PeopleSoft®

# PeopleSoft EnterpriseOne Accounts Receivable 8.11 PeopleBook

**November 2004**

PeopleSoft EnterpriseOne Accounts Receivable 8.11 PeopleBook
SKU E1_FMS8.11AAR-B 1104
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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.

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**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.

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## 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. 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 peoplesoftpress@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 |
| Release value proposition | Support, Documentation, Documentation Updates, Category, Release Value Proposition |
| Statement of direction | Support, Documentation, Documentation Updates, Category, Statement of Direction |

| Resource | Navigation |
|---|---|
| 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.<br>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. |
| “ ” (quotation marks) | Indicate chapter titles in cross-references and words that are used differently from their intended meanings. |

| Typographical Convention or Visual Cue | Description |
|---|---|
| . . . (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.<br>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

**Address Book Number** Enter a unique number that identifies the master record for the entity. An address book number can be the identifier for a customer, supplier, company, employee, applicant, participant, tenant, location, and so on. Depending on the application, the field on the form might refer to the address book number as the customer number, supplier number, or company number, employee or applicant id, participant number, and so on.

**As If Currency Code** Enter the three-character code to specify the currency that you want to use to view transaction amounts. This code allows you to view the transaction amounts as if they were entered in the specified currency rather than the foreign or domestic currency that was used when the transaction was originally entered.

**Batch Number** Displays a number that identifies a group of transactions to be processed by the system. On entry forms, you can assign the batch number or the system can assign it through the Next Numbers program (P0002).

**Batch Date** Enter the date in which a batch is created. If you leave this field blank, the system supplies the system date as the batch date.

**Batch Status** Displays a code from user-defined code (UDC) table 98/IC that indicates the posting status of a batch. Values are:

*Blank:* Batch is unposted and pending approval.

*A:* The batch is approved for posting, has no errors and is in balance, but it has not yet been posted.

*D:* The batch posted successfully.

*E:* The batch is in error. You must correct the batch before it can post.

*P:* The system is in the process of posting the batch. The batch is unavailable until the posting process is complete. If errors occur during the post, the batch status changes to E.

*U:* The batch is temporarily unavailable because someone is working with it, or the batch appears to be in use because a power failure occurred while the batch was open.

**Branch/Plant** Enter a code that identifies a separate entity as a warehouse location, job, project, work center, branch, or plant in which distribution and manufacturing activities occur. In some systems, this is called a business unit.

**Business Unit** Enter the alphanumeric code that identifies a separate entity within a business for which you want to track costs. In some systems, this is called a branch/plant.

**Category Code** Enter the code that represents a specific category code. Category codes are user-defined codes that you customize to handle the tracking and reporting requirements of your organization.

**Company** Enter a code that identifies a specific organization, fund, or other reporting entity. The company code must already exist in the F0010 table and must identify a reporting entity that has a complete balance sheet.

**Currency Code** Enter the three-character code that represents the currency of the transaction. PeopleSoft EnterpriseOne provides currency codes that are recognized by the International Organization for Standardization (ISO). The system stores currency codes in the F0013 table.

**Document Company** Enter the company number associated with the document. This number, used in conjunction with the document number, document type, and general ledger date, uniquely identifies an original document.

If you assign next numbers by company and fiscal year, the system uses the document company to retrieve the correct next number for that company.

If two or more original documents have the same document number and document type, you can use the document company to display the document that you want.

**Document Number** — Displays a number that identifies the original document, which can be a voucher, invoice, journal entry, or time sheet, and so on. On entry forms, you can assign the original document number or the system can assign it through the Next Numbers program.

**Document Type** — Enter the two-character UDC, from UDC table 00/DT, that identifies the origin and purpose of the transaction, such as a voucher, invoice, journal entry, or time sheet. PeopleSoft EnterpriseOne reserves these prefixes for the document types indicated:

*P:* Accounts payable documents.

*R:* Accounts receivable documents.

*T:* Time and pay documents.

*I:* Inventory documents.

*O:* Purchase order documents.

*S:* Sales order documents.

**Effective Date** — Enter the date on which an address, item, transaction, or record becomes active. The meaning of this field differs, depending on the program. For example, the effective date can represent any of these dates:

- The date on which a change of address becomes effective.
- The date on which a lease becomes effective.
- The date on which a price becomes effective.
- The date on which the currency exchange rate becomes effective.
- The date on which a tax rate becomes effective.

**Fiscal Period** and **Fiscal Year** — Enter a number that identifies the general ledger period and year. For many programs, you can leave these fields blank to use the current fiscal period and year defined in the Company Names & Number program (P0010).

**G/L Date** (general ledger date) — Enter the date that identifies the financial period to which a transaction will be posted. The system compares the date that you enter on the transaction to the fiscal date pattern assigned to the company to retrieve the appropriate fiscal period number and year, as well as to perform date validations.

# PeopleSoft EnterpriseOne Accounts Receivable Preface

This preface discusses:

- PeopleSoft products.
- PeopleSoft application fundamentals.

## PeopleSoft Products

This PeopleBook refers to these PeopleSoft products:

- PeopleSoft EnterpriseOne Accounts Payable.
- PeopleSoft EnterpriseOne Advanced Pricing.
- PeopleSoft EnterpriseOne Advanced Cost Accounting.
- PeopleSoft EnterpriseOne Contract and Service Billing.
- PeopleSoft EnterpriseOne Foundation - Address Book.
- PeopleSoft EnterpriseOne General Accounting.
- PeopleSoft EnterpriseOne Real Estate Management.
- PeopleSoft EnterpriseOne Sales Order Management.
- PeopleSoft EnterpriseOne Service Management.

## PeopleSoft Application Fundamentals

Additional essential information describing the setup and design of your system appears in a companion volume of documentation called *PeopleSoft EnterpriseOne FMS 8.11 Application Fundamentals PeopleBook*

### See Also

*PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook*, "PeopleSoft EnterpriseOne Financial Fundamentals Solutions Preface"

# CHAPTER 1

# Getting Started with PeopleSoft EnterpriseOne Accounts Receivable

This chapter discusses:

- Accounts Receivable overview
- Accounts Receivable business process
- Accounts Receivable integration
- Accounts Receivable implementation

## Accounts Receivable Overview

An accounts receivable department plays an important role in managing the cash flow of a business; it is responsible for processing invoices for goods and services sold to customers of an organization and applying payments from these same customers. In addition, the accounts receivable department might want to track payment information about their customers to gather statistical information about their paying habits. By understanding customers better, businesses can provide better customer support and manage their cash flow better.

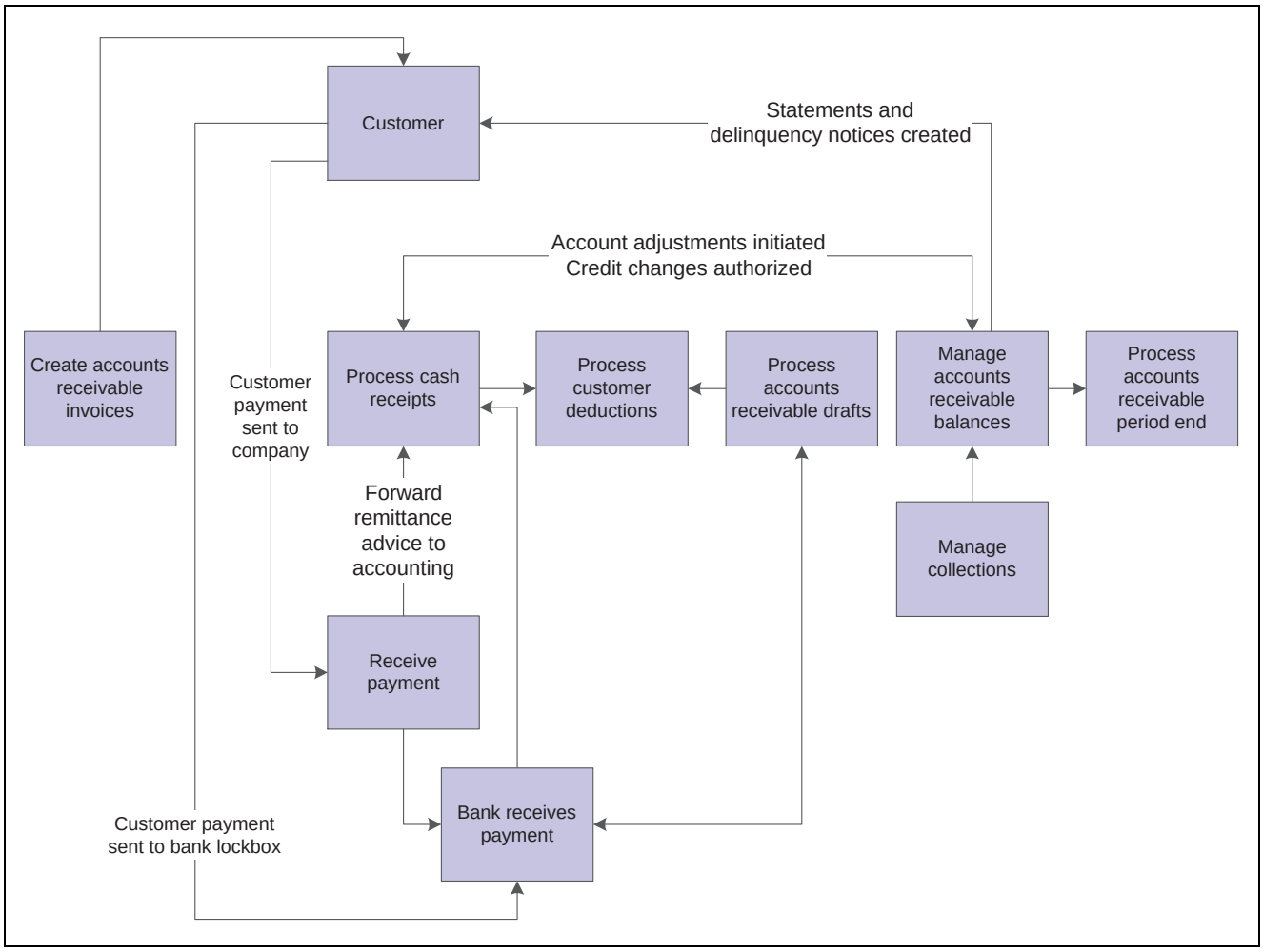
The PeopleSoft EnterpriseOne Accounts Receivable system helps you manage your cash flow with the flexibility that you need for effective cash management. It provides realtime information so that you can make immediate decisions about extending credit, forwarding collections, and applying cash.

With the Accounts Receivable system, you can streamline the day-to-day functions of your entire accounts receivable department. You can simplify and accelerate the process of applying receipts and you have up-to-date information that improves communication between your billing and your credit and collections department.

For organizations that have offices around the world, PeopleSoft EnterpriseOne software provides the flexibility needed to operate in multiple countries, each with unique currency, language, and statutory requirements.

## Accounts Receivable Business Processes

The following process flow illustrates the Accounts Receivable business processes:




Accounts Receivable system flow

# Accounts Receivable Integrations

The Accounts Receivable system integrates with these EnterpriseOne systems:

- Contract and Service Billing
- General Accounting
- Real Estate Management
- Sales Order Management
- Service Management

The Accounts Receivable system works with other PeopleSoft EnterpriseOne systems to ensure that all information is fully integrated into the general ledger and customer ledger. We discuss integration considerations in the implementation chapters in this PeopleBook. Supplemental information about third-party application integrations is located on the PeopleSoft Customer Connection website.

# Accounts Receivable Implementation

This section provides an overview of the steps that are required to implement the Accounts Receivable system.

In the planning phase of your implementation, take advantage of all PeopleSoft sources of information, including the installation guides and troubleshooting information. A complete list of these resources appears in the preface in the *About These PeopleBooks*, with information about where to find the most current version of each.

## Global Implementation Steps

This table lists the suggested global implementation steps for PeopleSoft EnterpriseOne Accounts Receivable:

| Step | Reference |
|---|---|
| 1. Set up companies, fiscal date patterns, and business units. | *PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook*, "Setting Up an Organization" |
| 2. Set up accounts, and the chart of accounts. | *PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook*, "Setting Up Accounts" |
| 3. Set up the General Accounting constants. | *PeopleSoft EnterpriseOne General Accounting 8.11 PeopleBook*, "Setting Up the General Accounting System" |
| 4. Set up multicurrency processing, including currency codes and exchange rates. | • *PeopleSoft EnterpriseOne Multicurrency Processing 8.11 PeopleBook*, "Setting Up General Accounting for Multicurrency Processing"<br>• *PeopleSoft EnterpriseOne Multicurrency Processing 8.11 PeopleBook*, "Setting Up Exchange Rates" |
| 5. Set up ledger type rules. | *PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook*, "Setting Up Ledger Type Rules for General Accounting" |
| 6. Enter address book records. | *PeopleSoft EnterpriseOne Address Book 8.11 PeopleBook*, "Entering Address Book Records" |

## Accounts Receivable Implementation Steps

This table lists the suggested implementation steps for PeopleSoft EnterpriseOne Accounts Receivable:

| Step | Reference |
|---|---|
| 1. Set up Accounts Receivable constants, user defined codes (UDCs), next numbers, automatic accounting instructions (AAIs), and payment terms. | Chapter 2, "Setting Up the Accounts Receivable System," page 5 |
| 2. Set up customer master information and customer bank information. | Chapter 3, "Setting Up Customer Master Information," page 41 |
| 3. (BRA) Set up electronic banking for Brazil. | Chapter 5, "(BRA) Setting Up Electronic Banking," page 79 |

| Step | Reference |
| --- | --- |
| 4. Set up algorithms, execution lists, and customer master records for automatic receipts processing. | Chapter 6, "Setting Up Automatic Receipts Processing," page 137 |
| 5. Set up date patterns, activity codes, delinquency policies, fee instructions, credit insurance policies, and credit and collection managers for credit and collections management processing. | Chapter 7, "Setting Up Credit and Collections Management," page 167 |
| 6. Set up batch approval and post security for invoices and receipts. Set up approved and secured users. | *PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook*, "Setting Up Batch Approval and Post Security" |
| 7. Set up drafts and deduction processing. | Chapter 2, "Setting Up the Accounts Receivable System," page 5 |

# CHAPTER 2

# Setting Up the Accounts Receivable System

This chapter provides an overview of Accounts Receivable (AR) system setup and discusses how to:

- Set up constants for Accounts Receivable.
- Set up user defined codes (UDCs) for Accounts Receivable.
- Set up next numbers for Accounts Receivable.
- Set up automatic accounting instructions (AAIs) for Accounts Receivable.
- Set up payment terms for Accounts Receivable.
- Set up activity codes for deduction processing.
- (ARG) Set up to print invoices and shipment notes.
- (ARG) Set up to print perception certificates.
- (CHE) Set up to print ESR payment slips.
- (CHN) Set up matching versions for invoice printing.
- (FIN) Calculate the Finnish reference number.

## Understanding Accounts Receivable System Setup

Before you use the Accounts Receivable system, you need to define information that the system uses during processing. For example, you must select whether to use line of business processing and date effective category codes, whether you require management approval for posting transaction batches, how you want to define reason codes for write-offs, deductions, and chargebacks, and how you want to set up payment terms. The system setup for Accounts Receivable enables you to configure the system for your business needs and to set up default values that can save you time when processing transactions.

This table describes the information that you must set up for the Accounts Receivable system:

| Feature | Description |
|---|---|
| Constants | Establish system basics, such as:<br>• Whether the system verifies that the amount and number of documents in a batch of transactions balance to the totals that you enter separately.<br>• Whether you require management approval of batches of transactions before posting.<br>• Whether you want the system to create automatic offsets in batch or in detail.<br>• The aging method, number of days, and time intervals for aging reports and online inquiries.<br>• Whether you want the system to process delinquency notices and statements for customers. |
| Enhanced A/R constants | Specify whether to use line of business processing or date effective category codes:<br>• Line of Business Processing: If you do business with one customer that is differentiated by multiple lines of business, you can distinguish these customers by product, division, or geography.<br>• Date Effective Category Codes: If you use category codes, this option enables you to assign effective dates to them. |
| Payment terms | Identify the various types of payment terms for customer's invoices, such as the net due dates, discount amount, and discount due dates. |
| AAIs | Define which accounts the system updates for accounting purposes, such as offset, suspense, and default bank accounts. |
| UDCs | Define codes, such as document types and reason codes, that are appropriate for your business needs. |
| Next numbers | Establish an automatic numbering system for documents. |
| Customer bank information | Define the various types of bank account information that is required for automatic receipts processing, draft processing, EDI, and automatic debiting. |

## See Also

*PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook*, "Setting Up Batch Approval and Post Security"

# Setting Up Constants for Accounts Receivable

This section provides overviews of Accounts Receivable constants, enhanced constants, system constants, and company constants, and discusses how to:

- Set up enhanced constants for Accounts Receivable.
- Set up system controls for Accounts Receivable.
- Set up company controls for Accounts Receivable.

## Understanding Accounts Receivable Constants

Constants provide a basic framework for how your Accounts Receivable system works, based on your business needs. When you set up Accounts Receivable constants, you set up controls for the entire system, as well as establish information by company (such as aging information). For example, you can specify whether management approval is required for posting invoices and receipts and how the system generates automatic entries when accounts receivable batches are posted.

When setting up Accounts Receivable constants, you must specify whether to process accounts receivable by line of business and whether to use date effective category codes.

Settings to Accounts Receivable constants take effect after you exit and restart the system.

The system stores Accounts Receivable constants in the General Constants (F0009) and Company Constants (F0010) tables.

**Important!** Do not change system constants after you set up the system. If you do make changes, you must be thoroughly familiar with the information that is involved because constants are central to the system processes. You should also ensure that only authorized personnel can access and maintain the constants.

## Understanding Enhanced Constants

You use the enhanced Accounts Receivable constants to specify whether to use line of business processing and date effective category codes.

### Line of Business Processing

If you conduct business with customers who have multiple lines of business, you can set up the system to process customer transactions by line of business. You can distinguish these lines of business by product, division, geography, and so on. You set up one address book record for the customer, but you use the Company field to create a customer record for each line of business. This feature enables you to process accounts receivable information, such as credit limits and collection policies, and to set up default payment terms and tax information for each customer by company (line of business).

For example, your organization, Wholesale Super Foods, sells a variety of products such as produce, frozen foods, and paper goods to customers in the retail grocery business. You might have different payment terms and tax information for a customer who orders paper goods than for those who order produce and frozen foods. With line of business processing, each product line is set up as a unique company in the system. Therefore, the system maintains a record for each company by customer.

When you enter a customer record, you do not create multiple address book records to accommodate line of business. Instead, you assign the company to the customer record that is associated with the line of business. Using the Super Foods example, company 00001 is designated for the paper products, and company 00002 is designated for produce. When the customer orders napkins and paper towels, you enter the invoice for company 00001, and the system provides the default payment terms for 1/10, Net 30 (1 percent discount if paid within 10 days with the full amount due in 30 days). When the same customer orders fresh vegetables, you enter the invoice for company 00002, and the system provides the default payment term Due Upon Receipt. By setting up line of business processing, the system can provide the proper payment terms, currency, and accounting information as the default, based on the company number that you enter on the invoice.

If you do not set up line of business processing, the system maintains only one record for company 00000 in the Customer Master by Line of Business table (F03012).

### Date Effective Category Codes

If you are using the Advanced Pricing system, you might want to select the Date Effective Category Code option on the Enhanced A/R Constants form. You use customer category codes in the Advanced Pricing system to specify the customer group and pricing to use for the customer base. By selecting this option, you can set up multiple sets of category codes for a single customer by effective date. This option enables the Advanced Pricing system to adjust the pricing based on the effective date for each customer group.

When you select the Date Effective Category Code option, the system displays Row and Form menu options from the Customer Master application that enable you to set up category codes with effective dates. If you do not select this option, the system hides these menus.

When you use date effective category codes, you cannot enter category code values in the customer record. Instead, you enter them in a date effective category code record and run a program to update the customer record.

See Chapter 3, “Setting Up Customer Master Information,” Assigning Customer Master Category Codes, page 56.

## Understanding System Constants

These constants control the Accounts Receivable system for all companies. Therefore, you set them up for company 00000 only:

- Batch Control Required

  If you want to specify the total number of documents to be entered in a batch and the corresponding amount, you can select this option. By selecting this option, the system displays the Batch Entry form, on which you enter information about the batch. This form enables you to compare what you actually entered against what you specified that you would enter, which helps you minimize entry errors.

- Manager Approval of Input

  If you select this option, the system assigns a pending status to all invoice and receipt batches, which require batch approval before you can post them.

  See *PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook*, “Setting Up Batch Approval and Post Security”.

- General Ledger Interface

  Select this option if you are using the General Accounting system. Failure to select this option results in one-sided entries that negate any integrity reporting.

- Offset Method

When you post transactions to the general ledger, you can select whether to create one offsetting entry per batch *(B),* one offsetting entry per transaction *(Y),* or one offsetting entry per pay item *(S).*

## Understanding Company Constants

When you set up Accounts Receivable constants, you can designate cash management options and default aging information by company. The constants enable you to specify whether to print statements and delinquency notices, process automatic receipts, and use different aging categories and dates for collection purposes.

When you select Accounts Receivable Constants, the system displays the companies that have been set up in the General Accounting system. At this point, the companies contain the default values from company 00000. Therefore, you only need to revise the information for the companies that you want to be different from company 00000.

Although you establish default settings for the cash management options on a company basis, you can override those settings at the customer level when you set up customer information. Many Accounts Receivable reports and batch processes enable you to specify aging information in the processing options that override the default values in the constants.

## Prerequisite

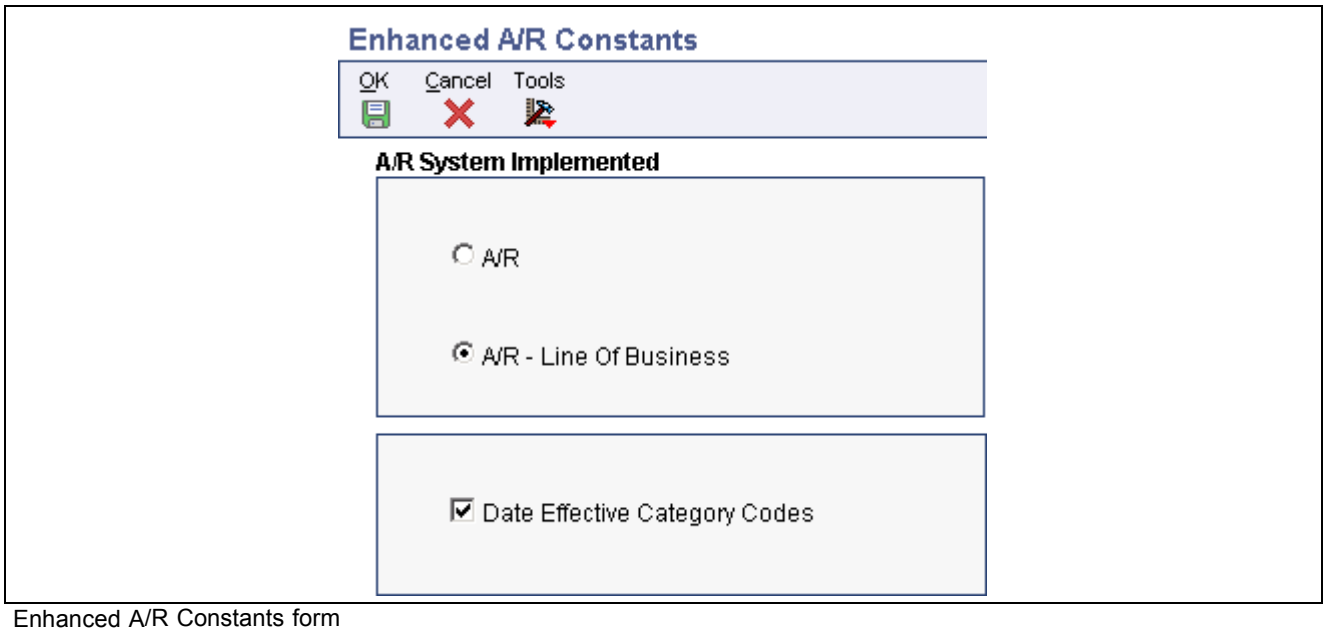
Ensure that only authorized personnel can access the Accounts Receivable constants.

## Forms Used to Set Up Constants for Accounts Receivable

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Accounts Receivable Constants | W0000D | Accounts Receivable Setup (G03B41), Accounts Receivable Constants<br>On the System Setup form, click Accounts Receivable Constants.<br>On the Work With A/R Constants form, select a company and then click Select. | Set up system controls and company controls. When you are setting up system controls, you must select company *00000* on the Work With A/R Constants form. |
| Enhanced A/R Constants | W0000C | On the Accounts Receivable Constants form, select Enhanced A/R from the Form menu. | Specify whether to use line of business processing and date effective category codes.<br>When accessing this form, you must select company *00000* on the Work With A/R Constants form. |

## Setting Up Enhanced Constants for Accounts Receivable

Access the Enhanced A/R Constants form by selecting company *00000* on the Work With A/R Constants form.




Enhanced A/R Constants form

**A/R** Select this option to specify that you do not use line of business processing.

***Warning!*** Do not change this value after setting up and using the Accounts Receivable system.

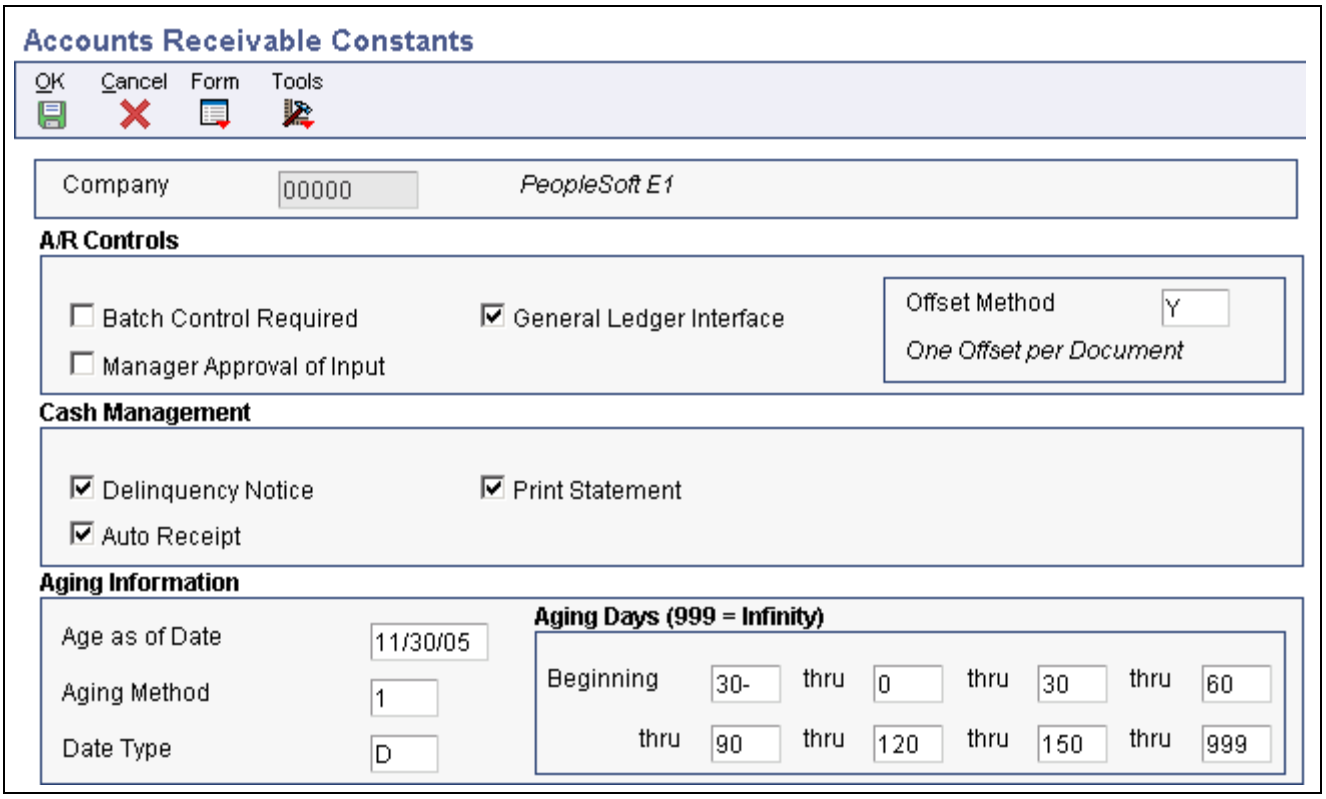
**A/R - Line Of Business** Select this option to use line of business processing. Line of business processing enables you to set up customer records by company number to provide greater flexibility when processing invoice, credit, and collection information.

***Warning!*** Do not change this value after setting up and using the Accounts Receivable system.

**Date Effective Category Codes** Select this option to use date effective category codes.

## Setting Up System Controls for Accounts Receivable

Access the Accounts Receivable Constants form by selecting company *00000* on the Work With A/R Constants form.



Accounts Receivable Constants form

**Batch Control Required** Select this option to display an additional form to verify the transaction totals for each batch. If this option is selected, the system displays an additional form when you enter invoices, receipts, and drafts. You enter the total number of documents and the total amount that you expect the batch to contain. When you finish entering each batch and exit the application, the system displays the difference, if any, between the totals that you expected to enter and the totals that you actually entered.

**Manager Approval of Input** Select this option to require managers to approve accounts receivable batches before posting them. The system assigns a pending status to batches, and a manager must approve them before they can be posted. If you do not select this option, the system assigns an approved status to batches, and manager approval is not required.

**General Ledger Interface** Select this option to update the general ledger when you enter accounts receivable transactions. If you do not select this option, the system does not update the Account Ledger table (F0911).

**Offset Method** Enter a code to specify how the system generates the offset entry (document type AE) in the F0911 table when invoices, receipts, and drafts are posted to the general ledger. The system generates offset entries for the actual amount (AA) and foreign currency (CA) ledgers only. Valid offset entry values are:

*B:* The system creates one offset for each batch by account if all transactions in the batch are in the domestic currency. You cannot use this method for multicurrency processing because the post programs cannot post batches of transactions that contain one or more foreign or alternate currencies.

*Y:* The system creates one offset for each document by account.

*S:* The system creates one offset for each pay item by account.

**Note.** If the Detailed Interco Settlements (detailed intercompany settlements) field on the General Accounting Constants form contains a value of *3,* you must specify an offset method of either *S* or *Y;* otherwise, the system returns an error when you post the batch.

## Setting Up Company Controls for Accounts Receivable

Access the Accounts Receivable Constants form.

**Delinquency Notice**

Select this option to print delinquency notices for the company based on the notification instructions that are set up for the policy that you assign to the customer.

**Note.** This option exists in both the Customer Master Information program (P03013) and the Accounts Receivable Constants program (P0000). In the Accounts Receivable Constants program, the option controls whether notices are printed for invoices that are entered for a specific company. In the Customer Master Information program, the option controls whether notices are printed for a customer.

**Auto Receipt**

Select this option to process receipts in the Accounts Receivable system by using the automatic receipt processing programs.

The option must be activated for both the customer and the company in the Accounts Receivable constants for the system to process automatic receipts.

**Print Statement**

Select this option to print statements for the company.

**Note.** This option exists in both the Customer Master Information program (P03013) and the Accounts Receivable Constants program (P0000). In the Accounts Receivable Constants program, the option controls whether statements are printed for invoices entered for a specific company. In the Customer Master Information program, the option controls whether statements are printed for invoices entered for the customer.

**Age as of Date**

Enter the date that the system uses to determine the aging category to which invoices are assigned. The system compares the aging date to the invoice date, statement date, due date, or G/L date, which is defined by the value in the Date Aging Based On field (AGE), and then uses the value in the Aging Method field (AGEM) to determine which aging category to update. If you use method *1,* the aging categories are defined in the Aging Days fields (CRDY, AGR1, AGR2, AGR3, AGR4, AGR5, AGR6, and AGR7) in the Accounts Receivable constants.

If you leave this field blank, the system uses the current date.

**Note.** The Sales Order Management system also uses this date for credit checks. Leave this field blank to ensure that the credit checks are always current.

**Aging Method**

Enter the code that designates which aging categories the system uses to assign invoices. The system uses the date specified in the Age as of Date field (DAG)

and the value specified in the Date Aging Based On field (AGE) to calculate the aging for each invoice, and then assigns them to the aging category specified by this code. Values are:

*1:* Aging days. The system assigns invoices to the aging categories specified in the Aging Days fields. The aging categories are user defined.

*2:* Fiscal periods. The system uses the fiscal periods defined by the date pattern assigned to the company record as the aging categories.

*3:* Calendar. The system uses each calendar month as an aging category.

**Date Aging Based On** Enter the code that specifies which date on the invoice record to use to calculate aging. The system compares the date on the invoice record to the date in the Age as of Date field (DAG) to determine the aging, and then updates the aging category based on the method specified in the Aging Method field (AGEM). Values are:

*I:* Invoice date

*D:* Due date

*G:* G/L date

*S:* Statement date

**Beginning** and **thru** Enter a number to define the number of days in the aging categories. The value entered in the Beginning field is used in conjunction with the value of AGR1. The values entered in the thru fields are used in conjunction with CRDY and AGR2 to define the current and first aging categories.

# Setting Up UDCs for Accounts Receivable

Many fields throughout PeopleSoft EnterpriseOne systems accept only UDCs. When you enter an invoice, for example, a UDC specifies the document type of the invoice. The system does not accept UDCs that are not defined in a UDC table. Some UDCs are hard-coded and should not be changed. Some UDCs contain a special handling code to direct the system to perform a specific function. The following discussion of UDCs for the Accounts Receivable system provides you with detailed information about whether new codes can be added, whether existing codes can be modified, and how the codes are used in programs.

## Address Book Credit Message Codes (00/CM)

You can assign codes to notify you of a customer's credit status (00/CM). These credit messages are used throughout all systems. Examples are:

- *1:* Over credit limit.
- *2:* Requires P.O.
- *3:* Not on contract maintenance.
- *7:* On credit hold per accounting.
- *B:* Bad credit risk.
- *C:* Cash basis only or C.O.D. (collect on delivery).

## Discount Reason Codes (00/DE)

You can assign a discount reason code during receipt or draft entry for tracking purposes or when you want to use multiple discount accounts. If you set up AAI item RKD*xxx* (where *xxx* is the reason code), the system uses the account that is associated with the AAI item.

If you want to track discounts by tax rate area, use discount reason codes that are the same as the tax rate area code. Examples of discount reason codes are:

- *ADJ:* Adjusted discount
- *ONT:* Ontario tax rate area
- *QUE:* Quebec tax rate area
- *UE:* Unearned discounts that were granted

**Note.** If you do not use discount reason codes, verify that blank is set up as a valid value for this UDC. Otherwise, the system returns an error when you enter a receipt or draft and grant a discount.

## Document Type Codes (00/DT)

When you enter a transaction, the system assigns a document type, such as invoice or credit memo, based on the specified UDC. The document type, along with the document number and document company, constitute the link between transactions in the Accounts Receivable and the General Accounting systems. There are two types of documents that you set up in UDC table 00/DT:

- Invoice document type codes.
- Receipt document type codes.

## Invoice Document Type Codes (00/DI)

The invoice document type identifies the type of invoice. You must set up a code for each type of document that you use when you enter invoices in UDC table 00/DI. If the document type is hard-coded, you cannot assign other document types for that type of invoice.

All invoice document types that are set up in UDC 00/DI should also be set up in UDC 00/DT. You set up default invoice and credit memo document types in the Invoice Entry MBF Processing Options program (P03B0011).

This table lists invoice document types and a description of each:

| Document Type | Description |
|---|---|
| Invoice (RI) | The system assigns this document type when you enter an invoice. |
| Recurring invoice (RR) | The system assigns this hard-coded document type when you enter an invoice and specify the number of payments and frequency. |
| Credit memo (RM) | The system assigns this document type to the invoice when you issue a credit memo. |
| Chargeback invoice (RB) | The system creates an invoice with this hard-coded document type when you designate an invoice that has not been fully paid as a chargeback in the receipt system. |

| Document Type | Description |
|---|---|
| Delinquency fee (RF) | The system creates an invoice with this hard-coded document type when you generate delinquency fees. Delinquency fees are also known as finance charges. |
| Unapplied receipt (RU) | The system creates an invoice with this hard-coded document type when you enter receipts that are not applied against any invoices. |
| A/R drafts (R1) | The system creates an invoice with this hard-coded document type when you enter drafts. |

## Receipt Document Type Codes (00/DT)

Receipt document types are also known as matching document types. They cannot exist by themselves. You must attach (or match) each to a corresponding original document, except for logged receipts. For example, a receipt is a matching document that must always have a corresponding invoice as the original document. All matching document types are hard-coded.

Unlike invoice document type codes, receipt document type codes are set up only in UDC table 00/DT.

The system provides these codes to use for matching documents when you enter and post receipts:

| Document Type | Description |
|---|---|
| Receipt (RC) | The system assigns this document type when you enter a receipt. |
| Reversing or void entry (RO) | The system assigns this document type when you void a posted receipt. |
| Spread adjustments (RS) | The system assigns this document type when you apply a credit memo to an invoice on a zero-amount receipt. |
| Insufficient funds (RV) | The system assigns this document type when you designate a receipt as NSF (for insufficient funds). |

## IPI - Address Line Sequencing (00/IA)

The IPI - Address Line Sequencing UDC table (00/IA) determines the combination of the values for the postal code, city, and country that the system includes as the second address line of the ordering customer's address on the international payment instruction (IPI).

These values are hard-coded and consistent with the requirements for IPIs. The European Committee for Banking Standards publishes the requirements for IPIs.

## IPI - Charges Paid By (00/IC)

The IPI - Charges Paid By UDC table (00/IC) contains values that specify the entity who is responsible for paying the bank charges that are associated with the IPI. These values are hard-coded and consistent with the requirements for IPIs. The European Committee for Banking Standards publishes the requirements for IPIs.

## IPI - Form Types (00/IF)

The IPI - Form Types UDC table (00/IF) contains hard-coded values that represent the types of pre-formatted IPI forms that are available to use. The values in this UDC are consistent with the requirements for IPIs. The European Committee for Banking Standards publishes the requirements for IPIs.

## IPI - Languages and Countries (00/IL)

Most of the values for the UDCs for IPIs are hard-coded. However, you must set up values for the IPI - Languages and Countries (00/IL) UDC table.

IPIs must be printed in English, but they can also contain a second language. You specify the secondary language by setting up a value in the IPI - Languages and Countries UDC table (00/IL). Some countries require that you print IPI forms with a secondary language; for some countries, the use of a secondary language is optional. The European Committee for Banking Standards publishes the requirements for IPIs.

When you set up the IPI - Languages and Countries UDC, you complete the Special Handling field with a value from the Language (01/LP) UDC table. The system uses the value in the Special Handling field to determine the secondary language that prints on the IPI form. If you do not want the system to print a secondary language on the IPI form, set the Special Handling code for a country to *E* (English). Generally, you use the language of the country where the customer's bank is located.

You can set up only one language per country. For example, for banks in Belgium, you must specify a secondary language, but you can select to use French, German, or Dutch. In the 00/IL UDC, you can set up only one of those languages for Belgium; you cannot set up a value for each language.

This table shows examples of the languages that you can set up for countries:

| Codes | Description 01 | Description 02 | Special Handling |
|---|---|---|---|
| *AT* | Austria | O - German | *G* |
| *BE* | Belgium | R - French, Dutch, or German | *F* |
| *CH* | Switzerland | O - German, French, or Italian | *F* |
| *DE* | Germany | R - German | *G* |
| *DK* | Denmark | Unspecified - Danish | *DN* |
| *ES* | Spain | R - Spanish | *S* |
| *FI* | Finland | R - Finnish and Swedish | *FN* |
| *FR* | France | R - French | *F* |
| *GB* | United Kingdom | NA | *E* |

## IPI - Details of Payment (00/IP)

The IPI - Details of Payment UDC table (00/IP) determines the data that appears in the Details of Payment section on the IPI. These values are hard-coded and are consistent with the requirements for IPIs. The European Committee for Banking Standards publishes the requirements for IPIs.

### Payment Status Codes (00/PS)

Payment status codes (00/PS) indicate whether an invoice is approved, pending, paid, and so on. You assign a payment status code if you need to change the status that the system has assigned. These payment status codes are hard-coded:

- *A:* Approved for payment.
- *D:* Draft accepted.
- *E:* Draft - expired not collected.
- *G:* Draft deposited not due.
- *H:* Held pending approval.
- *P:* Paid in full.
- *R:* Retainage.

### Payment Instrument Codes (00/PY)

Payment instrument codes (00/PY) specify various methods of payment. You can assign a payment instrument code to invoices to differentiate them for different types of processing. Examples of payment instruments used in the Accounts Receivable system include:

- *A:* Auto debits
- *D:* Draft by invoice
- *F:* Draft by statement
- *T:* Electronic funds transfer

### Credit Manager Codes (01/CR) and Collection Manager Codes (01/CM)

You can assign codes to specify who is responsible for updating and approving credit information, such as credit limits, and who is responsible for approving collections information, such as delinquency fees and notices. For the manager represented by this code to receive workflow messages, you must also specify the manager's address book number in the Description 2 field.

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**Note.** The Credit Manager UDC (01/CR) requires that you also set up blank as a valid value. You must enter some character in the Description 1 field, such as a period, to set up the code as blank.

---

### Dun & Bradstreet Rating Codes (01/DB)

You can assign codes (01/DB) to identify the Dun & Bradstreet credit rating for customers. Examples are:

- *BA1:* High
- *BA2:* Good
- *BA3:* Fair
- *BA4:* Limited

### Language Preference Codes (01/LP)

You can assign codes (01/LP) to identify the language for invoices, statements, and so on. Examples are:

- Blank (default): Domestic language
- *F:* French

- *G:* German

### Experian Rating Codes (01/TR)

You can assign codes (01/TR) to specify the Experian credit ratings for customers. Examples are:

- *AAA:* Excellent
- *BBB:* Good

### Aging Vocabulary Codes (03B/AG and H00/AG)

You can assign aging vocabulary codes (03B/AG and H00/AG) to specify the terminology on the A/R aging reports.

Examples for UDC 03B/AG include:

- *1:* Over
- *2:* Previous
- *3:* Future
- *4:* Current

Examples for UDC H00/AG include:

- *D:* Due date
- *G:* G/L date
- *I:* Invoice date
- *S:* Statement date

### Chargeback Reason Codes (03B/CB)

You must assign a chargeback reason code (03B/CB) to explain the reason for entering chargeback for the invoice. Examples are:

- *DA:* Disputed amounts
- *DD:* Disallowed discount amount
- *SP:* Short payment
- *SU:* Spread unapplied amount

### Collection Reason Codes (03B/CL)

You can assign collection reason codes (03B/CL) to explain why an invoice is delinquent. Examples are:

- *BK:* Customer in bankruptcy
- *DP:* Disputed by customer
- *NP:* Delinquent/non-payment

### Deduction Reason Codes (03B/CR)

You must assign a deduction reason code (03B/CR) when you create a deduction to indicate the reason that you entered it. Examples are:

- *DA:* Disputed amount

- *DG:* Damaged goods
- *GR:* Goods returned
- *PD:* Pricing discrepancy
- *SS:* Short shipment
- *UD:* Undefined claim

### Paid Late Codes (03B/PL)

Paid late codes (03B/PL) indicate whether a customer pays an invoice on time or whether it is paid late. The system assigns this code to the Paid Late field (PDLT) in the Receipts Detail table (F03B14) when you run the Statistics History Update program (R03B16). Values are:

- *0:* Invoice paid on time
- *1:* Invoice paid late

### Activity Priority Codes (03B/PR)

Activity priority codes (03B/PR) specify the sequence in which the system displays action items for credit and collection management purposes. The action item with the highest priority should be assigned priority *1*. These activity priority codes are hard-coded:

- *1:* Priority 1
- *2:* Priority 2
- *3:* Priority 3
- *4:* Priority 4
- *5:* Priority 5

### Write-Off Reason Codes (03B/RC)

When you write off a portion of an invoice, you must assign a reason code (03B/RC) to describe the adjustment to the invoice amount. The reason code that you assign corresponds to the AAI item RA*xx* (where *xx* is the reason code) that the system uses to locate the account that you want to debit. Examples are:

- *BD:* Bad debit
- *CN:* Concession
- *DA:* Disputed amount
- *MW:* Minor write-off amount
- *RV:* Revisions - data entry error
- *TF:* Disputed tax or freight
- *VD:* Void - duplicate entry
- *WO:* Miscellaneous write-off

Enter *1* in the Special Handling field for each reason code for which you want to accumulate write-off amounts in the Minor Write-Off (MWO) field in the A/R Statistical History (F03B16) and A/R Statistical Summary (F03B16S) tables. If you leave the Special Handling field blank, the system accumulates the associated amounts in the Bad Debt (BDBT) field.

The system accumulates these write-off amounts when you run the Statistics History Update program (R03B16).

See Chapter 2, "Setting Up the Accounts Receivable System," Setting Up AAIs for Accounts Receivable, page 24.

### Standard Receipt and Draft Type Input Codes (03B/RE)

Type input codes (03B/RE) indicate how receipts and drafts are applied to invoices. These examples are hard coded for standard receipts entry and the draft entry programs:

- *10:* Simple invoice match.
- *11:* Match automatic chargeback discount.
- *15:* Match with write-off.
- *16:* Match with chargeback.
- *17:* Match with deduction.
- *25:* Standalone write-off.
- *26:* Standalone chargeback.
- *27:* Standalone deduction.
- *30:* Partial NSF (used in draft processing only).
- *36:* Partial NSF chargeback (used in draft processing only).

### Speed Receipt Type Input Codes (03B/SA)

Speed receipt type input codes (03B/SA) specify the input method to use to enter receipts using the Speed Receipts Entry method. The following speed receipt type input codes are hard-coded:

- *1:* Unapplied receipt
- *2:* Balance forward receipt
- *3:* Logged receipt
- *4:* General ledger

### (CHE) Upload Text Program (03B/UP)

You set up the Upload Text Program UDC to specify the program that you use to upload text files from the Text File Processor program (P007101) to the Electronic Receipts Input table (F03B13Z1). To upload text files for ESR payment slip processing, specify R03B803 (Upload ESR Payments).

### Void/NSF Reason Code (03B/VR)

Void reason codes (03B/VR) indicate the reason for which a receipt is voided or designated as NSF. Examples are:

- *DSP:* Dispute
- *ECK:* Error check
- *NSF:* NSF receipt
- *PNS:* Partial NSF
- *RF:* Refund
- *VOD:* Void receipt

## Replaced Character (04/RC)

If the text file that you transfer contains letters or special characters that are not recognized by the bank, you can set up replacement characters in UDC 04/RC.

Unlike most UDC codes, the system does not use the code that you specify in this UDC; it uses the first character from the Description 1 field and replaces it with the first character in the Description 2 field. For example, you could replace the letter *Z* with the number *0*. If you leave the Description 2 field blank, or accidentally enter the value in the second space of the field, the system replaces the character specified in the Description 1 field with blank.

The system uses this table only if the appropriate processing option is enabled in program P0457D.

The system scans the text file for the characters that are specified in the Description 1 field in UDC 04/RC. It then replaces those characters with the alternate characters that you specify in the Description 2 field. Thus, the system deletes the unacceptable characters from the text file and replaces them with acceptable characters. For example, if the bank does not recognize umlauted letters, you can replace them with the two-letter equivalent, such as *ae* for ä, *oe* for ö, and so on.

---

**Note.** The system replaces a single character with multiple characters only for the German programs German Bank File Format and Statement Diskette, and Create A/P Bank Diskette - Germany. When you use the Replaced Character UDC for other programs, the system replaces the character that is identified in the Description 1 field with only the first character in the Description 2 field.

---

You can specify that the system replace a single character with one alternate character or with multiple alternate characters. When you specify multiple alternate characters, the length of the string does not change; if the original string is three characters, the modified string is three characters. The system drops certain characters from the string if inserting all of the alternate characters would result in the modified string exceeding the allowed length of the string.

This examples illustrate how the system replaces a single character with multiple characters:

| Replacement | Original String | Modified String | Result |
|---|---|---|---|
| Replace *A* with *FG* | *ABC* | *FGB* | To retain field length of three, the system drops the *C* from the string. |
| Replace *A* with *FG* | *ABCxxx* (where *x* equals blank) | *FGBCxx* (where *x* equals blank) | To retain the field length of six, the system drops the last blank from the string. |
| Replace *B* with *FGHI* | *ABC* | *AFG* | To retain the field length of three, the system replaces only the first two letters. |

## Special Character (04/SC)

If the text file that you transfer contains letters or special characters that are not recognized by the bank, you can add them to UDC 04/SC and replace them with the value that is specified in the processing option for the Copy Bank File to Diskette program (P0457D).

Unlike most UDC codes, the system does not use the code that you specify in this UDC; it uses the characters that you define in the Description 1 field. You can specify up to 30 characters in the Description 1 field, and if you need more, you can add another code and specify additional characters in the Description 1 field for that code. The system replaces all values in the Description 1 field for all codes with the value in the processing option.

For example, if you enter *!@#$%* in the Description 1 field and enter */* in the value of the corresponding processing option, the system replaces every instance of *!, @, #, $,* and *%* in the text file with */*.

---

**Note.** To replace characters with blank, leave the processing option for Replacement Character blank. If you do not want to use replacement characters, do not set up any codes in UDC 04/SC.

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### (JPN) Receipt Type - Japan (75/RE)

Set up UDCs to identify each type of receipt that you want to include in the summarized invoices (Kagami) that you print. For example, you can set up codes for these types of receipts:

- RA - A - Adjustment
- RC - C - Cash receipts
- RK - A - Cash receipts - check
- RO - A - Reversing or void
- RV - A - Insufficient funds
- RA - A - Chargeback
- R1 - D - Draft

### See Also

*PeopleSoft EnterpriseOne Tools 8.94 PeopleBook: Foundation*

Chapter 8, “Processing Invoices,” page 197

Chapter 7, “Setting Up Credit and Collections Management,” Setting Up Credit and Collection Managers, page 187

# Setting Up Next Numbers for Accounts Receivable

When a program retrieves a next number from the Next Numbers - Automatic table (F0002), it references a specific line in the next number table for the appropriate system. If the next number table becomes damaged, or if entries are mistakenly deleted, you must set up the next number for the appropriate program on the specific line. The following table provides the information that is necessary to create the next number entries for the Accounts Receivable system (03B):

| Line Number | Description | Function |
|---|---|---|
| 1.0 | Invoice number | To provide a document number for invoices that are generated from the Sales Order Management system or that are entered manually. |

| Line Number | Description | Function |
|---|---|---|
| 2.0 | Unapplied receipt | To provide a document number for the RU invoice record (F03B11) that the system generates when you enter an unapplied receipt. |
| 3.0 | Chargeback number | To provide a document number for the RB invoice record (F03B11) that the system generates when you charge back a customer for an unearned discount or other short payment. |
| 4.0 | Statement number | To provide a number that prints on the statement for tracking purposes. |
| 5.0 | Receipt number | To provide a document number for RC receipt records in the F03B13 and F03B14 tables.<br><br>**Note.** The processing option to automatically assign receipt numbers must be set up. |
| 6.0 | Draft number | To provide a document number for the R1 invoice record (F03B11) that the system generates when you enter a draft. |
| 7.0 | Credit memo | To provide a document number for credit invoices that are generated from the Sales Order Management system or that are entered manually. |
| 8.0 | Activity ID | To provide an internal number for tracking activity detail records in the Customer Activity Log table (F03B31). |
| 9.0 | Not used | NA |
| 10.0 | Payment ID | To provide an internal number for tracking receipt records in the F03B13 and F03B14 tables. |

## See Also

*PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook*, "Setting Up System Next Numbers"

# Setting Up AAIs for Accounts Receivable

This section provides an overview of Accounts Receivable AAIs and the search sequence for AAIs, and lists available Accounts Receivable AAIs.

### See Also

*PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook*, "Working with Automatic Accounting Instructions"

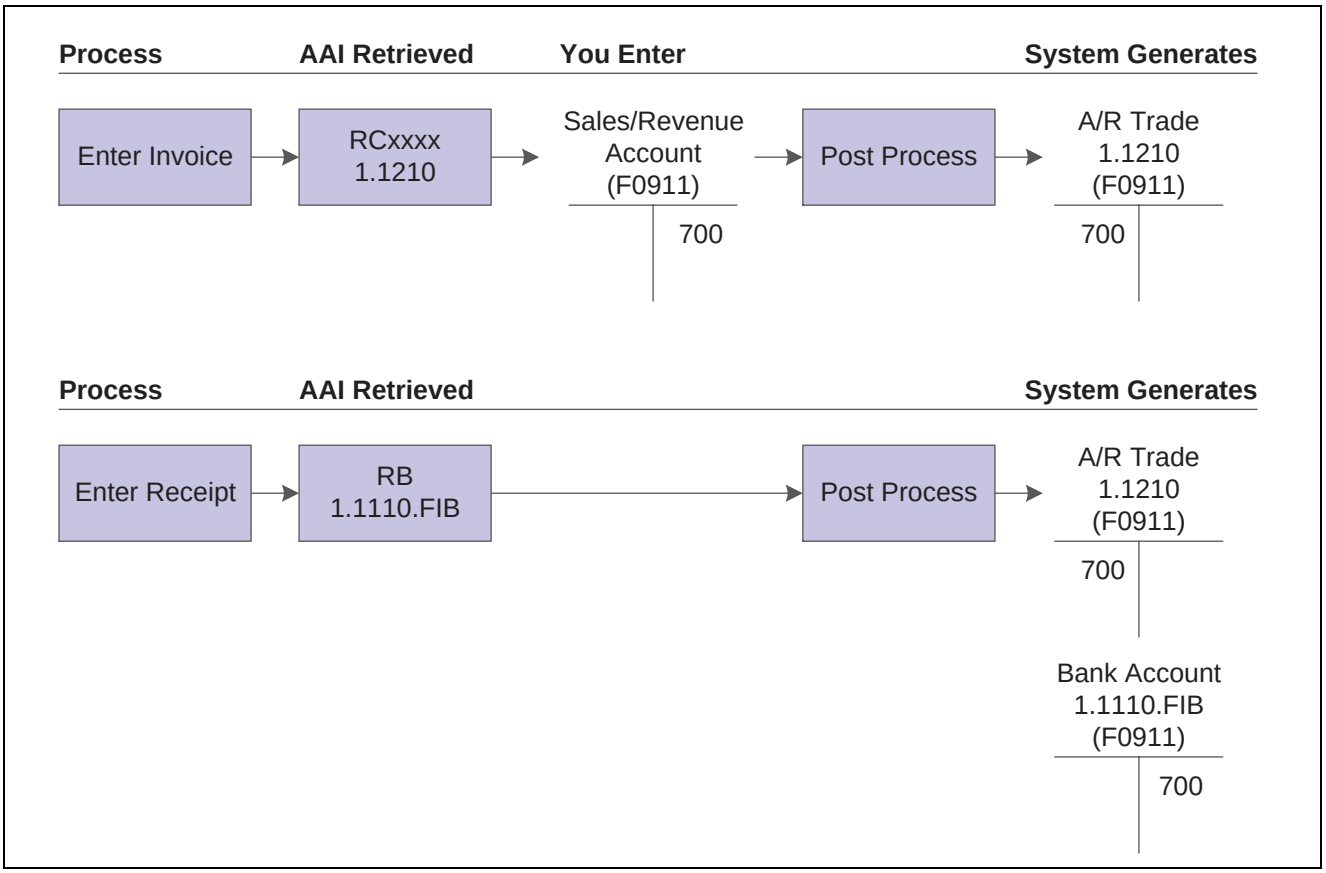
## Understanding Accounts Receivable AAIs

Each time you enter a transaction for which the system must create journal entries, the system must locate the appropriate account numbers. It does this by reviewing the AAI table for codes that correspond to the transaction. For example, AAIs direct the system to the accounts receivable trade account to debit when you post invoices or which bank account to debit when you post receipts.

The name of an AAI item, such as RC, is hard-coded. AAI items for Accounts Receivable always start with the letter R. For example, RC is the AAI item for the receivables class (trade) account, and RB is for the receivables bank account. Each AAI item has account codes consisting of a business unit, an object, and optionally, a subsidiary, which are mapped to the chart of accounts.

If you do not define a business unit in the AAI items RA, RC, RKD, RFC, and RFD, the system assigns the security business unit from the invoice. The security business unit, which is assigned to the customer Address Book record, is used as a default business unit when you enter invoices. If you do not assign a business unit to the AAI, the business unit from the invoice is concatenated with the object account of the AAI and is used as the account number. This process provides additional flexibility and enables specific accounts to be tracked by the business unit.

This diagram illustrates how the Accounts Receivable system uses AAIs for instructions during invoice and receipt processing:




AAIs for invoice and receipt processing

Each time that you enter a transaction, the system locates the:

- Company number
- G/L offset

The system reviews the appropriate AAI table to locate an account number that has been set up for the combination of company and AAI item. If an account number exists for the combination, the system uses that account. If no account number exists, the system uses the account set up for company 00000.

# Understanding the Search Sequence for AAIs

Each AAI has a hierarchical sequence by which the system searches for an account number. These examples show how the system searches for the account number for an A/R trade account when a G/L offset code is used and when the G/L offset code is not used.

### Example 1: Search Sequence for A/R Trade Account with G/L Offset

If you enter an invoice for company 00001 with a G/L offset TRAD, the system searches for the A/R trade account according to this hierarchical sequence:

1. The system searches for AAI item RCTRAD for company 00001 to locate the A/R trade account.
2. If the system cannot locate this AAI item, the system searches for item RCTRAD for company 00000.
3. If the system cannot locate this AAI item, the system returns an error message that the AAI is missing.

### Example 2: Search Sequence for A/R Trade Account Without G/L Offset

If you enter an invoice for company 00001, but do not enter a G/L offset (the G/L Offset field is blank), the system searches for the A/R trade account according to this hierarchical sequence:

1. The system searches for AAI item RC*xxxx* for company 00001 to locate the A/R trade account.
2. If the system cannot locate this AAI item, the system searches for item RC*xxxx* for company 00000.
3. If the system cannot locate this AAI item, the system returns an error message that the AAI is missing.

### See Also

*PeopleSoft EnterpriseOne Multicurrency Processing 8.11 PeopleBook*, "Setting Up Accounts Receivable for Multicurrency Processing," Setting Up Multicurrency AAIs for Accounts Receivable

## Available Accounts Receivable AAIs

This section discusses the available Accounts Receivable AAIs.

### Receivables Bank (RB)

The AAI item RB (receivables bank) specifies the default bank account to use if one is not provided in the receipt record. This AAI is optional. The system retrieves the bank account to use based on the company number on the receipt. If the AAI item is not specified for a particular company, the system uses the account that is set up for the RB AAI for company 00000.

The business unit is not required for this AAI. If you leave the business unit blank, the system uses the business unit from the customer's address book record when you enter the receipt.

### Receivables Trade (RCxxxx)

The receivables trade (class) accounts serve as holding or clearing accounts until invoices are paid. The AAI item RC specifies the offset account that the system uses during the post process. The system creates this record with a document type AE (automatic entry).

The RC class can be specific for each customer. When you enter an invoice, the system retrieves the class code from the customer record, or you can specify a code on the invoice. You are not required to set up a business unit for this AAI item. Set up these RC items:

- Default AAI item for company 00000.
- Company-specific AAI items.
- G/L offsets RC*xxxx* (where *xxxx* is the G/L offset) for company 00000.
- Company-specific G/L offsets.
- Default AAI item for other receivables.

This table illustrates how to set up RC items:

| Item | Description | Co | BU | Obj | Sub | Seq No. |
|---|---|---|---|---|---|---|
| RC | Default receivables class | | 100 | 1210 | | 3.110 |

| Item | Description | Co | BU | Obj | Sub | Seq No. |
|---|---|---|---|---|---|---|
| RC | Company 200-specific receivables class | 200 | 200 | 1210 | | 3.110 |
| RCNOTE | Default Notes Receivables class code | | 150 | 1210 | | 3.110 |
| RCNOTE | Company 200-specific receivables class | 200 | 250 | 1210 | | 3.110 |
| RCUSD | Company-specific currency class | 70 | 70 | 1210 | | 3.110 |

The system uses the business unit on the invoice in conjunction with the object account to locate the proper trade account. If the account combination (business unit and object) does not exist, the system returns an error message.

## Unapplied Receipts (RCUC)

The AAI item RCUC specifies the default account to use for automatic offsets that are created when you post an unapplied receipt to a specific customer's account and not to an invoice.

Set up the default AAI item for company 00000 for all companies that use the same A/R trade account, and set up specific AAIs for companies with A/R trade accounts different from company 00000. This setup is required.

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**Note.** If you do not set up RCUC, the system does not use RC*xxxx* as the default.

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When you set up this AAI, the business unit is optional. If you leave the Business Unit field blank, the system uses the business unit from the customer's address book record.

## Logged Receipts (RCLC)

The AAI item RCLC specifies the default asset account that the system uses for automatic offsets when you post a receipt without identifying a customer. This default facilitates quick entry to cash received. Logged receipts are matched to invoices, a customer, or a statement at a later time. For logged receipts, the AAI item RCLC is required. If you do not set up RCLC, the system does not use RC*xxxx* as the default. When you set up this AAI, the business unit is required.

## Write-Offs (RAxx)

The AAI item RA*xx* specifies the expense accounts used for write-offs. The *xx* code is set up in UDC 03B/RC and represents the write-off reason, such as BD for bad debt.

Set up the default AAI item for company 00000 for all companies that use the same expense account, and set up specific AAIs for companies with expense accounts different from company 00000. When you set up this AAI, the business unit is optional. If you leave the Business Unit field blank, the system uses the business unit of the invoice that is being written off.

### Discounts Taken (RKDxxx)

The AAI item RKD*xxx*, where *xxx* is the discount reason code on the receipt or draft, defines the accounts for discounts taken. The system searches for the appropriate AAI based on this hierarchy:

1. The system searches for RKD*xxx*, where *xxx* is the discount reason code, for the company on the invoice that the receipt or draft pays.
2. If not found, the system searches for RKD*xxx*, where *xxx* is the discount reason code, for company 00000.
3. If the discount reason code is blank, the system uses RKD for the company on the invoice that the receipt or draft pays.
4. If RKD for the company on the invoice is not set up, the system uses RKD for company 00000.

The system uses this AAI for automatic entries that are created when you post receipts or drafts with discounts taken. Discounts are not recognized until you run the post program.

Set up the default AAI item for company 00000 for all companies that use the same discount-taken account or specific AAIs for a company with a different discount-taken account. When you set up this AAI, the business unit is optional.

### Delinquency Fees (RFC and RFD)

Delinquency fees use two AAIs to recognize revenue and receivables:

- RFC: Specifies the revenue accounts to credit when you assess delinquency fees.
- RFD: Specifies the receivables accounts to debit when you assess delinquency fees.

The system debits and credits these accounts when you generate delinquency fees in final mode.

Set up default AAI items RFC and RFD for company 00000. You can set up specific AAI items RFC and RFD for each company if you want to record fees differently by company. When you set up this AAI, the business unit is optional.

### Deductions (RN)

You use the AAI item RN (Deductions) to specify the suspense account for an unresolved deduction amount. If you leave the Business Unit field blank, the system uses the business unit of the invoice from which the amount is deducted.

### Drafts (RD1x - RD5x)

You use the AAI items RD1*x* through RD5*x* for draft processing. You should set up draft AAIs for each company for which you use a different account number. That is, you do not need to set up an AAI for each company that uses the same account. If the system cannot find an AAI for a specific company, it uses the AAI from company 00000.

See Chapter 4, “Setting Up Accounts Receivable Drafts,” page 67.

### Netting (NC)

You use the netting AAI (NC) as a suspense account until the netting transaction is complete. For example, if you have a credit (RM document) in Accounts Receivable, and you want to reimburse a customer for the amount, run the Generate Reimbursements program (R03B610). The system:

1. Debits the A/R trade account (AAI RC) and credits the suspense account (AAI NC).
2. Debits the suspense account (AAI NC) and credits the Accounts Payable (AP) trade account (AAI PC).

3. Debits the AP trade account (AAI PC) when the voucher is paid.

   Because no expense side exists for the voucher, the system uses the NC netting account as the expense for the voucher.

The system also uses this AAI when you perform AR or AP netting using the Manual Netting program (P03B455).

# Setting Up Payment Terms for Accounts Receivable

Payment terms are used by the Accounts Payable and Accounts Receivable systems to specify a payment due date and, optionally, a discount percent and discount due date.

See *PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook*, "Setting Up Payment Terms".

# Setting Up Activity Codes for Deduction Processing

This section provides an overview of deduction activity codes and discusses how to set up deduction activity codes.

### See Also

Chapter 18, "Processing Deductions," Researching and Resolving Deductions, page 582

## Understanding Deduction Activity Codes

When you receive payment from customers, a customer might reduce the amount of a payment for unknown reasons, or for reasons that might be associated with a specific invoice or a group of invoices, such as damaged goods. The amount by which a customer's payment is reduced is known as a deduction.

Before researching and resolving a deduction, you can set up additional activity codes to specify which type of activity the system uses to resolve the deduction.

The Accounts Receivable system provides default activity codes. However, you might want to set up additional codes that meet organization-specific needs. For example, you can set up additional activity codes for write-offs to correspond with specific write-off reason codes.

You can use activity codes to:

- Provide an audit trail for research tasks.
- Resolve the deduction.

The system uses codes to assign an action to the deduction. Each action creates a record in the A/R Deduction Activity table (F03B41).

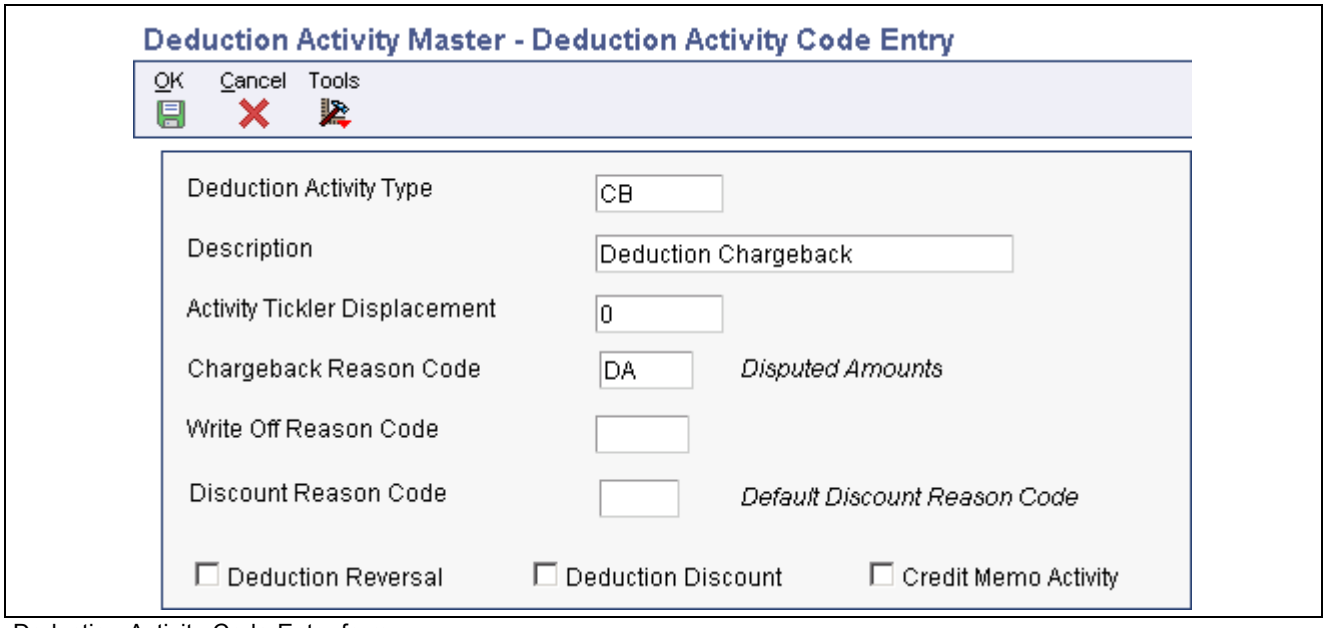
The system stores deduction activity codes in the Deduction Activity Master table (F03B42).

# Form Used to Set Up Deduction Activity Codes

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Deduction Activity Code Entry | W03B42B | Credit & Collections Setup (G03B411), Deduction Activity Master<br>On the Work With Deduction Activity Codes form, click Add. | Set up deduction activity codes to specify which type of activity the system uses to resolve the deduction. |

# Setting Up Deduction Activity Codes

Access the Deduction Activity Code Entry form.




Deduction Activity Code Entry form

**Deduction Activity Type** Enter the code that represents a specific instruction that is used to resolve a deduction. This field is required.

**Activity Tickler Displacement** Enter the number of days the system adds to the activity date to calculate the deduction tickler date.

**Chargeback Reason Code** Enter the code that identifies the reason that a chargeback was generated for an invoice during receipt entry. Typical chargeback reason codes are:

*DA:* Disputed amounts.

*DD:* Unearned (disallowed) discount amount.

---

**Note.** The system does not accept Blank as a valid value, even if it is defined in the UDC table.

---

**Write Off Reason Code** A code that identifies the reason that the write-off occurred. Typical reason codes are:

*BD:* Bad debt

*DC:* Damaged goods

*MW:* Minor amount write-off

*TF:* Tax or freight dispute

**Deduction Reversal** Select this option to create an activity that reverses the deduction. When you use the activity that is created, the system closes the deduction records and reopens the invoice for the amount of the deduction.

**Deduction Discount** Select this option to create an activity that settles the deduction as a discount taken.

**Credit Memo Activity** Select this option to create an activity to apply the deduction to a credit memo.

**Note.** You can leave the Description, Activity Tickler Displacement, Chargeback Reason Code, and Write Off Reason Code fields blank to indicate that you will resolve the deduction using the Request Additional Information activity.

# (ARG) Setting Up to Print Invoices and Shipment Notes

This section provides an overview of General Resolution 3434 and discusses how to:

- Add the CIF code.
- Add record type $C.
- Relate issue places to address book records.
- Set up print program versions.

## Understanding General Resolution 3434

Article 11 of General Resolution 3434 stipulates that the commercial address that appears on the invoice or equivalent document must be the business or physical location where the invoice is issued.

In the case of shipment notes or equivalent documents, the location where goods are issued (warehouse or depot) must be the business address. The address of the place where goods are dispatched must be the same as the issue place address.

CIF codes are used to relate the issue place with an address book record, which stores the address and other data about the issue place.

Setting up this relationship causes the invoice printing programs to retrieve the issue place address instead of the company address.

If this relationship is not defined, the business address is printed instead of the issue place address.

To set up the issue place relationship, complete these steps:

1. Add the CIF code.
2. Add record type $C.
3. Relate the issue place to the address book record.

## Prerequisites

Before you complete the tasks in this section:

- Create a record for each issue place in the Address Book Revisions program (P01012).

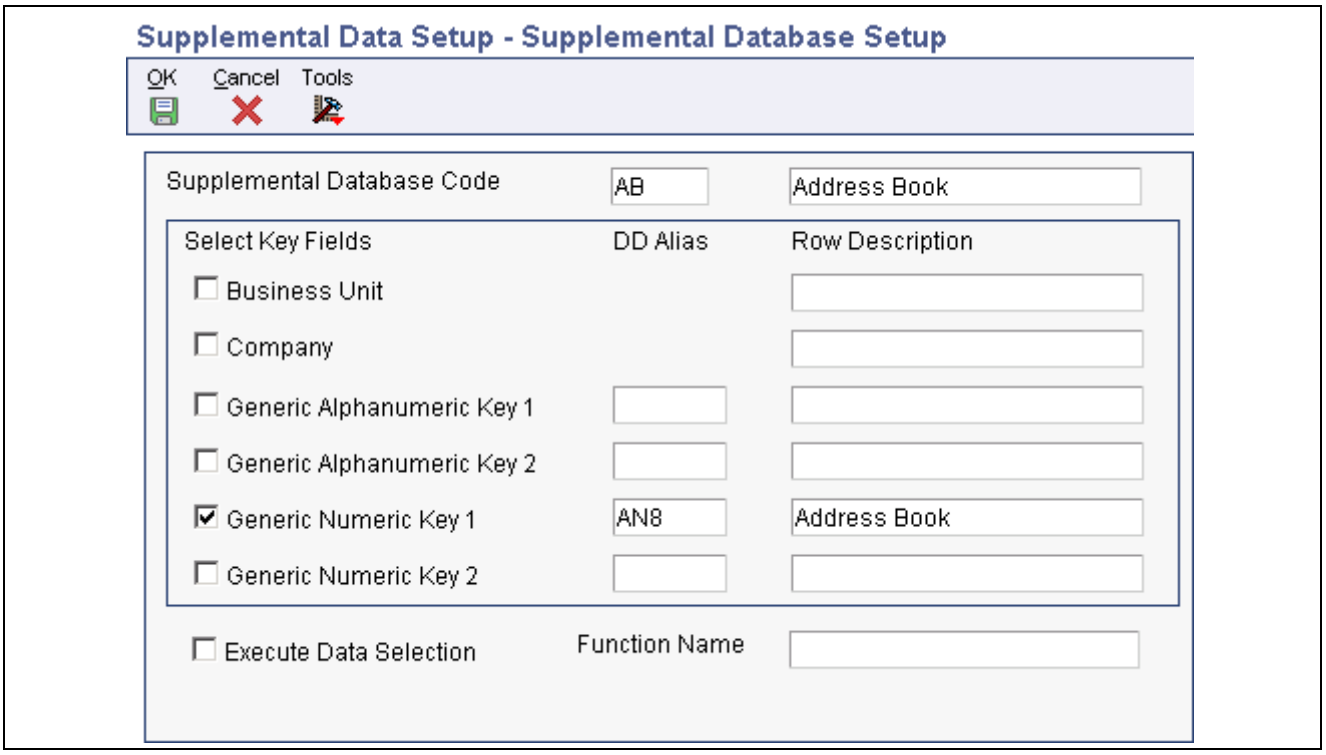
  See *PeopleSoft EnterpriseOne Address Book 8.11 PeopleBook*, “Entering Address Book Records”.
- Add issue place codes to UDC 76A/LE.

## Forms Used to Set Up to Print Invoices, Shipment Notes, and Perception Certificates

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work With Supplemental Database Setup | W00091B | CIF Supplemental Data (G01312), Supplemental Data Setup | Locate supplemental data types. |
| Supplemental Database Setup | W00091A | On the Work With Supplemental Database Setup form, click Add. | Add the CIF code. |
| Data Type Revisions | W00091D | On Work the With Supplemental Database Setup form, select the address book record, and then select Work With Data Type from the Row menu.<br>On the Work With Data Types form, click Add. | Add record type $C. |
| General Description Entry | W00092C | CIF Supplemental Data (G01312), Supplemental Data<br>On the Work With Supplemental Data form, enter the address book number of the issue place in the header area, and then click Find.<br>Select the row with data type $C, and then click Select. | Relate issue places to address book records. |

## Adding the CIF Code

Access the Supplemental Database Setup form.




Supplemental Database Setup form

**Supplemental Database Code** Enter *AB* in this field to specify Address Book.

**Generic Alphanumeric Key 1** Select this option to use the data that you enter in the Generic Alphanumeric Key 1 field as a key field for supplemental data.

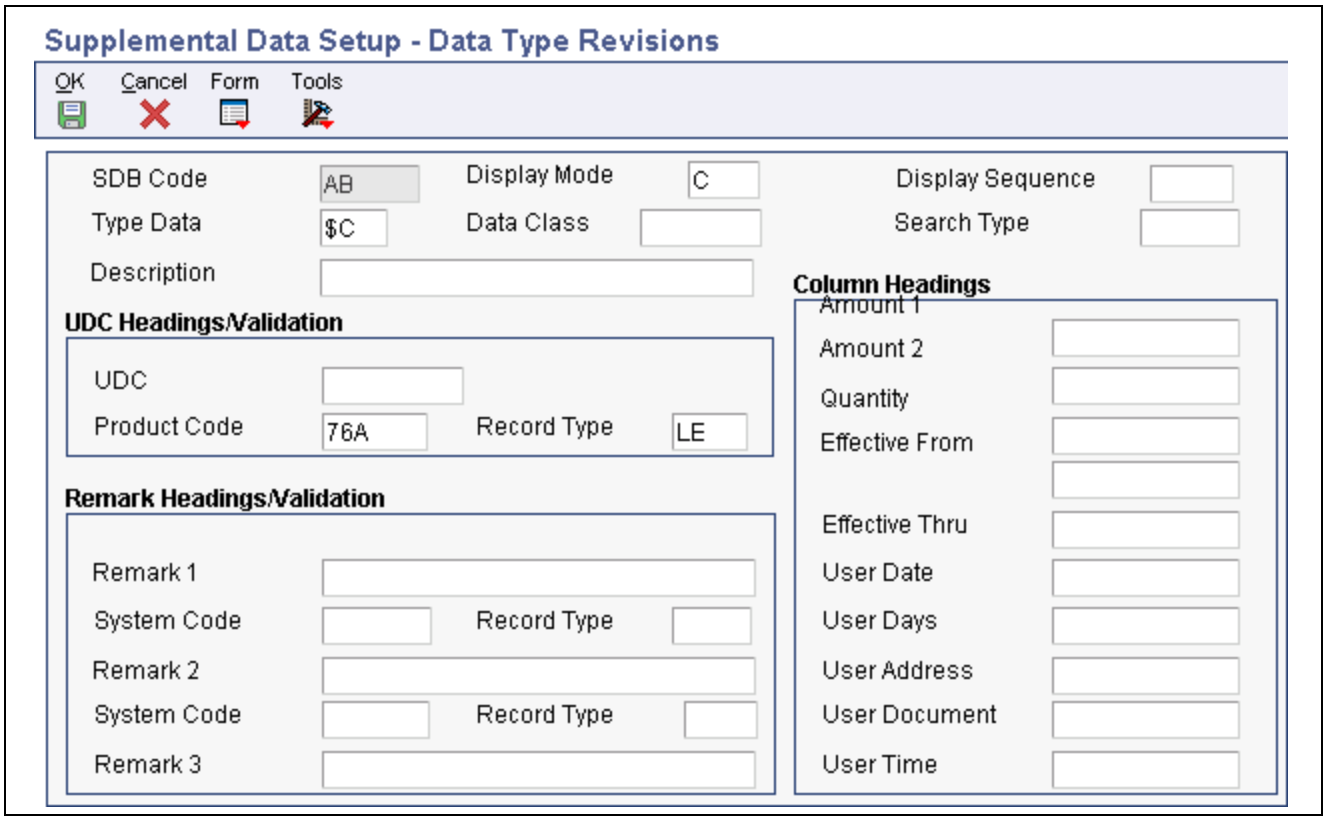
If you select this option, you must enter a valid data dictionary alias in the corresponding DD Alias (SAL1) field. Before you can use the data dictionary alias, you must set up the alias in UDC Valid Alphanumeric Aliases (00/S2).

When you select Generic Alphanumeric Key 1, and you enter a valid alias, the field appears with the data dictionary name as a key field on the Work With Supplemental Data form. If you enter data in the corresponding Row Description (SBD1) field, the data that you enter appears as the key field name on the Work With Supplemental Data form.

**DD Alias** (data dictionary alias) Enter *AN8* in this field to specify the address number alias.

## Adding Record Type $C

Access the Data Type Revisions form.




Data Type Revisions form

**Type Data**

Enter *$C* in this field to group data by categories.

This is a required field for setting up any data type. You can use an existing data type, or you can create a new data type by entering one or two characters for the code.

**Product Code**

Enter *76A* in this field to identify the system for the UDC that is related to the data type. This field works with the Record Type field to identify the code type table that the system uses to verify the data type. When you leave both fields blank, the system does not verify the data type.

For example, a valid code for data type SKILL (skills) must exist in the table for system 08 and code type SK. If you enter a skill code that is not in the table, the system displays an error message.

This field applies only to the code format (C) data types.

**Record Type**

Enter *LE* in this field.

The Record Type and Product Code fields work together to associate a UDC table to the UDC (alias GDC1) field. The system uses the UDC table to verify data that you enter in the UDC (alias KY) field on the General Description Entry form.

For example, if you enter *08* in the Product Code field and *SK* in the Record Type field, the data that you enter in the UDC (alias KY) field on the General Description Entry form must exist in UDC table 08/SK.

If you leave the Record Type and Product Code fields blank, you can enter any data in the data entry field for the UDC (alias KY) column on the General Description Entry form.

This is an optional field for setting up supplemental data types in code format.

## Relating Issue Places to Address Book Records

Access the General Description Entry form.

**User Def Code** (user defined code) — Enter the issue place code for each issue place.

**Effective Date** — Enter the effective date for each issue place.

**Remark** — Enter the address book number for each issue place.

**Note.** The data that you enter in the Remark (alias RMK) field depends on how you set up the Remark 1 (alias GDC2) and corresponding System Code (alias SY1) and Record Type (alias RT1) fields on the Data Type Revisions form. If you associated the Remark 1 (alias GDC3) field with a record, the data that you enter in the Remark (alias RMK) field must be a valid value in the associated record. If you did not associate the Remark 1 (alias GDC3) field with a record, the system accepts any data (within the size constraints) that you enter in the Remark (RMK) field.

## Setting Up Print Program Versions

To print invoices for Argentina, you must set up these versions:

- Identically named versions of the Invoice Print program (R03B505) and the PO Invoice Print program (R76A03B5).
- XJDE0001 and ZJDE0001 versions of the Print Invoice / Shipment Note - ARG - 42 program (R76A566) and the Generate Invoice / Shipment Note WF - ARG - 42 program (R76A567).

# (ARG) Setting Up to Print Perception Certificates

This section provides an overview of printing perception certificates and discusses how to:

- Set processing options for Perception Report - 03B (R76A8050).
- Set up activity codes.
- Set up tax categories.
- Set up perception codes.

## Understanding the Printing of Perception Certificates

The system uses the Perception Report - ARG - 03B program (R76A8050) to print perception certificates without a legal number when you print the invoices that correspond to the perception certificates.

These programs call the Perception Report ARG - 03B program:

- PO Invoice Print (R76A03B5).
- PO Invoice/Shipment Note Print (R76A565).

To print perception certificates, you must complete the Perception tab of the processing options for the PO Invoice Print program (R76A03B5) or the PO Invoice/Shipment Note Print program. You must also set up the customer number of the invoice subscription in the processing options for the Perception Report - 03B program.

To comply with General Resolution 738/99, you must set up regulations, tax categories, and perception codes when you print perception certificates.

## Setting Processing Options for Perception Report - 03B (R76A8050)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

### General

This processing option is used to specify the customer number of the invoice subscription.

**Suscriptor Address Number** Specify the customer number of the invoice subscription.

## Setting Up Activity Codes

Use UDC 76A/CR to set up the activity codes under which the company can operate. Enter the codes and corresponding descriptions in conformity with General Resolution 738/99.

**Important!** This description is the concept of the perception certificate.

This table provides an example of how you might set up UDC 76A/CR:

| Codes | Description 01 | Special Handling | Hard Coded |
|---|---|---|---|
| *493* | *Importaciones* | | N |
| *663* | *Importaciőn de carnes* | | N |

## Setting Up Tax Categories

Use UDC 76A/CI to set up tax category codes in conformity with General Resolution 738/99.

This table provides an example of how you might set up UDC 76A/CI:

| Codes | Description 01 | Special Handling | Hard Coded |
|---|---|---|---|
| *217* | *Impuesto a las ganancias* | | N |
| *767* | *Impuesto al valor agregado* | | N |

## Setting Up Perception Codes

You must associate the tax codes from UDC 76A/TC with the perception activity codes from UDC 76A/CR and the tax categories from UDC 76A/CI. You set up this association in UDC 76A/PE. You specify the tax codes in the Codes field, the activity code in the Description 01 field, and the tax category in the Description 02 field, as shown in this example:

| Codes | Description 01 | Description 02 | Special Handling | Hard Coded |
|---|---|---|---|---|
| *FTIMP01* | 663 | 767 | | N |
| *IVA21PIA* | 248 | 767 | | N |
| *IVAPERA* | 248 | 767 | | N |
| *PER* | 663 | 217 | | N |
| *PER1* | 265 | 767 | | N |
| *PER2* | 267 | 767 | | N |
| *PRU* | 463 | 217 | | N |
| *REB-PER* | 663 | 217 | | N |

Setting up activity codes, tax categories, and perception codes is necessary for printing perception certificates and running the SICORE report.

# (CHE) Setting Up to Print ESR Payment Slips

Create a version of the Print Invoices program (R42565) or the Invoice Print program (R03B505) that calls the Maintain ESR Reference Number business function (B03B0220).

# (CHN) Setting Up Matching Versions for Invoice Printing

Before you run the Print Invoice from A/R program (R03B505), you must set up matching versions for the GUI Interface file from A/R program (R75C03B1) and the Print Invoice from A/R program (R03B505).

You can set up versions by either copying or adding versions. The other programs retrieve processing options from the GUI Interface file from A/R program.

# (FIN) Calculating the Finnish Reference Number

This section provides an overview of the Finnish reference number and discusses how to set up the reference number business function.

## Understanding the Finnish Reference Number

In Finland, companies use reference numbers to identify the invoices that are sent to customers. The customers then include the reference numbers on their payments, which enables the payments to be transferred to the invoicing company's bank account that is reserved for payments with a reference number.

Invoicing companies can formulate their own reference numbers. The reference number must include one or more of these numbers:

- Company number
- Invoice number
- Customer number

You do not need to include all three numbers, but you must include at least one of these numbers in the reference number. It is recommended that you use the invoice number.

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**Note.** For periodically recurring payments, such as rents, the item number should not form part of the reference number.

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A short reference number reduces the risk of entry errors. However, a reference number should not be shorter than four digits (three digits plus the check digit). The maximum length for a reference number is 20 digits (19 digits plus the check digit).

### Check Digits

The last digit of the reference number is always a check digit. The check digit provides a means of validating the reference number to prevent erroneous data from being entered.

The check digit is calculated in this manner:

1. Each digit in the basic reference number (for example, the invoice number) to be verified is multiplied by the weights 7, 3, and 1 from right to left.

   That is, the right-most digit is multiplied by 7, the next digit to the left is multiplied by 3, the next digit to the left is multiplied by 1, the next digit to the left is multiplied by 7, and so on until the first digit has been multiplied.

2. The results of the multiplications are added together.
3. The sum is rounded up to the nearest 10, and then the sum is subtracted from the rounded number.

The resulting difference is the check digit, which becomes the last digit of the reference number. If the resulting difference is 10, the check digit is 0.

### Example: Calculation of the Check Digit

This example illustrates the calculation of a check digit.

Reference number (invoice number): 4 5 3 2 1 2 3 4

1. Assign weights from right to left:

| Digit | Digit | Digit | Digit | Digit | Digit | Digit | Digit |
|---|---|---|---|---|---|---|---|
| 4 | 5 | 3 | 2 | 1 | 2 | 3 | 4 |
| 3 | 7 | 1 | 3 | 7 | 1 | 3 | 7 |

2. Multiply each digit of the reference number by the corresponding weight:

| Digit | Digit | Digit | Digit | Digit | Digit | Digit | Digit |
|---|---|---|---|---|---|---|---|
| 4 | 5 | 3 | 2 | 1 | 2 | 3 | 4 |
| 3 | 7 | 1 | 3 | 7 | 1 | 3 | 7 |
| 12 | 35 | 3 | 6 | 7 | 2 | 9 | 28 |

3. Add the resulting numbers: 12 + 35 + 3 + 6 + 7 + 2 + 9 + 28 = 102.
4. Round up the sum to the nearest 10: 110.
5. Subtract the sum from the rounded number: -102.
6. The difference is the check digit: 8.

The full reference number is: 4 5 3 2 1 2 3 4 8.

# Setting Up the Reference Number Business Function

The system provides this business function that calculates Finnish reference numbers, including the check digit:

| Field | Value |
|---|---|
| Object Name | N74V0001 |
| Description | Generate Reference Number Finland |
| Object Type | Minor business rule |
| Location | Client/Server |
| Language | NER |

This business function is not attached to any program. To use this business function, you must add a call to the business function from the program with which you want the reference number to be calculated.

## Data Structure

This table specifies the data structure of the Generate Reference Number Finland business function:

| Name | Description | Req/Opt (Required /Optional) | I/O/Both |
|---|---|---|---|
| szCompany | Company | Opt<br>(optional) | Input |
| mnAddressNumber | Customer number | Opt | Input |
| MnDocVoucherInvoiceE | Invoice number | Opt | Input |
| xzReferenseNumber | Reference number | Req<br>(required) | Output |
| mnLengthCompanyNumber | Length of company number (1-3 characters) | Opt | Input |
| mnLengthAddressNumber | Length of customer number (1-8 characters) | Opt | Input |
| mnLengthInvoiceNumber | Length of invoice number (1-8 characters) | Opt | Input |
| szErrorMessage | Error text | Req | Output |
| DocumentPosInRefNumber | Position of company number in the reference number | Opt | Input |
| AddressPosInRefNumber | Position of customer number in the reference number | Opt | Input |
| InvoicePosInRefNumber | Position of the invoice number in the reference number | Opt | Input |

**Note.** Although these items are optional, the reference number must include at least one of these items:

Company

Customer number

Invoice number

# CHAPTER 3

# Setting Up Customer Master Information

This chapter provides an overview of customer master information and discusses how to:

- Enter customer master records.
- (TWN) Set up customer constants for Taiwan.
- Assign customer master category codes.
- Revise and delete customer master records.

## Understanding Customer Master Information

The customer master record contains information and processing instructions that the system uses to process sales orders, accounts receivable transactions, and credit and collections information. For example, it might specify a credit limit for the customer or designate whether delinquency notices should be sent or statements printed.

The system stores the information that you enter in a customer record in these tables:

- Customer Master by Line of Business (F03012).

  Unless designated otherwise, the system updates this table with all the information that you enter on the Customer Master Revision form.

- Address Organization Structure Master (F0150).

  The system updates this table with the parent/child relationship that you establish in the customer record.

### Common Element Used in This Chapter

**Customer Number** Displays a number assigned by Next Numbers (P0002) that identifies a customer in the Address Book system.

***Warning!*** You must verify that an address book record does not exist for the customer before you create it. No mechanism exists for merging address book records and their corresponding transactions.

## Entering Customer Master Records

This section provides an overview of customer master records and discusses how to:

- Set processing options for Customer Master Information (P03013).
- Set processing options for Customer Master MBF — PO (P0100042).
- (ARG) Set processing options for Additional A/B Information (P760101A).
- Create customer master records.
- (ARG) Enter additional customer master information for Argentina.
- (ARG) Enter customer withholding information for Argentina.
- (BEL) Enter customer information for parent companies.

### See Also

*PeopleSoft EnterpriseOne Address Book 8.11 PeopleBook*, "Entering Address Book Records"

*PeopleSoft EnterpriseOne Multicurrency Processing 8.11 PeopleBook*, "Setting Up Accounts Receivable for Multicurrency Processing," Setting Up Customer Records for Multicurrency Processing

*PeopleSoft EnterpriseOne Tax Processing 8.11 PeopleBook*, "Setting Up Tax Information," Setting Up Default Values for Taxes

Chapter 7, "Setting Up Credit and Collections Management," Assigning Credit and Collection Information to Customers, page 188

*PeopleSoft EnterpriseOne Customer Relationship Management Application Fundamentals 8.11 PeopleBook*, "Managing Customer Information"

*PeopleSoft EnterpriseOne Data Interface for Electronic Data Interchange 8.11 PeopleBook*, "Setting Up EDI Interfaces," Setting Up Customer Billing Instructions

*PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook*, "Setting Up the System for Pay When Paid Processing," Customer Master Setup

Chapter 6, "Setting Up Automatic Receipts Processing," Setting Up Customers to Process Receipts Automatically, page 164

## Understanding Customer Master Records

Before you can bill a customer for goods or services, you must enter a customer master record. Each customer master record is uniquely identified in the system by a number called the address book number. You can enter an address book record directly using the Customer Master Information program (P03013) or you can use the Address Book program (P01012). An address book record for a customer must exist in the system before you can enter a customer master record.

When you enter a customer master record, you specify these types of information:

- Information for invoice and manual receipt processing.
- G/L account information.
- Information for processing automatic receipts.
- Tax information
- Currency information.
- Billing and shipping information for processing sales orders.
- Credit and collection information.

- EDI information for processing sales orders electronically.
- Category code information.

## Prerequisite

Review the information about line of business processing to determine whether you need to set up customer information by company.

See Chapter 2, "Setting Up the Accounts Receivable System," Setting Up Constants for Accounts Receivable, page 7.

## Forms Used to Enter and Revise Customer Master Information

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work With Customer Master | W03013A | Customer Invoice Entry (G03B11), Customer Master Information. | • Locate and delete customer master records.<br>• Select customer master records for review and revision. |
| Customer Master Revision | W03013B | On the Work With Customer Master form, click Add. | Create and revise customer master records. |
| A/B Additional Information - Revision | W760101AB | On the Customer Master Revision form, complete the steps to enter a standard customer record and then click OK.<br>The system displays this form if the user preferences contain a Localization Country code of AR (Argentina). | Enter country-specific information for Argentinean customers.<br>Argentinean customer information is saved in the A/B Tag Table - ARG 04 table (F760101A). |
| A/B Withholding Information - Revision | W760101AC | On the A/B Additional Information - Revision form, click OK. | Enter customer withholding information for Argentinean customers. |
| Work With Addresses | W01012B | Daily Processing (G0110), Address Book Revisions. | • Locate and delete address book records.<br>• Select address book records for revision. |
| Address Book Revision | W01012A | On the Work With Addresses form, locate the customer whom you want to be the parent, and then select A/B Revision from the Row menu. | In case multiple addresses have the same VAT registration number, specify the customer whom you want designated as the parent. This code designates all sales and VAT information for that specific address to print on the report listing. |

# Setting Processing Options for Customer Master Information (P03013)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

## Entry

This processing option specifies whether the system displays the Tax ID field on the Customer Master Revision form. You can also specify that the system display the Tax ID field as disabled (gray).

**1. Tax ID** Specify whether to display the Tax ID field when you add a customer record. You can also specify whether to hide this field. When you hide this field, the field will be unavailable for input. Values are:

Blank: Display the Tax ID field.

*1:* Hide the Tax ID field.

*2:* Disable the Tax ID field.

## Defaults

These processing options specify the default values to assign to the Search Type and Amount Currency Code fields.

**1. Search Type** Specify the default value for the Search Type field on the Work with Customer Master form. Click the Search button for a list of valid search types. If you leave this processing option blank, the system uses * as the default value and the system locates all address book records.

**2. Amount Currency Code** Specify the default currency code for the A/B Amount field. If you leave this processing option blank and the A/B Amount field on the Customer Master Revision form is blank, the system uses the currency code of the company assigned to the Business Unit field on the Address Book Revision form.

The A/B Amount field appears on the Customer Master Revision form only if multicurrency is activated in the General Accounting Constants program (P0000).

## Versions

These processing options specify the version of programs that the system uses.

**1. Customer Master MBF (P0100042) Version** Specify the version of the Customer Master MBF - PO program (Master Business Function) the system uses. If you leave this processing option blank, the system uses the default version ZJDE0001.

**2. Address Book (P01012) Version** Specify the version of the Address Book program (P01012) that the system uses. If you leave this processing option blank, the system uses the default version ZJDE0001.

# Setting Processing Options for Customer Master MBF - PO (P0100042)

If you want the system to add the address book category code values that you enter to the corresponding category codes in the customer master record, you must set a processing option in the master business function (MBF) for the customer master (P0100042). The processing option works only when you add category code values on a new address book record at the time that you enter the address book record.

The system does not copy category codes from the customer master record to the address book record.

If the address book record already exists, the system does not copy new or changed category code values. If you want to update the customer master with changes that you make to address book category codes, you must run the Copy Category Codes to Customer Master program (R01050).

The system stores address book category codes in the Address Book Master table (F0101). The system stores customer master category codes in the Customer Master by Line of Business table (F03012).

## Outbound

These processing options specify how you want the system to identify and write records when you use outbound interoperability processing.

**1. Transaction Type** Specify the transaction type that the system uses when you activate the interoperability feature. If you leave this processing option blank, the system will not perform outbound interoperability processing.

**2. Change Transaction Image** Specify whether the system writes a before image for a change transaction. A before image is the record written before the system makes the change. The after image is the record written after the change. Values are:

Blank: Write the after image only.

*1:* Write before and after images.

## Default

This processing option specifies whether the system updates the customer record with the category code values that you add to an address book record.

**1. Default Category Codes** Specify whether to use the category code values from the address book record as the default values for the corresponding category codes on the customer record. Values are:

Blank: Do not use the category code values from the address book record as default values.

*1:* Use the category code values from the address book record as default values.

---

**Note.** The system uses default category code values for the customer record only when you add a new address book record. The system does not update existing customer records with changes to category code values.

---

# (ARG) Setting Processing Options for Additional A/B Information (P760101A)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

### General

This processing option is used to specify whether the system allows duplicate tax identification.

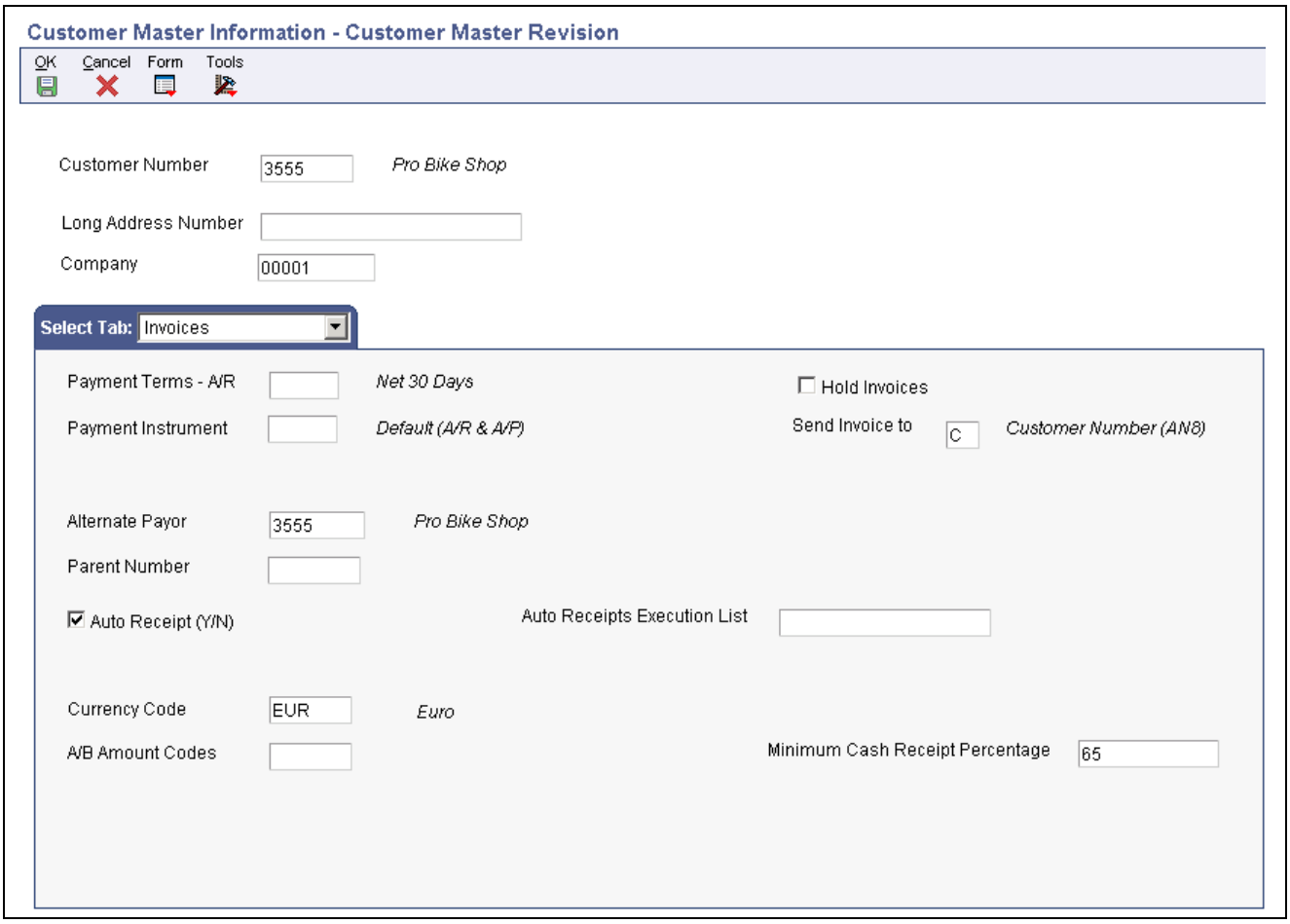
**PO Item** Specify whether the system allows duplicate tax identification. Values are:

Blank: The system does not allow duplicate tax identification.

*1:* The system allows duplicate tax identification.

# Creating Customer Master Records

Access the Customer Master Revision form.




Customer Master Revision form

**Long Address Number** Enter a user defined name or number that identifies an address book record. To locate the customer record or enter invoices for the customer using the long address number, precede it with the appropriate character that you define in the Address Book Constants. The system converts the long address number to the customer address book number in the entry or inquiry program.

**Company** Specify the company for which the customer master default information applies. The system uses the information that you set up by company when you enter an invoice or process credit and collection information for that company.

If you do not set up a customer master record for a specific company, the system uses the information that you define in the company 00000 record for that customer. If you add customer master information for a specific company and information does not exist for company 00000, the system automatically creates a customer master record for company 00000. The system uses the information that you entered for the specific company.

## Invoices

Select the Invoices tab.

**Payment Terms - A/R** Enter the code that indicates the default payment terms for a customer. Payment terms determine the due date, discount amount, and discount due date that the system assigns when you create an invoice. Use a blank code

for the payment terms that you use most frequently. Examples of payment terms include:

Blank: Net 15

*1:* 1/10 net 30

*2:* 2/10 net 30

*D:* Due upon receipt

*N:* Net 30

*P:* Prox 25th

**Payment Instrument**

Enter the user defined code (00/PY) that indicates the default payment instrument for a customer. The payment instrument specifies how payments are made by the customer. For example:

*C:* Check

*D:* Draft

*T:* Electronic funds transfer

The information that you enter is used as the default value when you enter invoices for the customer.

**Send Invoice to**

Enter the code that identifies the billing name and address that the system prints on invoices. Valid codes are:

*C:* Customer (AN8)

*N:* Do not print. The Real Estate Management system (15) ignores this value; it uses the value of the Print Invoice field (INVP) from the billing record or lease.

*P:* Parent (PA8)

*R:* Payor (PYR)

*1:* 1st Address Number (AN81)

*2:* 2nd Address Number (AN82)

*3:* 3rd Address Number (AN83)

*4:* 4th Address Number (AN84)

*5:* Factor Special/Payee (AN85)

*6:* 5th Address Number (AN86)

---

**Note.** With the exception of Payor, which you set up in the customer record in the Alternate Payee field (AYPR), each of the codes correspond to related address information that you set up in the address book record.

---

---

**Note.** If you have a Who's Who entry that is set up with type code *B* (for billing), the system overrides the billing name with the entry from the Who's Who record.

---

**Hold Invoices**

Select to prevent invoices from being manually entered. If you select this option, the system issues an error message if you attempt to enter invoices

using the Speed Invoice Entry (P03B11SI) or Standard Invoice Entry (P03B11) programs.

The system ignores this field if invoices are generated from the Sales Order Management system.

**Alternate Payor** Enter the address number of the person or company that the system assigns to the Payor field (PYR) on Customer Ledger records (F03B11) that you enter for the customer. If you leave this field blank, the system assigns the customer number as the payor.

If you change the value of this field after invoices have been entered for the customer, you must run Update A/R from Address Book (R03B802) to update the value on the invoice records. The system does not use this value as a default for the Payor field (ALKY) in the receipt or draft entry programs; however, you can select invoice records to pay based on the value of Payor.

**Parent Number** Enter the address book number that identifies the parent of the customer. You can link multiple customers to a parent account for printing invoices, statements, and delinquency notices, and to review account activity.

**Auto Receipt (Y/N)** Select to specify that a customer is eligible to process receipts in the Accounts Receivable system using the automatic receipt processing programs.

---

**Note.** This option must be selected for both the customer and the company in the Accounts Receivable constants for the system to process automatic receipts.

---

**Auto Receipts Execution List** Enter the name of the execution list that defines the order in which the system runs algorithms for the customer during automatic receipts processing.

**Currency Code** Enter the code that identifies the default currency that the system assigns to invoices that you enter for the customer. You can override this value when you enter the invoice, or you can leave this field blank and assign the currency code for each transaction.

**A/B Amount Codes** (address book amount codes) Enter the currency in which amounts are stored in the address book. For example, the credit limit, invoiced this year, invoiced prior year, and so on. The currency you specify is used to record and store transaction history. If you leave this field blank, the system uses the currency code specified in the Amount Currency Code processing option. If that processing option is blank, the system uses the currency code of the company assigned to the Business Unit field on the Address Book Revision form.

**Minimum Cash Receipt Percentage** Enter the percentage that indicates the threshold of paid invoices that must be reached in a pay when paid group for the system to automatically release the corresponding vouchers for payment. Enter a whole number between 0 and 100.

---

**Note.** If you leave this field blank or enter *0*, the system automatically releases vouchers in a pay when paid group when at least one cash receipt, regardless of the receipt amount, has been applied to an invoice in the group and you run the Pay When Paid Automatic Release program (R03B470).

---

## G/L Distribution

Select the G/L Distribution tab to enter default account information.

**G/L Offset**

Enter the code that determines the A/R trade account that the system uses as the offset when you post invoices. The system concatenates the value that you enter to the AAI item *RC* to locate the trade account. For example, if you enter *TRAD*, the system searches for the AAI item RCTRAD to locate the account to use for the offset. The value in this field can be alphanumeric or can match the object code of the G/L account number. If you leave this field blank, the system uses the account that is set up for RC to locate the account number.

The value in this field can also be used to locate the offset for unapplied receipts if you specify its use in the processing options for Standard Receipts Entry or the draft entry programs. Otherwise, the system uses the account that is set up for RCUC.

You can override the value of this field when you enter the transaction.

---

**Note.** Do not use class code *9999*; it is reserved for the post program and indicates that offsets should not be created.

---

**Model JE Doc Type / No / Co**(model journal entry document type, document number, and document company)

Enter the model journal entry that the system uses for a customer.

If you specify a model journal entry, do not specify a default account number. If you specify both, the system uses the model journal entry.

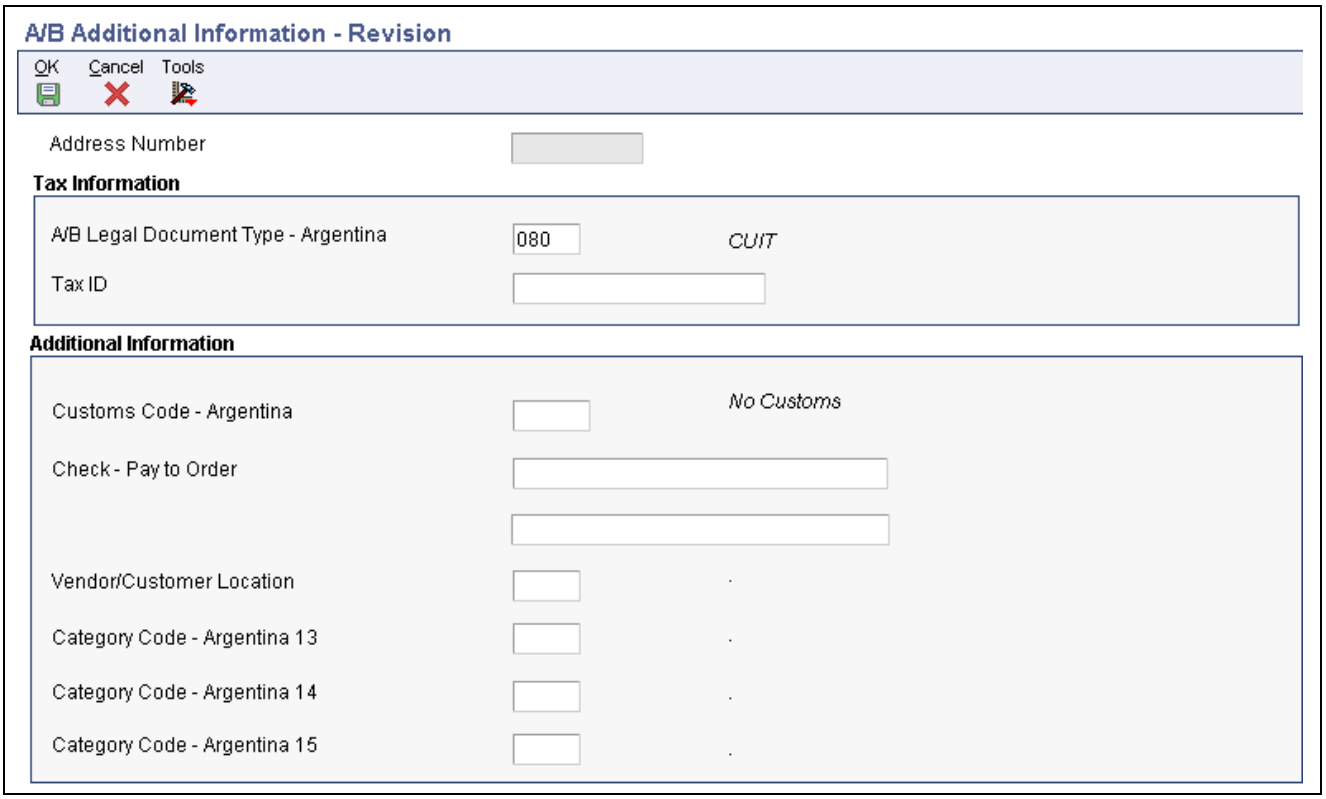
**Account Number**

Enter the account in the general ledger that the system uses as a default revenue account when you enter invoices for the customer. You must enter the account in the standard format (business unit.object.subsidiary); the system does not recognize any other format in this field.

If you enter a model journal entry and a default account number, the system uses the model journal entry.

## (ARG) Entering Additional Customer Master Information for Argentina

Access the A/B Additional Information - Revision form.



Revision form

**A/B Legal Document Type - Argentina** (address book legal document type - Argentina)
Enter the legal document type (CUIT, DNI, DNRP, and so forth) for the customer.

**Tax ID**
Enter the tax identification code for the customer. The system verifies the number and prints the separators in their correct format, according to the value of TAXC (Person/Corporation Code). If no value exists for TAXC, the system uses the Corporate Entity.

# (ARG) Entering Customer Withholding Information for Argentina

Access the A/B Withholding Information - Revision form.

**Profit Withholding Concept - Argentina**
Enter the concept that the system uses as a default when you enter an invoice for the customer.

# (BEL) Entering Customer Information for Parent Companies

The Belgian authorities allow only one VAT listing per VAT registration number for the Quarterly and Yearly VAT report. If multiple customers have identical VAT registration numbers within the EnterpriseOne system, a parent company must report the consolidated information for all its customers to the Belgian authorities.

Access the Address Book Revision form.

**Add'l Ind Tax ID** Enter *2* in this field. This causes all sales and VAT information for multiple customers with the same VAT numbers to be reported as part of this parent customer record.

# (TWN) Setting Up Customer Constants for Taiwan

This section provides an overview of customer constants for Taiwan and discusses how to:

- Enter customer constants for Taiwan manually.
- Import customer constants for Taiwan.

## Understanding Customer Constants for Taiwan

You set up customer constants to supply the system with information to use when creating government uniform invoices (GUIs) for that customer. Customer constants include information such as the customer's uniform number, the GUI format to use, zero tax rate information, and tax exemption information.

You can assign category codes to customers to classify sales according to the type of customer. Assigning category codes to customers allows you to use data selection to report on transactions according to the type of customer.

You can enter information for customers one at a time, or you can import a Microsoft Excel spreadsheet that contains information for several customers.

### Considerations for Importing Customer Constants for Taiwan

To import customer constants from a spreadsheet, you must create a spreadsheet that contains these columns in the order specified:

1. Customer Number
2. Customer Type
3. Customer Uniform Number
4. Sales Item Type
5. Special Tax Item Type
6. Category Code 4 - Customer
7. Category Code 5 - Customer
8. Category Code 6 - Customer
9. GUI Format Code 1
10. GUI Format Code 2
11. Zero Tax Rate Item Type
12. Usage Description About Deduction Copy
13. In Bond Flag
14. GUI Format Code 3
15. Foreign Cigarette / Wine Note

16. User Code
17. User Date
18. User Amount
19. User Number
20. User Reference
21. User ID
22. Program ID
23. Work Station ID
24. Date Updated
25. Time of Day

For information on the valid values for each column, see the corresponding fields on the GUI/VAT Customer Constants Revisions form.

The columns that should be completed depend on the value in the CT (Customer Type) column:

- For a Customer Type of *1* (Domestic Customer), complete these columns only if the value in the In Bond Flag is *Y*:
  - GUI Format Code 2
  - Zero Tax Rate Item Type
  - Usage Description About Deduction Copy
- For a Customer Type of *2* (Domestic Individual Person), leave these columns blank:
  - Customer Uniform Number
  - GUI Format Code 2
  - Zero Tax Rate Item Type
  - Usage Description About Deduction Copy
- For a Customer Type of *3* (Foreign Customer), leave these columns blank:
  - Customer Uniform Number
  - GUI Format Code 1
  - Deduction Usage

---

**Note.** Enter *N* in the In Bond Flag column for customer type *2* and customer type *3*.

---

## Prerequisites

Before you complete the tasks in this section:

- Set up the customers in the Accounts Receivable system, specifying a tax explanation code of *V* and the appropriate tax rate area.
- Verify that the customers are not set up to use invoice consolidation.

  See *PeopleSoft EnterpriseOne Sales Order Management 8.11 PeopleBook*, "Setting Up the System for Sales Order Management," Setting Up Customer Billing Instructions.

# Forms Used to Set Up Customer Constants for Taiwan

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work With GUI/VAT Customer Constants | W75T009A | GUI/VAT System Setup (G75T141), GUI/VAT Customer Constants. | Review existing GUI/VAT customer constants and add new GUI/VAT customer constants. |
| GUI/VAT Customer Constants Revisions | W75T009B | On the Work With GUI/VAT Customer Constants form, click Add. | Manually enter customer constants for Taiwan. You use this method to enter customer constants one customer at a time. |
| GUI/VAT Customer Constants Import | W75T009C | On the Work With GUI/VAT Customer Constants form, select Import Data from the Form menu. | Import GUI/VAT customer constants from a Microsoft Excel worksheet. |

# Entering Customer Constants for Taiwan Manually

Access the GUI/VAT Customer Constants Revisions form.

**GUI Customer Type** Enter the code that indicates the type of customer. The code must exist in the GUI/VAT Customer Type (75T/CT) UDC table.

## Common

Select the Common tab.

**Customer U. N.**(customer uniform number) Enter the uniform number of the customer's company.

Complete this field if you specified *1* (domestic company) in the GUI Customer Type field.

**Sales Item Type** Enter the code that indicates the type of item sold. The code that you enter must exist in the GUI/VAT Sales Item Type (75T/ST) UDC table.

**Special Tax Item Type (403)** Enter the code that identifies the type of special tax item. The code that you enter must exist in the GUI/VAT Special Tax Type (75T/SP) UDC table.

**Cat. Cd 4 - Customer** (Category Code 4 — Customer), **Cat. Cd 5 - Customer** (Category Code 5 — Customer), and **Cat. Cd 6 - Customer** (Category Code 6 — Customer) Enter a code that classifies the customer. Values are stored in UDC 75T/C4, 75T/C5, and 75T/C6, respectively.

## Taxable

Select the Taxable tab.

**GUI Format Code 1** Enter the code that specifies the GUI format code for the transaction. The code that you enter must exist in the GUI/VAT Format Code (75T/FC) UDC table.

Complete this field if you specified *1* (Domestic Company) or *2* (Domestic Individual Person) in the GUI Customer Type field.

### Zero Tax Rate

Select the Zero Tax Rate tab.

- If you specified *1* (Domestic Company) in the GUI Customer Type field, complete the In Bond Flag (Y/N) field.
- If you specified *Y* in the In Bond Flag (Y/N) field, complete the GUI Format Code 2, Zero Tax Rate Item Type, and Deduction Usage fields.
- If you specified *3* (Foreign Company) in the GUI Customer Type field, complete the GUI Format Code 2 and Zero Tax Rate Item Type fields.

**In Bond Flag (Y/N)** Enter the code that indicates whether an item is in bond in a plant or warehouse. Values are:

*Y:* The item is in bond.

*N:* The item is not in bond.

**GUI Format Code 2** Enter the code that indicates the format code for a transaction that has a transaction type of SAL and a tax type of 2. The code that you enter must exist in the GUI/VAT Format Code - Purchase (75T/F3) UDC table.

**Zero Tax Rate Item Type** Enter the code that indicates whether the zero-tax-rate item has passed through customs. The code that you enter must exist in the GUI/VAT Zero Tax Rate Type (75T/ZT) UDC table.

**Deduction Usage** Enter the code that indicates the usage of an item for which a zero tax rate applies. The code that you enter must exist in the Deduction Usage (75T/DD) UDC table.

### Tax Exempt

Select the Tax Exempt tab.

**GUI Format Code 3** Enter the code that indicates the format code for a transaction with a transaction type of *SAL* and a tax type of *3*. The code that you enter must exist in the GUI/VAT Format Code - Purchase (75T/F3) UDC table.

**Foreign C/W Note**(foreign cigarette or wine note) Select this option to indicate whether the item is a foreign cigarette or wine.

## Importing Customer Constants for Taiwan

Access the GUI/VAT Customer Constants Import form.

To import customer constants for Taiwan:

1. On GUI/VAT Customer Constants Import, select Import From Excel from the Form menu.
2. In the header area, specify the filename of the spreadsheet, the name of the worksheet from which to import data, the range of cells to import, and click Import.

   The system imports the data from the spreadsheet into the GUI/VAT Customer Constants Import form.
3. Click Continue.

4. Correct any errors that occur in the imported data.
5. Click OK.

# Assigning Customer Master Category Codes

This section provides an overview of customer master category codes, the automatic update of category codes form Address Book, date effective category codes, the Date Effective Category Code Update program, and the purge of date effective category codes, and discusses how to:

- Update the customer master with category codes from Address Book.
- Add customer master category codes.
- Add date effective category codes.
- Update customer master records with date effective category codes.
- Set data selection and data sequencing for Date Effective Category Code Update (R03012A)
- Set processing options for Date Effective Category Code Update (R03012A).
- Purge date effective category codes.
- Set processing options for Purge Date Effective Category Codes (R03012B).

### See Also

*PeopleSoft EnterpriseOne Tools 8.94 PeopleBook: Foundation*

*PeopleSoft EnterpriseOne Address Book 8.11 PeopleBook*, "Setting Up the Address Book System," Setting Up Category Codes for Address Book

## Understanding Customer Master Category Codes

You use category codes to group customer master records together for processing and reporting purposes. For example, you could assign customers a category code value to indicate a specific geographical location, and then select those customers for statement or invoice processing.

Three methods are available for assigning category codes to a customer master record:

| Method | Usage |
|---|---|
| Add category codes using the Form menu on the Customer Master Revision form. | You can manually add category codes to the customer master record at any time by choosing Category Codes from the Form menu. |

| Method | Usage |
| --- | --- |
| Automatically update category codes from address book. | If you activate a processing option in the Customer Master MBF - PO program (P0100042), the system updates the customer master record with the category code values that you enter in the address book record. This update occurs only when you add an address book record.<br><br>If you want to update the customer master record with changes to address book category code values, you must run the Copy Category Codes to Customer Master program (R01050). |
| Enter date effective category codes and run the Date Effective Category Code Update program (R03012A). | If you use date effective category codes, you must run a batch application to update the customer master record with the values. |

You can assign up to 30 category code values to the customer master record.

---

**Note.** When you enter an invoice, the system copies the values from the first 10 category codes of the customer master record into the respective category code fields of the Customer Ledger (invoice) record (F03B11). If you add or change the value of customer master category codes after you have entered invoices, you must run the Update A/R from Address Book program (R03B802) to update the value of category codes on previously entered invoices.

---

## Understanding the Automatic Update of Category Codes from Address Book

If you want to keep the customer master category codes in sync with the changes that you make to address book category codes, you must run the Copy Category Codes to Customer Master program (R01050). The system copies the values from the address book category codes to the corresponding category codes on the customer master record. If you use line of business processing, the system will copy the category codes to all customer master records for all companies unless you use data selection to specify the company.

The system provides processing options for you to specify the category codes that you want to update. You can use data selection to limit the customer master records that the system updates.

To update category code values on invoices that have been previously entered for the customer, you must run the Update A/R from Address Book program (R03B802).

## Understanding Date Effective Category Codes

You use date effective category codes when you want to assign new category code values to become effective on a future date. If you are using the Advanced Pricing system (45), you can use date effective category codes to create customer groups to which pricing can be assigned. As the pricing changes, you can automatically update the customer groups based on new category code values.

You activate date effective category codes by setting an Accounts Receivable constant.

See Chapter 2, “Setting Up the Accounts Receivable System,” Setting Up Enhanced Constants for Accounts Receivable, page 9.

When you activate date effective category codes, you cannot use the Category Codes selection from the Form menu on the Customer Master Revision form to add category code values. Instead, you must use the Date Effective Category Codes selection. You update customer master category codes with the values that you enter in the date effective category codes by running the Date Effective Category Code Update program (R03012A).

When you change the value of a date effective category code, the system changes the value in the Eff Used (effective used) field to *N*. The system does not update the new category code value on the customer record until you run the Date Effective Category Code Update program (R03012A). To display new customer category code values on invoices previously entered for the customer, you must additionally run the Update A/R from Address Book program (R03B802).

If you delete a date effective category code and run the Date Effective Category Code Update program, the system does not update the category code value to blank. If you want to remove a value that you previously updated, you must override the value to blank, and then run the update program. After you delete an effective date category code, it no longer exists in the system.

The system stores date effective category codes in the Customer Date Effective Category Codes table (F03012A). You can purge category codes that are no longer effective by running the Purge Date Effective Category Codes program (R03012B).

When you add date effective category code values, you create a record in the Customer Date Effective Category Codes table (F03012A). You can enter multiple records at one time with different effective dates on the Date Effective Category Codes Revision form. When you add date effective category codes records, the system updates the Eff Used field with *N* to indicate that the record is not used. When you run the Date Effective Category Code Update program, the program copies the values of the effective category codes record to the customer master category codes in the Customer Master by Line of Business table (F03012) and changes the value of the Eff Used field to *Y*.

---

**Important!** Each date effective category codes record you enter is independent of previous records. Therefore, you must complete all values that you want the system to use for each record. For example, if you have a value in category code 1, and you add a new record with a value in category code 2, you must also re-enter the value for category code 1 in the new record or the system will update it to blank.

---

## Understanding the Date Effective Category Code Update Program

After you add date effective category codes, you must run the Date Effective Category Code Update program (R03012A) to copy the values entered from the Customer Date Effective Category Codes table (F03012A) to the Customer Master by Line of Business table (F03012).

When you run Date Effective Category Code Update, the system compares the date you enter in the processing option with the effective date entered for the category codes record. If the processing option date is on or after the effective date, the system updates the category code values in the customer records and changes the value of the Eff Used field to *Y*.

This table describes the meaning of the values in the Eff Used field:

| Eff Used Value | Description |
|---|---|
| *N* | A new category codes record has been entered or an existing category codes record has been changed, but the Date Effective Category Code Update program has not been run. The customer master record has not been updated with the values in the category codes records. |
| *Y* | The Date Effective Category Code Update program has been run, and all values displayed have been updated to the customer master record. |

The system also generates a report listing the customer master records that have been updated and the new values.

The system does not change the Eff Used field to *N* on previously used category codes when new effective category codes are used. This provides an audit trail of the updates that occurred in the past. The system maintains date effective category codes until you purge them.

To update category code values on invoices that have been previously entered for the customer, you must run the Update A/R from Address Book program (R03B802).

## Understanding the Purge of Date Effective Category Codes

When the category codes records become obsolete (they are no longer effective), you can purge them from the system by running Purge Date Effective Category Codes (R03012B). This program purges all category codes that meet this criteria:

- The Eff Used field has a value of *Y*.
- The effective date of the category codes record is on or before the date entered in the processing option of the purge program.
- The category codes record is not currently in effect.

  For example, if two category codes records exist in the table with effective dates of June 1, 2005 and June 15, 2005, and you run the purge program using a date of June 30, 2005, the system will not purge the category code record of June 15, 2005 because it is currently in effect. The system will purge the category codes record of June 1, 2005 because it is not currently in effect.

The system also produces a report listing the customer number and category codes records that have been purged. The system removes category code records from the F03012A table.

## Forms Used to Assign Customer Master Category Code Values

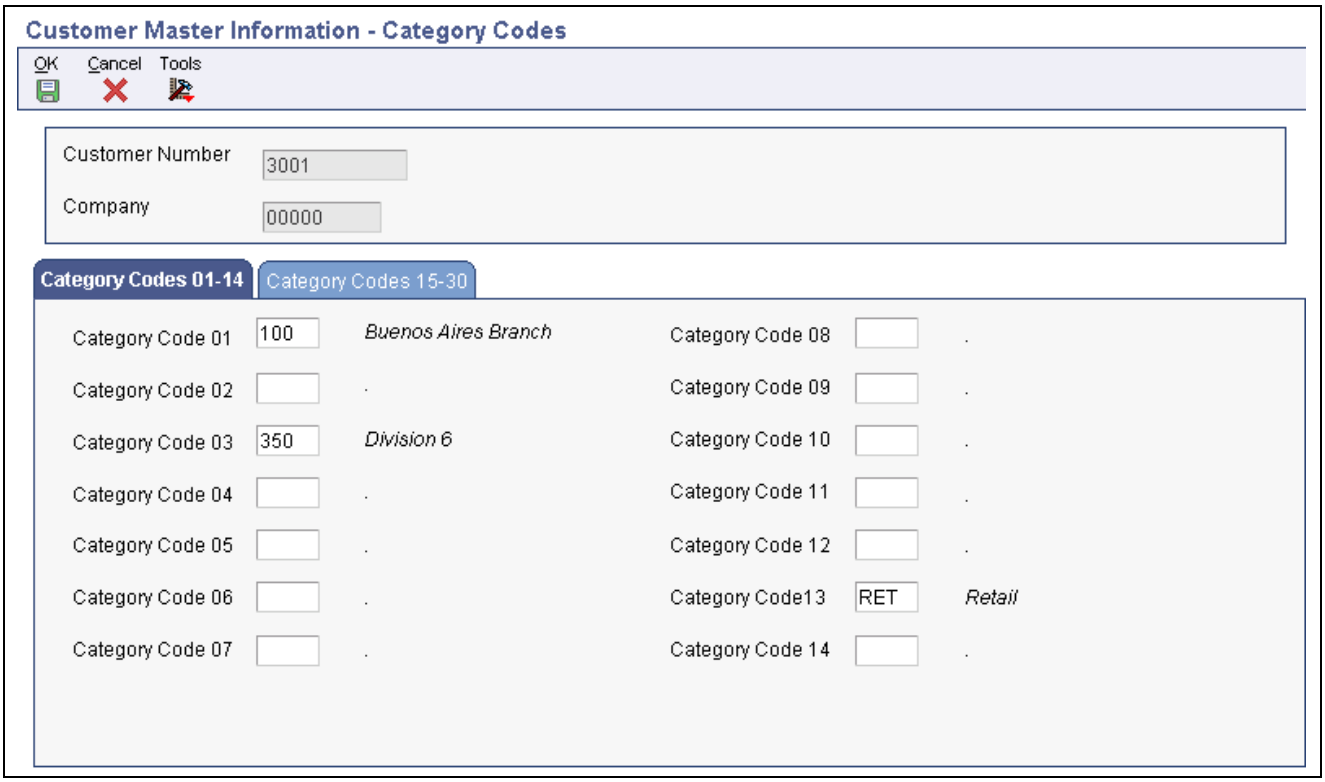
| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work With Customer Master | W03013A | Customer Invoice Entry (G03B11), Customer Master Information. | Access existing customer master records. |
| Customer Master Revision | W03013B | On the Work With Customer Master form, select a customer and click Select. | Review or modify an individual customer master record. |
| Category Codes | W03013D | On the Customer Master Revision form, select Category Codes from the Form menu. | Manually add category codes to a customer master record.<br>**Note.** If the Form menu for Category Codes is unavailable for input, you have selected the Date Effective Category Codes option on the Enhanced A/R Constants form. |
| Date Effective Category Codes Revision | W03012AA | On the Customer Master Revision form, select Date Effective Cat (Category Codes) from the Form menu. | Add date effective category codes to a customer master record.<br>Before you access this form, verify that the Date Effective Category Codes option on the Enhanced A/R Constants form is selected. |

## Updating the Customer Master with Category Codes from Address Book

From the A/B Advanced & Technical Operations menu (G0131), select Copy Category Codes to Customer Master.

## Adding Customer Master Category Codes

Access the Category Codes form.




Category Codes form

**Category Code 01** through **Category Code 30**

Enter a code to group address book records for reports, mailings, and so on. Category codes are user defined (system 01, types 01 through 30). Examples of category codes include:

Category code 01: Location or Branch

Category code 02: Salesperson

Category code 03: Product

Category code 04: Credit officer

## Adding Date Effective Category Codes

Access the Date Effective Category Codes Revision form.

**Effective Date**

Enter the date on which the category code values you enter become effective. The system updates the category code values to the Customer Master by Line of Business table (F03012) when you run the Date Effective Category Code Update program.

---

**Note.** The system updates the Eff Used field to *N* until you run the Date Effective Category Code Update program and the criteria for the program are met.

---

## Updating Customer Master Records with Date Effective Category Codes

From the A/B Advanced and Technical Operations menu (G0131), select Date Effective Category Code Update.

# Setting Data Selection and Data Sequencing for Date Effective Category Code Update (R03012A)

The program is set up with this data selection:

*BC EFTF (Effective Date Existence 1/0) is not equal to Y*

Do not change or delete this selection. You may add additional data selection criteria.

The program is set up with this data sequence:

1. Address Number
2. Company
3. Start Effective Date

Do not change the data sequence.

# Setting Processing Options for Date Effective Category Code Update (R03012A)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

## Defaults

This processing option specifies the default date to use for updating date effective category codes.

**1. As Of Date** Specify the date that you want the system to use to locate date effective category code records. The system updates category codes on the customer record with the values specified on the date effective category code record. The system searches for records with an effective date on or prior to the date that you enter. If you leave this processing option blank, the system uses the current system date.

# Purging Date Effective Category Codes

From the A/B Advanced & Technical Operations menu (G0131), select Purge Date Effective Category Codes.

# Setting Processing Option for Purge Date Effective Category Codes (R03012B)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

### Defaults

This processing option specifies the date for the system to use to select date effective category code records.

**1. As Of Date** Specify the date that you want the system to use to purge records from the Customer Date Effective Category Codes table (F03012A). The system purges all records that are not currently effective and that have an effective date on or prior to the date that you enter. If you leave this processing option blank, the program uses the system date.

# Revising and Deleting Customer Master Records

This section provides overviews of revisions to customer master records and deletion of customer master records.

## Understanding Revisions to Customer Master Records

You can revise customer master information at any time. Many of the Accounts Receivable forms have a Form menu that enables you to quickly access the customer master record directly for the purpose of revising customer master information.

If invoices have been entered for a customer, before you revise the customer master record you should note the following:

During invoice entry, the system creates a record in the F03B11 table and stores various types of customer information from the customer master record. When you change these types of customer master information, the system does not reflect the change on the invoice until you run the Update A/R from Address Book program (R03B802):

- Alternate Payor
- Parent Number
- Send Invoice To
- Send Statement To
- Print Statement
- Collection Report
- Category Codes 1-10

Additionally, if you change the alpha name on an address book record, you must run Update A/R from Address Book to update the alpha name on the invoices. Because the alpha name prints on invoices and statements that you might generate, you should run program R03B802 frequently.

# Understanding Deletion of Customer Master Records

When you delete a customer master record, the system verifies that no transactions exist for that customer in the following tables. If a transaction exists, you cannot delete the customer master record; you must first delete the records from these tables, and then delete the customer master record.

| Table | Description |
|---|---|
| F0150 | Address Organization Structure Master |
| F03B11 | Customer Ledger |
| F03B13 | Receipts Header |
| F03B29 | Credit Insurance |
| F0411 | Accounts Payable Ledger |
| F060116 | Employee Master Information |
| F08901 | Participant file |
| F0911 | Account Ledger |
| F0902 | Account Balances (if the address book number is used as a subledger) |
| F1501B | Lease Master Header File |
| F1797 | S/WM Address Book Information |
| F4013 | Order Processing Cross Reference File |
| F4102 | Item Branch File |
| F4211 | Sales Order Detail File |
| F4311 | Purchase Order Detail File |
| F4801 | Work Order Master File |
| F5201 | Contract Master File |

If posted invoices or sales orders exist that prevent you from deleting the customer master record, you can prevent the entry of new transactions in the system by using these methods:

- Invoices: Activate the Hold Invoices field (HDAR) on the Customer Master Revision form to prevent new A/R invoices from being entered for the customer.
- Sales Orders: Update the Hold Orders Code field on the Billing Information form to prevent sales orders from being entered.

  See *PeopleSoft EnterpriseOne Sales Order Management 8.11 PeopleBook*, “Setting Up the System for Sales Order Management,” Setting Up Customer Billing Instructions.

When you delete a customer record, the system deletes the record from the F03012 table as well as from these tables:

| Table | Description |
|---|---|
| F0030 | Bank Transit Master |
| F0101 | Address Book Master |
| F01092 | Supplemental Data Base - Code |
| F01093 | Supplemental Data Base - Narrative |
| F0111 | Address Book - Who’s Who |
| F0115 | Address Book - Contact Phone Numbers |
| F0116 | Address by Date |
| F01815 | AB Word Search Master Table |
| F0401 | Supplier Master |

# CHAPTER 4

# Setting Up Accounts Receivable Drafts

This chapter provides an overview of draft setup, UDC setup, AAI setup, default payment instruments, next numbers setup, and discusses how to:

- (ESP) Set up draft stamps for Spain.
- Verify bank transit information.

## Understanding Draft Setup

When you process drafts, the system uses unique user defined codes (UDCs) and automatic accounting instructions (AAIs). Additionally, to avoid fees from the bank, most companies set up bank account information for their customers who process drafts. You use payment instruments to differentiate customers who process drafts from those who do not, as well as to identify those customers for whom you originate the draft from those who originate the draft themselves. You can also use payment instruments to identify those customers for whom you have bank account information from those for whom you do not.

## Understanding UDC Setup

UDCs are used throughout the Accounts Receivable system. The following discussion of user defined codes for draft processing provides you with detailed information about whether new codes can be added and existing codes modified, as well as how the codes are used in the program.

### Draft Status Codes (03B/DS)

Draft status codes are hard-coded. The system updates the draft record in the F03B13 table with one of these draft status codes, based on where the draft is in the draft process:

| Code | Description of Code | Description of Use |
|---|---|---|
| *4* | Draft accepted | When you enter the draft using either Enter Our Drafts or Enter Customer Drafts program, or when you create the draft by running the Pre-Authorized Drafts program (R03B671), the system updates the status of the draft to this status. |

| Code | Description of Code | Description of Use |
|---|---|---|
| *3* | Draft remitted for cash or discount | When you run the Draft Remittance program (R03B672) and specify to remit the draft for cash or with a discount, the system updates the status of the draft to this status. |
| *2* | Draft remitted with contingent liability | When you run the Draft Remittance program and specify to remit the draft with contingent liability, the system updates the status of the draft to this status. |
| *0* | Draft collected | When you run the Draft Collection with Status Update program (R03B680), the system updates the status of the draft to this status. |

## Payment Instrument Codes (00/PY)

Using a payment instrument in draft processing is optional. You use payment instrument codes to categorize drafts for reporting and accounting purposes. For example, if you want to distinguish drafts that you originated from those that the customer originated, or if you want to distinguish drafts for which you have bank account information from those for which you do not, you can assign the drafts different payment instruments. The payment instrument that you assign to a draft can also be used in conjunction with AAI items, such as RD1*x*, RD2*x*, RD3*x*, and RD4*x* (where *x* represents the payment instrument), to assign different accounts based on the payment instrument.

This table provides examples of the payment instruments that are set up for you to use for draft processing. You can use these codes or set up additional codes.

| Code | Description of Code | Suggested Use During Draft Processing |
|---|---|---|
| *D* | Draft by invoice. | You might assign this payment instrument to invoices that you generate to use for data selection when you print drafts by invoice. |
| *F* | Draft by statement. | You might assign this payment instrument to invoices that you generate to use for data selection when you print drafts by statement. |
| *1* | Draft that you originate with a bank account number. | You might assign this payment instrument to the draft that you enter (using the Enter Our Drafts program, P03B602) to indicate that the draft, which you originated, has customer bank account information. |

| Code | Description of Code | Suggested Use During Draft Processing |
|---|---|---|
| *2* | Draft customer originates with a bank account number. | You might assign this payment instrument to the draft that you enter (using the Enter Customer Drafts program, P03B602) to indicate that the draft, which the customer originated, has bank account information. |
| *3* | Draft you originate without a bank account number. | You might assign this payment instrument to the draft that you enter (using the Enter Our Drafts program) to indicate that the draft, which you originated, does not have customer bank account information. |
| *4* | Draft customer originates without a bank account number. | You might assign this payment instrument to the draft that you enter (using the Enter Customer Drafts program) to indicate that the draft, which the customer originated, does not have bank account information. |

**Note.** The description of the payment instrument code in this table might not be the same as the description in UDC 00/PY because these codes can be used in other systems.

## Payment Status Codes (00/PS)

Pay status codes are hard-coded. The system updates invoice (document type RI) and draft invoice (document type R1) records in the F03B11 table with one of these payment status codes, based on where the invoice is in the draft process:

| Code | Description of Code | Stage Used in Draft Processing | Description of Use |
|---|---|---|---|
| *A* | Approved for payment | Invoice generation | When you create an invoice and expect the customer to pay by draft, the system displays this pay status on the invoice. |
| *P* | Paid in full | Draft acceptance and draft collection | When you accept the draft, the system updates the pay status of the invoice to this status. The system also updates the draft invoice to this pay status when the draft is collected. |
| *D* | Draft accepted | Draft acceptance | When you accept the draft, the system updates the pay status of the draft invoice to this status. |

| Code | Description of Code | Stage Used in Draft Processing | Description of Use |
|---|---|---|---|
| # | Draft included in register | Draft registration | When you register the draft, the system updates the pay status of the draft invoice to this status. |
| *G* | Draft deposited not due | Draft remittance | When you submit the draft to the bank and you update the draft with the remitted information, the system updates the draft invoice to this status. |

## (ARG) Bank Codes (76A/BK) and Clearing Codes (76A/CL)

In addition to the standard UDC setup, set up UDC table 76A/BK and 76A/CL for Argentinean drafts.

In addition, you can set up these optional UDC tables for Argentinean drafts:

- Stamp Fees (03B/RB).
- Charge Back Reason Codes (03B/CB).
- Draft Status - Argentina (76A/DS).

**Note.** If the payment instrument is cash, these UDCs must each have blank as a valid value.

## (JPN) Draft Status Code (75/PS)

Set up this user defined code to identify the status of Japanese drafts. Set up these codes:

- #: Selected
- *D*: Received
- *G*: Remitted
- *P*: Paid (discounted drafts)
- *R*: Updated (discounted drafts)

## (ESP) Draft Print Program (03B/DP)

Set up each draft print program that you use in conjunction with the Invoice Group by Draft program (R03B5052). These draft print programs are available for Spain:

- R74S500 (Print Receipt with Letter)
- R74S502 (Print Drafts from Invoices)

## See Also

*PeopleSoft EnterpriseOne Tools 8.94 PeopleBook: Foundation*

# Understanding AAI Setup

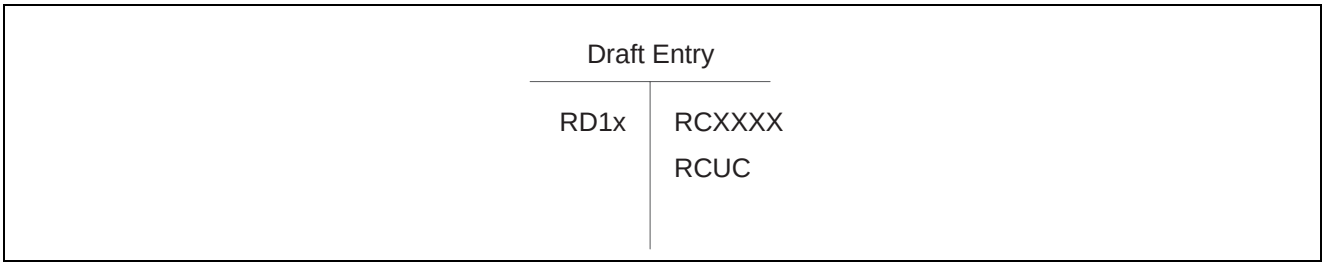
AAIs define rules for programs that automatically generate journal entries. You set up draft AAIs that are company specific only for companies that use a unique account number. You do not need to set up separate AAIs for companies that use the same account. If the system cannot find an AAI for a specific company, it uses the AAI for the default company, company 00000. You set up AAIs for draft processing the same way that you set up other AAIs for Accounts Receivable.

The system uses these AAIs for draft processing, where *x* is the payment instrument:

### Drafts Receivable (RD1x)

The RD1*x* AAI item defines the drafts receivable account to debit when you accept a draft. The system automatically debits the drafts receivable account (RD1*x*) unless you override it in the processing options, and it credits the A/R trade account (RC*xxxx*, where *xxxx* equals the G/L offset).

This graphic illustrates the AAIs that the system uses to create accounting entries for draft acceptance:



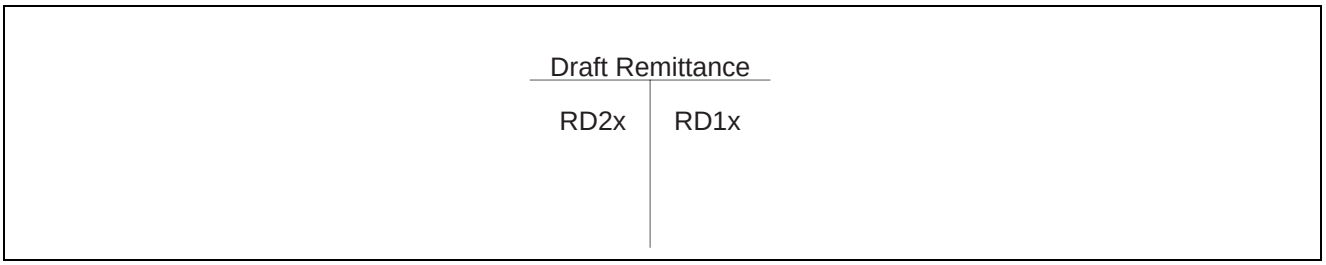

T-account for draft entry with the RD1x AAI

When you remit drafts, the system debits drafts remitted (RD2*x*, RD3*x*, or RD4*x*) and credits drafts receivable (RD1*x*).

### Drafts Remitted (RD2x)

The RD2*x* AAI item defines the drafts remitted account to debit when you remit drafts for cash. The system automatically debits the drafts remitted account (RD2*x*) unless you override it in the processing options, and credits the drafts receivable account (RD1*x*).

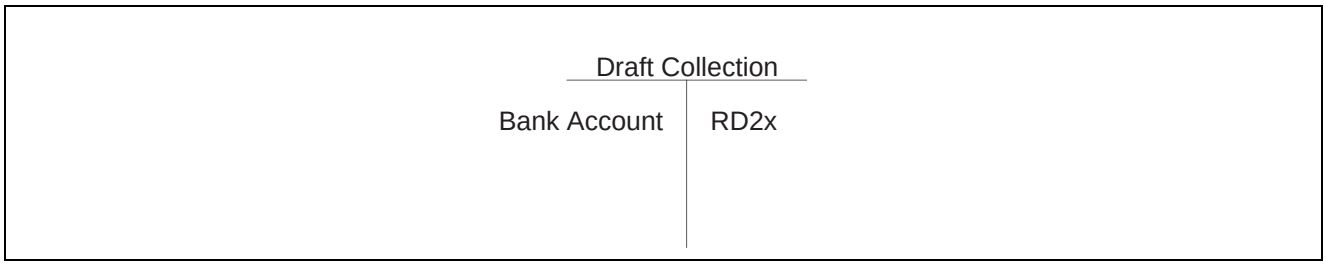
This graphic illustrates the AAIs that the system uses to create accounting entries for draft remittance:




T-account for draft remittance with the RD2x AAI

When you collect drafts, the system debits a bank account (RB) and credits the drafts remitted account (RD2*x*).

This graphic illustrates the AAI and account that the system uses to create accounting entries for draft collection:




T-account for draft collection with the RD2x AAI

### Drafts Remitted for Discount (RD3x)

The RD3*x* AAI item defines the drafts remitted for discount account to debit when you remit drafts for a discount. During draft remittance, you use a processing option to select the drafts remitted for discount account. The system debits the drafts remitted for discount account (RD3*x*) and credits the drafts receivable account (RD1*x*).

When you collect drafts, the system debits a bank account (RB) and credits the drafts remitted for discount account (RD3*x*).

### Contingent Liability (RD4x)

The RD4*x* AAI item defines the draft contingent liability account to credit when you remit drafts for a discount if you are required to recognize a contingent liability until the maturity date of the draft. During draft remittance, you use a processing option to select the draft contingent liability account. The system debits the draft remitted for discount account (RD3*x*), and credits the drafts receivable account (RD1*x*). The system also debits the bank account of the remittance, based on a processing option, or the bank account used during the preregister, and credits the draft contingent liability account (RD4*x*) unless you override it in the processing options.

When you collect drafts, the system debits the draft contingent liability account (RD4*x*) and credits the drafts remitted for discount account (RD3*x*).

### Void/Insufficient Funds (RD5)

The RD5 AAI item defines the draft receivable account for the new draft that the system creates when you void or specify a draft as NSF (insufficient funds). Depending on the draft status at the time that you void or specify the draft as NSF, the system debits the account associated with AAI item RD5 and credits either the draft receivable account (RD1*x*) or the draft remittance account (RD2*x* or RD3*x*).

### See Also

*PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook*, "Working with Automatic Accounting Instructions"

## AAIs by Draft Type

These tables show the AAIs that are used for different types of drafts during each step of the draft process. The AAI items that appear in the tables include the variable *x*, which represents the payment instrument.

### Standard Drafts

This table lists the AAIs that are used for standard drafts:

| Step | Debit G/L Account | AAI Item | Credit G/L Account | AAI Item |
|---|---|---|---|---|
| Acceptance | Drafts Receivable | RD1*x* | Accounts Receivable | RC |
| Remittance | Drafts Remitted | RD2*x* | Drafts Receivable | RD1*x* |
| Collection | G/L Bank Account | RB | Drafts Remitted | RD2*x* |

## Discounted Drafts

This table lists the AAIs that are used for discounted drafts:

| Step | Debit G/L Account | AAI Item | Credit G/L Account | AAI Item |
|---|---|---|---|---|
| Acceptance | Drafts Receivable | RD1*x* | Accounts Receivable | RC |
| Remittance | Drafts Remitted for Discount | RD3*x* | Drafts Receivable | RD1*x* |
| Collection | G/L Bank Account | RB | Drafts Remitted for Discount | RD3*x* |

## Discounted Drafts with Contingent Liability

This table lists the AAIs that are used for discounted drafts with contingent liability:

| Step | Debit G/L Account | AAI Item | Credit G/L Account | AAI Item |
|---|---|---|---|---|
| Acceptance | Drafts Receivable | RD1*x* | Accounts Receivable | RC |
| Remittance | Drafts Remitted for Discount | RD3*x* | Drafts Receivable | RD1*x* |
| Remittance | G/L Bank Account | RB | Drafts Contingent Liability | RD4*x* |
| Collection | Drafts Contingent Liability | RD4*x* | Drafts Remitted for Discount | RD3*x* |

## Draft Records Created by Draft Stage

As you process drafts, the system creates records in the Receipts Detail table (F03B14) for each status that you use. The system updates the G/L Credit Account ID field (AID2) with the account ID that it locates from the draft AAI item. The system creates a new record for each draft status. When you post the draft, the system uses the account ID in the AID2 field to create the journal entries to the corresponding accounts. The system updates the Receipt Type Code field (TYIN) with *D* for draft records that are created at each processing stage to differentiate them from records in the F03B14 table that the system creates for each invoice that the draft pays.

For example, if you enter a draft that pays two invoices, the system creates three records in the F03B14 table. Two of the records are used to record the payment of the invoice; the system uses the third record to record the draft acceptance stage. The system updates the TYIN field of this record with *D* and updates the AID2 field with the account ID that it locates from the AAI item RD1x.

When you remit this draft, the system creates these two or three records in the F03B14 table, depending on whether the draft was remitted with contingent liability:

- One record to close out the draft receivables account.
- One record to update the draft remittance account.
- One record to update the contingent liability account (if the draft was remitted with contingent liability).

The system updates the TYIN field to *D* for each record, and updates the AID2 field with the account ID that it locates from the AAI item RD3*x*.

When you collect this draft, the system performs these tasks:

- Creates another record in the F03B14 table.
- Updates the TYIN field to *D*.
- Updates the Bank Account Number field (GLBA) with the bank account number that is specified on the remittance record, or, if the draft was not remitted, from the AAI item RB.

# Understanding Default Payment Instruments

To distinguish invoice records to be paid by draft from other invoice records, you can set up a default payment instrument on the customer master record. The system updates invoice records for that customer with the payment instrument that is specified on the customer record, unless you change it on the invoice. For draft processing, you can use the payment instrument to differentiate customers for whom you might print invoices with a draft attachment from customers for whom you might print statements with a draft attachment.

You can also use the payment instrument to identify drafts entered with bank account information from those that do not have bank account information. Processing options for the draft entry programs allow you to set up payment instruments to use for this purpose. The system updates draft invoice records (document type R1) in the F03B11 table and draft receipt records in the F03B13 table with the payment instrument specified in the processing options.

The draft payment instrument can be any valid payment instrument that exists in UDC 00/PY. Payment instruments are not hard-coded.

If you need to update the payment instrument for invoices that you previously entered, you can use the Speed Status Change program (P03B114) to update the payment instrument on all invoices for the customer or on an invoice-by-invoice basis.

### See Also

Chapter 3, “Setting Up Customer Master Information,” Entering Customer Master Records, page 41

# Understanding Next Numbers Setup

During draft processing, the system uses these next numbers to assign document numbers:

- Check Number (system 03B, line 5). This number is the next number for the receipt.

- Unapplied Cash (system 03B, line 2). Alternatively, you can set up a next number by company and fiscal year for document type RU.
- Chargeback No (chargeback number) (system 03B, line 3). Alternatively, you can set up a next number by company and fiscal year for document type RB.
- Payment ID (system 03B, line 10).
- Draft Number (system 03B, line 6). Alternatively, you can set up a next number by company and fiscal year for document type R1.

### See Also

Chapter 2, "Setting Up the Accounts Receivable System," Setting Up Next Numbers for Accounts Receivable, page 22

# (ESP) Setting Up Draft Stamps for Spain

This section provides an overview of draft stamps and discusses how to set up fees for draft stamps.

## Understanding Draft Stamps

Spanish law allows you to collect payment on multiple invoices by combining those invoices on a draft. The government collects a fee on drafts by requiring that the draft be printed on special paper with a government stamp. Spanish businesses pay the fee by purchasing the stamped paper. The amount of the fee depends on the amount of the draft. The government provides various stamps that correspond to the different fees.

To process drafts in the Accounts Receivable system, you need to set up a fee table. The fee table lists the fees for various draft amounts. You can set up more than one fee table and distinguish one from another by currency code, months outstanding, or effective date. For example, you might set up one fee table for drafts that are due within six months and another fee table for drafts with a due date that is more than six months away.

When a draft amount exceeds the upper limit on the fee table, the government increases the fee amount in proportion to the increase in the draft amount.

You should set up fees for draft stamps when you begin using the Accounts Receivable system to process drafts. You can revise the table of fees if the government changes the fees.

The system stores fee tables in these tables:

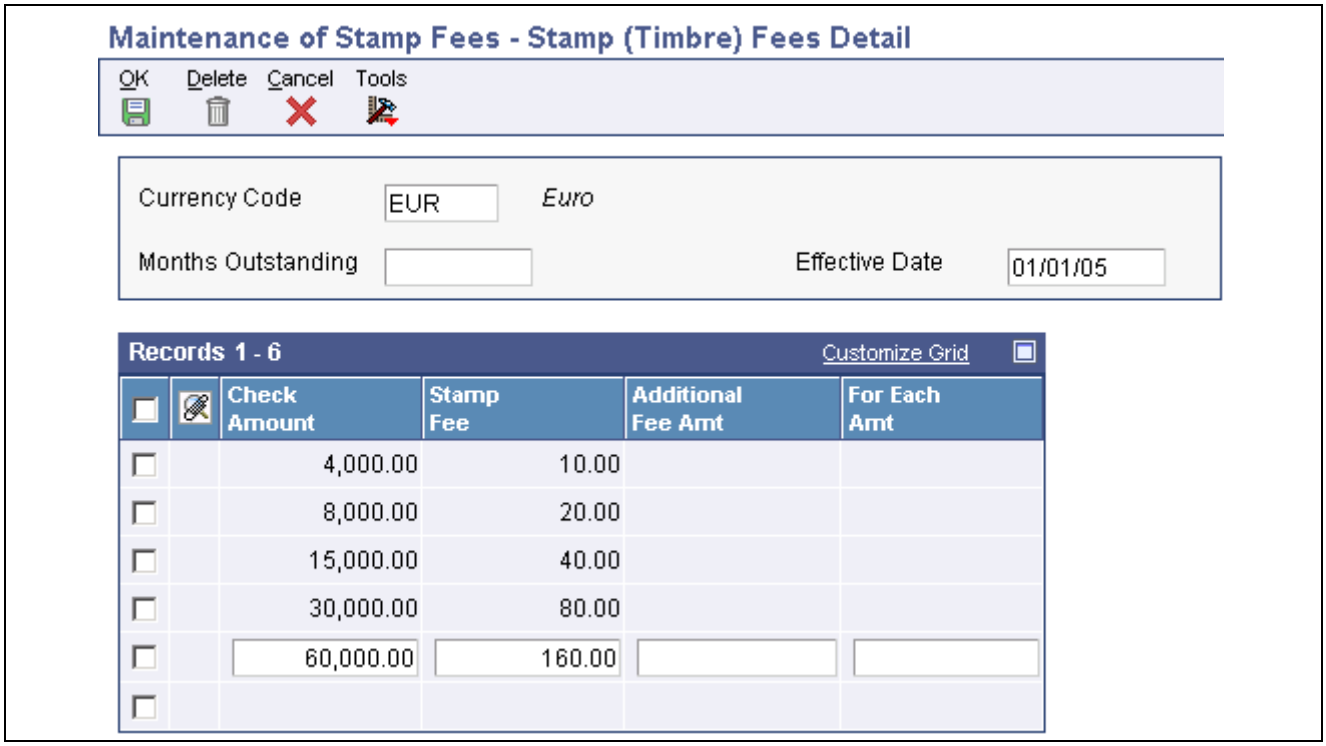
- Stamps (Timbres) Fee Detail (F74S502).
- Stamps (Timbres) Fee Header (F74S505).

# Forms Used to Set Up Fees for Draft Stamps

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work With Stamp *(Timbre)* Fees | W74S505A | Spanish Draft Processing (G74S03B161), Maintenance of Stamp Fees. | Locate Spanish stamp fees. |
| Stamp *(Timbre)* Fees Detail | W74S505B | On the Work With Stamp *(Timbre)* Fees form, click Add. | Set up fees for Spanish draft stamps. |

# Setting Up Fees for Draft Stamps

Access the Stamp *(Timbre)* Fees Detail form.




Stamp (Timbre) Fees Detail form

**Currency Code** Enter the code that identifies the currency of the fees.

**Months Outstanding** Enter the number of months between the draft emission date and the draft due date.

**Effective Date** Enter the date on which stamp fees become effective.

**Check Amount** Enter the upper limit of the receipt amounts to which the fee applies. For example, if you enter a check amount of 4000 on the first line with a corresponding stamp fee of 10, all receipts less than or equal to 4000 will require a stamp fee of 10.

The check amount you enter also becomes the lower limit for the next line. For example, if you enter a check amount of 4000 on the first line and a check amount of 8000 on the second line, all receipts that are greater than

| | |
|---|---|
| | 4000 and less than or equal to 8000 require the stamp fee that corresponds to the 8000 check amount. |
| **Stamp Fee** | Enter the fee amount (*Timbre*) paid to the government when a draft (*Efecto*) is created. The fee is based on these factors:<br>• The amount of the draft receipt.<br>• The number of days between the draft origination date and the draft due date.<br>• The currency code.<br>• The effective date. |
| **Additional Fee Amt** (additional fee amount) | Enter the additional fee amount that will be added to the original fee amount obtained from the fee table. An additional fee amount is added when the draft amount is beyond the upper limit that is listed on the table. |
| **For Each Amt** (for each amount) | Enter the additional draft amount for which you have to pay an additional fee. For example, if you must pay a 3 euro fee for each additional 1000 euros of the draft amount, you would enter 1000 in this field and enter 3 in the Additional Fee Amount field. |

**Note.** You complete the Check Amount and Stamp Fee fields for each row in the fee table. You complete the Additional Fee Amt and For Each Amt fields only for last row in the fee table.

# Verifying Bank Transit Information

This section provides an overview of the verification of bank transit information and discusses how to:

- Print the Bank Account Exception Report.
- Set processing options for Bank Account Exception Report.

## Understanding the Verification of Bank Transit Information

You use the Bank Account Exception Report (R00314) to verify that you have valid bank transit numbers for each customer. The report prints information from the Bank Transit Master table (F0030).

Two versions of this report exist:

- Bank Validation - Country Specific: This version prints customer bank account records with a bank transit number that does not conform to country-specific rules
- Bank Validation - ’B’ Type Bank: This version prints customer bank account records with a bank transit number that does not have an associated type B record.

This report bypasses bank account numbers that do not have address numbers.

This report does not update any information. If any records appear on this exception report, you must perform either of these actions:

- To correct customer bank transit numbers, use the Bank Account Cross-Reference program (P0030A).
- To add missing B records, use the Bank Account by Addresses program (P0030A) to set up bank transit records.

### See Also

*PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook*, "Setting Up Bank Account Information"

## Printing the Bank Account Exception Report

From the Draft Remittance and Collection menu (G03B162), select Bank Account Exception Report.

## Setting Processing Options for Bank Account Exception Report

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

### Validation

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

**Bank Transit Number Validation**

Specify whether the system validates the bank transit number based on the bank type method or the country specific validation rules. Values are:

Blank: The system validates the bank transit number based on the available country specific validation rules (currently Italy, Japan and France).

*B:* The system validates the bank transit number based on the bank type method.

# CHAPTER 5

# (BRA) Setting Up Electronic Banking

This chapter provides an overview of electronic banking and user defined codes for electronic banking and discusses how to:

- Set up the monthly late fee rate *(juros de mora)*.
- Set up bank layouts using the Dynamic Formatter.

## Understanding Electronic Banking

Companies in Brazil often use banks to facilitate the electronic transfer of payments and receipts between suppliers and customers. For payments to suppliers, you electronically send data to the bank as a flat file. You might send the file using the internet, or by using magnetic tape or other electronic media. The bank processes the data and then sends back to you data that describes the transactions processed by the bank.

For receipts, banks collect funds from the customers to pay for goods and services that the customers obtained from you. You can create a flat file with information about the customer and send it to the bank. The bank processes this information and contacts the customers with the amount that they owe to you. The customers send this money to the bank, and the bank sends you information about the transaction.

Because banks in Brazil do not use a common table layout for the transmission of data, PeopleSoft provides a Dynamic Formatter application that lets you create the bank layouts that you need. The procedures that are contained in the Electronic Banking section of this guide describe how to use the Dynamic Formatter application. When you use the Dynamic Formatter application, you specify the bank layout in which the system processes outbound and inbound flat files.

**Note.** After you create the bank layouts and associate them with the inbound and outbound transactions, you continue with the procedures as described in the Automatic Receipts Processing for Brazil and the Automatic Payment Processing for Brazil sections of this guide.

## Understanding User Defined Codes for Electronic Banking

Prior to performing electronic banking, you must set up UDCs (user defined codes) that the system uses to process inbound and outbound automatic receipts.

### Record Type (00/RD)

Record types identify the components in the flat files that you use to electronically transfer banking data.

For example, you might set up the following record types:

| Codes | Description 01 |
|---|---|
| *1* | Header |
| *2* | Detail |
| *3* | Header Detail |
| *5* | Trailer Detail |
| *9* | Trailer |

## Transaction Type (00/TT)

The two transaction type UDCs that are hard-coded for use with the Brazil electronic banking applications are listed in this table:

| Codes | Description 01 |
|---|---|
| *BRPAGEL* | Electronic Payment Brazil |
| *BRCOBES* | Electronic Receipts Brazil |

## Bank Codes (76/BC)

Set up UDCs for the banks with which you do business. The system relates a three-digit code to a bank you set up. For example, you can set up these codes:

| Codes | Description 01 |
|---|---|
| *001* | Banco do Brasil |
| *237* | Banco Bradesco |
| *241* | Banco Itau |

## Bank Record Status (76/BS)

Set up UDCs for bank status to track the status of the accounts receivable information that you send to the bank for processing.

For example, you can set up these codes:

| Codes | Description 01 |
|---|---|
| | Not processed |
| *R* | Record received |
| *S* | Record sent |

## Bank Receive Code (76/RC)

Set up receive transaction status codes to indicate the status of the duplicata that you receive from the bank that is responsible for collecting the Accounts Receivable invoices. When the bank sends a file to you to confirm the receipt of the transmission, the system processes the files that contain a *1* in the Special Handling field of this UDC. If the system does not find a *1* in the Special Handling field, it does not process the return transaction.

**Note.** You should establish these codes with the bank.

## Bank Send Code (76/SC)

Set up send transaction status codes to indicate the status of the duplicata that you send to the bank that is responsible for collecting the Accounts Receivable invoices. For example, you can set up these document types:

| Codes | Description 01 |
|---|---|
| | Not Sent |
| *01* | Remittance |
| *02* | Cancel Collection of Payment |
| *04* | Abatement (Correction) |
| *05* | Cancel Abatement (Correction) |
| *06* | Change Due Date |
| *09* | Litigation |
| *10* | Discontinue Litigation |
| *18* | Suspend Litigation |

You should establish these codes with the bank.

## Dynamic Formatter Attributes (76B/F1)

You define layout attributes for electronic banking in the Dynamic Formatter Attributes UDC table (76B/F1). Attributes that begin with an S are constants. For example, S0002 is the attribute for zeros; and S0003 is the attribute for blanks. Attributes that begin with a Z are defined by each transaction application. For example, Z0002 is the Company Tax ID and Z0009 is the Company Name.

Some of the hard-coded attributes have a value in the Special Handling field. A value of 1 means that information originating in the PeopleSoft system is cross-referenced to information provided by the bank. A value of 2 means that information originating with the bank is cross-referenced to information in the PeopleSoft system.

This table describes the predefined attributes:

| Value | Description | Description 2 | Explanation |
|---|---|---|---|
| *S0001* | UDV - User Defined Value | | A value that completes the places between two attributes with a character that you select. You define this value when you set up the layout details. |
| *S0002* | Blanks | | A value that completes the places between two attributes with blanks. |
| *S0003* | Zeros | | A value that completes the places between two attributes with zeros. |
| *Z0001* | Company Person/Corp Code | F0101 - TAXC | The value for the Person/Corporation Code field in the Address Book Master table (F0101) for the address book number that appears in the Company Constants table (F0010). If PO Unique Payment is On in the company constants, the system uses the Parent Address Number Person/Corporation Code. |
| *Z0002* | Company Tax ID | F0101 - TAX | The value for the Tax ID field in the F0101 table for the address book number that appears in the F0010 table. If PO Unique Payment is On in the company constants, the system uses the Parent Address Number Tax ID. |

| Value | Description | Description 2 | Explanation |
|---|---|---|---|
| *Z0003* | Company Bank Agency | F0030 - TNST | The data for the attribute varies, depending on whether you are using the Payment or Receipt process.<br>• For the Payment process, the system parses information from the G/L Bank Account that is defined in the Payment Group and pulls the value before the separator (/) in the Bank Transit Number field in the Bank Transit Master table (F0030).<br>• For the Receipt process, the system parses information from the G/L Bank Account that is defined in the processing options and pulls the value before the separator (/) in the Bank Transit Number field in the F0030 table. |
| *Z0004* | Company Bank Account Number | F0030 - CBNK | The data for the attribute varies, depending on whether you are using the Payment or Receipt process:<br>• For the Payment process, the system parses information from the G/L Bank Account that is defined in the Payment Group and pulls the value in the Bank Account Number field in the F0030 table.<br>• For the Receipt process, the system parses information from the G/L Bank Account that is defined in the processing options and pulls the value in the Bank Account Number field in the F0030 table. |

| Value | Description | Description 2 | Explanation |
|---|---|---|---|
| *Z0005* | Company Bank Agency Digit | F0030 - TNST | The data for the attribute varies, depending on whether you are using the Payment or Receipt process:<br>• For the Payment process, the system parses information from the G/L Bank Account that is defined in the Payment Group and pulls the value before the separator (-) in the Bank Transit Number field in the F0030 table.<br>• For the Receipt process, the system parses information from the G/L Bank Account that is defined in the processing options and pulls the value before the separator (-) in the Bank Transit Number field in the F0030 table. |
| *Z0006* | Company Bank Account Digit | F0030 - CHKD | The data for the attribute varies, depending on whether you are using the Payment or Receipt process:<br>• For the Payment process, the system parses information from the G/L Bank Account that is defined in the Payment Group and pulls the value in the Control Digit field in the F0030 table.<br>• For the Receipt process, the system parses information from the G/L Bank Account that is defined in the processing options and pulls the value in the Control Digit field in the F0030 table. |
| *Z0007* | Company Bank Agency Number + Digit | F0030 - TNST | The values for attributes *Z0003* and *Z0005*; they are separated by a dash (-). |
| *Z0008* | Company Bank Account Number + Digit | F0030 - CBNK + CHKD | The values for attributes *Z0004* and *Z0006*; they are separated by a dash (-). |

| Value | Description | Description 2 | Explanation |
|---|---|---|---|
| *Z0009* | Company Name | F0101 - ALPH | The Address Book number in the F0010 table. If PO Unique Payment is On in the company constants, the system uses the Parent Address Number Alpha Name. |
| *Z0010* | Formatted File Date Created | UBE B9800100 - Get Audit Info | The date from the Get Audit Information field in the UBE. |
| *Z0011* | Formatted File Time Created | UBE B9800100 - Get Audit Info | The Time from the Get Audit Information field in the UBE. |
| *Z0012* | Company Bank Number | F0030 - TNST | The system parses information from the G/L Bank Account that is defined in the Payment Group and uses the first three digits in the Bank Number field in the F0030 table. |
| *Z0013* | Company Bank Name | F0030 - DL01 | The system parses information from the G/L Bank Account that is defined in the Payment Group and uses the first three digits in the Bank Account Number field in the F0030 table and the value in the Description field from the Bank Codes UDC (76/BC). |
| *Z0014* | Payment Instrument | F0411 - PYIN | |
| *Z0015* | Company Street Name | F0101 - ADD1 | The value for the Address 1 field in the F0101 table for the address book number that appears in the F0010 table. If PO Unique Payment is On in company constants, the system uses the Parent Address Number Address 1. |
| *Z0016* | Company Street Number | None | |
| *Z0017* | Company Street Complement | None | |

| Value | Description | Description 2 | Explanation |
|---|---|---|---|
| *Z0018* | Company City | F0101 - CTY1 | The value for the City field in the F0101 table for the address book number that appears in the F0010 table. If PO Unique Payment is On in company constants, the system uses the Parent Address Number City. |
| *Z0019* | Company Postal Code - No Mask | F0101 - ADDZ | The value for the Postal Code field in the F0101 table for the address book number that appears in the F0010 table. If PO Unique Payment is On in company constants, the system uses the Parent Address Number Postal Code.<br><br>The system uses the value in the Postal Code field without the separator (-). |
| *Z0020* | Company State Code | F0101 - ADDS | The value for the State field in the F0101 table for the address book number that appears in the F0010 table. If PO Unique Payment is On in company constants, the system uses the Parent Address Number State. |
| *Z0021* | Bank Return Message | Bank | |
| *Z0022* | Formatted File Line Count | UBE R76B047E Variable | This UBE counts the number of lines that are created inside the flat file. |
| *Z0023* | Payment Group Sequence | UBE R76B047E Variable | The sequence number from the A/P Payment Processing - Summary table (F04572), which is required to identify the payment in the return process in the client use code. |
| *Z0024* | Bank Return Code | Bank | |
| *Z0025* | Payee Bank Number | F04572 - BNST | The first three digits from the Bank Transit Number field in the F04572 table. |

| Value | Description | Description 2 | Explanation |
|---|---|---|---|
| *Z0026* | Payee Bank Agency No | F04572 - BNST | The numbers before the separator (/) from the Bank Transit Number field in the F04572 table. |
| *Z0027* | Payee Bank Account Number | F04572 - CBNK | The value for the Bank Account Number field in the A/P Payment Processing - Summary table (F04572). |
| *Z0028* | Payee Bank Agency Digit | F04572 - BNST | The value for the numbers before the separator in the Bank Transit Number field in the A/P Payment Processing - Summary table (F04572). |
| *Z0029* | Payee Bank Account Digit | F04572 - CBNK | The value from the Control Digit field in the F04572 table. |
| *Z0030* | Payee Bank Agency Number + Digit | F04572 - BNST | The values for the *Z0026* and *Z0028* attributes, separated by a dash (-). |
| *Z0031* | Payee Bank Account Number + Digit | F04572 - CBNK | The values for the *Z0027* and *Z0029* attributes, separated by a dash (-). |
| *Z0032* | Payee Name | F0101 - ALPH | The data for the attribute varies, depending on whether you are using the Payment or Receipt process:<br>• For the Payment process, the value for the Alpha Name field in the F0101 table for the address book number that appears in the Payee Number field in the F04572 table.<br>• For the Receipt process, the value for the Alpha Name field in the F0101 table for the address book number that appears in the Address Number field in the Customer Ledger table (F03B11). |
| *Z0033* | Document Number | None | |

| Value | Description | Description 2 | Explanation |
|---|---|---|---|
| *Z0034* | Payment Date | F04572 - DGJ | The data for the attribute varies, depending on whether you are using the Payment or Receipt process:<br>• For the Payment process, the value for the G/L Date field in the F04572 table.<br>• For the Receipt process, the value for the Payment Date field in the F04572 table. |
| *Z0035* | Payment Amount | F04572 - PAAP | The value for the Payment Amount field in the F04572 table. |
| *Z0036* | Bank Document Number | Bank | |
| *Z0037* | Bank Return Payment Date | Bank | |
| *Z0038* | Bank Return Payment Amount | Bank | |
| *Z0039* | Bank Return Payment Document | Bank | |
| *Z0040* | Form File Recs without Header | UBE R76B047E Variable | |
| *Z0041* | Total Payment Amount | UBE R76B047E Variable | This UBE sums all of the payments in the file. |

| Value | Description | Description 2 | Explanation |
|---|---|---|---|
| *Z0042* | Payee Person Corporation Code | F0101 - TAXC | The data for the attribute varies, depending on whether you are using the Payment or Receipt process:<br>• For the Payment process, the value for the Person Corporation Code in the F0101 table for the address book number that appears in the Payee Address Number field in the F04572 table. You must create a bank cross-reference.<br>• For the Receipt process, the value for the Person Corporation Code in the F0101 table for the address book number that appears in the Address Number field in the F03B11 table. |
| *Z0043* | Payee Tax ID | F0101 - TAX | The data for the attributes varies, depending on whether you are using the Payment or Receipt process:<br>• For the Payment process, the value from the Tax ID field in the F0101 table for the address book number that appears in the Payee Address Number field in the F04572 table.<br>• For the Receipt process, the value for the Tax ID field in the F0101 table for the address book number that appears in the Address Number field in the F03B11 table. |
| *Z0044* | Bar Code - Payee Bank Number | R76B0411 - BBRCD | Parses the Bank Code from the Bar Code field in the Voucher Additional Information - Brazil table (F76B04BC) for the first Voucher found in A/P Payment Processing - Detail table (F04573). |

| Value | Description | Description 2 | Explanation |
|---|---|---|---|
| *Z0045* | Bar Code - Currency Code | R76B0411 - BBRCD | For the first voucher in the F04573 table, pulls the currency code from the Bar Code field in the F76B04BC table. |
| *Z0046* | Bar Code - Control Digit | R76B0411 - BBRCD | Parses the currency code from the Bar Code field in the F76B04BC table for the first voucher found in the F04573 table. |
| *Z0047* | Bar Code - Payment Amount | R76B0411 - BBRCD | Parses the payment amount from the Bar Code field in the F76B04BC table for the first voucher found in the F04573 table. |
| *Z0048* | Bar Code - Bar Code All | R76B0411 - BBRCD | The system identifies the first voucher in the F04573 table. It then locates that voucher in the F76B04BC table and writes the value from the Bar Code field to the layout. |
| *Z0049* | Due Date | F04572 - DGJ | The data for the attribute varies, depending on whether you are using the Payment or Receipt process:<br>• For the Payment process, the value from the G/L Date field in the F04572 table.<br>• For the Receipt process, the value from the Due Date field in the F03B11 table. |
| *Z0050* | Open Amount | F04572 - PAAP + ADSA | The sum of the values of the Payment Amount and Discount Amount fields in the F04572 table. |

| Value | Description | Description 2 | Explanation |
|---|---|---|---|
| *Z0051* | Discount Taken | F04572 - ADSA | The data for the attribute varies, depending on whether you are using the Payment or Receipt process:<br>• For the Payment process, the value from the Discount Amount field in the F04572 table.<br>• For the Receipt process, the value from the Discount Amount field in the F03B11 table. |
| *Z0052* | Abatement Amount | Zero | |
| *Z0053* | Discount + Rebate Amount | F04572 - ADSA | The value from the Discount Amount field in the F04572 table. |

| Value | Description | Description 2 | Explanation |
|---|---|---|---|
| *Z0054* | Fee Amount | Zero | The fee amount that the system uses is determined by the processing options for the Process Return A/R Bank Tape Diskette - Dynamic Formatter process (R76B03ZR).<br><br>Fee Invoice Creation processing option:<br><br>• Blank<br><br>The amount is ignored.<br><br>• *1*<br><br>The system creates an RF invoice with the amount of the fee paid.<br><br>• *2*<br><br>The system creates an RF invoice with a calculated fee amount that is based on the Daily Late Fee amount in the F76B03B1 table.<br><br>• *3*<br><br>The system creates two RF invoices: one for the amount paid to the bank, and other with to the bank with fee amount difference<br><br>PO Fee Process Order processing option:<br><br>• Blank<br><br>The system performs a receipt first on original invoice, and then the difference on fee invoice.<br><br>• *1*<br><br>The system performs receipt first on fee invoice, and then the difference on the original invoice. |
| *Z0055* | Rebate Amount | Zero | |
| *Z0056* | Fee + Fee 2 Amount | Zero | |

| Value | Description | Description 2 | Explanation |
|---|---|---|---|
| *Z0057* | Company Postal Code with Mask | F0101 - ADDZ | The value for the Postal Code field from the F0101 table for the address book number that appears in the F0010 table. If PO Unique Payment is On in company constants, the system uses the Parent Address Number Postal Code. The attribute uses the value in the Postal Code field with the separator (-). |
| *Z0058* | Payment Group Next Number | UBE R76B047ES NN 04/06 | This UBE generates a unique identifier for the flat file and assigns a next number from 04/06 for each file. |
| *Z0059* | Bank Agency Digit + Account Digit | F0030 - TNST + CNBK | |
| *Z0060* | Company Bank Swift Code (Conv.) | F0030 - SWFT | The bank accord/agreement number for the bank that is defined in the Dynamic Formatter G/L Account File Numbers table (F76B477) for the BRPAGEL transaction type and the specified G/L bank account. |
| *Z0061* | Payee Address Book No | F04572 - AN8 | For the Payment process, the value from the Payee Address Number field in the F04572 table. This information is required to identify payment in return process in client use code. |
| *Z0062* | Payment Sequence | UBE R76B047ES Variable | This UBE identifies the sequence of the number of payments for a payment group in the F04572 table. |
| *Z0063* | Line Sequence in Segment EP | UBE R76B047ES Variable | For each segment in a line sequence, this UBE resets the counter to zero. |

| Value | Description | Description 2 | Explanation |
|---|---|---|---|
| *Z0064* | Bar Code - Free Field | R76B0411 - BBRCD | The value from the Bar Code field in the F76B04BC table for the first voucher founded in the Accounts Payable Matching Document Detail table (F0414). |
| *Z0065* | File Formatter Line Type | UBE R76B047ER Variable | |
| *Z0066* | Bar Code - Date Due Facto | F76B0411 - BBRCD | |
| *Z0067* | Bank Duplicata Number | F7603B1 -- BBDN | The value for the attribute varies, depending on the processing options:<br>• If the processing option is set to Bank (*1*), the value is 00000000000.<br>• If the processing option for Boleto Emitter is set to Company (*2*), the attribute value is determined as follows:<br>• If a value exists in the Bank Duplicata Number field in the A/R Additional Information - Brazil table (F7603B1), the attribute value is the value in the field.<br>• If the Bank Duplicata Number field is blank, the attribute value is the Bank Duplicata next number for the BRCOBES transaction in the F76B477 table. |
| *Z0068* | Document Number | F7603B1- BBDN | The value in the Invoice Number field in the F03B11 table. |
| *Z0069* | Invoice Date | F03B11 - DIVJ | The value in the Invoice Date field in the F03B11 table. |

| Value | Description | Description 2 | Explanation |
|---|---|---|---|
| *Z0070* | Client Use Code | | The identifier sent during the outbound process and returned during the inbound process.<br><br>The Client Use Code is a concatenation of the Document Company + Document Type + Document Number, Pay Item/suffix, and Address Number in the F03B11 table. This process is the first process to find an invoice. If this field is blank, the system uses the Bank Duplicata Number. |
| *Z0071* | Bank Send Code | F7603B1 - BSCB | The value for the attribute varies, depending on the processing options for R76B03ZS:<br><br>• If the Bank processing option has a value, that value is used.<br><br>• If the Bank processing option does not have a value, *01* is used. |
| *Z0072* | Boleto Creation | | |
| *Z0073* | Protest Instructions Code | | The value in the Protest Instructions Code field in the F7603B1 table. |
| *Z0074* | Protest Instructions | | The value in the Protest Instructions Days field in the F7603B1 table. |
| *Z0075* | Amount Fee by Day | | The value in the Daily Late Fee Amount field in the F7603B1 table. |
| *Z0076* | Due Date AR | F03B11 - DDJ | The value in the Discount Due Date field in the F03B11 table. |

| Value | Description | Description 2 | Explanation |
|---|---|---|---|
| *Z0077* | Payee Address Line 1 | F0116 - - ADD1 | The value for the attribute varies, depending on the processing options:<br>• If the Customer Address option is blank, uses the value for the Address 1 field in the F0101 table for the address book number that appears in the Address Number field in the F03B11 table.<br>• If the Customer Address option is set to 1, uses the value in the Send Invoice To field in the Customer Master by Line of Business table (F03012). |
| *Z0078* | Customer Postal Code | 3 digit | The value for the attribute varies, depending on the processing options:<br>• If the Customer Address option is blank, uses the first five digits of the Postal Code field in the F0101 table for the address book number that appears in the Address Number field in the F03B11 table.<br>• If the Customer Address option is set to *1*, uses the value in the Send Invoice To field in the F03012 table. |

| Value | Description | Description 2 | Explanation |
|---|---|---|---|
| *Z0079* | Customer Postal Code | 5 digit | The value for the attribute varies, depending on the processing options:<br>• If the Customer Address option is blank, uses the last three digits of the Postal Code field in the F0101 table for the address book number that appears in the Address Number field in the F03B11 table.<br>• If the Customer Address option is set to 1, uses the value in the Send Invoice To field in the F03012 table. |
| *Z0080* | Message Code | | The value in the Message Code field in the F7603B1 table. |
| *Z0081* | Message Description | | The value in the message code attachment for the Message Code field in the F7603B1 table. |
| *Z0085* | Discount Available by Day | | The value in the Discount Available/30 field in the F03B11 table. |
| *Z0086* | Boleto Creation | | The value in the Boleto Emitter option for the R76B03ZS processing options. |
| *Z0087* | Payment Group Control Number | F7603B1 - HDC | The value in the Carteira Number option for the R76B03ZS processing options. |
| *Z0088* | Payee City | F0116 - CYT1 | |
| *Z0089* | Payee State Code | F0116 - ADDS | |

| Value | Description | Description 2 | Explanation |
|---|---|---|---|
| *Z0090* | Payee Address Line 2 | F0016 - ADD2 | The value for the attribute varies, depending on the processing options:<br>• If the Customer Address option is blank, uses the value for the Address 2 field in the F0101 table for the address book number that appears in the Address Number field in the F03B11 table.<br>• If the Customer Address option is set to *1*, uses the value in the Send Invoice To field in the F03012 table. |
| *Z0091* | Payee Address Line 3 | F0016 - ADD3 | The value for the attribute varies, depending on the processing options:<br>• If the Customer Address option is blank, uses the value for the Address 3 field in the F0101 table for the address book number that appears in the Address Number field in the F03B11 table.<br>• If the Customer Address option is set to *1*, uses the value in the Send Invoice To field in the F03012 table. |
| *Z0092* | Payee Address Line 4 | F0016 - ADD4 | The value for the attribute varies, depending on the processing options:<br>• If the Customer Address option is blank, uses the value for the Address 4 field in the F0101 table for the address book number that appears in the Address Number field in the F03B11 table.<br>• If the Customer Address option is set to *1*, uses the value in the Send Invoice To field in the F03012 table. |
| *Z0093* | Bank Return Code 2 | Bank | |

| Value | Description | Description 2 | Explanation |
|---|---|---|---|
| *Z0094* | Bank Return Code 3 | Bank | |
| *Z0095* | Bank Return Code 4 | Bank | |
| *Z0096* | Bank Return Code 5 | Bank | |

### Decimal Format (H98/DE)

The system uses the Decimal Format UDC to separate a string of numbers when the Data Type for a field is Math Numeric. You must set up codes to specify the acceptable separators for decimals. For example, you can set up these codes:

| Code | Description |
|---|---|
| | Use system value |
| , | Comma indicator |
| . | Decimal indicator |

### Date Separator (H98/DS)

The system uses the Date Separator UDC to format a string of numbers that the system will use as a date. You must set up codes to specify the acceptable separators for dates.

For example, you can set up these codes:

| Code | Description |
|---|---|
| | System value |
| * | Blank separator |
| , | Comma date separator |
| - | Hyphen date separator |
| / | Slash date separator |

## Setting Up the Monthly Late Fee Rate *(Juros de Mora)*

You must set up a version of the Generic Message/Rates Records program (P00191) with System Code *76*, Record Type *JM*. The UDC 76/JM is hard coded into the business function that creates the Brazil A/R tag file record.

The rate is the Brazilian Monthly Late Fee Rate *(Juros de Mora)* used by the bank for late payments and is based on a 30-day month.

# Setting Up Bank Layouts Using the Dynamic Formatter

This section provides an overview of bank layouts and bank layout attributes and discusses how to:

- Set up the layout master.
- Set up transaction types and line types.
- Set up layout details.
- Specify the layout for transaction types.
- Specify the layout for a payment instrument.
- Create bank cross-references for attributes.
- Create next numbers for G/L accounts.

## Understanding Bank Layouts

A bank layout is a set of specifications comprised of attributes. You create bank layouts by using the Dynamic Formatter Layout Setup program (P76B471). You use the bank layouts for processing electronic files for inbound and outbound payments and receipts. After you create a bank layout, you define the record types that the layout uses for inbound and outbound processes, and then you define the attributes and the position of the attributes for each inbound and outbound record type.

Banks in Brazil often use different layouts for different payment instruments. You should create a bank layout for each payment instrument for each bank with which you work.

After you create bank layouts, you must set up bank information for electronic banking. To set up bank information, perform these actions in this order:

1. Define the bank layouts that you want to use for automatic payments and automatic receipts.
2. Specify the payment instrument for each transaction type.
3. Create a cross reference for attributes that relates the value which the PeopleSoft system uses for an attribute to the value that the bank uses.
4. Set up next numbers that the system uses when you generate the flat file.

## Understanding Bank Layout Attributes

A bank layout is a set of specifications comprised of attributes. Before you can use a bank layout to send electronic data to the banks, you must assign attributes to a layout that you create. Attributes define specific data and the format of the data. The attributes that you can use are defined in the Dynamic Formatter Attributes UDC table (76B/F1).

The two types of attributes are:

| Attribute | Description |
| --- | --- |
| System | Values that begin with an S. These values are constants.<br>For example, *S0002* is the attribute for blanks and *S0003* is the attribute for zeros. You define the value of *S0001* when you specify layout details. |
| Application | Values that begin with a Z. These values are defined by each transaction.<br>For example, attribute *Z0009* is the Company Name. The value of the *Z0009* attribute changes, depending on the company for which the transaction occurs. |

The system retrieves the information for the attribute depending on:

- Whether the process is inbound or outbound.
- The line type that you specify when you set up the Layout Master.

You use the Dynamic Formatter Layout Setup program (P76B471) to create a record for each transaction/line type combination that you need for a bank layout.

For example, you might set up these transaction/line type combinations for each bank that you work with:

- Inbound/Header
- Inbound/Detail
- Inbound/Trailer
- Outbound/Header
- Outbound/Header Detail
- Outbound/Detail
- Outbound/Trailer
- Outbound/Trailer Detail

See Chapter 5, "(BRA) Setting Up Electronic Banking," Setting Up Transaction Types and Line Types, page 130.

You must specify the bank layout that you want the system to use for each transaction type for each bank with which you work. When you specify the bank layout, you also identify where the system creates the text file for outbound transactions, where the system stores the file for inbound transactions, and where the application searches for information about the payment instrument.

For inbound transactions, the system searches for information about the payment instrument in the record type that you specify. For example, if you specify Header as the record type, the system searches the lines in the layout that contain header information to identify the payment instrument that is contained in the flat file.

See Chapter 5, "(BRA) Setting Up Electronic Banking," Specifying the Layout for Transaction Types, page 133.

For some attributes, the information that the system retrieves is also determined by whether the attribute is used for automatic receipt or automatic payment processing.

## Automatic Payment Process, Inbound, Line Type 1 (File Header)

This table shows examples of the attributes that you might use for inbound transactions with line type *1* (file header):

| Value | Description | Description 2 | Explanation |
|---|---|---|---|
| *Z0001* | Company Person/Corp Code | F0101 - TAXC | The value for the Person/Corporation Code field in the F0101 table for the address book number that appears in the F0010 table. If PO Unique Payment is On in the company constants, the system uses the Parent Address Number Person/Corporation Code. |
| *Z0002* | Company Tax ID | F0101 - TAX | The value for the Tax ID field in the F0101 table for the address book number that appears in the F0010 table. If PO Unique Payment is On in the company constants, the system uses the Parent Address Number Tax ID. |
| *Z0003* | Company Bank Agency | F0030 - TNST | The data for the attribute varies, depending on whether you are using the Payment or Receipt process:<br>• For the Payment process, the system parses information from the G/L Bank Account defined in the Payment Group and pulls the value before the separator (/) in the Bank Transit Number field in the Bank Transit Master table (F0030).<br>• For the Receipt process, the system parses information from the G/L Bank Account defined in the processing options and pulls the value before the separator (/) in the Bank Transit Number field in the F0030 table. |

| Value | Description | Description 2 | Explanation |
|---|---|---|---|
| *Z0004* | Company Bank Account Number | F0030 - CBNK | The data for the attribute varies, depending on whether you are using the Payment or Receipt process:<br>• For the Payment process, the system parses information from the G/L Bank Account defined in the Payment Group and pulls the value in the Bank Account Number field in the F0030 table.<br>• For the Receipt process, the system parses information from the G/L Bank Account defined in the processing options and pulls the value in the Bank Account Number field in the F0030 table. |
| *Z0005* | Company Bank Agency Digit | F0030 - TNST | The data for the attribute varies, depending on whether you are using the Payment or Receipt process:<br>• For the Payment process, the system parses information from the G/L Bank Account defined in the Payment Group and pulls the value before the separator (-) in the Bank Transit Number field in the Bank Transit Master table (F0030).<br>• For the Receipt process, the system parses information from the G/L Bank Account defined in the processing options and pulls the value before the separator (-) in the Bank Transit Number field in the F0030 table. |

| Value | Description | Description 2 | Explanation |
|---|---|---|---|
| *Z0006* | Company Bank Account Digit | F0030 - CHKD | The data for the attribute varies, depending on whether you are using the Payment or Receipt process:<br>• For the Payment process, the system parses information from the G/L Bank Account defined in the Payment Group and pulls the value in the Control Digit field in the F0030 table.<br>• For the Receipt process, the system parses information from the G/L Bank Account defined in the processing options and pulls the value in the Control Digit field in the F0030 table. |
| *Z0007* | Company Bank Agency Number + Digit | F0030 - TNST | The values for attributes *Z0003* and *Z0005*; they are separated by a dash (-). |
| *Z0008* | Company Bank Account Number + Digit | F0030 - CBNK + CHKD | The values for attributes *Z0004* and *Z0006*; they are separated by a dash (-). |
| *Z0009* | Company Name | F0101 - ALPH | The Address Book number in the F0010 table. If PO Unique Payment is On in the company constants, the system uses the Parent Address Number Alpha Name. |
| *Z0010* | Formatted File Date Created | UBE B9800100 - Get Audit Info | The date from the Get Audit Information field in the UBE. |
| *Z0011* | Formatted File Time Created | UBE B9800100 - Get Audit Info | The Time from the Get Audit Information field in the UBE. |
| *Z0012* | Company Bank Number | F0030 - TNST | The system parses information from the G/L Bank Account defined in the Payment Group and uses the first three digits in the Bank Number field in the F0030 table. |

| Value | Description | Description 2 | Explanation |
|---|---|---|---|
| *Z0013* | Company Bank Name | F0030 - DL01 | The system parses information from the G/L Bank Account defined in the Payment Group and uses the first three digits in the Bank Account Number field in the F0030 table and the value in the Description field from the Bank Codes UDC table (76/BC). |
| *Z0014* | Payment Instrument | F0411 - PYIN | |
| *Z0015* | Company Street Name | F0101 - ADD1 | The value for the Address 1 field in the F0101 table for the address book number that appears in the F0010 table. If PO Unique Payment is On in company constants, the system uses the Parent Address Number Address 1. |
| *Z0016* | Company Street Number | NONE | |
| *Z0017* | Company Street Complement | NONE | |
| *Z0018* | Company City | F0101 - CTY1 | The value for the City field in the F0101 table for the address book number that appears in the F0010 table. If PO Unique Payment is On in company constants, the system uses the Parent Address Number City. |
| *Z0019* | Company Postal Code - No Mask | F0101 - ADDZ | The value for the Postal Code field in the F0101 table for the address book number that appears in the F0010 table. If PO Unique Payment is On in company constants, the system uses the Parent Address Number Postal Code.<br><br>The system uses the value in the Postal Code field without the separator (-). |

| Value | Description | Description 2 | Explanation |
|---|---|---|---|
| *Z0020* | Company State Code | F0101 - ADDS | The value for the State field in the F0101 table for the address book number that appears in the F0010 table. If PO Unique Payment is On in company constants, the system uses the Parent Address Number State. |
| *Z0022* | Formatted File Line Count | UBE R76B047E Variable | This UBE counts the number of lines created inside the flat file. |
| *Z0057* | Company Postal Code with Mask | F0101 - ADDZ | The value for the Postal Code field from the F0101 table for the address book number that appears in the F0010 table. If PO Unique Payment is On in company constants, the system uses the Parent Address Number Postal Code. The attribute uses the value in the Postal Code field with the separator (-). |
| *Z0058* | Payment Group Next Number | UBE R76B047ES NN 04/06 | This UBE generates a unique identifier for the flat file and assigns a next number from 04/06 for each file. |
| *Z0060* | Company Bank Swift Code (Conv.) | F0030 - SWFT | The bank accord/agreement number for the bank as defined in the Dynamic Formatter G/L Bank Account File Numbers table (F76B477) for the BRPAGEL transaction type and the specified G/L bank account. |
| *Z0065* | File Formatter Line Type | UBE R76B047ER Variable | |

## Automatic Payment Process, Inbound, Line Type 2 (Detail)

The following table shows examples of the attributes that you might use for inbound transactions with line type 2 (detail):

| Value | Description | Description 2 | Explanation |
|---|---|---|---|
| *Z0023* | Payment Group Sequence | UBE R76B047E Variable | The sequence number from the F04572 table, which is required to identify the payment in the return process in the client use code. |
| *Z0025* | Payee Bank Number | F04572 - BNST | The first three digits from the Bank Transit Number field in the F04572 table. |
| *Z0026* | Payee Bank Agency No | F04572 - BNST | The numbers before the separator (/) from the Bank Transit Number field in the F04572 table. |
| *Z0027* | Payee Bank Account Number | F04572 - CBNK | The value for the Bank Account Number field in the F04572 table. |
| *Z0028* | Payee Bank Agency Digit | F04572 - BNST | The value for the numbers before the separator in the Bank Transit Number field in the F04572 table. |
| *Z0029* | Payee Bank Account Digit | F04572 - CBNK | The value from the Control Digit field in the F04572 table. |
| *Z0030* | Payee Bank Agency Number + Digit | F04572 - BNST | The values for the *Z0026* and *Z0028* attributes, separated by a dash (-). |
| *Z0031* | Payee Bank Account Number + Digit | F04572 - CBNK | The values for the *Z0027* and *Z0029* attributes, separated by a dash (-). |

| Value | Description | Description 2 | Explanation |
|---|---|---|---|
| *Z0032* | Payee Name | F0101 - ALPH | The data for the attribute varies, depending on whether you are using the Payment or Receipt process:<br>• For the Payment process, the value for the Alpha Name field in the F0101 table for the address book number that appears in the Payee Number field in the F04572 table.<br>• For the Receipt process, the value for the Alpha Name field in the F0101 table for the address book number that appears in the Address Number field in the F03B11 table. |
| *Z0034* | Payment Date | F04572 - DGJ | The data for the attribute varies, depending on whether you are using the Payment or Receipt process:<br>• For the Payment process, the value for the G/L Date field in the A/P Payment Processing - Summary table (F04572).<br>• For the Receipt process, the value for the Payment Date field in the F04572 table. |
| *Z0035* | Payment Amount | F04572 - PAAP | The value for the Payment Amount field in the F04572 table. |

| Value | Description | Description 2 | Explanation |
|---|---|---|---|
| *Z0042* | Payee Person Corporation Code | F0101 - TAXC | The data for the attribute varies, depending on whether you are using the Payment or Receipt process:<br>• For the Payment process, the value for the Person Corporation Code in the F0101 table for the address book number that appears in the Payee Address Number field in the F04572 table. You must create a bank cross-reference.<br>• For the Receipt process, the value for the Person Corporation Code in the F0101 table for the address book number that appears in the Address Number field in the F03B11 table. |
| *Z0043* | Payee Tax ID | F0101 - TAX | The data for the attributes varies, depending on whether you are using the Payment or Receipt process:<br>• For the Payment process, the value from the Tax ID field in the F0101 table for the address book number that appears in the Payee Address Number field in the F04572 table.<br>• For the Receipt process, the value for the Tax ID field in the F0101 table for the address book number that appears in the Address Number field in the F03B11 table. |
| *Z0044* | Bar Code - Payee Bank Number | R76B0411 - BBRCD | Parses the Bank Code from the Bar Code field in the F76B04BC table for the first Voucher found in F04573 table. |
| *Z0045* | Bar Code - Currency Code | R76B0411 - BBRCD | For the first voucher in the F04573 table, pulls the currency code from the Bar Code field in the F76B04BC table. |

| Value | Description | Description 2 | Explanation |
|---|---|---|---|
| *Z0046* | Bar Code - Control Digit | R76B0411 - BBRCD | Parses the currency code from the Bar Code field in the F76B04BC table for the first Voucher found in the F04573 table. |
| *Z0047* | Bar Code - Payment Amount | R76B0411 - BBRCD | Parses the payment amount from the Bar Code field in the F76B04BC table for the first Voucher found in the F04573 table. |
| *Z0048* | Bar Code - Bar Code All | R76B0411 - BBRCD | The system identifies the first voucher in the F04573 table. It then locates that voucher in the F76B04BC table and writes the value from the Bar Code field to the layout. |
| *Z0049* | Due Date | F04572 - DGJ | The data for the attribute varies, depending on whether you are using the Payment or Receipt process:<br>• For the Payment process, the value from the G/L Date field in the F04572 table.<br>• For the Receipt process, the value from the Due Date field in the F03B11 table. |
| *Z0050* | Open Amount | F04572 - PAAP+ADSA | The sum of the values of the Payment Amount and Discount Amount fields in the F04572 table. |
| *Z0051* | Discount Taken | F04572 - ADSA | The data for the attribute varies, depending on whether you are using the Payment or Receipt process:<br>• For the Payment process, the value from the Discount Amount field in the F04572 table.<br>• For the Receipt process, the value from the Discount Amount field in the F03B11 table. |
| *Z0052* | Abatement Amount | Zero | |

| Value | Description | Description 2 | Explanation |
|---|---|---|---|
| *Z0053* | Discount + Rebate Amount | F04572 - ADSA | The value from the Discount Amount field in the F04572 table (F04572). |
| *Z0054* | Fee Amount | Zero | |
| *Z0055* | Rebate Amount | Zero | |
| *Z0056* | Fee + Fee 2 Amount | Zero | |
| *Z0059* | Bank Agency Digit + Account Digit | F0030 - TNST + CNBK | |
| *Z0061* | Payee Address Book No | F04572 - AN8 | For the Payment process, the value from the Payee Address Number field in the F04572 table. This information is required to identify payment in return process in client use code. |
| *Z0062* | Payment Sequence | UBE R76B047ES Variable | This UBE identifies the sequence of the number of payments for a payment group in the F04572 table. |
| *Z0064* | Bar Code - Free Value | R76B0411 - BBRCD | The value from the Bar Code field in the F76B04BC table, for the first voucher founded in the F04573 table. |
| *Z0065* | File Formatter Line Type | UBE R76B047ER Variable | |

## Automatic Payment Process, Inbound, Line Type 3 (Additional Header)

This table shows an example of the attribute that you might use for inbound transactions with line type 3 (additional header):

| Value | Description | Description 2 | Explanation |
|---|---|---|---|
| *Z0063* | Line sequence in Segment | UBE R76B047ES Variable | For each segment in a line sequence, this UBE resets the counter to zero. |

## Automatic Payment Process, Inbound, Line Type 5 (Additional Trailer)

This table shows an example of the attribute that you might use for inbound transactions with line type 4 (additional trailer):

| Value | Description | Description 2 | Explanation |
|---|---|---|---|
| *Z0063* | Line sequence in Segment | UBE R76B047ES Variable | For each segment in a line sequence, this UBE resets the counter to zero. |

### Automatic Payment Process, Inbound, Line Type 9 (File Trailer)

This table shows an example of the attribute that you might use for inbound transactions with line type 9 (file trailer):

| Value | Description | Description 2 | Explanation |
|---|---|---|---|
| *Z0041* | Total Payment Amount | UBE R76B047E Variable | This UBE sums all of the payments in the file. |

### Automatic Payment Process, Outbound, Line Type 1 (File Header)

This table shows examples of the attributes that you might use for outbound transactions with line type 1 (file header):

| Value | Description | Description 2 | Explanation |
|---|---|---|---|
| *Z0014* | Payment Instrument | F0411 - PYIN | |
| *Z0065* | File Formatter Line Type | UBE R76B047ER Variable | |

### Automatic Payment Process, Outbound, Line Type 2 (Detail)

This table shows examples of the attributes that you might use for outbound transactions with line type 2 (detail):

| Value | Description | Description 2 | Explanation |
|---|---|---|---|
| *Z0014* | Payment Instrument | F0411 - PYIN | |
| *Z0021* | Bank Return Message | Bank | |
| *Z0023* | Payment Group Sequence | UBE R76B047E Variable | The sequence number from the F04572 table, which is required to identify the payment in the return process in the client use code. |
| *Z0024* | Bank Return Code | Band | |

| Value | Description | Description 2 | Explanation |
|---|---|---|---|
| *Z0034* | Payment Date | F04572 - DGJ | The data for the attribute varies, depending on whether you are using the Payment or Receipt process:<br>• For the Payment process, the value for the G/L Date field in the F04572 table.<br>• For the Receipt process, the value for the Payment Date field in the F04572 table. |
| *Z0035* | Payment Amount | F04572 - PAAP | The value for the Payment Amount field in the A/P Payment Processing - Summary table (F04572). |
| *Z0051* | Discount Taken | F04572 - ADSA | The data for the attribute varies, depending on whether you are using the Payment or Receipt process:<br>• For the Payment process, the value from the Discount Amount field in the F04572 table.<br>• For the Receipt process, the value from the Discount Amount field in the F03B11 table. |
| *Z0061* | Payee Address Book No | F04572 - AN8 | For the Payment process, the value from the Payee Address Number field in the F04572 table. This information is required to identify payment in return process in client use code. |
| *Z0065* | File Formatter Line Type | UBE R76B047ER Variable | |

## Automatic Payment Process, Outbound, Line Type 3 (Additional File Header)

This table shows examples of the attributes that you might use for outbound transactions with line type 3 (additional file header):

| Value | Description | Description 2 | Explanation |
|---|---|---|---|
| *Z0014* | Payment Instrument | F0411 - PYIN | |
| *Z0065* | File Formatter Line Type | UBE R76B047ER Variable | |

### Automatic Payment Process, Outbound, Line Type 5 (Additional File Trailer)

This table shows an example of the attribute that you might use for outbound transactions with line type 5 (additional file trailer):

| Value | Description | Description 2 | Explanation |
|---|---|---|---|
| *Z0065* | File Formatter Line Type | UBE R76B047ER Variable | |

### Automatic Payment Process, Outbound, Line Type 9 (File Trailer)

This table shows an example of the attribute that you might use for outbound transactions with line type 9 (file trailer):

| Value | Description | Description 2 | Explanation |
|---|---|---|---|
| *Z0065* | File Formatter Line Type | UBE R76B047ER Variable | |

### Automatic Receipts Process, Inbound, Line Type 1 (File Header)

This table shows examples of the attributes that you might use for inbound transactions with line type 1 (file header):

| Value | Description | Description 2 | Explanation |
|---|---|---|---|
| *Z0009* | Company Name | F0101 - ALPH | The Address Book number in the F0010 table. If PO Unique Payment is On in the company constants, the system uses the Parent Address Number Alpha Name. |
| *Z0010* | Formatted File Date Created | UBE B9800100 - Get Audit Info | The date from the Get Audit Information field in the UBE. |
| *Z0012* | Company Bank Number | F0030 - TNST | The system parses information from the G/L Bank Account defined in the Payment Group and uses the first three digits in the Bank Number field in the F0030 table. |
| *Z0013* | Company Bank Name | F0030 - DL01 | The system parses information from the G/L Bank Account defined in the Payment Group and uses the first three digits in the Bank Account Number field in the F0030 table and the value in the Description field from the Bank Codes UDC table (76/BC). |

| Value | Description | Description 2 | Explanation |
|---|---|---|---|
| *Z0022* | Formatted File Line Count | UBE R76B047E Variable | This UBE counts the number of lines created inside the flat file. |
| *Z0058* | Payment Group Next Number | UBE R76B047ES NN 04/06 | This UBE generates a unique identifier for the flat file and assigns a next number from 04/06 for each file. |
| *Z0060* | Company Bank Swift Code (Conv.) | F0030 - SWFT | The bank accord/agreement number for the bank as defined in the F76B477 table for the BRPAGEL transaction type and the specified G/L bank account. |
| *Z0065* | File Formatter Line Type | UBE R76B047ER Variable | |

## Automatic Receipts Process, Inbound, Line Type 2 (Detail)

This table shows examples of the attributes that you might use for inbound transactions with line type 2 (detail):

| Value | Description | Description 2 | Explanation |
|---|---|---|---|
| *Z0003* | Company Bank Agency | F0030 - TNST | The data for the attribute varies, depending on whether you are using the Payment or Receipt process:<br>• For the Payment process, the system parses information from the G/L Bank Account defined in the Payment Group and pulls the value before the separator (/) in the Bank Transit Number field in the Bank Transit Master table (F0030).<br>• For the Receipt process, the system parses information from the G/L Bank Account defined in the processing options and pulls the value before the separator (/) in the Bank Transit Number field in the F0030 table. |

| Value | Description | Description 2 | Explanation |
|---|---|---|---|
| *Z0004* | Company Bank Account Number | F0030 - CBNK | The data for the attribute varies, depending on whether you are using the Payment or Receipt process:<br>• For the Payment process, the system parses information from the G/L Bank Account defined in the Payment Group and pulls the value in the Bank Account Number field in the F0030 table.<br>• For the Receipt process, the system parses information from the G/L Bank Account defined in the processing options and pulls the value in the Bank Account Number field in the F0030 table. |
| *Z0005* | Company Bank Agency Digit | F0030 - TNST | The data for the attribute varies, depending on whether you are using the Payment or Receipt process:<br>• For the Payment process, the system parses information from the G/L Bank Account defined in the Payment Group and pulls the value before the separator (-) in the Bank Transit Number field in the F0030 table.<br>• For the Receipt process, the system parses information from the G/L Bank Account defined in the processing options and pulls the value before the separator (-) in the Bank Transit Number field in the F0030 table. |

| Value | Description | Description 2 | Explanation |
|---|---|---|---|
| *Z0006* | Company Bank Account Digit | F0030 - CHKD | The data for the attribute varies, depending on whether you are using the Payment or Receipt process:<br>• For the Payment process, the system parses information from the G/L Bank Account defined in the Payment Group and pulls the value in the Control Digit field in the F0030 table.<br>• For the Receipt process, the system parses information from the G/L Bank Account defined in the processing options and pulls the value in the Control Digit field in the F0030 table. |
| *Z0007* | Company Bank Agency Number + Digit | F0030 - TNST | The values for attributes *Z0003* and *Z0005*: they are separated by a dash (-). |
| *Z0008* | Company Bank Account Number + Digit | F0030 - CBNK + CHKD | The values for attributes *Z0004* and *Z0006*; they are separated by a dash (-). |
| *Z0032* | Payee Name | F0101 - ALPH | The data for the attribute varies, depending on whether you are using the Payment or Receipt process:<br>• For the Payment process, the value for the Alpha Name field in the F0101 table for the address book number that appears in the Payee Number field in the F04572 table.<br>• For the Receipt process, the value for the Alpha Name field in the F0101 table for the address book number that appears in the Address Number field in the F03B11 table. |
| *Z0035* | Payment Amount | F04572 - PAAP | The value for the Payment Amount field in the F04572 table. |

| Value | Description | Description 2 | Explanation |
|---|---|---|---|
| *Z0042* | Payee Person Corporation Code | F0101 - TAXC | The data for the attribute varies, depending on whether you are using the Payment or Receipt process:<br>• For the Payment process, the value for the Person Corporation Code in the F0101 table for the address book number that appears in the Payee Address Number field in the F04572 table. You must create a bank cross-reference.<br>• For the Receipt process, the value for the Person Corporation Code in the F0101 table for the address book number that appears in the Address Number field in the F03B11 table. |
| *Z0043* | Payee Tax ID | F0101 - TAX | The data for the attributes varies, depending on whether you are using the Payment or Receipt process:<br>• For the Payment process, the value from the Tax ID field in the F0101 table for the address book number that appears in the Payee Address Number field in the F04572 table.<br>• For the Receipt process, the value for the Tax ID field in the F0101 table for the address book number that appears in the Address Number field in the F03B11 table. |

| Value | Description | Description 2 | Explanation |
|---|---|---|---|
| *Z0049* | Due Date | F04572 - DGJ | The data for the attribute varies, depending on whether you are using the Payment or Receipt process:<br>• For the Payment process, the value from the G/L Date field in the F04572 table.<br>• For the Receipt process, the value from the Due Date field in the F03B11 table. |
| *Z0051* | Discount Taken | F04572 - ADSA | The data for the attribute varies, depending on whether you are using the Payment or Receipt process:<br>• For the Payment process, the value from the Discount Amount field in the F04572 table.<br>• For the Receipt process, the value from the Discount Amount field in the F03B11 table. |
| *Z0055* | Rebate Amount | Zero | |
| *Z0067* | Bank Duplicata Number | F7603B1 - BBDN | The value for the attribute varies, depending on the processing options:<br>• If the processing option is set to Bank (*1*), the value will be 00000000000.<br>• If the processing option for Boleto Emitter is set to Company (*2*), the attribute value is determined as follows:<br>• If a value exists in the Bank Duplicata Number field in the F7603B1 table, the attribute value is the value in the field.<br>• If the Bank Duplicata Number field is blank, the attribute value is the Bank Duplicata next number for the BRCOBES transaction in the F76B477 table. |

| Value | Description | Description 2 | Explanation |
|---|---|---|---|
| *Z0068* | Document Number | F7603B1- BBDN | The value in the Invoice Number field in the F03B11 table. |
| *Z0069* | Invoice Date | F03B11 - DIVJ | The value in the Invoice Date field in the F03B11 table. |
| *Z0070* | Client Use Code | | |
| *Z0071* | Bank Send Code | F7603B1 - BSCB | The value for the attribute varies, depending on the processing options for R76B03ZS:<br>• If the Bank processing option has a value, that value is used.<br>• If the Bank processing option does not have a value 01 is used. |
| *Z0073* | Protest Instructions Code | | The value in the Protest Instructions Code field in the F7603B1 table. |
| *Z0074* | Protest Instructions | | The value in the Protest Instructions Days field in the F7603B1 table. |
| *Z0075* | Amount Fee by Day | | The value in the Daily Late Fee Amount field in the F7603B1 table. |
| *Z0076* | Due Date AR | F03B11 - DDJ | The value in the Discount Due Date field in the F03B11 table. |

| Value | Description | Description 2 | Explanation |
|---|---|---|---|
| *Z0077* | Payee Line 1 | F0116 - ADD1 | The value for the attribute varies, depending on the processing options:<br>• If the Customer Address option is blank, uses the value for the Address 1 field in the F0101 table for the address book number that appears in the Address Number field in the F03B11 table.<br>• If the Customer Address option is set to 1, uses the value in the Send Invoice To field in the F03012 table. |
| *Z0078* | Customer Postal Code | 3 digit | The value for the attribute varies, depending on the processing options:<br>• If the Customer Address option is blank, uses the first five digits of the Postal Code field in the F0101 table for the address book number that appears in the Address Number field in the F03B11 table.<br>• If the Customer Address option is set to 1, uses the value in the Send Invoice To field in the F03012 table. |
| *Z0079* | Customer Postal Code | 5 digit | The value for the attribute varies, depending on the processing options:<br>• If the Customer Address option is blank, uses the last three digits of the Postal Code field in the F0101 table for the address book number that appears in the Address Number field in the F03B11 table.<br>• If the Customer Address option is set to 1, uses the value in the Send Invoice To field in the F03012 table. |

| Value | Description | Description 2 | Explanation |
|---|---|---|---|
| *Z0080* | Message Code | | The value in the Message Code field in the F7603B1 table. |
| *Z0081* | Message Description | | The value in the message code attachment for the Message Code field in the F7603B1 table. |
| *Z0085* | Discount Available by Day | | The value in the Discount Avaliable/30 field in the F03B11 table. |
| *Z0086* | Boleto Creation | | The value in the Boleto Emitter option for the R76B03ZS processing options. |
| *Z0087* | Payment Group Control Number | F7603B1 - HDC | The value in the Carteira Number option for the R76B03ZS processing options. |

## Automatic Receipts Process, Outbound, Line Type 1 (File Header)

This table shows examples of the attributes that you might use for outbound transactions with line type 1 (file header):

| Value | Description | Description 2 | Explanation |
|---|---|---|---|
| *Z0010* | Formatted File Date Created | UBE B9800100 - Get Audit Info | Date from file creation. |
| *Z0058* | Payment Group Next Number | UBE R76B047ES NN 04/06 | This UBE generates a unique identifier for the flat file and assigns a next number from 04/06 for each file. |

| Value | Description | Description 2 | Explanation |
|---|---|---|---|
| *Z0037* | Bank Return Payment Date | Bank | G/L Date, used as G/L Date of receipt |
| *Z0067* | Bank Duplicata Number | F7603B1 - BBDN | The value for the attribute varies, depending on the processing options:<br>• If the processing option is set to Bank (*1*), the value will be 00000000000.<br>• If the processing option for Boleto Emitter is set to Company (*2*), the attribute value is determined as follows:<br>• If a value exists in the Bank Duplicata Number field in the F7603B1 table, the attribute value is the value in the field.<br>• If the Bank Duplicata Number field is blank, the attribute value is the Bank Duplicata next number for the BRCOBES transaction in the F76477 table. |

## Automatic Receipts Process, Outbound, Line Type 2 (Detail)

This table shows examples of the attributes that you might use for outbound transactions with line type 2 (detail):

| Value | Description | Description 2 | Explanation |
|---|---|---|---|
| *Z0003* | Company Bank Agency | F0030 - TNST | The data for the attribute varies, depending on whether you are using the Payment or Receipt process:<br>• For the Payment process, the system parses information from the G/L Bank Account defined in the Payment Group and pulls the value before the separator (/) in the Bank Transit Number field in the F0030 table.<br>• For the Receipt process, the system parses information from the G/L Bank Account defined in the processing options and pulls the value before the separator (/) in the Bank Transit Number field in the F0030 table. |
| *Z0004* | Company Bank Account Number | F0030 - CBNK | The data for the attribute varies, depending on whether you are using the Payment or Receipt process:<br>• For the Payment process, the system parses information from the G/L Bank Account defined in the Payment Group and pulls the value in the Bank Account Number field in the F0030 table.<br>• For the Receipt process, the system parses information from the G/L Bank Account defined in the processing options and pulls the value in the Bank Account Number field in the F0030 table. |

| Value | Description | Description 2 | Explanation |
|---|---|---|---|
| *Z0005* | Company Bank Agency Digit | F0030 - TNST | The data for the attribute varies, depending on whether you are using the Payment or Receipt process:<br>• For the Payment process, the system parses information from the G/L Bank Account defined in the Payment Group and pulls the value before the separator (-) in the Bank Transit Number field in the F0030 table.<br>• For the Receipt process, the system parses information from the G/L Bank Account defined in the processing options and pulls the value before the separator (-) in the Bank Transit Number field in the F0030 table. |
| *Z0024* | Bank Return Code | Bank | The bank return code from bank file. The value in this field is written to the Receipts field in the Electronic Receipts Input table (F03B13Z1) when the special handling code in the Record Type UDC (76/RC) is set to *1*. You must set up a bank cross-reference. |
| *Z0034* | Payment Date | F04572 - DGJ | The data for the attribute varies, depending on whether you are using the Payment or Receipt process:<br>• For the Payment process, the value for the G/L Date field in the F04572 table.<br>• For the Receipt process, the value for the Payment Date field in the F04572 table. |
| *Z0035* | Receipt Amount | F04572 - PAAP | For all banks except bank 041 (Banrisul), the total amount received, including the fee amount. For Banrisul, the receipt amount does not include the fee amount. |

| Value | Description | Description 2 | Explanation |
|---|---|---|---|
| *Z0051* | Discount Taken | F04572 - ADSA | The data for the attribute varies, depending on whether you are using the Payment or Receipt process:<br>• For the Payment process, the value from the Discount Amount field in the F04572 table.<br>• For the Receipt process, the value from the Discount Amount field in the F03B11 table. |
| *Z0052* | Abatement Amount | Zero | |
| *Z0054* | Fee Amount | Zero | The fee amount that the system uses is determined by the processing options for the Process Return A/R Bank Tape Diskette - Dynamic Formatter process (R76B03ZR).<br>Fee Invoice Creation processing option:<br>• Blank: The amount is ignored.<br>• *1*: The system creates an RF invoice with the amount of the fee paid.<br>• *2*: The system creates an RF invoice with a calculated fee amount that is based on the Daily Late Fee amount on table F76B03B1.<br>Fee Process processing option:<br>• Blank: The system performs receipt first on the original invoice and then applies the difference to the fee invoice.<br>• *1*: The system performs receipt first on the fee invoice, and then applies the difference to the original invoice. |
| *Z0065* | File Formatter Line Type | UBE R76B047ER Variable | |

| Value | Description | Description 2 | Explanation |
|---|---|---|---|
| *Z0067* | Bank Duplicata Number | F7603B1 - BBDN | The value for the attribute varies, depending on the processing options:<br>• If the processing option is set to Bank (*1*), the value will be 00000000000.<br>• If the processing option for Boleto Emitter is set to Company (*2*), the attribute value is determined as follows:<br>• If a value exists in the Bank Duplicata Number field in the F7603B1 table, the attribute value is the value in the field.<br>• If the Bank Duplicata Number field is blank, the attribute value is the Bank Duplicata next number for the BRCOBES transaction in the F76B477 table. |
| *Z0070* | Client Use Code | | The identifier sent during the outbound process and returned during the inbound process.<br>The Client Use Code is a concatenation of the Document Company + Document Type + Document Number, Pay Item/suffix, and Address Number in the Customer Ledger table (F03B11). This is the first process to find an invoice. If this field is blank, the system uses the Bank Duplicata Number.<br>This is the first process to find an invoice. If this field is blank, the system uses the Bank Duplicata Number. |

## Automatic Receipts Process, Outbound, Line Type 9 (File Trailer)

This table shows an example of the attribute that you might use for outbound transactions with line type 9 (file trailer):

| Value | Description | Description 2 | Explanation |
|---|---|---|---|
| *Z0065* | File Formatter Line Type | UBE R76B047ER Variable | |

## Prerequisite

Set up these UDC tables with the values that you want to use in the layouts:

- Bank Codes (76/BC)
- Date Format (00/DF)
- Date Separator (H98/DS)
- Decimal Format (H98/DE)
- Direction Indicator (00/DN)
- Record Type (00/RD)
- Transaction Type (00/TT)

## Forms Used to Set up Bank Formats using the Dynamic Formatter

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work with Dynamic Formatter Layout Master | W76B471A | • Bank Tape Processing (G76B413), Dynamic Formatter Layout Setup.<br>• Bank Tape Processing (G76B415), Dynamic Formatter Layout Setup. | Locate bank layouts and select a bank layout for additional setup. |
| Dynamic Formatter Layout Master Revision | W76B471B | On the Work with Dynamic Formatter Layout Master form, click Add. | Name the bank layout and define the record length of the layout. |
| Work with Dynamic Formatter Layout Transaction & Line Types | W76B471C | On the Work with Dynamic Formatter Layout Master form, select a bank layout and then select Detail from the Row menu. | Create a record for each transaction/line type combination that you need for a bank layout. |
| Work with Dynamic Formatter Layout Details | W76B471D | On the Work with Dynamic Formatter Layout Transaction & Line Types form, select the line with which you want to work, and then select Detail from the Row menu. | Assign attributes to each transaction type or line type record in the bank layout. When you assign the attributes, you define on which line of the record the attribute appears and the position within the line that the attribute occupies. |

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Work with Bank Additional Information for Dynamic Formatter | W76B474A | • Bank Tape Processing (G76B413), Bank Information for Dynamic Formatter.<br>• Bank Tape Processing (G76B415), Bank Information for Dynamic Formatter. | Locate bank layouts that have been linked to transaction types and select them for further setup. |
| Bank Additional Information for Dynamic Formatter Revision | W76B474B | On the Work with Bank Additional Information for Dynamic Formatter form, click Add. | Specify the bank layout that you want the system to use for each transaction type for each bank with which you work. When you specify the bank layout, you also identify where the system creates the text file for outbound transactions, where the system stores the file for inbound transactions, and where the application searches for information about the payment instrument. |
| Work with Bank Layouts for Payment Instrument | W76B474C | On the Work with Bank Additional Information for Dynamic Formatter form, select the line with which you want to work, and then select Layouts for Instr. from the Row menu. | Associate bank layouts with payment instruments. |
| Work with Bank Attributes X Reference for Dynamic Formatter | W76B474D | On the Work with Bank Additional Information for Dynamic Formatter form, select the line with which you want to work, and then select X Reference from the Row menu. | The values that you set up for the layout attributes in the Dynamic Formatter Attributes UDC table (76B/F1) might not apply for every bank with which you work or for the different payment instruments for each bank. You set up cross-references between the PeopleSoft values and the banks' values so that the system converts the PeopleSoft value to each bank's required value on outbound transactions, and converts the bank's value to the PeopleSoft value on inbound transactions |

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Work with G/L Bank Account Next Numbers | W76B474E | On the Work with Bank Additional Information for Dynamic Formatter form, select the line that you want to work with, and then select G/L Bank Account NN from the Row menu. | After you create bank layouts, set up the next numbers that the system uses when you generate the text file. |

## Setting Up the Layout Master

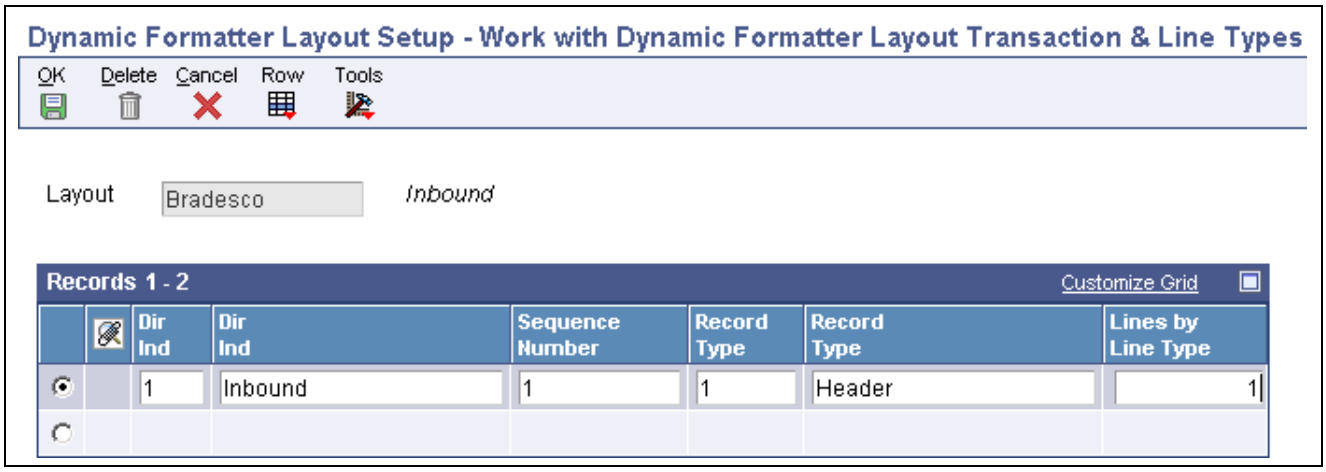
Access the Dynamic Formatter Layout Master Revision form.

**Layout** Enter a unique identifier to the layout.

**Record Length** Enter the number of characters (not bytes) allowed per record. This system uses this value in the creation of a virtual diskette file for a Personal Computer download.

## Setting Up Transaction Types and Line Types

Access the Work with Dynamic Formatter Layout Transaction & Line Types form.




Work with Dynamic Formatter Layout Transaction & Line Types form

**Dir Ind** (direction indicator) Enter the direction of the transaction from the Direction UDC table (00/DN). Values are:

*1:* Inbound

*2:* Outbound

**Sequence Number** Enter the sequence in which the record type will appear in the layout.

**Record Type** Enter the type of record associated with the line. You set up valid values in the Record Type UDC (00/RD). For example, you might set up these record types:

*1:* Header

*2:* Detail

*3:* Header detail

*4:* Trailer detail

*7:* Header text

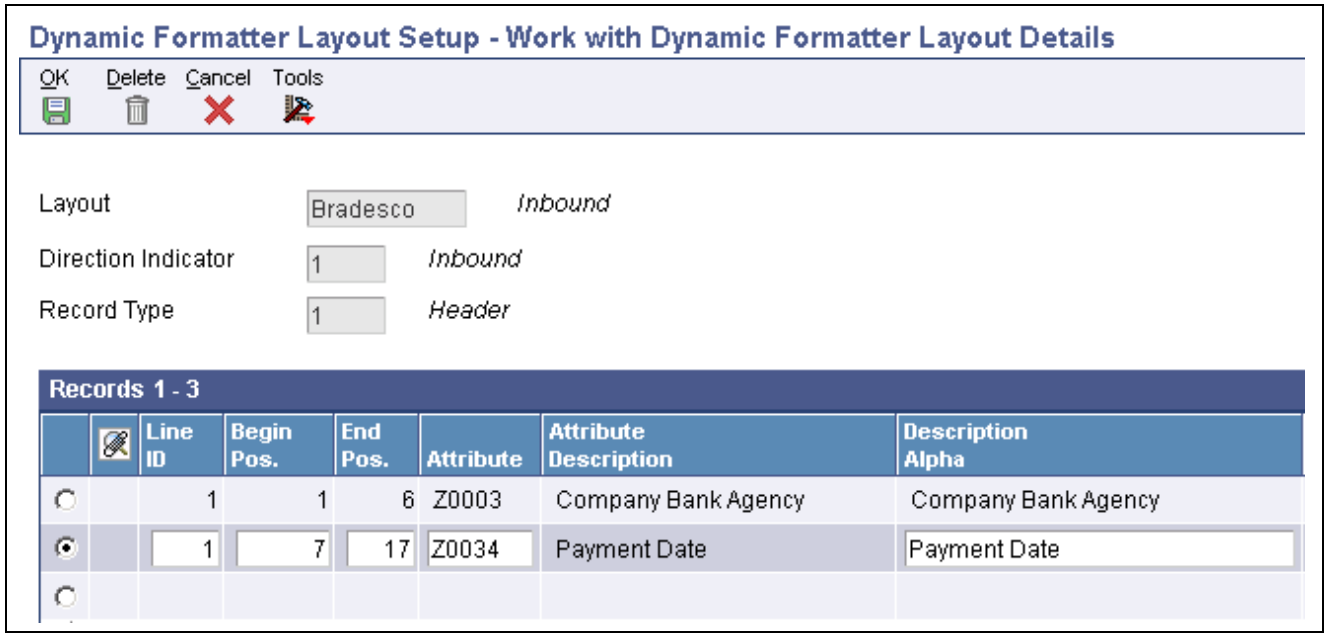
*8:* Detail text

*9:* Trailer

**Lines by Line Type** Enter the number of lines in the layout that are of a specified record type for the sequence number.

## Setting Up Layout Details

Access the Work with Dynamic Formatter Layout Details form.




Work with Dynamic Formatter Layout Details form

**Line ID** Displays the system-assigned line ID that uniquely identifies the records in this table.

The line ID determines the print order of the records on the stub or register.

**Begin Pos.** (dynamic formatter begin position) and **End Pos.** (dynamic formatter end position) Enter the initial and final positions at which the characters of an attribute appear in the specified line of the flat file. If the attribute might not require all of the character positions defined by the difference between the Begin Position and the End Position, complete the Alpha Filler field with the character you want to occupy the non-required positions.

**Attribute** Enter the attribute defined in the Dynamic Formatter UDC table (76B/F1) that occupies the position defined by the difference between the Begin Position and the End Position.

Values that begin with an *S* are constants. Values are:

*S0001:* User defined value

*S0002:* Blanks

*S0003:* Zeros

Values that are defined by each transaction application begin with a *Z*. These values are hard-coded, but the data associated with the value changes based on data in the table and fields referenced.

**Description Alpha** Enter a description for the data items. Enter text in upper and lower case. The system uses this name to search for similar data items. To enter an alpha description, follow these conventions:

- Dates: Begin all date fields with the word *Date*.
- Amounts: Begin all amount fields with the word *Amount*.
- Units: Begin all unit, quantity, and volume fields with the word *Units*.
- Name: Begin all 30-byte description fields with the word *Name*.
- Prompt: Begin any Y/N prompting field with the word *Prompt*.
- Address Number: Begin all address numbers (employee, customer, owner) with the word *Address Number*.

**Default Value** Optional default value for this prompt (see Display (Y/N/D)). To use a default value of blanks, enter **BLANK*.

**Data Type** Enter the style or classification of data, such as numeric, alphabetic, and date. Do not change the data item type if it is used within an existing application. Otherwise, you must regenerate the table and review all business functions that use this data item. Data types include the following:

*Character:* A single letter, always the size of one.

*Date:* A date.

*Integer:* An integer.

*Character:* (Blob): An item that can be translated from EBCDIC (8-bit character code commonly used on IBM mainframes) to ASCII (7-bit character code).

*Binary* (Blob): An item that cannot be translated, appears in machine code, and is found as an executable file under Win.help.

*Binary:* An option that represents two choices. It is usually a combination of the digits 1 and 0 to represent on and off or true and false.

*String:* An item that is always the same size or length.

*Variable String:* An item of variable size.

*UTime:* An item that allows business process to span several time zones.

*Identifier:* (ID) An item that is used within the program logic for controls. An ID is used to write a C program and reference third-party software that returns a pointer. An API then saves the pointer that references the ID. The parameter that the system passes to the C program is the ID.

*Numeric*: A long integer.

**Item Dec** (item decimal) Enter the number of stored positions to the right of the decimal of the data item.

**D F** (decimal format) Enter the number of positions to the right of the decimal you want to use. If you leave this field blank, the system value is used as the default.

**Align Left** Select this option to align a group of controls vertically with the left edge of the selected control.

**Alpha Filler** Enter the character that the system uses to fill the position defined by the difference between the Begin Position and End Position when the attribute value does not fill the position.

**Date Format** Enter the format of a date as it is stored in the database. Values are:

*MDY:* Month, Day, Year (MMDDYY).

*DMY:* Day, Month, Year (DDMMYY).

*YMD:* Year, Month, Day (YYMMDD).

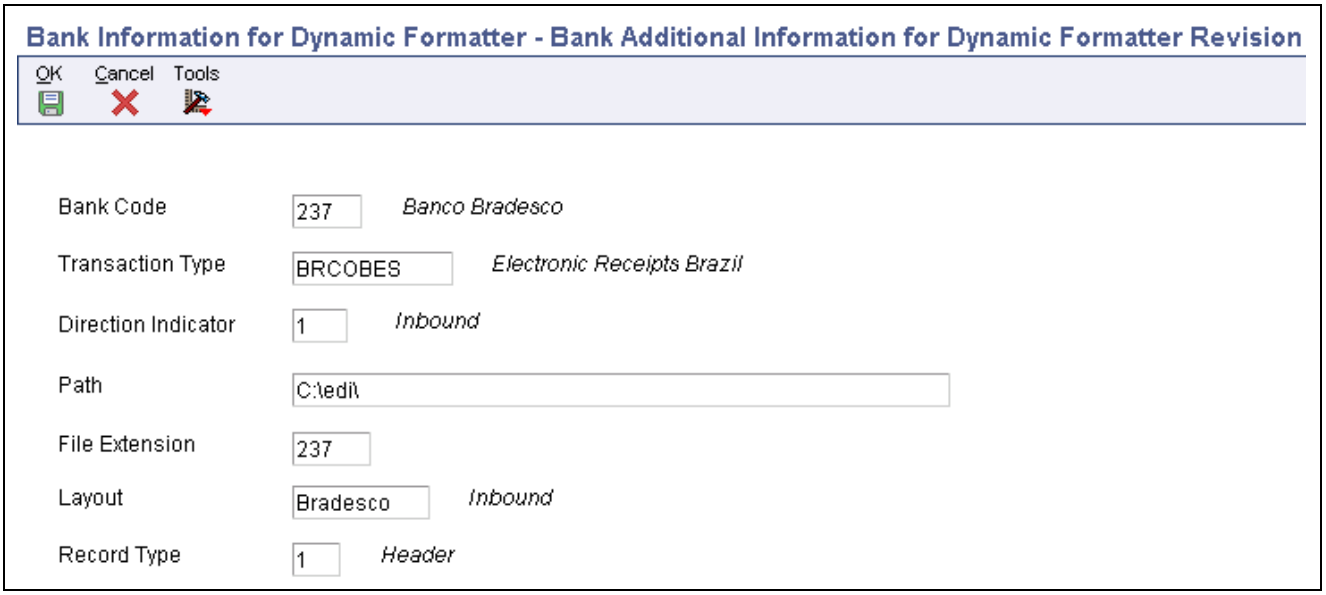
*EMD:* 4-digit Year, Month, Day (YYYYMMDD).

If you leave this field blank, the system displays dates based on the settings of the operating system on the workstation. With NT, the Regional Settings in the Control Panel control the settings for the operating system of the workstation.

**Date Sep** (date separator) Enter the character to use when separating the month, day, and year of a given date. If you enter an asterisk *(*)*, the system uses a blank for the date separator. If you leave the field blank, the system uses the system value for the date separator.

## Specifying the Layout for Transaction Types

Access the Bank Additional Information for Dynamic Formatter Revision form.




Bank Additional Information for Dynamic Formatter Revision form

**Bank Code** Enter the code that specifies the bank to which the system sends the outbound statement. The code that you enter must exist in the Bank Codes (76/BC) UDC table.

**Transaction Type** Enter the qualifier used to identify a specific type of transaction.

**Direction Indicator** Enter the code that indicates whether the transaction is inbound or outbound.

**Path** Enter the path used for client based menus. The path describes where the application is located on your computer or network. A path includes the drive, folders, and subfolders that contain the application to be executed.

**File Extension** Enter the flat file extension that the system appends to the name in the Path field to create the name of the flat file.

**Record Type** Specify the type of record associated with the line. You set up valid values in the Record Type UDC (00/RD). For example, you might set up these record types:

*1:* Header

*2:* Detail

*3:* Header detail

*4:* Trailer detail

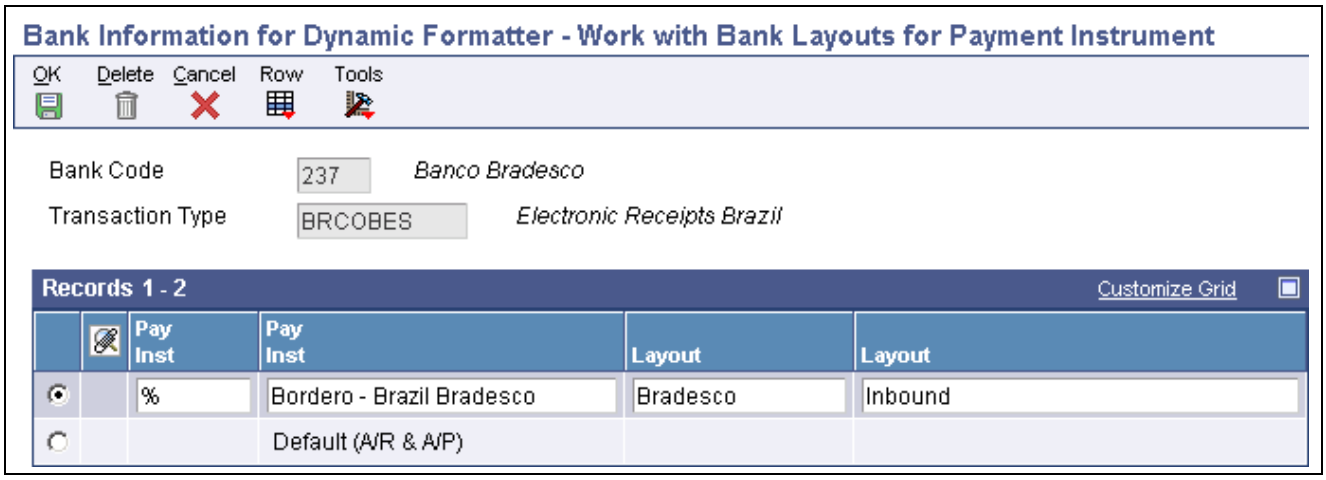
*7:* Header text

*8:* Detail text

*9:* Trailer

## Specifying the Layout for a Payment Instrument

Access the Work with Bank Layouts for Payment Instrument form.




Work with Bank Layouts for Payment Instrument form

**Pay Inst** (payment instrument) Enter the UDC (00/PY) that determines the means by which a payment is issued to a supplier or received from the customer. Examples of payment instruments include check, electronic funds transfer, lockbox, and EDI.

**Layout** Enter a unique identifier for the layout.

## Creating Bank Cross-References for Attributes

Access the Work with Bank Attributes X Reference for Dynamic Formatter form.

**Attribute** Enter the attribute defined in the Dynamic Formatter UDC table (76B/F1) that occupies the position defined by the difference between the Begin Position and the End Position.

Values that begin with an *S* are constants. Values are:

*S0001:* User defined value

*S0002:* Blanks

*S0003:* Zeros

Values that are defined by each transaction application begin with a *Z*. These values are hard-coded, but the data associated with the value changes based on data in the table and fields referenced.

**EnterpriseOne Value** Enter the PeopleSoft value for the attribute that is associated to the bank's value.

**Bank Value** Enter the value that the bank uses that you associate to the PeopleSoft value.

## Creating Next Numbers for G/L Accounts

Access the Work with G/L Bank Account Next Numbers form.

# CHAPTER 6

# Setting Up Automatic Receipts Processing

This chapter provides an overview of the setup for automatic receipts processing, bank accounts, and automatic receipts mapping and discusses how to:

- Set up the system to process receipts automatically.
- Define algorithms.
- Define and revise execution lists.
- Set up customers to process receipts automatically.

## Understanding the Setup for Automatic Receipt Processing

Before processing receipts automatically for customers, you must perform these setup tasks:

| Setup Step | Description |
|---|---|
| Set up the system | You must select the Auto Receipt option in the Accounts Receivable Constants program (P0000) for each company for which you want to process receipts automatically. |
| Define algorithms | You must define algorithms to determine the method that the system uses to apply receipts to a customer's account.<br>The system provides these algorithms:<br>• Known Invoice Match with Amount<br>• Known Invoice Match without Amount<br>• Balance Forward Match<br>• Invoice Selection Match<br>• Combination Invoice Match |
| Define execution lists | After defining algorithms, you define an execution list to specify the order in which the system runs them. After defining execution lists, you assign them to customers based on their paying habits.<br>You, or the person who performs this task, should be very familiar with the paying habits of customers. This ensures efficient and successful processing of customer's payments. |

| Setup Step | Description |
|---|---|
| Set up the customer | You must select the Auto Receipt option on the customer record, as well as assign any algorithm execution list you want that differs from the default execution list that you can assign when you process receipts. |
| Map information to the Electronic Receipts Input table (F03B13Z1) | Before you can transfer customer payment information from the bank to the Accounts Receivable system, you must map bank information to the corresponding fields in the F03B13Z1 table. You do this in one of the following ways:<br>• Create a custom program to upload the customer payment information from the medium used by the bank (such as a tape, diskette, or CD).<br>• Use EDI (Electronic Data Interchange) for lockbox processing.<br>• Use the Text File Processor program (P007101) to transfer receipt information |

# Understanding Bank Accounts

Depending on the information provided in the F03B13Z1 table and in the processing options for the Update Receipts Header program (R03B551), you might need to enter a bank account record for the company's bank.

This table describes how and when the system uses bank account information based on the fields that are completed and the processing option value for the Short Bank Account ID located on the Default tab for the Update Receipts Header program (R03B551).

Key to the table:

- GLBA = G/L Bank Account ID
- EHBK = Home Bank Account
- EHTN = Home Bank Transit

**Note.** The system uses both the Home Bank Account and Home Bank Transit fields to locate the G/L Bank Account ID. If you enter a value in EHBK, you must enter a value in EHTN.

| Field Combinations in the F03B13Z1 table | Processing Option for Short Bank Account ID | Bank Account Requirements | Result |
|---|---|---|---|
| GLBA - Value<br>EHBK - N/A<br>EHTN - N/A | N/A | None | If a value exists in the GLBA, the system ignores any values in EHBK and EHTN, as well as in the processing option.<br>The system updates the information to the bank account specified in GLBA. |
| GLBA - Blank<br>EHBK - Value<br>EHTN - Value | N/A | G/L Bank Account Record (record type G) must exist in the Bank Transit Master table (F0030).<br>No requirement for the customer bank account. | The system uses the values in EHBK and EHTN to locate the short account ID of the G/L bank. |
| GLBA - Blank<br>EHBK - Blank<br>ENTN - Blank | Value | None | The system uses the value specified in the processing option. |

**Note.** Any other combination used for these fields and processing options will result in an error and the system will not process the receipt.

### Customer Bank Account Requirements

No requirements exist to set up bank account information for each customer for whom you process receipts automatically. However, if you have information in the Customer Bank Account (CBNK) and Customer Bank Transit (TNST) fields, the system uses it to locate an address book number from the Bank Transit Master table (F0030) to use for the Payor field (PYR) in the Receipts Header table (F03B13). The system attempts to retrieve the bank record for the payor (record type P) first, and then uses the bank record for the customer (bank type C).

If a bank account record does not exist, the system uses other criteria, such as the payor on the invoice record or the customer number, to update the Payor field.

## Understanding Automatic Receipts Mapping

Automatic receipts processing works in conjunction with the F03B13Z1 and F03B13 tables. The F03B13Z1 table contains information that was loaded from the bank tape, and therefore contains information that was entered at the bank. The system creates records in the F03B13 and F03B14 tables from the F03B13Z1 table when you run the Update Receipts Header program (R03B551).

Additionally, to successfully match receipts to invoices, you must understand the type of information that the Apply Receipts to Invoices program (R03B50) requires from the F03B13Z1 table.

See Appendix B, “Mapping Fields for Automatic Receipts Processing,” page 799.

### See Also

Chapter 12, "Processing Automatic Receipts," Reviewing, Revising, and Adding Electronic Receipts, page 397

*PeopleSoft EnterpriseOne Multicurrency Processing 8.11 PeopleBook*, "Mapping Requirements for Processing Multicurrency Automatic Receipts"

# Setting Up the System to Process Receipts Automatically

You must select the Auto Receipt option in the Accounts Receivable Constants for each company that processes receipts automatically. Although you can select this option for company 00000, doing so does not cause the system to process receipts automatically for all companies.

### See Also

Chapter 2, "Setting Up the Accounts Receivable System," Setting Up Company Controls for Accounts Receivable, page 12

# Defining Algorithms

This section provides an overview of algorithms and discusses how to:

- Set processing options for Known Invoice Match With Amount (R03B50D).
- Set processing options for Known Invoice Match Without Amount (R03B50E).
- Set processing options for Balance Forward Match (R03B50B).
- Set processing options for Invoice Selection Match (R03B50A).
- Set processing options for Combination Invoice Match (R03B50F).

### See Also

*PeopleSoft EnterpriseOne Tools 8.94 PeopleBook: Development Tools: Report Design Aid and Report Printing Administration Technologies*

Chapter 6, "Setting Up Automatic Receipts Processing," Defining and Revising Execution Lists, page 162

## Understanding Algorithms

For the system to apply receipts to invoices automatically, you must define algorithms. An algorithm is a predetermined set of instructions for solving a specific problem in a limited number of steps. You define algorithms to instruct the system how to apply receipts to invoices during the automatic receipts process based on the amount of information that you have from the customer.

The system provides these five algorithms. Each algorithm is a batch version.

| Algorithm | Description |
|---|---|
| Known Invoice Match With Amount (R03B50D) | Your customer provides you with information to identify an invoice and specifies the amount they want to apply to it. |
| Known Invoice Match Without Amount (R03B50E) | Your customer provides you with information to identify an invoice, but does not specify an amount to apply to it. |
| Balance Forward Match (R03B50B) | Your customer does not provide you with any specific information. You apply their receipts to the invoices in sequential order, oldest to newest or newest to oldest. |
| Invoice Selection Match (R03B50A) | Your customer does not provide you with any specific information. The system applies the receipt to a single invoice or a running total based on due date. |
| Combination Invoice Match (R03B50F) | Your customer does not provide you with any specific information. The system applies the receipt to a combination of invoices. You define how many invoices the system selects to find a matching pattern. |

You can use the existing versions or create new versions based on the existing versions by changing the processing options, selection criteria, and sequencing specifications.

The system stores algorithms in the Receipt Application Algorithm Execution Lists table (F03B50).

## Algorithm Data Selection and Data Sequencing

When you modify the data selection or data sequencing of an algorithm, you affect only the selection of receipts and the order in which the system selects them for processing. For example, you might decide to process only receipts for a specific date or for a specific customer or group of customers.

If you want to specify which invoices the system selects for the matching process, you must change the data selection associated with Invoice Selection Match - Select/Read Invoices (F03B11) [Group Section]. You do this in the Report Design Aid (RDA) of the version. For example, you might want the system to process only chargeback invoices or invoices generated as a result of processing delinquency fees.

If you want to specify the order in which the system selects invoices in the matching process, you must change the data sequence associated with Invoice Selection Match - Select/Read Invoices (F03B11) [Group Section]. You do this in the RDA of the version. For example, you might want to process invoices generated from delinquency fees or chargeback invoices before other types of invoices.

---

**Important!** Only persons trained and knowledgeable with batch programs and their design should attempt to change the data selection or the data sequence in RDA. Altering the report inappropriately can result in the program not functioning properly.

---

## Known Invoice Match With Amount (R03B50D)

The most common method of applying receipts to invoices is using a Known Invoice Match With Amount algorithm. You use this algorithm to apply receipts to invoices when the customer specifies which invoices to pay and the amount to apply to each invoice. The system locates this information from the Electronic Receipts Input record (F03B13Z1).

You might use this method to apply a 50,000.00 receipt in the following way:

- Apply 20,000.00 to invoice 123.

- Apply 15,000.00 to invoice 124.
- Apply 15,000.00 to invoice 125.

Because the invoice number and amount are specified in the F03B13Z1 table, the system locates and applies the correct amount to the correct invoices. If the pay items of an invoice are known, the system applies the receipt to the specified pay item.

### Known Invoice Match Without Amount (R03B50E)

You can use the Known Invoice Match Without Amount algorithm to apply receipts to invoices when the customer specifies which invoices to pay but does not specify the amount to apply to each invoice. You use processing options to specify the tolerance limits to use when the amount of the receipt does not equal the amount applied to the invoices specified. To use this algorithm, you must specify the invoice number in the Electronic Receipts Input record (F03B13Z1).

### Balance Forward Match (R03B50B)

You can use the Balance Forward Match method to apply receipts to the invoices in sequential order. You can apply receipts to the oldest invoice or to the newest invoice. The system uses the invoice due date to determine the first invoice. Additionally, you can specify whether to match by customer and payor or payor only. This method reads the open invoices in a customer's account and applies the receipt to each invoice until either the receipt amount is zero or the system runs out of invoices for the customer.

The system applies a partial payment if the receipt amount is insufficient to completely close the invoice. If an amount remains on the receipt after applying it to all open invoices, the system creates an unapplied receipt.

The system has two demo versions for this base method that are defined to select invoices for payment according to either a last-in-first-out (LIFO) manner or a first-in-first-out (FIFO) manner.

### Invoice Selection Match (R03B50A)

You can use the Invoice Selection Match method to apply a receipt to a specific invoice or a running total of invoices. The system compares the amount of the first invoice to the amount of the receipt, takes into account whether a discount is earned, available, or ignored, and then adds or subtracts the tolerances from the Underpaid Tolerance Amount and Overpaid Tolerance Amount processing options. If the amount of the first invoice is within the tolerance limits, the system applies the receipt to the invoice and processes the next receipt. If the first invoice amount does not fall within the tolerance limits, the system adds the first and second invoices for that customer and compares them to the receipt. This process continues until the total amount of the invoices, within the tolerance limits defined, can be paid by the receipt. The running total invoice amount must *exactly* match the running total receipt amount, taking into consideration discounts and tolerance limits; otherwise, none of the invoices are paid. Unlike the Balance Forward Match method (R03B50B), the system does not apply partial payments or create unapplied receipt records for differences.

The system compares only the first invoice and a running total of invoices. Other comparisons are not considered. The system stops processing invoices when a single invoice or the running total matches the receipt amount. The system then applies the receipt to the selected invoices.

The system reads invoices by the due date to determine the first invoice.

Depending on how you set the processing options, you can attempt to match the receipt to these items:

- Total open amount.
- Total open amount minus discounts available.
- Total open amount minus discounts earned.

## Examples: Invoice Selection Match, Matching Open Invoice Amount

These examples illustrate how the system applies receipts to invoices using the Invoice Selection Match algorithm for the following processing option settings:

- Matching: Open Invoice Amount
- Underpaid Tolerance: 10
- Overpaid Tolerance: 10

Receipt Amount: 220

| Invoice Number | Invoice Open Amount |
|---|---|
| 112 | 100 |
| 113 | 200 |

The system attempts to match the receipt to invoice 112. Because the amount does not match, the system attempts to match the receipt to invoice 112 and 113. Because the amount does not match, and is not within a tolerance limit of 10, the system does not pay any of the invoices.

Receipt Amount: 100

| Invoice Number | Invoice Open Amount |
|---|---|
| 278 | 100 |
| 285 | 200 |
| 290 | 300 |

The system attempts to match the receipt to invoice 278. Because the amount matches, the system applies the receipt to the invoice and stops processing.

Receipt Amount: 300

| Invoice Number | Invoice Open Amount |
|---|---|
| 335 | 100 |
| 362 | 200 |

The system attempts to match the receipt to invoice 335. Because the amount does not match, the system attempts to match the receipt to invoice 335 and 362. Because the receipt amount matches the amount of both invoices, the system pays both invoices.

## Example: Invoice Selection Match, Matching Open Amount Less Available Discount

This example illustrates how the system applies receipts to invoices using the Invoice Selection Match algorithm for the following processing option settings:

- Matching: Open Amount Less Available Discount
- Underpaid Tolerance: 10

- Overpaid Tolerance: 10

Receipt Amount: 297

| Invoice Number | Invoice Open Amount | Discount |
|---|---|---|
| 587 | 100 | 1 |
| 695 | 200 | 2 |

The system attempts to match the receipt to invoice 587. Because the amount does not match, the system attempts to match the receipt to invoices 587 and 695. Because the amount of the receipt does not match by 3, and 3 is within the tolerance limit of 10, the system pays both invoices.

## Combination Invoice Match (R03B50F)

You can use the Combination Invoice Match method to apply receipts to a specific combination of invoices. Depending on how the processing options are set, the system reviews up to a maximum of ten specified invoices, in multiple combinations, in an attempt to find a match. The system performs this type of match only once per receipt; if the algorithm does not locate a match for the number of invoices specified, it does not continue to the next group of invoices

Use the Match by Exclusion processing option to alter the performance of this method. Exclusion processing identifies the invoices that are not being paid, and then applies the receipt to the remaining invoices. This is useful when the receipt pays all but a few of the outstanding invoices. The system determines the difference between the receipt amount and the total account balance, and then attempts to find a combination match for the amount not being paid. If a match is found, the system applies the receipt to all invoices that are not part of the combination.

When using Match by Exclusion, consider sorting the invoices in descending order by invoice date so that the newest invoices enter the algorithm first.

## Example: Combination Invoice Match

This example illustrates how the system uses the combination invoice match algorithm to apply receipts to combinations of invoices. The processing options on the Performance tab specify Invoice Review Limit is equal to *6* and Invoice Combination Limit is equal to *3*.

| Invoice Number | Amount |
|---|---|
| 122 | 100.00 |
| 123 | 200.00 |
| 124 | 450.00 |
| 125 | 50.00 |
| 126 | 100.00 |

If you have a receipt for the total amount of 700.00, the system begins looking at the first invoice and attempts to match invoices in this order:

| Invoice Number | Amount | Match |
|---|---|---|
| 122 | 100.00 | No match |
| 123 | 200.00 | No match |
| 123 + 122 | 300.00 | No match |
| 124 | 450.00 | No match |
| 124 + 122 | 550.00 | No match |
| 124 + 123 | 650.00 | No match |
| 124 + 122 + 123 | 750.00 | No match |
| 125 | 50.00 | No match |
| 125 + 122 | 150.00 | No match |
| 125 + 123 | 250.00 | No match |
| 125 + 122 + 123 | 350.00 | No match |
| 125 + 124 | 500.00 | No match |
| 125 + 124 + 122 | 600.00 | No match |
| 125+ 124 + 123 | 700.00 | Match |

Processing options for this algorithm allow you to specify a maximum of ten invoices in combinations that include up to ten invoices.

**Important!** This process is time-consuming. It is recommended that you use the combination invoice match algorithm at the end of an execution list, after you have attempted all other options for matching invoices and receipts.

### Example: Exceeding the Invoice Tolerance Limit

This example illustrates how the system applies a receipt to invoices according to the information provided in the F03B13Z1 table when the invoice tolerance limit, specified in the processing options for the Known Invoice Match With Amount algorithm, is exceeded.

| Amounts | Settings |
|---|---|
| Receipt number 445 = 850.00 | |
| Invoice tolerance limit = 10.00 | If the tolerance is exceeded, partially pay invoice |
| Receipt tolerance limit = 25.00 | If receipt is underpaid, create a chargeback |

In the Customer Ledger table (F03B11):

| Invoice Number | Invoice Open Amt | Check Amt (CKAM) | Amt to Apply (AG field in F03B13Z1) |
|---|---|---|---|
| 222 | 200.00 | 850.00 | 200.00 |
| 223 | 300.00 | 0 | 300.00 |
| 224 | 600.00 | 0 | 550.00 |
| Credit Memo 1 | 200.00– | 0 | 200.00– |

You complete the Check Amt field only for the first invoice paid by the receipt. The system:

- Pays invoice 222 in full, reduces the invoice open amount to zero, and changes the pay status to *P*.
- Pays invoice 223 in full, reduces the invoice open amount to zero, and changes the pay status to *P*.
- Leaves invoice 224 open for 50.00 because it exceeds the tolerance of the invoice. The pay status remains as *A*.
- Pays the credit memo 1 in full, reduces the invoice open amount to zero, and changes the pay status to *P*.

The system verifies whether the invoice open amount equals the Amount to Apply to determine whether an underpayment occurred. Then, the system determines whether the total of the Amount to Apply for the whole receipt equals the receipt amount. If not, the system processes the receipt using the receipt tolerance amount.

### Example: Exceeding the Receipt Tolerance Limit

The following example illustrates how the system applies a receipt to invoices according to the information provided in the F03B13Z1 table when the receipt tolerance limit, specified in the processing options for the Known Invoice Match With Amount algorithm, is exceeded.

| Amounts | Settings |
|---|---|
| Receipt number 446 = 700.00 | |
| Invoice tolerance limit = 10.00 | If the tolerance is exceeded, partially pay invoice |
| Receipt tolerance limit = 10.00 | If receipt is underpaid, create a chargeback |

In the Customer Ledger table (F03B11):

| Invoice Number | Invoice Open Amt | Check Amt (CKAM) | Amt to Apply (AG field in F03B13Z1) |
|---|---|---|---|
| 300 | 1,000.00 | 700.00 | 1,000.00 |
| Credit Memo 2 | 100.00– | 0 | 100.00– |

In this example, assume that the bank sent incorrect information. The check amount is 700.00, but the amount needed to apply is 900.00, based on an invoice open amount of 1000.00 plus a 100.00 credit memo. Because the tolerance amount on the receipt is set to 10.00, the system views this as exceeding the tolerance limit by 200.00 and generates a chargeback.

The system:

- Pays invoice 300 in full, reduces the invoice open amount to zero, and changes the pay status to *P*.
- Pays credit memo 2 in full, reduces the invoice open amount to zero, and changes the pay status to *P*.
- Generates a chargeback for 200.00.

If the customer wants to partially pay the invoice, change the amounts as follows:

| Invoice Number | Invoice Open Amt | Check Amt (CKAM) | Amt to Apply (AG field in F03B13Z1) |
|---|---|---|---|
| 300 | 1000.00 | 700.00 | 800.00 |
| Credit memo 2 | 100.00– | 0 | 100.00– |

Because the amount to apply is 700.00, which is equal to the check amount entered, no tolerance is affected. And because the amount to apply for invoice 300 is 800.00, which is 200.00 less than the open amount (1,000.00), the system partially pays the invoice with 200.00 remaining open.

## Example: Applying a Receipt to an Invoice with Multiple Pay Items

When you use the Known Invoice Match With Amount algorithm to pay invoices with multiple pay items, you should specify the pay item in the F03B13Z1 table. If you do not specify the pay item, the system uses the Balance Forward Match algorithm (R03B50B) to process each pay item.

In this example, the system processes only the first pay item because the receipt amount applied of 100.00 is less than the open amount of the first pay item.

| Amounts | Settings |
|---|---|
| Receipt number 447 = 100.00 | |
| Invoice tolerance limit = 10.00 | If the tolerance is exceeded, partially pay invoice |
| Receipt tolerance limit = 25.00 | If the receipt is underpaid, create a chargeback |

In the Customer Ledger table (F03B11):

| Invoice Number | Pay Item | Invoice Open Amt |
|---|---|---|
| 932 | 001 | 150.00 |
| 932 | 002 | 50.00– |

In Review Electronic Receipts (P03B121):

| Invoice Number | Pay Item | Invoice Open Amt | Check Amt (CKAM) | Amt to Apply (AG field in F03B13Z1) |
|---|---|---|---|---|
| 932 | | 150.00 | 100.00 | 150.00 |
| 932 | | 50.00– | | -50.00 |

The system closes the first pay item for invoice 932 instead of closing the entire invoice, and creates a chargeback of 50.00 for the first pay item. The second pay item is still open.

To apply in full the same receipt to invoice 932 using Known Invoice Match With Amount (R03B50D), you *must* specify the pay item number in the F03B13Z1 table. In Review Electronic Receipts:

| Invoice Number | Pay Item | Invoice Open Amt | Check Amt (CKAM) | Amt to Apply (AG field in F03B13Z1) |
|---|---|---|---|---|
| 932 | 001 | 150.00 | 100.00 | 150.00 |
| 932 | 002 | 50.00– | | 50.00– |

The system:

- Pays invoice 932 pay item 001 in full, reduces the invoice open amount to zero, and changes the pay status to *P*.
- Pays invoice 932 pay item 002 in full, reduces the invoice open amount to zero, and changes the pay status to *P*.

# Setting Processing Options for Known Invoice Match With Amount (R03B50D)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

## Apply Invoices

These processing options specify how the system applies receipts to invoices with discounts and how the system manages overpayments and underpayments when the amount to apply is different from the open invoice amount.

**1. Discounts Recognition Method**

Specify whether to process all discounts or only those discounts that are earned. The G/L date of the receipt must be on or before the invoice discount due date for the discount to be earned. Values are:

Blank: Process all discounts.

*1:* Process earned discounts only.

**2. Discount Reason Code**

Specify the discount reason code that you want the system to use when discounts are taken. The discount reason code that you enter must exist in UDC 00/DE. You must also set up a corresponding AAI item (RKD*xx*) where *xx* is the reason code) for each discount reason code that you specify.

**3. Grace Days**

Specify the number of days to add to the discount due date to extend the eligibility of an available discount.

**4. Underpaid Tolerance Amount**

Specify the limit that the system uses to write off underpayments that occur at the invoice level. If the difference between the amount applied (Gross Amount field - AG) on the Electronic Receipts Input record (F03B13Z1) and the open amount of the invoice is equal to or less than the amount specified, the system writes off the remaining amount.

If you work with multiple currencies, the write-off tolerance amounts for underpaid invoices are based on the currency code of the receipt, and not the currency code of the invoice or company. Set up a different version of this program for each receipt currency, and then specify the currency code in the data selection when you process automatic receipts using the Apply Receipts to Invoices program (R03B50).

**5. Underpaid Reason Code**

Specify the reason code to assign to write-offs that the system creates for underpaid invoices that do not exceed the tolerance amount. Valid write-off reason codes are defined in UDC 03B/RC. You must also set up a corresponding AAI item RA*xx* (where *xx* is the reason code) to specify the write-off account to use.

**6. Processing Underpayments**

Specify the method for processing underpaid invoices that exceed the underpaid tolerance amount. Values are:

Blank: Create a chargeback

*1:* Partially pay the invoice.

*2:* Create a deduction.

**Chargeback Reason Code**

Specify the reason code to assign to chargebacks that the system creates for underpaid invoices that exceed the tolerance amount specified for write-offs. Use this option only when you set the processing option for Processing Underpayments to blank. Valid chargeback reason codes are defined in UDC 03B/CB. The system uses the offset account that was assigned to the invoice from which the chargeback originated.

**Deduction Reason Code**

Specify the reason code to assign to deductions that the system creates for underpaid invoices that exceed the tolerance amount specified for write-offs. Use this processing option only when you set the processing option for Processing Underpayments to 2 on the Apply Invoices tab. Valid deduction reason codes are defined in UDC 03B/CR. You must also set up a corresponding AAI item *RN* to specify the deduction suspense account to use.

**8. Overpaid Tolerance Amount**

Specify the limit that the system uses to write off overpayments that occur at the invoice level. In the F03B13Z1 table, if the difference between the amount applied (Gross Amount field - AG) and the open amount of the invoice is equal to or less than the amount specified, the system writes off the remaining amount.

Enter the value as a positive amount.

If you work with multiple currencies, the write-off tolerance amounts for overpaid invoices are based on the currency code of the receipt, and not the currency code of the invoice or company. Set up a different version of this program for each receipt currency, and then specify the currency code in the data selection when you process automatic receipts using the Apply Receipts to Invoices program (R03B50).

**9. Overpaid Reason Code**

Specify the reason code to assign to write-offs that the system creates for overpaid invoices that do not exceed the tolerance amount. Valid

write-off reason codes are defined in UDC 03B/RC. You must also set up a corresponding AAI item RA*xx* (where *xx* is the reason code) to specify the write-off account to use.

**10. Processing Overpayments**

Specify the method for processing overpaid invoices that exceed the overpaid tolerance amount. Values are:

Blank: Create an unapplied receipt.

*1:* Overpay the invoice; the invoice will have a negative open amount that represents a credit for the overpayment.

## Apply Receipts

These processing options specify how the system manages overpayments and underpayments when the receipt amount is different from the total amount applied to invoices.

**1. Underpaid Tolerance Amount**

Specify the limit that the system uses to write off underpayments that occur at the receipt level. In the F03B13Z1 table, if the difference between the receipt amount (Check Amount field − CKAM) and the amount applied (Gross Amount field − AG) against invoices is equal to or less than the amount specified, the system generates a stand-alone write-off for the remaining amount.

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**Note.** If the receipt pays only one invoice, the system writes off that invoice and does not generate a stand-alone write-off.

---

For example, if the tolerance is 25.00, the receipt amount is 980.00, but the amounts applied to two invoices total 1000.00 (500.00 for each invoice), the system writes off the 20.00 underpayment. It does not perform any write-offs at the invoice level because the invoice open amount and the amount applied are the same.

An invoice and receipt write-off can occur in certain situations. For example, you receive a payment for 192.00 USD to pay two invoices, each with open amounts of 100.00. The tolerance amounts are 5.00 for both the invoice and receipt.

To cover the 8.00 discrepancy, you apply 98.00 to each invoice for a total amount of 196.00. The system writes off a total of 4.00 at the invoice level as follows:

- Amount applied to invoice 1 = 98.00 (2.00 invoice write-off).
- Amount applied to invoice 2 = 98.00 (2.00 invoice write-off).

Because you applied 196.00, you still have a discrepancy of 4.00 (you applied 196.00, but received only 192.00), so the system writes off the 4.00 at the receipt level.

If you work with multiple currencies, create a separate version of this program for each currency. The amount you specify in this processing option is currency specific and is based on the receipt currency.

**Write-off Reason Code**

Specify the reason code to assign to write-offs that occur as the result of an underpayment at the receipt level. Valid write-off reason codes are defined in UDC 03B/RC. You must also set up a corresponding AAI item RA*xx* (where *xx* is the reason code) to specify the write-off account to use.

**2. Underpaid Receipt Processing**

Specify the method for processing underpayments that occur at the receipt level and that exceed the tolerance limit specified. Values are:

Blank: Create a chargeback.

*1:* Create a deduction.

---

**Note.** If the receipt pays more than one invoice, it generates a stand-alone chargeback or deduction.

---

**Chargeback Reason Code**

Specify the reason code to assign to chargebacks that the system creates for underpayments that exceed the tolerance limit specified. Use this processing option only when you set the processing option for Underpaid Receipt Processing to blank. Valid chargeback reason codes are defined in UDC 03B/CB.

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**Note.** If the system generates a stand-alone chargeback, the G/L offset field is blank. If the receipt pays only one invoice and the system generates a chargeback, it uses the offset account that was assigned to the invoice from which the chargeback originated.

---

**Deduction Reason Code**

Specify the reason code to assign to deductions that the system creates for underpayments at the receipt level. Use this processing option only when you set the processing option for Underpaid Receipt Processing to *1* on the Apply Receipts tab. Valid deduction reason codes are defined in UDC 03B/CR. You must also set up a corresponding AAI item RN to specify the deduction suspense account to use.

**3. Overpaid Tolerance Amount**

Specify the limit that the system uses to write off overpayments that occur at the receipt level. In the F03B13Z1 table, if the difference between the receipt amount (Check Amount field – CKAM) and the amount applied (Gross Amount field – AG) against invoices is equal to or less than the amount specified, the system writes off for the remaining amount. Enter the value as a positive amount.

---

**Note.** If the receipt pays more than one invoice, the system generates a stand-alone write-off.

---

For example, if the receipt amount is 1000.00 and pays invoices that total 980.00, and the tolerance is set to 25.00, the system writes off 20.00.

If the difference exceeds the overpaid tolerance amount, the system creates an unapplied receipt for the difference.

For example, if the receipt amount is 1000.00 and pays invoices that total 950.00, and the tolerance is set to 25.00, the system creates an unapplied receipt for 50.00.

If you work with multiple currencies, create a separate version of this program for each currency. The amount you specify in this processing option is currency specific and is based on the receipt currency.

**4. Overpaid Reason Code**

Specify the reason code to assign to write-offs that occur as the result of an overpayment at the receipt level. Valid write-off reason codes are defined in UDC 03B/RC. You must also set up a corresponding AAI item RA*xx* (where *xx* is the reason code) to specify the write-off account to use.

## Amount Match

These processing options specify how the system manages duplicate invoice numbers, as well as whether the system uses the tolerance limits specified on the Apply Invoices tab to select invoices for matching.

**1. Duplicate Invoice Match** Specify whether the system processes duplicate invoice numbers. If you do not specify a pay item in the F03B13Z1 table and the invoice has more than one pay item, the system considers all invoice records with the same document number as duplicate. Values are:

Blank: Do not process duplicate invoices. The system does not apply the receipt to any invoices if duplicates are found.

*1:* Use the amount to determine which invoice to pay. The system applies the receipt to the invoice with an open amount that is closest to the amount of the receipt.

**2. Tolerance** Specify whether the system uses the tolerance amounts specified on the Apply Invoices tab to select invoice records to process. If you do not want to process invoices that exceed the tolerance amounts specified, you can reduce processing time by using this option.

Blank: Do not use the tolerance amounts specified to select invoice records. The system processes all invoices, and then uses the tolerance amounts specified to determine whether to process the underpayment or overpayment.

*1*: Use the tolerance amounts specified. If the invoice amount exceeds the tolerance amounts, processing stops and the system does not apply the receipt amount to the invoice.

## Match Priority

These processing options specify how the system locates the invoice record in the Customer Ledger table (F03B11). The valid values are 1 - 5, where 1 specifies the highest priority. The sorting processing options for priority on this tab are:

- Invoice Number
- Sales Order Number
- Customer Reference Number
- Statement Number
- Shipment Number

You do not have to complete all of the Match Priority processing options. If you complete more than one of these processing options, each must have a different value.

**Invoice Number** , **Sales Order Number** , **Customer Reference Number** , **Statement Number** , and **Shipment Number** Specify the sequence of search methods that the system uses to select invoices for automatic receipt processing. Values are:

*1:* Highest priority. The system uses this search method first.

*2:* Higher priority. The system uses this search method second.

*3:* Medium priority. The system uses this search method third.

*4:* Lower priority. The system uses this search method fourth.

*5:* Lowest priority. The system uses this search method last.

If you leave a search method field blank, the system excludes that search method and uses only the other methods that you specify. If you leave all five fields blank, the system searches using all methods in the order listed.

### Discount

This processing option lets specifies how to process discounts when the open amount of the invoice, minus the discount, is less than the amount to be applied to the F03B13Z1 table. The system can adjust the discount to zero, rather than create a write-off for this difference.

For example:

- Invoice 5: 100.00
- Discount: 5.00
- Receipt: 97.00

If you enter *1* in the Reduce Discount processing option, the system applies 97.00 to the invoice and reduces the discount from 5.00 to 3.00.

If you leave the processing option blank, the system would apply 95.00 to the invoice and 5.00 to the discount and would generate a 2.00 write-off.

**Reduce Discount**

Specify whether to adjust the amount of the discount when the receipt amount is greater than the open amount of the invoice, less the discount.

For example, if the open amount of the invoice is 100.00 USD with a 5.00 discount, and you receive a payment for 97.00. Do you want the system to reduce the discount to 3.00 and fully apply the 97.00, or apply 95.00 and create a write-off for 2.00?

Values are:

Blank: Do not reduce the amount of the discount taken; create a write-off for the difference.

*1:* Reduce the amount of the discount taken and do not create a write-off.

## Setting Processing Options for Known Invoice Match Without Amount (R03B50E)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

### Apply Invoices

These processing options specify how to apply receipts to invoices with discounts.

**1. Discounts Recognition Method** Specify whether to process all discounts or only those discounts that are earned. The G/L date of the receipt must be on or before the invoice discount due date for the discount to be earned. Values are:

Blank: Process all discounts.

*1:* Process earned discounts only.

**2. Discount Reason Code** Specify the discount reason code that you want the system to use when discounts are taken. The discount reason code that you enter must exist in UDC 00/DE. You must also set up a corresponding AAI item (RKD*xx* where *xx* is the reason code) for each discount reason code that you specify.

**3. Grace Days** Specify the number of days to add to the discount due date to extend the eligibility of an available discount.

## Apply Receipts

These processing options specify how the system manages overpayments and underpayments when the receipt amount is different from the total amount applied to invoices.

**1. Underpaid Tolerance Amount** Specify the limit that the system uses to write off underpayments. In the F03B13Z1 table, if the difference between the receipt amount (Check Amount field - CKAM) and the total open amount of the invoices paid is equal to or less than the amount specified, the system generates a stand-alone write-off for the remaining amount.

---

**Note.** If the receipt pays only one invoice, the system writes off that invoice and does not generate a stand-alone write-off.

---

For example, if the tolerance is 25.00, the receipt amount is 980.00 USD, and the total open amount of the invoices paid is 1000.00, the system writes off the 20.00 underpayment.

If you work with multiple currencies, the write-off tolerance amounts for underpaid invoices are based on the currency code of the receipt, and not the currency code of the invoice or company. Set up a different version of this program for each receipt currency, and then specify the currency code in the data selection when you process automatic receipts using the Apply Receipts to Invoices program (R03B50).

**Write-off Reason Code** Specify the reason code to assign to write-offs that occur as the result of an underpayment. Valid write-off reason codes are defined in UDC 03B/RC. You must also set up a corresponding AAI item RA*xx* (where *xx* is the reason code) to specify the write-off account to use.

**2. Underpaid Receipt Processing** Specify the method for processing underpayments that exceed the tolerance limit specified. Values are:

Blank: Create a chargeback.

*1:* Create a deduction.

---

**Note.** If the receipt pays more than one invoice, it generates a stand-alone chargeback or deduction.

---

**Chargeback Reason Code** Specify the reason code to assign to chargebacks that the system creates for underpayments that exceed the tolerance limit specified. Use this processing option only when you set the processing option for Underpaid Receipt Processing to blank. Valid chargeback reason codes are defined in UDC 03B/CB.

**Note.** If the system generates a stand-alone chargeback, the G/L offset field is blank. If the receipt pays only one invoice and the system generates a chargeback, it uses the offset account that was assigned to the invoice from which the chargeback originated.

**Deduction Reason Code** Specify the reason code to assign to deductions that the system creates for underpayments. Use this processing option only when you set the processing option for Underpaid Receipt Processing to 1 on the Apply Receipts tab. Valid deduction reason codes are defined in UDC 03B/CR. You must also set up a corresponding AAI item RN to specify the deduction suspense account to use.

**3. Overpaid Tolerance Amount** Specify the limit that the system uses to write off overpayments. In the F03B13Z1 table, if the difference between the receipt amount (Check Amount field - CKAM) and the total open amount of the invoices paid is equal to or less than the amount specified, the system writes off for the remaining amount. Enter the value as a positive amount.

**Note.** If the receipt pays more than one invoice, the system generates a stand-alone write-off.

For example, if the receipt amount is 1000.00 and pays invoices that total 980.00, and the tolerance is set to 25.00, the system writes off 20.00.

If the difference exceeds the overpaid tolerance amount, the system creates an unapplied receipt for the difference.

For example, if the receipt amount is 1000.00 and pays invoices that total 950.00, and the tolerance is set to 25.00, the system creates an unapplied receipt for 50.00.

If you work with multiple currencies, the write-off tolerance amounts for over invoices are based on the currency code of the receipt, and not the currency code of the invoice or company. Set up a different version of this program for each receipt currency, and then specify the currency code in the data selection when you process automatic receipts using the Apply Receipts to Invoices program (R03B50).

**4. Overpaid Reason Code** Specify the reason code to assign to write-offs that occur as the result of an overpayment. Valid write-off reason codes are defined in UDC 03B/RC. You must also set up a corresponding AAI item RA*xx* (where *xx* is the reason code) to specify the write-off account to use.

## Match Priority

These processing options specify how the system locates the invoice record in the F03B11 table. The valid values are 1 - 5, where 1 specifies the highest priority. The sorting processing options for priority on this tab are:

- Invoice Number
- Sales Order Number

- Customer Reference Number
- Statement Number
- Shipment Number

You do not have to complete all of the Match Process processing options. If you complete more than one of these processing options, each must have a different value. If you leave the Match Priority processing options blank, two different scenarios are possible:

- If the Invoice Number field (RUD0C) in the F03B13Z1 table is not blank, the system uses the Invoice Match process.
- If the Invoice Number field (RUD0C) in the F03B13Z1 table is blank, the system will not match receipts to invoices.

**Invoice Number**, **Sales Order Number**, **Customer Reference Number**, **Statement Number**, and **Shipment Number**

Specify the sequence of search methods that the system uses to select invoices for automatic receipt processing.

Valid values are blank, *1*, *2*, *3*, *4*, and *5*. If you leave a search method field blank, the system excludes that search method and uses only the other methods that you specify. If you leave all five fields blank, the system searches using all methods in the order listed.

# Setting Processing Options for Balance Forward Match (R03B50B)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

## Apply

These processing options specify how the system matches receipts to invoices with discounts.

**1. Discount Recognition Method.**

Specify whether to process all discounts or only those discounts that are earned. The G/L date of the receipt must be on or before the invoice discount due date for the discount to be earned. Values are:

Blank: Process all discounts.

*1:* Process earned discounts only.

**2. Discount Reason Code**

Specify the discount reason code that you want the system to use when discounts are taken. The discount reason code that you enter must exist in UDC 00/DE. You must also set up a corresponding AAI item (RKD*xx* where *xx* is the reason code) for each discount reason code that you specify.

**3. Grace Days**

Specify the number of days to add to the discount due date to extend the eligibility of an available discount.

**4. Invoice Matching Mode** Specify which invoices the system selects for automatic receipt processing. Values are:

Blank: Use payor and customer. The system selects only those invoice records from the Customer Ledger table (F03B11) that have the same values as the corresponding fields on the receipt record in the Receipts Header table (F03B13). The fields that must have identical values are the Customer field (AN8) and Payor (PYR) field on the invoice record (F03B11) and the Address Number field (AN8) and Payor field (PYR) on the receipt record, respectively.

For example, if the F03B11 invoice record has 1001 and 1002 in the Customer and Payor fields, respectively, the F03B13 receipt record must have the values 1001 and 1002 in the Address Number and Payor fields, respectively.

*1:* Use payor only. The system selects only those invoice records from the Customer Ledger table that have the same value in Payor field (PYR) field as the value of the Payor field (PYR) on the receipt record in the Receipts Header table.

# Setting Processing Options for Invoice Selection Match (R03B50A)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

## Matching

These processing options specify whether the system matches the invoice based on the open amount, the amount minus the discount available, or the amount minus the earned discount. A discount is earned when the receipt date is equal or prior to the discount due date on the invoice. You must select at least one option to process Invoice Selection Match. The more options that you supply for the system to use in this algorithm, the better chance the system has for finding a match.

**1. Open Invoice Amount** Specify whether the system ignores any discounts when applying receipts to open invoices. Values are:

Blank: Apply the receipt to the open invoice amount, less the discount amount. You must enter a value in either processing option 2 (Less Available Discount) or processing option 3 (Less Earnable Discount) if you use this value.

*1:* Apply the receipt to the open invoice amount and ignore discounts.

**2. Less Available Discount** Use this processing option to apply the receipt to the open invoice amount, less the available discount. The system subtracts the available discount amount from the open invoice amount before it applies the receipt. Values are:

Blank: Apply the receipt to the open invoice amount and ignore any discounts. You must enter 1 for the Open Invoice Amount processing option if you select this value.

*1:* Apply the receipt to the open invoice amount, less the available discount.

**3. Less Earnable Discount**

Use this processing option to apply the receipt to the open invoice amount, less the earnable discount. The system subtracts the earnable discount amount from the open invoice amount before it applies the receipt. The G/L date of the receipt must be on or before the invoice discount due date for the discount to be earned. Values are:

Blank: Apply the receipt to the open invoice amount and ignore any discounts. You must enter 1 for the Open Invoice Amount processing option if you select this value.

*1:* Apply the receipt to the open invoice amount, less the earnable discount.

**4. Underpaid Tolerance Amount**

Specify the limit that the system uses to write off underpayments. If the difference between the receipt amount (Check Amount field - CKAM) in the F03B13Z1 table and the total open amount of invoices paid is equal to or less than the amount specified, the system generates a stand-alone write-off for the remaining amount.

---

**Note.** If the receipt pays only one invoice, the system writes off that invoice and does not generate a stand-alone write-off. The limit that you specify applies to the running total of invoices, not each individual invoice.

---

If you work with multiple currencies, the write-off tolerance amounts for underpaid invoices are based on the currency code of the receipt, and not the currency code of the invoice or company. Set up a different version of this program for each receipt currency, and then specify the currency code in the data selection when you process automatic receipts using the Apply Receipts to Invoices program (R03B50).

**5. Underpaid Reason Code**

Specify the reason code to assign to write-offs that occur as the result of an underpayment. Valid write-off reason codes are defined in UDC 03B/RC. You must also set up a corresponding AAI item RA*xx* (where *xx* is the reason code) to specify the write-off account to use.

**6. Overpaid Tolerance Amount**

Specify the limit that the system uses to write off overpayments. In the F03B13Z1 table, if the difference between the receipt amount (Check Amount field - CKAM) and the total open amount of the invoices paid is equal to or less than the amount specified, the system writes off for the remaining amount. Enter the value as a positive amount.

---

**Note.** If the receipt pays more than one invoice, the system generates a stand-alone write-off.

---

For example, if the receipt amount is 1000.00 and pays invoices that total 980.00, and the tolerance is set to 25.00, the system writes off 20.00.

If the difference exceeds the overpaid tolerance amount, the system creates an unapplied receipt for the difference.

For example, if the receipt amount is 1000.00 and pays invoices that total 950.00, and the tolerance is set to 25.00, the system creates an unapplied receipt for 50.00.

If you work with multiple currencies, the write-off tolerance amounts for overpaid invoices are based on the currency code of the receipt, and not

the currency code of the invoice or company. Set up a different version of this program for each receipt currency, and then specify the currency code in the data selection when you process automatic receipts using the Apply Receipts to Invoices program (R03B50).

**7. Overpaid Reason Code** Specify the reason code to assign to write-offs that occur as the result of an overpayment. Valid write-off reason codes are defined in UDC 03B/RC. You must also set up a corresponding AAI item RA*xx* (where *xx* is the reason code) to specify the write-off account to use.

## Apply

These processing options specify how the system applies receipts to invoices, based on the options that you set on the Matching tab.

**1. Processing Unearned Discounts** Specify the method for processing unearned discounts (discounts taken by the customer after the discount due date has passed). This processing option is valid only when you enter 1 for the Less Available Discount processing option on the Matching tab. Values are:

Blank: Allow unearned discounts.

*1:* Create a write-off for the unearned discount.

*2:* Create a chargeback for the unearned discount.

*3:* Partially pay the invoice; leave the invoice open for the discount amount.

*4:* Create a deduction.

**Write-off Reason Code** Specify the reason code to assign to write-offs that the system creates for unearned discounts. Use this processing option only when you set the processing option for Processing Unearned Discounts to *1*. Valid write-off reason codes are defined in UDC 03B/RC. You must also set up a corresponding AAI item RA*xx* (where *xx* is the reason code] to specify the write-off account to use.

**Chargeback Reason Code** Specify the reason code to assign to chargebacks that the system creates for unearned discounts. Use this processing option only when you set the processing option for Processing Unearned Discounts to *2*. Valid chargeback reason codes are defined in UDC 03B/CB.

---

**Note.** If the system generates a stand-alone chargeback, the G/L offset field is blank. If the receipt pays only one invoice and the system generates a chargeback, it uses the offset account that was assigned to the invoice from which the chargeback originated.

---

**Deduction Reason Code** Specify the reason code to assign to deductions that the system creates for unearned discounts. Use this processing option only when you set the processing option for Processing Unearned Discounts to *4*. Valid deduction reason codes are defined in UDC 03B/CR. You must also set up a corresponding AAI item RN to specify the deduction suspense account to use.

**3. Grace Days** Specify the number of days to add to the discount due date to extend the eligibility of an available discount.

**4. Discount Reason Code** Specify the discount reason code that you want the system to use when discounts are taken. The discount reason code that you enter must exist in

UDC 00/DE. You must also set up a corresponding AAI item (RKD*xx* where *xx* is the reason code) for each discount reason code that you specify.

# Setting Processing Options for Combination Invoice Match (R03B50F)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

## Matching

These processing options specify whether the system considers invoices with discounts and credit memos for matching.

**1. Open Invoice Amount** Use this processing option to apply the receipt to the open invoice amount and ignore any discounts. Values are:

Blank: Apply the receipt to the open invoice amount, less the discount amount. You must enter a value in either processing option 2 (Less Available Discount) or processing option 3 (Less Earnable Discount) if you use this value.

*1:* Apply the receipt to the open invoice amount and ignore discounts.

**2. Less Available Discount** Use this processing option to apply the receipt to the open invoice amount, less the available discount. The system subtracts the available discount amount from the open invoice amount before it applies the receipt. Values are:

Blank: Apply the receipt to the open invoice amount and ignore any discounts. You must enter *1* for the Open Invoice Amount processing option if you select this value.

*1:* Apply the receipt to the open invoice amount, less the available discount.

**3. Less Earnable Discount** Use this processing option to apply the receipt to the open invoice amount, less the earnable discount. The system subtracts the earnable discount amount from the open invoice amount before it applies the receipt. The G/L date of the receipt must be on or before the invoice discount due date for the discount to be earned. Values are:

Blank: Apply the receipt to the open invoice amount and ignore any discounts. You must enter *1* for the Open Invoice Amount processing option if you select this value.

*1:* Apply the receipt to the open invoice amount, less the earnable discount.

**4. Match by Exclusion** Use this processing option to determine which invoices are not being paid (excluded) and to apply the receipt to the remaining invoices. You set this processing option when the possibility exists that a significant percentage of open invoices are paid by one receipt. The system calculates the difference

between the receipt amount and the total open invoice amount, and then attempts to find a combination match for this amount. If a match is found, the system applies the receipt to all invoices that are not part of that combination.

For example, you have a receipt for 900.00 and these invoices:

- 100 for 50.00
- 102 for 150.00
- 103 for 200.00
- 104 for 500.00
- 105 for 30.00
- Total = 930.00

The system calculates the total of 930.00 and searches for a 30.00 invoice or any combination of invoices that equal 30.00. When it finds the invoices that equal 30.00, it applies the receipt to the remaining invoices instead of adding each invoice to the next until the payment amount is reached.

Values are:

Blank: Do not match by exclusion.

*1:* Match by exclusion.

When using match by exclusion, consider sorting the invoices in descending order by invoice date so that the newest invoices enter the algorithm first.

**5. Credit Memos Included** Specify whether to include credit memos in the matching process. Values are:

Blank: Do not include credit memos.

*1:* Include credit memos.

## Apply

These processing options specify how the system applies the receipt to the invoice.

**1. Processing Unearned Discounts** Specify the method for processing unearned discounts (discounts taken by the customer after the discount due date has passed). This processing option is valid only when you enter 1 for the Less Available Discount processing option on the Matching tab. Values are:

Blank: Allow unearned discounts.

*1:* Create a write-off for the unearned discount.

*2:* Create a chargeback for the unearned discount

*3:* Partially pay the invoice; leave the invoice open for the discount amount

*4:* Create a deduction

**Write-off Reason Code** Specify the reason code to assign to write-offs that the system creates for unearned discounts. Use this processing option only when you set the processing option for Processing Unearned Discounts to *1*. Valid write-off reason codes are defined in UDC 03B/RC. You must also set up a corresponding AAI item RA*xx* (where *xx* is the reason code] to specify the write-off account to use.

**Chargeback Reason Code** Specify the reason code to assign to chargebacks that the system creates for unearned discounts. Use this processing option only when you set the processing option for Processing Unearned Discounts to *2*. Valid chargeback reason codes are defined in UDC 03B/CB.

**Note.** If the system generates a stand-alone chargeback, the G/L offset field is blank. If the receipt pays only one invoice and the system generates a chargeback, it uses the offset account that was assigned to the invoice from which the chargeback originated.

**Deduction Reason Code** Specify the reason code to assign to deductions that the system creates for unearned discounts. Use this processing option only when you set the processing option for Processing Unearned Discounts to *4*. Valid deduction reason codes are defined in UDC 03B/CR. You must also set up a corresponding AAI item RN to specify the deduction suspense account to use.

**3. Grace Days** Specify the number of days to add to the discount due date to extend the eligibility of an available discount.

**4. Discount Reason Code** Specify the discount reason code that you want the system to use when discounts are taken. The discount reason code that you enter must exist in UDC 00/DE. You must also set up a corresponding AAI item (RKD*xx* where *xx* is the reason code) for each discount reason code that you specify.

### Performance

These processing options specify the number of invoices allowed in the combination match. You can control how many invoices the system selects at a time and how many invoices to use in each combination.

**1. Invoice Review Limit** Specify the number of invoices for the system to select when determining the invoice combinations, up to a maximum of 10. This processing option is used in conjunction with the Invoice Combination Limit processing option.

For example, you might specify an invoice limit of 6 with a combination limit of 3. The system selects 6 invoices and attempts to locate a match by using different combinations of 3 invoices.

If you leave this field blank, the system selects 10 invoices.

**2. Invoice Combination Limit** Specify the number of invoices that the system allows in any single combination for evaluation.

For example, you might specify an invoice limit of 6 with a combination limit of 3. The system selects 6 invoices and attempts to locate a match by using different combinations of 3 invoices.

The number specified in this processing option cannot exceed the number specified in the Invoice Review Limit processing option. If you leave this field blank, the system combines invoices up to the Invoice Review Limit that you specified.

# Defining and Revising Execution Lists

This section provides an overview of execution lists and discusses how to define an execution list.

## Understanding Execution Lists

After you define algorithms, you must specify the sequence in which the system processes them during the automatic receipts process. The algorithms that the system uses and the order in which the system processes them might vary depending on the customer and their payment habits. You define an execution list to specify the sequence in which you want the system to process algorithms.

After you define execution lists, you can revise them at any time prior to processing automatic receipts. For example, you can:

- Change the sequence in which the system processes the algorithms in the list.
- Change the version of the base method to be processed.
- Add an algorithm to the list or remove an algorithm from the list.

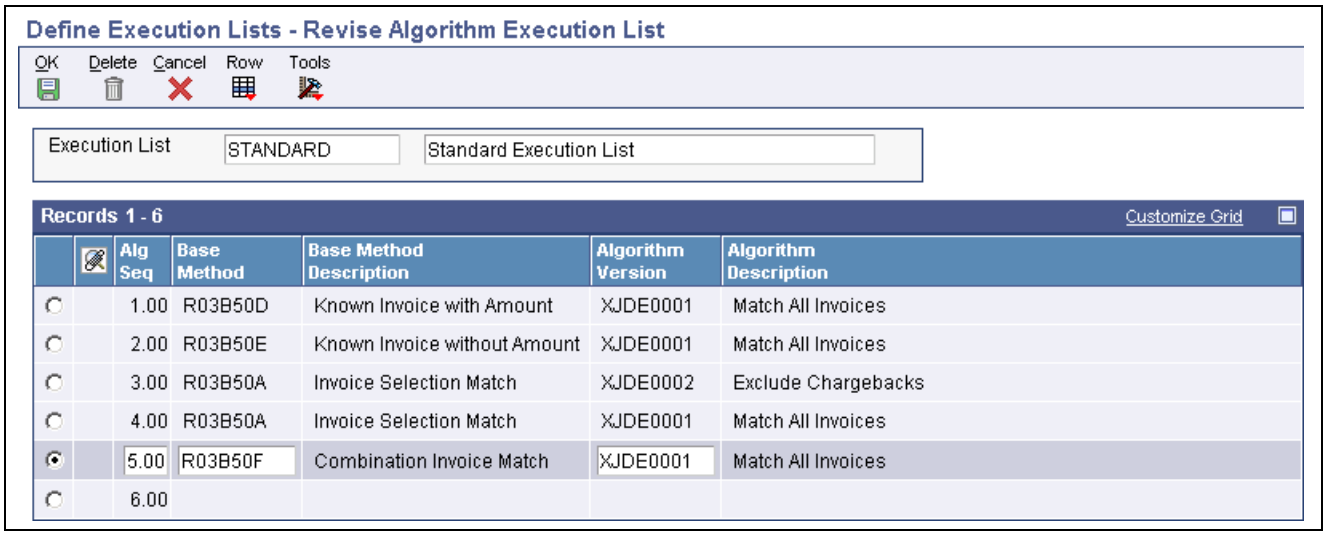
The system stores information about execution lists in the Receipt Application Algorithm Execution Lists table (F03B50).

## Forms Used to Define and Revise Execution Lists

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work With Algorithm Execution Lists | W03B50A | Automated Receipts Processing (G03B13), Define Execution Lists. | Locate execution lists. |
| Revise Algorithm Execution List | W03B50C | • On the Work With Algorithm Execution Lists form, click Add to create a new execution list.<br>• On the Work With Algorithm Execution List form, select the execution list that you want to modify and then click Select. | Add a new execution list or revise an existing execution list. |

## Defining an Execution List

Access the Revise Algorithm Execution List.



Revise Algorithm Execution List form

**Execution List** Enter a name to assign to a list of algorithms that define the order in which the programs should be run.

**Execution List Description** Enter a user defined name or remark that describes the execution list.

**Alg Seq** (algorithm sequence) Displays a number to specify the order in which the system run the algorithms in an execution list.

**Base Method** Enter the program number of the algorithm, which is a set of instructions that the system uses in an execution list to match receipts to the invoices. The program number that is entered must exist in UDC 03B/AL.

**Base Method Description** Displays the description that is assigned to the algorithm that is entered in the Base Method field.

**Algorithm Version** Enter the version of the algorithm that the system uses when the execution list is run.

# Setting Up Customers to Process Receipts Automatically

Before you can process receipts automatically for customers, you must select the Auto Receipt option in each customer record.

Additionally, if a customer has unique payment habits that might require a unique execution list, you can specify the execution list on the customer record. Typically, you specify the default execution list to be shared by multiple customers in a processing option for the Update Receipts Header program (R03B551). However, you can assign a unique execution list to a specific customer so that you can run a different set of algorithms against the customer's invoices.

Finally, while you are not required to specify a payment term to process receipts automatically, you might want to assign customers who process receipts automatically a unique payment term so that you can select them for processing and reporting purposes.

### See Also

Chapter 3, “Setting Up Customer Master Information,” Creating Customer Master Records, page 46

# CHAPTER 7

# Setting Up Credit and Collections Management

This chapter provides an overview of credit and collections management and discusses how to:

- Set up credit and collection date patterns.
- Set up activity codes.
- Set up delinquency policies.
- Set up letter text for statements and delinquency notices.
- Set up credit insurance policies.
- Set up credit and collection managers.
- Assign credit and collection information to customers.
- Activate workflow messages for credit and collections.

## Understanding Credit and Collections Management

Managing credit and collections information effectively is fundamental to an accounting department. The Accounts Receivable system offers a variety of credit and collection features to help you collect revenue and manage customer accounts, and to keep track of customers' payment habits.

These features include automatic notification when a customer's invoices are past due or credit limits are exceeded. You can set up delinquency notices with different text, depending on the aging or severity level of the invoice. You can set up policies that you can modify to fit your customer base, and generate delinquency fees that escalate proportionately to the amount of time that invoices are past due or assess a fixed flat amount.

There are various ways to effectively manage credit and collections information for customers.

### Credit Information

When managing credit information, you can access a variety of customer information from a centralized online location. For example, you can:

- Review a summary of a customer's credit status and identify whether it is over its credit limit.
- Monitor customer accounts for scheduled review dates.
- Change and update credit limits and review dates.
- Set up credit insurance limits.
- Enter or review notes or memos about a customer.
- Create daily lists of customers who require credit attention.

- Review a complete history of open and closed items by a specific credit manager, sales location, or account representative.
- Access and review current aging information for a customer.

### Collections Information

When managing collections information, you can:

- Analyze customer accounts and implement collection decisions quickly by accessing various types of accounts receivable information.
- Create a future message to follow up on payment promises.
- Display customized lists of customers so that you can review and document collection issues and commitments.
- Print invoices.
- Generate statements.
- Generate delinquency notices for overdue customer accounts.
- Assess delinquency fees on overdue invoices.
- Review and approve delinquency notices and delinquency fees.
- Review periodic and statistical information for a customer.
- Review and analyze a customer's payment trends and transaction history.
- Review an activity log for a customer to determine how much effort is spent on collection efforts.
- Generate a collection report for outside agencies.

## Common Elements Used in This Chapter

**Collection Manager Approval Required**

Select this option to assign a pending status to:

- Fees, if you are setting up fee instructions.
- Notices, if you are setting up notification instructions.

If you select this option, the collection manager must approve fees and notices before processing can be completed. If you do not select this option, the system assigns an approved status to fees and notices.

**Note.** Fees must be approved before the system generates the fee records (RF document type) in the F03B11 table.

**Currency Code**

Enter the currency code of the amount that is specified in the Minimum Amount field on notification and fee instructions.

**Grace Period Days**

Enter the number that the system adds to the invoice due date to extend it for collection purposes. Generally, you specify the number of days that are required for a payment to arrive if it were mailed on the invoice due date.

The system uses grace period days only when fees are calculated for the first time for the invoice. The system uses the value in the Date - Last Fee Calculated field to generate subsequent fees for the same invoice.

**Notify Collection Manager** Select this option to send workflow messages to collection managers when an invoice becomes overdue and you run the Credit Analysis Refresh program (R03B525). If you do not select this option, the system does not send workflow messages to collection managers.

**Temporary Credit Message** Enter the user defined code (UDC) that identifies a temporary credit status. Generally, you assign the code when an account becomes past due. The system automatically updates the temporary credit message based on the notification instructions that you set up for the policy that you assign to the customer. The system can automatically reset the temporary credit message back to the credit message if you activate the option in the policy. You can also manually enter and update the temporary credit message on the customer record.

If you leave this field blank, the system assigns the value of the Credit Message field when an invoice is in the aging category specified and you run the Credit Analysis Refresh program (R03B525).

The system displays the temporary credit message on the transaction entry forms in the Accounts Receivable and Sales Order Management systems.

## Prerequisite

Set up values to specify letter types in UDC table 03B/LT.

# Setting Up Credit and Collection Date Patterns

This section provides an overview of credit and collection date patterns and discusses how to add a credit and collection date pattern.

## Understanding Credit and Collection Date Patterns

Before you can review customer account activity that occurred within a specific period of time, you must set up credit and collection date patterns. Date patterns represent the beginning date for the fiscal year and the ending date for each period in that year. The system uses the date patterns that you specify to process and display statistical information. For example, the system uses date patterns to calculate the:

- Total amount invoiced for a customer within a given period.
- Amount and number of invoices that were paid late.
- Amount and date of a customer's high balance.
- Number of days that sales are outstanding (DSO).
- Aging information.

You must set up credit and collection date patterns for each year in which you have invoices and receipts on the system, and for the next fiscal year.

Date patterns provide flexibility and the ability to specify different periods for special reporting needs. You can set up an unlimited number of date patterns. For example, you might set up 52 periods to report a customer's status on a weekly basis, or you might want to review information based on a calendar year rather than a fiscal year.

If you do not specify a company when setting up credit and collections date patterns for a customer, the system uses the default information for company 00000 from the credit and collection date patterns. You must set up a date pattern for company 00000. You do not need to set up date patterns for each company. Instead, set up date patterns for those companies that have unique reporting requirements.

The system uses the credit and collection date patterns only when you run the Statistics History Update program (R03B16). All other accounts receivable programs use the date patterns established for the company. The system stores credit and collection date patterns in the Credit/Collection Date Pattern table (F03B08).

Do not change credit and collection date patterns after running the Statistics History Update program. You should make changes to date patterns only when you can run the Statistical Purge Repost program (R03B163) to reset all the data in your A/R Statistical History (F03B16) and the A/R Statistical Summary (F03B16S) tables.

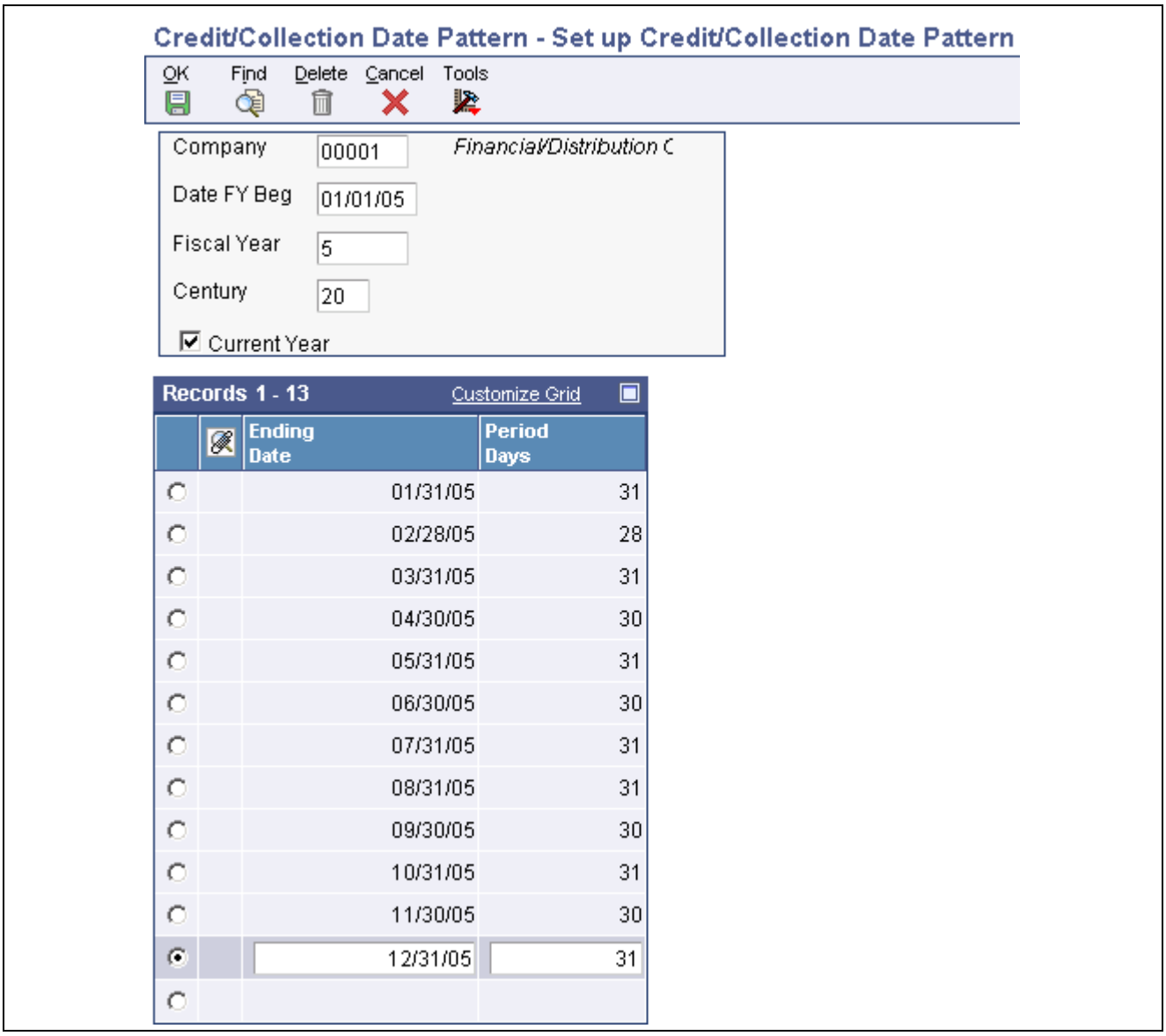
See Chapter 24, "Updating Accounts Receivable Statistics for Customer Analysis ," Purging Statistical History Records, page 704.

## Forms Used to Set Up Credit and Collection Date Patterns

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work With Credit/Collection Date Patterns | W03B08A | Credit & Collections Setup (G03B411), Credit/Collection Date Pattern. | Locate credit and collection date patterns. |
| Set Up Credit/Collection Date Pattern | W03B08C | On the Work With Credit/Collection Date Patterns form, click Add. | Set up credit and collection date patterns to represent the beginning date for the fiscal year and the ending date for each period in that year. |

## Adding a Credit and Collection Date Pattern

Access the Set Up Credit/Collection Date Pattern form.




Set up Credit/Collection Date Pattern form

**Date FY Beg** (date fiscal year begins) Enter the first day of the fiscal year.

**Fiscal Year** Enter the fiscal year, specifying the year at the end of the first period rather than the year at the end of the fiscal period.

For example, if a fiscal year begins October 1, 2005 and ends September 30, 2006, you would enter *05* rather than *06*. The end of the first period is October 31, 2005.

When you run the Update Invoice Amounts process, the system automatically updates the fiscal year in the Credit and Collection date patterns.

**Century** Enter the first two digits of the year. For example, 19 indicates any year beginning with 19 (for example, 1998 and 1999), and 20 indicates any year beginning with 20 (for example, 2000, 2001, and so on).

**Current Year** Select this option to specify a fiscal year as the current year.

You must specify one date pattern for the current year.

**Ending Date** Enter the date on which a credit/collection period ends for the date pattern specified. The system uses credit/collection date patterns for statistical reporting only.

**Period Days** Enter the number of days within an accounting period.

If you leave this field blank, the system calculates the number of days in the period based on the ending dates that you enter.

# Setting Up Activity Codes

This section provides an overview of activity codes and discusses how to add activity type codes.

## Understanding Activity Codes

The system automatically generates an activity message when a specific activity occurs. Each message is associated with a hard-coded activity type. This table lists each activity type, the system-generated activity message, and the process that generates the message:

| Activity Type | Activity Message | Description of Process |
|---|---|---|
| *20* | Collection Review Required | The system generates this message when the date in the Recall for Review Date field on the Customer Master Revision form has expired and the Credit Analysis Refresh program has been run. |
| *21* | Over Credit Limit | The system generates this message when the total amount of open invoices exceeds the amount that is entered in the Credit Limit field on the Customer Master Revision form, and the Credit Analysis Refresh program has been run. |
| *22* | Credit Limit Updated | The system generates this message when the amount in the Credit Limit field on the Customer Master Revision form has been changed.<br>If changes to the credit limit require approval, the system does not generate the message until the change has been approved. |
| *30* | Promises | You manually enter a promise message. |
| *40* | Delinquency Notice Sent | The system generates this message when a delinquency notice has been processed and approved. |

| Activity Type | Activity Message | Description of Process |
|---|---|---|
| *41* | Delinquency Notice Rejected | The system generates this message when a delinquency notice was pending, but then was rejected. |
| *42* | Statement Sent | The system generates this message for every statement issued. |
| *50* | Delinquency Fee Applied | The system generates this message when a delinquency fee was processed and approved. |
| *51* | Delinquency Fee Rejected | The system generates this message when a delinquency fee was pending, but then was rejected. |

If your business requires you to track other activities, you can create new activity codes and manually add activity messages as necessary.

## Forms Used to Set Up Activity Codes

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Activity Setup | W03B30B | Credit & Collections Setup (G03B411), Credit/Collections Activity Codes.<br><br>On the Work With Activity Setup form, click Add. | Create new activity codes. |

## Adding Activity Type Codes

Access the Activity Setup form.

**Important!** The system will not automatically process activity messages for new activity codes that you create. You must manually add activity messages for any activities that use the new activity codes.

See Chapter 22, "Managing Credit and Collections," Adding Account Activities, page 645.

**Activity** Enter the code that identifies the message that you want to set up in the Account Activity Log.

These activity types are hard-coded:

*20:* Credit Review Required

*21:* Over Credit Limit

*22:* Credit Limit Updated

*30:* Promise

*40:* Delinquency Notice Sent

*41:* Delinquency Notice Rejected

*42:* Statement Sent

*50:* Delinquency Fee Applied

*51:* Delinquency Fee Rejected

If you create new activity types, do not use a value that is hard-coded.

**Default Priority** Enter the code that specifies the order in which the system displays activity messages when you run statements, notices, fees, and so on. Valid values are *1* through *5*, where *1* is the highest priority and *5* is the lowest priority.

**Disable Activity** Select this option to specify that an activity type that has been used previously should be disabled for future use. The system does not generate activity messages in the Customer Activity Log table (F03B31) for activity types that are disabled.

# Setting Up Delinquency Policies

This section provides an overview of delinquency policies and discusses how to:

- Define a delinquency policy.
- Set up fee instructions.
- Set up notification instructions.

## Understanding Delinquency Policies

To prompt customers to pay their overdue account balances, you must set up rules that the system uses to automatically process delinquent accounts. You can define multiple sets of rules that apply to different classes of customers, or rules that are specific to a customer. Each set of rules that you set up is a policy.

A policy is a common set of rules that the system applies equally to a class of customers. For this class of customers, you can control the rules at multiple levels. To limit the amount of setup that is required by the system to process delinquent customers, you can set up policies that are based on the common methods in which customers should be treated.

Within each policy, you can specify when the system applies fees to delinquent invoices and how it generates notifications based on various levels of delinquency.

When you set up policies, you should define the most general (default) rules first, and then define specific instructions for the exceptions. For example, you can define these types of policies:

| Policy Type | Description |
|---|---|
| Standard policy | This is the default policy that you can apply equally to most customers. |
| Standard policy with exception | This is the standard policy with instructions to override specific default information. For example, you can set up this policy to specify a different aging category or threshold percentage. Use this policy for high-risk customers or new customers. |

| Policy Type | Description |
|---|---|
| Standard policy for a specific company or line of business | You might want to treat customers differently by company or line of business. This is the standard policy with instructions to override default information for a specific company. |
| High risk policy | This is a policy that you can set up for customers who must be treated in a specific manner, but it is not specific to a company. This type of policy enables you to manage the situations that require special handling, such as high-risk customers. |
| Premier policy | This is a policy that you can set up for customers who do not require fees, but might require an occasional, friendly reminder for invoices that are overdue by a certain amount of days. |

The system stores information about policies in these tables:

- Delinquency Policy (F03B25).
- A/R Delinquency Policy Notification (F03B26).
- A/R Delinquency Policy Detail - Fees (F03B27).

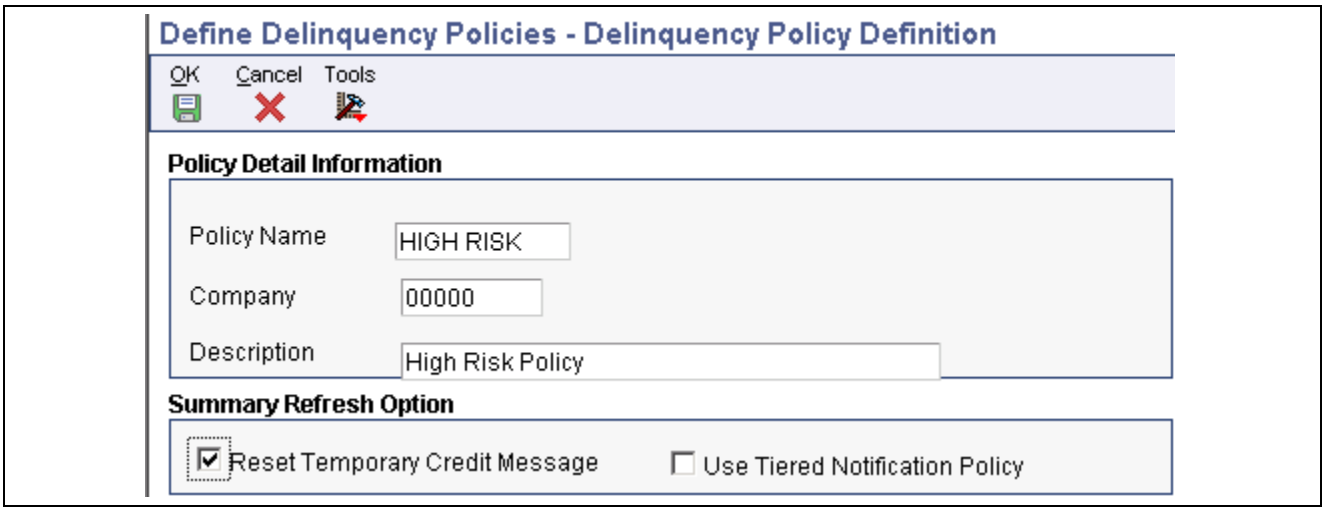
**Note.** After you associate a policy with a customer, either manually or automatically using the default policy that was established for company 00000, the association remains in effect until you assign a different policy to the customer. You must set up a blank policy name for company 00000 to use as the default policy.

## Forms Used to Set Up Delinquency Policies

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work With Delinquency Policies | W03B2501N | Credit & Collections Setup (G03B411), Define Delinquency Policies. | Locate delinquency policies and select them for further setup. |
| Delinquency Policy Definition | W03B2501Q | On the Work With Delinquency Policies form, click Add. | Define new delinquency policy information. |
| Work with Fee Instructions | W03B2501V | On the Work With Delinquency Policies form, click Find and then select the policy for which you want to set up fee instructions.<br>From the Row menu, select Fees. | Locate existing fee instructions. |
| Fee Instructions | W03B2501S | On the Work with Fee Instructions form, click Add. | After you define a policy, you can set up fee instructions that the system uses to calculate fees for overdue invoices. The system generates fees at the pay item level.<br>See Chapter 23, "Processing Delinquency Notices and Fees," Generating Delinquency Fees, page 680. |
| Work with Notification Instructions | W03B2501W | On the Work With Delinquency Policies form, select the policy for which you want to set up rules and then select Notification from the Row menu. | Locate existing notification instructions. |
| Notification Instructions | W03B2501R | On the Work with Notification Instructions form, click Add. | Set up notification rules to generate delinquency notices for customers with overdue invoices. For example, you can control the level of severity of delinquency notices by aging category or by the number of reminders sent previously. The system generates notices at the customer level; one notice includes all past-due invoices for each customer. |

## Defining a Delinquency Policy

Access the Delinquency Policy Definition form.




Delinquency Policy Definition form

**Policy Name**

Enter a name to specify the set of rules that determines when an invoice is considered past due and to specify the action to take. The policy contains aging information for notices and fee instructions. You set up a policy to represent a group of customers based on either their payment habits or on a line of business.

Although you can enter the policy name in upper- or lowercase letters, the system does not differentiate between them. For example, if you enter a policy named *PREMIER*, the system returns an error message for a duplicate key if you try to enter another policy named *Premier*.

**Company**

Enter the address book number of the company to which the policy applies.

**Description**

Enter a description of the policy.

**Reset Temporary Credit Message**

Select this option to reset the temporary credit message for a customer back to the original value that is specified on the customer master record if all of the customer's invoices are fully paid when you run the Credit Analysis Refresh program (R03B525).

If all the invoices for the customer are fully paid (the customer has no open invoices), you must change the data selection for the program to include paid invoices (Pay Status is equal to P) or the system does not reset the value on the customer record.

**Use Tiered Notification Policy**

Select this option to use only the notification instructions that you set up to generate delinquency notices.

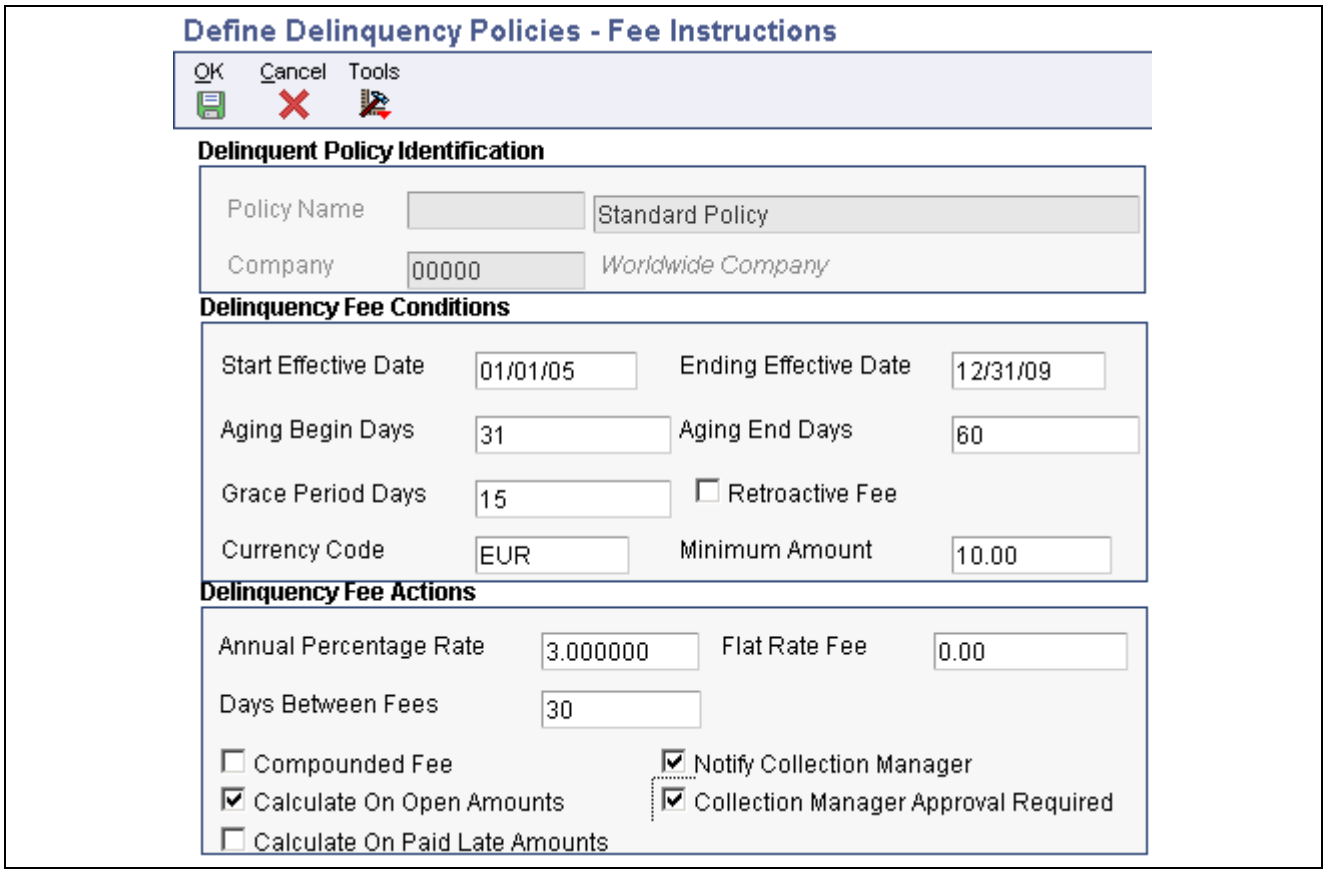
For example, a customer has a notification instruction that is set up for aging category 3 only, and currently has two open invoices: invoice 123 is not past due and invoice 234 is in aging category 4. If you select this option, the system does not generate a delinquency notice because neither invoice meets the criteria for aging category 3.

Using the same example, if you do not select his option, the system generates a delinquency notice because invoice 234 is aged past the number of days specified for aging category 3. The invoice does not have to meet the specific requirements; it just has to be past due for at least the number of days that is defined for aging category 3.

**Note.** When the system generates a delinquency notice, it prints all invoices that are past due, regardless of their aging category.

# Setting Up Fee Instructions

Access the Fee Instructions form.




Fee Instructions form

**Start Effective Date** and **Ending Effective Date**

Enter the dates on which the fee becomes active and inactive.

**Aging Begin Days** and **Aging End Days**

Enter the beginning and end of a range of days that the system uses to determine whether an invoice is subject to fees that are specified by the policy. The system calculates fees on invoices when the due date is exceeded by the number of days that are entered in this field, but does not exceed the number that are specified in the Aging End Days field.

You can increase fees as an invoice becomes more delinquent by creating multiple fee instructions. Specify the appropriate begin days and end days to create a fee for only the days that you specify beyond the start of the fee period.

For example, you might set up the instructions to charge a 15 percent rate for days 1 through 30, and an 18 percent rate from days 31 through 60.

**Retroactive Fee**

Select this option to calculate delinquency fees based on the invoice due date. The system calculates the fee based on the invoice due date, but not until the grace-period days have expired. The system uses this option only when the fee

is calculated for the first time. The system generates subsequent fees based on the Date - Last Fee Calculated field and does not consider grace days.

**Minimum Amount** Enter the smallest amount that the system must calculate for a fee to create a fee record. If the system calculates a fee for an invoice pay item that is less than the amount specified in this field, the system does not generate the fee record.

**Annual Percentage Rate** Enter the rate to calculate delinquency fees on the open amount of an overdue invoice. The system prorates the fee for each day the invoice is late based on the number of days in the year. The system uses this formula to determine a daily rate:

((Interest Rate ÷ 365 × .01) × open amount of invoice) × number of days late

For example, if the annual rate is 15 percent and an invoice is open for 1000.00 and is 20 days late, the system calculates a fee of 8.22.

If you do not specify a rate, the system uses the amount that is specified for the flat rate fee only.

**Flat Rate Fee** Enter an amount that the system uses in conjunction with the annual percentage, if specified, to generate a delinquency fee. If you do not specify an annual percentage, the system uses the amount in this field for the delinquency fee.

**Days Between Fees** Enter a number that specifies how many days must elapse before subsequent delinquency fees or notices can be generated for an invoice.

For fees, the system uses the value in the Date - Last Fee Calculated field (LFCJ) and the date that you generate fees to determine the number of days that have passed, and compares that date to the value in this field to determine whether the invoice is eligible for another fee.

For notices, the system uses the value in the Date - Last Sent Reminder field (RDDJ) and the date that you generate notices to determine the number of days that have passed, and compares that date to the value in this field to determine whether the invoice is eligible for another notice.

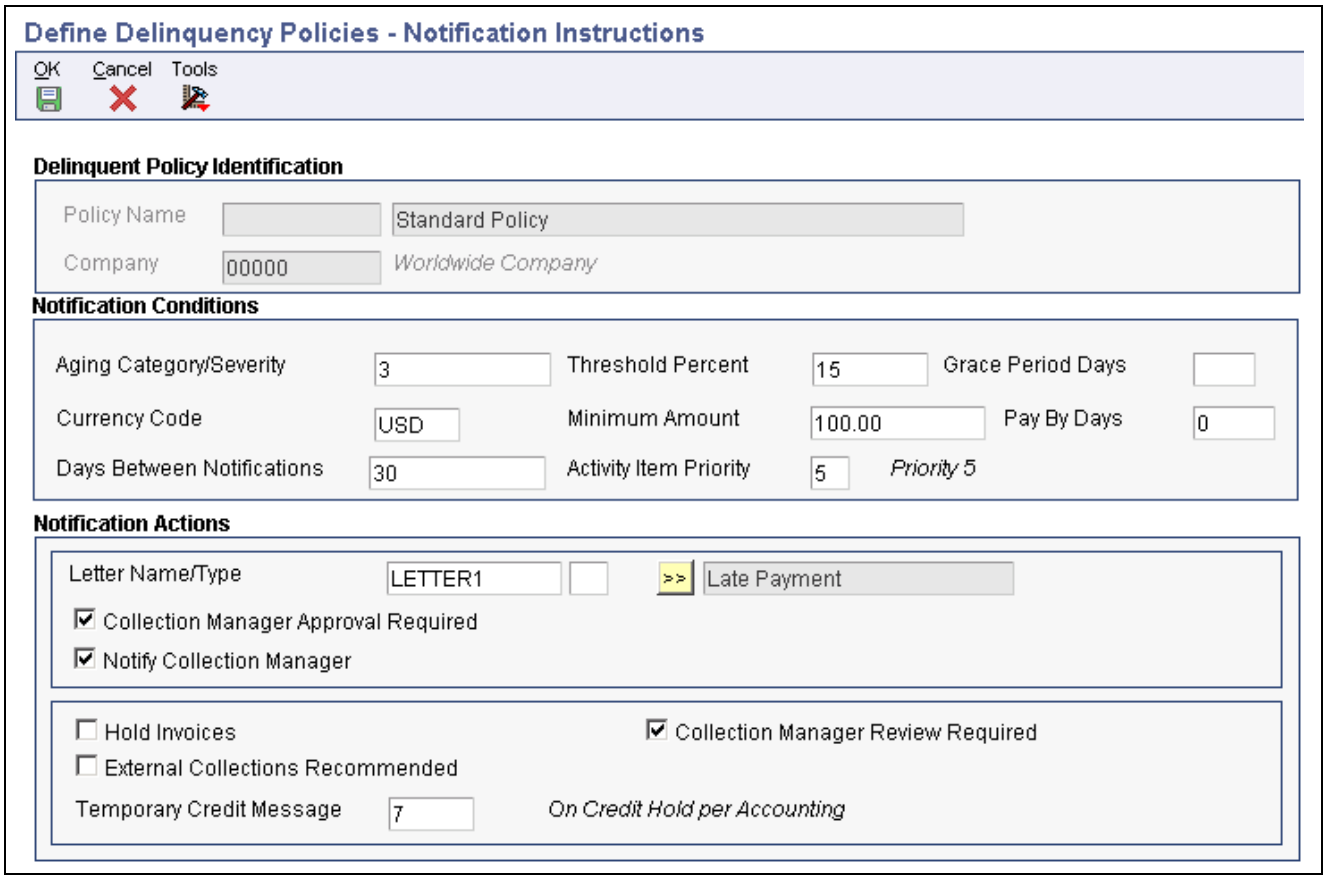
**Compounded Fee** Select this option to calculate fees on unpaid delinquent fees that were previously generated.

**Calculate On Open Amounts** Select this option to calculate fees that are based on the open delinquent invoices.

**Calculate On Paid Late Amounts** Select this option to calculate fees on invoices that were paid after the due date. The system compares the Date Closed field (JCL) with the Due Date field (DDJ) on the invoice record and prorates the fee amount for each day the invoice was not paid past the due date.

## Set Up Notification Instructions

Access the Notification Instructions form.



Notification Instructions form

**Aging Category/Severity** Enter the number that represents an aging category or severity level. The invoice must be in this aging category or at this severity level for the system to generate a notice.

The system determines the severity level by using the number of reminders that were sent. For example, if one reminder has been sent, the system looks for a policy that is set up for severity level 2. If two reminders have been sent, the system looks for a policy that is set up for severity level 3, and so on.

The Determine Severity Level processing option on the Print Delinquency Notices program controls whether the system uses aging categories or severity levels to determine whether to generate a delinquency notice.

If the processing option is blank (aging categories), the number represents a range of days, fiscal period, or calendar month as specified in either the Accounts Receivable constants or the processing options of the Print Delinquency Notices program to which the system assigns past-due invoices. Customers with past-due invoices in the aging category that you specify are eligible to receive a delinquency notice.

If the processing option has a value of *1* (total reminders sent), the number represents the severity level based on the number of delinquency notices that were previously sent. For example, if the number is 3, the invoice must have been included on 2 delinquency notices to be considered for another delinquency notice.

**Threshold Percent**

Enter the percentage that the system uses to determine whether to generate a delinquency notice for the customer. When the sum of the open, past-due invoices for the aging category or severity level specified represents a percentage equal to or greater than the customer's open balance, the system generates a delinquency notice for the customer. For example, if the sum of the open invoices for aging category 1 is 1200, and the threshold percentage is 20, the sum of open invoices for the customer must be at least 6000 for the system to generate a delinquency notice.

Enter the percentage as a whole number.

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**Note.** The system might generate a delinquency notice based on the notification instructions that are set up for other aging categories. For example, if the open invoice amount for aging category 2 meets the requirements for generating a delinquency notice, the system includes invoices from aging category 1 unless the invoice pay item is less than the minimum amount specified.

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**Minimum Amount**

Enter the open amount necessary for an invoice pay item to be eligible for a delinquency notice. The amount of the open invoice pay item must be equal to or greater than the minimum amount that is specified or the system does not include the invoice on the delinquency notice.

**Pay By Days**

Enter the number of days to add to the aging date, which is defined in the processing options of the Credit Analysis Refresh program, and to the grace days that are specified in the notification instruction, to determine the notification payment date.

**Days Between Notifications**

Enter the number that specifies how many days must elapse before subsequent delinquency fees or notices can be generated for an invoice.

For fees, the system uses the value in the Date - Last Fee Calculated field (LFCJ) and the date that you generate fees to determine the number of days that have passed, and compares that date to the value in this field to determine whether the invoice is eligible for another fee.

For notices, the system uses the value in the Date - Last Sent Reminder field (RDDJ) and the date that you generate notices to determine the number of days that have passed, and compares that date to the value in this field to determine whether the invoice is eligible for another notice.

**Activity Item Priority**

Enter the code that specifies the order in which the system displays activity messages that it generates when you run statements, notices, fees, and so on. Values are *1* through *5*, where *1* is the highest priority and *5* is the lowest priority.

**Letter Name/Type**

Enter the letter to assign to the policy definition. The letter must exist in the Letter Text table (F03B28). This field is case-sensitive, so you must enter the letter name as it was created in the table, such as *Letter1*. You can add letter text in a foreign language.

**Hold Invoices**

Select this option to update the corresponding field on the customer master record when there is an open invoice in the aging category. This option prevents anyone from entering invoices manually.

**Note.** When invoices are paid, the system does not automatically clear this option on the customer record; you must do this manually.

The system does not update the customer record until you run the Credit Analysis Refresh program (R03B525).

**Collection Manager Review Required** Select this option to require the collection manager to review the customer's account when it has past due amounts. If this option is selected, the system sends a workflow message to the collection manager. If this option is not selected, the system does not send a workflow message to the collection manager.

**External Collections Recommended** Select this option to specify that invoices are eligible for external collection. If you select this option, the system sends a workflow message recommending that the customer be placed on the collection report. You must manually update the Collection Report option (COLL) on the customer record.

**Note.** The system does not reset the Collection Report field on the customer record automatically when the invoice is paid; you must reset the option manually.

# Setting Up Letter Text for Statements and Delinquency Notices

This section provides an overview of letter text for statements and delinquency notices and discusses how to enter letter text for statements and delinquency notices.

## Understanding Letter Text for Statements and Delinquency Notices

You use the Statements/Notices Letter Text program (P03B2801) to set up the text that you want to print on statements and delinquency notices. The system prints the text in the language that is specified in your user profile.

When you print statements, you specify the text to print using the associated processing options in the Statement Notification Refresh program (R03B500X). For example, you might want to include a holiday greeting or include a sentence thanking the customer for prompt remittance of their payment.

When you print delinquency notices, you specify the text to print by assigning the associated letter to the aging category or severity level in the notification instructions for the policy. Associating the letter text with the aging category enables you to print more severe text on notices that include invoices in the oldest aging category (or at the highest severity level).

The system stores information about letters in these tables:

- Letter Text (F03B28)
- Media Objects storage (F00165)

## Forms Used to Set Up Letter Text for Statements and Delinquency Notices

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work With Letter Text | W03B2801F | Credit & Collections Setup (G03B411), Statements/Notices Letter Text | Locate and delete existing letters. |
| Letter Text Identification | W03B2801G | On the Work With Letter Text form, click Add. | Create a letter name and description. |
| Media Object Viewer | Not applicable | On the Letter Text Identification form, select Attachments from the Form menu. | Specify the text for a letter. |

## Entering Letter Text for Statements and Delinquency Notices

Access the Letter Text Identification form.

To set up letter text:

1. On Letter Text Identification, complete the Letter Name, Description, Letter Type, and Language fields.
2. To specify the text, select Attachments from the Form menu.
3. On Media Objects, select New from the File menu, select Text, and type the necessary message.

   Do not use tabs to format the text. You should use spaces to format the text as you want it to appear on the statement or notice.
4. Select Save & Exit from the File menu.
5. On Letter Text Identification, click OK.

**Letter Name** Enter the name that identifies a predefined letter in the F03B28 table. This field is case-sensitive, so you must enter the letter name as it was created in the table, such as *Letter1*. You can add letter text in a foreign language.

**Letter Type** Enter a code to identify and organize the text that prints on statements or delinquency notices. The value that you specify must exist in UDC table 03B/LT. For example, you might set up letter types for any of these reasons:

- To represent the process in which the letter (text) is used, such as delinquency notices or statements.
- To differentiate letters for notices from letters for statements.
- To identify a customer base, such as preferred.
- To indicate a severity level. For example, you might use *LETTER1* for the least severe notification text and *LETTER5* for the most severe.

**Language** Enter the UDC (01/LP) that specifies the language to use on forms and printed reports. Before you specify a language, a code for that language must exist at either the system level or in your user preferences.

# Setting Up Credit Insurance Policies

This section provides an overview of credit insurance polices and discusses how to set up a credit insurance policy.

## Understanding Credit Insurance Policies

When you purchase insurance policies to cover open liability, you can record these policies in the Credit and Collections system. With these policies recorded, you can monitor customers' insured credit limits on a transactional basis or by using reports, depending on the type of policy that you specify.

General policies cover multiple customers, and you can review the policy on an ongoing basis using reports. Single policies cover a customer or project based on an effective date that you specify. You monitor single policies on a transactional basis.

You can set up multiple policies for one insurance company. The system maintains policies in the Credit Insurance table (F03B29) in the currency in which they are purchased. The percentage of coverage that you purchase is determined by each company and might not fully cover the customer's liability.

**Note.** You cannot set up a credit insurance policy for a customer at the line-of-business level.

### General Credit Insurance Policies

You set up general policies when you want to use one policy for multiple customers or for a specific customer base. To set up a general policy, determine the liability of customers over a specific period of time. If you determine that the insured limit is insufficient or that a customer has too much coverage, you can adjust the policy with the insurance company and update the insured policy amount.

When you set up multiple general policies, you must keep track of the customers covered by the policy separately. You can do this by adding an attachment to the policy and listing the customers, using category codes or by tracking them separately on an Excel spreadsheet.

You can review and validate these policies on a monthly basis using reports. Then, for example, you can return to the insurance company and adjust the policy amount when the need arises. You can use the following reports to review information for general credit insurance policies:

- A/R Details with Aging (R03B4201B)
- Open A/R Summary Analysis (R03B155)
- Currency - Foreign/Domestic with Aging (R03B429C)

### Single Credit Insurance Policies

You set up a single policy for a customer or project that you review on a transactional basis. Normally, you specify an effective period because single policies are taken out for a specific period of time.

The system monitors the insured credit limit when you enter an invoice, similar to how it monitors internal credit limits. You associate the policy with a customer when you update the insurance company address book number and the insured amount in the Credit Insurance table.

## Prerequisite

Before you complete the tasks in this section:

- Create an address book record for the insurance company.

See *PeopleSoft EnterpriseOne Address Book 8.11 PeopleBook*, "Entering Address Book Records".

- Create a supplier record for the insurance company.

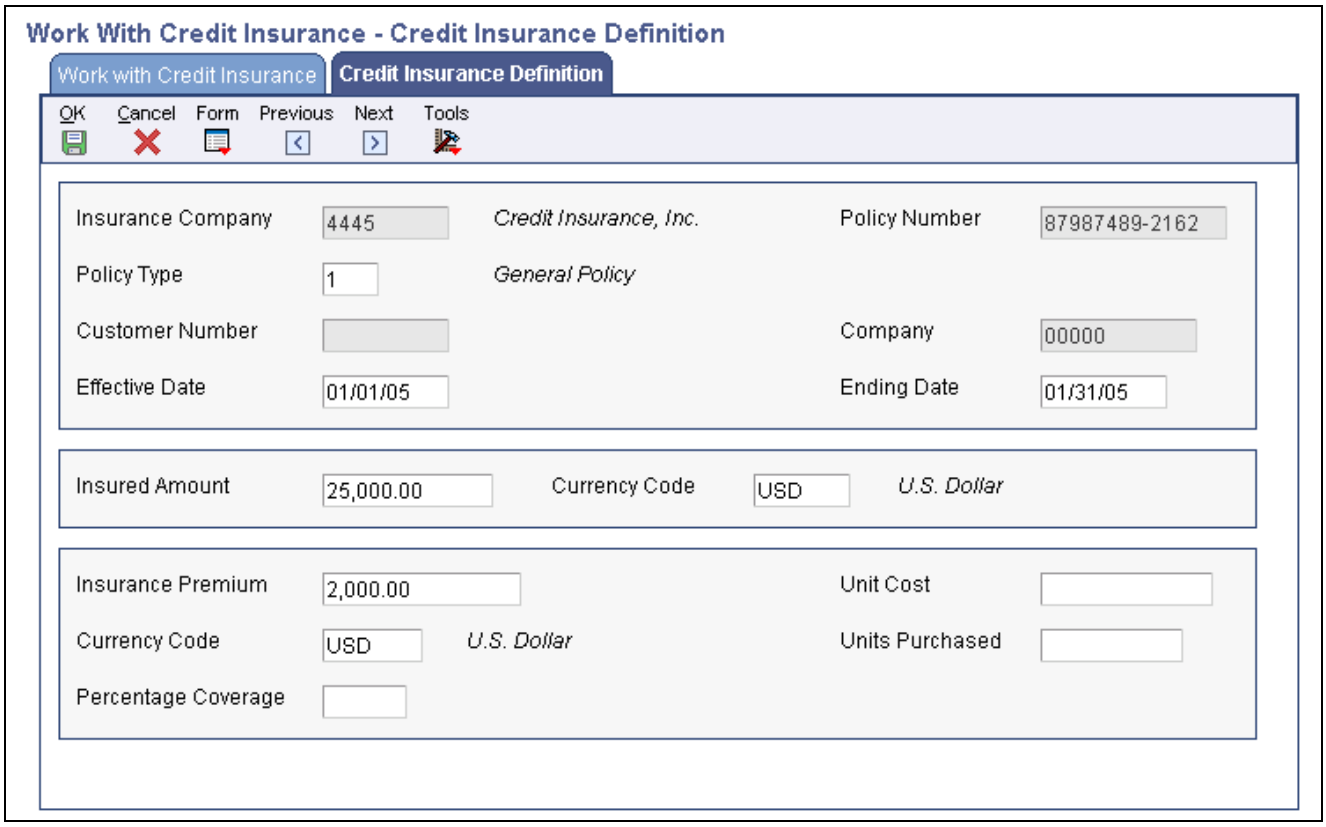
  See *PeopleSoft EnterpriseOne Accounts Payable 8.11 PeopleBook*, "Entering Supplier Information".

## Forms Used to Set Up Credit Insurance Policies

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work with Credit Insurance | W03B2901A | Credit & Collections Setup (G03B411), Work With Credit Insurance. | Locate credit insurance policies and select them for review. |
| Credit Insurance Definition | W03B2901B | • On the Work with Credit Insurance form, click Add<br>• On the Work with Credit Insurance form, select a policy and click Select or select Policy from the Row menu. | Create a new credit insurance policy or review an existing credit insurance policy. |
| Supplier Master Revision | W04012A | On the Work with Credit Insurance form, select a policy and select Supplier from the Row menu. | Review the Supplier Master record for the insurance company. |
| Work With Customer Master | W03013A | On the Work with Credit Insurance form, select a policy and select Customer from the Row menu. | Review the Customer Master record for the customer that is associated with the policy. |
| Work with Customer Ledger Inquiry | W03B2002A | On the Work with Credit Insurance form, select a policy and select Ledger from the Row menu. | Review ledger information for the customer that is associated with the policy to determine why a customer is being considered for insurance. |
| Account Balance Inquiry | W03B218B | On the Work with Credit Insurance form, select a policy and select Balance from the Row menu. | Review account balance information for the customer that is associated with the policy to determine why a customer is being considered for insurance. |

## Setting Up a Credit Insurance Policy

Access the Credit Insurance Definition form.




Credit Insurance Definition form

**Insurance Company** Enter the address book number of the insurance company. The system uses the address book number to associate the policy with the insurance company.

**Policy Number** Enter a reference number for information only.

**Policy Type** Enter the code that specifies the type of policy that you are using for an insured credit limit. Values are:

*1:* General Policy. Use this policy for multiple customers.

*2:* Single Policy. Use this policy for a single customer.

*3:* Single Policy No Credit Check. Use this policy to check the standard credit limit instead of the insured credit limit. For example, you might offer a customer a higher credit limit than that limit that is specified in the insured credit limit. You can do this by setting the standard credit limit in the Customer Master program to a higher amount than the insured credit limit in the Work with Credit Insurance program. In this example, when you enter a sales order, the system checks the standard credit limit and ignores the insured credit limit.

**Effective Date** and **Ending Date** Enter the date on which this policy takes effect and the expiration date of the policy.

**Insured Amount** Enter the maximum amount covered by an insurance company if a customer fails to pay.

**Currency Code** Enter the currency of the insured amount.

**Insurance Premium** Enter the fee that is paid to an insurance company to purchase an insured credit limit policy.

| | |
|---|---|
| **Currency Code** | Enter the currency of the insurance premium. |
| **Unit Cost** | Enter the amount per unit, which is derived by dividing the total cost by the unit quantity. |
| **Units Purchased** | Enter the number of units purchased. |
| **Percentage Coverage** | Enter the percentage of the customer's open, unpaid balance that is insured by the policy. For example, if you enter *50*, the insurance policy pays 50 percent of the customer's total open amount. The value that you enter in this field is for information only. |

# Setting Up Credit and Collection Managers

This section provides an overview of credit and collection managers and discusses how to set up UDCs for credit and collection managers.

### See Also

*PeopleSoft EnterpriseOne Address Book 8.11 PeopleBook*, "Entering Address Book Records"

*PeopleSoft EnterpriseOne Tools 8.94 PeopleBook: Foundation*

## Understanding Credit and Collection Managers

If credit and collection processes are managed by specific people, you can set up credit and collection managers and assign them to customer records. Each manager can inquire or report on his or her customers only. Additionally, the system can send workflow messages to the managers for various credit and collection processes, such as when customers exceed their credit limit or invoices become past due.

To set up credit and collection managers, you add them to the address book, and then set them up in a UDC table. You cross-reference the code that you use in the UDC table with the manager's address book number and assign the code to the customer records.

You do not need to create separate address book records if one manager performs both credit and collection duties. However, the address book number for the manager must be established in both of these UDC tables:

- 01/CR (credit manager)
- 01/CM (collection manager)

After you set up the credit and collection managers in the UDC tables, you must assign the UDC value to the customer records.

See Chapter 7, "Setting Up Credit and Collections Management," Assigning Credit and Collection Information to Customers, page 188.

**Note.** If you assign generic codes for the credit and collection managers, such as *CR1* or *CM1*, then you can easily change the reference to the person by changing the address book number in the Description 2 field of the appropriate UDC table. This can be very useful if the person in that position changes frequently. The system displays the name of the manager next to the value that you assign to the field.

For example, if you select to use the name of the person, such as *ABBOTT* for Dominique Abbott, and that person leaves the position, you cannot globally update all the customer master records (F03012) to the new name without using a data file utility. However, if you use a generic code such as *CM1*, you can easily change the Description 2 field and you do not have to update the customer master records.

## Setting Up UDCs for Credit and Collection Managers

Access UDC table 01/CR for credit managers and UDC table 01/CM for collection managers.

| | |
|---|---|
| **Codes** | Enter a 10-digit, alphanumeric value to represent the manager. |
| **Description 1** | Enter the name of the manager. |
| **Description 2** | Enter the manager's address book number. If you do not specify this information, the manager will not receive workflow messages. |

# Assigning Credit and Collection Information to Customers

This section provides an overview of credit and collection information for customers and discusses how to:

- Assign credit information to customers.
- Assign collection information to customers.
- Review customers that are associated with a policy.

## Understanding Credit and Collection Information for Customers

Before the system can generate delinquency fees, delinquency notices, and workflow messages, or update credit information, you must assign various credit and collection information to the customer record. You can do this for an existing customer or when you enter credit and collections information for a new customer.

You can specify the following credit and collection information in the customer record:

- A delinquency policy for the customer.

  If you do not manually assign a policy to a customer, the system automatically assigns the default policy (standard) for company 00000.
- Credit limit for the customer.
- Credit and collection manager assigned to that customer account.
- Whether delinquency notices will be generated.
- Whether delinquency fees will be generated.
- Whether the customer can be placed on the collection report for external collections.
- Whether statements will be generated.

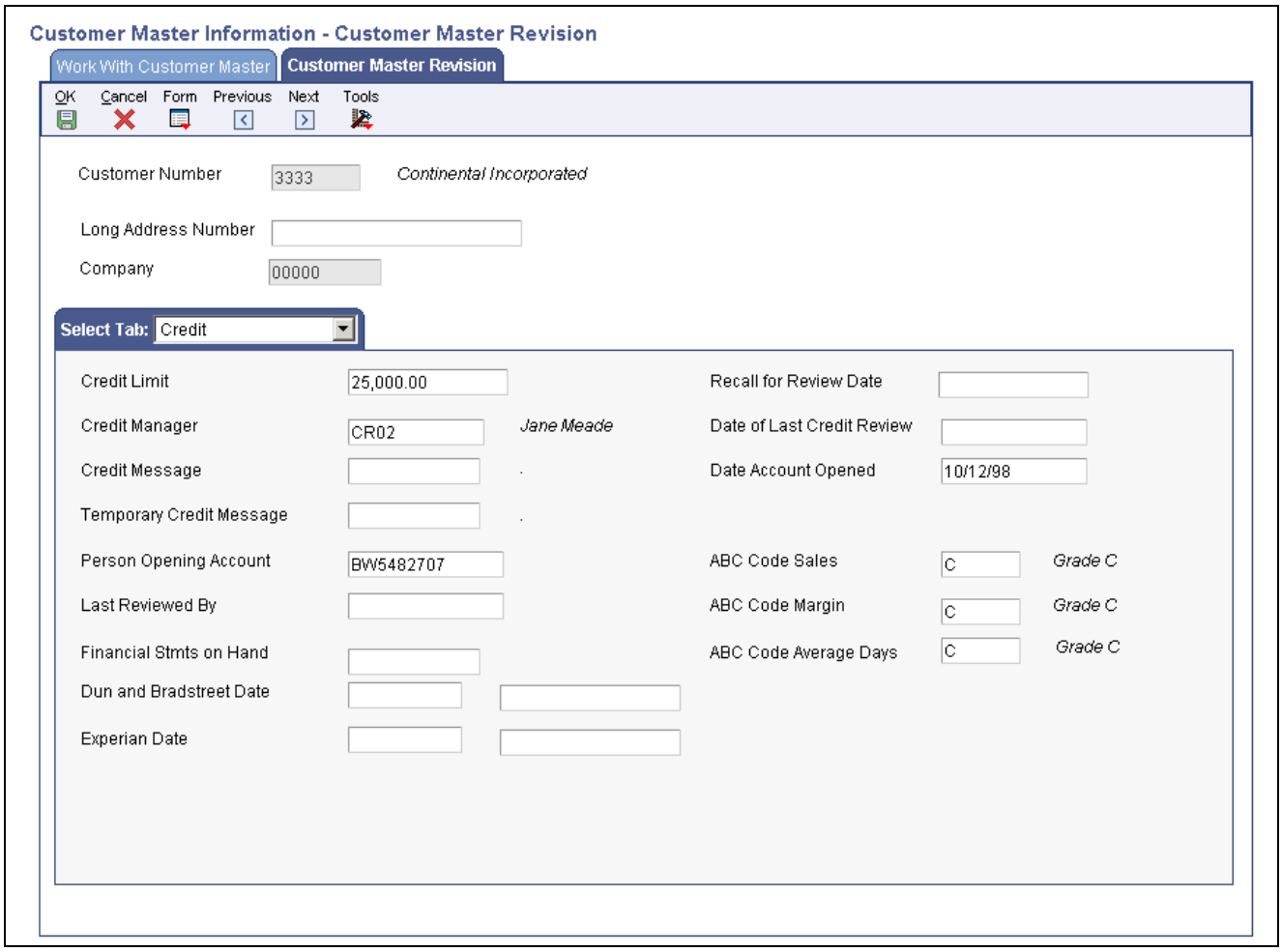
After setting up delinquency policies and assigning them to customers, you can review which customers are associated with each policy. For example, you can use the Policy Cross Reference form to review which customers are associated with the standard policy.

## Forms Used to Assign Credit and Collection Information to Customers

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work With Customer Master | W03013A | Customer Invoice Entry (G03B11), Customer Master Information. | Locate and delete existing customer master records. |
| Customer Master Revision | W03013B | On the Work With Customer Master form, select a customer record and then click Select. | Assign credit and collection information to a customer. |
| Policy Cross Reference | W03B2502G | Credit & Collections Setup (G03B411), Define Delinquency Policies.<br>On the Work With Delinquency Policies form, select a policy and then select X-ref from the Row menu. | Review a list of customers who are associated with a specific collection policy. |

## Assigning Credit Information to Customers

Access the Customer Master Revision form and then select the Credit tab.




Customer Master Revision form: Credit tab

**Credit Limit**

Enter the total amount that you allow the customer to spend on purchases before the system sends a workflow message. This value is used throughout the credit management programs. The system maintains the credit limit at the customer (child) level, not the parent level. The system sends workflow messages for each customer who is over their credit limit. When you set up or change the credit limit, the system sends a workflow message to the credit manager that the change is pending approval. The change to the credit limit is not reflected in the customer record until it is approved by the credit manager.

**Credit Manager**

Enter the name of the credit manager who is responsible for approving changes to the credit limit. You must set up the credit manager in the address book, and then create an entry in the UDC table 01/CR. When you set up the UDC value, you must also enter the address book number of the credit manager in the Description 02 field.

You enter the UDC that represents the credit manager in this field.

**Credit Message**

Enter the value in the UDC table 00/CM that indicates the credit status of a customer or supplier. Examples are:

*1:* Over credit limit

*2:* Requires purchase order

*3:* Not on contract maintenance agreement

The system displays the message when you click in the detail section of the form.

**Person Opening Account** Displays the user ID of the person who created the customer record. The system supplies the user ID.

**Last Reviewed By** Displays the person who completed the last credit review. The system completes this field with the user ID of the person who enters or revises the credit limit.

**Financial Stmts on Hand** (financial statements on hand) Enter the date that financial statements were received to evaluate a company's credit worthiness. Complete this field to specify when you receive financial statements from the customer.

**Dun and Bradstreet Date** Enter the date that Dun & Bradstreet ratings were available.

**Experian Date** Enter the date that Experian ratings were available.

**Recall for Review Date** Enter the review date for the customer's credit information.

**Date of Last Credit Review** Enter the date on which the credit manager last examined this customer's payment record and assigned a credit status to the account.

**Date Account Opened** Displays the date that the customer record was created.

**ABC Code Sales** Enter the grade that indicates the level of sales activity for a customer or inventory item. This grade documents the 80/20 principle (80 percent of the significant results is attributable to 20 percent of the business effort). The possible grades are *A* (best) to *F* (worst).

**ABC Code Margin** Enter the code that represents an item's ranking by average investment. You can assign a code or let the system assign it. Valid codes are:

*A:* Assign this item to the first amount ranking.

*B:* Assign this item to the second amount ranking.

*C:* Assign this item to the third amount ranking.

*D:* Skip this item in the ABC Analysis.

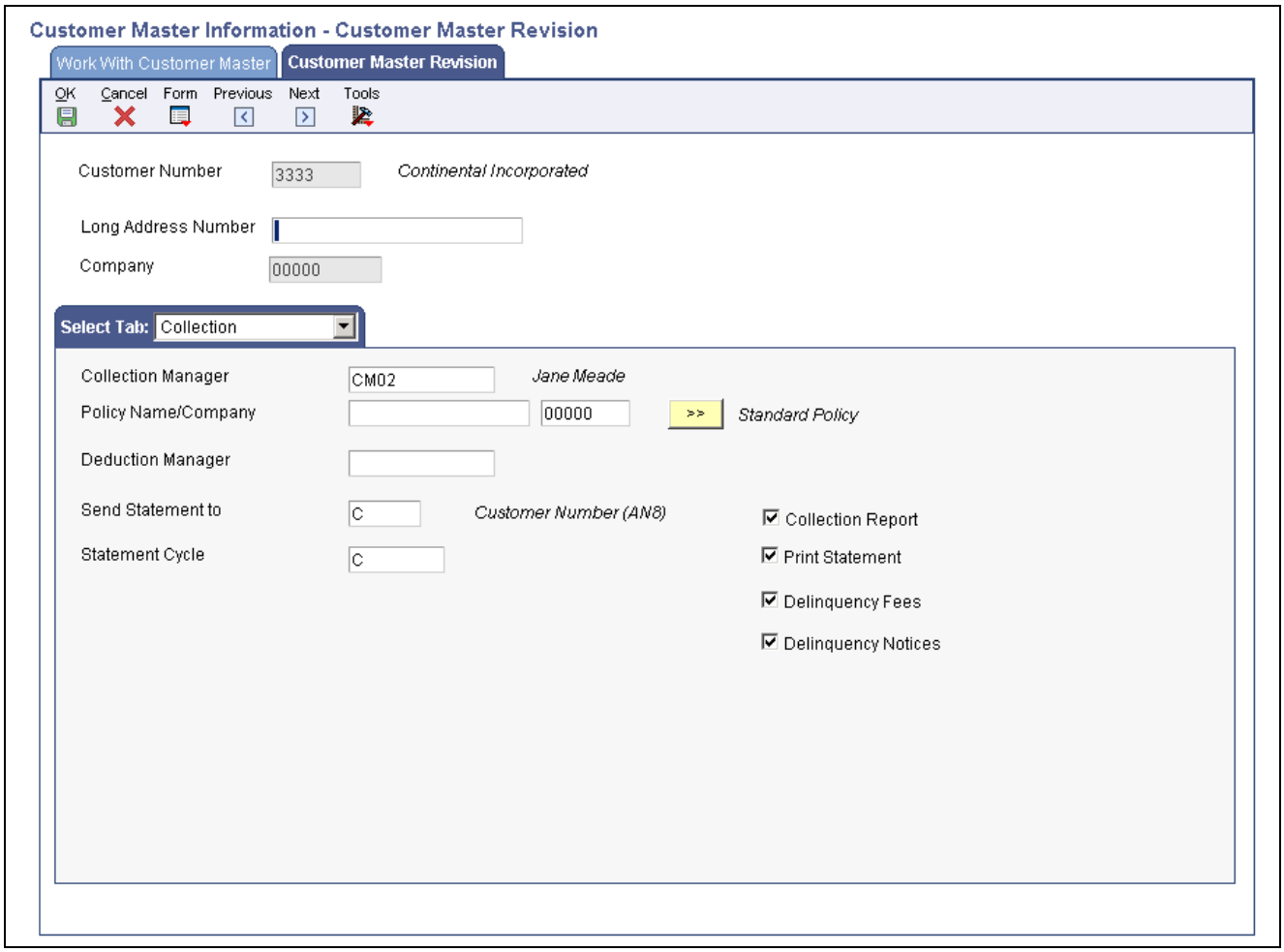
If you leave this field blank, the system assigns the code when you run the ABC Analysis program (R4164) based on an item's value as follows:

- Total Item Average Investment divided by Business Unit Average.
- Investment equals the Item's Calculated Value Total.

**ABC Code Average Days** Enter the grade that indicates the average number of days a customer takes to pay a bill. This code documents the 80/20 principle. The possible grades are *A* (best) to *F* (worst).

## Assigning Collection Information to Customers

Access the Customer Master Revision form and select the Collection tab.




Customer Master Revision form: Collection tab

**Collection Manager**

Enter the name of the collection manager who is responsible for managing this customer's account. You must set up the collection manager in the address book and then create an entry in the UDC table 01/CM. When you set up the UDC value, you must also enter the address book number of the collection manager in the Description 02 field.

You enter the UDC that represents the collection manager in this field.

**Policy Name/Company**

Enter the policy name that specifies the set of rules that determines when an invoice is considered past due and specifies the action to take. The policy contains aging information for notices and fee instructions. You set up a policy to represent a group of customers based on either their payment habits or on a line of business.

The policy company is the unlabeled field that displays to the right of the Policy Name field.

The policy name that you enter must exist in the Delinquency Policy table (F03B25).

**Deduction Manager**

Enter the address book number of the person who is responsible for managing deductions. In addition to the address book number, you can enter an alpha name or tax identification number.

If you enter an alpha name, the system searches for the corresponding record and returns the address book number. If the system locates more than one address book number, it displays a form that lists all of the alpha names from which you can select the correct record.

If you enter a tax ID, you must precede it with the special character defined in the Address Book Constants program. The system returns the address book number based on the tax ID.

If the system cannot locate a record, it returns 0 (zero).

**Print Statement** Select this option to specify that the system prints statements for the customer.

---

**Note.** This option exists in both the Customer Master Information program (P03013) and the Accounts Receivable Constants program (P0000). In the Accounts Receivable Constants program, the option controls whether statements are printed for invoices that are entered for a specific company. In the Customer Master Information program, the option controls whether statements are printed for invoices that are entered for the customer.

---

**Send Statement to** Enter the code that identifies the billing address to print on statements. Values are:

*C:* Customer (AN8)

*P:* Parent (PA8)

*R:* Payor (PYR)

*1:* First address number (AN81)

*2:* Second address number (AN82)

*3:* Third address number (AN83)

*4:* Fourth address number (AN84)

*5:* Factor/Special Payee (AN85)

*6:* Fifth address number (AN86)

**Statement Cycle** Enter a code to group customers together for statement printing. For example, you can print statements for all customers that have a statement cycle of *A* on the 1st of the month, *B* on the 2nd day of the month, and so on.

If you leave this field blank, the system assigns the first letter of the customer's alpha name.

**Collection Report** Select this option to specify that a customer's overdue invoices are eligible to appear on the collection report that you send to an external agency.

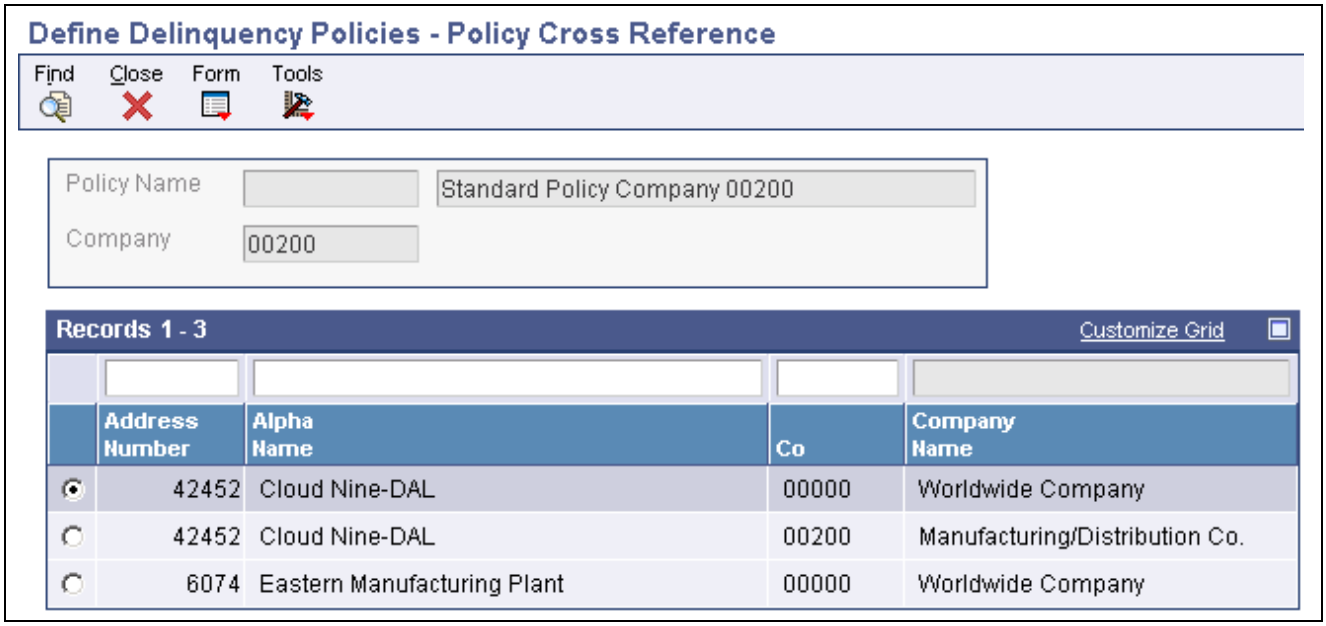
**Delinquency Notices** Select this option to print delinquency notices for the customer based on the notification instructions that are set up for the policy that you assign to the customer.

**Note.** This option exists in both the Customer Master Information program (P03013) and the Accounts Receivable Constants program (P0000). In the Accounts Receivable Constants program, the option controls whether notices are printed for invoices that are entered for a specific company. In the Customer Master Information program, the option controls whether notices are printed for a customer.

**Delinquency Fees** Select this option to process delinquency fees for the customer.

## Reviewing Customers Associated with a Policy

Access the Policy Cross Reference form.




Policy Cross Reference form

# Activating Workflow Messages for Credit and Collections

This section discusses how to:

- Activate workflow messages for credit and collection managers.
- Activate workflow messages for credit limit approval.

## Activating Workflow Messages for Credit and Collection Managers

When you add or change the credit limit, the system sends a workflow message to the credit manager. The message indicates that the change is pending approval. This credit limit change will not be reflected on the Customer Master Revision form until the appropriate credit manager approves the change.

Additionally, the system sends workflow messages to the collection manager when you run the Credit Analysis Refresh program, according to the policy that is set up for the customer.

For the credit and collection managers to receive workflow messages, the user profiles for the user and the credit and collection managers must be associated with a valid address book number. You set up this association by creating records in the User Profile program (P0092).

See *EnterpriseOne Tools 8.94 PeopleBook: System Administration*

Additionally, the credit and collection managers who are associated with the customer must be set up in UDC table 01/CR (for the credit manager) and UDC table 01/CM (for the collection manager). The Description 2 field of the UDC record must include the address number of the credit or collection manager.

## Activating Workflow Messages for Credit Limit Approval

For the credit limit approval feature to function properly, the workflow status of CREDLIMIT must be active.

If the CREDLIMIT workflow process is not active, the system updates the customer master record with the new credit limit immediately.

See *EnterpriseOne Tools 8.94 PeopleBook: Workflow Tools*

# CHAPTER 8

# Processing Invoices

This chapter provides an overview of invoice processing and discusses how to:

- Work with invoices.
- Process recurring invoices.
- (ARG) Process invoices with legal numbers for Argentina.
- (CHL and PER) Process invoices for Chile and Peru.
- (VEN) Assign control numbers to invoices for Venezuela.
- (POL and RUS) Work with invoices for Poland and Russia.
- (TWN) Enter GUI/VAT invoices for Taiwan.
- (TWN) Generate GUI/VAT information for Taiwan.
- Revise and post invoices.
- (TWN) Recover from system failures for Taiwan.

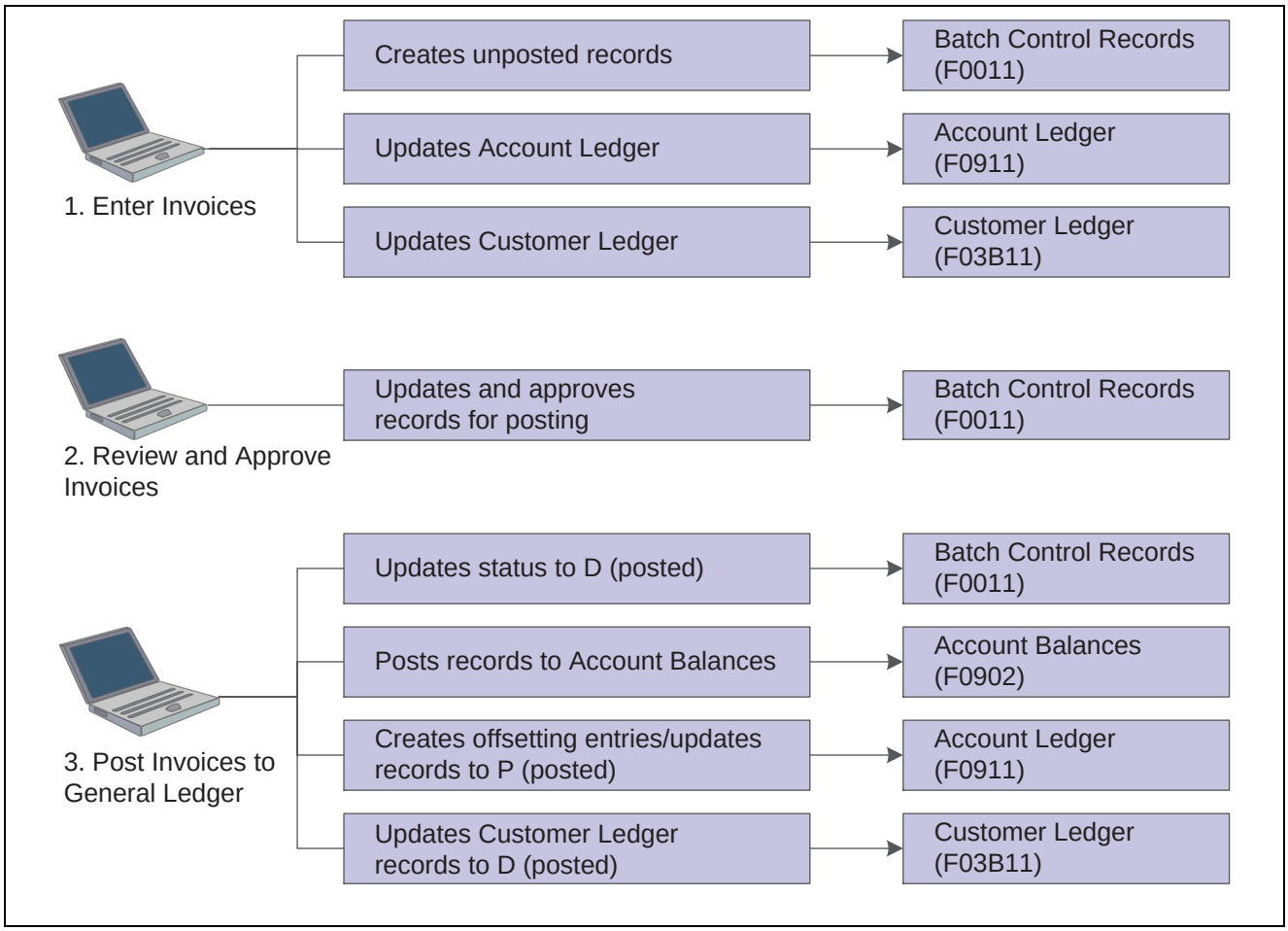
## Understanding Invoice Processing

Effective management of invoice processing is fundamental to the accounts receivable department. Typically, you create an invoice before you receive payment from the customer. Most invoices are generated from other systems, such as Sales Order Management. However, at times you will need to enter and revise invoices for customers.

Invoice processing is one example of three-tier processing. All PeopleSoft EnterpriseOne systems use three-tier processing to manage batches of transactions. The term *three-tier* refers to these standard steps:

1. Enter transactions, such as invoices, receipts, and drafts.
2. Review and approve transactions for posting.
3. Post transactions to the general ledger.

This graphic illustrates the concept of three-tier processing:




Three-tier process

## Invoice Entry

Depending on your needs, you can enter invoices using these methods:

- Standard invoice entry. This method provides the most flexibility and options.
- Speed invoice entry. This method provides less flexibility and fewer options than standard invoice entry. However, it provides a quicker way of entering invoice and general ledger information.

To help determine which method of invoice entry you should use, consider these advantages and limitations of standard and speed invoice entry:

| Invoice Entry Method | Advantages and Limitations |
| --- | --- |
| Standard invoice entry | You can:<br>• Create installment payments.<br>• Use multiple pay items.<br>• Set up recurring invoices.<br>• Modify, delete, and void invoices.<br>• Utilize and create model journal entries.<br>• Override the G/L offset.<br>You cannot enter invoices as quickly because you use two forms to enter invoice and G/L distribution information. |
| Speed invoice entry | You can:<br>• Use one entry program to enter both invoice and G/L distribution information.<br>• Enter limited invoice information quickly.<br>You cannot:<br>• Create installment payments.<br>• Modify, delete, or void invoices.<br>• Set up recurring invoices.<br>• Enter more than one pay item per invoice.<br>• Create or use model journal entries.<br>• Override the G/L offset. |

## Invoice Batches

After you enter invoices, you can review and approve invoice batches, as well as revise individual invoices prior to posting them to the general ledger. You use the Invoice Journal Review program (P0011) to:

- Review and approve invoice batches.
- Add invoices to existing batches.
- Review and revise individual invoices.
- Review and revise associated journal entries.

## General Ledger Posting

After you review and approve invoices, you post them to the general ledger. When you submit a batch of invoices for posting, the system:

- Selects unposted, approved invoices and validates each transaction.
- Creates automatic offsets to the A/R trade and tax accounts.
- Posts accepted transactions to the Account Balances table (F0902).

- Marks the invoices as posted in the Customer Ledger (F03B11), Invoice Revisions (F03B112), and Account Ledger (F0911) tables.
- Sends workflow messages to the work center.
- Prints a general ledger post report, a post detail error report, or both.

## (BRA) Invoice Processing for Brazil

In Brazil, businesses remit customer invoice information, including interest rates for amounts that are past due, to banks for collection. Banks attempt to collect on the invoices and return collection information so that the businesses can update Accounts Receivable information.

You can use the base software to process invoices for customers. When you enter invoices, the system automatically associates the invoice with the additional information that the Brazilian bank requires to be collected on the invoice. This additional information is based on the A/R Brazilian Tag Maintenance country server and user defined codes.

## (ITA) Invoices for Free Goods

Invoices for free goods have a zero value. In Italy, invoices for free goods must be entered into the system for fiscal and VAT reporting purposes.

When you enter invoices for free goods into the system, the first pay item represents the taxable amount with the relevant tax rate. You enter this pay item with a tax explanation code of *V* (VAT). The second pay item represents the gross amount (negative). To calculate the gross amount, add the first pay item taxable amount and the VAT amount. Enter the second pay item with a tax explanation code of *E* (exempt) with a tax rate of zero.

This table provides an example of an invoice for free goods:

| Pay Item | Gross Amount | Taxable Amount | Tax Amount | Tax Rate Code | Tax Explanation Code |
|---|---|---|---|---|---|
| 001 | | 1000 | 200 | IT20 | V |
| 002 | –1200 | | | IT00 | E |

The total invoice value is zero, and the invoice can be posted to update the Taxes table (F0018). The G/L distribution debits the Cost of Goods Sold account and credits a specific expense account for free goods.

To close the invoice, record a cash receipt through the Standard Receipt Entry program (P03B102).

# Common Elements Used in This Chapter

**CC 1** (category code 1) through **CC 6** (category code 6)

A category code that classifies the GUI/VAT number segment. Valid values are stored in UDC 75T/C1 through UDC 75T/C6.

**Note.** The system supplies default values for the CC1, CC2, and CC3 fields, using the values that are specified for the GUI/VAT number segment in the corresponding fields in the GUI/VAT Number Register - Sales program.

The system supplies default values for the CC4, CC5, and CC6 fields, using the values that are specified for the customer in the corresponding fields in the GUI/VAT Customer Constants program.

**C W** (foreign cigarette or wine)

Select this option to indicate whether the item is a foreign cigarette or wine.

The system supplies a default value for the C W (Foreign Cigarette / Wine Note) field using the value that is specified for the customer in the GUI/VAT Customer Constants program.

**ED Ty** (exportation declaration type)

Enter the code that identifies the declaration type of an export. The code that you enter must exist in the Ex. Declare Type (75T/EP) UDC table.

**E M** (exportation method)

Enter the code that identifies the exportation method. The code that you enter must exist in the Exportation Method (75T/EX) UDC table.

**Exportation Doc. No.** (exportation document number)

Enter the document number of the declaration for exportation. The document number is used in the GUI/VAT Zero Tax Rate Sales Amount List program (R75T004T).

**Export Date**

Displays the export date.

**Item Quantity**

Enter the quantity of units affected by this transaction.

**Proof Doc Name** (proof document name)

Enter the name of the document that proves that an exported item did not go through customs. The value that you enter must exist in the GUI/VAT Proof Document Name (75T/PD) UDC table.

**Remarks**

Enter free form comments for general usage.

**Rev Typ** (revenue type)

Enter the code that indicates the revenue type of a sales transaction. The code that you enter must exist in the GUI/VAT Revenue Type (75T/RT) UDC table.

The system supplies a default value for the this field using the value that is specified for the GUI/VAT number segment in the corresponding field in the GUI/VAT Number Register - Sales program (P75T002).

**Sal Itm** (GUI/VAT sales item type)

Enter the code that indicates the type of item sold. The code that you enter must exist in the GUI/VAT Sales Item Type (75T/ST) UDC table.

The system supplies default values for the this field using the value that is specified for the customer in the corresponding field in the GUI/VAT Customer Constants program.

**S N** (summary record)

Enter the code that indicates whether a record is a summary. Values are:

Blank: The record is not a summary. The values in the GUI/VAT No. From and GUI/VAT No. To fields are the same.

*A:* The record is a summary. The values in the GUI/VAT No. From and GUI/VAT No. To fields might be different.

### See Also

*PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook*, "Using Batch Control to Manage the Entry Process"

*PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook*, "Understanding G/L Date Warnings and Errors"

# Working with Invoices

This section provides an overview of standard invoices, the invoice entry master business function, out-of-balance invoices, credit memos, speed invoices, and revisions to unposted invoices, and discusses how to:

- Set processing options for Customer Ledger Inquiry (P03B2002).
- Set processing options for Standard Invoice Entry (P03B11).
- Set processing options for Speed Invoice Entry (P03B11SI).
- Set processing options for Invoice Entry MBF Processing Options (P03B0011).
- Locate invoices.
- Enter standard invoices.
- Select a model for the G/L distribution entry.
- Enter invoices out of balance.
- Enter credit memos.
- Enter invoices with discounts.
- Enter speed invoices.

### See Also

*PeopleSoft EnterpriseOne Multicurrency Processing 8.11 PeopleBook*, "Entering and Processing Foreign Currency Invoices"

*PeopleSoft EnterpriseOne Tax Processing 8.11 PeopleBook*, "Entering Tax Information on Orders and Transactions," Entering Tax Information on Invoices and Vouchers

*PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook*, "Understanding Rounding Versus Soft Rounding"

## Understanding Standard Invoices

You must create an invoice record to bill a customer for goods or services. Although most invoices are generated from other systems, such as Sales Order Management, Property Management, and Contract and Service Billing, you can enter miscellaneous invoices. The system uses default information that you set up in the customer record when you enter an invoice.

After you enter information that is specific to the invoice, you enter the G/L distribution information. You typically enter a credit to a revenue account. When you post the invoice, the system debits the offset to an A/R Trade account that you specify in the AAIs.

If you routinely distribute invoices to multiple G/L accounts, you can set up a journal entry to use as a model. In addition to entering basic information for a standard invoice, you can enter and revise other types of information. For example, you might want to enter an invoice for multiple line items with different due dates or tax information, or you might want to enter a recurring invoice.

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**Note.** You cannot enter partially paid invoices into the system.

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The system assigns a batch type of *IB* to invoices. When you enter a standard invoice, the system adds it to the Customer Ledger and Account Ledger tables. When you post an invoice batch, the system updates the F0902 table and marks the invoice as posted in these tables:

- F03B11.
- Invoice Revisions (F03B112), if revisions exist.
- F0911.
- Batch Control Records (F0011).

The system assigns document types to invoices and credit memos that you specify in the processing options for the Invoice Entry MBF Processing Options program (P03B0011). You specify the version of the MBF program that you want the system to use in the processing options for Standard Invoice Entry (P03B11), and then specify the version of Standard Invoice Entry processing options that you want to use in the processing options for Customer Ledger Inquiry (P03B2002). Generally, an invoice is assigned a document type of *RI* and a credit memo is assigned a document type of *RM*.

## Category Codes

When you enter an invoice, the system automatically updates category code fields (AR01 through AR10) on the invoice record (F03B11) with values from the Customer Master by Line of Business table (F03012) based on the company number. If you do not have category code values established for the company that you enter on the invoice, the system does not use values established for company 00000.

If you do not use line of business processing, the system always uses values for company 00000.

## Default Information

If you specify a default revenue account or a model journal entry in the customer record, the system uses this information as the default revenue account in the detail area of the G/L Distribution form. The total invoice amount appears as a credit in the Amount field. If necessary, you can override any of this information.

## Updating the Account ID Field

When you enter an invoice, the system updates the Account ID (AID) field on the invoice record (F03B11) with the short account ID of the A/R trade account that it will use for the automatic offset. The system locates the account number from AAI item RC for the G/L offset and company specified on the invoice. If the AAI does not contain a business unit, the system uses the business unit specified on the invoice pay item.

## Creating Multiple G/L Distributions as a Percent

To create multiple G/L distribution amounts as a percent, select the Percent option in the header of the G/L Distribution form. Then, specify the percentage you want to distribute in the % (Percentage) field in the detail area. The system calculates the amount. The total of all distribution lines must equal 100 percent.

Enter the percent as a whole number. For example, 25 percent should be entered as 25.0, not .25.

### Entering G/L Distribution Based on a Model

To simplify the entry process, you can set up and use model journal entries. You set up model journal entries when you have vouchers and invoices that use the same account distribution. You can select the model at the time you enter the G/L distribution for the transaction, or you can set up a default model for the system to use on the supplier or customer record.

### Discounts

You can enter invoices with discounts as incentive to issue and receive payments early. When you enter an invoice with a discount, the system calculates the discount and net due dates according to the payment terms assigned to the transaction.

Three methods are available for entering discounts:

- Using payment terms. You enter an invoice, specifying the payment terms. The system calculates the discount available and due dates from the payment terms. If you want to override the discount amount to zero, you must establish a payment term that does not calculate a discount, then use that payment term on the Standard Invoice Entry form.

  If you change a payment term to recalculate a new discount amount or due date, remove the system-calculated information by clearing these fields:

- Discount Available
- Discount Due Date
- Net Due Date

  If you change the payment terms but not the other discount fields, the system will not recalculate the discount information.

- Entering a discount amount. You enter an invoice, specifying the discount available and, optionally, discount and net due dates.
- Entering a discount percentage. You enter an invoice, specifying the discount percentage and, optionally, discount and net due dates.

### Attachments

You can add comments to invoices and general ledger account information by entering attachments. Attachments are for internal reference only and do not appear on reports, invoices, or statements. For example, you might enter customer instructions that regard invoice revisions or voids.

You can add attachments to invoice pay items on the Work with Customer Ledger Inquiry form or on Standard Invoice Entry form. You cannot add attachments to invoice pay items while you are entering the invoice because the invoice record does not exist until you click OK. Additionally, you cannot add attachments to invoice pay items that are summarized on Work with Customer Ledger Inquiry.

Unlike invoice pay items, you can add attachments to general ledger accounts as you enter that information on the G/L Distribution form because the system has assigned the document number, type, and company to the record by the time you enter general ledger information.

The types of attachments that you can add are:

- Text
- Image

- OLE
- Shortcut
- URL/File

After you add the attachment, the system displays a paperclip button next to the invoice pay item or G/L distribution line. The procedure to enter attachments is the same regardless of the program or system you use.

## Understanding the Invoice Entry Master Business Function

The purpose of a master business function (MBF) is to provide a central location for standard business rules about entering documents, such as invoices, vouchers, and journal entries. Master business functions have processing options. You complete the MBF processing options, and then specify the version of the MBF you want the system to use in the processing options of the entry program.

The system uses the Invoice Entry MBF Processing Options (P03B0011) when invoices are created using these programs:

- Standard Invoice Entry (P03B11)
- Speed Invoice Entry (P03B11SI)
- Batch Invoice Processor (R03B11Z1A)

Additionally, invoices are generated from applications in these systems:

- Sales Order Management
- Contract and Service Billing
- Real Estate Management

It is the responsibility of the program that uses the Invoice MBF to state which version of the MBF will be used. If no version is explicitly specified, the system uses version ZJDE0001.

## Understanding Out-of-Balance Invoices

Under normal circumstances, when you enter an invoice, you enter two sides of the transaction: the invoice, and the G/L distribution. The system requires that the amounts of both sides equal each other before you can complete transaction entry. If you exit the G/L distribution form before completing the entry, you lose the information in the invoice and must re-enter the transaction in its entirety.

To save work that you have completed, you can exit an invoice out of balance, and then complete the G/L distribution entry at a later date. Because the post program requires every transaction in the batch to be in balance, you have a safeguard against accidentally posting a transaction that is out of balance.

---

**Important!** Although you can enable the system to post transactions that are out of balance, PeopleSoft does not recommend that you use this procedure. If you post a transaction that is out of balance the system does not update all the appropriate accounts, and you will encounter an integrity issue.

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See *PeopleSoft EnterpriseOne General Accounting 8.11 PeopleBook*, "Maintaining Batch Headers," Revising Batches to Post Out of Balance.

## Understanding Credit Memos

When a customer is overcharged and you want the customer's statement to reflect the correction, you enter a credit memo. You follow the same steps that you do when you enter an invoice, except that you enter the gross amount as a credit.

The system uses the Invoice Entry MBF Processing Options program to retrieve the value for the document type that it assigns to the credit memo. Generally, a credit memo is assigned a document type of *RM*. The system uses a different next number to assign the document number for credit memos than it does for invoices. Additionally, the system assigns the G/L date as the due date for credit memos.

The system will calculate a discount for the credit memo if the payment term is set up appropriately. Because you enter the gross amount as a negative number (credit), the system calculates a negative discount in the Discount Available field. To remove the negative discount, override the Payment Terms field with a payment term that does not calculate a discount and clear the Discount Available field before clicking OK.

---

**Note.** You specify the version of the Invoice Entry MBF Processing Options program that you want the system to use in the processing options of the Standard Invoice Entry program, and then specify the version of the Standard Invoice Entry program that you want to use in the processing options of the Customer Ledger Inquiry program.

---

## Understanding Speed Invoices

As an alternative to Standard Invoice Entry, you can use Speed Invoice Entry to enter high-volume, simple invoices. When you enter speed invoices, you enter invoice and G/L distribution information on one form. Consider using this method to enter invoices that have a single pay item, which includes a single due date and a single tax rate area, and to enter invoices that are not recurring.

When using Speed Invoice Entry, you cannot revise or delete an invoice.

As with standard invoices, speed invoice information is stored in these tables:

- F03B11
- F0911
- F0011

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**Note.** When you use Speed Invoice Entry, the system does not display the G/L Offset field. The system retrieves the value, if one exists, from the customer master record. If you want to override the value, you must use the Standard Invoice Entry program.

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## Understanding Revisions to Unposted Invoices

After you enter an invoice, you might need to revise it. You revise invoices using the Standard Invoice Entry program, which you access from Customer Ledger Inquiry or Invoice Journal Review.

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**Note.** Before you revise unposted invoices, you must verify that the Customer Self-Service processing option for Customer Ledger Inquiry is not selected. If the processing option is selected, you cannot revise invoices.

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Although you cannot revise every field, you can make changes to these fields on unposted, unpaid invoices:

- Payment Term

  If you change the payment term, you must clear the Discount Amount, Discount Due Date, and Due Date fields for the system to automatically recalculate the values based on the new payment term.

- Gross Amount

  The system automatically recalculates the open amount.

  If you change the gross amount, you might need to revise the discount amount. The system does not automatically recalculate the discount when you change the gross amount. To recalculate the discount from the payment term, clear the Discount Available field.

  If you change the gross amount, you might need to revise taxable and tax amounts. The system does not automatically recalculate taxable and tax amounts when you change the gross amount. To recalculate taxable and tax amounts based on the tax rate area, clear the Taxable and Tax fields.

  If you change the gross amount, the system displays the G/L Distribution form automatically.
- Remark
- Discount Available
- Due Date
- Discount Due Date
- G/L Offset
- PS (pay status)

  You cannot change the pay status if the value is *P* (paid).
- Freq (frequency)
- No Pymts (number of payments)

If you need to revise information in any other field, you must delete the invoice and re-enter it.

To quickly change specific information for several invoices at the same time, such as discounts, use the Speed Status Change program (P03B114).

---

**Important!** When you revise invoices that are generated from other systems, such as Sales Order Management, the system returns a message that recommends that you make the revision in the originating system, and then reprocess the invoice. The system stores the originating system code in the OMOD (Originating Module) field.

When you revise an invoice, the system attempts to recalculate domestic and tax amounts, even if you do not attempt to revise an amount field. For example, if you revise the invoice remark on a foreign invoice with taxes, the system will:

Attempt to recalculate the tax and gross amount on the invoice. If the gross amount does not equal the taxable plus taxable amounts, within the tolerance ranges established in the Tax Rules by Company, the system returns a warning or error and the change will not be accepted.

Recalculate the domestic amounts. If the system calculates a different value for the domestic gross, taxable, or tax amounts, this might cause an out-of-balance condition between the invoice and G/L distribution, or an integrity issue between the two systems (for example Sales Order Management and Accounts Receivable).

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### See Also

Chapter 8, “Processing Invoices,” Understanding Speed Status Change, page 263

## Prerequisites

Before you complete the tasks in this section:

- Set up customer records.

- Set the appropriate processing options for the Customer Ledger Inquiry program.
- Set the appropriate processing options for these programs:
  - Standard Invoice Entry (P03B11)
  - Speed Invoice Entry (P03B11SI)
  - Invoice Entry MBF Processing Options (P03B0011)
  - Journal Entry MBF Processing Options (P0900049)

  To access the processing options for these programs, select Interactive Versions from the System Administration Tools menu (GH9011).
- Set up AAI item RC.
- (ITA) Set up the system for date validation.

## Forms Used to Work with Standard Invoices

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work with Customer Ledger Inquiry | W03B2002A | • Customer Invoice Entry (G03B11), Standard Invoice Entry<br>You must use this navigation to add invoices.<br>• Customer Invoice Entry (G03B11), Customer Ledger Inquiry | Locate, review, and delete invoices.<br>Before you enter an invoice for a customer, you might want to verify that the invoice has not been entered previously. You locate invoices before you enter them to prevent duplication, so you can revise, delete, or void them, if necessary. |
| Standard Invoice Entry | W03B11A | Customer Invoice Entry (G03B11), Standard Invoice Entry.<br>On the Work with Customer Ledger Inquiry form, click Add. | Add and revise invoices. |
| Additional Information | W03B11E | On the Standard Invoice Entry form, select Additional Info from the Form menu. | Override the system-supplied Service/Tax Date, Business Unit, or Payment Instrument. |
| G/L Distribution | W03B11C | Complete the Standard Invoice Entry form and then click OK. | Distribute the invoice amount to your G/L accounts. |

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Model Journals Search & Select | W03B11G | On the G/L Distribution form, select Model Journals from the Form menu. | Select a model for the G/L distribution entry at the time you enter the G/L distribution for a transaction.<br>After you select a model, you use it as the basis for the G/L distribution, adding and revising amounts on the G/L Distribution form as needed. You can also replace or clear information in other fields as necessary. |
| Features | W03B11F | On the G/L Distribution form, select Features from the Form menu. | Exit an invoice out of balance with the intention of completing the G/L distribution entry at a later date. |
| Media Object Viewer | NA | On the Work with Customer Ledger Inquiry, Standard Invoice Entry, or G/L Distribution form, select a record, and then select Attachments from the Row menu. | Add comments to invoices by entering attachments. Attachments are for internal reference only.<br>You cannot add attachments to invoice pay items that are summarized. |
| Speed Invoice Entry | W03B11SIA | Customer Invoice Entry (G03B11), Speed Invoice Entry | Enter high-volume, simple invoices. |

# Setting Processing Options for Standard Invoice Entry (P03B11)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

## Display

These processing option specify whether the system displays fields for purchase orders, taxes, and foreign amounts on the Standard Invoice Entry form.

**1. Purchase Order Fields** Specify whether to display the purchase order fields. Values are:

Blank: Do not display fields.

*1:* Display fields.

**2. Tax Information**

Specify whether to display tax information for an invoice. Values are:

Blank: Display tax information.

*1:* Do not display tax information.

If you specify not to display tax information, you disable tax processing when entering invoices.

**3. Domestic and Foreign Fields**

Specify whether the system displays both domestic and foreign amount fields in the detail area of the Standard Invoice Entry form. Values are:

Blank: Do not display domestic and foreign amount fields.

*1:* Display domestic and foreign amount fields. These fields will appear on the form:

- Domestic Gross Amount
- Domestic Discount Available
- Domestic Taxable Amount
- Domestic Tax
- Foreign Gross Amount
- Foreign Discount Available
- Foreign Taxable Amount
- Foreign Tax

### Versions

Use these processing options to specify the version of the master business functions for the system to use to process invoices.

**1. Invoice Entry MBF (P03B0011) Version**

Specify the version to use for Invoice Entry MBF Processing Options program (P03B0011). If you leave this field blank, the system uses version ZJDE0001.

**2. Journal Entry MBF (P0900049) Version**

Specify the version to use for Journal Entry MBF Processing Options program (P0900049). If you leave this field blank, the system uses version ZJDE0001.

## Setting Processing Options for Speed Invoice Entry (P03B11SI)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

### Display

These processing options specify whether the system displays the tax and purchase order fields on the form.

**1. Tax Fields** Specify whether to display the Tax/Rate Area, Tax Expl Code (tax explanation code), Tax Amount, and Taxable Amount fields on the Speed Invoice Entry form. Values are:

Blank: Do not display the tax fields.

*1:* Display the tax fields.

**2. Purchase Order Fields** Specify whether to display the P.O. No/Type/Co (Purchase Order Number, Type, and Company) field on the Speed Invoice Entry form. Values are:

Blank: Do not display the purchase order fields.

*1:* Display the purchase order fields.

**3. Service/Tax Date Field** Specify whether to display the Service/Tax Date field on the Speed Invoice Entry form. Values are:

Blank: Do not display the Service/Tax Date field.

*1:* Display the Service/Tax Date field.

### Versions

These processing options specify the version of the program to use when you add an invoice.

**1. Invoice Entry MBF Version** (invoice entry master business function version) Specify the version of the Invoice Entry MBF Processing Options program (P03B0011) to use. If you leave this processing option blank, the system uses version ZJDE0001.

**2. Journal Entry MBF Version** Specify the version of the Journal Entry MBF Processing Options program (P0900049) to use. If you leave this processing option blank, the system uses version ZJDE0001.

### Defaults

This processing option specifies how the system displays credit amounts.

**1. Display Credit Amounts** Specify whether to display credit amounts as positive or negative numbers. Values are:

Blank: Display credit amounts as negative numbers.

*1:* Display credit amounts as positive numbers.

## Setting Processing Options for Invoice Entry MBF Processing Options (P03B0011)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

## Defaults

These processing options specify the default values for the system to use for various fields.

**1. Service/Tax Date** Specify the date that the system assigns in the Service/Tax Date field. Values are:

Blank: Use the G/L date

*1:* Use the invoice date

**Note.** When you enter the invoice, you can override the default value in this processing option.

**2. Pay Status Code** Specify the value that the system assigns in the Pay Status Code field. If you leave this processing option blank, the system uses the value that is set up in the data dictionary for item PST (pay status).

**3. Standard Invoice Document Type** Specify the document type that the system assigns to invoices. The document type that you specify must exist in both UDC 00/DT and UDC 00/DI. If you leave this processing option blank, the system uses document type RI.

**4. Credit Memo Document Type** Specify the document type that the system assigns to credit memos. The document type that you specify must exist in both of the user defined code tables (00/DT) and (00/DI). If you leave this processing option blank, the system uses document type RM.

**5. Credit Memo Due Date** Specify the due date to use for credit memos. Values are:

Blank: Use the G/L date as the due date.

*1:* Use the due date specified by the payment terms code.

## Edits

These processing options specify the rules for entering the invoice date.

**1. Invoice Date > Today's Date** Specify whether the system returns a warning message, an error message, or no message when the invoice date is beyond today's date. Values are:

Blank: No message

*1:* Warning

*2:* Error

**2. Invoice Date > G/L Date** Specify whether the system returns a warning message, an error message, or no message when the invoice date is beyond the G/L date. Values are:

Blank: No message

*1:* Warning

*2:* Error

### Taxes

These processing options specify whether to allow the entry of VAT tax (tax explanation code V) on foreign invoices.

**1. VAT on Foreign Transactions** Specify whether to allow value-added tax (tax explanation code *V*) on invoices that are entered in a foreign currency. Values are:

Blank: Do not allow value added tax

*1:* Allow value added tax

### Currency

These processing options specify the rules for using exchange rates.

**1. Exchange Rate Date** Specify the date that the system uses to retrieve the exchange rate. Values are:

Blank: Use the invoice date.

*1:* Use the G/L date.

**2. Effective Date Edit** Specify whether the system validates the effective date that it uses to retrieve the exchange rate against the general ledger date that you enter on the receipt. Values are:

Blank: Do not validate the effective date.

*1:* Validate the effective date. The system issues a warning when the effective date of the exchange rate retrieved from the Currency Exchange Rates table (F0015) is not in the same period as the general ledger date of the invoice.

**3. Exchange Rate Tolerance Limit** Specify the tolerance limit for changes in exchange rates during invoice entry. If the calculated amount is greater or less than the tolerance amount that you specify, you will receive a warning message during invoice entry.

For example, 5 specifies a tolerance limit of 5 percent. If you try to enter an exchange rate that is 6 percent greater or less than the previous rate entered, you will receive a warning message. In this way, the system helps to ensure that the exchange rate that you enter is reasonable, thus alerting you to possible data entry errors.

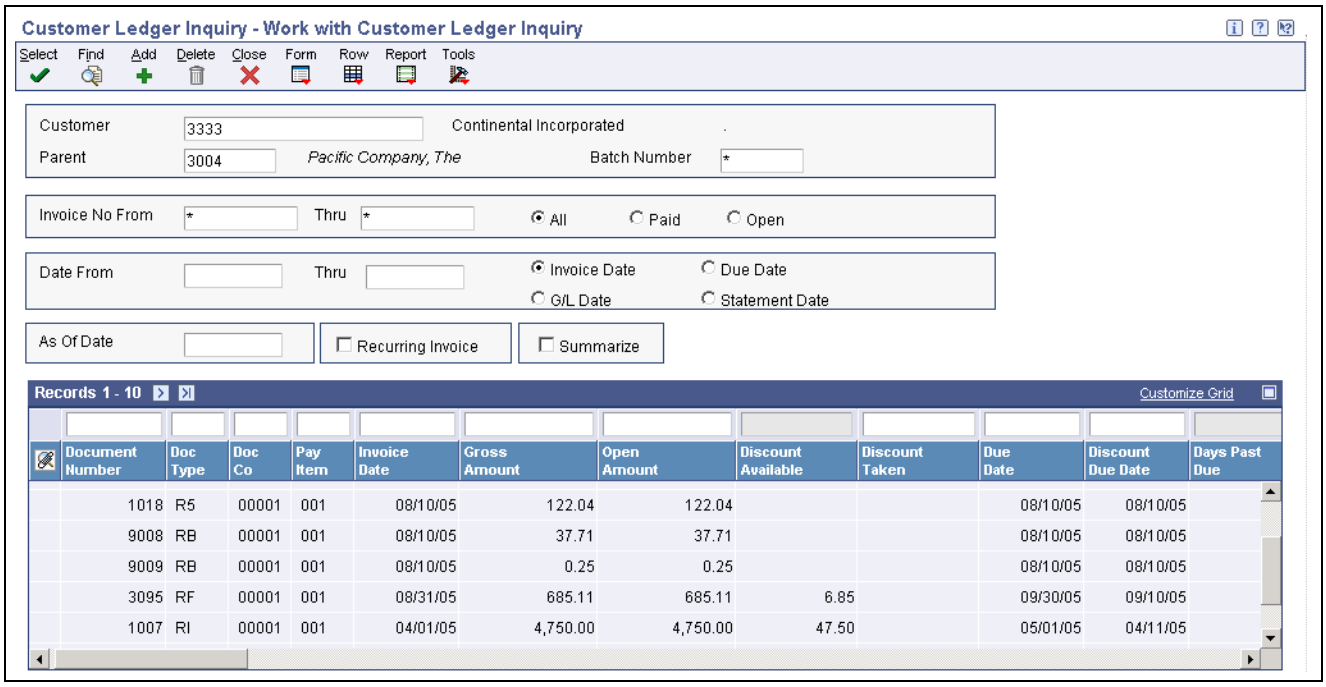
### Versions

This processing option specifies the version of the Invoice Interoperability Processing Options program (P03B0190) that you want the system to run.

**1. Interoperability (P03B0190) Version** Specify the version of the Invoice Interoperability Processing Options program (P03B0190) that the system uses. If you leave this processing option blank, the system uses version ZJDE0001.

## Locating Invoices

Access the Work with Customer Ledger Inquiry form.



Work with Customer Ledger Inquiry form

**Customer** Enter the address book number of the customer.

**Parent** Enter the address book number of the customer's parent company.

The system returns customer records for both the parent and children. The system does not return records for grandchildren and subsequent levels of parent/child relationships.

**Batch Number** Enter the batch number for which you want to review invoices.

**Invoice No From** (invoice number from) and **Thru** (invoice number through) Enter the range of invoice numbers for which you want to review.

**All**, **Paid**, and **Open** Select one of these options to display invoices as follows:

All: Display all invoices

Paid: Display only paid invoices

Open: Display only unpaid invoices

**Note.** You must select the All option if you use the As Of Date feature.

**Date From**, and **Thru** (date through) Enter the date range for which you want to review invoice.

**Invoice Date**, **Due Date**, **G/L Date**, and **Statement Date** Select one of these options to indicate the type of date used when you enter dates in the Date From and Thru fields.

**As Of Date** Enter the date to review invoices for a specific time. The system compares the G/L date of the receipt to the As Of date that you enter to determine whether the invoice was open or paid on that date and then displays the invoices.

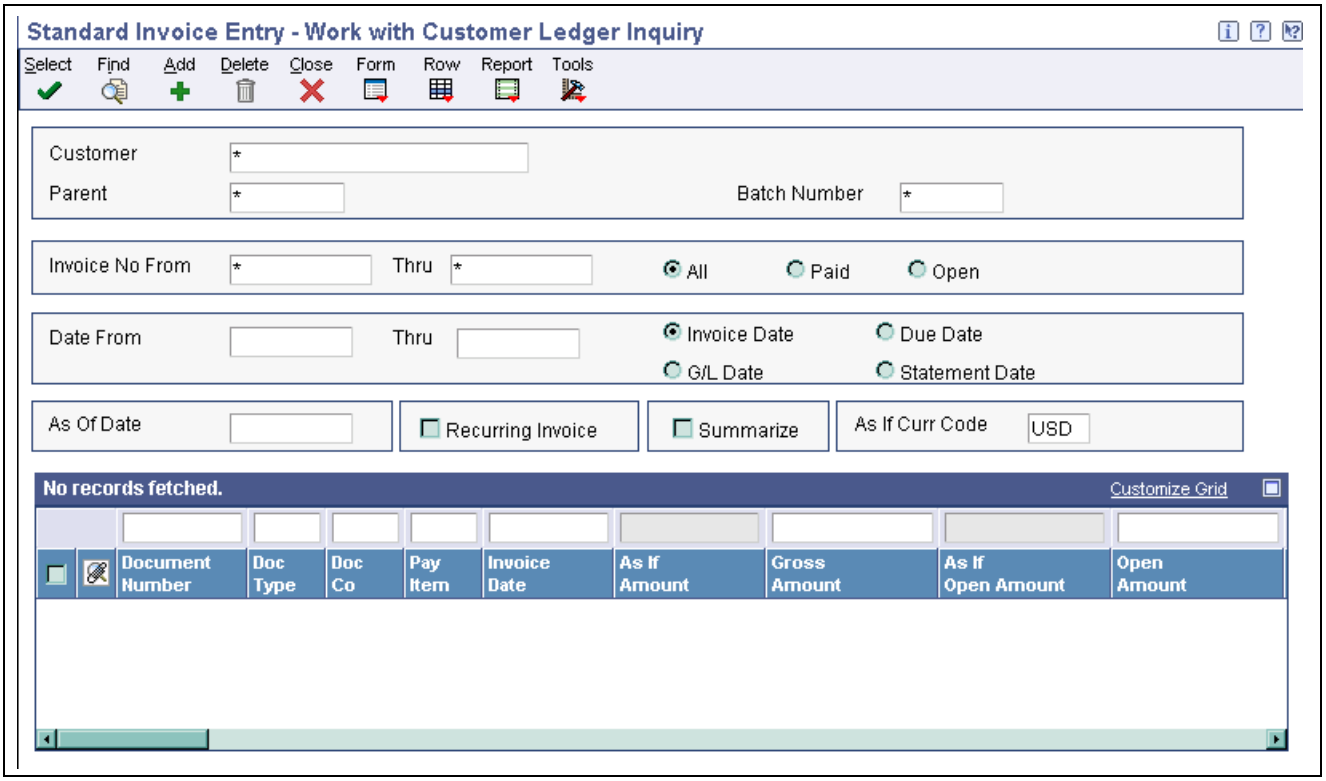
You must set the Pay Status option to All to use the as of feature correctly.

**Recurring Invoice** Select this option to specify to display recurring invoices. If you select this option, the system displays only invoices that have recurring information, such as the number of payments and frequency.

**Summarize** Select this option to display invoices in summary mode. When the option is selected, invoices with multiple pay items display as a summarized record, with an * in the Pay Item field. When the option is not selected, invoice pay items display as separate records.

## Entering Standard Invoices

Access the Standard Invoice Entry form.




Standard Invoice Entry form

To enter standard invoices:

1. To assign the document number, document type, and document company, on Standard Invoice Entry, complete the Document No/Type/Co optional fields in the header area.

   It is recommended that you let the system assign the document number from Next Numbers, the document type from the Invoice Entry MBF Processing Options program, and the document company from the company number that you assign to the invoice. The system assigns this information when you press OK at the end of this task.

2. Complete the Customer, Company, Invoice Date, and G/L Date fields in the header area.
3. (Optional) Override the value in the Payment Terms field, if necessary.
4. Select Additional Info from the Form menu to access the Additional Information form.

5. (Optional) Override the value for any of the fields on the Additional Information, if necessary, and then click OK to return to the Standard Invoice Entry form.
6. In the detail area of the Standard Invoice Entry form, complete the Gross Amount field.
7. (Optional) In the detail area, complete the Remark, Pymt Terms, Business Unit, Due Date, and G/L Offset fields for each pay item.

   The system completes the Pymt Terms field with the value assigned in the header portion of the form, but you can override it for any or all invoice pay items.

   **Note.** If you change the payment terms code after you have entered the pay item, you must clear the values in the Discount Available, Due Date, and Discount Due Date fields so that the system can calculate new values.

8. Click OK to access the G/L Distribution form.

   If an error occurs during entry, the system highlights the first field that is in error. To view the error, select Display Errors from the Help menu.

   After you enter invoice information, enter the detail lines that distribute the invoice amount to the G/L accounts. You must distribute the entire amount of the invoice, or the system will issue an error.
9. On the G/L Distribution form, complete the Account Number and Amount fields in the detail area for each G/L distribution.
10. (Optional) Complete the Explanation -Remark field, and click OK.

    **Note.** If you are using Advanced Cost Accounting, you might also need to complete the Cost Object and Object Type fields.

    See *PeopleSoft EnterpriseOne Advanced Cost Accounting 8.11 PeopleBook*, "Understanding Cost Object Tracking".

## Standard Invoice Entry

These fields are used on the Standard Invoice Entry form.

**Document No/Type/Co** (document number, document type, and document company) — Displays the number, document type and document company that the system assigns to transactions. You can assign the document number instead of letting the Next Numbers program (P0002) automatically assign it.

**Customer** — Enter the address book number of the customer for which you want to enter an invoice.

**Company** — Enter the number of the company to which the invoice is posted.

**Note.** You can use company 00000 for default values such as dates and automatic accounting instructions. You cannot use company 00000 for transaction entries.

**Invoice Date** — Enter the date of the invoice.

If you leave this field blank, the system uses the value that you enter in the G/L Date field.

**G/L Date** — Enter the date to which the transaction will be posted.

If you leave this field blank, the system uses the value that you enter in the Invoice Date field.

**Payment Terms** Displays the payment terms that the system assigns from the customer record.

**Gross Amount** Enter the total amount of the invoice. The gross amount might include the tax amount, depending on the tax explanation code. The system does not decrease the gross amount when payments are applied. When you void a transaction, the system clears the gross amount field.

You cannot enter or change the open amount in the detail area of Standard Invoice Entry. The system automatically calculates it for you. However, if you change the gross amount the system recalculates the open amount when you click the next pay item or click OK.

**Remark** Enter a remark, description, name, or address. The system uses the remark entered on the invoice for the Explanation Remark field (EXR) on the G/L Distribution form.

**Due Date** Displays the date that the net payment is due.

The system calculates the due date based on the payment term entered, or you can enter it manually. If you enter a negative invoice (credit memo), the system might use the G/L date as the due date regardless of the payment term entered. A processing option in the master business function (P03B0011) controls how the system calculates the due date for credit memos.

**G/L Offset** Enter the code that determines the trade account that the system uses as the offset when you post invoices. The system concatenates the value that you enter to the AAI item RC (for Accounts Receivable) to locate the trade account. For example, if you enter *TRAD*, the system searches for the AAI item RCTRAD (for receivables).

You can assign up to four alphanumeric characters to represent the G/L offset or you can assign the three-character currency code (if you enter transactions in a multicurrency environment). You must, however, set up the corresponding AAI item for the system to use; otherwise, the system ignores the G/L offset and uses the account that is set up for RC for the company specified.

If you set up a default value in the G/L Offset field of the customer record, the system uses the value during transaction entry unless you override it.

---

**Note.** Do not use code *9999*. It is reserved for the post program and indicates that offsets should not be created.

---

## Additional Information

These fields are used on the Additional Information form.

**Service/Tax Date** Enter the date on which you purchased goods or services, or when you incurred a tax liability.

If you leave this field blank, the system populates it based on the setting of the processing option in the Invoice Entry MBF Processing Options program (P03B0011).

**Business Unit** Displays the business unit assigned to the customer's address book record. You can override the business unit for an invoice pay item on the Standard Invoice Entry form.

**Note.** AAI Considerations: If you do not specify a business unit for the AAI items that begin with RC, the system concatenates the business unit that is assigned to the invoice to the object and subsidiary accounts of the AAI item and uses this as the account number for the A/R trade (offset) account. For example, if the business unit assigned to the invoice is 20 and the AAI item for RC is set up with the object account 1210, the system uses account 20.1210 as the trade account when the invoice is posted.

**Payment Instrument** Displays the payment instrument assigned to the customer master record.

### G/L Distribution

These fields are used on the G/L Distribution form.

**Account Number** Enter the general ledger account number to which the transaction is posted. For example, a sales revenue account.

**Amount** Enter the amount that is posted to the general ledger account number. Enter credits with a minus sign (–) either before or after the amount.

The total amount that you enter for the G/L distribution must equal the total amount that you entered in the gross amount fields for the invoice. The Amount field on the bottom of the form displays the total amount that you have distributed. The Remaining field provides you with an ongoing tally of the amount you have left to distribute to equal the gross amount of the invoice.

**Explanation -Remark-** Enter a name or remark that describes the purpose for using an account or any other information that you want to assign to the transaction.

If you leave this field blank, the system supplies the value entered in the Remark field on the invoice.

### See Also

*PeopleSoft EnterpriseOne General Accounting 8.11 PeopleBook*, "Processing Journal Entries," Working with Model Journal Entries

Chapter 3, "Setting Up Customer Master Information," page 41

## Choosing a Model for the G/L Distribution Entry

Access the Model Journals Search & Select form.

On Model Journals Search & Select, select the appropriate model and click Select.

The system displays the model on Enter Voucher - G/L Distribution or G/L Distribution. You can now add or revise the actual journal entry based on the information from the model.

## Entering Invoices Out of Balance

Access the Standard Invoice Entry form.

To enter an invoice out of balance:

1. On Standard Invoice Entry, follow the steps to enter a standard invoice.
2. On the G/L Distribution form, complete the Account Number and Amount fields with available information.
3. To save the entry out-of-balance, select Features from the Form menu.
4. On Features, select the Allow Exit Out Of Balance option.
5. Click OK.
6. On the G/L Distribution form, click OK.

## Entering Credit Memos

Access the Standard Invoice Entry form.

To enter credit memos:

1. On Standard Invoice Entry, follow the steps to enter basic invoice information.
2. In the detail area of the form, enter a negative amount in the Gross Amount field, and click OK.
3. Complete the necessary G/L distribution information.

   You must enter the amount on the G/L Distribution form as a debit (positive amount) when you enter credit memos.

## Entering Invoices with Discounts

Access the Standard Invoice Entry form.

To enter invoices with discounts:

1. On Standard Invoice Entry, follow the steps to enter a basic invoice.
2. To specify a discount percent, verify that the Discount % option is selected.

   The system automatically selects the Discount % option when you enter an invoice. It calculates the discount available amount when you specify a percentage in the detail area. You enter the discount percentage as a decimal. For example, you enter *.02* for a 2 percent discount.

   You can override the calculated amount by specifying a different amount in the Discount Available field.

   If you do not select this field, the system does not display the Disc Percent (discount percent) field in the detail area of the form.
3. To calculate the discount based on a payment term, complete the Payment Terms field.

   If a default value is set up in the customer master record, the system completes the field with the value. You can override the payment term, if desired, or override the discount percent or discount available in the detail area.
4. (Optional) In the detail area, override or complete the Pymt Terms (payment terms), Disc Percent, and Discount Available fields.

   The system assigns the payment term value from the header area to each corresponding pay item in the detail area. You can override the default value at the pay item level, if desired. The discount available field must be blank to recalculate a discount amount based on a new payment term.

   If you want to override the discount to zero, you must set up a payment term that does not calculate discounts.

The system does not store the discount percent. Therefore, the system does not calculate or recalculate the discount percent based on the discount amount that you enter or change.

If you override the discount amount, you do not need to change the Payment Term or Disc Percent fields.

---

**Note.** If you use a split or installment payment term, the system does not update the discount fields until you finish entering the invoice. You must re-inquire on the invoice to view the gross, discount, and tax amounts divided among the multiple pay items.

---

5. (Optional) Complete the Due Date and Discount Due Date fields and click OK.
6. Complete the necessary G/L distribution information.

**Discount %** Select this option to display the Disc Percent field in the detail area of the form, which allows you to specify the discount amount as a percentage of the gross amount.

**Disc Percent** Enter the percent of the total invoice that you will discount if it is paid within the discount period. You enter the discount percent as a decimal, for example, a 2 percent discount is entered as .02.

**Discount Available** Displays the amount of the invoice pay item that is eligible to be subtracted from the gross amount when the transaction is paid. The system calculates discount amounts based on the payment term entered on the transaction.

---

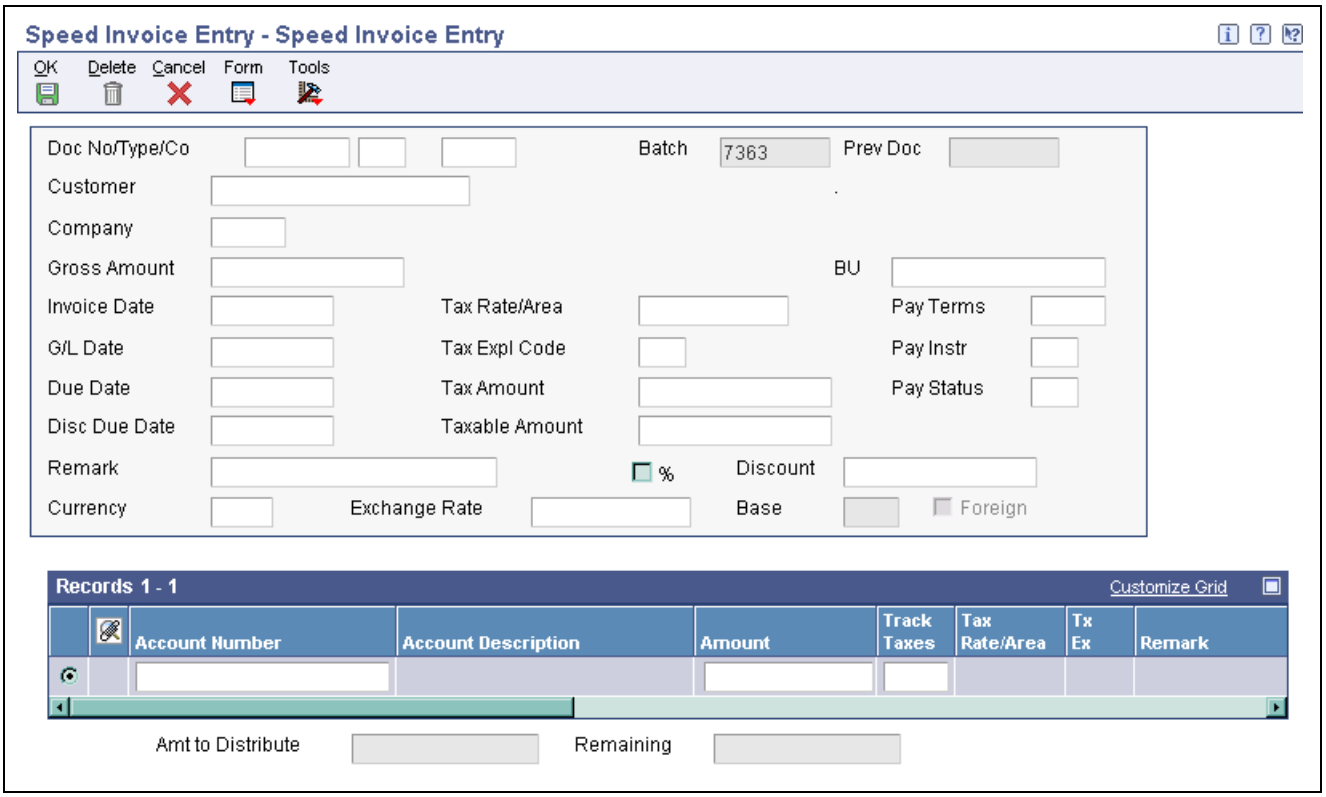
**Note.** If the system calculates the discount, verify that it applies to the pay item specified. Usually, freight, sales tax, and labor charges that are included in the gross amount do not qualify for discounts.

---

**Discount Due Date** Displays the date that the invoice must be paid to receive the discount. The system calculates the discount due date based on the payment term. If the payment term does not specify a discount, the system completes this field with the net due date.

## Entering Speed Invoices

Access the Speed Invoice Entry form.




Speed Invoice Entry form

Depending on how you set the processing options, you enter the amount as a positive or negative number.

# Processing Recurring Invoices

This section provides an overview of recurring invoices, revisions to recurring invoices, and the recycle process, and discusses how to:

- Enter recurring invoices.
- Review recurring invoices online.
- Print the Recurring Invoice Report.
- Set data selection and data sequencing for Recurring Invoice Report (R03B305).
- Set processing options for Recurring Invoice Report (R03B305).
- Revise a recurring invoice.
- Recycle recurring invoices.
- Set processing options for Recycle Recurring Invoices (R03B8101).

# Understanding Recurring Invoices

If you need to bill a customer for the same amount on a regular basis, such as monthly or quarterly, you can enter a recurring invoice. When you enter a recurring transaction, you indicate the total number of invoices that you want the system to create and the interval for them. For example, if you bill every month for one year, you can set up a recurring invoice for 12 payments with a monthly frequency. Then, instead of entering an invoice each month, you run a recycle program that creates a new transaction from the original. The system assigns a new document number and batch number to the new transaction and reduces the number of transactions by one. You continue to recycle and create new transactions until one invoice remains.

You use the Standard Invoice program to set up the recurring invoice by entering the number or payments and recurring frequency. You do this by using either the Recurring Invoice form, which you access from the Form menu, or by completing the frequency and number of payments fields in the detail area of the invoice.

When you enter a recurring invoice, the system assigns a document type of *RR*. The system stores recurring invoice information in the F03B11 table.

Before sending the invoice to the customer or recycling it next month, you might want to verify its accuracy. You can review recurring invoices online or print them on a report using these programs:

- Recurring Invoice Review (P03B120)
- Recurring Invoice Report (Invoice Journal) (R03B305)

Normally, you review invoices online. However, if you have numerous invoices to review, the report might be a more usable format. The Recurring Invoice Report program is the same as the Invoice Journal. The system provides a specific version (Recurring Invoice Review) that has the data selection set to limit the report to recurring invoices only and has processing options set to print recurring information, such as the frequency and number of payments. It prints transactions from the F03B11 table and related information from the F0911 table). You can use this report to determine which invoices have outstanding payments and when those payments are due.

### (ARG) Recurring Invoices for Argentina

The system saves information about recurring invoices with taxes in the Invoice Total - ARG - 03B table (F76A09) and the Taxes - Tax Amount by Invoice Suffix ARG - 03B table (F76A19), just as it does for standard processing of invoices.

# Understanding Revisions to Recurring Invoices

Before recycling recurring invoices, you might need to revise them. For example, a customer might decide to extend or terminate a rental or service agreement, which would require you to change the number of payments; or you might need to increase the cost of the invoice to cover additional costs that you incur to maintain the property or equipment.

The system assigns a new document number to each new invoice that is recycled, ensuring that when you revise a recurring transaction, no conflicts exist with the old recurring transaction information. When you revise a recurring invoice you can:

- Change selected fields.
- Cancel the recurring portion of the transaction.
- Delete or void the recurring transaction.

### Canceling Recurring Invoices

You can cancel a recurring invoice by clearing the Recurring Frequency and Number of Payments fields. Removing values in these fields prevents the transaction from being recycled by the system. If you remove the recurring information in error, you can add it back on the transaction by using the standard entry program and entering the recurring information into the detail line.

Canceling a recurring transaction does not change the document type; however, you will not be able to locate the transaction by using the recurring option on the ledger inquiry programs.

### Adding Recurring Information to an Existing Transaction

If you enter an invoice that is not recurring and want to add recurring information, use the standard entry program and enter the frequency and number of payments into the detail area. The system does not change the document type of the transaction when you add recurring information to it. The document type changes the next time the invoice is recycled.

### See Also

Chapter 8, "Processing Invoices," Revising and Posting Invoices, page 257

## Understanding the Recycle Process

After you enter, review, and revise recurring invoices, you recycle them to create a new batch of transactions for the next month, quarter, or year. The Recycle Recurring Invoices program (R03B8101) generates a new transaction based on the number of payments and the recurring frequency that you specified when you created the original recurring transaction. When you recycle an invoice, the system makes a copy of the previous transaction and updates the appropriate fields. It repeats this process every time you run the recycle program until the number of payments equals one. When there is one payment remaining, the transaction no longer recycles. For example, to set up a recurring invoice for one year, you set the number of payments to 12. Because the original transaction is the first payment, the recycle program does not consider transactions that have one payment remaining.

You do not have to pay an existing invoice or voucher to generate the next cycle of recurring transactions.

This process updates information in these tables:

- F0011
- F03B11
- F0911

When you recycle recurring invoices, the system:

- Removes the recurring frequency and number of payments from either the original transaction or the most recent copy of the transaction.
- Creates a new invoice and updates the:
  - Document number with a new number.
  - Batch number with a new number.
  - Number of payments (decreases by one).
  - G/L date and net due date, using the recurring frequency to calculate the next date.
  - Invoice date according to the processing options.
  - Invoice number (vouchers only) according to the processing options

- Creates an exception report that lists the number of invoices that were successfully recycled, and the number of transactions that could not be recycled due to errors (exceptions). You can view error messages in the Work Center. These errors include:
  - No accounting distribution records created. This occurs when no records are found in the Account Ledger table for the recurring invoice or voucher.
  - G/L date is for a prior fiscal year (PYEB).
  - G/L date is for a prior period (PBCO), and Allow PBCO Postings is not selected in the General Accounting Constants program (P0000).
  - G/L date does not occur in a fiscal date pattern for the company.

After recycling recurring invoices, you must post them to the general ledger.

A customer does not have to pay an existing invoice to generate the next cycle of recurring transactions.

## Forms Used to Process Recurring Invoices

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Standard Invoice Entry | W03B11A | Other Invoice Entry Methods (G03B111), Standard Invoice Entry.<br>On the Work with Customer Ledger Inquiry form, click Add. | Enter recurring invoices to bill a customer for the same amount on a regular basis, such as monthly or quarterly. |
| Work With Recurring Invoices History | W03B120A | Other Invoice Entry Methods (G03B111), Recurring Invoice Inquiry | Locate and review multiple recurring invoices online. |
| unnamed | W03B120AB | On the Work With Recurring Invoices History form, select an invoice and then select Detail from the Row menu. | Review detail information about a single recurring invoice. |
| Revise Recurring Invoice Information | W03B120B | On the Work With Recurring Invoices History form, select an invoice and click Select, or select Revise from the Row menu. | Change recurring information for an invoice. |

## Entering Recurring Invoices

Access the Standard Invoice Entry form.

To enter recurring invoices:

1. On Standard Invoice Entry, enter the necessary header information.
2. From the Form menu, select Recurring Invoice.
3. On Recurring Invoice, complete the Recur Frequency (recurring frequency) and Number of Payments fields, and click OK.
4. On Standard Invoice Entry, complete the necessary detail fields, and click OK.

If you add an invoice with multiple pay items, the system adds the recurring information to each pay item. You can override the recurring information as necessary.

---

**Important!** When a recurring invoice contains multiple pay items with different frequencies and number of payments, the transaction might become out of balance when you run the Recycle Recurring Invoices program (R03B8101). For example, you enter a recurring invoice with two pay items. The first pay item for 1,000.00 contains a recurring frequency of monthly (MO) and a number of payments of 12. The second pay item for 25.00 contains a recurring frequency of quarterly (QT) and a number of payments of 4. When you recycle the invoice pay item with the MO frequency, the system allocates the G/L distribution amount of both pay items (1,025.00) on the newly generated invoice amount causing the transaction to be out of balance by 25.00.

---

5. Complete the necessary G/L distribution information.

**Recur Frequency** (recurring frequency) Enter the code to specify the time interval between which the system creates transactions. Valid recurring frequency values are:

*MO:* Monthly

*AN:* Annually

*WK:* Weekly

*QT:* Quarterly

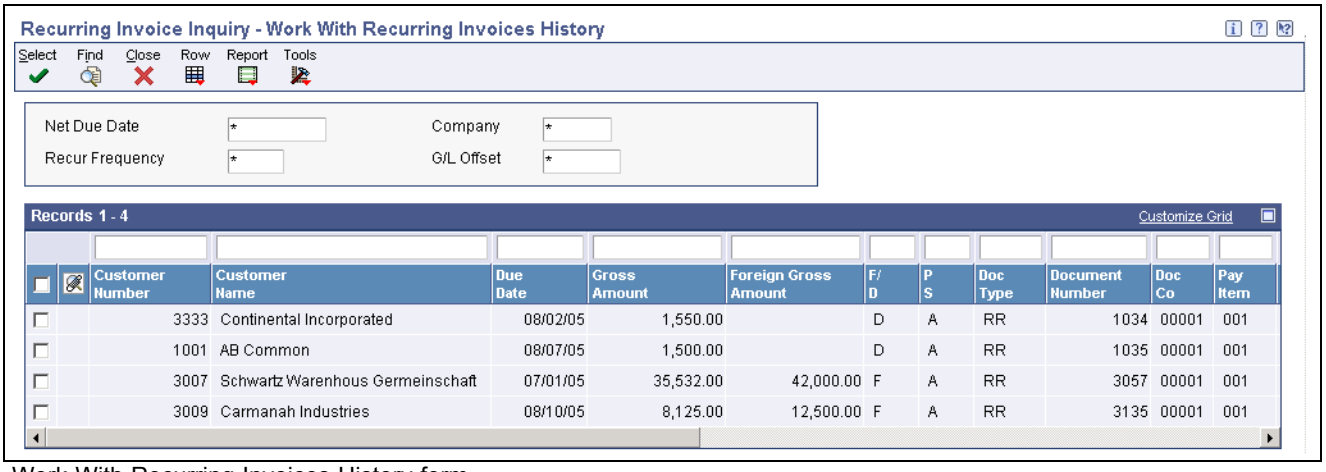
*SA:* Semiannually

*BW:* Biweekly

**Number of Payments** Enter the number of recurring invoices that the system processes. This number includes the original transaction that you enter. For example, if you enter *12*, the system will process the transaction 11 additional times, reducing the value of the number of payments by 1 each time it creates a new transaction. When this field contains a value of *1*, the system does not create a new transaction. Instead, the system clears the field.

# Reviewing Recurring Invoices Online

Access the Work With Recurring Invoices History form.



Work With Recurring Invoices History form

To review recurring invoices online:

1. On Work With Recurring Invoices History, display and review invoices in the detail area.
2. To review the invoice information on one form, instead of in the detail area, select an invoice and then select Detail from the Row menu.

**Note.** You can also access recurring invoices on the Work with Customer Ledger Inquiry form. To do so, select the Recurring Invoices option and then click Find.

## Printing the Recurring Invoice Report

From the Other Invoice Entry Methods menu (G03B111) select Recurring Invoice Report.

## Setting Data Sequencing for Recurring Invoice Report (R03B305)

If your company creates additional versions of this report, you must use data sequence in the order listed:

- User ID (alphabetical order)
- Batch Date
- Batch Number (most recent date first)
- Document Company
- Document Type
- Document Number (ascending order)
- Pay Item

## Setting Processing Options for Recurring Invoice Report (R03B305)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

### Print

This processing option specifies the format to use to print the account numbers on the report.

**Account Number Format** Specify the format that the system uses to print account numbers. Values are:

Blank: Print the account number in the same format that was used on the journal entry.

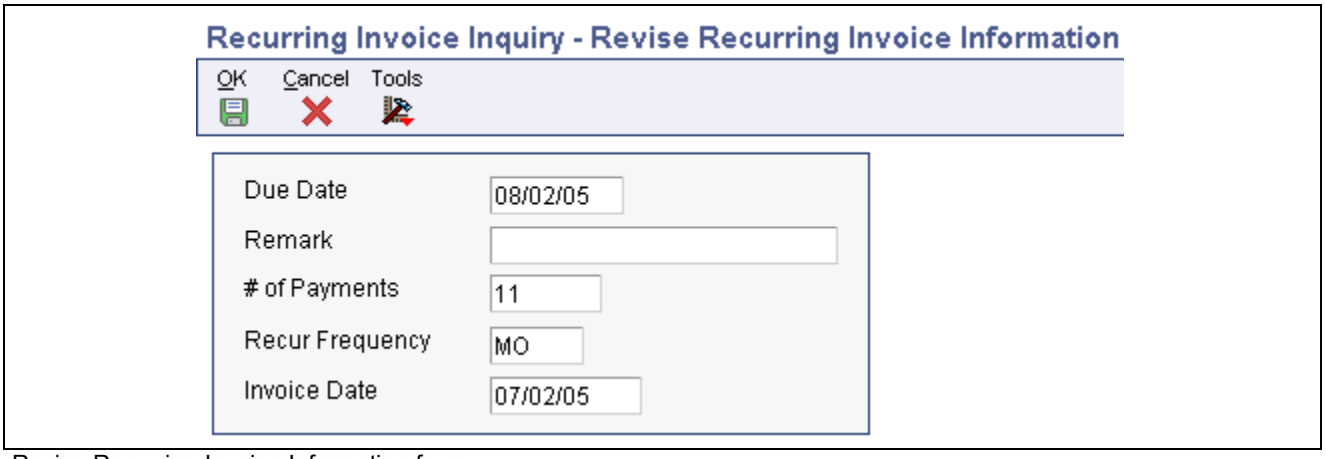
*1:* Print the account number in the standard format (business unit.object.subsidiary) or flex format.

*2:* Print the 8-character account ID that the system assigns to the account number in the Account Master table (F0901).

*3:* Print the third account number that you assign to the Free Form (3rd Acct. No.) field in the F0901 table.

## Revising a Recurring Invoice

Access the Revise Recurring Invoice Information form.




Revise Recurring Invoice Information form

If an invoice is paid, you can update the Recur Frequency and # of Payments fields only.

---

**Note.** You can also revise other non-recurring invoice information from the Work With Recurring Invoices History form. Select the invoice, and then select Invoice from the Row menu. On Standard Invoice Entry, revise the necessary fields.

---

## Recycling Recurring Invoices

Before you recycle recurring invoices:

- Set up a separate version of the Recycling Recurring Invoices program (R03B8101) for each recurring frequency you use, such as monthly, quarterly, or annually. Use data selection to select a specific frequency (optional).
- (Optional) Set up a next number series for recurring invoices.

To recycle invoices, select Recycle Recurring Invoices from the Other Invoice Entry Methods menu (G03B111).

## Setting Processing Options for Recycle Recurring Invoices (R03B8101)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

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### Process

This processing option specifies the invoice date to assign to invoices.

**Invoice Date** Specify the date that the system assigns to new invoices generated by the recycle process. Values are:

Blank: Increment the invoice date based on the recurring frequency that is assigned. For example, if you assign a monthly recurring frequency, the system increments the invoice date by one month.

*1:* Use today's date as the invoice date.

*2:* Use the invoice date of the invoice that is recycled.

# (ARG) Processing Invoices with Legal Numbers for Argentina

This section provides an overview of invoices with legal numbers and related credit notes and discusses how to:

- Set processing options for PO - Invoice Entry (P03B11) - ARG - 03B (P76A03B1).
- Enter invoices with automatic legal numbers.
- Enter invoices with manual legal numbers.
- Enter related credit notes.

## Understanding Invoices with Legal Numbers

When you enter an invoice, the system assigns an internal number and a legal number to the invoice. Legal numbers can be generated automatically or manually.

Localized invoice information is stored in these tables:

- Invoice Total - ARG - 03B (F76A09)
- Taxes - Tax Amounts by Invoice Suffix ARG - 03B (F76A19)

The legal number is also stored in the Reference field (VR01) of the Customer Ledger table (F03B11).

---

**Note.** After invoices have been entered, they cannot be voided unless they are posted and reclassified.

For self-withholding to occur, you must run the Self Withholding per Receipt program (R76A96).

---

## Understanding Related Credit Notes

Processing related credit notes lets you link a credit note to the original invoice, which makes it possible to track the current account. When you link a credit note to an original invoice, you must specify the internal document number or the legal document number from the original invoice.

The internal document number from the original invoices is stored in fields RPODOC, RPODCT, RPOKCO, and RPOSFX of the F03B11 table.

## Prerequisites

Before you complete the tasks in this section:

- Set up user preferences with a Localization Country code of *AR* (Argentina).

  See *PeopleSoft EnterpriseOne Global Options and Reports 8.11 PeopleBook*, "Setting Up Your System for Country-Specific Functionality," Setting Up User Display Preferences.

- Review the steps for entering a standard invoice.
- Set up JDE/DGI - Argentina document type relationships and create legal next numbers.

  See *PeopleSoft EnterpriseOne Global Options and Reports 8.11 PeopleBook*, "(ARG) Setting Up Your System for Argentina Legal Requirements," Setting Up Legal Numbering.

- Set the Legal Number processing options on the PO Invoice Entry program (P76A03B1) to control whether legal numbers are generated automatically or manually.
- Set the Invoice related to NC/ND processing options on the PO - Invoice Entry (P03B11) - ARG - 03B program (P76A03B1) to control whether the NC/ND Related to Invoice form is displayed during invoice entry. If you are entering related credit notes, set the processing option to display the NC/ND Related to Invoice form.
- Set up a relationship between credit notes and invoices for the appropriate tax code to determine whether the same taxes can be calculated for the credit note as for the original invoice.

  See *PeopleSoft EnterpriseOne Tax Processing 8.11 PeopleBook*, "(ARG) System Setup Argentinian Taxes," Entering Tax Values.

## Forms Used to Process Invoices with Legal Numbers

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work with Customer Ledger Inquiry | W03B2002A | Customer Invoice Entry (G03B11), Standard Invoice Entry. | Locate, review, and delete invoices. |
| Standard Invoice Entry | W03B11A | On the Work with Customer Ledger Inquiry form, click Add. | Add and revise invoices. |
| Invoice Number Entry | W76A0302A | • On the Standard Invoice Entry form, complete the fields to enter a standard invoice and then click OK.<br>The system displays the Invoice Number Entry form only if you have set up user preferences with a Localization Country code of *AR* (Argentina).<br>• Or, click OK on the NC/ND Related to Invoice form. | Enter invoice legal numbers. |
| G/L Distribution | W03B11C | On the Invoice Number Entry form, click OK. | Distribute the invoice amount to the G/L accounts. |
| Invoice Legal Number | W76A0302C | When entering invoices with automatic legal numbers, click OK on the G/L Distribution form. | Review legal numbers that the system automatically assigns to invoices. |
| NC/ND Related to Invoice | W76A0180A | On the Standard Invoice Entry form, complete the fields to enter a standard invoice, specifying a negative amount, and click OK.<br>If the processing options are set to relate credit notes to invoices, the system displays the NC/ND Related to Invoice form. | Assign the credit note to the original invoice by using the internal number or the legal number of the invoice. |

## Setting Processing Options for PO - Invoice Entry (P03B11) - ARG - 03B (P76A03B1)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

### Legal Number

These processing options are used to set up legal numbering for invoice entry.

**Issue Place** Specify the issue place where invoices are printed.

**Manual Assignment** Specify whether the system assigns legal numbers automatically, based on the legal number setup, or if the user assigns it manually.

**Legal Number Duplicated** Specify whether the system generates documents with duplicate legal numbers.

### NC/ND Related

This processing option is used to specify whether documents related to NC/ND are entered.

**Invoice related to NC/ND** Specify whether the system generates documents related to NC/ND.

### Credit Invoice

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

**Version** This processing option is obsolete.

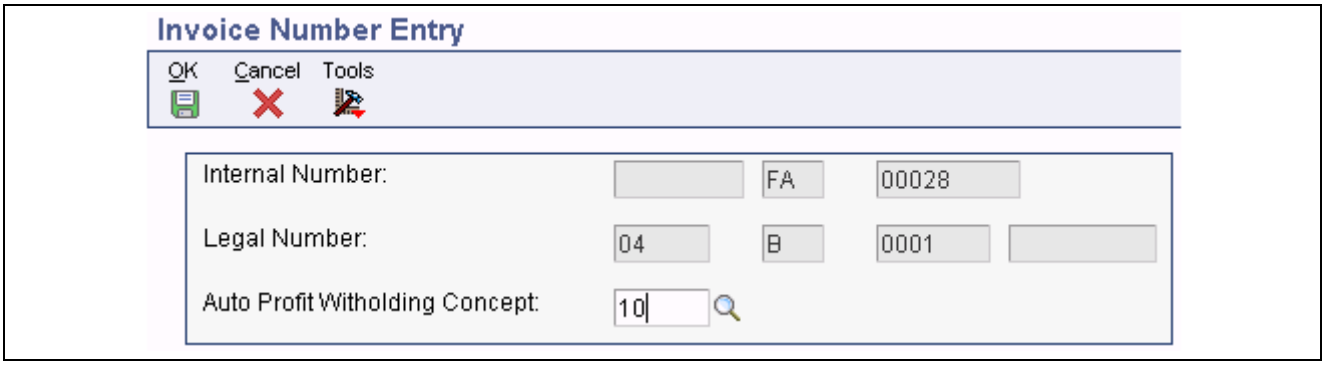
### RG100

Use this processing option to specify whether the system generates invoices under General Resolution 100.

**RG100** (General Resolution 100) Specify whether the documents that the system generates are related to General Resolution 100.

## Entering Invoices with Automatic Legal Numbers

Access the Invoice Number Entry form.




Invoice Number Entry form

To enter invoices with automatic legal numbers:

1. (Optional) On Invoice Number Entry, change the value in the Auto Profit Withholding Concept field and then click OK.

The system retrieves the default value for this field from the A/B Withholding Information - Revision form.

2. On the G/L Distribution form, complete the Account Number and Amount fields in the detail area for each G/L distribution and then click OK.

   The system displays the Invoice Legal Number form with the legal number that was automatically assigned.

3. On Invoice Legal Number, click OK.

## Entering Invoices with Manual Legal Numbers

Access the Invoice Number Entry form.

To enter invoices with manual legal numbers:

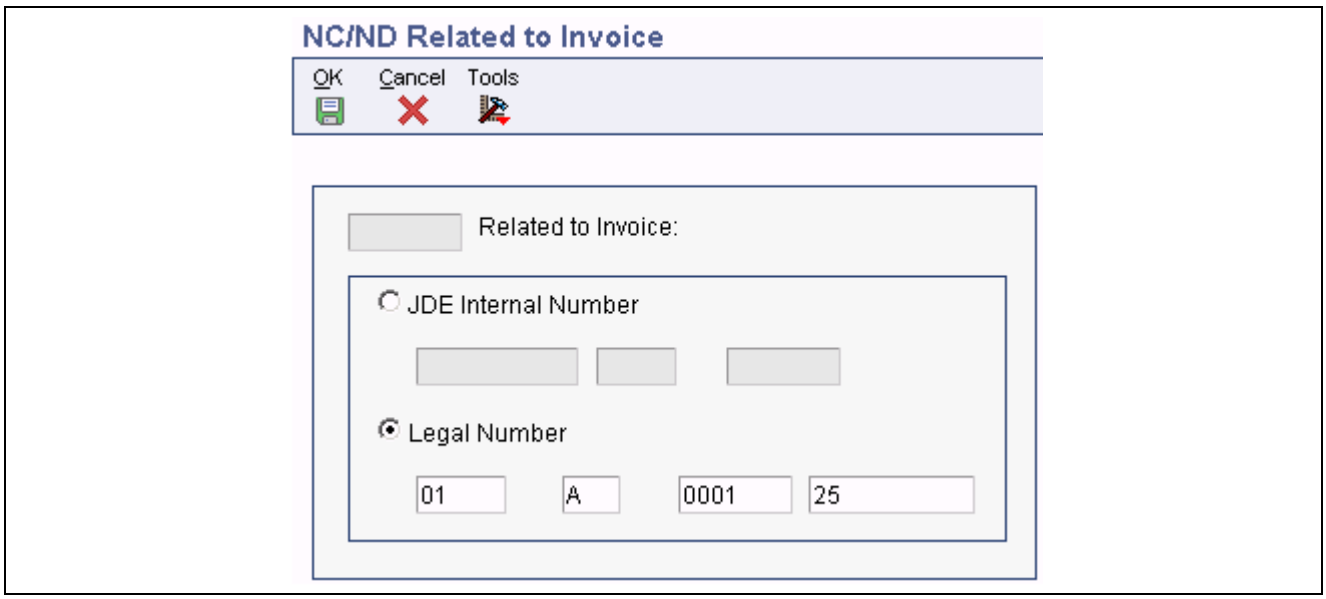
1. On Invoice Number Entry, complete the Legal Number and Auto Profit Withholding Concept fields and click OK.

   The system retrieves the default value for the Auto Profit Withholding Concept from the A/B Withholding Information - Revision form. You can change this value when you enter invoices if necessary.

2. On the G/L Distribution form, complete the Account Number and Amount fields in the detail area for each G/L distribution and click OK.

## Entering Related Credit Notes

Access the NC/ND Related to Invoice form.




NC/ND Related to Invoice form

To enter related credit notes:

1. To relate the credit note to the original invoice, select either the JDE Internal Number option or the Legal Number option and complete the related fields, then click OK.

   The system displays the Invoice Number Entry form.

2. On Invoice Number Entry, if the processing options are set for manual entry of legal numbers, complete the Legal Number field.

3. (Optional) Change the value in the Auto Profit Withholding Concept field if necessary.

4. Click OK.
5. On the G/L Distribution form, complete the Account Number and Amount fields in the detail area for each G/L distribution and click OK.

# (CHL and PER) Processing Invoices for Chile and Peru

This section provides an overview of invoice requirements for Chile and Peru and discusses how to:

- Set processing options for Chilean - Add Invoice PO (P76H3B11).
- Enter related credit notes.

## Understanding Invoice Requirements for Chile and Peru

When you enter invoices in Accounts Receivable for Chile and Peru, you must set up a version of the Chilean Add Invoices - PO program (P76H3B11) that is the same as the version of the Standard Invoice Entry program. For example, if you use version ZJDE0001 of the Standard Invoice Entry program, set up version ZJDE0001 of the Chilean - Add Invoice PO program. When you enter invoices using the Standard Invoice Entry program, the system calls the Chilean - Add Invoice PO program if the Localization Country Code in user preferences is set to *CL* (Chile) or *PE* (Peru).

When you enter invoices for Chile and Peru, the system:

- Validates that the entered invoice is related to a legal document. If it is not, the system generates an error message.
- Prevents you from revising and voiding invoices that are:
  - Not in the accounting period for the company.
  - In print batches.
  - In the VAT sales report.
- Prevents you from revising and modifying related documents.

**Note.** To void an invoice that is related, you must first void the related document.

## Prerequisites

Before completing the tasks in this section:

- Set up user preferences with a Localization Country Code of *CL* (Chile) or *PE* (Peru).

  See *PeopleSoft EnterpriseOne Global Options and Reports 8.11 PeopleBook*, "Setting Up Your System for Country-Specific Functionality," Setting Up User Display Preferences.
- Set up a version of the Chilean - Add Invoice PO program that is the same version of the Standard Invoice Entry program (P03B11) that you use to enter invoices.
- Review the steps for entering a standard invoice.
- Set up document type relationships and create legal next numbers.

  See *PeopleSoft EnterpriseOne Global Options and Reports 8.11 PeopleBook*, "(CHL and PER) Setting Up Your System for Chile and Peru Legal Requirements".

- Set the Invoice related to NC/ND processing options on the Chilean Add Invoices — PO program (P76H3B11) to display the NC/ND Related to Invoice form if you are entering related credit notes.

## Forms Used to Process Invoices

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work with Customer Ledger Inquiry | W03B2002A | Customer Invoice Entry (G03B11), Standard Invoice Entry. | Locate, review, and delete invoices. |
| Standard Invoice Entry | W03B11A | On the Work with Customer Ledger Inquiry form, click Add. | Enter invoices. |
| G/L Distribution | W03B11C | On the Standard Invoice Entry form, click OK. | Distribute the invoice amount to the G/L accounts. |
| NC/ND Related to Invoice | W76H3B15A | On the Standard Invoice Entry form, complete the fields to enter a standard invoice, specifying a negative amount, and then click OK. | Assign the credit note to an original invoice by using the internal number or the legal number of the invoice. |
| Select Related Documents | W76H3B15B | On the NC/ND Related to Invoice form, choose Select Invoice Inquiry from the Form menu. | Select invoices for which you want to relate to credit notes. |

## Setting Processing Options for Chilean Add Invoices — PO (P76H3B11)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

### Legal Number

This processing option specifies the emission series of legal document numbers.

**Emission Serial** Specify the series of emission of the legal document number *(Timbraje)*.

### NC/ND Related

These processing options specify how the system processes related documents.

**Invoice Related to NC/ND** Specify whether to enter documents related to NC/ND. Values are:

Blank: Do not enter related documents.

*1:* Enter related documents. The system displays the NC/ND Related to Invoice form when you enter invoices in Accounts Receivable.

**Document Related with Different Emission Serial** Specify whether to relate documents with different emission serials.

**Document Related for Different Client** Specify whether to relate documents for different clients.

### Batch Process

These processing options specify how the system processes legal numbers.

**Legal Number Mandatory** Enter *1* to specify that the legal number is required when processing batch invoices. If left blank, the system does not require a legal number.

**Legal Number Edit** Specify whether the system edits the legal number when processing batch invoices. Values are:

Blank: Do not edit the legal number.

*1:* Edit the legal number against an active serial number range.

*2:* Edit the legal number against any serial number range, regardless of the state.

**Duplicate Invoice Number** Specify whether duplicate invoice numbers are allowed when processing batch invoices. Values are:

Blank: Allow duplicate invoice numbers.

*1:* Do not allow duplicate invoice numbers.

## Entering Related Credit Notes

Access the NC/ND Related form.

To enter related credit notes:

1. Choose Select Related Documents from the Form menu.
2. Find and select the invoices for which you want to relate, and then click Select.

   The system displays the documents in the detail area of the NC/ND Related form.
3. Click OK.

# (VEN) Assigning Control Numbers to Invoices for Venezuela

This section provides an overview of invoice control numbers and discusses how to assign invoice control numbers.

## Understanding Invoice Control Numbers

Invoice control numbers are used by the Sales Book program (R76VLV01) to meet legal reporting requirements for Venezuela.

### See Also

*PeopleSoft EnterpriseOne Tax Processing 8.11 PeopleBook*, "(CHL, PER, ECU, VEN, COL) Setting Up Taxes for Latin America"

## Forms Used to Assign Control Numbers to Invoices

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work With Invoice Control Number | W76VNCF1B | Venezuelan Localizations (G76V), Control Invoice Number | Locate invoices. |
| Invoice Control Number Revision | W76VNCF1A | On the Work With Invoice Control Number form, select an invoice and then click Select. | Assign, revise, and remove invoice control numbers. |

## Assigning Invoice Control Numbers

Access the Invoice Control Number Revision form.

**Invoice Ctrol.Number** (invoice control number) Enter the control number to assign to the invoice.

# (POL and RUS) Working with Invoices for Poland and Russia

This section provides an overview of invoice processing and discusses how to:

- Run the Add Invoice - PO program (P7433B11).
- Set processing options for Add Invoice - PO (P7433B11).
- Enter additional information for invoices.
- Add related invoices.
- Set processing options for Print Invoice (R7430030).

## Understanding Invoices

You use the standard PeopleSoft EnterpriseOne functionality to work with invoices for Poland and Russia. Additionally, programs are provided to enable you to:

- Add additional information for invoices.
- Specify whether the system allows or requires that you enter related invoices when you add credit notes or debit notes.
- (RUS) Print tax invoices.

- (RUS) Print amount difference invoices.
- (POL) Work with cash transactions.

### Additional Information for Invoices

The system launches the Invoice Related Information program (P7430011) when you choose Regional Info from the Form menu on the Standard Invoice Entry form. You use this program to enter the shipment date and approval date for invoices.

The system launches the Invoice Related to CN/DN (P7430015) program from the Invoice Related Information form in the Invoice Related Information program. You use the Invoice Related to CN/DN program to enter one or multiple legal documents related to a debit note or credit note. The processing options that you specify in the Add Invoice program (P7433B11) determine if the system requires or enables you to enter related invoices, and the parameters for entering the related invoices.

### Additional Processing Options for Standard Invoice Entry (P03B11)

You use the Add Invoice - PO (P7433B11) program to set additional processing options that the system uses to enable or disable an option to enter related invoices to credit notes or debit notes.

You must set up matching versions for the Standard Invoice Entry program and the Add Invoice - PO program.

### Reprint Invoices

Use the Reprint Invoice program (P7430031) to reprint selected documents. When you reprint a document, the system prints the same legal number as used on the original legal document. When you choose to reprint, the system verifies whether the record is included in the F7430030 table. If the record is not in the F7430030 table, the system adds the record to the table as well as to the F7430032 table.

### (RUS) Tax Invoices

You can generate tax invoices from Accounts Receivable or from Sale Order Management. You must print a tax invoice for VAT when you receive prepaid amounts.

### (POL) Correction Invoices

You use a debit note or a credit note to issue a correction for an invoice when amounts or tax rates are incorrect. When you create a correction invoice, you make entries to reverse the original entry. For example, if an original invoice contains a tax rate of 21 percent and the tax rate should have been 18 percent, then the correction invoice is entered with one line showing the amount calculated at the 21 percent rate shown as a negative amount, and the amount calculated at 18 percent as a positive amount.

When you correct an invoice by using a credit note or a debit note, you print a correction invoice that shows the original amount, the corrected amount, and the difference between the amounts.

You must set up a legal document type and a legal numbering scheme for correction invoices.

See *PeopleSoft EnterpriseOne Global Options and Reports 8.11 PeopleBook*, "(POL and RUS) Setting Up Legal Numbering".

### (POL) Cash Transactions

You can use the Cash Desk Transaction program (P74P9101) to select and print the cash desk transaction document, and the Cash Desk Report program (R74P9104) to generate a report of all cash transactions.

See *PeopleSoft EnterpriseOne Accounts Payable 8.11 PeopleBook*, "(POL) Working with Cash Transactions".

# Forms Used to Work with Invoices

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work With Customer Ledger Inquiry | W03B2002A | Customer Invoice Entry (G03B11), Standard Invoice Entry | Choose or review invoices. |
| Standard Invoice Entry | W03B11A | On the Work With Customer Ledger Inquiry form, click Add. | Enter invoices. |
| Invoice Related Information | W7430011A | After completing the Company and Address Number fields on the Standard Invoice Entry form, select Regional Info from the Form menu. | Enter additional information for Russian invoices. |
| Invoices Related to DN/CN | W7430015A | On the Invoice Related Information form, select Invoice Related on the Form menu. | Enter one or more legal documents related to a credit or debit memo. |
| Change Invoice Related Information | W7430001A | On the Work With Customer Ledger Inquiry form, select a record and then select Regional Info from the Form menu. | Enter or modify the approval date of the information related to an invoice. |
| Work With Legal Documents Reprint | W74R30031A | On the Work With Customer Ledger Inquiry form, select a record and click Select, then select Reprint from the Row menu. | Select a document to reprint, and print the document. |

# Running Add Invoice - PO

(RUS) Select Accounts Receivable (G74R03B), Add Invoice - PO

(POL) Select Accounts Receivable (G74P03B), Add Invoice - PO

When you launch this program, you add or select a version. When you select a version, the system displays the processing options.

# Setting Processing Options for Add Invoice - PO

These processing options are used by the Standard Invoice Entry program (P03B11) to enable or disable an option to enter related invoices to credit notes or debit notes.

## General

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

**1. Shipment Mandatory Date** Enter *1* to require entry of the shipping date. Leave this option blank or enter *0* to allow, but not require, the entry of the shipping date.

### Legal Number

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

**1. Issue Place** Specify the issue place for the legal document number.

### Related Invoices

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

**1. Related Invoices** Enter *1* to allow the entry of related invoices for a debit or credit note. Leave this processing option blank to not allow entry of related invoices.

**2. Multiple Related Invoices** Enter *1* to allow the entry of multiple related invoices for a credit or debit note. Leave this processing option blank to allow the entry of only one related invoice.

Complete this processing option if you entered *1* in the Related Invoices processing option.

**3. Require Entry of Related Invoices** Enter *1* to require the entry of a related invoice. If no related invoice is entered, the system displays an error message and does not allows the user to continue until a related invoice is entered.

Leave this processing option blank to have the system display a warning message when no related invoice is entered. The warning message allows the user to continue without entering a related invoice.

**4. Allow Different Address Number** Enter *1* to allow the entry of a related invoice with a different address book number from the credit or debit note. Leave this processing option blank to have the system display an error message if the user enters a related invoice with a different address book number.

**5. Allow Different Issue Place** Enter *1* to allow the entry of a related invoice with a different issue place from the credit or debit note. Leave this processing option blank to have the system display an error message if the user enters a related invoice with a different issue place.

## Entering Additional Information for Invoices

Access the Invoice Related Information form.

**Actual Ship Date** Enter the date on which the shipment to the customer is confirmed. The system updates the Sales Order Detail (F4211) table with this date.

**Approval Date** Enter the date on which the invoice was approved.

## Adding Related Invoices

Access the Invoices Related to DN/CN form.

**Legal Company** Enter the legal company to which you add related invoices. The value that you enter must exist in the F7400010 table.

**Legal Document Type** Enter the legal document type of related invoices. The value that you enter must exist in the F7400002 table.

**Issue Place** Enter the place of issue of the legal document to which you add related invoices. The value that you enter must exist in the F7400004 table.

**Legal Number** Enter the legal number assigned to the invoice.

**Address Number** Enter the address number of the company to which you add related invoices.

## Setting Processing Options for Print Invoice (R7430030)

Use these processing options to specify additional parameters for tax invoices that you print from the Accounts Receivable system.

### General

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

**1. Mode** Enter *1* to process records in final mode. Leave this processing option blank to process records in proof mode.

**2. Print Currency** Enter *D* to print the invoice in domestic currency. If the invoice was entered in a foreign currency, enter *F* to print the invoice in the foreign currency.

**3. Launch UBE Automatically** (launch universal batch engine automatically) Leave this processing option blank to automatically launch the Print Invoice - PO program (R7430030). Enter *1* to suppress the automatic launch of this program.

**4. Print Line Attachment** Enter *1* to print the attachment that you specified when you entered the invoice. Leave this processing option blank to suppress printing of the attachment.

# (TWN) Entering GUI/VAT Invoices for Taiwan

This section provides an overview of government uniform invoices (GUI) and discusses how to:

- Enter invoices for Taiwan.
- Enter zero tax foreign transactions.
- Enter sales returns or allowances.

### See Also

*PeopleSoft EnterpriseOne Tax Processing 8.11 PeopleBook*, "(TWN) Working with GUI/VAT Transactions"

# Understanding Government Uniform Invoices (GUI)

Taiwan Business Tax Law (BTL) stipulates that all goods and services sold by wholesalers, retailers, or manufacturers must be issued with a government unified invoice (GUI) as the accounting receipt to buyers of goods and services, and as the official accounting document for tax reporting. To meet this requirement, you enter GUI/VAT information when you create an invoice using either the Standard Invoice Entry program or the Speed Invoice Entry program.

The information that you enter includes a GUI number, which becomes a key identifier of the invoice. You can use this GUI number during receipt and draft processing to match customer payments to invoices. The GUI number is also displayed in the Customer Ledger Inquiry program, on Accounts Receivable statements, and on collections and aging reports.

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**Note.** GUI numbers are assigned at the pay item level. Therefore, you cannot summarize or consolidate pay items.

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Changes to and deletions of invoices and their associated GUI information are not supported. If you change or delete an invoice, you must manually update the GUI/VAT Transaction Header table (F75T004) and the GUI/VAT Transaction Detail table (F75T005) to ensure integrity between the Customer Ledger table (F03B11) and the F76T004 and F75T005 tables.

The User Reserved Reference field (URRF) in table F03B11 table is reserved in Taiwan for the GUI number. Any Taiwanese users who are using this field for another purpose will have this field overwritten because the GUI number is a legal requirement for all Taiwanese companies.

These Accounts Receivable programs display the GUI number using the User Reserved Reference field from the F03B11 table:

- Standard Receipts Entry (P03B102)
- Customer Ledger Inquiry
- Draft Inquiry (P03B602)
- Review Statements (P03B202)

In addition, these Accounts Receivable reports list the GUI number using the User Reserved Reference field from the F03B11 table:

- Open A/R Detail with Remarks (R03B4201A)
- Open A/R Detail with Aging (R03B4201B)
- Taiwan GUI/VAT Statement Print (R03B5001TW)

When you create an invoice using either the Standard Invoice Entry program or Speed Invoice Entry program, the system displays the GUI/VAT Multiple Transaction Revisions form, on which you enter information that is used to generate the government uniform invoice (GUI) and to calculate value added tax (VAT). The GUI numbers that are assigned to each pay item at this point are used to track the pay items through all remaining Accounts Receivable processes. The GUI information is stored in the GUI/VAT Transaction Header table (F75T004) and the GUI/VAT Transaction Detail table (F75T005).

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**Note.** The system displays the GUI/VAT Multiple Transaction Revisions form only when you are adding an invoice. If you change or delete an existing invoice or add a new pay item to an existing invoice, the system does not update the F75T004 and F75T005 table. You must make corresponding changes to these tables using the GUI/VAT Transaction program.

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## Prerequisites

Before you complete the tasks in this section:

- Set up the user preferences with a Localization country code of *TW* (Taiwan).

  See *PeopleSoft EnterpriseOne Global Options and Reports 8.11 PeopleBook*, "Setting Up Your System for Country-Specific Functionality," Setting Up User Display Preferences.

- Specify *Y* in the Link AR To GUI field on the GUI/VAT Declaration Site form for the declaration site for which you are entering transactions.

  See *PeopleSoft EnterpriseOne Tax Processing 8.11 PeopleBook*, "(TWN) Setting Up Your System for GUI/VAT Processing," Setting Up GUI/VAT Declaration Sites.

- Set up customer constants for the customer for whom you are entering invoices.

  See Chapter 3, "Setting Up Customer Master Information," (TWN) Setting Up Customer Constants for Taiwan, page 52.

- Set up and activate a user/declaration site mapping for the user who will be entering invoices.

  See *PeopleSoft EnterpriseOne Tax Processing 8.11 PeopleBook*, "(TWN) Setting Up Your System for GUI/VAT Processing," Setting Up a GUI/VAT User/Declaration Site Mapping.

- Set up a GUI/VAT number segment batch for the declaration site and declaration period that are specified in the processing options of the GUI/VAT Creation From Selected AR program (P75T004R).

  See *PeopleSoft EnterpriseOne Tax Processing 8.11 PeopleBook*, "(TWN) Setting Up Your System for GUI/VAT Processing," Setting Up a GUI/VAT Number Segment Batch.

- Review the steps for entering standard invoices.
- Review the steps for entering speed invoices.

## Forms Used to Enter GUI/VAT Invoices

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work with Customer Ledger Inquiry | W03B2002A | Customer Invoice Entry (G03B11), Standard Invoice Entry. | Locate, review, and delete invoices. |
| Standard Invoice Entry | W03B11A | On the Work with Customer Ledger Inquiry form, click Add. | Add and revise invoices. |
| Speed Invoice Entry | W03B11SIA | Customer Invoice Entry (G03B11), Speed Invoice Entry | Enter high-volume, simple invoices. |
| G/L Distribution | W03B11C | On the Standard Invoice Entry form, click OK. | Distribute the invoice amount to the G/L accounts. |
| GUI/VAT Multiple Transaction Revisions | W75T004E | Complete the steps to enter a standard or speed invoice.<br>The system displays the GUI/VAT Multiple Transaction Revisions form only if you have set up user preferences with a Localization Country code of *TW* (Taiwan). | Apply GUI/VAT information to an invoice. |
| GUI/VAT Sales Number Segment - Search & Select | W75T002D | On the GUI/VAT Multiple Transaction Revisions form, select a row in the detail area and select Get GUI Number from the Row menu. | Select an active matching GUI/VAT sales number segments for the declaration year and month of the transaction from which to apply the next GUI/VAT number to the transaction. |

## Entering Invoices for Taiwan

Access the Standard Invoice Entry or Speed Invoice Entry form.

To enter invoices for Taiwan:

1. Complete the steps to enter a standard or speed invoice, specifying *V* (Value Added (input) Tax) in the Tax Expl (tax explanation) field and specifying the appropriate tax area.

   The system displays the GUI/VAT Multiple Transaction Revisions form.

2. On GUI/VAT Multiple Transaction Revisions, verify the values in the Trs Typ (GUI/VAT transaction type), Doc Typ (GUI/VAT document type), Fm Cd (GUI format code), and T T (GUI/VAT tax type) fields.

3. Select a row in the detail area and select Get GUI Number from the Row menu.

   The system displays the active matching GUI/VAT sales number segments for the declaration year and month of the transaction.

4. On GUI/VAT Sales Number Segment - Search & Select, select a number segment in the detail area and click Select.

The system completes these fields on the GUI/VAT Multiple Transaction Revisions form, using the next available GUI number from the segment you selected:

- UI PF
- GUI/VAT No. From
- GUI/VAT No. To
- Trans. No. From
- Trans. No. To
- Register No. From
- Segment No. From

5. If you need to adjust the declaration amounts, do not select the Amount Check option in the header area, and then revise either the Taxable Amount or the Tax Amount fields in the detail area.

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**Note.** The system issues a warning but allows you to decrease the GUI accumulated amounts so that they are less than the original invoice amounts. However, the system issues an error and does not allow you to increase the GUI accumulated amounts to more than the original amounts. If you discover that the original amount is too low, cancel out of the GUI/VAT Multiple Transaction Revisions form, revise the amounts on the original invoice, and then assign GUI information to the invoice using GUI/VAT Creation From Selected AR (P75T004R) or GUI/VAT AR Inquiry (P75T3B11).

If you change the accumulated amounts, the system does not make corresponding adjustment to the amounts on the original invoice. You should review the invoice and update the amounts, if necessary.

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6. On GUI/VAT Multiple Transaction Revisions, complete any of the optional fields.
7. Click OK.

**Trs Typ** (transaction type) Enter the code that specifies the transaction type of the GUI/VAT. The code that you enter must exist in the GUI/VAT Transaction Type (75T/TT) UDC table.

For output tax transactions, the system supplies the default value of *SAL* (Sales) in the Trs Type (GUI/VAT Transaction Type) field.

**Doc Typ** (GUI/VAT document type) Enter the code that specifies the type of GUI/VAT document. The value that you enter must exist in the GUI/VAT Document Type (75T/DT) UDC table.

The system supplies a default value in the Doc Typ (GUI/VAT Document Type) field, based on the value in the Fm Cd field.

**Fm Cd** (GUI format code) Enter the code that specifies the GUI format code for the transaction. The code that you enter must exist in the GUI/VAT Format Code (75T/FC) UDC table.

The system supplies a default value in the Fm Cd (GUI Format Code) field based on the tax area and tax explanation codes that are set up in the GUI/VAT Tax Type Mapping program (P75T008) and the settings for the customer in the GUI/VAT Customer Constants program (P75T009).

**T T** (VAT tax type) Enter the code that identifies the tax type of the VAT. The code that you enter must exist in the GUI/VAT Tax Type (75T/TX) UDC table.

| | |
|---|---|
| | The system supplies a default value in the T T (VAT Tax Type) field, based on the tax area and tax explanation codes that are set up in the GUI/VAT Tax Type Mapping program. |
| **GUI PF** (GUI prefix) | Enter the prefix of the GUI number. |
| **GUI/VAT No. From** (GUI/VAT number from) and **GUI/VAT No. To** (GUI/VAT number to) | Enter the beginning and ending number in a range of GUI numbers. |
| **Trans. No. From** (transaction number from) and **Trans. No. To** (transaction number to) | Enter the beginning and ending number in the range of GUI/VAT transaction numbers. If the transactions use a GUI number or a receipt number that is issued by Customs, the transaction number is the GUI or receipt prefix followed by the GUI or receipt number. |
| **Register No. From** (register number from) | Enter the beginning number of a range of receipt register numbers. |
| **Segment No. From** (segment number from) | Enter the beginning number of a range of segment numbers. |
| **Taxable Amount** | Enter the amount on which taxes are assessed. |
| **Tax Amount** | Displays the amount assessed and payable to tax authorities. This amount is the total of the VAT, use, and sales taxes (PST). |

## Entering Zero Tax Foreign Transactions

Access the Standard Invoice Entry or Speed Invoice Entry form.

To enter zero tax foreign transactions:

1. Complete the steps to enter a standard or speed invoice, specifying *V* (Value Added (input) Tax) in the Tax Expl field and specifying the appropriate tax area for zero tax transactions.

   The system displays the GUI/VAT Multiple Transaction Revisions form.

2. On GUI/VAT Multiple Transaction Revisions, verify the values in the Trs Typ, Doc Typ, Fm Cd, Trans. No. From, Trans. No. To, Zr Tx (zero tax rate item type), and T T fields.
3. Complete the Export Date and E M (exportation method) fields.
4. If you specified *ZTC* (Export Through Customs) in the Zr Tx field, complete the Exportation Doc. No. (exportation document number) and ED Ty (exportation declaration type) fields.
5. If you specified *ZNC* (Export Not Through Customs) in the Zr Tx field, complete the Proof Doc Name and Proof Doc Number fields.
6. If you need to adjust the declaration amounts, do not select the Amount Check option in the header area and then revise the Taxable Amount field in the detail area.

**Note.** The system issues a warning but allows you to decrease the GUI accumulated amounts so that they are less than the original invoice amounts. However, the system issues an error and does not allow you to increase the GUI accumulated amounts to more than the original amounts. If you discover that the original amount is too low, cancel out of the GUI/VAT Multiple Transaction Revisions form, revise the amounts on the original invoice, and then assign GUI information to the invoice using GUI/VAT Creation From Selected AR (P75T004R) or GUI/VAT AR Inquiry (P75T3B11).

If you change the accumulated amounts, the system does not make corresponding adjustment to the amounts on the original invoice. You should review the invoice and update the amounts, if necessary.

7. On GUI/VAT Multiple Transaction Revisions, complete any of the optional fields.
8. Click OK.

**Doc Typ** Enter the code that specifies the type of GUI/VAT document. The value that you enter must exist in the GUI/VAT Document Type (75T/DT) UDC table.

The system supplies a value of *INV* (Commercial Invoice) in this field.

**Fm Cd** Enter the code that specifies the GUI format code for the transaction. The code that you enter must exist in the GUI/VAT Format Code (75T/FC) UDC table.

The system supplies a value of *36* in this field.

**Trans No. From** and **Trans No. To** Displays the document number of the invoice, followed by the letters *RI*.

**Zr Tx** Enter the code that indicates whether the zero tax rate item has passed through customs. The code that you enter must exist in the GUI/VAT Zero Tax Rate Type (75T/ZT) UDC table.

**Proof Doc Number** Enter the number of the document that proves that an exported item did not go through customs.

## Entering Sales Returns or Allowances

Access the Standard Invoice Entry or Speed Invoice Entry form.

To enter sales returns or allowances:

1. Complete the steps to enter a standard or speed invoice, specifying a negative gross amount, specifying *V* in the Tax Expl field, and specifying the appropriate tax area.

   The system displays the GUI/VAT Multiple Transaction Revisions form.
2. On GUI/VAT Multiple Transaction Revisions, verify the values in the Trs Typ, Doc Typ, Fm Cd, and T T fields.
3. Specify the GUI number from the original invoice in the Trans. No. From field.
4. If you need to adjust the declaration amounts, do not select the Amount Check option in the header area, and revise either the Taxable Amount or the Tax Amount field in the detail area.

**Note.** The system issues a warning but allows you to decrease the GUI accumulated amounts so that they are less than the original invoice amounts. However, the system issues an error and does not allow you to increase the GUI accumulated amounts to more than the original amounts. If you discover that the original amount is too low, cancel out of the GUI/VAT Multiple Transaction Revisions form, revise the amounts on the original invoice, and then assign GUI information to the invoice using GUI/VAT Creation From Selected AR (P75T004R) or GUI/VAT AR Inquiry (P75T3B11).

If you change the accumulated amounts, the system does not make corresponding adjustment to the amounts on the original invoice. You should review the invoice and update the amounts, if necessary.

5. On GUI/VAT Multiple Transaction Revisions, complete any of the optional fields.
6. Click OK.

**Doc Typ** — Enter the code that specifies the type of GUI/VAT document. The value that you enter must exist in the GUI/VAT Document Type (75T/DT) UDC table.

For negative output tax transactions, the system supplies a value of *ALW* (Allowance) in the Doc Typ (GUI/VAT Document Type) field.

**Fm Cd** — Displays the code that specifies the GUI format code for the transaction. The code that you enter must exist in the GUI/VAT Format Code (75T/FC) UDC table.

For negative output tax transactions, the system supplies a value of *33* or *34* in the Fm Cd (GUI Format Code) field.

**Trans. No. From** — Enter the GUI number from the original invoice.

**Seq. No.** (returns/allowances sequence number) — Displays the number assigned by the system. The system updates this field with a number from 1 to 9999, depending on the number of allowance entries that have been entered against the same GUI number.

# (TWN) Generating GUI/VAT Information for Taiwan

This section provides overviews of the GUI/VAT AR Inquiry program, the GUI/VAT From Selected AR program, and the GUI/VAT From Multi AR program, and discusses how to:

- Generate GUI/VAT information for individual Accounts Receivable records.
- Set processing options for GUI/VAT Creation From Selected AR (P75T004R).
- Generate GUI/VAT information for selected Accounts Receivable records.
- Generate GUI/VAT information for multiple Accounts Receivable records.
- Set processing options for GUI/VAT Creation From Multi-AR (R75T004S).

## Understanding the GUI/VAT AR Inquiry Program

The GUI/VAT AR Inquiry program (P75T3B11) displays records from the Customer Ledger table (F03B11) and associated GUI/VAT information from the GUI/VAT Transaction Header table (F75T004) for those records from table F03B11 for which GUI/VAT information exists.

These options on the Work With GUI/VAT AR Inquiry form control which records are displayed:

| Option | Usage |
|---|---|
| All | Displays all records from the F03B11 table. |
| No GUI/VAT | Displays records in the F03B11 table for which the User Reserved Reference field (URRF) is blank. |
| Only GUI/VAT | Displays only records in the F03B11 table for which the User Reserved Reference field (URRF) is not blank. |

You use the GUI/VAT AR Inquiry program to generate GUI/VAT information for individual records that have been created in the Accounts Receivable system but have not yet had GUI/VAT information assigned.

## Understanding the GUI/VAT From Selected AR Program

You use the GUI/VAT Creation From Selected AR program (P75T004R) to create government uniform invoices (GUIs) for selected records that have been created in the Accounts Receivable system.

The GUI/VAT Creation From Selected AR program displays records from the F03B11 table with related GUI/VAT information. You can generate GUI/VAT information for selected records for which GUI/VAT information does not already exist.

The GUI/VAT Creation From Selected AR program calls the GUI/VAT Creation from Multi-AR program (R75T004S) to generate GUI/VAT information for the records that you selected on the Work With GUI/VAT Creation From Selected AR form.

You can use the processing options to specify whether to merge all selected records for a single customer into GUI record, or to create separate GUI records for each selected record.

The GUI/VAT Creation From Selected AR program produces a report of the records that are processed and the resulting GUI/VAT records. The report also lists any errors that have occurred during the process.

## Understanding the GUI/VAT Creation From Multi AR Program

You use the GUI/VAT Creation From Multi-AR program (R75T004S) to create government uniform invoices (GUIs) for records that have been created in the Accounts Receivable.

The GUI/VAT Creation From Multi-AR program processes records from the F03B11 table.

The GUI/VAT Creation From Multi-AR program first creates temporary records in the GUI/VAT Transaction Header - Work table (F75T004Z) and the GUI/VAT Transaction Detail - Work table (F75T005Z) from multiple records in table F03B11. The program then creates GUI records in the GUI/VAT Transaction Header table (F75T004) and the GUI/VAT Transaction Detail table (F75T005) from the temporary records in the F75T004Z and F75T005Z tables.

You can use the processing options to specify whether to merge all records for a single customer into GUI record or to create separate GUI records for each record.

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**Note.** The GUI/VAT Creation From Multi-AR program processes only transactions for which a GUI number does not already exist.

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The system uses the GUI/VAT Number Segment table (F75T003) to keep track of the last-used GUI date and next available GUI number. During the creation of GUI records, the system locks the GUI number segment that it is using to prevent other users from using the same GUI segment numbers.

When the process of creating GUI records in the F75T004 and F75T005 tables is finished, the system deletes the temporary records in the F75T004Z and F75T005Z tables unless you specify in the processing options of the GUI/VAT Creation From Multi-AR program that the records should be saved for troubleshooting.

GUI/VAT Creation From Multi-AR program produces a report of the records that are processed and the resulting GUI/VAT records. The report also lists any errors that have occurred during the process.

The programs automatically print the GUIs that they create if you set up the processing options to do so. The system uses the print program that you specified when you set up the GUI/VAT declaration site.

If a system failure causes the GUI/VAT Creation From Multi-AR program (R75T004S) to terminate incorrectly, you might need to release the GUI/VAT segment lock, manually delete temporary records from the GUI/VAT Transaction Header - Work table (F75T004Z) and the GUI/VAT Transaction Detail - Work table (F75T005Z), or both.

See Chapter 8, “Processing Invoices,” (TWN) Recovering from System Failures for Taiwan, page 269.

## Error Messages for GUI/VAT Creation From Multi-AR (R75T004S)

This table lists and briefly explains the error messages that might appear on the GUI/VAT Creation From Multi-AR report (R5T004S):

| Error Message | Description |
|---|---|
| GUI Number Existed | The transaction already has a GUI number assigned.<br>Change the data selection to exclude transactions that have GUI numbers. |
| Zero Gross Amount Invalid | The gross amount for the transaction in the F03B11 table is zero.<br>Correct the gross amount for the transaction, or exclude the transaction with the zero gross amount from the data selection. |
| Declaration Site Not Authorized | The user who is running the program does not have an active mapping to the declaration site that is specified in the processing options.<br>Use the GUI/VAT User / Declaration Site Mapping (P75T001) to map the user to sales transactions for the declaration site, and change the status of the mapping to active. |
| Transaction Date Not Found | The GUI transaction date processing option has an invalid value.<br>Specify a valid value for GUI transaction date in the processing options. |
| Transaction Date Not Accepted | The transaction date does not correspond to the declaration period that is specified in the processing options.<br>Correct the declaration period in the processing options. |

| Error Message | Description |
|---|---|
| Invoice-To Address No. Not Found | The value in the Send Invoice To field (SITO) on the GUI/VAT Declaration Site form specifies an address number that is not populated for the transaction. For example, you might have specified that invoices should be sent to the alternate payor, but no alternate payor is specified on the transaction.<br><br>Either specify the appropriate address number on the transaction, or specify a different value in the Send Invoice to field. |
| F03012 Category Code Not Match | You have specified *Y* in the Check Flag (Y/N) field (75TCCC) on the GUI/VAT Declaration Site form, and the category codes that are specified for the declaration site do not match the category codes that are specified for the customer.<br><br>Change the category codes for either the declaration site or the customer so that they match, or specify *N* in the Check Flag (Y/N) field. |
| Tax Type Not Found | The tax type that is specified in the Tx Ex (Tax Explanation) field (EXR1) for the transaction is not set up in the GUI/VAT Tax Type Mapping table (F75T008).<br><br>Correct the tax type on the transaction, or use GUI/VAT Tax Type Mapping (P75T008) to map the tax type that is used on the transaction. |
| Tax Rate Not Found | The tax rate specified in the Tax Area field (TXA1) for the transaction is not set up in the GUI/VAT Tax Type Mapping table (F75T008).<br><br>Correct the tax rate on the transaction, or use GUI/VAT Tax Type Mapping (P75T008) to map the tax rate that is used on the transaction. |
| GUI/SRC Segment Not Assigned in F75T014 | A GUI/VAT number segment has not been set up for the declaration site and declaration period that are specified in the processing options.<br><br>Use GUI/VAT Number Segment (Batch) Setup (P75T014) to activate a GUI/VAT number segment for the proper declaration site and declaration period, or correct the declaration site and declaration period in the processing options. |
| GUI/SRC Number Segment Locked | The active GUI/VAT number segment is locked by another user who is using it to assign GUI/VAT numbers.<br><br>Wait for the other user to finish and release the lock; if the lock remains because of the inappropriate termination of a program that was assigning GUI/VAT numbers, use GUI/VAT Segment Lock Review (P75T002) to release the lock. |

| Error Message | Description |
|---|---|
| GUI/SRC Segment Inactive | The GUI/VAT number segment that is specified in GUI/VAT Number Segment (Batch) Setup (P75T014) is inactive.<br><br>Specify a different GUI/VAT number segment in GUI/VAT Number Segment (Batch) Setup, or use GUI/VAT Number Register - Sales (P75T002) to change the segment to an active status. |
| GUI/SRC Segment Numbers Out Of Usage | No unused GUI numbers remain in the active GUI/VAT number segment.<br><br>Use GUI/VAT Number Segment (Batch) Setup (P75T014) to activate a new GUI/VAT number segment. |
| GUI Date Not Sequent In Order | The transaction date is earlier than the date that was last used for the active GUI/VAT number segment.<br><br>Use GUI/VAT Number Segment (Batch) Setup (P75T014) to activate a GUI/VAT number segment with a date that was last used which precedes the transaction date. |
| GUI Date Not Located In The Effective Date Range | The transaction date falls outside of the date range of the active GUI/VAT number segment batch.<br><br>Correct the transaction date or use GUI/VAT Number Segment (Batch) Setup (P75T014) to activate a GUI/VAT number segment with the appropriate date range. |
| Authorized Code Not Match | The value in the Auth Code field (75TAUC) for the GUI/VAT number segment does not match the value in the Authorized Code of GUI/VAT processing option.<br><br>Activate a GUI/VAT number segment with the appropriate authorization code, or specify the correct authorization code in the processing options. |
| Can’t Get GUI/SRC Number From F75T003 | The system cannot locate the GUI/VAT Number Segment table (F75T003).<br><br>Restore the F75T003 table. |
| Can’t Insert F75T004Z | The transaction exists in the GUI/VAT Transaction Header - Work table (F75T004Z) from a previous attempt to create GUI/VAT information for the transaction.<br><br>Use GUI/VAT Working Table Review (P75T004Z) to delete the record from the F75T004Z table. |

## Prerequisites

Before you complete the tasks in this section:

- Set up and activate a user/declaration site mapping for the user who will be running the GUI/VAT Creation From Selected AR program (P75T004R).

See *PeopleSoft EnterpriseOne Tax Processing 8.11 PeopleBook*, "(TWN) Setting Up Your System for GUI/VAT Processing," Setting Up a GUI/VAT User/Declaration Site Mapping.

- Set up a GUI/VAT number segment batch for the declaration site and declaration period that are specified in the processing options of the GUI/VAT Creation From Selected AR program (P75T004R).

  See *PeopleSoft EnterpriseOne Tax Processing 8.11 PeopleBook*, "(TWN) Setting Up Your System for GUI/VAT Processing," Setting Up a GUI/VAT Number Segment Batch.

## Forms Used to Generate GUI/VAT Information for Existing Records

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work With GUI/VAT AR Inquiry | W75T3B11A | GUI/VAT Daily Processing (G75T110), GUI/VAT AR Inquiry | Generate GUI/VAT information for individual records that have been created in the Accounts Receivable system but have not yet had GUI/VAT information assigned. |
| GUI/VAT Multiple Transaction Revisions | W75T004E | On the Work With GUI/VAT AR Inquiry form, select a record in the detail area for which the GUI Number field is blank and select Create GUI/VAT from the Row menu | Add GUI/VAT Information to a selected record. |
| GUI/VAT Sales Number Segment - Search & Select | W75T002E | On the GUI/VAT Multiple Transaction Revisions form, select a row in the detail area and select Get GUI Number from the Row menu. | Select an active matching GUI/VAT sales number segments for the declaration year and month of the transaction from which to apply the next GUI/VAT number to the transaction. |
| Work With GUI/VAT Creation From Selected AR | W75T004RA | GUI/VAT Daily Processing menu (G75T110), select GUI/VAT Creation From Selected AR. | Generate GUI/VAT information for selected records that have been created in the Accounts Receivable system. |

## Generating GUI/VAT Information for Individual Accounts Receivable Records

Access the Work With GUI/VAT AR Inquiry form.

To generate GUI/VAT information for individual Accounts Receivable records:

1. On Work With GUI/VAT AR Inquiry, locate the record for which you want to generate GUI/VAT information.
2. Select a record in the detail area for which the GUI Number field is blank and select Create GUI/VAT from the Row menu.

The system displays the GUI/VAT Multiple Transaction Revisions form with various fields completed, based on information already entered.

3. If the transaction you chose in step 2 is an invoice transaction, select a row in the detail area and select Get GUI Number from the Row menu.
4. On GUI/VAT Sales Number Segment - Search & Select, select a number segment and click Select.

   When you click Select on the GUI/VAT Sales Number Segment - Search & Select form, the system updates the Next Available GUI / Receipt Number (75TGNN), Count Of Unused GUI / Receipt Numbers (75TGUC), and Date – Last Used (DQU) fields in the GUI/VAT Number Segment table (F75T003).
5. If the transaction that you chose in step 2 is a zero tax foreign transaction, complete the Export Date, E M, Proof Doc Name, Exportation Doc. No., and ED Ty fields.
6. If the transaction that you chose in step 2 is a sales return or allowance transaction, specify the GUI number from the original invoice in the Trans. No. From field.
7. If you need to adjust the declaration amounts, do not select the Amount Check option in the header area, and then revise either the Taxable Amount field or the Tax Amount field in the detail area.

   ---

   **Note.** If you change the accumulated amounts, the system does not make corresponding adjustments to the amounts on the original Accounts Receivable record. You should review the original record and update the amounts if necessary.

   ---
8. Complete any of the optional fields.
9. Click OK.
10. On Work With GUI/VAT AR Inquiry, select either the All option or the Only GUI/VAT option and click Find again to refresh the display of the processed record.

    Notice that the record now has a GUI number listed.

| | |
|---|---|
| **Trans. No. From** | Enter the beginning number in the range of GUI/VAT transaction numbers. If the transactions use a GUI number or a receipt number that is issued by Customs, the transaction number is the GUI or receipt prefix followed by the GUI or receipt number. |
| **Taxable Amount** | Enter the amount on which taxes are assessed. |
| **Tax Amount** | Displays the amount assessed and payable to tax authorities. It is the total of the VAT, use, and sales taxes (PST). |
| **Item Description** | Enter a remark about an item. |
| **Item Quantity** | Enter the quantity of units affected by this transaction. |

## Setting Processing Options for GUI/VAT Creation From Selected AR (P75T004R)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

### GUI/VAT

Use these processing options to specify basic information that is required for GUI/VAT declarations.

**Declaration Company of GUI/VAT** Specify the company for which you are filing the GUI/VAT declaration.

**Declaration Site of GUI/VAT** Specify the site for which you are filing the GUI/VAT declaration. Valid values are in UDC 75T/DS.

**Authorized Code of GUI/VAT** Specify the Authorization Code for the GUI/VAT declaration. Valid values are in UDC 75T/AC.

**Year and Month of GUI/VAT Declaration** Specify the year and month of the GUI/VAT declaration. Enter the year in the following format: YYMM, where YY is the Taiwan calendar year (the international calendar year minus 1911), and MM is the two-digit number of the month. For example, September 2005 is 9409.

### Option

Use these processing options to provide information that affects how the program generates GUI/VAT information.

**GUI Transaction Date** Specify the date to use as the GUI transaction date. Values are:

Blank: Invoice date. This is the default value.

*1:* G/L date.

*2:* Service date.

**Merge Type** Specify whether the system merges multiple accounts receivable documents for the same customer number into one GUI. Values are:

Blank: Do not merge. This is the default value.

*1:* Merge the accounts receivable documents into one GUI.

**Page Break** Specify whether the system inserts a page break after a specified number of GUI detail lines. Enter a number between 1 and 99 so that the system inserts a page break after that number of lines. When the system creates a page break, it also advances the GUI number. If you do not want the system to create a page break and advance the GUI number, enter *0*.

**Process Mode** Specify the mode in which the system processes data. Values are:

Blank: Proof mode.

*1:* Final mode.

**Print Computer GUI** Specify whether the system prints the GUI in addition to writing data to the appropriate tables. Values are:

Blank: Do not print the GUI.

*1:* Print the GUI.

**Working Table** Specify whether the system saves the data in the GUI/VAT Transaction Header - Work table (F75T004Z) and the GUI/VAT Transaction Detail - Work table (F75T005Z) after processing. You might want to save the data in these tables for troubleshooting. Values are:

Blank: Do not save data in the work tables.

*1:* Save data in the work tables.

## Generating GUI/VAT Information for Selected Accounts Receivable Records

Access the Work With GUI/VAT Creation From Selected AR form.

To generate GUI/VAT information for selected Accounts Receivable records:

1. On Work With GUI/VAT Creation From Selected AR, locate the records for which you want to generate GUI/VAT information.
2. Select the records in the detail area for which you want to generate GUI/VAT information and choose Select Deselect from the Form menu.

   The system places a check mark in the row button of the selected rows for which GUI/VAT information does not already exist.
3. Select Create GUI/VAT from the Form menu.

   The system launches the GUI/VAT Creation From Multi-AR program (R75T004S), which generates GUI/VAT information for the records that you selected.
4. When the program has finished processing, click either the All option or the Only GUI/VAT option in the header area and click Find again to refresh the display of the processed records.

   Notice that the records that you selected for GUI/VAT creation now have a GUI number listed. If no GUI number is listed, check the report for errors.

## Generating GUI/VAT Information for Multiple Accounts Receivable Records

From the GUI/VAT Daily Processing menu (G75T110), select GUI/VAT Creation From Multi-AR.

## Setting Processing Options for GUI/VAT Creation From Multi-AR (R75T004S)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

## GUI/VAT

Use these processing options to specify basic information that is required for GUI/VAT declarations.

**Declaration Company of GUI/VAT** Specify the company for which you are filing the GUI/VAT declaration.

**Declaration Site of GUI/VAT** Specify the site for which you are filing the GUI/VAT declaration. Valid values are stored in UDC 75T/DS.

**Authorized Code of GUI/VAT** Specify the Authorization Code for the GUI/VAT declaration. Valid values are stored in UDC 75T/AC.

**Year and Month of GUI/VAT Declaration** Specify the year and month of the GUI/VAT declaration. Enter the year in the following format: *YYMM*, where *YY* is the Taiwan calendar year (the international calendar year minus 1911), and *MM* is the two-digit number of the month. For example, September 2005 is 9409.

## Option

Use these processing options to provide information that affects how the program generates GUI/VAT information.

**GUI Transaction Date** Specify the date to use as the GUI transaction date. Values are:

Blank: Invoice date.

*1:* G/L date.

*2:* Service date.

**Merge Type** Specify whether the system merges multiple accounts receivable documents for the same customer number into one GUI. Values are:

Blank: Do not merge.

*1:* Merge the accounts receivable documents into one GUI.

**Page Break** Specify whether the system inserts a page break after a specified number of GUI detail lines. Enter a number between 1 and 99 so that the system inserts a page break after that number of lines. When the system creates a page break, it also advances the GUI number. If you do not want the system to create a page break and advance the GUI number, enter *0*.

**Process Mode** Specify whether the system processes the data in proof or final mode. Values are:

Blank: Proof mode.

*1:* Final mode.

**Print Computer GUI** Specify whether the system prints the GUI in addition to writing data to the appropriate tables. Values are:

Blank: Do not print the GUI.

*1:* Print the GUI.

**Working Table** Specify whether the system saves the data in the GUI/VAT Transaction Header - Work table (F75T004Z) and the GUI/VAT Transaction Detail - Work table

(F75T005Z) after processing. You might want to save the data in these tables for troubleshooting. Values are:

Blank: Do not save data in the work tables.

*1:* Save data in the work tables.

# Revising and Posting Invoices

This section provides an overview of the deletion of invoices and invoice pay items, the invoice post process, revisions to posted invoices, invoice voids, and speed status change, and discusses how to:

- Review or revise unposted invoices.
- Post invoices.
- Revise posted invoices.
- Void a posted invoice
- Void a posted invoice pay item
- Set processing options for Speed Status Change (P03B114).
- Update an individual invoice using speed status change.
- Update a group of invoices using speed status change.

### See Also

*PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook*, "Using the Batch Review Program"

*PeopleSoft EnterpriseOne Multicurrency Processing 8.11 PeopleBook*, "Entering and Processing Foreign Currency Invoices," Posting Foreign Currency Invoices

*PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook*, "Posting Financial Transactions," Understanding the Financial Post Process

## Understanding the Deletion of Invoices and Invoice Pay Items

You can delete an unpaid invoice before it is posted. When you delete an invoice, the system does not keep a record of the deletion; the record is removed from the system. The system removes deleted invoices from the following tables:

- F03B11
- F03B112
- F0911

If the batch does not contain any other invoices, the system also deletes the Batch Control Record, otherwise, it updates the record.

**Note.** You cannot delete invoices with these document types: R1, RU, RB, and R5. These types of invoices are generated from the receipt system and have a batch type of RB, not IB. The system creates these documents with a posted code of D, regardless of whether the receipt batch is posted.

See Chapter 10, "Processing Manual Receipts," Deleting and Voiding Receipt Information, page 354.

To delete an unposted invoice, locate the invoice that you want to delete on the Customer Ledger Inquiry form and click Delete, and then click OK to confirm the deletion.

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**Important!** You must delete invoice pay items from Standard Invoice Entry. If you delete an invoice pay item from Customer Ledger Inquiry, the system deletes all associated invoice pay items. Therefore, use Customer Ledger Inquiry to select the invoice pay item, and then click Select. On Standard Invoice Entry, select the invoice pay item and click Delete, and then click OK to confirm the deletion.

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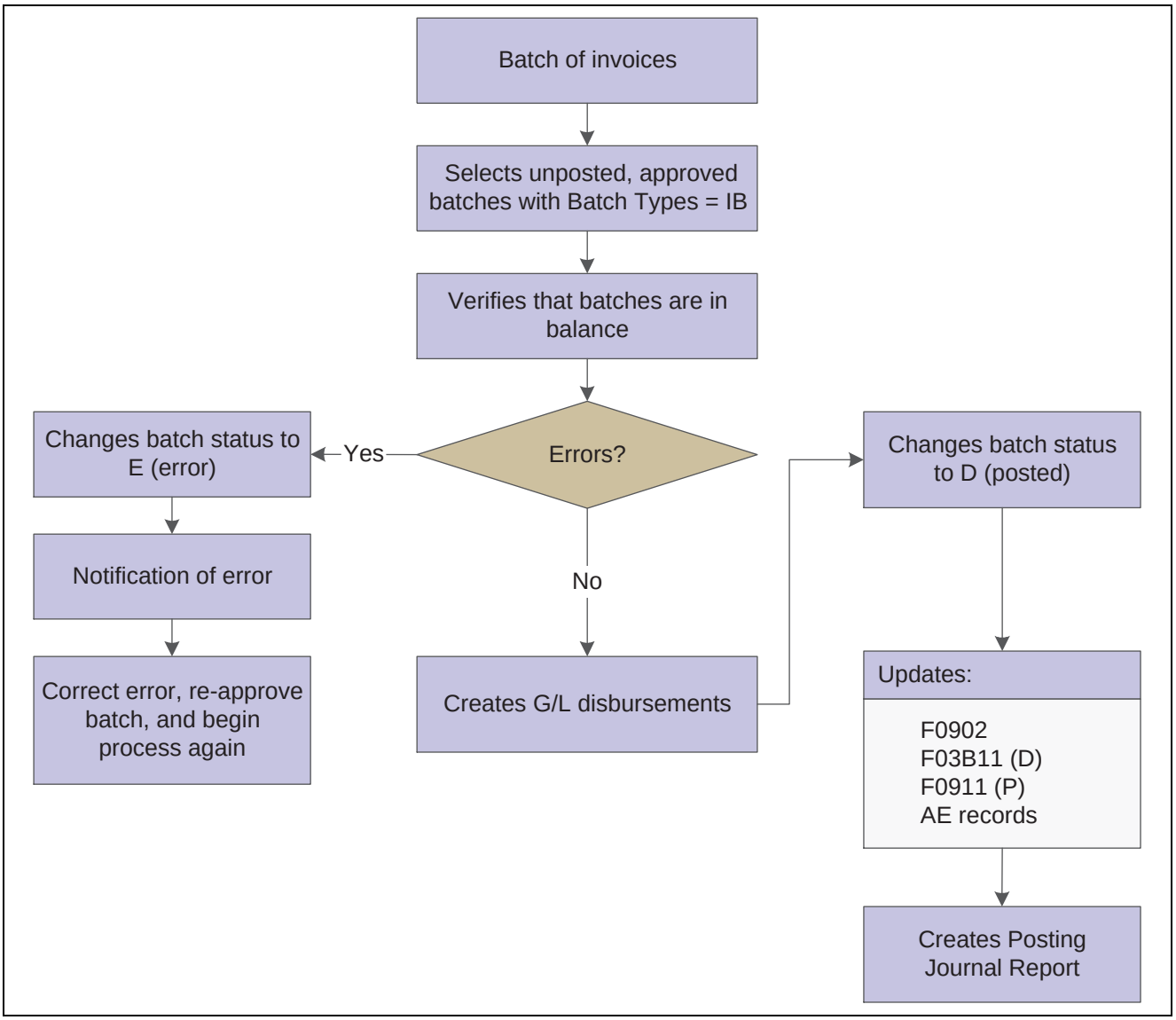
## Understanding the Invoice Post Process

When you post invoice batches, the system:

- Verifies that the batch has an approved status.
- Searches for invoices that do not have a posted code or that have a posted code of P.
- Verifies that a corresponding record exists in the F0911 table and that the amounts balance to the invoice amount.
- Creates automatic entries.
- Updates the F0902 table.
- Changes the posted code on invoices to D.
- Changes the posted code on corresponding records in the F0911 table to P.
- Changes the posted code on the batch control record to D.

If the system detects an error on one invoice transaction, the entire batch is in error and the system does not post any records. The system sends a workflow message and produces an error report.

This graphic illustrates the invoice post process:




Invoice post process

## Automatic Entries Created by the Invoice Post

When you post invoice batches, the system creates automatic entries to the tax, intercompany settlement, and A/R trade accounts. The offset amount to the A/R trade account is controlled by the AAI item RC. The program uses the company number and the G/L offset from each invoice to locate the AAI item RC. This item contains the offset account to which you are posting.

During the post process, the system retrieves this information for the automatic entry record based on the offset method that you specify in the A/R Constants:

- Automatic offset amounts.
  - If the offset method is B, the system accumulates invoice amounts and creates one automatic entry for the entire batch of invoices.
  - If the offset method is S, the system accumulates pay item amounts and creates one automatic entry for each invoice.
  - If the offset method is Y, the system creates one automatic entry for each invoice pay item.

- Document number.
  - If the offset method is B, the system assigns the batch number as the document number of the AE entry.
  - If the offset method is Y or S, the system assigns the document number of the invoice as the document number of the automatic entry.
- Account number description.
  - If the offset method is B, the system writes Accounts Receivable - Trade/Offset by Batch IB (invoice batch number).
  - If the offset method is Y or S, the system writes Accounts Receivable - Trade/Offset by Document RI (invoice document number).
- G/L Date - The system always uses the G/L date of the invoice, regardless of the offset method.

If the invoice includes taxes, the system generates an automatic offset with the same characteristics, except that the account description is from the AAI item RT (receivables tax). It records the tax amount in the Taxes table (F0018), based on a processing option.

---

**Note.** Although posting out-of-balance batches prevents the system from creating intercompany settlements, posting out-of-balance does create AE entries to the A/R trade account.

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## Automatic Offset Method Y (Detailed)

If you use offset method Y, the posting process creates one offset for each document, even if the invoice document contains both positive and negative pay items.

---

**Note.** PeopleSoft recommends that users in France use offset method Y because it maintains the correct separate debit and credit balances, even if positive documents (invoices) and negative documents (credit memos) are included in the same batch.

---

In this example, the batch includes an invoice with two items: one for 10,000, and one for 5,000. The batch also includes a credit memo with two items: one for 3,000, and one for 1,000. The posting process created two automatic entries: a debit of 15,000 to offset both items on the invoice, and a credit of 4,000 to offset both items on the credit memo.

| Description | Document | Debit | Credit |
|---|---|---|---|
| Invoice | RI 3042 - Item 001 | | 10,000– |
| Invoice | RI 3042 - Item 002 | | 5,000– |
| Offset | AE 3042 | 15,000 | |
| Credit Memo | RM 504 - Item 001 | 3,000 | |
| Credit Memo | RM 504 - Item 002 | 1,000 | |
| Offset | AE 504 | | 4,000– |
| Totals | | 19,000 | 19,000– |

## Automatic Offset Method S

If you use offset method S, the posting process creates one offset for each pay item, including discounts and tax. Method S creates multiple records in the General Ledger table, but maintains the correct debit and credit balances within the French legal system. This offset method creates a large number of automatic entries, which considerably increases the size of the General Ledger table.

In this example, the batch includes an invoice with two items: one for 10,000, and one for 5,000. The batch also includes a credit memo with two items: one for 3,000, and one for 1,000. The posting process created four automatic entries: debits of 10,000 and 5,000 to offset both items on the invoice, and credits of 3,000 and 1,000 to offset both items on the credit memo.

| Description | Document | Debit | Credit |
|---|---|---|---|
| Invoice | RI 3042 - Item 001 | | 10,000– |
| Invoice | RI 3042 - Item 002 | | 5,000– |
| Offset | AE 3042 | 10,000 | |
| Offset | AE 3042 | 5,000 | |
| Credit Memo | RM 504 - Item 001 | 3,000 | |
| Credit Memo | RM 504 - Item 002 | 1,000 | |
| Offset | AE 504 | | 3,000– |
| Offset | AE 504 | | 1,000– |
| Totals | | 19,000 | 19,000– |

## Automatic Offset Method B

When you use offset method B, the system creates a cumulative automatic entry that does not include separate debit and credit totals. PeopleSoft recommends that if offset method B is used to post transactions in France, procedures are established to control the entry of different types of transactions, such as invoices and debit notes, in the same batch for posting.

Although it is a common business practice, businesses in France are not legally required to provide a detailed journal to justify the offset to the bank account for each payment or receipt. If multiple payments and receipts are made on the same bank account, printing one cumulative entry for the bank account is acceptable.

If you use offset method B, you can use the Transaction Journal to justify the centralized automatic entries that the system creates when you run the General Journal Report.

In this example, the batch includes an invoice with two items: one for 10,000, and one for 5,000. The batch also includes a credit memo with two items: one for 3,000, and one for 1,000. The posting process created one automatic entry: a debit of 11,000 to offset all items. The system uses the batch number as the document number of the automatic offset.

| Description | Document | Debit | Credit |
|---|---|---|---|
| Invoice | RI 3042 - Item 001 | | 10,000– |

| Description | Document | Debit | Credit |
|---|---|---|---|
| Invoice | RI 3042 - Item 002 | | 5,000– |
| Credit Memo | RM 504 - Item 001 | 3,000 | |
| Credit Memo | RM 504 - Item 002 | 1,000 | |
| Offset | AE 4360 | 11,000 | |
| Totals | | 15,000 | 15,000– |

## Understanding Revisions to Posted Invoices

After you post an invoice, but before it is paid, you can revise it. For example, after entering, you might need to revise the gross amount or G/L account information. When you revise or void a posted invoice, the system:

- Removes the posted code on the invoice.
- Adds a record to the Invoice Revisions table (F03B112).
- Updates the A/R Post Status field (ISTR) to *1* on the invoice record.

  The system displays this field in the Revisions Made column on the Work with Customer Ledger Inquiry form. Regardless of the number of revisions you make to an invoice, the Revisions Made column always displays 1.

You can revise these fields on a posted, unpaid invoice:

- Gross Amount

  The system automatically recalculates the open amount.
- Remark
- Discount Available

  If you clear the Discount Available field, the system automatically recalculates the discount amount based on the payment term.
- Due Date
- Discount Due Date
- PS (Pay Status)

  You cannot change the pay status if the value is P (paid).

Any revision that you make to an invoice on the Standard Invoice Entry form changes the status of the batch from posted to unposted and requires you to repost it. To eliminate the necessity of reposting the batch, use Speed Status Change to revise information that does not affect the invoice gross amount or G/L account information. If you need to change information in any other field, you must void and re-enter the invoice.

## Understanding Invoice Voids

To remove a posted invoice or invoice pay item from the general ledger, you must void it and then post the batch again; you cannot delete a posted invoice.

When you void an invoice, you specify the G/L date to use to reverse the entries from the general ledger. You can void an invoice from either the Work with Customer Ledger Inquiry or Standard Invoice Entry form.

**Important!** If you void an invoice pay item using the Work with Customer Ledger Inquiry form, the system voids the entire invoice.

If you void an invoice pay item only, you must use the Standard Invoice Entry form, and you cannot specify a void G/L date; the system always uses the G/L date on the invoice.

When you void an invoice, the system:

- Updates the gross amount to zero.
- Removes the posted code from the invoice.
- Updates the payment status code to P (paid).
- Creates a record in the F03B112 table as an audit trail for the change in gross amount.
- Updates the A/R Post Status field (ISTR) in the Customer Ledger record (F03B11) to 1. The system displays the value of this field in the Revisions Made column in Customer Ledger Inquiry.

After you void an invoice, you must post the batch again.

To void a paid or partially paid invoice, you must first void the customer's payment.

**Note.** You cannot void invoices with these document types: R1, RU, RB, and R5. These types of invoices are generated from the receipt applications and have a batch type of RB, not IB. The system creates these documents with a posted code of D, regardless of whether the receipt batch is posted.

See Chapter 10, "Processing Manual Receipts," Deleting and Voiding Receipt Information, page 354.

## Understanding Speed Status Change

You use Speed Status Change when you want to revise invoice information that does not affect the general ledger, such as the due date, discount amount, remarks, and so on. You can revise invoices more quickly using Speed Status Change because you make the change on a single form, bypassing the general ledger information.

You also use Speed Status Change to determine whether an invoice is available for delinquency notification and fees. For example, you can prevent certain invoices from having delinquency fees generated for them, or invoices from appearing on a delinquency notice.

Speed Status Change enables you to update individual invoices, as well as make changes to a group of invoices globally. For example, you might want to extend the discount period for a preferred customer. The most efficient way to do this is to update the discount due date on all of the invoices for the customer globally.

When you update invoices using Speed Status Change, the system updates the F03B11 table only.

# Forms Used to Revise Invoices

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work With Batches | W0011A | Customer Invoice Entry (G03B11), Invoice Journal Review. | Review, approve, and post invoices batches.<br>When you view batch amounts, the gross amount of the invoice appears even if part of the invoice has been paid. The batch total includes credit memos. |
| Invoice Journal Review | W03B11AA | On the Work With Batches form, select a batch and then click Select. | Review invoice information. |
| G/L Distribution | W03B11C | On the Invoice Journal Review form, select G/L Distribution from the Row menu. | Review G/L distribution for an invoice. |
| Standard Invoice Entry | W03B11A | • On the Invoice Journal Review form, select an invoice and click Select.<br>• On the Work with Customer Ledger Inquiry form, locate the invoice that you want to revise and then click Select. | Revise a specific invoice. |
| G/L Distribution | W03B11C | On the Standard Invoice Entry form, select G/L Distribution from the Form menu. | Revise G/L distribution for an invoice. |
| Work with Customer Ledger Inquiry | W03B2002A | • Customer Invoice Entry (G03B11), Standard Invoice Entry<br>• Customer Invoice Entry (G03B11), Customer Ledger Inquiry | Locate and void customer invoices. |

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Speed Status Change - Detail | W03B114C | Manual Receipts Processing menu (G03B12), Speed Status Change.<br><br>On the Work With Speed Status Change form, select the invoices that you want to update and then click Select, or select Details from the Row menu. | Revise invoice information that does not affect the general ledger.<br><br>If you select more than one invoice on the Work With Speed Status Change form, the system cycles through the invoices and displays them one at a time for updating on Speed Status Change - Detail.<br><br>You cannot locate chargeback, deduction, draft, or unapplied receipt invoice records in Speed Status Change. The system displays only invoice records with a batch type of IB. |
| Global Change Values | W03B114B | Manual Receipts Processing menu (G03B12), Speed Status Change.<br><br>On the Work With Speed Status Change form, select the invoices that you want to update, and then select Global from the Row menu. | Make changes to a group of invoices globally. |

## Reviewing or Revising Unposted Invoices

Access the Invoice Journal Review form.

To review or revise unposted invoices:

1. On Invoice Journal Review, to verify that the amount of the journal entry is equal to the amount of the invoice, review the J.E. Bal (journal entry balanced) field.
2. To review general ledger information, select G/L Distribution from the Row menu.
3. Click Cancel to return to Invoice Journal Review.
4. To revise invoice information, select Invoice Entry from the Row menu.
5. On Standard Invoice Entry, change the information in any field that the system allows.
6. Select G/L Distribution from the Form menu.
7. On G/L Distribution, revise the information in any available field and click OK.

---

**Note.** If you revise an invoice that is posted, the system automatically changes the batch status from posted to the default entry status, either pending or approved, depending on the setting in the A/R constants.

If you revise an amount, you must post the batch again to update the F0911 and F0902 tables. The post processes only the changed transaction.

---

## Posting Invoices

From the Customer Invoice Entry menu (G03B11), select Post Invoices to G/L.

## Revising Posted Invoices

Access the Work with Customer Ledger Inquiry form.

To revise posted invoices:

1. On Work with Customer Ledger Inquiry, locate the invoice that you want to revise and then click Select.
2. On Standard Invoice Entry, revise the information in any available field, and then click OK.

   If you change the gross amount, you might need to revise the discount amount. The system does not recalculate the discount when you change the gross amount.

   If you change the gross amount, the system displays the G/L Distribution form automatically.
3. On the G/L Distribution form, complete the Account Number and Amount fields on a new grid line to create a balancing entry.

   Enter the amount as a credit.
4. To revise general ledger information only, on Standard Invoice Entry, select G/L Distribution from the Form menu, revise the desired fields, and then click OK.

## Voiding a Posted Invoice

Access the Work with Customer Ledger Inquiry form.

To void a posted invoice:

1. On Work with Customer Ledger Inquiry, locate the invoice that you want to void and then click Delete.

   **Important!** If you select an invoice with multiple pay items, the system voids all pay items.
2. On Confirm Delete, click OK.
3. On Enter Void Information, complete the Void G/L Date and Invoice Revision Code fields and then click OK
4. On Void Confirmation, click OK to confirm the void.
5. To verify the void, locate the voided invoice on Work With Customer Ledger Inquiry and click Select to access Standard Invoice Entry.
6. To review the amounts that the system reversed in the Customer Ledger, select Invoice Revisions from the Row menu on Standard Invoice Entry.
7. To review the reversing entries that the system creates in the F0911 table when you void an invoice, select G/L Distribution from the Form menu on Standard Invoice Entry.

| | |
|---|---|
| **Void G/L Date** | Enter the date to which the system posts voided transactions.<br><br>Do not enter a G/L date for a previous or future period. |
| **Invoice Revision Code** | Enter the code that identifies the reason that an invoice pay item was voided. |

# Voiding a Posted Invoice Pay Item

Access the Standard Invoice Entry form.

To void a posted invoice pay item:

1. On the Standard Invoice Entry form, select the invoice pay item that you want to void, and click Delete.
2. On the Confirm Delete form, click OK.
3. On the Enter Void Information form, complete the Invoice Revision Code field and click OK.
4. On the Void Confirmation form, click OK to confirm the void.
5. On the G/L Distribution form, complete the Account Number and Amount fields on a new detail line to create a balancing entry.

   Enter the amount as a credit.

# Setting Processing Options for Speed Status Change (P03B114)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

## Display

These processing options specify whether to enable the Statement Number field for input and display the Override Payment Term and Business Unit fields.

**1. Statement Number** Specify whether to enable the Statement Number field. Values are:

Blank: Disable statement number.

*1:* Enable the statement number.

**2. Payment Terms Code** Specify whether to hide or show the Override Payment Term field. Values are:

Blank: Hide the Override Payment Term field.

*1:* Show the Override Payment Term field.

If you show the field, you can update individual invoices only; you cannot update invoices globally. The system does not recalculate discount amounts or due dates based on changes that you make to the payment terms code.

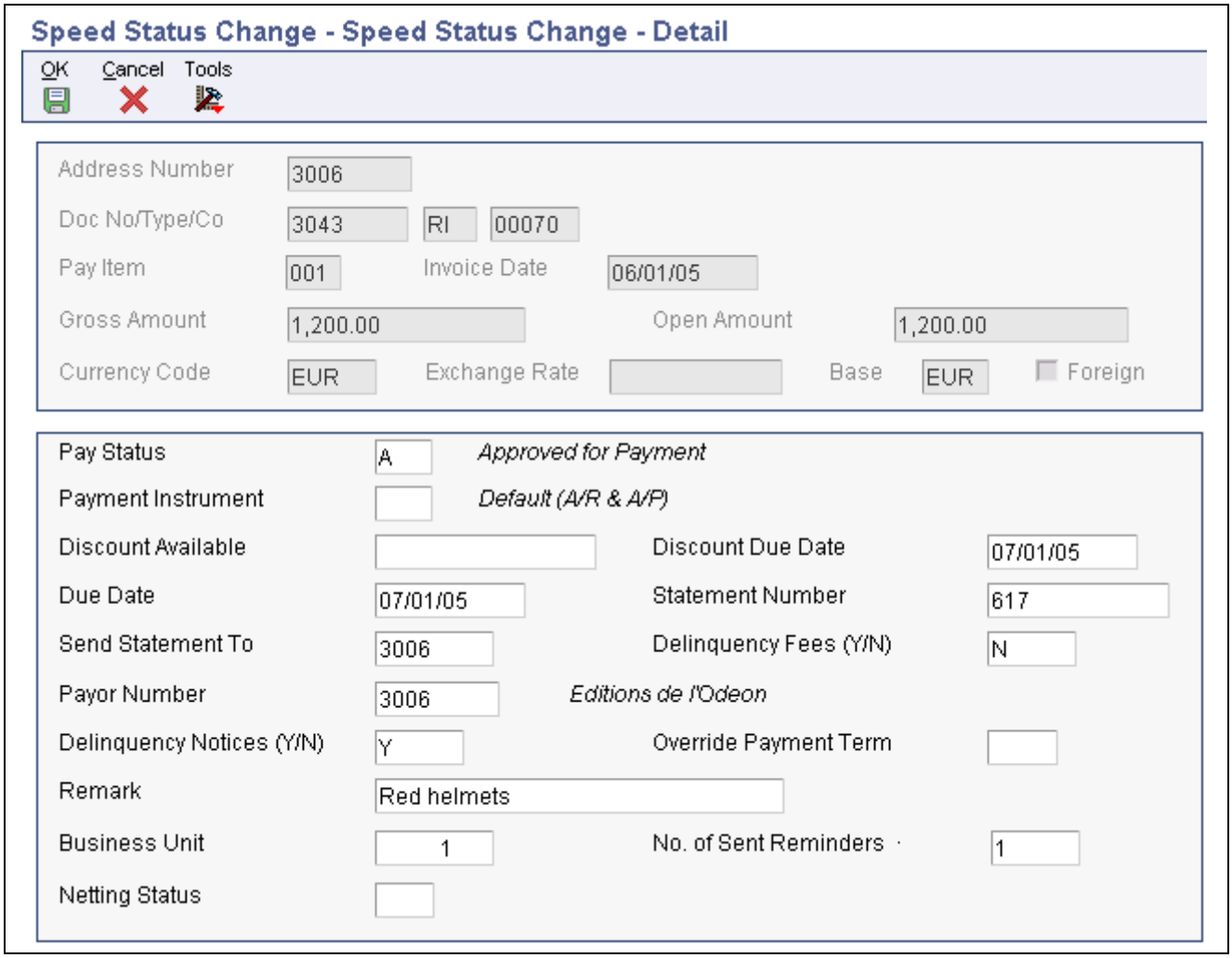
**3. Business Unit** Specify whether to hide or show the Business Unit field. Values are:

Blank: Hide the Business Unit field.

*1:* Show the Business Unit field.

# Updating an Individual Invoice Using Speed Status Change

Access the Speed Status Change - Detail form.

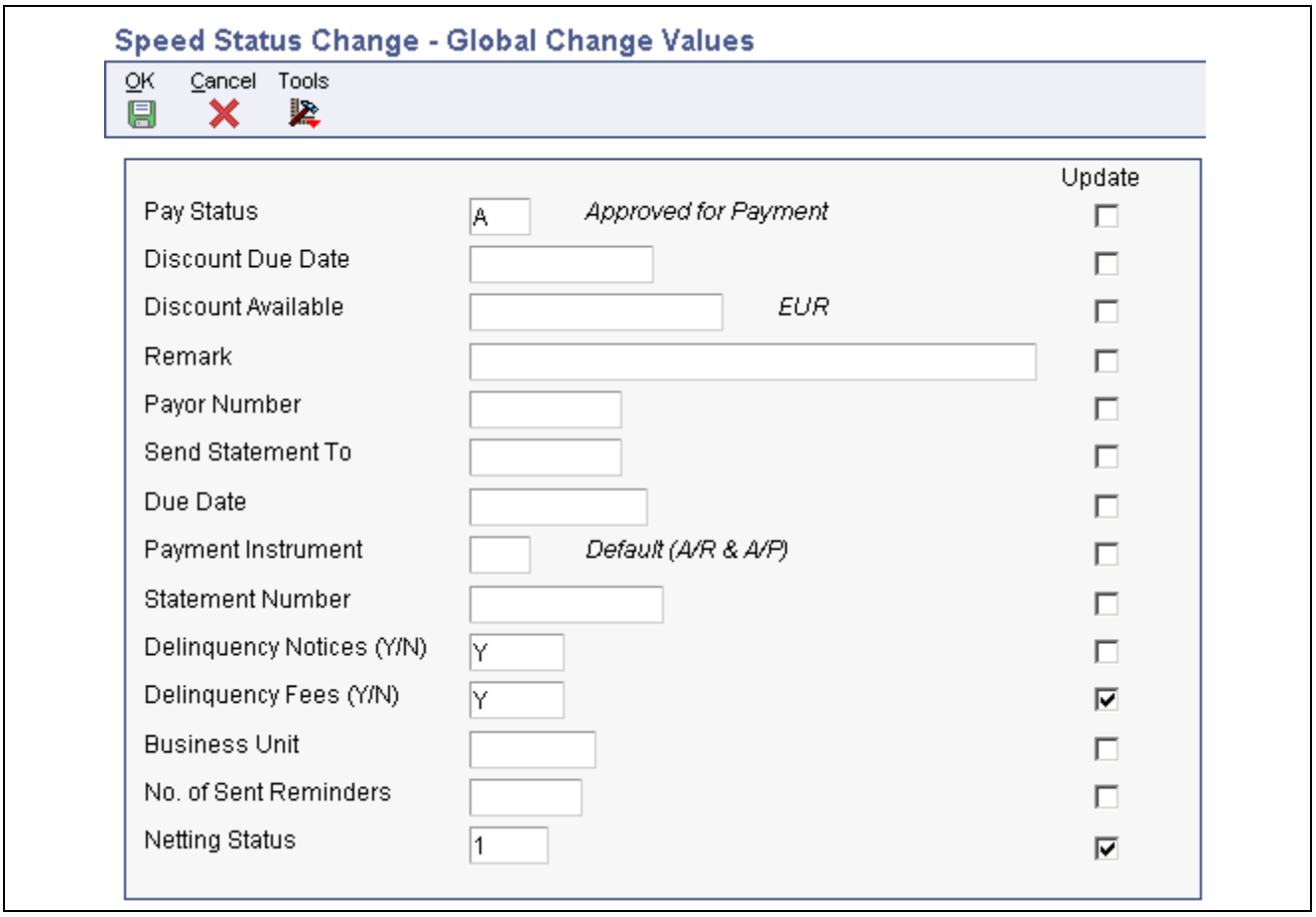



Speed Status Change - Detail form

**Note.** You can also update an invoice using Speed Status Change by choosing the Row menu from Work with Customer Ledger Inquiry.

# Updating a Group of Invoices Using Speed Status Change

Access the Global Change Values form.




Global Change Values form

**Note.** If you change the value of the business unit, the system does not update the corresponding AID field of the invoice record (F03B11) based on the new value. For companies that use the business unit field for reporting purposes, this allows you to change the value of the field without altering the accounting

# (TWN) Recovering from System Failures for Taiwan

This section provides an overview of temporary records.

## Understanding Temporary Records

The GUI/VAT Creation From Multi-AR program (R75T004S) and the GUI/VAT Creation From Multi-SO program (R75T004O) temporarily copy data from the Customer Ledger table (F03B11) and the Sales Order Detail File table (F4211) to the GUI/VAT Transaction Header - Work table (F75T004Z) and the GUI/VAT Transaction Detail - Work table (F75T005Z). When the GUI/VAT Creation From Multi-AR and GUI/VAT Creation From Multi-SO programs are finished processing, the system deletes the temporary records from tables F75T004Z and F75T005Z.

In addition, the system locks the GUI/VAT sales register number segment while a user is assigning GUI numbers from that segment. The system normally releases the lock when the GUI number assignment is finished.

However, if a system failure occurs during the assignment of GUI numbers or causes the GUI/VAT Creation From Multi-AR program or the GUI/VAT Creation From Multi-SO program to terminate incorrectly, you might need to release the GUI/VAT segment lock, manually delete the temporary records from tables F75T004Z and F75T005Z, or both.

## Forms Used to Recover from System Failures

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work With GUI/VAT Number Segment Lock | W75T002H | GUI/VAT Advanced & Technical Operations (G75T131), GUI/VAT Segment Lock Review | To release a GUI/VAT segment lock, select the segment that you want to release and click Delete. |
| Work With GUI/VAT Working Table Header | W75T004ZA | GUI/VAT Advanced & Technical Operations (G75T131), GUI/VAT Working Table Review | To delete a temporary GUI/VAT records, select a record on this form and click Delete. |
| Work With GUI/VAT Working Table Detail | W75T004ZB | On the Work With GUI/VAT Working Table Header form, select the record in the detail area and then click Select. | Review detail information about a temporary GUI/VAT record. |

# CHAPTER 9

# Processing Batch Invoices

This chapter provides an overview of invoice batch processing and the mapping of batch invoice transactions and discusses how to:

- Revise batch invoices.
- Process batch invoices.
- Post batch invoices.
- Purge processed batch invoices.

## Understanding Invoice Batch Processing

When you create invoices using an external system, you can transfer them to the Accounts Receivable system using the Batch Invoice Processor program (R03B11Z1A). Before you perform batch invoice processing, you need to write a custom program to copy the data from your external system to these tables:

- Batch Invoices (F03B11Z1).
- Journal Entry Transactions - Batch File (F0911Z1).

For Argentina, you must also copy data to the Taxes - Tax Amounts by Invoice Suffix Batch Entry A - 03B table (F76A19Z1).

For Chile and Peru, you must also copy data to these tables:

- F76H3B10 EDI Tag File - CHI - 03B table (F76H3B1Z).
- F76H3B15 EDI Tag File - CHI - 03B table (F76H3B5Z).

After you convert batch invoices from your external system, you run the Batch Invoice Processor program to create invoices in the Accounts Receivable system. When you run the Batch Invoice Processor program, the system:

- Applies validation rules to existing data.
- Provides default data where necessary.
- Creates invoice information in the Customer Ledger table (F03B11).
- Creates associated G/L distribution information in the Account Ledger table (F0911).

Based on how you set the processing options, the system can automatically post the invoice batches that the system creates and purge the successfully-processed records from the batch tables (F03B11Z1 and F0911Z1).

**Note.** The invoice batch processor is designed to process only open invoices. You cannot process paid or partially paid invoices, deductions, receipts, or chargebacks. If you use this program to process information other than open invoices, the program is considered a custom program and is not supported by PeopleSoft. Contact your field representative for assistance with custom programming.

# Understanding the Mapping of Batch Invoice Transactions

To successfully convert batch invoice entries from external sources such as PC data entry, third-party or customer systems, or electronic data interchanges (EDI), you must create a custom program that provides proper data to fields in the F03B11Z1 and F0911Z1 tables, as well as any country-specific tables.

Certain fields are required for the basic invoice upload process. Additional fields are available to include more invoice detail in the upload such as discount, tax, multiple currency, and payment information. Other fields are ignored or reserved for users.

See Appendix A, "Mapping Fields for Batch Invoice Processing," page 751.

# Revising Batch Invoices

This section provides an overview of revisions to batch invoices and discusses how to:

- Set processing options for Batch Invoice Revisions (P03B11Z1).
- Add a batch invoice.

## Understanding Revisions to Batch Invoices

After you transfer invoices from an external source to the Accounts Receivable system, you might need to review and revise them before you process them. You can revise a batch invoice manually; however, depending on the information that you need to revise, you might need to delete it and then add it again. You can revise batch invoices before you process them or when you process them unsuccessfully.

To correct a batch invoice, it must include this information:

- Batch number
- Transaction number
- Customer number
- Company

You cannot use the Work With Batch Invoices form to revise or delete batch invoices that the system has successfully processed in final mode; you must use the Standard Invoice Entry form.

When you add, revise, or delete a batch invoice, the system updates records in the F03B11Z1 and F0911Z1 tables.

### Adding Batch Invoices

You cannot add invoices to an existing batch. You can, however, create invoices in a new batch. Typically, you should not need to add batch invoices. An exception is when you experience difficulties processing transactions from an interfaced system. To detect and correct any discrepancies, compare a batch invoice that you add manually with an invoice that the interface system creates.

### Deleting Batch Invoices

If you cannot revise a field because it is not available for revision, you must delete the batch invoice and either correct the information at the source and convert it again for processing or add a new batch invoice with the correct information.

To delete processed transactions from the batch tables, you must purge them. You can set a processing option to purge processed batch transactions that were transmitted successfully through the invoice batch processor or run a separate purge program.

### See Also

Chapter 8, “Processing Invoices,” Working with Invoices, page 202

Chapter 9, “Processing Batch Invoices,” Purging Processed Batch Invoices, page 285

## Prerequisite

Review the steps for entering a standard invoice.

See Chapter 8, “Processing Invoices,” Entering Standard Invoices, page 215.

# Forms Used to Revise Batch Invoices

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work With Batch Invoices | W03B11Z1C | Batch Invoice Processing (G03B311), Batch Invoice Revisions | Review and delete batch invoices. |
| Invoice Entry - Batch Invoices | W03B11Z1D | On the Work With Batch Invoices form, click Add or select a batch invoice and then click Select. | Review and revise batch invoices, and create invoices in a new batch.<br>If you change the gross amount or any field that affects the gross amount, the system displays the Enter G/L Distribution - Batch Invoices form automatically so that you can revise the G/L distribution amount. |
| Invoice Details - Batch Invoices | W03B11Z1A | On the Invoice Entry - Batch Invoices form, select a pay item from the detail area of the form, and then select Details from the Row menu. | Review pay items for batch invoices. |
| Enter G/L Distribution - Batch Invoices | W03B11Z1B | On the Invoice Entry - Batch Invoices form, select G/L Dist (G/L distribution) from the Form menu. | Review and revise the G/L distribution for a batch invoice. |

# Setting Processing Options for Batch Invoice Revisions (P03B11Z1)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

## Defaults

These processing options specify default values that the system uses when you add an invoice.

**1. Service/Tax Date** Specify the date to use in the Service/Tax Date field (DSVJ). Values are:

Blank: Use the G/L date.

*1:* Use the invoice date.

**2. Pay Status** Specify the value to assign to the Pay Status field (PST). The value that you assign must exist in UDC 00/PS (Payment Status Codes). If you leave

this processing option blank, the system assigns the default value from the data dictionary.

**3. Payor** Specify the value to assign to the Payor field (PYR). Values are:

Blank: Use the customer's address book number.

*1:* Use the value of the Alternate Payor field (ARPY) from the customer's record in the Customer Master by Line of Business table (F03012).

## Edits

These processing options specify whether the system issues a warning or error message depending on the invoice date entered.

**1. Invoice Date Greater than Today's Date** Specify whether the system issues a warning message or error message if the invoice date that you enter is greater than today's date. Values are:

Blank: The system does not issue a warning message or error message.

*1:* The system issues a warning message.

*2:* The system issues an error message.

**2. Invoice Date Greater than G/L Date** Specify whether the system issues a warning message or error message if the invoice date that you enter is greater than the G/L date. Values are:

Blank: The system does not issue a warning message or error message.

*1:* The system issues a warning message.

*2:* The system issues an error message.

## Currency

This processing option specifies whether the system allows VAT (value added taxes) on foreign invoices.

**1. VAT Processing** Specify whether to allow the entry of VAT on foreign invoices. Values are:

Blank: Do not allow VAT on foreign invoices.

*1:* Allow VAT on foreign invoices.

## Process

This processing option specifies whether the system issues a warning or error message if the invoice amount does not balance with the journal entry amount.

**1. Out-of-Balance** Specify whether to issue an error message if the invoice and journal entry amounts do not balance. The system accounts for entries that might be different due to taxes. Values are:

Blank: Issue an error message if the invoice amount does not balance to the journal entry amount.

*1:* Do not issue an error message if the invoice amount does not balance to the journal entry amount.

### Display

This processing option specifies whether the system summarizes multiple invoice pay items on the Work With Batch Invoices form.

**1. Summarize** Specify whether to display invoices with multiple pay items as summarized (one invoice) on the Work With Batch Invoices form. Values are:

Blank: Do not summarize: the system displays each invoice pay item.

*1:* Summarize: the system displays one invoice regardless of the number of pay items.

## Adding a Batch Invoice

Access the Work With Batch Invoices form.

To add a batch invoice:

1. Click Add to access the Invoice Entry - Batch Invoices form.
2. On Invoice Entry - Batch Invoices, complete the User ID and Transaction Number fields to identify the invoice.
3. Follow the steps to enter a standard invoice.

These fields appear on the Work With Batch Invoices form:

**Processed** Displays whether a record has been successfully processed. Depending on the application, the system updates the EDSP field in a table with one of these values:

*1* (or *Y*): The record has been successfully processed.

Blank or *N:* The record has not been processed.

**Summarize** Select this option to display invoices in summary mode. When you select this option, invoices with multiple pay items display as a summarized record, with an * in the pay item field. When this option is not selected, invoice pay items display as separate records.

**Batch Number** Enter the number of the batch for which you want to review batch invoices. During batch processing, the system assigns a new batch number to the PeopleSoft transactions for each control (user) batch number it finds.

# Processing Batch Invoices

This section provides an overview of the batch invoice processor, invoice batches for Argentina, errors in processor, and processing time, and discusses how to:

- Run the batch invoice processor.
- Set processing options for Batch Invoice Processor (R03B11Z1A).
- Set processing options for PO - Invoice Batch Processor - ARG - 03B (R76A03BZ).

# Understanding the Batch Invoice Processor

After you convert the external invoices and transfer them to the batch processing tables (F03B11Z1 and F0911Z1), run the Batch Invoice Processor program (R03B11Z1A). Running this program processes the information from the batch tables and creates records in the F03B11 and F0911 tables.

You can run the Batch Invoice Processor program in either proof or final mode.

In proof mode, the system:

- Verifies the data
- Produces a report

In final mode, the system:

- Creates invoices in the F03B11 table and associated journal entries in the F0911 table.
- Assigns document and batch numbers.
- Supplies default information for the optional fields that you leave blank. For example:
  - The document number originates from the Next Numbers Revisions program (P0002).
  - The fiscal year and period are derived from the G/L date and the date pattern that is established for the company in Company Names & Numbers.
  - The F0911 explanation comes from the customer's alpha name from the customer number.
  - The F0911 company number is assigned based on the business unit from the first line of distribution.
- Edits invoice entries for errors.
- Produces an exceptions report if errors exist.

The system uses next numbers to automatically assign document and batch numbers to the invoices generated during final processing, as long as these fields are left blank in the batch tables. It is recommended that you allow invoice and batch numbers to be assigned from next numbers. For audit purposes, however, it is recommended that you use the Transaction Number field for the document number (or invoice reference) from the source system.

After the batch has been successfully processed, the system updates the Processed field (VJEDSP). These records remain in the F03B11Z1 and F0911Z1 tables until they are purged. Alternatively, you can set up a processing option to purge these tables automatically.

## Data Selection

The Batch Invoice Processor program uses this data selection and data sequencing for the records in the two tables that comprise the transaction set (F03B11Z1 and F0911Z1):

- EDI - User ID
- EDI - Batch Number
- EDI - Transaction Number
- EDI - Transmission Date

The program is also hard-coded to always use the data selection EDSP (EDI Successfully Processed) not equal to 1 (where 1 indicates that the records are successfully processed).

No other data selection is permissible, and the addition of data selection in the batch processing programs might produce unpredictable results.

### Reports

If the processing option for Audit Information is turned on, the batch programs produce a report of the errors detected during processing. The report includes the EDI line number and indicates the table in which the error occurred. Regardless of whether you print the audit report, the system writes messages to the work center that provide you with more specific information about the nature of the error.

### Troubleshooting Tips

Because the programs perform data selection and sequencing of the transactions before the first record is read for processing, these situations could occur that will result in errors:

- An F0911Z1 record exists with a document number for which there is no corresponding F03B11Z1 record. In this situation, the system stops processing F0911Z1 records and all records in the tables from this point forward are out of balance.
- An F03B11Z1 record exists with a document number for which there is no corresponding F0911Z1 record. In this situation, the system writes an error message, but continues to process subsequent records.

## Understanding Invoice Batches for Argentina (ARG)

In addition to transferring information from the F03B11Z1 and F0911Z1 tables to the F03B11 and F0911 tables, the Invoice Batch Processor program transfers information from the Taxes - Tax Amounts by Invoice Suffix Batch Entry A - 03B table (F76A19Z1) to the Taxes - Tax Amounts by Invoice Suffix ARG - 03B table (F76A19).

The F76A19Z1 table can be populated manually, in which case the batch process does not verify that the data (such as tax minimums, tax code validation, and so on) matches the data entered in the F03B11Z1 table. However, the batch process does verify that a tax area exists.

If you do not populate the F76A19Z1 table manually, the Batch Invoice Processor program obtains information from the country-specific customer information and then processes the information from the F03B311Z1, F0911Z1, and F76A19Z1 tables. The program then uploads that data to the F03B11, F0911, and F76A19 tables; and then creates a record for each invoice in the Invoice Total - ARG - 03B table (F76A09).

To process invoices batches for Argentina, you must set the processing options on the PO - Invoice Batch Processor - ARG - 03B program (R76A03BZ).

## Understanding Errors in Processing

This table lists possible error messages:

| Error Message | Description |
|---|---|
| Process a few records in the first batch | Only errors prevent records in a batch from successfully processing. Warning messages alert you to nonstandard events, but do not prevent processing. You can disable warning messages by means of a processing option.<br><br>Header-level errors that occur on one record often occur on all records. Correct the errors on the smaller number of records, and then follow the same sequence of steps when you process a larger number of records in a batch. |

| Error Message | Description |
|---|---|
| Read and understand the error messages | An alternative to reviewing the exception report is to access the Employee Work Center system to view specific errors regarding the batches. You can access the batches that are in error directly from the error messages. This allows you to locate the problems and correct them interactively.<br><br>Error messages can be accessed and read from the Work Center in one of three ways:<br><br>• From the Workflow Management menu (G02), select Employee Work Center.<br><br>• Right-click the batch processor program and select Prompt For, and then Version. On Work With Batch Versions - Available Versions, select Work Center from the Tools menu on the Exit Bar. (You must set the preferences to view the Exit Bar.)<br><br>• From the System Administration Tools menu (GH9011), select Work With Servers. On Work With Servers, select Work Center from the Tools menu on the Exit Bar. (You must set the preferences to view the Exit Bar.)<br><br>All error messages are also located in the Data Dictionary, where you can inquire on the error number and review the glossary. |
| Process an invoice that was created using the Batch Invoice Revisions program (P03B11Z1) | If errors occur that you cannot resolve, enter a transaction manually through the batch revisions program and process it successfully. Then compare the F03B11Z1 and F0911Z1 records that you entered manually with the transaction that you converted. Comparing the differences can help you locate discrepancies and resolve errors. |

## Understanding Processing Time

After you resolve conversion errors, you can use the suggestions in this table to improve processing time:

| Suggestion | Description |
|---|---|
| Create larger batches | Organize the data into larger batches. Processing time can be improved if the program is not required to open and close batches.<br><br>**Important!** Gains in performance as a result of creating larger batches might be offset by an increase in the amount of time required to post the batch.<br><br>Also, although an error on one record might not prevent the batch processor from successfully processing the rest of the batch, an error while posting the batch will prevent all records in the batch from posting. |

| Suggestion | Description |
| --- | --- |
| Create multiple versions of the batch processor program | Create multiple versions of the batch processor program (R03B11Z1A) and run them simultaneously.<br><br>To do this, modify the data in the batch transaction tables so that you have several large batches. Then create additional versions of the program and modify the data selection to process one batch. Finally, run all versions of the program simultaneously.<br><br>**Note.** Gains in performance by creating multiple versions of the batch processor program are extremely dependent on the type of data that you process. In some instances, due to technical issues such as record locks, running multiple versions simultaneously could actually increase processing time. To definitively know which solution is best for your data, you should perform tests. |
| Enter as much information as available | Reduce the amount of time that the system requires to retrieve default information by entering the information directly into the F03B11Z1 and F0911Z1 tables.<br><br>For example, enter the customer's alpha name into the Explanation field (VNEXA) in the F0911Z1 table. Examples of other information that the system retrieves for processing are payment terms, exchange rates, company numbers, and so on. Then, when the batch processor program runs, the system validates only the information that is provided, rather than having to retrieve and validate the information. |
| Deactivate the Cost Management Constants (System 16) | If you are not using the Advanced Cost Accounting System (system 16), verify that the Activate Cost Objects (CO01) and Activate Activity Based Costing (CO03) fields are not selected in the Cost Management Constants program (P1609). You access the Cost Management Constants program from menu G1641. |
| Run the batch program on the server where the data and related programs reside | Run the batch processor program (R03B11Z1A) on the server where the batch tables (F03B11Z1 and F0911Z1) and other related tables, such as Customer Master by Line of Business (F03012), Currency Exchange Rates (F0015), Tax Areas (F4008), and so forth, reside.<br><br>Also, ensure that the applicable master business functions (P03B0011 and P0900049), as well as any other related programs, are located on the same server. |

# Prerequisites

Before you complete the tasks in this section:

- Verify that address book records exist for the customers whose invoices will be converted.
- Convert invoice transactions from their external system and transfer them to the Accounts Receivable system in the appropriate format.

# Running the Batch Invoice Processor

From the Batch Invoice Processing menu (G03B311), select Batch Invoice Processor.

# Processing Options for Batch Invoice Processor (R03B11Z1A)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

## Select

These processing options specify the criteria for selecting batch records to process.

**1. EDI - User ID** Specify the EDI user ID (data item EDUS) that the system uses to select batch invoice records for processing. If you leave this processing option blank, the system does not use this field as selection criteria.

**2. EDI - Batch Number** Specify the EDI batch number (data item EDBT) that the system uses to select batch invoice records for processing. If you leave this processing option blank, the system does not use this field as selection criteria.

**3. EDI - Transaction Number** Specify the EDI transaction number (data item EDTN) that the system uses to select batch invoice records for processing. If you leave this processing option blank, the system does not use this field as selection criteria.

**4. EDI - Transmission Date** Specify the EDI transmission date (data item EDDT) that the system uses to select batch invoice records for processing. If you leave this processing option blank, the system does not use this field as selection criteria.

## Process

These processing options specify how the system processes transactions.

**1. Processing Mode** Specify whether the system runs the program in proof or final mode. In proof mode, the system generates a report, but does not update any tables. In final mode, the system generates a report and updates the F03B11 and F0911 tables based on the information that you provide. Values are:

Blank: Proof mode

*1:* Final mode

**2. Out-Of-Balance** Specify whether the system updates the F03B11 and F0911 tables when the sum of the amounts to be distributed for the invoice do not equal the sum of the amounts to be distributed for the corresponding journal entry. The system considers tax amounts when determining the amounts to distribute for both the invoice and journal entry. Values are:

Blank: Do not process invoices that are out of balance.

*1:* Process invoices that are out of balance. You should select this option only when you convert invoice records separately from their corresponding journal entries, such as when you upload legacy information from another system.

***Warning!*** Processing invoices that are out-of-balance might cause unpredictable results in other applications.

**3. Automatic Purge** Specify whether you want the system to purge successfully processed invoice records from the F03B11Z1 and F0911Z1 tables. Values are:

Blank: Do not purge invoice records.

*1:* Purge invoice records.

## Versions

These processing options specify the versions of corresponding programs that the system uses to create and post invoices.

**1. Invoice Entry MBF Processing Options (P03B0011)** Specify the version of the Invoice Entry MBF Processing Options program (P03B0011) that the system uses to process the customer ledger record of the invoice transaction. If you leave this field blank, the system uses version ZJDE0001.

**2. Journal Entry MBF Processing Options (P0900049)** Specify the version of the Journal Entry MBF Processing Options program (P0900049) that the system uses to process the account ledger record of the invoice transaction. If you leave this field blank, the system uses version ZJDE0001.

**3. General Ledger Post Report (R09801)** Specify whether the system automatically posts invoice transactions that were successfully processed to the Account Balances table (F0902). You must specify the version of the post program that the system uses. If you leave this option blank, the system does not post transactions.

## Messaging

These processing options specify whether to send warning messages to the Work Center program (P012501) and to whom.

**1. Suppress Warning Messages** Specify whether the system sends warning messages that occur during processing to the work center. Values are:

Blank: Send warning messages to the employee work center.

*1:* Do not send warning messages to the employee work center.

**Note.** The system does not include warning messages on the report. In addition, warning messages do not prohibit invoices from processing successfully.

**2. Work Center User ID** Specify the user that receives workflow warning messages. If you leave this option blank, the system sends warning messages to the user who entered the transaction.

## Defaults

These processing options specify default information for processing batch invoices.

**1. Alternate Payee**

Specify whether the system updates the Alternate Payee field (AN8J) in the F03B11Z1 table with the value from the corresponding field (AN8J) in the F03012 table or the value from the 5th Address Book field (AN86) in the Address Book Master table (F0101).

The system updates this field only if no value is specified on the batch invoice record. If no value is specified and you leave this processing option blank, the system uses the value from the F03012 table.

**2. Tax Area and Explanation Code**

Specify whether the system updates the tax explanation code and tax rate/area information on successfully processed invoice records with the values specified in the F03012 table and the Business Unit Master table (F0006). If the Tax Rate/Area field is completed in both tables, the system uses the value from the F03012 table. Values are:

Blank: Update the tax values.

*1:* Do not update the tax values.

**3. Batch Type**

Specify the batch type to assign to invoices that are successfully processed. If you leave this processing option blank, the system assigns batch type IB. Valid batch types are:

*IB:* Use this batch type for invoices that are mapped according to the specifications used by the Accounts Receivable, Sales Order Management, Contract Billing, and Service Billing systems.

*2B:* Use this batch type for invoices that are mapped according to the specifications used by the Real Estate Management system.

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**Note.** The value that you enter must exist in UDC 98/IT.

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**4. G/L Ledger Type**

Specify the ledger type that the system assigns to the records in the F0911 table that are successfully processed. If you leave this option blank, the system assigns ledger type *AA*.

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**Note.** If you complete the foreign amount fields in the F03B11Z1 table, the system assigns *CA* as the ledger type to the corresponding account ledger records regardless of the ledger type that you specify in this processing option.

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**5. Batch Status**

Specify the status that the system assigns to successfully processed invoice batches. Values are:

Blank: Assign the value according to the Manager Approval of Input option specified on the Accounts Receivable Constants form.

*1:* Assign a status of approved (A) to successfully processed invoice batches.

## Print

This processing option specifies whether to print audit information on the report that the system generates when you process batch invoices.

**Blank = Do not print audit information** Specify whether audit information that the system generates when you process transactions in proof and final mode appears on the report . Audit information consists of user ID, EDI batch number, EDI transaction number, gross amount (from the F03B11 table), amount (from the F0911 table), and currency code. Audit information is useful for determining which transactions in the batch are in error. Values are:

Blank: Do not include audit information.

*1:* Include audit information.

# Processing Options for PO - Invoice Batch Processor - ARG - 03B (R76A03BZ)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

## General

These processing options specify how the system processes batch invoices.

**Issue Place** Specify the place where the invoice or the shipment note is printed.

**Version** This processing option is obsolete.

**Legal Number Duplicated** Specify whether the system allows duplicate legal numbers. Values are:

Blank: Do not allow duplicate legal numbers.

*1:* Allow duplicate legal numbers.

## RG 100

This processing option specifies whether invoices correspond to RG 100 (General Resolution).

**RG 100 Invoices** Specify whether the invoices that are created correspond to RG 100. Values are:

Blank: Invoices do not correspond to RG 100.

*1:* Invoices correspond to RG 100.

## Minimum Control

This processing option specifies whether a minimum control for taxes is activated.

**Control Minimum** Specify whether to control a minimum amount if taxes are informed in the F76A19Z1 table. Values are:

Blank: Control minimum amounts.

*1:* Do not control minimum amounts.

# Posting Batch Invoices

After you process batch invoices, you must post them to the general ledger.

You can post invoices to the general ledger manually from the Customer Invoice Entry menu (G03B11). Alternatively, you can complete processing options in the Batch Invoice Processor program (R03B11Z1A) to post processed batch invoices automatically at the time of processing, as follows:

- Enter *1* in the Batch Status processing option on the Defaults tab to automatically set the status of the processed batch to Approved.
- Enter a version of the General Ledger Post Report program (R09801) in the corresponding processing option on the Versions tab.

**Note.** If you specify a version of the General Ledger Post Report program in the processing options, the system posts all batches that meet the selection criteria of the post program. For example, if the version of the post program contains data selection to select batches with the batch type equal to *IB* and the batch status equal to *A*, the system posts all invoices that meet this selection criteria; not just those batches that are created by the batch invoice process.

### See Also

Chapter 8, "Processing Invoices," Understanding the Invoice Post Process, page 258

# Purging Processed Batch Invoices

This section provides an overview of the standard purge process and the purge process for Brazil, and discusses how to:

- Run the Processed Batch Invoice Purge program.
- (BRA) Run the Purge A/R Additional Information - Brazil program.
- (BRA) Set processing options for Purge A/R Additional Information - Brazil (R7603B11).

## Understanding the Standard Purge Process

After you review, process, and post the batch invoices, you must purge them. The system stores processed invoices in the batch tables until you purge them. You can purge batch invoices in either of these ways:

- Set a processing option to automatically purge them when you process the batch invoices in final mode.
- Purge them as a separate task.

When you purge batch invoices, the system removes all processed invoices from these tables, regardless of the batch they are in:

- F03B11Z1
- F0911Z1

Purging removes batch invoices only and does not affect invoices in the F03B11 table.

## Running the Processed Batch Invoice Purge Program

From the Batch Invoice Processing menu (G03B311), select Processed Batch Invoice Purge.

# CHAPTER 10

# Processing Manual Receipts

This chapter provides an overview of receipts entry methods, the steps for processing manual receipts, dates and document types, type input codes for standard receipts entry or draft entry, negative receipts, and encashments, and discusses how to:

- Enter standard receipts.
- Locate open invoices.
- Apply receipts or drafts to invoices using input type codes.
- Work with G/L receipts.
- Enter stand-alone records.
- Enter speed receipts.
- Revise receipts.
- Approve and post receipts.
- Delete and void receipt information.
- Designate receipts as insufficient funds.

## Understanding Receipts Entry Methods

Depending on the type of receipt, you can use either the Standard Receipts Entry (P03B102) or Speed Receipts Entry (P03B0001) program to enter receipts. If you enter unapplied or general ledger receipts you can use either program. To help determine which method you should use, consider the advantages and limitations of standard and speed receipts entry:

### Standard Receipts Entry

You can:

- Use either the Load or Select feature to display open items for a customer.
- Enter information directly from a customer's remittance slip.
- Apply receipts to invoices that include discounts or write-offs.
- Create chargebacks for discount amounts or short payments.
- Create deductions for short payments.
- Create stand-alone chargebacks, write-offs, and deductions.
- Apply unapplied amounts to invoices.
- Apply receipts that are logged through Speed Receipts Entry.

- View the results of receipts entry.
- Locate and revise receipts.
- Delete unposted receipts and receipt pay items.
- Void posted receipts and receipt pay items.
- Designate receipts as insufficient funds (NSF).
- Apply receipts in an alternate currency.

You cannot:

- Enter receipts as quickly as you can using Speed Receipts Entry because you use multiple forms to access open items and enter receipt information.
- Enter logged receipts.
- Apply receipts using a balance-forward method.

### Speed Receipts Entry

You can:

- Use one form to enter multiple receipts.
- Enter logged receipts.
- Enter balance-forward receipts.
- Create automatic write-offs.

You cannot:

- Create chargebacks, manual write-offs, or deductions.
- Preload open items.
- Use this program as a stand-alone system.
- Locate or revise receipts.
- Delete or void receipts.
- Designate receipts as NSF.
- View the results of receipts application.
- Use alternate currencies.

## Common Elements Used in This Chapter

**Amount Unapplied** Displays the difference between the receipt amount entered in receipt header and the total payment amounts entered in the receipt detail. The system creates an unapplied receipt record for the amount that displays in this field.

**Bank Account** Enter the bank account to which the receipt is applied. If you leave this field blank, the system uses the account set up for the AAI item RB, based on the company number that you enter.

**Chargeback Amount** Enter the unpaid invoice amount for which you want to create a new invoice record to charge the customer.

**CB CD** (chargeback reason code)

Enter the code that identifies the reason that a chargeback was generated for an invoice during receipt entry. Typical chargeback reason codes are:

*DA*: Disputed amounts

*DD*: Unearned (disallowed) discount amount

---

**Note.** The system does not accept blank as a valid value, even if it is defined in the user defined code table.

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**Company**

Enter the company number for which the receipt is applied.

**Currency**

Enter the currency code of the cash receipt. If you leave this field blank, the system uses the currency code that is assigned to the company.

**Customer**

Enter the address book number of the party paying the customer invoices, such as the parent company or attorney.

The system does not use the value entered in the Alternate Payor field from the customer record (F03012) as a default value for this field.

If you leave this field blank, the system uses the value from the Payor field.

**Deduction Amount**

Enter the amount of the deduction represented in the currency of the transaction from which the deduction was generated. For example, if the deduction was generated from Customer Ledger Inquiry, the transaction currency is the currency in which the invoice was entered. If the deduction was generated from a receipt or draft, the transaction currency is the currency in which the receipt or draft was entered.

The currency associated with this amount appears in the Transaction Currency Code field (TCRC).

**DD CD** (deduction reason code)

Enter the code that identifies the reason a customer did not fully pay an invoice. Typical deduction reason codes include:

*DG:* Damaged Goods

*SS:* Short Shipment

*UD:* Undefined Deduction

**Discount Taken**

Enter the amount by which an invoice is reduced if paid by a specific date. The discount taken does not have to be the same as the discount available.

If the discount is earned and the invoice is paid in full, the system completes this field with the amount of the discount available.

If the discount is not earned (the G/L date of the payment is after the discount due date), or the invoice is not paid in full, the system does not complete this field.

You can override the field to specify a different discount amount, including zero.

**DS CD** (discount reason code)

Enter the code that specifies the reason that a discount is given.

**Exchange Rate**

Displays the exchange rate that is based on the G/L date that you specify.

**G/L Date** Enter the date to which the transaction will be posted. The system uses the receipt G/L date to retrieve the exchange rate for multicurrency transactions and to determine if the discount is earned.

**G/L Offset** Enter the offset code that the system uses to retrieve the accounts receivable trade account. If you leave this field blank, the system assigns UC, unless you set a processing option to use the G/L class code from the customer record

**Payment Amount** Enter the amount of the receipt expressed in the transaction (foreign) currency.

If the payment amount is greater than the open amount of the invoice, the system does not calculate chargeback, write-off, or deduction amounts until you override the payment amount to be less than the open invoice amount.

If you specify a payment amount that is greater than the open amount of the invoice, the system displays the overpayment as a negative open amount on the invoice.

---

**Note.** Depending on the processing option settings, the system might automatically write off the difference between the open amount of the invoice and the payment amount that you enter.

---

**Payor** Enter the address book number of the party paying the customer invoices, such as the parent company or attorney.

The system does not use the value entered in the Alternate Payor field from the customer record (F03012) as a default value for this field.

**Receipt Amount** Enter the actual amount of the receipt.

When you exit the Receipt Amount field, the system updates the Amount Unapplied field in the lower right-hand corner of the form.

**Receipt Number** Enter a number to identify a receipt. You can set a processing option to have the system assign the receipt number using the Next Numbers program.

Depending on the setting of the processing option for Duplicate Receipt Edit, the system might display a warning or error message if the receipt number has already been entered.

**Receipt Date** Enter the date on the check or the date that you enter the receipt into the system. The system copies the value you enter into each line of detail, but you can override the value. The receipt date is used for information and reporting purposes only.

If you leave this field blank, the system uses the G/L date.

**Remark** Enter a description of the transaction. The system copies the remark that you enter in the header area to the corresponding field in each line of detail, but you can change it.

**T I** (type input code) Enter the code that specifies how the system processes a transaction during receipts entry. The system will not process transactions with a blank or invalid type input.

These values can be used in the Standard Receipts Entry program (P03B102):

- *10:* Simple invoice match.

If you enter *10*, when you move the cursor out of this field, the system automatically completes the Payment Amount field with the amount of the invoice. If the invoice has an earned discount, the system also completes the Discount Taken field with the amount in the Discount Available field.

- *11:* Invoice match with auto chargeback for discount.

  If you enter *11*, when you move the cursor out of this field, the system completes the Payment Amount field with the amount of the invoice and the Chargeback Amount field with the amount in the Discount Available field.

- *15:* Invoice match with write-off.

  If you enter *15*, when you move the cursor out of this field the system automatically completes the Write-Off Amount field with the difference between the payment amount that you enter and the open amount of the invoice.

- *16:* Invoice match with chargeback.

  If you enter *16*, when you move the cursor out of this field the system automatically completes the Chargeback Amount field with the difference between the payment amount that you enter and the open amount of the invoice.

- *17:* Invoice match with deduction.

  If you enter *17*, when you move the cursor out of this field the system automatically completes the Deduction Amount field with the difference between the payment amount that you enter and the open amount of the invoice.

These values can be used in the Speed Receipts program (P03B0001):

- *1:* Unapplied receipt.
- *2:* Balance forward receipt.
- *3:* Logged receipt.
- *4:* G/L receipt.

**Transaction Disc Avail** (transaction discount available)

Enter the amount of the invoice pay item that is eligible to be subtracted from the gross amount when the transaction is paid. The system calculates discount amounts based on the payment term entered on the transaction.

---

**Note.** If the system calculates the discount, verify that it applies to the pay item specified. Usually, freight, sales tax, and labor charges that are included in the gross amount do not qualify for discounts.

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**Write-Off Amount**

Enter the amount that the system subtracts from the open amount of the invoice and does not require the customer to pay.

**WO CD** (write-off reason code)

A code that identifies the reason that the write-off occurred. Typical reason codes are:

*BD:* Bad debt

*DC:* Damaged goods

*MW:* Minor amount write-off

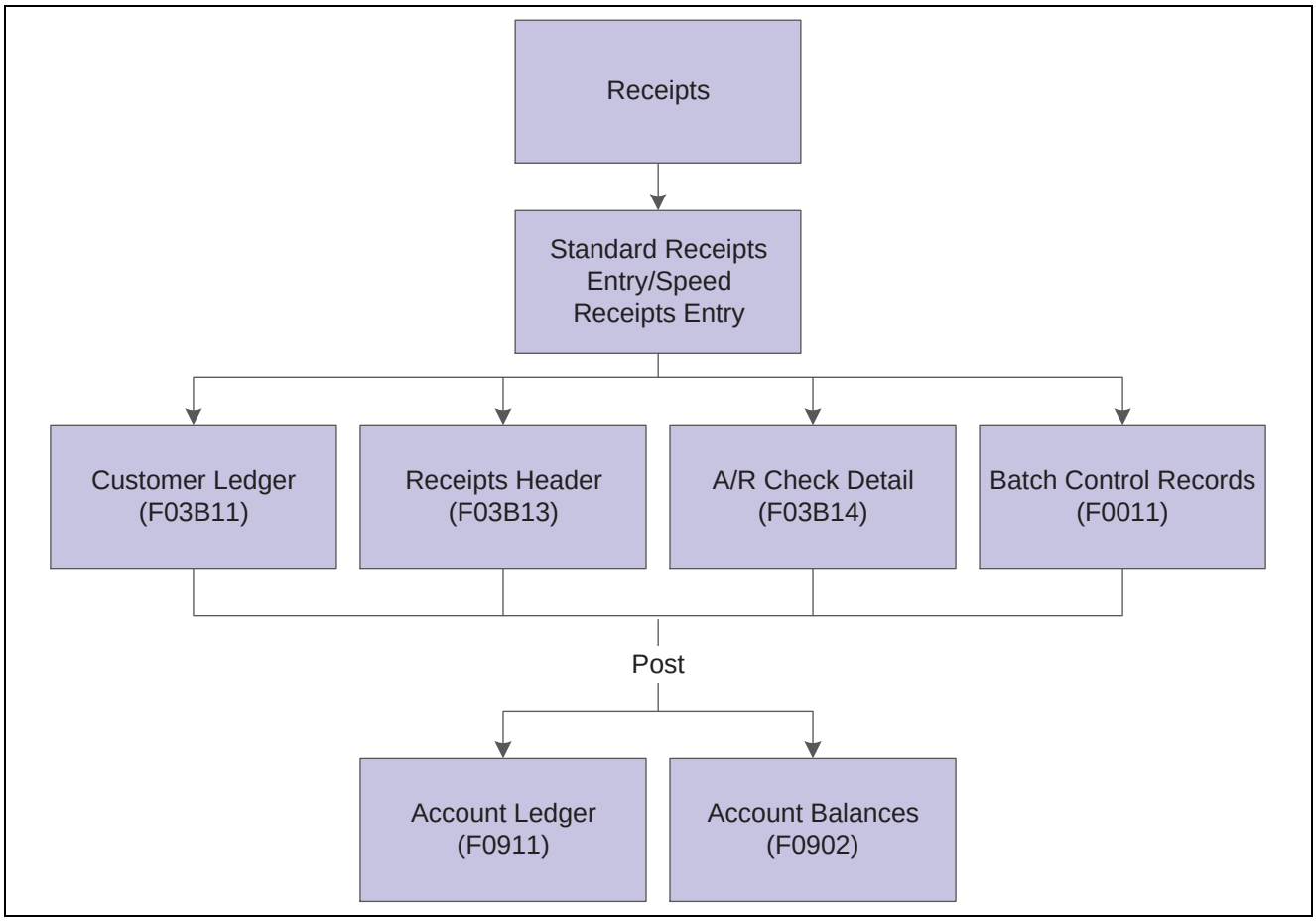
*TF:* Tax or freight dispute

# Understanding the Steps for Processing Manual Receipts

You use the standard three-tier processing steps to manage manual receipts:

- Enter
- Review
- Post

This graphic illustrates the receipt entry process and the tables that the system updates:




Manual receipts process

# Understanding Dates and Document Types

When you enter and process manual receipts, you must be familiar with how the system uses receipt dates and general ledger dates. You must also be familiar with the document types that the system assigns to invoice and receipt records.

# Receipt Dates and General Ledger Dates

When you enter a receipt, you must enter both a receipt date and a general ledger date.

### Receipt Date

The date you enter for the receipt date can be the date you entered the receipt into the system or the date on the customer's check. The system does not use the receipt date for any accounting purposes. The system maintains this date for information only.

### General Ledger Date

The system uses the general ledger date for exchange rate calculations, to determine whether a discount is earned, and to update account information when you post the receipt. Because the system uses the general ledger date for so many reasons, you cannot change the general ledger date after you enter the receipt.

# Document Types

The system uses document types to identify invoice and receipt transactions. Because document types are part of the key data that the system uses to locate transactions, you should understand how the system assigns and uses document types.

### Invoice Document Types

Invoice document types can be user-defined or system-defined (RR, for example). Invoice transactions can exist in the system autonomously-that is, they are not dependent upon the existence of other transactions. The system stores invoices in the Customer Ledger table (F03B11).

The system assigns the document type for all receipt transactions. Receipts cannot exist without a corresponding record in the F03B11 table. The document type that the system assigns to a receipt is the stored in the matching document type field (DCTM), unless the receipt generates an invoice record. Invoice records that are generated from the receipt programs include:

- Unapplied receipts (RU)
- Chargebacks (RB)
- Deductions (R5)
- Drafts (R1)

When you display open items for a customer, each pay item consists of an invoice document type. When you apply the receipt to the invoice, the system generates a receipt document for the invoice.

Common invoice document types include:

| Document Type | Description |
|---|---|
| RI (Regular Invoice) | Unless you modify the processing option in the Invoice Entry MBF Processing Options program (P03B0011), the system assigns RI to all invoice documents that are created by the Sales Order Management system, as well as those entered manually using Standard Invoice Entry or Speed Invoice Entry. |

| Document Type | Description |
|---|---|
| RM (Credit Memo) | Unless you modify the processing option in the Invoice Entry MBF Processing Options program (P03B0011), the system assigns RM to credit memos entered manually using Standard Invoice Entry or Speed Invoice Entry. |
| RR (Recurring Invoice) | The system assigns RR to all recurring invoices entered with frequency and number of payments. |
| RN (Manual Billing) | The system assigns RN to all invoices generated from manual billings in the Real Estate Management system. |
| RD (Recurring Billing) | The system assigns RD to all invoices generated from the recurring billings in the Real Estate Management system. |
| RH (Expense Participation) | The system assigns RH to all invoices generated from the expense participation billings in the Real Estate Management system. |
| RJ (Sales Overage) | The system assigns RJ to all invoices generated from the sales overage billings in the Real Estate Management system. |
| RL (Escalation) | The system assigns RL to all invoices generated from the escalation billings in the Real Estate Management system. |
| RT (A/R Fee & Interest) | The system assigns RT to all invoices generated from the fee and interest billings in the Real Estate Management system. |
| RB (Chargeback Invoice) | The system assigns RB to invoice chargeback records generated when the receipt is entered. The chargeback indicates that you want to pursue payment for an unearned discount or disputed invoice amount. |
| R5 (Deduction) | The system assigns R5 to invoice deduction records generated when the receipt is entered. The deduction indicates an unpaid amount that must be resolved. |
| R1 (Draft) | The system assigns R1 to draft invoice records. Drafts are a promise to pay a debt. This document can be a paper record or an electronic record. A draft includes the amount to be paid, the due date, banking information and, possibly, information about underlying liabilities. |
| RF (Delinquency Fee) | The system assigns RF to fee invoices. The fee invoice represents the total amount of all fees generated for all eligible invoices for the customer for the time period specified. |
| NP (Partial NSF) | The system assigns NP to stand-alone invoice records that are generated for the NSF amount when you enter a partial NSF draft. |

### Receipt Document Types

When you apply the receipt to an invoice, the system creates these two records:

- A receipt header record that stores the amount of the receipt, the check number, receipt and general ledger dates, and so on. The system stores receipt header records in the Receipts Header table (F03B13).
- A receipt detail record that stores the amount of the receipt that is applied to each invoice. The system stores receipt detail records in the Receipts Detail table (F03B14).

The system assigns receipt document types to the receipt detail record in table F03B14. Receipt document types include:

| Document Type | Description |
|---|---|
| RC (receipt) | The system assigns this document type when you enter a receipt. |
| RO (void receipt) | The system assigns this document type when you void a receipt. |
| RS (spread receipt) | The system assigns this document type when you apply a credit memo to an invoice on a zero-amount receipt. The system does not assign this document type when you apply an unapplied receipt to an invoice. |
| RV (insufficient funds receipt) | The system assigns this document type when a customer does not have sufficient funds in the bank to pay the payment. |
| RU (unapplied receipt) | The system assigns this document type to a receipt that is not applied to a specific invoice. The system applies this receipt to the customer's overall account to reduce the open balance. |
| RL (logged receipt) | The system assigns this document type to a receipt that is not associated with a customer or payor. |
| RR (rounding record) | The system assigns this document type when the receipt is either fully applied on the foreign side, but not fully applied on the domestic side, or fully unapplied on the foreign side but not fully unapplied on the domestic side. This rounding record is at the receipt level and is not associated with any particular invoice pay item. |

## Understanding Type Input Codes for Standard Receipts Entry or Draft Entry

When you apply receipts or drafts to invoices, you use type input (TI) codes to automatically calculate amounts to apply for payments, discounts, write-offs, chargebacks, and deductions.

The following table lists the types of input codes for standard receipts entry or draft entry and how you can use them to automatically calculate any necessary amounts.

| Type Input Code | Calculations |
|---|---|
| *10* (Simple Invoice Match) | • Payment amount = current open amount − discount available<br>• Discount taken = discount available<br>• Write-off = optional<br>• Chargeback = optional<br>• Deduction = optional |
| *11* (Invoice Match with Automatic Chargeback for Discount Amount) | • Payment amount = current open amount − discount available<br>• Discount taken = optional<br>• Write-off = optional<br>• Chargeback = discount available<br>• Deduction = optional |
| *15* (Invoice Match with Write-Off) | • Amount applied = current amount − discount available<br>• Discount taken = discount available<br>• Write-off = current open amount − amount applied, discount taken, chargeback amount, and deduction amount<br>• Chargeback = optional<br>• Deduction = optional |
| *16* (Invoice Match with Chargeback) | • Amount applied = current open amount − discount available<br>• Discount taken = discount available<br>• Write-off = optional<br>• Chargeback = current open amount − amount applied, discount taken, write-off, and deduction amount<br>• Deduction = optional |
| *17* (Invoice Match with Deduction) | • Amount applied = current open amount − discount available<br>• Discount taken = discount available<br>• Write-off = optional<br>• Chargeback = optional<br>• Deduction = current open amount − amount applied, discount taken, write-off, and chargeback |

These examples illustrate how you can use type input codes to enter receipts or drafts. For each example, the outstanding invoice amount is 1000.00, and the payment terms are 1/10, net 30.

## Simple Invoice Match (Type Input 10)

You receive 990.00 for invoice 123 within the discount period.

| TI Code | Amount Applied | Discount | Write-Off | Chargeback | Gross Amount | Document Number | Document Type |
|---|---|---|---|---|---|---|---|
| 10 | 990.00 | 10.00 | | | 1000.00 | 123 | RI |

Using type input 10, the system applies 990.00 and allows the discount of 10.00.

### Invoice Match with Automatic Chargeback for Discount Amount (Type Input 11)

You receive 990.00 for invoice 123 after the discount period has expired.

| TI Code | Amount Applied | Discount | Write-Off | Chargeback | Gross Amount | Document Number | Document Type |
|---|---|---|---|---|---|---|---|
| 11 | 990.00 | | | 10.00 | 1000.00 | 123 | RI |

Using type input 11, the system applies the 990.00 and creates a chargeback for 10.00.

### Invoice Match with Write-Off (Type Input 15)

You receive 970.00 for invoice 123 within the discount period. You decide to create a write-off for the 20.00 instead of creating a chargeback invoice.

| TI Code | Amount Applied | Discount | Write-Off | Chargeback | Gross Amount | Document Number | Document Type |
|---|---|---|---|---|---|---|---|
| 15 | 970.00 | 10.00 | 20.00 | | 1000.00 | 123 | RI |

Using type input 15, the system applies the 970.00, allows 10.00 for the discount, and creates a write-off for 20.00.

### Invoice Match with Chargeback (Type Input 16)

You receive 600.00 for invoice 123 within the discount period.

| TI Code | Amount Applied | Discount | Write-Off | Chargeback | Gross Amount | Document Number | Document Type |
|---|---|---|---|---|---|---|---|
| 16 | 600.00 | 10.00 | | 390.00 | 1000.00 | 123 | RI |

Using type input 16, the system applies the 600.00, allows 10.00 for the discount, and creates a chargeback for 390.00.

### Invoice Match with Deduction (Type Input 17)

You receive 850.00 for invoice 123 within the discount period. You decide to create a deduction for the remaining amount of 140.00, which you will research and resolve at a later time.

| TI Code | Amount Applied | Discount | Write-Off | Deduction | Gross Amount | Document Number | Document Type |
|---|---|---|---|---|---|---|---|
| 17 | 850.00 | 10.00 | | 140.00 | 1000.00 | 128 | RI |

Using type input 17, the system applies the 850.00, allows the discount of 10.00, and creates a deduction for 140.00.

## Understanding Simple Invoice Match (TI Code 10)

You use type input code 10 when the receipt pays all or part of the invoice and you do not want to specify manual write-offs, chargebacks, or deductions. The system automatically takes any discount that is earned (the G/L date is on or before the discount due date). You indicate how much of the invoice the receipt pays in the Payment Amount field. If you leave this field blank, the system pays the entire open amount of the invoice, up to the receipt amount.

After you enter receipts and drafts, you must post them to the general ledger:

- When you post receipt records, the system debits the bank account for the amount of the receipt and credits the A/R trade account that was used when the invoice was posted.
- When you post draft records, the system debits the draft receivables account for the amount of the draft and credits the A/R trade account that was used when the invoice was posted.

## Understanding Invoice Match with Discount (TI Code 10)

When you apply a receipt or draft to an invoice or group of invoices, you can choose whether to allow the discount. If the customer pays the invoice in full on or before the discount due date, the discount is earned and the system automatically populates the Discount Taken field with the amount of the discount. If the discount is not earned (the G/L date of the payment is after the discount due date), the system does not automatically populate the Discount Taken field, but you can override it and apply a discount amount manually. If you do not allow the discount, the system leaves the invoice open in the amount of the discount.

You can set processing options to allow the amount of the discount taken to be more than the discount available, or to allow the discount taken to be more than the applied (payment amount). For example, you might issue a credit to a customer in the form of a discount for a disputed item. You can also specify grace days to add to the discount due date.

After you enter receipts and drafts, you must post them.

When you post payments with earned discounts, in addition to the bank account (or drafts receivable account) and A/R trade account, the system updates a discount taken account. The system uses this hierarchy to locate the discount taken account:

1. The system searches for AAI item RKD*xxx*, where *xxx* is the discount reason code that you entered for the company that you entered on the receipt.
2. If the system does not locate this AAI, it uses RKD*xxx* for company 00000.
3. If the system does not locate this AAI, it returns an error.

# Understanding Invoice Match with Chargeback (TI Codes 11 and 16)

When applying a payment to an invoice, you might want to create a chargeback if the amount that you receive is less than the open amount for the invoice. For example, a customer might issue payment for an invoice, less the discount, even though the terms of the discount have expired, or they might refuse to pay freight charges.

You can use these type input codes for generating a chargeback invoice:

| TI Code | Usage |
|---|---|
| 11 | Use this type input code when you want the system to create a chargeback for an unearned discount. The system automatically populates the Chargeback Amount field with the discount available. |
| 16 | Use this type input code when you want the system to generate a chargeback for a short payment that is not an unearned discount. The system automatically populates the Chargeback Amount field with the difference between the payment amount that you enter and the open amount of the invoice. |

When you enter a receipt with a chargeback, the system generates the records in these tables:

| Table | Record Generated |
|---|---|
| F03B11 | A chargeback invoice record, which takes the place of a specific invoice, for the disputed amount that you want to charge back to the customer. The system closes the original invoice and marks it as paid, and creates a new chargeback invoice record that it assigns a document type of RB.<br>The chargeback invoice record has these characteristics:<br>• It establishes an audit trail to the receipt payment ID.<br>• It establishes an audit trail to the original invoice, if the chargeback was generated for a specific invoice.<br>• It is expressed as a debit amount.<br>• It has a batch type of either RB (if generated from a receipt application) or DB (if generated from a draft application).<br>• It contains a posting status of D (posted).<br>The posted codes for the payment records in the F03B13 and F03B14 tables remain blank until the receipt or draft is posted. |
| F03B13 | The payment record. |
| F03B14 | The detail record that pays the invoice from which the chargeback was generated. |

Regardless of the type input code you use, if you specify a chargeback amount and reason code, the system creates a chargeback record.

After you enter receipts and drafts, you must post them. When you post payments with chargebacks, in addition to the bank account (or draft receivables account) and A/R trade account, the system might update a different A/R trade account for the chargeback amount, depending on whether you complete the Chargeback G/L Offset field on the payment record.

## Understanding Invoice Match with Write-Off (TI Codes 10 and 15)

If the payment that you receive is not enough to pay the open amount of the invoice, or if you receive a small overpayment, you might want to write off the difference and close the invoice. For example, you might receive a payment from a customer that is slightly less than the invoice amount. To maintain a good relationship with the customer, you might choose to write off the minor amount instead of creating a chargeback invoice for the difference or leaving the amount open.

The following two options are available for performing write-offs:

| Option | Usage |
|---|---|
| Automatic write-off<br><br>(TI Code 10) | The system calculates the difference between the payment amount and the open amount of the invoice. If the difference is within the tolerance limits that are defined in the processing options, the system automatically performs the write-off.<br><br>For example, if you establish the maximum write-off amount as 10, the invoice open amount is 500, and you enter a receipt or draft for 490, the system automatically writes off 10, provided that you either enter 490 in the Payment Amount field or accept the system default. You do not need to calculate or specify a write-off amount.<br><br>Automatic write-offs require you to enter a default reason code in the processing options, which the system uses to determine the write-off account. When you enter the receipt or draft, you cannot override the write-off reason code for automatic write-offs.<br><br>When you apply the payment to invoices, the system displays a remaining open amount. After you enter the receipt or draft and review it, the system displays the write-off amount and write-off reason code. You can override the write-off reason code at this time. |
| Manual write-off<br><br>(TI Code 15) | You specify that you want the system to perform a write-off by using type input code 15, and the system calculates the write-off amount for you. If you exceed the maximum manual write-off amount specified in the processing options, the system issues an error when you click OK. You can then manually adjust the write-off amount.<br><br>You can set up a default reason code to use for manual write-offs, but it is not required, and you can override it when you enter the receipt or draft. |

Regardless of the type input code you use, if you specify a write-off amount and reason code, the system generates a write-off.

For the write-off to occur on amounts that exceed the invoice open amount, such as overpayments, you must override the transaction payment amount with the receipt or draft amount. Otherwise, the system generates an unapplied payment record for the amount. For example, if the payment amount is 100.00 and the invoice amount is 95.00, and you wish to write off the 5.00 automatically, you must change the payment amount in the detail area from 95.00 to 100.00. Otherwise, the system generates an unapplied payment record for 5.00.

After you enter receipts and drafts, you must post them. When you post payments with write-offs, in addition to crediting the bank account (or draft receivables account) and debiting the A/R trade account, the system updates a write-off account that you specify for the AAI item RA*xx*, where *xx* is the write-off reason code. You must set up an AAI for each write-off reason code that you use.

## Understanding Invoice Match with Deduction (TI Code 17)

Entering receipts and drafts with deductions is a method of postponing a response to a short payment from the customer without delaying payment entry. You can enter the payment immediately while another person researches and resolves the deduction. Some common reasons that a customer might take a deduction are:

- Damaged or defective merchandise.
- Unearned discounts.
- Billing errors.
- Refusal to pay shipping charges or tax.
- Shortages in the shipment of merchandise.

You specify that you want the system to calculate deductions by using type input code 17. If the amount applied to the invoice is less than the receipt amount, the system updates the Deduction Amount field for the difference automatically. The system also updates the deduction reason code with the default value that you specify in the processing options.

When you enter a receipt or draft with a deduction, the system generates documents in these tables:

| Table | Document |
|---|---|
| F03B11 | A deduction invoice document, which takes the place of a specific invoice or group of invoices, for the disputed amount that you want to research and resolve. The system closes the invoice, marks it as paid, creates a new deduction invoice record, and assigns the document type R5 to it.<br>The deduction invoice record has these characteristics:<br>• It establishes an audit trail to the receipt payment ID.<br>• It establishes an audit trail to the original invoice (if the deduction was generated for a specific invoice).<br>• It is expressed as a debit amount.<br>• It has a batch type of either RB (if generated from a receipt application) or DB (if generated from a draft application).<br>• It contains a posting status of D (posted).<br>The posted codes for the payment records in the F03B13 and F03B14 tables remain blank until the receipt or draft is posted. |
| F03B13 | The payment record. |
| F03B14 | The detail record that pays the invoice from which the deduction was generated. |

Regardless of the type input code that you use, if you specify a deduction amount and reason code, the system creates a deduction record.

After you enter receipts and drafts, you must post them. When you post payments with deductions, in addition to the bank account (or draft receivables account) and A/R trade account, the system debits the deduction suspense account that is set up for the AAI item RN. The system also creates records in the A/R Deduction Management table (F03B40). The deduction record enables you to research and resolve the reason for the deduction at a later time.

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**Note.** If you need to change the deduction amount or void the payment after it is posted, you must first reverse or void the deduction record (F03B40) using the deduction application. You can, however, revise other non-deduction payment detail records.

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### See Also

Chapter 18, “Processing Deductions,” page 577

## Understanding Invoice Match Using Multiple Type Input Codes

You can enter a receipt or draft and apply it simultaneously to a group of invoices that require individual treatment. For example, if you have three invoices, you might allow the discount on one invoice, charge back the discount amount on another invoice, and create a write-off for the shipping cost on the last invoice.

When you apply a receipt or draft to invoices using multiple type input codes, you can address each invoice individually by using the type input codes in any combination.

**Note.** The system uses this criteria to determine the payment amount for each receipt detail line:

Receipt or Draft Amount

Open Invoice Amount

Type Input Code

Unapplied Amount

For example, if you neglect to complete the Receipt Amount or Draft Amount field, and you attempt to pay multiple invoices, the system attempts to compensate for the first payment amount you enter by populating the second detail line with a negative payment amount.

# Understanding Negative Receipts

Circumstances might occur when you need to enter a negative receipt. For example, you need to record a credit card refund to a customer that is greater than the credit card payment. You can enter a negative receipt for the refund amount and offset it against a credit memo so that the general ledger accurately reflects the credit to the bank account and the debit to the A/R trade account. When you enter a negative receipt, the system generates a receipt detail record (F03B14) and updates the pay status of the credit memo to *P* to prevent it from being refunded again.

You can also enter negative receipts when you need to:

- Make a negative adjustment directly to the general ledger, such as a cash transfer.
- Enter an outgoing wire transfer.
- Record an NSF receipt as a general ledger receipt.

You use the Standard Receipts Entry program (P03B102) to enter negative receipts. You set a processing option to allow the entry of negative receipts.

### Example: Credit Card Refund

A customer purchases goods or services from you with a credit card. An invoice is created for 90.00 for the purchased items. The credit card company deposits funds directly into the bank account for the customer's purchase. Meanwhile, a refund in the amount of 150.00 is issued by the credit card company for returned items previously paid for by the customer. The refund amount is greater than the credit card payment (90.00) from the customer, which results in a negative amount of 60.00. To offset the negative amount, you need to create a receipt for -60.00 and apply it to a credit memo for the refund and to the invoice for which the customer paid.

The credit card company directly deposits and withdraws funds from the bank account.

To complete this scenario:

1. Create an invoice (RI) for the customer in the amount of 90.00.
2. Post the invoice to create the following G/L entries:
   - Debit of 90.00 to A/R trade.
   - Credit of 90.00 to store sales.
3. Create a credit memo (RM) for the refund amount of 150.00.
4. Post the credit memo to create these G/L entries:

- Credit of 150.00 to A/R trade.
- Debit of 150.00 to store sales.

  The A/R trade account reflects a credit amount of 60.00.

5. Using the Standard Receipts Entry program, create a negative receipt in the amount of 60.00 and apply it against the credit memo (RM) for 150.00.
6. Apply the remaining 90.00 to the customer's invoice (RI).

   When you complete the receipt, the system closes the credit memo and the open A/R invoice in the F03B11 table.
7. Post the receipt to create these G/L entries:
   - Debit of 60.00 to the A/R trade.

     This entry offsets the negative amount created by the credit memo.
   - Credit of 60.00 to the bank account.

### Example: Negative G/L Adjustment

You process a customer's payment through a credit card company. The credit card company charges you a 3.5 percent fee to process the transaction. When you receive payment from the credit card company, you want to enter the processing fee directly to the general ledger and apply the full amount that the customer paid to the associated invoices.

For example, a customer paid the credit card company 9,647.05 for these invoices:

- RI 3125 for 1,162.75
- RI 3126 for 5,034.30
- RI 3127 for 3,000

In addition to fully applying the customer's payment to the three invoices, you need to create a negative G/L receipt for the 3.5 percent credit card processing fee of 337.65. As a result, the system closes the invoices and creates an entry to the corresponding expense account in the general ledger.

To complete this scenario:

1. Using the Standard Receipts Entry program, enter the receipt information specifying 9,309.40 as the receipt amount.
2. Select the three invoices to be paid and apply the invoice amount as the payment amount to each invoice.

   A negative amount of 337.65 remains as unapplied.
3. Select General Ledger from the Form menu.
4. Specify the account to which you want to make the adjustment for the processing fee.
5. Enter the negative amount of 337.65.
6. Complete the entry.

   The system applies the full amount that the customer paid to the credit card company closing out the three invoices.
7. Post the receipt to create these G/L entries:
   - Debit of 337.65 to an expense account for the credit card processing fee.
   - Debit of 9,309.40 to a bank account.

- Credit of 9,647.05 to the A/R trade account reducing the customer's liability.

# (DEU) Understanding Encashments

Encashment, a common business practice in Germany, is a process by which a third-party receives payments from the customers of a business and then disburses the payment to the business. You can process encashment by using the following methods:

### Parent/Child Method

When you use the parent/child method to process encashments, a parent company processes all the receipts for its child companies. To use the parent/child encashment method, you must specify the number of the parent company or the special payee for each customer that you set up.

Process parent/child encashment invoices as you would process normal cash receipts. You can use the Parent Number or Factor/Special Payee fields on the Customer Ledger Inquiry form to select only the invoices that the parent company is going to pay.

### Factoring Method

When you use the factoring method to process encashments, customers remit the payment for their invoices to an encashment company, which then processes the payments and invoices. You receive the payment for the invoices, minus a predetermined commission, from the encashment company.

To process encashments using the factoring method, you write off the receipts that you know will be paid by the encashment company using the receipts entry programs.

See Chapter 10, "Processing Manual Receipts," Understanding Invoice Match with Write-Off (TI Codes 10 and 15) , page 300.

You must set up a reason code (user defined code 03/AR) and a general ledger account for the receipts that you plan to write off for encashment. The reason code that you associate with the receipts determines which general ledger account that the system debits when you post the receipts.

You set up the reason codes in the AAIs. For example, you set up AAI item RA*xx* (where *xx* is the two-character reason code) to associate the reason codes to the general ledger accounts.

# Entering Standard Receipts

This section provides an overview of standard receipts, fields updated during receipt or draft entry, and unapplied receipts, and discusses how to:

- Set processing options for Standard Receipts Entry (P03B102).
- Enter unapplied receipts.
- (ARG) Set processing options for PO Receipt Entry (P76A103D).
- (ARG) Enter manual receipts for Argentina.

# Understanding Standard Receipts

Using Standard Receipts Entry, you select the invoices that the receipt pays and select how to apply short payments or unearned discounts to the invoices that are specified on the receipt. This is the most common method of applying receipts and provides the most flexibility for receipt application.

You use type input (TI) codes to specify how you want the system to apply payment amounts. Based on the payment amount that you enter and the type input code that you use, the system can calculate write-off, chargeback, and deduction amounts, as well as determine whether discounts that are available are earned. You can also overpay invoices to generate a credit to the customer's account.

You enter receipts in batches, just as you enter invoices in batches. Depending on the settings of the Accounts Receivable constants, the system might display a batch control form for entering information about the batch, such as the number of transactions and total amount. To make the bank reconciliation process easier, you might want to group the different types of receipts into different batches.

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**Note.** The system assigns a new batch number only when you exit the Work with Customer Receipts Inquiry form (not the Receipt Entry form) and reenter it. The status of the batch remains In Use until you exit the Work with Customer Receipts Inquiry form. The system assigns the batch type RB to all records that are generated by the receipts applications.

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When you apply a receipt to invoices, the system creates one document to represent the receipt, which is stored in the Receipts Header table (F03B13), and one document for each invoice to which you apply the receipt, which is stored in the Receipts Detail table (F03B14).

### (ARG) Receipt Reference Numbers

When you enter manual receipts for Argentina, you can manually enter the receipt reference number or have the system assign it. The receipt reference number is stored in the Reference field (RREF) of the F03B13 table.

You use the processing options for the PO Receipt Entry program (P76A103D) to control whether the receipt reference number is entered manually or automatically.

### See Also

*PeopleSoft EnterpriseOne Multicurrency Processing 8.11 PeopleBook*, "Processing Foreign and Alternate Currency Receipts"

Chapter 11, "Working with Customer Ledger Information," Reviewing the Results of Receipt Entry, page 367

# Understanding Fields Updated During Receipt or Draft Entry

When you enter a receipt, the system updates specific fields with the account ID. The system locates the AAI based on the how the receipt is applied to invoices. The system uses this account ID when you post the receipt to create automatic entries. This table lists the fields that the system updates based on the type of receipt, and the AAI that the system uses to locate the account.

| Account | Type of Payment Application | Type Input Code | Field Updated | Table Updated | AAI Used |
|---|---|---|---|---|---|
| Bank Account | All | N/A | GLBA | F03B13 | The system uses the bank account number entered on the receipt.<br><br>If the Bank Account field is blank, the system locates the account based on this hierarchy:<br><br>• RB for the company entered on the receipt<br><br>• RB for company 00000<br><br>**Note.** The system updates the bank account field when you enter a receipt; however, it does not update the bank account field on the draft until you either remit or collect the draft. |
| A/R Trade | Applied payment | 10 | AID | F03B14 | The system does not use an AAI.<br><br>The system uses the account entered in the AID field of the invoice record in the F03B11 table. |

| Account | Type of Payment Application | Type Input Code | Field Updated | Table Updated | AAI Used |
|---|---|---|---|---|---|
| A/R Trade | Unapplied payment | N/A | AID | F03B13 | The system locates the account using this hierarchy, where *xxxx* is the value of the Unapplied G/L Offset field:<br>• RC*xxxx* for the company entered on the receipt or draft<br>• RC*xxxx* for company 00000<br>• RCUC for the company entered on the receipt or draft<br>• RCUC for company 00000 |
| A/R Trade | Payment that generates a chargeback | 11 and 16 | AIDC and AID | F03B14 and F03B11 | The system locates the account using this hierarchy, where *xxxx* is the value of the Chargeback G/L Offset field:<br>• RC*xxxx* for the company entered on the invoice<br>• RC*xxxx* for company 00000<br>• RC for the company entered on the invoice<br>• RC for company 00000 |

| Account | Type of Payment Application | Type Input Code | Field Updated | Table Updated | AAI Used |
|---|---|---|---|---|---|
| A/R Trade | Stand-alone chargeback | 26 | AIDC | F03B14 | The system locates the account using this hierarchy, where *xxxx* is the value of the Chargeback G/L Offset field:<br>• RC*xxxx* for the company entered on the receipt or draft<br>• RC*xxxx* for company 00000<br>• RC for the company entered on the receipt or draft<br>• RC for company 00000 |
| Discount Taken | Payment with a discount | 10 | AIDD | F03B14 | The system uses this hierarchy, where *xx* is the discount reason code:<br>• RKD*xx* for the company entered on the receipt or draft<br>• RKD*xx* for company 00000<br>• RKD for the company entered on the receipt or draft<br>• RKD for company 00000 |

| Account | Type of Payment Application | Type Input Code | Field Updated | Table Updated | AAI Used |
|---|---|---|---|---|---|
| Write-off | Payment with a write-off | 10 and 15 | AIDW | F03B14 | The system uses this hierarchy, where *xx* is the write-off reason code:<br>• RA*xx* for the company entered on the invoice<br>• RA*xx* for company 00000 |
| Write-off | Stand-alone write-off | 25 | AIDW | F03B14 | The system uses this hierarchy, where *xx* is the write-off reason code:<br>• RA*xx* for the company entered on the receipt or draft<br>• RA*xx* for company 00000 |
| Deduction Suspense | Payment with a deduction | 17 | DAID | F03B14 | The system uses this hierarchy:<br>• RN that is set up for the company entered on the invoice<br>• RN for company 00000 |
| Deduction Suspense | Stand-alone deduction | 27 | DAID | F03B14 | The system uses this hierarchy:<br>• RN that is set up for the company entered on the receipt or draft<br>• RN for company 00000 |

This table shows how the system updates the AID2 field of the records in the F03B14 table when you accept, remit, or collect a draft. The system creates the records during each draft stage based on the AAI listed, where *x* is the payment instrument.

| Draft Stage | AAI |
|---|---|
| Acceptance | RD1*x* |
| Remittance | RD2*x* |
| Remittance for Discount | RD3*x* |
| Remittance with Contingent Liability | RD4*x* |

## Understanding Unapplied Receipts

The easiest, quickest method of recognizing cash for your business and crediting the customer's account is to enter unapplied receipts. This type of receipt enables you to immediately enter the money you receive into the system, which helps you determine the current cash position. Entering unapplied receipts allows you to apply a receipt to a customer's account without applying it to a specific invoice or group of invoices. For example, you might want to include the receipt in the daily bank deposit and apply it later to the appropriate invoices.

When you enter an unapplied receipt, the system creates a record in each of these tables:

| Table | Usage |
|---|---|
| F03B11 | The invoice record for the unapplied receipt. Because a receipt document cannot exist in the system by itself and must be associated to some invoice record, the system generates an invoice record for the unapplied receipt and assigns it a document type RU.<br><br>The invoice record for the unapplied receipt has these characteristics:<br><br>• It establishes an audit trail to the receipt payment ID.<br>• It is expressed as a credit amount.<br>• It has a batch type of RB.<br>• It contains a posting status of D (posted). The posted codes for the receipt records in the F03B13 table and the F03B14 table remain blank until the receipt is posted. |
| F03B13 | The receipt record for the transaction. |
| F03B14 | The receipt record that is associated with the invoice that it pays.<br><br>Unapplied receipt (RU), chargeback (RB), and deduction (R5) invoice records, which are generated from the receipt application, have a corresponding detail record that is used for posting purposes. The system creates the invoice records (F03B11) with a posting status of D. You must post the receipt records (F03B14) to update the general ledger. |

The unapplied receipt remains open until you apply it to the appropriate invoices.

After you enter unapplied receipts, you must post them. When you post unapplied receipts, the system debits the bank account and credits the A/R trade account associated with the AAI item RCUC, unless you override the Unapplied G/L Offset field on the receipt or specify to use the G/L offset that is set up on the customer master record.

You can also use Speed Receipts Entry program (P03B0001) to enter unapplied receipts. It provides a faster way to enter one or more unapplied receipts. However, you cannot use this program to revise, apply, or delete an unapplied receipt. To apply, revise, or delete an unapplied receipt, you must use the Standard Receipts Entry program (P03102).

### See Also

Chapter 10, "Processing Manual Receipts," Entering Unapplied Receipts (TI Code 1) , page 345

## Prerequisites

Before you complete the tasks in this section:

- Verify that the appropriate offset account is set up for the AAI RC*xxxx*, where *xxxx* is the Unapplied G/L offset (for unapplied drafts) or the Chargeback G/L Offset (for drafts that generate a chargeback). If you enter unapplied drafts, the system uses the default RCUC unless you specify a different Unapplied G/L Offset value or set a processing option to use the value from the customer record.
- (ARG) Set the processing options on the PO Receipt Entry program (P76A103D) to control whether the receipt reference number is entered manually or automatically during receipt entry.

## Forms Used to Enter Standard Receipts

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Receipt Entry | W03B102E | Manual Receipts Processing (G03B12), Standard Receipts Entry.<br>On the Work with Customer Receipts Inquiry form, click Add. | Enter standard receipts. |
| Additional Information | W03B102I | On the Receipt Entry form, select Additional Info from the Form menu. | Assign a G/L offset other than UC to an unapplied receipt. |
| Receipt Information | W76A103DB | On Receipt Entry, complete the fields to enter a standard receipt and then click OK.<br>The system displays the Receipt Information form only if you have set up user preferences with a Localization Country code of AR (Argentina). | Enter the receipt reference number or review the system-assigned receipt reference number. |

## Setting Processing Options for Standard Receipts Entry (P03B102)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

## Display

These processing options allow you to retain values that were previously entered on the Receipts Entry form. If you are entering similar types of receipts, completing these processing options can reduce entry time.

**1. Company**

Specify whether to retain the company number entered on the Receipt Entry form after you enter the receipt. Values are:

Blank: Do not retain the company number.

*1:* Retain the company number.

**2. Bank Account**

Specify whether to retain the bank account number entered on the Receipt Entry form after you enter the receipt. Values are:

Blank: Do not retain the bank account.

*1:* Retain the bank account.

**3. G/L Date**

Specify whether to retain the G/L date entered on the Receipt Entry form after you enter the receipt. Values are:

Blank: Do not retain the G/L date.

*1:* Retain the G/L date.

**4. Receipt Date**

Specify whether to retain the receipt date entered on the Receipt Entry form after you enter the receipt. Values are:

Blank: Do not retain the receipt date.

*1:* Retain the receipt date.

**5. Payor Number**

Specify whether to retain the payor number entered on the Receipt Entry form after you enter the receipt. Values are:

Blank: Do not retain the payor number.

*1:* Retain the payor number.

**6. Customer Number**

Specify whether to retain the customer number entered on the Receipt Entry form after you enter the receipt. Values are:

Blank: Do not retain the customer number.

*1:* Retain the customer number.

**7. Remark**

Specify whether to retain the remark entered on the Receipt Entry form after you enter the receipt. Values are:

Blank: Do not retain the remark.

*1:* Retain the remark.

**8. Currency** Use this processing option to retain the currency code entered on the Receipt Entry form after you enter the receipt. Values are:

Blank: Do not the retain the currency.

*1:* Retain the currency.

**9. Exchange Rate** Specify whether to retain the exchange rate entered on the Receipt Entry form after you enter the receipt. Values are:

Blank: Do not retain the exchange rate.

*1:* Retain the exchange rate.

**10. Payment Instrument** Specify whether to retain the payment instrument on the Receipt Entry form after you enter the receipt. Values are:

Blank: Do not retain the payment instrument.

*1:* Retain the payment instrument.

**11. Cleared/Value Date** Specify whether to retain the cleared/value date on the Receipt Entry form after you enter the receipt. Values are:

Blank: Do not retain the cleared/value date.

*1:* Retain the cleared/value date.

## Defaults

These processing options allow you to specify default values to use on the Work with Customer Receipts Inquiry, Receipt Entry, Additional Information, Load Invoices, and Select Invoices forms. When you enter the receipt, you can override any of the values that you enter in these processing options.

**1. Display Receipt Type** Specify the type of receipts to display on the Work with Customer Receipts Inquiry form.

Values are:

*1:* All

*2:* Unapplied

*3:* Logged

*4:* General Ledger

**2. Date Type** Specify the date type to use with the Date Selection From and Thru fields. Values are:

*1:* Receipt date

*2:* G/L date

**3. Type Input Code** Specify the default type input code for applying receipts to invoices. Values are:

Blank: The system does not use a default value.

*10:* Simple invoice match.

*11:* Match auto chargeback discount.

*15:* Match with write-off.

*16:* Match with chargeback.

*17:* Match with deduction.

**4. Remark** Specify the default remark to use for receipt detail records. Values are:

Blank: Use the invoice remark.

*1:* Use the receipt header remark.

**5. Receipt Numbering** Specify whether to have Next Numbers assign the receipt number. Values are:

Blank: Do not use Next Numbers.

*1:* Use Next Numbers.

**6. Deduction Reason Code** Specify the default deduction reason code for entering a deduction amount. If you leave this field blank, the deduction reason code must be entered manually in the detail area on the Receipt Entry form. Valid deduction reason codes are defined in UDC 03B/CR.

**7. Override Company Number** Specify the default company number to use on the Load, Select, and Remittance forms. Values are:

Blank: Use the company number from Receipt Entry.

*1:* Use * for all companies.

**8. Default G/L Offset for Unapplied Receipts** Specify whether to use the value in the G/L Offset field of the customer record (F03012) as the default value for the Unapplied G/L Offset field when you enter unapplied receipts. The system locates the A/R trade account based on the G/L offset that you use. Values are:

Blank: Do not use values from the customer record. The system uses the default value UC.

*1:* Use the G/L offset from the customer record. If the customer record does not have a G/L offset defined, the system uses the default G/L offset (UC) for unapplied receipts.

## Edits

These processing options allow you to perform specific functions, such as writing off amounts or designating receipts as having insufficient funds, as well as to specify whether you want the system to notify you of certain conditions, such as using a duplicate receipt number or entering an overpayment.

**1. Receipt Number** Specify whether the system requires a receipt number when you enter a receipt. Values are:

Blank: Do not require receipt number.

*1:* Require receipt number.

**2. Write-Offs** Specify whether to allow write-offs on receipts. Values are:

Blank: Allow write-offs.

*1:* Do not allow write-offs.

**3. Delete/NSF Unposted Receipts** Specify whether to allow the delete and NSF operations on unposted receipts. Values are:

Blank: Allow delete and NSF.

*1:* Do not allow delete and NSF.

**4. Overpayment Edit** Specify the severity of the error message issued when an invoice has been overpaid. Values are:

*0:* No Edit

*1:* Warning

*2:* Error

When you overpay an invoice, the system displays it as a negative open amount.

**5. Duplicate Receipt Edit** Specify the severity of the message issued when a duplicate receipt number is detected in the system. The system searches for duplicate receipt numbers for all records in the F03B13 table, not for individual customers. Values are:

*0:* No Edit

*1:* Warning

*2:* Error

## Process

These processing options allow you to control how the system applies receipts to invoices when you use a default type input code. They also control whether the system creates a summarized record in the Account Ledger table (F0911) for each batch of receipts that you enter or a detail record for each receipt.

**1. Apply Invoices** Specify how to apply receipts to invoices that appear in the detail area when you specify a default type input code to use. If you leave the Type Input Code processing option on the Defaults tab blank, the system ignores this processing option. Values are:

Blank: Apply invoices up to the receipt amount. The system automatically applies invoices up to the receipt amount. Remaining invoices that appear in the detail area are not considered. If you select both credit memos and invoices, you must select credit memos first so that the system can process them. For example:

- Processing option for Type Input Code (Defaults tab) is set to *10*.
- Processing option for Apply Invoices is blank (apply up to the receipt amount).
- Receipt amount is 100.
- Invoice amount is 200, due date is June 15, 2005.
- Credit memo amount is 100, due date is June 30, 2005.

When you use the Load feature to display open invoices for the customer, the system displays the invoice record before the credit memo because it has an earlier due date. Because you have type input code 10 specified in the processing option, the system applies the receipt amount of 100 to the invoice and leaves the invoice open for 100. The system does not consider the credit memo because the full amount of the receipt is applied to the first invoice.

*1:* Apply all invoices. The system applies the receipt to the invoice open amount, regardless of whether the receipt amount is exceeded. The system considers all invoices and credit memos that appear in the detail area.

This processing option also affects how the system processes write-offs, chargebacks, and deductions. For example:

- Processing option for Type Input Code (Defaults tab) is set to *15*.
- Processing option for Apply Invoicesis set to *1* (apply all invoices).
- Processing option for Maximum Write-off Amount is set to *25* (automatic and manual).
- Receipt amount is 80.
- Invoice amount is 100.

The system displays the type input code as *15* (manual write-off), applies 100 to the invoice and ignores the write-off. The system returns an error because the amount applied to the invoice exceeds the amount of the receipt. For the system to process the write-off, you must override the transaction payment amount to 80.

**2. Journal Entry Creation Method**

Specify whether the post program creates one summarized journal entry for the batch of receipts entered, or one journal entry for each receipt. The system assigns the value that you enter in this processing option to the A/R Post field (ISTR) in the F03B13 table. The post program uses this value to create the journal entry records. Values are:

Blank: Summarized journal entries. The system creates one journal entry with the document type RK for each batch of receipts that you post. The system assigns the receipt batch number as the document number of the journal entry. To use this method, you must also ensure that:

- The offset method in the A/R Constants is equal to *B* (batch mode).
- The batch does not contain any foreign transactions.

Otherwise, the system creates journal entries in detail.

*1:* Detail journal entries. The system creates one journal entry with the document type RC for each receipt in the batch. The system uses Next Numbers for journal entry documents (system 09) to assign the document number to the receipt journal entry.

To provide an audit trail, the system updates the following fields in the F03B14 table with the journal entry information:

- JE document type (RZDCTG)
- JE document number (RZDOCG)
- JE document company (RZKCOG)

---

**Note.** Regardless of the setting of this processing option, the system does not post receipts when the offset method in the A/R constants is set to *B* and the Intercompany Settlement option in the G/L constants is set to *3*.

---

**3. Display Invoices**

Specify whether to display only invoices with an approved pay status. Values are:

Blank: Display all invoices.

*1:* Display only approved invoices.

## Currency

These processing options specify whether you want the system to validate whether the exchange rate is effective, and whether to allow alternate currency receipts to be entered.

**1. Edit Effective Date** Specify whether the system validates the effective date that it uses to retrieve the exchange rate against the G/L date that you enter on the receipt. Values are:

Blank: Do not validate the effective date.

*1:* Validate the effective date. The system issues a warning when the effective date of the exchange rate retrieved from the Currency Exchange Rates table (F0015) is not in the same period as the G/L date of the receipt.

**2. Alternate Currency Receipts** Specify whether to allow the payment of an invoice in an alternate currency (a currency other than the base or transaction currency of the invoice). Values are:

Blank: Do not allow payment in alternate currency.

*1:* Allow payment in alternate currency.

## Chargeback

These processing options specify values that you want the system to assign to chargeback records that it creates.

**1. Pay Status** Specify the default pay status to assign to chargebacks. If you leave this processing option blank, the system uses the value that is set up in the Data Dictionary for item PST. Valid values are defined in UDC 00/PS (Pay Status).

**2. Date Option** Specify the invoice date and net due date to assign to chargebacks. Values are:

Blank: Use the receipt G/L date.

*1:* Use the corresponding dates from the invoice.

**3. Reason Code** Specify the default reason code to assign when you enter a chargeback amount. If you leave this processing option blank, you must enter the chargeback reason code manually. Valid chargeback reason codes are defined in UDC 03B/CB.

## Auto Write Off

These processing options activate the automatic write-off feature and allow you to establish write-off limits for both under- and overpayments. You must designate the write-off reason code for the system to use when you activate the automatic write-off feature.

**1. Maximum Underpayment Amount** Specify the limit to use to write off underpayments. If the difference between the payment amount and open amount of the invoice is equal to or less than the amount specified, the system automatically writes off the remaining amount when you enter the receipt.

**2. Underpayment Reason Code** Use this processing option to enable automatic write-off processing and to specify the default reason code to assign when the system automatically writes off an underpayment. Valid write-off reason codes are defined in UDC 03B/RC. You must also set up a corresponding AAI item (RA*xx*, where *xx* is the reason code) for the write-off reason code that you specify.

**3. Maximum Overpayment Amount** Specify the maximum amount for which the system writes off overpayments. If the difference between the payment amount and the open amount of the

invoice is equal to or less than the amount specified, the system automatically writes off the remaining amount when you enter the receipt.

Enter the value as a negative amount.

**4. Overpayment Reason Code** Use this processing option to enable automatic write-off processing and to specify the default reason code for the system to assign when it automatically writes off an overpayment. Valid write-off reason codes are defined in UDC 03B/RC. You must also set up a corresponding AAI item (RA*xx*, where *xx* is the reason code) for the write-off reason code that you specify.

### Mnl Write Off

These processing options establish write-off limits for both under- and overpayments, and to set up a default for the system to use for the write-off reason code.

**1. Maximum Underpayment Amount** Specify the maximum amount for which you can write off an underpayment. If the difference between the payment amount and the open amount of the invoice is equal to or less than the amount specified, the system allows you to write off the remaining amount when you enter the receipt.

**2. Maximum Overpayment Amount** Specify the maximum amount for which you can write off an overpayment. If the difference between the payment amount and the open amount of the invoice is equal to or less than the amount specified, the system allows you to write off the remaining amount when you enter the receipt.

Enter the value as a negative amount.

**3. Write-Off Reason Code** Specify the default reason code to assign when you enter a write-off amount. Valid write-off reason codes are defined in UDC 03B/RC. You must also set up a corresponding AAI item (RA*xx*, where *xx* is the reason code) for each write-off reason code that you specify.

### Discount

These processing options set up rules for processing discounts.

**1. Discount Available** Specify whether to allow the discount taken to be greater than the discount available. Values are:

Blank: Do not allow discounts taken to be greater than the discount available.

*1:* Allow discounts taken to be greater than the available discount.

**2. Discount Applied** Specify whether to allow the discount taken to be greater than the payment amount. Values are:

Blank: Do not allow the discount taken to be greater than the payment amount.

*1:* Allow the discount taken to be greater than the payment amount.

**3. Grace Period Days** Specify the number of days to add to the discount due date to extend the period during which the discount can be taken. The system uses this processing option only when it calculates the discount taken automatically.

**4. Discount Reason Code** Specify the default discount reason code to use when discounts are taken. You can override this code, if necessary, when you enter the receipt. The discount reason code that you enter must exist in UDC 00/DE. You must also set up

a corresponding AAI item (RKD*xxx* where *xxx* is the reason code) for each discount reason code that you specify.

### Match Priority

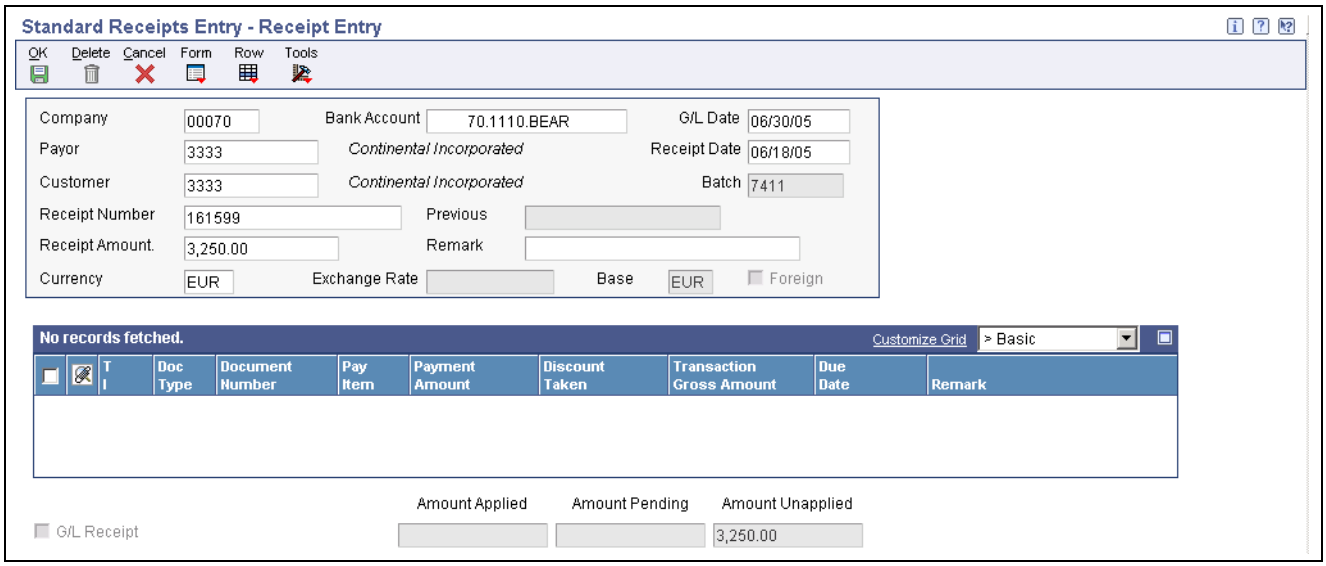
These processing options specify the order that you want the system to use to locate invoices when entering receipts from a remittance.

**Invoice Match**, **Sales Order Match**, **Customer Reference Match**, **Statement Match**, and **Shipment Number Match**

Specify the sequence of search methods that the system uses to select invoices on the Remittance Entry form. Valid search methods are *1*, *2*, *3*, *4*, and *5*. If you leave a search method field blank, the system excludes that search method and uses only the other methods that you specify. If you leave all five fields blank, the system searches using all methods in the order as described in the preceding paragraph.

## Entering Unapplied Receipts

Access the Receipt Entry form




Receipt Entry form

To enter an unapplied receipt:

1. Complete the fields on the Receipt Entry form.
2. If you want to assign a G/L offset other than *UC*, select Additional Info from the Form menu and complete the Unapplied G/L Offset field.

   You can also set a processing option for the system to use the default value of the G/L Offset code from the customer record.
3. On Additional Information, complete any other applicable fields and click OK.
4. Click OK.
5. On Receipt Entry, click OK to create an unapplied receipt or follow the steps to apply the receipt to invoices or to enter remittance information.

## (ARG) Setting Processing Options for PO Receipt Entry (P76A103D)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

### General

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

**Receipt Number Duplication** Specify whether the system verifies receipt number duplication by company.

**Receipt Number Display** Specify whether the system displays the receipt number.

**Receipt Values Protection** Specify whether receipt values are protected if the receipt has been printed.

**Automatic Receipt Number Assignment** Specify whether the system assigns receipt number automatically.

## (ARG) Entering Manual Receipts for Argentina

Access the Receipt Entry form.

To enter manual receipts for Argentina:

1. On Receipt Entry, complete the fields to enter a standard receipt and click OK.

   The system displays the Receipt Information form.

2. If the processing options are set for manual entry of the receipt reference number, complete the Receipt Number field.

   If the processing options are set for automatic entry of the receipt reference number, the system completes the Receipt Reference field.

3. Click OK.

**Receipt Number** Enter a number to use as secondary reference on the receipt.

# Locating Open Invoices

This section provides an overview of methods for displaying open invoices and discusses how to:

- Load all open invoices for a customer.

- Select specific open invoices for a customer.
- Select open invoices by remittance.

## Understanding the Methods for Displaying Open Invoices

To specify the invoices that a receipt or draft pays, you must display them on the payment entry form. Regardless of the method that you use to locate open invoices, you specify search criteria on one form, and the system returns the invoices that meet the criteria specified on the receipt or draft entry form.

The system provides these methods for displaying open invoices that you want to pay:

| Method | Description |
|---|---|
| Load Invoices | The system displays all the open invoices for the specified payor that meet the additional search criteria specified:<br>• Company: You can specify one company or enter * for all companies.<br>• Currency Code: You can specify one currency code or * for all currency codes.<br>The system displays the invoices in order by due date. |

| Method | Description |
| --- | --- |
| Select Invoices | The system displays all the open invoices that meet the search criteria that you enter:<br>• Payor or Customer<br>• Company: You can specify one company or enter * for all companies.<br>• Currency Code: You can specify one currency code or * for all currency codes.<br>Additionally, you can use the QBE row to specify additional search criteria, such as the document type or statement number.<br>The system displays the invoices that meet the criteria that you specified. You then select each invoice pay item that you want to pay. After invoices are selected, you can alter the search criteria and select more invoices. The system returns all the invoices selected in the order that you selected them on the payment entry form. |
| Select Invoices by Remittance | You use this method to enter the remittance information from the bank. You enter information about the invoice, such as the invoice number, in the Invoice Reference field, and the system indicates the number of invoices located that meet the criteria that you specified. You use a separate detail line to specify different search criteria.<br>Processing options enable you to set up a default search order that the system uses to locate the invoices based on the value entered in the Invoice Reference field. The system can locate open invoices by:<br>• Invoice number (DOC)<br>• Sales order number (DOCO)<br>• Customer reference number (VR01)<br>• Statement number (CTL)<br>• Shipment number (SHPN)<br>With the exception of statement number, the system uses the invoice reference to locate invoices from the F03B11 table. The system locates invoices using the statement number from the A/R Notification History Detail table (F03B21). |

Regardless of the method that you select to display open invoices, the system does not retrieve these types of invoices:

- RU (Unapplied receipt)
- R1 (Drafts)
- R5 (Deductions)
- NP (Partial NSF)

### See Also

Chapter 10, “Processing Manual Receipts,” Applying an Unapplied Receipt to Invoices, page 331

Chapter 14, “Processing Accounts Receivable Drafts,” Accepting Drafts, page 440

Chapter 18, “Processing Deductions,” Researching and Resolving Deductions, page 582

## Prerequisite

If you select invoices by remittance, verify that the processing options on the Match Priority tab for the RE Receipts Entry program (P15103) are set up appropriately.

## Forms Used to Locate Open Invoices

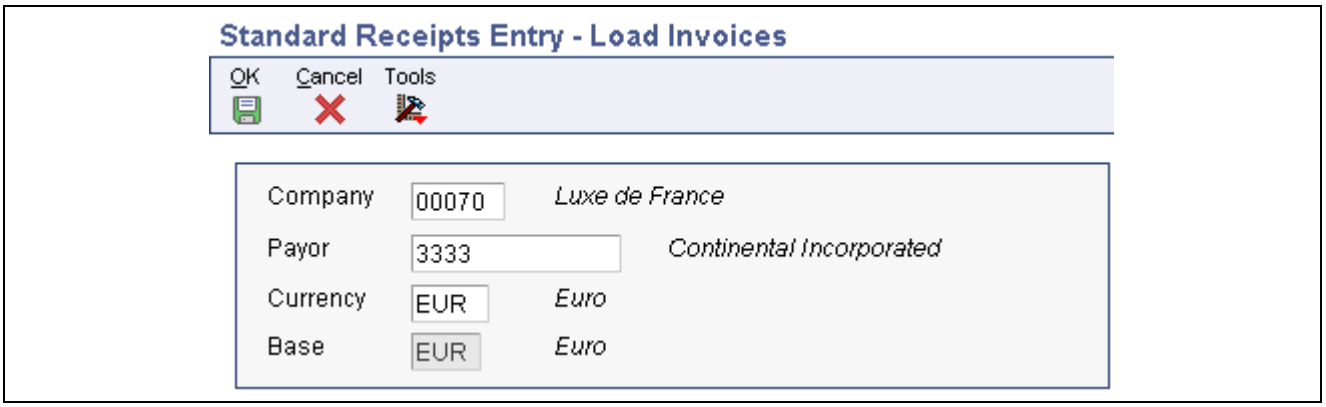
| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Receipt Entry | W03B102E | Manual Receipts Processing (G03B12), Standard Receipts Entry.<br>On the Work with Customer Receipts Inquiry form, click Add. | Enter unapplied receipts. |
| Draft Entry | W03B602B | Draft Daily Operations menu (G03B161), Enter Our Drafts or Enter Customer Drafts.<br>On the Work With Drafts form, click Add. | Enter unapplied drafts. |
| Load Invoices | W03B102J | On the Receipt Entry or Draft Entry form, select Load from the Form menu. | Loads all open invoices for a customer and apply them to a receipt. |
| Select Invoices | W03B102H | On the Receipt Entry or Draft Entry form, choose Select from the Form menu. | Select specific open invoices for a customer and apply them to a receipt. |
| Select Invoices by Remittance | W03B102K | On the Receipt Entry or Draft Entry form, select Remittance from the Form menu. | Select open invoices by remittance and apply them to a receipt. |

## Loading All Open Invoices for a Customer

The task to select open invoices is the same regardless of whether you select Standard Receipts Entry or one of the draft entry programs. This task is illustrated using the Receipt Entry form only.

Access the Receipt Entry or Draft Entry form.

This example shows the Load Invoices form.




Load Invoices form

To load all open invoices for a customer:

1. Follow the steps to enter an unapplied receipt or an unapplied draft.
2. On Receipt Entry or Draft Entry, select Load from the Form menu.
3. On Load Invoices, complete either the Company or Payor field if necessary and click OK.

   The system loads only those invoices for the company that you specify. Enter * to load all invoices for all companies.

---

**Note.** In the detail area of the Receipt Entry or Draft Entry form, the system loads all open invoices in order by due date. You can continue to load invoices for other customers, if necessary.

If you set a processing option to use a default type input code, when the system loads invoices, it populates the TI field with the value that you specified in the processing option.

The system does not load RU (unapplied receipt), R5 (deduction), or R1 (draft) invoice records.

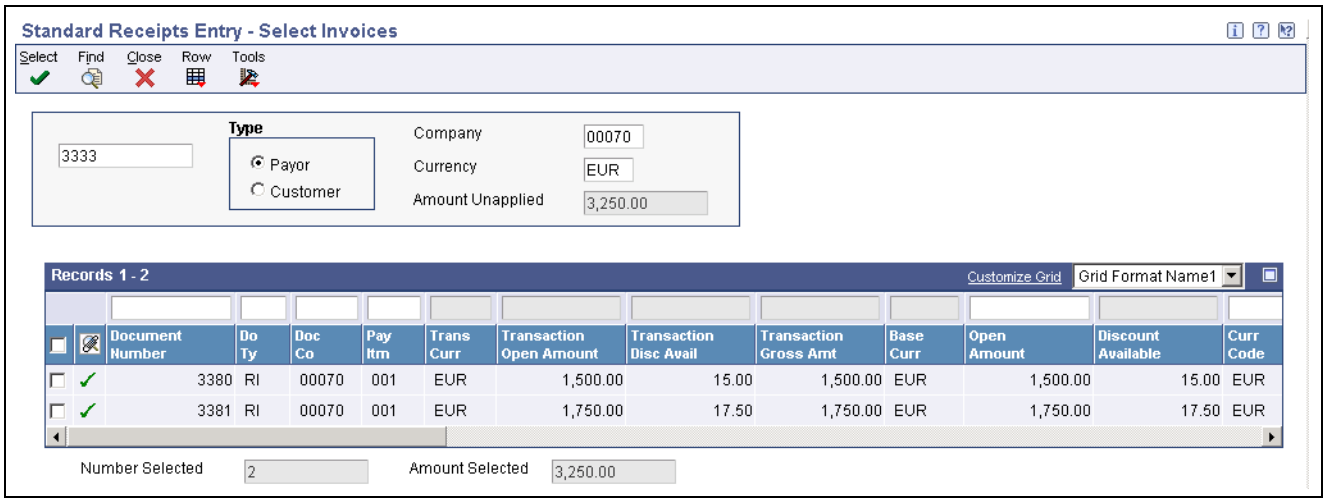
---

## Select Specific Open Invoices for a Customer

The task to select open invoices is the same regardless of whether you select Standard Receipts Entry or one of the draft entry programs. This task is illustrated using the receipt entry form only.

Access the Receipt Entry or Draft Entry form.

This example shows the Select Invoices form.



Select Invoices form

To select specific open invoices for a customer:

1. Follow the steps to enter an unapplied receipt or an unapplied draft.
2. On Receipt Entry or Draft Entry, choose Select from the Form menu.
3. On Select Invoices, complete the necessary fields in the header area or in the QBE line and then click Find to load the open items that meet the search criteria.

   **Note.** The system does not display RU (unapplied receipt), R5 (deduction), and R1 (draft) invoice records. These records are not available for selection.

4. Select the invoice or group of invoices and click Select.

   The system marks the invoices that you select. Alternatively, you can choose Select/Deselect from the Row menu or double-click the Document Number field to select or deselect the invoices for payment.

   You can select invoices from multiple customers. The system keeps track of the number of invoices that you select and the total amount of the selected invoices.

5. Click Close to load the selected invoices in the detail area of the Receipt Entry form.

   **Note.** The system displays the invoices in the order in which they were selected.

   If you set a processing option to use a default type input code, when the system loads invoices, it updates the TI field with the value that you specified in the processing option.

## Selecting Open Invoices by Remittance

The task to enter remittance information is the same regardless of whether you use the Standard Receipts Entry program (P03B102) or one of the draft entry programs. This task is presented using the Receipt Entry form only.

Access the Receipt Entry or Draft Entry form.

To select open invoices by remittance:

1. Follow the steps to enter an unapplied receipt or an unapplied draft.
2. On Receipt Entry or Draft Entry, select Remittance from the Form menu.

3. On Select Invoices by Remittance, complete the optional fields to narrow the search for the invoices and click Find.

   You can also enter * to specify all values.

   **Note.** If the invoice does not contain the information that you entered in these fields, the system cannot locate it.

4. In the detail area, complete the Invoice Reference field for each item on the customer's remittance.

   Enter the invoice number, statement number, sales order number, customer reference number, or shipment number. The system searches the F03B11 table for invoices in the order that are specified in the Match Priority processing options, unless you complete the Override Type field.

   **Note.** The system searches the A/R Notification History Detail table (F03B21) to locate the statement number; therefore, you must use the Statement Notification Refresh program (R03B500X) to generate statements for the system to locate invoices by statement number.

5. (Optional) Complete any of the T I and Override Type fields.
6. Click in the next detail line and review these fields that the system completes:
   - Items Found
   - Amount Open
   - Discount Available
   - Discount Earnable
   - Process Type
7. If you need to keep a running total of the remittance amounts, complete the Remittance Amount and Remittance Discount fields to update the totals on the bottom of the form.

   **Note.** The system does *not* use the remittance amounts entered as the payment and discount amounts on the receipt or draft entry form.

   The system calculates the payment amount for you only if the type input code is provided (either as a default in the processing options or as an override on this form). Otherwise, you must specify the payment amount on the receipt or draft entry form.

8. Click OK.

   The system displays the invoices on the entry form in the order that you entered them on the remittance form.

**Override Type** Enter the number to identify which matching process the system runs to locate invoices. If you leave the field blank, the system uses the matching process that is specified in the processing options for the Standard Receipts Entry program (P03B102). Values are:

*1:* Invoice Match

*2:* Sales Order Match

*3:* Customer Reference Match

*4:* Statement Number Match

*5:* Shipment Number Match

To reduce processing time, you can specify the search criteria for the system to use to locate the invoice based on the information entered. For example, if you enter an invoice number in the Invoice Reference field, you can enter *1* in the Override Type field and the system searches for the invoice by invoice number only and ignores the Match Priority processing options.

# Applying Receipts or Drafts to Invoices Using Type Input Codes

This section provides an overview of unapplied receipts applied to invoices and credit memos applied to invoices, and discusses how to:

- Apply a receipt or draft to invoices using input type codes.
- Apply an unapplied receipt to invoices.
- Apply a credit memo to an invoice.

## Understanding Unapplied Receipts Applied to Invoices

After you enter an unapplied receipt or draft, you can apply it to the appropriate invoice or group of invoices using all of the available type input codes. To match an unapplied payment to invoices, you select the unapplied payment first and then display the open invoice records. You cannot use the Load or Select features to display unapplied payments along with the open invoices.

When you fully apply an unapplied payment to invoices, the system performs the following functions for each invoice to which the payment was applied:

- Creates a new batch record in the Batch Control Records table (F0011) for batch type RB (for receipts) or DB (for drafts), if the unapplied payment is posted when you apply it against invoices.
- Closes the RU invoice document in the F03B11 table by updating the pay status to *P*.
- Closes the RI invoice document in the F03B11 table by updating the pay status to *P*, if the invoice is fully paid.
- Creates RC documents in the F03B14 table.

If you fully apply an unapplied payment to invoices before it is posted, the system deletes the RU record from the F03B11 and F03B14 tables.

Regardless of whether the unapplied payment is posted before you apply it to an invoice, you must post the payment after you apply it to invoices to update the appropriate accounts in the general ledger.

## Understanding Credit Memos Applied to Invoices

When the customer has outstanding credit memos, you can apply them to outstanding invoices using the Standard Receipts Entry program (P03B102) or one of the draft entry programs (P03B602). Because you do not have a physical payment, you enter zero in the Receipt Amount or Draft Amount field. You can use the Load, Select, or Remittance feature to display the credit memo and invoice, and then you use the appropriate type input code to apply the credit memo to the invoice. If the credit memo does not fully pay the invoice, you can leave the invoice open for the amount that remains, or create a write-off, chargeback, or deduction record for the difference.

When you fully apply a credit memo to an invoice, the system:

- Closes the RM credit memo document in the F03B11 table by updating the pay status to *P*.
- Closes the RI invoice document in the F03B11 table by updating the pay status to *P*, if the invoice is fully paid.
- Creates a record in the F03B13 table for a zero amount.
- Creates RS receipt documents in the F03B14 table for both the credit memo and the invoice.

After you apply credit memos to invoices, you must post the batch to update the general ledger.

### See Also

Chapter 10, “Processing Manual Receipts,” Understanding Receipt Posting, page 349

Chapter 14, “Processing Accounts Receivable Drafts,” Understanding Draft Approval and Posting, page 465

## Prerequisites

Before you complete the tasks in this section:

- Verify that the appropriate accounts are specified for these AAI items:
  - RKD for discounts taken.
  - RC*xxxx*, where *xxxx* is the chargeback G/L offset code, for the chargeback A/R trade account.
  - RA*xx*, where *xx* is the write-off reason code.
  - RN, for the deduction suspense account.
- Verify these UDC tables are set up to specify the reason codes:
  - 00/DE for discount reason codes
  - 03B/CB for chargeback reason codes
  - 03B/RC for write-off reason codes
  - 03B/CR for deduction reason codes
- Verify the processing options are set up appropriately for discounts, chargebacks, write-offs, and deductions, or for the type input codes that you allow.

# Forms Used to Apply Receipts or Drafts to Invoices Using Type Input Codes

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Receipt Entry | W03B102E | Manual Receipts Processing (G03B12), Standard Receipts Entry.<br>On the Work with Customer Receipts Inquiry form, click Add.<br>Or, on the Work with Customer Receipts Inquiry form, to display unapplied receipts, select the Unapplied option and then click Find. | Apply a receipt to invoices using type input codes, apply an unapplied receipt to invoices, or apply a credit memo to an invoice. |
| Draft Entry | W03B602B | Draft Daily Operations menu (G03B161), Enter Our Drafts or Enter Customer Drafts.<br>On the Work With Drafts form, click Add. | Apply a draft to invoices using type input codes, or apply a credit memo to an invoice. |

# Applying a Receipt or Draft to Invoices Using Type Input Codes

Access the Receipt Entry or Draft Entry form.

To apply a receipt or draft to invoices:

1. On Receipt Entry or Draft Entry, follow the steps to enter an unapplied receipt or an unapplied draft.
2. Follow the steps to display the open invoices for the customer.

   See Chapter 10, "Processing Manual Receipts," Loading All Open Invoices for a Customer, page 324.
3. In the detail area, complete the T I field with the type input code that corresponds to the application method that you want to use
4. If necessary, override the value in the Payment Amount, Remark, Discount Taken, Write-Off Amount, Chargeback Amount, and Deduction Amount fields.
5. Depending on the type input code that you entered, you might need to enter a reason code.

   If the type input code is *11* or *16*, complete the CB CD (chargeback reason code) field.

   If the type input code is *15*, complete the WO CD (writeoff reason code) field.

   If the type input code is *17*, complete the DD CD (deduction reason code) field.

   **Note.** The system does not accept blank as a valid value, even if it is set up in the user defined codes. Depending on the setting of processing options, the system might automatically supply the value for the reason code.
6. (Optional) If the type input code is *11* or *16*, complete the Chargeback G/L Offset field to direct the offset for the chargeback to a different A/R trade account.
7. Verify that the Amount Applied and Amount Unapplied fields on the bottom of the form contain the correct information.

If you have fully applied the receipt to invoices, the amount pending should equal the receipt amount that appears in the header portion of the entry form.

8. Click OK.

### See Also

Chapter 10, "Processing Manual Receipts," Understanding Receipt Posting, page 349

Chapter 14, "Processing Accounts Receivable Drafts," Understanding Draft Approval and Posting, page 465

## Applying an Unapplied Receipt to Invoices

Access the Receipt Entry form by selecting an unapplied receipt on the Work with Customer Receipts Inquiry form.

To apply an unapplied receipt to invoices:

1. On Receipt Entry, follow the steps to display the open invoices for the customer.

   See Chapter 10, "Processing Manual Receipts," Loading All Open Invoices for a Customer, page 324.

2. In the header area, complete the G/L Date field.

   **Note.** The G/L date that you assign does not change the G/L date of the unapplied receipt record in the F03B13 table. The system uses the G/L date for the record that it creates in the F03B14 table to pay the invoice.

3. In the detail area, complete the T I field with the appropriate code.
4. If necessary, override the value in the Payment Amount, Discount Taken, Remark, Write-Off Amount, Chargeback Amount, and Deduction Amount fields.
5. Verify that the Amount Applied and Amount Unapplied fields on the bottom of the form contain the correct information.

   The amount pending should equal the receipt amount specified in the receipt header if you have fully applied the receipt to invoices.

6. Click OK.

## Applying a Credit Memo to an Invoice

The task to apply a credit memo to an invoice is the same regardless of whether you select Standard Receipts Entry program or one of the draft entry programs.

Access the Receipt Entry or Draft Entry form.

To apply a credit memo to an invoice:

1. Follow the steps to enter an unapplied receipt or an unapplied draft, but leave the Receipt Amount or Draft Amount field blank.
2. On Receipt Entry or Draft Entry, follow the steps to display the open invoices for the customer.

   See Chapter 10, "Processing Manual Receipts," Locating Open Invoices, page 321.

3. To fully apply a credit memo to an invoice, enter *10* in the T I field next to the credit memo.
4. Using the appropriate code, complete the T I field next to the invoice.

If the credit memo does not fully pay the invoice, you can leave the invoice open for the remaining amount or use a type input code to create a write-off, chargeback, or deduction record for the difference.

5. Click OK.

# Working with G/L Receipts

This section provides an overview of G/L receipts and discusses how to:

- Enter a G/L receipt.
- Create an unapplied receipt from a G/L receipt.

### See Also

Chapter 10, "Processing Manual Receipts," Entering G/L Receipts (TI Code 4) , page 346

## Understanding G/L Receipts

When you receive a check that is not associated with a customer's account, such as a refund check from an insurance company or a rebate, you can enter the check by entering a G/L receipt on either the Standard Receipts Entry program (P03B102) or the Speed Receipts Entry program (P03B0001). A G/L receipt enables you to credit the appropriate general ledger account and include the amount in the bank deposit.

After you enter G/L receipts, you must post them to update the bank and G/L accounts.

## Forms Used to Enter G/L Receipts

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work with Customer Receipts Inquiry | W03B102A | Manual Receipts Processing (G03B12), Standard Receipts Entry. | Locate and select an existing receipt. |
| Receipt Entry | W03B102E | On the Work with Customer Receipts Inquiry form, click Add. | Enter a standard unapplied receipt. |
| G/L Receipts Entry | W03B0001C | On the Receipt Entry form, select General Ledger from the Form menu. | Enter a G/L receipt that is not associated with a customer's account. |

## Entering a G/L Receipt

Access the Receipt Entry form.

To enter G/L receipts:

1. On Receipt Entry, follow the steps to enter an unapplied receipt.

   **Note.** You do not need to complete the Customer or Payor fields when you enter a G/L receipt.

2. Select General Ledger from the Form menu.

3. On G/L Receipts Entry, complete the G/L Account Number and Payment Amount fields for each G/L account.

   You can use multiple grid lines to distribute the receipt to as many G/L accounts as necessary. The total amount that you enter must equal the receipt amount.

4. Click OK to return to the Receipt Entry form.
5. Verify that the Amount Applied and Amount Unapplied fields on the bottom of the form contain the correct information.

   If you have fully applied the receipt to invoices, the amount pending should equal the receipt amount in the receipt header. The system creates an unapplied receipt record for the amount in the Amount Unapplied field.

   **Note.** If you have an amount in the Amount Unapplied field, you must to complete the Payor and Customer fields on the form before you click OK or the system returns an error.

6. On Receipt Entry, click OK.

## Creating an Unapplied Receipt from a G/L Receipt

Access the Work with Customer Receipts Inquiry form.

To create an unapplied receipt from a G/L receipt:

Locate and select the general ledger receipt on the Work with Customer Receipts Inquiry form.

1. On Receipt Entry, select General Ledger from the Form menu.
2. On G/L Receipts Entry, delete one or more lines of account information for the receipt.

   If the receipt is posted, the system prompts you to complete the Void G/L Date and Void Reason Code fields.

3. Click OK to return to the Receipt Entry form.
4. Enter a customer number and a payor number, and then click OK.

   Without the general ledger account information, the receipt reverts to an unapplied receipt, which requires a customer number and a payor number.

# Entering Stand-Alone Records

This section provides an overview of stand-alone records and discusses how to:

- Enter stand-alone transactions with invoice match.
- Enter stand-alone transactions without invoice match.

### See Also

Chapter 10, “Processing Manual Receipts,” Applying Receipts or Drafts to Invoices Using Type Input Codes, page 328

Chapter 18, “Processing Deductions,” page 577

# Understanding Stand-Alone Records

Stand-alone records are write-offs, chargebacks, and deductions that are not associated with any known invoice. You create stand-alone records when the customer sends a payment for several invoices, but the payment amount does not equal the total amount of the invoices. You can also use the stand-alone feature when an unapplied payment is applied to several invoices and a small difference between the totals exists. In these scenarios, the system matches the payment to invoices, but the shortage is recorded without specifying a particular invoice.

You can also use the stand-alone feature without performing an invoice match. For example, you can create a deduction or write off a small duplicate payment. Additionally, to distribute an unapplied payment to several customer accounts, you can enter a stand-alone chargeback without invoice matching. When you use the stand-alone feature without invoice matching, you must enter the amount as a *credit (negative)*; otherwise, the system creates an unapplied payment for twice the amount specified.

It is recommended that you use the stand-alone feature in conjunction with invoice match, whenever possible.

You use these type input codes to create stand-alone transactions in the receipt and draft entry programs:

| Type Input Code | Usage |
|---|---|
| 25 (Stand-alone write-off) | Use this code to create a write-off for a disputed amount, such as tax on a freight charge, that is not associated with a specific invoice. |
| 26 (Stand-alone chargeback) | Use this code to create a chargeback invoice for an unpaid amount that is not associated with a specific invoice. |
| 27 (Stand-alone deduction) | Use this code to create a deduction for an amount that is not associated with a specific invoice. |

## Stand-Alone Write-Offs (TI Code 25)

A stand-alone write-off is a write-off for an amount that is not associated with any specific invoice. For example, when you receive a receipt or draft to pay multiple invoices, and the customer has not indicated which invoice should receive the short payment, you can write off this amount using a stand-alone entry. Additionally, you might use the stand-alone feature for write-offs that are not associated with any invoice. For example, you use a stand-alone write-off when you receive a duplicate payment for a small amount and want to write it off.

When you create a stand-alone write-off (type input code *25*), the system reduces the customer's open balance by the amount of the write-off.

## Stand-Alone Chargebacks (TI Code 26)

When an amount in dispute is not associated with a specific invoice, you can create a stand-alone chargeback for the amount. A stand-alone chargeback enables you to re-invoice the customer for the amount that is in dispute. Typically, you enter stand-alone chargebacks when the payment amount does not total the invoices being paid, and you want to charge back the difference to the customer. In this case, you enter a standalone chargeback with invoice match. The system increases the customer's open balance by the amount of the short-payment.

You enter a stand-alone chargeback without invoice match when you want to distribute an unapplied receipt or draft among multiple customer accounts. When you do this, the system creates a record in the F03B13 table for the payor, and creates associated records in the F03B14 and F03B11 tables for the chargeback amount (as a credit) to each customer. This process simulates the creation of an unapplied payment for each customer.

### Example: Using Stand-Alone Chargebacks to Distribute an Unapplied Payment Among Multiple Customers

When you receive one payment to be distributed among multiple customers without applying it to invoices, you use the stand-alone chargeback feature.

For example, you receive a receipt for 15,000 from payor 3001 to be applied as follows:

- 5,000 to customer 3004
- 5,000 to customer 3333
- 5,000 to customer 3334

Using the stand-alone chargeback feature, you specify the customer and amount that you want to distribute. Enter the payment amount as a credit (negative amount). You repeat the process until the amount is fully distributed among the customers.

The system creates these records:

| Table | Document Type | Gross Amount | Customer Number | Payment ID |
|---|---|---|---|---|
| F03B13 | N/A | 15,000 | 3001 | 521 |
| F03B11 | RB | -5,000 | 3004 | 521 |
| F03B11 | RB | -5,000 | 3333 | 521 |
| F03B11 | RB | -5,000 | 3334 | 521 |
| F03B14 | RC<br>**Note.** This is the matching document type (DCTM). | -5,000 | 3004 | 521 |
| F03B14 | RC<br>**Note.** This is the matching document type (DCTM). | -5,000 | 3333 | 521 |
| F03B14 | RC<br>**Note.** This is the matching document type (DCTM). | -5,000 | 3334 | 521 |

The system uses the payment ID to provide an audit trail from the F03B11 and F03B14 records to the original F03B13 payment record.

Later, you must apply the negative chargeback invoices to invoices that you want to pay.

### Stand-Alone Deductions (TI Code 27)

When the amount of the payment does not equal the amount of the invoices that it pays, you can create a stand-alone deduction to postpone the research and resolution of the short-payment until a later date. Additionally, you might use the stand-alone feature for deductions that are not associated with any invoice. For example, you would use this feature if you receive a duplicate payment for a small amount and are unsure about how to process it.

When you create a stand-alone deduction (type input code 27), the system reduces the customer's account by the amount of the short-payment.

When you post the deduction, the system creates a record in the A/R Deduction Management table (F03B40) that you use to resolve the issue.

## Prerequisites

For stand-alone write-offs:

- Ensure that you set the maximum amount in the Manual Write-Off processing option high enough so that the system accepts entry.
- Verify that the account that you want to use for the each write-off reason code is set up for the AAI item RA*xx*, where *xx* is the write-off reason code.
- Verify that the processing option on the Edits tab is set up to allow write-offs.
- Verify that the valid values that you want to use for the write-off reason code are set up in UDC 03B/RC.

For stand-alone chargebacks:

- Verify that the chargeback A/R trade account is set up for the AAI item RC*xxxx*, where *xxxx* is the chargeback general ledger offset code.
- Verify that the processing options on the Chargeback tab are set up.
- Verify that the valid values that you want to use for the chargeback reason code are set up in UDC 03B/CB.

For stand-alone deductions:

- Verify that the deduction suspense account is set up for the AAI item RN.
- Verify that the valid values that you want to use for the deduction reason code are set up in UDC 03B/CR.

## Forms Used to Enter Stand-Alone Records

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Receipt Entry | W03B102E | Manual Receipts Processing (G03B12), Standard Receipts Entry.<br>On the Work with Customer Receipts Inquiry form, click Add. | Enter unapplied receipts. |
| Draft Entry | W03B602B | Draft Daily Operations menu (G03B161), Enter Our Drafts or Enter Customer Drafts.<br>On the Work With Drafts form, click Add. | Enter unapplied drafts. |
| Create Stand-alone Transaction | W03B102G | On the Receipt Entry or Draft Entry form, select Stand-alone from the Form menu, and then select Write-Off, Chargeback, or Deduction. | Enter a stand-alone transaction.<br>This form contains different fields, depending on whether you selected Write-Off, Chargeback, or Deduction. |

## Entering Stand-Alone Transactions with Invoice Match

The task to create stand-alone write-offs with invoice match is the same regardless of whether you select the Standard Receipts Entry program (P03B102) or one of the draft entry programs. This task is illustrated using the Receipt Entry form only.

Access the Receipt Entry or Draft Entry form.

To enter stand-alone transactions with invoice match:

1. Follow the steps to enter an unapplied receipt or an unapplied draft.
2. On Receipt Entry or Draft Entry, follow the steps to display the open invoices for the customer.

   See Chapter 10, “Processing Manual Receipts,” Loading All Open Invoices for a Customer, page 324.
3. In the detail area, complete the T I field with the appropriate value for each invoice.
4. From the Form menu, select Stand-alone, and then select Write-Off, Chargeback, or Deduction.

   The system displays the Create Stand-alone Transaction form.
5. For stand-alone write-offs, complete the Write-Off Amount and Write-Off Reason Code fields.
6. For stand-alone chargebacks, complete the Chargeback G/L Offset, Chargeback Amount, and Chargeback Reason Code fields.
7. For stand-alone deductions, complete the Deduction Amount and Deduction Reason Code fields.
8. Click OK.

   On Receipts Entry or Draft Entry, the system adds a new detail line, creates a payment amount for the stand-alone transaction, and assigns the appropriate type input code.
9. Verify that the Amount Pending and Amount Unapplied fields on the bottom of the form contain the correct information.

If you have fully applied the payment to invoices, the amount pending should equal the receipt amount that appears in the header portion of the entry form.

10. Click OK.

**Chargeback G/L Offset** Enter a code to specify the A/R trade account that you want the system to use when you post the chargeback. If you do not use a separate account to track the offset for chargebacks, you can leave this field blank.

## Entering Stand-Alone Transactions without Invoice Match

The task to create stand-alone transactions without invoice match is the same regardless of whether you select Standard Receipts Entry or one of the draft entry programs. This task is described using the Receipt Entry form only.

Access the Receipt Entry or Draft Entry form.

To create stand-alone transactions without invoice match:

1. On Receipt Entry or Draft Entry, follow the steps to enter an unapplied receipt or an unapplied draft.
2. From the Form menu, select Stand-alone, and then select Write-Off, Chargeback or Deduction.
3. On Create Stand-alone Transaction, complete the Customer and Customer Reference fields.
4. For stand-alone write-offs, complete the Write-Off Amount and Write-Off Reason Code fields.
5. For stand-alone chargebacks, complete the Chargeback G/L Offset, Chargeback Amount, and Chargeback Reason Code fields.
6. For stand-alone deductions, complete the Deduction Amount and Deduction Reason Code fields.
7. Click OK.

   On Receipts Entry, the system adds a new detail line, creates a positive payment amount for the stand-alone transaction, and assigns the appropriate type input code.

---

**Note.** If you are creating standalone chargebacks to distribute an unapplied receipt among multiple customer accounts, repeat steps 2, 3, and 5 for each customer to whom you want to distribute an amount.

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8. Verify that the Amount Pending and Amount Unapplied fields on the bottom of the form contain the correct information

   If you have fully applied the payment to invoices, the amount pending should equal the receipt amount that appears in the header portion of the entry form.

9. Click OK.

**Customer** If you are creating stand-alone chargebacks so that you can distribute an unapplied receipt among multiple customers, enter the customer number to whom you want to distribute the unapplied receipt. The system creates credit (RB) records in the F03B11 table for the appropriate customers, which you can locate and apply against invoices at a later time.

**Write-Off Amount** For stand-alone write-offs without invoice match, you must enter the write-off amount as a credit (negative amount). Otherwise, the system creates an unapplied record for twice the amount that you specified.

| | |
|---|---|
| **Write-Off Reason Code** | The system does not accept blank as a valid value, even if it is set up in the user defined codes. If you leave this field blank, the system does not use the default write-off reason code from the processing options. |
| **Chargeback Amount** | Enter the amount that you want to distribute to the first customer as a credit (negative amount). Otherwise, the system creates an unapplied record for twice the amount specified. |
| **Deduction Amount** | For stand-alone deductions without invoice match, you must enter the Deduction Amount as a credit (negative amount). |
| **Deduction Reason Code** | The system does not accept blank as a valid value, even if it is set up in the user defined codes. If you leave this field blank, the system does not use the default deduction reason code from the processing options. |
| **Amount Unapplied** | The system creates an unapplied record for the amount in this field. |

# Entering Speed Receipts

This section provides an overview of speed receipts and discusses how to:

- Set processing options for Speed Receipts Entry (P03B0001).
- Enter unapplied receipts (TI code 1).
- Enter balance forward receipts (TI code 2).
- Enter logged receipts (TI code 3).
- Assign logged receipts to customers.
- Enter G/L receipts (TI code 4).

## Understanding Speed Receipts

As an alternative to entering standard receipts, you can use the Speed Receipts Entry program (P03B0001) to quickly enter high-volume, simple receipts. When you use Speed Receipts Entry, you are not required to match receipts to invoices or even apply them to a specific customer's account. You can enter receipts with the minimum amount of information to speed the recognition of cash in the general ledger.

The system creates records in the following tables when you enter speed receipts:

- F03B13
- F03B14

You cannot review or revise receipts using Speed Receipts Entry; you must use Standard Receipts Entry.

After you enter receipts using Speed Receipts Entry, you must post them to the general ledger to update the appropriate bank and A/R trade accounts.

### TI Code 1 (Applied Receipt)

Use this input code to apply a receipt to a customer's account balance instead of matching it to a specific invoice or group of invoices. This method enables you to update the customer's account and recognize cash immediately, and then match the receipt to invoices at a later time.

## TI Code 2 (Balance Forward Receipt)

The balance forward method allows you to specify a beginning date from which to begin applying the receipt. The program applies the receipt to invoices in the order of oldest to newest. The system applies the receipt to invoices until the receipt amount is exhausted. If the receipt cannot fully pay an invoice, it applies a partial payment. If the amount of the receipt exceeds the amount of the invoices, the system automatically creates an unapplied receipt for the remaining amount. Later, you can apply the receipt to future invoices that you create for the customer. If the receipt does not fully pay an invoice, the system applies a partial payment to it. Alternatively, you can enter an invoice number to have the system apply the receipt to all the pay items for that invoice.

You can set a processing option to allow the system to take earned discounts when entering a balance forward receipt. The system compares the G/L date that you enter on the receipt to the discount due date to determine whether the discount is earned. The system takes earned discounts only when an invoice is paid in full. The Speed Receipts Entry program (P03B0001) does not allow you to change the discount amount; you must use the Standard Receipts Entry program (P03B102).

## TI Code 3 (Logged Receipt)

If you receive a payment but cannot locate the customer or payor, you can log the receipt (TI code 3) to recognize the revenue immediately, and then apply the receipt to the customer's account at a later date. Logging receipts enables you to deposit payments, improve cash flow immediately, and apply the receipt to the customer account and their invoices later. This method of entering receipts is useful when the people who enter receipts and make the bank deposits are different than those who match the receipts to a customer or invoices.

When you enter a logged receipt, the system creates a record in both the F03B13 and F03B14 tables.

After you enter a logged receipt, you must post it to update the bank account balance. When you post a logged receipt, the system distributes the total amount of the receipt to a suspense account that you specify in the AAI item RCLC. After you apply the receipt to a customer's account, the system clears the suspense account and updates the appropriate A/R trade account.

---

**Note.** If you do not post the logged receipt before you apply it to the customer's account, the system deletes the logged receipt records from the F03B14 table.

---

## TI Code 4 (G/L Receipt)

If you receive a miscellaneous payment, such as a rebate check, that is not associated with a customer's account you can enter it into the system using Speed Receipts (TI code 4). This method enables you to credit the appropriate general ledger account and include the amount in the bank deposit.

When you enter a G/L receipt, you can distribute it to one G/L account or several. When entering a G/L receipt, you can select a receipt and redistribute it among multiple G/L accounts. For example, you might want to distribute the amount of a refund check among different revenue or cash accounts. The amounts that you distribute among various G/L accounts must equal the total amount of the receipt.

After you enter a G/L receipt, you must post it to update the account information.

## Receipt Deletion

Each line in the detail area represents a separate receipt. You can delete a receipt before you click OK on the Speed Receipts Entry form. To do so, select the receipt and click Delete. This method provides a quick way to delete the entire row of information at one time instead of deleting the information in each column separately.

### Attached Text or Objects

After you enter a receipt, you can attach text, an OLE object, or an image, such as a scanned receipt. For example, you might attach an internal comment or memo regarding a receipt revision or void. You can add attachments only at the receipt level.

To attach text or objects, select the receipt on the Speed Receipts Entry form. Then, select Attachments from the Row menu.

## Prerequisite

Before you enter logged receipts (TI code 3) set up AAI item RCLC (logged receipts) for the suspense account.

## Forms Used to Enter Speed Receipts

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Speed Receipts Entry | W03B0001A | Manual Receipts Processing (G03B12), Speed Receipts Entry | Enter high-volume, simple receipts. |
| Work with Customer Receipts Inquiry | W03B102A | Manual Receipts Processing (G03B12), Standard Receipts Entry | Locate logged receipts. |
| Receipt Entry | W03B102E | On the Work with Customer Receipts Inquiry form, select a logged receipt and click Select. | Assign a logged receipt to a customer. |
| G/L Receipts Entry | W03B0001C | On the Speed Receipts Entry form, select Split Receipt from the Row menu. | Distribute a G/L receipt to more than one G/L account. |

## Setting Processing Options for Speed Receipts Entry (P03B0001)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

### Display

These processing options specify whether the system retains the field values when a new receipt is entered.

**1. Company** Specify whether to retain the company number entered on the Speed Receipts Entry form after you enter the receipt. Values are:

Blank: Do not retain the company number.

*1:* Retain the company number.

**2. Bank Account** Specify whether to retain the bank account number entered on the Speed Receipts Entry form after you enter the receipt. Values are:

Blank: Do not retain the bank account.

*1:* Retain the bank account.

**3. Receipt Date** Specify whether to retain the receipt date entered on the Speed Receipts Entry form after you enter the receipt. Values are:

Blank: Do not retain the receipt date.

*1:* Retain the receipt date.

**4. Remark** Specify whether to retain the remark entered on the Speed Receipts Entry form after you enter the receipt. Values are:

Blank: Do not retain the remark.

*1:* Retain the remark.

**5. G/L Date** Specify whether to retain the G/L date entered on the Speed Receipts Entry form after you enter the receipt. Values are:

Blank: Do not retain the G/L date.

*1:* Retain the G/L date.

**6. Cleared/Value Date** Specify whether to retain the cleared date entered on the Speed Receipts Entry form after you enter the receipt. Values are:

Blank: Do not retain the cleared date.

*1:* Retain the cleared date.

**7. Currency** Specify whether to retain the currency code entered on the Speed Receipts Entry form after you enter the receipt. Values are:

Blank: Do not retain the currency code.

*1:* Retain the currency code.

**8. Exchange Rate** Specify whether to retain the exchange rate entered on the Speed Receipts Entry form after you enter the receipt. Values are:

Blank: Do not retain the exchange rate.

*1:* Retain the exchange rate.

**9. Currency Mode** Specify whether to retain the value of the currency mode, which is controlled by the Foreign option, entered on the Speed Receipts Entry form after you enter the receipt. Values are:

Blank: Do not retain the value of the currency mode.

*1:* Retain the value of the currency mode.

## Defaults

These processing options specify the default values for certain fields.

**1. Type Input Code** Specify the default type input code to display on the Speed Receipts Entry form. Values are:

*1:* Unapplied Receipt

*2:* Balance Forward Receipt

*3:* Logged Receipt

*4:* General Ledger Receipt

**2. Default G/L Offset for Unapplied Receipts**

Specify whether to use the value in the G/L Offset field of the customer record (F03012) as the default value for the Unapplied G/L Offset field when you enter unapplied receipts. The system locates the A/R trade account based on the G/L offset that you use. Values are:

Blank: Do not use values from the customer record. The system uses the default value *UC*.

*1:* Use the G/L offset from the customer record. If the customer record does not have a G/L offset defined, the system uses the default G/L offset (*UC*) for unapplied receipts.

## Edits

These processing options specify whether a receipt number is required.

**1. Receipt Number**

Specify whether the system requires a receipt number when you enter a receipt. Values are:

Blank: Do not require receipt number.

*1:* Require receipt number.

## Process

These processing options specify whether to allow invoices to be paid when the status is not approved (A) and whether the system creates summarized or detailed Account Ledger records (F0911) when the receipt is posted.

**1. Pay Only Approved Invoices**

Specify whether to allow receipts to be applied to all invoices or only approved invoices (invoices with a pay status of A). Values are:

Blank: Pay all invoices.

*1:* Pay only approved invoices.

**2. Journal Entry Creation Method**

Specify whether the post program creates one summarized journal entry for the batch of receipts entered, or one journal entry for each receipt. The system assigns the value that you enter in this processing option to the A/R Post field (ISTR) in the F03B13 table. The post program uses this value to create the journal entry records. Values are:

Blank: Summarized journal entries. The system creates one journal entry with the document type RK for each batch of receipts that you post. The system assigns the receipt batch number as the document number of the journal entry. To use this method, you must also ensure that:

- The offset method in the A/R Constants is equal to *B* (batch mode).
- The batch does not contain any foreign transactions.

Otherwise, the system creates journal entries in detail.

*1:* Detail journal entries. The system creates one journal entry with the document type *RC* for each receipt in the batch. The system uses Next

Numbers for journal entry documents (system 09) to assign the document number to the receipt journal entry.

To provide an audit trail, the system updates the following fields in the Receipts Detail table (F03B14) with the journal entry information:

- JE document type (RZDCTG)
- JE document number (RZDOCG)
- JE document company (RZKCOG)

## Auto Write-Off

These processing options specify limits for under- and over-payments and the associated reason code.

**1. Maximum Underpayment Amount**

Specify the limit to use to write off underpayments. If the difference between the payment amount and open amount of the invoice is equal to or less than the amount specified, the system automatically writes off the remaining amount when the receipt is applied.

**2. Underpayment Reason Code**

Use this processing option to enable automatic write-off processing and to specify the default reason code that you want the system to assign when it automatically writes off an underpayment. Valid write-off reason codes are defined in UDC 03B/RC. You must also set up a corresponding AAI item (RA*xx*, where *xx* is the reason code) for the write-off reason code that you specify.

**3. Maximum Overpayment Amount**

Specify the maximum amount for which the system writes off overpayments. If the difference between the payment amount and the open amount of the invoice is equal to or less than the amount specified, the system automatically writes off the remaining amount when the receipt is applied.

Enter the value as a negative amount.

**4. Overpayment Reason Code**

Use this processing option to enable automatic write-off processing and to specify the default reason code for the system to assign when it automatically writes off an overpayment. Valid write-off reason codes are defined in UDC 03B/RC. You must also set up a corresponding AAI item (RA*xx*, where *xx* is the reason code) for the write-off reason code that you specify.

## Discount

These processing options specify whether to allow all discounts or earned discounts only, as well as the default value for the discount reason code.

**1. Allow Discounts**

Specify whether to take available discounts during receipt application. Values are:

Blank: Do not allow discounts. If discounts are available, the system ignores them during receipt application.

*1:* Allow discounts. If discounts are available, the system takes the discount during receipt application.

**2. Allow Only Earned Discounts**

Specify whether to take only earned discounts during receipt application. A discount is earned when the G/L date entered on the Speed Receipts Entry form is on or before the discount due date of the invoice. Values are:

Blank: Allow all discounts. The system takes the discount, if allowed, regardless of whether it is earned.

*1:* Allow only earned discounts. The system takes only earned discounts.

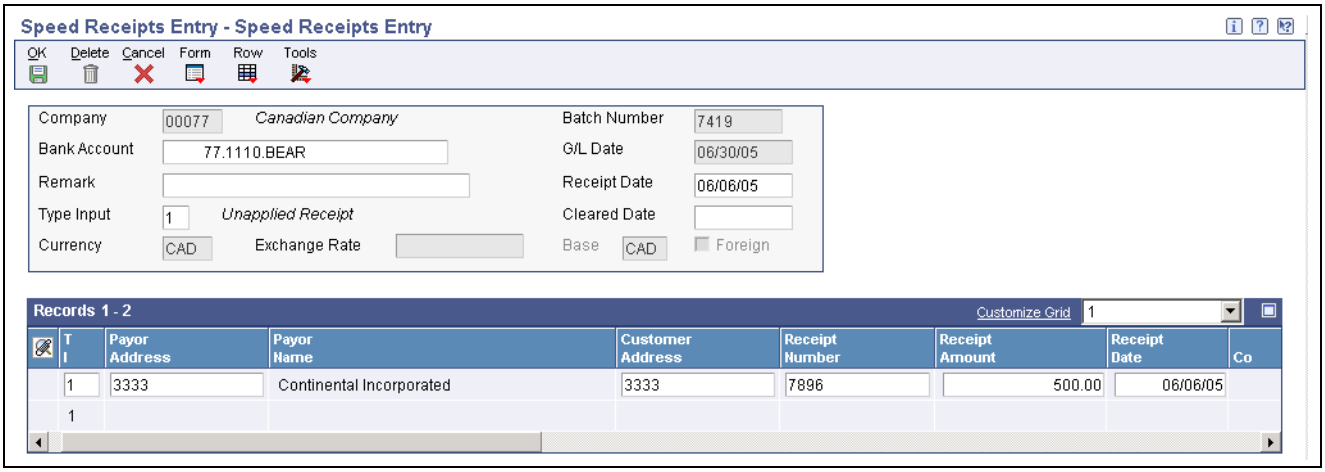
**3. Discount Reason Code** Specify the default discount reason code to use when discounts are taken. The discount reason code that you enter must exist in UDC 00/DE. You must also set up a corresponding AAI item (RKD*xxx* where *xxx* is the reason code) for each discount reason code that you specify.

# Entering Unapplied Receipts (TI Code 1)

The system creates unapplied receipt records from the Speed Receipts Entry program (P03B0001) exactly as it does when you use the Standard Receipts Entry program (P03B0102).

See Chapter 10, "Processing Manual Receipts," Entering Unapplied Receipts , page 320.

Access the Speed Receipts Entry form.




Speed Receipts Entry form

To enter an unapplied receipt:

1. On Speed Receipts Entry, complete the Company, Bank Account, Type Input, G/L Date, Receipt Date, and Remark (optional) fields in the header area.
2. Complete the Payor Address, Customer Address, Receipt Number, and Receipt Amount fields in the detail area.
3. In the detail area, override the value in the G/L Offset field if necessary.
4. Click OK.

# Entering Balance Forward Receipts (TI Code 2)

Access the Speed Receipts Entry form.

To enter a balance forward receipt:

1. On Speed Receipts Entry, complete the Company, Bank Account, Type Input, G/L Date, Receipt Date, and Remark fields in the header area.
2. Complete the Payor Address, Customer Address, Receipt Number, and Receipt Amount fields in the detail area.

3. Complete the Bal Fwd Start Date (balance forward start date) field, the Document Number field, or both.
4. Click OK.

**Bal Fwd Start Date** (balance forward start date) — Enter the date that the system uses to select invoices for payment using the balance forward method (type input code 2). Invoices that have a due date equal to or greater than the date that you specify, for the customer that you specify, are eligible for payment. If you leave this field blank, the system applies the receipt to the oldest open invoice for the specified customer.

**Document Number** — Enter the invoice number to which the system applies the receipt. The system applies the receipt to all pay items for the invoice number that you enter.

If you enter a document number, you do not need to enter a value in the Balance Forward Start Date field. However, you can complete both fields if you want to limit the number of invoice pay items that the system pays by due date.

## Entering Logged Receipts (TI Code 3)

Access the Speed Receipts Entry form.

To enter a logged receipt:

1. On Speed Receipts Entry, complete the Company, Bank Account, Type Input, G/L Date, Receipt Date, and Remark fields in the header area.
2. Complete the Receipt Number and Receipt Amount fields in the detail area and then click OK.

## Assigning Logged Receipts to Customers

Access the Receipts Entry form by selecting a logged receipt.

To assign a logged receipt to a customer:

1. On Receipt Entry, complete the Payor and Customer fields.
2. (Optional) Complete the G/L Date field.
3. If you know the invoices that you want to pay, you can display the open items and proceed with receipt matching.
4. Click OK.

## Entering G/L Receipts (TI Code 4)

Access the Speed Receipts Entry form.

To enter G/L receipts:

1. On Speed Receipts Entry, complete the Company, Bank Account, Type Input, G/L Date, Receipt Date, and Remark fields.
2. Complete the Receipt Number, Receipt Amount, and G/L Account Number fields in the detail area.
3. If you want to distribute the receipt to more than one G/L account, select Split Receipt from the Row menu.
4. On G/L Receipts Entry, complete the G/L Account Number, Payment Amount, and Remark fields for each additional G/L account.

**Note.** You must distribute the entire amount of the receipt; otherwise, the system returns an error.

5. Click OK.
6. On Speed Receipts Entry, click OK.

# Revising Receipts

This section provides an overview of receipt revisions and discusses how to revise unposted receipts.

## Understanding Receipt Revisions

After you enter receipts, you might need to revise them. For example, you might have applied a receipt to the wrong invoice or customer, or used the wrong general ledger date. Depending on the posting status and the data that you need to change, you might have to delete or void the receipt, and then re-enter it.

You can revise unposted receipts that are in the current general ledger period only, unless you select the Allow PBCO Postings option within the General Accounting constants.

**Note.** Depending on the setup of the AAI item for the receivables trade account (RC), the system might generate an error when you try to revise the building on an unposted receipt.

When you enter an unapplied receipt, the system uses the default AAI item RCUC to retrieve the A/R trade account unless you enter an unapplied general ledger offset. If you enter an unapplied general ledger offset, the system uses the account set up for AAI item RC*xxxx*, where *xxxx* is the value of the general ledger offset. If the AAI does not have a business unit specified, the system uses the building number (MCU2) entered on the unapplied receipt as the business unit for the account. The system updates the AID field of the Receipts Header record (F03B13) based on the account retrieved from the AAI.

If you change the building number on an unapplied receipt, the system does not rewrite the value of AID. Based on AAI setup, if the system determines that a different account should be updated to the AID field, it generates an error. You must delete the unapplied receipt and re-enter it.

### Unposted Receipts

You can revise these fields on an unposted receipt:

- Bank Account
- Remark
- Receipt Amount

  If you revise the receipt amount, you must also revise the payment amount information in the detail area.
- Payment Instrument
- Cleared Date
- Unapplied G/L Offset
- Receipt Reference
- Lease

- Building
- Unit

**Note.** The Lease, Building, and Unit fields can be revised only on unapplied receipts, and only when you use the RE Receipts Entry program (P15103).

You can also change the payment amount or type input code, remove invoice pay items, or select other invoices to pay.

### Posted Receipts

After you post a receipt, you can change the information in only these fields:

- Remark
- Payment Instrument
- Cleared Date
- Receipt Reference

You do not need to post the receipt again.

You can also void invoice pay items and specify new invoices to pay. If you revise payment information, you must post the receipt again.

See Chapter 10, "Processing Manual Receipts," Deleting and Voiding Receipt Information, page 354.

### Logged Receipts

If you need to change the amount of a logged receipt, the system requires that you assign a payor and customer. If you cannot assign this information, you must delete or void the logged receipt, and re-enter the transaction.

## Forms Used to Revise Receipts

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Receipt Entry | W03B102E | Manual Receipts Processing (G03B12), Standard Receipts Entry.<br>On Work with Customer Receipts Inquiry, select the receipt that you want to revise and then click Select. | Revise an unposted receipt.<br>If you revise the receipt amount, you must also revise the payment amount information in the detail area. |
| Additional Information | W03B102I | On the Receipt Entry form, select Additional Info from the Form menu. | Revise additional receipt information. |
| Work With Batches | W0011A | Manual Receipts Processing menu (G03B12), Receipts Journal Review | Locate receipt batches. |
| Create/Revise Batch Header | W0011D | On the Work With Batches form, select a batch and then select Revise from the Row menu. | Revise the status of a batch. |

## Revising Unposted Receipts

Access the Receipt Entry form.

To revise an unposted receipt:

1. On Receipt Entry, revise the information in the Bank Account, Remark, or Receipt Amount fields.
2. To revise additional receipt information, select Additional Info from the Form menu.
3. On Additional Information, revise the information in the Payment Instrument, Cleared Date, Unapplied G/L Offset, Receipt Reference fields and click OK.
4. On Receipt Entry, revise the payment amount and type input codes of the invoices to pay.
5. To delete an invoice pay item, select the pay item and click Delete.
6. To add another invoice pay item, use either the Load or Select feature.
7. Verify that the Amount Pending and Amount Unapplied fields on the bottom of the form contain the correct information.

   If you have fully applied the receipt to invoices, the amount pending should equal the receipt amount that is specified in the receipt header. The system creates an unapplied receipt record for the amount in the Amount Unapplied field.

   **Note.** The Amount Unapplied cannot be negative or the system returns an error when you click OK.

8. Click OK.

# Approving and Posting Receipts

This section provides an overview of receipt posting and the automatic entries created by the receipt post process, and discusses how to:

- Run the post program to post receipts.
- Post receipts from Receipts Journal Review.

### See Also

*PeopleSoft EnterpriseOne Multicurrency Processing 8.11 PeopleBook*, "Processing Foreign and Alternate Currency Receipts," Posting Foreign and Alternate Currency Receipts

## Understanding Receipt Posting

After you enter receipts, you must approve them and then post them to the general ledger to update the appropriate account information. Depending on your organization's policy, management approval might be required before you can post receipt batches. The process to review and approve batches is the same regardless of the batch type.

Because the system creates all of the entries to the Account Ledger table (F0911) when you post receipts, balancing errors occur only when the post program is interrupted. If the post program is aborted before it completes, run the post program again to delete the entries that the system created, and then run the post program a third time to create new entries.

**Note.** The status of the receipt batch header remains "In Use" until you exit the Work With Customer Receipts Inquiry form.

During the post, the system:

- Selects unposted receipt transactions from these tables:
  - F03B13
  - F03B14
- Validates each transaction.

If no errors occur, the system:

- Debits the appropriate bank account for the receipt amount, which creates bank deposit records in the F0911 table.
- Creates automatic offsets (credits) to the A/R trade account in the F0911 table.
- Creates automatic entries to the discount, write-off, chargeback, or deduction accounts, if applicable.
- Updates balances in the Account Balances table (F0902).
- Marks the transactions as posted *(P)* in the F0911 table.
- Updates the F03B13 and F03B14 tables with a *D* in the Posted Code field.
- Updates the status of the Batch Control Record table (F0011) to *D*.

You can also post receipts from the Work With Batches form that you access when you select the Receipts Journal Review or Real Estate Journal Review program (P0011), located on the same menu as the post program.

**Note.** The system creates unapplied receipt (RU), chargeback (RB), and deduction (R5) invoices with a posted status of *D* in the F03B11 table. To determine whether these records are posted, you must locate and verify the posted status of the receipt document from which they originated.

## Journal Entries Created by the Receipt Post Process

When you post receipts to the general ledger, the system creates the account ledger record (F0911) differently, depending on the setting of the processing option for the journal entry creation method in the receipts entry program.

Regardless of the method that you use to create journal entries, the system updates these fields in the receipt detail record (F03B14) from the journal entry that the system creates:

- RZDCTG (Document Type - JE)
- RZDOCG (Document Number - JE)
- RZKCOG (Document Company - JE)

## Detail Method

If you set the processing option to create detailed journal entries, when you enter the receipt, the system updates the A/R Post Status (ISTR) field in the F03B13 table to *1*. When you post receipts, the system:

- Creates one document in the F0911 table for each receipt in the batch.
- Assigns the journal entry for the bank account a document type of *RC*.
- Assigns the document number from Next Numbers for system 09, line 2 (Journal Entry).

The system does not use the receipt number because the field lengths are not the same. The receipt number is a 25-character number, and the journal entry document number is an 8-character number.

- Updates the record in the F03B14 table with the document number that is assigned to the journal entry for audit purposes.

### Summary Method

If you set the processing option to create summarized journal entries, when you enter the receipt, the system does *not* update the A/R Post Status (ISTR) field in the F03B13 table. When you post receipts, the system:

- Creates one document in the F0911 table for each batch of receipts posted.
- Assigns the journal entry a document type of RK to the entry for the bank account.
- Assigns the batch number as the document number.

For the system to create summarized journal entries, you must also verify:

- The offset method in the Accounts Receivable Constants is set to a value of *B* (batch mode).
- The intercompany settlement option in the general accounting constants is set to a value other than *2* or *3*.

Otherwise, the system creates detailed journal entries.

### Key to Method Used

The following table shows the type of journal entry that the system creates according to the settings in the general accounting and accounts receivable constants.

| Intercompany (G/A Constants) | Offset Method (A/R Constants)* | Journal Entry Creation Method (Summary or Detail) | Journal Entry Created (F0911) |
|---|---|---|---|
| 1 (Hub) | B | D | Detail |
| 1 | Y | D | Detail |
| 1 | S | D | Detail |
| 2 (Detail) | B | D | Detail |
| 2 | Y | D | Detail |
| 2 | S | D | Detail |
| 3 (Configured Hub) | B | D | Error (not allowed) |
| 3 | Y | D | Detail |
| 3 | S | D | Detail |
| 1 | B | S | Summary |
| 1 | Y | S | Detail |
| 1 | S | S | Detail |

| Intercompany (G/A Constants) | Offset Method (A/R Constants)* | Journal Entry Creation Method (Summary or Detail) | Journal Entry Created (F0911) |
|---|---|---|---|
| 2 | B | S | Summary |
| 2 | Y | S | Detail |
| 2 | S | S | Detail |
| 3 | B | S | Error (not allowed) |
| 3 | Y | S | Detail |
| 3 | S | S | Detail |

* Offset Method

- Y = One automatic entry offset per document, regardless of the number of line items
- S = One automatic entry per pay item
- B = One automatic entry per batch

## Posting Voided and NSF Receipts

The system also creates different journal entries when you post a receipt that has been voided or designated as insufficient funds (NSF). Regardless of the processing option setting for the journal entry creation method, the following occurs:

- When you post a voided receipt, the system creates a journal entry with the document type RO.
- When you post a receipt that is designated as NSF, the system creates a journal entry with the document type RV.

The system updates the DOCQ, DCTQ, and KCOQ fields in the F03B13 record with the document number and document type that the system assigns to the journal entry.

## Posting Zero Amount Receipts

When you fully apply credit memos or unapplied receipts to invoices, the system does not generate journal entries to the bank account because the amount of the receipt is zero.

Additionally, the system creates an automatic entry (document type AE) only when the A/R trade account to which the unapplied receipt or credit memo was posted is different from the A/R trade account to which the invoice was posted. If the trade accounts are the same for the credit memo or unapplied receipt and the invoice, the system does not generate AE entries or produce a posting edit report.

See Chapter 10, “Processing Manual Receipts,” Understanding Fields Updated During Receipt or Draft Entry, page 306.

# Understanding Automatic Entries Created by the Receipt Post Process

When you post receipts, the system creates automatic entries (document type AE) in the F0911 table. The system uses the account IDs from fields that the system updated when you entered the receipt. This table lists the fields that the system uses during the post process to locate the account for the AE entry based on the type of receipt.

| Account | Type of Receipt | Field | Table |
|---|---|---|---|
| A/R Trade | Applied Receipt (TI code 10) | AID | F03B14 |
| | Unapplied Receipts | AID | F03B13 |
| | Chargebacks (TI codes 11, 16, and 26) | AIDC | F03B14 |
| Discount Taken | Discounts (TI code 10) | AIDD | F03B14 |
| Write-off | Write-offs (TI codes 10, 15, and 25) | AIDW | F03B14 |
| Deduction Suspense | Deduction (TI codes 17 and 27) | DAID | F03B14 |

### Company 00000

When the system creates automatic entries for receipts, it always assigns company 00000 to the document company field of the journal entry (KCO), regardless of the setting of the offset method in the constants. The system must assign company 00000 because of the one-to-many relationship inherent in the receipt entry process-that is, one receipt can pay many invoices from different companies. If the post did not use company 00000, it would have to create additional journal entries to accommodate each invoice document company.

# Forms Used to Approve and Post Receipts

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work With Batches | W0011D | Manual Receipts Processing menu (G03B12), Receipts Journal Review | Locate receipt batches. |
| Batch Approval | W0011C | On the Work With Batches form, select a batch and then select Batch Approval from the Row menu. | Approve a batch for posting. |

# Running the Post Program to Post Receipts

Use one of these navigations:

From the Manual Receipts Processing menu (G03B12), select Post Receipts to G/L.

From the Real Estate Receipts menu (G1513), select Post Receipts.

## Posting Receipts from Receipts Journal Review

Access the Work With Batches form.

Select the batch that you want to post and select Post by Batch from the Row menu.

# Deleting and Voiding Receipt Information

This section provides an overview of receipt voids and deletions, and discusses how to:

- Delete or void a receipt.
- Delete or void an invoice pay item from a receipt.

## Understanding Receipt Voids and Deletions

When you cannot revise the information on a receipt, such as the payor or the general ledger date, you must delete or void the receipt. You follow the same steps to delete and void a receipt; if the receipt is unposted, the system removes all the receipt records, if the receipt is posted, the system creates new reversing records.

When you delete or void a receipt, the system:

- Restores the open amount of the invoice or group of invoices to which the receipt applied.
- Changes the pay status on the invoices from paid *(P)* to approved *(A)*.

Additionally, if you void a receipt, the system:

- Marks the receipt as voided in the F03B13 table.
- Creates new records in the Batch Control Records table (F0011) and the F03B14 table.

You must post the new batch to update the general ledger accounts with reversing information. When you post a voided receipt, the system creates a record in the Account Ledger table (F0911) with the document type *RO*.

## Prerequisite

Verify that the values that you want to use for the Void/NSF reason codes are set up in UDC 03B/VR.

## Forms Used to Delete and Void Receipts

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work with Customer Receipts Inquiry | W03B102A | Manual Receipts Processing (G03B12), Standard Receipts Entry | Locate a receipt to delete or void. |
| Receipt Entry | W03B102E | On the Work With Customer Receipts Inquiry form, select a receipt and then click Select. | Void or delete an invoice pay item from a receipt. |
| Confirm Delete | W03B602D | • On the Work with Customer Receipts Inquiry form, select Delete from the tool bar or select Void/Delete from the Row menu.<br>• Or on the Receipts Entry form, select Void/Delete from the Row menu. | Confirm the deletion or void/deletion of a receipt. |
| Void/NSF Receipt | W03B102C | On the Confirm Delete form, click OK. | The system displays this form if you void or delete a posted receipt. You use this form to specify the G/L date and the reason for the void. |

## Deleting or Voiding a Receipt

Access the Work with Customer Receipts Inquiry form.

To delete or void a receipt:

1. On Work with Customer Receipts Inquiry, select the receipt that you want to delete or void.
2. Select Delete from the tool bar or select Void/Delete from the Row menu.
3. On Confirm Delete, click OK.

   If the receipt is not posted, the system removes the records.
4. If the receipt is posted, on Void/NSF Receipt, complete the G/L Date and Reason Code fields.
5. Click OK.

## Deleting or Voiding an Invoice Pay Item from a Receipt

Access the Work with Customer Receipts Inquiry form.

To delete or void an invoice pay item from a receipt:

From the Manual Receipts Processing menu (G03B12), select Standard Receipts Entry.

1. On Work With Customer Receipts Inquiry, select the appropriate receipt and click Select.
2. On Receipts Entry, select the pay item that you want to delete or void.
3. From the Row menu, select Void/Delete.

4. On Confirm Delete, click OK.

   If the receipt is not posted, the system removes the pay item record.

5. If the receipt is posted, on Void/NSF Receipt, complete the Reason Code field and click OK.

   On Receipts Entry, the system marks the voided pay item with *X* and creates a new pay item for a reversing amount.

6. On Receipts Entry, select another invoice to distribute the payment amount, or click OK to create an unapplied receipt for the amount of the voided pay item.

# Designating Receipts as Insufficient Funds

This section provides an overview of insufficient funds designations, and discusses how to designate receipts as NSF.

## Understanding Insufficient Funds Designations

When the payor's bank account does not have sufficient funds available to pay the invoices that they have specified, you can designate a receipt as insufficient funds and reopen the invoice or group of invoices. The steps to designate a receipt as insufficient are the same regardless of whether the receipt is posted or unposted. When you designate a receipt as insufficient funds, the system does the following:

- Indicates the insufficient fund status of the record in the F03B13 table. When you analyze payment trends of customers or tenants, this indication helps you to distinguish insufficient funds receipts from reversals for entry errors and so on.

  If the receipt is not posted at the time that it is designated as insufficient funds, the system also marks the posted status of this record as *D*.

- Restores the open amount of the invoice or group of invoices to which the receipt applied.
- Changes the pay status of the invoices from paid *(P)* to approved *(A)*.
- Creates a new record in the Batch Control Records table (F0011), if the receipt is posted.
- Creates a new record in the F03B14 table with a matching document type RV, if the receipt is posted.

  If the receipt is not posted when it is designated as insufficient funds, the system deletes the original record in the F03B14 table.

You must post the new batch to update the general ledger accounts with reversing information. When you post a receipt that is designated as insufficient funds, the system creates in the F0911 table a record with the document type *RV*.

## Prerequisite

To include the bank's address and transit account, set up the necessary information in the Address Book system and on the Set Up G/L Bank Account form.

## Forms Used to Design Receipts as Insufficient Funds

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work with Customer Receipts Inquiry | W03B102A | Manual Receipts Processing (G03B12), Standard Receipts Entry | Locate a receipt to delete or void. |
| Confirm Delete | W03B602D | On the Work with Customer Receipts Inquiry form, select NSF from the Row menu. | Designate a receipt as NSF. |
| Void/NSF Receipt | W03B102C | On the Confirm Delete form, click OK. | Specify the G/L date and the reason for the NSF designation. |

## Designating Receipts as NSF

Access the Work with Customer Receipts Inquiry form.

To designate receipts as NSF:

1. On Work with Customer Receipts Inquiry, select the receipt that you want to designate as NSF.
2. From the Row menu, select NSF.
3. On Confirm Delete, click OK.
4. On Void/NSF Receipt, complete the G/L Date and Reason Code fields and click OK.

# CHAPTER 11

# Working with Customer Ledger Information

This chapter provides an overview of Customer Ledger Inquiry and Customer Self Service and discusses how to:

- Update customer information from Address Book.
- Review invoices.

## Understanding Customer Ledger Inquiry

Customer Ledger Inquiry serves as a hub for locating, reviewing, and updating invoices in the Accounts Receivable system. To quickly review invoices and receipts or audit a customer's transaction history, use Customer Ledger Inquiry.

You use the fields in the header portion of the form to narrow the search of the information you wish to retrieve. You can review open, paid, or all invoices in a specific date range, and you can determine which date you wish to use to for the selection, such as invoice, statement, G/L, or due date. You can also inquire on a range of invoice numbers.

You review invoice details when you want to view discounts, due dates, tax, post and paid statuses as well as G/L distribution information about an invoice pay item. You can review invoice amounts in both the domestic and foreign currency as well as use As If and As Of features to review invoice amounts in an alternate currency or as of a specific date.

Customer Ledger Inquiry allows you to determine the outstanding balance of a customer's account quickly. After the system retrieves the invoices, you can review totals for the gross, open, foreign gross, and foreign open amounts in the detail area of the form by scrolling to the bottom of the form. The system represents totals in a highlighted color.

The power of Customer Ledger Inquiry is that it provides you with direct access to other Accounts Receivable programs that you might need to use. Using Form and Row menus, you have access to:

- Customer Master to add and revise customer information including:
  - Bank account
  - Who's who
  - Parent/child relationships
- Customer Ledger Detail to review invoice information on one form.
- Invoice Entry to revise invoice amounts.
- G/L Distribution to review account distributions.
- Speed Status Change to update discounts and due dates.

- Revisions Audit to review invoice revisions.
- Revise Recurring to change recurring invoice information.
- Receipt/Draft Details to review receipts that were applied to an invoice.
- Receipt Entry to locate, review, add, and revise receipts.
- Batches to approve and post batches.
- Deductions to add deductions.
- Work with Deductions to resolve deductions.
- Account Status Summary to review credit and collection information.
- Activity Log and Promises/Promises to review and add activities.
- Customer Service Inquiry to add and review sales orders.

You might use other EnterpriseOne systems that create associated entries into the Accounts Receivable system, such as Contract and Service Billing, Real Estate Management, and Sales Order Management. The Customer Ledger Inquiry program enables you to review the originating system from which a transaction was created. You can use the Originating System field (OMOD) in the detail area of the Work with Customer Ledger Inquiry form in conjunction with the Source System selection from the Row menu to access the original transaction. You might find this helpful, for example, when you need to review the original contract information for an invoice pay item when applying a customer's payment.

**Note.** If the Summarize option is selected when you are reviewing customer ledger information, the Source System selection on the Row menu is disabled.

# Understanding Customer Self-Service

If you activate customer self-service, you allow customers access to invoice and receipt information. Customer self-service permits a customer to inquire on their invoices to view the total amount due, due dates, and discount information, and to determine if payments have been applied appropriately.

To enable the customer self-service application, you must activate the processing option for Customer Self-Service. When self-service is activated, the system retrieves the address book number for customers based on their User Profile record, which is accessed when the customer logs in. Customers have access to their invoice and receipt information only.

When a customer accesses your web page, the system displays the Work with Customer Ledger Inquiry form, and the customer can search and review invoice information exactly as you do with these exceptions:

- Some columns appear differently, for example Document Number displays as Invoice Number, Date Closed displays as Paid Off Date, and so on.
- The system does not display invoices that have been voided.
- If an invoice is entered in a foreign currency, the system displays the foreign amounts only in the Invoice Amount and Open Amount fields.
- Invoices cannot be selected from the row in the detail area or by using the Row menu.

# Updating Customer Information from Address Book

This section provides an overview of address book information for customers and discusses how to:

- Run the Update A/R from Address Book program (R03B802).
- Set processing options for Update A/R from Address Book.

## Understanding Address Book Information for Customers

When you generate invoices, either manually or automatically from another system, certain address book information, such as the customer's alpha name, is written to each record. The Accounts Receivable system uses the address book information for many processes, such as printing statements and reports, and for inquiry programs. When address book information changes, you can update invoice records by running the Update A/R from Address Book program (R03B802).

Depending on the size of the Customer Ledger table (F03B11), you might want to run Update A/R from Address Book during off-peak hours. Run this periodically, especially before running aging reports or printing statements, to ensure that the Customer Ledger table contains current information. You do not need to run it nightly, because the accuracy of programs such as Credit Analysis Refresh (R03B525) is not dependent upon the address book. However, if you use the Customer Ledger Inquiry program to search by parent number, and parent numbers are changed frequently in the Address Book, you might want to run Update A/R from Address Book nightly.

The system updates these fields in the F03B11 table:

- Payor (PYR), based on the processing option on the Updates tab.

  The system retrieves the value for the Payor from the Alternate Payor field (ARPY) in the Customer Master by Line of Business table (F03012). If the Alternate Payor field is blank, the system retrieves the value from the Address Book Number field (AN8).
- Alpha Name (ALPH) from the Address Book Master table (F0101).
- Parent Address Number (PA8) from the Address Organization Structure Master table (F0150).
- Alternate Payee (AN8J), based on the value of the Send Statements To (STTO) field in the F03012 table.

  The address book number that the system assigns to the Alternate Payee field depends on the value of the Send Statements To field. For example, if you send the statement to the customer (value of C), the system updates the Alternate Payee field with the customer's address book number (AN8). If you send the statement to the parent (value of P), the system updates the Alternate Payee field with the address book number of the parent (PA8) from the Address Organization Structure Master table.
- Category Codes 1-10 (AC01-AC10), from the F03012 table.
- Collection Report Y/N (COLL), from the F03012 table.

The system updates these fields in the Receipts Header table (F03B13):

- Alpha Name (ALPH), based on the setting of the processing option, from the F0101 table.
- Parent Address Number (PA8) from the Address Organization Structure Master table.

## Running the Update A/R from Address Book Program

Use one of these navigations:

For the Accounts Receivable system, select Update A/R from Address Book from the A/R Advanced & Technical Operations menu (G03B31).

For the Real Estate Management system, select Update A/R from Address Book from the Global Updates menu (G15311).

## Setting Processing Options for Update A/R from Address Book (R03B802)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

### Process

These processing options specify whether the system updates certain fields in the F03B11 table.

**1. Payor** Specify whether to update the Payor field (PYR) in the F03B11 table. Values are:

Blank: Do not update the Payor field.

*1:* Update the Payor field. The system uses the value of the Alternate Payor field (ARPY) in the F03012 table. If the Alternate Payor field is blank, the system uses the customer's address book number.

**2. Alpha Name** Specify whether to update the Alpha Name field (ALPH) in the F03B11 table. Values are:

Blank: Do not update the field.

*1:* Update the field. The system uses the value of the field in the F0101 table.

# Reviewing Invoices

This section provides an overview of invoice revisions, the "as of" date feature, and the results of receipt or draft entry, and discusses how to:

- Set processing options for Customer Ledger Inquiry (P03B2002).
- Review customer ledger details.
- (ARG) Review summarized current account information.
- Review the results of receipt entry.

### See Also

*PeopleSoft EnterpriseOne Multicurrency Processing 8.11 PeopleBook*, "Entering and Processing Foreign Currency Invoices," Reviewing Invoices in a Foreign and As If Currency

## Understanding Invoice Revisions

When you change the gross amount of a posted invoice or void an invoice, the system stores the revision information in the Invoice Revisions table (F03B112) and updates the A/R Post Status field (ISTR) to *1* in the F03B11 table. The system displays this value in the Revisions Made field on the Work with Customer Ledger Inquiry form to notify you that the invoice was revised. To review how the invoice was revised, you use Revisions Audit.

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**Note.** The system updates the Revisions Made field to *1* regardless of the number of revisions made to an invoice.

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## Understanding the As Of Date Feature

When you review invoices using the Customer Ledger Inquiry program, you can review them as of a specific date by completing the As Of Date field on the Work with Customer Ledger Inquiry form. This enables you to review a customer's account for a previous period.

When you use an as of date, the system compares the value that you enter with the Date Closed field of the invoice. If the "as of" date is after the closed date, the system skips the record. If the "as of" date is before the closed date, the system compares the "as of" date with G/L date of the Receipts Detail records (F03B14) that were applied to the invoice to calculate the open amount of the invoice as of the date entered.

For example:

- Invoice 1234 for 1000.00 is due June 30, 2005.
- Receipt 44321 for 200.00 is applied June 10, 2005 (G/L date).
- Receipt 44955 for 800.00 is applied June 30, 2005 (G/L date).
- Date Closed is June 30, 2005.
- As Of Date is June 15, 2005.

Because the as of date (June 15, 2005) is before the closed date (June 30, 2005), the system reads the Receipt Detail records. Because the G/L date of the first receipt is before the as of date, the system calculates the invoice open amount on June 15, 2005 to be 800.00 (1000.00 − 200.00), and continues to the next receipt record. However, because the G/L date of the second receipt is after the as of date, the system ignores it.

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**Note.** Because the system must compare receipt dates of the invoices to the as of date, you must have the option for All selected in the header portion of the form. If you do not select All, the system will not return complete information.

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### Draft Processing

The system considers the draft paid only when it has been collected (pay status *P*).

## Understanding the Results of Receipt or Draft Entry

After you enter a receipt or draft, you might want to verify that you applied it to the correct invoices or view the current open amount for the customer. To do so, review the results of receipts entry using Customer Ledger Inquiry.

When reviewing paid and partially paid invoices using the Customer Ledger Inquiry program, you can also review information about the receipt or draft that was applied to the invoice, such as the receipt number, payment ID, and batch number, as well as the write-off, chargeback, and deduction amounts. Having this information available from Customer Ledger Inquiry minimizes the necessity of having to locate and review receipt information from other applications.

To review receipt details you must select an invoice that is paid (pay status equal to *P*), and then select Receipt/Draft Dtls (receipt/draft details) from the Row menu.

## Chargebacks, Deductions, and Unapplied Receipts

During the application of receipts or drafts to invoices you may create open chargeback, deduction, or unapplied receipt records. The system assigns document types RB, R5, and RU to these invoices, respectively, and a receipt batch type of RB (not IB). Because these invoices are open, you cannot use the Receipt/Draft Dtls Row menu to review the receipt that generated these invoices. This table outlines the available options for locating the receipt that generated the open chargeback, deduction, or unapplied receipt invoice record.

| Invoice | Options for Locating the Receipt |
|---|---|
| Chargeback (RB) generated from a receipt or draft | • Locate the invoice number from which the chargeback originated, using the Original Document field. Then, select the invoice, and select Receipt/Draft Dtls from the Row menu.<br>• Use the payment ID to locate the receipt or draft using Customer Receipts Inquiry.<br>**Note.** If the chargeback was generated from a deduction, you must locate the deduction record (R5), which is now paid as a result of creating the chargeback, and then select Receipt/Draft Dtls from the Row menu. |
| Deduction (R5) generated from an invoice, receipt, or draft | • Locate the invoice number from which the deduction originated, using the Original Document field. Then, select the invoice, and select Receipt/Draft Dtls from the Row menu.<br>• Use the payment ID to locate the receipt or draft using Customer Receipts Inquiry. |
| Chargeback (RB) generated from a deduction | Locate the payment ID on the chargeback record and enter it in the QBE line (query by example line). Verify that the search criteria includes the option All and then click Find. The system displays the chargeback and deduction records. Select the deduction (R5), and then select Receipt/Draft Dtls from the Row menu. |
| Unapplied Receipt or Draft (RU) | Use the payment ID to locate the receipt or draft using Customer Receipts Inquiry. |

After these documents are paid, you can review the payment by using the Receipt/Draft Dtls Row menu.

## Drafts

If you use drafts, the system assigns a document type of R1. To review the draft, select the R1 document, and then select Receipt/Draft Dtls from the Row menu. The system displays the Draft Entry form.

## Forms Used to Review Invoices

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work with Customer Ledger Inquiry | W03B2002A | Customer Invoice Entry (G03B11), Customer Ledger Inquiry | Locate invoices. |
| Customer Ledger Detail | W03B2002E | On the Work with Customer Ledger Inquiry form, select Cust Ledger Detail (customer ledger detail) from the Row menu. | Review customer ledger detail information.<br>You cannot access the Row menu for Cust Ledger Detail if the Summarize option is selected when you locate invoices. |
| Work with Customer Ledger Inquiry (ARG) | W76A2002A | On the Work with Customer Ledger Inquiry form, select Regional Info from the Form menu.<br>You must have the Localization Country Code in user preferences set to *AR* (Argentina) to access this form. | Review the sum of all the A/R Drafts (document type R1) and Unapplied Receipts (document type RU) that have the same receipt number. The receipt number is saved in the Reference field (RREF) of Receipts Header table (F03B13). |
| Invoice Revisions | W03B0002A | On the Work with Customer Ledger Inquiry form, select an invoice that has been revised and then select Revisions Audit from the Row menu.<br>The Revisions Made field on Work with Customer Ledger Inquiry displays a *1* when an invoice has been revised. | Review invoice revisions.<br>Amounts that are displayed reflect the amount of the revision only. For example, if the system displays a Gross Amount of 50, the amount of the invoice was increased by 50. |
| Work with Receipt Detail | W76A2002E | On the Work with Customer Ledger Inquiry form, select a paid invoice record and then select Receipt/Draft Dtls (receipt/draft details) from the Row menu. | Verify that you applied a receipt to the correct invoices or view the current open amount for the customer. |
| Draft Entry | W03B602B | On the Work with Customer Ledger Inquiry form, select a draft (R1), and then select Receipt/Draft Dtls from the Row menu. | Verify that you applied a draft to the correct invoices. |

## Setting Processing Options for Customer Ledger Inquiry (P03B2002)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

### Process

This processing option to activate the customer self-service functionality when using Customer Ledger Inquiry (P03B2002).

**1. Customer Self-Service** Specify whether to activate customer self-service functionality in Java/HTML environments. Values are:

Blank: Bypass customer self-service

*1:* Activate customer self-service

### Currency

These processing options activate the as if currency feature. The system calculates as if currency amounts based on the as if currency code and exchange rate date that you specify.

**1. As If Currency** Specify the as if currency and to display the As If Curr Code (As If Currency Code) field on the Work With Customer Ledger Inquiry form. The system recalculates domestic amounts based on the as if currency and the date in the Exchange Rate processing option, and displays them in the as if columns in the detail area on the form.

If you leave this processing option blank, the system does not display the As If Curr Code field or as if currency columns.

**2. Exchange Rate Date** Specify the date to use to retrieve the exchange rate between the as if currency and the domestic currency. If you leave this processing option blank, the system uses the value that you specify in the Thru Date field on the Work With Customer Ledger Inquiry form. If you leave this processing option blank and do not specify a value in the Thru Date field, the system uses the most recent exchange rate entered. If an exchange rate does not exist, the system returns an error.

### Versions

Specify the default version of the Standard Invoice Entry program (P03B11) that the system uses when you add or revise invoices.

**1. Standard Invoice Entry (P03B11) Version** Specify the version of Standard Invoice Entry (P03B11) to use. If you leave this field blank, the system uses ZJDE0001.

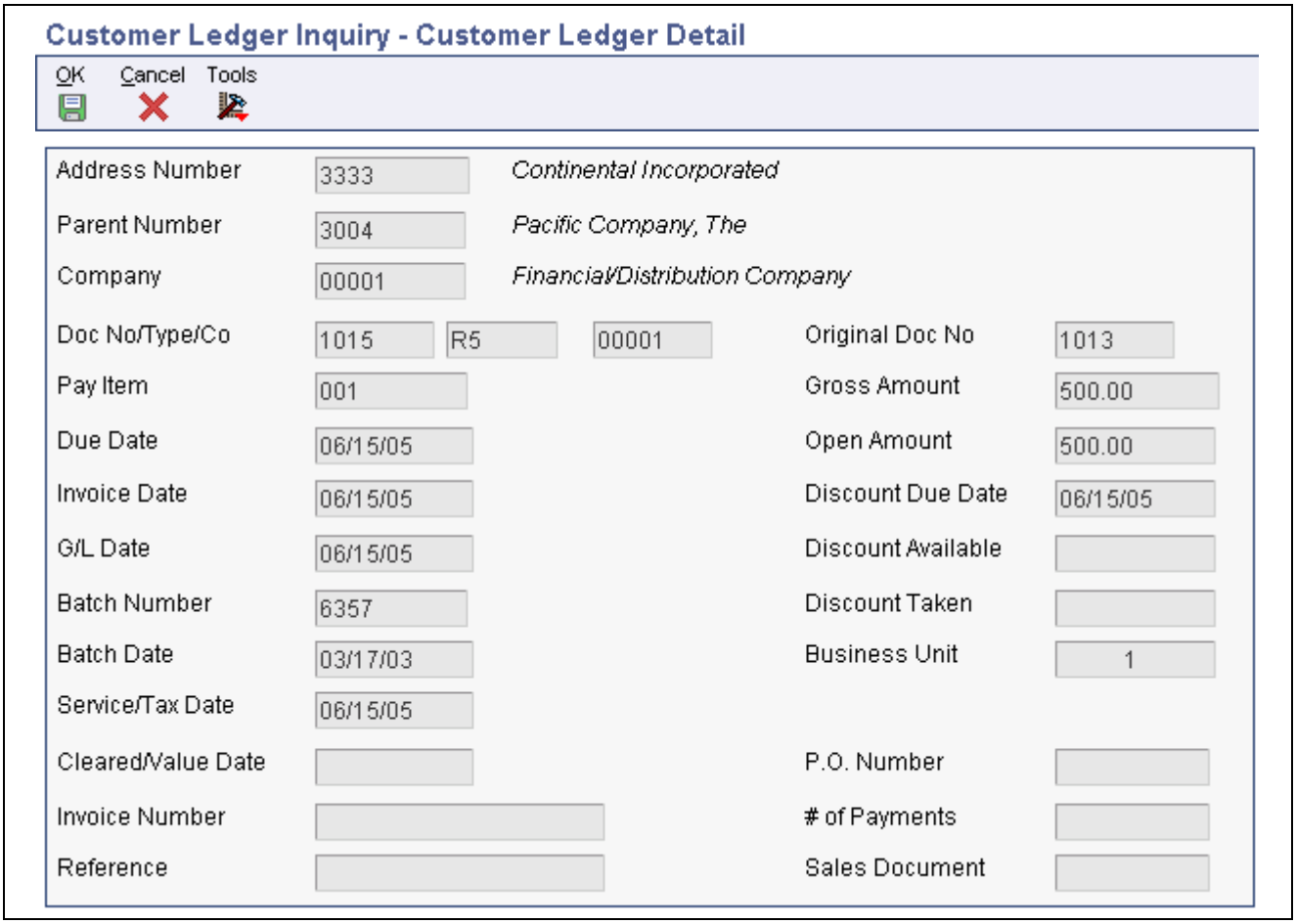
**2. Netting (P03B455) Version** Specify the version of Netting program (P03B455) that the system runs when you select Netting from the Form menu. If you leave this processing option blank, the system uses version ZJDE0001.

**3. Pay When Paid (P03B470) Version** Specify the version of Pay When Paid Manual Link program (P03B470) that the system runs when you select Pay When Paid from the Form menu

or Pay When Paid Detail from the Row menu. If you leave this field blank, the system uses version ZJDE0001.

## Reviewing Customer Ledger Details

Access the Customer Ledger Detail form.




Customer Ledger Detail form

## (ARG) Reviewing Summarized Current Account Information

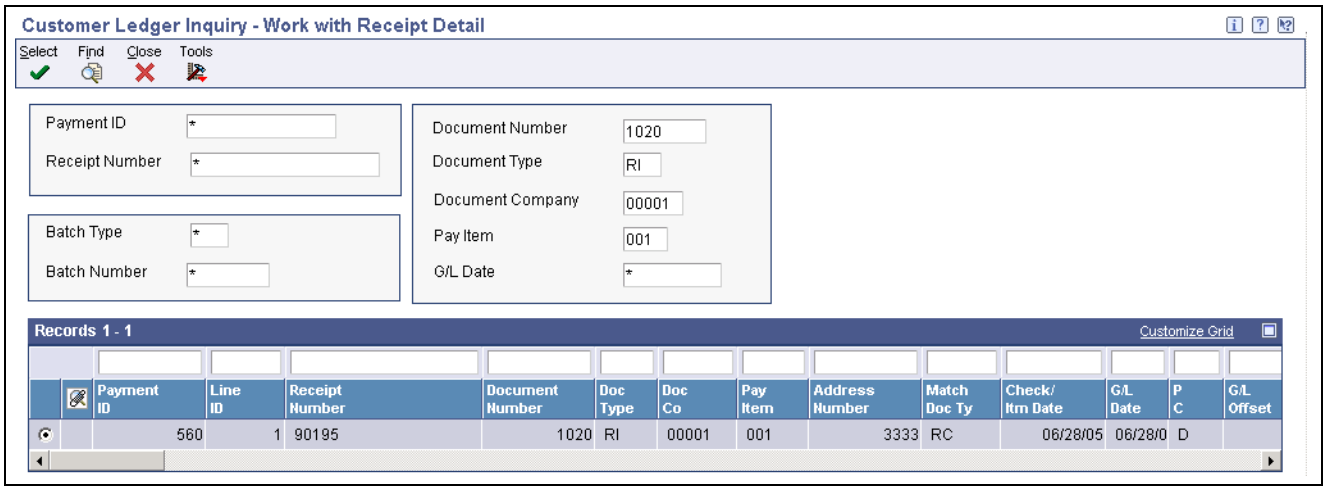
Access the Work with Customer Ledger Inquiry (ARG) form.

To review summarized current account information, select the Receipt Summarization option and then click Find.

The system summarizes all of the documents that are associated with a receipt by document type. For example, if you have two R1 documents and two RU documents with a specific Reference number, the system lists each of these four documents if the Receipt Summarization option is cleared. If the Receipt Summarization option is selected, the system lists one line with the total of the two R1 documents and another line with the total of the two RU documents.

## Reviewing the Results of Receipt Entry

Access the Work with Receipt Detail form.




Work with Receipt Detail form

If more than one receipt is applied to a single invoice (for partial payments), the system displays all receipts.

# CHAPTER 12

# Processing Automatic Receipts

This chapter provides an overview of automatic receipt processing and discusses how to:

- Upload customer payment information.
- (DNK, NOR, SWE) Upload information to the F03B13Z1 table.
- (CHE) Upload ESR payment information to the F03B13Z1 table.
- Create receipt records automatically.
- Apply electronic receipts to invoices automatically.
- Review, revise, and add electronic receipts.
- Apply electronic receipts to invoices manually.
- (DNK, NOR, SWE) Upload information to the F03B13Z1 table.
- Purge electronic receipts.

### See Also

Chapter 6, "Setting Up Automatic Receipts Processing," page 137

*PeopleSoft EnterpriseOne Multicurrency Processing 8.11 PeopleBook*, "Processing Foreign and Alternate Currency Receipts," Processing Automatic Receipts and Automatic Debits in a Foreign Currency

## Understanding Automatic Receipt Processing

Immediate recognition of cash in the general ledger is an essential part of the accounts receivable process. To ensure early cash recognition, you can process receipts automatically to quickly apply payments from customers to their invoices. This method of processing receipts enables you to:

- Immediately recognize cash in the general ledger regardless of whether the receipt is matched to invoices.
- Store instructions for invoice matching at the customer and company level.
- Define flexible selection criteria and sequencing specifications to reduce the number of invoices that are candidates to be reviewed.
- Process unapplied receipts that were entered manually.
- Reprocess receipts that were not successfully processed the first time.

Automatic receipts processing consists of these sequential tasks:

1. Upload customer payment information.

You use a custom program or an EDI lockbox program to transfer receipt information from a customer's bank media to the Electronic Receipts Input table (F03B13Z1) for processing.

2. Create receipt records automatically.

   You run a batch program that extracts receipt information from the electronic receipt record and creates either unapplied or logged receipt records in the Receipts Header (F03B13) and Receipts Detail (F03B14) tables. You can set a processing option to automatically apply receipts to invoices after running this program.

3. Apply receipts to invoices automatically.

   You run a batch program to automatically apply the receipts to the open invoices using algorithms that you defined in a setup procedure. The system creates records in the F03B14 table when receipts are successfully matched to invoices.

4. Review, revise, and add electronic receipts.

   You can review and revise the receipts that the system was unable to process successfully so that you can reprocess them successfully later. If necessary, you can also add electronic receipts.

5. Purge electronic receipts.

   You can purge the electronic receipts from the F03B13Z1 table after processing the receipts. This batch process improves processing time by removing unnecessary records.

Additionally, you can manually apply receipts to invoices and run reports to review deposits and transactions.

Before you can process receipts automatically, you need to perform the setup tasks described in the following sections.

# Uploading Customer Payment Information

This section provides an overview of the upload of customer payment information and the upload of customer payment information for the Nordic countries, and discusses how to:

- (DNK) Upload customer payment information for Denmark.
- (DNK) Set processing options for Automatic Receipts Denmark (R74M001).
- (FIN) Upload customer payment information for Finland.
- (FIN) Set processing options for Automatic Receipts Finland (R74V001).
- (NOR) Upload customer payment information for Norway.
- (NOR) Set processing options for Automatic Receipts Norway (R74O001).
- (SWE) Upload customer payment information for Sweden.
- (SWE) Set processing options for Automatic Receipts Sweden BG OCR (R74W001), Automatic Receipts Sweden PG OCR (R74W002), and Automatic Receipts Sweden BG AA (R74W003).

### See Also

Chapter 17, "Processing EDI Transactions for Accounts Receivable ," page 555

Appendix B, "Mapping Fields for Automatic Receipts Processing," page 799

Chapter 12, "Processing Automatic Receipts," Reviewing, Revising, and Adding Electronic Receipts, page 397

# Understanding the Upload of Customer Payment Information

To automatically process customer payment information, you must upload the information from the customer's bank to the Accounts Receivable system. If you receive the information from the bank on some medium (such as a tape, diskette, or CD), you must write a custom program to upload the information from the medium to the F03B13Z1 table, where it can be processed by the system.

Alternatively, you can use the EDI lockbox process to receive customer payment information.

# (DNK, FIN, NOR, SWE) Understanding the Upload of Customer Payment Information for the Nordic Countries

You can use the Nordic bank format programs to upload a text file containing bank-supplied receipt information to the Text Processor Header (F007101) and Text Processor Detail (F007111) tables, and then transfer the information from those tables to the F03B13Z1 table.

Alternatively, you can use the Copy Bank File to Interface file A/R program (R74W0010) to load information from the bank file to tables F007101 and F007111. In this case, you use the Nordic bank format programs only to transfer receipt information from the F007101 and F007111 tables to the F03B13Z1 table. You use a processing option on the Nordic bank format programs to specify whether the bank file has already been loaded to the F007101 and F007111 tables.

## (FIN) Reference Numbers

The standard reference number that is used for payments in Finland is limited to twenty characters, with one character used as a check digit. You must include one or more of these numbers in the reference number:

- Customer number
- Invoice number
- Company number

You use the processing options on the Automatic Receipts Finland program (R74V001) to specify the format of the reference number.

The fields in the reference number are limited to these maximum lengths:

- Customer number - 8 characters
- Invoice number - 8 characters
- Company number - 3 characters

The system provides a business function that you can use to calculate Finnish reference numbers. For example, you might launch this business function when you want to print reference numbers on the invoices that you create in the Accounts Receivable system or Sales Order system.

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**Note.** Implementing the reference number functionality requires customization.

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### See Also

Chapter 2, "Setting Up the Accounts Receivable System," (FIN) Calculating the Finnish Reference Number, page 38

# (DNK) Uploading Customer Payment Information for Denmark

PeopleSoft provides this Norwegian bank format:

| Object | Navigation | Bank Format |
|---|---|---|
| R74M001 | Danish Localization (G74M), Automatic Receipts Denmark | *Faelles Indbetalningskort* (OCR) |

# (DNK) Setting Processing Options for Automatic Receipts Denmark (R74M001)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

## Defaults

These processing options let you specify various setting that are used by the bank format program.

**1. Company** Specify the company to use to select payments. If you enter a company number, only payments for the company you enter are loaded into the F03B13Z1 table. Only transactions for that company are matched.

If you leave this processing option blank, transactions are matched for all companies in the environment. This option is useful if customers are paying to the wrong company in a group.

**2. Document Type** Specify the document type for the invoices to be paid, for example, *RI*.

**3. Payment Instrument** Specify the payment instrument to applied to the payments. This processing option is optional.

**4. G/L Bank Account** Specify the short account ID of the default G/L bank account, if the short account ID field is blank in the F03B13Z1 table.

A valid short account ID must exist for the system to process records. Enter the short account ID as an eight-digit number starting with zeros. For example, 00000108.

**5. Bank file** Specify whether the bank file has already been loaded to the Text Processor Header (F007101) and the Text Processor Detail (F007111) tables. Values are:

Blank: The bank file has already been loaded.

*1:* The bank file has not been loaded.

If you enter *1*, the system loads the bank file to the F007101 and F007111 tables, and then populates the F03B13Z1 table with information from the F007101 and F007111 tables.

If you leave this processing option blank, the system populates the F03B13Z1 table with information already in the F007101 and F007111 tables. Leave this

processing option blank only if the F007101 and F007111 tables are already loaded with payment information.

**6. Path to the Bank File** Specify the location of the bank file.

If you are running this program on an NT server, enter the path in the following format: c:\\bankdata\\bankfile.txt

If you are running this program on a UNIX server, enter the path in the following format: c//bankdata//bankfile.txt

If you are running this program on an AS/400 server, enter the path in the following format: bankdata/bankfile

## Process

This processing option enables you to specify whether to purge the Text Processor Header (F0071010) and Text Processor Detail (F007111) tables.

**7. Interface Files (F007101 and F007111)** Specify whether the system should purge the F007101 and F007111 tables after loading the information from these tables to the F03B13Z1 table. Values are:

Blank: Do not purge the text processor tables.

*1:* Purge the text processor tables.

## Select

These processing options let you specify the position of the customer and invoice numbers in the reference number.

**1. Starting Position of Supplier Number** and **2. End Position of Supplier Number** Specify the positions in the reference number (OCR number) at which the customer number starts and ends. The reference number can be the invoice number or the customer number and the invoice number.

Example:

- The customer number is 1001.
- The invoice number is 1234.
- The bank file reference number is displayed as 00010011234.

You enter *4* in the Starting Position of Supplier Number processing option because the customer number starts at position 4 and *7* in the End Position of Supplier Number processing option because the customer number ends at position 7.

**3. Start Position of Invoice Number** and **4. End Position of Invoice Number** Specify the position in the reference number (OCR number) at which the invoice number starts and ends. The reference number can be the invoice number, or the customer number and the invoice number.

Example:

- The customer number is 1001.
- The invoice number is 1234.
- The reference number is displayed as 00010011234.

You enter *8* in the Start Position of Invoice Number processing option because the invoice number starts at position 8. You enter *11* in the End

Position of Invoice Number processing option because the invoice number ends at position 11.

# (FIN) Uploading Customer Payment Information for Finland

PeopleSoft provides this Norwegian bank format:

| Object | Navigation | Bank Format |
|---|---|---|
| R74V001 | Finnish Localization (G74V), Automatic Receipts Finland | V1.0 Standard, Finland |

# (FIN) Setting Processing Options for Automatic Receipts Finland (R74V001)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

## Defaults

These processing options let you specify various setting that are used by the bank format program.

**1. Company** Specify the company to use to select payments. If you enter a company number, only payments for the company you enter are loaded into the F03B13Z1 table. Only transactions for that company are matched.

If you leave this processing option blank, transactions are matched for all companies in the environment. This option is useful if customers are paying to the wrong company in a group.

**2. Document Type** Specify the document type for the invoices to be paid, for example, *RI*.

**3. Payment Instrument** Specify the payment instrument to apply to the payments. This processing option is optional.

**4. G/L Bank Account** Specify the short account ID of the default G/L bank account if the short account ID field is blank in the F03B13Z1 table.

A valid short account ID must exist for the system to process records. Enter the short account ID as an eight-digit number starting with zeros. For example, 00000108.

**5. Bank File** Specify whether the bank file has already been loaded to the F007101 and F007111 tables. Values are:

Blank: The bank file has already been loaded.

*1:* The bank file has not been loaded.

If you enter *1*, the system loads the bank file to the F007101 and F007111 tables, and then populates the F03B13Z1 table with information from the F007101 and F007111 tables.

If you leave this processing option blank, the system populates the F03B13Z1 table with information already in the F007101 and F007111 tables. Leave this processing option blank only payment information has already been loaded to the F007101 and F007111 tables.

**6. Path to the Bank File**

Specify the location of the bank file.

If you are running this program on an NT server, enter the path in the following format: c:\\bankdata\\bankfile.txt

If you are running this program on a UNIX server, enter the path in the following format: c//bankdata//bankfile.txt

If you are running this program on an AS/400 server, enter the path in the following format: bankdata/bankfile

**7. Receipt Number**

Specify how you want to generate receipt numbers. Values are:

Blank: Use Next Numbers to generate the receipt number.

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**Note.** If you leave this processing option blank to use Next Numbers, you must set up Next Numbers for system 74V in the Next Numbers table.

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*1:* Use the invoice number as the receipt number.

## Process

This processing option lets you specify whether to purge the Text Processor Header (F0071010) and the Text Processor Detail (F007111) tables.

**1. Interface Files (F007101 and F007111)**

Specify whether the system should purge the F007101 and F007111 tables after loading the information from these tables to the F03B13Z1 table. Values are:

Blank: Do not purge the text processor tables.

*1:* Purge the text processor tables.

## Select

These processing options let you specify the position of the customer and invoice numbers in the reference number.

**1. Starting Position of Customer Number** and **2. End Position of Customer Number**

Specify the positions in the reference number at which the customer number starts and ends. The reference number can be the customer number, the invoice number, and the company number.

For example:

- The customer number is 1001.
- The invoice number is 1234.
- The company number is 100.
- The reference number is displayed as 0000100100001234100.

You enter *1* in the Starting Position of Customer Number processing option because the customer number starts at position 1. You enter *8* in the End Position of Customer Number processing option because the customer number ends at position 8.

**3. Starting Position of Invoice Number** and **4. End Position of Invoice Number**

Specify the positions in the reference number at which the invoice number starts and ends. The reference number can be the customer number, the invoice number, and the company number.

For example:

- The customer number is 1001.
- The invoice number is 1234.
- The company number is 100.
- The reference number is displayed as 0000100100001234100.

You enter *9* in the Starting Position of Invoice Number processing option because the invoice number starts at position 9. You enter *16* in the End Position of Invoice Number processing option because the invoice number ends at position 16.

**5. Starting Position of Company Number** and **6. End Position of Company Number**

Specify the positions in the reference number at which the company number starts and ends. The reference number can be the customer number, the invoice number, and the company number.

For example:

- The customer number is 1001.
- The invoice number is 1234.
- The company number is 100.
- The reference number is displayed as 0000100100001234100.

You enter *17* in the Starting Position of Company Number processing option because the company number starts at position 17. You enter *19* in the End Position of Company Number processing option because the company number ends at position 19.

# (NOR) Uploading Customer Payment Information for Norway

PeopleSoft provides this Norwegian bank format:

| Object | Navigation | Bank Format |
|---|---|---|
| R74O001 | Norwegian Localization (G74O), Automatic Receipts Norway | Standard, OCRGiro (OCR) |

# (NOR) Setting Processing Options for Automatic Receipts Norway (R74O001)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

### Defaults

These processing options enable you to specify various settings that are used by the bank format program.

**1. Company** Specify the company to use to select payments. If you enter a company number, only payments for the company you enter are loaded into the F03B13Z1 table. Only transactions for that company are matched.

If you leave this processing option blank, transactions are matched for all companies in the environment. This option is useful if customers are paying to the wrong company in a group.

**2. Document Type** Specify the document type for the invoices to be paid, for example, RI.

**3. Payment Instrument** Specify the payment instrument to applied to the payments. This processing option is optional.

**4. G/L Bank Account** Specify the short account ID of the default G/L bank account, if the short account ID field is blank in the F03B13Z1 table.

A valid short account ID must exist for the system to process records. Enter the short account ID as an eight-digit number starting with zeros. For example, 00000108.

**5. Bank File** Specify whether the bank file has already been loaded to the Text Processor Header (F007101) and Text Processor Detail (F007111) tables. Values are:

Blank: The bank file has already been loaded.

*1:* The bank file has not been loaded.

If you enter *1*, the system loads the bank file to the F007101 and F007111 tables, and then populates the F03B13Z1 table with information from the F007101 and F007111 tables.

If you leave this processing option blank, the system populates the F03B13Z1 table with information already in the F007101 and F007111 tables. Leave this processing option blank only if the F007101 and F007111 tables are already loaded with payment information.

**6. Path to the Bank File** Specify the location of the bank file.

If you are running this program on an NT server, enter the path in the following format: c:\\bankdata\\bankfile.txt

If you are running this program on a UNIX server, enter the path in the following format: c//bankdata//bankfile.txt

If you are running this program on an AS/400 server, enter the path in the following format: bankdata/bankfile

### Process

This processing option lets you specify whether to purge the Text Processor Header (F007101) and Text Processor Detail (F007111) tables.

**1. Interface Files (F007101 and F007111)** Specify whether the system should purge the F007101 and F007111 tables after loading the information from these tables to the F03B13Z1 table. Values are:

Blank: Do not purge the text processor tables.

*1:* Purge the text processor tables.

### Select

These processing options let you specify the position of the customer and invoice numbers in the reference number.

**1. Starting Position of Supplier Number** and **End Position of Supplier Number** Specify the positions in the reference number (OCR number) at which the customer number starts and ends. The reference number can be the invoice number, or the customer number and the invoice number.

For example:

- The customer number is 1001.
- The invoice number is 1234.
- The reference number is displayed as 00010011234.

You enter *4* in the Starting Position of Supplier Number processing option because the customer number starts at position 4. You enter *7* in the End Position of Supplier Number processing option because the customer number ends at position 7.

**3. Starting Position of Invoice Number** and **End Position of Invoice Number** Specify the positions in the reference number (OCR number) at which the invoice number starts and ends. The reference number can be the invoice number, or the customer number and the invoice number.

For example:

- The customer number is 1001.
- The invoice number is 1234.
- The reference number is displayed as 00010011234.

You enter *8* in the Starting Position of Invoice Number processing option because the invoice number starts at position 8. You enter *11* in the End Position of Invoice Number processing option because the invoice number ends at position 11.

## (SWE) Uploading Customer Payment Information for Sweden

PeopleSoft provides these Swedish bank formats:

| Object | Navigation | Bank Format |
|---|---|---|
| R74W001 | Swedish Localization (G74W), Automatic Receipts Sweden BG OCR | Bankgirot, Inbetalningsservice (OCR) |
| R74W002 | Swedish Localization (G74W), Automatic Receipts Sweden PG OCR | Postgirot, Inbetalningsservice (OCR) |
| R74W003 | Swedish Localization (G74W), Automatic Receipts Sweden BG AA | Bankgirot, Automatisk Avprickning (LM) |

# (SWE) Setting Processing Options for Automatic Receipts Sweden BG OCR (R74W001), Automatic Receipts Sweden PG OCR (R74W002), and Automatic Receipts Sweden BG AA (R74W003)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

---

**Note.** The processing options on the Select tab do not apply to the Automatic Receipts Sweden BG AA program (R74W003).

---

## Defaults

These processing options let you specify various setting that are used by the bank format program.

**1. Company**

Specify the company to use to select payments. If you enter a company number, only payments for the company you enter are loaded into the F03B13Z1 table. Only transactions for that company are matched.

If you leave this processing option blank, transactions are matched for all companies in the environment. This option is useful if customers are paying to the wrong company in a group.

**2. Document Type**

Specify the document type for the invoices to be paid, for example, *RI*.

**3. Payment Instrument**

Specify the payment instrument to be applied to the payments. This processing option is optional.

**4. G/L Bank Account**

Specify the short account ID of the default G/L bank account, if the short account ID field is blank in the F03B13Z1 table.

A valid short account ID must exist for the system to process records. Enter the short account ID as an eight-digit number starting with zeros. For example, 00000108.

**5. Bank File** Specify whether the bank file has already been loaded to the F007101 and F007111 tables. Values are:

Blank: The bank file has already been loaded.

*1:* The bank file has not been loaded.

If you enter 1, the system loads the bank file to the F007101 and F007111 tables, and then populates the F03B13Z1 table with information from the F007101 and F007111 tables.

If you leave this processing option blank, the system populates the F03B13Z1 table with information already in the F007101 and F007111 tables. Leave this processing option blank only if the F007101 and F007111 tables are already loaded with payment information.

**6. Path to the Bank File** Specify the location of the bank file.

If you are running this program on an NT server, enter the path in the following format: c:\\bankdata\bankfile.txt

If you are running this program on a UNIX server, enter the path in the following format: c//bankdata//bankfile.txt

If you are running this program on an AS/400 server, enter the path in the following format: bankdata/bankfile

## Process

This processing option lets you specify whether to purge the Text Processor Header (F007101) and Text Processor Detail (F007111) tables.

**1. Interface Files (F007101 and F007111)** Specify whether the system should purge the F007101 and the F007111 tables after loading the information from these tables to the F03B13Z1 table. Values are:

Blank: Do not purge the text processor tables.

*1:* Purge the text processor tables.

## Select

These processing options let you specify the position of the customer and invoice numbers in the reference number.

**1. Starting Position of Supplier Number** and **End Position of Supplier Number** Specify the positions in the reference number (OCR number) at which the customer number starts and ends. The reference number can be the invoice number, or the customer number and the invoice number.

For example:

- The customer number is 1001.
- The invoice number is 1234.
- The reference number is displayed as 00010011234.

You enter *4* in the Starting Position of Supplier Number processing option because the customer number starts at position 4. You enter *7* in the End Position of Supplier Number processing option because the customer number ends at position 7.

**3. Starting Position of Invoice Number** and **End Position of Invoice Number**

Specify the positions in the reference number (OCR number) at which the invoice number starts and ends. The reference number can be the invoice number, or the customer number and the invoice number.

For example:

- The customer number is 1001.
- The invoice number is 1234.
- The reference number is displayed as 00010011234.

You enter *8* in this processing option because the invoice number starts at position 8. You enter *11* in this processing option because the invoice number ends at position 11.

# (DNK, NOR, SWE) Uploading Information to the F03B13Z1 Table

This section provides an overview of the Copy Bank File to Interface File A/R program and discusses how to:

- Run the Copy Bank File to Interface File A/R program.
- Set processing options for Copy Bank File to Interface File A/R (R74W0010).

## Understanding the Copy Bank File to Interface File A/R Program

You use the Copy Bank File to Interface File A/R program (R74W0010) to upload bank files that contain receipt information into the F007101 and the F007111 tables. You use country-specific bank format programs to transfer the receipt information from tables F007101 and F007111 to the F03B13Z1 table. After the information is transferred to table F03B13Z1, the information can be uploaded and matched against outstanding customer invoices.

Uploading the information in the text file processor allows data to be managed efficiently with automatic maintenance of the processing status of each tape record, including purging capability.

Complete these steps to upload a text file from the bank to the F03B13Z1 table:

1. Receive a text file containing payment information from the bank.
2. Run the Copy Bank File To Interface File A/R program (R74W0010) to load the bank information into table F007101 and table F007111 in the correct format. You then run the appropriate bank format program (R74W001, R74V001, and so on) to transfer the data from tables F007101 and F007111 to table F03B13Z1.
3. Run the standard automatic receipts matching process.

**Note.** Alternatively, you can run the appropriate bank format program (R74W001, R74V001, and so on), configuring the processing options on the bank format program to first upload the bank information into tables F007101 and F007111, and then transfer that data into table F03B13Z1. This process does not use the Copy Bank File to Interface File A/R program and is well-suited to small businesses in which the person who uploads the file from the bank is also the person who processes automatic receipts.

## Running the Copy Bank File to Interface File A/R Program

Use one of these navigations:

From the Danish Localization menu (G74M), select Copy Bank File to Interface File A/R.

From the Norwegian Localization menu (G74O), select Copy Bank File to Interface File A/R.

From the Swedish Localization menu (G74W), select Copy Bank File to Interface File A/R.

# Setting Processing Options for Copy Bank File to Interface File A/R (R74W0010)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

## Defaults

These processing options let you specify information that the system uses when loading the bank file.

**1. Description** Specify the description of the interface file. If you are uploading a file from the Swedish BG and it is in the OCR format, enter BG OCR.

**2. Format Program** Specify the bank format program that you are using to load the bank file. Values are:

*R74W001:* Sweden BG OCR

*R74W002:* Sweden PG OCR

*R74W003:* Sweden BG AA

*R74O001:* Norway OCR

*R74M001:* Denmark OCR

*R74V001:* Finland Reference Payments

**3. Path to the Bank File** Specify the location of the bank file.

If you are running this program on an NT server, enter the path in the following format: c:\\bankdata\\bankfile.txt

If you are running this program on a UNIX server, enter the path in the following format: c://bankdata//bankfile.txt

If you are running this program on an AS/400 server, enter the path in the following format: bankdata/bankfile

## Version

This processing option lets you specify the version of the bank format program to use.

**1. Version of the Format Program** Specify the version name of the bank format program that you are using to upload the bank file.

# (CHE) Uploading ESR Payment Information to the F03B13Z1 Table

This section provides an overview of the Upload ESR Payments program and discusses how to:

- Set processing options for Upload ESR Payments (R03B803).
- Upload ESR payment information.

## Understanding the Upload ESR Payments Program

After you import the text file that Postfinance Bank sends to you to confirm ESR payments into the Text File Processor program (P007101), you can run the Upload ESR Payments program (R03B803) to upload the ESR payment information to the F03B13Z1 table. When you run the Upload ESR Payments program, the system unformats the ESR reference number in the Text Processor Header table (F007101) and the Text Processor Detail table (F007111); and parses it into the Document Number (DOC), Document Company (KCO), and Document Type (DCT fields) in the F03B13Z1 table. You can then use the Work With Electronic Receipts Input program (P03B121) to review and revise the information in the F03B13Z1 table.

## Prerequisites

Before you complete the tasks in this section:

- Import the electronic media that Postfinance Bank sends to you into the text file processor tables.

  See *PeopleSoft EnterpriseOne Global Options and Reports 8.11 PeopleBook*, "Working With the Text File Processor," Copying, Importing, and Resetting Text Files.

- Add the Upload ESR Payment program (R03B803) as a value in the Upload Text Program UDC table (03B/UP).

  See *PeopleSoft EnterpriseOne Tools 8.94 PeopleBook: Foundation*

## Forms Used to Upload ESR Payment Information to the F03B13Z1 Table

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work With Text Batches | W007101A | Text File Processor (G0071), Text File Processor | Locate text files that have been imported into the Text File Processor and select them for further processing. |
| Upload Text to Transaction Files | W007101D | On the Work With Text Batches form, select an ESR batch and then select Process Batch, Upload Text from the Row menu. | Run the Upload ESR Payments program (R03B803). |

## Setting Processing Options for Upload ESR Payments (R03B803)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

### Defaults

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

**1. Receipt Currency Code** Specify the transaction currency code for the Upload ESR Payments program (R03B803). The system stores currency codes in the Currency Codes table (F0013). If you leave this processing option blank, the system uses the default value *CHF*.

**2. G/L Bank Account** Specify the G/L bank account for the electronic receipts.

**3. G/L Date** Specify the G/L date for each electronic receipt. Values are:

Blank: Use the date entered in the Override G/L Date processing option.

*1:* Use the payment date from the ESR payment record.

*2:* Use the processing date from the ESR payment record.

*3:* Use the credit date from the ESR payment record.

**4. Override G/L Date** Specify the G/L date for the electronic receipts. The system uses the date that you specify here only if the G/L Date processing option is blank. If you leave this processing option blank as well, the system uses the current date.

**5. Receipt Date** Specify the receipt date for the electronic receipts. If you leave this processing option blank, the system uses the current date.

**6. Receipt Remark** Use this processing option to enter a receipt remark that appears on the electronic receipts that are created by the Upload ESR Payments program (R03B803). You can enter up to 30 characters.

## Uploading ESR Payment Information

To upload ESR payment information:

1. On Work With Text Batches, select the ESR batch with which you want to work.
2. From the Row menu, select Process Batch and then Upload Text.
3. On Upload Text to Transaction Files, complete the Program field, and then click OK.

   The system provides the Upload ESR Payments program (R03B803) to upload ESR payment information to the F03B13Z1 table. Program R03B803 must exist as a value in the Upload Text Program UDC table (03B/UP) before you can use this program to upload text files.

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**Note.** The Version field is for display only. Version ZJDE001 is the only version of the Upload ESR Payments program that uploads text files.

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# Creating Receipt Records Automatically

This section provides an overview of automatic receipt record creation and discusses how to:

- Run the Update Receipts Header program.
- Set processing options for Update Receipts Header (R03B551).
- (ARG) Set processing options for PO - Update Receipt Register from Electronic Input-AR - 03B (R76A551D).

## Understanding Automatic Receipt Record Creation

After uploading the information from the customer's bank into the F03B13Z1 table, you must process the information to create receipt or draft records in the Receipts Header (F03B13) and Receipts Detail (F03B14) tables. You must perform this initial step before you can match receipts to invoices. This batch program enables you to:

- Update the bank account in the general ledger regardless of the success ratio of the matching of algorithms.
- Account for the entire deposit before you rework any of the items that the system did not process successfully.

When you run the Update Receipts Header program (R03B551), the system creates either unapplied receipts or drafts, or it creates logged receipt records. The system creates logged receipts when it cannot locate a payor or customer; otherwise, it creates unapplied receipts.

When you run the Update Receipts Header program, the system:

1. Retrieves the payment ID from the Next Numbers program.
2. Validates the batch type *(9B)* in the F03B13Z1 records.
3. Locates the payor number as follows:
   - If customer bank account information is provided in the Customer Bank Account (CBNK) and Customer Bank Transit (TNST) fields, the system uses it to locate the address book number of the payor bank record (record type P) from the Bank Transit Master table (F0030).
   - If unsuccessful, and the bank information exists, the system uses the address book number of the customer bank record (record type *C*) as the payor.
   - If unsuccessful, the system uses information from the document number or generic reference fields, if provided, to locate the payor number from the invoice record.
   - If unsuccessful, the system uses the value of the customer number field (AN8).
   - If unsuccessful, the system uses the address number from the corresponding processing option.
   - If the processing option is blank, the system creates a logged receipt.

   **Note.** If the customer number exists on the electronic receipt record, the system does not overwrite its value with the value of the payor field.
4. Retrieves the execution list from the customer master record (F03012). If the execution list does not exist, the system uses the execution list specified in the processing options or leaves the field blank.
5. Retrieves the G/L bank account as follows:
   - The system uses the value from the G/L Bank Account ID (GLBA) field.

- If GLBA is blank, the system uses the values from the Home Bank Account (EHBK) and Home Bank Transit (EHTN) to retrieve the G/L bank account record from the F0030 table.
- If unsuccessful, the system uses the value from the processing option Short Bank Account ID.
- If the processing option is blank, the system uses the account associated with the AAI item RB for the company specified.
- If unsuccessful, the system returns an error.

6. Retrieves the company from the Account Master table (F0901). If the company does not exist in this table, the system retrieves it from the processing options.
7. Attempts to retrieve the G/L date from the processing options.
8. Formats and validates the receipt date. If the receipt date is not supplied on the electronic receipt record (F03B13Z1), the system uses the G/L date as the receipt date.
9. Generates an exception report of receipts that are not processed.
10. Updates the batch status to posted in the Batch Control Records table (F0011) for batch type *9B*. You will see batch header records only if you created receipts using the Review Electronic Receipts program (P03B121).
11. Creates a batch header record in the F0011 table with a batch type *RB*.
12. Creates receipt header records in the F03B13 table.
13. Creates corresponding receipt detail records in the F03B14 table.

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**Note.** A processing option allows you to run the Apply Receipts to Invoices program (R03B50) after the Update Receipts Header program completes.

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See Chapter 12, "Processing Automatic Receipts," Applying Electronic Receipts to Invoices Automatically, page 394.

### (ARG) Uploading Automatic Receipts for Argentina

In addition to uploading information to the F03B13Z1 table, you must upload country-specific information about the receipts to the Receipt Header Argentine Tag File Batch Input - 03B table (F76A60Z1). To do this upload, create identically named versions of the Update Receipts Header program (R03B551) and the PO - Update Receipt Register from Electronic Input-AR - 03B program (R76A551D).

## Prerequisites

Before you complete the tasks in this section:

- Verify that the appropriate Accounts Receivable AAIs are set up.

  See Chapter 2, "Setting Up the Accounts Receivable System," Setting Up AAIs for Accounts Receivable, page 24.

- Verify the setup for processing receipts automatically.

## Running the Update Receipts Header Program

From the Automated Receipts Processing menu (G03B13), select Update Receipts Header.

# Setting Processing Options for Update Receipts Header (R03B551)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

## Defaults

These processing options specify default values for records that the system processes when the corresponding field is left blank.

**1. G/L Date**

Specify the default G/L date to use if a date is not specified on the record in the F03B13Z1 table. If the system cannot locate a G/L date, it does not process the transaction.

**2. Blank G/L Date Option**

Specify the date to use as the G/L date for the receipt when a value cannot be located in the F03B13Z1 record and is not specified in the processing option for G/L date. Values are:

Blank: Use the system date.

*1:* Use the batch date from the Electronic Receipts Input record.

**3. Company**

Specify the default company to use if it is not specified in the F03B13Z1 record. If the system cannot locate a company number, it will not process the transaction.

**4. Short Bank Account ID**

Specify the account ID of the default G/L bank account to use if one is not specified on the F03B13Z1 record.

You must specify the account ID of the bank account number, which is an 8-digit number that the system assigns to the Account Master record (F0901). For example, the account ID for 1.1110.BEAR is 00000108.

If the system cannot locate a bank account, the transaction will not be processed.

**5. Clerk ID**

Specify the ID of the person to use as the clerk on the F03B13 record. You can use the clerk in the data selection of the Apply Receipts to Invoices program (R03B50) to specify which receipts to process.

If you leave this processing option blank, the system uses the user ID of the person who runs the program as the clerk.

**6. Address Number**

Specify the address number to use if the system cannot determine the receipt payor number. The system attempts to locate the payor from the bank account information, invoice information, or customer number that is provided on the electronic receipt. If you leave this processing option blank and the system cannot locate an address number to use, it generates a logged receipt

and you must assign the payor number manually using the Standard Receipt Entry program (P03B102).

**7. Draft Receivable Account** Specify the drafts receivable account to use when you post drafts to the general ledger. Enter the account number in the standard format (bu.obj.sub). If you leave this processing option blank, the system uses the account number associated with the AAI item RD1*x*, where *x* is the payment instrument on the customer record (F03012).

**8. Draft Due Date** Specify the draft due date. If you leave this field blank, the system uses the receipt date as the draft due date. If the receipt date field in the F03B13Z1 table is blank, the system uses the G/L date as the receipt date and the draft due date.

**9. Execution List** Specify the default execution list to assign to the receipt (F03B13) if one is not specified on the customer record. If you leave this processing option blank and the customer record does not have an execution list specified, the system creates the receipt record without an execution list.

**10. Default G/L Offset for Unapplied Receipts** Specify whether to use the value in the G/L Offset field of the customer master record (F03012) as the default value for the Unapplied G/L Offset field (GLC) on unapplied receipt records. The system locates the A/R trade account based on the G/L offset that you use. Values are:

Blank: Do not use values from the customer record.

*1:* Use the G/L offset from the customer record. If the customer record does not have a G/L offset defined, the system uses the default G/L offset (UC) for unapplied receipts.

## Process

These processing options specify the types of receipts that will be uploaded and the method of creating corresponding journal entries.

**1. Draft Upload** Specify whether the system creates receipt or draft records. Values are:

Blank: The system creates receipt records.

*1:* The system creates draft records.

**2. Process Marked Receipts** Specify whether to select all electronic receipts available for processing or only those that have an upload status of *B*. This processing option is useful if you want to reprocess receipts that were processed previously with errors. Values are:

Blank: Process all available electronic receipts.

*1:* Process only electronic receipts that have an upload status of B.

**3. Journal Entry Creation Method** Specify whether the post program creates one summarized journal entry for the batch of receipts processed, or one journal entry for each receipt. The system assigns the value that you enter in this processing option to the A/R Post field (ISTR) in the F03B13 table. The post program uses this value to create the journal entry records. Values are:

Blank: Summarized journal entries. The system creates one journal entry with the document type RK for each batch of receipts that you post. The system assigns the receipt batch number as the document number of the journal entry. To use this method, you must also ensure that:

- The offset method in the A/R Constants is set to *B* (batch mode).
- The intercompany settlement option in the General Accounting constants is not set to *2* (detail).
- The batch does not contain any foreign transactions.

Otherwise, the system creates journal entries in detail.

*1:* Detail journal entries. The system creates one journal entry with the document type *RC* for each receipt in the batch. The system uses Next Numbers for journal entry documents (system 09) to assign the document number to the receipt journal entry.

To provide an audit trail, the system updates the following fields in the Receipts Detail table (F03B14) with the journal entry information:

- JE document type (RZDCTG)
- JE document number (RZDOCG)
- JE document company (RZKCOG)

## Versions

These processing options specify whether to run Apply Receipts to Invoices (R03B50) automatically and the version to be used.

**1. Run Apply Receipts to Invoices (R03B50)**

Specify whether to run the Apply Receipts to Invoices program (R03B50) automatically upon completion of this program. Values are:

Blank: Do not run Apply Receipts to Invoices (R03B50) automatically.

*1:* Run Apply Receipts to Invoices (R03B50) automatically.

**Note.** If you leave this processing option blank, you must run Apply Receipts to Invoices manually.

**2. Apply Receipts to Invoices Version**

Specify the version of the Apply Receipts to Invoices program (R03B50) to use. If you leave this processing option blank, the system uses the version XJDE0001 of the Apply Receipts to Invoices Program.

**Note.** If the processing option for Run Apply Receipts to Invoices is blank, the system ignores this processing option.

## Updates

These processing options specify how to update certain information on the Receipts Header record (F03B13).

**1. Bank Account Information**

Specify whether to update the bank account information in the Bank Transit Master table (F0030) with information specified on the Electronic Receipts Input record (F03B13Z1). Values are:

Blank: Do not update the F0030 table.

*1:* Update the F0030 table.

**2. Bank Reference Type**

Specify whether to update bank account information in the F0030 table for the customer or the payor. The system uses this processing option only if you enter *1* in the Bank Account Information processing option. Values are:

Blank: Update the payor's Bank Transit Master record.

*C:* Update the customer's Bank Transit Master record.

**3. Invoice Number Method**

Specify the sequence of search methods for the system to use to locate a payor from the Customer Ledger record (F03B11) when the Payor field is blank in the F03B13Z1 table and the system cannot locate it from the F0030 table. Five search methods are available:

- Invoice Number
- Sales Order Number
- Customer Reference
- Statement Number
- Shipment Number

Values are blank, *1*, *2*, *3*, *4*, and *5*. If you leave a search method field blank, the system excludes that search method and uses the other methods that you specify. If you leave all five fields blank, the system searches using all methods in the order listed.

Before the system uses this search sequence, it uses the customer's bank account number or the bank transit number from the F03B13Z1 table to locate a payor. The system searches for a payor record (type P) first, and then for a customer record (type C) in the Bank Transit Master table.

If the system cannot determine a payor from the F0030 table, and a value exists in either the Document Number or Generic Match field, the system uses the search methods specified to locate the payor from the Customer Ledger record. For example, if the Invoice Number processing option is 1, the Sales Order Number is 4, the Customer Reference Number is 2, and the Statement Number is 3, the system matches the Document Number or Generic Match field with the invoice number first. If no match is found, the system attempts to match the Document Number or Generic Match field with the remaining priorities in the specified order until a match is found.

If the system cannot locate the payor using one of the search methods, or if the Document Number or Generic Match field is blank, the system assigns the customer number from the F03B13Z1 table as the payor.

If the Customer field is blank, the system uses the value from processing option 7 (Address Number) on the Defaults tab.

If processing option 7 is blank, the system generates a logged receipt and you must manually enter the payor.

**Sales Order Number Method**

Specify the sequence of search methods for the system to use to locate a payor from the Customer Ledger record (F03B11) when the Payor field is blank in the F3B13Z1 table and the system cannot locate it from the F0030 table. Five search methods are available:

- Invoice Number
- Sales Order Number
- Customer Reference
- Statement Number
- Shipment Number

Valid values are blank, *1*, *2*, *3*, *4*, and *5*. If you leave a search method field blank, the system excludes that search method and uses the other methods that you specify. If you leave all five fields blank, the system searches using all methods in the order listed.

Before the system uses this search sequence, it uses the customer's bank account number or the bank transit number from the F03B13Z1 table to locate a payor. The system searches for a payor record (type P) first, and then for a customer record (type C) in the F0030 table.

If the system cannot determine a payor from the F0030 table, and a value exists in either the Document Number or Generic Match field, the system uses the search methods specified to locate the payor from the F03B11 record. For example, if the Invoice Number processing option is 1, the Sales Order Number is 4, the Customer Reference Number is 2, and the Statement Number is 3, the system matches the Document Number or Generic Match field with the invoice number first. If no match is found, the system attempts to match the Document Number or Generic Match field with the remaining priorities in the specified order until a match is found.

If the system cannot locate the payor using one of the search methods, or if the Document Number or Generic Match field is blank, the system assigns the customer number from the F03B13Z1 table as the payor.

If the Customer field is blank, the system uses the value from processing option 7 (Address Number) on the Defaults tab.

If processing option 7 is blank, the system generates a logged receipt, and you must manually enter the payor.

**Customer Reference Method**

Specify the sequence of search methods for the system to use to locate a payor from the Customer Ledger record (F03B11) when the Payor field is blank on the F03B13Z1 table and the system cannot locate it from the F0030 table. Five search methods are available:

- Invoice Number
- Sales Order Number
- Customer Reference
- Statement Number
- Shipment Number

Valid values are blank, *1*, *2*, *3*, *4*, and *5*. If you leave a search method field blank, the system excludes that search method and uses the other methods that you specify. If you leave all five fields blank, the system searches using all methods in the order listed.

Before the system uses this search sequence, it uses the customer's bank account number or the bank transit number from the F03B13Z1 table to locate a payor. The system searches for a payor record (type P) first, and then for a customer record (type C) in the F0030 table.

If the system cannot determine a payor from the F0030 table, and a value exists in either the Document Number or Generic Match field, the system uses the search methods specified to locate the payor from the Customer Ledger. For example, if the Invoice Number processing option is 1, the Sales Order Number is 4, the Customer Reference Number is 2, and the Statement Number

is 3, the system matches the Document Number or Generic Match field with the invoice number first. If no match is found, the system attempts to match the Document Number or Generic Match field with the remaining priorities in the specified order until a match is found.

If the system cannot locate the payor using one of the search methods, or if the Document Number or Generic Match field is blank, the system assigns the customer number from the F03B13Z1 table as the payor.

If the Customer field is blank, the system uses the value from processing option 7 (Address Number) on the Defaults tab.

If processing option 7 is blank, the system generates a logged receipt and you must manually enter the payor.

**Statement Number Method** Specify the sequence of search methods for the system to use to locate a payor from the Customer Ledger record (F03B11) when the Payor field is blank in the F03B13Z1 table and the system cannot locate it from the F0030 table. Five search methods are available:

- Invoice Number
- Sales Order Number
- Customer Reference
- Statement Number
- Shipment Number

Valid values are blank, *1*, *2*, *3*, *4*, and *5*. If you leave a search method field blank, the system excludes that search method and uses the other methods that you specify. If you leave all five fields blank, the system searches using all methods in the order listed.

Before the system uses this search sequence, it uses the customer's bank account number or the bank transit number from the F03B13Z1 table to locate a payor. The system searches for a payor record (type P) first, and then for a customer record (type C) in the F0030 table.

If the system cannot determine a payor from the F0030 table, and a value exists in either the Document Number or Generic Match field, the system uses the search methods specified to locate the payor from the Customer Ledger record. For example, if the Invoice Number processing option is 1, the Sales Order Number is 4, the Customer Reference Number is 2, and the Statement Number is 3, the system matches the Document Number or Generic Match field with the invoice number first. If no match is found, the system attempts to match the Document Number or Generic Match field with the remaining priorities in the specified order until a match is found.

If the system cannot locate the payor using one of the search methods, or if the Document Number or Generic Match field is blank, the system assigns the customer number from the F03B13Z1 table as the payor.

If the Customer field is blank, the system uses value from processing option 7 (Address Number) on the Defaults tab.

If processing option 7 is blank, the system generates a logged receipt and you must manually enter the payor.

**Shipment Number Method** Specify the sequence of search methods for the system to use to locate a payor from the Customer Ledger record (F03B11) when the Payor field in the F03B13Z1 table is blank and the system cannot locate it from the F0030 table. Five search methods are available:

- Invoice Number
- Sales Order Number
- Customer Reference
- Statement Number
- Shipment Number

Valid values are blank, *1*, *2*, *3*, *4*, and *5*. If you leave a search method field blank, the system excludes that search method and uses the other methods that you specify. If you leave all five fields blank, the system searches using all methods in the order listed.

Before the system uses this search sequence, it uses the customer's bank account number or the bank transit number from the F03B13Z1 table to locate a payor. The system searches for a payor record (type P) first, and then for a customer record (type C) in the F0030 table.

If the system cannot determine a payor from the Bank Transit Master table and a value exists in either the Document Number or Generic Match field, the system uses the search methods specified to locate the payor from the Customer Ledger record (F03B11). For example, if the Invoice Number processing option is 1, the Sales Order Number is 4, the Customer Reference Number is 2, and the Statement Number is 3, the system matches the Document Number or Generic Match field with the invoice number first. If no match is found, the system attempts to match the Document Number or Generic Match field with the remaining priorities in the specified order until a match is found.

If the system cannot locate the payor using one of the search methods, or if the Document Number or Generic Match field is blank, the system assigns the customer number from the F03B13Z1 table as the payor.

If the Customer field is blank, the system uses the value from processing option 7 (Address Number) under on Defaults tab.

If processing option 7 is blank, the system generates a logged receipt and you must manually enter the payor.

**4. Open Amount** Specify whether to create draft invoice records (R1) in the Customer Ledger table (F03B11) with an open amount. The setting of this processing option controls whether you can select the draft for aging. When you create a draft without an open amount, you use that record as a placeholder only; you cannot select it for payment or aging. Values are:

Blank: Create draft invoice records (R1) with an open amount.

*1:* Create draft invoice records (R1) without an open amount.

---

**Note.** The system uses this processing option only when you specify 1 in the Drafts Upload processing option on the Process tab.

---

## (ARG) Setting Processing Options for PO - Update Receipt Register from Electronic Input-AR - 03B (R76A551D)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

### General

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

**Duplicated by Company** Specify whether the system allows you to enter duplicate receipt numbers by company. Values are:

Blank: Do not allow duplicate receipt numbers by company.

*1:* Allow duplicate receipt numbers by company.

**Automatic Assignment** Specify whether the system performs automatic assignment.

**Document Type** Specify the document type for receipts.

# Applying Electronic Receipts to Invoices Automatically

This section provides an overview of automatic receipt application and discusses how to:

- Run the Apply Receipts to Invoices program.
- Set processing options for Apply Receipts to Invoices (R03B50).

### See Also

Chapter 10, “Processing Manual Receipts,” Approving and Posting Receipts, page 349

## Understanding Automatic Receipt Application

After creating unapplied receipts or drafts or logged receipts, you must apply the receipts to invoices by running the Apply Receipts to Invoices program (R03B50). This program determines the information necessary for the system to match a receipt to an invoice or a group of invoices based on the algorithms set up on the execution list and the information provided in the receipt records.

When you run Apply Receipts to Invoices, the system:

- Updates the receipt record (F03B13) with the execution list from the customer record, if one exists, or from the processing options.
- Updates the receipt record with the program number of the first algorithm found in the execution list.

- If necessary, retrieves invoice information from the corresponding electronic receipt (F03B13Z1) to automatically apply the receipt to invoices for the Known Invoice Match algorithms (R03B50D and R03B50E).
- Creates a new batch if the receipt or draft records are posted; otherwise, reopens the original batch.
- Creates an error report when errors exist.
- Updates the Receipt Status field (ASTA) on the receipt record with one of these values:
  - *1:* The receipt was created by running the Update Receipts Header program (R03B551).
  - *2:* The Apply Receipts to Invoices program was run, but the receipt was not successfully applied.
  - *3:* The receipt was successfully applied to invoices.

If the program cannot successfully apply the receipt to invoices, you can either revise information on the electronic receipt record and reprocess the receipt automatically, or manually apply the receipt to invoices using the Standard Receipts Entry program.

After you apply receipts to invoices, you must post the receipt batches to update the general ledger.

### Applying Receipts Generated in a Prior Period

If the G/L date of an unapplied receipt is in a period prior to the G/L date specified on the invoice, the Apply Receipts to Invoices program will not apply the receipt to the invoice unless you select the Allow PBCO Postings option in the General Accounting Constants.

See *PeopleSoft EnterpriseOne General Accounting 8.11 PeopleBook*, "Setting Up the General Accounting System," Setting Up Constants for General Accounting.

### Applying Receipts to Invoices with Multiple Pay Items, Including Credit Memos

If a receipt pays an invoice with multiple pay items, you must specify the pay item on the electronic receipt record; otherwise, the system applies the receipt to the first pay item only and might create undesired records such as chargebacks, deductions, or write-offs.

Alternatively, set up the execution list to include the algorithm Known Invoice Match Without Amount (R03B50E) after the algorithm Known Invoice Match With Amount (R03B50D). The system can locate and apply the receipt to the open invoices without specifying the pay item.

See Chapter 6, "Setting Up Automatic Receipts Processing," Understanding Algorithms, page 140.

## Prerequisite

Verify that the processing options for the algorithms are set correctly and include reason codes for write-offs, deductions, and chargeback records that the system might create.

See Chapter 6, "Setting Up Automatic Receipts Processing," Understanding Algorithms, page 140.

## Running the Apply Receipts to Invoices Program

From the Automatic Receipts Processing menu (G03B13), select Apply Receipts to Invoices.

---

**Note.** You can also specify that this program be run automatically after the system creates receipt records by setting a processing option on the Versions tab for the Update Receipts Header program (R03B551).

---

# Setting Processing Options for Apply Receipts to Invoices (R03B50)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

## Defaults

These processing options specify how the system applies receipts to invoices.

**1. Execution List**

Specify the default execution list to use if one is not specified on the customer record or on the receipt. The system uses this hierarchy to determine which execution list to use:

- If an execution list is specified on the receipt, the system uses it.
- If an execution list is not specified on the receipt, the system uses the execution list specified on the customer record.
- If an execution list is not specified on the customer record, it uses the execution list specified in this processing option.
- If the system cannot locate an execution list, it does not apply the receipt to any invoices.

**2. Default G/L Offset for Unapplied Receipts**

Specify whether to use the value in the G/L Offset field of the customer record (F03012) as the default value for the Unapplied G/L Offset field (GLC) on unapplied receipt records. The system locates the A/R trade account based on the G/L offset that you use. Values are:

Blank: Do not use values from the customer record.

*1:* Use the G/L offset from the customer record. If the customer record does not have a G/L offset defined, the system uses the default G/L offset (UC) for unapplied receipts.

## Process

These processing options specify whether to process drafts, receipts entered manually, and receipts that did not process previously.

**1. Draft Processing**

Specify whether the system selects draft or receipt records to process. Values are:

Blank: Select receipt records.

*1:* Select draft records.

**2. Process Manual Receipts** Specify whether to process unapplied receipts that were entered manually using either the Standard Receipts Entry program (P03B102) or the Speed Receipts Entry program (P03B0001). Values are:

Blank: Process receipts that were generated by the automatic receipt application only.

*1:* Process all receipts regardless of how they originated. The customer record must be set up to process automatic receipts if you select this option.

**3. Process Unmatched Receipts** Specify whether to process unapplied receipts that were generated because the system could not successfully apply the receipt when this program was run previously. The system updates the Auto Receipt Status field (ASTA) to 2 when the receipt cannot be applied automatically. Values are:

Blank: Do not process unapplied receipts that have an Auto Receipt Status of *2*.

*1:* Process unapplied receipts that have an Auto Receipt Status of 2.

# Reviewing, Revising, and Adding Electronic Receipts

This section provides an overview of the Review Electronic Receipts program and discusses how to:

- Review and revise electronic receipts.
- Add electronic receipts.
- Change the upload status of a batch.

### See Also

Appendix B, "Mapping Fields for Automatic Receipts Processing," page 799

## Understanding the Review Electronic Receipts Program

The system provides you with a tool to review, revise, and add records to the F03B13Z1 table when necessary. You might need to revise or add electronic receipts for these reasons:

- The information on the bank tape was insufficient for the system to create a F03B13 record (F03B13) when the Update Receipts Header program (R03B551) was run.
- A receipt record is missing due to a problem such as power failure while uploading receipt information from the bank tape.
- The invoice information, which the system retrieves for the Known Invoice Match algorithms (R03B50D and R03B50E), is not correct.
- You want to update the status on records so that the purge program selects them. For example, a duplicate record exists in the F03B13Z1 table, or the record is damaged.
- You want to update the status on a batch of records that processed in error.

You use the Review Electronic Receipts program to revise information on the electronic receipt or to add a new receipt to the F03B13Z1 table.

When you revise an electronic receipt, you cannot change the batch number, batch date, or receipt number.

After you revise or add electronic receipts, you must process them so that the system can create the appropriate records in the appropriate table. The system provides a form menu that you can use to run the appropriate program directly from the application.

## Unsuccessful (Unapplied) Receipts

If you have already processed a receipt unsuccessfully (the system created an unapplied receipt record, but could not perform invoice matching), and you want to revise the electronic record to reprocess the receipt, you must first:

- Delete the unapplied receipt records using Standard Receipts Entry.
- Modify the electronic receipt records.
- Change the Upload Status field to blank or *B*.

See Chapter 12, "Processing Automatic Receipts," Changing the Upload Status of a Batch, page 401.

## Overriding the Customer Number

If you enter a customer number that is different from the payor number that the system retrieves from the bank account information that you provide, and you have specified invoice information (either using the invoice document number or the Generic Matching Field), the system assigns the payor number, not the customer number, to the receipt records generated.

If you do not specify invoice information, the system assigns the customer number, not the payor number.

## Deleting Electronic Receipts

If you delete an electronic receipt record, the system does not delete all records for that receipt number. Therefore, if you delete one record, you might need to revise information in other records for the system to perform receipt matching.

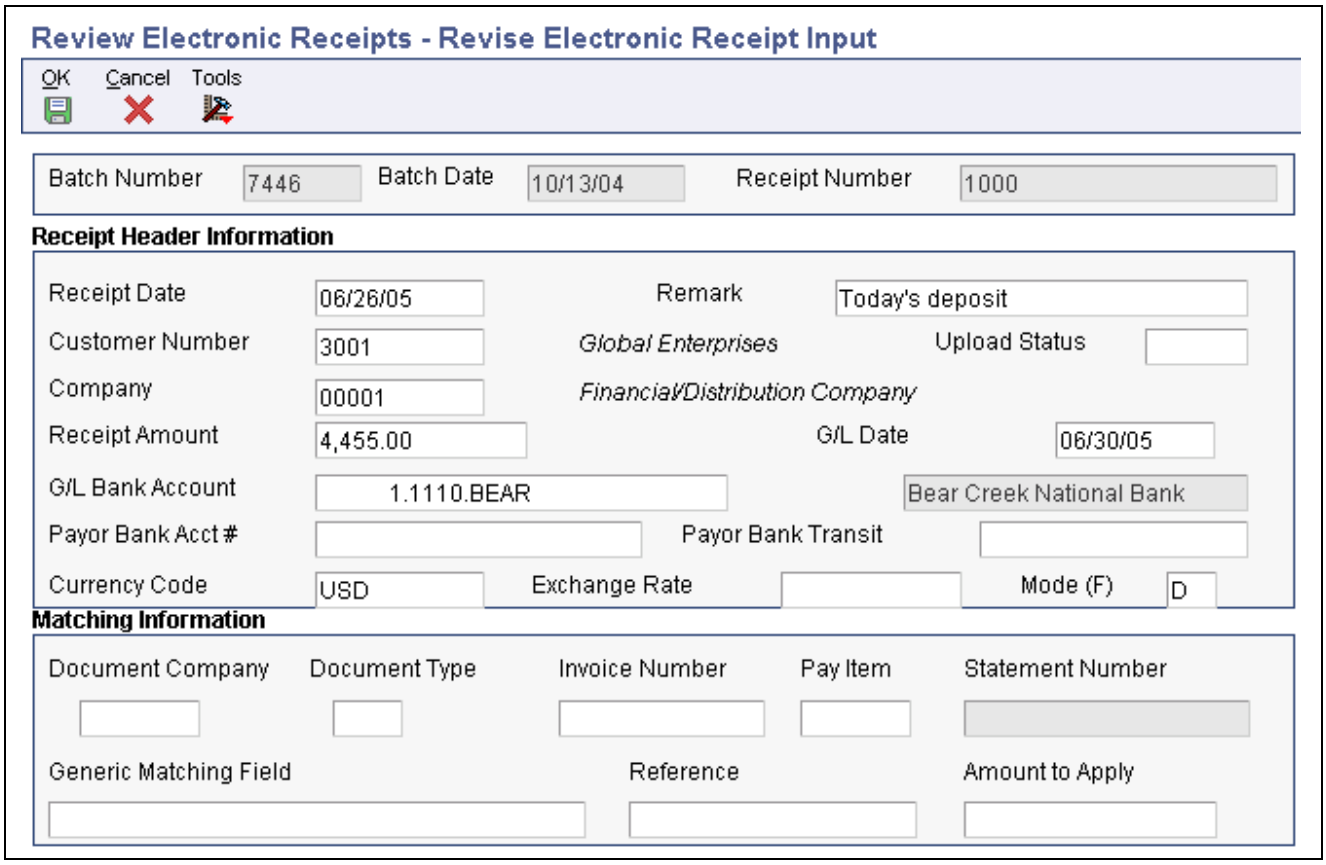
For example, if receipt 444 pays two invoices, the system displays two records on the Work With Electronic Receipts Input form. Because you enter the receipt amount on the first record only, if you delete that record, you must revise the second record to include the receipt amount.

## Forms Used to Review, Revise, and Add Electronic Receipts

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work with Electronic Receipts Input | W03B121A | Automated Receipts Processing (G03B13), Review Electronic Receipts. | Locate and delete electronic receipt records in the F03B13Z1 table. |
| Revise Electronic Receipt Input | W03B121C | On the Work With Electronic Receipts Input form, select the receipt that you want to review and then click Select. | Revise electronic receipt records in the F03B13Z1 table. |
| Electronic Receipt Entry | W03B123A | On the Work With Electronic Receipts Input form, click Add. | Add electronic receipts to the F03B13Z1 table. |
| Revise Electronic Receipts Input Status | W03B124A | On the Work With Electronic Receipts Input form, select Revise Input Status from the Form menu. | Change the upload status of a batch. |
| Automatic Receipt Entry - ARG | W76A03B0A | On the Work With Electronic Receipts Input form, select a receipt in the detail area, and then select Regional Info from the Row menu.<br>You must have the Localization Country Code in user preferences set to *AR* (Argentina) to access this form. | Review and revise country-specific receipt information for Argentina. |

## Reviewing and Revising Electronic Receipts

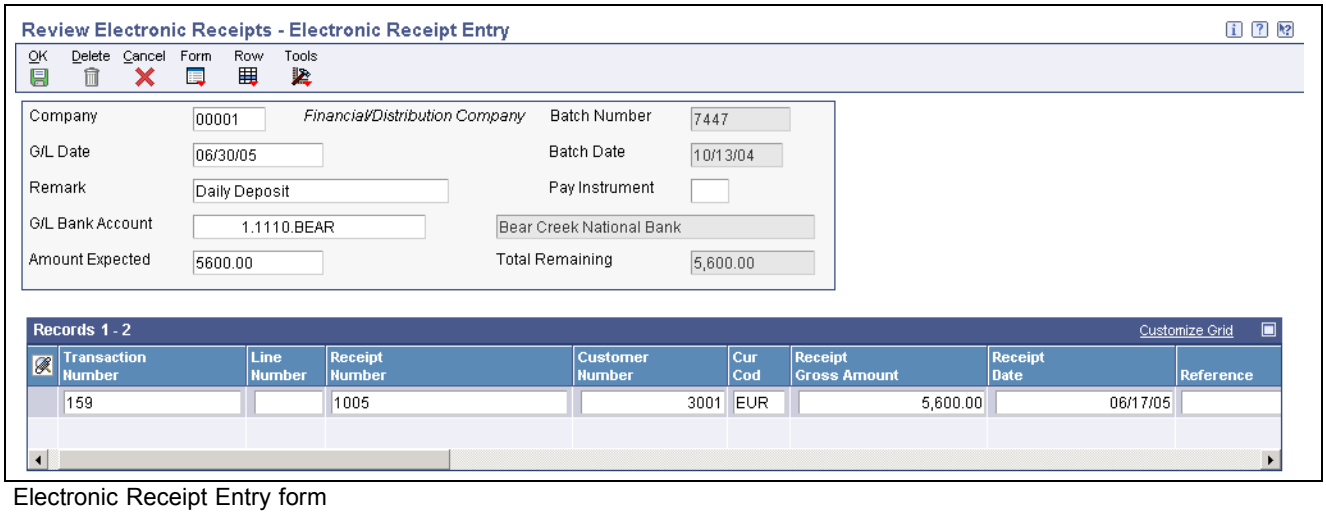
Access the Revise Electronic Receipt Input form.




Revise Electronic Receipt Input form

# Adding Electronic Receipts

Access the Electronic Receipt Entry form.




Electronic Receipt Entry form

If the receipt pays multiple invoices, complete the Receipt Gross Amount field for the first line only. For example:

| Trans. # | Line # | Receipt # | Customer | Gross Amount | Doc Type | Invoice # | Invoice Amount |
|---|---|---|---|---|---|---|---|
| 123 | 1 | 456 | 4343 | 800 | RI | 4455 | 400 |
| 123 | 2 | 456 | 4343 | | RI | 4456 | 300 |
| 123 | 3 | 456 | 4343 | | RI | 4457 | 100 |

Result: When processed, the system creates one F03B13 record for 800.

Do not enter a credit (negative amount). The system cannot apply negative receipts to invoices.

**Amount Expected** Enter the amount of the receipt.

**Transaction Number** Enter a number to identify a transaction.

**Receipt Gross Amount** Enter the actual amount of the receipt or payment.

**Cur Cod** Enter the currency code of the receipt. If you leave this field blank, the system assigns the currency code of the company entered in the header of the form.

**Line Number** Enter the line number when originating an EDI transaction. This number can represent an order line number (applicable for any order type), an invoice pay item, a journal entry line number, and so on.

**Doc Typ** (document type) If you are using a Known Invoice Match algorithm, enter the document type of the invoice.

**Document Number** If you are using a Known Invoice Match algorithm, enter the document number of the invoice.

**Gross Apply Amount** If you are using the Known Invoice Match With Amount algorithm, enter the amount of the invoice that you want to pay.

**Statement Number** The system ignores any value that you enter in this field. To perform invoice matching using the statement number, complete the Generic Matching Field.

**Payor Bank Transit** Displays the number assigned to a particular bank by the Federal Reserve to facilitate the clearing of funds.

**Payor Bank Acct #** (payor bank account number) Displays the number assigned by a bank to identify the account for a company, customer, or supplier.

**Note.** Nordic users: Enter your bank, Bankgiro, or Postgiro account number.

## Changing the Upload Status of a Batch

Access the Revise Electronic Receipts Input Status form.

1. On Revise Electronic Receipts Input Status, complete the Batch Number and Batch Date fields and click Find.

   The system displays only batches with records that have an upload status of blank (unprocessed), *E* (error), and *Y* (successfully uploaded).

2. Select the batch containing the records for which you want to change the upload status, select either the Set to Upload Status or Set to Purge Status option, and then click Select.

The system marks the batch with a check mark to indicate that the batch is selected. To de-select the batch, click Select again.

3. Click Close.
4. On Report Output Destination, select the appropriate option and click OK.

   The system generates a report listing the records that were not updated. If the report is blank, all records in the batch were updated to the desired upload status.

| | |
|---|---|
| **Set to Upload Status** | Select this option to change the upload status to B. |
| **Set to Purge Status** | Select this option to change the upload status to Y. |

# Applying Electronic Receipts to Invoices Manually

If the system could not apply the receipt record automatically using the Apply Receipts to Invoices program, you can use Standard Receipts Entry to manually apply the receipt to invoices. When the system cannot apply the receipt successfully, it updates the Receipt Status field (ASTA) on the receipt record to *2*. To locate these receipts only, enter *2* in the RS field in the QBE row of the Work with Customer Receipts Inquiry form, and then click Find. Then follow the steps to apply the unapplied receipt to invoices.

See Chapter 12, "Processing Automatic Receipts," Changing the Upload Status of a Batch, page 401.

# Purging Electronic Receipts

This section provides an overview of the Purge Electronic Receipts program and discusses how to:

- Run the Purge Electronic Receipts program.
- Set processing options for Purge Electronic Receipts (R03B0041A).

## Understanding the Purge Electronic Receipts Program

To improve processing time and conserve system disk space, purge the receipts that you transferred from the bank to the Accounts Receivable system. You can specify which records the system purges by setting a processing option.

Purging electronic receipts removes records from the F03B13Z1 table only.

**Important!** Verify that the processing option is set to purge only those receipts that have been successfully processed. Receipts that have been successfully processed have a *Y* in the Upload Status field (RUEUPS). Otherwise, the system might purge receipts before they have been matched to invoices.

After the system completes the purge process, you might want to defragment the affected tables and rebuild the table indices. Contact your database administrator for more information about this process.

## Running the Purge Electronic Receipts Program

From the Automated Receipts Processing menu (G03B13), select Purge Electronic Receipts.

# Setting Processing Options for Purge Electronic Receipts (R03B0041A)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

## Default

This processing option specifies whether the system purges records only when the value of the Upload Status field (EUPS) is Y.

**1. Purge Records**

Specify whether to purge records in the F03B13Z1 table based on the data selection that you enter, regardless of the upload status. Values are:

Blank: Purge the records specified by the data selection only when the value of the Upload Status field (EUPS) is Y.

*1:* Purge the records specified by the data selection regardless of the value in the Upload Status field.

# CHAPTER 13

# (BRA) Processing Automatic Receipts for Brazil

This chapter provides an overview of automatic receipts for Brazil an discusses how to:

- Process outbound automatic receipts.
- Process inbound automatic receipts.

## Understanding Automatic Receipts for Brazil

In Brazil, banks collect funds from customers to pay for goods or services. You can process automatic receipts if you receive payments directly from a customer's bank on a custom bank tape (lock box). You can create a bank tape with information about the customer and send it to the bank. The bank processes this information and contacts the customers with the amount that they owe you. The customers send this money to the bank, and the bank sends you information about the transaction.

When you use automatic receipts processing for Brazil, you can electronically transmit customer payment information to your banks in the layout that they require. You use the bank layouts that you create to send inbound and outbound automatic receipts. You create the layouts in the Dynamic Formatter Layout Setup program (P76B471).

The outbound process for automatic receipts *(Cobrança Escritural)* sends records from the Customer Ledger table (F03B11) to the specified bank.

The inbound process for automatic receipts:

- Uploads incoming flat files to the Electronic Receipts Input table (F03B13Z1).
- Updates receipt records by using the algorithm for the Update Receipts Register batch process (R03B551).
- Applies receipts to invoices by using the algorithm for the Apply Receipts to Invoices batch process (R03B50).
- Identifies invoices that are based on the client code or the bank duplicata number.

To use electronic banking for receipt processing for Brazil, complete the following tasks in this order:

1. Create the layouts that your banks require for incoming data and assign the layouts to outbound transactions.

   See Chapter 5, "(BRA) Setting Up Electronic Banking," page 79.
2. Enter invoices according to your normal procedures.
3. Update credit groups with all of the required values to be sent to your bank.
4. Verify that the records in the A/R Additional Information - Brazil table (F7603B1) contain all of the information that the systems require for electronic banking.

For outbound receipt records, complete these tasks in this order:

1. Run the Create A/R Bank Tape Diskette program (R76B03ZS) to insert detail lines into the A/P Payment Tape table (F04572OW).

   See Chapter 13, "(BRA) Processing Automatic Receipts for Brazil," Running the Create A/R Bank Tape Diskette Program, page 408.

2. Review the records in the F04572OW table and create the text file that you can send to the bank.

   See Chapter 13, "(BRA) Processing Automatic Receipts for Brazil," Creating the Outbound Text File, page 410.

For inbound receipts records, complete these tasks in this order:

1. Create layouts that correspond to the information that the bank sends to you for incoming data.
2. Assign the layouts that you create to inbound transactions.

   See Chapter 5, "(BRA) Setting Up Electronic Banking," Specifying the Layout for Transaction Types, page 133.

3. Import the flat file that the bank sends to you by using the File Upload for Bank Transaction Inbound Process application (P76B474I).

   This application writes the records from the flat file to the File Upload for Bank Transaction Inbound Process table (F76B474I).

   See Chapter 13, "(BRA) Processing Automatic Receipts for Brazil," Importing Flat Files from Your Bank, page 413.

4. Run the Process Return A/R Bank Tape Diskette - Dynamic Formatter program (R76B03ZR) to write records from the F76B474I table to the F03B13Z1 table.

   See Chapter 13, "(BRA) Processing Automatic Receipts for Brazil," Uploading Files into the Electronic Receipts Input Table , page 414.

5. Process the inbound records according to your existing procedures for receipt processing.

# Processing Outbound Automatic Receipts

This section provides an overview of outbound automatic receipts and discusses how to:

- Run the Create A/R Bank Tape Diskette program.
- Set processing options for Create A/R Bank Tape Diskette (R76B03ZS).
- Set processing options for Bank Transaction Outbound Process for Dynamic Formatter (P76B474O).
- Create the Outbound Text file.

## Understanding Outbound Automatic Receipts

Before you process outbound bank records, you must set up bank layouts and associate the layouts to outbound transactions for each payment instrument for each bank with which you work. You then run the Create A/R Bank Tape Diskette - Dynamic Formatter program (R76B03ZS).

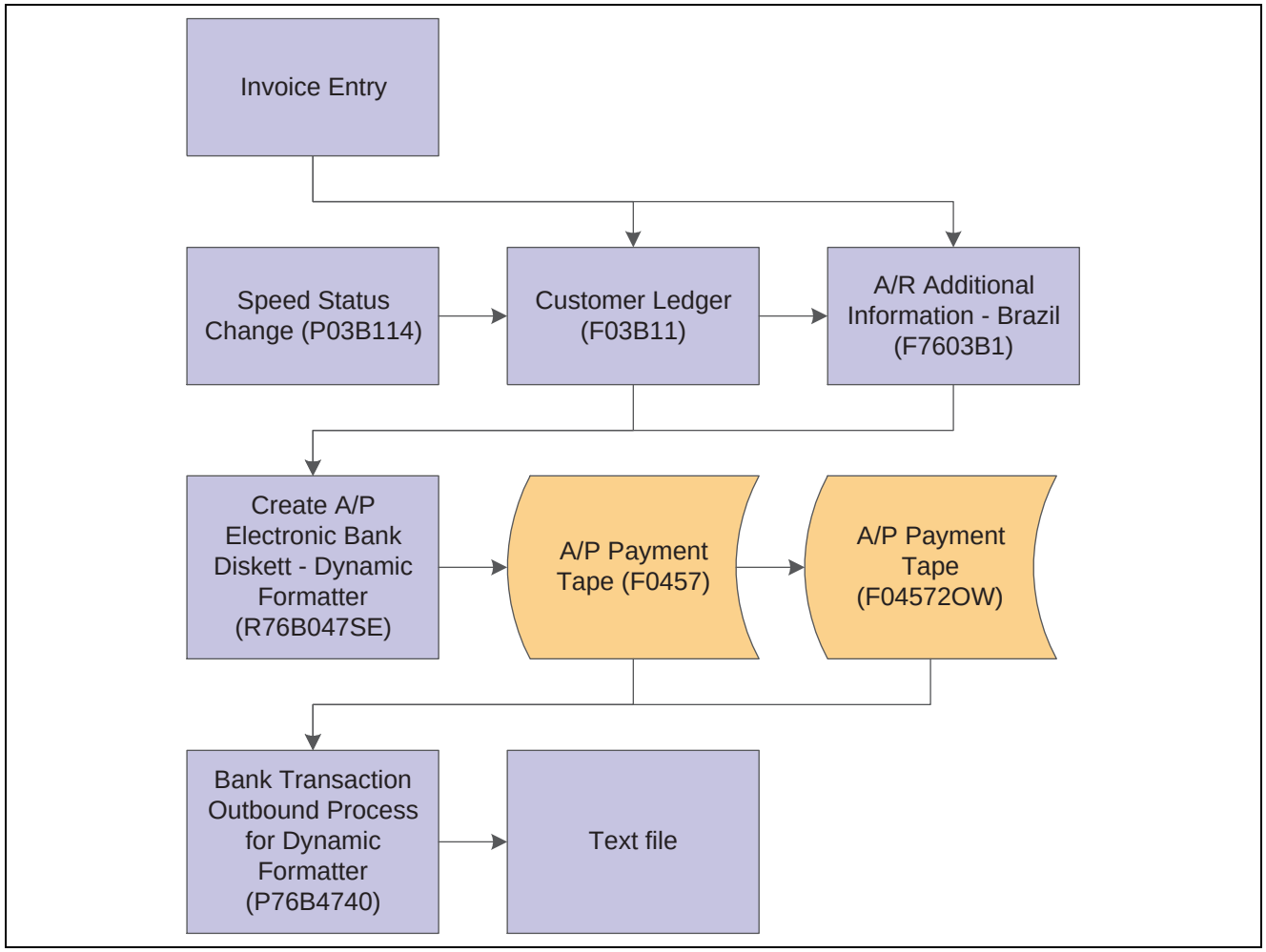
The Create A/R Bank Tape Diskette program (R76B03ZS):

- Writes records from the F03B11 table and the A/R Additional Information - Brazil table (F7603B1) to the F04572OW table.
- Changes the Bank Send Code field in the F7603B1 table to Send or to the code that you specify in the processing options.
- Creates a report.

You use the Bank Transaction Outbound Process for Dynamic Formatter program (P76B474O) to write records from the F04572OW table to the text file. When you create the text file, the system writes the file in the correct layout as determined by the Transaction Type, Payment Instrument, and Bank Code that you specified in the Bank Information for Dynamic Formatter program (P76B474).

For automatic payments, the system writes records from the A/P Payment Tape table (F0457) and the F04572OW table to a text file. For automatic receipts, the system writes records from the F04572OW table to a text file.

This graphic shows the outbound automatic receipts process:




Outbound automatic receipts process

## Prerequisites

Before you complete the tasks in this section:

- Set the processing options for the Bank Transaction Outbound Process for Dynamic Formatter program (P76B474O).
- If working with outbound files, set the processing options for the Create A/R Bank Tape Diskette - Dynamic Formatter program (R76B03ZS).
- If working with inbound files, set the processing options for the Process Return A/R Bank Tape Diskette - Dynamic Formatter program (R76B03ZR).

## Forms Used to Process Outbound Automatic Receipts

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Tape Creation for Outbound Process | W76B474OC | • Bank Tape Processing (G76B413), Bank Transaction Outbound Process.<br>• Or Bank Tape Processing (G76B415), Bank Transaction Outbound Process.<br>On Work with Outbound Bank Process Files, select a record, and then click Select. | Write automatic receipts to an outbound text file. |

## Running the Create A/R Bank Tape Diskette Program

From the Bank Tape Processing menu (G76B413), select Create A/R Bank Tape Diskette.

## Setting Processing Options for Create A/R Bank Tape Diskette (R76B03ZS)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

### Process

These processing options specify the bank information that the system writes to the F04572OW table.

**G/L Bank Account** (general ledger bank account) Specify the number of the bank account (general ledger account) to be updated automatically when receipts or disbursements are entered. The bank account number is assumed to be the same for every document in a batch. Therefore, the bank account number is not cleared from entry to entry. However, if you leave the bank account number blank, the system retrieves a default bank

account number from the Automatic Accounting Instructions table (F0012), item number RB for Accounts Receivable and PB for Accounts Payable.

**Enter bank send code for remessa. If left blank, '01' will be default**

Specify the code that indicates the transaction status of the duplicata that is sent to the bank. The system uses this code to process the accounts receivable information. You select a code from the Bank Send Code UDC table (76/SC).

**Boleto emitter**

Specify whether the bank or the company sends the boleto to the customer.

Values are:

*1:* Bank sends and processes.

*2:* Client sends and bank processes.

**Acceptance code**

Specify whether the bank or the company sends the boleto to the customer.

Values are:

*Y:* Company sends the boleto

*N:* Bank sends the boleto.

**Final Mode**

Specify whether you want to run the batch program in proof or final mode.

Values are:

*1:* Final

*2:* Proof

### Address

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

**Customer address**

Specify the address that the system uses for the customer.

Values are:

Blank: Use the address number from the invoice.

*1:* Use the A/R send to address book number

## Setting Processing Options for Bank Transaction Outbound Process for Dynamic Formatter (P76B474O)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

### Display

These processing options specify which records appear in the Work with Outbound Process File form.

**Display created files** Specify whether the system displays Work with Outbound Process Files form displays only records for which files have been written. Values are:

Blank: Display only non-written file

*1:* Display all files

**Type - Transaction** Specify the transaction type code that the system displays in the Work with Outbound Process Files form. You select a code from the Transaction Type (00/TT) UDC table. Values are:

*BRPAGEL:* Electronic Payments Brazil

*BRCOBES:* Electronic Receipts Brazil

## Creating the Outbound Text File

Access the Tape Creation for Outbound Process form.

**Path** Enter the path where the application is located on your computer or network. A path includes the drive, folders, and subfolders that contain the application to be executed.

# Processing Inbound Automatic Receipts

This section provides overviews of inbound automatic receipts and the Process Return A/P Electronic Bank Disk, and discusses how to:

- Set processing options for File Upload for Bank Transaction Inbound Process (P76B474I).
- Import flat files from your bank.
- Upload files into the A/P Payment Tape table.
- Upload files into the Electronic Receipts Input table.
- Set processing options for Process Return A/R Bank Tape Diskette - Dynamic Formatter (R76B03ZR).
- Update credit groups.
- Set processing options for Update F7603B1 Credit Groups - Brazil (R7603B1).

## Understanding Inbound Automatic Receipts

Before you process inbound bank records, you must set up bank layouts and associate the layouts to inbound transactions for each payment instrument for each bank with which you work. You then run the File Upload for Bank Transaction Inbound Process program (P76B474I) to write records from the flat file you received from the bank to the File Upload for Bank Transaction Inbound Process table (F76B474I).

You can set default values for the bank code and transaction type in the processing options, and you can set a processing option to allow changes to the location where the system searches for the flat file.

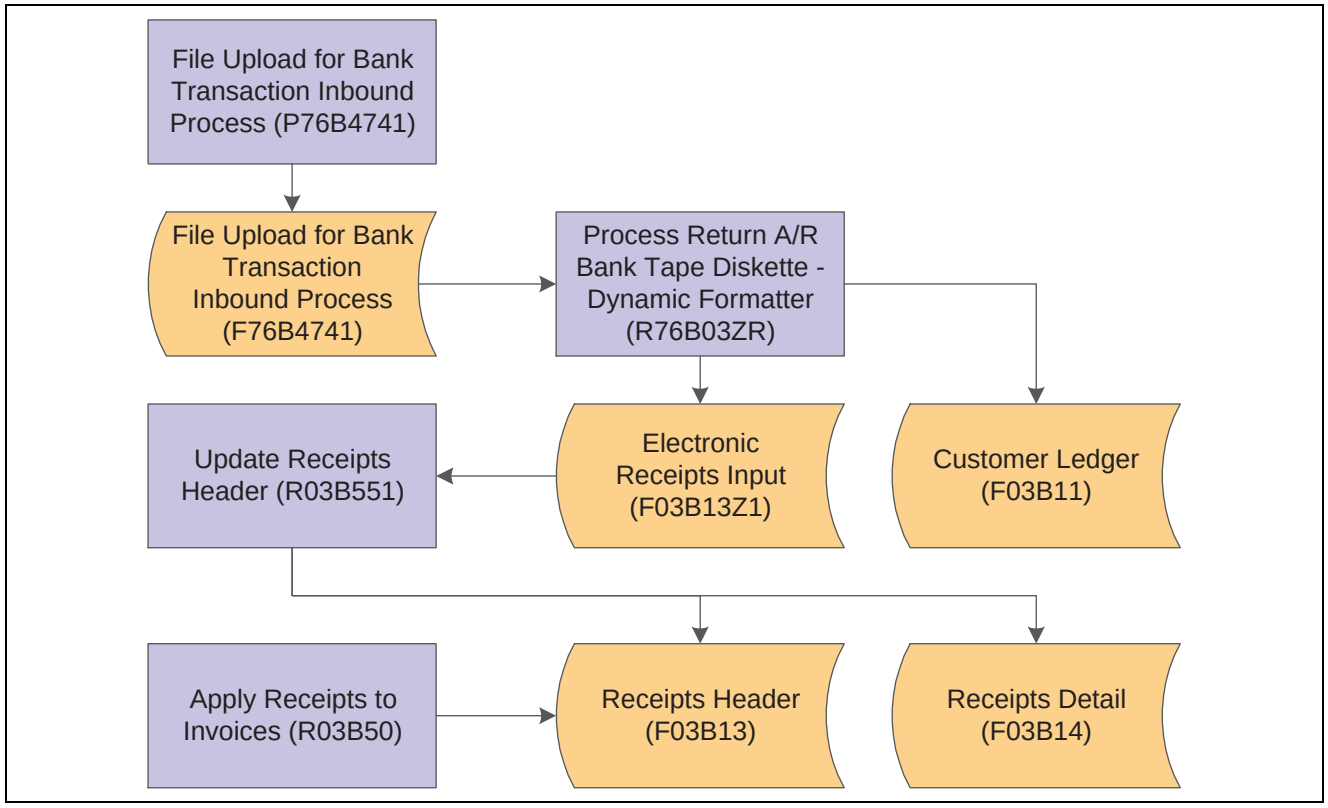
You use the Process Return A/R Bank Tape Diskette - Dynamic Formatter program (R76B03ZR) to write records from the F76B474I table to the F03B13Z1 table. You can set processing options to create fee invoices and perform two types of receipts. The inbound process identifies invoices based on the client code or the bank duplicata number.

You can launch the Process Return A/R Bank Tape Diskette - Dynamic Formatter program from a menu option or by clicking Process on the Work with Inbound Bank Transaction Files form in the File Upload for Bank Transaction Inbound Process program.

Before reviewing the bank tape information, you must update all of the required values within the file. You can update the bank code as well as the code to be used as *remessa* (remittance). You also can select final or proof mode.

After you write records to the F03B13Z1 table, process them according to your usual procedures.

This graphic shows the inbound automatic receipts process:




Inbound automatic receipts process

## Understanding the Process Return A/P Electronic Bank Disk Program

The Process Return A/P Electronic Bank Disk program (R76B047RE) uploads files from the File Upload for Bank Transaction Inbound Process table (F76B474I) into the F0457 table.

Alternatively, you can launch the Process Return A/P Electronic Bank Disk program from the File Upload for Bank Transaction Inbound Process program (P76B474I) by selecting a record on the Work with Inbound Bank Transaction Inbound form, and then clicking Process.

## Prerequisite

Set the processing options for the File Upload for Bank Transaction Inbound Process program (P76B474I) and for the Process Return A/R Bank Tape Diskette - Dynamic Formatter program (R76B03ZR)

# Forms Used to Process Inbound Automatic Receipts

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work with Inbound Bank Transactions Files | W76B474IA | Bank Tape Processing (G76B413), File Upload for Bank Transaction Inbound.<br>Or Bank Tape Processing (G76B415), File Upload for Bank Transaction Inbound. | Review uploaded bank files and instigate the process of importing a flat file. |
| Upload File for Bank Inbound Transaction | W76B474IB | On the Work with Inbound Bank Transactions Files form, click Add. | Import flat files from your bank. |

# Setting Processing Options for File Upload for Bank Transaction Inbound Process (P76B474I)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

## Process

These processing options specify default values.

**Bank Code** Specify the default bank code that the system displays in the Work with Inbound Bank Transaction Files form. You select a code from UDC 76/BC.

**Type - Transaction** Specify the default transaction type code that the system displays in the Work with Inbound Bank Transaction Files form. You select a code from UDC 00/TT.

Values are:

*BRPAGEL:* Electronic Payments Brazil

*BRCOBES:* Electronic Receipts Brazil

**EDI - Successfully Processed** Specify whether the system marks a record as successfully processed through the batch processing system. After a record has been marked as processed, it can no longer be updated through the batch processing system. Values are:

Blank: Mark as processed.

*1:* Do not mark as processed.

## Display

These processing options specify whether certain fields are input capable on the Upload File for Bank Inbound Transaction form.

**Disable Bank Code**, **Disable Transaction Type**, **Disable Path**, and **Disable File Extension**

Specify whether the Bank Code, Transaction Type, Path, and File Extension fields on the Upload File for Bank Inbound Transaction form is input capable. When you enable input, you can override the value from the Bank Information for Dynamic Formatter application (P76B474) that the system displays.

Values are:

Blank: Allow input.

*1:* Do not allow input.

### Versions

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

**Electronic Payment Inbound Processor Version - R76B047RE** and **Electronic Receipts Inbound Processor Version - R76B03ZR**

Specify the versions that you want to use for the Process Return A/P Electronic Bank Disk (R76B047RE) and the Electronic Receipts Inbound Processor Version (R76B03ZR) programs. The system uses the version that you specify when you process records from the File Upload for Bank Transaction Inbound application (P76B474I).

## Importing Flat Files from Your Bank

Access the Work with Inbound Bank Transaction Files form.

If you have default values for the Bank Code or Transaction Type, those values appear on the Work with Inbound Bank Transactions Files form.

---

**Note.** The Layout tab displays information about the layout. It does not contain input fields.

---

To import flat files from your bank:

1. On Work with Inbound Bank Transactions Files, complete the Trans Type and Bank Code fields if they are not populated with default values.
2. Click Add.
3. Select the Upload tab.
4. On Upload File for Bank Inbound Transaction, complete or modify the Bank Code, Transaction Type, Path, and File Extension fields, and then click OK.

---

**Note.** You can complete the fields only if the processing options are set to allow you to override the values.

---

**Bank Code** Enter a code to specify the bank to which the system sends the outbound statement. The code that you enter must exist in UDC 76/BC.

**Transaction Type** Enter a qualifier to identify the type of transaction.

**Path** Enter the location of where the application is on your computer or network.

**File Extension** Enter the extension that the system appends to the name in the Path field to create the name of the flat file.

# Uploading Files into the A/P Payment Tape Table

From the Bank Tape Processing menu (G76B415), select Process Return A/P Electronic Bank Disk.

# Uploading Files into the Electronic Receipts Input Table

From the Bank Tape Processing menu (G76B413), select Process Return A/R Bank Tape Diskette.

# Setting Processing Options for Process Return A/R Bank Tape Diskette - Dynamic Formatter (R76B03ZR)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

## Process

These processing options specify how the system processes unknown invoices and how it creates fee invoices.

**Unknown invoices and address number**

Specify how the system handles invoices when it cannot locate the invoice or address number in the database. Values are:

Blank: Do not process. The system ignores unknown invoices.

*1:* Create an RL document. The system creates a document with a document type of *RL*.

**Unknown invoices**

Specify how the system handles invoices that it cannot locate in the database. Values are:

Blank: Do not process. The system ignores unknown invoices.

*1:* Create an RU document. The system creates a document with a document type of *RU*.

**Find Invoices**

Specify how the system searches for invoices. Values are:

Blank: By client use code. The system searches for the invoice by the client use code that was used in the outbound process.

*1:* By bank duplicata number. The system searches for the invoice by the bank duplicata number.

*2:* By client use code and bank duplicata number. The system searches for the invoice by the client use code that was used in the outbound process, and then by the duplicata number.

*3:* By bank duplicata number and client use code. The system searches for the invoice by the bank duplicata number, and then by the client use code that was used in the outbound process.

### Fees

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

**Fee invoice creation** Specify whether the system creates a fee invoice. Values are:

Blank: Do not create.

*1:* Create using bank fee amount paid.

*2:* Create using amount calculated.

**Fee process** Specify whether the system applies funds received to the original invoice before applying funds to the fee invoice, or applies funds to the fee invoice before applying funds to the original invoice. Values are:

Blank: Apply first original invoice

*1:* Apply first fee invoice

## Updating Credit Groups

From the Bank Tape Processing - Brazil menu (G76B413), select Update F7603B1 With Credit Groups.

## Setting Processing Options for Update F7603B1 Credit Groups - Brazil (R7603B1)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

### Bank

These processing options specify the bank code and remessa code that the system uses.

**Bank Code** Specify the Bank Code that the system uses. If you leave this processing option blank, the system uses *237* as the default.

**Remessa Code** Specify the Remessa code. If you leave this processing option blank, the system uses *01* as the default.

### Mode

This processing option specifies the mode in which the program is run.

**Mode** Specify the mode in which the system runs the program. Values are:

*0* or Blank: The system runs the program in proof mode.

*1:* The system runs the program in final mode.

# CHAPTER 14

# Processing Accounts Receivable Drafts

This chapter provides an overview of Accounts Receivable drafts, the types of Accounts Receivable Drafts, the steps for processing Accounts Receivable drafts, and draft processing and the General Ledger, and discusses how to:

- Originate drafts.
- (ESP) Originate drafts for Spain.
- (ESP) Reprint drafts.
- Accept drafts.
- Approve and post Accounts Receivable drafts.
- Revise, delete, and void drafts.
- Remit drafts.
- Design a draft as insufficient funds (NSF).
- Collect drafts.

### See Also

Chapter 4, "Setting Up Accounts Receivable Drafts," page 67

*PeopleSoft EnterpriseOne Multicurrency Processing 8.11 PeopleBook*, "Processing Foreign and Alternate Currency Receipts," Processing Accounts Receivable Drafts in a Foreign Currency

## Understanding Accounts Receivable Drafts

Drafts are payment instruments that allow direct communication between the bank of the payor and the bank of the payee. In most countries, a draft is a promise to pay a debt. The use of a draft for payment of obligations affects the legal nature of the underlying liabilities. Therefore, you must classify, track, and report drafts separately from other types of payments and obligations. Many areas of the world use draft processing, although the payment instrument might be referred to as something other than a draft. For example, in Asia Pacific, the draft process is commonly used for post-dated checks. In the United States, it is used for credit card payments.

You, as the supplier, or your customer can originate a draft. Regardless of who originates it, you must enter the draft into the system (a process which is also known as draft acceptance), remit it for collection, and then record the collection. Drafts can also be discounted and might have a contingent liability.

## (JPN) Accounts Receivable Draft Processing in Japan

In Japan, banks assign a draft number to all drafts. All queries regarding drafts refer to this bank-assigned draft number. Businesses are required to include the bank-assigned draft number on all draft reporting.

Bank-assigned draft numbers are alphanumeric codes that are *not* generated by PeopleSoft EnterpriseOne software. You can input and revise this number manually. You can also use this number to inquire on drafts in the system.

Use the Reference field to input the draft number. The Reference field is alphanumeric and cannot include any blanks, special characters, or punctuation marks.

The Reference field is included in these programs:

- Enter Our Drafts (P03B602)
- Enter Customer Drafts (P03B602)
- Draft Inquiry (P03B602)
- A/R Draft Remittance Magnetic Tape Format program (R03B672T)

To access the Reference field, locate a draft and click Select. Select Additional Information from the Form menu on the Drafts Entry form.

## (ITA) Accounts Receivable Draft Processing in Italy

PeopleSoft EnterpriseOne provides country-specific draft remittance formats for Italy. To process accounts receivable drafts in Italy, use the standard accounts receivable draft process, using the Italy-specific remittance formats.

## (ESP) Accounts Receivable Draft Processing in Spain

PeopleSoft EnterpriseOne provides country-specific functionality for draft origination and draft remittance in Spain. To process accounts receivable drafts in Spain, perform these steps:

1. Set up the Accounts Receivable base software for drafts, and also use the Maintenance of Stamp Fees program (P74S505) to set up fees for draft stamps for Spain.
2. Use Spain-specific programs to group invoices and print drafts.
3. Use the standard Accounts Receivable software to accept drafts.
4. Use Spain-specific programs to remit drafts.
5. Use the standard Accounts Receivable software to collect drafts.

# Understanding the Types of Accounts Receivable Drafts

Each type of draft corresponds to a particular payment instrument. The different types of draft are divided into two categories, as follows:

### Manual Drafts

Manual drafts are also called customer acceptance drafts because a customer must accept them before they can be remitted to the bank. The following types of manual drafts are available:

- The supplier prints the draft with bank account information.
- The supplier prints the draft with the bank name only.
- The customer prints the draft with bank account information.
- The customer prints the draft with the bank name only.

The system can distinguish drafts with only a bank name from those with complete bank account information. This is helpful because banks generally assess an additional fee to collect drafts if you do not provide account information.

### Automatic Drafts

Automatic drafts are also called pre-authorized drafts because they do not require customer acceptance. You and your customer agree in advance that the customer will pay with a draft.

# Understanding the Steps for Processing Accounts Receivable Drafts

A draft is a payment that passes through various steps of processing. During each step, the system creates either electronic or paper records, as well as accounting entries.

## Draft Origination

The draft process begins when either you or your customer originates (prints) a draft. The draft shows the amount to be paid, the due date, banking information and, possibly, information about the underlying liabilities (invoices).

You can generate a draft by printing an invoice with a draft, or a statement with a draft. Some customers expect one draft per invoice. Other customers expect one draft for a statement of invoices. You can either send invoices with drafts attached or send statements with drafts attached.

The draft origination step updates the customer ledger with the draft number (statement number), but has no effect on the general ledger.

This table shows the result of draft origination. In this case, the result is the invoice record as it appears in the Customer Ledger table (F03B11) after a statement has been generated. If the customer generates the draft, you bypass this step.

| Customer Number | Document Type | Document Number | Document Amount | Statement Number |
|---|---|---|---|---|
| 7001 | RI | 1234 | 10,000 | 10005 |

## Draft Acceptance

You enter a draft after your customer accepts it. The draft has no legal force until the customer accepts it. When a draft is accepted, the status of the invoice changes. In some countries this has legal ramifications.

For manual drafts, your customer can accept the draft using any of these methods:

- Signing the draft that you originated and returning it to you.

- Changing the draft that you originated (date, amount, bank, and so on), and then signing it and returning it to you.
- Originating, signing, and sending the customer's own draft to you.

For automatic drafts, the draft is accepted by prior agreement, so each draft does not require customer acceptance.

Draft acceptance also includes entering the draft into the system. If you process drafts manually, you enter the draft to create the appropriate records. If you process drafts automatically, the system creates the appropriate draft records for you.

Regardless of whether you enter the draft manually or create the draft automatically, the system performs the following:

- Creates a record in the Receipts Header (F03B13) and Receipts Detail (F03B14) tables.
- Marks the invoice as paid by changing its pay status to *P*.
- Creates an invoice record (document type *R1*) in the F03B11 table.

This table shows the result of draft acceptance in the F03B11 table:

| Customer Number | Document Type | Document Number | Document Amount | Pay Status | Pay Instr |
|---|---|---|---|---|---|
| 7001 | RI | 1234 | 10,000 | P | 2 |
| 7001 | R1 | 10005 | 10,000 | D | 2 |

After you enter the draft, you must post it to the general ledger. When you post the draft, the system creates a journal entry to debit drafts receivable and credit an A/R trade account.

# Draft Remittance (Optional)

Draft remittance consists of these steps:

1. You remit (deposit) the draft to your bank so that it can collect the funds from your customer's bank. You can remit the draft either electronically or on paper in the form of a bank register. When you remit the draft for payment, the system updates the pay status of the R1 draft invoice record to *G*.

   This table shows the result of draft remittance on the draft invoice record in the F03B11 table:

   | Customer Number | Document Type | Document Number | Document Amount | Pay Status | Pay Instr |
   |---|---|---|---|---|---|
   | 7001 | R1 | 10005 | 10,000 | G | 2 |

2. The system creates the following journal entries, which you must post:
   - The system debits the drafts remitted account and credits the drafts receivable account.
   - If the draft is remitted with a discount, the system debits the drafts remitted with discount account and credits the drafts receivable account.
   - If the draft is remitted with contingent liability, the system debits the drafts remitted with discount account and credits the drafts receivable account. The system also debits the bank account and credits the contingent liability account.
3. You arrange to collect funds from the draft in one of the following ways:

- Wait until the funds become available on the due date specified by the draft.
- Request an advance from your bank before the due date of the draft. Typically, banks charge a fee when they advance funds for a draft before its due date.

**Note.** Draft remittance is optional in certain countries.

## Draft Collection

Draft collection consists of these steps:

1. Your bank collects the funds for the draft from the customer's bank on the due date of the draft, or your bank informs you that it cannot collect the funds.
2. On or after the due date, both you and your customer recognize the transfer of cash. When you run the program that processes draft collection, the system updates the pay status of the draft invoice record to show that it has been collected.

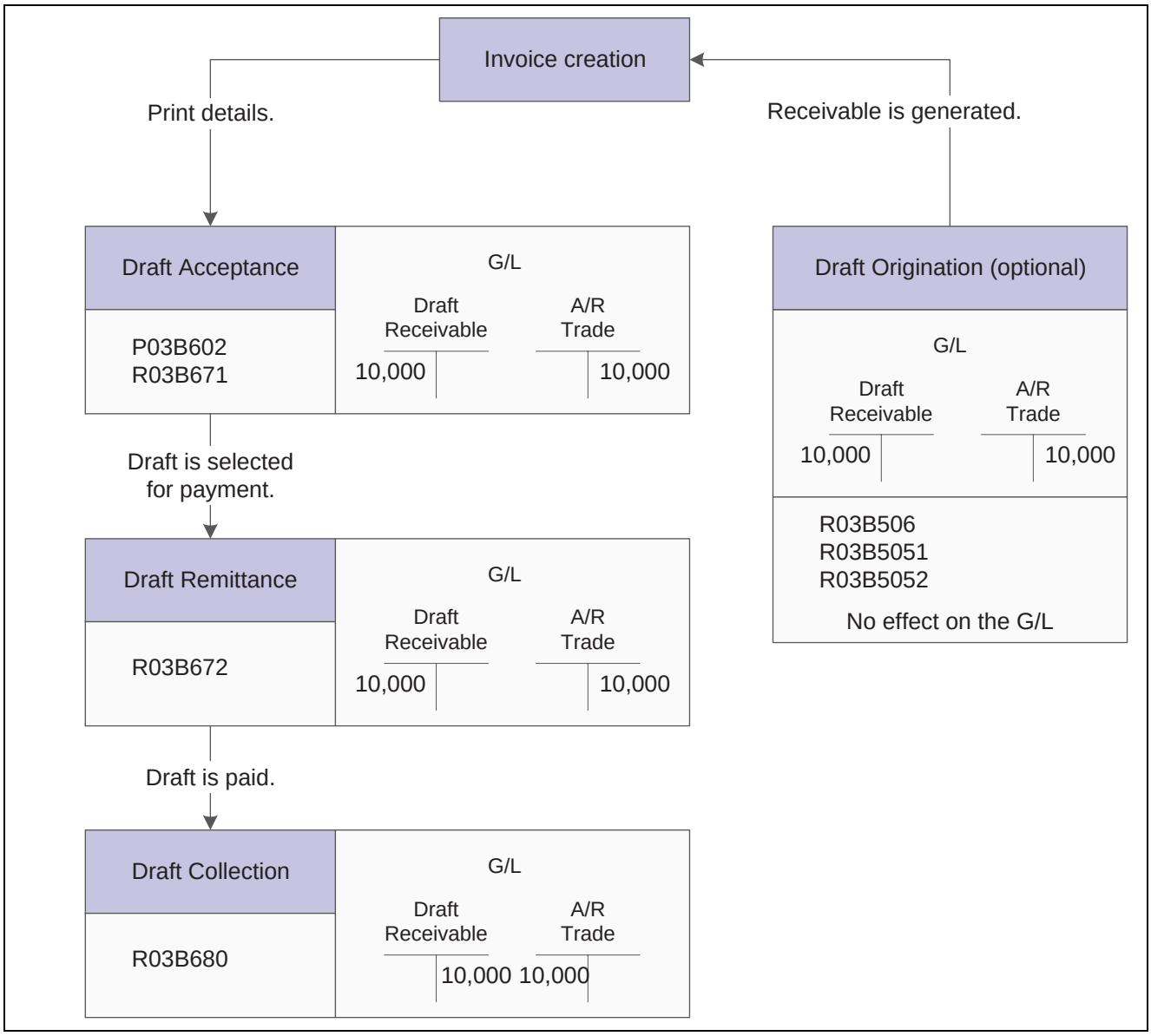
   This table shows the result of the collection process on the draft invoice record in the F03B11 table:

| Customer Number | Doc Type | Document Number | Document Amount | Pay Status | Pay Instr |
|---|---|---|---|---|---|
| 7001 | R1 | 10005 | 10,000 | P | 2 |

3. The system creates the following journal entries, which you must post:
   - The system creates a journal entry to debit the bank account and credit drafts remitted.
   - If the draft is remitted with a discount, the system debits the bank account and credits the drafts remitted with discount account.
   - If the draft is remitted with contingent liability, the system debits the contingent liability account and credits the drafts remitted with discount account.

# Understanding Draft Processing and the General Ledger

This graphic illustrates the effect of each stage of the draft process on the general ledger:




Draft processing effect on the General Ledger

# Originating Drafts

This section provides an overview of invoices with draft attachments, statements with draft attachments, and draft statements by due date and discusses how to:

- Print invoices with draft attachments.
- Set data selection and data sequencing for Invoice Print with Draft (R03B5051).
- Set processing options for Invoice Print with Draft (R03B5051).
- Print statements with draft attachments.
- Set data selection and data sequencing for Statement Notification Refresh (R03B500X).

- Set processing options for Statement Notification Refresh (R03B500X).
- Set processing options for Statement Print with Draft (R03B506).
- Print draft statements by due date.

**Note.** The default draft format conforms to the French Bank Association format. Users in other countries might need to modify the format for their specifications.

## Understanding Invoices with Draft Attachments

To print an invoice or credit memo with an attached draft, use the Invoice Print with Draft program (R03B5051). You can select different versions of this report to print delinquency fees or chargebacks only.

When you print invoices with draft attachments, the system assigns a draft number to the invoice and uses it to update the Statement Number field (CTL) on the invoice record. The system also prints the customer's bank account number and the draft number on the draft attachment.

This program prints and updates records in the F03B11 table.

## Understanding Statements with Draft Attachments

To print a statement with one or more invoices combined into one draft, use a version of the Statement Notification Refresh program (R03B500X) that is set up for draft processing.

When you print invoices with draft attachments, the system assigns a draft number to the statement and uses it to update the Statement Number field (CTL) on the invoice record. The system also prints the customer's bank account number and the draft number on the draft attachment.

This program prints and updates records in the F03B11 table.

## Understanding Draft Statements by Due Date

To print a statement with one or more invoices combined into one draft, use a version of the Statement Notification Refresh program that is set up for draft processing. When you print statements with draft attachments, the system assigns a draft number to the statement and uses it to update the Statement Number field (CTL) on the invoice record.

Processing options enable you to select invoices by due date to print on the statement; the system generates a new statement for each group of invoices by invoice due date and currency code. The system prints the customer's bank account number and the draft number on the draft statement, as well as the draft bank code, if desired.

The system updates records in the F03B11 table.

## Prerequisites

Before you complete the tasks in this section:

- To print invoices with draft attachments, review the Invoices tab on the Customer Master Revision form and verify that the Send Invoice to field (SITO) has the correct value for printing the billing name and address on invoices with draft attachments
- To print statements with draft attachments, complete these tasks:
  - On the Collection tab on the Customer Master Revision form, select the Print Statement option for each customer for whom you print statements with draft attachments

- In the processing options for the Statement Notification Refresh program (R03B500X), enable the Draft Flag processing option and specify the Statement Print with a Draft program (R03B506) in the Print Program processing option.

## Printing Invoices with Draft Attachments

From the Draft Daily Operations menu (G03B161), select Invoice Print with Draft.

## Setting Data Selection and Data Sequencing for Invoice Print with Draft (R03B5051)

If you assign payment instruments to customer records, you can use data selection to select only those invoice records with a specific payment instrument. For example, you can set Payment Instrument EQ (equal) to D (draft by invoice) so that the program selects only invoices for customers who typically pay by a draft.

The following data sequence is required:

- Company
- Address Number
- Document (Voucher, Invoice, and so on)
- Document Type
- Document Company
- Document Pay Item

If you change this sequence, the totals will be inaccurate.

## Setting Processing Options for Invoice Print with Draft (R03B5051)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

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### Print

Use these processing options to specify which dates to use and whether to include tax amounts on the printed invoice.

**1. Invoice Print Date** Specify the date to print on the invoice. If you leave this processing option blank, the system date will be used.

**2. Print Tax Amounts** Specify whether to print tax amounts on the invoices. Values are:

Blank: Do not print tax amounts.

*1:* Print tax amounts.

### Currency

This processing option specifies whether to print currency information on the invoice.

**1. Print Currency** Specify whether to print the domestic or foreign currency amount on the invoice. Values are:

Blank: Print the domestic amount without the currency code.

*1:* Print the foreign amount with the currency code.

### Attachments

This processing option specifies whether to print associated generic text on the invoice.

**1. Print Attachments** Specify whether to print generic text (attachments) from the invoice record on the invoice. Values are:

Blank: Do not print generic text.

*1:* Print associated generic text.

### Draft - City

This processing option specifies the city of origin of the invoice.

**1. Enter city of origin to print on draft** Specify the city of origin to print on the draft. If you leave this processing option blank, the system does not print a city of origin on the draft.

## Printing Statements with Draft Attachments

From the Draft Daily Operations menu (G03B161), select Statement Print with Draft.

## Setting Data Selection and Data Sequencing for Statement Notification Refresh (R03B500X)

If you assign payment instruments to customer records, you can use data selection to select only those invoice records with a specific payment instrument. For example, you can set Payment Instrument EQ (equal) to F (draft by statement) so that the program selects only invoices for customers who typically pay by a draft.

The following data sequence is required in the order listed:

- Address Number - Alternate Payee
- Company
- Currency Code - From
- Address Number
- Document (Voucher, Invoice, and so on)
- Document Type
- Document Company
- Pay Item

If you change this sequence, the totals on the statement will not be accurate.

# Setting Processing Options for Statement Notification Refresh (R03B500X)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

## Consolidation

This processing option specifies whether one statement that includes records for all companies is generated for the customer or a separate statement for the customer is generated for each company.

**1. Company** Enter the company to use to locate the remit to address. The system generates one statement for each customer for the company that you specify, regardless of whether the company is specified on the invoice. If you select to retrieve aging specifications from the company constants, the system uses the company number that you specify to locate the remit to address, based on the value in the Remit To processing option, and the aging specifications.

If you leave this processing option blank, the system produces one statement for each customer by company. For example, if you enter invoices for the customer for companies 00001, 00020, and 00050, the system produces three statements, one for each company.

## Aging

These processing options are used to specify the aging criteria for statements.

**1. Company Constants** Specify whether to retrieve the aging specifications and statement date from the Accounts Receivable constants. If you leave this field blank, the system uses the processing options for aging specifications (Statement Date, Date Types, and Aging Categories). Values are:

Blank: Use processing options 2 through 5.

*1:* Use the Accounts Receivable constants.

**2. Statement Date** Specify the date to use to determine the aging category to which the system assigns open invoices. The system compares the date that you enter with the date on the invoice, as specified by the Date Types processing option, to determine the number of days that the invoice is past due. The system uses this date to print the statement date on the statement.

If you leave this processing option blank, the system uses today's date to age open invoices.

**3. Date Type** Specify the date on the invoice to use to determine the aging category. The system compares the date that you specify to the value in the Statement Date processing option to determine the number of days the invoice is past due. Values are:

*D:* Use the invoice due date.

*I:* Use the invoice date.

*G:* Use the G/L date.

*S:* Use the statement date.

**5. Aging Category 1** Use this processing option in conjunction with the value specified in the Aging Category 2 processing option to specify the interval that the system uses for the future and current aging categories that print on the statement.

**6. Aging Category 2** Use this processing option in conjunction with the values specified in the Aging Category 1 and Aging Category 3 processing options to determine the interval that the system uses for the current and first aging categories that print on the statement.

**7. Aging Category 3** Use this processing option in conjunction with the values specified in the Aging Category 2 and Aging Category 4 processing options to determine the interval that the system uses for the first and second aging categories that print on the statement.

**8. Aging Category 4** Use this processing option in conjunction with the values specified in the Aging Category 3 and Aging Category 5 processing options to determine the interval that the system uses for the second and third aging categories that print on the statement.

**9. Aging Category 5** Use this processing option in conjunction with the values specified in the Aging Category 4 and Aging Category 6 processing options to determine the interval that the system uses for the third and fourth aging categories that print on the statement.

**10. Aging Category 6** Use this processing option in conjunction with the value specified in the Aging Category 5 processing option to determine the interval that the system uses for the fourth and fifth aging categories on the statement.

**11. Credits** Specify whether to age credit memos according to the aging specifications, or to apply credits to the Current aging column that prints on the statement. Values are:

Blank: Age credits.

*1:* Apply credits to Current aging balance.

**12. Exclude Future Amounts** Specify whether to prevent future invoice amounts from printing on the statement. The system uses the aging specifications from the Accounts Receivable constants or the processing options to determine whether the invoice has a future amount. For example, if you age invoices based on the due date, and the statement date is June 30, 2005, the system prevents all invoices with a due date after June 30, 2005 from printing the statement.

**13. Multi-Currency** Specify whether to generate and print amounts on the statement in the domestic or foreign currency. Values are:

Blank: Domestic currency. Prints all domestic and foreign currency invoices and receipts in the domestic currency of the remit to company.

*1:* Foreign currency. Prints all invoices and receipts in the transaction currency of the invoice.

**14. Draft Flag** Use this processing option to produce statements with a draft. If you use this option, the system assigns a draft number to the statement, not a statement number.

## Print

These processing options are used to specify the Remit To address, print program and version, and letter to print.

**1. Remit To Address** Specify the remit to address that prints on the statement. The remit to address indicates where the customer should send their payments. The system retrieves this address based on the address book record that is set up for the company that is designated on the invoice in the Address Book Master table (F0101). Values are:

Blank: Use the address of the company designated in the F03B11 table, unless you specify a company in the Consolidation processing option. The system retrieves the company's address book number from the Company Constants table (F0010).

*A:* Use the value in the 1st Address Number field (AN81) of the company record.

*B:* Use the value in the 2nd Address Number field (AN82) of the company record.

*C:* Use the value in the 3rd Address Number field (AN83) of the company record.

*D:* Use the value in the 4th Address Number field (AN84) of the company record.

*E:* Use the value in the Factor/Special Payee field (AN85) of the company record.

*F:* Use the value in the 5th Address Number field (AN86) of the company record.

Address: Specify an address book number that you want the system to use instead of the company's address book number.

For example, if you generate statements for company 00001, and you want the receipts to be remitted to a lockbox address, you set up the lockbox address as a record in the Address Book system and assign the lockbox address book number to one of the address book number fields on the address book record for company 00001. In this processing option, you specify which of these address book numbers to use.

**2. Print Statement by Due Date** Specify whether to print statements by the invoice due-date. The system displays invoices by due date and currency code if you select this option. Values are:

Blank: Do not print statements by due date.

*1:* Print statements by due date. The system prints a new statement each time that the due date changes.

**3. Print Program** Specify the statement print program to use to produce statements. Click the Search button for a list of valid statement print programs. If you leave this processing option blank, the system uses R03B5001. Each print statement program has processing options that control the type of information that the system prints on the statement. The data selection and data sequence of the print program controls the amount of detail that prints on the statement and the order in which it prints.

**4. Version of Print Program** Specify the version of the statement print program to use. If you leave this processing option blank, the system uses ZJDE0001.

**5. Letter Name** Specify a predefined letter for text that you want to print on the statement. If the letter was set up with a letter type, you must also specify the letter type.

**6. Letter Type** Specify a predefined letter for text that you want to print on the statement. If the letter was set up with a letter type, you must also specify the letter type.

## Update

These processing options are used to specify whether the system uses an "as of" date to calculate invoice open amounts, whether it updates the statement number on invoice records, and whether the system creates one A/R Notification History Detail (F03B21) record for each invoice or for each invoice pay item.

**1. Date - As Of** Specify the date that you want to use to produce statements for a prior period. This date is useful if a customer requests a statement for a specific date or for a date that is different from the original date that you used to produce the statement.

For example, if you need to produce a statement from several months ago, you enter the date that you want to use for the statement date in this processing option, and the system compares it to the closed date on the invoice to determine whether the invoice was open as of that date. If the invoice was open, the system recalculates the open amount and includes it on the statement. The system recalculates the open amount by adding to the current open amount the receipts that were applied to the invoice and have a G/L date that is on or after the as of date.

If you want to reprint a statement that was previously generated for a prior period, use the Review Statements program (P03B202).

---

***Warning!*** The system requires additional processing time to determine whether the invoice was open on the date that you specify; therefore, do not complete this field unless you want to use this feature. For the system to perform As Of processing, you must include paid invoices in the data selection of the Statement Notification Refresh program (R03B500X). You might also want to limit data selection to the specific customer for whom you are generating the statement.

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**2. Statement Number Update** Use this processing option to overwrite the statement number on invoices that are included on multiple statements. For example, if an open invoice is included on statement 123 and the invoice is still open when you run statements again, the system assigns the new statement number to the invoice and overwrites the previous value. Values are:

Blank: Update the statement number on all invoice records.

*1:* Update the statement number on only those invoice records that do not have a value in the Statement Number field (CTL).

**3. Summarize Invoices** Specify whether to include a summarized invoice record in addition to each invoice pay item record in the A/R Notification History Detail (F03B21) table. You use the Review Statement program (P03B202) to review the information in this table. Values are:

Blank: Include invoice pay item records only.

*1:* Include a summarized invoice record in addition to the invoice pay item records.

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**Note.** If you want to print summarized invoice information on the statement, use the corresponding processing option in the statement print program that you are using (R03B5001, for example).

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# Setting Processing Options for Statement Print with Draft (R03B506)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

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## Print

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

**1. City** Specify the city in which the draft originated to print on the statement.

**2. Bank Draft Code** Specify the bank draft code that the system prints on the statement. The value that you enter must exist in UDC 03B/BD. The system prints only the code on the statement, not the description of the code. If you leave this processing option blank, the system does not print a bank draft code.

# Printing Draft Statements by Due Date

From the Draft Daily Operations menu (G03B161), select Statement Print with Draft.

# (ESP) Originating Drafts for Spain

This section provides an overview of Spanish draft origination, the Print Receipt with Letter Program, and the Print Drafts from Invoices program, and discusses how to:

- Group invoices for drafts.
- Set processing options for Invoice Group by Draft (R03B5052).
- Print drafts with letters.
- Set processing options for Print Receipt with Letter (R74S500).
- Print drafts from invoices.
- Set processing options for Print Drafts from Invoices (R74S502).

## Understanding Spanish Draft Origination

The draft process begins when you originate (print) a draft. The draft shows the amount to be paid, the due date, and information about the underlying liabilities (invoices).

The first step in draft origination is grouping invoices for drafts. You use the Invoice Group by Draft program (R03B5052) to group invoices for drafts.

The Invoice Group by Draft program groups open invoices from the F03B11 table by either customer number or payor number; and by company, currency code, and net due date. You can also use detail mode to group each invoice pay item with the same net due date on one draft.

For each group, the program assigns the draft number of the draft as a control number. The program also produces a report that includes a total for each group of invoices. This total is the amount of the draft.

The system processes only invoices that have an open amount and that have an empty Control/Statement field (CTL) in the F03B11 table. The system excludes invoices with record types *R1*, *R5*, or *RU*, as well as invoices for customers who have a Send Invoice To (SITO) value of *N* for Company 00000 in the Customer Master by Line of Business table (F03012).

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**Note.** You must group records in the Invoice Group by Draft program in the same way that you process records in the Print Drafts from Invoices program. For example, if you set the processing options on the Invoice Group by Draft program to group by customer, you must also set the processing options on the Print Drafts from Invoices program to process by customer. If you specify the Print Drafts with Invoices program in the processing options of the Invoice Group by Draft program, the processing option value for grouping does not get passed from the Invoice Group by Draft program to the Print Drafts with Invoices program. You must set up matching processing options for both programs.

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### Printing Drafts

You can use the processing options on the Invoice Group by Draft program to run a program that prints the drafts, such as the Print Drafts from Invoices program (R74S502). You can also print the drafts separately after running the Invoice Group by Draft program.

You can use the processing options on the Invoice Group By Draft program (R03B5052) to run either of the following draft print programs:

- Print Receipt with Letter (R74S500)
- Print Drafts from Invoices (R74S502)

Both of these programs create drafts based on invoices (document type RI). Print Receipt with Letter does not group invoices according to their stamp fees, whereas Print Drafts from Invoices does.

## Understanding the Print Receipt with Letter Program

The Print Receipt with Letter program prints statements of invoices and their corresponding drafts using the groupings that are produced by the Invoice Group by Draft program (R03B5052).

The system uses the customer number to retrieve bank transit information from the Bank Transit Master table (F0030). The system first looks for a record with a bank type of *D* (A/R Drafts, Auto Debit). If no record with a bank type of *D* exists, the system looks for a record with a bank type of *C* (Customer Bank Account). The system retrieves additional bank information from the A.E.B. Bank - Spain table (F74SCSB) by cross-referencing the transit number from the F0030 table with a bank code and control digit in table F74SCSB.

If no record with a bank type of either *D* or *C* exists for the customer in the F0030 table, the system does not print bank transit information on the draft.

---

**Note.** You must process records in the Print Receipt with Letter program in the same way that you group records in the Invoice Group by Draft program. For example, if you set the processing options for the Invoice Group by Draft program to group by customer, you must also set the processing options for the Print Receipt with Letter program to process by customer. If you specify the Print Receipt with Letter program in the processing options for the Invoice Group by Draft program, the processing option value for grouping does not get passed from the Invoice Group by Draft program to the Print Receipt with Letter program. You must set up matching processing options for both programs.

---

The Print Receipt with Letter program retrieves information from the F03B11 table.

## Understanding the Print Drafts from Invoices Program

The Print Drafts from Invoices program (R74S502) uses the groups that are produced by the Invoice Group by Draft program (R03B5052) to prints drafts. The total amount of each draft, which is the total open amount of each group of invoices, determines the amount of the stamp that is required on the draft.

The system retrieves fee amounts from these tables:

- Stamps (Timbres) Fee Detail (F74S502)
- Stamps (Timbres) Fee Header (F74S505)

If the system cannot find a fee that corresponds to the draft amount, it sends an error message to the work center and does not print the draft.

The Print Drafts from Invoices program produces one printer spool file for each fee amount. All of the drafts that have the same fee amount are included in one printer spool file. This grouping allows you to load the paper with the appropriate stamp for each group of drafts.

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**Note.** You must group records in the Print Drafts from Invoices program in the same way that you group records in the Invoice Group by Draft program. For example, if you set the processing options for the Invoice Group by Draft program to group by customer, you must also set the processing options for the Print Drafts from Invoices program to group by customer. If you specify the Print Drafts with Invoices program in the processing options for the Invoice Group by Draft program, the processing option value for grouping does not get passed from the Invoice Group by Draft program to the Print Drafts with Invoices program. You must set up matching processing options for both programs.

---

The Print Drafts from Invoices program selects *RI* documents from the F03B11 table.

### Data Selection

It is recommended that you set up data selection based on a currency code.

## Prerequisites

Before you complete the tasks in this section:

- Set up the fee table for draft stamps.

  See Chapter 4, "Setting Up Accounts Receivable Drafts," (ESP) Setting Up Draft Stamps for Spain, page 75.

- Enter bank information for Spanish customers in the AEB Bank Revisions - Spain program (P74SCSB) and in the Bank Accounts by Addresses program (P0030A). The bank transit number in the Bank Accounts Addresses program corresponds to the bank code and office code in the AEB Bank Revisions - Spain program. The first four digits of the bank transit number are the bank code, and the second four digits are the office code.

  See *PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook*, "Setting Up Bank Account Information," Entering A.E.B. Bank Account Information.

## Grouping Invoices for Drafts

From the Spanish Draft Processing menu (G74S03B161), select Invoice Group by Draft.

## Setting Processing Options for Invoice Group by Draft (R03B5052)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

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### Defaults

This processing option specifies a default value for the pay status code on R1 draft records.

**1. Pay Status Code** Specify the Payment Status code (UDC 00/PS) that the system assigns to processed invoices.

### Process

These processing options specify how the system selects invoices for payment.

**1. Process Mode** Specify how the system groups invoices and assigns draft numbers when it processes invoices. You can specify that the system process the invoices in detail mode, in which case the system assigns one draft number to each invoice or group of pay items with the same net due date. For example, for an invoice with two pay items whose net due dates differ, the system generates two drafts.

For an invoice with two pay items whose net due dates are the same, the system generates only one draft.

Alternatively, you can group invoices by customer and assign one draft number to all invoices that have the same company, currency code, net due date, and customer number.

Finally, you can group invoices by payor and assign one draft number to all invoices that have the same company, currency code, net due date, and payor number.

Values are:

Blank: Process invoices in detail mode.

*1:* Group invoices by customer (AN8).

*2:* Group by invoices payor (PYR).

**2. Threshold Amount** Specify the threshold amount that the system uses to suppress draft creation. If the total draft amount for the group of invoices is less than this threshold amount, no draft number is assigned to the invoices in the group. The system compares the threshold amount that you enter to the total domestic open amount, regardless of the currency code.

### Versions

These processing options specify the program number and version to use to print drafts.

**1. Program ID** Specify the program that the system uses to print the drafts that are generated by this program. If you leave this processing option blank, you must manually run a draft print program to print the drafts.

**2. Version ID** Specify the version of the program that you specified in the Program ID processing option that the system uses to print drafts. If you leave this processing option blank, the system runs version ZJDE0001. If the ZJDE0001 version does not exist, the report does not run. If the Program ID processing option is blank, the system disregards this processing option.

## Printing Drafts with Letters

From the Spanish Draft Processing menu (G74S03B161), select Print Receipt with Letter.

## Setting Processing Options for Print Receipt with Letter (R74S500)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

### Defaults

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

**1. Creation Date** Use this processing option to enter the date that you want to appear on the receipt and letter. If you leave this processing option blank, the program uses the current system date.

**2. City of Origin** Specify the city of origin of the receipt. The system prints the city that you enter here on the receipt. If you leave this processing option blank, no city of origin appears on the receipt.

### Process

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

**1. Address Number** Specify the address number that the system uses to determine where to send the receipt. Values are:

Blank: Use the customer number (AN8).

*1:* Use the payor number (PYR).

### Print

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

**1. Print Tax Amounts** Use this processing option to indicate whether you want tax amounts to appear on the letter. Values are:

Blank: Do not print tax amounts.

*1:* Print tax amounts.

**2. Print Currency** Specify whether the system prints the invoice currency code and currency amounts on the receipt and the letter. Values are:

Blank: Do not print currency information.

*1:* Print currency information.

If you enter *1*, the system prints foreign invoices with foreign amounts. If currency processing is not enabled, the system prints invoices with domestic amounts.

**3. Print Attachments** Use this processing option to indicate whether you want generic text associated with an invoice to be printed on the letter. Values are:

Blank: Do not print associated generic text.

*1:* Print associated generic text.

## Printing Drafts from Invoices

From the Spanish Draft Processing menu (G74S03B161), select Print Drafts from Invoices.

## Setting Processing Options for Print Drafts from Invoices (R74S502)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

### Defaults

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

**1. Creation Date** Use this processing option to indicate the date when the draft is created. If you leave this processing option blank, the program uses the current system date.

**2. City of Origin** Specify the city of origin of the draft. The system prints the city name on the draft. If you leave this processing option blank, no city of origin appears on the draft.

**3. Clause** Use this processing option to enter a plain text clause. If you leave this processing option blank, no clause appears on the draft.

### Process

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

**1. Address Number** Specify the address number that the system uses to determine where the draft is sent. Values are:

Blank: Use the customer number (AN8).

*1:* Use the payor number (PYR).

If you grouped invoices by customer when you ran the Invoice Group by Draft program (R03B5052), you should leave this processing option blank. If the Invoice Group by Draft program grouped invoices by payor, you should set the value of this processing option to *1*. If you ran the Invoice Group by Draft program in detail mode, you can set the value of this processing option to either blank or *1*.

# (ESP) Reprinting Drafts

This section provides an overview of draft reprinting and discusses how to:

- Reprint drafts by receipt with letters.

- Set processing options for Print Draft (R1) by Receipt with Letter (R74S520).
- Reprint drafts by receipt.
- Set processing options for Print Draft (R1) by Receipt (R74S521).
- Reprint drafts based on stamp fees.
- Set processing options for Print Drafts from R1 by Efecto (R74S522).

# Understanding Draft Reprinting

After you have originated drafts and printed them with either the Print Receipt with Letter program (R74S500) or the Print Drafts from Invoices program (R74S502), you can reprint drafts using these programs:

- Print Draft (R1) by Receipt with Letter (R74S520)
- Print Draft (R1) by Receipt (R74S521)
- Print Draft from R1 by Efecto (R74S522)

These programs print drafts based on existing draft (R1) documents. The first two programs do not group drafts according to their stamp fees, whereas Print Draft from R1 by Efecto does.

## Print Drafts (R1) by Receipt with Letter

The Print Drafts (R1) by Receipt with Letter program (R74S520) prints duplicate copies of drafts (R1 documents) that were generated by the Print Receipt with Letter program (R74S500), but that have not been voided or collected.

## Print Drafts (R1) by Receipt

Similar to the Print Draft (R1) by Receipt with Letter program (R74S520), the Print Drafts (R1) by Receipt program (R74S521) prints duplicate copies of drafts (R1 documents) that were generated by the Print Receipt with Letter program (R74S500), but that have not been voided or collected. However, the Print Drafts (R1) by Receipt program prints only the receipt format; it does not print the associated letter.

## Print Draft from R1 by Efecto

The Print Draft from R1 by Efecto program (R74S522) prints drafts for existing draft documents from the Receipts Header table (F03B13) and the Receipts Detail table (F03B14). You can also use this program to print duplicate copies of drafts that were generated by the Print Drafts from Invoices program (R74S502).

The Print Draft from R1 by Efecto program prints drafts that are based on the stamp fees for the drafts. The total amount of each draft determines the amount of the stamp that is required on the draft.

The system retrieves fee amounts from these tables:

- Stamps (Timbres) Fee Detail (F74S502)
- Stamps (Timbres) Fee Header (F74S505)

If the system cannot find a fee that corresponds to the draft amount, it sends an error message to the work center and does not print the draft.

The Print Draft from R1 by Efecto program produces one printer spool file for each fee amount. All of the drafts that have the same fee amount are included in one printer spool file. This grouping allows you to load the paper with the appropriate stamp for each group of drafts.

## Prerequisites

Before you complete the tasks in this section:

- Group invoices using the Invoice Group by Draft program (R03B5052).
- Print drafts using the Print Receipt with Letter program (R74S500).

See Chapter 14, "Processing Accounts Receivable Drafts," Grouping Invoices for Drafts, page 433.

## Reprinting Drafts by Receipt with Letters

From the Spanish Draft Processing menu (G74S03B161), select Print Draft (R1) by Receipt with Letter.

## Setting Processing Options for Print Draft (R1) by Receipt with Letter (R74S520)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

### Defaults

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

**1. Emission Village** Specify the city of origin of the draft. The system prints the city name that you enter here on the draft. If you leave this processing option blank, no city of origin appears on the draft.

### Print

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

**1. Print Tax Amount** Specify whether you want the system to print tax amounts on the letter. Values are:

Blank: Do not print tax amounts.

*1:* Print tax amounts.

**2. Print Currency** Specify whether the system prints the invoice currency code and currency amounts on the draft and the letter. Values are:

Blank: Do not print currency information.

*1:* Print currency information.

If you enter *1*, the system prints foreign invoices with foreign amounts. If currency processing is not enabled, the system prints invoices with domestic amounts.

**3. Print Attachments** Use this processing option to indicate whether you want the system to print attachments associated with an invoice on the letter. Values are:

Blank: Do not print associated attachments.

*1:* Print associated attachments.

# Reprinting Drafts by Receipt

From the Spanish Draft Processing menu (G74S03B161), select Print Draft (R1) by Receipt.

# Setting Processing Options for Print Draft (R1) by Receipt (R74S521)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

## Defaults

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

**1. Emission Village** Specify the city of origin of the draft. The system prints the city name that you enter here on the draft. If you leave this processing option blank, no city of origin appears on the draft.

## Print

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

**1. Print Currency** Specify whether to print the invoice currency code and currency amounts on the draft and the letter. Values are:

Blank: Do not print currency information.

*1:* Print currency information.

If you enter *1*, the system prints foreign invoices with foreign amounts. If currency processing is not enabled, the system prints invoices with domestic amounts.

## Reprinting Drafts based on Stamp Fees

From the Spanish Draft Processing menu (G74S03B161), select Print Draft from R1 by Efecto.

## Setting Processing Options for Print Drafts from R1 by Efecto (R74S522)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

### Defaults

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

**1. City of Origin** Specify the city of the origin of the draft. The system prints the city name that you enter here on the draft. If you leave this processing option blank, no city of origin appears on the draft.

**2. Clause** Use this processing option to enter a plain text clause. If you leave this processing option blank, no clause appears on the draft.

### Process

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

**1. Address Number** Specify the address number that the system uses to determine where the draft is sent. Values are:

Blank: Use the customer number (AN8).

*1:* Use the payor number (PYR).

If the Invoice Group by Draft program (R03B5052) grouped invoices by customer, you should leave this processing option blank. If the Invoice Group by Draft program grouped invoices by payor, you should set the value of this processing option to *1*. If the Invoice Group by Draft program grouped invoices in detail mode, you can set the value of this processing option to either blank or *1*.

# Accepting Drafts

This section provides an overview of manual drafts, unapplied drafts, pre-authorized drafts, and draft revisions, and discusses how to:

- Set processing options for Draft Entry (P03B602).
- Enter an unapplied draft.
- Locate open invoices to apply to drafts.
- Apply a draft to invoices.
- Apply unapplied payments to invoices.
- Apply credit memos to invoices.
- Enter stand-alone records.
- Process pre-authorized drafts.
- Set data sequence for Pre-Authorized Drafts (R03B671).
- Set processing options for Pre-Authorized Drafts (R03B671).

## Understanding Manual Drafts

Manual drafts are also called customer acceptance drafts because the customer must accept them before they can be remitted to the bank. The following types of manual drafts are available:

- The supplier prints the draft with bank account information.
- The supplier prints the draft with the bank name only.
- The customer prints the draft with bank account information.
- The customer prints the draft with the bank name only.

You use one of these programs to enter a draft manually, depending on whether you or the customer originate the draft:

| Program | Usage |
|---|---|
| Enter Our Drafts (P03B602) | Use this program when your company originates a draft for the customer to sign and return. |
| Enter Customer Drafts (P03B602) | Use this program when the customer originates and accepts a draft, and then sends it to your company to be entered. |

The fields that you complete on the Enter Our Drafts and Enter Customer Drafts programs are the same. You can enter drafts in a foreign currency (the transaction currency of the invoice), but not in an alternate currency.

You apply the draft to open invoices using the same type input codes that you use to enter receipts. These type invoice codes include:

- *10:* Invoice match
- *11:* Invoice match with chargeback discount
- *15:* Invoice match with write-off
- *16:* Invoice match with chargeback
- *17:* Invoice match with deduction
- *25:* Standalone write-off
- *26:* Standalone chargeback

- *27:* Standalone deduction

  See Chapter 10, "Processing Manual Receipts," Understanding Type Input Codes for Standard Receipts Entry or Draft Entry, page 295.

When you enter a draft, the system:

- Creates a batch header record in the Batch Control Records table (F0011) and assigns it a batch type *DB* (draft receipts).
- Creates a draft record in the Receipts Header table (F03B13) and assigns it a draft status of *4* (Accepted).
- If you use the Enter Our Drafts program, verifies that the draft number that you enter matches the draft number that is assigned to the invoices when you originated the draft using the Invoice Print with Draft (R03B5051) or Statement Print with Draft program (R03B506).
- Creates a draft record in the Receipts Detail table (F03B14) for each invoice pay item that the draft closes. The system updates the Receipt Type Code (TYIN) field to *A* (Applied) on these records.
- Creates a draft record in the F03B14 table for the total of the invoices paid and assigns it the draft status *4* (Accepted). The system updates the Receipt Type Code (TYIN) field to *D* (Draft) to differentiate this record from the applied records.
- Creates an invoice record with a document type of *R1* in the F03B11 table with a pay status of *D* (draft accepted).
- If the draft is unapplied, creates an invoice record with a document type of *RU* in the F03B11 table with a pay status of *A* (draft approved for payment).

After you enter drafts, you can approve them and post them to the general ledger. If you post the draft at a Draft-Acceptance status, the system creates a journal entry to debit drafts receivable and credit an A/R trade account.

This program updates and creates records in the F03B11, F03B13, and F03B14 tables.

## Fields Updated During Receipt or Draft Entry

When you enter a receipt, the system updates specific fields with the account ID. The system locates the AAI based on the how the receipt is applied to invoices. The system uses this account ID when you post the receipt to create automatic entries. The following table lists the fields that the system updates based on the type of receipt, and the AAI that the system uses to locate the account.

| Account | Type of Payment Application | Type Input Code | Field Updated | Table Updated | AAI Used |
|---|---|---|---|---|---|
| Bank Account<br><br>**Note.** The system updates this field when you enter a receipt; however, it does not update the bank account field on the draft until you either remit or collect the draft. | All | N/A | GLBA | F03B13 | The system uses the bank account number entered on the receipt.<br><br>If the Bank Account field is blank, the system locates the account based on the following hierarchy:<br><br>• RB for the company entered on the receipt<br><br>• RB for company 00000 |
| A/R Trade | Applied payment | *10* | AID | F03B14 | The system does not use an AAI.<br><br>The system uses the account entered in the AID field of the invoice record in the F03B11 table. |
| A/R Trade | Unapplied payment | N/A | AID | F03B13 | The system locates the account using the following hierarchy, where *xxxx* is the value of the Unapplied G/L Offset field:<br><br>• RC*xxxx* for the company entered on the receipt or draft<br><br>• RC*xxxx* for company 00000<br><br>• RCUC for the company entered on the receipt or draft<br><br>• RCUC for company 00000 |

| Account | Type of Payment Application | Type Input Code | Field Updated | Table Updated | AAI Used |
|---|---|---|---|---|---|
| A/R Trade | Payment that generates a chargeback | *11* and *16* | AIDC and AID | F03B11 and F03B14 | The system locates the account using the following hierarchy, where *xxxx* is the value of the Chargeback G/L Offset field:<br>• RC*xxxx* for the company entered on the invoice<br>• RC*xxxx* for company 00000<br>• RC for the company entered on the invoice<br>• RC for company 00000 |
| A/R Trade | Stand-alone chargeback | *26* | AIDC | F03B14 | The system locates the account using the following hierarchy, where *xxxx* is the value of the Chargeback G/L Offset field:<br>• RC*xxxx* for the company entered on the receipt or draft<br>• RC*xxxx* for company 00000<br>• RC for the company entered on the receipt or draft<br>• RC for company 00000 |

| Account | Type of Payment Application | Type Input Code | Field Updated | Table Updated | AAI Used |
|---|---|---|---|---|---|
| Discount Taken | Payment with a discount | *10* | AIDD | F03B14 | The system uses the following hierarchy, where *xx* is the discount reason code:<br>• RKD*xx* for the company entered on the receipt or draft<br>• RKD*xx* for company 00000<br>• RKD for the company entered on the receipt or draft<br>• RKD for company 00000 |
| Write-off | Payment with a write-off | *10* and *15* | AIDW | F03B14 | The system uses the following hierarchy, where *xx* is the write-off reason code:<br>• RA *xx* for the company entered on the invoice<br>• RA *xx* for company 00000 |
| Write-off | Stand-alone write-off | *25* | AIDW | F03B14 | The system uses the following hierarchy, where *xx* is the write-off reason code:<br>• RA *xx* for the company entered on the receipt or draft<br>• RA *xx* for company 00000 |

| Account | Type of Payment Application | Type Input Code | Field Updated | Table Updated | AAI Used |
|---|---|---|---|---|---|
| Deduction Suspense | Payment with a deduction | *17* | DAID | F03B14 | The system uses the following hierarchy:<br>• RN that is set up for the company entered on the invoice<br>• RN for company 00000 |
| Deduction Suspense | Stand-alone deduction | *27* | DAID | F03B14 | The system uses the following hierarchy:<br>• RN that is set up for the company entered on the receipt or draft<br>• RN for company 00000 |

This table shows how the system updates the AID2 field on the records in the F03B14 table when you accept, remit, or collect a draft. The system creates the records during each draft stage based on the AAI listed, where*x* is the payment instrument.

| Draft Stage | AAI |
|---|---|
| Acceptance | RD1*x* |
| Remittance | RD2*x* |
| Remittance for Discount | RD3*x* |
| Remittance with Contingent Liability | RD4*x* |

# Understanding Unapplied Drafts

You enter unapplied drafts when you do not know which invoice or group of invoices the draft pays. Until you collect the draft, an unapplied draft does not reduce a customer's balance. When you enter an unapplied draft, the system creates records in the following tables:

| Table | Records Created |
|---|---|
| F03B11 | The system creates these two records:<br>• A record for the unapplied draft invoice (document type *RU*). The system creates an unapplied draft record as a placeholder until the draft is applied to invoices. If you do not post this record before you apply it to invoices, the system deletes it when invoices are paid.<br>• A record for the draft invoice (document type *R1)*. The draft invoice records *(RU* and *R1)* have these characteristics:<br>• They establish an audit trail for the draft payment ID.<br>• They have a batch type of *DB*.<br>• They have a posting status of *D* (posted). The posted codes for the draft records in the F03B13 table and the F03B14 table remain blank until the draft is posted. |
| F03B13 | The system creates a draft payment record. |
| F03B14 | The system creates the following two records:<br>• A record for the unapplied draft invoice.<br>• A record for the draft invoice.<br>The following invoice records generated by the draft application also have a corresponding detail record (F03B14) that is used for posting purposes:<br>• Drafts *(R1)*<br>• Unapplied drafts *(RU)*<br>• Deductions *(R5)*<br>The system uses a posting status of *D* when it creates the invoice records in the F03B11 table. To update the general ledger, you must post the receipt records in the F03B14 table. |

The unapplied draft remains open until you apply it to the appropriate invoices.

After you enter unapplied drafts, you must post them. When you post unapplied drafts, the system debits the draft receivables account and credits the A/R trade account that is associated with the AAI item RCUC, unless you override the Unapplied G/L Offset field on the draft or specify to use the G/L offset that is set up in the customer master record.

The process for applying unapplied drafts to invoices are very similar to the process for applying unapplied receipts to invoices.

See Chapter 10, “Processing Manual Receipts,” Applying an Unapplied Receipt to Invoices, page 331.

## Understanding Pre-authorized Drafts

Automatic drafts are also called pre-authorized drafts because they do not require customer acceptance for each draft. You and your customer agree in advance that the customer will pay with a draft. You do not print and send a draft to the customer, but instead remit (deposit) the draft to your bank for collection.

You create automatic drafts by running the Pre-Authorized Drafts program (R03B671). You select the invoices to pay with each draft by using data selection. You can run this batch process in either proof or final mode:

Using proof mode, you can select to generate a detail or summary report of transactions:

- Detail - lists each invoice to be paid by draft.
- Summary - prints a summary of all invoices by customer or payor, due date, and payment instrument to be paid by draft.

Using final mode, you can make the same selections as in proof mode. In final mode, the system:

- Creates drafts.
- Updates the pay status of drafts to D (draft accepted).
- Generates a report.

Whichever mode you select, you can review the information and make necessary changes. You can use either Standard Invoice Entry or Speed Status Change to change the pay status.

The system processes drafts in the same way as receipts except that the system:

- Uses batch type *DB* (draft receipts).
- Applies draft receipts to open customer invoices.
- Creates an invoice record with a document type of *R1* in the F03B11 table for the total draft amount.
- Updates the payment status of the draft invoice to *D* (draft accepted).

After you generate drafts, you must approve and post them to the general ledger to create the appropriate journal entries.

This program updates and creates records in the F03B11, F03B13, and F03B14 tables.

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**Note.** The report prints the abbreviated column heading PI, which indicates payment instrument.

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## Understanding Draft Revisions

After you enter drafts, you can review and revise them before you post them to the general ledger. You typically review drafts to:

- Verify information for a particular customer.
- Revise draft information, such as the due date, payment instrument, or customer bank account.

These guidelines apply when you revise draft information:

- You cannot add invoices to a draft unless an unapplied amount exists.
- You can change these fields when the draft has been accepted:
  - Draft Due Date

    You can also change this field after the draft has been remitted.

- Draft Amount

  You cannot change this field if the draft is posted or if it is in a status other than Draft- Acceptance.

- Payment Instrument
- Bank Name
- Customer Bank Account Number
- Bank Transit

- You can never change the G/L date on a draft; however, you can assign a new G/L date to a posted draft when you perform additional tasks (such as applying the draft to invoices or voiding the draft). The system updates the records in the F03B14 table with the G/L date that you enter. The system does not change the G/L date on the record in the F03B13 table.

## Prerequisites

Before you complete the tasks in this section:

- Verify that the appropriate accounts are specified for these AAI items:
- RKD for discounts taken.
- RC*xxxx*, where *xxxx* is the chargeback G/L offset code for the chargeback A/R trade account.
- RA*xx*, where *xx* is the write-off reason code.
- RN, for the deduction suspense account.
- Verify that the appropriate offset account is set up for the AAI RC*xxxx*, where *xxxx* is the unapplied G/L offset (for unapplied drafts) or the chargeback G/L offset (for drafts that generate a chargeback). If you enter unapplied drafts, the system uses the default RCUC unless you specify a different unapplied G/L offset value or set a processing option to use the value from the customer record.
- Verify these UDC tables are set up to specify the reason codes:
- 00/DE for discount reason codes.
- 03B/CB for chargeback reason codes.
- 03B/RC for write-off reason codes.
- 03B/CR for deduction reason codes.
- Verify the processing options are set up appropriately for discounts, chargebacks, write-offs, and deductions, or for the type input codes that you allow.

# Forms Used to Accept Drafts

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work With Drafts | W03B602A | • Draft Daily Operations menu (G03B161), Enter Our Drafts.<br>• Draft Daily Operations (G03B161), Enter Customer Drafts. | Locate and delete drafts. |
| Draft Entry | W03B602B | • On the Work With Drafts form, click Add.<br>• On the Work With Drafts form, enter *UC* in the Unapplied G/L Offset field of the QBE (query by example) row. Click Find and then select the unapplied draft and click Select. | Enter an unapplied draft.<br>Apply a draft to invoices using type input codes, or apply a credit memo to an invoice.<br>Locate an unapplied draft to which you want to apply invoices. |
| Work With Bank Accounts By Address | W0030AD | On the Draft Entry form, select Bank Information from the Form menu. | Locate and select a bank account for the draft. |
| Additional Information | W03B602J | On the Draft Entry form, select Additional Info from the Form menu. | Assign a G/L offset other than UC, enter reference information, or override the business unit for a draft. |

# Setting Processing Options for Draft Entry (P03B602)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

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## Display

These processing options specify whether to retain values that were previously entered on the Draft Entry form. If you are entering similar types of drafts, completing these processing options can reduce entry time.

**1. Payor Number** Specify whether to retain the payor number entered on the Draft Entry form after you enter the draft. Values are:

Blank: Do not retain the payor number.

*1:* Retain the payor number.

**2. Draft Date** Specify whether to retain the draft date entered on the Draft Entry form after you enter the draft. Values are:

Blank: Do not retain the draft date.

*1:* Retain the draft date.

**3. Company** Specify whether to retain the company number entered on the Draft Entry form after you enter the draft. Values are:

Blank: Do not retain the company number.

*1:* Retain the company number.

**4. G/L Date** Specify whether to retain the G/L date entered on the Draft Entry form after you enter the draft. Values are:

Blank: Do not retain the G/L date.

*1:* Retain the G/L date.

**5. Draft Due Date** Specify whether to retain the draft due date entered on the Draft Entry form after you enter the draft. Values are:

Blank: Do not retain the draft due date.

*1:* Retain the draft due date.

**6. Bank Name** Specify whether to retain the customer bank name entered on the Draft Entry form after you enter the draft. Values are:

Blank: Do not retain the customer bank name.

*1:* Retain the customer bank name.

**7. Customer Bank Account** Specify whether to retain the customer bank account number entered on the Draft Entry form after you enter the draft. Values are:

Blank: Do not retain the customer bank account.

*1:* Retain the customer bank account.

**8. Payment Instrument** Specify whether to retain the payment instrument on the Draft Entry form after you enter the draft. Values are:

Blank: Do not retain the payment instrument.

*1:* Retain the payment instrument.

**9. Bank Transit Number** Specify whether to retain the bank transit number entered on the Draft Entry form after you enter the draft. Values are:

Blank: Do not retain the bank transit number.

*1:* Retain the bank transit number.

**10. Currency** Specify whether the system retains the currency code entered on the Draft Entry form after you enter the draft. Values are:

Blank: Do not the retain the currency code.

*1:* Retain the currency code.

**11. Exchange Rate** Specify whether the system retains the exchange rate that is entered on the draft entry after you enter the draft. Values are:

Blank: Do not retain the exchange rate.

*1:* Retain the exchange rate.

## Defaults

These processing options specify default values to use on the Draft Entry and Additional Information forms. When you enter a draft, you can override any of the values entered in these processing options.

**1. Type Input Code**

Specify the default type input code for applying drafts to invoices. Values are:

Blank: The system does not default a value.

*10:* Simple invoice match

*11:* Match auto chargeback discount

*15:* Match with write-off

*16:* Match with chargeback

*17:* Match with deduction

If you enter *10*, the system applies the draft to the oldest open invoice or group of invoices in a customer's account, similar to the Balance Forward type input code *(1)* for the Speed Receipts application.

**2. Deduction Reason Code**

Specify the default deduction reason code for entering a deduction amount. If you leave this field blank, the deduction reason code must be entered manually in the detail area on the Receipt Entry form. Valid deduction reason codes are defined in UDC 03B/CR.

**3. Payment Instrument With Bank Account**

Specify the default payment instrument for processing drafts that have a bank account number.

**4. Payment Instrument Without Bank Account**

Specify the default payment instrument for processing drafts without a bank account number.

**5. Drafts Receivable Account**

Specify the drafts receivable account number to use when you post drafts to the general ledger. You enter the account number in the standard format (bu.obj.sub). If you leave this processing option blank, the system uses the account number associated with the AAI item RD1*x*, where *x* is the payment instrument on the customer record (F03012).

**6. Default G/L Offset for Unapplied Draft**

Specify whether to use the value in the G/L Class Code field of the customer record as the default value for the Unapplied G/L Offset field when you enter unapplied drafts. The system locates the A/R trade account based on the G/L offset that you use. Values are:

Blank: Do not use default values.

*1:* Use values from the G/L Class Code.

If the customer record does not have a G/L class code defined, the system uses the default G/L offset *(UC)* for unapplied drafts.

**7. Draft Numbering**

Specify whether to have Next Numbers assign the draft number. Values are:

Blank: Do not use Next Numbers

*1:* Use Next Numbers

## Edits

These processing options specify whether to allow:

- Write-offs.
- The deletion of unposted drafts.
- Charges to the draft status.

They also specify whether the system notifies you of certain conditions, such as the entry of an overpayment.

**1. Write-offs**

Specify whether to allow write-offs on drafts. Values are:

Blank: Allow write-offs.

*1:* Do not allow write-offs.

**2. Delete/NSF Unposted Receipts**

Specify whether to allow the delete and NSF operations on unposted drafts. Values are:

Blank: Allow delete and NSF.

*1:* Do not allow delete and NSF.

**3. Overpayment Edit**

Specify the severity of the error message issued when an invoice has been overpaid. Values are:

*0:* No Edit

*1:* Warning

*2:* Error

When you overpay an invoice, the system displays it as a negative open amount.

**4. Bank Name**

Specify whether to enable the Bank Name field on the Draft Entry form. Values are:

Blank: Do not enable the Bank Name field. The system uses the bank name that is set up in the F0030 table for the customer or payor.

*1:* Enable the Bank Name field. The system allows you to override the value in the Bank Name field.

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**Note.** If you do not specify the customer's bank name, you must specify the customer's bank account number and bank transit number.

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**5. Return To Prior Draft Status**

Specify whether to allow the status of drafts to be reset to the previous draft status. Values are:

Blank: Allow drafts to be reset to the previous draft status.

*1:* Do not allow drafts to be reset to the previous draft status.

**6. Draft Number**

Specify the severity of the message that the system issues when a draft number is not assigned. This processing option is valid only when the corresponding processing option for Draft Types (on the Process tab) is 1 (Customer generated drafts). Values are:

Blank: No Edit

*1:* Warning

*2:* Error

## Process

These processing options specify how the system applies drafts to invoices when you use a default type input code, and whether the system creates a summarized record in the Account Ledger table (F0911) for each batch of drafts that you enter or a detail record for each draft.

**1. Drafts Type**

Specify the type of drafts to process. Values are:

Blank: Process drafts that you generate.

*1:* Process customer generated drafts.

**2. Open Amount**

Specify whether to create draft invoice records (document type R1) with an open amount in the Customer Ledger table (F03B11). This processing option controls whether you can select the draft for aging. When you create a draft without an open amount, you use that record as a placeholder only and you cannot select it for payment or aging. Values are:

Blank: Create draft invoice records with an open amount.

*1:* Create draft invoice records without an open amount.

**3. Journal Entry Creation Method**

Specify whether the post program creates one summarized journal entry for the batch of drafts entered, or one journal entry for each draft. The system assigns the value that you enter in this processing option to the A/R Post field (ISTR) in the F03B13 table. The post program uses this value to create the journal entry records. Values are:

Blank: Create summarized journal entries. The system creates one journal entry with the document type *RK* for each batch of drafts that you post. The system assigns the draft batch number as the document number of the journal entry. To use this method, you must also ensure that the:

- Offset method in the A/R Constants is equal to *B* (batch mode).
- Batch does not contain any foreign transactions.

Otherwise, the system creates journal entries in detail.

*1:* Create detailed journal entries. The system creates one journal entry with the document type RC for each draft in the batch. The system uses Next Numbers for journal entry documents (system 09) to assign the document number to the receipt journal entry. To provide an audit trail, the system updates these fields in the F03B14 table with the journal entry information:

- JE document type (RZDCTG)
- JE document number (RZDOCG)
- JE document company (RZKCOG)

**4. Display Invoices**

Specify whether to display only invoices with an approved pay status. Values are:

Blank: Display all invoices.

*1:* Display only approved invoices.

### Currency

If you use multicurrency, this processing option specifies whether the system validates that the effective date that it uses to retrieve the exchange rate matches the G/L date entered on the draft.

**1. Edit Effective Date** Specify whether the system validates the effective date that it uses to retrieve the exchange rate against the G/L date that you enter on the draft. Values are:

Blank: Do not validate the effective date.

*1:* Validate the effective date. The system issues a warning when the effective date of the exchange rate retrieved from the Currency Exchange Rates table (F0015) is not in the same period as the G/L Date of the draft.

### Chargeback

These processing options specify values that you want the system to assign to chargeback records that it creates.

**1. Pay Status** Specify the default pay status that you want the system to assign to chargebacks. If you leave this processing option blank, the system uses the value that is set up in the Data Dictionary for item PST. Valid values are defined in UDC 00/PS (Pay Status).

**2. Date Option** Specify the invoice date and net due date that you want the system to assign to chargebacks. Values are:

Blank: Use the draft G/L date.

*1:* Use the corresponding dates from the invoice.

**3. Reason Code** Specify the default reason code that you want the system to assign when you enter a chargeback amount. If you leave this processing option blank, you must enter the chargeback reason code manually. Valid chargeback reason codes are defined in UDC 03B/CB.

### Auto Write-off

These processing options activate the automatic write-off feature and establish write-off limits for both under- and overpayments. When you activate the automatic write-off feature, you must specify the write-off reason code for the system to use.

**1. Maximum Underpayment Amount** Specify the limit for the system to use to write off underpayments. If the difference between the payment amount and open amount of the invoice is equal to or less than the amount specified, the system automatically writes off the remaining amount when you enter the draft.

**2. Underpayment Reason Code** Specify the default reason code that you want the system to assign when it automatically writes off an underpayment. If you specify a value in this processing option, this activates the automatic write-off process. Valid write-off reason codes are defined in UDC 03B/RC. You must also set up a corresponding AAI item (RA*xx*, where *xx* is the reason code) for the write-off reason code that you specify.

**3. Maximum Overpayment Amount** Specify the maximum amount for which the system writes off overpayments. If the difference between the payment amount and the open amount of the invoice is equal to or less than the amount specified, the system automatically writes off the remaining amount when you enter the draft.

Enter the value as a negative amount.

**4. Overpayment Reason Code** Specify the default reason code for the system to assign when it automatically writes off an overpayment. If you specify a value in this processing option, this activates the automatic write-off process. Valid write-off reason codes are defined in UDC 03B/RC. You must also set up a corresponding AAI item (RA*xx*, where *xx* is the reason code) for the write-off reason code that you specify.

### Mnl Write-off

These processing options specify write-off limits for both under- and overpayments, and specify a default value for the system to use for the write-off reason code.

**1. Maximum Underpayment Amount** Specify the maximum amount for which you can write off an underpayments. If the difference between the payment amount and the open amount of the invoice is equal to or less than the amount specified, the system allows you to write off the remaining amount when you enter the draft.

**2. Maximum Overpayment Amount** Specify the maximum amount for which you can write off an overpayment. If the difference between the payment amount and the open amount of the invoice is equal to or less than the amount specified, the system allows you to write off the remaining amount when you enter the draft. Enter the value as a negative amount.

**3. Write-Off Reason Code** Specify the default reason code that you want the system to assign when you enter a write-off amount. Valid write-off reason codes are defined in UDC 03B/RC. You must also set up a corresponding AAI item (RA*xx*, where *xx* is the reason code) for each write-off reason code that you specify.

### Discount

These processing options define rules for processing discounts.

**1. Discount Available** Specify whether to allow the discount taken to be greater than the discount available. Values are:

Blank: Do not allow discounts taken to be greater than the discount available.

*1:* Allow discounts taken to be greater than the available discount.

**2. Discount Applied** Specify whether to allow the discount taken to be greater than the payment amount. Values are:

Blank: Do not allow the discount taken to be greater than the payment amount.

*1:* Allow the discount taken to be greater than the payment amount.

**3. Grace Period Days** Specify the number of days to be added to the discount due date during which the discount can be taken. This processing option is used only when the system calculates the discount taken. You can also enter the discount amount manually.

**4. Discount Reason Code** Specify the default discount reason code that you want the system to use when discounts are taken. You can override this code, if necessary, when you enter the draft. The discount reason code that you enter must exist in UDC 00/DE. You must also set up a corresponding AAI item (RKD*xx* where *xx* is the reason code) for each discount reason code that you specify.

### Match Priority

These processing options specify the order that you want the system to use to locate invoices on the Remittance Entry form. Valid search methods for these processing options are:

- Invoice Number
- Sales Order Number
- Customer Reference
- Statement Number
- Shipment Number

**1. Invoice Match** , **Sales Order Match** , **Customer Reference Match** , **Statement Match** , and **Shipment Number Match** .

For each of these processing options, specify the sequence of search methods that the system uses to select invoices on the Remittance Entry form.

Values are blank, *1*, *2*, *3*, *4*, and *5*. If you leave a search method field blank, the system excludes that search method and uses only the other methods that you specify. If you leave all five fields blank, the system searches using all methods in the order listed.

### Void/NSF

These processing options specify the values for the system to use when drafts are voided or designated as insufficient funds.

**1. Update Payment Instrument**

Specify whether to update the payment instrument on the R1 draft invoice record in the F03B11 table if the draft is voided or designated as NSF. Values are:

Blank: Do not update the payment instrument.

*1:* Update the payment instrument.

**Note.** You must enter a value for the Payment Instrument for Draft processing option if you enter 1 for this processing option.

**2. Payment Instrument for Draft**

Specify the payment instrument to assign to R1 draft records in the F03B11 table when a draft is voided or designated as NSF. Values are set up in UDC 00/PY.

**Note.** If the Update Payment Instrument processing option is blank, the system ignores this processing option.

**3. Payment Instrument for Renewal Draft**

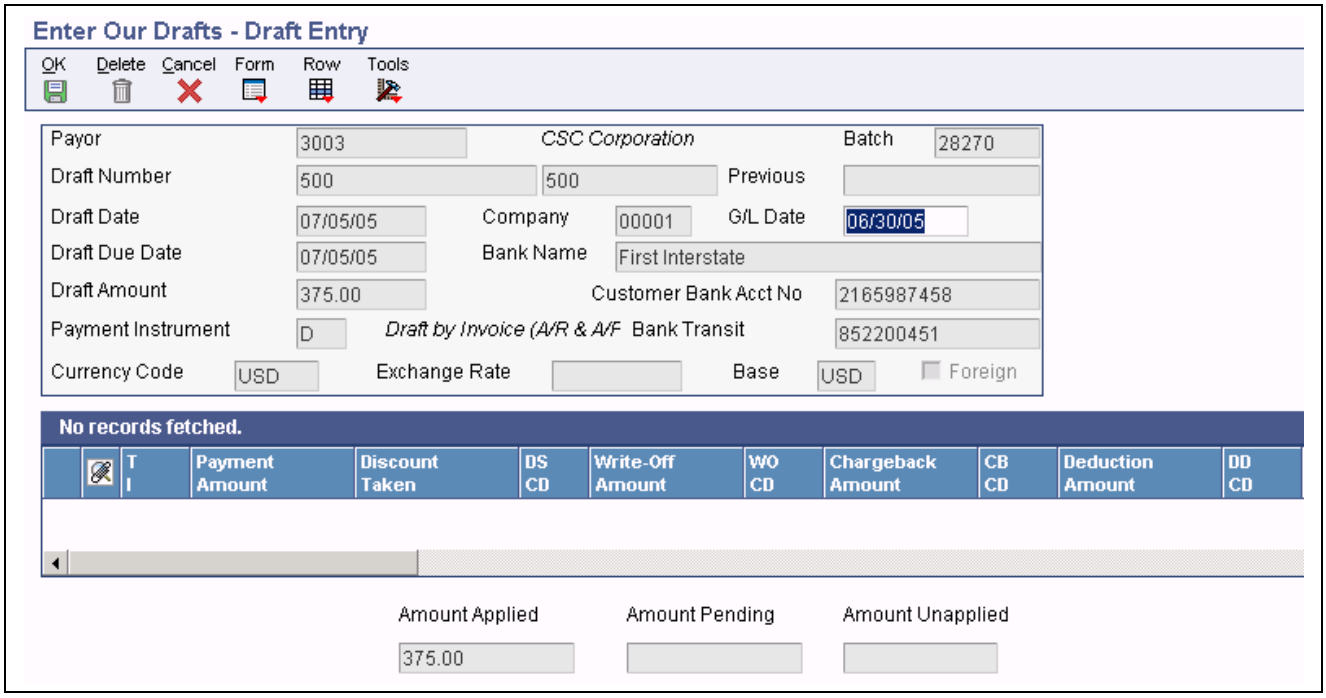
Specify the payment instrument to assign to the new draft invoice record that the system creates in the F03B11 table when you void or designate the draft as NSF with the option to renew the draft. Values are set up in UDC 00/PY.

**4. Draft Account**

Specify the draft receivable account number to use when you post drafts that have been voided or designated as NSF using the renewal option. You enter the account number in the standard format (bu.obj.sub). If you leave this processing option blank, the system uses the account number associated with the AAI item RD5.

# Entering an Unapplied Draft

Access the Draft Entry form.




Draft Entry form

To enter an unapplied draft:

1. Complete the fields on the Draft Entry form.

   The system updates the Bank Name, Customer Bank Acct No (customer bank account number), and Bank Transit fields if bank account information for A/R drafts (record type *D*) is set up for the customer.

   If bank account information for the customer is not set up for record type *D*, you can activate the bank account for draft processing by completing steps 3 through 6.

   If you do not have bank account information set up for the customer, proceed to step 7.

2. Select Bank Information from the Form menu.
3. On Work With Bank Accounts By Address, select a bank account record that is set up, and then select Activate as Draft from the Row menu.
4. Click Close.
5. Complete the Bank Name field, if it has not been updated by the system.

   **Note.** If the Bank Name field is not available for input, you must change the corresponding processing option to allow overrides to the bank name.

6. To specify more information, select Additional Info from the Form menu.
7. On Additional Information, complete the Unapplied G/L Offset, Reference, and Business Unit fields, if applicable, and click OK.
8. On Draft Entry, click OK to create an unapplied draft or follow the steps to apply the draft to invoices or to enter remittance information.

**Payor** Enter the address book number to locate and enter information.

**Draft Number** For Our Drafts, enter the number generated by Invoice Print with Draft Attachments or Statement Print with Draft Attachments. The system validates this number in the invoice table.

For Customer Drafts, enter the customer's draft number.

**Draft Date** Enter the date on the check or the date that you enter the receipt into the system. The receipt date is used for information and reporting purposes only.

**Draft Due Date** Enter the date that the payment amount was debited or credited to the bank account. The value date is not the date the bank reconciled the payment. Automatic payments populate this field automatically. If you are making manual payments and have set a processing option to display the value date field, you can manually enter the value date here.

**Draft Amount** Enter the actual amount of the receipt or payment.

**Payment Instrument** Displays the payment instrument that is set up in the processing option. If the processing option is blank, the system uses the payment instrument from the customer master record.

**Company** Enter the number for which the transaction is entered.

**G/L Date** Enter the date to which the transaction will be posted.

**Customer Bank Acct No** (customer bank account number) Displays the number assigned by a bank to identify the account for a company, customer, or supplier.

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**Note.** Nordic users: Enter your bank, Bankgiro, or Postgiro account number.

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**Bank Transit** Displays the number assigned to a bank by the Federal Reserve as defined in the bank account information for the customer.

**Bank Name** Displays the name of the bank as defined in the bank account information for the customer.

**Unapplied G/L Offset** Displays the code that determines the trade account that the system uses as the offset when you post.

The system uses UC as the offset and the associated AAI item RCUC to locate the A/R trade account if you do not override this value.

You can also set a processing option for the system to use the default value of the G/L offset code from the customer master record.

**Reference** Enter an alphanumeric value to use as a secondary reference on the receipt or draft.

## Locating Open Invoices to Apply to Drafts

You locate open invoices to apply them to unapplied drafts. The process for locating open invoices for draft processing is very similar to the process for locating open invoices for manual receipt processing.

See Chapter 10, "Processing Manual Receipts," Locating Open Invoices, page 321.

# Applying a Draft to Invoices

The process for applying a draft to invoices is very similar to the process for applying a receipt to invoices.

See Chapter 10, "Processing Manual Receipts," Applying a Receipt or Draft to Invoices Using Type Input Codes, page 330.

# Applying Unapplied Payments to Invoices

Access the Draft Entry form.

To apply an unapplied draft to invoices:

1. Display the open items for the customer by selecting either Load or Select from the Form menu.
2. In the header area, complete the G/L Date field.

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**Note.** The G/L date that you assign does not change the G/L date of the unapplied draft record in the F03B13 table. The system uses the G/L date for the draft detail record that it creates in the F03B14 table to pay the invoice.

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3. In the detail area, complete the T I field with the appropriate code.
4. If necessary, override the values in the Payment Amount, Discount Taken, Remark, Write-Off Amount, Chargeback Amount, or Deduction Amount fields.
5. Verify that the Amount Pending and Amount Unapplied fields contain the correct information.

   The amount pending should equal the draft amount specified in the header if you have fully applied the draft to invoices.

   The system creates an unapplied draft record for the amount that appears in the Amount Unapplied field.
6. Click OK.

**Discount Taken** — Enter the amount by which an invoice or voucher is reduced if paid by a specific date. The discount taken does not have to be the same as the discount available.

**Write-Off Amount** — Enter the amount by which you want to reduce the customer's account balance. The system updates the account specified in the AAI item RA*xx*, where *xx* is the write-off reason code with the amount specified.

If you enter a write-off amount, you must enter a write-off reason code.

**WO CD** (write-off reason code) — Enter the code that identifies the reason that the write-off occurred. Typical reason codes are:

*BD:* Bad debt

*DC:* Damaged goods

*MW:* Minor amount write-off

*TF:* Tax or freight dispute

**Chargeback Amount** — Enter the unpaid invoice amount for which you want to create a new invoice record so that you can charge the customer.

If you enter a chargeback amount, you must enter a chargeback reason code.

**CB CD** (chargeback reason code)

Enter the code that identifies the reason that a chargeback was generated for an invoice during receipt entry. Typical chargeback reason codes are:

*DA:* Disputed amounts

*DD:* Unearned (disallowed) discount amount

**Note.** The system does not accept blank as a valid value, even if it is defined in the user defined code table.

**Deduction Amount**

Enter the domestic amount of the deduction. The currency associated with this amount appears in the Base Currency Code field (BCRC).

If you enter a deduction amount, you must enter a deduction reason code.

**DD CD** (deduction reason code)

Enter the code that identifies the reason a customer did not fully pay an invoice. Typical deduction reason codes include:

*DG:* Damaged Goods

*SS:* Short Shipment

*UD:* Undefined Deduction

**Chargeback G/L Offset**

Displays the code that indicates the A/R trade account that the system uses as the offset when you post the chargeback. To locate the account, the system concatenates this code to the AAI item RC. The system uses this hierarchy to locate the A/R trade account to use for the chargeback record:

1. If you use multicurrency, the system searches for RC*xxx*, where *xxx* is the currency code of the receipt.
2. If the system does not locate the AAI, it uses RC*xxxx*, where *xxxx* is the value in the Chargeback G/L Offset field.
3. If the system does not locate the AAI, it uses RC*xx*, where *xx* is the chargeback reason code.
4. If the system does not locate the AAI, it uses RC for the company that is specified on the receipt.
5. If the system does not locate the AAI, it uses RC for company 00000.

**Unapplied G/L Offset**

Displays the code that indicates the trade account that the system uses as the offset when you post invoices or vouchers. The system concatenates the value that you enter to the AAI item RC to locate the trade account. For example, if you enter *TRAD*, the system searches for the AAI item *RCTRAD*.

You can assign up to four alphanumeric characters to represent the G/L offset or you can assign the three-character currency code (if you enter transactions in a multicurrency environment). You must, however, set up the corresponding AAI item for the system to use; otherwise, the system ignores the G/L offset and uses the account that is set up for PC or RC for the company specified.

If you set up a default value in the G/L Offset field of the customer record, the system uses the value during transaction entry unless you override it.

**Note.** Do not use code *9999*. It is reserved for the post program and indicates that offsets should not be created.

## Applying Credit Memos to Invoices

The process for applying a credit memo to invoices is very similar for drafts and manual receipts.

See Chapter 10, "Processing Manual Receipts," Applying a Receipt or Draft to Invoices Using Type Input Codes, page 330.

See Chapter 10, "Processing Manual Receipts," Applying a Credit Memo to an Invoice, page 331.

## Entering Stand-Alone Records

The process for entering stand-alone records is very similar for drafts and manual receipts.

See Chapter 10, "Processing Manual Receipts," Entering Stand-Alone Records, page 333.

## Processing Pre-authorized Drafts

From the Draft Daily Operations menu (G03B161), select Pre-Authorized Drafts.

## Setting Data Sequence for Pre-Authorized Drafts (R03B671)

To ensure proper processing, do not modify the data sequence that is set up in the EnterpriseOne demo versions:

1. Company (CO)
2. Base Currency (BCRC)
3. Currency Code (CRCD)
4. Due Date (DDJ)
5. Statement Number (CTL)
6. Payor Address Number (PYR)
7. Address Number (AN8)
8. Document Number (DOC)
9. Document Type (DCT)
10. Document Company (KCO)
11. Pay Item (SFX)

## Setting Processing Options for Pre-Authorized Drafts (R03B671)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

### Defaults

These processing options specify the default values for the system to use when it generates drafts.

**1. Draft Date**

Specify the draft date to assign to the records in the F03B13 and F03B14 tables. If you leave this processing option blank, the system uses the system date.

**2. Draft G/L Date**

Specify the draft G/L date to assign to records in the F03B13 and F03B14 records. If you leave this processing option blank, the system uses the system date.

**3. Draft Due Date**

Specify the draft due date to assign to invoice records (R1) in the F03B11 table. If you leave this processing option blank, the system uses the invoice due date.

**4. Draft Receivable Account Number**

Specify the drafts receivable account number to use when you post drafts to the general ledger. You enter the account number in the standard format (bu.obj.sub). If you leave this processing option blank, the system uses the account number associated with the AAI item RD1*x*, where *x* is the payment instrument on the customer record (F03012).

**5. Journal Entry**

Specify whether the post program creates one summarized journal entry for the batch of drafts entered or one journal entry for each draft. The system assigns the value that you specify to the A/R Post field in the F03B13 table. The post program uses this value to create the journal entry records. Values are:

Blank: Summarized journal entries. The system creates one journal entry with the document type RK for each batch of drafts that you post. The system assigns the draft batch number as the document number of the journal entry. To use this method, you must also ensure that:

- The offset method in the A/R Constants is equal to *B* (batch mode)
- The batch does not contain any foreign transactions

Otherwise, the system creates journal entries in detail.

*1:* Detail journal entries. The system creates one journal entry with the document type *RC* for each draft in the batch. The system uses Next Numbers for journal entry documents (system 09) to assign the document number to the receipt journal entry.

To provide an audit trail, the system updates the following fields in the F03B14 table with the journal entry information:

- JE document type (RZDCTG)
- JE document number (RZDOCG)
- JE document company (RZKCOG)

**6. Discount Reason Code**

Specify the discount reason code that you want the system to use when discounts are taken. The discount reason code that you enter must exist in UDC 00/DE. You must also set up a corresponding AAI item (RKD*xxx*, where *xxx* is the reason code) for each discount reason code that you specify.

### Select

These processing options provide information for selecting invoices to pay.

**1. Pay Thru Date** Use this processing option to select invoices from the F03B11 table that have a due date equal to or greater than the pay through date that you specify.

**2. Minimum Draft Amount** Specify the minimum amount required for the system to generate a draft. If you leave this processing option blank, the system generates drafts for all invoice amounts.

### Process

These processing options specify guidelines for processing drafts, such as whether you want to process them in proof or final mode, whether you want the system to create journal entries in detail or in summary, how you want the system to assign the draft number, and so forth.

**1. Process Mode** Specify whether to run the program in proof or final mode. In proof mode, the system generates a report of the drafts it will create when you run the program in final mode. In final mode, the system generates a report and updates the F03B13, F03B14, and F03B11 tables with draft records. Values are:

Blank: Proof mode

*1:* Final mode

**2. Summary/Detail** Specify whether the system generates one draft per invoice (detail) or one draft per customer or payor for each invoice due date (summary). Values are:

Blank: Detail drafts. The system creates one draft for each invoice.

*1:* Customer summary draft. The system creates one draft per customer for each group of invoices that have the same due date.

*2:* Payor summary draft. The system creates one draft per payor for each group of invoices that have the same due date.

**3. Negative Draft** Specify whether the system generates drafts for a negative (credit) amount. Values are:

Blank: Do not generate negative drafts.

*1:* Generate negative drafts.

**4. Draft Number** Specify whether the system assigns the draft number from the Next Numbers system or uses the statement number as the draft number. Values are:

Blank: Use Next Numbers.

*1:* Use the statement number.

**5. Open Amount** Specify whether to create invoice draft documents (R1) with an open amount in the F03B11 table. The setting of this processing option controls whether you can select the draft for aging. When you create a draft without an open amount, you use that record as a placeholder only, and you cannot select it for payment or aging. Values are:

Blank: Create draft invoices (R1) with an open amount.

*1:* Create draft invoices (R1) without an open amount.

### Credit Card

These processing options specify whether you want to update the draft records in the Receipts Header table (F03B13) with credit card information from the sales order.

**1. Credit Card Processing** Specify whether to update the records in the F03B13 with the credit card and authorization numbers from the Prepayment Transaction Table (F004201) when you process sales orders with drafts and set up prepayments in the sales order cycle. Values are:

Blank: Prepayment processing was not used on the sales order.

*01:* Prepayment processing was used on the sales order.

**2. Prepayment Origination Flag** Specify the system from which the prepayment originated, such as *01* for Sales Order Entry. Valid values are in UDC 00/PO.

# Approving and Posting Accounts Receivable Drafts

This section provides an overview of draft approval and posting and an overview of the journal entries created by the draft post, and discusses how to:

- Run the post program to post Accounts Receivable drafts.
- Post drafts from Draft Journal Review.

### See Also

*PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook*, "Posting Financial Transactions"

*PeopleSoft EnterpriseOne Multicurrency Processing 8.11 PeopleBook*, "Processing Foreign and Alternate Currency Receipts"

*PeopleSoft EnterpriseOne Multicurrency Processing 8.11 PeopleBook*, "Processing Currency Gains and Losses for Accounts Receivable"

## Understanding Draft Approval and Posting

After you enter drafts, you must approve them and post them to the general ledger to update the appropriate account information. Depending on your organization's policy, batches might require management approval before you can post them. The process to review and approve batches is the same regardless of the batch type. The batch type for draft batches is *DB*.

**Note.** The status of the draft batch header remains In Use until you completely exit the draft entry program.

Because the system creates all the entries to the Account Ledger table (F0911) when you post drafts, balancing errors occur only when the post program is interrupted. If the post program is aborted before it completes, run the post program again to delete the entries that the system created, and then run the post program a third time to create new entries.

During the post, the system:

- Selects unposted receipt transactions from these tables:

- F03B13
- F03B14

- Edits and verifies each transaction

If no errors occur, the system:

- Debits and credits the appropriate accounts in the Account Ledger table (F0911).

  The account that the system debits depends on the draft status.
- Creates automatic offsets to the A/R trade account in the F0911 table.
- Creates automatic entries to the discount, write-off, chargeback, or deduction account, if applicable.
- Updates balances in the Account Balances table (F0902).
- Marks the transactions as posted (P) in the F0911 table.
- Updates the F03B14 table with a *D* in the Posted Code field

**Note.** The system does not update the record in the F03B13 table until the draft is collected and posted. If the draft is posted after acceptance and remittance, the system does not update the Posted Code field.

- Updates the status of the Batch Control Records table (F0011) to *D*.

You can also post drafts using the Draft Journal Review program (P0011).

**Note.** The system creates unapplied draft (RU), draft (R1), chargeback (RB), and deduction (R5) invoices with a posted status of *D* in the F03B11 table. To determine whether these records are posted, you must locate and verify the posted status of the draft document from which they originated.

# Understanding Journal Entries Created by the Draft Post

When you post drafts to the general ledger, the system creates the record in the F0911 table based on the journal entry creation method and the status of the draft when you post it.

These tables list the journal entries that the system creates for standard drafts, drafts that are discounted, and drafts that are discounted with contingent liability. The system retrieves the account from the field listed in the table for the appropriate record. The field is updated based on an AAI at the time draft is entered, remitted, or collected.

## Standard Drafts

This table lists the journal entries that the system creates for standard drafts:

| Draft Status | JE Doc Type | Field | Based on AAI | Account Debited | Account Credited |
|---|---|---|---|---|---|
| Acceptance (4) | R1 | AID2 | RD1*x* | Draft Receivable | |
| Acceptance (4) | AE | AID | N/A<br>The system updates the field from the invoice paid | | A/R Trade |

| Draft Status | JE Doc Type | Field | Based on AAI | Account Debited | Account Credited |
|---|---|---|---|---|---|
| Remittance (3) | R2 | AID2 | RD2x | Draft Remitted | |
| Remittance (3) | R1 | AID2 from Acceptance record | RD1*x* | | Draft Receivable |
| Collection (1) | RC<br>**Note.** The document type might be RK depending on the journal entry creation method. | GLBA | RB or processing option for R03B672 | G/L Bank | |
| Collection (1) | R2 | AID2 from Remittance record | RD2*x* | | Draft Remitted |

## Discounted Drafts

This table lists the journal entries that the system creates for discounted drafts:

| Draft Status | JE Doc Type | Field | Based on AAI | Account Debited | Account Credited |
|---|---|---|---|---|---|
| Acceptance (4) | R1 | AID2 | RD1*x* | Draft Receivable | |
| Acceptance (4) | AE | AID | N/A<br>The system updates the field from the invoice paid. | | A/R Trade |
| Remittance (3) | R2 | AID2 | RD3*x* | Draft Remitted for Discount | |
| Remittance (3) | R1 | AID2 from Acceptance record | RD1*x* | | Draft Receivable |
| Collection (1) | RC<br>**Note.** The document type might be RK depending on the journal entry creation method. | GLBA | RB or processing option for R03B672 | G/L Bank | |
| Collection (1) | R2 | AID2 from Remittance record | RD3*x* | | Draft Remitted for Discount |

## Discounted Drafts with Contingent Liability

This table lists the journal entries that the system creates for discounted drafts with contingent liability:

| Draft Status | JE Doc Type | Field | AAI Used | Account Debited | Account Credited |
|---|---|---|---|---|---|
| Acceptance (4) | R1 | AID2 | RD1*x* | Drafts Receivable | |
| Acceptance (4) | AE | AID | N/A<br>The system updates the field from the invoice paid | | A/R Trade |
| Remittance (2) | R2 | AID2 | RD3*x* | Drafts Remitted for Discount | |
| Remittance (2) | R1 | AID2 from Acceptance record | RD1*x* | | Drafts Receivable |
| Remittance (2) | RC<br>**Note.** The document type might be RK depending on the journal entry creation method. | GLBA | RB or processing option for R03B672 | G/L Bank | |
| Remittance (2) | R2 | AID2 | RD4*x* | | Drafts Contingent Liability |
| Collection (1) | R2 | AID2 | RD4*x* | Drafts Contingent Liability | |
| Collection (1) | R2 | AID2 from Remittance record | RD3*x* | | Drafts Remitted for Discount |

## Journal Entry Creation Method

The difference between creating journal entries in detail or creating summarized journal entries is the number of entries that the system creates, and the document type and document number that the system assigns.

Regardless of the method you use to create journal entries, the system updates the following fields in the draft detail record (F03B14) from the journal entry that the system creates:

- RZDCTG (Document Type - JE)
- RZDOCG (Document Number - JE)
- RZKCOG (Document Company - JE)

**Note.** The system follows the same methodology for assigning document numbers for all stages in the draft process.

### Detail Method

If you set the processing option to create detailed journal entries, when you enter the draft, the system updates the A/R Post Status (ISTR) field in the F03B13 table to *1*. When you post drafts, the system:

- Creates one document in the F0911 table for each draft in the batch.
- Assigns the document type *RC* to the entry for the bank account (either at collection or at remittance, if you remit discounted drafts with contingent liability).
- Assigns the document number from Next Numbers for system 03B, line 6 (Draft Number).
- Updates the record in the F03B14 table with the document number that is assigned to the journal entry for audit purposes.

### Summary Method

If you set the processing option to create summarized journal entries, when you enter the draft, the system does *not* update the A/R Post Status field (ISTR field in the Receipts Header table (F03B13). When you post drafts, the system:

- Creates one record in the F0911 table for each batch of drafts posted.
- Assigns the document type of *RK* to the entry for the bank account (either at collection or at remittance, if you remit discounted drafts with contingent liability).
- Assigns the batch number as the document number.

To create summarized journal entries, you must also verify:

- The offset method in the Accounts Receivable Constants is set to a value of *B* (batch mode).
- The intercompany settlement option in the general accounting constants is set to a value other than *2* or *3*.

Otherwise, the system generates detailed journal entries.

### Key to Method Used

This table shows the type of journal entry that the system creates according to the settings in the general accounting and accounts receivable constants:

| Intercompany (G/A Constants) | Offset Method (A/R Constants) | Journal Entry Creation Method (Summary or Detail) | Journal Entry Created (F0911) |
|---|---|---|---|
| *1* (Hub) | *B* | *D* | Detail |
| *1* | *Y* | *D* | Detail |
| *1* | *S* | *D* | Detail |
| 2 (Detail) | *B* | *D* | Detail |
| *2* | *Y* | *D* | Detail |
| *2* | *S* | *D* | Detail |
| *3* (Configured Hub) | *B* | *D* | Error (not allowed) |
| *3* | *Y* | *D* | Detail |

| Intercompany (G/A Constants) | Offset Method (A/R Constants) | Journal Entry Creation Method (Summary or Detail) | Journal Entry Created (F0911) |
|---|---|---|---|
| *3* | *S* | *D* | Detail |
| *1* | *B* | *S* | Summary |
| *1* | *Y* | *S* | Detail |
| *1* | *S* | *S* | Detail |
| *2* | *B* | *S* | Summary |
| 2 | *Y* | *S* | Detail |
| *2* | *S* | *S* | Detail |
| *3* | *B* | *S* | Error (not allowed) |
| *3* | *Y* | *S* | Detail |
| *3* | *S* | *S* | Detail |

**Note.** The offset methods are:

*Y:* One automatic entry offset per document, regardless of the number line item.

*S:* One automatic entry per pay item.

*B:* One automatic entry per batch.

The system creates additional records depending on whether a discount was taken, or the draft was applied with a write-off, chargeback, or deduction.

## Posting Voided and NSF Drafts

The system also creates journal entries when you post a draft that has been voided or designated as insufficient funds (NSF). Regardless of the processing option setting for the journal entry creation method, the following occurs:

- When you post a voided draft, the system creates a journal entry with the document type *RO*.
- When you post a draft that is designated as NSF, the system creates a journal entry with the document type *RV*.

The system updates the DOCQ and DCTQ fields on the F03B13 record with the document number and document type that the system assigns to the journal entry.

## Posting Zero Amount Drafts

When you apply unapplied drafts to invoices, the system does not generate any journal entries because the amount of the draft is zero.

Additionally, the system creates an automatic entry (document type AE) only when the A/R trade account to which the unapplied draft was posted is different from the A/R trade account to which the invoice was posted. If the trade accounts are the same for the unapplied draft and the invoice, the system does not generate any AE entries, nor does it produce a posting edit report.

### Automatic Entries Created by the Draft Post

When you post drafts, the system creates automatic entries (document type AE) in the Account Ledger table (F0911). The system uses the account IDs from fields that the system updated when you entered the draft. The following table shows the field that the post uses to locate the account for the AE entry based on the type of draft that you entered.

| Account | Type of Draft | Field | Table |
|---|---|---|---|
| A/R Trade | Applied Draft (TI Code *10*) | AID | F03B14 |
| | Unapplied Drafts | AID | F03B13 |
| | Chargebacks (TI Codes *11*, *16*, and *26*) | AIDC | F03B14 |
| Discount Taken | Discounts (TI Code *10*) | AIDD | F03B14 |
| Write-off | Write-offs (TI Codes *10*, *15*, and *25*) | AIDW | F03B14 |
| Deduction Suspense | Deduction (TI Codes *17* and *27*) | DAID | F03B14 |

## Forms Used to Approve and Post Drafts

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work With Batches | W0011A | Draft Daily Operations (G03B161), Draft Journal Review | Locate draft batches. |
| Batch Approval | W0011C | On the Work With Batches form, select a batch and select Batch Approval from the Row menu. | Approve a batch for posting. |

## Running the Post Program to Post Accounts Receivable Drafts

From the Draft Daily Operations menu (G03B161), select Post Drafts to G/L.

## Posting Drafts from Draft Journal Review

Access the Work With Batches form.

Select the batch that you want to post and select Post by Batch from the Row menu.

# Revising, Deleting, and Voiding Drafts

This section provides an overview of draft statuses and an overview of draft voids and deletions, and discusses how to:

- Return a draft to prior status
- Delete or void a draft.

## Understanding Draft Statuses

If you remit or collect a draft in error, you can return the draft to its prior status rather than completely processing the draft and then voiding it. You can select multiple drafts for this purpose. The system reverses any changes that were made to the drafts when each was moved to its current status.

**Note.** You cannot return a draft from the acceptance status to a prior status, or return a draft that is voided or designated as having insufficient funds (NSF) to a prior status.

In the processing options for the draft entry programs (P03B602), you can specify whether to prohibit users from using this feature.

When you return a draft to a previous status, the system:

- Issues a warning that the remittance paper or tape batch might have already been sent to the bank for processing.
- Removes the draft from the remittance register if the draft is included in the remittance register.
- Updates the draft invoice record (R1) in the F03B11 table to the prior pay status.
- Updates the F03B13 table with the prior draft status and batch.
- Removes unposted records from the F03B14 table for the current status.
- Reverses posted records from the F03B14 table for the current status.
- Deletes the draft record from the Draft Remittance Work File table (F03B672) if it exists (remitted using a tape format), and marks the Text Processor Header record (F007101) with a status of 3 (Suspended/Outbound).

  **Note.** The system retrieves the status for the Text Processor Header record from the user defined code 00/TL.

## Understanding Draft Voids and Deletions

If you enter a draft in error, you can delete or void it. When you delete or void a draft, the system reopens any invoices that the draft paid.

You can delete a draft only when:

- The draft is not posted.
- The draft is at a draft-acceptance status (4).

  **Note.** If the draft is at a remittance or collection status, you cannot delete it; you must post the draft and then void it.

When you delete a draft, the system removes the draft records from these tables:

- Receipt Header (F03B13)
- Receipt Detail (F03B14)
- Customer Ledger (F03B11)

If the draft is posted, you must void the draft. When you void a draft, the system updates these fields on the draft record in the F03B13 table:

- Receipt NSF/Void Code field (NFVD)

  The system updates this field to *V*.

- Void Date (VDGJ)

  The system uses the G/L date that you enter when you void the draft.

- Void Reason Code (VRE)

  The system uses the reason code that you enter when you void the draft.

The system also creates a new batch, which you must post to create the reversing journal entries. You can void the draft at any stage of draft processing.

## Prerequisite

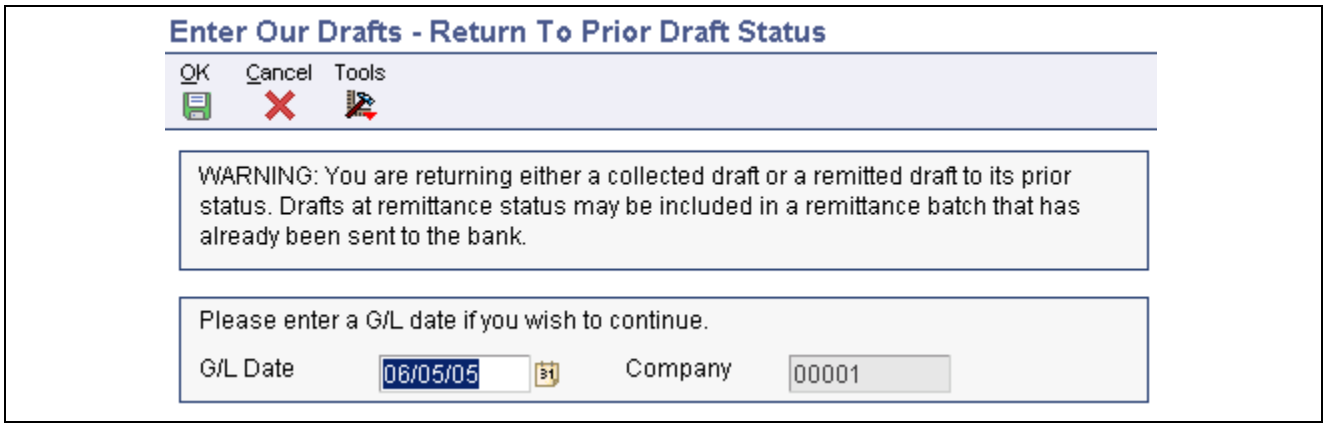
Verify that the AAI item RD5x is set up. The system uses this AAI when you void or designate drafts as NSF.

## Forms Used to Delete and Void Drafts

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work With Drafts | W03B602A | Draft Daily Operations (G03B161), Enter Our Drafts or Enter Customer Drafts | Locate drafts. |
| Return to Prior Draft Status | W03B602L | On the Work With Drafts form, select a draft and then select Prior Status from the Row menu. | Return a draft to a prior status. |
| Confirm Delete | W03B602D | On the Work With Drafts form, select a draft and then select Void/Delete from the Row menu. | Confirm the deletion/void of a draft. |
| Void/NSF Draft | W03B602C | On the Confirm Delete form, click OK. | Specify the G/L date and reason for voiding the draft. |

## Returning a Draft to Prior Status

Access the Return to Prior Draft Status form.

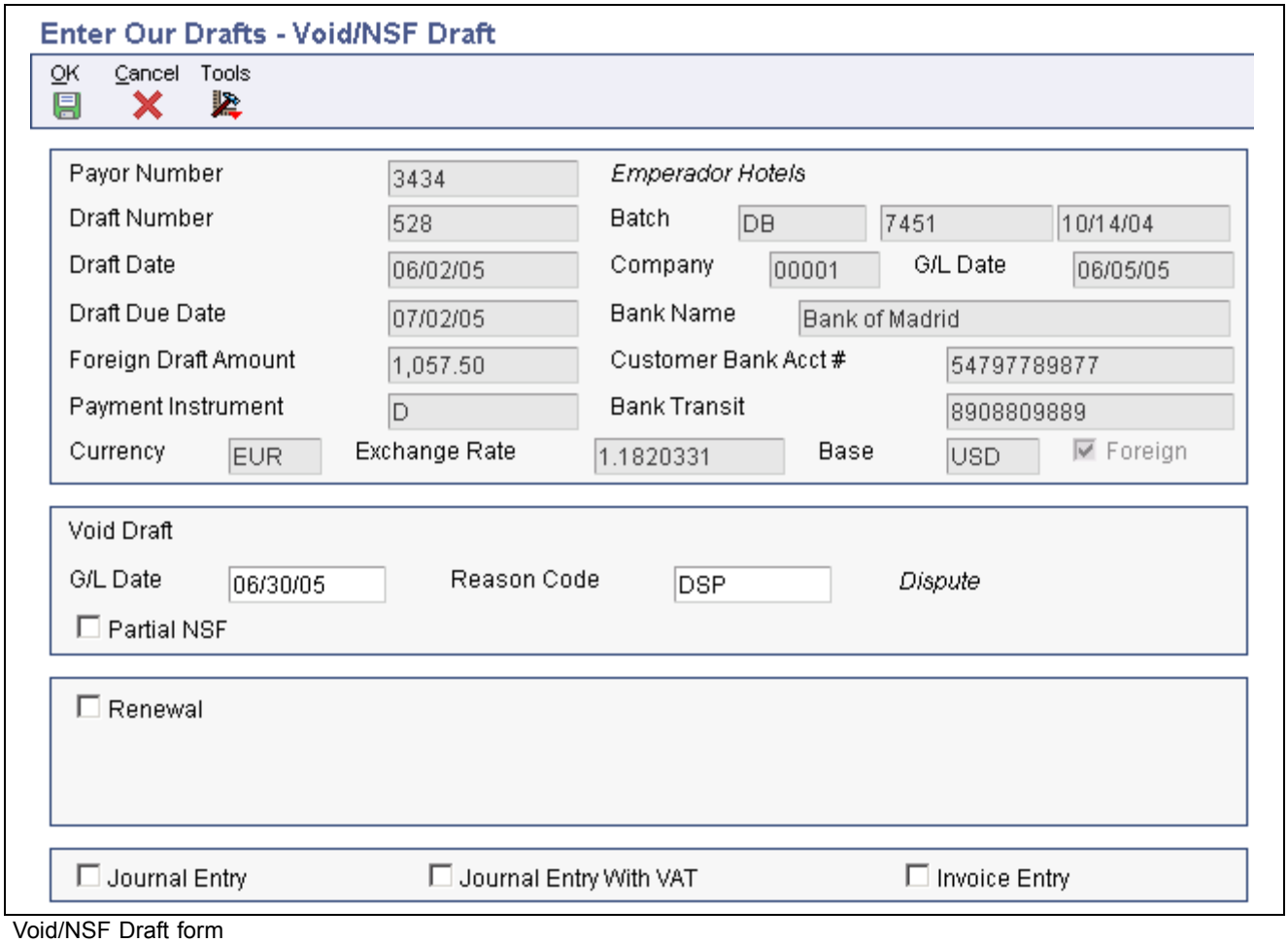



Return To Prior Draft Status form

## Deleting or Voiding a Draft

Access the Work With Drafts form.

This example shows the Void/NSF Draft form.




Void/NSF Draft form

To delete or void a draft:

1. On Work With Drafts, select the draft that you want to delete or void, and then select Void/Delete from the Row menu.
2. On Confirm Delete, click OK.
3. On Void/NSF Draft, complete the G/L Date and Reason Code fields and then click OK.

   You must complete both fields regardless of whether the draft is posted.

# Remitting Drafts

This section provides an overview of draft remittance, discounted drafts and contingent liability, Italian draft remittance formats, Spanish draft remittance formats, draft remittance for France, and online draft registers, and discusses how to:

- Create a register for Accounts Receivable drafts.
- Run the Draft Remittance program.
- Set data selection for Draft Remittance (R03B672).
- Set processing options for Draft Remittance (R03B672).
- (ITA) Set processing options for A/R Magnetic RIBA Draft Remittance Tape Format (R03B672IT).
- (ITA) Set processing options for A/R Magnetic RID Draft Remittance Tape Format (R03B672IR).
- (ESP) Set processing options for Draft Remittance File Format AEB 19 - Spain (R74S6729).
- (ESP) Set processing options for Draft Remittance File Format AEB 32 - Spain (R74S6722).
- (ESP) Set processing options for Draft Remittance File Format AEB 58 - Spain (R74S6728).

### See Also

*PeopleSoft EnterpriseOne Global Options and Reports 8.11 PeopleBook*, "Working With the Text File Processor," Copying, Importing, and Resetting Text Files

Chapter 14, "Processing Accounts Receivable Drafts," Understanding Journal Entries Created by the Draft Post, page 466

## Understanding Draft Remittance

You remit (deposit) the draft to your bank so that it can collect the funds from your customer's bank. In certain countries, draft remittance is an optional step in the draft process. You can remit drafts to your bank for collection on either a tape or by printing a paper register. Generally, you must have complete bank account information for your customer to use an electronic format.

Before you remit the drafts to your bank, you can create a register to group drafts by bank account. The system updates the draft records with bank account information and assigns them a register number, which you can use as data selection when you run the Draft Remittance program (R03B672).

If you do not create a register, the system updates the draft records with the bank account information when you run the Draft Remittance program.

You can run the draft remittance batch process proof or final modes.

In proof mode, the system:

- Selects accepted drafts (Draft Status 4) from the F03B13 table.
- Verifies that the G/L date is within the company's G/L fiscal period.
- Prints a report of the drafts to be remitted.

If you run the A/R Draft Remittance Paper Format program (R03B672P) in final mode, the system performs the same actions that it does in proof mode, and it also:

- Creates a new batch header record in the Batch Control Records table (F0011) for the remittance batch.
- Changes the payment status of the draft invoice records in the F03B11 table from *D* (or *#*, if the register was created previously) to *G* (draft deposited, not due).
- Changes the draft status of the records in the F03B13 table and draft invoice records in the F03B11 table from *4* (Accepted) to *3* (Remitted - Cash or Discount) or *2* (Remitted - Contingent).
- Creates these records in the F03B14 table, if the draft is remitted for cash or discount:
  - A record that reverses the acceptance status of the draft.
  - A record that enters a remittance status of 3 (Remitted - Cash or Discount) for the draft.
- Creates these records in the F03B14 table, if the draft was remitted with contingent liability:
  - A record that reverses the acceptance status (draft status 4) of the draft.
  - A record that enters One a remittance status or 2 (Remitted - Contingent) for the draft.
  - A record that accounts for the contingent liability.
- Creates one record for each draft in the Draft Remittance table (F03B672).
- Automatically removes records from the F03B672 table when it creates the .pdf file that you print.

When you run the A/R Draft Remittance Magnetic Tape Format program (R03B672T) in final, the system performs the same actions that it does in final mode for paper, and it also:

- Updates the Text Processor Header table (F007101).
- Updates the Text Processor Detail table (F007111).
- Assigns the batch number from Next Numbers 00/07.

---

**Note.** You must use the Text File Processor program (P007101) to purge batches from the text processor tables (F007101 and F007111). When you purge draft remittance batches, the system also removes the records from the F03B672 table.

---

See *PeopleSoft EnterpriseOne Global Options and Reports 8.11 PeopleBook*, "Working With the Text File Processor," Purging a Text Batch in the Text File Processor.

It is recommended that you run the draft remittance process in proof mode before you run it in final mode. This allows you to review and correct errors prior to updating records. If the system finds errors when you run the report in final mode, it prints an error message on the report.

After you remit drafts, you approve and post the remittance batch to the general ledger. The system creates the appropriate journal entries.

## Error Processing

If you encounter errors when running the Draft Remittance program (R03B672):

- Verify that you selected the correct version.

- Verify that the G/L date that you entered in the processing option is correct.
- Verify that the as of date that you entered in the processing option is the same as or subsequent to the latest draft due date.
- Verify that you have entered a paper or tape remittance program and version in the processing options.

## Understanding Discounted Drafts and Contingent Liability

You can request an advance from your bank before the due date of the draft. This is called discounting a draft. When a draft is discounted, you can collect part or all of the money in advance. Some countries require businesses to recognize a contingent liability until the maturity date of the draft, as follows:

- Before the due date of the draft, recognize the draft as cash and offset the amount as a contingent liability.
- On the due date of the draft, close the contingent liability by processing the collection.

When you remit a draft with contingent liability, you can collect 100 percent of the draft before the due date.

You must complete the appropriate processing options for the Draft Remittance program (R03B672) to remit drafts with discounts and contingent liability.

When you post the draft remittance, the system creates journal entries for both discounted drafts and drafts that are discounted with contingent liability, as follows:

- If the draft is remitted for discount without contingent liability, the system debits the Draft Remitted for Discount account, based on the AAI item RD3*x*(where*x*is the payment instrument) and credits the drafts receivable account that you used.
- When you collect the draft, the system debits a bank account (RB) and credits the Draft Remitted for Discount account (RD3*x*).

If the draft is remitted for discount with contingent liability, the system creates journal entries to do the following:

- Debit the Draft Remitted For Discount account, based on the AAI item RD3*x* (where *x* is the payment instrument) and credit the drafts receivable account that you used.
- Debit the bank account and credit the Contingency Liability account, based on the AAI item RD4*x* (where *x* is the payment instrument).

When you collect the draft, the system debits the Contingency Liability account and credits the Draft Remitted for Discount account.

---

**Note.** Do not confuse discounted drafts, which enable you to receive a cash advance from your bank, with discounted invoices.

You apply drafts to invoices with discounts and without discounts.

You remit drafts for the invoice amount and wait until the bank collects it from your customer, or you remit a discounted draft, which allows you to receive part of the payment in advance of the draft due date, or you remit a discounted draft and account for the contingent liability in the general ledger.

---

## Understanding Italian Draft Remittance Formats (ITA)

PeopleSoft EnterpriseOne provides several country-specific formats for electronic accounts receivable drafts remittance. You specify the country-specific format that you want to use on the Paper/Tape tab of the processing options for the Draft Remittance program (R03B672).

Specify one of these formats for electronic accounts receivable drafts remittance for Italy:

| | |
|---|---|
| R03B672IP | AR Magnetic RIBA Draft Remittance Paper Format |
| R03B672IT | A/R Magnetic RIBA Draft Remittance Tape Format |
| R03B672IR | A/R Magnetic RID Draft Remittance Tape Format |

When you use the magnetic RIBA and RID remittance formats, the system creates text file processor batches that contain the remittance information.

# Understanding Spanish Remittance Formats (ESP)

The system provides these remittance formats to remit drafts to your bank:

- Draft Remittance File Format AEB 19 - Spain (R74S6729)
- Draft Remittance File Format AEB 32 - Spain (R74S6722)
- Draft Remittance File Format AEB 58 - Spain (R74S6728)

To remit drafts using one of these formats, enter the program number and version of the format that you want to use in the Paper/Tape processing option of the Draft Remittance program (R03B672).

The Spanish remittance formats create Text File Processor batches that contain the remittance information.

### AEB 19

Use the AEB 19 format to remit drafts for which the funds will be collected later.

The AEB 19 can be submitted in either of two formats. You specify the format in the processing options of the Draft Remittance File Format AEB 19 - Spain program (R74S6729). Format 1 contains the invoice number in the reference field. Format 2 contains the draft number in the reference field. The format that you select depends on the requirements of the bank to which you remit the drafts.

### AEB 32

Use the AEB 32 to remit discounted drafts for which you have a physical receipt.

### AEB 58

Use the AEB 58 format to remit drafts for which the bank will advance you the funds before the due date of the draft. This process is called discounting a draft. When you discount a draft in Spain, you must recognize contingent liability.

See Chapter 14, “Processing Accounts Receivable Drafts,” Understanding Journal Entries Created by the Draft Post, page 466.

# Understanding Draft Remittance for France (FRA)

In France, drafts can be remitted to the bank on paper or electronically. When a draft is remitted to the bank, the bank charges a commission fee for processing the draft. The commission fee is subject to VAT (value added tax). If the draft is discounted, the bank calculates an additional fee that is based on the actual due date. The fee for discounting is also subject to VAT. You must create manual journal entries for these VAT entries.

## Types of Drafts

The following drafts must be accepted by the customer before they can be remitted to the bank:

- LCR - The supplier prints the draft with bank account information.
- LCC - The supplier prints the draft with bank name only.
- BOR - The customer prints the draft with bank account information.
- BOC - The customer prints the draft with the bank name only.

Automatic drafts, called *Lettre de Change Magnétique (LCR Magnétique)*, do not require customer acceptance.

## Référence Tiré

The *référence tiré* is a customer draft reference number that the company accepting the draft needs to enter on its draft record. This number must be included when the draft is remitted electronically because the bank uses the number to match the draft with the customer reference.

When you use electronic drafts, you should indicate a 10-character *référence tiré* on the draft file that is remitted to the bank. According to French banking standards, this reference must always be right-justified. If it is fewer than 10 characters, the remaining character spaces must be filled with zeroes. The system updates the *référence tiré* in the detail record of the bank file (record 06) in positions 21 to 30.

Use the Reference field to input the *référence tiré*. The Reference field is alphanumeric and cannot include any blanks, special characters, or punctuation marks. Although the Reference field is a generic field that can contain as many as 25 characters, only ten characters can be used for the French *référence tiré*. When the field is not used, it should remain blank.

The Reference field is included in these programs:

- Enter Our Drafts (P03B602, version ZJDE0001)
- Enter Customer Drafts (P03B602, version ZJDE0002)
- Draft Inquiry (P03B602, version ZJDE0001)
- A/R Draft Remittance Magnetic Tape Format program (R03B672T)

To access the Reference field, select Additional Information from the Form menu on the Drafts Entry form.

## Draft Remittance Formats

You can use the Draft Remittance program (R03B672) to remit drafts in print or tape formats, depending on the program that you select in the appropriate processing option.

When you use the A/R Draft Remittance Magnetic Tape Format (R03B672T), the program generates the Drafts Standard Formatted Tape File table (F03B67OW). This table conforms to the French banking standards (AFB) for magnetic drafts (LCR Magnétiques). These standards are compatible with ETEBAC communication protocols.

The French LCR Magnétiques AFB standard bank file is 160 characters long and structured as follows:

- Header records - 03
- Detail records - 06
- Total records - 08

Table F03B67OW contains a 1500-character field that is labeled REAPTA; this field contains information that should be sent to the bank, formatted according to AFB standards.

You need to create a utility program to copy the appropriate information from table F03B67OW to a medium (diskette, email, or other) that can be sent to the bank.

### Bank Input Code

Processing option 4 of the A/R Draft Remittance Magnetic Tape Format (R03B672T) enables you to indicate the Bank Input Code *(Code Entrée)* for the header record of the bank file (record 03) in position 79.

### Sender's Bank ID

You enter the sender's bank ID in the Bank User Number field on the Revise BACS Information form. This number is updated in the header record (record 03) in positions 13 to 18.

You can access the Revise BACS Information form by choosing G/L Bank Accounts from the Automatic Debiting menu (G03B131), and then selecting a bank account and choosing BACS Info from the Row menu.

## Understanding Online Draft Registers

You can manually create an online register to use when remitting drafts to your bank. This is an optional step in the draft remittance process. When you create a register, you select the drafts that you want to remit to your bank for collection. You must remit those drafts to the bank by running the Draft Remittance program (R03B672) before you can create another register for the same bank account; however, you can add and remove drafts from an existing register before you remit them.

The advantages of creating a register before remitting drafts are:

- Drafts are organized for collection by payment instrument and due date.
- An online record of the drafts to be remitted is provided for you to review.
- An easy method of selecting drafts when you run the Draft Remittance program is provided (you can select by draft register number).
- The draft status is updated so that the same drafts will not be remitted accidentally to the wrong bank for collection.

You can include either regular drafts or discounted drafts on the register, but all drafts must be in the same transaction currency.

When you create a register, the system:

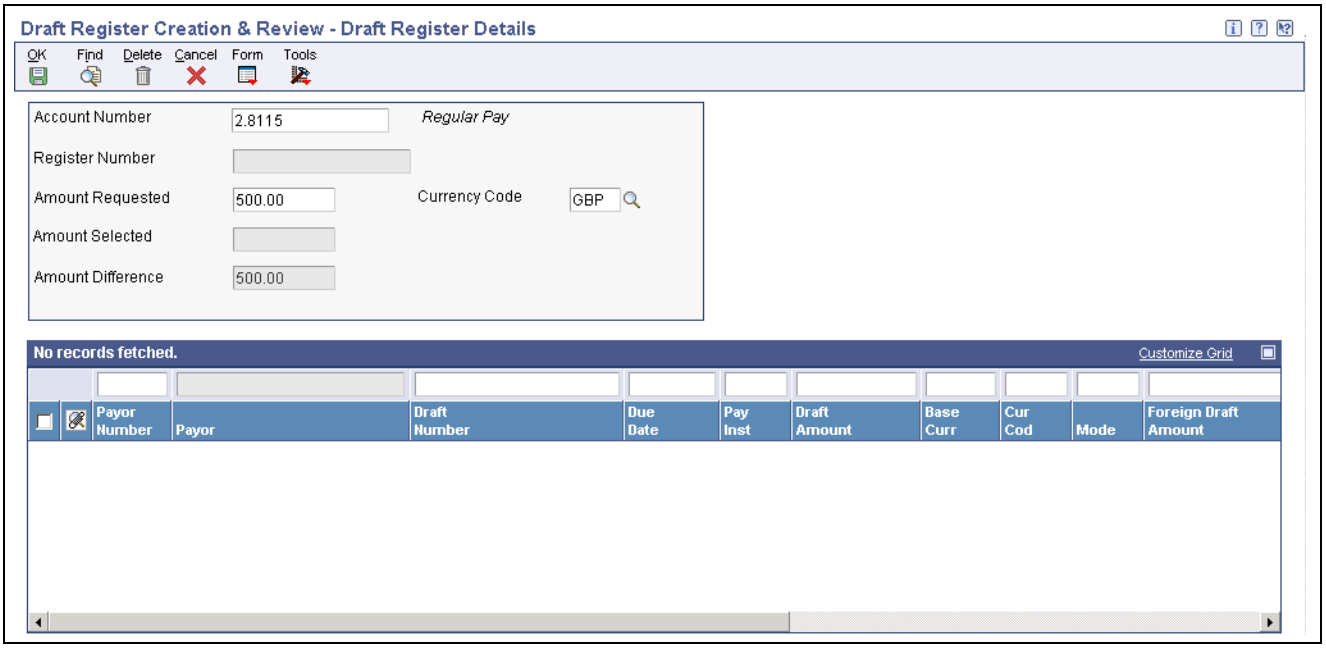
- Creates a batch header record in the Batches table (F0011) with a batch type *&B*.
- Changes the pay status of the selected draft invoice records (F03B11) from *D* (draft accepted) to # (selected for payment).
- Updates the G/L bank account on the selected draft receipt records (F03B13).
- Assigns a register number (DREG field) to the selected draft receipt records (F03B13) by concatenating a 5-digit number (starting with 00001) to the batch number.

# Forms Used to Remit Drafts

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work With Draft Registers for Payment | W03B675C | Draft Remittance and Collection (G03B162), Draft Register Creation & Review | Determine whether a register already exists for a draft. |
| Draft Register Details | W03B675D | • On the Work With Draft Registers for Payment form, click Add.<br>• On the Work With Draft Register for Payment form, select a draft register and then click Select. | Create an online register to use when remitting drafts to your bank.<br>Review and revise a draft register. |
| Select All Drafts | W03B675E | On the Draft Register Details form, select Drafts from the Form menu. | Locate and select the individual drafts that you want the bank to collect.<br>Add drafts to an existing register. |

# Creating a Register for Accounts Receivable Drafts

Access the Draft Register Details form.




Draft Register Details form

To create a register for Accounts Receivable drafts:

1. On Draft Register Details, enter the account number of your G/L bank in the Account Number field.
2. Complete the Currency Code field.
3. (Optional) Complete the Amount Requested field.
4. From the Form menu, select Drafts.

5. On Select All Drafts, select the individual drafts that you want the bank to collect, and click Select.
6. On Draft Register Details, click OK.

| | |
|---|---|
| **Account Number** | Enter the general ledger account for your bank account. |
| **Amount Requested** | Enter the total amount of drafts selected for remittance so that you can verify the amount of the drafts you select equals the amount that you expected. |

# Running the Draft Remittance Program

From the Draft Remittance and Collection menu (G03B162), select Draft Remittance.

# Setting Data Selection for Draft Remittance (R03B672)

Multiple demonstration versions of this program are available to select drafts according to whether:

- The draft has a bank account.

  If you do not register the draft, the draft records will not have a G/L bank account. Select a version that is without register (w/o Reg.).
- You are submitting the version in proof or final mode.
- You are remitting drafts on paper or using a tape format.

You can add other selection criteria. For example, you can select drafts on the basis of the payment instrument.

# Setting Processing Options for Draft Remittance (R03B672)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

## Proof/Final

This processing option specifies whether to process draft remittances in proof or final mode.

| | |
|---|---|
| **1. Final Mode** | Specify whether to remit drafts in proof or final mode. In proof mode, the system generates a report only of the drafts that will be remitted when you run the program in final mode. In final mode, the system prints a report, changes the payment status of the draft to G (draft deposited not due), and creates journal entries in the F0911 table. Values are:<br><br>Blank: Proof mode<br><br>*1:* Final mode |

### As of Date

This processing option specifies the date to use to select draft records for remittance.

**1. As Of Date** Specify the date on which to select draft records for remittance. The system selects all drafts with a due date on or before the date specified. If you leave this processing option blank, the system uses the system date.

### Bank

These processing options specify which draft records to select, based on whether they were previously printed on a draft register.

**1. Register** Specify whether to select draft records (F03B13) that were processed with a draft register. Draft records processed with a register have a value in the G/L Bank Account field. Draft records that were not processed with a draft register do not have a value in the G/L Bank Account field. Values are:

Blank: Select records that were not processed with a draft register.

*1:* Select records that were processed with a draft register.

**2. Draft Remittance G/L Bank Account** Specify the G/L bank account to use for draft records processed without a register. Enter the account number in the standard format (bu.obj.sub).

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**Note.** Leave this processing option blank if drafts have been processed with a register.

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### G/L Remittance

These processing options specify account information and the exchange rate.

**1. AAI for Draft G/L Account** Specify the AAI to use when you post remitted drafts. Values are:

Blank: AAI item RD2*x* (cash), where x is the payment instrument.

*1:* AAI item RD3*x* (discount), where x is the payment instrument.

*2:* AAI item RD4*x* (contingent liability), where x is the payment instrument.

**2. Override Account Number for RD2/RD3 AAI** Specify the G/L account to use when you post remitted drafts. The system uses this account instead of the account associated with the AAI item specified in the previous processing option. The system uses the G/L account that you specify only for cash and discounted drafts (AAI items RD2*x* and RD3*x*). Use the following processing option to override the G/L account for contingent liability drafts (AAI item RD4*x*). Enter the account number in the standard format (bu.obj.sub).

**3. Override Account Number for RD4 AAI** Specify the G/L account to use when you post remitted drafts. The system uses this account instead of the account associated with the AAI item specified in the previous processing option. The system uses the G/L account that you specify only for the contingent liability account (AAI items RD4*x*). Enter the account number in the standard format (bu.obj.sub).

**4. Exchange Rate Override** Specify the exchange rate to use for drafts that pay foreign invoices. The system applies the exchange rate that you specify to all drafts regardless of the invoice currency. If you leave this processing option blank, the system locates the exchange rate from the Currency Exchange Rates table (F0015).

**Note.** This processing option is applicable only to drafts remitted with contingent liability.

### G/L Date

This processing option specifies the G/L date to use for the journal entries that the system creates for draft remittance.

**1. Journal Entry G/L Date** Specify the G/L date to assign to the journal entry that the system generates for remitted drafts. If you leave this processing option blank, the system assigns the system date.

### Maximum

This processing option specifies the maximum amount for the sum of drafts that you remit.

**1. Maximum Accumulated Drafts Amount** Specify the maximum amount allowed for the sum of the drafts that you remit. If the total amount of the drafts selected for processing exceeds the amount specified, the system does remit the draft records, and you must use data selection to limit the amount of drafts to be processed.

### Minimum

This processing option specifies the minimum amount for the sum of drafts that you remit.

**1. Minimum Remittance Process Amount** Specify the minimum amount required to process drafts for remittance. If the total amount of the drafts selected for processing is less than or equal to the amount specified, the system does not remit the draft records.

### Paper/Tape

These processing options specify the draft remittance programs to use for the bank format.

**1. Paper/Tape Remittance Program** Specify the remittance program for the system to use for the bank format. If you do not specify a program, the system does not process the remittance. These remittance programs are available:

- R03B672AR: Remittance Date PO Template AGR
- R03B672IP: AR Magnetic RIBA Draft Remittance Paper Format
- R03B672IR: A/R Magnetic RID Draft Remittance Tape Format
- R03B672IT: A/R Magnetic RIBA Draft Remittance Tape Format
- R03B672P: A/R Draft Remittance Paper Format
- R03B672T: A/R Draft Remittance Magnetic Tape Format

**2. Paper/Tape Remittance Version** Specify the version of the remittance program for the system to use. If you leave this processing option blank, the system uses version ZJDE0001.

### Custom Report

These processing options specify a custom draft remittance report program.

**1. Custom Remittance Report - Program ID** Specify the program to use to generate a custom report for the remittance. If you leave this processing option blank, the system does not generate a report.

**2. Custom Remittance Report - Version ID** Specify the version of the custom remittance report program for the system to use. If you leave this processing option blank, the system does not generate a report.

# (ITA) Setting Processing Options for A/R Magnetic RIBA Draft Remittance Tape Format (R03B672IT)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

## Bank

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

**1. Sequence Number** Specify the sequence number for the Riba tape format.

**2. Remittance Date** Specify the remittance date.

**3. Bank Search Type Code** Specify the search type code to identify the payor as a bank.

## Italian Tape

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

**Province** Specify the province for RiBa authorization.

**Number** Specify the RiBa authorization number.

**Date** Specify the date for RiBa authorization.

**5. Client Name** Specify the line number from Address Book for the customer name continuation.

**6. Client Street Address** Specify the address line number in Address Book that contains the street address of the client.

## Create

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

**Create Option** Specify the type of format being created. Values are:

Blank: Create Tape Only (Final Mode)

*1:* Print RiBa on pre-printed form.

*2:* Print RiBa and create tape (final mode only).

# (ITA) Setting Processing Options for A/R Magnetic RID Draft Remittance Tape Format (R03B672IR)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

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## Tape

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

**1. Beginning Sequence Number of tape (Optional)**

Specify the beginning sequence number of the RID *(Rapporti Interbancari Diretti)*(Direct Inter-Bank Relationship) tape file. You are not required to enter a value in this processing option.

**2. Remittance Date**

Specify the remittance date of the RID tape file.

**3. Search Type Code**

Specify the search type that identifies the payor as a bank. If the Address Book Search Type of the payor matches this code, the payor is a bank.

**4. RID Type**

Specify the type of RID tape format being created. Values are:

Blank: Commercial RID

*1:* Users RID

*2:* Speed RID

**5. Client Address Line Number**

Specify the address line number in Address Book that contains the street address of the debtor for Record 40. Values are:

Blank: Address line 1

*1:* Address line 1

*2:* Address line 2

*3:* Address line 3

*4:* Address line 4

## Create

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

**1. Creation Option** Specify the type of format being created. Values are:

Blank: Create tape only (final mode only).

*1:* Print RID on pre-printed form.

*2:* Print RID and create tape (final mode only).

# (ESP) Setting Processing Options for Draft Remittance File Format AEB 19 - Spain (R74S6729)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

## Process

These processing options specify the format in which drafts are printed as well as where address information is stored on customer records in Address Book.

**Format** Specify the format that the system uses. Values are:

Blank: Format one.

*1:* Format two.

**Client Address Line Number** Specify the address line number in Address Book that contains the street address of the client. Values are:

Blank: Address line 1.

*1:* Address line 2.

*2:* Address line 3.

**City Address Line Number** Specify the address line number in Address Book that contains the city of the client. Values are:

Blank: Address line 1.

*2:* Address line 2.

*3:* Address line 3.

*4:* Address line 4.

## Currency

This processing option specifies the currency in which the system creates remittances.

**Currency Designation** Specify whether the system creates remittances using euros or the currency of the company. Values are:

Blank: Use the company currency.

*1:* Use euros (EUR).

***Warning!*** If you leave this processing option blank, the company currency must be Pesetas (ESP).

### Defaults

These processing options specify processing information that the system uses when creating remittances.

**1. File Creation Date** Specify the date on which the remittance is created. If you leave this processing option blank, the system uses the system date as the default value.

**2. Company Number** Specify the company that is issuing the remittance. Blank is not a valid value.

## (ESP) Setting Processing Options for Draft Remittance File Format AEB 32 - Spain (R74S6722)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

### Process

These processing options specify the format in which drafts are printed as well as where address information is stored on customer records in Address Book.

**Client Address Line Number** Specify the address line number in Address Book that contains the street address of the client. Values are:

Blank: Address line 1.

*1:* Address line 2.

*2:* Address line 3.

**City Address Line Number** Specify the address line number in Address Book that contains the city of the client. Values are:

Blank: Address line 1.

*2:* Address line 2.

*3:* Address line 3.

*4:* Address line 4.

### Currency

This processing option specifies the currency in which the system creates remittances.

**Currency Designation** Specify whether the system creates remittances using euros or the currency of the company. Values are:

Blank: Use the company currency.

*1:* Use euros (EUR).

***Warning!*** If you leave this processing option blank, the company currency must be Pesetas (ESP).

### Defaults

These processing options specify processing information that the system uses when creating remittances.

**1. File Creation Date** Specify the date on which the remittance is created. If you leave this processing option blank, the system uses the system date as the default value.

**2. Company Number** Specify the company that is issuing the remittance. Blank is not a valid value.

**3. Draft Type** Specify the type of draft that the system uses to create remittances. Values are:

Blank: Receipt.

*1:* Letra

*2:* Receipt

*3:* Pagare

**4. Customer Acceptance Status** Specify the customer draft acceptance status. Values are:

Blank: Drafts are not accepted.

*1:* Drafts are accepted.

*2:* Drafts are not accepted.

**5. Draft Fees Choice** Specify the draft fees choice. Values are:

*0:* Without fees.

*1:* With fees.

*9: Orden de protesto notarial*.

**6. Geographic Area Code** Specify the geographic area code (UDC 00/S) that the system prints on remittance records. If this processing option is left blank, the system uses the first two digits in the zip code.

**7. Village Emission Code** Specify the name of the city of the company.

## (ESP) Setting Processing Options for Draft Remittance File Format AEB 58 - Spain (R74S6728)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

### Currency

This processing option specifies the currency in which the system creates remittances.

**1. Currency Designation** Specify whether the system creates remittances using euros or the currency of the company. Values are:

Blank: Use the company currency.

*1:* Use euros (EUR).

***Warning!*** If you leave this processing option blank, the company currency must be Pesetas (ESP).

### Date

This processing option specifies the date that the remittance is created.

**1. File Creation Date** Specify the date on which the remittance is created. If you leave this processing option blank, the system uses the system date as the default value.

### Company

This processing option specifies the company number issuing the remittance.

**1. Company Number** Specify the company that is issuing the remittance. Blank is not a valid value.

## Designating a Draft as Insufficient Funds (NSF)

This section provides an overview of NSF drafts and the NSF Drafts Notification report, and discusses how to:

- Designate a draft as NSF (full or partial).
- Print the NSF Drafts Notification report.
- Set processing options for NSF Drafts Notification (R03B574).

### See Also

Chapter 8, “Processing Invoices,” Understanding Standard Invoices, page 202

*PeopleSoft EnterpriseOne General Accounting 8.11 PeopleBook*, “Processing Journal Entries,” Entering Basic Journal Entries

*PeopleSoft EnterpriseOne Tax Processing 8.11 PeopleBook*, “Entering Tax Information on Orders and Transactions,” Entering Journal Entries with VAT

*PeopleSoft EnterpriseOne Tax Processing 8.11 PeopleBook*, “Entering Tax Information on Orders and Transactions,” Tracking Taxes by GL Account

# Understanding NSF Drafts

If your customer does not have sufficient funds to pay the draft, you can designate the draft as NSF (insufficient funds). You can designate the entire draft amount or a portion of the draft amount as NSF.

## Full NSF Drafts

A full NSF draft is a draft for which you did not collect any money. You can use the NSF feature at any stage of draft processing to reopen the existing invoices and process the draft. When you designate a draft as NSF, the system:

- Removes the open amount from the draft record *(R1)* in the F03B11 table.
- Assigns a pay status of *P* to the draft record *(R1)*.
- Assigns the G/L date that you entered as the date closed on draft record *(R1)*.
- Creates a new batch for the NSF record.

  You must post this batch to create the appropriate journal entries and update the F0911 and F0902 tables.

You can also renew the draft using the draft renewal feature.

When you designate a draft as NSF, you can also create a new invoice or create a journal entry directly from the Void/NSF Draft form by selecting the appropriate option. This enables you to charge your customer for any fees that the bank might have charged you, or to create a journal entry for the fees. If the fees are taxable, you can designate the tax on the invoice or select the Journal Entry with VAT option.

## Partial NSF Draft

Rather than designate the entire draft amount as NSF, you can specify the amount of the draft that cannot be collected by selecting the Partial NSF option. Because the system cannot determine which invoices to reopen, the system keeps the original invoices closed (paid) and creates a standalone chargeback invoice (document type *NP*) for the amount of the NSF when you designate a partial NSF.

You can enter a partial NSF draft between remittance and collection stages or after the collection stage of draft processing, but not during the acceptance stage. For example, you might learn that the customer has insufficient funds for a payment after you have remitted the draft to the bank or after you have moved the draft to collection status.

You can create a renewal draft when you anticipate a future payment for the amount of the NSF draft. The gross amount of the renewal draft will equal the amount of the NSF draft.

When you create a partial NSF, the system:

- Creates a record in the F03B14 table with a type input code of *30* to designate a partial NSF. The system generates this record to adjust the amount to be collected from the customer's bank.
- Creates a record in the F03B14 table with a type input code of *36* to designate a standalone chargeback record that the system created as a result of the partial NSF.
- Creates an invoice chargeback record in the F03B11 table with a document type of *NP* for the amount of the NSF.

---

**Note.** The system includes partial NSF drafts in the NSF calculation when you run the Statistics History Update program (R03B16). The system does not include standalone chargeback records for partial NSF drafts (document type *NP*) in the NSF calculation.

---

### Renewal Drafts

When you designate a draft as having insufficient funds (NSF drafts), you can specify that the draft should be renewed. When renewing drafts, the system creates a new draft for the insufficient amount. The system applies this new draft to the reopened invoices or to the chargeback, depending on how the Partial NSF option is set on the Void/NSF Draft form for the record.

If you renew the draft, the system:

- Creates a new draft in the F03B13, F03B14, and F03B11 tables.
- Matches the newly created draft to the original invoices that were open, or to the chargeback invoice that the system created if the Partial NSF option was selected. You can revise, remove, or add invoice records as desired.
- Updates the G/L date of the original draft in the F03B13 table.

## Understanding the NSF Drafts Notification Report

To monitor the total amount of drafts that have been returned for insufficient funds, print the NSF Drafts Notification report. The system prints a separate report for each customer that has NSF drafts and allows you to set up and print a message on the report to provide them with additional information. You might want to set up different messages for different levels of severity. For example, "The following drafts have been returned by your bank for insufficient funds. Please remit the funds to your bank immediately."

The system prints records from the F03B14 table, but uses the invoice date from the *R1* draft record in the F03B11 table.

## Forms Used to Designate a Draft as Insufficient Funds (NSF)

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work With Drafts | W03B602A | Draft Daily Operations (G03B161), Enter Our Drafts or Enter Customer Drafts. | Locate drafts. |
| Confirm Delete | W03B602D | On the Work With Drafts form, select a draft and then select NSF from the Row menu. | Confirm the designation of a draft as NSF. |
| Void/NSF Draft | W03B602C | On the Confirm Delete form, click OK. | Designate a draft as NSF (full or partial). |
| Create Standalone Payment | W03B602H | On the Void/NSF Draft form, enter the information to create a partial NSF and click OK. | Create a stand-alone transaction to write off the part of the payment that was not received. |

## Designating a Draft as NSF (Full or Partial)

Access the Void/NSF Draft form.

To designate a draft as NSF (full or partial):

1. Complete the G/L Date and Reason Code fields.

2. To specify a partial NSF, select the Partial NSF option and complete the NSF Amount field. If you are specifying a full NSF, skip this step.
3. To specify renewal information, complete the Renewal, Draft Number, Draft Date, Draft Due Date, Payment Instrument, and Exchange Rate fields.

   The system creates a new draft and applies it to the open invoices or to the newly created chargeback record, depending on whether you specified a partial NSF.
4. To create a journal entry for bank fees, select the Journal Entry option.
5. To create a journal entry with VAT (value added tax), select the Journal Entry With VAT option.
6. To create an invoice to charge the customer for bank fees, select the Invoice Entry option.
7. Click OK.
8. If you specified a partial NSF, the system displays the Create Standalone Payment form. Complete the Customer, Customer Reference, Chargeback Reason Code, and Chargeback G/L Offset fields and click OK.
9. If you specified draft renewal, the Draft Entry form displays the new draft that was created and the open invoice or chargeback. On Draft Entry, you can change invoice information as necessary.

**NSF Amount** (insufficient funds amount)

Enter the amount of insufficient funds. This field is displayed if you select the Partial NSF option When you complete this field, the system creates a partial NSF document type *NP* for the insufficient amount in the F03B11 table. If do not select the Partial NSF option, the system re-opens the invoices paid by this draft for the full amount applied to the draft.

The system creates a chargeback invoice for the amount specified in this field.

You can enter an amount up to (but not including) the total amount of the draft. When you use a foreign currency, this field is displayed as Foreign NSF Amount.

**Customer Reference**

Enter an alphanumeric value to be used as a cross-reference or secondary reference number. Typically, this is the customer number, supplier number, or job number.

**Chargeback Reason Code**

Enter the code that identifies the reason that a chargeback was generated for an invoice during receipt entry. Typical chargeback reason codes are:

*DA:* Disputed amounts.

*DD:* Unearned (disallowed) discount amount.

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**Note.** The system does not accept blank as a valid value, even if it is defined in the user defined code table.

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**Chargeback G/L Offset**

Enter the code that indicates the A/R trade account that you want the system to use when you post the chargeback. To locate the account, the system concatenates this code to the AAI item RC. The system uses the following hierarchy to locate the A/R trade account to use for the chargeback record:

1. If you use multicurrency, the system searches for RC*xxx*, where *xxx* is the currency code of the receipt.
2. If the system does not locate the AAI, it uses RC*xxxx*, where *xxxx* is the value in the Chargeback G/L Offset field.

3. If the system does not locate the AAI, it uses RC*xx*, where *xx* is the chargeback reason code.
4. If the system does not locate the AAI, it uses RC for the company that is specified on the receipt.
5. If the system does not locate the AAI, it uses RC for company 00000.

# Printing the NSF Drafts Notification Report

From the Draft Remittance and Collection menu (G03B162), select NSF Drafts Notification.

# Setting Processing Options for NSF Drafts Notification (R03B574)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

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## Print

These processing options specify the information that prints on the report.

**1. Print Date** Specify the date to print on the report. If you leave this processing option blank, the system prints today's date.

**2. Summary** Specify whether to summarize draft detail lines by document number. Values are:

Blank: Do not summarize draft detail lines. The system prints each draft line.

*1:* Summarize draft detail lines. The system prints one detail line for each draft document number.

## Date Range

These processing options specify the records to print on the report.

**1. From Date** and **2. Through Date** Specify the range of dates to use to select records to print on the report. The system prints all drafts with a due date on or after the date specified in the From Date processing option as well as all drafts with a due date on or before the date specified in the Through Date processing option. If you leave this processing option blank, the system uses today's date.

## System

These processing options specify the text to print on the report.

To print a message on the report, you must first set up the product code, user code, letter code, and message using the Generic Message/Rates Records program (P00191)

See *PeopleSoft EnterpriseOne Real Estate Management 8.11 PeopleBook*, "Setting Up the Real Estate Management System," Setting Up Statement Messages.

You can select any combination of codes to use for P00191, but you must specify the same codes in the processing options on the System tab.

**1. System Code**, **2. User Defined Code**, and **3. NSF Letter Code** — Specify the system, user defined code, and NSF letter code (product code) that corresponds to the text that you want the system to retrieve from the General Message Detail table (F00192) to print on the report.

# Collecting Drafts

This section provides an overview of draft collection and discusses how to:

- Run the Draft Collection with Status Update program.
- Set processing options for Draft Collection with Status Update (R03B680).

## Understanding Draft Collection

You can arrange to collect funds for a draft in one of the following ways:

- Wait until the funds become available on the due date specified by the draft.
- Request an advance from your bank before the due date of the draft. This is called discounting the draft. Typically, banks charge a fee when they advance funds for a draft before its due date. You must account for this fee separately during draft collection.

Your bank collects the funds for the draft from the customer's bank on the due date of the draft. Your bank informs you if it cannot collect the funds. On or after the due date, both you and your customer recognize the transfer of funds. You update the status of the draft in your records to show that it has been collected.

Some companies prefer to close the draft on the draft due date, while others wait until the payment appears on their bank statement. Processing options control the pay status code that the system assigns to paid draft records (R1), as well as whether to close the draft. The system removes the open amount from the draft record and creates records in the F03B14 table when you close the draft. If you select to leave the draft records open, you must run the Draft Collection with Status Update program (R03B680) again to select and update the draft records and to create matching records in the F03B14 table. After you collect the draft and close it, you must post the draft batch to create the appropriate journal entries.

Additionally, your bank might assess fees for draft collection. Typical fees include charges for incomplete bank information, discounted drafts, and commissions. In addition, the tax regulations in certain countries might require that VAT be assessed on these fees. You account for all fees by creating a separate journal entry using the Journal Entries with VAT program (P09106).

See *PeopleSoft EnterpriseOne Tax Processing 8.11 PeopleBook*, "Entering Tax Information on Orders and Transactions," Entering Journal Entries with VAT.

You can run the Draft Collection with Status Update program in either proof or final mode. The following table illustrates the differences between these two modes:

In proof mode, the system:

- Selects drafts that are either accepted or remitted.

- Prints a report that shows the drafts to be updated. It shows all drafts that have a payment status of *G* (draft deposited, not due) with a due date that you specify in a processing option.

In final mode, the system:

- Creates a batch header record in the Batch Control Records table (F0011) for collected drafts. You must post this batch to create the appropriate journal entries.
- Changes the pay status of draft invoice records *(R1)* to *P* (paid) or to another value that you select.
- Changes the draft status on the records in the F03B13 table from either 2 (Remitted - Cash or Discount) or *3* (Remitted - Contingent) to *0* (Collected).
- Creates one or more records in the F03B14 table, depending on whether you remit drafts. If you remit drafts, the system creates a reversing draft remittance record in addition to the record the system creates for the collected draft.

### (ITA) Draft Collection in Italy

In Italy, companies typically do not consider a draft paid until the bank sends verification of the actual payment. In this case, the preferred practice for collecting a draft is to set the processing options for the Draft Collection with Status Update program (R03B680) so that the program does not automatically create journal entries. Instead, it updates the payment instrument for the draft to an intermediate status. The intermediate status indicates that payment for the draft has been requested from the bank, but it has not actually been received. When the bank verifies the payment of the draft, you can create and post a manual journal entry for the payment. Then you run the Draft Collection with Status Update program for the draft again to update the payment instrument for the draft to a paid status.

## Running the Draft Collection with Status Update Program

From the Draft Remittance and Collection menu (G03B162), select Draft Collection with Status Update.

## Processing Options for Draft Collection with Status Update (R03B680)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

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### Proof/Final

These processing options specify whether to process draft collections in proof or final mode.

**1. Final Mode** Specify whether to process drafts for collection in proof or final mode. In proof mode, the system generates a report of the drafts that are eligible for collection. In final mode, the system generates a report, changes the payment status of the draft from G (draft deposited not due) to P (paid in full), and creates journal entries. Values are:

Blank: Proof mode

*1:* Final mode

## As Of Date

This processing option specifies the date to use to select draft records for collection.

**1. As Of Date** Specify the date for the system to use to process drafts for collection. The system selects all drafts with a due date on or before the date specified that are eligible for collection. If you leave this processing option blank, the system uses the system date.

## G/L Date

These processing options specify the date to assign as the G/L date on the journal entries that the system creates.

**1. Journal Entry G/L Date** Specify the G/L date for the system to assign to the journal entry it generates for collected drafts. If you leave this processing option blank, the system assigns the system date.

**2. G/L Date From Bank Account Float Day** Specify whether to add the float days specified for the G/L bank account in the Bank Transit Master table (F0030) to the draft due date used as the G/L date on the journal entry that the system generates for draft collection. Values are:

Blank: Use the date from the previous processing option.

*1:* Add the number of float days specified for the G/L bank account to the due date.

---

**Note.** The system generates a separate journal entry for each G/L date that the system calculates.

---

**3. G/L Date from Float Day Entered** Specify whether to use a different number of float days to add to the due date used as the G/L date, instead of the days specified for the bank account in the Bank Transit Master table (F0030). Values are:

Blank: Do not specify float days. Use one of the previous processing options to determine the G/L date.

*1:* Use the float days specified in the next processing option to determine the G/L date and to select draft records. If you do not specify the float days in the next processing option, the system uses one of the previous processing options or the system date.

**5. Payment Instrument** Specify the payment instrument for the system to use to select draft records. Use this processing option only if you specified *1* in processing option 3 (G/L Date from Float Day Entered). Otherwise, the system does not select draft records by payment instrument. You are not required to complete this processing option.

## Pay Status

These processing options specify the pay status for collected draft invoice records and whether to remove the open amount, if one exists.

**1. Pay Status Code**

Specify the payment status code for the system to assign to collected drafts. The code that you specify must be set up in the Payment Status Codes UDC (00/PS). If you leave this processing option blank, the system assigns the payment status code *P* (Paid in Full).

**Note.** This processing option works in conjunction with the Close Draft processing option. If you select to update the pay status to P, but do not close the draft, the system considers the draft open and:

- Does not create records in the F03B14 table for the R1 draft invoice records.
- Does not update the pay status of the R1 draft records to *P*; it updates the pay status to *A*.
- Creates an empty batch header record for batch type *DB*. You can either post the empty batch header record or run the Batch to Detail integrity report (R007031) to delete it.

**2. Close Draft**

Specify whether to remove the open amount from the R1 draft invoice record (F03B11) if one exists. Values are:

Blank: Remove the open amount from the R1 invoice draft records.

*1:* Do not remove the open amount.

**Note.** This processing option works in conjunction with the Pay Status Code processing option. If you select to update the pay status to *P*, but do not close the draft, the system considers the draft open and:

- Does not create records in the F03B14 table for the R1 draft records.
- Does not update the pay status of the R1 draft records to *P*; it updates the pay status to *A*.
- Creates an empty batch header record for batch type *RB*. You can either post the empty batch header record or run the Batch to Detail integrity report (R007031) to delete it.

## Exchange Rate

This processing option specifies the exchange rate to use to calculate gain or loss records for the collected draft records.

**1. Exchange Rate Override**

Specify the exchange rate to use for drafts that pay foreign invoices. The system applies the exchange rate that you specify to all drafts regardless of the invoice currency. If you leave this processing option blank, the system locates the exchange rate from the Currency Exchange Rates table (F0015).

**Note.** This processing option is applicable only to drafts remitted without contingent liability.

# CHAPTER 15

# (ARG, CHL, and PER) Processing Accounts Receivable Drafts for Argentina, Chile, and Peru

This chapter provides an overview of Argentinean drafts and discusses how to:

- Enter massive drafts.
- Apply draft receipts to invoices.
- Create a draft register.
- Remit drafts.
- Collect drafts.
- Delete, void, and return a draft to prior status.
- Print receipts.
- Review and revise receipts.
- Create credit notes or debit notes for exchange rate differences.
- Work with Lecops.

## Understanding Drafts

Drafts are a type of payment instrument that implies a direct communication between the bank of the payer company and the bank of the company receiving payment.

In most countries, drafts are a promise of payment for an acquired debt. The use of drafts as payment of a debt affects the legal nature of the debt. Consequently, you must distinguish draft payments from other types of payments and submit legal reports for drafts separately from other types of payments and legal liabilities.

In Latin American countries, drafts are used like checks. In some other countries, drafts are used differently. For example, in the United States, drafts are used for credit card payments.

### Tables Used for Draft Processing

These tables are used in the draft process:

- F03B11 (Customer Ledger).
- F03B13 (Receipts Header).
- F03B14 (Receipts Detail).
- F76A60 (Receipts Header Argentine Tag File - 03B).
- F0911 (Account Ledger).

- F76AUI81 (Draft - Invoices Work File - ARG - 03B).
- F76AUI82 (Draft - Drafts Work File - ARG - 03B).
- F76AUI83 (Draft - Application Drafts - Invoices Work File - ARG - 03B).
- F76A60Z1 (Receipt Header Argentine Tag File Batch Input - ARG - 03B).
- F76A7101 (Batch for Remittance - ARG - 03B).

## Common Elements Used in This Chapters

**Business Unit** Enter the business unit of the transaction.

**Clearing** and **Clearing Days** Enter the number of days that you must wait before funds from a deposited check are available.

**Collection Bank** Enter the bank in which the check is deposited.

**Draft Amount** Enter the amount of the draft.

**Draft Bank** Enter the bank from which the check originated. You do not have to complete the Draft Bank field if the draft is not a check.

**Draft Date** Enter the date of the draft.

**Draft Due Date** Displays the date that the payment amount was debited or credited to the bank account.

**Draft Number** Enter the draft number to identify the receipt.

**Pay Inst** (payment instrument) Enter the payment instrument to identify drafts *(D)*.

**Payor** Enter the address number of the customer.

**Receipt Number** Enter the receipt number of the transaction. This field is available only if the processing options are set to enter the receipt number manually.

You can also complete the unlabeled Alternate Receipt Number field if the processing options are set to display it.

**Unapplied G/L Offset** Displays the offset assigned to the customer master record.

# Entering Massive Drafts

This section provides an overview of massive drafts and discusses how to enter receipts and drafts.

## Understanding Massive Drafts

You can use the Drafts Entry program (P76A8000) to enter more than one payment for each receipt.

Receipt entry for massive drafts is comprised of these steps:

1. Receipt general information entry.
2. Draft entry.

3. Invoice application.

In receipt general information entry, you enter information about the customer who made the payment and information about the financial institution that received the payment, as well as the currency of the payments that are being received. This information is unique by receipt.

In draft entry, you enter the drafts that you have received. Each draft type is identified through a payment instrument. You can manage different payment instruments, such as check to the day, deferred check, retentions, cash, and so on.

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**Note.** Payment instruments are listed in UDC 00/PY.

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A receipt can have multiple drafts associated with it. Those drafts can use the same payment instrument or use different payment instruments. You must enter specific information for each draft such as draft number, bank name, and so on.

After you enter detailed receipt information for a customer, you can cancel the invoices that are pending for that customer. You can cancel portions of pending invoices. If you enter drafts to register a cash advance, this step does not apply.

You can match drafts only to invoices that have the same currency code. For example, if you enter drafts in the domestic currency, you can match them only to invoices in the domestic currency.

When you add a receipt, the system creates a record with document type *R1* in the F03B11 table for each posted draft that you create. The system creates records with document type *RU* in the F03B11 table for any posted drafts that have not been matched to an invoice. The system creates one *R1* record for each posted draft and one *RU* record for the unmatched amount (if any).

When you match the receipt to an invoice, the invoice open amount is updated to *0* and the R1 record retains the pending amount. The pending amount on the R1 record is updated to *0* when the amount is collected.

All receipt draft information is stored in the F03B13 table.

Information that is used to match the draft to the invoice is stored in the F03B14 table.

The system updates the tables as follows.

### F03B13 Table

The system creates one record for each draft and populates fields as follows:

- The Payment ID (Internal) field (PYID) contains a unique identifier for each draft.
- The draft number is stored in the Receipt Number field (CKNU).
- The receipt number is stored in the Reference field (RREF).
- The check amount in domestic currency is stored in the Amount - Check Amount field (CKAM).
- The check amount in foreign currency is stored in the Amount - Foreign Receipt field (FCAM).
- The check pending amount in domestic currency is stored in the Amount Open field (AAP).
- The check pending amount in foreign currency is stored in the Amount - Foreign Open field (FAP).

### F03B14 Table

The system create these records:

- One record with document type *RU* for the advance cash or draft pending amount.

- One record for each payment that is applied to the invoices, including partial payments.
- One record without a document type and number to hold the draft portfolio amount.

### F03B11 Table

The system generates one record with document type *R1* and one record with document type *RU* if a pending amount exists to apply. When the entire draft has been applied to a voucher, the system generates only a record with document type *R1* in the F03B11 table and does not generate a record with document type *RU* in the F03B14 table.

---

**Note.** The records in the F03B11 table are associated with the draft through the Payment ID (Internal) field (PYID).

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### Receipts Header Argentine Tag File - 03B table (F76A60)

This table stores the clearing, collection bank, draft bank, expiration date, draft status, business unit, and so on.

## Forms Used to Enter Massive Drafts

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work with Receipts | W76A8000A | Drafts Processing (G76A00C), Drafts Entry. | Locate receipts. |
| Application Draft-Invoices | W76A8003A | On the Work with Receipts form, click Add. | Enter receipts. |
| Draft Entry | W76A8002A | On the Application Draft-Invoices form, select Drafts from the Form menu. | Enter the drafts that correspond to the receipt. |

## Entering Receipts and Drafts

Access the Application Draft-Invoices form.

To enter receipts and drafts:

1. On Application Draft-Invoices, complete the Receipt Number, Company, G/L Date, Payor, Draft Date, and Currency Code fields in the header area.
2. (Optional) Complete the Exchange Rate, Business Unit, and Unapplied G/L Offset fields.
3. Select Drafts from the Form menu.
4. On Draft Entry, complete the Draft Number, Pay Inst (payment instrument), Draft Due Date, Draft Amount, Draft Bank, Clearing Days, and Collection Bank fields and click OK.

   The system displays the information that you entered on the Draft Entry form in the detail area of the Application Draft-Invoices form.
5. On Application Draft-Invoices, click OK.

The system saves the receipt as a cash advance. You can review and apply the receipt at another time.

# Applying Draft Receipts to Invoices

This section provides an overview of the application of draft receipts to invoices and type input codes and discusses how to:

- Apply a draft receipt to selected invoices.
- Apply a draft receipt to all open invoices for a customer.

## Understanding the Application of Draft Receipts to Invoices

When you apply draft receipts to invoices, the open amount of the invoices is reduced. The system creates a record with document type RU for any draft amount that is not applied to an invoice to represent the advanced cash that was given by the customer.

The drafts are represented in the F03B11 table by a record with document type *R1*, with payment status equal to *D* (draft accepted). You can select whether the R1 documents are in the F03B11 table with an open amount until the due date of the draft. The draft remains at status *4* (Accepted).

For example, if you apply a 1000 CLP (Chilean Peso) draft to a 1000 CLP invoice, the system cancels the open amount of 1000 CLP on the invoice. You can select whether the draft is stored in the F03B11 table with an open amount until the draft is collected. If you store the draft without an open amount, you cannot select the draft for payment.

The system provides two methods for displaying open invoices that you want to match to drafts. In the Draft Entry program (P76A8000), after you complete the receipt header and the Draft Entry form, go to the Invoice Entry form. From there, you can select to Select or Load invoices.

### Load Invoices

The system displays all of the open invoices for the specified payor that meet the additional search criteria specified:

- Company
- Payor
- Currency Code

The system uses the currency code of the draft. You cannot specify a different currency code.

The system displays the invoices in order by due date.

### Select Invoices

The system displays all of the open invoices that meet the search criteria that you enter, such as :

- Company
- Payor or customer
- Currency code

Additionally, you can use the QBE (query by example) row to specify additional search criteria, such as the document type or statement number.

The system displays the invoices that meet the criteria that you specified. You then select each invoice pay item that you want to pay. After you select invoices, you can change the search criteria and select more invoices. The system returns all of the selected invoices on the Invoice Entry form in the order that you selected them.

# Understanding Type Input Codes

When you apply receipts or drafts to invoices, you use type input (TI) codes to automatically calculate amounts to apply for payments, discounts, adjustments (write-offs), and chargebacks.

You can use these type input codes:

| Type Input Code | Calculations |
|---|---|
| *10* (Simple Invoice Match) | • Applied amount = pending amount − discount<br>• Discount taken = discount available<br>• Cancellation; optional<br>• Chargeback; optional |
| *15* (Invoice Match with Manual Cancellation) | • Applied amount = pending amount − discount<br>• Discount taken = discount available<br>• Cancellation = pending amount − applied amount less discount taken and chargeback amount<br>• Chargeback; optional |
| *16* (Invoice Match with Chargeback) | • Applied amount = pending amount − discount<br>• Discount taken = discount available<br>• Cancellation; optional<br>• Chargeback = pending amount − applied amount less discount and cancellation |

## Examples: Using Type Input Codes

These examples show how input type codes can be used. For each example, the invoice amount is 1000.00 ARS and the payment term is 1/10.

## Simple Invoice Match (Type Input 10)

The system applies 990.00 ARS and creates a discount of 10.00 ARS:

| TI Code | Applied Amount | Discount | Gross Amount | Document Number | Document Type |
|---|---|---|---|---|---|
| 10 | 990.00 | 10.00 | 1000.00 | 123 | RI |

## Invoice Match with Manual Calculation (Type Input 15)

The system applies 970.00 ARS, creates a discount of 10.00, and cancels 20.00 ARS:

| TI Code | Applied Amount | Discount | Cancellation | Gross Amount | Document Number | Document Type |
|---|---|---|---|---|---|---|
| 15 | 970.00 | 10.00 | 20,00 | 1000.00 | 123 | RI |

### Invoice Match with Chargeback (Type Input 16)

The system applies 600.00 ARS, creates a discount of 10.00, and creates a chargeback of 390.00 ARS:

| TI Code | Applied Amount | Discount | Chargeback | Gross Amount | Document Number | Document Type |
|---|---|---|---|---|---|---|
| 15 | 600.00 | 10.00 | 390.00 | 1000.00 | 123 | RI |

### Invoice Match with Chargeback (TI Code 16)

When applying a payment to an invoice, you might create a chargeback if the amount that you receive is less than the open amount for the invoice. For example, you receive a payment from a customer less the shipment expenses, and you dispute the shipment expense with the chargeback.

When you create a chargeback, the system creates these documents:

- *RB* (Chargeback invoice)

  The chargeback document stores the amount in dispute. You can print an invoice for this amount and send it to the customer.

- *RC* (Receipt)

  This document closes the old invoice and creates a cross-reference to the *RB* document.

Depending how you set the processing options, the system uses the following information to generate the chargeback:

- Paid status.
- Chargeback reason code for the amount in dispute (UDC 03/CB).

### Example: Invoice with Chargeback

In this example, the customer payment is less than the amount of the invoice. The company has the policy to close the origin invoice and create a chargeback.

The receipt has the amount of 1,000.00 ARS and is applied to invoice 3135 for the amount of 800.00 ARS:

| TI | Document Number | Document Type | Document Company | Payment Amount | Open Amount | Gross Amount | Chargeback Amount | CB CD |
|---|---|---|---|---|---|---|---|---|
| 16 | 3135 | RI | 00001 | 800.00 | | 1260.00 | 460.00 | DA |

The system displays invoice 3135 without a pending amount and with pay status *P* and the chargeback invoice for the amount in the F03B11 table:

| Document Number | Doc Type | Doc Co | Invoice Date | Gross Amount | Open Amount | Date Closed | Pay Status |
|---|---|---|---|---|---|---|---|
| 9017 | RB | 00001 | 16/2/05 | 460.00 | 460.00 | | A |
| 3135 | RI | 00001 | 16/2/05 | 1,260.00 | | 11/7/05 | P |
| | | | | 1,720.00 | 460.00 | | |

### Manual Write-Off (TI Code 15)

When you apply a receipt to an invoice and a small open amount remains on the invoice, you can make a manual write-off to close the invoice. For example, if you receive a payment from a customer that is less than the invoice amount, instead of creating a chargeback or leaving the invoice pending, you can cancel the invoice to close it.

You must enter a reason for the cancellation, which determines the G/L account that the system debits when you post the receipt. You set up reason codes in UDC 03B/RC. You must also set up AAIs for those reason codes. For example, you might set up these reason codes:

- BD (bad debt)
- MW (minor amount write-off)
- DC (damage credit adjustment)
- TF (disputed tax or freight)

You can set up the maximum amount that is allowed for cancellations and a default reason code in the processing options of the Draft Entry program (P76A8000).

## Forms Used to Apply Draft Receipts to Invoices

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work with Receipts | W76A8000A | Drafts Processing (G76A00C), Drafts Entry | Locate draft receipts. |
| Application Draft-Invoices | W76A8003A | On the Work with Receipts form, select a receipt in the detail area and click Select. | Review applied, unapplied, and pending amounts for a draft receipt. |
| Invoice Entry | W76A8001A | On the Application Draft-Invoices form, select Invoices from the Form menu. | Review the invoices that have been applied to a draft receipt. |
| Select Invoices | W03B602E | On the Invoice Entry form, choose Select from the Form menu. | Select the invoices in the detail area to which you want to apply the receipt. |
| Load Invoices | W03B602I | On the Invoice Entry form, select Load from the Form menu. | Apply a draft receipt to all open invoices for a customer |

## Applying a Draft Receipt to Selected Invoices

Access the Invoice Entry form.

To apply a draft receipt to selected invoices:

1. On Invoice Entry, choose Select from the Form menu.
2. On Select Invoices, click Find to locate invoices for the customer, company, and currency specified on the receipt.
3. Select the invoices in the detail area to which you want to apply the receipt and then choose Select/Deselect from the Row menu.

4. Click Close.

   The system loads the selected invoices in the Invoice Entry form. The Open Amount from the invoices and the Unapplied Amount from the draft are adjusted, based on the Payment Amount.

   If you set a processing option to use a default type input code, when the system loads invoices, it populates the TI field with the value that you specified in the processing option.

5. On Invoice Entry, click OK.
6. On Application Draft - Invoices, click OK to apply the receipt to the invoices.

## Applying a Draft Receipt to All Open Invoices for a Customer

Access the Invoice Entry form.

To apply a draft receipt to all open invoices for a customer:

1. On Invoice Entry, select Load from the Form menu.
2. On Load Invoices, complete the Company and Payor fields and then click OK.

   The system searches for all invoices for the specified company and customer in order by due date, and applies them to the draft in the receipt until the system has applied as much of the receipt amount as possible.

   If you set a processing option to use a default type input code, when the system loads invoices, it populates the TI field with the value that you specified in the processing option.

3. On Invoice Entry, if you do not apply the entire amount of the draft, change the value in the Payment Amount field for any of the detail lines.

   The Open Amount from the invoices and the Unapplied Amount from the draft are adjusted, based on the Payment Amount.

4. Click OK.

# Creating a Draft Register

This section provides an overview of draft registers and discusses how to create a draft register.

## Understanding Draft Registers

You use a draft register to group drafts by bank account and to submit the drafts to your bank so that the bank can collect the funds from your customer's bank. When you create the draft register, you select the drafts that you want to remit to your bank for collection.

When you enter a draft, you specify the bank of deposit. You can specify a different bank of deposit when you create the draft register, if necessary. This ability enables you to specify one bank account for several drafts that are sent to the bank.

You can also specify the clearing days for checks when you enter drafts. However, when you create the draft register, you enter the clearing days that apply to all of the drafts in the draft register so that the draft register does not contain drafts with different clearing days.

Creating a manual draft register is an optional step. If you do not create a manual draft register, you can use data selection to select drafts when you run the Draft Remittance program (R76A8040).

## Forms Used to Create a Draft Register

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work With Draft Registers for Payment | W03B675C | Drafts Processing (G76A00C), select Drafts Register. | Locate draft registers. |
| Draft Register Details | W03B675D | On the Work With Draft Registers for Payment form, click Add. | Create a new draft register. |
| Argentine Draft Selection | W76A675A | On the Draft Register Details form, select Regional Info from the Form menu.<br>You must have the Localization Country Code in user preferences set to *AR* (Argentina) to access this form. | Select the individual drafts that you want the bank to collect. |
| Entry Draft Bank Information | W76A675B | On the Draft Register Details form, click OK. | Specify how long you must wait before funds from a deposited check are available. |

## Creating a Draft Register

Access the Draft Register Details form.

To create a draft register:

1. Complete the Account Number and Currency Code fields.
2. (Optional) Complete the Amount Requested field.
3. Select Regional Info from the Form menu.
4. On Argentine Draft Selection, select the individual drafts that you want the bank to collect, and then click Select.
5. On Draft Register Details, click OK.
6. On Entry Bank Draft Information, complete the Clearing field and then click OK.

   The system saves the draft register and updates the clearing days for all of the drafts in the register.

**Account Number** Enter the account number of the G/L bank account.

**Amount Requested** Enter the total amount of the drafts to verify that the amount of the drafts that you select equals the amount that you expected by completing this field.

**Draft Bank** Enter the bank from which the check originated.

**Invoice Printed** Displays a value that specifies whether a receipt has been printed. If this field contains a Y, the receipt has been printed.

# Remitting Drafts

This section provides an overview of draft remittance and discusses how to:

- Run the Draft Remittance program.
- Set processing options for Draft Remittance (R76A8040).

## Understanding Draft Remittance

You remit drafts to your bank so that the bank can collect the funds from your customer's bank. You can remit the drafts that you selected when you created a draft register, or you can use data selection to select the drafts to remit. You must specify whether you are using a draft register in the processing options.

If you are not using a draft register, create a version of the Draft Remittance program. In the processing options for this version, specify the G/L bank account to which the drafts are remitted. Use the data selection for this version to select the drafts to be remitted to that bank account.

The remittance process creates a batch in the Batch Control Records table (F0011). When you post this batch, the system creates journal entries to debit the drafts remitted account that is specified by AAI RD2 and to credit the drafts receivable account that is specified by AAI RD1.

When you run the Draft Remittance program, the system changes the draft status of the draft records in the F03B13 table to *3* (Remitted - Cash or Discount) and changes the pay status of the R1 records in the F03B11 table to *G* (Draft Deposited not Due).

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**Note.** The Argentine Draft Remittance program (R76A8040) replaces the standard Draft Remittance program (R03B672).

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The draft remittance step is optional. You can run draft collection without having first run draft remittance.

## Running the Draft Remittance Program

From the Drafts Processing menu (G76A00C), select Draft Remittance.

## Setting Processing Options for Draft Remittance (R76A8040)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

### Proof/Final

This processing option specifies the mode in which the system runs the program.

**1. Mode** Specify in which mode the program is run. Values are:

Blank: Proof mode. The system only prints a report.

*1:* Final mode. The system updates the draft status in the F03B13 table to *3* (Remitted - Cash or Discount).

### As Of Date

This processing option specifies

**2. As Of Date** Specify the date as of which the system processes drafts. The system processes all drafts due on or before this date. The system uses the current date as the default if you leave this processing option blank.

### Bank

These processing options specify whether you are using a draft register or are processing draft remittances.

**3. Draft Register** Specify whether you are using a draft register. Values are:

Blank: Do not use a draft register.

*1:* Use a draft register.

**4. Remittance Bank Account** Specify the G/L bank account to which the drafts are remitted.

**Note.** If you specify a bank account in this processing option, leave the Draft Register processing option blank to indicate that you are not using a draft register.

### G/L Remittance

These processing options specify what accounts the system uses to process drafts.

**5. AAI's** (automatic accounting instructions) Specify which AAI that the system uses for drafts. Values are:

Blank: Use RD2*x*.

*1:* Use RD3*x*.

*2:* Use RD4*x*.

**6. Override Account for Drafts Remitted** Specify an override G/L account that the system uses for drafts remitted. If you enter an account in this processing option, the system does not use AAIs.

**7. Override AAI** Specify an account number to override the account defined by AAI RD4*x*. If you leave this processing option blank, the system uses the account defined by AAI RD4*x*.

### G/L Date

This processing option specifies the G/L date that the system uses to create journal entries.

**8. G/L Date** Specify the G/L date that the system uses to create journal entries. If you leave this processing option blank, the system uses the current date as the default.

### Maximum

This processing option specifies the maximum amount of accumulated drafts.

**9. Maximum Amount** Specify the maximum amount of the accumulated drafts.

### Minimum

This processing option specifies the minimum amount of the accumulated drafts.

**10. Minimum Amount** Specify the minimum amount that must be met for the system to process remittance drafts.

### Paper/Tape

This processing option specifies the version and program that the system uses to process draft remittances.

**11. Program and Version** Specify the program ID and version that the system uses to process draft remittances.

### Custom Report

This processing option specifies the version and program ID of the custom draft remittance program to use.

**12. Custom Program and Version** Specify the program ID and version of the custom remittance program that the system uses to process draft remittances.

# Collecting Drafts

This section provides an overview of draft collection and discusses how to:

- Run the Draft Collection with Status Update program.
- Set processing options for Draft Collection with Status Update (R76A680).

## Understanding Draft Collection

Draft collection represents the deposit of funds in the bank account.

The system records the deposits as having occurred on the journal entry G/L date that is specified in the processing options of the Draft Collection with Status Update program (R03B680). If you leave this processing option blank, the system uses the current date. However, if you specify a *1* in the G/L Date from Bank Account Float Day processing option, the system calculates the G/L date by adding the number of float days that the bank has set to the due date. To calculate the G/L date in this way, you must set up identically named versions of the Draft Collection with Status Update program (R03B680) and the Draft Collection program (R76A680).

You must run the Draft Collection with Status Update program in final mode so that all of the files are updated and the correct date for the collection of the drafts is used.

When you run the Draft Collection with Status Update program, the system changes the draft status of the draft records in the F03B13 table to *0* (Collected) and the draft is closed. If the R1 document had an open amount, the system removes the open amount and sets the pay status to *P* (paid).

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**Note.** If you are using draft remittance, you must select only drafts with a draft status of *3* (Remitted - Cash or Discount).

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### Example: Collected Drafts without Remittance

When you post a draft that has been accepted, the system creates the following journal entries:

| Document Type | Account Number and Description | Debit | Credit | Explanation Remark |
|---|---|---|---|---|
| R1 | 28.1222<br>Drafts Receivable | 1.000,00 | | Draft Receipt |
| AE | 28.1210.UC<br>Unapplied Cash | | 1.000,00– | |
| | Ledger Type Totals | 1.000,00 | 1.000,00– | |

When you post the same draft after the collection step, omitting the remittance step, the system creates the following journal entries:

| Document Type | Account Number and Description | Debit | Credit | Explanation Remark |
|---|---|---|---|---|
| RC | 28.1110.BEAR<br>Bear Creek National Bank | 1.000,00 | | Bank Deposit |
| R1 | 28.1222<br>Drafts Receivable | | 1.000,00– | Draft Receipt |
| | Ledger Type Totals | 1.000,00 | 1.000,00– | |

## Running the Draft Collection with Status Update Program

From the Draft Remittance and Collection menu (G03B162), select Draft Collection with Status Update.

## Setting Processing Options for Draft Collection (R76A680)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

### G/L Date

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

**G/L Date Calculation** Specify whether the system calculates the G/L date using the Work Day Calendar or using the standard calculation. Values are:

Blank: Standard calculation.

*1:* Work Day Calendar. The system retrieves the clearing days from the second description of UDC 76A/CL and adds those dates to the G/L date to calculate the date that the system uses. This option counts only business days that are set up in the Work Day Calendar.

**Work Day Calendar Business Unit** Specify the business unit for which to retrieve the work day calendar. If you leave this processing option blank, the system uses business unit *ALL*.

# Deleting, Voiding, and Returning a Draft to Prior Status

This section provides an overview of voids and deletions and an overview of draft statuses, and discusses how to:

- Void a draft receipt.
- Void a draft receipt from Draft Massive Entry Inquiry.
- Return a draft to prior status.

## Understanding Voids and Deletions

You can delete or void drafts and receipts. When you delete or void a receipt or draft, the system reopens any invoices that the draft paid.

You can delete only when:

- The drafts are not posted.
- The draft are at status *4* (Accepted) or *0* (Collected).

**Note.** If a draft is at a remittance or collection status, you cannot delete it; you must collect the draft and then void it.

You can void a receipt only when the drafts are at status *4* (Accepted) or *0* (Collected).

Voiding a receipt increases the open amount of the R1 document and changes the invoice payment status of the receipt.

When you void a receipt, you must enter the date to post the void and the reason code for the void.

**Note.** When you delete a draft on the Draft Entry form, the delete is recorded when you click OK on the Draft Entry form. However, the deletion does not actually take place in the table until you click OK on the Application Draft-Invoices form. If you click Cancel on this form, the delete operation is canceled.

### Examples: Voided Drafts

When you post the void of a receipt for which drafts have been accepted, the system creates these journal entries:

| Document Type | Account Number and Description | Debit | Credit | Explanation Remark |
|---|---|---|---|---|
| R1 | 28.1222<br>Drafts Receivable | | 1.000,00– | Draft Receipt |
| AE | 28.1210.UC<br>Unapplied Cash | 1.000,00 | | |
| | Ledger Type Totals | 1.000,00 | 1.000,00– | |

When you post the void of a receipt for which drafts have been collected, the system creates these journal entries:

| Document Type | Account Number and Description | Debit | Credit | Explanation Remark |
|---|---|---|---|---|
| RO | 28.1110.BEAR | | 1.000,00– | Bank Deposit |
| AE | 28.1210.UC<br>Unapplied Cash | 1.000,00 | | |
| | Ledger Type Totals | 1.000,00 | 1.000,00– | |

## Understanding Draft Statuses

If you remit or collect a draft in error, you can return the draft to its prior status rather than completely processing the draft and then voiding it.

If you return posted drafts to prior status, the system:

1. Updates the F03B13 table with the prior status of the batch.
2. Updates the records in the F03B14 table with the prior status.

If you return unposted drafts to prior status, the system:

1. Updates the F03B13 table with the prior status of the batch.
2. Deletes the records from the F03B14 table.

## Forms Used to Delete, Void, or Return a Draft to Prior Status

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work with Receipts | W76A8000A | Drafts Processing (G76A00C), Drafts Entry | Void a draft. |
| Void/NSF Draft | W76A8004A | On the Work with Receipts form, select the receipt and then select Void/Delete from the Row menu. | Specify the date for the void and the reason code. |
| Draft Inquiry - ARG - 03B | W76A8005A | Drafts Processing (G76A00C), Draft Massive Entry Inquiry | Review drafts and return a draft to prior status or void a draft. |

## Voiding a Draft Receipt

Access the Work with Receipts form.

To void a draft receipt:

1. On Work with Receipts, select the receipt in the detail area and then select Void/Delete from the Row menu.

   If the receipt has been partially or totally posted, you must specify the date for the void and the reason code. If the receipt has not been posted, you need only to confirm the deletion.

2. On Void/NSF Draft, complete the Void G/L Date and Void Reason Code fields and click OK.

   **Void G/L Date** Enter the date to which the voided transaction is posted. Financial periods are set up in the F0010 table.

   **Void Reason Code** Enter a code that explains why a receipt was voided.

## Voiding a Draft Receipt from Draft Massive Entry Inquiry

Access the Draft Inquiry - ARG - 03B form.

Select a draft and select NSF from the Row menu.

## Returning a Draft to Prior Status

Access the Draft Inquiry - ARG - 03B form.

To return a draft to prior status:

1. Select the receipt record in the detail area, and then select Return Prior Status from the Row menu.
2. On Void/NSF Draft, complete the Void G/L Date and Void Reason Code fields and click OK.

# Printing Receipts

This section provides an overview of the Drafts Printer program and discusses how to:

- Run the Drafts Printer program.

- Set processing options for Drafts Printer (R76A6270).

# Understanding the Drafts Printer Program

The Drafts Printer program (R76A6270) prints receipts that have been entered through the Drafts Entry program (P76A8000) as well as drafts entered by other Accounts Receivable programs. The printed receipt shows information about the drafts and the invoices to which they have been applied.

The receipts can be in domestic or foreign currency.

# Running the Draft Printer Program

From the Drafts Processing menu (G76A00C), select Drafts Printer.

# Setting Processing Options for Drafts Printer (R76A6270)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

## Currency

This processing option specifies whether the system print foreign currency amounts.

**1. Foreign Currency** Specify whether the system prints amounts in foreign currency. Values are:

Blank: Do not print foreign currency amounts.

*1:* Print foreign currency amounts.

## Print

These processing options specify processing information for the Drafts Printer program.

**2. Issue Place** Specify the draft issue place.

**3. Receipt Type** Specify the draft receipt type.

**4. Number of Copies** Specify how many copies to print.

**5. Maximum Detail Lines** Specify the maximum number of lines to print on a page.

**6. Print Message** Enter *1* to print the message *Nonvalid Document as Invoice* on the receipts.

# Reviewing and Revising Receipts

This section discusses how to:

- Review and revise drafts from the Draft Massive Entry Inquiry program.
- Reviewing the Customer Ledger.

## Forms Used to Review and Revise Receipts

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Application Draft-Invoices | W76A8003A | Drafts Processing (G76A00C), Drafts Entry.<br>On the Work with Receipts form, select a receipt and then click Select. | Review applied, unapplied, and pending amounts for a draft receipt. |
| Draft Entry | W76A8002A | On the Application Draft-Invoices form, select Drafts from the Form menu. | Review draft data. |
| Invoice Entry | W76A8001A | On the Application Draft-Invoices form, select Invoices from the Form menu. | Review the invoices to which the drafts have been applied. |
| Draft Inquiry - ARG - 03B | W76A8005A | Drafts Processing menu (G76A00C), select Draft Massive Entry Inquiry. | Review draft information. |
| Draft Inquiry - Change | W76A8005C | On the Draft Inquiry - ARG - 03B form, select a draft and then select Detail Update from the Row menu, or select a draft and select Global Update from the Row menu. | Revise a single draft or revise multiple drafts. |
| Work with Customer Ledger Inquiry | W03B2002A | Customer Invoice Entry (G03B11), Customer Ledger Inquiry | Review customer ledger information. |
| Work With Customer Ledger Inquiry (ARG) | W76A2002A | On the Work with Customer Ledger Inquiry form, select Regional Info from the Form menu. | Review the customer ledger to see the RU and R1 documents. You can review individual documents or summarize them by receipt number. The receipt number is stored in the Reference field (RREF) in the F03B13 table. |

## Reviewing and Revising Drafts from the Draft Massive Entry Inquiry Program

Access the Draft Inquiry - ARG - 03B form.

To review drafts from the Draft Massive Entry Inquiry program:

1. On Draft Inquiry - ARG - 03B, locate the receipt for the drafts that you want to review or revise.
2. Review draft information in the detail area.
3. To revise a single draft, select that draft in the detail area, and then select Detail Update from the Row menu.
4. To revise multiple drafts, select those drafts in the detail area, and then select Global Update from the Row menu.
5. On Draft Inquiry - Change, complete any of the available fields.
6. If you select Global Update from the Row menu, select the Global Up option for the values that you are changing.

   **Note.** The Global Update options are not displayed if you select Detail Update from the Row menu.

7. Click OK.

   The system updates the values that you changed for the selected drafts.

**Draft Status** Displays the current status of the draft.

## Reviewing the Customer Ledger

Access the Work With Customer Ledger Inquiry (ARG) form.

To see all of the documents for a specific receipt, enter the receipt number in the Reference field of the QBE (query by example) line and then click Find.

To see one record for each document type that is associated with the receipt, enter the receipt number in the Reference field of the QBE line, select the Receipt Summarization option, and then click Find.

# Creating Credit Notes or Debit Notes for Exchange Rates Differences

This section provides an overview of exchange rate differences for accepted drafts and an overview of exchange rate differences for collected drafts and discusses how to:

- Run the Generate ND/NC Gain and Loss - ARG program.
- Set data selection for Generate ND/NC Gain and Loss - ARG (R76A8500).
- Set processing options for Generate ND/NC Gain and Loss - ARG (R76A8500).
- Run the Generate ND/NC Gain and Loss Collection - ARG program.
- Set data selection for Generate ND/NC Gain and Loss Collection - ARG (R76A8520).
- Set processing options for Generate ND/NC Gain and Loss Collection - ARG (R76A8520).

# Understanding Exchange Rate Differences for Accepted Drafts

The law allows you to create a credit note or debit note when you collect payment in pesos for invoices in foreign currency and the change in the exchange rate between the time when the invoice was issued and when the payment was received causes a gain or loss.

You can use the Generate ND/NC Gain and Loss - ARG program (R76A8500) to generate credit notes or debit notes for the gain or loss that is created when you create a receipt and match it to an invoice.

You create the receipt in the foreign currency, apply the receipt to an invoice, post the receipt batch, and then run the Generate ND/NC Gain and Loss - ARG program.

When you run the Generate ND/NC Gain and Loss - ARG program in final mode, the system creates an invoice in pesos for the gain or loss and a receipt that closes the invoice. You use the processing options to control whether the new invoice is taxable and, if so, how the tax is calculated.

When you run the Generate ND/NC Gain and Loss - ARG program, the system performs these actions:

1. Creates a new invoice batch header in the F0011 table.
2. Updates these tables with information about the new invoice:
   - F03B11
   - Account Ledger (F0911).
   - Invoice Total - ARG - 03B (F76A09).
   - Taxes - Tax Amounts by Invoice Suffix AGR - 03B (F76A19).
3. Creates a new receipt batch header in the F0011 table. This batch does not contain a draft.
4. Updates these tables with information about the new receipt:
   - Receipts Header (F03B13)
   - Receipts Detail (F03B14)
   - Receipts Header Argentine Tag File - 03B (F76A60)
5. Updates the Tag File F03B14 - ARG - 03B (F76A8500) to mark the record as processed.

After you run the Generate ND/NC Gain and Loss - ARG program, you must complete these steps:

1. Post the new invoice batch and the new receipt batch.

   **Note.** The new invoice and receipt are posted to the account that is specified in AAI RG or AAI RL, depending on whether the invoice represents a gain or a loss.

2. Print the invoice.
3. Run the Tax Split program (R76A8900).

## Voiding Debit Notes or Credit Notes for Exchange Rate Differences

If you void the invoice that was created by the Generate ND/NC Gain and Loss - ARG program (R76A8500), the system creates a journal entry with the opposite sign when you post the void. You should then run the Generate ND/NC Gain and Loss - ARG program again to create a new invoice and receipt to reverse the previous transaction.

# Understanding Exchange Rate Differences for Collected Drafts

You can use the Generate ND/NC Gain and Loss Collection - ARG program (R76A8520) to generate credit note or debit note for the gain or loss that is created between the time when you accept the draft and when you collect the draft.

When you run the Generate ND/NC Gain and Loss Collection - ARG program in final mode, the system creates an invoice in pesos for the gain or loss and a receipt that closes the invoice. You use the processing options to control whether the new invoice is taxable and if so, how the tax is calculated.

When you run the Generate ND/NC Gain and Loss Collection - ARG program, the system performs these actions:

1. Creates a new invoice batch header in the F0011 table.
2. Updates these tables with information about the new invoice:
   - F03B11
   - F0911
   - F76A09
   - F76A19
3. Updates the Tag File F76A60 - ARG - 03B table (F76A8510) to mark the record as processed.

After you run the Generate ND/NC Gain and Loss Collection - ARG program, you must complete these steps:

1. Post the new invoice batch and the new receipt batch.

   **Note.** The new invoice and receipt are posted to the account that is specified in AAI RG or AAI RL, depending on whether the invoice represents a gain or a loss.

2. Print the invoice.
3. Run the Tax Split program (R76A8900).

### Voiding Debit Notes or Credit Notes for Exchange Rate Differences between Receipt and Collection

Voiding the receipt or the collection does not void the invoice that reflects the difference in the exchange rate. You must void the new invoice manually.

# Prerequisites

If you are running the Generate ND/NC Gain and Loss - ARG program:

- Create a draft receipt and match it to the invoice. Specify the foreign currency on the Application Draft-Invoices form, and specify either payment instrument *F* for drafts in pesos or payment instrument *C* for drafts in a foreign currency on the Draft Entry form.
- Post the receipt batch.

If you are running the Generate ND/NC Gain and Loss Collection - ARG program:

- Add the payment instrument that is set aside for payments made in pesos for invoices in foreign currency to UDC 00/PY.
- Add the payment instrument that you set aside to UDC 76A/PI for payments made in pesos for invoices in foreign currency.

This action prevents the exchange rate difference from being generated during draft collection so that it can be generated by the Generate ND/NC Gain and Loss Collection - ARG program (R76A8520) instead.

- Create a draft receipt and match it to the invoice. Specify the foreign currency on the Application Draft-Invoices form and specify the payment instrument that you set aside for payments made in pesos for invoices in foreign currency on the Draft Entry form.
- Post the receipt batch.
- Run the Draft Collection with Status Update program (R03B680).
- Post the batch that was generated by the draft collection process.

## Running the Generate ND/NC Gain and Loss - ARG Program

From the Drafts Processing menu (G76A00C), select Generate ND/NC Gain and Loss- ARG.

## Setting Data Selection for Generate ND/NC Gain and Loss - ARG (R76A8500)

Specify the payment instrument that you used for the receipt in the data selection of the Generate ND/NC Gain and Loss - ARG program.

## Setting Processing Options for Generate ND/NC Gain and Loss - ARG (R76A8500).

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

### Default

These processing options specify the mode in which the system processes records as well as values that the system assigns to invoices created by the program.

**1. Processing Mode** Specify the mode in which the system processes records. Values are:

Blank: Proof mode.

*1:* Final mode.

**2. Taxes** Specify whether the system calculates taxes. Values are:

Blank: Do not calculate taxes.

*1:* Calculate taxes on the gross amount.

*2:* Calculate taxes on the taxable amount.

**3. Tax Rate/Area and Tax Explanation Code** Specify the tax rate/area and the tax explanation code that the system uses for invoices that it creates. Or, specify whether the system uses the tax rate/area from the original invoice or the customer master record. Values are:

Blank: Use the values specified in the processing option.

*1:* Use the tax rate/area on the original invoice.

*2:* Use the tax rate/area on the customer master record.

**4. Document Types** Specify the document types that the system uses for credit invoices and debit invoices.

**5. Payment Terms** Specify the payment terms that the system assigns to invoices.

### General

These processing options specify information that the system uses to process records.

**6. Issue Place** Specify the issue place for drafts.

**7. RG 100** Specify whether you are entering invoices that correspond to RG 100. Values are:

Blank: Invoices do not correspond to RG 100.

*1:* Invoices correspond to RG 100.

**8. R03B11Z1I Version** Specify the version of R03B11Z1I that the system uses.

### Receipt

These processing options specify information that the system uses to process records.

**9. Payment Instrument** Specify the receipt payment instrument.

**10. Document Type** Specify the document type that the system uses to assign next numbers to receipts.

**11. Version of Receipt Print** Specify the version of the receipt print program that the system uses. If you leave this processing option blank, the system uses XJDE0001.

## Running the Generate ND/NC Gain and Loss Collection - ARG Program

From the Drafts Processing menu (G76A00C), select Generate ND/NC Gain and Loss Collection - ARG.

## Data Selection for Generate ND/NC Gain and Loss Collection - ARG (R76A8520)

Specify the payment instrument that you used for the receipt in the data selection of the Generate ND/NC Gain and Loss Collection - ARG program.

# Setting Processing Options for Generate ND/NC Gain and Loss Collection - ARG (R76A8520)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

## Default

These processing options specify how the system processes records.

**1. Mode** Specify the mode in which the system processes records. Values are:

Blank: Proof mode.

*1:* Final mode.

**2. Taxes** Specify whether the system calculates taxes. Values are:

Blank: Do not calculate taxes.

*1:* Calculate taxes on the gross amount.

*2:* Calculate taxes on the taxable amount.

**3. Tax Rate/Area and Tax Explanation Code** Specify the tax rate/area and the tax explanation code that the system uses for invoices that it creates. Or, specify whether the system uses the tax rate/area from the original invoice or the customer master record. Values are:

Blank: Use the values specified in the processing option.

*1:* Use the tax rate/area on the original invoice.

*2:* Use the tax rate/area on the customer master record.

**4. Document Types** Specify the document types that the system uses for credit invoices and debit invoices.

**5. Payment Terms** Specify the payment terms that the system assigns to invoices.

## General

These processing options specify how the system processes records.

**6. Issue Place** Specify the issue place for drafts.

**7. RG 100** Specify whether you are entering invoices that correspond to RG 100. Values are:

Blank: Invoices do not correspond to RG 100.

*1:* Invoices correspond to RG 100.

**8. Version** Specify the version of the Invoice Entry MBF that the system uses to process records.

**9. Currency** Specify the currency in which the system creates the invoice. Values are:

Blank: Receipt currency.

*1:* Company currency.

**10. Process Date** Specify the date on which records are processed.

**11. AAI** Specify the AAI that the system uses to create G/L entries. If you leave this processing option blank, the system uses RG and RL.

# Working with Lecops

This section provides an overview of Lecops and discusses how to:

- Enter receipts with Lecops.
- Print receipts with Lecops.

## Understanding Lecops

You can enter receipts with the government-issued Provincial Obligation Letters (Lecops) as your payment instrument. You can also create a report of receipts paid with Lecops and their nominal values.

When you enter a receipt by using the Lecops payment instrument, the system selects the Nominal Value field on the Draft Entry form.

If the receipt uses dollars as the currency, you can enter the receipt in dollars and the draft value in pesos, and the system converts the draft amount to dollars.

When you print receipts with the Lecops payment instrument, the Drafts Printer program (R76A6270) includes the nominal value of the receipt.

## Prerequisites

Enter the payment instrument code in UDC 00/PY with a value of *2* in the Special Handling field, which activates the nominal value field on the Draft Entry form:

| Codes | Description 01 | Description 02 | Special Handling | Hard Coded |
|---|---|---|---|---|
| L | LECOP | | 2 | N |

Set up these AAIs for Lecops:

- RDL (RD + payment instrument)
- RD1L (RD1 + payment instrument)
- RD2L (RD2 + payment instrument)

## Forms Used to Work with Lecops

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Application Draft-Invoices | W76A8003A | Drafts Processing (G76A00C), select Entry.<br>On the Work with Receipts form, click Add to enter a receipt. | Enter a receipt with Lecops. |
| Draft Entry | W76A2002A | On the Application Draft-Invoices form, select Drafts from the Form menu. | Enter the drafts that correspond to the receipt.<br>You specify the Lecops payment instrument and enter the nominal value of the Lecops documents. |

## Entering Receipts with Lecops

Access the Application Draft-Invoices form.

To enter receipts with Lecops:

1. On Application Draft-Invoices, complete the Receipt Number, Company, G/L Date, Payor, Draft Date, and Currency Code fields in the header area.
2. Complete the Exchange Rate, Business Unit, and Unapplied G/L Offset fields.
3. Select Drafts from the Form menu.
4. On Draft Entry, complete the Draft Number, Pay Inst (payment instrument), Draft Due Date, Draft Amount, Nominal Value, Clearing Days, Draft Bank, and Collection Bank fields and then click OK.

   The system loads the information that you entered on the Draft Entry form in the detail area of the Application Draft-Invoices form.
5. On Application Draft-Invoices, click OK.

## Printing Receipts with Lecops

From the Drafts Processing menu (G76A00C), select Drafts Printer.

# CHAPTER 16

# Processing Automatic Debits

This chapter provides an overview of automatic debits and discusses how to:

- Create and process a batch of automatic debits.
- Approve and post automatic debit batches.
- Format automatic debits.
- Transfer automatic debit batches to the bank.
- Purge automatic debits.

### See Also

*PeopleSoft EnterpriseOne Multicurrency Processing 8.11 PeopleBook*, "Processing Foreign and Alternate Currency Receipts," Processing Automatic Receipts and Automatic Debits in a Foreign Currency

*PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook*, "Setting Up Bank Account Information"

Chapter 19, "Printing Invoices," Printing Invoices with an Attached International Payment Instruction, page 594

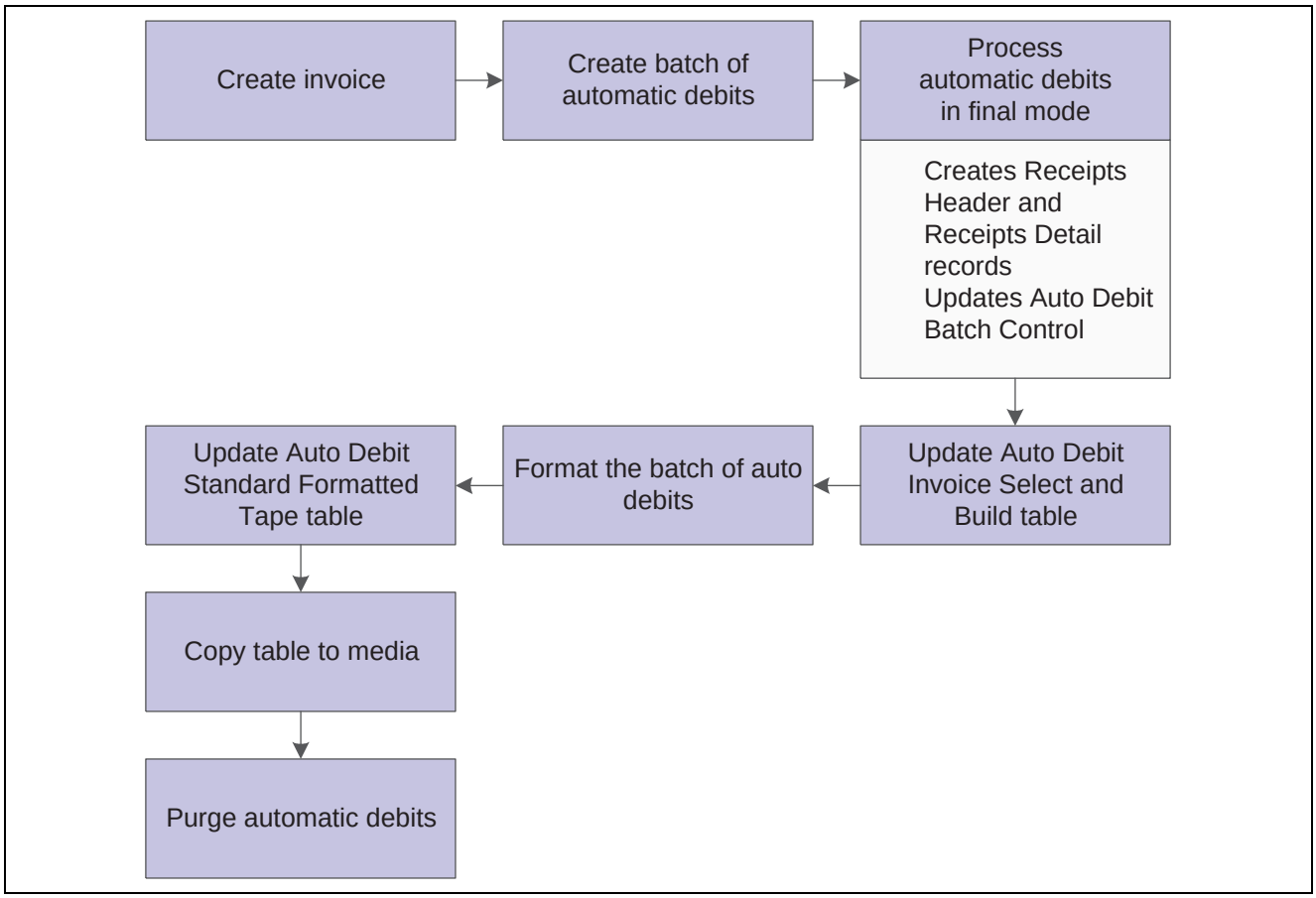
## Understanding Automatic Debits

You can automatically debit (withdraw funds from) a customer's bank account by updating a table that you send to the bank that collects payment from the customer using electronic funds transfer (EFT).

The automatic debit process records the receipt at the time the table is updated. You run a program to format the table according to the bank's specifications, and then send it to the bank by copying it to a medium (such as a tape, diskette, or CD) or sending it electronically. The bank collects payment from the customer and then notifies you that the transaction is complete.

Automatic debits work well in situations in which you invoice predefined amounts every month. You can also use automatic debits with invoice amounts that vary with each billing period.

This graphic illustrates the information flow for automatic debits:




Automatic debit information flow

When you use the automatic debit process, you:

- Identify those customers who have agreed to the automatic debit process.
- Select the customer invoices to be paid.
- Build and update worktables that are sent to the bank.
- Update customer invoices as paid.
- Format automatic debit information to meet country-specific bank requirements.
- Copy automatic debit information to a medium to send to the bank, or transfer automatic debit information electronically.
- Purge automatic debit batches.

The automatic debit process updates these tables:

- Auto Debit Batch Control (F03B571).
- Auto Debit Invoice Select and Build (F03B575).
- Auto Debit Standard Formatted Tape File (F03B57OW).

# Prerequisites

Before you complete the tasks in this section:

- Verify that a payment instrument code for automatic debits exists in the Payment Instrument (00/PY) UDC table.
- On Customer Master Revisions, enter *A* (Automatic Debits, Accounts Receivable only) in the Payment Instrument field and select the Auto Receipt option. Option *A* is not hard coded, and you can use other values.

  See Chapter 3, "Setting Up Customer Master Information," Entering Customer Master Records, page 41.
- On Set Up Bank Accounts by Address, verify that you have a G/L bank account for automatic debits set up for your customers.

  See *PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook*, "Setting Up Bank Account Information," Setting Up Bank Account Information.
- On Set Up G/L Bank Account, verify that a next auto debit number is specified for the bank account to which the automatic debits will be credited.
- (FRA) On the Revise BACS Information form (bank automated clearing system), enter the sender's bank ID in the Bank User Number field to process electronic funds transfers for France.
- On A/R Constants, select the Auto Receipt option.

  See Chapter 2, "Setting Up the Accounts Receivable System," Setting Up Constants for Accounts Receivable, page 7.
- If a format program that meets your requirements is not available, create a custom program to copy processed and formatted automatic debit batches to the medium that your bank accepts, or to transmit them electronically.

# Creating and Processing a Batch of Automatic Debits

This section provides an overview of automatic debit batches and discusses how to:

- Set processing options for Process Auto Debits (P03B571).
- Set processing options for Create Automatic Debit Batch (R03B571).
- Create a batch of automatic debits.
- Process a batch of automatic debits in final mode.

## Understanding Automatic Debit Batches

To create a batch of automatic debits, you use the Process Auto Debits program (P03B571) to run the Create Automatic Debit Batch program (R03B571). Processing options and data selection specify which invoices to include in the batch.

You can create batches in either proof or final mode.

### Proof Mode

When you run the Create Automatic Debit Batch program in proof mode, the system:

- Validates the selection of invoices that are to be automatically debited to customers.
- Generates a record in the F03B571 table to identify the automatic debit batch. This record appears on the Work with Auto Debit Batches form.
- Generates records in the F03B575 table that includes all of the invoices that match the data selection criteria.
- Creates two reports:
  - R03B571 (Create Automatic Debit Batch) creates an exception report of any errors that occur in the selection of invoices for the automatic debit batch. If the system does not detect an error, it prints the message *Records Processed - No Exceptions*.
  - R03B575 (Process Automatic Debits) creates the invoices that constitute the automatic debit batch.
- Updates the Status field in the F03B571 table to *1* (Proof Mode).

You can create an unlimited number of automatic debit batches. The system stores the automatic debit information in the appropriate tables until you delete or purge them.

### Final Mode

When you run the Create Automatic Debit Batch program (R03B571) in final mode, the system does everything it does in proof mode. In addition, it:

- Runs version ZJDE0001 of the Process Automatic Debits program (R03B575).
- Creates a record in the Batch Control Records table (F0011) with batch type *RB*.
- Creates records in the Receipts Header (F03B13) and Receipts Detail (F03B14) tables that you must post to the Account Ledger table (F0911). The system creates one receipt for each customer regardless of the number of invoices it pays.
- Assigns a payment number using the Next Numbers feature for automatic debits.
- Changes the invoice pay status to *P* (paid).
- Updates the Status field in the F03B571 table to *2* (Final Mode).

When you create the automatic debit batch in final mode, you can also set processing options to automatically format the batch to meet country-specific bank requirements. To do this, specify the bank file format program in the Bank File processing option. Alternatively, you can manually format a batch of automatic debits after you process the batch by entering the program number on the Revise Auto Debit Controls form.

See Chapter 16, “Processing Automatic Debits,” Formatting Automatic Debits , page 538.

### Delete an Automatic Debit Batch

If at any time during the automatic debit process you discover an error in a batch, you can delete the batch and create a new batch in the Automatic Debit worktable. For example, you would need to create a new batch in the worktable if you make a change to customer, invoice, or bank account information. These changes do not automatically update existing batches of automatic debit information in the worktable.

When you delete an automatic debit batch, the system deletes or voids any receipt records and journal entries that were created for the batch and reopens the invoices associated with the batch. The invoices are then eligible to be included in a new automatic debit batch.

### Data Selection

You must specify data selection values to ensure that the Automatic Debiting program selects the invoices that you want for the automatic debit batch. At a minimum, you must specify a payment instrument to identify the invoices that are eligible for payment by the automatic debit process.

## Prerequisite

If you are using the German Bank File Format and Statement Diskette (R03B575DD) format, set up UDC 04/RC to specify acceptable characters that the system uses to replace unacceptable characters in a text file.

See *PeopleSoft EnterpriseOne Tools 8.94 PeopleBook: Foundation*

## Forms Used to Create and Process a Batch of Automatic Debits

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work With Auto Debit Batches | W03B571A | Automatic Debiting (G03B131), Process Auto Debits | Create a new batch of automatic debits and process it in either proof or final mode, or select a batch that has been processed in proof mode and process it in final mode.<br><br>To create a batch of automatic debits in proof mode, set the processing options on the Create Automatic Debit Batch program (R03B571) for proof mode.<br><br>To create a batch of automatic debits in final mode without first creating the batch in proof mode, set the processing options on the Create Automatic Debit Batch program (R03B571) for final mode. |
| Work With Batch Versions - Available Versions | W98305A | On the Work With Auto Debit Batches form, click Add. | Run the Create Automatic Debit Batch program (R03B571). |

## Setting Processing Options for Process Auto Debits (P03B571)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

### Version

This processing option specifies the version of the Copy Bank File to Diskette program (P0457D) to use.

**1. Copy Bank File to Diskette Version (P0457D)** Specify the version of the Copy Bank File to Diskette program (P0457D) that the system uses to copy a bank file. If you leave this option blank, the system uses version ZJDE0001.

# Setting Processing Options for Create Automatic Debit Batch (R03B571)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

## Processing

These processing options specify the information to select invoices for automatic debit processing.

**1. Process Mode** Specify whether the system runs the program in proof or final mode. In proof mode, the system generates a report, but does not update any tables. In final mode, the system generates a report and updates the F03B13 and F03B14 tables based on the information that you provide. Values are:

Blank: Proof mode

*1:* Final mode

**2. Process Through Date** Specify the date through which the system selects invoices to pay. The system uses this processing option in conjunction with the Date Type for Comparison processing option to determine the invoices to select and pay. For example, if you specify a Process Through Date of June 30, 2005 and a Date Type of I (invoice date), the system selects all open invoices with an invoice date on or before June 30, 2005.

If you leave this processing option blank, the system uses the system date as the process through date.

**3. Date Type for Comparison** Specify the type of date for the system to use to select invoices. The system uses this processing option in conjunction with the Process Through Date processing option to determine the invoices to select and pay. For example, if you specify a Process Through Date of June 30, 2005 and a Date Type of I (invoice date), the system selects all open invoices with an invoice date on or before June 30, 2005. Values are:

Blank: Net due date

*D:* Discount due date

*I:* Invoice date

*G:* G/L date

*S:* Statement date

**4. Currency Mode** Specify whether the system processes auto debits using the foreign (transaction) currency of the invoice or the domestic (base) currency of the invoice. Values are:

Blank: Domestic currency of the invoice

*1:* Foreign currency of the invoice

## Bank Account

This processing option specifies the bank account to which you want receipts deposited.

**1. G/L Bank Account** Specify the G/L bank account for the system to use to credit the receipt deposits. Enter the bank account in the standard format (bu.obj.sub). If you leave this processing option blank, the system uses the bank account that corresponds to the AAI item RB for the company entered on the invoice.

If the G/L bank account is a monetary account, the currency of the invoices must be the same as the currency of the bank account. If this requirement is not satisfied, the system prints an error message on the Create Automatic Debit Batch report (R03B571).

## Discounts

These processing options specify whether and how to process discounts.

**1. Process Discounts** Specify whether to take all available discounts or to use the value in the Discount Cutoff Date processing option to determine which discounts to take. Values are:

Blank: Use the date in the Discount Cutoff Date processing option to determine which discounts to take. The system takes only those discounts on invoices that have a discount due date on or before the cut-off date specified.

*1:* Take all available discounts. If you select this option, the system might take discounts that are not earned.

**2. Discount Cutoff Date** Specify the date that the system uses to determine which discounts to take. The system takes all discounts on invoices with a discount due date on or before the date specified. The Process Discounts processing option must be blank for the system to use a cutoff date.

**3. Discount Reason Code** Specify the default discount reason code for the system to use when discounts are taken. The discount reason code that you enter must exist in UDC 00/DE. You must also set up a corresponding AAI item (RKD*xxx*, where *xxx* is the reason code) for each discount reason code that you specify.

## G/L Defaults

These processing options specify the information for the journal entry that the system generates.

**1. G/L Date** Specify the G/L date to which the system posts receipt records. If you leave this processing option blank, the system uses today's date.

**2. Journal Entry Creation Method** Specify whether the post program creates one summarized journal entry for the batch of receipts entered, or one journal entry for each receipt. The system assigns the value that you enter in this processing option to the A/R Post field

(ISTR) in the F03B13 table. The post program uses this value to create the journal entry records. Values are:

Blank: Summarized journal entries. The system creates one journal entry with the document type *RK* for each batch of receipts that you post. The system assigns the receipt batch number as the document number of the journal entry. To use this method, you must also ensure that:

- The offset method in the A/R Constants is equal to *B* (batch mode)
- The batch does not contain any foreign transactions

Otherwise, the system creates journal entries in detail.

*1:* Detail journal entries. The system creates one journal entry with the document type *RC* for each receipt in the batch. The system uses Next Numbers for journal entry documents (system 09) to assign the document number to the receipt journal entry.

To provide an audit trail, the system updates the following fields in the F03B14 table with the journal entry information:

- JE document type (RZDCTG)
- JE document number (RZDOCG)
- JE document company (RZKCOG)

## Amount Limits

These processing options specify the amount limits for processing automatic debit batches.

**1. Minimum Payment Amount** Specify the minimum amount for the system to use to process the batch of automatic debits. The system processes only batches of invoices with a total open amount that is greater than the amount specified. For example, if you specify a minimum amount of 100, and the batch has three invoices that total more than 100, the system processes the batch.

**2. Maximum Payment Amount** Specify the maximum amount for the system to use to process the batch of automatic debits. The system processes only batches of invoices with a total open amount that is less than the amount specified. For example, if you specify a maximum amount of 10,000, and the batch has thirty invoices that total less than 10,000, the system processes the batch.

## Bank File

These processing options specify the information necessary to format the automatic debit batches.

**1. Bank Format Program** Specify the program that the system uses to format the bank file. Valid program numbers are:

*R03B575AD:* Austrian format

*R03B575BD:* Belgian format

*R03B575DD:* German format

*R03B575DH:* Dutch format

*R03B575FD:* French format

*R03B575GB:* United Kingdom format

*R03B575SD:* Swiss format

**2. Bank Format Version** Specify the version of the bank format program to use. If you leave this processing option blank, the system uses version ZJDE0001.

### BACS

These processing options specify BACS processing information.

**1. BACS Processing** Specify whether to process the auto debits using BACS processing. Values are:

Blank: Do not process auto debits using BACS processing.

*1:* Process auto debits using BACS processing.

**2. BACS Processing Date** Specify the BACS processing date. The system updates the bank file with the date specified. If you leave this processing option blank, the system uses today's date.

**3. Number of BACS Days** Specify the number of days to add to the date entered in the BACS Processing Date processing option to determine the expiration date that the system writes to the bank file.

**4. Workday Calendar Name** Specify the name of the calendar to use to adjust the BACS expiration date to a working day. The system calculates the BACS expiration date by adding the value in the Number Of BACS Days processing option to the date specified in the BACS Processing Date processing option.

## Creating a Batch of Automatic Debits

Access the Work With Auto Debits Batches form.

Click Add to access the Work With Batch Versions - Available Versions, then run the version of the Create Automatic Debit Batch program (R03B571) that you have set up.

## Processing a Batch of Automatic Debits in Final Mode

Complete these steps if the automatic debit batch was previously created in proof mode.

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**Note.** The system runs the version of the Create Automatic Debit Batch program (R03B571) that was used to create the batch in proof mode.

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Access Work With Auto Debits Batches form.

To process a batch of automatic debits in final mode:

1. On Work With Auto Debit Batches, select a batch that has been processed in proof mode.
2. From the Row menu, select Final Mode.

After you process automatic debits, you can review the resulting receipt batches on Auto Debits Journal Review. Then, post the entries to the general ledger.

# Approving and Posting Automatic Debit Batches

This section provides an overview of automatic debits approval and posting and discusses how to:

- Run the post program to post automatic debits.
- Post automatic debits from Auto Debits Journal Review.

### See Also

Chapter 10, "Processing Manual Receipts," Approving and Posting Receipts, page 349

## Understanding Automatic Debits Approval and Posting

After you process automatic debits in final mode, you must post them to the general ledger. You can review the processed automatic debit batches using the Auto Debits Journal Review program (P0011) before you post the batches. Depending on the setting of the accounts receivable constants, you might need to approve batches before you post them.

Because automatic debit batches are receipt batches (batch type *RB*), you follow the same steps to post them that you use to post receipts. When you post automatic debit batches, the system creates the appropriate entries to the bank, A/R trade and, if applicable, discount taken account.

## Forms Used to Approve and Post Automatic Debits

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work With Batches | W0011A | Automatic Debiting (G03B131), Auto Debits Journal Review | Locate automatic debit batches. |
| Batch Approval | W0011C | On the Work With Batches form, select a batch and select Batch Approval from the Row menu. | Approve a batch for posting. |

## Running the Post Program to Post Automatic Debits

From the Automatic Debiting menu (G03B131), select Post Auto Debits to G/L.

## Posting Automatic Debits from Auto Debits Journal Review

Access the Work With Batches form.

Select the batch that you want to post and select Post by Batch from the Row menu.

# Formatting Automatic Debits

This section provides an overview of automatic debit formats and discusses how to:

- (AUT) Set processing options for Austrian Bank Diskette Format and Statement (R03B575AD).

- (BEL) Set processing options for Belgian Format 128 (R03B575BD).
- (FRA) Set processing options for Automatic Debits French Format (R03B575FD).
- (DEU) Set processing options for German Bank File Format and Statement Diskette (R03B575DD).
- (IRL) Set processing options for Ireland Domestic Debit Bank Format (R03B575IE).
- (NLD) Set processing options for Automatic Debits Dutch Format (R03B575DH).
- (CHE) Set processing options for Create Swiss Bank Diskette Format (R03B575SD).
- (GBR) Set processing options for United Kingdom Bank File and Statement Diskette (R03B575GB).
- Format a batch of automatic debits.

# Understanding Automatic Debit Formats

You create records in the F03B57OW table to meet country-specific requirements of the bank. To do this, specify the bank-file format program on the Revise Auto Debit Controls form.

If a program is not available for your country-specific requirements, you must create a custom program for your bank's specifications.

You can format automatic debit information for the bank in one of the following ways:

- Enter the format program number (such as R03B575DD) into the processing option of the Process Auto Debits program (R03B571) prior to running it in final mode
- Enter the program number on the Revise Auto Debit Controls form, and then run that program manually by choosing Format Bank File from the Row menu of the Work with Auto Debit Batches form.

When you complete this process, the system changes the value of the Status field of the F03B571 table from *3* (Bank File Formatted).

If you are using a custom program, ensure that it updates the Status field in the Auto Debit Batch Control table. It is recommended that you use one of the supplied programs as a template if you are creating a custom program for this purpose.

## (AUT) Austrian Automatic Debit Formats

PeopleSoft provides these Austrian automatic debit formats:

- R03B575AD (Austrian Bank Diskette Format and Statement).
- R03B575AD1 (Austrian Format Diskette Cover Page Auto Debit).

These programs generate a bank table that adheres to the banking standards for automatic debits in Austria.

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**Note.** The Austrian Bank Diskette Format and Statement program calls the Austrian Format Diskette Cover Page Auto Debit program automatically.

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## (BEL) Belgian Automatic Debit Formats

PeopleSoft provides Automatic Debits Belgian Format 128 (R03B575BD) that adheres to the banking standards for automatic debits in Belgium.

## (FRA) French Automatic Debit Formats

PeopleSoft provides Automatic Debits French Format (R03B575FD) for French automatic debits

This program generates a bank file that corresponds to the French banking standards for automatic debits.

## (DEU) German Automatic Debit Formats

You can specify the type of agreement that you have with customers regarding automatic debits. In Germany, businesses can enter into these automatic debit agreements:

- Direct Debit Authority

  An agreement between the business (supplier) and the customer that allows the customer to dispute the automatic debit charge within six weeks.

- Transfer Instruction

  An agreement between the business (supplier) and the bank. In this case, the customer does not have the right to protest the bank charges.

To specify the type of automatic debit agreement for the payment group, access the processing options for the German format program that you are using. Enter a *1* in the processing option if you have a transfer instruction with the bank. Leave the processing option blank if you have Direct Debit Authority with customers. In both cases, the system writes the information to the correct field on the bank file for the bank to read.

PeopleSoft provides these German automatic debit formats:

- R03B575DD (German Bank File Format and Statement Diskette )
- R03B575DD1 (German Bank Cover Sheet)

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**Note.** The German Bank File Format and Statement Diskette program calls the German Bank Cover Sheet program automatically.

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The payment format programs generate a bank table that adheres to the German banking standards for automatic debits.

## (IRL) Irish Automatic Debit Formats

PeopleSoft provides Ireland Domestic Debit Bank Format (R03B575IE) for Irish automatic debits.

This program generates a bank table that adheres to the banking standards for automatic debits in Ireland.

## (NLD) Dutch Automatic Debits Formats

The automatic debits formats that are most commonly used in the Netherlands are ClieOp2 *(Client opdracht indeling 2)* and ClieOp3 *(Client opdracht indeling 3)*. ClieOp2 is the standard format developed by the banks in the Netherlands. Both the BankGiroCentrale (BGC) and the Postbank accept this format. ClieOp3 is the euro-compliant automatic debiting format. It contains the ClieOp2 format and is upward-compatible.

PeopleSoft provides Automatic Debits Dutch Formats ClieOp2 and ClieOp3 (R03B575DH) for automatic debits.

This program generates a bank table that adheres to the banking standards for automatic debits in the Netherlands.

You specify the debit format (ClieOp2 or ClieOp3) that you want to use on the File Info tab of the processing options for the Automatic Debits Dutch Formats ClieOp2 and ClieOp3 program (R03B575DH).

You must specify a file serial number for each automatic debit file that you create. In the Enter File Serial Number processing option on the File Info tab, type *01* for the first file that you create each day. If you create more than one file in a day, you must update this value. The value must be updated for every subsequent file created each day (that is, 01, 02, 03).

## (CHE) Swiss Automatic Debits Formats

PeopleSoft provides these Swiss automatic debit formats:

- R03B575SD (Create Swiss Bank Diskette Format).

  This program saves information to the F03B57OW table.

- R03B575SD1 (Swiss Bank Cover Sheet ).

  This program generates a bank table that adheres to the banking standards for automatic debits (LSV) in Switzerland.

**Note.** The Create Swiss Bank Diskette program calls the Swiss Bank Cover Sheet program automatically.

## (GBR) British Automatic Debits Formats

Businesses in the United Kingdom automatically debit customer bank accounts using EFT (electronic funds transfer). Transfers must adhere to the standards set by the BACS. Businesses can send transfer information to the bank using modem, tape, or diskette.

You can use the standard automatic debit process to meet the requirements of the United Kingdom.

PeopleSoft provides the United Kingdom Bank File and Statement Diskette (R03B575GB) format for automatic debits.

The program generates a bank table that adheres to the banking standards for automatic debits in the United Kingdom.

To process the automatic debit, the BACS processing date and the expiration date of the debit must be actual workdays. In addition, it is common business practice to:

- Send statement reports to customers regarding the debit.
- Identify customers who have agreed to the automatic debit process.
- Select invoices that are due to customers.
- Validate the processing and expiration dates against a workday calendar.
- Assign each debit a sequential number that is based on the Accounts Receivable Next Auto Debit number in the Next Auto Debit Number table (F7460).
- Generate debit information in the BACS format.
- Generate statement reports for applicable customers.
- Update customer accounts after collecting the appropriate funds.

When creating and processing automatic debit batches for the United Kingdom, the system validates the BACS processing date against the workday calendar that you specify in the processing options. If the date is not a workday, the system searches for a valid workday, based on the workday calendar that you specify in the processing options, and increments the date by one day until it reaches the next valid workday.

The system issues a warning message to indicate that the day you entered is not a workday.

**Note.** If you do not set up and specify a workday calendar, the system uses the BACS processing date without performing the necessary validation.

The system calculates the BACS expiration date, based on the value that you enter in processing option 15 on the BACS tab of the Process Automatic Debits program. To calculate the expiration date, the system uses the BACS processing date that is written to the BACS table and then adds the number of days that you specify in the processing option.

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**Note.** You must use the Supplier Master program (P04012) to create supplier master records for the customers for whom you submit automatic debits.

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The first time that you submit automatic debits for a specific customer, you submit a first claim rather than a standard claim. The first-claim status indicates to the bank that you are verifying the bank account information for the automatic debit. No transfer of funds occurs with a first claim. After you have verified the bank account information for a customer, you submit automatic debits for that customer as standard claims.

To submit a first-claim automatic debit for a customer, select the Pre-Note Code option on the Supplier Master Revision form. Selecting the Pre-Note Code option for a customer indicates that any electronic funds transfer, including automatic debits, should be processed as a first claim.

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**Important!** After you have processed the first claim automatic debits and the bank has approved the customer for automatic debits, you must clear the Pre-Note Code option on the Supplier Master Revision form for that customer so that the United Kingdom Bank File and Statement Diskette program can correctly process automatic debits.

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## Forms Used to Format Automatic Debits

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work With Auto Debit Batches | W03B571A | Automatic Debiting (G03B131), Process Auto Debits. | Run the format automatic debits process. |
| Revise Auto Debit Controls | W03B571B | On the Work With Auto Debit Batches form, select a batch and then click Select. | Specify the bank format program and version for a batch of automatic debits. |

## (AUT) Setting Processing Options for Austrian Bank Diskette Format and Statement (R03B575AD)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

**Statement Print** Specify whether the system prints invoices that are included in the automatic debits batch as customer statements. Values are:

Blank: Print customer statements only when the number of invoice detail lines exceed the maximum number allowed by the format.

*1:* Print statements for automatic debits.

# (BEL) Setting Processing Options for Automatic Debits Belgian Format 128 (R03B575BD)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

## Print

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

**1. Statement Print** Specify whether to print invoices that are included in the automatic debits batch as customer statements. Values are:

Blank: Print customer statements only when the number of invoice detail lines exceed the maximum number allowed by the format.

*1:* Print customer statements.

## Defaults

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

**1. Sender Address Number** Specify the address number of the sender of the automatic debits tape, if the sender is not the creditor. If you leave this processing option blank, the system uses the address number of the creditor.

**2. Belgium Country Code** Specify the country code for Belgium. If this code matches the country code of the address book record of the sender or creditor, the system treats the sender or creditor as a Belgian resident. Any sender or creditor whose address book record contains any other code is treated as non-Belgian resident. If UDC 00/CN contains blank as a valid value, blank is the default for this processing option.

## Currency

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

**1. EURO Currency Code (Required)** Specify the currency code used in the system for euro. If this code matches the transaction currency code for an entry in the F03B575 table, that entry is treated as a euro transaction. All other transaction are treated as BEF transactions.

### Collection

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

**1. Requested Collection Date** Specify the requested collection date for the automatic debits payment. If you leave this processing option blank, the system date is used.

### Diskette

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

**1. Duplicate Generation of Diskette** Specify whether this diskette is a duplicate generation. Values are:

Blank: First generation of diskette

*1:* Duplicate generation of diskette

### Bank Code

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

**1. 3-digit Financial Institution Code of Creditor's bank (Required)** Specify the three-digit financial institution code of the bank to which the payments are remitted. The system does not validate this code.

## (FRA) Setting Processing Options for Automatic Debits French Format (R03B575FD)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

**Statement Print** Specify whether the system prints invoices that are included in the automatic debits batch as customer statements. Values are:

Blank: Print customer statements only when the number of invoice detail lines exceed the maximum number allowed by the format.

*1:* Print statements.

## (DEU) Setting Processing Options for German Bank File Format and Statement Diskette (R03B575DD)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

### Defaults

**1. German Format** Specify whether the system creates *Abbuchungen* or *Lastschriften* records. Values are:

Blank: Create *Abbuchungen* records.

*1:* Create *Lastschriften* records.

**2. Print Customer Statements** Specify whether the system prints customer statements for automatic debits. Values are:

Blank: Print customer statements only when the number of invoice detail lines exceed the maximum number allowed by the format.

*1:* Print customer statements.

**3. Tape Density** Specify the density of the tape.

**4. Character Replacement** Specify whether the system replaces special characters according to the values set up in the Replaced Characters UDC (04/RC). Values are:

Blank: Character replacement is not enabled.

*1:* Character replacement is enabled. The system searches each alpha field for special characters in the order in which they are set up in the UDC. The system searches each alpha field separately.

### Currency

**1. Euro Currency Code** Specify the currency code for the euro. For example, *EUR*.

## (IRL) Setting Processing Options for Ireland Domestic Debit Bank Format (R03B575IE)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

### Defaults

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

**1. Print Customer Statement** Specify whether the system prints a customer statement for the automatic debits. If you leave this processing option blank, the system prints a customer statement only when the number of invoice details exceeds the maximum number that can be included on the format.

**2. Tape Density** Specify the density of the tape.

**3. Enter the Authorized ID Number** Enter the payer identification number. The system prints the value that you enter in the Volume Header Label record. If you leave this processing option blank, the system prints the BACS number for the company account from the Bank Transit Master table (F0030).

**4. Enter the Volume Identifier** Enter the volume identifier.

**5. File Number** Specify an identifying number for the submission.

**6. Processing Date** Specify the date on which you create the flat file. You must enter the date in the following format: *YYDDD*, where *YY* is equal to the last two digits of the year, and *DDD* is the Julian date. For example, for June 30, 2005, enter 05181.

The system prints the date that you specify in the User Header Label record. If you leave this processing option blank, the system prints the BACS processing date that exists in the A/P Payment Processing - Summary table (F04572).

## (NLD) Setting Processing Options for Automatic Debits Dutch Format (R03B575DH)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

### File Info

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

**1. Clieop Format** Specify which Clieop format the system uses when processing automatic debits. Values are:

Blank: Use Clieop02 format.

*1:* Use Clieop03 format.

**2. Duplicate Code** Specify whether the file is a duplicate of the file previously supplied.

*1:* Original file.

*2:* Duplicate file.

**3. Sender Identification** Specify which Clieop format the system uses when processing automatic debits. Values are:

Blank: Use Clieop02 format.

*1:* Use Clieop03 format.

**4. Payment ID** Specify the payment ID.

**5. File Serial Number** Specify the file serial number.

If this is the first tape that you are processing for the day, enter *01*.

**6. File Fixed Description** Specify the file fixed description.

### Date

**7. Processing Date** Specify the processing date.

If you leave this processing option blank, the system will use the system date.

**8. Currency Code** Specify the currency code in which the records are written.

**9. Test Code** Specify the test code. Values are:

*P:* Production

*T:* Test

**10. Type of Transaction** Specify the type of transaction. If you leave this processing option blank, the system uses *1001* as the default.

## (CHE) Setting Processing Options for Create Swiss Bank Diskette Format (R03B575SD)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

### Statement Print

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

**1. Statement Print** Specify whether the system prints customer statements for automatic debits. Values are:

Blank: Print customer statements only when the number of invoice detail lines exceeds the maximum number of lines that can be included on the format.

*1:* Print customer statements for automatic debits.

**2. Tape Density** Specify the tape density.

### Identification

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

**3. Bank Identification Information** Specify the LSV sender and subscriber identification information.

## (GBR) Setting Processing Options for United Kingdom Bank File and Statement Diskette (R03B575GB)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

### Default

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

**Print Customer Statement** Specify whether a the system prints customer statements for automatic debits. Values are:

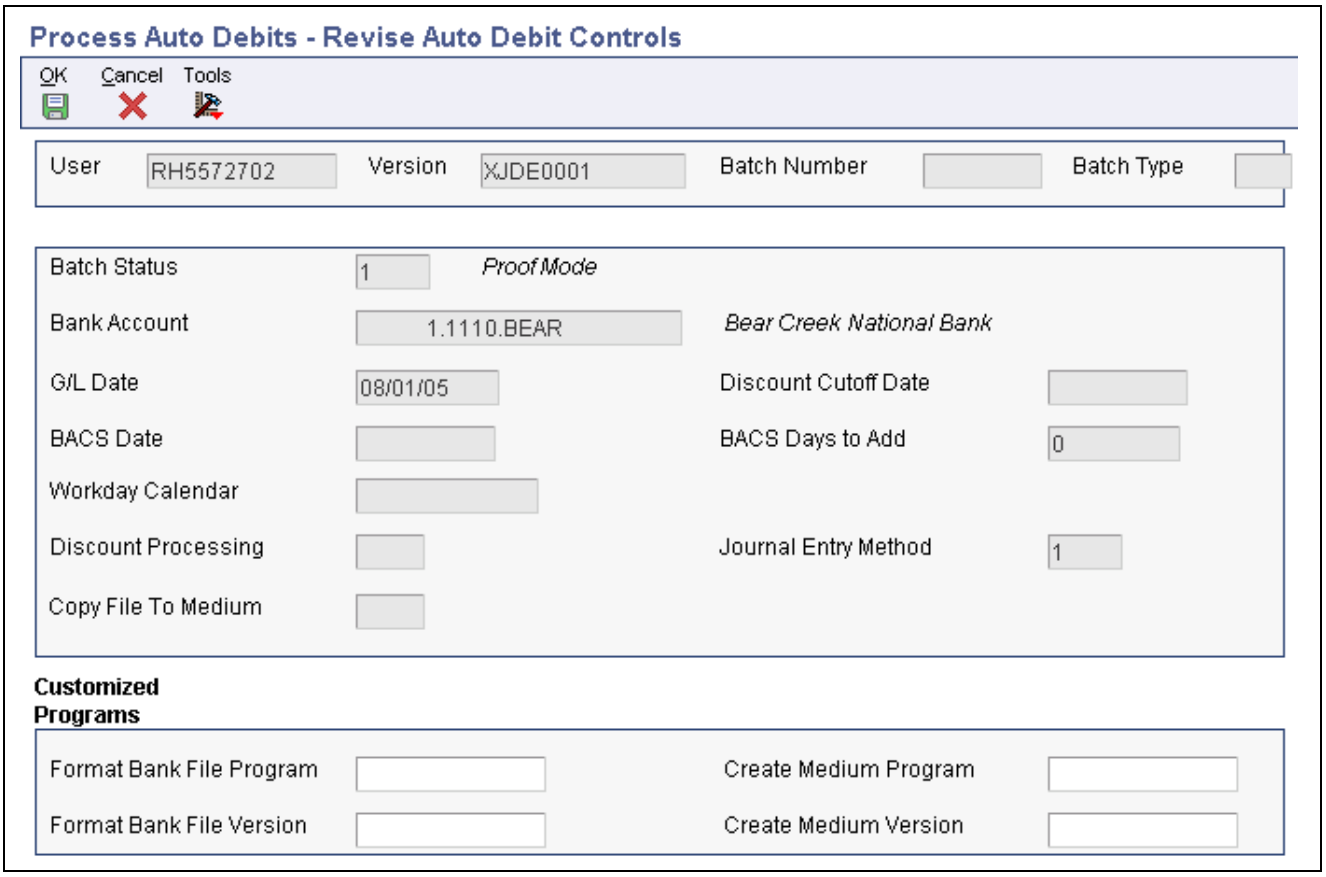
Blank: Print customer statements only when the number of invoice detail lines exceeds the maximum number that the format allows.

*1:* Print customer statements for automatic debits.

**Tape Density** Specify the tape density.

## Formatting a Batch of Automatic Debits

Access the Revise Auto Debit Controls form.



Revise Auto Debit Controls form

To format a batch of automatic debits:

1. Verify that the selections are correct for the Customized Programs fields, changing them if necessary.
2. Click OK to return to the Work With Auto Debit Batches form.
3. Select Format Bank File from the Row menu.

**Format Bank File Program** Enter the program name of the country-specific bank file format. For example, use R03B575DD for the German format.

**Format Bank File Version** Enter he version for the country-specific-bank file format program you specify in the Format Bank File Program field.

**Create Medium Program** Enter the program used to copy data from the F03B57OW table to the appropriate medium. This is a client-specific, custom program.

**Create Medium Version** Enter the version for the client-specific, custom program used in the Create Medium Program field.

# Transferring Automatic Debit Batches to the Bank

This section provides an overview of the Copy Bank File to Diskette program and discusses how to:

- Set processing options for Copy Bank File to Diskette (P0457D).

- Copy formatted automatic debit batches.

# Understanding the Copy Bank File to Diskette Program

After you format the automatic debit batch and have records in the F03B57OW table, you must copy the records to a medium to send to the bank, or transfer them to the bank electronically.

The Copy Bank File to Diskette program (P0457D) generates a text file from the records in the F03B57OW table so that they are in a format that the bank can readily use. The system creates the text file in the UCS2 (Unicode) format by default. You can specify a different format by setting up and using a different encoding code page in the Unicode Flat File Encoding Configuration program (P93081).

See *EnterpriseOne Tools 8.94 PeopleBook: System Administration*

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**Note.** For Switzerland, the filename for LSV diskettes must be *dtalsv*.

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When you run the Copy Bank File to Diskette program, you must specify a path to which the text file is copied. You can specify a path to your hard drive, to a different PC, to a diskette, or to a CD. It is your responsibility to deliver the file according to your bank's requirements; therefore, you might need to create a custom program.

After the records are copied, the program changes the Status field in the F03B571 table to *4* (Copy to Medium) to indicate that the batches are ready for purging.

## Replacement and Special Characters

In addition to the ability to generate the text file in different formats, you can also specify replacement characters to use for letters that are not recognized by the bank. For example, you can specify to use *0* (zero) in place of *Z*. You can also specify to replace special characters that might not be used, such as *!, @, %,* and *$*, with a special character that is used, for example */*. You use UDC tables (04/RC and 04/SC) in conjunction with processing options to facilitate the character replacement feature.

Depending on the requirements of your bank, you can use one or both methods of replacing characters.

See *PeopleSoft EnterpriseOne Tools 8.94 PeopleBook: Foundation*

# Forms Used to Transfer Automatic Debit Batches to the Bank

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work With Auto Debit Batches | W03B571A | Automatic Debiting (G03B131), Process Auto Debits | Locate and select automatic debit batches for further processing. |
| Browse Auto Debit Bank File | W03B571H | On the Work With Auto Debit Batches form, enter *3* in the Status field of the QBE (query by example) row to limit the search to batches that have been formatted, and then click Find.<br>Select the formatted batch that you want to review and select Browse Bank File from the Row menu. | Review information about an automatic debit batch.<br>You cannot add or remove records from the batch using this form.<br>If you need to add records, you can either delete the automatic debit batch and rerun the process to include the records, or else process the additional records in a separate batch.<br>If you need to remove records, you must delete the automatic debit batch and rerun the process using data selection to exclude the records. |
| Write Bank Diskette | W0457DA | On the Work With Auto Debit Batches form, select the batch that you want to write to diskette and then select Copy to Diskette from the Row menu. | Verify the path for the flat file and specify whether to create a new file or append the records to an existing file. |

# Setting Processing Options for Copy Bank File to Diskette (P0457D)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

## Defaults

These processing options specify default information for the system to use when it generates the text file.

**1. Record Length** Specify the record length of the output file. The maximum length is 1500 characters. If you leave this processing option blank, the system creates the output table with the original record length.

**2. Insert Carriage Return** Specify whether the system inserts a hard return at the end of each record. If you leave this processing option blank, the system formats the file into a long string instead of multiple separate records.

**3. Default File Path/Name** Specify the default path and the default name for the output file. The path and file name should conform to the file structure and naming standard of the operating system of the computer where the file is stored.

For example, if you store the output file on your local machine C drive, you would specify the directory path: C:\FolderName\FileName.txt. If you store the output file to a folder on a networked machine, you might specify the network path: \\MachineName\FolderName\FileName.

If you leave this processing option blank, the system uses the following for the path and name: A:\DTALSV.

**Note.** You should store the files only on a Windows client.

### Data

These processing options specify whether to use replacement characters and whether to capitalize all alpha characters.

**1. Replace pre-defined characters (UDC 04/RC) in One-To-One mode** Specify whether the system replaces special characters. If you specify to replace special characters, the system reads the Replaced Character UDC (04/RC) and replaces single characters according to the values in the UDC. The system then reads the Special Characters UDC (04/SC) and replaces special characters according to the values in that UDC. Values are:

Blank: Do not replace special characters

*1:* Replace special characters

**Note.** For programs P0457 and P03B571, the system replaces only the first character in the Description 01 field of UDC 04/RC with the first character in the Description 02 field. It does not replace more than one character, even if the UDC is mapped in a one-to-many mode. Other programs that use UDC 04/RC replace more than one character if the UDC is mapped in a one-to-many mode.

**2. Capitalize all alpha characters** Specify whether the system capitalizes all alphabetic characters in the record. If you leave this processing option blank, the system does not capitalize characters.

**3. Replacement Character (UDC 04/SC)** Specify whether the system replaces characters in fields and tables that match characters defined in UDC 04/SC with a specified character or with a blank. To replace the characters with a specified character, enter the character in the processing option. To replace the special characters with a blank, leave the processing option blank

**Note.** The system always replaces the character defined in UDC 04/SC with either the character that you specify or a blank. If you do not want to replace any characters, UDC 04/SC must be blank.

## Copying Formatted Automatic Debit Batches

Access the Work With Auto Debit Batches form.

To copy formatted automatic debit batches:

1. Enter *3* in the Status field of the QBE row to limit the search to batches that have been formatted, and then click Find.
2. Select the batch that you want to copy, and then select Copy to Diskette from the Row menu.
3. On Write Bank Diskette, verify that the path is correct and click either the Append Records or Generate New File option.

When the records are successfully copied, the system changes the batch status to *4* (Copy to Medium).

**Append Records** Select this option to add the records in the batch to the existing file for the path specified.

**Generate New File** Select this option to delete the records in the existing file and replaces them with the records in the batch.

# Purging Automatic Debits

This section provides an overview of the automatic debits purge process and discusses how to purge a batch of automatic debits.

## Understanding the Automatic Debits Purge Process

After you successfully process a batch of automatic debits, you can purge the processed records. When you choose to purge auto debit batches, the system purges records from these tables:

- F03B575
- F03B57OW

The system also prompts you to additionally purge the record in the F03B571. If you do not choose to purge the F03B571 table, the system updates the status of the batch records to *5* (Purged) but does not remove them from the table. You can still purge these records at a later date by choosing the option.

You should purge automatic debit batches only when the status of the auto debit batch is *4* (Copy to Medium). If you purge batches at any other status, the system displays a Purge Confirmation window.

**Important!** After you purge automatic debit information, you cannot recover the information, and no audit trail exists.

## Forms Used to Purge Automatic Debits

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work With Auto Debit Batches | W03B571A | Automatic Debiting (G03B131), Process Auto Debits | Locate and purge a batch of automatic debits. |
| Purge Confirmation | W03B571K | On the Work With Auto Debit Batches form, select a batch and then select Purge from the Row menu. | Confirm the deletion of batches that have a status other than *4*. |
| Purge Historical Information | W03B571G | • On the Work With Auto Debit Batches form, select a batch and then select Purge from the Row menu.<br>• Or click OK on Purge Confirmation. | Specify whether to purge only the F03B575 and F03B57OW tables, or to also purge the F03B571 table. |

## Purging a Batch of Automatic Debits

Access the Work With Auto Debit Batches form.

To purge a batch of automatic debits:

1. Select the batch you want to purge and select Purge from the Row menu.
2. If the system displays the Purge Confirmation window, click Yes.

   The system displays the Purge Confirmation window if the status of the batch is not 4.
3. On Purge Historical Information, click OK to purge only the F03B575 and F03B57OW tables, or enter *1* in the field provided to additionally purge the F03B571 table.
4. Click OK.

# CHAPTER 17

# Processing EDI Transactions for Accounts Receivable

This chapter provides overviews of EDI for Accounts Receivable and EDI receipt transmissions, and discusses how to:

- Transfer inbound EDI transmissions.
- Locate and revise components of an inbound EDI transmission.
- Add components of an inbound EDI transmission.
- Purge inbound EDI transmissions.

### See Also

*PeopleSoft EnterpriseOne Data Interface for Electronic Data Interchange 8.11 PeopleBook*, "Understanding Data Interface for the Electronic Data Interchange System"

Chapter 12, "Processing Automatic Receipts," page 369

## Understanding EDI for Accounts Receivable

As an alternative to using a magnetic tape to receive payment information from the bank, you can set up the system to receive information electronically using Electronic Data Interchange (EDI). When you process EDI transactions, you might use a trading partner and translator software to prepare the records for PeopleSoft EnterpriseOne tables. After the information is received in the EnterpriseOne EDI tables, you can review and revise it before the system transfers it to the Electronic Receipts Input table (F03B13Z1).

The Accounts Receivable system can process inbound electronic receipts for these two types of payment transaction sets:

- 823 - Lockbox
- 820 - Payment Order

The process to receive, revise, add, and remove payment information is the same, regardless of the transaction set that you use. After you successfully process EDI inbound receipts, the transactions are ready for automatic receipt processing.

### Common Elements Used in This Chapter

**Processed (Y/N)** Displays whether a record has been successfully processed. Depending on the application, the system updates the EDSP field in a table with one of these values:

| | |
|---|---|
| | *1* or *Y:* The record has been successfully processed.<br>Blank or *N:* The record has not been processed. |
| **Record Sequence** | Enter an identifier to assign the relative position within the header or detail information of an EDI transaction-- for example, H01, H02, D01, and so on. |
| **Record Type** | Displays the identifier used to mark EDI transaction records as header and detail information. This is an EDI function only.<br>The record type must be 1 (header) for the transaction EDI control information. |
| **User Reserved Amount** | This is a 15–position code that is reserved for the user. |
| **User Reserved Code** | This is a two-position code that is reserved for the user. |
| **User Reserved Date** | This is a six-position code that is reserved for the user. |
| **User Reserved Number** | This is an eight-position code that is reserved for the user. |
| **User Reserved Reference** | A 15–position code that is reserved for the user. |

# Understanding EDI Receipt Transmissions

You can use EDI to receive Accounts Receivable receipt transmissions. To receive these transmissions, you run a program that converts and transfers the EDI information from the format that was sent by the bank in the EDI tables into the format used by the F03B13Z1 table.

See *PeopleSoft EnterpriseOne Data Interface for Electronic Data Interchange 8.11 PeopleBook*, "Processing EDI Documents," Receiving EDI Standard Business Documents.

To process transmissions received through EDI, you must understand the mapping requirements for each of its components at the time they are received.

## Mapping Requirements for Processing Inbound EDI Transmissions

These tables are used to receive EDI transmissions:

- EDI Lockbox/Payment Header - Transaction (F47111). The system stores transaction information in this table.
- EDI Lockbox Header - Transaction (F47112). The system stores deposit information in this table.
- EDI Lockbox/Payment Detail - Batch (F47113). The system stores payment (receipt) information in this table.
- EDI Lockbox/Payment Detail - Payment (F47114). The system stores remittance (invoice) information in this table.

You can receive multiple transactions in a single EDI transmission; each transaction can have one deposit, each deposit can have multiple payments, and each payment can have multiple remittances (that is, it can pay multiple invoices). Total amounts are maintained by deposit and check for audit purposes, but are not transferred to the F03B13Z1 table.

The system uses key fields in EDI tables F47111, F47112, F47113, and F47114 to differentiate transactions and their related components. You should assign the same value to the key fields in all of the EDI tables. This table describes these key fields:

| Field Name | Alias | Type | Length | Definition and Values to Enter |
|---|---|---|---|---|
| EDI Document Key Company | EKCO | Number | 5 | A number that is used in conjunction with the values in the EDI Document Number (EDOC), EDI Document Type (EDCT), and EDI Line Number (EDLN) fields to uniquely identify a transaction.<br><br>The number that you enter must exist in the Company Constants table (F0010). |
| EDI Document Number | EDOC | Number | 9 | A number that is used in conjunction with the values in the EDI Document Key Company (EKCO), EDI Document Type (EDCT), and EDI Line Number (EDLN) fields to uniquely identify a transaction. |
| EDI Document Type | EDCT | Alpha | 2 | A two-character code that is used in conjunction with the values in the EDI Document Key Company (EKCO), EDI Document Number (EDOC), and EDI Line Number (EDLN) fields to uniquely identify a transaction. |
| EDI Line Number | EDLN | Number | 7 | A number that is used in conjunction with the values in the EDI Document Key Company (EKCO), EDI Document Number (EDOC), and EDI Document Type (EDCT) fields to uniquely identify a transaction.<br><br>Enter 1 for both 823 and 820 transaction sets. |

To successfully process EDI transactions, complete the additional required fields in the EDI Lockbox/Payment Header - Transaction table (F47111):

| Field Name | Alias | Type | Length | Definition and Values to Enter |
|---|---|---|---|---|
| EDI Transaction Set Number | Z1EDST | Number | 6 | A number that specifies the format of the transfer program.<br><br>Enter 823 to specify EDI lockbox transactions and 820 to specify EDI inbound payment order transactions. |
| EDI Send/Receive Indicator | Z1EDER | Alpha | 1 | A code that indicates whether the transaction is inbound or outbound.<br><br>Enter *R* to indicate inbound transactions. |
| Alpha Name | Z1ALPH | Alpha | 40 | The name of the payor.<br><br>If you process lockbox transactions (823), this is the name of the bank. |
| EDI Transmission Date | Z1EDDT | Date | 6 | The date on which the EDI data is transmitted.<br><br>The system does not require a value in this field to process records; however, the EDI Inbound Receipt Inquiry program (P47110) uses this field to limit the number of records that appear. |

To successfully process EDI transactions, complete the additional required fields in the EDI Lockbox Header - Transaction table (F47112):

| Field Name | Alias | Type | Length | Definition and Values to Enter |
|---|---|---|---|---|
| EDI Transaction Set Number | Z2EDST | Number | 6 | A number that specifies the format of the transfer program.<br><br>Enter 823 to specify EDI lockbox transactions and 820 to specify EDI inbound payment order transactions. |
| EDI Send/Receive Indicator | Z2EDER | Alpha | 1 | A code that specifies whether the transaction is inbound or outbound.<br><br>Enter *R* to specify inbound transactions. |
| Deposit Number | Z2DEPN | Alpha | 30 | A number that identifies a group of payments. |
| Total Amount Transmitted | Z2TTOT | Number | 15 | A number that represents the total amount of the deposit. |

To successfully process EDI transactions, complete the additional required fields in the EDI Lockbox/Payment Detail - Batch table (F47113):

| Field Name | Alias | Type | Length | Definition and Values to Enter |
|---|---|---|---|---|
| Deposit Number | Z3DEPN | Alpha | 30 | A number that identifies a group of payments.<br><br>Enter the same information in this field that you enter in the corresponding field in the EDI Lockbox Header - Transaction table (F47112). |
| Line Number | Z3LNID | Number | 6 | A number that identifies a receipt within a deposit.<br><br>You must enter a unique value for each record. |

| Field Name | Alias | Type | Length | Definition and Values to Enter |
|---|---|---|---|---|
| Receipt Number | Z3DOCM | Alpha | 8 | A number that identifies a receipt.<br><br>When you process the record, the system updates the check number field (CKNU) in the F03B13Z1 table with the value in this field. |
| Bank Transit Number | Z3TNST | Alpha | 20 | A number that identifies the bank from which the customer's payment is made. |
| Customer Bank Account Number | Z3CBNK | Alpha | 20 | A number that identifies the customer's account at a bank. |
| Address Number | Z3AN8 | Number | 8 | The customer's address book number.<br><br>As an alternative to providing values for the Bank Transit Number and Customer Bank Account Number fields, you can enter the customer's address book number. The system locates the customer bank account information, based on the customer's address book number, as long as it has been set up in the system. |

| Field Name | Alias | Type | Length | Definition and Values to Enter |
|---|---|---|---|---|
| Total Amount Transmitted | Z3TTOT | Number | 15 | A number that represents the amount of the receipt.<br><br>If multiple receipts exist for one deposit, the sum of this field should equal the value in the Total Amount Transmitted field (Z2TTOT) in the F47112 table. |
| Currency Code | Z3CRCD | Alpha | 3 | The currency of the receipt amount.<br><br>Complete this field only if you use multicurrency processing and you enter a value in the Currency Amount field (CRCA) in the F47114 table. |

To successfully process EDI transactions, complete the additional required fields in the EDI Lockbox/Payment Detail - Payment table (F47114):

| Field Name | Alias | Type | Length | Definition and Values to Enter |
|---|---|---|---|---|
| Deposit Number | Z4DEPN | Alpha | 30 | The value that you enter must be the same as the deposit number entered in the corresponding field in the F47112 table. |
| Line Number | Z4LNID | Number | 6 | The number that you enter must be the same as the line number entered in the corresponding field in the F47113 table. |
| Sequence Number | Z4SEQN | Number | 7 | A number that identifies a receipt pay item when one receipt pays multiple invoices. |

| Field Name | Alias | Type | Length | Definition and Values to Enter |
|---|---|---|---|---|
| Receipt Number | Z4DOCM | Number | 8 | The number that you enter must correspond to a check number (data item DOCM) in the F47113 table. |
| Document Number | Z4DOC | Number | 8 | See the Note after the table. |
| Document Type | Z4DCT | Alpha | 2 | See the Note after the table. |
| Document Pay Item | Z4SFX | Number | 3 | See the Note after the table. |
| Gross Amount | Z4AG | Number | 15 | A number that represents the amount of the receipt to apply to the invoice.<br><br>Do not enter a value into this field if the receipt amount is foreign. Instead, use the Currency Amount field (Z4ACR). |
| Currency Amount | Z4ACR | Number | 15 | The foreign amount of the receipt to apply to the invoice.<br><br>If you use multicurrency but the receipt is in the domestic currency, do not enter the domestic amount in this field. Instead, use the Gross Amount field (Z4AG).<br><br>If you complete this field, you must complete the Currency Code field (Z3CRCD) in the F47113 table. |

**Note.** The Document Number (Z4DOC), Document Type (Z4DCT), and Document Pay Item (Z4SFX) fields identify the invoice that the receipt pays. You must have a separate record for each invoice and invoice pay item that the receipt pays.

If the invoice has only one pay item, you can leave the Pay Item field blank. The system numbers the pay items beginning with 001.

As an alternative to specifying the invoice document number (DOC, DCT, and SFX fields) in the F47114 table, you can complete one of these fields:

Purchase Order (Z4PO)

Control/Statement Number (Z4CTL)

This number is either the statement number on which the invoice appears or the user defined reference number.

Shipment Number (Z4SHPN)

When the system processes transactions that use any of these fields, it copies the value from the field into the Generic Matching Field (GMFD) in the F03B13Z1 table.

Do not use multiple methods to identify the invoice. Use the DOC, DCT, and SFX fields, or the PO field, or the CTL field, or the SHPN field.

# Transferring Inbound EDI Transmissions

This section provides an overview of the transfer of inbound transmissions and discusses how to:

- Run the Update to Electronic Receipts program.
- Set processing options for Update to Electronic Receipts (R47111).

## Understanding the Transfer of Inbound Transmissions

To transfer inbound transmissions from the EDI tables to the F03B13Z1 table, run the Update to Electronic Receipts program (R47111) from the appropriate menu. When you run the program from the Lock Box menu, the system processes 823 transactions. When you run the program from the Inbound Payment Order menu, the system processes 820 transactions.

You can run this program in proof or final mode.

In proof mode, the system prints the EDI - Update Electronic Receipts report that you use to review the transactions and correct errors before you run the program in final mode. The report prints:

- The amount to be applied to the invoice (data items Z4AG or Z4ACR) from the F47114 table.
- The amount of the receipt (data item Z3TTOT) from the F47113 table.
- The total amount of the deposit (data item Z2TTOT) from the F47112 table.

Proof mode allows you to verify that total remittance amounts equal total deposit amounts. If the amounts do not total properly, the system prints an error on the report.

In final mode, the system:

- Transfers EDI inbound transmissions to the F03B13Z1 table for further processing by the automatic receipt application programs.

- Updates the EDI - Successfully Processed field (EDSP) to *Y*.
- Prints the EDI - Update Electronic Receipts report.

**Note.** The system writes records to the F03B13Z1 table regardless of errors. Although errors are detected during the automatic receipt application process, it is recommended that you run this program in proof mode first and correct any errors before you run the program in final mode.

# Running the Update to Electronic Receipts Program

Use one of these navigations:

From the Lock Box menu (G47264), select Update to Electronic Receipts.

From the Inbound Payment Order menu (G47265), select Update to Electronic Receipts.

# Setting Processing Options for Update to Electronic Receipts (R47111)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

## Defaults

These processing options specify default values to use when processing transactions.

**1. Short Bank Account ID (Required)**

Specify the 8-digit account ID of the general ledger bank account to assign to records in the F03B13Z1 table if a value does not exist in the F47112 table. For example, the account ID for 1.1110.BEAR is 00000108.

If the system cannot locate a bank account, it does not process any records.

**2. G/L Date**

Specify the G/L date to assign to records in the F03B13Z1 if a value does not exist in the F47112 table. If the system cannot locate a G/L date, it uses the system date as the G/L date.

**3. Payment Instrument**

Specify the user defined code (00/PY) for the payment instrument to assign to records in the F03B13Z1 table, such as X for EDI remote draft, if a value does not exist in the Payment Instrument field (PYIN) in the F47113 table.

**Note.** The system does not require a value for the payment instrument. If a value exists in the F47113 table, the system does not overwrite that value.

## Process

These processing options specify the method to use for processing transactions.

**1. Process Mode** Specify whether to process EDI payments in proof or final mode. Values are:

Blank: Process EDI payments in proof mode. The system prints a report, but does not create records in the F03B13Z1 table.

*1:* Process EDI payments in final mode. The system prints a report and creates records in the F03B13Z1 table.

# Locating and Revising Components of an Inbound EDI Transmission

This section provides overviews of the EDI Inbound Receipt Inquiry program and control information, and discusses how to:

- Set processing options for EDI Inbound Receipt Inquiry (P47110).
- Revise a transaction for an inbound EDI transmission.
- Revise a deposit for an inbound EDI transaction.
- Revise a payment for an inbound EDI deposit.
- Revise a remittance for an inbound EDI payment.
- Revise control information on inbound EDI transmissions.
- Revise EDI control information for a deposit.
- Revise EDI control information for a payment.
- Revise EDI control information for a remittance.

## Understanding the EDI Inbound Receipt Inquiry Program

After you run the Update to Electronic Receipts program (R47111) in proof mode, you might need to make corrections or additions to an EDI transmission before you run the program in final mode.

You use the EDI Inbound Receipt Inquiry program (P47110) to locate and revise components of an inbound EDI transmission. A version of this program resides on both the Lockbox (823) and Inbound Payment Order (820) menus. The only difference between the two versions is a processing option setting for the default transaction set. The system stores information for each component in a different table. These components constitute an EDI transmission:

| Component | Description |
|---|---|
| Transaction | A transaction contains header information that links together the deposit, payment, and remittance components. Transaction information is stored in the F47111 table. |
| Deposit | A deposit contains all of the payments received by the bank for a specific time frame, such as one day. Deposit information is stored in the F47112 table. |

| Component | Description |
|---|---|
| Payment | A payment is a receipt that can be applied to one or more invoices or invoice pay items. Payment information is stored in the F47113 table. |
| Remittance | A remittance contains information about the invoice that is to be paid. Remittance information is stored in the F47114 table. |

To change any of the components of the EDI transmission, you must first locate them. The relationship between the components is hierarchical. Therefore, to locate a deposit, you must first locate the transaction that contains the deposit; to locate a payment, you must first locate the transaction and the deposit that contains the payment; to locate a remittance, you must first locate the transaction, the deposit, and the payment.

After you locate the EDI transaction and component, you can revise any of the available fields.

## Understanding Control Information

The system stores EDI control information for inbound EDI transmissions in each of the four EDI tables. These four tables have a hierarchical relationship:

1. F47111 - Transaction
2. F47112 - Deposit
3. F47113 - Payment
4. F47114 - Remittance

Therefore, if you change EDI control information for the transaction (F47111), the system copies the change to each component in the subordinate tables (F47112, F47113, and F47114). If you change EDI control information for the payment (F47113), the system copies the change to each remittance (F47114) for the payment. The system copies changes to subordinate tables only, never to a superordinate table. For example, if you change EDI control information for the payment (F47113), the system does not copy the change to the deposit (F47112) or the transaction (F47111) tables.

# Forms Used to Locate and Revise Components of an Inbound EDI Transmission

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work with Transaction Status | W47110A | • Lock Box (823) (G47264), EDI Inbound Receipt Inquiry<br>• Or Inbound Payment Order (820) (G47265), select EDI Inbound Inquiry | Display EDI transactions. |
| Transaction Header Revisions | W47110B | On the Work with Transaction Status form, select the transaction and click Select. | Revise a transaction for an inbound EDI transmission. |
| EDI Control Revisions | W47CTLB | On the Work with Transaction Status form, select a record, and then select Control from the Row menu. | Revise control information on inbound EDI transmissions. |
| Work with Deposit | W47110C | On the Work with Transaction Status form, select a transaction and then select Deposit from the Row menu. | Review deposits in a transaction. |
| Deposit Revisions | W47110D | On the Work with Deposit form, select the deposit that you want to revise and click Select. | Revise a deposit for an inbound EDI transaction. |
| Work with Payment | W47110E | On the Work with Lockbox Deposit form, select a deposit and then select Payments from the Row menu. | Review payments a deposit. |
| Payment Revisions | W47110F | On the Work with Payment form, select the payment that you want to revise and click Select. | Revise a payment for an inbound EDI deposit. |
| Work with Remittance | W47110G | On the Work with Payment form, select a payment, and then select Remittance from the Row menu. | Review remittances for a payment. |
| Remittance Revisions | W47110H | On the Work with Remittance form, select the remittance that you want to revise and click Select. | Revise a remittance for an inbound EDI payment. |

# Setting Processing Options for EDI Inbound Receipt Inquiry (P47110)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

### Defaults

This processing option specifies the transaction set number that appears on the Work with Transaction Status form.

**1. EDI Transaction Set Number** Specify the default transaction set number. If you leave this processing option blank, the system uses 823. Values are:

*823:* Lockbox

*820:* Payment Order

### Process

This processing option specifies whether to process EDI transactions in update or add mode.

**1. Process Mode** Specify whether the system processes EDI transactions in update or add mode. Values are:

Blank: Process transactions in update mode to enable revisions to existing records.

*1:* Process transactions in add mode to add new records.

# Revising a Transaction for an Inbound EDI Transmission

Access the Transaction Header Revisions form.

Change the value in the Alpha Name field.

# Revising a Deposit for an Inbound EDI Transaction

Access the Deposit Revisions form.

**Cleared/Value Date** Enter the date that the payment amount was debited or credited to the bank account. The value date is not the date the bank reconciled the payment. Automatic payments populate this field automatically. If you are making manual payments and have set a processing option to display the value date field, you can manually enter the value date here.

**G/L Date** Enter the date to which the transaction is posted.

**Reference** Enter an alphanumeric value to specify a cross-reference or secondary reference number. Typically, this is the customer number, supplier number, or job number.

**DFI ID Qualifier** (depository financial institution identification number type) Enter the depository financial institution identification number type. Values are:

*01:* ABA Transit Routing Number

*02:* Swift Identification

*03:* CHIPS

*04:* Canadian Bank Branch

*ZZ:* Mutually Defined

**DFI ID Number** Enter the depository financial institution identification number.

**Reference 2** Enter a reference number, such as the supplier's bid document number, quote document, sales order, work order, or job number.

**G/L Bank Account** Enter the bank account to which the transaction is posted.

**Amount Deposited** Enter the total currency amount as transmitted on an EDI Transaction.

**A/R Batch Number** Displays the number that identifies a group of transactions that the system processes and balances as a unit. When you enter a batch, you can either assign a batch number or let the system assign it using the Next Numbers program.

**A/R Batch Date** Displays the date of the batch.

**A/R Batch Type** Displays the batch type. Do not change the value of this field; RB is the only valid value.

## Revising a Payment for an Inbound EDI Deposit

Access the Payment Revisions form.

**Check Number** Displays the number of the matching document, such as a receipt, payment, adjustment, or credit. You apply a matching document (DOCM) against an original document (DOC), such as an invoice or voucher.

**Check/Item Date** Enter the date on which a receipt was entered.

**Bank Transit** Enter the number assigned to the bank by the Federal Reserve to facilitate the clearing of funds.

**Customer Bank Account** Enter the number assigned by a bank to identify the account for the customer.

**Note.** Nordic users: Enter your bank, Bankgiro, or Postgiro account number.

**Transaction Type Code** Enter the EDI code designating the action to be taken by all parties. Refer to ANSI X.12 Data Item 305.

**Payment Instrument** Enter the user defined code (00/PY) that determines the means by which a payment is issued to a supplier or received from the customer. Examples of payment instruments include check, electronic funds transfer, lockbox, and EDI.

**Check Document Type** Displays the user defined code (00/DT) that specifies the kind of document used to match the original document.

**Check Cleared Date** Enter the date the check was debited to the bank account. This will be updated during the tape bank reconciliation.

**Pay Method Code** Enter the Payment Method Code - ANSI S.12 data item 591.

**Account Mode** Enter the code that indicates which of the three general ledger account numbers is being used for data entry. Valid codes are:

*1:* The short account ID number.

*2:* The standard long account number.

*3:* The long (unstructured, 24-byte) account number.

*7:* The first character of the account number indicates the format of the account number You can also define special characters in the Accounting Constants table (F0009) to facilitate data entry. For example:

- Blank: business unit.object.subsidiary number.
- */:* Unstructured account number
- **:* Short account ID number

For example, if the account mode is 7 and the first character of the account number is *, the account number was entered as the short account ID number.

**A/R Batch Number** Displays the number that identifies a group of transactions that the system processes and balances as a unit.

**A/R Batch Date** Displays the date of the batch. If you leave this field blank, the system date is used.

**Check Amount** Enter the total currency amount as transmitted on an EDI Transaction.

**A/R Batch Type** Displays the batch type. Do not change the value of this field; RB is the only valid value.

## Revising a Remittance for an Inbound EDI Payment

Access the Remittance Revisions form.

**Pay Item** Displays the number that identifies the pay item for a voucher or an invoice. The system assigns the pay item number. If the voucher or invoice has multiple pay items, the numbers are sequential.

**Statement Number** Displays the number that identifies the statement on which the invoice appears.

**Gross Amount** Enter the value that specifies the total amount of the invoice pay item. The gross amount might include the tax amount, depending on the tax explanation code. The system does not decrease the gross amount when payments are applied. When you void a transaction, the system clears the gross amount field.

**Discount Taken** Enter the amount by which an invoice is reduced if paid by a specific date. The discount taken does not have to be the same as the discount available.

**Currency Amount** Displays the foreign currency amount entered on the transaction. If the Multi-Currency Conversion option on the General Accounting constants is set

to *Y*, the foreign amount is multiplied by the exchange rate to arrive at the domestic amount. If the Multi-Currency Conversion option is set to *Z*, the foreign amount is divided by the exchange rate.

**Foreign Discount Taken** Displays the amount of the discount, expressed in the foreign currency of the transaction, that was taken or granted during the application of a payment to an open invoice.

**Type Input** Enter the code for specific transaction processing in cash receipts. A blank type input code will cause the transaction to be bypassed. For more detailed information, please see the system help text for Cash Receipts w/Action Code program (P03103). Values are:

*1:* Invoice Match Net with Discount.

*2:* Inv Match Open without Discount (invoice match open without discount).

*A:* Adjustment.

*B:* Balance Forward.

*C:* Chargeback (Unapplied Debit).

*D:* Inv Match w/ Chgbck for Discount (invoice match with chargeback for discount).

*F:* Automatic Gain/Loss Record (foreign currency only - machine generated).

*G:* General Ledger.

*I:* Invoice Match.

*R:* Begin or End Range of Invoices.

*S:* Spread.

*U:* Unapplied Cash (Credit).

*W:* Automatic Write-off.

*X:* Skip Invoice within Range.

*Z:* Automatic Gain/Loss on Spreads (foreign currency only-machine generated).

**Miscellaneous Code 2** Displays a flag that internal processing uses for the A/P and A/R detail files. If this field is blank, the general ledger post program will create the offsetting entries for tax in the Account Ledger table (F0911) and write to the Tax file (F0018).

The Order Processing and Distribution systems update this field with a 1 as offsetting entries for tax are written to the Taxes table (F0018).

If there is a *1* in this field, the invoice entry programs require manual changes to the tax amount information. It will not automatically calculate the information. Any changes to tax amounts in this program will not be carried to the F0018 table when this code is a 1.

**Cash Rcpts/Inv Reg Code** (cash receipts/invoice regulation code) Displays a code to designate whether cash records from cash receipts are written in detail or summary. All records within a batch have the same value. Values are:

Blank: Cash records are written in summary.

*1:* Cash records are written in detail.

## Revising Control Information on Inbound EDI Transmissions

Access the Work with Transaction Status form.

Select an EDI transaction, and then select Control from the Row menu.

**Note.** The system copies the changes that you make to each deposit, payment, and remittance for the transaction.

## Revising EDI Control Information for a Deposit

Access the Work with Transaction Status form.

Select a deposit, and then select Control from the Row menu.

**Note.** The system copies the changes that you make to each payment and remittance for the deposit.

## Revising EDI Control Information for a Payment

Access the Work with Transaction Status form.

Select a payment, and then select Control from the Row menu.

**Note.** The system copies the changes that you make to each remittance for the payment.

## Revising EDI Control Information for a Remittance

Access the Work with Transaction Status form.

Select a remittance, and then select Control from the Row menu.

**Number of Detail Lines** Displays the number of detail lines transmitted in an EDI transaction. This is the total number of lines on a per order basis, number of lines included on an invoice, and so on.

**EDI - Transmission Date** Displays the specific date that an EDI transaction was either transmitted or received.

**Trading Partner ID** Enter the qualifier to identify the trading partner with whom you are exchanging EDI standard business documents.

# Adding Components of an Inbound EDI Transmission

This section discusses how to:

- Add an inbound EDI transaction.
- Add a deposit to an inbound EDI transaction.
- Add a payment to an inbound EDI deposit.

- Add a remittance to an inbound EDI payment.

## Prerequisite

Set the processing options for the EDI Inbound Receipt Inquiry program (P47110) and verify that the Process Mode processing option contains a value of *1* to allow additions.

## Forms Used to Add Components of an Inbound EDI Transmission

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work with Transaction Status | W47110A | • Lock Box (823) (G47264), EDI Inbound Receipt Inquiry<br>• Or Inbound Payment Order (820) (G47265), select EDI Inbound Inquiry | Display EDI transactions. |
| Transaction Header Revisions | W47110B | On the Work with Transaction Status form, click Add. | Add one or more components to an existing transmission. This might be useful if you want to test the process before implementing it. |
| Work with Deposit | W47110C | On the Work with Transaction Status form, select the EDI transaction to which the deposit should be added and then select Deposit from the Row menu. | Review deposits in a transaction. |
| Deposit Revisions | W47110D | On the Work with Deposit form, click Add. | Add a deposit to an inbound EDI transaction. |
| Work with Payment | W47110E | On the Work with Lockbox Deposit form, select a deposit and then select Payments from the Row menu. | Review payments a deposit. |
| Payment Revisions | W47110F | On the Work with Payment form, click Add. | Add a payment to an inbound EDI deposit. |
| Work with Remittance | W47110G | On the Work with Payment form, select a payment, and then select Remittance from the Row menu. | Review remittances for a payment. |
| Remittance Revisions | W47110H | On the Work with Remittance form, click Add. | Add a remittance to an inbound EDI payment. |

## Adding an Inbound EDI Transaction

Access the Transaction Header Revisions form.

Complete the EDI Document Number, EDI Document Type, EDI Document Company, EDI Line Number, and Alpha Name fields to identify the transaction. All other available fields are optional.

**Note.** When you add an inbound EDI transaction, the system automatically adds the corresponding EDI control information.

## Adding a Deposit to an Inbound EDI Transaction

Access the Deposit Revisions form.

Complete the Deposit Number and Amount Deposited fields to enter the deposit. All other available fields are optional.

**Note.** When you add a deposit to an inbound EDI transaction, the system automatically adds the corresponding EDI control information.

## Adding a Payment to an Inbound EDI Deposit

Access the Payment Revisions form.

Complete the Deposit ID, Check Document Type, Check Amount, and Check Number fields to enter the payment. All other available fields are optional.

**Note.** When you add a payment to an inbound EDI deposit, the system automatically adds the corresponding EDI control information.

## Adding a Remittance to an Inbound EDI Payment

Access the Remittance Revisions form.

Complete the Sequence Number, Check Number, and Check Document Type fields and complete either the Gross Amount or Currency Amount field. All other available fields are optional.

**Note.** When you add a remittance to an inbound EDI payment, the system automatically adds the corresponding EDI control information.

# Purging Inbound EDI Transmissions

This section provides an overview of the purge process for EDI inbound transmissions and discusses how to run the Purge EDI Inbound Receipts program.

## Understanding the Purge Process for EDI Inbound Transmissions

After you successfully process EDI inbound transmissions, you can remove them from the inbound EDI tables by running the purge program. The system retains processed EDI transactions in the system 47 tables until you purge them.

When you purge EDI inbound transmissions, the system removes records that have a *Y* in the Processed (Y/N) field (EDSP) from these tables:

- F47111

- F47112
- F47113
- F47114

**Important!** When you purge information, the system does not copy transactions to a purge table. Instead, the system deletes transactions from the system.

## Running the Purge EDI Inbound Receipts Program

Use one of these navigations:

From the Inbound Payment Order menu (G47265), select Purge EDI Inbound Receipts.

From the Lock Box menu (G47266), select Purge EDI Inbound Receipts.

# CHAPTER 18

# Processing Deductions

This chapter provides an overview of deduction processing and discusses how to:

- Enter deductions.
- Research and resolve deductions.
- Void activities and deductions.

### See Also

Chapter 2, "Setting Up the Accounts Receivable System," Setting Up Activity Codes for Deduction Processing, page 29

## Understanding Deduction Processing

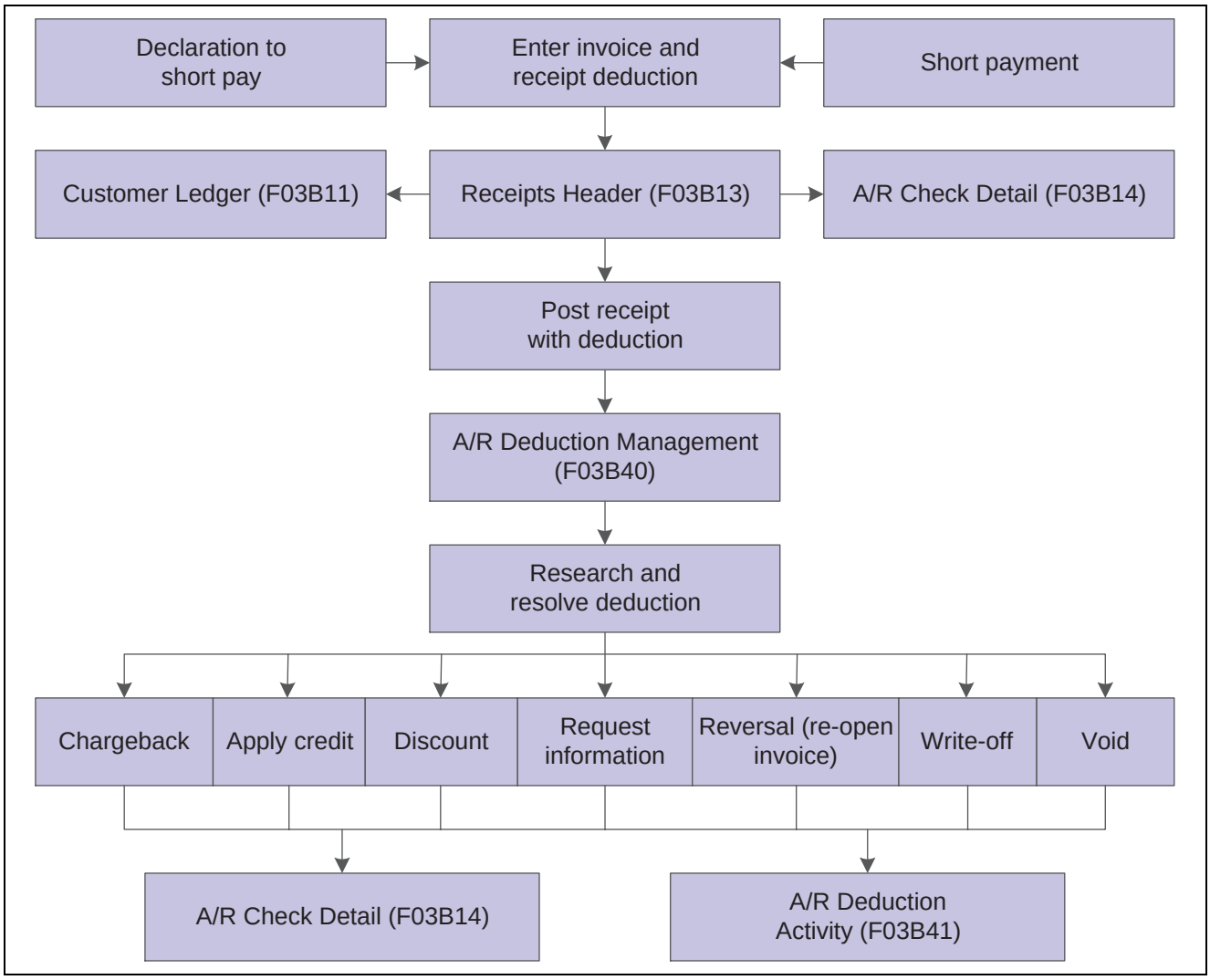
When you receive payment from customers, a customer might reduce the amount of a payment for unknown reasons, or for reasons that might be associated with a specific invoice or a group of invoices, such as damaged goods. The amount by which a customer's payment is reduced is known as a deduction.

Deductions are usually taken by customers as compensation or for the lack of products or services. Some common reasons that a customer might take a deduction are:

- Damaged or defective merchandise.
- Shortages in a shipment.
- Promotional allowances.
- Disputed amounts.
- Billing errors.

Depending on your internal procedures, you can specify who has the authority to process deductions. For example, the credit and collections department might require a deductions manager to resolve issues related to deductions. You specify this information in the customer master record.

This graphic illustrates how the system processes deductions:




Deductions processing

The process of resolving a deduction can be very intensive. First, you must research the deduction for validity. Then, you must determine which action to perform to record the disposition in the Accounts Receivable system. For example, you might decide that the customer's reason for a deduction is invalid. Therefore, you create a chargeback to re-invoice the customer for the deduction amount.

When entering a receipt, you might not be able to immediately resolve the deduction. However, you want to record the cash received and apply the customer's payment to the appropriate invoices without committing to a disposition for the deduction. Later, you can resolve the issue related to the deduction as a separate task.

Researching an issue related to a deduction might consist of:

- Reviewing the invoice for billing errors, shipment errors, and so on.
- Requesting information from the customer for further clarification.
- Contacting internal departments, such as the sales or credit departments, for additional information about the customer's account.

During research, you can record the activities that are administered against a deduction. To do this, you use the Deductions Activity Entry form to document the result of each activity. This provides an audit trail that shows how you processed the deduction.

When a deduction is taken against a specific invoice, the system closes that invoice and creates a new invoice (*R5* document type) as a placeholder record for the deduction amount. While you research the issue related to a deduction, the open amount associated with the R5 invoice document is not available for receipt application. Deductions are included in the customer's open balance and left open until they are resolved.

After you research the issue relating to a deduction, you determine which action to perform to resolve the deduction. Some examples of resolutions follow:

- Create a chargeback invoice for the customer for the deduction amount.
- Write off the deduction amount.
- Apply a credit memo to the deduction.
- Treat the deduction as an unearned discount.
- Reverse the deduction.

When you resolve deductions, the system creates Receipt Detail records (F03B14) to close the R5 invoice records. You must post the receipt records that the system creates to update the appropriate general ledger accounts.

## Common Elements Used in This Chapter

**DA CD** (deduction activity code) — Enter the code that represents the activity that you assign to open deduction amounts. The code that you assign must exist in the F03B42 table.

If you are applying a credit memo to an activity, you must select an activity code that is set up for credit memos.

**Deduction Reason Code** — Enter the code that identifies the reason a customer did not fully pay an invoice. Typical deduction reason codes include:

*DG*: Damaged Goods

*SS*: Short Shipment

*UD*: Undefined Deduction

# Entering Deductions

This section provides overview of deduction entry, deductions associated with invoices, and deductions associated with receipts, and discusses how to:

- Enter deductions associated with invoices.
- Enter deductions associated with receipts.

## Understanding Deduction Entry

When you receive payment from customers, a customer might reduce the amount of their payment for reasons that might be unknown or related to a specific invoice. For example, a customer might take a deduction for damaged merchandise, billing errors, or discount problems. Therefore, you must be able to research and process deductions so that you can resolve the issue with the customer and accurately account for the deduction in the Accounts Receivable system. Whether you generate the deduction at the time of receipt entry or from the Customer Ledger Inquiry form, the functionality of deduction processing remains the same.

Depending on the type of deduction, you use one of the following methods to enter and access information about deductions:

| Method | Usage |
|---|---|
| Customer Ledger Inquiry | Use the Work with Customer Ledger Inquiry form to enter deductions for disputed items that are not associated with a short payment from a customer. These types of deductions are associated with an invoice. |
| Receipts Entry | Use the Standard Receipts Entry form to enter deductions that are associated with customer receipts.<br><br>You can also use this method to create a stand-alone deduction, in which the deduction is not associated with a specific invoice. |
| Drafts Entry | Use one of the draft entry programs to enter deductions that are associated with customer drafts.<br><br>You can also use this method to create a stand-alone deduction, in which the deduction is not associated with a specific invoice. |

**Note.** You must post receipt and draft records to create deduction records in the A/R Deduction Management table (F03B40). You cannot review or work with deduction records until they are posted.

## Understanding Deductions Associated with Invoices

If a customer notifies you before payment about a problem with an invoice, you can access the Customer Ledger Inquiry form to view the disputed item. Then, you can enter a deduction against the disputed item into the Deduction Management system. This informs your manager of the deduction so that they can research and resolve the deduction at a later time.

When you enter a deduction associated with an invoice:

- The open amount of the invoice is reduced by the amount of the deduction, or the invoice is closed if the deduction equals the total amount. If the invoice is closed, the system assigns a pay status of *P* to it.
- The system creates a posted R5 document for the amount of the deduction in the Customer Ledger table (F03B11), which you can display on the Work with Customer Ledger Inquiry form. The R5 document is a temporary placeholder that indicates that an open balance remains for the customer. It contains an audit trail to the original invoice.
- The system creates a receipt batch header record (batch type *RB*) in the Batches table (F0011)
- The system generates a zero-dollar deduction receipt in the Receipts Header table (F03B13). The system also creates a corresponding receipt detail record in the Receipts Detail table (F03B14) with one detail line and the amount of the deduction (no payment amount).

After you enter a deduction, you must post the receipt batch to generate records in the F03B40 table so that you can review and resolve the deductions at a later time. After you enter and post deductions associated with invoices, you can review the reason code assigned to the disputed invoice on the Work With Deductions form. To review the reason code, locate the disputed invoice on the Work With Customer Ledger Inquiry form and select Work with Deduction from the Row menu.

## Understanding Deductions Associated with Receipts

When a customer reduces the amount of their payment, you can enter the amount by which the customer's payment is reduced as a deduction. Many times, a customer does not include a reason for the reduction amount. In this case, you can apply the receipt accordingly and create a deduction in the Accounts Receivable system for the amount that the customer did not pay.

When you enter a deduction associated with a receipt, the system does the following:

- Applies the amount of the receipt and the deduction to the associated invoice, or closes the invoice if the deduction equals the total amount. If the invoice is closed, the system assigns a pay status of *P* to it. This reduces the original invoice's open balance.
- Creates a posted R5 document in the F03B11 table for the amount of the deduction. The R5 document is a temporary placeholder that indicates that an open balance remains for the customer. It is displayed on the Work with Customer Ledger Inquiry form. This document contains an audit trail to the original invoice.
- Generates a deduction receipt in the F03B13 table. The system also creates a corresponding receipt detail record in the F03B14 table with one detail line and the amount of the deduction.

To update the F03B40 table, you must post the receipt batch so that you can review and resolve the deductions at a later time.

## Prerequisite

Before you complete the tasks in this section:

- Assign the deductions manager in the customer master record for inquiry purposes.
- Ensure that you have set up the Deductions AAI (RN) so that the system can locate the deduction suspense account.
- Review the steps for entering unapplied receipts for information about completing the header portion of the Receipts Entry form.

  See Chapter 10, "Processing Manual Receipts," Entering Unapplied Receipts , page 320.
- If you are processing drafts, review the steps for entering unapplied drafts for information about completing the header portion of the Work With Drafts form.

  See Chapter 14, "Processing Accounts Receivable Drafts," Entering an Unapplied Draft, page 458.
- Review the information for displaying open items for the methods available for locating the invoices to pay.

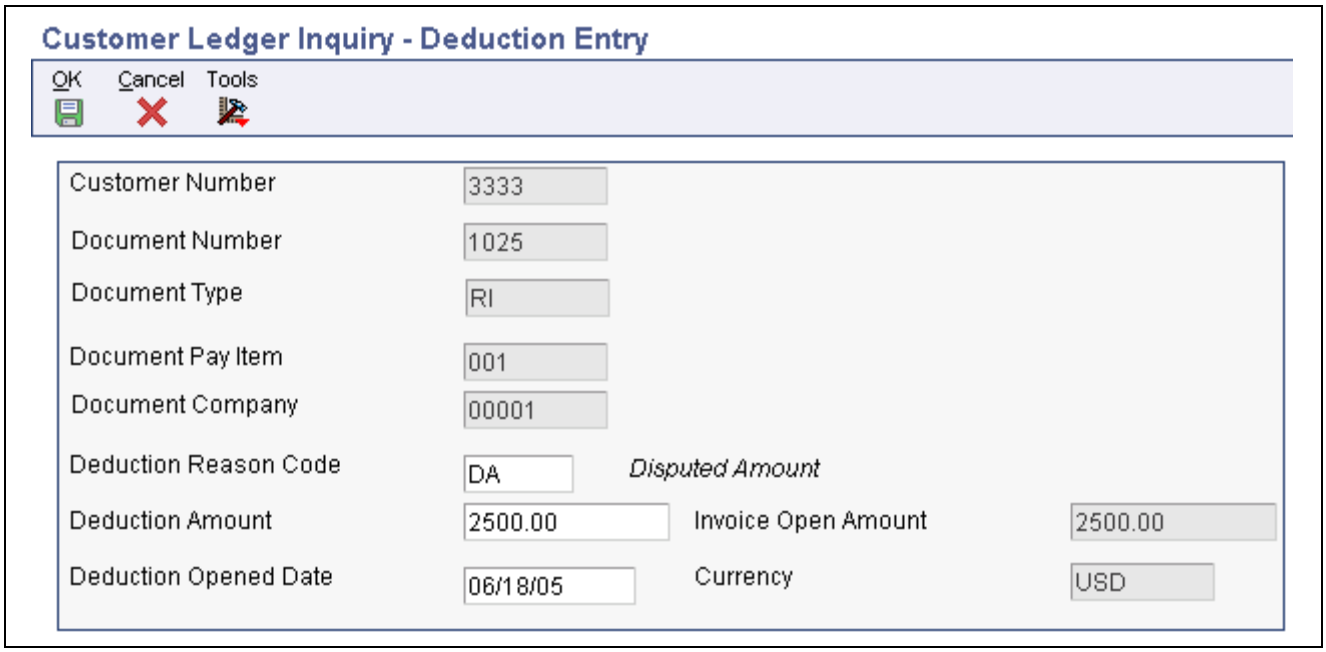
  See Chapter 10, "Processing Manual Receipts," Locating Open Invoices, page 321.

## Forms Used to Enter Deductions

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Deduction Entry | W03B40E | Customer Invoice Entry (G03B11), Customer Ledger Inquiry.<br><br>On the Work with Customer Ledger Inquiry form, select the appropriate invoice and then select Deduction Entry from the Row menu. | Enter deductions for disputed items that are not associated with a short payment from a customer. |

## Entering Deductions Associated with Invoices

Access the Deduction Entry form.




Deduction Entry form

**Deduction Amount** Enter the domestic amount of the deduction. The currency associated with this amount appears in the Base Currency Code field (BCRC).

**Deduction Opened Date** Displays the date on which the deduction record (F03B40) is opened. For deductions generated from receipts, the system uses the G/L date of the receipt. For deductions generated from invoices, the system uses the G/L date of the invoice, but allows the user to override it on the Deduction Entry form.

## Entering Deductions Associated with Receipts

To enter deductions associated with receipts, follow the steps to enter stand-alone records.

See Chapter 10, "Processing Manual Receipts," Entering Stand-Alone Records, page 333.

# Researching and Resolving Deductions

This section provides an overview of deduction resolution and discusses how to:

- Apply an activity code to a deduction.
- Apply a credit memo to a deduction.

# Understanding Deduction Resolution

After entering a deduction, you must research the reason for the deduction and resolve it accordingly. For example, the deduction manager might contact the customer to determine whether the reason for the deduction is valid or whether additional information is needed before assigning a disposition to it. If a deduction requires further research or action, you can enter a tickler date.

You can change the details related to deductions or to posted or unposted activities. When you make a change, the system logs it on Deductions Activity Entry.

After researching a deduction, you must determine which action to perform to resolve the problem. To do this, you might use one of these resolutions:

## Request Additional Information

With this resolution method, you do not specify an amount when assigning the resolution activity code. The associated invoice remains closed and the system leaves the amount of the deduction open in the Deduction Management system so that you can resolve it after you receive the requested information.

## Write Off the Deduction

When you write off the deduction, the system closes the open amount of the R5 invoice deduction record and generates an unposted receipt record in the F03B14 table in a new batch. When you post, the system updates the balance of the write-off account specified by the RA*xx* AAI (where *xx* equals the write-off reason code). The system posts the offset to the account specified by the RN AAI. When you resolve a deduction with a write-off, the system does not use the tolerance limits established in the Standard Receipts Entry processing options.

The system uses the value in the G/L Offset field for the write-off reason code. When you complete the DA CD (deduction activity code) field on the Deductions Activity Entry form, the system uses the value from the Write-off Reason Code field as the default value for the G/L Offset field. However, you can override the value in this field. To retrieve the AAI that the write-off activity uses, the system concatenates RA and the value in the G/L Offset field in the detail area. This value is stored in the F03B14 table.

The system stores the reason code for the write-off in the Deductions Activity Master table (F03B42). Each deduction activity must have a deduction activity code assigned to it. Each deduction activity code can have its own write-off reason code associated with it. Thus, all deduction activities with the same deduction activity code might have the same write-off reason code.

## Create a Chargeback

When the deduction is resolved as a chargeback to the customer, the system closes the open amount of the R5 invoice deduction record and generates a new RB invoice document. The system generates an unposted record in the F03B14 table in a new batch. When you post the chargeback, the system updates the appropriate A/R trade account specified by the RC*xx* AAI (where *xx* equals the value of the chargeback reason code) and the deduction trade account associated with the RN AAI.

The system uses the value in the G/L Offset field as a chargeback G/L offset value. When you complete the DA CD field on the Deductions Activity Entry form, the system uses the value from the Chargeback Reason Code field as the default value for the G/L Offset field. However, you can override the value in this field. To retrieve the AAI that the chargeback activity uses, the system concatenates RC and the value for the chargeback G/L offset. This value from the G/L Offset field is stored in the F03B14 table.

The system stores the reason code for a chargeback or write-off in the F03B42 table. Each deduction activity must have a deduction activity code assigned to it. Each deduction activity code can have its own chargeback reason code associated with it. Thus, all deduction activities with the same deduction activity code might have the same chargeback reason code.

### Create an Unearned Discount

When you create an unearned discount, the system closes the open amount of the R5 invoice deduction record and generates an unposted record in the F03B14 table in a new batch. When you post the receipt, the system updates the account balance associated with the RKD AAI for the discount amount and the RN AAI for the deduction offset.

### Apply a Credit Memo to the Deduction

If a credit memo exists for the customer, you can apply one or more credit memos to the deduction and reduce the amount of the credit memo by the total or partial amount of the deduction. The system generates two records in the F03B14 table: one for the amount of the deduction and one for the amount of the credit memo. When you post these records, the system creates the proper accounting offset entries to the A/R trade and deduction offset accounts.

### Reverse the Deduction

When you deny a deduction, you reverse it. For example, this might occur when you generate a deduction for 100.00 because the customer was not shipped 100.00 worth of goods, but the deduction manager has evidence that the entire amount of goods was shipped.

Reversing the deduction reopens the invoice for the amount of the activity. This amount can be the entire amount of the deduction or a partial amount. If the reversal is entered in error, void the activity. You cannot reverse a stand-alone deduction because there is no invoice associated with it. You must void it.

### Void the Deduction

You void a deduction when you enter one in error. When you void a deduction, the system reopens the invoice and the full amount of the invoice must be paid.

### Batch Considerations for Processing Deductions

When you apply activity codes to the deduction invoice records (R5), the system creates F03B14 records that you must post. The system creates the receipt records in a receipt batch (batch type RB). Just like other receipt batches, you must exit the deduction application (P03B40) completely, or the batch remains in an In Use status and is unavailable for posting.

## Prerequisite

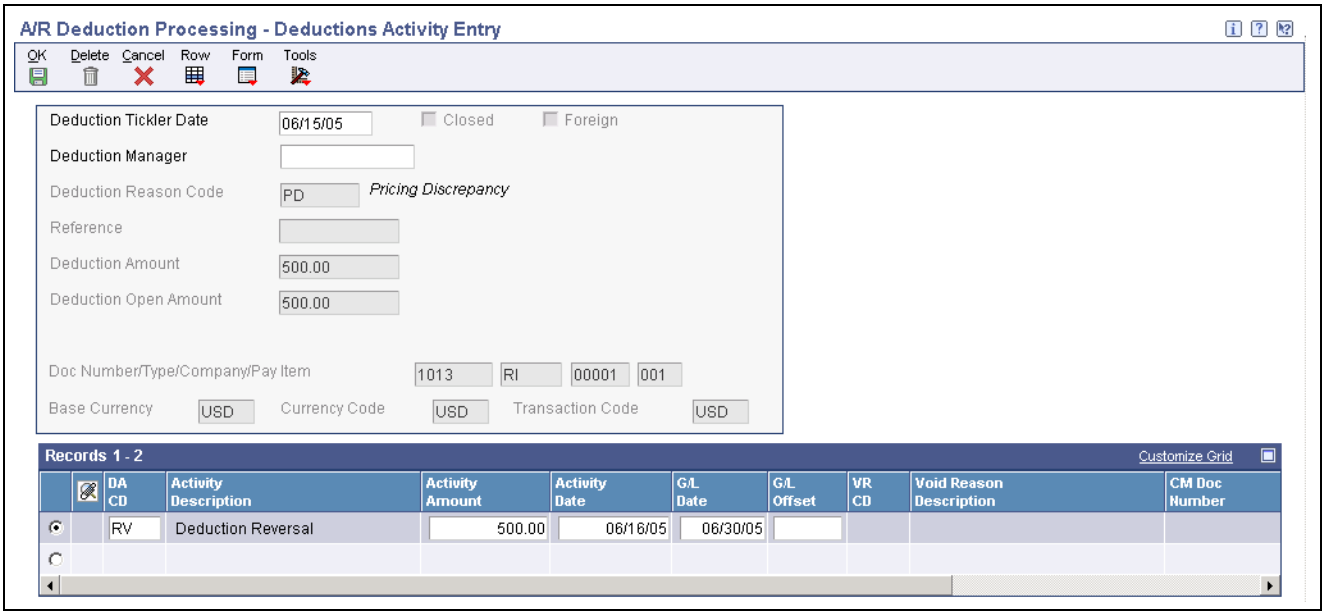
Verify that the appropriate deduction activity codes are set up.

# Forms Used to Resolve Deductions

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Deductions Activity Entry | W03B40D | Manual Receipts Processing (G03B12), A/R Deduction Processing.<br><br>On the Work With Deductions form, select the deduction to which you want to apply an activity code, and then click Select. | Apply an activity code to a deduction. |
| Select Credit Memos | W03B40A | On the Deductions Activity Entry form, select Credit Memos from the Form menu. | Select credit memos to apply to a deduction. |

# Applying an Activity Code to a Deduction

Access the Deductions Activity Entry form.




Deductions Activity Entry form

When resolving a deduction, you can assign multiple resolution activities. For example, you might decide to create a chargeback for part of the deduction and then write off the remaining amount. To do this, you enter the deduction reason and amount for each portion of the deduction in the detail area of Deductions Activity Entry.

**Deduction Tickler Date** Enter the date on which the deduction needs to be researched. This field is optional. If you leave this field blank, the system uses the G/L date of the deduction as the default value.

**Deduction Manager** Enter the address book record of the Deduction Manager who needs to research the deduction. This field is optional.

**Activity Amount** Enter the domestic amount applied to a deduction. The currency associated with this amount appears in the Base Currency Code field (BCRC).

**Activity Date** Enter the date on which the deduction activity was entered.

**G/L Offset** Enter the code that determines the trade account that the system uses as the offset when you post transactions.

## Applying a Credit Memo to a Deduction

Access the Select Credit Memos form.

The system displays all of the credit memos entered for the customer for the company and currency of the deduction record. You cannot apply credit memos entered for a company or currency different from the company and currency of the deduction.

To apply a credit memo to a deduction:

1. On Select Credit Memos, complete the Credit Memo Activity Code field.

   You must select a code that is set up for a credit memo activity.

2. Select the credit memos that you want to apply against the deduction in the detail area, and click Select.

   A check mark appears next to the credit memos that you select.

3. Click Close.

   The credit memos that you selected appear on the Deductions Activity Entry form.

4. On Deductions Activity Entry, override the values in the DA CD, Activity Date, G/L Date, and Activity Amount fields as necessary, and then click OK.

   **Credit Memo Activity Code** Enter the code that represents an activity that you assign to open deduction amounts. The code that you assign must exist in the F03B42 table.

# Voiding Activities and Deductions

This section provides an overview of deduction and activity voids and discusses how to:

- Void an activity.
- Void a deduction.

## Understanding Deduction and Activity Voids

You void deductions if you generate one in error or if you assign an activity to the deduction in error. In both cases, the system creates an unapplied receipt for the amount of the deduction when you use the void function.

For example, you receive a check for 650.00 to pay the following two invoices:

- Invoice 123 for 400.00
- Invoice 124 for 300.00

You pay both invoices in full and create a deduction for the remaining invoice open amount (50.00 ).

If you void this deduction, the system:

- Reduces the open amount of the R5 document to zero.

- Reopens invoice 124 for 300.00.
- Creates an unapplied receipt (RU) document for 250.00.

Invoice 123, to which 400.00 was applied, remains paid and closed. You must then apply the RU document against the invoice and decide how to account for the shortage. The same result occurs if you assigned an activity to the deduction before you voided the deduction.

**Note.** If you assign an activity to reverse the deduction, the system reopens the invoice for the amount of the deduction (50.00 using the example), but does not create the record for the unapplied receipt (RU).

## Forms Used to Void Activities and Deductions

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work With Deductions | W03B40C | Manual Receipts Processing (G03B12), A/R Deduction Processing. | Locate and select a deduction for further processing. |
| Deductions Activity Entry | W03B40D | On the Work With Deductions form, select the deduction to which you want to apply an activity code, and then click Select. | Void an activity. |
| Void Reason Entry | W03B40F | On the Deductions Activity Entry form, select the activity that you want to void and click Delete.<br>If the activity is posted, the system displays the Void Reason Entry form. | Specify the reason and date for voiding an activity. |
| Void Reason Entry | W03B40F | On the Work With Deductions form, select the deduction that you want to void and then select Void from the Row menu. | Specify the reason and date for voiding a deduction. |

## Voiding an Activity

Access the Deduction Activity Entry form.

To void an activity:

1. On Deduction Activity Entry, select the activity that you want to void and click Delete.

   If the activity is posted, the system displays the Void Reason Entry form. If the activity is unposted, the system deletes it.
2. On Void Reason Entry, complete the Void Reason Code and Void G/L Date fields and click OK.

## Voiding a Deduction

Access the Void Reason Entry form.

**Void Reason Code** Enter the code that explains why a receipt was voided.

**Void G/L Date** Enter the date that specifies the financial period to which the voided transaction is to be posted.

# CHAPTER 19

# Printing Invoices

This chapter discusses how to:

- Print Accounts Receivable invoices.
- Print invoices with an attached International Payment Instruction (IPI).
- (CHN) Process JinSui invoices.
- (DNK, FIN, NOR, SWE) Print interest invoices for Nordic countries.
- (RUS) Generate amount difference invoices.

## Printing Accounts Receivable Invoices

This section provides overviews of invoice printing, Argentinean invoices, and ESR payment slips, and discusses how to:

- Run the Invoice Print program.
- Set processing options for Invoice Print (R03B505).
- (ARG) Set processing options for PO Invoice Print (R76A03B5).

### Understanding Invoice Printing

To print the invoices that you created during invoice entry or receipts entry, run Invoice Print (R03B505). This program prints standard invoices as well as:

- Chargeback invoices (document type RB).
- Credit memos (document type RM).
- Delinquency fees (document type RF).

If an invoice has a discount available or an applied tax amount, this information is printed on the invoice, based on how you set the processing options. Additionally, the system prints remarks that you enter on the invoice.

Each invoice prints on a separate page.

When you print accounts receivable invoices, the system retrieves information from these tables:

- Customer Ledger (F03B11).
- Customer Master by Line of Business (F03012).
- Address Book Master (F0101).
- Address Book - Who’s Who (F0111).

The system uses the value of the Send Invoice To field (SITO) on the Customer Master Revision form to determine the billing address to print on the invoice. If you use line of business processing, the system retrieves the information from the customer record whose company corresponds to the one entered on the invoice. If a customer record is not set up for that company, the system uses the information from company 00000.

If your address book records have a Who's Who entry set up for type code *B* (billing), the system prints that name under the billing address, but uses the address from the value of the Send Invoice To field.

If you do not want to print invoices for specific customers, you can enter *N* in the Send Invoice To field.

# (ARG) Understanding Argentinean Invoices

You can print one or more copies of previously generated invoices in national as well as foreign currency.

Printing of the copies is in accordance with the legal requirements that are stipulated in RG1415. The company, customer, PeopleSoft internal number, legal number, voucher letter, and tax information must be printed.

After invoices have been printed, you cannot modify them.

## Considerations for Printing Taxes on Invoices

When taxable amounts are included on the invoice, the Print Tax Amounts processing option on the Invoice Print program (R03B505) is not taken into consideration.

If this processing option is blank and was taken into consideration, the system would incorrectly calculate an invoice of 1000.00 with 210.00 tax as follows:

- The invoice amount is 1210.00.
- The tax amount is 210.00.
- Adding the invoice and tax amounts produces a total of 1420.00

With the processing option disregarded, the system correctly calculates an invoice of 1000.00 with 210.00 tax as follows, regardless of the processing option setup:

- The invoice amount is 1000.00.
- The tax amount is 210.00.
- Adding the invoice and tax amounts produces a total of 1210.00.

# (CHE) Understanding ESR Payment Slips

*Einzahlungsschein (ESR)* are pre-formatted payment slips that accompany the invoices that you send to customers. ESR payment slips contain a unique reference number that the Postfinance Bank uses when customers make electronic payments through that bank. Postfinance uses the reference number to refer to the payment transaction when it sends information to the payor and payee about the transfer of funds to satisfy the payment requirements. When Postfinance returns payment information to you, you use the ESR reference number to match receipts to invoices.

The ESR reference number consists of the document number (DOC), document company (KCO), and the document type (DCT) of the invoice, as well as the bank transit number (TNST) and a check digit that the system creates using an algorithm. The system concatenates these values to form one string. The document type is written in its ASCII code representation because the ESR reference number must be numerical characters.

The system formats the ESR reference number only when your company customizes either the Print Invoices program (R42565) or the Invoice Print program (R03B505) to call the Maintain ESR Reference Number business function (B03B0220), and you use the customized program to print invoices with attached ESR payment slips. The Maintain ESR Reference Number business function creates the ESR reference number.

When Postfinance sends you electronic media that confirms the payments that have been credited to you, you use the Text File Processor program (P007101) to process the electronic media. The Text File Processor program calls the Upload ESR Payments program (R03B803) to unformat the ESR reference number. You can use the Upload ESR Payments program to unformat the ESR reference number only if the Maintain ESR Reference Number business function was used to format the ESR reference line on the printed ESR payment slips.

When you run the Upload ESR Payments program, the system unformats the ESR reference number in the Text Processor Header table (F007101) and the Text Processor Detail Table (F007111), and parses it into the Document Number, Document Company, and Document Type fields in the Electronic Receipts Input table (F03B13Z1).

The ESR payment slip process includes these events:

1. You run the customized print invoices program to print invoices with ESR payment slips.
2. You send the invoices with ESR payment slips to customers using the postal service.
3. Customers forward the ESR payment slips to Postfinance Bank.
4. Postfinance withdraws the appropriate amount from the customer's account and deposits it into your company's account.
5. Postfinance creates electronic media that contains the payment information and sends it to you.
6. You upload the ESR payment information from the electronic media into the F007101 and F007111 tables by using the Text File Processor program.
7. You run the Upload ESR Payments program from the Text File Processor program to upload payment information from the F007101 and F007111 tables to the F03B13Z1 table.
8. You review and revise as necessary the information in the F03B13Z1 table by using the Work With Electronic Receipts Input program (P03B121).
9. You use the Known Invoice Match with Amount program (R03B50D) or the Known Invoice Match Without Amount program (R03B50E) to process accounts receivables. You must use one of these programs because the outbound ESR process creates one payment slip per invoice and you must use a program that applies one receipt to one invoice.

## Running the Invoice Print Program

From the Statement Reminder Processing menu (G03B22), select Invoice Print.

## Setting Processing Options for Invoice Print (R03B505)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

### Print

These processing options specify which dates to use and whether to include tax amounts on the printed invoice.

**1. Invoice Print Date** Specify the date to print on the invoice. If you leave this processing option blank, the system date is used.

**2. Print Tax Amounts** Specify whether to print tax amounts on the invoice. Values are:

Blank: Do not print tax amounts.

*1:* Print tax amounts.

### Currency

This processing options specifies whether to print currency information on the invoice.

**1. Print Currency** Specify whether to print the domestic or foreign currency amount on the invoice. Values are:

Blank: Print the domestic amount without the currency code.

*1:* Print the foreign amount with the currency code.

### Attachments

This processing option specifies whether the system prints associated generic text on the invoice.

**1. Print Attachments** Specify whether to print generic text (attachments) from the invoice record on the invoice. Values are:

Blank: Do not print generic text.

*1:* Print associated generic text.

## Setting Processing Options for PO Invoice Print (R76A03B5)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

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### General

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

**1. Invoice Copies** Specify the number of invoice copies that the system prints.

**2. Allow Reprint** Specify whether the system allows reprints of invoices. Values are:

Blank: Do not allow reprint of invoices.

*1:* Allow reprint of invoices.

**3. Detail Lines Per Page** Specify the maximum number of detail lines per page that the system prints on invoices.

**4. RG100 Regulation** (General Resolution 100 regulation) Specify whether invoices that the system prints correspond to RG100 regulation.

## Receipt Invoice

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

**4. Print Message 1** Specify the first global message that the system prints in each receipt invoice footer.

**5. Print Message 2** Specify the second global message that the system prints in each receipt invoice footer.

## Percepcion

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

**1. Print Report (Y/N)** Specify whether the system prints the Perception Report — ARG — 03B (R76A8050). Values are:

*Y:* Print the report.

*N:* Do not print the report.

**2. Version of the Perception Report** Specify the version of the Perception Report — ARG — 03B (R76A8050) that the system uses.

If you leave this processing option blank, the system uses version ZJDE0001.

## Credit Invoice

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

**Print Credit Invoices** Specify whether the system prints credit invoices. Values are:

Blank: Do not print credit invoices.

*1:* Print credit invoices.

**Number of Copies** Specify the number of invoice copies that the system prints.

**Issue Place** Specify the location where the invoice is printed.

# Printing Invoices with an Attached International Payment Instruction

This section provides an overview of International Payment Instructions and discusses how to:

- Run the Invoice Print with International Payment Instruction program.
- Set processing options for Invoice Print with International Payment Instruction (R03B5053).

## Understanding International Payment Instructions

You use International Payment Instructions (IPIs) for cross-border invoice settlements. When you originate invoices from Accounts Receivable, you can select to print invoices with an attached IPI form. To print invoices with attached IPI forms, you must use pre-formatted invoices that contain the IPI form. The system processes and formats data from PeopleSoft EnterpriseOne tables, and prints the information in the appropriate places on the IPI form.

IPIs must be printed in English, but they can also contain a second language. Some countries require that you print IPI forms with a secondary language; for some countries, the use of a secondary language is optional. The European Committee for Banking Standards publishes the requirements for IPIs. You specify the secondary language by choosing a value in the IPI - Languages and Countries UDC table (00/IL).

The IPI form contains these four sections:

- Ordering Customer

  This section contains the name, address, and account number of the customer. The system uses the name, address, and account number (CBNK) that are associated with the invoice to which the IPI is attached. The customer sends the IPI to the bank for processing, and the bank credits your account with the specified amount.

- Beneficiary

  This section contains your company name, and the bank name and account number that you specify in processing options.

- Amount to be paid

  This section contains the amount and currency of the transaction, as well as a code to indicate who is responsible for paying the bank fees that are associated with the transaction. You specify the code for the bank fees in a processing option; the system uses the amount and currency from the transaction.

- Signature

  The system does not print the signature.

### Data Selection

When you set the data selection for the Invoice Print with International Payment Instruction program (R03B5053), you should filter out credit memos and other non-positive invoices. You can filter out these invoices by specifying that the Amount Open (AAP) is greater than zero. You should also designate in the Payment Instrument UDC table (00/PY) the code to use for invoices with attached IPIs, and then select that payment type in the data selection.

**Note.** The Invoice Print with International Payment Instruction program does not write error messages to the Work Center; however, you can view error messages in the UBE log if you use UBE logging. If the Invoice Print with International Payment Instruction program encounters errors, it prints a blank invoice.

## Prerequisite

Set up the IPI - Languages and Countries UDC (00/IL).

## Running the Invoice Print with International Payment Instruction Program

From the Statement Reminder Processing menu (G03B22), select Invoice Print with International Payment Instruction.

## Setting Processing Options for Invoice Print with International Payment Instruction (R03B5053)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

### Defaults

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

**1. Invoice Print Date** — Specify the date that the system prints on the invoices. If you leave this processing option blank, the system uses the current date.

**2. Customer Bank Account Type** — Specify the type of bank account of the ordering customer. The system uses this account type code to retrieve the bank account number of the ordering customer. The code you enter must exist in the Bank Type Code UDC (00/BT) table. If you leave this processing option blank, the system uses bank type *D*.

**3. Customer Address Format** — Specify the IPI - Address Line Sequencing code (UDC 00/IA). This code determines the combination of the values for the Postal Code, City, and Country that the system includes as the second address line of the ordering customer's address on the IPI. The code that you enter must exist in the IPI - Address Line Sequencing (00/IA) UDC table. If you leave this processing option blank, the system uses *00* (Postal Code City).

**4. Beneficiary Bank Account** — Specify the beneficiary's G/L bank account number on the IPI. The system uses this account number to locate the corresponding bank account information from the Bank Transit Master table (F0030), including the IBAN (International Bank Account Number) and SWIFT bank identification code. If you leave this processing option blank, the system uses the account associated with AAI item RB.

**5. Beneficiary Bank Account Format** — Use this processing option to define the beneficiary's bank account format on the IPI. Typically, you use the IBAN from the Bank Transit Master table

(F0030). In some cases you can use a national account number (CBNK) from the Bank Transit Master table instead of the IBAN. Values are:

Blank: Use the IBAN as the bank account format.

*1:* Use the CBNK as the bank account format.

**6. Beneficiary Bank Name** Use this processing option to define the beneficiary's bank name on the IPI. The IPI allows you to present the bank name in one of two formats. You can either use the SWIFT Bank Identification Code (BIC), stored as SWFT in the Bank Transit Master table (F0030), or you can use the name of the bank. Values are:

Blank: Use the BIC code.

*1:* Use the bank name.

**7. Details of Payment** Specify the data that appears in the Details of Payment section on the IPI. You select a hard-coded value from the IPI - Details of Payment UDC table (00/IP). If you leave this processing option blank, the system uses *00*. Values are:

*00:* Unstructured - DOC. The system writes the value from the DOC field in the Customer Ledger (F03B11) table to the Details of Payment section of the IPI.

*01:* Unstructured - DOC, DCT, & CO. The system concatenates the values in the DOC, DCT, and CO fields in the F03B11 table and writes the concatenated string to the Details of Payment section of the IPI.

*02:* Unstructured - DOC & AN8. The system concatenates the values in the DOC and AN8 fields in the F03B11 table and writes the concatenated string to the Details of Payment section of the IPI.

**8. Charges Paid By** Specify the entity responsible for paying the bank charges associated with the International Payment Instruction (IPI). The value that you enter must exist in the IPI - Charges Paid By UDC table (00/IC). If you leave this processing option blank, the system uses *0* (Ordering Customer). Values are:

*0:* Ordering Customer

*1:* Beneficiary

*2:* Shared/Both

**9. IPI Form Type** Specify the type of preformatted form to use. The value that you enter must exist in the IPI - Form Types UDC table (00/IF). If you leave this processing option blank, the system uses *03* (Black - Unstructured). Values are:

*00:* Blind Colour - Structured

*01:* Blind Colour - Unstructured

*02:* Black - Structured

*03:* Black - Unstructured

*04:* Drop Out - Structured

*05:* Drop Out - Unstructured

**1. Tax Amounts** Specify whether tax amounts appear on the invoices. Values are:

Blank: Tax amounts do not appear on invoices.

*1:* Tax amounts appear on invoices.

**2. Attachments** Specify whether generic text that is associated with the invoice appears on the invoice. Values are:

Blank: Do not include generic text attachment.

*1:* Include generic text attachment.

**3. Customer Bank Account Number** Specify whether the customer's bank account number appears on the IPI portion of the invoice. Values are:

Blank: Do not include the customer's bank account number.

*1:* Include the customer's bank account number.

**4. Customer Name and Address** Specify whether the name and address of the customer appears on the IPI portion of the invoice. Values are:

Blank: Do not include the customer's name and address.

*1:* Include the customer's name and address.

**5. Details of Payment** Specify whether the system completes the payment details section on the IPI portion of the invoice. Values are:

Blank: Do not complete the payment details section.

*1:* Complete the payment details section. The system prints in the payment details section the data that you specified in the Details of Payment processing option on the Defaults tab.

**6. Charges To Be Paid By** Specify whether the system completes the charges to be paid section on the IPI portion of the invoice. Values are:

Blank: Do not complete the charges to be paid section.

*1:* Complete the charges to be paid section.

**7. IPI Currency and Currency Amounts** Specify whether the currency and amount appear on the IPI portion of the invoice. Values are:

Blank: Do not print the currency and amount.

*1:* Print the currency and amount.

**1. Maximum IPI Amount** Specify the maximum amount allowed for an IPI. If the IPI is greater than this amount, the system will not generate an IPI. If you leave this field blank, the system uses 999,999.99 as the maximum IPI amount.

## Print

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

**1. Tax Amounts** Specify whether tax amounts appear on the invoices. Values are:

Blank: Tax amounts do not appear on invoices.

*1:* Tax amounts appear on invoices.

**2. Attachments** Specify whether generic text that is associated with the invoice appears on the invoice. Values are:

Blank: Do not include generic text attachment.

*1:* Include generic text attachment.

**3. Customer Bank Account Number** Specify whether the customer's bank account number appears on the IPI portion of the invoice. Values are:

Blank: Do not include the customer's bank account number.

*1:* Include the customer's bank account number.

**4. Customer Name and Address** Specify whether the name and address of the customer appears on the IPI portion of the invoice. Values are:

Blank: Do not include the customer's name and address.

*1:* Include the customer's name and address.

**5. Details of Payment** Specify whether the system completes the payment details section on the International Payment Instrument portion of the invoice. Values are:

Blank: Do not complete the payment details section.

*1:* Complete the payment details section. The system prints in the payment details section the data that you specified in the Details of Payment processing option on the Defaults tab.

**6. Charges To Be Paid By** Specify whether the system completes the charges to be paid section on the International Payment Instrument portion of the invoice. Values are:

Blank: Do not complete the charges to be paid section.

*1:* Complete the charges to be paid section.

**7. IPI Currency and Currency Amounts** Specify whether the currency and amount appear on the International Payment Instruction portion of the invoice. Values are:

Blank: Do not print the currency and amount.

*1:* Print the currency and amount.

### Process

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

**1. Maximum IPI Amount** Specify the maximum amount allowed for an IPI. If the IPI is greater than this amount, the system will not generate an IPI. If you leave this field blank, the system uses 999,999.99 as the maximum IPI amount.

# (CHN) Processing JinSui Invoices

This section provides an overview of invoices for JinSui and discusses how to:

- Run the Print Invoices from A/R program.
- Set processing options for Create Chinese GUI interface file from A/R (R75C03B1).
- Run the Cancel Invoice Print program.

- Set processing options for Cancel Invoice Print (R75C09Z1).
- Run the Download JinSui Return File into JDE program.

### See Also

*PeopleSoft EnterpriseOne Global Options and Reports 8.11 PeopleBook*, "Working With the Text File Processor"

## Understanding Invoices for JinSui

In China, special VAT (value added tax) invoices are prepared by using a Government Uniform Invoice (GUI). The GUI format includes a legal invoice number that is supplied and required by the government. The JinSui Invoice Data Interface provides a preprinted format and handles all of the associated printing issues. The EnterpriseOne solution creates a predefined JinSui interface format. The JinSui system then reads and writes the data in the GUI format to preprinted and prenumbered invoices.

Use the Print Invoice from A/R program (R03B505) to print invoices for submission to JinSui. When you run Print Invoice from A/R, the system also runs the GUI Interface file from A/R program (R75C03B1), which populates the Text Processor Header (F007101) and Text Processor Detail (F007111) tables. You must use the Text File Processor program to copy information from these tables to a file that you can submit to JinSui.

The Print Invoice from A/R program also produces a paper report that you can use to review the invoices before you submit them to JinSui.

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**Note.** You can print invoices for JinSui from Accounts Receivable, from Sales Order, or both.

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After you submit invoices to the JinSui system, the JinSui system generates a return file that contains the GUI numbers that are assigned to the invoices. Use the Download JinSui Return File into JDE program (R75C01Z2) to load the return file into the EnterpriseOne system. The Download JinSui Return File into JDE program also produces a report that contains the JinSui information, including the GUI number.

The GUI number links the system-assigned invoice number and JinSui. You must know the GUI number to inquire on it. If you change the GUI information, use the Invoice Inquire on GUI Number program (P75C001) to update the GUI number and GUI status.

## Prerequisites

Before you complete the tasks in this section:

- Before you can run either the Invoice Print program (R03B505) or the Print Invoices program (R42565), you must set up versions of these programs that match the version of the GUI Interface file from A/R program (R75C03B1).
- Set up the next numbers for system 75.

  See *PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook*, "Setting Up System Next Numbers".

# Forms Used to Process JinSui Invoices

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work With GUI Inquiry | W75C001E | A/R Sales - China (G75C03), Invoice Inquire on GUI Number | Locate invoices by GUI number. |
| Global Update GUI | W75C001B | On the Work With GUI Inquiry form, select an invoice and select Global_UpdateGUI from the Row menu. | Update the GUI number for an invoice. |
| Global Status Update | W75C001C | On the Work With GUI Inquiry form, select an invoice and then select Global_UpdateStatus from the Row menu. | Update the GUI status for an invoice. |

# Running the Print Invoices from A/R Program

From the A/R Sales - China menu (G75C03), select Print Invoice from A/R.

# Setting Processing Options for Create Chinese GUI interface file from A/R (R75C03B1)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

## Print

These processing options customize various printing options for the JinSui interface file or the standard invoice.

**1. Printing Invoice Type** Specify whether to generate the JinSui interface file with the EnterpriseOne standard invoice or only the EnterpriseOne standard invoice. Values are:

Blank: The system generates the JinSui interface file and the EnterpriseOne standard invoice. Blank is the default value.

*1:* The system generates only the EnterpriseOne standard invoice.

**2. Invoice Remarks** Specify an invoice remark that will appear in the JinSui header record.

**3. Line Item Unit of Measure** Enter the quantity for line items on the JinSui detail record. The value you enter will apply to each line item on each invoice. If you leave this processing option blank, the system uses *1*.

**4. Line Item Quantity** Enter the quantity for line items on the JinSui detail record. The value you enter will apply to each line item on each invoice. If you leave this processing option blank, the system uses *1*.

**5. Line Item Category Value (Required)** Enter the category value for line items on the JinSui detail record. The value you enter applies to each line item on each invoice. This is a required value. Neither a blank value nor a value containing a blank is acceptable.

**6. Item Description (Required)** Specify the item description for the JinSui detail record for any blank values in the Remark field. You use this processing option if you do not complete the Remark processing option. This is a required value. Neither a blank value nor a value containing a blank is acceptable.

**7. Item Specification** Enter the item specification for line items on the JinSui detail record. The value you enter will apply to each line item on each invoice. If you leave this processing option blank, the system uses the Payment Item field (SFX) in the Customer Ledger table (F03B11) for the default value.

**8. Checked By** Specify the person who does the verification upon the invoices. This is an optional field. If you leave this field blank, the Checked By field of the JinSui Header record will be blank.

**9. Received By** Specify the person who actually receives payments in the accounting department. This is an optional field. If you leave this field blank, the Received By field of the JinSui Header record will be blank.

# Running the Cancel Invoice Print Program

If you have already sent the invoice file to JinSui and you discover errors, you must run the Cancel Invoice Print program (R75C09Z1) so that the tax authority will cancel the GUI invoice numbers that correspond to the invoices which have errors.

From the A/R Sales - China menu (G75C03), select Cancel Invoice Print.

# Setting Processing Options for Cancel Invoice Print (R75C09Z1)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

## Processing

This processing option indicates whether the system runs the Cancel Invoice Print program (R75C09Z1) in proof mode or final mode.

**1. Running Mode** Specify the mode in which the program is run. Values are:

Blank: Proof mode. The system creates only the report (R75C04R)

*1:* Final mode. The system creates the report (R75C04R) and also writes records to the China - Transmitted Vouchers to the JinSui table (F0018CN).

## Running the Download JinSui Return File into JDE Program

From the A/R Sales - China menu (G75C03), select Download JinSui Return File into JDE.

# (DNK, FIN, NOR, SWE) Printing Interest Invoices for Nordic Countries

This section provides an overview of interest invoices and discusses how to:

- Run the Invoice Print Sweden - 03B program.
- Set processing options for Invoice Print Sweden - 03B (R74W0030).

## Understanding Interest Invoices

The base system uses the Invoice Print program (R03B505) to print delinquency fees. This program creates summarized information at the customer level.

To support business practice in Nordic countries, use the Invoice Print Sweden - 03B program (R74W0030) to print detailed information about the late paid invoices that have caused the delinquency fee.

You run Invoice Print Sweden as a complement to the Late Payment Delinquency Fees program (R03B221). The system launches the Late Payment Delinquency Fees program from the Credit Analysis Refresh program (R03B525) if you activate late payment delinquency fees in the processing options on the Fees tab for the Credit Analysis Refresh program.

**Note.** If you use the Late Payment Delinquency Fees program to calculate delinquency fees for both open and paid amounts, the system does not complete all of the columns in the interest invoice.

## Running the Invoice Print Sweden - 03B Program

Set up a menu selection for the Invoice Print Sweden - 03B program (R74W0030).

## Setting Processing Options for Invoice Print Sweden - 03B (R74W0030)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

### Print

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

**1. Invoice Print Date** Specify the date on which the invoice is printed. If you leave this option blank, the system uses today's date.

**2. Tax Amount** Specify whether the system prints tax amounts on invoices. Values are:

Blank: Do not print tax amounts.

*1:* Print tax amounts.

**3. Currency** Specify whether the system prints invoices with currency. Values are:

Blank: Do not print invoices with currency.

*1:* Print invoices with currency.

**4. Attachments** Specify whether the system prints attachments associated with invoices. Values are:

Blank: Do not print attachments associated with invoices.

*1:* Print attachments associated with invoices.

# (RUS) Generating Amount Difference Invoices

This section provides an overview of amount difference invoices and discusses how to:

- Print amount difference invoices.
- Set processing options for Generate Amount Differences Invoice (R74R3010).

## Understanding Amount Difference Invoices

You enter amount difference invoices when there is a difference in the exchange rate on the date that you enter an invoice and the date on which you pay the invoice. You run the Amount Difference Generation (R74R3010) program to generate invoices to account for the gain or loss. When you post the new invoice, the system writes the data to the F74R0018 table so that the data can be reported in the Sales Book or the Purchase Register.

When you run the Amount Differences Generation program, the system generates invoices in the domestic currency, and:

- Marks the invoices as paid.
- Summarizes the lines by original document and tax area.
- Shows the amount difference as either the gross amount or the taxable amount, depending on the processing options.
- Generates entries to the F0911 table.

## Printing the Amount Difference Invoice

Select Accounts Receivable (G74R03B), Amount Difference Generation.

# Setting Processing Options for Amount Difference Generation (R74R3010)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

## Default

These processing options specify the mode in which the program is run as well as how the amount difference is used.

**1. Mode** Enter *1* to process invoices in final mode. When you process in final mode, the system updates the F74R3B14 table. Leave this option blank to process invoices in proof mode.

**2. Amount Type** Enter *1* to use the amount difference as the gross amount on the invoice. Leave this processing option blank to use the amount difference as the taxable amount on the invoice.

## Invoice

These processing options specify information that the system assigns to new invoices.

**Tax Rate/Area** Specify the tax rate/area that the system uses for the new invoice. The value that you enter must exist in the F4008 table.

**Tax Explanation Code** Specify the tax explanation code that the system uses for the new invoice. The value that you enter must exist in the Tax Explanation Codes (00/EX) UDC table.

**Tax Area** Enter *1* to use the tax rate/area from the original invoice on the new invoice. Enter *2* to use the tax rate/area from the F03012 table on the new invoice. Leave this processing option blank to use the tax rate/area that you entered in the Tax Rate/Area processing option.

**Name -- Remark** Enter a remark that the system prints on the invoice.

**Payment Terms Code** Specify the payment terms that the system uses for the invoice. The value that you enter must exist in the F0014 table.

**Payment Instrument** Specify the payment instrument that the system uses for the invoice. The value that you enter must exist in the Payment Instrument (00/PY) UDC table.

**Payment Term/Instrument** Enter *1* to use the payment term and payment instrument from the original invoice for the new invoice. Enter *2* to use the payment terms and payment instrument from the F03012 table for the new invoice. Leave this processing option blank to use the payment term entered in the Payment Terms Code

processing option and the payment instrument entered in the Payment Instrument processing option.

**Version for P03B0011** Specify the version of the Invoice Entry MBF Processing Options program (P03B0011) that the system uses when generating amount difference invoices. If you leave this processing option blank, the system uses version ZJDE0001.

### G/L

These processing options specify how the system processes records.

**1. G/L Name -- Alpha Extension** Enter a remark that the system saves in the F0911 table.

**2. Version for P0900049** Specify the version of the Journal Entry MBF Processing Options program (P0900049) that the system uses when generating amount difference invoices. If you leave this processing option blank, the system uses version ZJDE0001.

### Receipt

This processing option specifies the remark that the system prints on receipts.

**1. Receipt Name - Remark** Enter a remark that prints on the receipt.

# CHAPTER 20

# (CHL and PER) Numbering and Printing Legal Documents for Chile and Peru

This chapter provides an overview of legal documents processing and discusses how to:

- Work with legal documents.
- Void legal numbers.

## Understanding Legal Documents Processing

After you enter invoices in Accounts Receivable, you create and print batches of legal documents that conform to legal requirements for Chile and Peru. For example, you create invoices that do not exceed one page.

The process of generating legal documents for invoices that are entered in Accounts Receivable includes these tasks:

1. Create legal document print batches.
2. Assign legal numbers to invoices in print batches.
3. Print legal documents in print batches.

When you create legal document print batches, you manually select invoices in Accounts Receivable for which you want to assign legal numbers, and the system assigns a batch number to the group of invoices. Then, you select print batches for which you want to assign legal numbers, and the system assigns legal numbers based on the legal document type next numbers setup and legal document type relationship. Finally, you select print batches for which legal numbers are assigned, and the system prints invoices based on the print layout setup.

## Prerequisites

Before completing the tasks in this chapter:

- Verify legal company setup.
- Verify legal document type setup.
- Verify legal document type relationship setup.
- Verify legal next numbers setup.
- Verify print layout setup.
- Set up versions of the Print Legal Documents program (R76H3B30) to specify which version the Lot of Printing Review program uses to print invoices in print batches.

- Post invoices for which legal document print batches are generated.

See *PeopleSoft EnterpriseOne Global Options and Reports 8.11 PeopleBook*, "(CHL and PER) Setting Up Your System for Chile and Peru Legal Requirements".

# Working With Legal Documents

This section provides an overview of legal document print batch features and discusses how to set processing options for Lot of Printing Review.

## Understanding Legal Document Print Batch Features

To create and print legal documents, use the Lot of Printing Review program (P76H3B50). The Lot of Printing Review program enables you to:

- Create, modify and delete legal document print batches for invoices that are entered in Accounts Receivable.
- Verify legal number availability.

  This feature enables you to verify availability of legal numbers prior to assigning legal numbers to print batches. This assists in preventing issues during the numbering process.
- Number and renumber legal documents.

  After legal numbers are assigned to invoices in print batches, you can renumber legal numbers.
- Print legal documents.

  The system submits the version of the Print Legal Documents program that you specify for the legal company, legal document type, and emission serial.
- Inquire on legal documents that are associated with invoices.

  This feature enables you to review invoices that are in print batches.
- Review batch audit information.

  This feature enables you to review information about print batches, including the user ID of the person who last modified the batch, the date and time when the batch was last modified, and so on.

---

**Note.** The Lot of Printing Review program is used in both Accounts Receivable and Sales Order Management. However, the process of manually creating legal document print batches using the Lot of Printing Review program is necessary only for invoices that are entered in Accounts Receivable. When the Print Invoices program (R42565) in Sales Order Management is submitted, the system automatically creates legal document print batches.

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See *PeopleSoft EnterpriseOne Sales Order Management 8.11 PeopleBook*, "Invoicing".

Information for legal document print batches is stored in these tables:

- Lot of Printing — Header — CHI – 03B (F76H3B50)
- Lot of Printing — Detail — CHI — 03B (F76H3B51)

## Legal Number Availability

After you create legal document print batches, you can verify the legal number availability before you assign legal numbers to invoices in print batches. Legal number availability performs these validations:

- Verifies that the range of next numbers, as defined in the sequence of legal next numbers, contain enough numbers to assign legal numbers to all invoices in print batches.

  For example, if there are 30 invoices in a print batch and only 20 numbers are available in the sequence of legal next numbers, the system issues an error.

- Verifies that the sequence of legal numbers that the system assigns to invoices in print batches are active.
- Verifies that the sequence of legal numbers that the system assigns to invoices in print batches are not in use by another user.

## Batch and Document Status

When you create and process print batches, the system assigns a batch status to identify the current status:

- *O:* Open

  The print batch has been created, but legal numbers have not been assigned to the batch. The system also assigns this status to print batches for which legal numbers have been renumbered.

- *U:* Use

  Legal numbers are in the process of being assigned to the print batch.

- *N:* Numbered

  Legal numbers are assigned to invoices in the print batch. To print legal documents in a print batch, the print batch must be at this status.

- *P:* In Process

  The print batch is being updated. For example, legal documents in the print batch are being printed.

- *C:* Closed

  Legal documents are printed for the batch.

The system also assigns document statuses to invoices in print batches:

- *A:* Open

  The invoice has not been processed. The print batch status is *O*.

- *N:* Numbered

  The invoice has been assigned a legal number. The print batch status is *N*.

- *P:* Processed

  The invoice has been printed. The print batch status is *C*.

- *R:* Renumbered

  The invoice legal number has been renumbered. The print batch status is *O*.

- *E:* Error

  The invoice has an error.

# Forms Used to Work with Legal Documents

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Lot Review | W76H3B50A | • Chilean Localization (G76H), Accounts Receivable, Lot of Printing Review.<br>• Peruvian Localization (G76P), Accounts Receivable, Lot of Printing Review. | Review print batches. |
| Edit Lot | W76H3B50B | • On the Lot Review form, click Add.<br>• On the Lot Review form, locate and select the print batch for which you want to review or renumber the associated invoices and then click Select. | Create, review and renumber invoices associated with print batches. |
| Select Invoices | W76H3B50H | On the Edit Lot form, complete the Legal Company, Legal Document Type, Emission Serial, and Mode (F) (currency mode) fields and then select *Selección de Fact. (Selección de Factura)* (select invoices) from the Form menu. | Select invoices for which legal document print batches are created. |
| Check Disponibility | W76H3B50 | On the Lot Review form, locate and select the print batch for which you want to verify legal number availability, and then select Check Disponibility from the Row menu. | Verify legal number availability prior to assigning legal numbers to invoices in print batches. |
| Send Lot to Print | W76H3B50D | On the Lot Review form, locate and select the print batch for which you want to assign legal numbers, and then select Generate Legal Num (Generate Legal Numbers) from the Row menu. | Assign legal numbers to invoices in print batches. |
| Print Invoices | W76H3B50J | On the Lot Review form, locate and select the print batch for which you want to print legal documents, and then select Print Invoices from the Row menu. | Print legal documents. |

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Audit Information | W76H3B50E | On the Lot Review form, locate and select the print batch for which you want to review audit information, and then select Audit Information from the Row menu. | Review audit information pertaining to a print batch, such as the user ID of the person who last modified the print batch and on what date. |

# Setting Processing Options for Lot of Printing Review

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

## General

These processing options specify how the system processes legal documents.

**Reason Code** Specify the code that the system assigns to legal numbers that are voided. Values are stored in UDC 76H/CC.

**Transaction Originator** Specify the types of invoices to display on the Lot Review form. You can review invoices that are generated in Accounts Receivable, Sales Order Management, or both systems. Values are:

Blank: Display invoices that are generated in Accounts Receivable and Sales Order Management.

*AR:* Display invoices that are generated in Accounts Receivable.

*SOP:* Display invoices that are generated in Sales Order Management.

## SOP

These processing options specify how the system processes legal documents for invoices generated in the Sales Order Management system.

**1. Status Code - From** and **2. Status Code - Thru** Specify the range of Activity/Status Codes (UDC 40/AT) for which the system displays invoices on the Lot Review form.

**3. Based on Status** Specify whether the system selects invoices according to the last status or the next status. Values are:

*1:* Last status

*2:* Next status

**4. Override Next Status Code** Specify the next standard step in the processing cycle for this order type. You set up the steps for the processing cycle on the Order Activity Rules form.

**5. Prevent Next Status Update**

Specify whether the system allows updates to the Next Status field. Values are:

Blank: Allow updates.

*1:* Prevent updates.

**Note.** It is recommended that you specify a value of *1* in this processing option. Otherwise, each time an invoice is renumbered the system updates the sales order status.

### A/R

These processing options are used to specify how the system processes legal documents for invoices generated in the Accounts Receivable system.

**Print Invoices**

Specify whether the system automatically prints invoices after assigning legal numbers to print batches. Values are:

Blank: The system does not automatically print invoices.

*1:* The system automatically prints invoices after assigning legal numbers.

**Error Processing**

Enter *1* to prevent invoices from being printed if errors are issued during the legal numbering process.

**Emission Serial Processing**

Enter *1* to allow the creation of print batches for invoices that have different emission serial numbers.

**Lot - Printing Number**

Displays the number that the system assigns as the batch number to the legal document print batch.

**Legal Company**

Enter the legal company for which you want to create legal document print batches.

**Legal Document Type**

Enter the legal document type for which you want to create legal document print batches.

**Emission Serial**

Enter the emission serial number.

**Doc Co** (document company), **Do Ty** (document type), and **Document Number**

Enter the invoice information for which you want to create a legal document print batch. If you do not know the invoice information, follow the steps to select invoices and display the invoice information in these fields.

**Current Leg. Number** (current legal number) and **Last Leg. Number** (last legal number)

Displays the legal number assigned to invoices as well as a prior legal number if the invoice legal number was renumbered.

# Voiding Legal Numbers

This section provides an overview of legal number voids and discusses how to:

- Set processing options for Legal Numbers Set Up.
- Void specific legal numbers.

- Void a sequence of legal numbers.

## Understanding Legal Number Voids

You can void legal numbers using either of these methods:

- Void specific numbers in a sequence of legal next numbers.
- Void an entire sequence of legal next numbers.

After you void legal next numbers, you can use the Void Invoices program (P76H3B20) to review voided legal next numbers.

When you void legal numbers, the system updates these tables:

- Legal Document Next Number — CHI — 03B table (F76H001).
- Invoices not Printed — CHI — 03B (F76H3B20).

## Forms Used to Void Legal Numbers

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work with Next Number | W76H001A | • Chilean Localization (G76H), Accounts Receivable, Legal Numbers Set Up<br>• Peruvian Localization (G76P), Accounts Receivable, Legal Numbers Set Up | Review legal next numbers that are associated with legal companies and legal document types. |
| Edit Next Number | W76H001B | On the Work with Next Number form, find and select the sequence of next numbers in which you want to void specific legal next numbers and then click Select. | Void specific legal numbers in a sequence of legal next numbers. |
| Change Status | W76H001C | On the Work with Next Number form, find and select the sequence of numbers that you want to void, and then select Change Status from the Row menu. | Void an entire sequence of legal next numbers.<br>**Note.** The sequence of legal next numbers must have a next number status of *A* (Active) to be voided (closed). |

## Setting Processing Options for Legal Numbers Set Up (P76H001)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

### General

These processing options specify whether the system displays the Expiration Date field as well as how many characters there are in the Emissions Serial field.

**Expiration Date** Specify whether the system displays the Expiration Date field in the detail area of the Work with Next Number form. Values are:

Blank: Do not display the field.

*1:* Display the field.

**Emissions Serial** Specify the number of characters in the Emissions Serial field.

## Voiding Specific Legal Numbers

Access the Edit Next Number form.

To void specific legal numbers in a sequence of legal next numbers:

1. On Edit Next Number form, enter a number in the Next Legal Number field.
2. On Generate Invoice Not Printed, enter a value from UDC 76H/CC in the Cancellation Code field.
3. (Optional) Enter additional information in the Cancellation Detail field.
4. Click OK.

## Voiding a Sequence of Legal Numbers

Access the Work with Next Number form.

To void a sequence of legal next numbers:

1. Find and select the sequence of legal next numbers that you want to void, and then select Change Status from the Row menu.
2. On Change Status, select the Close option.

   **Note.** Only those legal next number sequences that are active can be changed to closed.

3. On Generate Invoice Not Printed, complete the Cancellation Code and Cancellation Detail fields.
4. Click OK.

**Next Legal Number** Enter the next number that the system assigns to invoices. The system voids the numbers that precede the number that you enter and that are after the original number in this field. For example, if this field contains a value of 200 and you enter 250, the system voids numbers 200 through 249. You cannot enter a number in this field that is less than the existing value.

**Next Legal Number - From** and **Next Legal Number - To** Displays the range of legal next numbers that the system voids when you change the value in the Next Legal Number field.

| | |
|---|---|
| **Cancellation Code** | Enter the reason code for voiding legal next numbers. Specify a value from UDC 76H/00. |
| **Cancellation Detail** | (Optional) Enter additional information pertaining to the void of legal next numbers. |

# CHAPTER 21

# Processing Statements

This chapter provides an overview of statement processing and discusses how to:

- Generate statements.
- Work with statements.
- (JPN) Work with Kagami statements.
- Purge statements and delinquency notices.

## Understanding Statement Processing

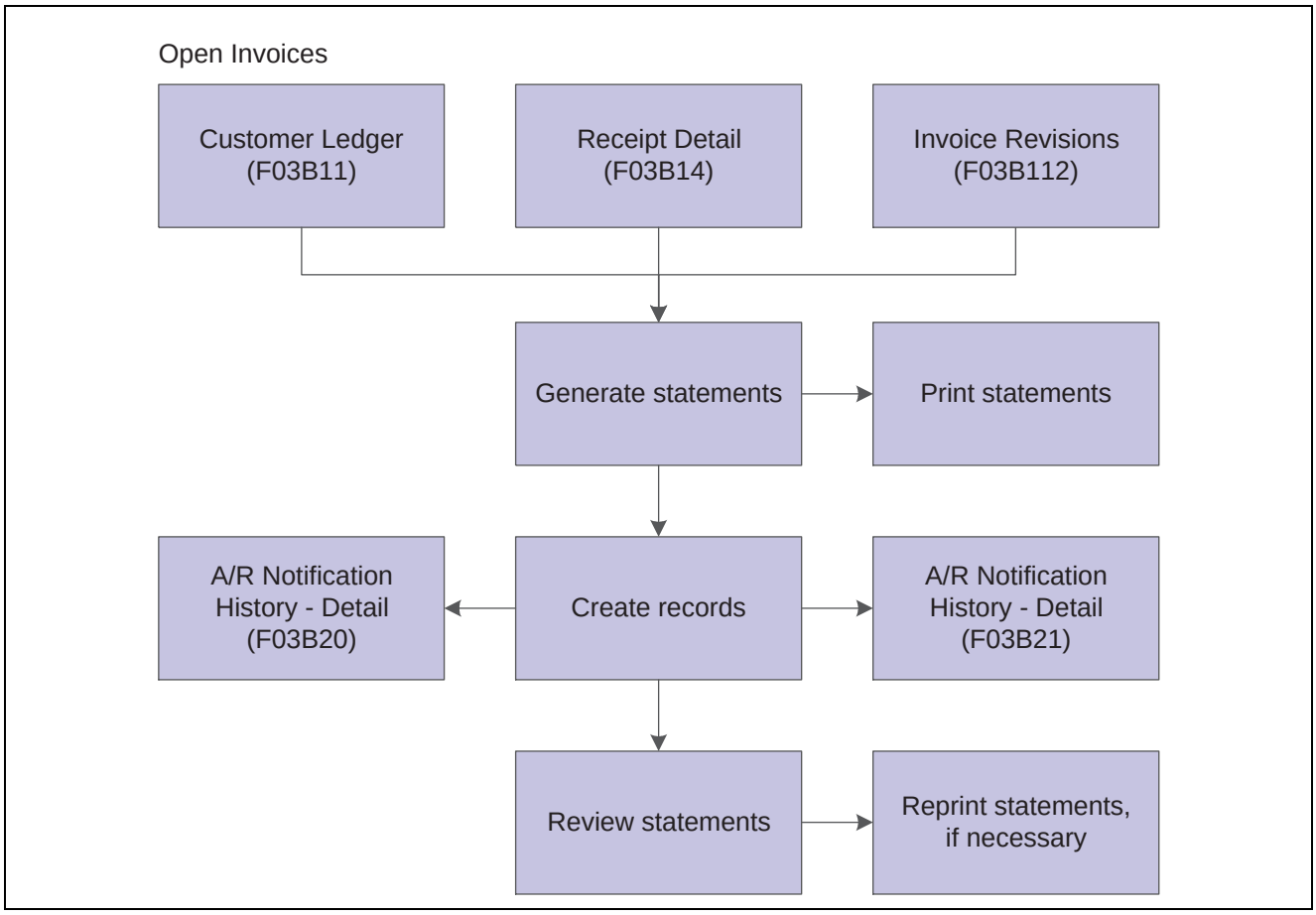
You send statements to customers to inform them of their account activities and to provide them with an additional payment option. Statements list the open invoices and their due dates, as well as the invoices that were paid in that period. You can generate statements in detail, wherein each invoice appears on a statement until it is paid, or you can generate statements that are summarized. When summarized, unpaid invoices are summarized into a single balance forward amount like on a credit card statement.

When you generate statements, the system updates invoice records that appear on the statement with the statement number and statement date. The system also updates these tables:

- A/R Notification History (F03B20) - This table stores information about the statement.
- A/R Notification History Detail (F03B21) - This table stores information about the invoices that appear on the statement.

Because the system stores information about a statement, you can review statements previously generated online to answer customer inquiries and reprint statements that are lost. You can also reset the last statement generated so that you can include a last minute payment by a customer or make a change to the data selection. Information is stored in the statement tables until you purge it.

This graphic illustrates how the system processes statements:




Statement processing

# Generating Statements

This section provides an overview of statement generation and discusses how to:

- Run the Statement Notification Refresh program.
- Set processing options for Statement Notification Refresh (R03B500X).
- Set processing options for Statement Print (R03B5001).

### See Also

*PeopleSoft EnterpriseOne Multicurrency Processing 8.11 PeopleBook*, "Managing Credit and Collections in a Multicurrency Environment," Generating and Reviewing Multicurrency Statements

## Understanding Statement Generation

When you generate statements, in addition to creating records in the F03B20 and F03B21 tables, the system updates these fields in these tables:

| Table | Updated Fields |
| --- | --- |
| Customer Ledger (F03B11) | Statement Number (CTL)<br>Statement Date (SMTJ) |
| Invoice Revisions (F03B112) | Statement Print Flag (STPF) |
| Receipts Detail (F03B14) | Statement Number (CTL)<br>Statement Date (SMTJ) |

You use processing options to customize statements for your organization. For example, you can select the statement print program and version that you want to use to print statement detail. This allows you to specify whether to print aging or account summary information on the statement, whether to print each invoice pay item or summarize the pay items for each invoice, and the date that you want to print on the statement.

These print programs, which are set up on user defined code 03B/ST, are available for generating statements:

- R03B5001 - Statement Print

  This is the standard statement print program.

- R03B5001JP - Kagami Invoice Statement

  This is a localized statement format for Japan.

- R03B5002 - Italian Statement Print

  This is a localized statement format for Italy.

- R03B5003 - Statement Print Credit Card

  This is the print program that you use to print statements in a credit card format. The system prints only new invoices and summarizes invoices previously printed into a balance forward amount.

- R03B506 - Statement Print with Draft

  This is the statement print program that you use when you want to include draft information.

You can also create a custom print program to use.

When you want to limit the invoices that print on the statement or change the order in which invoices print, you use the data selection and data sequence for the statement print program. For example, you might want to exclude paid invoices from the statement.

---

**Note.** To exclude paid invoices from the statement, use data selection in the version of the statement print program:

Open Amount is not equal to <ZERO>

This data selection allows credit amounts and debit amounts to appear on the statement, but excludes paid invoices.

---

The data selection for Statement Notification Refresh (R03B500X) controls which statements are generated, not which invoices are printed on the statement. You should not change the data sequence for R03B500X.

## Technical Considerations for Generating Statements

These programs are involved when you generate statements:

| Program | Description |
| --- | --- |
| R03B500X | This program updates the F03B20, F03B21, F03B11, F03B112, and F03B14 tables. |
| R03B5005 | This is the print driver that is used to submit the print program that you specify in the processing option. This program does not update any tables. |
| R03B5001, R03B5002, R03B5003, R03B5001JP, R03B506, and R03B5001TW | These are the print programs that produce the statement. You can select which print program the system uses. Some of these programs meet country-specific requirements. |

### Invoice Summarization

Both the Statement Notification Refresh program (R03B500X) and the Statement Print program (R03B5001) have a processing option to summarize invoices.

In the Statement Notification Refresh program, the processing option specifies whether to create a summarized invoice record in the F03B20 table, in addition to a record for each invoice. This processing option works independently of the corresponding option in the Statement Print program.

In the Statement Print program, the processing option specifies whether to print each invoice pay item on the statement or print one invoice that summarizes all pay items. This processing option is dependent on the corresponding processing option in the Statement Notification Refresh program. To print summarized invoices, you must also specify that the system create the summarized invoice record.

## Prerequisites

Before you complete the tasks in this section:

- Ensure that you have selected the Print Statement option on the Accounts Receivable Constants form and on the Customer Master Revision form (Collection tab).
- Post all invoices, receipts, and drafts.

  The system selects only posted records for processing statements.
- Run Update A/R from Address Book (R03B802) to ensure that changes made to the customer's alpha name or parent number are updated to invoices and reflected properly on the statement.

## Running the Statement Notification Refresh Program

From the Statement Reminder Processing menu (G03B22), select Statement Notification Refresh.

## Setting Processing Options for Statement Notification Refresh (R03B500X)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

### Consolidation

This processing option specifies whether one statement is generated for the customer that includes records for all companies or a separate statement for the customer is generated for each company.

**1. Company** Enter the company that you want to use to locate the remit to address. The system generates one statement for each customer for the company that you specify, regardless of whether the company is specified on the invoice. If you select to retrieve aging specifications from the company constants, the system uses the company number that you specify to locate the remit to address, based on the value in the Remit To processing option, and the aging specifications.

If you leave this processing option blank, the system produces one statement for each customer by company. For example, if you enter invoices for the customer for companies 00001, 00020, and 00050, the system produces three statements, one for each company.

### Aging

These processing options specify the aging criteria for statements.

**1. Company Constants** Specify whether to retrieve the aging specifications and statement date from the Accounts Receivable constants. If you leave this field blank, the system uses the processing options for aging specifications (Statement Date, Date Types, and Aging Categories). Values are:

Blank: Use processing options 2 through 10.

*1:* Use the Accounts Receivable constants.

**2. Statement Date** Specify the date that you want the system to use to determine the aging category to which to assign open invoices. The system compares the date that you enter with the date on the invoice, as specified by the Date Types processing option, to determine the number of days that the invoice is past due. The system uses this date to print the statement date on the statement.

If you leave this processing option blank, the system uses today's date to age open invoices.

**3. Date Type** Specify the date on the invoice that you want the system to use to determine the aging category. The system compares the date that you specify to the value in the Statement Date processing option to determine the number of days the invoice is past due. Values are:

*D:* Use the invoice due date.

*I:* Use the invoice date.

*G:* Use the G/L date.

*S:* Use the statement date.

**4. Aging Categories** Specify which aging categories the system uses to assign invoices. The system uses the date specified in the Statement Date processing option and the value specified in the Date Type processing option to calculate the aging for

each invoice, and then assigns them to the aging category specified by this code. Values are:

*1:* Aging days. The system assigns invoices to the aging categories specified in the Aging Category 1 through Aging Category 6 processing options. The aging categories are user defined.

*2:* Fiscal periods. The system uses the fiscal periods defined by the date pattern assigned to the company record as the aging categories.

*3:* Calendar. The system uses each calendar month as an aging category.

If you leave this processing option blank, the system uses the default value *1* (aging days).

**5. Aging Category** through **10. Aging Category 6**

Use these processing options to specify the interval that the system uses for the aging categories.

**11. Credits**

Specify whether to age credit memos according to the aging specifications, or to apply credits to the Current aging column that prints on the statement. Values are:

Blank: Age credits.

*1:* Apply credits to Current aging balance.

**12. Exclude Future Amounts**

Specify whether to prevent future invoice amounts from printing on the statement. The system uses the aging specifications from the Accounts Receivable constants or the processing options to determine whether the invoice has a future amount. For example, if you age invoices based on the due date, and the statement date is June 30, 2005, the system prevents all invoices with a due date after June 30, 2005 from printing the statement.

**13. Multi-Currency**

Specify whether to generate and print amounts on the statement in the domestic or foreign currency. Values are:

Blank: Domestic currency. Prints all domestic and foreign currency invoices and receipts in the domestic currency of the remit to company.

*1:* Foreign currency. Prints foreign invoices in the transaction currency and domestic invoices in the domestic currency. There may be more than one set of totals and aging in the same statement.

**14. Draft Flag**

Specify whether the system assigns a draft number instead of a statement number. Values are:

Blank: Assign a statement number.

*1:* Assign a draft number.

## Print

These processing options specify options such as how the system prints the Remit To address, the version of the print program to use, and the letter to print on the statement.

**1. Remit To Address**

Specify the remit to address that prints on the statement. The remit to address indicates where the customer should send their payments. The system retrieves this address based on the address book record that is set up for the company that is designated on the invoice in the Address Book Master table (F0101). Values are:

Blank: Use the address of the company designated in the F03B11 table, unless you specify a company in the Consolidation processing option. The system retrieves the company's address book number from the Company Constants table (F0010).

*A:* Use the value in the 1st Address Number field (AN81) of the company record.

*B:* Use the value in the 2nd Address Number field (AN82) of the company record.

*C:* Use the value in the 3rd Address Number field (AN83) of the company record.

*D:* Use the value in the 4th Address Number field (AN84) of the company record.

*E:* Use the value in the Factor/Special Payee field (AN85) of the company record.

*F:* Use the value in the 5th Address Number field (AN86) of the company record.

Address: Specify an address book number that you want the system to use instead of the company's address book number.

For example, if you generate statements for company 00001, and you want the receipts to be remitted to a lockbox address, you set up the lockbox address as a record in the Address Book system and assign the lockbox address book number to one of the address book number fields on the address book record for company 00001. In this processing option, you specify which of these address book numbers to use.

**2. Print Statement by Due Date**

Specify whether to print statements by the invoice due date. The system displays invoices sequenced by due date and currency code if you choose this option. Values are

Blank: Do not print statements by due date.

*1:* Print statements by due date. The system prints a new statement each time the due date changes.

**3. Print Program**

Specify the statement print program to use to produce statements. Click the Search button for a list of valid statement print programs. If you leave this processing option blank, the system uses R03B5001. Each print statement program has processing options that control the type of information that the system prints on the statement. The data selection and data sequence of the print program controls the amount of detail that prints on the statement and the order in which it prints.

**4. Version of Print Program**

Specify the version of the statement print program to use. If you leave this processing option blank, the system uses ZJDE0001.

**5. Letter Name**

Specify a predefined letter for text that you want to print on the statement.

**6. Letter Type**

Specify the letter type of the letter that you specify in the Letter Name processing option. If you did not set up a letter with a letter type, leave this processing option blank.

## Update

These processing options specify whether the system uses an "as of" date to calculate invoice open amounts, whether it updates the statement number on invoice and receipt records, and whether the system creates one A/R Notification History Detail record (F03B21) for each invoice or invoice pay item.

**1. Date - As Of**

Specify the date that you want to use to produce statements for a prior period. This date is useful if a customer requests a statement for a specific date or for a date that is different from the original date that you used to produce the statement.

For example, if you need to produce a statement from several months ago, you enter the date that you want to use for the statement date in this processing option, and the system compares it to the closed date on the invoice to determine whether the invoice was open as of that date. If the invoice was open, the system recalculates the open amount and includes it on the statement. The system recalculates the open amount by adding to the current open amount the receipts that were applied to the invoice and have a G/L date that is on or after the as of date.

If you want to reprint a statement that was previously generated for a prior period, use the Review Statements program (P03B202).

---

***Warning!*** The system requires additional processing time to determine whether the invoice was open on the date that you specify; therefore, do not complete this field unless you want to use this feature. For the system to perform As Of processing, you must include paid invoices in the data selection of the Statement Notification Refresh program (R03B500X). You might also want to limit the data selection to the specific customer for whom you are generating the statement.

---

**2. Statement Number Update**

Use this processing option to overwrite the statement number on invoices that are included on multiple statements. For example, if an open invoice is included on statement 123 and the invoice is still open when you run statements again, the system assigns the new statement number to the invoice and overwrites the previous value. Values are:

Blank: Update the statement number on all invoice records.

*1:* Update the statement number on only those invoice records that do not have a value in the Statement Number field (CTL).

**3. Summarize Invoices**

Specify whether to include a summarized invoice record in addition to each invoice pay item record in the F03B21 table. You use the Review Statement program (P03B202) to review the information in this table. Values are:

Blank: Include invoice pay item records only.

*1:* Include a summarized invoice record in addition to the invoice pay item records.

---

**Note.** If you want to print summarized invoice information on the statement, use the corresponding processing option in the statement print program that you are using (R03B5001, for example).

---

# Setting Processing Options for Statement Print (R03B5001)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

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## Print

These processing options specify the information to print on the statement.

**1. Print Aging Information**

Specify whether to print aging information on the statement. Values are:

Blank: Do not print aging information.

*1:* Print aging information.

**2. Suppress Account Summary**

Specify whether to print an account summary on the bottom of each statement. Values are:

Blank: Print an account summary.

*1:* Do not print an account summary.

**3. Print Date**

Specify the date to print on the statement. Values are:

Blank: Print the due date.

*1:* Print the invoice date.

**4. Print Statement Number**

Specify whether to print the statement number at the top of each statement. Values are:

Blank: Do not print the statement number.

*1:* Print the statement number.

**5. Print ' Remit to' Address**

Specify whether to print the Remit To address at the top of each statement. Values are:

Blank: Do not print the Remit To address.

*1:* Print the Remit To address.

---

**Note.** The system determines which Remit To address to print based on the corresponding processing option in the Statement Notification Refresh program (R03B500X).

---

**6. Print Summarized Invoices**

Specify whether to print each invoice or each invoice pay item on the statement.

Blank: Print each invoice pay item on the statement.

*1:* Print one invoice that summarizes all its pay items on the statement. You must appropriately set the corresponding processing option (Summarize

Invoices on the Update Tab) in the Statement Notification Refresh program (R03B500X) if you enter 1 for this processing option.

# Working with Statements

This section provides an overview of statement review and discusses how to:

- Set processing options for Review Statements (P03B202).
- Review statement details.
- Reprint statements.
- Reset statements.

## Understanding Statement Review

Because the system stores statement information, you can review statements online. This is especially useful when a customer contacts you about a statement. The Review Statements program (P03B202) allows you to quickly access the statement and interactively respond to the customer's concern. You can also reprint a statement previously generated.

When you review statement information, you can review the invoices and payments that were recorded on the statement.

When you review statements, you can access:

- All statements for all customers.
- All statements for a specific customer.
- Statements with a specific notification date.
- Invoice and payment information on a specific statement.
- Summary information for the statement, such as associated aging information.

The information that the system displays is for inquiry purposes only.

When you review statements, the system displays information from the F03B20 and F03B21 tables. These tables are also used to store information about delinquency notices.

### Resetting Statements

You can reset transactions on current statements and reprocess the statements to include additional information that might not have been received or processed at the time you generated the original statement. This includes payment information, adjustments, and changes to invoices. For example, if you process statements before receiving a payment, you can reset the statement that you generated to include the payment information on the statement before sending it to the customer.

You can reset only the last statement generated. The system issues an error message if you try to reset previously generated statements.

When you reset statements, the system runs the version of the Statement Notification Reset program (R03B5015) that you enter in the processing options of the Review Statements program (P03B202) and resets these tables to the status they had before you originally processed the statements:

- F03B20
- F03B21
- F03B11

  If you process and print an invoice in a statement once, the system resets the Statement Number (CTL) and Statement Date (SMTJ) to blank. If you do so more than once, the system resets CTL and SMTJ to their previous values.

- F03B14

  The system resets the statement number and statement date to blank.

- F03B112

  The system resets the Statement Print Flag (STPF) to blank.

If you need to revise a statement that is not the current statement, you can generate a new statement by using the As Of Date processing option in the Statement Notification Refresh program (R03B500X).

## Forms Used to Review Statements

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work With Notifications | W03B202D | Statement Reminder Processing (G03B22), Review Statements | Review customer statements.<br>The system displays both delinquency notices and statements for the customer if you do not specifically designate a statement number. To display only statements, enter *ST* in the QBE row for the Notification Type (No Ty) field. |
| Statement Review | W03B202I | On the Work With Notifications form, select a statement and click Select or select Review from the Row menu. | Review the details of a statement. |
| Notification Summary | W03B20B | On the Work With Notifications form, select Summary from the Row menu.<br>Or on the Statement Review form, select Summary from the Form menu. | Review a statement summary including aging information.<br>The system ages invoices according to the specifications that you chose in the processing options for Statement Notification Refresh (R03B500X). |
| Print Information | W03B202J | On the Work With Notifications form, select Print Information from the Row menu. | Change the information that the system uses to print statements. For example, you can change the print program and the version that the system uses to reprint statements. |

## Setting Processing Options for Review Statements (P03B202)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

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### Version

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

**Version of the Statement Notification Reset** Specify the version of the Statement Notification Reset program (R03B5015) that the system uses.

If you leave this processing option blank, the system uses ZJDE0001.

## Reviewing Statement Details

Access the Statement Review form.

**Invoice summary** Displays the summarized invoice pay item only when you select the corresponding processing option when you run Statement Notification Refresh (R03B500X).

## Reprinting Statements

Access the Work With Notifications form.

Select the statement that you want to reprint and then select Reprint from the Row menu.

## Resetting Statements

Access the Work With Notifications form.

To reset statements:

1. Select the statement that you want to reset and select Reset from the Row menu.

   In the detail area, the system marks the statements for reset.
2. To deselect statements, select the marked statements and select Reset from the Row menu.
3. Click Close.

   When you click Close, the system runs the Statement Notification Reset program (R03B5015). You must rerun Statement Notification Refresh to regenerate a new statement for the customer.

# (JPN) Working with Kagami Statements

This section provides an overview of Kagami statements and discusses how to:

- Print Kagami statements.
- Set processing options for Kagami Invoice Statement - Japan (R03B5001JP).

## Understanding Kagami Statements

In Japan, bank transfers are the most commonly used method of payment. Japanese banks charge a fee for each transfer that a business requests. To help customers avoid excessive bank charges, a monthly summarized invoice, or *Kagami*, is issued as the general billing procedure for Japanese businesses.

Businesses that use monthly summarized invoicing do not issue invoices for every goods delivery. Instead, businesses establish a monthly cut-off date with the customer and issue one invoice that summarizes all of the customer's business transactions for the prior month.

Kagami statements include the following information:

- Bill to name and address for the customer.
- Billing period.

  Although billing periods vary by customer, the beginning of the period must be the day after the last cutoff date. The end of the previous period is the cutoff date.
- Open amount as of the cutoff date.

  The open amount is summarized by sales, cash receipts, adjustments, and so on.
- Detailed information, such as invoice number, item number, and price, from each sales order.

## Prerequisite

Verify that you have a next number set up for the summarized invoice number in the Accounts Receivable system. For this verification, use the next number for the Statement No. (statement number) field.

See Chapter 2, "Setting Up the Accounts Receivable System," Setting Up Next Numbers for Accounts Receivable, page 22.

## Printing Kagami Statements

To print Kagami statements, follow the A/R statement process, specifying Kagami Invoice Statement Japan (R03B5001JP) in the Print Program processing option of a copy of the XJDE0002 (Statement Refresh with Draft) version of the Statement Print with Draft program (R03B500X).

## Setting Processing Options for Kagami Invoice Statement - Japan (R03B5001JP)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

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### Print

Use these processing options to customize defaults for Kagami Invoice Statement Print - Japan (R03B01JP).

**1. Aging Information** Specify whether to print aging information. Values are:

Blank: The system does not print aging information.

*1:* The system prints aging information.

**2. Account Summary** Specify whether to print the account summary. Values are:

Blank: The system prints the account summary.

*1:* The system does not print the account summary.

**3. Invoice Date**

Specify whether to print the invoice date. Values are:

Blank: The system does not print the invoice date.

*1:* The system prints the invoice date.

**4. Statement Number**

Specify whether to print the statement number. Values are:

Blank: The system does not print the statement number.

*1:* The system prints the statement number.

**5. Remit to Address**

Specify whether to print the remit to address. Values are:

Blank: The system does not print the remit to address.

*1:* The system prints the remit to address

**6. Tax Information**

Specify whether to print tax information on the invoice document level.

Values are:

Blank: The system does not print the tax information.

*1:* The system prints the tax information.

**7. Sales Information**

Specify whether to print sales information on the invoice. You can specify that the system prints information from the Sales Order Detail table (F4211) or from the Sales Order History table (F42119). Values are:

Blank: The system does not print sales information.

*1:* The system prints sales information from the F4211 table.

*2:* The system prints sales information from the F42119 table.

*3:* The system prints sales information from the F4211 table if it exists. If no data exist in the F4211 table, the system prints sales information from the F42119 table.

**8. Kagami Summary**

Specify whether to print the Kagami summary. Values are:

Blank: The system does not print the Kagami summary.

*1:* The system prints the Kagami summary.

## Process

Use this processing option to customize invoice records when printing the Kagami invoice statement.

**1. Invoice Record**

Specify whether to summarize each invoice record. Values are:

Blank: The system does not summarize each invoice record.

*1:* The system summarizes each invoice record.

# Purging Statements and Delinquency Notices

This section provides an overview of the purge process for statements and delinquency notices and discusses how to:

- Run the Statement/Notification Purge Program.
- Set processing options for Statement/Notification Purge (R03B5010).

## Understanding the Purge Process for Statements and Delinquency Notices

When you consider statement or delinquency notice information to be obsolete, you can purge it. The Statement/Notification Purge program removes statement and delinquency notice records from the F03B20 and F03B21 tables. The system does not write purged information to another table for archiving. If you want to retain purged information, keep a backup of the tables before purging them.

The system purges both statement and delinquency notices unless you specify a notification type in the data selection:

- To purge statements only, use the notification type *ST*.
- To purge delinquency notices only, use the notification type *DL*.

The system purges records based on the values in the Notification Date processing option and Number of Months processing option. This ensures that the system purges the correct information. If these two processing options are not used in conjunction with each other, the system reads the oldest value (either the date in the Notification Date processing option or the value in the Number of Months processing option) to purge the fewest number of records.

**Note.** The purge program does not remove records with a future date. To remove all the records in the F03B20 and F03B21 tables, consider using a data file utility.

## Running the Statement/Notification Purge Program

From the Statement Reminder Processing menu (G03B22), select Statement/Notification Purge.

## Setting Processing Options for Statement/Notification Purge (R03B5010)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

## Date

These processing options specify the records that the system purges, as well as whether the program is run in proof or final mode.

**1. Purge Date**

Use this processing option in conjunction with the Number of Months processing option to specify the records to purge from the F03B20 and F03B21 tables. The system purges all records with a notification date that is equal to or less than the date specified, unless the number of months specified selects fewer records. For example, if you specify a notification date of December 31, 2005, but also specify to retain six months of data, the system determines which processing option purges the fewest records and uses that processing option. If you leave this processing option blank, the system uses today's date.

---

**Note.** To purge only statement records or only delinquency notice records, use data selection to specify the notification type (*DL* for notices and *ST* for statements).

---

**2. Number of Months**

Use this processing option in conjunction with the Notification Date processing option to specify the records to purge from the F03B20 and F03B21 tables. The system removes all records with a notification date that is older that the number of months specified, unless you specify a date in the Notification Date processing option that results in fewer records to purge. For example, if you specify to retain six months of data, but enter a notification date that is three months in the past, the system uses the notification date.

**3. Final Mode**

Specify whether to run this program in proof or final mode. In proof mode, the system only prints a report of the records that will be purged. In final mode, the system purges the records from the tables, as well as prints a report. Values are:

Blank: Print a report only.

*1:* Purge the records and print a report.

# CHAPTER 22

# Managing Credit and Collections

This chapter discusses how to:

- Update customer account information.
- Manage accounts for credit and collection activity.
- Review account information.
- Review parent/child account balances.
- Work accounts.
- Print the Collection Report.
- Review and revise credit information.
- Create credit reporting tapes.
- (FRA) Manage bad debts for France.

## Updating Customer Account Information

This section provides an overview of the Credit Analysis Refresh program and discusses how to:

- Run the Credit Analysis Refresh program.
- Set processing options for Credit Analysis Refresh (R03B525).

### Understanding the Credit Analysis Refresh Program

To effectively analyze and manage account activity for a customer, you must first update the customer's account information. To do so, run the Credit Analysis Refresh program (R03B525) at the beginning or end of each business day. This ensures that the information that the system displays for the customer's account is current and helpful when you analyze the customer's account for credit and collection purposes.

When you run the Credit Analysis Refresh program, the system includes all the customers with an open balance (regardless of whether the balance is past due) in the Credit and Cash Management table (F03B15) and displays the balances on the Account Balance Inquiry form.

You must select a version of this program that has the processing option set to update the F03B15 table for the program to perform these functions:

- Summarize all open invoice activity by customer account and company at both the parent and child levels, and write this information to the F03B15 table. You can then review this information on the Account Balance Inquiry or Parent/Child Browse form to determine the current status of an account.

- Send a workflow message to the collection manager for accounts that require collection review by the collection manager. For example, the system can alert the collection manager when a delinquency fee is assessed on an overdue invoice or when a delinquency notice is generated for a customer.
- Send a workflow message to the credit manager for accounts that require credit review. For example, the system might indicate that a customer has exceeded the credit limit or that a credit limit was changed.
- Update the credit messages on the Credit tab of the Customer Master Revision form.
- Update invoices eligible for external collections, as well as the Collection Report option on the customer record.
- Update the temporary credit message on the customer record based on the policy.
- Reset the temporary credit message to the value of the credit message based on the policy.

---

**Note.** You must include Pay Status equals *P* in the data selection for the system to perform the reset function. Consider running a version of the program with this data selection once a week to reset temporary credit messages. The system will not display current invoice information in the Account Balance Inquiry or Parent/Child Balance Inquiry programs until you rerun the program with the data selection set to include open invoices.

---

- Generate a workflow message to notify you that the process is complete.

### Technical Considerations

When you run Credit Analysis Refresh, the system creates a minimum of two records in the Credit and Cash Management table (F03B15) for each customer. For example, if you enter one invoice for customer 1234 for company 00001, the system creates these records in the table:

- One record for the child information (RTPART = C) for the company that the invoice was entered against (RTCO = 00001).
- One record for the child information (RTPART = C) for company 00000.

  The system uses the record for company 00000 to total the information for all company records.

If you had invoices entered for multiple companies, the system would generate additional records, one record for each company.

## Prerequisites

Before you complete the tasks in this section:

- Use Accounts Receivable constants to specify how the system ages customer's invoice information. For example, you define information that the system uses to determine whether an account is delinquent and, if it is, the number of days it is delinquent:
- The aging method.
- The date on which the aging is based.
- The beginning and ending aging categories.

  See Chapter 2, "Setting Up the Accounts Receivable System," Setting Up Constants for Accounts Receivable, page 7.
- Ensure that the processing option to update the F03B15 table is blank.

# Running the Credit Analysis Refresh Program

From the Credit/Collections Management menu (G03B15), select Credit Analysis Refresh.

# Setting Processing Options for Credit Analysis Refresh (R03B525)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

## Aging

These processing options specify how the Accounts Receivable system ages customer's invoice information. For example, you define the following information that the system uses to determine whether an account is delinquent, and if it is, the number of days it is delinquent:

- The aging method.
- The date on which the aging is based.
- The beginning and ending aging categories.

Depending on the "as of" date, date type, and aging method that you specify in the processing options, the system determines which aging category to assign each open invoice. If the invoice is assigned to an aging category for which a delinquency policy has been established, the system generates a notice if that processing option is activated.

**1. A/R Company Constants** Specify whether the system retrieves aging specifications from the Accounts Receivable constants or from the Aging processing options. Values are:

Blank: Use the values specified in the Aging processing options.

*1:* Use the values specified in the Accounts Receivable constants. If the Age as of Date field in the A/R constants is blank, the system uses the value in the Date: Age As Of processing option. If the value in the Date: Age As Of processing option is also blank, the system uses the current date. The system ignores processing options 2 through 12 when you select this option.

**2. Aging Date** Specify the date that you want the system to use to determine the aging category to which to assign open invoices. The system compares the date that you enter to the date on the invoice, as specified by the Date Type processing option, to determine the number of days the invoice is past due.

If you leave this processing option blank, the system uses today's date to age open invoices.

**3. Date Type** Specify the date on the invoice that you want the system to use to determine the aging category. The system compares the date that you specify to the value

in the Date: Age As Of processing option to determine the number of days the invoice is past due. Values are:

Blank: Use the invoice due date.

*1:* Use the invoice date.

*2:* Use the G/L date.

*3:* Use the statement date.

**4. Aging Method (1, 2, 3)**

Specify which aging categories the system uses to assign invoices. The system uses the date specified in the Date: Age As Of processing option and the value specified in the Date Type processing option to calculate the aging for each invoice, and then assigns them to the aging category specified by this code. Values are:

*1:* Aging days. The system assigns invoices to the aging categories specified in the Aging Category 1 through Aging Category 8 processing options. The aging categories are user defined.

*2:* Fiscal periods. The system uses the fiscal periods defined by the date pattern assigned to the company record as the aging categories.

*3:* Calendar. The system uses each calendar month as an aging category.

**5. Aging Category 1** through **12. Aging Category 8**

Use these processing options to specify the interval that the system uses for the aging categories.

---

**Note.** The system does not print the future aging category on delinquency notices.

---

**13. Unapplied Receipts Aging**

Specify the aging method to unapplied receipts. Values are:

Blank: The system does not age unapplied receipts. The system does not include the unapplied receipt amount in any aging category, including Current.

*1:* Use the aging method that you specify in the Date Type processing option on the Aging tab.

*2:* Use the Current aging column for all unapplied receipts.

*3:* Use the unapplied receipt to the oldest open invoice or group of invoices in a customer's account. For example, if you have invoices in aging categories 1 - 30, 60 - 90, and 150 - 180, the system applies the receipt to the 150 - 180 aging category until all invoices are paid, and then applies unapplied receipts to the 60 - 90 aging category until all invoices are paid, and so on.

**14. Credit Amount Aging**

Specify the aging method for credit invoices. Values are:

Blank: Does not age credit invoices.

*1:* Use the aging method you specify in the Date Type processing option (Aging tab).

*2:* Use the Current aging column for all credit invoices.

*3:* Apply the credit invoice to the oldest open invoice or group of invoices in a customer's account. For example, if you have invoices in aging categories 1 - 30, 60 - 90, and 150 - 180, the system applies the credit invoice to the 150 - 180 aging category until all invoices are paid, and then applies credit invoices to the 60 - 90 aging category until all invoices are paid, and so on.

## Update

This processing option specifies whether the system updates the Credit and Cash Management table (F03B15).

**1. Update Credit Cash Management Table (F03B15)**

Use this processing option to update the Credit and Cash Management table (F03B15) with open invoice and aging amounts. Values are:

Blank: The system updates the F03B15 table.

*1:* The system does not update the F03B15 table.

## Notices

These processing options specify how the system generates delinquency notices. You can specify options such as generation mode (proof or final), version, and the "remit to" address.

**1. Generate Delinquency Notices**

Specify how the system generates delinquency notices. Values are:

Blank: The system does not generate delinquency notices.

*0:* Proof mode. The system generates a report that includes all customers who are eligible to receive a delinquency notice and the invoices that are delinquent for each customer.

*1:* Final mode. The system generates a delinquency notice for each eligible customer and updates these tables:

- F03B20
- F03B21
- F03B11

**2. Notice Print Program**

Specify the Delinquency Notice Print Program that you want the system to run when you generate delinquency notices. You can select one of the standard programs, or create a custom print program. The available standard programs are:

*R03B20:* A/R Delinquency Notices Print

*R03B21:* Global Reminders

If you leave this field blank the system uses R03B20.

---

**Note.** Both R03B20 and R03B21 have processing options associated with them.

---

**3. Version for Notices**

Specify the version of the delinquency notice print program specified in the Notice Print Program processing option. If you leave this processing option blank, the system uses ZJDE0001.

**4. Remit To Address**

Specify the remit to address that appears on the delinquency notice. The remit to address indicates where the customer should send payments. The system retrieves this address based on the address book record that is set up for the company that is designated on the invoice in the Address Book Master table (F0101). Values are:

Blank: Use the address of the company designated on the F03B11 invoice record. The system retrieves the address book number of the company from the Company Constants table (F0010).

**Note.** If you select to consolidate notices for all companies, the system uses the address of the company with the lowest company number for which that customer has open invoices. For example, if the customer has open invoice in companies 00001, 00050, and 00070, the system uses the address for company 00001.

*A:* Use the value in the 1st Address Number field (AN81) of the company record.

*B:* Use the value in the second Address Number field (AN82) of the company record.

*C:* Use the value in the third Address Number field (AN83) of the company record.

*D:* Use the value in the fifth Address Number field (AN84) of the company record.

*E:* Use the value in the Factor/Special Payee field (AN86) of the company record.

*F:* Use the value in the 5th Address Number field (AN85) of the company record.

Address: Specify an address book number that you want the system to use instead of the company's address book number. For example, if you generate notices for company 00001, and you want the receipts to be remitted to a lockbox address, you set up the lockbox address as a record in the Address Book system and assign the address book number of the lockbox to one of the address book number fields on the address book record for company 00001. In this processing option, you specify which of these address book numbers to use.

**Note.** You can specify that the system omits printing the Remit To address by setting the processing option in the A/R Delinquency Notices Print (R03B20) or the Global Reminders program (R03B21).

**5. Consolidate Companies** Specify how the system generates notices. Values are:

Blank: The system generates a separate notice for each company, by customer.

*1:* The system generates notices that consolidate companies, by customer.

**6. Determine Severity Level** Specify whether the system locates the notification instructions (policy) based on the aging category or the severity level of the invoice. Values are:

Blank: Use the aging category.

*1:* Use the total number of reminders sent to determine the severity level. For example, if the number of reminders (notices) sent is *2*, the system searches for a policy that specifies *3* in the Aging Category/Severity field.

## Fees

These processing options specify how the system generates delinquency fees. You can specify options such as generation mode (proof or final), version, the payment terms to assign to the fee record and its currency.

**1. Print Fee Report** Specify how the system generates delinquency fees. Values are:

Blank: Do not generate delinquency fees.

*0:* Proof Mode. The system generates an A/R Delinquency Fee Journal, which is a listing of the fees that the system will generate when you run the program in Final Mode. The system does not update any tables.

*1:* Final Mode. The system generates an RF invoice document in the amount of the fee in the Customer Ledger (F03B11) table. The system also generates records in the A/R Fee Journal History (F03B22) and A/R Fee Journal History Detail (F03B23) tables and prints an A/R Delinquency Fee Journal. The system updates the Last Fee Date in the Customer Ledger (F03B11) and A/R Check Detail (F03B14) tables with the date that fees were generated. Subsequent fees for the same invoice will not be generated until the number of days between fees has elapsed, as defined in the policy.

**2. Version for Fee Processing**

Specify the version of the A/R Finance Charge Journal program (R03B22) that the system uses to generate delinquency fees. If you leave this processing option blank, the system uses version ZJDE0001.

**Note.** The A/R Finance Charge Journal has associated processing options.

**3. G/L Date**

Specify the G/L date that you want the system to assign to delinquency fee (RF) invoice records. The system generates these invoices when you process delinquency fees in Final Mode. If you leave this processing option blank, the system uses today's date.

**4. Late Payment Delinquency Fees**

Use this processing option to run the Late Payment Delinquency Fees program (R03B221), which generates a delinquency fee on invoices that were paid after the due date. Values are:

Blank: Do not calculate fees on amounts that were paid after the due date.

*1:* Calculate fees on amounts that were paid after the due date.

**Note.** You must have the option Calculate On Paid Late Amounts activated in the policy in addition to setting this processing option.

**5. Version for Late Payment**

Specify the version of the Late Payment Delinquency Fees program (R03B221) that you want the system to use to generate fees on invoices that were paid after the due date. If you leave this processing option blank, the system uses version ZJDE0001.

**Note.** The Late Payment Delinquency Fee program has associated processing options.

**6. Payment Terms Code**

Specify the Payment Terms Code that you want the system to assign to the delinquency fee (RF) invoice record.

**7. Currency of Fees**

Specify the currency that the system uses to generate delinquency fee invoice records (document type RF). The system uses the most recent exchange rate from the Currency Exchange Rates table (F0015) to calculate the currency fee amount. Values are:

*1:* Company. Generate the fee in the currency that is assigned to the company record that appears on the invoice.

*2:* Customer. Generate the fee in the currency that is assigned to the A/B Amount Codes field (CRCA) of the customer record in the Customer Master by Line of Business table (F03012).

*3:* Invoice. Generate the fee in the currency that is assigned to the invoice at the time that the invoice was entered.

**Note.** Regardless of the option that you select, the system generates one fee invoice record per currency code for each company. For example, if companies 00001 and 00003 are assigned a currency code for Canadian dollars (CAD), the system generates two fee invoices: one for company 00001 for CAD and one for company 00003 for CAD.

# Managing Accounts for Credit and Collection Activity

This section provides an overview of credit and collection activity and discusses how to:

- Print the Account Activity Log.
- Set processing options for Print Activity Log (R03B31).
- Review account activities.
- Add account activities.
- Run the Customer Activity Log Purge program.

### See Also

Chapter 7, "Setting Up Credit and Collections Management," Setting Up Activity Codes, page 172

Chapter 23, "Processing Delinquency Notices and Fees," page 669

Chapter 24, "Updating Accounts Receivable Statistics for Customer Analysis ," page 689

## Understanding Credit and Collection Activity

After you run Credit Analysis Refresh (R03B525), you can review the latest credit and collection information online so that you can perform credit and collection activities. Because the system sends workflow messages regarding customers who have exceeded their credit limit, require a credit review, or have past due account balances, you can use the Enterprise Workflow Management system to manage accounts, or access the programs from the Credit/Collections Management menu (G03B15).

When you manage accounts for collection, you use the system to track the customer contacts that you initiate. For example, if customer XYZ has past due balances, you contact the billing person to determine whether the payment was sent or when to expect payment. You record the collection effort and the result that you expect in the system, and you create a tickler message to prompt you to review the account again if payment is not received by that date.

Similarly, you review customers who have exceeded their credit limit or who are past the credit review date that you establish in the customer record.

### Account Activity Log

As part of credit and collection efforts, you can use the Account Activity Log program (P03B31) to review a history of credit and collection efforts and to show patterns and trends of customer habits. The account activity log enables you to review a list of all the credit and collection activities associated with a customer, such as the date when statements, delinquency notices, and delinquency fees were generated, as well as when their credit limit was changed or reviewed.

From the list of activities associated with an account, you can access and review detailed information about a specific activity. For example, if the activity indicates *Over Credit Limit*, you can access credit review information that displays how much the customer has exceeded the credit limit and the customer's original credit limit.

If an account has a large number of delinquency processes or collection reviews associated with it, you might consider it a problem account. However, if very little activity is associated with an account, then you might consider it to be performing well.

The system displays activities for an account by activity date and priority.

In addition to reviewing credit and collections activities associated with a customer online, you can print the activity log using the Print Activity Log program (R03B31). This enables you to review and manage account activities from a printed copy. You can use data selection to limit the report to specific customers or to a specific activity type. You can also change the data sequence to print the report by activity type or activity date.

The system stores information about the activity log in the Customer Activity Log table (F03B31).

### Purging the Account Activity Log

When you want to remove activity messages generated for an entire period or all messages for a particular customer or activity, you can purge the account activity log. This allows you to permanently remove activity messages from the activity log without having to manually select individual records.

The Customer Activity Log Purge program (R03B312) has a processing option that allows you to purge all records as of a specific date; however, you can also use data selection to limit the purge to specific customers or activity types.

The system does not store purged activity messages in a separate table. The system permanently removes records from the F03B31 table.

## Prerequisite

Run the Credit Analysis Refresh program (R03B525) to update account information.

# Forms Used to Manage Accounts for Credit and Collection Activity

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Account Activity Log | W03B31A | Credit/Collections Management (G03B15), Account Activity Log | Review and delete account activity messages.<br>As an alternative to deleting account activities, you can purge them. |
| Activity Messages | W03B31G | On the Account Activity Log form, click Add. | Manually add activity messages.<br>The system does not automatically process activity messages for new activity codes that you create. You must manually add activity messages for any activities that use the new activity codes. |

# Printing the Account Activity Log

From the Credit/Collections Management menu (G03B15), select Print Activity Log.

# Setting Processing Options for Print Activity Log (R03B31)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

## Attachments

This processing option specifies whether to print attachment information on the report.

**1. Attachments** Specify whether to print attachments associated with activities on the report. Values are:

Blank: The system does not print attachments.

*1:* The system prints attachments.

# Reviewing Account Activities

Access the Account Activity Log form.

To review information about an activity, select the activity and then click Select. The system displays the form that corresponds to the activity message.

**Company** Enter the company for which you want to review activities. Enter * to review all activities for the customer regardless of company.

**Activity Date** Displays the date an activity was performed or, for promise activities, the reminder date.

For Promise activities (activity type 30), the activity date is the tickler date, which normally contains a date in the future; therefore, you might need to change the Activity Date thru field to a future date to display Promise activities.

## Adding Account Activities

Access the Activity Messages form.

**Activity Type** Enter the code that classifies the activity.

**Activity Date** Enter the date an activity was performed or, for promise activities, the reminder date.

**Activity Priority** Enter a number to control the order in which activities appear on the Account Activity Log form.

**Text Box** Enter a comment or message about the activity.

## Running the Customer Activity Log Purge Program

Before you purge the account activity log, create a back up of the Customer Activity Log table (F03B31).

From the Credit/Collections Management menu (G03B15), select Customer Activity Log Purge.

# Reviewing Account Information

This section provides overview of account balance information and account status summary, and discusses how to:

- Review account information using Account Balance Inquiry.
- Review account information as of a specific date.
- Review accounts using Account Status Summary.

## Understanding Account Balance Information

When managing customer accounts for collection purposes, you can quickly access and review various types of accounts receivable information that facilitate decision making and customer analysis. For example, you might want to review the open balance of a customer's account as of a certain date, or the amount of the customer's balance that is past due.

When you run the Credit Analysis Refresh program (R03B525), the system updates account information in the F03B15 table and displays the records by customer and company on the Account Balance Inquiry form. The system displays account information in order by company. The record for company 00000 represents the total of all other company records.

The system calculates the open amount by adding the amounts in these fields:

- Amount Past Due
- Unapplied Amount
- Future Due
- Credits Entered

When reviewing account balance information, the system displays the account's status as of the last time you ran Credit Analysis Refresh, but you can also enter a specific date for the system to recalculate aging information for online display. For example, you can specify today's date to review account information as current as today.

## Understanding Account Status Summary

You use Account Status Summary to review pertinent information from various tables in the Accounts Receivable System to help you manage credit and collection activities. This table identifies the source of the information.

| Table | Fields |
|---|---|
| A/R Statistical Summary (F03B16S) | • First Invoice Date<br>• Last Invoice Date<br>• Last Amount Applied<br>• Date Last Paid<br>• Weighted Avg Days Late<br>• Percent of Amount Paid Late<br>• High Balance<br>• High Balance Date |
| Credit and Cash Management (F03B15) | • Over Credit Limit<br>• As of Date<br>• Open<br>• Past Due<br>• Unapplied<br>• All Aging Categories |

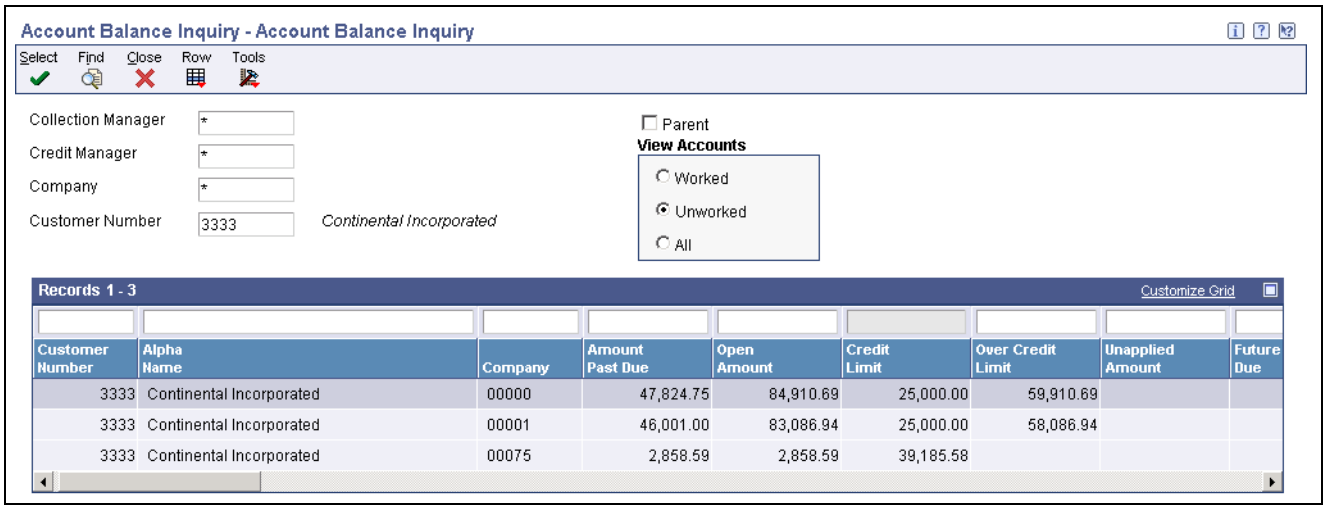
| Table | Fields |
| --- | --- |
| Customer Master by Line of Business (F03012) | • Account Opened<br>• Currency Code<br>• Credit Limit<br>• Next Credit Review<br>• Payment Terms<br>• Temporary Credit Message |
| Other fields | • Contact<br>The system displays the name that is set up in the Who's Who record for the customer that has a type code *B*.<br>• Prefix and Phone Number<br>The system displays the phone number that is set up for the contact. |

## Forms Used to Review Account Information

| Form Name | Form ID | Navigation | Usage |
| --- | --- | --- | --- |
| Account Balance Inquiry | W03B218B | Credit/Collections Management (G03B15), Account Balance Inquiry | Review account information. |
| Real Time Aging | W03B218E | On the Account Balance Inquiry form, select the account and then select Real Time Aging from the Row menu. | Review account information as of a specific date. |
| Account Status Summary | W03B218C | On the Account Balance Inquiry form, select an account and then click Select. | Review pertinent information from various tables in the Accounts Receivable system. |

## Reviewing Account Information Using Account Balance Inquiry

Access the Account Balance Inquiry form.




Account Balance Inquiry form

**Worked** Select to limit the display of accounts to those for which you have entered a promise message (worked) or those for which you have not entered a promise message (unworked).

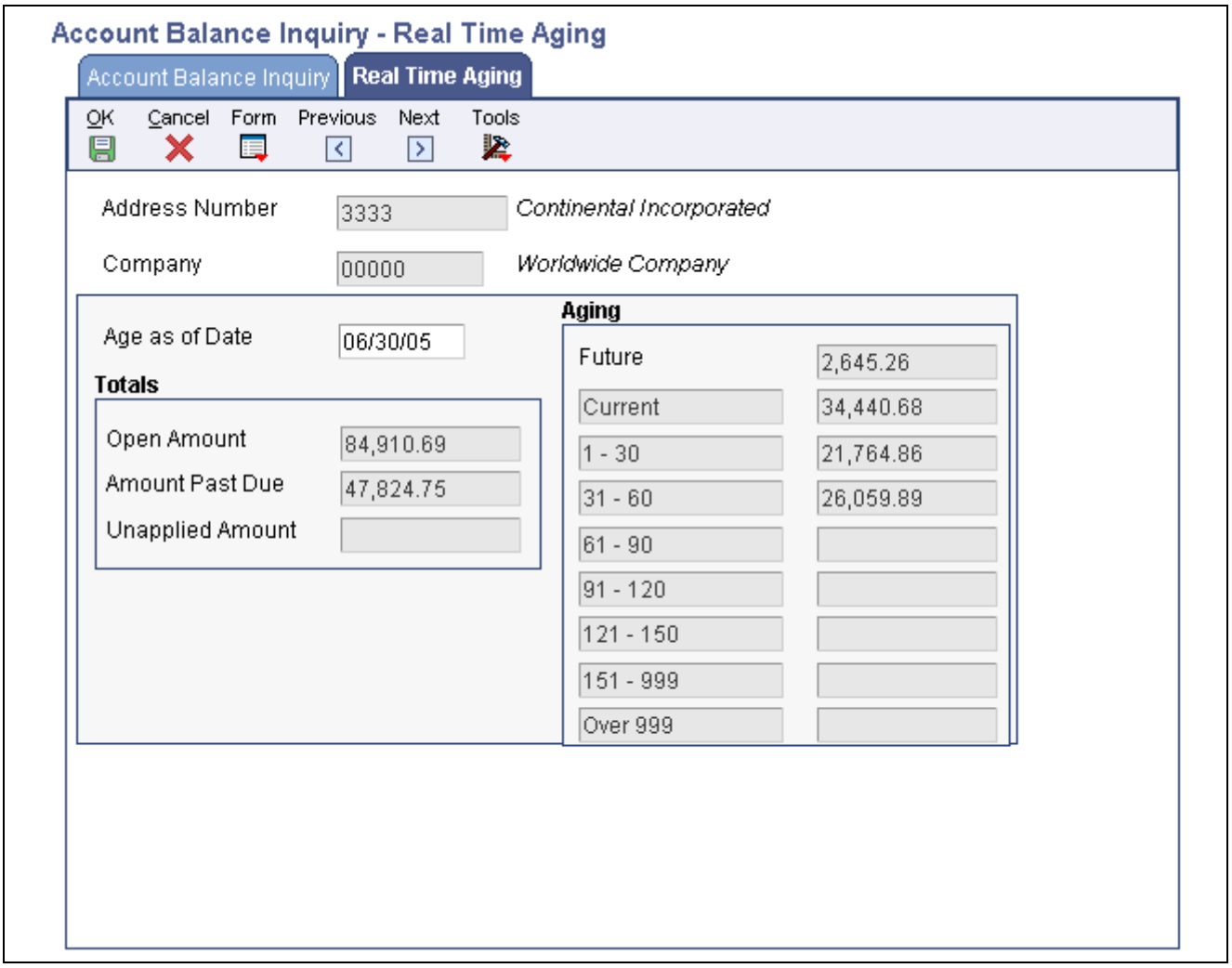
---

**Note.** The system displays amounts for non-zero companies in the currency assigned to the company record. The system displays amounts for company 00000 in the currency assigned to the customer record in the A/B Amounts Code field (CRCA).

---

## Reviewing Account Information As Of a Specific Date

Access the Real Time Aging form.




Real Time Aging form

To review account information as of a specific date:

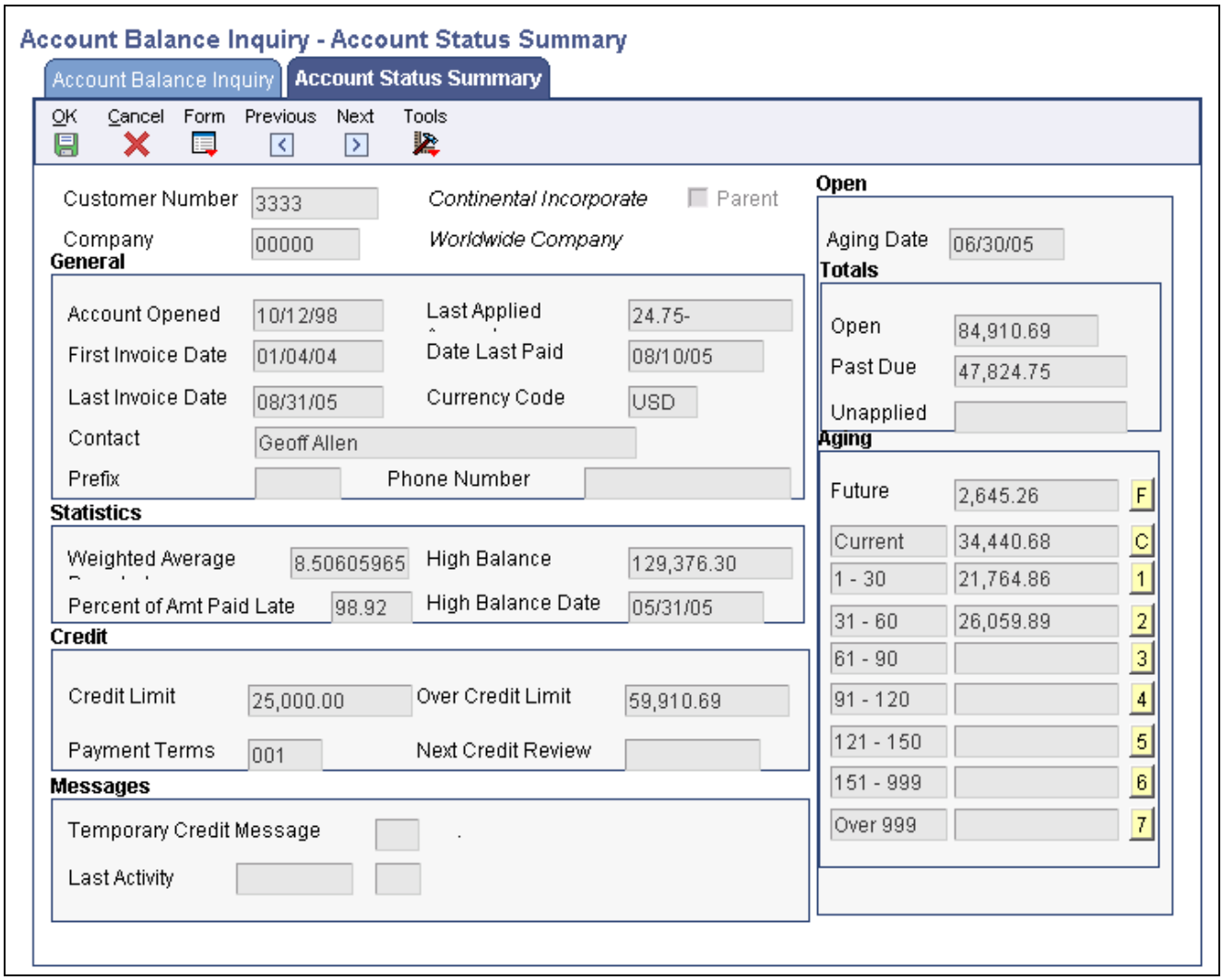
1. Complete the Age as of Date field.
2. From the Form menu, select Recalculate. The system recalculates and displays information based on the date that you entered.

   **Note.** If you click OK on the Real Time Aging form, the system displays the new aging information on the Account Balance Inquiry form, but does not update the F03B15 table. When you re-inquire on the Account Balance Inquiry form, the system does not display the recalculated information.

3. Click Cancel.

## Reviewing Accounts using Account Status Summary

Access the Account Status Summary form.




Account Status Summary form

To see the invoice pay items that make up each aging category, click the button to the right of the aging category. The system displays the invoices on the Work with Customer Ledger Inquiry form.

**Note.** You cannot review invoice pay items if you select to review accounts by parent. The buttons to the right of the aging categories are disabled when the Parent option is selected.

# Reviewing Parent/Child Account Balances

This section provides an overview of parent/child account balances and discusses how to display children and associated grandchildren for a parent account.

## Understanding Parent/Child Account Balances

When reviewing a customer's account, you can review account balance information for a parent account and its associated children. For example, you might want to research the total open amount of a child account or whether that child account has exceeded its assigned credit limit.

If you select to review the balances of a parent account, the system does not limit the information that it displays to the immediate children accounts. You can view account balances for grandchildren, great grandchildren, and so on. The total open amount for the parent includes all of its associated children's account balances.

The Parent/Child Balance Inquiry program (P03B151) uses a tree structure to display parent/child relationships. The system uses information that is stored in the F03B15 table.

## Prerequisite

Before you complete the tasks in this section:

- Set up the necessary parent/child relationships on the Customer Master Revisions form.
- Run Update A/R from Address Book (P03B802) to update any changes to the parent number on Customer Ledger records (F03B11).

## Forms Used to Review Parent/Child Account Balances

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Parent/Child Browse | W03B151A | Credit/Collections Management (G03B15), Parent/Child Balance Inquiry | Review children and associated grandchildren for a parent account.<br><br>The system displays amounts for non-zero companies in the currency assigned to the company record. The system displays amounts for company 00000 in the currency assigned to the customer record in the A/B Amounts Code field (CRCA). |

## Display Children and Associated Grandchildren for a Parent Account

Access the Parent/Child Browse form.

To display children and associated grandchildren for a parent account, double-click the appropriate file folder in the Address Number explorer.

# Working Accounts

This section provides overview of working customer accounts for collection and account management using workflow, and discusses how to:

- Work an account using Account Balance Inquiry.
- Work accounts using Workflow Management.

# Understanding Working Customer Accounts for Collection

You use the Account Balance Inquiry program (P03B218) to work customer accounts for collection. When you work an account, you enter a promise message that details the account activity, such as the person you contacted, the date you contacted them, and the terms of their promise to pay. You enter promise messages to better manage collection reminders, customer communications, and future actions.

When you enter a promise message, you also enter a tickler date. The system suspends all messages until the tickler date has passed. Based on the tickler date, the system generates a workflow message to notify you that the account requires attention.

The system considers an account worked only if each of these applies:

- You enter a promise (activity type 30 only).
- The account reaches the tickler date.
- You run the Credit Analysis Refresh program.

You can display accounts that you have worked at any time by using the Worked option on the Account Balance Inquiry form.

The system displays an account record for each company for which the customer has invoices entered, as well as a summary record for company 00000, which reflects the total of all companies. To work all accounts for the customer, you must work every account for each company. Although working the account for company 00000 does not work the account for all companies for that customer, you could work company 00000 to indicate that all companies for that customer are worked. For example, you could limit the search to records for company 00000, and then work those records only.

---

**Note.** If you enter a promise message directly from the Account Activity Log program and not through the Account Balance Inquiry program, the system still considers the account worked.

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# Understanding Account Management Using Workflow

To manage customer accounts for credit and collection purposes, you must be notified of the events associated with an account that require immediate attention. For example, the collections manager should be notified when a customer's account becomes delinquent to determine whether to assess delinquency fees on overdue invoices or to generate delinquency notices.

To accomplish this notification ability, the Accounts Receivable system provides several queues within the Enterprise Workflow Management system that let you receive and respond to messages about specific Accounts Receivable tasks. From these system-generated messages, you can access the appropriate application for action. This enables the credit manager or collections manager to efficiently perform the tasks necessary to work an account.

These queues are set up in Accounts Receivable to facilitate the credit and collections workflow messages that are produced from the Credit Analysis Refresh program:

| Queue | Usage |
| --- | --- |
| Collection Management | This queue is for messages that alert the collection manager that an account needs to be reviewed for collection reasons. The system-generated messages within this queue are a result of the delinquency policies that you set up for the customer. The system uses the following messages for collections:<br>• Collection Review Required<br>• External Collections Recommended<br>Within the delinquency policy, you define the rules that the system applies to delinquent accounts to determine whether an action is required. An action might be to create late fees or delinquency notices, or to simply mark the account for review. |
| Credit Management | This queue alerts the credit manager when an account is over its credit limit, the credit limit was changed, or it is past the credit review date.<br>From this workflow message, the credit manager can access the Credit Inquiry form to review and update the customer's credit limit. |
| Delinquency Notice Approval | This queue enables the collections manager to review the delinquency notices that the system generates before sending them to the customer.<br>From this workflow message, the collections manager can access detailed information to help determine whether to approve or reject the notices. The system stores the amount of the notice and the total amount past due with the message. |
| Delinquency Fee Approval | This queue enables the collections manager to review the delinquency fees that the system calculates on overdue account balances.<br>From this workflow message, the collections manager can access detailed information to help determine whether to approve or reject the delinquency fees. The system stores the amount of the delinquency fee and the total amount past due with the message. |
| Promises, Promises | This queue alerts the credit or collections manager of the promise messages entered for the customer, based on the tickler date. For example, a promise message might consist of a conversation between the collections manager and the customer about overdue invoices and when payment is expected.<br>You cannot update the promise message from the workflow message. To do so, you must use the Account Activity Log. |

If the account has a tickler message, but no longer has a past due balance, the system does not display the account for review. When the past due balance is paid, the account is considered closed.

### See Also

*PeopleSoft EnterpriseOne Tools 8.94 PeopleBook: Foundation*

## Forms Used to Work Accounts

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Account Activity Log | W03B31A | Credit/Collections Management (G03B15), Account Balance Inquiry.<br><br>On the Account Balance Inquiry form, select the account, and then select Promises from the Row menu. | When you return to this form after working an account on the Activity Messages form, click Find to refresh the account information on the form.<br><br>**Note.** The Amount fields are used for activities other than promises, such as delinquency notices and fees. You can leave these fields blank, or use them as needed |
| Activity Messages | W03B31G | On the Account Activity Log form, click Add. | Work a customer accounts for collection by entering a promise message that details the account activity, such as the person you contacted, the date you contacted them, and the terms of their promise to pay. |
| Work Center | W012503F | Workflow Management (G02), Employee Work Center | Work a customer account using workflow management. |

## Working an Account Using Account Balance Inquiry

Access the Activity Messages form.

**Activity Type** Displays activity type 30. You must use this activity type to work an account.

**Activity Date** Enter the tickler date that the system uses when you run Credit Analysis Refresh. The system updates the account as worked until the tickler date. When you run Credit Analysis Refresh on or after the tickler date, the system returns the account to an Unworked status so that you can review the account again.

**Activity Priority** Enter the number to control the order in which activities appear on the Account Activity Log form.

**Text Area** Enter the necessary text for the promise message.

## Working Accounts Using Workflow Management

Access the Work Center form.

To work accounts using Workflow Management:

1. On Work Center, to locate the mailbox queues having mail for the credit and collections manager, complete the Associated Address Number and Tickler Date fields and click Find.
2. Expand the Credit Management queue to view all credit messages.

   The system displays the first credit message.
3. To work accounts from the Work Item Manager, select the message and then click the detailed media object button.

   Depending on the message, the system displays the appropriate form. For example, if credit approval is required, the system displays the Workflow Approval form. If the customer exceeds his credit limit, the system displays the Credit Inquiry form.

   You can delete the workflow message when you are finished.

# Printing the Collection Report

This section provides an overview of the collection report and discusses how to:

- Run the Collection Report program.
- Set processing options for Collection Report (R03B461).

## Understanding the Collection Report

To review a list of outstanding items for customers with past-due accounts, print the Collection Report. You can use this report to determine whether to consign specific invoices or customers to an external collection agency.

For invoices to be eligible for external collections, you must select the Collection Report option on the customer master record. Additionally, you must run the Update A/R from Address Book program (R03B802) to update the Collection Report field (RPCOLL) to *Y* on the customer's existing open invoice records (F03B11). The collection report selects invoices based on the value of this field. The system automatically updates this field to *Y* on any new invoices entered for the customer.

You can run the collection report in proof or final mode. If you run the report in final mode, you must enter a collection reason code in the processing options. The system updates the Collection Reason Code field (RPCORC) with the reason code that you enter for the invoice records selected to print on the report. You can use data selection to limit the invoices that appear on the report or to exclude customers who might be eligible.

The report lists both the gross and open amounts of the invoice in the domestic and foreign currency.

**Note.** The system does not automatically deselect the Collection Report option on the customer record after you print the collection report. You must manually clear the option when appropriate.

## Running the Collection Report Program

From the Accounts Receivable Reports menu (G03B14), select Collection Report.

## Setting Processing Options for Collection Report (R03B461)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

### Process

This processing option specifies whether to run the program in proof or final mode, as well as the collection reason code to assign to customer records.

**1. Mode** Specify whether to run the Collection Report in proof or final mode. Values are:

Blank: Run the Collection Report in proof mode. The system prints a report only; the system does not update any tables.

*1:* Run the Collection Report in final mode. The system prints a report and updates selected records in the F03B11 table with the collection reason code that you specified in the Collection Reason Code processing option.

**2. Collection Reason Code.** Specify the collection reason code to assign to the records in the F03B11 table that you selected for processing. The collection reason code that you specify must exist in UDC 03B/CL (collection reason code). You must run the Collection Report in final mode to update transactions with the collection reason code.

# Reviewing and Revising Credit Information

This section provides an overview of credit information revisions and discusses how to revise credit information.

## Understanding Credit Information Revisions

When you review and revise credit information, you locate an account to determine whether the account is over its credit limit or past its credit review date.

You can use fields in the QBE row to locate all the customer records that have a credit limit equal to or greater than a specific value. You can also locate customer records that have a credit review date for the current month, or a specific credit message.

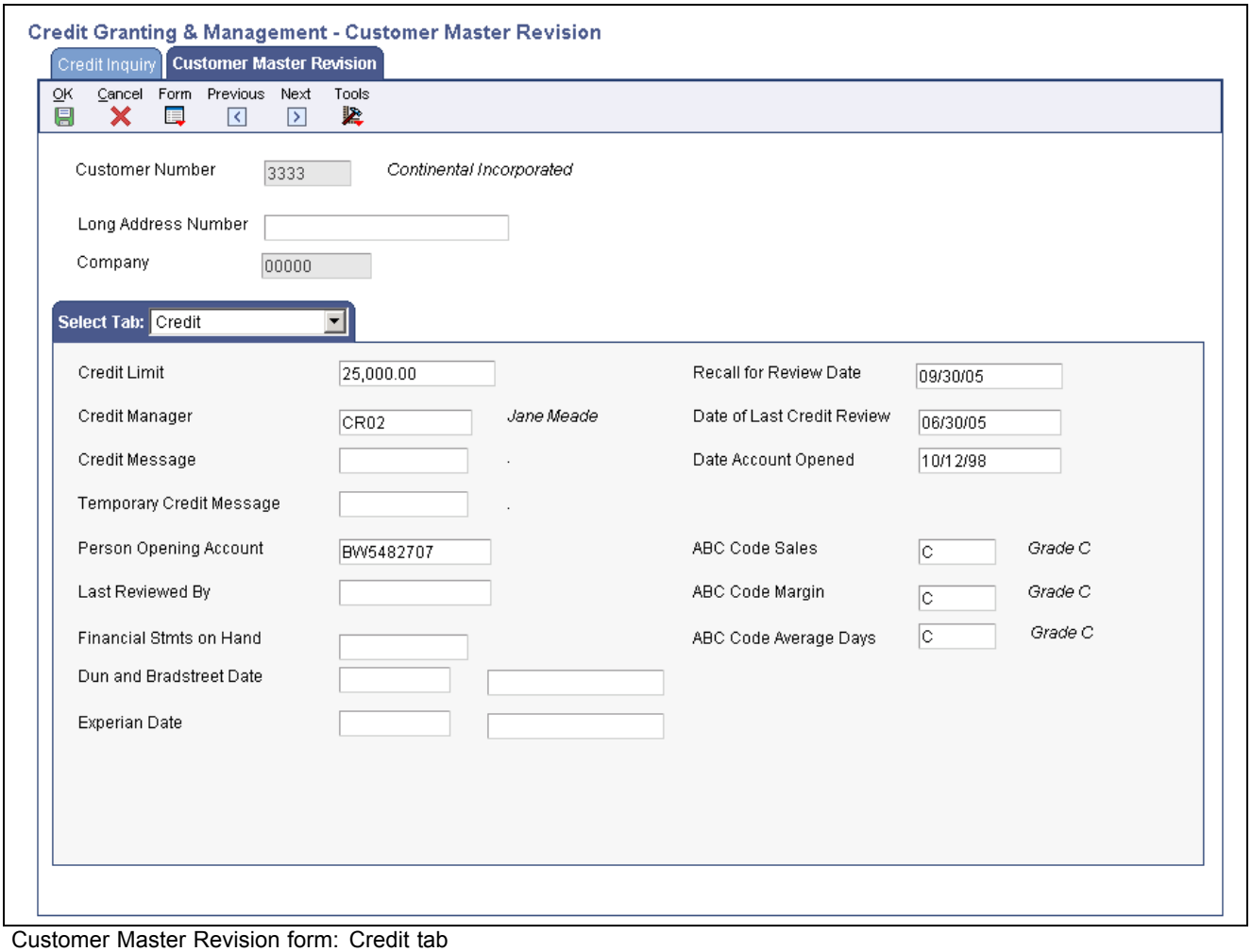
The system displays information from the F03012 table on the Credit Inquiry form. The system displays each record that is set up by company. If you do not use line of business processing, the system displays information for the company 00000 record only.

# Forms Used to Review and Revise Credit Information

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Credit Inquiry | W03B305C | Credit/Collections Management (G03B15), Credit Granting & Management. | Review credit information for a customer. |
| Customer Master Revision | W03013B | On the Credit Inquiry form, select a customer and click Select. | Revise or complete new credit information for a customer. |

# Revising Credit Information

Access the Customer Master Revision form.




Customer Master Revision form: Credit tab

**Credit Limit** Enter the total amount that you allow the customer to spend on purchases before the system sends a workflow message. This value is used throughout the credit management programs. The system maintains the credit limit at the customer (child) level, not the parent level. The system sends workflow messages for each customer who is over their credit limit. When you set up or change the credit limit, the system sends a workflow message to the credit

manager that the change is pending approval. The change to the credit limit is not reflected in the customer record until it is approved by the credit manager.

**Credit Message** Enter a value in the user defined code table 00/CM that indicates the credit status of a customer or supplier. Examples are:

*1:* Over credit limit

*2:* Requires purchase order

*3:* Not on contract maintenance agreement

The credit message displays on inquiry and transaction entry forms in the Accounts Payable, Sales Order Management, and Procurement systems. The system displays the temporary credit message in the Accounts Receivable system.

**Temporary Credit Message** Enter the user defined code that identifies a temporary credit status. Generally, you assign the code when an account becomes past due. The system automatically updates the temporary credit message based on the notification instructions that you set up for the policy that you assign to the customer. The system can automatically reset the temporary credit message back to the credit message if you activate the option in the policy. You can also manually enter and update the temporary credit message on the customer record.

If you leave this field blank, the system assigns the value of the Credit Message field when you run Credit Analysis Refresh (R03B525).

The system displays the temporary credit message on the transaction entry forms in the Accounts Receivable and Sales Order Management systems.

**Recall for Review Date** Enter the review date for the customer's credit information.

**Date Account Opened** Displays the date that the customer record was created.

**Person Opening Account** Displays the user ID of the person who created the customer record. The system supplies the user ID.

**Financial Stmts on Hand** (financial statements on hand) Enter the date that financial statements were received to evaluate a company's credit worthiness.

**Dun and Bradstreet Date** Enter the date that Dun & Bradstreet ratings were available.

**Experian Date** Enter the date that Experian ratings were available.

When you change the credit limit and click OK, the system displays a Workflow Pending Review notification window. Click OK to submit the workflow message for approval.

# Creating Credit Reporting Tapes

This section provides overviews of credit reporting tapes and the requirements and the requirements for credit reporting tapes, and discusses how to:

- Run the Experian Credit Reporting Tape and Creditel Credit Reporting Tape programs.
- Set processing options for Experian Credit Reporting Tape (R03B920).

- Set processing options for Creditel Credit Reporting Tape (R03B920C).

# Understanding Credit Reporting Tapes

As part of managing credit information for customers, you might need to send a magnetic tape of accounts receivable information to an outside credit agency. To do so, you must create the credit reporting tape.

When you create a credit reporting tape, the system:

- Updates the Credit and Cash Management table (F03B15), based on the processing options that you set.
- Reads information from the F03B15 table.
- Formats customer's accounts receivable information to conform to the standards of the specific credit agency.
- Updates the Credit Reporting Tape - Experian table (F03B920) or the Credit Reporting Tape - Creditel table (F03B920C).

You are responsible for copying the Credit Reporting Tape table to the appropriate medium and sending it to one or more of these credit agencies:

- Experian
- Dun & Bradstreet
- CREDITEL

These credit agencies, in turn, process the tape and establish credit rating information about the customers.

The system clears the credit reporting tables each time the program is run. The system does not add records to the tables.

### Submitting More than One Version at the Same Time

If you try to submit more than one version of the Credit Reporting Tapes program, the system displays an error message because each version accesses the credit tape tables (F03B902 or F03B902C).

### Creating Credit Tapes for Multiple Companies

To create a credit tape for multiple companies, set up separate versions of the create credit reporting tapes program.

# Understanding the Requirements for Credit Reporting Tapes

The following information describes the credit agency's requirements for credit reporting tapes:

| Agency | Credit Reporting Tape Requirements |
|---|---|
| Experian | This credit agency requires that you:<br>• Include all customers, regardless of their balances. You can set a processing option to include customers who have a zero balance. This ensures that the system includes those customers who pay on time or have no open amounts.<br>• Specify an SIC (Standard Industry Code) for the company for which you are submitting a tape. Set up the SIC for the customer in the customer master record.<br>• Enter the four-character business code that you obtain from Experian in the processing options.<br>• Use a seven-character business code to describe the payment terms for the customer. To do this, set up a cross-reference between the three-character Payment Terms field on the user defined codes list (03B/PT) and the Experian definition. |
| Dun & Bradstreet | This credit accepts tapes that conform to the requirements of Experian. Use the Experian credit reporting tape program to process Dun & Bradstreet tapes. |
| CREDITEL | This credit agency has no special requirements. |

## Values in the Credit Reporting Tape - Experian Table (F03B920)

These tables describe the values that the system writes to the F03B920 table when you run the Experian Credit Reporting Tape program (R03B920). The information is concatenated for the three record types.

### A Record

This table describes the values for record type A:

| Description | Size |
|---|---|
| A | 1 |
| Processing Option Contributor Number | 6 |
| C75001 | 6 |
| Spaces | 157 |
| System Date | 6 |
| TRW CONTRIBUTOR FILE | 20 |
| Spaces | 154 |

### C Record

This table describes the values for record type C:

| Description | Size |
|---|---|
| C | 1 |
| Processing Option Contributor Number | 6 |
| Processing Option Category Code | 4 |
| Customer Name | 40 |
| Parent Name | 40 |
| Customer Address Line 1 | 30 |
| Customer Address Line 2 | 30 |
| Company SIC Code | 4 |
| Space | 1 |
| 2 | 1 |
| Customer City | 40 |
| Customer Zip Code | 10 |
| Customer State | 2 |
| Spaces | 3 |
| Processing Option Cutoff Date | 6 |
| Customer Address Book Number | 8 |
| Industry Classification Code | 4 |
| Customer Phone Number | 12 |
| Spaces | 4 |
| Years Done Business | 2 |
| Date Last Invoiced (YYMM) | 4 |
| Payment Terms | 7 |
| 0 | 1 |
| High Balance | 8 |
| Processing Option Printed Amount Code | 1 |
| Open Amount | 8 |
| Space | 1 |

| Description | Size |
|---|---|
| Future Amount + Current Amount | 7 |
| Space | 1 |
| Aging Amount 1 | 7 |
| Space | 1 |
| Aging Amount 2 | 7 |
| Space | 1 |
| Aging Amount 3 | 7 |
| Space | 1 |
| Aging Amount 4 + Aging Amount 5 + Aging Amount 6 + Aging Amount 7 | 7 |
| Space | 1 |
| 000000 | 6 |
| Spaces | 2 |
| 000000000 | 9 |
| Spaces | 13 |

## Z Record

This table describes the values for record type Z:

| Description | Size |
|---|---|
| Z | 1 |
| Number of C Records | 7 |
| 0000000000 | 10 |
| Open Amount | 10 |
| Future Amount + Current Amount | 10 |
| Aging Amount 1 | 10 |
| Aging Amount 2 | 10 |
| Aging Amount 3 | 10 |

| Description | Size |
|---|---|
| Aging Amount 4 + Aging Amount 5 + Aging Amount 6 + Aging Amount 7 | 10 |
| Spaces | 272 |

## Values in the Credit Reporting Tape - Creditel table (F03B920C)

These tables describe the values that the system writes to the F03B920C table when you run the Creditel Credit Reporting Tape program (R03B920C). The information is concatenated for the three record types.

### A Record

This table describes the values for record type A:

| Description | Size |
|---|---|
| " " | 1 |
| A | 1 |
| Processing Option Contributor Number | 6 |
| " " | 1 |
| Cutoff date | 6 |
| System Date | 6 |
| CREDITEL MEMBER A/R | 19 |
| Spaces | 219 |

### D Record

This table describes the values for record type D:

| Description | Size |
|---|---|
| D | 1 |
| "3" | 1 |
| Address Number | 20 |
| Alpha Name | 40 |
| Address Line 1 | 40 |
| City | 40 |
| State | 40 |

| Description | Size |
|---|---|
| Postal Code | 40 |
| Years Done Business | 2 |
| " “ | 1 |
| "00000" | 5 |
| " " | 1 |
| Amount Open | 7 |
| " " | 1 |
| Future Amount + Current Due | 7 |
| " " | 1 |
| Aging Amount 1 | 7 |
| " " | 1 |
| Aging Amount 2 | 7 |
| " " | 1 |
| Aging Amount 3 | 7 |
| Spaces | 5 |
| Telephone Number | 10 |
| "0000000000" | 10 |
| Spaces | 3 |

## Z Record

This table describes the values for record type Z:

| Description | Size |
|---|---|
| " " | 1 |
| Z | 1 |
| Number of C Records | 7 |
| 000000000000 | 12 |
| Open Amount | 10 |

| Description | Size |
|---|---|
| Future Amount + Current Amount | 10 |
| Aging Amount 1 | 10 |
| Aging Amount 2 | 10 |
| Aging Amount 3 | 10 |
| Spaces | 224 |

## Prerequisites

Before you complete the tasks in this section:

- Run the Update A/R from Address Book program (R03B802).
- Contact the credit-reporting agency to obtain any necessary information.
- Ensure that you have a tape drive available to create magnetic tapes.
- Run the Credit Analysis Refresh program (R03B525). Alternatively, you can set a processing option in the credit reporting tape program to run Credit Analysis Refresh prior to creating the tape.

## Running the Experian Credit Report Tape and Creditel Credit Report Tape Programs

From the Credit/Collections Management menu (G03B15), select Experian Credit Reporting Tape (R03B920) or Creditel Credit Reporting Tape (R03B920).

## Setting Processing Options for Experian and Creditel Credit Reporting Tapes (R03B920)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

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### Options

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

**1. Contributor Name** Specify the contributor number that is assigned to you by the credit reporting agency so that records on the tape can be correctly identified.

**2. Business Category Code** Specify the four character code that is assigned to you by the credit reporting agency.

**3. Process Date** Specify the date to use in the credit reporting tape. If this option is left blank, the system date will be used.

**4. Printed Amount Code** Specify the code to use to format amounts that print on credit reports. The value you enter must exist in UDC 03B/AC (Printed Account Format). Values are:

*0:* The system prints the amount as entered. This is the default value.

*1:* The system prints +100000 on account balances over 100,000.

*2:* The system prints +200000 on account balances over 200,000.

*3:* The system prints +300000 on account balances over 300,000.

*4:* The system prints +400000 on account balances over 400,000.

*5:* The system prints +500000 on account balances over 500,000.

**5. Version of Credit Analysis Refresh** Specify the version of the Credit Analysis Refresh program (R03B525) that the system uses.

# Setting Processing Options for Creditel Credit Reporting Tape (R03B920C)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

## Company

These processing options specify the information that is written to the credit reporting tape.

**1. Membership Number** Specify the membership number that the credit reporting agency assigned to you so that records on the tape can be correctly identified.

**2. Process Date** Specify the date to use in the Creditel Credit reporting tape. If you leave this processing option blank, the system date is used.

## Build

This processing option specifies whether to run the Credit Analysis Refresh program (R03B525).

**1. Version of Credit Analysis Refresh (R03B525)** Specify the version of the Credit Analysis Refresh program (R03B525) to run prior to updating the F03B920C table. The system runs the Credit Analysis Refresh program only when you specify a version.

# (FRA) Managing Bad Debts for France

This section provides an overview of bad debts and discusses how to enter an unrecoverable loss.

## Understanding Bad Debts

When an Accounts Receivable (A/R) trade account becomes a solvency risk (for example, legal rectification), the A/R trade account is recognized as a Doubtful A/R trade account, regardless of the invoice due date. You create an entry in a Doubtful A/R trade account every time that a posted invoice, or several invoices, represents a risk.

In the French chart of accounts, a special account exists in class 4 as a subset of account 411000 - Trade Accounts Receivable, and is used for doubtful clients and client accounts in litigation.

When you recognize a client account as a bad debt, you transfer the receivable amount, including any value added tax (VAT), to account 416000 - Bad Debts. You also create the necessary accounting entries between account 416000 - Bad Debts and account 411000 - Trade Accounts Receivable. In addition, you must create the necessary accounting entry in account 491000 - Provision for Doubtful Trade Account.

### G/L Offset Transfer Method

Use the G/L Offset Transfer method to transfer invoices from the Trade Accounts Receivable account to the Bad Debts account. To do this transfer, use the chargeback procedure in the receipts entry program. When you use the chargeback procedure, you close the invoice by opening a new document (document type RB). You can manually change the G/L offset for the new document to the Bad Debts account (416000).

You can use this method to create one new document per invoice or one new document for all the invoices that you want to transfer to the Bad Debts account.

If you create one document for multiple invoices, you can associate bad debts with document type RB. Otherwise, remembering that document type RB might identify other types of chargebacks, in addition to bad debts, is important.

To further identify clients with bad debts, you can specify the credit message D (for bad debts) on the customer master record for the client.

**Note.** The disadvantage of the G/L Offset Transfer method is that the system does not include the original data relative to that client's invoices on any A/R reports that you print. However, this situation might not be a disadvantage if you are accustomed to tracking this information by using online inquiries.

### Payment Status Modification Method

You can modify the payment status for invoices that are considered bad debts. For this action, you must create a specific payment status code, such as *X*, for bad debts. To further identify clients with bad debts, you can specify credit message *D* (bad debts) on the client's Customer Master record.

If you use the payment status modification method and indicate the credit message D on the Customer Master record, you must:

- Modify the data selection for the A/R Open Detail and Summary reports so that invoices identified as bad debts ( payment status *X*) are excluded.
- Create report versions to report on clients who are identified as bad debts.

- Manually enter a reversing journal entry at the end of the month to offset the difference between the A/R Trade Accounts and the Doubtful A/R Trade Account. You can print this information on the Trial Balance report by G/L Offset. Use data selections to include only records with the payment status for bad debts *(X)*.

**Note.** The advantage of the Payment Status Modification method is that you can maintain the information in the system relative to the original invoice, and you can easily access and update bad debt information. The disadvantages are that the setup phase is more complex and you are required to make a monthly manual entry. PeopleSoft recommends this solution if you need to keep the original invoice information to process delinquency notices.

After you have made the entries to the A/R trade account as a doubtful account, you must enter an A/R Doubtful Provision.

### A/R Doubtful Provision Method

Use the Customer Ledger Inquiry program (P03B2002) to enter the negative provision. You must set the G/L Offset code to the following account:

491000 - *Provisions pour créances douteuses* (A/R doubtful provision).

**Note.** The advantage of the A/R Doubtful Provision method is that you can maintain the information in the A/R Trade accounts as required by French law.

If the invoice is paid after you enter the doubtful provision, you must void the invoice for that doubtful provision using the Customer Ledger Inquiry program.

If the invoice will never be paid, you must enter an unrecoverable A/R loss.

## Forms Used to Manage Bad Debts for France

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work with Customer Ledger Inquiry | W03B2002A | Customer Invoice Entry (G03B11), Standard Invoice Entry | Enter unrecoverable losses. |

## Entering an Unrecoverable Loss

Access the Work With Customer Ledger Inquiry form.

To enter an unrecoverable loss:

1. Cancel the original revenue by entering a loss (and corresponding VAT) in account 654000 - *Pertes sur créances irrécouvrables* (unrecoverable loss).
2. Close the A/R Doubtful Trade account (416000) by entering the correct G/L Offset code.

**Important!** Do not forget to void the A/R Doubtful Trade account (416000) and then calculate the net.

# CHAPTER 23

# Processing Delinquency Notices and Fees

This chapter discusses how to:

- Generate delinquency notices.
- Work with delinquency notices.
- Generate delinquency fees.
- Work with delinquency fees.

### See Also

Chapter 7, "Setting Up Credit and Collections Management," page 167

## Generating Delinquency Notices

This section provides an overview of delinquency notice generation and discusses how to:

- Run the Print Delinquency Notices program.
- Set processing options for Print Delinquency Notices (R03B525).

### Understanding Delinquency Notice Generation

You create delinquency notice records by running the Print Delinquency Notices version of the Credit Analysis Refresh program (R03B525). This version has predefined processing options set for printing delinquency notices. The system generates notices based on the delinquency policy that is assigned to the customer.

#### Aging Categories or Severity Level

The Determine Severity Level processing option for the Print Delinquency Notices program controls whether the system retrieves the policy information (notification instructions) based on aging categories or severity levels:

- If you select aging categories, you can additionally select whether to use the aging categories that are set up in the Accounts Receivable constants or the aging categories that are set up in the processing options (on the Aging tab).

  The system uses the aging date, type of date, and specified aging method to determine the appropriate aging category for the invoice, and then retrieves the notification instructions that are associated with that aging category.

  For example, if the past-due invoice is in the second aging category, the system retrieves the notification instructions for aging category 2.

- If you select severity level, the system uses the value of the Number of Reminders Sent field (RMDS) to determine the notification instructions to use.

  For example, if the invoice was included on two delinquency notices (RMDS is equal to *2*), the system retrieves the notification instructions that are set up for severity level 3.

### Tiered Notification Policy

You specify whether you want to use a tiered notification policy when you define the policy by selecting the Use Tiered Notification Policy option:

- When you use tiered notification policies, the system generates a notice only when a notification policy is set up for the aging category (or severity) to which the invoice is assigned.

  If the aging category or severity level is not defined, the system does not generate a notice.

  For example, if the invoice is in aging category 5, and you have notification instructions set up for aging category 4, but not 5, the system does not generate a delinquency notice.

- If you do not use tiered notification policies, the invoice does not have to be in the specified aging category for the system to generate a notice.

  If the invoice is in an aging category that is greater than the aging category that is specified by the policy, the system still generates a notice.

  For example, if the invoice is in aging category 5, and you have notification instructions set up for aging category 4, but not 5, the system generates the delinquency notice.

### Threshold Percent, Grace Days, and Pay By Days

In addition to the aging category or severity that is used to locate the policy's notification instructions, the system uses the following additional criteria to determine whether to generate a delinquency notice:

- Threshold Percent

  You use the threshold percent to limit the number of delinquency notices that you generate by amount. The sum of the invoices for the specified aging category (or severity) must be greater than or equal to the threshold percent of all open invoices for the customer.

  For example, if the open balance of the customer is 7500.00 and the threshold percent is 20, the sum of the invoices in the aging category must be at least 1500.00 or the system does not generate a delinquency notice.

- Grace Days

  The system extends the invoice due date by the number of grace days for the first delinquency notice only. Subsequent delinquency notices do not use the grace days; the system adds the number of days between delinquency notices to the value of the Date of Last Sent Reminder field (RDDJ), and if the invoice is still outstanding as of that date (and meets the other requirements of the policy), the system generates another notice.

- Pay By Days

  In some countries, it is a legal requirement to provide the customer with a notification payment date (new due date) on the delinquency notice. The customer must remit payment by the notification payment date. To accommodate this request, you use the Pay By Days field (PBDY) in the notification policy, which the system adds to the aging date to determine the Notification Payment Date (DTPB) that prints on the delinquency notice. Unlike grace days, the system uses the pay by days on every delinquency notice that it generates (not just the first).

You can use both grace days and pay by days. For example, if the due date is June 15, 2005, the aging date is June 30, 2005, and you specify 3 grace days and 5 pay by days, the system extends the due date to June 18, 2005 to determine the aging category (and notification policy), and then updates the notification payment date to July 15, 2005. The system prints the notification payment date on the delinquency notice only when you select the Tiered Delinquency Notice Print program (R03B21).

---

**Note.** If one invoice meets the requirements for one of the notification instructions that are set up for the policy, the system generates a delinquency notice that prints all past-due invoices, unless they are less than the minimum amount requirement that is set up for the aging category (severity level). The system does not print any invoice that is less than the minimum amount that is specified in the notification instructions.

If invoices in more than one aging category or severity level trigger the program to generate a delinquency notice, the system uses the notification instructions from the oldest aging category or greatest severity level. For example, if invoices in aging category 2 and in aging category 4 meet the requirements of the policy, the system uses the notification instructions that are set up for aging category 4 only.

---

## Approving and Rejecting Delinquency Notices

If you select the Collection Manager Approval Required option for the policy, the collection manager must approve each notice before the system generates it for the customer. The system sends workflow messages to the collection manager that is specified in the customer record. The collection manager can access the Work with Delinquency Approval form from these messages, or access the Approve Delinquency Notices program (P03B201) from the menu, to approve or reject the notices.

If a manager does not need to approve notices, the system creates a spooled file for printing them.

## Printing Delinquency Notices

The system uses the policy to determine whether to send a notice to the customer.

Two programs are available for printing delinquency notices:

- R03B20 - A/R Delinquency Notices Print.
- R03B21 - Tiered Delinquency Notice Print.

This table lists the differences between the two programs:

| Difference | R03B20 | R03B21 |
|---|---|---|
| Columns printed | The notice includes this information:<br>• Document number<br>• Invoice date<br>• Due date<br>• Remark<br>• Foreign open amount<br>• Currency code<br>• Open amount<br>• Base currency code<br>• Number of reminders sent | The notice includes all the information that R03B20 does, plus the following:<br>• Pay item<br>• Foreign gross amount<br>• Gross amount<br>• Notification date |

| Difference | R03B20 | R03B21 |
|---|---|---|
| Print Who's Who contact information | NA | A processing option exists to specify a contact name to print from the Who's Who record based on a type code. |
| Print invoices in summary or detail | The notice prints each invoice pay item (detail). | A processing option exists to print each invoice pay item (detail) or each invoice document (summary). |
| Consolidated fees | NA | A processing option exists to summarize all fee invoice records in one detail line on the notice.<br><br>The system prints * for the document number for consolidated fee records. |

Regardless of the program that you select, you can run Print Delinquency Notices in either proof or final mode:

- Proof Mode

  The system prints notices and designates them as *PROOF.* The system deletes the records that it temporarily generates to print the notices from the A/R Notification History (F03B20) and A/R Notification History Detail (F03B21) tables.

- Final Mode

  The system prints notices and creates records in the F03B20 and F03B21 tables. The system also updates these fields on the invoice records in the Customer Ledger table (F03B11):

  - Date of Last Sent Reminder (RDDJ).
  - Number of Reminders Sent (RMDS).
  - Notification Payment Date (DTPB).

When you print delinquency notices, the system:

- Includes only those invoices that are past due and that meet the minimum amount requirement.
- Prints the letter that is applicable to the last aging category if invoices fall in different aging categories that would produce different letters.

  For example, if one invoice is 30 days past due, which would print Letter1, and another invoice is 90 days past due, which would print Letter3, the system prints Letter3 and lists both past due invoices.

## Data Selection and Data Sequencing

To use data selection to print notices for specific customers, use the Print Delinquency Notices program (R03B525), not the A/R Delinquency Notices Print program (R03B20) or the Tiered Delinquency Notice Print program (R03B21).

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**Important!** If you modify the data selection to print specific notices, set the processing option to prevent updating the Credit and Cash Management table (F03B15). Otherwise, the system updates the table according to the specified data selection, which might compromise the collection manager's ability to perform daily collection activities.

---

The totals that print on the notices are dependent on the correct data sequence; therefore, do not change the data sequence on either of the print programs (R03B20 and R03B21) or the Print Delinquency Notices program (R03B525) when generating notices.

## Prerequisites

Before you complete the tasks in this section:

- Set up the text that you want to print on the delinquency notices.
- Ensure that you have a policy defined and attached to the customer record and that you have set up credit and collections information.
- Ensure that you have selected the Delinquency Notice option on the Accounts Receivable Constants form and on the Customer Master Revision form (Collection tab).

## Running the Print Delinquency Notices Program

From the Statement Reminder Processing menu (G03B22), select Print Delinquency Notices.

# Working with Delinquency Notices

This section discusses how to:

- Set processing options for A/R Delinquency Notices Print (R03B20).
- Set processing options for Tiered Delinquency Notice Print (R03B21).
- Set processing options for Review Delinquency Notices (P03B202).
- Review delinquency notices.
- Review summarized invoice information by aging category.
- Review, approve, and reject delinquency notices.
- Reprint delinquency notices.

### See Also

Chapter 21, “Processing Statements,” Purging Statements and Delinquency Notices, page 632

## Forms Used to Work with Delinquency Notices

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work With Notifications | W03B202D | Statement Reminder Processing (G03B22), Review Statements | Reprint delinquency notices.<br>The system runs the print program when you exit the Work With Notifications form. |
| Notification Review Detail | W03B201C | On the Work With Notifications form, select a delinquency notice and then click Select, or select Review from the Row menu. | Review past-due invoices for which notices have been generated. When reviewing past-due invoices, you can reprint the original notice as a replacement for a lost notice or print an additional copy for the customer. |
| Print Information | W03B202J | On the Work With Notifications form, select Print Information from the Row menu. | Change the information that the system uses to print statements. For example, you can change the print program and the version that the system uses to reprint statements. |
| Notification Summary | W03B20B | On the Notification Review Detail form, select Summary from the Form menu. | Review summarized invoice information by aging category. |
| Work with Delinquency Approval | W03B201A | Statement Reminder Processing (G03B22), Approve Delinquency Notices | Display all delinquency notices in the F03B20 table that meet the search criteria. |
| Notification Review Detail | W03B201C | On the Work with Delinquency Approval form, select the notice and then click Select. | Review, approve, and reject delinquency notices. |

## Setting Processing Options for A/R Delinquency Notices Print (R03B20)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

### Print

These processing options determine whether specific information prints on the delinquency notice.

**1. Remit to Address** Specify whether to print a Remit To address on the delinquency notice. The system uses the Remit To address that is specified in the processing options of the Credit Analysis Refresh program (R03B525) on the Notices tab. Values are:

Blank: Do not print a Remit To address.

*1:* Print a Remit To address.

**2. Account Aging** Specify whether to print aging information on the delinquency notice. Values are:

Blank: Do not print aging information.

*1:* Print aging information.

**3. Currency Type** Specify whether to print the description of the currency code on the delinquency notice or to print *TOTAL CURRENCY BALANCE DUE* as static text on the delinquency notice. Values are:

Blank: Print *TOTAL CURRENCY BALANCE DUE.*

*1:* Print the description of the currency code.

**4. Number of sent reminders** Specify whether to print the number of reminders previously sent on the delinquency notice. Values are:

Blank: Do not print the number of reminders sent.

*1:* Print the number of reminders sent.

## Setting Processing Options for Tiered Delinquency Notice Print (R03B21)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

### Print

These processing options specify whether specific information prints on the delinquency notice and, in some cases, the format of that information.

**1. Remit to address** Specify whether to print a Remit To address on the delinquency notice. The system uses the Remit To address that is specified in the processing options of the Credit Analysis Refresh program (R03B525) on the Notices tab. Values are:

Blank: Do not print a Remit To address.

*1:* Print a Remit To address.

**2. Who's who contact record type** Specify the type code to use to determine the name from the Address Book - Who's Who table (F0111) to print on the delinquency notice. The system prints the name that is identified by the type code after the word *Attention:* to direct the delinquency notice to a particular person at the customer's company. If you leave this processing option blank, the system does not print an attention line on the delinquency notice.

**3. Account Aging** Specify whether to print aging information on the delinquency notice. Values are:

Blank: Do not print aging information.

*1:* Print aging information.

**4. Currency type** Specify whether to print the description of the currency code on the delinquency notice or to print *TOTAL CURRENCY BALANCE DUE* as static text on the delinquency notice. Values are:

Blank: Print *TOTAL CURRENCY BALANCE DUE.*

*1:* Print the description of the currency code.

**5. Number of sent reminders** Specify whether to print the number of reminders previously sent on the delinquency notice. Values are:

Blank: Do not print the number of reminders sent.

*1:* Print the number of reminders sent.

**6. Detail or summarized** Specify whether to print each invoice pay item on the delinquency notice or a summarized record of all invoice pay items. Values are:

Blank: Print in detail. The system prints each invoice pay item as a separate line on the notice.

*1:* Print in summary. The system prints one line per invoice and summarizes the amount.

**7. Consolidated Fees** Specify whether to print each fee record on the delinquency notice or one consolidated fee record that summarizes all fee amounts. Values are:

Blank: Do not consolidate. The system prints each fee record as a separate line on the notice.

*1:* Consolidate. The system prints one consolidated fee record for the sum of all fee amounts.

## Setting Processing Options for Review Delinquency Notices (P03B202)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

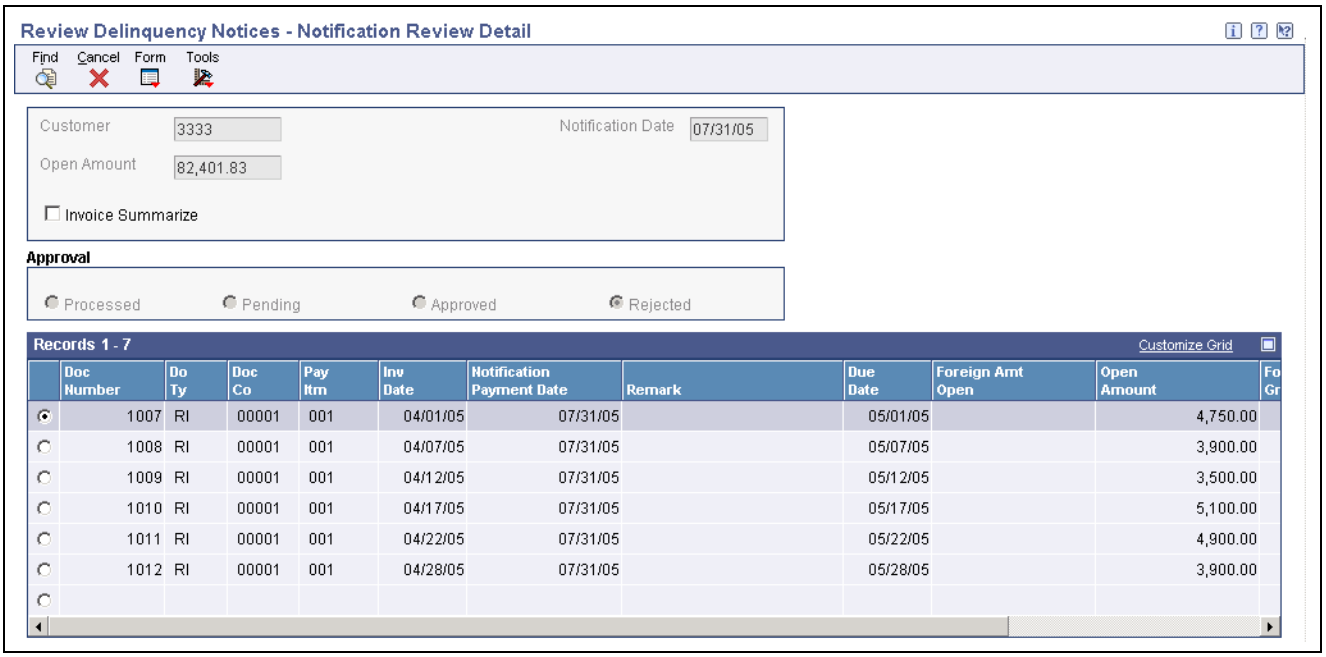
### Version

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

**1. Version of the Statement Notification Reset** Specify the version of the Statement Notification Reset program (R03B5015) that the system uses. If you leave this processing option blank, the system uses ZJDE0001 as the default value.

## Reviewing Delinquency Notices

Access the Notification Review Detail form.



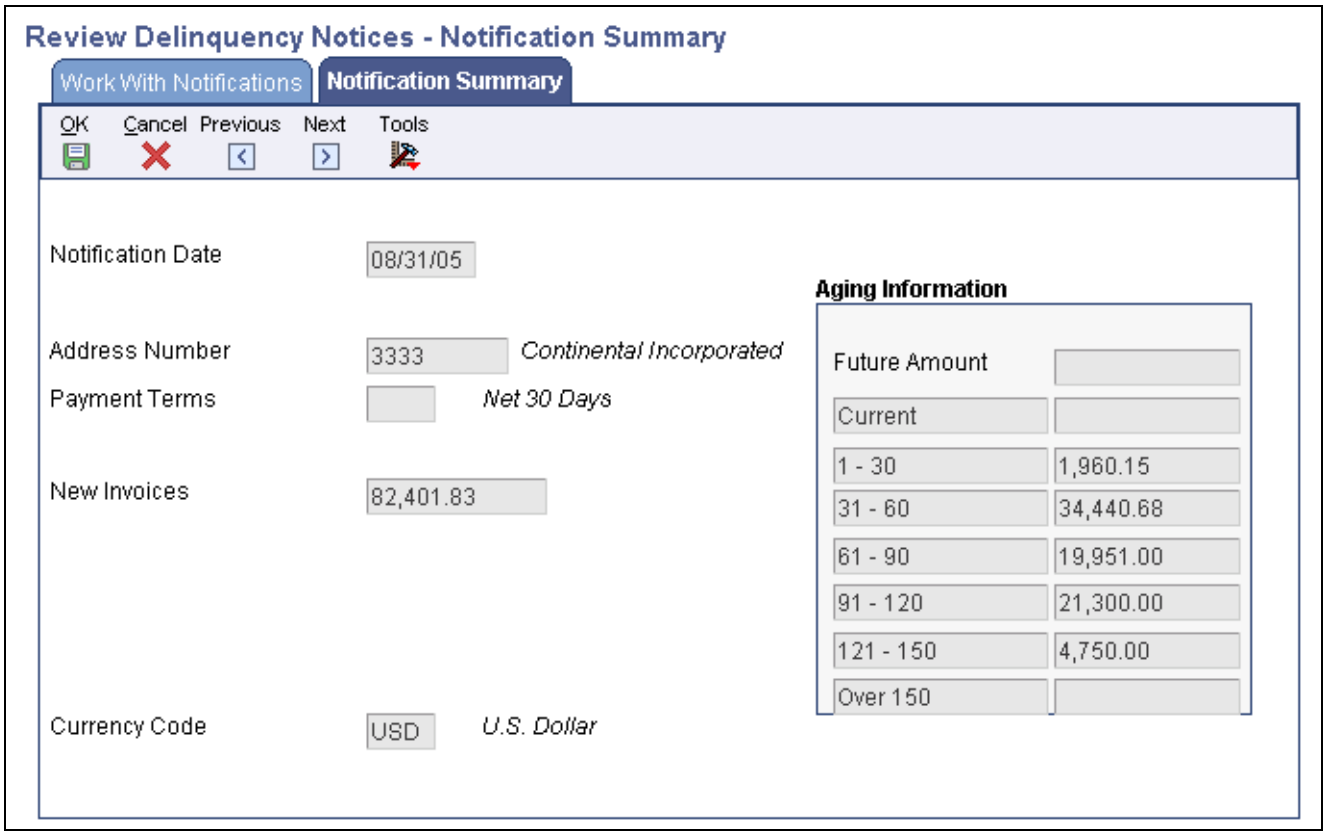

Notification Review Detail form

**Invoice Summarize** Select to summarize invoice pay items into one record.

The system displays * in the Pay Itm (pay item) field when invoice pay items are summarized.

## Reviewing Summarized Invoice Information by Aging Category

Access the Notification Summary form.




Notification Summary form

## Reviewing, Approving, and Rejecting Delinquency Notices

Access the Notification Review Detail form.

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**Note.** If you do not need to review the delinquency notice, you can approve or reject it on the Work with Delinquency Approval form by selecting Approve from the Row menu.

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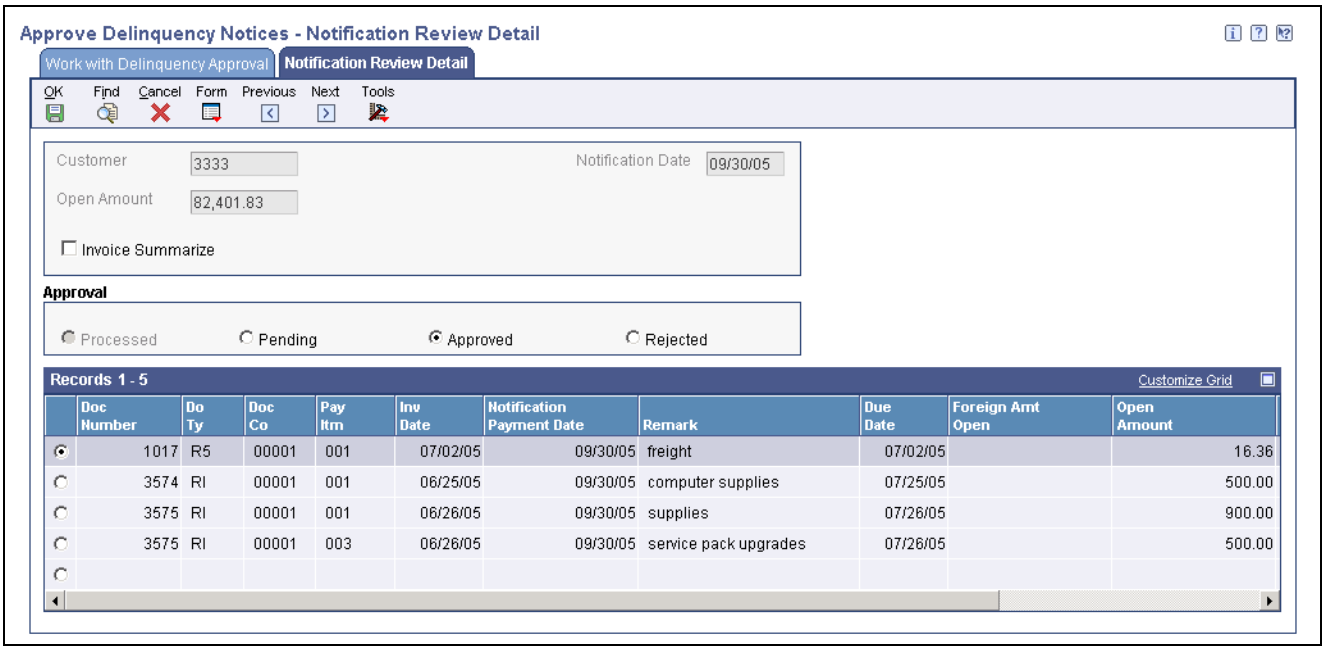

Notification Review Detail form

To approve and reject delinquency notices:

1. Select the Invoice Summarize option and then click Find to summarize invoice pay items into one record.
2. Review the information on the delinquency notice, and then select either the Approved or Rejected option.

   **Important!** After you click OK to approve or reject a notice, you cannot select a different option.

3. Click OK.

   If you approved the notice, you must exit the Notification Review Detail and Work with Delinquency Approval forms for the system to generate the notice. The system runs the version of the notices print program that was specified in the processing options of the Print Delinquency Notices program (R03B525) at the time that the notice was generated. You can verify this version on the Work With Notifications form when you select the Review Delinquency Notices program (P03B202).

   The system updates the appropriate fields in the F03B11 table and updates the status of rejected notices accordingly.

**Approved** Select to approve delinquency fees or notices that require management approval.

**Rejected** Select to reject delinquency fees or notices that require management approval.

# Reprinting Delinquency Notices

Access the Work With Notifications form.

Select the notice that you want to reprint and then select Reprint from the Row menu.

Alternatively, access the Notification Review Detail form.

Select Reprint from the Form menu and then click Cancel.

# Generating Delinquency Fees

This section provides overviews of delinquency fee generation and interest invoices for delinquent payments for Argentina, and discusses how to:

- Run the Generate Delinquency Fees program.
- Set processing options for Generate Delinquency Fees (R03B525).
- (ARG) Set processing options for PO Interest Invoice (R76A03B2).
- Set processing options for A/R Delinquency Fee Journal (R03B22).
- Set processing options for Late Payment Delinquency Fees (R03B221).

### See Also

*PeopleSoft EnterpriseOne Multicurrency Processing 8.11 PeopleBook*, "Managing Credit and Collections in a Multicurrency Environment," Reviewing Multicurrency Statements

## Understanding Delinquency Fee Generation

As part of the collection process, you can generate and approve delinquency fees. These fees are finance charges that you can assess on past-due open invoices or invoices that have been paid late.

You create delinquency fee records by running the Generate Delinquency Fees version of the Credit Analysis Refresh program (R03B525). This version has processing options set for generating delinquency fees. You can run this version in proof or final mode.

When you generate delinquency fees, the system:

- Compares the invoice due date with the effective date of the policy to determine which policy instruction to use when retrieving the rate for calculating the late fee.

  If the invoice is paid, the system uses the G/L date on the receipt to calculate the number of days paid late:

  Days Paid Late = The difference between the receipt G/L date and the age *as of* date
- Uses aging begin days and aging end days in the policy to determine the number of days past the invoice due date (plus grace days, if applicable) to start generating the fee, and the rate and flat fee to use for fee calculations.

  If the invoice is unpaid when subsequent fees are generated, the system uses the last fee date (LFCJ) from the invoice record, in conjunction with the aging begin days, to determine the start date for generating the fee. The system does not use grace days for subsequent fees.
- Uses the policy to determine whether to calculate the fee on open amounts, paid late amounts, or fees previously generated, such as a compound fee.
- Uses the policy to determine whether to calculate the fee based on the annual percentage rate, a flat amount, or both.
- Prorates fees that were calculated using the annual percentage rate by day using this formula:

  ((annual percentage rate ÷ *YYY*) × .01) × invoice amount × number of days late

  *YYY* = 365 days (or number of days in a year)
- Generates one fee per customer and currency for all eligible invoices.
- Prints the A/R Delinquency Fee Journal (R03B22).

If you run this program in proof mode, the system produces a Finance Charge Journal that details the invoices selected for a fee and the amount of the fee that will be generated when the program is run in final mode.

When you run the program in final mode, the system:

- Creates a delinquency fee document (document type RF) in the F03B11 table for the total amount of all fees generated for all eligible invoices for the customer.
- Creates a record in the A/R Fee Journal History (F03B22) and A/R Fee Journal History Detail (F03B23) tables.
- Updates the Last Fee Date (LFCJ) field in the F03B11 and Receipts Detail (F03B14) tables.

After you generate fee invoice records, you must post them. When you post fees, the system generates a record in the Account Ledger table (F0911) using the automatic accounting instruction (AAI) items RFC and RFD to determine the revenue account and receivables trade account to use.

If you select the Collection Manager Approval Required option in the policy, the collection manager must approve each fee before the system generates it for the customer. The system sends workflow messages to the collection manager that is defined in the customer record. The collection manager can access the Work With Delinquency Fee form from these messages to approve or reject the fees.

## Credit Memos and Unapplied Receipts

The system considers credit memos and unapplied receipts when delinquency fees are processed. However, the system does not process a fee if the customer has an overall credit balance. The system processes a fee for the credit memo or unapplied receipt to offset the amount of a fee that is generated for an invoice. This process ensures that customers are not overcharged for invoices to which existing credit memos have been applied, and it negates the necessity of applying credit memos to invoices prior to generating fees.

## Taxes

You can include tax information on delinquency fee invoice records by using the processing options for the A/R Delinquency Fee Journal program (R03B22).

## Late Payment Fees

You can generate late payment fees, which assess finance charges on late payments either by specifying the corresponding processing option in the Generate Delinquency Fees program or by running the Late Payment Delinquency Fees program (R03B221) from batch versions; you cannot access the Late Payment Delinquency Fees program from a menu.

When you generate late payment fees, the system compares the invoice due date of the receipt record (F03B14) with the effective date of the policy (fee instructions) to determine which policy to use to retrieve the rate that it uses to calculate the fee.

## Data Selection for Delinquency Fees

To generate fees for a specific customer or based on some other criteria, change the data selection in the Generate Delinquency Fees program (R03B525), not the A/R Delinquency Fee Journal program (R03B22).

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**Important!** If you modify the data selection to generate fees for specific customers, set the processing option to suppress updating the Credit and Cash Management table (F03B15). Otherwise, the system updates the table according to the specified data selection, which might compromise the collection manager's ability to perform daily collection activities.

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## Prerequisites

Before you complete the tasks in this section:

- Set up AAIs RFC and RFD for delinquency fee processing.
- Ensure that you have selected the Delinquency Fees option on the Collection tab of the Customer Master Revision form.

## (ARG) Understanding Interest for Delinquent Payments for Argentina

You can run the Generate Delinquency Fees program (R03B525) to generate debit memos for the interest that has accrued during the time that an invoice is delinquent. You must set up the Late Payment Delinquency Fees processing option on the Generate Delinquency Fees program to calculate late payment delinquency fees. You must also set up the PO Interest Invoice program (R76A03B2) with the same version name as the version of the Generate Delinquency Fees program that you are running.

Generating debit memos for interest fulfills the legal invoice issuance requirements of *Administración Federal de Ingresos Público* (AFIP).

## Running the Generate Delinquency Fees Program

From the Statement Reminder Processing menu (G03B22), select Generate Delinquency Fees.

## Setting Processing Options for Generate Delinquency Fees (R03B525)

Generate Delinquency Fees and Print Delinquency Notices are different versions of the same program. Therefore, they have the same processing options. You must set up the processing options for each version.

## (ARG) Setting Processing Options for PO Interest Invoice (R76A03B2)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

### General

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

**1. Issue Place** Specify the issue place.

### RG 100

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

**1. RG 100 Processing** Specify whether the invoices that you enter correspond to general resolution 100 (RG 100) regulations. Values are:

Blank: Invoices do not correspond to RG 100 regulations.

*1:* Invoices correspond to RG 100 regulations.

## Setting Processing Options for A/R Delinquency Fee Journal (R03B22)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

### Taxes

These processing options specify how the system processes tax information on delinquency fees.

**1. Generate Fees with Taxes** Specify whether to generate delinquency fees with taxes. Values are:

Blank: Do not generate delinquency fees with taxes.

*1:* Generate delinquency fees with taxes.

**2. Tax Explanation Code** Specify the tax explanation code to assign to delinquency fee records (F03B11, doc type RF). If you leave this processing option blank, the system uses the tax explanation code that is assigned to the customer master record in the Customer Master by Line of Business table (F03012).

**3. Tax Rate/Area** Specify the tax rate and area to assign to delinquency fee records (F03B11, doc type RF). If you leave this processing option blank, the system uses the tax rate and area that are assigned to the customer master record (F03012).

## Setting Processing Options for Late Payment Delinquency Fees (R03B221)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

### Late Payment

These processing options specify whether to process late payment fees in proof or final mode, as well as the data to assign to the fee invoice records.

**1. Print Fee Report**

Specify whether to run the program in proof or final mode. In proof mode, the system prints a report of the customers for whom a fee will be generated and the invoices that were paid late. In final mode, the system prints a report and updates the F03B22, F03B23, and F03B14 tables. Values are:

Blank: Proof mode. Print a report only; do not update any tables.

*1:* Final mode. Print a report and update the tables.

**2. Version For Fee Processing**

Specify the version of the A/R Delinquency Fee Journal program (R03B22) for the system to use to calculate late payment fees. If you leave this field blank, the system uses the default version, ZJDE0001.

**Note.** The A/R Delinquency Fee Journal program has associated processing options.

**3. G/L Date**

Specify the G/L date that you want the system to assign to the invoice fee records (RF), which the system generates when you process late payment fees in final mode. If you leave this field blank, the system uses the current date.

**4. Payment Terms Code**

Specify the payment terms code that you want the system to assign to invoice fee records (RF), which the system generates when you process late payment fees in final mode.

**5. Currency of Fee**

Specify which record the system uses to determine the currency of the invoice fee record (RF). The system creates an invoice fee record when you process late payment fees in final mode. If you leave this field blank, the system uses the default value, *1* (Company). Values are:

*1:* Company. The system creates the late payment fee in the currency that is assigned to the company that was entered on the invoice. The currency of the company is defined in the F0010 table.

*2:* Customer. The system creates the late payment fee in the currency that is specified in the A/B Amount Codes field (CRCA) of the customer record in the F03012 table.

*3:* Invoice. The system creates the late payment fee in the currency that is specified in the Currency field (CRCD) of the invoice record in the F03B11 table.

# Working with Delinquency Fees

This section provides an overview of the purge of delinquency fees and discusses how to:

- Set processing options for Delinquency Fee Review (P03B22).

- Review, approve, and reject delinquency fees.
- Purge delinquency fees.
- Set processing options for Delinquency Fee Purge (R03B222).

## Understanding the Purge of Delinquency Fees

You run the Delinquency Fee Purge program (R03B222) to remove selected records from the F03B22 and F03B23 tables. The system does not write purged information to another table for archiving. If you want to retain purged information, back up the tables before purging them.

The system purges fee records based on the date that you enter in the processing options. You also can purge all fee records that have been rejected, regardless of the date. You can also use data selection in conjunction with the processing options to purge selected records.

The system does not produce a report of the purged records.

---

**Note.** The purge program does not remove records with a future date. To remove all the records in the F03B22 and F03B23 tables, consider using a data file utility.

---

## Form Used to Work with Delinquency Fees

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Delinquency Fee Detail | W03B22B | Statement Reminder Processing (G03B22), Delinquency Fee Review<br><br>On the Work With Delinquency Fee form, select the fee that you want to review and click Select. | The Delinquency Fee Detail form displays each invoice and the amount of the fee that is generated for that invoice. For credit memos, the system generates a credit fee to reduce the total amount of the fee. |

## Setting Processing Options for Delinquency Fee Review (P03B22)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

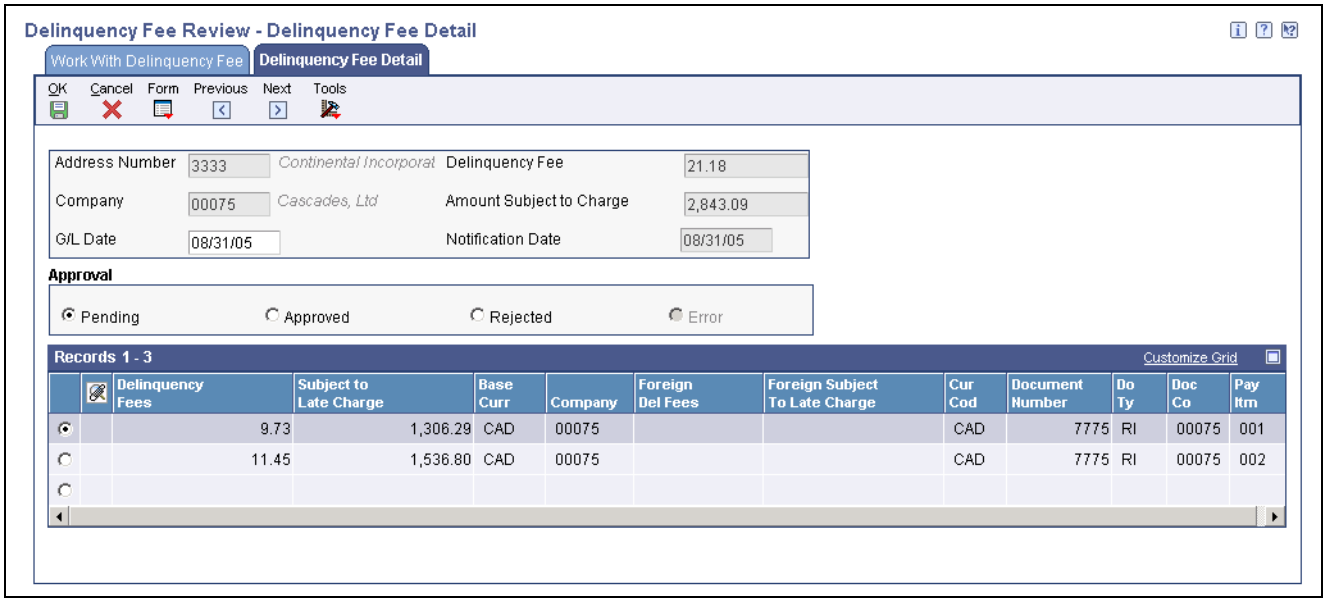
### Version

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

**Version** Specify the version of the A/R Finance Charge Journal program (R03B22) that the system uses when processing delinquency fees. If you leave this processing option blank, the system uses ZJDE0001 as the default.

# Reviewing, Approving, and Rejecting Delinquency Fees

Access the Delinquency Fee Detail form.




Delinquency Fee Detail form

The system displays the information about the fee record from the F03B22 table in the header portion of the form.

**Delinquency Fee** Displays the amount of the fee record (document type RF).

**Amount Subject to Charge** Displays the total amount of the open invoices on which the fee was based.

**Notification Date** This is the date on which the fee was generated.

**Delinquency Fees** Displays the fee amount for the individual invoice record.

**Subject to Late Charge** Displays the amount of the invoice on which the fee was based.

**Approved** and **Rejected** Select either of these options to approve or reject delinquency fees.

**Error** You cannot select the Error option. When the system selects the Error option, you must go to the Work Center to locate and correct the error. Then you can approve the fee on the Delinquency Fee Detail form.

# Purging Delinquency Fees

From the Statement Reminder Processing menu (G03B22), select Delinquency Fee Purge.

# Setting Processing Options for Delinquency Fee Purge (R03B222)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

## Date

These processing options specify which records the system selects to purge.

**1. Purge Date** Specify the date that the system uses to determine which delinquency fee records are purged from the F03B22 and F03B23 tables. The system purges all records for which the G/L date is on or before the date that you specify. If you leave this processing option blank, the system uses only the value that you specify in the Rejected Fees processing option to determine which records to purge.

**2. Rejected Fees** Specify how the purge process handles rejected fees. Values are:

Blank: Use the purge date to determine which rejected fees are to be purged from the system.

*1:* Purge all the rejected fees from the system, ignoring the purge date in the Purge Date processing option.

# CHAPTER 24

# Updating Accounts Receivable Statistics for Customer Analysis

This chapter provides an overview of Accounts Receivable statistics and discusses how to:

- Update statistical information.
- Analyze statistical information.
- Process the statistics annual close.
- Purge statistical history records.

## Understanding Accounts Receivable Statistics

When you want to review account activity over several fiscal periods, as well as statistics such as delinquent days sales outstanding (DSO), weighted average days late, average invoice amount, percent of invoices paid late, and so forth, you can run the Statistics History Update program (R03B16). In addition to providing statistical information about the performance of collections over a period of time, the system allows you to review multiple customer accounts simultaneously for comparison purposes.

### Minor Write-off and Bad Debt Amounts

When you run Statistics History Update (R03B16), the system accumulates amounts for the Minor Write-Off (MWO) and Bad Debt (BDBT) fields in the A/R Statistical History (F03B16) and A/R Statistical Summary (F03B16S) tables. The system determines the write-off amount with which to update each of these fields based on the value of the Special Handling field in UDC 03B/RC:

- If the value in the Special Handling field of the UDC table is *1*, the system accumulates the write-off amount for the Minor Write-Off field.
- If the value in the Special Handling field is blank, the system accumulates the write-off amount for the Bad Debt field.

You specify the reason codes to associate with each field by updating the Special Handling field in the UDC table.

See Chapter 2, "Setting Up the Accounts Receivable System," Setting Up UDCs for Accounts Receivable, page 13.

See *PeopleSoft EnterpriseOne Tools 8.94 PeopleBook: Foundation*

# Updating Statistical Information

This section provides overview of the Statistical History Update program, periodic statistical calculations, and aging information on periodic statistics, and discusses how to:

- Run the Statistics History Update program.
- Set processing options for Statistics History Update (R03B16).

## Understanding the Statistical History Update Program

As part of the customer analysis activities, you can update statistical information about customer accounts by running the Statistics History Update program. This enables you to review the activity of a customer's account for a specific period, which is helpful for trend analysis and cash forecasting. The update includes information about both closed and open transactions, such as:

- Invoice amount
- DSO

When you run this batch process, the system includes posted information only. The system also updates inception-to-date statistics for the customer accounts. This information is similar to the periodic statistics except that the system accumulates statistical information from the time the customer's account is opened. It includes:

- Date of the first and last invoice.
- Last receipt date.

Running this batch process is time consuming. It is recommended that you run this process during off-peak hours.

When updating statistical information, the system gathers information from these tables:

- Customer Ledger (F03B11)
- Invoice Revisions (F03B112)
- Receipts Header (F03B13)
- Receipts Detail (F03B14)

After the system gathers the information, it updates the F03B16 and F03B16S tables. The F03B16S records are a summary of a subset of F03B16 records. You define the subset by using processing options. The system stores summary information at the parent/child level. The parent record contains information that pertains to the account and all associated child accounts.

The system also updates these fields in the Customer Master by Line of Business table (F03012):

- Invoiced This Year (ASTY)

  The system updates this field using the Gross Amount (AG) of the invoice record in the F03B11 table, regardless of whether the invoice has applicable taxes.
- Invoiced - Prior Year (SPYE)
- YTD Finance Charges (AFCY)
- Last Applied Amount (ALP)
- Date of First Invoice (DFIJ)

- Last Invoice Date (DLIJ)
- Date Last Paid (DLP)

After invoice and receipt information is included in the F03B16 table, the system updates the processed records with *1* in the A/R Post to Cash Management (ISTC) field, which prevents the records from being processed a second time. If you do not want to include all posted transaction information in the statistical tables, you must update the ISTC field with a value of *1*, using a data file utility. The ISTC field is located in the F03B11, F03B112, F03B13, and F03B14 tables.

The system does not process R5 deduction records from the F03B14 table or RU (unapplied receipt) and R1 (draft) records from the F03B11 table.

To run the Statistics History Update program successfully:

- Set up credit and collection date patterns for company 00000 for all fiscal years for which you have invoices and receipts entered on the system.
- Post all invoices and receipts that you want to include.
- Do not change the data selection or data sequence of the program.
- With the exception of calculating the high balance, do not change the processing options after you run the Statistics History Update program.

# Understanding Periodic Statistical Calculations

As part of the customer analysis activities, you can update statistical information about the customer accounts, based on how you set the processing options. To do so, run the Statistics History Update program (R03B16). This enables you to review the activity of a customer's account for a specific period, which is helpful for trending analysis and cash forecasting.

Following are quick references to setup considerations, troubleshooting tips, and calculations that the system performs.

## Setup Considerations

Setup considerations include:

- Credit and collection fiscal date patterns need to be set up for at least company 00000, which will encompass the G/L date of all invoices and receipts in the database.
- The Statistics History Update program should not be run with any user defined data selection.
- A record in the F03B16S table is a summary of a subset of records in the F03B16 table. That subset is defined by R03B16 processing options 5 and 6.

## Troubleshooting Tips

Troubleshooting tips include:

- In the parent/child relationship between customers, the parent cannot be the child of its child. This causes a loop error.
- The Statistics History Update includes only records that match one of these selection criteria:

  F03B11: select where RPPOST = D and RPISTC ! = 1 and RPDCT ! = RU and RPAN8 ! = 0

  F03B112: select where RWPOST = D and RWISTC ! = 1 and RWAN8 ! = 0

  F03B13: select where RYNFVD = N and RYISTC ! = 1 and RYAN8 ! = 0

F03B14: select where RZPOST = D and RZISTC ! = 1 and RZAN8 ! = 0

- The system creates F03B11 R5 records with ISTC = 1 so that they are not included in the Statistics History Update.

## Calculations

You can review statistical (periodic) calculations on the Periodic Statistics form from the Credit Collections Management menu (G03B15). This table describes how the system calculates this information for customers:

| Field | Calculation Information |
|---|---|
| Bad Debt | If the Write-off Reason Code is populated and the Special Handling Code field in the 03B/RC UDC table is blank, the system adds write-off amounts to the Bad Debt total. Otherwise, the amount is accumulated into the Minor Write-Off total. |
| Minor Write-off | If the Special Handling Code is equal to *1* in the O3B/RC UDC table, the system adds write-off amounts to this total. |
| Bad Debt Ratio | The system divides bad debt amount by the total sales for the period.<br>Calculation: Bad debt ÷ total sales for period. |
| Total Write-off | This field is the sum of bad debt and minor write-off amounts.<br>Calculation: Bad debt + minor write-offs. |
| Average Days Late (Non-Weighted) | The system uses these calculations:<br>• Total Number of Days = Difference between the Invoice Due Date and the Receipt Date.<br>The system calculates the number of days between the receipt date and the invoice due date, and this calculation to the Total Number of Days.<br>• Average Number of Days = Total Number of Days ÷ Number of Invoices Paid.<br>The system calculates the average number of days by dividing the total number of days by the number of invoices paid.<br>The system includes only the receipts that close or the pay off invoices in the Number of Invoices Paid.<br>For example, suppose a receipt for 100,000 is one day late. Another receipt for 500 is 30 days late. Each receipt pays one invoice.<br>If you use a non-weighted average days late calculation, the average days late is 15.5 days:<br>Number of invoices ÷ Days late = Non-weighted average days late<br>(2 ÷ 31 = 15.5) |

| Field | Calculation Information |
| --- | --- |
| Weighted Average Days Late | The system weighs the average days late calculation by determining the current percentage of all receipt amounts. Larger receipt amounts will have a greater affect on the average days late.<br><br>The system uses these calculations:<br><br>• Number of Days = Difference between the Invoice Due Date and the Receipt Date<br><br>• Previous Receipt Amount = Amount of the last payment received<br><br>• Number of Days Current Receipt = Receipt Amount ÷ (Receipt Amount + Previous Receipt Amount)<br><br>For example, assume that a receipt for 100,000 is one day late, and another receipt for 500 is 30 days late. Each receipt pays one invoice.<br><br>If you use a weighted average days late calculation, the average days late is 1.1 days. Previous Receipt Amount ÷ (Receipt Amount + Previous Receipt amount)) + Number of Days Current Receipt (receipt amount ÷ (receipt amount + previous receipt amount))<br><br>100,000 ÷ (500 + 100,000)) + 30 (500 ÷ (500 + 100,000)) = 1.1.<br><br>F03B16 and F03B16S Level Calculations for the Weighted Days Late:<br><br>Previous Average Days Late (previous receipt amount ÷ (receipt amount + previous receipt amount total)) = Current Average Days Late (current receipt amount ÷ (current receipt amount total + previous receipt amount)). |

| Field | Calculation Information |
|---|---|
| | |
| DSO | The system stores the DSO amount at the periodic level in the F03B16. You can use these methods to calculate DSO:<br><br>Using the countback method, if the current outstanding balance is less than the total sales, the DSO = (current balance ÷ total sales) × number of days in the period.<br><br>Otherwise:<br><br>• Subtract the current period's total sales amount from the current balance and increment DSO with the number of days in the period.<br><br>• Subtract from the remaining balance the total sales of the first preceding period. This will continue until the outstanding balance of any preceding period exceeds the remaining balance.<br><br>• If the remaining balance is less than the preceding period, then DSO = Accumulated DSO + ((current balance ÷ total sales) × number of days in period).<br><br>The Current Balance Divided by Sales is calculated as follows:<br><br>DSO = (current A/R balance × number of days in n periods) ÷ Total invoiced over n number of periods<br><br>*n* = number of periods specified in the processing options<br><br>The Average Balance Divided by Sales is calculated as follows:<br><br>DSO = ((total period end balance over n number of periods) × average number of days) ÷ Total sales amount for n periods<br><br>Where:<br><br>• Sales Amount is the taxable amount of the invoice. If you leave this field blank, the system uses the gross amount.<br><br>• Period End is the open A/R amount at the end of the period.<br><br>• Number of Days is the number of days for the period. This value is defined in the Credit and Collections Date Pattern (F03B08).<br><br>• *n* = number of periods specified in the processing options<br><br>For example:<br><br>For January, the Sales Amount is 7,570.00, the Period-End Balance is 10,825.00, and the Period Days are 31.<br><br>For February, the Sales Amount is 4566.00, the Period-End Balance is 10,596.00, and the Period Days are 28.<br><br>For March, the Sales Amount is 5,538.00, the Period-End Balance is 10,869.00, and the Period Days are 31.<br><br>DSO = (10,869 + 10,569 + 10,825) × 30 ÷ (5,538 + 4,566 + 7,570) = 54.81 for March.<br><br>**Note.** The processing option settings for the sample calculation include: 1. DSO Calculation Method = 1 (Avg. Balance) 2. Number of Periods = 3 3. Number of Days for Summary = Inception to Date |

### Examples of DSO

This table shows amounts that are used in the following calculations of DSO:

| Period | Sales Amount | Period End Balance | Period Days |
|---|---|---|---|
| January | 7570 | 10825 | 31 |
| February | 4566 | 10596 | 28 |
| March | 5538 | 10869 | 31 |

### Countback Method

This table shows the calculation of DSO using the countback method:

| March | 10869 − 5538 = 5331 | Accumulated DSO = 31 |
|---|---|---|
| February | 5331 - 4566 = 765 | Accumulate DSO = 31 + 28 = 59 |
| January | (765 ÷ 7570) × 31 = 3.1 | |
| | | DSO = 59 + 3.1 = 62.1 |

### Average Balance Divided by Sales

This example shows the calculation of DSO using the average balance divided by sales method:

((10869 + 10596 + 10825) × 30) ÷ (5538 + 4566 + 7570)

DSO = 54.81

### Current Balance Divided by Sales:

This example shows the calculation of DSO using the current balance divided by sales method:

(10869 × 90) ÷ (5538 + 4566 + 7570)

DSO = 55.35

This table describes how the system calculates additional amounts:

| Field | Calculation Information |
|---|---|
| Days Credit Granted | The system uses the same calculations as DSO to calculate the days credit-granted amount. The exception is that the system replaces the current period-end balance with the amount of the balance that is due or due in the future.<br>Calculation: open amount - past due amount |
| Delinquent DSO | This is the number of days a customer takes beyond the Days Credit Granted.<br>Calculation: DSO − Days Credit Granted |

| Field | Calculation Information |
|---|---|
| Extended DSO | This is the number of days beyond the assigned payment terms for a customer.<br>Calculation: Days Credit Granted − Payment Terms<br>Result: The amount of credit that the sales staff grants customers beyond the payment terms. |
| Invoice Amount | The gross amount of the invoice. |
| Sales Amount | The taxable amount of the invoice. |
| % of Amount Paid Late | Calculation: Invoice Amount ÷ Amount Paid Late |

### Technical Considerations

When you run the Statistics History Update program, the system creates a minimum of four records in the A/R Statistical Summary table (F03B16S) for each customer. For example, if you enter one invoice for customer 1234 for company 00001, the system creates the these records in the table:

- One record for the child information (RSPART = C) for the company that the invoice was entered against (RTCO = 00001).
- One record for the child information (RSPART = C) for company 00000.

  The system uses the record for company 00000 to total the information for all company records.
- One record for the parent information (RSPART = P) for the company that the invoice was entered against (RSCO = 00001).

  Even if you do not use parent/child relationships, the system still generates a parent record.
- One record for the parent information (RSPART = P) for company 00000 (RSCO = 00000).

  The system uses the record for company 00000 to total the information for all company records.

If you had invoices entered for multiple companies, the system would generate additional records, one record for each company for both the child and the parent.

## Understanding Aging Information on Periodic Statistics

The system obtains aging information that is displayed on the Periodic Statistics form differently from the way aging information is displayed on other forms, such as Account Balance Inquiry and Account Status Summary.

When you run the Statistics History Update program, the system uses this criteria for aging invoices and displays the aging information for each period:

| Criterion | Description |
|---|---|
| Aging Method | The system ages by fiscal periods that you define in the credit and collection date pattern. |

| Criterion | Description |
|---|---|
| Aging Date | The system uses the last day of each fiscal period that you define in the credit and collection date pattern. |
| Date Aging Based On | The system uses the value from the A/R constants (due date, invoice date, G/L date, or statement date). |

## Example of Aging

This information applies to this example:

- Credit and Collection Date Pattern: Defined for a calendar year.
- Date Aging Based On: Invoice due date.
- Invoice entered for 2000 with a due date of June 15, 2005.

When you run the Statistical History Update program on or after June 15, 2005, the amount of the invoice (2000) appears in the first aging category for the period ending June 30, 2005.

If the invoice is outstanding when you run the Statistical History Update program in July, the system displays 2000 in the first aging category for both the period ending June 30, 2005, and the period ending July 31, 2005. If the invoice is outstanding when you run the Statistical History Update program in August, the system displays:

- 2000 in the third aging category for the period that ends August 31, 2005.
- 2000 in the second aging category for the period that ends July 31, 2005.
- 2000 in the first aging category for the period that ends June 30, 2005.

This table illustrates how the system displays aging information on the Periodic Statistics form after running the Statistical History Update program on June 15, 2005:

| Period End Date | Aging Amount 1 | Aging Amount 2 | Aging Amount 3 | Aging Amount 4 |
|---|---|---|---|---|
| June 30, 2005 | 2000 | | | |

This table illustrates how the system displays aging information on the Periodic Statistics form after running the Statistical History Update program on July 15, 2005:

| Period End Date | Aging Amount 1 | Aging Amount 2 | Aging Amount 3 | Aging Amount 4 |
|---|---|---|---|---|
| July 31, 2005 | | 2000 | | |
| June 30, 2005 | 2000 | | | |

This table illustrates how the system displays aging information on the Periodic Statistics form after running the Statistical History Update program on August 15, 2005:

| Period End Date | Aging Amount 1 | Aging Amount 2 | Aging Amount 3 | Aging Amount 4 |
|---|---|---|---|---|
| August 31, 2005 | | | 2000 | |

| Period End Date | Aging Amount 1 | Aging Amount 2 | Aging Amount 3 | Aging Amount 4 |
|---|---|---|---|---|
| July 31, 2005 | | 2000 | | |
| June 30, 2005 | 2000 | | | |

This table illustrates how the system displays aging information on the Periodic Statistics form after running the Statistical History Update program on September 15, 2005:

| Period End Date | Aging Amount 1 | Aging Amount 2 | Aging Amount 3 | Aging Amount 4 |
|---|---|---|---|---|
| September 30, 2005 | | | | 2000 |
| August 31, 2005 | | | 2000 | |
| July 31, 2005 | | 2000 | | |
| June 30, 2005 | 2000 | | | |

## Prerequisites

Before you complete the tasks in this section:

- Set up credit and collection date patterns for company 00000.
- Post all invoices and receipts.
- Verify that the UDC values that you want to use to accumulate amounts for bad debt and minor write-offs are specified.
- If you are converting information from another system, you might want to run the Statistics Annual Close program (R03B161) to update the invoiced prior year amount.

## Running the Statistics History Update Program

From the Credit/Collections Management menu (G03B15), select Statistics History Update.

## Setting Processing Options for Statistics History Update (R03B16)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

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### DSO

These processing options determine the how the system calculates days sales outstanding.

**1. DSO Calculation Method** Specify how you want the system to calculate the value in the Days Sales Outstanding field (DSO). Values are:

Blank: Countback Method

*1:* Average Balance

*2:* Current Balance

**2. Number of Periods** Enter the number of fiscal periods, based on the credit and collection date pattern, that you want the system to use to calculate the value in the Days Sales Outstanding field (DSO).

## Calculations

These processing options determine whether the system calculates amounts for days sales outstanding and the high balance.

**1. Calculate DSO** Use this processing option to calculate the value in the Days Sales Outstanding field (DSO). To calculate this value, the system retrieves the values that are entered in the DSO Calculation Method and Number of Periods processing options . Because the system performs complex calculations to arrive at DSO figures, you might choose to calculate DSO periodically, instead of nightly, to reduce the overall processing time. Values are:

Blank: Do not calculate DSO.

*1:* Calculate DSO based on the values entered in the processing options on the DSO tab.

**2. Calculate High Balance** Use this processing option to calculate the high balance amount. The system runs the Calculate High Balance program (R03B162) when you select this option. If you do not need to calculate the high balance each time that you update statistics, you can save processing time by setting this option to blank and then activating it only when necessary. Values are:

Blank: Do not calculate the high balance.

*1:* Calculate the high balance. The system calculates the high balance by using the beginning balance (the ending balance of the last period) and adding invoices and subtracting receipts for each day between the last day of the ending balance and the day that you run the program. If the ending balance for a day is higher than the previous day's ending balance, then it becomes the new high balance amount.

## Summary Record

These processing options determine which records the system selects for updating the F03B16S.

**1. Number of Days for Summary** Use this processing option in conjunction with the Thru Date processing option to specify the subset of detail records from the F03B16 table that you want the system to summarize into records to include in the F03B16S table.

For example, if you enter 365 in the Number of Days for Summary processing option and enter a Thru Date of September 30, 2006, the system updates the F03B16S table with periodic records from the F036B16 table that have dates between October 01, 2005 and September 30, 2006.

If you do not specify a number of days, the system selects all records that have a date that is less than the Thru Date you enter (inception-to-date). For fields that require calculations, processing time greatly increases. If you do not need to maintain inception-to-date information, update this processing option with a value to reduce the overall processing time of the program. You must enter at least the number of days in one period, as defined in the credit and collection date pattern, for the system to update the summary records with amounts. Otherwise, the system updates summary records with date values only.

The system updates the F03B16S table only for completed periods as defined by the credit and collection date pattern. For example, if the credit and collection date pattern is set up for a regular calendar year and you enter a date of April 15 in Thru Date, the system updates the F03B16S table with information only through period 3 (March). If you want the system to update the information in this table daily, set the through date ahead to the beginning of the next period or through the end of the fiscal year.

**2. Thru Date**

Use this processing option in conjunction with the Number of Days for Summary processing option to specify the subset of detail records from the F03B16 table that you want the system to summarize into records to include in the F03B16S table.

For example, if you specify 365 in the Number of Days for Summary processing option and enter a Thru Date of September 30, 2006, the system updates the F03B16S table with periodic records from the F03B16 that have dates between October 01, 2005 and September 30, 2006.

If you do not specify a number of days, the system selects all records that have a date that is less than the Thru Date that you enter (inception-to-date). For fields that require calculations, processing time greatly increases. If you do not need to maintain inception-to-date information, update this processing option with a value to reduce the overall processing time of the program. You must enter at least the number of days in one period, as defined in the credit and collection date pattern, for the system to update the summary records with amounts. Otherwise, the system updates summary records with date values only.

The system updates the F03B16S table only for completed periods, as defined by the credit and collection date pattern. For example, if the credit and collection date pattern is set up for a regular calendar year and you enter a date of April 15 in this processing option, the system updates the F03B16S table with information only through period 3 (March). If you want the system to update the information in this table daily, set the through date ahead to the beginning of the next period or through the end of the fiscal year.

# Analyzing Statistical Information

This section provides an overview of statistical information and discusses how to:

- Review statistical information.
- Review periodic statistics for an account.

## Understanding Statistical Information

As part of the credit and collection activities, you can analyze the payment trends of a customer within a specific time period. For example, you can review the average number of days that a customer is late in paying an invoice or review the total amount invoiced for a customer. In addition, you can review these types of statistical history:

- Date that the account was opened.
- Amount and number of invoices paid late.
- Amount and date of a customer's high balance.
- DSO.

You can review statistical information by fiscal period, as defined in the credit and collection date pattern, or that is summarized based on the processing options that you set when you run the Statistics History Update program.

The system displays statistical information for each customer by company and provides a total for all companies in the Company 00000 record.

The system stores summarized statistical information in the F03B16S table and period statistical information in the F03B16 table.

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**Note.** The system does not update information from a previous period to the next period until at least one invoice is posted to that period. For example, if an invoice appears in an aging category for the period ending June 30, 2006, it will not appear in the aging category for July 31, 2006, even if the invoice is still outstanding, until at least one invoice is posted to the July period.

---

## Prerequisite

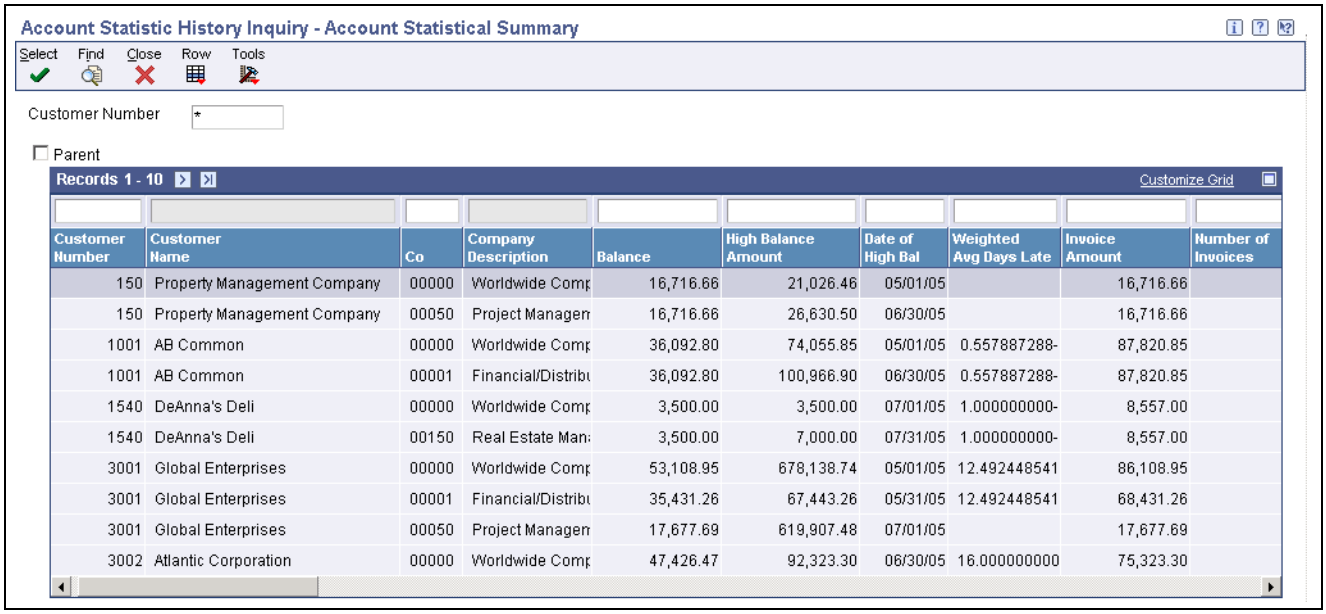
Run the Statistics History Update program to update the F03B16 and F03B16S tables.

## Forms Used to Analyze Statistical Information

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Account Statistical Summary | W03B16E | • Credit/Collections Management (G03B15), Account Statistic History Inquiry.<br>• Customer Invoice Entry (G03B11), Account Statistic History Inquiry. | Review statistical information, such as the average number of days that a customer is late in paying an invoice or review the total amount invoiced for a customer. |
| Periodic Statistics | W03B16F | On the Account Statistical Summary form, select an account and then click Select. | On the Periodic Statistics form, the system displays each period on a separate line. The system displays the totals on the second to last line. The last line in bold, black text represents the average for the column. This average includes those periods that have no activity. |

# Reviewing Statistical Information

Access the Account Statistical Summary form.

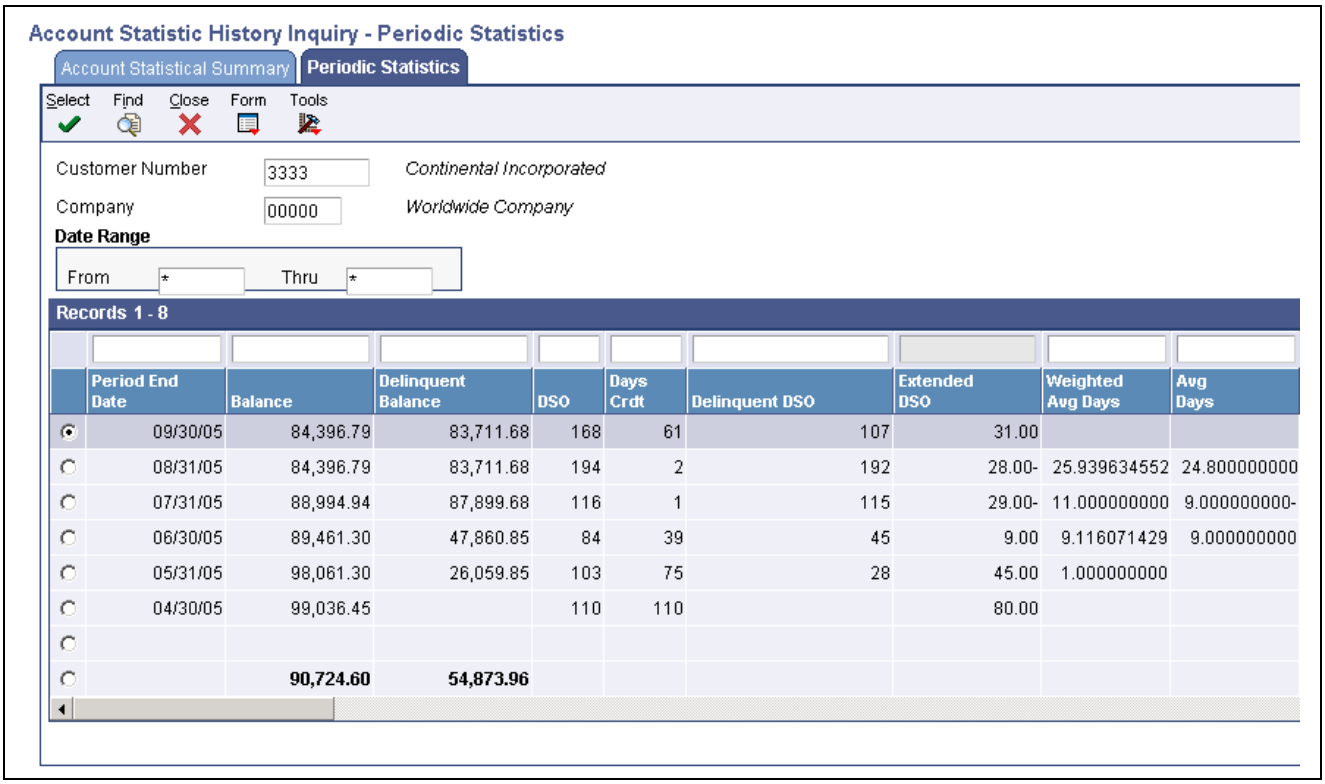



Account Statistical Summary form

To review information for parent records only, select the Parent option, and then click Find.

# Reviewing Periodic Statistics for an Account

Access the Periodic Statistics form.



Periodic Statistics form

# Processing the Statistics Annual Close

This section provides an overview of the statistics annual close and discusses how to:

- Run the Statistics Annual Close program.
- Set processing options for Statistics Annual Close (R03B161).

## Understanding the Statistics Annual Close

You run the Statistics Annual Close program when:

- The fiscal year that you define in the credit and collection date pattern is complete.
- You have converted invoice information from another system and you want to establish a value for the Invoiced - Prior Year field (SPYE).

When you run Statistics Annual Close program, the system:

- Recalculates the invoiced year-to-date amount and updates the Invoiced - Prior Year field (SPYE) with the amount. The system uses the value that you enter into the processing option for the fiscal year to determine the amount invoiced for the year.
- Clears the amount of the Invoiced This Year field (ASTY).
- Changes the designation of the current year in the Credit/Collection Date Pattern table. The fiscal date patterns designated for the current year are changed to a value of *2* for the prior year. The date patterns established for the next fiscal year are set to the current year value of *1*.

You can review the Invoiced This Year and Invoiced - Prior Year fields on these forms:

- Account Statistical Summary form, which you access from the Account Statistic History program.
- Additional Customer Information form, which you access from the Customer Master Information program.

## Prerequisite

Verify that a credit and collection date pattern is set up for your companies for the next fiscal year. You must have a date pattern set up for company 00000.

## Running the Statistics Annual Close Program

From the Period End Processing menu (G03B21), select Statistics Annual Close.

## Setting Processing Options for Statistics Annual Close (R03B161)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

### Year

This processing option determines the records the system selects to purge.

**1. Fiscal Year** Enter the fiscal year, according to the credit collection date pattern established, that you want to close. The system recalculates the invoiced year-to-date amount for the fiscal year that you enter and updates the Invoiced - Prior Year field (SPYE) with the value.

# Purging Statistical History Records

This section provides an overview of the purge of statistical history and discusses how to:

- Run the Statistical Purge Repost program.
- Set processing options for Statistical Purge Repost (R03B163).

## Understanding the Purge of Statistical History

When you run the Statistical Purge Repost program, the system:

- Removes records from the F03B16 table based on the data selection.

**Important!** Because the F03B16 table comprises company-specific totals and totals for all companies (company 00000), do not use Company in the data selection.

- Resets the value of the A/R Post to Cash Management field (ISTC) from *1* to *0* in the F03B11 invoice records and the F03B14 receipt records. Because changes to invoices are reflected in the F03B11 table, the system does not reset the value of the ISTC field in records in the F03B112 table.

You purge F03B16 records when you want to start over, perhaps due to a change in the processing options. After the system removes the information from the F03B16 table and resets the status of the ISTC field, the program automatically reruns the version of the Statistics History Update program (R03B16) if specified in the processing options. Therefore, if you specify a version in the processing options of the Statistical Purge Repost program, you must have the processing options set correctly for the Statistics History Update program before you run the purge and repost. The system recalculates information in the F03B16S table based on the new values it generates for the F03B16 table.

## Running the Statistical Purge Repost Program

From the A/R Advanced & Technical Operations menu (G03B31), select Statistical Purge Repost

## Setting Processing Options for Statistical Purge Repost (R03B163)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

### Options

This processing option determines the version of the Statistics History Update program that the system runs to recreate the F03B16S table when the purge completes.

**1. Version for R03B16** Specify the version of the Statistics History Update program to run after the purge or repost process is complete. If you do not specify a version, the system does not run the Statistics History Update program.

### Dates

These processing options determine which records the system selects to purge from the F03B16 table.

**1. From Date** and **2. Thru Date** Use these processing options to specify the date range in which records are purged from the F03B16 table.

# CHAPTER 25

# Processing Credit Reimbursements

This chapter provides an overview of credit reimbursements and discusses how to:

- Generate credit reimbursements.
- Post credit reimbursements.

### See Also

*PeopleSoft EnterpriseOne Multicurrency Processing 8.11 PeopleBook*, "Processing Foreign and Alternate Currency Receipts," Reimbursing Foreign Credit Transactions

## Understanding Credit Reimbursements

You can use credit reimbursements to reclassify credits in the Accounts Receivable system to open vouchers in the Accounts Payable system. For example, you can issue rebates and reimburse customers for overpayments. When you generate credit reimbursements, the system pays open credit memos and generates vouchers to reimburse the customer.

Credit reimbursements are generated based on the grouping of customer, company, and currency combination.

**Note.** In addition to the credit reimbursement process, you can use the AR/AP netting process to bilaterally reclassify transactions between Accounts Receivable and Accounts Payable.

See Chapter 26, "Netting Accounts Receivable and Accounts Payable," page 715.

## Prerequisite

Before you complete the tasks in this section:

- Set up AAI item NC for the suspense (clearing) account between the Accounts Receivable and Accounts Payable systems.
- Ensure that a Supplier Master record exists for the customer in the Address Book.
- Ensure that NO is a valid document type in UDC 00/DV (vouchers) and UDC 00/DT (invoices).

# Generating Credit Reimbursements

This section provides an overview of credit reimbursement generation and discusses how to:

- Run the Generate Reimbursements program.
- Set processing options for Generate Reimbursements (R03B610).

## Understanding Credit Reimbursement Generation

Two versions of the Generate Reimbursements program (R03B610) are available: one for proof mode and one for final mode. To print a list of eligible documents, use the version for proof mode. The system generates a separate reimbursement record for each customer, company, and currency combination, and prints it on the report.

To process credit reimbursements, select documents from the list of eligible documents and run the version in final mode. The system:

- Creates a receipt in the Receipts Header (F03B13) and Receipts Detail (F03B14) tables to close the selected invoices.
- Creates a batch of receipts (batch type RB), which you must post.

  When you post the receipt batch, the system debits the A/R trade account and credits the suspense account specified by the AAI item NC.
- Changes the pay status on the invoices to *P* (paid).
- Creates a voucher in the Accounts Payable Ledger table (F0411) with a document type NO.

  **Note.** The system does not create vouchers with tax information from the credit memo.
- Creates a batch of vouchers (batch type *V*), which you must post.

  When you post the voucher batch, the system credits the A/P trade account and debits the suspense account specified by the AAI item NC.

A zero balance in the suspense account indicates that both batches posted successfully. A nonzero balance indicates that a problem exists in posting one of the two batches.

**Note.** The system does not include these invoice documents in the credit reimbursement process:

Unapplied Receipts (RU)

Drafts (R1)

Deductions (R5)

### Unapplied Receipts

The Generate Reimbursements program does not include unapplied receipts (RU document types). Although these represent a credit to the customer, because they are generated from a receipts program, they have additional records in the F03B13 and F03B14 tables.

To reimburse a customer for an unapplied receipt, you must close the receipt and create a credit invoice in its place. To do this:

- Create an invoice for zero amount.

- On Receipt Entry, select the unapplied receipt.
- From the Form menu, choose Select. On Select Invoices, locate and select the zero-amount invoice.
- Enter *10* in the type input code field, and specify the unapplied amount in the Payment Amount field.
- Click OK.

If you post the unapplied receipt before applying it against the invoice, the open amount is changed to zero (blank) and the receipt is closed. The open amount on the invoice is changed from zero (blank) to the negative amount applied from the receipt.

If the unapplied receipt is not posted, the system deletes the unapplied records in the F03B14 and Customer Ledger (F03B11) tables, and updates the invoice with the negative amount. Then, the Generate Reimbursements program can access the invoice and create a voucher in the Accounts Payable system to reimburse the customer.

## Next Numbers

The system assigns the document number for the NO voucher from the Voucher Entry line (line 1) of the next number table for system 04. To assign separate next numbers for the vouchers that you create for credit reimbursements, use one of the following:

- Next Numbers

  You must specify a line number in the Description 2 field for the code *NO* in UDC 00/DV. Then, specify a next number on that line for system 04 (Accounts Payable).

- Next Numbers by Company/Fiscal Year

  Use this form to create a separate line for document type NO for the appropriate fiscal year.

## Example: Selecting Documents for Credit Reimbursements

For the records that you specify in data selection, the system creates reimbursements if the amount is a credit (negative). For example, assume you have these records in the F03B11 table:

| Customer | Company | Document Type | Amount | Currency Code |
|---|---|---|---|---|
| 4272 | 00001 | RM | –100.00 | USD |
| 4272 | 00001 | RI | 50.00 | USD |
| 4272 | 00001 | RI | 100.00 | USD |
| 4272 | 00001 | RM | –200.00 | USD |
| 4272 | 00010 | RI | 80.00 | USD |
| 4272 | 00010 | RM | –150.00 | USD |
| 4272 | 00010 | RI | 180.00 | USD |

You can use data selection as follows:

- If you run the data selection with customer number 4272 as the only selection criterion, the system generates one reimbursement for 150.00 USD, based on the customer number (4272), company (00001), and currency code (USD) group.

The system generates a reimbursement because the overall balance of the customer's account based on the grouping is negative. The system does not generate a reimbursement for company 00010 because the overall balance is positive.

- If you run the data selection with customer number 4272 and a document type of RM as the selection criteria, the system generates two reimbursements for customer 4272:
- One for 300.00 USD based on customer number (4272), company (00001), and currency (USD).
- One for 150.00 USD based on customer number (4272), company (00010), and currency (USD).

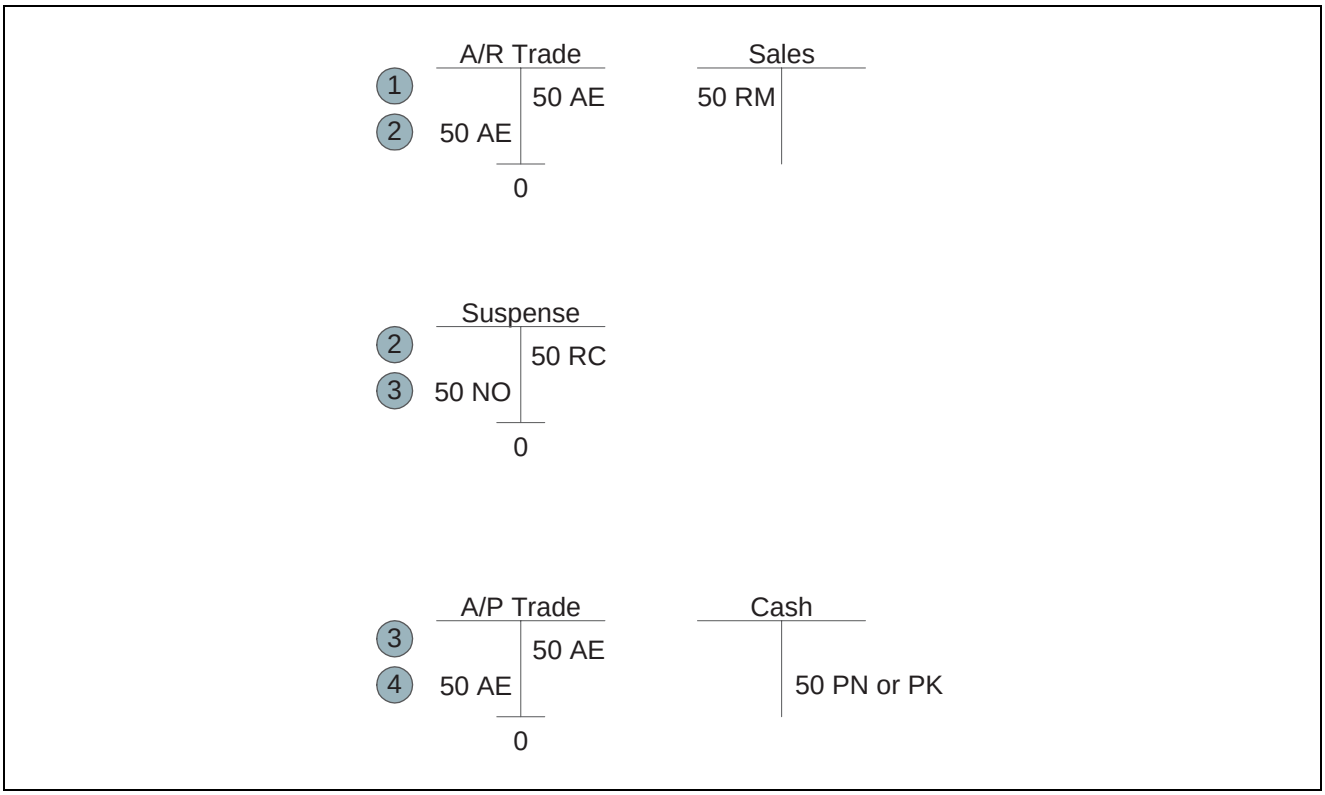
The system does not consider the overall balance of the customer's account because you specified document type RM.

### Example: Accounting Entries for Credit Reimbursements

For this example, use this information:

1. You issue a credit in the amount of 50 to a customer for damaged goods, and then post the transaction. The system:
   - Debits the sales (revenue) account.
   - Credits the A/R trade account.
2. You generate a credit for reimbursement. The system:
   - Debits the A/R trade account for the credit amount and assigns a document type of NO.
   - Credits the suspense account.
3. The system also:
   - Creates a voucher (NO) in the Accounts Payable system (credit to the A/P trade account) to reimburse the customer for the credit amount and posts the voucher.
   - Debits the suspense account of the voucher to zero out the credit amount.
4. You create a payment (PK or PN) in the Accounts Payable system to reimburse the customer for the credit amount and then post the payment. The system:
   - Debits the A/P trade account.
   - Credits the cash account.

This graphic shows the accounting entries associated with each of the preceding steps:




Example of credit reimbursement accounting entries

# Running the Generate Reimbursements Program

From the Period End Processing menu (G03B21), select Generate Reimbursements.

# Setting Processing Options for Generate Reimbursements (R03B610)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

## Defaults

These processing options are used to specify default information when processing reimbursements.

**1. G/L Date** Specify the G/L date for the system to assign to the reimbursement records. If you leave this processing option blank, the system assigns the system date.

**2. G/L Offset** Specify the G/L offset account to use for vouchers that the system generates. The system concatenates the value of the G/L offset to the AAI item PC to

locate the A/P trade account. If you leave this field blank, the system uses the G/L offset from the Supplier Master record (F0401).

**3. Supplier Address Number** Specify the address book number to assign to reimbursement vouchers. Values are:

Blank: Assign the customer's address book number.

*1:* Assign the payor number from the Customer Master record (F03012).

*2:* Assign the parent number from the Customer Master record (F03012).

### Process

These processing options are used to specify whether to generate reimbursements in proof or final mode and whether to create vouchers in summary or detail.

**1. Process Mode** Specify whether to run the program in proof or final mode. In proof mode, the system generates a report only. In final mode, the system generates a report and creates reimbursement vouchers. Values are:

Blank: Proof mode

*1:* Final mode

**2. Detail/Summary Mode** Specify whether the system creates one reimbursement voucher with one summarized pay item or one reimbursement voucher with multiple pay items, one for each credit memo. Values are:

Blank: Summary. The system creates one voucher with one pay item for the total reimbursement amount.

*1:* Detail. The system creates one voucher with a separate pay item for each of the customer's credit memos.

### Versions

These processing options are used to specify the version of the programs to use to generate reimbursements.

**1. Receipt Entry (P03B102) Version** Specify the version of the Standard Receipts Entry program (P03B102) to use to create receipt records. If you leave this processing option blank, the system uses version ZJDE0001.

**2. Voucher Entry (P0400047) Version** Specify the version of the Voucher Entry MBF Processing Options program (P0411) to use to create voucher records. If you leave this processing option blank, the system uses version ZJDE0001.

**3. Journal Entry (P0900049) Version** Specify the version of the Journal Entry MBF Processing Options program (P0900049) to use to create voucher records. If you leave this processing option blank, the system uses version ZJDE0001.

# Posting Credit Reimbursements

This section provides an overview of credit reimbursement posting and discusses how to run the post program for credit reimbursements.

### See Also

Chapter 10, “Processing Manual Receipts,” Approving and Posting Receipts, page 349

*PeopleSoft EnterpriseOne Multicurrency Processing 8.11 PeopleBook*, “PeopleSoft EnterpriseOne Multicurrency Reports,” R03B413B - Open A/R Detail - Summarized with Currency

*PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook*, “Posting Financial Transactions”

## Understanding Credit Reimbursement Posting

The final step in processing credit reimbursements is to post the resulting entries. When you post the receipts and vouchers, the system updates the F03B13, F03B14, and F0411 tables and creates the necessary journal entries.

## Prerequisite

Review and approve voucher and receipt batches.

See *PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook*, “Using the Batch Review Program”.

## Running the Post Program for Credit Reimbursements

From the Period End Processing menu (G03B21), select Post Receipts to G/L or Post Vouchers to G/L.

# CHAPTER 26

# Netting Accounts Receivable and Accounts Payable

This chapter provides overviews of AR/AP netting and discusses how to:

- Set processing options for Manual Netting (P03B455).
- Net accounts receivable and accounts payable.
- Work with AR/AP netting transactions.

## Understanding AR/AP Netting

When you do a large volume of business with an organization as both a customer and a supplier, you can perform accounts receivable netting and accounts payable netting (AR/AP netting) to increase efficiency and reduce operational costs by consolidating transactions in the Accounts Receivable and Accounts Payable systems.

When you perform AR/AP netting in EnterpriseOne, you reclassify transactions in Accounts Payable to Accounts Receivable and vice versa. For example, you can reclassify debit memos in Accounts Payable to invoices in Accounts Receivable, and credit memos in Accounts Receivable to vouchers in Accounts Payable.

Depending to which system you reclassify transactions, you either perform AR netting or AP netting:

- When you perform AR netting, you reclassify transactions in Accounts Payable to Accounts Receivable.
- When you perform AP netting, you reclassify transactions in Accounts Receivable to Accounts Payable.

AR/AP netting is similar to the credit reimbursement process in EnterpriseOne; however, AR/AP netting is a manual process and includes these additional features:

- Enables you to net unapplied cash *(RU)*.
- Enables a bilateral reclassification of transactions in Accounts Receivable and Accounts Payable.
- Provides an audit trail of netting transactions.

### Common Elements Used in This Chapter

**Customer/Supplier** Enter the address number of the customer and supplier for which you want to perform AR/AP netting.

**Company** Enter the company number of the source documents for which you want to perform AR/AP netting.

**Currency Code** Enter the currency code of the source documents for which you want to perform AR/AP netting. You can perform AR/AP netting only for those transactions that are in the same currency.

# Prerequisites

Before you complete the tasks in this section:

- Set up AAI item NC for the suspense (clearing) account between the Accounts Receivable and Accounts Payable systems.
- Ensure that the AR/AP Netting field in the Address Book record of the organization with which you do business as a customer and supplier is set to *Y* (Yes).

# Netting Accounts Receivable and Accounts Payable

This section provides an overview of the AR/AP netting process and discusses how to:

- Set processing options for Manual Netting (P03B455).
- Enter AR netting transactions.
- Enter AP netting transactions.

## Understanding the AR/AP Netting Process

There are three types of documents with which you work when you perform AR/AP netting:

- Source documents are documents that you reclassify to the Accounts Receivable or Accounts Payable systems.
- Transfer documents are documents that the system creates to close source documents.
- Result documents are documents that the system creates to offset source documents.

For example, if you reclassify a credit memo in Accounts Receivable, the system creates a negative receipt and a voucher. The credit memo is the source document, the negative receipt is the transfer document, and the voucher is the result document.

This table lists examples of source documents and the corresponding transfer and result documents that the system creates when you reclassify the source document:

| Source Document | Transfer Document | Result Document |
|---|---|---|
| Invoice *(RI)* | Cash Receipt *(RC)* | Debit Memo *(PD)* |
| Credit Memo *(RM)* | Negative Receipt *(RC)* | Voucher *(PV)* |
| Unapplied Cash *(RU)* | N/A | Voucher *(PV)* |

| Source Document | Transfer Document | Result Document |
|---|---|---|
| Voucher *(PV)* | Manual Payment *(PN)* | Credit Memo *(RM)* |
| Debit Memo *(PD)* | Manual Payment *(PN)* | Invoice *(RI)* |

**Note.** You can specify unique document types in the Voucher Entry MBF Processing Options (P0400047) and Invoice Entry MBF Processing Options (P03B0011) programs that the system assigns to result documents. Therefore, the document types that the system assigns to the result documents might differ from the document types that are listed in the preceding table.

**Note.** You cannot perform AR/AP netting for these documents:

Drafts *(R1, P1)*

Chargebacks *(RB)*

Deductions *(R5)*

Partially paid transactions

To perform AR/AP netting, use the Manual Netting program (P03B455) to create netting transactions. To create netting transactions, select transactions in either Accounts Receivable or Accounts Payable for which you want to reclassify and then post the transfer and result documents. You can specify whether posted or posted and unposted transactions are eligible for netting using the Posted Documents processing option.

When you create netting transactions, the system:

- Creates transfer documents in a transfer batch to close the source documents.

  When you post the transfer document batch, the system offsets the entry to the A/P or A/R trade account using the account specified by AAI item NC.
- Updates the source document pay status to *P* (paid) and the open amount to zero.
- Creates result documents in a result batch to offset the source documents.

  When you post the result document batch, the system offsets the entry to the A/P or A/R trade account using the account specified by AAI item NC.
- Assigns values to the Netting Transaction ID, Netting Doc Number (netting document number) and Netting Line ID fields on source, transfer and result documents.
- Updates the result document Netting Status field to *0* (Ineligible for Netting) to specify that the transaction is ineligible for AR/AP netting.
- Updates the Originating System field (OMOD) on Accounts Receivable result documents with a value of *5* (AR/AP Netting) to indicate that the document was created by the AR/AP netting process.

**Note.** If source documents contain tax and discount amounts, the system does not transfer these amounts to result documents. Taxes and discounts are processed in the source system.

Regardless of whether you perform AR netting or AP netting, you can select transactions from both systems to display a net total of the selected transactions. However, the system reclassifies only those transactions that apply to the method of netting that you perform.

For example, when you perform AR netting, you can select transactions in both Accounts Payable and Accounts Receivable. When you complete the netting entry, the system reclassifies the selected Accounts Payable transactions to Accounts Receivable, but the system does not reclassify or otherwise close or revise the transactions that you select in Accounts Receivable. If you perform AP netting, the system reclassifies the selected Accounts Receivable transactions to Accounts Payable but does not reclassify the selected Accounts Payable transactions. By selecting transactions in both systems, you can determine on which side the liability exists (for example, if the balance of the selected Accounts Receivable transactions is greater than the balance of the selected Accounts Payable transactions and vice versa). This can assist you in determining whether to perform AR/AP netting.

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**Note.** Only those transactions that contain a *1* in the Netting Status field are eligible for AR/AP netting. The system updates this field with a *1* if the Address Book record of the customer/supplier contains a *Y* in the AR/AP Netting field. If you entered transactions in Accounts Payable and Accounts Receivable with the AR/AP Netting field set to *N* (No), you can use the Speed Status Change program (P03B114 and P0411S) to update the Netting Status field on these transactions to *1*.

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See *PeopleSoft EnterpriseOne Accounts Payable 8.11 PeopleBook*, "Preparing Vouchers for Payment," Using Speed Status Change to Review and Revise Vouchers.

See Chapter 8, "Processing Invoices," Updating an Individual Invoice Using Speed Status Change, page 268.

See Chapter 8, "Processing Invoices," Updating a Group of Invoices Using Speed Status Change, page 268.

## Example of AR Netting Accounting Entries

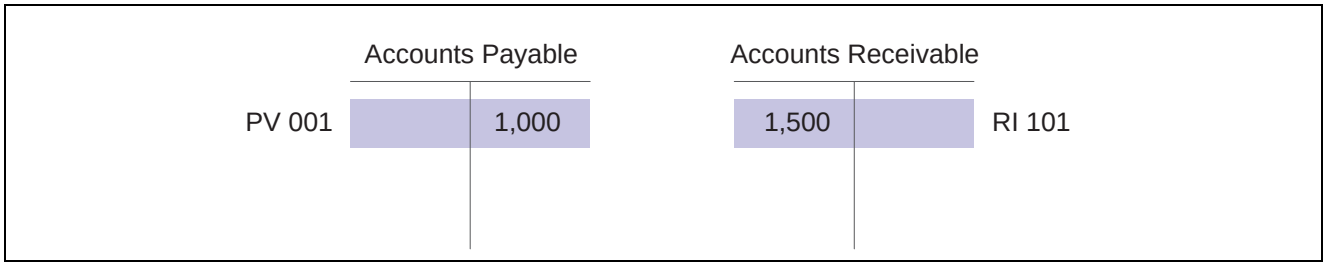
This example describes the AR netting process and the corresponding accounting entries that the system creates for each step of AR netting.

In this example, you:

- Bill a customer for 1,500 by creating an invoice (RI 101).
- Enter a voucher (PV 001) for 1,000 after you receive an invoice from the same customer, who is also your supplier.
- Receive a payment from the customer for 500 and enter it as a cash receipt (RC 201).

### Step 1

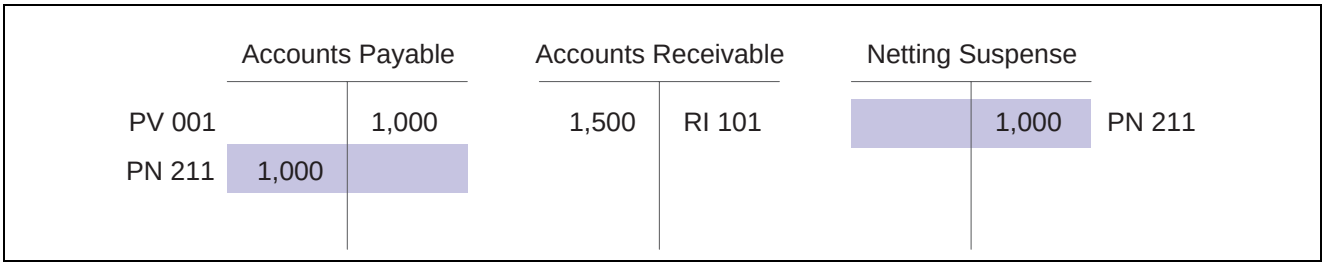
You enter invoice RI 101 for 1,500 and voucher PV 001 for 1,000. The system creates these entries when you post the transactions:




Invoice and voucher accounting entries

## Step 2

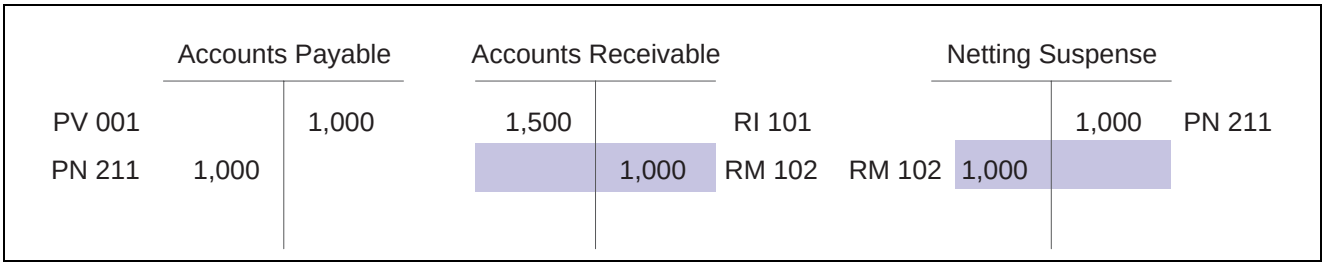
The customer nets the two transactions and sends you a payment for 500. To enter the receipt, you must first perform AR netting. To perform AR netting, you select voucher PV 001 to reclassify to accounts receivable. The system creates a manual payment (PN 211) for 1,000 and updates the voucher open amount to zero and the pay status to *P*. When you post the manual payment, the system debits the A/P trade account and credits the netting suspense account defined by AAI item NC:




Transfer document accounting entries

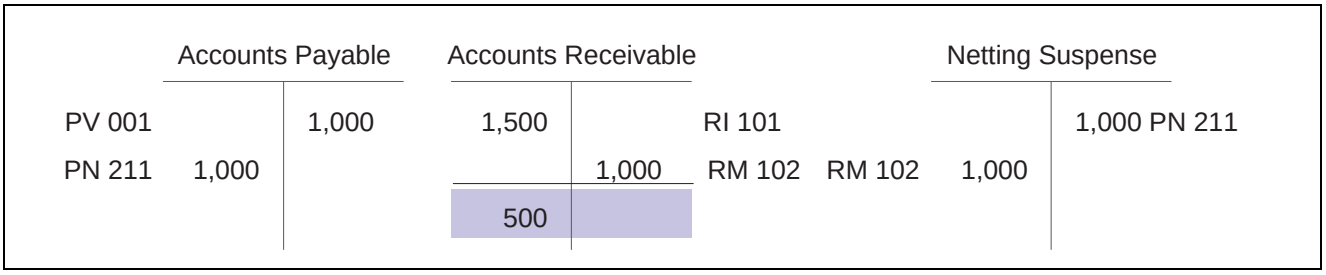
## Step 3

The system also creates a credit memo (RM 102) to offset the voucher. When you post the credit memo, the system credits the A/R trade account and debits the netting suspense account:




Result document accounting entries

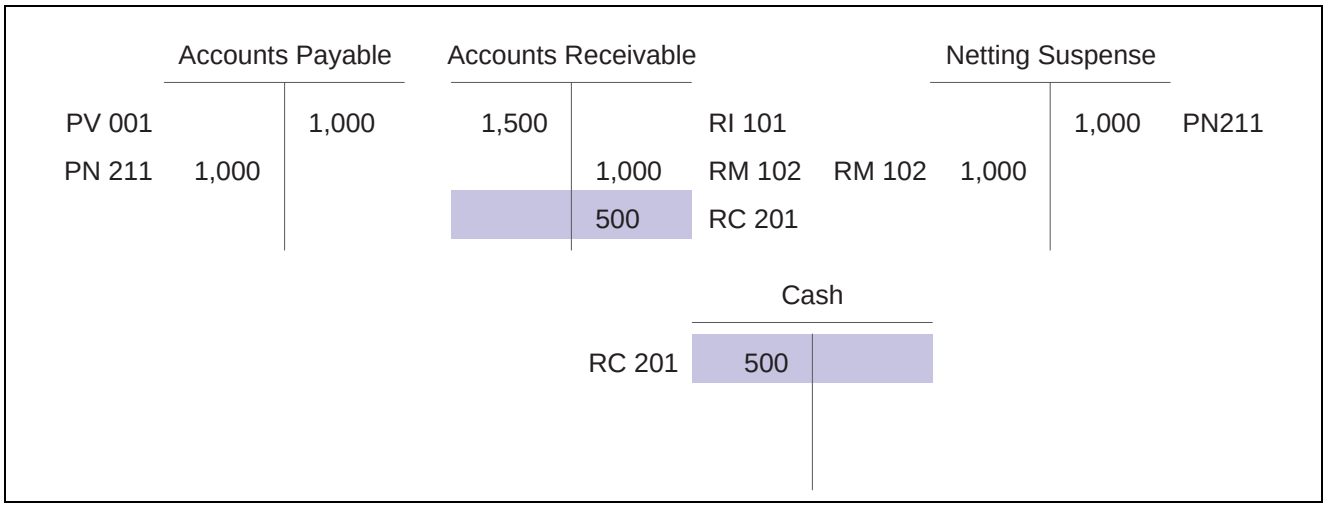
The netting suspense account has a zero balance and the net amount due from the customer is 500, which matches the amount of the customer's payment to you:




Accounts Receivable net balance

## Step 4

You enter the payment for 500 as a cash receipt, applying the receipt to transactions RI 101 and RM 102:




Cash receipt accounting entries

# Forms Used to Net Accounts Receivable and Accounts Payable

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work with Netting Inquiry | W03B455B | • To perform AP netting, Netting Processing (G03B23), Manual Netting<br>• To perform AR netting, Netting Processing (G0423), Manual Netting | Review netted and un-netted documents in Accounts Receivable and Accounts Payable. For netted documents, you can also review associated source, result, and transfer documents and delete and void netting transactions. |
| AP Netting Entry | W03B455D | On the Work with Netting Inquiry form, click Add. | Reclassify transactions in Accounts Receivable to Accounts Payable. |
| AR Netting Entry | W03B455D | On the Work with Netting Inquiry form, click Add. | Reclassify transactions in Accounts Payable to Accounts Receivable. |

# Setting Processing Options for Manual Netting (P03B455)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

## Defaults

These processing options specify default processing for AR/AP netting.

**1. Override Payment Instrument**

Specify whether the system assigns the payment instrument in the Payment Instrument processing option instead of the default payment instrument defined on the customer master (F03012) and supplier master (F0401) records to result documents. Values are:

Blank: Do not assign the payment instrument defined in the Payment Instrument processing option. The system assigns the payment instrument that is defined on the customer master and supplier master records. If a payment instrument is not defined on the customer master and supplier master records, the system assigns the data dictionary default value.

*1:* Assign the payment instrument that is defined in the Payment Instrument processing option to result documents.

**2. Payment Instrument**

Specify the payment instrument code (UDC 00/PY) that the system assigns to result documents. If the Override Payment Instrument processing option is blank, the system ignores this processing option.

**3. Remark**

Specify the remark that the system assigns to result and transfer documents.

**4. Pay Status Code**

Specify the pay status code (UDC 00/PS) that the system assigns to result documents. If you leave this processing option blank, the system uses the value that is set up in the data dictionary for data item *PST* (Pay Status).

---

**Note.** Pay status codes *E*, *G*, *P* and *S* are not valid for AR netting. Pay status codes #, *D* and *P* are not valid for AP netting.

---

**5. Trade Account G/L Offset**

Specify the G/L offset that the system uses for the trade account of result documents. If you leave this processing option blank, the system uses the value specified in the Customer Master by Line of Business table (F03012) for AR netting, or the value specified in the Supplier Master table (F0401) for AP netting as a default.

**6. Clearing Account G/L Offset**

Specify the G/L offset that the system uses for the clearing (netting suspense) account on transfer and result documents. The system concatenates the value of the G/L offset to AAI item NC to locate the clearing account. If you leave this processing option blank, the system uses the value specified in the Customer Master by Line of Business table (F03012) for AR netting and the value specified in the Supplier Master table (F0401) for AP netting as a default.

**7. Payee Number**

Specify the payee number that the system assigns to netting result documents. This option is used for AP netting only. Values are:

Blank: Assign the customer number from the Customer Ledger table (F03B11).

*1:* Assign the address number from the Factor/Special Payee field in Address Book. If the Factor/ Special Payee field is blank, the system assigns the customer number from the F03B11 table.

## Process

These processing options are used to specify how the system processes AR/AP netting transactions.

**1. Netting Orientation**

Specify whether the system performs AR netting or AP netting. Values are:

Blank: Perform AP netting. The system reclassifies transactions in the Accounts Receivable system to the Accounts Payable system. If you select transactions on the A/P tab of the AP Netting Entry form, the system does

not reclassify these transactions to Accounts Receivable or otherwise close or update these transactions. Instead, the system displays the selected transaction total amounts in the header area of the AP Netting Entry form to enable you to view the net balance of the selected transactions in Accounts Receivable and Accounts Payable.

*1:* Perform AR netting. The system reclassifies transactions in the Accounts Payable system to the Accounts Receivable system. If you select transactions on the A/R tab of the AR Netting Entry form, the system does not reclassify these transactions to Accounts Payable or otherwise close or update these transactions. Instead, the system displays the selected transaction total amounts in the header area of the AR Netting Entry form to enable you to view the net balance of the selected transactions in Accounts Payable and Accounts Receivable.

**2. Process Mode** Specify whether the system processes netting transactions in add/update mode or inquiry mode. Values are:

Blank: Process transactions in add/update mode.

*1:* Process transactions in inquiry mode.

**3. Posted Documents** Specify whether the system enables you to net posted and unposted source documents. Values are:

Blank: Enable netting of posted and unposted source documents.

*1:* Enable netting of only posted source documents.

**4. Logged Voucher** Specify whether the system enables you to net logged vouchers (AR netting only). Values are:

Blank: Enable netting of logged vouchers.

*1:* Do not enable netting of logged vouchers.

**5. Negative Netting** Specify whether the system enables a negative total netting amount for a given netting transaction. If you enable this processing option for AP netting, the system generates an error when the total value of selected A/P documents is less than the total value of selected A/R documents. Conversely, if you enable this processing option for AR netting, the system generates an error when the total value of selected A/R documents is less than the total value of selected A/P documents.

For example, if you perform AP netting and you select transactions in Accounts Receivable totaling 12,000 and transactions in Accounts Payable totaling 5,000, the system calculates and displays a netting amount of 7,000–(5,000 − 12,000) in the Net column in the header area of the AP Netting Entry form. If this processing option is set to *1*, the system displays an error message and prevents you from entering the AP netting transaction. Values are:

Blank: Enable negative netting.

*1:* Do not enable negative netting.

**6. Auto Post (Future)** This processing option is reserved for future use.

## Discount

These processing options specify how the system processes discounts.

**1. Discount To Be Taken** Specify whether the system populates the Discount to be Taken field with the amount in the Discount Available field of source documents for which you select to net. Values are:

Blank: Populate the Discount to be Taken field with the amount in the Discount Available field.

*1:* Do not populate the Discount to be Taken field with the amount in the Discount Available field.

**2. Discounts Recognition Method** Specify whether the system processes all discounts or only earned discounts. The netting G/L date of the transfer document must be on or before the source document discount due date for the discount to be earned. Values are:

Blank: Process all discounts.

*1:* Process only earned discounts.

## Versions

These processing options specify the version of programs that the system uses to create documents for AR/AP netting.

**1. Invoice Entry Version** Specify the version of the Invoice Entry MBF Processing Options program (P03B0011) that the system uses to create invoice records. If you leave this processing option blank, the system uses version ZJDE0001.

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**Note.** It is recommended that you specify a version that is set up with a unique document type for netting result documents in the Standard Invoice Document Type and Credit Memo Document Type processing options.

---

**2. Voucher Entry Version** Specify the version of the Voucher Entry MBF Processing Options program (P0400047) that the system uses to create voucher records. If you leave this processing option blank, the system uses version ZJDE0001.

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**Note.** It is recommended that you specify a version that is set up with a unique document type for netting result documents in the Voucher Document Type and Debit Memo Document Type processing options.

---

**3. Receipt Entry Version** Specify the version of the Standard Receipts Entry program (P03B102) that the system uses to create receipt records. If you leave this processing option blank, the system uses version ZJDE0001.

**4. Journal Entry Version** Specify the version of the Journal Entry MBF Processing Options program (P0900049) that the system uses to create netting result documents. If you leave this processing option blank, the system uses version ZJDE0001.

**5. Invoice Post Version (Future)** This processing option is reserved for future use.

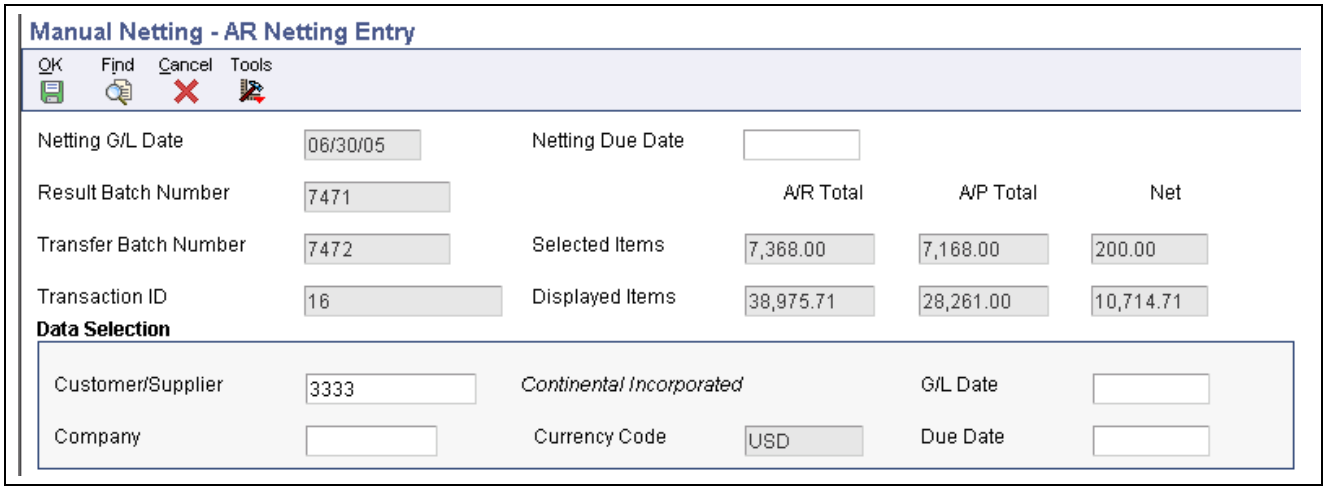
**6. Payment Post Version (Future)** This processing option is reserved for future use.

**7. Voucher Post Version (Future)** This processing option is reserved for future use.

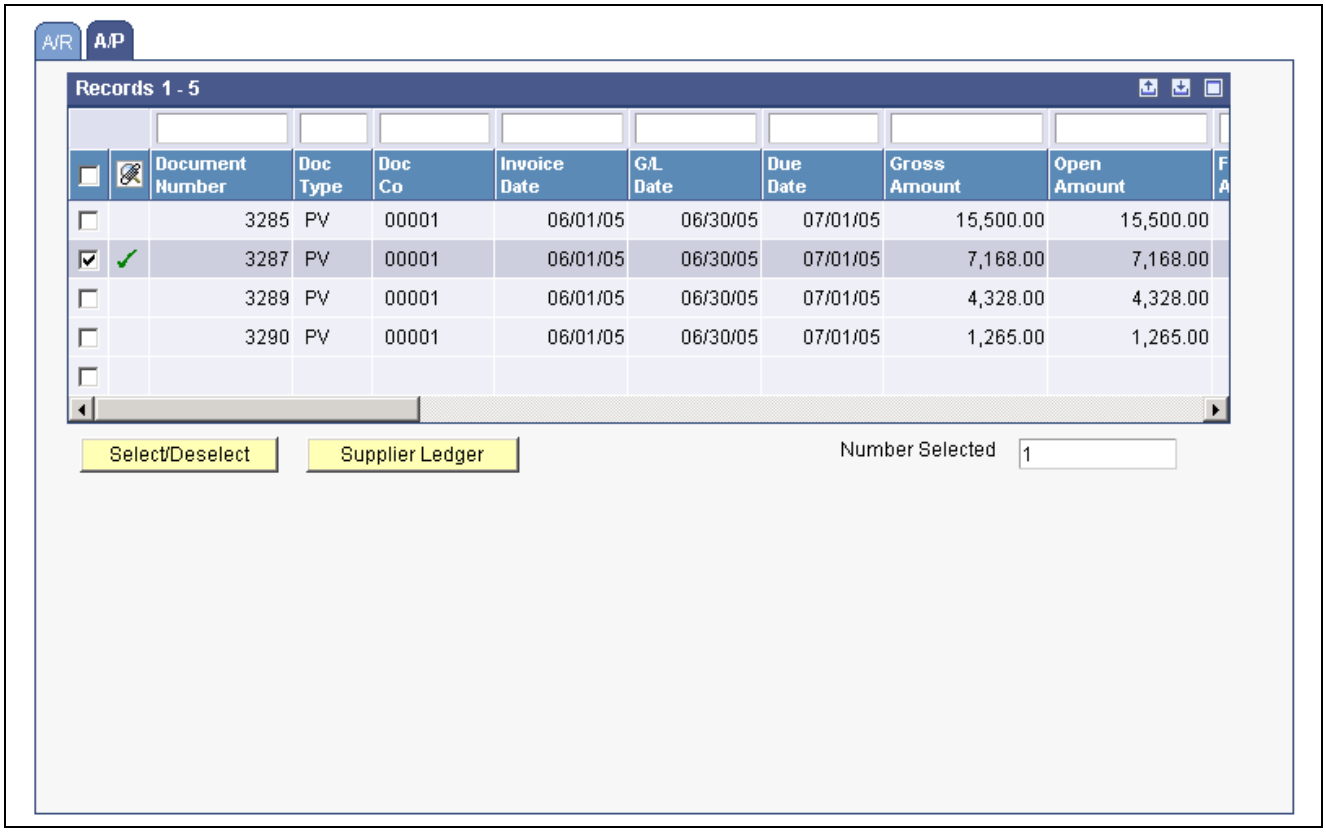
**8. Receipt Post Version (Future)** This processing option is reserved for future use.

# Entering AR Netting Transactions

Access the AR Netting Entry form.




AR Netting Entry form (1 of 2)




AR Netting Entry form (2 of 2)

To enter AR netting transactions:

1. Complete the Currency Code field.

2. (Optional) Complete the Netting G/L Date and Netting Due Date fields.
3. (Optional) Complete the Customer/Supplier, Company, G/L Date and Due Date fields to narrow the selection criteria that the system uses to display transactions.
4. Click Find.

   The system displays all open transactions that meet the selection criteria and that contain a *1* in the Netting Status field.
5. Select transactions on the A/P tab that you want to reclassify to Accounts Receivable and then click Select/Deselect.

   A check mark displays next to the selected transactions to indicate that the system will reclassify the transactions to Accounts Receivable. Click Select/Deselect again to toggle the selection for a transaction.

   The system also displays the amount of the selected transactions in the A/P Total column in the header area of the AR Netting Entry form and the number of documents that you select in the Number Selected field below the detail area.
6. (Optional) To verify the net result of reclassifying the selected accounts payable transactions with specific transactions in accounts receivable, click the A/R tab and select the transactions with which you want to verify the netting result, then click Select/Deselect.

   The system displays a check mark next to the selected transactions and displays the amount of transactions that you select in the A/R Total column in the header area of the AR Netting Entry form.
7. Click OK.

   The system displays the Work with Netting Inquiry form. To continue adding netting transactions to the same transfer and result document batch numbers, click Add and then follow the steps to enter AR netting transactions.

---

**Note.** The transfer and result batches remain at an *In Use* status until you exit the Manual Netting program. To post transfer and result batches, you must exit the Manual Netting program so that the system updates the batch status to *Approved* or *Pending*, depending on whether you require manager approval of input in Accounts Payable and Accounts Receivable.

---

## Entering AP Netting Transactions

Access the AP Netting Entry form.

Follow the steps to perform AR netting, except select transactions for which you want to reclassify to the Accounts Payable system on the A/R tab instead of the A/P tab. Select transactions on the A/P tab to verify the net result of reclassifying the selected accounts receivable transactions with specific transactions in accounts payable.

**Netting G/L Date** Enter the date that the system assigns to the G/L Date field on transfer documents.

If you leave this field blank, the system assigns the current date.

**Netting Due Date** Enter the date that the system assigns to the Due Date field on result documents.

If you leave this field blank, the system assigns the netting due date that is assigned to the source document.

**Result Batch Number** Displays the batch number in which the system creates result documents.

**Note.** The system adds netting transactions to the same result and transfer batch numbers until you exit the Manual Netting program.

**Transfer Batch Number** Displays the batch number in which the system creates transfer documents.

**Note.** The system adds netting transactions to the same result and transfer batch numbers until you exit the Manual Netting program.

**Transaction ID** Displays the number that the system assigns from the Next Numbers program (P0002) to AR/AP netting documents in the Customer Ledger (F03B11), Receipts Header (F03B13), Receipts Detail (F03B14), Accounts Payable Ledger (F0411), Accounts Payable - Matching Document (F0413), and Accounts Payable Matching Document Detail (F0414) tables. This number provides an audit trail by enabling you to identify source, transfer and result documents that are part of an AR/AP netting transaction.

**Selected Items** Displays the cumulative amount of transactions that you select on the A/R and A/P tabs.

For transactions that you select on the A/R tab, the system sums the total of the transactions and displays the amount under A/R Total.

For transactions that you select on the A/P tab, the system sums the total of the transactions and displays the amount under A/P Total.

In addition, if you perform AR netting the system subtracts the A/P Total from the A/R Total to calculate the Net total. Conversely, if you perform AP netting the system subtracts the A/R Total from the A/P Total to calculate the Net total.

For example, if you perform AP netting and you select transactions totaling 5,000 on the A/R tab and transactions totaling 8,000 on the A/P tab, the system displays these amounts:

- A/R Total of 5,000
- A/P Total of 8,000
- Net amount of 3,000

**Displayed Items** Displays the total amount of all transactions that the system displays on the A/R and A/P tabs based on the selection criteria that you specify. In addition, if you perform AR netting, the system subtracts the A/P Total from the A/R Total to calculate the Net total. Conversely, if you perform AP netting, the system subtracts the A/R Total from the A/P Total to calculate the Net total.

For example, if you perform AP netting and the system displays transactions totaling 20,000 on the A/R tab and transactions totaling 35,000 on the A/P tab, the system displays these amounts:

- A/R Total of 20,000
- A/P Total of 35,000
- Net amount of 15,000

**G/L Date** Enter the G/L date that is assigned to source documents for which you want to perform AR/AP netting.

**Due Date** Enter the due date that is assigned to source documents for which you want to perform AR/AP netting.

# Working with AR/AP Netting Transactions

This section provides an overview of revisions to AR/AP netting transactions and discusses how to:

- Review documents associated with AR/AP netting transactions.
- Void and delete AR/AP netting transactions.

## Understanding Revisions to AR/AP Netting Transactions

After you enter AR/AP netting transactions, you can use the Manual Netting program to review associated source, transfer and result documents and to review netted and un-netted transactions.

In addition, you can delete or void netting transactions for which the associated result document has not been paid. You follow the same steps to delete and void netting transactions; if the transfer and result documents are unposted, the system deletes the result and transfer records, if the transfer and result documents are posted, the system creates new reversing records.

To delete and void netting transactions, you must select the result document to initiate the delete and void process. The system automatically deletes or voids the corresponding transfer document when you delete or void the result document.

When you delete a result document, the system:

- Restores the open amount of the source document.
- Changes the pay status on the source document from *P* (Paid) to the value assigned to the customer master record if the source document is an accounts receivable transaction, or the value assigned to the supplier master record if the source document is an accounts payable transaction. If the customer master and supplier master records do not have pay status values defined, the system then assigns the data dictionary value.
- Deletes the values in the source document Netting Transaction ID, Netting Doc Number and Netting Line ID fields.
- Deletes the transfer and result documents.

If you void a result document, the system:

- Restores the open amount of the source document.
- Changes the pay status on the source document from *P* to the value assigned to the customer master record if the source document is an accounts receivable transaction, or the value assigned to the supplier master record if the source document is an accounts payable transaction.
- Deletes the values in the source document Netting Transaction ID, Netting Doc Number and Netting Line ID fields.
- Marks the transfer and result documents as voided.
- Creates void records for the transfer and result documents, maintaining the values in the Netting Transaction ID, Netting Doc Number and Netting Line ID fields.

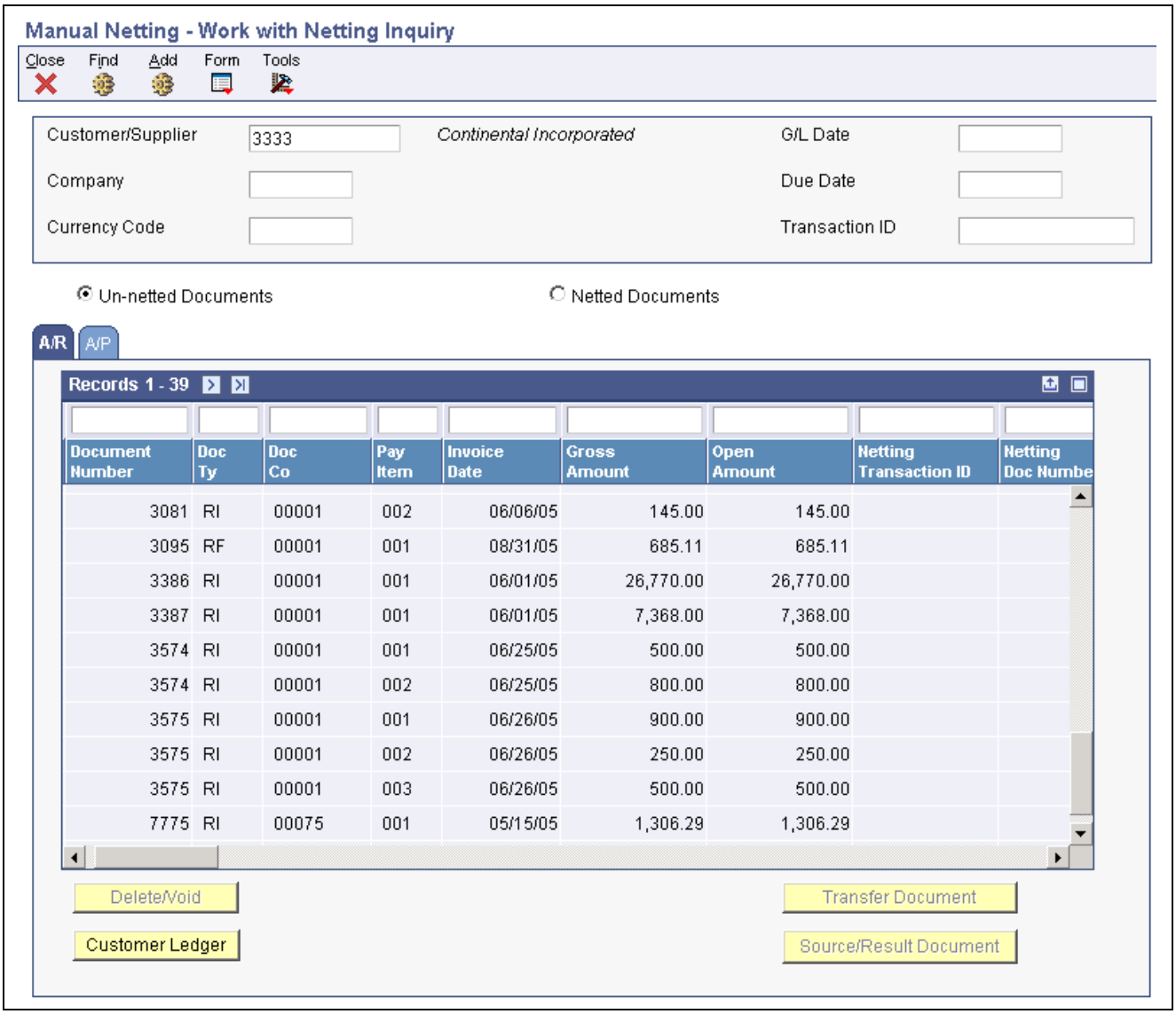
**Note.** You must delete and void netting documents in the Manual Netting program. You cannot delete and void netting documents in the application to which the documents belongs. For example, you cannot delete and void voucher result documents in the Standard Voucher Entry program.

## Form Used to Work with AR/AP Netting Transactions

| Form Name | Form ID | Navigation | Usage |
|---|---|---|---|
| Work with Netting Inquiry | W03B455B | Netting Processing (G03B23 or G0423), Manual Netting | Review netted and un-netted transactions, review associated source, transfer and result documents, and delete and void AR/AP netting transactions. |

## Reviewing Documents Associated with AR/AP Netting Transactions

Access the Work with Netting Inquiry form.



Work with Netting Inquiry form

To review AR/AP netting transactions:

1. (Optional) Complete the Customer/Supplier, Company, Currency Code, G/L Date, Due Date and Transaction ID fields to narrow the selection criteria of the transactions that the system displays.
2. Select the Netted Documents option and then click Find to review netted documents.

   The system displays netted source and result documents in the detail area.

   ---

   **Note.** Source documents contain a *1* in the Netting Status field. Result documents contain a *0* in the Netting Status field.

   ---

3. To review the transfer document that is associated with a source or result document, select the source or result document in the detail area and then click Transfer Document.

   The system displays the transfer document on the form applicable to the type of document. For example, if the transfer document is a manual payment *(PN)*, the system displays the Work with Payments form.

4. To review the source document that is associated with a result document, select the result document on the Work with Netting Inquiry form and then click Source/Result Document.

   The system displays the source document on the form applicable to the type of document.

5. To review the result document that is associated with a source document, select the source document on the Work with Netting Inquiry form and then click Source/Result Document.

   The system displays the result document on the form applicable to the type of document.

# Voiding and Deleting AR/AP Netting Transactions

Access the Work with Netting Inquiry form.

To void and delete AR/AP netting transactions:

1. Select the result document that is associated with the netting transaction for which you want to delete or void.
2. Click Delete/Void.
3. Click OK on the Confirm Delete form.
   - If you are voiding an AP netting transaction and the result and transfer documents are posted, the Enter Void Information form displays. Enter a date and reason code in the Void G/L Date and Reason Code (03B/VR) fields, respectively, and then click OK.
   - If you are voiding an AR netting transaction and the result and transfer documents are posted, the Enter Void Information form displays. Enter a date and reason code in the Void G/L Date and Invoice Revision Code (03B/AR) fields.

**Un-netted Documents** Select to display only those transactions for which you have not performed AR/AP netting.

**Netted Documents** Select to display documents for which you have performed AR/AP netting.

## Detail Area Fields

These fields are located in the detail area of the Work with Netting Inquiry form:

**Transaction ID** Displays the number that the system assigns to source, transfer and result documents to identify netting transactions. A Transaction ID can contain one or more netting documents.

**Transaction Doc Number** Displays the number that the system assigns to cross-reference netting source documents from which netting transfer and netting result documents are generated. The system assigns it using the Next Numbers program (P0002).

**Transaction Line ID** This field is reserved for future use. Currently, the system assigns a value of *1* to this field on all netting documents.

# CHAPTER 27

# Printing Selected Accounts Receivable Reports

This chapter discusses how to:

- Print netting reports.
- Print customer/supplier balance reports.
- Forecast cash flow.

### See Also

Appendix D, "PeopleSoft EnterpriseOne Accounts Receivable Reports," page 815

## Printing Netting Reports

This section provides an overview of netting reports, the A/R Netting Workfile, the Receivable/Payables Netting report, and the Netting - Aging report, and discusses how to:

- Run the Build Netting Report File program.
- Set processing options for Build Netting Report File (R03B465).
- Print the Receivables/Payables Netting report.
- Print the Netting - Aging report.
- Set processing options for Netting - Aging Report (R03B466).

### Understanding Netting Reports

When you do a large volume of business with another organization as both a customer and a supplier, you can net the receivable and payable transactions with that organization. When you net transactions, you calculate the net amount due from or due to another organization. This enables you and the other organization to mutually resolve open transactions with a single payment.

You can print netting reports that show whether your company owes or is owed money. These reports do not make adjustments to the account ledgers. Instead, the reports provide comparisons between accounts receivable and accounts payable amounts, and are useful in these situations:

- The accounts receivable balance is a credit.
- The accounts payable balance is a debit.
- The customer or supplier has both accounts receivable and accounts payable balances.

You can use this information to net the receivable and payable balances for eligible organizations.

**Note.** The netting reports that are described in this chapter are not related to the AR/AP netting process.

# Understanding the A/R Netting Workfile

Before you can print the netting reports, you must update the workfile that they use. When you do this, the system rebuilds the A/R Netting Workfile table (F03B465) based on current information in the Customer Ledger (F03B11) and Accounts Payable Ledger (F0411) tables.

When you run the Build Netting Report File program (R03B465), the system runs two programs:

- A/R Netting File Refresh (R03B4651).
- A/P Netting File Refresh (R03B4652).

Neither of these two programs has associated processing options.

## Data Selection

By default, the system includes only open invoices and vouchers in the F03B465 table. You can use data selection to further limit the size of the table. For example, you can select records based on a company and a fiscal period.

You can change the data selection as follows:

- For Accounts Receivable, change the data selection for the A/R Netting File Refresh program (R03B4651).
- For Accounts Payable, change the data selection for the A/P Netting File Refresh program (R03B4652).

# Understanding the Receivables/Payables Netting Report

You print the Receivables/Payables Netting report when you want the system to calculate the potential offsets between open accounts payable balances and open accounts receivable balances.

This report lists information from the F03B11 and F0411 tables.

When you print this report, the system:

1. Totals the open accounts receivable and open accounts payable balances for each account.
2. Compares the two sums.
3. Calculates the potential offsets.

   For example, an account with an open accounts receivable balance of 50,000.00 USD and an open accounts payable balance of 30,000.00 USD has a potential accounts receivable offset of 20,000.00 USD. If the opposite were true, the account would have a potential accounts payable offset.
4. Calculates the net amount of the two offset fields and lists the grand total in the appropriate column.

This report does not have associated processing options.

Before you run this report, update the A/R Netting Workfile table by running the Build Netting Report File program (R03B465).

## Data Selection

Each data selection field should be equal to **ALL* so that the report includes all data and gives a complete picture of potential netting.

### Data Sequence

This report is sequenced by address number and company. You should not change this sequence.

## Understanding the Netting - Aging Report

You print the Netting - Aging Report when you want the system to age balances. This report lists transactions by customer and supplier aged by currency type.

By creating different versions of this report, you can review detailed or summary information. You can also review multicurrency- or domestic-currency versions of the report.

This report lists information from the F03B465 table.

When you print this report, the system:

- Totals the open accounts receivable and open accounts payable amounts for each account.
- Ages the balances for each account as determined by the processing options.

Before you run this report, update the A/R Netting Workfile table by running the Build Netting Report File program (R03B465).

### Data Selection

You can use data selection to limit the detail on the report. For example, you can include any fields from the Address Book Master table (F0101), as well as many of the fields shared by the F03B11 and F0411 tables.

### Data Sequence

This report is sequenced by company and address number. You can add to this sequence, but you should not change it.

## Prerequisite

Verify that the F03B465 table exists. Unlike other programs, the program that builds the netting report workfile does not create the table if it does not exist.

## Running the Build Netting Report File Program

From the Accounts Receivable Reports menu (G03B14), select Build Netting Report File.

## Setting Processing Options for Build Netting Report File (R03B465)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

### Version

These processing options specify the version of the program to run when the Build Netting Report File program (R03B465) is submitted.

**1. Netting Workfile Build for A/R (R03B4651)** Specify the version of the A/R Netting File Refresh program (R03B4651) to run. If you leave this processing option blank, the system uses ZJDE0001 as the default version.

**2. Netting Workfile Build for A/P (R03B4652)** Specify the version of the A/P Netting File Refresh program (R03B4652) to run. If you leave this processing option blank, the system uses ZJDE0001 as the default version.

## Printing the Receivables/Payables Netting Report

From the Accounts Receivable Reports menu (G03B14), select Receivables/Payables Netting.

## Printing the Netting - Aging Report

From the Accounts Receivable Reports menu (G03B14), select Netting - Aging Report.

## Setting Processing Options for the Netting - Aging Report (R03B466)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

### Format Control

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

**1. Foreign and domestic currency** Specify whether the system prints aging information for domestic amounts only or for both foreign and domestic amounts. Values are:

Blank: Print and age domestic amounts only.

*1:* Print and age domestic and foreign amounts.

**2. Suppliers invoice number** Specify whether the system prints the invoice number for each supplier on the report. Values are:

Blank: Do not print the invoice number on the report.

*1:* Print the invoice number on the report.

## Aging

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

**3. A/R Company Constants** Specify whether the system retrieves aging specifications from the Accounts Receivable constants or from the Aging processing options. Values are:

Blank: Use the values specified in the Aging processing options.

*1:* Use the values specified in the Accounts Receivable constants. If the Age as of Date field in the Accounts Receivable constants is blank, the system uses the value in the Aging Date processing option. If the value in the Aging Date processing option is also blank, the system uses the current date. The system ignores processing options 3 through 12 when you select this option.

**4. Aging Date** Specify the date that you want the system to use to determine the aging category to which to assign open invoices. The system compares the date that you enter to the date on the invoice, as specified by the Date Type processing option, to determine the number of days that the invoice is past due.

If you leave this processing option blank, the system uses today's date to age open invoices.

**5. Date Type** Specify the date on the invoice to use to determine the aging category. The system compares the date that you specify to the value in the Aging Date processing option to determine the number of days that the invoice is past due. Values are:

*D:* Use the invoice due date. This is the default value.

*I:* Use the invoice date.

*G:* Use the general ledger date.

**6. Aging Method (1, 2, 3)** Specify which aging categories the system uses to assign invoices. The system uses the date specified in the Aging Date processing option and the value specified in the Date Type processing option to calculate the aging for each invoice, and then assigns them to the aging category specified by this code. Values are:

*1:* Aging days. The system assigns invoices to the aging categories that you specified in the Aging Category 1 through Aging Category 15 processing options. The aging categories are user defined.

*2:* Fiscal periods. The system creates the aging categories by using the fiscal periods defined by the date pattern that you assigned to the company record.

*3:* Calendar. The system uses each calendar month as an aging category.

**7. Aging Category 1** through **11. Aging Category 5** Use these processing options to specify the interval that the system uses for the aging categories.

**12. Age Credits** Specify the aging method for credit invoices. Values are:

Blank: The system does not age credit invoices. The system will include the credit amount in the current aging column.

*1:* The system uses the aging method that you specify in the Date Type processing option on the Aging tab.

## Maximum Days

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

**13. Maximum number of aging days** Specify the maximum number of aging days for a transaction to be included on this report. If you leave this processing option blank, all transactions are included regardless of the aging days.

## Rounding

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

**14. Rounding Factor:** Use this processing option to determine the rounding factor to use for amounts on this report. Values are:

Blank: No rounding.

*0:* Round to decimals only.

*1:* Divide by 10.

2: Divide by 100.

*3:* Divide by 1000.

*4:* Divide by 10000.

*5:* Divide by 100000.

## File Build

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

**15. File Build Options:** Use this processing option in conjunction with the A/R Build Version and A/P Build Version processing options to specify whether to build the work files. Values are:

Blank: Do not build the work files.

*1:* Build permanent work files.

*2:* Build temporary work files. Temporary files are cleared at the completion of this report.

**16. A/R Build Version (R03B4651)** Specify the version of the A/R Netting File Refresh program (R03B4651) to run. If you leave this processing option blank, the system uses ZJDE0001 as the default version.

**17. A/P Build Version (R03B4652)** Specify the version of the A/P Netting File Refresh program (R03B4652) to run. If you leave this processing option blank, the system uses ZJDE0001 as the default version.

# Printing Customer/Supplier Balance Reports

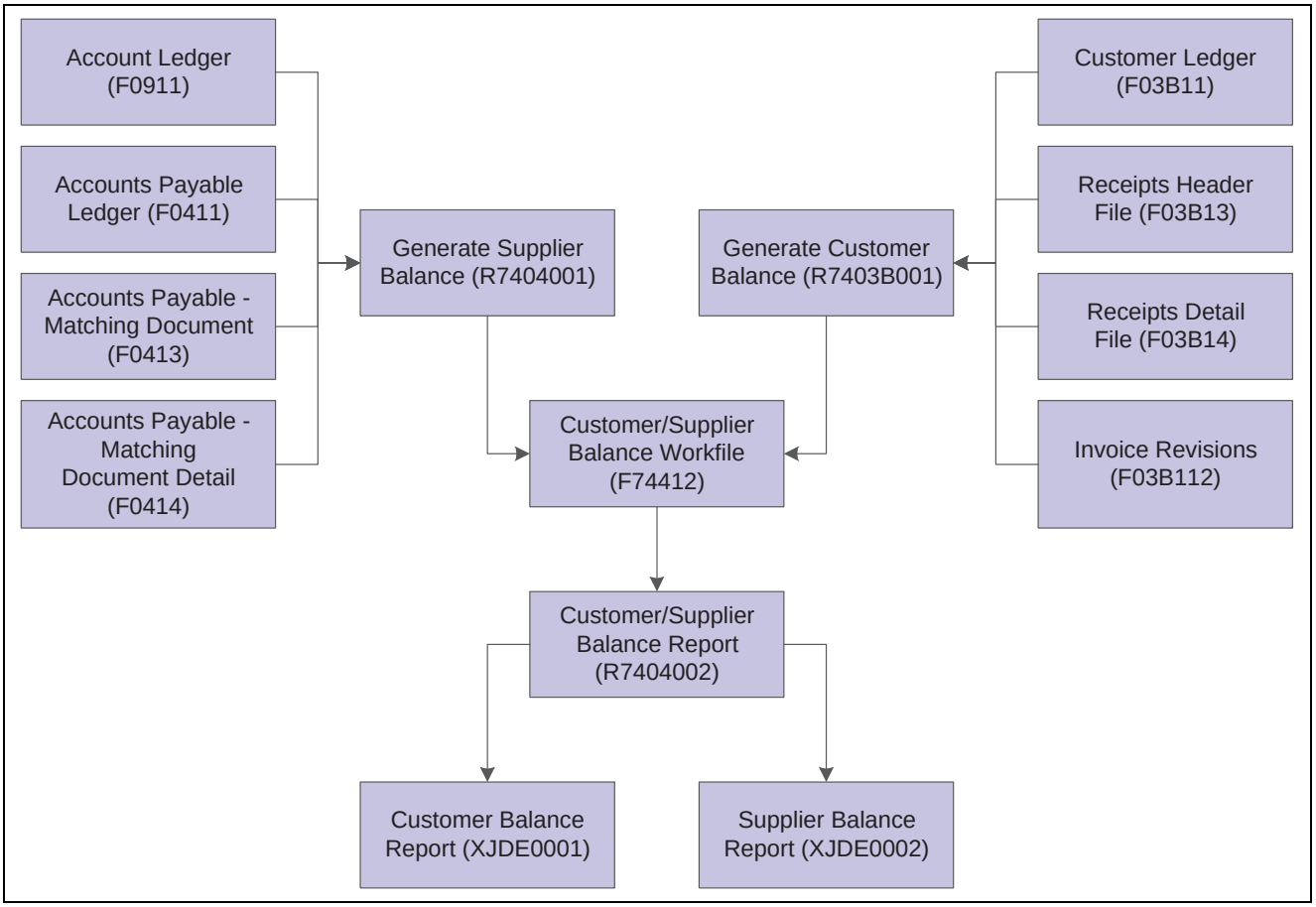
This section provides overview of the Customer/Supplier Balance Worktable and Customer and Supplier Balance reports, and discusses how to:

- Build the Customer/Supplier Balance Worktable.
- Set processing options for Generate Supplier Balance (R7404001).
- Set processing options for Generate Customer Balance (R7403B001).
- Print customer and supplier balance reports.
- Set processing options for Customer / Supplier Balance Report (R7404002).

## Understanding the Customer/Supplier Balance Worktable

The Customer/Supplier Balance Worktable (A/P and A/R) (F74412) contains information about customer and supplier transactions. You build the F74412 table by running the Generate Supplier Balance (R7404001) and the Generate Customer Balance (R7403B001) programs. The F74412 table supplies information for the Customer/Supplier Balance Report (R7404002).

This illustration shows the process for building the F74412 table as it applies to the Customer and Supplier Balance reports:




Customer and supplier reports process

The way you group information in the F74412 table determines how information is displayed on the Customer Balance Report and the Supplier Balance Report. You can group information in the F74412 table as follows:

- By G/L offset and customer or supplier number.
- By G/L offset and customer parent or supplier parent number.
- By trade account and customer or supplier number.
- By trade account and customer parent or supplier parent number.
- By customer or supplier number only.
- By customer parent or supplier parent number only.

To specify how information is grouped in the F74412 table, you set the processing options for the Generate Supplier Balance and Generate Customer Balance programs.

If you group information in the F74412 table by G/L offset, drafts and deductions are excluded from the customer and supplier balance reports. For other groupings, drafts are included.

The Generate Supplier Balance program retrieves information from these tables:

- F0411
- F0413
- F0414
- F0911

The Generate Customer Balance program retrieves information from these tables:

- F03B11
- F03B112
- F03B13
- F03B14

The system rebuilds the F74412 table each time that you run the Generate Supplier Balance and Generate Customer Balance programs. The Generate Supplier Balance program rebuilds only Accounts Payable records, while the Generate Customer Balance program rebuilds only Accounts Receivable records.

## Understanding Customer and Supplier Balance Reports

The Supplier Balance Report and Customer Balance Report are different versions of the same program (R7404002). Whether a specific version of the program produces a Supplier Balance Report or Customer Balance Report depends on the processing options.

You print the supplier and customer balance reports to review the detail of the transactions between your company and your customers or suppliers. The reports also show the following information for each customer or supplier for a given date range and selected companies:

- Initial balance
- Debit and credit balance
- Closing balance

The supplier and customer balance reports have these additional features:

- Transactions are printed with debit and credit amounts in separate columns.

- You can print the report with transaction amounts, including draft amounts, displayed in euro (EUR) or another currency.
- You can print the report in summary or detail mode.
- You can use the G/L Class (GLC) for data selection, sequencing, and subtotaling if you group by G/L Offset when you build the Customer/Supplier Balance Worktable (A/P and A/R) (F74412).
- You can determine customer or supplier balances as of a certain date, based on the "from" and "thru" dates specified in the processing options of the Generate Supplier Balance program (R7404001) and Generate Customer Balance program (R7403B001).
- Transactions are printed within the period specified in the processing options of the Generate Supplier Balance and Generate Customer Balance programs.
- You can compare customer and supplier balances by G/L offset or trade account with the account balances.

The supplier and customer balance reports are based on information in the Customer/Supplier Balance Worktable (A/P and A/R) table (F74412). You must build the table using the Generate Supplier Balance program (R7404001) and the Generate Customer Balance program (R7403B001) before you run the customer and supplier balance reports.

The initial balance is calculated as of one day prior to the date specified in the Date From processing options for the Generate Supplier Balance and Generate Customer Balance programs.

---

**Note.** When a voucher is paid for a supplier who is subject to withholding tax, the amount of withholding tax held can be printed on the line immediately after the payment on the supplier version of the report, depending on how the processing options are set for the Generate Supplier Balance program.

---

## Building the Customer/Supplier Balance Worktable

Use one or both of these navigations:

From the Accounts Payable Reports menu (G0414), select Generate Supplier Balance.

From the Accounts Receivable Reports menu (G03B14), select Generate Customer Balance.

---

**Note.** Generate Supplier Balance (R7404001) and Generate Customer Balance (R7403B001) are also available from these menus:

Spanish Reports (G74S09)

French Reports (G093151)

Italian Reports (G093152)

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## Setting Processing Options for Generate Supplier Balance (R7404001)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

### Select

Use these processing options to specify the dates to use to select transactions.

**1. Date From** and **2. Thru Date**

Enter the beginning and ending dates of the range of G/L dates for which you want to select detail transactions. If you leave these processing options blank, the system date is used.

**Note.** The initial balance is calculated based on one day prior to the date you enter.

### Process

Use these processing options to specify how to group transactions and to specify whether withholding should be displayed on a separate line.

**1. Group Mode**

Specify whether the process should group information by G/L offset, by trade account, or leave the information ungrouped. Values are:

Blank: No G/L grouping.

*1:* Group by G/L Offset.

*2:* Group by Trade Account.

**Note.** Grouping by G/L Offset excludes drafts and deductions.

**2. Process Mode**

Specify whether the system groups information by Parent Supplier Number or Supplier Number. Values are:

Blank: Group by Supplier Number.

*1:* Group by Parent Supplier Number.

**3. Withholding Tax**

Specify whether the system creates a separate line for withholding tax for each payment document. Values are:

Blank: Single line per document.

*1:* Separate line for Withholding Tax.

## Setting Processing Options for Generate Customer Balance (R7403B001)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

### Select

These processing options are used to specify the dates to use to select transactions.

**1. Date From** and **2. Thru Date**

Enter the beginning and ending dates of the range of G/L dates for which you want to select detail transactions. If you leave these processing options blank, the system date is used.

**Note.** The initial balance is calculated based on one day prior to the date you enter.

### Process

These processing options are used to specify how to group transactions.

**1. Group Mode**

Specify whether the system groups information by G/L offset, by trade account, or does not group information. Values are:

Blank: No G/L grouping.

*1:* Group by G/L Offset.

*2:* Group by Trade Account.

**Note.** Grouping by G/L offset excludes drafts and deductions.

**2. Process Mode**

Specify whether the system groups information by parent supplier number or supplier number. Values are:

Blank: Group by supplier number.

*1:* Group by Parent Supplier Number.

## Printing Customer and Supplier Balance Reports

Use one of these navigations:

- From the Accounts Payable Reports menu (G0414), select Supplier Balance Report.
- From the Accounts Receivable Reports menu (G03B14), select Customer Balance Report.
- From the Spanish Reports menu (G74S09), select Customer / Supplier Balance Report.
- From the French Reports menu (G093151), select Customer / Supplier Balance Report.

## Setting Processing Options for Customer / Supplier Balance Report (R7404002)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

### Select

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

**1. Balance from** Specify whether to print an Accounts Payable (supplier) balance report or an Accounts Receivable (customer) balance report. Values are:

Blank: Print an Accounts Payable report.

*1:* Print an Accounts Receivable report.

### Print

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

**1. Print Mode** Specify the print mode. Values are:

Blank: Print detail including initial balance, closing balance, and all of the documents for the selected period.

*1:* Print only the closing balance.

### Currency

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

**1. As-If Currency** Use this processing option to show amounts in a currency other than the currency in which the amounts are stored in the system. The system converts and shows domestic amounts in this As If currency.

For example, an amount in FRF (French Francs) can appear as if it is in EUR (euro). If you leave this processing option blank, the system prints the amounts in the domestic currency.

---

**Note.** This processing option enables you to view amounts in a different currency as a hypothetical scenario only. The amounts that appear in the different currency are not saved to the system.

---

**2. As-If Currency Date** Specify an As-Of date if you enter a currency code for the As-If Currency processing option. This option processes the exchange rate as of the date you specify. If you leave this processing option blank, the system uses the system date.

---

**Note.** A valid exchange rate must exist in the exchange rate table between the two currencies based on the As-Of date.

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# Forecasting Cash Flow

This section provides an overview of the Refresh Cash Forecast Data program and discusses how to run the Refresh Cash Forecast Data program.

### See Also

*PeopleSoft EnterpriseOne General Accounting 8.11 PeopleBook*, "Processing Cash Forecast Data"

*PeopleSoft EnterpriseOne Multicurrency Processing 8.11 PeopleBook*, "Running the Cash Forecasting Programs in a Multicurrency Environment"

## Understanding the Refresh Cash Forecast Data Program

When you run the Refresh Cash Forecast Data program (R00522), you specify a version for the these programs:

- Extract A/R Cash Forecast Data (R03B522)
- Extract A/P Cash Forecast Data (R04522)

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**Note.** The Refresh Cash Forecast Data program also includes a version for the Extract G/L Cash Forecast Data program (R09522).

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See *PeopleSoft EnterpriseOne General Accounting 8.11 PeopleBook*, "Processing Cash Forecast Data," Refreshing Cash Forecast Data.

The Extract A/R Cash Forecast Data and Extract A/P Cash Forecast Data programs perform these tasks:

- Retrieve active cash type rules for A/R and A/P from the Cash Type Rules table (F09521)
- Extract open invoices with amounts that are not equal to *0*, pay status *A* (approved), and a posted code *D* (posted) as well as posted code not equal to D and a revision of 1 from the F03B11 table.
- Extracts open vouchers with amounts that are not equal to *0* and a pay status that is not equal to *P* (paid) from the F0411 table.

  To determine which open invoices and vouchers to include in the cash forecast data, the system uses processing options for the beginning and ending dates. You specify the beginning date in the Based On Date processing option. Based on the value that you specify for the Future Number of Days processing option, the system calculates the ending date. Invoices and vouchers with due dates that are between the beginning and ending dates are included in the cash forecast data.
- Depending on whether a cash type has the Past Due option activated, do one of the following:
- If a cash type has the Past Due option selected, the program selects due dates that are less than the based on date specified in a processing option as follows:

  The program adjusts the based-on date by the negative beginning number and the negative ending number of past-due days to derive the most recent past-due date and the oldest past-due date, respectively. The program selects transactions with due dates that are less than or equal to the most recent past-due date as well as transactions that are greater than or equal to the oldest past-due date and writes new A/R and A/P cash forecast records to the F09522 table.
- If a cash type does not have the Past Due option selected, the program selects due dates that are greater than or equal to the based-on date specified in a processing option and less than or equal to the ending date and writes new A/R and A/P cash forecast records to the F09522 table.

- For each cash type code, refresh the F09522 table with new cash forecast records that include summarized amounts by bank account and due date

The extraction programs take a conservative approach to cash forecasting. The extraction program for A/P forecasts amounts without including estimated discounts.

## Running the Refresh Cash Forecast Data Program

From the Cash Forecasting menu (G09319), select Refresh Cash Forecast Data.

# CHAPTER 28

# Purging Invoices and Receipts

This chapter provides an overview of the purge of invoices and receipts and discusses how to:

- Purge invoice transactions.
- (BRA) Purge invoice transactions for Brazil.
- Purge receipt transactions.

## Understanding the Purge of Invoices and Receipts

You might need to purge historical transaction records to create disk space for current transactions

The Accounts Receivable purge programs enable you to purge invoices and receipts from these tables:

- Customer Ledger (F03B11)
- Receipts Header (F03B13)
- Receipts Detail (F03B14)

The system moves these records into their respective tables:

- Customer Ledger Purge File (F03B11P)
- Receipts Header Purge File (F03B13P)
- Receipts Detail Purge File (F03B14P)

After you purge transactions, you can rename the purge tables and copy them to another environment or another medium for storage.

### General Ledger Transactions

When you purge accounts receivable transactions, you will be out of balance within each batch until you purge the corresponding records in the Account Ledger table (F0911). If you are not going to purge corresponding records simultaneously, you might need to change the data selection for integrity reports to exclude transactions prior to a specific date.

### Coordination of Invoice and Receipt Purges

Accounts Receivable purge programs work independently of each other. Therefore, it is possible to purge invoices without matching receipt records, and vice versa. Unless invoice and corresponding receipt records are purged together, you will receive errors during inquiry or possible integrity problems on reports.

# Prerequisite

Back up the transactions that you are purging.

# Purging Invoice Transactions

This section provides an overview of the Purge Invoice Transactions program and discusses how to:

- Run the Purge Invoice Transactions program.
- Set processing options for Purge Invoice Transactions and Purge Receipt Transactions (R03B800 and R03B801).

## Understanding the Purge Invoice Transactions Program

When you purge invoice transactions, the system uses this criteria when determining which invoices to purge:

- The invoice G/L date must be equal or prior to before the date entered in the processing options for the Purge Invoice Transactions program.
- The invoice must be posted.
- The invoice must be paid.
- The invoice must have no open amount.

After the system completes the purge process, you might want to defragment the affected tables and rebuild the table indices. Contact your database administrator for more information about this process.

The Purge Invoice Transactions program (R03B800) deletes records from these tables:

- Invoice Total - ARG - 03B (F76A09)
- Taxes - Tax Amounts by Invoice Suffix - ARG - 03B (F76A19)
- Credit Invoice Header - F76A21 - 03B (F76A21)
- Credit Invoice Detail - F76A22 - 03B (F76A22)
- Credit Invoice Withholdings - F76A23 - 03B (F76A23)
- Taxes - Tax Amounts by Sales Order Line - ARG - 03B (F76A18)
- Header & Footer Invoice/Shipment Note History WF - ARG - 42 (F76A0209)
- Detail Lines Invoice/Shipment Note History WF - ARG - 42 (F76A0219)

The program saves the purged information to these tables:

- Taxes - Tax Amounts by Invoice Suffix Purge ARG - 03B (F76A19P)
- Invoice Total Purge - ARG - 03B (F76A09P)
- Credit Invoice Header Purge (F76A21P)
- Credit Invoice Detail Purge (F76A22P)
- Credit Invoice Withholdings Purge (F76A23P)
- Taxes - Tax Amounts by Sales Order Line Purge (F76A18P)

- Header & Footer Invoice/Shipment Note History WF Purge (F76A020P)
- Detail Lines Invoice/Shipment Note History WF Purge (F76A021P)

**Note.** If some sales records were saved in the F76A09 table but not in the F03B11 table, you must run the Invoice Total Purge -Argentine- program (R76A09P) to purge those records.

The purge processes always run in final mode.

## Running the Purge Invoice Transactions Program

From the A/R Advanced & Technical Operations menu (G03B31), select Purge Invoice Transactions (R03B800).

## Setting Processing Options for Purge Invoice Transactions and Purge Receipt Transactions (R03B800 and R03B801)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

### Select

This processing option specifies the date to use to select records that are purged from the F03B11, F03B13, and F03B14 tables.

**1. G/L Date** Specify the G/L date to use to select invoice records to purge. The system purges all invoice records from the F03B11 table that have a G/L date equal to or less than the G/L date specified.

# (BRA) Purging Invoice Transactions for Brazil

This section provides an overview of the invoice purge process for Brazil and discusses how to:

- Run the Purge A/R Additional Information - Brazil program.
- Set processing options for Purge A/R Additional Information - Brazil.

## (BRA) Understanding the Invoice Purge Process for Brazil

You run the Purge A/R Additional Information - Brazil program (R7603B11) after you run the Invoice Transaction Purge program (R03B800). When you run the Purge A/R Additional Information - Brazil program, the system purges from the A/R Additional Information - Brazil table (F7603B1) all records that do not have a corresponding record in the F03B11 table. The system then writes a record to the Archive A/R Additional Information - Brazil table (F7603B1P) for each record that it purges from table F7603B1. Tables F7603B1 and F7603B1P contain identical fields.

## (BRA) Running the Purge A/R Additional Information - Brazil Program

From the Brazilian Purges menu (G76B41P), select Purge A/R Additional Information - Brazil (R7603B11).

## (BRA) Setting Processing Options for Purge A/R Additional Information - Brazil (R7603B11)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

### Display

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

**Report output:** Specify whether the report lists the records that are archived. If you do not select to list the records, the report contains only the number of records purged. Values are:

Blank: Do not list records.

*1:* List records.

# Purging Receipt Transactions

This section provides an overview of the Purge Receipt Transactions program and discusses how to run the Purge Receipt Transactions program.

## Understanding the Purge Receipt Transactions Program

When you purge receipt transactions, the system uses this criteria when determining which receipts to purge:

- The receipt G/L date must be equal or prior to the date entered in the processing options for Purge Receipt Transactions.
- The receipt must be posted.

After the system completes the purge process, you might want to defragment the affected tables and rebuild the table indices. Contact your database administrator for more information about this process.

## Running the Purge Receipt Transactions Program

From the A/R Advanced & Technical Operations menu (G03B31), select Purge Receipt Transactions (R03B801).

# APPENDIX A

# Mapping Fields for Batch Invoice Processing

This appendix discusses mapping fields in the these batch invoice processing tables:

- Batch Invoices table (F03B11Z1).
- Journal Entry Transactions - Batch File table (F0911Z1).
- Taxes - Tax Amounts by Invoice Suffix Batch Entry A A - 03B table (F76A19Z1).
- F76H3B10 EDI Tag File - CHI - 03B table (F76H3B1Z).
- F76H3B15 EDI Tag File - CHI - 03B table (F76H3B5Z).

## Mapping Fields in the Batch Invoices Table (F03B11Z1)

This section contains a list of the fields in the F03B11Z1 table. Some of the fields are required to run the Batch Invoice Processor program (R03B11Z1A). For some fields, blank is a valid value. Not all fields are displayed on the Accounts Receivable forms or are used by the Accounts Receivable system.

The field names in these tables correspond to the field names on interactive forms.

### See Also

*PeopleSoft EnterpriseOne Tax Processing 8.11 PeopleBook*, "Entering Tax Information on Orders and Transactions," Processing Batch Invoices and Vouchers with Taxes

*PeopleSoft EnterpriseOne Multicurrency Processing 8.11 PeopleBook*, "Mapping Requirements for Processing Multicurrency Batch Invoices"

### Required Fields

These fields in the F03B11Z1 table are required for processing batch invoices:

| Field Name | Alias | Type | Length | Values to Enter/Definition |
|---|---|---|---|---|
| EDI - User ID | VJEDUS | Alpha | 10 | Enter the user ID of the person running the process or the person who receives messages in the Employee Work Center.<br><br>This field, in conjunction with the EDI - Transaction Number (VJEDTN), the EDI - Batch Number (VJEDBT), and the EDI - Line Number (VJEDLN) fields, uniquely identifies an invoice. |
| EDI - Transaction Number | VJEDTN | Alpha | 22 | Enter the source system's document number so that the transaction can be cross-referenced.<br><br>This field, in conjunction with the EDI - Line Number field (VJEDLN), uniquely identifies each transaction. Each new transaction number identifies a new invoice. You cannot have more than one transaction with the same number in a batch unless the line number is different. |
| EDI - Line Number | VJEDLN | Number | 7 | Enter the pay item number only if a transaction has multiple pay items. If a transaction has only one pay item, you can leave this field blank.<br><br>This field, in conjunction with the EDI - Transaction Number field (VJEDTN), identifies each pay item of the invoice. |

| Field Name | Alias | Type | Length | Values to Enter/Definition |
|---|---|---|---|---|
| EDI - Successfully Processed | VJEDSP | Alpha | 1 | Leave this field blank.<br><br>The system populates this field to indicate whether the batch processor successfully processed the transaction. 0 (zero) indicates that the transaction was not processed or was processed in error. After the transaction is successfully processed, the system changes the value of the field to 1. |
| EDI - Transaction Action | VJEDTC | Alpha | 1 | Enter A in this field. No other values are valid. |
| EDI - Transaction Type | VJEDTR | Alpha | 1 | Enter I (for invoices) in this field.<br><br>A code that identifies a particular kind of transaction. |
| EDI - Batch Number | VJEDBT | Alpha | 15 | Enter a number to group transactions for processing.<br><br>This field, in conjunction with the EDI - Transaction Number (VJEDTN), the EDI - User ID (VJEDUS), and the EDI - Line Number (VJEDLN) fields, uniquely identifies a transaction within a specific batch. This field also specifies a level break and causes the assignment of a new batch number each time the value changes. To increase performance, assign one batch number for each group of transactions processed at one time. |

| Field Name | Alias | Type | Length | Values to Enter/Definition |
|---|---|---|---|---|
| Address Number | VJAN8 | Number | 8 | Enter the address book number of the customer associated with the invoice transaction.<br><br>The number you enter must exist in the Address Book Master table (F0101). |
| G/L Date | VJDGJ | Date | 6 | Enter the G/L date in the format that your database accepts. Some databases allow you to enter the date in a Gregorian date format (mmddyy), while others might require a Julian date format.<br><br>The Julian date format is cyyddd (where c = century). Enter 0 (zero) for transactions in the 20th century and enter 1 for transactions in the 21st century. For example, the date 6/1/99 corresponds to the Julian date 099152, and the date 6/01/00 corresponds to the Julian date 100153 (because the year 2000 has a leap day, 2/29/00).<br><br>Alternatively, you can leave this field blank and complete the fields VJDGM (mm), VJDGD (dd), VJDGY (yy), VJDG# (cc) in the month/day /year/century format. Enter the prefix of the year in the Century field (VJDG#). For example, enter 19 for 1999, or enter 20 for 2005. |

| Field Name | Alias | Type | Length | Values to Enter/Definition |
|---|---|---|---|---|
| Invoice Date | VJDIVJ | Date | 6 | Enter the invoice date in the format that your database accepts.<br><br>If you leave this field blank, the system uses the G/L date. See the data item for G/L Date (VJDGJ) for examples.<br><br>Alternatively, you can leave this field blank and complete the fields VJDIVM (mm), VJDIVD (dd), VJDIVY (yy), and VJDIV# (cc) in the month/day/year/ century format. Enter the prefix of the year in the Century field (VJDIV#). For example, enter 19 for 1999 and 20 for 2005. |
| Company | VJCO | Number | 5 | A number that identifies the organization to which the invoice belongs. This number must exist in the Company Constants table (F0010) and must identify a reporting entity that has a complete balance sheet. |

| Field Name | Alias | Type | Length | Values to Enter/Definition |
|---|---|---|---|---|
| G/L Offset | VJGLC | Alpha | 4 | The value of this field, in conjunction with the Company Number (VJCO) field, specifies the A/R trade (offset) account to which the transaction posts. The account established in the AAI item RC*xxxx* (where *xxxx* is the value in the G/L Offset field) is used in the post process. You can establish the AAI for each company or for company 00000 (as the default).<br><br>You do not need to complete this field unless you want to direct different transactions to different offset accounts. |
| Gross Amount | VJAG | Number | 15 | Enter the transaction amount in the format that your database accepts. Some databases accept a decimal identifier while others do not.<br><br>If you enter the transaction in a foreign currency (Currency Mode F), leave this field blank and use the Currency Amount field (VJACR) instead. |

| Field Name | Alias | Type | Length | Values to Enter/Definition |
|---|---|---|---|---|
| Account Mode - G/L | VJAM | Alpha | 1 | For all records, enter 2 in this field. |
| Business Unit | VJMCU | Alpha | 12 | The value that you enter in this field must exist in the Business Unit Master table (F0006). If you leave this field blank, the system uses the value of the Security Business Unit field (MCU) in the customer's address book record. |

## Required Fields for Processing Batch Invoices with Discounts

To process batch invoices with discounts, you must complete these fields in the F03B11Z1 table in addition to those listed in the previous table:

| Field Name | Alias | Type | Length | Values to Enter /Definition |
|---|---|---|---|---|
| Payment Terms Code | VJPTC | Alpha | 3 | Enter a payment terms code or leave this field blank.<br><br>The value that you enter in this field must exist in the Payment Terms table (F0014). If the payment term is defined to calculate a discount, the Discount Available (VJADSC), Discount Due Date (VJDDNJ), and Net Due Date (VJDDJ) fields in the Customer Ledger table (F03B11) are updated accordingly.<br><br>If you leave this field and the Discount Available field (VJADSC) blank, and the customer has a payment term in the Customer Master by Line of Business table (F03012), the system uses the payment term from the Customer Master table to determine the discount and the discount due date. |

| Field Name | Alias | Type | Length | Values to Enter /Definition |
|---|---|---|---|---|
| Discount Available | VJADSC | Number | 15 | If you entered a payment terms code, leave this field blank.<br><br>If you did not enter a payment term code, enter the amount of the discount in a format that your database accepts. Some databases accept a decimal identifier, while others do not. If you enter a discount amount, you must also enter a value in the Discount Due Date field (VJDDNJ).<br><br>If you leave this field blank, the system calculates the discount amount and discount due date based on the value in the Payment Terms Code field (VJPTC). If the Payment Terms Code field is blank and the customer has a payment term in the F03012 table, the system uses the payment term from the F03012 table to calculate the discount amount and the discount due date.<br><br>You cannot specify the value in this field as a percent. For example, if you use USD currency, and you enter a value of .05, the system reads this as a 5 cent discount. |

| Field Name | Alias | Type | Length | Values to Enter /Definition |
|---|---|---|---|---|
| Net Due Date | VJDDJ | Date | 6 | Leave this field blank, if you complete the Payment Terms Code field (VJPTC). The system automatically calculates the net due date when the invoice is processed.<br><br>If you do not use a payment term, enter the net due date in a format that your database accepts. See the data item for G/L Date (VJDGJ) for more information.<br><br>Alternatively, leave this field blank and complete the VJDDM (mm), VJDDD (dd), VJDDY (yy), and VJDD# (cc) fields in the month/day/year/century format. Enter the prefix of the year in the Century field (VJDD#). For example, enter 19 for 1999 and 20 or 2005.<br><br>This field identifies the due date of the invoice regardless of whether a discount is available. If you leave the Payment Terms Code field blank, and the customer has a payment term in the F03012 table, the system uses the payment term from the F03012 table to determine the net due date. |

| Field Name | Alias | Type | Length | Values to Enter /Definition |
|---|---|---|---|---|
| Discount Due Date | VJDDNJ | Date | 6 | Leave this field blank, if you complete the Payment Terms Code field (VJPTC). The system automatically calculates the discount due date when the invoice is processed.<br><br>If you do not use a payment term, but you do use the discount available, enter a date in the format that your database accepts. See the data item for G/L Date (VJDGJ) for more information.<br><br>Alternatively, leave this field blank and complete the VJDDNM (mm), VJDDND (dd), VJDDNY (yy), and VJDDN# (cc) fields in the month/day/year/century format. Enter the prefix of the year in the Century field (VJDDN#). For example, enter 19 for 1999 and 20 for 2005.<br><br>This field identifies the date through which a discount can be taken after the receipt is received. When invoices are processed, this field is automatically updated based on the definition of the payment term.<br><br>If you leave the Payment Terms Code (VJPTC) and Discount Available (VJADSC) fields blank, and the customer has a payment term in the F03012 table, the system uses the payment term from the F03012 table to determine the values for the Discount Available (VJADSC) and Discount Due Date (VJDDNJ) fields. |

| Field Name | Alias | Type | Length | Values to Enter /Definition |
|---|---|---|---|---|
| Batch File Discount Handling Flag | VJEDDH | Alpha | 1 | Leave this field blank. When the invoice is processed, this field is automatically updated based on the value of the Payment Terms (VJPTC) and the Discount Available (VJADSC) fields. |
| Discount Taken | VJADSA | Number | 15 | Leave this field blank. When the receipt is applied and the discount is taken, this field is updated in the F03B11 table. |

## Optional Fields

These fields in the F03B11Z1 table are optional for batch invoice processing. You can use the fields to provide additional information about invoices.

We recommend that you leave specific fields blank so that the system updates them.

| Field Name | Alias | Type | Length | Values to Enter/Definition |
|---|---|---|---|---|
| EDI - Detail Lines Processed | VJEDDL | Number | 5 | The number of detail lines included in a specific transaction. For user verification only. |

| Field Name | Alias | Type | Length | Values to Enter/Definition |
|---|---|---|---|---|
| Document Number | VJDOC | Number | 8 | The number that identifies the transaction in the F03B11 table. If you leave this field blank, the system uses next numbers for system 03B to generate a document number.<br><br>If you enter a value in this field, the value cannot exist in the F03B11 table or the transaction is considered a duplicate and is not processed. If you enter a value in this field, you must enter the same value in the corresponding field in the Journal Entry Transactions - Batch File table (F0911Z1).<br><br>It is recommended that you leave this field blank. |

| Field Name | Alias | Type | Length | Values to Enter/Definition |
|---|---|---|---|---|
| Document Type | VJDCT | Alpha | 2 | A code that specifies the type of transaction. If you leave this field blank, the value is specified by a processing option in the Invoice Entry MBF Processing Options program (P03B0011).<br><br>If you enter a value in this field, the value must exist in both UDC tables 00/DT (Document Type - All Documents) and 00/DI (Document Type - Invoices Only). If you enter a value in this field, you must enter the same value in the corresponding field in the F0911Z1 table.<br><br>It is recommended that you leave this field blank. |

| Field Name | Alias | Type | Length | Values to Enter/Definition |
|---|---|---|---|---|
| Document Company | VJKCO | Alpha | 5 | A code that specifies the company of the transaction. This field is used only to differentiate transaction numbers by company. If you leave this field blank, the system uses the value that you entered in the Company field (VJCO).<br><br>If you enter a value in this field, the value must exist in the F0010 table.<br><br>If you enter a value in this field, but do not enter a value in the corresponding field (VNKCO) in the F0911Z1 table, the value entered here will be passed to that field.<br><br>It is recommended that you leave this field blank. |
| Document Pay Item | VJSFX | Alpha | 3 | A code that specifies the pay item number of the invoice. If you leave this field blank, the system assigns the pay item beginning with 001. Use the Line Number field (VJEDLN) to specify transactions that have multiple pay items.<br><br>If the transaction number (VJEDTN) and the line number (VJEDLN) combination are duplicated, the next and all subsequent transactions will be ignored regardless of whether the Pay Item field (VJSFX) is used. |

| Field Name | Alias | Type | Length | Values to Enter/Definition |
|---|---|---|---|---|
| Batch Type | VJICUT | Alpha | 2 | A code that specifies the type of transaction being processed, such as invoice, voucher, and so on. If you complete this field, you must enter IB (Invoice Batch). If you leave this field blank, the system updates the field with IB when processing the invoices. |
| Batch Number | VJICU | Number | 8 | A number used to group invoices that are processed simultaneously. If you leave this field blank, the system uses next numbers for system 00 to generate a batch number.<br><br>It is recommended that you leave this field blank. |

| Field Name | Alias | Type | Length | Values to Enter/Definition |
|---|---|---|---|---|
| Batch Date | VJDICJ | Date | 6 | The date the batch was entered.<br><br>If you leave this field blank, the system uses the date that the batch process program is run. If you complete this field, enter the date in a format that your database accepts. See the field definition for G/L Date (VJDGJ) for more information.<br><br>Alternatively, you can leave this field blank and complete the fields VJDICM (mm), VJDICD (dd), VJDICY (yy), and VJDIC# (cc) in the month/day/year/century format. Enter the prefix of the year in the Century field (VJDIC#). For example, enter 19 for 1999, or enter 20 for 2005. |
| Fiscal Year | VJFY | Number | 2 | We recommend that you leave this field blank. The system updates this field based on the G/L date and company. |
| Century | VJCTRY | Number | 2 | We recommend that you leave this field blank. The system updates this field based on the G/L date and company. |
| Period Number | VJPN | Number | 2 | We recommend that you leave this field blank. The system updates this field based on the G/L date and company. |

| Field Name | Alias | Type | Length | Values to Enter/Definition |
|---|---|---|---|---|
| Account ID | VJAID | Number | 8 | The short account ID that corresponds to the A/R trade account.<br><br>When the invoice is processed, the system updates this field with the account ID associated with the account number retrieved for the AAI item RC*xxxx* (where *xxxx* is the value of the G/L Offset field). The account ID is stored in the Account Master table (F0901).<br><br>It is recommended that you leave this field blank. |
| Address Number - Parent | VJPA8 | Number | 8 | The parent number of the customer.<br><br>The value that you enter must exist in the Address Book Master table (F0101).<br><br>If you leave this field blank, the parent number assigned to the customer in the F03012 table is used. If a parent number does not exist in the F03012 table, the system uses the customer address book number. |

| Field Name | Alias | Type | Length | Values to Enter/Definition |
|---|---|---|---|---|
| Address Number - Alternate Payee | VJAN8J | Number | 8 | The alternate payor for the customer.<br><br>If the invoice is to be paid by another party, complete this field with the address book number of the payor.<br><br>If you leave this field blank, the system updates it with the value in the Send Statement To field for the customer in the F03012 table.<br><br>If you enter a value in this field, the value that you enter must exist in the Address Book Master table (F0101). |
| Payor Address Number | VJPYR | Number | 8 | The alternate payor for the customer.<br><br>If the invoice is to be paid by another party, complete this field with the address book number of the payor.<br><br>The system validates this field against the Address Book Master table (F0101). Any value that you enter must exist as an address book record in the system.<br><br>If you leave this field blank, the system uses the value from the Alternate Payee field (VJAN8J). |

| Field Name | Alias | Type | Length | Values to Enter/Definition |
|---|---|---|---|---|
| G/L Posted Code | VJPOST | Alpha | 1 | A code to specify the posting status of the transaction.<br><br>Leave this field blank. Run the General Ledger Post Report program (R09801) to update this field.<br><br>If you previously processed historical data as a journal entry, it is recommended that you create an associated Journal Entry Transactions - Batch File (F0911Z1) transaction and use the A/R trade account as the G/L distribution account. Then, when the transaction is posted, it will not affect accounting.<br><br>If you process posted invoice transactions out of balance (that is, without corresponding entries in the Journal Entry Transactions - Batch File table), enter D in this field. However, by doing this, you compromise the ability to void these transactions in the future, and you will create discrepancies in the A/R Batch Integrity reports. |

| Field Name | Alias | Type | Length | Values to Enter/Definition |
|---|---|---|---|---|
| A/R Post Status | VJISTR | Alpha | 1 | You must leave this field blank. This field indicates that a change record for the invoice exists in the Invoice Revisions table (F03B112). Changes to invoices cannot be processed using the Batch Invoice Processor (R03B11Z1A). You must use Standard Invoice Entry (P03B2002) to make changes to posted invoices. |
| Balanced - Journal Entries | VJBALJ | Alpha | 1 | This field indicates whether the amounts of the journal entries associated with the transaction are in balance with the gross amount of the invoice.<br><br>It is recommended that you leave this field blank. |
| Pay Status Code | VJPST | Alpha | 1 | This field indicates whether the invoice is open, paid, or on hold. The value of this field must exist in UDC 00/PS (Payment Status Codes).<br><br>If you leave this field blank, the system updates it according to the value in the processing option of the Invoice Entry MBF Processing Options program (P03B0011). If you did not assign a value in the processing option, the default value of the data dictionary item PST is used. |

| Field Name | Alias | Type | Length | Values to Enter/Definition |
|---|---|---|---|---|
| Amount Open | VJAAP | Number | 15 | The system updates the Amount Open field (VJAAP) with the value in the Gross Amount field (VJAG), regardless of whether a value exists. Processing partially paid invoices is not supported by this application.<br><br>It is recommended that you leave this field blank. |
| Object Account | VJOBJ | Alpha | 6 | Any value that you enter in this field is passed to the F03B11 table. The system does not validate this field. |
| Subsidiary | VJSUB | Alpha | 8 | Any value that you enter in this field is passed to the F03B11 table. The system does not validate this field. |
| Subledger Type | VJSBLT | Alpha | 1 | Any value that you enter in this field is passed to the F03B11 table. The system does not validate this field. |
| Subledger - G/L | VJSBL | Alpha | 8 | Any value that you enter in this field is passed to the F03B11 table. The system does not validate this field. |
| Number of Sent Reminders - Total | VJRMDS | Number | 3 | Enter the total number of notices that were sent to a customer. If you leave this field blank, the system updates it each time a delinquency notice is generated for an invoice. |

| Field Name | Alias | Type | Length | Values to Enter/Definition |
|---|---|---|---|---|
| Collection Report (Y/N) | VJCOLL | Alpha | 1 | This field specifies whether a customer is eligible to be placed on the Collection report.<br><br>If you leave this field blank, the system updates it with the value from the policy assigned to the customer in the F03012 table. |
| Collection Reason Code | VJCORC | Alpha | 2 | The system updates this field when the Collection Report (R03B461) is run.<br><br>It is recommended that you leave this field blank. |
| Apply Finance Charges - Y/N | VJAFC | Alpha | 1 | If you leave this field blank, the system uses the value that is assigned to the customer in the F03012 table. |
| Document - Original | VJODOC | Alpha | 8 | Any value that you enter in this field is passed to the F03B11 table. The system does not validate this fields<br><br>If you leave this fields blank, the system updates it with the value assigned to the Document Number field from the F03B11 table. |

| Field Name | Alias | Type | Length | Values to Enter/Definition |
|---|---|---|---|---|
| Document Type - Original | VJODCT | Alpha | 2 | Any value that you enter in this field is passed to the F03B11 table. The system does not validate this fields<br><br>If you leave this fields blank, the system updates it with the value assigned to the Document Type field from the F03B11 table. |
| Document Company (Original Order) | VJOKCO | Alpha | 5 | Any value that you enter in this field is passed to the F03B11 table. The system does not validate this fields<br><br>If you leave this fields blank, the system updates it with the value assigned to the Document Company field from the F03B11 table. |
| Document Pay Item - Original | VJOSFX | Alpha | 3 | Any value that you enter in this field is passed to the F03B11 table. The system does not validate this field.<br><br>If you leave this field blank, the system updates it with the value assigned to the Pay Item field from the F03B11 table. |
| Supplier Invoice Number | VJVINV | Alpha | 25 | Any value that you enter in this field is passed to the F03B11 table. The system does not validate this field. |

| Field Name | Alias | Type | Length | Values to Enter/Definition |
|---|---|---|---|---|
| Purchase Order | VJPO | Alpha | 8 | Any value that you enter in this field is passed to the F03B11 table. The system does not validate this field. |
| Document Type - Purchase Order | VJPDCT | Alpha | 2 | Any value that you enter in this field is passed to the F03B11 table. The system does not validate this field. |
| Document Company (Purchase Order) | VJPKCO | Alpha | 5 | Any value that you enter in this field is passed to the F03B11 table. The system does not validate this field. |
| Order Type | VJDCTO | Alpha | 2 | Any value that you enter in this field is passed to the F03B11 table. The system does not validate this field. |
| Line Number | VJLNID | Number | 6 | Any value that you enter in this field is passed to the F03B11 table. The system does not validate this field. |
| Sales Document Number | VJSDOC | Number | 8 | Any value that you enter in this field is passed to the F03B11 table. The system does not validate this field. |
| Sales Document Type | VJSDCT | Alpha | 2 | Any value that you enter in this field is passed to the F03B11 table. The system does not validate this field. |

| Field Name | Alias | Type | Length | Values to Enter/Definition |
|---|---|---|---|---|
| Document Company (Sales Order) | VJSKCO | Alpha | 5 | Any value that you enter in this field is passed to the F03B11 table. The system does not validate this field. |
| Order Suffix | VJSFXO | Alpha | 3 | Any value that you enter in this field is passed to the F03B11 table. The system does not validate this field. |
| Commission Code 1 | VJCMC1 | Number | 8 | You can enter the address book number of the sales person who should receive a commission. Typically, this is tracked in the Sales Order system. The value that you enter is passed and no validation is performed. |
| Reference | VJVR01 | Alpha | 25 | Any value that you enter in this field is passed to the F03B11 table. The system does not validate this field. |
| Unit | VJUNIT | Alpha | 8 | Any value that you enter in this field is passed to the F03B11 table. The system does not validate this field. |
| Business Unit 2 | VJMCU2 | Alpha | 12 | Any value that you enter in this field is passed to the F03B11 table. The system does not validate this field. |
| Remark | VJRMK | Alpha | 30 | This field describes the invoice pay item. This field is user defined and appears on the Standard Invoice Entry form. |

| Field Name | Alias | Type | Length | Values to Enter/Definition |
|---|---|---|---|---|
| Alpha Name | VJALPH | Alpha | 40 | If you leave this field blank, the system uses the alpha name that is associated with the address book number in the Address Book Master table (F0101).<br><br>If you enter a value in this field and it differs from the value in the Address Book Master, undesirable results might occur. |
| Alpha Name | VJALPH | Alpha | 40 | If you leave this field blank, the system uses the alpha name that is associated with the address book number in the Address Book Master table (F0101).<br><br>If you enter a value in this field and it differs from the value in the Address Book Master, undesirable results might occur. |
| Frequency - Recurring | VJRF | Alpha | 2 | See the Note after the table. |
| Recurring Frequency # of Payments | VJDRF | Number | 3 | See the Note after the table. |
| Control/ Statement Field | VJCTL | Alpha | 13 | Enter the statement number of the last statement generated for this invoice.<br><br>Any value that you enter in this field is passed to the F03B11 table. The system does not validate this field. |

| Field Name | Alias | Type | Length | Values to Enter/Definition |
|---|---|---|---|---|
| Item Number - Short | VJITM | Number | 8 | Enter the inventory item number.<br><br>Any value that you enter in this field is passed to the F03B11 table. The system does not validate this field. |
| Units | VJU | Number | 15 | Any value that you enter in this field is passed to the F03B11 table. The system does not validate this field. |
| Unit of Measure | VJUM | Alpha | 2 | This field describes the type of units. The value that you enter must exist in UDC 00/UM (Unit of Measure). |
| G/L Posting Code - Cash Basis Acct | VJALT6 | Alpha | 1 | This field must be left blank. The system updates this field during receipt processing. |
| Payment Instrument | VJRYIN | Alpha | 1 | Any value that you enter in this field must exist in UDC 00/PY (Payment Instrument). If you leave this field blank, the system updates it with the corresponding value from the F03012 table when the invoice is processed. |
| Void Date - For G/L - Julian | VJVDGJ | Date | 6 | This field must be left blank. The system updates this field when invoices are voided. |
| Void Reason Code | VJVRE | Alpha | 3 | This field must be left blank. The system updates this field when invoices are voided. |

| Field Name | Alias | Type | Length | Values to Enter/Definition |
|---|---|---|---|---|
| A/R - A/P Miscellaneous Code 1 | VJRP1 | Alpha | 1 | This field must be left blank. The Sales Order Processing System updates this field. |
| A/R - A/P Miscellaneous Code 2 | VJRP2 | Alpha | 1 | This field must be left blank. The Sales Order Processing System updates this field. |
| A/R - A/P Cash Rcpts/Inv Reg Code | VJRP3 | Alpha | 1 | This field must be left blank. The Sales Order system updates this field. |
| A/R Reporting Codes 1-10 | VJAR01, VJAR02, VJAR03, VJAR04, VJAR05, VJAR06, VJAR07, VJAR08, VJAR09, VJAR10 | Alpha | 3 | If you leave this field blank, the system uses the values from the address book category codes (AC01 - AC10) for this customer.<br>If you enter a value into this field and a value already exists in the address book category codes for this customer, the system uses the value that you enter in the F03B11Z1 table.<br>The system does not validate this field. |
| Transaction Originator | VJTORG | Alpha | 10 | This field should be left blank. The system updates this field when the transaction is processed. |
| User ID | VJUSER | Alpha | 10 | This field should be left blank. The system updates this field when the transaction is processed. |
| Program ID | VJPID | Alpha | 10 | This field should be left blank. The system updates this field when the transaction is processed. |

| Field Name | Alias | Type | Length | Values to Enter/Definition |
|---|---|---|---|---|
| Date - Updated | VJUPMJ | Date | 6 | This field should be left blank. The system updates this field when the transaction is processed. |
| Time - Last Updated | VJUPMT | Number | 6 | This field should be left blank. The system updates this field when the transaction is processed. |
| Work Station ID | VJJOBN | Alpha | 10 | This field should be left blank. The system updates this field when the transaction is processed. |

**Note.** Complete the Frequency - Recurring (VJRF) and Recurring Frequency # of Payments (VJDRF) fields only if the invoice is a recurring invoice that will be recycled. Documents generated with recurring information have the Document Type *RR*. The value that you enter in the Frequency - Recurring field (VJRF) must exist in UDC H00/RF (Recurring Frequency).

The number of payments corresponds to the number of times the invoice will be recycled. If the number of payments is equal to *1*, a new invoice will not be generated.

## Ignored Fields

These fields in the F03B11Z1 table are ignored by the system. The system does not pass any values entered.

| Field Name | Alias | Type | Length |
|---|---|---|---|
| Type Record | VJEDTY | Alpha | 1 |
| Record Sequence | VJEDSQ | Number | 2 |
| EDI - Document Type | VJEDCT | Alpha | 2 |
| EDI - Transaction Set Number | VJEDTS | Alpha | 6 |
| EDI - Translation Format | VJEDFT | Alpha | 10 |
| EDI - Transmission Date | VJEDDT | Date | 6 |
| EDI - Send/Receive Indicator | VJEDER | Alpha | 1 |
| Batch File Create G/L Record | VJEDGL | Alpha | 1 |
| User Address Number | VJEDAN | Number | 8 |

| Field Name | Alias | Type | Length |
|---|---|---|---|
| G/L Bank Account | VJGLBA | Alpha | 8 |
| Account ID | VJAID2 | Alpha | 8 |
| Account Mode - G/L | VJAM2 | Alpha | 1 |
| Date of Last Sent Reminder | VJRDDJ | Date | 6 |
| Date - Reminder Stop Until Date | VJRDSJ | Date | 6 |
| Date - Statement | VJSMTJ | Date | 6 |
| Number of Reminders to Send | VJNBRR | Alpha | 1 |
| Level of Last Sent Reminder | VJRDRL | Alpha | 1 |
| Write-Off Reason Code | VJRSCO | Alpha | 2 |
| Receipt Number | VJCKNU | Alpha | 25 |
| Date - Cleared Value | VJVLDT | Date | 6 |
| Closed Item - As Of Processing | VJFNLP | Alpha | 1 |
| Date - Statement - MO | VJSMTM | Number | 2 |
| Date - Statement - DA | VJSMTD | Number | 2 |
| Date - Statement - YR | VJSMTY | Number | 2 |
| Date - Statement - CTRY | VJSMT# | Number | 2 |
| Date of Last Sent Reminder - MO | VJRDDM | Number | 2 |
| Date of Last Sent Reminder - DA | VJRDDD | Number | 2 |
| Date of Last Sent Reminder - YR | VJRDDY | Number | 2 |
| Date of Last Sent Reminder - CTRY | VJRDD# | Number | 2 |
| Date - Reminder Stop Until Date - MO | VJRDSM | Number | 2 |
| Date - Reminder Stop Until Date - DA | VJRDSD | Number | 2 |

| Field Name | Alias | Type | Length |
|---|---|---|---|
| Date - Reminder Stop Until Date - YR | VJRDSY | Number | 2 |
| Date - Reminder Stop Until Date - CTRY | VJRDS# | Number | 2 |
| Historical Currency Conversion Rate | VJHCRR | Number | 15 |
| Historical Date - Julian | VJHDGJ | Date | 6 |
| Historical Date - MO | VJHDGM | Number | 2 |
| Historical Date - DA | VJHDGD | Number | 2 |
| Historical Date - YR | VJHDGY | Number | 2 |
| Historical Date - CTRY | VJHDG# | Number | 2 |

## User Reserved Fields

These fields in the F03B11Z1 table are reserved for users. These fields are not updated by any program nor are they displayed on any form in the Accounts Receivable system.

| Field Name | Alias | Type | Length | Values to Enter/Definition |
|---|---|---|---|---|
| User Reserved Code | VJURC1 | Alpha | 3 | Enter any alphanumeric value up to three characters in length. |
| User Reserved Date | VJURDT | Date | 6 | Enter any date in this field. Use a format that your database accepts.<br>See the data item for G/L Date (VJDGJ) for more information. |
| User Reserved Amount | VJURAT | Number | 15 | Enter any amount in this field. Use a format that your database accepts. |

| Field Name | Alias | Type | Length | Values to Enter/Definition |
|---|---|---|---|---|
| User Reserved Number | VJURAB | Number | 8 | Enter any number up to eight digits in length. |
| User Reserved Reference | VJURRF | Alpha | 15 | Enter any alphanumeric value up to 15 characters in length. |

# Mapping Fields in the Journal Entry Transactions — Batch File Table (F0911Z1)

This table lists the corresponding fields that you must complete in the F0911Z1 table for processing batch invoices. All other required fields are updated by the system when the record is processed. The system populates the remaining required fields based on information in the F03B11Z1 table for the transaction.

### See Also

*PeopleSoft EnterpriseOne General Accounting 8.11 PeopleBook*, "Mapping Fields for Journal Entry Batch Processing"

## Required Fields

These fields in the F0911Z1 table are required for processing batch invoices:

| Field Name | Alias | Type | Length | Values to Enter/Definition |
|---|---|---|---|---|
| EDI - User ID | VNEDUS | Alpha | 10 | See the important note after the table. |
| EDI - Transaction Number | VNEDTN | Alpha | 22 | See the important note after the table. |
| EDI - Successfully Processed | VNEDSP | Alpha | 1 | See the important note after the table. |
| EDI - Transaction Action | VNEDTC | Alpha | 1 | See the important note after the table. |
| EDI - Transaction Type | VNEDTR | Alpha | 1 | See the important note after the table. |
| EDI - Batch Number | VNEDBT | Alpha | 15 | See the important note after the table. |

| Field Name | Alias | Type | Length | Values to Enter/Definition |
|---|---|---|---|---|
| EDI - Line Number | VNEDLN | Number | 7 | This field is increased by one for every line of account distribution for the invoice. For example, if one invoice has 10 lines of account distribution, the line number begins with 1 and is increased by 1 for each line. As long as the Transaction Number field (VNEDTN) is the same, all lines of the account distribution for the invoice are processed together. |
| Document Company | VNKCO | Alpha | 5 | If you enter a value in this field, it must be the same value that is entered in the corresponding field in the F03B11Z1 table.<br>If you leave this field blank, the system uses the value entered in the corresponding field in the F03B11Z1 table (VJKCO). |
| Document Type | VNDCT | Alpha | 2 | See the important note after the table. |
| Document Number | VNDOC | Number | 8 | See the important note after the table. |
| Batch Number | VNICU | Number | 8 | See the important note after the table. |
| Batch Type | VNICUT | Alpha | 1 | See the important note after the table. |
| G/L Date | VNDGJ | Date | 6 | The value that you enter in this field must exactly match the value that you entered in the corresponding field in the F03B11Z1 table. |

| Field Name | Alias | Type | Length | Values to Enter/Definition |
|---|---|---|---|---|
| Account Number | VNANI | Number | 29 | Enter the account number in the format BU.OBJ.SUB. |
| Account Mode | VNAM | Number | 1 | Enter 2 in this field to correspond to the account number that you entered in the Account Number field (VNANI). |
| Ledger Type | VNLT | Alpha | 2 | Enter AA in this field. This value must be set up in UDC 09/LT (Ledger Types). |
| Amount | VNAA | Number | 15 | Enter the amount that corresponds to the account number that you entered. Use a format that your database accepts. Some databases accept a decimal identifier, while others do not. |
| Explanation | VNEXA | Alpha | 30 | Enter the Alpha Name of the customer.<br><br>If you leave this field blank, the system retrieves the alpha name from the Address Book Master table (F0101). By completing this field, you improve performance of the process. |

**Note.** The values that you enter in these fields must exactly match the values that you entered in the corresponding fields in the F03B11Z1 table:

EDI - User ID (VNEDUS)

EDI - Transaction Number (VNEDTN)

EDI - Successfully Processed (VNEDSP)

EDI - Transaction Action (VNEDTC)

EDI - Transaction Type (VNEDTR)

EDI - Batch Number (VNEDBT)

If you complete these fields, the values that you enter must be the same as the values that you entered in the corresponding fields in the F03B11Z1 table:

Document Type (VNDCT)

Document Number (VNDOC)

Batch Number (VNICU)

Batch Type (VNICUT)

If you leave these fields blank, you must also leave the corresponding fields blank in the F03B11Z1 table.

## Required Fields for Processing Batch Invoices using the Advanced Cost Accounting System

If you use the Advanced Cost Accounting system (System 16), you must complete additional fields in the F0911Z1 table. The system processes these fields and stores them in the Account Ledger table (F0911).

| Field Name | Alias | Type | Length | Values to Enter/Definition |
|---|---|---|---|---|
| Cost Object Type 1-4 | VNABT1, VNABT2, VNABT3, VNABT4 | Alpha | 1 | Enter up to four cost object types. The system uses these fields to validate the values that you enter in the corresponding Cost Object fields (VNABR1 - VNABR4). If you enter a value in one of the Cost Object Type fields, you must enter a value in the corresponding Cost Object field. The values in the Cost Object Type fields must exist in the Cost Object Types table (F1620). |
| Cost Object 1-4 | VNABR1, VNABR2, VNABR3, VNABR4 | Alpha | 12 | Enter up to four cost objects. The value in each Cost Object field must adhere to the edit rules for the corresponding Cost Object Type (VNABT1 - VNABT4). |
| Posting Code 1-10 | VNPM01 - VNPM10 | Alpha | 1 | Leave these fields blank. |
| Item Number | VNITM | Number | 8 | If you enter a value in this field, the system validates it against the Item Master table (F4101). |

# (ARG) Mapping Fields in the Taxes - Tax Amounts by Invoice Suffix Batch Entry A - 03B Table (F76A19Z1) for Argentina

These fields in the Taxes - Tax Amounts by Invoice Suffix Batch Entry A - 03B table (F76A19Z1) are required for processing batch invoices for Argentina:

| Field Name | Alias | Type | Length | Values to Enter/Definition |
|---|---|---|---|---|
| EDI - User ID | VKEDUS | Alpha | 10 | Enter the user ID of the person who is running the process or the person who is receiving messages in the Employee Work Center.<br><br>This field, with the EDI - Transaction Number (VKEDTN), the EDI - Batch Number (VKEDBT), and the EDI - Line Number (VKEDLN) fields, uniquely identifies an invoice. |
| EDI - Transaction Number | VKEDTN | Alpha | 22 | Enter the source system's document number so that the transaction can be cross-referenced.<br><br>This field, with the EDI - Line number field (VKEDLN), uniquely identifies each transaction. Each new transaction number identifies a new invoice. You cannot have more than one transaction with the same number in a batch unless the line number is different. |
| EDI - Line Number | VKEDLN | Number | 7 | Enter the pay item number only if a transaction has multiple pay items. If a transaction has only one pay item, you can leave this field blank.<br><br>This field, with the EDI - Transaction Number field (VKEDTN), identifies each pay item of the invoice. |

| Field Name | Alias | Type | Length | Values to Enter/Definition |
|---|---|---|---|---|
| EDI - Transaction Action | VKEDTC | Alpha | 1 | Enter A in this field. No other values are valid.<br><br>A code that specifies what the system must do with the transaction during final processing. |
| EDI - Transaction Type | VKEDTR | Alpha | 1 | Enter I (for invoices) in this field.<br><br>A code that identifies a particular kind of transaction. |
| EDI - Batch Number | VKEDBT | Alpha | 15 | Enter a number to group transactions for processing.<br><br>This field, with the EDI - Transaction Number (FKEDTN), the EDI - USER ID (VKEDUS), and the EDI - Line Number (VKEDLN) fields, uniquely identifies a transaction within a specific batch. This field also specifies a level break and causes the assignment of a new batch number each time that the value changes. To increase performance, assign one batch number for each group of transactions that is processed at one time. |
| Document Company | VKKCO | Alpha | 5 | Enter the same value that is entered in the corresponding field in the F03B11Z1 table.<br><br>If you leave this field blank, the system uses the value entered the corresponding field (VJKCO) in the F03B11Z1 table. |

| Field Name | Alias | Type | Length | Values to Enter/Definition |
|---|---|---|---|---|
| Document Type | VKDCT | Alpha | 2 | Enter the same value that is entered in the corresponding field in the F03B11Z1 table.<br><br>If you leave this field blank, you must also leave the corresponding field (VJDCT) blank in the F03B11Z1 table. |
| Document Suffix | VKSFX | Alpha | 3 | Enter 1 in this field if the invoice has only one line. If the invoice has more than one line, enter consecutive numbers beginning with 1. |
| Tax Code | VKATXC | Alpha | 10 | Enter the description of the corresponding tax code. |
| Company | VKCO | Alpha | 5 | Enter the number of company to which the invoice belongs. This number must exist in the F0010 table and identify a reporting entity that has a complete balance sheet. |
| Address Number | VKAN8 | Number | 8 | Enter the address book number of the customer who is associated with the invoice transaction.<br><br>The number that you enter must exist in the Address Book Master table (F0101). |
| Tax Amount in National Currency | VKATDA | Number | 15 | Enter the tax amount. |
| Tax Rate | VKTXR1 | Number | 7 | Enter the value of the tax rate. |

# (CHL and PER) Mapping Fields in the F76H3B10 EDI Tag File — CHI - 03B table (F76H3B1Z) for Chile and Peru

This section contains a list of required and optional fields in the F76H3B1Z table that are used for batch invoice processing for Chile and Peru.

## Required Fields

These fields in the F76H3B1Z table are required for processing batch invoices for Chile and Peru:

| Field Name | Alias | Type | Length | Values to Enter/Definition |
|---|---|---|---|---|
| EDI — User ID | ZTEDUS | Alpha | 10 | Enter the user ID of the person who is running the process or the person who is receiving messages in the Employee Work Center.<br><br>This field, with the EDI - Transaction Number (ZTEDTN) and the EDI - Batch Number (ZTEDBT), uniquely identifies an invoice. |

| Field Name | Alias | Type | Length | Values to Enter/Definition |
|---|---|---|---|---|
| EDI — Transaction Number | ZTEDTN | Alpha | 22 | Enter the source system's document number so that the transaction can be cross-referenced.<br><br>Each new transaction number identifies a new invoice. |
| EDI – Batch Number | ZTEDBT | Alpha | 15 | Enter a number to group transactions for processing.<br><br>This field, with the EDI - Transaction Number (ZTEDTN) and the EDI - USER ID (ZTEDUS) fields, uniquely identifies a transaction within a specific batch. This field also specifies a level break and causes the assignment of a new batch number each time that the value changes. To increase performance, assign one batch number for each group of transactions that is processed at one time. |

## Optional Fields

These fields in the F76H3B1Z table are optional for batch invoice processing for Chile and Peru. You can use the fields to provide additional information about invoices:

| Field Name | Alias | Type | Length | Vales to Enter /Definition |
|---|---|---|---|---|
| Legal Company | ZTH76LECO | Alpha | 5 | Enter the same value that is in the corresponding field (VJCO) in the F03B11Z1 table. |
| Legal Document Type | ZTH76LEDT | Alpha | 3 | Enter a value that corresponds to an invoice. |

| Field Name | Alias | Type | Length | Vales to Enter /Definition |
|---|---|---|---|---|
| Emission Serial | ZTH76EMS | Alpha | 4 | Enter a value that corresponds to CB if the processing option is set to verify sequence numbers. |
| Legal Number | ZTH76LENU | Number | 10 | Enter the legal number. |
| Printed Invoice Flag | ZTH76IPRT | Alpha | 1 | Enter *Y* to require a value in the Printed Invoice Date field (ZTH76IDPT). Enter *N* to not require a date. |
| Printed Invoice Date | ZTH76IDPT | Date | 6 | Enter the date that the invoice was printed. |
| Entered Invoice Flag in Vat Sales Subledger | ZTH76IRPT | Alpha | 1 | Enter *Y* to require a value in the Date Invoice Reported field (ZTH76IDPR). Enter *N* to not require a date. |
| Date Invoice Reported | ZTH76IDPR | Date | 6 | Enter the date that the invoice was included in the VAT sales ledger. |
| Entered Invoice Flag in the magnetic support | ZTH76IRMA | Alpha | 1 | Enter *Y* to require a value in the Date Invoice Magnetic Reported field (ZTH76IDRM). Enter *N* to not require a date. |
| Date Invoice Magnetic Reported | ZTH76IDRM | Date | 6 | Enter the date that the invoice was reported on magnetic media. |
| Transaction Originator | ZTTORG | Alpha | 10 | This field should be left blank. The system updates this field when the transaction is processed. |
| User ID | ZTUSER | Alpha | 10 | This field should be left blank. The system updates this field when the transaction is processed. |

| Field Name | Alias | Type | Length | Vales to Enter /Definition |
|---|---|---|---|---|
| Program ID | ZTPID | Alpha | 10 | This field should be left blank. The system updates this field when the transaction is processed. |
| Date - Updated | ZTUPMJ | Date | 6 | This field should be left blank. The system updates this field when the transaction is processed. |
| Time - Last Updated | VJUPMT | Number | 6 | This field should be left blank. The system updates this field when the transaction is processed. |
| Work Station ID | VJJOBN | Alpha | 10 | This field should be left blank. The system updates this field when the transaction is processed. |

# (CHL and PER) Mapping Fields in the F76H3B15 EDI Tag File — CHI — 03B table (F76H3B5Z) for Chile and Peru

These fields in the F76H3B15 EDI Tag File —CHI — 03B table (F76H3B5Z) are required for processing batch invoices for Chile and Peru:

| Field Name | Alias | Type | Length | Values to Enter/Definition |
|---|---|---|---|---|
| EDI – User ID | IREDUS | Alpha | 10 | Enter the user ID of the person who is running the process or the person who is receiving messages in the Employee Work Center.<br><br>This field, with the EDI - Transaction Number (IREDTN), the EDI - Batch Number (IREDBT), and the EDI - Line Number (IREDLN) fields, uniquely identifies an invoice. |
| EDI – Transaction Number | IREDTN | Alpha | 22 | Enter the source system's document number so that the transaction can be cross-referenced.<br><br>This field, with the EDI - Line number field (IREDLN), uniquely identifies each transaction. Each new transaction number identifies a new invoice. You cannot have more than one transaction with the same number in a batch unless the line number is different. |

| Field Name | Alias | Type | Length | Values to Enter/Definition |
|---|---|---|---|---|
| EDI – Batch Number | IREDBT | Alpha | 15 | Enter a number to group transactions for processing.<br><br>This field, with the EDI - Transaction Number (IREDTN), the EDI - USER ID (IREDUS), and the EDI - Line Number (IREDLN) fields, uniquely identifies a transaction within a specific batch. This field also specifies a level break and causes the assignment of a new batch number each time that the value changes. To increase performance, assign one batch number for each group of transactions that is processed at one time. |
| EDI – Line Number | IREDLN | Number | 7 | Enter the pay item number only if a transaction has multiple pay items. If a transaction has only one pay item, you can leave this field blank.<br><br>This field, with the EDI - Transaction Number field (IREDTN), identifies each pay item of the invoice. |
| Legal Company | IRH76LECO | Alpha | 5 | Enter the same value that is in the corresponding field (VJCO) in the F03B11Z1 table. |
| Legal Document Type | IRH76LEDT | Alpha | 3 | Enter a value that corresponds to an invoice. |

| Field Name | Alias | Type | Length | Values to Enter/Definition |
|---|---|---|---|---|
| Emission Serial | IRH76EMS | Alpha | 4 | Enter a value that corresponds to CB if the processing option is set to verify sequence numbers. |
| Legal Number | IRH76LENU | Number | 10 | Enter a legal number.<br>**Note.** This field is required if the processing option is set to require legal numbers. |

# APPENDIX B

# Mapping Fields for Automatic Receipts Processing

This appendix discusses mapping fields in the Electronic Receipts Input table (F03B13Z1).

## Mapping Fields in the Electronic Receipts Input Table (F03B13Z1)

This section contains a list of the fields in the F03B13Z1 table. Some of the fields are required. For some fields, blank is a valid value. Required and optional fields are input fields that might be provided on the bank tape. Output fields are fields that the system populates when you run the Update Receipts Header program (R03B551).

### See Also

*PeopleSoft EnterpriseOne Multicurrency Processing 8.11 PeopleBook*, "Mapping Requirements for Processing Multicurrency Automatic Receipts"

### Required Fields

These fields in the F03B13Z1 table are required for processing automatic receipts:

| Field Name | Alias | Type | Length | Definition |
|---|---|---|---|---|
| EDI - User ID | RUEDUS | Alpha | 10 | Enter the user ID of the person running the process or the person who receives messages in the Employee Work Center.<br><br>This field, in conjunction with the EDI - Transaction Number (RUEDTN), the EDI - Batch Number (RUEDBT), and the EDI - Line Number (RUEDLN), uniquely identifies a receipt. |

| Field Name | Alias | Type | Length | Definition |
|---|---|---|---|---|
| EDI - Batch Number | RUEDBT | Alpha | 15 | Enter a number to group transactions for processing.<br><br>This field, in conjunction with the EDI - User ID (RUEDUS), EDI - Transaction Number (RUEDTN), and the EDI - Line Number (RUEDLN), uniquely identifies a transaction within a specific batch. This field also specifies a level break and causes the assignment of a new batch number each time the value changes.<br><br>To increase performance, assign one batch number for each group of transactions processed at one time. |
| EDI - Transaction Number | RUEDTN | Alpha | 22 | Enter the source system's document number so that the transaction can be cross-referenced.<br><br>This field identifies a receipt. Each new transaction number identifies a new receipt. You cannot have more than one transaction with the same number in a batch unless the line number (RUEDLN) is different.<br><br>This field normally contains the source system's document number so that the transaction can be readily identified in the source system. |
| EDI - Line Number | RUEDLN | Number | 7 | This field is used to identify each receipt pay item when one receipt pays multiple invoices. |
| Receipt Number | RUCKNU | Alpha | 25 | Enter the same value as the value in the EDI - Transaction Number (RUEDTN) field.<br><br>This field identifies the receipt that is in the batch. The value corresponds to the check number that the customer or payor uses for payment of goods or services. |

| Field Name | Alias | Type | Length | Definition |
|---|---|---|---|---|
| Batch Type | RUICUT | Alpha | 2 | This field identifies the batch type. Enter *9B* into this field to identify the batch type for the auto receipts process. No other values are valid in this field. |
| Address Number | RUAN8 | Number | 8 | Enter the address book number of the customer. The number that you enter must exist in the Address Book Master table (F0101).<br><br>If you leave this field blank and complete the Customer Bank Account (RUCBNK) and Customer Bank Transit (RUTNST) fields, the system uses the bank account information to identify the payor and then assign the payor number to the customer.<br><br>If these fields (RUAN8, RUCBNK, and RUTNST) are blank, but the Document Number field (RUDOC) or the Generic Matching field (RUGMFD) is not blank, the system will use the invoice information in these fields to locate the payor number and then assign the payor number to the customer. If the Document Number and Generic Matching fields are blank too, the system either uses the default value entered in the processing options for the Update Receipts Header program to get a payor and customer number or generates a logged receipt record.<br><br>To increase performance, enter the customer's address book number so that the system does not need to retrieve the value from another table. |

| Field Name | Alias | Type | Length | Definition |
|---|---|---|---|---|
| G/L Date | RUDGJ | Date | 6 | Enter the G/L date in the format that your database accepts. Some databases allow you to enter the date in a Gregorian date format (mmddyy), while others might require a Julian date format.<br><br>The Julian date format is cyyddd (where c = century). Enter 0 (zero) for transactions in the 20th century and enter 1 for transactions in the 21st century. For example, the date June 01, 1999 corresponds to the Julian date 099152, and the date June 01, 2000 corresponds to the Julian date 100153 (because the year 2000 is a leap year).<br><br>If you leave this field blank, the system updates it with a value based on the processing options set up in the Update Receipts Header program. |
| Check Amount | RUCKAM | Number | 15 | Enter the amount of the receipt into this field. If the receipt pays multiple invoices or one invoice with multiple pay items, include this amount on the first receipt transaction only. If this amount is included on multiple transactions for the same receipt, the receipt will not process successfully.<br><br>Do not enter a credit (negative) amount. |
| Document Number | RUDOC | Number | 8 | See the note after this table. |
| Document Type | RUDCT | Alpha | 2 | See the note after this table. |
| Document Company | RUKCO | Number | 5 | See the note after this table. |
| Document Pay Item | RUSFX | Number | 3 | If you use the Known Invoice Match With Amount algorithm (R03B50D) to pay invoices with multiple pay items, you must specify the pay item number; otherwise, the system assumes the invoice has only one pay item and pays only the first pay item.<br><br>Pay item numbering begins with 001 (not 000). |

| Field Name | Alias | Type | Length | Definition |
|---|---|---|---|---|
| Gross Amount | RUAG | Number | 15 | Complete this field only if you are using the Known Invoice Match With Amount algorithm. Specify the amount of the receipt to apply against the invoice or invoice pay item. For example, if the check amount is 100, but you are paying an invoice for 50, you specify 50.<br><br>If the receipt pays the entire invoice (the invoice has a single pay item), the amount entered in this field will be the same as the amount entered in the Check Amount field (RUCKAM).<br><br>Enter credit (negative) amounts to pay credit memos. |
| G/L Bank Account | RUGLBA | Number | 8 | Enter the short account ID of the bank account that is used to record the deposit of the receipt. The value that you enter must be zero-filled if it is not eight characters in length. For example, enter 108 as 00000108. The G/L bank account that you enter must exist in the Account Master table (F0901).<br><br>Alternatively, if this field is left blank but the Home Bank Account (RUEHBK) and Home Bank Transit (RUEHTN) fields are completed, and the bank account is set up in the G/L Bank Accounts program (P0030G) with the account and transit numbers, the system will locate the short ID based on these values.<br><br>If all fields (RUGLBA, RUEHBK, and RUEHTN) are left blank, the system updates this field based on a processing option in the Update Receipts Header program. |

| Field Name | Alias | Type | Length | Definition |
|---|---|---|---|---|
| Company | RUCO | Alpha | 5 | Enter the company number assigned to the receipt. The value of this field must exist in the Company Constants table (F0010). The system uses the company number to retrieve automatic accounting instructions for the A/R trade account for unapplied and logged receipts.<br><br>If you leave this field blank, the system retrieves the company number from the G/L bank account, if specified; otherwise, the system uses the value that is set up in the processing option of the Update Receipts Header program. |
| Customer Bank Account | RUCBNK | Number | 20 | See the note after this table. |
| Customer Bank Transit | RUTNST | Number | 20 | See the note after this table. |

**Note.** The Document Number (RUDOC), Document Type (RUDCT), and Document Company (RUKCO) fields identify the invoice in the Customer Ledger table (F03B11) that the receipt pays.

If you use the Known Invoice Match With Amount (R03B50D) or Known Invoice Match Without Amount (R03B50E) algorithms, you must identify the invoice by using these fields or the Generic Matching field (RUGMFD).

While these fields are not required for some algorithms, completing them can increase the performance of the process.

**Note.** If you are processing drafts, enter the customer or payor's bank account information into these fields.

Alternatively, you can leave these fields blank and enter the customer or payor's bank account name into the Remark field to locate the bank account information from the F0030 table. If the system cannot locate the customer or payor's bank account information, the draft transaction is not processed.

If you are not processing drafts, these fields are optional. If you complete these fields, the system uses the information to locate the address book number in the F0030 table to use for the Payor (PYR) in the F03B13 table. If two records exist for the same account and transit number, the system uses the payor record (record type P). Otherwise, it uses the customer record (record type C).

## Optional, Ignored, and Output Fields

These fields in the F03B13Z1 table are optional for the user to complete, ignored by the system, or updated by the system and should be left blank:

| Field Name | Alias | Type | Length | Definition |
|---|---|---|---|---|
| Batch Number | RUICU | Number | 8 | A number used to group receipts together that are processed simultaneously. This number must be uniquely identified in the F03B13Z1 table.<br><br>If you leave this field blank, the system assigns the batch number from Next Numbers when the Update Receipts Header program is run.<br><br>It is recommended that you leave this field blank. |
| Statement Number | RUCTL | Alpha | 13 | Leave this field blank. The system cannot perform invoice matching if this field contains a value.<br><br>If you want to pay invoices by statement number, enter the statement number in the Generic Matching Field (RUGMFD). |

| Field Name | Alias | Type | Length | Definition |
|---|---|---|---|---|
| Generic Matching Field | RUGMFD | Alpha | 50 | This field is used to reference and locate an invoice for the Known Invoice Match With Amount (R03B50D) and Known Invoice Match Without Amount (R03B50E) algorithms. You can enter one of the following values:<br>• Document Number<br>• Sales Order Number<br>• Customer Reference Number<br>• Statement Number<br>The system locates the invoice from the value entered in either the RUDOC field or this field. |
| Reference | RUVR01 | Alpha | 25 | A text field used to enter information about the invoice that is paid by the receipt. This field is informational only. |
| Payment ID | RUPYID | Number | 15 | A field used to identify the receipt.<br>The system assigns a number to this field when receipts are processed. The system uses this value as an internal reference to locate the receipt.<br>It is recommended that you leave this field blank. |

| Field Name | Alias | Type | Length | Definition |
|---|---|---|---|---|
| Auto Cash Upload Status | RUEUPS | Alpha | 1 | A field used to indicate the status of the transaction during the automatic receipt process. Values are:<br>• Blank: The transaction is not processed.<br>• *B:* The transaction is eligible for processing.<br>• *E:* The transaction was processed with errors.<br>• *H:* The transaction was processed by the Update Receipts Header program but was not matched to invoices using the Apply Receipts to Invoices program (R03B50).<br>• *Y:* The transaction is successfully processed.<br>It is recommended that you leave this field blank. |
| Batch Date - Century | RUDIC# | Number | 2 | A field to enter the century associated with the batch date.<br>If you leave this field blank, the system assigns the appropriate value to this field based on the batch date entered.<br>It is recommended that you leave this field blank. |

| Field Name | Alias | Type | Length | Definition |
|---|---|---|---|---|
| Batch Date | RUIDCJ | Date | 6 | The date that the transaction was entered into F03B13Z1 table.<br><br>If you leave this field blank, the system updates it with the date that the transaction is processed. |
| User ID | RUUSER | Alpha | 10 | The User ID of the person processing transactions. |
| G/L Date - Century | RUDG# | Number | 2 | The century associated with the G/L date.<br><br>It is recommended that you leave this field blank. |
| Receipt Date - Month | RUDMTM | Number | 2 | See the note after this table. |
| Receipt Date - Day | RUDMTD | | | See the note after this table. |
| Receipt Date - Year | RUDMTY | | | See the note after this table. |
| Receipt Date - Century | RUDMT# | | | Leave this field blank. The system assigns the century based on the receipt date. |

| Field Name | Alias | Type | Length | Definition |
|---|---|---|---|---|
| Receipt Date | RUDMTJ | Date | 6 | The date on the payor's check or the date that you received the check. The system uses the receipt date for informational and reporting purposes only.<br><br>Enter the receipt date in the format that your database accepts. Some databases allow you to enter the date in the Gregorian format (mmddyy), while others require a Julian date format.<br><br>The Julian date format is cyyddd (where c=century). Complete the century field by entering 0 (zero) for transactions in the 20th century and 1 for transactions in the 21st century. For example, June 01, 1999 corresponds to a Julian date 099152, while June 01, 2000 corresponds to a Julian date 100153.<br><br>Alternatively, leave this field blank and complete the fields RUDMTM (mm), RUDMTD (dd), and RUDMTY (yy) in the month/day/year format. |

| Field Name | Alias | Type | Length | Definition |
|---|---|---|---|---|
| Remark | RURMK | Alpha | 30 | A text field used to enter information about the receipt.<br><br>Alternatively, if you are processing drafts and did not complete the Customer Bank Account (RUCBNK) and Customer Bank Transit (RUTNST) fields, you can enter the payor's bank name into this field. The name is used to locate the bank account information from the Bank Transit Number Master File table (F0030). If the system cannot locate the payor's bank account information, the transaction is not processed. |
| Account Mode | RUAM | Alpha | 1 | This field specifies the account format of the G/L Bank Account entered.<br><br>It is recommended that you leave this field blank. |
| Home Bank Account | RUEHBK | Alpha | 20 | See the note after this table. |
| Home Bank Transit | RUEHTN | Alpha | 20 | See the note after this table. |
| Payment Instrument | RUPYIN | Alpha | 1 | A field that specifies the customer's payment method. The value entered in this field must exist in UDC 00/PY (Payment Instrument). |
| Receipt Type Code | RUTYIN | Alpha | 1 | Leave this field blank. The value of this field is assigned by the system when the receipt is processed. |

**Note.** Use the Receipt Date - Month (RUDMTM), Receipt Date - Day (RUDMTD) and Receipt Date - Year (RUDMTY) fields to enter the date on the payor's check or the date that you received the check. The system uses the receipt date for informational and reporting purposes only.

Enter the receipt date in the mm/dd/yy format if desired. Alternatively, leave these fields blank and complete the Receipt Date field (RUDMTJ).

If the system cannot locate a receipt date, it uses the G/L date.

**Note.** The Home Bank Account (RUEHBK) and Home Bank Transit (RUEHTN) fields can be used to identify the G/L bank account if the G/L Bank Account field (RUGLBA) is left blank. The G/L bank account must be set up in the F0030 table for the system to locate it based on the values entered in these fields.

If all fields (RUEHBK, RUEHTN, and RUGLBA) are left blank, the system will use the value entered in the default Short Bank Account ID field in the processing option of the Update Receipts Header program.

If the system cannot locate a G/L Bank Account, the receipt will not be processed.

# APPENDIX C

# Delivered Workflow for PeopleSoft EnterpriseOne Accounts Receivable

This appendix discusses the delivered workflow for PeopleSoft EnterpriseOne Accounts Receivable.

### See Also

*EnterpriseOne Tools 8.94 PeopleBook: Workflow Tools*

## Delivered Workflow for PeopleSoft EnterpriseOne Accounts Receivable

This section discusses the PeopleSoft EnterpriseOne Accounts Receivable workflow.

### Credit Limit Change Approval

This section discusses the Credit Limit Change Approval workflow.

#### Description

| | |
|---|---|
| **Workflow Description** | The system sends a workflow message to the credit manager when a user, such as a customer service representative, updates the credit limit for a customer. The credit limit change is not updated to the customer master record until the credit manager approves the credit limit change. The system also sends a workflow message to the credit manager to approve an initial credit limit for new customers that are added to the system. |
| **Workflow Trigger** | Adding a new customer master record or updating the credit limit field for an existing customer master record. |
| **Workflow Action** | The credit manager of the customer whose credit limit is changed receives a workflow message that requests approval of the change. When the credit manager accesses the approval form, they are presented with the existing credit limit, the requested credit limit, and options to approve or reject the requested credit limit. |

## Workflow Objects

| | |
|---|---|
| **System** | 01 |
| **Workflow Object Name** | CREDLIMIT |
| **Object ID** | N0100042 |
| **Event Description / Function Name** | MBFCustomerMaster |
| **Sequence / Line Numbers** | 2442, 2531 |

# APPENDIX D

# PeopleSoft EnterpriseOne Accounts Receivable Reports

This appendix provides an overview of Accounts Receivable reports and enables you to:

- View summary tables of all reports.
- View report details for selected reports.

## PeopleSoft Accounts Receivable Reports

This section provides overviews for these types of Accounts Receivable reports:

- Standard
- Analytical
- Integrity

### Standard Reports

You print standard reports to review and manage open accounts receivable balances and aging information for:

- All customers
- A specific customer
- A specific category code
- Multicurrency amounts

When you print these reports, the system reads information from these tables:

- Customer Master by Line of Business (F03012).
- Customer Ledger (F03B11).
- Receipts Header (F03B13).
- Receipts Detail (F03B14).

The processing time for these reports depends on the amount of history retained in these tables. You might want to print standard reports during off-peak hours.

### Analytical Reports

You print analytical reports to review and analyze information about:

- Totals by customer and pay status.
- Collections, such as unresolved matters and accounts that require immediate attention.
- Credit limits, such as assigned credit limit exceeded.
- Customer trends and statistics, such as high balances and DSO (Days Sales Outstanding).

PeopleSoft EnterpriseOne offers a variety of analytical reports that can help you analyze the transaction history and paying habits of customers. You can determine the payment trends based on history. For example, you can print a report that shows the number of chargebacks or insufficient funds (NSF) receipts associated with a customer. The analytical reports enable you to identify potential problem accounts before doing further business with a customer.

The processing time for these reports depends on the amount of history retained in their corresponding tables. You might want to print analytical reports during off-peak hours.

## Integrity Reports

Integrity reports help identify any problems and inconsistencies with EnterpriseOne data so that you can resolve them and ensure that your systems remain in balance. Use these reports to verify that the accounts receivable data matches the general ledger data and that the accounts receivable transactions have the correct pay status.

Integrity reports do not have as of capability. That is, you cannot run the reports as of a certain date, such as the last day of the month, to ensure that the data was in balance at that time. You can run the report only as of the current date.

When you run Accounts Receivable integrity reports, you should run the reports:

- When other users are not accessing the system.
- Frequently, so that you do not risk compromising accounting data.
- As needed during the conversion process at a new software installation site or during an initial learning period so that you can correct any errors promptly. Any integrity issues that exist prior to conversion will exist after conversion.

To reduce and resolve integrity issues:

- Ensure that the network is stable and that communication failures are not causing problems.
- Review software custom modifications because these can cause integrity problems.
- When researching integrity problems, collect as much supporting documentation as possible. Such documentation is valuable if you need additional support from PeopleSoft to resolve an issue.
- Use PeopleSoft EnterpriseOne software to resolve integrity problems. In some cases, using other database utilities can worsen the problem.

Schedule integrity reports to run during off-peak hours, because no changes can be made to the data when integrity tests are running.

# PeopleSoft Accounts Receivable Reports: A to Z

This table lists the PeopleSoft EnterpriseOne Accounts Receivable reports, sorted alphanumerically by report ID. 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 |
|---|---|---|
| R00314<br>(FRA) Bank Account Validation Report | Lists any drafts with an invalid bank transit number, customer bank account number, or control digit. | Draft Remittance and Collection (G03B162), Bank Account Exception Report |
| R03B155<br>Open A/R Summary Analysis Report | Lists the status of customer accounts. | Accounts Receivable Reports (G03B14), Open A/R Summary Analysis |
| R03B165<br>Statistical Trend Analysis Report | Prints the trends of a customer within a specific period of time. | Accounts Receivable Reports (G03B14), Statistical Trend Analysis |
| R03B166<br>Aging Trend Analysis Report | Prints customer payment trends over a period of time. | Accounts Receivable Reports (G03B14), Aging Trend Analysis |
| R03B167<br>Receipt Trend Analysis Report | Prints the payment history of a customer within a specific period of time. | Accounts Receivable Reports (G03B14), Receipt Trend Analysis |
| R03B168<br>Invoice Trend Analysis Report | Prints the invoice history of a customer within a specific period of time. | Accounts Receivable Reports (G03B14), Invoice Trend Analysis |
| R03B1691<br>Statistical Calculations by Company Report | Summarizes period information from the A/R Statistical History table (F03B16) by company. | Accounts Receivable Reports (G03B14), Statistical Calculations by Company |
| R03B1692<br>Statistical Calculations by Credit Manager Report | Summarizes the period information from the A/R Statistical History table (F03B16) by credit manager. | Accounts Receivable Reports (G03B14), Statistical Calculations by Credit Mgr |
| R03B1693<br>Statistical Calculations by Collection Manager Report | Summarizes period information from the A/R Statistical History table (F03B16). | Accounts Receivable Reports (G03B14), Statistical Calculations by Collect Mgr |
| R03B305<br>Invoice Journal | Prints invoice journal information. | Customer Invoice Entry (G03B11), Invoice Journal Report |
| R03B311<br>Receipts Journal Report | Prints receipt journal information. | Select Receipts Journal Report from one of these menus:<br>Manual Receipts Processing (G03B12)<br>Automated Receipts Processing (G03B13)<br>Real Estate Receipts (G1513) |

| Report ID and Report Name | Description | Navigation |
|---|---|---|
| R03B408<br>Receipts Deposit Journal | Prints all payments received and processed as of a specific batch date or range of batch dates by bank account. This report also shows any receipts that are voided or designated as NSF. | Manual Receipts Processing (G03B12), Receipts Deposit Journal |
| R03B413A<br>Open A/R Detail - Summarized Report | Prints current summary information about customer accounts. | Accounts Receivable Reports (G03B14), Open A/R Detail - Summarized |
| R03B4201A<br>Open A/R Detail with Remarks Report | Prints a list of open items such as invoices, credit memos, and unapplied receipts for every customer. | Accounts Receivable Reports (G03B14), Open A/R Detail with Remarks |
| R03B4201B<br>Open A/R Detail with Aging Report | Prints open A/R items for specific aging categories. This report lists totals for each company and a grand total for all companies. | Accounts Receivable Reports (G03B14), Open A/R Detail with Aging |
| R03B450<br>Receivables/Payables Netting Report | Prints the potential offsets between open accounts payable balances and open accounts receivable balances.<br>See Chapter 27, "Printing Selected Accounts Receivable Reports," Understanding Netting Reports, page 731. | Accounts Receivable Reports (G03B14), Build Netting Report File |
| R03B461<br>Collection Report | Prints a list of outstanding items for customers with past-due accounts.<br>See Chapter 22, "Managing Credit and Collections," Printing the Collection Report, page 655. | Accounts Receivable Reports (G03B14), Collection Report |
| R03B466<br>Netting - Aging Report | Lists transactions by customer and supplier aged by currency type.<br>See Chapter 27, "Printing Selected Accounts Receivable Reports," Understanding the Netting - Aging Report, page 733. | Accounts Receivable Reports (G03B14), Netting - Aging Report |
| R03B560<br>Receipts Activity Register | Prints a list of all processed items | Automated Receipts Processing (G03B13), Receipts Activity Register |
| R03B574<br>NSF Drafts Notification | Prints the total amount of drafts that have been returned for insufficient funds.<br>See Chapter 14, "Processing Accounts Receivable Drafts," Understanding the NSF Drafts Notification Report, page 492. | Draft Remittance and Collection (G03B162), NSF Drafts Notification |

| Report ID and Report Name | Description | Navigation |
|---|---|---|
| R03B701<br>A/R to G/L by Batch Integrity Report | Compares the batch amount of the Customer Ledger transactions (F03B11) with the batch amount of the corresponding Account Ledger records (F0911). | Period End Processing (G03B21), A/R to G/L by Batch |
| R03B707<br>A/R to Account Balance by Account ID Report | Compares posted amounts in transaction tables with the amounts updated in the Account Balances table (F0902). | Period End Processing (G03B21), A/R to Account Balance by Account ID |
| R7404002<br>Customer / Supplier Balance Report | Prints the detail of the transactions between your company and customers or suppliers. | Use one of these navigations:<br>Accounts Payable Reports (G0414), Supplier Balance Report.<br>Accounts Receivable Reports (G03B14), Customer Balance Report.<br>Spanish Reports (G74S09), Customer / Supplier Balance Report.<br>French Reports (G093151), Customer / Supplier Balance Report |
| R74P0450<br>(POL) AR Trial Balance Report | Lists all accounts receivable transactions by currency, company, account, and supplier. | General Ledger (G74P09), AR Trial Balance |
| R74R5005<br>(RUS) Cash Receipt Note Report | Prints a cash receipt note for each transaction that increases petty cash. | Cash Desk Transactions (G74RCASH), Cash Receipt Note |
| R74S540<br>(ESP) Stamp Fees Report | Prints a list of the total amount and the fee amount for each draft. | Print the Stamp Fee report as part of draft remittance by entering the program and version numbers of the report on the Custom Report processing option of the Draft Remittance program (R03B672) |
| R7503420<br>(JPN) Draft Receivable Report - Japan | Prints a list of processed drafts, including the bank-assigned draft number. | Japanese Localization (G75J), Draft Receivable Report |
| R76A0024<br>(ARG) Credit Invoice Ledger | Prints a report that lists the credit invoices that you have issued for customers. | Argentinean Localization (G74A), Accounts Payable - Argentina Localization, Credit Invoice System Set Up, AR SOP Credit Invoice Ledger |

| Report ID and Report Name | Description | Navigation |
|---|---|---|
| R76A8510<br>(ARG) Report Control Draft - ARG - 03B | Prints a list of all receipts with the Lecops payment instrument. | You must add this report |
| R890911BI<br>A/R to G/L Receipts Integrity Report | Verifies that each batch of posted records in the Receipts Detail table (F03B14) is in balance with the corresponding G/L receipt amounts in the Account Ledger table (F0911). | Period End Processing (G03B21), A/R to G/L Receipts |

# PeopleSoft Accounts Receivable Selected Reports

This section provides detailed information, including processing options, for individual reports. These reports are listed alphanumerically by report ID.

### See Also

Chapter 24, “Updating Accounts Receivable Statistics for Customer Analysis ,” page 689

## R03B155 - Open A/R Summary Analysis

This report enables you to review these types of information:

- Account balances at the parent or child level.
- Open amounts and their associated aging categories.
- Customers who have exceeded their standard credit limit at the customer and company level (based on how you set the processing options).
- Customers who have exceeded their insured credit limit.
- Customers who are under their credit limit.
- The customer’s currency of open amounts.
- Summary information at the company level.

To update the appropriate date information, you must run the Credit Analysis Refresh program (R03B525). When you print the Open A/R Summary Analysis report, the system reads information from the Credit and Cash Management table (F03B15) and the Credit Insurance Table (F03B29).

## Processing Options for Open A/R Summary Analysis (R03B155)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

### Insured Credit Limit

These processing options specify how the system displays insured credit limit information on the report.

**1. Open Amount to be Exceeded**

Specify the amount against which the customer balance will be compared to determine whether to print the customer on the report. The system uses the currency specified in the Open Amount processing option for the amount specified in this processing option. The system retrieves the exchange rate to use to restate customer balances from the Currency Exchange Rates table (F0015), and then compares the restated balance with the amount specified in this processing option to determine whether to print the customer on the report. The system prints only customer balances with amounts greater than or equal to the amount specified in this processing option.

**Note.** The system prints the customer balances in the currency specified in the A/B Amount Codes field (CRCA) of the customer master record (F03012), not in the currency specified for the Open Amount processing option.

**2. Currency Code of Open Amount**

Specify the currency of the amount entered in the Open Amount to be Exceeded processing option. The system calculates open amounts based on the currency specified, and then compares the customer's balance with the amount entered in the Open Amount to be Exceeded processing option to determine whether to print the customer on the report.

If you leave this processing option blank, the system uses the currency code USD.

**Note.** The system does not print amounts in the currency specified; it uses the currency code only for data selection.

**3. Standard or Insured Credit Limit**

Specify which customer records will be printed on the report. Values are:

Blank: Print all records.

*1:* Print records with the open amount greater than or equal to the credit limit that is set up on the customer master record (F03012).

*2:* Print records with the open amount greater than or equal to the insured credit limit.

**Note.** If the Open Amount to be Exceeded processing option contains a value, it overrides this processing option.

## R03B165 - Statistical Trend Analysis Report

As part of the customer management and collection activities, print the Statistical Trend Analysis report. This report enables you to analyze the trends of a customer within a specific period of time. Depending on the data selection, this report shows any of the following statistical information about customers:

- Open balance by period.
- Number of days sales outstanding (DSO) and delinquent DSO.

- Number of days credit is granted.
- Weighted average days late.
- Non-weighted average days late.

When you print the Statistical Trend Analysis report, the system uses information from these tables:

- A/R Statistical History (F03B16)
- A/R Statistical Summary (F03B16S)

This report does not have associated processing options.

Before you run this program, run the Statistics History Update program (R03B16) so that the most up-to-date statistical information prints on the report.

## R03B166 - Aging Trend Analysis Report

To analyze customer payment trends, print the Aging Trend Analysis report. This report enables you to view customer payment trends over a long period of time. For example, you can determine whether a customer is becoming more delinquent each year, based on monthly totals over a two-year period.

When you print the Aging Trend Analysis report, the system uses information from these tables:

- F03B16
- F03B16S

This report does not have associated processing options.

Before you run this program, run the Statistics History Update program (R03B16) so that the most up-to-date statistical information prints on the report.

## R03B167 - Receipt Trend Analysis Report

To analyze the payment history of a customer within a specific period of time, print the Receipt Trend Analysis report. Depending on the data selection, this report shows:

- Ending date and amount of payments.
- Late payments.
- Discounts taken, earnable discounts, and unearned discounts.
- Number of insufficient payments (NSF receipts and amounts).
- Number and amount chargebacks.

When you print the Receipt Trend Analysis report, the system uses information from these tables:

- F03B16
- F03B16S

This report does not have associated processing options.

Before you run this program, run the Statistics History Update program (R03B16) so that the most up-to-date statistical information prints on the report.

## R03B168 - Invoice Trend Analysis Report

To analyze the invoice history of a customer within a specific period of time, print the Invoice Trend Analysis report. Depending on the data selection, this report shows:

- Ending date and ending balance.
- Gross amount.
- Number of invoices.
- Sales amount.
- Amount of discounts taken and credits entered.
- Delinquency fees.

When you print the Invoice Trend Analysis report, the system uses information from these tables:

- F03B16
- F03B16S

This report does not have associated processing options.

Before you run this program, run the Statistics History Update program (R03B16) so that the most up-to-date statistical information prints on the report.

## R03B1691 - Statistical Calculations by Company Report

The Statistical Calculations by Company report (R03B1691) summarizes period information from the F03B16 table by company. The customer information is at the company level. The system summarizes statistical information for all companies under Company 00000, which you can use to provide statistical information for your organization.

You can use data selection to narrow the selection criteria, but you should not change data sequencing. Because the totals are dependent on the exact sequencing of this report, changing the data sequence could compromise the results.

This report does not have associated processing options.

Before you run this program, run the Statistics History Update program (R03B16) so that the most up-to-date statistical information prints on the report.

## R03B1692 - Statistical Calculations by Credit Manager Report

The Statistical Calculations by Credit Manager report (R03B1692) summarizes the period information from the F03B16 table by credit manager. All customer information is provided based on the credit manager and company.

You can use data selection to narrow the selection criteria, but you should not change data sequencing. Because the totals are dependent on the exact sequencing of this report, changing the data sequence could compromise the results.

This report does not have associated processing options.

Before you run this program, run the Statistics History Update program (R03B16) so that the most up-to-date statistical information prints on the report.

# R03B1693 - Statistical Calculations by Collection Manager Report

The Statistical Calculations by Collection Manager report (R03B1693) summarizes period information from the F03B16 table. All customer information is provided based on the collection manager and company.

You can use data selection to narrow the selection criteria, but you should not change data sequencing. Because the totals are dependent on the exact sequencing of this report, changing the data sequence could compromise the results.

This report does not have associated processing options.

Before you run this program, run the Statistics History Update program (R03B16) so that the most up-to-date statistical information prints on the report.

# R03B305 - Invoice Journal

Generally, it is easier to review invoice journal information online. However, if a balancing problem occurs, or if batches are large, you might find the printed invoice journal more useful.

When you print invoice journal information, the system selects transactions from the F03B11 and Account Ledger (F0911) tables.

This report lists messages in the blank area next to the far right column. These messages describe:

- Balance discrepancies (if the total gross/discount amount does not equal the G/L distribution).
- Intercompany transactions (if the document contains G/L transactions for more than one company).

# Data Selection for Invoice Journal (R03B305)

The batch number, user ID, and batch date are commonly used data selections.

If you create additional versions of this report, you must use the data sequence in this order:

1. User ID (alphabetical order)
2. Batch Date
3. Batch Number (most recent date first)
4. Document Company
5. Document Type
6. Document Number (ascending order)
7. Pay Item

# R03B311 - Receipts Journal Report

As an alternative to reviewing receipts online, you can run the Receipts Journal Report (R03B311). You can create different versions to display specific information. For example, you might set up a version of the report that displays specific batches based on a particular date or for a specific user.

When you run the Receipts Journal Report, the system displays a list of the receipts entered for each bank account, and the invoices that each receipt paid, if any. For drafts, the system does not include a bank account number on the header of the report until the draft reaches a contingent liability or collection status. The report prints unposted transactions unless you use data selection to specify a posted code of D.

This report includes information from the Receipts Header table (F03B13) and the Receipts Detail table (F03B14).

### Column Headings

The column heading TI represents the receipt type code that the system assigns to the TYIN field in the F03B13 table when you enter a receipt. The system assigns one of these values from UDC 03B/TI:

| Receipt Type Code | Description of Code |
|---|---|
| *A* | Applied receipt |
| *D* | Draft |
| *G* | General ledger receipt |
| *L* | Logged receipt |
| *R* | Rounding record |
| *U* | Unapplied receipt |

### Data Sequence

The system displays the transactions in this sequence:

1. User ID
2. Batch number
3. Batch date
4. G/L account
5. Company
6. Address number
7. Payment (receipt) number

---

**Note.** The totals on the report depend on this sequence. If you modify the sequence, you must also modify the program logic that determines how totals are calculated.

---

## Processing Options for Receipts Journal Report (R03B311)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

### Print

These processing options enable you to specify the format that the system uses to print account numbers on the report.

**1. Account Format - G/L Receipts and Drafts**

Specify the format to use to print account numbers on the report. The system prints the account number in the detail section of the report for general ledger receipts and drafts only; otherwise, the system prints the document numbers of the invoices paid. If you leave this processing option blank, the system does not print the account number. Values are:

*1:* Print the account number in the standard format, BU.Obj.Sub (business unit.object.subsidiary).

*2:* Print the 8-character account ID that the system assigns to the account number in the Account Master table (F0901).

*3:* Print the account number that you assign to the Free Form (3rd Acct. No.) field in the Account Master table (F0901).

**2. Account Format - Bank Account**

Specify the format to use to print the bank account numbers on the report. The system prints the bank account number in the header section of the report. If you process drafts, the system does not print the bank account number on the report if the draft is at acceptance stage and has not been registered. If you leave this processing option blank, the system does not print the bank account number. Values are:

*1:* Print the account number in the standard format, BU.Obj.Sub (business unit.object.subsidiary).

*2:* Print the 8-character account ID that the system assigns to the account number in the Account Master table (F0901).

*3:* Print the account number that you assign to the Free Form (3rd Acct. No.) field in the Account Master table (F0901).

## R03B408 - Receipts Deposit Journal

Regardless of the G/L or receipt date that you use when you enter a receipt, the system always assigns the system date as the batch date. Therefore, if you run this report and do not get expected results, verify that you have correctly entered the range of dates, based on the batch date.

This report prints information from the F03B13 table only.

## Processing Options for Receipts Deposit Journal (R03B408)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

### Batch Date

These processing options specify the date range to use to select the records to print on the report.

**1. From Date** and **2. Through Date** Specify the range of batch dates to select receipt or draft records from the F03B13 table to print on the report. The system includes records with a batch date on or after the date specified. If you leave this processing option blank, the system uses today's date.

## R03B560 - Receipts Activity Register

To review a list of all processed items, you can print the Receipts Activity Register (R03B560). This enables you to review the unapplied and applied receipt records. The report prints information from the Receipts Header (F03B13) and the Receipts Detail (F03B14) table.

## Processing Options for Receipts Activity Register (R03B560)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

### Overrides

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

**1. Display Foreign Amounts** Specify whether the system prints foreign amounts in addition to domestic amounts on the report. Values are:

Blank: Print only the domestic receipt amounts.

*1:* Print both the foreign and domestic receipt amounts.

**2. New Page for Each Receipt** Specify whether the system page breaks on customer or on receipt. Values are:

Blank: Page break on customer.

*1:* Page break on receipt.

## R03B701 - A/R to G/L by Batch Integrity Report

The A/R to G/L by Batch integrity report (R03B701) compares the batch amount of the transactions in the F03B11 table with the batch amount of the corresponding records in the F0911 table. This integrity test:

- Adds all gross amounts (posted) to the F03B11 table for each batch and accounts for variations based on tax types and tax amounts.
- Accumulates all pay items that are posted to the F0911 table for each batch.
- Compares the F03B11 amount with the F0911 amount. The net difference should be zero.

- Compares the F03B11 amount with the automatic offset amount. The net difference should be zero.

Discrepancies are printed on the report.

The A/R to G/L by Batch Integrity report also verifies that the pay status is correct for each F03B11 transaction. The report validates the relationship between the pay status and open amount for these conditions:

- The invoice does not have an open amount, but the pay status is not P (paid).
- The invoice has an open amount, but the pay status is P (paid).

If any discrepancies exist, the invoice records print on the integrity report.

Before you run this program, post all invoice batches (batch type IB). The report does not process unposted or excluded batches. You can force the system to exclude a batch from processing by turning on the option on the Batch Overrides form.

## Resolving Out-of-Balance Conditions (A/R to G/L by Batch)

When the system detects that an invoice batch is not in balance, it prints the batch amounts that need to be researched on the report. These conditions might be reported:

1. The calculated amount, including taxes, of the invoice (F03B11) does not equal the distribution amount (F0911).

   To determine which invoice is not in balance, run the Print Invoice Journal report and General Journal report for the batch, or review each invoice online and compare the invoice amount with the G/L distribution amount.

   A discrepancy between these two amounts can occur when:

   - The invoice was intentionally entered out of balance.
   - The G/L distribution amount for an invoice was changed using the Journal Entries program (P0911).
   - An invoice pay item was voided, but the void was not posted.

   **Note.** This condition occurs only when the invoice has multiple pay items. If the invoice has only one pay item and it is voided, but not posted, this report will not produce an out-of-balance condition. Because the system removes the posted code from the entire invoice when it is voided, the invoice will not be considered by the report. However, if only one of several pay items is voided, but not posted, the report will produce an out-of-balance condition.

   To correct this problem, verify that all transactions in the batch are posted. If all transactions are posted, locate the invoice that is out of balance and change the journal entry amount to correspond to the invoice amount. If the invoice amount is not correct, put the transaction in balance first, and then void it.

2. The distribution amount (F0911) does not equal the automatic offset amount (F0911).

   This condition occurs only when the post program does not finish processing.

   To correct this problem, determine the missing offset entry amount, create the balancing one-sided journal entry, and post the batch out of balance.

Either condition listed on the report can also occur if data records are damaged. Data records can be damaged for a variety of reasons, including hardware failure. To identify damaged data records, run queries over key fields (company, G/L date, document number, fiscal year, century, and so forth) for the F03B11 and F0911 tables to identify any null, blank, or special characters that should not be part of the value.

To correct this problem, repair the key field or remove the record from the table. Contact your database administrator for assistance in identifying and repairing damaged records.

### Invalid Pay Status Conditions

If the system detects an invalid pay status, it prints the information on the right side of the report with the error message Invalid Pay Status. You must research the invoice to determine whether the pay status or open amount is incorrect. You use a data file utility to update the field with the correct value. Contact your database administrator for assistance.

## R03B413A - Open A/R Detail - Summarized Report

This report has multiple versions to summarize information by:

- Company.
- Parent.
- A/B Category Code 01.
- A/B Category Code 01 and Company.
- A/R Category Code 01.
- A/R Category Code 01 and Company.
- Company Totals only.

The totals and aging amounts reflect those transactions that you specify in the data selection for the report.

## Processing Options for Open A/R Detail - Summarized Report (R03B413A)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

### Aging

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

**1. Age From Constants**

Specify whether the system retrieves aging specifications from the A/R constants or from processing options. Values are:

Blank: Use processing options.

*1:* Use A/R constants.

**2. Aging Date**

Specify the date that the system uses to age open balances. If you leave this processing option blank, the system uses today's date.

**3. Date to Age Accounts From**

Specify the date from which the system ages accounts. Values are:

*D:* Due Date (default)

*I:* Invoice Date

*G:* General Ledger Date

*S:* Statement Date

**4. Aging Method** Specify which aging categories the system uses to assign invoices. The system uses the date specified in the Aging Date processing option and the value specified in the Date Type processing option to calculate the aging for each invoice, and then assigns them to the aging category specified by this code. Values are:

*1:* Aging days. The system assigns invoices to the aging categories specified in the Aging Category 1 through Aging Category 6 processing options. The aging categories are user defined.

*2:* Fiscal periods. The system uses the fiscal periods defined by the date pattern assigned to the company record as the aging categories.

*3:* Calendar. The system uses each calendar month as an aging category.

### Aging Days

This processing option specifies the aging specifications.

**5. Aging Days** Specify the aging days that the system uses to age accounts. If you enter a *1* in the Age From Constants processing option, the system ignores this processing option.

### Age Credits

This processing option specifies whether the system ages credits.

**6. Age Credits** Specify whether the system ages credits. Values are:

Blank: Credits are not aged. Credits appear in the Current Aging Column.

*1:* Age credits.

### Print

This processing option specifies whether the system prints the parent number on the report.

**7. Print Parent Number** Specify whether to print the parent number on the report. Values are:

Blank: The parent number does not print the parent number on the report.

*1:* The parent number prints on the report.

## R03B4201A - Open A/R Detail with Remarks Report

This report includes the remarks that are associated with each pay item. For example, during invoice entry, you might enter a remark to describe the type of service or product in which the customer is being billed. This report shows totals for each company and a grand total for all companies.

You can run versions of this report that include:

- Discount information (A/R Details with Discounts, Net Amounts & Remarks).
- Retainages (Retainages Receivable).

- Receipts history (Customer Receipts History). This version includes both paid and open items for each customer. The information on this report version is similar to the information that you can view online using Customer Receipts Inquiry.

You can run this report so that it lists information as of a specific date, such as the end of the month. To do so, specify the as of date in the appropriate processing option.

# Processing Options for A/R Invoice Details (R03B4201A)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

## Print

These processing options specify information that the system prints on the report.

**1. Print Receipts**

Specify whether the report includes receipt information. Values are:

Blank: With the exception of unapplied receipts, the report does not include receipt information.

*1:* The report includes receipt information.

**2. Include Receipts in Total**

Specify whether to include receipt amounts in the total that appears on the report. Values are:

Blank: Do not include receipt amounts in the total.

*1:* Include receipt amounts in the total. If you enter *1*, you must additionally set the Print Receipts processing option to *1*; otherwise, the system does not include receipts in the total.

**3. Date - As of**

Specify the date to use to recalculate and print open invoice amounts on the report. The system compares the date that you enter with the G/L date of the receipt to determine whether the invoice was open or paid as of the date specified. If the G/L date of the receipt is after the as of date entered, the system considers the invoice open and includes it on the report. If the G/L receipt date is on or before the as of date entered, the system considers the invoice closed and does not include it on the report.

For example, suppose you enter an invoice with a G/L date of June 15, 2005 that is paid by a receipt with a G/L date of July 15, 2005. If the as of date is June 30, 2005, the invoice will show as open on the report. This is useful if a customer requests a report for a specific date or for a date other than the date for which the report was originally processed.

If you leave this processing option blank, the system does not perform as of processing.

**Note.** To determine whether an invoice was open as of a specific date, do not limit data selection using payment status or open amount. A demo version of the report using the proper data selection for as of processing is available.

***Warning!*** Using the as of date feature can dramatically increase the report's processing time.

**4. Currency Code -Restatement** Specify the currency to use to restate amounts that appear on the report. Enter a valid currency code. The system retrieves the exchange rate from the Currency Exchange Rates table (F0015). If an exchange rate is not set up, the system prints a blank report. If you leave this processing option blank, the report prints amounts in the domestic currency.

# R03B4201B - Open A/R Detail with Aging Report

You can run this report so that it lists information as of a specific date, such as the end of the month. To do so, specify the as of date in the appropriate processing option.

# Processing Options for Open A/R Detail with Aging (R03B4201B)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

## Aging

These processing options specify how the Accounts Receivable system ages customer invoice information.

**1. Aging Specifications** Specify whether to retrieve the aging specifications from the Accounts Receivable Constants or to use the values specified in the processing options for aging.

**Note.** If you enter *1* to retrieve aging specifications from the Accounts Receivable Constants, the system ignores all other aging processing options with the exception of the Aging Date processing option. The system uses the value for the Aging Date processing option only if the Aging as of Date field in the constants is blank. To use the current date in the constants, which you specify by the Age as of Date field blank, do not complete the Aging Date processing option.

**2. Aging Date** Specify the date to use to determine the aging category to which to assign open invoices. The system compares the date that you enter to the date on the invoice, as specified by the Date Type processing option, to determine the number of days the invoice is past due.

If you leave this processing option blank, the system uses today's date to age open invoices.

**3. Date Type** Specify the date on the invoice to use to determine the aging category. The system compares the date that you specify to the value in the Date Calculation processing option to determine the number of days the invoice is past due. Values are:

Blank: Use the invoice due date.

*1:* Use the invoice date.

*2:* Use the G/L date.

*3:*: Use the statement date.

**4. Aging Method** Specify which aging categories the system uses to assign invoices. The system uses the date specified in the Aging Date processing option and the value specified in the Date Type processing option to calculate the aging for each invoice, and then assigns them to the aging category specified by this code. Values are:

*1:* Aging days. The system assigns invoices to the aging categories specified in the Aging Category 1 through Aging Category 6 processing options. The aging categories are user defined.

*2:* Fiscal periods. The system uses the fiscal periods defined by the date pattern assigned to the company record as the aging categories.

*3:* Calendar. The system uses each calendar month as an aging category.

**5. Aging Category 1** through **10. Aging Category 6** Specify the interval that the system uses for the aging category that prints on the report.

**11. Age Credits** Specify whether to age credit memos according to the aging specifications, or to apply credits to the Current aging column that prints on the report.

## Receipts

These processing options specify whether to include receipt amounts on the report and in the total.

**1. Print Receipts** Specify whether receipt information prints on the report. Values are:

Blank: The system prints only invoices and unapplied cash information.

*1:* Print receipts information.

**2. Original Total** Specify whether receipt amounts print on the report. Values are:

Blank: Only original amounts are totaled in this column.

*1:* The system includes the receipt amounts in the Original Amount column total on the report.

## Date

This processing option is used to invoke the "as of" process feature.

**1. Date - As Of** Specify the as of date when you must produce a report as of a specific date. A common mistake is to use this date as the aging date, which dramatically increases report processing time.

When using as of date processing, the system recalculates open invoice amounts as of the date you enter. The system reads the G/L date of the receipt to determine whether the invoice has been paid. If the G/L date of the receipt is after the as of date entered, the system considers the invoice open and includes it on the report. If the G/L receipt date is on or before the as of date entered, the system considers the invoice closed and does not include it on the report.

For example, suppose you enter an invoice with a G/L date of June 15, 2005 that is paid by a receipt with a G/L date of July 10, 2005. If the as of date is June 30, 2005, the invoice will show as open on the report. This is useful if a customer requests a report for a specific date or for a date other than the date that the report was originally processed.

**Note.** To determine whether an invoice was open as of a specific date, do not limit data selection using payment status or open amount. There is a demo version provided for this purpose.

### Currency

This processing option is used to restate amounts in another currency.

**1. Currency Code - Re-calculated** Specify the currency to use to recalculate amounts. The system does this only if it locates a valid exchange rate in the Currency Exchange Rates table (F0015). For example, if you enter amounts in U.S. dollars, but you want the amounts printed in Canadian dollars, enter CAD in this processing option. The system locates an exchange rate to recalculate the amounts. Leave this processing option blank to use the domestic currency.

### Insured Credit Limit

These processing options specify how the system displays insured credit limit information on the report.

**1. Amount Open to be Exceeded** Specify which customer records are displayed on the report. Enter an amount. Only records with open amounts greater than or equal to this amount will be displayed. If you leave this processing option blank, the system displays all insured credit limit records on the report.

**2. Currency Code of Amount Open** Specify the currency code of the amount entered in the Open Amount to be Exceeded processing option. If you leave this processing option blank, the default currency code is USD (US Dollar).

**3. Standard or Insured Credit Limit** Specify which customer records print on the report. Values are:

Blank: Print all records

*1:* Print records with the open amount greater than or equal to the credit limit

*2:* Print records with the open amount greater than or equal to the insured credit limit

A valid value (other than blank) in the Open Amount to be Exceeded processing option overrides the value that you specify in this processing option.

## R03B701 - A/R to G/L by Batch Integrity Report

The A/R to G/L by Batch integrity report (R03B701) compares the batch amount of the Customer Ledger transactions (F03B11) with the batch amount of the corresponding Account Ledger records (F0911).

# Processing Options for A/R to G/L by Batch (R03B701)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

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## Dates

These processing options are used to specify either the number of days or the dates for invoice selection.

**1. Number of days**

Specify the number of days prior to, but not including, the system date to select posted invoice batches (IB). The system processes all posted invoice batches with a batch date on or after the number of days specified. For example, if today's date is June 15, 2005 and you specify 45, the system processes all posted invoice batches from May 01, 2005 to June 15, 2005. If you leave this processing option blank and do not specify values in the Date Range processing options, the system process all posted invoice batches.

Do not enter a value for this processing option if you specify a date range.

**Beginning date** and **Ending date**

Specify the beginning and ending dates of the date range to use to select invoice batches (IB) for processing. The system selects invoice batches with a date between the dates specified, including the dates that you enter.

Do not specify a date range if you entered a value in the Number of days processing option.

# R03B707 - A/R to Account Balance by Account ID Report

The A/R to Account Balance by Account ID report (R03B707) compares posted amounts in these transaction tables with the amounts updated in the Account Balances table (F0902):

- F03B11
- F03B112
- F03B13
- F03B14

The report compensates for unposted transactions in the Invoice Revisions table.

The report considers these Accounts Receivable accounts:

- A/R offset accounts (AAI item RC).
- Write-off accounts (AAI item RA).
- Deduction accounts (AAI item RN).
- Discount taken accounts (AAI item RKD).
- Bank accounts (AAI item RB).

- Delinquency fee accounts (AAI items RFC and RFD).
- Gain/loss accounts (AAI items RG and RL).
- Alternate currency gain/loss accounts (RY and RZ).
- Rounding account (AAI item R8).

The system updates each accounts receivable transaction (F03B11, F03B13, and F03B14) with the appropriate account ID for the transaction at the time it is generated.

When you run the report, the system accumulates amounts from the appropriate accounts receivable transaction tables by:

- Account ID
- Company
- Fiscal year
- Century
- G/L period number
- Base currency code

The system prints the result with the corresponding F0902 account balance.

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**Note.** The system uses different tables to compute the amounts for the various A/R accounts. For example, the system uses amounts from the F03B11, F03B112, and F03B14 tables to compute the amount for the A/R trade account, but uses only the amount from the F03B13 table to compute the amount for the bank account.

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This report does not consider these document types in the F03B11 table:

- R1 (draft invoices)
- RU (unapplied receipts)
- RB (chargeback invoices)
- R5 (deduction)

## Resolving Out-of-Balance Conditions (A/R to Account Balance by Account ID)

When the system detects discrepancies between the amounts in the transaction tables (F03B11, F03B112, F03B13, and F03B14) and the amount in the Account Balances table (F0902), it prints a difference amount. Differences might indicate an out-of-balance condition that should be researched. Run the following integrity reports and resolve any discrepancies.

- A/R Invoices to G/L by Batch Integrity report (R03B701).
- A/R to G/L Receipts Integrity by Batch report (R03B702).
- Repost Account Ledger (R099102).

Typically, if the other integrity reports are clean, differences occur for these circumstances only:

- A journal entry was posted to an accounts receivable account.

  If you post a journal entry to an account that is also designated in the account receivable AAIs, the system updates the Account Balances table (F0902). Because the journal entry was created outside of the Accounts Receivable system, no corresponding transaction exists in the accounts receivable transaction tables, and an out-of-balance condition is reported by the system for the account.

To correct the problem, void the journal entry and re-enter it for the correct account.

- An account is shared by more than one system.

  If an accounts receivable account, such as the bank account, is also updated by the Accounts Payable system, the F0902 account balance will not equal the accounts receivable transaction balance for this account.

  To correct this problem, use processing options to exclude the account from the report.

- The post program did not finish processing and differences were not adjusted.

  If the post program does not finish processing, transaction records might reflect a posted status even though the corresponding F0902 account balance table was never updated. You can research account differences created in this situation by running the Repost Account Ledger program (R099102).

- The fiscal date pattern was changed.

  If you change the date pattern associated with the fiscal year, the period numbers on accounts receivable records will no longer be in synchronization with the period number on the Account Balances records (F0902), and an out-of-balance condition will be reported.

  To correct the problem, you must update the period number in the accounts receivable tables (F03B11, F03B13, F03B14) to match the new fiscal date pattern. Contact your database administrator for assistance.

- An invoice was voided in a previous period, but the report was run for the current period.

  Consider the following example:

- You enter two invoices for 100 each that have G/L dates in July (period 7). When you post the invoices, the F0902 table has a balance of 200 in period 7.

- You determine that only one invoice should have been entered, so you void one of the invoices. However, instead of voiding the invoice in July, you void it using a G/L date in June (period 6). The invoice record in the F03B11 table now has a G/L date of June instead of July due to the void.

- You run the report with the processing option completed for period 7.

  The report shows a discrepancy of 100, because the F0902 table has a balance of 200 for July, but only one invoice record exists in the F03B11 table with a G/L date in July for 100. The -100 (credit) in June is not considered, because you selected period 7 in the processing options.

  Under these circumstances, although the report shows an out-of-balance condition, the records are actually in balance. To correct the report, either change the processing option to run the report for the previous period (6), or leave that option blank to run the report across all periods.

  The same problem could occur between fiscal years if an invoice is voided in a prior fiscal year, but the report is run for the current fiscal year.

- VAT adjustments for discounts taken or write-offs occurred when the invoice was paid.

  Depending on how tax rules and processing options in the General Ledger Post Report program (R09801) are set up, the system might make adjustments to the discounts taken or write-off accounts for VAT adjustments when receipts are posted.

  If you make VAT adjustments, you must manually reconcile the accounts for discounts taken and write-offs, or exclude these accounts from printing on the report. VAT adjustments do not cause an out-of-balance condition for any other accounts listed on the report.

- Data records are damaged.

  This error can occur with any A/R integrity report for a variety of reasons, including hardware failure. To identify damaged data records, run queries over key fields (company, G/L date, document number, fiscal year, century, and so forth) for each table to identify any null, blank, or special characters that should not be part of the value.

To correct this problem, repair the key field or remove the record from the table. If the record is in the F0902 table, you might need to repost the F0911 table.

Contact your database administrator for assistance in identifying and repairing damaged records.

- Data records were not converted properly.

  If you do not convert all the records for the Accounts Receivable system (for example, you convert the general ledger and invoice records, but not receipts), the report will produce an out-of-balance condition.

  To assist you in identifying true integrity issues, run this integrity report after conversion to use as a basis of comparison later if you are not able to convert all accounts receivable records.

# Processing Options for A/R to Account Balance by Account ID (R03B707)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

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## Select

These processing options specify data selection from the F03B11 table.

**Account ID** Use this processing option to limit the report to the account specified. You designate the account by entering the system-assigned short account ID. The short account ID is eight digits; therefore, you must include any leading zeros for the account to be valid. For example, if the short account ID for the Trade Receivables Account 1.1210 is 6251, you enter 00006251.

If you leave this field blank, the system prints all applicable accounts as determined by other processing option values.

**Century** Use this processing option to limit the report to records with the specified century. The system includes records with a century equal to and greater than the value that you specify. For example, if you enter 19, the system includes records from 1900 through the current year. If you enter 20, the system includes records from 2000 through the current year.

**Fiscal Year** Use this processing option to limit the report to records with the specified fiscal year. The system includes records with a fiscal year equal to and greater than the value that you specify. To use this processing option, you must additionally specify a value for the Century processing option, or the system ignores the value entered. For example, if you specify 20 for the Century and 05 for the Fiscal Year, the system includes all records from 2005, as defined by the fiscal date pattern.

**Period Number** Use this processing option to limit the report to records with the specified period number. The system includes records with a period equal to and greater than the value you specify. To use this processing option, you must

additionally specify values in for Fiscal Year and Century processing options, or the system ignores the value entered. For example, if you specify 20 for the Century, 05 for the Fiscal Year, and 6 for the Period Number, the system includes all records from the sixth and subsequent periods in 2005 through any date after 2005, as defined by the fiscal date pattern.

### Process

These processing options specify the accounts to verify for integrity purposes and to include on the report.

**Include Trade Account from F03B11 and F03B14** Specify whether to include the trade accounts from the F03B11 and F03B14 tables, as designated by the values in the RPAID and RZAID fields, respectively, on the report. The system also includes the chargeback trade account (RZAIDC) from the F03B14 table on the report.

Blank: Do not include the trade accounts.

*1*: Include the trade accounts.

**Include Discount Account** Specify whether to include the discount taken account (RZAIDD) from the F03B14 table on the report. Values are:

Blank: Do not include the discount taken account.

*1:* Include the discount taken account.

**Include Deduction Account** Specify whether to include the deduction account (RZDAID) from the F03B14 table on the report. Values are:

Blank: Do not include the deduction account.

*1:* Include the deduction account.

**Include Write-Off Account** Specify whether to include the write-off account (RZAIDW) from the F03B14 table on the report. Values are:

Blank: Do not include the write-off account.

*1:* Include the write-off account.

**Include Gain/Loss Account** Specify whether to include the gain/loss account (RZAIDT) from the F03B14 table on the report. Values are:

Blank: Do not include the gain/loss account.

*1:* Include the gain/loss account.

**Include Alternate Currency Gain/Loss Account** Specify whether to include the alternate currency gain/loss account (RZAIDA) from the F03B14 table on the report. Values are:

Blank: Do not include the alternate currency gain/loss account.

*1:* Include the alternate currency gain/loss account.

**Include Bank Account** Specify whether to include the bank account (RYGLBA) from the F03B13 table on the report. Values are:

Blank: Do not include the bank account.

*1:* Include the bank account.

**Include Rounding Account** Specify whether to include the rounding account (RZRASI) from the F03B14 table on the report.

Blank: Do not include the rounding account.

*1:* Include the rounding account.

### Display

This processing option specifies the level of detail to include on the report.

**Report Mode** Specify whether to include the bank account (RYGLBA) from the F03B13 table on the report. Values are:

Blank: Do not include the bank account.

*1:* Include the bank account.

## Data Selection and Sequence for A/R to Account Balance by Account ID (R03B707)

Do not change the data selection or data sequence for this report. Use the processing options to limit or specify report criteria.

## R74P0450 - (POL) AR Trial Balance Report

The AR Trial Balance report (R74P0450) lists all accounts receivable transactions by currency, company, account, and supplier. You use this report to verify data in offset and vendor accounts. You can print the report in summary or detail mode.

When you run the AR Trial Balance report, the system writes data from the F03B11 and F03B14 tables to the F74P03BW table, and then prints the formatted data on the report.

### Summary Mode

When you run the report in summary mode, the system prints this information in the report header:

- Reporting period
- Company number
- Company description
- Currency code

The system prints this information in the report detail section:

- Vendor’s address book number.
- Vendor name.
- Opening balance for the report period (debit or credit).
- Opening balance for the year (debit or credit).
- Account turnover.
- Year to date debit or credit.
- Cumulative balance (debit or credit).

### Detail Mode

When you run the report in detail mode, the system prints this information in the report header:

- Reporting period
- Company number
- Company description
- Currency code

For each detail line, the system prints this information in the report detail section:

- Document type
- Document number
- Document date
- Transaction amount
- Transaction description

Additionally, the detailed report lists a subheading that precedes the list of transactions for an account. The subheading shows the supplier's address book number and name. The report also has a summary line for each account that lists the year opening balance, the net change in the account for the month, the year to date balance and the accumulated balance.

## Prerequisite

Post accounts receivable transactions.

## Processing Options for AR Trial Balance (R74P0450)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

### Select

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

**Fiscal Year** Specify the fiscal year for which the system selects records to process.

**Fiscal Period From** Specify the first period in a range of periods that the system uses to select records to process.

**Fiscal Period Thru** Specify the end period in a range of periods that the system uses to select records to process.

**Company Number** Specify the company number for which the system selects records to process.

**Date From** Specify the first date in a range of dates that the system uses to select records to process. The system uses this processing option if you leave the Fiscal Period From and the Fiscal Period Thru processing options blank.

**Date Thru** Specify the last date in a range of dates that the system uses to select records to process. The system uses this processing option if you leave the Fiscal Period From and the Fiscal Period Thru processing options blank.

### Process

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

**Report Appearance** Enter *1* to print all detail lines for the accounts. Leave this processing option blank to print account totals.

**Rebuild Work Table** Enter *1* to clear the table before writing new records to the table. Leave this processing option blank to append new records to the table.

### Print

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

**Account Print Format** Specify the format in which the system prints account numbers on the report. Values are:

*1:* Account number

*2:* Short Account ID

*3:* Unstructured account

**Account Suppress Mode** Enter *1* to suppress printing accounts which have no transactions since the beginning of the current year. Enter *2* to suppress printing accounts which have no transactions in the current period. Leave this processing option blank to print information for all accounts.

## R74R5005 - (RUS) Cash Receipt Note Report

Many transactions in Russia, including payroll and reimbursement for expenses, are paid in cash. Because of the transitory nature of cash, the Russian government requires additional steps to assure accurate accounting of cash transactions.

You print a cash receipt note for each transaction that increases petty cash. The system prints cash receipt notes with sequential numbering, starting from 1, within each financial year for each cash account.

Before you print a cash receipt note, you use the Petty Cash Transactions program (P74R0101) to add petty cash information to the records that the system uses for the Petty Cash Issue report, the Petty Cash Receipts report, and the Cash Desk Transaction report.

See *PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook*, "Setting Up Organizational Information for Poland and Russia," (RUS) Adding Supplemental Petty Cash Information for Russia.

# Processing Options for Cash Receipt Note Report (R74R5005)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

## Printing

These processing options specify how the system processes records.

**1. Business Unit** Enter *Y* to print the business unit of the person completing the cash receipt note on the cash receipt note. Leave this processing option blank to print the business unit of the company being credited with the receipt.

**2. Suppress Printing** Leave this option blank or enter *N* to print the document number, batch number, and batch type. Enter *Y* to suppress printing.

**3. Reference to Original Document** Enter *Y* to print the original document number on the attachments line. Leave this option blank or enter *N* to suppress the printing of the document number.

**4. CEO Address Number** (chief executive officer address number) Specify the address book number of the CEO. The system uses this number to determine the mailing name in F74R101T table. The system prints the mailing name on the petty cash issue document.

**5. CEO Position** Enter the title that prints with the name that is associated with the code that you entered in the CEO Address Number processing option.

**6. Chief Accountant Address Number** Specify the address book number of the chief accountant. The system uses this number to determine the mailing name in the F74R101T table. The system prints the mailing name on the petty cash issue document.

## Settings

These processing options specify how the system processes records.

**1. Currency** Enter *Y* to print the document in the domestic currency. Leave the processing option blank or enter *N* to print the document using the original currency.

**2. Format of Accounts** Specify the format in which the system prints the account number. The value that you enter must exist in the Account Type (74R/AT) UDC table.

**3. Language** Specify the language in which the system prints the document. The value that you enter must exist in the Language (00/LP) UDC table.

**4. Mode** Enter *Y* to print in final mode. Leave the option blank or enter *N* to print in proof mode.

# R74S540 - (ESP) Stamp Fees Report

Spanish law enables you to collect payment on multiple invoices by combining invoices on a draft. The government charges a fee for processing drafts. The amount of the fee depends upon the total amount of the draft. Spanish businesses can print drafts on special paper that is stamped with the correct fee amount. Alternatively, Spanish businesses can pay an additional fee to the bank to have the bank print the drafts.

The Stamp Fees Report (R74S540) lists the total amount and the fee amount for each draft. You can use this report to verify that the bank is charging the correct fee for each draft. The report includes only the fee that is charged by the government, not any additional fees that the bank might charge for the service.

You print the Stamp Fee report as part of draft remittance by entering the program and version numbers of the report on the Custom Report processing option of the Draft Remittance program (R03B672).

# Processing Options for Stamp Fees Report (R74S540)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

## Total

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

**1. Total by Register Number**

Specify whether to total draft amounts by register number. Values are:

Blank: Total by register number.

*1:* Do not total by register number.

# R76A0024 - (ARG) Credit Invoice Ledger

You use the AR SOP Credit Invoice Ledger program (R76A0024) to print a report that lists the credit invoices that you have issued for customers. You specify the date range to print in the processing options.

# R890911BI - A/R to G/L Receipts Integrity Report

The A/R to G/L Receipts integrity report (R890911BI) verifies that each batch of posted records in the F03B14 table is in balance with the corresponding G/L receipt amounts in the F0911 table, as well as with the automatic entry (AE record) to the A/R trade account. The system reports discrepancies only.

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**Note.** Some instances occur in which you cannot programmatically confirm with certainty that an integrity issue does not exist. The report might print an out-of-balance condition that does not exist. It is your responsibility to investigate the reported issue and, if warranted, correct it. If the program did not report these uncertain situations, an integrity issue could potentially be unreported.

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**Important!** This program includes a processing option to create a balancing entry in the F0911 table if a discrepancy occurs. However, it is recommended that you use this option only for currency conversion. Prerequisites exist for using this option.

See *PeopleSoft EnterpriseOne Base Currency Conversion 8.11 PeopleBook*, "Reviewing Preconversion Integrity Reports".

Before you run this program, post all receipt batches (batch type RB). The program does not process unposted or excluded batches. You can cause the system to exclude a batch from processing by turning on the option on the Batch Overrides form.

### Resolving Out-of-Balance Conditions

When the system detects that an A/R receipt batch is not in balance, it prints the batch amounts that need to be researched on the report. The following conditions might be reported:

- A/R amount (F03B14) does not equal G/L amount (F0911)

  This condition occurs only when the post program does not finish processing.

  To correct this problem, run the post program again to remove all system-generated entries. When the system detects that the batch is not in balance, it deletes all entries made to the F0911 table. After the entries are removed, run the post program again (a third time) to create entries correctly.

- A/R amount (F03B14) does not equal the automatic offset amount (F0911).

  This condition occurs only when the post program does not finish processing.

  To correct this problem, run the post program again to remove all system generated entries. When the system detects that the batch is not in balance, it deletes all entries made to the F0911 table. After the entries are removed, run the post program again (a third time) to create entries correctly.

Either condition listed on the report can also occur if data records are damaged. Data records can be damaged for a variety of reasons, including hardware failure. To identify damaged data records, run queries over key fields (company, G/L date, document number, fiscal year, century, and so forth) for the F03B14 and F0911 tables to identify any null, blank, or special characters that should not be part of the value.

To correct this problem, repair the key field or remove the record from the table. Contact your database administrator for assistance in identifying and repairing damaged records.

### See Also

*PeopleSoft EnterpriseOne General Accounting 8.11 PeopleBook*, "Reposting the Account Ledger"

## Processing Options for A/R to G/L Receipts (R890911BI)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

### Process

This processing options specifies the mode in which the system runs the program.

**1. Update** Specify the mode in which the system runs the program. Values are:

Blank: Proof Mode. The system does not update the F0911 table.

*1:* Final Mode. The system updates the F0911 table.

# Glossary of PeopleSoft Terms

**activity** A scheduling entity in PeopleSoft EnterpriseOne Form Design Aid that represents a designated amount of time on a calendar.

**activity rule** The criteria by which an object progresses from one given point to the next in a flow.

**add mode** A condition of a form that enables users to input data.

**Advanced Planning Agent (APAg)** A PeopleSoft EnterpriseOne tool that can be used to extract, transform, and load enterprise data. APAg supports access to data sources in the form of rational databases, flat file format, and other data or message encoding, such as XML.

**application server** A server in a local area network that contains applications shared by network clients.

**as if processing** A process that enables you to view currency amounts as if they were entered in a currency different from the domestic and foreign currency of the transaction.

**alternate currency** A currency that is different from the domestic currency (when dealing with a domestic-only transaction) or the domestic and foreign currency of a transaction.

In PeopleSoft EnterpriseOne Financial Management, alternate currency processing enables you to enter receipts and payments in a currency other than the one in which they were issued.

**as of processing** A process that is run as of a specific point in time to summarize transactions up to that date. For example, you can run various PeopleSoft EnterpriseOne reports as of a specific date to determine balances and amounts of accounts, units, and so on as of that date.

**back-to-back process** A process in PeopleSoft EnterpriseOne Workflow Management that contains the same keys that are used in another process.

**batch processing** A process of transferring records from a third-party system to PeopleSoft EnterpriseOne.

In PeopleSoft EnterpriseOne Financial Management, batch processing enables you to transfer invoices and vouchers that are entered in a system other than EnterpriseOne to PeopleSoft EnterpriseOne Accounts Receivable and PeopleSoft EnterpriseOne Accounts Payable, respectively. In addition, you can transfer address book information, including customer and supplier records, to PeopleSoft EnterpriseOne.

**batch server** A server that is designated for running batch processing requests. A batch server typically does not contain a database nor does it run interactive applications.

**batch-of-one immediate** A transaction method that enables a client application to perform work on a client workstation, then submit the work all at once to a server application for further processing. As a batch process is running on the server, the client application can continue performing other tasks.

See also direct connect and store-and-forward.

**business function** A named set of user-created, reusable business rules and logs that can be called through event rules. Business functions can run a transaction or a subset of a transaction (check inventory, issue work orders, and so on). Business functions also contain the application programming interfaces (APIs) that enable them to be called from a form, a database trigger, or a non-EnterpriseOne application. Business functions can be combined with other business functions, forms, event rules, and other components to make up an application. Business functions can be created through

| | |
|---|---|
| | event rules or third-generation languages, such as C. Examples of business functions include Credit Check and Item Availability. |
| **business function event rule** | See named event rule (NER). |
| **business view** | A means for selecting specific columns from one or more PeopleSoft EnterpriseOne tables whose data is used in an application or report. A business view does not select specific rows, nor does it contain any actual data. It is strictly a view through which you can manipulate data. |
| **central objects merge** | A process that blends a customer's modifications to the objects in a current release with objects in a new release. |
| **central server** | A server that has been designated to contain the originally installed version of the software (central objects) for deployment to client computers. In a typical PeopleSoft EnterpriseOne installation, the software is loaded on to one machine—the central server. Then, copies of the software are pushed out or downloaded to various workstations attached to it. That way, if the software is altered or corrupted through its use on workstations, an original set of objects (central objects) is always available on the central server. |
| **charts** | Tables of information in PeopleSoft EnterpriseOne that appear on forms in the software. |
| **connector** | Component-based interoperability model that enables third-party applications and PeopleSoft EnterpriseOne to share logic and data. The PeopleSoft EnterpriseOne connector architecture includes Java and COM connectors. |
| **contra/clearing account** | A general ledger account in PeopleSoft EnterpriseOne Financial Management that is used by the system to offset (balance) journal entries. For example, you can use a contra/clearing account to balance the entries created by allocations in PeopleSoft EnterpriseOne General Accounting. |
| **Control Table Workbench** | An application that, during the installation Workbench processing, runs the batch applications for the planned merges that update the data dictionary, user-defined codes, menus, and user override tables. |
| **control tables merge** | A process that blends a customer's modifications to the control tables with the data that accompanies a new release. |
| **cost assignment** | The process in PeopleSoft EnterpriseOne Advanced Cost Accounting of tracing or allocating resources to activities or cost objects. |
| **cost component** | In PeopleSoft EnterpriseOne Manufacturing Management, an element of an item's cost (for example, material, labor, or overhead). |
| **cross segment edit** | A logic statement that establishes the relationship between configured item segments. Cross segment edits are used to prevent ordering of configurations that cannot be produced. |
| **currency restatement** | The process of converting amounts from one currency into another currency, generally for reporting purposes. You can use the currency restatement process, for example, when many currencies must be restated into a single currency for consolidated reporting. |
| **database server** | A server in a local area network that maintains a database and performs searches for client computers. |
| **Data Source Workbench** | An application that, during the Installation Workbench process, copies all data sources that are defined in the installation plan from the Data Source Master and Table and Data Source Sizing tables in the Planner data source to the System-release number data source. It also updates the Data Source Plan detail record to reflect completion. |

**date pattern** A calendar that represents the beginning date for the fiscal year and the ending date for each period in that year in standard and 52-period accounting.

**denominated-in currency** The company currency in which financial reports are based.

**deployment server** A server that is used to install, maintain, and distribute software to one or more enterprise servers and client workstations.

**detail information** Information that relates to individual lines in PeopleSoft EnterpriseOne transactions (for example, voucher pay items and sales order detail lines).

**direct connect** A transaction method in which a client application communicates interactively and directly with a server application.

See also batch-of-one immediate and store-and-forward.

**Do Not Translate (DNT)** A type of data source that must exist on the iSeries because of BLOB restrictions.

**dual pricing** The process of providing prices for goods and services in two currencies.

**edit code** A code that indicates how a specific value for a report or a form should appear or be formatted. The default edit codes that pertain to reporting require particular attention because they account for a substantial amount of information.

**edit mode** A condition of a form that enables users to change data.

**edit rule** A method used for formatting and validating user entries against a predefined rule or set of rules.

**Electronic Data Interchange (EDI)** An interoperability model that enables paperless computer-to-computer exchange of business transactions between PeopleSoft EnterpriseOne and third-party systems. Companies that use EDI must have translator software to convert data from the EDI standard format to the formats of their computer systems.

**embedded event rule** An event rule that is specific to a particular table or application. Examples include form-to-form calls, hiding a field based on a processing option value, and calling a business function. Contrast with the business function event rule.

**Employee Work Center** A central location for sending and receiving all PeopleSoft EnterpriseOne messages (system and user generated), regardless of the originating application or user. Each user has a mailbox that contains workflow and other messages, including Active Messages.

**enterprise server** A server that contains the database and the logic for PeopleSoft EnterpriseOne or PeopleSoft World.

**EnterpriseOne object** A reusable piece of code that is used to build applications. Object types include tables, forms, business functions, data dictionary items, batch processes, business views, event rules, versions, data structures, and media objects.

**EnterpriseOne process** A software process that enables PeopleSoft EnterpriseOne clients and servers to handle processing requests and run transactions. A client runs one process, and servers can have multiple instances of a process. PeopleSoft EnterpriseOne processes can also be dedicated to specific tasks (for example, workflow messages and data replication) to ensure that critical processes don't have to wait if the server is particularly busy.

**Environment Workbench** An application that, during the Installation Workbench process, copies the environment information and Object Configuration Manager tables for each environment from the Planner data source to the System-release number data source. It also updates the Environment Plan detail record to reflect completion.

**escalation monitor** A batch process that monitors pending requests or activities and restarts or forwards them to the next step or user after they have been inactive for a specified amount of time.

**event rule** A logic statement that instructs the system to perform one or more operations based on an activity that can occur in a specific application, such as entering a form or exiting a field.

**facility** An entity within a business for which you want to track costs. For example, a facility might be a warehouse location, job, project, work center, or branch/plant. A facility is sometimes referred to as a *business unit* .

**fast path** A command prompt that enables the user to move quickly among menus and applications by using specific commands.

**file server** A server that stores files to be accessed by other computers on the network. Unlike a disk server, which appears to the user as a remote disk drive, a file server is a sophisticated device that not only stores files, but also manages them and maintains order as network user request files and make changes to these files.

**final mode** The report processing mode of a processing mode of a program that updates or creates data records.

**FTP server** A server that responds to requests for files via file transfer protocol.

**header information** Information at the beginning of a table or form. Header information is used to identify or provide control information for the group of records that follows.

**interface table** See Z tables.

**integration server** A server that facilitates interaction between diverse operating systems and applications across internal and external networked computer systems.

**integrity test** A process used to supplement a company's internal balancing procedures by locating and reporting balancing problems and data inconsistencies.

**interoperability model** A method for third-party systems to connect to or access PeopleSoft EnterpriseOne.

**in-your-face-error** In PeopleSoft EnterpriseOne, a form-level property which, when enabled, causes the text of application errors to appear on the form.

**IServer service** Developed by PeopleSoft, this internet server service resides on the web server and is used to speed up delivery of the Java class files from the database to the client.

**jargon** An alternative data dictionary item description that PeopleSoft EnterpriseOne or People World displays based on the product code of the current object.

**Java application server** A component-based server that resides in the middle-tier of a server-centric architecture. This server provides middleware services for security and state maintenance, along with data access and persistence.

**JDBNET** A database driver that enables heterogeneous servers to access each other's data.

**JDEBASE Database Middleware** A PeopleSoft proprietary database middleware package that provides platform-independent APIs, along with client-to-server access.

**JDECallObject** An API used by business functions to invoke other business functions.

**jde.ini** A PeopleSoft file (or member for iSeries) that provides the runtime settings required for EnterpriseOne initialization. Specific versions of the file or member must reside on every machine running PeopleSoft EnterpriseOne. This includes workstations and servers.

**JDEIPC** Communications programming tools used by server code to regulate access to the same data in multiprocess environments, communicate and coordinate between processes, and create new processes.

**jde.log** The main diagnostic log file of PeopleSoft EnterpriseOne. This file is always located in the root directory on the primary drive and contains status and error messages from the startup and operation of PeopleSoft EnterpriseOne.

**JDENET** PeopleSoft proprietary communications middleware package. This package is a peer-to-peer, message-based, socket-based, multiprocess communications middleware solution. It handles client-to-server and server-to-server communications for all PeopleSoft EnterpriseOne supported platforms.

**Location Workbench** An application that, during the Installation Workbench process, copies all locations that are defined in the installation plan from the Location Master table in the Planner data source to the System data source.

**logic server** A server in a distributed network that provides the business logic for an application program. In a typical configuration, pristine objects are replicated on to the logic server from the central server. The logic server, in conjunction with workstations, actually performs the processing required when PeopleSoft EnterpriseOne and World software runs.

**MailMerge Workbench** An application that merges Microsoft Word 6.0 (or higher) word-processing documents with PeopleSoft EnterpriseOne records to automatically print business documents. You can use MailMerge Workbench to print documents, such as form letters about verification of employment.

**master business function (MBF)** An interactive master file that serves as a central location for adding, changing, and updating information in a database. Master business functions pass information between data entry forms and the appropriate tables. These master functions provide a common set of functions that contain all of the necessary default and editing rules for related programs. MBFs contain logic that ensures the integrity of adding, updating, and deleting information from databases.

**master table** See published table.

**matching document** A document associated with an original document to complete or change a transaction. For example, in PeopleSoft EnterpriseOne Financial Management, a receipt is the matching document of an invoice, and a payment is the matching document of a voucher.

**media storage object** Files that use one of the following naming conventions that are not organized into table format: Gxxx, xxxGT, or GTxxx.

**message center** A central location for sending and receiving all PeopleSoft EnterpriseOne messages (system and user generated), regardless of the originating application or user.

**messaging adapter** An interoperability model that enables third-party systems to connect to PeopleSoft EnterpriseOne to exchange information through the use of messaging queues.

**messaging server** A server that handles messages that are sent for use by other programs using a messaging API. Messaging servers typically employ a middleware program to perform their functions.

**named event rule (NER)** Encapsulated, reusable business logic created using event rules, rather that C programming. NERs are also called business function event rules. NERs can be reused in multiple places by multiple programs. This modularity lends itself to streamlining, reusability of code, and less work.

***nota fiscal*** In Brazil, a legal document that must accompany all commercial transactions for tax purposes and that must contain information required by tax regulations.

***nota fiscal factura*** In Brazil, a nota fiscal with invoice information.

See also *nota fiscal.*

**Object Configuration Manager (OCM)** In PeopleSoft EnterpriseOne, the object request broker and control center for the runtime environment. OCM keeps track of the runtime locations for business functions, data, and batch applications. When one of these objects is called, OCM directs access to it using defaults and overrides for a given environment and user.

**Object Librarian** A repository of all versions, applications, and business functions reusable in building applications. Object Librarian provides check-out and check-in capabilities for developers, and it controls the creation, modification, and use of PeopleSoft EnterpriseOne objects. Object Librarian supports multiple environments (such as production and development) and enables objects to be easily moved from one environment to another.

**Object Librarian merge** A process that blends any modifications to the Object Librarian in a previous release into the Object Librarian in a new release.

**Open Data Access (ODA)** An interoperability model that enables you to use SQL statements to extract PeopleSoft EnterpriseOne data for summarization and report generation.

**Output Stream Access (OSA)** An interoperability model that enables you to set up an interface for PeopleSoft EnterpriseOne to pass data to another software package, such as Microsoft Excel, for processing.

**package** EnterpriseOne objects are installed to workstations in packages from the deployment server. A package can be compared to a bill of material or kit that indicates the necessary objects for that workstation and where on the deployment server the installation program can find them. It is point-in-time snap shot of the central objects on the deployment server.

**package build** A software application that facilitates the deployment of software changes and new applications to existing users. Additionally, in PeopleSoft EnterpriseOne, a package build can be a compiled version of the software. When you upgrade your version of the ERP software, for example, you are said to take a package build.

Consider the following context: “Also, do not transfer business functions into the production path code until you are ready to deploy, because a global build of business functions done during a package build will automatically include the new functions.” The process of creating a package build is often referred to, as it is in this example, simply as “a package build.”

**package location** The directory structure location for the package and its set of replicated objects. This is usually \\deployment server\release\path_code\package\package name. The subdirectories under this path are where the replicated objects for the package are placed. This is also referred to as where the package is built or stored.

**Package Workbench** An application that, during the Installation Workbench process, transfers the package information tables from the Planner data source to the System-release number data source. It also updates the Package Plan detail record to reflect completion.

**PeopleSoft Database** See JDEBASE Database Middleware.

**planning family** A means of grouping end items whose similarity of design and manufacture facilitates being planned in aggregate.

**preference profile** The ability to define default values for specified fields for a user-defined hierarchy of items, item groups, customers, and customer groups.

**print server** The interface between a printer and a network that enables network clients to connect to the printer and send their print jobs to it. A print server can be a computer, separate hardware device, or even hardware that resides inside of the printer itself.

**pristine environment** A PeopleSoft EnterpriseOne environment used to test unaltered objects with PeopleSoft demonstration data or for training classes. You must have this environment so that you can compare pristine objects that you modify.

**processing option** A data structure that enables users to supply parameters that regulate the running of a batch program or report. For example, you can use processing options to specify default values for certain fields, to determine how information appears or is printed, to specify date ranges, to supply runtime values that regulate program execution, and so on.

**production environment** A PeopleSoft EnterpriseOne environment in which users operate EnterpriseOne software.

**production-grade file server** A file server that has been quality assurance tested and commercialized and that is usually provided in conjunction with user support services.

**program temporary fix (PTF)** A representation of changes to PeopleSoft software that your organization receives on magnetic tapes or disks.

**project** In PeopleSoft EnterpriseOne, a virtual container for objects being developed in Object Management Workbench.

**promotion path** The designated path for advancing objects or projects in a workflow. The following is the normal promotion cycle (path):

11>21>26>28>38>01

In this path, *11* equals new project pending review, *21* equals programming, *26* equals QA test/review, *28* equals QA test/review complete, *38* equals in production, *01* equals complete. During the normal project promotion cycle, developers check objects out of and into the development path code and then promote them to the prototype path code. The objects are then moved to the productions path code before declaring them complete.

**proxy server** A server that acts as a barrier between a workstation and the internet so that the enterprise can ensure security, administrative control, and caching service.

**published table** Also called a master table, this is the central copy to be replicated to other machines. Residing on the publisher machine, the F98DRPUB table identifies all of the published tables and their associated publishers in the enterprise.

**publisher** The server that is responsible for the published table. The F98DRPUB table identifies all of the published tables and their associated publishers in the enterprise.

**pull replication** One of the PeopleSoft methods for replicating data to individual workstations. Such machines are set up as pull subscribers using PeopleSoft EnterpriseOne data replication tools. The only time that pull subscribers are notified of changes, updates, and deletions is when they request such information. The request is in the form of a message that is sent, usually at startup, from the pull subscriber to the server machine that stores the F98DRPCN table.

**QBE** An abbreviation for query by example. In PeopleSoft EnterpriseOne, the QBE line is the top line on a detail area that is used for filtering data.

**real-time event** A service that uses system calls to capture PeopleSoft EnterpriseOne transactions as they occur and to provide notification to third-party software, end users, and other PeopleSoft systems that have requested notification when certain transactions occur.

**refresh** A function used to modify PeopleSoft EnterpriseOne software, or subset of it, such as a table or business data, so that it functions at a new release or cumulative update level, such as B73.2 or B73.2.1.

**replication server** A server that is responsible for replicating central objects to client machines.

**quote order** In PeopleSoft EnterpriseOne Procurement and Subcontract Management, a request from a supplier for item and price information from which you can create a purchase order.

| | |
|---|---|
| | In PeopleSoft EnterpriseOne Sales Order Management, item and price information for a customer who has not yet committed to a sales order. |
| **selection** | Found on PeopleSoft menus, a selection represents functions that you can access from a menu. To make a selection, type the associated number in the Selection field and press Enter. |
| **Server Workbench** | An application that, during the Installation Workbench process, copies the server configuration files from the Planner data source to the System-release number data source. It also updates the Server Plan detail record to reflect completion. |
| **spot rate** | An exchange rate entered at the transaction level. This rate overrides the exchange rate that is set up between two currencies. |
| **Specification merge** | A merge that comprises three merges: Object Librarian merge, Versions List merge, and Central Objects merge. The merges blend customer modifications with data that accompanies a new release. |
| **specification** | A complete description of a PeopleSoft EnterpriseOne object. Each object has its own specification, or name, which is used to build applications. |
| **Specification Table Merge Workbench** | An application that, during the Installation Workbench process, runs the batch applications that update the specification tables. |
| **store-and-forward** | The mode of processing that enables users who are disconnected from a server to enter transactions and then later connect to the server to upload those transactions. |
| **subscriber table** | Table F98DRSUB, which is stored on the publisher server with the F98DRPUB table and identifies all of the subscriber machines for each published table. |
| **supplemental data** | Any type of information that is not maintained in a master file. Supplemental data is usually additional information about employees, applicants, requisitions, and jobs (such as an employee's job skills, degrees, or foreign languages spoken). You can track virtually any type of information that your organization needs.<br><br>For example, in addition to the data in the standard master tables (the Address Book Master, Customer Master, and Supplier Master tables), you can maintain other kinds of data in separate, generic databases. These generic databases enable a standard approach to entering and maintaining supplemental data across PeopleSoft EnterpiseOne systems. |
| **table access management (TAM)** | The PeopleSoft EnterpriseOne component that handles the storage and retrieval of use-defined data. TAM stores information, such as data dictionary definitions; application and report specifications; event rules; table definitions; business function input parameters and library information; and data structure definitions for running applications, reports, and business functions. |
| **Table Conversion Workbench** | An interoperability model that enables the exchange of information between PeopleSoft EnterpriseOne and third-party systems using non-PeopleSoft EnterpriseOne tables. |
| **table conversion** | An interoperability model that enables the exchange of information between PeopleSoft EnterpriseOne and third-party systems using non-PeopleSoft EnterpriseOne tables. |
| **table event rules** | Logic that is attached to database triggers that runs whenever the action specified by the trigger occurs against the table. Although PeopleSoft EnterpriseOne enables event rules to be attached to application events, this functionality is application specific. Table event rules provide embedded logic at the table level. |
| **terminal server** | A server that enables terminals, microcomputers, and other devices to connect to a network or host computer or to devices attached to that particular computer. |

**three-tier processing** The task of entering, reviewing and approving, and posting batches of transactions in PeopleSoft EnterpriseOne.

**three-way voucher match** In PeopleSoft EnterpriseOne Procurement and Subcontract Management, the process of comparing receipt information to supplier's invoices to create vouchers. In a three-way match, you use the receipt records to create vouchers.

**transaction processing (TP) monitor** A monitor that controls data transfer between local and remote terminals and the applications that originated them. TP monitors also protect data integrity in the distributed environment and may include programs that validate data and format terminal screens.

**transaction set** An electronic business transaction (electronic data interchange standard document) made up of segments.

**trigger** One of several events specific to data dictionary items. You can attach logic to a data dictionary item that the system processes automatically when the event occurs.

**triggering event** A specific workflow event that requires special action or has defined consequences or resulting actions.

**two-way voucher match** In PeopleSoft EnterpriseOne Procurement and Subcontract Management, the process of comparing purchase order detail lines to the suppliers' invoices to create vouchers. You do not record receipt information.

**User Overrides merge** Adds new user override records into a customer's user override table.

**variance** In Capital Asset Management, the difference between revenue generated by a piece of equipment and costs incurred by the equipment.

In EnterpriseOne Project Costing and EnterpriseOne Manufacturing Management, the difference between two methods of costing the same item (for example, the difference between the frozen standard cost and the current cost is an engineering variance). Frozen standard costs come from the Cost Components table, and the current costs are calculated using the current bill of material, routing, and overhead rates.

**Version List merge** The Versions List merge preserves any non-XJDE and non-ZJDE version specifications for objects that are valid in the new release, as well as their processing options data.

**visual assist** Forms that can be invoked from a control via a trigger to assist the user in determining what data belongs in the control.

**vocabulary override** An alternate description for a data dictionary item that appears on a specific PeopleSoft EnterpriseOne or World form or report.

**wchar_t** An internal type of a wide character. It is used for writing portable programs for international markets.

**web application server** A web server that enables web applications to exchange data with the back-end systems and databases used in eBusiness transactions.

**web server** A server that sends information as requested by a browser, using the TCP/IP set of protocols. A web server can do more than just coordination of requests from browsers; it can do anything a normal server can do, such as house applications or data. Any computer can be turned into a web server by installing server software and connecting the machine to the internet.

**Windows terminal server** A multiuser server that enables terminals and minimally configured computers to display Windows applications even if they are not capable of running Windows software themselves. All client processing is performed centrally at the Windows terminal server and only display, keystroke, and mouse commands are transmitted over the network to the client terminal device.

**work day calendar** In EnterpriseOne Manufacturing Management, a calendar that is used in planning functions that consecutively lists only working days so that component and work order scheduling can be done based on the actual number of work days available. A work day calendar is sometimes referred to as planning calendar, manufacturing calendar, or shop floor calendar.

**workflow** The automation of a business process, in whole or in part, during which documents, information, or tasks are passed from one participant to another for action, according to a set of procedural rules.

**workgroup server** A server that usually contains subsets of data replicated from a master network server. A workgroup server does not perform application or batch processing.

**XAPI events** A service that uses system calls to capture PeopleSoft EnterpriseOne transactions as they occur and then calls third-party software, end users, and other PeopleSoft systems that have requested notification when the specified transactions occur to return a response.

**XML CallObject** An interoperability capability that enables you to call business functions.

**XML Dispatch** An interoperability capability that provides a single point of entry for all XML documents coming into PeopleSoft EnterpriseOne for responses.

**XML List** An interoperability capability that enables you to request and receive PeopleSoft EnterpriseOne database information in chunks.

**XML Service** An interoperability capability that enables you to request events from one PeopleSoft EnterpriseOne system and receive a response from another PeopleSoft EnterpriseOne system.

**XML Transaction** An interoperability capability that enables you to use a predefined transaction type to send information to or request information from PeopleSoft EnterpriseOne. XML transaction uses interface table functionality.

**XML Transaction Service (XTS)** Transforms an XML document that is not in the PeopleSoft EnterpriseOne format into an XML document that can be processed by PeopleSoft EnterpriseOne. XTS then transforms the response back to the request originator XML format.

**Z event** A service that uses interface table functionality to capture PeopleSoft EnterpriseOne transactions and provide notification to third-party software, end users, and other PeopleSoft systems that have requested to be notified when certain transactions occur.

**Z table** A working table where non-PeopleSoft EnterpriseOne information can be stored and then processed into PeopleSoft EnterpriseOne. Interface tables also can be used to retrieve PeopleSoft EnterpriseOne data. Interface tables are also known as interface tables.

**Z transaction** Third-party data that is properly formatted in interface tables for updating to the PeopleSoft EnterpriseOne database.

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