of all the records as they appear after you run the Aging process and commits after every step.
- The system updates the database with the new records.

Phase two is wrapped into one commit; therefore, database integrity remains intact, regardless of how you proceed after a problem.

In Use Customers

When you run the Aging process, it marks the customers as *In Use,* by updating the process instance on the Customer Data (CUST_DATA) table with the process instance of the current job.

Note. If *In Use* customers are encountered (that is if the process instance is less than or greater than zero) during the Aging process, the aging run is not aborted. The *In Use* customers are simply not aged, while the rest of the customers in the requested business units are aged normally. After you determine the reason the customer is an *In Use* customer and correct the problem, run the aging request again.

Prerequisites

Perform these tasks before you run the Aging process:

- Set up aging IDs.
- Assign an aging ID to a business unit.
- Set up system-defined history IDs that are to be used by the aging process.
- Set up parallel processing.

You should also apply all of your payments to items and run the Receivable Update Application Engine process (ARUPDATE).

See Also

Chapter 8, “Setting Up History and Aging,” page 189

Chapter 3, “Defining Receivables Business Units,” Defining General Options, page 24

Common Element Used in This Chapter

Aging ID Defines the aging categories into which you want transactions broken down. Also defines how the system ages disputed items.

Running the Aging Process

This section provides an overview of aging run controls and discusses how to:

- Create a run control ID for aging.
- Add parameters to an aging request.

Understanding Aging Run Controls

The Aging process automatically processes all customers in all business units specified on the aging request. You can use a different method known as *chunking,* which enables you to process large sets of data more efficiently by breaking them into subsets or smaller units of work. You can chunk by collector, credit analyst, and receivables (AR) specialist.

To use chunking when you run the Aging process:

1. Create a run control ID for the Aging Preprocessor multiprocess job on the Aging Request page.
2. Modify the PeopleSoft Enterprise Application Engine steps for each AR_AGE# process on the Application Engine Request page.

   For example if you have three partitions, you define the parameters for AR_AGE1, AR_AGE2, and AR_AGE3.
3. Return to the Aging Request page to run the process.

In most cases, you probably will run the Aging Preprocessor multiprocess job by using a scheduled job.

The name that you choose for any run control ID is significant. If you want to run aging as a separate process, we recommend that the name that you select for the run control ID be unique, such as ARAGING. Otherwise, if another Application Engine process is using the same combination of user ID and run control ID, your request for aging receivables is added to an existing request as another job step.

Warning! We do not recommend running multiple concurrent instances of aging unless you have planned the process very carefully. If you do, you must work with a unique set of customers and you might still encounter database contention issues. In addition, we do not recommend running the Aging and Receivable Update processes at the same time, because they both update customer data.

Pages Used to Run the Aging Process

Page Name	Object Name	Navigation	Usage
Aging	AGING_REQUEST	Accounts Receivable, Receivable Analysis, Aging, Request Aging Process, Aging Request	Enter run control parameters for the Aging Preprocessor multiprocess job and run the job.
Application Engine Request	AE_REQUEST	Accounts Receivable, Receivables Update, Request Application Engine, Application Engine Request	Enter additional parameters for aging for each AR_AGE# process, such as parameters for smaller units of data or to narrow the scope of aging.

Creating a Run Control ID for Aging

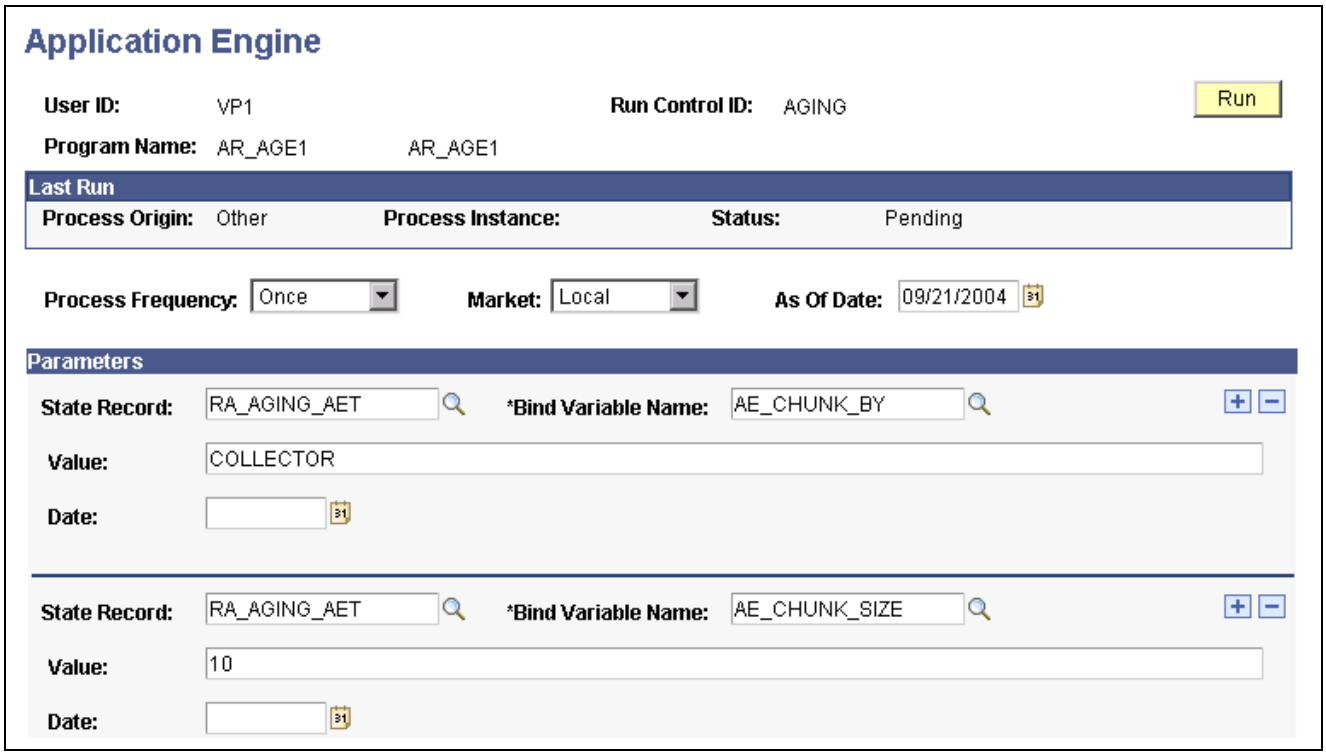
Access the Aging page.

Select the business units.

Process SubCustomer Select to update aging and history at subcustomer levels for all customers in the business unit for which subcustomer history is enabled.

Adding Parameters to an Aging Request

Access the Application Engine Request page.



Application Engine Request page

Use the State Record, Bind Variable Name, and Value fields to define exactly what data that you want to age. This enables you to process smaller units of data. Add as many rows as needed.

Using Chunking in Aging

If you have a large number of customers to age, use chunking to run the Aging process for a smaller group of customers. You can group customers by business unit or by a value that is associated with each customer on the Item record (ITEM), such as collector, AR Specialist, or credit analyst. This table provides descriptions and sample field values for how to do this:

Chunking Description	Sample Field Values
Age customers one business unit at a time.	State Record: *RA_AGING_AET* Bind Variable Name: *AE_CHUNK_BY* Value: *BU*

Chunking Description	Sample Field Values
Age customers associated with a specific collector. The system processes collectors individually, marking each customer with items that are associated with a particular collector. For example, suppose that Collector A is associated with items for customers 1, 5, and 10 and that Collector B is associated with items for customers 7 and 9. The customers for Collector A (1, 5, 10) form the first chunk, and the customer for Collector B (7, 9) form the second chunk.	State Record: *RA_AGING_AET* Bind Variable Name: *AE_CHUNK_BY* Value: *COLLECTOR*
Age customers by associated collector and chunk collectors in groups of 10.	*First row:* State Record: *RA_AGING_AET* Bind Variable Name: *AE_CHUNK_BY* Value: *COLLECTOR* *Second row:* State Record: *RA_AGING_AET* Bind Variable Name: *AE_CHUNK_SIZE* Value: *10*

Narrowing the Scope of Aging

This table describes how to narrow the scope of aging:

Description	Sample Field Values
Age only those customers who have been active since you ran the last Aging process.	State Record: *RA_AGING_AET* Bind Variable Name: *RA_RUN_OPTION* Value: *ACTIVE_CUSTS*
Age only those customers who have not been aged since you ran the last Aging process.	State Record: *RA_AGING_AET* Bind Variable Name: *AGED_PI* Value: (value of last process instance)

Combining Narrowing and Chunking

You can combine chunking and narrowing by adding more rows to this page. For example, you could limit aging to only those customers with activity and also use a chunking method that limits processing to one business unit at a time.

Generating Aging Reports

This section provides an overview of aging reports and discusses how to:

- Run the Aging Summary by ChartField report.
- Run the Summary Aged by Reason Code report.

Understanding Aging Reports

The aging ID that you select on the run control page for the aging reports determines how to age the items.

The aging buckets on the aging reports show the amount of the items due in the aging category. The name of each bucket matches the description that you gave the category on the Aging page. For example, suppose that the description of a category for items that are 10 to 20 days old is 10 – 20, then the column heading reads: *10 – 20.*

Amounts that fall under the Other column are for items whose age does not fall into any of the categories that you defined on the Aging page. For example, suppose that you have a category for items 1 to 10 days old and a category for items 21 to 30 days old, any items that are 11 to 20 days old appear in the Other column.

See Also

Chapter 8, "Setting Up History and Aging," Setting Up Aging, page 195

Common Element Used in This Section

Display Option Select the type of items that you want to include in the aging report. Values are: *Include All, Collections Only, Deductions Only,* or *Disputes Only.*

Pages Used to Generate Aging Reports

Page Name	Object Name	Navigation	Usage
Aging Detail by Unit	RUN_AR30003	Accounts Receivable, Receivables Analysis, Aging, Aging Detail by Unit Rpt, Aging Detail by Unit	Define the run parameters for the Aging Detail by Unit report (AR30003). Use the report to see aged open balances for all items in a business unit in either the base currency or the entry currency.

Page Name	Object Name	Navigation	Usage
Aging Detail by Tree	RUN_AR30001	Accounts Receivable, Receivables Analysis, Aging, Aging Detail by Tree Rpt, Aging Detail by Tree	Define the run parameters for the Aging Detail by Tree report (AR30001). Use the report to see aged open balances for all items associated with a tree structure in the base currency of the business unit. You can run the report using these trees in the sample database or using trees with a structure similar to these trees: AR CORP CUST, AR BUSINESS UNITS, COLLECTOR, CR ANALYST, and SALES PERSON.
Aging Summary by Unit	RUN_AR30004	Accounts Receivable, Receivables Analysis, Aging, Aging Summary by Unit Rpt, Aging Summary by Unit	Define the run parameters for the Aging Summary by Unit report (AR30004). Use the report to see aged open balances for every customer in a business unit in either the base currency or the entry currency of the unit.
Aging Summary by Tree	RUN_AR30002	Accounts Receivable, Receivables Analysis, Aging, Aging Summary by Tree Rpt, Aging Summary by Tree	Define the run parameters for the Aging Summary by Tree report (AR30002). Use the report to see aged open balances for every customer associated with a tree structure in the base currency of the business unit. You can run the report for these trees: AR CORP CUST, AR BUSINESS UNITS, COLLECTOR, CR ANALYST, and SALES PERSON.
Aging by Chartfield	RUN_AR30006	Accounts Receivable, Receivables Analysis, Aging, Aging by Chartfield Rpt, Aging by Chartfield	Define the run parameters for the Aging by ChartField report (AR30006). Use this report to see aged receivables by customer, item, and ChartField selection.

Page Name	Object Name	Navigation	Usage
Run AR30007	RUN_AR30007	Accounts Receivable, Receivables Analysis, Aging, Aging by Reason Rpt, Run AR30007	Define run parameters for the Summary Aged by Reason Code report (AR30007). Use the report to see aged open balances for deductions, items in collection, or disputed items for every customer in a business unit in either the base currency of the unit or the entry currency.

Running the Aging Summary By ChartField Report

Access the Aging by Chartfield page.

Report Option Select the level of report detail. Values are:

Detail: Includes the individual item detail within a customer.

Summary: Summarizes information by customer.

Refresh Click to display a list of ChartFields in the Field Long Name column.

ChartField Selection

Use the ChartField Selection group box to determine which items are included in the aging totals. The process ages items that have distribution lines that include the ChartField values that you entered.

ChartField Name Displays a list of ChartFields.

Subtotal Select the ChartField for which you want to subtotal amounts.

Value and **To Value** Select the range of ChartField values for each ChartField for the items that you want to age. If you do not enter any values, the system automatically ages all items that have any AR account value in the distribution lines.

Running the Summary Aged by Reason Code Report

Access the Run AR30007 page.

You can run this report for a specific reason or all reasons. Depending on your selection in the Display Option field, the reason that you enter varies.

- If you selected *Collections Only,* select a Collection Code.
- If you selected *Deductions Only,* select a Deduction Reason.
- If you selected *Disputes only,* select a Dispute Reason.

CHAPTER 37

Generating Correspondence

This chapter provides overviews of correspondence generation and acceptgiro form printing and discusses how to:

- Generate customer statements.
- Run balance forward statements the first time.
- Generate dunning letters.
- Generate and print follow-up letters.
- Reprint invoices.

Understanding Correspondence Generation

When you run the processes that generate statements, dunning letters, and follow-up letters, the processes generate the correspondence for the customers that meet the criteria that you specify on the run control request.

To run the processes, you can do the following:

- Schedule the processes to run at a designated time.
- Run the processes on demand from the menu.
- Set up collection and assessment rules that trigger correspondence and run the Condition Monitor Application Engine process (AR_CNDMON).

  The process generates correspondence for customers that have a Send a Dunning Letter (DLTR), Send Follow Up Letter (OLTR), or Send Statement of Account (STMT) action on the customer action list. The action must have the Process Flag field set to *Y*. Depending on the setup in the action template, the Condition Monitor process automatically sets the flag to *Y* or you manually set the flag to *Y* when you work the action that is on the customer action list. The Condition Monitor process calls the Statements (ARSTMT) multiprocess job, AR Dunning (AR_DUNNING) process, and Follow-up Letter Extract (AR_FOLLOWUP) process to generate correspondence for customers that have one of the correspondence actions. If you manually work a correspondence action, you can transfer from the customer action list to the appropriate correspondence request page for the single correspondence action.

See Also

Chapter 34, "Understanding Exception and Collection Processing," Delivery of Correspondence, page 823

(NLD) Understanding Acceptgiro Form Printing

Receivables enables you to print dunning letters and statements with the acceptgiro form. The acceptgiro becomes an attachment to the dunning letters and statements. You must use the A/S Contract Type acceptgiro form. The system prints the normal dunning letter or statement information on the top of the form and if there is an overflow, it prints the remainder on subsequent pages. The form says Vervallen (Void) in the body and counterfoil sections of the acceptgiro attachment on the subsequent pages.

The system prints the total balance due for the dunning letter or statement in the body and counterfoil sections of the acceptgiro attachment, which is at the bottom of the form. If the total amount exceeds 999,999.00 EUR, then the system prints Vervallen (Void) instead in the amount field. The system also prints the address and bank account number for the receivables business unit—this is the collector's bank address and account number—in the body and counterfoil sections of the acceptgiro attachment. The body and counterfoil sections of the attachment also include the address and bank account for the remit to customer.

Important! If you do not assign a bank account to the customer on the Customer Bank page, the system prints only the normal dunning letter or statement information at the top of the form.

The system also prints the system-generated acceptgiro reference number in the body and counterfoil section of the acceptgiro attachment. The system uses the acceptgiro reference number assigned to the business unit on the Bank/Payment Options page and increments the number by one. The system also appends the control digit to the number. The system also updates the AG Number (acceptgiro reference number) field for each item with the acceptgiro reference number from the dunning letter or statement. If an item already has an acceptgiro reference number, the system overwrites it. The bank normally sends the payment for acceptgiros electronically and includes the acceptgiro reference number. So the Payment Predictor process (ARPREDCT) can use this number to apply payments if you use detail algorithms, or you can use the number to apply payments to items on the payment worksheet.

If a statement has a negative balance, the system prints Vervallen (Void) on the acceptgiro attachment in the amount field.

To enable acceptgiros, you must select *A/S Contract* in the Accept Giro Type field on the Bank/Payment Options page for the business unit.

Each time that you generate dunning letters and statements for business units enabled for acceptgiro attachments, you have the option to print the letters or statements without the attachments by overriding the option on the run control page. If you leave the business unit field blank on the run control pages, the system does not print the letters or statements with the acceptgiro attachments. If the Condition Monitor process triggers the dunning letter or statement processing, you cannot override acceptgiro processing.

Important! You may need to make modifications to the Crystal Report formats to ensure that the fields line up correctly on the acceptgiro attachment. Also, you are responsible for certification with banking institutions.

Generating Customer Statements

This section provides an overview of the statement generation process and discusses how to:

- Run the Statements multiprocess job (ARSTMT).
- (Optional) Select the currency for Open Item statements.

- Print statements.

Understanding the Statement Generation Process

The Statements - Preprocessor multiprocess job (ARSTMT) includes:

- The Statement Parallel Preprocessor process (AR_STMTPP).
- The Statements - Parallel multiprocess job (AR_STMT).

  The Statements - Parallel multiprocess job runs the Statements process (AR_STMTS).

See Chapter 6, "Setting Up Correspondence Options," Setting Up Parallel Processing for Statements, page 137.

The Statements process (AR_STMTS) extracts data from customer and item records and populates statement records. The Statements Print multiprocess job (ARSTPRT) merges data from the statement records with predefined layouts and prints both the Open Item Statement (AR32000 and AR32A00) and the Balance Forward Statement (AR32001 and AR32A01). You can also choose to print these statements separately and to print the Draft Customer Statement (AR32002). You can use the customer statement samples that PeopleSoft provides or use Crystal Reports to create your own statements.

Note. The AR32A00 and AR32A01 statements print only if you enable acceptgiro processing for the business unit.

The Statements process assigns a process instance number to all items that it is processing. When it completes, it sets the number to zero. This enables you to run the process concurrently with other PeopleSoft Enterprise Application Engine processes that use different run control IDs.

Note. Receivables also provides the Statements-Parallel/Print multiprocess job (STATEMNT), which runs the Statements multiprocess job (ARSTMT) and prints the Open Item Statement and the Balance Forward Statement.

If you run the Statements - Preprocessor multiprocess job (ARSTMT), each AR_STMT# child process that runs statements uses the same statement ID. So if you run the statement print processes separately, you use one statement ID for all statements. This also enables you to view all statements in the run using the same statement ID.

Receivables enables you to generate customer statements on a regular schedule for many customers or a single statement for only one customer. When you run the Statements process, you specify the scope of the process at any of the following levels:

- SetID level: Generates an invoice or a statement for each correspondence customer in all business units that reference the setID.
- Business unit level: Generates an invoice or statement for each correspondence customer in the business unit.
- Correspondence customer level: Generates a single invoice or statement for all customers in the correspondence group.
- Customer level: Generates a single invoice or statement for the specified customer's correspondence customer.

Customer statements are based on current customer balances and open item information, which are updated by the Receivable Update Application Engine process (ARUPDATE). Therefore, it is recommended that you run Receivable Update before creating statements.

Receivables provides the ability to create different types of statements:

Statement Type	Description
Open Item	Statements that provide detail information for all open items for the customer.
Balance Forward	Statements that provide: • An opening balance, which is the ending balance for the previous balance forward statement period. These statements do not show the detail for open items from the previous statement. • All new activity for the current statement period, including a list of all new items (open or closed) and payments. **Note.** If the customer has not had any activity since the last balance forward statement period, a balance forward statement is generated for the current period with just the customer's balance forward. • The ending balance, which is the total of the opening balance plus new items minus payments. **Note.** Unlike other balance forward systems, Receivables does not close all open items from the previous statement period and create one new open item for the total of those items. All open items from the previous statement period remain open so that you can determine which items are included in the opening balance.

Prerequisites

You must perform these tasks before you generate statements:

- Set up statement IDs.
- Assign default statement IDs to each setID and define the default remit to address that is used on statements (from bank account addresses) on the Receivables Options - General 1 page.
- Specify which entry types are included on statements on the Entry Type page.

  If you do not select the Include in Statements check box for an entry type, activities with that entry type do not appear on statements.
- Override the remit to address and statement ID defaults or place a global hold on customer documents on the Receivable Options - General 1 page.
- Specify the destination of statements as either the customer or the correspondence customer on the Correspondence Selection page.
- Provide the address and contact for the customer to which you will send the statement on the General Info page.
- Specify the contact and address options for statements on the Correspondence Options page.
- Set up delivery information for correspondence.

- Assign the next available statement number at the installation level.
- Set up parallel processing for statements.
- (NLD) If the organization uses acceptgiros, enable acceptgiros processing for the appropriate business units on the Bank/Payment Options page and assign the initial acceptgiro reference number.
- (NLD) Enter the bank account information for customers that use acceptgiros to make their payments on the Customer Bank page.
- Run the Receivable Update process to post pending items.

See Also

Chapter 6, "Setting Up Correspondence Options," Setting Up Statement Processing, page 135

Chapter 3, "Defining Receivables Business Units," Defining General Options, page 24

Chapter 4, "Defining Receivables Processing Options," Defining Entry Types, page 70

Chapter 6, "Setting Up Correspondence Options," Setting Up Delivery Information for Correspondence, page 150

Chapter 3, "Defining Receivables Business Units," Selecting Bank and Payment Interface Options, page 44

PeopleSoft Enterprise Order to Cash Common Information 8.9 PeopleBook, "Maintaining General Customer Information," Adding General Customer Information

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Setting Installation Options for PeopleSoft Applications," Defining Receivables Installation Options

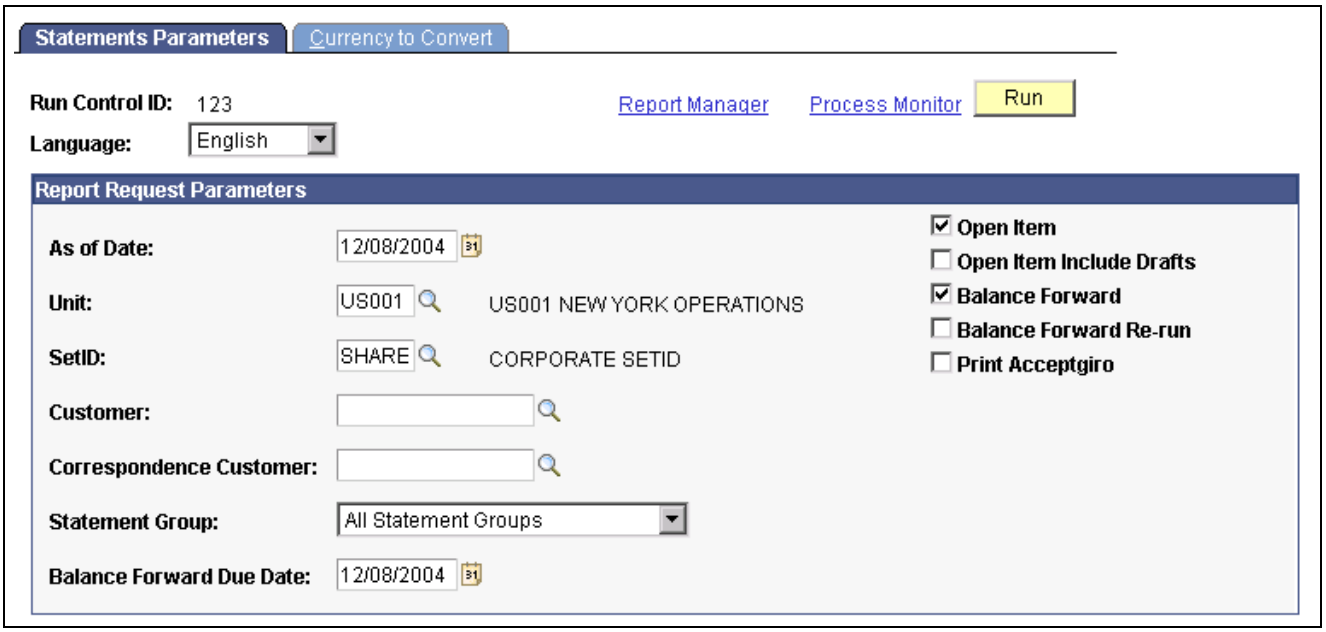
PeopleSoft Enterprise Order to Cash Common Information 8.9 PeopleBook, "Maintaining Additional Customer Information," Entering Customer-Specific Bank Information

Pages Used to Generate Customer Statements

Page Name	Object Name	Navigation	Usage
Statements Parameters	RUN_AR32001	Accounts Receivable, Customer Interactions, Statements, Create Customer Statements, Statement Parameters	Run the Statements - Preprocessor (ARSTMT) multiprocess job or the Statements-Parallel/Prnt multiprocess job (STATEMNT).
Currency to Convert	RUN_AR32001_CUR	Accounts Receivable, Customer Interactions, Statements, Create Customer Statements, Currency to Convert	Select the type of currency to appear on Open Item statements and the effective date.
Statement Print	RUN_AR32000	Accounts Receivable, Customer Interactions, Statements, Print Statements, Statement Print	Print statements.
Statements	CUSTOMER_STMTS	Accounts Receivable, Customer Interactions, Statements, Review Statements, Statements	View all statements for a customer. View the total amount of the statement and the customer's current balance. View the statement type. Also view the balance forward amount for balance forward statements.
Statement Delivery Information	AR_CUST_STMT_SEC	Click the Delivery Method button on the Statements or Last Statement page.	Review the delivery method for a statement, including either the email address, fax number, or printer.
Last Statement	CUST_STMTS_LAST	Accounts Receivable, Customer Interactions, Statements, Review Last Statement, Last Statement	View the last statement for a customer. The page displays the same information as the Statements page.

Running the Statements Multiprocess Job

Access the Statements Parameters page.



Statements Parameters page

Language Select the language used to print the statements if running the STATEMNT multiprocess job. Do *not* select a language if you run the ARSTMT multiprocess job. To print statements in multiple languages, place copies of the Crystal report in language subdirectories in the Crystal Reports directory.

As of Date Enter a date that determines the last date that the statement includes data. The current date is the default.

If you use an earlier date, the process reconstructs customer balances so that statements show open items as of the date that is provided. For example, if statements are run on January 5 and you select an as of date of *1/1/00,* the results are the same as if the statements are run on January 1 and the current default date is accepted.

For balance forward statements, the as of date also determines the ending date for the current statement period. The current balance forward statement period begins with the statement date from the previous balance forward statement.

Open Item and **Balance Forward** Clear one of these check boxes if you do not want to run both statement types in the same statement run. This is useful when you select a business unit that has some customers who receive open item statements and others who receive balance forward statements, and you do not want to process all of them all at the same time.

Open Item Include Drafts Select to include draft items in an open item statement.

Balance Forward Re-Run Select to rerun a balance forward statement. The system determines which previous balance forward statement to use for the opening balance based on the as of date. It uses the most recent balance forward statement prior to the as of date. When you rerun a statement, use the same as of date that you use when you run the original statement. The process deactivates the original statement and creates a new one.

If you rerun a balance forward statement and you ran other later balance forward statements with a different as of date, you must also rerun those

statements to ensure that all balances remain correct from one statement to the next.

Note. If the statement type is *Bal Fwd,* only items that have not appeared on a previous balance forward statement are eligible for exclusion.

(NLD) Print Acceptgiro Clear this check box if you do not want to print statements with an acceptgiro attachment. This field displays only if you enabled acceptgiro processing for the selected business unit on the Bank/Payments page, and the check box is selected by default.

Unit Enter a business unit to create statements for all customers in a specific business unit.

SetID Leave the SetID field blank to include all tableSets. If you use only a setID, the process creates statements for each correspondence customer in every business unit that references the tableSet.

Customer Enter only a customer ID to create statements for the specified customer. If you select a customer who is part of a correspondence group the system addresses the statement to the correspondence customer but includes only the specified customer's information.

Note. If you select a single customer, the system generates a statement for that customer even if the customer is on hold.

Correspondence Customer Enter only the customer ID for a correspondence customer to create statements for all customers in the correspondence group.

Note. If you add or remove a customer from a correspondence customer group between statement periods, rerun the statements for the correspondence customer by using the same as of date as the prior statement. This ensures that the balance forward amount for the next statement run will reflect the correct amount.

Statement Group Enter a statement group to create statements for all groups or only for customers who belong to a selected statement group. Assign customers to a statement group on the Correspondence Options page.

Balance Forward Due Date Enter the due date to print on the statements, if you are running balance forward statements.

Note. Enter the percent wildcard in the SetID, Unit, and Customer fields if you want to include IDs that begin or end with the same characters or numbers. For example, entering *US0%* includes all business units that begin with US0, such as US000 and US001.

Provide more than one parameter to tailor statements even further. The following table describes the results of combining different parameters. It assumes that a parameter in the left column is combined with one or more parameters to the right of that parameter:

Parameter	SetID	Business Unit	Customer ID
Business Unit	One statement for each correspondence customer in the business unit.	Not applicable (N/A)	N/A
Customer ID	A single statement for the customer. If the customer is part of a correspondence customer group, the process addresses the statement to the correspondence customer but includes only items that are for the specified customer.	A single statement for the customer, containing only items in the business unit. If the customer is part of a correspondence customer group, the process addresses the statement to the correspondence customer but includes only items for the specified customer.	N/A
Correspondence Customer	A single statement, for the correspondence customer, containing items for all customers in the correspondence group.	A single statement for the correspondence customer, containing items in the business unit for all customers in the correspondence group.	A single statement that is addressed to the correspondence customer, containing only items for the specified customer.

Selecting the Currency for Open Item Statements

Access the Currency to Convert page.

The default values for the fields depend on the values that you enter on the Receivables Options - Currency Display Options page for the business unit. Override the values if you want to use a different display currency on the statements.

Use a Currency to Convert Select to print statements by using the default display currency that you specify in the Currency to Convert field.

Currency to Convert Select the type of currency for the statements:

Business Unit Currency: Select to use the default currency that is defined for the business unit.

Customer Default Currency: Select to use the preferred currency that is defined for the customer on the General Info page.

Other: Select to use the currency that you enter in the Currency Code field. Then enter the exchange rate type and specify whether to use today's date, the accounting date, or another date that you specify as the effective date.

Printing Statements

Access the Statement Print page.

Language Select the language for the statements. To print statements in multiple languages, place copies of the Crystal report in language subdirectories in the Crystal Reports directory.

Statement Number Displays the most recent number for the run control ID that is not printed. Select a different number to print a different request.

Note. Each time that you run the Statements multiprocess job (ARSTMT), each AR_STMT# child process generates a statement number and applies it to all statements that the run for that child process generates. For example, the AR_STMT1 child process retrieves data for 37 statements and assigns statement number *64*. When you print statement number 64, you get 37 statements. You do not have to run Crystal Reports 37 times.

On the Process Scheduler Request page, select one of these statement print processes:

Process	Description
Customer Statement Print (AR32000) Customer Stmt Print w/Agiro (A32A00)	Prints open item statement without draft items. The Open Item statement provides a list of all open items for a customer based on the as of date that is specified when the statement is run. Select Customer Stmt Print w/Agiro only if you want to include the acceptgiro attachment on the statement.
Balance Forward Statement Print (AR32001) Balance Forward Stmt P w/Agiro (AR32A01)	Prints balance forward statements. The Balance Forward statement provides a list of all the items and payments in the current statement period. It also provides a balance forward amount from the previous statement period and the ending balance for the current statement period. Select Balance Forward Stmt P w/Agiro only if you want to include the acceptgiro attachment on the statement.
Draft Customer Statement Print (AR32002)	Prints open item statements that include draft items, if Include Drafts is selected on the Statement Parameters page.
PS/AR Statements Print (ARSTPRT)	Prints both statement types: Open Item statement (AR32000 or AR32A00) and Balance Forward statement (AR32001 or AR32A01). **Note.** AR32A00 and AR32A01 print only if you enabled acceptgiro processing for the business unit.

Warning! If you print one statement type only, you must print the other statement type before you run the Statements process again.

Running Balance Forward Statements the First Time

When running the balance forward statements the first time for existing customers, follow a slightly different procedure to generate a starting balance forward balance that appears on the customer's first statement.

To run balance forward statements for the first time:

1. Use the Statements Parameters page to run the Statements - Preprocessor multiprocess job (ARSTMT).

   Important! Do *not* select the Statements-Parallel/Prnt multiprocess job (STATEMNT). Also do not run the Balance Forward Statement Print (AR32001) or Balance Forward Stmt P w/Agiro (AR32A01) process that prints the statement at this time.

   Use the end date of the previous statement period for the as of date.
2. Run the Statements - Preprocessor multiprocess job (ARSTMT) again by using the current statement period for the as of date.
3. Use the Statement Print page to run the Balance Forward Statement Print process for each AR_STMT# child process to print the statements.

Example

You run statements that contain activity that ends on September 30, 2000.

In the first run of the process, you enter August 31, 2000 for the as of date. Because the process does not find an as of date from a previous run, it extracts all activity from January 1, 1900 through August 31, 2000.

In the second run, you enter September 30, 2000 for the as of date. Because the system now has an as of date from the first run, it extracts activity from September 1, 2000 through September 30, 2000.

See Also

Chapter 37, "Generating Correspondence," Generating Customer Statements, page 860

Generating Dunning Letters

This section provides an overview of the dunning letter process and discusses how to:

- Define run parameters for the AR Dunning Application Engine process (AR_DUNNING).
- Define the display currency for dunning letters.
- (Optional) Review and delete dunning letters before printing.
- (Optional) Review and modify dunning letters before printing.
- (Optional) Review and remove items from dunning letters before printing.
- Print dunning letters.

Understanding the Dunning Letter Process

Use these processes to generate dunning letters:

- The AR Dunning process (AR_DUNNING) extracts customer data and populates a temporary table, PS_AR33000_TMP.

  When the Dunning extract process begins, it assigns a process instance number to all items that it is processing.

- Predefined dunning reports that merge data from the temporary table with predefined report layouts and generate dunning letters.
- The Dunning Letters process (DUNNING), which is a multiprocess job that runs both the AR Dunning process and then the dunning reports in one step.

  The job runs the Level One Dunning Letter (AR33001 and AR33A01), Level Two Dunning Letter (AR33002 and AR33A02), and the Level Three Dunning Letter (AR33003 and AR33A03). The system prints data on the AR33A01, AR33A02, AR33A03 reports only if you enabled acceptgiro processing for the business unit.

- The Dunning for All Levels process (DUNNINGA), which is a multiprocess job that runs both the AR Dunning process and then the Dunning Letter All Levels report (AR33000 or AR33A00) in one step.

  The system prints the AR33A00 report only if you enabled acceptgiro processing for the business unit.

  Note. Use the Dunning for All Levels process if you have more than three letter codes or for the Dunning by Action List method.

Note. If you run the Dunning or Dunning for All Levels multiprocess jobs, you cannot change the text or delete unwanted letters before printing.

If you select the Include Finance Charge field when you create a dunning method, and you run the process for customers that are assigned that dunning method, you must run Overdue Charges Application Engine process (AR_OVRDUE) before you generate the letters to create the overdue charges invoice.

AR Dunning Process Data Extract

To generate dunning letters, you run the extract process, review and edit the results as needed, and then run a dunning report that prints a dunning letter.

When you enter the run parameters for the AR Dunning process, you select the scope of the dunning letters:

- Unit level: Generates a letter for each correspondence customer in the business unit.
- Correspondence customer level: Generates a single letter containing all past due items for all customers in the correspondence group.
- Customer level: Generates a single letter for the specified customer's correspondence customer.

The process uses the default dunning ID that is assigned to the customer on the Correspondence Options page. If none is defined for the customer, it uses the default dunning ID that is assigned to the business unit on the Receivables Options - General 1 page.

Review and Edit of Letters Before Printing

After running the AR Dunning process, you can do the following:

- Review the letters before printing them.
- View a list of the letters that the process generates.
- Selectively delete items that are on a letter.
- Delete letters that you do not want to send.

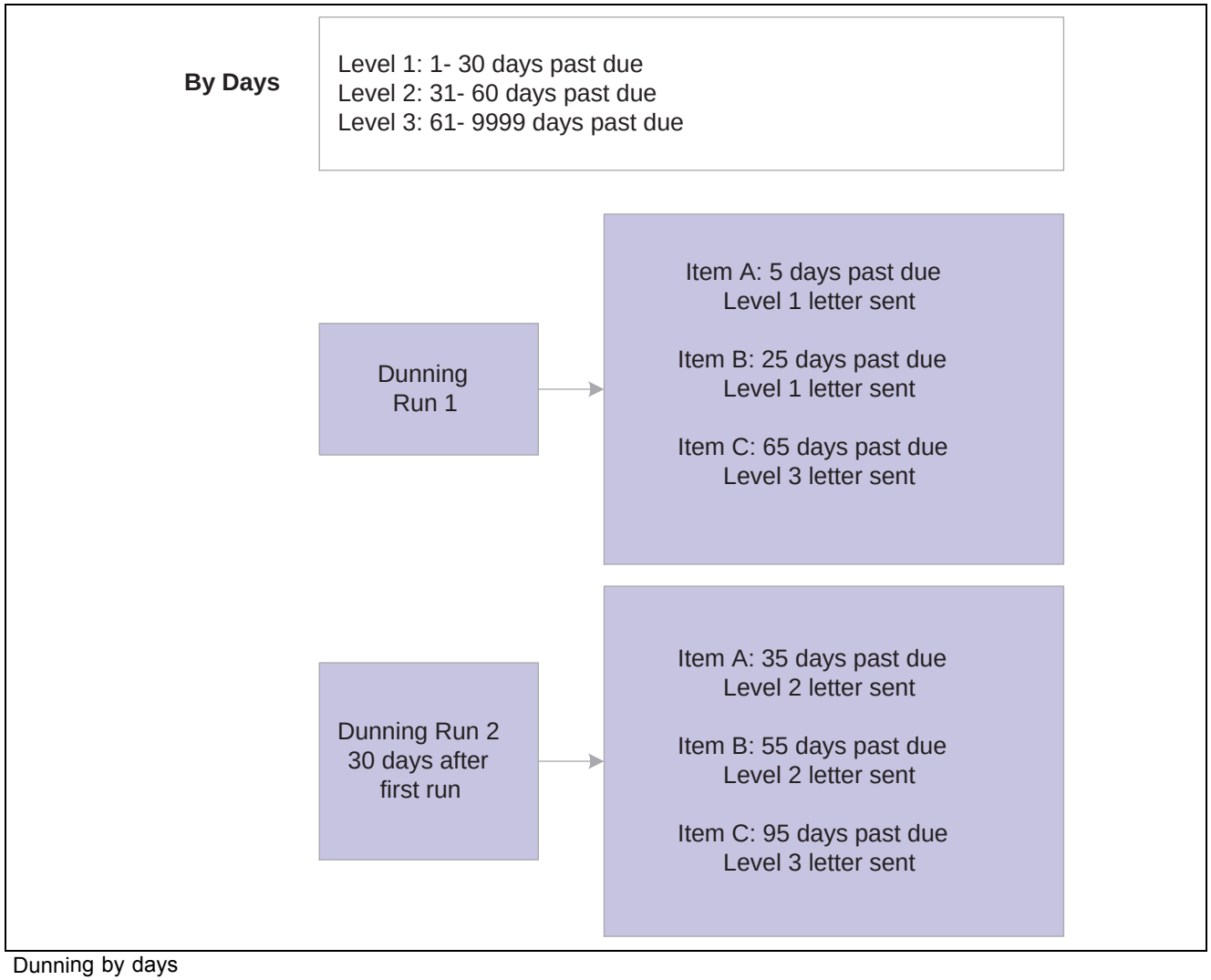
- Change the text for an individual letter before printing.

After you review the letters and make any needed onetime changes, run the dunning reports that print dunning letters.

Days, Intervals, and Action Lists

When past due items exist for a customer, dunning letters are sent based on the dunning methods that you selected when you set up the system. The following figure shows dunning by days, where the age of the item determines the level of the dunning letter sent. In this scenario, depending on when the dunning run is performed, a customer could receive a level three letter as a first correspondence. If a customer has multiple past due items, they receive one letter based on the age of their oldest item, rather than multiple letters.

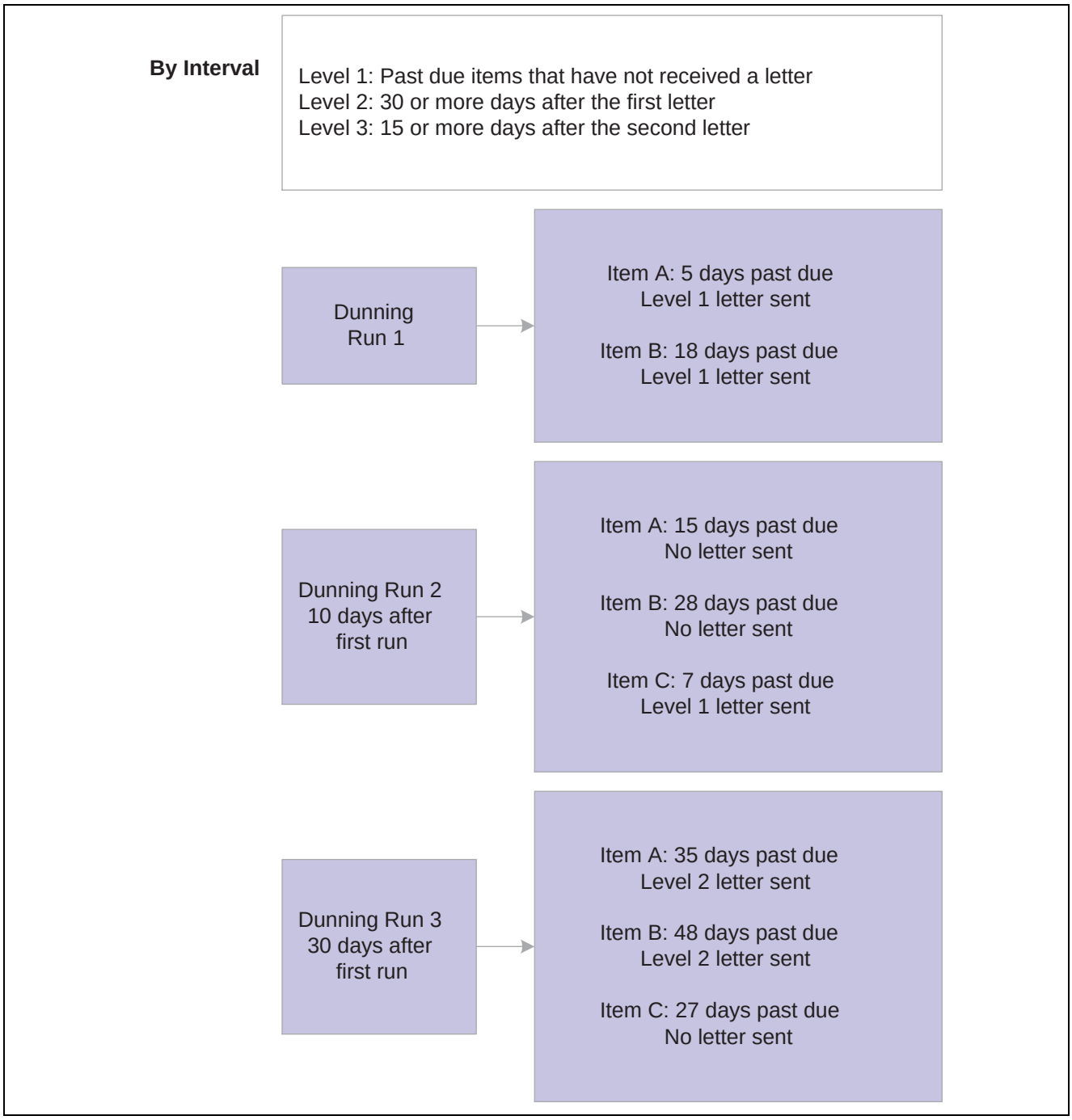
This graphic illustrates what the Dunning process includes in letters if the dunning method is Dunning by Days:



Dunning by days

When you use dunning by interval, the level of the letter sent corresponds to the time intervals that you have defined between letters. Therefore, items that receive a level one letter could have different ages, but subsequent letters would be determined by the time interval between letter levels. For a customer with multiple past due items, the oldest item is used to determine the start of the interval cycle.

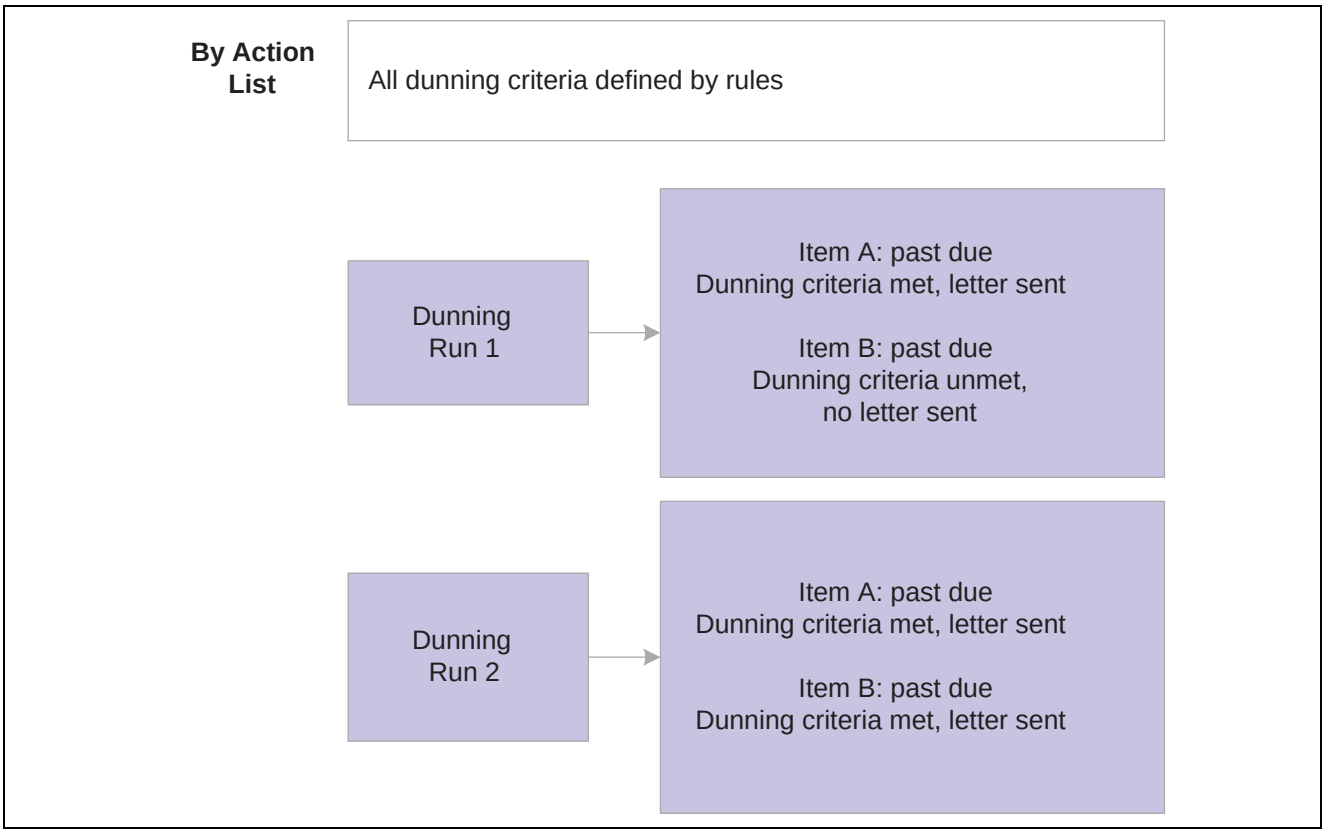
This graphic illustrates what the Dunning process includes in letters if the dunning method is Dunning by Interval:



Dunning by interval

Dunning by action list is entirely based on rules you determine when you set up the system.

This graphic illustrates what the Dunning process includes in letters if the dunning method is Dunning by Action List:



Dunning by action list

See Also

Chapter 6, “Setting Up Correspondence Options,” Setting Up Dunning Letter Processing, page 142

Prerequisites

You must perform these tasks before you generate dunning letters:

- Define letter codes and letter content.
- Define the dunning ID and dunning method.
- Define the dunning levels for each dunning ID.
- Assign default dunning IDs to business units and the default remit to address for letters.
- Override the default dunning IDs and default remit to addresses for correspondence customers if appropriate.
- Enter customer addresses and assign an address and contact to correspondence customers who should receive the dunning letters.
- Specify whether you want item-based addressing or customer-based addressing.
- Set up delivery information for correspondence.
- Assign the next available dunning number at the installation options level.
- (Optional) Change the sample dunning letters that PeopleSoft provides or create additional letter layouts.
- (NLD) If the organization uses acceptgiros, enable acceptgiros processing for the appropriate business units on the Bank/Payment Options page and enter the initial acceptgiro reference number.

- (NLD) Enter the bank account information on the Customer Bank page for customers that use acceptgiros to make their payments.
- Apply all the payments to items and run the Receivable Update process.

See Also

Chapter 6, "Setting Up Correspondence Options," Setting Up Dunning Letter Processing, page 142

Chapter 6, "Setting Up Correspondence Options," Setting Up Delivery Information for Correspondence, page 150

Chapter 3, "Defining Receivables Business Units," Defining General Options, page 24

Chapter 3, "Defining Receivables Business Units," Selecting Bank and Payment Interface Options, page 44

PeopleSoft Enterprise Order to Cash Common Information 8.9 PeopleBook, "Maintaining General Customer Information," Adding General Customer Information

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Setting Installation Options for PeopleSoft Applications," Defining Receivables Installation Options

PeopleSoft Enterprise Order to Cash Common Information 8.9 PeopleBook, "Maintaining Additional Customer Information," Entering Customer-Specific Bank Information

Common Element Used in This Section

Letter Code Letter codes represent the text that you want printed on a dunning letter.

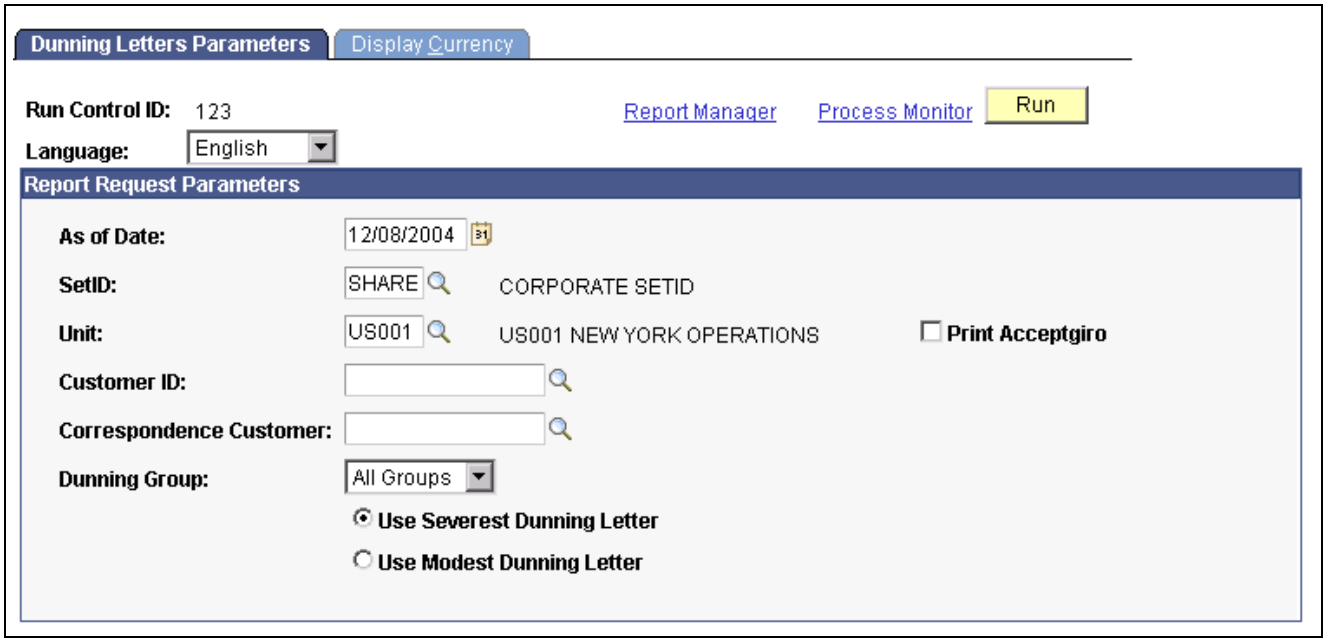
Pages Used to Generate Dunning Letters

Page Name	Object Name	Navigation	Usage
Dunning Letters Parameters	RUN_AR33000	Accounts Receivable, Customer Interactions, Dunning Letters, Extract Dunning Letter Info, Dunning Letters Parameters	Specify the extract parameters and run the AR Dunning process or the Dunning Letters multiprocess job.
Display Currency	RUN_AR33000_CUR	Accounts Receivable, Customer Interactions, Dunning Letters, Extract Dunning Letter Info, Display Currency	Select the type of currency that you want to appear on dunning letters and the effective date.
Letter Preview	DUNNING_LTR1	Accounts Receivable, Customer Interactions, Dunning Letters, Preview Letter, Letter Preview	Review dunning letters and delete them if necessary.
Letter Editing	DUNNING_LTR_EDIT	Accounts Receivable, Customer Interactions, Dunning Letters, Preview Letter, Letter Editing	Preview or change the text of a dunning letter before you print it.

Page Name	Object Name	Navigation	Usage
Dunning Preview Delete Item	DUNNING_LTR3	Accounts Receivable, Customer Interactions, Dunning Letters, Delete Item on Letter, Dunning Preview Delete Item	Delete items on a dunning letter prior to printing.
Dunning Letter Print	RUN_AR33001	Accounts Receivable, Customer Interactions, Dunning Letters, Print Letter, Dunning Letter Print	Run reports that merge data from temporary tables with a predefined layout to generate dunning letters.
Delete Letter Review	DUNNING_LTR2	Accounts Receivable, Customer Interactions, Dunning Letters, Delete Letter, Delete Letter Review	Delete a dunning letter after you print it. The system rolls back the dunning status of the items to the status of the previous dunning process and reinitializes the status if there is no previous dunning.
Dunning Letters	DUNNING_LETTERS	Accounts Receivable, Customer Interactions, Dunning Letters, History of Letters, Dunning Letters	View items on all the dunning letters for a customer.
Last Dunning Letter	DUNNING_LETTERS	Accounts Receivable, Customer Interactions, Dunning Letters, Last Letter, Last Dunning Letter	View items on only the most recent dunning letter that is generated for a customer.
Dunning Delivery Information	AR_CUST_DUN_SEC	Click the Delivery Method button on the Dunning Letters inquiry page.	Review the delivery method for a dunning letter, including either the email address, fax number, or printer.
Letter Content	DUNNING_LTR_CNTNT	• Accounts Receivable, Customer Interactions, Dunning Letters, History of Letters, Letter Content • Accounts Receivable, Customer Interactions, Dunning Letters, Last Letter, Letter Content	View the contents of all the dunning letters for a customer or of only the most recent dunning letter that is generated for a customer.
Dunned Item Status	DUN_ITEM_INQUIRY	Accounts Receivable, Customer Interactions, Dunning Letters, Item Dunning Status, Dunning Item Status	View the current dunning status of the selected item.
Dunned Item History	DUN_ITEM_HISTORY	Accounts Receivable, Customer Interactions, Dunning Letters, Item Dunning History, Dunning Item History	View the dunning history of an item.

Defining Run Parameters for the AR Dunning Application Engine Process

Access the Dunning Letters Parameters page.



Dunning Letters Parameters page

As of Date Enter a date that determines the last date for the dunning letter data. The current date is the default.

SetID Leave this field blank to include all setIDs. If you use only a setID, the process creates a dunning letter for each correspondence customer in every business unit that references the setID.

Unit Enter only a business unit to create a dunning letter for each customer in the business unit.

(NLD) Print Acceptgiro Clear this check box if you do not want to print dunning letters with an acceptgiro attachment. This field displays only if you enabled acceptgiro processing for the selected business unit on the Bank/Payments page, and the check box is selected by default.

Customer ID Enter only a customer ID to extract dunning data for the specified customer. If you specify a customer who is part of a correspondence group, the process addresses the letter to the correspondence customer but includes only the specified customer's items.

Correspondence Customer Enter only a correspondence customer ID to extract dunning data for all the customers in the correspondence group.

Dunning Group Select *All Groups* or the name of a specific group. You assign customers to a dunning group on the Correspondence Options page.

Use Severest Dunning Letter Select to print the text from the letter code that is associated with the highest dunning level and to print all past-due items for the customer.

Use Modest Dunning Letter Select to print the text from the letter code that is associated with the lowest dunning level and to print all past-due items for the customer.

This table describes the results of combining different parameters. It assumes that a parameter in the left column is combined with one or more parameters to the right:

Parameter	SetID	Business Unit	Customer ID
Business Unit	The system generates one letter for each correspondence customer in the business unit.	N/A	N/A
Customer ID	The system generates a single letter for the customer. If the customer is part of a correspondence customer group, the process addresses the letter to the correspondence customer but includes only items for the specified customer.	The system generates a single letter for the customer, containing only items that are in the business unit. If the customer is part of a correspondence customer group, the process addresses the letter to the correspondence customer but includes only items that are for the specified customer.	N/A
Correspondence Customer	The system generates a single letter for the correspondence customer, containing items for all customers in the correspondence group.	The system generates a single letter for the correspondence customer, containing items in the business unit for all customers in the correspondence group.	The system generates a single letter that is addressed to the correspondence customer, containing only items that are for the specified customer.

Note. When you save the page or click the Run button, the system assigns the next available dunning number to the run control instance. The system also increments the next available dunning number on the Installation Options - Receivables page. If you save the page without running the process, the system saves the dunning number and uses it when you return to run the process. If you never run the process for the run control, the dunning number is never used.

Defining the Display Currency for Dunning Letters

Access the Display Currency page.

Some customers prefer to have business units share tableSet data. This page enables you to generate dunning letters for a business unit that has a setID that is also used by another business unit. When letters contain different currencies, the AR Dunning process groups and subtotals items by customer and then by currency.

The default values for the fields depend on the values that you enter on the Receivables Options - Currency Display Options page for the business unit. Override the values if you want to use a different display currency on the dunning letters.

Use an AR Display Currency Select to print dunning letters by using the default display currency that you specify in the Display Currency field.

Display Currency Select the currency for the dunning letters. Options are:

Business Unit Currency: Select to use the default currency that is defined for the business unit.

Customer Default Currency: Select to use the preferred currency that is defined for the customer on the Miscellaneous General Info page.

Other: Select to specify a currency for the dunning letters and enter the type of currency and the exchange rate.

Effective Date Enter the basis date for determining the conversion rate if you select *Other* for the display currency. Options are: *Accounting Date, As of Today,* and *Other.*

Reviewing and Deleting Dunning Letters Before Printing

Access the Letter Preview page.

Review information about various items in the dunning letter, such as the customer, item ID, dunning date, and letter code.

Delete Letter Click if you do not want to print a letter for a particular customer. The system removes the dunning record from the Dunning Letter Report table (AR33000_TMP), marks the letter as deleted and retains the letter in the Customer Dunning Letter Detail table (DUN_CUST_DTL) as a historical record.

Reviewing and Modifying Dunning Letters Before Printing

Access the Letter Editing page.

Edit Click to make a onetime change to the text of the letter.

Note. If you change the text of the letter to make it longer, you may need to modify the format of the report in Crystal reports so that all of the report prints.

Reviewing and Removing Items from Dunning Letters Before Printing

Access the Dunning Preview Delete Item page.

Use the check boxes to select the items that you want to remove from a dunning letter before printing.

Printing Dunning Letters

Access the Dunning Letter Print page.

Dunning Number Select the dunning number that the system assigned for the AR Dunning process run instance for the letters that you want to print.

Note. Each time that the AR Dunning process runs, it generates a unique dunning number that serves as a batch ID. The dunning number for the process is applied to all the dunning letters that the process generates. If a process retrieves data for 37 dunning letters, it assigns each dunning letter the same run control ID that is assigned to the AR Dunning process. Using the run control ID in the report parameters enables you to generate multiple dunning letters by using one report. So if you have 37 letters, you do not have to run the report 37 times.

On the Process Scheduler page, select one or more of the following dunning reports. Each Crystal Reports report corresponds to a dunning level and letter code. If you select only the level 3 dunning letter, Crystal Reports prints letters only for customers who have past-due items in dunning level 3.

Report	Process Name	Description
Dunning Letters - All Levels	AR33000	Includes all past-due items in the age bracket that is associated with the dunning level and the text that is associated with the oldest or newest item in the letter (depending on the run parameters that you specify).
Dunning Letters - All w/Agiro	AR33A00	This report is the same as the AR33000 report except it includes the acceptgiro attachment.
Level 1 Dunning Letter	AR33001	Includes only items that are assigned to dunning level 1.
Level One Dunning w/Agiro	AR33A01	This report is the same as the AR33001 report except it includes the acceptgiro attachment.
Level 2 Dunning Letter	AR33002	Includes only items that are assigned to dunning level 2.
Level Two Dunning w/Agiro	AR33A02	This report is the same as the AR33002 report except it includes the acceptgiro attachment.
Level 3 Dunning Letter	AR33003	Includes only items that are assigned to dunning level 3.
Level Three Dunning w/Agiro	AR33A03	This report is the same as the AR33003 report except it includes the acceptgiro attachment.

Report	Process Name	Description
Dunning Control	AR33005	Lists all the dunning letters that you printed from all dunning runs.
Dunning Preview	AR33006	Lists the dunning letters that print. Run this report before you print the letters.

Note. You define dunning levels and the age range of items that are included in each letter category that is on the Dunning Levels page.

See Also

Chapter 6, "Setting Up Correspondence Options," Defining Dunning Levels, page 146

Generating and Printing Follow-Up Letters

This section provides an overview of follow-up letter processing and discusses how to:

- Run the Follow Up Letters multiprocess job.
- Run the Follow Up Letters Extract process.
- Run the Follow Up Letter report.

Understanding the Follow-Up Letter Process

Follow-up letters change little from mailing to mailing. Only the names, addresses, and dates change. Receivables delivers a sample follow-up letter that is created by using Crystal Reports that you can modify to suit your organization's needs.

The system generates follow-up letters as long as you provide a valid contact ID, follow-up action, follow-up user ID, and letter code on the Conversations page.

To generate follow-up letters, you run two processes:

- The Follow Up Letters Extract Application Engine process (AR_FOLLOWUP) extracts names, addresses, and other data, scanning conversation records with letter codes for follow-up letters that have not been marked by the system as done.

  After the process extracts data, it marks the conversation record as done on the Conversation Actions and Keywords page.
- The Follow Up Letter Crystal report (AR33004) merges the extracted data with the follow-up letter template.

Note. Receivables also provides the Follow Up Letters multiprocess job (FOLLOWUP), which runs both the Follow Up Letters Extract process and the Follow Up Letter Crystal report.

You run all three processes from the Customer Follow Up Letter page. If you run the extract process and the Crystal report separately, you must wait for the Follow Up Letters Extract process to complete before you run the Crystal report.

See Also

Chapter 6, “Setting Up Correspondence Options,” Modifying the Sample Follow-Up Letter, page 149

Prerequisites

You must perform these tasks before you generate follow-up letters:

- Verify that you have a letter code of *F* for follow-up letters.
- Assign a remit to address to the correspondence customer who should receive follow-up letters and other types of customer correspondence on the General Information - Correspondence Options page.
- Set up delivery information for correspondence for a contact.
- When you create the conversation entries for a specific customer, provide a valid contact ID, follow-up action, and a follow-up letter of *F*.

See Also

Chapter 6, “Setting Up Correspondence Options,” Setting Up Follow-Up Letter Processing, page 149

Chapter 6, “Setting Up Correspondence Options,” Setting Up Delivery Information for Correspondence, page 150

PeopleSoft Enterprise Order to Cash Common Information 8.9 PeopleBook, “Maintaining General Customer Information,” Adding General Customer Information

PeopleSoft Enterprise Order to Cash Common Information 8.9 PeopleBook, “Managing Conversations,” Entering Conversations

Common Element Used in This Section

Customer ID Enter the customer ID for a specific customer or leave the field blank to run the process for all customers.

Page Used to Generate Follow-up Letters

Page Name	Object Name	Navigation	Usage
Customer Follow Up Letter	RUN_AR33004	Accounts Receivable, Customer Interactions, Customer Follow-Up Letter, Customer Follow Up Letter	Run the Follow Up Letters Extract process, the Follow Up Letter report, or the Follow Up Letters multiprocess job.

Running the Follow Up Letters Multiprocess Job

Access the Customer Follow Up Letter page.

Select the FOLLOWUP multiprocess job on the Process Scheduler Request page.

Running the Follow Up Letter Extract Application Engine Process

Access the Customer Follow Up Letter page.

Select the AR_FOLLOWUP process on the Process Scheduler Request page.

Running the Follow Up Letter Report

Access the Customer Follow-Up Letter - Parameters page.

Select the AR33004 process on the Process Scheduler Request page.

Reprinting Invoices

This section provides an overview of invoice reprinting and discusses how to:

- Select items for reprinting.
- Print invoices and override print parameters.

Understanding Invoice Reprinting

Receivables enables you to reprint invoices that you created in Billing that are associated with open items. You cannot reprint invoices that originate in PeopleSoft Enterprise Grants that have a letter of credit ID. If you select to print these Grants' invoices or invoices that are created in a third-party billing system, the system issues a warning message.

The Reprint Invoice multiprocess job (BIJOB19) uses the server and printer that you specify on the User Preferences - Billing page. You can override these parameters when you reprint the invoices. The invoices print in the customer's language.

The existence of a summarization template on invoice lines determines whether the system prints a summarized or detail pro forma or actual invoice. If you are printing an invoice with multiple invoice lines, the system does the following:

- If any of the lines in the invoice have a summarization template, the system generates a summarized pro forma or actual invoice.
- If there is no summarization template on any of the lines, the system generates a detail pro forma or actual invoice.

(NLD) If you enabled acceptgiros for the billing business unit associated with the item, the system prints the invoice with an acceptgiro attachment. If the original invoice in Billing or Purchasing was printed with an acceptgiro attachment, the system uses the same acceptgiro reference number.

See Also

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Defining User Preferences," Defining Billing User Preferences

PeopleSoft Enterprise Billing 8.9 PeopleBook, "Generating Invoices"

PeopleSoft Enterprise Billing 8.9 PeopleBook, "Structuring Bills," Setting Up Bill Summarization

Prerequisites

If you enabled acceptgiros for the billing business unit, you must enter the bank account information for the remit to customer on the Customer Bank page.

See Also

PeopleSoft Enterprise Order to Cash Common Information 8.9 PeopleBook, "Maintaining Additional Customer Information," Entering Customer-Specific Bank Information

Pages Used to Reprint Invoices

Page Name	Object Name	Navigation	Usage
Item List	ITEM_LIST	Accounts Receivable, Customer Accounts, Item Information, Item List, Item List	Select invoices to reprint.
Invoice Reprint Overrides	BI_RPT_OVRRIDE_SEC	Select *Reprint Invoices* in the Item Action field and click Go on the Item List page.	Run the Reprint Invoice multiprocess job and override the default parameters for generating invoices.

Selecting Items for Reprinting

Access the Item List page.

To reprint invoices:

1. Enter search criteria for the items and click Search.
2. Select the items for which you want to reprint invoices.

   Note. You must select items that came from Billing and have a billing business unit that is associated with them and a valid invoice number in the Invoice field.

3. Select *Reprint Invoices* in the Item Action field and click Go.

See Also

Chapter 33, "Researching Receivables," Researching a Customer's Items, page 798

Printing Invoices and Overriding the Print Parameters

Access the Invoice Reprint Overrides page.

Override the print parameters as needed and click OK to run the Reprint Invoices job.

Custom Label Enter additional text that you want to print on the invoice.

Print Invoice Sort By Select the order in which the invoices print. Values are: *Bus Unit, Invoice* (business unit, invoice), *Country, Postal,* and *Customer, Invoice.* For example, if you select *Customer, Invoice,* the system prints the invoices by customer in invoice number order.

Server Name	Select the server on which you want to run the Reprint Invoices job.
Output Destination	Specify whether the invoices should print to a File or on a Printer and enter the path for the output in the Output Destination field.

CHAPTER 38

Generating Overdue Charges

This chapter provides an overview of overdue charges, lists prerequisites, and discusses how to generate overdue charge invoices.

Understanding Overdue Charges

Receivables uses an open-item based approach to overdue charges that calculates overdue charges based on the number of days that an invoice is overdue. An important aspect of the overdue charge functionality is whether or not an overdue charge is considered a collectible item—and part of the customer's balance—when it is created. Some businesses exclude overdue charges from the customer's balance, while other businesses include them. Receivables supports both approaches and provides flexibility for how and when to create accounting entries.

Prerequisites

You must perform these tasks before you generate overdue charge invoices:

- Define overdue charge IDs.
- Assign default overdue charge IDs and remit to address to business units for overdue charge invoices on the Receivables Options - General 1 page.
- Specify which entry types to include in overdue charge invoices when you define entry types and entry reasons.

  If you do not select the Include in Overdue Charges check box for an entry type, activities with that entry type do not appear on overdue charge invoices.
- Define automatic entry types and reasons for overdue charges.

  If you enabled the entry event option and you create one overdue charge for all of a customer's eligible items, enter the entry event used to generate supplemental accounting entries for each entry reason.
- If you enabled the entry event option and you create an activity for an item for overdue charges, or you create a new line item for the overdue charge, create a step for each type of overdue charge on the Entry Event Code Definition page and Entry Event Process Definition page.

  For example, you would have two fields in each step: ENTRY_REASON and ENTRY_USE_ID. The entry use ID is FC-01 and the entry reason is the code that you defined for the overdue charge type, such as ADMIN.
- Specify the following correspondence information for a customer:

- Override the remit to address and overdue charge ID defaults or place a global hold on customer documents, if needed.
- Specify the destination of overdue charges invoices as either the customer or the correspondence customer.
- Assign an address and contact to customers who should receive the overdue charge invoices.
- Specify whether you want item-based addressing or customer-based addressing.

Before you generate overdue charges, you must apply all your payments to items and run the Receivable Update process.

See Also

Chapter 5, "Defining Additional Processing Options," Setting Up Rules for Overdue Charges, page 122

Chapter 4, "Defining Receivables Processing Options," page 49

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Using Entry Events"

PeopleSoft Enterprise Order to Cash Common Information 8.9 PeopleBook, "Maintaining General Customer Information," Adding General Customer Information

Generating Overdue Charge Invoices

This section provides an overview of overdue charges processing and discusses how to:

- Enter overdue charges process parameters.
- Run the Overdue Charge Print report.

See Also

Chapter 18, "Entering Pending Items," Overdue Charges Groups, page 429

Understanding Overdue Charges Processing

Use the following processes to generate overdue charge invoices:

1. The Overdue Charges Application Engine process (AR_OVRDUE) extracts customer and item data and populates temporary overdue charge records.

   The process reviews customers' open items and identifies those that are eligible for overdue charges. The system calculates the overdue charge for the number of days that are eligible for charging. If an item has exceeded its grace due days, the system uses the total days past due to calculate the charges. The system adds the grace due dates to the due date before generating overdue charges. These calculations are based on the amount, interest rate, fixed amount, and date basis that you specified when defining overdue charge IDs. The process extracts the customer and item data and populates temporary overdue charge records.

2. The Overdue Charge Print report (AR35000) generates the overdue charge invoices by merging the data from the temporary overdue charge records with a predefined layout.

Note. You can also run the Overdue Charges multiprocess job (AROVRDUE) that runs the Overdue Charges Application Engine process (AR_OVRDUE) and then runs the Overdue Charge Print process.

You run both the Overdue Charges Application Engine process (AR_OVRDUE) and the Overdue Charges multiprocess job (AROVRDUE) from the same Process Scheduler Request page. If you run the AR_OVRDUE process, you can review the results online after the process is done and then print the report separately.

Note. Each time you run a process, it generates a unique run control ID. The run control ID for the Overdue Charges process (AR_OVRDUE) is applied to all the invoices generated by the process. When the process completes, the system sets the number to zero. This enables you to run the Overdue Charges process concurrently with other PeopleSoft Enterprise Application Engine processes that are using different run control IDs.

After the processes complete, review the overdue charge groups using the pending item components, if needed, and run the Receivable Update process (ARUPDATE) to post the items.

Pages Used to Generate Overdue Charge Invoices

Page Name	Object Name	Navigation	Usage
Overdue Charges (process)	OVRDUE_REQUEST	Accounts Receivable, Customer Interactions, Overdue Charges, Process Overdue Charges, Overdue Charges	Enter the parameters for the Overdue Charges process (AR_OVRDUE) or the multiprocess job (AROVERDUE).
Overdue Charge Print	RUN_AROVRDUE2	Accounts Receivable, Customer Interactions, Overdue Charges, Print Overdue Charges, Overdue Charge Print	Run an Overdue Charge Print report (AR35000) that merges data from the temporary overdue charge records with a predefined layout and generates overdue charge invoices.
Overdue Charges (inquiry)	CUSTOMER_OC_CHGS	Accounts Receivable, Customer Interactions, Overdue Charges, Review Overdue Charges, Overdue Charges	View summary and detail information for all overdue charge invoices.
Last Overdue Charges	CUSTOMER_OC_CHGS	Accounts Receivables, Customer Interactions, Overdue Charges, Review Last Overdue Charges, Last Overdue Charges	View summary and detail information for overdue charge invoices that the Overdue Charges process created the last time it ran.

Entering Overdue Charges Process Parameters

Access the Overdue Charges page.

Enter the parameters for the overdue charge invoices that you want to create. The more parameters you define, the more limited the scope of the overdue charges.

As of Date Enter the date that determines the last date that the overdue charge invoice includes data. The current date is the default.

SetID Enter only a setID to create an overdue charge invoice for each correspondence customer in every business unit that references the setID.

Business Unit Enter only a business unit to create an invoice for each customer in the business unit. Indicate a specific business unit.

Note. If you select a single business unit, the system generates an overdue charge invoice for that customer even if the customer is on hold.

Overdue Charge Group Enter an overdue charge group to extract data only for a specific overdue charge group. If you use overdue charge groups, leave this field blank to extract data for all overdue charge groups. Assign customers to an overdue charge group on the Correspondence Options page.

Group Unit Enter the business unit that determines the business unit that the system uses to create the group and the pending items.

Prime Rate Enter the prime rate value used to calculate the interest charge. This is required if you selected prime rate as the basis for the interest charge for the overdue charge ID.

This table lists the results of combining different parameters. It assumes that a parameter in the left column is combined with one or more parameters to the right.

Parameter	SetID	Business Unit	Customer ID
Business Unit	One invoice for each correspondence customer in the business unit.		
Customer ID	A single invoice for the customer. If the customer is part of a correspondence customer group, the process addresses the invoice to the correspondence customer but includes only items for the specified customer.	A single invoice, for the customer, containing only items in the business unit. If the customer is part of a correspondence customer group, the process addresses the invoice to the correspondence customer, but includes only items for the specified customer.	
Correspondence Customer	A single invoice, for the correspondence customer, containing items for all customers in the correspondence group.	A single invoice, for the correspondence customer, containing items in the business unit for all customers in the correspondence group.	A single invoice addressed to the correspondence customer, containing only items for the specified customer.

Running the Overdue Charge Print Report

Access the Overdue Charge Parameters page.

Overdue Charge Number Displays the most recent number for the Overdue Charges process run control ID for which you have not printed the report. Select a different run control ID to print a different request.

Note. If a process retrieves data for 37 invoices, it assigns each invoice the same run control ID assigned to the Overdue Charges process. Using the run control ID in the report parameters enables you to generate overdue charge invoices using one report. Therefore, if you have 37 invoices, you do not have to run the Overdue Charge Print report 37 times.

CHAPTER 39

Interfacing With U. S. Federal Systems

This chapter discusses how to:

- (USF) Refer delinquent items to the Debt Management Service (DMS).
- (USF) Submit transactions between agencies using the Intra-Governmental Payment and Collection System (IPAC).
- (USF) Track memo status changes.
- Write off by ChartFields.
- (USF) Generate the Receivables Due From the Public report.
- Generate the 1099-C report.
- (USF) Create federal customer statements.

(USF) Referring Delinquent Items to the DMS

This section provides an overview of the delinquent debt referral process, lists prerequisites and common elements, and discusses how to:

- Select items for referral.
- Create a DMS referral file.
- Create a debt adjustment file.
- Process DMS receipts.

Understanding the Delinquent Debt Referral Process

The Debt Collection Improvement Act (DCIA) requires that any non-tax debt or claim owed to the United States that has been delinquent for a period of 180 days shall be turned over to the DMS of the U.S. Department of Treasury for appropriate action. This is known as cross-servicing. Debts less than 180 days delinquent can be voluntarily submitted to private collection agencies and agency Debt Collection Centers (DCCs). These are referred to as pass through debts.

Using the Receivables delinquent accounts feature, you can:

- Enter DMS information for individual items on the DMS Information page.
- Select items for referral.
- Run the DMS Referral Application Engine process (AR_DMSREFRRL) to create the electronic flat file for submission to the DMS.

- Run the DMS Adjustment Application Engine process (AR_DMSADJST) to create an electronic flat file containing adjustments and corrections to previously referred debt for submission to the DMS.
- Run the DMS Process Receipts Application Engine process (AR_DMSRECEIP) to process any inbound files from the DMS containing collections or adjustments against the previously referred debt.

You can verify that each process runs successfully by viewing the log files for errors.

Prerequisites

Before creating debt referral files:

1. Enable DMS processing by selecting the DMS Interface check box on the Installation Options - Receivables page.
2. Enter business unit-level DMS data on the DMS Information page.
3. Enter customer DMS information in the DMS Customer 1, DMS Customer 2, and DMS Customer 3 pages.

See Also

Chapter 3, "Defining Receivables Business Units," (USF) Defining Debt Management Information, page 45

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Setting Installation Options for PeopleSoft Applications," Defining Receivables Installation Options

PeopleSoft Enterprise Order to Cash Common Information 8.9 PeopleBook, "Maintaining General Customer Information," Entering Customer DMS Information

Common Elements in This Section

Admin Debt Classification (administrative debt classification) — Select the appropriate value for credit bureau reporting. Values are: *Employee Advance, Fee, Fine, Miscellaneous Debt, Overpayment,* and *Penalty.*

Business Unit — Enter the business unit for which you want to select items for referral. Generally, you process referrals monthly for a given business unit.

Program ID — Enter a code that enables the DMS to group related debts in their system for processing under specific business rules.

Referral Type — Select the type of referral for the items. Values are:

Passthrough: Debts for referral to the Debt Management Service Center (DMSC) and Financial Management Service (FMS) system for referral to Private Collection Agencies (PCAs) under existing FMS contracts.

Cross-Servicing: Debts for referral to the DMS for general collection activities.

Destination File Name — Enter the file path and file name of delinquent account file that you are creating.

Secured Debt — Select to indicate that the debt is secured with collateral.

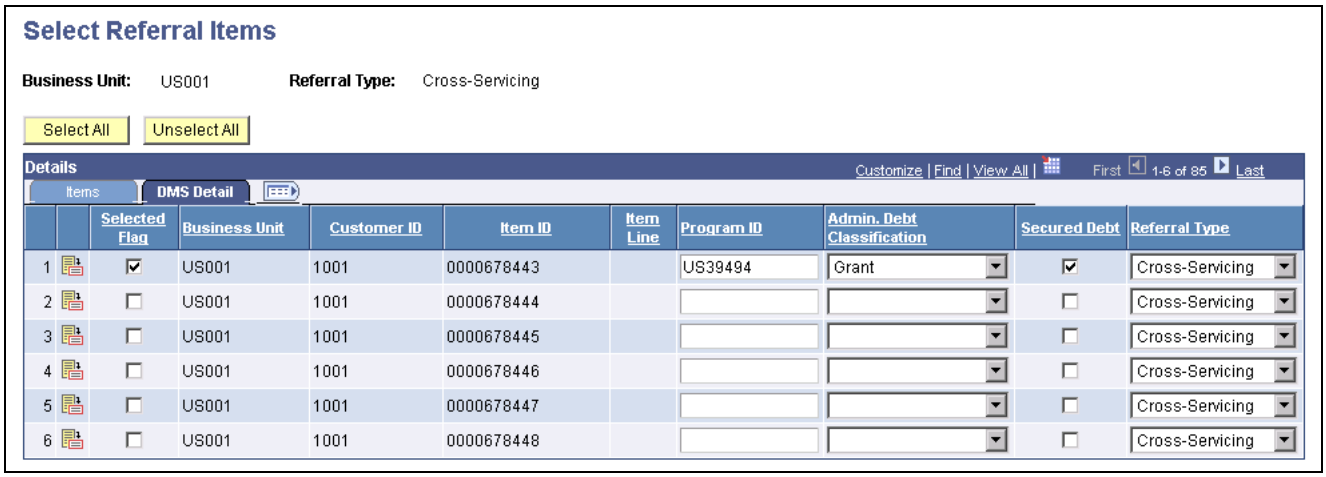
Manual Selection — Select to refer debts that are less than 180 days.

Pages Used to Refer Delinquent Items to the Debt Management Service

Page Name	Object Name	Navigation	Usage
View/Update Item Details - Detail 1	ITEM_MAINTAIN	• Accounts Receivable, Customer Accounts, Item Information, View/Update Item Details, Detail 1 • Click the View Detail button for an item on the Select Referral items page.	View item information and access the DMS Information page.
DMS Information	DMS_ITEM_SEC	Click the DMS Information link on the View/Update Item Details - Detail 1 page.	Update DMS information for the item.
Select Referral Items	DMS_CONTROL	Accounts Receivable, Customer Accounts, Delinquent Accounts, Select Referral Items, Select Referral Items	Select items to be referred to the DMS.
Create Referral File	DMS_REFERRAL	Accounts Receivable, Customer Accounts, Delinquent Accounts, Create Referral File, Create Referral File	Create a file of referred debt for submission to the DMS.
Create Adjustment File	RUN_DMS_ADJST	Accounts Receivable, Customer Accounts, Delinquent Accounts, Create Adjustment File, Create Adjustment File	Create a file of subsequent collections and adjustments of previously referred debt.
Process Receipts	RUN_DMS_RECEIPT	Accounts Receivable, Customer Accounts, Delinquent Accounts, Process Receipts, Process Receipts	Process an inbound file of collections or adjustments against previously referred debt.

Selecting Items for Referral

Access the Select Referral Items page.



Select Referral Items page

Select a business unit and referral type. The system processes one file for each business unit and referral type combination.

The page displays delinquent items for referral.

Viewing Item-Level Information

For each item listed in the grid, you can view the business unit, item ID, customer ID, and due date.

	Click the View Detail button for an item to access the View/Update Item Details - Detail 1 page and access and change the DMS information for the item.
Selected Flag	Select to mark individual items for referral.

Viewing and Adjusting DMS Information

Select the DMS Detail tab to view the DMS Information for the item. This information is automatically populated based on the business unit and customer DMS setup. You can override these default values as needed.

Creating a Debt Management Referral File

Access the Create Referral File page.

Select the business unit for which you want to create the referral file, the referral type you want to process (*Cross-Servicing* or *Passthrough),* and enter the file path and name for the destination file.

Run the DMS Referral process to create the referral file for the DMS.

Creating a Debt Adjustment File

Access the Create Adjustment File page.

Select the business unit and enter the destination file path and name.

Run the DMS Adjustment process. This process generates a file of subsequent adjustments or collections for debt previously referred to the DMS.

Processing Receipts from the Debt Management Service

Access the Process Receipts page.

Attached File Displays the name of the file received from the DMS.

Click the Add Attachment button to browse for the file to attach. Once you have located the file, click the Upload button to load the file.

Click the Delete Attachment button to delete the currently selected attachment.

Click the View Attachment button to view the currently selected attachment.

Run the DMS Process Receipts process to insert delinquent account data from the DMS into the Pending Item PS_PENDING_ITEM table using the DMS Inbound process.

Completing the Process Receipts Process

To complete the Process Receipts process:

1. Check the message log for errors.
2. View the group using the External Pending Item Entry component (ENT_EXTAID_UPDT) and select a posting action for the group.
3. Run the Receivable Update Application Engine process (ARUPDATE) to post the pending items.

See Also

Chapter 18, “Entering Pending Items,” page 427

(USF) Submitting Transactions Between Agencies Using the IPAC System

This section provides an overview of IPAC processing, lists prerequisites, and discusses how to:

- Enter IPAC information for an item.
- Enter additional IPAC information.
- Enter override options for the Format EFT Files Application Engine process (FIN2025).
- Run the Format EFT Files process.

Understanding IPAC Processing

The IPAC system is maintained by the U.S. Department of Treasury for intra-governmental transactions. The IPAC system transmits billing information electronically, using a formatted file, to the U. S. Department of Treasury specifications so that bills and payments can be applied to the correct account. If your organization requires that you use the IPAC system, you can use Receivables to create an extract file with receivables data that you send to the U. S. Department of Treasury. You create a request to collect funds from customers that are federal agencies by creating a flat file in Receivables and sending the file online or in a bulk file connection to the IPAC system.

Receivables supports four types of IPAC transactions:

- Collection, which is associated with the 810 format.

  Use this transaction type to collect funds from other agencies.

- Adjustment, which is associated with the 812 format.

  Use this transaction type to correct payment or collection information received by your agency, including the amount and the Standard General Ledger (SGL) account information. This transaction type is not available if you initiated the IPAC transaction.

- Zero dollar, which is associated with the 835 format.

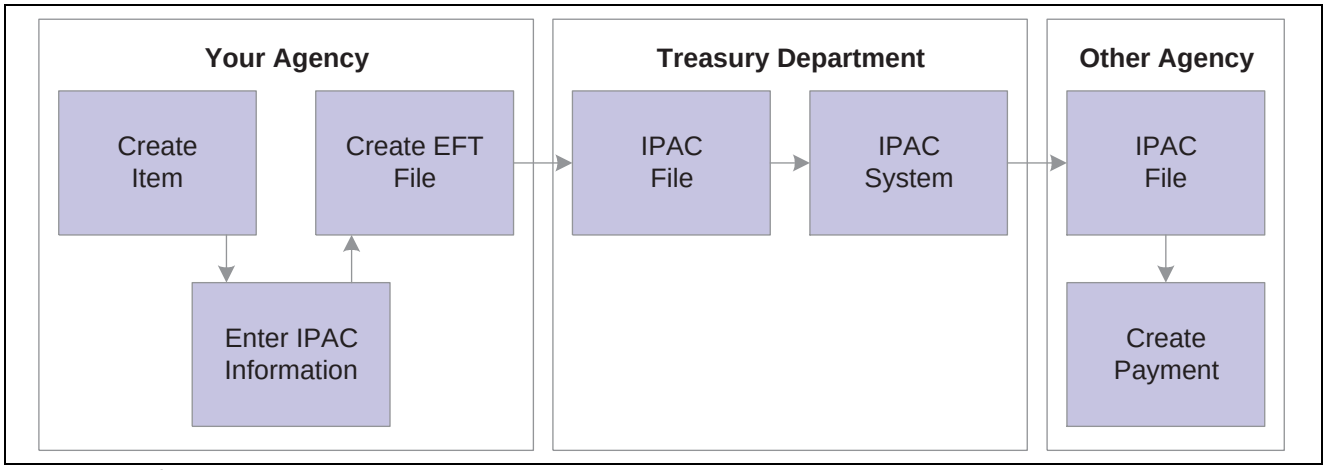
  Use this transaction type to add or change collection information that you sent in an earlier transmission. This transaction type does not change the transaction amount or SGL account information.

- Post SGL, which is associated with the 840 format.

  Use this transaction type to add or change SGL account information for previously received or sent transactions. You can add or change the sender's information, the receiver's information, or both.

The system includes transactions in the file only if they are marked as *Not Processed* in the IPAC record.

This graphic shows the flow of the IPAC information.



IPAC processing

See Also

Chapter 22, "Maintaining and Reviewing Item Information," Changing and Reviewing Item Information, page 547

Chapter 5, "Defining Additional Processing Options," Selecting EFT Layouts, page 120

Prerequisites

Before you export Receivables transactions to IPAC:

1. Enable the IPAC interface on the Installation Options - Receivables page.
2. Assign an IPAC billing agency location code and sender DO (disbursing office) to a setID for each business unit.
3. When defining customers, select the options for the IPAC interface and the customer agency location code.
4. Select a primary IPAC contact for each customer.

If you want to automatically populate the SGL account information, you must perform these tasks:

1. Create entry event codes that include the WS-01 step for the ARUPDATE entry even process on the Entry Event Code Definition page.
2. Add two ChartField attributes for accounts to which IPAC processing applies on the ChartField Attributes page:
   - *IPAC:* Enter *Y* for the ChartField attribute value.
   - *USSGL:* Enter the four-character SGL account that you want to interface to the IPAC system for the ChartField attribute value.

When you run the Receivable Update process (ARUPDATE), the system compares the GL accounts in the entry event code definition to the Account ChartField attributes to determine whether IPAC processing applies and if so uses the four-character GL account that you enter for the USSGL attribute value to populate the SGL Account fields.

See Also

Chapter 3, “Defining Receivables Business Units,” Defining General Options, page 24

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, “Setting Installation Options for PeopleSoft Applications,” Defining Receivables Installation Options

PeopleSoft Enterprise Order to Cash Common Information 8.9 PeopleBook, “Maintaining General Customer Information,” Adding Customer Names and Levels and Assigning Roles

PeopleSoft Enterprise Order to Cash Common Information 8.9 PeopleBook, “Maintaining Contacts”

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, “Using Entry Events,” Defining Entry Event Codes

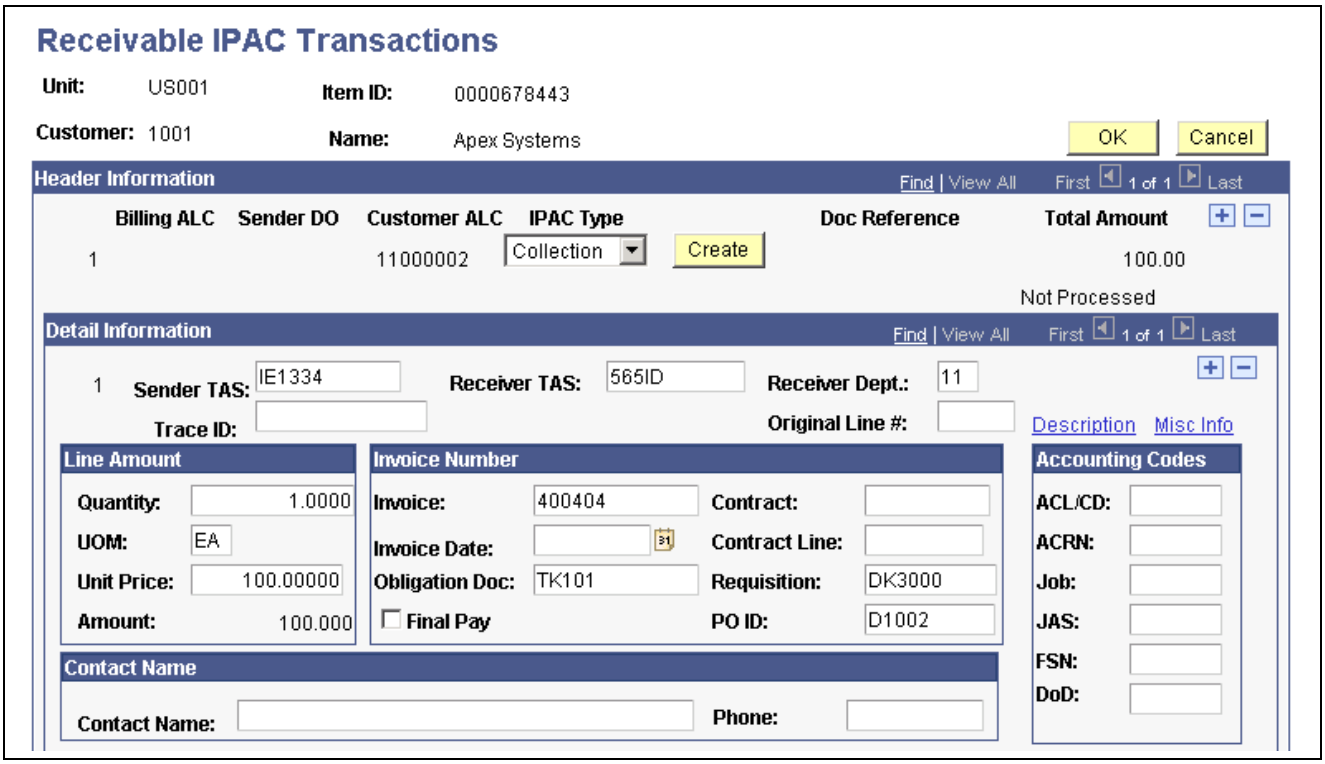
PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, “Defining and Using ChartFields,” Defining and Using Account Types and Attributes

Pages Used to Submit Transactions Between Agencies Using IPAC

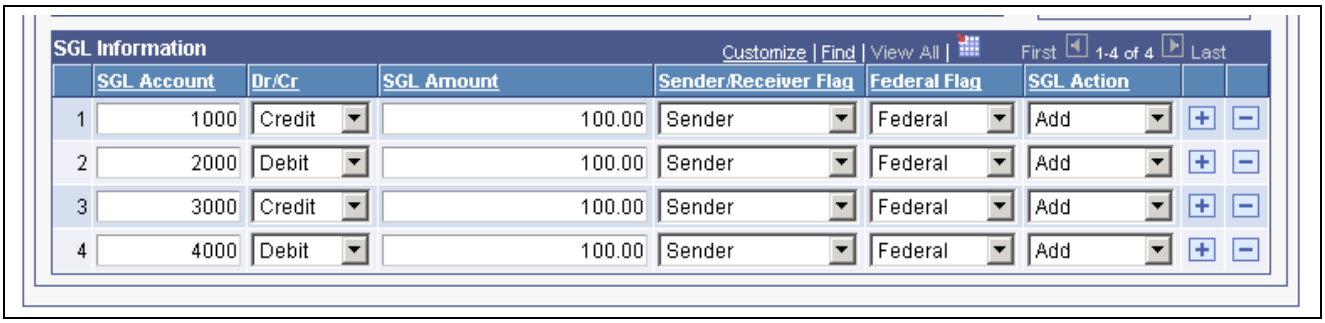
Page Name	Object Name	Navigation	Usage
View/Update Item Details - Detail 1	ITEM_MAINTAIN	Accounts Receivable, Customer Accounts, Item Information, View/Update Item Details, Detail 1	Change information about open and closed items.
Receivable IPAC Transactions	AR_IPAC_SEC	Click the Transfer to IPAC Transactions link on the View/Update Item Details - Detail 1 page.	Enter information required by IPAC.
IPAC Description	AR_IPAC_DESCR_SEC	Click the Description link on the Receivable IPAC Transactions page.	Enter a detailed description for an IPAC transactions.
IPAC Miscellaneous Description	AR_IPAC_MISC_SEC	Click the Misc Info (miscellaneous information) link on the Receivable IPAC Transactions page.	Enter additional text to describe an IPAC transaction and additional sender and receiver information.
Override Options	PRCSDEFNOVRD	PeopleTools, Process Scheduler, Processes, Override Options	Enter override options for the Format EFT File process.
AR IPAC Run Request	IPAC_EXP_RQST	Accounts Receivable, Receivables Maintenance, Request IPAC Interface, AR IPAC Run Request	Run the Format EFT File process, which creates a file that can be uploaded into IPAC.

Entering IPAC Information for an Item

Access the Receivable IPAC Transactions page.



Receivable IPAC Transactions page (1 of 2)



Receivable IPAC Transactions page (2 of 2)

Some of the information displayed on this page comes from the default values for IPAC that you assigned to business units, customers, and contacts. You can override the default values as needed.

Entering IPAC Header Information

Billing ALC (billing agency location code) Displays the billing agency location code that you assigned to the setID for the business unit. Override the code if needed.

Customer ALC (customer agency location code) Displays the agency location code that you assigned to the customer associated with the item. Override if needed.

Sender DO (sender disbursing office) Displays the five-digit ID you assigned to the setID for the business unit. Override if needed.

IPAC Type Select an IPAC transaction type. Values are:

Collection: Use for new transactions that you are sending to the IPAC system.

Adjustment: Use for IPAC payment transactions received from another agency to add information and adjust the amount due. This option is not available if you initiated the transaction.

Post SGL: Use to add or change the SGL account information for prior transactions that you sent for collection.

Zero: Use for IPAC transactions that you have already sent to the IPAC system to change information other than the amount or the SGL account information.

None: Use for information purposes only. No data is sent to the Department of Treasury.

Note. The fields that require entry on the page vary based on the transaction type.

Create Click to validate that there are no previous transactions for the item and to create IPAC transactions. Any previously entered transactions for the item must have a process status of *Processed.* After you click the create button, the system enables data fields based on the IPAC record type selected.

If you click the Create button after IPAC detail records have been created, the system issues a message warning that the existing IPAC detail records for this IPAC transaction will be recreated. You can proceed or cancel the action.

Note. If you want to create additional IPAC transactions for an item that has prior transactions with a *Processed* status, you must insert a new record and IPAC type prior to clicking the Create button.

Total Amount Displays the total amount of the IPAC transaction for all item lines.

Entering IPAC Details

Only the Original Line Item Number field is available for adjustment types. No other fields are available.

Sender TAS (sender treasury account symbol) Enter the account number assigned by the U. S. Department of Treasury to classify transactions. Indicates the agency that initiated the billing.

Receiver TAS (receiver treasury account symbol) Enter the account of the fund that will receive the payment.

Receiver Dept (receiver department) Displays the receiver department code of the customer.

Trace ID Displays the user-assigned identification number to enable back-end systems to match transactions.

Cross Ref Doc (cross reference document) Displays the document reference number on the header of the original transaction. This field appears only for zero dollar transaction types.

Original Line # (original line number) Displays the detail line number from the original transaction used for adjustments only.

Description Click to add information about the IPAC description.

Misc Info (miscellaneous information) Click to add additional information about the transaction.

Quantity	Displays the quantity amount that can be used to verify that the amount on each IPAC detail record equals the quantity times unit price, except for the Zero Dollar record type.
UOM (unit of measure)	Displays the units by which goods and services are measured. Not available for adjustment type.
Unit Price	Displays the total amount of each IPAC unit, which is quantity multiplied by unit price. Required for payment and collection.
Obligation Doc (obligation document)	Displays the billing agency's internal accounting document associated with a specific bill.
Final Pay	Select to indicate if a payment is final *(F)* or partial *(P)*.
Contract	Displays a unique number used to identify a contract between two trading partners.
Contract Line	Displays a contract line item number.
Requisition	Displays if a payment is from a requisition or a partial payment.
PO ID (purchase order ID)	Displays a purchase order number. Required for IPAC collections. A PO must exist before IPAC is created.
ACL/CD (account classification code/code)	Displays a project code and is supplied to the billing agency by the customer on the original request for services.
ACRN (account classification reference number)	Appears for adjustment type only.
Job	Not available for adjustment type.
JAS (job agency site)	Displays a combination of job order number, accounting classification record number, and site ID.
FSN (fiscal station number)	Displays an eight-digit number identifying the subdivision of an agency location code.
DoD Activity (activity address code)	Displays the activity address code.
Contact Name and **Contact Phone**	Displays information about the primary IPAC contact that you assigned to a customer.

Entering IPAC SGL Information

If you entered an entry event code for the item in Billing or during pending item entry on the Pending Item 1 page, the Receivable Update process populates the fields in the SGL Information grid. You can override the values if needed. If you did not enter an entry event code, you must enter SGL account information for Post SGL transaction types, and you can optionally enter SGL account information for the Collection and Adjustment transaction types. The SGL information fields are not available for zero dollar transaction types.

SGL Account (standard general ledger account)	Enter a chart of accounts used by the U.S. Department of Treasury for central agency reporting.

Dr/Cr (debit/credit) Select a debit or credit, which determines the type of amount entered. Upon saving, the system validates that the total debit amount is equal to the total credit amount.

SGL Amount Enter an SGL amount. The Dr/Cr field determines the type of amount entered. Used to verify that the total SGL debit amount is equal to the total SGL credit amount. Also verifies that the individual SGL amount is no greater than the amount on the IPAC detail record

Sender/Receiver Flag Select a value to indicate whether the SGL account information for the line is for the Sender (your agency) or the Receiver (the customer's agency).

Federal Flag Select a value to indicate whether the SGL account information for the line is Federal or Non-Fed (non-federal).

SGL Action Select a value that indicates the action for the line. Values are:

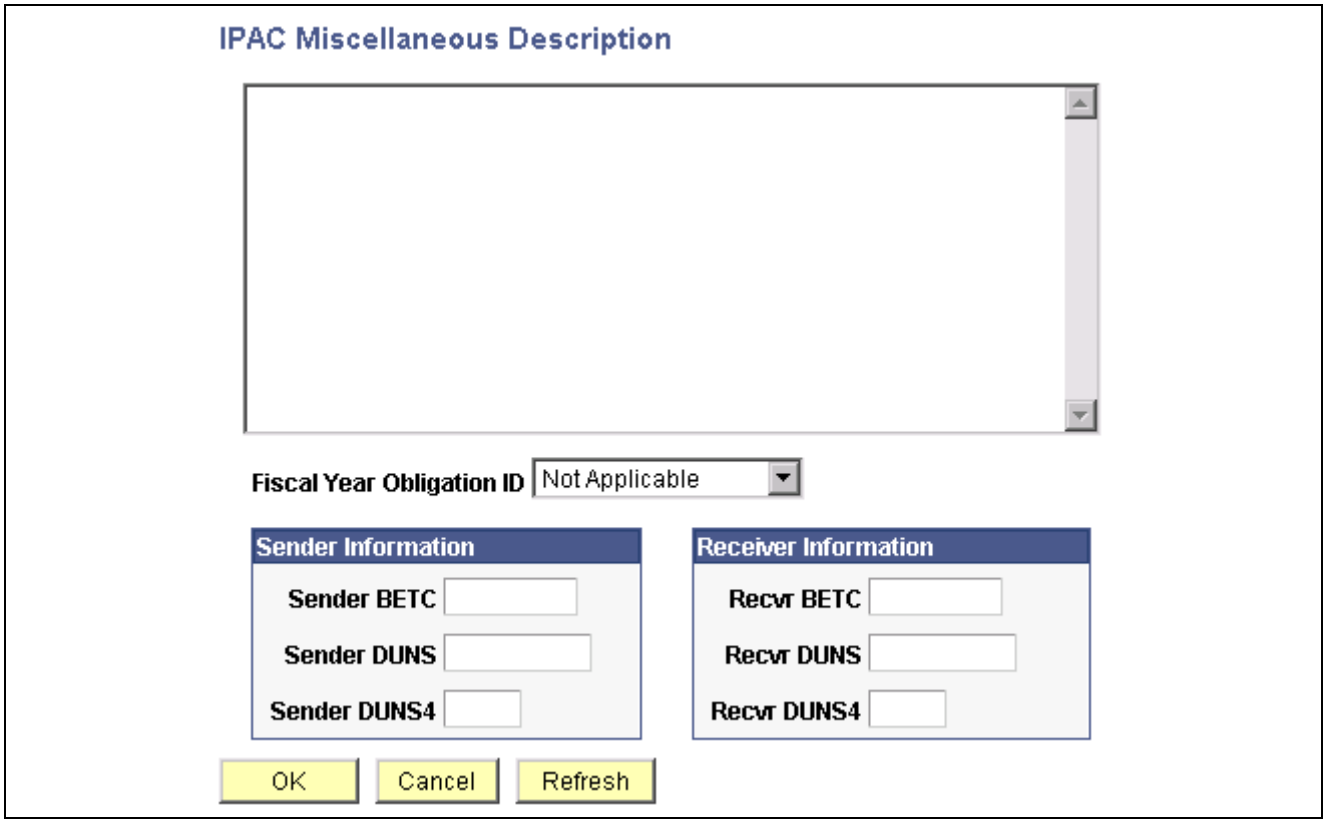
Add: Indicates this is a new line.

Edit: Indicates this is a changed line.

For Post SGL transaction types, the action is *Edit* for existing lines and *Add* for new lines. For Adjustment transaction types, the action is *Edit* even though there are no existing rows.

Entering Additional IPAC Information

Access the IPAC Miscellaneous Description page.



IPAC Miscellaneous Description page

Enter comments about the collection request in the text box.

Fiscal Year Obligation ID Select a value to indicate the fiscal year of the obligation. Values are: *Not Applicable, Current Fiscal Year,* and *Prior Fiscal Year.*

Sender BETC (sender business event type code) and **Recvr BETC** (receiver business event type code) Enter the code used in the Governmentwide Accounting and Modernization Project (GWA) system to indicate the type of activity being reported, such as payments, collections, and so on. This code must accompany the Treasury Account Symbol (TAS) and the dollar amounts to classify the transaction against the fund balance with the Treasury.

Sender DUNS (sender Dun and Bradstreet number) and **Recvr DUNS** (receiver Dun and Bradstreet number) Enter the Dun and Bradstreet number used to identify the sender (your agency) or the receiver (the customer's agency).

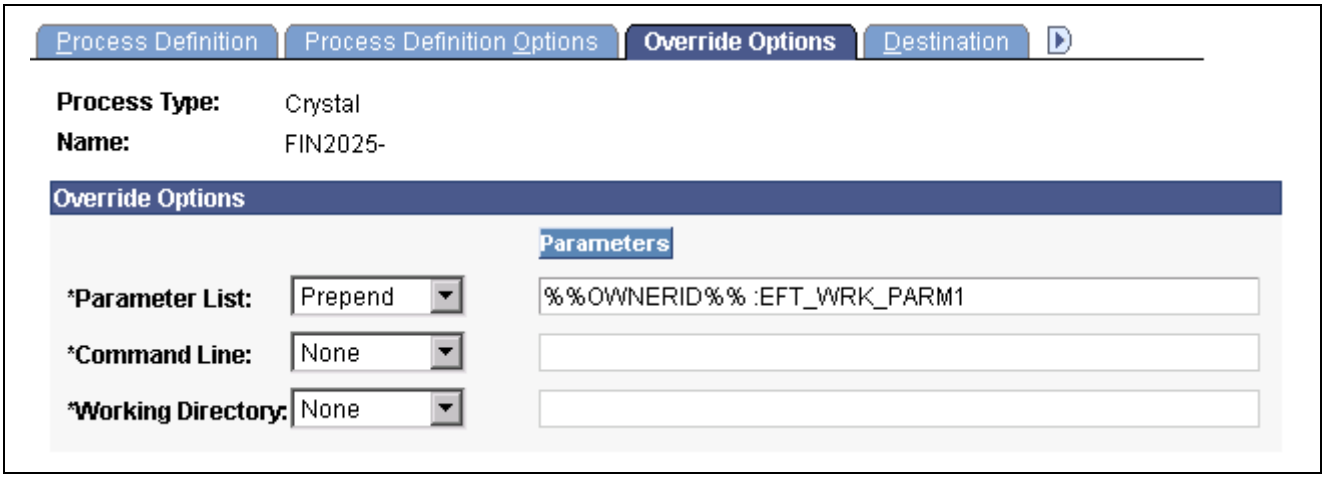
Sender DUNS4 and **Recvr DUNS4** (receiver DUNS4) Enter the four-character identifier that, along with the DUNS number, identifies individual business locations for federal vendors and federal customers.

The fields that are available on this page vary based on the IPAC transaction type. This table shows the fields that are available based on the IPAC type:

IPAC Transaction Type	Available Fields
Collection	All fields.
Adjustment	All fields except Sender DUNS, Sender DUNS4, Receiver DUNS, and Receiver DUNS4.
Zero Dollar	All fields except Fiscal Year Obligation ID, Sender BETC, and Receiver BETC.
Post SGL	Only the text box.

Entering Override Options for the Format EFT File Process

Access the Override Options page.



Override Options page

If you run Receivables on a DB2 database on a Microsoft Windows NT or IBM OS390 server, you must manually insert an owner ID parameter in the list of parameters for the process definition before you can run the Format EFT Files process.

Parameters List Enter *Prepend.*

Parameters In the Parameters field next to the Parameters List field, enter %%OWNERID%% :EFT_WRK_PARM1 as shown in the example above. Note that there is a space between the owner ID parameter (%%OWNERID%%) and :EFT_WRK_PARM1.

Running the Format EFT File SQR Process

Access the AR IPAC Run Request page.

IPAC Interface Options Select an IPAC Interface option: Values are: *Generate for All Units, Generate for One Unit, Generate for One Customer,* and *Rerun for Previous Job.*

(USF) Tracking Memo Status Changes

This section provides an overview of the track memo status changes business process, lists prerequisites, and discusses how to:

- Check an item's current memo status.
- Change an item's memo status.
- Run the Memo Status Changes report.

Understanding the Track Memo Status Changes Process

The DMS requires you to maintain account information on individual accounts receivable. To support this requirement, Receivables enables you to track multiple statuses for a receivable item.

This involves:

- Updating the memo status and details on the View/Update Item Details - Detail 2 page.
- Running the Memo Status Changes report, which lists, by item, the history of changes to the memo status field.

Two tables are required to use the track memo changes:

- The Memo Status Codes table (PS_MEMO_STATUS_TBL) contains the valid statuses.
- The Memo Status Changes Control table (PS_ ITEM_MEMO_CHGS) contains each change made to the memo status field, along with the user ID.

Prerequisites

Before tracking memo status:

- Enable the Track Memo Status Changes feature by selecting the Use Memo Status check box on the Installation Options - Receivables page.
- Set up memo status codes.

See Also

Chapter 5, "Defining Additional Processing Options," (USF) Setting Up Memo Status Codes, page 132

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Setting Installation Options for PeopleSoft Applications," Defining Receivables Installation Options

Pages Used to Track Memo Status Changes

Page Name	Object Name	Navigation	Usage
View/Update Item Details - Detail 2	ITEM_MAINTAIN_2	Accounts Receivable, Customer Accounts, Item Information, View/Update Item Details, Detail 2	Check an item's current memo status.
Memo Status Changes	MEMO_STATUS_SEC	Click the Detail button on the View/Update Item Details - Detail 2 page.	Add and maintain a history of memo status code changes.
Memo Status Changes (report)	RUN_AR34006	Accounts Receivable, Customer Accounts, Item Information, Memo Status Change Report, Memo Status Changes	Runs the Memo Status Changes report (AR34006). Use the report to see the history of memo status changes by item.

Checking an Item's Current Memo Status

Access View/Update Item Details - Detail 2 page.

Memo Status Code Displays the current memo status for the item. This field appears only if you have enabled this feature on the Installation Options - Receivables page.

Detail Click to access the Memo Status Changes page, where you can review a history of status changes for the item and add a status change as needed.

Changing an Item's Memo Status

Access the Memo Status Changes page.

Change an item's memo status by adding a new row to the Memo Status Changes grid.

Date Assigned Enter the date of the status change.

Memo Status Select from any memo status codes that you have defined or one of the following PeopleSoft-delivered memo status codes:

FOREBEAR: In forbearance or appeal.

GARNISH: In wage garnishment.

RESCHEDULE: Rescheduled.

WAIVE: Waiver or unwaived.

ELGBOFF: Eligible for Treasury offset.

REFOFF: Referred to Treasury for offset.

ELGBINT: Eligible for internal offset.

ELGBCROSS: Eligible for cross-servicing.

REFCROSS: Referred for cross-servicing.

REFCOLL: Referred to private collection.

REFJUST: Referred to Department of Justice.

OFFSET: Offset.

SUSPENDED: Suspended.

COMPROMISE: Compromised.

WRITEOFF: Written-off.

CLOSEOUT: Closed out.

Running the Memo Status Changes Report

Access the Memo Status Changes (report) page.

You can specify a date range for the report, a specific business unit, customer ID, and whether or not to include closed items on the report. If you specify a date range, the report includes only items with a memo status change within the specified date range.

Writing Off by ChartFields

This section provides an overview of the Write Off By ChartField Application Engine process (AR_WOBYCF) and discusses how to run the Write Off by ChartField process.

Understanding the Write Off By ChartField Application Engine Process

The Write Off by ChartFields process searches for items that contain distribution lines with ChartField values that match the selection criteria that you enter on the run control. Run this process to close out a specific ChartField, such as a Fund. If all the distribution lines for an item qualify, the process assigns the entire open amount of the items to a pending group and sets the posting action to Batch Standard. The next time you run the Receivable Update process, the process writes off the items and closes the group. If the qualifying distribution lines for an item only make up a portion of the open amount, the Write Off by ChartField process assigns the remaining balance of the items to a maintenance worksheet. You must access the maintenance worksheet and decide how to write off the item.

Page Used to Write Off by ChartField

Page Name	Object Name	Navigation	Usage
Write Offs By ChartField	AR_WOBYCF_REQ	Accounts Receivable, Receivables Maintenance, Automatic Maintenance, Write-Offs by Chartfield, Write Offs By ChartField	Enter ChartField selection criteria to select items to write off by running the Write Off by ChartField process.

Running the Write off by ChartField Process

Access the Write Offs by ChartField page.

Select a business unit and customer to process. You can process only one business unit at a time. The system uses the setID for the business unit to provide prompt values for the customer and the write-off reason.

Write-off Reason Enter an entry reason that the process assigns to the write-off items that it creates.

Field Name Select the ChartField whose values you want to select in the ChartField value fields.

ChartField Value and **ChartField TO Value** Select the range of ChartField values that are in the distribution lines for the items that you want to write off.

(USF) Generating the Receivables Due From the Public Report

This section provides an overview of the Receivables Due From the Public report, lists prerequisites and common elements, and discusses how to:

- Assign a delinquency code to an item.
- Enter preparer information and report parameters.
- Enter the preparer address.
- Enter debt details.

Understanding the Receivables Due From the Public Report

This report creates a form used by the U.S. Department of Treasury to collect data on the status and condition of the federal government's non-tax debt portfolio. This report is used if an agency has debts but is pursuing them through collection, such as unpaid student loans, salary overpayments, duplicate payments, or unpaid fines. The Department of Treasury shares the information in this report with other government agencies, some private sector organizations, and the public.

This section discusses:

- Process flow
- Report lines

Process Flow

Perform these tasks to include item amounts in the report and to generate the report:

1. Assign an entity code and receivable type to an item in one of the following places:
   - SF220-9 Report Types page, which you access from the Pending Item 1 page.

     This assigns the codes to pending items.
   - View/Update Item Details - Detail 2 page.

     This assigns the codes to posted items.
2. Post pending items by running the Receivable Update process.
3. Assign a delinquency code on the Item Delinquency page to items whose amounts you want to include in various report lines.
4. Enter report parameters and run the report using the Report On Receivables (ARSF220-9) component (RUN_SF220).

Report Lines

The report includes information for items whose entity code and receivables type code you specify on the run control page. Part II, Section D (Debt Disposition) displays the values that you enter on the Debt Disposition page.

The number of items and the amount of items for each line in other sections varies based on:

- Entry type for an item activity.
- Delinquency code assigned to the item.
- Customer type for the customer associated with the item.
- Whether the customer for the item is set up as a federal customer.

The following table describes each line that is dependent on these values and which combination of these values is used to determine the number of items and the item amount.

Note. The table does not describe lines that are calculated amounts based on values in other lines.

Part, Section, and Line	Report Line Label	Description
Part I Section A Line 1	Beginning FY Balance	Total for all items whose accounting date is prior to the reporting period for customers that are *not* federal customers.
Part I Section A Line 2	New Receivables	Total for all new items in the reporting period for customers that are *not* federal customers. The total does not include items with an entry type of Adjust Write-off (AD), Administrative Charges (ADMIN), Finance Charge (FC), Overdue Charges (OC), Payment (PY), Tax Receipts (TAXES), or Write-off (WO).

Part, Section, and Line	Report Line Label	Description
Part I Section A Line 3	Accruals	Total for all items in the reporting period with an entry type of Adjust Write-off (AD), Administrative Charges (ADMIN), and Overdue Charges (OC) for customers that are *not* federal customers.
Part I Section A Line 4 (A)	At Agency	Total for all items in the reporting period with an entry type of Payment (PY) and a delinquency code of At Agency (AGN) for customers that are *not* federal customers.
Part I Section A Line 4 (B)	At Third Party	Total for all items in the reporting period with an entry type of Payment (PY) and a delinquency code of Other Third Party (OTP) for customers that are *not* federal customers.
Part I Section A Line 4 (C)	Asset Sales	Total for all items in the reporting period with an entry type of Payment (PY) and a delinquency code of Asset Sales (AST) for customers that are *not* federal customers.
Part I Section A Line 4 (D)	Other	Total for all items in the reporting period with an entry type of Payment (PY) and no delinquency code for customers that are *not* federal customers.
Part I Section A Line 5 (A)	Reclassified/Adjusted Amounts	Total for all items in the reporting period with an entry type of Adjustments - Reclassified (ADR) for customers that are *not* federal customers.
Part I Section A Line 5 (B)	Adjustments Due to the Sales of Assets	Total for all items in the reporting period with an entry type of Adjustments Due to Sales of Assets (ADS) for customers that are *not* federal customers.
Part I Section A Line 5 (C)	Consolidations	Total for all items in the reporting period with an entry type of Adjustments - Consolidations (ADC) for customers that are *not* federal customers.

Part, Section, and Line	Report Line Label	Description
Part I Section A Line 6	Amounts Written-Off	Total for all items in the reporting period with an entry type of Write-off (WO) for customers that are *not* federal customers.
Part I Section A Line 6 (A)	Currently not Collectible	Total for all items in the reporting period for customers that are *not* federal customers. The items have an entry type of Write-off (WO) and one of the following delinquency codes: • At Agency (AGN) • Private Collection Agency (PCA) • At Treasury Offset (TOP) • Other Third Party (OTP) • At Treasury Cross Servicing (TXS) • Wage Garnishment (WGS)
Part I Section A Line 6 (B)	Written off and Closed Out	Total for all items in the reporting period with an entry type of Write-off (WO) and a Closed Out (CLO) delinquency code for customers that are *not* federal customers.
Part I Section A Line 7 (A)	Foreign/Sovereign	Total for all items in the reporting period for customers whose customer type is *F*.
Part I Section A Line 7 (B)	State and Local	Total for all items in the reporting period for customers whose customer type is *S*.
Part I Section A Line 8 (A)	Delinquent	Total for all items in the reporting period for customers with an entry type of Rescheduled Debt (RD) and a delinquency code other than Non-delinquent (NA).
Part I Section A Line 8 (B)	Non-Delinquent	Total for all items in the reporting period with an entry type of Rescheduled Debt (RD) and a Non-delinquent (NA) delinquency code.

Part, Section, and Line	Report Line Label	Description
Part I Section A Line 9	Interest and Late Charges	Total of the administration amount, finance charge amount, and penalty amount for all items prior to and including the last day of the reporting period.
Part I Section B All lines	Total Delinquencies	Total for all items that are past due the number of days for the line on the last date of the reporting period.
Part I Section B Line 2	Commercial	Total for all items that are past due on the last date of the reporting period for customers whose customer type is *M*.
Part I Section B Line 3	Consumer	Total for all items that are past due on the last date of the reporting period for customers whose customer type is *N*.
Part I Section B Line 4	Foreign/Sovereign Debt	Total for all items that are past due on the last date of the reporting period for customers whose customer type is *F*.
Part II Section A Line 1 (A)	In Bankruptcy	Total open amount for all items that are past due 1 to 180 days on the last day of the reporting period with an In Bankruptcy (BKR) delinquency code. The customer type for the item's customer is either *M, N, F,* or *S*.
Part II Section A Line 1 (B)	In Forbearance or Formal Appeals Process	Total open amount for all items that are past due 1 to 180 days on the last day of the reporting period with a Forbearance/Formal Appeals (FRB) delinquency code. The customer type for the item's customer is either *M, N, F,* or *S*.
Part II Section A Line 1 (C)	In Foreclosure	Total open amount for all items that are past due 1 to 180 days on the last day of the reporting period with an In Foreclosure (FRC) delinquency code. The customer type for the item's customer is either *M, N, F,* or *S*.

Part, Section, and Line	Report Line Label	Description
Part II Section A Line 1 (D)	At Private Collection Agencies	Total open amount for all items that are past due 1 to 180 days on the last day of the reporting period with a Private Collection Agency (PCA) delinquency code. The customer type for the item's customer is either *M, N, F,* or *S.*
Part II Section A Line 1 (E)	In Litigation	Total open amount for all items that are past due 1 to 180 days on the last day of the reporting period with an In Litigation (LIT) delinquency code. The customer type for the item's customer is either *M, N, F,* or *S.*
Part II Section A Line 1 (F)	Eligible for Internal Offset	Total open amount for all items that are past due 1 to 180 days the last day of the reporting period with an Eligible for Internal Offset (IOS) delinquency code. The customer type for the item's customer is either *M, N, F,* or *S.*
Part II Section A Line 1 (G)	In Wage Garnishments	Total open amount for all items that are past due 1 to 180 days on the last day of the reporting period with a Wage Garnishment (WGR) delinquency code. The customer type for the item's customer is either *M, N, F,* or *S.*
Part II Section A Line 1 (H)	At Treasury for Cross Servicing	Total open amount for all items that are past due 1 to 180 days on the last day of the reporting period with an At Treasury Cross Servicing (TXS) delinquency code. The customer type for the item's customer is either *M, N, F,* or *S.*
Part II Section A Line 1 (I)	At Treasury for Offset	Total open amount for all items that are past due 1 to 180 days on the last day of the reporting period with an At Treasury for Offset (TOP) delinquency code. The customer type for the item's customer is either *M, N, F,* or *S.*
Part II Section A Line 1 (J)	At Agency	Total open amount for all items that are past due 1 to 180 days on the last day of the reporting period with an At Agency (AGN) delinquency code. The customer type for the item's customer is either *M, N, F,* or *S.*
Part II Section A Line 1 (K)	Other	Total open amount for all items that are past due 1 to 180 on the last day of the reporting period days with a delinquency code other than the codes used for lines A through I. The customer type for the item's customer is either *M, N, F,* or *S.*

Part, Section, and Line	Report Line Label	Description
Part II Section B Line 1 (B)	In Bankruptcy	Total open amount for all items that are past due over 180 days on the last day of the reporting period with an In Bankruptcy (BKR) delinquency code. The customer type for the item's customer is *not F.*
Part II Section B Line 1 (C)	Foreign Sovereign Debt	Total open amount for all items that are past due over 180 days on the last day of the reporting period for customers whose customer type is *F.*
Part II Section B Line 1 (D)	In Forbearance or Formal Appeals Process	Total open amount for all items that are past due over 180 days on the last day of the reporting period with a Forbearance/Formal Appeals (FRB) delinquency code.
Part II Section B Line 1 (E)	In Foreclosure	Total open amount for all items that are past due over 180 days on the last day of the reporting period with an In Foreclosure (FRC) delinquency code.
Part II Section B Line 1 (F)	Other	Total open amount for all items that are past due over 180 days on the last day of the reporting period with an Exempt from Treasury Referral (OF%) delinquency code.
Part II Section B Line 1 (H)	Debt Referred to DOJ/Litigation	Total open amount for all items that are past due over 180 days on the last day of the reporting period with an In Litigation (LIT) delinquency code.
Part II Section B Line 1 (J)	Debt Referred to Treasury for Offset	Total open amount for all items that are past due over 180 days on the last day of the reporting period with a Treasury for Offset (TOP) delinquency code.
Part II Section B Line 2 (B)	At PCAs	Total open amount for all items that are past due over 180 days on the last day of the reporting period with a Private Collection Agency (PCA) delinquency code.

Part, Section, and Line	Report Line Label	Description
Part II Section B Line 2 (C)	Eligible for Internal Offset	Total open amount for all items that are past due over 180 days on the last day of the reporting period with a Private Collection Agency (IOS) delinquency code.
Part II Section B Line 2 (D)	Debt Exempted by Treasury from Cross Servicing	Total open amount for all items that are past due over 180 days on the last day of the reporting period with a Debt Exempted by Treasury (DET) delinquency code.
Part II Section B Line 2 (E)	Other	Total open amount for all items that are past due over 180 days on the last day of the reporting period with a Debt Collection (DC%) delinquency code.
Part II Section B Line 2 (G)	Debt Referred to Treasury for Cross Servicing	Total open amount for all items that are past due over 180 days on the last day of the reporting period with an At Treasury Cross Servicing (TXS) delinquency code.
Part II Section C Line 1 (A)	By Private Collection Agency	Total for all items whose accounting date falls in the reporting period that were paid after the due date.
Part II Section C Line 1 (B)	By Litigation	Total for all items whose accounting date falls in the reporting period that were paid after the due date. The items have an In Litigation (LIT) delinquency code.
Part II Section C Line 1 (C)	By Internal Offset	Total for all items whose accounting date falls in the reporting period that were paid after the due date. The items have an Eligible for Internal Offset (IOS) delinquency code.
Part II Section C Line 1 (D)	By Third Party	Total for all items whose accounting date falls in the reporting period that were paid after the due date. The items have an Other Third Party (OTP) delinquency code.

Part, Section, and Line	Report Line Label	Description
Part II Section C Line 1 (E)	By Asset Sales	Total for all items whose accounting date falls in the reporting period that were paid after the due date. The items have an Asset Sales (AST) delinquency code.
Part II Section C Line 1 (F)	By Wage Garnishment	Total for all items whose accounting date falls in the reporting period that were paid after the due date. The items have a Wage Garnishment (WGR) delinquency code.
Part II Section C Line 1 (G)	By Treasury Offset	Total for all items whose accounting date falls in the reporting period that were paid after the due date. The items have an At Treasury Cross Servicing (TOP) delinquency code.
Part II Section C Line 1 (H)	By Treasury for Cross Servicing	Total for all items whose accounting date falls in the reporting period that were paid after the due date. The items have an At Treasury for Offset (TXS) delinquency code.
Part II Section C Line 1 (I)	By Agency	Total for all items whose accounting date falls in the reporting period that were paid after the due date. The items have an At Agency (AGN) delinquency code.
Part II Section C Line 1 (J)	Other	Total for all items whose accounting date falls in the reporting period that were paid after the due date. The items have a delinquency code other than the codes in lines A through I.

Prerequisites

Before processing the Receivables Due From the Public report, perform the setup tasks for the Receivables Due From the Public report.

See Also

Chapter 5, “Defining Additional Processing Options,” (USF) Setting Up the Receivables Due From the Public Report, page 127

Common Elements in This Section

Entity Code Enter the code that identifies the government agency to which you will submit the Receivables Due from the Public report.

Receivable Type Enter the code that the system uses to determine in which Receivables Due From the Public report to include the item.

You enter the code on the run control page, and the system includes items in the report only if they have the matching receivables type code assigned to them.

Pages Used to Generate the Receivables Due From the Public Report

Page Name	Object Name	Navigation	Usage
Pending Item 1	GROUP_ENTRY2	Accounts Receivable, Pending Items, Online Items, Group Entry, Pending Item 1	Enter information about pending items.
SF220_9 Report Types	AR_SF220_TYPES	Click the SF220 9 Types link on the Pending Item 1 page.	Assign an entity code and receivable type to a pending item.
View/Update Item Details - Detail 2	ITEM_MAINTAIN_2	Accounts Receivable, Customer Accounts, Item Information, View/Update Item Details, Detail 2	Assign an entity code and receivable type to an existing item.
Delinquency Maintenance	ITEM_DELINQ_STATUS	Accounts Receivable, Customer Accounts, Item Information, Update Delinquency Information, Delinquency Maintenance	Assign a delinquency code to an item.
Preparer	RUN_SF220_1	Accounts Receivable, Receivables Update, Posting Results - Upd Pend Items, Report On Receivables (SF220-9), Preparer	Enter run parameters for the Receivables Due From the Public report (ARSF220-9), including the entity type, receivables type, and information about the report preparer. The report creates a form used by the U.S. Department of Treasury.
Address	RUN_SF220_2	Accounts Receivable, Receivables Update, Posting Results - Upd Pend Items, Report On Receivables (SF220-9), Address	Enter run parameters for the Receivables Due From the Public report that indicate where the report was prepared.
Debt Disposition	RUN_SF220_3	Accounts Receivable, Receivables Update, Posting Results - Upd Pend Items, Report On Receivables (SF220-9), Debt Disposition	Enter run parameters for the Receivables Due From the Public report that define the values that appear in Part II, Section D of the report.

Assigning a Delinquency Code to an Item

Access the Delinquency Maintenance page.

Assign a delinquency code to an item. The Report on Receivables Due from the Public uses this delinquency code to determine which items to include in the count and amount for various lines.

Note. Delinquency codes are assigned to items independent of item lines.

Entering Preparer Information and Report Parameters

Access the Report on Receivables - Preparer page.

Entity Code Enter the code that identifies the government agency where you will submit the Receivables Due from the Public report.

Receivable Type Select the type of receivable. The receivable type represents whether this is a direct loan, defaulted guaranteed loan, or a non-credit receivable. This code displays at the top of the Receivable Due From the Public Report, and the system uses it to determine which items to include in the report. If the receivable type is a guaranteed student loan, the report would includes values for all items to which you assigned the Guaranteed Student Loan code on either the SF220-9 Report Types page or the View/Update Item Details - Detail 2 page.

Calendar ID Select the calendar ID that captures the period, such as monthly or quarterly, that the report will be run.

Fiscal Year Enter the year that the report is to be run.

Accounting Period Enter an accounting period of 1 through 12 to equal the month, such as *1* for January or *2* for February.

Enter the relevant preparer and supervisor information.

Entering The Preparer Address

Access the Address page.

Enter the details for the address for which the report is being prepared.

Entering Debt Details

Access the Debt Disposition page.

PCA Debt Disposition Number (private collection agency debt disposition number) Enter the number of written-off delinquent debts that are still being pursued by private collection agencies.

PCA Debt Disposition Amount (private collection agency debt disposition amount) Enter the amount of written-off delinquent debts that are still being pursued by private collection agencies.

TXN Debt Disposition Number (treasury or debit collection center debt disposition number) Enter the number of written-off delinquent debts that are still being pursued by the U. S. Department of Treasury or a designated debt collection center.

TXN Debt Disposition Amount (treasury or debit collection center debt disposition amount)	Enter the amount of written-off delinquent debts that are still being pursued by the U. S. Department of Treasury or a designated debt collection center.
TOP Debt Disposition Number (treasury for offset debt disposition number)	Enter the number of written-off delinquent debts that are still being pursued by the U. S. Department of Treasury for offset.
TOP Debt Disposition Amount (treasury for offset debt disposition amount)	Enter the amount of written-off delinquent debts that are still being pursued by the U. S. Department of Treasury for offset.
OTH Debt Disposition Number (other debt disposition number)	Enter the number of written-off delinquent debts that are still being pursued by means other than those listed.
OTH Debt Disposition Amount (other debt disposition amount)	Enter the amount of written-off delinquent debts that are still being pursued by means other than those listed.
IRS 1099-C Submitted Number	Enter the number of written-off delinquent debts that have been reported to the IRS on Form 1099-C.
IRS 1099-C Submitted Amount	Enter the amount of written-off delinquent debts that have been reported to the IRS on Form 1099-C.

Generating the 1099-C Report

This section provides and overview of 1099–C report generation, lists prerequisites, and discusses how to run 1099-C report.

Understanding 1099–C Report Generation

The 1099-C form for Cancellation of Debt is required by the Internal Revenue Service (IRS) in the United States to summarize how much debt has been written off for a specific customer.

To generate the 1099-C form:

1. Run the Receivables 1099-C SQR process (AR20006) that populates data into the 1099C_CUST_DATA table. Then run the 1099-C Crystal (AR20006) report to display the formatted 1009-C.

   The report displays the dollar value of debt that has been written off and identifies the portion of the debt that the agency is pursuing in collection action. Line 1 of this section displays the number and dollar amount of receivables that have been written off and not closed out. Line 2 displays debts that are written off and are closed out.

2. Run the Receivables 1099-C Crystal report process (AR20006) to print the 1099-C form for Cancellation of Debt.

You can run each step separately or select the Produce 1099C multiprocess job (1099C) that runs both the Receivables 1099-C SQR process and prints the 1099-C form in one step.

Prerequisites

To generate the 1099-C report, enable this feature by selecting the 1099-C Forms check box on the Receivables Installation Options page.

Page Used to Generate the 1099-C Report

Page Name	Object Name	Navigation	Usage
Receivables 1099-c (report)	RUN_AR20006	Accounts Receivable, Receivables Update, Posting Results - Upd Pending Items, Receivables 1099-c Report, Receivables 1099-c	Enter run parameters for the 1099-C report (AR20006). Use this report to create a completed 1099-C, Cancellation of Debt form.

Running the 1099-C Report

Access the Receivables 1099-c page.

Select the setID, control ID, and from and to date for the report. You can also run the report for a specific business unit or customer ID.

Control ID Select the code that identifies which government reporting entity to use. The system generates a different IRS report for each control ID.

(USF) Creating Federal Customer Statements

This section provides an overview of federal customer statements, lists prerequisites, and discusses how to generate federal customer statements.

Understanding Federal Customer Statements

The Federal Customer Statements report is used internally by the federal government to track agreements between federal government agencies. This feature gathers information from the General Ledger, Receivables, and Contracts systems to produce the Federal Customer Statements report.

To create federal statements, run the Federal Customer Statements multiprocess job (ARSTFED), which includes:

- The AR_FED_STMTS Application Engine process, which merges information from General Ledger and Contract systems with Receivables data and updates these tables:
  - Reimbursable Agreements Federal Statement table (PS_FEDST_TBL_RA), which stores information from General Ledger and Contracts for reimbursable agreements.
  - Receivables Federal Statement table (PS_FEDST_TBL_AR), which contains customer related information for the period the report is run.
- The Federal Customer Statement report (AR80019).

If a customer has reimbursable activity and non-reimbursable activity, the report displays summary totals for both.

Prerequisites

Before creating federal customer statements:

1. Enable the Federal Customer feature on the General Info page for the customer.
2. Enable the Federal Reimbursable Agreement feature on the Installation Options - Contracts page.
3. Set up the account mappings on the Reimbursable Agreement Account page.

Note. If you do not have General Ledger or Contracts installed on your system, disable the products on the Installed Products page to ensure that you the reports results show correct information.

See Also

PeopleSoft Enterprise Order to Cash Common Information 8.9 PeopleBook, "Maintaining General Customer Information," Adding Customer Names and Levels and Assigning Roles

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Setting Installation Options for PeopleSoft Applications," Defining Contracts Installation Options

PeopleSoft Enterprise General Ledger 8.9 PeopleBook, "Setting Up and Generating Federal Government Reports," Setting Up Federal Reimbursable Agreement Accounts in General Ledger

Page Used to Create Federal Customer Statements

Page Name	Object Name	Navigation	Usage
Create Federal Statements	FEDERAL_CUST_STMT	Accounts Receivable, Customer Interactions, Statements, Create Federal Statements, Create Federal Statements	Enter the run control parameters for the Federal Customer Statements multiprocess job that creates federal customer statements.

Generating Federal Customer Statements

Access the Create Federal Statements page.

Unit Enter a business unit to create statements for all customers in a specific business unit.

From Date and **To Date** Enter a date range for the accounting date of items that are included in the statement activity. The dates determine the fiscal year and accounting periods used to select information from General Ledger.

SetID Leave the SetID field blank to include all tableSets. If you use only a setID, the process creates statements for each correspondence customer in every business unit that references the tableSet.

Customer Enter only a customer ID to create statements for the specified customer. If you select a customer who is part of a correspondence group, the system addresses the statement to the correspondence customer, but includes only the specified customer's information.

Correspondence Customer Enter only the customer ID for a correspondence customer to create statements for all customers in the correspondence group.

Project Optionally, enter a project ID that is associated with a reimbursable agreement to include information only for customers that have reimbursable activity for that project.

Provide more than one parameter to tailor statements even further. The following table describes the results of combining different parameters. It assumes that a parameter in the left column is combined with one or more parameters to the right of that parameter:

Parameter	SetID	Business Unit	Customer ID
Business Unit	One statement for each correspondence customer in the business unit.	Not applicable (N/A)	N/A
Customer ID	A single statement for the customer. If the customer is part of a correspondence customer group, the process addresses the statement to the correspondence customer but includes only items that are for the specified customer.	A single statement for the customer, containing only items in the business unit. If the customer is part of a correspondence customer group, the process addresses the statement to the correspondence customer but includes only items for the specified customer.	N/A
Correspondence Customer	A single statement, for the correspondence customer, containing items for all customers in the correspondence group.	A single statement for the correspondence customer, containing items in the business unit for all customers in the correspondence group.	A single statement that is addressed to the correspondence customer, containing only items for the specified customer.

CHAPTER 40

Archiving Transactions

This chapter provides an overview of the data types available for archiving and an overview of archive objects definitions, PSQuery objects, and template objects and discusses how to:

- Archive data.
- Generate archive candidate reports.
- Restore archived data.
- Clear Receivables transaction tables.
- Use a SQL script to clear Receivables transaction tables.

See Also

Enterprise PeopleTools PeopleBook: Data Management, "Using PeopleSoft Data Archive Manager"

Understanding Data Types Available for Archiving

This section discusses:

- Data types.
- Pending item data.
- Payment data.
- Posted item data.
- Direct debit data.
- Action list data.
- Statement information, dunning letter information, and overdue charge information.
- Posted customer data.
- Conversation data.
- Customer definition data.
- Message log data.
- Suggested order of data removal.

Data Types

Most Receivables tables contain data keyed either by business unit or tableSet. The tables keyed by business unit accumulate large volumes of data over time. Eventually, you may not need to access some of the data routinely. Receivables enables you to archive the inactive data on the transaction tables keyed by business unit to the history tables. If you need to access the data later, you can restore it.

The following table lists the tables keyed by business unit. Receivables delivers archive objects to remove only the first six types of data listed in the table: pending item, payment, posted item, statement, action list, and direct debit data using the PeopleSoft Enterprise Data Archive Manager.

Note. To remove the other data types, you must directly remove the records from the database. You can remove the records either by using a SQL script that you write or by creating your own archive objects in PeopleTools and then using the Data Archive Manager.

Type of Data	Description	Tables
Pending item data	Group control, pending item, pending tax information, and pending accounting entries processed by the Receivable Update Application Engine process (ARUPDATE).	• PS_GROUP_CONTROL • PS_PENDING_ITEM • PS_PENDING_VAT • PS_PENDING_DST • PS_PENDING_TAX • PS_PENDING_TAX_DTL • PS_PENDING_IT_MRL
Payment data	Deposit and payment information provided during online entry or during the Payment Interface Application Engine process (AR_PAYLOAD).	• PS_DEPOSIT_CONTROL • PS_PAYMENT • PS_PAYMENT_ITEM • PS_PAYMENT_ID_CUST • PS_PAYMENT_ID_ITEM • PS_PAY_MISC_DST • PS_PAY_ITEM_MRL • PS_EE_DJR_ACCTG_LN

Type of Data	Description	Tables
Posted item data	Item information, such as item activity, item tax information, and item accounting entries maintained by the Receivable Update and Aging Application Engine processes (AR_AGING).	• PS_ITEM • PS_ITEM_ACTIVITY • PS_ITEM_ACT_VAT • PS_ITEM_DST • PS_ITEM_ACTTAX • PS_ITEM_ACTTAX_DTL • PS_ITEM_AUDIT • PS_AR_IPAC_HDR • PS_AR_IPAC_SGL • PS_AR_IPAC_DETAIL • PS_AR_CC_TRAN_HDR • PS_AR_CC_TRAN_TBL • PS_EE_ITM_ACCTG_LN
Statement data	Customer and item summary data maintained by the Statement Application Engine process (AR_STMTS).	• PS_STMT_CUST • PS_STMT_CUST_DTL • PS_STMT_CUST_BFWD • PS_AR_STMT_CUST
Action list data	Actions added to actions lists by the Condition Monitor process (AR_CNDMON) or by entering them on the Item Action page.	PS_ACTION_LST
Direct debit data	Direct debit control and direct debit item data created when you create direct items, run the Receivable Update process, and run the Create Direct Debit process (AR_DIRDEBIT).	• PS_DD_CONTROL • PS_DD_ITEM • PS_DD_ITEM_MRL
Posted customer data	Summary information at a customer level maintained by the Receivable Update and Aging processes.	• PS_CUST_AGING • PS_CUST_DATA • PS_CUST_HISTORY • PS_SUBCUST_AGING • PS_SUBCUST_DATA • PS_SUBCUST_HISTORY

Type of Data	Description	Tables
Dunning data	Customer and item summary data maintained by the Dunning Application Engine process (AR_DUNNING).	• PS_DUN_CUST • PS_DUN_DTL
Overdue charge data	Customer and item summary data maintained by the Overdue Charge Application Engine process (AR_OVRDUE).	• PS_OC_CUST • PS_OC_CUST_DTL
Conversation data	Summary and detailed information about conversations with customers.	• PS_CUST_CONVER • PS_CUST_CONV_HDR • PS_CUST_CONVER_DTL • PS_CUST_CONVER_ATT

Type of Data	Description	Tables
Customer Definition data	Required for processing customers.	• PS_CUSTOMER • PS_CUST_REGN_TYPE • PS_CUST_VAT_REG • PS_CUST_ADDR_SEQ • PS_CUST_ADDRESS • PS_CUST_CNTCT_SEQ • PS_CUST_CONTACT • PS_CUST_CNTCT_TYPE • PS_CUST_CNTCT_DOC • PS_CUST_CNTCT_CARD • PS_CUST_CNTCT_PHN • PS_CUST_CREDIT • PS_CUST_OPTION • PS_CUST_SHIPTO_OPT • PS_CUST_SOLDTO_OPT • PS_CUST_BILLTO • PS_CUST_SHIPTO • PS_CUST_CRSPD • PS_CUST_CONVER • PS_CONVR_DTL • PS_KEYWORD_TBL_AR • PS_FOLLOWUP_TBL
Message log data	Log messages generated by background processing.	• PS_MESSAGE_LOG • PS_MESSAGE_LOGPARM

Pending Item Data

The Receivable Update process is the only way to create posted information, such as customer balance and history information, as well as the corresponding item, item activity, item activity taxes, and item accounting entry information.

The tables for pending item data can be populated in many ways:

- Through interface programs that convert information from an existing system or bring in information from billing systems.
- Through the online Group Entry function, which provides pending item information for the tables.
- Through worksheets (payment, maintenance, transfer, direct debit, and draft).

- Through Automatic Maintenance Application Engine (AR_AUTOMNT) and Payment Predictor Application Engine (ARPREDCT) processing.
- Through overdue charges, item splits, and the unpost function.

Once a group posts, the system updates customer-level posted data and item-level posted data. The system records the data from the pending item data tables in a relational form into the posted item data tables. So the data is no longer needed for its original purpose.

The system does not delete the pending item data. Instead, it marks the data as posted and stores it in its original form. The system continues to use the data in the pending item tables for control and inquiry and for unposting groups. From a control and inquiry perspective, you may want to keep all pending data, even though it has been posted, until all groups from a certain day or time period have been posted.

The most important reason for retaining pending item data is that the system uses it for unposting a group. When you set a group or a payment to unpost, the system utilizes the pending data to create a mirror-image group, one that is opposite in sign from the original. We recommend that you retain pending item data until you are sure that you no longer need to unpost a group or payment.

If you delete pending item data for posted payment groups, you should also delete its associated deposit and payment information.

Payment Data

The payment data tables store payment information that you entered directly online or through the payment interface. Payments are processed when you:

- Apply them through a payment worksheet or automatically with Payment Predictor.
- Journal them directly to the general ledger.

The end result of the payment application process (whether it occurs online or during background processing) is the transformation of each payment into a group and its components. The system restates the payment data in pending item data format for submission to the Receivable Update process. The system stores the pending item data in the pending item tables.

After you post the group and its components and distribute it to your general ledger, the posted data tables contain all the information necessary to reference payment information for customer questions. For example, you can review the payment application on the Item Activity From A Payment page. The item activity table stores the payment ID.

When all payments in a deposit have been completely posted, you may want to retain the original entered format of the payment data so you can use the inquiry pages to view totals and a summary of the status of deposits and payments received.

You must keep deposit and payment information, in addition to the related group and pending items to unpost a payment. If you archive a deposit and its payments or the associated pending item data, you cannot unpost any of the payments within the deposit.

For directly journalled payments, the accounting entries in the PS_PAYMENT_MISC_DST table must remain in Receivables until the Journal Generator Application Engine process (FS_JGEN) processes them.

A suggested approach for archiving payment data is to select deposits that have been completely posted and processed by the Journal Generator process and whose accounting date matches the archive criteria.

When all relevant conditions for a given deposit have been met, remove the data in all eight payment tables.

Posted Item Data

If the records in the Item family meet certain criteria, you can remove or archive closed item information from these posted item data tables:

- PS_ITEM
  - Has a closed status and has been closed for a designated amount of time.
  - Is not referenced by an active conversation entry that is less than 90 days old.
  - Has no associated customer statement detail records.
  - Has no associated customer dunning letter detail records.
  - Has no associated customer overdue charge detail records.
  - Has no associated payment worksheet activity (PS_PAYMENT_ITEM records).
  - Has no associated maintenance worksheet activity (PS_WS_ITEM records).
- PS_ITEM_ACTIVITY
  - Are no longer needed for Unit Activity page inquiry or reporting.

    The Unit Activity page and reports show the beginning and ending balances of a business unit and the related financial events. The page and reports are based on the information contained in ITEM_ACTIVITY records.
  - No longer have corresponding pending item data.
- PS_ITEM_ACT_VAT records that have been posted to the VAT ledger and are no longer needed for audit purposes.
- PS_ITEM_DST records that have been distributed to your general ledger.
- PS_ITEM_ACTTAX and PS_ITEM_ACTTAX_DTL records that contain tax information that are no longer needed for audit purposes.
- PS_ITEM_AUDIT records that contain changes to posted items from item maintenance and are no longer needed.
- PS_AR_IPAC_HDR, PS_AR_IPAC_SGL, PS_AR_IPAC_DETAIL records that contain information for the U.S. Department of Treasury for intra-governmental transactions that you no longer need to interface to the U. S. Department of Treasury.
- PS_AR_CC_TRAN_HDR and PS_AR_CC_TRAN_TBL records that contain the source transactions for control budgets and are no longer needed.
- AR_EE_ITEM_ACCTG_LN records that contain entry event information that has been distributed to your general ledger.

When all relevant conditions have been met for a given item family, remove the data from all thirteen tables at the same time.

You must remove the related CUST_CONVER_DTL records when you remove items and payments. This table ties conversations to items and payments.

Direct Debit Data

The direct debit data tables store information from direct debit groups that you create by running the Create Direct Debits process (AR_DIRDEBIT) and update using a direct debit worksheet. You should keep direct debit data until the direct debit has been paid by the bank. If you archive a direct debit, you can no longer unpost the direct debit group or any of the items paid by the direct debit.

The system archives direct debit data when:

- The cash posting date or cancel posting data for the direct debit group is equal to or less than the archive date.
- The status of the direct debit group is either Completed or Rejected.

  The system does not change the status to Completed or Rejected until your run the Receivable Update process.

Action List Data

Each time you run the Condition Monitor process or add an action for an item on the Item Action page, the system adds an action to the Action List table (ACTION_LST). You can view a list of all actions for a customer, including completed actions on the Action History page. So, you need to determine how frequently you want to archive actions.

The system only archives actions if the actions have:

- A date that the action was added that is equal to or less than the archive date.
- A status of Cancelled, Completed, System Cancelled, or System Completed.

Statement Information, Dunning Letter Information, and Overdue Charge Information

Each time that you run statements, generate dunning letters, or generate overdue charges, the system updates the relevant information tables.

Because the most recent statement or letter or the second most recent statement letter is probably the one that will most likely be discussed with a customer, you may decide not to keep older statements or letters. When you decide to archive statements or dunning letters, compare the statement date or dunning date to the target archive date.

Note. Receivables only provides archive objects to archive statement tables.

Posted Customer Data

After you post pending items to a customer and age them, the posted customer data tables contain summary data. If you do not use subcustomer qualifiers, none of the three subcustomer-oriented tables contain information.

When no more open items exist in a business unit and customer combination, and after you run the Aging process, the customer aging and subcustomer aging tables do not contain any rows.

The PS_CUST_DATA and PS_SUBCUST_DATA tables contain balance and event information. Unless you know that you will never post to the customer or subcustomer again, *do not* remove or archive data from these tables.

If you archive these tables, delete rows for a customer only if the customer has no item information and has been inactive for a significant period of time. Do not delete these rows if another business unit has data that you need to maintain for the customer.

The PS_CUST_HISTORY and PS_SUBCUST_HISTORY tables contain one row for each history element for each fiscal year and accounting period. Unless you need history at the business unit level for the period, you can delete or archive history information that you no longer need. The system does not store business unit summary information. Instead, it derives that information by combining customer-level information.

You should compare the fiscal year and accounting period of the data that you selected to delete to your target fiscal year and accounting period. Because the system needs some of the history elements for other elements to work correctly, we recommend keeping all history elements for a given fiscal year and accounting period.

Conversation Data

Conversation information can accumulate rapidly, depending on how you record multiple conversations. You can open a single conversation record and use the Comments field to record multiple conversations by date and time on the Conversations page. You can also use the DateTime field to enter a separate row for each conversation.

If you maintain a single conversation record using the Comments field, the volume remains lower, and you may not need to delete the row until the customer becomes inactive.

If you use more than one row for each conversation, you can remove conversation rows if the conversation:

- Has a date older than your target archive date.
- No longer requires review.
- Has a status of closed.
- Does not reference any open items directly by an item reference or indirectly through a purchase order, bill of lading, document, or payment reference.
- Does not reference unposted payment information.

The keys for the PS_CUST_CONVER_HDR table are SETID, CUST_ID, CONVER_DTTM_INIT, and CONVER_DT.

You must remove the PS_ CUST_CONVER_DTL records when you remove items and payments. This table ties conversations to items and payments.

Customer Definition Data

The customer definition tables are keyed by setID.

Determining whether a customer is active requires a cross-business perspective. In other words, information contained in these tables may be eligible for removal or archiving if a customer is no longer active in any of the business units that use the tableSet customer definitions. To meet these criteria, a customer *cannot* have any of the following information:

- Customer balance information (PS_CUST_DATA) in any business unit.
- Customer aging information (PS_CUST_AGING) in any business unit.
- Customer history information (PS_CUST_HISTORY) in any business unit.
- Customer conversations (PS_CUST_CONVER) in this tableSet.
- Customer conversation references (PS_CUST_CONVER_DTL) in any business unit.
- Customer relationships.

  For example, the customer cannot be a corporate, remit from, or correspondence customer for another customer.
- A reference in a corporate customer tree.
- Posted item information in any business unit.

  (This information should not exist if the preceding posted customer information does not exist.)

- Statement information in any business unit.

  (This information should not exist if the preceding posted customer information does not exist.)
- Dunning information in any business unit.

  (This information should not exist if the preceding posted customer information does not exist.)
- Overdue charge information in any business unit.

  (This information should not exist if the preceding posted customer information does not exist.)
- Pending item data in any business unit (pending item data family).
- Saved payment worksheets in any business unit (PS_PAYMENT_ITEM).
- Saved maintenance worksheets in any business unit (PS_WS_ITEM).

Note. You must remove data from all the tables at the same time. You can remove Dun and Bradstreet information independently of the other customer tables if it becomes outdated. You may need a separate step to remove effective-dated rows from the PS_CUST_DB table based on a target removal or archive date.

Message Log Data

Whenever a background process runs, such as Receivable Update or Aging, the system creates messages and stores them in the message log tables. The system does not need these messages for subsequent processing, such as unposting a group or a payment. These tables can quickly become quite large, especially if you run a background process in debug mode.

If you decide to archive these tables, compare the date and time stamp in the message log to the archive date.

Suggested Order of Data Removal

When archiving data, remove data in the following order (taking into consideration your removal or archive date requirements):

1. Pending item data for completely posted groups.
2. Payment data for completely posted deposits.
3. Direct debit data for completed or rejected direct debits that are posted.
4. Inactive conversation data.
5. Inactive statement data.
6. Inactive dunning data.
7. Inactive overdue charge data.
8. Closed action data.
9. Closed posted item data.
10. Inactive posted customer data.
11. Inactive customer definition data.

Understanding Archive Objects Definitions, Query Definitions, and Template Definitions

Receivables delivers archive object definitions, query definitions, and template definitions to archive:

- Pending item data
- Payment data
- Posted item data
- Action list data
- Direct debit data
- Statement data

You can modify them if needed using the Data Archive Manager. You can also use the Data Archive Manager to create your own archive object definitions, query definitions, and template definitions to archive other types of data.

Archive Object Definitions

An archive object definition identifies the tables that contain the data to be archived and the history tables that will be updated for each table. Receivables delivers these archive objects:

Data Type	Archive Object
Pending item data	AR_ARCH_PENDING_ITEM
Payment data	AR_ARCH_PAYMENTS
Posted item data	AR_ARCH_ITEMS
Direct debit data	AR_ARCH_DIRECT_DEBITS
Action list data	AR_ARCH_ACTIONS
Statement data	AR_ARCH_STATEMENTS

Archive Query Definitions

Each archive query definition defines the selection criteria to archive data from transaction tables. Receivables delivers these archive queries:

Data Type	Archive Query
Pending item data	AR_ARCH_PENDING_ITEM
Payment data	AR_ARCH_PAYMENTS
Posted item data	AR_ARCH_ITEM
Direct debit data	AR_ARCH_DIRECT_DEBIT

Data Type	Archive Query
Action list data	AR_ARCH_ACTION_LST
Statement data	AR_ARCH_STATEMENTS

Review these queries to determine whether you want to add additional selection criteria for the transactions to be archived.

Archive Template Definitions

When you archive data, you select an archive template definition. Each archive template definition includes one or more archive object definitions and the archive query definitions used to select the data. Receivables delivers these archive templates:

Data Type	Archive Template
Pending item data	ARPEND
Payment data	ARPYMT
Posted item data	ARITEM
Direct debit data	ARDIRDEB
Action list data	ARACTLST
Statement data	ARSTMT

Archiving Data

This section provides an overview of the archive process flow, an overview of history tables, and lists the pages used to archive data.

Understanding the Archive Process Flow

Use the Data Archive Manager to archive transactions. You use the same run control page for each step in the process except for auditing the archive selection and generating archive candidate reports.

Perform these tasks to archive data:

1. Archive transaction data to the history tables by selecting the archive template and query for the data type that you want to archive on the Archive Data to History page.

   Also, enter the archive date (or statement ID for the statement archive process) used to select the transactions by clicking Reset Query Bind Variables on the Define Query Bind Variables page.

   This table shows what the system compares the archive date to for the different data types:

Data Type	Archive Date
Pending item data	Accounting date for the pending item group.
Payment data	Accounting date for the deposit.
Posted item data	Accounting date for the item.
Direct debit data	Cash posting date or cancellation posting date for the direct debit.
Action list data	Date that the action was added.
Statement data	Statement ID for the statement.

Note. You can run the process multiple times to create various "what-if" scenarios based on the archive date.

2. (Optional) Review the number of rows that were selected for archiving for each table on the Audit Archiving page.

   This page lists the number of rows that were selected for archiving for each archive ID (template), archive batch number, and table combination.

   Note. This page displays data only if you selected the Audit Row Count check box on the Archive Data to History page.

3. (Optional) Run the archive candidate reports delivered with Receivables to see a list of the transactions that were selected in the transaction tables and copied to the history tables.
4. Delete the data from the transaction tables for a specific archive ID (template) and batch number on the Archive Data to History page.
5. (Optional) Rollback the transaction data from the history tables for a specific archive ID (template) and batch number on the Archive Data to History page if you deleted the transaction data in error.
6. Remove the transaction data from the history tables for a specific archive ID (template) and batch number on the Archive Data to History page.

Understanding History Tables

Receivables updates these history tables when you run the selection process:

Data to Archive	History Tables
Pending item data	• PS_AR_GROUP_CNTL_H • PS_AR_PEND_ITM_H • PS_AR_PEND_DST_H • PS_AR_PEND_VAT_H • PS_AR_PEND_TAX_H • PS_AR_PEND_TX_DT_H • PS_AR_PEND_IT_MR_H
Payment data	• PS_AR_DEP_CONTRL_H • PS_AR_PAYMENT_H • PS_AR_PAY_ITEM_H • PS_AR_PAY_ID_CUS_H • PS_AR_PAY_ID_ITM_H • PS_AR_PAY_IT_MRL_H • PS_AR_PAY_MIS_DS_H • PS_AR_EE_DJR_ACT_H
Posted item data	• PS_AR_ITEM_H • PS_AR_ITEM_DST_H • PS_AR_ITM_ACTVTY_H • PS_AR_ITM_ACTVAT_H • PS_AR_ITM_ACTTAX_H • PS_AR_ITMACTXDT_H • PS_AR_ITEM_AUDIT_H • PS_AR_IPAC_HDR_H • PS_AR_IPAC_SGL_H • PS_AR_IPAC_DET_H • PS_AR_CCTRN_HDR_H • PS_AR_CCTRN_TBL_H • PS_AR_EE_ITACLN_H
Direct debit data	• PS_AR_DD_CONTROL_H • PS_AR_DD_ITEM_H • PS_AR_DD_ITM_MRL_H

Data to Archive	History Tables
Action list data	PS_AR_ACTION_LST_H
Statement data	• PS_AR_STMT_CUST_H • PS_AR_STMT_CUSDT_H • PS_AR_STMT_CUSBD_H • PS_AR_STMT_CUS_H

The data in these tables is keyed by the archive ID (template) and batch number for each archive run. If you want to see all transactions that are selected to archive you can run a query on the history tables or you can run one of the Receivables archive candidate reports.

You may not want to delete data from the history tables each time that you select and delete data from the transaction tables. This way the data will be available for a period of time to enable you to restore the data into the transaction tables. We recommend that you create a schedule for deleting data from the history tables. Before you delete data from the history tables, you should use a database utility to copy the contents to a flat file.

Important! If you decide to run the archive selection process again because you didn't select the correct data, you must first use the Data Archive Manager option to remove the data from the history tables.

Pages Used to Archive Data

Page Name	Object Name	Navigation	Usage
Archive Data to History	PSARCHRUNCNTL	PeopleTools, Data Archive Manager, Archive Data to History	Select an archive template and query and select the action you want to take in the archiving process.
Define Query Bind Variables	PSARCHRUNQRYBND	Click Define Binds on the Archive Data to History page.	Enter the date used to select the transactions to archive by clicking the Reset Query Bind Variables button.
Audit Archiving	PSARCHIVEAUDIT	PeopleTools, Data Archive Manager, Audit Archiving	View the number of rows selected to be archived for each table for a specific archive run.

Generating Archive Candidate Reports

This section provides an overview of archive candidate reports, discusses common elements, and lists the pages used to generate archive candidate reports.

Understanding Archive Candidate Reports

Receivables provides these reports that lists the transaction data selected by the Archive Data Manager for deletion:

Data Type	Report
Pending item data	AR Pending Item Archive Candidates (AR70001)
Payment data	AR Payment Archive Candidates (AR70002)
Posted item data	AR Item Archive Candidates (AR70003)
Direct debit data	AR Direct Debit Archive Candidates report (AR70006)
Action list data	AR Action List Archive Candidates report (AR70005)
Statement data	AR Statement Archive Candidate (AR70004)

Use these reports to determine whether you have selected the data that you want to delete from the transaction tables.

Common Elements Used in This Section

Archive Batch Number Enter the batch number for the archive run whose data you want to review. The system assigns a batch number each time you run the Data Archive Manager process (SPARCHIVE) to select rows for archiving. You can obtain the batch numbers by viewing the details from the run control page or on the Audit Archiving page.

Archive ID Displays the archive ID, which is the archive template for the data type whose report you are running.

Pages Used for Archive Candidate Reports

Page Name	Object Name	Navigation	Usage
Pending Archive Candidates	RUN_AR70001	Accounts Receivable, Receivables Update, Archive Receivables, Pending Candidate Report, Pending Archive Candidates	Run the AR Pending Item Archive Candidates report. Use the report to view pending item groups that you selected to archive.
Item Archive Candidates	RUN_AR70003	Accounts Receivable, Receivables Update, Archive Receivables, Item Candidate Report, Item Archive Candidates	Run the AR Item Archive Candidates report. Use the report to view closed items that you selected to archive.
Payment Archive Candidates	RUN_AR70002	Accounts Receivable, Receivables Update, Archive Receivables, Payment Candidate Report, Payment Archive Candidates	Run the AR Payment Archive Candidates report. Use the report to view payments that you selected to archive.
Statement Archive Candidates	RUN_AR70004	Accounts Receivable, Receivables Update, Archive Receivables, Statement Candidate Report, Statement Archive Candidates	Run the AR Statement Archive Candidates report. Use the report to view customer statements that you selected to archive.
Run AR70005	RUN_AR70005	Accounts Receivable, Receivables Update, Archive Receivables, Action List Candidate Report, Run AR70005	Run the AR Action List Archive Candidates report. Use the report to view actions that you selected to archive.
Run AR70006	RUN_AR70006	Accounts Receivable, Receivables Update, Archive Receivables, Direct Debit Candidate Report, Run AR70006	Run the AR Direct Debit Archive Candidates report. Use the report to view direct debits that you selected to archive.

Restoring Archived Data

This section provides an overview of data restoration and lists the page used to restore data.

Understanding Data Restoration

The Selection option on the Archive Data to History page places a copy of the data in the transaction tables in the history tables and the Delete option removes the transaction data from the transaction tables. If you delete the data from transaction tables in error, you can restore the data from the history tables by using the Rollback option on the Archive Data to History page. The process restores all data for a specific archive ID (template) and process run. You cannot restore selected data. For example, you cannot specify that you want to restore data for a specific customer or group control.

Important! After you delete data from the history tables by using the Remove from History option on the Archive data to History page, you cannot restore it to the transaction tables unless you first manually restore it to the history tables from a flat file.

See Also

Chapter 40, "Archiving Transactions," Understanding History Tables, page 935

Page Used to Restore Archived Data

Page Name	Object Name	Navigation	Usage
Archive Data to History	PSARCHRUNCNTL	PeopleTools, Data Archive Manager, Archive Data to History	Select an archive ID (template) and the batch number for the process run of the data that you want to restore.

Clearing Receivables Transaction Tables

During your implementation process, you may have entered test data that you want to delete without going through a formal archiving process.

To remove test data without going through a formal archiving process, remove records from the database through a program that you have written. If you have tested archiving, you will also need to remove data from the history tables.

Using Receivables Tables

This section lists the tables keyed by business unit from which you need to delete rows to clear receivables transactions and history from the system:

Type of Data	Tables
Pending item data	• PS_GROUP_CONTROL • PS_PENDING_DST • PS_PENDING_ITEM • PS_PENDING_VAT • PS_PENDING_TAX • PS_PENDING_TAX_DTL • PS_PENDING_IT_MRL

Type of Data	Tables
Payment data	• PS_DEPOSIT_CONTROL • PS_PAYMENT • PS_PAYMENT_ID_CUST • PS_PAYMENT_ID_ITEM • PS_PAYMENT_ITEM • PS_PAY_MISC_DST • PS_ITEM_MRL • PS_EE_DJR_ACCTG_LN
Maintenance worksheet data	• PS_WS_CONTROL • PS_WS_ID_CUST • PS_WS_ID_ITEM • PS_WS_ITEM
Transfer worksheet data	• PS_TRN_CONTROL • PS_TRN_ID_CUST • PS_TRN_ID_ITEM • PS_TRN_ITEM
Draft worksheet data	• PS_DRAFT_CONTROL • PS_DRAFT_ITEM • PS_DR_REMIT_CNTL • PS_DR_REMIT_CUST • PS_DR_REMIT_DATE • PS_DR_REMIT_DTL • PS_DR_REMIT_ITEM

Type of Data	Tables
Posted item data	• PS_ITEM • PS_ITEM_ACT_VAT • PS_ITEM_ACTIVITY • PS_ITEM_DST • PS_ITEM_ACTTAX • PS_ITEM_ACTTAX_DTL • PS_ITEM_AUDIT • PS_AR_IPAC_HDR • PS_AR_IPAC_SGL • PS_AR_IPAC_DETAIL • PS_AR_CC_TRAN_HDR • PS_AR_CC_TRAN_TBL • PS_EE_ITM_ACCTG_LN
Direct debit worksheet data	• PS_DD_CONTROL • PS_DD_ITEM • PS_DD_ITEM_MRL
Action list data	PS_ACTION_LST
Posted customer data	• PS_CUST_AGING • PS_CUST_DATA • PS_CUST_HISTORY • PS_SUBCUST_AGING • PS_SUBCUST_DATA • PS_SUBCUST_HISTORY
Statement data	• PS_STMT_CUST • PS_STMT_CUST_DTL • PS_STMT_CUST_BFWD • PS_AR_STMT_CUST
Dunning data	• PS_DUN_CUST • PS_DUN_CUST_DTL
Overdue charge data	• PS_FC_CUST • PS_FC_CUST_DTL

Type of Data	Tables
Conversation data	• PS_CUST_CONVER • PS_CUST_CONVER_DTL • PS_CUST_CONVER_HDR • PS_CUST_CONVER_ATT
Revaluation	PS_RVL_ACCTG_LN_AR
Archived closed items	• PS_AR_ITEM_H • PS_AR_ITEM_DST_H • PS_AR_ITM_ACTVTY_H • PS_AR_ITM_ACTVAT_H • PS_AR_ITM_ACTTAX_H • PS_AR_ITMACTXDT_H • PS_AR_ITEM_AUDIT_H • PS_AR_IPAC_HDR_H • PS_AR_IPAC_SGL_H • PS_AR_IPAC_DET_H • PS_AR_CCTRN_HDR_H • PS_AR_CCTRN_TBL_H • PS_AR_EE_ITACLN_H
Archived pending items	• PS_AR_GROUP_CNTL_H • PS_AR_PEND_ITM_H • PS_AR_PEND_DST_H • PS_AR_PEND_VAT_H • PS_AR_PEND_TAX_H • PS_AR_PEND_TX_DT_H • PS_AR_PEND_IT_MR_H
Archived payments	• PS_AR_DEP_CONTRL_H • PS_AR_PAYMENT_H • PS_AR_PAY_ITEM_H • PS_AR_PAY_ID_CUS_H • PS_AR_PAY_ID_ITM_H • PS_AR_PAY_IT_MRL_H • PS_AR_PAY_MIS_DS_H • PS_AR_EE_DJR_ACT_H

Type of Data	Tables
Archived direct debits	• PS_AR_DD_CONTROL_H • PS_AR_DD_ITEM_H • PS_AR_DD_ITM_MRL_H
Archived actions	PS_AR_ACTION_LST_H
Archived statements	• PS_AR_STMT_CUST_H • PS_AR_STMT_CUSTDT_H • PS_AR_STMT_CUSBD_H • PS_AR_STMT_CUS_H

Using SQL to Clear Receivables Transaction Tables

Use the following SQL script to clear Receivables transaction tables in test databases that are populated when you enter and post transactions, run aging, run statements, and generate overdue charges. This script also clears history tables.

```
SET ECHO ON
TRUNCATE TABLE PS_ITEM;
TRUNCATE TABLE PS_ITEM_ACT_VAT;
TRUNCATE TABLE PS_ITEM_ACTTAX;
TRUNCATE TABLE PS_ITEM_ACTTAX_DTL;
TRUNCATE TABLE PS_ITEM_ACTIVITY;
TRUNCATE TABLE PS_ITEM_DST;
TRUNCATE TABLE PS_ITEM_AUDIT
TRUNCATE TABLE PS_AR_IPAC_HDR
TRUNCATE TABLE PS_AR_IPAC_SGL
TRUNCATE TABLE PS_AR_IPAC_DETAIL
TRUNCATE TABLE PS_AR_CC_TRAN_HDR
TRUNCATE TABLE PS_AR_CC_TRAN_TBL
TRUNCATE TABLE PS_EE_ITM_ACCTG_LN
TRUNCATE TABLE PS_GROUP_CONTROL;
TRUNCATE TABLE PS_PENDING_DST;
TRUNCATE TABLE PS_PENDING_ITEM;
TRUNCATE TABLE PS_PENDING_VAT;
TRUNCATE TABLE PS_PENDING_TAX;
TRUNCATE TABLE PS_PENDING_TAX_DTL;
TRUNCATE TABLE PS_PENDING_IT_MRL;
TRUNCATE TABLE PS_DEPOSIT_CONTROL;
TRUNCATE TABLE PS_PAYMENT;
TRUNCATE TABLE PS_PAYMENT_ID_CUST;
TRUNCATE TABLE PS_PAYMENT_ID_ITEM;
TRUNCATE TABLE PS_PAYMENT_ITEM;
TRUNCATE TABLE PS_PAY_MISC_DST;
```

```
TRUNCATE TABLE PS_PAY_ITEM_MRL;
TRUNCATE TABLE PS_EE_DJR_ACCTG_LN;
TRUNCATE TABLE PS_CUST_DATA;
TRUNCATE TABLE PS_CUST_HISTORY_TBL;
TRUNCATE TABLE PS_SUBCUST_DATA;
TRUNCATE TABLE PS_SUBCUST_HISTORY;
TRUNCATE TABLE PS_VAT_BALANCES;
TRUNCATE TABLE PS_RVL_ACCTG_LN_AR;
TRUNCATE TABLE PS_TRN_CONTROL;
TRUNCATE TABLE PS_TRN_ID_CUST;
TRUNCATE TABLE PS_TRN_ID_ITEM;
TRUNCATE TABLE PS_TRN_ITEM;
TRUNCATE TABLE PS_DRAFT_CONTROL;
TRUNCATE TABLE PS_DRAFT_ITEM;
TRUNCATE TABLE PS_REMIT_CNTL;
TRUNCATE TABLE PS_REMIT_CUST;
TRUNCATE TABLE PS_REMIT_DATE;
TRUNCATE TABLE PS_REMIT_DTL;
TRUNCATE TABLE PS_REMIT_ITEM;
TRUNCATE TABLE PS_DD_CONTROL;
TRUNCATE TABLE PS_DD_ITEM;
TRUNCATE TABLE PS_DD_ITEM_MRL;
TRUNCATE TABLE PS_ACTION_LST;
TRUNCATE TABLE PS_CUST_AGING;
TRUNCATE TABLE PS_SUBCUST_AGING;
TRUNCATE TABLE PS_STMT_CUST;
TRUNCATE TABLE PS_STMT_CUST_DTL;
TRUNCATE TABLE PS_STMT_CUST_BFWD;
TRUNCATE TABLE PS_AR_STMT_CUST;
TRUNCATE TABLE PS_DUN_CUST;
TRUNCATE TABLE PS_DUN_CUST_DTL;
TRUNCATE TABLE PS_FC_CUST;
TRUNCATE TABLE PS_FC_CUST_DTL;
TRUNCATE TABLE PS_WS_CONTROL;
TRUNCATE TABLE PS_WS_ID_CUST;
TRUNCATE TABLE PS_WS_ID_ITEM;
TRUNCATE TABLE PS_WS_ITEM;
TRUNCATE TABLE PS_CUST_CONVER;
TRUNCATE TABLE PS_CUST_CONVER_HDR;
TRUNCATE TABLE PS_CUST_CONVER_DTL;
TRUNCATE TABLE PS_CUST_CONVER_ATT;
TRUNCATE TABLE PS_AR_ITEM_H;
TRUNCATE TABLE PS_AR_ITEM_DST_H;
TRUNCATE TABLE PS_AR_AR_ITM_ACTVTY_H;
TRUNCATE TABLE PS_AR_ITM_ACTVAT_H;
TRUNCATE TABLE PS_AR_ITM_ACTTAX_H;
TRUNCATE TABLE PS_AR_ITM_ACTXDT_H;
TRUNCATE TABLE PS_AR_ITEM_AUDIT_H;
TRUNCATE TABLE PS_AR_IPAC_HDR_H;
TRUNCATE TABLE PS_AR_IPAC_SGL_H;
```

```
TRUNCATE TABLE PS_AR_IPAC_DET_H;
TRUNCATE TABLE PS_AR_CCTRN_HDR_H;
TRUNCATE TABLE PS_AR_CCTRN_TBL_H;
TRUNCATE TABLE PS_AR_EE_ITACLN_H;
TRUNCATE TABLE PS_AR_GROUP_CNTL_H;
TRUNCATE TABLE PS_AR_PEND_ITM_H;
TRUNCATE TABLE PS_AR_PEND_DST_H;
TRUNCATE TABLE PS_AR_PEND_VAT_H;
TRUNCATE TABLE PS_AR_PEND_TAX_H;
TRUNCATE TABLE PS_AR_PEND_TX_DT_H;
TRUNCATE TABLE PS_AR_IT_MR_H;
TRUNCATE TABLE PS_AR_DEP_CONTRL_H;
TRUNCATE TABLE PS_AR_PAYMENT_H;
TRUNCATE TABLE PS_AR_PAY_ITEM_H;
TRUNCATE TABLE PS_AR_PAY_ID_CUS_H;
TRUNCATE TABLE PS_AR_PAY_ID_ITM_H;
TRUNCATE TABLE PS_AR_PAY_IT_MRL_H;
TRUNCATE TABLE PS_AR_PAY_MIS_DS_H;
TRUNCATE TABLE PS_AR_EE_DJR_ACT_H;
TRUNCATE TABLE PS_AR_STMT_CUST_H;
TRUNCATE TABLE PS_AR_STMT_CUSDT_H;
TRUNCATE TABLE PS_AR_STMT_CUSBD_H;
TRUNCATE TABLE PS_AR_STMT_CUS_H;
TRUNCATE TABLE PS_AR_DD_CONTROL_H;
TRUNCATE TABLE PS_AR_DD_ITEM_H;
TRUNCATE TABLE PS_AR_DD_ITM_MRL_H;
TRUNCATE TABLE PS_AR_ACTION_LST_H;
```

CHAPTER 41

Using OLAP Tools to Analyze Receivables Data

This section provides an overview of using online analytical processing (OLAP) cubes with Receivables and discusses how to:

- Plan the OLAP database.
- Prepare trees and queries.
- Define the cube.
- Build the cube.
- Analyze cube data.

See Also

Enterprise PeopleTools PeopleBook: PeopleSoft Cube Manager

Understanding OLAP Cubes

When you analyze Receivables data, you may probably want to look at it from several perspectives: by company, division or business unit, product line, or time. If you try to use the columns or rows on a typical spreadsheet to analyze PeopleSoft data, it is difficult to represent more than two dimensions (or attributes) at a time.

The OLAP tools that integrate with PeopleSoft products offer a solution for viewing PeopleSoft data with three or more dimensions. You can think of the OLAP tools as an arrangement of data in a cube, with each side of the cube representing a different dimension.

To view data from different perspectives, you can pivot or reposition the cube.

You can use different combinations of dimensions to slice and dice the data. For example, you could examine receivables for all business units that are in the western region and are selling to a particular industry group for the entire year. You could *slice* off part of the cube or *dice* it to access an individual cell, perhaps to view a single business unit. These multidimensional views of financial data can provide valuable information for effective data analysis, decision-making, and forecasting.

Before you set up Receivables for OLAP tools, you should be familiar with general OLAP concepts and terminology, as well as the use of PeopleSoft Enterprise Query, Tree Manager, and Cube Manager.

Use PeopleSoft Enterprise Cube Manager to build multidimensional databases of information. Cube Manager integrates with Hyperion Essbase.

PeopleTools provides a standard OLAP cube template for use in Receivables. This makes it possible to design and build OLAP databases (referred to as cubes) for multidimensional analysis and reporting of receivables data.

After the Receivables data is integrated with the third-party OLAP tool of your choice, you can use the OLAP tool to analyze and interact with data.

Planning the OLAP Database

Integrating OLAP tools with Receivables data begins with a careful examination of the data that you want to report on and analyze by using OLAP. You must define specific goals and determine the results that you need from online data analysis.

Preparing Trees and Queries

After defining goals, you need to design the PeopleSoft trees and queries that are appropriate for creating both the structure and data of the OLAP database (the cube) that you plan to build.

To map the ledger query result to the cube, each column of the query becomes either a *dimension* or a *measure* for the cube. For each dimension, you specify how detail values roll up to higher levels. For ChartFields, such as Department ID, you can use existing department trees for the roll-up, or you can create additional trees or queries for use with OLAP. In addition, you must define a query to extract the data from the PeopleSoft database and add it to the OLAP cube.

Receivables comes with the following queries and trees. You can use them as delivered or modify them.

Queries	Tree Structure ID	Tree
OLAP_AR_AGING_DATA	AR_AGING	AR_AGING_CATEGORY
OLAP_AR_CUSTOMER_DIM		
OLAP_AR_COLLECTOR_DIM		

Defining the Cube

After you define the queries and trees to use with the cube, define the basic structure of the cube itself by using Cube Manager.

The Cube Manager links the data source (a query) and the dimensions of the OLAP cube that you are creating. You use the Cube Manager to specify how dimension data should roll up by using queries, trees, or both queries and trees. As needed, you can reuse and easily modify the design of the dimensions, cube definition, and cube instance definitions.

To define the cube:

1. Define the dimensions of the cube.

Use the Dimension page and its related pages to begin building the structure of each dimension that comprises the cube. You define the sources, tree, query, (or both tree and query), and other settings for dimension data. You do not define any data for the cube at this point. You must create one entry for each dimension in the cube.

PeopleSoft delivers the following sample dimensions and you can use them as delivered or modify them as needed:

- AGING_CAT_AR
- SALES_REGION
- COLLECTOR
- CUSTOMER_AR
- BUSINESS_UNIT

2. Create a cube definition that defines the basic structure of the cube.

   Select the dimensions and measures that make up the cube and the data source queries that populate the members and cube cells with data. Like dimensions, cube definitions are platform independent and can be reused.

   PeopleSoft delivers a sample AR Aging Analysis Model with Receivables. You can use the AR Aging Analysis Model as delivered or modify it as needed.

3. Create a cube instance definition.

   A cube instance is the output of the Cube Manager. It is a physical cube that is built by the Build Cube process in Essbase. The definition of a cube instance creates the link between the platform-independent definition of the cube and the actual physical storage mechanism of the cube. This step tells Cube Manager where to create the cube that you have defined.

   PeopleSoft delivers a sample Analysis Model with Receivables. You can use the Analysis Model as delivered or modify it as needed.

Building the Cube

This section provides an overview of cube building and discusses how to build the aging analysis cube.

Understanding Cube Building

To build a cube, you have a choice of two pages, which run a background process that extracts hierarchies and data from Receivables:

- The Build Cube Request page in Cube Manager.

  See *Enterprise PeopleTools PeopleBook: PeopleSoft Cube Manager*

- The Build Aging Analysis Cube page in Receivables.

The Build Aging Analysis Cube page builds cubes that display aging information. You can also use this page as a template for creating a specialized request page for a different type of cube.

Page Used to Build a Receivables Cube

Page Name	Object Name	Navigation	Usage
Build Aging Analysis Cube	AR_OLAP_AGE_REQ	Accounts Receivable, Receivables Analysis, Aging, Build Aging Analysis Cube, Build Aging Analysis Cube	Build an OLAP cube that displays aging information or create a template for building other cubes.

Building an Aging Analysis Cube

Access the Build Aging Analysis Cube page.

Cube Instance ID Select the cube template to build the cube.

Click to view or change the settings that are on the Cube Inst Def (cube instance definition) page.

Post-Build Script If you use Essbase, use this field to indicate the script that you want to run on the cube after the system builds and populates it.

Meta-Data Action Select a value that identifies the period over which an accumulator collects and accumulates amounts. Values are:

Create: Creates the cube. If a cube already exists, then the Cube Manager recreates it, overwriting any dimensions and data that previously existed.

Update: Updates the structure of the cube according to the metadata update action. This field value is linked to the Meta-Data Update Action field on the Essbase Cube Instance Definition page.

None: Does not change the structure of the cube or its individual dimensions. (Use to update data only.)

Data Action Select a value that identifies the action that takes place when updating the cube. Values are:

Create: Completely reloads the data and overwrites any existing data.

Update: Updates the existing data. For Essbase, this option is linked to the data load action that is on the Essbase Cube Instance Definition page.

None: Not applicable in Receivables.

Analyzing Cube Data

You can use PowerPlay (or another third-party OLAP tool, depending on the template that you use) to view the cube from the various dimensions that you defined. You can look at the data in numerical or graphical format.

You can pivot, reposition, and manipulate the data and create graphs and charts.

APPENDIX A

Configuring Batch Processes

This appendix discusses how to configure temporary tables for batch processing.

Configuring Temporary Tables for Batch Processing

When you run batch processes in parallel, you risk data contention and deadlocks on temporary tables. To avoid this, PeopleTools enables you to dedicate specific instances of temporary tables for each process. When PeopleSoft Enterprise Application Engine manages a dedicated temporary table instance, it controls the locking of the table before use and the unlocking of the table after use.

When you decide how many temporary table instances to dedicate for a process, consider the number of temporary tables that the process uses. More instances result in more copies of the temporary tables on the system. For example, if a process uses 25 temporary tables and you have 10 instances for a process, you will have 250 temporary tables on the system.

If you run processes in parallel and all of the dedicated temporary table instances are in use, the performance of the process decreases. You need to find a balance that works for your organization.

Note. When you specify the number of instances, PeopleSoft Enterprise Application Designer displays a list of the temporary tables for the process. Use the list to determine how many temporary tables each process uses.

Specify how many temporary table instances to dedicate for each of the following batch Application Engine processes that can run in parallel in Receivables:

- Receivable Update ARUPDATE (specify for processes AR_POSTING and AR_PGG_SERV).
- Payment Predictor (ARPREDCT)
- Entry Event Generator (FS_EVENTGEN)
- Aging (AR_AGING)
- Statements (AR_STMTS)
- Invoice Data Extract (BI_IVCEXT)

The PeopleTools documentation discusses the usage of temporary tables in detail and describes how to specify the number of instances.

See Also

Enterprise PeopleTools PeopleBook: PeopleSoft Application Engine

APPENDIX B

Receivables Web Libraries

This appendix provides an overview of web libraries and discusses Receivables web libraries.

Understanding Web Libraries

A web library is a derived or work record whose name starts with WEBLIB_. PeopleSoft embeds all internet scripts (iScripts) in records of this type. An iScript is a specialized PeopleCode function that generates dynamic web content. Administrators must make sure that users have the proper access to web libraries. For example, the default navigation system for PeopleSoft Enterprise Pure Internet Architecture users is implemented by using a web library. If users do not have the proper authorization to the web library and its associated scripts, then they won't have proper access to the system. If users are not authorized to a particular web library or iScript, then they can't invoke it. After you add a web library, you set the access for each script function individually. Invoking an iScript requires the assembly of a URL. Developers assemble the URL by using PeopleCode.

See Also

Enterprise PeopleTools 8.46 PeopleBook: PeopleCode API Reference

Enterprise PeopleTools 8.46 PeopleBook: Security Administration

Enterprise PeopleTools 8.46 PeopleBook: Internet Technology

Receivables Web Libraries

This table lists the web libraries that are used and delivered with Receivables:

Web Library Name	Description
WEBLIB_PORTAL	Contains the following six fields with FieldFormula iScript PeopleCode, each of which relate to a functional area of the portal: PORTAL_HOMEPAGE: Support for homepage runtime interaction, including the homepage version of the menu navigation. PORTAL_NAV: Main support routines for navigation. PORTAL_HEADER: Support for the header portion of the page and some generic routines. PORTAL_DYN_TEMP: Support for the dynamic template. PORTAL_PGLT_PREV: Support for the pagelet preview functionality.
WEBLIB_PT_NAV	Contains iScripts for the menu pagelet and left-hand navigation for transaction pages.

APPENDIX C

Delivered Workflows for Receivables

This appendix discusses delivered workflows for Receivables.

See Also

Chapter 35, "Managing Credit, Collections, and Exceptions," page 827

Enterprise PeopleTools PeopleBook: PeopleSoft Workflow Technology

Enterprise PeopleTools PeopleBook: Using PeopleSoft Applications

Delivered Workflows for Receivables

This section discusses Receivables workflows. The workflows are listed alphabetically by workflow name.

Action Notification

This section discusses the Action Notification workflow.

Description

Event Description	One of these events occurs to trigger Action Notification: You create a new action and assign it to an action owner on the Item Action page. The Condition Monitor Application Engine process (AR_CNDMON) creates a new action and assigns it to an action owner. You reassign an action to a new action owner on the Reassign Action page. The Condition Monitor process determines that the notification date for a supervisor, action owner, or receivables specialist has reached a specified number of days before or after the action due date.
Action Description	The system sends an email notification to the action owner that contains links to the Action page and the Owner Action List page. The system also places an item on the action owner's worklist.
Notification Method	Email and Worklist

Workflow Objects

Approval Rule Set	None
Business Process	Collect Receivables
Activity	Actions
Role	None

New Debits or Credits

This section discusses the New Debits or Credits workflow.

Description

Event Description	An item for a customer is closed, rather than written off, by the creation of a new debit or credit item.
Action Description	The system sends an email notification to the workflow user for the customer and places an item on the user's worklist.
Notification Method	Email and Worklist

Workflow Objects

Approval Rule Set	None
Business Process	Collect Receivables
Activity	New Debit Credit
Role	None

Payment Predictor On Account Flag

This section discusses the Payment Predictor On Account Flag workflow.

Description

Event Description	The Payment Predictor Application Engine process (ARPREDCT) applies a payment to a new on-account item and generates a payment worksheet.
Action Description	The system sends an email notification to the workflow user for the customer and places an item on the user's worklist.
Notification Method	Email and Worklist

Workflow Objects

Approval Rule Set	None
Business Process	Collect Receivables
Activity	PP on Account
Role	None

APPENDIX D

Receivables Reports

This appendix provides an overview of Receivables reports and enables you to:

- View summary tables of all reports.
- View report details.

Note. For samples of these reports, see the Portable Document Format (PDF) files that are published on CD-ROM with your documentation.

See Also

Enterprise PeopleTools PeopleBook: PeopleSoft Process Scheduler

Receivables Reports: A to Z

This table lists the Receivables reports, sorted alphanumerically by report ID. The reports listed are Structured Query Reports (SQRs) and Crystal reports. If you need more information about a report, refer to the report details at the end of this appendix.

Report ID and Report Name	Description	Navigation	Run Control Page
AR01001 System Function	Lists system functions. (SQR)	Set Up Financial/Supply Chain, Product Related, Receivables, Reports, System Functions, System Functions	RUN_AR01001
AR01002 Entry Type/Entry Reason	Lists valid automatic entry information as of a specified effective date. (SQR)	Set Up Financial/Supply Chain, Product Related, Receivables, Reports, Entry Type Entry Reason, Entry Type Entry Reason	RUN_AR01002
AR01003 Auto Entry Type	Lists valid automatic entry information as of a specified effective date. (SQR)	Set Up Financial/Supply Chain, Product Related, Receivables, Reports, Auto Entry Type, Auto Entry Type	RUN_AR01003
AR01004 Item Entry Type	Lists valid item entry information as of a specified effective date. (SQR)	Set Up Financial/Supply Chain, Product Related, Receivables, Reports, Item Entry Type, Item Entry Type	RUN_AR01004

Report ID and Report Name	Description	Navigation	Run Control Page
AR01006 Payment Predictor Method Report by Customer	Describes the Payment Predictor methods used at the customer level to override the business unit default method. The report lists each method used in this manner followed by a list of customers that use it. (Crystal)	Set Up Financial/Supply Chain, Product Related, Receivables, Reports, Predictor Method By Customer, Predictor Method By Customer	RUN_AR01006
AR01007 Payment Predictor Methods by SetID	Contains the steps involved in the Payment Predictor method used as the default for the specified setID. (Crystal)	Set Up Financial/Supply Chain, Product Related, Receivables, Reports, Predictor Method By TableSet, Predictor Method By TableSet	RUN_AR01007
AR11001 Group Control By Entry Date	Lists all group control records by entry date, shown in the entry currency. (SQR)	Accounts Receivable, Pending Items, Reports, Group Control By Entry Date, Group Control By Entry Date	RUN_AR11001
AR11001P Group Control for Business Unit	Lists all group control records by entry date, shown in the entry currency. Specify a point in time when you run the report. (Crystal)	Accounts Receivable, Pending Items, Reports, Group Control - Point in Time, Group Control - Point in Time	RUN_AR11001PIT
AR11002 Pending Item By Entry Date	Lists all pending items within a group, shown in either the business unit base currency or the entry currency. (SQR)	Accounts Receivable, Pending Items, Reports, Pending Item By Entry Date, Pending Item By Entry Date	RUN_AR11002
AR11002P AR 11002 Pending Items	Lists all pending items within a group, in either the business unit base currency or the entry currency. Specify a point in time when you run the report. (Crystal)	Accounts Receivable, Pending Items, Reports, Pending Item - Point in Time, Pending Item - Point in Time	RUN_AR11002P
AR11003 Item Detail	Shows item detail by line item, accounting date, entry type, description, terms, due date, and amount. (Crystal)	Accounts Receivable, Pending Items, Reports, Item Detail, Item Detail	RUN_AR11003
AR11003P Item Detail by Due Date	Shows item detail by line item, accounting date, entry type, description, terms, due date, and amount. (Crystal) **Note.** You must set up the contact information for a customer. This report does not display items if the customer contact information is not populated.	Accounts Receivable, Pending Items, Reports, Item Detail - Point in Time, Item Detail - Point in Time	RUN_AR11003PIT

Report ID and Report Name	Description	Navigation	Run Control Page
AR11004 Actual Matches Report	Lists pending items that the Automatic Maintenance Application Engine process created and set to post. (SQR)	Accounts Receivable, Receivables Maintenance, Automatic Maintenance, Actual Matches Report, Actual Matches Report	RUN_AR11004
AR11005 Potential Matches Report	Lists new worksheet items that the Automatic Maintenance process placed on maintenance worksheets. (SQR)	Accounts Receivable, Receivables Maintenance, Automatic Maintenance, Potential Matches Report, Potential Matches Report	RUN_AR11005
AR20001 Deposit Summary	Lists detailed information for deposits, in either the business unit base currency or the entry currency. (SQR)	Accounts Receivable, Payments, Reports, Deposit Control by Entry Date, Deposit Control by Entry Date	RUN_AR20001
AR20001P Deposit Control	Lists detailed information for deposits, in either the business unit base currency or the entry currency. (Crystal)	Accounts Receivable, Payments, Reports, Deposit Control - Point in Time, Deposit Control - Point in Time	RUN_AR20001P
AR20002 Payment Detail	Lists detailed information for all payments within a deposit, in either the business unit base currency or the entry currency. The payment details are unavailable if the posting status is Not Posted. (SQR)	Accounts Receivable, Payments, Reports, Payment Detail, Payment Detail	RUN_AR20002
AR20002P Payment Detail	Lists detailed information for all payments within a deposit, in either the business unit base currency or the entry currency. Specify a point in time when you run the report. You must enter item references for each payment to have data in this report. (Crystal)	Accounts Receivable, Payments, Reports, Payment Detail - Point in Time, Payment Detail - Point in Time	RUN_AR20002P
AR20003 Payment Summary	Lists status for all payments within a deposit, in either the business unit base currency or the entry currency. (SQR)	Accounts Receivable, Payments, Reports, Payment Summary, Payment Summary	RUN_AR20003
AR20003P Payment Summary	Lists the status for all payments within a deposit, in either the business unit base currency or the entry currency. Specify a point in time when you run the report. (Crystal)	Accounts Receivable, Payments, Reports, Payment Summary - Point in Time, Payment Summary - Point in Time	RUN_AR20003P

Report ID and Report Name	Description	Navigation	Run Control Page
AR20005 Receivable Activity Report	Lists each receivable with an associated write off. (Crystal)	Accounts Receivable, Receivables Update, Posting Results Upd Pend Items, Receivables Activity Report, Receivables Activity	RUN_AR20005
AR20006 1099-C Form for Cancelled Debt	This form is required by the Internal Revenue Service in the U.S. to summarize how much debt has been cancelled, that is written off and all collection attempts completed without success. (Crystal)	Accounts Receivable, Receivables Update, Posting Results Upd Pend Items, Receivables 1099-c Report, Receivables 1099-c	RUN_AR20006
AR21001 Payment Predictor Detail	Lists predicted payments. If a remit from setID and customer are associated with the payment, it is listed. If more than one remit from setID and customer are associated with the payment, only one is listed. (SQR)	Accounts Receivable, Payments, Reports, Payment Predictor Detail, Payment Predictor Detail	RUN_AR21001
AR21002 Payment Predictor Summary	Lists Payment Predictor results by status and predictor method and algorithm. The number of payments is listed as a percentage of total number of payments predicted. A summary at the end of the report provides the number of payments predicted, number of payments not predicted, and each as a percentage of the total. (SQR)	Accounts Receivable, Payments, Reports, Payment Predictor Summary, Payment Predictor Summary	RUN_AR21002
AR21003 Unmatched MICR Identifiers	Lists MICR identifiers that appear on payments and that you have not defined on the customer MICR ID table. The system derives possible business units and customers for each MICR by looking at the items to which the payment was applied. (SQR)	Accounts Receivable, Payment, Reports, Unmatched MICR Identifiers, Unmatched MICR Identifiers	RUN_AR21003

Report ID and Report Name	Description	Navigation	Run Control Page
AR30001 Aging Detail by Tree	Lists aged base currency open balances for every item. It is sorted and summarized by looking at a tree structure that you define for business units, collectors, team members, or credit analysts. (SQR) See Chapter 36, "Aging Receivables Items," Generating Aging Reports, page 856.	Accounts Receivable, Receivables Analysis, Aging, Aging Detail by Tree Rpt, Aging Detail By Tree	RUN_AR30001
AR30002 Aging Summary by Tree	Lists aged base currency open balances for every customer. It is sorted and summarized by looking at a tree structure that you define for business units, collectors, team members, or credit analysts. (SQR) See Chapter 36, "Aging Receivables Items," Generating Aging Reports, page 856.	Accounts Receivable, Receivables Analysis, Aging, Aging Summary by Tree Rpt, Aging Summary By Tree	RUN_AR30002
AR30003 Aging Detail by Business Unit	Lists aged open balances for every item. Balances may be reported in entry or base currency. When the currency amount type is *base currency,* a rate type may be provided. When a rate type is provided, the applicable rates from the rate table are applied to the entry amounts on the open items, giving run-time generated base amounts. If no rate type is provided, the base item amounts are reported. (SQR) See Chapter 36, "Aging Receivables Items," Generating Aging Reports, page 856.	Accounts Receivable, Receivables Analysis, Aging, Aging Detail by Unit Rpt, Aging Detail By Unit	RUN_AR30003

Report ID and Report Name	Description	Navigation	Run Control Page
AR30004 Aging Summary By Business Unit	Lists aged open balances for every customer. Balances may be reported in entry or base currency. When the currency amount type is base currency, a rate type is provided, the applicable rates are taken from the rate table and applied to the entered amounts on the open items, giving run-time generated base amounts. If no rate type is provided, the base item amounts are included in the customer balances. (SQR) See Chapter 36, "Aging Receivables Items," Generating Aging Reports, page 856.	Accounts Receivable, Receivables Analysis, Aging, Aging Summary by Unit Rpt, Aging Summary By Unit	RUN_AR30004
AR30005 Cash Forecast	Lists base currency balances by customer, categorized by user-defined forecasting categories and rounded to the nearest dollar. Includes a grand total if specified business units use the same currency. (SQR) See Appendix D, "Receivables Reports," AR30005 - Cash Forecast Report, page 972.	Accounts Receivable, Customer Accounts, Customer Reports, Cash Forecast, Cash Forecast	RUN_AR30005
AR30006 Aging by Chartfield	Lists calculated aged receivables by customer, item and ChartField selection. (SQR) See Chapter 36, "Aging Receivables Items," Generating Aging Reports, page 856.	Accounts Receivables, Receivables Analysis, Aging, Aging by Chartfield Rpt, Aging By Chartfield	RUN_AR30006
AR30007 Summary Aged Report by Reason Code	Shows a summarized total of all deductions, items in collection, or disputed items by reason in either the base currency of the unit or the entry currency. (SQR) See Chapter 36, "Aging Receivables Items," Generating Aging Reports, page 856.	Accounts Receivable, Receivables Analysis, Aging, Aging by Reason Rpt, Run AR30007	RUN_AR30007

Report ID and Report Name	Description	Navigation	Run Control Page
AR31001 TableSet Customers	Lists all customers and customer addresses within a TableSet. (SQR)	Accounts Receivable, Customer Accounts, Customer Reports, Customers by SetID, Customers By SetID	RUN_AR31001
AR31002 Business Unit Customers	Lists all customers and customer addresses within a business unit. (SQR)	Accounts Receivable, Customer Accounts, Customer Reports, Customers by Unit, Customers By Unit	RUN_AR31002
AR31003 TableSet Contacts	Lists all customers and customer contacts within a TableSet. (SQR)	Accounts Receivable, Customer Accounts, Customer Reports, Contacts by SetID, Contacts By SetID	RUN_AR31003
AR31004 Business Unit Contacts	Lists all customers and customer contacts within a business unit. (SQR)	Accounts Receivable, Customer Accounts, Customer Reports, Contacts by Unit, Contacts By Unit	RUN_AR31004
AR32000 Open Item Statement	A customer statement model that you can modify as necessary. It lists all open items for the customer, the total amount open, and an aging of open items. (Crystal)	Accounts Receivable, Customer Interactions, Statements, Print Statements, Statement Print	RUN_AR32000
(NLD) AR32A00 Open Item Statement	A customer statement model that includes the acceptgiro attachment, which you can modify as necessary. It lists all open items for the customer, the total amount open, and an aging of open items. (Crystal)	Accounts Receivable, Customer Interactions, Statements, Print Statements, Statement Print	RUN_AR32000
AR32001 Balance Forward Statement	Customer Statement model that you may modify as necessary. It lists all new items and payments in the current statement period, balance forward amount or ending amount from the previous statement, and the ending balance for the current statement period. (Crystal)	Accounts Receivable, Customer Interactions, Statements, Print Statements, Statement Print	RUN_AR32000

Report ID and Report Name	Description	Navigation	Run Control Page
(NLD) AR32A01 Balance Forward Statement	Customer Statement model that includes an acceptgiro attachment, which you can modify as necessary. It lists all new items and payments in the current statement period, balance forward amount or ending amount from the previous statement, and the ending balance for the current statement period. (Crystal)	Accounts Receivable, Customer Interactions, Statements, Print Statements, Statement Print	RUN_AR32000
AR32002 Open Item Draft Statement	The same as AR32000 but in addition it lists the items that are closed but are in an open draft (accepted drafts that have not been collected). (Crystal)	Accounts Receivable, Customer Interactions, Statements, Print Statements, Statement Print	RUN_AR32000
AR32100 Draft Statement	Lists the items that are in a draft. (Crystal)	Accounts Receivable, Drafts, Reports, Draft Statement, Draft Statement	RUN_AR32100
AR32101 Draft Document	Includes the actual draft document for drafts that you have created, but have not been preapproved. (Crystal)	Accounts Receivable, Drafts, Reports, Draft Documents, Draft Documents	RUN_AR32101
AR32102 Draft Summary by Customer	Lists the drafts that are still unpaid by the customer by the due date for a specified date range. (SQR)	Accounts Receivable, Drafts, Reports, Draft Reports, Draft Reports	RUN_AR32102
AR32103 Request Form for Drafts	Creates a form that can be submitted to a bank to show drafts that need to be discounted or collected. (SQR)	Accounts Receivable, Drafts, Reports, Remittance/Discount Form, Remittance/Discount Form	RUN_AR32103
AR32104 Dishonored Drafts	Lists all drafts that have a *Dishonored* status. (Crystal)	Accounts Receivable, Drafts, Reports, Dishonor Activity, Dishonor Activity	DRAFT_RUN_ARDISH01
AR3210X EFT Draft Inbound Exception Report	List drafts that processed successfully and errors for draft remittance files sent by the bank. (Crystal)	Accounts Receivable, Drafts, Reports, Bank Remit Exception Report	EFT_DR_EXCEPT
AR33000 All Levels Dunning Letter	A dunning letter model that you may modify as necessary. It contains all past due items regardless of their age. The text that prints before the open items depends on your specifications on the Dunning Letter - Parameters page. (Crystal)	Accounts Receivable, Customer Interactions, Dunning Letters, Print Letter, Dunning Letter Print	RUN_AR33000

Report ID and Report Name	Description	Navigation	Run Control Page
(NLD) AR33A00 All Levels Dunning Letter	A dunning letter model that includes an acceptgiro attachment, which you can modify as necessary. It contains all past due items regardless of their age. The text that prints before the open items depends on your specifications on the Dunning Letter - Parameters page. (Crystal)	Accounts Receivable, Customer Interactions, Dunning Letters, Print Letter, Dunning Letter Print	RUN_AR33000
AR33001 Level 1 Dunning Letter	Dunning letter model that you may modify as necessary. As delivered with the system, this letter includes only items in the age range for dunning level one. (Crystal)	Accounts Receivable, Customer Interactions, Dunning Letters, Print Letter, Dunning Letter Print	RUN_AR33001
(NLD) AR33A01 Level 1 Dunning Letter	Dunning letter model that includes the acceptgiro attachment, which you can modify as necessary. As delivered with the system, this letter includes only items in the age range for dunning level one. (Crystal)	Accounts Receivable, Customer Interactions, Dunning Letters, Print Letter, Dunning Letter Print	RUN_AR33001
AR33002 Level 2 Dunning Letter	Dunning letter model that you may modify as necessary. As delivered with the system, this letter includes only items in the age range for dunning level two. (Crystal)	Accounts Receivable, Customer Interactions, Dunning Letters, Print Letter, Dunning Letter Print	RUN_AR33000
(NLD) AR33A02 Level 2 Dunning Letter	Dunning letter model that includes an acceptgiro attachment, which you can modify as necessary. As delivered with the system, this letter includes only items in the age range for dunning level two. (Crystal)	Accounts Receivable, Customer Interactions, Dunning Letters, Print Letter, Dunning Letter Print	RUN_AR33000
AR33003 Level 3 Dunning Letter	A dunning letter model that you may modify as necessary. As delivered with the system, this letter includes only items in the age range for dunning level three. (Crystal)	Accounts Receivable, Customer Interactions, Dunning Letters, Print Letter, Dunning Letter Print	RUN_AR33000

Report ID and Report Name	Description	Navigation	Run Control Page
(NLD) AR33A03 Level 3 Dunning Letter	A dunning letter model that includes a dunning letter attachment, which you can modify as necessary. As delivered with the system, this letter includes only items in the age range for dunning level three. (Crystal)	Accounts Receivable, Customer Interactions, Dunning Letters, Print Letter, Dunning Letter Print	RUN_AR33000
AR33004 Customer Follow Up Letter	Letter that contains the text that you define. The system generates a letter for each customer that contains a follow-up letter code on the Conversation page for the customer. (Crystal) See Chapter 37, "Generating Correspondence," Generating and Printing Follow-Up Letters, page 880.	Accounts Receivable, Customer Interactions, Customer Follow-Up Letter, Customer Follow Up Letter	RUN_AR33004
AR33005 Dunning Letter Control Report	Shows the dunning letters that were printed from all dunning runs. For example, use to see which letter was last sent to a customer. (Crystal)	Accounts Receivable, Customer Interactions, Dunning Letters, Print Letter, Dunning Letter Print	RUN_AR33000
AR33006 Dunning Letter Preview Report	Provides a preview of which dunning letters will print. (Crystal)	Accounts Receivable, Customer Interactions, Dunning Letters, Print Letter, Dunning Letter Print	RUN_AR33000
AR34001 AR/AP Balance by Customer	Lists all open vouchers for each vendor ID that corresponds to the selected customer ID. It also lists all items for the customer. The vouchers are grouped by vendor ID, by payables business unit within vendor and currency within payables business unit. (Crystal)	Accounts Receivable, Customer Accounts, Customer Reports, AR/AP Balance by Customer, AR_AP Balance by Customer	RUN_AR34001
AR34002 AR/AP Balances by SetID	Lists all open vouchers for each vendor ID that corresponds to all customer IDs within the selected SetID. It also lists all items for the customer. The vouchers are grouped by vendor ID, payables business unit within vendor and currency within payables business unit. (Crystal)	Accounts Receivable, Customer Accounts, Customer Reports, AR/AP Balance by SetID, AR_AP Balance by TableSet	RUN_AR34002

Report ID and Report Name	Description	Navigation	Run Control Page
AR34003 AR Customer Item Inquiry	Lists detailed item information by customer, including entry type, balance, reference, dispute, terms, and discount date. (Crystal)	Accounts Receivable, Customer Accounts, Item Information, Item List, Item List Select *Generate an Open Item Report* in the Item Action field and click Go on the Item List page.	ITEM_LIST
AR34004 Unrealized Gains by Doubtful Items from Revaluation Process	Lists doubtful items that have unrealized gain or loss after running the Revaluation Application Engine process (AR_REVAL). (Crystal)	Accounts Receivable, Receivables Update, Revaluation, Unreal Gain Doubtful Items, Unreal Gain Doubtful Items	RUN_AR34004
AR34006 Memo Status Changes	Lists any memo status code and the operator ID for any changed memo status. (SQR) See Chapter 39, "Interfacing With U. S. Federal Systems," (USF) Tracking Memo Status Changes, page 904.	Accounts Receivable, Customer Accounts, Item Information, Memo Status Change Report, Memo Status Changes	RUN_AR34006
AR35000 Finance Charge Invoice	An overdue charge invoice model that you may modify as necessary. (Crystal)	Accounts Receivable, Customer Interactions, Overdue Charges, Print Overdue Charges, Overdue Charge Print	RUN_AR35000
AR3750X EFT Direct Debit Exception Report	After the system has processed the bank remittance file sent by the bank, use to see if a direct debit was processed successfully or if an exception was found. (Crystal)	Accounts Receivable, Direct Debits, Remit to Bank, Bank Remit Exception Report, Bank Remit Exception Report	EFT_DD_EXCEPT
AR50001 Accounting Entries	Shows detailed accounting entry information by accounting date in the business unit base currency. Lists accounting line information at either a detail or summary level. Detail shows all ChartField activity, summary level summarizes by ChartField (one line for each ChartField combination). (SQR)	• Accounts Receivable, Payments, Reports, Accounting Entries, Accounting Entries • Accounts Receivables, Drafts, Reports, Accounting Entries, Accounting Entries • Accounts Receivable, Pending Items, Reports, Accounting Entries, Accounting Entries	RUN_AR50001

Report ID and Report Name	Description	Navigation	Run Control Page
AR50001P Accounting Entries	Shows detailed accounting entry information by accounting date in the business unit base currency. It shows accounting line information at the detail level, including all ChartField activity. You specify a point in time when you run the report. (Crystal)	• Accounts Receivable, Payments, Reports, Acctg Entries - Point in Time, Accounting Entries - Point in Time • Accounts Receivable, Pending Items, Reports, Acctg Entries - Point in Time, Accounting Entries - Point in Time	RUN_AR50001PIT
AR50002P Accounting Entries - Summary by Accounting Date	Shows summarized accounting entry information by accounting date, in the business unit base currency. It shows one line for each ChartField for each accounting date. You specify a point in time when you run the report. (Crystal)	Accounts Receivable, Pending Items, Reports, Accting Entries - Point in Time, Accounting Entries - Point in Time	RUN_AR50001PIT
AR60001 Unit Activity	Shows a summarized picture of system activity. Presents the information in different ways depending on the sort options you select. The report always shows a beginning balance for a business unit, but it summarizes the activity for the period by entry type, entry type and entry reason, group type and origin, or activity and origin. (SQR)	Accounts Receivable, Receivables Analysis, Receivables Reports, Business Unit Activity, Unit Activity	RUN_AR60001
AR60001P Item Activities by Entry Type	Shows a picture of business unit activity for a selected date range summarized by entry type and reason code. You specify a point in time when you run the report. (Crystal)	Accounts Receivable, Receivables Analysis, Receivables Reports, Business Unit Activity - PIT, Unit Activity - Point in Time	RUN_AR60001P
AR60002P Item Activities by Entry Type/Origin	Shows a picture of business unit activity for a selected date range summarized by entry type and origin ID. You specify a point in time when you run the report. (Crystal)	Accounts Receivable, Receivables Analysis, Receivables Reports, Business Unit Activity - PIT, Unit Activity - Point in Time	RUN_AR60001PIT
AR60003P Item Activities by Entry Type/Reason	Shows a picture of business unit activity for a selected date range summarized by entry type and reason. You specify a point in time when you run the report. (Crystal)	Accounts Receivable, Receivables Analysis, Receivables Reports, Business Unit Activity - PIT, Unit Activity - Point in Time	RUN_AR60001PIT

Report ID and Report Name	Description	Navigation	Run Control Page
AR60004P Item Activities by Activity Type	Shows a picture of business unit activity for a selected date range summarized by activity type, such as Billing or Cash Applied. You specify a point in time when you run the report. (Crystal)	Accounts Receivable, Receivables Analysis, Receivables Reports, Business Unit Activity - PIT, Unit Activity - Point in Time	RUN_AR60001PIT
AR60005P Item Activities by Activity Type/Origin	Shows a picture of business unit activity for a selected date range summarized by activity type, such as Billing or Cash Applied, and origin ID. You specify a point in time when you run the report. (Crystal)	Accounts Receivable, Receivables Analysis, Receivables Reports, Business Unit Activity - PIT, Unit Activity - Point in Time	RUN_AR60001PIT
AR70001 Pending Item Archive Candidates	Lists the pending item archive candidates. (Crystal)	Accounts Receivable, Receivables Update, Archive Receivables, Pending Candidate Report, Pending Archive Candidates	RUN_AR70001
AR70002 Payment Archive Candidates	Lists the payment archive candidates. (Crystal)	Accounts Receivable, Receivables Update, Archive Receivables, Payment Candidate Report, Payment Archive Candidates	RUN_AR70002
AR70003 Closed Item Archive Candidates	Lists the closed item archive candidates. (Crystal)	Accounts Receivable, Receivables Update, Archive Receivables, Item Candidate Report, Item Archive Candidates	RUN_AR70003
AR70004 AR Statement Archive Candidates	Lists customer statements that are candidates to be archived. (Crystal)	Accounts Receivable, Receivables Update, Archive Receivables, Statement Candidate Report, Statement Archive Candidates	RUN_AR70004
AR70005 AR Action List Archive Candidates	Lists item and customer actions that are candidates to be archived. (Crystal)	Accounts Receivable, Receivables Update, Archive Receivables, Action List Candidate Report, Run AR70005	RUN_AR70005
AR70006 AR Direct Debit Archive Candidates	Lists direct debits that are candidates to be archived. (Crystal)	Accounts Receivable, Receivables Update, Archive Receivables, Direct Debit Candidate Report, Run AR70006	RUN_AR70006

Report ID and Report Name	Description	Navigation	Run Control Page
AR80019 Federal Customer Statement	Contains customer summary information that shows the amount billed, earned, and collected for each customer. Also contains reimbursable details for each customer that is determined by gathering information from General Ledger, Contracts, and Receivables. (Crystal)	Accounts Receivable, Customer Interactions, Statements, Create Federal Statements, Statement Parameters	RUN ARSTFED
ARCMCHK Owner Action Status	Provides the total number of actions open, completed, and cancelled for each action owner during the reporting period. (SQR)	Accounts Receivable, Customer Interactions, Actions, Action Status by Owner Rpt, Action Status by Owner Rpt	RUN_ARCMCHCK
ARCMCUST Condition Status by Owner and Customer	Provides the total number of open, completed, and cancelled actions for each action owner during the reporting period. The report is sorted by customer and condition. (SQR)	Accounts Receivable, Customer Interactions, Actions, Condition Status by Owner Rpt, Condition Status by Owner Rpt	RUN_ARCMCUST
ARSF2209 Receivables Due from the Public	U.S. Department of Treasury's means for periodically collecting data on the status and condition of the federal government's non-tax debt portfolio. (SQR) See Chapter 39, "Interfacing With U. S. Federal Systems," Understanding the Receivables Due From the Public Report, page 907.	Accounts Receivable, Receivables Updates, Posting Results - Upd Pend Items, Report On Receivables (SF220–9), Preparer	RRUN_SF220_1
FIN2025 Electronic Funds Transfer Accompanying Form	Creates a cover letter that you can send with the electronic funds transfer (EFT) file for all drafts or direct debits associated with a business unit that have a *Remitted* status. (Crystal)	Accounts Receivable, Drafts, Remit Drafts to Bank, Create Cover Sheet, Create EFT File Cover Sheet	RUN_FIN2025

Receivables Selected Reports

This section provides detailed information about individual reports, including important fields. The reports are listed alphanumerically by report ID.

AR01006 - Predictor Method by Customer Report

For each method and qualifier combination, the report lists:

Step — Step number. The Payment Predictor Application Engine process (ARPREDCT) performs the actions associated with a step if the payments match the remittance information defined for the step. For each step, you define a different method for identifying customers and for the references supplied.

Condition — Condition the payment must match to perform an action. Each step must include a *First* condition and optionally one or more of the conditions for underpayments and overpayments.

Action — Action that Payment Predictor performs on the payment that matches the step and condition requirements.

Algorithm — Algorithm group assigned to the condition if the selected action executes an algorithm group.

Tolerances — Tolerance amount that an underpayment or overpayment must exceed or be less than for a condition.

Control — Business unit and customer provided for an action that places the payment or remaining amount on account.

Item Info (item information) — System function that Payment Predictor uses to create an item for an action that generates an item.

AR11001P - Group Control By Entry Date Point in Time Report

Define a Point in Time type when you run the report.

PIT Type (point in time type) — Specify the type of date range for the group control records to include in the report. Options are:

Day: Includes records entered on the current day only.

MTD (month to date): Includes records entered from the beginning of the month through the current date.

Range: Includes records entered during the date range that you specify in the From Date and To Date fields.

YTD (year to date): Includes records entered from the beginning of the year through the current date.

AR11002 - Pending Item By Entry Date Report

Define parameters for the Pending Item by Entry Date report.

Separate DR/CR Amount Fields (separate direct debit and credit amount fields) — Select to have direct debits and credits in separate columns.

Posted — Select to include only posted items.

AR21001 - Payment Predictor Detail Report

The report indicates the status of each payment processed by the Payment Predictor process:

- Applied payments were completely applied.
- Processed payments were considered, met the criteria of the method, but did not get as far as having items selected for them.
- Worksheet payments may be completely applied with review required, partially applied, or could have the creation of a worksheet specified by the method.
- Not processed payments were not even considered, possibly because they didn't meet the method criteria.
- Excluded payments were not processed because they involve more than one currency.

AR21002 - Payment Predictor Summary Report

The report indicates the status of each payment processed by the Payment Predictor process:

- Applied payments were completely applied.
- Processed payments were considered, met the criteria of the method, but did not get as far as having items selected for them.
- Worksheet payments may be completely applied with review required, partially applied, or could have the creation of a worksheet specified by the method.
- Not processed payments were not even considered, possibly because they didn't meet the method criteria.
- Excluded payments were not processed because they involve more than one currency.

AR21003 - Unmatched MICR Identifiers Report

The report indicates the status of each payment processed by the Payment Predictor process:

- Applied payments were completely applied.
- Processed payments were considered, met the criteria of the method, but did not get as far as having items selected for them.
- Worksheet payments may be completely applied with review required, partially applied, or could have the creation of a worksheet specified by the method.
- Not processed payments were not even considered, possibly because they didn't meet the method criteria.
- Excluded payments were not processed because they involve more than one currency.

AR30005 - Cash Forecast Report

The report shows open balances on an as of date by customer in the base currency. It also displays the amount of cash that you can expect to receive in the cash forecast categories. The system determines in which period the cash will be received using the average days late figure for a customer.

The amounts in each forecast category are based on the number of days that you enter in the Days Per Category field on the Cash Forecast page. For example, if you enter 30, the categories on the report would be:

Pre-Forecast The open balance on the as of date.

Forecast 1 The amount you would expect to receive 1 to 30 days after the as of date.

Forecast 2	The amount you would expect to receive 31 to 60 days after the as of date.
Forecast 3	The amount you would expect to receive 61 to 90 days after the as of date.
Post-Forecast	The amount you would expect to receive 91 days or more after the as of date.
In Dispute	The total amount of items in dispute.

Glossary of PeopleSoft Terms

absence entitlement This element defines rules for granting paid time off for valid absences, such as sick time, vacation, and maternity leave. An absence entitlement element defines the entitlement amount, frequency, and entitlement period.

absence take This element defines the conditions that must be met before a payee is entitled to take paid time off.

academic career In PeopleSoft Enterprise Campus Solutions, all course work that a student undertakes at an academic institution and that is grouped in a single student record. For example, a university that has an undergraduate school, a graduate school, and various professional schools might define several academic careers—an undergraduate career, a graduate career, and separate careers for each professional school (law school, medical school, dental school, and so on).

academic institution In PeopleSoft Enterprise Campus Solutions, an entity (such as a university or college) that is independent of other similar entities and that has its own set of rules and business processes.

academic organization In PeopleSoft Enterprise Campus Solutions, an entity that is part of the administrative structure within an academic institution. At the lowest level, an academic organization might be an academic department. At the highest level, an academic organization can represent a division.

academic plan In PeopleSoft Enterprise Campus Solutions, an area of study—such as a major, minor, or specialization—that exists within an academic program or academic career.

academic program In PeopleSoft Enterprise Campus Solutions, the entity to which a student applies and is admitted and from which the student graduates.

accounting class In PeopleSoft Enterprise Performance Management, the accounting class defines how a resource is treated for generally accepted accounting practices. The Inventory class indicates whether a resource becomes part of a balance sheet account, such as inventory or fixed assets, while the Non-inventory class indicates that the resource is treated as an expense of the period during which it occurs.

accounting date The accounting date indicates when a transaction is recognized, as opposed to the date the transaction actually occurred. The accounting date and transaction date can be the same. The accounting date determines the period in the general ledger to which the transaction is to be posted. You can only select an accounting date that falls within an open period in the ledger to which you are posting. The accounting date for an item is normally the invoice date.

accounting split The accounting split method indicates how expenses are allocated or divided among one or more sets of accounting ChartFields.

accumulator You use an accumulator to store cumulative values of defined items as they are processed. You can accumulate a single value over time or multiple values over time. For example, an accumulator could consist of all voluntary deductions, or all company deductions, enabling you to accumulate amounts. It allows total flexibility for time periods and values accumulated.

action reason The reason an employee's job or employment information is updated. The action reason is entered in two parts: a personnel action, such as a promotion, termination, or change from one pay group to another—and a reason for that action. Action reasons are used by PeopleSoft Human Resources, PeopleSoft Benefits Administration,

PeopleSoft Stock Administration, and the COBRA Administration feature of the Base Benefits business process.

action template In PeopleSoft Receivables, outlines a set of escalating actions that the system or user performs based on the period of time that a customer or item has been in an action plan for a specific condition.

activity In PeopleSoft Enterprise Learning Management, an instance of a catalog item (sometimes called a class) that is available for enrollment. The activity defines such things as the costs that are associated with the offering, enrollment limits and deadlines, and waitlisting capacities.

In PeopleSoft Enterprise Performance Management, the work of an organization and the aggregation of actions that are used for activity-based costing.

In PeopleSoft Project Costing, the unit of work that provides a further breakdown of projects—usually into specific tasks.

In PeopleSoft Workflow, a specific transaction that you might need to perform in a business process. Because it consists of the steps that are used to perform a transaction, it is also known as a step map.

address usage In PeopleSoft Enterprise Campus Solutions, a grouping of address types defining the order in which the address types are used. For example, you might define an address usage code to process addresses in the following order: billing address, dormitory address, home address, and then work address.

adjustment calendar In PeopleSoft Enterprise Campus Solutions, the adjustment calendar controls how a particular charge is adjusted on a student's account when the student drops classes or withdraws from a term. The charge adjustment is based on how much time has elapsed from a predetermined date, and it is determined as a percentage of the original charge amount.

administrative function In PeopleSoft Enterprise Campus Solutions, a particular functional area that processes checklists, communication, and comments. The administrative function identifies which variable data is added to a person's checklist or communication record when a specific checklist code, communication category, or comment is assigned to the student. This key data enables you to trace that checklist, communication, or comment back to a specific processing event in a functional area.

admit type In PeopleSoft Enterprise Campus Solutions, a designation used to distinguish first-year applications from transfer applications.

agreement In PeopleSoft eSettlements, provides a way to group and specify processing options, such as payment terms, pay from a bank, and notifications by a buyer and supplier location combination.

allocation rule In PeopleSoft Enterprise Incentive Management, an expression within compensation plans that enables the system to assign transactions to nodes and participants. During transaction allocation, the allocation engine traverses the compensation structure from the current node to the root node, checking each node for plans that contain allocation rules.

alternate account A feature in PeopleSoft General Ledger that enables you to create a statutory chart of accounts and enter statutory account transactions at the detail transaction level, as required for recording and reporting by some national governments.

analysis database In PeopleSoft Enterprise Campus Solutions, database tables that store large amounts of student information that may not appear in standard report formats. The analysis database tables contain keys for all objects in a report that an application program can use to reference other student-record objects that are not contained in the printed report. For instance, the analysis database contains data on courses that are considered for satisfying a requirement but that are rejected. It also contains information on

courses captured by global limits. An analysis database is used in PeopleSoft Enterprise Academic Advisement.

Application Messaging PeopleSoft Application Messaging enables applications within the PeopleSoft Enterprise product family to communicate synchronously or asynchronously with other PeopleSoft and third-party applications. An application message defines the records and fields to be published or subscribed to.

AR specialist Abbreviation for *receivables specialist.* In PeopleSoft Receivables, an individual in who tracks and resolves deductions and disputed items.

arbitration plan In PeopleSoft Enterprise Pricer, defines how price rules are to be applied to the base price when the transaction is priced.

assessment rule In PeopleSoft Receivables, a user-defined rule that the system uses to evaluate the condition of a customer's account or of individual items to determine whether to generate a follow-up action.

asset class An asset group used for reporting purposes. It can be used in conjunction with the asset category to refine asset classification.

attribute/value pair In PeopleSoft Directory Interface, relates the data that makes up an entry in the directory information tree.

audience In PeopleSoft Enterprise Campus Solutions, a segment of the database that relates to an initiative, or a membership organization that is based on constituent attributes rather than a dues-paying structure. Examples of audiences include the Class of '65 and Undergraduate Arts & Sciences.

authentication server A server that is set up to verify users of the system.

base time period In PeopleSoft Business Planning, the lowest level time period in a calendar.

benchmark job In PeopleSoft Workforce Analytics, a benchmark job is a job code for which there is corresponding salary survey data from published, third-party sources.

billing career In PeopleSoft Enterprise Campus Solutions, the one career under which other careers are grouped for billing purposes if a student is active simultaneously in multiple careers.

bio bit or bio brief In PeopleSoft Enterprise Campus Solutions, a report that summarizes information stored in the system about a particular constituent. You can generate standard or specialized reports.

book In PeopleSoft Asset Management, used for storing financial and tax information, such as costs, depreciation attributes, and retirement information on assets.

branch A tree node that rolls up to nodes above it in the hierarchy, as defined in PeopleSoft Tree Manager.

budgetary account only An account used by the system only and not by users; this type of account does not accept transactions. You can only budget with this account. Formerly called "system-maintained account."

budget check In commitment control, the processing of source transactions against control budget ledgers, to see if they pass, fail, or pass with a warning.

budget control In commitment control, budget control ensures that commitments and expenditures don't exceed budgets. It enables you to track transactions against corresponding budgets and terminate a document's cycle if the defined budget conditions are not met. For example, you can prevent a purchase order from being dispatched to a vendor if there are insufficient funds in the related budget to support it.

budget period The interval of time (such as 12 months or 4 quarters) into which a period is divided for budgetary and reporting purposes. The ChartField allows maximum flexibility to define operational accounting time periods without restriction to only one calendar.

business activity The name of a subset of a detailed business process. This might be a specific transaction, task, or action that you perform in a business process.

business event In PeopleSoft Receivables, defines the processing characteristics for the Receivable Update process for a draft activity.

In PeopleSoft Sales Incentive Management, an original business transaction or activity that may justify the creation of a PeopleSoft Enterprise Incentive Management event (a sale, for example).

business process A standard set of 17 business processes are defined and maintained by the PeopleSoft product families and are supported by Business Process Engineering group at PeopleSoft. An example of a business process is Order Fulfillment, which is a business process that manages sales orders and contracts, inventory, billing, and so forth.

See also *detailed business process.*

business task The name of the specific function depicted in one of the business processes.

business unit A corporation or a subset of a corporation that is independent with regard to one or more operational or accounting functions.

buyer In PeopleSoft eSettlements, an organization (or business unit, as opposed to an individual) that transacts with suppliers (vendors) within the system. A buyer creates payments for purchases that are made in the system.

campus In PeopleSoft Enterprise Campus Solutions, an entity that is usually associated with a distinct physical administrative unit, that belongs to a single academic institution, that uses a unique course catalog, and that produces a common transcript for students within the same academic career.

catalog item In PeopleSoft Enterprise Learning Management, a specific topic that a learner can study and have tracked. For example, “Introduction to Microsoft Word.” A catalog item contains general information about the topic and includes a course code, description, categorization, keywords, and delivery methods. A catalog item can have one or more learning activities.

catalog map In PeopleSoft Catalog Management, translates values from the catalog source data to the format of the company’s catalog.

catalog partner In PeopleSoft Catalog Management, shares responsibility with the enterprise catalog manager for maintaining catalog content.

categorization Associates partner offerings with catalog offerings and groups them into enterprise catalog categories.

category In PeopleSoft Enterprise Campus Solutions, a broad grouping to which specific comments or communications (contexts) are assigned. Category codes are also linked to 3C access groups so that you can assign data-entry or view-only privileges across functions.

channel In PeopleSoft MultiChannel Framework, email, chat, voice (computer telephone integration [CTI]), or a generic event.

ChartField A field that stores a chart of accounts, resources, and so on, depending on the PeopleSoft application. ChartField values represent individual account numbers, department codes, and so forth.

ChartField balancing You can require specific ChartFields to match up (balance) on the debit and the credit side of a transaction.

ChartField combination edit The process of editing journal lines for valid ChartField combinations based on user-defined rules.

ChartKey One or more fields that uniquely identify each row in a table. Some tables contain only one field as the key, while others require a combination.

checkbook In PeopleSoft Promotions Management, enables you to view financial data (such as planned, incurred, and actual amounts) that is related to funds and trade promotions.

checklist code In PeopleSoft Enterprise Campus Solutions, a code that represents a list of planned or completed action items that can be assigned to a staff member, volunteer, or unit. Checklists enable you to view all action assignments on one page.

class In PeopleSoft Enterprise Campus Solutions, a specific offering of a course component within an academic term.

See also *course.*

Class ChartField A ChartField value that identifies a unique appropriation budget key when you combine it with a fund, department ID, and program code, as well as a budget period. Formerly called *sub-classification.*

clearance In PeopleSoft Enterprise Campus Solutions, the period of time during which a constituent in PeopleSoft Contributor Relations is approved for involvement in an initiative or an action. Clearances are used to prevent development officers from making multiple requests to a constituent during the same time period.

clone In PeopleCode, to make a unique copy. In contrast, to *copy* may mean making a new reference to an object, so if the underlying object is changed, both the copy and the original change.

cohort In PeopleSoft Enterprise Campus Solutions, the highest level of the three-level classification structure that you define for enrollment management. You can define a cohort level, link it to other levels, and set enrollment target numbers for it.

See also *population* and *division*.

collection To make a set of documents available for searching in Verity, you must first create at least one collection. A collection is set of directories and files that allow search application users to use the Verity search engine to quickly find and display source documents that match search criteria. A collection is a set of statistics and pointers to the source documents, stored in a proprietary format on a file server. Because a collection can only store information for a single location, PeopleSoft maintains a set of collections (one per language code) for each search index object.

collection rule In PeopleSoft Receivables, a user-defined rule that defines actions to take for a customer based on both the amount and the number of days past due for outstanding balances.

comm key See *communication key.*

communication key In PeopleSoft Enterprise Campus Solutions, a single code for entering a combination of communication category, communication context, communication method, communication direction, and standard letter code. Communication keys (also called *comm keys* or *speed keys*) can be created for background processes as well as for specific users.

compensation object In PeopleSoft Enterprise Incentive Management, a node within a compensation structure. Compensation objects are the building blocks that make up a compensation structure's hierarchical representation.

compensation structure In PeopleSoft Enterprise Incentive Management, a hierarchical relationship of compensation objects that represents the compensation-related relationship between the objects.

component interface A component interface is a set of application programming interfaces (APIs) that you can use to access and modify PeopleSoft database information using a program instead of the PeopleSoft client.

condition In PeopleSoft Receivables, occurs when there is a change of status for a customer's account, such as reaching a credit limit or exceeding a user-defined balance due.

configuration parameter catalog Used to configure an external system with PeopleSoft. For example, a configuration parameter catalog might set up configuration and communication parameters for an external server.

configuration plan In PeopleSoft Enterprise Incentive Management, configuration plans hold allocation information for common variables (not incentive rules) and are attached to a node without a participant. Configuration plans are not processed by transactions.

constituents In PeopleSoft Enterprise Campus Solutions, friends, alumni, organizations, foundations, or other entities affiliated with the institution, and about which the institution maintains information. The constituent types delivered with PeopleSoft Enterprise Contributor Relations Solutions are based on those defined by the Council for the Advancement and Support of Education (CASE).

content reference Content references are pointers to content registered in the portal registry. These are typically either URLs or iScripts. Content references fall into three categories: target content, templates, and template pagelets.

context In PeopleCode, determines which buffer fields can be contextually referenced and which is the current row of data on each scroll level when a PeopleCode program is running.

In PeopleSoft Enterprise Campus Solutions, a specific instance of a comment or communication. One or more contexts are assigned to a category, which you link to 3C access groups so that you can assign data-entry or view-only privileges across functions.

In PeopleSoft Enterprise Incentive Management, a mechanism that is used to determine the scope of a processing run. PeopleSoft Enterprise Incentive Management uses three types of context: plan, period, and run-level.

control table Stores information that controls the processing of an application. This type of processing might be consistent throughout an organization, or it might be used only by portions of the organization for more limited sharing of data.

cost-plus contract line A rate-based contract line associated with a fee component of Award, Fixed, Incentive, or Other. Rate-based contract lines associated with a fee type of None are not considered cost-plus contract lines.

cost profile A combination of a receipt cost method, a cost flow, and a deplete cost method. A profile is associated with a cost book and determines how items in that book are valued, as well as how the material movement of the item is valued for the book.

cost row A cost transaction and amount for a set of ChartFields.

course In PeopleSoft Enterprise Campus Solutions, a course that is offered by a school and that is typically described in a course catalog. A course has a standard syllabus and credit level; however, these may be modified at the class level. Courses can contain multiple components such as lecture, discussion, and lab.

See also *class*.

course share set In PeopleSoft Enterprise Campus Solutions, a tag that defines a set of requirement groups that can share courses. Course share sets are used in PeopleSoft Enterprise Academic Advisement.

current learning In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's in-progress learning activities and programs.

data acquisition In PeopleSoft Enterprise Incentive Management, the process during which raw business transactions are acquired from external source systems and fed into the operational data store (ODS).

data cube In PeopleSoft Analytic Calculation Engine, a data cube is a container for one kind of data (such as Sales data) and works with in tandem with one or more dimensions. Dimensions and data cubes in PeopleSoft Analytic Calculation Engine are unrelated to dimensions and online analytical processing (OLAP) cubes in PeopleSoft Cube Manager.

data elements Data elements, at their simplest level, define a subset of data and the rules by which to group them.

For Workforce Analytics, data elements are rules that tell the system what measures to retrieve about your workforce groups.

dataset A data grouping that enables role-based filtering and distribution of data. You can limit the range and quantity of data that is displayed for a user by associating dataset rules with user roles. The result of dataset rules is a set of data that is appropriate for the user's roles.

delivery method In PeopleSoft Enterprise Learning Management, identifies the primary type of delivery method in which a particular learning activity is offered. Also provides default values for the learning activity, such as cost and language. This is primarily used to help learners search the catalog for the type of delivery from which they learn best. Because PeopleSoft Enterprise Learning Management is a blended learning system, it does not enforce the delivery method.

In PeopleSoft Supply Chain Management, identifies the method by which goods are shipped to their destinations (such as truck, air, rail, and so on). The delivery method is specified when creating shipment schedules.

delivery method type In PeopleSoft Enterprise Learning Management, identifies how learning activities can be delivered—for example, through online learning, classroom instruction, seminars, books, and so forth—in an organization. The type determines whether the delivery method includes scheduled components.

detailed business process A subset of the business process. For example, the detailed business process named Determine Cash Position is a subset of the business process called Cash Management.

dimension In PeopleSoft Analytic Calculation Engine, a dimension contains a list of one kind of data that can span various contexts, and it is a basic component of an analytic model. Within the analytic model, a dimension is attached to one or more data cubes. In PeopleSoft Cube Manager, a dimension is the most basic component of an OLAP cube and specifies the PeopleSoft metadata to be used to create the dimension's rollup structure. Dimensions and data cubes in PeopleSoft Analytic Calculation Engine are unrelated to dimensions and OLAP cubes in PeopleSoft Cube Manager.

directory information tree In PeopleSoft Directory Interface, the representation of a directory's hierarchical structure.

division In PeopleSoft Enterprise Campus Solutions, the lowest level of the three-level classification structure that you define in PeopleSoft Enterprise Recruiting and Admissions for enrollment management. You can define a division level, link it to other levels, and set enrollment target numbers for it.

	See also *population* and *cohort*.
document sequencing	A flexible method that sequentially numbers the financial transactions (for example, bills, purchase orders, invoices, and payments) in the system for statutory reporting and for tracking commercial transaction activity.
dynamic detail tree	A tree that takes its detail values—dynamic details—directly from a table in the database, rather than from a range of values that are entered by the user.
edit table	A table in the database that has its own record definition, such as the Department table. As fields are entered into a PeopleSoft application, they can be validated against an edit table to ensure data integrity throughout the system.
effective date	A method of dating information in PeopleSoft applications. You can predate information to add historical data to your system, or postdate information in order to enter it before it actually goes into effect. By using effective dates, you don't delete values; you enter a new value with a current effective date.
EIM ledger	Abbreviation for *Enterprise Incentive Management ledger.* In PeopleSoft Enterprise Incentive Management, an object to handle incremental result gathering within the scope of a participant. The ledger captures a result set with all of the appropriate traces to the data origin and to the processing steps of which it is a result.
elimination set	In PeopleSoft General Ledger, a related group of intercompany accounts that is processed during consolidations.
entry event	In PeopleSoft General Ledger, Receivables, Payables, Purchasing, and Billing, a business process that generates multiple debits and credits resulting from single transactions to produce standard, supplemental accounting entries.
equitization	In PeopleSoft General Ledger, a business process that enables parent companies to calculate the net income of subsidiaries on a monthly basis and adjust that amount to increase the investment amount and equity income amount before performing consolidations.
equity item limit	In PeopleSoft Enterprise Campus Solutions, the amounts of funds set by the institution to be awarded with discretionary or gift funds. The limit could be reduced by amounts equal to such things as expected family contribution (EFC) or parent contribution. Students are packaged by Equity Item Type Groups and Related Equity Item Types. This limit can be used to assure that similar student populations are packaged equally.
event	A predefined point either in the Component Processor flow or in the program flow. As each point is encountered, the event activates each component, triggering any PeopleCode program that is associated with that component and that event. Examples of events are FieldChange, SavePreChange, and RowDelete. In PeopleSoft Human Resources, also refers to an incident that affects benefits eligibility.
event propagation process	In PeopleSoft Sales Incentive Management, a process that determines, through logic, the propagation of an original PeopleSoft Enterprise Incentive Management event and creates a derivative (duplicate) of the original event to be processed by other objects. Sales Incentive Management uses this mechanism to implement splits, roll-ups, and so on. Event propagation determines who receives the credit.
exception	In PeopleSoft Receivables, an item that either is a deduction or is in dispute.
exclusive pricing	In PeopleSoft Order Management, a type of arbitration plan that is associated with a price rule. Exclusive pricing is used to price sales order transactions.
fact	In PeopleSoft applications, facts are numeric data values from fields from a source database as well as an analytic application. A fact can be anything you want to measure

your business by, for example, revenue, actual, budget data, or sales numbers. A fact is stored on a fact table.

financial aid term In PeopleSoft Enterprise Campus Solutions, a combination of a period of time that the school determines as an instructional accounting period and an academic career. It is created and defined during the setup process. Only terms eligible for financial aid are set up for each financial aid career.

forecast item A logical entity with a unique set of descriptive demand and forecast data that is used as the basis to forecast demand. You create forecast items for a wide range of uses, but they ultimately represent things that you buy, sell, or use in your organization and for which you require a predictable usage.

fund In PeopleSoft Promotions Management, a budget that can be used to fund promotional activity. There are four funding methods: top down, fixed accrual, rolling accrual, and zero-based accrual.

gap In PeopleSoft Enterprise Campus Solutions, an artificial figure that sets aside an amount of unmet financial aid need that is not funded with Title IV funds. A gap can be used to prevent fully funding any student to conserve funds, or it can be used to preserve unmet financial aid need so that institutional funds can be awarded.

generic process type In PeopleSoft Process Scheduler, process types are identified by a generic process type. For example, the generic process type SQR includes all SQR process types, such as SQR process and SQR report.

gift table In PeopleSoft Enterprise Campus Solutions, a table or so-called *donor pyramid* describing the number and size of gifts that you expect will be needed to successfully complete the campaign in PeopleSoft Contributor Relations. The gift table enables you to estimate the number of donors and prospects that you need at each gift level to reach the campaign goal.

GL business unit Abbreviation for *general ledger business unit*. A unit in an organization that is an independent entity for accounting purposes. It maintains its own set of accounting books.

See also *business unit*.

GL entry template Abbreviation for *general ledger entry template*. In PeopleSoft Enterprise Campus Solutions, a template that defines how a particular item is sent to the general ledger. An item-type maps to the general ledger, and the GL entry template can involve multiple general ledger accounts. The entry to the general ledger is further controlled by high-level flags that control the summarization and the type of accounting—that is, accrual or cash.

GL Interface process Abbreviation for *General Ledger Interface process*. In PeopleSoft Enterprise Campus Solutions, a process that is used to send transactions from PeopleSoft Enterprise Student Financials to the general ledger. Item types are mapped to specific general ledger accounts, enabling transactions to move to the general ledger when the GL Interface process is run.

group In PeopleSoft Billing and Receivables, a posting entity that comprises one or more transactions (items, deposits, payments, transfers, matches, or write-offs).

In PeopleSoft Human Resources Management and Supply Chain Management, any set of records that are associated under a single name or variable to run calculations in PeopleSoft business processes. In PeopleSoft Time and Labor, for example, employees are placed in groups for time reporting purposes.

incentive object In PeopleSoft Enterprise Incentive Management, the incentive-related objects that define and support the PeopleSoft Enterprise Incentive Management calculation

process and results, such as plan templates, plans, results data, user interaction objects, and so on.

incentive rule In PeopleSoft Sales Incentive Management, the commands that act on transactions and turn them into compensation. A rule is one part in the process of turning a transaction into compensation.

incur In PeopleSoft Promotions Management, to become liable for a promotional payment. In other words, you owe that amount to a customer for promotional activities.

initiative In PeopleSoft Enterprise Campus Solutions, the basis from which all advancement plans are executed. It is an organized effort targeting a specific constituency, and it can occur over a specified period of time with specific purposes and goals. An initiative can be a campaign, an event, an organized volunteer effort, a membership drive, or any other type of effort defined by the institution. Initiatives can be multipart, and they can be related to other initiatives. This enables you to track individual parts of an initiative, as well as entire initiatives.

inquiry access In PeopleSoft Enterprise Campus Solutions, a type of security access that permits the user only to view data.

See also *update access*.

institution In PeopleSoft Enterprise Campus Solutions, an entity (such as a university or college) that is independent of other similar entities and that has its own set of rules and business processes.

integration A relationship between two compatible integration points that enables communication to take place between systems. Integrations enable PeopleSoft applications to work seamlessly with other PeopleSoft applications or with third-party systems or software.

integration point An interface that a system uses to communicate with another PeopleSoft application or an external application.

integration set A logical grouping of integrations that applications use for the same business purpose. For example, the integration set ADVANCED_SHIPPING_ORDER contains all of the integrations that notify a customer that an order has shipped.

item In PeopleSoft Inventory, a tangible commodity that is stored in a business unit (shipped from a warehouse).

In PeopleSoft Demand Planning, Inventory Policy Planning, and Supply Planning, a noninventory item that is designated as being used for planning purposes only. It can represent a family or group of inventory items. It can have a planning bill of material (BOM) or planning routing, and it can exist as a component on a planning BOM. A planning item cannot be specified on a production or engineering BOM or routing, and it cannot be used as a component in a production. The quantity on hand will never be maintained.

In PeopleSoft Receivables, an individual receivable. An item can be an invoice, a credit memo, a debit memo, a write-off, or an adjustment.

item shuffle In PeopleSoft Enterprise Campus Solutions, a process that enables you to change a payment allocation without having to reverse the payment.

joint communication In PeopleSoft Enterprise Campus Solutions, one letter that is addressed jointly to two people. For example, a letter might be addressed to both Mr. Sudhir Awat and Ms. Samantha Mortelli. A relationship must be established between the two individuals in the database, and at least one of the individuals must have an ID in the database.

keyword In PeopleSoft Enterprise Campus Solutions, a term that you link to particular elements within PeopleSoft Student Financials, Financial Aid, and Contributor Relations.

	You can use keywords as search criteria that enable you to locate specific records in a search dialog box.
KPI	An abbreviation for *key performance indicator.* A high-level measurement of how well an organization is doing in achieving critical success factors. This defines the data value or calculation upon which an assessment is determined.
LDIF file	Abbreviation for *Lightweight Directory Access Protocol (LDAP) Data Interchange Format file.* Contains discrepancies between PeopleSoft data and directory data.
learner group	In PeopleSoft Enterprise Learning Management, a group of learners who are linked to the same learning environment. Members of the learner group can share the same attributes, such as the same department or job code. Learner groups are used to control access to and enrollment in learning activities and programs. They are also used to perform group enrollments and mass enrollments in the back office.
learning components	In PeopleSoft Enterprise Learning Management, the foundational building blocks of learning activities. PeopleSoft Enterprise Learning Management supports six basic types of learning components: web-based, session, webcast, test, survey, and assignment. One or more of these learning component types compose a single learning activity.
learning environment	In PeopleSoft Enterprise Learning Management, identifies a set of categories and catalog items that can be made available to learner groups. Also defines the default values that are assigned to the learning activities and programs that are created within a particular learning environment. Learning environments provide a way to partition the catalog so that learners see only those items that are relevant to them.
learning history	In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's completed learning activities and programs.
ledger mapping	You use ledger mapping to relate expense data from general ledger accounts to resource objects. Multiple ledger line items can be mapped to one or more resource IDs. You can also use ledger mapping to map dollar amounts (referred to as *rates*) to business units. You can map the amounts in two different ways: an actual amount that represents actual costs of the accounting period, or a budgeted amount that can be used to calculate the capacity rates as well as budgeted model results. In PeopleSoft Enterprise Warehouse, you can map general ledger accounts to the EW Ledger table.
library section	In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan (or template) and that is available for other plans to share. Changes to a library section are reflected in all plans that use it.
linked section	In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan template but appears in a plan. Changes to linked sections propagate to plans using that section.
linked variable	In PeopleSoft Enterprise Incentive Management, a variable that is defined and maintained in a plan template and that also appears in a plan. Changes to linked variables propagate to plans using that variable.
LMS	Abbreviation for *learning management system.* In PeopleSoft Enterprise Campus Solutions, LMS is a PeopleSoft Student Records feature that provides a common set of interoperability standards that enable the sharing of instructional content and data between learning and administrative environments.
load	In PeopleSoft Inventory, identifies a group of goods that are shipped together. Load management is a feature of PeopleSoft Inventory that is used to track the weight, the volume, and the destination of a shipment.

local functionality In PeopleSoft HRMS, the set of information that is available for a specific country. You can access this information when you click the appropriate country flag in the global window, or when you access it by a local country menu.

location Locations enable you to indicate the different types of addresses—for a company, for example, one address to receive bills, another for shipping, a third for postal deliveries, and a separate street address. Each address has a different location number. The primary location—indicated by a *1*—is the address you use most often and may be different from the main address.

logistical task In PeopleSoft Services Procurement, an administrative task that is related to hiring a service provider. Logistical tasks are linked to the service type on the work order so that different types of services can have different logistical tasks. Logistical tasks include both preapproval tasks (such as assigning a new badge or ordering a new laptop) and postapproval tasks (such as scheduling orientation or setting up the service provider email). The logistical tasks can be mandatory or optional. Mandatory preapproval tasks must be completed before the work order is approved. Mandatory postapproval tasks, on the other hand, must be completed before a work order is released to a service provider.

market template In PeopleSoft Enterprise Incentive Management, additional functionality that is specific to a given market or industry and is built on top of a product category.

mass change In PeopleSoft Enterprise Campus Solutions, mass change is a SQL generator that can be used to create specialized functionality. Using mass change, you can set up a series of Insert, Update, or Delete SQL statements to perform business functions that are specific to the institution.

See also *3C engine*.

match group In PeopleSoft Receivables, a group of receivables items and matching offset items. The system creates match groups by using user-defined matching criteria for selected field values.

MCF server Abbreviation for *PeopleSoft MultiChannel Framework server.* Comprises the universal queue server and the MCF log server. Both processes are started when *MCF Servers* is selected in an application server domain configuration.

merchandising activity In PeopleSoft Promotions Management, a specific discount type that is associated with a trade promotion (such as off-invoice, billback or rebate, or lump-sum payment) that defines the performance that is required to receive the discount. In the industry, you may know this as an offer, a discount, a merchandising event, an event, or a tactic.

meta-SQL Meta-SQL constructs expand into platform-specific Structured Query Language (SQL) substrings. They are used in functions that pass SQL strings, such as in SQL objects, the SQLExec function, and PeopleSoft Application Engine programs.

metastring Metastrings are special expressions included in SQL string literals. The metastrings, prefixed with a percent (%) symbol, are included directly in the string literals. They expand at run time into an appropriate substring for the current database platform.

multibook In PeopleSoft General Ledger, multiple ledgers having multiple-base currencies that are defined for a business unit, with the option to post a single transaction to all base currencies (all ledgers) or to only one of those base currencies (ledgers).

multicurrency The ability to process transactions in a currency other than the business unit's base currency.

national allowance In PeopleSoft Promotions Management, a promotion at the corporate level that is funded by nondiscretionary dollars. In the industry, you may know this as a national promotion, a corporate promotion, or a corporate discount.

need In PeopleSoft Enterprise Campus Solutions, the difference between the cost of attendance (COA) and the expected family contribution (EFC). It is the gap between the cost of attending the school and the student's resources. The financial aid package is based on the amount of financial need. The process of determining a student's need is called *need analysis.*

node-oriented tree A tree that is based on a detail structure, but the detail values are not used.

pagelet Each block of content on the home page is called a pagelet. These pagelets display summary information within a small rectangular area on the page. The pagelet provide users with a snapshot of their most relevant PeopleSoft and non-PeopleSoft content.

participant In PeopleSoft Enterprise Incentive Management, participants are recipients of the incentive compensation calculation process.

participant object Each participant object may be related to one or more compensation objects.

See also *compensation object.*

partner A company that supplies products or services that are resold or purchased by the enterprise.

pay cycle In PeopleSoft Payables, a set of rules that define the criteria by which it should select scheduled payments for payment creation.

payment shuffle In PeopleSoft Enterprise Campus Solutions, a process allowing payments that have been previously posted to a student's account to be automatically reapplied when a higher priority payment is posted or the payment allocation definition is changed.

pending item In PeopleSoft Receivables, an individual receivable (such as an invoice, a credit memo, or a write-off) that has been entered in or created by the system, but hasn't been posted.

PeopleCode PeopleCode is a proprietary language, executed by the PeopleSoft component processor. PeopleCode generates results based on existing data or user actions. By using various tools provided with PeopleTools, external services are available to all PeopleSoft applications wherever PeopleCode can be executed.

PeopleCode event See *event.*

PeopleSoft Pure Internet Architecture The fundamental architecture on which PeopleSoft 8 applications are constructed, consisting of a relational database management system (RDBMS), an application server, a web server, and a browser.

performance measurement In PeopleSoft Enterprise Incentive Management, a variable used to store data (similar to an aggregator, but without a predefined formula) within the scope of an incentive plan. Performance measures are associated with a plan calendar, territory, and participant. Performance measurements are used for quota calculation and reporting.

period context In PeopleSoft Enterprise Incentive Management, because a participant typically uses the same compensation plan for multiple periods, the period context associates a plan context with a specific calendar period and fiscal year. The period context references the associated plan context, thus forming a chain. Each plan context has a corresponding set of period contexts.

person of interest A person about whom the organization maintains information but who is not part of the workforce.

personal portfolio In PeopleSoft Enterprise Campus Solutions, the user-accessible menu item that contains an individual's name, address, telephone number, and other personal information.

plan In PeopleSoft Sales Incentive Management, a collection of allocation rules, variables, steps, sections, and incentive rules that instruct the PeopleSoft Enterprise Incentive Management engine in how to process transactions.

plan context In PeopleSoft Enterprise Incentive Management, correlates a participant with the compensation plan and node to which the participant is assigned, enabling the PeopleSoft Enterprise Incentive Management system to find anything that is associated with the node and that is required to perform compensation processing. Each participant, node, and plan combination represents a unique plan context—if three participants are on a compensation structure, each has a different plan context. Configuration plans are identified by plan contexts and are associated with the participants that refer to them.

plan template In PeopleSoft Enterprise Incentive Management, the base from which a plan is created. A plan template contains common sections and variables that are inherited by all plans that are created from the template. A template may contain steps and sections that are not visible in the plan definition.

planned learning In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's planned learning activities and programs.

planning instance In PeopleSoft Supply Planning, a set of data (business units, items, supplies, and demands) constituting the inputs and outputs of a supply plan.

population In PeopleSoft Enterprise Campus Solutions, the middle level of the three-level classification structure that you define in PeopleSoft Enterprise Recruiting and Admissions for enrollment management. You can define a population level, link it to other levels, and set enrollment target numbers for it.

See also *division* and *cohort*.

portal registry In PeopleSoft applications, the portal registry is a tree-like structure in which content references are organized, classified, and registered. It is a central repository that defines both the structure and content of a portal through a hierarchical, tree-like structure of folders useful for organizing and securing content references.

price list In PeopleSoft Enterprise Pricer, enables you to select products and conditions for which the price list applies to a transaction. During a transaction, the system either determines the product price based on the predefined search hierarchy for the transaction or uses the product's lowest price on any associated, active price lists. This price is used as the basis for any further discounts and surcharges.

price rule In PeopleSoft Enterprise Pricer, defines the conditions that must be met for adjustments to be applied to the base price. Multiple rules can apply when conditions of each rule are met.

price rule condition In PeopleSoft Enterprise Pricer, selects the price-by fields, the values for the price-by fields, and the operator that determines how the price-by fields are related to the transaction.

price rule key In PeopleSoft Enterprise Pricer, defines the fields that are available to define price rule conditions (which are used to match a transaction) on the price rule.

primacy number In PeopleSoft Enterprise Campus Solutions, a number that the system uses to prioritize financial aid applications when students are enrolled in multiple academic careers and academic programs at the same time. The Consolidate Academic Statistics process uses the primacy number indicated for both the career and program at the institutional level to determine a student's primary career and program. The system also uses the number to determine the primary student attribute value that is used when you extract data to report on cohorts. The lowest number takes precedence.

primary name type In PeopleSoft Enterprise Campus Solutions, the name type that is used to link the name stored at the highest level within the system to the lower-level set of names that an individual provides.

process category In PeopleSoft Process Scheduler, processes that are grouped for server load balancing and prioritization.

process group In PeopleSoft Financials, a group of application processes (performed in a defined order) that users can initiate in real time, directly from a transaction entry page.

process definition Process definitions define each run request.

process instance A unique number that identifies each process request. This value is automatically incremented and assigned to each requested process when the process is submitted to run.

process job You can link process definitions into a job request and process each request serially or in parallel. You can also initiate subsequent processes based on the return code from each prior request.

process request A single run request, such as a Structured Query Report (SQR), a COBOL or Application Engine program, or a Crystal report that you run through PeopleSoft Process Scheduler.

process run control A PeopleTools variable used to retain PeopleSoft Process Scheduler values needed at runtime for all requests that reference a run control ID. Do not confuse these with application run controls, which may be defined with the same run control ID, but only contain information specific to a given application process request.

product A PeopleSoft or third-party product. PeopleSoft organizes its software products into product families and product lines. Interactive Services Repository contains information about every release of every product that PeopleSoft sells, as well as products from certified third-party companies. These products are displayed with the product name and release number.

product category In PeopleSoft Enterprise Incentive Management, indicates an application in the Enterprise Incentive Management suite of products. Each transaction in the PeopleSoft Enterprise Incentive Management system is associated with a product category.

product family A group of products that are related by common functionality. The family names that can be searched using Interactive Service Repository are PeopleSoft Enterprise, PeopleSoft EnterpriseOne, PeopleSoft World, and third-party, certified PeopleSoft partners.

product line The name of a PeopleSoft product line or the company name of a third-party certified partner. Integration Services Repository enables you to search for integration points by product line.

programs In PeopleSoft Enterprise Learning Management, a high-level grouping that guides the learner along a specific learning path through sections of catalog items. PeopleSoft Enterprise Learning Systems provides two types of programs—curricula and certifications.

progress log In PeopleSoft Services Procurement, tracks deliverable-based projects. This is similar to the time sheet in function and process. The service provider contact uses the progress log to record and submit progress on deliverables. The progress can be logged by the activity that is performed, by the percentage of work that is completed, or by the completion of milestone activities that are defined for the project.

project transaction In PeopleSoft Project Costing, an individual transaction line that represents a cost, time, budget, or other transaction row.

promotion In PeopleSoft Promotions Management, a trade promotion, which is typically funded from trade dollars and used by consumer products manufacturers to increase sales volume.

prospects In PeopleSoft Enterprise Campus Solutions, students who are interested in applying to the institution.

In PeopleSoft Enterprise Contributor Relations, individuals and organizations that are most likely to make substantial financial commitments or other types of commitments to the institution.

publishing In PeopleSoft Enterprise Incentive Management, a stage in processing that makes incentive-related results available to participants.

rating components In PeopleSoft Enterprise Campus Solutions, variables used with the Equation Editor to retrieve specified populations.

record group A set of logically and functionally related control tables and views. Record groups help enable TableSet sharing, which eliminates redundant data entry. Record groups ensure that TableSet sharing is applied consistently across all related tables and views.

record input VAT flag Abbreviation for *record input value-added tax flag.* Within PeopleSoft Purchasing, Payables, and General Ledger, this flag indicates that you are recording input VAT on the transaction. This flag, in conjunction with the record output VAT flag, is used to determine the accounting entries created for a transaction and to determine how a transaction is reported on the VAT return. For all cases within Purchasing and Payables where VAT information is tracked on a transaction, this flag is set to Yes. This flag is not used in PeopleSoft Order Management, Billing, or Receivables, where it is assumed that you are always recording only output VAT, or in PeopleSoft Expenses, where it is assumed that you are always recording only input VAT.

record output VAT flag Abbreviation for *record output value-added tax flag.*

See *record input VAT flag.*

recname The name of a record that is used to determine the associated field to match a value or set of values.

recognition In PeopleSoft Enterprise Campus Solutions, the recognition type indicates whether the PeopleSoft Enterprise Contributor Relations donor is the primary donor of a commitment or shares the credit for a donation. Primary donors receive hard credit that must total 100 percent. Donors that share the credit are given soft credit. Institutions can also define other share recognition-type values such as memo credit or vehicle credit.

reference data In PeopleSoft Sales Incentive Management, system objects that represent the sales organization, such as territories, participants, products, customers, channels, and so on.

reference object In PeopleSoft Enterprise Incentive Management, this dimension-type object further defines the business. Reference objects can have their own hierarchy (for example, product tree, customer tree, industry tree, and geography tree).

reference transaction In commitment control, a reference transaction is a source transaction that is referenced by a higher-level (and usually later) source transaction, in order to automatically reverse all or part of the referenced transaction's budget-checked amount. This avoids duplicate postings during the sequential entry of the transaction at different commitment levels. For example, the amount of an encumbrance transaction (such as a purchase order) will, when checked and recorded against a budget, cause the system to concurrently reference and relieve all or part of the amount of a corresponding pre-encumbrance transaction, such as a purchase requisition.

regional sourcing In PeopleSoft Purchasing, provides the infrastructure to maintain, display, and select an appropriate vendor and vendor pricing structure that is based on a regional sourcing

	model where the multiple ship to locations are grouped. Sourcing may occur at a level higher than the ship to location.
relationship object	In PeopleSoft Enterprise Incentive Management, these objects further define a compensation structure to resolve transactions by establishing associations between compensation objects and business objects.
remote data source data	Data that is extracted from a separate database and migrated into the local database.
REN server	Abbreviation for *real-time event notification server* in PeopleSoft MultiChannel Framework.
requester	In PeopleSoft eSettlements, an individual who requests goods or services and whose ID appears on the various procurement pages that reference purchase orders.
reversal indicator	In PeopleSoft Enterprise Campus Solutions, an indicator that denotes when a particular payment has been reversed, usually because of insufficient funds.
role	Describes how people fit into PeopleSoft Workflow. A role is a class of users who perform the same type of work, such as clerks or managers. Your business rules typically specify what user role needs to do an activity.
role user	A PeopleSoft Workflow user. A person's role user ID serves much the same purpose as a user ID does in other parts of the system. PeopleSoft Workflow uses role user IDs to determine how to route worklist items to users (through an email address, for example) and to track the roles that users play in the workflow. Role users do not need PeopleSoft user IDs.
roll up	In a tree, to roll up is to total sums based on the information hierarchy.
run control	A run control is a type of online page that is used to begin a process, such as the batch processing of a payroll run. Run control pages generally start a program that manipulates data.
run control ID	A unique ID to associate each user with his or her own run control table entries.
run-level context	In PeopleSoft Enterprise Incentive Management, associates a particular run (and batch ID) with a period context and plan context. Every plan context that participates in a run has a separate run-level context. Because a run cannot span periods, only one run-level context is associated with each plan context.
SCP SCBM XML message	Abbreviation for *Supply Chain Planning Supply Chain Business Modeler Extensible Markup Language message.* PeopleSoft EnterpriseOne Supply Chain Business Modeler uses XML as the format for all data that it imports and exports.
search query	You use this set of objects to pass a query string and operators to the search engine. The search index returns a set of matching results with keys to the source documents.
search/match	In PeopleSoft Enterprise Campus Solutions and PeopleSoft Enterprise Human Resources Management Solutions, a feature that enables you to search for and identify duplicate records in the database.
seasonal address	In PeopleSoft Enterprise Campus Solutions, an address that recurs for the same length of time at the same time of year each year until adjusted or deleted.
section	In PeopleSoft Enterprise Incentive Management, a collection of incentive rules that operate on transactions of a specific type. Sections enable plans to be segmented to process logical events in different sections.
security event	In commitment control, security events trigger security authorization checking, such as budget entries, transfers, and adjustments; exception overrides and notifications; and inquiries.

serial genealogy In PeopleSoft Manufacturing, the ability to track the composition of a specific, serial-controlled item.

serial in production In PeopleSoft Manufacturing, enables the tracing of serial information for manufactured items. This is maintained in the Item Master record.

service impact In PeopleSoft Enterprise Campus Solutions, the resulting action triggered by a service indicator. For example, a service indicator that reflects nonpayment of account balances by a student might result in a service impact that prohibits registration for classes.

service indicator In PeopleSoft Enterprise Campus Solutions, indicates services that may be either withheld or provided to an individual. Negative service indicators indicate holds that prevent the individual from receiving specified services, such as check-cashing privileges or registration for classes. Positive service indicators designate special services that are provided to the individual, such as front-of-line service or special services for disabled students.

session In PeopleSoft Enterprise Campus Solutions, time elements that subdivide a term into multiple time periods during which classes are offered. In PeopleSoft Contributor Relations, a session is the means of validating gift, pledge, membership, or adjustment data entry . It controls access to the data entered by a specific user ID. Sessions are balanced, queued, and then posted to the institution's financial system. Sessions must be posted to enter a matching gift or pledge payment, to make an adjustment, or to process giving clubs or acknowledgements.

In PeopleSoft Enterprise Learning Management, a single meeting day of an activity (that is, the period of time between start and finish times within a day). The session stores the specific date, location, meeting time, and instructor. Sessions are used for scheduled training.

session template In PeopleSoft Enterprise Learning Management, enables you to set up common activity characteristics that may be reused while scheduling a PeopleSoft Enterprise Learning Management activity—characteristics such as days of the week, start and end times, facility and room assignments, instructors, and equipment. A session pattern template can be attached to an activity that is being scheduled. Attaching a template to an activity causes all of the default template information to populate the activity session pattern.

setup relationship In PeopleSoft Enterprise Incentive Management, a relationship object type that associates a configuration plan with any structure node.

share driver expression In PeopleSoft Business Planning, a named planning method similar to a driver expression, but which you can set up globally for shared use within a single planning application or to be shared between multiple planning applications through PeopleSoft Enterprise Warehouse.

single signon With single signon, users can, after being authenticated by a PeopleSoft application server, access a second PeopleSoft application server without entering a user ID or password.

source key process In PeopleSoft Enterprise Campus Solutions, a process that relates a particular transaction to the source of the charge or financial aid. On selected pages, you can drill down into particular charges.

source transaction In commitment control, any transaction generated in a PeopleSoft or third-party application that is integrated with commitment control and which can be checked against commitment control budgets. For example, a pre-encumbrance, encumbrance, expenditure, recognized revenue, or collected revenue transaction.

speed key See *communication key.*

SpeedChart A user-defined shorthand key that designates several ChartKeys to be used for voucher entry. Percentages can optionally be related to each ChartKey in a SpeedChart definition.

SpeedType A code representing a combination of ChartField values. SpeedTypes simplify the entry of ChartFields commonly used together.

staging A method of consolidating selected partner offerings with the offerings from the enterprise's other partners.

standard letter code In PeopleSoft Enterprise Campus Solutions, a standard letter code used to identify each letter template available for use in mail merge functions. Every letter generated in the system must have a standard letter code identification.

statutory account Account required by a regulatory authority for recording and reporting financial results. In PeopleSoft, this is equivalent to the Alternate Account (ALTACCT) ChartField.

step In PeopleSoft Sales Incentive Management, a collection of sections in a plan. Each step corresponds to a step in the job run.

storage level In PeopleSoft Inventory, identifies the level of a material storage location. Material storage locations are made up of a business unit, a storage area, and a storage level. You can set up to four storage levels.

subcustomer qualifier A value that groups customers into a division for which you can generate detailed history, aging, events, and profiles.

Summary ChartField You use summary ChartFields to create summary ledgers that roll up detail amounts based on specific detail values or on selected tree nodes. When detail values are summarized using tree nodes, summary ChartFields must be used in the summary ledger data record to accommodate the maximum length of a node name (20 characters).

summary ledger An accounting feature used primarily in allocations, inquiries, and PS/nVision reporting to store combined account balances from detail ledgers. Summary ledgers increase speed and efficiency of reporting by eliminating the need to summarize detail ledger balances each time a report is requested. Instead, detail balances are summarized in a background process according to user-specified criteria and stored on summary ledgers. The summary ledgers are then accessed directly for reporting.

summary time period In PeopleSoft Business Planning, any time period (other than a base time period) that is an aggregate of other time periods, including other summary time periods and base time periods, such as quarter and year total.

summary tree A tree used to roll up accounts for each type of report in summary ledgers. Summary trees enable you to define trees on trees. In a summary tree, the detail values are really nodes on a detail tree or another summary tree (known as the *basis* tree). A summary tree structure specifies the details on which the summary trees are to be built.

syndicate To distribute a production version of the enterprise catalog to partners.

system function In PeopleSoft Receivables, an activity that defines how the system generates accounting entries for the general ledger.

system source The system source identifies the source of a transaction row in the database. For example, a transaction that originates in PeopleSoft Enterprise Expenses contains a system source code of BEX (Expenses Batch).

When PeopleSoft Enterprise Project Costing prices the source transaction row for billing, the system creates a new row with a system source code of PRP (Project Costing pricing), which represents the system source of the new row. System source codes can identify sources that are internal or external to the PeopleSoft system.

	For example, processes that import data from Microsoft Project into PeopleSoft applications create transaction rows with a source code of MSP (Microsoft Project).
TableSet	A means of sharing similar sets of values in control tables, where the actual data values are different but the structure of the tables is the same.
TableSet sharing	Shared data that is stored in many tables that are based on the same TableSets. Tables that use TableSet sharing contain the SETID field as an additional key or unique identifier.
target currency	The value of the entry currency or currencies converted to a single currency for budget viewing and inquiry purposes.
tax authority	In PeopleSoft Enterprise Campus Solutions, a user-defined element that combines a description and percentage of a tax with an account type, an item type, and a service impact.
template	A template is HTML code associated with a web page. It defines the layout of the page and also where to get HTML for each part of the page. In PeopleSoft, you use templates to build a page by combining HTML from a number of sources. For a PeopleSoft portal, all templates must be registered in the portal registry, and each content reference must be assigned a template.
territory	In PeopleSoft Sales Incentive Management, hierarchical relationships of business objects, including regions, products, customers, industries, and participants.
third party	A company or vendor that has extensive PeopleSoft product knowledge and whose products and integrations have been certified and are compatible with PeopleSoft applications.
3C engine	Abbreviation for *Communications, Checklists, and Comments engine.* In PeopleSoft Enterprise Campus Solutions, the 3C engine enables you to automate business processes that involve additions, deletions, and updates to communications, checklists, and comments. You define events and triggers to engage the engine, which runs the mass change and processes the 3C records (for individuals or organizations) immediately and automatically from within business processes.
3C group	Abbreviation for *Communications, Checklists, and Comments group.* In PeopleSoft Enterprise Campus Solutions, a method of assigning or restricting access privileges. A 3C group enables you to group specific communication categories, checklist codes, and comment categories. You can then assign the group inquiry-only access or update access, as appropriate.
TimeSpan	A relative period, such as year-to-date or current period, that can be used in various PeopleSoft General Ledger functions and reports when a rolling time frame, rather than a specific date, is required. TimeSpans can also be used with flexible formulas in PeopleSoft Projects.
trace usage	In PeopleSoft Manufacturing, enables the control of which components will be traced during the manufacturing process. Serial- and lot-controlled components can be traced. This is maintained in the Item Master record.
transaction allocation	In PeopleSoft Enterprise Incentive Management, the process of identifying the owner of a transaction. When a raw transaction from a batch is allocated to a plan context, the transaction is duplicated in the PeopleSoft Enterprise Incentive Management transaction tables.
transaction state	In PeopleSoft Enterprise Incentive Management, a value assigned by an incentive rule to a transaction. Transaction states enable sections to process only transactions that are at a specific stage in system processing. After being successfully processed, transactions may be promoted to the next transaction state and "picked up" by a different section for further processing.

Translate table A system edit table that stores codes and translate values for the miscellaneous fields in the database that do not warrant individual edit tables of their own.

tree The graphical hierarchy in PeopleSoft systems that displays the relationship between all accounting units (for example, corporate divisions, projects, reporting groups, account numbers) and determines roll-up hierarchies.

tuition lock In PeopleSoft Enterprise Campus Solutions, a feature in the Tuition Calculation process that enables you to specify a point in a term after which students are charged a minimum (or *locked*) fee amount. Students are charged the locked fee amount even if they later drop classes and take less than the normal load level for that tuition charge.

unclaimed transaction In PeopleSoft Enterprise Incentive Management, a transaction that is not claimed by a node or participant after the allocation process has completed, usually due to missing or incomplete data. Unclaimed transactions may be manually assigned to the appropriate node or participant by a compensation administrator.

universal navigation header Every PeopleSoft portal includes the universal navigation header, intended to appear at the top of every page as long as the user is signed on to the portal. In addition to providing access to the standard navigation buttons (like Home, Favorites, and signoff) the universal navigation header can also display a welcome message for each user.

update access In PeopleSoft Enterprise Campus Solutions, a type of security access that permits the user to edit and update data.

See also *inquiry access*.

user interaction object In PeopleSoft Sales Incentive Management, used to define the reporting components and reports that a participant can access in his or her context. All Sales Incentive Management user interface objects and reports are registered as user interaction objects. User interaction objects can be linked to a compensation structure node through a compensation relationship object (individually or as groups).

variable In PeopleSoft Sales Incentive Management, the intermediate results of calculations. Variables hold the calculation results and are then inputs to other calculations. Variables can be plan variables that persist beyond the run of an engine or local variables that exist only during the processing of a section.

VAT exception Abbreviation for *value-added tax exception.* A temporary or permanent exemption from paying VAT that is granted to an organization. This terms refers to both VAT exoneration and VAT suspension.

VAT exempt Abbreviation for *value-added tax exempt.* Describes goods and services that are not subject to VAT. Organizations that supply exempt goods or services are unable to recover the related input VAT. This is also referred to as exempt without recovery.

VAT exoneration Abbreviation for *value-added tax exoneration.* An organization that has been granted a permanent exemption from paying VAT due to the nature of that organization.

VAT suspension Abbreviation for *value-added tax suspension.* An organization that has been granted a temporary exemption from paying VAT.

warehouse A PeopleSoft data warehouse that consists of predefined ETL maps, data warehouse tools, and DataMart definitions.

work order In PeopleSoft Services Procurement, enables an enterprise to create resource-based and deliverable-based transactions that specify the basic terms and conditions for hiring a specific service provider. When a service provider is hired, the service provider logs time or progress against the work order.

worker A person who is part of the workforce; an employee or a contingent worker.

workset A group of people and organizations that are linked together as a set. You can use worksets to simultaneously retrieve the data for a group of people and organizations and work with the information on a single page.

worksheet A way of presenting data through a PeopleSoft Business Analysis Modeler interface that enables users to do in-depth analysis using pivoting tables, charts, notes, and history information.

worklist The automated to-do list that PeopleSoft Workflow creates. From the worklist, you can directly access the pages you need to perform the next action, and then return to the worklist for another item.

XML link The XML Linking language enables you to insert elements into XML documents to create a links between resources.

XML schema An XML definition that standardizes the representation of application messages, component interfaces, or business interlinks.

XPI Abbreviation for *eXtended Process Integrator.* PeopleSoft XPI is the integration infrastructure that enables both real-time and batch communication with EnterpriseOne applications.

yield by operation In PeopleSoft Manufacturing, the ability to plan the loss of a manufactured item on an operation-by-operation basis.

zero-rated VAT Abbreviation for *zero-rated value-added tax.* A VAT transaction with a VAT code that has a tax percent of zero. Used to track taxable VAT activity where no actual VAT amount is charged. Organizations that supply zero-rated goods and services can still recover the related input VAT. This is also referred to as exempt with recovery.

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