# JD Edwards World

# Accounts Receivable Guide

**Version A9.1**

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JD Edwards World
Accounts Receivable Guide

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# 1 Overview

# Overview to Accounts Receivable

The JD Edwards World Accounts Receivable system helps you manage cash flow so that you have the flexibility you need for effective cash management. It provides real-time information so 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 have up-to-date information that improves communication among your billing and credit and collections departments.

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

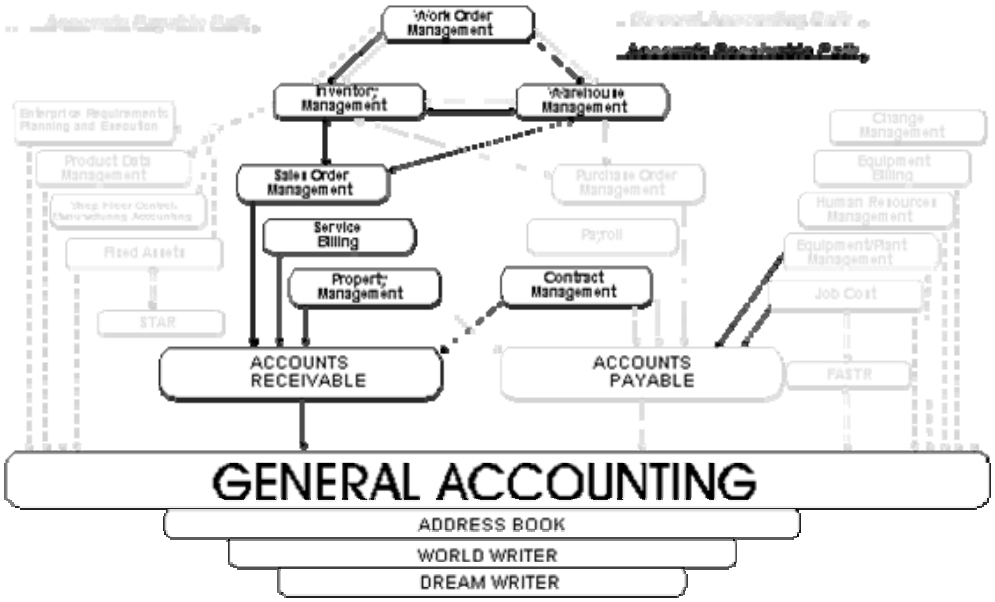
This section contains the following:


- System Integration
- Accounts Receivable Features
- Account Numbering Concepts
- Accounts Receivable System Flow
- Tables Used by Accounts Receivable
- Menu Overview


## System Integration

The Accounts Receivable system works with other JD Edwards World systems to ensure that all receivables transactions and information are fully integrated into accounts receivable.

The following graphic shows the other JD Edwards World systems that generate invoices and integrate with Accounts Receivable.




The following systems integrate with the Accounts Receivable system, as described.

| System | Description |
|---|---|
| Sales Order Management | After shipping and invoicing a product, the sales order is updated and invoices are created in accounts receivable. Once created, these are regular A/R invoices and can have receipts applied to them. |
| Property Management | Tenant invoices are created for recurring charges, sales overages, common area expenses, rent escalations, and one-time charges. When these items are posted, invoices are created in accounts receivable. Once created, you can run reports and apply receipts to the invoices. |
| Contract Billing | After contract-based services are rendered, invoices are created in the Contract Billing system. When these invoices are posted and the accounts receivable is updated, you can handle the invoices like any other A/R invoices. |
| Service Billing | After work-order-based services are rendered, invoices are created in the Service Billing system. When these invoices are posted and the accounts receivable is updated, you can handle the invoices like any other A/R invoices. |
| Electronic Mail | Credit and collections information is tracked as “promises, promises” messages. The customer’s mailbox is updated when you send a delinquency notice. |

## Accounts Receivable Features

Typically, you generate invoices using external sources or other JD Edwards World systems, such as Sales Order Management and Property Management. However,

you can also enter invoices directly or generate recurring invoices using the Accounts Receivable system.

The features of the Accounts Receivable system include:

- Customer management
- Workflow management
- Multi-national functionality

## Customer Management

With efficient customer management, you can improve your customer relationships and leverage your organization's ability to respond to credit and collections issues. As part of managing your customer information, you determine:

- Whether a customer receives a statement, and if so, the language in which it is printed
- Whether you assess finance charges or interest charges
- How you handle credit memos
- If you want to assign a specific person for credit and collection management

On a customer-by-customer basis, you can review information such as open balances and paid items.

## Workflow Management

With true workflow management, the system provides features that allow you to implement your current objectives and make adjustments when those objectives change. The features of workflow management include:

- Multiple invoice entry methods
- Credit and collections management
- Receipt application
- Reporting

### Multiple Invoice Entry Methods

Enter invoices by the method that is most efficient for you. Choose from either of the following methods:

- Standard. Use this method to enter a recurring invoice, create a split payment invoice, or create a credit memo. You can also use this method to create model journal entries and percent journal entries for your invoices.
- Speed. Use this method when you have several simple invoices to enter. This high-performance method allows you to quickly enter invoices that have only one pay item and simple accounting instructions.

Drafts, which are promises to pay debts, are used in various countries around the world. Because of the legal nature of the underlying liabilities, requirements and

procedures for draft processing differ from those for regular invoices. Therefore, you must classify, track, and report drafts separately from other types of obligations.

## Credit and Collections Management

Credit and collections management requires you to maintain a balance between credit extended and cash flow. To successfully manage your credit and collections, you need an accurate picture of your customers' account balances and credit histories.

With the credit and collections management features, you can:

- Work more credit accounts more aggressively with daily, system-generated lists of customers requiring attention
- Define multiple aging categories for a better balance between risk and control
- Accelerate collections efforts by sending out prompt and regular notices to past-due accounts, in your customer's language and currency
- Assign varying interest rates for your customers, or designate a customer as exempt from interest charges

The Accounts Receivable system works within the context of your business environment. For example, any customer account can be associated with a parent or national account, providing you with the total credit exposure for a group of related companies.

## Receipt Application

Prompt receipt application means that you have timely information about each customer's credit position so that your credit and collections department can extend credit wisely.

For controlled, efficient, and accurate results, you can apply receipts in either of the following ways:

- Manually – To apply receipts to a customer's open items or to a specific invoice number and amount
- Automatically – To apply receipts using a magnetic tape from your bank with algorithms at the company or customer level

## Reporting

Successful accounts receivable management requires timely and accurate information about cash flow, customer terms, discount opportunities, aging information, and so on. The Accounts Receivable system provides this type of information, both online and in report format. It also provides the following types of reporting:

- "As of" reporting. Produce a "snapshot" of your cash position with reports as of the last posting or cut-off date.
- Exception reporting. Resolve exceptional conditions with reports that show accounts with past-due amounts. Review account inconsistencies, such as

unapplied cash, credits, or partial payments, from the Unresolved Matters report.

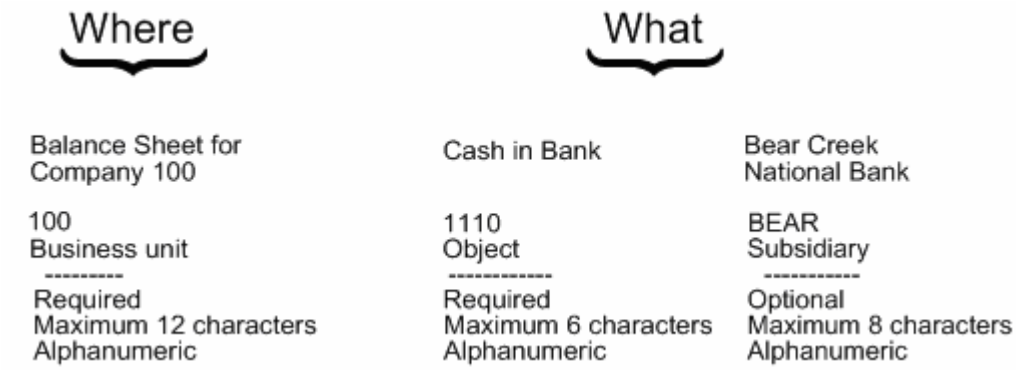
### Multi-National Functionality

Multi-national functionality allows you to build a global customer network to optimize your credit and collection efforts. The multi-national functionality in the Accounts Receivable system includes:

| Function | Description |
|---|---|
| Currency processing | Create invoices in either the domestic or foreign currency, using any currency in the world—from the Australian dollar to the Belgian franc. Apply receipts in a domestic or foreign currency and forecast receipts for your receivables by currency. |
| Multiple languages | Communicate with customers in their preferred languages to enhance relationships and reduce potential misunderstanding regarding invoices and other correspondence. |

## Account Numbering Concepts

This guide uses the Business Unit.Object.Subsidiary standard notation for account numbers.




The account number includes both the Where and What. You can use periods, commas, or other user defined symbols to separate the components of the account number. The period (.) separator is the default.

### See Also

- *Creating a Flexible Format (P0907)* in the *General Accounting II Guide* for information about how to set up the different account numbering methods

### Business Unit - The “Where”

The business unit describes where in your organization the transaction will have an impact. It represents the lowest organizational level within your business — where you record all revenues, expenses, assets, liabilities, and equities. For example, a business unit can be a department, branch office, or truck.

Business units are unique 12-character, alphanumeric fields. The following applies:

- A business unit can belong to only one company.
- A company can have several business units.
- Each company has at least one business unit for the balance sheet.

### Object.Subsidiary - The “What”

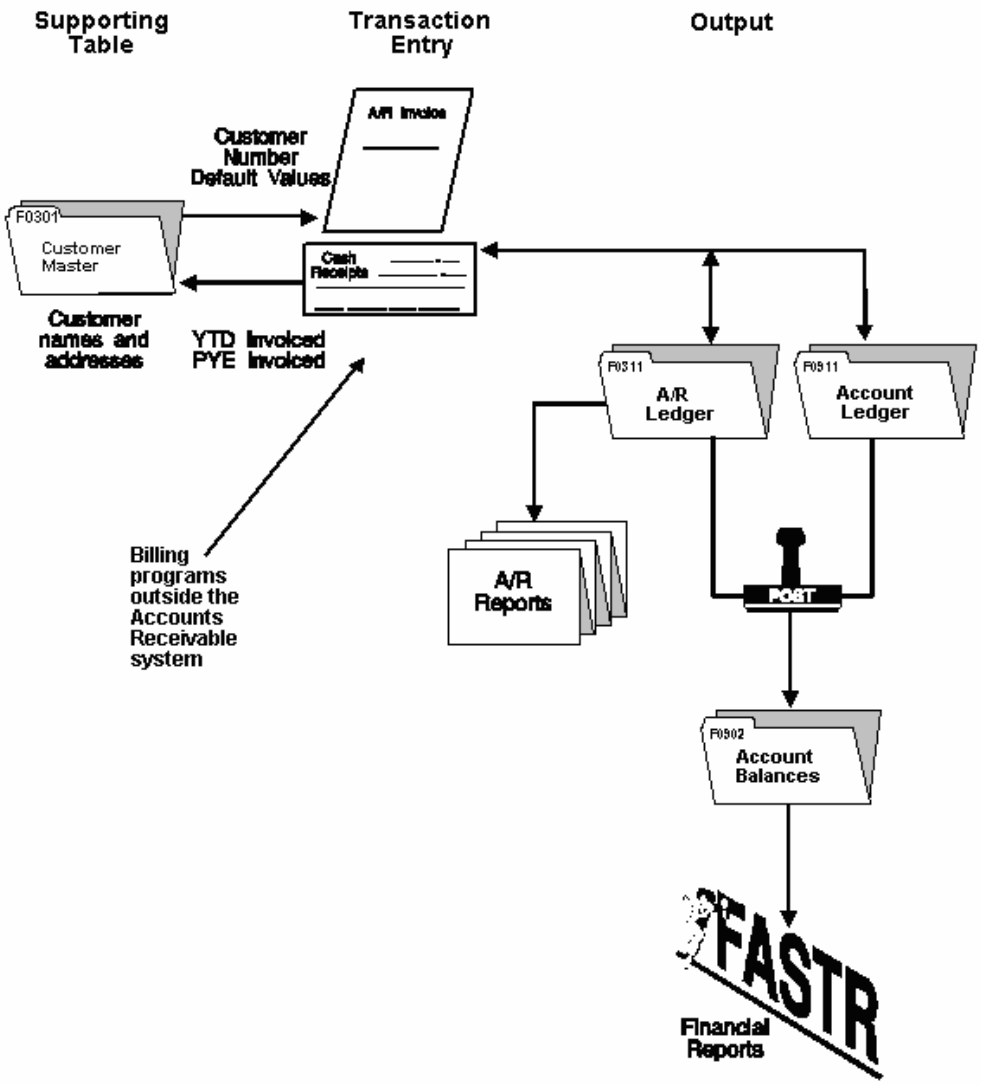
The Object.Subsidiary represents what kind of transaction is being created. An object is a description of the transaction, for example, Cash in Bank. A subsidiary is an expanded description of the object account, for example, Cash in Bank.FNB (First National Bank).

There are two parts of the “what”:

- Object (four, five, or six characters, depending on your organization’s setup)
- Subsidiary (one to eight characters)

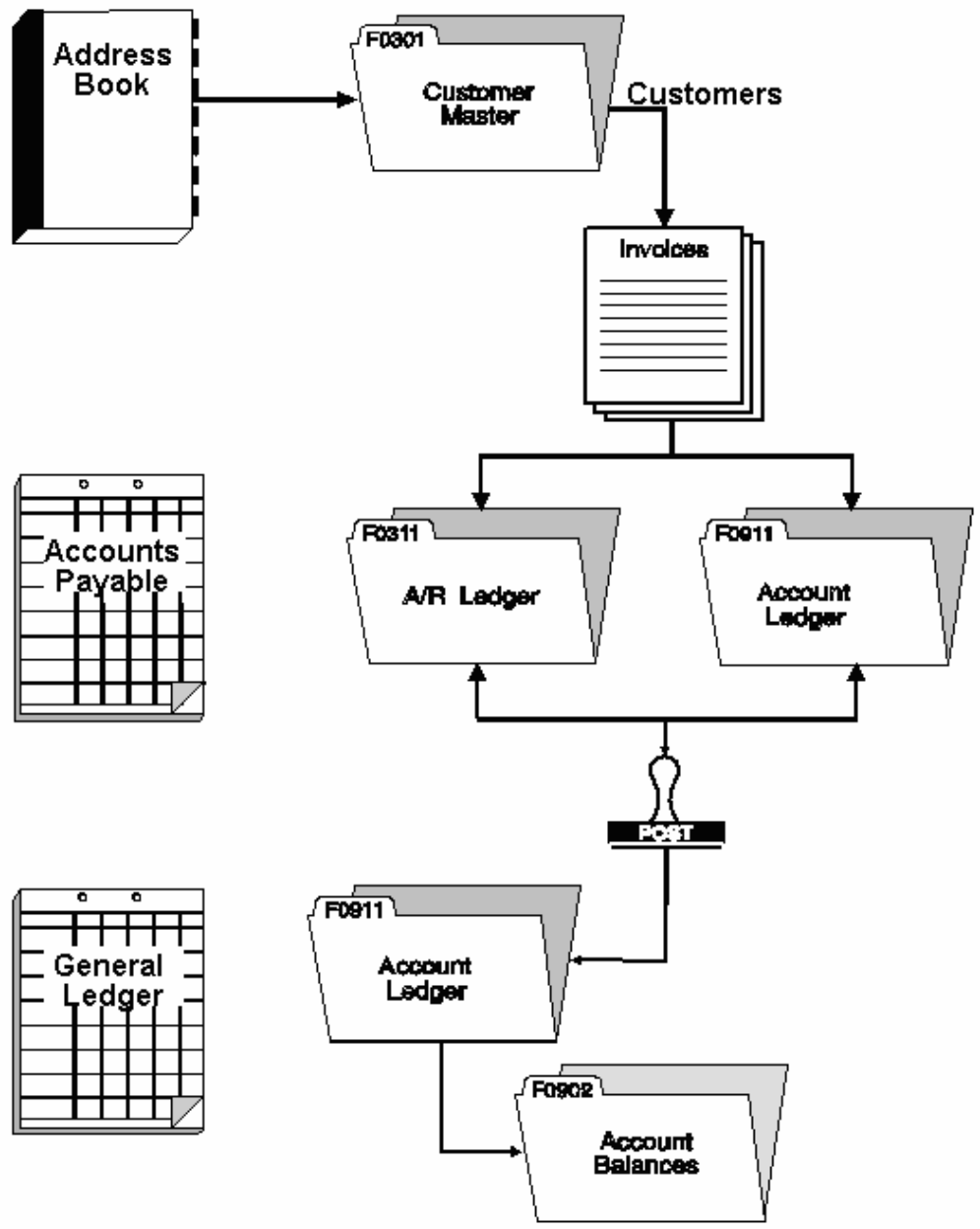
## Accounts Receivable System Flow

When you charge a customer for products or services, you create or generate an invoice. After you receive payment, you apply the receipt. The following graphic illustrates this process.


Supporting Table
Transaction Entry
Output
A/R Invoice
Customer Number Default Values
F0301
Customer Master
Cash Receipts
Customer names and addresses
YTD Invoiced
PYE Invoiced
Billing programs outside the Accounts Receivable system
F0311
A/R Ledger
F0911
Account Ledger
A/R Reports
POST
F0902
Account Balances
FASTR
Financial Reports

# Tables Used by Accounts Receivable

## Tables and Information Flow



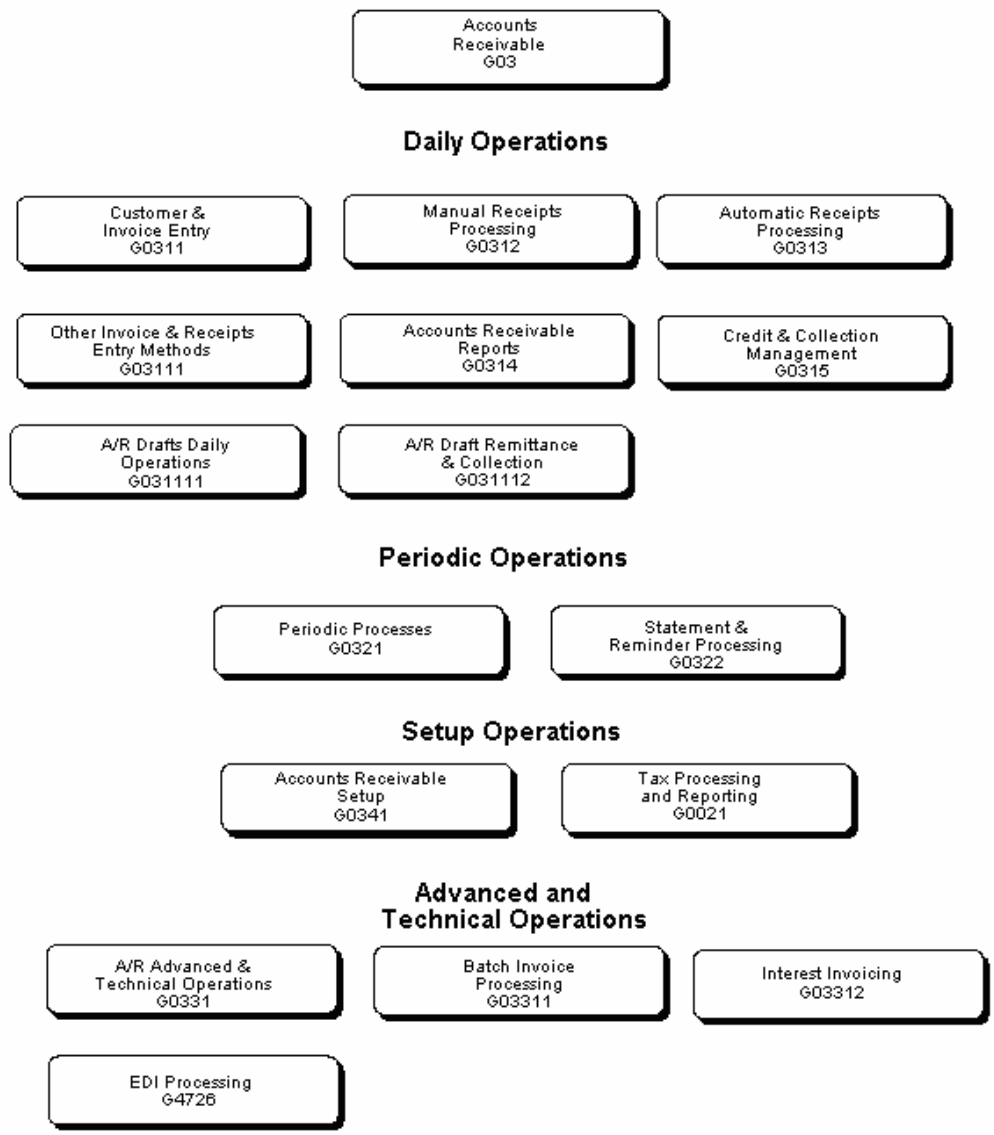
## Tables and Descriptions

The Accounts Receivable system uses the following tables:

| Table | Description |
|---|---|
| Address Book Master (F0101) | Stores customer address information, including:<br>▪ Customer name<br>▪ Customer effective date<br>▪ Category codes |
| Customer Master (F0301) | Stores invoice information including customer names and the following accounts receivable information:<br>▪ Year-to-date invoiced<br>▪ Prior-year-end invoiced<br>▪ Year-to-date finance charges<br>▪ Payment terms<br>▪ G/L offset<br>▪ Payment instrument |
| A/R Ledger (F0311) | Stores the following:<br>▪ One record for each pay item on an invoice<br>▪ A matching document (receipt, adjustment, or spread), which is attached to the original invoice |
| Account Balances (F0902) | Stores summary transactions in the G/L, including:<br>▪ Net postings for each period<br>▪ Year-to-date balances<br>▪ Prior year balances<br>▪ Inception-to-date balances |
| Account Ledger (F0911) | Stores detail transactions in the G/L, including:<br>▪ Account numbers<br>▪ G/L date and amounts<br>▪ Journal entry line descriptions |

# Menu Overview

The Accounts Receivable menus are listed below. This list does not show navigation among the menus.



# 2 Customer Information

# Overview to Customer Information

## Objectives

- To create and locate customer information

## About Customer Information

You must create a customer record before you can enter an invoice and receive payment. The customer master is a central storage place for all of your customer records.

Customer information consists of:

- Entering customers
- Locating customers

## What Is the Customer Record?

The customer record contains default information and processing instructions that the system uses to process A/R transactions. For example, you might want to specify a credit limit for each customer or designate whether delinquency notices should be sent to a particular customer.

Specifically, the customer record enables you to enter and maintain default information about:

- Invoice processing
- Automatic receipt processing
- Statement processing
- Credit and collections
- Parent/child relationships
- Accounting distributions

When you work with customer records, be aware the action code and search type security may affect your ability to inquire upon, add, or change customer information. You must have the appropriate combination of action code/search type security to work with customer information.

# Enter Customers

## Entering Customers

| | |
|---|---|
| | From Accounts Receivable (G03), choose **Customer & Invoice Entry**<br>From Customer & Invoice Entry (G0311), choose **Customer Master Information** |

Before you can bill a customer for goods or services, you must create a customer record. When you enter a customer, you are setting up information about how the system processes invoice, receipts, and other A/R information.

When entering customers, you:

- Enter customer identification
- Enter mailing information
- Enter additional address information
- Enter bank account information
- Enter credit and collection information
- Enter currency and tax information
- Enter default G/L distribution information

Customer information is stored in the following tables:

| Table | Description |
|---|---|
| Customer Master (F0301) | This table contains customer information. |
| Customer Master – Company/Business Unit Defaults (F03015) | This optional table allows you to set up multiple Customer Master defaults for the same customer number based on the company and/or business unit. |
| Address by Date (F0116) | This table contains mailing address information. |

### Before You Begin

- Set your processing options to automatically display the forms you will use to enter customers. The tasks described here assume that the following forms display:
  - Address Book Addition (displays irrespective of processing options)

- Address Book - Additional Information
- Bank Accounts by Address

## What You Should Know About

**Deleting customer records**

You can only delete a customer record that does not have any transactions associated with it in the AR ledger file, F0311.

**Multi-Currency**

To store address book amounts, such as amount invoiced year-to-date and amount invoiced prior-year-end, in a specific currency, you can do one of the following:

- Set a processing option to enter the default currency code or the company currency of the responsible business unit
- Enter them manually

**Opened By field**

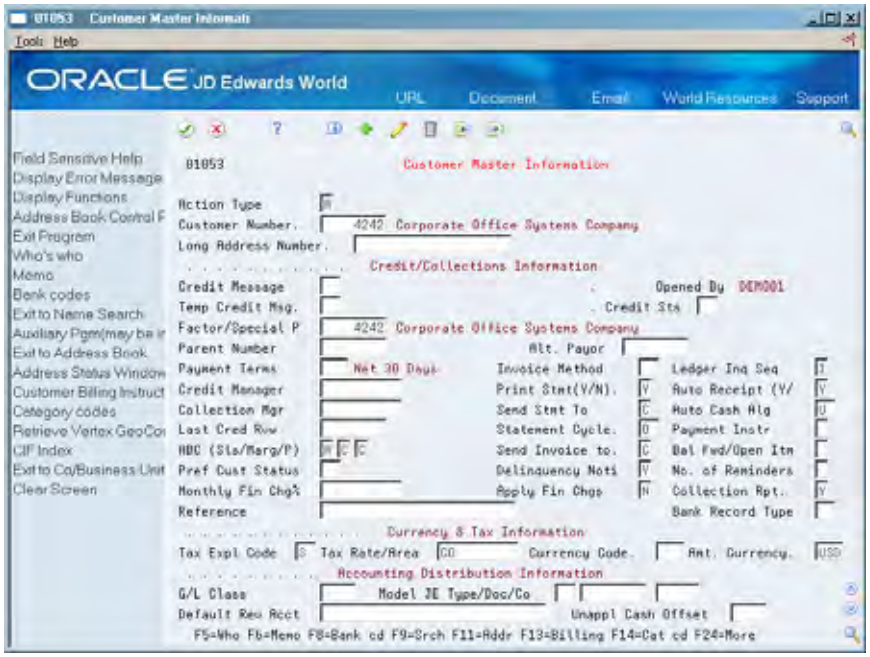
Once the Address Book record has been added, the Opened By field in Customer Master Information will display the User ID of the person who added the record.

## See Also

- *Working with Address Book (P01051)* in the *Address Book Guide*

### To enter customer identification

On Customer Master Information

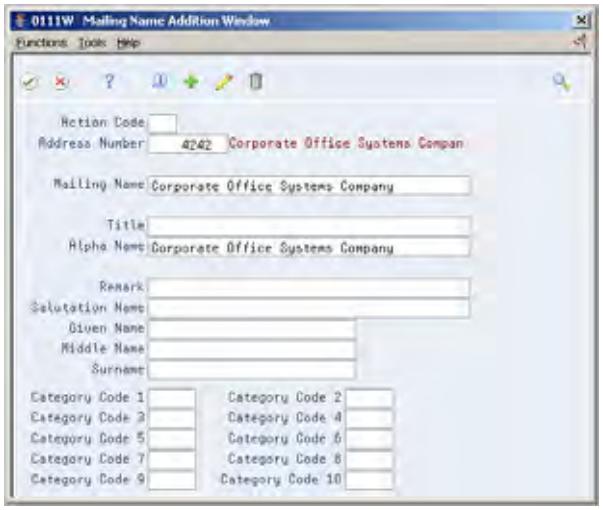


1. Complete the following optional fields:
   - Customer Number
   - Long Address Number
2. To access Address Book Addition, press Enter.

| Field | Explanation |
|---|---|
| Customer Number | A number that identifies an entry in the Address Book system. Use this number to identify employees, applicants, participants, customers, suppliers, tenants, special mailing addresses, and so on.<br>*Form-specific information*<br>If you do not enter a customer number, the system assigns it through Next Numbers. |
| Long Address Number | A user defined name or number that is unique to the address book number. This field can be used to enter and locate information. You can use it to cross-reference the supplier to a Dun & Bradstreet number, a lease number, or other reference. |

## To enter mailing information

On Mailing Name Addition Window



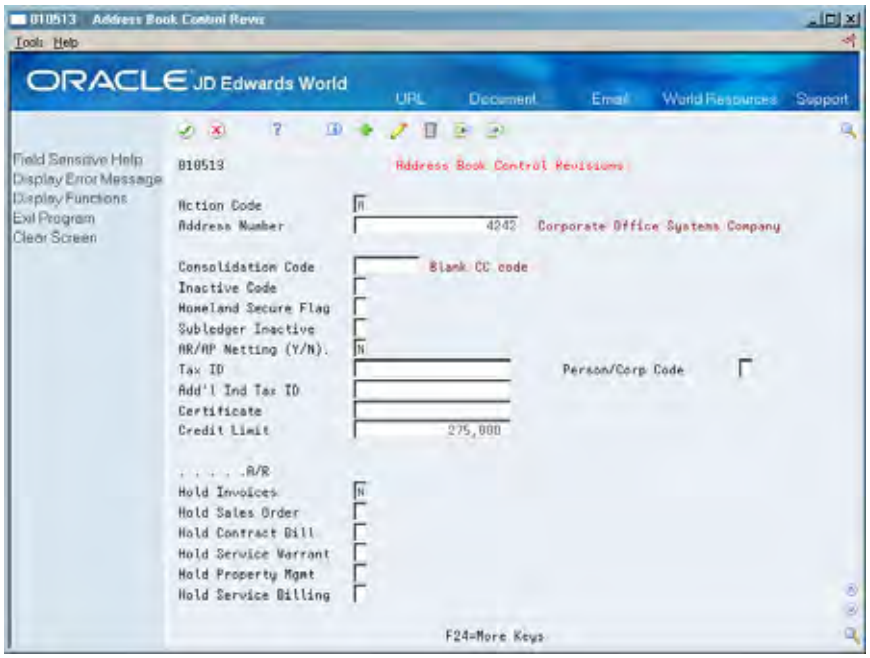

Complete the following fields and press Enter:

- Alpha Name (optional)
- Mailing Name
- Mailing Address (optional)

| Field | Explanation |
|---|---|
| Name - Alpha | The text that names or describes an address. This 40-character alphabetic field appears on a number of forms and reports. You can enter dashes, commas, and other special characters, but the system cannot search on them when you use this field to search for a name. |
| Mailing Name | The company or person to whom billing or correspondence is addressed. |

## To enter additional address control information

On Customer Master Information, press F2 to access Address Book Control Revisions




Enter information into the following optional fields:

- Consolidation Code
- Inactive Code
- Homeland Secure Flag
- Subledger Inactive
- AR / AP Netting (Y / N)
- Tax ID
- Add'l Ind Tax ID
- Person / Corp Code
- Certificate

- Credit Limit
- Hold Invoices
- Hold Sales Order
- Hold Contract Bill
- Hold Service Warrant
- Hold Property Mgmt
- Hold Service Billing

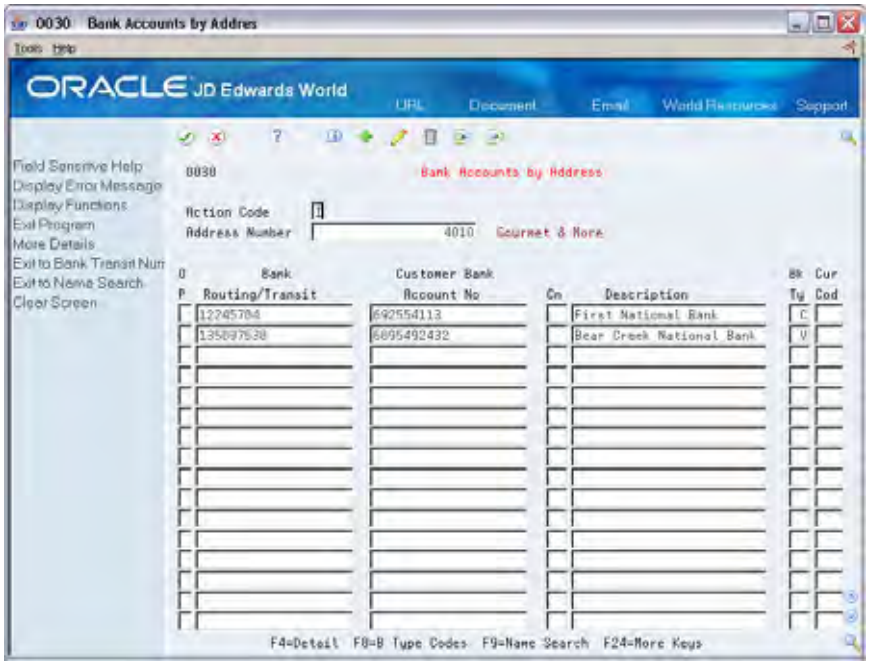
| Field | Explanation |
|---|---|
| Consolidation Code | The Consolidation Code is a way to group associated Address Book numbers in order to report on group financial data. |
| Inactive Code | If the code is set to '1', the entity is inactivated. No further activity or action may be performed against the entity. |
| Homeland Secure Flag | A user defined code (UDC table 01/HL) that indicates or identifies an Address Book number in terms of its role in Homeland Security. |
| Subledger Inactive | A code (UDC table 00/SI) that indicates whether the Address Book number can be used as a subledger in the General Accounting system. Any value other than blank indicates that a subledger is inactive. Examples are jobs that are closed, employees that have been terminated, or assets that have been disposed. If a subledger becomes active again, set this field back to blank. |
| AR/AP Netting | A code that indicates whether an address is eligible for use in the A/R and A/P netting process. This value applies to both the Accounts Receivable and Accounts Payable systems. |
| Tax ID | The identification code required by various tax authorities. This can be a Social Security number, federal or state corporate tax ID, sales tax number, and so on. |
| Additional Tax ID | An additional identification number that a tax authority assigns to an individual. |

| Field | Explanation |
|---|---|
| Person/Corp Code | A code that designates the type of taxpayer.<br>Valid values for U.S. entities are:<br>C Corporate entity (the 20-digit Tax field prints as 12-3456789)<br>P Individual (the 20-digit Tax field prints as 123-45-6789)<br>N Noncorporate entity (the 20-digit Tax field prints as 12-3456789)<br>Blank Corporate entity<br>Valid values for non-U.S. clients are (used with the 20-digit Company field and Individual field):<br>1 Individual<br>2 Corporate entity<br>3 Both an individual and a corporate entity |
| Certificate | A number that identifies a license or certificate that tax authorities issue to tax-exempt individuals and companies. |
| Credit Limit | The Credit Limit is the maximum negative balance that a customer can be assigned. The credit limit is retained for a customer account in the Customer Master file (F0301). This field is stored as an integer, no decimals.<br>*A zero or blank amount is considered no credit allowed for the customer.* If an unlimited credit limit is desired, the user can set a maximum limit by entering a large number, such as 999999999999999. |
| Hold Invoices | A code that allows you to put all A/R invoices for a customer on hold.<br>Valid values are:<br>N No, do not hold invoices.<br>Y Yes, hold invoices. Do not allow entry of new A/R invoices. (You can still enter receipts and sales orders.) |
| Hold Sales Order | A code that allows you to prevent any future Sales Order entries for the Address Book Number. |
| Hold Contract Bill | A code that allows you to prevent any future Contract Billing entries for the Address Book Number. |
| Hold Service Warranty | A code that allows you to prevent any future Service Warranty entries for the Address Book Number. |
| Hold Property Management | A code that allows you to prevent any future Property Management entries for the Address Book Number. |
| Hold Service Billing | A code that allows you to prevent any future Service Billing entries for the Address Book Number. |

## To enter customer bank account information

On Customer Master Information

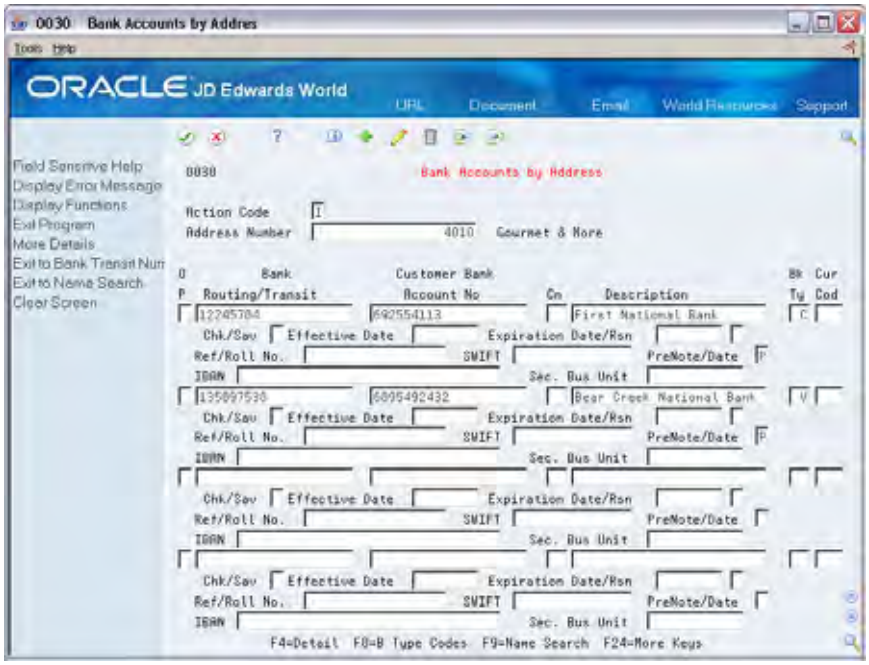
**1.** Choose the Bank Codes function (F8)




**2.** On Bank Accounts by Address (P0030) complete the following fields:

- Routing/Transit
- Account Number
- Control Digit (optional)
- Bank Type
- Currency Code (optional – the currency code field will only be displayed if currency processing is activated)

**3.** Access the detail area (F4).




**4.** Complete the following optional fields:

- Checking / Savings
- Effective Date
- Expiration Date / Expiration Reason Code
- Reference / Roll No.
- SWIFT Code
- IBAN
- Pre-Note Code
- Secondary Business Unit

**5.** To return to Customer Master Information, press Exit (F3) after entering information.

| Field | Explanation |
|---|---|
| Routing / Transit | The routing and transit number for a particular bank account. |
| Account Number | The account number for a customer's bank account. |
| Control Digit | This is an optional field that allows you to enter a check digit for a bank account number. The check digit is not part of the key to the Bank Account table (F0030). |

| Field | Explanation |
|---|---|
| Bank Type | A code used to distinguish external bank accounts from internal bank accounts.<br>Examples of valid values are:<br>C Customer Bank Accounts<br>G Internal G/L Bank Accounts<br>V Supplier Bank Account for payment via bank tape<br>D Default Bank Account for A/R Drafts and Auto Debits<br>B Valid Bank Transit Numbers<br>M G/L Bank Account/Business Unit used to define print information in A/P payments |
| Effective Date | The date the entry is active and available for use. |
| Expiration Date | The date the entry is no longer active and available for use. |
| Expiration Reason Code | A user defined code (00/XC) that indicates why this entity has expired or is no longer available for use. |
| SWIFT Code | The Society for Worldwide Interbank Financial Telecommunications (SWIFT) code is an international banking identification code used to identify the origin and destination of electronic (or wire) financial transfers. |
| IBAN | The International Bank Account Number or IBAN is a series of alphanumeric characters that uniquely identifies a customer's/supplier's account held at a bank anywhere in the world. The IBAN has a maximum of 34 alphanumeric characters. |
| Account Description | A user defined name or remark that describes a field.<br>*Form-specific information*<br>The name of the bank where you will deposit funds. |
| Reference/Roll Number | The recipient's reference number.<br>For French Electronic Funds Transfer, the six positions of this field are used to indicate the Banque de France sender's number. |
| Checking/Savings | A flag that indicates whether the account is a checking or savings account. This indicator is only meaningful on the G type bank account records and is used during bank tape processing for automatic payments.<br>Valid values:<br>blank checking account<br>0 checking account<br>1 savings account |

| Field | Explanation |
|---|---|
| Pre-Note Code/Date | A code that indicates whether a supplier is in a setup or pre-note status for electronic funds transfer. Valid codes are:<br>P Pre-note status. Used for setting up electronic funds transfer information with the bank. At this stage, the system writes a check and makes a pre-note entry to the bank tape. No funds will be transferred until the pre-note cycle is complete.<br>N Pre-note cycle complete. The bank has received and verified the supplier's account information. The system will process future payment to this supplier through electronic funds transfer.<br>If you leave this field blank, the system uses N.<br>**Note:** The system sets the pre-note status to P for a bank account when you first add bank account information to an address record and any time you change bank account information.<br>The date is recorded when the pre-note status changes. |
| Secondary Business Unit | A business unit may be assigned to bank accounts so that Business Unit Security may be set up to prevent unauthorized users from accessing or changing bank account information.<br>The Business Unit must be set up in the Business Unit Master (F0006) |

## What You Should Know About

There are options for additional information relating to each bank account:

| | |
|---|---|
| **Audit Information (Opt 1)** | Provides audit information in regard to updating a bank account record. |
| **Additional Information (Opt 2)** | This option allows you to enter Beneficiary and Corresponding bank account information for each bank account. |

### Multiple Bank Accounts

You can effectively set up more than one bank account for the same bank type for your customers if they have different bank accounts that they would like to use for the same process. For example, your customers may want to use different bank accounts for draft processing depending on currency, location or some other factor. Although you can only have one bank account per customer bank type ‘D’, you can tie currency to each bank type or set up alternate bank types that will essentially allow you to have multiple bank accounts per bank type.

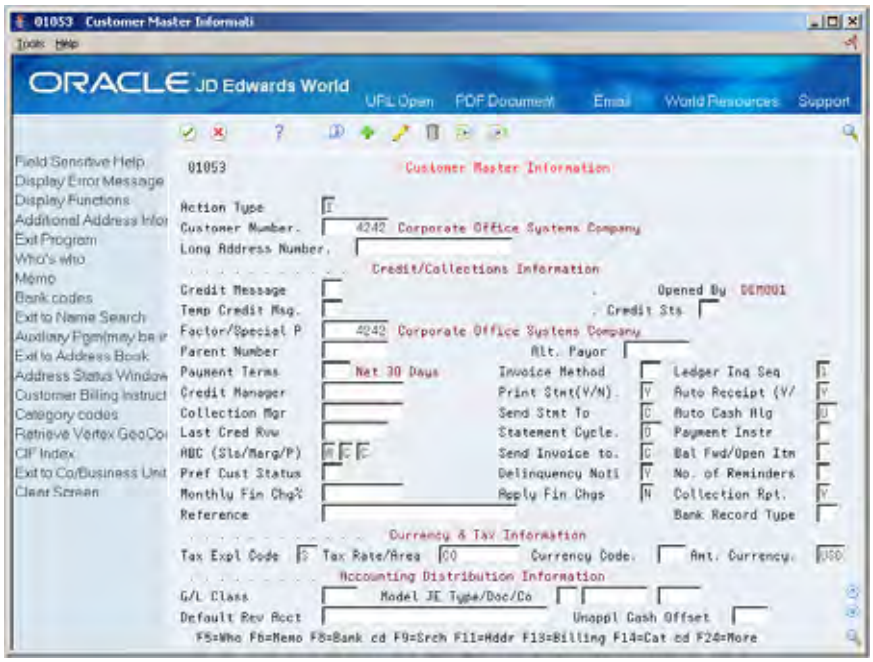
You may identify each bank type 'D' with a specific currency code. The Bank Type and the Currency Code make a unique combination.

You may also create alternate customer bank types by adding your own bank type to the Bank Type Code UDC table (00/BT). The system uses the Special Handling code for the bank type code to determine if the code will be used by AR or AP. A ‘1’ in the special handling code will be used by A/R. For example, your customer may have an alternate 'D' type bank account that they would like to use for Draft processing for a specific location. You would set up one record for bank type 'D' and another record such as ‘D1” in the Bank Type User Defined Codes (00/BT, special handling code = 1). You may then enter bank account information for your customer for each bank type.

To determine which bank type will be used, you may assign a bank type to a customer as the default, enter the specific type in the Bank Type field on an invoice or for automatic debits (P03575) or drafts entry (P03103), you may use the override Bank Type processing option.

## To enter credit and collection information

On Customer Master Information




Complete any of following fields:

- Credit Message
- Temporary Credit Message
- Credit Status
- Factor/Special Payee
- Parent Number
- Payment Terms
- Credit Manager

- Ledger Inquiry Sequence
- Print Statement
- Auto Receipt
- Collection Manager
- Send Statement to
- Auto Cash Algorithm
- Last Credit Review
- Statement Cycle
- Payment Instrument
- ABC Sales
- ABC – Margin
- ABC – Percentage
- Send Invoice to
- Balance Forward / Open Item
- Preferred Customer Status
- Delinquency Notice
- Number of Reminders
- Monthly Finance Charge %
- Apply Finance Charges
- Collection Report
- Reference
- Bank Type

| Field | Explanation |
|---|---|
| Credit Message | A user defined code (00 / CM) that displays information about a particular customer or supplier. Examples:<br>1 Over credit limit<br>2 Requires purchase order<br>3 Not on maintenance agreement<br>4 Notify the credit manager<br>The A / R Information program (P01053) and the A / P Information program (P01054) display credit messages for customers and suppliers when you enter or locate information. |
| Temporary Credit Message | A user defined code that identifies a temporary credit status. Generally, the code is assigned when an account becomes past due. This code is automatically set in the processing options for the Credit Analysis Refresh program, or you can set it manually on Customer Master Information. |

| Field | Explanation |
|---|---|
| Credit Status | User-defined status codes (UDC table 03/CS) to indicate the credit status of a customer. |
| Factor/Special Payee | An address book number that identifies a special payment address for A/P.<br>If you leave this field blank during voucher entry, the system supplies the primary address from the Address Number field.<br>*Form-specific information*<br>This address book number is used to associate customer records for A/R reporting. |
| Parent Number | The number of the parent company in a parent/child, national headquarters/subsidiary relationship. |
| Payment Terms | Code that indicates the default terms of payment for a customer. Payment terms can determine due dates and discounts. This is used as a default value when invoices are created.<br>Define payment terms in the Payment Terms Revisions program (P0014). Use a blank code for the most frequently used payment terms.<br>Examples:<br>blank Net 30 days<br>1 1/10 net 30<br>2 2/10 net 30<br>N Net 30<br>P Prox 25th of month |
| Credit Manager | The name of the credit manager responsible for approval of this customer's accounts. |
| Ledger Inquiry Sequence | A code used to designate the display sequence of the default ledger in the Ledger Inquiry programs. Valid values are:<br>1 document number<br>2 net due date<br>3 invoice date<br>4 statement number (A/R) or invoice number (A/P)<br>5 purchase order number<br>6 document type, document number<br>7 matching document<br>8 G/L date<br>A summarized by document<br>B summarized by due date and document |

| Field | Explanation |
|---|---|
| Print Statement Y/N | A code that indicates whether the system prints invoices and statements for the customer. Valid codes are:<br>Y Yes, print invoices and statements<br>N No, do not print invoices and statements |
| Auto Receipt | A code used in the Accounts Receivable system to indicate whether receipts from the customer can be processed through Auto Receipt. Valid codes are:<br>Y Yes, you can process receipts through Auto Receipt.<br>N No, you cannot process receipts through Auto Receipt.<br>Specify whether a company is eligible for auto receipts processing in the A/R constants. |
| Collection Manager | The name of the collections manager responsible for this customer's accounts. |
| Send Statement to | A code that indicates the address to which A/R statements, payment reminders, and delinquency mailers are sent. Examples:<br>C Customer<br>P Parent<br>1 1st Address Number<br>2 2nd Address Number<br>3 3rd Address Number<br>4 4th Address Number<br>5 5th Address Number<br>6 6th Address Number (Special Factor/Payee) |
| Auto Cash Algorithm | A code that specifies how receipts are applied during the batch receipts process. |
| Last Credit Review | The date on which the credit manager last examined this customer's payment record and assigned a credit status to the account. |
| Statement Cycle | A code that indicates when the customer should be billed during the next monthly cycle. For example, billing could be done alphabetically:<br>A-F on the 5th day of the month<br>G-L on the 10th<br>M-R on the 15th<br>S-Z on the 20th<br>The first letter of the customer's alpha name will default into the statement cycle. |

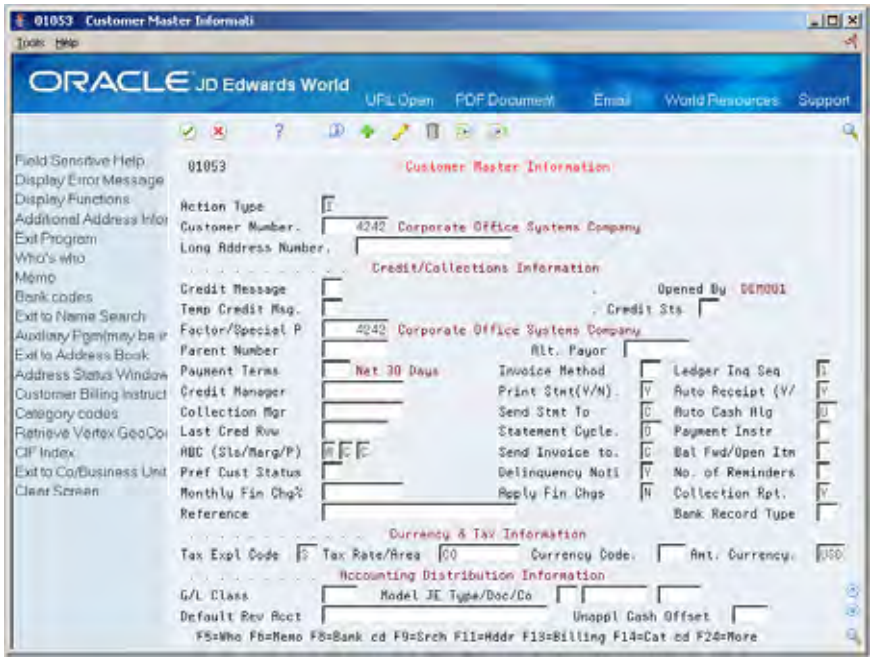
| Field | Explanation |
|---|---|
| Payment Instrument | The user defined code (system 00, type PY) that specifies how payments are made by the customer. For example:<br>C Check<br>D Draft<br>T Electronic funds transfer<br>*Form-specific information*<br>The information you enter in this field is used as the default value when you enter invoices. |
| ABC Code Sales | A grade that indicates the level of sales activity for a customer or inventory item. This code documents the 80/20 principle (80% of the significant results is attributable to 20% of the business effort). The possible grades are A (best) to F (worst). |
| ABC - Margin | A code that represents a rating for profit margin. Profit margin is sales less the cost of goods sold (COGS). Sales order management provides the COGS figure needed to calculate profit margin.<br>If you do not use the Sales Order Management system, or have a custom sales order interface, the system will calculate 100% profit margin, giving all of your customers an A rating for profit margin. |
| ABC - Percentage | A 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). |
| Preferred Customer Status | A user defined code (UDC table 03/PC) that may be used to rate or differentiate your customer's status within your business. |
| Send Invoice to | A code that identifies the address where accounts receivable invoices are sent. Valid codes are:<br>C Customer<br>P Parent<br>1 1st Address Number<br>2 2nd Address Number<br>3 3rd Address Number<br>4 4th Address Number<br>5 5th Address Number<br>6 6th Address Number (Factor/Special Payee) |

| Field | Explanation |
|---|---|
| Balance Forward-Open Item | A code that indicates whether a customer's open items in the A/R Ledger table (F0311) will be summarized into a balance forward amount during the Update Balance Forward process. Valid codes are:<br>B Summarize open items into a balance forward amount<br>O List the detail for all open items<br>**Note:** The A/R Ledger table is always maintained at a detail invoice level. Although the detail cannot be accessed, it will remain and a new summary record is added when the Update Balance Forward program is run. |
| Delinquency Notice | A code that indicates whether delinquency notices or payment reminders should be sent to the customer. Valid codes are:<br>Y Yes, send delinquency notices<br>N No, do not send delinquency notices |
| Monthly Finance Charge % | This is the percentage factor used in computing finance charges. This number is expressed as a decimal. For example, .185 would express 18.5%. The past due amounts are multiplied by the percentage factor for the actual finance charge amounts. If finance charges are calculated monthly, the percentage factor should reflect a monthly assessment. |
| Number of Reminders | The number of payment reminders to send to a customer. Valid codes are:<br>1 Send a single, very strong (level 3) reminder.<br>2 Send a strong (level 2) reminder. If the customer does not respond, send a very strong (level 3) reminder in the next cycle.<br>3 Send a mild (level 1) reminder. If necessary, send a level 2 reminder in the next cycle and a level 3 in the following cycle after that.<br>**Note:** The Delinquency Notice field must be set to Y. |
| Apply Finance Charges | A code that indicates whether finance charges should be applied or waived for the account. Valid codes are:<br>Y Yes, apply finance charges<br>N No, do not apply finance charges<br>blank Process this account through the Interest Invoicing program (P03540) |

| Field | Explanation |
|---|---|
| Collection Report | A code that indicates whether invoices for a particular customer appear for collection. If this field is Y (the default), invoices appear on the collection report after the maximum number of reminders have been sent to the customer and the final collection report is generated. If you enter N in this field, the customer's invoices are not eligible to appear on the collection report. |
| Reference | An alphanumeric value used as a cross-reference or secondary reference number. Typically, this is the customer number, supplier number, or job number. |
| Bank Type | Use this to designate the default bank type to be used for the customer.<br>*See Enter Bank Account Information* |

## To enter currency and tax information

On Customer Master Information




Complete the following fields:

- Tax Explanation Code
- Tax Rate / Area
- Currency Code
- Amount Currency

| Field | Explanation |
|---|---|
| Tax Explanation Code | A user defined code (00/EX) that controls how a tax is assessed and distributed to the general ledger revenue and expense accounts. You assign this code to a customer or supplier to set up a default code for their transactions.<br><br>Do not confuse this with the taxable, non-taxable code. A single invoice can have both taxable and non-taxable items. The entire invoice, however, must have one tax explanation code.<br><br>*Form-specific information*<br><br>The information you specify is used as the default value when entering invoices. You can override this code during invoice entry. If you use Vertex, the system accepts the following GeoCode values: E (exempt) and S (sales tax). |
| Tax Rate/Area | A code that identifies a tax or geographic area that has common tax rates and tax distribution. The tax rate/area must be defined to include the tax authorities (for example, state, county, city, rapid transit district, or province), and their rates. To be valid, a code must be set up in the Tax Rate/Area table (F4008).<br><br>Typically, U.S. sales and use taxes require multiple tax authorities per tax rate/area, whereas VAT requires only one simple rate.<br><br>The system uses this code to properly calculate the tax amount.<br><br>If you use Vertex, the GeoCode appears in this field. The system retrieves the GeoCode based on the customer's city, state, and zip code.<br><br>*Form-specific information*<br><br>The information you specify is used as the default value when entering invoices. You can override this code during invoice entry. If you use Vertex, the GeoCode appears in this field. The system retrieves the GeoCode based on the customer's city, state, and zip code. |
| Currency Code | A code that indicates the currency of a customer's or a supplier's transactions.<br><br>*Form-specific information*<br><br>The currency you specify is used as the default value when you entering invoices. You can override this code during invoice entry. |
| Amount Currency | 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.<br><br>*Form-specific information*<br><br>Enter the currency you want to see when reviewing credit limits and so on. |

## To enter default G/L distribution

On Customer Master Information

1. Complete any of the following fields:
   - G/L Class
   - Model JE Type/Document/Company
   - Default Revenue Account
   - Unapplied Cash Offset
2. To add the record, press Enter.

| Field | Explanation |
|---|---|
| G/L Class | A code that determines the A/R account (class) that will be the offset when you post invoices. The code you enter in this field can be alphanumeric or can match the object code of the G/L account number.<br>Examples:<br>blank<br>Trade Accounts Receivable<br>TRAD or 1210<br>Trade Accounts Receivable EMP or 1220 Employee Receivables (Use class codes as the exception to the trade account.) If you leave this field blank during entry, the system uses AAI item RC____ for the company.<br>**Note:** Do not use class code 9999. This is reserved for the post program and indicates that offsets should not be created.<br>The information you specify is used as the default value when you enter invoices. |
| Model JE Type / Document / Company | A code that identifies the type of model journal entry to use for a particular customer.<br>*Form-specific information*<br>If you specify a model journal entry, do not specify a default expense account. Although the system will allow you to do this, it will override the model journal entry and you will have to manually enter the journal entry information. |

| Field | Explanation |
|---|---|
| Default Revenue Account | A field that identifies an account in the general ledger. You can use one of the following formats for account numbers:<br>▪ Structured account (business unit.object.subsidiary)<br>▪ 25-digit unstructured number<br>▪ 8-digit short account ID number<br>▪ Speed code<br>The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program (P000909).<br>*Form-specific information*<br>Do not specify a default expense account if you specify a model JE. Although the system allows you to do this, it overrides the model JE, and you must enter the JE manually. |
| Unapplied Cash Offset | A code that allows you to predefine the classes of automatic offset accounts for Unapplied Cash transactions. This code is used in conjunction with AAI item RC for the AR offset entry and may be alphanumeric or can match the object of the offset account.<br>If you leave this field blank during entry, the system uses AAI item RC____ for the company.<br>**Note:** Do not use class code 9999. This is reserved for the post program and indicates that offsets should not be created.<br>The information you specify is used as the default value when you enter unapplied cash receipts. |

## What You Should Know About

Depending on how you set the processing options for Customer Master Information (P01053), one or more of the following forms automatically appear when you enter a customer.

| Form | Description |
|---|---|
| Control Revisions | Use this to enter additional address information. |
| Category Codes | Use this to group addresses for reporting and mailings.<br>See *About Category Codes* in the *Address Book Guide*. |
| Billing Instructions | Use this to specify how the system processes sales orders for customers.<br>See *Setting Up Customer Billing Instructions* in the *Sales Order Management Guide*. |

| Form | Description |
|---|---|
| Bank Accounts by Address | Use this to set up a customer for automatic receipts processing. |
| Person Opening Account | Use this to display the user ID of the person who entered the address book record. |
| Company/Business Unit Defaults | Use this to enter customer information specific to a company or business unit. |

### Processing Options

See Customer Master Information (P01053).

## Customer Master – Company/Business Unit Defaults

In addition to the general customer information, you have the option to set up multiple customer master records with special credit/collections information, category codes, and account distribution information that apply uniquely to a specific company and/or business unit. The system stores the Customer Master Company/Business Units Defaults information in the F03015 file. The system matches the combination of the customer address number, company number and/or business unit number to retrieve default information from the F03015 record when entering transactions.

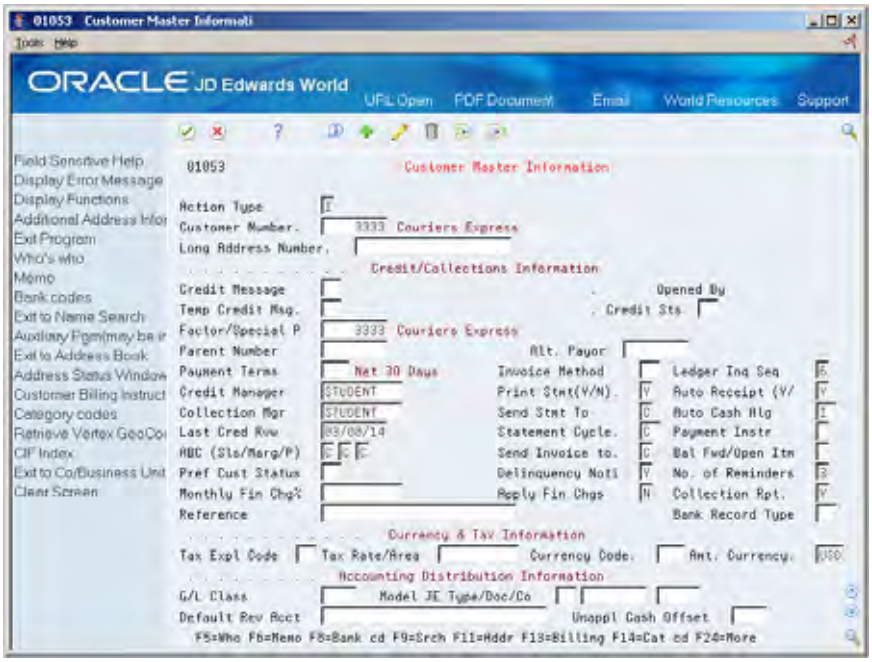
This feature allows you to use a single customer address number with specific default selections for different companies or business units. For example, you can set different payment terms for a customer, depending on the company or business unit that generates the transaction. You may set up as many company/business unit default records (F03015) as you need for a customer, but you will only have one customer master record (F0301).

### Before You Begin

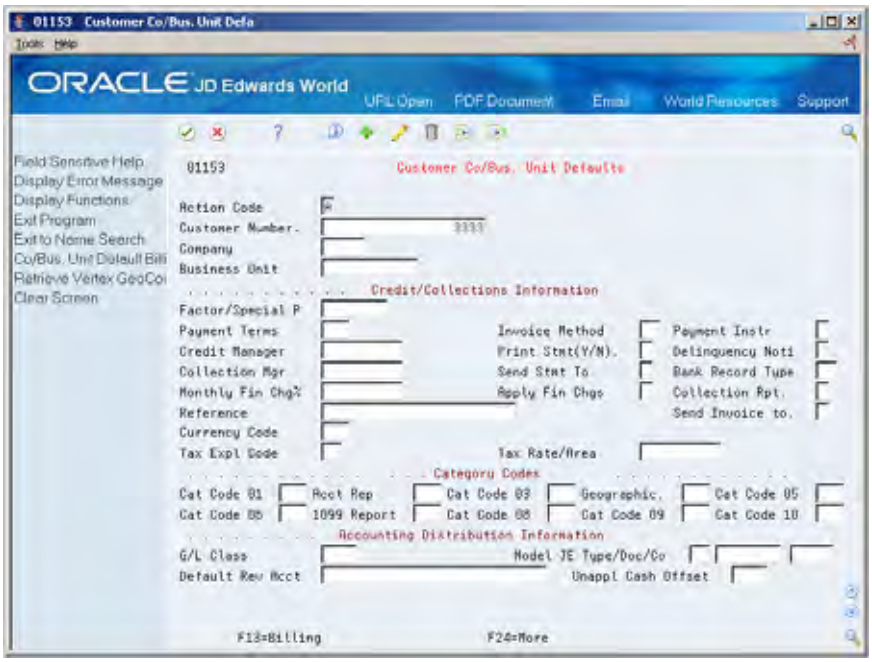
- Create the Customer Master Information. See *Entering Customers*.

## To enter company/business unit defaults in the customer record

On Customer Master Information




1. Press F17 to access Customer Co/Bus. Unit Defaults.




2. Change the Action Code to A (Add) or C (Change).
3. Complete one or more of the following fields:
   - Company

- Business Unit

4. Complete additional fields under Credit / Collections Information, as needed for the company / business unit defaults.
   - Factor / Special Payee
   - Payment Terms
   - Invoice Method
   - Payment Instrument
   - Credit Manager
   - Print Statement
   - Delinquency Notice
   - Collection Manager
   - Send Statement to
   - Bank Record Type
   - Monthly Finance Charge %
   - Apply Finance Charges
   - Collection Report
   - Reference
   - Send Invoice to
   - Tax Expl Code
   - Tax Rate / Area
   - Currency Code
5. Complete additional company / business unit defaults under Category Codes or Accounting Distribution Information, as needed.

**Note:** The company / business unit defaults apply only to transactions between this customer and the specified company / business unit. Customer information for companies or business units that do not have associated records defined in the F03015 table come from the customer master information in the F0301 table.

## What You Should Know About

**Global Updates**

The Global Update – Customer Co / BU program (P034905) can selectively update the F03015 records. Processing options allow you to enter the values to be updated to each field selected. You may use data selection to select which records to update. See *Global Update – Customer Co/BU*.

# Locate Customers

## Locating Customers

| | |
|---|---|
| | From Accounts Receivable (G03), choose **Customer & Invoice Entry**<br>From Customer & Invoice Entry (G0311), choose **Name Search** |

When entering or locating accounts receivable information for a customer, you can locate its customer number by specifying:

- Alpha name
- Search type
- Person or corporation designation

This information is stored in the Address Book Master table (F0101).

### To locate a customer

On Name Search

Complete any of the following fields to define and/or limit your search:

- Alpha Name

- Search Type
- Person / Corporation
- Business Unit
- Category Code
- Consolidation Code
- State
- Country
- Postal Code

| Field | Explanation |
|---|---|
| Alpha Name | The text that names or describes an address. This 40-character alphabetic field appears on a number of forms and reports. You can enter dashes, commas, and other special characters, but the system cannot search on them when you use this field to search for a name. |
| Search Type | A user defined code (01 / ST) that identifies the kind of address book record you want the system to select when you search for a name or message. For example:<br>E Employees<br>X Ex-employees<br>V Suppliers<br>C Customers<br>P Prospects<br>M Mail distribution lists<br>*Form-specific information*<br>Placing security on search types might restrict you from viewing certain records. When security is active, a code is required in this field. |
| Consolidation Code | The Consolidation Code is a way to group associated Address Book numbers in order to report on group financial data. |

## What You Should Know About

**Column 2 Display Formats**

You can toggle through a set of alternative column 2 display formats on the Name Search screen by selecting the function to change column 2 format. (F5=Col 2 Fmt). Select the Column 2 Format function repeatedly to toggle through the following alternative information displayed in column 2:

- Address Line 1
- City
- Phone Number
- Address Book Number
- Credit Message

## See Also

- *Searching for Addresses by Alpha Name (P01200)* in the *Address Book Guide*

## Processing Options

See Name Search (P01200).

# 3 Invoice Processing

# Overview to Invoice Processing

## Objectives

- To understand the differences between standard invoices and speed invoices
- To revise unposted and posted invoices
- To post invoices to the general ledger
- To understand how to enter and process recurring invoices
- To locate customer ledger information

## About Invoice Processing

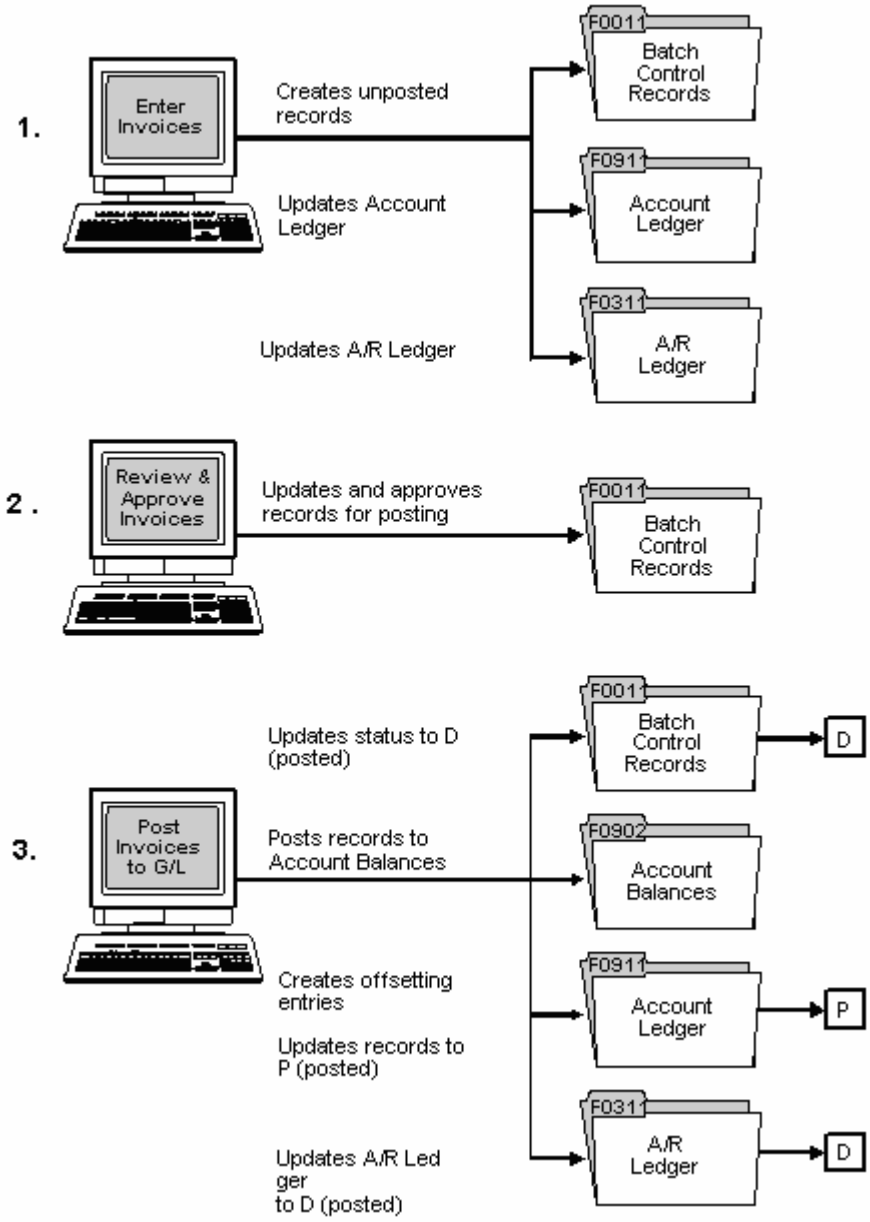
Generally, you create an invoice before you receive payment from the customer. Effective management of invoice processing is fundamental to your accounts receivable department.

Invoice processing consists of:

- Working with invoice entry controls
- Understanding fiscal date patterns
- Working with standard invoices
- Working with other types of standard invoices
- Entering speed invoices
- Reviewing and approving invoices
- Understanding the post process
- Posting invoices
- Revising posted invoices
- Printing Invoice Journal Information
- Locating customer ledger information
- Working with recurring invoices

Invoice processing is one example of three-tier processing. All JD Edwards World systems use three-tier processing to manage batches of transactions. The term *three-tier* refers to three standard steps you perform.

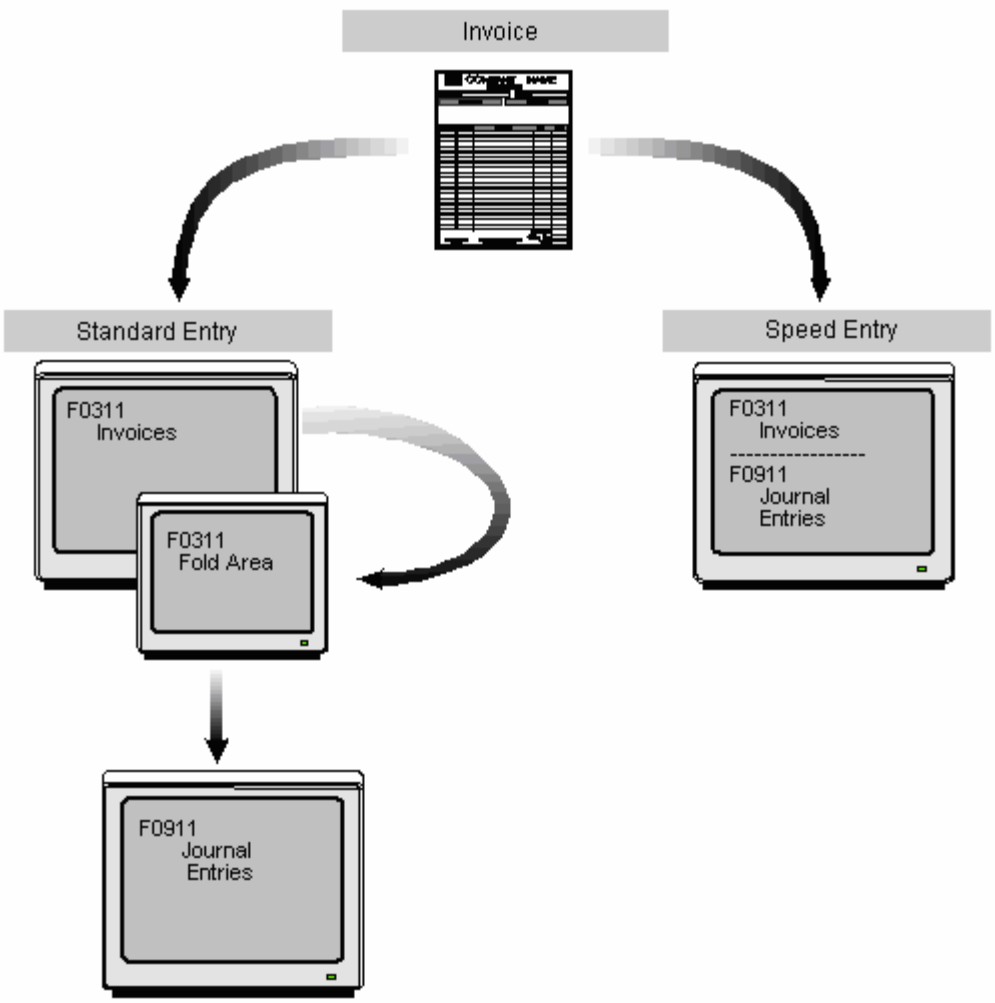
The following graphic illustrates the concept of three-tier processing.




## What Are the Types of Invoices?

Depending on your needs, you can choose to enter the following types of invoices:

- Standard invoices. These invoices give you the most flexibility and options.
- Speed invoices. These invoices give you less flexibility and options than standard invoices. However, they provide a quicker way of entering invoice and accounting information.




## Which Type of Invoice Should You Enter?

To help determine which type of invoice you should enter, consider the following advantages and disadvantages of standard and speed invoices:

| Invoice Feature | Description |
|---|---|
| Standard invoice advantages | You can:<br>▪ Create split payments<br>▪ Use multiple pay items<br>▪ Set up recurring invoices<br>▪ Modify and delete invoices<br>▪ Utilize and create model journal entries |
| Standard invoice disadvantages | You cannot:<br>▪ Takes more time to enter invoices<br>▪ Uses two entry programs to enter invoice and accounting distribution information |

| Invoice Feature | Description |
|---|---|
| Speed invoice advantages | You can:<br>▪ Use one entry program to enter both invoice and accounting distribution information<br>▪ Enter limited invoice information quickly |
| Speed invoice disadvantages | You cannot:<br>▪ Cannot split payments<br>▪ Cannot modify or delete invoices<br>▪ Cannot set up recurring invoices<br>▪ Cannot enter more than one pay item per invoice<br>▪ Cannot create model journal entries |

## When Do You Review and Approve Invoices?

After you enter invoices, you can review and approve them before posting. You can:

- Review and approve batches
- Review and revise individual invoices
- Review and revise associated journal entries

## What Happens When You Post Invoices?

After you review and approve invoices, post them to the general ledger. When you submit a batch of invoices for posting, the system:

- Selects unposted, approved invoices and edits each transaction
- Posts accepted transactions to the Account Balances table (F0902)
- Creates automatic offsets to the A/R trade and tax accounts
- Marks the invoices as posted in the A/R Ledger (F0311) and Account Ledger (F0911) tables

## When Do You Set Up a Recurring Invoice?

If you have a customer that you repeatedly bill for a specific amount, such as a service or lease agreement, set up a recurring invoice. You specify the frequency and the number of payments when you enter the original invoice.

## What Is Customer Ledger Information?

As part of your A/R activities, you might need to view the transaction history of a customer. Customer ledger information provides:

- Open amounts remaining on an invoice
- Pay status and posting status of an invoice

- Invoice detail and associated journal entry information
- Account status information
- Receipt information

When you work with Customer Ledger information, be aware the action code and search type security may affect your ability to inquire upon, add, or change customer information. You must have the appropriate combination of action code / search type security to work with Customer Ledger information.

# Work with Invoice Entry Controls

## Working with Invoice Entry Controls

Before entering invoices, you can activate two control features to help manage your invoice entry process:

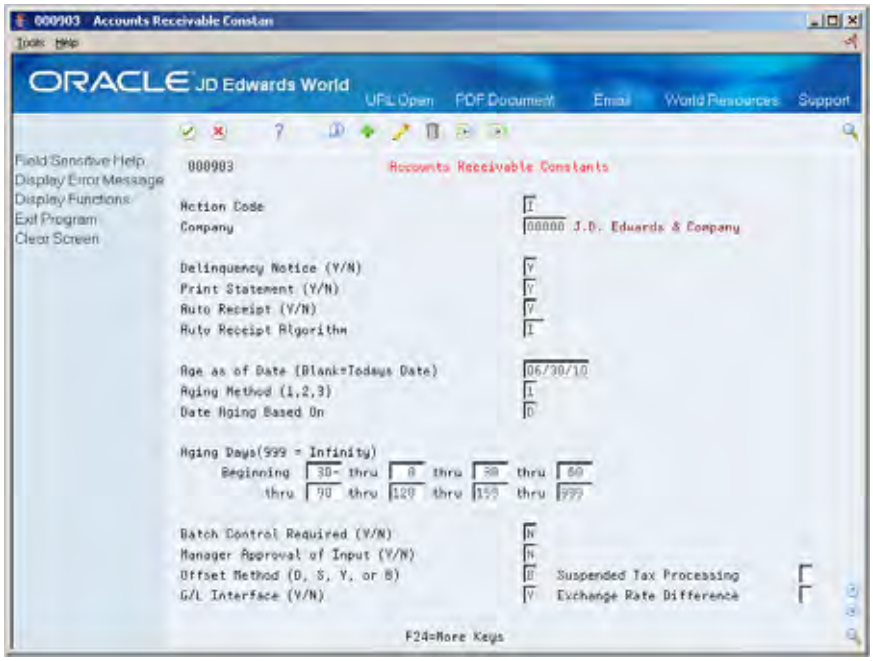
- Batch control
- Two-cycle entry

## About Batch Control

The following describes why you would set up batch control and when you would use it.

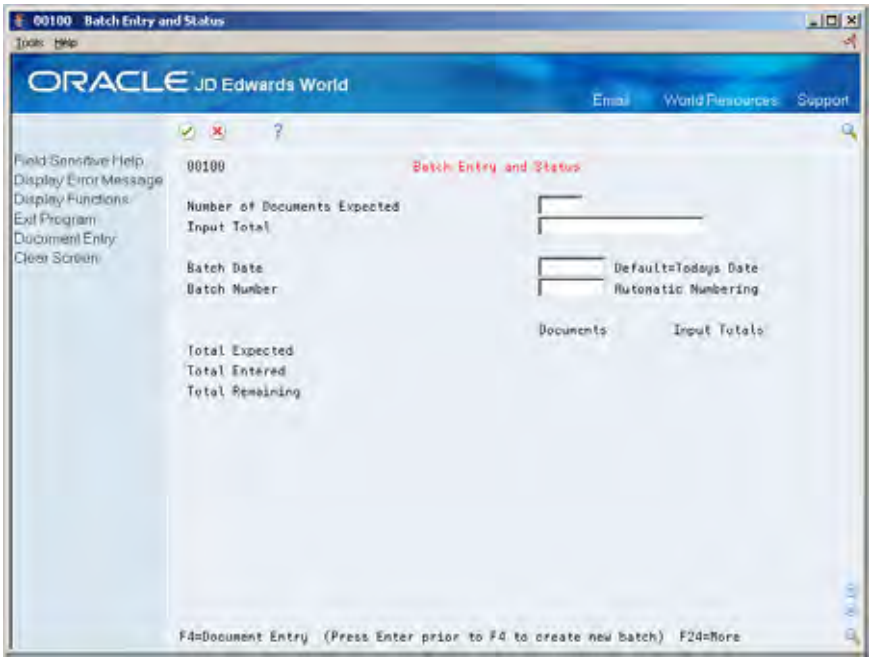
### Why Would You Set Up Batch Control?

Use batch control to verify that the batch of invoices you enter into the system balances to a manual record of the batch. You activate batch control in the Accounts Receivable constants. Batch control information is stored in the Batch Control table (F0011).



## When Do You Use Batch Control?

If you set the appropriate A/R constant, the system displays a screen that you use to enter information about your invoices before you actually enter them. Once you enter the information, the system compares the control totals with the actual totals you entered for the batch. If the totals are not the same, it displays the difference.




## What You Should Know About

| | |
|---|---|
| **Posting batches that are out of balance** | If the amount entered differs from the amount expected, the system does not prevent you from posting the batch. |
| **Multi-Currency batch totals** | If you enter transactions of different currencies into the same batch, the total entered is a hash total. |

## See Also

- *Setting Up A/R Constants (P000903)*

# About Two-Cycle Entry

Set up two-cycle entry if you want to verify system-calculated fields for each invoice before accepting it.

Two-cycle entry requires that you press Enter one time to verify information, and then press Enter again to accept the entry.

## Where Do You Set Up Two-Cycle Entry?

You can set up two-cycle entry in the processing options for:

- Invoice Entry (Standard and Speed Entry)
- Receipts Entry (Heads Up and Heads Down)
- Drafts Entry

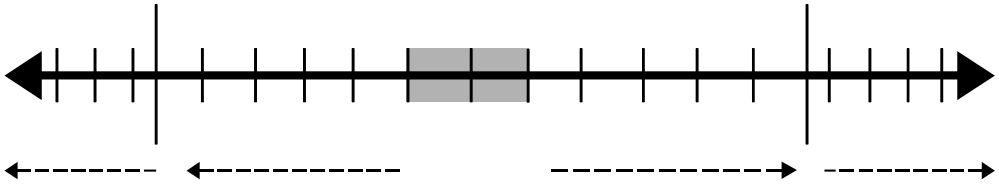
# Understand Fiscal Date Patterns

## About Fiscal Date Patterns

| | |
|---|---|
| | From General Accounting (G09), choose **Organization and Account Setup**<br>From Organization and Account Setup (G09411), choose **Company Numbers & Names** |

When you enter a transaction, the system edits the G/L date against the open period in the company constants. If you enter a journal entry with a G/L date that is not in the current or next accounting period, you get a warning or an error message.

In the example below, if you entered transactions to periods 06 and 07 (June and July), you would *not* get a warning or an error message. This is known as a "two-period" window.



### What You Should Know About

The following lists the types of warning and error messages you receive when you enter a transaction outside the two-period window. These messages appear based on how you set your general accounting constants.

**PYEB - Prior Year-End Balance**

Reason: You tried to post to a prior year.

Result: You get an error message. The system does not accept the entry.

**PBCO - Post Before Cut Off**

Reason: You entered a G/L date prior to the current period.

Result: You either get a warning or an error message, depending on your general accounting constants.

**PACO - Post After Cut Off**

Reason: You entered a G/L date that is after the two-period window.

Result: You either get a warning or an error message, depending on how you set up your fiscal date patterns. If your fiscal date pattern is not set up for the full year, you get an error message. If it is set up for the full year, you get a warning.

2016

Oct Nov Dec Jan Feb Mar Apr M

**WACO - Way After Cut Off**

Reason: You entered a G/L date in a future year.

Result: You either get a warning or an error message, depending on how you set up your fiscal date patterns.

# Work with Standard Invoices

## Working with Standard Invoices

| | |
|---|---|
| | From Accounts Receivable (G03), choose **Customer & Invoice Entry**<br>From Customer & Invoice Entry (G0311), choose **Standard Invoice Entry** |

Standard invoices provide the most features and flexibility when you enter invoices for your customers. When you need to change, delete, or void an invoice, use standard invoice entry. If you routinely distribute invoices to multiple G/L accounts, you can set up a journal entry to use as a model.

Working with standard invoices consists of:

- Entering Standard Invoices
- Locating Invoices
- Revising Unposted Invoices

Invoice information is stored in the A/R Ledger (F0311) and Account Ledger (F0911) tables.

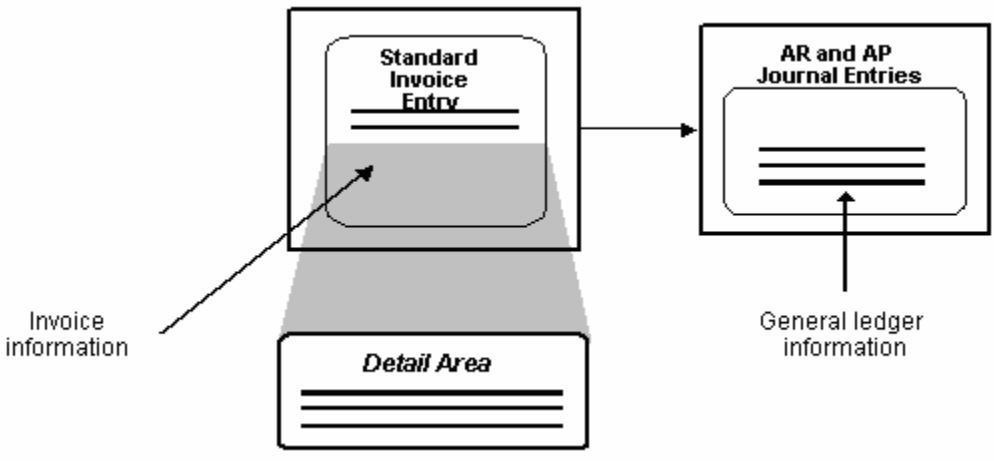
**Note:** This program supports Export functionality. See Technical Foundation for more information.

### Before You Begin

- Set up customers on Customer Master Information

# Entering Standard Invoices

The following graphic illustrates the forms you use to enter standard invoices.




You must create an invoice to bill a customer for goods or services. You create an invoice by entering information about how you will process the invoice for receipt or allow the system to enter this information from the customer record.

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 creates the offset to the AR trade account as designated by AAI item RC.

When entering standard invoices, you:

- Enter invoice information
- Enter general ledger information

You must complete both tasks for each invoice.

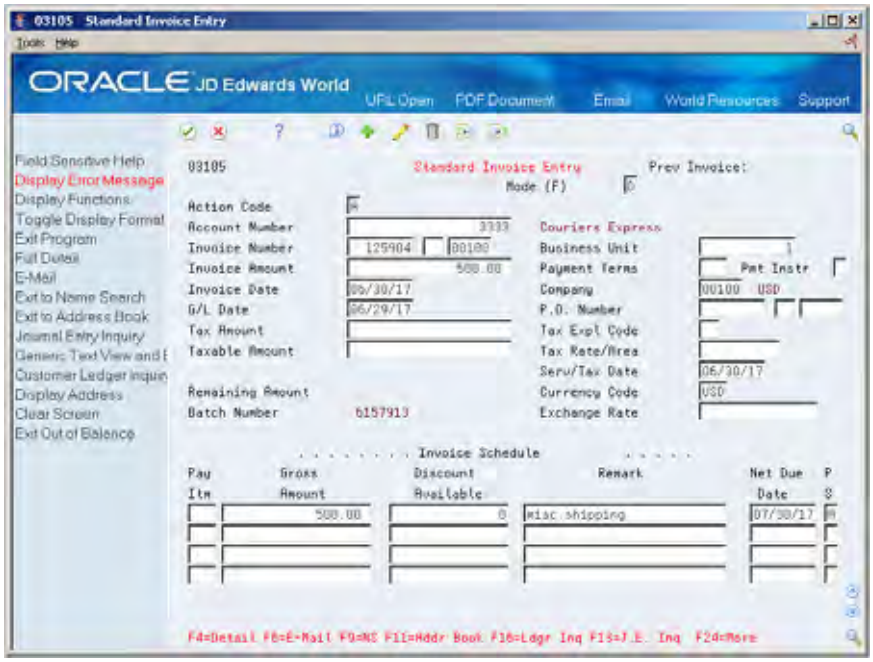
The system assigns a batch type of I to invoices.

## See Also

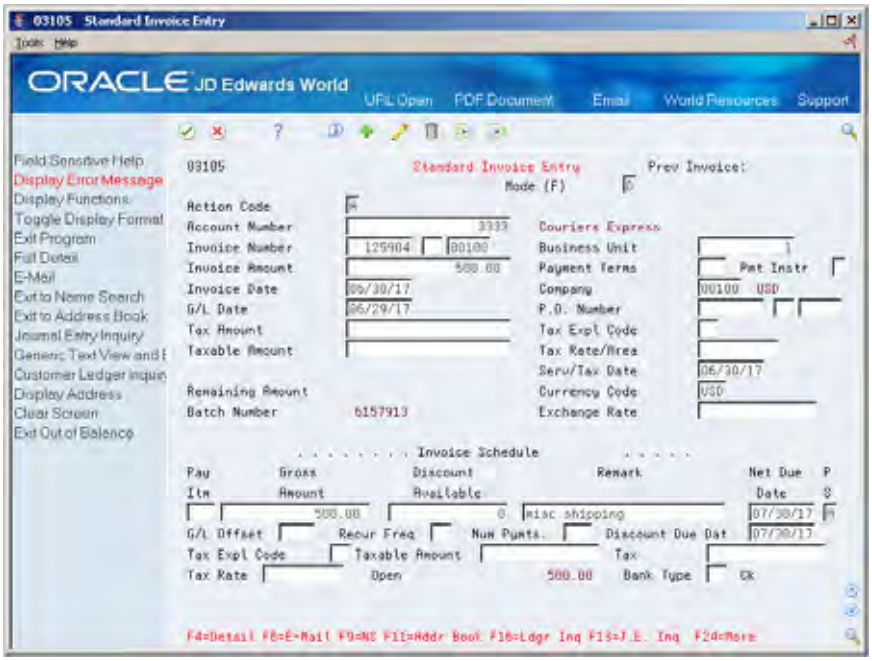
- *Entering Basic Journal Entries (P09101)* in the *General Accounting I Guide*
- *Work with PC Import/Export* in the *Technical Foundation guide.*

## To enter invoice information

On Standard Invoice Entry




1. Complete the following fields:
   - Account Number
   - Invoice Number (optional)
   - Invoice Amount
   - Payment Terms (optional)
   - Payment Instrument (optional)
   - Invoice Date
   - Company
   - Purchase Order Number (optional)
   - G/L Date
2. In the invoice schedule, complete the following optional fields for each pay item:
   - Pay Item
   - Gross Amount
   - Remark
   - Net Due Date
   - Pay Status (PS)
3. Press F4 to access the detail area




**4.** Complete the following optional fields:

- G/L Offset
- Tax Explanation Code
- Taxable Amount
- Tax Rate
- Bank Type

**Note:** The fields which display in the Detail area will vary depending on the format selected.

| Field | Explanation |
|---|---|
| Account Number | The address number you want to retrieve. You can use the short format, the long format, or the tax ID (preceded by the indicators listed in the Address Book constants). |

| Field | Explanation |
|---|---|
| Invoice Number | A number that identifies the original document, such as a voucher, invoice, unapplied cash, journal entry, and so on. On entry forms, you can assign the original document number or let the system assign it through Next Numbers.<br>Matching document (DOCM) numbers identify related documents in the Accounts Receivable and Accounts Payable systems. Examples:<br>▪ Automated / Manual Payment<br>Original document - Voucher<br>Matching document - Payment<br>▪ A / R Original Invoice<br>Original document - Invoice<br>▪ Receipt Application<br>Original document - Invoice<br>Matching document - Receipt<br>▪ Credit Memo / Adjustment<br>Original document - Invoice<br>Matching document - Credit Memo<br>▪ Unapplied Receipt<br>Original document - Receipt |
| Invoice Amount | The gross amount of the invoice payments. This is a total of the gross amounts of all scheduled payments. |
| Invoice Date | The date of the invoice. This can be either the date of the supplier's invoice to you or the date of your invoice to a customer. |
| Company | A code that identifies a specific organization, fund, entity, and so on. This code must already exist in the Company Constants table (F0010). It must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions.<br>**Note:** You can use company 00000 for default values, such as dates and automatic accounting instructions (AAIs). You cannot use it for transaction entries. |
| Purchase Order | A document that authorizes the delivery of specified merchandise or the rendering of certain services. |
| G / L Date | A date that identifies the financial period that the transaction is to be posted to. The general accounting constants specify the date range for each financial period. You can have up to 14 periods. Generally, period 14 is for audit adjustments.<br>The system edits this field for PBCO (posted before cutoff), PYEB (prior year ending balance), and so on. |

| Field | Explanation |
|---|---|
| Pay Item | A 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.<br>*Form-specific information*<br>The system allows only one pay item on recurring invoices. |
| Gross Amount | The gross amount of an invoice or voucher pay item, including tax but not including discounts. The total amount for a voucher or invoice is the accumulation of the open pay items. The accounting distributions must balance to the net amount of a voucher or invoice, not to the gross amount.<br>*Form-specific information*<br>The total gross amount of all pay items must equal the invoice amount.<br>The gross amount includes the original invoice amount. If you make a payment or an adjustment, this amount is reflected in the open amount. The gross amount total changes if you change the invoice amount, but does not change with the entry of a payment, adjustment, and so on. |
| Remark | A generic field that you use for a remark, description, name, or address.<br>*Form-specific information*<br>This is used as a default in the Explanation 2 field in the G/L section if you leave that Explanation 2 field blank.<br>This text prints on invoices and statements. |
| Net Due Date | The date the net payment is due (accounts receivable). In accounts payable, this date is either the discount date or the net due date, depending on what you entered or how you set up your payment terms.<br>If you leave this field blank during invoice entry or voucher entry, the system calculates the due date using the invoice date and the payment terms code. If you leave the Payment Terms field blank, the system calculates them based on the payment terms you specified for the customer on Customer Master Information or for the supplier on Supplier Master Information. |

| Field | Explanation |
|---|---|
| Pay Status | A user defined code (00/PS) that indicates the current payment status for a voucher or an invoice. Codes are:<br>P Paid. The voucher or invoice is paid in full.<br>A Approved for payment, but not yet paid. This applies to vouchers and automatic cash applications.<br>H Hold pending approval.<br>R Retainage.<br>% Withholding applies.<br>? Other codes. All other codes indicate reasons that payment is being withheld. The Accounts Payable system does not print payments for any other code.<br>*Form-specific information*<br>You cannot change the pay status to P (paid), D (draft accepted), or # (payment in-process).<br>If you leave this field blank, the system uses the default value from the functional server processing options (XT0311Z1). |
| G/L Offset | The table of Automatic Accounting Instruction accounts that allows you to predefine classes of automatic offset accounts for Accounts Payable, Accounts Receivable, and other systems.<br>G/L offsets might be assigned as follows:<br>▪ blank or 1210- Trade Accounts Receivable<br>▪ RETN or 1220 - Retainages Receivable<br>▪ EMP or 1230 - Employee Accounts Receivable<br>▪ JIB or 1240 - JIB Receivable (See A/R Class Code - ARC)<br>▪ blank or 4110 - Trade Accounts Payable<br>▪ RETN or 4120 - Retainage Payable<br>▪ OTHR or 4230 - Other Accounts Payable (See A/R Class code - APC)<br>If you leave this field blank during data entry, the system uses the default value from the Customer Master Information table (F0301) or the Supplier Master Information table (F0401). The post program uses the G/L Offset class to create automatic offset entries.<br>**Caution:** Do NOT use code 9999. It is reserved for the post program and indicates that offsets should not be created. |
| Bank Type | Use to designate a specific bank type to be used. |

## What You Should Know About

**Creating a customer record**

You can create a new customer record when you enter invoice information by choosing the Exit to Address Book function (F11) on Standard Invoice Entry.

**Invoice Category Codes**

By setting a processing option for Invoice Entry (P03105), you may display and update the invoice category codes when adding or changing an invoice.

**Entry errors**

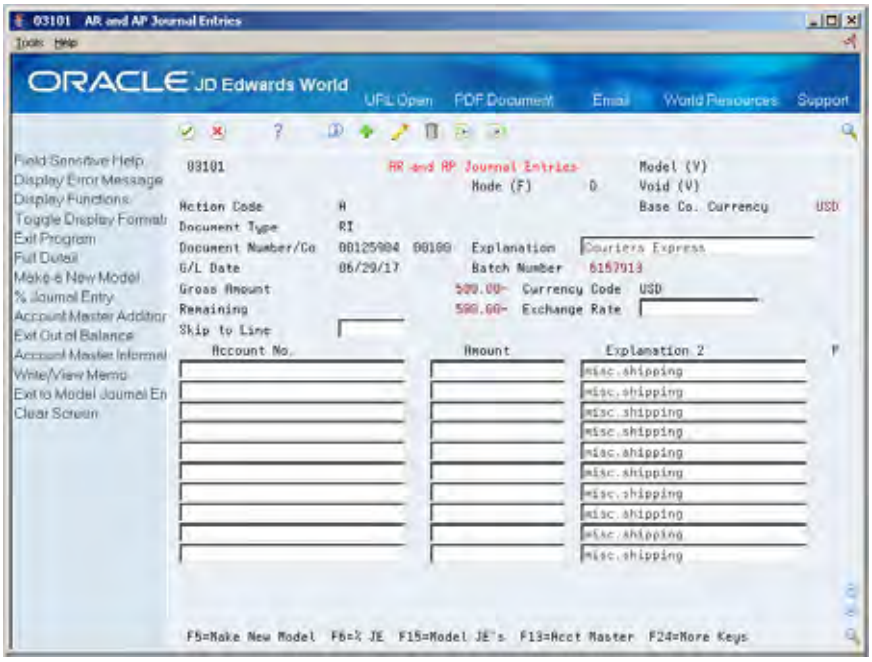
If an error occurs during entry, the system highlights the field. View the error message (F7), correct the error, and press Enter to accept the invoice.

## Processing Options

See Invoice Entry with All Entry Fields (P03105).

### To enter general ledger information

On AR and AP Journal Entries




1. Toggle among alternate formats (F2) to locate the format you want to use.

   Alternately, you can access additional fields in the detail area (F4).

2. Complete the following fields for each G/L distribution:
   - Account Number
   - Amount

- Explanation 2 (optional)

| Field | Explanation |
|---|---|
| Account Number | A field that identifies an account in the general ledger. You can use one of the following formats for account numbers:<br>▪ Structured account (business unit.object.subsidiary)<br>▪ 25-digit unstructured number<br>▪ 8-digit short account ID number<br>▪ Speed code<br>The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program (P000909). |
| Amount | A number that identifies the actual amount. Type debits with no sign or a plus sign (+). Type credits with a minus sign (-) either before or after the amount. You can use decimals, dollar signs, and commas. The system ignores non-significant symbols. |
| Explanation 2 | A name or remark that describes an element in the JD Edwards World systems.<br>*Form-specific information*<br>You can provide additional information about the account number or transaction. |

## Processing Options

See A/R and A/P Journal Entries (P03101).

### To enter a model journal entry using invoice and voucher entry

To enter a model at the time you are entering an invoice, complete the following steps:

1. After completing the invoice entry portion of the transaction, on the AR and AP Journal Entries screen (P03101), press F5 to create a new model.
2. Type in the model information such as document type, explanation and account information and press Enter. Entering amounts for models is optional.
3. Once you have pressed Enter the original invoice information will appear. At this point, you can either use the newly created model, or enter account information for the transaction.
4. To access the model:
   - Press F15
   - Locate the model (either press enter to display all, or enter a document type to limit your search criteria)
   - Enter a 1 in the option field and press Enter to select the model.

- Enter amounts, if necessary, and press Enter.

**Note:** If the document company field (KCO) assigned to the model Journal Entry is different from what has been defined for that model in the Customer Master file (F0301), the model journal entry will not default into the Journal Entry side of the invoice.

If the document company on the model journal entry is 00000 (which can be used regardless of the company on the invoice), and the document company field is blank in the Customer Master record, change the document company to all zeros. Upon re-inquiry, the document company will display as blank, but now the Customer Master file is populated with 00000 instead of BLANK.

# Locating Invoices

To review, change, delete, or void an invoice, you must first locate it.

## To locate an invoice

On Standard Invoice Entry

1. Complete the following fields to limit your search:
   - Invoice Number
   - Invoice Type (optional)
   - Invoice Company (optional)
2. If Document Inquiry appears, select an invoice.

## What You Should Know About

**Other methods of locating invoices**

You can also locate an invoice on the following forms:

- Invoice Journal Review, if you know the batch number
- Customer Ledger Inquiry, if you know the customer number.

See *Reviewing and Approving Invoices (P03201)* and *Locating Customer Ledger Information (P032002)*.

# Revising Unposted Invoices

You can change or delete an invoice before you post it. However, you *cannot* change the following key fields:

- Invoice Number
- Invoice Type
- Invoice Company

- Customer Number
- G/L Date

If you need to change one of the key fields, you must delete the invoice and re-enter it, or you can copy the invoice and change the copied information.

### To revise unposted invoices

On Standard Invoice Entry

1. Locate the invoice.
2. Change any field that is not a key field.
3. To change the general ledger information on AR and AP Journal Entries, complete the following fields to create a balancing entry, if necessary:
   - Account Number
   - Amount
   - Explanation 2 (optional)
4. Press Enter to accept the changes.

## What You Should Know About

| | |
|---|---|
| **Batch headers** | Any change to an invoice on an invoice entry form reopens the batch and requires you to repost it. Consider using Speed Status Change to change information, such as due dates, that does not affect the G/L distribution.<br>See *Updating Invoices for Payment (P03114)* for information about using Speed Status Change to change invoice information. |
| **Changing invoice amounts** | You must also change the gross amounts in both the invoice information and general ledger information and ensure that they balance. |
| **Changing several invoices** | To quickly change specific information for several invoices at the same time, such as discounts, use Speed Status Change.<br>See *Update Invoices for Payment (P03114).* |
| **Copying an invoice to another customer** | To copy or enter the same invoice information for a new customer, you must change the customer number and invoice number. |
| **Deleting unposted invoices** | After you delete an unposted invoice, no audit trail exists. You cannot delete a posted invoice. You must void it. |

## See Also

- *Locating Invoices (P03105)*
- *Revising Posted Invoices (P03105)*

# Work with Other Types of Standard Invoices

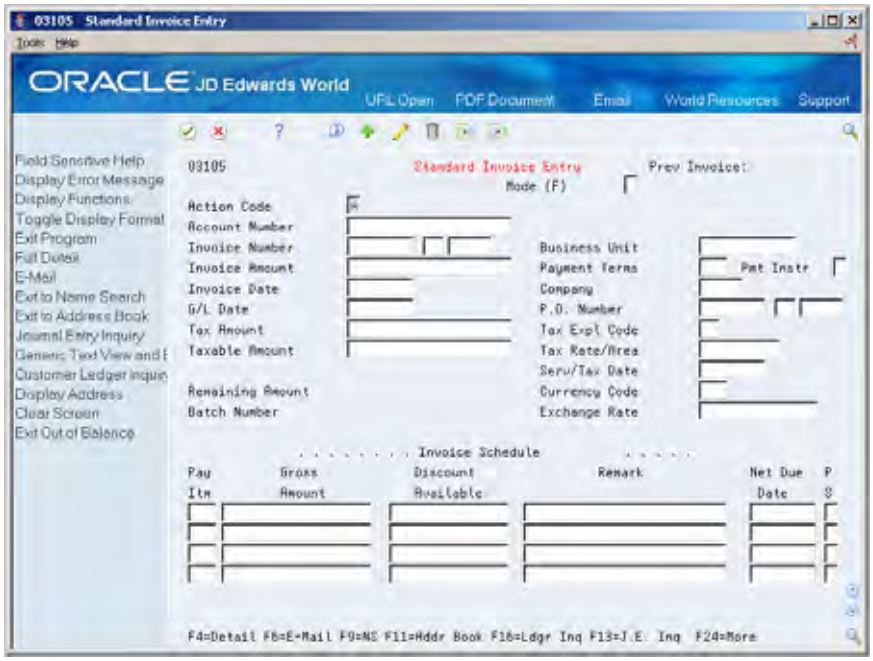
## Working with Other Types of Standard Invoices

| | |
|---|---|
| | From Accounts Receivable (G03), choose **Customer & Invoice Entry**<br>From Customer & Invoice Entry (G0311), choose **Standard Invoice Entry** |

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.

Working with other types of standard invoices consists of:

- Entering an Invoice with Discounts
- Entering a Split Payment Invoice
- Entering a Credit Memo
- Entering an Invoice with Taxes
- Working with a Multi-Currency Invoice
- Setting Up a Recurring Invoice



# Entering an Invoice with Discounts

The system calculates the discount and net due dates according to the payment terms. You specify default payment terms in the customer master record or you can manually enter the payment term at time of invoice entry. You can change the discount before you receive payment by:

- Changing the discount amount or payment terms during invoice entry
- Overriding the discount amount during receipts entry
- Overriding the discount amount when you update an invoice for payment

The system creates the associated journal entries for the discount amount when you receive payment.

## Before You Begin

- Verify that AAI item RKD is set up correctly

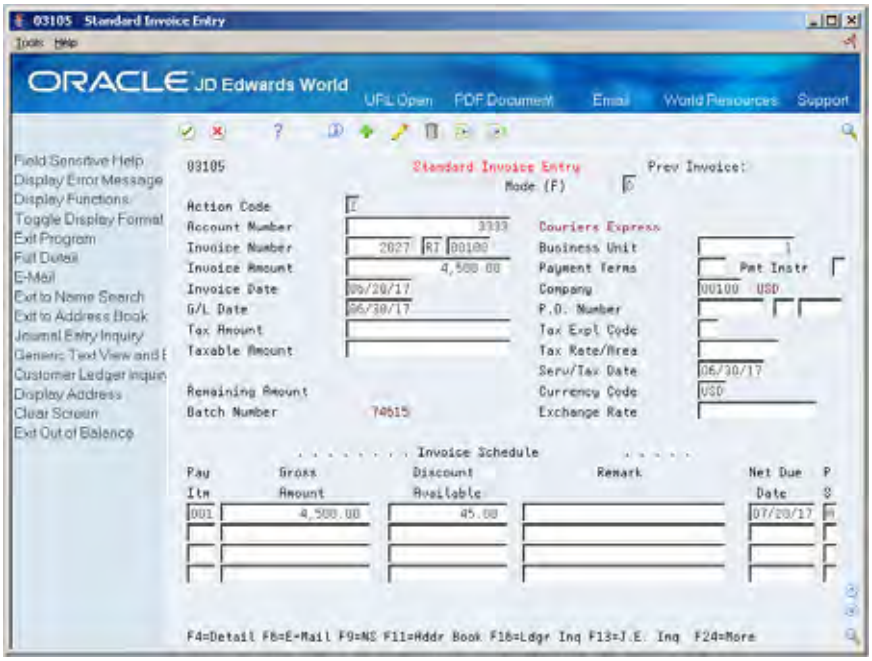
### To enter an invoice with discounts

On Standard Invoice Entry

**1.** Follow the steps to enter standard invoices.

See *Entering Standard Invoices.*

**2.** Toggle to the discount format (optional).




**3.** Complete one of the following fields:

- Payment Terms
- Discount Available

4. Complete one of the following fields (optional):
   - Net Due Date
   - Discount Due Date

| Field | Explanation |
|---|---|
| Discount Available | The amount of the discount available as opposed to the amount of the discount actually taken. If the customer's invoice specifies a discount available, type that amount. If not, do one of the following:<br>▪ Compute the amount manually and type it in the field.<br>▪ Compute the discount as a percentage of the invoice amount by keying the percent sign (%) followed by the percentage amount, for example, type %.02 for 2%.<br>▪ Leave the field blank. The system will calculates the amount based on the payment terms specified in the customer master record.<br>▪ Type a zero (0) to override the default value and indicate that a discount is not applicable.<br>**Note:** If the discount is to be calculated automatically, take care in determining the amount available for discount. Usually, freight, sales taxes, and labor included in the gross amount do not qualify for discounts. If this is the case, separate these pay items to ensure that the discount is calculated correctly. |
| Discount Due Date | The date that the invoice or voucher is due in order to acknowledge the discount. |

## What You Should Know About

**Changing an invoice with discounts**

If you change a discount field for an invoice, remove the system-calculated information. For example, if you change the payment terms to calculate a new discount, clear the discount amount, discount date, and net due date. If you clear the payment terms but not the other discount fields, the system will not recalculate the discount information.

**Calculate Discount Due Date without a Discount**

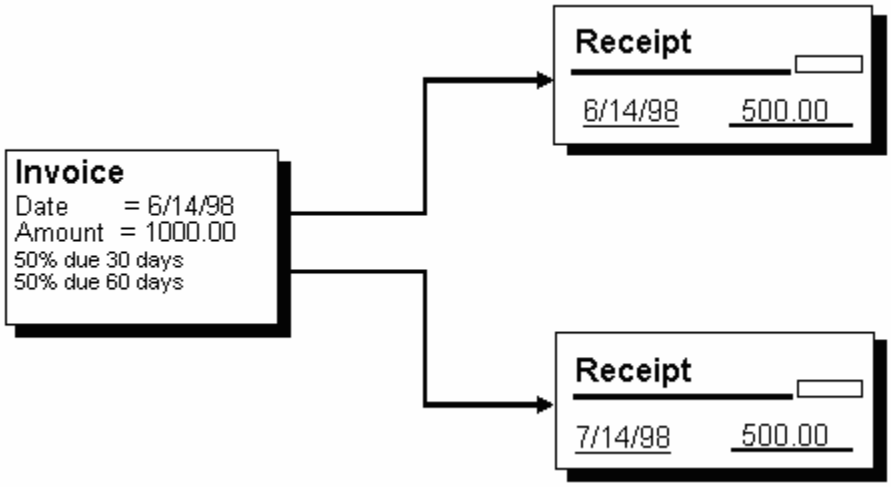
You can choose to calculate a discount due date using payment terms when there is no Discount Available. This is determined by one of the 'Default Processing' processing options for the A/R functional server, XT0311Z1.

# Entering a Split Payment Invoice

You can allow a customer to pay an invoice in installments. For example, you might require that a customer pay half an invoice amount when the order is placed and

pay the remaining amount when the service is complete or when goods are shipped. To do this, enter a split payment invoice.

The system splits the invoice into equal amounts to be paid at regular intervals according to the payment terms set up for the customer. You can change the payment terms and amounts before payment is received. The system calculates the net due date based on the payment terms you specify.




### To enter a split payment invoice

On Standard Invoice Entry

1. Follow the steps to enter information for a standard invoice.

   See *Entering Standard Invoices.*

2. Complete the following field:

   - Payment Terms

## What You Should Know About

| | |
|---|---|
| **Changing a split payment invoice** | If you change the invoice amount, you must manually adjust the gross amounts for the pay items. |
| **Applying discounts** | If you split an invoice with a discount, the total discount amount is applied to the first payment. |

## See Also

- *Entering Customers (P01053)*
- *Setting Up Payment Terms (P0014)*

# Entering a Credit Memo

When a customer is overcharged and you want the customer's statement to reflect the correction, enter a credit memo.

The system assigns the document type you specify in the processing options for the XT0311Z1 A/R Functional Server. Generally, a credit memo is assigned a document type RM.

### To enter a credit memo

On Standard Invoice Entry

Enter an invoice for a negative amount.

## What You Should Know About

**Calculating due dates for credit memos**

You can choose whether or not credit memos will use payment terms in order to calculate net due dates. This is controlled by the Date Edit processing option for the A/R functional server, XT0311Z1.

## See Also

- *Processing Options for Standard Invoice Entry (P03105)*

# Entering an Invoice with Taxes

Enter tax information on an invoice to override the default tax information. Default information, which you specify in the customer master record, applies to an entire invoice and all pay items.

The system makes accounting entries for taxes when you post the invoice. AAI item RTyyyy points to the tax account. If you enter a tax amount, the system validates it based on the tolerance ranges you specify when you set up tax rules by company.

## Before You Begin

- Set up the appropriate tax rates and areas. See *Setting Up Tax Rates and Areas (P4008)*.

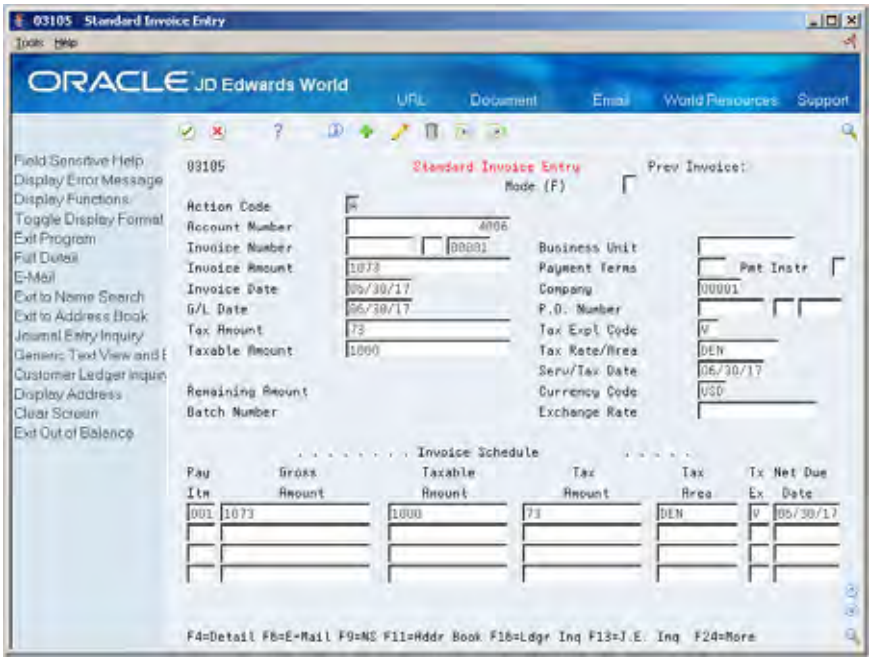
### To enter an invoice with taxes

On Standard Invoice Entry

1. Follow the steps to enter standard invoices.

   See *Entering Standard Invoices*.

2. Toggle to the alternative tax format (optional).




**3.** Complete the following fields:

- Tax Explanation Code
- Tax Rate / Area

**4.** Complete the following optional fields:

- Tax Amount
- Taxable Amount
- Service / Tax Date

| Field | Explanation |
|---|---|
| Tax Amount | This is the amount assessed and payable to tax authorities. It is the total of the VAT, use, and sales taxes (PST).<br><br>This is the amount of tax that applies to the payment you are entering. The system makes accounting entries when you post the receipt and invoice. If you leave this field blank, the system calculates it for you based on the tax explanation code and tax rate / area you defined for the customer on Customer Master Information. If you enter a tax amount, the system validates it against the tolerance ranges you specify on Tax Rules by Company.<br><br>*Form-specific information*<br><br>When you enter a tax amount, you might receive a warning message if the amount is different than the calculated amount in the Tax Rate / Area field. This warning does not prevent you from completing the entry. |

| Field | Explanation |
|---|---|
| Taxable Amount | The amount on which taxes are assessed.<br>*Form-specific information*<br>You can either enter an amount in this field and the system will calculate the tax for you, or you can enter an amount in the Tax Amount field. If you decide to type an amount in the field, the system will validate it according to the tax rules you set up on Tax Rules by Company. |
| Service/Tax Date | A date that indicates either when you purchased the goods or services, or when you purchased the goods and services and incurred the tax liability. Generally, when you leave this field blank, the system uses the G/L date you specified. |

## What You Should Know About

**Changing tax information**

If you change any of the amount or tax rate fields, you must clear the system-calculated information (tax amount and taxable amount) so that the can system recalculates them based on the new information.

When an invoice has multiple tax rates, you must change tax information for each pay item that differs from the default information.

**Dividing tax amounts among pay items**

You can divide a tax amount among pay items. To do so, enter tax information for each pay item instead of the entire invoice.

**Posting tax information**

The system posts taxes to the appropriate accounts using AAI item RT and records tax pay items in the Sales/Use/VAT Tax table (F0018), based on the processing options.

**Default tax information**

You can choose to have the tax information default from the customer master information or not. This is designated by one of the 'Default Processing' processing options for the A/R functional server, XT0311Z1.

# Working with a Multi-Currency Invoice

To enter an invoice for a currency other than the domestic currency for the customer, enter a multi-currency invoice. The system converts the amount to the domestic currency of the company that the invoice is associated with using the exchange rate in the Currency Exchange Rate table (F0015).

This task consists of:

- Entering a multi-currency invoice
- Verifying the invoice currency (optional)

## Before You Begin

- Verify that the following AAIs are set up correctly:
  - Realized Gain (RG)
  - Realized Loss (RL)

### To enter a multi-currency invoice

On Standard Invoice Entry

**1.** Follow the steps to enter standard invoices.

See *Entering Standard Invoices*.

**2.** Complete the following fields:

- Currency Code
- Exchange Rate (optional)

| Field | Explanation |
|---|---|
| Exchange Rate | The conversion rate that the system uses to convert foreign currencies to domestic currencies. If the Multi-Currency Conversion option on the Set Multi-Currency Option form is set to Y, this rate is a multiplier. If it is set to Z, this rate is a divisor.<br>*Form-specific information*<br>If you leave this field blank, the rate is supplied from the exchange rate table on the Set Daily Transaction Rates form. The effective date for the exchange rate is either the invoice date or the general ledger date, depending on how the processing options are set. |

### To verify the invoice currency

On Standard Invoice Entry

**1.** Locate the invoice.

See *Locating Standard Invoices (P03105)*.

**2.** Verify the following field:

- Mode

| Field | Explanation |
|---|---|
| Mode (F) | This code indicates whether amounts are in the domestic currency of the company that the accounts are associated with, or in the foreign currency of the transaction. If Detailed Currency Restatement is being used, amounts restated from the domestic currency of the company that the accounts are associated with are shown. Codes are:<br>D Domestic<br>F Foreign<br>*Form-specific information*<br>When you inquire on an invoice, the default code in this field is that of the original mode of entry. You can then enter F or D to specify how you want amounts to appear. |

## What You Should Know About

**Changing multi-currency information**

You cannot change the currency code. If you need to change the currency, you must enter a new invoice with the correct currency code and delete the incorrect invoice.

**Reviewing multi-currency information**

You can display the currency originally entered for the invoice as well as the domestic currency of the company.

**Deleting multi-currency information**

If you delete a foreign currency invoice, the system also deletes the domestic side of the invoice. If you delete a domestic invoice, the system also deletes the foreign side.

# Setting Up a Recurring Invoice

To bill a customer the same amount on a regular basis, set up a recurring invoice. This method of entering a standard invoice is ideal for lease and rent payments.

## See Also

- *Working with Recurring Invoices (P03105)* for more information about entering, revising, and recycling a recurring invoice

## Processing Options

See Invoice Entry with All Entry Fields (P03105).

# Enter Speed Invoices

## Entering Speed Invoices

| | |
|---|---|
| | From Accounts Receivable (G03), choose **Customer & Invoice Entry**<br>From Customer & Invoice Entry (G0311), choose **Speed Invoice Entry** |

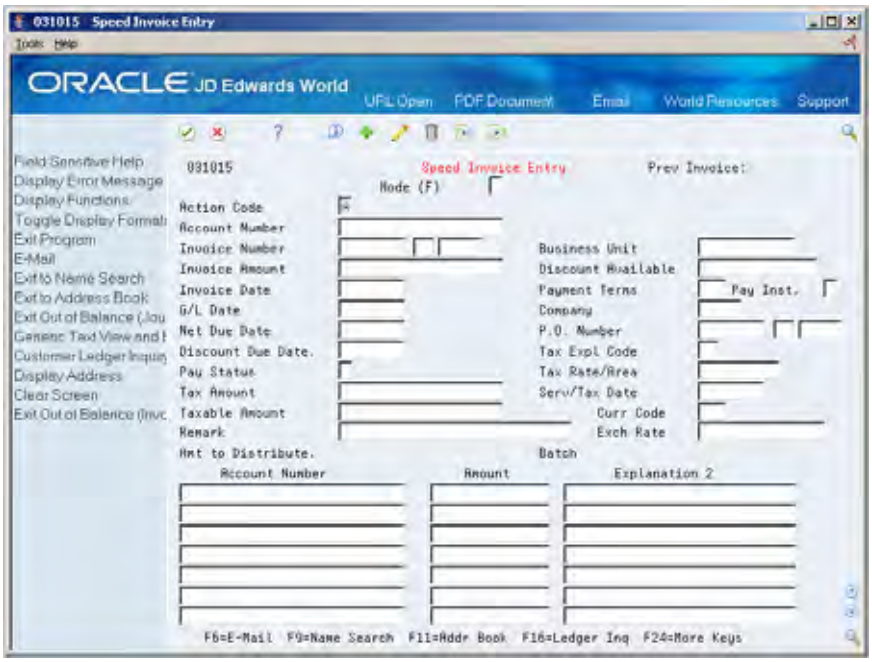
As an alternative to entering standard invoices, you can use the Speed Invoice Entry method to enter high-volume, simple invoices. When you enter speed invoices, you enter invoice and G/L distribution information on one form. Consider using this method to enter an invoice that has:

- A single pay item
- A single due date
- A single tax rate and area
- Simple accounting instructions

As with standard invoices, speed invoice information is stored in the A/R Ledger (F0311) and Account Ledger (F0911) tables.

### To enter speed invoices

On Speed Invoice Entry



1. Complete the following fields:
   - Account Number
   - Invoice Number (optional)
   - Invoice Amount
   - Invoice Date
2. To specify how the system processes the invoice, complete the following fields:
   - Discount Available (optional)
   - Payment Terms (optional)
   - Payment Instrument (optional)
   - G/L Date
   - Company
   - Net Due Date (optional)
   - Discount Due Date (optional)
   - Pay Status (optional)
   - Remark (optional)
3. To process taxes for the invoice, complete the following fields:
   - Tax Explanation Code
   - Tax Rate Area
   - Tax Amount
   - Service Tax Date
   - Taxable Amount
4. To process the invoice using a foreign currency, complete the following fields:
   - Mode
   - Currency Code
   - Exchange Rate
5. To enter general ledger information, complete the following fields and press Enter:
   - Account Number
   - Amount
   - Explanation 2 (optional)

## What You Should Know About

**Revising speed invoices**

You cannot change or delete an invoice using speed invoice entry. Instead, use the standard method.

## See Also

- *Entering an Invoice with Discounts (P03105)*
- *Entering an Invoice with Taxes (P03105)*
- *Working with a Multi-Currency Invoice (P03105)*
- *Entering Basic Journal Entries (P09101)* in the *General Accounting I Guide* for more information about entering G/L distributions

## Processing Options

See Speed Invoice Entry (P031015).

## What You Should Know About the Journal Entry Functional Server Processing Options

**Zero amount processing (2)** When you enter a 1 in this field, no account ledger records are created if a journal entry line does not have an amount or a unit. If you use a model journal entry with several lines of account distributions, and you only enter amounts for certain accounts, no account ledger records are created for the lines with the amounts. If you leave this option blank, you need to remove the information in the distribution lines of a model journal entry that should not be created in account ledger.

# Review and Approve Invoices

## Reviewing and Approving Invoices

| | |
|---|---|
| | From Accounts Receivable (G03), choose **Customer & Invoice Entry**<br>From Customer & Invoice Entry (G0311), choose **Invoice Journal Review** |

After entering invoices, you can verify their accuracy before posting them to the general ledger. Complete the following tasks:

- Reviewing Invoices
- Approving a Batch of Invoices

Invoice Journal Review displays and updates information in the following tables:

- Batch Control (F0011)
- A/R Ledger (F0311)
- Account Ledger (F0911)

## Reviewing Invoices

You can review different levels of information before posting invoices. You can:

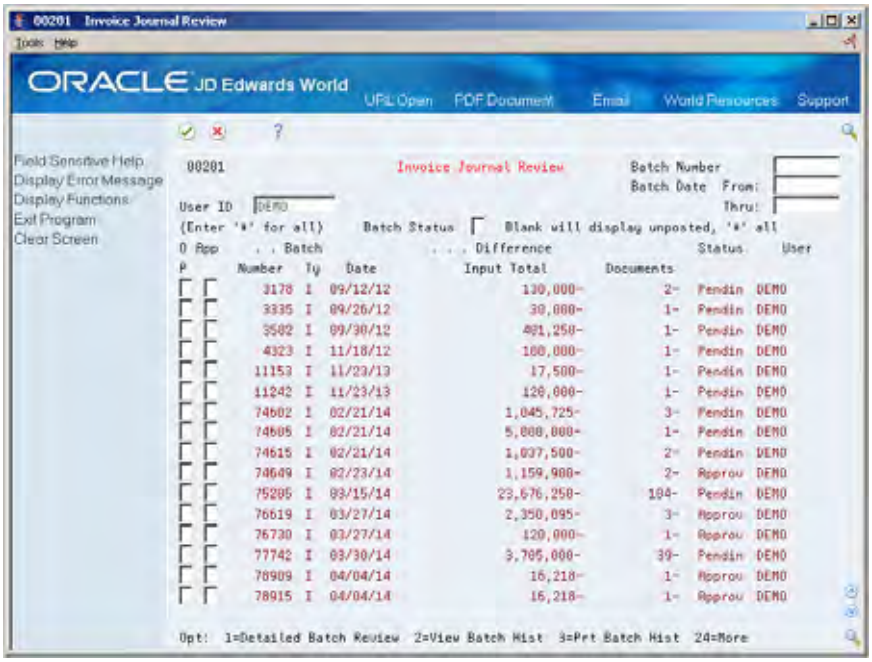
- Review a list of invoice batches
- Review and revise detailed invoice information

### Reviewing a List of Invoice Batches

When you review invoices for posting, you can display a list of batches based on your user ID, a posting status, or a specific date range. For example, you might want to review all batches with a posting status of pending.

## To review a list of invoice batches

On Invoice Journal Review




Display all batches for all users, or complete any of the following fields to limit the information displayed:

- User ID
- Batch Number
- Batch Date From
- Batch Date Thru
- Batch Status

| Field | Explanation |
|---|---|
| User ID | The IBM-defined user profile. |
| Batch Number | A number that identifies a group of transactions that are processed and balanced as a unit. When you add a batch, you can either assign a batch number or let the system assign it through Next Numbers. When you change, locate, or delete a batch, you must specify the batch number. The system closes the batch when you return to the menu. |
| Batch Date From | The date of the batch. If you leave this field blank, the system date is used. |
| Batch Date Thru | The ending date of the range for the batches you want to display. If you specify a From date and leave the Thru date blank, the system displays all batches with that batch date and future batch dates. |

| Field | Explanation |
|---|---|
| Batch Status | A code that indicates the posting status of a batch. Valid codes are:<br>blank Unposted batches that are pending approval or have a status of approved.<br>A Approved for posting. The batch has no errors, is in balance, but has not yet been posted.<br>D Posted. The batch posted successfully.<br>E Error. The batch is in error. You must correct the batch before it can post.<br>P Posting. The system is posting the batch to the general ledger. The batch is unavailable until the posting process is complete. If errors occur during the post, the batch status is changed to E (error).<br>U In use. The batch is temporarily unavailable because someone is working with it.<br>These valid codes are set up in user defined codes (system 98, type IC). |

## What You Should Know About

**Unlisted batches**

If the batch review security feature is activated, the system might not list all batches that have been entered. Instead, the system lists only the batches that you are authorized to review and approve.

**Batch totals**

If you use batch control, the system shows the differences between what you expect to enter and what you actually enter. These differences are shown for both the input total and the number of documents.

If you do not use batch control, the system subtracts your actual entries from zero, resulting in negative amounts in the fields that display the differences.

See *Working with Invoice Entry Controls*.

**Multi-Currency batch totals**

Batch amounts are not currency-sensitive. For flexibility in data entry, you can enter any number of currencies in the same batch. The debit amounts of the entries are added to obtain the batch total.

If you enter transactions of different currencies into the same batch, the system does not adjust for the decimal notations of the different currencies. Instead, you get a hash total. For this reason, many users prefer to enter transactions with each different currency in separate batches.

To determine the expected input total for a batch with currencies that have different decimal places, add the amounts without using a decimal point.

### Example: Multi-Currency Batch Totals

You enter invoices for 10,535.00 USD and 16,433,500 JPY (Japanese Yen) in the same batch. The system disregards the decimal point in the USD amount and calculates a hash total. The total amount entered is 17,487,000 (1053500 plus 16433500).

The system displays decimals in the input totals based on the setting in the data dictionary item AICU. Using the same figures:

- If you set the data dictionary to display zero decimals, the system displays 17,487,000.
- If you set the data dictionary to display two decimals, the system displays 174,870.00.

## See Also

- *Setting Up A/R Constants (P000903)*
- *Setting Up General Accounting Constants (P000909)* in the *General Accounting I Guide*
- *Setting Up Multi-Currency (P0013)* in the *General Accounting I Guide* for information about changing display decimals

## Reviewing and Revising Detailed Invoice Information

After you review a list of batches, you can access transaction detail within a specific batch of invoices. For example, you can review the number of invoices within a batch and the gross amount total. You can also select a specific invoice for review.

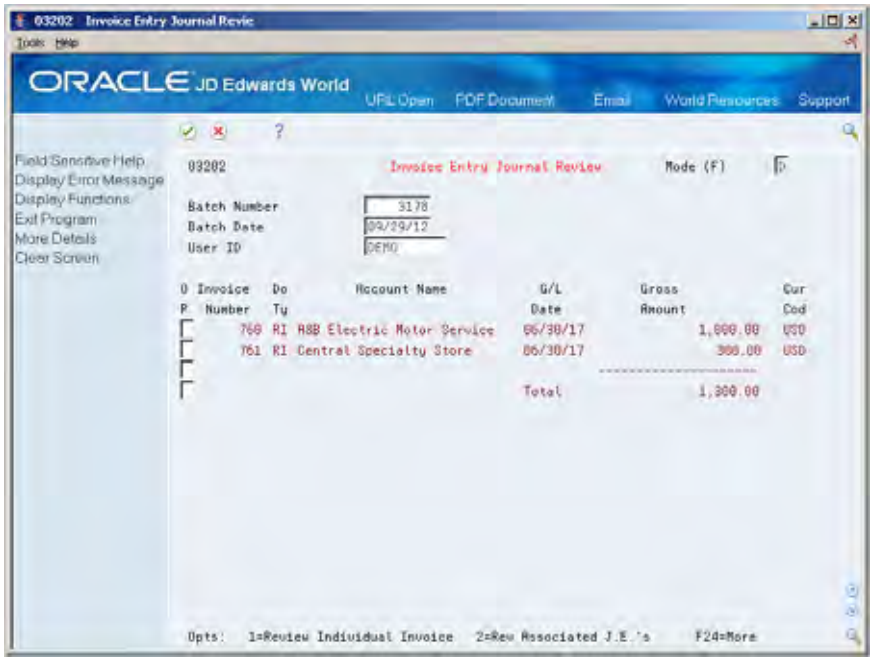
You can also change various information on an unposted invoice and its associated G/L distribution information. You cannot change the following fields:

- Document Type
- Document Number
- Document Company
- G/L Date
- Currency Code

### To review and revise detailed invoice information

On Invoice Journal Review

1. Display the appropriate list of batches.
2. Choose a batch for detailed batch review and press Enter.




**3.** On Invoice Entry Journal Review, verify the following field:

- Balanced-Journal Entries

**4.** Do one of the following:

- Choose the Review Individual Invoice option to review and revise the individual invoice
- Choose the Review Associated Journal Entries option to review and revise the associated journal entry

| Field | Explanation |
|---|---|
| Balanced - Journal Entries | A code that indicates whether the journal entries (JEs) for a document are in balance. Valid codes are:<br>Y Yes, JEs are in balance<br>N No, at least one of the JEs is not in balance<br>After you correct an out-of-balance situation, the N code remains until you run the daily system integrity check.<br>*Form-specific information*<br>On the Invoice Entry Journal Review screen in service billing, the field indicates if the accounts receivable entry displayed balances out of the account ledger entry.<br>A blank in this field is the same as a Y value, indicating the entries are in balance. |

## What You Should Know About

| | |
|---|---|
| **Amount differences** | If you use batch control, the input totals and total number of documents appear as hash totals on Invoice Journal Review. |
| **Batch amounts** | The gross amount of the invoice appears on Invoice Entry Journal Review even if part of the invoice has been paid. The batch total includes credit memos. |
| **Foreign currency amounts** | Batch amounts are not currency sensitive. For flexibility in data entry, you can enter any number of currencies in the same batch. The debit amounts of the entries are added to obtain the batch amount entered. You can enter unlike currencies. |
| **Reviewing foreign currency invoices** | You can review the original currency of each invoice and the domestic currency of the company to which it was entered. |
| **Entering additional invoices into a batch** | You can enter additional invoices into a batch by choosing the last blank line on Invoice Entry Journal Review. The system adds the invoice to the batch when you complete the information on Accounts Receivable Entry. |
| **Revising a posted batch** | If you revise a transaction a posted batch, the system automatically changes the batch status from posted to the default entry status, pending or approved. You must post the batch again. The post only processes the changed transaction. |

## See Also

- *Revising Unposted Invoices (P03105)*
- *Revising Posted Invoices (P03105)*

# Approving a Batch of Invoices

After you enter and review a batch of invoices, you might need to approve it prior to posting. This depends on whether your company requires management approval before posting a batch. Based on your company requirements, the system assigns either a pending or an approved status to the batch.

## Before You Begin

- Activate management approval in the A/R constants, if necessary

### To approve a batch for posting

On Invoice Journal Review

1. Choose the appropriate batch.
2. Complete the following field:

- Approved

| Field | Explanation |
|---|---|
| Approved | A code that indicates whether a batch is ready for posting. Valid codes are:<br>A Approved, ready for posting.<br>P Pending approval. The batch will not post.<br>If the system constants do not specify manager approval, the system automatically approves batches that are not in error. |

## What You Should Know About

**Preventing a batch from posting**

To temporarily prevent a batch from posting, change its status from approved to pending.

# Understand the Post Process

## About the Post Process for A/R

After you enter, review, and approve invoices, post them to update your general ledger.

There are two parts to the post process:

- Pre-post
- Post

### What Happens During the Pre-Post Process?

When you post receipts, the system uses a pre-post process to create records in the Account Ledger table (F0911) to debit the cash account. The system also creates records for discounts available and discounts not taken. When you post invoices, the system skips the pre-post process because invoice records are created in the Account Ledger table when you enter an invoice.

Multi-currency note: The pre-post will create records in the F0911 and populate the Originating Company (HUB) - GLHCO field.

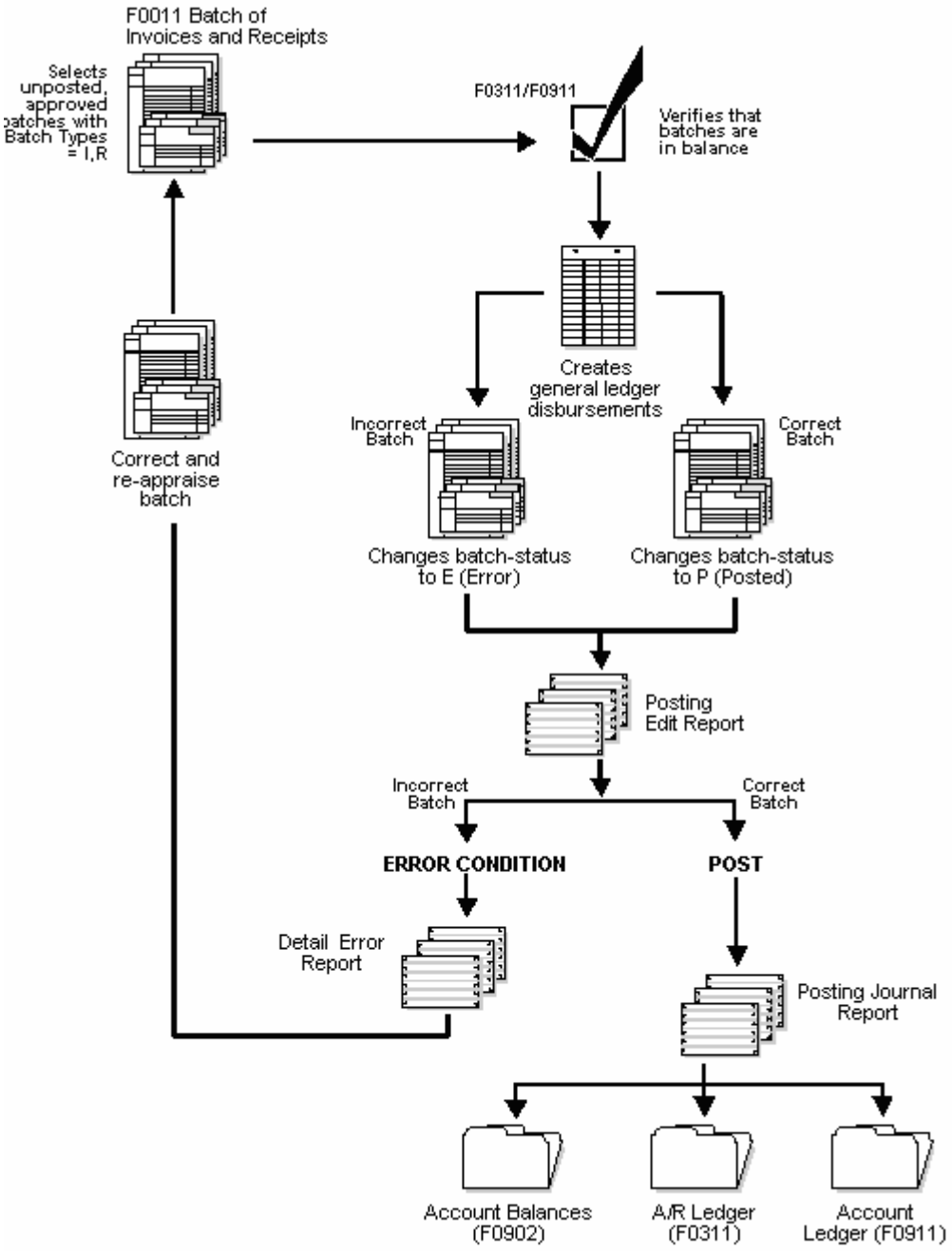
### What Happens During the Post Process?

If no errors are found during the pre-post process, the system performs the following tasks for the post process:

- Selects unposted and approved transactions with the criteria specified in the processing options.
- Edits each transaction to determine whether:
  - The account exists in the Account Master table (F0901) and is a posting account.
  - The business unit exists in the Business Unit Master table (F0006).
  - The G/L date is valid.
- Edits each batch to ensure that it is in balance.
- Prints any batch errors on the Posting Edit Report.
- If any transactions are in error, places the entire batch in error, which prevents it from posting.
- Retrieves the automatic offset method from A/R constants.

- Accumulates and posts automatic offset amounts using document type AE. The system uses the company number and the G/L offset from each invoice to locate the AAI item RC. This contains the offset account to which you are posting.
- Updates the period net postings to include the posted amounts for a particular account in the Account Balances table.
- Updates each G/L posted code to P (posted) in the Account Ledger table.
- Updates each document in the A/R Ledger table to D (posted) and updates each posted batch status to D (posted) in the Batch Control table.
- Posts tax entities using the AAI item RT.
- Records tax pay items in the Sales/Use/VAT Tax table (F0018). The processing options control which transactions are recorded.
- Performs intercompany settlements, if applicable.
- Posts the domestic amount to the AA (actual amount) ledger and, if applicable, the foreign amount to the CA (currency amount) ledger.
- Prints two reports:
  - Posting Edit Report
  - Posting Journal Report

The following graphic illustrates the A/R post processes.




## How Are Offsets Handled?

The automatic offset is a debit or credit to the A/R trade account which is controlled by the AAI item RC. During the posting process, the system retrieves the following information for the automatic offset:

- Document type. This is AE (automatic entry).
- Document number. This is based on how you set up your offset method in A/R constants.

- Account description / explanation. For example:
  - Accounts Receivable - Trade / Post Offset by Batch I (your batch number)
  - Accounts Receivable - Trade / Post Offset of customer for VAT

If the transaction includes taxes, the system generates an offset transaction with the characteristics described above, except that the description comes from the AAI item RT for the tax account.

# Post Invoices

## Posting Invoices

| | |
|---|---|
| | From Accounts Receivable (G03), choose **Customer & Invoice Entry**<br>From Customer & Invoice Entry (G0311), choose **Post Invoices to G/L** |

After you enter, review, and approve invoices, post them to the general ledger. Posting invoices consists of:

- Posting a Batch of Invoices
- Verifying the A/R Post Process

## Posting a Batch of Invoices

Run only one post program at a time.

### Before You Begin

- Verify the offset method in the A/R constants
- Verify that the batch has an approved status
- Ensure that all post menu selections are routed to the same job queue and that the job queue only allows one job to process at a time

#### To post a batch of invoices

Select the desired processing options and submit the post.

### What You Should Know About

| | |
|---|---|
| **Customizing the post program** | This program performs a number of complex tasks. JD Edwards World strongly recommends that you do not customize it. |
| **Posting an alternate currency ledger** | If you use the alternate currency ledger XA, set the post program to automatically update the ledger and produce a separate Posting Journal. |
| **Making changes during the posting process** | Do not change accounts, AAIs for A/R or intercompany settlements, A/R and G/A constants, or processing options for the post program. |

# Verifying the A/R Post Process

After posting your invoices, verify that your invoice batches posted successfully.

Verifying the post process consists of:

- Reviewing Posting Edit Report
- Reviewing Posting Journal
- Reviewing Other Posting Reports

## Reviewing the Posting Edit Report

After you run the post program, use the Posting Edit Report to verify whether the system posted your batches successfully. The following appears on this report:

- Batches that posted successfully
- Documents with errors that prevented a batch from posting

```
09800                                                                                                                    Page          4
                                   General Ledger Post - General Accounting                                              Date    4/21/17
                                              Posting Edit Report


  Create Intercompany Settlements: D

    Batch    Batch  Account Number - Input         G/L Date Do Document JE Line
   Number    Date    Account ID                    Subldgr  Ty  Number  Number    Error Messages
  -------- -------- ------------------------------ -------- -- -------- --------- ----------------------------------------
     81504 04/21/17                                                                ***NO ERRORS*** Batch will post.
                                                                                   *
```

## Reviewing the Posting Journal

To verify the automatic offsets that the system created during the posting process, review the Posting Journal. It lists only those batches that posted successfully.

```
  09801                                                                                                                  Page          1
  Batch Type         - I                      General Ledger Post - Invoice Entry                                        Date    5/03/17
  Batch Number       -    84626
  Batch Date         - 05/03/17
                                                          Posting Journal

  Post Out of Balance            :
  Create Intercompany Settlements: D

 Do Document    G/L    Co     Account Description     G/L Account                    . . . . . Amounts . . . . .    LT
Units
 Ty           Date          Explanation                Subldgr-Ty/Asset Number          Debit         Credit
 -- -------- -------- ----- ------------------------ ----------------------------- --------------  --------------  -- ----
---------
 RI     2084 06/30/17 00100 Contract Sales        USD          210.5030                                    2,000.00- AA
                             Couriers Express

 AE    84626 06/30/17 00100 Trade Accounts Receiv USD          100.1210                   2,000.00                 AA
                             Post Offset by Batc I 00084626


                                                                                     --------------  --------------
                                                        Batch Total                        2,000.00        2,000.00- AA
```

## Reviewing Other Posting Reports

If you enter invoices with multiple currencies, the system generates the following reports during the posting process:

| Report | Description |
|---|---|
| Batch Edit | Lists problems related to the batch. |
| Posting Journal | Lists both the CA ledger and converted AA amounts for foreign currency transactions. Additionally, it lists the currency code of the CA ledger amount and the domestic currency of the company for the AA ledger amount. |
| Batches with Balancing Problems | Lists AA and CA ledger information. |

On these reports, the CA amounts represent the foreign side of the entry and the AA amounts represent the domestic side. Both the CA and the AA ledgers must be in balance. CA totals might not be currency specific.

## Processing Options

See General Ledger Post (P09800).

# Revise Posted Invoices

## Revising Posted Invoices

| | |
|---|---|
| | From Accounts Receivable (G03), choose **Customer & Invoice Entry**<br>From Customer & Invoice Entry (G0311), choose **Standard Invoice Entry** |

If an invoice is posted and not paid, you can revise it.

This task consists of:

- Changing a Posted Invoice
- Voiding a Posted Invoice

### What You Should Know About

**Audit trails for posted invoices**

The system maintains an audit trail when you change or void a posted invoice. It uses document type RE (reverse entry) for the new transactions that adjust or reverse the posted transactions.

**Batch status**

The system changes the batch status on the original batch from posted to unposted if you:

- Change the total gross amount for the invoice
- Change the number of invoices in a batch
- Change a journal entry

## Changing a Posted Invoice

You can change posted, unpaid invoices, but you cannot delete them. You *cannot* change the following key fields:

- Invoice Number
- Invoice Type
- Invoice Company
- Account Number
- G/L Date
- Company
- G/L Offset

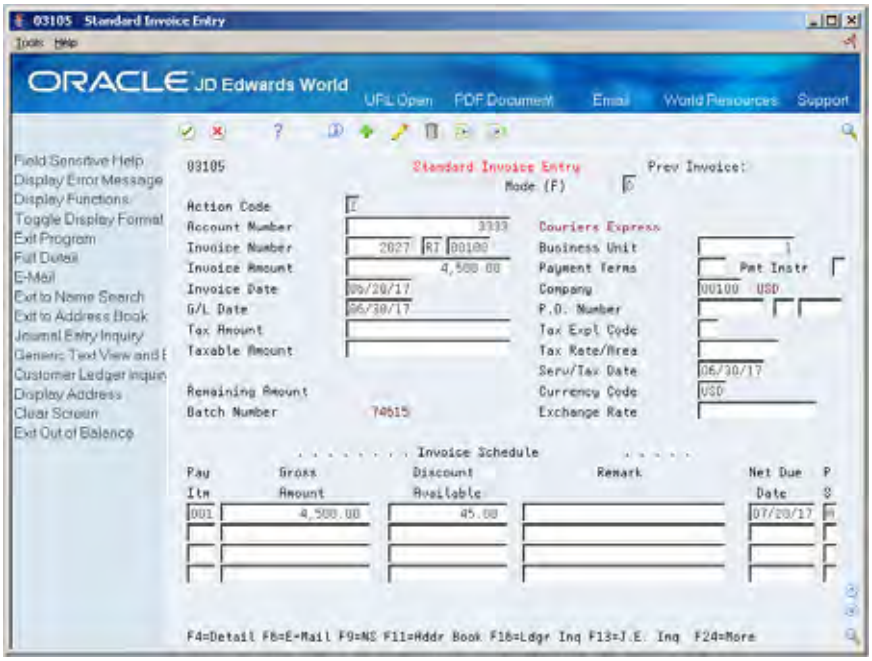
The Company and G/L Offset fields are not key fields until an invoice has been posted.

To change the information in these fields, do one of the following:

- Void and re-enter the invoice.
- Copy the invoice and change these fields on the new invoice before you enter it then void the original invoice.

## To change a posted invoice

On Standard Invoice Entry




1. Locate the invoice.
2. Change the information in any field that is not a key field.
3. Press Enter to access AR and AP Journal Entries.
4. On AR and AP Journal Entries, complete the following fields to create a balancing entry, if necessary:
   - Account Number
   - Amount
   - Explanation 2 (optional)

# What You Should Know About

**Changing a posted invoice with taxes**

To change a posted invoice with taxes, enter a new gross amount and remove the tax amount and taxable amount information. The system recalculates the tax information.

**After changing a posted invoice**

After you change a posted invoice, you might need to approve it before you post the batch again. You must do this if the default entry status for the original invoice was pending.

## See Also

- *Revising Unposted Invoices (P03105)* for information about how to change and delete unposted invoices

# Voiding a Posted Invoice

To remove a posted invoice from your general ledger, you must void it and then post the batch again. You cannot delete a posted invoice.

After you void an invoice, notice the following:

- The original gross amount and open amount for the invoice is zero.
- The payment status code is P (paid).
- The document type (RE) audit trail record is created for the change in gross amount.
- The original document retains the original G/L date. The G/L date on the void record reflects the date entered for the void.

## To void a posted invoice

On Standard Invoice Entry

1. Locate the invoice you want to void.
2. Using the Delete action, change the following field, if necessary, and press Enter to access A/R and AP Journal Entries:
   - G/L Date
3. On AR and AP Journal Entries, complete the following field:
   - Void – Enter V in this field. Do not manually enter the account number and amount as the system will automatically create the reversing entry when you press Enter.

| Field | Explanation |
|---|---|
| Void | A code that controls whether transactions are automatically reversed or voided. Valid codes are:<br>R Create automatic reversing entries when the original entries are posted to the general ledger. Date the reversing entries as of the first day of the following period.<br>V Create reversing entries (reverse the sign on the amount on the original entry) and date them as of the current date. This code is only valid if you are changing an existing transaction. To void a transaction, locate the original entry and change the Void field to V. If the journal entry has not been posted, you can delete the journal entry.<br>blank Do not reverse or void transactions.<br>*Form-specific information*<br>You cannot create reversing entries for invoices. Valid codes are V and blank. |

## What You Should Know About

**Voiding a paid invoice**

To void a paid or partially paid invoice, you must first void the customer's payment.

# Print Invoice Journal Information

## Printing Invoice Journal Information

From Accounts Receivable (G03), choose **Customer & Invoice Entry**
From Customer & Invoice Entry (G0311), choose **Invoice Journal Report**

Generally, it is easier to review invoice journal information online. However, if there is a balancing problem, you might find the printed invoice journal more useful.

The Invoice Journal Report selects transactions from the A/R Ledger (F0311) and Account Ledger (F0911) tables.

```
03305                                                                                                   Page -        3
                                                                A/R Journal                             Date -  4/05/17
                                                   by User, Batch Date, Batch Number and
                                                                Document

. . . . Document . . . .  Co.  Name                      Address Number          G/L   . . . . . . . . Amounts . . . . . .   .  P
Do Invoice No.  Inv Date        Remark                                          Offset      Invoice                            C
Ty              G/L Date         Account Description      G/L Account                         Discount       G/L Distribution     LT
-- -------- --- -------- ----- -------------------------- -------------------------- ------------------ --------------------  - --
 User ID      - DEMO
 Originator   - DEMO
 Batch Number -     78584
 Batch Date   - 04/05/17

RI   300113 001 06/30/17   100 Cantrell Sea & Ski           313113                                  500.00
                 06/30/17                                                                            5.00-
                                  Contract Sales                   210.5030                                                500.00-  P AA
RI   300213 001 06/05/17   100 Cantrell Sea & Ski           313113                                2,575.00
                 06/30/17                                                                           25.75-
                                  Store Sales                      400.5110                                              2,575.00-  P AA
                                                                                                 ------------------ ------------------
             Batch Number . . . . . . . . . 00078584      - Gross/Posted                          3,075.00           3,075.00-
                                                           -Discount/Unposted                         30.75
```

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)

### See Also

- *Reviewing a List of Invoice Batches* for information about reviewing invoice journal information online

### Processing Options

See Invoice Journal Report (P03305).

## Data Selection and Sequence

The batch number, user ID, and batch date are commonly used data selections.

If your company creates additional versions of this report, you must use the following sequence:

1. User ID (alphabetical order)
2. Batch Date / Number (most recent date first)
3. Invoice Number (ascending order)

# Locate Customer Ledger Information

## Locating Customer Ledger Information

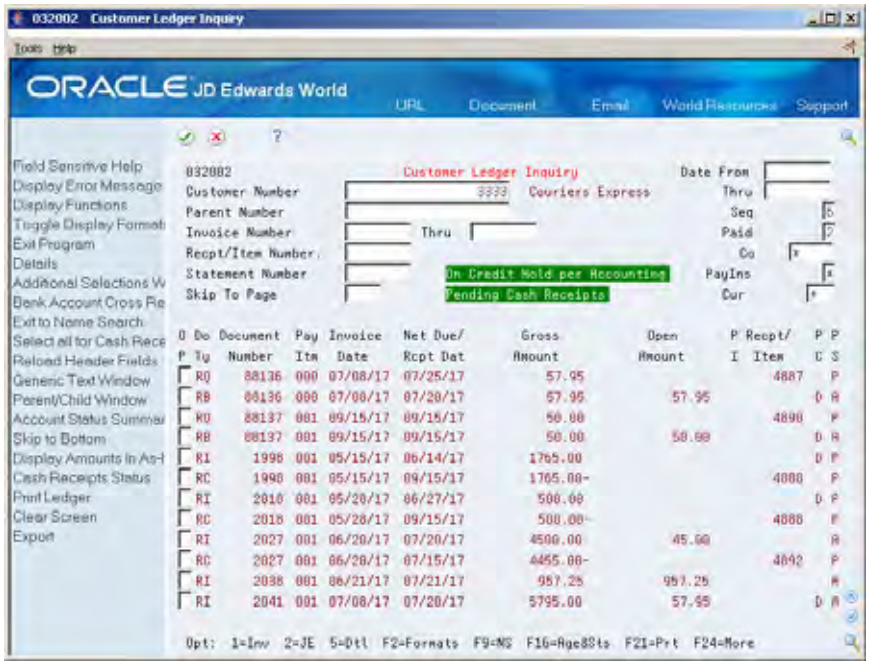
| | |
|---|---|
| | From Accounts Receivable (G03), choose **Customer & Invoice Entry**<br>From Customer & Invoice Entry (G0311), choose **Customer Ledger Inquiry** |

To quickly review invoices and receipts or audit a customer's transaction history, review A/R ledger information for the customer.

Locating customer ledger information consists of:

- Defining Invoice Search Criteria
- Viewing Invoice Information
- Viewing Account Information

Customer ledger information is stored in the A/R Ledger table (F0311).




**Note:** This program supports Export functionality. See Technical Foundation for more information.

# Defining Invoice Search Criteria

To locate transaction information for a customer, first define the type of criteria the system uses to display information. Limit your search by defining:

- Standard invoice criteria, such as a customer number or invoice number
- Detailed invoice criteria, such as a date range, company number, or currency
- Refined invoice criteria, such as an amount range or G/L class

## Using the SQL Processing Option

When you use Customer Ledger Inquiry, the program P032002 retrieves invoice and receipt transactions based on the information provided in the header portion of the screen.

Depending on the information provided, the program uses different logical files to retrieve the A/R transaction records. A logical file is used to sort and sequence records from the physical file, so that all records can be ordered in the specific manner that has been chosen. Using a logical file to retrieve information greatly improves the processing speed of the program. Not all search combinations will have a specific corresponding logical file. When a specific logical is unavailable for the specified search criteria, the system will use the feature of SQL (IBM's Structured Query Language) to locate the records. If you do not want to use SQL, you can set the processing option in Suppler Ledger Inquiry to limit your searches to logical files that exist. If you chose not to use SQL, and the search criteria specified does not have a logical file, you will receive error message 4520 (Inquiry cannot be processed without SQL). This is not a major problem. Just change your search criteria to something that is supported by a logical file.

The following table states which combinations are supported by the use of a logical file. The combination of Value Entered, Paid and Sequence determine which logical can be used for your search. Combinations other than what is presented below will automatically use SQL to retrieve the information, if SQL processing has not been prevented by the processing option.

| Value Entered | Advised Sequence Value | Paid Y/N/3 | Associated Logical |
|---|---|---|---|
| Customer Number | 2, 6, 7, 8, A or B | Y/N/3 | Seq 7, F0311LB<br>Seq 8, F0311LC<br>Seq 6, A- F0311LE<br>Seq 2, B- F0311LF |
| Invoice Number | 1 or A | Y/N/3 | F0311LD |
| Check/Item No. | 7 | Y/N/3 | F0311LH |
| Statement No. | 4 | N | F0311LQ |
| Parent No. | 2, 8 | Y/N/3 | Seq 8- F0311LP<br>Seq 2- F0311LO |

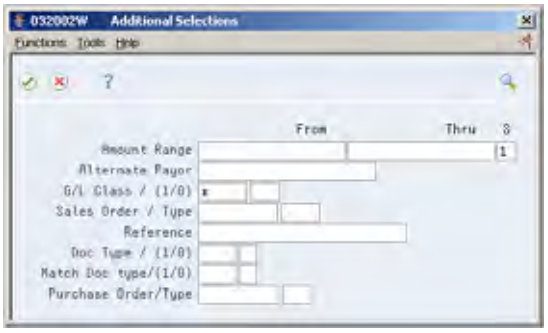
| Value Entered | Advised Sequence Value | Paid Y/N/3 | Associated Logical |
|---|---|---|---|
| Customer Number; Receipt Number | 7 | Y/N/3 | F0311LB |
| Invoice Number, Statement Number | 4 | N | F0311LQ |

**Note:** If the processing option has been set to sequence by Net Due Date, Invoice Date, or G/L date (2, 3, or 8) in descending order, then SQL will be used automatically for these searches

## To define invoice search criteria

On Customer Ledger Inquiry

1. Complete one or more of the following fields:
   - Customer Number
   - Parent Number
   - Invoice Number
   - Receipt/Item Number
   - Statement Number
2. To limit the number of documents displayed, complete one or more of the following fields:
   - Date From
   - Date Thru
   - Sequence
   - Paid
   - Company
   - Skip To Page
   - Payment Instrument (display controlled by processing option)
   - Currency Code
3. To refine your search, choose the Additional Selections function (F6) next to the appropriate invoice.




**4.** On Additional Selections, complete one or more of the following fields:

- Amount Range (From / Thru)
- Alternate Payor
- Selection
- G / L Class
- Include Exclude (1 / 0)
- Sales Order / Type
- Reference
- Document Type
- Matching Document Type
- Purchase Order / Type
- Consolidation Code

| Field | Explanation |
|---|---|
| Date Thru | Identifies either the period number or the date that you want to locate. If you leave this field blank, the system uses the ending date of the current period that is set up for the company. Valid period numbers are 1 through 14.<br>*Form-specific information*<br>You can use this field only when the Sequence field is set to 2 (by due date), 3 (by invoice date), or 8 (by G / L date). You cannot enter a period value on this form. |
| Date From | A number that identifies either a fiscal period (numbers from 1 to 14) or a beginning date. The information displayed begins with this date or period. If you leave this field blank, the system displays all transactions up to the Thru Date. Totals are for the transactions displayed.<br>*Form-specific information*<br>You can use this field only when the Sequence field is set to 2 (by due date), 3 (by invoice date), or 8 (by G / L date). You cannot enter a period value on this form. |

| Field | Explanation |
|---|---|
| Paid | This field determines which types of transaction are displayed. Valid values are:<br>0 or N – Only open transactions are displayed.<br>1 or P – Only paid transactions are displayed.<br>2 or Y – All transactions are displayed – open and paid.<br>3 – Paid transactions and receipts are displayed. |
| Skip To Page | This field allows you to specify a specific page number to access in the subfile when searching. The page number is actually converted to detail lines to determine subfile placement. |
| Amount From | This field is used to specify the lower limit for selecting an amount range. |
| Amount Through | This field is used to specify the upper limit for selecting an amount range. |
| Amount Selection | An option for choosing either the gross or open amount ranges. Valid values for this field are:<br>1 Gross amount range<br>2 Open amount range<br>Paid transactions and receipts are displayed (A/R only). |
| Include/Exclude Code for fields G/L Class, Document Type and Matching Document Type | This code allows you to include or exclude records with a specified field of information. A field of information can be document type, G/L offset, and so on. This code is dependent on the other field which specifies the information to be included or excluded. Allowed values are:<br>0 If a value is specified in the other field of information, select only the records with this same value in that field (default).<br>1 If a value is specified in the other field of information, exclude all records that have the same value in that field but process all other records that do not have that value in the field. |
| Sales Order/Type | The number and type of the sales document. |
| Purchase Order/Type | The number and type of the purchase order document |
| Reference | An alphanumeric value used as a cross-reference or secondary reference number. Typically, this is the customer number, supplier number, or job number. |
| Consolidation Code | The Consolidation Code is a way to group associated Address Book numbers in order to report on group financial data. |

## Processing Options

See Customer Ledger Inquiry with SQL (P032002).

# Viewing Invoice Information

Viewing information for an unpaid or paid invoice consists of:

- Viewing an individual invoice
- Viewing an associated journal entry
- Viewing invoice detail
- Viewing multi-currency invoice information

## Viewing an Individual Invoice

To view information about an invoice, such as the posting status or pay status, access the customer's A/R ledger.

### To view an individual invoice

On Customer Ledger Inquiry

1. Define the necessary invoice search criteria.
2. Choose the Invoice option next to the appropriate document.

## What You Should Know About

| | |
|---|---|
| **Revising an invoice** | To change or delete an invoice through Customer Ledger Inquiry, set the appropriate processing option. Otherwise, you can only view invoices using the Invoice Review option. |
| **Viewing related sales orders** | If an invoice has an associated sales order, you can view it through Customer Ledger Inquiry using the Review Sales Order option. |

## Viewing an Associated Journal Entry

To verify the accounting distribution for a specific invoice, access the customer's ledger.

### To view an associated journal entry

On Customer Ledger Inquiry

1. Define the necessary invoice search criteria.
2. Choose the Journal Entry option next to the appropriate document.

## What You Should Know About

**Revising a journal entry**

If you set the appropriate processing option, you can change a journal entry by accessing the individual invoice. You cannot change a journal entry by accessing it directly on Customer Ledger Inquiry.

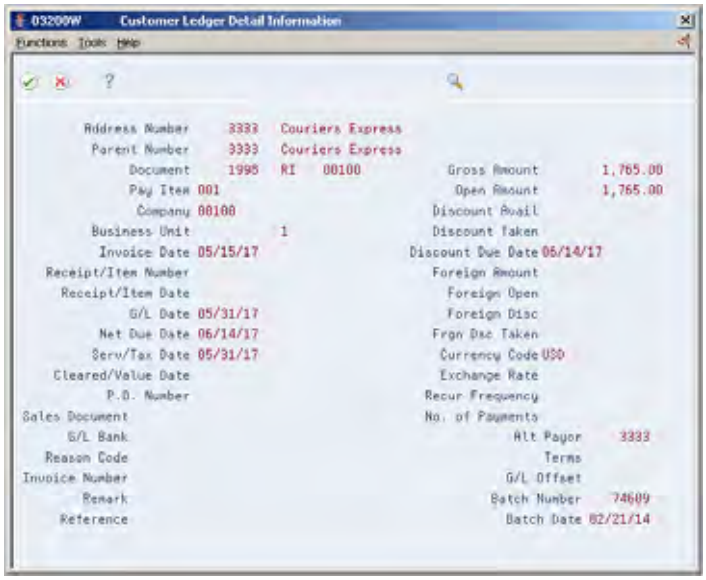
## Viewing Invoice Detail

To view the detail for an invoice without locating the individual invoice, access the customer's ledger. For example, you might want to determine the gross amount of an invoice and its due date or view the reason code assigned to a chargeback.

### To view invoice detail

On Customer Ledger Inquiry

1. Define the necessary invoice search criteria.
2. Choose the Detail option next to the appropriate document.

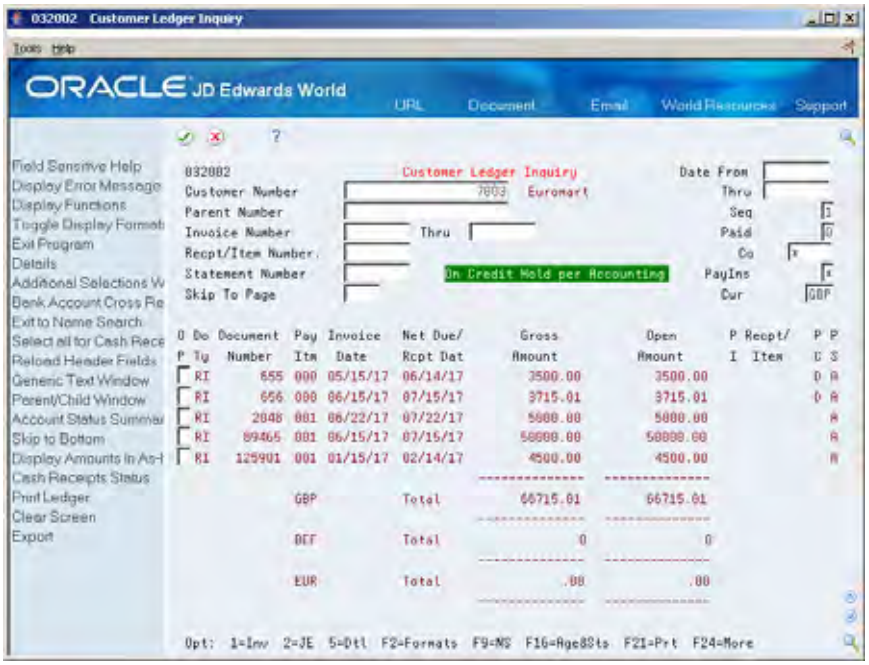



## Viewing Multi-Currency Invoice Information

To locate invoice information for a customer that uses multiple currencies, access the customer's ledger. You can view:

- All invoices for a particular customer. Amounts appear in the currency assigned to the customer.
- Only invoices entered in a specific currency.
- All invoices in the original currency of the transaction.
- All invoices in the domestic currency of the company.

In the following example, the currency code is GBP (British pounds). Therefore, only those documents entered in British pounds appear.




## To view multi-currency invoice information

On Customer Ledger Inquiry

1. Define the necessary invoice search criteria.
2. Complete the following field:
   - Currency
3. Toggle to the currency format (optional).

| Field | Explanation |
|---|---|
| Currency | A code that indicates the currency of a customer's or a supplier's transactions.<br>*Form-specific information*<br>This is the currency code of the invoices you want displayed. Values are:<br>Blank<br>The system supplies the currency code for the customer from the Address Book system. It is the currency most commonly used by the customer. Only invoices entered in that currency are displayed. If the Address Book system has no currency code for the customer, an * (asterisk) is used (described below).<br>A specific currency code<br>This can be any currency code defined on your system. Only invoices entered in the specified currency are displayed.<br>* (asterisk)<br>All vouchers in all currencies for the supplier are displayed. Amounts are displayed in the domestic currency of the associated company.<br>+ (plus)<br>All invoices in all currencies for the supplier are displayed. Amounts are displayed in the foreign currency of the transaction.<br>- (minus)<br>Amounts in the currency of the transaction are displayed. Foreign amounts are displayed if the transaction is foreign. Domestic amounts are displayed if the transaction is domestic. |

## What You Should Know About

**Viewing the exchange rate**

For amounts in currencies different from the currency of the company, view the exchange rate used during invoice entry on Customer Ledger Detail Information.

**Displaying amounts in one currency**

If your organization uses the same customer for various companies, you might want to enter a company number to limit the information displayed. This ensures that all amounts display in the same currency when viewing all invoices.

# Viewing Account Information

Viewing account information consists of:

- Viewing account activity
- Viewing account status information
- Viewing collection management information

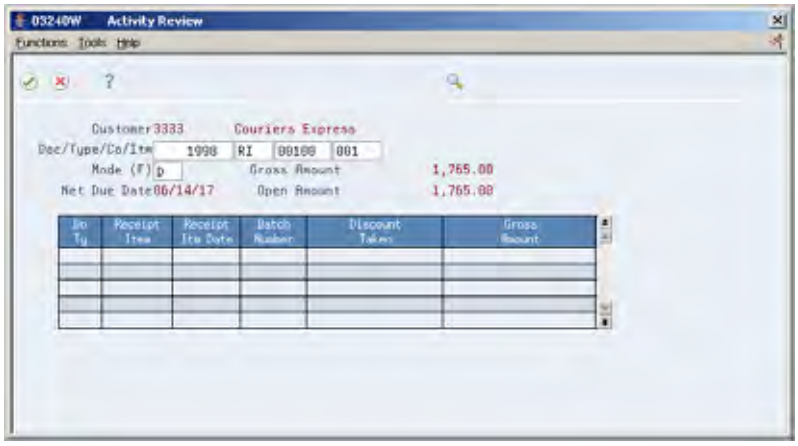
## Viewing Account Activity

To view the activity of an account, access the customer's ledger. For example, you might want to determine when you received payment on a specific invoice and the receipt amount.

### To view account activity

On Customer Ledger Inquiry

1. Define the necessary invoice search criteria.
2. Choose the Payment Review (6) option next to the appropriate document.



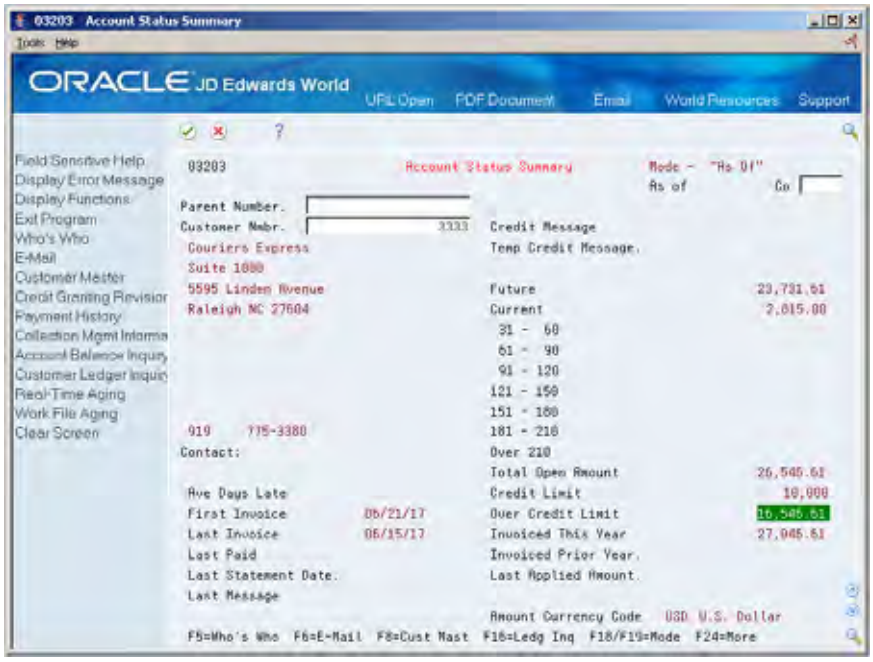

## Viewing Account Status Information

To view detailed status information for a customer or parent account, such as a customer's credit limit or account balance, access the customer's ledger.

### To view account status information

On Customer Ledger Inquiry

1. Complete the following field:
   - Customer Number
2. To access Account Status Summary, choose the Age & Status function.




## Processing Options

See Account Status Summary (P03203).

## See Also

- *Viewing Account Status Information (P03203)*
- *Work with PC Import/Export* in the *Technical Foundation guide.*

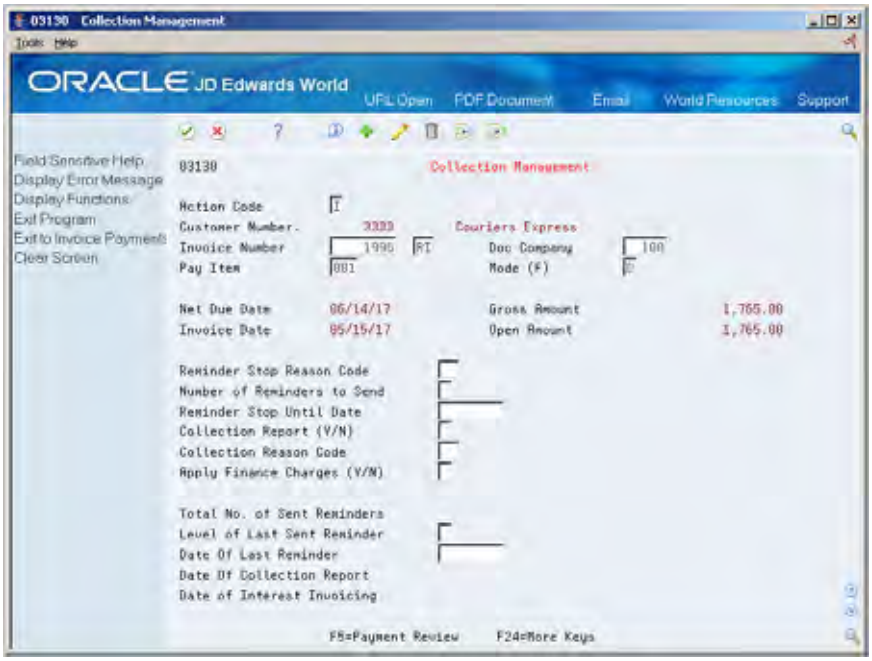
## Viewing Collection Management Information

To view collection information for a specific invoice, access the customer's ledger. For example, you might want to determine if an invoice is set up to appear on a collection report or verify the number of payment reminders to send for an overdue invoice.

### To view collection management information

On Customer Ledger Inquiry

1. Define the necessary invoice search criteria.
2. Choose the Collection Management (3) option next to the appropriate invoice.




## See Also

- *Managing Collections Information (P03218)*

# Work with Recurring Invoices

## Working with Recurring Invoices

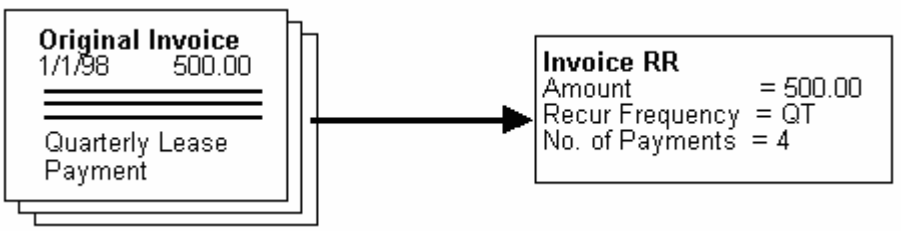
| | |
|---|---|
| | From Accounts Receivable (G03), choose **Customer & Invoice Entry**<br>From Customer & Invoice Entry (G0311), choose **Other Invoice Entry Methods**<br>Other Invoice & Receipts Entry Methods (G03111), choose an option under the **Recurring Invoices** heading |

If you need to bill a customer for the same amount on a regular basis, such as monthly, quarterly, and so on, set up your Accounts Receivable system to create a recurring invoice.

Working with recurring invoices consists of:

- Entering Recurring Invoices
- Reviewing Recurring Invoices
- Revising Recurring Invoices
- Recycling Recurring Invoices

You use standard invoice entry to specify the initial payment, the total number of payments, the recurring frequency, and the G/L distributions for the periodic invoice amounts.




On a periodic basis, you generate a "copy" of the original invoice. This copying process is called *recycling*. The recycled invoice has its own document number and batch separate from the original invoice.

When you recycle an invoice, you use a slightly modified version of the JD Edwards World three-tier processing steps:

1. Recycle the invoices you want to send to your customers. You can do this at any time, but usually you recycle on a weekly, monthly, or quarterly basis.
2. Review and approve the batches.
3. Post the batches to the general ledger.

### Example: Processing a Recurring Invoice

Enter the following invoice into the system:

Account Number 1001 JD Edwards World
Invoice Number 4463 RI 00100
Invoice Amount 500
Invoice Date 6/15/17
G/L Date 6/30/17
Recur Freq. QT No. of Payments 4

Invoice 4463 is the original invoice and is the first of four invoices. When you recycle this invoice, it is used as the "master" invoice to copy information to the next quarterly invoice. If you do not recycle invoice 4463, it will be the only invoice in the system.

The first time you run Recycle Recurring Invoices for "Quarterly" or "ALL" frequencies, the following occurs:

ORIGINAL INVOICE

Account Number 1001 JD Edwards World
Invoice Number 4463 RI 00100
Invoice Amount 500
Invoice Date 6/15/17
G/L Date 6/30/17
Recur Freq. No. of Payments

The system copies invoice 4463 to a new invoice, 5574. Invoice 4463 no longer contains a recurring frequency or number of payments.

NEW INVOICE
Account Number 1001 JD Edwards World
Invoice Number 5574 RR 00100
Invoice Amount 500
Invoice Date 9/15/17
G/L Date 9/30/17
Recur Freq. QT No. of Payments 3

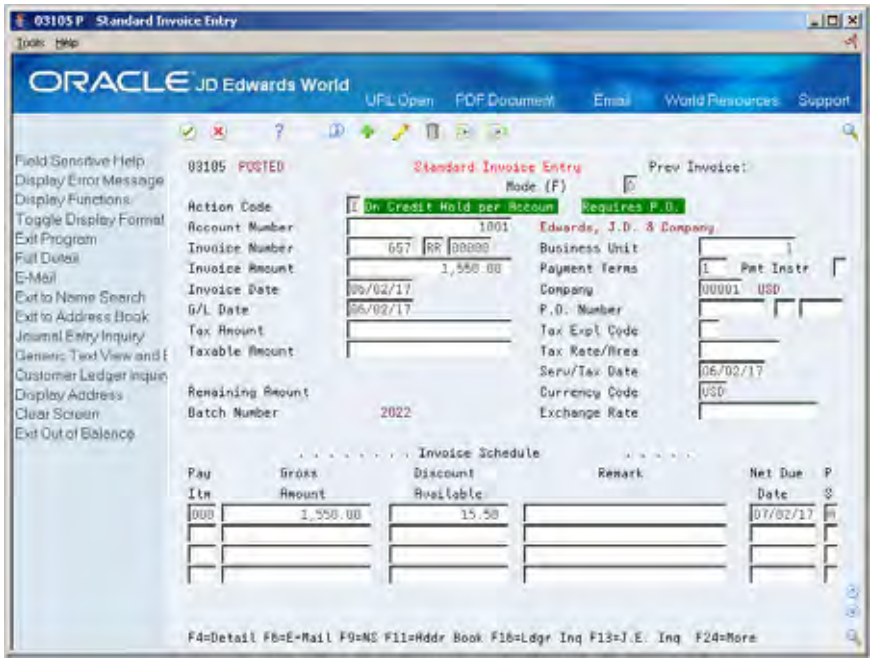
Invoice 5574 has a quarterly recurring frequency, three remaining payments, and updated invoice and G/L dates.

## Entering Recurring Invoices

To bill a customer on a periodic basis, enter a recurring invoice.

## To enter recurring invoices

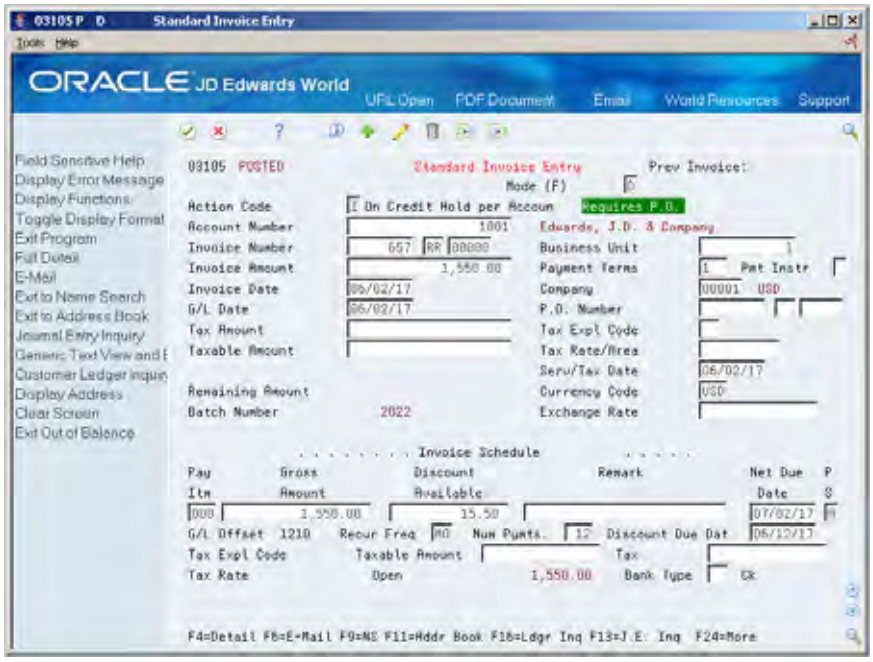
On Standard Invoice Entry




1. Follow the steps for entering a standard invoice with basic information.

   See *Entering Standard Invoices.*

2. Choose the Detail function.




3. Complete the following fields:

- Remark (optional)
- Recurring Frequency
- Number of Payments

| Field | Explanation |
|---|---|
| Recurring Frequency | A code to designate that a voucher or invoice payment is to be set up as recurring. If a frequency is defined, the number of recurring payments must also be defined. These two pieces of information are used when you run the Recycle Recurring Voucher/Invoices program.<br>If you specify a recurring frequency in voucher or invoice entry, you cannot enter multiple pay items.<br>Valid recurring frequency values are:<br>MO Monthly<br>AN Annually<br>WK Weekly<br>QT Quarterly<br>SA Semiannually<br>BW Biweekly |
| Number of Payments | Identifies the total number of recurring payments to be made for an invoice or a voucher. For recurring payments, enter the total number of payments including the original invoice or voucher. The invoice or voucher you are currently entering is the first payment.<br>When the next recurring payment is created, this value is reduced by 1. For example, if twenty payments are to be made, enter 20 during invoice entry or voucher entry. The next time a new recurring payment is created, the number of payments will be 19.<br>*Form-specific information*<br>When the number of payments is 1, invoices are not generated. |

# Reviewing Recurring Invoices

After you enter recurring invoices, you might want to verify them before recycling them. To do so, review them on the following:

- Recurring Invoice Inquiry
- Recurring Invoice Report

Normally, you review invoices online. However, if you have numerous invoices to review, the report is a more usable format. The report is a traditional invoice journal for proofing and balancing. It shows transactions from the A/R Ledger table (F0311) and related information from the Account Ledger table (F0911).

## See Also

- *Revising Recurring Invoices (P03120)* for information about updating recurring invoices on Recurring Invoice Inquiry

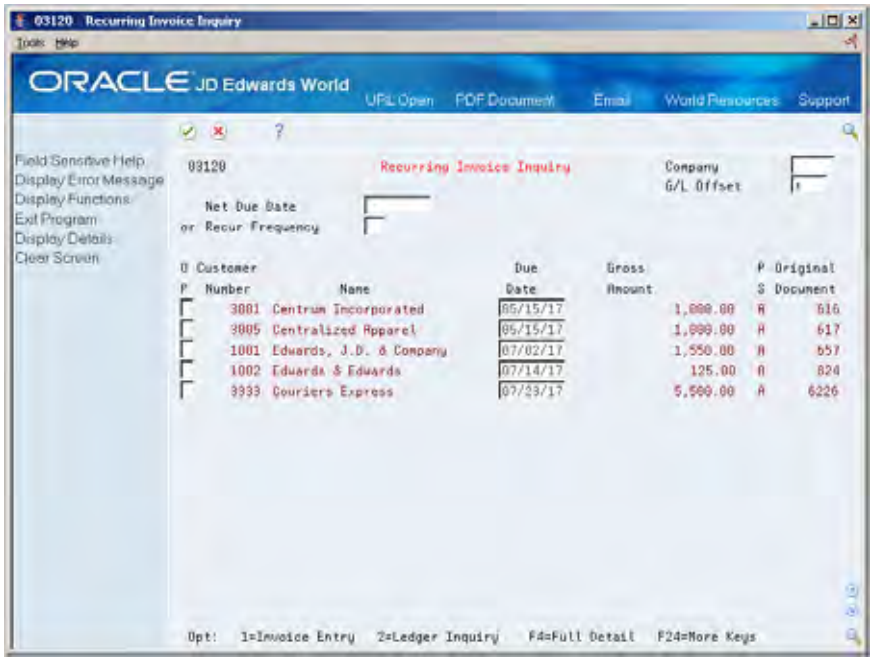
# Revising Recurring Invoices

Before you recycle your recurring invoices, you might choose to revise them. You can:

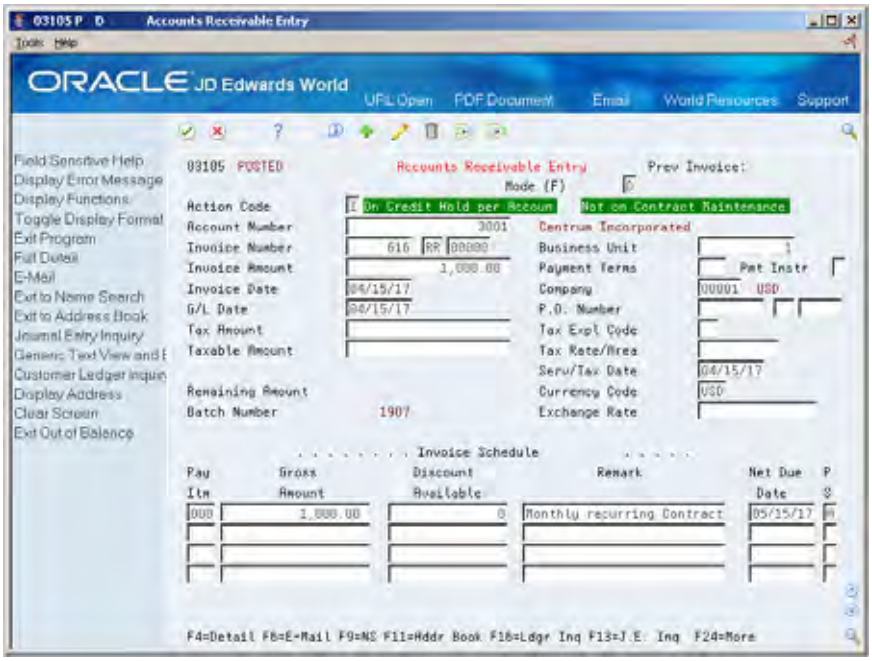
- Change selected fields. The system assigns a new document number each time it generates a recurring invoice. Therefore, no conflicts exist with information on the old recurring invoice.
- Cancel the invoice.
- Delete the invoice.

## To revise recurring invoices

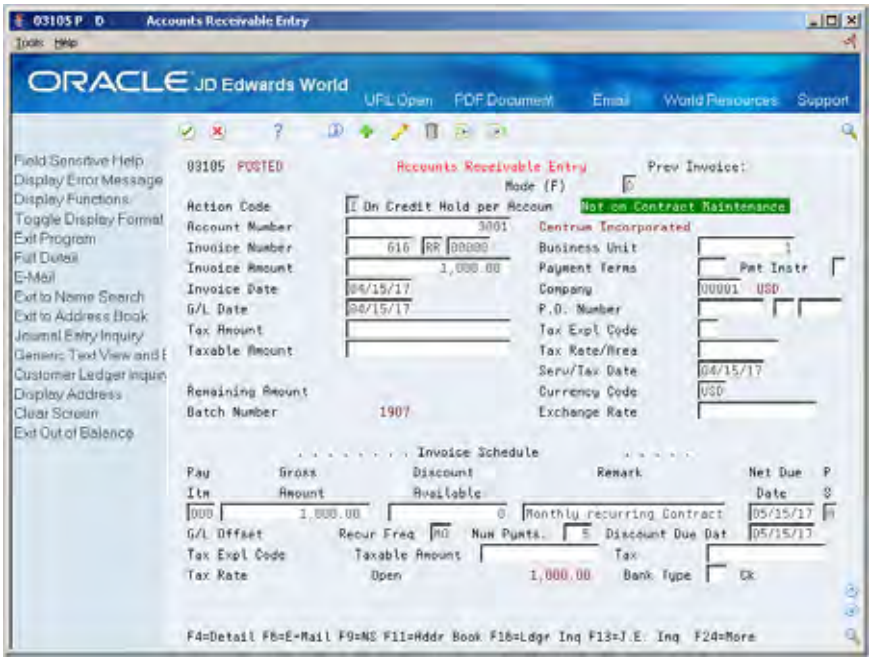
On Recurring Invoice Inquiry




1. Display all recurring invoices or complete any of the following fields to limit your search:
   - Company
   - G/L Offset
   - Net Due Date
   - Recurring Frequency
2. Choose the Invoice Entry option next to the invoice you want to revise.




3. On Accounts Receivable Entry, change the following fields if necessary:
   - Net Due Date
   - Gross Amount
   - Discount Available
   - Remark
4. Choose the Detail function (optional).




5. Change the following fields, if necessary:

- Number of Payments
- Recurring Frequency
- Invoice Date

## What You Should Know About

| | |
|---|---|
| **Revising paid invoices** | If an invoice is paid, you can only update the recurring frequency and number of remaining payments on Recurring Invoice Inquiry. |
| **Canceling a recurring invoice** | To cancel a recurring invoice, clear the Frequency and Number of Payments fields. After you recycle the invoice, these fields will be blank. |
| **Deleting a recurring invoice** | You can delete a recurring invoice that has never been recycled. To do so, use standard invoice entry.<br>See *Revising Unposted Invoices (P03105).* |

# Recycling Recurring Invoices

After you enter, review, and revise recurring invoices, recycle them to create a new batch of invoices. Recycle Recurring Invoices generates invoices based on the number of payments and recurring frequency you specify when you enter the recurring invoice.

When you recycle an invoice, the system makes a copy of the previous invoice and updates the appropriate fields. It repeats this process every time you recycle the invoice until the number of payments equals zero. A customer does not have to pay an existing invoice in order to generate the next cycle of recurring invoices.

## What Happens When You Recycle Recurring Invoices?

When you recycle recurring invoices, the system:

- Clears the recurring frequency and number of payments on either the original invoice or the most recent copy.
- Creates a new invoice and updates the following:
  - Invoice 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 due date
  - Invoice date and number according to the processing options
- Updates the A/R Ledger table for the new invoice.
- Creates an error report, if errors exist. Errors include:

- No accounting distribution records created. This occurs when no records are found in the Account Ledger table for the recurring invoice.
- G/L date for the newly created invoice is for a prior fiscal year (PYEB).
- G/L date is for a prior month (PBCO) and prior month dates have not been specified in the general accounting constants.
- G/L date does not fall within a valid fiscal date pattern for the company.

When you recycle an invoice for the first time, the system:

- Makes a copy of the original invoice
- Clears the recurring frequency and number of payments on the original invoice
- Duplicates the recurring frequency from the original to the copy
- Subtracts one payment from the number of payments on the original invoice

## Before You Begin

- Set up a separate version for each recurring frequency you use, for example, monthly, quarterly, or annually. Use data selection to select a specific frequency.
- Set up a next number series for your recurring invoices (optional).

## Processing Options

See Recycle Recurring Invoices (P038101).

# 4 Manual Receipts Processing

# Overview to Manual Receipts Processing

## Objectives

- To update invoices for payment
- To enter receipts that match to invoices
- To enter receipts when you cannot match them to specific invoices
- To enter receipts directly to the general ledger
- To select invoices for receipt application
- To create chargeback invoices for disputed amounts
- To create write-offs and adjustments
- To spread unapplied receipts to invoices
- To void and reverse non-sufficient funds (NSF) receipts

## About Manual Receipts Processing

One of the most important steps in the accounts receivable process is to quickly enter payments received from your customers in order to recognize your current cash position. The Accounts Receivable system provides the flexibility you need to enter and maintain various types of receipts.

Manual receipts processing consists of:

- Updating invoices for payment
- Working with invoice match receipts
- Working with other types of receipts
- Approving and posting receipts
- Working with alternate methods of application
- Revising receipts
- Printing receipt information

When you work with receipts processing, be aware the action code and search type security may affect your ability to inquire upon, add, or change customer information. You must have the appropriate combination of action code/search type security to work with customer information.

## Which Form Do You Use to Enter Manual Receipts?

Depending on the amount of account information you have for a customer, you can use either of the following forms to enter manual receipts:

| Form | Description |
|---|---|
| Receipts Entry (Heads Down) | Use this form when you need a fast way to enter receipts and already know the customer number and amounts. It is convenient if you enter receipts from an input form, such as a bank deposit statement. |
| Receipts Entry (Heads Up) | Use this form to display all open activity for a customer. You can pre-load all open items and then select them as paid. When you use this form to enter receipts, you typically pre-load account information for a particular customer, parent account, or statement before applying a receipt. |

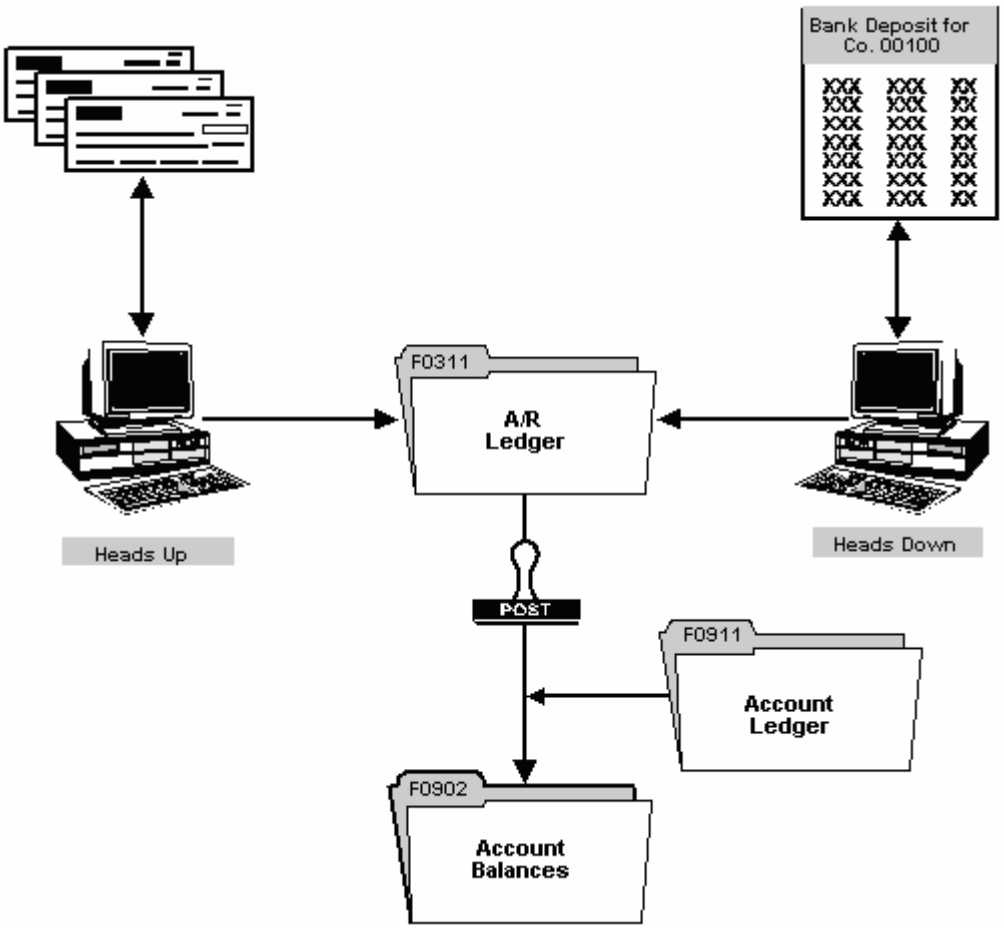
The examples shown in this section use the Receipts Entry (Heads Up) form. However, you can use Receipts Entry (Heads Down) to complete any of the tasks included in this section.

## What Are the Steps for Processing Manual Receipts?

You use the standard JD Edwards World three-tier processing steps to manage manual receipts. They are:

1. Enter
2. Review
3. Post

The following illustrates the receipts entry process.




## What Does the System Require to Process Manual Receipts?

The system requires certain information to process receipts and apply them to the open items in a customer's account. Concepts that you should be familiar with include:

- Dates (deposit dates and system dates)
- Original document (invoice) types
- Matching document (receipt) types
- Type of input codes

### Dates

The system uses one of the following dates to process receipts:

| Date | Description |
|---|---|
| Receipt item date | You enter this date on Receipts Entry. This is the date shown on the customer's receipt or item. |

| Date | Description |
|---|---|
| Deposit date (G/L) | You enter this date on Receipts Entry. |

## Original Document Types

When you display open items for a customer, each pay item consists of an original document type. Common document types include:

| Type | Description |
|---|---|
| RI (Regular Invoice) | This is an invoice that you create using either standard invoice entry or speed invoice entry. |
| RR (Recurring Invoice) | This is a recurring invoice that you create using standard invoice entry and indicating the frequency and number of payments. |
| RU (Unapplied Receipt) | This is a receipt that you do not match to a specific invoice. The system applies this receipt to the customer's overall account to reduce the open balance. |
| RB (Chargeback Invoice) | This is an amount that is in dispute. The system creates a new invoice transaction. |
| RM (Credit Memo) | This is an overpaid amount. |

## Matching Document Types

After you enter receipts, adjustments, and so on, the system assigns a matching document type to each original transaction. Common matching document types include:

| Type | Description |
|---|---|
| RC | Receipt |
| RE | Change to the invoice gross amount |
| RO | Void receipt |
| RV | NSF (non-sufficient funds) receipt |
| RA | Adjustment |
| RQ | Chargeback amount (always associated with original document type RB) |
| RS | Spread of unapplied receipt |

## Type of Input Codes

The system applies each receipt according to the type of input code you enter. The following lists the type of input (TI) codes and the action that the system takes during processing:

| Code | Description |
|---|---|
| Blank (No processing) | The system does not try to match the receipt to an invoice pay item. |
| B (Balance Forward) | The system automatically applies the receipt to the oldest invoices in chronological order of net due date. |
| I (Invoice Match) | The system applies the receipt to the invoices you specify. You can choose to allow or disallow discounts. |
| D (Disallowed Discount) | The system:<br>▪ Applies the receipt to the invoices you specify<br>▪ Closes the original invoice<br>▪ Creates a chargeback invoice for the amount of the disallowed discount |
| U (Unapplied Receipt) | You apply the receipt to a particular customer account, not to a specific invoice. The system reduces the total of the customer's open amount due by the amount of the receipt, but does not apply the receipt to specific invoices. |
| C (Chargeback) | This indicates that an invoice amount is in dispute. The system creates a new invoice for the disputed amount. |
| G (General Ledger) | The system applies the receipt directly to a G/L account without applying it to any invoice. Use this code for miscellaneous, non-A/R receipts. |
| A (Adjustment) | This is a manual adjustment for minor write-offs or outstanding items, such as disputed tax or freight charges. If you use this code, you must also enter a reason code for the adjustment. |
| W (Write-off) | The system applies the receipt to the invoice and automatically writes off the difference. You can write off both overpayments and underpayments. If you use this code, you must also enter a reason code for the write-off. |
| S (Spread) | You distribute an unapplied receipt or credit memo and apply it to open invoices. |
| F (Automatic Currency Gain/Loss) | The system automatically creates this code to record a currency gain or loss when you enter a receipt. |
| R (Range of Invoices) | You can use this code to specify the beginning and ending range of invoices to which you want to apply receipts. This is similar to the I (invoice match) code. |

| Code | Description |
|---|---|
| X (Exclude from Range) | You can use this code to indicate those invoices within the range to exclude from the receipt application. |
| 1 (Invoice Match - Net Amount with Discount) | The system applies the receipt to the net amount of specific invoices (gross amount less the discount). If you use this code, you cannot change the discount information. |
| 2 (Invoice Match - Total Open Amount without Discount) | The system applies the receipt to the entire open amount of specific invoices and ignores the discount. If you use this code, you cannot change the discount information. |
| 9 (Invoice Match - Multiple Invoices with One Receipt) | You use this code to delete one line item at a time from the unposted receipt. |

## Automatic Update of TI Code

You can use any of the Ledger Inquiries (F15, F16, F18, and F19) to automatically apply receipt amounts to open items in a balance forward manner (oldest due date to newest) by entering the desired TI code to use in the processing option and filling in the receipt amount before using the ledger inquiry function key. This will cause the TI code from the processing option to be loaded on each line from oldest to newest until the receipt amount is reached or all open items have been paid. For customer, parent or single statement Ledger Inquiries, if the amount of the receipt is greater than all open items, the program will create an unapplied cash entry for the remaining amount. Any line items which have a credit balance will have such balance added to the amount of the receipt and applied against other open items.

The default TI code which may be set in the processing option can be changed by using F20 to display the Cash Receipts Status window (P0300W). A change made through this window does not change the processing option. The next time the program is run, the default TI code that is set up in the processing option will apply. Once all automatic entries have been created, they will be displayed for your review. You can accept all entries as they are presented by pressing Enter or you can make any necessary changes.

If the default Type Input code is '1' or '2', partial cash applications will not be attempted. If the receipt amount is not sufficient to fully pay all selected invoices, cash will be automatically applied only to those invoices that can be paid in full. Any remaining amounts must be manually applied.

## Function Keys

Several function keys are used in receipts entry. Some of the commonly used keys are described below:

| Key | Description |
|---|---|
| Display Account Ledger (F15) | Enter the Customer Number in the field at the top of the screen and press F15 to display all open invoices for that customer. |
| Display Account by Parent Address (F18) | Enter the Parent Number in the field at the top of the screen and press F18 to display all open invoices for customers with that Parent Number. |
| Display Account by Statement Number (F19) | If you want to display invoices for multiple statements use F19. This will display a screen in which you can enter as many statement numbers as you like and when you exit back to Cash Receipts, all open invoices for those statements will be displayed.<br><br>If you want to display invoices for one statement, use Customer Ledger Inquiry (F16), enter the statement number at the top of the screen and select the desired invoices using option 4 or select all of the invoices by pressing F10. The selected invoices will have an asterisk (*) in the option field.<br><br>Once you have selected the desired invoices, press F3 to return to the Cash Receipts program. |
| Customer Ledger Inquiry (F16) | Press F16 to exit to the Customer Ledger Inquiry program. This program has many criteria available for selecting and sequencing invoices. Once the desired invoices are displayed, they can be selected individually using option 4 or all of the displayed invoices can be selected by pressing F10. The selected invoices will have an asterisk (*) in the option field. Once you have selected all you want, press F3 to return to the Cash Receipts program. The invoices you selected will be returned and loaded into the detail area in the order they were displayed on the Customer Ledger Inquiry screen.<br><br>Multicurrency considerations – Instead of entering a company number in the Company field in the Receipts Entry Header Information, you may enter a valid currency code in this field. This will limit the ledger display to companies with this currency. Also, you may enter a currency in the Currency field in the header to limit the display to invoices with this transaction currency. If no value is entered in this field, it will default to the customer's currency and display only invoices in that currency. When displaying the domestic side of foreign invoices (mode = 'D'), you can enter an asterisk (*) in the Currency field. This indicates that you want to select invoices regardless of transaction currency.<br><br>After entering the receipt or item information in the header section and performing the ledger inquiry of your choice, all open items for the selected type of ledger inquiry will display. The amount to be applied and the discount to be taken will depend up on the Cash Receipt Entry processing option settings for whether the discount is available to be taken or not. |

| Key | Description |
|---|---|
| Top / Search Bottom (F5 / F6) | Once the ledger is loaded you may move to the bottom of the detail displayed (F6) or move to the top (F5) for ease in searching. |
| Toggle Display Formats (F2) | Function key F2 will change the display format. There are eight different formats. A processing option in Cash Receipt Entry determines which formats are displayed and in what order when using the F2 key. One format has a Gross Amount column on the far right and the other puts the Adjustment Reason, G / L Class Code and Company field in its place and puts an Asset ID field in the detail area for General Ledger type entries. |
| Recalculate Detail (F8) | Function key F8 recalculates the Days Prior to Discount Date and also determines the proper values for TI codes of 1 and 2 (see TI codes above). Because the Days Prior to Discount Date is calculated using the G / L Date on the screen, if you change the G / L Date, you may need to use F8 to recalculate the Days Prior to Discount Date. |
| Summarization (F10) | A processing option has been set up to allow invoice pay items which have the same due date to be summarized when a ledger inquiry is done. Summarized Pay Items are identified by an asterisk (*) in the Pay Item field. When applying cash to a Summarized Pay Item, you must use an invoice match Type Input Code (I).<br><br>Regardless of how the summarization processing option is set, you can also use function key F10 to toggle between summarized and un-summarized mode. After toggling summarize mode on or off, redisplay the ledger with the appropriate ledger load function key. |

## Reason Code

A reason code may be entered with any Type Input (TI) code. The reason code will always be edited against User Defined Code 03 / AR. Also, if it is entered in conjunction with an A or W TI code, the reason code will be validated against the Automatic Accounting Instructions (AAI) as described in the sections about adjustments and write-offs. When a reason code is used and the remark field is blank, the description associated with the reason code will be copied into the remark for that entry.

## Remark

The Cash Receipt Entry screen contains two Remark fields. A Remark field is provided in the header portion of Receipts Entry allowing you to enter an overall receipt remark. The Remark in the detail area is provided for an invoice level remark.

If the detail area Remark field is blank, the receipt Remark from the header field will be written to this field. If you enter a remark in the detail area, the cash receipts record in the AR Ledger file (F0311) will be written with this remark.

A processing option allows you to specify whether a non-blank invoice remark in the detail area will be overlaid with the receipt remark from the header field. (A remark explicitly typed in the fold area will never be overlaid with the header remark.) When re-inquiring on a receipt, the remark from the first line of the detail will be displayed in the header remark field. This is not necessarily the remark that was typed in the header remark field during entry.

When changing a receipt, the header remark will not be used to update changed records since this is merely the remark from the first line (see paragraph above). If you wish to change a remark, do so in the remark field in the fold area of the detail line.

## Special Considerations

All receipt numbers must be unique within a batch. If you have received more than one receipt with the same number, they must be entered in separate batches even if they are for different customers. The batch number field at the top of the screen is used for inquiry purposes (since receipt number alone may not uniquely identify a record for re-inquiry). This field will be preloaded with a new batch number for purposes of adding new receipts, and will be ignored if a value is entered while adding.

# Update Invoices for Payment

## Updating Invoices for Payment

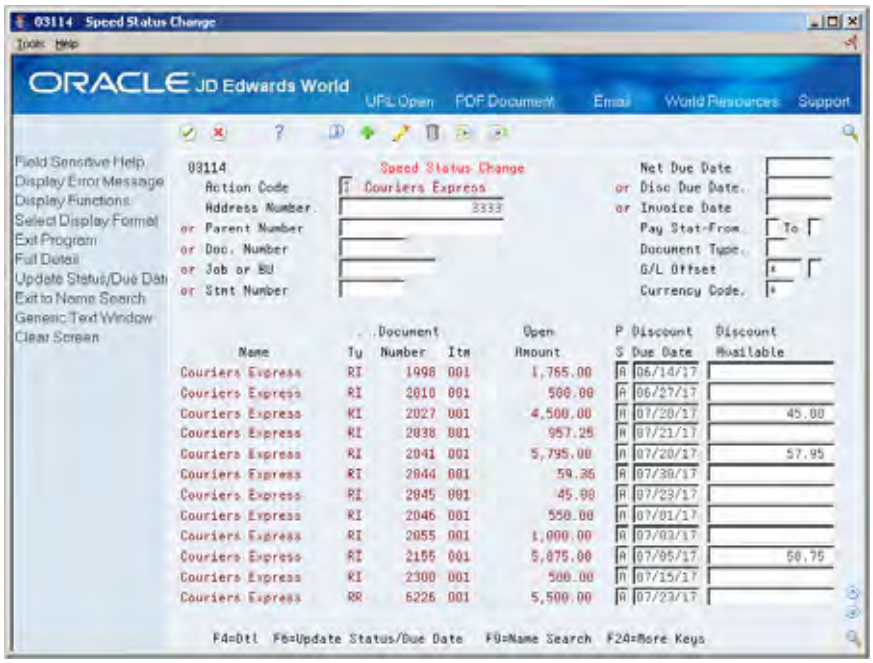
| | |
|---|---|
| | From Accounts Receivable (G03), choose Manual Receipts Processing<br>From Manual Receipts Processing (G0312), choose Speed Status Change |

To quickly change the pay status and due dates of your open A/R invoices, you can update them individually or update a group of invoices globally.

Updating invoices for payment consists of:

- Reviewing Open Items
- Updating Invoice Information

When you update invoices for payment, the system updates the A/R Ledger table (F0311).




## Reviewing Open Items

Before you update invoices for payment, you might want to review them. You can review open invoices for:

- A customer

- A parent account
- A business unit
- An individual invoice
- A statement

### To review open items

On Speed Status Change

1. Complete one of the following fields:
   - Address Number
   - Parent Number
   - Document Number
   - Job or Business Unit
   - Statement Number
2. To further limit the information displayed, complete the following fields:
   - Net Due Date
   - Discount Due Date
   - Invoice Date
   - Pay Status
   - Document Type
   - G/L Offset
   - Currency Code

## Updating Invoice Information

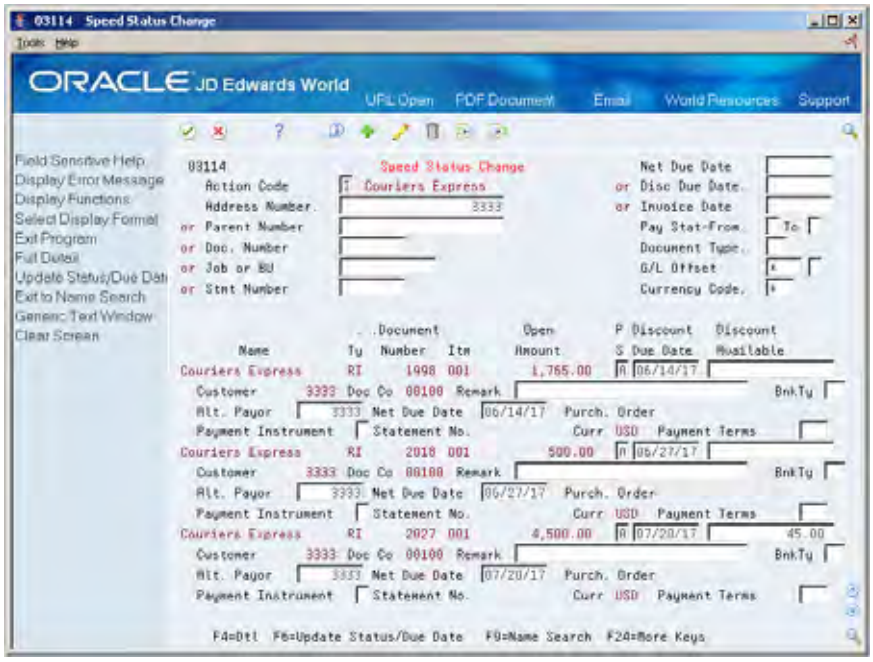
After you review open items, you can:

- Update an individual invoice
- Update a group of invoices

### To update an individual invoice

On Speed Status Change

1. Change information in any of the following fields:
   - Pay Status
   - Payment Instrument
   - Discount Available
2. Choose the Detail function.




**3.** Change information in any of the following fields:

- Alternate Payor
- Net Due Date
- Discount Due Date
- Bank Type
- Payment Term
- Payment Instrument
- Remark

## To update a group of invoices

On Speed Status Change

**1.** To select the group of invoices you want to update, complete any of the following fields:

- Address Number
- Parent Number
- Statement Number
- Job or Business Unit
- Statement Number

**2.** Complete any of the following optional fields:

- Pay Status (From / To)
- Net Due Date

- Discount Due Date

3. Scroll to the last invoice.

   If you do not do this, the system only updates the invoices that appear on this and previous forms.

4. Choose the Update Status / Due Date function.

## What You Should Know About

**Verifying the updated information**

To verify your changes after you update a group of invoices for payment, locate the appropriate invoices.

## Processing Options

See A / R Speed Release (P03114).

# Work with Invoice Match Receipts

## Working with Invoice Match Receipts

| | |
|---|---|
| | From Accounts Receivable (G03), choose **Manual Receipts Processing**<br>From Manual Receipts Processing (G0312), choose a receipts entry method |

When you receive payment from a customer, you can quickly match the receipt to an invoice or a group of invoices. Matching receipts to open invoices is the most common method of applying receipts. Generally, the receipt pays the invoice in full.

Working with invoice match receipts consists of:

- Displaying Open Items
- Entering Basic Receipts
- Reviewing the Results of Receipts Entry
- Processing Receipts Using the Current Domestic Value Method
- Reviewing Gain and Loss Information
- Entering Receipts with Discounts
- Entering Receipts without Discounts
- Creating Chargebacks for Discount Amounts

Receipt information is stored in the A/R Ledger table (F0311).

### Before You Begin

- Set up the appropriate AAIs for receipts processing

## Displaying Open Items

Before you enter a receipt, you might need to display the open items in a customer's account. Depending on the information you specify, you can display open items by:

- A customer or parent account
- A statement number or multiple statement numbers
- The domestic currency of the company
- The currency of the invoices associated with each customer

Displaying open items is the first task in the receipts application process. You use the information displayed to apply receipts accordingly.

## What You Should Know About

**Changing the sequence of information displayed**

The system initially displays open items by net due date. You can change this sequence by toggling to an alternate format.

**Summarized pay items**

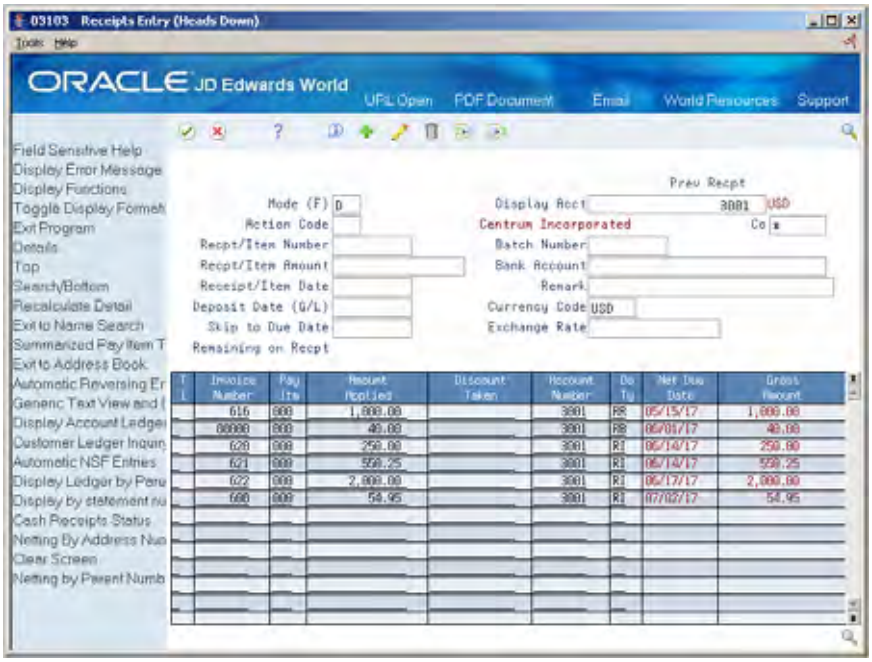
An * (asterisk) in the Pay Item field indicates that the pay items are summarized. To toggle between summarized and detailed information, choose the Summarized Pay Item Toggle function.

**Viewing an attached memo**

The system highlights a pay item if an internal memo is attached to it. To view and update the memo, access generic text for the appropriate pay item.

### To display open items by customer number

On Receipts Entry




1. Complete the following required field:
   - Display Account
2. To display the open items for the customer, choose the Account Inquiry function (F15).
3. To limit the information displayed, complete the following field:
   - Company

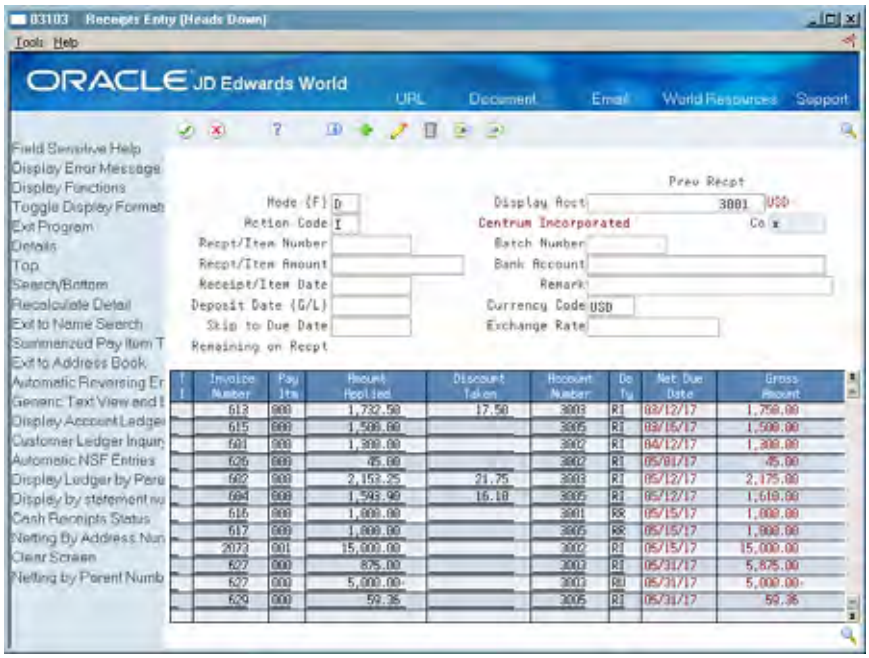
| Field | Explanation |
|---|---|
| Display Account | The address book number that identifies the customer associated with the transaction. |

## To display open items by parent account

On Receipts Entry

1. Complete the following field:
   - Display Account
2. To display the open items for the parent, choose the Parent Inquiry function (F18).
3. To limit the information displayed, complete the following field:
   - Company

In the following example, the system displays all open invoice items for the parent account and all its associated child accounts. Notice the different customer numbers in the Account Number column.




## To display open items by a single statement number

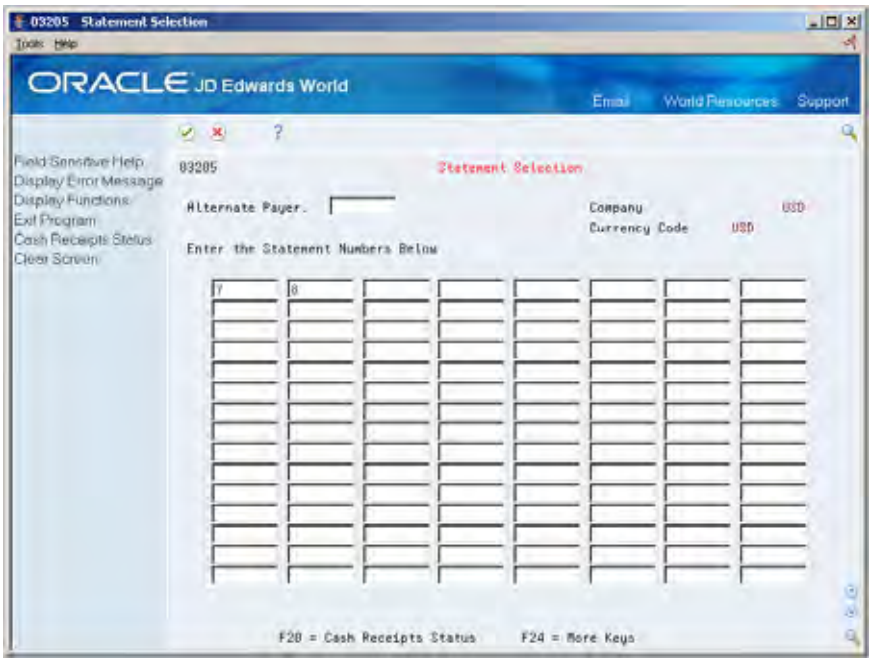
On Receipts Entry

1. Complete the following required field with the statement number:
   - Display Account
2. To display open items for a statement number, choose the Statement Inquiry function (F19).

### To display open items by multiple statement numbers

On Receipts Entry

1. To display open items for multiple statement numbers, choose the Statement Inquiry function in the following field:
   - Display Account




2. On Statement Selection, complete the first blank field of the first column with a statement number.
3. Move to the next field to complete another statement number.
4. Complete as many statement numbers as necessary and press Enter.

   The system loads the invoices associated with the statement numbers on Receipts Entry in statement number, invoice number order.

## What You Should Know About

**Invalid statement numbers**

The system highlights any statement numbers it cannot find when you press Enter on Statement Selection.

**Summarized pay items**

If an invoice contains multiple pay items and you set a processing option to summarize them, the invoice displays on Receipts Entry as a single item with an * (asterisk) in the Pay Item field.

## Processing Options

See Receipts Entry (P03103).

See C/R Statement Inquiry Selection (P03205).

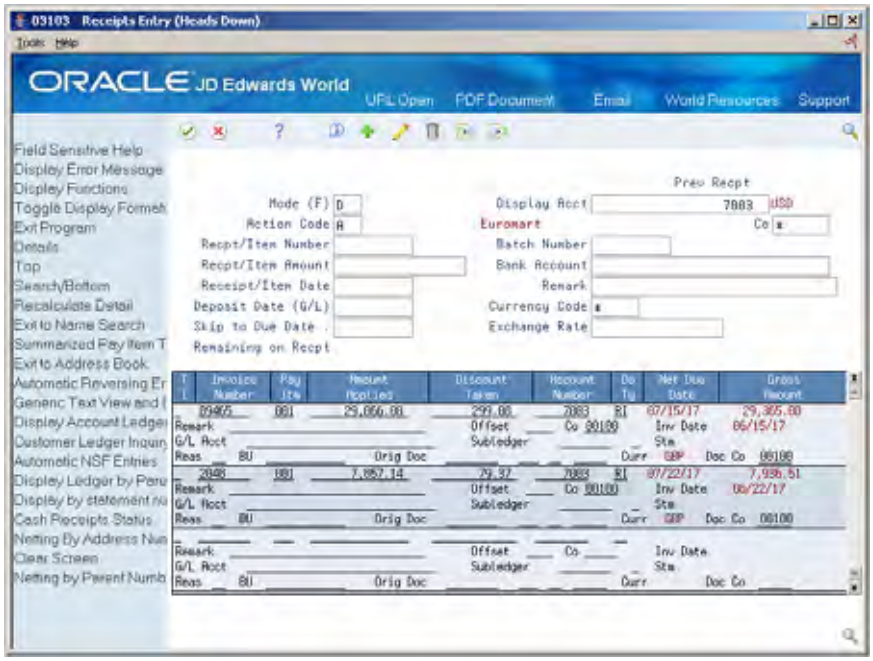
## To display invoices by domestic currency of the company

On Receipts Entry

1. Complete the following fields:
   - Display Account
   - Company
2. Complete the following field with an * (asterisk):
   - Currency Code
3. To display invoices by the domestic currency of the company, choose the Account Inquiry function (F15).
4. To view the original currency of an invoice, choose the Detail function.

## To display multi-currency invoices for a customer

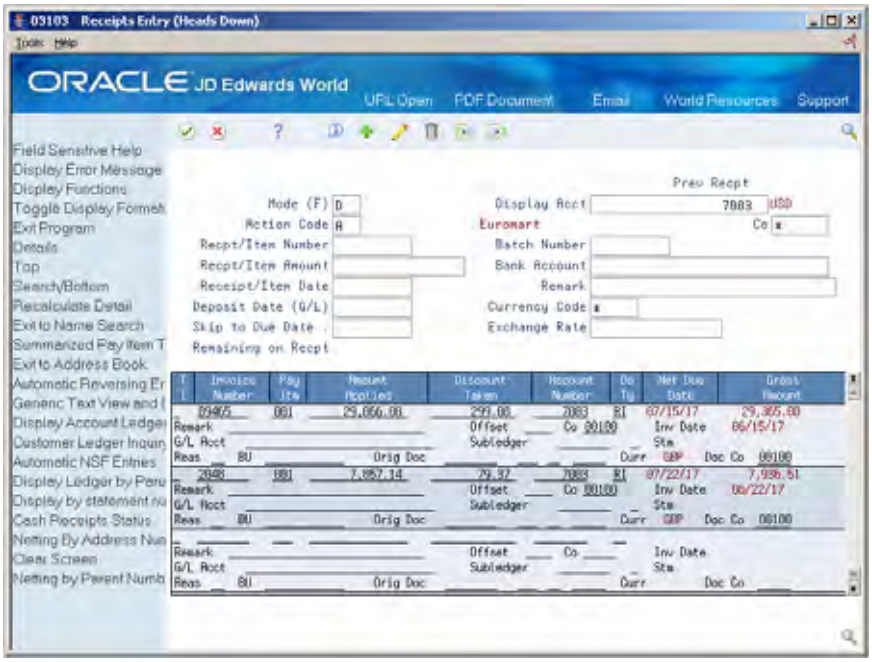
On Receipts Entry




1. Complete the following fields:
   - Display Account
   - Company
2. Complete the following field with a currency that is foreign to the company you specified:
   - Currency Code
3. Choose the Account Inquiry function to display:

- The domestic currency (USD) that is associated with the company
- The currency of the customer (GBP) that is associated with each invoice

The following example shows the currency that is associated with each invoice.




# Entering Basic Receipts

In order for your general ledger to accurately reflect the money you receive, you must enter information about a customer's payment. To do so, you can enter a receipt with basic information. This is the second task in the receipts application process.

You enter receipts in batches, just as you enter invoices in batches. To make your bank reconciliation process easier, you might want to group the different types of receipts into different batches.

The system uses the receipt number to identify the receipt and its associated invoices as one record. Therefore, if you have more than one receipt with the same receipt number, even if they are from different customers, you should enter them in different batches. This eliminates seemingly "duplicate" records in the system.

## To enter basic receipts

On Receipts Entry

1. Display the open items for the customer, parent account, or statement number.
2. Complete the following fields:
   - Receipt/Item Number
   - Receipt/Item Amount

- Receipt / Item Date
- Deposit Date (G / L)
- Type Input

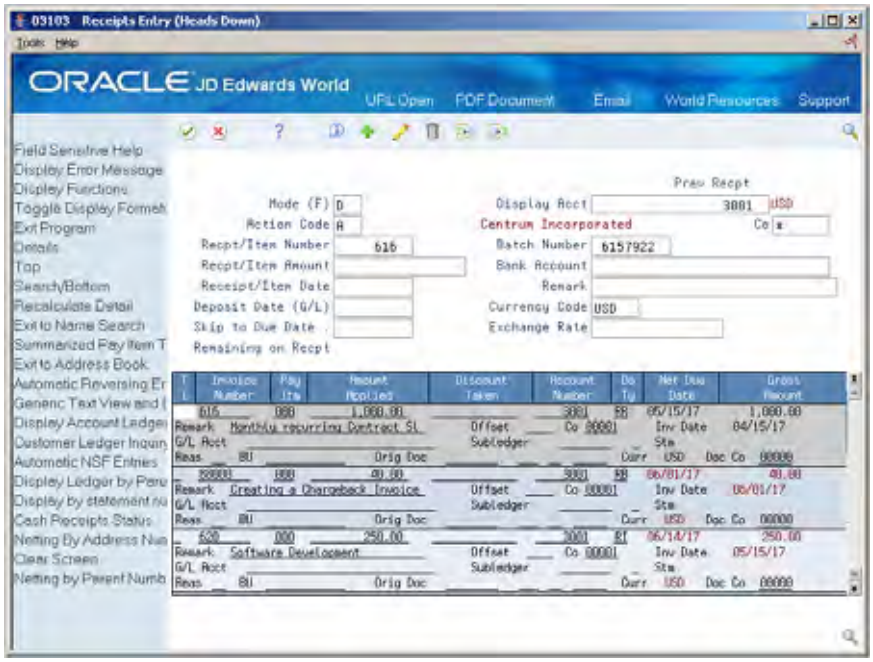
**3.** Complete the following optional fields:

- Bank Account
- Remark
- Currency Code
- Exchange Rate

**4.** If necessary, override the information in the following fields:

- Amount Applied
- Discount Taken
- Account Number

**5.** Access the detail area (F4 - optional).




**6.** Complete the following fields (optional):

- Remark
- Offset
- Company
- G / L Account
- Subledger

**7.** Press Enter

| Field | Explanation |
|---|---|
| Receipt/Item Number | The number of the document, such as a receipt, an adjustment, or a credit that you apply against an original document, such as an invoice. For example:<br>Original (DOC)-Matching Rec/Item (DOCM)<br>A/R Original Invoice - Invoice<br>Receipt - Invoice - Receipt<br>Credit Memo/Adjustment - Invoice - Credit Memo<br>A customer's document number on a receipt. This number must be unique within the batch. It can also be an item number used for spreads, adjustments, or other types of receipts. |
| Receipt/Item Amount | The amount of the receipt from the customer. This amount must balance to the detail of the amount applied to the open invoices. |
| Receipt/Item Date | The date of the matching receipt or item – Julian. |
| Type Input | A code that specifies the type of receipt input. This input type directly affects the manner in which the receipt is processed. |
| Amount Applied | The amount of the receipt/payment or item to be applied to the open balance of an invoice or voucher pay item.<br>You can apply amounts for partial payments. The total amount applied must equal the payment amount. |

## What You Should Know About

**Specifying a company**

If you do not specify a company in the header of Receipts Entry, you must do so in the detail area next to the appropriate invoice or customer.

**Calculating the amount remaining on a receipt**

The system calculates and displays the amount remaining if the full amount of the receipt has not been applied or if more than the amount has been applied.

**Recalculating the detail of a receipt**

To recalculate the detail, choose the Recalculate Detail function when entering a receipt. This is especially helpful when you apply discounts to receipts.

If there are multiple invoices, choose the Search/Bottom function to move to the last item in the list. If you do this with a due date in the Skip to Due Date field, the cursor moves to the invoice with the specified due date.

**Displaying Discounts**

You can control whether or not to display discounts if the invoice is past its due date. The ability to choose whether or not to display discounts for invoices past their due date helps reduce entry error and the incorrect application of discounts.

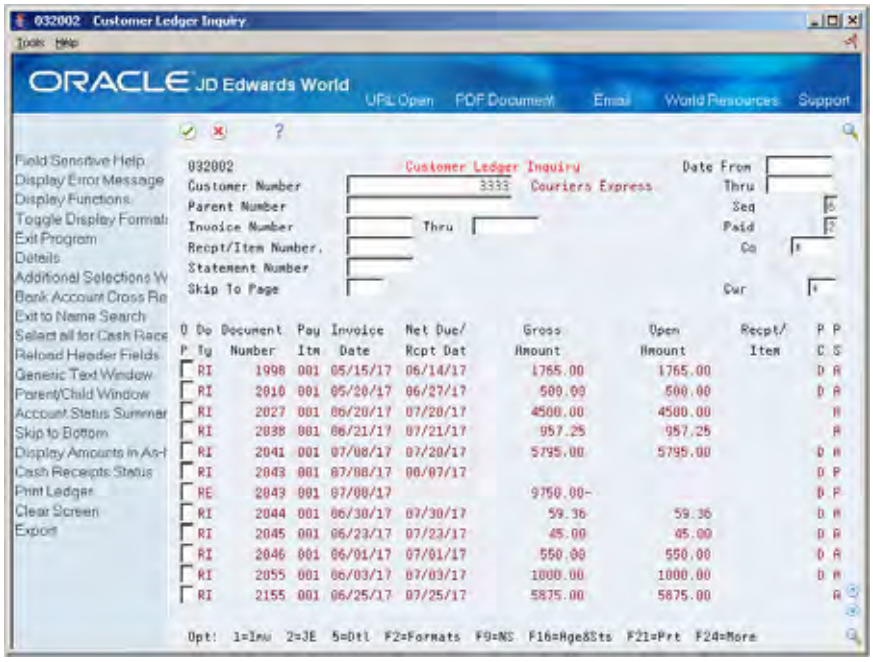
# Reviewing the Results of Receipts Entry

After you enter a receipt, you might want to verify that you applied it correctly or view the current open amount for the customer. To do so, review the results of receipt entry on Customer Ledger Inquiry. This is the third task in the receipts application process.

## To review the results of receipt entry

On Receipts Entry

**1.** Access Customer Ledger Inquiry.




**2.** On Customer Ledger Inquiry, complete any of the following fields:

- Customer Number
- Parent Number
- Invoice Number From / Thru
- Receipt / Item Number
- Statement Number
- Date From / Thru

**3.** To view only paid items, complete the following field:

- Paid

## See Also

- *Locating Customer Ledger Information (P032002)*

# Processing Receipts Using the Current Domestic Value Method

| | |
|---|---|
| | From Accounts Receivable (G03), choose Manual Receipts Processing<br>From Manual Receipts Processing (G0312), choose a receipt entry method |

If your domestic currency is highly inflationary, you can establish a current value for your receipts based on a foreign currency that remains constant. You can use the foreign currency as a measurement of the economic value of your transactions.

To process receipts using the Current Domestic Value method, you must do the following:

- Enter your invoices in the foreign currency
- Set a processing option to process receipts using the Current Domestic Value method

When you process receipts using the Current Domestic Value method, the system:

- Converts the domestic invoice amount into its current value using the foreign invoice amount and the current exchange rate
- Creates the appropriate gain or loss record to balance the receipt transaction for the invoice

## Example: Current Domestic Value Method

Your company sells a product to a customer. Both parties agree to the following:

- Payment will be made in the domestic currency.
- The value of the transaction at the time of payment will be determined using the Current Domestic Value method.

The invoice for the sale reflects an original domestic value of 100. At the time of the sale, the exchange rate between the domestic currency and the foreign currency is 2.0. Using the multiplier method, you calculate the foreign value of the transaction as follows:

100 *(original domestic value)* / 2.0 *(exchange rate)* = 50 *(foreign currency)*

When payment is due a week later, the domestic currency has devalued. The current exchange rate between the domestic currency and the foreign currency is now 3.0. You calculate the current domestic value of the transaction as follows:

50 *(foreign currency)* x 3.0 *(exchange rate)* = 150 *(current domestic value)*

Using the Current Domestic Value method, your company expects to be paid 150 in the domestic currency, which is the current equivalent of 50 in the foreign currency.

## Before You Begin

- Set the processing options for the Receipts Entry program (P03103) to process receipts using the Current Domestic Value method
- Set the Multi-Currency Conversion field to Y (yes) in the General Accounting Constants
- Set up currency codes for your companies

## What You Should Know About

| | |
|---|---|
| **Reviewing receipts with current domestic values** | To review the current domestic value of a receipt, you must access the Receipts Entry form. The system does not display the current domestic values on the Customer Ledger form. |
| **Processing receipts with discounts** | When you use the Current Domestic Value method, the system converts discounted receipts into their foreign equivalents based on the invoice exchange rate.<br>When you apply full payment to a discounted receipt, the system displays the discount at its original rate and the amount applied to the receipt as the current domestic value of the open amount on the invoice. Disregard these two numbers. |
| **Processing drafts receipts** | You cannot process drafts receipts using the Current Domestic Value method. |

## See Also

- *Working with Multi-Currency Invoices (P03105)*
- *Processing Options for Receipts Entry*
- *Entering Basic Receipts (P03103)*

# Reviewing Gain and Loss Information

After you enter a receipt, the system automatically creates any realized gains or losses. If the rate of exchange changes between the time you enter the invoice and the time you receive payment, there is a gain or loss.

The system uses AAI items RG (realized gain) and RL (realized loss) to determine the G/L account number.

When you review the receipt:

- In foreign mode, the system displays the foreign amount received.
- In domestic mode, the system calculates and displays a gain or loss record.

## Example: Currency Gain/Loss

The following example shows a partial receipt for an invoice. It illustrates the gain or loss and the entries created in each step of the process.

The receipt, when displayed in foreign mode, shows the foreign amount received.

### Invoice and Receipt

| Step | Entries |
|---|---|
| Invoice Entry | ▪ Invoice date: July 1, 2017<br>▪ Transaction amount: 100 (EUR)<br>▪ Exchange rate: 33.5<br>▪ Domestic amount: 3,350 (GBP) |
| Receipt (current rate) | ▪ Receipt date: August 1, 2017<br>▪ Transaction amount: 100 (EUR)<br>▪ Exchange rate: 34.0<br>▪ Domestic amount: 3,375 (GBP)<br>▪ Currency Gain (-) / Loss (+): 25- |

### Journal Entries

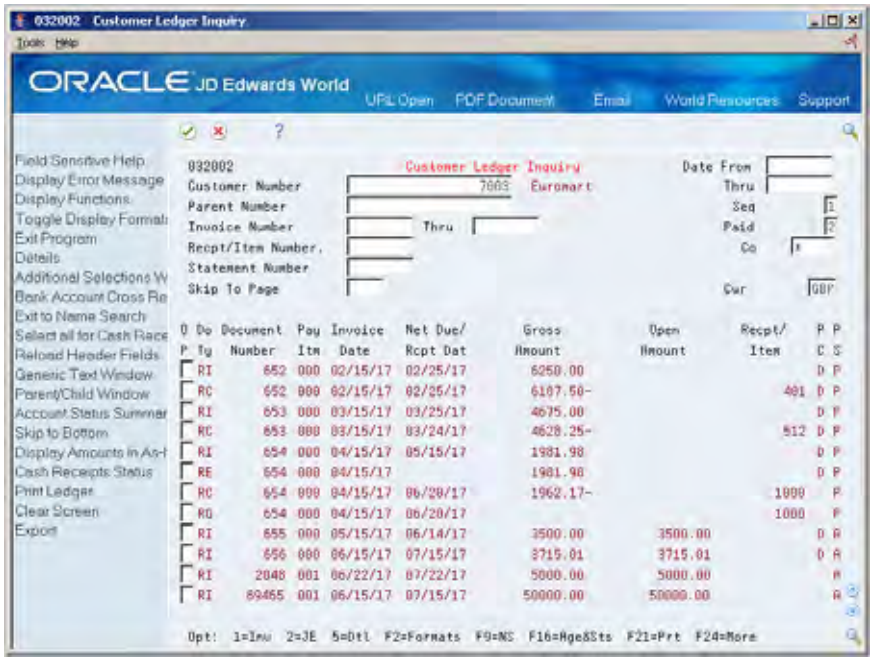
| Step | Entries |
|---|---|
| Invoice Entry | ▪ Accounts: Sales and A / R<br>▪ Ledger types: AA, CA<br>▪ Debit: A / R (AA ledger) 3,350 and (CA ledger) 100<br>▪ Credit: Sales (AA ledger) 3,350 and (CA ledger) 100 |
| Receipt | ▪ Accounts: A / R, Cash, and Realized Gain<br>▪ Ledger types: AA, CA<br>▪ Debit: Cash (AA ledger) 3,375 (CA ledger) 100<br>▪ Credit: A / R (AA ledger) 3,350 (CA ledger) 100<br>▪ Credit: Realized Gain (AA ledger) 25 |

## To review gain and loss information

On Receipts Entry

Follow the steps to review the results of receipts entry.

See *Reviewing the Results of Receipts Entry*.




# Entering Receipts with Discounts

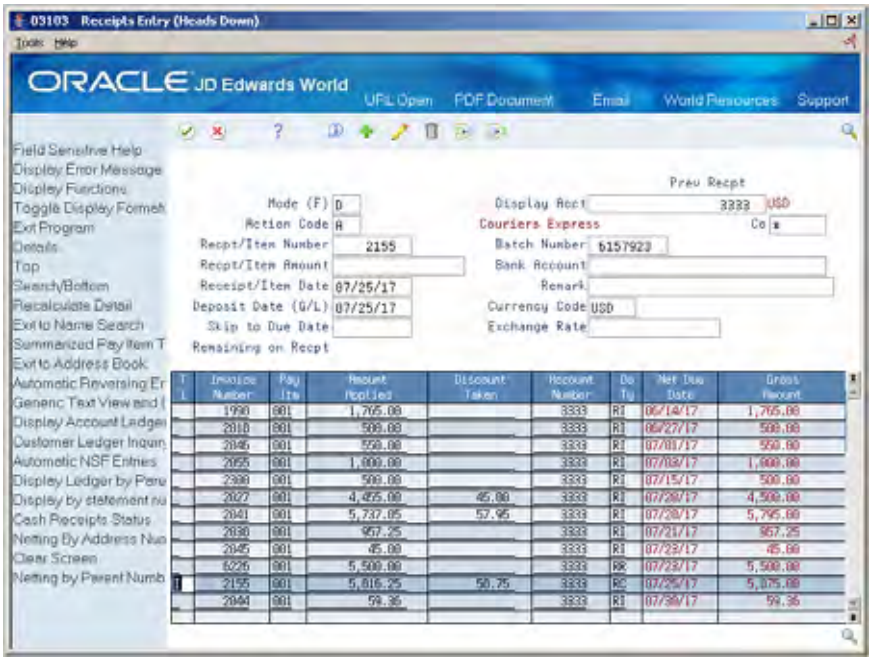
When you apply a receipt to an invoice or a group of invoices, you can choose to allow the discount. The system creates one matching document for each original document to which you apply the receipt.

When you post the receipt, the system uses AAI item RKD to distribute the amount of the discount to the appropriate account.

You can set a processing option to allow the discount taken amount to be more than the discount available. For example, you might issue a credit to a customer in the form of a discount amount for a disputed item. In most cases, however, you should not change the processing option.

## Example: Invoice Match with Discount

In the following example, receipt number 2155 is received July 25, 2017 in the amount of 5,816.25. The associated invoice number is 2155.




In Customer Ledger Inquiry, you can view the document type RC that the system creates for the receipt. The invoice is now fully paid.

## To enter receipts with discounts

On Receipts Entry

1. Display the open items for the customer or parent account.
2. Complete the following fields:
   - Receipt/Item Number
   - Receipt/Item Amount
   - Receipt/Item Date
   - Deposit Date (G/L)
3. Specify I (invoice match) in the following field next to the appropriate invoice:
   - Type Input
4. To accept a different discount amount, override the information in the following field:
   - Discount Taken
5. Press Enter.
6. Access Customer Ledger Inquiry to view the results.

## What You Should Know About

**Viewing discount information**

To view information about a discount, choose Detail Information in the Option field next to the appropriate receipt (RC) document on Customer Ledger Inquiry.

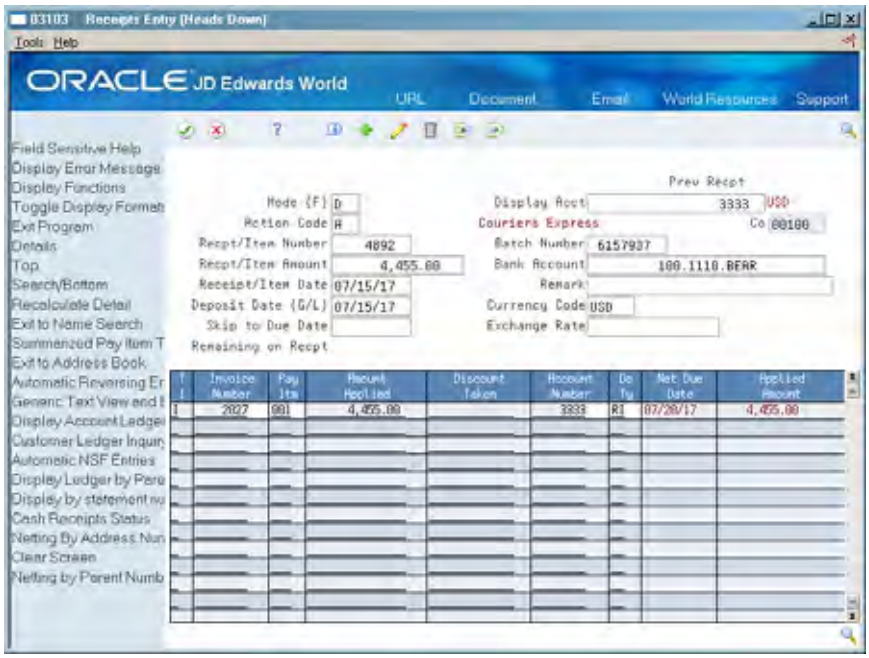
# Entering Receipts without Discounts

When applying a receipt to an invoice or many invoices, you can choose not to allow the discount. For example, you might not allow the discount if you receive a customer's payment after the discount due date specified on the invoice.

If you do not allow the discount, the system leaves the original invoice open in the amount of the discount. The system creates one matching document for each original document to which you apply the receipt.

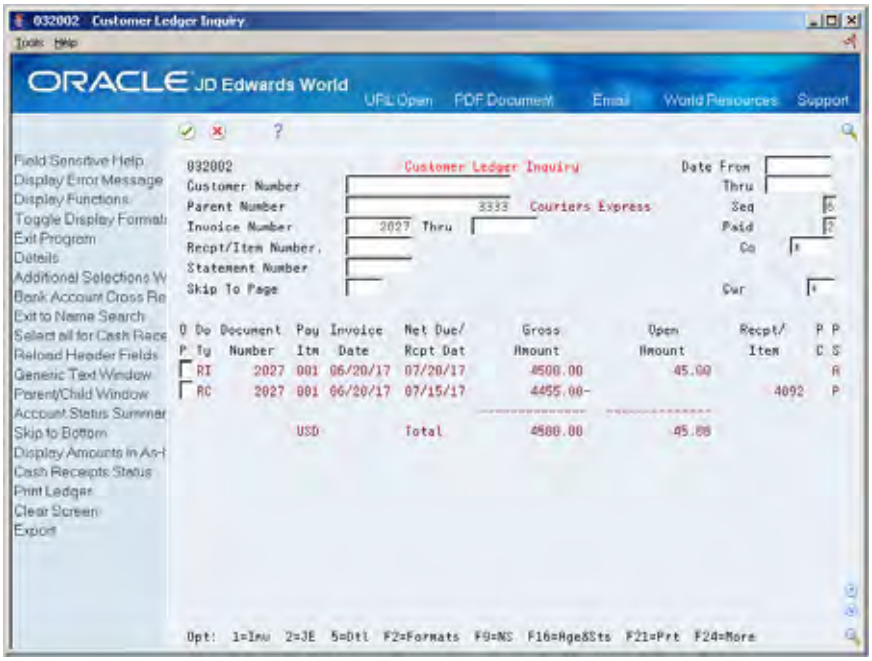
## Example: Invoice Match without Discount

In the following example, receipt number 4892 is received in the amount of 4,455.00 on July 15, 2017. The associated invoice number is 2027.




When you review the results on Customer Ledger Inquiry:

- The original invoice amount is 4,500.00 with a discount of 45.00.
- This discount is not allowed when the receipt is applied to the invoice.
- The receipt of 4,455.00 is applied (RC document), leaving an open amount of 45.00 in the customer's account.




## To enter receipts without discounts

On Receipts Entry

1. Display the open items for the customer or parent account.
2. Complete the following fields:
   - Receipt/Item Number
   - Receipt/Item Amount
   - Receipt/Item Date
   - Deposit Date (G/L)
3. Type I (invoice match) in the following field next to the appropriate invoice:
   - Type Input
4. Remove the amount or type 0 (zero) in the following field:
   - Discount Taken
5. Press Enter.
6. Access Customer Ledger Inquiry to view the results.

# Creating Chargebacks for Discount Amounts

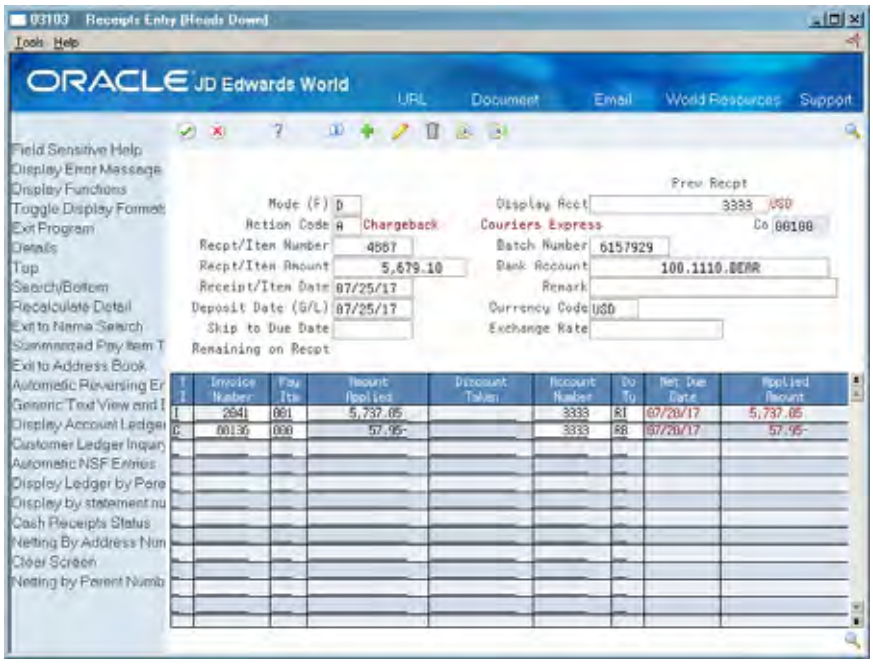
When applying a receipt to an invoice or many invoices, you might need to create a chargeback for the discount amount. For example, a customer might issue payment for an invoice, less the discount, even though the terms of the discount have expired.

When you create a chargeback, the system creates three documents:

- RC (receipt). This contains the receipt number that closes out the original invoice.
- RQ (chargeback amount). This provides an audit trail back to the receipt that created the chargeback invoice and always contains a credit amount.
- RB (chargeback invoice). This creates the chargeback invoice that the system associates with the receipt (you can print this invoice and send it to the customer). The RB document already has a posted status.

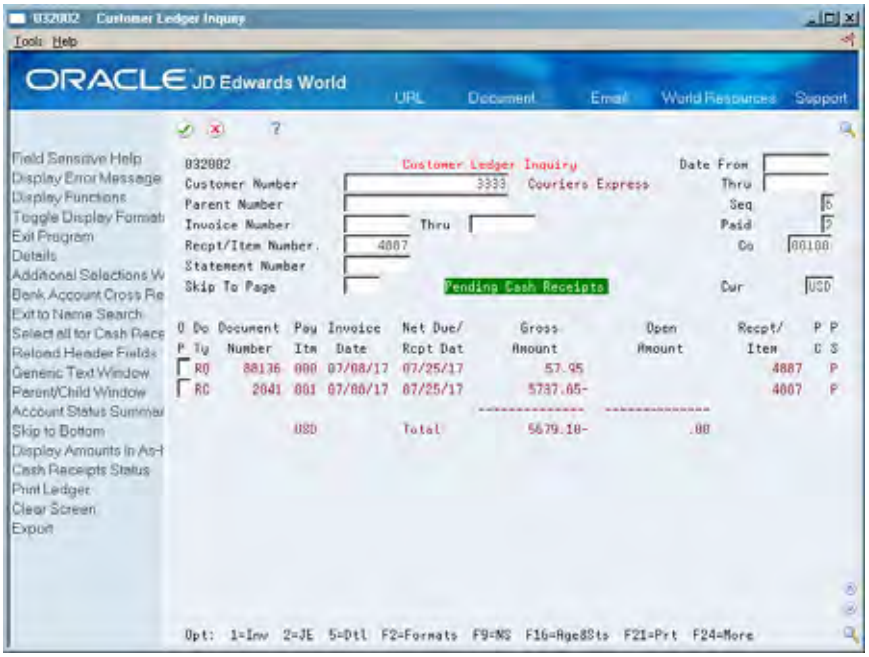
## Example: Invoice Match - Create Chargeback for Discount Amount

In the following example, receipt number 4887 is received in the amount of 5,679.10 on July 25, 2017. The associated invoice number is 2041.




When you review the results on Customer Ledger Inquiry, the system:

- Marks the original invoice as fully paid
- Creates an invoice for the amount of the discount
- Associates the chargeback invoice to the original invoice




## To create chargebacks for discount amounts

On Receipts Entry

1. Display the open items for the customer or parent account.
2. Complete the following fields:
   - Receipt/Item Number
   - Receipt/Item Amount
   - Receipt/Item Date
   - Deposit Date (G/L)
3. Specify D (invoice match with chargeback) in the following field next to the appropriate invoice:
   - Type Input
4. Press Enter.
5. Access Customer Ledger Inquiry to view the results.

# Work with Other Types of Receipts

## Working with Other Types of Receipts

| | |
|---|---|
| | From Accounts Receivable (G03), choose **Manual Receipts Processing**<br>From Manual Receipts Processing (G0312), choose a receipts entry method |

In addition to invoice match receipts, you can use the Accounts Receivable system to enter other types of receipts. For example, you might receive payment from a customer that is not associated with a specific invoice. In this case, you apply the receipt to the customer's account to reduce the total open balance.

The type of input code controls how the system applies the receipt and determines which matching document to create.

Working with other types of receipts consists of:

- Entering Balance Forward Receipts
- Entering Unapplied Receipts
- Creating Chargeback Invoices
- Entering Receipts with Write-Offs
- Entering Receipt Adjustments
- Entering "G" Type Receipts

Regardless of which type of input code you use, receipt information is stored in the A/R Ledger table (F0311).

### What You Should Know About

**Type of input codes**

You cannot remove a type of input code after a receipt is processed. You must delete or void the receipt and re-enter it.

**Multi-Currency**

If you use multiple currencies, you can enter receipts in domestic amounts for invoices issued in foreign currencies. For example, if a business in the United States invoices a Belgian company in euros, the system lets you enter a receipt for the euros in U.S. dollars.

# Entering Balance Forward Receipts

To apply a receipt to the oldest open invoice or group of invoices in a customer's account, enter a balance forward receipt.

The system creates one matching document for each original document to which you apply the receipt. That is, it:

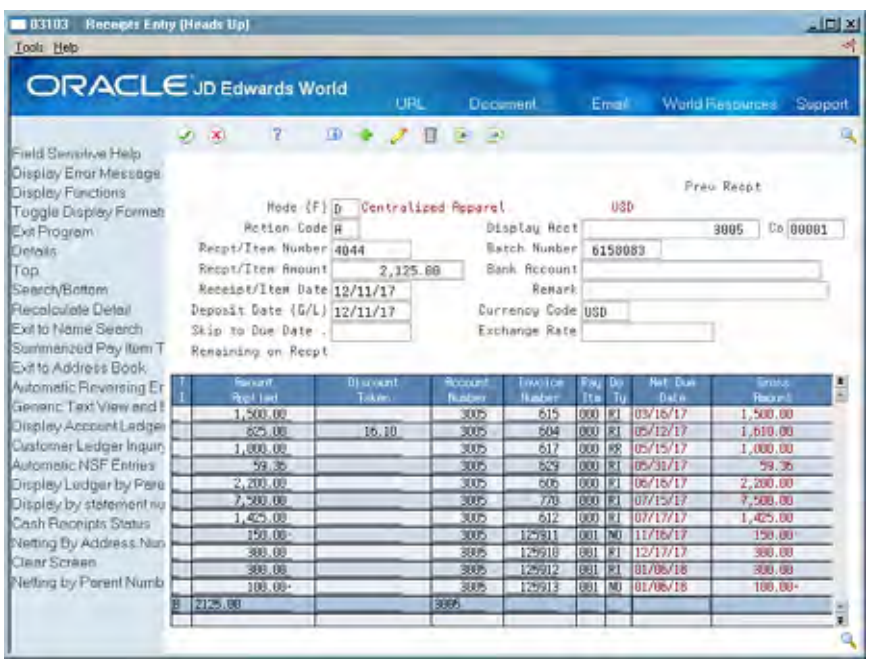
- Creates document type RC for the receipt
- Applies the receipt to the oldest invoice first
- Applies the remaining amount to the next oldest invoice

If an amount remains on the receipt after applying it to all open invoices, the system creates an unapplied receipt record (document type RU). Later, you can apply the receipt to future invoices you create for the customer.

You can set a processing option to allow discounts when entering a balance forward receipt. The system only allows the discount when an item is paid in full.

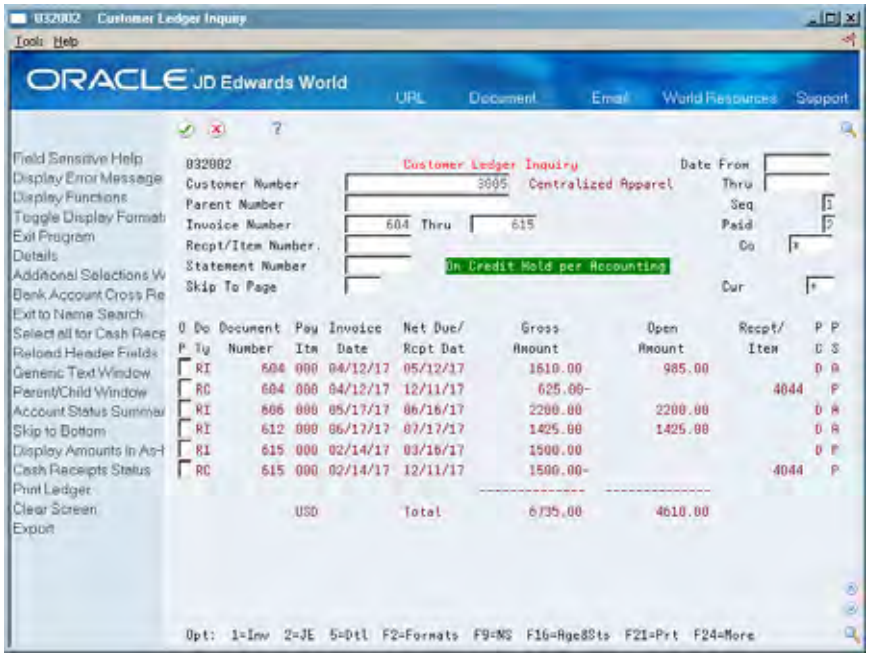
## Example: Balance Forward Receipt

In the following example, receipt number 4044 is received in the amount of 2,125 for customer number 3005 on December 11, 2017.




When you review the results on Customer Ledger Inquiry:

- The amount of 2,125.00 is applied to open invoice number 615 for 1,500.00 due on March 16, 2017.
- The remaining amount of 625.00 is applied to open invoice 604 due on May 12, 2017.




## To enter balance forward receipts

On Receipts Entry

1. Display the open items for the customer or parent account (optional).
2. Complete the following fields:
   - Receipt / Item Number
   - Receipt / Item Amount
   - Receipt / Item Date
   - Deposit Date (G / L)
3. On a blank line, type B (balance forward) in the following field:
   - Type Input
4. Complete the following fields:
   - Amount Applied
   - Account Number
5. Press Enter.
6. Press F16 to access Customer Ledger Inquiry and view the results.

# Entering Unapplied Receipts

You can apply a receipt to a customer's overall account without applying it to a specific invoice or group of invoices. To do so, enter an unapplied receipt. For example, you might want to include the receipt in your daily bank deposit and apply it later to the appropriate invoices.

This entry method enables you to immediately enter the money you receive in the system. This is fundamental in determining your current cash position.

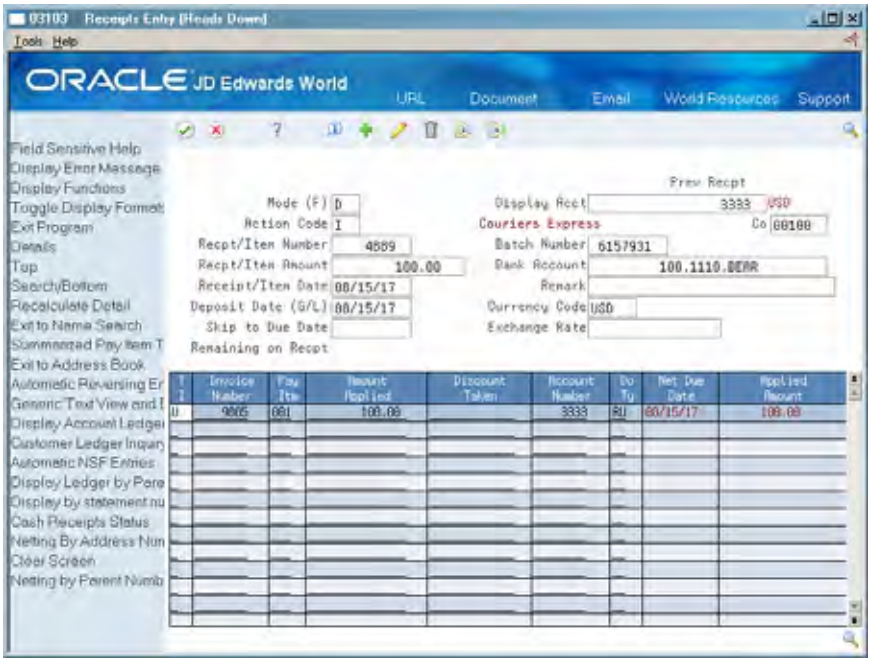
When you enter an unapplied receipt, the system creates two documents:

- RU (unapplied receipt). This is an original document that takes the place of a specific invoice or several invoices. The RU document establishes an audit trail to the receipt number. It always contains a credit amount.
- RC (receipt). This is the matching document that the system creates for the amount received.

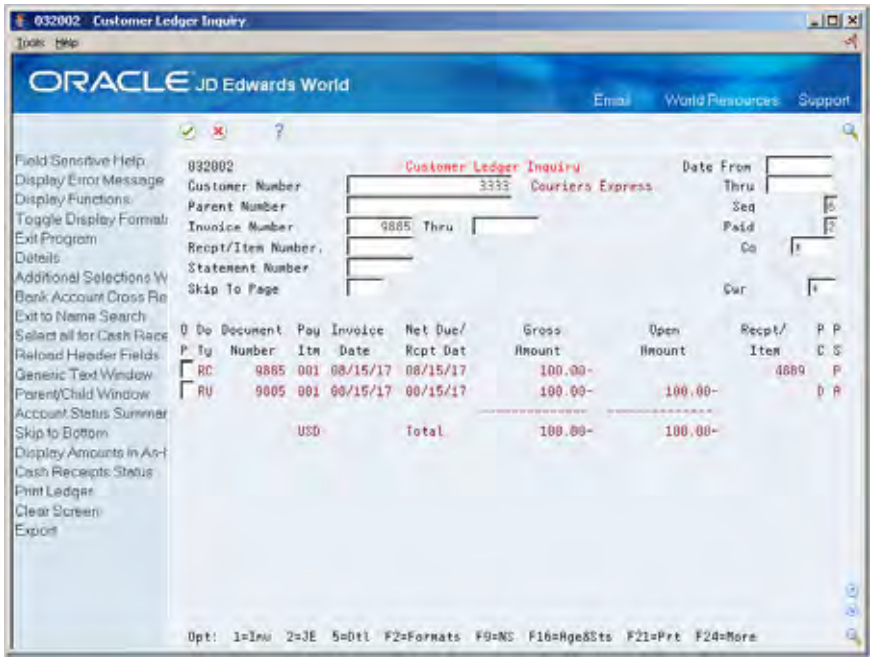
The RU document already has a posted status of D. The unapplied receipt remains open until you spread it among the appropriate invoices.

## Example: Unapplied Receipt

In the following example, receipt number 4889 is received August 15, 2017 in the amount of 100.00. There is no invoice for the exact amount.




On Customer Ledger Inquiry, you can view the documents that the system creates for the unapplied receipt.




## To enter unapplied receipts

On Receipts Entry

1. Display the open items for the customer or parent account.
2. Complete the following fields:
   - Receipt/Item Number
   - Receipt/Item Amount
   - Receipt/Item Date
   - Deposit Date (G/L)
3. On a blank line, type U (unapplied) in the following field:
   - Type Input
4. Complete the following fields:
   - Amount Applied
   - Account Number
5. Press Enter.
6. Press F16 to access Customer Ledger Inquiry and view the results.

### What You Should Know About

**AAI item RCUC**

You can set up a default asset account (Unapplied Cash Offset) on the Customer Master record to be used when posting an unapplied cash receipt. The user can also override the Offset in the Receipts Entry program (P03103). If neither of these is populated, then the default RCUC AAI item will be used.

For more information see *AAIs for RU Offsets*.

## Creating Chargeback Invoices

When you enter a receipt for only part of an invoice, you can create a chargeback invoice for the difference. For example, you might receive payment from a customer for only the merchandise ordered, less shipping costs. In this case, the cost of shipping is disputed by the customer because the terms were not previously agreed upon.

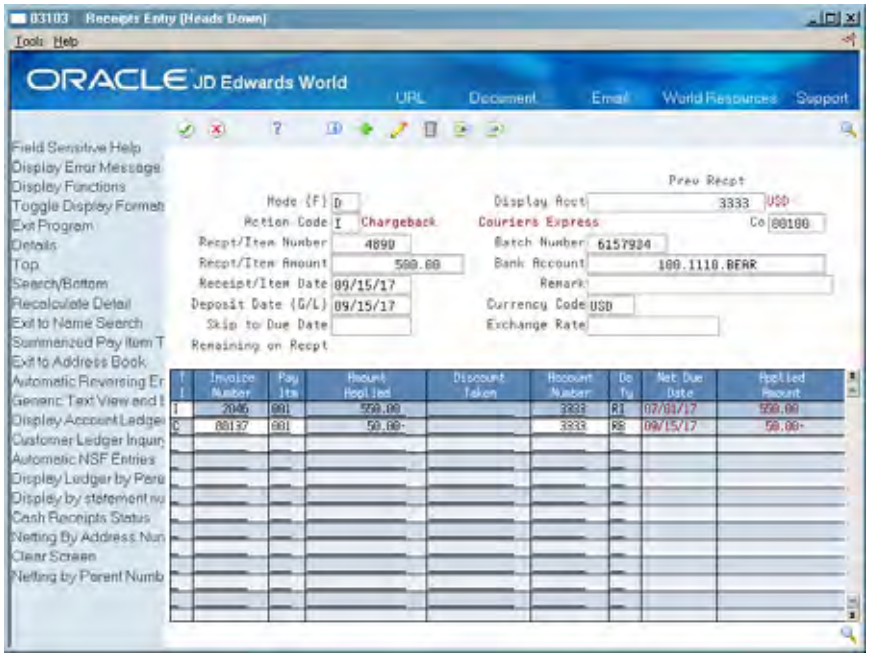
When you create a chargeback invoice, the system creates the following documents:

- RB (chargeback invoice). This is the original document that takes the place of a specific invoice or several invoices. The RB document creates an audit trail to the receipt number. It always contains a debit amount.
- RQ (chargeback amount). This creates an audit trail to the receipt/item number that the RB document creates.
- RC (receipt). This closes out the old invoice and creates a cross-reference to the receipt/item number.

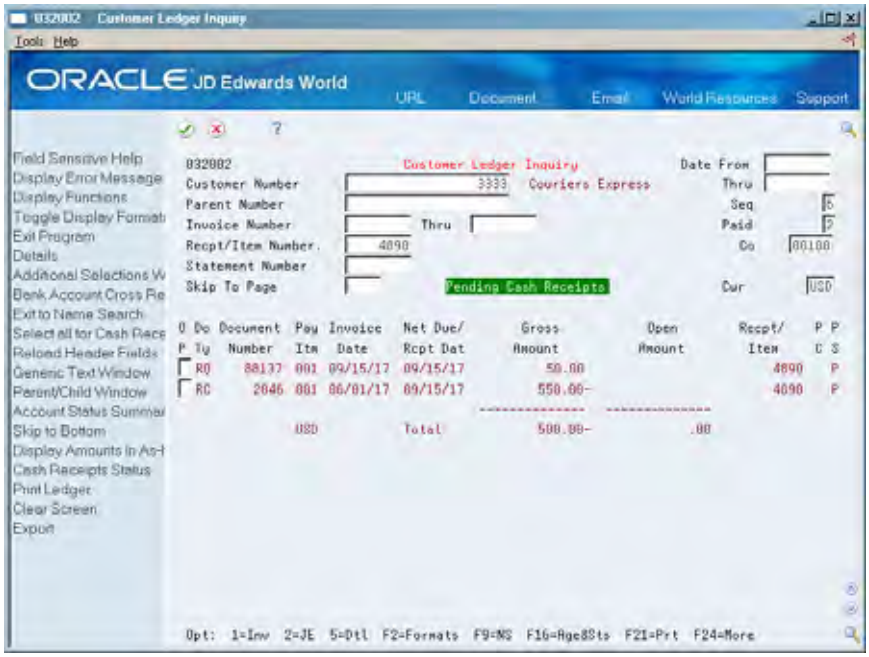
### Example: Chargeback Invoice

In the following example, a customer's payment is less than the invoice amount. Your company's policy is to close the original invoice and create a chargeback for the amount of the discrepancy.

Receipt number 4890 is received on Sept 15, 2017 in the amount of 500.00. The associated invoice number is 2046.




On Customer Ledger Inquiry, you can view the documents that the system creates for the chargeback invoice.




## To create chargeback invoices

On Receipts Entry

1. Display the open items for the customer or parent account.
2. Complete the following fields:
   - Receipt/Item Number

- Receipt/Item Amount
- Receipt/Item Date
- Deposit Date (G/L)

3. Type I (invoice match) in the following field next to the original invoice:
   - Type Input
4. On a blank line, type C (chargeback invoice) in the following field:
   - Type Input
5. Complete the following field with a negative amount for the difference:
   - Amount Applied
6. Complete the following field:
   - Account Number
7. Access the detail area.
8. Complete the following optional fields:
   - Original Document Number
   - Original Document Type
   - Pay Item
   - Document Company
9. Press Enter to create an audit trail to the original invoice:
10. Press F16 to access Customer Ledger Inquiry and view the results.

### What You Should Know About

| | |
|---|---|
| **Determining the due date for chargebacks** | Use the processing options to specify how the system determines the due dates for chargebacks. |

## Entering Receipts with Write-Offs

When you enter an invoice match receipt and an open balance remains on the invoice, you can have the system automatically write it off to close the invoice. For example, you might receive a payment from a customer that is slightly less than the associated invoice. Instead of creating a chargeback invoice for the difference or leaving the amount open, you might find it in the best interest of your relationship with the customer to write off the minor amount.

You must specify a reason for the write-off. This determines which G/L account the system debits when you post the batch of receipts. You can set up the reason codes in the AAIs. For example, you set up AAI item RAxx (where xx is the 2-character code) to associate the reason codes to the G/L accounts. You might set up:

- BD (Bad debt)
- MW (Minor amount write-off)

- DC (Damage credit adjustment)
- TF (Tax / freight adjustment)

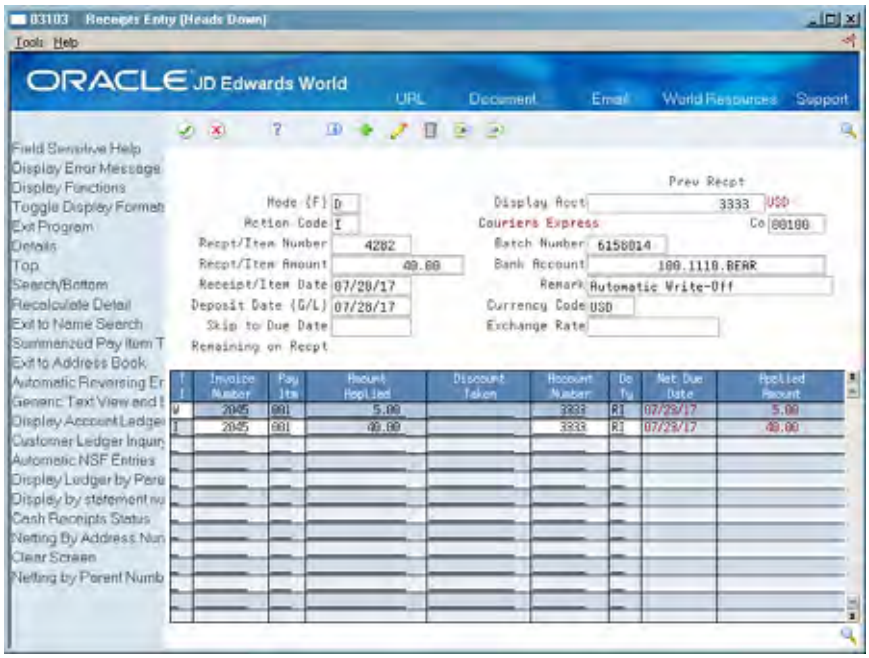
In the processing options, you specify the maximum amount that the system allows for write-offs.

When you enter a receipt with write-off, the system creates two matching documents:

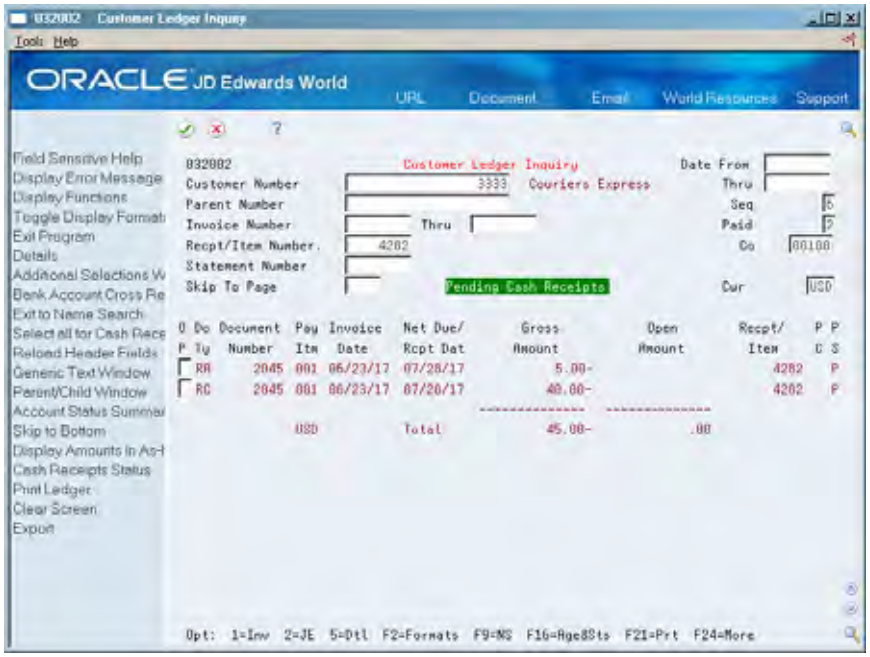
- RC (Receipt)
- RA (Adjustment)

## Example: Invoice Match Receipt with Write-Off

In the following example, receipt number 4282 is received in the amount of 40.00 on July 28, 2017. The associated invoice number is 2045.




On Customer Ledger Inquiry, you can view the documents that the system creates for the write-off.




## To enter receipts with write-offs

On Receipts Entry

1. Display the open items for the customer or parent account.
2. Complete the following fields:
   - Receipt/Item Number
   - Receipt/Item Amount
   - Receipt/Item Date
   - Deposit Date (G/L)
3. Type W (write-off) in the following field next to the original invoice:
   - Type Input
4. Complete the following field:
   - Amount Applied
5. Access the detail area.
6. Complete the following field:
   - Reason Code
7. Press Enter.
8. Press F16 to access Customer Ledger Inquiry and view the results.

| Field | Explanation |
|---|---|
| Reason Code | A code that identifies the reason for an adjustment, or a code that prevents an individual invoice from being included on a payment reminder. You define these codes in the AAIs so that the system can make the adjusting entries in the general ledger.<br>Typical reason codes are:<br>▪ RABD - Bad Debt Expense (BD is the Adjustment Reason)<br>▪ RADC - Damaged Goods Credit (DC is the Adjustment Reason)<br>▪ RAMW - Minor Amount Write Off (MW is the Adjustment Reason)<br>▪ RATF - Tax or Freight Dispute (TF is the Adjustment Reason) |

# Entering Receipt Adjustments

When you need to adjust the amount of an invoice or an invoice pay item, enter a receipt adjustment. You might need to adjust an invoice for:

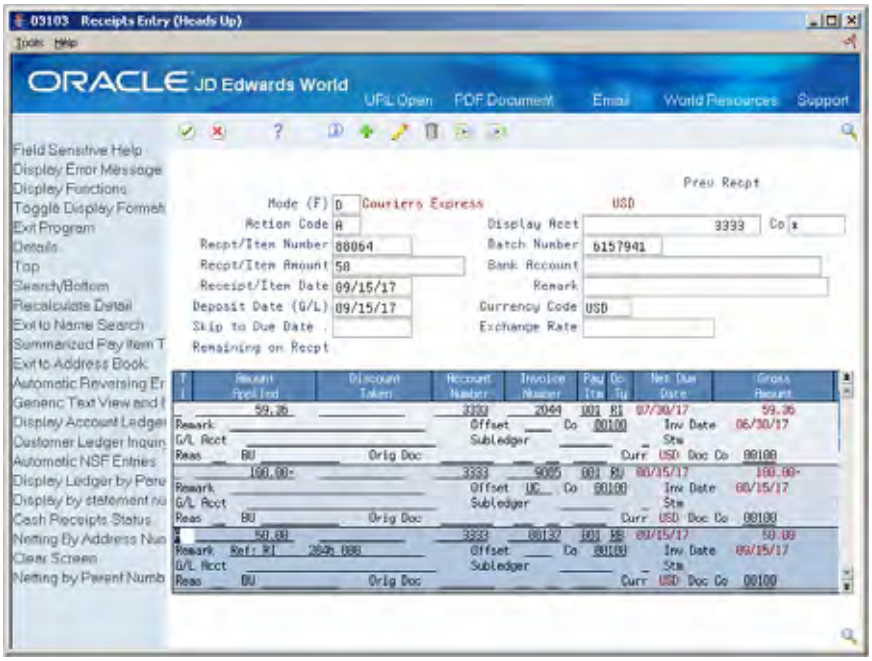
- Bad debts or uncollectible amounts
- Minor amounts that do not warrant a collection effort
- Disputed tax or freight charges
- Reductions to an invoice amount because of damaged goods

When you enter a receipt adjustment, the system creates a single RA (adjustment) matching document for each original document that you adjust. It also adjusts the open amount of the original invoice by:

- Decreasing the amount, if the adjustment amount is positive
- Increasing the amount, if the adjustment amount is negative

## Example: Receipt Adjustment

In the following example, an adjustment of 50.00 is made to receipt 88064 on September 15, 2017.




On Customer Ledger Inquiry, you can view the documents that the system creates for the adjustment.

## To enter receipt adjustments

On Receipts Entry

1. Display the open items for the customer or parent account.
2. Complete the following field with the original invoice number:
   - Receipt/Item Number
3. Complete the following field for the amount of the adjustment:
   - Receipt/Item Amount
4. Complete the following fields:
   - Receipt/Item Date
   - Deposit Date (G/L)
5. Type A (adjustment) in the following field next to the appropriate invoice:
   - Type Input
6. Access the detail area.
7. Complete the following field:
   - Reason Code
8. Press Enter.
9. Press F16 to access Customer Ledger Inquiry and view the results.

# Entering “G” Type Receipts

You can enter a miscellaneous, or G type, receipt for an amount that is not directly related to a customer or invoice. For example, you might receive a refund check from an insurance company that is not associated with an A/R account. This enables you to credit the appropriate general ledger account and include the amount in your bank deposit.

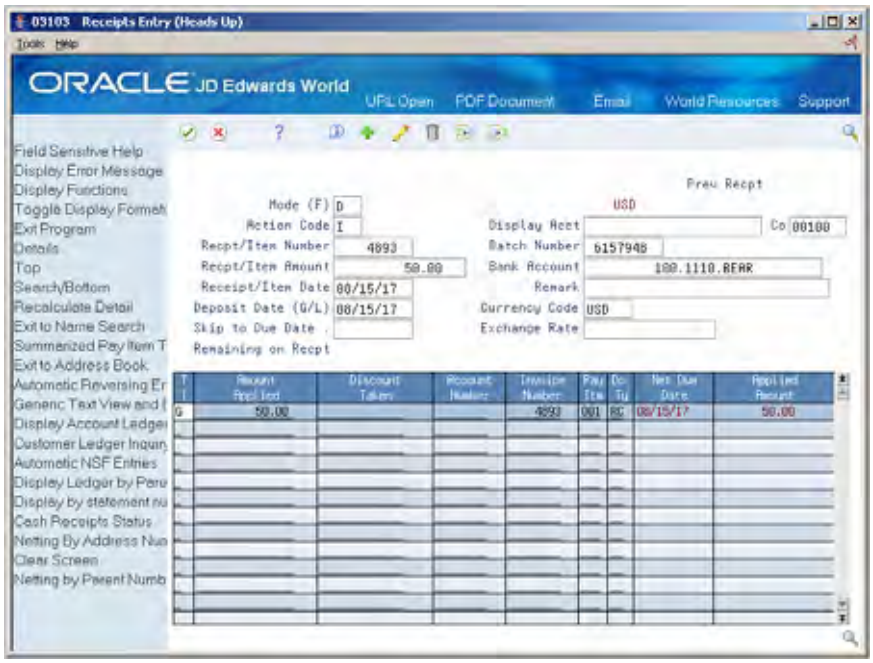
The system creates a record in the A/R Ledger table and uses it to post the receipt. You can view the receipt on Customer Ledger Inquiry by specifying the receipt/item number.

When you enter a G type receipt, the system:

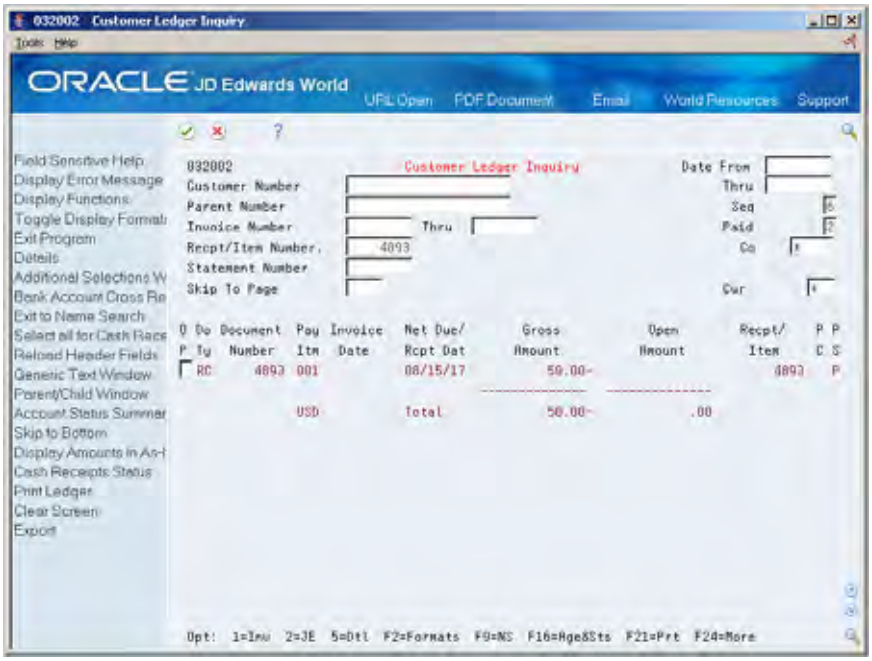
- Removes the customer you specify in the Account Number field (if you enter one)
- Uses the remark you specify as the journal entry explanation

## Example: “G” Type Receipt

In this example, a rebate is received from ABC Supply Company in the amount of 50.00. This is associated with receipt number 4893 dated August 15, 2017. The G/L account 90.9160 is credited with this amount.




On Customer Ledger Inquiry, you can view the document that the system creates for the G type receipt.




## To enter “G” type receipts

On Receipts Entry

1. Complete the following fields:
   - Company
   - Receipt/Item Number
   - Receipt/Item Amount
   - Receipt/Item Date
   - Deposit Date (G/L)
   - Remark
2. On a blank line, type G in the following field:
   - Type Input
3. Access the detail area.
4. Complete the following fields:
   - G/L Account
   - Remark (optional)
5. Press Enter.

# Processing Options

See Receipts Entry (P03103).

# Approve and Post Receipts

## Approving and Posting Receipts

| | |
|---|---|
| | From Accounts Receivable (G03), choose **Manual Receipts Processing**<br>From Manual Receipts Processing (G0312), choose **Receipts Journal Review** |

After you enter receipts, you must update your general ledger. This consists of:

- Reviewing and Approving Receipts for Posting
- Posting Receipts

Depending on the requirements of your organization, you might not need to approve receipts before posting.

## Reviewing and Approving Receipts for Posting

After entering receipts, you can verify their accuracy before posting them to the general ledger. You can:

- Review a list of batches
- Review detail within a batch
- Approve a batch of receipts for posting

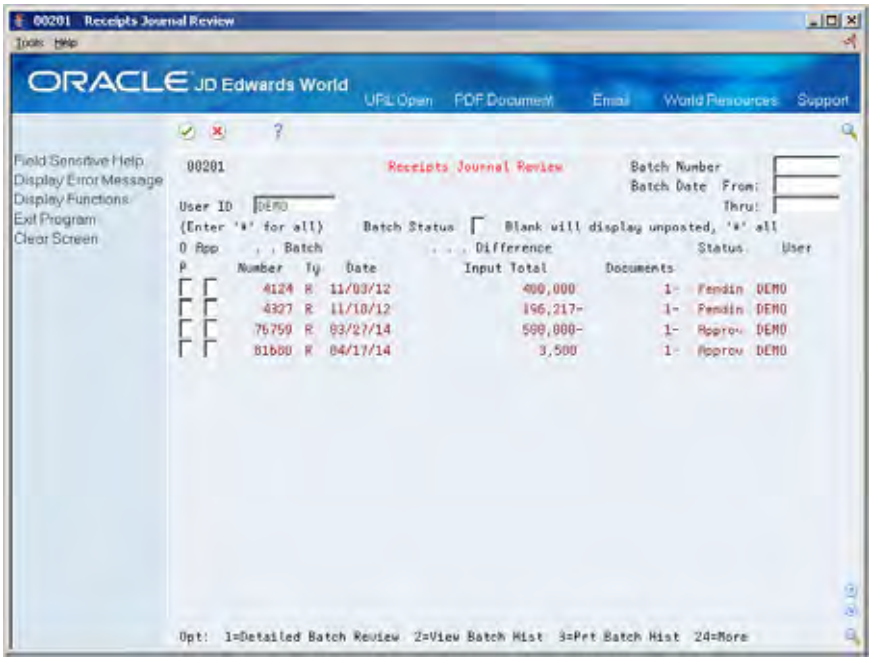
All JD Edwards World journal review programs work in the same way. The one for receipts displays a batch type of R (receipts).

Receipts journal information is maintained in the following tables:

- Batch Control (F0011)
- A/R Ledger (F0311)
- Account Ledger (F0911)

### Before You Begin

- Set the A/R constant for management approval of input, if necessary.




## See Also

- *Reviewing and Approving Invoices (P00201)*

# Posting Receipts

After you review and approve receipts, you must post them to the general ledger. During the post, the system:

- Selects unposted receipts from the A/R Ledger table (F0311)
- Edits and verifies each transaction
- Creates bank deposit records in the Account Ledger table
- Posts accepted transactions to the Account Balances table (F0902)
- Creates automatic offsets to A/R offset accounts in the Account Ledger table
- Marks the transactions as posted in the Account Ledger table (F0911)

All JD Edwards World Post programs work in the same way. The one for receipts has a processing option for batch selection set to R (receipts). You should not change this.

## See Also

- *Posting Invoices (P09800)* for detailed information about procedures, processing options, and posting reports

# Work with Alternative Methods of Application

## Working with Alternative Methods of Application

| | |
|---|---|
| | From Accounts Receivable (G03), choose **Manual Receipts Processing**<br>From Manual Receipts Processing (G0312), choose a receipts entry method |

In addition to entering invoice match receipts, balance forward receipts, unapplied receipts, and so on, you can enter receipts using alternative methods of application. For example, you might want to take an unapplied receipt that was previously applied to a customer's account and spread it among a group of outstanding invoices.

Working with alternative methods of application consists of:

- Choosing a Group of Invoices
- Allocating a Receipt Automatically
- Spreading a Receipt Amount
- Transferring an Unapplied Receipt to a New Account

Regardless of which alternative method you use, receipt information is stored in the A/R Ledger table (F0311).

### What You Should Know About

**Stop payment notices**

When you receive a stop payment notice for a receipt that you already processed, you can handle it in the same way as an NSF or you can re-enter the invoice. You can set up a specific document type to indicate the reopened invoices to automatically debit your A/R account and credit your cash account in the general ledger.

See *Reversing NSF Receipts*.

**Refunds**

To issue a refund to a customer for a paid invoice, use Standard Invoice Entry to enter a credit memo. Then use Credit Note Reimbursement to close the receivable and create a payable voucher to process the payment.

**Wire transfers**

When you enter a wire transfer as a receipt, use the wire date for the receipt/item number on Receipts Entry.

**Single receipt to pay multiple accounts**

A customer might pay several accounts with a single receipt. Do not display open items for the customer, because several accounts are involved. Instead, access any of the following:

- Customer Ledger Inquiry
- Parent Account Inquiry
- Statement Number Inquiry

Select the appropriate open items and apply the receipt.

# Choosing a Group of Invoices

To apply one receipt to many invoices, you can choose a group of open invoices for a specific customer or multiple customers. When you do this, the system automatically loads them on Receipts Entry. This is especially useful when the list of invoices is extensive.

You can also manually load invoices on Receipts Entry at any time. The system stores them if you return to choose additional items.

## To choose a group of invoices

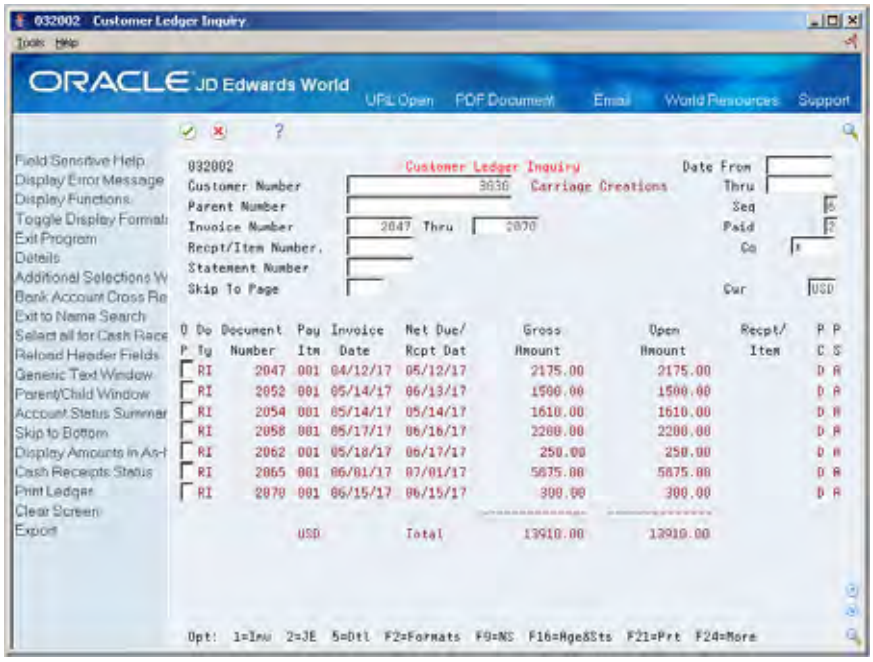
On Receipts Entry

**1.** Complete the following fields:

- Company
- Receipt/Item Number
- Receipt/Item Amount
- Receipt/Item Date
- Deposit Date (G/L)

Do not press Enter.

**2.** Press F16 to access Customer Ledger Inquiry.




3. On Customer Ledger Inquiry, to limit the information displayed, complete any of the following fields:

   - Invoice Number (From / Thru)
   - Date From
   - Date Thru

4. Type 4 next to each invoice, or choose the “Select All” function in Customer Ledger Inquiry receipts and press Enter.

   The system marks each invoice with an * (asterisk). The number of selected items appears at the bottom of Customer Ledger Inquiry.

5. Return to Receipts Entry.

   The invoices appear in the order in which you selected them. The system loads the default TI code set up in a processing option.

6. To finish applying the receipt, press Enter

> **Caution:** If you specify new information in the Display Account field and choose one of the following functions before you press Enter or click Add: Account Ledger, Ledger Inquiry, Parent Inquiry, and Statement Inquiry.
>
> The system replaces the invoices you selected with those for the new account or statement number *without* applying the receipt.

## What You Should Know About

**Selecting a parent/child account**

You can select a group of invoices for a parent or child account on Receipts Entry. To do so:

- Choose the Account Inquiry function in the Display Account field to display the parent accounts for the customer
- Choose the Parent Inquiry function in the Display Account field to display a list of the customer's child accounts

On the Parent/Child Relationships window, locate the appropriate account and close the window.

**Summarized invoices**

If you request summarized invoices (* in the Sequence field) on Customer Ledger Inquiry, the system lists and counts each invoice that contains multiple pay items as a single item. Otherwise, the system counts each pay item individually.

**Viewing the status of a receipt**

As you select items and enter receipts, you can monitor your progress and change the type of input code between selections. This might be useful when you select multiple invoices and want to recognize the discount on some invoices, but not on others.

To view the status of a receipt, choose the Receipts Status function on any of the following forms to access Cash Receipts Status:

- Customer Ledger Inquiry
- Receipts Entry
- Statement Selection

The system updates the information on Cash Receipts Status as you apply amounts to more items and when you change amounts.

# Allocating a Receipt Automatically

To speed the process of applying a receipt to open invoices, you can allocate a receipt automatically. Based on the net due date that you specify, the system automatically applies the receipt to the appropriate invoices. This method is useful when you have one receipt (for a large amount) that must be applied to several invoices quickly. It is similar to the balance forward method.

The type of input code you set in the processing options determines whether the system applies the receipt to the gross amount or the net amount of each invoice. You can specify one of the following type of input codes:

- I (invoice match)
- 1 (net of discount, invoice match)
- 2 (open amount, invoice match)

Based on the type input, the system applies the receipt to the open items with the earliest due dates. If the amount of the receipt is greater than all the open invoices, the system automatically creates an RU (unapplied receipt) document for the remaining amount. At some point, you must spread the unapplied amount to the correct invoices.

### To allocate a receipt automatically

On Receipts Entry

1. Complete the following fields:
   - Receipt/Item Number
   - Receipt/Item Amount
   - Receipt/Item Date
   - Deposit Date (G/L)
2. Do one of the following:
   - Choose the Account Inquiry function to apply the receipt to the oldest open invoices
   - Choose the Parent Inquiry function to apply the receipt to the oldest open invoices for the parent customer
   - Choose the Statement Inquiry function to apply the receipt to the oldest open invoices for a statement
3. Review the invoices and make any necessary changes.
4. To finish applying the receipt, press Enter.

## Spreading a Receipt Amount

When you have an unapplied amount or an unapplied credit memo, eventually you must apply it to a specific invoice or group of invoices. To do so, spread the receipt amount among invoices or between accounts. All amounts that you spread must balance to zero.

You can:

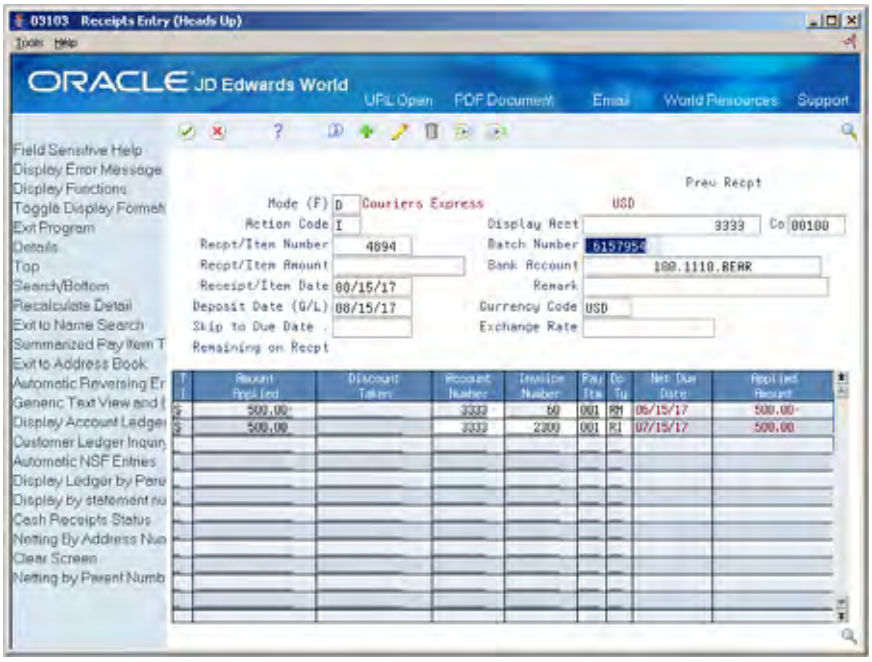
- Spread a credit to a debit
- Spread an amount from one account to another

The system creates one matching RS (spread) document for each item associated with the spread, both debits and credits. Each RS document is tied to the RU document number.

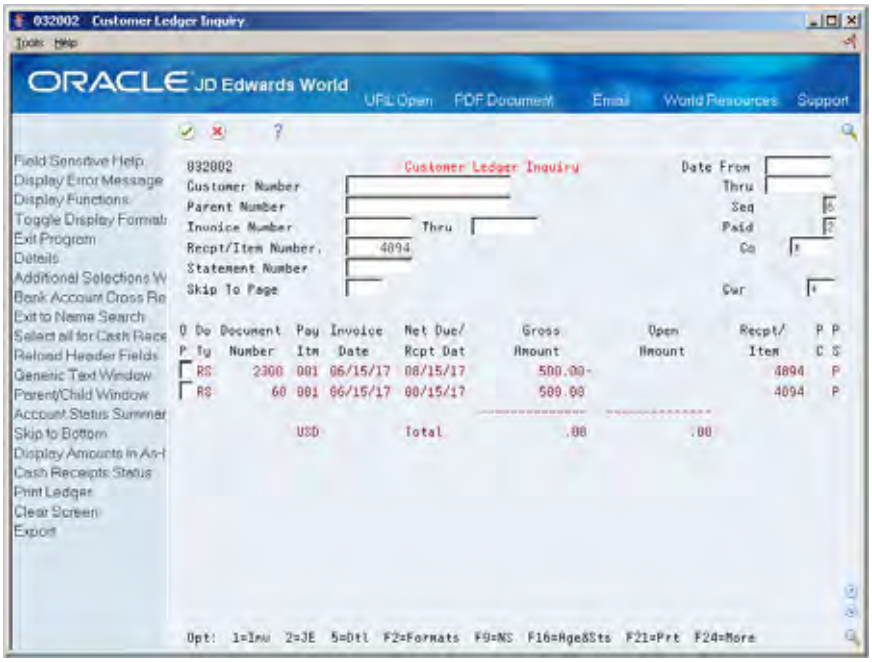
When you spread a receipt amount from one account to another, the system creates an RS document in the new account.

## Example: Spreading a Receipt Amount

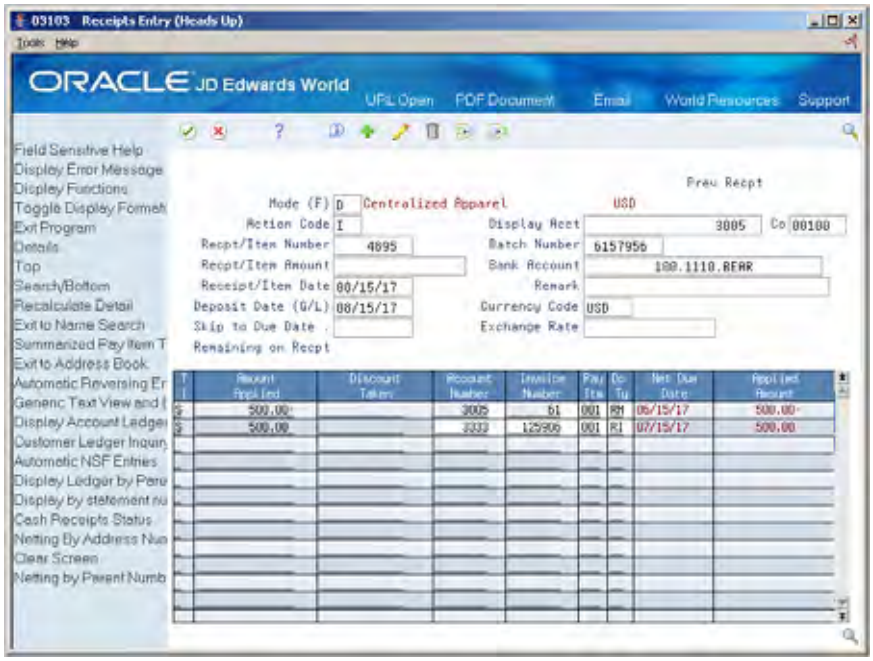
In the following example, receipt number 4894 is spread from credit (unapplied receipt) to a debit.



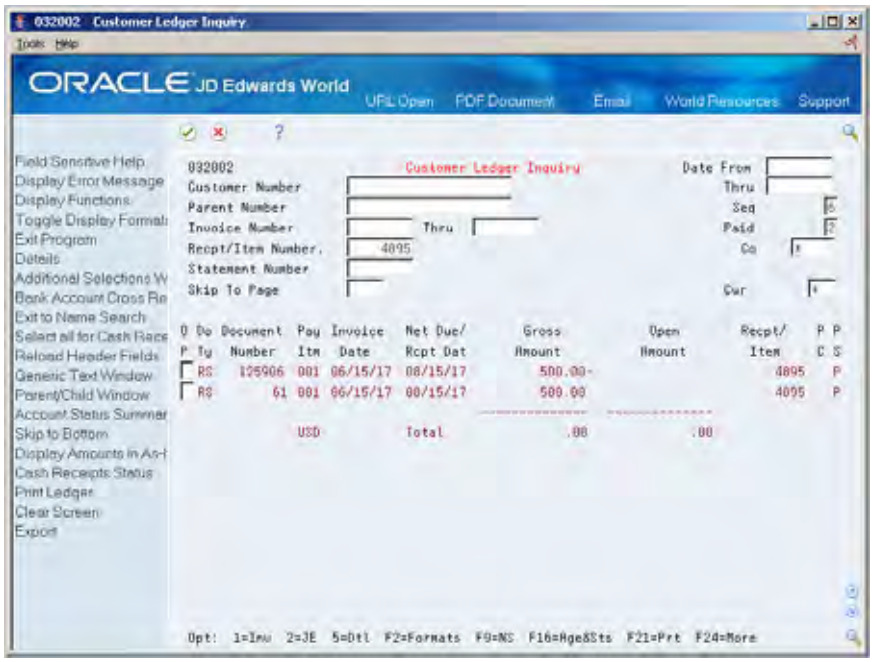

On Customer Ledger Inquiry, you can view the documents that the system creates.




In this example, receipt number 4895 is spread from account 3005 to account 3333.




On Customer Ledger Inquiry, you can view the documents that the system creates.




## To spread a credit to a debit

On Receipts Entry

1. Display the open items for the customer.
2. Locate the RU or RM document types.
3. Complete the following field using the number of the RU or RM document:

- Receipt/Item Number

This creates an audit trail for the original receipt.

4. Complete the following field if you are applying a partial payment, or leave it blank:
   - Receipt/Item Amount
5. Complete the following fields:
   - Receipt/Item Date
   - Deposit Date (G/L)
6. Type S (spread) in the following field next to the appropriate RU or RM document:
   - Type Input
7. Press Enter.
8. Access Customer Ledger Inquiry to view the results.

## To spread an amount from one account to another

On Receipts Entry

1. Display the open amounts for the customer.
2. Complete the following field using the number of the RU or RM document:
   - Receipt/Item Number
3. Complete the following fields:
   - Receipt/Item Date
   - Deposit Date (G/L)
4. Type S (spread) in the following field next to the appropriate RU or RM document:
   - Type Input
5. On a blank line, complete the following fields:
   - Type Input
   - Amount Applied

     This must be a positive number.
   - Account Number

     This is the address book number of the new account.
   - Invoice Number

     This is the invoice number from the new account.
6. Press Enter.
7. Access Customer Ledger Inquiry to view the results.

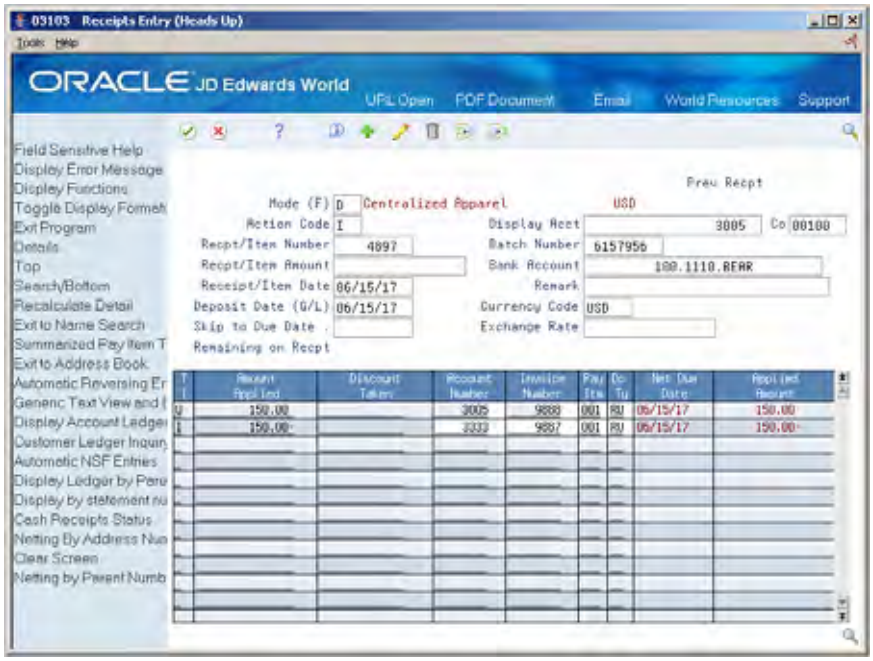
# Transferring an Unapplied Receipt to a New Account

In addition to spreading an unapplied receipt, you can transfer the unapplied amount to a new account without matching it to an invoice in the new account.

For example, you might have applied a receipt to an incorrect child account. Instead of voiding and re-entering the receipt, you can transfer the receipt to the correct child account.

## To transfer an unapplied receipt to a new account

On Receipts Entry




1. Display the open amounts for the customer.
2. Complete the following field using the number of the RU or RM document:
   - Receipt/Item Number
3. Complete the following fields:
   - Receipt/Item Date
   - Deposit Date (G/L)
4. Type I (invoice match) in the following field next to the appropriate document:
   - Type Input
5. On a blank line, complete the following fields:
   - Type Input

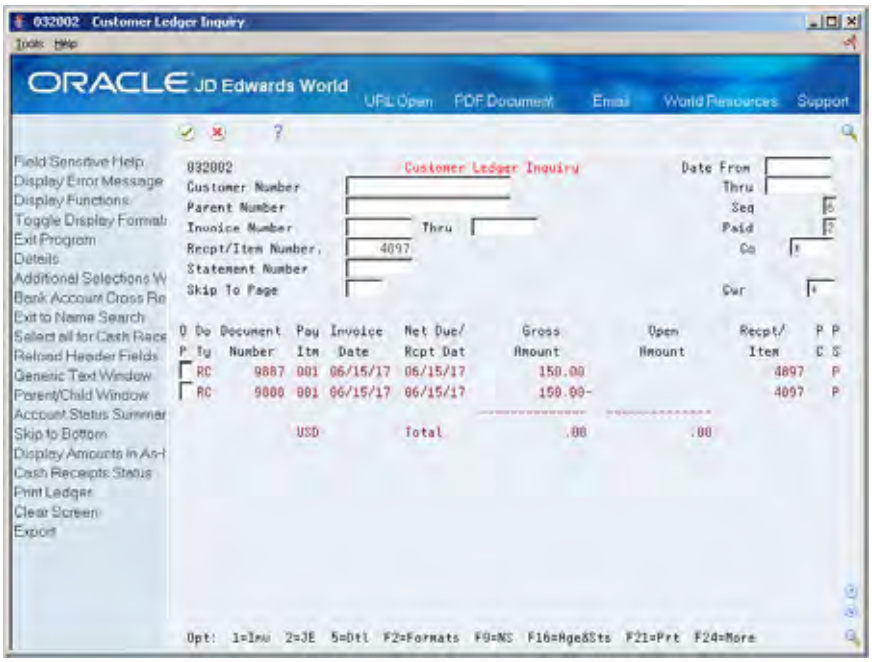
     This is U for unapplied.
   - Amount Applied

This must be a positive number.

- Account Number

  This is the address book number for the new account.

6. Access the detail area (optional).
7. Complete the following field:
   - Company
8. Press Enter.
9. Press F16 to access Customer Ledger Inquiry and view the results.



# Revise Receipts

## Revising Receipts

| | |
|---|---|
| | From Accounts Receivable (G03), choose Manual Receipts Processing<br>From Manual Receipts Processing (G0312), choose a receipts entry method |

After you enter receipts, you might need to revise them. For example, you might have applied a receipt to the wrong customer or invoice. Depending on the posting status, you can delete or void the receipt and apply it to the correct customer or invoice.

Revising receipts consists of:

- Voiding a Receipt
- Creating an NSF Receipt

### What You Should Know About

**Changing an unposted receipt**

Use Receipts Entry to change an unposted receipt. You can change the following information:

- Receipt date
- Receipt amount
- Amount applied
- Remark

To change any other information, you must delete the receipt and re-enter it.

**Reversing an unposted receipt**

Use Receipts Entry to automatically reverse an unposted receipt and restore the open amount of the original invoice or pay item. To do so, locate the receipt. Then, using the Change action, choose the Automatic Reversing Entries function.

When you reverse an unposted receipt, no audit trail exists.

**Deleting unposted receipts**

Use Receipts Entry to delete an unposted receipt. When you delete an unposted receipt, there is no audit trail.

You cannot delete a posted receipt. You must void it and apply it to the correct invoice.

**Choosing the appropriate receipt**

Use Receipts Entry to locate a receipt number that exists in several batches. You can access a window to view all batches that include a specific receipt number. You can then choose the appropriate receipt.

# Voiding a Receipt

To automatically reverse a posted receipt and restore the open amount of the invoice, void the receipt. When you void a receipt, the system:

- Creates an RO document for the voided receipt
- Restores the original invoice or pay item
- Changes the pay status of the original invoice from paid to approved

When you post the batch again, the system posts only the new entries and creates reversing entries in the general ledger.

## To void a receipt

On Receipts Entry

1. Locate the appropriate receipt.
2. Use the Change action and press F13 to void the receipt.
3. If a field is highlighted with a warning, press F13 again.
4. Press F16 to access Customer Ledger Inquiry and view the results.

# Creating an NSF Receipt

When a customer's bank account does not have sufficient funds available to pay the receipt that appears on the deposit statement, you can create an NSF (non-sufficient funds) receipt and re-open the invoice.

When you reverse an NSF receipt, the system does the following for unposted receipts:

- Reverses (deletes) the receipt without an audit trail
- Restores the open amount of the original invoice

For posted receipts, the system:

- Creates an RV (void) document for the NSF receipt and highlights the original document. When doing customer analysis, this document type helps you distinguish reversals of NSF funds from reversals for such things as entry errors.
- Restores the open amount of the original invoice.
- Changes the pay status of the original invoice from P (paid) to A (approved).
- Creates reversing entries to the general ledger during the post.

You must post the batch again. The system posts only the new entries in the batch.

## To reverse an NSF receipt

On Receipts Entry

1. Locate the receipt.
2. Use the Change action and press F17 to reverse the NSF receipt.
3. If a field is highlighted because of a warning, press F17 again.
4. Press F16 to access Customer Ledger Inquiry and view the results.

# Print Receipt Information

## Printing Receipt Information

| | |
|---|---|
| | From Accounts Receivable (G03), choose **Manual Receipts Processing**<br>From Manual Receipts Processing (G0312), choose an option under the **Receipts Review and Post** heading |

After you enter, review, and post receipts to the general ledger, you can print receipt information for proofing, balancing, and so on.

Printing receipt information consists of:

- Printing the Receipts Journal
- Printing the Receipt Deposit Journal

## Printing the Receipts Journal

As an alternative to reviewing receipts online, you can print the Receipts Journal. Generally, it is easier to view receipts online. However, if there is a balancing problem, the printed journal can be a more workable format for detail review.

The processing time for this report is related to the amount of history retained in the A/R Ledger table (F0311).

You can set up your own version for more specific selection of detail. For example, you can select a specific batch or batches to print, or you can select batches for a specific user.

### Before You Begin

- To print tax information on the report, you must change the Maximum Form Width field to 150 on the Printer Overrides form.

### What You Should Know About

**Multi-Currency**

The multi-currency version shows the transaction currency and both foreign and domestic amounts.

```
033 03311                                                                                    Page -       1
         User                - JA6051917        Cash Receipts & Adjustments Journal         Date – 11/3/03
         Batch Number        -  6076271         User, Batch Number/Date, Bank Number
         Batch Date          - 03/13/02
         Bank Account        - 00000108                    Bear Cash Account
Chk/Item   Date    Co   Name                          T Address Number                . . . . . . Amounts . . . . . . RS P
           Check        Remark                        I Inv/Pay Item or G/L Acct         Receipts       Adjustments   CD C
            G/L                                                                          Discount
-------- -------- ----- ---------------------------- - ---------------------------- --------------- --------------- -- -
    4897 03/11/02 00001 Down Under                          91256
         03/11/02                                      S     9846 001                                          61.41-    D
         03/11/02                                      Z     9846 001                            .60                     D
                                                                                             --------------- ---------------
                                                 Check/Item Total (Offset)                   .60           61.41-
                                                                                             --------------- ---------------
                                                 Bank Acct Total - Gross/Posted              .60           61.41-
                                                                   -Discount/Unposted
                                                                                             --------------- ---------------
                                                 Batch Total     - Gross/Posted              .60           61.41-
                                                                   -Discount/Unposted
```

## Processing Options

See A/R Receipt and Adjustment Journal Report (P03311).

## Data Sequence for Receipts Journal

The system prints the transactions in the following mandatory sequence:

1. User ID
2. Batch number
3. Batch date
4. G/L account
5. Company
6. Address number
7. Payment/item number

The totals on the report depend on this exact sequence. If you modify the sequence, you must also modify the totaling logic of the program.

# Printing the Receipt Deposit Journal

To review all payments received and processed as of a specific batch date or range of batch dates, print the Receipt Deposit Journal.

This reports lists information from the A/R Ledger table.

## Before You Begin

- To include the bank's address and transit account, set up the necessary information in the Address Book system and on the Bank Account Information form.

## What You Should Know About

**Multi-Currency**

The totals per G/L Bank Account will not print if you specify more than one currency. Totals are meaningless if currencies are mixed.

```
03408
                                                Check Deposit Register                          Date      -  4/17/17

G/L Bank Account . . . . . . . . . .          100.1110.BEAR          Bear Creek National Bank
Currency Code. . . . . . . . . . . .
Transit/Account  . . . . . . . . . .                        /


      . . . . . . . . Customer . . . . . . . .            Check             Amount          Cur      G/L
 Number                       Name/Remark                 Number           of Check         Cod      Date
--------    ----------------------------------------     --------    ---------------------  ----   --------
    4245    Cloud Nine Health Supply                         6543              44,269.20-  USD    05/12/17
    4245    Cloud Nine Health Supply                        48551             111,031.20-  USD    06/18/17
    4245    Cloud Nine Health Supply                        65416              61,543.80-  USD    06/15/17
    4245    Cloud Nine Health Supply                        95124              69,285.60-  USD    08/10/17
    4245    Cloud Nine Health Supply                       264597              82,510.20-  USD    09/24/17
    4245    Cloud Nine Health Supply                       456828              52,020.00-  USD    10/15/17
    4245    Cloud Nine Health Supply                       845641             146,663.10-  USD    11/16/17
    4245    Cloud Nine Health Supply                        94561              61,500.00-  USD    12/20/17
    4245    Cloud Nine Health Supply                       954144              57,000.00-  USD    01/21/17
    4245    Cloud Nine Health Supply                      9464332              80,884.00-  USD    02/11/17
    4245    Cloud Nine Health Supply                       122561              61,848.00-  USD    03/14/17
    4245    Cloud Nine Health Supply                       653265              52,500.00-  USD    04/15/17
    4245    Cloud Nine Health Supply                       456413             115,891.20-  USD    05/16/17
    4245    Cloud Nine Health Supply                        48945             150,627.60-  USD    06/10/17
    4245    Cloud Nine Health Supply                       654987              52,020.00-  USD    10/15/17
    3003    Central Specialty Store                          9825               5,000.00-  USD    05/31/17
```

## Processing Options

See Receipt Deposit Journal (P03408).

## Data Selection and Sequence for Receipt Deposit Journal

Changing the data selection can cause unexpected results.

If you set up a new version:

- The G/L bank account should be the first item in the data sequence.
- Always start a new page when the G/L bank account changes. This is because the account prints only in the page header information.

# 5 Receivables and Payables Netting

# Overview to Receivables and Payables Netting

## Definition of Netting

If you have customers who are also suppliers, you can net your receivable and payable transactions. A/P and A/R Netting calculates the net amount due either from the customer or to the supplier. This allows you and your customer to settle your open transactions with one payment (i.e., as opposed to you sending a check to the supplier and/or the customer sending you a check).

You can either net for receipts or net for payments depending on where the liabilities exist. To determine the liabilities, run the Receivables/Payables Netting Report (P03450). This report will only print those customers/suppliers that have open invoices and vouchers to net.

The Netting - Aging Report (P03466) includes additional aging information, but is not limited to customers/suppliers who have open balances in both systems. The Netting - Aging Report also requires you to build netting work files to perform the aging function.

When you perform the netting function, you create new NO and NM documents in either the Accounts Receivable Ledger (F0311) or Accounts Payable Ledger (F0411) files depending on how the netting processing option is set.

> **Note:** There is only one program for netting (P03455), but there are 2 versions. The only difference between the 2 versions is a processing option, indicating whether you are performing AR netting or AP netting. Therefore, it is imperative the netting processing option for the A/R Stand-Alone Netting version and A/P Stand-Alone Netting version are set up correctly.

### When do you net for receipts?

If your customer owes you more money than you owe them, your customer remits a payment to you for the net amount.

### When do you net for payments?

If you owe the supplier more than they owe you, you select the transaction to net and send a payment for the amount of the difference.

# Netting for Receivables

Netting for receipts consists of:

- Netting for receipts at receipts entry
- Netting for receipts in stand-alone mode
- Posting netted transactions for receipts

When you select transactions to net, the system does the following:

- Creates a netting matching document (document type NM) in the A/P ledger to close the voucher
- Changes the pay status of the original vouchers to P (paid)
- Creates a netting original document (document type NO) in the A/R ledger to offset the closed vouchers
- Creates a journal entry for the netting original document in the general ledger

These original and matching documents provide an audit trail.

The netting programs create records in the following tables:

- A/P Ledger (F0411)
- A/R Ledger (F0311)
- Account Ledger (F0911)

## See Also

- Netting Payables and Receivables (P03455) in the Accounts Payable Guide for information about netting for payments

## Example: Netting for Receipts

In the following example, you bill a customer for 1,500.00. You prepare an invoice for 1,500.00.

That customer, who is also your supplier, bills you for 1,000.00. You enter a voucher for this amount.

### Step 1

You have an invoice for 1,500.00 and a voucher for 1,000.00.

Journal Entry

| Accounts Payable | | | Accounts Receivable | | |
|---|---|---|---|---|---|
| PV 001 | | 1,000.00 | 1,500.00 | | RI 101 |

### Step 2

The customer sends you a payment. You want to apply this receipt to close both the invoice and the voucher. To do this, you must first net for receipts. The system creates a netting matching (NM) document that offsets the existing voucher.

Journal Entry

| | Accounts Payable | | Accounts Receivable | | |
|---|---|---|---|---|---|
| PV 001 | | 1,000.00 | 1,500.00 | | RI 101 |
| PV 001 NM 005 | 1,000.00 | | | | |

### Step 3

The system also creates a netting original (NO) document to offset the voucher against the invoice.

Journal Entry

| | Accounts Payable | | Accounts Receivable | | |
|---|---|---|---|---|---|
| PV 001 | | 1,000.00 | 1,500.00 | | RI 101 |
| PV 001 NM 005 | 1,000.00 | | | 1,000.00 | NO 005 |

The net amount due from your customer is 500.00, which matches the amount of the customer's payment to you.

Journal Entry

| | Accounts Payable | | Accounts Receivable | | |
|---|---|---|---|---|---|
| PV 001 | | 1,000.00 | 1,500.00 | | RI 101 |
| PV 001 NM 005 | 1,000.00 | | | 1,000.00 | NO 005 |
| | | | | 500.00 | RI 101 RC 201 |

### Step 4

You enter the payment for 500.00 as a cash receipt, which is the net difference between the last two entries generated by the system, as indicated below.

Journal Entry

| | Accounts Payable | | Accounts Receivable | | |
|---|---|---|---|---|---|
| PV 001 | | 1,000.00 | 1,500.00 | | RI 101 |
| PV 001 NM 005 | 1,000.00 | | | 1,000.00 | NO 005 |
| | | | | 1,500.00 | RI 101 RC 201 |
| | | | 1,000.00 | | NO 005 RC 201 |

## Set Up Requirements

- You must establish an Address Book record for both the supplier and the customer (i.e. customer and supplier master records must be entered).
- You must set up the customer and supplier master records using the same Address Book number.
- You must set the AR/AP Netting field in Address Book Control Revisions for the Address Book record to Y (F13 on Address Book Revisions).
- You must ensure that the AAI item NC has been set up for the company you are using on the invoices and vouchers.

# Net Receivables and Payables

You net for receipts when your customer owes you more than you owe your customer. Your customer remits a payment to you for the net amount. You use your customer's payment stub to match the receivable and payable transactions item by item.

A/R Netting consists of:

- Netting for Receipts at Receipts Entry
- Netting for Receipts in Stand-Alone mode

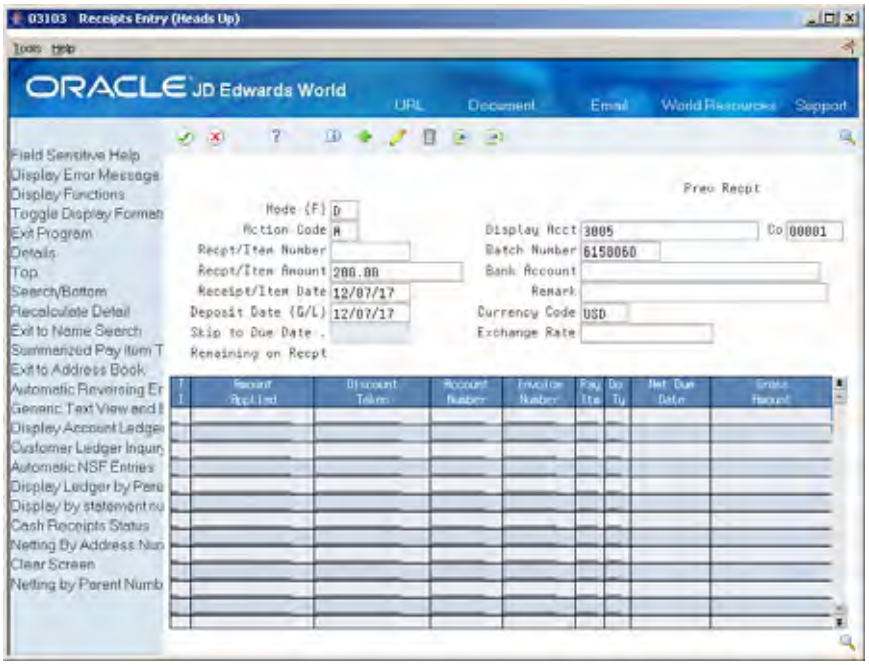
## Netting for Receipts at Receipt Entry

| | |
|---|---|
| | From Accounts Receivable (G03), choose Manual Receipts Entry<br>From Manual Receipts Entry (G0312), choose a receipts entry method |

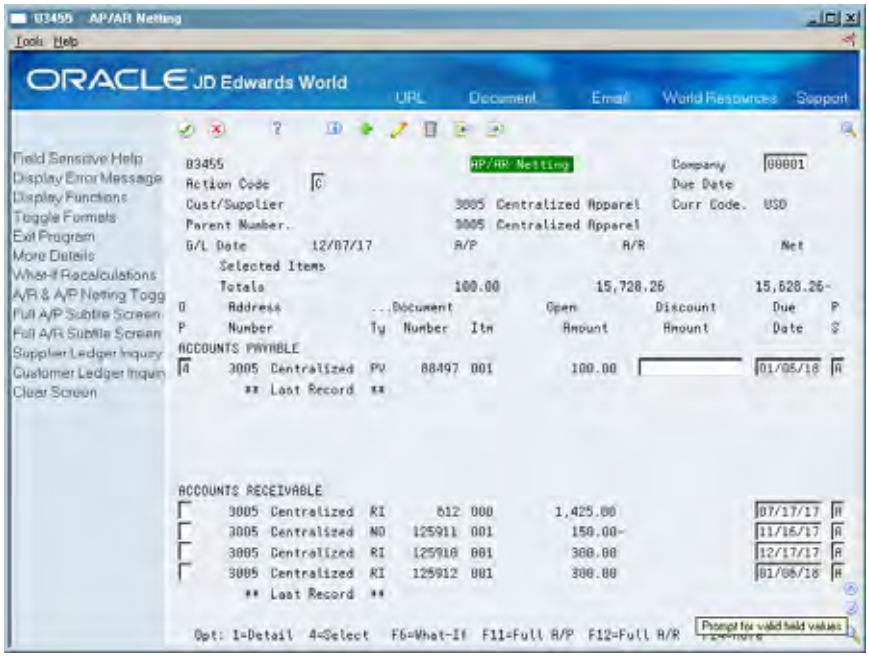
You can net receipts and payments when you enter cash receipts. Typically, you use this method when a customer sends you a payment for receivables and payables that the customer has already netted. You use the customer's payment stub to enter and net receipts. You can apply the receipt to your customer or to its parent.

## To net for receipts at receipts entry

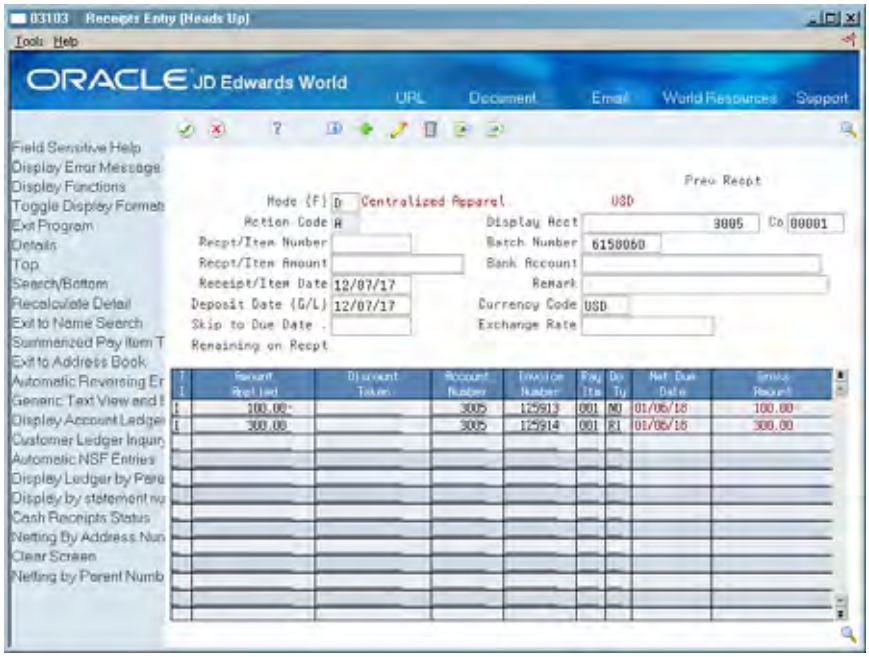
On Receipts Entry




1. Complete the following fields:
   - Display Account
   - Company
   - Recpt/Item Amount
   - Currency Code (optional)
   - Receipt/Item Date
   - Deposit Date (G/L)
2. Do one of the following:
   - To net transactions at the customer level, choose the Netting by Address Number function (F21).
   - To net transactions at the customer's parent level, choose the Netting by Parent Number function (F23).




3. To perform what if calculations, choose the What-If function (F6).
4. On AP / AR Netting, choose the Select option for each transaction you want to net.
5. To net the transactions you selected, press Enter then use the exit function (F3) to return to the receipts entry screen.
6. The selected items will display with the Invoice Match type input code (I) against each item. Press enter to accept the receipt.



| Field | Explanation |
|---|---|
| Display Acct | The address book number that identifies the customer associated with the transaction.<br>*Form-specific information*<br>To call the netting program, the AR/AP Netting field (AT2) for this customer must be set to Y (Yes) on Address Book-Additional Information. |
| Currency Code | A code that indicates the currency of a customer's or a supplier's transactions.<br>*Form-specific information*<br>The Currency Code field in the header is for the currency code of the transactions you want displayed. The Curr field in the fold area displays the original currency code of the transaction.<br>▪ If you leave this field blank, the system loads the currency code for the customer from the Address Book system. If the customer's Address Book record is blank, the currency code is supplied from the company used in the transaction.<br>▪ If you enter a specific currency code, the system displays only invoices with that currency. Combining a specific currency with D or F in the Currency Mode field displays the domestic or foreign side of currency invoices.<br>▪ To display the domestic side of invoices that have different foreign currencies, enter * in the Currency Code field and D in the Mode field. All invoices will be displayed in the company's currency code.<br>You can only net transactions that have the same currency. |
| Deposit Date (G/L) | A date that identifies the financial period to which the transaction is to post. The company constants table for general accounting specifies the date range for each financial period. You can have up to 14 periods. Generally, period 14 is for audit adjustments. |

## What You Should Know About

**Applying discounts**

Netting has no effect on the way in which the system applies discounts. The system applies discounts to vouchers and invoices but not to netting original or netting matching documents.

See *Entering Invoices with Discounts*.

**Limiting your selections**

You can limit the display of invoices and vouchers available for netting on AP/AR Netting. To do this, choose the Customer Ledger Inquiry or Supplier Ledger Inquiry function. Follow the steps for locating invoices or vouchers, then select invoices or vouchers. When you exit the ledger inquiry form, the system loads your selections on AP/AR Netting.

See *Working with Customer Ledger Information*.

**Voiding netted receipts**

To void a cash receipt that includes netted transactions, follow the procedures for reversing a cash receipt. The system recognizes the existence of netted documents and gives you the option to also void netted transactions.

If you do not void netted transactions, the system deletes the cash receipt, but leaves the netting original document open and unapplied.

If you void unposted netted transactions, the system does the following:

- Deletes the netting original document
- Deletes the netting matching document
- Reopens the original voucher

If you void posted netted transactions, the system does the following:

- Creates a matching document (document type RE) in the A/R ledger to offset the netting original document
- Creates a matching document (document type PO) in the A/P ledger to reopen the voucher

You cannot delete the invoices associated with a receipt that includes netted transactions.

See *Revising Receipts.*

## See Also

- *Entering Basic Receipts (P03103)*

# Netting for Receipts in Stand-Alone Mode

| | |
|---|---|
| | From Accounts Receivable (G03), choose Manual Receipts Entry<br>From Manual Receipts Entry (G0312), choose A/R Stand-Alone Netting |

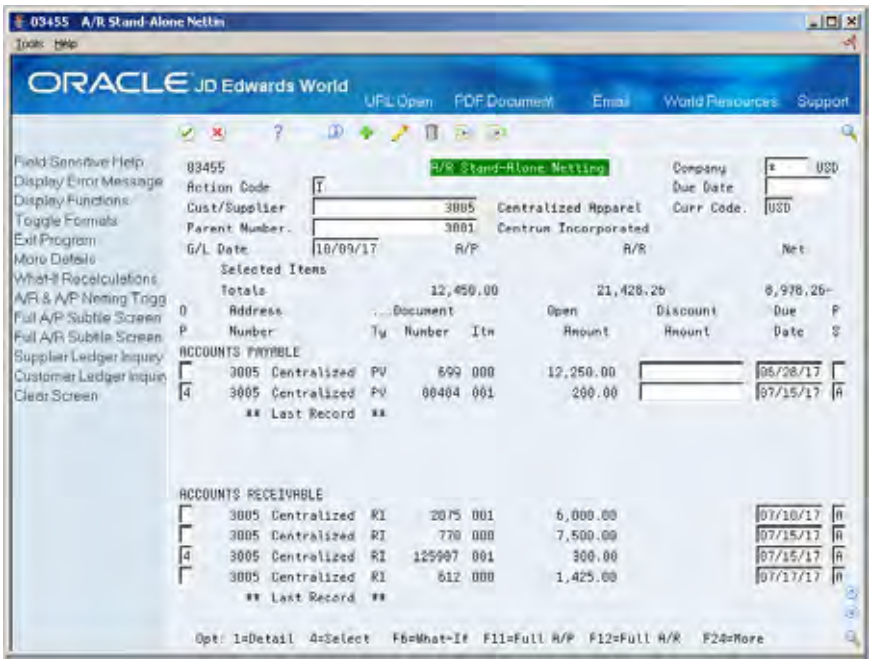
You can net receivables and payables in stand-alone mode. Typically, you use this method when you and your customer/ supplier agree to net invoices and vouchers but you have not yet received the customer's payment.

## To net for receipts in stand-alone mode

On A/R Standalone Netting

1. To locate transactions, complete the following fields and press Enter:
   - Company
   - Customer/Supplier Number
   - Currency Code (optional)
   - G/L Date
2. For each transaction you want to net, choose the Select option.
3. To perform what if calculations, choose the What-If Recalculations function.
4. To net the transactions you selected, use the Change action.

**Note:** If you have several vouchers to pull in, you can press F15 to go to Supplier Ledger Inquiry, select (option 4) your record(s), and press enter. This will put an * by each record. Press F3 and you will be taken back to the Netting screen (P03455). All you should see are these selected records.

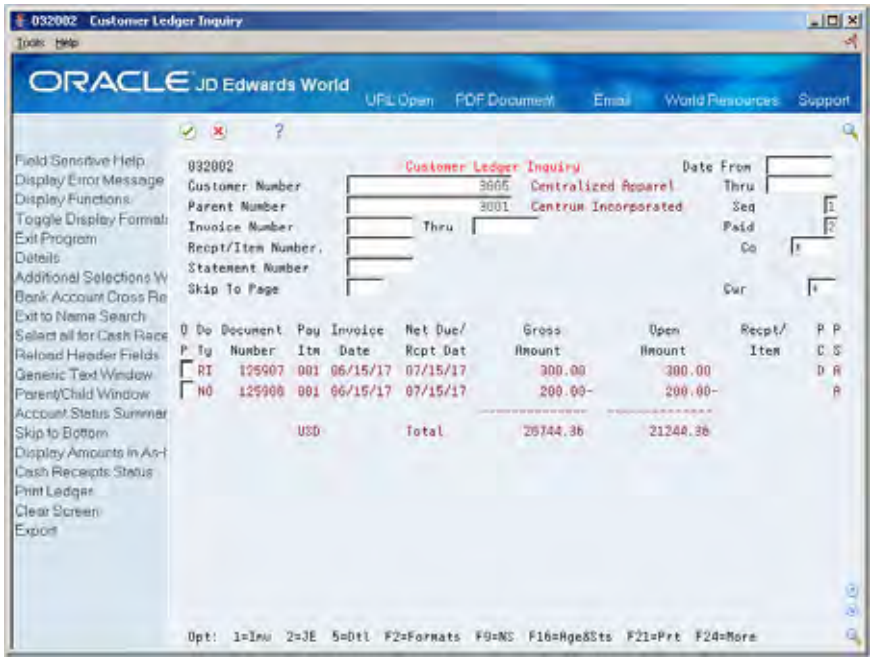



5. Press Enter to accept the entry.

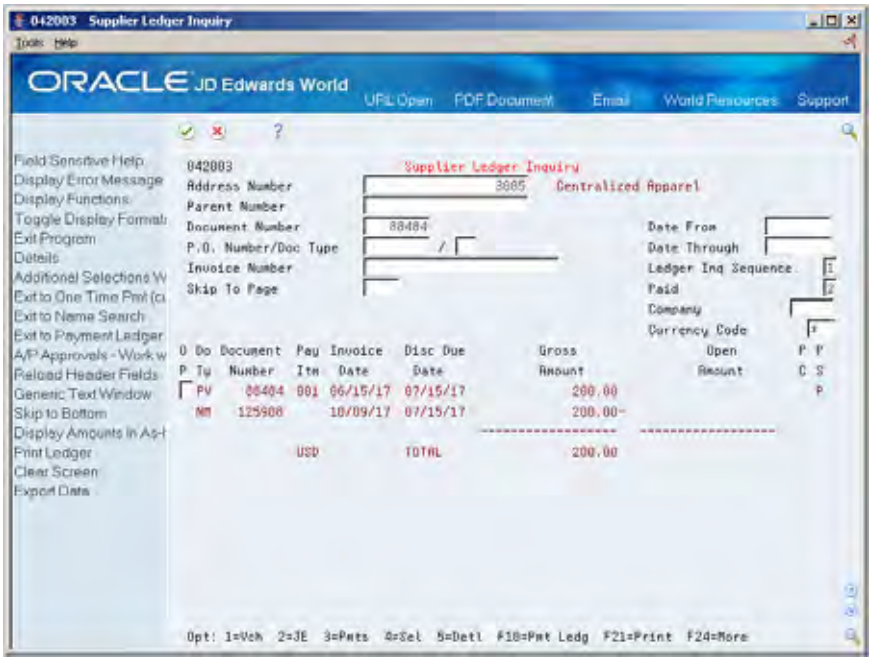
### Results

Go to Customer Ledger Inquiry (P032002) and Supplier Ledger Inquiry (P042003) and locate the invoice and voucher records that were netted to view the following results:

- From Customer Ledger Inquiry, you'll see the new original document (document type NO) is .created for a credit amount equal to the open amount of the vouchers selected for netting.
  - The open amount of the original invoice remains unchanged.
  - The distribution account for the NO document is the account number set up in the AAI item NC.
  - A new batch is generated for batch type I for the NO record.




- From Supplier Ledger Inquiry, you'll see the matching payment (document NM) is created to close the voucher.
  - A new batch is generated for batch type M for the NM payment record.




- Post both the invoice and payment batches. You can either post these batches separately using the standard post programs, or you can automatically submit the post for the netted batches by setting the Automatic Posting processing option for P03455. The posting results are:
  - A/P - An NM record with an entry to the Netting Account (defined by the AAI item NC) and an AE record with an entry to the A/P Trade Account are created in the F0911 file.
  - A/R - An NO record with an entry to the Netting Account (defined by the AAI item NC) and an AE record with an entry to the A/R Trade Account are created in the F0911 file.

## Processing Receipts

When you receive the net amount due from your customer ($100 in the example above), you enter a receipt.

### To enter receipts

On Receipts Entry

1. Add the receipt header information and use the Account Inquiry function (F15) to retrieve all invoices that are to be paid by the receipt or use the Ledger Inquiry function (F16) to select the records to net. In the example above, two invoices are available for payment for this customer (the original RI document invoice for $300 and the NO netting document for a credit of $200. The net difference and receipt amount is $100).
2. Enter the Type Input code for Invoice Match (I) for each item and press enter.

**Note:** You can spread the RI to the NO instead of using the above method, if the amounts net to zero.

### Results

From Customer Ledger Inquiry, you will see new RC matching receipt documents that were generated.

- The RI and NO invoice records are closed (pay status P, no open amount).
- The RC receipt records are created with the batch type R.

Post the receipt (from the standard receipt post program).

- An F0911 record (RC or RK depending on set up) is generated with an entry to the bank account for the amount of the receipt.
- An F0911 AE record is generated with an entry to the A/R trade account.

## Processing Options

See A/P and A/R Netting (P03455).

## Void Receipts and Rollback AR Netting

If you need to void the receipt, there are three options available. You can cancel the void transaction altogether, void the receipt only, or void the receipt and rollback netting.

1. Go into Receipts Entry (P03103)
2. Inquire on this receipt
3. Use the Change action and press F13. A window (P03455W) displays giving you three options:
   - F3 - Cancel void
   - F5 - Void receipts only
   - F6 - Void receipt and rollback netting

   If you use F5 or F6, you must post all of the void records

To delete or rollback the netting document (NO), choose the Delete/Rollback option (9) from AR Standalone Netting for the transaction.

**Note:** The only time you may void (rollback) AR netting documents NO and NM is when a receipt has paid it. When you void the receipt, you will have the option to void the receipt only or rollback the netting.

## Multicurrency Netting

When netting multicurrency transactions, you may net across multiple companies provided that each company has the same base currency. Netting across companies with different base currencies is not allowed.

# Print Netting Reports

## Printing Netting Reports

When you do business with another organization as both a customer and a supplier, 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. The reports only list unusual conditions, such as:

- The A/R balance is a credit.
- The A/P balance is a debit.
- The customer or supplier has both A/R and A/P balances.

You can use this information to net the receivable and payable balances for eligible organizations.

Printing netting reports consists of the following tasks:

- Creating the A/R and A/P Netting Report Workfile Table
- Printing the Netting - Aging Report

### See Also

- *Netting Receivables and Payables (P03455)*

## Creating the A/R and A/P Netting Report Workfile Table

| | |
|---|---|
| | From Accounts Receivable (G03), choose **Accounts Receivable Reports**<br>From Accounts Receivable Reports (G0314), choose **Build Netting Report File** |

Before you can print the Netting - Aging Report, you must create the workfile it uses. When you do this, the system rebuilds the A/R and A/P Netting Workfile table (F03465) based on current information in the A/R Ledger and A/P Ledger tables.

### Before You Begin

- Verify that the A/R and A/P Netting Workfile table (F03465) exists in your library. Unlike other programs, the program that builds the netting report workfile does not create the table if it does not exist.

### Processing Options

See Build A/P and A/R Netting File (P03465).

### Data Selection for Build Netting Report Workfile

By default, the system includes only open invoices and vouchers in the A/R and A/P Netting Workfile table. You can use data selection to 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 both A/R and A/P, by changing the data selection for Build Netting Report Workfile (P03465)
- For A/R, by changing the data selection for A/R Netting File Refresh (P034651)
- For A/P, by changing the data selection for A/P Netting File Refresh (P034652)

## Printing the Netting - Aging Report

| | |
|---|---|
| | From Accounts Receivable (G03), choose **Accounts Receivable Reports**<br>From Accounts Receivable Reports (G0314), choose **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 selecting different versions of this report, you can review detailed or summary information. You can also review multi-currency or domestic currency only versions of the report.

This report lists information from the A/R and A/P Netting Workfile table (F03465).

When you print this report, the system:

1. Totals the open A/R and open A/P details for each account.
2. Ages the balances for each account as determined by the processing options.

### Before You Begin

- Create the A/R and A/P Netting Report Workfile table. See *Creating the A/R and A/P Netting Report Workfile Table.*

### Data Selection for the Netting - Aging Report

You can use data selection to limit the detail on the report. For example, you can include any fields in the Address Book (F0101), as well as many of the fields shared by the A/R Ledger and A/P Ledger tables.

### Data Sequence for the Netting - Aging Report

This report is sequenced by company and address number. You may add to this sequence, but you should not change it.

## Processing Options

See A/P and A/R Netting Report (P03466).

# 6 Automatic Receipts Processing

# Overview to Automatic Receipts Processing

## Objectives

- To load receipts from bank tapes (lock-box processing)
- To enter batch receipts
- To process batch receipts
- To review and change unprocessed items

## About Automatic Receipts Processing

To decrease the amount of time it takes to enter receipts manually, you can use a bank tape, an optical reader, or a magnetic scanner to automatically enter batch receipts. Additionally, you can use speed receipts entry to quickly apply high-volume, simple receipts at the same time.

Automatic receipts processing consists of:

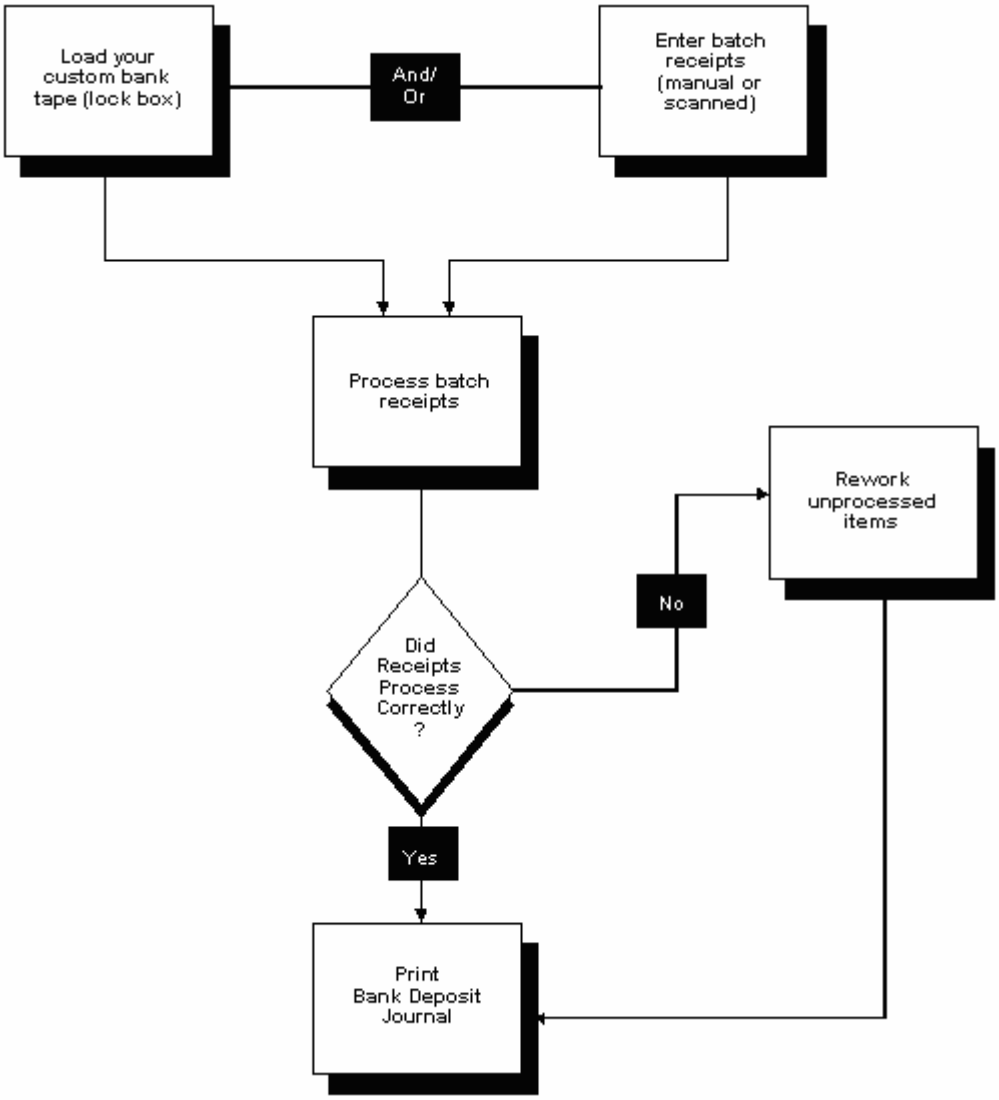
- Loading bank tapes
- Working with speed receipts
- Entering batch receipts
- Processing batch receipts
- Working with unprocessed items

### What Is the Purpose of Batch Receipts?

The purpose of entering and processing batch receipts is to automatically apply many receipts to open receivables at the same time.

When you enter batch receipts, the system stores them in a temporary worktable. These receipts remain in this worktable until you process them. When you process batch receipts, the system automatically applies the receipts in the worktable to the appropriate invoices in the A/R ledger.

The following graphic illustrates automatic receipts processing.



# Load Bank Tapes

## Loading Bank Tapes

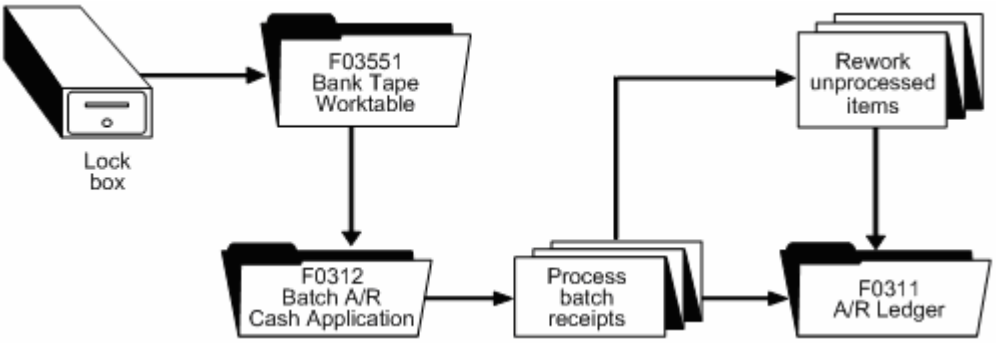
| | |
|---|---|
| | From Accounts Receivable (G03), choose **Automatic Receipts Processing**<br>From Automatic Receipts Processing (G0313), choose **Load Bank Tape - Custom** |

If you receive payments directly from a customer's bank on custom bank tapes (lock box), you must load the information from the bank tape to the Accounts Receivable system to apply them to the customer's account.

When you load a bank tape, the system:

- Reads the tape from the bank
- Creates a Bank Tape Worktable (F03551) to store the information from the tape
- Converts the information in the worktable to the Batch A/R Cash Application table (F0312)

The following graphic illustrates how the system processes bank tape information.




After the system converts the information in the worktable to the Batch A/R Cash Application table, it applies the receipts to the appropriate customer accounts in the A/R Ledger table (F0311). The system stores those items that it cannot process in the Batch A/R Cash Application Worktable until you rework and process them. Then it applies the reworked items to the A/R Ledger table.

### Before You Begin

- Set the appropriate processing options for the version you want to run. You must access the processing options from the menu before you choose the Load Bank Tape - Custom program. Once you choose this program from the menu, you cannot change the processing options.
- Ensure that the bank tape program is customized based on the information provided by your bank.

- Activate Auto Cash on accounts receivable constants.
- Ensure that the following information is set up in the customer master record for each customer eligible for bank tape processing:
  - A bank transit account number, as well as an account number
  - An auto receipt value
  - An auto cash algorithm

### To load the bank tape

1. Choose the Load Bank Tape - Custom program from the menu.
2. Respond to the warning message.
3. Install the bank tape on a tape drive, if you have not already done so.
4. Respond to the prompts that the system displays.

## What You Should Know About

**Releasing the lock on the system**

If you press exit at the *Load the tape* prompt, the system locks up. To release the lock, choose 4 in the Option field and press Enter.

**Journal entry creation**

Do not enter detail and summary records in the same batch. Instead, create a separate batch for each type of record. The mode (detail or summary) in which you enter transactions from the bank tape affects later processing.

When you process batch receipts, you must use the corresponding version (detail or summary) to process the batch. For example, if you enter receipts from the tape in summary mode, you must later process them in summary mode. If you enter them in summary mode and then try to run the detail version when processing batch receipts for the same receipts, the system cannot process them

## See Also

- *Entering Batch Receipts (P03121)* for information about using an alternate method of entering receipts into the Accounts Receivable system.

## Processing Options

See Auto Cash Processing-Load Bank Tape (P03551).

## What You Should Know About Processing Options

**Journal entry creation (3)**

Do not enter detail and summary records in the same batch. Instead, create a separate batch for each type of record. The mode (detail or summary) in which you enter transactions from the bank tape affects later processing.

When you process batch receipts, you must use the corresponding version (detail or summary) to process the batch. For example, if you enter receipts from the tape in summary mode, you must later process them in summary mode. If you enter them in summary mode and then try to run the detail version when processing batch receipts for the same receipts, the system cannot process them.

## Data Selection

The versions for Process Batch Receipts include the correct data selections. Do not change this information.

# Work with Speed Receipts

## Working with Speed Receipts

| | |
|---|---|
| | From Accounts Receivable (G03), choose **Automatic Receipts Processing**<br>From Automatic Receipts Processing (G0313), choose **Speed Receipts Entry** |

As an alternative to the complex method of entering manual receipts, you can use a speed method to quickly enter high-volume, simple receipts. For example, you might have several receipts that you need to apply directly to invoices. The speed receipts entry method enables you to reduce the number of keystrokes associated with each transaction, which decreases the amount of data entry time.

When working with speed receipts, you can:

- Enter each receipt directly.
- Select open items for a customer. Based on the information you specify, the system automatically loads the open items for application.

Because Speed Receipts Entry is designed for efficiency, you can only enter the following types of receipts:

- Receipts that are directly associated with an invoice or a group of invoices
- Receipts that are directly associated with a statement number
- Unapplied receipts
- Chargebacks

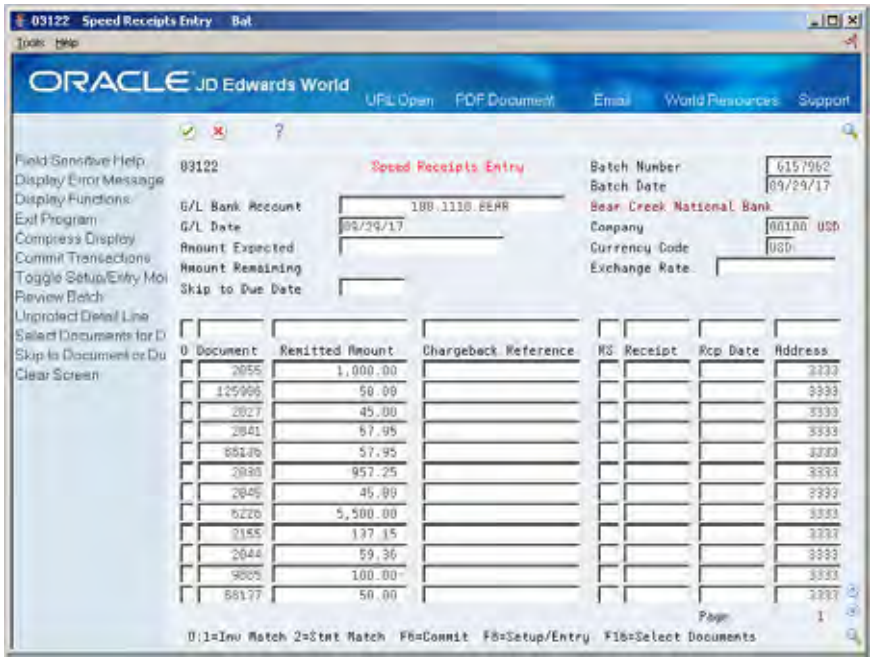
Unlike manual receipts, speed receipts are stored in the Batch A/R Cash Application table (F0312). They remain in this temporary worktable until you process them. When you process them, the system updates the records in the A/R Ledger table (F0311).

Working with speed receipts consists of:

- Setting Up Header Information
- Selecting Open Items for Application
- Applying Receipts to Invoices
- Applying Receipts to Statements
- Entering Unapplied Receipts
- Entering Chargebacks

The following shows some of the advantages and disadvantages of the speed receipts entry method.

| Advantages | Disadvantages |
|---|---|
| ▪ You can focus on specific types of high-volume receipts.<br>▪ You can concentrate on the source document instead of the keyboard, which reduces entry time.<br>▪ You can set up default information for common fields to apply to all detail lines of a receipt.<br>▪ You can avoid overwriting information on the top of the form when you complete your last detail line. The system automatically rolls up to a new page of detail lines.<br>▪ You can use one hand on the numeric keyboard for data entry.<br>▪ You can toggle between setup mode and entry mode without losing any previously entered information.<br>▪ You can correct or modify a receipt before you commit it to the Batch A/R Cash Application table.<br>▪ You can suspend the entry of a partial batch and continue it at a later time.<br>▪ You can postpone the validation of transactions until you process the batch.<br>▪ You can cross-reference chargebacks by specifying an alphanumeric value as the chargeback reference. | ▪ You cannot enter all types of receipts.<br>▪ You cannot change or modify a receipt on the Speed Receipts Entry form once you commit it. You must use the Batch Receipts Entry form to do so.<br>▪ You cannot immediately view the results of receipts entry on the Customer Ledger Inquiry form.<br>▪ You must process speed receipts before updating the A/R Ledger table. |




## What You Should Know About

**Using the Enter function versus the Commit function**

When entering speed receipts, you use two primary functions:

- Enter
- Commit

When you choose the Enter function, the system:

- Copies the default header information into the detail of the receipt.
- Calculates the amount remaining on the receipt.
- Redisplays information for review. This lets you modify the information you set up without updating the Batch A/R Cash Application table.

When you choose the Commit function, the system updates the Batch A/R Cash Application table. If you need to make further changes, you must use the Batch Receipts Entry form.

**Using the Setup function versus the Entry function**

Choose the Setup/Entry function to toggle between the setup and entry modes. You can toggle between either input mode at any time, and you will not lose any previously entered information. In setup mode, you can override any field that is protected in entry mode.

When you first access the Speed Receipts Entry form, you are automatically in setup mode. In this mode, you can enter header information and default column values.

In entry mode, the system:

- Restricts the entry of header fields and default column fields
- Protects the columns that you designate as unused
- Limits entry to the receipt detail

**Suspending a partial batch**

You might need to suspend a batch that is partially complete and then continue adding transactions to it later. To do this, commit the transactions entered so far and exit the batch with an amount remaining.

**Entering receipts to an existing batch**

You can re-enter an existing batch at any time to enter additional receipts. To do this, specify the batch number on a blank Speed Receipts Entry form. The system displays:

- The previously committed transactions
- The total amount you expect to enter for the batch
- The total amount remaining on the receipt

**Revising a receipt**

Once you commit a transaction, you cannot change or delete it on the Speed Receipts Entry form. To do so, you must use the Batch Receipts Entry form.

# Setting Up Header Information

To simplify entering receipts, you can set up default header information for a receipt. For example, you can specify the G/L bank account to debit when you post the receipt.

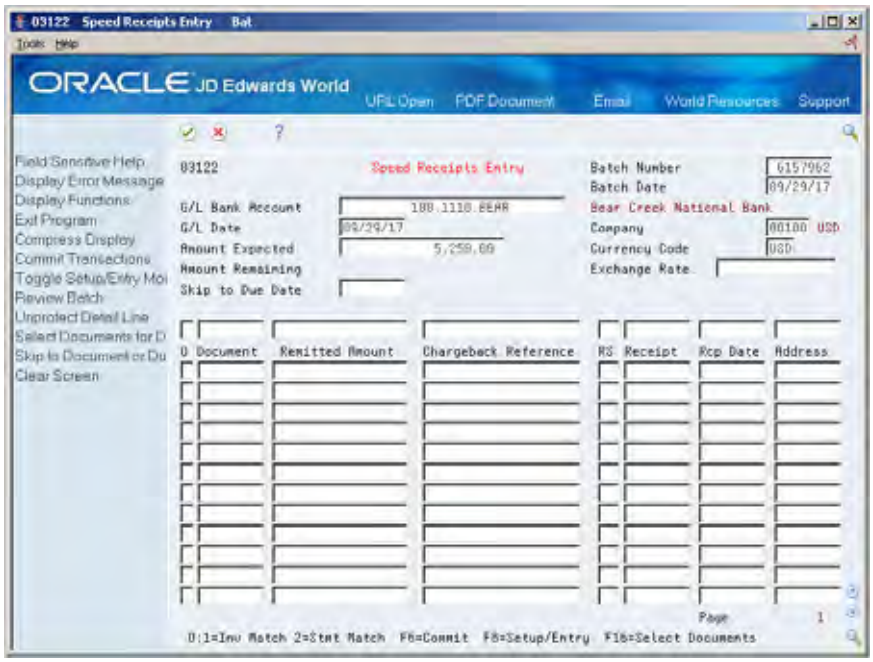
When you set up header information, you can:

- Enter default values that apply to all detail lines of a receipt
- Enter a default value in any column header field that is blank to avoid entering identical information in each associated detail line
- Designate a column header field as unused during entry

Setting up header information is the first task in the speed receipts entry process. After you do this, you enter the detail for the receipt.

## Example: Header Information

The following example shows the default information that the system needs to apply receipts to company 100 and debit bank account 100.1110.BEAR with a G/L date of 9/29/17.




### To set up header information

On Speed Receipts Entry

1. To specify default values, complete any of the following optional fields:
   - G/L Bank Account
   - G/L Date
   - Amount Expected
   - Company
   - Currency Code
   - Exchange Rate
2. To specify default column values, complete the blank fields above the corresponding columns.
3. To designate a column as unused, specify a slash (/) in the blank field above the appropriate column.

# Selecting Open Items for Application

As an alternative to entering receipt information directly, you can select open items in a customer's account and automatically load them in the detail lines. You can

specify the criteria that the system uses to load the open items. For example, you might want to specify a range of invoices with a specific invoice date.

Selecting open items for payment is an optional task in the speed receipts entry process. You can select open items before or after setting up the necessary header information for a receipt.

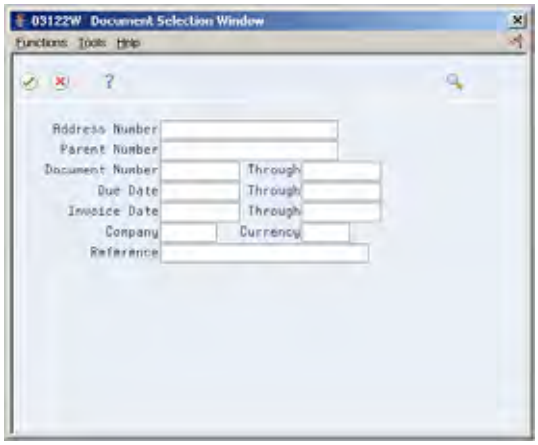
## Before You Begin

- The following task assumes that you have specified the receipt number and receipt date as column overrides when setting up header information.

### To select open items for application

On Speed Receipts Entry

1. Set up the necessary header information (optional).
2. Choose the Select Documents function.




3. On Document Selection Window, complete one of the following fields:
   - Address Number
   - Parent Number
4. To limit the information displayed, complete any of the following fields:
   - Document Number / Through
   - Due Date / Through
   - Invoice Date / Through
   - Company
   - Currency
   - Reference

## What You Should Know About

**Skip to Due Date field**

Unlike most Skip to fields in the Accounts Receivable system, the Skip to field on Speed Receipts Entry acts as a Skip-to Document field or Skip to Due Date field, depending on the selection criteria you specify. If you select a range of documents, the documents appear in order of the document number. If you select a date range, the documents appear by due date. If you specify both or neither a document or due date, the documents appear in the order you set in a processing option.

When you specify a skip to due date, the system summarizes the information displayed. This minimizes the time it takes to access and display the selected documents.

**Removing unwanted items**

You can use the Compress Display function to remove unwanted items in the detail of a receipt. The system:

- Removes all items that you do not mark with a 1
- Consolidates the marked items to the top of the detail information

You can then select additional open items to be loaded on Speed Receipts Entry following the marked items. You can use this function as many times as necessary prior to committing the transactions to the Batch A/R Cash Application table.

**Reviewing the detail of a document**

To review the detail of a document, such as the document type or the discount available, choose the Customer Ledger Detail Information option next to the appropriate document.

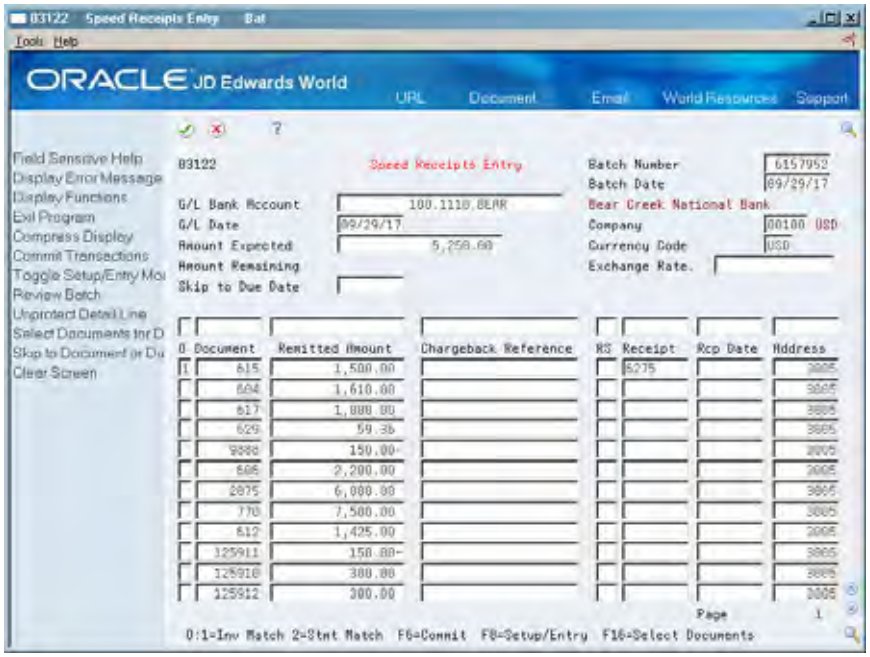
If the transaction is summarized, you cannot review the detail.

# Applying Receipts to Invoices

When you receive a payment from a customer, regardless of the amount, you can quickly apply the receipt directly to an invoice or a group of invoices. Applying receipts to open invoices is the most common method of receipt entry.

## Example: Invoice Match Receipt

The following example shows receipt number 6275, which was received for the amount of the invoice (1,500). It is being applied to invoice 615 for customer number 3005.




## Before You Begin

- The following task assumes that you have specified the receipt number and receipt date as column overrides when setting up header information.

### To apply receipts to invoices

On Speed Receipts Entry

1. Set up the necessary header information.
2. Select the necessary open items for application (optional).
3. Toggle to entry mode (F8).
4. Specify 1 (invoice match) in the following field:
   - Option
5. To override default information, complete the following fields for each document that matches an invoice:
   - Document Number
   - Remitted Amount
6. To update the detail lines, press Enter.
7. Choose the Commit function (F6) to update the Batch A/R Cash Application table.

## What You Should Know About

**Applying receipts to invoices with discounts**

You can enter an invoice match receipt with a discount amount. To do so:

- Set the appropriate processing options when you process batch receipts to allow discounts and determine the cut-off date.
- Enter the net amount of the receipt in the Remitted Amount field on Speed Receipts Entry. If you do not, the system creates an unapplied receipt for the remaining amount after taking the discount.

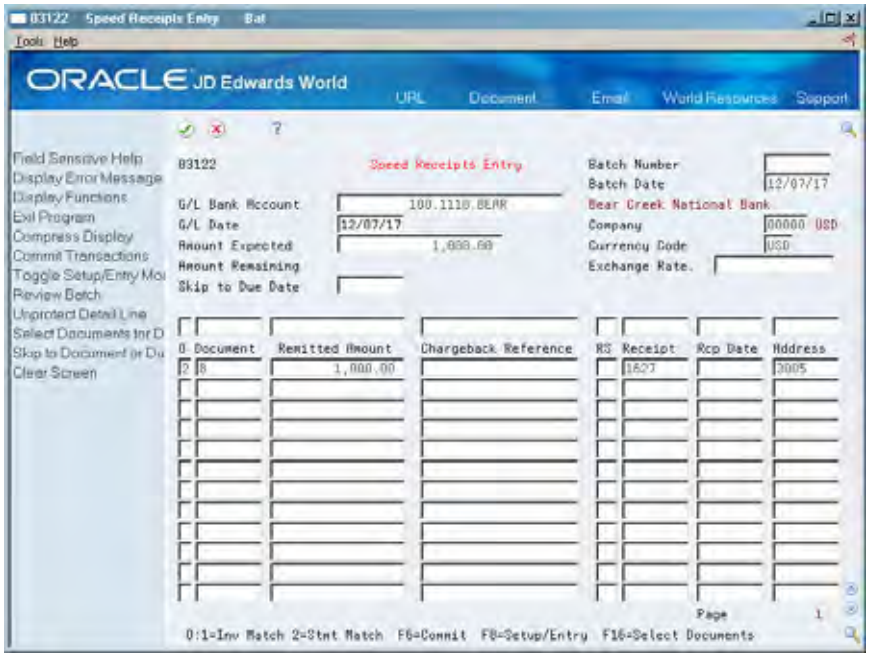
# Applying Receipts to Statements

In addition to applying receipts to invoices, you can apply a receipt to a statement number.

When you apply a receipt to a statement, the system applies the amount of the receipt to the oldest open invoice or group of invoices on the statement. This is similar to entering balance forward receipts.

## Example: Statement Match Receipt

The following example shows a receipt for 1,000.00 applied to statement number 8.



## Before You Begin

- The following task assumes that you have specified the receipt number and receipt date as column overrides when setting up header information.

### To apply receipts to statements

On Speed Receipts Entry

1. Set up the necessary header information.
2. Select the necessary open items for application (optional).
3. Toggle to entry mode (F8).
4. On a blank line, specify 2 (statement match) in the following field:
   - Option
5. Specify the statement number in the following field:
   - Document Number
6. Complete the following field:
   - Remitted Amount
7. To update the detail lines, press Enter.
8. Choose the Commit function (F6) to update the Batch A/R Cash Application table.

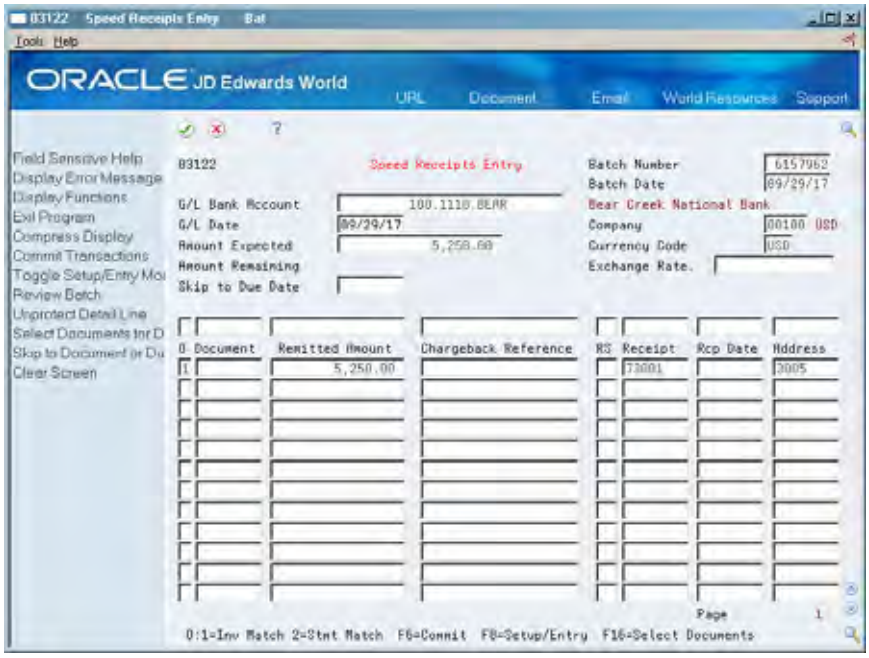
# Entering Unapplied Receipts

You can apply a receipt to a customer's account balance instead of matching it to a specific invoice or group of invoices. To do this, enter an unapplied receipt. For example, you might not know which invoices to match a receipt to during entry. This method enables you to enter the amount of the receipt into the system immediately and match it to invoices at a later time.

If you do not specify a document number, the system handles it like an unapplied receipt.

The following example shows a receipt for 5250.00 from customer number 3005. In this example, the invoice number to apply the receipt against is unknown.

## Example: Unapplied Receipt




## Before You Begin

- The following task assumes that you have specified the receipt number and receipt date as column overrides when setting up header information.

### To enter unapplied receipts

On Speed Receipts Entry

1. Set up the necessary header information.
2. Toggle to entry mode.
3. On a blank line, specify 1 or 2 in the following field:
   - Option
4. Complete the following fields:
   - Remitted Amount
   - Address Number
5. To update the detail lines, press Enter.
6. Choose Commit to update the Batch A/R Cash Application table.

## What You Should Know About

**Matching an invoice to an unapplied receipt**

You can match an invoice to an unapplied receipt. First, apply the receipt to the appropriate invoices. Then, enter a negative invoice match receipt to the unapplied receipt. Use a different receipt number for the transaction. The amount remaining is zero.

# Entering Chargebacks

Depending on whether you are entering a chargeback for an open invoice or an amount not associated with an invoice, you can:

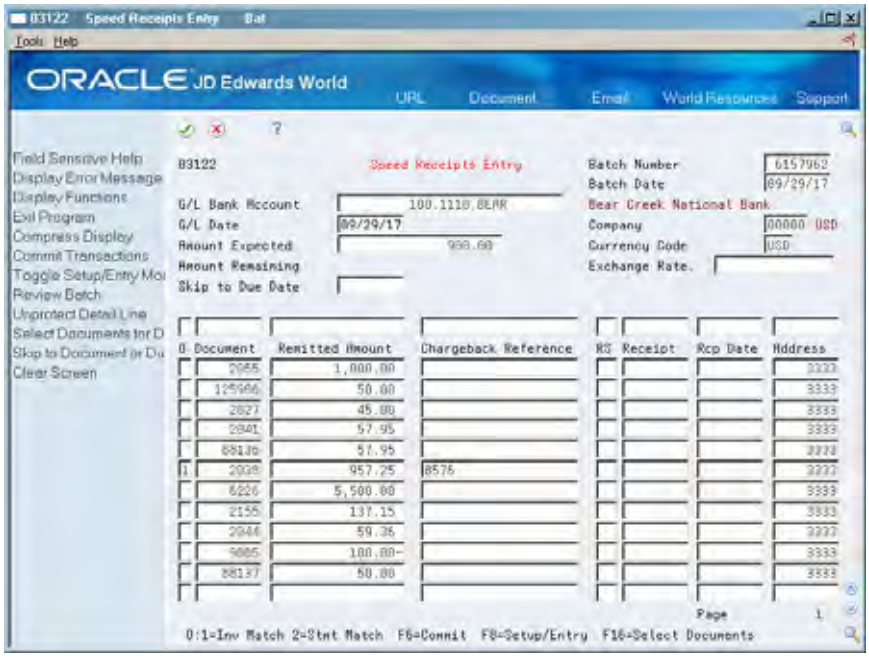
- Enter a receipt with a chargeback
- Enter a stand-alone chargeback

The following describes the two types of chargebacks and how the system handles them.

| Method | Description |
|---|---|
| Receipt with a chargeback | When applying a receipt to an invoice, you can enter a chargeback for an amount left open on the invoice. For example, you might want to charge back an incorrect or expired discount amount. You must identify a customer reference number to indicate that the document is a chargeback.<br>When you enter a receipt with a chargeback, the system:<br>▪ Matches the receipt to the appropriate invoice or group of invoices (a stand-alone chargeback)<br>▪ Closes the original document<br>▪ Creates a chargeback for the remaining amount of the document<br>▪ Stores the information you specify as the chargeback reference on the chargeback for later use |
| Stand-alone chargeback | You can enter a stand-alone chargeback for an amount that is not associated with a specific invoice. For example, you might enter a stand-alone chargeback for an amount that was previously written off and should not have been, or when you do not know the number of the original invoice.<br>When you enter a stand-alone chargeback, the system:<br>▪ Creates a chargeback invoice for the amount you specify as the remitted amount. You must specify a negative amount.<br>▪ Stores the information you specify as the chargeback reference on the chargeback for later use. |

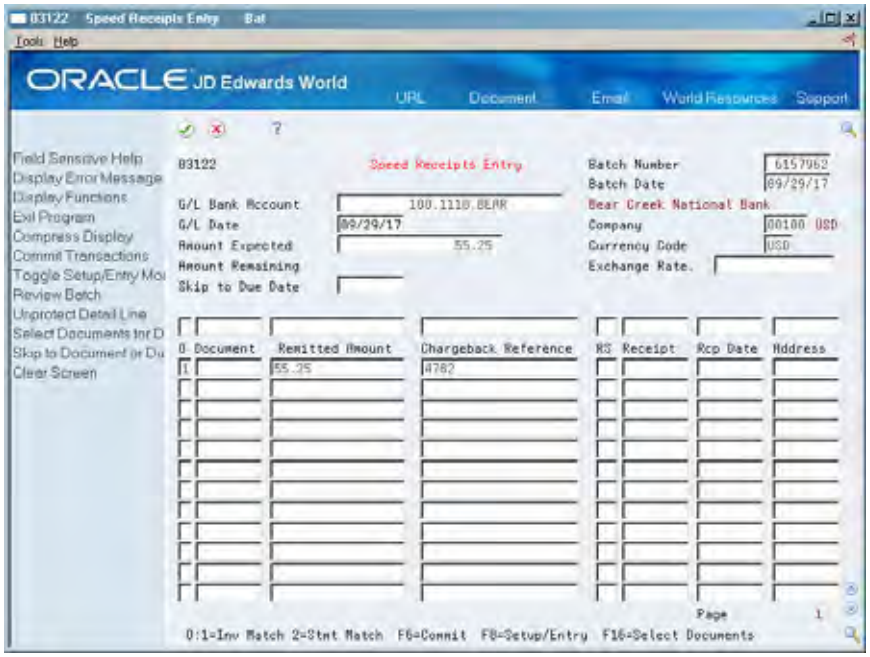
## Example: Receipt with a Chargeback

The following example shows a receipt for 900. The invoice amount was 957.25. When the receipt is processed and updated, the system will create a chargeback for the difference, 57.25. In the Chargeback Reference field, the receipt number is entered for future reference.




## Example: Stand-Alone Chargeback

The following example shows a chargeback that is not associated with an invoice. In this example, the invoice has been paid so no invoice exists to which you can attach the chargeback.




## Before You Begin

- The following tasks assume that you have specified the receipt number and receipt date as column overrides when setting up header information.

### To enter a receipt with a chargeback

On Speed Receipts Entry

1. Set up the necessary header information.
2. Select the necessary open items for application (optional).
3. Toggle to entry mode (F8).
4. On a blank line, specify 1 or 2 in the following field:
   - Option
5. To indicate this is a chargeback, complete the following fields:
   - Chargeback Reference
   - Reason Code (optional)
6. To override default information, complete the following fields:
   - Document Number
   - Remitted Amount
7. To update the detail lines, press Enter.
8. Choose the Commit function (F6) to update the Batch A/R Cash Application table.

| Field | Explanation |
|---|---|
| Chargeback Reference | An alphanumeric value used as a cross-reference or secondary reference number. Typically, this is the customer number, supplier number, or job number.<br>*Form-specific information*<br>The customer reference might be, for example, a stock number or cross-reference number to another system. |

## What You Should Know About

**Invoice match chargebacks** The system stores the original invoice information on the chargeback record if you enter that information when you create the chargeback.

### To enter a stand-alone chargeback

On Speed Receipts Entry

1. Set up the necessary header information.
2. Select the necessary open items for application (optional).
3. Toggle to entry mode (F8).
4. On a blank line, specify 1 or 2 in the following field:
   - Option
5. To indicate this is a chargeback, complete the following fields:
   - Chargeback Reference
   - Reason Code (optional)
   - Address Number
6. Specify a negative amount in the following field:
   - Remitted Amount
7. To update the detail lines, press Enter.
8. Choose the Commit function (F6) to update the Batch A/R Cash Application table.

## What You Should Know About

**Applying a receipt using the chargeback reference**

To quickly apply a receipt to a chargeback, specify one of the following in the Option field and a number in the Chargeback Reference field:

- . (period)
- , (comma)

The system matches the receipt to the chargeback based on the chargeback reference you specify when creating the chargeback.

## Processing Options

See Speed Cash Receipts Entry (P03122).

# Enter Batch Receipts

## Entering Batch Receipts

| | |
|---|---|
| | From Accounts Receivable (G03), choose Automatic Receipts Processing<br>From Automatic Receipts Processing (G0313), choose Batch Receipts Entry |

If you do not use bank tapes to load receipts from your customers into the Accounts Receivable system, you can enter receipts by using one of the following alternate methods:

- Entering Scanned Receipts
- Entering Manual Receipts

As you enter receipts, the system removes them from the entry lines to the detail portion of the Batch Entry form. Batch receipts information is stored in the Batch A/R Cash Application table (F0312) until you process the receipts.

### Before You Begin

- Specify in the processing options whether you will scan receipts or enter them manually. This determines the type of information that the system displays.

### What You Should Know About

| | |
|---|---|
| **Changing scanned receipts** | To change scanned receipts, choose Work next to the appropriate receipt. Change the necessary information and re-scan the check. |
| **Deleting scanned receipts** | To delete a receipt from the batch, choose the Delete option next to the appropriate receipt. |
| **Exiting the batch** | If you exit the batch with an amount remaining that is not equal to zero, the system displays a warning message. This warning does not prevent you from exiting the batch. |
| **Multi-Currency** | If you do not specify a currency code, the system uses the domestic currency of the company. |

## Entering Scanned Receipts

To speed the entry of receipts, you can use an optical reader or a magnetic scanning device to enter batch receipts. You scan the information on the bottom edge of the

customer's payment to automatically enter the bank transit number and bank account number. If your bank has encoded the payment, the batch number is automatically entered when you scan the receipt.

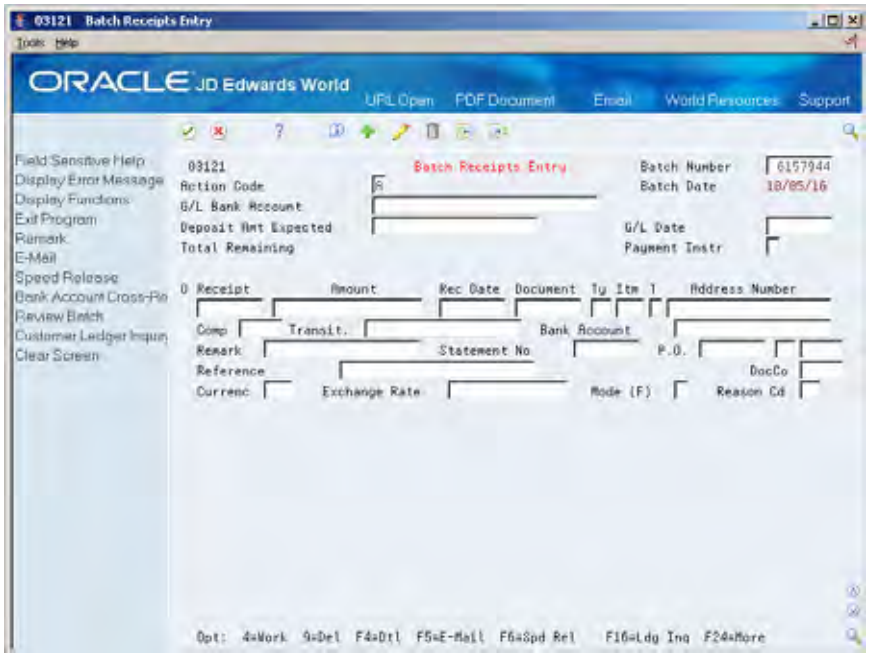
Depending on how you set the processing options, you can scan the receipt and:

- Manually enter the amount and the date.
- Manually enter only the date. The scanner enters the amount of the payment.

The Batch Receipts Entry form is designed for a magnetic ink character reader (MICR).

## To enter scanned receipts with manual amount and date

On Batch Receipts Entry




Complete the following fields:

- G/L Date
- Deposit Amount Expected
- Amount
- Receipt Date

| Field | Explanation |
|---|---|
| Deposit Amount Expected | On batch header forms, this is the total amount that you expect to enter for the batch. This amount must be entered without decimals. For journal entries in the general ledger, this amount is the total of the debits. In other systems, it is the total amount of all documents in the batch. The system keeps track of the amount you enter and displays the difference, if any, when you finish the batch. When you review batches of transactions, this is the difference between the input total and what you actually entered.<br>Example: Input Total 10052 Total Entered 10000<br>Total Remaining 52<br>If you are using batch control but you did not enter an input total, this amount appears as a negative number when you review batches.<br>**Note:** Depending on how your system uses batch review, this field might not apply to batches created by your particular system. |
| Amount | The amount of the receipt/payment or item to be applied to the open balance of an invoice or voucher pay item.<br>You can apply amounts for partial payments. The total amount applied must equal the payment amount. |

### To enter scanned receipts with manual date only

On Batch Receipts Entry

Complete the following fields:

- G/L Date
- Deposit Amount Expected
- Receipt Date

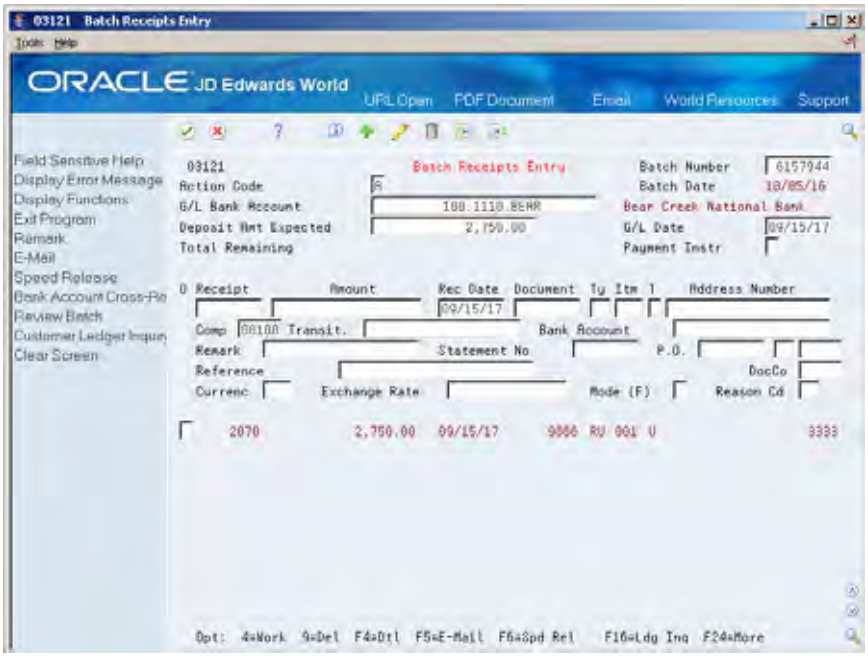
The scanner enters the encoded receipt amount and MICR information.

## Entering Manual Receipts

In addition to using a magnetic scanner or an optical reader to enter batch receipts, you can enter them manually.

## To enter manual receipts

On Batch Receipts Entry




1. Complete one of the following fields:
   - Document
   - Address Number

   If you do not know the address (customer) number, you can specify a bank transit number and bank account number to retrieve the appropriate customer number.
2. Complete the following fields:
   - G/L Date
   - Deposit Amount Expected
   - Receipt Number
   - Receipt Amount
   - Receipt Date
   - Company
3. Override the default information (optional).
4. Do one of the following and then press Enter:
   - Specify a document number if the TI code is I (invoice matching)
   - Specify a statement number if the TI code is T (statement)
5. To exit the batch, press F3.

## What You Should Know About

**Changing manual batch receipts**

You can change a manual batch receipt before or after you close the batch. To change a receipt, choose the Work option next to the appropriate receipt. Make the necessary changes and exit the batch again.

**Processing Detail or Summary records**

Do not enter detail and summary records in the same batch. Instead, create a separate batch for each type of record. The mode (detail or summary) in which you enter transactions from the bank tape affects later processing.

When you process batch receipts, you must use the corresponding version (detail or summary) to process the batch. For example, if you enter receipts from the tape in summary mode, you must later process them in summary mode. If you enter them in summary mode and then try to run the detail version when processing batch receipts for the same receipts, the system cannot process them.

## Processing Options

See Batch Cash Entry (P03121).

## Data Selection

The versions for Process Batch Receipts include the correct data selections. Do not change this information.

# Process Batch Receipts

## Processing Auto Receipts

| | |
|---|---|
| | From Accounts Receivable (G03), choose **Automatic Receipts Processing**<br>From Automatic Receipts Processing (G0313), choose **Process Batch Receipts** |

The system creates an R batch type in the A/R Ledger table (F0311) for the items that are successfully processed. Unprocessed items remain in the Batch A/R Cash Application table (F0312) until you correct or rework them. There are two methods for processing auto receipts: Detail Mode and Summary Mode. The mode determines whether one journal entry will be created for each cash receipt record, or whether one journal entry will be created for each batch of cash receipts processed.

- Detail Mode – When F0311cash receipt records are generated in detail, the RPRP3 field (Cash Rcpts/Inv Reg Code) in the F0311 file is updated with a value of 1, and one journal entry is created for each cash receipt. The journal entry has a document type of RC and the document number is equal to the cash receipt number in the F0311 record. If you enter receipts in detail mode, they must be processed in detail mode.
- Summary Mode – When F0311 cash receipt records are generated in summary mode, the RPRP3 field (Cash Recpts/Inv Reg Code) in the F0311 file is left blank, and one journal entry is created for the entire batch of cash receipts processed. The journal entry document type is RK and the document number is equal to the cash receipt batch number. If you enter receipts in summary mode, they must be processed in summary mode.

### Required Fields

The following fields are required for transactions to be processed from the F0312 file into the F0311 file based on the type input code used. If the program cannot locate a value that is required, the transaction will not be processed and it will appear on the Exceptions Report for manual processing (rework) at a later time.

It is necessary to create a custom program to map the information from the bank tape into the F0312 file. JD Edwards World offers the program, Load Bank Tape – Custom (P03551), as a template in designing your custom program.

| Field | Explanation |
|---|---|
| G/L Bank Account (GLBA) | If the field is not loaded into the F0312 transaction from the bank tape, it can be populated based on the processing option of the Process Batch Receipts program (P03550). If the processing option is also left blank, the system will use the Automatic Accounting Instruction (AAI) established for item RB in conjunction with the company number. |
| Gross Amount (AG) | This is the amount of the cash receipt. |
| G/L Date (DGJ) | Enter this date in the Julian date format (cyyddd). This is the date the transaction will be updated to the Account Balances (F0902) file when the cash receipt is posted. If this field is not populated, the system will use the value entered into the processing options for the Process Batch Receipts program (P03550).<br><br>Alternatively, you can populate the month, day, year fields (DGM, DGD, DGY) for the system to calculate the Julian date. |
| Receipt Number (DOCM) | This is the check number of the cash receipt. |
| Document Number (DOC) | If you are using the type input code I (for invoice match), populate this field with the invoice number that is being paid by this receipt. |
| Document Type (DCT) | Populate this field with the document type corresponding to the invoice number (DOC) of the invoice to be paid. This field is only necessary if you are using the same document numbers for different invoice document types. |
| Pay Item (SFX) | This field is required *if* you activate the following processing options in Process Batch Receipts program (P03550):<br>▪ Enter a '1' to reduce the discount 1 taken when the applied amount is more than the discounted amount.<br>▪ If the applied amount is more than the gross amount, no discount will be taken.<br>▪ Enter a '1' to take the discount on a partial receipt.<br><br>**Note:** This applies to Direct Match only. |
| Type Input (TRTC) | This field can either be populated in the transaction or, if left blank, will default a value as follows:<br><br>Uses the value in the Auto Cash Algorithm field in the Customer Master record.<br><br>If the field in the Customer Master record is blank, it uses the value from the A/R Constants file (F0010).<br><br>If the field in the A/R Constants record is blank, it uses the value entered into the processing option of the Process Batch Receipts program (P03550). |

| Field | Explanation |
|---|---|
| Address Number (AN8) | Enter the customer's address book record. This is used to locate the bank transit and bank account number if those fields are left blank. Alternatively, you can use the processing option for the Process Batch Receipts program (P03550) to establish a default address book number, however, this is normally only used for processing unapplied cash receipts. This allows the cash to be deposited to the bank immediately until the receipt can be researched and applied to the proper customer. OR use Bank Transit Number (TNST) and Bank Account # (CBNK). |
| Bank Transit Number (TNST) and Bank Account # (CBNK) | Enter the bank transit number and bank account number. These fields may be left blank if the customer's address book number is entered. |
| Company (CO) | Enter the company number for which receipts are being processed. If the company number is left blank, it can be retrieved from a processing option in the Process Batch Receipts program (P03550). |

## Invoice Match Algorithms

Enter the order in which invoice-matching algorithms should be used. Leave blank to ignore an algorithm.

1 - Match on contiguous pay items
2 - Match on single pay item
3 - Match on all pay items
4 - Apply to pay items in order
5 - Match on any combination of items

**Note:** These algorithms will not be used if the Pay Item (SFX) is specified on the receipt in the F0312.

The above example settings show how Auto Cash will attempt to process the receipt invoice match by initially using the “Match on contiguous pay item’s algorithm. If this algorithm fails, then the “Match on single pay item” algorithm will be used, and so on, until all algorithms selected in the processing option have either failed, or until the cash is successfully applied by one of the selected algorithms. If an algorithm’s sequence number is left blank, then that algorithm will not be executed when attempting to apply the cash.

The following algorithms are used to match receipt records in the F0312 to invoice records in the F0311except when both the invoice number (DOC) and a pay item (SFX) are specified in the F0312.

| Algorithm | Description |
|---|---|
| Match on single pay item | If the invoice number and an open pay item (F0311) are equal to the document number and check amount (F0312), then apply. |
| Match on all pay items | If the invoice number and the sum of all open pay items (F0311) are equal to the document number and check amount (F0312), then apply. |
| Match on contiguous pay items | Read invoice number open pay items (F0311) in sequence, starting with 001, and apply as soon as the sum of the contiguous group of pay items matches the check amount (F0312), then apply. |
| Apply in order | Apply, in order, beginning at the first open pay item (F0311) until the check amount (F0312) has been completely applied, this algorithm needs to be activated in order for write-offs to occur.. |
| Apply to any combination of pay items | If the invoice number and any combination of open pay items (F0311) matches the check amount (F0312), then apply. |

## Example 1:

## F0311

| Invoice Number | Pay Item | Amount |
|---|---|---|
| RI 1194 | 001 | 10.00 |
| RI 1194 | 002 | 20.00 |
| RI 1194 | 003 | 100.00 |

## F0312

| Check Number 1194 | Value |
|---|---|
| Check Amount | 40.00 |
| Document Number | 1194 |
| Check Date | 03/01/17 |
| Type Input | I |

P03550 Invoice Match Algorithms processing option using only one algorithm at a time

| Type | Message |
|---|---|
| Match on any combination of items | Error 2553 Invoice Match Was Not Successful |
| Match on single pay item | Error 2553 Invoice Match Was Not Successful |
| Match on contiguous pay items | Error 2553 Invoice Match Was Not Successful |
| Apply to pay items in order | Successful Cash Application<br>RI 1194 001, 10.00<br>RI 1194 002, 20.00<br>RI 1194 003, 10.00 |

## Example 2:

## F0311

| Invoice Number | Pay Item | Amount |
|---|---|---|
| RI 1198 | 001 | 1,500.00 |
| RI 1198 | 002 | 450.00 |
| RI 1198 | 003 | 1,050.00 |
| RI 1198 | 004 | 3,000.00 |

## F0312

| Check Number 1198 | Value |
|---|---|
| Check Amount | 2,550.00 |
| Document Number | 1198 |
| Check Date | 03/15/17 |
| Type Input | I |

P03550 Proc Opt 10 using multiple algorithms:

2 - Match on single pay item

- Match on all pay items

3 - Match on contiguous pay items

4 - Apply to pay items in order

1 - Match on any combination of items

### Successful Cash Application:

| Invoice Number | Pay Item | Amount |
|---|---|---|
| RI 1198 | 001 | 1,500.00 |
| RI 1198 | 003 | 1,050.00 |

The application was successful because the combination of pay items 001 and 003 equaled the check amount.

The check was deleted and re-entered for 4500.00 using Match on contiguous pay items:

Error Code 2554 – Direct Match Was Not Successful

The system tries to read the pay items in order 001, 002, 003, etc. The pay items that total 4500.00 are 002, 003 and 004.

The check was deleted and re-entered for 450.00 using Match on single pay item:

### Successful Cash Application:

| Invoice Number | Pay Item | Amount |
|---|---|---|
| RI 1198 | 002 | 450..00 |

The system reads the open pay items and makes a match.

## Discounts

See Processing Options for A/R Batch Cash (P03550) to clarify how discounts are applied.

## Write-Offs

Write-offs will be allowed if the processing options are set with tolerance amounts and reason codes; and if using Matching Algorithms, Apply to Pay Items in Order is activated. If the amount remaining on an invoice is less than or equal to the amount specified in the processing option the program will write-off the amount and close the invoice. For receipts where the customer pays less than the open amount and the balance remaining open on the invoice is within the write-off amount, the program will create a write-off and close the invoice. The same applies to overpayment of an invoice, if the overpayment amount is within the credit write-off amount the program will create a write-off and close the invoice.

The following information provides steps for running the DREAM Writer to process batch cash receipts:

- Do not change the data selection or data sequence
- It is recommended that processing option #17 be left blank (to update bank transit number) in order to avoid any erroneous updates with transposed numbers, incorrect data, etc.

When you process batch receipts, the system does the following in sequential order:

1. Searches for the type input code you assigned during entry (whether manually or from the bank tape). If a type input code was not entered, the system searches for the auto cash algorithm from the following files in the following order:
   - Customer Master table (F0301)
   - The Company Constants table (F0010), which is populated from A/R Constants (P000903)
   - The processing option for Process Batch Receipts (P03550)

   If the system cannot locate an algorithm, it either forces an unapplied receipt if the processing option in P03550 is set accordingly, or it generates an error that prints on the exceptions report indicating that it is unable to apply the receipt. In this instance, the receipt would have to be manually reworked.
2. Creates records in the A/R Ledger table (F0311) for batch type R for those items that successfully processed. Unprocessed items remain in the Batch A/R Cash Application table (F0312) until you correct or rework them.

## After the Process

After you process batch receipts to the F0311 you must post them to the general ledger. Any receipts that could not be processed must either be corrected and reprocessed, or applied manually. These, in turn, would create a different cash receipt batch that would also need to be posted.

## Additional Notes

The Post Code in the F0312 will be blank when the receipts are not matched to an invoice. When the receipt is successfully matched to an invoice the Post Code is changed to A. If the match to the invoice is unsuccessful the Post Code is changed to * and is considered to be in "rework". You will notice in the Process Batch Cash Receipts, P03550, there are versions set up for Rework, in the data selection the Post Code is equal to *.

If something is in rework, you can go into Batch Cash Receipts Entry and inquire on the receipt and correct whatever was causing it to go into rework. The receipt can also be deleted from the F0312 using this program, if necessary. There is a processing option behind the Batch Cash Receipts Entry that has to do with the creation of the G/L records so be sure that is set to how you populate the RURP3 field in your custom program to load the F0312.

### Bringing in A/R Receipts History

If you are bringing the Invoice History into JD Edwards World through the A/R Batch Invoice Process (F0311Z1 file) a suggestion is to set up a G/L Offset which points to a conversion account for these converted records (CONV). AAI item

would be RCCONV and RBCONV. When you bring in the F0311Z1 and F0911Z1 records for the Invoice History and post it would debit the CONV account for the AE (Automatic Entry) from the F0311Z1 and you would use that same account on the F0911Z1 record for the credit (assumption is that the G/L has already been updated for these records). Then when you bring in the Receipts History for these invoices you would use the CONV account as the "bank account" and when you match the invoices and post it would debit the CONV account (for the "bank" entry) and credit the CONV account for the AE. When you are finished with the History the balance in the CONV account should be zero, if not, something went wrong and you would need to research to see if some entries did not post, etc.

## Before You Begin

- Activate the Auto Cash option in the Accounts Receivable Constants (P000903) by entering a value of Y into the Auto Receipts field.
- Ensure the Customer Master record has the following information set up for each customer eligible for lock box processing:
  - Bank Account Information - Inquire on the customer number and press F8 to access Bank Accounts by Address where the routing/transit and bank account numbers can be entered. Use a bank type code of C to identify that this information is for a customer (in the field with the column heading T). If the cash receipt is missing the address book number, the combination of bank transit and account numbers must be populated in order to process the record.
  - Enter a value of Y in the Auto Receipt field.
  - Designate an Auto Cash Algorithm. The algorithm must be defined in the User Defined Code table 01/AA.
- Do not change the data selection or data sequence.

## What You Should Know About

| | |
|---|---|
| **Processing receipts in summary mode** | If you enter receipts in summary mode, you must process them in summary mode. The system cannot process them in detail mode. |
| **Posting batch receipts** | After you process batch receipts, you must post them to the general ledger. |

## Processing Options

See A/R Batch Cash (P03550).

# Work with Unprocessed Items

## Working with Unprocessed Items

When processing batch receipts, there might be items that the system cannot process. For example, you might have designated a receipt to be applied to an invoice, but there is no associated invoice number in the A/R ledger. You must revise unprocessed items to update the A/R Ledger table (F0311).

This task consists of:

- Reviewing Unprocessed Items
- Changing Unprocessed Items
- Reviewing Batch Receipts Activity

## Reviewing Unprocessed Items

| | |
|---|---|
| | From Accounts Receivable (G03), choose **Automatic Receipts Processing**<br>From Automatic Receipts Processing (G0313), choose **Rework Unprocessed Items** |

You can review two levels of information when working with unprocessed items. You can:

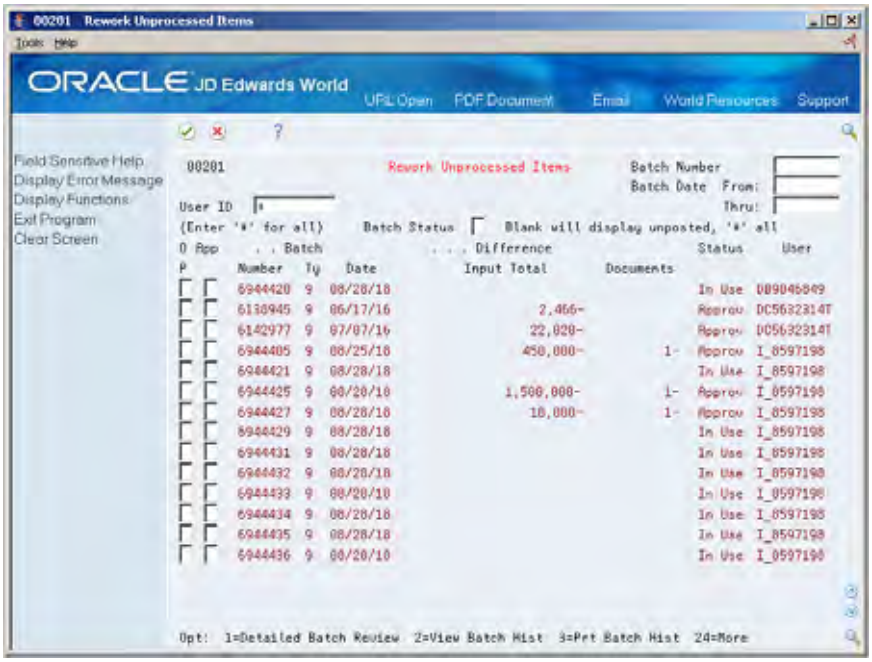
- Review a list of unprocessed batches
- Review detail within a batch

### Reviewing a List of Unprocessed Batches

When you review unprocessed items that might need to be updated, you can display a list of batches based on your user ID, a batch number, a date range, and so on.

### To review a list of unprocessed batches

On Rework Unprocessed Items




Display all batches for all users, or complete any of the following fields to limit the information displayed:

- User ID
- Batch Number
- Batch Date From
- Batch Date Thru

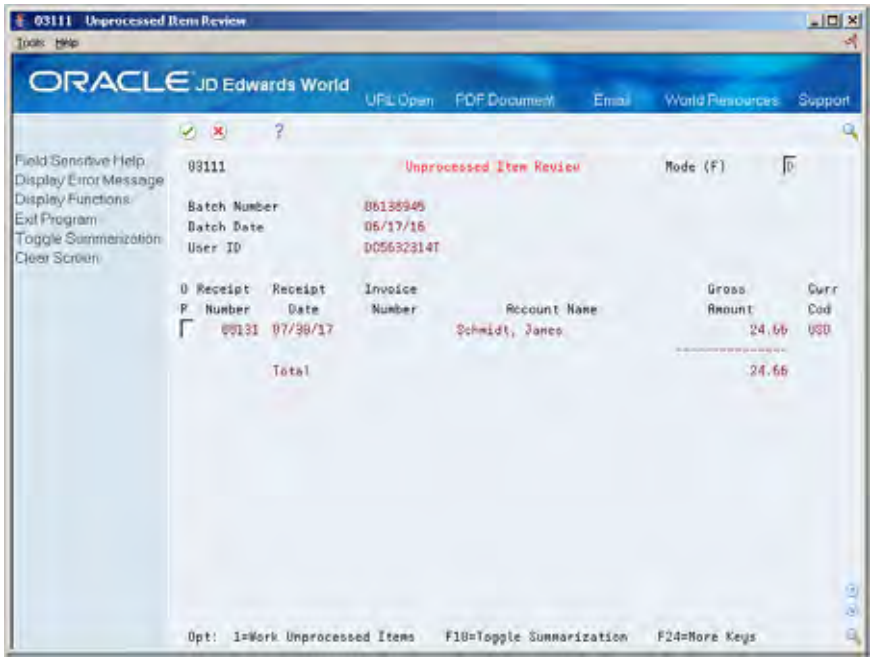
## Reviewing Detail within a Batch

In addition to reviewing a list of unprocessed batches, you can review transaction detail within a specific batch of receipts. For example, you might want to review the number of unprocessed receipts within a batch and the total gross amount of the batch.

### To review detail within a batch

On Rework Unprocessed Items

1. Display the appropriate list of batches.
2. Choose the Detailed Batch Review option next to the appropriate batch to access Unprocessed Item Review.




# Changing Unprocessed Items

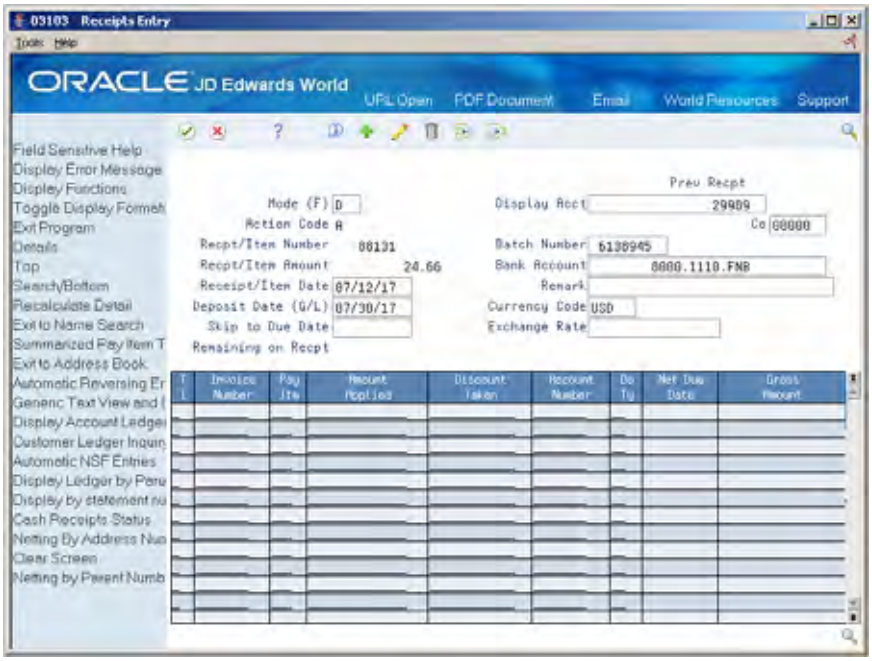
You can change or “rework” various information on an unprocessed item. For example, you might want to change a G/L date or a bank account number that was entered incorrectly in the Batch A/R Cash Application table (F0312).

When you change an unprocessed item, it no longer appears on Unprocessed Item Review.

## To change an unprocessed item

On Rework Unprocessed Items

1. Display the appropriate list of batches.
2. Choose the Detailed Batch Review option next to the appropriate batch to access Unprocessed Item Review.
3. On Unprocessed Item Review, choose the Work Unprocessed Items option next to the appropriate receipt number to access Cash Receipts Entry.




4. On Cash Receipts Entry, make the necessary changes to the unprocessed item.

   You cannot change the following information:

   - Receipt/Item Number
   - Receipt/Item Amount

## What You Should Know About

**Reviewing open items**

You can review open items and choose the invoice or pay item to apply the receipt to. To do so, review the type of input code that the system displays and change it if necessary.

If no open items exist to apply the receipt to, the system automatically creates an RU (unapplied receipt) document.

**Reworking unprocessed items automatically**

You can also rework unprocessed items automatically. To do so, correct the error at the batch level and run one of the rework versions of the Process Batch Receipts program.

For example, you might want to rework a batch of unprocessed items if a processing option was incorrectly set for the Process Batch Receipts program. After you correct the appropriate processing option, the system corrects the entire batch when you process batch receipts again.

# Reviewing Batch Receipts Activity

| | |
|---|---|
| | From Accounts Receivable (G03), choose Automatic Receipts Processing<br>From Automatic Receipts Processing (G0313), choose Batch Receipts Activity Register |

To review your batch receipts activity, run the Batch Receipts Activity Register program.

Reviewing batch receipts activity consists of:

- Reviewing the bank deposit journal
- Reviewing receipt application activity

Two versions of the Batch Receipts Activity Register report are available:

- Bank Deposit Journal
- Receipt Application Activity Report

The difference between the two versions is the data selection. Do not change the data sequence on either version.

## Reviewing the Bank Deposit Journal

To review a list of all unprocessed items in the Batch A/R Cash Application table (F0312), run the Bank Deposit Journal version. This lists the items that are not approved for posting.

```
03408
                                                    Check Deposit Register                          Date      -  4/17/17

G/L Bank Account . . . . . . . . . .          100.1110.BEAR          Bear Creek National Bank
Currency Code. . . . . . . . . . . .
Transit/Account  . . . . . . . . . .                        /
```

| Customer Number | Name/Remark | Check Number | Amount of Check | Cur Cod | G/L Date |
|---|---|---|---|---|---|
| 4245 | Cloud Nine Health Supply | 6543 | 44,269.20- | USD | 05/12/17 |
| 4245 | Cloud Nine Health Supply | 48551 | 111,031.20- | USD | 06/18/16 |
| 4245 | Cloud Nine Health Supply | 65416 | 61,543.80- | USD | 06/15/16 |
| 4245 | Cloud Nine Health Supply | 95124 | 69,285.60- | USD | 08/10/16 |
| 4245 | Cloud Nine Health Supply | 264597 | 82,510.20- | USD | 09/24/16 |
| 4245 | Cloud Nine Health Supply | 456828 | 52,020.00- | USD | 10/15/16 |
| 4245 | Cloud Nine Health Supply | 845641 | 146,663.10- | USD | 11/16/16 |
| 4245 | Cloud Nine Health Supply | 94561 | 61,500.00- | USD | 12/20/16 |
| 4245 | Cloud Nine Health Supply | 954144 | 57,000.00- | USD | 01/21/17 |
| 4245 | Cloud Nine Health Supply | 9464332 | 80,884.00- | USD | 02/11/17 |
| 4245 | Cloud Nine Health Supply | 122561 | 61,848.00- | USD | 03/14/17 |
| 4245 | Cloud Nine Health Supply | 653265 | 52,500.00- | USD | 04/15/17 |
| 4245 | Cloud Nine Health Supply | 456413 | 115,891.20- | USD | 05/16/17 |
| 4245 | Cloud Nine Health Supply | 48945 | 150,627.60- | USD | 06/10/17 |
| 4245 | Cloud Nine Health Supply | 654987 | 52,020.00- | USD | 10/15/16 |
| 3003 | Central Specialty Store | 9825 | 5,000.00- | USD | 05/31/17 |

## Reviewing Receipt Application Activity

To review all processed items in the following tables, run the Receipt Application Activity version:

- Batch A/R Cash Application
- A/R Ledger

```
  03560                                                                                                   Page       -         2
                                                   Batch Receipts Activity Register                       Date       -  4/17/17
  Deposit Number       4675
  Deposit Date     07/29/14
  G/L Bank Account            1.1110.BEAR
                   Bear Creek National Bank

  Rcpt/   Rcpt/          Gross        Cur                                      . . Document . .           Applied             Discount     Date
  Item   Itm Date        Amount       Cod Customer         Name               Co   Ty  Number  Itm        Amount               Taken      Applied
-------- -------- ------------------- --- -------- ------------------------ --------------------- -------------------- ----------------- --------
    9205 03/19/17          74,092.80  USD     1002 JD Edwards World
                   ------------------                                                                  -------------------- -----------------
Payment/Item Num           74,092.80  USD                                          Total Applied

                   ------------------                                                                  -------------------- ----------------
```

# 7 Credit and Collections Management

# Overview to Credit and Collections Management

## Objectives

- To set up information for credit and collection management
- To update A/R information for credit and collection management
- To determine the average number of days a customer is late in paying invoices
- To locate summarized information about the status of an account
- To review and work customer accounts for credit management
- To create credit reporting tapes
- To review and work past-due accounts for collection management
- To print credit and collections reports

## About Credit and Collections Management

Effective management of credit and collections information is fundamental to an Accounts Receivable department. The JD Edwards World Accounts Receivable system offers a variety of features to help manage your receivables. You can set up and define information to meet the specific needs of your business.

Credit and collections management consists of:

- Setting up credit and collection information
- Updating A/R information for customer analysis
- Determining average days late
- Reviewing account status information
- Managing credit information
- Creating credit reporting tapes
- Managing collections information
- Printing credit and collections reports

The following lists the various ways to effectively manage your credit and collections information.

| Credit information | Collections information |
|---|---|
| When managing credit information, you can access a variety customer information from a centralized online location. For example, you can:<br>▪ Review a summary of an account's credit status and identify customers who are over their credit limit<br>▪ Change and update credit limits and credit review dates<br>▪ Analyze a customer's payment trends and transaction history<br>▪ Create a future tickler message or reminder<br>▪ Enter and review notes about a customer<br>You can also:<br>▪ Create daily lists of customers who require credit attention<br>▪ Review a complete history of open and closed items by a specific credit manager, sales location, or account representative<br>▪ Access and review current aging information for a customer<br>Create magnetic tapes of A/R information about customers to send to credit agencies | When managing collections information, you can:<br>▪ Analyze your customer accounts and implement collection decisions quickly by accessing various A/R information from one centralized online location<br>▪ Monitor and work your customer accounts that are past due or have tickler messages scheduled for review<br>▪ Display customized lists of customers so that you can review and document collection issues and commitments<br>▪ Print payment reminders or delinquency notices for past-due accounts<br>▪ Determine if you want a customer to appear on a collection report<br>Review online payment reminder and collection information |

# Set Up Credit and Collection Information

## Setting Up Credit and Collection Information

Before you can manage credit and collection activity on a customer's account, you must set up various types of credit and collection information. This task consists of:

- Defining Finance Charges
- Defining a Credit Limit
- Defining Collection Information
- Setting Up Category Codes for A/R
- Setting Up Credit Messages for A/R

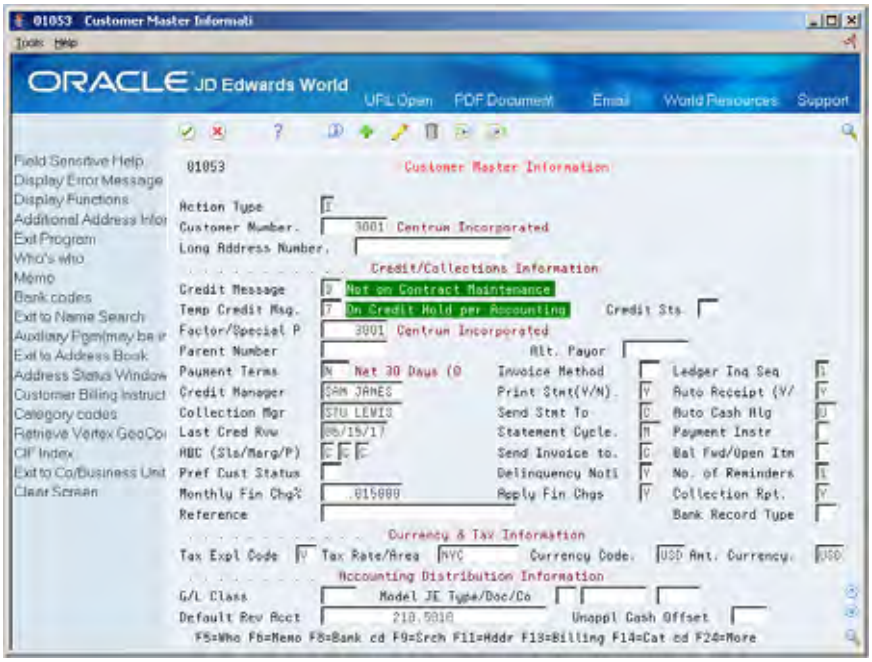
## Defining Finance Charges

| | |
|---|---|
| | From Accounts Receivable (G03), choose **Customer & Invoice Entry**<br>From Customer & Invoice Entry (G0311), choose **Customer Master Information** |

As part of your collection activities, you might want to assess finance charges on overdue invoices. To do so, you must define the percentage that the system uses to calculate finance charges.

### To define finance charges

On Customer Master Information, P01053,




Complete the following fields:

- Monthly Finance Charge Percentage
- Apply Finance Charges

## See Also

- *Entering Customers (P01053)*

# Defining a Credit Limit

If you give a customer the option of purchasing goods or services “on account,” you might want to define a credit limit. To do so, specify an amount in the customer master record.

### To define a credit limit

On Customer Master Information

Complete the following fields:

- Credit Manager (optional)
- Last Credit Review Date
- Credit Limit – The credit limit is the maximum negative balance that a customer is allowed.

### What You Should Know About

A zero or blank amount is considered no credit allowed for the customer. If an unlimited credit limit is desired, the user can set a maximum limit by entering a large number, such as 999999999999999.

### See Also

- *Entering Customers (P01053)*

## Defining Collection Information

Before you can send a customer a reminder about an overdue invoice or include a customer on a collection report, you must define collection information in the customer master record.

### To define collection information

On Customer Master Information

Complete the following fields:

- Collection Manager (optional)
- Number of Reminders
- Collection Report

### See Also

- *Entering Customers (P01053)*
- *Setting Up Text for Payment Reminders (P03280)*

## Setting Up Category Codes for A/R

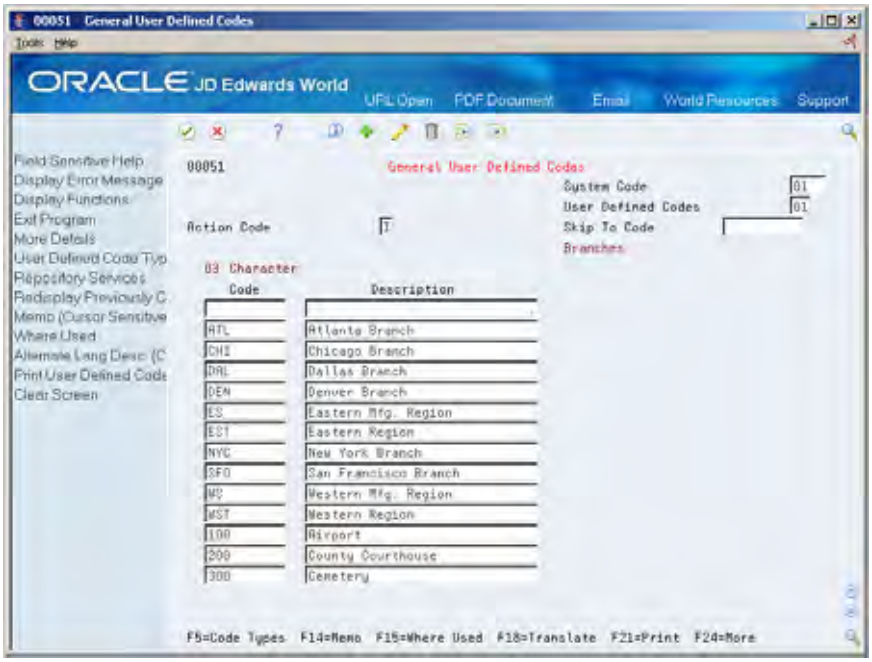
| | |
|---|---|
| | From Address Book (G01), enter 29<br>From Address Book Setup (G0141), choose Address Book Category Codes |

Before you can review credit information for a customer, you must set up category codes 1 and 2 in the Address Book system. This enables you to define specific groups for online review and reporting purposes. For example, you might want to set up groups for:

- All customers for a branch office (category code 1)
- All customers associated with a specific account representative (category code 2)

### To set up category codes for A/R

1. Access the appropriate list of address book category codes.




2. Follow the steps to set up a user defined code.

## See Also

- *About Category Codes (P00051) in the Address Book Guide*
- *Setting Up User Defined Codes for A/R (P00051)*

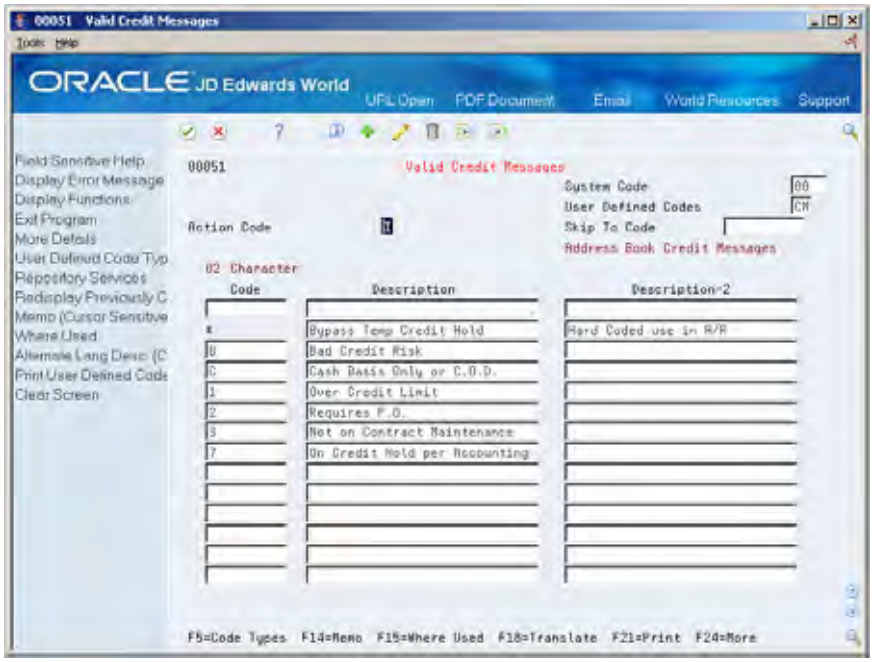
# Setting Up Credit Messages for A/R

| | |
|---|---|
| | From Accounts Receivable (G03), enter 29<br>From Accounts Receivable Setup (G0341), choose Valid Credit Messages |

Before you assign a credit message to a customer, such as *Over credit limit*, you must set up the message. The message appears when you access the customer's address book record through any of the A/R programs. This could be through invoice processing, cash receipts, customer master and so on.

## To set up credit messages for A/R

On Valid Credit Messages




Follow the steps to set up a user defined code.

## See Also

- *Setting Up User Defined Codes for A/R (P00051)*

# Update A/R Information for Customer Analysis

## Updating A/R Information for Customer Analysis

| | |
|---|---|
| | From Accounts Receivable (G03), choose **Credit/Collection Management**<br>From Credit & Collection Management (G0315), choose **Credit Analysis Refresh** |

To effectively analyze and manage account activity for a customer, you should update the customer's A/R information. To do so, run Credit Analysis Refresh (P03525) at the beginning or end of each business day. This ensures that the credit and collections information for the customer is current.

When you run Credit Analysis Refresh, the system includes all the customers with an open balance (regardless of whether the balance is past due) in the A/R Cash Management worktable.

After you run Credit Analysis Refresh, you can determine which customers:

- Are over their credit limit
- Are due for a credit review
- Have overdue balances on their account
- Are due for a collection review

When you run Credit Analysis Refresh, the system gathers information from the following tables and then updates the A/R Cash Management worktable (F0315):

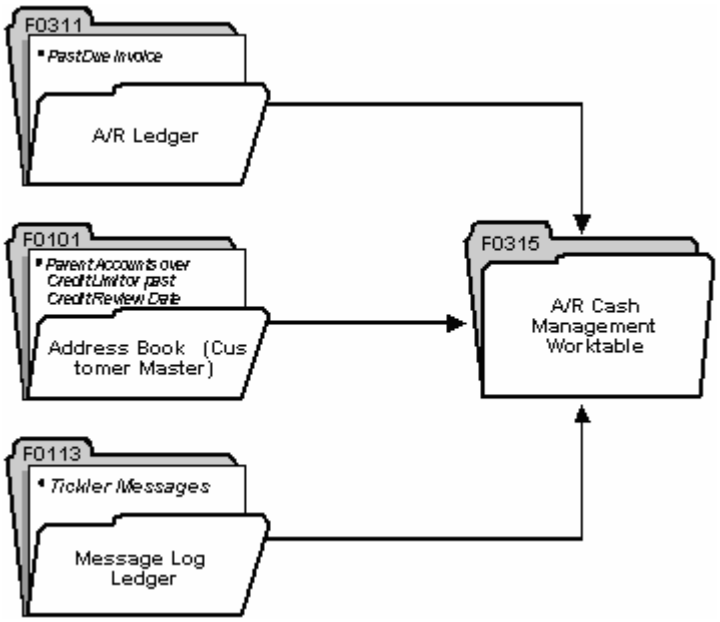
- A/R Ledger (F0311)
- Customer Master (F0301)
- Electronic Mail (F0113)

If you update parent information and do not run Update A/R from Address Book (P03802) before running Credit Analysis Refresh, you might have customers who are associated with two or more parent records. This can result in duplicate records for the same customer.

### Temporary Credit Messages

The Credit Analysis program also updates the temporary credit messages on Customer Master Information based on the settings of the Temporary Credit Messages processing options for the program.

The following graphic illustrates the types of information that the system updates in the A/R Cash Management worktable.

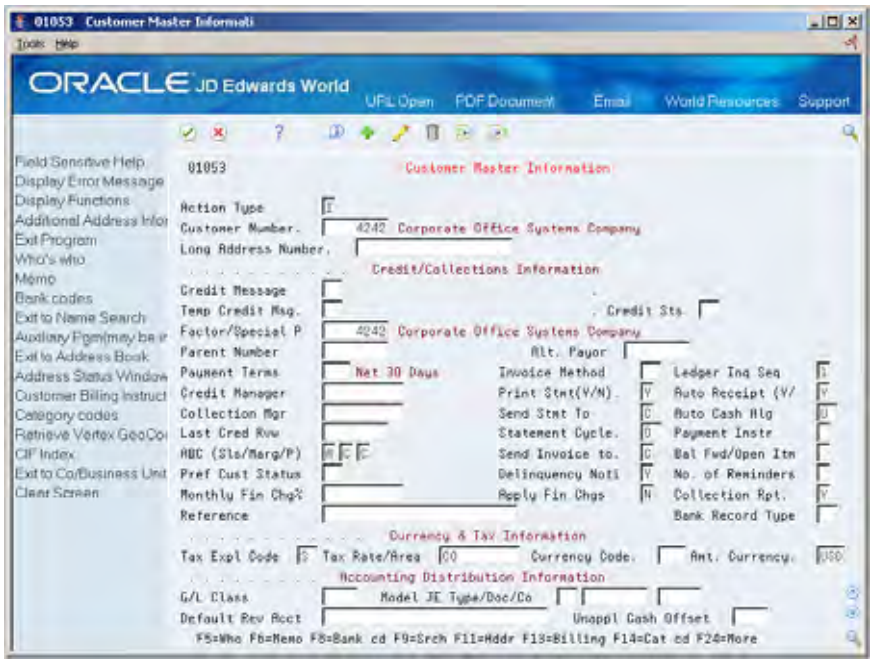



## Example: Updating Credit Messages

The following example shows a customer record before and after it is updated by the Credit Analysis Refresh program.

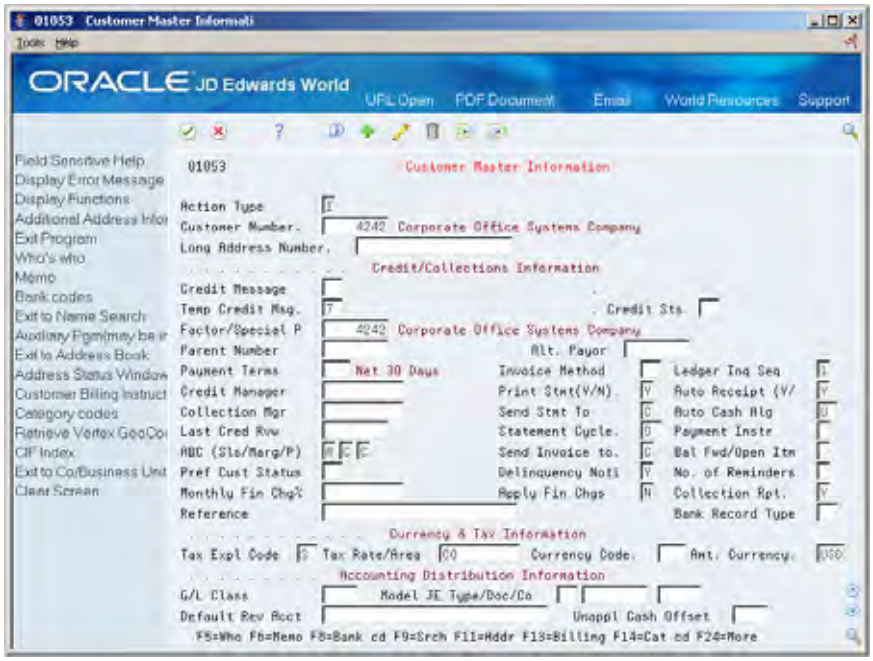
## Before

On Customer Master Information, both the credit message and temporary credit message information is blank for customer 3333.




## After

Notice that the temporary credit message code is now set to 7, *On Credit Hold per Accounting*. Customer 3333 has an invoice that is past due within the 91-to-120-day aging category. The permanent credit message remains unchanged.



## Technical Considerations

When you run Credit Analysis Refresh, the system creates a minimum of four records in the A/R Cash Management table (F0315) for each customer. For example, if you enter one invoice for customer 1234 for company 00001, the system creates the following 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.
- One record for the parent information (RTPART = P) for the company that the invoice was entered against (RTCO = 00001). Even if you do not use parent/child relationships, the system still generates a parent record.
- One record for the parent information (RTPART = P) for company 00000 (RTCO = 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.

## Before You Begin

- Run the Update A/R from Address Book program to ensure that the A/R Ledger table contains current information.
- Use processing options for this program to define the aging criteria. You may either use Accounts Receivable Constants to specify how the system ages your customer's invoice information or set up the aging criteria in the specific aging processing options. 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 that the aging is based on
  - The beginning and ending aging categories

See *Setting Up Accounts Receivable Constants* for information about setting up A/R aging information.

## Processing Options

See Credit Analysis Refresh (P03525).

## Data Selection and Sequence

Do not change the data selection and sequence for this program. You can run the DEMO version to include customers with zero balances in the worktable.

# Determine Average Days Late

## Overview

| | |
|---|---|
| | From Accounts Receivable (G03), choose **Credit/Collection Management**<br>From Credit & Collection Management (G0315), choose **Recalculate Average Days Late** |

Recalculate Average Days Late (P03830) calculates the average days to pay for each customer based on the A/R Ledger file (F0311) payment history for that customer. The average days late is maintained in the Customer Master file (F0301) and is available for review through Account Status Summary (P03203).

The average days are based on the invoice net due date rather than the invoice date. Therefore it is possible to have plus and minus average days to pay. A customer who pays ahead of schedule would have negative average days to pay. A customer who always pays exactly on time would have zero average days to pay. A customer whose account is delinquent would have a positive number of days to pay.

## Calculations

The Recalculate Average Days Late program (P03830) uses the following steps in its calculations. Field descriptions and names are noted in parentheses.

1. Using the required data selection, the system retrieves invoices that are paid or partially paid. This excludes adjustment records (TRTC = A or W) and the original unapplied cash document (DCT = RU).
2. The software compares the invoice Net Due Date (DDJ) to General Ledger Date (DGJ) to determine the number of days late for each invoice, except in the case of a spread transaction (TRTC = S). If unapplied cash payments are spread to an invoice, those records (document type RS) will trace back to their original Unapplied Cash receipt record (document type RU/RC), and use the G/L date of the RU/RC record to calculate the number of days to pay.
3. After calculating the number of days to pay for each invoice, the program multiplies the number of days to pay by the amount on each receipt (AG) to determine the weighted days late for that receipt.
4. The program sums the receipt amounts and the weighted days for each customer, and then divides the weighted days by the customer's total receipts to determine weighted average days late.
5. The average days to pay for the parent is calculated by accumulating the TOTAL weighted days for all children, including the parent, and dividing by the TOTAL RC dollars received for all children, including the parent and placing the value in the average days to pay parent field. This value can be

viewed via the Account Status Summary screen (P03203) by inquiring on the parent.

6. The program updates the number calculated in Step 4 to the Average Days Late field (AVD) in the Customer Master table (F0301) and can be viewed in Account Status Summary (P03203).

## Example:

| Invoice/Receipt Number | Amount | Due or G/L Date | Days Late | Calculation |
|---|---|---|---|---|
| Invoice 1 | $1000 | 7/01/2017 | | |
| Receipt 1 | 1000 | 7/25/2017 | 24 | 24 x 1000 = 24,000 weighted |
| Invoice 2 | $20 | 8/31/2017 | | |
| Receipt 2 | 15 | 1/01/2018 | 123 | 123 x 15 (partial payment) = 1845 weighted |

24,000 + 1845 = 25,845 total weighted days

1000 + 15 = $1,015 total receipts

Weighted Average Days Late: 25,845 / 1,015 = 25

**Note:** RU documents are not included until they are spread. After they have been spread, the program uses the G/L date of the RU/RC document as the receipt date.

If the Recalculate Average Days to Pay program has data selection limiting invoices by due date, only invoices that meet those criteria in the data selection and their corresponding RC check records will be used to calculate the average days to pay.

## Spread Example:

| Invoice/Receipt Number | Amount | Due or G/L Date | Days Late | Calculation |
|---|---|---|---|---|
| Invoice 3 | $100 | 6/01/2017 | | |
| Receipt 3 (entered as RU) | 100 | 6/30/2017 | | |
| Spread between Invoice 3 and Receipt 3 | 100 | 7/31/2017 | 29 | 29 x 100 = 2900 weighted |
| | | | (RU/RC G/L date is retrieved) | |

Total weighted days: 2900

Total receipts: $100

Weighted Average Days Late: 2900 / 100 = 29

## DREAM Writer Considerations

The DREAM Writer data selection can be used to specify the amount of invoice history you want to include in the average days to pay computation.

A mandatory selection is set up to include only those invoices where the open amount does not equal the gross amount; that is, only invoices that have either been paid or partially paid.

If invoice due date is set to *ALL in the DREAM Writer, average days to pay is calculated on inception to date account detail unless the detail has been purged previously.

## Guidelines

Adjustments, write-offs and open unapplied cash receipts on a customer's account are not included as part of the "average days to pay" calculation.

# Calculate High Balance

## Overview

| | |
|---|---|
| | From Accounts Receivable (G03), choose **Credit/Collection Management**<br>From Credit & Collection Management (G0315), choose **Calculate High Balance** |

Calculate High Balance (P03526) calculates the highest open amount total, at the time the program is executed, for each customer, based on the A/R Ledger file (F0311) or the A/R As of file (F0311A). The High Balance (A5AHB) and Date of High Balance (A5DHBJ) fields in the Customer Master file (F0301) will be updated if the current open amount total is greater than the existing High Balance amount for the customer. The two fields, High Balance and Date of High Balance are available for review through Credit Granting & Management (P0305).

There are two methods to calculating the High Balance amount. The default method is the Current Day method, and the alternate method is the As Of method. There are two DEMO versions. The first version is for the Current Day calculation, which has the based on file set to the F0311. The second version is for the As Of calculation, which has the based-on file set to the F0311A, and the processing option set to a '1' to perform As Of processing.

### Current Day Method

The Current Day method calculates the current open amount at the time the program is executed. All open amounts in the A/R Ledger file (F0311) for the customer account (RPAN8) are totaled and compared to the High Balance amount (A5AHB) in the F0301. If this current day calculation is greater than the existing amount, then the High Balance amount field will be updated with the new amount and the Date of High Balance field (A5DHBJ) will be updated with the current system date.

The Current Day method requires the user to execute this program daily to ensure accurate daily high balance calculations. It is recommended this program be set up to run as an unattended nightly operation. If this job fails to run for one day, there is no recovery option for the missed processing day.

### As Of Method

The As Of method uses the same calculation as the Current Day method, except the As Of work file (F0311A) is used. When using the As Of method, if the calculated open amount is greater than the amount in the High Balance field (A5AHB), the new amount will be updated. The Date of High Balance field (A5DHBJ) will be updated from the As Of Data Area, AR311A.

If the As Of method is set up as an unattended nightly operation, it is recommended that Date File Generation (P03900) be set up also, as this is the program that builds the 'As Of' work file. Date File Generation must complete its processing prior to the Calculate High Balance being executed. If a day's processing is missed when using the As Of method, you need to run Date File Generation for the missed day and rerun the Calculate High Balance program.

## Multi-Currency

When currency processing is activated, the domestic currency of the transaction is compared to the Amount Currency field (A5CRCA) in the Customer Master. If the currency codes are different, the open amount is converted to the Amount Currency. The conversion / exchange rate effective date is based on the current system date when using the Current Day method. The As Of Data Area date is used as the conversion / exchange rate effective date for the As Of method.

Once the amounts are converted and totaled, the total amount is compared to the existing high balance. If the converted total amount is greater, it will replace the existing high balance amount. The Date of High Balance will be updated with the current system date for the Current Day method. The data area AR311A date will be used when using the As Of method.

## Guidelines

| Factor | Description |
|---|---|
| Recovery | The Current Day method does not have the ability for recovery if a processing day is missed. The As Of method can be recovered. You need to execute Date File Generation (P03900) based on the missed day, and then run Calculate High Balance. |
| Choose a Method | You should choose which method to use for the High Balance calculation and then only use that method. The two processes are using different means of gathering the data. If the two methods are executed or the processes mixed, the highest balance can be misrepresented and / or misleading. |
| High Balance Date | The current system date will be used if the amount is calculated as the replacement for the high balance Current Day method. The AR As Of Data Area date, in AR311A, will be used if the As Of amount for that day will be the replacement for the high balance. |
| Calculation | The calculation for the high balance is simply summing the open amount on all original documents for each customer. The amount will be compared to the current High Balance amount. If the new calculated amount is greater, this amount will be updated to the High Balance field. |

| Factor | Description |
|---|---|
| Data Selection | There are two non-optional fields, which are Payment/Item Document Type and Payment/Item Number. If these two fields are changed, unpredictable results will occur.<br>**Note:** Do not change these two data selection fields:<br>▪ Payment/Item Document Type - EQ *BLANKS<br>▪ Payment/Item Number - EQ *ZEROS |
| Data Sequencing | Do not change data sequencing. |

## Processing Options

See Calculate High Balance (P03526).

# Review Account Status Information

## Reviewing Account Status Information

| | |
|---|---|
| | From Accounts Receivable (G03), choose **Customer & Invoice Entry**<br>From Customer & Invoice Entry (G0311), choose **Account Status Summary** |

You can review summarized information about a customer's account or a parent account, such as the total open amount or dates of the first and last invoice using Account Status Summary, P03203.

Reviewing account status information consists of:

- Reviewing Aged "As of" Information
- Reviewing Real-Time Information

### Before You Begin

- Run the Credit Analysis Refresh program (P03525) to update account information that is displayed in "As Of" mode.
- Set the processing option for process aging to have either the "As Of" mode as the default display or the "Real Time" mode for the default display.

## What You Should Know About

**Multi-Currency**

If a customer uses multiple currencies, the system associates decimals with amounts by:

- Specific units (ledger type BU, AU, and so on). This is determined by the data display decimals in the data dictionary.
- Individual transaction amounts that represent the foreign currency. This is determined by the currency of the transaction (ledger type CA or Mode F).
- Summary amounts that represent the foreign currency of the last currency code associated with a particular total.
- Individual transaction amounts or summary amounts that represent the domestic currency of the company.

The currency code or company you specify on Account Status Summary determines the decimals for aging and open amounts (real-time only).

The amount currency you define in the customer record determines how the system uses decimals for the following amounts:

- Invoiced this year
- Invoiced prior year
- Last paid amount

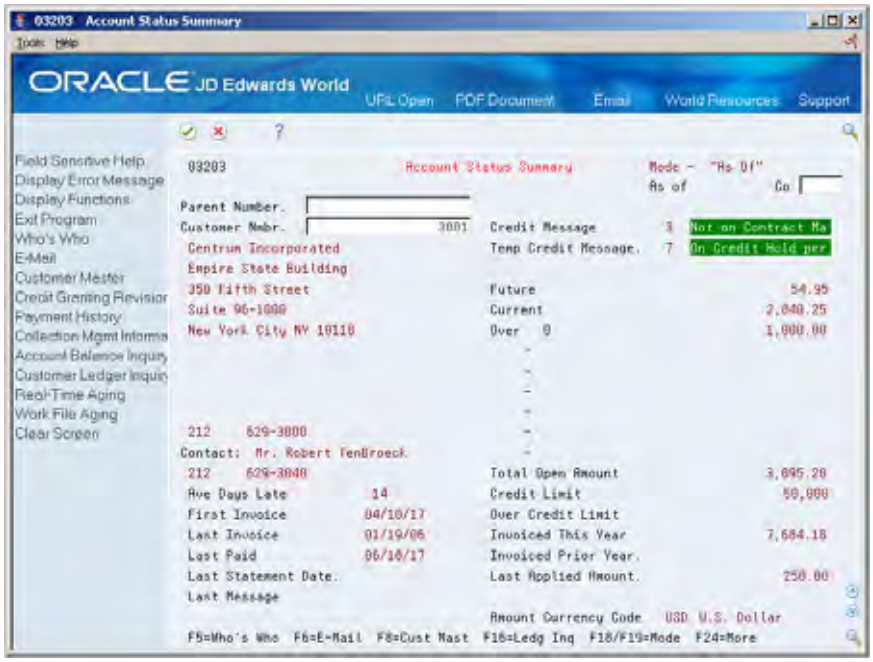
# Reviewing Aged “As of” Information

You can review the status of an account as of the last time you ran the Credit Analysis Refresh program. The system displays aging information on Account Status Summary according to the processing options you set for Credit Analysis Refresh.

“As Of” aging information is stored in the A/R Cash Management worktable (F0315) and the Customer Master table (F0301).

### To review aged “as of” information

On Account Status Summary




1. Complete one of the following fields:
   - Parent Number
   - Customer Number
2. Complete the following optional field:
   - Company
3. Depending on how your default display mode is set, toggle to “as of” mode using the Mode function (F19).

## Reviewing Real-Time Information

You can view the status of an account as of a specific date. For example, if you enter today’s date, the information is current as of today.

The real-time information that displays on Account Status Summary is stored in the A/R Ledger (F0311) and Customer Master tables. Because the A/R Ledger table contains more records then the A/R Cash Management worktable, the system might take longer to display information.

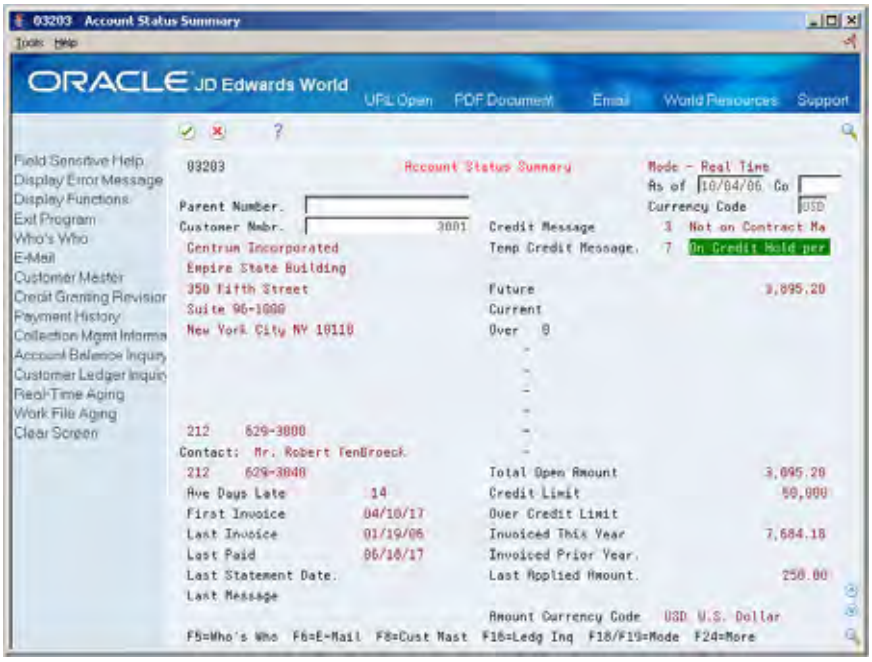
### To review real-time information

On Account Status Summary

1. Complete one of the following fields:
   - Parent Number

- Customer Number

2. Complete the following optional field:
   - Company
3. Depending on how your default display mode is set, toggle to “real time” mode using the Mode function (F18).




4. Change the following optional field:
   - As of Date

| Field | Explanation |
|---|---|
| As of Date | The cutoff date for information you want to display on a form or print on a report. |

## Processing Options

See Account Status Summary (P03203).

## See Also

- *Update A/R Information for Customer Analysis Refresh*

# Manage Credit Information

## Managing Credit Information

After you send an invoice to a customer for goods or services that are bought "on account," you might want to manage the customer's credit information. For example, you might want to view which parent accounts are due for a credit review, or you might want to increase the customer's credit limit. You manage credit information for a customer at the parent level.

Managing credit information consists of:

- Reviewing Customer Accounts
- Working Customer Accounts
- Reviewing Account Balances

## Reviewing Customer Accounts

| | |
|---|---|
| | From Accounts Receivable (G03), choose **Credit/Collection Management**<br>From Credit & Collection Management (G0315), choose **Credit Manager** |

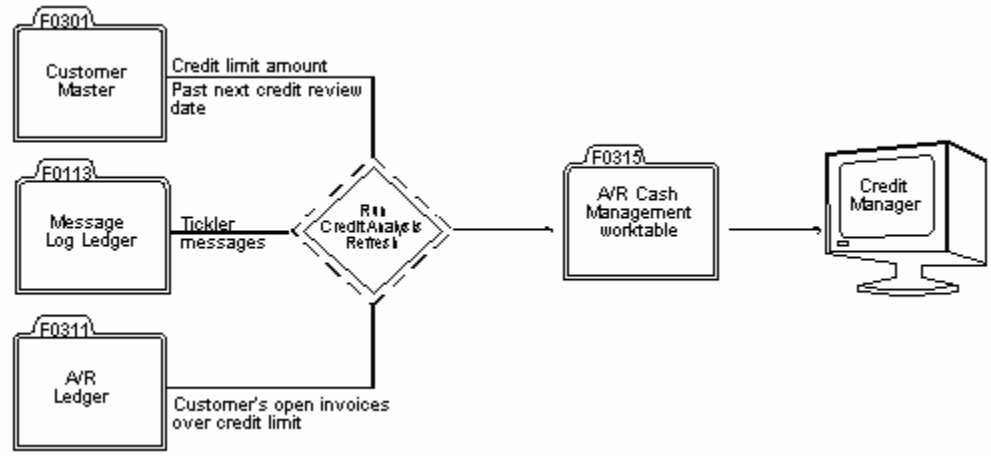
To determine whether a customer is over its credit limit, review the customer's account. This is the first task in managing credit information.

You can review an account (parent) that exceeds its credit limit by specifying:

- Address book category code 1 (location or branch)
- Address book category code 2 (account representative)
- Credit manager
- Collections manager

When you review a customer's account, you can determine if the customer is due for a credit review.

The following graphic illustrates the information that the system displays when you view credit information and where that information originates.




Credit information is stored in the following tables until the system updates the A/R Cash Management worktable (F0315):

- Customer Master (F0301)
- Message Log Ledger (F0113)
- A/R Ledger (F0311)

## Before You Begin

- Run the Credit Analysis Refresh program (P03525) to ensure that the credit information you review is current.

## To review customer accounts

On Credit Manager (P03215)

1. Display all customers who are over their credit limit, or complete any of the following fields to limit the information displayed:
   - Branch
   - Account Representative
   - Credit Manager
   - Collection Manager
   - Company
   - Worked
   - Review
   - Aging (From)
   - Aging (Thru)
   - Limit
   - Sequence
2. To review the total amount due and aging information, use the Alternate Format function (F15), then move forward or backward through the aging information using the Display Aging Forward/Backward function (F16/F17).

| Field | Explanation |
|---|---|
| Branch | One of forty reporting codes that you can assign to an address in the Address Book system. Use these codes to identify addresses for reports, mailings, and so on. Category codes are user-defined (system 01, types 01 through 30). Examples:<br>Category code 01 Location or Branch<br>Category code 02 Salesperson<br>Category code 03 New tenant<br>Category code 04 Credit officer<br>*Form-specific information*<br>An * (asterisk) indicates all locations or branches |
| Account Representative | One of thirty reporting codes that you can assign to an address in the Address Book system. Use these codes to identify addresses for reports, mailings, and so on. Category codes are user-defined (system 01, types 01 through 30). Examples:<br>Category code 01 Location or Branch<br>Category code 02 Account Representative<br>Category code 03 New tenant<br>Category code 04 Credit officer<br>*Form-specific information*<br>An * (asterisk) indicates all salespeople. |

| Field | Explanation |
|---|---|
| Worked | A value of Y or 1 displays all credit customers whether they have been worked or not. A value of N, 0 or blank displays all credit customers that have NOT been worked. |
| Review | The Accounts Receivable system automatically flags customers for review. This is based on a pre-planned credit review date or a current tickler (E-Mail) transaction. Other flags are provided to reflect over credit limit and customer delinquencies.<br>A value of Y or 1 displays ONLY those customers flagged for review. A value of N, 0 or blank will display ALL customers, whether flagged for review or not. |
| Aging (From) | The category at which you want to begin the aging. For example, category 3 could indicate 60 - 90 days, and so on. You can use up to nine aging categories. |
| Aging (Thru) | The category at which you want to end the aging. For example, category 3 could indicate 60 - 90 days, and so on. You can use up to nine aging categories. |
| Limit | This field is used to select customers who have exceeded their credit limit as established on Customer Master Information. A value of N, or 0 displays all customers. A value of Y or 1 displays only those customers who have exceeded their credit limit.<br>Credit limits are established at the parent (national account) level. |
| Sequence | The sequence in which a customer's balance displays.<br>▪ 1 displays the customers in descending sequence based on the amount over the credit limit<br>▪ 2 displays the customers in descending sequence of the highest balance of the oldest category |

## What You Should Know About

**Reviewing additional customer information**

From Credit Manager you can access additional information that might be useful when reviewing a customer's account by entering an option in the Option field next to the Customer . For example, you can access:

- Summarized account information, such as the date of the first and last invoice
- Detailed customer ledger information
- Detailed payment history
- Electronic mail reminders with tickler dates

**Multi-Currency**

If you specify a company, the system uses the decimals of that company's currency to display amounts. If you do not specify a company, the system uses the amount currency specified in the customer record.

# Working Customer Accounts

| | |
|---|---|
| | From Accounts Receivable (G03), choose Credit/Collection Management<br>From Credit & Collection Management (G0315), choose Credit Granting & Management |

When managing credit information for a customer, the second task is to work the customer's account. When working an account, you might review and change the following for the customer at the parent level:

- A customer's credit limit
- The date of the next credit review
- A tickler message about any action you take

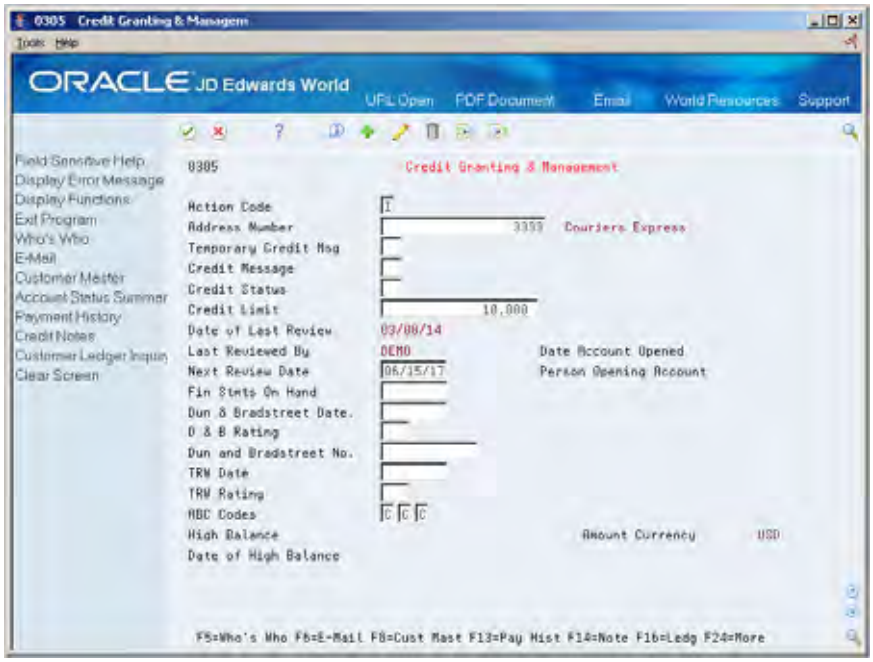
An account is considered "worked" after you change the date of the next credit review or enter a message about the account's status.

When you revise the credit limit or next review date for a parent customer, the system updates the Customer Master table. However, the system does not update the following until you run the Credit Analysis Refresh program (P03525):

- Open amounts for the customer
- The amount over the credit limit

### To work customer accounts

On Credit Granting & Management




1. Locate the customer.
2. Complete or change information in the following fields:
   - Credit Limit
   - Next Review Date

| Field | Explanation |
|---|---|
| Credit Limit | The credit limit for a customer in the Customer Master Information table (F0301). This value is used throughout the credit management programs and is maintained for parent accounts.<br>This field is maintained as an integer, no decimals. |
| Next Review Date | The review date for the customer's credit information. |

## What You Should Know About

**Revising credit information** You cannot change the Date of Last Review and Last Reviewed By fields. The system automatically updates them when you review and change the customer's credit limit.

### Processing Options

See Credit Granting and Management (P0305).

## Reviewing Account Balances

| | |
|---|---|
| | From Accounts Receivable (G03), choose **Credit/Collection Management**<br>From Credit & Collection Management (G0315), choose **Account Balance Inquiry** |

When you work a customer's account, you might need to research whether the customer has exceeded its credit limit. To do so, review the customer's account balance.

You can view credit information for a parent company and its associated children by specifying one of the following:

- Parent number (to view up to 25 levels of parent/child information)
- Statement address number (to view open balances for a specific customer)

Account balance information is maintained in the A/R Cash Management worktable (F0315).

### Before You Begin

- Set up the necessary parent/child relationships and the instructions for statements on Customer Master Information.
- Run Update A/R from Address Book (P03802) to update the A/R Ledger with current parent/child information.
- Run the Credit Analysis Refresh program, P03525, to build the multi-level parent/child relationships.

### To review account balances

On Account Balance Inquiry

1. Complete one of the following fields:
   - Parent Number
   - Statement Address Number
2. To further limit the information displayed, complete any of the following fields:
   - Level
   - Company
   - Currency

## What You Should Know About

**Reviewing the credit limit**

If you specify company 00000 or leave the company blank, access the detail area (F4) to view the credit limit of the parent customer.

**Reviewing account balances for a parent customer**

When you review the account balance for a parent customer, you can:

- Leave the company blank to display the total of the parent account and its children's accounts for all companies
- Leave the Level field blank to display the total of all parent/child levels and their account balance

**Multi-Currency**

- If you specify company 00000, the account balance represents the amount currency assigned in the customer record.
- If you do not specify a company or a currency, the account balance is displayed in the domestic currency of the parent customer account.
- If you specify a currency, the system only displays those account balances that are in the specified currency.

# Create Credit Reporting Tapes

## Creating Credit Reporting Tapes

| | |
|---|---|
| | From Accounts Receivable (G03), choose **Credit/Collection Management**<br>From Credit & Collection Management (G0315), choose **Create Credit Reporting Tapes**<br>From Credit Reporting Tapes (G03151), choose **TRW, Dun & Bradstreet or CREDITEL** |

As part of managing credit information for your customers, you might need to send a magnetic tape of A/R 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:

- Reads information from the A/R Cash Management worktable (F0315)
- Formats your customer's A/R information to conform to the standards of the specific credit agency
- Writes the information to the tape

You might be required to send these tapes to one or more of the following credit agencies:

- TRW
- Dun & Bradstreet
- CREDITEL

These credit agencies, in turn, process the tape and establish credit rating information about your customers.

## What Are the Requirements for Credit Reporting Tapes?

The following information describes the credit agency's requirements for credit reporting tapes.

| Agency | Requirements |
|---|---|
| TRW | This credit agency requires that you:<br>▪ Include all of your 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 TRW 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 (03/PT) and the TRW definition. |
| Dun & Bradstreet | This credit accepts tapes that conform to the requirements of TRW. |
| CREDITEL | This credit agency has no special requirements. |

## Before You Begin

- Run the Update A/R from Address Book program (P03820).
- Contact your 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 (P03525) to create the A/R Cash Management worktable. Alternatively, you can set a processing option in the Create Credit Reporting Tapes program to base your credit reporting information on a temporary cash management table. This lets you submit the tape program without running Credit Analysis Refresh.
- Initialize your media tape to either 1600 or 6250 BPI with standard IBM tape labels.

### To create a credit reporting tape

**1.** Choose the menu selection for one of the following:

- TRW – P039201
- Dun & Bradstreet – P039201
- CREDITEL – P0309201C

**2.** Respond to the prompts that the system displays.

3. Set the appropriate processing options.

## What You Should Know About

| | |
|---|---|
| **Submitting more than one version at the same time** | If you try to submit more than one version of the Create Credit Reporting Tapes program, the system displays an error message because each version accesses the Credit Tape worktable (F03902 or F03902C). |
| **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. |

## Processing Options

See Credit Reporting Tape - TRW / Dun & Bradstreet (P03920).

See Credit Reporting Tape - CREDITEL (P03920C).

# Manage Collections Information

## Managing Collections Information

After you send invoices to your customers, you might need to manage their accounts for collection purposes. For example, you might need to review and analyze a customer's past-due account and determine whether to send it to an outside collections agency.

Managing collections information consists of:

- Reviewing Past-Due Accounts
- Reviewing Customer Payment History
- Reviewing Account Balances
- Working Past-Due Accounts
- Using the Accounts Receivable Activity Log
- Reviewing Collection Management Information

## Reviewing Past-Due Accounts

| | |
|---|---|
| | From Accounts Receivable (G03), choose **Credit/Collection Management**<br>From Credit & Collection Management (G0315), choose **Collections Manager** |

To determine which customer accounts are overdue and the number of days in which the accounts are delinquent, review past-due accounts. You can control the information that the system displays by setting a processing option.

In addition, you can review:

- Accounts for a specific collection manager or all collection managers
- Accounts with outstanding collections messages
- Accounts that have been "worked"
- Accounts that are past due in specific aging categories

Collections information is stored in the following tables until the system updates the A/R Cash Management worktable (F0315):

- Customer Master (F0301)
- A/R Ledger (F0311)

## Before You Begin

- Run the Credit Analysis Refresh program (P03525) to ensure that the collections information is current

### To review past-due accounts

On Collections Manager (P03218)

1. Display all past-due accounts for all collection managers, or complete the following field to limit the information displayed:
   - Collections Manager
2. To further limit the information, complete any of the following fields:
   - Company
   - Parent
   - Worked
   - Review
   - Aging From
   - Aging Thru
3. To review the total amount due and aging information, use the Alternate Format function (F15), then move forward or backward through the aging information using the Display Aging Forward / Backward functions (F16 / F17).

## What You Should Know About

**Reviewing additional account information**

From Collections Manager, you can access additional account information that might be useful when you review past-due accounts. For example, you can access:

- Detailed customer ledger information
- Summarized account information, such as the date of the first and last invoice
- Customer master information
- Detailed messages about any action taken to collect overdue amounts

**Multi-Currency**

If you specify a company, the system uses the decimals of that company's currency to display amounts. If you do not specify a company, the system uses the amount currency you set up in the customer record.

**Selecting text messages**

Set the Message Text Version processing option to select the Message Text Entry program you want to use with the Collection Manager program.

## Processing Options

See Collections Manager (P03218).

# Reviewing Customer Payment History

| | |
|---|---|
| | From Accounts Receivable (G03), choose **Credit/Collection Management**<br>From Credit & Collection Management (G0315), choose **Customer Payment History** |

Alternatively, you can access customer payment history from the Customer Payment History form.

As part of your collection activities, you might want to analyze the payment trends of a customer. To do so, review the customer's payment history.

Customer Payment History consists of A/R activity over three fiscal quarters. This information is maintained in the A/R Ledger table.

## Before You Begin

- Run the Average Days Late program (P03830) to update the number of days a customer is late in paying their invoices.

### How it Works

When entering the program the current year and month for Company 00000 is loaded in the "From Year" and "From Month" fields in the upper right hand corner of the screen.

The display is divided into four columns. The first three columns are based on a three-month period (quarter) and the fourth column is a total of the first three columns. The program looks at the GL Date field (RPDGJ) to determine which bucket (Quarter) to display the data. The quarters / dates that this program uses are based on the values in the From Year and From Month fields. The columns are determined in the following manner:

1. The "From Year" and "From Month" are the beginning point for the first column.
2. The months are then calculated and the headings for each column are determined.
3. Three months are included in each column, thus representing a quarter.

## Field Calculations

| Field | Criteria |
|---|---|
| Sales | Looks at the records that have the following criteria:<br>▪ Gross Amount > 0<br>▪ Matching Doc Type = Blank<br>▪ Doc Type NE RB (Ignores Chargebacks)<br>The Gross Amount of the selected records is compiled for this field. |
| Credits | Looks at the records that have the following criteria:<br>▪ Gross Amount < 0<br>▪ Matching Doc Type = Blank<br>▪ Doc Type NE RU (no Unapplied Receipts, RU treated as Cash Receipts)<br>The Gross Amount of the selected records is compiled for this field. |
| Cash Receipts | Looks at the records that have the following criteria:<br>▪ Matching Doc Type NE Blank<br>▪ Matching Doc Type NE RE<br>▪ Cash Receipt Transaction Code NE 'A' or 'W'<br>The Gross Amount of the selected records is compiled for this field. |

| Field | Criteria |
|---|---|
| Period High Sum | This field is calculated based on the GL date in which account activity (invoice/receipt) took place. It takes all the invoices and receipts for a particular column's date range, processes them in order of occurrence, and accumulates a total for the period.<br><br>The logical file used to tally the amount is the F0311LD. This logical is ordering the records by Address Book number (RPAN8), GL date (RPDGJ), Document Type (RPDCT), Document Number (RPDOC), etc. While placing the records in this order, it is summing the gross amounts of these transactions. For example, three invoices were entered on consecutive GL days, RI $1000, RM $1000-, and RI $100. The Period High Sum would be $1000 since the $1000 was the first invoice, the credit memo netted the accumulated total to be 0, and the third invoice only made the accumulated period total $100.<br><br>If the same three items were entered with the same GL date, as RI $1000, RM $1000-, and RI $100 for the specific customer, the system would calculate a high balance amount of $100. When the items appear on the same GL day, these amounts are totaled for the day, before being included in the accumulated period high sum total. |

## EXAMPLE 1:

Based on the Customer Payment History example below, this amount is compared to the customer detail information for the period. As displayed, the period information is from 04/01/2016 through 06/30/2016. The invoice on 5/1/16 has initial balance for the period as 10,000.00. The accumulated total and the high period sum as of 06/01/2016 is 30,000.00.

Customer Payment History

06/16-04/16

Period High Sum. . 30,000.00

Pd. High Sum Date - 06/01/16

Customer Detail Information

| Document | Inv Date | G/L Date | Inv Amount | Cumulative Amt |
|---|---|---|---|---|
| RI 11430 001 | 05/01/16 | 05/01/16 | 10,000.00 | 10,000.00 |
| RI 11428 001 | 06/01/16 | 06/01/16 | 20,000.00 | 30,000.00 |

## EXAMPLE 2:

Based on the Customer Payment History example below, this is compared to the customer detail information for the same period. The Period High Sum is 30,000.00 on the GL date of 06/01/2016.

Customer Payment History

07/16-05/16

Period High Sum. - 30,000.00

Pd. High Sum Date - 06/01/16

Customer Detail Information

| Document | Inv Date | G/L Date | Inv Amount | Cumulative Amt |
|---|---|---|---|---|
| RI 11430 001 | 05/01/16 | 05/01/16 | 10,000.00 | 10,000.00 |
| RI 11428 001 | 06/01/16 | 06/01/16 | 20,000.00 | 30,000.00 |
| RU 10063 001 | 07/01/16 | 07/01/16 | 25,000.00- | |
| RU 10063 001 | 07/01/16 | 07/01/16 | 25,000.00- | |
| RC 11430 001 | 05/01/16 | 07/01/16 | 10,000.00- | |
| RI 11429 001 | 07/01/16 | 07/01/16 | 17,000.00 | 12,000.00 |
| RC 11429 001 | 07/01/16 | 07/15/16 | 2,000.00- | 10,000.00 |
| RC 11428 001 | 06/01/16 | 07/15/16 | 20,000.00- | 10,000.00- |

The calculation for the GL Date 07/01/2003 was totaled first, and then summed with the cumulative balance. The calculation does not include the RU/RC record from the initial unapplied cash transaction. The original RU document gross amount will be included in the high sum calculation.

As displayed in the Cumulative Amount column, 30,000.00 is the period high sum and this occurred on the GL date of 06/01/2003.

**Note:** If the high sum calculation is a negative number (receipts/credit memos more than invoices), no high sum will be displayed. Also, the discount taken amount for a receipt will be included with the net amount of the receipt.

| Field | Explanation |
|---|---|
| Period High Sum Date | The GL date of when the high balance amount occurred. |

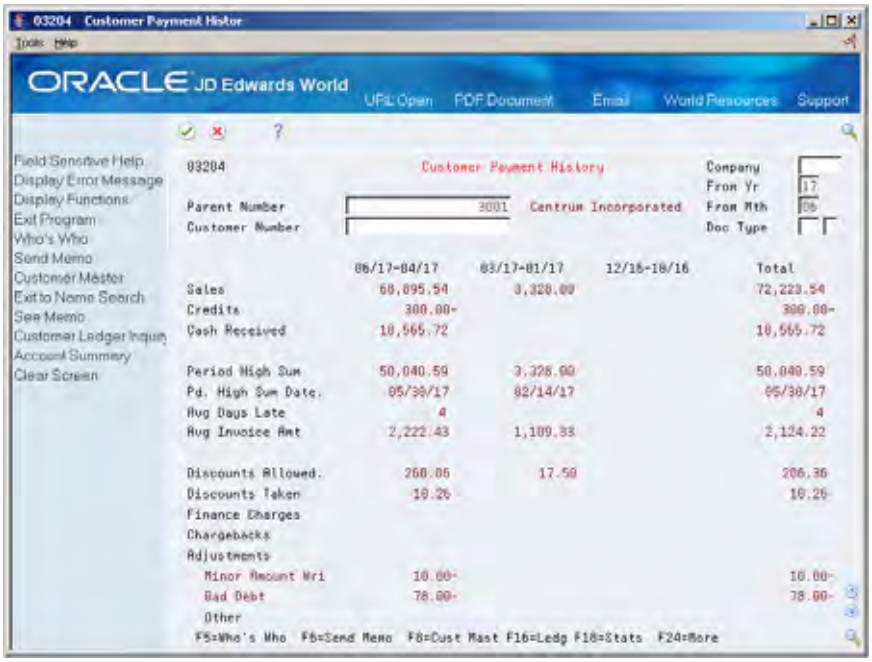
| Field | Explanation |
|---|---|
| Average Days Late Field Criteria | This field is calculated by subtracting the Deposit G/L Date (RPDGJ) from the Invoice Due Date (RPDDJ) to determine the days past due. The days past due is multiplied by the receipt amount to arrive at the weighted days to pay. The weighted days is then divided by the gross amount of all receipts to result in the average days late. The program will do this calculation for the three defined periods. Totaling the weighted days from the three periods and dividing by the total gross amount of receipts for the periods calculate the Total field.<br><br>**Note:** This is different from the value that is shown with the same field name on Account Status Summary. That field is stored in the F0301 and comes from the Recalculate Average Days Late program (P03830). This field is calculated by the program behind the scenes, using data specific to the defined periods and is not stored in any file. Although the calculation is the same between the two programs, the data used in the calculation may be different therefore the results may not match. |
| Average Invoice Amount | The average of all invoices. |
| Discounts Allowed | A dollar amount of discounts allowed on the invoice. |
| Discounts Taken | A dollar amount of discounts taken. |
| Finance Charges | A dollar amount of finance charges applied. |
| Chargebacks | A dollar amount of all chargebacks. |
| Adjustments | Three rows of adjustments may appear on the video as applied during the cash receipts process. The first two are a dollar amount tied to the first two adjustment reason codes read from the A/R transactions file (F0311). The Other row is a dollar amount of all other transactions. |

## Multi-Currency

If you enter multiple currencies for a customer, the total amounts on Customer Payment History will be meaningless hash totals (a combination of all currencies entered).

### To review payment history

On Customer Payment History




1. Complete one of the following fields:
   - Parent Number
   - Customer Number
2. To further limit the information displayed, complete any of the following fields:
   - Company
   - From Year
   - From Month
   - Document Type (Include / Exclude)

## What You Should Know About

**Multi-Currency**

If you enter multiple currencies for a customer, the total amounts on Customer Payment History will be meaningless hash totals (a combination of all currencies entered). To avoid hash totals, set up multiple address book numbers for a customer, each with its own currency.

## Processing Options

See Customer Payment History (P03204).

# Reviewing Account Balances

To determine the open amount on an account, review the customer's account balance. This task consists of:

- Reviewing balances by administrator
- Reviewing balances by business unit

Account balance information is stored in the A/R Ledger table.

## Reviewing Balances by Administrator

| | |
|---|---|
| | From Accounts Receivable (G03), choose **Credit/Collection Management**<br>From Credit & Collection Management (G0315), choose **Balance by Administrator** |

To view account information by location or account representative, review balances by administrator. You can view account balances by the information you defined for category codes 01 and 02 in the address book. For example, you can view all open account balances that are assigned to a specific salesperson.

### To view balances by administrator

On Balance by Administrator (P03210)

Display all account balances for your default location or branch, or complete any of the following fields to limit the information displayed:

- Location or Branch
- Salesperson
- Paid

## What You Should Know About

**Reviewing other types of account information**

You can access other types of account information for a customer on Balance by Administrator. For example, you can access:

- Customer ledger information
- Account status information

## Reviewing Balances by Business Unit

| | |
|---|---|
| | From Accounts Receivable (G03), choose Credit/Collection Management<br>From Credit & Collection Management (G0315), choose Inquiry by Business Unit |

In addition to reviewing a customer's account balance by administrator, you can review the open amount of the account by business unit.

### To review balances by business unit

On Inquiry by Business Unit

1. Complete the following field:
   - Business Unit
2. To limit the information displayed, complete any of the following fields:
   - Document Type
   - Paid
   - G/L Offset

## What You Should Know About

**Specifying a business unit** The business unit you specify on Inquiry by Business Unit is the business unit of the invoice record, not the business unit for the G/L distribution.

# Working Past-Due Accounts

| | |
|---|---|
| | From Accounts Receivable (G03), choose **Credit/Collection Management**<br>From Credit & Collection Management (G0315), choose **Promise Entry & Inquiry** |

When managing collection information for your customers, you might need to work those accounts that are past due. An account is considered "worked" after you enter a collections message.

After you work a past-due account, the customer no longer appears on Collections Manager. If the account remains past due based on the tickler date, the account will appear again.

Promises Entry and Inquiry is a version of the Address Book Message Log. You can view a list of customers and use the search type and category codes to create specific lists of customers.

Working past-due accounts consists of:

- Reviewing promises messages
- Entering promises messages

## See Also

- *Working with Employee Mail Boxes (P012501)* and *Working with Messages (P012501)* in the *Address Book Guide*

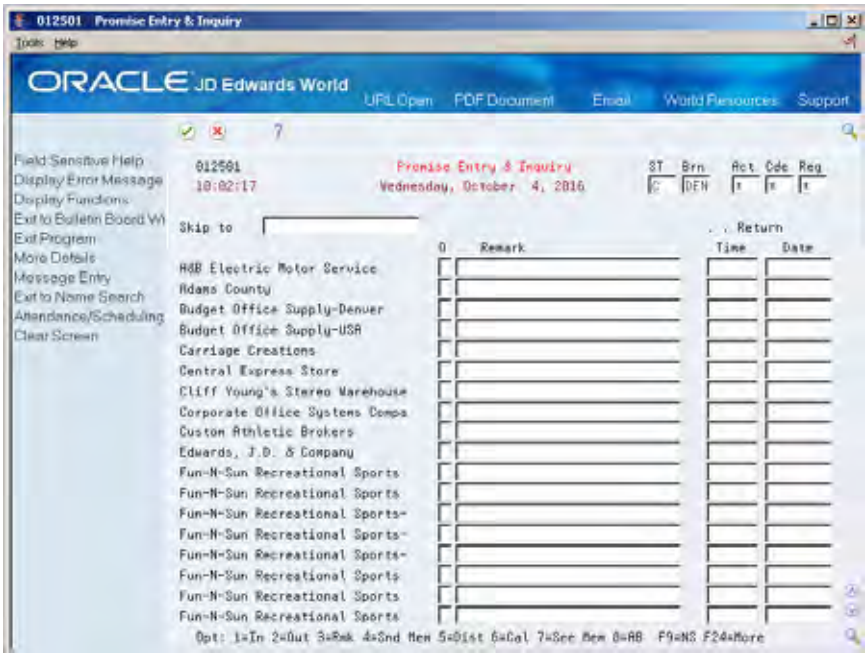
## Reviewing Promises Messages

When working past-due accounts, you might need to review promises messages for the customer. A promises message might contain detailed information about the action taken to collect overdue invoices on a customer's account.

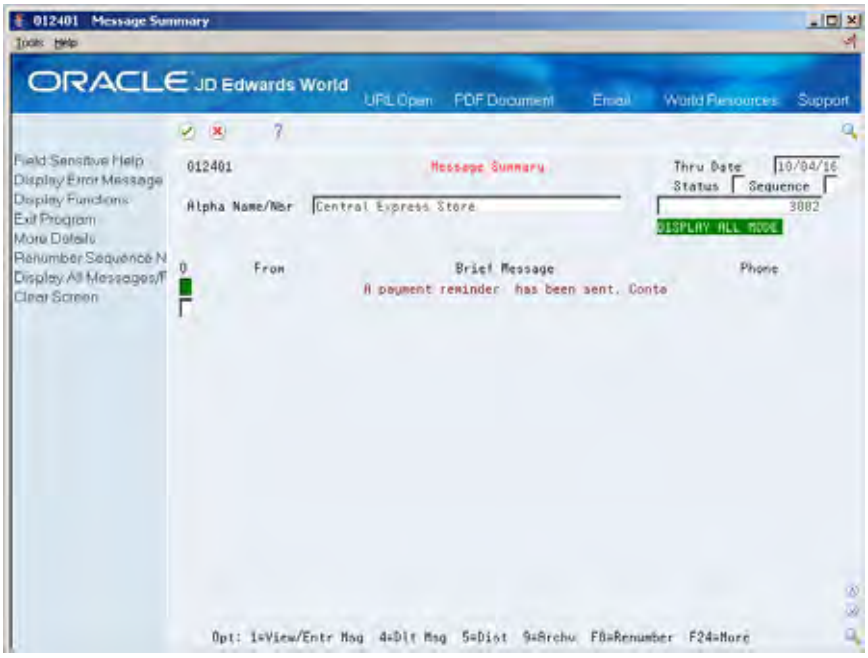
For example, a promise message might read *A delinquency notice was sent June 30, 2010.* A promises message might also document a conversation with a customer about its past-due account balance. For example, the message might read *Spoke with the accounts payable manager, John White, and he said payment will be sent at the end of the month.*

## To review promises messages

On Promises Entry & Inquiry




1. Complete the following field or a portion thereof:
   - Skip to
2. Choose the See Memo option (7) next to the customer to access Message Inquiry and view a portion of the first line of text for each message.



3. On Message Inquiry, choose the View / Enter Message option (4) next to the appropriate message.

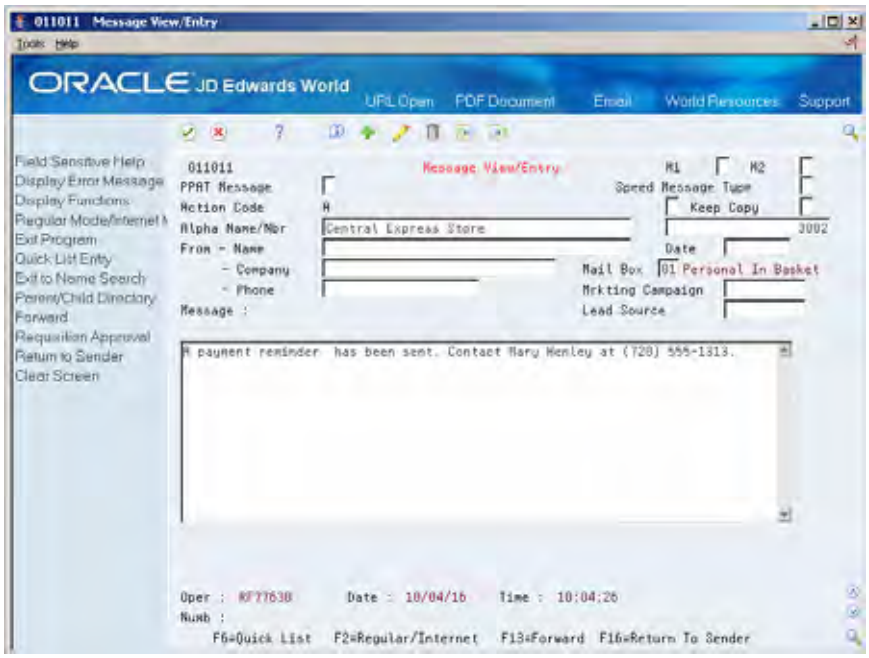
## Entering Promises Messages

To document any communication with a customer, such as a commitment to pay an invoice on a certain day, enter a promises message. You can enter promises messages to better manage collection reminders, customer communications, and future actions.

### To enter promises messages

On Promises Entry & Inquiry

1. Complete the following field or a portion thereof:
   - Skip to
2. Choose the Send Memo option next to the customer to access Message View / Entry.




3. On Message View Entry, complete the following fields:
   - Tickler Date
   - Message Type 1
   - Message Type 2
   - Name
   - Company (optional)
   - Phone (optional)
   - Speed Message Type

**4.** Complete the necessary text on the Message lines.

| Field | Explanation |
|---|---|
| Tickler Date | The future reminder date. The system will not send the message until this date. |
| Message Type 1 | A code used to classify types of messages. For example:<br>I Internal Message - entering message of this type does not remove customer from credit or collection review.<br>P Promises, Promises Message.<br>F Other Promises, Promises Message - a secondary classification of Promises, Promises messages.<br>If using Promises, Promises, you might want the default to be P, so that you can print your reports using this code. |
| Message Type 2 | A code that classifies the type of messages. For example:<br>S Direct Sale<br>D Distributor Sale |
| Speed Message Type | A user defined code (01/MT) that specifies speed messages in the Electronic Mail system. When a Speed Message Type code is entered on Message View/Entry, the code's description is automatically added as the message text. Examples are, "Please call back" or "Returned your call". |

## What You Should Know About

**Entering a message without working an account**

You can enter a promises message for a customer without working the account. To do so, specify I (internal) in the M1 field and leave the tickler date blank. This designates the message is for internal purposes.

# Using the Accounts Receivable Activity Log

Use the Accounts Receivable Activity Log to review and manage account activities.

## Managing Account Activities

The account activity log can be used to review a history of credit and collection efforts and to show patterns and trends of customer habits. The account activity log produces a list of all the credit and collection activities associated with a customer, such as the date when statements, delinquency notices, and finance charge fees were generated, as well as when their credit limit was changed or reviewed. From the list of activities associated with an account, detailed information about a specific activity can be accessed and reviewed. For example, if the activity indicates Over Credit Limit, you may access Account Status Summary to view the amount that the

customer has exceeded their credit limit. If an account has a large number of delinquency processes or collection reviews associated with it, it may be considered a problem account; if very little activity is associated with an account, it might be considered to be performing well. The system displays activities for an account by activity date and priority.

## Reviewing Account Activities

| | |
|---|---|
| | From Accounts Receivable (G03), choose **Credit/Collection Management**<br>From Credit & Collection Management (G0315), choose **Activity Log** |

The on-line Activity Log program (P0331) is a workbench program to review the customer's activities. You can display all activities associated with all accounts or complete any of the following fields to limit the information that the system displays:

- Activity Number
- Customer Number
- Company - The system creates activities by company for statements (when the Company Consolidation processing option is left blank), delinquency notices and finance charges.
- From Tickler Date

You can also change the order of how information is displayed by selecting a sequence value:

1 – Address number / tickler date

2 – Address number / activity priority

From the Activity Log there are several selection options available:

- '1' - Exit to Promises, Promises
- '2' - Exit to Account Status Summary
- '3' - Exit to Customer Master
- '4' - Exit to Customer Ledger Inquiry
- '5' - Exit to Generic Text

Enter the corresponding option number to exit to pertinent A/R programs for that customer or enter generic text messages. There is also a function key exit (F21) to a DREAM Writer versions list program (P0331P) to print the Activity Log.

Access the Detail area (F4) to view information for the following activities:

- Credit Limit Updated - Detail shows the prior and current values of the credit limit.
- Over Credit Limit - Detail shows the amount customer is over and the credit limit.
- Statements - Details shows the total due and the statement number.

There are two processing options for the Activity Log program to control the display and processing to meet the needs of your business.

| Processing Option | Description |
|---|---|
| Preloaded Data Selection | This option will allow you to preload header information to the Activity Log. This information is used to select which log records are displayed. |
| DREAM Writer Versions | This option will allow you to enter the version of the exit programs you can call from Selection Options. |

## Processing Options

See Activity Log (P0331).

## Setting Up Activity Type Master

From Accounts Receivable (G03), use Hidden Selection 29 and press enter.
From Accounts Receivable Set Up (G0341), choose **Activity Type Master**

The system automatically generates an activity message when a specific activity occurs during the business day.

Each message is associated with a hard-coded activity type. The following list describes each activity type, the system generated activity message, and the process that generates the message:

The Activity Master is sent with seven predefined activities. The seven predefined codes are shown in the following table.

| Activity Type | Activity Message | Description of Process |
|---|---|---|
| 20 | Credit Review Required | The system generates this message when the date in the Next Review Date field on the Customer Master has expired and Credit Analysis Refresh (P03525) has been run |
| 21 | Over Credit Limit | The system generates this message when the total amount of open invoices exceeds the amount entered in the Credit Limit field on the Customer Master and Credit Analysis Refresh has been run. |
| 22 | Credit Limit Updated | The system generates this message when the amount in the Credit Limit field has been changed on either Address Book Control Revisions (P010513) or Credit Management (P0305). |
| 30 | Promises Promises Sent | The system generates this message when a promise message is manually entered, and the M1 (message type 1) field is populated with a P. |

| Activity Type | Activity Message | Description of Process |
|---|---|---|
| 40 | Delinquency Notice Sent | The system generates this message when a delinquency notice (P035111) has been processed. |
| 42 | Statement Sent | The system generates this message for every statement issued (P035001). |
| 50 | Finance Charge Applied | The system generates this message when a Finance Charge is created (P03435). |

You may assign Activity Priority from 1 to 5 to each activity, with 1 being the highest priority and 5 the lowest priority.

The A/R programs that are responsible for these activities will call the Activity Log Server program (X0331) when one of the activities occurs during the business day. If the Activity Item has not been inactivated, the server is called and a record of the event is written to the Activity Log file (F0331).

Activities can be inactivated by entering a 1 in the Disable Activity field on the Activity Type Master file. If an activity type has been disabled the activity will not be recorded in the Activity Log file (F0331).

**Note:** You may add your own activities to the Activity Master but this would also require some customized code. You would need to add a call to the Activity Log Server program (X0331) from the program or programs that caused your own activity to occur. This would be the only way your activity would get a record into the Activity Log.

## Printing the Activity Log

In addition to online review of credit and collections activities associated with a customer the activity log may be printed. This enables review and management of account activities from a printed copy. To print the activity log, take the Function exit (F21) option to the print program (P0331P). There are two versions available, XJDE0001 - Activity Log by Customer and XJDE0002 - Activity Log by Activity. The difference between the two versions is the data sequencing; one report sequences customer first and the other sequences the activity first. Data selection can be used to limit the report to specific customers or to a specific activity type. The report pulls the information from the Customer Activity Log table (F0331).

## Purging the Activity Log

You may wish to periodically purge the Activity Log file (F0331). To do so you may use the P00PURGE program and use data selection to select the records to purge. The field used for data selection may vary depending on your objective. For example you may select Customer Number to purge a customer that is no longer is active or Time Last Updated if you would like to purge older records for all customers.

# Reviewing Collection Management Information

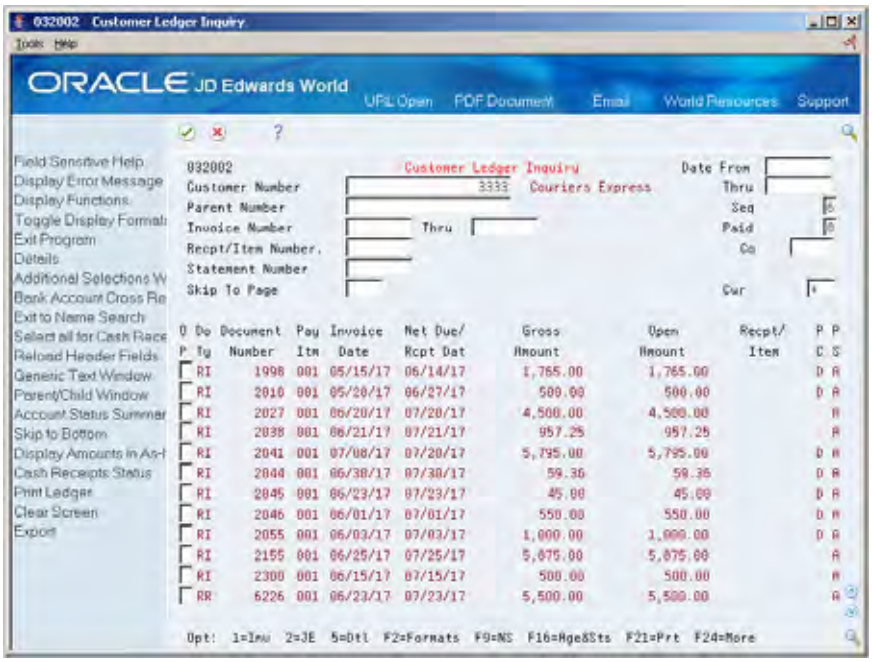
| | |
|---|---|
| | From Accounts Receivable (G03), choose **Customer & Invoice Entry**<br>From Customer & Invoice Entry (G0311), choose **Customer Ledger Inquiry** |

As you monitor and work your past-due accounts, you might need to decide whether to send payment reminders to a customer or whether the customer should appear on a collection report. To do so, review collection management information.

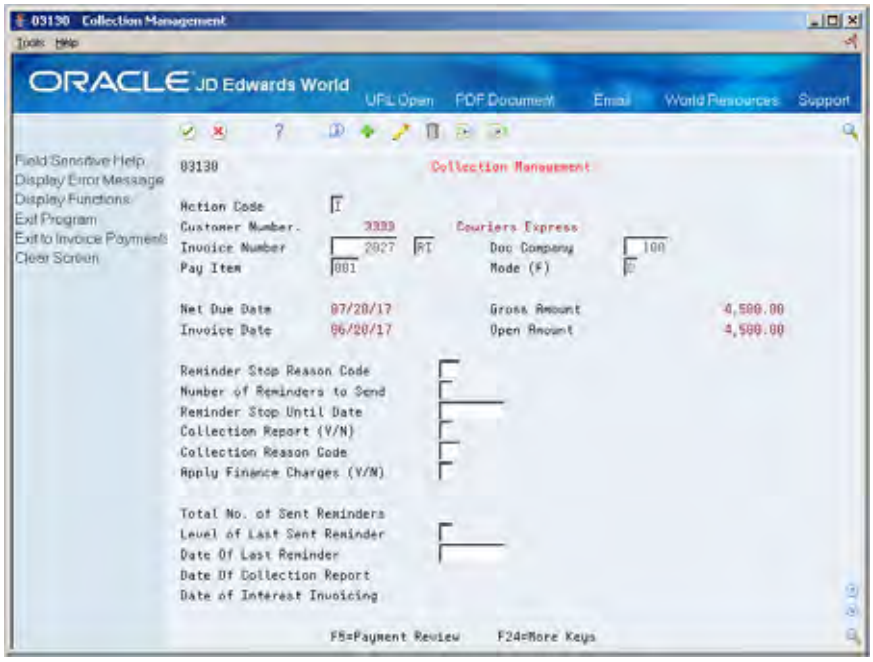
If you determine that a customer should appear on a collection report to be sent to an outside collections agency, you must verify that a reason code is defined.

## To review collection management information

On Customer Ledger Inquiry




1. Define the necessary invoice search criteria in the header section.
2. Choose the Collection Management option (3) next to the appropriate invoice.




**3.** On Collection Management, verify information in the following fields:

- Reminder Stop Reason Code
- Reminder Stop Until Date
- Collection Report
- Collection Reason Code
- Apply Finance Charges
- Level of Last Sent Reminder
- Date of Last Reminder
- Date of Collection Report
- Date of Interest Invoicing

| Field | Explanation |
|---|---|
| Reminder Stop Reason Code | A code that identifies the reason for an adjustment, or a code that prevents an individual invoice from being included on a payment reminder. You define these codes in the AAIs so that the system can make the adjusting entries in the general ledger.<br>Typical reason codes are:<br>▪ BD - Bad Debt Expense (BD is the Adjustment Reason)<br>▪ DC - Damaged Goods Credit (DC is the Adjustment Reason)<br>▪ MW - Minor Amount Write Off (MW is the Adjustment Reason)<br>▪ TF - Tax or Freight Dispute (TF is the Adjustment Reason) |

| Field | Explanation |
|---|---|
| Reminder Stop Until Date | The system does not send reminders to the customer until after this date. |
| Collection Report | A code that indicates whether invoices for a particular customer appear for collection. If this field is Y (the default), invoices appear on the collection report after the maximum number of reminders have been sent to the customer and the final collection report is generated. If you enter N in this field, the customer's invoices are not eligible to appear on the collection report. |
| Collection Reason Code | A user defined code (system 03/type CL) that indicates either the reason that the invoice was sent to collections or the particular collection agency responsible for the collection. A code is entered in this field when an invoice is sent to collections. |
| Apply Finance Charges | A code that indicates whether finance charges should be applied or waived for the account. Valid codes are:<br>Y Yes, apply finance charges<br>N No, do not apply finance charges<br>blank Process this account through the Interest Invoicing program (P03540) |
| Level of Last Sent Reminder | This field specifies the level of the payment reminder that was sent on the last issue of payment reminders. It can be either be level 1, 2, 3 or 4, where 4 indicates that the customer's account is to be sent to collections. |
| Date of Last Reminder | The date of the most recent past-due notice to the customer. |
| Date of Collection Report | This date when an invoice was sent to collection. |
| Date of Interest Invoicing | The date of an interest invoice. |

# Print Credit and Collections Reports

## Printing Credit and Collections Reports

| | |
|---|---|
| | From Accounts Receivable (G03), choose **Credit/Collection Management**<br>From Credit & Collection Management (G0315), choose a report |

You can print reports to help you review and manage credit and collection information for your customers.

This task consists of:

- Printing the Open Credit/Collection Items Report
- Printing the A/R Account Summary Report
- Printing the Promises Listing Report

## Printing the Open Credit/Collection Items Report

To review accounts that have not been reviewed or worked as of a specific date, print the Open Credit/Collection Items report (P03440). After you work a customer's account, it does not appear on this report until the next review date.

To see only those accounts that belong to a specific credit or collections manager, do one of the following:

- Print the outstanding collections items version (XJDE0001)
- Print the outstanding credit items version (XJDE0002)

Each version lists summarized information from the A/R Cash Management worktable (F0315).

### Printing the Outstanding Collections Items Version

You can print this version to review a list of outstanding items for customers with past-due accounts.

```
  03305                                                                                                  Page -        3
                                                          A/R Journal                                    Date -  4/05/17
                                                 by User, Batch Date, Batch Number and
                                                                Document

. . . . Document . . . .  Co.  Name                      Address Number          G/L   . . . . . . . . . Amounts . . . . . . .  P
Do Invoice No.  Inv Date        Remark                                          Offset      Invoice                          C
Ty              G/L Date         Account Description      G/L Account                         Discount       G/L Distribution     LT
-- -------- --- -------- ----- -------------------------- ---------------------------- ------------------ ------------------  - --

 User ID      - KA911824T
 Originator   - KA911824T
 Batch Number -      78584
 Batch Date   - 04/05/17

RI   300113 001 06/30/17   100 Cantrell Sea & Ski           313113                                  500.00
                06/30/17                                                                             5.00-
                                  Contract Sales                    210.5030                                                500.00-  P AA
RI   300213 001 06/05/17   100 Cantrell Sea & Ski           313113                                2,575.00
                06/30/17                                                                            25.75-
                                  Store Sales                       400.5110                                              2,575.00-  P AA
                                                                                             ------------------ ------------------
             Batch Number . . . . . . . . . 00078584      - Gross/Posted                        3,075.00           3,075.00-
                                                           -Discount/Unposted                       30.75
```

## Printing the Outstanding Credit Items Version

You can print this version to review a list of outstanding credit items for parent accounts only. The system calculates all credit limits at the parent level and applies the child balances against the credit limit of the parent.

This version lists parent accounts that have not exceeded their credit limit, but have reached their credit review date.

```
  03440                                                                                                  Page -             3
                                                   Outstanding Credit Items                              Date -        4/06/17
  Credit Manager . . . . . . . DEMO                   By Credit Manager                                  As of-       06/30/17


 Customer         Name                                     Phone                      Over Credit           Amount
  Number                                                   Number                        Limit                Due          R
 -------- ---------------------------------------- --------------------------- ------------------  ------------------   -
     1001 JD Edwards World                        303    844-8000                                        177,844.11   R
```

## Processing Options

See Outstanding Credit/Collections Items (P03440).

# Printing the A/R Account Summary Report

To review summarized account information that includes the promises messages attached to each account, print the A/R Account Summary report (P03413).

This report lists information from the A/R Ledger table (F0311) and the Message Log Ledger table (F0113).

03413

Open A/R Summary for Company 100

Page - 4
Date - 4/06/17
As Of - 04/06/17

| Number | Name | Address | Phone Number | Co | Balance Open | Current | Aging 31 - 60 | 61 - 90 | 91 - 120 | Over 120 | Last Paid Amount | Last Paid Date |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2313 | Baker Manufacturing, Ltd | 404 | 933-6465 | 00100 | 3752.00 | 3752 | | | | | | |
| 6795 | Bonjour Baking Company | 418 | 697-1919 | 00100 | 10577.07 | 10577 | | | | | | |
| 313113 | Cantrell Sea & Ski | 303 | 555-4754 | 00100 | 9009.36 | 9009 | | | | | | |
| 3030 | Carriage Creations | 303 | 797-2500 | 00100 | 23010.00 | 23010 | | | | | | |
| 3002 | Central Express Store | 303 | 629-3002 | 00100 | 15000.00 | 15000 | | | | | 4835.00 | 06/01/17 |
| 3005 | Centralized Apparel | 404 | 629-3400 | 00100 | 1000.00 | 1000 | | | | | | |
| 3004 | Centre Gift Store | 215 | 629-3004 | 00100 | 3700.95 | 3701 | | | | | 2000.00 | 06/01/17 |
| 4242 | Corporate Office Systems C | 303 | 773-1800 | 00100 | 3138937.41 | 3138937 | | | | | 87594.10 | 11/30/97 |
| 3333 | Couriers Express | 919 | 775-3380 | 00100 | 11265.20 | 11265 | | | | | 40.00 | 07/28/17 |
| 2330 | Dunlop Construction Co | 212 | 545-5000 | 00100 | 450.00 | 450 | | | | | | |
| 5688 | Dynamic Distribution Co. | 214 | 557-2668 | 00100 | 1510.15 | 1510 | | | | | | |
| 1002 | Edwards & Edwards | 214 | 779-4510 | 00100 | 298264.82 | 298265 | | | | | 72678.07 | 03/19/17 |
| 1001 | Edwards, J.D. & Company | 303 | 844-8000 | 00100 | 62335.64 | 62336 | | | | | 39683.42 | 09/14/97 |
| 5709 | Erickson Electric | 516 | 882-9877 | 00100 | 2500.15 | 2500 | | | | | | |
| 7003 | Euromart | 44 | 71-647-8802 | 00100 | 37301.59 | 37302 | | | | | 1171.61 | 06/20/17 |
| 5717 | Famous Fred's Marine Suppl | 516 | 882-9877 | 00100 | 5005.10 | 5005 | | | | | | |
| 5725 | General American | 516 | 882-9877 | 00100 | 800.15 | 800 | | | | | | |
| 7001 | JD Edwards World Europe | 32 | 2-647.08.00 | 00100 | 10986.72 | 10987 | | | | | 745.32 | 07/15/17 |
| 7002 | JD Edwards World France | 33 | 1-40 90 08 07 | 00100 | 3086.93 | 3087 | | | | | | |
| 5768 | London Development Group | 213 | 745-5000 | 00100 | 8766.12 | 8766 | | | | | | |
| 7008 | Meier & Sohne, Johann | 069 | 41 44 91 | 00100 | 10638.30 | 10638 | | | | | | |
| 5733 | Newark Office Supply | 201 | 456-8521 | 00100 | 3005.00 | 3005 | | | | | 71457.97 | 07/17/96 |
| 323213 | Parker Supplies | | 42-72-43-60 | 00100 | 2600.00 | 2600 | | | | | | |
| | | | | | 3663502.66 | 3663503 | | | | | | |
| 00100 | | | Model Finan/Distrib Co (Mktg) | | | | | | | | | |
| | | | Grand Total: | | 3663502.66 | 3663503 | | | | | | |

## Processing Options

See A/R Summary Report (P03413).

# Printing the Promises Listing Report

To review a list of both current and closed promises messages, print the Promises Listing report (P013151).

```
   013151                                                                                                                  Page      -       15
                                                                  Print Message Log                                        Date      - 11/20/17
Tickler     . . Address . .                                                  . . . . From . . . .
 Date     Number        Name and Telephone         Person/Company          Telephone        Ext          User     Date      Time
-------- -------- ---------------------------- -------------------- -------------------- -----       ---------- -------- ------
06/11/17      150 DIA Property Management Co.                                                                      KC5692683  06/11/17 11:11:29
                  303    270-2000
                  Delinquency notice has been sent.
06/11/17      150 DIA Property Management Co.                                                                      KC5692683  06/11/17 11:11:31
                  303    270-2000
                  Delinquency notice has been sent.
  013151                                                                                                                 Page      -       16
                                                                  Print Message Log                                        Date      - 11/20/17
Tickler     . . Address . .                                                  . . . . From . . . .
 Date     Number        Name and Telephone         Person/Company          Telephone        Ext          User     Date      Time
-------- -------- ---------------------------- -------------------- -------------------- -----       ---------- -------- ------
11/06/17      150 Company 150 DIA Property Mgmt                                                                    JA6051917  11/06/17 14:54:30
                  303    270-2000
                  Delinquency notice has been sent.
```

## Processing Options

See Print Promises, Promises (P013151).

## Data Selection for Promises Listing

Set the Message Type 1 field to P (promises). This separates promises from other messages, such as internal messages, which are attached to accounts that have not been worked.

# 8 A/R Reports

# Overview to A/R Reports

## Objectives

- To assist in reviewing and managing A/R information

## About A/R Standard and Analytical Reports

To effectively manage your accounts receivable information, such as customer account balances, you can print the following types of A/R reports.

- Print standard reports
- Print analytical reports

### Why Would You Print Standard Reports?

Print standard reports to review and manage open A/R balances and aging information for:

- All customers
- A specific customer
- A parent company
- A specific category code
- Multi-currency amounts

### Why Would You Print Analytical Reports?

Print analytical reports to review and analyze information about:

- Totals by customer, pay status, and parent/child accounts
- Open amounts by customer within a specific business unit
- Credit and collections, such as unresolved matters
- Customer totals by a specific G/L account

# Print Standard Reports

## Printing Standard Reports

| | |
|---|---|
| | From Accounts Receivable (G03), choose **Accounts Receivable Reports**<br>From Accounts Receivable Reports (G0341), choose a standard report |

You can print standard reports to review and manage A/R information, such as open account balances for all customers or specific customers.

This task consists of:

- Printing the Open A/R Summary Report
- Printing the Open A/R Detail Report
- Printing the Open A/R Foreign Amounts Report

These reports read information from the Customer Master (F0301) and A/R Ledger (F0311) tables.

The processing time for these reports depends on the amount of history retained in the Customer Master and A/R Ledger tables. You might want to print standard reports during off-peak hours.

## Printing the Open A/R Summary Report

To review current summary information about account balances and aging records, print the following versions of the Open A/R Summary report:

- Print the A/R Summary by Company
- Print the A/R Summary by Category Code
- Print the A/R Summary by Parent

Specify your aging information for this report in one of the following:

| Location | Description |
|---|---|
| A/R constants | Specify the aging date, aging method and type of date (due date, invoice date or G/L date); define the aging categories.<br>When you have the processing option set to use A/R constants for aging information, any aging information set up in the processing options will be ignored. |

| Location | Description |
|---|---|
| Processing options | Specify the aging date, aging method and type of date (due date, invoice date, or G/L date); define the aging categories.<br><br>You can select the rounding scale to be used on the Aging Buckets separately from the scaling used on other report amounts. Use the Rounding Factor processing options for rounding of non-aging amounts and for rounding of aging amounts. |

## Printing A/R Summary by Company

To review an alphabetic list of accounts and a summarized total of each customer's open items, print the A/R Summary by Company report. This aging report lists totals by company and a grand total of all open A/R items. You can print this report with or without promise information.

The totals and aging amounts reflect only transactions you select.

```
03413                                                                                                                    Page      -        4
                                                Open A/R Summary for Company 100                                         Date      -  4/06/17
                                                                                                                          As Of    - 04/06/17

            . . . . . . . . Address . . . . . . .              Co     Balance        . . . . . . . . . . . . . . Aging . . . .        . . Last Paid . .
 Number          Name                   Phone Number                    Open     Current    31 -  60  61 -  90  91 - 120 Over 120     Amount    Date
-------- -------------------------- ---------------------- ----- ----------- --------- --------- --------- --------- ---------- --------- --------
    2313 Baker Manufacturing, Ltd   404    933-6465        00100    3752.00      3752
    6795 Bonjour Baking Company     418    697-1919        00100   10577.07     10577
  313113 Cantrell Sea & Ski         303    555-4754        00100    9009.36      9009
    3030 Carriage Creations         303    797-2500        00100   23010.00     23010
    3002 Central Express Store      303    629-3002        00100   15000.00     15000                                                  4835.00  06/01/17
    3005 Centralized Apparel        404    629-3400        00100    1000.00      1000
    3004 Centre Gift Store          215    629-3004        00100    3700.95      3701                                                  2000.00  06/01/17
    4242 Corporate Office Systems C    303 773-1800        00100 3138937.41   3138937                                                 87594.10  11/30/17
    3333 Couriers Express           919    775-3380        00100   11265.20     11265                                                    40.00  07/28/17
    2330 Dunlop Construction Co     212    545-5000        00100     450.00       450
    5688 Dynamic Distribution Co.   214    557-2668        00100    1510.15      1510
    1002 Edwards & Edwards          214    779-4510        00100  298264.82    298265                                                 72678.07  03/19/17
    1001 Edwards, J.D. & Company    303    844-8000        00100   62335.64     62336                                                 39683.42  09/14/16
    5709 Erickson Electric          516    882-9877        00100    2500.15      2500
    7003 Euromart                    44    71-647-8802     00100   37301.59     37302                                                  1171.61  06/20/17
    5717 Famous Fred's Marine Suppl 516    882-9877        00100    5005.10      5005
    5725 General American           516    882-9877        00100     800.15       800
    7001 JD Edwards World Europe                 32     2-647.08.00     00100   10986.72     10987                                     745.32  07/15/17
    7002 JD Edwards World France                 33    1-40 90 08 07   00100    3086.93      3087
    5768 London Development Group   213    745-5000        00100    8766.12      8766
    7008 Meier & Sohne, Johann         069 41 44 91        00100   10638.30     10638
    5733 Newark Office Supply       201    456-8521         0100    3005.00      3005                                                 71457.97  10/17/15
  323213 Parker Supplies                   42-72-43-60     00100    2600.00      2600

                                                           ----------- --------- --------- --------- --------- ----------
                   00100            Model Finan/Distrib Co (Mktg 3663502.66   3663503


                                                           ----------- --------- --------- --------- --------- ----------
                                    Grand Total:                   3663502.66   3663503
```

## Processing Options

See A/R Summary Report (P03413).

## Printing A/R Summary by Category Code

To review a summary of open A/R balances by category code and customer number, print the A/R Summary by Category Code report. This aging report lists summarized totals for each customer, a total by company, and a grand total for all companies.

Use processing options to specify which category code (1-10) you want to include on the report.

```
03413                                                                                                                  Page       -         6
                                                                  Open A/R Summary                                     Date       -  4/07/17
                                                            by Account Representative                                  As Of      - 04/07/17

     . . . . . . . . Address . . . . . . .                          Co     Balance       . . . . . . . . . . . . . . Aging . . . .       . . Last Paid . .
Distr/TC  Number    Name                 Phone Number                       Open   Current     31 -  60  61 -  90  91 - 120 Over 0    Amount  Date
-------- -------- ----------------- ------------------------ ----- --------- ---------- --------- --------- --------- ---------- -------- --------
              2313 Baker Manufacturin 404    933-6465           00100   3752.00      3752
     3003     3004 Centre Gift Store  215    629-3004           00001   9025.21      9025                                                  2000.00 06/01/17
     3003     3004 Centre Gift Store  215    629-3004           00100   3700.95      3701                                                  2000.00 06/01/16
              3001 Centrum Incorporat 212    629-3000           00001   3860.20      3860                                                   250.00 06/18/17
              4245 Cloud Nine Health  303    442-8924           00200 288506.50    288507                                                 52020.00 10/15/16
              3333 Couriers Express   919    775-3380           00100   1442.05-     1442-                                                    40.00 07/28/17
              2330 Dunlop Constructio 212    545-5000           00001  13450.00     13450
              2330 Dunlop Constructio 212    545-5000           00100    450.00       450
              6736 Tattered Books     212    545-5000           00150   2920.00-     2920-                                                 30400.00 07/16/17
                                                                         ----------
                                                                        ---------- ---------- --------- --------- --------- ----------
                       ANN                 Annette Walters            318382.81    318383
```

This example uses category code 02 (account representative) from the Address Book system.

## See Also

- *Processing Options for Accounts Receivable Summary (P03413)*

## Data Selection and Sequence for A/R Summary by Category Code

Verify that the category code you specify for the data sequence is the same as the category code you specified in data selection.

## Printing A/R Summary by Parent

To review a summary of child (subsidiary) accounts within each parent (national) account, print the A/R Summary by Parent report. This aging report lists totals for the parent and the company and a grand total of all accounts.

## See Also

- *Processing Options for Accounts Receivable Summary (P03413)*

# Printing the Open A/R Detail Report

To review open items such as invoices, sales orders, credit memos or unapplied cash for every customer, print the Open A/R Detail report. This report shows totals for each company and a grand total for all companies.

You can choose to print versions of this report that include:

- Discount information and remarks
- Aging (short and long)
- Detail by account representative
- Retainages

Specify your aging information for this report in one of the following:

| Location | Description |
|---|---|
| A/R constants | Specify the aging date, aging method and type of date (due date, invoice date or G/L date); define the aging categories.<br>When you have the processing option set to use A/R constants for aging information, any aging information set up in the processing options will be ignored. |
| Processing options | Specify the aging date, aging method and type of date (due date, invoice date, or G/L date); define the aging categories.<br>You can select the rounding scale to be used on the Aging Buckets separately from the scaling used on other report amounts. Use the Rounding Factor processing options for rounding of non-aging amounts and for rounding of aging amounts. |

```
     034201                                                                                                  Page      -
 A Model Construction Co.                                Customer Receipts History                           Date      -    11/07/17
                                                           Showing All Transactions                          As of     -    11/07/17
Address  Customer Name                  Phone Number
            . . .Document. . .                  Due Date/       . . . Balance . . .             Discount    Remark
            Co    Ty    Number    Inv Date G/L  Chk Date      Original          Open
-------- ------------------------------- ---- -------- ----------------- ----------------- ------------- -----------------------
            00050 RC     4952     09/04/16 UC   09/04/16         5,000.00-
            00050 RU     9960 001 09/04/16 UC   09/04/16         5,000.00-
            00050 RS     4954     09/04/16 UC   09/04/16         1,000.00
            00050 RS     4956     09/04/16 UC   09/04/16           215.54
            00050 PA    14786     09/04/16 UC   09/12/16         3,784.46                                  Credit Note Reimbursement
                                                             ---------------- ---------------- -------------
                91256 Down Under                                     5,000.00-
                                                             ---------------- ---------------- -------------
         00050        A Model Construction Co                     5,000.00-
```

```
03413                                                                                                                  Page
                                                     Open A/R Summary by Company                                       Date    - 11/07/17
                                                                                                                         As Of  - 11/07/17
          . . . . . . . . Address . . . . . . .          Co     Balance          . . . . . . . . . . . . . . Aging . . . .
Number          Name                    Phone Number             Open       Current     31 -  60   61 -  90   91 - 120  Over 120
------- ------------------------- ------------------ ----- ------------- ---------- ---------- ---------  ---------  ---------
   7595 TANYA'S TEST               303    334-3333    00001       100.00                                                      100
   1001 JD Edwards World 303    844-8000    00001       183.44                                                     183
   6001 Allen, Ray                 703    893-5703    00001
   3001 Centrum Incorporated       212    629-3000    00001        65.93                                                       66
   1099 Cindy Stowe                303    444-5877    00001
   4242 Corporate Office Systems C 303    773-1800    00001        13.34                                                       13
   3333 Couriers Express           919    775-3380    00001       500.00                                                      500
  91255 Down Under Enterprises     303    844-5000    00001
  91256 Down Under                 303    844-3000    00001     25492.01                                                    23106
  25136 Fanny's Farm Yard          720    258-1183    00001
 177355 Fanny's Market             303    400-5585    00001      1500.00                                                     1500
  10405 High Planes Ranch                    -        00001
 609996 Jen's Canadian Wholesaler  303    333-3131    00001
   1733 KJ USD Customer            308    308-1733    00001       106.00                                                      106
   1506 LORI BUTTERFLIES                     -        00001
   1780 LORI EURO GREENHOUSE                 -        00001
   1505 LORI FLOWERS                         -        00001
   1600 LORI ROSES                           -        00001
 787173 Monette's Testing Corporat 212    629-3000    00001
8800930 Northwest Water Systems            -        00001
  10105 Tiparat Test               303    335-5444    00001
  33671 Todd Kelly                 303    334-4000    00001
                                                     ------------- ---------- ---------- ---------- ---------- ----------
        00001                 A Model Financial Co *****)      27960.72                                                    25574
                                                     ------------- ---------- ---------- ---------- ---------- ----------
                               Grand Total:                       27960.72                                                    25574
```

## Processing Options

See A/R Detail Report (P034201).

## Data Selection for Open A/R Detail

Set the Payment/Item Document Type to NE (not equal) RE (change to invoice gross amount). The Open Amount should be NE *ZERO. Other data selections are optional.

# Printing the Open A/R Foreign Amounts Report

To review A/R detail for both foreign and domestic amounts, print the Open A/R Foreign Amounts report. This report is similar to the Open A/R Detail report, but includes:

- The base company currency
- The transaction currency
- The original and open foreign balances

```
  03429                                                JD Edwards World                                Page       -       15
                                                Currency Detail - Foreign and Domestic                   Date       -  4/07/17
 Model Multi-National Corporate

               Bas . . . . Document . . . . Trn          . . . . . Foreign . . . . .              . . . . . Domestic . . . . .
Inv Date Comp  Cur Ty    Number    Due Date Cur    Original          Open       Discount    Original          Open        Discount
-------- ----- --- -- ------------ -------- --- --------------- --------------- --------- --------------- --------------- ----------
     7005 De Vydt S.A./N.V.
07/30/17    70 BEF RM     4454 000 07/30/17 BEF                                                      750-            750-
                                                 --------------- --------------- --------- --------------- --------------- ----------
      BEF          Currency Code. . . . . .                                                          750-            750-

                                                 --------------- --------------- --------- --------------- --------------- ----------
      00007005     De Vydt S.A./N.V.                                                                 750-            750-

     7003 Euromart
06/27/17    70 BEF RI    75395 001 07/29/17 BEF                                                   95,035          95,035
06/30/17    70 BEF RI     1002 000 07/30/17 BEF                                                   17,500          17,500        175
                                                 --------------- --------------- --------- --------------- --------------- ----------
      BEF          Currency Code. . . . . .                                                      112,535         112,535        175

05/15/17    70 BEF RI      655 000 06/14/17 GBP       3,500.00        3,500.00     35.00        208,985         208,985      2,090
06/15/17    70 BEF RI      656 000 07/15/17 GBP       3,715.01        3,715.01     37.15        221,823         221,823      2,218
                                                 --------------- --------------- --------- --------------- --------------- ----------
      GBP          Currency Code. . . . . .           7,215.01        7,215.01     72.15        430,808         430,808      4,308

                                                 --------------- --------------- --------- --------------- --------------- ----------
      00007003     Euromart                           7,215.01        7,215.01     72.15        543,343         543,343      4,483

     7007 International Enterprises
05/20/17    70 BEF RI      602 000 06/19/17 BEF                                                4,020,565       4,020,565
06/08/17    70 BEF R1        4 000 07/08/17 BEF                                                   53,200
06/29/17    70 BEF RI      765 000 07/29/17 BEF                                                1,995,000       1,995,000
06/30/17    70 BEF RI    78003 001 07/30/17 BEF                                                   53,195              20
                                                 --------------- --------------- --------- --------------- --------------- ----------
      BEF          Currency Code. . . . . .                                                    6,121,960       6,015,585

                                                 --------------- --------------- --------- --------------- --------------- ----------
      00007007     International Enterprises                                                   6,121,960       6,015,585

     7006 International Transport
06/10/17    70 BEF R1        2 000 07/10/17 BEF                                                   31,250
06/25/17    70 BEF RI      762 000 07/25/17 BEF                                                  843,750         843,750
                                                 --------------- --------------- --------- --------------- --------------- ----------
      BEF          Currency Code. . . . . .                                                      875,000         843,750

                                                 --------------- --------------- --------- --------------- --------------- ----------
      00007006     International Transport                                                       875,000         843,750
```

## Processing Options

See A/R Currency Detail (P03429).

# Print Analytical Reports

## Printing Analytical Reports

| | |
|---|---|
| | From Accounts Receivable (G03), choose **Accounts Receivable Reports**<br>From Accounts Receivable Reports (G0341), choose an analytical report |

To review and analyze information about your customer's accounts, print analytical reports.

This task consists of:

- Printing the Summary by Pay Status Report
- Printing the Summary by Parent/Child Report
- Printing the Open A/R by Business Unit and Address Report
- Printing Additional Credit and Collections Reports
- Printing the Customer Totals by G/L Account Report

The processing time for these reports depends on the amount of history retained in the Customer Master (F0301) and A/R Ledger (F0311) tables. Print analytical reports during off-peak hours.

## Printing the Summary by Pay Status Report

To review a summarized total of open amounts by customer and pay status, print the Summary by Pay Status report. Examples of pay status include:

- A (Approved for payment)
- H (Hold pending approval)
- P (Paid)
- R (Retainage)

```
 03416                                                                                                  Page      -        7
                                                Receivable Summary by Pay Status                        Date      -  4/07/17
                                                                                                         As of    - 06/30/17
 00070 Model Multi-National Corporate

     . . . . . . . Address . . . . . . .              Total              . . . . . . . . . . . . Aging . . . . . . . . . . . .
 Number        Name               Phone Number        Amount     Current         31 -  60     61 -  90     91 - 120     Over 120
-------- -------------------- ------------------ --------------- --------------- ------------ ------------ ------------ ------------

    7005 De Vydt S.A./N.V.    ( 32)3-687.01.00
              A   Approved for Payment                     750-            750-

    7003 Euromart             ( 44)71-647-8802
              A   Approved for Payment                  543343          543343

    7007 International Enterp (   )2.779.1286
              A   Approved for Payment                 6015585         6015585
              D   Draft Accepted                         53200           53200
                                                   ---------------
                     Total  International Enterp       6068785

    7006 International Transp (   )2.641.0700
              A   Approved for Payment                  843750          843750
              D   Draft Accepted                         31250           31250
                                                   ---------------
                     Total  International Transp        875000

    7001 JD Edwards World Europe          (32 )2-647.08.00
              A   Approved for Payment                  778529          778529
              D   Draft Accepted                        328987                         328987
                                                   ---------------
                     Total  JD Edwards World Europe                  1107516

    7002 JD Edwards World France          ( 33)1-40 90 08 07
              A   Approved for Payment                    6096            6096

  323213 Parker Supplies           42-72-43-60
              A   Approved for Payment                   21325           21325

           Total  Model Multi-National Corporate  ------------------------------ ------------ ------------ ------------ ------------
              A   Approved for Payment                 8207878         8207878
              D   Draft Accepted                        413437           84450        328987
                                                   ---------------
                     Total  Model Multi-National       8621315
```

## Processing Options

See Receivable Summary by Pay Status (P03416).

# Printing the Summary by Parent/Child Report

To review a multi-level management summary of A/R with both parent (national) and child (subsidiary) account totals, print the Summary by Parent/Child report.

This report can list up to 25 levels of parent-to-child relationships.

03415

Multi-Level Open A/R Summary by Parent

Page - 4
Date - 4/07/95
As Of - 06/30/17

| Level | Number | Name | Phone Number | Co | Balance Open | Current | 1 - 30 | 31 - 60 | 61 - 90 | Over 90 | Last Payment Amount | Last Payment Date |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 6390 | Books Brothers | (202) 455-1111 | | | | | | | | | |
| 1 | 1863946 | Brenda Spond | (303) 488-4000 | | | | | | | | | |
| 1 | 6533 | Brookville Grille & Door Co. | (303) 555-2525 | | | | | | | | | |
| 1 | 8427 | Brown, Harvey J. | (708) 575-1325 | | | | | | | | | |
| 1 | 5354 | Cady, John | (303) 321-5646 | 00015 | 1500.00 | 500 | 500 | 500 | | | | |
| 1 | 1862420 | Cafe in the Park | (303) 951-3528 | | | | | | | | | |
| 1 | 6349 | Canadian Concrete Finishing | (303) 555-7599 | | | | | | | | | |
| 1 | 6365 | Capable Cable Contractors | (303) 555-6522 | | | | | | | | | |
| 1 | 5362 | Carbone & Carlino | (303) 320-1956 | 00015 | 5050.00 | 2525 | 2525 | | | | | |
| 1 | 3030 | Carriage Creations | (303) 797-2500 | 00100 | 23010.00 | 14975 | 4250 | 3785 | | | | |
| 1 | 750 | Centennial Technical Park | (303) 555-1234 | | | | | | | | | |
| 1 | 751 | Centennial Tech. Park Phase 1 | (303) 555-1234 | | | | | | | | | |
| 1 | 752 | Centennial Tech. Park Phase 2 | (303) 555-1234 | | | | | | | | | |
| 1 | 5805 | Central Electric | (212) 455-5474 | | | | | | | | | |
| 1 | 3001 | Centrum Incorporated | (212) 629-3000 | 00001 | 3860.20 | 20 | 2840 | 1000 | | | 250.00 | 06/18/17 |
| .2 | 3002 | Central Express Store | (303) 629-3002 | 00001 | 4345.00 | | 3000 | 45 | 1300 | | 4835.00 | 06/01/17 |
| | | | | 00100 | 15000.00 | | | 15000 | | | | |
| .2 | 3003 | Central Specialty Store | (602) 629-3003 | 00001 | 20100.00 | 3100 | 13075 | 2175 | | 1750 | 994949.00 | 05/31/17 |
| ..3 | 3004 | Centre Gift Store | (215) 629-3004 | 00001 | 9025.21 | 750 | 5650 | | 1890 | 735 | 2000.00 | 06/01/17 |
| | | | | 00100 | 3700.95 | 1200 | 2501 | | | | | |
| | | 3003 Central Specialty Store | | | 32826.16 | 5050 | 21226 | 2175 | 1890 | 2485 | | |
| .2 | 3005 | Centralized Apparel | (404) 629-3400 | 00001 | 15294.36 | 8925 | 2259 | 2610 | | 1500 | | |
| | | | | 00100 | 1000.00 | 1000 | | | | | | |

## Processing Options

See Multi-Level Open A/R Summary by Parent (P03415).

# Printing the Open A/R by Business Unit and Address Report

To review open A/R detail by customer within a business unit, print the Open A/R by Business Unit and Address report. The totals are at the business unit and customer levels. You can print this report using information from the As of Ledger table (F0311A) to list A/R information as of a specific date.

```
03445                                                                                                  Page - . . .        7
                                          Open A/R by Business Unit and Customer                       Date - . . .  4/08/17
                                                                                                        As of -. . . 04/08/17

                                 . . . . . .Invoice. . . . . .                          . . . . . . . . .Aging . . . . . . . . .
Due Date      Remark       Co   Ty  Number  Itm   Date        Open       Current      1 -  30      Over  30      Retained Amt
-------- ---------------- ----- -- -------- --- -------- --------------- ------------ ------------ ------------- -------------

      1  General Accounts                 4006 A&B Electric Motor Servic
07/25/17 Vehicle 257 Tune     1 RI      760 000 06/25/17         250.00          250
08/24/17 Vehicle 246 Tune     1 RI      760 001 06/25/17         250.00          250
07/25/17 Vehicle 221 Pain     1 RI      760 002 06/25/17         300.00          300
07/25/17 Vehicle 243 Pain     1 RI      760 003 06/25/17         200.00          200
07/25/17                      1 RI        6 000 06/25/17       1,073.00         1073
                                                            --------------- ------------ ------------ ------------ ------------
       00004006     A&B Electric Motor Servic                  2,623.00         2623


      1  General Accounts                 5688 Dynamic Distribution Co.
03/17/17                        RI      833 000 02/15/17       1,510.15         1510
                                                            --------------- ------------ ------------ ------------ ------------
       00005688     Dynamic Distribution Co.                   1,510.15         1510


      1  General Accounts                 5709 Erickson Electric
03/03/17                        RI      834 000 02/01/17       2,500.15         2500
                                                            --------------- ------------ ------------ ------------ ------------
       00005709     Erickson Electric                          2,500.15         2500


      1  General Accounts                 5717 Famous Fred's Marine Supp
02/14/17                        RI      835 000 01/15/17       5,005.10         5005
                                                            --------------- ------------ ------------ ------------ ------------
       00005717     Famous Fred's Marine Supp                  5,005.10         5005


      1  General Accounts                 5725 General American
03/03/17                        RI      836 000 02/01/17         800.15          800
                                                            --------------- ------------ ------------ ------------ ------------
       00005725     General American                             800.15          800


      1  General Accounts                 5733 Newark Office Supply
02/14/17                        RI      837 000 01/15/17       3,005.00         3005
07/04/17                       75 RI     1063 000 06/04/17      9,917,171      9917171
                                                            --------------- ------------ ------------ ------------ ------------
       00005733     Newark Office Supply                      10,217,671     10217671


      1  General Accounts                 5768 London Development Group
05/15/17                        RI     4645 000 04/15/17       8,766.12         8766
                                                            --------------- ------------ ------------ ------------ ------------
       00005768     London Development Group                   8,766.12         8766


      1  General Accounts                 6795 Bonjour Baking Company
05/15/17                      100 RI     2022 000 04/15/17         948.62          949
07/15/17                      100 RI     2023 000 06/15/17         988.14          988
07/20/17                      100 RI     2024 000 06/20/17       2,648.81         2649
07/25/17                      100 RI     2025 000 06/25/17         774.90          775
07/27/17                      100 RI     2049 001 06/27/17       5,216.60         5217
```

## Processing Options

See Open A/R by Business Unit and Address (P03445).

### Data Selection and Sequence for Open A/R by Business Unit

The following data selections are mandatory:

- Payment/Item Document Type = NE (not equal to) RE (change in invoice gross amount)
- Type Input = NE G
- Pay Status = NE *Value
- Open Amount = NE * Value

All other data selections are optional.

Business unit and parent must appear first in the data sequence. After these two criteria, you can add other sequencing and totaling lines. To print a new page for each business unit, set the Page Break field for each business unit accordingly.

## Printing Additional Credit and Collections Reports

To assist you in managing your credit and collections activities for your customer accounts, you can print various credit and collections reports.

This task consists of:

- Printing the Customer Receipts History report
- Printing the Disputed Items (Outstanding Chargebacks) report
- Printing the Unresolved Matters report
- Printing the Receivables/Payables Netting report
- Printing the Problem Accounts Receivable report

All of these reports are versions of the Open A/R Detail report.

### Printing the Customer Receipts History Report

To review both paid and open items for each customer, print the Customer Receipts History report. The information on this report is similar to the information you can view on Customer Ledger Inquiry.

```
  034201                                                                                    Page      -          11
 Company. . . . . . . . . . . .                      Customer Receipts History              Date      -     4/07/17
                                                       Showing All Transactions              As of     -    06/30/17

Address  Customer Name                  Phone Number
             . . .Document. . .                 Due Date/       . . . Balance . . .             Discount    Remark
             Co    Ty    Number    Inv Date G/L  Chk Date      Original          Open
-------- ------------------------------- ---- -------- ----------------- ----------------- ------------- -------------------------

    4175 Abernathy & Hitch              212    234-1887
             00015 RC     2345     02/01/17 SECD 02/01/17         2,000.00-
             00015 RU     9005 000 02/01/17 SECD 02/01/17         2,000.00-         2,000.00-
             00015 RN     1936 001 04/20/17 MISC 05/01/17           200.00            200.00          2.00  Extra Trash Removal
             00015 RD      663 001 04/01/17 RRTL 05/01/17         3,300.00          1,300.00                Regular Rent Retail
             00015 RD      663 002 04/01/17 EXPE 05/01/17         1,650.00          1,650.00                Expense Participation
             00015 RC     1234     04/01/17 RRTL 05/01/17         2,000.00-                                 Regular Rent Retail
             00015 RD      691 001 01/31/17 RRTL 02/01/17         3,300.00                                  Regular Rent Retail
             00015 RD      691 002 01/31/17 EXPE 02/01/17         1,650.00                                  Expense Participation
             00015 RD      701 001 02/28/17 RRTL 03/01/17         3,300.00                                  Regular Rent Retail
             00015 RD      701 002 02/28/17 EXPE 03/01/17         1,650.00                                  Expense Participation
             00015 RD      711 001 03/01/17 RRTL 04/01/17         3,300.00                                  Regular Rent Retail
             00015 RD      711 002 03/01/17 EXPE 04/01/17         1,650.00                                  Expense Participation
             00015 RD      733 001 05/31/17 RRTL 06/01/17         3,300.00                                  Regular Rent Retail
             00015 RD      733 002 05/31/17 EXPE 06/01/17         1,650.00                                  Expense Participation
             00015 RC     1001     01/31/17 RRTL 02/01/17         3,300.00-                                 Regular Rent Retail
             00015 RC     1001     01/31/17 EXPE 02/01/17         1,650.00-                                 Expense Participation
             00015 RC     1002     02/28/17 RRTL 03/02/17         3,300.00-                                 Regular Rent Retail
             00015 RC     1002     02/28/17 EXPE 03/02/17         1,650.00-                                 Expense Participation
             00015 RC     1003     03/01/17 RRTL 04/02/17         3,300.00-                                 Regular Rent Retail
             00015 RC     1003     03/01/17 EXPE 04/02/17         1,650.00-                                 Expense Participation
             00015 RC     1004     05/31/17 RRTL 05/06/17         3,300.00-                                 Regular Rent Retail
             00015 RC     1004     05/31/17 EXPE 05/06/17         1,650.00-                                 Expense Participation
             00015 RD      745 001 06/30/17 RRTL 07/01/17         3,300.00          3,300.00                Regular Rent Retail
             00015 RD      745 002 06/30/17 EXPE 07/01/17         1,650.00          1,650.00                Expense Participation
                                                           ----------------- ----------------- -------------
                  4175 Abernathy & Hitch                         27,900.00          6,100.00          2.00
```

## Processing Options

See A/R Detail Report (P034201).

## Data Selection for the Customer Receipts History Report

You can change the data selection. For example:

- To exclude audit trails for amounts changed in posted invoices, set the Payment/Item Document Type field to N (not equal) RE
- To exclude general ledger receipts, set the Type Input field to NE (not equal) G (general ledger)

The following data selections are mandatory:

- Payment/Item Document Type = NE RE
- Type Input = NE G

## Printing the Disputed Items (Outstanding Chargebacks) Report

To review unpaid chargeback invoices, print the Disputed Items (Outstanding Chargebacks) report. This report lists the chargeback invoices you created on Receipts Entry to rebill customers for the open amount on partially paid or disputed items.

For example, a chargeback might be for freight charges or disallowed discounts.

```
 03603                                                                                    Page - . . .        2
                                                Outstanding Chargebacks                   Date - . . .  4/17/17


. . .  . Invoice . . . . Comp  Address          Alpha                    Gross           Open       RS G/L  P  . . . Original. . .
Ty  Number  Itm  Date           Number          Name                     Amount         Amount      CD Offs S Comp  Ty Document Itm
-- -------- --- -------- ----- -------- -------------------------- --------------- --------------- -- ---- - ----- -- -------- ---
RB    88000 000 06/01/17     1     3001 Centrum Incorporated             40.00           40.00          A

                                                                      --------------- ---------------
           Address Number . .  00003001     Centrum Incorporated        40.00           40.00

                                                                      --------------- ---------------
           Company. . . . . .  00001        A Model Financial Co (Trn   40.00           40.00

                                                                      --------------- ---------------
                                               Grand Total            40.00           40.00
```

## Printing the Unresolved Matters Report

To determine the problems that need to be resolved with your customer accounts, print the Unresolved Matters report. This report lists problem invoices and unusual conditions, such as:

- Unapplied receipts
- Unapplied credit memos
- Chargeback invoices
- Partially paid balances

The Unresolved Matters report reads information from the A/R Ledger table. Printing this report does not adjust the status of any item.

03601 Page - 2
Date - 4/17/17

Unresolved Matters - All Invoices
Include Closed Amounts

| Address Number/Name | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | . . . . Document . . . . | | | . . . . Balance . . . . | | | | | . . Foreign Balance . . | | | Tran |
| Bse Curr | Co | Ty | Number | Inv Date | Gross Amount | Open Amount | Discount | Remark | | Gross Amount | Open Amount | | Cur |
| 4006 A&B Electric Motor Services | | | | | | | | | | | | | |
| USD | 00100 | RI | 2082-001 | 06/25/17 | 1,073.00 | 1,073.00 | | | | | | | |
| | | | | | | 1,073.00 | | | | | | | |
| 2313 Baker Manufacturing, Ltd | | | | | | | | | | | | | |
| USD | 00100 | RI | 838-000 | 06/28/17 | 3,752.00 | 3,752.00 | | | | | | | |
| | | | | | | 3,752.00 | | | | | | | |
| 6795 Bonjour Baking Company | | | | | | | | | | | | | |
| USD | 00100 | RI | 2022-000 | 04/15/17 | 948.62 | 948.62 | | | | 1,200.00 | 1,200.00 | CAD | |
| USD | 00100 | RI | 2023-000 | 06/15/17 | 988.14 | 988.14 | | | | 1,250.00 | 1,250.00 | CAD | |
| USD | 00100 | RI | 2024-000 | 06/20/17 | 2,648.81 | 2,648.81 | | | | 3,350.75 | 3,350.75 | CAD | |
| USD | 00100 | RI | 2025-000 | 06/25/17 | 774.90 | 774.90 | | | | 980.25 | 980.25 | CAD | |
| USD | 00100 | RI | 2049-001 | 06/27/17 | 5,216.60 | 5,216.60 | | | | 6,599.00 | 6,599.00 | CAD | |
| | | | | | | 10,577.07 | | | | | 13,380.00 | | |
| 3030 Carriage Creations | | | | | | | | | | | | | |
| USD | 00100 | RI | 2037-001 | 06/30/17 | 5,000.00 | 5,000.00 | | | | | | | |
| USD | 00100 | RI | 2039-001 | 06/22/17 | 2,000.00 | 2,000.00 | | | | | | | |
| USD | 00100 | RI | 2039-002 | 06/22/17 | 2,000.00 | 2,000.00 | | | | | | | |
| USD | 00100 | RI | 2042-001 | 06/30/17 | 100.00 | 100.00 | 1.00 | | | | | | |
| USD | 00100 | RI | 2047-001 | 04/12/17 | 2,175.00 | | | | | | | | |
| USD | 00100 | RC | 4738- | 04/12/17 | 2,175.00- | | | | | | | | |
| USD | 00100 | RI | 2052-001 | 05/14/17 | 1,500.00 | 1,500.00 | | | | | | | |
| USD | 00100 | RI | 2054-001 | 05/14/17 | 1,610.00 | | | | | | | | |
| USD | 00100 | RC | 4738- | 05/14/17 | 1,610.00- | | | | | | | | |
| USD | 00100 | RI | 2058-001 | 05/17/17 | 2,200.00 | 2,200.00 | | | | | | | |
| USD | 00100 | RI | 2062-001 | 05/18/17 | 250.00 | 250.00 | | | | | | | |
| USD | 00100 | RI | 2065-001 | 06/01/17 | 5,875.00 | 5,875.00 | | | | | | | |
| USD | 00100 | RI | 2070-001 | 06/15/17 | 300.00 | 300.00 | | | | | | | |
| | | | | | | 19,225.00 | 1.00 | | | | 85,787.00 | | |

## Processing Options

See A/R Unresolved Matters (P03601).

## Data Selection and Sequence for the Unresolved Matters Report

The data sequence for this report is mandatory. The totals are dependent on this exact sequence. If you modify the sequence, you must also modify the totaling logic of the program.

## Printing the Receivables/Payables Netting Report

If you have an address book record for an organization that is both a customer and a supplier, print the Receivables/Payables Netting report. This report lists whether a company owes or is owed money.

This report reads information from the A/R Ledger (F0311) and A/P Ledger (F0411) tables. Printing the Receivables/Payables Netting report does not adjust any items. It only lists unusual conditions, such as:

- The A/R balance is a credit.
- The A/P balance is a debit.
- The customer/supplier has both A/R and A/P balances.

When you print this report, the system does the following in sequential order:

1. Totals the open A/R and open A/P balances for each account.
2. Compares the two sums.
3. Lists the potential offsets in the corresponding column on the report. For example, an account with an open A/R balance of 50,000 and an open A/P balance of 30,000 has a potential offset of 20,000. If the opposite is true, it lists the potential offset.
4. Nets the two offset fields and lists the grand total in the appropriate column, after calculating the potential offset for each address book number.

Use A/R or A/P Netting to reclassify open receivables to the Accounts Payable system or to reclassify open payables to open Accounts Receivable system. Alternatively, use the Credit Note Reimbursement program to reclassify a credit memo or an unapplied receipt to an open voucher in the Accounts Payable system.

## See Also

- *A/R Netting* in the *Accounts Receivable Guide* or *A/P Netting* in the *Accounts Payable Guide.*
- *Work with Credit Note Reimbursements in the Accounts Receivable Guide*

## Before You Begin

- Verify that the Address Number Logical table (F03450) exists in your library. Unlike other reports, the Receivables / Payables Netting report will not create the table if it does not already exist.

```
03450                                                                                                   Page       -         2
                                                          A/R to A/P Netting                            Processed -  4/17/17


    . . . . . . . . Address . . . . . . . .                  Co    . . . . . . Balance . . . . . .    . . . Potential Offsets . . .
 Number         Name                          Phone Number              Open A/R        Open A/P           A/R               A/P
-------- ----------------------------- ------------------ -----  --------------- --------------  ---------------  ---------------
    1001 Edwards, J.D. & Company        844-8000           00001       15,470.10          675.00        14,795.10
    1001 Edwards, J.D. & Company        844-8000           00100       62,335.64       74,907.29                          12,571.65
    1002 Edwards & Edwards              779-4510           00001          880.00        2,200.00                           1,320.00
    3003 Central Specialty Store        629-3003           00100        5,000.00-                                         5,000.00
    3005 Centralized Apparel            629-3400           00100        6,000.00       12,250.00                           6,250.00
    3965 DeAnna's Deli                  794-7877           00150        3,725.00-                                         3,725.00
    4175 Abernathy & Hitch              234-1887           00150        4,391.17        4,000.00           391.17
    5733 Newark Office Supply           456-8521           00100        3,005.00        1,378.67         1,626.33
    6630 Eddie Bean Outlet Store        670-3000           00151       10,000.00-                                        10,000.00
    6736 Tattered Books                                    00150        2,920.00-                                         2,920.00
    6795 Bonjour Baking Company         697-1919           00100       10,577.07        3,645.00         6,932.07
    7001 JD Edwards World Europe                       2-647.08.00        00070         778,529         405,693          372,836
    7002 JD Edwards World France                       1-40 90 08 07      00070           6,096       5,500,412            5,494,316
    7002 JD Edwards World France                       1-40 90 08 07      00100        3,086.93        1,019.59         2,067.34
    7005 De Vydt S.A./N.V.              3-687.01.00        00070             750-       101,650                            102,400
    7501 Colombian Coffee Company       12136587           00075      10,602,108         500,506      10,101,602
                                                                     --------------- --------------- ---------------
                                                                        19,796,074     16,515,816        3,280,258
```

## Data Selection and Sequence for Receivables/Payables Netting

Each data selection field should be equal to *ALL so that the report includes all data and gives a complete picture of potential netting.

This report is sequenced by address number and company. You should not change this sequence.

## Printing the Problem Accounts Receivable Report

To review a list of your customer accounts in need of attention, print the Problem Accounts Receivable report. This report lists a specified number of problem accounts, such as the account with the oldest and largest open amount.

When you print the Problem Accounts Receivable report, the system creates a worktable in order to rank the accounts. The system ranks customers first by the largest amount due and then by the greatest number of days overdue.

```
03600                                                                                                  Page -        3
                                                   Problem Accounts Receivable                          Date -  4/17/17
                                                          Company 00100


 . . . . . . . . Account . . . . . . . .    Co      Balance                                                   .. Last Payment ..
 Number       Name      Phone Number                 Open      Current     31 -  60   61 -  90  91 - 120   Over 120  Amount    Date
-------- -------------- ------------------ ----- ------------ ----------  ---------  --------  --------   --------  -------   -----
    4242 Corporate Offi (   )773-1800      00100    3139261.77    3139262                                                9587594.10  1/30/16
    1002 Edwards & Edwa (214)779-4510      00100     298264.82     298265                                                 172678.07  3/19/17
    1001 Edwards, J.D.  (303)844-8000      00100      62335.64      62336                                                 339683.42  9/14/16
    7003 Euromart       ( 44)71-647-8802   00100      37301.59      37302                                                   1171.61  6/20/17
    3333 Couriers Expre (919)775-3380      00100      26546.61      26547
    3030 Carriage Creat (303)797-2500      00100      19225.00      19225                                                   3785.00  7/29/17
    3002 Central Expres (303)629-3002      00100      15000.00      15000                                                   4835.00  6/01/17
    7001 JD Edwards World Europe     (32 )2-647.08.00   00100      10986.72      10987                                    745.32  7/15/17
    7008 Meier & Sohne, (   )41 44 91      00100      10638.30      10638
    6795 Bonjour Baking (418)697-1919      00100      10577.07      10577
    5768 London Develop (213)745-5000      00100       8766.12       8766
    3005 Centralized Ap (404)629-3400      00100       6000.00       6000
    5717 Famous Fred's  (516)882-9877      00100       5005.10        005
    2313 Baker Manufact (404)933-6465      00100       3752.00       3752
    3004 Centre Gift St (215)629-3004      00100       3700.95       3701                                                   2000.00  6/01/17
    7002 JD Edwards World France     ( 33)1-40 90 08 07 00100       3086.93       3087
    5733 Newark Office  (201)456-8521      00100       3005.00       3005                                                7371457.97 10/17/15
    5709 Erickson Elect (516)882-9877      00100       2500.15       2500
    5688 Dynamic Distri (214)557-2668      00100       1510.15       1510
    4006 A&B Electric M (303)744-7554      00100       1073.00       1073
    5725 General Americ (303)744-7554      00100        800.15        800
    2330 Dunlop Constru (212)545-5000      00100        450.00        450
```

## Processing Options

See Problem Accounts Receivable (P036001).

## Data Sequence for the Problem Accounts Receivable Report

The data sequence for this report is mandatory. The totals are dependent on this exact sequence. If you modify the sequence, you must also modify the totaling logic of the program.

# Printing the Customer Totals by G/L Account Report

To review a list of all G/L account totals for a customer, print the Customer Totals by G/L Account report. This report selects and prints information from the Account Ledger table (F0911) and lists totals associated with each customer.

09450 Page Number 22
Customer Totals by G/L Account Date 4/07/17
AA Ledger

| Account Number | Address Number | Alpha Name | G/L Date | Explanation -Remark- | Do Ty | Document Number | Doc Co | Amount | P C |
|---|---|---|---|---|---|---|---|---|---|
| | | Address Number . . . . . 00005768 | | London Development Group | | | | 8,766.12- | |
| 210.5030 | 7001 | | 05/31/17 | Contract Sales | RI | 2033 | 00100 | 3,377.25- | P |
| | | Address Number . . . . . 00007001 | | JD Edwards World Europe | | | | 3,377.25- | |
| 210.5030 | 7003 | | 06/30/17 | Denver Sales | RI | 2048 | 00100 | 7,936.51- | |
| 210.5030 | 7003 | | 06/30/17 | | RI | 89465 | 00100 | 29,365.08- | |
| | | Address Number . . . . . 00007003 | | Euromart | | | | 37,301.59- | |
| 210.5030 | 7008 | | 04/30/17 | Product A Contract Sales | RI | 2029 | 00100 | 3,128.91- | P |

## Processing Options

See Customer Totals by G/L Account (P09450).

## Data Sequence for the Customer Totals by G/L Account Report

If you specify customer totals based on the AA ledger, the totaling sequence is address number, account ID, business unit, and company. If you specify customer totals based on the CA ledger, the totaling sequence is address number, currency code, and account ID.

# 9 A/R Draft Processing

# Overview to A/R Draft Processing

## Objectives

- To initiate draft processing
- To enter drafts
- To revise draft information
- To review and post drafts
- To prepare drafts for remittance
- To remit drafts to your bank on magnetic tape or paper
- To set up required information for draft processing

## About A/R Draft Processing

The Accounts Receivable system provides an effective way to process drafts. A draft is a promise to pay a debt. Its existence changes the legal nature of the underlying liabilities. Therefore, you must classify, track, and report drafts separately from other types of obligations.

A/R draft processing consists of the following tasks:

- Printing invoices and statements with drafts (optional)
- Entering drafts
- Revising drafts
- Approving and posting A/R drafts
- Selecting drafts for remittance (optional)
- Working with draft remittance
- Working with draft collections

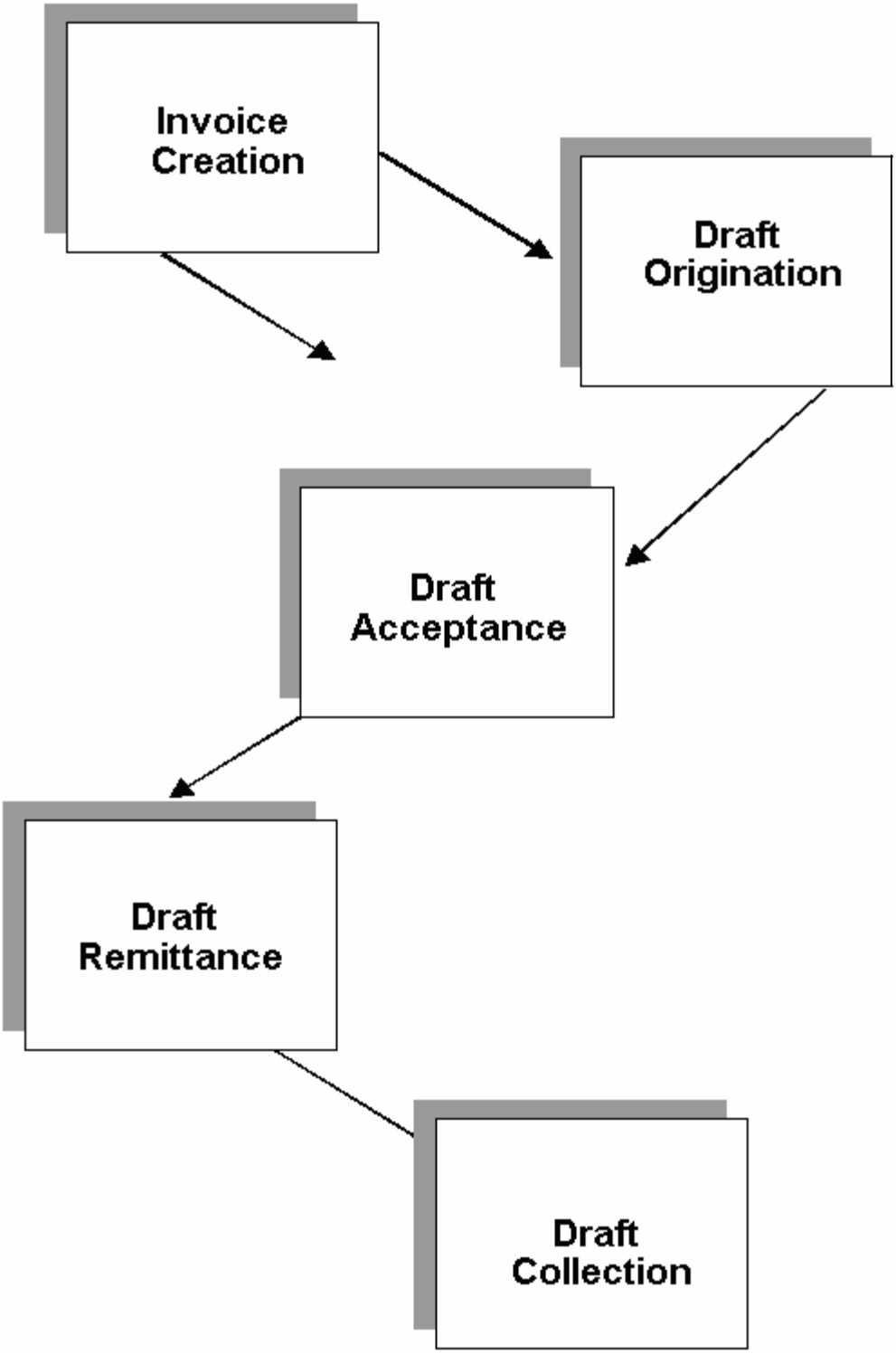
### What Are the Types of Drafts?

Two types of drafts are available:

| Type | Description |
|---|---|
| Manual drafts | Manual drafts are also called customer acceptance drafts because they must be accepted by the customer before they can be remitted to the bank. Several types of manual drafts are available:<br>▪ The supplier prints the draft with bank account information.<br>▪ The supplier prints the draft with the bank name only.<br>▪ The customer prints the draft with bank account information.<br>▪ The customer prints the draft with the bank name only.<br>The system distinguishes drafts with only a bank name from those with complete bank account information. This is because banks generally assess an additional fee to collect drafts if incomplete information is provided. |
| Automatic drafts | Automatic drafts are also called pre-authorized drafts because the draft does not require customer acceptance. The supplier and customer agree in advance that the obligation will be represented with a draft. The supplier does not print and send a draft to the customer, but instead sends the draft to the supplier's bank for collection. |

## What Are the Steps for Processing Drafts?

The following graphic illustrates the process flow for drafts.



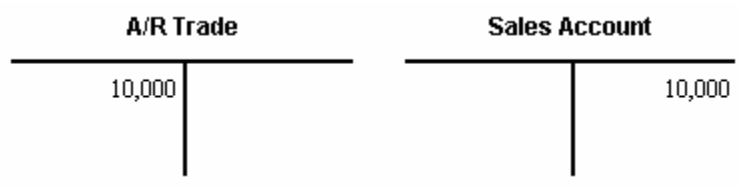

## Invoice Creation

1. A customer purchases goods or services from you.
2. You enter and post an invoice. This debits accounts receivable and credits sales.

The invoice is open. No draft exists.

Customer Number 7001

| Doc Type | Invoice Number | Invoice Amount | Payment Instrument | Pay Status |
|---|---|---|---|---|
| RI | 1234 | 10,000 | D | A |




## Draft Origination

1. You or your customer originate a draft. The draft shows the amount to be paid, the due date, banking information, and, possibly, information about the underlying liabilities (the invoices).

   If you originate the draft, you can include invoices or statements. 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.

Customer Number 7001

| Doc Type | Invoice Number | Invoice Amount | Statement Number | Print Y/N |
|---|---|---|---|---|
| RI | 1234 | 10,000 | 10005 | Y |

This step has no effect on the general ledger.

## Draft Acceptance

1. Your customer accepts the draft.

   For manual drafts, your customer can do any of the following:

   - Sign and return it to you
   - Change the draft (date, amount, bank, and so on), then sign and return it to you
   - Print, sign, and send the customer's own draft to you

   For automatic drafts, the draft is accepted without a response from your customer.

   The draft has no legal force until the customer accepts it.

2. You enter and post the draft, whether it is manual or automatic. This credits accounts receivable and debits drafts receivable.

The invoice has been closed. The draft has been created and accepted.

Customer Number 7001

| Doc Type | Invoice Number | Invoice Amount | Print Y/N | Pay Status | Pay Instr | Matching Doc | Matching Number |
|---|---|---|---|---|---|---|---|
| RI | 1234 | 10,000 | | P | 2 | R1 | 10005 |
| R1 | 10005 | 10,000 | Y | D | 2 | 2 | 2 |

| A/R Trade | |
|---|---|
| | 10,000 |

| Drafts Receivables | |
|---|---|
| 10,000 | |

## Draft Remittance

1. You send (remit) the draft to your bank so it can collect the funds from your customer's bank. You can remit the draft either on magnetic tape or diskette, or by printing a register.
2. You can arrange to collect funds from the draft in one 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 discount a draft (charge interest) when they advance funds for a draft before its due date.
3. The system creates a journal entry to credit drafts receivable and debit drafts remitted. You post the journal entry.

Customer Number 7001

| Doc Type | Invoice Number | Invoice Amount | Print Y/N | Pay Status | Pay Instr |
|---|---|---|---|---|---|
| R1 | 10005 | 10,000 | Y | G | 2 |

| Drafts Receivable | |
|---|---|
| | 10,000 |

| Drafts Remitted | |
|---|---|
| 10,000 | |

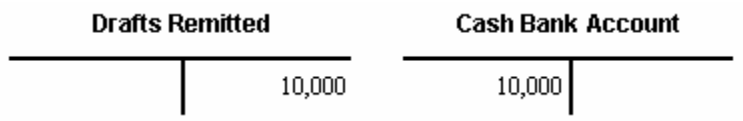
## Draft Collection

1. 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.

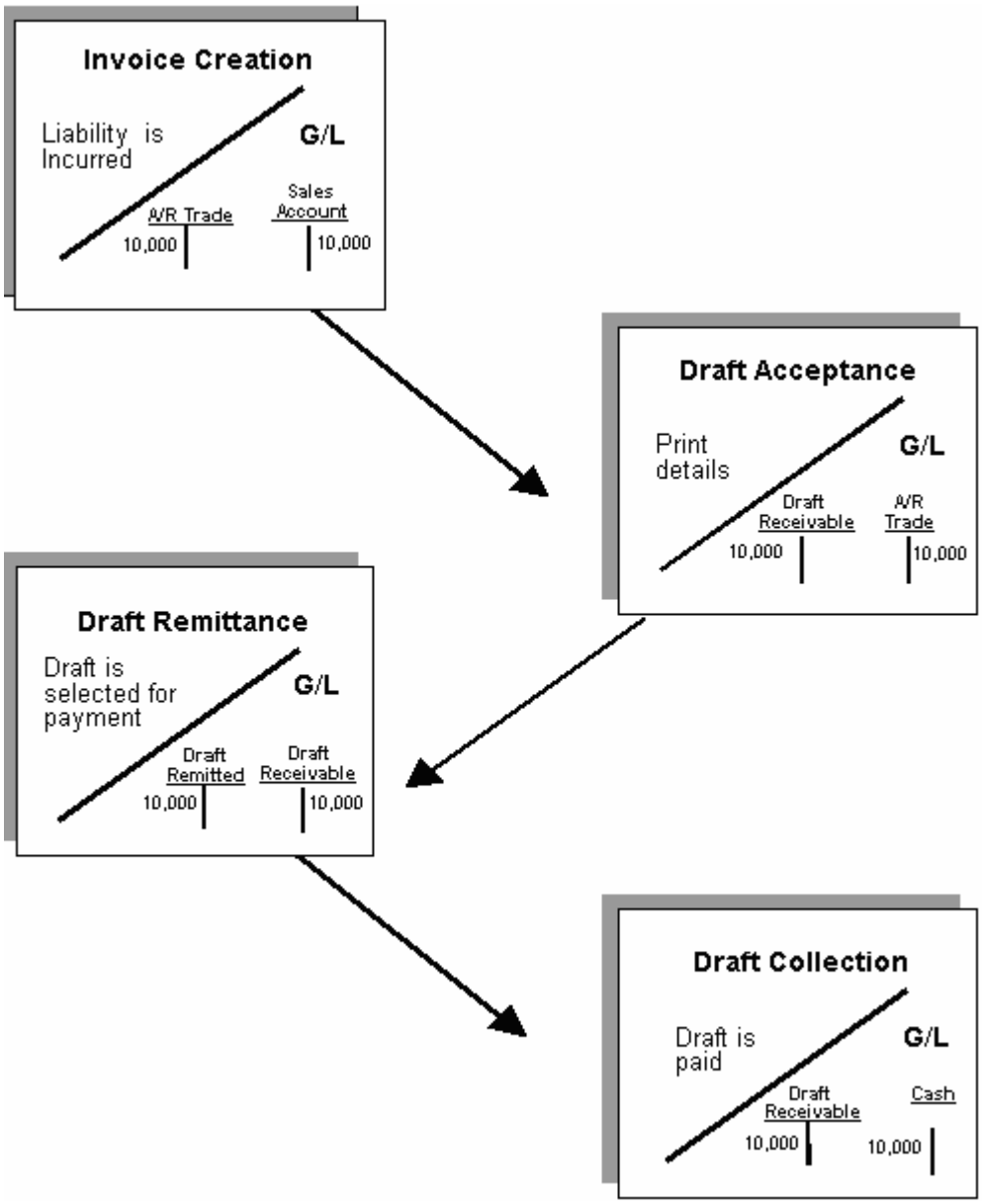
2. On or after the due date, both the supplier and the customer recognize the transfer of cash. You update the status of the draft in your records to show that it was collected.
3. The system creates a journal entry to credit drafts remitted and debit a cash account. You post the journal entry.

Customer Number 7001

| Doc Type | Invoice Number | Invoice Amount | Pay Status | Pay Instr |
|---|---|---|---|---|
| R1 | 10005 | 10,000 | P | 2 |




The following graphic illustrates the effect of each stage of the draft process on the general ledger.




## Setup

Draft processing requires setup of the following items:

- AAIs
- Payment Instruments
- Draft Pay Status Codes
- Customer Bank Account Information
- G/L Bank Account Information

## AAIs

Draft processing uses the following AAI items. The 'x' designates payment instrument and is optional.

| Item | Description |
|---|---|
| RD1x - Draft Receivable account | This identifies the Draft Receivable account which is debited when you enter a draft, this account will then be credited when the draft is remitted. You can override this account using Drafts Processing - processing option of P03103. |
| RD2x -Draft Remitted for Cash account | This identifies the account which is debited when the draft is remitted to the bank. You can override this account using processing options. |
| RD3x- Draft Remitted for Discount | This is the account debited instead of the RD2x account when a draft is remitted before it's due date. |

## Payment Instruments

The following payment instruments are used with Draft processing. They must be set up in UDC table 00/PY:

| Instrument | Description |
|---|---|
| D | Draft by invoice |
| F | Draft by statement |
| 0 | Magnetic draft |
| 1 | Supplier prints the draft with bank account number (LCR) |
| 2 | Customer prints the draft with bank account number (BOR) |
| 3 | Supplier prints the draft without bank account number (LCC) |
| 4 | Customer prints the draft without bank account number (BOC) |

The system distinguishes drafts with bank account information from those without, because banks usually charge additional fees to collect drafts with incomplete information.

## Drafts Pay Status Codes

Draft pay status codes are set up in UDC table 00/PS.

| Code | Description |
|---|---|
| D | Draft accepted (when draft is created, P03103) |

| Code | Description |
|---|---|
| # | Draft selected for payment (i.e. in a register payment, (P03255) |
| G | Draft remitted (guaranteed, P03570 or P03572) |
| P | Draft paid (collected, P03576) |

### Customer Bank Account Information

The bank needs specific information regarding the customer's external bank account in order to collect drafts remitted. In order to minimize the charges the bank will assess to collect the drafts, the bank needs as much information as possible (customer's bank name, bank account number, routing and transit information). For drafts which will be remitted magnetically (P03572), you will need to give all of the above information. For drafts remitted on paper (P03570), less information is required, but the bank will charge fees to collect the funds from the customer.

French bank accounts have the following format: 5 digits for the Bank Code and 5 digits for the Branch code. These 10 digits go in the Routing Transit field, without any space between the bank and the branch codes. The bank account number should be 11 digits. The RIB key is the 2 digit number in the Control Digit. The system uses a special algorithm to verify that the RIB key is valid. The on-line validation of the RIB key is driven by the user profile, which needs to be set to France. You can also run P00314 (Bank Account Exception) to validate all D type customer bank accounts.

The default bank type for drafts processing is bank type 'D', however alternative bank types may be used.

See *Set Up Customer Bank Account Information*.

### G/L Bank Account Information

You need to setup G/L bank account information for all banks to which you remit magnetic drafts. You do not need to setup bank accounts to which you remit paper drafts.

## Tracking Changes to Draft Status

The A/R Draft Status file (F0320) was created to track changes in a draft's status throughout the draft process or to report an accurate draft status for 'as of' reporting.

Records are written to this file when drafts are initially created recording the G/L date of the when the draft was created and the pay status. A new record is written for each draft at the time of remittance and status update where the Date and Pay Status field are updated. The Date field is updated with the G/L date of each action and the Pay Status field is updated with the new pay status on the original draft record in the AR Ledger (F0311). Records written with intermittent status codes (# and any others assigned during Status Update without Journal Entries) carry the same G/L date as the last status updated.

You may use the ‘As Of’ reporting process to accurately capture a draft’s status at different points in time. Date File Generation (P03900) looks at the F0320 in addition to the F0311 when building the ‘As Of’ worktable, F0311A. You may then run the standard JD Edwards World ‘As Of’ reports to view a draft’s pay status at a particular date. Alternatively you may use custom reports such as Crystal Reports or World Writer to report on information in the A/R Drafts Status file.

# Print Invoices and Statements with Drafts

## Printing Invoices and Statements with Drafts

| | |
|---|---|
| | From Customer & Invoice Entry (G0311), choose **Other Invoice Entry Methods**<br>From Other Invoice & Receipts Entry Methods (G03111), choose **Daily Draft Operations**<br>From A/R Drafts Daily Operations (G031111), choose an option under the **Draft Print** heading |

The draft process begins when you or your customer originate a draft. When you originate a draft, you can print a statement or invoice with a draft attachment to send to your customer. 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 default draft format conforms to the French Bank Association format. Users in other countries might need to modify the format for their specifications. Invoices and statements use the standard JD Edwards World report formats.

This task consists of:

- Printing Invoices with Draft Attachments
- Printing Statements with Draft Attachments

## Printing Invoices with Draft Attachments

To print an A/R invoice with an attached draft for chargebacks, credit memos, and finance charges, run Invoice Print with Draft.

This program selects transactions from the A/R Ledger table (F0311). The system assigns a draft number and updates the statement number on the invoice record. The system also prints the draft number on the invoice record and the customer's bank account on the draft attachment.

The processing time for this report is related to the amount of history retained in the A/R Ledger table.

```
*                            I N V O I C E
                             - - - - - - -                    Invoice -     1005
  Remit to - A Model Multi-National Co.                       Account -     7006
             Avenue Louise, 200                               Date    -  4/19/17
             B-1050 Brussels




  International Transport
  Ch. de Wavre, 297
  1050 Bruxelles




  Please be advised that your account has been debited or back charged as follows.

     . . . . . . . Document . . . . . . . . .                      Invoice
    Date   Ty   Reference  Due Date        Remark                    Amount
  -------- -- ------------ -------- ----------------------------- --------------
  07/01/17 RI     1005 001 07/31/17 Misc Sales                           15,895

                                                                   --------------
                                            Total Invoice Amount          15,895
                                            Tax Amount                     3,100
                                                                   --------------
                                            Balance Due                   18,995



                            A Model Multi-National Co.
                            Avenue Louise, 200
                            B-1050 Brussels
                                                                          Dra

    PARIS



  *******18,995   04/19/17   07/31/17   00000584                   *******18,995


   10729 81042310-0368111  55  International Transport    Bank Bruxelles Lambert
                               Ch. de Wavre, 297
        BEF                    1050 Bruxelles
```

## Processing Options

See A/R Invoice Print with Draft (P035051).

## Data Selection and Sequence for Invoice Print with Draft

The Payment Instrument field is set to EQ (equal) D so that it selects only invoices for draft customers. You can enter a user defined code other than D to identify draft customers.

The following data sequence is required:

1. Address Number
2. Document Company
3. Document Type
4. Document Number

If you change this sequence, the totals will be inaccurate.

**Note:** Although running Invoice/Statement Print with Draft is optional, the system assumes you will run this when you originate the draft and therefore will be using Enter Our Drafts. If you will be using Enter Our Drafts and do NOT run the print program, you will need to set the Drafts Processing processing option for Enter Our Drafts (P03103) that specifies whether or not the system will validate the draft number so that it will not validate against the statement number field (RPCTL).

# Printing Statements with Draft Attachments

To print a statement with one or more invoices combined into one draft, run Statement Print with Draft.

This program processes transactions from the A/R Ledger table. The system assigns a draft number to the statement and updates the statement number for each invoice on the statement. The system also prints the draft number on the invoice record and the customer's bank account on the draft attachment.

## Before You Begin

- Set Print Statement field on Customer Master Information to Y for each customer for whom you print drafts. If you do not, the system generates an error and does not print a statement.

```
*                           S T A T E M E N T
                           - - - - - - - - -
  Remit to - A Model Multi-National Co.                        Date     - 08/08/17
             Avenue Louise, 200                                Account  - 00007007
             B-1050 Brussels




   International Enterprises
   Avenue Louise, 1250
   1050 Bruxelles



  Your Account with us reflects the following amount due.

     . . . . . . Document . . . . . .                    Invoice          Open
   Date   Ty   Reference         Remark                   Amount         Balance
 -------- -- ------------ -------------------------- -------------- --------------
 05/20/17 RI      602 000                                 4,020,565      4,020,565

                                                       Balance Due       4,020,565



                              A Model Multi-National Co.
                              Avenue Louise, 200
                              B-1050 Brussels
                                                                            Dra

   PARIS



 ****4,020,565   04/19/17   06/19/17   00000585                  ****4,020,565


  10024 2126230-352702    33  International Enterprises      Generale Banc
       BEF                     Avenue Louise, 1250
                               1050 Bruxelles
```

## Processing Options

See A/R Statement Print with Draft (P03506).

## Data Selection and Sequence for Statement Print with Draft

The following data selections are required:

- Payment/Item Document Type does not equal (NE) RE (change to invoice amount)
- Type Input does not equal (NE) G (general ledger)

The Payment Instrument field is a user defined value that identifies your customers who pay by draft. Generally, you set this field to equal (EQ) F (draft statements) on Customer Master Information.

The following data sequence is required:

1. Company

2. Address Number
3. Due Date
4. Currency Code
5. Document Number

If you change this sequence, the totals will be inaccurate.

**Note:** Although running Invoice/Statement Print with Draft is optional, the system assumes you will run this when you originate the draft, and therefore will be using Enter Our Drafts. If you will be using Enter Our Drafts and do NOT run the print program, set the Drafts Processing processing option for Enter Our Drafts (P03103) that specifies whether or not the system will validate the draft number so that it will not validate against the statement number field (RPCTL).

# Enter Drafts

## Entering Drafts

| | |
|---|---|
| | From Customer & Invoice Entry (G0311), choose **Other Invoice Entry Methods**<br>From Other Invoice & Receipts Entry Methods (G03111), choose **Daily Draft Operations**<br>From A/R Drafts Daily Operations (G031111), choose an option under the **Draft Acceptance** heading |

Whether you originate the draft or your customer does, you must enter it into the Accounts Receivable system before you can process it. Entering a draft is equivalent to accepting it. You can enter drafts in one of the following ways:

- Entering Manual Drafts
- Creating Automatic Drafts

When you enter drafts, the system processes them in the same way as receipts except that the system:

- Applies draft receipts to open customer invoices.
- Uses matching document type R1 to close invoices (one per pay item).
- Records the total draft amount in the A/R Ledger table (F0311) as a new original document type R1.
- Uses batch type * (asterisk).
- Validates the draft number against the draft number created if you used Invoice Print with Draft or Statement Print with Draft. This only applies to entering manual drafts originated by your customer.
- Uses AAI item RD1x (where x is the payment instrument) to determine the drafts receivable account.
- Sets the payment status to D (draft accepted).

## Entering Manual Drafts

You use one of the following forms to enter a draft manually, depending on whether you originate the draft or your customer does:

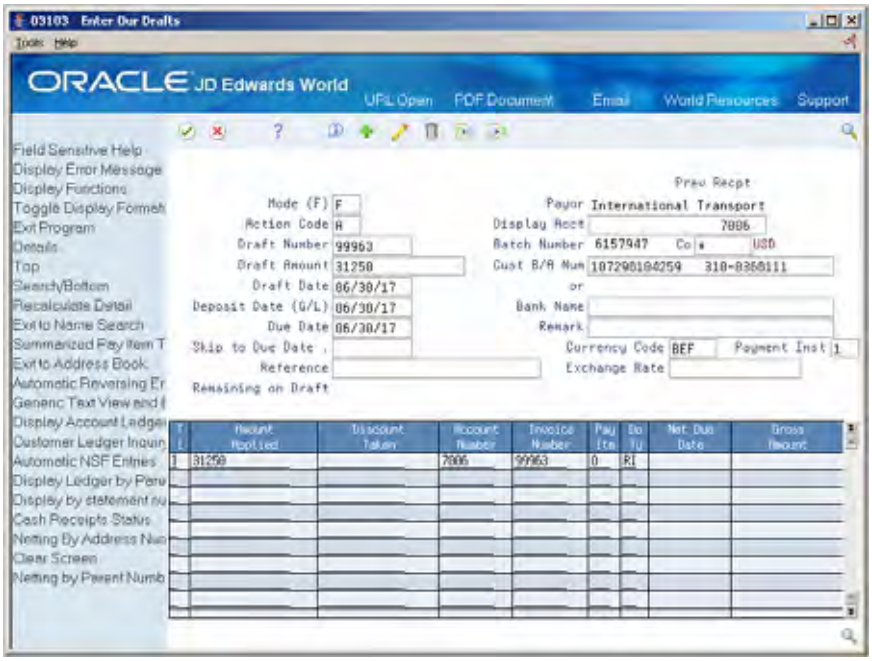
| Form | Description |
|---|---|
| Enter Our Drafts | Use this form when your company originates drafts for the customer to sign and return. |

| Form | Description |
|---|---|
| Enter Customer Drafts | Use this form when the customer originates the draft and sends it to your company to be accepted. |

The fields you complete on Enter Our Drafts and Enter Customer Drafts are the same. The programs are two different versions of P03103 with the difference being how the Drafts Processing processing options are set.

## To enter manual drafts

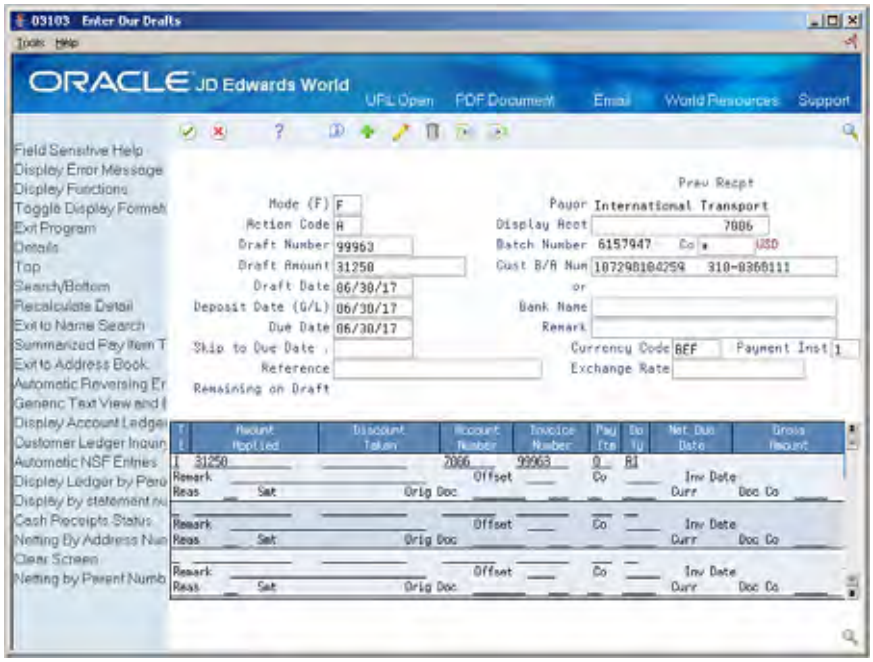
On Enter Our Drafts or Enter Customer Drafts




1. Complete the following fields:
   - Draft Number
   - Company
   - Draft Amount
   - Customer Bank Account Number
   - Draft Date
   - Deposit Date (G/L)
   - Due Date
   - Remark (optional)
   - Reference (optional)
2. Complete the following fields for each pay item:
   - Amount Applied

- Account (Customer) Number
- Invoice Number (optional)
- Pay Item

**3.** Access the detail area (optional).




**4.** Complete the following optional fields:

- Remark
- Offset

**5.** Press Enter.

| Field | Explanation |
|---|---|
| Invoice Number / Draft Number | The number of the document, such as a receipt, an adjustment, or a credit that you apply against an original document, such as an invoice. For example:<br>Original (DOC)-Matching Rec / Item (DOCM)<br>A / R Original Invoice - Invoice<br>Receipt - Invoice - Receipt<br>Credit Memo / Adjustment - Invoice - Credit Memo<br>A customer's document number on a receipt. This number must be unique within the batch. It can also be an item number used for spreads, adjustments, or other types of receipts. |
| Invoice Amount / Draft Amount | The amount of the receipt from the customer. This amount must balance to the detail of the amount applied to the open invoices. |

| Field | Explanation |
|---|---|
| Reference | An alphanumeric value used as a cross-reference or secondary reference number. Typically, this is the customer number, supplier number, or job number.<br>*Form-specific information*<br>This field is commonly used to identify the original invoice number because the system does not identify it when it creates an R1 original draft document. |

## What You Should Know About

**Including a reference number during draft entry**

When entering a draft, you might want to include a reference number on it. French clients commonly do this so that the reference number appears:

- In the magnetic draft file
- On the paper draft

Although French clients do not generally enter more than a 10-character reference number, the Reference Number on Enter Drafts can handle up to 25 characters. This makes the reference number useful for other countries. This number is for informational purposes only.

## See Also

- *Entering Basic Receipts (P03103)*

## Processing Options

See Receipts Entry (P03103).

# Creating Automatic Drafts

From Customer & Invoice Entry (G0311), choose Other Invoice Entry Methods
From Other Invoice & Receipts Entry Methods (G03111), choose Daily Draft Operations
From A/R Drafts Daily Operations (G031111), choose Pre-authorized Drafts

In some cases, the supplier and customer might agree in advance that the customer pays with a draft. The supplier does not print and send a draft to the customer, but instead sends the draft to the supplier's bank for collection. The supplier's bank collects funds from the customer's bank. This process is called automatic or pre-authorized draft processing.

You create automatic drafts by running Pre-authorized Drafts (P03571). You can run this program in either proof or final mode.

| Proof mode | Final mode |
|---|---|
| You can choose to print a detailed or summarized list of transactions:<br>▪ Detail - prints a list of each invoice to be paid by draft.<br>Summary - prints a summary of all invoices by<br>customer, due date, and payment instrument to be paid by draft | You can make the same selections as in proof mode. In final mode, the system:<br>▪ Creates drafts<br>▪ Creates the journal entries that debit the drafts<br>receivable account and credit the accounts receivable account<br>▪ Changes the pay status to D (draft accepted)<br>▪ Generates a report<br>Creates a table you can copy to tape |

Whichever mode you choose, you can review the information and make necessary changes. You can use the Standard Invoice Entry form or the Speed Status Change form to change the pay status.

```
03571                                          JD Edwards World                          Page - . . .        3
                                          A/R Batch Draft Creation                       Date - . . .  4/19/17
                                               *** FINAL ***


 Customer       Customer                  DC Document Pay  Co   P Net Due          Open             Discount            Draft          Draft  Cur
  Number          Name                     TY  Number  Itm       I  Date           Amount           Available           Amount        Number  Cod
 -------- ------------------------------ -- -------- --- ----- - -------- --------------------- --------------- -------------------- -------- ---
     7006 International Transport        RI      762 000    70 D 07/25/17              843,750                             843,750       582 BEF
                                                                                 --------------------- --------------- --------------------
                    Due Date . . . . . . . .  07/25/17                                843,750                             843,750

     7006 International Transport        RI     1004 001    70 D 07/31/17               18,986                              18,986       583 BEF
                                                                                 --------------------- --------------- --------------------
                    Due Date . . . . . . . .  07/31/17                                 18,986                              18,986

                                                                                 --------------------- --------------- --------------------
                    Address Number . . . . .  00007006                                862,736                             862,736

                                                                                 --------------------- --------------- --------------------
                    Company. . . . . . . . .  00070                                   862,736                             862,736

                                                                                 --------------------- --------------- --------------------
                    Grand Total                                                       862,736                             862,736
```

## What You Should Know About

| | |
|---|---|
| **Abbreviated column headings** | PI indicates Payment Instrument |

## Processing Options

See A / R Batch Draft Creation (P03571).

# Revise Drafts

## Revising Drafts

| | |
|---|---|
| | From Customer & Invoice Entry (G0311), choose **Other Invoice Entry Methods**<br>From Other Invoice & Receipts Entry Methods (G03111), choose **Daily Draft Operations**<br>From A/R Drafts Daily Operations (G031111), choose an option under the **Accepted Drafts** heading |

After a draft has been accepted, you can revise it, for example, to change the bank account from which it will be paid. Revising drafts consists of:

- Locating Drafts
- Changing Draft Information

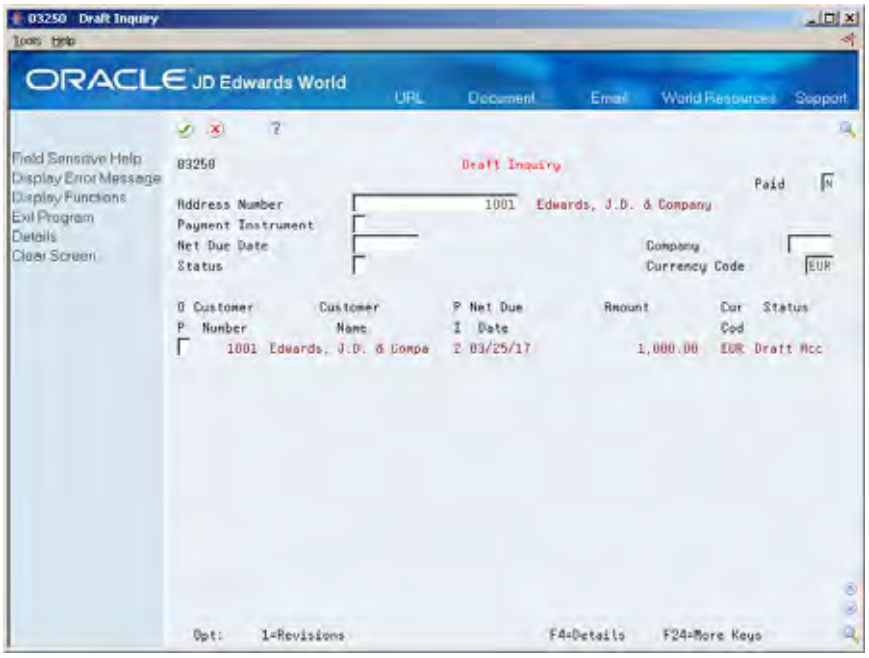
## Locating Drafts

You can locate a draft to:

- View draft information based on specific criteria
- Verify information for a particular customer
- Change draft information

## To locate drafts

On Draft Inquiry




1. Complete the following field:
   - Address Number
2. Complete any of the following fields to limit your search:
   - Payment Instrument
   - Net Due Date
   - Status
   - Paid

| Field | Explanation |
|---|---|
| Status | A user defined code (00/PS) that indicates the current payment status for a voucher or an invoice. Codes are:<br>P Paid. The voucher or invoice is paid in full.<br>A Approved for payment, but not yet paid. This applies to vouchers and automatic cash applications.<br>H Hold pending approval.<br>R Retainage.<br>% Withholding applies.<br>? Other codes. All other codes indicate reasons that payment is being withheld. The Accounts Payable system does not print payments for any other code. |

### See Also

- *Locating Customer Ledger Information (P032002)* for other methods of locating drafts

## Changing Draft Information

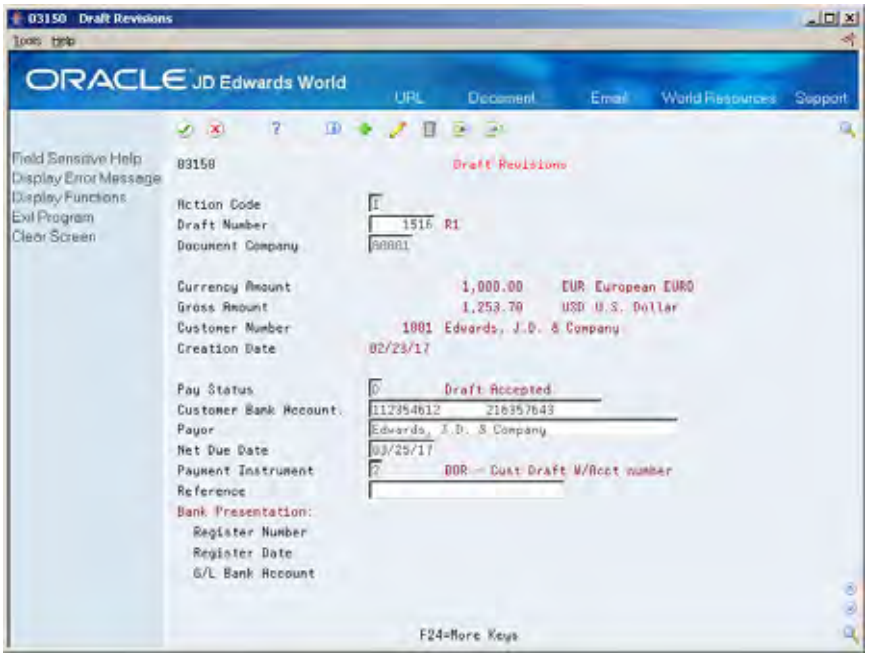
After you enter drafts but before you post them to the general ledger, you can change the pay status, customer bank account, payor, net due date, or payment instrument.

The following guidelines apply to changing draft information:

- You can only change drafts with a pay status of D (draft accepted) or H (hold, pending approval).
- You can change the pay status to D or H only.
- You cannot add or delete drafts.
- You cannot change:
  - Draft number
  - Document company
  - Gross amount
  - Customer number
  - Creation date
  - Register number/date
  - G/L bank account

## To change draft information

On Draft Revisions




1. Locate the appropriate draft.
2. Change any of the following fields:
   - Pay Status
   - Customer Bank Account
   - Payor
   - Net Due Date
   - Payment Instrument

| Field | Explanation |
|---|---|
| Payor | The text that names or describes an address. This 40-character alphabetic field appears on a number of forms and reports. You can enter dashes, commas, and other special characters, but the system cannot search on them when you use this field to search for a name. |

# Processing Options

See Draft Revisions (P03150).

## What You Should Know About

**Data security**

You should consider implementing action code security for this form to ensure that important fields are not changed, for example, Due Date and Pay Status.

# Approve and Post A/R Drafts

## Approving and Posting Drafts

After you enter drafts, you must approve and post them to the general ledger. This consists of:

- Reviewing and Approving Drafts for A/R
- Printing the A/R Draft Journal Report
- Posting Drafts for A/R

## Reviewing and Approving Drafts for A/R

| | |
|---|---|
| | From Customer & Invoice Entry (G0311), choose **Other Invoice Entry Methods**<br>From Other Invoice & Receipts Entry Methods (G03111), choose **Daily Draft Operations**<br>From A/R Drafts Daily Operations (G031111), choose **Draft Journal Review** |

After you enter drafts, you review and approve them before posting them to the general ledger. You can do this online using Draft Journal Review. All JD Edwards World journal review programs work in the same way in that Review programs are specific to batch type. Draft Journal Review only displays drafts with a batch type of * (draft receipts).

You do not need to approve drafts if the management approval of input constant is not activated.

### Before You Begin

- Set the A/R constant for management approval of input according to your needs

### See Also

- *Reviewing and Approving Invoices (P00201)*

## Printing the A/R Draft Journal Report

| | |
|---|---|
| | From Customer & Invoice Entry (G0311), choose **Other Invoice Entry Methods**<br>From Other Invoice & Receipts Entry Methods (G03111), choose **Daily Draft Operations**<br>From A/R Drafts Daily Operations (G031111), choose **Draft Journal Report** |

As an alternative to reviewing drafts online, you can print the Draft Journal report. This report is the same as the Receipts and Adjustment Journal report. The only difference between them is that one lists cash receipts and the other lists draft receipts.

Generally, it is easier to view drafts online. However, if there is a balancing problem, the printed journal can be a more workable format for detail review.

The processing time for this report is related to the amount of history retained in the A/R Ledger table (F0311).

```
03311                                                JD Edwards World                                  Page -         2
         User                - DEMO             Cash Receipts & Adjustments Journal                   Date -  4/19/17
         Batch Number        -     4124         User, Batch Number/Date, Bank Number
         Batch Date          - 01/07/17
         Bank Account        - 00026267                     First Interstate Bank
         Base Currency       -

Chk/Item   Date    Co   Name                          T Address Number                . . . . . . Amounts . . . . . . RS P           Cur    Foreign
          Check         Remark                         I Inv/Pay Item or G/L Acct         Receipts       Adjustments   CD C           Cod     Amount
           G/L                                                                            Discount                                                Discount
-------- -------- ----- ---------------------------- - ---------------------------- --------------- --------------- -- -           --- -----------
----
       1 01/07/17 00150 Abernathy & Hitch                     4175
         01/07/17       Sec Deposit Refund Adjustment A     9012 000                                                 4,000.00- RF             USD
                                                                                     --------------- ---------------                        -----------
----
                                                  Check/Item Total (Offset)                                           4,000.00-

                                                                                     --------------- ---------------                        -----------
----
                                                  Bank Acct Total - Gross/Posted
                                                                  - Discount/Unposted                                 4,000.00-

                                                                                     --------------- ---------------                        -----------
----
                                                  Batch Total     - Gross/Posted
                                                                  - Discount/Unposted                                 4,000.00-
```

## See Also

- *Printing Invoice Journal Information (P03305)*

## Processing Options

See A/R Receipt and Adjustment Journal Report (P03311).

# Posting Drafts for A/R

| | |
|---|---|
| | From Customer & Invoice Entry (G0311), choose **Other Invoice Entry Methods**<br>From Other Invoice & Receipts Entry Methods (G03111), choose **Daily Draft Operations**<br>From A/R Drafts Daily Operations (G031111), choose **Post Drafts to G/L** |

Posting drafts to the general ledger creates entries to the draft receivables account and offset entries to the general ledger for the receivable trade account. The system typically debits an A/R account and credits drafts receivable. The program only posts batches with an A (approved) status.

All JD Edwards World post programs post to the G/L in the same way. The post program for A/R drafts has the processing option for batch selection set to * (draft receipts). You should not change this.

After you post payments, you can review them again and correct accounting distribution information. You cannot review account ledger information until the post is complete.

## See Also

- *Posting Invoices (P09800)*

# Select Drafts for Remittance

## Selecting Drafts for Remittance

| | |
|---|---|
| | From Customer & Invoice Entry (G0311), choose **Other Invoice Entry Methods**<br>From Other Invoice & Receipts Entry Methods (G03111), choose **Draft remittance/Collections**<br>From A/R Drafts Remittance & Collection (G031112), choose an option under the **Manual Bank Register Creation** heading |

You can manually create a bank register to use when remitting drafts. You select the drafts to include in the register. The system groups drafts that have the same due date and payment instrument into a single statement in the register.

Selecting drafts for remittance consists of:

- Creating and Revising Bank Registers
- Reviewing A/R Draft Bank Registers

Draft selection is an optional step in the draft process. You can skip this step and create your paper and magnetic remittances.

### See Also

- *Remitting Paper Drafts (P03570)*
- *Remitting Magnetic Drafts (P03572)*

## Creating and Revising Bank Registers

You can manually create a bank register to use when remitting drafts. You select the drafts to include in the register. Bank registers must include only drafts that you will remit on magnetic tape or a printed register. It can include either regular drafts or discounted drafts.

You can have only one register per bank account. If a bank register exists, you can add drafts to it or remove drafts from it. You must completely process one register with one type of draft before you create another.

When you create a bank register, the system:

- Changes the pay status of selected drafts from draft (D) to selected for payment (#).
- Changes the pay status of removed drafts from selected for payment (#) to draft (D).
- Updates the g/l bank account field of selected drafts.

- Groups selected drafts into a single statement on the basis of due date and payment instrument.
- Creates a batch (register) containing the drafts you selected. The register number is the batch number concatenated with a five-digit statement number.

This program updates information in the A/R Ledger (F0311) and A/R Draft Batch Header (F0313) tables.

## Example: Bank Register

The following example shows how the system groups drafts on the basis of payment instrument and due date.

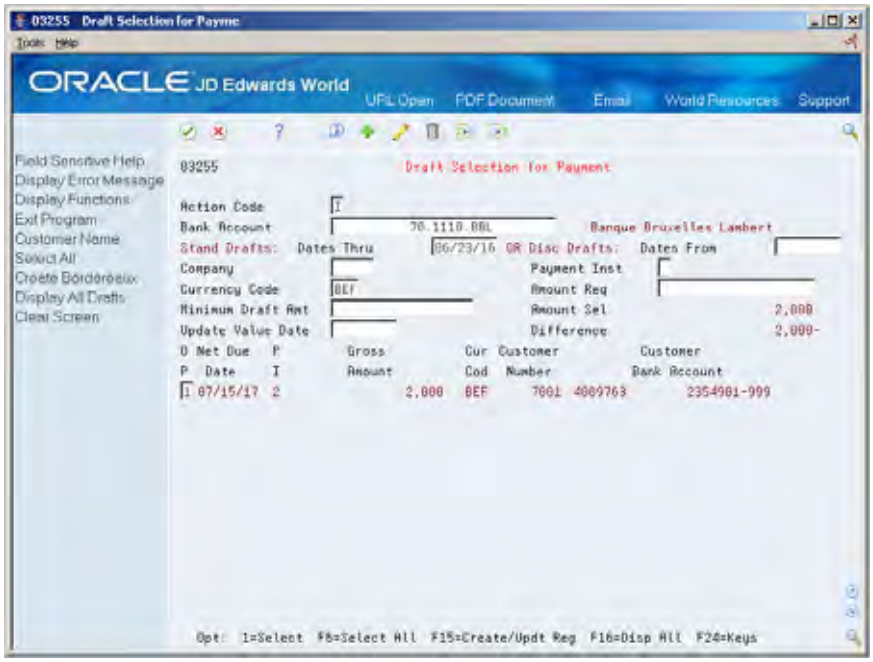
| Draft Due Date | Draft Payment Instrument | Draft Amount | Due Date | Payment Instrument | Register Amount |
|---|---|---|---|---|---|
| 07/01/17 | 0 | 300.00 | 07/01/17 | 0 | 500.00 |
| 07/01/17 | 0 | 200.00 | | | |
| 07/01/17 | 2 | 300.00 | 07/01/17 | 2 | 300.00 |
| 08/15/17 | 2 | 100.00 | 08/15/17 | 2 | 350.00 |
| 08/15/17 | 2 | 250.00 | | | |

## Before You Begin

- Verify whether a register already exists for the bank account

## To create or revise bank registers

On Draft Selection for Payment




1. Complete the following field and press Enter:
   - Bank Account

   Change the action to Add if no register exists or to Change if a register exists.
2. To limit your search, complete the following fields:
   - Dates Thru
   - Company
   - Payment Instrument
   - Dates From
   - Amount Requested
   - Minimum Draft Amount

   If a register exists for the bank account, the system displays all drafts that you previously selected for remittance.
3. Choose the Display All function (F16) to display all drafts that meet your search criteria but have not been selected for remittance.
4. To add drafts to the register, choose the Select option for drafts you want to add.
5. To remove drafts from the register, type a space for the drafts you want to remove.
6. Complete the following field (optional):
   - Update Value Date

**7.** Do one of the following:

- Press Enter or click Add

If you do not press Enter or click Add, the system does not include your most recent draft selections and does not update the total calculations for the batch.

**8.** Choose the Create/Update Register function.

| Field | Explanation |
|---|---|
| Bank Account | A field that identifies an account in the general ledger. You can use one of the following formats for account numbers:<br>▪ Structured account (business unit.object.subsidiary)<br>▪ 25-digit unstructured number<br>▪ 8-digit short account ID number<br>▪ Speed code<br>The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program (P000909). |
| Dates Thru | Date the net payment is due (accounts receivable). In accounts payable, this is the discount due date.<br>If you leave this field blank in invoice entry or voucher entry, the system computes the due date using the invoice date and the payment terms code. If you leave the payment terms field blank, the system computes payment terms using the payment terms code from the Customer Master Information file (F0301) or Supplier Master Information table (F0401) for that customer or supplier.<br>*Form-specific information*<br>Date that identifies the last date in a range of dates. If you type information in this field, the system displays only the drafts with a due date on or before this date. If you leave this field blank, the system displays all due dates.<br>**Note:** You must enter a date in this field or the Discounted Drafts Dates From field. If you type information in this field, you cannot also type information in the Discounted Drafts Dates From field. A register cannot contain both regular and discounted drafts. |
| Amount Requested | The target amount requested when grouping Draft records for presentation to the bank. Used for the calculation to show the difference (#DIF) between what was wanted (#ARQ) and what has been selected (#ASC). |
| Minimum Draft Amount | A number that identifies the smallest draft amount to display. If you type information in this field, the system only displays drafts with a gross amount equal to or larger than the specified amount. If you leave this field blank, the system displays all draft amounts. |
| Update Value Date | The date that the item was debited or credited to the bank account. |

## What You Should Know About

**Changing bank registers**

You can also use Draft Selection for Payment to change registers for a specific bank account and date range.

## Processing Options

See Draft Selection for Bank Payment (P03255).

# Reviewing A/R Draft Bank Registers

To review bank registers before you remit them, use Registers in Process.

Registers in Process is a journal review program. There is one important difference between Registers in Process and other journal review programs. This program is not used to approve transactions for posting. It is only used to review registers. Because of this, the Approved and Status fields are not relevant.

You can review transactions at three levels of detail using the following forms:

| Form | Description |
|---|---|
| Registers in Process | You can review register information at the batch level. You can also access Registers for Bank Payment from this form. |
| Registers for Bank Payment | You can review registers within a batch. You can also access Register Detail Inquiry and Draft Selection for Payment from this form. |
| Register Detail Inquiry | You can review drafts within a register. |

Because you can have only one register per bank account, locating a bank account shows its register. These forms only show information for active registers. That is, you can review information only for registers you have created but not yet remitted to your bank.

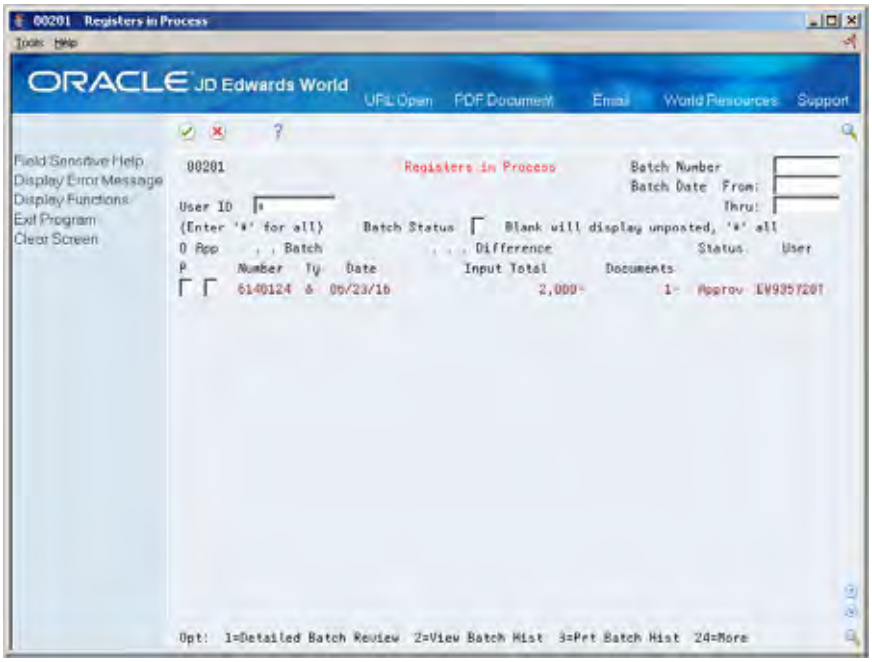
These programs display and update information in the A/R Ledger (F0311) and A/R Draft Batch Header (F0313) tables.

## See Also

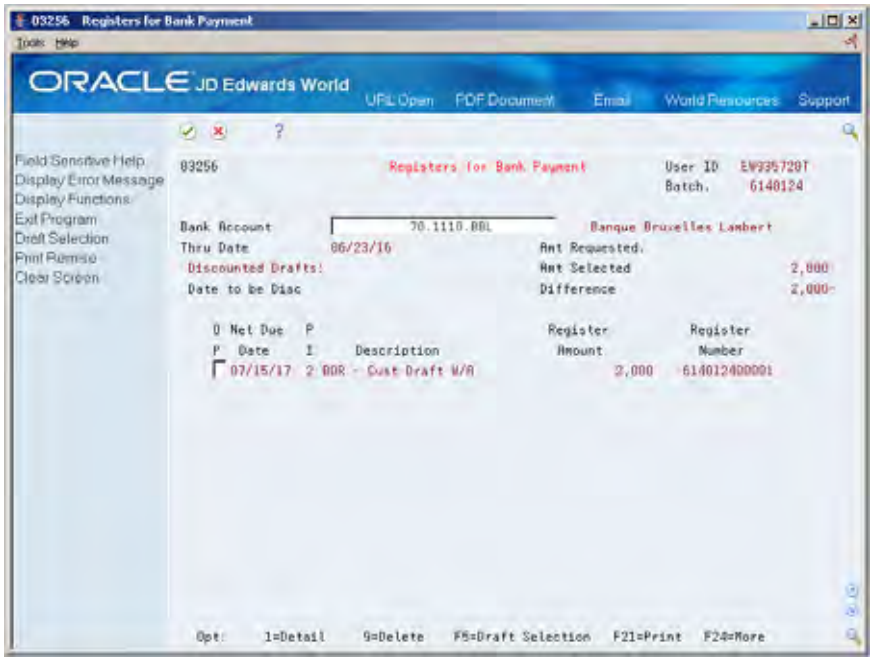
- *Reviewing and Approving Invoices (P00201)* for more information about reviewing online journal information

## To review A/R draft bank registers

On Registers in Process



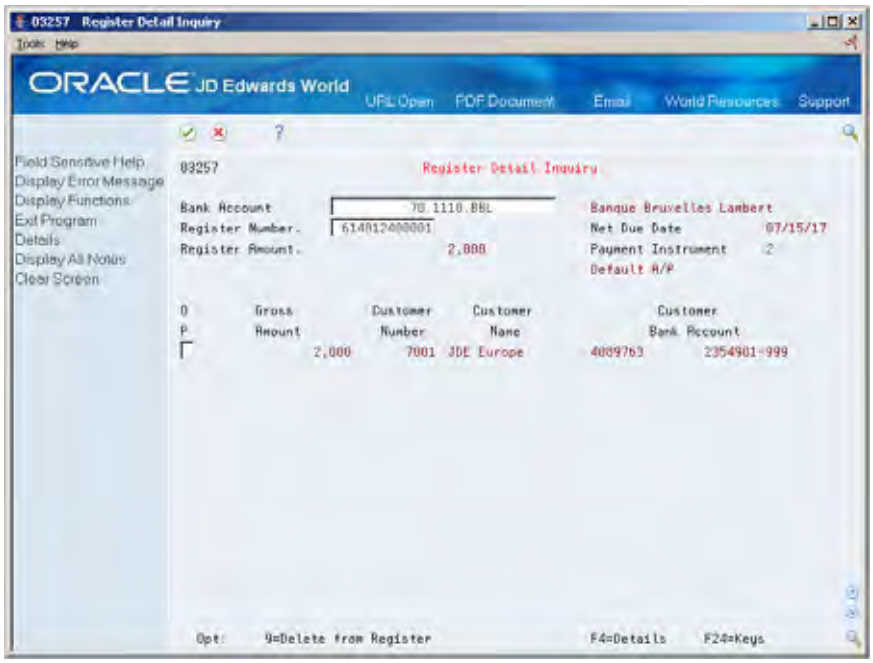

1. Display all batches for all users, or complete any of the following fields to limit your search:
   - User ID
   - Batch Number
   - Batch Date From / Thru
   - Batch Status
2. Choose the Detailed Batch Review option next to the appropriate batch to access Registers for Bank Payment.




**3.** On Registers for Bank Payment, complete the following field:

- Bank Account

**4.** Choose the Detail option next to the appropriate register to access Register Detail Inquiry (optional).



# Work with Draft Remittance

## Working with Draft Remittance

| | |
|---|---|
| | From Customer & Invoice Entry (G0311), choose **Other Invoice Entry Methods**<br>From Other Invoice & Receipts Entry Methods (G03111), choose **Draft Remittance/Collections**<br>From A/R Drafts Remittance & Collection (G031112), choose an option under the **Draft Remittance** heading |

You can remit drafts to your bank on magnetic tape or by printing a register. Generally, you must have complete bank account information for your customer in order to use magnetic tape.

This task consists of:

- Remitting Magnetic Drafts
- Remitting Paper Drafts
- Posting Draft Remittance Journal Entries

## Remitting Magnetic Drafts

To remit magnetic drafts, complete the following tasks:

- Create draft tape tables
- Copy draft tables to tape
- Reset the draft tape copy sequence for A/R (optional)

### Creating Draft Tape Tables

You can run the Create Draft Tables program in either proof or final mode.

| Proof mode | Final mode |
|---|---|
| In proof mode, this program:<br>▪ Selects drafts accepted but not yet submitted to your bank for collection<br>▪ Prints register reports | In final mode, the program works in the same way as proof mode except that it also:<br>▪ Changes the payment status to G (guaranteed)<br>▪ Creates journal entries to debit the drafts remitted account and credit the drafts received account<br>▪ Creates a tape table that you can copy to tape or diskette and send to your bank |

JD Edwards World recommends that you run this program in proof mode before running it in final mode. This allows you to review and correct errors prior to updating records. If the system finds errors during final mode, it prints an error report and does not create journal entries.

Magnetic Draft Remittance reads information from the A/R Ledger table (F0311) and writes information to the Magnetic Draft Remittance table (F03572). The tape table is a multi-member table. Each version you run in final mode creates another member named Mxxx, where xxx is the version number of the Magnetic Draft Remittance program. The tape table must exist in the same library as the A/R Ledger table.

### Before You Begin

- Copy any existing bank tape tables to magnetic tape. When you run this program in final mode, the program terminates if a bank tape table has already been created but not yet copied to tape.

```
03572                                          JD Edwards World                          Page - . . .        3
                                        A/R Magnetic Draft Remittance                    Date - . . .  4/19/17
                                                 *** PROOF ***


Batch Number . . . .
Company. . . . . . .    70 A Model Multi-National Company
G/L Bank Account . . *00017726                    Banque Bruxelles Lambert
Bank Account Number.

Cust.          Customer                    Bank Routing           Cust Bank       Cn  Draft   Net Due         Gross
 Number          Name                     Transit Number            Acct #        Dg  Number   Date           Amount
-------- ----------------------------- -------------------- -------------------- -- -------- -------- ---------------------
    7007 International Enterprises      10024212627415       30-352702            33        4 07/08/17               53,200
                                                                                                          ---------------------
                                                                                 International Enterprises          53,200
                                                                                                          ---------------------
                                                                                 Due Date . . . . . . . . . . .     53,200
```

## What You Should Know About

**Italian bank payments**

To remit drafts to Italian banking institutions, use Magnetic RiBa Remittance (22/G03111). This program performs the same functions as Magnetic Draft Remittance with the exception of the processing options. Processing options grouped under the heading Italian Tape Processing, control the format required for Italian banking institutions.

## See Also

- Resetting the A/R Draft Tape Copy Sequence (P049261) for information on re-creating tape tables

## Copying Draft Tables to Tape

After you create the magnetic tape table, copy the table to a tape or diskette that you send to your bank.

Before performing the copy, this system checks the Bank Tape Sequence table (F04926) to determine whether a copy is pending. That is, the system checks to see if the tape table has been created, but does not check to see if it has been copied to tape.

If the table does not exist or is blank, the system displays a message and stops processing.

## Before You Begin

- You must load a magnetic tape into a tape drive or a diskette into a disk drive.

### To copy a draft table to tape

On Copy Bank Tape File to Tape

Accept the default information in the following fields, or make any changes necessary:

- Magnetic Draft Version
- Tape Density

- Tape File Name
- Tape Device Name
- New Volume Name
- New Owner ID

| Field | Explanation |
|---|---|
| Magnetic Draft Version | Identifies a group of items that the system can process together, such as reports, business units, or subledgers. |
| Tape Density | The density of the tape to be created, for example, 1600, 6250, and so on. |
| Tape File Name | The identification (such as program number, table number, and report number) that is assigned to an element of software. |
| Tape Device Name | The device name, for example, QTAPE5 for tape device, TAP01 for cassette device, and so on. If you entered form type O, this represents your production library for the work file. |
| New Volume Name | The new volume. |
| New Owner ID | The new owner ID. |

## Processing Options

See A/R Magnetic Draft Remittance (P03572).

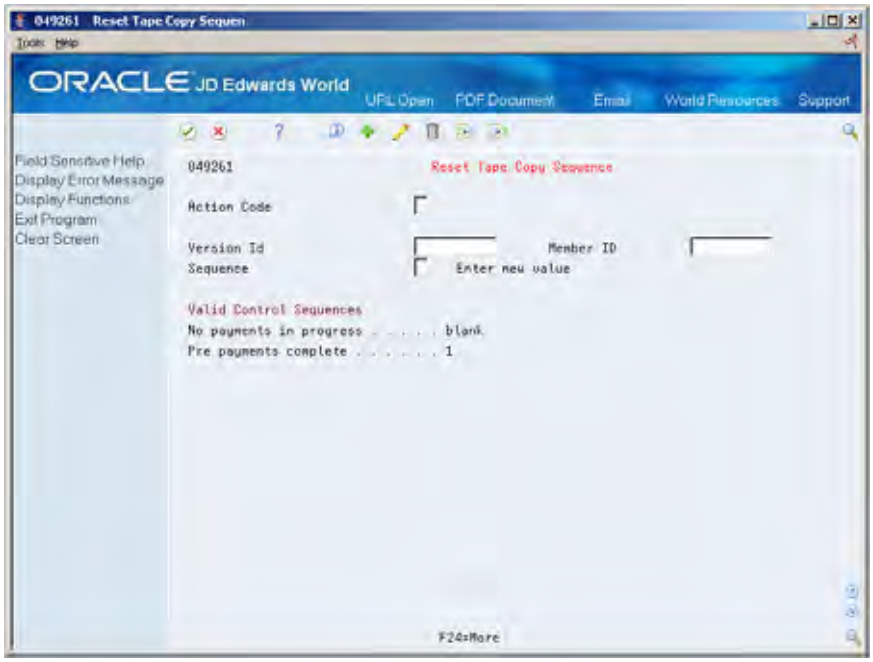
## Resetting the Draft Tape Copy Sequence for A/R

You might need to re-copy an existing bank tape table to tape or diskette if, for example, the tape was lost or damaged in transit to the bank. In order to re-copy the tape, you must reset the tape sequence. You might also need to reset the tape sequence if you need to re-create the tape table, for example, to include an additional draft.

When the system creates a bank tape table, it sets the Sequence field to 1, which prevents the system from changing the table. When you copy the bank table to tape, the system changes this field to blank. Reset Tape Copy Sequence resets the sequence control code in the Bank Tape Sequence table (F04926) to blank so the system can re-create the table.

## To reset the draft tape copy sequence for A/R

On Reset Tape Copy Sequence




1. To locate a bank tape table, complete the following fields:
   - Version ID
   - Member ID
2. Remove the value from the following field:
   - Sequence

| Field | Explanation |
|---|---|
| Version ID | The A/P payment version that corresponds to the DREAM Writer version selected in A/P payment processing.<br>*Form-specific information*<br>This is the DREAM Writer version ID you used to create the tape table on Magnetic Tape Remittance. |
| Member ID | The identification (such as program number, table number, and report number) that is assigned to an element of software.<br>*Form-specific information*<br>This is the program number that created the tape table. For A/R drafts, the member ID is P03572. |

| Field | Explanation |
|---|---|
| Sequence | Used to ensure that the proper sequence of events occur in draft processing. Valid values are:<br>blank Table has been copied to tape<br>1 Table has been created but not yet copied to tape |

# Remitting Paper Drafts

Generally, it is not possible to remit drafts to your bank on magnetic tape if you do not have complete bank account information for your customer. Instead, you can print a register to send to your bank.

Remitting paper drafts consists of:

- Running Paper Draft Remittance
- Correcting problems with Paper Draft Remittance

## Running Paper Draft Remittance

There are four versions of the Paper Draft Remittance program to run in proof or final mode with or without a Register.

| Proof mode | Final mode | With or Without Register |
|---|---|---|
| In proof mode, the program:<br>▪ Selects drafts accepted but not yet submitted to your bank for collection<br>▪ Prints register reports | In final mode, the program works in the same way as proof mode except that it also:<br>▪ Changes the payment status to G (guaranteed)<br>▪ Creates journal entries to debit the drafts remitted account and credit the drafts receivable account | Choose the appropriate version depending on whether or not a register was created. The data selection determines which draft records will be created based on the draft's pay status.<br>**Caution:** *DO NOT* change the data selection values for pay status as doing so will cause incorrect remittance records. |

If you manually created a draft register, you can run a version of Paper Draft Remittance that prints the register. If you have not created a register, you can run a version of this report that creates the register.

When you run this program, the system edits the G/L date against the company date for the drafts receivable and drafts remitted accounts.

For paper draft remittances, the system only reports drafts with payment instrument 3 (supplier draft without bank account number) or with payment instrument 4 (customer draft without bank account number).

When you enter drafts with full bank account information, the system places a Y in the Print field. The Paper Draft Remittance program selects drafts with Print not equal (NE) to Y. Changing the payment instrument for a draft to 0, 1, or 2 does not change the Print field. Therefore, changing the payment instrument does not cause the system to select a draft that was originally entered with a payment instrument of 0, 1, or 2.

JD Edwards World recommends that you run this report in proof mode before running it in final mode. This allows you to review and correct errors prior to updating records. If the system finds errors when running the report in final mode, it prints an error message on the report and does not create journal entries.

This program reads information from the A/R Ledger table (F0311).

```
03570                                          JD Edwards World                          Page - . . .        3
                                          A/R Manual Draft Remittance                    Date - . . .  4/19/17
                                                 *** PROOF ***


Batch Number . . . .
Company. . . . . . .    70 A Model Multi-National Company
G/L Bank Account . . *00017726                    Banque Bruxelles Lambert
Bank Account Number.

Cust.          Customer                    Bank Routing           Cust Bank       Cn  Draft   Net Due         Gross
 Number          Name                     Transit Number            Acct #        Dg  Number   Date           Amount
-------- ----------------------------- -------------------- -------------------- -- -------- -------- ---------------------
    7007 International Enterprises      10024212627415       30-352702            33        4 07/08/17               53,200
                                                                                                          ---------------------
                                                                                 International Enterprises                53,200
                                                                                                          ---------------------
                                                                                 Due Date . . . . . . . . . . .           53,200
```

## Correcting Problems with Paper Draft Remittance

If you encounter errors when running the Paper Draft Remittance report:

- Verify that you selected the correct version.
- Verify that the G/L date you entered for processing option is correct.
- Verify that you are not attempting to include an inappropriate draft. For example, verify that you are not attempting to include a draft with payment instrument 0 (magnetic drafts), 1 (supplier draft with bank account number), or 2 (customer drafts with bank account number).
- If you used Draft Selection for Bank Payment to create a register manually:
  - Verify that the “as of” date you entered in the processing options is the same as or later than the latest draft due date in the register
  - Verify that the register contains only drafts with a payment instrument of 3 or 4

## Processing Options

See A/R - Manual Draft Remittance (P03570).

## Data Selection for Paper Draft Remittance

You can change the data selection for payment instrument. The DEMO versions of this report are set to select drafts with a payment instrument of 3 or 4 and to exclude drafts with a payment instrument of 0, 1, or 2.

Because payment instrument is a user defined code (system 00, type PY), you can set up codes other than 0, 1, 2, 3, and 4. You must change the selection values for payment instrument if you add additional codes.

**Caution:** Do not change the data selection with regard to pay status. The versions for remittance with register must be Pay Status equal to #. The versions for remittance without register must be Pay Status equal to D.

# Posting Draft Remittance Journal Entries

From Customer & Invoice Entry (G0311), choose Other Invoice Entry Methods
From Other Invoice & Receipts Entry Methods (G03111), choose Draft Remittance/Collections
From A/R Drafts Remittance & Collection (G031112), choose an option under the Journal Entry Review & Post heading

After you remit drafts, you must review and post journal entries. Posting debits the drafts remittance account and credits the drafts receivable account.

All JD Edwards World's journal review and post programs work in the same way.

## See Also

- *Reviewing and Approving Invoices (P00201)*
- *Posting Invoices (P09800)*

# Work with A/R Draft Collection

## Working with A/R Draft Collection

| | |
|---|---|
| | From Customer & Invoice Entry (G0311), choose **Other Invoice Entry Methods**<br>From Other Invoice & Receipts Entry Methods (G03111), choose **Draft Remittance/Collections**<br>From A/R Drafts Remittance & Collection (G031112), choose **Status Update with or without JEs** |

After your bank has collected draft payments from your customer's bank, you must update the status of draft payments to show them as collected. This task consists of the following:

- Updating Draft Payment Status
- Notifying Customers of Non-Sufficient Funds
- Reviewing and Approving Journal Entries for A/R Draft Collections
- Posting Journal Entries for A/R Draft Collections

## Updating Draft Payment Status

The Status Update program changes the status of draft payments to paid. Optionally, it creates journal entries that debit your cash account and credit your drafts remitted account.

Some companies prefer to create journal entries on the draft due date while others wait until the payment appears on their bank statement. Depending on your company policy, do one of the following:

- Run Status Update with Journal Entries on the draft due dates and create journal entries at that time.
- Run Status Update without Journal Entries on the draft due dates using a pay status code of something other than P (paid). Then, run the Status Update with Journal Entries after you verify that payments have been collected.

You can run this program in either proof or final mode.

| Proof mode | Final mode |
|---|---|
| In proof mode, this program prints a report that shows the drafts to be updated. It shows all drafts that have a payment status of G (remitted or guaranteed) with a due date that you specify in processing option. | In final mode, the program works in the same way as proof mode except that it also:<br>▪ Updates the payment status of drafts to P (paid) or to another value you choose<br>▪ Creates journal entries (optional) |

This program displays and updates information in the A/R Ledger table (F0311).

## Processing Options

See A/R Draft Collection (P03576).

# Notifying Customers of Non-Sufficient Funds

| | |
|---|---|
| | From Customer & Invoice Entry (G0311), choose **Other Invoice Entry Methods**<br>From Other Invoice & Receipts Entry Methods (G03111), choose **Draft Remittance/Collections**<br>From A/R Drafts Remittance & Collection (G031112), choose **NSF Notification** |

Your bank might not be able to collect money from a customer because of non-sufficient funds. When this happens, you can send the customer a notification letter that lists all outstanding drafts that they owe.

The NSF Notification program lists outstanding drafts on the notification letter only if the document type for the payment item is RV (non-sufficient funds). The draft information on the notification letter is from the A/R Ledger table (F0311). The contents are from the Generic Message/Rates (F00191) and the General Message Detail (F00192) tables.

## Before You Begin

- Create text for your letters using NSF Notification Generic Text

## Example: Non-Sufficient Funds Letter

The following example shows a letter notifying a customer about non-sufficient funds.

```
Attn:
Millhollin Autodebit Customer #2
Denver CO 80237

04/21/17



Customer Number:      5522


This is to inform you that the bank drafts corresponding
with the invoices listed below have been returned unpaid
by our bank.

We would appreciate a payment against these invoices by
either check or wire transfer to our bank:

   **  BANK NAME            **
   **  BANK ADDRESS LINE 1  **
   **  BANK ADDRESS LINE 2  **

We hope that this has only been a slight oversight on
your part and we look forward to doing business with you
in the future.

** YOUR COMPANY NAME  **
**   Department       **


        Invoice    Invoice
    DT   Number     Date     Amount
    --  --------  --------  ---------------
    RV     6050   02/01/17          271.10-
                             ---------------
                                      271.10-
```

### Processing Options

See A/R Draft NSF Notification (P03574).

## Reviewing and Approving Journal Entries for A/R Draft Collections

| | |
|---|---|
| | From Customer & Invoice Entry (G0311), choose **Other Invoice Entry Methods**<br>From Other Invoice & Receipts Entry Methods (G03111), choose **Draft Remittance/Collections**<br>From A/R Drafts Remittance & Collection (G031112), choose an option under the **Journal Entry Review & Post** heading |

If you created journal entries, you must review and approve them after you update the status of drafts to collected. Posting debits a cash account and credits the drafts remitted account.

All JD Edwards World's journal review programs work the same way.

### See Also

- Reviewing and Approving Invoices (P00201)

## Posting Journal Entries for A/R Draft Collections

| | |
|---|---|
| | From Customer & Invoice Entry (G0311), choose **Other Invoice Entry Methods**<br>From Other Invoice & Receipts Entry Methods (G03111), choose **Draft Remittance/Collections**<br>From A/R Drafts Remittance & Collection (G031112), choose an option under the **Journal Entry Review & Post** heading |

After you review and approve journal entries, you must post them to the general ledger. Posting them debits cash account and credits the drafts remitted account.

### See Also

- *Posting Invoices (P09800)*

# 10 Automatic Debits

# Overview to Automatic Debits

## Objectives

- To process automatic debits
- To review and approve automatic debit batches
- To post automatic debits to the general ledger
- To copy the automatic debits files to a bank tape or diskette

## About Automatic Debits

You can automatically debit (withdraw funds from) a customer's bank account by creating a tape or diskette file for Electronic Funds Transfer (EFT) by the bank.

Automatic debits work well in situations where you invoice predefined amounts every month. You can also use automatic debits with invoice amounts that vary with each billing period.

When you use automatic debits, the system builds an Automatic Debit worktable (F0357) and a Batch A/R Cash Application worktable (F0312).

# Work with Automatic Debits

## Working with Automatic Debits

| | |
|---|---|
| | From Accounts Receivable (G03), choose **Customer & Invoice Entry**<br>From Customer & Invoice Entry (G0311), choose **Other Invoice Entry Methods**<br>From Other Invoice & Receipts Entry Methods (G03111), choose an option under the **Automatic Debiting** heading |

You can automatically debit (withdraw funds from) a customer's bank account and apply the funds to invoices by creating a tape or diskette file for Electronic Funds Transfer (EFT) by the bank. Automatic debits consist of:

- Processing Automatic Debits
- Reviewing and Approving Automatic Debits
- Posting Automatic Debits
- Copying Files to Tape or Diskette

### Before You Begin

- Contact your bank to determine the transfer format.

## Processing Automatic Debits

You can select A/R invoices that are subject to direct debiting from a customer's bank account by processing automatic debits in proof or final mode. Invoices are selected for automatic debits processing based on pay instrument.

| Proof mode | Final mode |
|---|---|
| The program:<br>▪ Validates the selection of invoices that are debited to your customers<br>▪ Does not update the A/R Ledger table<br>▪ Enables you to exclude invoices from automatic debiting using Speed Status Change | The program:<br>▪ Updates invoices as paid and creates matching records when you process batch receipts.<br>▪ Creates a batch to post receipts to the Account Ledger table (F0911).<br>▪ Creates a tape or diskette file for the bank.<br>▪ Prints a customer statement of those invoices that are debited. You control this with a processing option.<br>▪ Prints a final report of processed invoices.<br>After you run the program in final mode the program:<br>▪ Updates invoices as paid and creates matching records when you process batch receipts.<br>▪ Creates a batch to post receipts to the Account Ledger table (F0911).<br>▪ Creates a tape or diskette file for the bank.<br>▪ Prints a customer statement of those invoices that are debited. You control this with a processing option.<br>▪ Prints a final report of processed invoices. |

## Before You Begin

- On Customer Master Information, specify A in the Payment Instrument field and Y in the Auto Cash Algorithm field. See *Entering Customers.*
- On Customer Master Information, verify the customer G/L bank account information. Your customers must have a bank account type D set up for automatic debits. See *Setting Up Customer Bank Information*.
- On A/R Constants, specify Y in the Auto Cash field. See *Setting Up Constants.*
- Load the appropriate tape if you are automatically copying to tape or diskette.
- If you will be specifying the bank account to which you will be submitting the invoices via the Bank Account processing option for Process Automatic Debits, set up the Next Autodebit Number in Bank Account Information (P0030), for the applicable bank account. When Auto Debits are processed, this number will be used and incremented for the receipt number rather than the Next Payment Number used for Accounts Payable payments.

## Processing Options

See Automatic Debits - USA (P03575).

**Note:** There are country-specific versions for P03575.

## Data Selection for Processing Automatic Debits

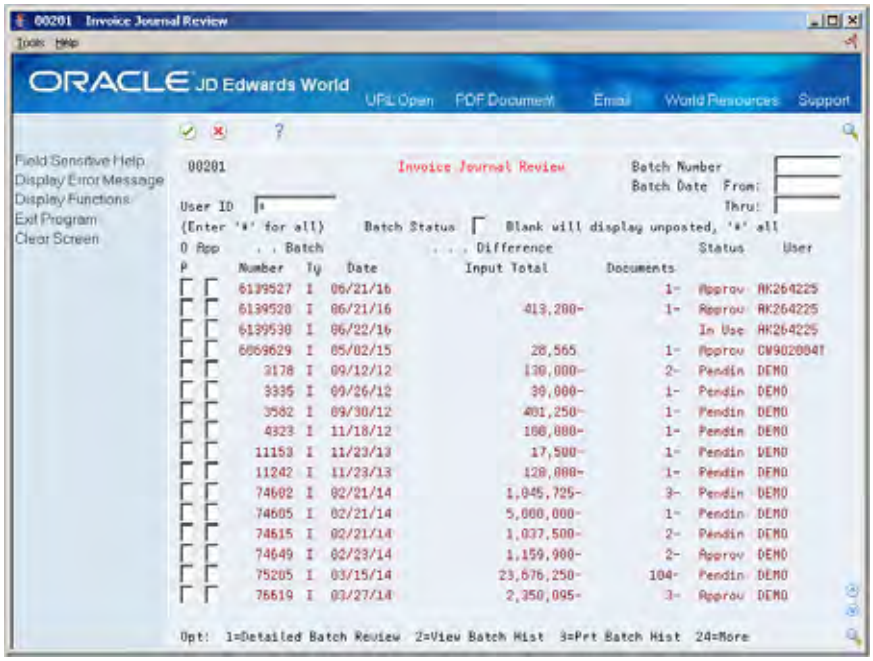
JD Edwards World recommends that you process automatic debits by company. The receipts applied to the selected invoices are generated for the G/L bank account of the company.

# Reviewing and Approving Automatic Debits

After you process automatic debits, you can review and approve them before posting them to the general ledger.

### To review and approve automatic debits

On Auto Debit Journal Review




1. Display all batches for all users, or complete any of the following fields to limit the information displayed:
   - User ID
   - Batch Number
   - Batch Date From:
   - Batch Date Thru:

- Batch Status

2. To approve an automatic debit, complete the following field:
   - Approval

### See Also

- *Reviewing and Approving Receipts (P03202)*

## Posting Automatic Debits

After you review and approve batches of automatic debits, you need to post them to the general ledger. When you post automatic debits, you use the standard Post program, which is also used to post invoices, receipts, and drafts.

### See Also

- *Posting Receipts (P09800)*

## Copying Files to Tape or Diskette

After you post your automatic debits, you need to send the information to your bank. Use the Copy File to Tape/Diskette program to copy your automatic debits to either a tape or diskette.

If necessary (perhaps for different versions), you can run this program more than once.

### Processing Options

See Copy File to Tape - Auto Debits (P03579).

### Data Sequence for Copy Files to Tape or Diskette

Set the auto debit sequence to the copy-to-tape or diskette stage (T).

# 11 Period-End Processes

# Overview to Period-End Processing

## Objectives

- To create credit note reimbursements
- To use “as of” reports to review transactions as of a specific date
- To use integrity reports to locate potential balancing problems and data inconsistencies

## About Period-End Processing

Period-end processing refers to tasks that you complete at the end of an accounts receivable period. You normally complete these tasks on a periodic, quarterly, or yearly basis. You can also complete them while setting up your Accounts Receivable system.

Period-end processing consists of:

- Working with credit note reimbursements
- Processing “as of” reports
- Processing A/R integrity reports

The following describes the features of period-end processing.

| Feature | Description |
|---|---|
| Credit note reimbursements | Use credit note reimbursements to reclassify a credit memo or unapplied receipt to an open voucher in the Accounts Payable system. For example, you can reimburse customers for overpayments and issue rebates. |
| “As of” reports | Use “as of” reports to view summary or detail A/R ledger information as of a specific date. For example, after the beginning of a fiscal year, you might want to review open A/R information as of the date of your year-end audit.<br>You can also use these reports as problem-solving tools. For example, use the Open A/R Details “as of” report to compare the A/R period-end balance to the general ledger account balance of your A/R trade (offset account). |

| Feature | Description |
|---|---|
| A/R integrity reports | Print A/R integrity reports to supplement your internal balancing procedures. These reports list potential balancing problems and data inconsistencies.<br>You should print these integrity reports at least once a week during the process of converting to new software or during a learning period for new users. Otherwise, print them on a periodic basis to resolve and correct errors in a timely manner. |

Depending on your organization's needs, you might have additional period-end tasks to perform, such as:

- Updating and printing finance charges
- Printing and revising payment reminders
- Printing delinquency notices
- Printing statements and invoices

## See Also

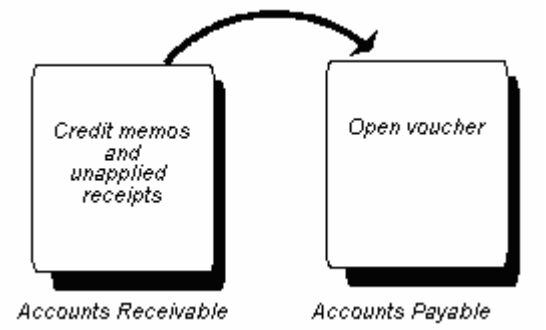
- *Working with Late Payment Charges (P03435)*
- *Printing Statements (P035001)*
- *Working with Past Due Notifications (P035111)*

# Work with Credit Note Reimbursements

## Working with Credit Note Reimbursements

| | |
|---|---|
| | From Accounts Receivable (G03), choose **Periodic Processes**<br>From Periodic Processes (G0321), choose an option under the **Credit Note Reimbursements** heading |

You can use credit note reimbursements to reclassify a credit memo or unapplied receipt from the Accounts Receivable system to an open voucher in the Accounts Payable system. For example, you can issue rebates and reimburse customers for overpayments. When you create credit note reimbursements, you convert A/R credit amounts into A/P vouchers so that you can pay the customer.




Working with credit note reimbursements consists of:

- Generating Credit Note Reimbursements
- Reviewing and Approving Credit Note Reimbursements
- Posting Credit Note Reimbursements
- Voiding Credit Note Reimbursements

### Before You Begin

- Set up the AAI item RP for the suspense (clearing) accounts between the Accounts Receivable and Accounts Payable systems.
- Ensure that the customer number is the same as the supplier number. Transactions are recorded to one address from both systems.
- Set up PA as a valid document type in the user defined code lists 00/DV and 00/DT.

## What You Should Know About

**Next numbers**

To assign separate next numbers for the vouchers you create for credit notes, use one of the following:

- Next Numbers. Use this form to assign a line number in the second description of the document type PA, in the user defined code list (00/DV). If you leave the line number blank, the system uses the next number from Line 1, Vouchers.
- Next Numbers by Company/Fiscal Year. Use this form to create a separate line for document type PA.

See *Setting Up Next Numbers* for more information.

# Generating Credit Note Reimbursements

To reimburse customers, print a list of eligible documents. From this list, you can select specific documents for reimbursement.

When you generate credit note reimbursements, the system selects the credit memos (RM) and unapplied receipts (RU) in the A/R Ledger table (F0311). You can set a processing option to run this program in proof or final mode.

To print a list of eligible documents, run proof mode. To process credit note reimbursements, select documents from this list and run final mode, which:

- Creates a matching document (PA) in the A/R Ledger table to close the open credit invoice.
- Creates a batch of receipts. This batch (type R) debits the original A/R offset account and credits the suspense account.
- Changes the pay status on the invoices to ‘P’ (paid).
- Creates a voucher in the A/P Ledger table (F0411) with a PA document type.
- Creates a batch of vouchers. This batch (type V) credits the A/P trade account and debits the suspense account. A zero balance in the suspense account indicates that both batches posted successfully. A non-zero balance indicates that a problem exists in posting one of the two batches.

The system prints the following report in proof mode. You can use this report to review your credit note reimbursements before processing them.

```
 03610                                                                                                  Page          -        3
                                                A/R Credit Note Reimbursements                          Date          -  4/07/17
 Company 00001 A Model Financial Co (Trng)                **  PROOF  **                                          Batch (Credits)
*PROOF*                                                                                                            Batch (Voucher)

        Alpha                   Cust    . Credit Note .   Reimbursement    . Voucher .        G/L
        Name                    Number    Doc    Ty Itm        Amount          No    Ty Itm Offset
 ----------------------------- -------- -------- -- --- ------------------  -------- -- --- ------
 Central Express Store              3002     9002 RU 000           1,300.00
                                                                 ------------------
                         Central Express Store                     1,300.00

 Centre Gift Store                  3004     9003 RU 000           2,000.00
                                                                 ------------------
                         Centre Gift Store                         2,000.00

 Centrum Incorporated               3001     9001 RU 000              35.00
                                                                 ------------------
                         Centrum Incorporated                         35.00

 Edwards & Edwards                  1002     4454 RI 000             125.00
                                                                 ------------------
                         Edwards & Edwards                           125.00

 Edwards, J.D. & Company            1001     4453 RM 000             100.00
                                                                 ------------------
                         Edwards, J.D. & Company                     100.00

                                                                 ------------------
                         A Model Financial Co (Trng)               3,560.00
```

The system prints the following report in final mode. You can use this report to review the credit note reimbursements that are processed.

```
 03610                                                                                                  Page          -        3
                                                A/R Credit Note Reimbursements                          Date          -  4/07/17
 Company 00001 A Model Financial Co (Trng)                **  Final  **                                   Batch (Credits)    78609
                                                                                                             Batch (Voucher)  78610

        Alpha                   Cust    . Credit Note .   Reimbursement    . Voucher .        G/L
        Name                    Number    Doc    Ty Itm        Amount          No    Ty Itm Offset
 ----------------------------- -------- -------- -- --- ------------------  -------- -- --- ------
 Central Express Store              3002     9002 RU 000           1,300.00
                                                                 ------------------
                         Central Express Store                     1,300.00      8625 PA 000        Reimbursement voucher created

                                                                 ------------------
                         A Model Financial Co (Trng)               1,300.00
                                                                 ------------------
                         Reimbursement Amount Created              1,300.00
```

In either proof or final mode, this report might include the following error messages:

| Error Message | Description |
|---|---|
| Invalid AAI for suspense account | An AAI item for company 00000 does not exist, or the account in AAI item RP is not a valid posting account. |
| G/L date is not valid | The G/L date retrieved from the processing options is not valid for the company being processed. |
| Invalid AAI for bank account | The default bank account retrieved from AAI item PB is not valid (when the system creates the voucher). |
| G/L document number error | The voucher number retrieved from next numbers has already been assigned to a G/L document number and is therefore a duplicate. If this error occurs in final mode, the invoice will have been updated to paid status. You must enter the voucher manually, using the suspense account number for the expense account. |
| Address book record not found | The supplier number is not in the supplier master. If this error occurs in final mode, you must enter the voucher manually. |

| Error Message | Description |
|---|---|
| Bank currency does not match company currency | (Multi-Currency) The currency for the bank account does not match the company currency for the invoice. Change the AAI for the bank account to an account with the same currency as the invoice. |
| Suspense account currency invalid | (Multi-Currency) The currency for the suspense account does not match the company currency for the invoice. Add an AAI for this suspense account that specifies an account with the same currency as the invoice. |

## What You Should Know About

**Multi-Currency**

To create reimbursement vouchers in a foreign currency, set a processing option to create *detailed* vouchers.

## Processing Options

See A/R Credit Note Reimbursements (P03610).

# Reviewing and Approving Credit Note Reimbursements

After you process credit note reimbursements in final mode, but before you post them, you can use the journal review programs to correct and approve them.

All JD Edwards World journal review programs work the same way.

## See Also

- *Reviewing and Approving Invoices (P03201)*

# Posting Credit Note Reimbursements

The final step for generating credit note reimbursements is to post the entries. When you post the receipts and vouchers, the system updates the appropriate tables (F0311, F0411, and F0911) and creates the necessary journal entries.

All JD Edwards World post procedures work the same way.

## See Also

- *Posting Invoices (P09800)*

## Voiding Credit Note Reimbursements

To reverse or void the Credit Note Reimbursements process, you need to void both the receipt and the voucher. For example if you need to void the voucher that was generated by credit note reimbursements, you will need to inquire on the voucher number of the PA document type in the Standard Voucher Entry screen (P04105) and then void it the same way you void a regular voucher (doc type PV).

If you need to void the cash receipt that was generated from credit note reimbursements, you will need to inquire on the receipt number of the PA document type in the Cash Receipts Entry screen (P03103) and then void it the same way you void a cash receipt (doc type RC). You will need to post the voided voucher batch and the receipts batch again.

# Process “As Of” Reports

## Processing “As Of” Reports

| | |
|---|---|
| | From Accounts Receivable (G03), choose **Periodic Processes**<br>From Periodic Processes (G0321), choose an option under the **‘As Of’ Reporting** heading |

You can print period-end reports as of a specific date. To do this, you must first build a transaction worktable based on a specific “as of” date.

Processing “as of" reports consists of:

- Generating ‘As Of’ Date Information
- Printing “As Of” Reports

## Generating ‘As Of’ Date Information

You generate “as of”date information by running Date File Generation. The program builds the “As Of’ Accounts Receivable worktable (F0311A) that contains transactions with a G/L date less than or equal to the “as of” date you specify in the processing options. The program builds the “As Of” Accounts Receivable Ledger worktable from the A/R Ledger table (F0311).

The program selects transactions that are written to the worktable and examines every matching document (payments, adjustments, voids) related to the original document. Any matching document with a G/L date prior to the “as of” date is also written to the worktable. Any matching document dated after the “as of” date is written to the worktable if you set the appropriate processing option.

The “As Of” Processing allows you to rebuild the F0311A by company. You can rebuild using a different “as of” date for each company by setting the processing option for partial build. The system expects if the processing option is set to partial build, the company value in the data selection must have *VALUE or *RANGE. Input the correct company number(s) on the Value screen.

> **Note:** If more than 45 companies re needed for selection, simply add additional company selections. You can select up to 225 companies for the partial build, which is five separate Data Selection records separated with an OR statement.

The records for each company are written to the same F0311A file. If you choose to include only records for companies 00001 and 00050, existing records for those two companies will be deleted and the data will be rebuilt. The "As Of" date on each

record is stored in the Date Updated (RPUPMJ) field. The data sequence on the reports sorts by the Date Updated (RPUPMJ) first.

Business unit security will be used in this process. Only those Business Units that you specify will be updated in this process.

## Before You Begin

- Determine if you will include paid items in the worktable. Including paid items increases the processing time significantly.
- Schedule this procedure after business hours to ensure adequate processing time.

## What You Should Know About

The Pay Status code for your F0411A records will automatically be set to P if there is no open amount existing in your Accounts Payable Ledger (F0411) record at the point in time of the "As of" date. An A will default if an open amount exists in your F0411 record (A = Approved, P = Paid). No other Pay Status codes will be written to the F0411A file. For example, if the F0411 record has an open amount and pay status of H, the record will be written to the F0411A with a pay status of A.

This as of build supports up to 999 pay items per document.

## Processing Options

See Date File Generation (P03900).

# Printing “As Of” Reports

“As of” reports are versions of the Open A/R Detail (P034201) and Open A/R Summary (P03413) reports. Each report is based on the “As of” Accounts Receivable Ledger worktable and lists information as of the date you specify in Date File Generation.

This task consist of:

- Printing the Open A/R Detail Report
- Printing the Open A/R Summary Report
- Printing the Open A/R by Business Unit and Address Report

## Before You Begin

- Run Date File Generation (P03900) to create the A/R ‘As of” worktable (F0311A)
- Choose the appropriate “As of” DEMO version for the specific report. Verify the F0311A is in the Based on File field in Additional Parameters for the version of the “As of” report that you are running.
- Set the appropriate processing option to use “As of” date processing.

## What You Should Know About

**Multi-Currency**

If the detail portion of the report includes more than one currency, the amount in the total line is a hash total and is meaningless. To avoid hash totals, you can include currency codes in your totaling levels.

## Printing the Open A/R Detail Report

The Open A/R Detail Report lists information based on any “As of” date you specify in the worktable build. This report has several versions, including:

- A/R Detail with Discount and Remarks
- A/R Detail with Optional Aging
- Customer Receipts History
- Retainage Receivables
- A/R Detail by Account Representative

```
 034201                                                                                                  Page      -           8
 Company. . . . . . . . . . .                      Accounts Receivable Detail                            Date      -     6/31/17
                                                            With Remarks                                 As of     -    01/31/17
                                                            ”As Of” File

Address  Customer Name                  Phone Number
            . . .Document. . .                  Due Date/       . . . Balance . . .             Discount    Remark
            Co    Ty    Number    Inv Date G/L  Chk Date      Original          Open
-------- -------------------------------- ---- -------- ----------------- ----------------- ------------- -------------------------

    4175 Abernathy & Hitch              212    234-1887
            00015 RD      663 001 04/01/17 RRTL 05/01/17         3,300.00          1,300.00                Regular Rent Retail
            00015 RD      663 002 04/01/17 EXPE 05/01/17         1,650.00          1,650.00                Expense Participation
            00015 RN     1936 001 04/20/17 MISC 05/01/17           200.00            200.00          2.00  Extra Trash Removal
            00015 RU     9005 000 02/01/17 SECD 02/01/17         2,000.00-         2,000.00-
                                                            ----------------- ----------------- -------------
                 4175 Abernathy & Hitch                            3,150.00          1,150.00          2.00


    5389 Arthur Mitchell, PC            303    320-1040
            00015 RD      741 001 05/31/17 RO   06/01/17         3,500.00          3,500.00                Regular Rent: Office
                                                            ----------------- ----------------- -------------
                 5389 Arthur Mitchell, PC                          3,500.00          3,500.00


    4183 Bali Hi                        808    234-2244
            00015 RD      722 001 04/30/17 RRTL 05/01/17         1,500.00          1,500.00                Regular Rent: Retail
            00015 RD      722 002 04/30/17 EXPE 05/01/17           500.00            500.00                Expense Participation - E
            00015 RD      734 001 05/31/17 RRTL 06/01/17         1,500.00          1,500.00                Regular Rent: Retail
            00015 RD      734 002 05/31/17 EXPE 06/01/17           500.00            500.00                Expense Participation - E
                                                            ----------------- ----------------- -------------
                 4183 Bali Hi                                      4,000.00          4,000.00


    5354 Cady, John                     303    321-5646
            00015 RD      726 001 04/30/17 RRES 05/01/17           500.00            500.00                Regular Rent-Residential
            00015 RD      738 001 05/31/17 RRES 06/01/17           500.00            500.00                Regular Rent-Residential
                                                            ----------------- ----------------- -------------
                 5354 Cady, John                                   1,000.00          1,000.00


    5362 Carbone & Carlino              303    320-1956
            00015 RD      739 001 05/31/17 RO   06/01/17         2,500.00          2,500.00                Regular Rent: Office
            00015 RD      739 002 05/31/17 ESCA 06/01/17            25.00             25.00
                                                            ----------------- ----------------- -------------
                 5362 Carbone & Carlino                            2,525.00          2,525.00
```

## See Also

- *Printing the Open A/R Detail Report (P034102)*

## Processing Options

See A/R Detail Report (P034201).

## Printing the Open A/R Summary Report

The Open A/R Summary Report lists open A/R summary totals and associated aging. The transactions are summarized by customer number and company. This report has several versions, including:

- Open A/R Summary by Company
- Open A/R Summary by Parent
- Open A/R Summary by Salesperson
- Open A/R Summary by Category Code

```
  034201                                                                                                  Page      -           4
 A Model Financial Co (Trng)                        Accounts Receivable Detail                            Date      -     6/31/17
                                                            With Remarks                                  As of     -    01/31/17
                                                            "As Of" File

Address  Customer Name                   Phone Number
            . . .Document. . .                Due Date/       . . . Balance . . .             Discount    Remark
            Co    Ty    Number    Inv Date G/L  Chk Date      Original          Open
-------- ------------------------------- ---- -------- ----------------- ----------------- ------------- -------------------------

    4006 A&B Electric Motor Service     303    744-7554
            00001 RI      633 000 04/15/17      05/15/17           550.00            550.00
                                                                ---------------- ---------------- -------------
                 4006 A&B Electric Motor Serv                    550.00            550.00


    3002 Central Express Store          303    629-3002
            00001 RI      601 000 04/12/17      04/12/17         1,300.00          1,300.00                Denver Area Store Sales
            00001 RI      626 000 05/01/17      05/01/17            45.00             45.00
            00001 RI   980502 000 05/13/17      06/12/17         3,600.00          3,600.00         36.00
            00001 RI   980505 000 05/14/17      06/13/17         2,600.00          2,600.00         26.00
                                                                ---------------- ---------------- -------------
                 3002 Central Express Store                    7,545.00          7,545.00         62.00


    3003 Central Specialty Store        602    629-3003
            00001 RI      602 000 04/12/17      05/12/17         2,175.00          2,175.00         21.75  Southwest Area Store Sale
            00001 RI      613 000 02/10/17      03/12/17         1,750.00          1,750.00         17.50
            00001 RI      627 000 05/01/17      05/31/17         5,875.00          5,875.00         58.75
            00001 RI   980504 000 05/13/17      06/12/17         7,200.00          7,200.00         72.00
                                                                ---------------- ---------------- -------------
                 3003 Central Specialty Store                 17,000.00         17,000.00        170.00


    3005 Centralized Apparel            404    629-3400
            00001 RI      604 000 04/12/17      05/12/17         1,610.00          1,610.00         16.10  Southwestern Store Sales
            00001 RI      606 000 05/17/17      06/16/17         2,200.00          2,200.00
            00001 RI      615 000 02/14/17      03/16/17         1,500.00          1,500.00
            00001 RR      617 000 04/15/17      05/15/17         1,000.00          1,000.00                Monthly Recurring Contrac
            00001 RI      629 000 05/01/17      05/31/17            59.36             59.36
                                                                ---------------- ---------------- -------------
                 3005 Centralized Apparel                      6,369.36          6,369.36         16.10
```

## See Also

- *Printing the Open A/R Summary Report (P03413)*

## Printing the Open A/R by Business Unit and Address Report

The Open A/R by Business Unit and Address Report lists information about open amounts for customers based on business unit and address.

```
03445                                                                                                  Page - . . .        5
                                                Open A/R by Customer and BU - As of                    Date - . . .  5/31/17
                                                                                                        As of -. . . 02/01/17

                                 . . . . . .Invoice. . . . . .                        . . . . . . . . .Aging . . . . . . . . .
    Due Date      Remark       Co   Ty  Number  Itm   Date        Open       Current      1 -  30      31 -  60      Over  60
    -------- ---------------- ----- -- -------- --- -------- --------------- ------------ ------------ ------------ ------------

       3002 Central Express Store                1  General Accounts
                                                                --------------- ------------ ------------ ------------ ------------
           00003002     Central Express Store                       22,545.00        22545


       3003 Central Specialty Store              1  General Accounts
    05/12/17 Southwest Area S       RI      602 000 04/12/17        2,175.00         2175
    03/12/17                        RI      613 000 02/10/17        1,750.00         1750
    05/31/17                        RI      627 000 05/01/17        5,875.00         5875
    06/12/17                        RI   980504 000 05/13/17        7,200.00         7200
    05/31/17                    100 RU      627 000 05/31/17        5,000.00-        5000-
                                                                --------------- ------------ ------------ ------------ ------------
           00003003     Central Specialty Store                     12,000.00        12000


       3004 Centre Gift Store                    1  General Accounts
    04/12/17 Northeast Store        RI      603 000 04/12/17        1,890.00         1890
    06/08/17                        RI      605 000 05/09/17        2,000.00         2000
    03/01/17                        RI      614 000 02/12/17          735.00          735
    05/31/17                        RI      628 000 05/01/17        3,650.21         3650
    06/01/17                    100 RI     2074 001 05/29/17        2,500.95         2501
                                                                --------------- ------------ ------------ ------------ ------------
           00003004     Centre Gift Store                           10,776.16        10776


       3005 Centralized Apparel                  1  General Accounts
    05/12/17 Southwestern Sto       RI      604 000 04/12/17        1,610.00         1610
    06/16/17                        RI      606 000 05/17/17        2,200.00         2200
    03/16/17                        RI      615 000 02/14/17        1,500.00         1500
    05/15/17 Monthly Recurrin       RR      617 000 04/15/17        1,000.00         1000
    05/31/17                        RI      629 000 05/01/17           59.36           59
                                                                --------------- ------------ ------------ ------------ ------------
           00003005     Centralized Apparel                          6,369.36         6369
```

## Processing Options

See Open A/R by Business Unit and Address (P03445).

## What You Should Know About

**Printing additional “as of” reports**

You can also run the following reports based on the “As of” Accounts Receivable Ledger worktable:

- Currency Detail - foreign and domestic
- Summary by Pay Status
- Summary by Parent/Child
- Problem Accounts Receivable

Verify that you set the appropriate processing option for the “As of” date processing.

## See Also

- *Printing Analytical Reports*

# Process A/R Integrity Reports

## Processing A/R Integrity Reports

| | |
|---|---|
| | From Accounts Receivable (G03), choose **Periodic Processes**<br>From Periodic Processes (G0321), choose an option under the **A/R Integrity Reports** heading |

You can locate potential balancing problems and data inconsistencies by working with accounts receivable integrity reports.

Run integrity reports at least once a week during the conversion process when installing new software or during a learning period for new users. This enables you to resolve and correct errors immediately. After this initial period, run the integrity reports on a periodic basis.

Integrity reports consist of:

- Running the A/R to G/L by Batch Report
- Running the A/R to G/L by Offset Account Report
- Correcting A/R Out-of-Balance Conditions
- Running the A/R Drafts to G/L by Offset Report

Three A/R integrity reports are available:

| Report | Description |
|---|---|
| A/R to G/L by Batch | Verifies that each batch of gross amounts (posted and unposted) to the A/R Ledger table (F0311) is in balance with the corresponding batch of amounts posted to the Account Ledger table (F0911). The system also checks for a valid pay status on every pay item. Any discrepancies print by batch on the integrity report. |
| A/R to G/L by Offset Account | Compares the gross amounts (posted) in the A/R Ledger table (F0311) to the balance in the offsetting A/R trade accounts in the Account Balances table (F0902). Any differences print by offset account number on the integrity report. |
| A/R Drafts to G/L by Offset | This integrity program is specifically designed to track the drafts as they progress through the draft process. Once the draft is paid this program will no longer pick it up for evaluation since the last remitted accounts are the G/L Bank and the Draft Receivable accounts. The A/R to G/L by Offset Integrity (P037001) will pick up any discrepancies from this point. |

The A/R integrity reports are not date sensitive and therefore reflect the A/R to G/L status as of the time of processing, including any future-dated activity. If an "As Of" balancing report tool is needed, use the A/R 'As Of' report file generation and report programs.

If there are no open records in the A/R Ledger table for an A/R Trade account, the account will not print on the report.

### Before You Begin

- Assign a posting edit code of M to A/R trade accounts to allow only system-generated transactions to post. This prevents manual journal entries from posting erroneously to A/R trade accounts.
- Post all A/R batches to ensure a complete integrity test. It is absolutely necessary to post all batches for the integrities to be meaningful.
- Schedule integrity reports to run after business hours, when users are not accessing the system.

## Running the A/R to G/L by Batch Report

The A/R to G/L by Batch report performs two integrity tests:

| Test | Description |
|---|---|
| A/R to G/L by batch | This integrity test does the following:<br>▪ Adds all gross amounts (posted and unposted) to the A/R Ledger table for each batch.<br>▪ Accumulates all records that are posted to the Account Ledger table for each batch.<br>▪ Accumulates the automatic offset amounts that are posted to the A/R trade account for each batch.<br>▪ Compares the A/R amount to the G/L amount. The net difference should be zero.<br>▪ Compares the A/R amount to the automatic offset amount. These amounts should be equal.<br>When the system accumulates gross amounts, it does not add receipts type G (general ledger) or the matching document type RG (gain/loss) to the original gross invoice amounts. It does, however, subtract the discount available amount in the associated receipt from the original invoice gross. |
| Invalid Pay Status | This integrity test checks the pay status on every pay item in a batch:<br>▪ If an invoice does not have an open amount, the pay status should be P (paid) or S (summarized). S records are created by the program that updates balance forward amounts.<br>▪ If an invoice has an open amount, the pay status should not be P. If there are any discrepancies, the invoice records print on the integrity report. |

```
03701                                                                                                  Page
                                A/R to G/L by Batch Integrity                                          Date   10/29/03
                                Invalid Pay Status Integrity
 B    Batch       Gross                Distribution         Automatic Offset      Document    Pay P       Open
 T   Number    Amount - F0311         Amount - F0911        Amount - F0911       Type/Number Itm S      Amount
 -- -------- -------------------- -------------------- --------------------   -- -------- --- -     ---------
 I   6103753             100.00                86.21-               86.21
 I   6103756             100.00                86.21-               86.21
 I   6103977             150.00
 I   6103983             250.00
 I   6104221           2,440.00             1,243.75-            1,243.75
 I   6104519           1,000.00             1,350.00-            1,350.00
 I   6109118           1,200.00             1,000.00-            1,000.00
 I   6109133           1,200.00             1,000.00-            1,000.00
 R      1914           6,835.00-
 R      2049             500.00-
```

## What You Should Know About

**Abbreviated column headings**

- BT - Batch Type
- PS - Pay Status

# Running the A/R to G/L by Offset Account Report

The A/R to G/L by Offset Integrity Report offers a comparison of posted A/R Ledger table (F0311) amounts and the corresponding A/R control offset (Trade) account amounts in the Account Balances table (F0902).

### How it Works

The program utilizes the AAIs for all RC items to determine the offset accounts used for the invoices entered. Next, it calculates the open balances for the invoices, sorting by the G/L Offset field, and makes specific adjustments for balancing to the corresponding F0902 A/R trade account. If there is a discrepancy, the account is printed on the report along with the F0311 open invoice balance, the F0902 account balance, and the difference between the two amounts. This ensures that all offsets were posted correctly.

Technically, the program accumulates the total of all the invoices' gross amounts, subtracts any payments and discount amounts, and makes adjustments for any unposted RE documents in the F0311 file to arrive at the posted open amount for the F0311 column on the report. The F0902 A/P trade account total is a calculation of the current fiscal year's beginning balance and the sum of all current and future period entries.

### Highlights of basic Functionality:

- Summarizes the AR ledger (F0311) gross amount field for vouchers where the open amount is not equal to zero for each AAI GL account. The GL class code points to the AR control offset account in the AAIs.
- Compares the GL account balance amount to the corresponding AR ledger amount. The net difference between these amounts should be zero, indicating

that the accounts are in balance. If they are not, the difference is printed on the integrity report.

- Prints the sum of any GL class code that cannot be associated with an account in the Account Balances table. This usually occurs if an AAI is missing or if it points to an invalid account.

  DREAM Writer Requirements:

  Data Selection should be: Company EQ *ALL

  Data Sequence must be:

| Field | Sequence |
|---|---|
| Company | 001 |
| GL Offset | 002 |
| Document Company | 003 |
| Document Number | 004 |
| Document type | 005 |
| Pay Item | 006 |
| Payment Item / Document type | 007 |

## Considerations

The AR to GL by Offset Integrity Report (P037001) processing options can be set to narrow the focus of integrity verification. These options will limit printing of A/R trade accounts to only those that are out of balance. You can set the processing options to see all open A/R detail related to the A/R trade account or you can narrow the detail to only those detail records considered out of balance (calculated gross amount does not equal the ledger open amount). If all processing options are left blank, the program will show summary information for all accounts. If the processing options are populated, the program works as described below:

Processing Option 1 - If the value is 1 the integrity report will only print accounts where the F0311 gross amount of open vouchers and the F0902 are out of balance. If the value is left blank, all accounts associated with the AAI item RC are printed.

Processing Option 2 - Works in conjunction with processing option 1. If the value is 1 only the detail will print for an account that is out of balance. If the value is 2 the detail for all accounts will print (this could generate a very large report). If the value is left blank, no detail will print.

Processing Option 2a - If processing option 2 is left blank, this processing option is ignored. If the value is 1 only the detail will print where the F0411 gross, less payments, is NOT equal to the open amount. If the value is left blank, all detail will print.

The following is an example of A/R to G/L by Offset with enhancement to show detail.

```
 037001                                                                                                                  Page
                                     A/R to G/L by Offset Account                                                        Date   6/19/03
                                 Detail (F0311)          A/R Account
      Account                     Amount Open          Balance (F0902)           Difference
-----------------------------  --------------------  ---------------------  ---------------------
RCMEP  00001                                40.09                                        40.09   Invalid AAI - Account
           1.1105                           71.61-          13,544,576.26-         13,544,504.65
           1.1210                        3,459,385.38        2,382,003.47           1,077,381.91
                                 Document Do  Doc  Pay        Gross              Receipt                Open
                                  Number  Ty  Co   Itm        Amount             Amount               Amount         Difference
                                -------- -- ----- --- ------------------ ------------------- ------------------ ---------------
                                        1 RI 10405 001                                239.04-                                239.04
                                        2 RI 10405 001                            199,740.34-                            199,740.34
                  Missing Matching      2 RU 00001 001            500.00-                                500.00-
                                        3 RI 10405 001                              8,304.54-                              8,304.54
                                        3 RM 00001 001              5.00                                                       5.00
                                        3 RM 00001 002             25.00-                                                     25.00
                                        3 RU 00001 001                                555.00                                 555.00
                                        4 RI 10405 001                             94,870.08-                             94,870.08
```

## Processing Options

See A/R to G/L by Offset Integrity Report (P037001).

# Correcting A/R Out-of-Balance Conditions

The following are typical issues and their possible causes:

| Issue | Possible Cause |
|---|---|
| The batch was posted out of balance without automatic offset entries | This can occur when there is a power failure during the posting, or if more than one post program is active at the same time.<br><br>Research will be required to determine the necessary changes. Use the General Journal By Batch (P09301), Invoice Journal Report (P03305) and/or A/R Receipt and Adjustment Journal (P03311). |
| An invalid journal entry was posted to an A/R account | Typically, the A/R trade offset account only includes system-generated entries with a document type of AE (automatic entry). A manually entered document type that appears in this account, such as JE, can cause a balancing problem.<br><br>To correct this, locate the journal entry. Determine if correcting journal entries will be necessary or if the entry should be voided from the originating program. |
| Data records are damaged | This can be caused by a variety of problems, including hardware failure.<br><br>It will be necessary to determine the extent of the issue. Use the General Journal By Batch (P09301), Invoice Journal Report (P03305) and/or A/R Receipt and Adjustment Journal (P03311) to aid in researching the damaged data.<br><br>The damaged records might be related to the Account Balance table (F0902), which might require you to repost the G/L detail to the G/L Balance table.<br><br>See Reposting Account Ledger in the General Accounting II Guide. |

| Issue | Possible Cause |
|---|---|
| G/L offset was changed | This error message appears only on the A/R to G/L by Offset Account report.<br>If you change the G/L offset that your invoices are attached to, the system does not find a match for the A/R Ledger records that still contain the old G/L offset.<br>The report prints the old RCyyyy item (where yyyy equals the G/L offset) that is missing from AAIs. This item appears on the report under the Account column, along with the sum of the invoices that include the old code. No G/L account balance is printed because the system cannot find a match.<br>You can correct this problem by doing one of the following:<br>▪ If the A/R invoices are open and can be changed to the new offset value, make a journal entry to move the A/R balance to the new offset account.<br>▪ Set up the old offset again in AAIs until all open invoices with the old code have been paid. |
| An A/R trade account was changed | This error message appears only on the A/R to G/L by Offset Account report.<br>If you change the AAIs for the A/R trade account that the invoice G/L offset is attached to, the system does not find a match in the Account Balances table.<br>In the Detail column, the report prints an amount from the A/R Ledger table (F0311) that is greater than the balance amount from the Account Balances table (F0902). The difference should equal the old A/R trade account balance amount. The association between the G/L offset and the old account number has been lost.<br>Locate the old A/R trade offset account total and manually add it to balance this account. Or, if possible, make a journal entry to move the old A/R balance to the new offset account. |

## Running the A/R Drafts to G/L by Offset Report

This integrity will review each unpaid draft original invoice (R1) and will use two internal tracking files to ascertain if the posted journal entry amounts (F0902) are in sync with the A/R Ledger (F0311) amounts.

- Draft Amounts by Company – F0321
- Draft Accounts by Company and G/L Date – F0322

## How It Works

As the draft goes through the process of acceptance, remittance and collection, journal entries are posted to a Draft G/L account for each step of the process where the G/L Accounts are determined by the Draft AAI's RD1xx, RD2xx and RD3xx. This program will compare the draft invoice amount (R1) in the A/R Ledger to the F0902 amount for each draft G/L account at each stage and print a report evaluating the results of the comparisons.

This is especially useful in situations where one draft is created for one customer but is paying multiple invoices for more than one company. The accounting entries per the draft AAI's may be split by company by the invoice being paid and tracked via the Draft tracking files.

## Processing Options

See A/R Drafts to G/L by Offset Account (P037002).

# 12 Statement and Reminder Processing

# Overview to Statement and Reminder Processing

## Objectives

- To update finance charges
- To print finance charge invoices
- To print statements
- To print A/R invoices
- To print delinquency notices and payment reminders

## About Statement and Reminder Processing

Your organization might have different tasks for period-end processing including:

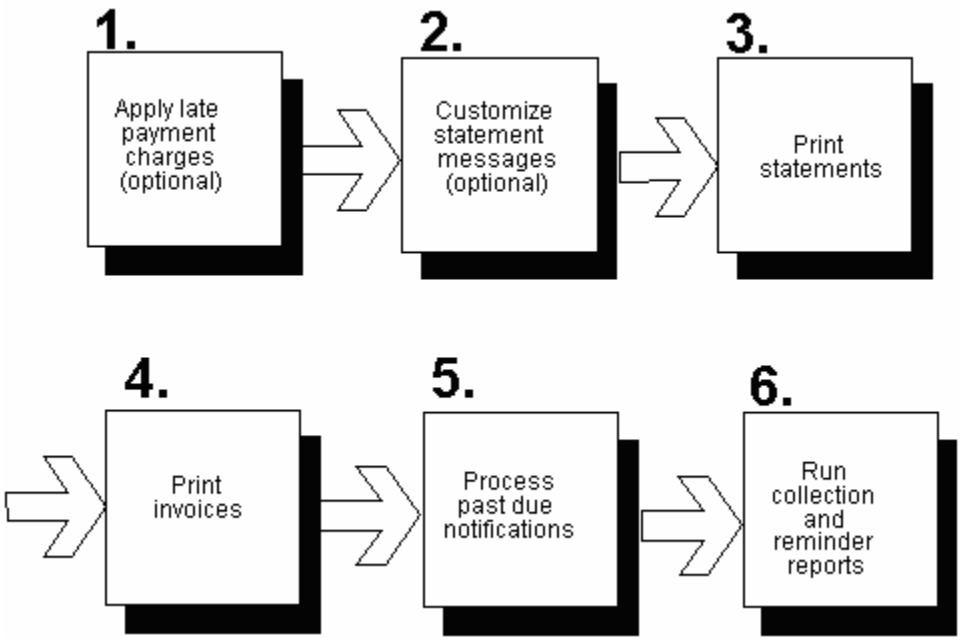
- Recycling invoices
- Posting A/R invoices and receipts
- Reconciling A/R to G/L
- Processing and printing statements
- Processing payment reminders or delinquency notices

The Accounts Receivable system provides a wide range of features you can use to complete your period-end tasks.

Statement and reminder processing consists of:

- Working with late payment charges
- Printing statements
- Printing A/R invoices
- Working with past due notifications
- Working with collection and reminder information

The following graphic illustrates the flow of statement and reminder processing.




## Applying Late Payment Charges

In the process of billing your customers and collecting funds, it might be necessary to calculate additional charges on invoices. Two methods are available:

- Calculate finance charges on unpaid invoices
- Calculate interest invoices on payments that are late

## Customizing Statement Messages

You might want to create a personalized message to appear on the statements you send to your customers. You can create a message for a specific customer or all customers in a company. For example, you can create a message for all of your customers that reads *Thank you for your business*. You can also set up a model message to use for several companies.

## See Also

- *Setting Up Statement Messages (P03280)* for information about customizing statement messages

## Printing Statements

You can print customized statements for the specific requirements of your customers, such as statements with:

- Invoice detail
- Current balance due
- Outstanding balance due

- Payments received
- Account summary

You determine the aging that is used and the language that prints on the statement.

## Printing Invoices

You can print invoices created through invoice entry and receipts entry, including items such as:

- Chargeback invoices
- Credit memos
- Finance charge invoices
- Interest invoices

## Processing Past Due Notifications

When you have customers who are delinquent in paying, you can generate notices to remind customers that you expect payment. You can use two types of past due notifications:

- Delinquency notices
- Payment reminders

### Delinquency Notices

You can generate notices to remind customers with delinquent accounts that you expect payment.

Three levels of delinquency notices are available, ranging from a friendly reminder to a more severe request. You can revise the text that appears on each level of the reminder or create alternate versions to send to specific customers. You control which customers receive which version.

You also determine the language in which the text prints on the delinquency notices.

### Payment Reminders

Your company might choose to send payment reminders instead of delinquency notices. Creating payment reminders is part of the collection management process.

## Processing Collection and Reminder Reports

When you consign delinquent customers or invoices to a collections agency, you might want to print reports containing delinquency information. You can print the following reports:

- Reminder Report/Update
- A/R Detail with Reminders

## See Also

- *Printing Standard Reports (P034201)*

# Work with Late Payment Charges

## Working with Late Payment Charges

Choose one of the following methods to calculate charges on late payments:

- Finance charges, which are calculated on unpaid invoices
- Interest invoices, which are calculated on paid invoices when payment is received after the due date

If you use both methods, a customer might be charged finance and interest charges for the same period. Check your local regulations concerning the legality of assessing compound interest charges.

Finance charges and interest invoices share the following requirements and features:

- You set up whether to apply finance charges and the monthly finance charge percent in the customer master record.
- You set up the required AAIs.
- The system creates interest or finance charge invoices with document type RF.
- The system prints the invoices automatically.
- You may run both finance charges and interest invoices in proof or final mode.
- The system updates the following:
  - Finance charge percent
  - A/R invoice information in the general ledger
  - Percentage processing options
  - Address Book YTD finance charges

Finance charges and interest invoices differ in the following ways:

| Finance charges | Interest invoices |
|---|---|
| ▪ Calculate on unpaid invoices | ▪ Calculate on paid invoices |
| ▪ Define grace period in the data dictionary | ▪ Define grace period in the processing options |
| ▪ Set up interest rate in the customer master record or in the processing options | ▪ Set up interest rate in the customer master record, in the processing options, and in interest rate constants |

Working with late payment charges consists of:

- Processing Finance Charge Invoices

- Processing Interest Invoices

# Processing Finance Charge Invoices

| | |
|---|---|
| | From Accounts Receivable (G03), choose Statement/Reminder Processing<br>From Statement/Reminder Processing (G0322), choose an option for Finance Charges |

You can calculate charges for late payments by adding finance charges to unpaid invoices.

Processing finance charge invoices consists of:

- Updating finance charges
- Calculating finance charges
- Correcting discrepancies

## Update Finance Charges

You can globally update finance charge percentages in the Customer Master table (F0301). This program either adds a percentage amount to the existing finance charge or replaces the current finance charge.

You can run this program in proof or final mode:

- In proof mode, the system produces a report that shows the changes that will be made when you update finance charges in final mode.
- In final mode, the system produces a report and updates the Customer Master table.

You should run the report in proof mode first and review it to verify that your finance charge calculations are correct.

### To set up finance charges

1. Set up the following fields in Customer Master Information, P01053:
   - Enter the monthly finance charge percentage. Enter this as a percentage using the decimal For example, 2 percent would be entered as .0200
   - Apply Fin Chgs must be flagged with a Y.
   - Print Statement must be flagged with a Y.
2. Verify that the grace period for Data Dictionary item FD is defined for the number of grace days that are allowed AFTER the due date of the invoice BEFORE finance charges are created. If no grace days are allowed this should be set to *ZERO.
3. Verify that the AAIs (Automatic Accounting Instructions) are set up for RFC and RFD.
4. Any unapplied cash receipts (RU) or credit memos (RM) should be applied against any open invoices before running the finance charges. Print Finance Charge Invoices (P03435) applies finance charges based on the open amount for

each open invoice. It does not apply finance charges based on the total amount due for the customer.

5. If there are specific invoices that should not have finance charges assessed, from Customer Ledger Inquiry (P032002) enter a 3 in the option field next to that specific invoice. From Collection Management (P03130) enter an N in the Apply Finance Charge field. This will cause finance charges to NOT be assessed on this particular invoice.

### Additional notes

If the invoice is due on 1/1/02 and was paid on 1/5/02, and the grace period is 5 days, the invoice would not be considered for a finance charge because it was paid on 1/5/02 and that date falls within the grace period.

If the invoice is due on 1/1/02 and is not paid on 1/5/02, and the grace period is 5 days, the invoice would not be considered for a finance charge because the invoice is still within the grace period. The unpaid invoice would not be considered for finance charges until 1/6/02.

```
01830                                                                                                  Page No. . .          3
                                                Global Update of Finance Charge Percent                Date - . . .  4/07/17
                                                              Customers only
  Update Mode: Proof


 Address                                                Sch   Old %      New %
  Number                    Alpha                       Typ   Factor     Factor
 -------- ----------------------------------------     --- ---------  ---------
     1001 Edwards, J.D. & Company                       C     .021000    .022000
     3002 Central Express Store                         C     .021000    .022000
```

In the previous sample report, the finance charge is increased by 1% (.001) for all customers.

## Processing Options

See Finance Charge Update (P01830).

## Print Finance Charge Invoices

After you update finance charge percentages, run Print Finance Charge Invoices to compute and apply finance charges. This program selects invoices from the A/R Ledger (F0311) that meet the following criteria:

- Invoices must have an unpaid amount as of either the invoice due date or a date entered in the processing options.
- The length of time that the unpaid amount has been open must exceed the grace period. For example, if July 31, 2017 is the effective date entered in the processing options and the grace period is 30 days, unpaid invoices dated before July 1, 2017 will receive a finance charge.
- The finance charge amount must be above a minimum specified in the processing options.

You can calculate finance charges in proof or final mode. Proof mode produces only a report. Final mode produces a report and a batch of unposted finance charge invoices (document type RF) with batch type I (invoice).

## Before You Begin

- Verify that the customer is set up for finance charges. See *Entering Customers.*
- Verify that the invoice is set up to receive a finance charge. You can exclude individual invoices from being assessed finance charges. See *Managing Collections Information*.
- Review data item FD (Finance Charge Days). This item determines the grace period. To change the predefined grace period, change the default value for this data item in the data dictionary. See the *Technical Foundation Guide.*
- Set up AAI items RFC (Finance Charge Income Credit) and RFD (Finance Charge Receivable Debit). See *Working with Automatic Accounting Instructions.*

```
03435                                                                                                   Page-         4
                                 Finance Charge Journal - Final                                         Date-  10/28/17


  Batch Number . .     4176                  **FINAL**

. . . . . . . . Account . . . . . . . .  Co.      Open        Percent       Finance     Do   Document
Number               Name                        Amount        Factor       Charge      Ty    Number
-------- ------------------------------ ----- --------------- ---------- --------------- -- ------------
  1001 Edwards, J.D. & Company            1       3,000.00    0.021000          63.00  RF      873 001
  1002 Edwards & Edwards                  1         605.00    0.021000          12.71  RF      874 001
                                               ---------------             ---------------
  A Model Accounting Company                        3,605.00                      75.71

                                                ---------------             ---------------
  Grand Total                                       3,605.00                      75.71
```

## What You Should Know About

**Multi-Currency**

If you use multiple currencies, the system assesses finance charges in the currency code of the base company.

## Processing Options

See Finance Charge Journal (P03435).

## Correcting Discrepancies

After you print finance charge invoices in proof mode, the report might include incorrect invoices or invoices might be missing from the report. You should resolve these discrepancies before printing the invoices in final mode.

### To correct discrepancies

1. Verify that the customer is set up to receive finance charges.
2. Verify that the finance charge rates are correct in either of the following:
   - Customer Master Information.

     Follow the steps in *Entering Customers.*
   - Processing options for Print Finance Charge Invoices.

3. Verify that the payment is past due (taking into account the grace period). Follow the steps in *Viewing Account Status Information*.
4. Review the data dictionary item FD (Finance Charge Days) to verify the correct grace period.

   The default is 30 days.

# Processing Interest Invoices

| | |
|---|---|
| | From Address Book (G01), enter 27<br>From A/R Advanced and Technical Operations (G0331), choose **Interest Invoicing**<br>From Interest Invoicing (G03312), choose an option |

After you check your local regulations concerning the legality of assessing compound interest charges, you can begin processing interest invoices.

This task consists of:

- Creating interest invoices
- Reviewing and approving interest invoices
- Posting interest invoices

## Creating Interest Invoices

To calculate and apply interest charges, run interest invoices in proof or final mode. The system selects invoices from the A/R Ledger table (F0311) that meet the following criteria:

- Invoices must be fully paid after the net due date or a date specified in the processing options.
- The customer is set up to receive finance charges.
- The Interest Invoicing field must be blank on Collection Management. You can use this field to exclude individual invoices from the interest charges.
- The interest amount must be above the minimum specified in the processing options. Invoices that do not meet the minimum are marked with P (processed) and appear on the proof report with the message *Total Below Minimum*.
- The invoice must not be marked as processed.

To calculate interest amounts, the system uses the rate you specify for the monthly finance charge percentage in the customer master record and in the interest rate constants. If you do not specify a percentage in the customer master record, the system adds the rate you entered in the processing option to the interest rate constant. If a rate is not entered, the system uses only the interest rate constant.

The system calculates interest on the open amount for the number of days it was paid late. The final interest charge assessed to the customer is the sum of the monthly finance charge percentage and the interest rate constant.

You can run this program in either proof or final mode:

- In proof mode, the system produces a report.

- In final mode, the system:
  - Produces a report.
  - Marks the invoices as P (processed). The system records the interest invoice date on each processed invoice. You can view this date on Collection Management.
  - Creates a batch of unposted interest invoices (document type RF) with batch type I. The system also marks these invoices as P (processed).

## Before You Begin

- Set up the customer for finance charges.
- Set up the monthly finance charge percentage.
- Set up AAI items RFC (Finance Charge Income Credit) and RFD (Finance Charge Receivable Debit). See *Working with Automatic Accounting Instructions.*
- Revise interest rate tables. See Working with Interest Rate Information.

```
           03301                                                                                    Page -        1
        User                - STUDENT                  A/R Invoice Journal                          Date -  9/01/17
        Batch Number        -     3227          User, Batch Date/Number, & Invoice
        Batch Date          - 09/01/17

 . . . Document . . .    Co  Name                          Address Number              . . . . . Amounts . . . . .    P LT
Ty Invoice No.  Inv Date      Remark                        G/L Account                   Invoice            G/L       C
                G/L Date       Account Description                                        Discount       Distribution
-- ------------ -------- --- ---------------------------- ------------------------- --------------  --------------  - --
RF      768-001 07/30/17 001 Edwards, J.D. & Company           1001                           122.55
                07/30/17      Interest Invoice
                               Finance Charge Income Credi            3.5155                                   122.55- P AA
RF      769-001 07/30/17 001 Dunlop Construction Co            2330                            79.15
                07/30/17      Interest Invoice
                               Finance Charge Income Credi            3.5155                                    79.15- P AA
RF      770-001 07/30/17 001 May Company                       3001                            73.99
                07/30/17      Interest Invoice
                               Finance Charge Income Credi            3.5155                                    73.99- P AA
RF      771-001 07/30/17 001 A&B Electric Motor Service        4006                            29.02
                07/30/17      Interest Invoice
                                Finance Charge Income Credi            3.5155                                    29.02- P AA

                                                                                        --------------  --------------
                                                   Batch Total - Gross/Posted                   304.71          304.71-
                                                               - Discount/Unposted
```

## What You Should Know About

**Abbreviated column headings**

- PC - Posted Code
- LT - Ledger Type

**As Of Date processing option**

If the payment date for an invoice is after the ‘as of’ date, the invoice will not be selected. The ‘as of’ date must be greater than the payment dates for invoices you want to select.

**Multi-Currency**

If you use multiple currencies, the system assesses interest charges in the currency of the invoice.

## Processing Options

See Interest Invoices (P03540).

## Reviewing and Approving Interest Invoices

After you create interest invoices in final mode, you should review the transactions and correct any individual transactions in the batch.

After you review batches, you must approve and post them. Remember that the system posts only batches that have an approved status.

## See Also

- *Reviewing and Approving Invoices (P03201)*

## Posting Interest Invoices

After you review and approve the interest invoices, you must post the batches of invoices to the G/L. When you post the batches, the system updates the appropriate tables and creates the necessary journal entries.

## See Also

- *Posting Invoices (P09800)*

# Print Statements

## Printing Statements

You send statements to your customers to inform them that they owe your business or company money. Printing statements consists of:

- Printing A/R Statements
- Printing Multi-Currency Statements

Statements print in the language specified in the Address Book Master table (F0101). Statement text is determined by the vocabulary overrides. For example, version S035001F and S035001G are the French and German versions, respectively.

## Printing A/R Statements

| | |
|---|---|
| | From Accounts Receivable (G03), choose **Statement/Reminder Processing**<br>From Statement/Reminder Processing (G0322), choose **Print Statements** |

You can print A/R statements to inform your customers of their account activity. You can customize statements for your organization. They can include:

- Invoice detail
- Current balance due
- Account summary
- Account aging

To see a preview of your statements, first print them in proof mode. Proof mode provides a report that you can use to verify the accuracy of your information and correct any errors. To update any tables, print the statements in final mode.

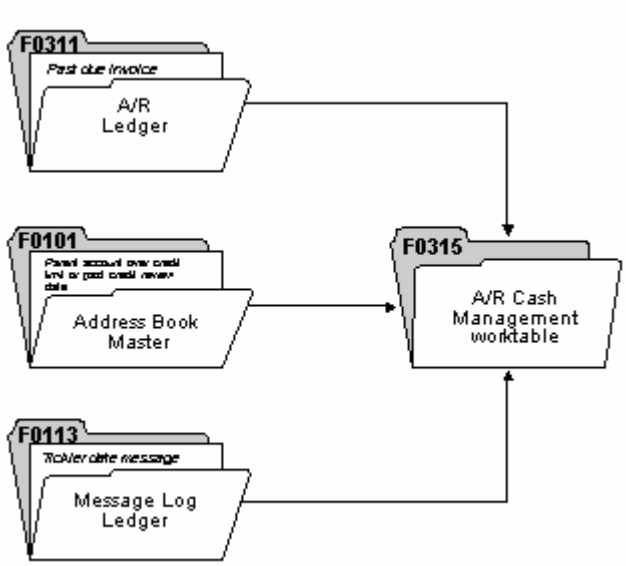
In addition to creating separate statements for each company, you can consolidate companies into one statement by assigning a remittance company in the processing options.

Printing statements consists of:

- Printing statements in proof or final mode
- Printing statements with or without consolidation of companies

A/R statements contains information from the A/R Cash Management worktable (F0315). The system re-creates this table each time you run Credit Analysis Refresh. You decide what information is in the A/R Cash Management worktable by the frequency with which you create the table.

The system gathers information from the following tables and updates the A/R Cash Management worktable.




## Before You Begin

- In order to generate statements for customers you must have the Print Statement (Y/N) field in the Customer Master (P01053) set to Y.
- Set the Print Statement (Y/N) field in the A/R Constants (P000903) to Y for any company from which you are generating statements.
- If you do not enter Y in both fields a statement will not be produced.
- Run Update A/R from Address Book (P03802). This program needs to be run if changes to the alpha name, parent number or category code information have been made. To ensure the integrity of your AR statements it is recommended that the program be run prior to every statement run. However, if you are generating statements frequently and not making changes to your address book, the program can be run monthly.

  The most frequently reported problem as a result of not running this program is the duplication of invoices on statements, resulting from a change in the parent/child relationship of a customer. There are processing options that bypass the update of the Alternate Payee and the Alpha Name.

# Building the Temporary Work File

The Credit Management Work File is used in the statement process to determine if a customer is eligible to receive a statement. It is possible for a customer to be eligible to receive a statement, but not have one printed for them based on how the Processing Options and Data Selection in the Print Statement program (P035001) are set. You create the work file by running the program Credit Analysis Refresh (P03525), or by activating a processing option within the Print Statements program

(P035001). The difference between these two processes and the work files is explained below.

## Running Credit Analysis Refresh

The Credit Analysis Refresh program generates the Cash Management file (F0315). The F0315 file is used by several Credit and Collection programs, including Print Statements. The current documentation for Credit Analysis Refresh addresses building the work file with respect to Credit and Collection programs and not statement generation. According to the current documentation, customers meeting the following criteria will be included in the file:

- The customer has a past due balance
- A tickler date message is no longer in the future
- The date for credit review has passed
- The customer has exceeded their credit limit

The above criteria are used for credit and collection programs, not for statements.

Every customer with an open invoice will generate at least four records in this file as follows:

- One for the company specific to the transaction for the customer
- One for company 00000 for the customer
- One for the company specific to the transaction for the parent (even if the parent is the same as the customer)
- One for company 00000 for the parent

This allows the Print Statement program to provide totals by parent, child, company and a grand total for all companies.

The Credit Analysis Refresh uses Data Selection to determine which records to update in the file. JD Edwards World provides two DEMO versions for Credit Analysis Refresh, ZJDE0001 and ZJDE0002. The difference between the two versions is that one will include paid invoices and the other will exclude paid invoices. The Data Selection for ZJDE0001 is set up to include only open invoices [Pay Status not equal to P (paid) and S (summarized)]. Version ZJDE0002 is set up to include customers with invoices that are paid as well as open [Pay Status is not equal S (summarized)]. This allows you to print statements for customers that have a zero balance. This version will take longer to process since, virtually, every customer will appear in the file.

The Pay Status S (summarized) is excluded from both DREAM Writer versions, because these are duplicate records. Please see the section, Producing Statements - Credit Card Format for further information.

### Processing Options

The processing options for Credit Analysis Refresh are not relevant for statements. The processing options should be properly set up for the Credit and Collections programs.

### Data Selection

The relevant data selection includes:

- Company NE 00000
- Type Input NE G
- Pay Status NE *VALUE (S and P)

**Caution:** Use caution when changing Data Selection, since this could limit the number of customers that are available for statement processing.

### Data Sequencing

Do not change the Data Sequencing for this program. The sequencing that is established in the DEMO versions is:

- Parent Number 001
- Address Number 002
- Company 003

## Creating the Work File from the Print Statement Processing Options

In lieu of creating the F0315 file via Credit Analysis Refresh, you can generate the F0315W file via a processing option in the Print Statement program (P035001). The F0315W file is built exactly like the F0315 file. The only difference is that no other programs can access or change the information. This allows the credit and collection managers autonomy in maintaining the F0315 file, as of a specific date, while allowing statement processing to run for a different set of criteria. The F0315W file is only used for the version of the statement program that generated it. If another version of the Print Statement program is executed to build the F0315W work file, it is cleared and recreated.

### How it Works

To create the F0315W file, you must activate the processing option to rebuild the temporary A/R Credit/Cash Management work file. If you wish to print statements for customers that do not have a balance, you must activate the processing option to include zero open balance records in the A/R Credit/Cash Management workfile. When you run statements with the option to rebuild the temporary A/R Credit/Cash Management workfile, the Credit Analysis Refresh is actually executed. Depending on which options you activate, a different version is called (either ZJDE0001 or ZJDE0002). See Running Credit Analysis Refresh for information about these versions. The system uses the processing options of the Print Statements program (specifically statement date and aging information) to build the F0315W file.

In order to print statements from the F0315W file, you must set the Based On File in the Additional Parameters to F0315WJA (instead of F0315JA). If you activate the processing option to build the file, but neglect to change the value of the Based On

File in the Additional Parameters, statements will still be generated using the F0315 file.

### Data Selection and Data Sequencing

See *Producing Statements*

## A/R Statement Print Messages - Optional

This is a program that allows you to customize statement messages by either company or customer. There are two screens for this program: one to set up the desired company or customer, and another to enter the message text.

Before you can write the text message, you must first assign either a company or customer number (not both). Once you have added either the company or the customer, you may enter the text by placing a 1 in the OP (option) field and pressing Enter. This will take you to another screen (P0016) where you may enter the desired text. To add a message globally across all companies, establish a message for company 00000. Adding a message to a customer overrides the message for the company.

If you wish to establish messages in another language, enter the language preference in the LP column. The text you write must be in the language specified by the language preference; the program does not perform translations.

You do not need to delete the text before deleting a customer or company.

This program is also used for the text that prints on payment reminders and interest invoices. A processing option determines which video format to display. Be sure this option is blank for statement messages.

## See Also

*Set Up Statement Messages*

# Producing Statements

This program generates statements in the spool file, S035001. The program is powerful and contains many processing options that can affect how statements are produced.

## Additional Parameters

The statement program utilizes a joined file (F0315JA) between the F0315 work file and Customer Master file (F0301). If you are generating the work file by running the Credit Analysis Refresh (P03525), the Based On File should be F0315JA. If you generate the F0315W work file via the Print Statement program, the Based On File needs to be changed to F0315WJA.

### Proof or Final Mode

The following functions are available, depending on your processing option settings.

You have the option to produce statements in Proof or Final mode. In Proof mode, statements will be generated as a spooled file, but no updates will be made to the F0311 file. It is highly recommended to run your statements in Proof mode first. Once you process statements in Final mode, the Statement Date and, depending on the Print Statement processing options, the Statement Number fields in the F0311 records are updated. There is no program for resetting these values.

### Consolidation

You have the option to produce one statement for customers that have invoices with several companies. Since each company might have a different Remit To address and aging buckets established in the A/R Constants, you must designate the company number to use for consolidation. In addition to completing the processing option you must also verify that the Data Sequencing for the version you are submitting is as follows:

Statement Address Number 001
Address Number 002
Company 003

A DEMO Version for Consolidation exists with this Data Sequencing. If you are creating your own version for the purpose of consolidation, copy the appropriate DEMO version. Do not copy another version and change the Data Sequencing.

If you leave this processing option blank, statements are produced by company (one statement per customer per company).

### Generate the Workfile

See *Create the Workfile from the Print Statement Processing Options*

### Aging Invoices

The next group of processing options determines how to age invoices that are printed on the statement. Regardless of how the aging is defined in the processing options of Credit Analysis Refresh, the Print Statement processing options are used to determine the aging buckets under which the invoice appears and the date printed on the statement.

You can determine aging either from the A/R Company Constants or from the processing options. Regardless of where aging is set up, the options work the same.

### Statement Date (Age As Of Date)

This is the date that is used to age open invoices. The date of the invoice is compared to this date to determine which aging bucket it should be included under.

### Date to Age Open Balances (Date Aging Based On)

This options determines whether the invoice date, due date, general ledger date or statement date is used for comparison against the Statement Date (from the previous option).

### Aging Method

This determines if you wish to age based on each day, each fiscal period or each calendar month. If you choose Fiscal Periods or Calendar, the aging buckets will be printed as Period 1, Period 2, Period 3 etc. or January, February, March, etc. instead of using days.

If you choose to age by days, you must define the buckets using the next processing option (enter Aging Day Ranges).

Should you choose to base your aging on the A/R Company Constants, you may bypass all the options related to aging in the processing options. The remaining processing options give you choices about what information you want printed on your statement.

### P03500X - Data Selection and Sequencing

The program P03500X is a DREAM Writer that allows you to determine which transaction from the AR Transaction file (F0311) you wish to print on the statement and in what order you wish to see that information. For example, if you only wish to see invoices that have a purchase order number, you could create a version of the P03500X and change the Data Selection to include Purchase Order Number NE *BLANK. Then, after entering the version of the program in the Print Statement processing option, only those invoices with a purchase order number will be printed on the statement.

The sequence of this program (P03500X) determines how the detail information will print on the statement (not the order in which the statements are printed).

### Other Relevant Processing Options

If you choose to Exclude Future Dollars, and you have your aging based on due date, your current invoices will not print. You may either include future dollars, or change your aging to be based on invoice date. This will allow current invoices to print, without printing future invoices as well.

If you choose to use the company name as a Remit To address on your statements, be sure to set up your company in address book.

Specify the date to be used to select invoice records. If you have a statement aging date of 7/01/17 that is based on the invoice date, and you specify Due Date for this processing option, it is possible to exclude invoices on the statement. Since this date is compared to the Statement Aging Date, all invoices with a due date past 7/01/17 would not be included on the statement unless you choose not to Exclude Future Dollars.

The option to Update the Statement Number is really irrelevant for U.S. companies. This was designed for specific banking needs in Europe.

## Data Selection

The following Data Selection for the Print Statements program is mandatory and should not be changed. Deviating from this selection will produce erroneous results:

- Company NE 00000
- Parent / Child Relationship EQ *BLANK
- Print Statement (Y / N) EQ Y

You may include other Data Selection (to print statements for a particular group of customers or for a particular statement cycle), but you should not change any mandatory Data Selection.

### Data Sequence Set Up

The Data Sequencing may not be changed for the Print Statements program. The correct data sequencing is:

- Company 001
- Statement Address Number 002
- Address Number 003

If you consolidate statements across companies, statements will be printed according to Statement Address Number, then Customer Address Number. You cannot print statements in alphabetical order according to the customer name.

# Producing Statements – Credit Card Format

It is possible to produce a statement that is in the format of a credit card by using the Balance Forward method of maintaining customer balances, instead of the Open Item method. This is determined by the how the field Balance Forward / Open Item is set in the Customer Master (F0301) file. The default for this field (A5BO) is for the Open Item method. This means that each item will appear on every statement as long as it remains open. Once the item is paid and the payment appears on the statement, the item will no longer print.

In order to use the Balance Forward method, you must update the field in the Customer Master to a value B, as well as run the program Update Balance Forward (P03501). This program produces a summarized invoice with a document type of RW. Invoices that have been summarized are updated with an S in the Pay Status field (RPPST) and the open amount is cleared. There is no method to "unsummarize" records once this program is executed, nor is there any method of determining which invoices were summarized into a particular RW record. The pay status of the RW record will remain A until the invoices are paid.

When you run the Print Statement program, only the summarized invoices will be printed (as the Balance Forward) as well as any invoices that have not been summarized.

## Producing Statements for – “As Of” Date

First, run Date File Generation (P03900) with the desired as-of date in the processing option. Create a new version of the Selection / Sort program (P03500X) with the Based on File set to F0311A (As of file). Attach this version of the Selection / Sort program in the Print Statement (P035001) processing option titled Data Selection. Also enter the statement date for the “As of” statements.

Run the statements in PROOF mode only, when creating the “As of” statements.

## Printing Statements with or without Consolidation of Companies

You control whether to consolidate companies when you print statements. Do this when you set up your data sequencing.

The following examples show two types of statements in final mode:

- Statement without Consolidation of Companies by Customer Number
- Statement with Consolidation of Companies by Customer Number

# Statement without Consolidation of Companies by Customer Number

```
                                    ======================================
                                     S T A T E M E N T  O F  A C C O U N T
                                    ======================================


        Remit To: A Model Financial/Distribution Company
                  8055 East Tufts Avenue  Suite 1331
                  Denver CO 80237 ...
```

```
             JD Edwards World                                                          Page         -         1
             Mrs. Mary Andrews                                                         Date         -  06/30/17
             Attn: Patrick O'Dooley                                                    Account      -      1002
             1029 LBJ Freeway
             Dallas TX 76706
```

| Invoice Number | Invoice Due Date | Remark | Open Amount | Discount Taken | Payments Received | Adjustments | Outstanding Balance Due |
|---|---|---|---|---|---|---|---|
| RI 4293 000 | 03/17/17 | | 74,092.80 | 0.00 | 0.00 | 0.00 | 1,250.00 |
| RI 4436 000 | 04/14/17 | | 92,054.70 | 0.00 | 0.00 | 0.00 | 92,054.70 |
| RM 5150 000 | 05/31/17 | | 18,494.60- | 0.00 | 0.00 | 0.00 | 18,494.60- |
| RR 824 000 | 06/14/17 | | 125.00 | 0.00 | 0.00 | 0.00 | 125.00 |
| | | TOTAL CURRENT BALANCE DUE | | | | | 74,935.10 |

We appreciate your business.

ACCOUNT SUMMARY

| | |
|---|---|
| Open Amount - as of 06/30/17 | 147,777.90 |
| New Invoices | 0.00 |
| Discounts Taken | 0.00 |
| Payments Received - Thank You | 0.00 |
| Adjustments | 0.00 |
| Current Balance Due | 74,935.10 |

Payment Terms: 1/10 Net 30 Days

ACCOUNT AGING

| Current | 1 - 30 | 31 - 60 | 61 - 90 | 91 - 120 | Over 120 |
|---|---|---|---|---|---|
| 0.00 | 18,369.60- | 0.00 | 92,054.70 | 1,250.00 | 0.00 |

```
                                    ======================================
                                            S U M M A R Y   P A G E
                                    ======================================
```

| Invoice Number | Invoice Due Date | Remark | Open Amount | Discount Taken | Payments Received | Adjustments | Outstanding Balance Due |
|---|---|---|---|---|---|---|---|
| | | | 147,777.90 | 0.00 | 0.00 | 0.00 | 74,935.10 |

ACCOUNT AGING

| Current | 1 - 30 | 31 - 60 | 61 - 90 | 91 - 120 | Over 120 |
|---|---|---|---|---|---|
| 0.00 | 18,369.60- | 0.00 | 92,054.70 | 1,250.00 | 0.00 |

### Statement with Consolidation of Companies by Customer Number

```
                                    ======================================
                                     S T A T E M E N T  O F  A C C O U N T
                                    ======================================
    Remit To: A Model Financial/Distribution Company
              8055 East Tufts Avenue  Suite 1331
              Denver CO 80237
         JD Edwards World                                                          Page         -         1
         Mrs. Mary Andrews                                                         Date         -  06/30/17
         Attn: Patrick O'Dooley                                                    Account      -      1002
         1029 LBJ Freeway
         Dallas TX 76706
-------------------------------------------------------------------------------------------------------------
Invoice   Invoice      Remark          Open          Discount        Payments       Adjustments       Outstanding
Number    Due Dat                    Amount         Taken          Received                          Balance Due
-------------------------------------------------------------------------------------------------------------
COMPANY: 00001 A Model Financial Co (Trng)
RI  4454 000 05/15/17                 125.00-        .00                 .00         .00                   125.00-
RI  659 000 06/11/17                  605.00         .00                 .00         .00                   605.00
                                 ------------------- ----------- ------------------- ---------- -------------------
 USD U.S. Dollar                      480.00         .00                 .00         .00                   480.00
COMPANY: 00075 Model Multi-National Colombia
RI  1064 000 06/01/17             50,204,053          0                   0           0             50,204,053
                                 ------------------- ----------- ------------------- ---------- -----------------
 COP Colombian Peso               50,204,053          0                   0           0             50,204,053
COMPANY: 00100 Model Finan/Distrib Co (Mktg)
RI  4293 000 03/17/17              74,092.80         .00                 .00         .00              1,250.00
RI  4436 000 04/14/17              92,054.70         .00                 .00         .00             92,054.70
RM  5150 000 05/31/17              18,494.60-        .00                 .00         .00             18,494.60-
RR  824 000 06/14/17                  125.00         .00                 .00         .00                 125.00
                                 ------------------- ----------- ------------------- ---------- -------------------
 USD U.S. Dollar                  147,777.90         .00                 .00         .00             74,935.10
                                                 We appreciate your business.
                                            ======================================
                                                   S U M M A R Y   P A G E
                                            ======================================
-------------------------------------------------------------------------------------------------------------
Invoice   Invoice       Remark           Open           Discount       Payments       Adjustments      Outstanding
Number    Due Date                     Amount          Taken          Received                        Balance Due
-------------------------------------------------------------------------------------------------------------
                                    650,298.43         .00                 .00         .00               577,455.63
ACCOUNT AGING
  -------------
  Current          1 -  30          31 -  60         61 -  90         91 - 120         Over 120
-------------   --------------   --------------   --------------   --------------   --------------
       .00        484,275.93         125.00-        92,054.70         1,250.00              .00
```

## What You Should Know About

**Determining aging criteria**

You can use the processing options to determine the aging criteria and how to format the statements.

**Aging**

If you are aging statements on due date and attempt to summarize invoices, the summary might be inaccurate. Also, the aging categories might not show the correct balances.

**Summarizing invoices with pay items**

If you summarize invoices with pay items that have different due dates, you should age and sort by invoice date. To sort by invoice date, select a version of P03500X in the processing options that sequences by invoice date rather than due date.

**Reprinting a statement**

You cannot reprint statements and produce the exact results that printed previously. After the system marks a payment record with a statement number and date, it does not select the detail record again in the statement process, but includes it in the summary open amount.

**Versions**

When you print statements, the version list appears with a form ID of P035001. The versions in this list print selected invoices for a statement based on the version of Form P03500X you enter in the processing option of P035001 for Data Selection.

## See Also

- *Appendix C* for more information about version P03500X

## Processing Options

See A/R Statements (P035001).

# Printing Multi-Currency Statements

If you use multiple currencies, you can print statements in either the domestic currency of the transaction or the original foreign currency amount. The currency code and description appear on the multi-currency statement to indicate the currency that the amounts represent.

Consider setting up separate addresses, each with its own currency, for a customer who uses more than one currency. The system separates statements and correctly represents all currencies entered to the same address. If currencies are mixed, the system does not print a summary page of the statement.

# Print A/R Invoices

## Printing A/R Invoices

| | |
|---|---|
| | From Accounts Receivable (G03), choose **Statement/Reminder Processing**<br>From Statement/Reminder Processing (G0322), choose **Print A/R Invoices** |

To print the invoices that you created during invoice entry or receipts entry, run Print A/R Invoices. This program prints items such as:

- Chargeback invoices (document type RB)
- Credit memos (document type RM)
- Finance charge invoices (document type RF)
- Interest invoices (document type RF)

If an invoice has a discount available or an applied tax amount, it prints on the invoice. Additionally, text messages from form S03505 in the vocabulary overrides print on the invoice.

If you specify that the invoices be sent to someone other than the customer, the system prints the selected address on the invoices. Each invoice prints on a separate page.

### Before You Begin

- Generate the necessary finance or interest charges.
- Run Update A/R from Address Book program, P03802. See *Updating A/R from Address Book.*

```
                              I N V O I C E
                              - - - - - - -                    Invoice -      635
Remit to - A Financial Company - for Training                  Account -     1001
           7900 East Union                                     Date    -  7/07/17
           Denver CO 80237




JD Edwards World
ATTN:  Ms. Donna Kirkpatrick
8055 E. Tufts Ave.
Denver CO 80237




Please be advised that your account has been debited or back charged as follows.


   . . . . . Document . . . . . .                        Invoice
  Date   Ty   Reference  Due Date        Remark            Amount
-------- -- ------------ -------- ------------------------------ --------------
06/01/17 RI      635 000 07/01/17                                   1,850.00

                                                               --------------
                                          Balance Due              1,850.00
```

## What You Should Know About

**Multi-Currency**

If you use multiple currencies, set the processing option to print invoices in either the domestic currency of the transaction or the original foreign currency amount. The currency code and description indicate the currency that the amounts represent. (Use one of the demo versions labeled *Foreign*.)

**Printing Additional Text**

You can associate text with invoices to store key information about the invoice. Additional text added during invoice entry can be printed on the invoice.

**Remit-to Address**

You can set a processing option in your DREAM Writer version of P03505 to specify an alternate remit-to address. You can use this for lockbox locations you have defined for your customers.

## Processing Options

See A / R Invoice Print (P03505).

# Work with Past Due Notifications

## Working with Past Due Notifications

| | |
|---|---|
| | From Accounts Receivable (G03), choose **Statement/Reminder Processing**<br>From Statement/Reminder Processing (G0322), choose an option |

When customers are delinquent in paying, you can send them one of the following:

- Payment reminder
- Delinquency notice

Payment reminders and delinquency notices are similar in that:

- You can create user-defined text.
- You can specify three levels of text - mild to severe.
- You can print them in proof and final mode.
- You set up the A/R constants.
- You designate which notification in the customer master record.

Payment reminders and delinquency notices differ in the following areas:

| Payment reminders | Delinquency notices |
|---|---|
| ▪ Text for the payment reminder can be customized by company or customer.<br>▪ Information is based on the A/R Ledger table (F0311).<br>▪ The customer master information is set for number of payment reminders.<br>▪ Customers are eligible for collections reporting. | ▪ Text for the delinquency notice is entered in the data dictionary and cannot be customized by company or customer.<br>▪ Information is based on the A/R Ledger table or A/R Cash Management worktable (F0315).<br>▪ The number of payment reminders is not required in the customer master record.<br>▪ There is no associated collection reporting. |

Working with past due notifications consists of:

- Printing Payment Reminders
- Printing Delinquency Notices

## Printing Payment Reminders

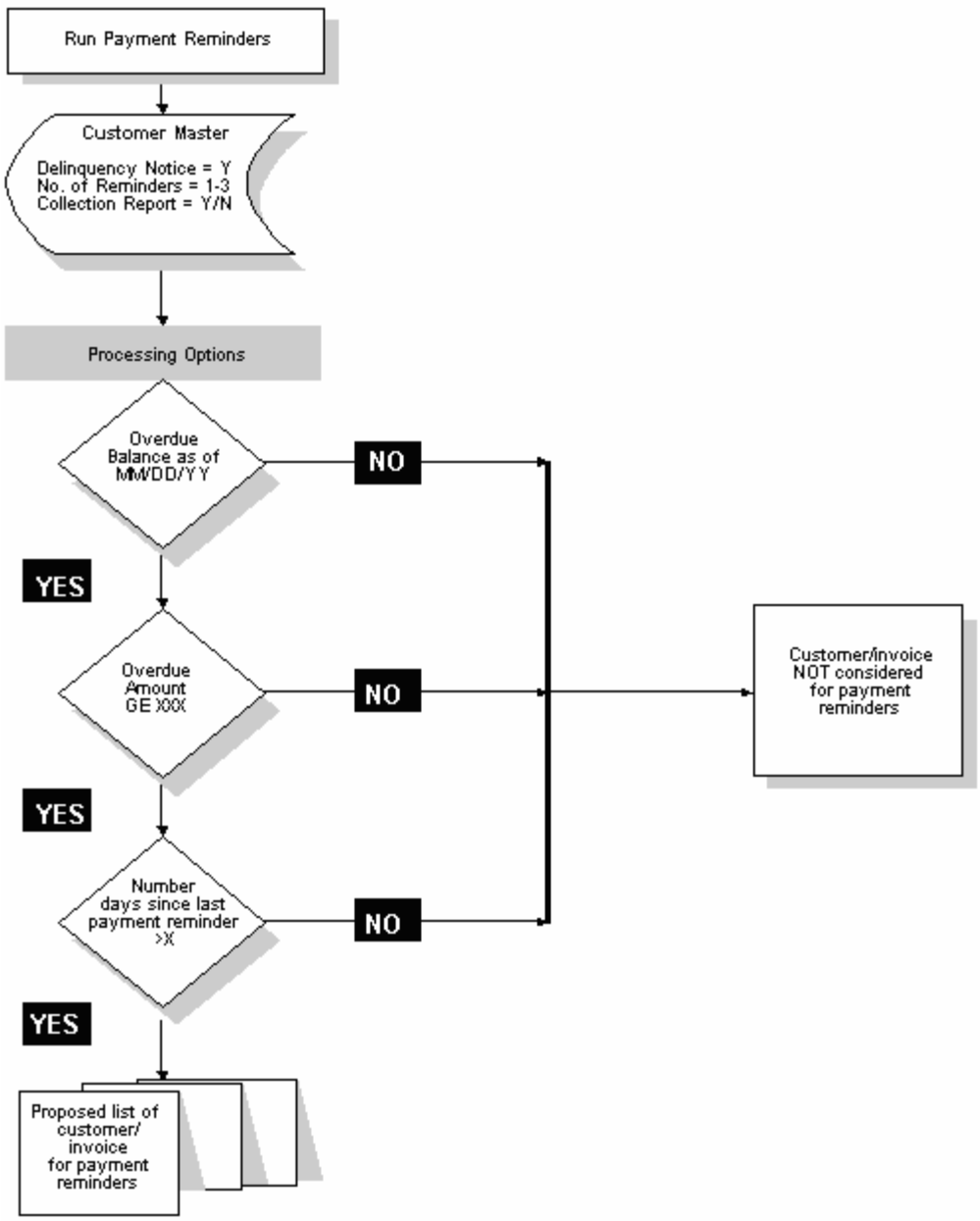
If your company sends reminder notices for past due invoices, you need to print payment reminders.

You can set up text for payment reminders by company or by customer. In the customer master record, you indicate how many reminders you want the customer to receive. The system generates payment reminders based on information in the A/R Ledger table.

Printing payment reminders consists of:

- Printing payment reminders in proof mode
- Printing payment reminders in final mode

The following graphic illustrates how customers or invoices are selected for payment reminders.




## Before You Begin

- Verify that the Delinquency Notice field in the A/R constants is set to Y.
- Verify that the Delinquency Notice field in the Customer Master is set to a Y and that the No. of Reminders field is set to the appropriate number of reminders you wish to send, 1, 2, or 3.
- Review the Payment Reminder Messages (P03280) and create any new reminder messages for a company or a customer.
- If you want invoices to appear on the collection report after the maximum number of reminders are sent, set the 'Collection Report' field in the Customer Master to Y.

## Number of Reminders

The number of reminders can be set up for each customer using the Customer Master Information (P01053) or you can set this up for each invoice using the Collection Management screen (P03130). You can also set up a Reminder Stop Date for each invoice using P03130. To access the Collection Management screen, locate the invoice on Customer Ledger Inquiry (P032002). Place a 3 next to the invoice to choose the Collection Management option. This will take you to Collection Management (P03130).

In Collection Management, if you set the Number of Reminders to Send field to '3', the system will send 3 reminders to the customer before sending them to collections. The first reminder sent will be a mild (level 1) message, the second will be a strong (level 2) message, and the third will be the very strong (level 3) message. If you set the 'Number of Reminders to Send' field to 1, only one very strong (level 3) message will be sent.

## Setting up Reminders Text

To revise or set reminders text to print, choose Revise Payment Reminders Text (P03280). You can create messages based on severity level, as described above, and text can be customized by company or customer.

The system will use the number of reminders specified at the invoice level first, then at the customer level, and then in processing option #7 behind the Print Reminders program. It will look in these three places until a non-blank value is found. If some invoices are at level 3, some are at level 2 and some are at level 1, it will print the level 3 message.

## Printing Payment Reminders in Proof Mode

To review the list of customers eligible to receive payment reminders, print payment reminders in proof mode. This allows you to make changes before you process reminders in final mode. In proof mode, the system:

- Does not update tables
- Lets you run the report as many times as you want
- Does not print actual payment reminders

## Printing Payment Reminders in Final Mode

After you print payment reminders in proof mode and verify the information, print them in final mode. The system prints payment reminders based on the criteria you established in proof mode. In final mode, the system:

When payment reminders are run in final mode, the system updates the A/R ledger table, F0311, with the following information for each invoice that was selected for a reminder:

- The reminder number sent, field RPRMDS.
- The level of the last reminder that was sent, field RPRDRL.
- The date you ran the program, field RPRDDJ.

The system will update the Customer Master file (F0301) with the number of reminders sent for each level of message:

- The number of invoices that were sent level 1 messages will be updated in field A5NBR1.
- The number of invoices that were sent level 2 messages will be updated in field A5NBR 2.
- The number of invoices that were sent level 3 messages will be updated in field A5NBR3.

After all three reminders have been sent to a customer, the level of reminder field will increment to 4 for that invoice in the A/R ledger file. This invoice will no longer print on the reminder. Level 4 indicates that it has gone to collections.

The system determines which text to print on the reminder notices by checking the outstanding invoices. It prints the highest level message. For example, it prints a level 3 message for a customer with three outstanding invoices even if one is at level 1, one at level 2, and one at level 3.

After all three reminder notices have been sent to a customer with a delinquent account, the invoice appears on the Reminder Report/Update unless you do one of the following:

- Set the Collections Report field on Customer Master Information to N. This removes all invoices for a customer from the Reminder Report/Update.
- Set the Collections Report field to N and enter a code in the Reminder Stop Reason field on Collection Management (for a specific invoice). This removes the invoice from the Reminder Report/Update.

The reminder continues to appear on the invoice, but the invoice does not appear on the Reminder Report/Update.

```
  035301                                                                  Page       -        8
                                        Payment Reminders Proof           As Of Date - 11/06/03
Mo Model Finan/Distrib Co (Mktg)  00100
       . . . Address . . . .
 N Number   Name      . . . . Document . . . . .                  . . . . . Domestic . . . . .
 I Inv Date     Ty  Number        Due Date G/L Date Number Level       Original          Open
--------- --- -- -------------- -------- -------- ------ ----- ----------------- -----------------
      225 Wizard's Chest Toy Store
 0 5/20/03     RI      10984 001  06/19/03 05/20/03  001    1              70.51            70.51
 0 5/20/03     RI      10986 001  06/19/03 05/20/03  001    1              70.51            70.51
                                                                 ---------- ------- -----------------
                                                                           141.02           141.02
                                                                 ----------------- -----------------
        Wizard's Chest Toy Store                                           141.02           141.02
```

## What You Should Know About

**Multi-Currency**

If you use multiple currencies and you run payment reminders for all companies, you might get incorrect customer totals. Therefore, you should set up a version of this report for each company.

**Troubleshooting**

There are several conditions that must be met in order to generate a payment reminder. If you are not getting the payment reminder that you expect, check the following:

- If the total amount due of a particular customer does not exceed the minimum amount required for a reminder set in the processing options, that customer's invoices will not appear on the report.
- The minimum number of days, as set in processing options, has not passed since the customer was sent the last payment reminder.
- The customer has already been sent the maximum number of reminders; the number of reminders is now set at 4.
- The customer's 'Delinquency Notice' field is set to N.
- The invoice Reminder Stop Date is earlier than the "As Of" date.
- The invoice is not overdue based on "As Of" date.

## Processing Options

See Payment Reminders (P03530).

## Data Selection for Print Payment Reminders

The following data selection is required:

- The open amount cannot equal zero.
- The document type cannot equal RF (to exclude finance charges).

# Printing Delinquency Notices

You can use delinquency notices to remind delinquent customers that you expect payment. You can use these notices if you choose not to use payment reminders. Notices are generated at the customer level.

You can define three different levels of text for delinquency notices. You link each notice to an aging category and control the notices you want to print with processing options.

Depending on a processing option, the system generates delinquency notices based on summarized account information in the A/R Cash Management worktable (F0315).

Printing delinquency notices consists of:

- Determining the level of severity
- Printing the notices
- Printing a multi-currency delinquency notice

- Printing delinquency notices in multiple languages

## Determining the Level of Severity

You determine the level of severity of delinquency notices, when the customer begins receiving them, and how often. You can base this on the number of aging days, the open amount, and any payment expectations you and your client have agreed upon.

### Example: Determining the Level of Severity for a Delinquency Notice

The total open amount for a customer is 1,000 and is aged as follows.

| Aging Days | Open Amount | Aging Category | Data Dictionary |
|---|---|---|---|
| 0-30 | 0 | 1 | --- |
| 31-60 | 500 | 2 | --- |
| 61-90 | 250 | 3 | LETTER1 |
| 91-120 | 150 | 4 | LETTER2 |
| 121-150 | 100 | 5 | LETTER3 |

Assume that you have used the processing options to define aging categories and to link the data dictionary items LETTER1, LETTER2, and LETTER3 to specific aging categories.

Specify 25 (for 25%) in the processing option (Total Percentage).

As a result of your choices:

- The customer receives a delinquency notice based on LETTER2, because the total amount in aging categories 4 and above is 250, which is 25% of 1,000 (the total open amount).
- The customer does *not* receive a delinquency notice based on LETTER3, because the total amount in aging categories 5 and above is only 100, which is less than 25% of 1,000.
- The customer does *not* receive a delinquency notice based on LETTER1, because the conditions have been fulfilled to generate LETTER2, which is a more severe letter.

If you leave the processing option (Total Percentage) blank, the customer receives a delinquency notice based on LETTER3 because they have an open amount in aging category 5.

# Printing Notices

You can print notices for selected invoices for the customer or for all invoices for a customer.

If you classify customers as to how delinquent they can be, we suggest that you reserve an Address Book Category Code for representing the delinquency classification. Then a Delinquency Notices DREAM Writer version can be set up for each Category Code with the desired Aging Categories and Data Dictionary items defined for delinquency classification.

You may specify an alternate address to send the mailers to using the Send Statement To (ABSTTO) field on the Customer Master Information screen (P01053). The accounts receivable detail will be printed in a multi-tiered level of detail fashion for the alternate address. A value of blank or C in this field will print the customer's normal address. Other possible values for this field that cause an alternate address to be printed are as follows

P = Parent Address Number

1 thru 6 = Related Address 1, 2, 3, 4 5 or 6.

A contact name can be printed in the mailing address by entering the name in the Who's Who list for the customer (P0111). Enter the value B (billing) in this person's Type Code field.

## Credit/Cash Management

The system generates delinquency notices based on summarized account information in the A/R Cash Management worktable (F0315). Using processing options, you can choose to use the permanent Cash Management file or rebuild a temporary work file when the Print Delinquency Notices program is executed.

If you choose to rebuild the temporary Credit/Cash Management work file, the permanent Credit/Cash management file, F0315JA, will not be affected and the work file F0315WJA will be built. If no rebuild is requested, the notices will be run against the existing permanent Credit/Cash Management file.

Credit Analysis Refresh (P03525) is run to build the Credit/Cash Management file. Version ZJDE0001 of the Credit Analysis Refresh is executed if the temporary build is requested.

If you set the processing option requesting that the work file be built before printing the notices, the based-on file must be F0315WJA. If no build is requested and the permanent Credit/Cash Management file is used, the based-on file must be F0315JA.

### Writing a Tickler Message to the Message Log Ledger File

A processing option is available to write a message to the Message Log Ledger (F0113) indicating that a Delinquency Notice has been sent for the customer. The text for this message is retrieved from the Vocabulary Overrides record for the Delinquency Notice. It can be modified by going to Vocabulary Overrides and inquiring on record S035111. The text for the message is contained in VTX020.

You can review these tickler messages from the Collection Manager program (P03218) by entering option 6 next to the customer to exit to the Message Summary program (P012401).

### As Of Process

The Delinquency Notice program allows you to build the As Of file (F0311A) and create the Delinquency Notice based on a certain point in time.

If you select "As Of" date processing in the processing options, the Selection/Sort DREAM Writer for Print Delinquency Notices (P03511X) will be run against the most current version of the A/R As Of file (F0311A). The "As Of" date for the work file generation will be retrieved and printed on the report.

In order to run the report against the “As Of” file, you must set the Based-On-File to F0311A in the DREAM Writer Additional Parameters of P03511X. If this is not done, the program will still print the "As Of" date in the upper corner of the report but the data will be retrieved from the A/R Ledger file (F0311). See section titled Data Selection for more information on the P03511X.

Be sure to run Date File Generation (P03900) prior to running "As Of " Delinquency Notices in order to update the F0311A with the most current data..

## Before You Begin

- Define or revise the text for delinquency notices. Three different Data Dictionary items may be specified in the processing options for three levels of aging. The glossary for these items will be used as the text for the letter issued for customers whose open balances fall within the aging category specified.
- Verify that A/R constants and customer master record are set up properly for delinquency notices. The delinquency Notice field must be set to a Y on the Customer Master Information (P01053) for the customer, and on the A/R Constants screen (P000903) for the company (or company 00000 if the company does not have its own setup). If either field is set to N, notices WILL NOT be printed for that customer or company.
- Run Update A/R from Address Book (P03802) to ensure that the A/R Ledger table contains current information. It is highly recommended that you run Update A/R From Address Book prior to running a rebuild of the Credit/Cash Management work file. Update A/R From Address Book will update the A/R Ledger file (F0311), with current Parent Numbers. If you have revised the parent number for a customer, there could be A/R ledger records for the same customer with different parent numbers and this could lead to more than one Credit/Cash Management record which would cause incorrect processing of your notices.

```
  Remit To:  A Model Financial/Distribution Company          September 30, 2017
             8055 East Tufts Avenue                          Account -     6795
             Suite 1331                                      As of   - 09/30/17
             Denver CO 80237






             Bonjour Baking Company
             5951 Jonquierre
             Quebec City QU G1M 6K8



The following is a summary of past due amounts on your account.  If your check
for these amounts is in the mail, please accept our appreciation.  If not, we
would appreciate your sending payment in full at this time, or letting us know
the reason for the delay.



     ----------------------------------------------------------------------
        Invoice      Invoice         Remark                      Outstanding
        Number       Due Date                                    Balance Due
     ----------------------------------------------------------------------
     RI     2022 000 05/15/17                                       1,200.00
     RI     2023 000 07/15/17                                       1,250.00
     RI     2024 000 07/20/17                                       3,350.75
     RI     2025 000 07/25/17                                         980.25
     RI     2049 001 07/27/17                                       6,599.00
                                                               --------------
                   CAD   Canadian Dollar                           13,380.00
                                                               ==============




ACCOUNT AGING
-------------
   Current         1 -  30         31 -  60        61 -  90        91 - 120
--------------  --------------  --------------  --------------  --------------
    12,180.00        1,200.00             .00             .00             .00


                  121 - 150       151 - 180       Over 180
                --------------  --------------  --------------
                 121 - 150      151 - 180       Over 180
                --------------  --------------  --------------
                          .00             .00             .00
```

## What You Should Know About

**Versions**

When you print delinquency notices, the version list appears with a form ID of P035111. The versions in this list print selected or all invoices for a customer, depending on which version of Form P03511X you enter in the processing options for P035111.

## Printing a Multi-Currency Delinquency Notice

If you use multiple currencies, you can print delinquency notices in either domestic or foreign currency.

To print delinquency notices with foreign currencies, run the foreign version. You can print delinquency notices in multiple currencies or the domestic currency of the company only.

JD Edwards World recommends that you use separate address numbers for customers who mix currencies. However, delinquency notices allow for the possibility that you might have mixed currencies. A notice with mixed currencies shows separate totals for each currency. Each total is labeled with a currency code and description. If more than one currency is printed on a delinquency notice, that notice does not show aging information.

## Printing Delinquency Notices in Multiple Languages

To print delinquency notices in more than one language, you create data dictionary items in that language. Then, create vocabulary override records for delinquency notices (S035111). When you print delinquency notices in multiple languages, the program checks the language preference for the customer to determine which text to use.

Printing delinquency notices in multiple languages consists of:

- Creating data dictionary items
- Creating vocabulary overrides

### Creating Data Dictionary Items

Access the Data Dictionary program (P9201) to change the glossary text for the data items.

Use the following method to set up the Data Dictionary items. Assume the three delinquency notices are LETTER1, LETTER2, and LETTER3 in the base language.

LETTER1X Where X = The language preference defined in Address Book

LETTER2X

LETTER3X

For example, to print a delinquency notice in French ('F' language preference), the Data Dictionary items will be LETTER1F, LETTER2F, and LETTER3F.

### Method 1

Enter the specific data item into the processing options for the three levels of Dunning Letters (LETTER1F, LETTER2F, LETTER3F). This will print all of the Dunning letters of your Delinquency Notices in French.

### Method 2

Enter the Data Dictionary items in the processing options without the language preference. Allow the Delinquency Notices program to append the language preference of the statement address to the end of the Data Dictionary items and retrieve the Dunning Letter from the Data Dictionary glossary. The following is the order of retrieval:

- Data Dictionary item with language preference
- Data Dictionary item in the base language (blank)

## See Also

- *Working with the Data Dictionary (P9201)* in the *Technical Foundation Guide* for more information about creating data dictionary items.

### Creating Vocabulary Overrides

Create a version of S035111 called S035111X, where X is the language preference as defined on Customer Master Information. For example, create an override called S035111F to print notices in French.

### See Also

- *Locating Vocabulary Overrides (P9220)* in the *Technical Foundation Guide*

## Data Selection

This process reads transactions from the join file (F0315JA) between the Accounts Receivable Credit/Cash Management work file (F0315) and the Address Book (F0101).

The following data selections are non-optional:

- Parent Child Relationship EQ *BLANK
- Delinquency Notice EQ Y

### F0311 Sort/Select DREAM Writer Form ID P03511X

If you choose to further your data selection, this can be done by populating the "Detail Selection and Sorting" processing option behind the program. Customize your data selection by changing it in the version of P03511X referenced in the processing option.

### Data Sequencing

The selected transactions will be sorted by:

1. Company
2. Statement Address Number
3. Address Number.

This is not an optional sort. You cannot change its sequence. The totals on the report are dependent upon this exact sequence. If it is modified, the totaling logic within the program will have to be modified correspondingly.

### International Mailing Addresses

With the proper set up in the F0070 (Country Constants) file, you can have the addresses on your Delinquency Notices formatted according to the postal requirements of the "Destination" country code.

### Multi-Currency and Multi-National

Decimal Display by Currency

If the Multi-Currency option is off, the decimals associated with specific amount fields will be determined by the data display decimals maintained in the data dictionary.

If the Multi-Currency option is on, the decimals associated with the amount fields are as follows:

- Decimals for amounts representing units (ledger types ending in U such as BU, AU, etc.) will always be determined by the data display decimals for the U field in the data dictionary.
- Decimals for individual transaction amounts representing foreign currency (ledger type CA or Mode = F) will be determined by the transaction currency code.
- Decimals for summary amounts representing foreign currency will be by the last currency code associated with the particular total.

  The currency codes are obtained in the following order:

  F0902 / F1202: Account Currency Code, Account Company Currency Code

  F0911: Account Currency Code, First or Last Transaction Currency Code

  F0311 / F0411: First or Last Transaction Currency Code
- Decimals for individual transaction amounts or summary amounts representing Domestic Currency (non-CA and non-Units ledger types or Mode = D) will be determined by the Company Currency Code.

## Processing Options

See Delinquency Notices (P035111).

# Work with Collection and Reminder Information

## Working with Collection and Reminder Information

After you send payment reminders, you might have customers that do not respond to your request for payment on overdue invoices. Some businesses or companies consign customers with delinquent invoices to a collection agency.

Working with collection and reminder information consists of:

- Choosing a Customer for Collections
- Choosing an Invoice for Collections
- Printing the Reminder Report/Update
- Printing the A/R Detail Report with Reminders

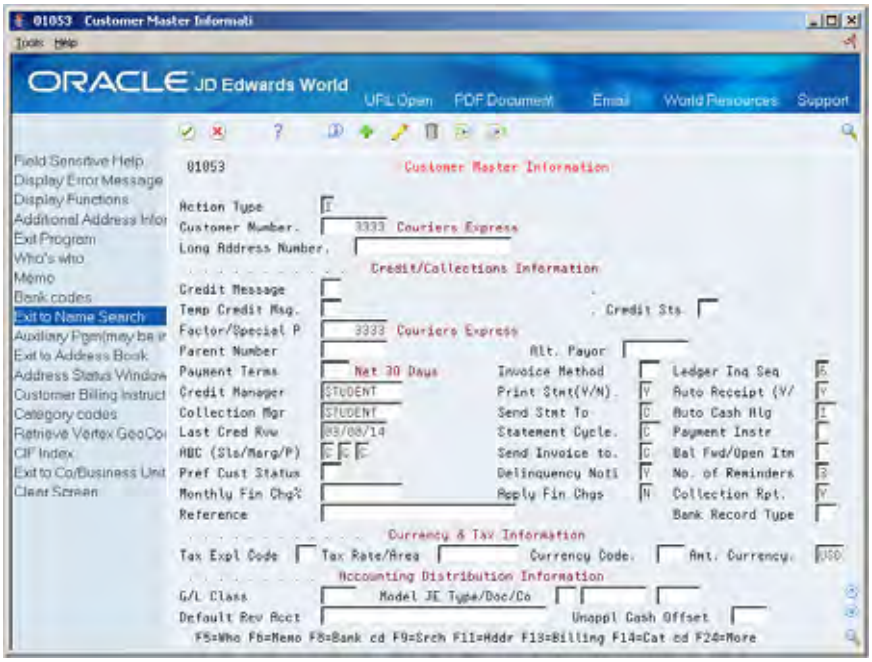
## Choosing a Customer for Collections

| | |
|---|---|
| | From Accounts Receivable (G03), choose **Customer & Invoice Entry**<br>From Customer & Invoice Entry (G0311), choose **Customer Master Information** |

When you determine that a customer should appear on a collection report that you send to an outside collections agency, you must identify the customer as eligible for collections.

### To choose a customer for collections

On Customer Master Information




Complete the following field:

- Collection Report

| Field | Explanation |
|---|---|
| Collection Report | A code that indicates whether invoices for a particular customer appear for collection. If this field is Y (the default), invoices appear on the collection report after the maximum number of reminders have been sent to the customer and the final collection report is generated. If you enter N in this field, the customer's invoices are not eligible to appear on the collection report. |

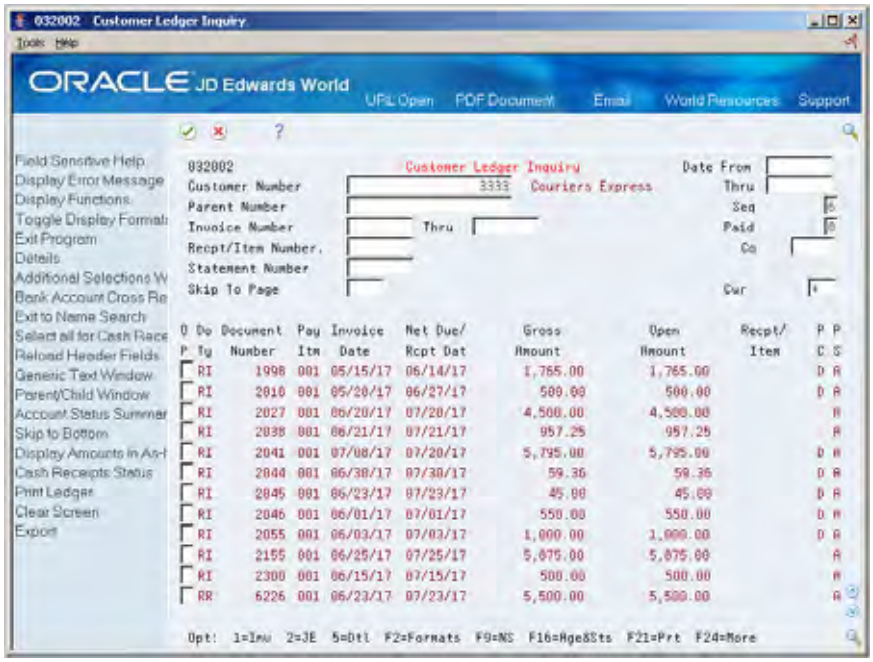
## Choosing an Invoice for Collections

| | |
|---|---|
| | From Accounts Receivable (G03), choose **Customer & Invoice Entry**<br>From Customer & Invoice Entry (G0311), choose **Customer Ledger Inquiry** |

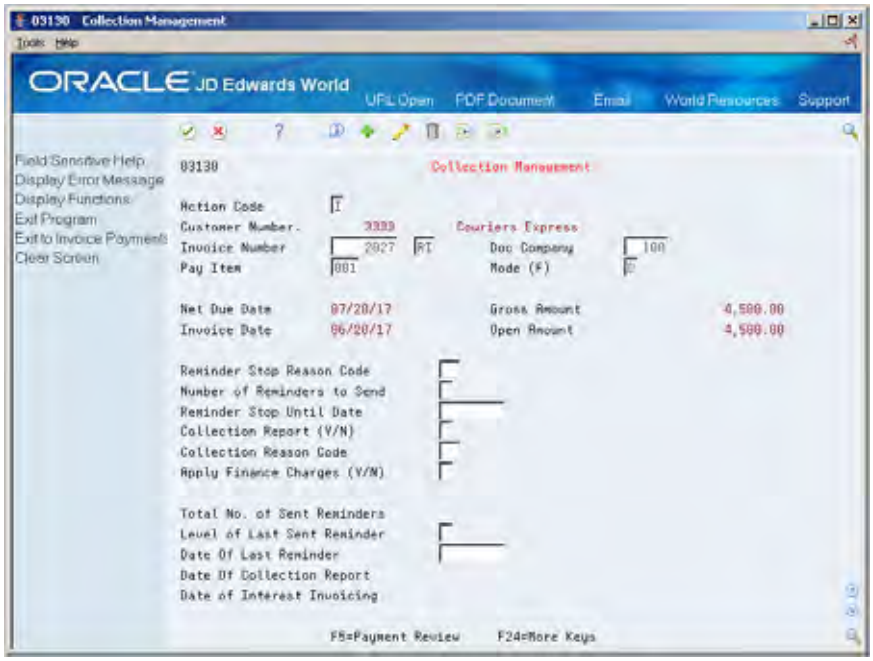
When you determine that an invoice should appear on a collection report to be sent to an outside collections agency, you must identify the invoice.

## To choose an invoice for collections

On Customer Ledger Inquiry




1. Locate the invoice.
2. Choose the Collection Management option (3) next to the appropriate invoice.




3. On Collection Management, complete the following fields:
   - Collection Report

- Collection Reason Code

| Field | Explanation |
|---|---|
| Collection Reason Code | A user defined code (system 03/type CL) that indicates either the reason that the invoice was sent to collections or the particular collection agency responsible for the collection. A code is entered in this field when an invoice is sent to collections. |

# Printing the Reminder Report/Update

From Accounts Receivable (G03), choose **Statement/Reminder Processing**
From Statement/Reminder Processing (G0322), choose **Reminder Report/Update**

Print Payment Reminder Report/Update to show all invoices or customers that you want to assign to a collection agency. This can be run in proof or final mode.

- In proof mode, the report will list all invoices that are overdue with a level of reminder at 4, and no table updates will occur.
- In final mode, the report updates the date sent to collections (field RPCLDJ) in the F0311, and the number of reminders sent to collections (field A5NBCL) in the F0301.

## Before You Begin

- Set the Collection Report field for the customer on Customer Master Information. See *Choosing a Customer for Collections.*
- Set the Collection Report field for the overdue invoice on Collection Management. See *Choosing an Invoice for Collections.*

```
03461                                          A Model Financial Company                      Page No. . .        1
                                                 Reminder Report/Update                       Date - . . .  6/21/17
                                                         FINAL

00001
   . . . . Address . . . .                                                                       No.  Date Of  Col   Date
Number    Name . . . . Document . . .Tran  . . . . . Domestic . . . .  . . . . . Foreign . . . . . .  Of    Last    Rsn    To
Inv Date  Ty      Number    Due Date Curr    Original      Open          Original         Open      Rmdrs Reminder  Cde Collect
--------  --  ------------ -------- ---- ------------- -------------  ------------- ------------- ----- -------- --- --------
   16352  Harmon Industries
01/01/17  RI      6561 001  01/31/17  FRF       862.81      862.81        4,500.00       4,500.00     1  02/01/17     06/21/17
                                          ------------- ----------- -------------- --------------
          Currency Code. . . . . . . .        862.81      862.81        4,500.00       4,500.00


                                          ------------- ----------- -------------- --------------
          Harmon Industries                   862.81      862.81        4,500.00       4,500.00


                                          ------------- ----------- -------------- --------------
          A Model Financial Company           862.81      862.81        4,500.00       4,500.00
```

## What You Should Know About

**Multi-Currency**

This report shows both domestic and foreign gross and open amounts.

**Reminder Report/Update**

Invoices will continue to appear on the Reminder Report/Update unless you do one of the following:

- Set the 'Collections Report' field on Customer Master screen (P01053) to N.
- Set the Collections Report' field on Customer Master screen to N and enter a code in the 'Reminder Stop Reason' field in Collection Management, P03130, for a specific invoice.

### Processing Options

See Reminder Report/Update (P03461).

## Printing the A/R Detail Report with Reminders

| | |
|---|---|
| | From Accounts Receivable (G03), choose Statement/Reminder Processing<br>From Statement/Reminder Processing (G0322), choose A/R Detail w/ Reminders |

A/R Detail with Reminders is a detailed list of open invoices along with payment reminder and collection information.

This report reflects information at the customer level, which is stored in the Customer Master table, and at the invoice level, which is stored in the A/R Ledger table.

```
034202                                                                                                  Page      -           3
A Model Financial Co (Trng)                          Accounts Receivable Detail                         Date      -     4/07/17
                                                                                                         As of    -    07/31/17

Customer Number/Name
. . . . . . Document Reference . . . . . . . . . . . . Balance  . . . . . . . . . . Reminders . . . . . Collection . .    Customer
Comp  Ty  Number       Inv Date  Due Date      Original           Open       RS  RL  Rem Date  RC  Col Date  CC  CR      RM  COL
----- -- --------      --------  --------  ---------------  ---------------  --  --  --------  --  --------  --  --      --  ---

     3001  Centrum Incorporated                                                                                                Y   Y
00001 RI 00000608 000  06/02/17  07/02/17           54.95            54.95  001   4  07/31/17
00001 RR 00000616 000  04/15/17  05/15/17        1,000.00         1,000.00  002   4  07/31/17
00001 RI 00000620 000  05/15/17  06/14/17          250.00           250.00  002   4  07/31/17
00001 RI 00000621 000  05/15/17  06/14/17          550.25           550.25  002   4  07/31/17
00001 RI 00000622 000  05/18/17  06/17/17        2,000.00         2,000.00  002   4  07/31/17
00001 RU 00009001 000  06/01/17  06/01/17           35.00-           35.00- 002   4  07/31/17
00001 RB 00088000 000  06/01/17  06/01/17           40.00            40.00  002   4  07/31/17
                                                 --------------- ---------------
         3001 Centrum Incorporated                 3,860.20         3,860.20

    30013  CustomerTchr                                                                                                        Y   Y
00001 RI 00010013 001  05/01/17  05/31/17        1,225.00         1,225.00  000
00001 RI 00020013 001  05/03/17  06/02/17        1,100.00         1,100.00  000
00001 RI 00030013 001  06/10/17  07/10/17        8,165.00         8,165.00  000
00001 RI 00040013 001  06/11/17  07/11/17        5,000.00         5,000.00  000
00001 RI 00050013 001  06/18/17  07/18/17        1,125.00         1,125.00  000
00001 RI 00070013 001  06/21/17  07/21/17          500.00           500.00  000
00001 RI 00060013 001  06/19/17  07/19/17        1,000.00         1,000.00  000
00001 RI 00080013 001  06/22/17  07/22/17           97.50            97.50  000
00001 RI 00330013 001  06/10/17  07/10/17          350.00           350.00  000
00001 RI 00340013 001  06/12/17  07/12/17          500.00           500.00  000
00001 RI 00350013 001  06/15/17  07/15/17        2,000.00         2,000.00  000
                                                 --------------- ---------------
        30013 CustomerTchr                        21,062.50        21,062.50

    30001  Customer01                                                                                                          Y   Y
00001 RI 00010001 001  05/01/17  05/31/17        1,225.00         1,225.00  000
00001 RI 00020001 001  05/03/17  06/02/17        1,100.00         1,100.00  000
00001 RI 00030001 001  06/10/17  07/10/17        8,165.00         8,165.00  000
00001 RI 00040001 001  06/11/17  07/11/17        5,000.00         5,000.00  000
00001 RI 00050001 001  06/18/17  07/18/17        1,125.00         1,125.00  000
00001 RI 00060001 001  06/19/17  07/19/17        1,000.00         1,000.00  000
00001 RI 00070001 001  06/21/17  07/21/17          500.00           500.00  000
00001 RI 00080001 001  06/22/17  07/22/17           97.50            97.50  000
00001 RI 00340001 001  06/12/17  07/12/17          500.00           500.00  000
00001 RI 00350001 001  06/15/17  07/15/17        2,000.00         2,000.00  000
00001 RI 00330001 001  06/10/17  07/10/17          350.00           350.00  000
                                                 --------------- ---------------
        30001 Customer01                          21,062.50        21,062.50

    30002  Customer02                                                                                                          Y   Y
00001 RI 00010002 001  05/01/17  05/31/17        1,225.00         1,225.00  000
00001 RI 00020002 001  05/03/17  06/02/17        1,100.00         1,100.00  000
00001 RI 00030002 001  06/10/17  07/10/17        8,165.00         8,165.00  000
00001 RI 00040002 001  06/11/17  07/11/17        5,000.00         5,000.00  000
00001 RI 00050002 001  06/18/17  07/18/17        1,125.00         1,125.00  000
00001 RI 00060002 001  06/19/17  07/19/17        1,000.00         1,000.00  000
00001 RI 00070002 001  06/21/17  07/21/17          500.00           500.00  000
00001 RI 00080002 001  06/22/17  07/22/17           97.50            97.50  000
00001 RI 00340002 001  06/12/17  07/12/17          500.00           500.00  000
00001 RI 00350002 001  06/15/17  07/15/17        2,000.00         2,000.00  000
                                                 --------------- ---------------
        30002 Customer02                          21,062.50        21,062.50
```

## Processing Options

See A/R Detail Report with Reminders Info (P034202).

# 13 System Setup

# Overview to System Setup

## Objectives

- To understand how to set up the accounts receivable controls that let you process receivables information

## About System Setup

Before you use the Accounts Receivable system, you need to define certain information that the system will use during processing. This information is used to customize the system for your business needs. For example, you might want to enter the totals for a batch of invoices first and have the system verify the totals after you enter the batch.

System setup consists of:

- Setting up A/R constants
- Setting up payment terms
- Understanding automatic accounting instructions (AAIs)
- Working with AAIs
- Understanding user defined codes
- Setting up user defined codes
- Setting up next numbers
- Setting up customer bank information
- Setting up A/R draft processing

## What Do the A/R Setup Features Do?

| Feature | Description |
|---|---|
| Constants | Establish system basics, such as:<br>▪ Whether the system verifies that the amount and number of documents in a batch of invoices balance to the totals that you enter separately<br>▪ Whether you require management approval of batches of documents before posting<br>▪ How you want the system to create automatic offsets<br>▪ The number of days and the time intervals on your aging reports |
| Payment terms | Identify the various types of payment terms for your customer's invoices, such as net due dates, net with discount, and due upon receipt |
| AAIs | Define accounting information, such as offset accounts and default bank accounts |
| User defined codes | Define customized codes, such as document types and payment statuses, 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 required for lock box processing (automatic receipts) |

# Set Up A/R Constants

## Setting Up A/R Constants

| | |
|---|---|
| | From Accounts receivable (G03), enter 29<br>From Accounts Receivable Setup (G0341), choose Accounts Receivable Constants |

Constants provide a basic framework for how your Accounts Receivable system works, based on your needs.

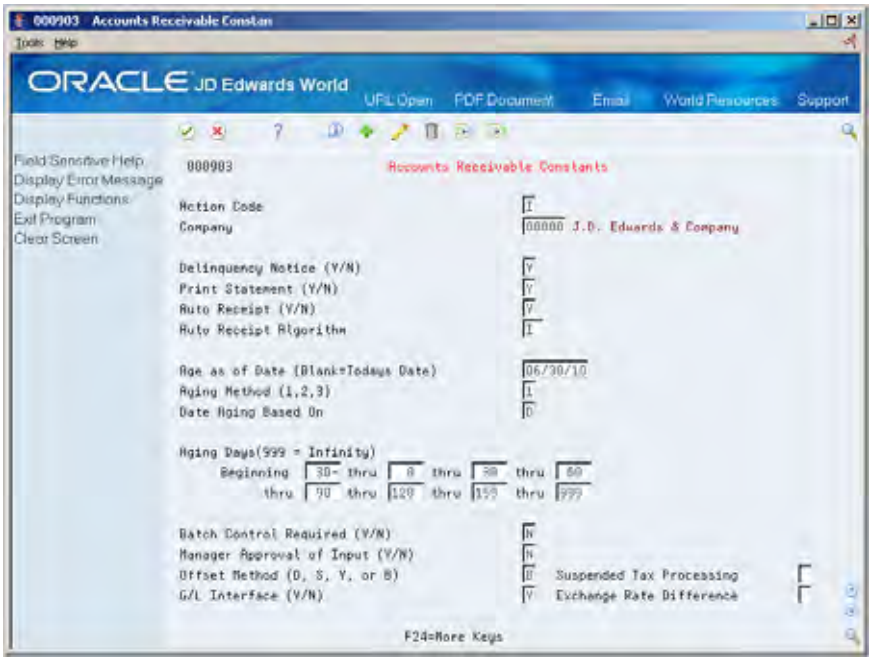
Setting up A/R constants consists of:

- Setting Up the Default Company
- Setting Up A/R Notification Controls
- Setting Up Automatic Receipts Processing
- Setting Up A/R Aging Information
- Setting Up Batch Control for A/R
- Setting Up A/R Batch Approval
- Setting Up the Automatic Offset Method for A/R
- Setting Up the G/L Interface Control for A/R
- Setting Up Suspended Tax Processing for A/R
- Setting Up Exchange Rate difference for A/R

Information about constants is stored in the General Constants table (F0009).

### Before You Begin

- Ensure that only authorized personnel can access your A/R constants.




## Setting Up the Default Company

You must set up company 00000 as a default company to control:

- The company name that appears on the top of all reports
- Default values in the AAIs
- Default reporting periods for information viewed online

Company 00000 does not contain actual accounting activity.

You might need to set up companies that require A/R constants different from the default values you specify for company 00000. You can override the default values when you enter a customer master record.

### To set up the default company

On Accounts Receivable Constants

Change the following field, if necessary:

- Company

## Setting Up A/R Notification Controls

Specify whether a customer is to receive delinquency notices on overdue account balances and whether the system prints invoices or statements. The system uses this information as the default values for the company. You can override it for a customer in the customer master record.

### To set up A/R notification controls

On Accounts Receivable Constants

Change the following fields, if necessary:

- Delinquency Notice
- Print Statements

## Setting Up Automatic Receipts Processing

Specify whether you will receive customer payments on a company basis through automatic receipts processing and how the receipts will be applied. The system uses this information as the default value for the company. You can override it for a customer in the customer master record.

### To set up automatic receipts processing

On Accounts Receivable Constants

Change the following fields, if necessary:

- Auto Receipt
- Auto Receipt Algorithm

## Setting Up A/R Aging Information

You can specify how to age your customer's invoice information. For example, you can set up the "as of" date, the aging method, and the number of days in each time interval to calculate aging information for reports.

### To set up A/R aging information

On Accounts Receivable Constants

Change the following fields, if necessary:

- Age as of Date
- Aging Method
- Date Aging Based On
- Aging Days - Beginning
- Aging Days - Thru

| Field | Explanation |
|---|---|
| Age as of Date | The 'As Of' date or cutoff date used for aging Accounts Receivable invoices. The system compares the 'As Of' date to one of several dates associated with an invoice to determine which aging category the invoice open amount is to be applied to.<br>This date is maintained in the Company Constants table (F0010) and can be set up globally (company 00000) or for a specific company. Processing options are often available to override this date within a specific program. |
| Aging Method (1,2,3) | A code that designates the way aging will be calculated. Valid codes are:<br>1 Aging days<br>2 Fiscal periods<br>3 Calendar |
| Date Aging Based On (I/D/G) | A code that indicates the date used for aging calculations. Valid values are:<br>I Invoice date<br>D Due date<br>G G/L date<br>S Statement date |
| Aging Days - Beginning | Categories that control how delinquent accounts print. Aging categories print on delinquency notices and statements if you set this option. The system uses these categories only when you specify Aging Method 1. |
| Aging Days - Thru | The specified number of days for the Accounts Receivable aging report. |

# Setting Up Batch Control for A/R

You might want to enter the total number of documents (invoices and receipts) within a batch and the total amount of the batch before you actually enter the transactions. You use batch control to verify these totals after you enter the batch.

## To set up batch control for A/R

On Accounts Receivable Constants

Change the following field, if necessary:

- Batch Control Required

| Field | Explanation |
|---|---|
| Batch Control Required (Y / N) | A code that generates automatic verification of the totals entered for each batch. Valid codes are:<br>Y Batch control on. A batch header control form appears when you select invoice entry, receipts entry, or adjustments. You enter the total number of documents and the total amount you expect the batch to contain. When you finish entering each batch, the system displays the difference, if any, between the totals you expected to enter and the totals you actually entered.<br>N Batch control off. |

# Setting Up A/R Batch Approval

You can specify whether management approves each batch of transactions before they are posted.

## To set up A/R batch approval

On Accounts Receivable Constants

Change the following field, if necessary:

- Manager Approval of Input

| Field | Explanation |
|---|---|
| Manager Approval of Input | A code that controls approval of batches for posting. Valid codes are:<br>Y Management approval is required. The system assigns a status code of pending to each batch. You must manually change the status to approved before the system will post the batch to the general ledger.<br>N Management approval is not required. The system automatically sets the batches in an approved status for posting. |

# Setting Up the Automatic Offset Method for A/R

You need to designate the type of offsetting entries that are made to the A/R offset and discount accounts when you post invoices to the general ledger.

## To set up the automatic offset method for A/R

On Accounts Receivable Constants

Change the following field, if necessary:

- Offset Method

| Field | Explanation |
|---|---|
| Offset Method | The method for automatically generating an offset entry when it is posted to the general ledger. Valid codes are:<br>D Create an offset entry for each detail record (gross amount, discount amount, and tax accruals are separate offset entries)<br>S Create a summarized offset for each detail record (gross amount, discount amount and tax accruals are combined into one offset entry)<br>Y Create one offset per document (multiple items)<br>B Create one offset for each batch.<br>The system creates offsets against actual amount and multi-currency ledger types only. |

## Example: Journal Entry Created by Automatic Offset

The following report shows a journal entry that the system created as an automatic offset using the batch method. The system uses the batch number for the document number of the automatic offset, rather than the document number of the transaction as with the other Offset methods.

```
  09801                                                JD Edwards World                                    Page          1
  Batch Type         - I                       General Ledger Post - Invoice Entry                         Date   10/20/18
  Batch Number       -   107945
  Batch Date         - 10/20/18
                                                          Posting Journal

  Post Out of Balance            :
  Create Intercompany Settlements: Y

 Do Document    G/L    Co     Account Description     G/L Account                    . . . . . Amounts . . . . .    LT
Units
 Ty           Date          Explanation                 Subldgr-Ty/Asset Number          Debit         Credit
 -- -------- -------- ----- ------------------------- ---------------------------- --------------  --------------  -- ----
---------
 RI     2084 06/18/17 00100 Contract Sales        USD          210.5030                                    7,012.12- AA
                             Edwards, J.D. & Company

 RI     2085 06/18/17 00100 Contract Sales        USD          210.5030                                    9,319.65- AA
                             Edwards, J.D. & Company

 AE   107945 06/30/17 00100 Trade Accounts Receiv USD          100.1210                  17,524.00                 AA
                             Post Offset by Batc I 00107945

 AE   107945 06/30/17 00100 Sales & Use Tax Payab USD          100.4433                                    1,192.23- AA
                             Post Offset by Batc I 00107945


                                                                                      --------------  --------------
                                                         Batch Total                       17,524.00       17,524.00- AA
```

# Setting Up the G/L Interface Control for A/R

If your A/R system does not interface with the JD Edwards World General Accounting system, you can choose to bypass the verification of the general ledger accounts.

## To set up the G/L interface control for A/R

On Accounts Receivable Constants

Change the following field, if necessary:

- G/L Interface

| Field | Explanation |
|---|---|
| G/L Interface | This flag is set to N if you do not have the JD Edwards World General Ledger system product. Accounts Receivable programs will bypass G/L account verifications and general ledger account updates under the presumption that the G/L system is not active. |

# Setting Up Suspended Tax Processing for A/R

A code that specifies whether the Suspended Tax Processing is active for Accounts Receivables. This code is used at a System level and optionally at a Company level.

## To set up Suspended Tax Processing for A/R

On Accounts Receivable Constants

Change the following field, if necessary

- Suspended Tax Processing

| Field | Explanation |
|---|---|
| Suspended Tax Processing | Valid values at the System level are:<br>Blank Suspended Tax Processing is not active.<br>0 Suspended Tax Processing is not active.<br>1 Suspended Tax processing is active for all invoices.<br>2 Suspended Tax processing is activated at a Company level. Refer to company constants as seen in Company Numbers and Names (P00105) for further indication of whether Suspended Tax processing is active for specific companies and associated invoices.<br>Valid values at the Company level are:<br>Blank Suspended Tax Processing is not active.<br>0 Suspended Tax Processing is not active.<br>1 Suspended Tax processing is active for all invoices.<br>2 Suspended Tax processing is activated at a Tax Area level. Refer to User Defined Code 00/XA for Tax Areas that required Suspended Tax processing. |

# Setting Up Exchange Rate difference for A/R

A code that specifies whether the Exchange Rate Difference processing is active for Accounts Receivables. This code is used at a System level and, optionally, at a Company level.

## To set up Exchange Rate Difference for A/R

On Accounts Receivable Constants

Change the following field, if necessary

- Exchange Rate Difference

| Field | Explanation |
|---|---|
| Exchange Rate Difference | Valid values at the System level are:<br>blank Exchange Rate Difference processing is not active.<br>0 Exchange Rate Difference processing is not active.<br>1 Exchange Rate Difference processing is active for all invoices.<br>2 Exchange Rate Difference processing is activated at a company level. Refer to company constants as seen in Company Numbers and Names (P00105) for further indication of whether Exchange Rate Difference processing is active for specific companies and associated invoices. \|<br>Valid values at the Company level are:<br>blank Exchange Rate Difference processing is not active.<br>0 Exchange Rate Difference processing is not active.<br>1 Exchange Rate Difference processing is active for all invoices |

# Set Up Payment Terms

## Setting Up Payment Terms

| | |
|---|---|
| | From Accounts receivable (G03), enter 29<br>From Accounts Receivable Setup (G0341), choose Payment Terms Revisions |

You can set up codes for various payment terms, which determines the discounts and discount due dates for your invoices. This makes entering your invoices more efficient.

When entering a customer master record, you may specify the payment terms that the customer uses most frequently. Then when you enter an invoice, you can either:

- Accept the default payment terms
- Designate different payment terms

Setting up payment terms consists of:

- Setting Up Net Payment Terms for A/R
- Setting Up Net with Discount Payment Terms for A/R
- Setting Up Proximate Date Payment Terms for A/R
- Setting Up Due Upon Receipt Payment Terms for A/R
- Setting Up Split Payment Terms for A/R

Information about payment terms is stored in the Payment Terms table (F0014).

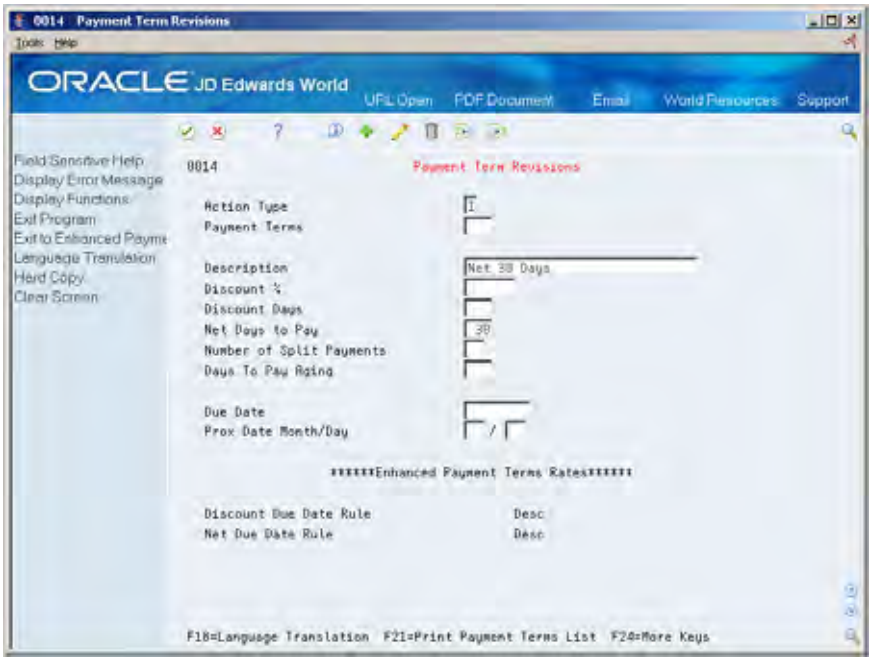
### About Payment Terms Codes

A payment terms code uses a one, two, or three-character combination of the following:

- Alphabetic (A-Z)
- Numeric (1-999)
- Special characters (including blank)

Set up blank codes for the most commonly used payment terms. If you do this, also set up a non-blank code for the same payment terms in case you need to override a customer's payment terms to these terms later

For example, you have a customer with a payment terms code of D (due upon receipt), and you change the terms of the invoice to net 30 days. Because you cannot replace the existing code of D with a blank, you must use a non-blank code, such as N for net 30 days.



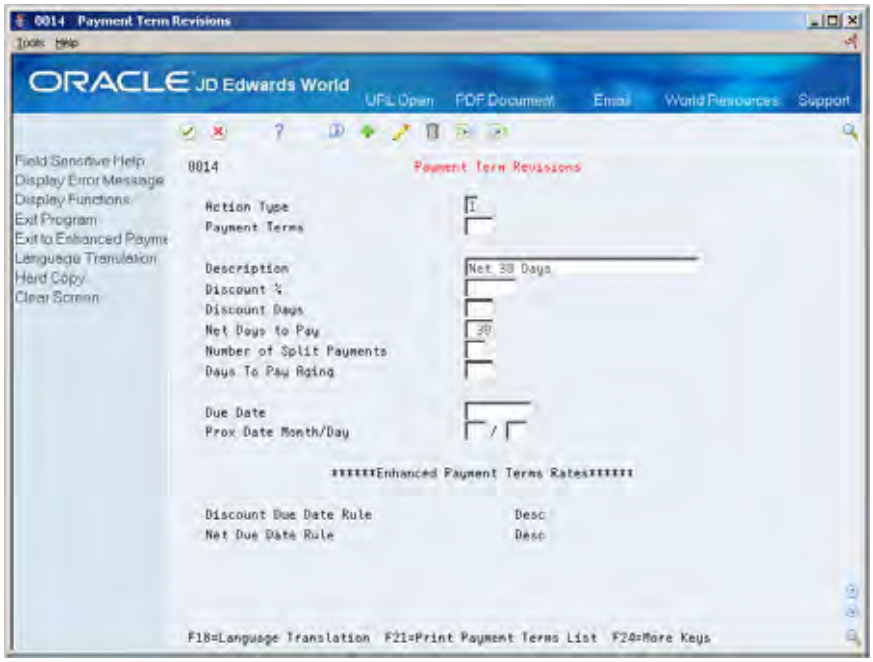

## Setting Up Net Payment Terms for A/R

You might allow a customer a specific number of days to pay an invoice. When you enter an invoice, the system calculates the net due date by adding the number of days to the invoice date.

For example, if the net days to pay is 30, and the invoice date is June 14, the due date is July 14.

## To set up net payment terms for A/R

On Payment Terms Revisions




1. Complete the following fields:
   - Payment Terms
   - Net Days to Pay
2. Complete the following optional field:
   - Description
3. Press Enter.

| Field | Explanation |
|---|---|
| Payment Terms | A code that specifies the terms of payment, including the percentage of discount available if the invoice is paid within a certain amount of time. A blank code usually indicates the most frequently used payment term. You define the specifications for each type of payment term using the Payment Terms Revisions program (P0014). For example:<br>blank Net 15<br>1 1/10 net 30<br>2 2/10 net 30<br>N Net 30<br>P Prox 25th<br>Z Net 90<br>This code prints on customer invoices. |

| Field | Explanation |
|---|---|
| Net Days to Pay | The number of days allowed for payment. This field works in conjunction with the Discount Days field. For example, Payment Terms of 2/10 net 30 indicates that the customer has 10 days to pay and receive a 2% discount, or pay the full amount within 30 days (net 30). Payments after 30 days are delinquent. This is also the number of days after the invoice date when the first split payment is due, if the customer is using that option. |
| Description | The text that describes the payment terms code. You can print this text on the invoice, for example, 2/10, net 30 Prox 25. |

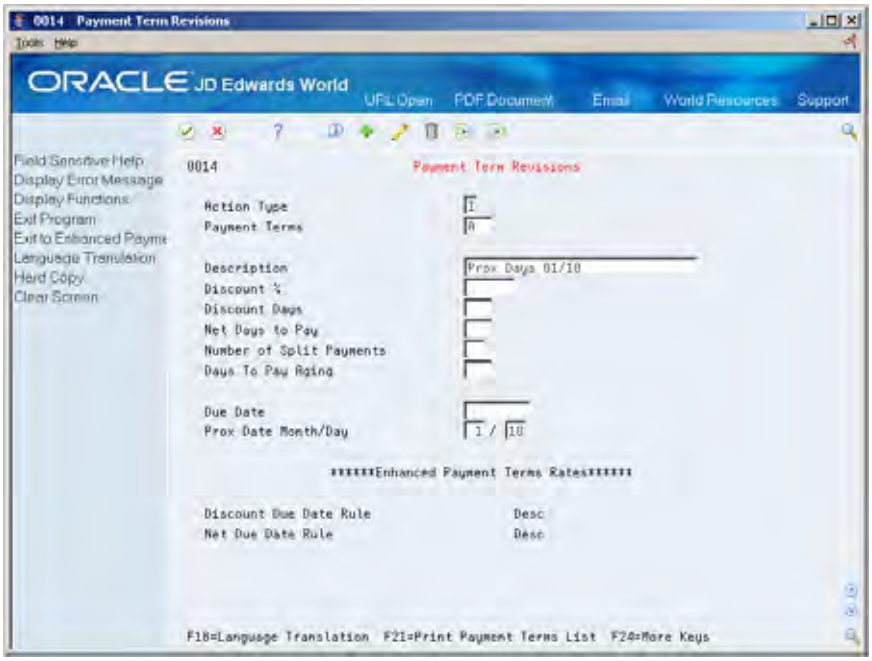
# Setting Up Net with Discount Payment Terms for A/R

To encourage early payment, you might allow a discount if the customer pays an invoice within a certain number of days. The system calculates the discount due date by adding the invoice date to the number of discount days.

For example, if an invoice has a discount of 1%, discount days of 10, and net days to pay of 30, the payment terms allow a 1% discount if the customer pays the invoice within 10 days of the date of the invoice. If the invoice is not paid, the customer has 30 days to pay the net amount.

## To set up net with discount payment terms for A/R

On Payment Terms Revisions



1. Complete the following fields:
   - Payment Terms
   - Discount %
   - Discount Days
   - Net Days to Pay
2. Complete the following optional field:
   - Description
3. Press Enter.

| Field | Explanation |
|---|---|
| Discount Percent | The percent of the total invoice that will be discounted if the invoice is paid within the discount period. This is entered as a decimal, for example, a 2% discount is .02. |
| Discount Days | A number indicating how many days after the invoice date that the discount is available. The system uses this number to compute the discount due date. |

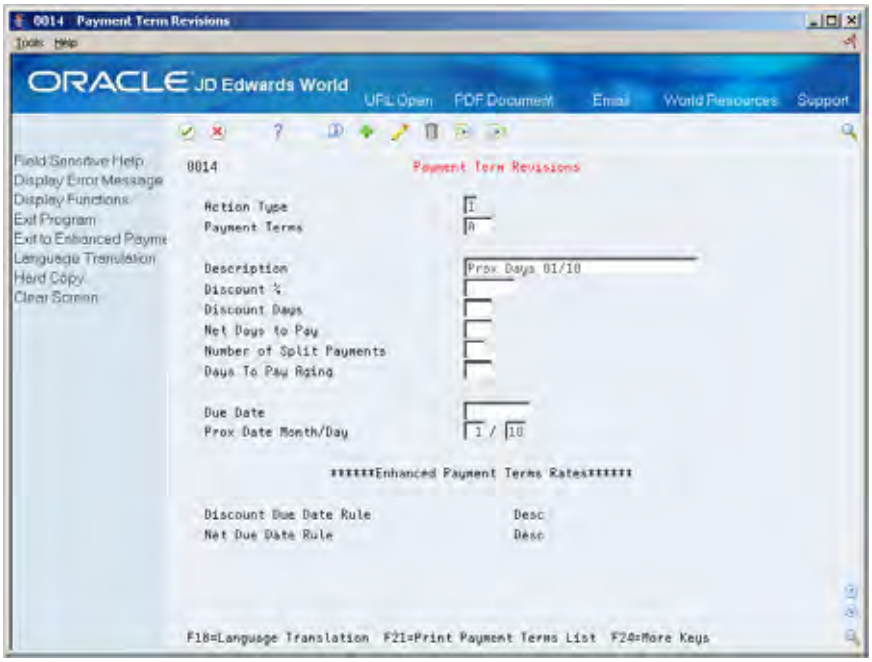
## Setting Up Proximate Date Payment Terms for A/R

You might specify when an invoice is due by indicating the proximate, or subsequent month and day. The system calculates the month that the invoice is due by adding the proximate month to the month of the invoice. The proximate day is the date in that month.

For example, if an invoice date is May 20, the proximate month is 1, and the proximate day is 10, the payment would be due on June 10.

## To set up proximate date payment terms for A/R

On Payment Terms Revisions




1. Complete the following fields:
   - Payment Terms
   - Proximate Date Month
   - Proximate Date Day
2. Complete the following optional field:
   - Description
3. Press Enter.

| Field | Explanation |
|---|---|
| Proximate Date Month | This field represents the month increment of the proximate due date. For example, a proximate date of 01/15 indicates that the payment is due on the 15th of next month. A proximate date of 03/10 means the payment is due three months hence on the 10th. |
| Proximate Date Day | This field represents the day increment of the proximate due date. For example, a proximate date of 01/15 indicates that the payment is due on the 15th of next month. A proximate date of 03/10 means the payment is due three months hence on the 10th. |

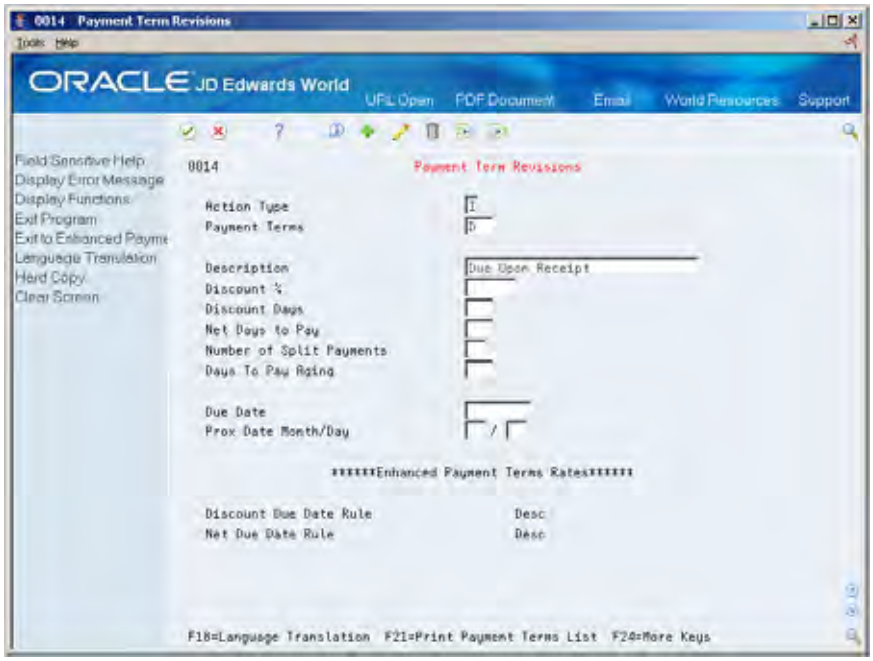
# Setting Up Due Upon Receipt Payment Terms for A/R

You might expect payment from a customer upon receipt of an invoice. For the payment terms of due upon receipt, the system sets the due date equal to the invoice date.

For example, if the invoice date is June 10, the due date is June 10. If no invoice date is specified, the system uses the G/L date.

## To set up due upon receipt payment terms for A/R

On Payment Terms Revisions




1. Complete the following field:
   - Payment Terms
2. Complete the following optional field:
   - Description
3. Leave the following fields blank:
   - Due Date
   - Net Days to Pay
4. Press Enter.

# Setting Up Split Payment Terms for A/R

Instead of a customer paying the entire amount of an invoice, you might arrange for an invoice to be paid with equal, consecutive payments. To do this, set up split

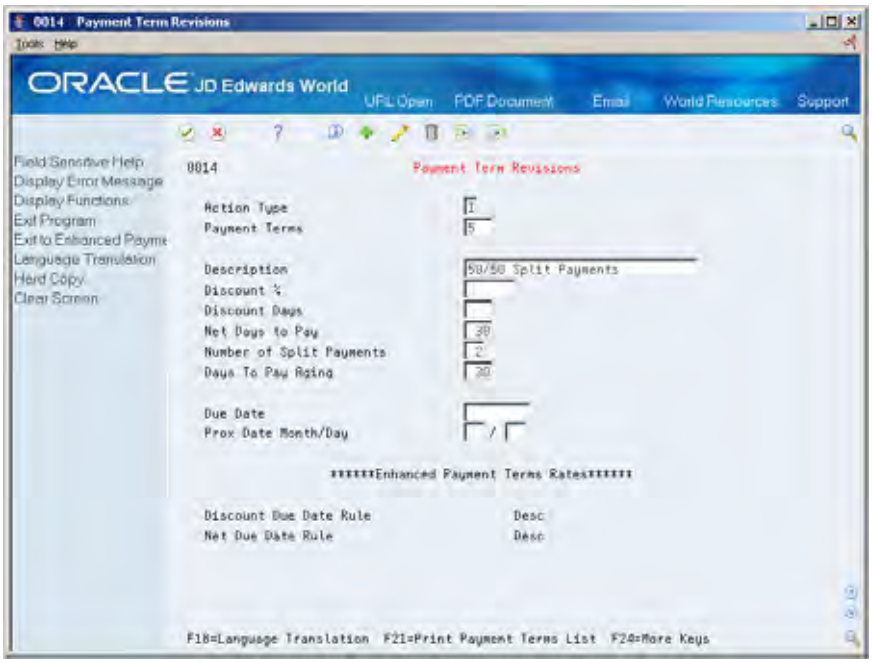
payment terms. You can do this only if the number of days between payments is a constant number, such as 30.

For example, an invoice has a date of July 1, two equal payments are due, and the number of days between payments is 30. In this case, the first payment is due July 31, 30 days from the invoice date. The second payment is due August 30, 30 days from the first payment due date.

If you allow the customer a discount, the entire discount applies to the first pay item.

## To set up split payment terms for A/R

On Payment Terms Revisions




1. Complete the following fields:
   - Payment Terms
   - Net Days to Pay
   - Number of Split Payments
   - Days to Pay Aging
2. Complete the following optional field:
   - Description
3. Press Enter.

| Field | Explanation |
|---|---|
| Number of Split Payments | The number of equal, consecutive payments that the system divides the invoice into. For example, if the payment terms are 1/3, 1/3, 1/3 due in 30, 60, 90 days, respectively, the number of split payments is 3. Days to pay aging, then, is 30.<br><br>You can use split payments only if the number of days between payments is a constant number, such as 30. |
| Days to Pay Aging | The number of days that the system uses to calculate the due date for each payment if you are using split payments. For example, if the payment terms are 1/3, 1/3, 1/3 due in 30, 60, and 90 days, respectively, the number of split payments is 3, and the days to pay aging is 30 (30 days between payments).<br><br>You can use split payments only if the number of days between payments is a constant number, such as 30. |

# Set Up Advanced Payment Terms

## Setting Up Advanced Payment Terms

| | |
|---|---|
| | From Accounts Receivable (G03), enter 29<br>From Accounts Receivable Setup (G0341), choose Payment Terms Revisions |

Payment terms can range from simple to complex depending on the policy of your organization. For example, you might set up a simple payment term such as 1/10, net 30 to encourage early payment. You might also set up a more complex or advanced payment term to allow an invoice or a voucher to be split into multiple payments with a different discount percentage for each payment.

Working with advanced payment terms consists of:

- Setting Up Due Date Rules
- Setting Up Work Day Calendars
- Setting Up Payment Term Codes
- Setting Up Installment Payments
- Working with Payment Terms for Multi-Tiered Discounts

Payment terms provide you with the flexibility to define how the system calculates due dates and discount percentages for your invoices and vouchers. A due date can either be a net due date or a discount due date. Because of the complex and diverse ways of calculating due dates, you can set up due date rules using various components to calculate a due date. For example, you can specify that the system add 10 days to the based on date, which might be the G/L date, when calculating the discount due date of an invoice.

After you set up due date rules for both the net due date and the discount due date, you set up the payment term code. You can specify a due date rule as either a discount due date or a net due date. This enables you to link the rules together with a discount percent to define the:

- Default payment term code for a customer or supplier
- Payment term code of a specific invoice or voucher

The system stores payment term information in the following tables:

- Advanced Payment Terms (F00141)
- Due Date Rules (F00142)
- Due Date Rules Day Range (F00143)
- Installment Payment Terms (F00144)

# Setting Up Due Date Rules

| | |
|---|---|
| | From Accounts Receivable (G03), enter 29<br>From Accounts Receivable Setup (G0341), choose **Payment Terms Revisions**<br>From Payment Terms Revisions (G00141), choose **Due Date Rule Revisions** |

Before you set up specific payment terms, you must define the rules that the system uses to calculate due dates for invoices and vouchers. You can set up as many due date rules as necessary.

A due date rule can consist of any of the following components:

| Component | Description |
|---|---|
| Based on Date | This can be an invoice date, G/L date, a service tax date, and so on. |
| Days to Add | This is the number of days that the system adds to the based on date. |
| Months to Add | This is the number of months that the system adds to the based on date. |
| Fixed Days | This is the same day every month, such as the 10th or 15th of each month. |
| Date Range | This is a range of days that the system uses in conjunction with other components. |
| Work Day Calendar | This is a calendar that you can use to ensure that the due date is on a work day. |
| Work Day Rule | This is a rule that you can use to ensure that if a due date is on a non-work day, the system moves it forward or backward to an actual working day. It also determines whether to count non-work days when calculating the due date. |

By using a combination of these components, you can set up a variety of payment terms. For example, you might set up date rules as follows:

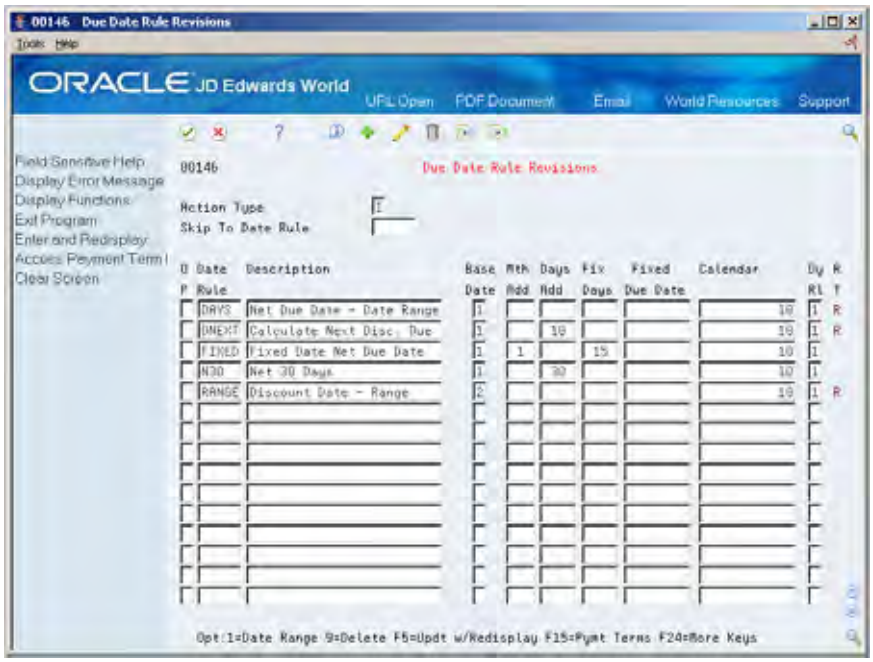
- Use the invoice date as the based on date and add one month. For example, if the date of the invoice is June 25th, the due date is July 25th.
- Use the G/L date as the based on date, and add one month and five days. For example, if the G/L date is June 12th, the due date is July 17th.
- Use the G/L date as the based on date, set up a day range, and specify a number of days to add to the day range and a month to add. For example, if the G/L date is June 2nd, the month to add is 1, and the date ranges are:
  - The 1st through the 10th, add 5 days
  - The 11th through the 31st, use the 31st as the fixed day

  Since the based on date is within the first date range, the system adds five days and one month to the last day in the date range. Therefore, the due date for the

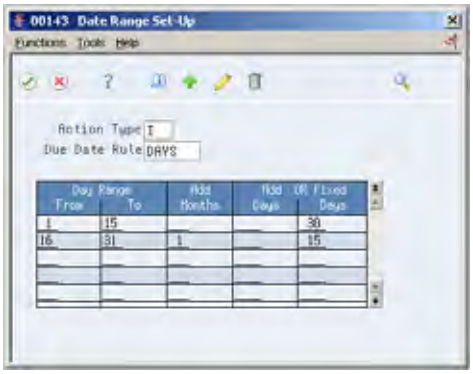
payment is July 15th. This is commonly known as a “swing payment term,” and is most often used in Germany.

## To set up due date rules

On Due Date Rule Revision




1. Complete the following fields:
   - Date Rule
   - Description
2. To define how the system calculates the due date, complete any of the following fields:
   - Based on Date
   - Months to Add
   - Days to Add
   - Fix Days to Use
3. To specify information about a work day calendar, complete the following fields:
   - Calendar
   - Work Day Rule
4. To set up a date range as part of your due date rule, choose the Date Range option next to the rule.




5. On Date Range Setup, complete the following fields:
   - From Day Range
   - To Day Range
6. Complete the following optional fields, and press Enter:
   - Add Months
   - Add Days
   - Fixed Days
7. Choose the Update function to update and redisplay the due date rule.

| Field | Explanation |
|---|---|
| Date Rule | The due date rule that the system uses to determine the installment due date of an invoice. You define due date rules on the Due Date Rule Revisions form. |
| Description | A user defined name or remark. |
| Based on Date | The initial date from which the net due date and discount due date is calculated.<br>**Note:** The based-on date attached to the net due date rule and the discount due date rule is applicable for the first installment only for installment payment terms. Each subsequent installment will use the previously calculated net due date as the basis for calculating the next due date. |
| Mth Add | This field indicates the number of months to add to the based-on date to determine the net due date or the discount due date. |
| Days Add | This field indicates the number of days to add to the based-on date to determine the discount or net due date. |
| Fix Days | This indicates the fixed day which will be used during the date calculation. |
| Calendar | The calendar name to be used in work day calculations. It will be validated against the Work Day table (F0007). |

| Field | Explanation |
|---|---|
| Work Day Rule | A code that controls how the system determines the due date when the due date falls on a non-working day. The work day rule operates in conjunction with the fixed days, add days, and date range.<br>Valid values:<br>blank When calculating the due date, use actual days. Ignore day classifications, such as working day, weekend, and holiday.<br>1 When calculating the due date, omit non-working days. If the due date falls on a non-working day, move the due date forward to the next working day.<br>2 When calculating the due date, use actual days. If the due date falls on a non-working day, move the due date forward to the next working day.<br>3 When calculating the due date, do not omit non-working days. If the due date falls on a non-working day, move the due date back to the last working day. |
| From | This field indicates the lower value of a day range. The allowable values are 1 to 31. This must be lower than the To Day value. |
| To | This field indicates the upper value of a day range. The allowable values are 1 to 31. This must be greater than the From Day value. |

## What You Should Know About

**Date ranges**

If you specify a date range in your due date rule, the system uses the last day in the range in conjunction with the months to add, days to add, or a fixed day. If you do not specify a month to add, days to add, or a fixed day, the system assigns the due date as the last day of the range.

For example, if you set up a date range from the 10th to the 25th of June and you do not specify a fixed day or months / days to add, the due date of the payment is June 25th.

The ranges must not overlap, and they must include a full month (days 1 through the 31st).

Additionally, when you set up a date range, you cannot specify both the number of days to add and a fixed days number. However, you can specify the number of months to add along with the number of days to add or the fixed days.

The system adds the days to add, months to add, and fixed days to the last day in the range on the Due Date Rule Revision form. To determine the date range, the system adds the days to add, months to add, and fixed days to the based on date.

### See Also

- *Setting Up Work Day Calendars (P00071)*

## Setting Up Work Day Calendars

| | |
|---|---|
| | From Accounts Receivable (G03), enter 29<br>From Accounts Receivable Setup (G0341), choose Payment Terms Revisions<br>From Payment Terms Revisions (G00141), choose Work Day Calendar |

When setting up due date rules for your payment terms, you can set up workday calendars. These calendars enable you to specify the actual work days, weekends, holidays, and so on of your organization. You can set up multiple calendars and reference the name of one in the due date rule.

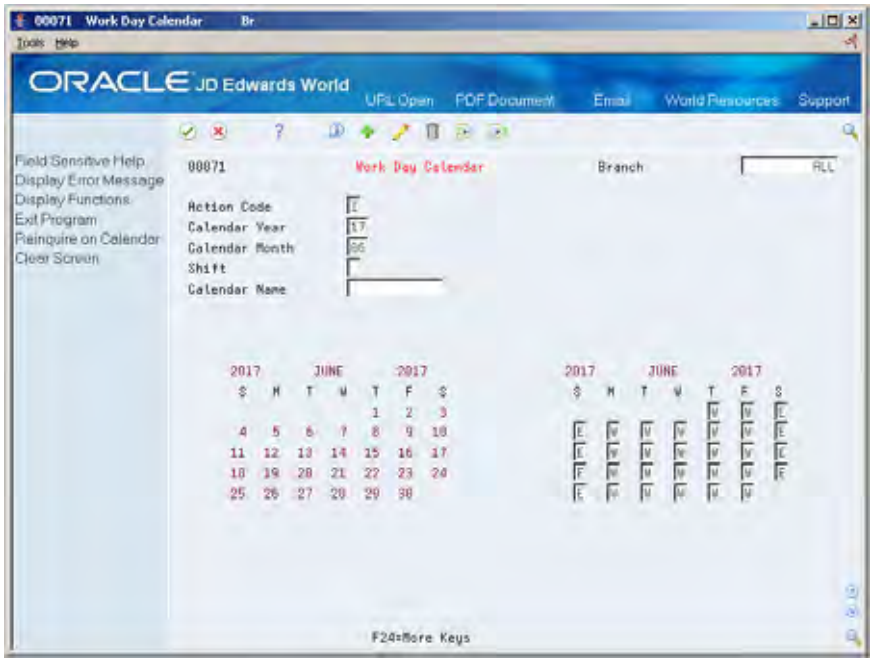
After you set up a work day calendar, you specify which action to take if the system calculates the due date on a non-work day. You do this on the Due Date Rule Revisions form. For example, you can instruct the system to:

- Ignore non-work days when counting the days to calculate the due date and not allow the due date to occur on a non-work day.
- Use the work day after the calculated due date as the due date. For example, if the calculated due date occurs on the weekend, the system moves it to the following Monday.
- Use the work day before the calculated due date as the due date. For example, if the calculated due date falls on the weekend, the system moves it to the previous Friday.

If you specify a work day rule, you can adjust the payment's due date to correspond with your working days. For example, you can prevent unintended "grace periods" that might occur if the due date falls on a Saturday and your business is closed. In addition, you can specify that the payment is due in 30 working days instead of 30 calendar days.

### To set up work day calendars

On Work Day Calendar




1. Complete the following fields:
   - Branch
   - Calendar Year
   - Calendar Month

   The calendar for the month and year displays twice. The left portion of the form shows the numerical days, and the right portion of the form shows the workdays and non-workdays.

2. In the right portion of the form, change the default values as necessary for each day of the week.

## What You Should Know About

**Specifying the type of day**

Some examples of the type of day you can specify on the calendar are as follows:

| | |
|---|---|
| W | Workday |
| E | Weekend |
| H | Holiday |
| S | Shut-down |

**The Work Day Calendar program (P00071)**

The Work Day Calendar program is a Manufacturing program. On the Work Day Calendar form, the Branch field does not refer to a Branch / Plant (business unit). Instead, it refers to the name that you assign to the work day calendar for your due date rules.

Therefore, when you set up a work day calendar, the system accesses it from the Work Day Calendar table (F0007), not the Business Unit table (F0006).

## See Also

- *Setting Up Due Date Rules (P00146)* for information about specifying work day rules

# Setting Up Payment Term Codes

| | |
|---|---|
| | From Accounts Receivable (G03), enter 29<br>From Accounts Receivable Setup (G0341), choose Payment Terms Revisions<br>From Payment Terms Revisions (G00141), choose Advanced Payment Terms |

You can set up codes for various payment terms, which determines the net due dates, discounts, and discount due dates for your invoices and vouchers. This makes entering invoices and vouchers more efficient.

When you enter a customer or supplier record, you specify the payment term code that the customer or supplier uses most frequently. Then, when you enter the invoice or voucher, you can either:

- Accept the default payment term code
- Designate a different payment term code

## Payment Term Codes

When you set up a payment term code, you can use a one-, two- or three-character combination of the following:

- Alphabetic (A - Z)
- Numeric (1 - 999)
- Special characters (including blank)

You should set up a blank code for the most commonly used payment terms. If you do this, you must also set up a non-blank code for the same payment terms in case you need to change a supplier's payment terms later.

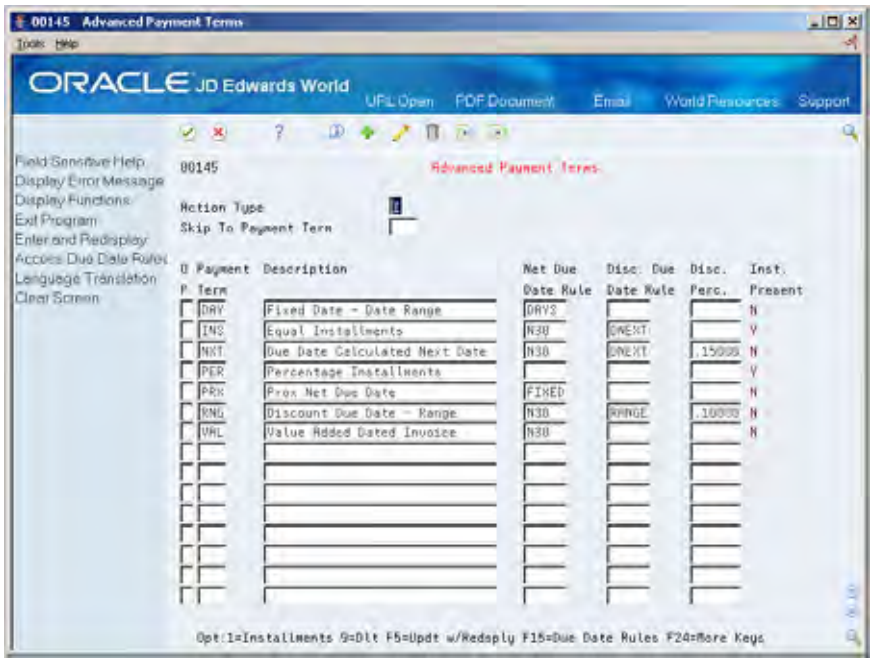
For example, you have a supplier with a payment terms code of D (due upon receipt). The supplier changes the terms to net 30 days, which is set up as a blank code. Because you cannot replace the existing code of D with a blank, you must use a non-blank code, such as N for net 30 days.

## Before You Begin

- Set up the necessary due date rules that the system uses to calculate net due dates and discount due dates. This enables the system to link the rule to a specific payment term. See *Setting Up Due Date Rules.*

### To set up payment term codes

On Advanced Payment Terms




1. Complete the following fields:
   - Payment Term
   - Description (optional)
2. To attach a due date rule to the payment term, complete the following fields:
   - Net Due Date Rule
   - Discount Due Date Rule
3. To specify a discount percentage for the invoice, complete the following field:
   - Discount Percentage

| Field | Explanation |
|---|---|
| Payment Term | A code that specifies the terms of payment, including the percentage of discount available if the invoice is paid within a certain amount of time. A blank code usually indicates the most frequently used payment term. You define the specifications for each type of payment term on the Payment Terms Revisions form. For example:<br>blank Net 15<br>1 1/10 net 30<br>2 2/10 net 30<br>N Net 30<br>P Fixed day of 25th<br>Z Net 90<br>This code prints on customer invoices. |
| Description | The text that describes the payment terms code. You can print this text on the invoice, for example, 2/10, net 30, fixed day 25. |
| Net Due Date Rule | The due date rule that the system uses to calculate the net due date of an invoice installment. You define net due date rules on the Due Date Rules Revisions form. |
| Disc. Due Date Rule | The due date rule that the system uses to calculate the discount due date of an invoice. This is similar to a discount due date payment term. You define the discount due date rule on the Due Date Rules Revisions form. |
| Disc Percent | The percent of the total invoice that will be discounted if the invoice is paid within the discount period. This is entered as a decimal, for example, a 2% discount is .02. |

## Setting Up Installment Payments

From Accounts Receivable (G03), enter 29
From Accounts Receivable Setup (G0341), choose Payment Terms Revisions
From Payment Terms Revisions (G00141), choose Installment Payment Revisions

Instead of a customer or you paying all of an invoice or voucher at one time, you can arrange installment payments. You can set up installment payment terms to pay an invoice or voucher with multiple payments over a specified period of time.

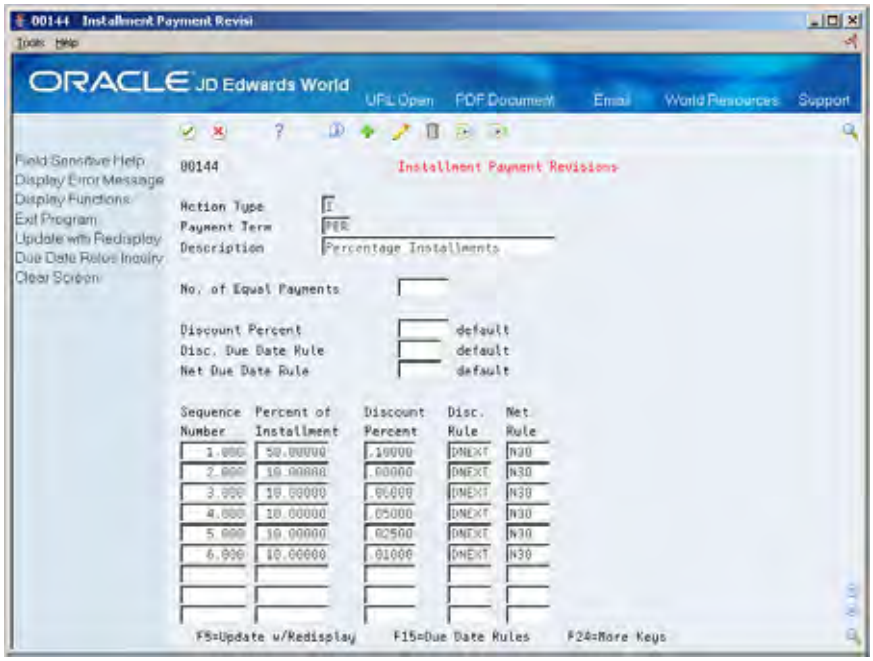
When you set up installment payment terms, you can set up equal payments or unequal payments with different percentages. You can also specify a different discount percent for each installment. The system calculates the due date of each installment based on the due date rule you assign to it.

The following describes two examples of installment payment terms:

| Term | Description |
|---|---|
| Equal payments with a discount due date | You might set up five equal payments. Each payment includes a ten percent discount if paid within the discount period that you defined in the discount due date rule.<br>The actual due date of the payment depends on the net due date rule that you set up. |
| Unequal payments with a discount due date | You might set up six payments. Five of the payments might be 15 percent of the invoice amount, and the sixth payment is 25 percent. Each payment might also include a five percent discount if paid within the discount period that you defined in the discount due date rule.<br>The actual due date of the payment depends on the net due date rule that you set up. |

## To set up installment payments

On Installment Payment Revisions




1. Complete the following fields:
   - Payment Terms
   - Description (optional)
2. To set up equal installment payments with the same due date rules, complete the following fields in the header area:
   - Number of Equal Payments
   - Discount Percent

- Discount Due Date Rule
- Net Due Date Rule

3. To set up unequal installment payments or to apply different due date rules, complete the following fields for each installment in the detail area:
   - Sequence Number
   - Percent of Installment
   - Discount Percent
   - Discount Due Date Rule
   - Net Due Date Rule

| Field | Explanation |
|---|---|
| No. of Equal Payments | This field indicates the number of equal installments to be initially generated by the system. Using default values, the system uses this fast path method to create equal installments. |
| Discount Percent | The default value for the percent of the total invoice that will be discounted if the invoice is paid within the discount period. This is entered as a decimal, for example, a 2% discount is .02.<br>**Note:** This field is only available the first time that installments are entered for a payment term. It is the value which will initially be replicated for the generated installments. |
| Disc. Due Date Rule | The default value of the discount due date rule that the system uses when generating equal installments.<br>**Note:** This field is only available for use when first generating new equal installments for a payment term. |
| Net Due Date Rule | The default value for the Net Due Date rule when generating equal installments.<br>**Note:** This field is only available for use when first generating new equal installments for a payment term. |
| Sequence Number | A number used to organize the table into a logical group for online viewing and reporting. |
| Percent of Installment | The percentage of the invoice that is going to be split to generate one installment. The total of all installments must add up to 100.00 % of the invoice total amount. This is different than the split payment concept where the split is a fixed percent. Here you create installments using variable percentages. If the percent of the installment is 20%, you enter it as 20. |
| Discount Percent | The percent of the total invoice that will be discounted if the invoice is paid within the discount period. This is entered as a decimal, for example, a 2% discount is .02. |

## What You Should Know About

**Verifying installment payments**

To verify that installment payments are attached to the appropriate payment term, locate the payment term on Advanced Payment Term Revisions and choose the Update function.

# Working with Payment Terms for Multi-Tiered Discounts

You can set up payment terms that allow for multiple discount percentages. For example, you might set up a payment term that allows your customer to receive a 20 percent discount on their invoice if they remit payment within 10 days, a 10 percent discount if the invoice is paid within 20 days, and no discount with the full amount due in 30 days.

After you set up payment terms for multi-tiered discounts, you can assign the payment terms to the applicable vouchers or invoices. You run the multi-tiered batch update program to recalculate the discount available for your vouchers or invoices based on the number of days that have passed and the current tier.

For example, you might set up a multi-tiered payment term for which the first tier is 30 percent for 10 days and the second tier is 20 percent for 20 days. You assign the payment term to an invoice. When the invoice is 11 days old and you run the multi-tiered batch update program, the system replaces the discount amount at 30 percent with the discount amount at 20 percent. The discount due date becomes 20 days from the date of the invoice.

Working with payment terms for multi-tiered discounts consists of:

- Setting up a multi-tiered due date rule
- Updating the discount available for multi-tiered terms

## Before You Begin

- Set up or choose a net due date rule for multi-tiered discounts. The net date rule cannot be multi-tiered.
- Set up a payment term code for multi-tiered discounts

## Setting Up a Multi-Tiered Due Date Rule

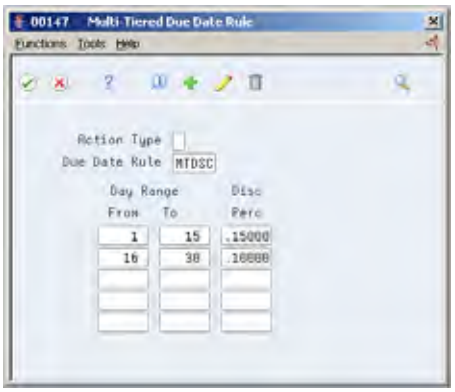
| | |
|---|---|
| | From Accounts Receivable (G03), enter 29<br>From Accounts Receivable Setup (G0341), choose Payment Terms Revisions<br>From Payment Terms Revisions (G00141), choose Due Date Rule Revisions |

Set up multi-tiered due date rules for payment terms that allow multiple discount percentages.

## To set up a multi-tiered due date rule

On Due Date Rule Revisions

1. Complete the following fields:
   - Date Rule
   - Description
2. To define how the system calculates the due date, complete any of the following fields:
   - Based on Date
   - Months to Add
   - Days to Add
   - Fix Days to Use
3. To specify information about a work day calendar, complete the following fields:
   - Calendar
   - Work Day Rule
4. Choose the Add Multi-Tiered Information option.




5. On Multi-Tiered Due Date Rule, complete the following fields:
   - Day Range From
   - Day Range To
   - Discount Percent

| Field | Explanation |
|---|---|
| From Day | Enter the from day value for the first tier. This must be equal to 1 as it is the first tier. |
| To Day | Enter the day value for the end day of the first tier. This must be greater than the from day value for this tier. There must be no overlaps and no gaps. |

| Field | Explanation |
|---|---|
| Discount % - Payment Terms | The percent of the total invoice that will be discounted if the invoice is paid within the discount period specified by the first tier. This is entered as a decimal, for example, a 2% discount is .02. |

## What You Should Know About

**Date ranges**

Multi-tiered due date rules cannot include date ranges. You can set up a date rule with a range or a tier, but not both.

## Updating the Discount Available for Multi-Tiered Terms

From Accounts Receivable (G03), enter 29
From Accounts Receivable Setup (G0341), choose Payment Terms Revisions
From Payment Terms Revisions (G00141), choose Update A/R Invoices or Update A/P Vouchers

To update the discount available for invoices and vouchers that you assign multi-tiered discount payment terms, you run the multi-tiered batch update programs. The update programs recalculate the discount available for your vouchers or invoices.

When you update the discount available for multi-tiered terms, the system verifies the date of the invoice or voucher to determine whether the document has crossed a tier defined in the date rules for the assigned payment term. If it has, the system recalculates the available discount based on the number of days that have passed and the current tier.

## Processing Options

See Batch Update for Multi-Tiered A / P (P005141).

See Batch Update for Multi-Tiered A / R (P005142).

# Understand Automatic Accounting Instructions

## About Automatic Accounting Instructions

Automatic accounting instructions (AAIs) define the relationships between your day-to-day accounting functions and your chart of accounts. Each system that interfaces with the JD Edwards World General Accounting system has AAIs.

The system uses a company and AAI item combination to determine which account to use. For example, AAIs tell the system which A/R asset account to debit when posting invoices or which bank account to debit when posting receipts.

Information about AAIs is stored in the Automatic Accounting Instructions Master table (F0012).

## About AAI Naming Conventions for A/R

AAI items for accounts receivable always start with the letter R. For example, RC is the receivables class account and RB is the receivables bank account.

The name of an AAI item, such as RC, is hard coded. Each AAI item has account codes consisting of a business unit, object, and subsidiary, which are mapped to your chart of accounts.

Some AAI items can have one of the following user defined suffixes for more flexibility:

- x suffix
- y suffix
- z suffix

### Why Are AAI Suffixes Used?

The *x* suffix indicates a currency code. Some AAIs have a suffix of xxx to accommodate three-character currency codes. Use these AAIs to set up multiple AAI types for each company.

The *y* suffix indicates a G/L class code. Some AAIs have a suffix of yyyy to accommodate one- to four-character codes. For example, the object account for notes receivable (A/R class NOTE) can be different from the one for trade accounts receivable (A/R class TRAD).

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

The *z* suffix indicates a payment term code for the discount AAI item RKD only.

The following example using AAI item RC illustrates how AAIs can be set up for the default (company 00000), company specific and with G/L Class and currency codes.

| Item | Description | Co | BU | Obj | Sub | Seq No. |
|---|---|---|---|---|---|---|
| RC (RC___) | Default Receivables Class | 00000 | | 1210 | | 3.110 |
| RC (RC___) | Company 200-specific Receivables Class | 200 | 200 | 1210 | | 3.110 |
| RCNOTE (RCyyyy) | Default Notes Receivables Class Code | 00000 | 100 | 1210 | | 3.110 |
| RCNOTE (RCyyyy) | Company 200-specific Receivables Class | 200 | 200 | 1210 | | 3.110 |
| RCUSD (RCxxx) | Company-specific Currency Class | 70 | 70 | 1210 | | 3.110 |

The following lists the AAIs available in the Accounts Receivable system.

| AAI | Description |
|---|---|
| RBxxx | Default bank account (setup required) |
| RCyyyy or RCxxx | A/R Offset (setup required) |
| RP | Credit note reimbursements (setup required if creating credit note reimbursements) |
| RCUC or RCyyyy | Unapplied receipts (setup required if using unapplied receipts). The default G/L Class is UC; alternate classes (offsets) are optional and only apply when used in conjunction with the Unapplied Cash Offset field on transactions. |
| RAxxx | Adjustments (setup required for each adjustment reason code) |
| RKD | Discounts taken (setup required if allowing discounts) |
| RFC | Finance charge income (setup required if assessing finance or interest charges) |
| RFD | Finance charge receivable (setup required if assessing finance or interest charges) |
| RTyyyy | Receivables tax (setup required is using taxes) |
| RGxxx | Gain on foreign currency (setup required if using multiple currencies) |

| AAI | Description |
|---|---|
| RLxxx | Loss on foreign currency (setup required if using multiple currencies) |
| RWxxx | Unrealized loss on foreign currency (setup required if using multiple currencies) |
| RRyyyy or RRxxx | Unrealized gain/loss offset on foreign currency receipts (required if using multiple currencies) |
| RD | Drafts receivable (required if using drafts) |
| RVxxx | Unrealized gain on foreign currency (required if using multiple currencies) |
| NC | The A/R Netting suspense account that is used to determine the G/L distribution account for invoices created through the Netting process. |

## Additional Information

### AR Offset Account - Item RC

This AAI can be set up for use with a G/L offset or without. The G/L offset field is a four-character alphanumeric field that can be established in the Customer Master file (F0301) to be populated in the AR Ledger file (F0311). If the G/L offset has a value, a corresponding AAI for item RCyyyy (where yyyy = value in G/L offset field) must exist. You can establish RCyyyy for a specific company or for company 00000 only. If the AAI RCyyyy has not been set up at the time the invoice is entered (or processed, if using Batch Invoice Processing), the system will return an error.

If the Customer Master or Invoice does not have a value in the G/L offset field, the AAI item for RC is used. This can be established for each company or for company 00000.

The minimum account requirement for this AAI is Object Account. If the Business Unit field is left blank, the system will link the business unit for the invoice transaction with the Object (or Object/Subsidiary) entered in the AAI item to use as the offset account. If this account does not exist in the Account Master (F0901) file, an error will be returned at the time the invoice is entered or processed.

### A/R Bank Account – Item RB

If multi-currency is used, the program searches for an AAI for the specific company for RBxxx (where xxx is equal to the currency code entered on the invoice). If a company specific AAI does not exist, the program searches for the AAI for RBxxx for company 00000. If this AAI does not exist, the system searches the G/L offset field to see if a value exists.

There must be a value in the G/L offset field and both RCyyyy and RByyyy (where yyyy = value in the offset field) must be set up for the system to use RByyyy. If

RByyyy exists, but RCyyyy does not exist, the system will return an error at the time the invoice is entered or processed.

### Credit Note Reimbursement – Item RP

The AAI item RP defines the suspense account used for credit note reimbursements. The system creates a credit note reimbursement when you reclassify a credit amount in the Accounts Receivable system, such as a credit memo or unapplied receipts to an open voucher in the Accounts Payable system.

Set up the default AAI item for company 00000 for all companies using the same suspense account or specific AAIs for a company with a different suspense account.

### Unapplied Cash – Item RCUC or RCyyyy

The AAI item RCUC, where 'UC' G/L Class code, defines the default asset account used for automatic offsets created when you post an unapplied receipt to a specific customer's account and not to an invoice. You may define and use alternate asset accounts for unapplied cash by setting up item RCyyyy, where yyyy represents your own g/l class code (offset). AAI item RCyyyy will only be used if the Unapplied Cash Offset field on the receipt transaction has the corresponding class code. If this field is blank on the transaction, item RCUC will be used.

Set up the default AAI item for company 00000 for all companies using the same A/R asset account or specific AAIs for a company with a different A/R asset account.

### Adjustments – Item RA

The AAI item RAxx defines the expense accounts used for adjustments. The xx characters represent the user-defined code for adjustment reasons, such as BD for bad debt. These reason codes are then used on the receipts entry screen for adjustments. They are located in the fold (F4) on this screen.

Set up the default AAI item for company 00000 for all companies using the same expense account or specific AAIs for a company with a different expense account.

### Discounts Taken – Item RKD

The AAI item RKD defines the expense accounts for discounts taken. The system uses this AAI for automatic offsets created when you post discounts taken and recorded for receipts. Discounts are recognized when you post receipts to the general ledger.

Set up the default AAI item for company 00000 for all companies using the same discount taken account or specific AAIs for a company with a different discount taken account.

You may also set up a discount taken AAI item specific to a payment term code, both company specific and/or for company 00000. This is similar to AAI items that use G/L offsets or currency codes in the hierarchy. For example, you may set up RKDzzz where zzz is equal to the payment term code. The system will look first for

item RKD company specific, then RKDzzz company specific; if no items are found it does the same search for company 00000.

### Finance Charge Income and Receivable - Item RFC and RFD

Finance charges and interest invoices use two AAIs to recognize the revenue and receivables:

- RFC-Defines the revenue accounts to credit when you assess finance charges or interest charges.
- RFD-Defines the receivables accounts to debit when you assess finance or interest charges.

The system debits and credits these accounts when you post the invoice.

Set up default AAI items RFC and RFD for company 00000. You must set up specific AAI items RFC and RFD for each company assessing different finance or interest charges.

### Receivables Tax- Item RT or RTyyyy

The Tax Rates & Areas program allows you to assign a G/L Offset to a tax authority. The code you enter in this field identifies an AAI item. The AAI, in turn, identifies a tax account in the chart of accounts. For each G/L offset you assign to a Tax Rates/Area, you must also set up an associated AAI and the g/l tax account.

You can set up new accounts in the chart of accounts either before or after you set up the AAIs.

The prefix for Receivables Tax is RT. The G/L Class code may be up to four characters and correspond to the G/L offset field in the Tax Rates & Areas for specific tax rates. For example, you could have an AAI named RTVATB. The system prefix is RT and VATB is the class code you entered in the G/L Off field on the Tax Rates & Areas.

For A/R, depending on which tax explanation code you specify, the system can use different AAIs and post differently. In other words, the system tries to find an AAI based on the tax explanation code.

See the *Tax Reference Guide* for further information.

### Realized Gains and Losses – Items RG and RL

You should set up two AAIs so that the system can handle your realized gains and losses:

- RGxxx (realized gain)
- RLxxx (realized loss)

The following applies to AAI items RG and RL for receipts with multiple currencies:

- Defines the account the system uses to track foreign currency gains
- Creates the gain when you enter the receipt
- Are available by company and currency

- Represents the currency code using xxx (optional)

Set up default item RG and RL for company 00000 and specific AAI items RG and RL for the company.

### Unrealized Gains and Losses – Items RV, RW, and RR

You must set up the following AAIs so that the system can handle the automatic entries for unrealized gains and losses:

- RVxxx (unrealized gain)
- RWxxx (unrealized loss)
- RRyyy (offsets)

The following applies to AAI items RVxxx and RWxxx for accounts receivable:

- Create reversing entries for unrealized gains or losses on open items due to changes in the exchange rates since the original entry was made
- Determine the offset account to use when creating unrealized gains by the following hierarchy:
  1. RVxxx (for specific company where xxx is the currency code)
  2. RVxxx (for company 00000)
  3. RV (for specific company)
  4. RV (for company 00000)

To create a reversing (offsetting) journal entry, AAI item RR is used.

Set up default AAI items for company 00000 or specific AAIs for a company.

### Drafts Receivable – Item RD

There are three AAIs you need to set up for draft processing:

- RD1x- When you accept a draft, you debit a drafts receivable account and credit the original accounts receivable account. RD1x defines the drafts receivable account to automatically debit when you enter draft receipts on the Enter Drafts screens. When drafts are remitted, this account is credited. You can override this account when you enter drafts.
- RD2x- When you remit drafts to your bank on the draft due date, you debit a drafts remitted account and credit the drafts receivable account (which RD1x defines). RD2x defines the drafts remitted account to automatically debit when you remit drafts using the Paper or Magnetic Draft Remittance program. When cash is recognized, this account is credited. You can override this account using processing option 4 (paper) and 9 (magnetic) during draft remittance.
- RD3x- When you request payment on your draft before the due date, you debit a drafts remitted for discount account and credit the drafts receivable account (which RD1x defines). RD3x defines the drafts remitted for discount account to automatically debit when you remit drafts using the Paper or Magnetic Draft Remittance program. When cash is recognized, this account is credited. You can

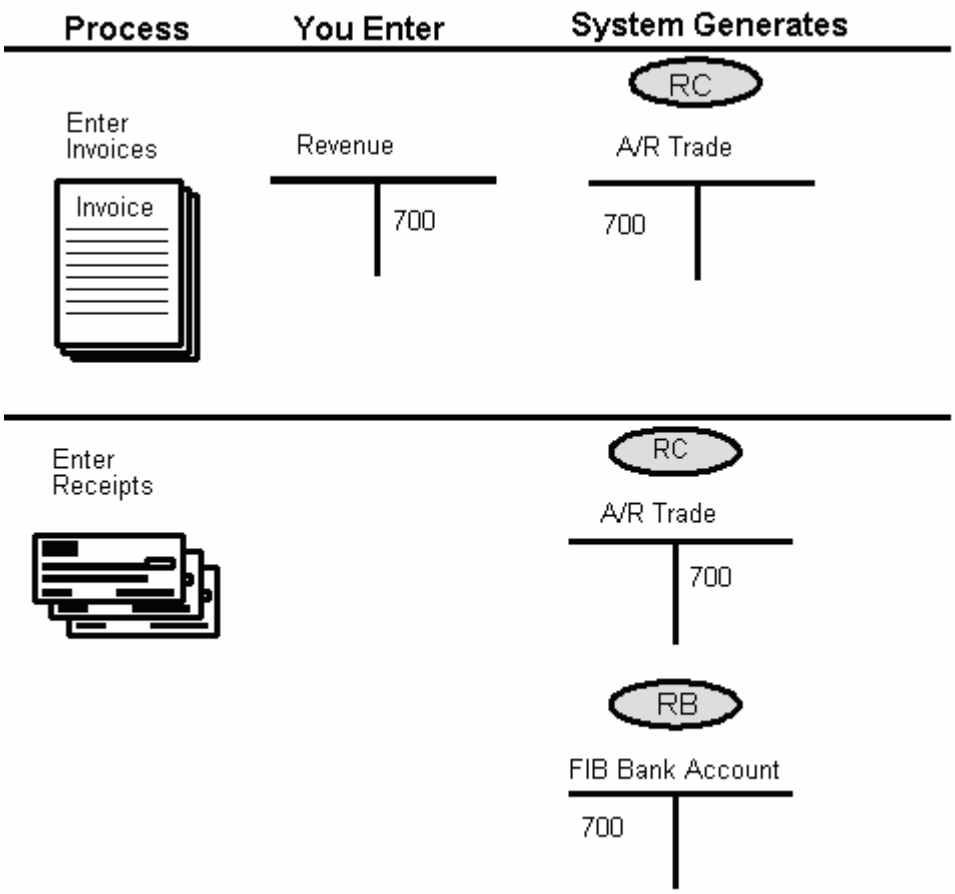
override this account using processing option 4 (paper) or 9 (magnetic) during draft remittance.

After the bank collects the draft, the system debits a cash account and credits either the RD2x or RD3x account, depending on which you used.

### A/R Netting – Item NC

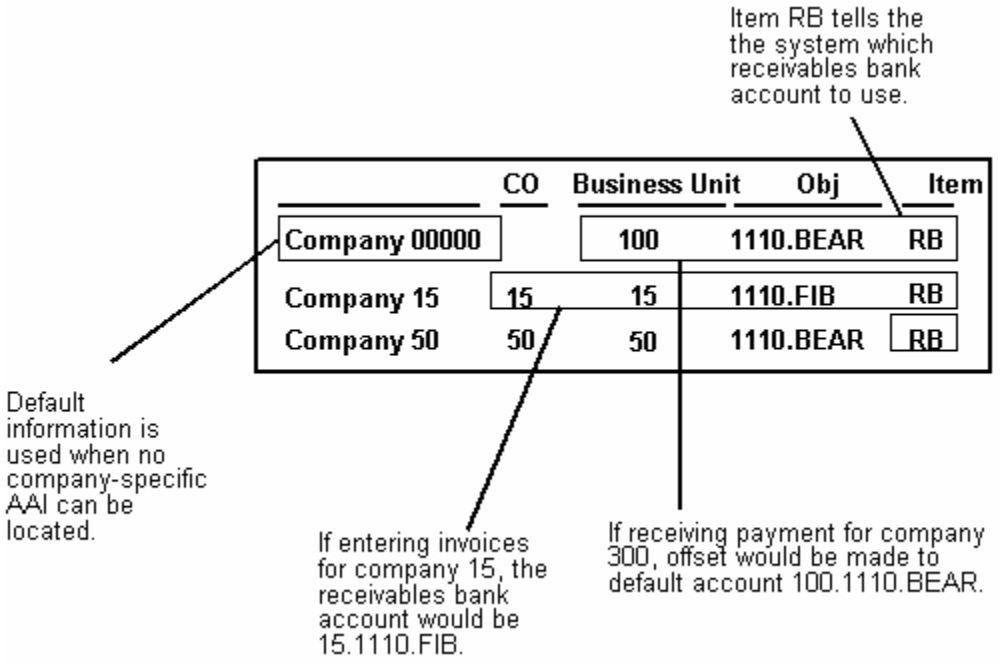
This AAI is used in the A/R Netting process to determine the g/l distribution account to be used for invoices created by the netting process (NO invoices).

The following illustrates how the Accounts Receivable system searches the AAIs for instructions.




## About Default AAIs for A/R

Your system comes with AAIs that are already assigned to company 00000. You should customize these AAIs to fit your company, business unit, or object account setup.




## How Does the System Use AAIs for Company 00000?

You must assign the default AAIs for company 00000 to a valid account in your chart of accounts. If the system cannot find an AAI for a specific company, it uses the AAI for company 00000. You do not need to set up an AAI for any company that uses the default AAI.

## How Does the System Search for AAIs?

The following example uses company 00100 and A/R class code TRAD to show the sequence that the system uses to search for AAIs:

1. Search for company 00100, item RCTRAD.
2. If not found, search for company 00000, item RCTRAD.
3. If not found, search for company 00100, item RC____.
4. If not found, search for company 00000, item RC____.

   If not found, there is an error in the AAI setup.

## How Does the System Search AAIs for a Multi-Currency Environment?

The following example shows how the system searches for different types of AAIs in company 00070, a company that also uses multiple currencies:

1. Search for company 00070, item RCUSD, where USD is the currency code.
2. If not found, search for company 00000, item RCUSD.
3. If not found, search for company 00070, item RCTRAD, where TRAD is the default G/L class from the customer record.

4. If not found, search for company 00000, item RCTRAD.
5. If not found, search for company 00070, item RC____.
6. If not found, search for company 00000, item RC____.
7. If not found, there is an error in the AAI setup.

# Work with Automatic Accounting Instructions

## Working with Automatic Accounting Instructions

| | |
|---|---|
| | From Accounts Receivable (G03), enter 29<br>From Accounts Receivable Setup (G0341), choose Automatic Accounting Instructions |

Because the system already has automatic accounting instructions (AAIs) in place, you must verify that these AAIs are appropriate for your business needs. You can revise existing AAIs and set up additional AAIs as needed.

Working with AAIs consists of:

- Reviewing AAIs
- Revising AAIs
- Setting Up AAIs for A/R

### Before You Begin

- Set up your chart of accounts. See Creating Your Chart of Accounts (P0901) in the General Accounting I Guide.
- Set up security, if applicable. See *Security* in the *Technical Foundation Guide*.

### What You Should Know About

**Item numbers**

Be sure to use a valid item number.

See the *Technical Foundation Guide* for more information about adding item numbers.

## Reviewing AAIs

Before adding or revising AAIs, locate and review the existing information.

For each AAI item, verify that a default exists for company 00000. For each company requiring specific instructions, verify that a company, business unit, and object account exist.

### To review AAIs

On Automatic Accounting Instructions

1. Complete the following optional field:
   - Skip to Sequence Number
2. Locate the appropriate AAI item.

| Field | Explanation |
|---|---|
| Skip to Sequence Number | A field that controls the sequencing of information on the form. You can begin the display of AAIs with a specific sequence number. AAIs for the A/R system have sequence numbers that start with 3. You can use this field to advance to account ranges associated with this sequence number. |

## Revising AAIs

You can make changes to your AAIs. For example, you might need to change the default bank account. Revise AAIs on:

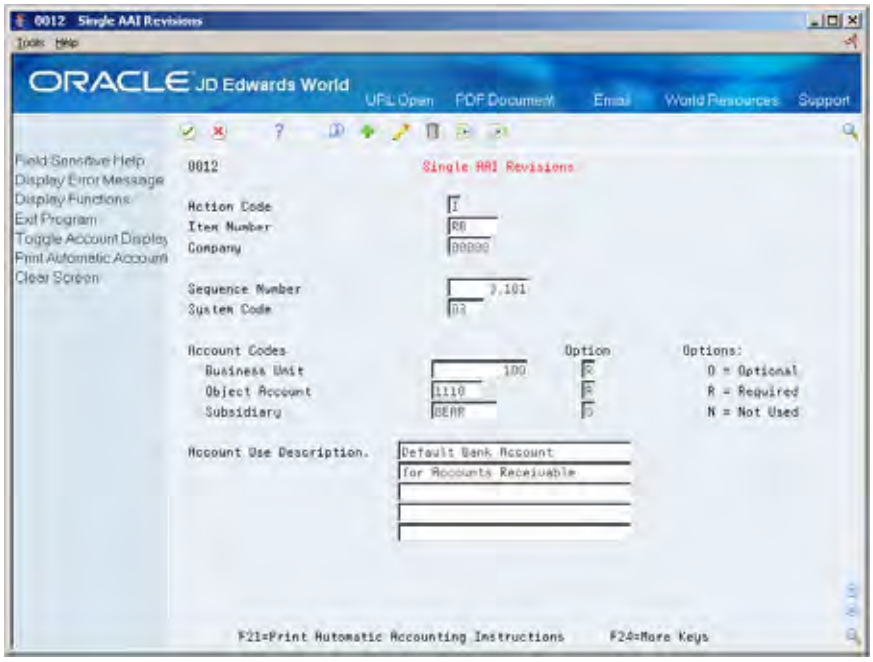
- Single AAI Revisions
- Multiple AAI Revisions

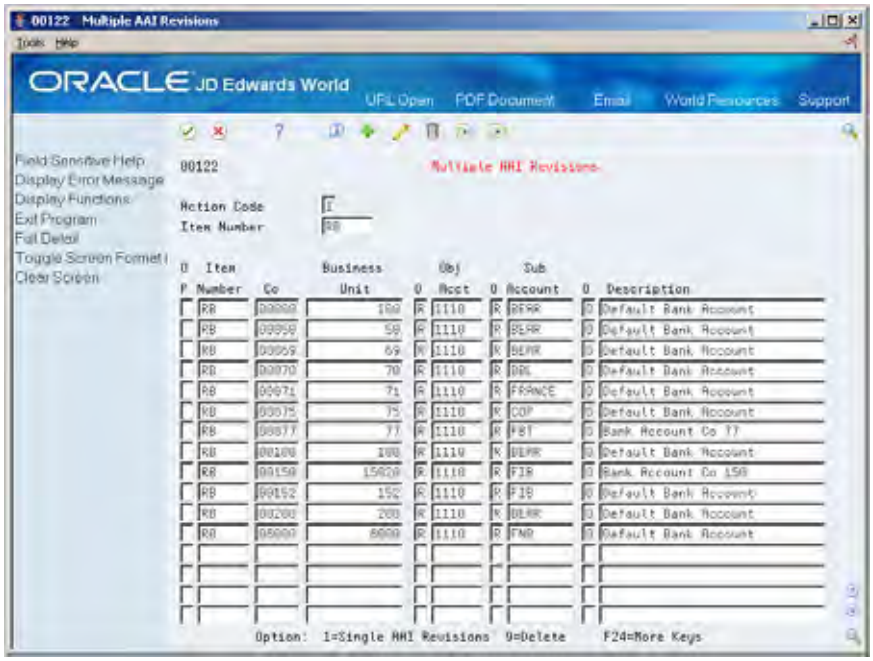
## To revise AAIs

On Automatic Accounting Instructions

**1.** Access one of the following:

- Single AAI Revisions (F15)
- Multiple AAI Revision (F16)




**2.** Change any of the following fields:

- Business Unit
- Object Account
- Subsidiary

Do not change the following fields:

- Item Number
- Option

| Field | Explanation |
|---|---|
| Business Unit | Identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, or branch/plant. The Business Unit field is alphanumeric.<br>You can assign a business unit to a voucher, invoice, fixed asset, and so on, for purposes of responsibility reporting. For example, the system provides reports of open A/P and A/R by business units, to track equipment by responsible department.<br>Business unit security can prevent you from locating business units for which you have no authority.<br>**Note:** The system uses this value for Journal Entries if a value is not entered in the AAI table. |
| Object Account | The object account portion of a general ledger account. The terms "object account" and "cost type" are used synonymously. They refer to the breakdown of the Cost Code (for example, labor, materials, and equipment) into subcategories (for example, dividing labor into regular time, premium time, and burden). When you are using a flexible chart of accounts, if the object is set to 6 digits, JD Edwards World recommends that you use all 6 digits. Here, entering 000456 is not the same as entering 456, because the system adds three blank spaces to fill a 6-digit object. |
| Subsidiary | A subdivision of an object account. Subsidiary accounts include more detailed records of the accounting activity for an object account. |
| Item Number | A hard-coded field that defines an account or range of accounts used for a particular function. For example, item GLG4 defines the retained earnings account, which is used for annual close purposes. During processing, programs use the item number and company number to find the correct account to debit or credit. Along with company, the item (or range) is the key to the AAI table. |

| Field | Explanation |
|---|---|
| Option | A code that specifies whether the business unit, object account, or subsidiary account is required for this AAI. Codes are:<br>O Optional<br>R Required<br>N Not used<br>Generally, you should not change this code. Changing the value in this field does not affect how individual programs use the AAI. |

## Setting Up AAIs for A/R

After you review and revise AAIs for your business needs, you might need to set up additional AAI items specific to Accounts Receivable processes. See *Understand Automatic Accounting Instructions* in this guide for the specific AAIs that you may need to set up.

# Understand User Defined Codes

## About User Defined Codes for A/R

Many fields in the Accounts Receivable system accept only user defined codes. For example, when you enter an invoice, you can enter a user defined code to specify the payment instrument. The system does not accept a payment instrument that is not in the user defined list of valid payment instruments.

Each user defined code is either soft-coded or hard-coded. You can customize any user defined code that is soft-coded to accommodate your specific business needs, and you can set up additional ones. You cannot customize a user defined code that is hard-coded.

User defined code types are identified by the system code and the user defined code list. For example, 00/DV represents system 00 and user defined code list DV.

## Which User Defined Codes Are Available for A/R?

The following user defined codes are available:

- Document type codes
- Payment status codes
- Payment instrument codes
- Tax calculation codes
- Aging vocabulary codes
- Adjustment reason codes
- Valid credit message codes
- Collection reason codes
- Credit reporting payment terms codes
- Receipt type input codes
- Dun & Bradstreet rating codes
- TRW rating codes
- Autocash algorithm codes
- Language preference codes
- Bank Type Code

## Document Type Codes

When you enter a transaction, you may specify the document type, such as an invoice or credit memo, or let the system default the document type based on your set up or hard-coded values.

The document type code, document number and company, and G/L date are the link between the Accounts Receivable system and the General Accounting system.

The system maintains two groups of document type codes:

- Invoice document types
- All document types

### Invoice Document Type Codes (00/DI)

Invoice document types are also known as original documents. Original documents can exist by themselves as a record without a matching document type. All original documents:

- Represent the initial transaction
- Stand alone in the system
- Can be soft-coded; some are hard-coded.

You must set up a code for each type of original document that you use when you enter invoices. When a user defined code is hard-coded, you cannot change it.

| Code | Description |
|---|---|
| RI | Invoice<br>The system uses this document as the default when you enter an invoice. This is soft-coded to allow user-defined alternative invoice document types. |
| RR | Recurring Invoice<br>The system creates this hard-coded document when you enter an invoice to be recycled (copied)for a specified amount, time period, and number of payments. |
| RM | Credit Memo<br>The system uses this document as the default when you issue a credit to a customer. This is soft-coded to allow user-defined alternative credit memo document types. |
| RB | Chargeback<br>The system creates this hard-coded document when you enter an invoice for a discrepancy or a disputed amount on an original invoice.<br>For example, a customer pays 60 of an original 100 invoice amount. You might apply the full 100 to close the invoice and create a chargeback (a new invoice) for the difference of 40. |
| RF | Finance Charge<br>The system creates this hard-coded document when you enter an invoice to assess interest or finance charges for delinquent invoices and late payments. |

| Code | Description |
|---|---|
| RU | Unapplied Reciept<br>The system creates this hard-coded document when you place money in a clearing account until you determine how to apply the payment (that is, which customer accounts to apply it to, and so on). |
| R1 | Draft<br>The system creates this hard-coded original document when you use draft processing. |
| NO | A/R netting Invoice<br>The system uses this hard-coded document when reclassifying A/P open transactions to an open receivable. |
| RW | Balance Forward<br>The system creates this original document when you summarize individual documents to one invoice. |

## All Document Type Codes (00/DT)

These document types are also known as matching document types The matching document type records cannot exist by themselves; each must match to a corresponding original document record. For example, a receipt is a matching document that must always have a corresponding invoice as the original document. A matching document is hard- coded and has its own type and number.

The system provides the following codes for the matching documents that you use when you enter invoices:

| Code | Description |
|---|---|
| RE | Void or Charge to Invoice Amount<br>The system creates an audit trail when you change the amount of a posted invoice or when you void an invoice. |
| RC | Receipt<br>The system creates this document for a payment when you enter a receipt. |
| RW | Balance Forward<br>The system creates this matching document when you summarize detailed documents to one invoice. This is the matching document corresponding to each detailed document being summarized. . |
| RO | Void Entry<br>The system creates this document when you void a posted payment. |
| RA | Adjustment<br>The system creates this document to correct bad debts, minor write-offs, or adjustments. |

| Code | Description |
|---|---|
| RQ | Chargeback Offset<br>The system creates this document in conjunction with the RB document when you enter a chargeback invoice. |
| RS | Spread<br>The system creates this document when you distribute unapplied receipts (an RU document) or a credit memo (an RM document) to an open invoice amount. |
| RV | Non-sufficient Funds<br>The system creates this document when a bank cannot cover a customer's payment. This reopens the original invoice and voids the corresponding RC document. |
| R1 | Draft<br>The system creates this matching document when you enter a draft. This is the matching document that corresponds to each original document being paid by the draft. |

## Payment Status Codes (00/PS)

Payment status codes indicate if 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. The following payment status codes are hard-coded:

| Code | Description |
|---|---|
| A | Approved for payment |
| D | Draft accepted |
| E | Draft expired |
| G | Draft remitted |
| P | Paid in full |
| R | Retainage |
| S | Balance forward, summarized |

## Payment Instrument Codes (00/RY)

Payment instrument codes indicate various methods of payment. You assign a payment instrument code to each invoice. Examples are:

| Code | Description |
|---|---|
| C | Check (soft-coded) |

| Code | Description |
|---|---|
| D | Draft (soft-coded) |
| N | Note (soft-coded) |

## Tax Explanation Codes (00/EX)

You can assign codes for various methods of calculating taxes. Examples of commonly used tax explanation code are below. For a complete list of available tax explanation code, see the *Tax Reference Guide* :

| Code | Description |
|---|---|
| B | VAT + use tax |
| C | VAT + sales tax |
| S | Sales tax |
| U | Use (self-assessed) tax |
| V | VAT |
| E | Tax Exempt |

## Aging Vocabulary Codes (03/AG)

You can assign codes to specify the terminology on your A/R aging reports. Examples are:

| Code | Description |
|---|---|
| 1 | Over |
| 2 | Previous |
| 3 | Future |
| 4 | Current |

## Adjustment Reason Codes (03/AR)

You can assign codes to specify the reason you adjusted an invoice amount and point each code to a separate expense account using AAIs. Examples are:

| Code | Description |
|---|---|
| BD | Bad debt |

| Code | Description |
|---|---|
| DA | Disputed amount |
| DC | Damage credit |
| MW | Minor write-off |

## Valid Credit Message Codes (00/CM)

You can assign codes to notify you of a customer's credit status. These credit messages are used throughout all JD Edwards World systems. Examples are:

| Code | Description |
|---|---|
| * | Bypass temporary credit hold (hard-coded) |
| B | Bad credit risk |
| C | Cash basis only or C.O.D. (collect on delivery) |
| 1 | Over credit limit |

## Collection Reason Codes (03/CL)

You can assign codes to explain why an invoice is delinquent. Examples are:

| Code | Description |
|---|---|
| BK | Customer in bankruptcy |
| DP | Disputed by customer |
| NP | Non-payment/delinquent |

## Credit Reporting Payment Terms Codes (03/PT)

You can assign codes to indicate the payment terms for discounts, discount percentages, and the net amount.

| Code | Description |
|---|---|
| Blank (default) | Net amount due in 30 days |
| 1 | 1/10, net 30 |
| 2 | 1/20, net 30 |

See Also

- *Setting Up Payment Terms (P0014)*

## Receipt Type Input Codes (03/TI)

Type input codes indicate how receipts are applied to invoices. The following examples are hard-coded:

| Code | Description |
|---|---|
| Blank | No action |
| A | Adjustment to receivables |
| B | Balance forward |
| C | Chargeback |
| W | Write-offs |

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

You can assign codes to identify the Dun & Bradstreet credit rating for a customer. Examples are:

| Code | Description |
|---|---|
| BA1 | High |
| BA2 | Good |
| BA3 | Fair |

## TRW Rating Codes (01/TR)

You can assign codes to specify the TRW credit ratings. Examples are:

| Code | Description |
|---|---|
| AAA | Excellent |
| BBB | Good |

## Autocash Algorithm Codes (01/AA)

Autocash algorithm codes define the methods for applying receipts. The batch receipts process uses these codes. The following examples are hard-coded:

| Code | Description |
|---|---|
| B | Balance forward |
| I | Invoice match |
| T | Statement match |
| C | Chargeback |
| U | Unapplied receipt |

## Language Preference Codes (01/LP)

You can assign codes to identify the language for your invoices, statements, and so on. Examples are:

| Code | Description |
|---|---|
| Blank (default) | Domestic language |
| F | French |
| G | German |

# Set Up User Defined Codes

## Setting Up User Defined Codes for A/R

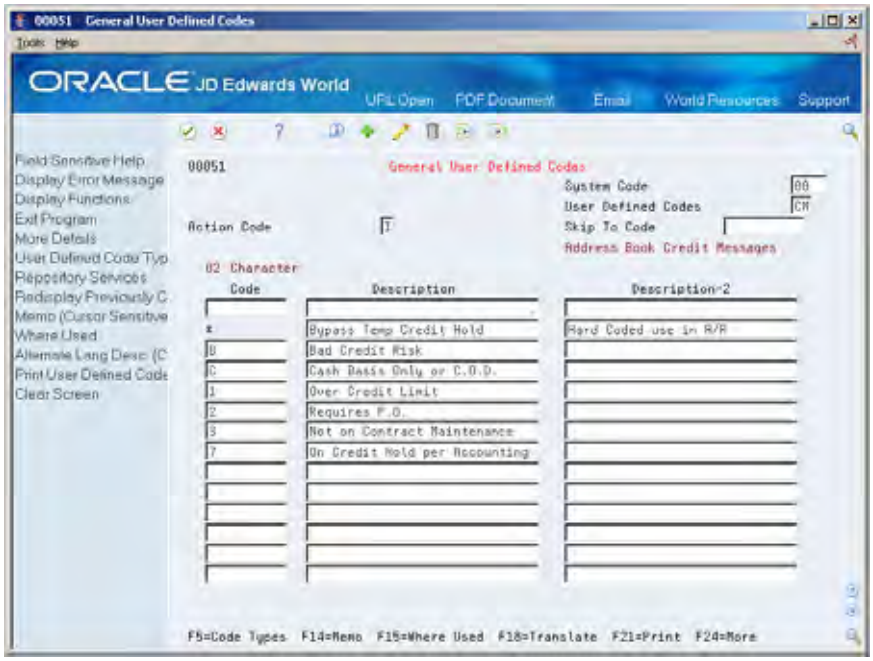
| | |
|---|---|
| | From Accounts receivable (G03), enter 29<br>From Accounts Receivable Setup (G0341), choose a User Defined Code List |

Alternatively, you can access a user-defined code list by entering Fast Path 'UDC' on the command line of any menu. On General User Defined Codes, enter the system code, such as 00, and the user-defined codes list, such as DI for invoice document types.

Because the system already has some user-defined codes in place, you must verify that these are appropriate for your business needs. You can set up additional user-defined codes as needed.

### Example: User Defined Codes Form

The following is an example of a user-defined codes form.



When you access a user-defined code, the form looks like this, with these exceptions:

- The title is the name of the user-defined code.
- The Character Code field accepts 1, 2, 3, or 10 characters, depending on the code.
- The Description-2 field does not appear for some user-defined codes.

### To set up a user defined code for A/R

On the appropriate user-defined codes form

1. Complete the following fields:
   - Character Code
   - Description
   - Description 2 (optional)
2. Press Enter.

| Field | Explanation |
|---|---|
| Character Code | This column contains a list of valid codes for a specific user-defined code table. The number of characters permitted for a code appears in the column title. |
| Description | A user-defined name or remark that describes a field.<br>For example, the data type is Education, and you enter MA in the column you defined as Degree. The system automatically brings in the Master of Arts description linked to MA. |
| Description 02 | Additional text that further describes or clarifies a field in JD Edwards World systems. |

## What You Should Know About

**Deleting a user defined code**

To delete a user defined code, remove the character code and descriptions and use the Change action.

The Delete action deletes the entire list of codes.

**Printing a list of user defined codes**

Choose User Defined Codes List from the Accounts Receivable Setup (P0005P) menu and run the appropriate version.

# Set Up Next Numbers

## Setting Up Next Numbers for A/R

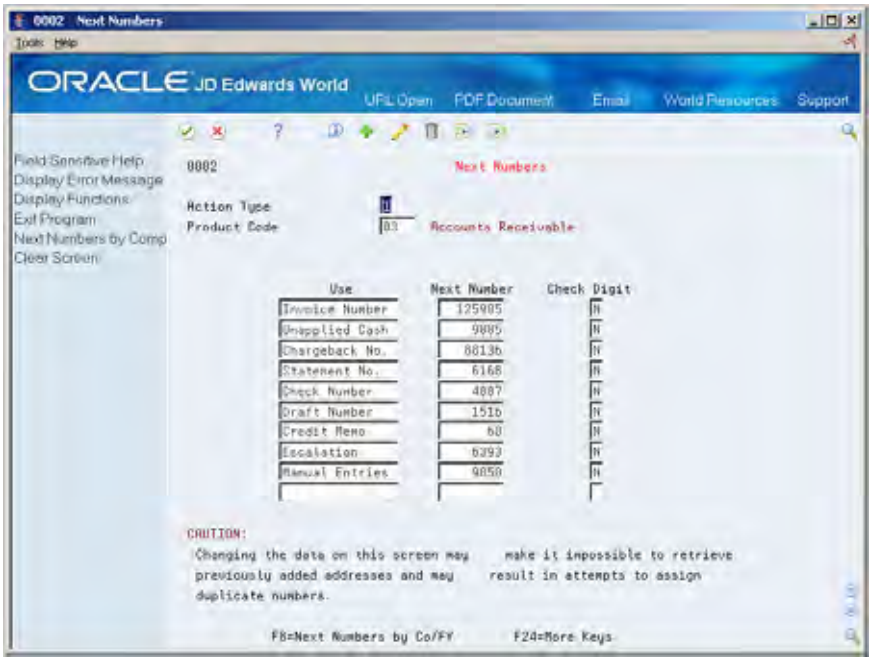
| | |
|---|---|
| | From Master Directory (G), enter 29<br>From General Systems (G00), choose **Next Numbers** |

When you enter a document, such as an invoice, you can assign a document number or let the system assign one. When you use next numbers, the system assigns numbers to receipts, journal entries, and other documents in two ways:

| Next Number | Description |
|---|---|
| Standard next numbers | The system finds the next available number in the Next Numbers table (F0002) and assigns the number to the document. |
| Next numbers by company and fiscal year | The system assigns a unique set of next numbers for each company, fiscal year, or combination of company and fiscal year in the Next Numbers by Company/Fiscal Year table (F00021). |

Setting up next numbers for A/R consists of:

- Reviewing Standard Next Numbers
- Activating Check Digits on Standard Next Numbers
- Assigning Next Numbers by Company and Fiscal Year




## What You Should Know About

| | |
|---|---|
| **Changing next numbers** | You can change next numbers. The system will skip those numbers that have been used. |
| **Changing the sequence of next numbers** | Do not change the sequence of the next numbers in the table. Each next number must remain on its current line because programs use a specific line in the table. |
| **Using check digits** | Check digits prevent transposition errors on next numbers, such as address book numbers. Do not use check digits for general accounting next numbers. |

## See Also

- *Working with the Next Numbers Facility (P0002)* in the *Technical Foundation Guide* for more information about next numbers

# Reviewing Standard Next Numbers

You can review the next numbers that the system assigns to invoices and other A/R documents.

### To review standard next numbers

On Next Numbers

Complete the following field:

- System Code

| Field | Explanation |
|---|---|
| System Code | A user defined code (98, / SY) that identifies a JD Edwards World system. |

# Activating Check Digits on Standard Next Numbers

You can have the system assign check digits for any set of standard next numbers.

## To activate check digits on standard next numbers

On Next Numbers

1. Complete the following field:
   - System Code
2. For each set of next numbers, complete the following field:
   - Check Digit

| Field | Explanation |
|---|---|
| Check Digit | A code that specifies whether the system adds a number to the end of each next number assigned. For example, if you are using check digits and the next number is 2, the system will add a check digit such as 7, making the last two numbers 27. Check digits provide a method of randomly incrementing numbers to prevent the assignment of transposed numbers. In the example above, the system would never assign next number 72 while check digits are activated.<br>Valid codes are:<br>Y Yes, add a check digit to this next number<br>N No, do not add a check digit |

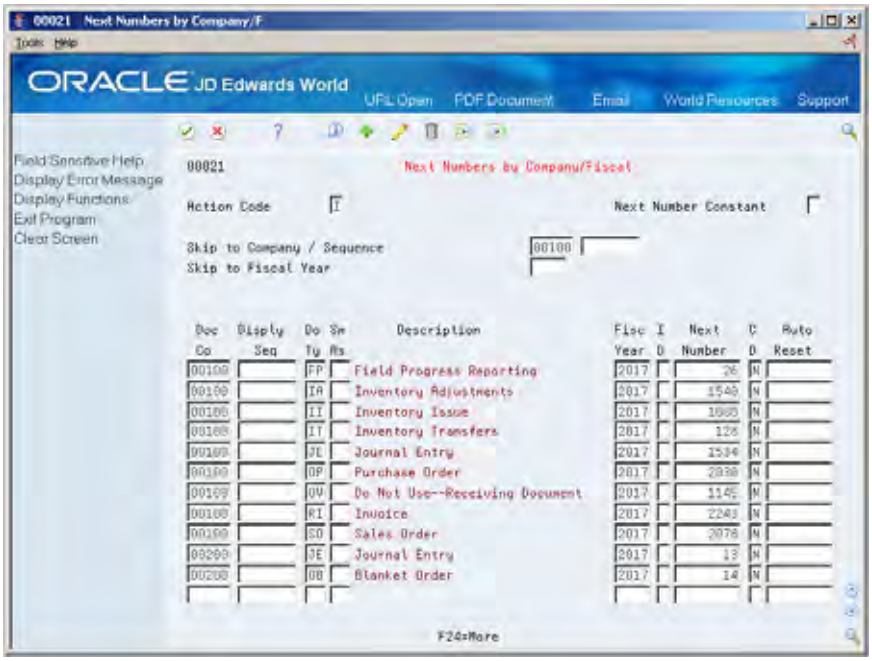
# Assigning Next Numbers by Company and Fiscal Year

You can have the system assign a unique set of next numbers to invoices and other documents for a specific company and fiscal year.

## To assign next numbers by company and fiscal year

On Next Numbers

1. Choose the Next Numbers by Company / Fiscal function.




2. On Next Numbers by Company/Fiscal, complete the following field:
   - Next Number Constant
3. Complete the following optional fields:
   - Document Company
   - Same-As Document Type
   - Fiscal Year
   - Imbed Digits
   - Check Digit
   - Auto-Reset Next Numbers
4. Press Enter.

| Field | Explanation |
|---|---|
| Next Number Constant | A code that specifies which processing option to implement for next numbers.<br>Valid codes are:<br>0 Do not implement next numbers by Company / Fiscal Year. Continue using the standard next numbers setup.<br>1 Implement next numbers by Company / Fiscal Year. If a company record is not set up for a document type, a next number record is created and the next number default is 1.<br>2 Implement next numbers by Company / Fiscal Year. If a company record is not set up for a document type, the standard next numbers setup is used.<br>If you leave this field blank, the system uses 0.<br>This constant value resides in the General Constants table (F0009) and can be updated on Next Numbers by Company / Fiscal Year (P00021). |
| Document Company | A number that, along with document number, document type and G / L date, uniquely identifies an original document, such as invoice, voucher, or journal entry.<br>If you are using the Next Numbers by Company / Fiscal Year feature, the Automatic Next Numbers program (X0010) 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 locate the desired document. |
| Same As Document Type | If you set up next numbers by company or by company and fiscal year, a document type can share the same next number sequence as another document type. Same As Document Type refers to the document type that controls the next number the system uses.<br>For example, you are creating a document with a document type of RR. The document you are creating should use the same next number sequence as regular invoices or RI document types. In this case, define the RR document type setup record with a Same As Document Type of RI. |
| Fiscal Year | The four-digit fiscal year designation. You must always use the year in which the first period ends. For example, a fiscal year beginning October 1, 2017 and ending September 30, 2018 is fiscal year 2017. |

| Field | Explanation |
|---|---|
| Imbed Digits | The number of digits that the system imbeds in a document number to represent the fiscal year. The imbed digits are only used when assigning next numbers by fiscal year. Valid values are:<br>1 Imbed one digit. The last digit of the fiscal year will be imbedded in the first position of the resulting document number. For example, 70012345, represents the 7 from 2017 and 0012345 is the next number.<br>2 Imbed two digits. The last two digits of the fiscal year will be imbedded in the first two positions of the resulting document number. For example, 17012345, represents the 17 from 2017 and 012345 is the next number. |
| Auto Reset Next Numbers | The number that you want the system to use when resetting next numbers for a new fiscal year. Auto Reset applies only to next numbers by fiscal year. Document number will reset or start with the number specified for each new fiscal year. |

# Set Up Customer Bank Information

## Setting Up Customer Bank Information

| | |
|---|---|
| | From Accounts Receivable (G03), enter 29<br>From Accounts Receivable Setup (G0341), choose a bank account option under the **System Controls** heading |

To transfer funds electronically, you must set up address book bank account information for your customers and suppliers external bank accounts. This information is necessary for processes such as Accounts Receivable automatic receipts (lockbox), drafts and automatic debits as well as Accounts Payable EDI and EFT payment processes.

You set up customer bank account information by accessing either Bank Codes from Customer Master Information, or by setting up Bank Account Cross References. The program (P0030) is the same regardless of which method is used to set up the information. This program will allow you to do the following:

- Define and use more than one bank account per customer / supplier.
- Provide a Pre-Note status for each bank account, rather than one per customer / supplier.
- Provide a mechanism to 'retire' one bank account using an expiration date while keeping it in the file as an audit trail.

This task consists of:

- Adding Customer Bank Account Information
- Setting Up Bank Account Cross-References for A / R
- Setting Up Bank Account Addresses
- Setting Up Bank Account Information for A / R

### Bank Type Code

The bank type code associated with a bank account is used to:

- Distinguish external bank accounts from internal bank accounts.
- Define the type of external bank account, for example a customer or a supplier bank account.

## Bank Type Code User Defined Table

Suppliers and customers must have valid supplier bank type (V) and customer bank type (D) accounts in order to process drafts, EFT payments and other receipt and payment functions. You may only have one bank account per bank type however; your customers and suppliers may use multiple bank accounts for different processes, locations or specific to a currency denomination.

To accommodate multiple bank accounts per bank type you can set up additional bank type codes to be used as alternative customer/supplier bank accounts. The Bank Type Code field is two characters, so an example of an alternative customer bank type code could be D1. Bank type codes are set up and defined in User Defined Codes (UDC) table 00/BT. The special handling code for the bank type is used to determine if the bank type code will be associated with A/R processes or A/P processes.

### To add a bank type code

From UDC table 00/BT, inquire on your existing values for bank type codes. To add a new value:

**1.** Complete the following fields:

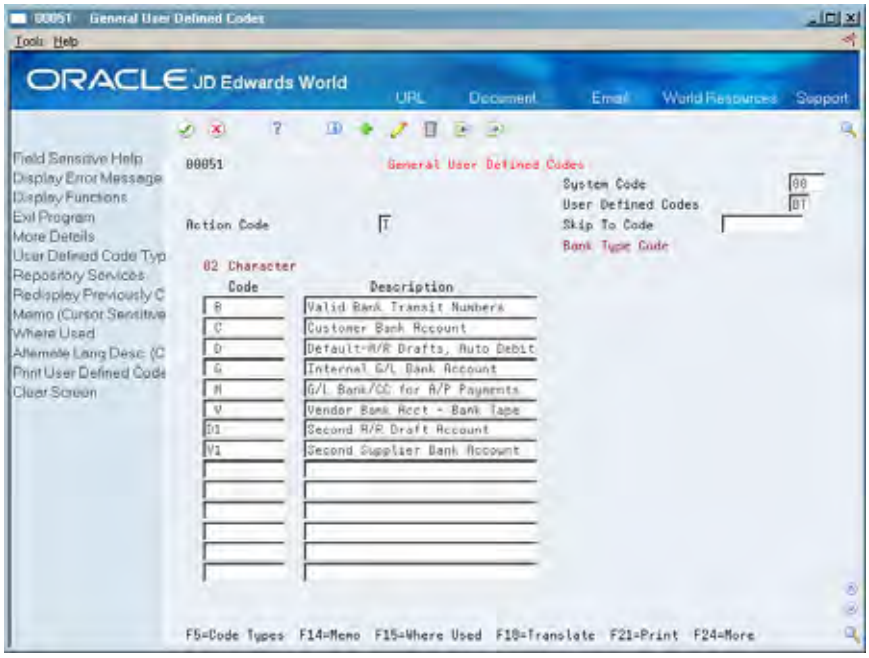
- Bank Type Code
- Description

**2.** Access the Detail (F4)

**3.** Enter the appropriate value in the Special Handling Code field

- For A/R bank types, enter '1'
- For A/P bank types, enter '2'

For example, you may have a customer that uses two bank accounts, each for a different location. Bank type D is set up in the UDC table but you need to add an alternative bank code to accommodate the second bank account. As shown below, bank type D1 has been set up for the second supplier bank account.




## What You Should Know About

| | |
|---|---|
| **Customer Master Information (P01054)** | You may assign a default bank type to your customer. |
| **Standard Invoice Entry (P03105)** | You may assign a bank type to individual transactions at the time of invoice entry. |

## Bank Account by Currency

You may identify a bank type with a specific currency code. The bank type code and the currency code make a unique combination allowing you to set up multiple customer or supplier bank accounts that are specific to currency transactions.

For example, your customer may want drafts made in euro currency to be sent to a bank located in a Germany whereas drafts made in Japanese yen (JYP) are to be sent to a bank located in Tokyo. In this instance, you would set up two customer bank accounts, bank type code D, with the currency code EUR assigned to the German bank and the currency code JYP assigned to the Tokyo bank. When drafts are collected for the customer, the draft transaction currency will determine which customer bank account to use.

**Note:** The Currency Code field is displayed only if currency processing is activated.

## Effective Date/Expiration Date

There may be instances where your supplier opens a new bank account and closes an existing account. You may retire a current bank account and designate an effective date for new accounts. Enter the appropriate date to start using a bank

account in the Effective Date field for the bank account. To retire an account but keep the account information in the bank file for audit purposes, set the Expiration Date for the bank account that will be retired.

## What You Should Know About

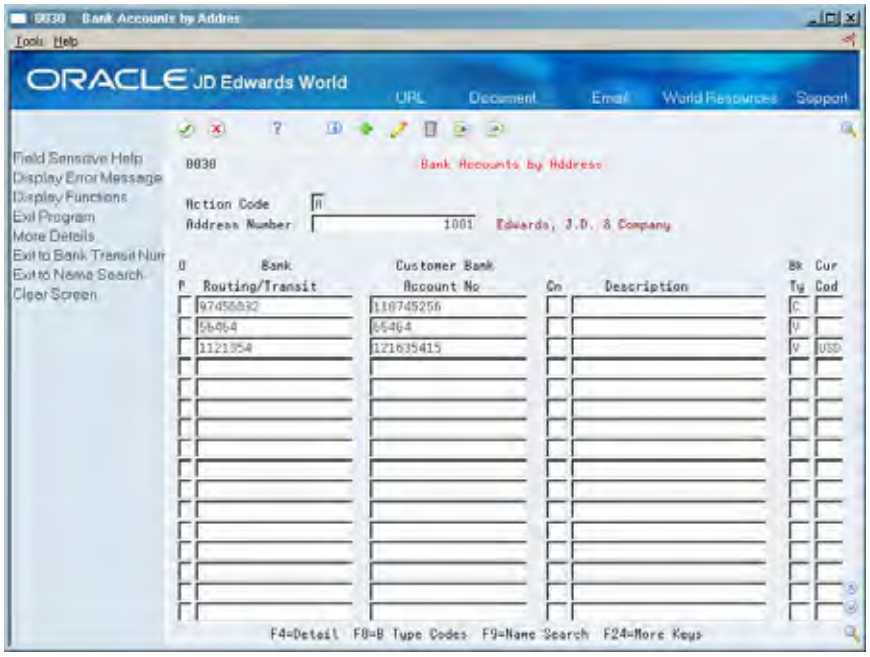
**Expiration Reason Code**

When entering an Expiration Date, you must enter a valid reason code for the expiration. Expiration Reason Code values are set up and maintained in User Defined Table (UDC) 00/XC.

If you do not want to designate specific reasons for retiring an account, you must set up blank as a valid value.

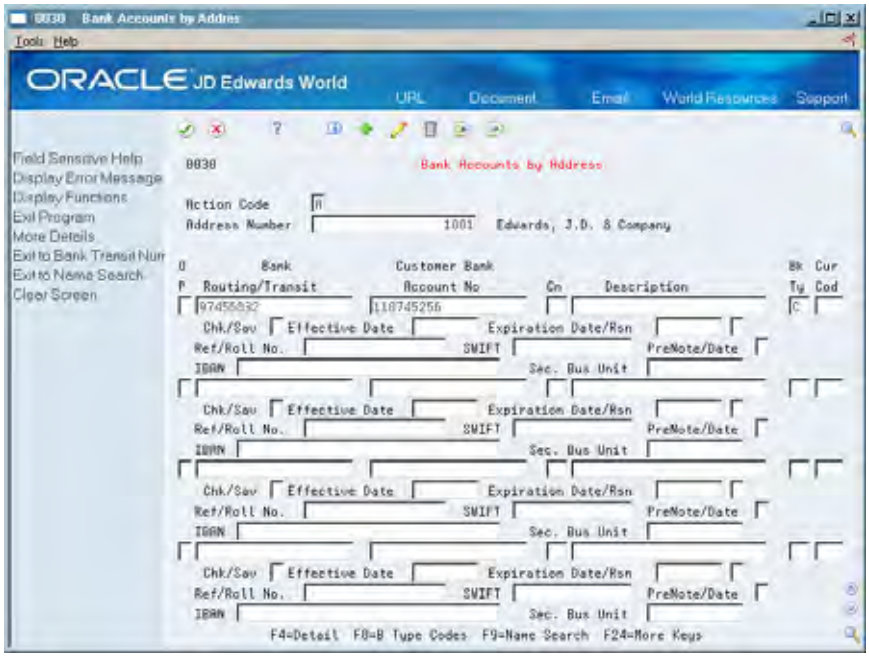
# Adding Customer Bank Account Information

From Supplier Master Information (P01053), choose the Bank Codes function (F8)




1. Complete the following fields:
   - Bank Routing/Transit Number
   - Bank Account Number
   - Bank Type Code
2. Complete the following optional fields:
   - Control Digit
   - Currency Code – this field will only be displayed if currency processing is activated.

**3.** Press F4 to access the detail area.




**4.** Complete the following optional fields:

- Checking / Savings account
- Effective Date
- Expiration Date / Expiration Reason Code
- Reference / Roll Number
- SWIFT Code
- Pre-Note Code
- IBAN
- Secondary Business Unit

| Field | Explanation |
|---|---|
| Checking or Savings | A flag that indicates whether the account is a checking or savings account. This indicator is only meaningful on the G type bank account records and is used during bank tape processing for automatic payments.<br>Valid values:<br>blank checking account<br>0 checking account<br>1 savings account |
| Effective Date | The date a bank account becomes available for use. |
| Expiration Date | The date the bank account is no longer active and available for use. |

| Field | Explanation |
|---|---|
| Expiration Reason Code | Reason code for the expiration of a bank account. Valid reason codes must be set up in UDC table 00/XC. |
| SWIFT Code | The Society for Worldwide Interbank Financial Telecommunications (SWIFT) code is an international banking identification code used to identify the origin and destination of electronic (or wire) financial transfers. |
| IBAN | The International Bank Account Number or IBAN as it is commonly called, is a series of alphanumeric characters that uniquely identifies a customer's account held at a bank anywhere in the world.<br>The IBAN has a maximum of 34 alphanumeric characters:<br>The first two alphabetic characters identify the country in which the account is held. The next two digits are the check digits. They validate the complete IBAN. The final part of the IBAN is the domestic account number, which in most cases consists of the account number itself, the number that identifies the bank and the branch, and one or more check digits. For some countries an extra bank identifier is included. |
| Reference/Roll Number | The recipient's reference number.<br>For French Electronic Funds Transfer, the six positions of this field are used to indicate the Banque de France sender's number. |
| Secondary Business Unit | A business unit may be assigned to bank accounts so that Business Unit Security may be set up to prevent unauthorized users from accessing or changing bank account information.<br>The Business Unit must be set up in the Business Unit Master (F0006) |

## What You Should Know About

There are options for additional information relating to each bank account record:

| | |
|---|---|
| **Audit Information (Opt 1)** | Provides audit information in regard to updating a bank account record. |
| **Additional Information (Opt 2)** | This option allows you to enter Beneficiary and Corresponding bank account information for each bank account. |

# Setting Up Bank Account Cross-References for A/R

You must set up bank account cross-references for your customers who use electronic remittances.

Setting up bank account cross-references consists of:

- Adding A/R cross-references
- Verifying A/R cross-references

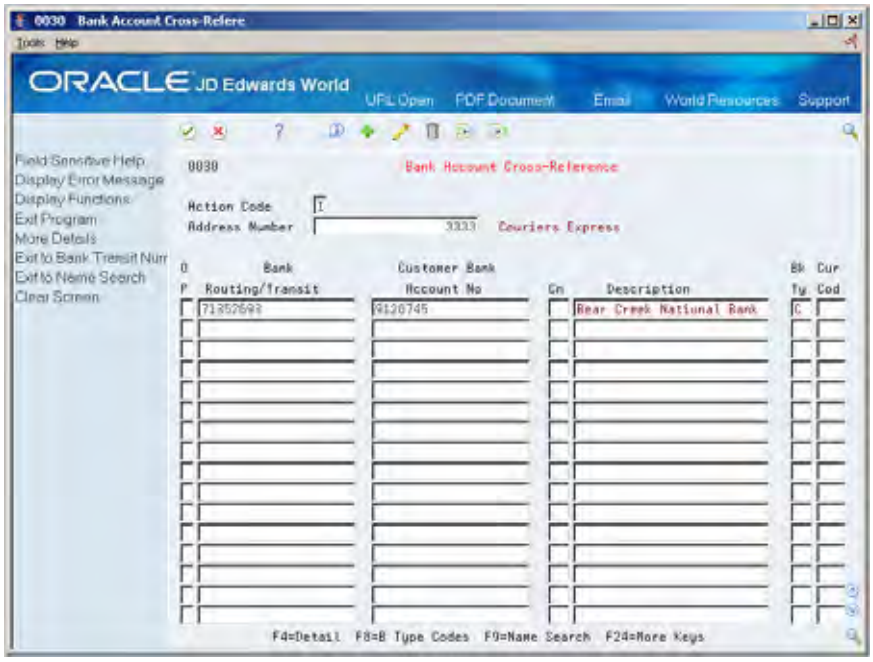
Bank account cross-references link customer addresses in the Address Book Master table (F0101) to their bank account information in the Bank Transit Number Master table (F0030).

## Adding A/R Cross-References

To establish a relationship between your customer and their bank account, add a bank account cross-reference. This lets you process their receipts quickly with limited information, such as the bank transit number and bank account number.

### To add A/R cross-references

On Bank Account Cross-Reference




1. Complete the following fields:
   - Address Number
   - Routing/Transit
   - Account Number
   - Control Digit (optional)

- Description (optional)
- Type

**2.** Press Enter.

| Field | Explanation |
|---|---|
| Routing/Transit | The routing and transit number for a particular bank account.<br>The combination of account number and transit number must be unique.<br>*Form-specific information*<br>The combination of account number and transit number must be unique. |
| Control Digit | This is an optional field that allows you to enter a check digit for a bank account number. The check digit is not part of the key to the Bank Account table (F0030). |
| Type | A code used to distinguish external bank accounts from internal bank accounts.<br>Valid values are:<br>C Customer Bank Accounts<br>G Internal G/L Bank Accounts<br>V Supplier Bank Account for payment via bank tape<br>D Default Bank Account for A/R Drafts and Auto Debits<br>B Valid Bank Transit Numbers<br>M G/L Bank Account/Business Unit used to define print information in A/P payments<br>**Note:** When using bank type B, no other bank types are allowed. When using bank type V, no other V bank types are allowed. When using bank type D, no other D bank types are allowed. |

## What You Should Know About

**Deleting bank account cross-references**

When a customer has more than one bank account cross-reference, you can delete one by clearing the information in the bank account information fields.

The Delete action deletes the entire list of cross-references.

## Verifying Cross-References for A/R

After you set up bank account cross-references, run two exception reports to verify the information before you produce your first batch of automatic receipts.

Verifying cross-references consists of:

- Reviewing the Bank Account Exception Report
- Reviewing the Address Book Exception Report

These reports compare information in the Address Book Master (F0101) and the Bank Transit Number Master (F0030) tables.

### Reviewing the Bank Account Exception Report

The Bank Account Exception report edits all the addresses for each bank account cross-reference. This report lists any record that does not exist in the Address Book Master table, and bypasses bank account records that have a blank address number.

This report does not update any information. You must either enter missing address records or remove them from Bank Account Cross Reference.

```
00310                                                                                                  Page      -          2
                                        Bank Account/Address Book Exception Rpt                        Date      -   4/11/17


   Address          Bank               Cust Bank        R       Ref/Roll
    Number         Transit               Acct #                   Number
   --------  --------------------  --------------------  -  ------------------

    1891896  123456789             5896752               C
```

### Reviewing the Address Book Exception Report

The Address Book Exceptions Report lists any customers in the Address Book Master table that do not have a corresponding bank account record on Bank Account Cross Reference. The system only edits customers with a method of payment that requires a bank account record. For example, A/R bank tape processing requires bank account records.

This report does not update any information. You must either enter missing bank account records or change the payment instrument code for the customer in the customer master record.

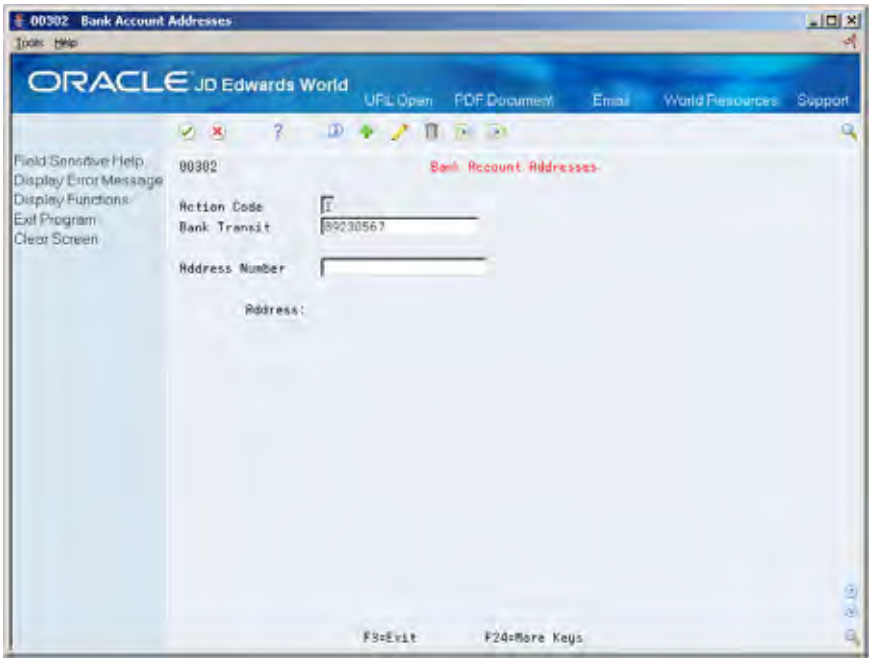
```
00311                                                                                                  Page      -          2
                                        Addr Book/Bank Acct Excpt - Suppliers                          Date      -   04/11/17


   Address       Description                          P  S
    Number                                            I  T
   --------  ---------------------------------------  -  -

       4010  Gourmet & More                           T  C
```

## Setting Up Bank Account Addresses

To assign address book information to a customer's bank account, set up a bank account address. This lets you update a customer's bank transit code, as well as locate other customer address numbers with an associated bank transit type of B (valid bank transit number).

### To set up bank account addresses

On Bank Account Addresses




1. Complete the following fields:
   - Bank Transit
   - Address Number (optional)
2. Press Enter or click Add to access Address Book Addition
3. Complete the necessary address information.

## What You Should Know About

**Changing bank account addresses**

You can only change the address book information for a customer's bank account address. You cannot change the bank transit number.

# Setting Up Bank Account Information for A/R

To create an electronic funds transfer (EFT) for the automatic debiting of a customer's account, you must set up bank account information for your internal bank account.

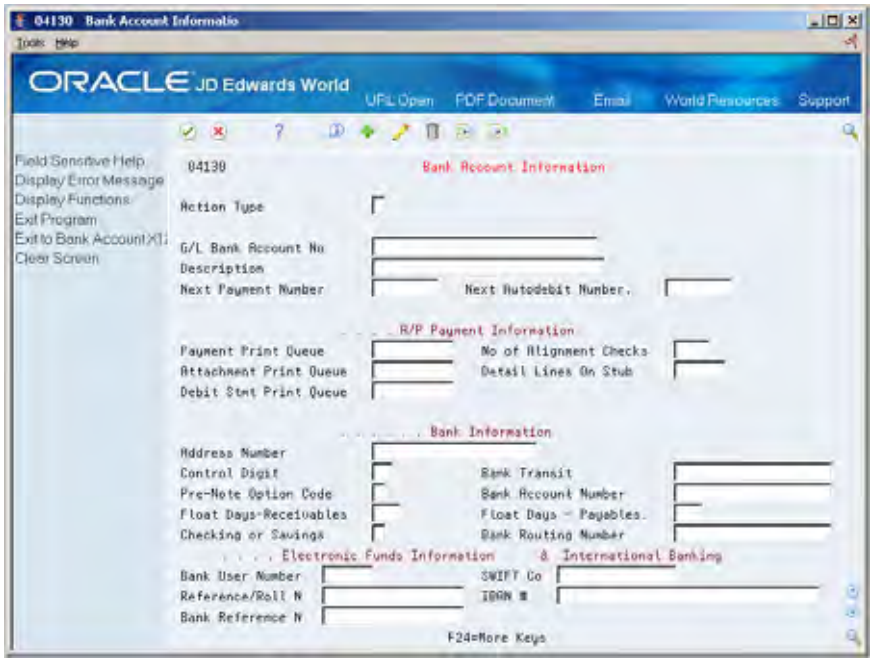
This information is stored in the Bank Transit Number Master table (F0030).

## Before You Begin

- Set up the G/L account information for each bank account

## To set up A/R bank account information

On Bank Account Information




1. Complete the following required fields:
   - G/L Bank Account Number
   - Description
2. Complete the following optional fields:
   - Address Number
   - Control Digit
   - Bank Transit
   - Pre-Note Option Code
   - Bank Account Number
   - Float Days - Receivables
   - Checking or Savings Account
   - SWIFT Code
   - Bank User Number
   - Reference/Roll Number
   - Bank Reference Name

| Field | Explanation |
|---|---|
| Pre-Note Option Code | The code used to override the Pre-Note processing for electronic funds transfers. Valid values are:<br>blank Use the Pre-Note code assigned to the supplier.<br>1 Override the Pre-Note code assigned to the supplier and produce a bank tape with no check output even if the Pre-Note code is set to P. |
| Float Days-Receivables | The number of days the check floated. This is defined by subtracting the check date from the bank deposit date. |
| Checking or Savings Account | A flag that indicates whether the account is a checking or savings account. This indicator is only meaningful on the G type bank account records and is used during bank tape processing for automatic payments.<br>Valid values:<br>blank checking account<br>0 checking account<br>1 savings account |
| SWIFT Code | The Society for Worldwide Interbank Financial Telecommunications (SWIFT) code is an international banking identification code used to identify the origin and destination of electronic (or wire) financial transfers. |
| Bank User Number | The number assigned by the sponsor in the particular bank system (for example, the UK BACS system). This number will be included on all files submitted by the user. |
| Reference/Roll Number | The recipient's reference number.<br>For French Electronic Funds Transfer, the six positions of this field are used to indicate the Banque de France sender's number. |
| Bank Reference Name | The name of the account associated with the user number (within the particular bank system). |

## Processing Options

See Bank Account Information (P04130).

# Set Up A/R Draft Processing

## Setting Up A/R Draft Processing

To use A/R draft processing, you must complete the following setup tasks:

- Setting Up AAIs for A/R Drafts
- Setting Up User Defined Codes for A/R Drafts
- Setting Up Drafts as the Default Payment Instrument
- Setting Up Statements for A/R Drafts
- Setting Up Bank Account Information for A/R Drafts
- Setting Up Letters for Non-Sufficient Funds

## Setting Up AAIs for A/R Drafts

| | |
|---|---|
| | From Accounts Receivable (G03), enter 29<br>From Accounts Receivable Setup (G0341), choose AAIs for A/R Drafts |

AAIs define rules for programs that automatically generate journal entries. 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.

### AAIs for Drafts Receivable (RD1x)

When you accept a draft, you debit a drafts receivable account and credit the original accounts receivable account. RD1x defines the drafts receivable account to automatically debit when you enter draft receipts. When drafts are remitted, this account is credited. You can override this account when you enter drafts.

### AAIs for Drafts Remitted for Cash (RD2x)

When you remit drafts to your bank on the draft due date, you debit a drafts remitted account and credit the drafts receivable account (which RD1x defines). RD2x defines the drafts remitted account to debit when you remit drafts. When cash is recognized, this account is credited. You can override this account using processing options during draft remittance.

## AAIs for Drafts Remitted for Discount (RD3x)

When you request payment on your draft before the due date, you debit a drafts remitted for discount account and credit the drafts receivable account (which RD1x defines). RD3x defines the drafts remitted for discount account to automatically debit when you remit drafts. When cash is recognized, this account is credited. You can override this account using processing options during draft remittance.

After the bank collects the draft, the system debits a cash account and credits either the RD2x or RD3x account, depending on which you used.

### To set up AAIs for A/R drafts

On Single AAI Revisions or Multiple AAI Revision

1. Complete the following fields:
   - Item Number
   - Company
   - Business Unit
   - Object Account
   - Subsidiary (optional)
2. Press Enter.

## See Also

- *Setting Up AAIs for A/R (P00121)*

# Setting Up User Defined Codes for A/R Drafts

Your company may add codes for payment instruments. These codes are user defined so that you can customize them to suit your business needs.

## Payment Instrument Codes

Payment instrument codes (00/PY) specify how your customers make payments. Examples are:

| Code | Description |
|---|---|
| D | Draft by Invoice<br>When you create an invoice and expect your customer to pay by draft, you use this code to indicate that your customer will pay the invoice by draft. |
| F | Draft by Statement<br>When you create an invoice and expect your customer to pay by draft, you use this code to indicate that your customer will pay invoices grouped on a statement by draft. |

| Code | Description |
|---|---|
| 0 | Magnetic Draft<br>When you enter a pre-authorized draft, the system assigns this code. This is used during RiBa draft remittance only. |
| 1 | Supplier Draft with Account Number<br>When you originate a draft and your customer accepts the draft and returns it to you, you enter that information on Enter Our Drafts. The system assigns this code if you have customer bank account information. |
| 2 | Customer Draft with Account Number<br>When you send your customer an invoice and they return it as a draft, you accept the draft on Enter Their Drafts. The system assigns this code if you have customer bank account information. |
| 3 | Supplier Draft without Account Number<br>When you originate a draft and your customer accepts the draft and returns it to you, you enter that information on Enter Our Drafts. The system assigns this code if you do not have customer bank account information. |
| 4 | Customer Draft without Account Number<br>When you send your customer an invoice and they return it as a draft, you accept the draft on Enter Their Drafts. The system assigns this code if you do not have customer bank account information. |

## Pay Status Codes

The system enters one of the following payment status codes (00/PS) on an invoice, statement, or draft, based on where it is in the draft process:

| Code | Description |
|---|---|
| A | Approved for Payment<br>When you create an invoice and expect your customer to pay by draft, the system designates this pay status on the invoice. |
| P | Invoice Paid in Full<br>When your customer returns the invoice with a draft attachment and you enter that information, the system designates this pay status on the invoice. |
| D | Draft Accepted<br>When your customer returns the invoice with a draft attachment and you enter that information, the system designates this pay status on the draft. |
| G | Draft Guaranteed<br>When you submit the draft to the bank and you update the draft with the remitted information, the system designates this pay status on the draft. |

### To set up user defined codes for A/R drafts

On the appropriate user defined codes form

1. Complete the following fields:
   - Character Code
   - Description
   - Description-2 (optional)
2. Press Enter.

## See Also

- *Setting Up User Defined Codes for A/R (P00051)*

# Setting Up Drafts as the Default Payment Instrument

| | |
|---|---|
| | From Accounts Receivable (G03), choose Customer & Invoice Entry<br>From Customer & Invoice Entry (G0311), choose Customer Master Information |

You can set a default payment instrument to use for each customer. The system displays the default payment instrument when you enter invoices for that customer. This saves data entry time when entering invoices.

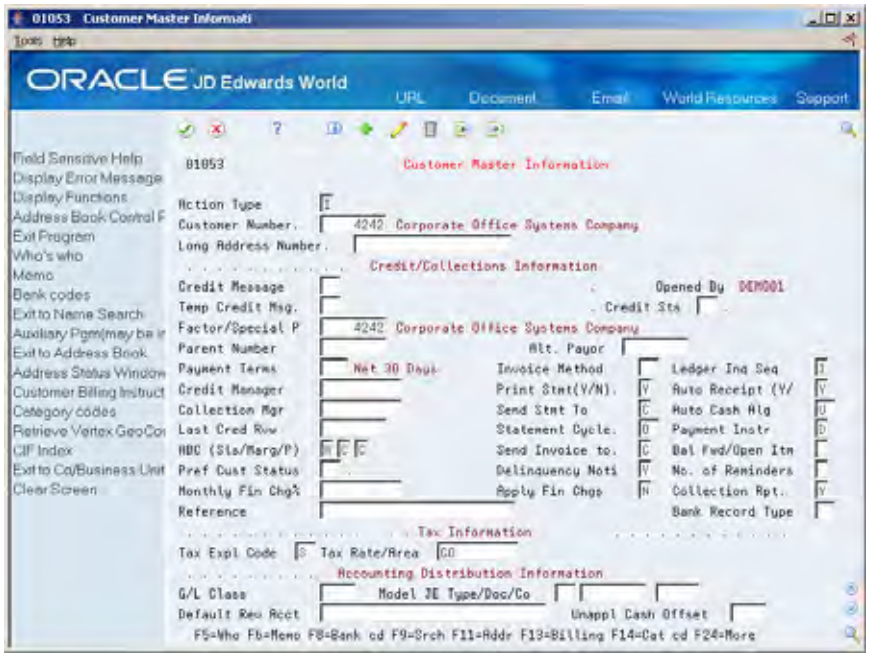
For drafts, this payment instrument indicates whether you plan to send drafts attached to the customer's invoices or statements. The draft payment instrument can be any of the following:

- D (draft by invoice)
- F (draft by statement)
- 0 (magnetic draft)

Occasionally, the customer might use another form of payment. You can use Speed Status Change to change the payment instrument on an invoice-by-invoice basis. You can also use this program to update the discount available, remark, pay status, and/or due date.

### To set up drafts as the default payment instrument

On Customer Master Information




Complete the following field:

- Payment Instrument

## See Also

- *Entering Customers (P01053)*

# Setting Up Statements for A/R Drafts

For each customer, you can choose to print statements with one or more invoices combined into one draft.

### To set up statements for A/R drafts

On Customer Master Information

Complete the following field:

- Print Statement

| Field | Explanation |
|---|---|
| Print Statement | A code that indicates whether the system prints invoices and statements for the customer. Valid codes are:<br>Y Yes, print invoices and statements<br>N No, do not print invoices and statements<br>*Form-specific information*<br>If you enter N, you cannot attach a draft to a statement. You do not need to print drafts when they are pre-authorized. |

## See Also

- *Printing Invoices and Statements with Drafts (P03506)*

# Setting Up Bank Account Information for A/R Drafts

From Accounts Receivable (G03), enter 29
From Accounts Receivable Setup (G0341), choose Bank Account Cross-Reference

In order for your bank to collect the customer drafts you remit, you must have the following information about your customers' bank accounts:

- Bank name
- Bank routing and transit information
- Customer's bank account number

If you do not provide this information, banks typically do not allow you to remit drafts on magnetic tape. They also typically assess additional charges to collect drafts without full bank account information.

This task includes:

- Setting up cross-references for A/R drafts bank accounts
- Printing the Bank Account Exceptions Report for A/R drafts

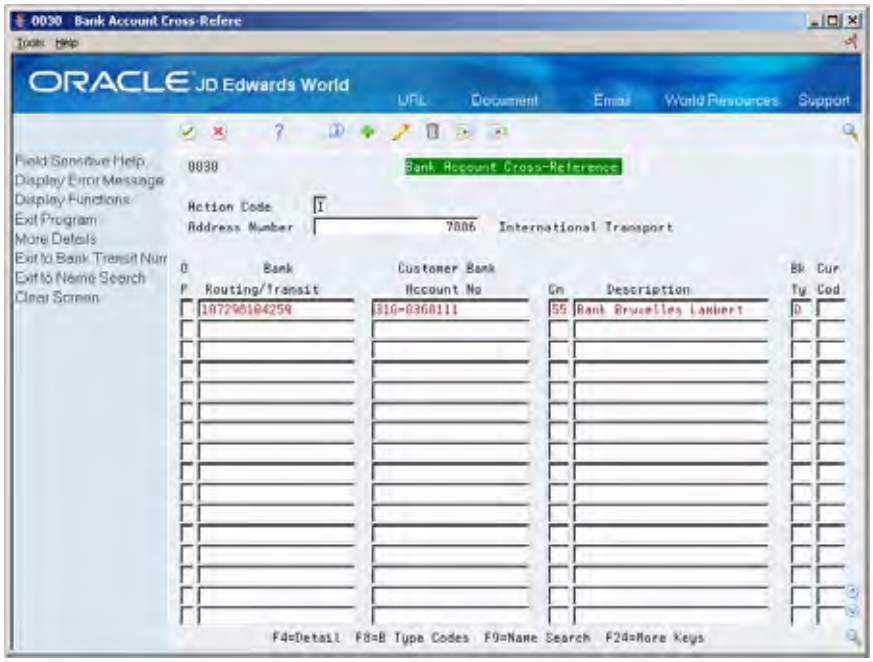
## Setting Up Customer Bank Information for A/R Drafts Bank Accounts

You must specify a customer's bank account information to collect the customer drafts you remit to the bank.

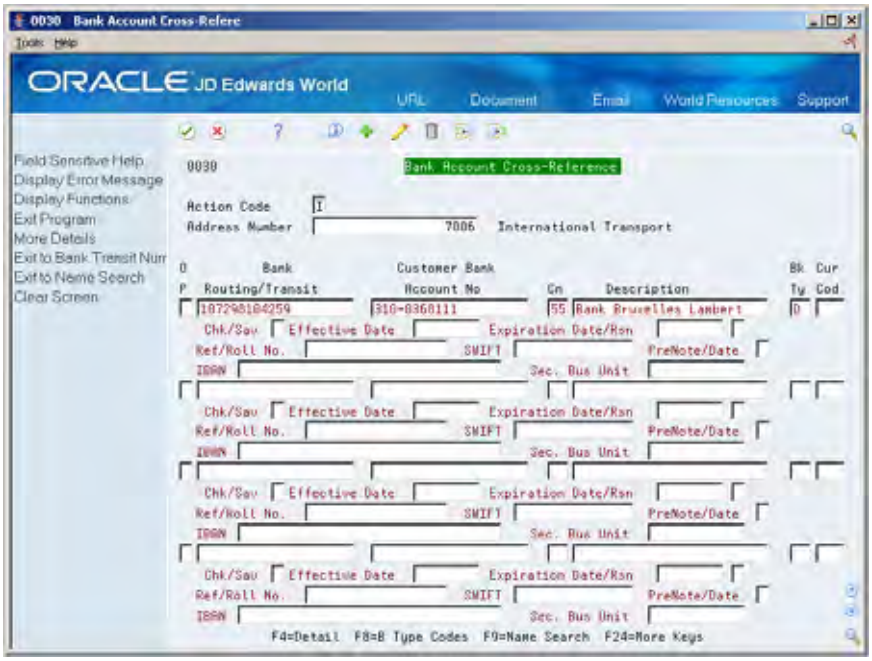
Bank Account Cross Reference updates the Bank Transit Number Master table (F0030). Alternatively, you may access Bank Accounts by Address from Customer Master by using the Bank Code function (F8). The program is the same (P0030) regardless of how you access it.

## To set up cross-references for A/R drafts bank accounts

On Bank Account Cross-Reference




1. Complete the following fields:
   - Address Number
   - Routing/Transit Number
   - Account Number
   - Control Digit (optional)
   - Description (optional)
   - Bank Type
   - Currency Code (optional)
2. Access the detail area.




3. Complete the following fields:
   - SWIFT Code (optional)
   - Checking or Savings Account
   - Reference / Roll Number
   - Effective date (optional)
   - Expiration date (optional)

## What You Should Know About

**Processing drafts using bank tapes**

To set up customers for draft processing using bank tapes, you must set up a bank account with a record type of D.

## See Also

- *Set Up Customer Bank Information*

## Printing the Bank Account Exception Report for A/R Drafts

| | |
|---|---|
| | From Customer & Invoice Entry (G0311), choose Other Invoice Entry Methods<br>From Other Invoice & Receipts Entry Methods (G03111), choose Daily Draft Operations<br>From A/R Drafts Daily Operations (G031111), choose Bank Account Exception Report |

The Bank Account Exception Report lists all bank account records that have either an illegal French RIB key or a transit number that does not have an associated type B record.

Two versions of this report are available:

| Version | Description |
|---|---|
| Italian | When you run this version, the system searches for a bank account type B to verify the bank transit account number of your customer's bank type D accounts. |
| French | When you run this version, the system searches for an illegal French RIB number in the bank transit number. |

Regardless of which version you run, the system bypasses bank account numbers that do not have address numbers.

To correct bank account information that appears on this report, use Bank Account Cross-Reference or Address Book Revisions.

```
00314                                                                                                  Page      -         2
                                          French Bank Account Exception Report                         Date      -   4/19/17


    Address          Bank              Cust Bank        CD  R
     Number        Transit               Acct #
    --------  --------------------  --------------------  --  -
        1001  97456832              110745256                 C   **Illegal RIB Key **

        3001  89230567              9997501                   C   **Illegal RIB Key **

        3003  984376125             811045                    C   **Illegal RIB Key **

        3030  590435902             810395                    C   **Illegal RIB Key **

        3333  71352693              9128745                   C   **Illegal RIB Key **

        4010  107004381             3669538743                V   **Illegal RIB Key **

        4343  123.456.789           9865615-789               V   **Illegal RIB Key **

        7001  4089763               2354901-999               D   **Illegal RIB Key **

        7001  4089763               2364901-506               V   **Illegal RIB Key **

        7005  1009622002021         310-0277612           43  D   **Illegal RIB Key **

        7006  107298104259          310-0368111           55  D   **Illegal RIB Key **

        7007  10024212627415        30-352702             33  D   **Illegal RIB Key **

     1875870  89230567                                        B   **Illegal RIB Key **
```

## See Also

- *Verifying A/R Cross-References (P00314)*

# Setting Up Letters for Non-Sufficient Funds

| | |
|---|---|
| | From Customer & Invoice Entry (G0311), choose Other Invoice Entry Methods<br>From Other Invoice & Receipts Entry Methods (G03111), choose Draft Remittances/Collections<br>From A/R Drafts Remittances & Collection (G031112), choose NSF Notification Generic Text |

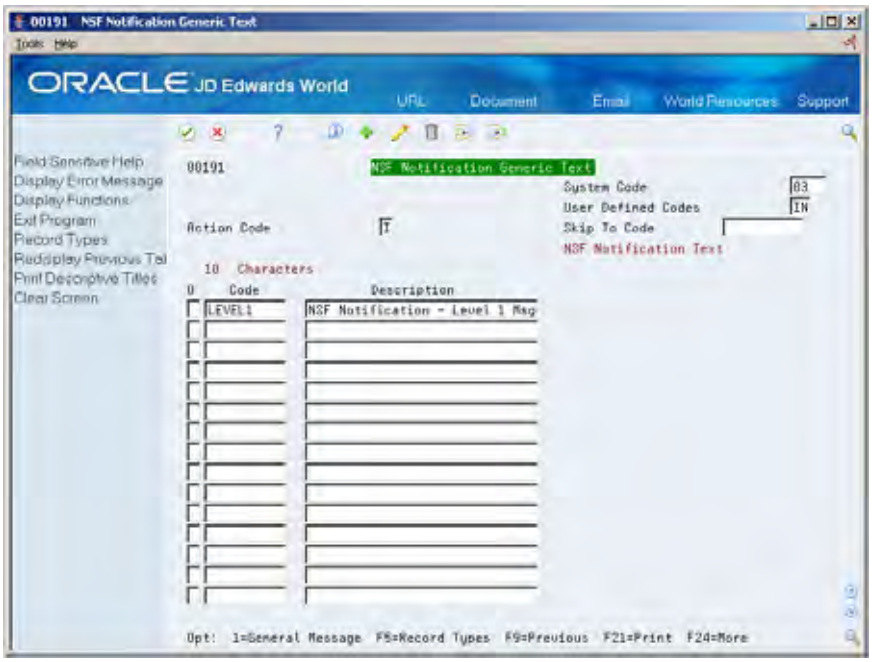
When a customer has an outstanding draft because of insufficient funds, you can send a notification letter. The text that prints on the letter must first be defined using NSF Notification Generic Text.

You create codes that indicate the severity of your warning (for example, LEVEL 1 for a first letter, LEVEL 2 for a second letter, and so on), then define the text for each code. When you run NSF Notification to create your notification letters, you enter a

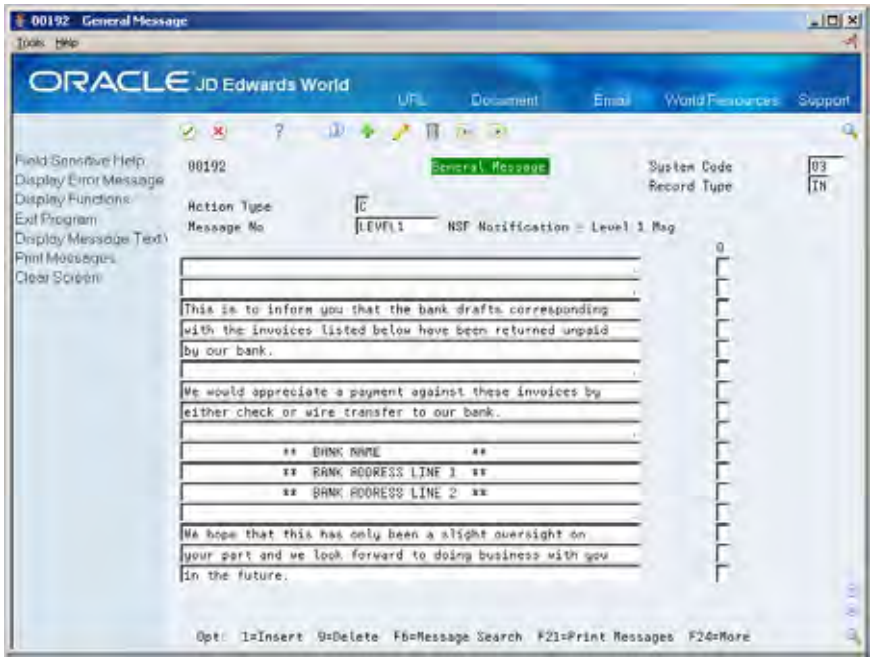
code in the processing options. The system prints a letter using the text associated with that code.

## To set up letters for non-sufficient funds

On NSF Notification Generic Text




1. To add a code, complete the following fields:
   - Code
   - Description
2. To define text for a code, choose the General Message option next to that code.




**3.** On General Message, do one of the following:

- Type new text for a code and use the Add action
- Type over the existing text and use the Change action

## Processing Options

See A/R Draft NSF Notification (P03574).

# 14 Statement and Reminder Setup

# Overview to Statement and Reminder Setup

## Objectives

- To set up the text that you want to print on your A/R statements, delinquency notices, and payment reminders
- To define interest rate information

## About Statement and Reminder Setup

Before you print statements and other A/R notifications, or bill a customer for an overdue invoice, you need to define and customize certain information for your business needs. For example, you might want to set up different messages to appear on your A/R statements and payment reminders.

Statement and reminder setup consists of:

- Setting up statement messages
- Setting up text for payment reminders
- Revising text for delinquency notices
- Working with interest rate information

# Set Up Statement Messages

## Setting Up Statement Messages

| | |
|---|---|
| | From Accounts Receivable (G03), choose **Statement/Reminder Processing**<br>From Statement/Reminder Processing (G0322), choose **Revise A/R Print Messages** |

To print a personalized message on your A/R statements, you must first set up the text.

Setting up statement messages consists of:

- Entering Messages for A/R Statements
- Setting Up Model Messages for Statements

When you add or revise a statement message, the system creates a key for generic statement message text. This key is stored in the Generic Text Index Key table (F00163) and the actual message in the Generic Text Entry table (F0016).

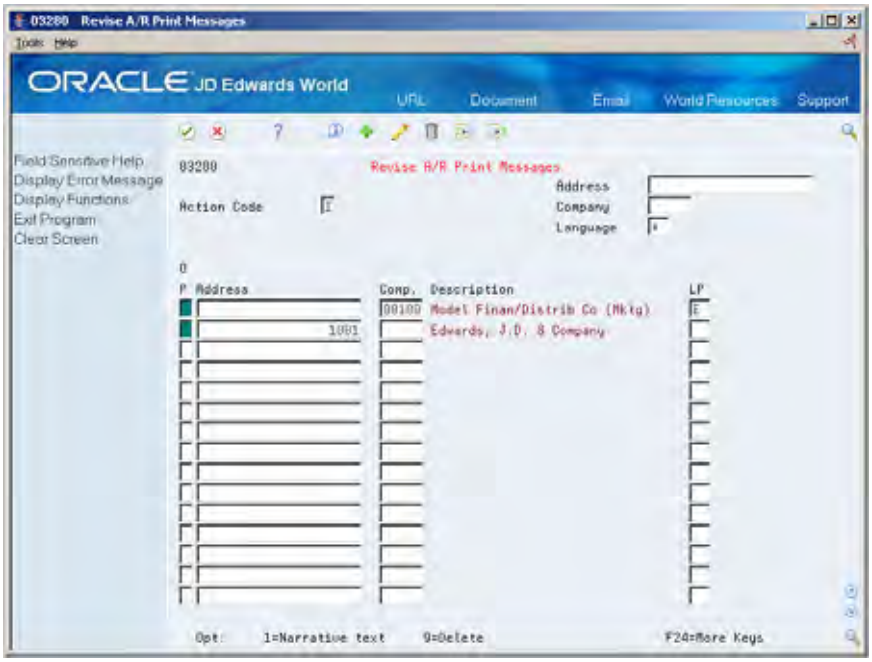
## Entering Messages for A/R Statements

You can enter messages for a specific customer or for all customers within a company.

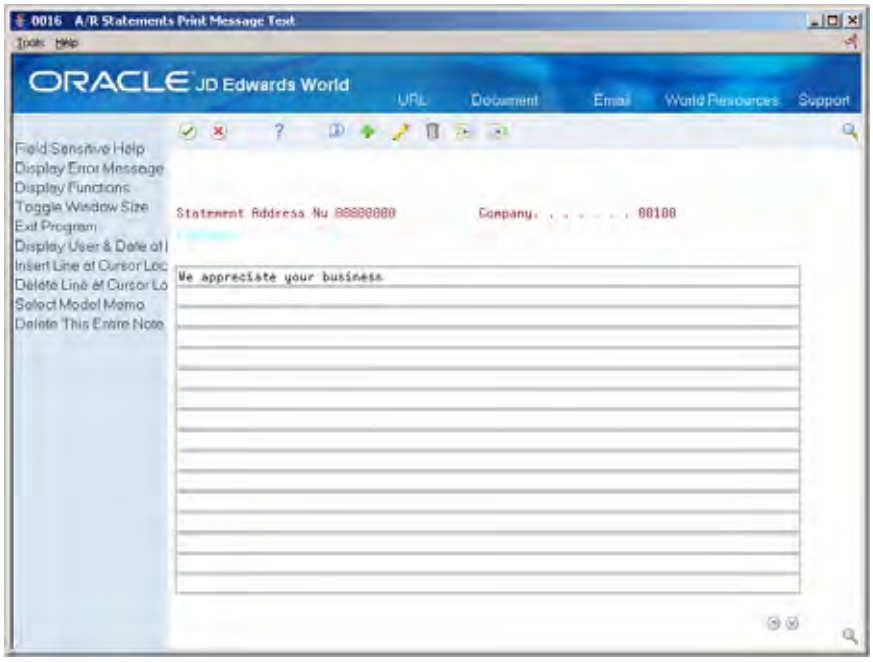
For example, you might enter the message *We appreciate your business* for all customers within company 00100. But you might also enter *Thank you for doing business with us for 10 years* for customer 1001 and *Your business is appreciated* for customer 3001. Therefore, when you print all statements for company 00100, *We appreciate your business* will appear on the statements except those for customers 1001 and 3001.

## To enter messages for A/R statements

On Revise A/R Print Messages




1. Complete one of the following fields on the first available blank line:
   - Address (customer number)
   - Company
2. Complete the following optional field:
   - Language Preference
3. Press Enter or click Add to create record.
4. Locate the customer or company you just added.
5. Choose the Narrative Text option next to the customer or company.




**6.** On A/R Statements Print Message Text, complete the message to appear on the statements.

| Field | Explanation |
|---|---|
| Language Preference | A user defined code (system 01/type LP) that specifies a language to use in forms and printed reports. If you leave the Language field blank, the system uses the language you specify in your user profile. If you do not specify a language in your user profile, the system uses the default language for the system.<br><br>Before any translations can appear, a language code must exist at either the system level or in your user profile.<br><br>*Form-specific information*<br><br>A user defined code (system 01, type LP) that specifies a language to use when you display information or print reports. If you leave this field blank, the system uses the language set up in your user profile. If there is no language specified in your user profile, the system uses the default, or base language.<br><br>Before any translations can appear, a language code must exist at either the system level or in your user profile. The language code at the system level or in your user profile must correspond to a language code assigned to the translated menu, form, report, description, title, or processing option. |

## What You Should Know About

**Displaying a specific customer or company**

To limit the list of customers and companies, specify the number of the customer or company at the top of Revise A/R Print Messages.

**Deleting an individual customer or company**

To remove an individual customer or company from the list of print messages, choose Delete next to the appropriate customer or company.

The Delete action deletes the entire list of customers and companies.

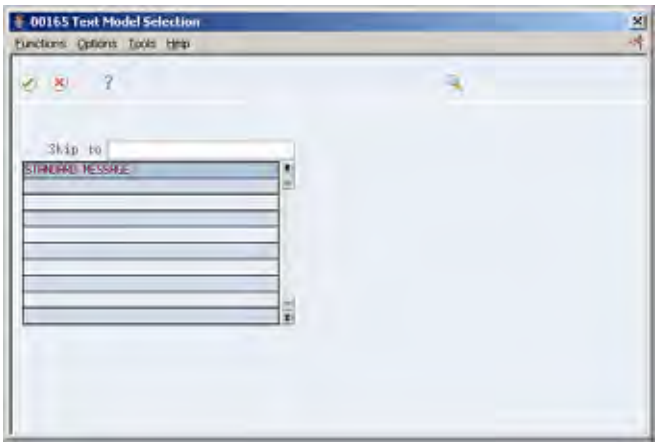
# Setting Up Model Messages for Statements

To print the same statement message for several customers or companies, set up a model message.

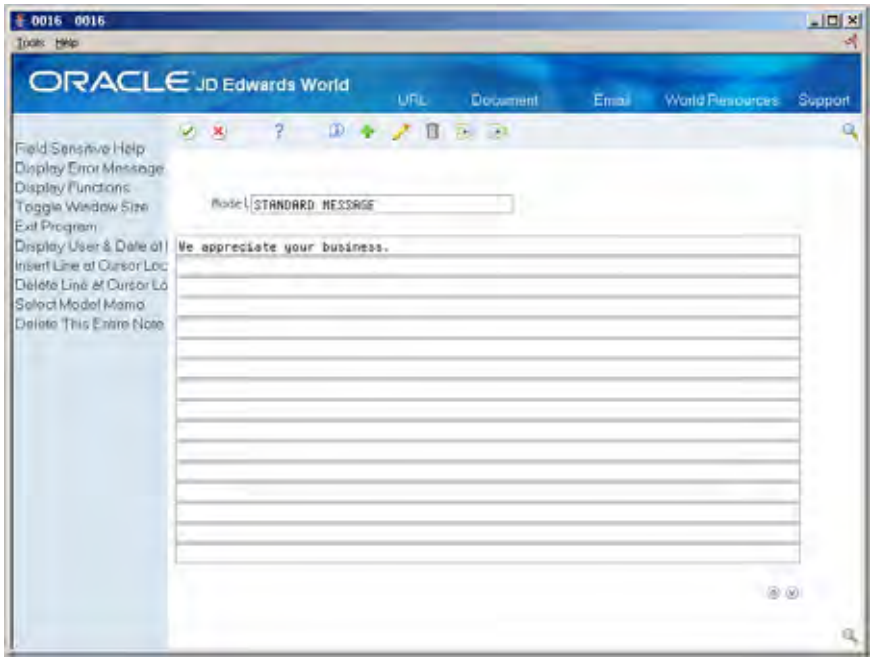
## To set up model messages for statements

On Revise A/R Print Messages

1. Choose the Narrative text option next to an existing message to access A/R Statements Print Messages Text.
2. On A/R Statement Print Messages Text, choose the Models function to access Text Model Selection.




3. On Text Model Selection, choose a blank line to add a model.




4. On A/R Statements Print Message Text, complete the following field:
   - Model
5. Enter the model message text.

   When you exit, the new model appears on Text Model Selection.

| Field | Explanation |
|---|---|
| Model | A name for a model entry. The model can later be accessed by this name. |

## What You Should Know

**Assigning a model message** To assign a model message for a specific customer or company, choose the appropriate model on Text Model Selection.

## Processing Options

See A/R Print Messages (P03280).

# Set Up Text for Payment Reminders

## Setting Up Text for Payment Reminders

| | |
|---|---|
| | From Accounts Receivable (G03), choose **Statement/Reminder Processing**<br>From Statement/Reminder Processing (G0322), choose **Revise Payment Reminders Text** |

To print a personalized message on your A/R payment reminders, you must first set up the text.

Setting up text for payment reminders consists of:

- Entering Reminder Messages
- Setting Up Model Reminder Messages

When you add or revise a payment reminder message, the system creates a key for generic message text. This key is stored in the Generic Text Index Key table (F00163) and the actual message in the Generic Text Entry table (F0016).

### Before You Begin

- Ensure that your business or company is not using delinquency notices. You cannot implement both payment reminders and delinquency notices.

## Entering Reminder Messages

You can add a reminder message for a specific customer or for all customers within a company.

Generally, as a customer's account becomes more overdue, the message on the reminder becomes more severe. You can add messages with up to three levels of severity. They are:

| Level | Description |
|---|---|
| First level | This is a mild reminder that you might send a customer when an invoice is five days overdue. For example, it might read *Have we missed your payment? Our records indicate that the invoices listed above are past due. If your payment has been sent, please disregard this reminder. If not, please send us your payment as soon as possible.* |
| Second level | This is a more firm reminder that you might send a customer when an invoice is 30 days overdue. For example, it might read *The invoices listed above are delinquent. Please remit payment immediately. If your payment has been sent, please disregard this reminder.* |

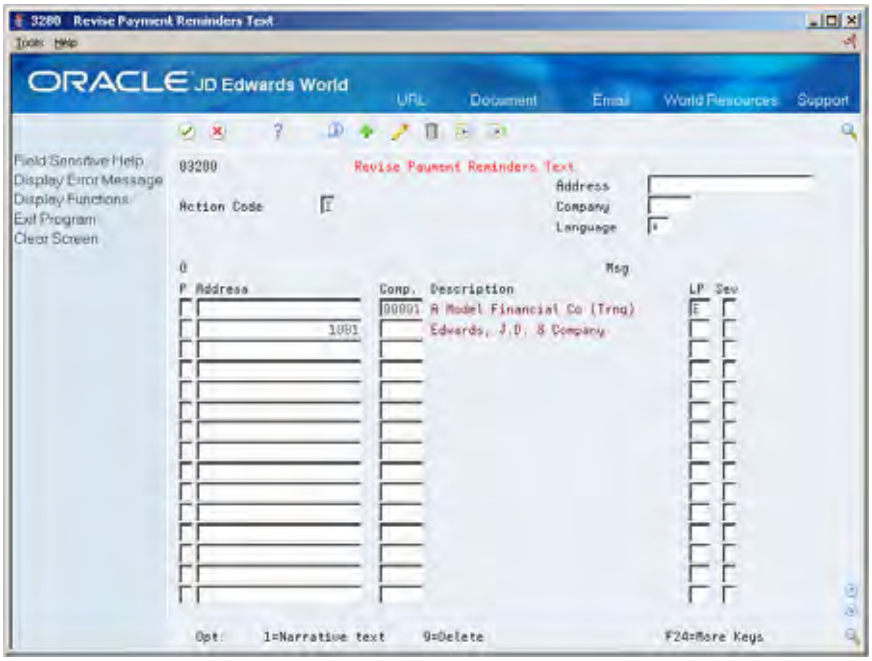
| Level | Description |
|---|---|
| Third level | This is a firm reminder that you might send a customer when an invoice is 45 days overdue. For example, it might read *The invoices listed above are delinquent. Prior attempts to collect payment have rendered no response. If your payment is not received within five days, your account will be turned over to our collection agency.* |

Set up payment reminders text for company 00000 to use as the default text for all companies. The system overrides payment reminders text as follows:

- Company-specific text overrides the default text
- Customer-specific text overrides the company text

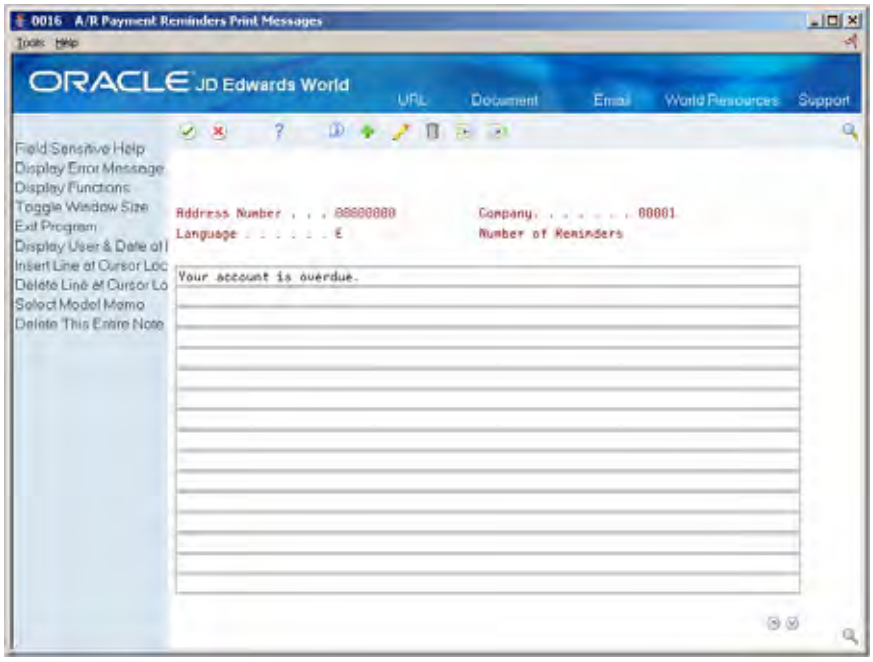
## To enter reminder messages

On Revise Payment Reminders Text




1. Complete one of the following fields on the first available blank line:
   - Address Number
   - Company
2. Complete the following fields:
   - Language Preference (optional)
   - Severity
3. Press Enter or click Add to create record.
4. Locate the customer or company you just added.

5. Choose the Narrative Text option next to the customer or company to access A/R Payment Reminders Print Messages.




6. On A/R Payment Reminders Print Messages, complete the message to appear on the payment reminders.

## What You Should Know About

**Displaying a specific customer or company**

To limit the list of customers and companies, specify the number at the top of Revise Payment Reminders Text.

**Deleting an individual customer or company**

To remove an individual customer or company from the list of payment reminders text, choose Delete next to the appropriate customer or company.

The Delete action deletes the entire list of customers and companies.

# Setting Up Model Reminder Messages

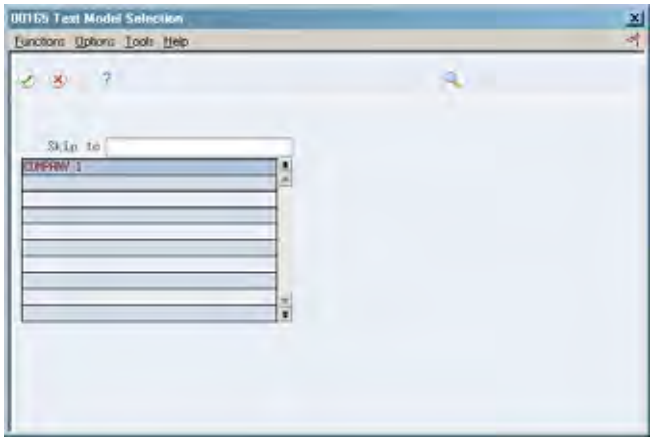
To print the same payment reminders text for several customers or companies, set up a model reminder message.

## To set up model reminder messages

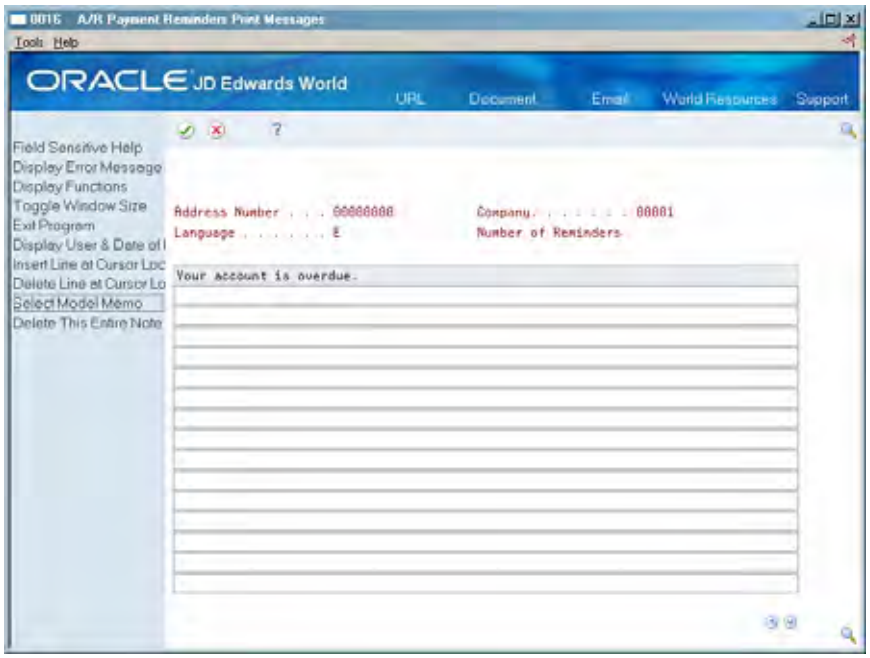
On Revise Payment Reminders Text

1. Choose the Narrative Text option next to an existing message to access A/R Payment Reminders Print Messages.

2. On A/R Payment Reminders Print Messages, choose the Models function to access Text Model Selection.




3. On Text Model Selection, choose a blank line to enter a model.




4. On A/R Payment Reminders Print Messages, complete the following field:
   - Model
5. Enter the text for the model message.

## What You Should Know About

**Assigning a model message** Choose the appropriate model on Text Model Selection for the specific customer or company.

# Revise Text For Delinquency Notices

## Revising Text For Delinquency Notices

| | |
|---|---|
| | From Accounts Receivable (G03), enter G90<br>From Run Time Setup (G90), choose Data Dictionary |

To customize the information that appears on your A/R delinquency notices, revise the text. To do so, revise the data item in the data dictionary. These data items represent the text for the letters you issue to a customer whose open balances fall within the specified aging category.

You can revise three levels of text for delinquency notices. They are:

| Level | Description |
|---|---|
| LETTER1 | This is a mild notice that includes a summarized list of the customer's past due amounts. |
| LETTER2 | This is a more firm notice that includes a summarized list of the customer's past due amounts. |
| LETTER3 | This is a firm notice that includes a summarized list of the customer's past due amounts and a specific date in which the customer must send payment. |

### Before You Begin

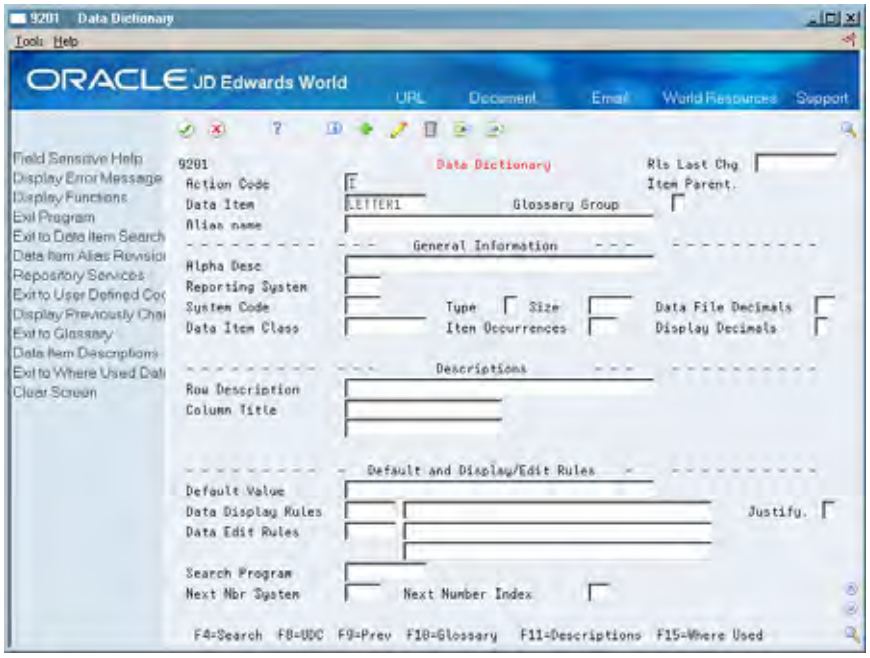
- Ensure that your company/business is not using payment reminders. You cannot implement both delinquency notices and payment reminders.

### See Also

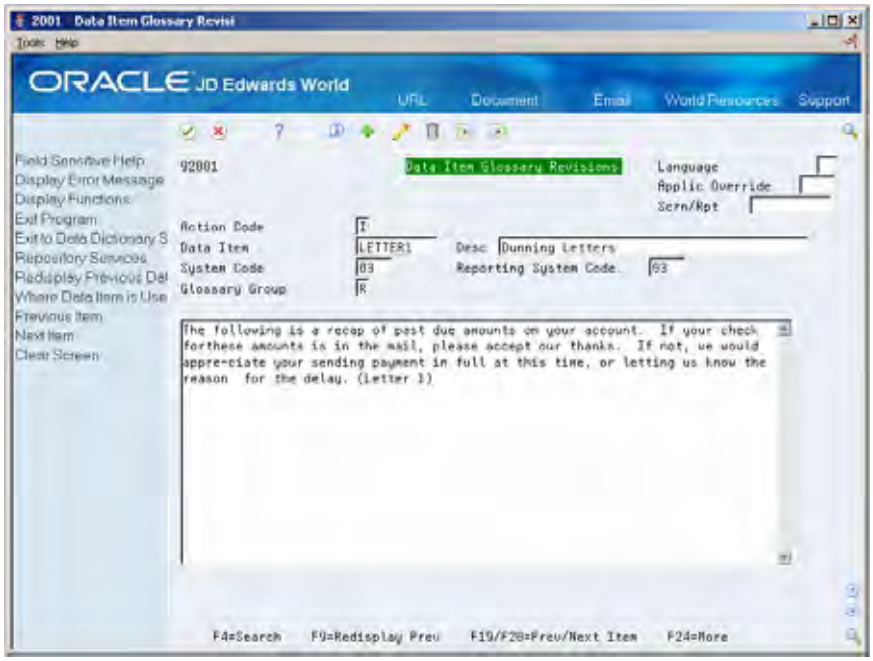
- *Working with the Data Dictionary (P9201)* in the *Technical Foundation Guide* for more information about data dictionary items

## To revise delinquency notices text

On Data Dictionary




1. Locate the appropriate item by completing the following field:
   - Data Item
2. Choose the Glossary function to access Data Item Glossary Revisions.




3. On Data Item Glossary Revisions, change the text as necessary.

## What You Should Know About

**Creating alternate versions of delinquency notices text**

You can send different delinquency notices to different groups of customers. To do so, create alternate versions of LETTER1, LETTER2, and LETTER3. For example, you might name the alternate versions LETTER1X, LETTER2X, and LETTER3X, where X is any alphanumeric character not previously specified by a foreign language version of the data item.

You can create as many alternate versions as you need.

# Work with Interest Rate Information

## Working with Interest Rate Information

| | |
|---|---|
| | From Accounts Receivable (G03), enter 27<br>From A/R Advanced and Technical Operations (G0331), choose **Interest Invoicing**<br>From Interest Invoicing (G03312), choose an option under the **Setup** heading |

If you send interest invoices to assess charges on past due amounts, you must define the interest rates and the text to appear on the invoices. This task consists of:

- Defining Interest Rates
- Entering Text For Interest Invoices

## Defining Interest Rates

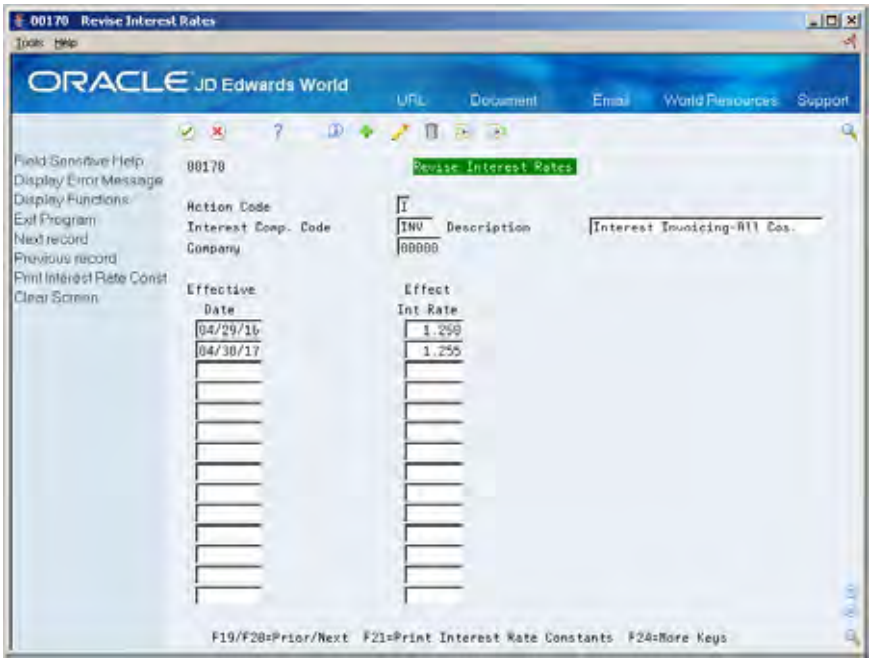
In order for the system to calculate interest charges on overdue invoices, you need to specify the interest rate. You can specify a monthly finance charge percentage in the customer master record, or you can define the interest rates and effective dates that the system uses to process interest invoices.

Define interest rates for company 00000 to use as the default rates for all companies. You can also define interest rates for a specific company

Interest rates are stored in the Interest Rate Constants table (F00017).

## To define interest rates

On Revise Interest Rates




1. Complete the following fields:
   - Interest Computation Code
   - Company
   - Description (optional)
   - Effective Date
   - Effective Interest Rate

| Field | Explanation |
|---|---|
| Interest Computation Code | A code indicating what interest rate is to be charged for late joint interest invoices for this business unit or owner. This code is also used for computing interest on late or suspended royalties in the Revenue Distribution system. This code can be established in the Business Unit Master table (F0006) for all owners in the DOI's for the business unit, or may be assigned by owner in the DOI Detail Revisions programs. The company field should be left blank for all uses except Interest Invoices.<br><br>When used for Interest Invoicing in the Accounts Receivable system, this code is "INV." A rate should be entered for each company used in A/R or for company 00000. The rates entered for company 00000 are the default rates when no record exists for the particular company. |

| Field | Explanation |
|---|---|
| Effective Date | The date on which this transaction takes effect. The effective date is used generically. It can be the date of the next raise, a lease effective date, a price or cost effective date, a currency effective date, a tax rate effective date, change in well status, or whatever is appropriate. |
| Effective Interest Rate | The effective interest rate associated with this particular payment terms code. This must be entered manually as several payment terms codes have an indeterminate interest rate (for example, 30/60/90 terms or prox 25th). Leaving the effective interest rate blank will void the comparison of this rate with the current borrowing rate (CBR) in order to determine whether a discount is to be taken. Input interest rate as a full number between 0 and 99 rather than a decimal fraction. |

### What You Should Know About

**Deleting an interest rate**

To delete an interest rate and its effective date, clear the appropriate fields.

The Delete action deletes the entire list of interest rates.

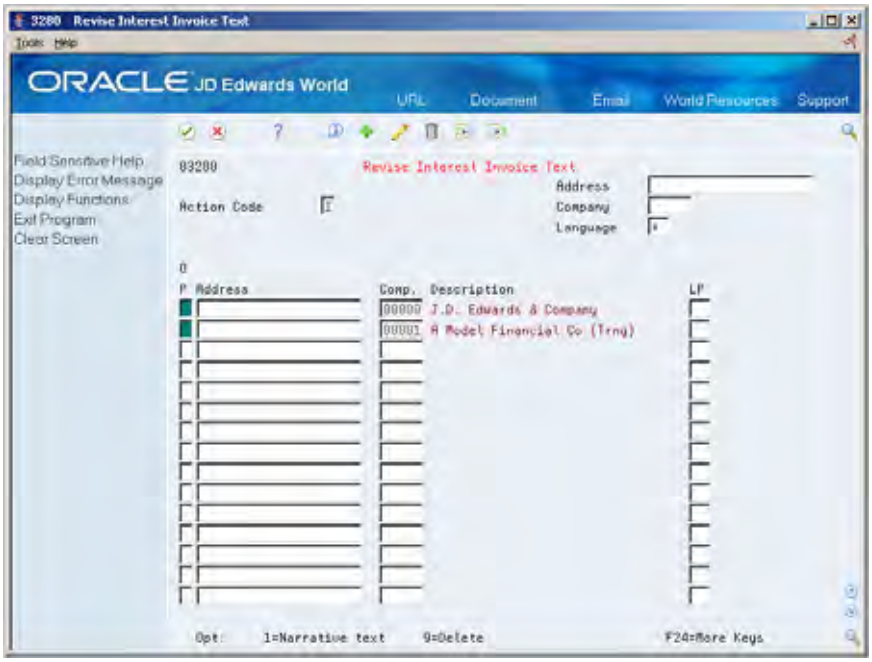
## Entering Text For Interest Invoices

To create a personalized message to print on your interest invoices, you must enter the text. You can enter messages for a specific customer or all customer within a company.

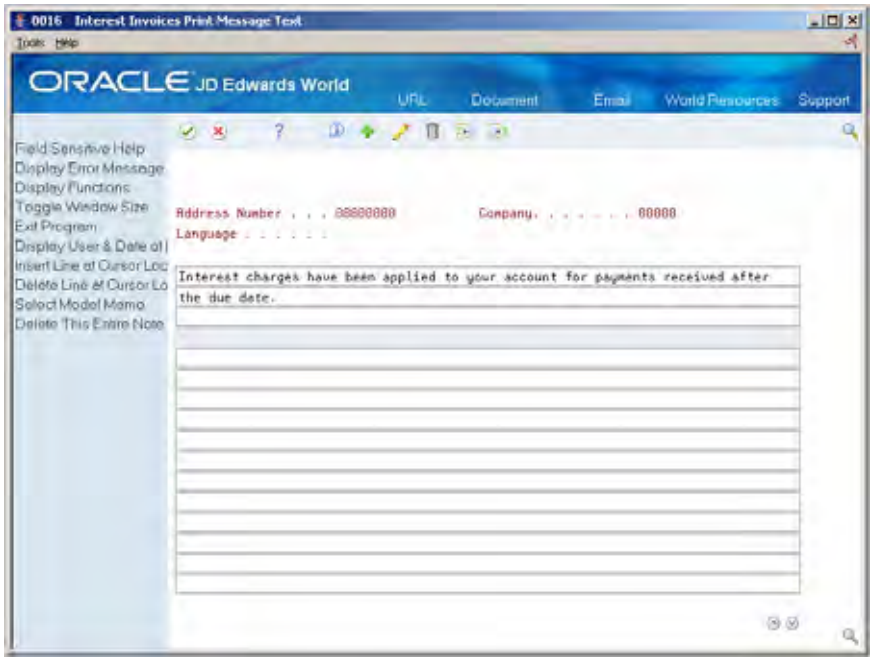
When you enter or revise the text for interest invoices, the system creates the key for generic message text. The system stores this key in the Generic Text Index Key table (F00163) and the actual message in the Generic Text Entry table (F0016).

## To enter text for interest invoices

On Revise Interest Invoice Text




1. Complete one of the following fields on the first available blank line:
   - Address
   - Company
2. Complete the following optional field:
   - Language
3. Press Enter or click Add to create record.
4. Locate the customer or company you just added.
5. Choose the Narrative Text option next to the customer or company.




6. On Interest Invoices Print Message Text, enter the message to appear on the interest invoices.

## What You Should Know About

**Displaying a specific customer or company**

To limit the list of customers and companies, specify the appropriate address number or company number at the top of Revise Interest Invoice Text.

**Deleting a customer or company**

To remove a company or customer from the list of interest invoices text, choose Delete next to the appropriate customer or company.

The Delete action deletes the entire list of customers and companies.

**Creating a model message**

To use the same text for several companies, you can create a model message.

See *Setting Up Statement Messages*.

# 15 Batch Invoice Processing

# Overview to Batch Invoice Processing

## Objectives

- To understand batch invoice processing and its requirements
- To revise batch invoices before processing
- To process batch invoices
- To purge processed batch invoices

## About Batch Invoice Processing

When you create invoices through an external source, such as a personal computer, you can transfer them to the JD Edwards World Accounts Receivable system for processing.

Batch invoice processing consists of:

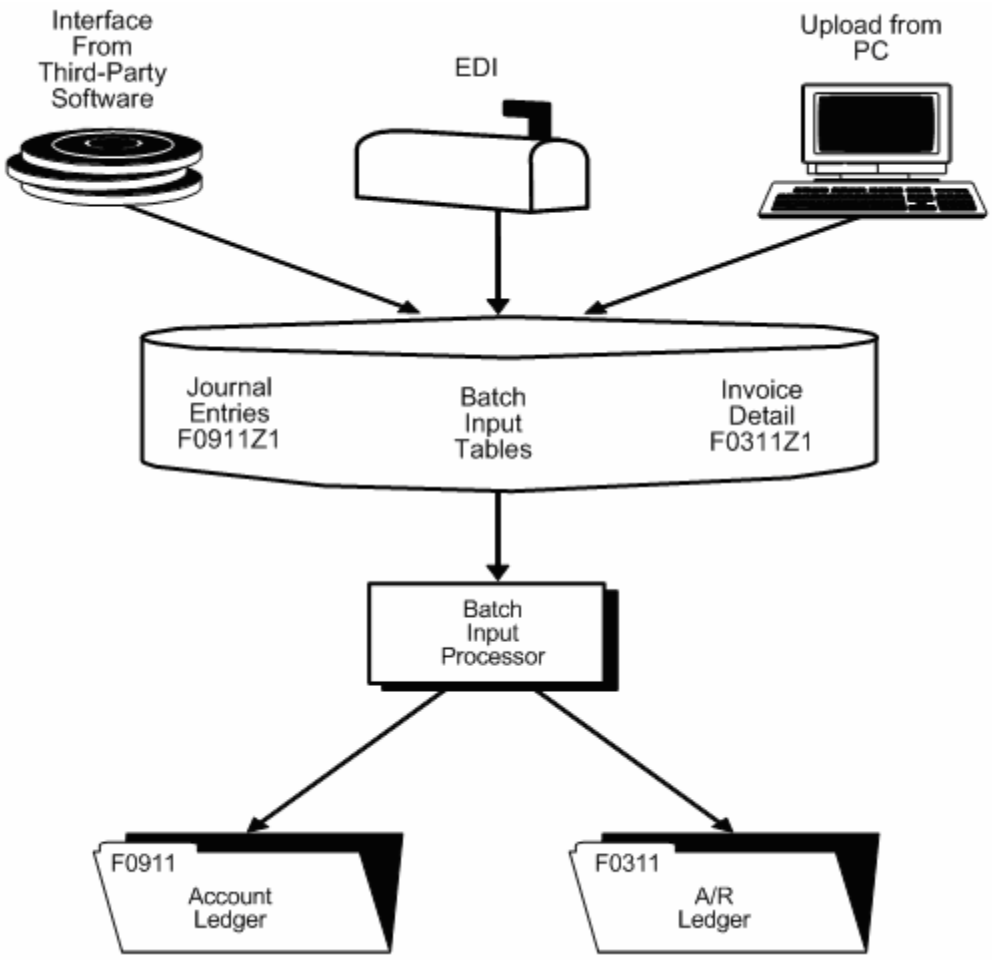
- Reviewing batch invoices
- Working with batch invoices
- Processing batch invoices
- Purging processed batch invoices

### What Happens When You Process Batch Invoices?

After you transfer, review, and revise batch invoices, you process them to create:

- Invoice information in the A/R ledger
- Associated G/L distribution information in the account ledger

The following graphic illustrates the batch invoice process.




## Before You Begin

- Map invoice transactions from their external source into the JD Edwards World Accounts Receivable system using the appropriate format

## What You Should Know About

**Multi-Currency**

Use Batch Invoice Processing to process foreign-currency invoices in the same way you enter invoices directly into the JD Edwards World Accounts Receivable system.

# How it Works

By using the Batch Invoice Processing for accounts receivable transactions, you are ensured that invoice records are created as consistently as if they were entered manually. Batch processing provides all the default information necessary to process invoices successfully.

In order to use the process, you must write a custom program to load A/R transaction information from your system into the F0311Z1 file and corresponding distribution information into the F0911Z1 file. Batch Invoice Processing edits the information entered and creates records in the F0311 and F0911 files.

## Mandatory Fields to Populate in the F0311Z1 File

Use the following batch control fields to assist in tracking transactions from your system:

- VJEDBT - Batch Number
- VJEDUS - User ID
- VJEDTN - Transaction Number (Assign this transaction number to tie transactions from your source to transactions in the F0311Z1 files)

The combination of values in VJEDUS, VJEDBT and VJEDTN uniquely identifies a specific record in the F0311Z1 file.

Additionally, the following fields are mandatory for successful invoice batch processing:

- VJEDTR - Transaction Type (Value entered must be I.)
- VJEDTC - Action Code (Value entered must be A.)
- VJAN8 - Customer Number
- VJDGJ - GL Date (Must be 6-character Julian date.)
- VJAG - Gross Amount
- VJCO - Company Number
- VJMCU - Business Unit (Enter a valid Business Unit or leave this field blank to default from the responsible business unit of the customer's address book number.)

### Additional Information

- VJSFX - Pay Item (This field should be populated if you are processing multiple pay items. Each pay item should be identified with a unique number, such as 001, 002, etc).

## Mandatory Fields to Populate in the F0911Z1 File

The following fields in the F0911Z1 file are mandatory for successful invoice batch processing:

- VNEDTN* - Transaction Number
- VNEDTR - Transaction Type (Value entered must be I.)
- VNEDTC - Action Code (Value entered must be A.)
- VNDGJ* - GL Date
- VNAA - Amount (You may have as many lines of distribution as necessary, as long as the amounts for all the distribution lines total the gross amount entered

in the F0311Z1 file. The corresponding distribution amounts for AR transactions need to be entered as credit amounts (trailing negative sign).)

- VNAN8- Address Number

* The values of these fields must match the values loaded into the F0311Z1 file. This is how the program connects the invoice information to the distribution information.

### Additional Information

- VNASID - Serial Number (Asset ID. This field will be edited against the F1201 file.
- VNEDLN - Line Number (This field should be populated if you are processing multiple journal entry lines. Each line should be identified with a unique number, such as 1.0, 2.0, etc.)

# Additional Processing (Receipts, Taxes, Multi-Currency)

## Creating Receipt Information

Batch Invoice Processing was not designed to process payment information. If you want to process payment information you need to process the invoices as "open" through the F0311Z1 file. In order to process the receipts, you need to populate the F0312 file with payment information and run Process Batch Receipts, P03550. This program matches the payment with open invoices, marks the invoices as paid, and creates all the necessary matching documents.

## Taxes

Tax information will automatically be loaded into the F0311Z1 transaction file if a default Tax Rate Area and Tax Explanation Code exist in the Customer Master, and if the Tax Editing processing option is set to blank. If you do not want to use this information, change the Tax Edit processing option to a 1 to bypass using the default information provided in Customer Master for tax processing. Any tax information loaded into the F0311Z1 file will override the default information that has been entered in the Customer Master. To ensure correct processing, test a few transactions with tax information and verify that they post correctly.

### How to Populate Corresponding F0911Z1 Records for Tax Processing

The amount to populate in the corresponding F0911Z1 record depends on the Tax Explanation Code, Tax Rate Area, and Tax Rules by Company. The following table is a guideline on how to calculate the amount to be entered into the corresponding F0911Z1 record, depending on the tax explanation code used. Variations may occur, depending on other factors.

| Tax Code Used in F0311Z1 File | Amount (VNAA) to Enter in the F0911Z1 File |
|---|---|
| S (Sales) | The amount of the GL distribution for a voucher with sales tax must equal the gross amount. Sales tax should be entered as a separate line item in the GL distribution portion of the voucher. For example, if a voucher has a gross amount of $1000 ($950 taxable, $50 exempt), the GL distribution must equal $1000 including the amount to the sales tax account. |
| U (Use) | The amount of the GL distribution should equal the gross amount + tax amount of the voucher. For example, if a voucher has a gross amount of $1000 and $50 is the amount of the tax, the GL distribution should equal $1050. Upon posting, the $50 will be credited to the Use tax account based on the AAI item PT for the company specified in the transaction. |
| V (VAT) | The amount of the GL distribution should equal the taxable amount of the voucher (not the gross amount). For example, if the gross amount of the voucher is $1000 ($950 taxable, $50 tax amount), the amount to distribute should equal $950. The remaining $50 will be updated automatically by the Post program to the account specified by the AAI item, PTxxxx (where xxxx = offset entered in the Tax Rate Area Code). |
| B (VAT + Use) | The amount of the GL distribution should equal the taxable amount (not the gross amount) + the Use tax amount of the voucher. Since the tax amount is calculated for both Use and VAT taxes, the amount may have to be calculated manually (based on the second tax authority defined in the Tax Rate Area. For example, if the taxable amount of the voucher is $1000 and the tax is equal to $155 ($100 = VAT, $55 = Use), the GL distribution should the $1055). |
| C (VAT + Sales) | The amount of the GL distribution should equal the taxable amount of the voucher + the sales tax amount of the voucher. For example, if the gross amount of a voucher is $1155 ($1000 taxable, $100 VAT tax + $55 sales tax), the amount to distribute should equal $1055. The remaining $100 will be automatically updated by the Post program to the account specified by the AAI item, PTxxxx (where xxxx = offset entered in the Tax Rate Area). |

## Multi-Currency

If you are processing transactions with multi-currency, you have a choice between whether the transaction entered is foreign, domestic or both.

If the transaction is domestic, enter D into the Mode field. The domestic amounts should be loaded into the gross amount, discount and tax fields. The corresponding foreign amount fields will be calculated automatically based on the exchange rate (if entered) or the currency code (if a currency conversion rate is available). If the Mode

field is left blank, the transaction will be considered domestic if the currency code is the same as the currency code for the company number entered. To process a Mode D invoice, the following fields must be entered in the F0311Z1 and F0911Z1 files:

### F0311Z1

- VJCRRM (Mode) = D or blank
- VJAG (Gross Amount) = Enter the Domestic Currency Amount
- VJCRCD(Currency Code) = Currency Code of transaction

### F0911Z1

- VNCRRM (Mode) = D or blank
- VNAA (Amount) = Enter the Domestic Currency Amount
- VNCRCD (Currency Code) = Currency Code of transaction

If you are processing foreign transactions, enter F into the Mode field, enter the foreign amount into the currency amount field, and enter the currency code. Domestic amounts will be calculated using the exchange rate retrieved from the exchange rate table (F0013), or you can override the exchange rate by entering it into the exchange rate field. The currency code must be different than the currency code for the company number entered on these transactions, in order for it to be considered foreign. To process a Mode F invoice the following fields must be entered in the F0311Z1 and F0911Z1 files:

### F0311Z1

- VJCRRM (Mode) = F
- VJACR (Currency Amount) = Enter the Foreign Currency Amount
- VJCRCD(Currency Code) = Currency Code of transaction

### F0911Z1

- VNCRRM (Mode) = F
- VNACR (Currency Amount) = Enter the Foreign Amount
- VNCRCD (Currency Code) = Currency Code of transaction

You may enter both the domestic and foreign amounts of a transaction and bypass setting up historical rates for exchange.

## Processing Transactions

Once the transaction information is loaded into the respective batch files, run the Batch Invoice Processing program (P03110Z) to process this information into the F0311 and F0911 files. Any additional information that is necessary for a completed transaction will be loaded from other sources or calculated from existing information.  For example:

- Document Number - Next Number program (P0002)
- Fiscal Year and Period - Calculated from the GL date and Company Names and Numbers program (P00105)
- Document Type - AR functional server XT0311Z1
- F0911 Explanation - Customer's alpha name from the Customer Master
- F0911 JE Line Number - If left blank, incrementally assigned beginning with 1.0
- F0911 Company Number - Assigned from the business unit entered on the first line of distribution.

Any errors occur during processing are noted on the edit report. The errors may be corrected and the batch reprocessed. If one transaction in the batch is in error, the entire batch will not process. Once the batch has been successfully processed, the field VLEDSP will be updated from a 0 to a 1. These records remain in the F0311Z1 and F0911Z1 files until they are purged.

### Suggestions for Batch Invoice Processing

- Initially process a small number of records in a batch. Most errors that occur on one record will occur on all records and they are easier to correct for smaller batches.
- Only errors will prevent a batch from processing. Warning messages will alert you to a situation, but will not prevent processing. You may turn off warning messages via a processing option.
- You may run the batch in proof mode, but it is really not necessary since you have the option to review the transactions before posting, during which time they could be deleted.
- All error messages are located in the Data Dictionary. Inquire on the error number and review the glossary for cause and resolution.
- If there are errors that you cannot resolve, enter a transaction manually through Batch Invoice Revisions, P0301Z1, and process it successfully. Then compare a copy file of the F0311Z1 transaction that was entered manually to an F0311Z1 transaction that was entered programmatically. You should be able to locate discrepancies and resolve the errors.

## Purging

Accounts Receivable transactions in the F0311Z1 and F0911Z1 will continue to accumulate until the files are purged. You may purge the file automatically (via a processing option in P03110Z) or execute the Processed Batch Invoice Purge program (P00PURGE) on the menu. Only records that have been processed will be purged. Other Data Selection can be established.

### See Also

- *Appendix B* for technical information about setting up invoices for batch input processing

# Review Batch Invoices

## Reviewing Batch Invoices

| | |
|---|---|
| | From Accounts Receivable (G03), enter 27<br>From A/R Advanced and Technical Operations (G0331), choose **Batch Invoice Processing**<br>From Batch Invoice Processing (G03311), choose **Batch Invoice Review** |

After you transfer invoices from an external source, you might want to verify them before you process them.

Reviewing batch invoices consists of:

- Reviewing Batch Information
- Reviewing Batch Invoice Detail

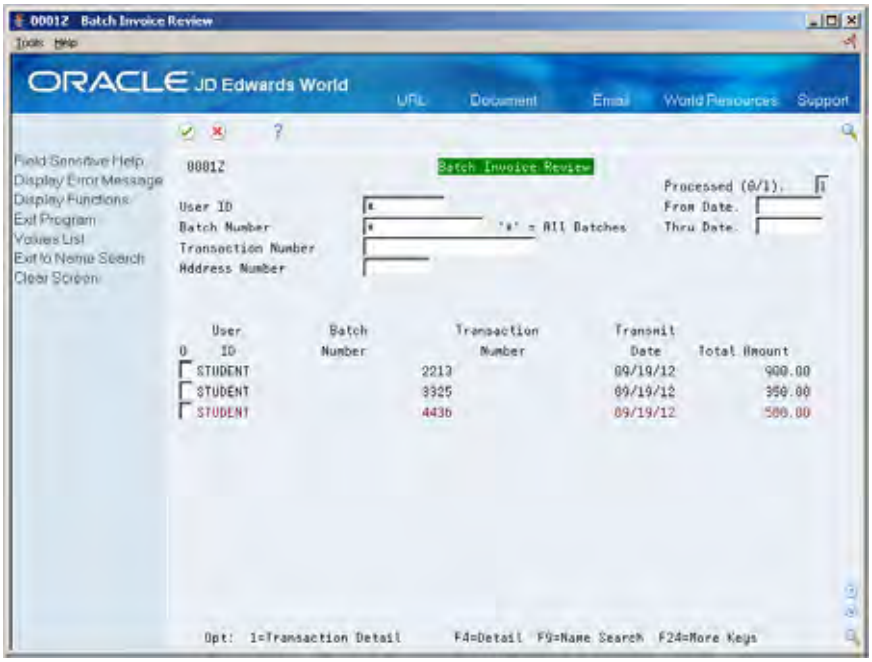
Batch invoice information is stored in the Invoice Transactions - Batch (F0311Z1) and Journal Entry Transactions - Batch (F0911Z1) tables.

## Reviewing Batch Information

After you transfer invoices, you can review specific information about the batch. For example, you might want to verify the number of invoices in a batch for a specific date.

## To review batch information

On Batch Invoice Review




1. Display all batch invoices entered by all users or complete the following fields to display specific invoices:
   - User ID
   - Batch Number
2. To further limit the invoices displayed, complete one or more of the following fields:
   - Processed
   - From Date
   - Thru Date
   - Transaction Number
   - Address Number

| Field | Explanation |
|---|---|
| User ID | The source of the transaction. This can be a user ID, a workstation, the address of an external system, a node on a network, and so on. This field helps identify both the transaction and its point of origin. |
| Batch Number | The number that the transmitter assigns to the batch. During batch processing, the system assigns a new batch number to the JD Edwards World transactions for each control (user) batch number it finds. |

| Field | Explanation |
|---|---|
| Processed | An indicator to mark records 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 program.<br>Valid values are:<br>0 Unprocessed only<br>1 Processed and unprocessed |
| From Date | The beginning date in the date range. This is the date starting with which you want the system to display information.<br>*Form-specific information*<br>Enter the beginning date of the batches you want to review. This is the date that the transactions were entered into the batch input table, regardless of the original source or the method of transfer. |
| Transaction Number | This is the number that an Electronic Data Interchange (EDI) transmitter assigns to a transaction. In a non-EDI environment, you can assign any number that is meaningful to you to identify a transaction within a batch. It can be the same as a JD Edwards World document number. |
| Thru Date | The ending date in the date range. This is the date through which you want the system to display information. If you leave this field blank, the system uses the current period. |

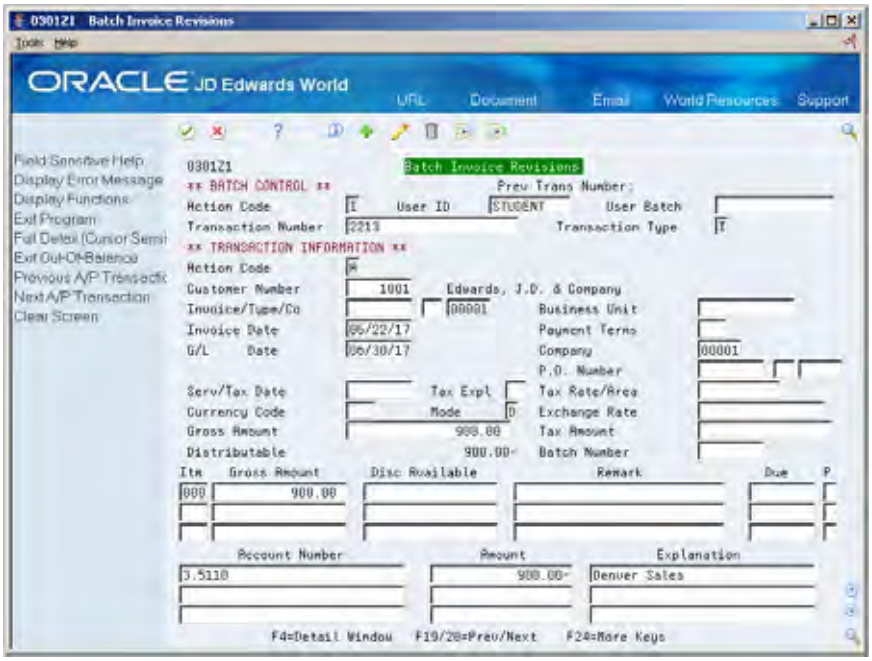
# Reviewing Batch Invoice Detail

When viewing information about your batch invoices, you might want to see the customer number and accounting distributions associated with an invoice. To do so, review the detail of the invoice.

## To review batch invoice detail

On Batch Invoice Review

1. Locate the necessary batch invoice information.
2. Choose the Transaction Detail option next to the appropriate invoice to access Batch Invoice Entry.




## What You Should Know About

Batch Invoice Review and Batch Invoice Revisions are different versions of the same program (P0301Z1). A processing option controls which screen is displayed upon entry, the batch information or the invoice information.

## Processing Options

See Batch Invoice Entry (P0301Z1).

# Work with Batch Invoices

## Working with Batch Invoices

| | |
|---|---|
| | From Accounts Receivable (G03), enter 27<br>From A/R Advanced and Technical Operations (G0331), choose **Batch Invoice Processing**<br>From Batch Invoice Processing (G03311), choose **Batch Invoice Revisions** |

After you transfer invoices to the JD Edwards World Accounts Receivable system from another source, you might need to correct or delete one. Revise batch invoices by manually entering a new one, or by changing or deleting an existing one. You should do this before you process your batch invoices.

Typically, you should not need to add a batch invoice. An exception, however, is if you experience difficulty processing transactions from an interfaced system. To detect and correct the discrepancies, compare the invoice you manually enter to the invoice that the external system creates.

Working with batch invoices consists of:

- Adding Batch Invoices
- Revising Unprocessed Batch Invoices

When you revise a batch invoice, you update information in the Invoice Transactions - Batch (F0311Z1) and Journal Entry Transactions - Batch (F0911Z1) tables.

### What You Should Know About

**Multi-Currency**

You can enter a batch invoice in foreign currency, domestic currency, or both.

When you leave the mode blank (domestic), the system uses ledger type AA and calculates amounts in domestic currency.

When you use 3 as the mode, you can enter both the domestic and foreign amounts without either amount being recalculated.

When you enter a currency code different from the domestic currency, the system uses ledger type CA and calculates domestic amounts (ledger type AA).

**Pre-assigning document and batch numbers**

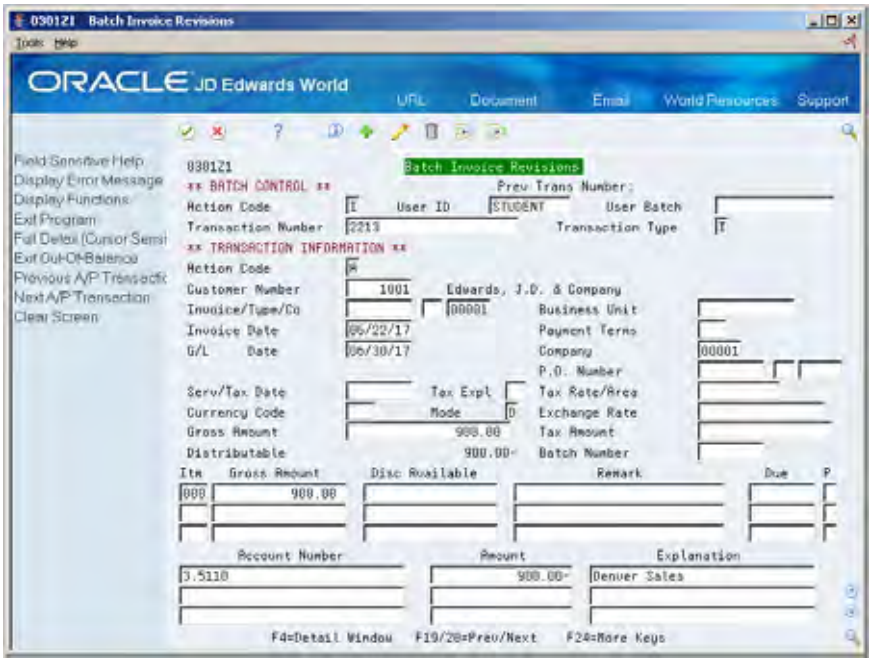
The system uses next numbers to automatically assign document and batch numbers during final processing. JD Edwards World recommends you use next numbers so that duplicate documents are not created. You can, however, manually assign the document number to facilitate a smooth transition between two systems.

# Adding Batch Invoices

When you add a batch invoice, you supply limited information and the system supplies the remaining data. The transaction information you enter creates invoices in the batch A/R ledger and the batch account ledger. Invoices remain in the Invoice Transaction - Batch table until you process and purge them.

## To add batch invoices

On Batch Invoice Revisions




1. To uniquely identify a batch, complete the following key fields:
   - User ID
   - User Batch
   - Transaction Number – This represents individual transactions (invoices) within the batch.

   The system identifies any transactions with the same combination of User ID and User Batch as transactions in the same batch.

2. Complete the following fields for each invoice in the batch:

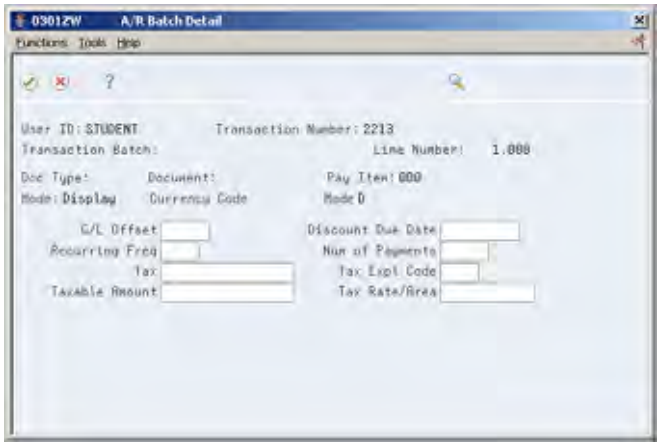
- Customer Number
- Invoice
- Type
- Company
- Invoice Date
- G/L Date
- Company
- Gross Amount

**3.** Complete the following optional fields and press Enter:

- Pay item
- Gross Amount
- Discount Available
- Remark
- Due Date
- Pay Status

**4.** Locate the batch and the specific transaction number.

**5.** Position your cursor on a pay item line and choose the Full Detail function to access A/R Batch Detail.




**6.** On A/R Batch Detail, choose the Display/Update Mode Toggle function to change to update mode.

**7.** Complete the necessary invoice information.

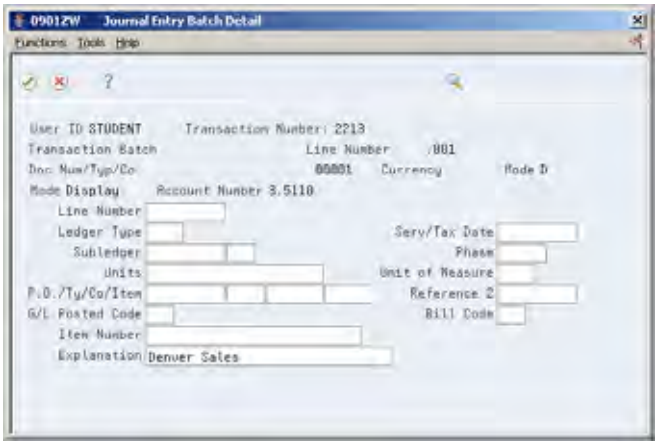
Invoice detail varies, depending on how you map information to your JD Edwards World Accounts Receivable system.

**8.** Choose the Return function.

**9.** On Batch Invoice Entry, complete the following fields to enter G/L distribution information:

- Account Number
- Amount
- Explanation

**10.** Position your cursor on a G/L distribution line and choose the Full Detail function to access Journal Entry Batch Detail.




**11.** On Journal Entry Batch Detail, choose the Display/Update Mode Toggle function to change to update mode.

**12.** Complete the necessary journal entry detail information.

Journal entry detail varies, depending on how you map information to your JD Edwards World Accounts Receivable system.

# Revising Unprocessed Batch Invoices

When you find an error in an unprocessed batch invoice, change or delete it. In order to revise transaction information for a batch invoice, you must include the following on the invoice:

- Invoice type
- Invoice number
- Document company
- Company

## To revise an unprocessed batch invoice

On Batch Invoice Entry

In the batch control information, do one of the following:

- Make the changes to the unprocessed invoice
- Delete the unprocessed invoice

## See Also

- *Revising Unposted Invoices (P03105)* for more information about changing or deleting unposted / unprocessed invoices

## Processing Options

See Batch Invoice Entry (P0301Z1).

# Process Batch Invoices

## Processing Batch Invoices

| | |
|---|---|
| | From Accounts Receivable (G03), enter 27<br>From A/R Advanced and Technical Operations (G0331), choose **Batch Invoice Processing**<br>From Batch Invoice Processing (G03311), choose **Batch Invoice Processing** |

After you review and revise your batch invoices, you must process them to create invoices in the A/R ledger.

Processing batch invoices consists of:

- Submitting Invoices for Processing
- Verifying Batch Invoice Information
- Revising Batch Invoices
- Posting Batch Invoices

## Submitting Invoices for Processing

When you are ready to process your batch invoices, submit the batch. Batch Invoice Processing processes batch invoices in proof or final mode.

In proof mode, the system:

- Verifies the data
- Produces an exceptions report, if errors exist

In final mode, the system:

- Creates invoices in the A/R Ledger table (F0311) and associated journal entries in the Account Ledger table (F0911)
- Assigns document and batch numbers
- Supplies information you leave blank
- Verifies invoice entries for errors
- Produces an exceptions report, if errors exist

Alternatively, you can use processing options to automatically perform the following in final mode:

- Post invoices to the A/R ledger
- Post journal entries to the general ledger

- Purge posted and processed invoices from the Invoice Transactions - Batch (F0311Z1) and Journal Entry Transactions - Batch (F0911Z1) tables

## Verifying Batch Invoice Information

When the system cannot process a batch invoice, it lists the invoice on an exceptions report. Use this report to verify your batch invoice information.

The system produces this report in proof mode, prior to final processing.

```
 00110Z                                          JD Edwards World                                Page No. . .        3
                                            Batch File Entry - Exceptions                        Date - . . .  4/08/17


                                            A/R

      Batch          Transaction         Line       Tran           T T P Fld in
     Number             Number          Number      Set   Customer T C R  Error      Description               Field Value
 --------------- --------------------- ---------- ------ -------- - - - ------ --------------------- ---------------------
---------
 Batch File -      F0311Z1

 User ID:  STUDENT

                 3325                        1.000            4006 I C 0
                                                                          Error:     2344  Batch File Action Invalid

                          F0311 :    Updates                   Transactions
                                                               Records


                          F0311Z:    Errors                 1  Transactions


                          F0911 :    Updates                   Transactions
                                                               Records
```

In the above example, the invalid batch file action shows that the transaction code has changed to C. This code should always be A.

The following abbreviated column headings are used:

| Heading | Description |
|---|---|
| TT | EDI Transaction Type<br>Identifies the type of transaction:<br>V Voucher<br>D Debit memo<br>I Invoice<br>J Journal Entry |
| TC | EDI Transaction Code<br>Identifies how the system should process a transaction during final processing:<br>A Add new transaction<br>D Delete an unprocessed transaction<br>C Change an unprocessed transaction |

| Heading | Description |
|---|---|
| PR | EDI Successfully Processed<br>Indicates if a record has successfully processed:<br>0 Unprocessed record<br>1 Processed record |

## What You Should Know About

**Default Discount Handling**

You can specify a default value for the Discount Handling field if it is the invoice file as blank. Select a code in processing option 4 to set one of the following Discount Handling flags:

0 Use Payment Terms

1 Use Discount Override Amount

2 Use Percentage

# Revising Batch Invoices

If you find an error in a batch invoice, correct it before final processing. If the source of the invoice is not a JD Edwards World system, you should purge the records before you transmit the corrected invoice. This will prevent duplicate records.

### To revise batch invoices

1. Do one of the following:
   - Change the invoice at its source and re-transmit the batch to the JD Edwards World Accounts Receivable system
   - Update the individual batch record on Batch Invoice Revisions
2. Submit your batch invoices for processing again.

## What You Should Know About

**Revising processed batch invoices**

Use standard invoice entry to revise an invoice processed in final mode.

## See Also

- *Revising Posted Invoices (P03105)* for information about revising posted and processed invoices

**Note:** Before you transmit records the second time, purge the Invoice Transactions - Batch (F0311Z1) and the Journal Entry Transactions Batch (F0911Z1) tables to prevent duplicate records.

# Posting Batch Invoices

After processing your batch invoices, post them to the general ledger.

## To post batch invoices

Do one of the following:

- Submit the post using Post Invoices to G/L
- Set the appropriate processing options for the Batch Invoice Processing program to automatically post your invoices after processing

## Processing Options

See A/R Invoice Batch Processing (P03110Z).

# Purge Processed Batch Invoices

## Purging Processed Batch Invoices

| | |
|---|---|
| | From Accounts Receivable (G03), enter 27<br>From A/R Advanced and Technical Operations (G0331), choose **Batch Invoice Processing**<br>From Batch Invoice Processing (G03311), choose **Processed Batch Invoice Purge** |

Purge batch invoices after you review, process, and post them. You can choose to automatically purge them after processing or do it later as a separate task. If you purge them later, the invoices remain in the system as processed until you globally purge them.

Purging processed invoices removes all batch invoices from the Invoice Transactions - Batch table (F0311Z1) regardless of the batch they are in. Purging does not affect the invoices in the A/R Ledger table (F0311).

### What You Should Know About

**Technical considerations**

If you use OPNQRYF (Open Query File command) instead of the logical file build to select the records to purge, you must also complete the following:

- Additional parameters
- At least one data sequencing field

If you use the logical file build instead of OPNQRYF, the system reorganizes both the logical file and the purged file. This might increase the time it takes to run the reorganization.

### Processing Options

See Batch File Purge (P00PURGE).

# 16 A/R Cash Forecasting

# Overview to A/R Cash Forecasting

## Objectives

- To summarize open invoices for cash forecasting purposes

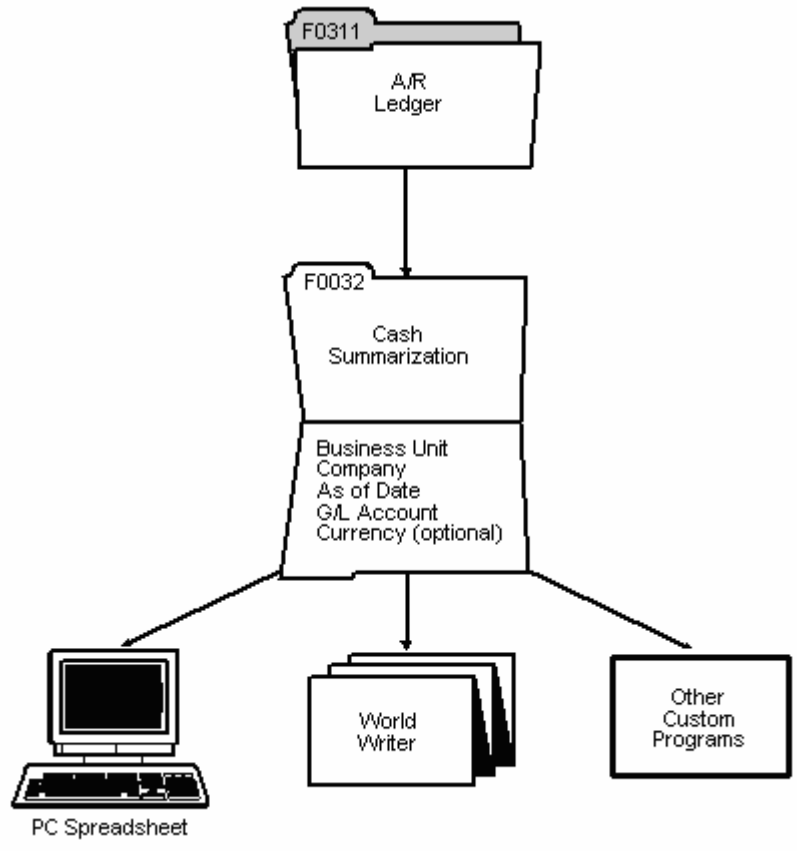
## About A/R Cash Forecasting

As part of your cash forecasting activities, you might want to review a summary of your open invoices.

When you run A/R cash forecasting, the system:

1. Consolidates open invoices from the A/R Ledger table (F0311)
2. Summarizes information by business unit, company, due date, and currency
3. Deletes existing records in the Cash Summarization table (F0032) with the cash type you specify in a processing option
4. Updates the Cash Summarization table with the new information

The following graphic illustrates the cash forecasting process.



# Forecast A/R Cash Flow

## Forecasting A/R Cash Flow

| | |
|---|---|
| | From Accounts Receivable (G03), enter 27<br>From A/R Advanced and Technical Operations (G0331), choose A/R Cash Forecasting |

To receive an accurate picture of your current cash position, forecast your A/R cash flow.

When you run A/R Cash Forecasting, the system creates the Cash Summarization table (F0032) that contains the following:

- Total of all open invoices
- Due dates of open invoices
- Receipt amount required from customer

### What You Should Know About

**Viewing the results of A/R cash forecasting**

You can use World Writer to view the information created when you run A/R Cash Forecasting. The information can also be downloaded to a standard spreadsheet program or used by custom programs for cash analysis.

**Multi-Currency**

When using multiple currencies, invoices are summarized by both the domestic and foreign currencies. In the Cash Summarization table, the domestic currency code appears in the Currency Code field. The foreign currency code appears in the To Currency Code field. When you process domestic invoices, the foreign amount and currency code are the same as the domestic amount and currency code.

### Processing Options

See A/R Cash Forecasting (P03520).

# 17 ABC Customer Analysis

# Overview to ABC Customer Analysis

## Objectives

- To analyze a customer's sales activity

## About ABC Customer Analysis

When analyzing your customer accounts, you might want to analyze a customer's activity based on relative sales and the average number of days to pay an invoice.

# Review Customer Activity

## Reviewing Customer Activity

| | |
|---|---|
| | From Accounts Receivable (G03), enter 27<br>From A/R Advanced and Technical Operations (G0331), choose ABC Customer Analysis |

You might need to analyze a customer's sales activity. To do so, run ABC Customer Analysis (P03602).

ABC Customer Analysis generates information so that you can analyze a customer's activity in one of two ways:

- The 80/20 principle. A listing of 20% of your customers who provide 80% of your total sales.
- A listing of your customers ranked by sales percentages.

You can run ABC Customer Analysis in proof or final mode. If you choose proof mode, the system lists the rankings of your customers. In final mode, the system prints a report and updates the ABC codes in the Customer Master table (F03012 – fields ABC1 and ABC3).

### Before You Begin

- Run Recalculate Average Days Late (P03830) to ensure correct figures for average days-to-pay calculation.
- Set values in the Data Dictionary to either the 80/20 principle or the top percentage ranking for your customers. Data Dictionary items are specific to the ABC code.
  - 
- Specify the appropriate values in the ABC (Sales/Margin/Profit) field on Customer Master Information.

## What Does the System Calculate?

When you run ABC Customer Analysis, the system calculates two ABC categories based on percentages you set up in the data dictionary.

| Category | Description |
|---|---|
| Percentage Sales<br>(ABC code 1 - %S column) | You set up percentiles in the data dictionary for field names A1A, A2A, and A3A. The system categorizes each customer by the percentile in which it's total sales falls.<br><br>If you set the first percentile at 90, all of your customers whose aggregate sales make up the first 10% of your sales are rated A. If you set the second percentile at 80, all of the customers whose sales do not fall within the first 10% of your total sales, but do fall within the first 20%, are rated B, and so on.<br><br>The value calculated will update to the Customer Master file, F0301 – field ABC1 when run in Final mode. |
| Average Days to Pay<br>(ABC code 3 - AD column) | You set up categories in the Data Dictionary for field names A1C, A2C, and A3C. The system does not perform a percentage calculation (as it does for sales percentage), but performs a direct comparison. For example:<br><br>▪ A1C = 30 (0 - 30 days) / A rating<br>▪ A2C = 60 (31 - 60 days) / B rating<br>▪ A3C = 90 (61 - 90 days) / C rating<br>▪ 91 or more days / D rating<br><br>The average number of days for company xxxxx to pay its invoices is 22. This is in the A1C range. The system assigns an A rating to company xxxxx for ABC code 3 and updates the Customer Master file – field ABC3 when run in Final mode.. |

```
                                        ABC Analysis                    Date - 10/27/17
                                           Proof
    . . . . . . Address . . . . . .                Year to Date     %     A/R  % A  Rank
 Number                    Name                        Sales       Sales   Days S D
-------- ---------------------------------------- -------------   -----   ---- - - ------
  424242 Jims customer service                    ,984,699,370     54.0        D A      1
     500 Gas Station                              ,940,052,220     46.0        D A      2
42424242 The Place                                  10,070,957                 D A      3
  363389 GMF- Prueba                                 4,098,993                 D A      4
    5003 Adams County Dancing Extravaganza             781,624                 D A      5
  787173 Monette's Country Store                       680,181             44- D A      6
    1001 Côte, Pamela                                  679,877            218  D A      7
    6060 Eric's Totally Cool Customer                  293,500                 D A      8
    2344 Lynn's Blue Notes                             234,530            177- D A      9
```

## Processing Options

See Customer Analysis (P03602).

# 18 Technical Processes

# Overview to Technical Processes

## About Technical Processes

Periodically, you may need to update customer information or purge A/R information to create more disk space. To do so, complete the following:

- Update A/R from the address book
- Work with YTD invoice amounts
- Update balance forward records
- Convert Customer Master currencies
- Update Customer Master information
- Update Customer Company/BU records
- Purge A/R information

# Update A/R from the Address Book

## Updating A/R from the Address Book

| | |
|---|---|
| | From Accounts Receivable (G03), enter 27<br>From A/R Advanced and Technical Operations (G0331), choose **Update A/R from Address Book** |

If you change selected address book information for a customer, such as the number of the parent company, you must update the A/R ledger. To do so, run Update A/R from Address Book.

Each transaction in the A/R ledger includes:

- Customer alpha name
- Customer alternate payer address number
- Parent company address number
- Address book category codes (1-10)

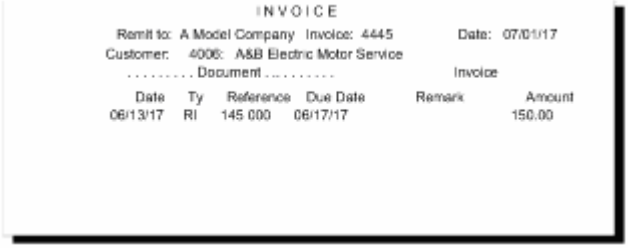
You run this program before you print statements or run Credit Analysis Refresh. If you change the parent number and do not run Update A/R from Address Book, your A/R statements might not be correct due to duplicate credit/cash records for each of the different parent numbers.

Depending on the size of your A/R Ledger table (F0311), run Update A/R from Address Book after work hours. Run Update A/R from Address Book frequently to ensure that the A/R Ledger contains up-to-date information.

### Example: Updating A/R from the Address Book

The following example illustrates the problems you might encounter if you change parent numbers and do not run Update A/R from Address Book.

On June 1, your company, Model Company, sends invoice 4455 to A&B Electric Motor Service (A&B) for 150.00. A&B, customer number 4006, is an individually owned company not associated with any parent or child company.


INVOICE

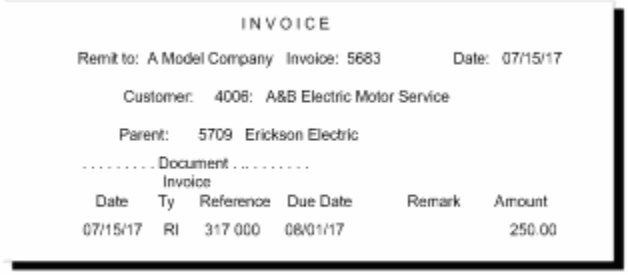
Remit to: A Model Company Invoice: 4445 Date: 07/01/17

Customer: 4006: A&B Electric Motor Service

..... Document ..... Invoice

| Date | Ty | Reference | Due Date | Remark | Amount |
|---|---|---|---|---|---|
| 06/13/17 | RI | 145.000 | 06/17/17 | | 150.00 |

- On June 10, you assign A&B Electric Motor Service the parent address of 5709, Erickson Electric.
- On June 15, Model Company sends invoice 5683 to A&B Electric Motor Service.



INVOICE

Remit to: A Model Company Invoice: 5683 Date: 07/15/17

Customer: 4006: A&B Electric Motor Service

Parent: 5709 Erickson Electric

..... Document ..... Invoice

| Date | Ty | Reference | Due Date | Remark | Amount |
|---|---|---|---|---|---|
| 07/15/17 | RI | 317 000 | 08/01/17 | | 250.00 |

If you do not run Update A/R from Address Book before you process statements, and you process them by parent company, two invoices for A&B will appear on two separate statements.

## Updating A/R Category Codes

You can use Update A/R from Address Book to globally update the A/R category codes in the A/R ledger (F0311). This program will update the A/R ledger with the Address Book category codes (AC01 – AC10) with values from the Address Book file (F0101). If you do not want to have one or more of these category codes updated when this program is run, you must protect the fields from update in the processing options.

## Processing Options

See Update A/R from Address Book (P03802).

# Work with YTD Invoice Amounts

## Working with YTD Invoice Amounts

As part of your cash management procedures, you might want to see the total invoiced amount for a customer. To see accurate totals, update the customer's year-to-date (YTD) invoice amounts. Generally, you do this either monthly or at the end of a calendar or fiscal year as part of your annual close.

Working with YTD invoice amounts consists of:

- Updating Customer YTD Invoice Amounts
- Reworking Customer YTD Invoiced Amounts
- Reviewing Customer YTD Invoice Amounts

## Updating Customer YTD Invoice Amounts

| | |
|---|---|
| | From Accounts Receivable (G03), enter 27<br>From A/R Advanced and Technical Operations (G0331), choose **Update YTD Invoice Amount** |

When you update year-to-date (YTD) invoice amounts, the system does the following for all customers across all companies based on the beginning and ending date you specify:

- Calculates total invoice amounts from the A/R Ledger table (F0311)
- Updates the following in the Customer Master table (F0301):
  - Year-to-date invoice amounts
  - Prior year-end invoice amounts
  - Year-to-date finance charges
  - Prior Year Finance Charge (AFCP)

**Note:** This information is not available at the Parent level. Update YTD Invoice Amount program (P03820) uses the gross amount for calculating the Amount Invoiced YTD, regardless of whether taxes are included.

### How It Works

When Update YTD Invoice Amount program (P03820) is executed, the program uses the From and Thru dates from the Date Option processing options to compare to the G/L dates on the invoices and the Computation Method processing option to gather the information to update to the specific amount fields in the Customer

Master file (F0301). The following details how the YTD and Prior Year fields are updated based on the Computation Methods.

## Computation Method 1

Method 1 uses the dates entered in the Date Option processing options to calculate the prior year invoiced amounts and update the Invoiced Prior Year field. It is critical that A/R transactions from the prior year exist in your environment. The amount updated in the Invoiced PYE field is based on any transactions with G/L dates between the From Date and Thru Date in the Date Option processing options. The program populates the Invoiced This Year field with the new, calculated amount of invoices written after the Thru Date.

For example, if the current date is May 2020 and the user wants to recalculate the Invoiced This Year amounts based on a calendar year. The From and Thru date processing option would be set with the From date of 1/01/19 and the Thru date of 12/31/19. These dates identify the prior year, so all transactions after 12/31/19 will be updated for the current year as Invoiced This Year. As explained in the below chart, prior to running Update YTD Invoice Amount program (P03820) the field contained the amount of 10,000. After executing Update YTD Invoice Amount program (P03820), the program recalculated the amounts and updated fields as stated below.

| Field | Amount |
|---|---|
| Invoiced This Year (prior to executing P03820) | 10,000 |
| Invoiced between 1/1/19 and 12/31/19 equals new Invoiced Prior Year | 2,000 (calculated) |
| Invoiced after 12/31/19 equals new Invoiced This Year | 8,000 (calculated) |

You may run this process as often as desired. The results are accurate only if AR invoices from the beginning date to the current date have not been purged from the A/R Ledger file (F0311).

## Computation Method 2

Computation Method 2 calculates the new Invoiced Prior Year amount by adding the amounts of invoices with G/L date after the Thru Date (entered in the processing options), then subtracting this total from the existing Invoiced - This Year total. The result is updated in the Invoiced Prior Year field. The Invoiced This Year field is simply replaced with the newly calculated amount invoiced after the Thru Date.

For example, the customer, ABC Company, has an Invoiced - This Year amount of $10,000 (since the last time the program was run). The ABC Company is on a calendar year for 2020, and the From and Thru Dates are entered into the Data Option processing options as 01/01/19 for the From and 12/31/19 for the Thru. All invoices with a G/L date after 12/31/19 would comprise the new Invoiced - This Year amount, which in this example would be $6500. The new prior year amount is calculated by subtracting $6500 from the original $10,000. Therefore, the new Invoiced Prior Year amount is $3500 and the new Invoiced - This Year amount is

$6500. If you had been on the system for more than two years, the Invoiced - This Year amount would include all years prior to the current year.

**Caution:** If you run Method 2 more than once for the same period, you will end up with zero in your Invoiced Prior Year field.

## Before You Begin

- Enter all invoices for all companies for the period or fiscal year
- Set up the necessary security

## What You Should Know About

| | |
|---|---|
| **Multi-Currency** | If you use multiple currencies, you must enter an amount currency for each customer. |
| **Purging A/R records** | If you purge your A/R records more than once a year, update your customer YTD invoice amounts prior to purging the first time that year. You should not update a customer's YTD amounts more than once a year or you could lose data. |
| **Computation method (defined in processing options)** | You can use a value of 1 to allow repeated runs if you have a full year of A/R transactions. The system calculates the amount in the A/R tables, moves this value to the Prior Year End field, and sets the YTD field to zero.<br>You can only use a value of 2 once a year. This value assumes that you do not have a full year of A/R transactions. If you run this program twice with a value of 2, you will lose Prior Year End amounts. |

## Processing Options

See Update YTD Invoice Amount (P03820).

# Reworking Customer YTD Invoiced Amounts

If the system cannot update a customer's balances, it lists the customer on the A/R Annual Close report.

After you run the version of A/R Annual Close, run the Rework A/R Annual Close version. Use data selection to select only those customers not updated.

The following is an example of the A/R Annual Close report. Use this report to review any errors in the customer's balances.

```
03820                                                                          Page - . . .        1
                                        A/R Annual Close                       Date - . . .  5/06/16
Address       Alpha                                   Error Message          Document        Reference
-------- ------------------------------------------------------------------ --------------- --------------------
150 DIA Property Management Co                                                Blank CRCA in F0301
150 DIA Property Management Co              3846 Currency Exchange Rate Not Found             847 FE 001
150 DIA Property Management Co              3846 Currency Exchange Rate Not Found            8244 RI 001
150 DIA Property Management Co              3846 Currency Exchange Rate Not Found            8244 RI 002
150 DIA Property Management Co              3846 Currency Exchange Rate Not Found            8245 RI 001
150 DIA Property Management Co              3846 Currency Exchange Rate Not Found            8245 RI 002
1063 Modesto Warehouse #10                  3846 Currency Exchange Rate Not Found     Blank CRCA in F0301
1064 Valley Forge      (#20)                3846 Currency Exchange Rate Not Found     Blank CRCA in F0301
2250 Office Warehouse, Inc                  3846 Currency Exchange Rate Not Found     Blank CRCA in F0301
4167 Anne Crocker                           3846 Currency Exchange Rate Not Found     Blank CRCA in F0301
4183 Bali Hi                                3846 Currency Exchange Rate Not Found     Blank CRCA in F0301
4212 Victorian Secrets                      3846 Currency Exchange Rate Not Found     Blank CRCA in F0301
4221 Salisbury Lace                         3846 Currency Exchange Rate Not Found     Blank CRCA in F0301
4247 StageCoach Fashions                    3846 Currency Exchange Rate Not Found     Blank CRCA in F0301
4252 Budget Office Supply-USA               3846 Currency Exchange Rate Not Found     Blank CRCA in F0301
5070 Denver City & County                   3846 Currency Exchange Rate Not Found     Blank CRCA in F0301
5070 Denver City & County                   3846 Currency Exchange Rate Not Found            6324 RI 001
5070 Denver City & County                   3846 Currency Exchange Rate Not Found            6324 RI 002
5070 Denver City & County                   3846 Currency Exchange Rate Not Found            6324 RI 003
5070 Denver City & County                   3846 Currency Exchange Rate Not Found            6324 RI 004
5070 Denver City & County                   3846 Currency Exchange Rate Not Found            6324 RI 005
5070 Denver City & County                   3846 Currency Exchange Rate Not Found            6324 RI 006
5070 Denver City & County                   3846 Currency Exchange Rate Not Found            6324 RI 007
5070 Denver City & County                   3846 Currency Exchange Rate Not Found            6324 RI 008
5070 Denver City & County                   3846 Currency Exchange Rate Not Found            6324 RI 009
5070 Denver City & County                   3846 Currency Exchange Rate Not Found            6324 RI 010
5070 Denver City & County                   3846 Currency Exchange Rate Not Found            6324 RI 011
5070 Denver City & County                   3846 Currency Exchange Rate Not Found            6324 RI 012
5070 Denver City & County                   3846 Currency Exchange Rate Not Found            6324 RI 013
5070 Denver City & County                   3846 Currency Exchange Rate Not Found            6324 RI 014
5070 Denver City & County                   3846 Currency Exchange Rate Not Found            6324 RI 015
5070 Denver City & County                   3846 Currency Exchange Rate Not Found            8232 RI 001
5070 Denver City & County                   3846 Currency Exchange Rate Not Found            8232 RI 002
5070 Denver City & County                   3846 Currency Exchange Rate Not Found            8232 RI 003
5070 Denver City & County                   3846 Currency Exchange Rate Not Found            8243 RI 001
5070 Denver City & County                   3846 Currency Exchange Rate Not Found            8243 RI 002
5070 Denver City & County                   3846 Currency Exchange Rate Not Found            8243 RI 003
5070 Denver City & County                   3846 Currency Exchange Rate Not Found            8243 RI 004
5070 Denver City & County                   3846 Currency Exchange Rate Not Found            8243 RI 005
5070 Denver City & County                   3846 Currency Exchange Rate Not Found            8243 RI 006
5070 Denver City & County                   3846 Currency Exchange Rate Not Found            8243 RI 007
5070 Denver City & County                   3846 Currency Exchange Rate Not Found            8243 RI 008
5070 Denver City & County                   3846 Currency Exchange Rate Not Found            8243 RI 009
5070 Denver City & County                   3846 Currency Exchange Rate Not Found            8243 RI 010
5070 Denver City & County                   3846 Currency Exchange Rate Not Found            8243 RI 011
5070 Denver City & County                   3846 Currency Exchange Rate Not Found            8243 RI 012
5070 Denver City & County                   3846 Currency Exchange Rate Not Found            8243 RI 013
5070 Denver City & County                   3846 Currency Exchange Rate Not Found            8243 RI 014
5070 Denver City & County                   3846 Currency Exchange Rate Not Found            8243 RI 015
5070 Denver City & County                   3846 Currency Exchange Rate Not Found            8243 RI 016
```

# Reviewing Customer YTD Invoice Amounts

From Accounts Receivable (G03), choose **Customer & Invoice Entry**
From Customer & Invoice Entry (G0311), choose **Customer Master Information**

After you update customer YTD invoice amounts, you might want to review the updated balances online.

## Before You Begin

- Run Update YTD Invoice Amounts to update customer records with year-to-date and prior year-end amounts

### To review customer YTD invoice amounts

On Customer Master Information

**1.** Access Exit To Name Search from the following field:

- Customer Number

2. Complete the following field (or portion thereof):
   - Alpha Name
3. Enter option 16 next to the customer to access Customer Information:

4. On Customer Information, roll down to view the necessary year-to-date information.

> **Note:** You should run this program after work hours. You might want to set up security so that only authorized personnel can run it.

# Update Balance Forward Records

## Updating Balance Forward Records

| | |
|---|---|
| | From Accounts Receivable (G03), enter 27<br>From A/R Advanced and Technical Operations (G0331), choose **Update Balance Forward** |

You update balance forward records to:

- Summarize the open items in the A/R Ledger table (F0311) as of a specific date
- Create a balance forward amount for a customer

When you run Update Balance Forward each period, the system creates a separate balance forward record for the following:

- Customer
- Company
- G/L bank account
- Currency code

If you update your balance forward records before processing your A/R statements, the system summarizes invoices from the previous period. Therefore, only the current period's activity is shown in detail and all previous periods' activity is shown as a single balance forward amount.

Every time you update the records, the system creates a new balance forward record that overwrites the existing record for the previous period.

**Caution:** Post all invoices before you run the Update Balance Forward program to ensure the system updates only one balance forward per period. Otherwise, when you rerun this program (for the same period), a new balance forward record is created for that period, rather than the existing balance forward record you are "adding to."

### Example: Creating Balance Forward Records

The following example shows information for customer 1001 before updating balance forward records:

| Document | Information |
|---|---|
| Document R1401 | ▪ F0311 amount: 500<br>▪ Invoice date: June 12<br>▪ Pay status before balance forward: A (approved)<br>▪ Pay status after balance forward: S (balance forward summarized) |
| Document R1443 | ▪ F0311 amount: 200<br>▪ Invoice date: June 15<br>▪ Pay status before balance forward: A (approved)<br>▪ Pay status after balance forward: S (balance forward summarized) |
| Document RR517 | ▪ F0311 amount: 400<br>▪ Invoice date: June 17<br>▪ Pay status before balance forward: A (approved)<br>▪ Pay status after balance forward: S (balance forward summarized) |
| Document R1521 | ▪ F0311 amount: 100<br>▪ Invoice date: June 19<br>▪ Pay status before balance forward: A (approved)<br>▪ Pay status after balance forward S (balance forward summarized) |

The following example shows information for customer 1001 after updating balance forward records:

| Document | Information |
|---|---|
| Document RW589 | ▪ F0311 amount: 1,200<br>▪ Invoice date: June 30 (G/L date)<br>▪ Pay status after balance forward: A |

After you run Update Balance Forward, there is one summarized invoice (RW) in the A/R Ledger table. When you enter a receipt, you must apply it to the RW document, not to the individual invoices. You cannot make adjustments to a summarized invoice, for example, 1401, because the system considers it paid and posted.

## Before You Begin

- Activate balance forward on Customer Master Information.
- Post all invoices for the period to ensure that the system updates only one balance forward record per period. Otherwise, when you rerun this program (for the same period), the system creates a new balance forward record for that period rather than the existing record you are adding to.

## What You Should Know About

**Multi-Currency**

If your customer uses multiple currencies, the system calculates the currency exchange rate for the balance forward record by:

- Domestic and foreign amounts it writes to the record
- Conversion method specified on General Accounting Constants.

**Viewing balance forward records**

You can view the summarized invoices that are included in the balance forward record on Standard Invoice Entry and Customer Ledger Inquiry. The open amount of each invoice is 0 (zero).

To view the invoice detail, activate the Paid field on Customer Ledger Inquiry. For parent companies that have invoices associated with several children, the system creates a separate balance forward record for each child.

**Determining the "as of" date and due date**

The system uses the invoice date for the "as of" date as the cutoff for invoices that are included in the balance forward record.

The system uses the payment terms for the customer to calculate the due date for the balance forward amount.

## Processing Options

See Balance Forward Update (P03501).

# Customer Master Conversion

## Customer Master Conversion

| | |
|---|---|
| | From Accounts Receivable (G03), enter 27<br>From A/R Advanced & Technical (G0331), choose **Customer Master Conversion** |

### Overview

The Customer Master Conversion program will allow you to convert the Currency Code only, the Amount Currency only or both. Additionally, the program allows you to update the amount balances in the Customer Master file (F0301) based on the new Amount Currency.

### Processing Options Detail

You may control what the Customer Master Conversion program updates using the processing options. If you want to update the various balance fields in the Customer Master file, set the Update Control processing option to 1.

If you choose to update the balances, you may designate a specific date to retrieve the exchange rate to be used for the conversion. The default will be the current date, i.e. the date you are running the conversion program.

You may choose to update only the Amount Currency field, only the Currency Code field, or both. The Amount Currency field (CRCA) is the currency in which balances are stored in the Customer Master file. The Currency Code field (CRCD) is the default transaction currency code for your customer.

There are a few fields in the Customer Master file that you can set rounding limits for when converting balances. Use the Rounding Factor processing option to determine if and how rounding will occur for these fields.

### Conversion

Customer Master Conversion (P0301E) can update the following fields in the Customer Master file (F0301):

| Field | Data Item |
|---|---|
| Currency Code | CRCD |
| Amount Currency | CRCA |
| Credit Limit | ACL |

| Field | Data Item |
|---|---|
| Amount Due | AD |
| Prior Year Finance Charges | AFCP |
| YTD Finance Charges | AFCY |
| Invoiced This Year | ASTY |
| Invoiced – Prior Year | SPYE |
| High Balance | AHB |
| Last Paid Amount | ALP |
| Address Book Amount | ABAM |
| Address Book Amount | ABA1 |
| Open Order Amount | APRC |
| Minimum Order Value | MINO |
| Maximum Order Value | MAXO |

**Note:** If you are converting the Currency Code field (transaction currency code), keep in mind that the update will only occur in the Customer Master file (F0301) not the AR Ledger file (F0311), which store transaction detail records. This means that history in the ledger file for a Customer will have the original transaction currency code, and all transactions from the point of conversion forward will have the new currency code.

## Processing Options

See Custom Master Conversion (P0301E).

# Global Updates to Customer Records

## Global Updates – Customer Master

There may be times when it is necessary to update a large group of Customer Master Records. This program is designed to help you do a batch update to a large number of records automatically, increasing your efficiency and accuracy.

You may use this program to recode any of the data elements specified in the processing options. It will update all records you have selected through the DREAM Writer Data Selection.

**Note:** Carefully review both your Processing Option values and Data Selection criteria before submitting this program. You may even want to complete a current back-up of the data in case of error so you can easily restore the previous information.

### Processing Options

See Global Update Customer Master (P03490).

## Global Updates – Customer Company/Business Unit Records

There may be times when it is necessary to update a large group of Customer Company/Business Unit records (F03015). JD Edwards World designed this program to help you do a batch update to a large number of records automatically, increasing your efficiency and accuracy.

You may use this program to recode any of the data elements specified in the processing options. It will update all records you have selected through the DREAM Writer Data Selection.

**Note:** Carefully review both your Processing Option values and Data Selection criteria before submitting this program.

### Processing Options

See Global Update - A/R Company/Business Unit Defaults (P034905).

# Purge A/R Information

## Purging A/R Information

| | |
|---|---|
| | From Accounts Receivable (G03), enter 27<br>From A/R Advanced and Technical Operations (G0331), choose an option under the A/R Purge heading |

To reduce the size of your A/R tables and conserve system disk space, purge your A/R information periodically.

Purging A/R information consists of:

- Purging Closed A/R Records
- Purging Batch Receipts

## Purging Closed A/R Records

To reduce the amount of records in your A/R ledger, purge your closed A/R records. Purging closed A/R records:

- Removes the closed records from the A/R Ledger table (F0311) if:
  - The G/L date of the transaction is on or before the "as of" date set in the processing options.
  - The open amount is zero.
  - The transaction is posted.
  - The Number of Payments (Recurring Invoices) is equal to zero.
- Copies purged records to the Purge - A/R Ledger table (F0311P)

For reporting purposes, you can keep the purge table on your system or copy it to another medium, such as a diskette or tape. If you keep it on your system and you purge again, the system adds newly purged records to the existing table.

**Caution:** When you run this program ensure that you type the correct purge date before you press Enter. If you accidentally submit a purge for processing, put the job on hold and contact your system administrator.

### Before You Begin

- Coordinate when you run the purge programs for all the systems that you use.
- Back up the A/R Ledger table.

- Be careful not to purge A/R ledger information that may be needed by other systems, such as Sales Order Processing or Contract/Service Billing.

## After the Purge

After records are copied to the A/R Purge file, they are deleted from the A/R Detail file. Space will not be regained on your system until the A/R Detail file (F0311) is "reorganized" and the A/R Purge files have been moved to tape or diskette. The reorganization procedure removes the space created by deleted records in the file and orders the existing records based on your request. Reorganize Files (P98999) is a technical program that should only be executed by the system administrator.

Since records for multiple years could be written to the F0311P file, you could rename this file to differentiate it from A/R transactions purged with different G/L dates. If the file remains in your library and the purge is run again, records will be added to the end of the file. Once the purge is complete, it is recommended to copy the purged file to a different library, or to a tape or diskette. If you are copying them to another media, remember to clear the data in the purge files left on your system.

## What You Should Know About

| | |
|---|---|
| **Purging associated journal entries** | When you purge A/R records, the system does not purge associated journal entries. This will cause out of balance batches to show on the A/R to G/L by Batch integrity. Contact your system administrator to develop a program to purge the Account Ledger table (F0911). |
| **Purging batch header records** | To purge batch header records from the Batch Control table (F0011), run the Batch to Detail & Out of Balance integrity report.<br><br>See Correcting Out-of-Balance Conditions in the General Accounting II Guide. |
| **Removing tables of purged records** | To remove the tables of purged records from your system, use IBM AS/400 commands to copy the tables to another medium and then delete them from your system. |

## Processing Options

See Purge Closed A/R Records (P03800).

## Data Selection and Sequence for Purge Closed A/R Records

To prevent the system from purging recurring invoices, set the Number of Payments field to equal (EQ) Zero.

To avoid unpredictable results while purging, do not change the following data sequence:

1. Document Company
2. Document Number

3. Document Type

# Purging Batch Receipts

To remove posted receipt records from your A/R system, purge batch receipts.

Purging batch receipts removes posted receipts from the Batch A/R Receipt Application table (F0312). You can copy the purged records to a purge table and then move the purge table to a diskette or tape and delete it from your hard drive. This lets you regain disk space and still access the purged records, if necessary.

This purge uses a specific version of the P00PURGE program (ZJDE0009) that is set up to purge the F0312.

## Before You Begin

- Back up the A/R Ledger and Batch A/R Receipt Application tables.

# 19 Processing Options

# Customer Information Processing Options

## Customer Master Information (P01053)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| ADDITIONAL MAINTENANCE:<br>1. Enter a '1' to automatically display the Control Revisions screen on an add.<br>2. Enter a '1' to automatically display the category codes screen on an add.<br>3. Enter a '1' to automatically display bank information on an add. | |
| 4. Enter a '1' to automatically display the billing instructions screen on an add.<br>5. Enter a '1' to display the Person Opening Account field.<br>6. Enter a '1' to display the Company/ Business Unit Default screen on an add. This feature is optional and if the file F03015 is not found, the screen will not be displayed. | |
| AUDIT LOG FILE:<br>7. Enter a '1' to utilize the Audit Log file (F0101A). | |
| SEARCH TYPE:<br>8. Enter the search type value for customers.<br>Default is 'C'. | |
| CURRENCY PROCESSING: | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 9. Enter the currency code that should default into the amount currency code field when adding a Customer.<br><br>If left blank the amount currency code will default from the Company associated with the Security Business Unit from the Address Book. | |

# Name Search (P01200)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| FORMAT CONTROL:<br><br>1. Enter sequence numbers (1-3) to indicate which formats will appear in the second description and in what order.<br><br>If all are left blank, all formats will appear in the order shown below.<br><br>**Note:** These are used with your format function key F5.<br><br>Addr Line One<br><br>City<br><br>Phone Number<br><br>Address Book No.<br><br>Credit Message | |
| DEFAULT SEARCH TYPE:<br><br>2. Enter the default Search Type that should appear upon entry into Name Search. | |

# Invoice Processing – Processing Options

## Invoice Entry (P03105)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| FIELD DISPLAY CONTROL:<br>1. You may activate certain capabilities by entering a '1' for the following:<br>Sales / Use / VAT Tax Processing<br>PO Number Entry<br>Extra Date for Service / Tax<br>Payment Instrument | |
| TWO CYCLE OPTION:<br>2. Enter a '1' for 2 Cycle data entry. | |
| FORMAT CONTROL:<br>3. Enter sequence numbers (1-6) to indicate which formats will appear and in what order when using the format selection function key.<br>Standard - Net Due Date<br>Standard - Discount Due Date<br>Tax Amounts - Net Due Date<br>Tax Amounts - Discount Due Date<br>G / L Offset - Net Due Date<br>G / L Offset - Discount Due Date<br>4. Enter a '1' to review the Invoice Category Codes with an Add or Change. | |
| DREAM WRITER VERSIONS: | |
| Enter the version for each program:<br>If left blank, ZJDE0001 will be used.<br>5. A / R and A / P Journal Entries (P03101) | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 6. A / R Invoice Processing (XT0311Z1)<br>7. E-Mail (P012401)<br>8. Customer Ledger Inquiry (P032002)<br>9. Customer Master Revisions (P01053)<br>10. Category Code Window (P0311W) | |
| FIELD PROTECTION CONTROL:<br>11. Enter a '1' to protect the Pay Status.<br>If left blank, the Pay Status will be unprotected.<br>12. Enter a '1' to protect the Exchange Rate field.<br>If left blank, the Exchange Rate will not be protected. | |

# A/R and A/P Journal Entries (P03101)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| DEFAULT PROCESSING:<br>1. Enter a '1' to disallow an exit out of balance and require that the ledger balances with the voucher or invoice amount.<br>If left blank, an exit out of balance will be permitted through the use of a function key. | |
| FORMAT CONTROL: | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 2. Enter the sequence numbers (1-7) to indicate the order in which formats will appear.<br>If all are left blank they will appear in default order:<br>Standard Journal Entries<br>Journal Entries with Sub Ledger<br>Journal Entries with Energy Info.<br>Journal Entries with F/A<br>Journal Entries with Units<br>Journal Entries with Phase Code<br>Journal Entries with Debit/Credit<br>**Note:** This is used with the Format Selection function key. | |
| FIELD DISPLAY CONTROL:<br>3. Enter a '1' to retain the G/L Date and Document Type on the screen between entries.<br>4. You may activate certain fields for entry by entering a '1' for the following:<br>Home Business Unit Entry<br>Document Pay Item Entry (on Debit/Credit screen format)<br>Reference 1 Entry<br>5. Enter a '1' to display amounts to billions without commas.<br>If left blank, amounts will be displayed to millions with commas. | |
| FIXED ASSETS:<br>6. Enter a '1' to require the entry of an Asset ID if an account is in an AAI asset account range.<br>If left blank, an Asset ID is not required. | |
| DW VERSION FOR JOURNAL ENTRY PROCESSOR:<br>7. To override standard journal entry processing (DREAM Writer XT0911Z1, version ZJDE0001), enter an override version number. This should only be changed by persons responsible for system wide set up. | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| EXCHANGE RATE:<br>8. Enter a '1' to protect the Exchange Rate field.<br>If left blank, the Exchange Rate will not be protected. | |

# Speed Invoice Entry (P031015)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| FIELD DISPLAY CONTROL:<br>1. Select method for entry of sales credit (G/L distribution) amounts:<br>' ' = Credit amounts appear and are entered as negative numbers<br>'1' = Credit amounts appear and are entered as positive numbers.<br>For both methods, the amounts are stored negative in the A/R Ledger file (F0311).<br>2. Enter '1' to select the following capabilities of this program:<br>Sales/Use/VAT Tax Processing<br>PO Number Entry<br>Extra Date for Service/Tax | |
| TWO CYCLE OPTION:<br>3. Enter a '1' for 2 cycle data entry. | |
| FORMAT CONTROL:<br>4. Enter sequence numbers (1-4) to indicate the order in which formats will appear.<br>If all are left blank, all formats will appear in the following order:<br>Standard Speed Invoice Entry<br>Invoice Entry with Subledger<br>Invoice Entry with F/A Number<br>Invoice Entry with Units<br>**Note:** This is used with the Format Selection function key. | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 5. Enter a '1' to review the Invoice Category Codes with an Add or Change. | |
| DREAM WRITER VERSIONS: | |
| Enter the version for each program:<br>If left blank, ZJDE0001 will be used.<br>6. A/R Invoice Processing (XT0311Z1)<br>7. Journal Entry Processing (XT0911Z1)<br>8. Cust. Ledger Inquiry-w/SQL (P032002)<br>9. E-Mail (P012401)<br>10. Cust. Master Information (P01053)<br>11. Name Search (P01200)<br>12. Category Code Window (P0311W) | |
| FIELD PROTECTION CONTROL:<br>13. Enter a '1' to protect the pay status field.<br>If left blank, this field will be unprotected.<br>14. Enter a '1' to protect the Exchange Rate field.<br>If left blank, the Exchange Rate field will not be protected. | |

# General Ledger Post (P09800)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| BATCH SELECTION:<br>1. Enter Batch Number or Batch Date or Batch User ID | |
| PRINT SELECTION:<br>2. Identify how to print amount fields on Post Journal:<br>'1' = to Millions (w/ commas)<br>'2' = to Billions (w/o commas)<br>Blank (Default) = No Journal Printed. | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 3. Identify which account number to print on report:<br>'1' = Account Number<br>'2' = Short Account ID<br>'3' = Unstructured Account<br>'4' = (Default) Number Entered During Input | |
| FIXED ASSETS:<br>4. Enter a '1' to post F/A entries to Fixed Assets.<br>**Note:** DREAM Writer version ZJDE0001 of Post G/L Entries to Assets (P12800) is executed when this option is selected. All transactions selected from that DREAM Writer will be posted rather than just the current entries being posted to G/L.<br>5. Enter a 'Y' if you wish to explode parent item time down to the assembly component level. Component billing rates will be used. (This applies to batch type 'T' only.) | |
| CASH BASIS ACCOUNTING:<br>6. Enter a '1' to create and post Cash Basis accounting entries. (Applies to batch type G, K, M, W, & R only.)<br>7. Enter units ledger type for Cash Basis Accounting entries.<br>(Default of blank will use "ZU" ledger type.) | |
| ACCOUNTING FOR 52 PERIODS:<br>8. Enter a '1' for 52 Period Post.<br>**Note:** DREAM Writer data selection is used for 52 period posting ONLY. It is NOT used for the standard post to the F0902. Additionally, 52 period date patterns must be set up. | |
| TAX FILE UPDATE: | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 9. Identify when to update the Tax Work file (F0018):<br>'1' = V.A.T. or Use Tax only<br>'2' = for All Tax Amounts<br>'3' = for All Tax Explanation Codes<br>Blank (Default) = No Update to File<br>**Note:** When using Vertex Taxes the Vertex Tax Register file will be updated instead of the Tax Work file for methods '1', '2', and '3'.<br>10. Adjust VAT Account for Cash Receipt Adjustments and Write Offs. Tax explanation must be a 'V'.<br>'1' = update VAT amount only<br>'2' = update VAT amount, extended price and taxable amount<br>11. Adjust VAT Account for Discount Taken. The Tax Rules file must be set to Calculate Tax on Gross Amount, including Discount and Calculate Discount on Gross Amount, including Tax. Tax explanation must be a 'V'.<br>'1' = update VAT amount only<br>'2' = update VAT amount, extended price and taxable amount | |
| PROPERTY MANAGEMENT:<br>12. Enter DREAM Writer version of Property Management G/L Transaction Creation to be executed.<br>Default is version ZJDE0001. (This applies to batch types '2' and '/'.) | |
| UPDATE OPTION:<br>13. Enter '1' to update short ID number, company, fiscal year/period number, century, and fiscal quarter in unposted transaction records selected for posting. (May be required for custom input programs.) | |
| REPORT FORMAT:<br>14. Enter a '1' to print the Posting Journal in a 198 character format.<br>The default of blank will print the format with 132 characters. | |

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

# Invoice Journal Report (P03305)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| PRINT FORMAT CONTROL: | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 1. Enter a format to print:<br>' ' = 132 characters<br>'1' = 198 characters, including tax amounts and Journal Entry remarks. | |
| SUBHEADING CONTROL:<br>2. Enter a '1' to print the User ID from the Batch Header file (F0011) in the report subheading.<br>If left blank, the User ID from the A/R Ledger file (F0311) will print. | |
| ACCOUNT NUMBER DISPLAY MODE:<br>3. Enter the type of the account number to print on the Journal:<br>' ' = Number entered during input.<br>'1' = Structured Account.<br>'2' = Short Account ID.<br>'3' = Unstructured Account. | |
| ROUNDING FACTOR:<br>4. Enter desired rounding factor:<br>' ' = no rounding<br>'0' = round to whole numbers<br>'1' = divide by 10<br>'2' = divide by 100<br>'3' = divide by 1,000<br>'4' = divide by 10,000<br>'5' = divide by 100,000 Amounts will be rounded to the nearest whole number. Actual amounts are used to accumulate totals. | |
| TAX PROCESSING:<br>5. Enter a '1' to use the Tax Workfile (F0018) to print the VAT Receivable amounts and also to balance A/R Ledger and General Ledger amounts with Use and VAT Taxes (for posted invoices).<br>If left blank, only the tax amount from the A/R Ledger file (F0311) will be printed.<br>**Note:** This option is only valid when option 1 is set to '1' (Print 198 character format). | |
| TAX PROCESSING (CONT'D): | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 6. Enter a '1' to bypass out of balance errors on unposted invoices with non-recoverable tax.<br>If left blank, errors will be processed. | |

# Customer Ledger Inquiry with SQL (P032002)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| FORMAT CONTROL:<br>1. Enter sequence of numbers (1-10) to indicate which formats will appear and in what order.<br>If all are left blank, all formats will appear in the order shown:<br>Due Date<br>Customer Number<br>Statement Number<br>P.O. Number<br>G/L Date<br>Currency Code<br>Disc Due Date<br>Document Company<br>Domestic/Foreign<br>Large Amount<br>Reference<br>**Note:** Format controlled with format selection function key. | |
| 2. Enter a '1' to allow display and selection of the Payment Instrument.<br>3. Enter a '1' to suppress commas from amount fields. | |
| DATE SEQUENCE:<br>4. If sequencing by Due Date, Invoice Date or G/L Date, enter a '1' to display dates in descending order, (latest to earliest date).<br>If left blank, dates will display in ascending order. | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| INVOICE ENTRY MODE:<br>5. Enter a '1' to allow changes in Invoice Entry (Option 1).<br>If left blank, Invoice Entry will be restricted to inquiry mode when accessed from this program. | |
| DEFAULT SEQUENCE:<br>6. Enter the Default Sequence to be used if there is no default in the Address Book or Data Dictionary. | |
| PRE-LOADED DATA SELECTIONS:<br>7. Any values entered in the following options will be loaded upon entry into the program:<br>Sequence<br>Paid<br>Company<br>Payment Inst. (*=All)<br>Currency Code | |
| ADDITIONAL PRE-LOADED SELECTIONS:<br>8. Any values entered in the following options will be loaded into the Additional Selections upon entry into the program.<br>Alternate Payer<br>G/L Class Code (*=All)<br>- Include/Exclude (1)<br>Document Type<br>- Include/Exclude (1)<br>Matching Doc Type<br>- Include/Exclude (1)<br>Consolidation Code | |
| SQL OPTIONS:<br>9. Enter a '1' to only allow inquiries that are compatible with existing Logical Files.<br>If left blank, SQL will be used for inquiries that cannot be processed with a logical file. | |
| DREAM WRITER VERSIONS: | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| Enter the version for each program:<br>If left blank, ZJDE0001 will be used.<br>10. A/R and A/P Journal Entries (P03101)<br>11. Standard Invoice Entry (P03105)<br>12. Cash Receipts Entry (P03103)<br>13. Sales Order Entry (P4211)<br>14. Supplier Ledger Inquiry (P042003)<br>15. Supplier Payment Inquiry (P042004)<br>16. Account Status Summary (P03203)<br>17. Parent/Child Inquiry (P01270)<br>18. Name Search (P01200)<br>19. Draft Receipts Entry (P03103)<br>If 19 left blank, ZJDE0003 will default. | |
| AS-IF CURRENCY DISPLAY:<br>20. Enter the currency code for as-if currency display. This option allows for amounts to display in a currency other than the currency they are stored in. This option is activated by function key F19. Amounts will be translated and displayed in this as-if currency.<br>If left blank, amounts will display in their database currency.<br>21. Enter the "As Of" date for processing the current exchange rate for the as-if currency.<br>If left blank, the Thru date will be used.<br>**Note:** A valid exchange rate must exist in the exchange rate table between the two currencies, based on the As Of date. | |

# Account Status Summary (P03203)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| AGING: | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 1. Specify one of the following dates to age accounts from:<br>D = Due Date<br>I = Invoice Date<br>G = General Ledger Date<br>S = Statement Date<br>(If left blank "D" is the default.)<br>2. Specify one of the following methods for aging calculations:<br>1 = Aging Days<br>2 = Fiscal Periods<br>3 = Calendar<br>(If left blank, "1" is the default.) | |
| 3. Enter the following aging category information:<br>Aging days:<br>Beginning<br>thru . . .<br>thru . . .<br>thru . . .<br>thru . . .<br>thru . . .<br>thru . . .<br>Thru . . . | |
| 4. Enter a '1' to retrieve the aging specifications from A/R Company Constants. (Default of blank will use the processing options for aging.)<br>**Note:** If selected, all other aging processing options will be ignored.<br>5. Enter a '1' to process aging in the "Real Time" mode.<br>(If left blank "As of" is the default.) | |
| CREDIT PROCESSING: | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 6. Specify one of the following for credits:<br>' '= Age Credits (Default)<br>'1'= Apply Credits to Current Column<br>'2'= Apply Credits to oldest active Aging Column.<br>'3'= Separate Credits (Real Time Only) | This processing option allows you to specify how to view credit amounts. In addition to the options of how to age credit amounts, option 3 allows you to view all credit amounts as a separate total in the 'Real Time' mode. |
| DRAFT PROCESSING:<br>7. Indicate which drafts to include in the outstanding draft calculation:<br>' ' = Do not include drafts (Default)<br>'1' = Include ALL unpaid drafts<br>'2' = Include only drafts not due | |
| CREDIT LIMIT:<br>8. Enter a 1 to display the Child credit limit.<br>If left blank, the parent credit limit will be displayed. | |

# Recycle Recurring Invoices (P038101)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| DEFAULT PROCESSING:<br>1. Enter a '1' to use today's date as the invoice date.<br>Enter a '2' to duplicate the invoice date.<br>Default of blank will increment the invoice date.<br>2. Enter the currency code that represents the EURO currency in your system. | |
| DOCUMENT TYPE DEFAULT:<br>3. Enter one of the following values to determine the Document Type of the newly created invoice.<br>blank = 'RR' (Default)<br>'*' = Same Document Type as the originating invoice.<br>XX = Where 'XX' is a valid Document Type (UDC 00/DT and 00/DI). | |

# Manual Receipts Processing – Processing Options

## A/R Speed Release (P03114)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| STATEMENT NUMBER REVISIONS:<br>1. Enter a '1' to allow updates to be made to the statement number (fold area).<br>If left blank, you will not be able to update the statement number. | |

## Receipts Entry (P03103)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| DEFAULT PROCESSING:<br>1. Enter a default Type Input of I, 1 or 2 to automatically allocate the check amount to open invoices.<br>**Note:** This feature is available when the receipt amount has been entered prior to performing a ledger display.<br>2. Enter a '1' to override the remark on the applied invoice records with the header remark.<br>3. Enter a '1' to automatically assign receipt numbers. | |
| 4. Enter the default Payment Status for chargebacks.<br>Leave blank to use the data dictionary default value. | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 5. Enter a '1' to create chargebacks with the invoice and net due dates of the original invoice.<br>If original invoice information is not entered or the option is blank, these dates will default from the receipt G/L date.<br>6. Enter a '1' to summarize pay items by invoice number and due date when doing a ledger inquiry. | |
| 7. Enter a '1' to default today's date into the Receipt Date.<br>If left blank, no date will default.<br>8. Enter a '1' to retrieve and use the Project Number (MCUS) associated with the invoice Business Unit on the Adjustment Account if the 'RA' Business Unit is blank.<br>If left blank, the invoice BU will be used. | |
| WRITE-OFFS:<br>9. Enter amounts and reason codes to control limitations of write-offs:<br>Maximum automatic write-off<br>Adjustment reason<br>Maximum automatic CREDIT write-off. (enter as a negative number)<br>Adjustment reason<br>Maximum manual write-off<br>Maximum manual CREDIT write-off (enter as a negative number) | |
| DISCOUNT TAKEN OPTIONS:<br>10. Enter '1' to not display the discount taken amount if the invoice is past its due date.<br>11. Enter '1' to allow discount taken to be greater than discount available.<br>(Never allowed in summary mode.)<br>12. Enter a '1' to allow for discounts when performing spreads.<br>13. Enter a '1' to allow for discounts when performing balance forwards. | |
| 14. Enter a '1' to allow discounts greater than applied amount.<br>(Never allowed in summary mode.) | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| OPTIONAL EDITS:<br>15. Enter a '1' to prohibit spreads.<br>16. Enter a '1' to prohibit adjustments.<br>17. Enter a '1' to prohibit the NSF and reverse functions on unposted receipts. | |
| 18. Enter a '1' to only allow payment of invoices with a Pay Status of 'A' (approved).<br>19. Enter a value to select invoice overpayment edit processing:<br>' ' = No Edit<br>'1' = Warning<br>'2' = Error | |
| FORMAT CONTROL:<br>20. Select the entry method:<br>' ' = "Heads Up" entry<br>'1' = "Heads Down" entry | |
| 21. Select the Skip To value:<br>' ' = Skip To using Net Due Date<br>'1' = Skip To using Invoice Number<br>22. Enter a '1' to allow display and update of the following fields:<br>Payment Instrument<br>Value Date<br>23. Enter a '1' for 2 cycle data entry. | |
| 24. Enter sequence numbers (1-8) to indicate which formats will appear and in what order when using the format selection function key.<br>Net Due Date / Gross Amount<br>Discount Due Date / Gross Amount<br>Days Until Discount / Gross Amount<br>Invoice Date / Gross Amount<br>Net Due Date / Asset Item<br>Discount Due Date / Asset Item<br>Days Until Discount / Asset Item<br>Invoice Date / Asset Item | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| FIELD CLEARING CONTROL:<br>25. Enter a '1' to retain the entered value in each field after acceptance of each transaction:<br>Display Acct<br>Company<br>G/L Bank Account<br>Receipt Date<br>Remark<br>G/L Date<br>Value/Cleared Date<br>Currency Code<br>Exchange Rate<br>Mode (F)<br>Payment Instrument<br>Due Date (drafts)<br>Bank Name (drafts) | |
| CURRENCY PROCESSING:<br>26. Enter a '1' to edit the exchange rate Effective Date Period against the G/L Period for the transaction. | Use this processing option to validate the effective date used to retrieve the exchange rate against the G/L date that you enter on the receipt. If the edit is on, the system issues a warning when the effective date of the exchange rate retrieved from the Currency Exchange Rates table is not in the same period as the G/L date of the receipt. |
| JOURNAL ENTRY CREATION:<br>27. Select G/L Cash Entries Method:<br>' ' = Create summary total J.E.'s<br>'1' = Create detail J.E.'s, (one J.E. for each deposit item.)<br>**Note:** If G/L Intercompany Settlement constant is set to 'D', '2', 'C', or '3' or the A/R Offset Method constant is set to 'Y', cash entries will always be created in detail. | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| CURRENT DOMESTIC VALUE PROCESSING:<br><br>28. Enter a '1' to process receipts in the Current Domestic Value Method.<br><br>**Note:** Drafts Processing must be off. | Use this processing option to allow payment of a foreign invoice in the domestic currency (company base currency). The system uses the current exchange rate to calculate the domestic value (current domestic value), rather than using the domestic value calculated at the time the invoice was entered. |
| ALTERNATE CURRENCY PROCESSING:<br><br>29. Enter a '1' to process receipts in the Alternate Currency Method.<br><br>**Note:** Drafts Processing must be off. | Use this processing option to allow the payment of an invoice in an alternative currency (a currency other than the base or transaction currency of the invoice). |
| EXCHANGE RATE:<br><br>30. Enter a '1' to protect the Exchange Rate field.<br><br>If left blank, the Exchange Rate will not be protected. | |
| A/P & A/R NETTING:<br><br>31. Enter the Version of the Netting Program to be called.<br><br>If left blank version ZJDE0002 will default. | |
| DRAFT PROCESSING:<br><br>32. Enter a '1' to process drafts. Leave blank for normal mode.<br><br>**Note:** Normal cash receipts can not be entered in draft mode. If you do both receipt processing and draft processing, you will need to set up two versions, one in draft mode and one in normal mode.<br><br>The following options only apply if draft mode is turned on in option 29:<br><br>33. Enter a '1' to process customer generated drafts (BOR or BOC).<br><br>Leave blank to process supplier generated drafts (LCR or LCC) and validate the draft number entered against the assigned draft number.<br><br>34. Enter a '1' to allow entry of the alpha name. | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 35. Enter the default Payment Instrument for drafts WITH bank account numbers. (LCR or BOR)<br>36. Enter the default Payment Instrument for drafts WITHOUT bank account numbers. (LCC or BOC)<br>37. Enter the override Drafts Receivable short account number.<br>**Note:** If an account is not entered, it will be assigned from the AAIs Drafts Receivable account (RD1x, where x is the Payment Instrument). | |
| 38. Enter an override Bank Record Type to be used to retrieve the Bank Account.<br>If left blank, 'D' will be used. | In previous JD Edwards World versions, customer bank account information with bank type D was required for drafts remitted magnetically. Now you can choose an alternative bank type to retrieve the customer's bank account information when the customer has multiple bank accounts. |

# Cash Receipts Statement Inquiry Selection (P03205)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| ALTERNATE PAYEE PROCESSING:<br>1. Enter a '1' to display and select on the Alternate Payee field. | This processing option is used with the Statement Inquiry (F19) function from Receipts Entry (P03103). Setting the value to '1' allows users to further narrow the selection of the specified statement numbers by Alternate Payee (RPAN8J). |

# Receipts Entry (P03103)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| DEFAULT PROCESSING:<br>1. Enter a default Type Input of I, 1 or 2 to automatically allocate the check amount to open invoices.<br>**Note:** This feature is available when the receipt amount has been entered prior to performing a ledger display. | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 2. Enter a '1' to override the remark on the applied invoice records with the header remark.<br><br>3. Enter a '1' to automatically assign receipt numbers. | |
| 4. Enter the default Payment Status for chargebacks.<br><br>Leave blank to use the data dictionary default value.<br><br>5. Enter a '1' to create chargebacks with the invoice and net due dates of the original invoice.<br><br>If original invoice information is not entered or the option is blank, these dates will default from the receipt G/L date.<br><br>6. Enter a '1' to summarize pay items by invoice number and due date when doing a ledger inquiry. | |
| 7. Enter a '1' to default today's date into the Receipt Date.<br><br>If left blank, no date will default.<br><br>8. Enter a '1' to retrieve and use the Project Number (MCUS) associated with the invoice Business Unit on the Adjustment Account if the 'RA' Business Unit is blank.<br><br>If left blank, the invoice BU will be used. | |
| WRITE-OFFS:<br><br>9. Enter amounts and reason codes to control limitations of write-offs:<br><br>Maximum automatic write-off<br><br>Adjustment reason<br><br>Maximum automatic CREDIT write-off. (enter as a negative number)<br><br>Adjustment reason<br><br>Maximum manual write-off<br><br>Maximum manual CREDIT write-off (enter as a negative number) | |
| DISCOUNT TAKEN OPTIONS:<br><br>10. Enter '1' to not display the discount taken amount if the invoice is past its due date. | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 11. Enter '1' to allow discount taken to be greater than discount available.<br>(Never allowed in summary mode.)<br>12. Enter a '1' to allow for discounts when performing spreads.<br>13. Enter a '1' to allow for discounts when performing balance forwards. | |
| 14. Enter a '1' to allow discounts greater than applied amount.<br>(Never allowed in summary mode.) | |
| OPTIONAL EDITS:<br>15. Enter a '1' to prohibit spreads.<br>16. Enter a '1' to prohibit adjustments.<br>17. Enter a '1' to prohibit the NSF and reverse functions on unposted receipts. | |
| 18. Enter a '1' to only allow payment of invoices with a Pay Status of 'A' (approved).<br>19. Enter a value to select invoice overpayment edit processing:<br>' ' = No Edit<br>'1' = Warning<br>'2' = Error | |
| FORMAT CONTROL:<br>20. Select the entry method:<br>' ' = "Heads Up" entry<br>'1' = "Heads Down" entry | |
| 21. Select the Skip To value:<br>' ' = Skip To using Net Due Date<br>'1' = Skip To using Invoice Number<br>22. Enter a '1' to allow display and update of the following fields:<br>Payment Instrument<br>Value Date<br>23. Enter a '1' for 2 cycle data entry. | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 24. Enter sequence numbers (1-8) to indicate which formats will appear and in what order when using the format selection function key.<br>Net Due Date / Gross Amount<br>Discount Due Date / Gross Amount<br>Days Until Discount / Gross Amount<br>Invoice Date / Gross Amount<br>Net Due Date / Asset Item<br>Discount Due Date / Asset Item<br>Days Until Discount / Asset Item<br>Invoice Date / Asset Item | |
| FIELD CLEARING CONTROL:<br>25. Enter a '1' to retain the entered value in each field after acceptance of each transaction:<br>Display Acct<br>Company<br>G / L Bank Account<br>Receipt Date<br>Remark<br>G / L Date<br>Value / Cleared Date<br>Currency Code<br>Exchange Rate<br>Mode (F)<br>Payment Instrument<br>Due Date (drafts)<br>Bank Name (drafts) | |
| CURRENCY PROCESSING:<br>26. Enter a '1' to edit the exchange rate Effective Date Period against the G / L Period for the transaction. | Use this processing option to validate the effective date used to retrieve the exchange rate against the G / L date that you enter on the receipt. If the edit is on, the system issues a warning when the effective date of the exchange rate retrieved from the Currency Exchange Rates table is not in the same period as the G / L date of the receipt. |
| JOURNAL ENTRY CREATION: | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 27. Select G/L Cash Entries Method:<br>' ' = Create summary total J.E.'s<br>'1' = Create detail J.E.'s, (one J.E. for each deposit item.)<br>**Note:** If G/L Intercompany Settlement constant is set to 'D', '2', 'C', or '3' or the A/R Offset Method constant is set to 'Y', cash entries will always be created in detail. | |
| CURRENT DOMESTIC VALUE PROCESSING:<br>28. Enter a '1' to process receipts in the Current Domestic Value Method.<br>**Note:** Drafts Processing must be off. | Use this processing option to allow payment of a foreign invoice in the domestic currency (company base currency). The system uses the current exchange rate to calculate the domestic value (current domestic value), rather than using the domestic value calculated at the time the invoice was entered. |
| ALTERNATE CURRENCY PROCESSING:<br>29. Enter a '1' to process receipts in the Alternate Currency Method.<br>**Note:** Drafts Processing must be off. | Use this processing option to allow the payment of an invoice in an alternative currency (a currency other than the base or transaction currency of the invoice). |
| EXCHANGE RATE:<br>30. Enter a '1' to protect the Exchange Rate field.<br>If left blank, the Exchange Rate will not be protected. | |
| A/P & A/R NETTING:<br>31. Enter the Version of the Netting Program to be called.<br>If left blank version ZJDE0002 will default. | |
| DRAFT PROCESSING:<br>32. Enter a '1' to process drafts. Leave blank for normal mode.<br>**Note:** Normal cash receipts can not be entered in draft mode. If you do both receipt processing and draft processing, you will need to set up two versions, one in draft mode and one in normal mode.<br>The following options only apply if draft mode is turned on in option 29: | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 33. Enter a '1' to process customer generated drafts (BOR or BOC).<br>Leave blank to process supplier generated drafts (LCR or LCC) and validate the draft number entered against the assigned draft number.<br>34. Enter a '1' to allow entry of the alpha name.<br>35. Enter the default Payment Instrument for drafts WITH bank account numbers. (LCR or BOR)<br>36. Enter the default Payment Instrument for drafts WITHOUT bank account numbers. (LCC or BOC)<br>37. Enter the override Drafts Receivable short account number.<br>**Note:** If an account is not entered, it will be assigned from the AAIs Drafts Receivable account (RD1x, where x is the Payment Instrument). | |
| 38. Enter an override Bank Record Type to be used to retrieve the Bank Account.<br>If left blank, 'D' will be used. | In previous JD Edwards World versions, customer bank account information with bank type D was required for drafts remitted magnetically. Now you can choose an alternative bank type to retrieve the customer's bank account information when the customer has multiple bank accounts. |

# A/R Receipt and Adjustment Journal Report (P03311)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| DETAIL ACCOUNT FORMAT:<br>1. Select the account number to print:<br>'1' = account number;<br>'2' = short account ID;<br>'3' = unstructured account;<br>'4' = (default) number entered during input.<br>**Note:** This refers to the G/L Account number in the body of the report, not to the bank account in the header of the report. | |
| HEADING ACCOUNT FORMAT: | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 2. Select the account number to print:<br>'1' = account number;<br>'2' = short account ID;<br>'3' = unstructured account.<br>**Note:** This refers to the G/L Bank Account that appears in the heading, not the account that appears in the detail portion of the screen. | |

# Receipt Deposit Journal (P03408)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| BATCH DATE RANGE:<br>1. Enter the FROM Batch date. Receipts processed on or after this date will be included in the listing.<br>If left blank, the current system date will be used.<br>2. Enter the TO Batch date. Receipts processed up to and including this date will be included in the listing.<br>If left blank, the current system date will be used. | |

# Receivables and Payables Netting Processing Options

## A/P and A/R Netting (P03455)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| NETTING PROCESS OPTIONS:<br>1. Enter a '1' to perform A/R Netting when called from a stand-alone menu.<br>If left blank, A/P Netting will be called from a stand alone menu.<br>2. Enter a '1' for Inquiry mode only.<br>If left blank, the program will be called in update mode.<br>3. Enter a '1' to override the address book authority and allow Netting.<br>If left blank, the address book value will be used.<br>4. Enter a valid Pay Status code to override all A/P netted transaction records. This override is ignored when netting Manual Checks.<br>5. Enter a valid Payment Instrument code to override all netted transaction records. (A/P use only).<br>6. Enter a value to default into the Alternate Payee in A/P ledger for Payments:<br>" " = Vendor Number<br>"1" = Fifth Address from Address Book | Both A/P and A/R use the same program, therefore verify this processing option is set for the correct type of Netting being done. |
| AUTOMATIC POSTING :<br>7. Enter a '1' to enable the automatic posting of netted batches on exit of program.<br>If left blank, the user will be responsible for the postings. | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| VOUCHER ENTRY MODE:<br>8. Enter '1' to allow changes in Voucher Entry.<br>If left blank, Voucher Entry will be restricted to Inquiry mode. | |
| INVOICE ENTRY MODE:<br>9. Enter '1' to allow changes in Invoice Entry.<br>If left blank, Invoice Entry will be restricted to Inquiry mode. | |
| PROTECT INPUT FIELDS:<br>10. Enter a '1' to protect the following fields from updates.<br>Pay Status<br>Payment Instrument<br>Due Date<br>G/L Bank Account<br>Header G/L Date (Today's Date will default) | |
| GENERAL LEDGER OFFSET:<br>11. Enter an override G/L offset for the Trade A/P account.<br>If left blank, the G/L Class from the Vendor Master File will be used.<br>12. Enter an override G/L offset for the A/R account.<br>If left blank, the G/L Class from the Customer Master File will be used. | |
| REMARK IN A/P & A/R LEDGER:<br>13. Enter remark for A/P & A/R ledger. (RPRMK). | |
| VALIDATION OF TRANSACTIONS:<br>14. Enter a '1' to limit A/P to Vouchers that have been Redistributed ONLY.<br>15. Enter a '1' to restrict A/P & A/R Netting to Posted transactions ONLY. | |
| DEFAULT POSTING VERSIONS FOR AUTO POST: | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 16. Enter a Version of the post program for the Receipts Entry Batch.<br>If left blank ZJDE0005 will default.<br>17. Enter a Version of the post program for the Voucher Entry Batch.<br>If left blank ZJDE0003 will default.<br>18. Enter a Version of the post program for the Manual Payments Batch.<br>If left blank ZJDE0004 will default.<br>19. Enter a Version of the post program for the Invoice Entry Batch.<br>If left blank ZJDE0002 will default. | |
| DEFAULT VERSION A/P NETTING VOID:<br>20. Enter a Version of the A/P Netting Void Payment program (P04456).<br>If left blank, version ZJDE0001 will be used. | |

## Build A/P and A/R Netting File (P03465)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| A/R BUILD OPTION:<br>1. Enter the DREAM Writer version for the Netting Workfile build for Accounts Receivable (DREAM Writer form P034651).<br>If left blank, a default of ZJDE0001 will be used. | |
| A/P BUILD OPTION:<br>2. Enter the DREAM Writer version for the Netting Workfile build for Accounts Payable (DREAM Writer form P034652).<br>If left blank, a default of ZJDE0001 will be used. | |

# A/P and A/R Netting Report (P03466)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| FORMAT CONTROL OPTIONS:<br>1. Enter one of the following format options:<br>' ' = Domestic Only aging<br>'1' = Foreign Currency aging<br>(198 Characters)<br>2. Enter a '1' to print the Supplier's Invoice Number beneath the document information on the report.<br>If left blank, the invoice number will not be printed. | |
| COMPANY CONSTANTS AGING:<br>3. Enter a '1' to retrieve the aging specifications from A/R Constants.<br>If left blank, the processing options for aging will be used.<br>**Note:** Report MUST be sequenced and set to page break by company if company defaults are requested. | |
| AGING "AS OF" DATE:<br>4. Enter the "As of" date to age open balances.<br>If left blank the current date is used as the default. | |
| AGING DATE METHOD:<br>5. Specify one of the following dates to age accounts from:<br>D = Due Date (Default)<br>I = Invoice Date<br>G = G/L Date<br>**Note:** The Statement Date Aging Method of "S" is invalid in Accounts Payable and is also invalid for this report.<br>If "S" is specified, the Due Date method "D" will default. | |
| AGING CALCULATION METHOD: | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 6. Specify one of the following methods for aging calculations:<br>1 = Aging Days (Default)<br>2 = Fiscal Periods<br>3 = Calendar | |
| AGING CATEGORY INFORMATION:<br>7. Enter the following aging category information: (for method "1" only)<br>(Aging Days)<br>Beginning<br>Thru<br>Thru<br>Thru<br>Thru | |
| AGING CREDITS:<br>8. Enter a '1' to age credits. If left blank, all credits will apply only to the current aging column. | |
| AGING DAYS MAXIMUM:<br>9. Enter the maximum amount of aging days for a transaction to be included on the report.<br>If left blank, all transactions will be included regardless of aging days. | |
| FILE BUILD OPTIONS:<br>10. Enter one of the following values to control the workfile build:<br>Blank = No file build (Default)<br>'1' = Build permanent file<br>'2' = Build temporary Workfile<br>**Note:** Temporary file will be cleared at the completion of the report. | |
| A/R BUILD OPTION:<br>11. Enter the DREAM Writer Version for the Accounts Receivable workfile build (DREAM Writer Form P034651).<br>If left blank, a default of ZJDE0001 will be used. | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| A/P BUILD OPTION:<br><br>12. Enter the DREAM Writer Version for the Accounts Payable workfile build (DREAM Writer Form P034652).<br><br>If left blank, a default of ZJDE0001 will be used. | |
| ROUNDING FACTOR:<br><br>13. Enter desired rounding factor:<br><br>' ' = No rounding (Default)<br><br>'0' = Round to decimals only<br><br>'1' = Divide by: 10<br><br>'2' = Divide by: 100<br><br>'3' = Divide by: 1000<br><br>'4' = Divide by: 10000<br><br>'5' = Divide by: 100000<br><br>**Note:** Values '0' through '5' will also round amounts to whole numbers without decimals. Amounts are divided with 4/5 rounding. Actual recorded amounts (unrounded) are used to accumulate the report totals. | |

# Automatic Receipts Processing – Processing Options

## Auto Cash Processing - Load Bank Tape (P03551)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| TAPE DEVICE AND LIBRARY:<br>1. Enter the tape device name.<br>(Default is TAP01)<br>2. Enter the Data File Library to be used for the load of the F03551 file.<br>(Default is *LIBL) | |
| JOURNAL ENTRY CREATION:<br>3. Enter '1' to create a single Journal Entry for each deposit item.<br>Leave blank to create a summarized Journal Entry that includes all deposit items. | |

## Speed Cash Receipts Entry (P03122)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| PRE-LOADED HEADER VALUES:<br>1. Any values entered into the following options will be loaded into the fields upon entry into the program:<br>G/L Bank Account<br>Default Company<br>Selection Option<br>Reason Code | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| EDITING OPTIONS:<br>2. Enter a '1' to defer validation of values until the batch is processed.<br>Leave blank to validate transactions when Enter is pressed. | |
| LEDGER LOAD OPTIONS:<br>3. Enter a '1' to display only approved items.<br>4. Enter a '1' to summarize pay items by document (when in document sequence) or due date and document (when in due date sequence).<br>Leave blank to display each pay item separately.<br>5. Enter a '1' to sequence ledger by document number.<br>Leave blank to sequence by due date. (If a due date is specified in the selection window, it will always sequence by due date.) | |
| JOURNAL ENTRY CREATION:<br>6. Enter '1' to create journal entries in detail (one entry per deposit item).<br>Leave blank to create summary journal entries. | |
| EXCHANGE RATE:<br>7. Enter '1' to protect the Exchange Rate field.<br>If left blank, the Exchange Rate will not be protected. | |

# Batch Cash Entry (P03121)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| DEFAULT PROCESSING: | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 1. Enter the default Cash Receipt Type of Input Code to be used.<br>I = Invoice<br>B = Balance Forward<br>U = Unapplied Cash | |
| INPUT OPTIONS:<br>2. Enter '1' if data is to be input through the use of an optical reader.<br>3. Enter '1' if the receipt amount is to be keyed in rather than scanned. (Use only if option 2 is '1'.) | |
| G/L ENTRIES:<br>4. Enter '1' to create G/L entries in detail (one entry for each deposit item).<br>If left blank, G/L entries will be created in summary. | |
| FIELD CLEARING CONTROL:<br>5. Enter a '1' to retain the entered value in each field after acceptance of each transaction:<br>Receipt Number<br>Receipt Date<br>Type Input Code<br>Customer Number<br>Company<br>Bank Transit Number<br>Customer Bank Account<br>Remark<br>Statement Number<br>Purchase Order<br>Purchase Order Type<br>Currency Code<br>Exchange Rate<br>Mode (F)<br>Document Company<br>Reference<br>Reason Code | |
| EXCHANGE RATE: | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 6. Enter a '1' to protect the Exchange Rate field.<br>If left blank, the Exchange Rate will not be protected. | |

# A/R Batch Cash (P03550)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| DEFAULT PROCESSING: | |
| 1. Enter '1' to force an Unapplied Cash application if Invoice Match fails. | |
| 2. Enter the default G/L date to use if the Receipt G/L date is blank.<br>(Lock-Box Transactions Only.) | |
| 3. Enter a '1' to process all discounts.<br>If left blank, the cut-off date entered below will be used. | If this is populated with a 1, all discounts are taken regardless of Discount Due Date. |
| 4. Enter the cut-off date for discounts.<br>If left blank, the current date will be used. | If the above processing option is blank, then a cut-off date is used to determine if a discount will be allowed. The discount will be taken if the discount due date is after the date specified in the processing option.) |
| 5. Enter a '1' to reduce the discount taken when the applied amount is more than the discounted amount. If the applied amount is more than the gross amount, no discount will be taken.<br>(This applies to Direct Match only.) | Direct Match means the pay item SFX has been specified in the F0312 record. If the pay item is not specified in the F0312 record this processing option is ignored. |
| 6. Enter a '1' to take the discount on a partial receipt. (Direct Match only) | Direct Match means the pay item (SFX) has been specified in the F0312 record. If the pay item is not specified in the F0312 record this processing option is ignored. |
| 7. Enter the SHORT account id of the default G/L Bank Account to use when the Receipt Bank Account is left blank.<br>Leave blank to use the AAI Bank Account as default Bank Account. | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 8. Enter a miscellaneous address number to use when the Receipt address is left blank.<br><br>Leave blank to force rework of miscellaneous receipts.<br><br>9. Enter the default company number to use when the Receipt company number is left blank.<br><br>(Lock-Box Transactions Only)<br><br>10. Enter the default Auto Cash algorithm to use if the Receipt transaction type is left blank and both the Customer Master and Company Constants default algorithms are blank.<br><br>11. Enter a '1' to process Balance Forward, Statement Match and Reference Match in DESCENDING Net Due Date order (LIFO).<br><br>If left blank, these will be processed in ASCENDING date order (FIFO). | |
| INVOICE MATCH ALGORITHMS:<br><br>12. Enter the order in which invoice matching algorithms should be used.<br><br>Leave blank to ignore an algorithm.<br><br>Match on single pay item<br><br>Match on all pay items<br><br>Match on contiguous pay items<br><br>Apply to pay items in order<br><br>Match on any combination of items<br><br>**Note:** These algorithms will not be used if the Pay Item is specified on the receipt. | |
| OVERRIDE OPTIONS:<br><br>13. Enter '1' to override company number using the company number of the matching invoice. This will overlay both the default company number and the company number of the receipt record.<br><br>14. Enter '1' to override the G/L Bank Account using the AAI Bank Account for the Receipt company. This will override both the default Bank Account and any Bank Account entered in the Receipt record. | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| AUTOMATIC WRITE-OFF OPTIONS:<br>15. Enter the maximum amount for automatic write-offs.<br>Leave blank to prohibit automatic write-offs.<br>16. Enter the adjustment Reason Code to use for automatic write-offs.<br>17. Enter the maximum amount for CREDIT write-offs.<br>Leave blank to prohibit automatic credit write-offs.<br>18. Enter the adjustment Reason Code to use for automatic credit write-offs. | |
| MANUAL WRITE-OFFS:<br>19. Enter maximum amount for Manual Write-Offs.<br>Leave blank to prohibit Manual Write-Offs.<br>20. Enter maximum CREDIT amount for Manual Write-Offs.<br>Leave blank to prohibit Manual Write-Offs. | |
| ADDITONAL UPDATE OPTIONS:<br>21. Enter '1' to automatically update the Bank Transit Number file. | |
| OPTIONAL EDITS:<br>22. Enter a '1' to only allow payment of invoices with a pay status of 'A' (approved). | |

# Credit and Collections Management Processing Options

## Credit Analysis Refresh (P03525)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| AGING:<br>1. Enter a '1' to retrieve the aging specifications from A/R Company Constants. (Default of blank will use the processing options for aging.)<br>**Note:** If selected, all other aging processing options will be ignored. | |
| AGING "AS OF" DATE:<br>2. Enter the "as of" Date to age open balances. (If left blank, the current date is used as the default.)<br>**Note:** If Company Constants aging is requested, this date will only update the Credit Management "As of" date data area (AR0315), and will NOT be used for aging. | |
| AGING (Cont'd):<br>3. Specify one of the following dates to age accounts from:<br>D = Due Date<br>I = Invoice Date<br>G = General Ledger Date<br>S = Statement Date<br>(If left blank, "D" is the default.) | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 4. Specify one of the following methods for aging calculations:<br>1 = Aging Days<br>2 = Fiscal Periods<br>3 = Calendar<br>(If left blank, "1" is the default.) | |
| 5. Enter the following aging category information:<br>Aging days:<br>Beginning thru . . .<br>Thru . . .<br>Thru . . .<br>Thru . . .<br>Thru . . .<br>Thru . . .<br>Thru . . . | |
| TEMPORARY CREDIT MESSAGES:<br>6. If using Temporary Credit Messages, enter the aging category at which an open amount is considered late and should be flagged with the Temporary Credit Message entered below.<br>Leaving this option BLANK means that nothing is considered late enough to flag the account with a Temporary Credit Message, and all accounts will have the Temporary Credit Message reset to be the same as the Credit Message (unless the reset function is bypassed using option 8, below).<br>7. Enter the Temporary Credit Message.<br>8. Enter a '1' to bypass the function that resets the Temporary Credit Message to be the same as the Credit Message.<br>Blank means that the Temporary Credit Message will be changed to be the same as the Credit Message if the open amount is no longer overdue or if blank was entered in option 6 above.<br>The temporary credit message is automatically reset to the permanent message if the open amount is no longer overdue. | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| DRAFT PROCESSING:<br>9. Indicate which drafts to include in the outstanding draft calculation:<br>' ' = Do not include drafts (Default)<br>'1' = Include ALL unpaid drafts<br>'2' = Include only drafts not due | |
| CREDIT PROCESSING:<br>10. Specify one of the following for credits:<br>' ' = Age Credits (Default)<br>'1' = Apply Credits to Current Column<br>'2' = Apply Credits to oldest active Aging Column | |

# Account Status Summary (P03203)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| AGING:<br>1. Specify one of the following dates to age accounts from:<br>D = Due Date<br>I = Invoice Date<br>G = General Ledger Date<br>S = Statement Date<br>(If left blank "D" is the default.)<br>2. Specify one of the following methods for aging calculations:<br>1 = Aging Days<br>2 = Fiscal Periods<br>3 = Calendar<br>(If left blank, "1" is the default.) | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 3. Enter the following aging category information:<br>Aging days:<br>Beginning<br>thru . . .<br>thru . . .<br>thru . . .<br>thru . . .<br>thru . . .<br>thru . . .<br>Thru . . . | |
| 4. Enter a '1' to retrieve the aging specifications from A/R Company Constants. (Default of blank will use the processing options for aging.)<br>**Note:** If selected, all other aging processing options will be ignored.<br>5. Enter a '1' to process aging in the "Real Time" mode.<br>(If left blank "As of" is the default.) | |
| CREDIT PROCESSING:<br>6. Specify one of the following for credits:<br>' '= Age Credits (Default)<br>'1'= Apply Credits to Current Column<br>'2'= Apply Credits to oldest active Aging Column.<br>'3'= Separate Credits (Real Time Only) | This processing option allows you to specify how to view credit amounts. In addition to the options of how to age credit amounts, option 3 allows you to view all credit amounts as a separate total in the 'Real Time' mode. |
| DRAFT PROCESSING:<br>7. Indicate which drafts to include in the outstanding draft calculation:<br>' ' = Do not include drafts (Default)<br>'1' = Include ALL unpaid drafts<br>'2' = Include only drafts not due | |
| CREDIT LIMIT:<br>8. Enter a 1 to display the Child credit limit.<br>If left blank, the parent credit limit will be displayed. | |

## Credit Granting and Management (P0305)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| FIELD DISPLAY:<br>1. Enter a '1' to suppress the Credit Limit field.<br>If left blank, the Credit Limit will appear on the screen. | |

## Credit Reporting Tape – TRW/Dun & Bradstreet (P03920)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| SUBMITTING COMPANY INFORMATION:<br>1. Enter your 'Contributor' number.<br>2. Enter your 'Business Category' code. | |
| 'AS OF' DATE:<br>3. Enter the 'As Of' Date to be used as the A/R cutoff date. | |
| CREDIT REPORT AMOUNTS:<br>4. Enter the code to be used for the printed amounts on credit reports.<br>'0' = Actual amount to be displayed<br>'1' = +100000 to be displayed on account balances over 100,000<br>'2' = +200000 to be displayed on account balances over 200,000<br>'3' = +300000 to be displayed on account balances over 300,000<br>'4' = +400000 to be displayed on account balances over 400,000<br>'5' = +500000 to be displayed on account balances over 500,000 | |
| TAPE CREATION OPTIONS:<br>5. Enter the tape device name to use (Default is TAP01).<br>6. Enter the Data File Library to use for the load of the F03920 file (Default is *LIBL). | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| CREDIT/CASH MANAGEMENT BUILD:<br>7. Enter a '1' to rebuild the temporary A/R Credit/Cash Management work file prior to generating the tape.<br>**Note:** If you do not build the temporary work file, the existing Credit/Cash Management file will be used.<br>If a '1' is entered, the Based On File must be F0315WJA.<br>8. Enter a '1' to rebuild the temporary A/R Credit/Cash Management work file with zero balance records.<br>If left blank, records with an open amount of zero will not be included. | |

## Credit Reporting Tape – CREDITEL (P03920C)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| SUBMITTING COMPANY INFORMATION:<br>1. Enter your CREDITEL membership number. | |
| 'AS OF' DATE:<br>2. Enter the 'As Of' Date to be used as the A/R cutoff date | |
| TAPE CREATION OPTIONS:<br>3. Enter the tape device name to use (Default is TAP01).<br>4. Enter the Data File Library to use for the load of the F03920C file (Default is *LIBL). | |
| CREDIT/CASH MANAGEMENT BUILD:<br>5. Enter a '1' to rebuild the temporary A/R Credit/Cash Management work file prior to creating the tape.<br>**Note:** If you do not build the temporary work file, the existing Credit/Cash Management file will be used.<br>If a '1' is entered, the Based On File must be F0315WJA. | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 6. Enter a '1' to rebuild the temporary A/R Credit/Cash Management work file with zero balance records.<br>If left blank, records with an open amount of zero will not be included. | |

## Collections Manager (P03218)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| DEFAULT PROCESSING:<br>1. Enter the Aging Categories to be displayed on the screen.<br>(If left blank the values will default from the Data Dictionary.)<br>From Category<br>Thru Category<br>2. Enter a "1" if the User ID is to be loaded into the Collections Manager field on the screen.<br>(A default of blank will not load the User ID.) | |
| MESSAGE TEXT VERSION:<br>3. Enter the DREAM Writer version of Message Text Entry to call.<br>If left blank, ZJDE0002 will be used. | |
| CREDIT GRANTING VERSION:<br>4. Enter the DREAM Writer version of Credit Granting and Management to call.<br>If left blank, ZJDE0001 will be used. | |

## Customer Payment History (P03204)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| DREAM WRITER VERSIONS: | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 1. Enter the version for each program.<br>If left blank, ZJDE0001 will be used.<br>Name Search (P01200)<br>Customer Ledger Inquiry (P032002)<br>Account Status Summary (P03203) | |

## Activity Log (P0331)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| PRELOADED DATA SELECTIONS:<br>1. Any values entered into the following options will be loaded upon entry to the program:<br>Activity ID<br>Address Number<br>Company<br>Sequence<br>FROM Tickler Date | |
| DREAM WRITER VERSIONS:<br>2. Enter the version for each program.<br>If left blank, ZJDE/XJDE0001 will be used.<br>Customer Master<br>Message View and Entry<br>Account Status Summary<br>Customer Ledger Inquiry | |

## Calculate High Balance (P03526)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| AS OF PROCESSING: | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 1. Enter a '1' if using the As Of processing method.<br>**Note:** DREAM Writer Based-on file must be F0311A)<br>This method uses the current F0311A file and last build date.<br>If left blank, the F0311 file is used with the current system date. | Run Date File Generation (P03900) to build the F0311A.<br>**Caution:** Changing methods of calculation can cause inaccurate results. Choose a method of calculation and run only that method. |

## Outstanding Credit/Collection Items (P03440)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| Enter an "As Of" date to include items which have not been worked.<br>If left blank today's date will be used. | |

## A/R Summary Report (P03413)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| PRINT OPTIONS:<br>1. Specify one of the following print formats:<br>' ' = Standard 132 character format. (Default)<br>'1' = Standard 132 character format with parent number.<br>'2' = Long 198 character format.<br>'3' = Long 198 character format with parent number.<br>'4' = Long 198 character format with foreign currency aging. | |
| AGING SPECIFICATIONS:<br>2. Enter a '1' to retrieve the aging specifications from Accounts Receivable Constants.<br>Default of blank will use the processing options for aging. | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| "AS OF" DATE:<br>3. Enter the "As Of" date to age open balances.<br>If left blank, the current date is used as the default. | |
| ACCOUNT AGING DATE:<br>4. Specify one of the following dates to age accounts from:<br>D = Due Date<br>I = Invoice Date<br>G = General Ledger Date<br>S = Statement Date<br>(If blank, 'D' is default) | |
| AGING CALCULATIONS:<br>5. Specify one of the following methods for aging calculations:<br>1 = Aging Days (Default)<br>2 = Fiscal Periods<br>3 = Calendar | |
| AGING CATEGORY INFORMATION:<br>6. Enter the following aging category information: (for method 1 only)<br>Aging Days:<br>Beginning . . .<br>Thru . . .<br>Thru . . .<br>Thru . . .<br>Thru . . . | |
| CREDIT PROCESSING:<br>7. Specify one of the following for aging credits:<br>' ' = Apply Credits to Current Column (Default)<br>'1' = Age Credits<br>'2' = Apply Credits to oldest active Aging Column | |
| "AS OF" DATE PROCESSING: | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 8. Enter a '1' to use the "As Of" date process.<br>**Note:** DREAM Writer Based on File must be F0311A. | |
| PROMISES, PROMISES INFORMATION:<br>9. Specify one of the following to print Promises, Promises:<br>'1' = print 'P' message type<br>'2' = print 'P' and 'F' messages<br>'3' = print all message types<br>If left blank, no Promises, Promises will be printed. | |
| "FROM" TICKLER DATE:<br>10. Enter the "From" Tickler Date to print Promises, Promises information.<br>If left blank, the current date will be used. | |
| ROUNDING FACTOR:<br>11. Enter Rounding factor for Non-Aging:<br>' ' = no scaling (Default)<br>'0' = round decimals only<br>'1' = divide by 10<br>'2' = divide by 100<br>'3' = divide by 1000<br>'4' = divide by 10000<br>'5' = divide by 100000<br>'6' = divide by 1000000 Any value of 0 through 6 will round decimals to whole numbers. Amounts are divided using 4/5 rounding. Actual amounts are used to accumulate the total fields. This is for NON-AGING amounts. | |
| ROUNDING FACTOR: | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 12. Enter Rounding factor for Aging:<br>' ' = no scaling<br>'0' = round decimals only<br>'1' = divide by 10<br>'2' = divide by 100<br>'3' = divide by 1000<br>'4' = divide by 10000<br>'5' = divide by 100000<br>'6' = divide by 1000000 Any value of 0 through 6 will round decimals to whole numbers. Amounts are divided using 4/5 rounding. Actual amounts are used to accumulate the total fields. This is for AGING amounts. | |
| CATEGORY CODE:<br>13. Enter the category code number indicating which category code to print on the report. If left blank, no category code will print.<br>(This pertains to the two short report formats only.) | |
| CREDIT LIMIT:<br>14. Enter a '1' to print the credit limit for each customer listed on the report.<br>If left blank, no credit limit will print. | |
| DRAFTS:<br>15. Enter a '1' to print a separate draft amount on the report.<br>If left blank, a separate draft amount will not be printed. (This pertains to the long format without parent number.) | |
| SUMMARY PAGE:<br>16. Enter a '1' to print the company summary page at the end of the report.<br>If left blank, no summary page will be printed. | |

# Print Promises, Promises (P013151)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| PPAT Message Printing Option:<br>1. Enter a '1' to print the first line of the PPAT message.<br>Leave blank to print the complete message. | |

# A/R Reports Processing Options

## A/R Summary Report (P03413)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| PRINT OPTIONS:<br>1. Specify one of the following print formats:<br>' ' = Standard 132 character format. (Default)<br>'1' = Standard 132 character format with parent number.<br>'2' = Long 198 character format.<br>'3' = Long 198 character format with parent number.<br>'4' = Long 198 character format with foreign currency aging. | |
| AGING SPECIFICATIONS:<br>2. Enter a '1' to retrieve the aging specifications from Accounts Receivable Constants.<br>Default of blank will use the processing options for aging. | |
| "AS OF" DATE:<br>3. Enter the "As Of" date to age open balances.<br>If left blank, the current date is used as the default. | |
| ACCOUNT AGING DATE: | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 4. Specify one of the following dates to age accounts from:<br>D = Due Date<br>I = Invoice Date<br>G = General Ledger Date<br>S = Statement Date<br>(If blank, 'D' is default) | |
| AGING CALCULATIONS:<br>5. Specify one of the following methods for aging calculations:<br>1 = Aging Days (Default)<br>2 = Fiscal Periods<br>3 = Calendar | |
| AGING CATEGORY INFORMATION:<br>6. Enter the following aging category information: (for method 1 only)<br>Aging Days:<br>Beginning . . .<br>Thru . . .<br>Thru . . .<br>Thru . . .<br>Thru . . . | |
| CREDIT PROCESSING:<br>7. Specify one of the following for aging credits:<br>' ' = Apply Credits to Current Column (Default)<br>'1' = Age Credits<br>'2' = Apply Credits to oldest active Aging Column | |
| "AS OF" DATE PROCESSING:<br>8. Enter a '1' to use the "As Of" date process.<br>**Note:** DREAM Writer Based on File must be F0311A. | |
| PROMISES, PROMISES INFORMATION: | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 9. Specify one of the following to print Promises, Promises:<br>'1' = print 'P' message type<br>'2' = print 'P' and 'F' messages<br>'3' = print all message types<br>If left blank, no Promises, Promises will be printed. | |
| "FROM" TICKLER DATE:<br>10. Enter the "From" Tickler Date to print Promises, Promises information.<br>If left blank, the current date will be used. | |
| ROUNDING FACTOR:<br>11. Enter Rounding factor for Non-Aging:<br>' ' = no scaling (Default)<br>'0' = round decimals only<br>'1' = divide by 10<br>'2' = divide by 100<br>'3' = divide by 1000<br>'4' = divide by 10000<br>'5' = divide by 100000<br>'6' = divide by 1000000 Any value of 0 through 6 will round decimals to whole numbers. Amounts are divided using 4/5 rounding. Actual amounts are used to accumulate the total fields. This is for NON-AGING amounts. | |
| ROUNDING FACTOR: | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 12. Enter Rounding factor for Aging:<br>' ' = no scaling<br>'0' = round decimals only<br>'1' = divide by 10<br>'2' = divide by 100<br>'3' = divide by 1000<br>'4' = divide by 10000<br>'5' = divide by 100000<br>'6' = divide by 1000000 Any value of 0 through 6 will round decimals to whole numbers. Amounts are divided using 4/5 rounding. Actual amounts are used to accumulate the total fields. This is for AGING amounts. | |
| CATEGORY CODE:<br>13. Enter the category code number indicating which category code to print on the report. If left blank, no category code will print.<br>(This pertains to the two short report formats only.) | |
| CREDIT LIMIT:<br>14. Enter a '1' to print the credit limit for each customer listed on the report.<br>If left blank, no credit limit will print. | |
| DRAFTS:<br>15. Enter a '1' to print a separate draft amount on the report.<br>If left blank, a separate draft amount will not be printed. (This pertains to the long format without parent number.) | |
| SUMMARY PAGE:<br>16. Enter a '1' to print the company summary page at the end of the report.<br>If left blank, no summary page will be printed. | |

# A/R Detail Report (P034201)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| PRINT OPTIONS:<br>1. Enter one of the following formats:<br>' ' = 132 characters; aging without G/L offset. (Default)<br>'1' = 198 characters; 6 aging categories.<br>'2' = 132 characters; discount, G/L offset, and remark.<br>'3' = 132 characters; aging with G/L offset. | |
| AGING SPECIFICATIONS:<br>2. If an aging report has been selected:<br>Enter a '1' to retrieve the aging specifications from A/R Constants.<br>Default of blank will use the processing options for aging.<br>**Note:** Report MUST be sequenced and set to page break by company if company defaults are requested. | |
| "AS OF" DATE:<br>3. Enter the "As Of" date to age open balances.<br>If left blank, the current date is used as the default. | |
| ACCOUNT AGING:<br>4. Specify one of the following dates to age accounts from:<br>D = Due Date (Default)<br>I = Invoice Date<br>G = General Ledger Date<br>S = Statement Date | |
| AGING CALCULATIONS:<br>5. Specify one of the following methods for aging calculations:<br>1 = Aging Days (Default)<br>2 = Fiscal Periods<br>3 = Calendar | |
| CATEGORY INFORMATION: | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 6. Enter the following aging category information: (for method "1" only)<br>Aging Days:<br>Beginning . . .<br>Thru . . .<br>Thru . . .<br>Thru . . .<br>Thru . . .<br>Thru . . . | |
| CREDIT PROCESSING:<br>7. Enter a '1' to age credits or a blank (default) to apply credits to the current column. | |
| "AS OF" DATE PROCESSING:<br>8. Enter a '1' to use "As Of" date process.<br>**Note:** DREAM Writer Based-On file must be F0311A. | |
| PROMISES, PROMISES INFORMATION:<br>9. Enter one of the following:<br>' ' = No Messages print (Default)<br>'1' = Print message type P<br>'2' = Print message type P and F<br>'3' = Print all messages | |
| "FROM" TICKLER DATE:<br>10. Enter "From" Tickler Date to print Promises, Promises information.<br>If left blank, the current date will be used. | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| CONTACT NAMES:<br><br>11. Enter a '1' to print contact names from the Who's Who file.<br><br>If left blank, contact names will not be included on the report | |
| ROUNDING FACTOR:<br><br>12. Enter desired rounding factor:<br><br>' ' = No rounding<br><br>'0' = Round decimals only<br><br>'1' = Divide by 10<br><br>'2' = Divide by 100<br><br>'3' = Divide by 1000<br><br>'4' = Divide by 10000<br><br>'5' = Divide by 100000<br><br>'6' = Divide by 1000000 Any value from 0-6 will round the decimals to whole numbers. Amounts are divided using 4/5 rounding. Actual amounts are used to accumulate total fields. | |
| DRAFTS:<br><br>13. Enter a '1' to print a separate draft amount on the report.<br><br>If left blank, the draft column will not appear on the report. (This applies to all formats except long aging). | |
| GENERIC TEXT:<br><br>14. Enter a '1' to print the generic text for pay items in a 40-character width, a '2' to print text in an 80-character width.<br><br>If left blank, generic text will not be printed.<br><br>15. Enter a '1' to print only the summarized generic text, a '2' to print both the pay item generic text and the summarized generic text.<br><br>If left blank, only pay item generic text will print. | |

# A/R Currency Detail (P03429)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| PRINT OPTIONS:<br>1. Enter one of the following print formats:<br>' ' = Foreign and Domestic information. (132 characters)<br>'1' = Aging information. (132 characters)<br>'2' = Foreign and Domestic with aging information. (Long, 198 characters) | |
| AGING SPECIFICATIONS:<br>2. If an aging format has been selected:<br>Enter a '1' to retrieve the aging specifications from A/R Constants.<br>If left blank, the processing option values for aging will be used.<br>**Note:** Report MUST be sequenced and set to page break by company if company defaults are requested. | |
| "AS OF" DATE:<br>3. Enter the "As Of" date to age open balances. If left blank, the current date is used as the default. | |
| ACCOUNT AGING:<br>4. Specify one of the following dates to age accounts from:<br>D = Due Date (Default)<br>I = Invoice Date<br>G = G/L Date<br>S = Statement Date | |
| AGING CALCULATIONS:<br>5. Specify one of the following methods for aging calculations:<br>1 = Aging Days (Default)<br>2 = Fiscal Periods<br>3 = Calendar | |
| CATEGORY INFORMATION: | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 6. Enter the following aging category information: (for method "1" only)<br>Aging Days:<br>Beginning . . .<br>Thru . . .<br>Thru . . .<br>Thru . . . | |
| CREDIT PROCESSING:<br>7. Enter a '1' to age credits amounts.<br>If left blank (Default), credits will be applied to the current column. | |
| "AS OF" PROCESSING:<br>8. Enter a '1' to use 'As Of' date process.<br>**Note:** DREAM Writer Based on File must be F0311A. | |
| COMMA SUPPRESSION:<br>9. Enter a '1' to suppress commas from the original, open, and discount amount columns, allowing these columns to display into the billions.<br>If left blank (Default), commas will appear in these columns. | |
| ROUNDING FACTOR:<br>10. Enter the desired rounding factor:<br>' ' = no rounding (Default)<br>'0' = round decimals only<br>'1' = divide by 10<br>'2' = divide by 100<br>'3' = divide by 1000<br>'4' = divide by 10000<br>'5' = divide by 100000 Rounding will be to whole numbers.<br>Actual amounts are used to accumulate totals. | |

# Receivable Summary by Pay Status (P03416)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| AGING SPECIFICATIONS:<br>1. Enter a '1' to retrieve the aging specifications from Accounts Receivable Constants.<br>Default of blank will use the processing options for aging.<br>**Note:** If selected, all other aging processing options will be ignored. | |
| "AS OF" DATE:<br>2. Enter the "As Of" date to age open balances.<br>If left blank, the current date is used as the default. | |
| ACCOUNT AGING DATE:<br>3. Specify one of the following dates to age accounts from:<br>D = Due Date<br>I = Invoice Date<br>G = General Ledger Date<br>S = Statement Date<br>(If blank, 'D' is default) | |
| DRAFT PROCESSING:<br>4. Enter a '1' to age DRAFT amounts using the dates from the original invoice.<br>Default of blank will perform aging using the draft dates. | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| AGING CALCULATIONS:<br>5. Specify one of the following methods for aging calculations:<br>1 = Aging Days (Default)<br>2 = Fiscal Periods<br>3 = Calendar | |
| AGING CATEGORY INFORMATION:<br>6. Enter the following aging category information: (for method 1 only)<br>Aging Days:<br>Beginning . . .<br>Thru . . .<br>Thru . . .<br>Thru . . .<br>Thru . . . | |
| CREDIT PROCESSING:<br>7. Enter a '1' to age credits, a '2' to apply credits to the oldest balance, or a blank (default) to apply credits to the current column. | |
| PROMISES, PROMISES INFORMATION:<br>8. Enter a '1' to print Promises, Promises information for each customer. | |
| "FROM" TICKLER DATE:<br>9. Enter the "From" Tickler Date to print Promises, Promises information.<br>If left blank, the current date will be used. | |

# Multi-Level Open A/R Summary by Parent (P03415)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| "AS OF" DATE:<br>1. Enter the "As Of" date to age open balances.<br>If left blank, the current date is used as the default. | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| ACCOUNT AGING:<br>2. Specify one of the following dates to age accounts from:<br>D = Due Date<br>I = Invoice Date<br>G = General Ledger Date<br>S = Statement Date<br>(If blank, "D" is default.) | |
| AGING CALCULATIONS:<br>3. Specify one of the following methods for aging calculations:<br>1 = Aging Days (Default)<br>2 = Fiscal Periods<br>3 = Calendar | |
| AGING CATEGORIES:<br>4. Enter the following aging category information: (for method 1 only)<br>Aging Days:<br>Beginning . . .<br>Thru . . .<br>Thru . . .<br>Thru . . .<br>Thru . . . | |
| CREDIT PROCESSING:<br>5. Enter a '1' to age credits, a '2' to apply credits to the oldest balance, or a blank (default) to apply credits to the current column. | |
| "AS OF" DATE PROCESSING:<br>6. Enter a '1' to use the "As Of" date process. | |
| PROMISES, PROMISES INFORMATION:<br>7. Enter a '1' to print Promises, Promises information for each customer. | |
| "FROM" TICKLER DATE:<br>8. Enter the "From" Tickler Date to Promises, Promises information.<br>If left blank, the current date will be used. | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| LEVEL OF DETAIL:<br>9. Enter the lowest level of detail to be printed (i.e. '0' equals parent information only).<br>Default of blanks will print all levels. | |
| COMPANY:<br>10. Enter a company to process.<br>Default of blank will process all companies. | |

# Open A/R by Business Unit and Address (P03445)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| PRINT FORMATS:<br>1. Enter one of the following print formats:<br>' ' = 132 characters, without aging. (Default)<br>'1' = 132 characters, with aging.<br>'2' = 198 characters, with foreign currency aging. | |
| SUBHEADINGS:<br>2. Enter a '1' to have the report subheading appear with Business Unit first and Address second.<br>If left blank, Address will be first and Business Unit will be second. | |
| "AS OF" AGING:<br>3. Enter the "As Of" date to age open balances.<br>If left blank, the current date is used as the default. | |
| ACCOUNT AGING: | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 4. Specify one of the following dates to age accounts from:<br>D = Due Date<br>I = Invoice Date<br>G = General Ledger Date<br>S = Statement Date<br>(If blank, 'D' is default.) | |
| AGING CALCULATIONS:<br>5. Specify one of the following methods for aging calculations:<br>1 = Aging Days (Default)<br>2 = Fiscal Periods<br>3 = Calendar | |
| AGING CATEGORY INFORMATION:<br>6. Enter the following aging category information: (for method "1" only)<br>Aging Days:<br>Beginning . . .<br>Thru . . .<br>Thru . . .<br>Thru . . . | |
| "AS OF" DATE PROCESSING:<br>7. Enter a '1' to use "As Of" date process.<br>**Note:** DREAM Writer Based on File must be F0311A. | |
| PROMISES, PROMISES INFORMATION:<br>8. Enter a '1' to print Promises, Promises information for each customer. | |
| "FROM" TICKLER DATE:<br>9. Enter the "From" Tickler Date to print Promises, Promises information.<br>If left blank, the current date will be used. | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| ROUNDING FACTOR:<br>10. Enter required rounding factor:<br>' ' = no rounding (Default)<br>'0' = round decimals only<br>'1' = divide by 10<br>'2' = divide by 100<br>'3' = divide by 1,000<br>'4' = divide by 10,000<br>'5' = divide by 100,000<br>'6' = divide by 1,000,000 Any value of 0 - 6 will round decimals to whole numbers. Amounts are divided using 4/5 rounding.<br>Actual amounts are used to accumulate total fields. | |
| RETAINAGE:<br>11. Enter a '1' to show retainage amounts in the fourth aging column.<br>If left blank, the retainage column won't appear on the report.<br>**Note:** A '1' will reduce domestic and foreign aging categories from four to three. | |
| TOTAL MATCHING DOCUMENTS:<br>12. Enter a '1' to include matching document amounts in the Original total column on the report.<br>If left blank, only original document amounts will be included. | |

# A/R Detail Report (P034201)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| PRINT OPTIONS: | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 1. Enter one of the following formats:<br>' ' = 132 characters; aging without G/L offset. (Default)<br>'1' = 198 characters; 6 aging categories.<br>'2' = 132 characters; discount, G/L offset, and remark.<br>'3' = 132 characters; aging with G/L offset. | |
| AGING SPECIFICATIONS:<br>2. If an aging report has been selected:<br>Enter a '1' to retrieve the aging specifications from A/R Constants.<br>Default of blank will use the processing options for aging.<br>**Note:** Report MUST be sequenced and set to page break by company if company defaults are requested. | |
| "AS OF" DATE:<br>3. Enter the "As Of" date to age open balances.<br>If left blank, the current date is used as the default. | |
| ACCOUNT AGING:<br>4. Specify one of the following dates to age accounts from:<br>D = Due Date (Default)<br>I = Invoice Date<br>G = General Ledger Date<br>S = Statement Date | |
| AGING CALCULATIONS:<br>5. Specify one of the following methods for aging calculations:<br>1 = Aging Days (Default)<br>2 = Fiscal Periods<br>3 = Calendar | |
| CATEGORY INFORMATION: | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 6. Enter the following aging category information: (for method "1" only)<br>Aging Days:<br>Beginning . . .<br>Thru . . .<br>Thru . . .<br>Thru . . .<br>Thru . . .<br>Thru . . . | |
| CREDIT PROCESSING:<br>7. Enter a '1' to age credits or a blank (default) to apply credits to the current column. | |
| "AS OF" DATE PROCESSING:<br>8. Enter a '1' to use "As Of" date process.<br>**Note:** DREAM Writer Based-On file must be F0311A. | |
| PROMISES, PROMISES INFORMATION:<br>9. Enter one of the following:<br>' ' = No Messages print (Default)<br>'1' = Print message type P<br>'2' = Print message type P and F<br>'3' = Print all messages | |
| "FROM" TICKLER DATE:<br>10. Enter "From" Tickler Date to print Promises, Promises information.<br>If left blank, the current date will be used. | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| CONTACT NAMES:<br>11. Enter a '1' to print contact names from the Who's Who file.<br>If left blank, contact names will not be included on the report | |
| ROUNDING FACTOR:<br>12. Enter desired rounding factor:<br>' ' = No rounding<br>'0' = Round decimals only<br>'1' = Divide by 10<br>'2' = Divide by 100<br>'3' = Divide by 1000<br>'4' = Divide by 10000<br>'5' = Divide by 100000<br>'6' = Divide by 1000000 Any value from 0-6 will round the decimals to whole numbers. Amounts are divided using 4/5 rounding. Actual amounts are used to accumulate total fields. | |
| DRAFTS:<br>13. Enter a '1' to print a separate draft amount on the report.<br>If left blank, the draft column will not appear on the report. (This applies to all formats except long aging). | |
| GENERIC TEXT:<br>14. Enter a '1' to print the generic text for pay items in a 40-character width, a '2' to print text in an 80-character width.<br>If left blank, generic text will not be printed.<br>15. Enter a '1' to print only the summarized generic text, a '2' to print both the pay item generic text and the summarized generic text.<br>If left blank, only pay item generic text will print. | |

## A/R Unresolved Matters (P03601)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| INVOICE SELECTIONS:<br>1. Enter one of the following choices for invoice selection:<br>1 = Partially Paid Invoices Only<br>2 = Problem Invoices Only<br>3 = All Invoices<br>If left blank, only partially paid invoices will be printed. | |

## Problem Accounts Receivable (P036001)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| NUMBER OF ACCOUNTS ON REPORT:<br>1. Enter the number of problem accounts to be printed.<br>The default will be 50. | |
| "AS OF" DATE:<br>2. Enter the "As Of" date to age open balances.<br>If left blank, the current date is used as the default. | |
| AGING OPTIONS:<br>3. Specify one of the following dates to age accounts from:<br>D = Due Date<br>I = Invoice Date<br>G = General Ledger Date<br>S = Statement Date<br>(If blank, "D" is default.)<br>4. Specify one of the following methods for aging calculations:<br>1 = Aging Days (Default)<br>2 = Fiscal Periods<br>3 = Calendar | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 5. Enter the following aging category information: (for method "1" only)<br>Aging Days:<br>Beginning<br>thru<br>thru<br>thru<br>thru | |

## Customer Totals by G/L Account (P09450)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| ACCOUNT DISPLAY MODE:<br>1. Enter the type of account number to print on the Report.<br>' ' = Number entered during input.<br>'1' = Structured Account.<br>'2' = Short Account ID.<br>'3' = Unstructured Account Number | |
| DISPLAY ADDRESS:<br>2. Enter a '1' to print the supplier / customer address.<br>If left blank, no address will print. | |

# A/R Draft Processing - Processing Options

## A/R Invoice Print with Draft (P035051)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| INVOICE DATE RANGE:<br>1. Enter the As Of invoice date after which all invoices should be printed.<br>Range will include the date entered.<br>Mandatory entry.<br>2. Enter the cut off invoice date before which all invoices should be printed.<br>Range will include the date entered.<br>Mandatory entry. | |
| FOREIGN CURRENCY:<br>3. Enter a '1' to print the invoice using the foreign amount.<br>Default of blank will print the domestic amount. | |
| TAX AMOUNTS:<br>4. Enter a '1' to print tax amount on the invoice.<br>Default of blank will not print tax amounts. | |
| DRAFT - ORIGINATING CITY:<br>5. Enter the city name where the draft is being originated to be printed on the draft. | |

## A/R Statement Print with Draft (P03506)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| CUTOFF DATE:<br>1. Enter the invoice cut off date.<br>Invoices with an invoice date after this date will not be printed. If no date is entered, it will default to the system date. | |
| PROOF/FINAL MODE:<br>2. Enter a '1' to run in Final Mode.<br>If left blank, program will run in Proof Mode and no updates will occur.<br>3. Enter a '1' to omit the printing of statements with a zero or credit balance. | |
| FOREIGN CURRENCY:<br>4. Enter a '1' to print the statements using the foreign amounts.<br>Default of blank will print statements in the domestic amount. | |
| DRAFT - ORIGINATING CITY:<br>5. Enter the city name where the draft is being originated to be printed on the draft. | |
| PARENT STATEMENTS:<br>6. Enter a '1' to print the statements by Parent.<br>If left blank, statements will be written by Address Number. | |

## A/R Batch Draft Creation (P03571)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| PROOF OR FINAL MODE:<br>1. Enter a '1' to run the report in final mode.<br>If left blank, the report will be run in proof mode and no drafts will be created. | |
| SUMMARY OR DETAIL DRAFTS: | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 2. Enter a '1' to create summary drafts (one draft per customer/due date)<br>If left blank, detail drafts will be created (one draft per invoice/ due date). | |
| PAY THRU DATE:<br>3. Enter the Pay thru Date.<br>If left blank, the system date will be used. | |
| DRAFT DATE:<br>4. Enter the Draft date.<br>If left blank, the system date will be used. | |
| DRAFT G/L AND DUE DATES:<br>5. Enter the Draft G/L date.<br>If left blank, the system date will be used.<br>6. Enter the Draft Due date.<br>If left blank, the invoice due date will be used. | |
| DRAFTS RECEIVABLE ACCOUNT:<br>7. Enter the override Drafts Receivable Account.<br>If left blank, AAI's will be used - Drafts Receivable Account (RD1x) where "x" = Pay Instrument. | |
| JOURNAL ENTRY CREATION:<br>8. Select G/L Entries Method:<br>' ' = Create summary total JEs<br>'1' = Create detail JEs (create one JE for each deposit item)<br>**Note:** If G/L constants for Inter-Company Settlements is 'D' for detail then detail JEs will be created regardless of how this option is set. | |
| MINIMUM DRAFT AMOUNT:<br>9. Enter the minimum amount required to create a draft. | |
| NEGATIVE DRAFTS:<br>10. Enter a '1' to allow creation of drafts with a negative amount. | |
| CURRENCY: | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 11. Enter a '1' to process foreign currency drafts.<br>If left blank, draft acceptance will be processed in the domestic currency only. | |

# Receipts Entry (P03103)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| DEFAULT PROCESSING:<br>1. Enter a default Type Input of I, 1 or 2 to automatically allocate the check amount to open invoices.<br>**Note:** This feature is available when the receipt amount has been entered prior to performing a ledger display.<br>2. Enter a '1' to override the remark on the applied invoice records with the header remark.<br>3. Enter a '1' to automatically assign receipt numbers. | |
| 4. Enter the default Payment Status for chargebacks.<br>Leave blank to use the data dictionary default value.<br>5. Enter a '1' to create chargebacks with the invoice and net due dates of the original invoice.<br>If original invoice information is not entered or the option is blank, these dates will default from the receipt G/L date.<br>6. Enter a '1' to summarize pay items by invoice number and due date when doing a ledger inquiry. | |
| 7. Enter a '1' to default today's date into the Receipt Date.<br>If left blank, no date will default.<br>8. Enter a '1' to retrieve and use the Project Number (MCUS) associated with the invoice Business Unit on the Adjustment Account if the 'RA' Business Unit is blank.<br>If left blank, the invoice BU will be used. | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| WRITE-OFFS:<br>9. Enter amounts and reason codes to control limitations of write-offs:<br>Maximum automatic write-off<br>Adjustment reason<br>Maximum automatic CREDIT write-off. (enter as a negative number)<br>Adjustment reason<br>Maximum manual write-off<br>Maximum manual CREDIT write-off (enter as a negative number) | |
| DISCOUNT TAKEN OPTIONS:<br>10. Enter '1' to not display the discount taken amount if the invoice is past its due date.<br>11. Enter '1' to allow discount taken to be greater than discount available.<br>(Never allowed in summary mode.)<br>12. Enter a '1' to allow for discounts when performing spreads.<br>13. Enter a '1' to allow for discounts when performing balance forwards. | |
| 14. Enter a '1' to allow discounts greater than applied amount.<br>(Never allowed in summary mode.) | |
| OPTIONAL EDITS:<br>15. Enter a '1' to prohibit spreads.<br>16. Enter a '1' to prohibit adjustments.<br>17. Enter a '1' to prohibit the NSF and reverse functions on unposted receipts. | |
| 18. Enter a '1' to only allow payment of invoices with a Pay Status of 'A' (approved).<br>19. Enter a value to select invoice overpayment edit processing:<br>' ' = No Edit<br>'1' = Warning<br>'2' = Error | |
| FORMAT CONTROL: | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 20. Select the entry method:<br>' ' = "Heads Up" entry<br>'1' = "Heads Down" entry | |
| 21. Select the Skip To value:<br>' ' = Skip To using Net Due Date<br>'1' = Skip To using Invoice Number<br>22. Enter a '1' to allow display and update of the following fields:<br>Payment Instrument<br>Value Date<br>23. Enter a '1' for 2 cycle data entry. | |
| 24. Enter sequence numbers (1-8) to indicate which formats will appear and in what order when using the format selection function key.<br>Net Due Date / Gross Amount<br>Discount Due Date / Gross Amount<br>Days Until Discount / Gross Amount<br>Invoice Date / Gross Amount<br>Net Due Date / Asset Item<br>Discount Due Date / Asset Item<br>Days Until Discount / Asset Item<br>Invoice Date / Asset Item | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| FIELD CLEARING CONTROL:<br><br>25. Enter a '1' to retain the entered value in each field after acceptance of each transaction:<br><br>Display Acct<br><br>Company<br><br>G/L Bank Account<br><br>Receipt Date<br><br>Remark<br><br>G/L Date<br><br>Value/Cleared Date<br><br>Currency Code<br><br>Exchange Rate<br><br>Mode (F)<br><br>Payment Instrument<br><br>Due Date (drafts)<br><br>Bank Name (drafts) | |
| CURRENCY PROCESSING:<br><br>26. Enter a '1' to edit the exchange rate Effective Date Period against the G/L Period for the transaction. | Use this processing option to validate the effective date used to retrieve the exchange rate against the G/L date that you enter on the receipt. If the edit is on, the system issues a warning when the effective date of the exchange rate retrieved from the Currency Exchange Rates table is not in the same period as the G/L date of the receipt. |
| JOURNAL ENTRY CREATION:<br><br>27. Select G/L Cash Entries Method:<br><br>' ' = Create summary total J.E.'s<br><br>'1' = Create detail J.E.'s, (one J.E. for each deposit item.)<br><br>**Note:** If G/L Intercompany Settlement constant is set to 'D', '2', 'C', or '3' or the A/R Offset Method constant is set to 'Y', cash entries will always be created in detail. | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| CURRENT DOMESTIC VALUE PROCESSING:<br><br>28. Enter a '1' to process receipts in the Current Domestic Value Method.<br><br>**Note:** Drafts Processing must be off. | Use this processing option to allow payment of a foreign invoice in the domestic currency (company base currency). The system uses the current exchange rate to calculate the domestic value (current domestic value), rather than using the domestic value calculated at the time the invoice was entered. |
| ALTERNATE CURRENCY PROCESSING:<br><br>29. Enter a '1' to process receipts in the Alternate Currency Method.<br><br>**Note:** Drafts Processing must be off. | Use this processing option to allow the payment of an invoice in an alternative currency (a currency other than the base or transaction currency of the invoice). |
| EXCHANGE RATE:<br><br>30. Enter a '1' to protect the Exchange Rate field.<br><br>If left blank, the Exchange Rate will not be protected. | |
| A/P & A/R NETTING:<br><br>31. Enter the Version of the Netting Program to be called.<br><br>If left blank version ZJDE0002 will default. | |
| DRAFT PROCESSING:<br><br>32. Enter a '1' to process drafts. Leave blank for normal mode.<br><br>**Note:** Normal cash receipts can not be entered in draft mode. If you do both receipt processing and draft processing, you will need to set up two versions, one in draft mode and one in normal mode.<br><br>The following options only apply if draft mode is turned on in option 29:<br><br>33. Enter a '1' to process customer generated drafts (BOR or BOC).<br><br>Leave blank to process supplier generated drafts (LCR or LCC) and validate the draft number entered against the assigned draft number.<br><br>34. Enter a '1' to allow entry of the alpha name. | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 35. Enter the default Payment Instrument for drafts WITH bank account numbers. (LCR or BOR)<br>36. Enter the default Payment Instrument for drafts WITHOUT bank account numbers. (LCC or BOC)<br>37. Enter the override Drafts Receivable short account number.<br>**Note:** If an account is not entered, it will be assigned from the AAIs Drafts Receivable account (RD1x, where x is the Payment Instrument). | |
| 38. Enter an override Bank Record Type to be used to retrieve the Bank Account.<br>If left blank, 'D' will be used. | In previous JD Edwards World versions, customer bank account information with bank type D was required for drafts remitted magnetically. Now you can choose an alternative bank type to retrieve the customer's bank account information when the customer has multiple bank accounts. |

## Draft Revisions (P03150)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| REVERSE DRAFTS REMITTED:<br>1. Enter a '1' to allow for the pay status to be changed from a type 'G' to type 'D'. This will allow for the re-remittance of a draft. | |

## A/R Receipt and Adjustment Journal Report (P03311)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| DETAIL ACCOUNT FORMAT: | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 1. Select the account number to print:<br>'1' = account number;<br>'2' = short account ID;<br>'3' = unstructured account;<br>'4' = (default) number entered during input.<br>**Note:** This refers to the G/L Account number in the body of the report, not to the bank account in the header of the report. | |
| HEADING ACCOUNT FORMAT:<br>2. Select the account number to print:<br>'1' = account number;<br>'2' = short account ID;<br>'3' = unstructured account.<br>**Note:** This refers to the G/L Bank Account that appears in the heading, not the account that appears in the detail portion of the screen. | |

## Draft Selection for Bank Payment (P03255)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| CREATE DATE-THRU DATE:<br>1. Enter the number of offset days desired when creating a new Date-Thru date.<br>If the Date-Thru date is left blank on the screen, then a new Date-Thru date will be created by adding the number of offset days to the current system date.<br>**Note:** If this field and the Date-Thru date field are left blank, then all dates will be displayed for draft selection. | |

## A/R Magnetic Draft Remittance (P03572)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| PROOF OR FINAL: | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 1. Enter '1' to create a tape file and update the drafts to remitted status, creating Journal Entries by company.<br>Default of blank will print a report only. | |
| AS OF DATE:<br>2. Enter the "As of" date to process.<br>All drafts due on or before this date will be processed.<br>If left blank, the current system date will be used. | |
| BANK INFORMATION:<br>3. Enter the G/L Bank Account that the Drafts will be remitted to.<br>**Note:** This MUST be entered if the bank register procedure is not being used. The SHORT account number MUST be entered.<br>4. Enter the Remittance Date.<br>If left blank, the system date will be used.<br>5. Enter the Value Date to be entered on the tape file.<br>If left blank, the system date will be used.<br>6. Enter the bank tape sequence number.<br>(Optional)<br>7. Enter the bank "Input Code" -<br>1 = Discount<br>2 = Cash Discount<br>3 = Cash receipt, to be credited after due date<br>4 = Cash receipt, credited after NFS delay. (Default) | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| G/L REMITTANCE ACCOUNT:<br>8. Specify which G/L Account from AAI's to use for Drafts Remitted:<br>blank (default) = Cashed (RD2x)<br>'1' = Discounted (RD3x)<br>"x" = Payment Instrument<br>9. Enter an override Drafts Remitted Account number. The AAI's will be ignored if an account is entered here. The SHORT account number MUST be entered. | |
| G/L DATE:<br>10. Enter the G/L date for the Journal Entries created.<br>If left blank, the system date will be used. | |

# A/R - Manual Draft Remittance (P03570)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| PROOF OR FINAL:<br>1. Enter a '1' to process the registers in final mode.<br>Default of blank will print a report only.<br>**Note:** Final mode will update status of drafts to "G" (guaranteed) and create Journal Entries. | |
| AS OF DATE:<br>2. Enter the "As of" date to process. All drafts due on or before this date will be processed.<br>If left blank, the current system date will be used. | |
| G/L ACCOUNT:<br>3. Specify which G/L Account from AAI's to use for Drafts Remitted:<br>blank (default) = Cashed (RD2x)<br>'1' = Discounted (RD3x) | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 4. Enter the override Drafts Remitted Account number. The AAI's will be ignored if an account is entered here. | |
| G/L DATE:<br>5. Enter the G/L date for the Journal Entries created.<br>If left blank, the system date will be used. | |
| G/L BANK ACCOUNT:<br>6. Enter the G/L Bank Account that the drafts will be remitted to.<br>**Note:** This must be entered only if the bank register procedure is not being used. | |

# A/R Draft Collection (P03576)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| PROOF OR FINAL:<br>1. Enter '1' to update the status of the drafts and create Journal Entries if selected. | |
| AS OF DATE:<br>2. Enter the "As of" date to process. All drafts due on or before this date will be processed.<br>If left blank, the current system date will be used. | |
| DEFAULT PROCESSING:<br>3. Enter the default document type for the journal entries.<br>If left blank or invalid, 'AE' will be used. | |
| JOURNAL ENTRY CREATION:<br>4. Enter a '1' to create Journal Entries.<br>If left blank, no Journal Entries will be created.<br>5. Enter the G/L date for the Journal Entries.<br>If left blank, the system date will be used. | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 6. Enter a '1' to calculate the G/L Date by adding the Float Days for the bank account to the Net Due Date.<br>Leave blank to use the option above to calculate the G/L Date. | |
| PAY STATUS:<br>7. Enter the Pay Status to update the draft records to.<br>If left blank, the pay status will be updated to 'P' (Paid). | |
| EXCHANGE RATE:<br>8. Enter the currency exchange rate to be used. This rate is between the currency being processed and the currency of the bank account.<br>If left blank, the rate will be derived from the exchange rate information. | |

## A/R Draft NSF Notification (P03574)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| PRINT DATE:<br>1. Enter the date to appear in the letter's heading.<br>If left blank, then the default is the system date. | |
| ADDRESS FORMAT:<br>2. Enter the address format code to determine the display format for the customer address.<br>If left blank or value is invalid, then the country default will be used. | |
| SELECTION RANGE BY DATES:<br>3. Enter the initial date. All drafts with G/L date on or after this date will be selected.<br>If left blank, then the default is the system date. | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 4. Enter the as of date. All drafts with G/L date on or before this date will be selected.<br>If left blank, then the default is the system date. | |
| NSF LETTER CODE SELECTION:<br>5. Enter the user defined code for the desired NSF letter text. These codes and text are contained in the Generic Message/Text Review file; system code '03', type 'IN'. | |
| SUMMARIZE BY DOCUMENT NUMBER:<br>6. Enter a '1' to summarize all draft detail lines by the document number.<br>If left blank, then each line of will be displayed. | |

# Automatic Debits Processing Options

## Automatic Debits - USA (P03575)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| PROOF OR FINAL MODE PROCESSING:<br>1. Enter a '1' to create the file to be sent to the bank and to create the Automatic Debit entries against the selected invoices.<br>If left blank, only a proof report will be produced. | |
| AS OF DATE:<br>2. Enter the 'As of' Date to process.<br>All invoices will be processed that have a comparison date on or before the As of Date.<br>If left blank, the system date will default. | |
| DATE COMPARISON:<br>3. Enter the type of date to compare to the As of Date.<br>' ' = Net Due Date (Default)<br>'D' = Discount Due Date<br>'I' = Invoice Date<br>'G' = G/L Date<br>'S' = Statement Date | |
| MINIMUM AND MAXIMUM OPTIONS:<br>4. Enter the MINIMUM amount which is to be selected for payment via Automatic Debits. Amounts under this amount will not be selected. | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 5. Enter the MAXIMUM amount which is to be selected for payment via Automatic Debits. Amounts over this amount will not be selected.<br>**Note:** The processing options above must be specified in the currency of the Bank Account. | |
| BANK INFORMATION:<br>6. Enter the G/L Bank Account that the invoices are being submitted to. It is MANDATORY to enter a valid account short ID for this option. | |
| G/L DATE:<br>7. Enter a G/L Date.<br>If left blank, the system date will be used. | |
| DISCOUNT PROCESSING:<br>8. Enter a '1' if all discounts are to be processed.<br>If left blank, the cutoff date option will be used.<br>9. Enter the cutoff date for applying discounts. Discounts will not be taken if the Discount Due Date is prior to this date.<br>**Note:** These Discount Options also exist in Batch Receipts Processing (P03550).<br>These options should have the same values as specified in your Batch Cash version | |
| COUNTRY SPECIFIC FORMAT SELECTION:<br>10. Enter the name and DREAM Writer version number of the program to be called to create the formatted file for the bank. (Press F1 for a list of available programs.)<br>Program Name<br>Program Version | |
| STATEMENT PRINT: | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 11. Enter a '1' if a Customer Statement is to be printed for the Automatic Debits.<br><br>If left blank, Customer Statements will only be printed where the number of invoice details exceeds the maximum number that can be included onto the format. | |
| COPY TO TAPE / DISKETTE:<br><br>12. Enter a '1' if the Copy to Tape or Diskette option should be called automatically following Final Mode processing.<br><br>If left blank, the copy option may be run at a later stage.<br><br>(Leave blank if creating paper forms).<br><br>13. Enter the version of the Copy to Tape / Diskette program P03579 to be called.<br><br>If left blank, this defaults to version ZJDE0001. Confirm values in P03579 processing options prior to running. | |
| BATCH PROCESSING:<br><br>14. Enter the version number of the Batch Receipts program to be called to create and match the Automatic Debits to the selected invoice details.<br><br>If left blank, one of the two versions will default.<br><br>ZJDE0002 - For Summary JEs.<br><br>ZJDE0003 - For Detail JEs.<br><br>**Note:** Verify the processing option values for the Batch Receipts version (P03550). | |
| JOURNAL ENTRY CREATION:<br><br>15. Select G / L Entries Method:<br><br>' ' = Create summary total JEs<br><br>'1' = Create detail JEs, which will create one JE per deposit item. | |
| BATCH CASH RECEIPTS PURGE:<br><br>16. Enter a '1' to purge the Batch Receipts Workfile (F0312) upon run completion.<br><br>If left blank, the file will not be purged. | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 17. Enter the version number of the purge program P00PURGE to be called to clear records from the Batch Receipts work file F0312.<br><br>If left blank, version ZJDE0009 will be called. | |
| BACS PROCESSING:<br><br>18. Enter a '1' if processing BACS. A report message will be issued if the processing date is a non-workday.<br><br>19. Enter the BACS processing date.<br><br>20. Enter the number of days to add to the processing date. This is used to calculate the BACS expiration date.<br><br>21. Enter the workday calendar branch to use for validating the processing and expiration dates. | |
| MINIMUM AND MAXIMUM FOR BACS CREDITS:<br><br>22. Enter the MINIMUM CREDIT amount which is to be selected for payment via Automatic Debits. Amounts under this amount will not be selected.<br><br>23. Enter the MAXIMUM CREDIT amount which is to be selected for payment via Automatic Debits. Amounts over this amount will not be selected.<br><br>**Note:** The processing options above must be specified in the currency of the Bank Account. | |
| MULTI-CURRENCY PROCESSING:<br><br>24. Enter a '1' to pay using the transaction currency of the invoice.<br><br>Leave blank to pay using the domestic currency of the invoice. | |
| BANK TYPE OVERRIDE:<br><br>25. Enter an override Bank Record Type to be used to retrieve Bank Transit/ Bank Account data.<br><br>If left blank, the bank type on the invoice or 'D ' will be used. | |

# Copy File to Tape (P03579)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| AUTOMATIC DEBITS VERSION:<br>1. Enter the version number of the Automatic Debits for which the Copy to Tape / Diskette is to be performed. | |
| COPY TO TAPE OPTIONS:<br>2. Enter the tape unit to which the Automatic Debits file is to be copied.<br>Tape Unit:<br>Tape Density:<br>Tape Volume ID:<br>Tape Owner ID:<br>Tape File Name: | |
| PC FILE DOWNLOAD:<br>3. If generating a PC file, enter the file name to be used and the library name where the file will be placed.<br>File Name:<br>Library Name:<br>File Size:<br>Austrian Diskette = 120<br>German Diskette = 128<br>German Tape = 523<br>BACS Tape = 100<br>Swiss Diskette = 128<br>Swiss Tape = 530<br>Holland = 050<br>Ireland = 100 | |
| COUNTRY SPECIFIC FORMATTING OPTIONS:<br>4. Enter the country-specific program that will perform the copy to tape or the creation of the diskette file.<br>P03579DT - German Tape (Variable Length) | |

# Period-End Processing – Processing Options

## A/R Credit Note Reimbursements (P03610)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| PAY THRU DATE:<br>1. Enter the Pay Thru date.<br>If left blank, the system date will be used. | |
| PROOF OR FINAL:<br>2. Enter a '1' to create reimbursement vouchers (final mode).<br>Default of blank will print a report only. | |
| GENERAL LEDGER DATE:<br>3. Enter the G/L date to record the reimbursement.<br>If left blank, the system date will be used. | |
| GENERAL LEDGER OFFSET:<br>4. Enter an override G/L offset for the Trade A/P account.<br>If left blank, the G/L Class from the Supplier Master File will be used. | |
| VOUCHER CREATION:<br>5. Enter a '1' to create one voucher record per customer (summary).<br>Default of a blank will create one voucher per invoice (detail). | |
| 6. Enter a '1' to assign the payable voucher to the customer's parent address.<br>Default of blank will assign it to the customer. | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 7. Enter the document type to be assigned to the voucher.<br>If left blank, 'PA' will be used.<br>**Note:** If you are using Cash Basis accounting, you must enter and use a document type other than 'PA' as well as add it to the excluded document types UDC table 00/DX. | |

## Date File Generation (P03900)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 'AS OF' DATE:<br>1. Enter the 'As Of' date.<br>If left blank, the current date will be used. | |
| UPDATE OPTION:<br>2. Include paid items in 'As Of' file.<br>' ' = open items only<br>'1' = open and paid items<br>3. Enter a '1' for a partial build. The build will delete and write only records for those companies selected in DREAM Writer Data Selection.<br>(RPCO *EQ *VALUE) | |

## A/R Detail Report (P034201)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| PRINT OPTIONS:<br>1. Enter one of the following formats:<br>' ' = 132 characters; aging without G/L offset. (Default)<br>'1' = 198 characters; 6 aging categories.<br>'2' = 132 characters; discount, G/L offset, and remark.<br>'3' = 132 characters; aging with G/L offset. | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| AGING SPECIFICATIONS:<br>2. If an aging report has been selected:<br>Enter a '1' to retrieve the aging specifications from A/R Constants.<br>Default of blank will use the processing options for aging.<br>**Note:** Report MUST be sequenced and set to page break by company if company defaults are requested. | |
| "AS OF" DATE:<br>3. Enter the "As Of" date to age open balances.<br>If left blank, the current date is used as the default. | |
| ACCOUNT AGING:<br>4. Specify one of the following dates to age accounts from:<br>D = Due Date (Default)<br>I = Invoice Date<br>G = General Ledger Date<br>S = Statement Date | |
| AGING CALCULATIONS:<br>5. Specify one of the following methods for aging calculations:<br>1 = Aging Days (Default)<br>2 = Fiscal Periods<br>3 = Calendar | |
| CATEGORY INFORMATION:<br>6. Enter the following aging category information: (for method "1" only)<br>Aging Days:<br>Beginning . . .<br>Thru . . .<br>Thru . . .<br>Thru . . .<br>Thru . . .<br>Thru . . . | |
| CREDIT PROCESSING: | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 7. Enter a '1' to age credits or a blank (default) to apply credits to the current column. | |
| "AS OF" DATE PROCESSING:<br>8. Enter a '1' to use "As Of" date process.<br>**Note:** DREAM Writer Based-On file must be F0311A. | |
| PROMISES, PROMISES INFORMATION:<br>9. Enter one of the following:<br>' ' = No Messages print (Default)<br>'1' = Print message type P<br>'2' = Print message type P and F<br>'3' = Print all messages | |
| "FROM" TICKLER DATE:<br>10. Enter "From" Tickler Date to print Promises, Promises information.<br>If left blank, the current date will be used. | |
| CONTACT NAMES:<br>11. Enter a '1' to print contact names from the Who's Who file.<br>If left blank, contact names will not be included on the report | |
| ROUNDING FACTOR:<br>12. Enter desired rounding factor:<br>' ' = No rounding<br>'0' = Round decimals only<br>'1' = Divide by 10<br>'2' = Divide by 100<br>'3' = Divide by 1000<br>'4' = Divide by 10000<br>'5' = Divide by 100000<br>'6' = Divide by 1000000 Any value from 0-6 will round the decimals to whole numbers. Amounts are divided using 4/5 rounding. Actual amounts are used to accumulate total fields. | |
| DRAFTS: | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 13. Enter a '1' to print a separate draft amount on the report.<br>If left blank, the draft column will not appear on the report. (This applies to all formats except long aging). | |
| GENERIC TEXT:<br>14. Enter a '1' to print the generic text for pay items in a 40-character width, a '2' to print text in an 80-character width.<br>If left blank, generic text will not be printed.<br>15. Enter a '1' to print only the summarized generic text, a '2' to print both the pay item generic text and the summarized generic text.<br>If left blank, only pay item generic text will print. | |

# Open A/R by Business Unit and Address (P03445)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| PRINT FORMATS:<br>1. Enter one of the following print formats:<br>' ' = 132 characters, without aging. (Default)<br>'1' = 132 characters, with aging.<br>'2' = 198 characters, with foreign currency aging. | |
| SUBHEADINGS:<br>2. Enter a '1' to have the report subheading appear with Business Unit first and Address second.<br>If left blank, Address will be first and Business Unit will be second. | |
| "AS OF" AGING:<br>3. Enter the "As Of" date to age open balances.<br>If left blank, the current date is used as the default. | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| ACCOUNT AGING:<br>4. Specify one of the following dates to age accounts from:<br>D = Due Date<br>I = Invoice Date<br>G = General Ledger Date<br>S = Statement Date<br>(If blank, 'D' is default.) | |
| AGING CALCULATIONS:<br>5. Specify one of the following methods for aging calculations:<br>1 = Aging Days (Default)<br>2 = Fiscal Periods<br>3 = Calendar | |
| AGING CATEGORY INFORMATION:<br>6. Enter the following aging category information: (for method "1" only)<br>Aging Days:<br>Beginning . . .<br>Thru . . .<br>Thru . . .<br>Thru . . . | |
| "AS OF" DATE PROCESSING:<br>7. Enter a '1' to use "As Of" date process.<br>**Note:** DREAM Writer Based on File must be F0311A. | |
| PROMISES, PROMISES INFORMATION:<br>8. Enter a '1' to print Promises, Promises information for each customer. | |
| "FROM" TICKLER DATE:<br>9. Enter the "From" Tickler Date to print Promises, Promises information.<br>If left blank, the current date will be used. | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| ROUNDING FACTOR:<br>10. Enter required rounding factor:<br>' ' = no rounding (Default)<br>'0' = round decimals only<br>'1' = divide by 10<br>'2' = divide by 100<br>'3' = divide by 1,000<br>'4' = divide by 10,000<br>'5' = divide by 100,000<br>'6' = divide by 1,000,000 Any value of 0 - 6 will round decimals to whole numbers. Amounts are divided using 4/5 rounding.<br>Actual amounts are used to accumulate total fields. | |
| RETAINAGE:<br>11. Enter a '1' to show retainage amounts in the fourth aging column.<br>If left blank, the retainage column won't appear on the report.<br>**Note:** A '1' will reduce domestic and foreign aging categories from four to three. | |
| TOTAL MATCHING DOCUMENTS:<br>12. Enter a '1' to include matching document amounts in the Original total column on the report.<br>If left blank, only original document amounts will be included. | |

# A/R to G/L by Offset Integrity Report (P037001)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| PRINT OPTIONS:<br>1. Enter a '1' to print only accounts that are out-of-balance.<br>If left blank, all accounts will print. | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 2. Enter a '1' to print detail A/R Invoice and Receipt data for any account that is out-of-balance.<br>Enter a '2' to print detail for all accounts.<br>If left blank, no detail will print.<br>2a. Enter a '1' to only print detail where the calculated gross is NOT equal to the ledger open amount.<br>If left blank, all detail will print. | |

# A/R Drafts to G/L by Offset Account (P037002)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| PRINT OPTIONS:<br>1. Enter a '1' to print only accounts that are out-of-balance.<br>If left blank, all accounts will print.<br>2. Enter a '1' to print detail A/R Draft data for any account that is out-of-balance.<br>Enter a '2' to print detail for all accounts.<br>If left blank, no detail will print. | |

# Statement and Reminder Processing – Processing Options

## Finance Charge Update (P01830)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| UPDATE MODE:<br>1. Enter a '1' to run the update in final mode.<br>If left blank, the batch will run in proof mode, and no update will occur. | |
| PERCENTAGE:<br>2. Enter a finance charge to be added to the existing percent OR a finance charge to replace the existing percent in the Address Book.<br>(When entering a percent, you must use the decimal form. For example, two percent would be entered as "0.02")<br>Enter the percent to be added:<br>- OR -<br>Enter the replacement percent: | |

## Finance Charge Journal (P03435)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| PROCESSING MODE:<br>1. Enter a '1' to run in Final Mode and create G/L and A/R entries.<br>Leave blank to run in Proof Mode. | |
| DATE PROCESSING: | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 2. Enter the G/L date to be entered to the G/L and A/R records.<br>If left blank, today's date will be used as the default.<br>3. Enter a '1' to compute finance charges using the Net Due Date.<br>If left blank, the Invoice Date will be used. | |
| 4. Enter the effective date to be used for comparing against the Invoice/Net Due Date above for the finance charge computation.<br>If left blank, today's date will be used. | |
| SUPPRESS WARNINGS:<br>5. Enter a '1' to suppress printing warnings on the report for finance charges with no errors.<br>If left blank, all warnings will be printed. | |
| FINANCE CHARGES:<br>6. Enter a '1' to compute compound finance charges (Finance charge on finance charges).<br>7. Enter an override percent factor to be used when calculating finance charges.<br>If left blank, the finance percent factor will default from Customer Master Information.<br>**Note:** 6.5 percent would be entered as .065. | |
| MINIMUM AMOUNT:<br>8. Specify a minimum amount for creating finance charges. Finance charges will not be created if the amount is less than this limit.<br>If left blank, finance charges will be created regardless of the amount. | |
| INVOICE PRINT:<br>9. Enter a '1' to print an invoice for each finance charge created. If a '1' is entered here, a '1' must also be entered to run in Final Mode. | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 10. Enter the version of the Invoice Print program, P03505, to run when printing invoices.<br>If left blank, version ZJDE0001 will be run as the default.<br>11. Enter the Payment Terms Code to be entered to the new invoices created. | |
| DW VERSION FOR A/R RECORDS:<br>12. To override standard Accounts Receivable processing (DREAM Writer XT0311Z1, Version ZJDE0001), enter an override version number. This should only be changed by persons responsible for system-wide setup. | |
| DW VERSION FOR G/L RECORDS:<br>13. To override standard Journal Entry processing (DREAM Writer XT0911Z1 version ZJDE0001), enter an override version number. This should only be changed by persons responsible for system-wide setup. | |

# Interest Invoices (P03540)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| PROOF/FINAL MODE:<br>1. Enter a "1" for final mode to print invoices and update files.<br>If left blank, a proof report will be printed and no file updates will occur. | |
| AS OF DATE:<br>2. Enter the "As Of" date for invoice selection.<br>If left blank, the current date will be used. | |
| G/L DATE:<br>3. Enter the G/L date to be assigned.<br>If left blank, the current date will be used. | If the payment date for an invoice is after the ‘as of’ date, the invoice will not be selected. The ‘as of’ date must be greater than the payment dates for invoices you want to select. |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| ADDITIONAL INTEREST PERCENT:<br>4. The base finance charge rate is entered in the Interest Rate Constants (by company). If a rate is entered in the Address Book for the customer, it will be added to the base rate. Enter here the amount to be added to the base rate if the rate in the address book is blank.<br>**Note:** Enter 2.5% as "2.5", etc.<br>All rates for Interest Invoices are entered as MONTHLY amounts. | |
| MINIMUM AMOUNTS:<br>5. Enter the minimum amount of interest required per Original Invoice.<br>6. Enter the minimum amount of interest required per Interest Invoice.<br>7. Enter the Currency Code that defines the minimum amounts entered above. | |
| TAX RATE / AREA:<br>8. Enter the Tax Rate / Area Code to be used for VAT tax calculations.<br>Leave blank for no VAT tax. | |
| PAYMENT TERMS:<br>9. Enter the Payment Terms code to be applied to the invoice. | |
| EXTRA CREDIT DAYS:<br>10. Enter the number of days to be given as a grace period. | |
| PRINTING OF INTEREST RATE:<br>11. Enter rate to be printed in Interest Rate column:<br>"1" = Daily rate,<br>"2" = Monthly rate,<br>"3" = Annual rate. | |

# A/R Statements (P035001)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| PROOF/FINAL MODE:<br>1. Enter a '1' to run the statements in final mode.<br>If left blank, the statements will be run in proof mode and no updates will occur. | |
| COMPANY CONSOLIDATION:<br>2. Enter a company to be used for the 'Remit To' company, aging constants and/or special text when performing company consolidation.<br>If left blank, separate statements will be printed per company. | |
| CREDIT/CASH MANAGEMENT FILE BUILD:<br>3. Enter a '1' to rebuild the temporary A/R Credit/Cash Management work file (F0315WJA) prior to printing A/R statements. The Based On File must be F0315WJA.<br>If left blank, the existing Credit/Cash Management file (F0315JA) will be used.<br>4. Enter a '1' to include zero open balance records when rebuilding the temporary A/R Credit/Cash Management work file (F0315WJA). | When using a ‘1’ in this processing option, verify the Based on File is F0315WJA. |
| AGING:<br>5. Enter a '1' to retrieve the aging specifications and statement date from A/R Company Constants, ignoring the following options 6 through 9.<br>Leave blank to use the following processing options 6 through 9 to specify the statement date and aging.<br>6. Enter the statement date. Open balances are aged as of this date and detail records are selected based on this date. | When using a ‘1’ in this processing option, the remaining aging processing options will be ignored. |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 7. Specify the date from which to age open balances:<br>D = Due Date (default)<br>I = Invoice Date<br>G = General Ledger Date<br>S = Statement Date | |
| 8. Specify the method for defining aging categories:<br>1 = Aging Days (default)<br>2 = Fiscal Periods<br>3 = Calendar | |
| 9. If using the Aging Days method, enter the aging day ranges:<br>Beginning<br>thru<br>thru<br>thru<br>thru<br>thru | |
| 10. Enter a '1' to apply credits to the current aging balance.<br>Leave blank to age credits. | Use this processing option to specify whether to age account credits, or to apply credits to the current aging balance. |
| DATA SELECTION: | |
| 11. Enter the version number for the F0311 selection and sorting DREAM Writer (Form ID P03500X).<br>If left blank, version 'ZJDE0003' will be used. See program helps for more information. | |
| 12. Enter a '1' to exclude future amounts. | |
| 13. Enter a '1' to exclude paid invoices.<br>Blank will print paid invoices with current activity. | |
| 14. Enter a '1' to process with multi- currency.<br>Leave blank to process statements in domestic currency only. | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 15. Specify the date to be used to select detail records. This date will be compared to the Statement Date:<br>D = Due Date<br>I = Invoice Date<br>G = General Ledger Date<br>S = Statement Date<br>Leave blank to use aging date. | |
| PRINT FORMAT:<br>16. Enter a '1' to print aging information on the statement.<br>17. Enter a '1' to suppress printing the account summary information at the end of the statement.<br>18. Enter a '1' to print the invoice date on the statement.<br>Leave blank to print the due date.<br>19. Enter a '1' for RIBA draft format.<br>Leave blank for standard format.<br>20. Enter a '1' to print the following at the top of each statement:<br>Statement Number<br>Remit To Address | |
| 21. Specify which address is used as the "Remit To" address:<br>Related Address<br>(Blank = Company, any other is Related Address Code. Ex:<br>1 = 1st Address Number<br>P = Parent )<br>Specific Address | Use this processing option to determine the address that will print on the notice for the “Remit to” address. If both processing options are blank the Company address number will be used. If the Related Address field is entered, it will retrieve the related address from address book. If a Specific Address is used, it will retrieve that address book information for the “Remit to” address. |
| 22. Enter a '1' to summarize each invoice on a single detail line.<br>Leave blank to print each pay item on a separate detail line. | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| STATEMENT NUMBER UPDATE:<br>23. Enter one of the following values to update the statement number in the A/R Ledger file:<br>' ' = Always update statement number<br>'1' = Never update statement number<br>'2' = Update only blank statement numbers | |

# A/R Invoice Print (P03505)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| INVOICE SELECTION DATE RANGE:<br>1. Enter the as of date after which all invoices should be printed.<br>The range will include the date entered. This is a mandatory entry.<br>2. Enter the cut off date before all desired invoices should be printed.<br>The range will include the date entered. This is a mandatory entry. | |
| PRINT OPTIONS:<br>3. Enter a '1' to print the invoice using the foreign amount.<br>A default of a blank will print the domestic amount.<br>4. Enter a '1' to print tax amount on the invoice.<br>A default of a blank will not print tax amounts.<br>5. Enter a '1' to print generic text for each invoice pay item.<br>If left blank, no generic text will print. | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 6. Specify which address is used as the "Remit To" address:<br>blank = Company (default)<br>A = 1st Address Number<br>B = 2nd Address Number<br>C = 3rd Address Number<br>D = 4th Address Number<br>E = Factor / Special Payee<br>F = 5th Address Number address = address entered | |
| PROCESSING CONTROL EDIT:<br>7. Enter a '1' to perform Processing Control Edit to determine which customers to process.<br>Enter a '2' to perform Processing Control Edit, but default to processing options listed below if not found.<br>If left blank, the processing options listed below will be used to determine the processing mode.<br>**Note:** Option '2' allows clients to setup exceptions and process all others. | |
| EDI PROCESSING:<br>8. Enter a '1' to create EDI transactions.<br>If left blank, no EDI transactions will be created.<br>9. If creating EDI transactions, enter a '1' to print the document.<br>If left blank, the document will not print.<br>**Note:** If not creating EDI transactions the invoice will ALWAYS print. | |
| FAX DOCUMENT PROCESSING:<br>10. Enter a '1' to fax the document.<br>If left blank, the document will not be faxed.<br>11. Enter Fax Output Queue.<br>If left blank, the fax will be written to the same output queue as printed documents. | |

# Payment Reminders (P03530)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| PROOF/FINAL MODE:<br>1. Enter a '1' to print a Final payment reminder.<br>A default value of blank will print a Proof payment reminder. | |
| AS OF DATE:<br>2. Enter the "As Of" Date to be used for invoice selection.<br>If left blank, the current date will be used.<br>The system selects invoices with overdue amounts and invoice dates greater than or equal to this date for payment reminders. | |
| MINIMUM DAYS:<br>3. Enter the minimum number of days between payment reminders. | |
| MINIMUM AMOUNTS:<br>4. Enter the total minimum amount open for a customer that is required to send a reminder.<br>**Note:** Please enter Twelve Dollars and Twenty-Five cents as 12.25, One Dollar as 1.00.<br>5. Enter the currency code that defines the minimum amount open. | |
| TEXT MESSAGE:<br>6. Enter a "Y" to print a text message on the reminder. (Final mode only) | |
| NUMBER OF REMINDERS:<br>7. Enter the number of payment reminders to send.<br>If left blank, the default value is '3'.<br>The system will use the number of reminders specified at the invoice level first, then at the customer level and then in this processing option until a non-blank value is found. | |
| PRINT FORMAT: | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 8. Enter '1' to print the alternate format which has the address on the left side and prints a remark column and no G/L date column. | |

# Delinquency Notices (P035111)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| CREDIT/CASH MANAGEMENT BUILD:<br>1. Enter a '1' to rebuild the temporary A/R Credit/Cash Management workfile (F0315WJA) prior to printing delinquency notices. The Based On File must be F0315WJA.<br>If left blank, the existing Credit/Cash Management file (F0315JA) will be used. | |
| AGING:<br>2. Enter a '1' to retrieve the aging specifications from A/R Company Constants.<br>Leave blank to use the following processing options for aging specifications.<br>3. Enter the Notice Date. Open balances are aged as of this date.<br>Leave blank to use today's date.<br>4. Specify the date from which to age open balances:<br>D = Due Date (Default)<br>I = Invoice Date<br>G = General Ledger Date<br>S = Statement Date<br>5. Specify the method for defining aging categories:<br>1 = Aging Days (Default)<br>2 = Fiscal Periods<br>3 = Calendar | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 6. If using the Aging Days method, enter the aging day ranges:<br>Beginning<br>thru<br>thru<br>thru<br>thru<br>thru<br>thru<br>thru | |
| DATA SELECTION:<br>7. Enter a '1' to exclude future amounts.<br>8. Enter a '1' to process with multi- currency.<br>Leave blank to process notices in domestic currency only. | |
| FORMAT:<br>9. Enter a '1' to print the "Remit To" address at the top of each notice.<br>10. Specify which address is used as the "Remit To" address:<br>Related Address<br>(Blank = Company, any other is Related Address Code. Ex:<br>1 = 1st Address Number<br>P = Parent )<br>Specific Address | Use this processing option to determine the address that will print on the notice for the “Remit to” address. If both processing options are blank the Company address number will be used. If the Related Address field is entered, it will retrieve the related address from address book. If a Specific Address is used, it will retrieve that address book information for the “Remit to” address. |
| FORMAT:<br>11. Enter the date to print on the notices.<br>Leave blank to use the "As Of" date.<br>12. Enter a '1' to print the A/R detail records. | |
| DETAIL SELECTION AND SORTING:<br>13. Enter the Version number for the F0311 Selection/Sort DREAM Writer.<br>(Form ID P03511X) If left blank, version 'ZJDE0004' will be used. | |
| AS OF DATE PROCESS: | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 14. Enter a '1' to use "As Of" date process.<br>You must use a version of P03511X that is based on the F0311A instead of the F0311. | |
| DELINQUENCY NOTICE TEXT:<br>15. For each level of notices, specify the aging category and data dictionary item for narrative text.<br>Valid aging categories are "C" (current) or 1 - 7.<br>Aging category for mild notice<br>Data Dictionary item for text<br>Aging category for second warning<br>Data Dictionary item for text<br>Aging category for severe warning<br>Data Dictionary item for text | |
| TOTAL PERCENTAGE:<br>16. Enter a percentage of the total amount due to be exceeded in order to print the delinquency notice.<br>Enter the percentage as a whole number; 5% should be entered as 5. | |
| TICKLER FILE:<br>17. Enter a '1' to write a message to the tickler file indicating that a notice has been sent.<br>Enter a version of the E-Mail Message Server (X00PPAT1).<br>If left blank, the default is ZJDE0002. | |

# Reminder Report/Update (P03461)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| PROOF/FINAL MODE:<br>1. Enter a '1' to run the Final Reminder Report.<br>Default of blank will run a Proof Reminder Report. | |
| MINIMUM DAYS: | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 2. Enter the minimum number of days between the last Payment Reminder sent and when the customer should appear on the Reminder Report. | |

## A/R Detail Report with Reminders Info (P034202)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| AS OF DATE:<br>1. Enter the "As Of" date to process invoice balances. Invoices selected will have a due date less than the As Of date entered.<br>If left blank, the current date is used as the default. | |

# System Setup Processing Options

## Batch Update for Multi-Tiered A/P (P005141)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| TAX PROCESSING:<br>1. Enter a '1' to indicate that Tax Information should not be printed. | |
| AS OF DATE:<br>2. Enter the "As of" date to process.<br>The batch program will calculate the discount as if the current date were this date.<br>If left blank the system date will be used. | |

## Batch Update for Multi-Tiered A/R (P005142)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| TAX PROCESSING:<br>1. Enter a '1' to indicate that Tax Information should not be printed. | |
| AS OF DATE:<br>2. Enter the "As of" date to process.<br>The batch program will calculate the discount as if the current date were this date.<br>If left blank the system date will be used. | |

## Bank Account Information (P04130)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| ELECTRONIC INFORMATION:<br>1. Enter a '1' to display Electronic Information. | |
| BANK SYSTEM INFORMATION:<br>2. Enter a '1' to display Bank System Information. | |

## A/R Draft NSF Notification (P03574)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| PRINT DATE:<br>1. Enter the date to appear in the letter's heading.<br>If left blank, then the default is the system date. | |
| ADDRESS FORMAT:<br>2. Enter the address format code to determine the display format for the customer address.<br>If left blank or value is invalid, then the country default will be used. | |
| SELECTION RANGE BY DATES:<br>3. Enter the initial date. All drafts with G/L date on or after this date will be selected.<br>If left blank, then the default is the system date.<br>4. Enter the as of date. All drafts with G/L date on or before this date will be selected.<br>If left blank, then the default is the system date. | |
| NSF LETTER CODE SELECTION: | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 5. Enter the user defined code for the desired NSF letter text. These codes and text are contained in the Generic Message/Text Review file; system code '03', type 'IN'. | |
| SUMMARIZE BY DOCUMENT NUMBER:<br>6. Enter a '1' to summarize all draft detail lines by the document number.<br>If left blank, then each line of will be displayed. | |

# Statement and Reminder Set Up Processing Options

## A/R Print Messages (P03280)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| MESSAGE TEXT APPLICATION:<br>1. Enter the code which corresponds to the application for which you will be maintaining special print message text.<br>' ' = Statements (Default)<br>'1' = Payment Reminders<br>'2' = Interest Invoices<br>Do not change this processing option once you enter data. | |

# Batch Invoice Processing – Processing Options

## Batch Invoice Entry (P0301Z1)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| BATCH FILE REVIEW:<br>1. Enter a '1' to view the Batch Review screen prior to working with the Batch Invoice Entry.<br>A default of blank will take you directly to the Entry screen.<br>2. Enter a '1' to display the EDI (Electronic Data Interchange) fields on the Batch Review screen. | |
| A/R MAINTENANCE: | |
| FIELD DISPLAY CONTROL:<br>3. You may suppress certain capabilities of the program by placing a '1' next to the following:<br>Sales/Use/VAT Tax Processing<br>PO Number Entry<br>Extra Date for Service/Tax | |
| OUT-OF-BALANCE:<br>4. Enter a '1' to bypass the out-of-balance edits between the invoice and the journal entries. | |

# A/R Invoice Batch Processing (P03110Z)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| PROOF OR FINAL MODE:<br>1. Enter a '1' to process the batch information in Final mode. If left blank, the batch processing will be performed in Proof mode and no file updates will occur. | |
| PROCESS OUT-OF-BALANCE:<br>2. Enter a '1' to allow A/R invoice processing if G/L records in F0911Z1 are out-of-balance. (A/R amounts do not offset the G/L amounts).<br>If left blank, the transaction will not be processed if the amounts are out-of-balance. | |
| BYPASS TAX DEFAULTS:<br>3. Enter a '1' to bypass tax processing (no tax processing and no tax area/ tax explanation defaults).<br>If left blank, tax processing will be in effect.<br>4. Enter one of the following to use as a default Discount Handling flag. If left blank, no default will be used.<br>'0' = Use Payment Terms<br>'1' = Use Discount Override Amount<br>'2' = Use Percentage | |
| AUTOMATIC PURGE:<br>5. Enter a '1' to automatically purge processed transactions from the batch file.<br>If left blank, transactions will be flagged as processed and will remain in the file. | |
| AUTOMATIC POST:<br>6. Enter a '1' to automatically submit the post after processing/creating invoice transactions. This option is effective if only one batch is created by the processing program.<br>If left blank, the post is not submitted. | |
| ERROR FILE: | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 7. Enter a '1' to write error messages out to the PC Batch Entry Error file (F0040).<br>If left blank, no records will be written to the file. | |
| SUPPRESS WARNINGS:<br>8. Enter a '1' to suppress the printing of warnings on the error report and in the PC Batch Entry Error file.<br>If left blank, warnings will print on the error report and be placed into the error file. | |
| DW VERSION FOR A/R INVOICE PROCESSOR:<br>9. To override standard A/R Invoice processing (DREAM Writer XT0311Z1, version ZJDE0001), enter an override version number. This should only be changed by persons responsible for system wide setup. | |
| DW VERSION FOR JOURNAL ENTRY PROCESSOR:<br>10. To override standard Journal Entry processing (DREAM Writer XT0911Z1, version ZJDE0001), enter an override version number. This should only be changed by persons responsible for system-wide setup. | |

# Batch File Purge (P00PURGE)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| SAVE PURGED RECORDS:<br>1. Enter a '1' to save the purged records to a special purge library.<br>(Default of blanks will NOT save any purged records.) | |
| REORGANIZE FILE:<br>2. Enter a '1' to reorganize the purged file.<br>(Default of blanks will NOT reorganize the file.) | |

# A/R Cash Forecasting Processing Options

## A/R Cash Forecasting (P03520)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| CASH FORECASTING 'BASED ON' DATE:<br>1. Enter a '1' to build the A/R portion of the Cash Forecasting file based on the Discount Due Date in the F0311 file.<br>If left blank, the Net Due Date will be used. | |
| CASH TYPE:<br>2. Enter the cash type to designate an A/R record in the Cash Forecasting file.<br>If left blank, '03' will be used as the cash type. | |
| REVERSE AMOUNT SIGNS:<br>3. Enter a '1' to reverse the positive and negative signs of the amounts.<br>If left blank, the signs for the amounts in the F0032 file will appear as they would in the F0311 file. | |

# ABC Customer Analysis Processing Options

## Customer Analysis (P03602)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| ADDRESS BOOK UPDATE:<br>1. Enter a '1' to update the customer analysis codes in the Customer Master File (final mode).<br>If left blank, the Customer Master file customer analysis codes will not be updated (proof mode). | |
| CURRENCY CONVERSION:<br>2. Enter the currency code into which all currencies should be converted.<br>If left blank, no currency conversion will take place. | |

# Technical Processes Processing Options

## Update A/R from Address Book (P03802)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| FIELD UPDATES:<br>1. Enter a '1' to update the entire A/R Ledger (F0311).<br>If left blank, only those records that have been revised since the last run of this program will be updated.<br>**Note:** It is recommended that if you are deleting records that a complete update be performed.<br>2. Enter a '1' to UPDATE the Alternate Payers in your A/R Ledger (F0311) with Address Book values.<br>If left blank, this field will not be updated. | |
| 3. Enter '1' to PROTECT the fields below in your A/R Ledger from being updated with Address Book Values.<br>If left blank, the field will be updated:<br>Alpha Name<br>Category Code 01<br>Category Code 02<br>Category Code 03<br>Category Code 04<br>Category Code 05<br>Category Code 06<br>Category Code 07<br>Category Code 08<br>Category Code 09<br>Category Code 10 | |

# Update YTD Invoice Amount (P03820)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| DATE OPTIONS:<br>1. Enter a "From" date to be used as the beginning period for the close.<br>2. Enter a "Thru" date to be used as the ending period for the close. | |
| UPDATE CONTROL:<br>3. Enter a '1' to update Customer Master balances in Final Mode.<br>If left blank, Customer Master balances will not be updated (Proof Mode).<br>**Note:** A run in proof mode is highly recommended if using computation method 2. | |
| COMPUTATION METHOD:<br>4. Enter a '1' to compute prior invoiced using the "From" and "Thru" dates. This method assumes no F0311 records have been purged since "From" date.<br>Enter a '2' to compute prior invoiced as the existing YTD invoiced less the computed YTD invoiced, using the "Thru" date only.<br>**Note:** This method CANNOT be executed more than once without erroneous results. See HELPS for further clarification. | |
| AMOUNT CURRENCY UPDATE:<br>5. For COMPUTATION METHOD '1' only, Final Mode only. Enter a currency here to be updated to the Amount Currency in the Customer Master file.<br>If left blank, the Amount Currency will not be updated.<br>**Caution:** All of the records within your DREAM Writer Data Selection will be updated. | |

# Balance Forward Update (P03501)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| A/R Constants:<br>1. Enter a '1' to retrieve the 'As Of' Date and Comparison Date from A/R Constants.<br>A default of blank will use the processing option values. | |
| As Of Date:<br>2. Enter the 'As Of' Statement date to be used to summarize Invoices.<br>Invoices dated prior to and including this date will be summarized.<br>If left blank, the current date is used as the default. | |
| Comparison Date:<br>3. Specify one of the following dates to compare from:<br>D = Due Date<br>I = Invoice Date<br>G = General Ledger Date<br>S = Statement Date | |

# Customer Master Conversion (P0301E)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| UPDATE CONTROL:<br>1. Enter a '1' to update Customer Master balances.<br>If left blank, Customer Master balances will not be updated. | |
| DATE OPTIONS:<br>2. Enter a date to be used as the exchange rate date.<br>If left blank, the current date is used as the default. | |
| AMOUNT CURRENCY & CURRENCY CODE UPDATE: | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 3. Enter a currency here to be updated to the Amount Currency in the Customer Master file.<br>If left blank, the Amount Currency will not be updated. | This applies to the CRCA field in F0301 and indicates the currency that will be used to store amounts such as invoiced this year, invoiced prior year, credit limit, and so on. |
| 4. Enter a currency here to be updated to the Currency Code in the Customer Master file.<br>If left blank, the Currency Code will not be updated. | This applies to the CRDC field in F0301 and indicates the transaction currency for the customer. |
| ROUNDING FACTOR:<br>5. Enter the desired rounding factor for the following limit fields:<br>Credit Limit<br>Minimum Order Value<br>Maximum Order Value<br>For example, a value of 100 will round the converted amount to the nearest hundred, 50 to the nearest 50, etc.<br>If left blank, limit values will not be rounded. | |

## Global Update Customer Master (P03490)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| Enter the data value to be replaced or "plugged" into the selected Customer Master fields. (*BL = blanks): | The following processing options are used to update specific fields in the Customer Master file with the data you indicate. All Customer Master records that are selected in Data Selection will be updated with these values. Verify the Data Selection on this Dream Writer prior to submitting the version. No fields will update where the processing option is left blank. To place a blank in one of the fields, use *BL. |
| 1. Collection Manager | |
| 2. Credit Manager | |
| 3. Send Invoice To | |
| 4. Send Statement To | |
| 5. Payment Terms - A/R | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 6. Alternate Payor | |
| 7. Hold Invoices | |
| 8. Payment Instrument | |
| 9. Print Statement (Y / N) | |
| 10. Auto Receipt (Y / N) | |
| 11. Ledger Inquiry Sequence | |
| 12. Auto Receipt Algorithm | |

## Global Update - A/R Company/Business Unit Defaults (P034905)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| Enter the data value to replace or be "plugged" into selected Customer Co / Bus. Unit file fields.<br>(*BL=Blank / Zeros) | The following processing options are used to update specific fields in the Customer Company / Business Unit File with the data you indicate. All Customer Company / Business Unit records that are selected in Data Selection will be updated with these values. Verify the Data Selection on this Dream Writer prior to submitting the version. No fields will update when the processing option is left blank. To place a blank in one of the fields, use *BL. |
| 1. Collection Manager | |
| 2. Credit Manager | |
| 3. Send Invoice To | |
| 4. Send Statement To | |
| 5. Payment Terms - A / R | |
| 6. Special Factor / Payee | |
| 7. Bank Type | |
| 8. Payment Instrument | |
| 9. Print Statement (Y / N) | |
| 10. Delinquency Notice | |
| 11. Apply Finance Charge | |
| 12. Finance Charge Percentage | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 13. Collection Report | |
| 14. Tax Explanation Code | |
| 15. Tax Rate Area | |
| 16. Currency Code | |
| 17. G/L Class | |
| 18. Model JE Document Company<br>Model JE Document<br>Model JE Document Type | |
| 19. Default Rev Account Bus. Unit<br>Default Rev Account Object<br>Default Rev Account Subsidiary | |
| 20. Unapplied Cash G/L Class | |
| 21. Invoice Method | |
| 22. Reference | |
| 23. Category Code 1 | |
| 24. Category Code 2 | |
| 25. Category Code 3 | |
| 26. Category Code 4 | |
| 27. Category Code 5 | |
| 28. Category Code 6 | |
| 29. Category Code 7 | |
| 30. Category Code 8 | |
| 31. Category Code 9 | |
| 32. Category Code 10 | |
| 33. Adjustment Schedule | |
| 34. Customer Price Group | |
| 35. Delivery Note | |
| 36. Trade Discount | |
| 37. Minimum Order Value | |
| 38. Maximum Order Value | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 39. Print Message | |
| 40. Order Template | |
| 41. Deliver Instructions 1 | |
| 42. Deliver Instructions 2 | |
| 43. Allow Backorders | |
| 44. Substitutes Allowed | |
| 45. Partial Line Shipments | |
| 46. Partial Order Shipments | |
| 47. Price Pick List | |
| 48. Adjustment on Invoice | |
| 49. Invoice Copies | |
| 50. Held Orders Code | |
| 51. Priority Code | |
| 52. Apply Freight | |
| 53. Freight Handling Code | |
| 54. Route | |
| 55. Stop | |
| 56. Zone | |
| 57. Preferred Carrier | |
| 58. Display Weight UOM | |
| 59. Display Volume UOM | |
| 60. Commission Code 1 | |
| 61. Commission Rate 1 | |
| 62. Commission Code 2 | |
| 63. Commission Rate 2 | |
| 64. Tax Service Date Set | |

# Purge Closed A/R Records (P03800)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| Enter G/L Purge 'As Of' Date. | |

# 20 Appendices

# Appendix A – Quick Reference Codes for A/R

## Menus

| Menu | Description |
|---|---|
| G03 | Accounts Receivable |
| G0311 | Customer and Invoice Entry |
| G0312 | Manual Receipts Processing |
| G0313 | Automatic Receipts Processing |
| G0314 | Accounts Receivable Reports |
| G0315 | Credit and Collection Management |
| G0321 | Periodic Processes |
| G0322 | Statement and Reminder Processing |
| G0331 | Advanced and Technical Operations |
| G0341 | Accounts Receivable Setup |

## Payment Status Codes

| Code | Description |
|---|---|
| A | Approved for payment |
| P | Paid in full |

## Payment Hold Types

| Code | Description |
|---|---|
| H | Hold / Pending Approval |

| Code | Description |
|---|---|
| R | Retainage |
| D | Draft Accepted |

## Terms of Payment

| Code | Description |
|---|---|
| Blank | Net 30 |
| 1 | 1/10, Net 30 |
| 5 | Split Payment (50/50) |
| A | Due on the 10th of the next month |
| D | Due upon receipt |
| R | Due 1st of next month |

## Original Document Types

| Code | Description |
|---|---|
| RI | Invoice |
| RR | Recurring Invoice |
| RB | Chargeback Invoice |
| RM | Credit Memo |
| RU | Unapplied Receipt |
| RF | Finance Charge |
| RW | Balance Forward |

## Matching Document Types

| Code | Description |
|---|---|
| RC | Receipt |
| RA | Adjustment |

| Code | Description |
|---|---|
| RO | Void Receipt |
| RV | Non-Sufficient Funds |
| RQ | Chargeback Amount |
| RS | Spread of Unapplied Receipt |
| RG | Receivable Gain / Loss |
| RE | Void of Invoice |

# Appendix B – Batch Input Setup

To successfully upload batch invoices from outside sources, such as PC data entry, third-party or customer systems, or Electronic Data Interchange (EDI) to the Invoice Transactions - Batch table (F0311Z1), you must enter data into certain fields.

Table 1 in this appendix lists the fields required by the Batch Input Invoice Processing program (P03110Z) for uploading. Tables 2 and 3 list optional fields that might be useful to you in organizing the data, but are not required by the program. Table 4 lists fields that the system ignores during the upload process. The functional server does not pass ignored fields to the JD Edwards World fields.

Each field in tables 1-3 is shown as required, conditional, or optional, as follows:

- R = Required entry. You must enter data into this field to successfully upload the transactions to the F0311Z1 table.
- C = Conditional entry. Under certain conditions, you must enter data into this field to successfully upload the transactions to the F0311Z1 table The conditions are listed in the table under Explanation.
- O = Optional entry. You can enter data in this field.

Other information in the tables include the following:

- Value. The valid input value is edited. If no value is listed, you can enter any value that meets the field's alpha/numeric specifications. If a table or user defined code (xx/xx) is listed in the table, the system validates the value you enter against that table or user defined code.

  If the table shows DD as the value, the system takes valid values from the data dictionary specifications for the data item. The system can validate data dictionary specifications against user defined codes, allowed values, or upper/lower allowed values.
- Default. The default value that the system assigns if you leave the field blank. If no default is listed, the system uses the initialization value for the data item, with blanks for alpha fields and zeros for numeric fields. If DD is listed, the system uses the default value for the data item from the data dictionary. You can revise some of the defaults through the functional server processing options (XT0311Z1).
- Formats. Julian Date. The JD Edwards World Julian date format is CYYDDD, where C is the century (1900=0, 2000=1), YY is the year, and DDD is the day of the year.
  - Numeric amounts. The data dictionary shows amounts with 0 data file decimals. The data item size includes the decimal values. For example, if the display decimals = 2, the table stores $5.50 as 550. If display decimals = 0, the table stores $1000 as 1000.

- Multi-currency. If you are working in a multi-currency environment, the system uses the company or account display decimals for ledger type AA (domestic), and the transaction currency code for ledger type CA (foreign).

Other special format considerations appear under Explanation for the specific field. If no format is listed, use the data dictionary specifications for the data item to enter the field.

## Table 1 - Required or Conditionally Required Fields

The A/R Batch Table Processing program (P03110Z) requires the fields in the following table for adding or deleting A/R transactions.

| Field | Description | RCO | Explanation | Value | Default |
|---|---|---|---|---|---|
| ACR | Foreign Amount | R | Required to enter amounts in foreign mode (CRRM=F) | Not zero | Calculated from AG if working in multi-currency and domestic mode |
| AG | Amount | R | Required to enter amounts in domestic mode (CRRM=D) | Not zero | Calculated from ACR if working in multi-currency and foreign mode |
| AN8 | Address Number | R | Required to add a transaction (EDTC=A or blank) | F0101 Address Number | |
| CO | Company | R | Required to add a transaction (EDTC=A or blank) | F0101 Address Number | |
| DCT | Document Type | R | Required to delete a transaction (EDTC=D or blank) | F0005 00/DT | RI if VJAG > 0<br>RM if VJAG < or = to 0 |
| DGJ | G/L Date | R | Required to add a transaction (EDTC=A or blank) | Valid date | |
| DIM<br>DID<br>DIVJ<br>DIY | Invoice Date | R | | Valid date | |

| Field | Description | R C O | Explanation | Value | Default |
|---|---|---|---|---|---|
| DOC | Document Number | R | Required to delete a transaction (EDTC=D) If you leave this field blank when you add a transaction, the system uses Next Numbers to assign a document number. If you enter a document number, it must not already exist for an add. | F0311 Document | For an add, this is assigned by Next Numbers. |
| EDTC | Transaction Action | R | Required to delete a transaction (EDTC=D) Enter only one line to indicate the JD Edwards World document and document type to be deleted. | A = Add<br>D = Delete | A |
| EDTN | Transaction Number | R | The user transaction, invoice number, or sequential number for batch processing. This field, or this field in combination with EDUS and EDBT, should contain unique identification for a specific A/R invoice transaction. | | |
| ICU | Batch Number | R | This field must be left blank. The system assigns the number through the Batch Edit/Update program. Each change in the EDBT field drives the creation of a new batch number. | | Assigned by Next Numbers |
| KCO | Document Company | C | This field is required for a delete transaction (EDTC=D) and if assigning next numbers by company or fiscal year. If you enter a Document Company, it must not already exist for an add, but must exist for a delete. | F0010 | CO |

# Table 2 - Optional Control Fields

The fields in the following table can be useful in processing and organizing batch data.

| Field | Description | R<br>C<br>O | Explanation | Value | Default |
|---|---|---|---|---|---|
| ATXA | Taxable Amount | O | Ignored if both EXR1 and TXA1 are blank. | | C00TX or calculated if working in multi-currency and foreign mode |
| CRCD | Currency Code | O | If multi-currency is activated, the system edits this field. You can use this field to control the currency calculations if you are working in a multi-currency environment. | F0013 | F0101 |
| CRR | Exchange Rate | O | | | F0013 for CRCD if CRRM = F or D. Calculated from AG and ACR if CRRM = 3 for both AG and ACR |
| CRRM | Mode of Entry | O | If multi-currency is activated, the system edits this field. You can use this field to control the currency calculations if you are working in a multi-currency environment. | D Domestic<br>F Foreign<br>3 Pre-calculated | DD |
| CTAM | Foreign Tax Amount | O | Ignored if both EXR1 and TXA1 are blank. | | C00TX or calculated if working in multi-currency and domestic mode |

| Field | Description | R C O | Explanation | Value | Default |
|---|---|---|---|---|---|
| CTXA | Foreign Taxable Amount | O | Ignored if both EXR1 and TXA1 are blank. | C00TX | C00TX or calculated if working in multi-currency and domestic mode |
| EDAN | User Address Number | O | A number you assign in both the invoice record and the address book record, when the actual address number is assigned by the system using Next Numbers. This number is used to link the new address number to this transaction. | | |
| EDBT | User Defined Batch Number | O | This field, in combination with EDTN and EDUS, uniquely identifies a specific invoice entry. This field also acts as a level break and drives the assignment of a JD Edwards batch number each time this value changes. | | |
| EDUS | User ID | O | User defined ID number<br>This field, in combination with EDTN and EDBT, uniquely identifies a specific invoice entry. PC processing uses this field as the PC terminal ID number. | | |
| EXR1 | Tax Explanation Code | O | If you enter a code here, the system will perform tax calculations. | 00/EX | |
| ICUT | Batch Type | O | This field identifies the system the to which the batch pertains.<br>For example:<br>G = General Accounting<br>V = A/P Vouchers<br>I = A/R Invoices | 98/IT | |

| Field | Description | R C O | Explanation | Value | Default |
|---|---|---|---|---|---|
| STAM | Tax Amount | O | Ignored if both EXR1 and TXA1 are blank | C00TX | C00TX or calculated from CTAM if working in multi-currency and foreign mode |
| TXA1 | Tax Rate/Area | O | If you enter a code here, the system performs tax calculations. | F4008 | MCTXA1 or ABTXA2 (if EXR1 is not blank) |

# Table 3 - Additional Fields

The fields in the following table are optional. You can use them to provide additional information about the A/R transactions. Some of these fields are for future use with EDI processing.

| Field | Description | R C O | Explanation | Value | Default |
|---|---|---|---|---|---|
| AAP | Open Amount | O | | | AG if domestic, calculated from FAP if working in multi-currency and foreign mode |
| AC01-AC10 | Category Codes | O | | | F0101 ABAC01-10 |
| ADSA | Discount Taken | O | | | Calculated from CDSA if working in multi-currency and foreign mode |
| ADSC | Discount Available | O | | Less than the gross amount | Calculated from CDS if working in multi-currency and foreign mode |
| AFC | Apply Finance Charges | O | | DD | DD |

| Field | Description | R C O | Explanation | Value | Default |
|---|---|---|---|---|---|
| BAID | Override Bank Account | O | | | |
| BALJ | Balanced JE's | O | | | Y |
| CDS | Foreign Discount Available | O | | Less than the gross amount | Calculated from ADSC if working in multi-currency and domestic mode |
| CDSA | Foreign Discount Taken | O | | | Calculated if working in multi-currency and domestic mode |
| CLRC | Collection Reason | O | | 00/CL | |
| COLL | Collection Report Y/N | O | | DD | DD |
| CRC | Check Routine Code | O | | | |
| DCTM | Matching Document Type | O | | Blanks | |
| DCTO | Order Type | O | | | |
| DD# | Due Date Net Century | O | | | |
| DDM DDD DDJ DDY | Due Date Net | O | | Valid date | From G/L or Invoice Date |
| DI# | Invoice Date Century | O | | | |
| DMCD | Domestic Multi-Currency Code | O | | | |

| Field | Description | R C O | Explanation | Value | Default |
|---|---|---|---|---|---|
| DMTM DMTD DMTJ DMTY | Matching Document Date | O | | Zeros | |
| DMT# | Matching Document Date Century | O | | Zeros | |
| DOCM | Matching Document | O | | Zeros | |
| DRF | Number of Payments | C | Required if RF not blank | | |
| DSV# | Service / Tax Date Century | O | | | |
| EDCT | Transaction Type | O | | | |
| EDDL | Number of Detail Lines | O | This number should be the number of detail lines included in the specific transaction. For user verification only. | | |
| EDDT | Transmission Date | O | | Valid calendar date | Date processed Format: YYDDD (Julian) |
| EDER | Send / Receive Indicator | O | Future EDI field | DD | |
| EDFT | Translation Format | O | Future EDI field | A valid translation format set up through the third-party translators for EDI. | |
| EDGL | Create G / L Record | O | Future use | | |
| EDLN | Line Number | O | This field might be useful in identifying specific transaction lines. | | |

| Field | Description | R C O | Explanation | Value | Default |
|---|---|---|---|---|---|
| EDSP | Processed (0/1) | O | The batch processing program bypasses transactions marked 1 (processed). | 0 = No<br>1 = Yes | 0 |
| EDSQ | Record Sequence | O | | | |
| EDST | Transaction Set | O | Future EDI field | A standard EDI set number. | |
| EDTR | Transaction Type | O | Identifies the type of invoice to be added or deleted. | I = Invoice | I |
| EDTY | Record Type | O | Future EDI field | | |
| FAP | Foreign Open Amount | O | | | ACR if working in multi-currency and domestic mode |
| GLC | G/L Offset | O | | AAI | F0101 ABAPC |
| ITM | Item Number (short) | O | | | |
| MCU | Business Unit | O | | F0006 | F0101 ABMCU |
| NBRR | Number of Reminders to Send | O | | DD | DD |
| OBJ | Object Account | O | | | |
| OPSQ | Operation Sequence Number | O | | | |
| PDCT | Order Type | C | Required if PO not blank | 00/DT | DD if PO not blank |
| PKCO | Order Key Company | C | Required if PO not blank | F0010 | CO if PO not blank |
| PO | Purchase Order | O | | | |
| POST | G/L Posted Code | O | | | |

| Field | Description | R C O | Explanation | Value | Default |
|---|---|---|---|---|---|
| PST | Pay Status | O | | DD | DD |
| PTC | Payment Terms | O | | F0014 | F0101 ABTRAP |
| PYIN | Payment Instrument | O | | | F0101 ABPYIN |
| RDS# | Reminder Stop Date Century | O | | | |
| RDSM RDSD RDSM RDSY | Reminder Stop Date | O | | Valid date | |
| RF | Recurring Frequency | C | Required if DRF not blank | | |
| RMK | Remark | O | | | |
| RP1 RP2 RP3 | Misc. Codes 1, 2, and 3 | O | Used for tax editing purposes | | |
| SBL | Subledger | O | | | |
| SBLT | Subledger Type | O | | | |
| SDCT | Sales Document Type | O | | | |
| SDOC | Sales Document | | | | |
| SFX | Pay Item | O | Ignored for delete transaction (EDTC = D) If left blank, will be assigned by the Batch Edit/Update Program. | | Assigned |
| SFXM | Matching Document Line | O | | Blanks | |
| SKCO | Sales Document Company | O | | | |
| SUB | Subsidiary Account | O | | | |

| Field | Description | R C O | Explanation | Value | Default |
|---|---|---|---|---|---|
| TRTC | Input Type | O | | | |
| U | Units | O | | | |
| UM | Units of Measure | O | | | |
| VLDT | Value Date | O | | Value date | |

## Table 4 - Ignored Fields

If you enter data into these fields, the functional server does not pass it to the JD Edwards World fields. The A/R Batch Table Processing program (P03110Z) supplies blank, zero, or the default shown in the following table.

| Field | Description | Value | Default |
|---|---|---|---|
| AID2 | G/L Credit Account | | |
| ALPH | Alpha Name | | F0101 ABALPH |
| ALT6 | Cash Basis for Post Code | | |
| AM | Account Mode | | F0901 |
| AM2 | Account Mode | | |
| AN8J | Alternate Payee Address | | |
| AR | Adjustment Reason | | |
| ATO | Owner Y/N | | F0101 ABATO |
| AT1 | Search Type | | F0101 ABAT1 |
| AT2 | AR/AP Netting | | F0101 ABAT2 |
| AT3 | Address Type 3 | | F0101 ABAT3 |
| AT4 | Address Type 4 | | F0101 ABAT4 |
| AT5 | Address Type 5 | | F0101 ABAT5 |
| ATE | User Code 3 | | F0101 ABATE |
| ATP | Payables Y/N | | F0101 ABATP |
| ATPR | User Code 4 | | F0101 ABATPR |
| ATR | Receivable Y/N | | F0101 ABATR |

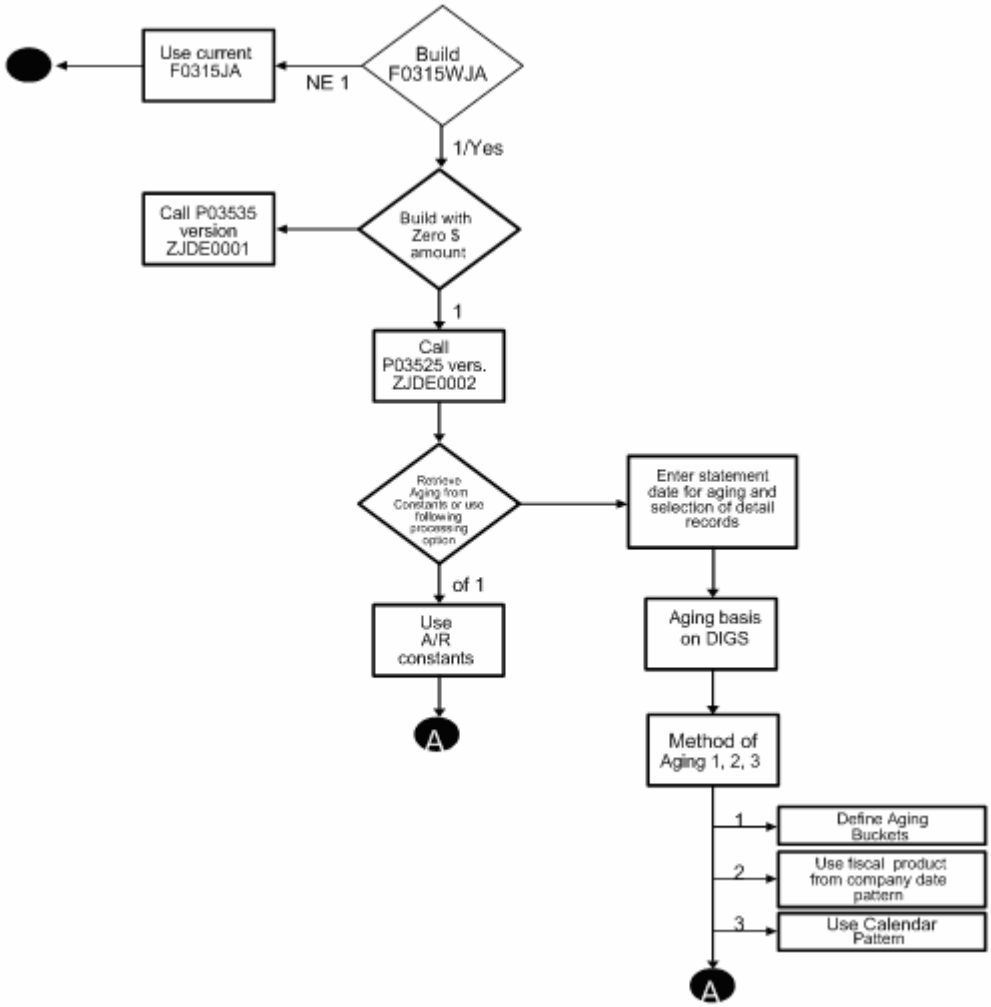
| Field | Description | Value | Default |
|---|---|---|---|
| ATXN | Non-Taxable Amount | | C00TX or calculated from CTXN if working in multi-currency and foreign mode. |
| CLD# | Sent to Collection Date Century | | |
| CLDM<br>CLDD<br>CLDJ<br>CLDY | Sent to Collection Date | | |
| CM | Flash Message | | F0101 ABCM |
| CMC1 | Commission Code 1 | | |
| CTL | A/R Checks Control | | |
| CTRY | Fiscal Century | | G/L Date Century |
| CTXN | Foreign Non-Taxable Amount | | C00TX or calculated from ATXN if working in multi-currency and domestic mode. |
| DDN# | Due Date (Net) Century | | |
| DDNM<br>DDND<br>DDNJ<br>DDNY | Due Date (Net) | | |
| DIC# | Batch Date Century | | |
| DICM<br>DICD<br>DICJ<br>DICY | Batch Date | | F0011 Batch Header |
| DPR# | Date Promised Century | | |
| DPRM<br>DPRD<br>DPRJ<br>DPRY | Date Promised | | |
| FNLP | Closed Item | | |
| FY | Fiscal Year | | G/L Date Fiscal Year |
| GLBA | G/L Bank Account | | |
| ITI# | Interest Invoice Date Century | | |

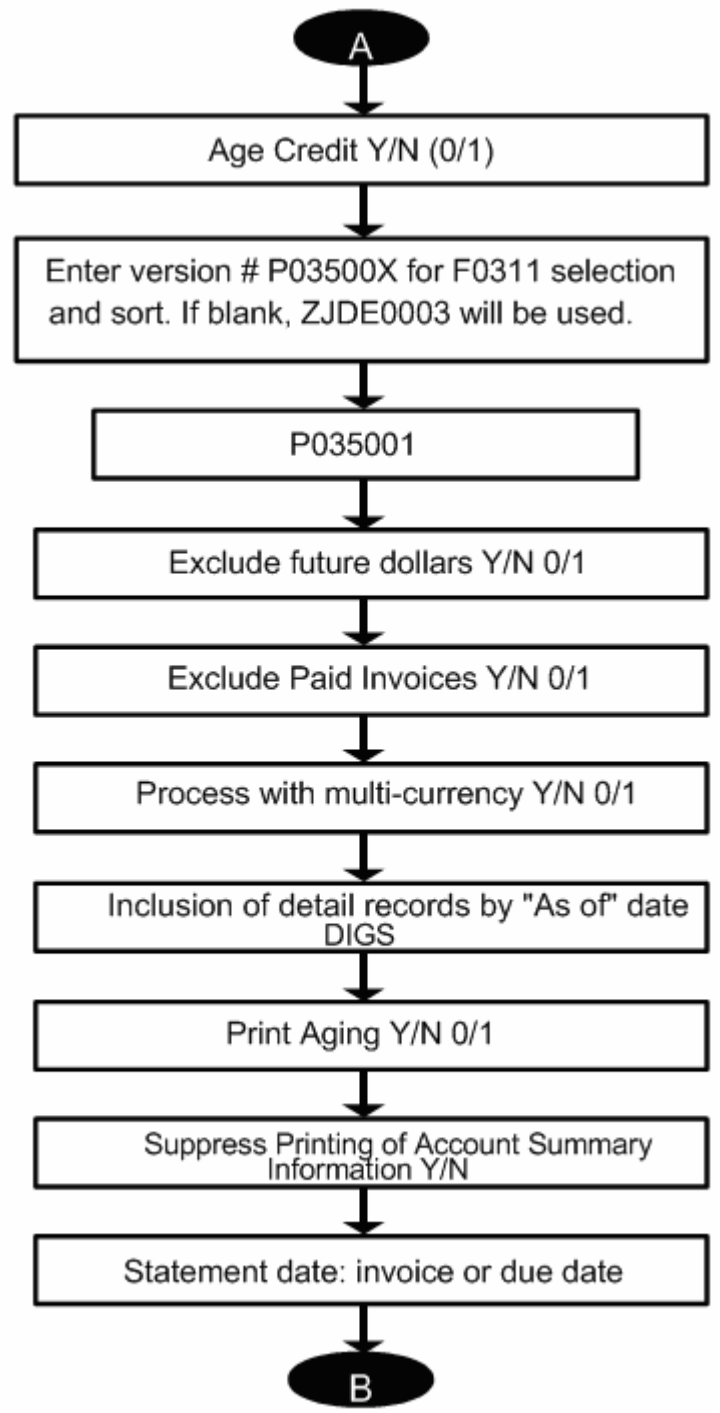
| Field | Description | Value | Default |
|---|---|---|---|
| ITIM<br>ITID<br>ITIJ<br>ITIY | Interest Invoice Date | | |
| JOBN | Workstation ID | | System |
| LNID | Line Number | | |
| MCU2 | Business Unit | | |
| NSF | NSF Check Return | | |
| NUMB | Item Number | | |
| ODCT | Original Document Type | | Document Type |
| ODOC | Original Document | | Document |
| OKCO | Original Document Company | | Document Company |
| OSFX | Original Pay Item | | Pay Item |
| PA8 | Parent Number | | F0101 PA8 |
| PID | Program ID | | System |
| PN | G/L Period | | Current Company Period |
| PRT1 | Print | | |
| RDD# | Last Sent Reminder Date Century | | |
| RDDM<br>RDDD<br>RDDJ<br>RDDY | Last Sent Reminder Date | | |
| RDRL | Level Last Reminder Sent | | |
| RMDS | Total Sent Reminders | | |
| SFXO | Order Suffix | | |
| SMTM<br>SMTD<br>SMTJ<br>SMTY | Statement Date | | |
| SMT# | Statement Date Century | | |
| TORG | Transaction Originator | | System |
| UNIT | Unit Number | | |
| UPMJ | Date Updated | | System |

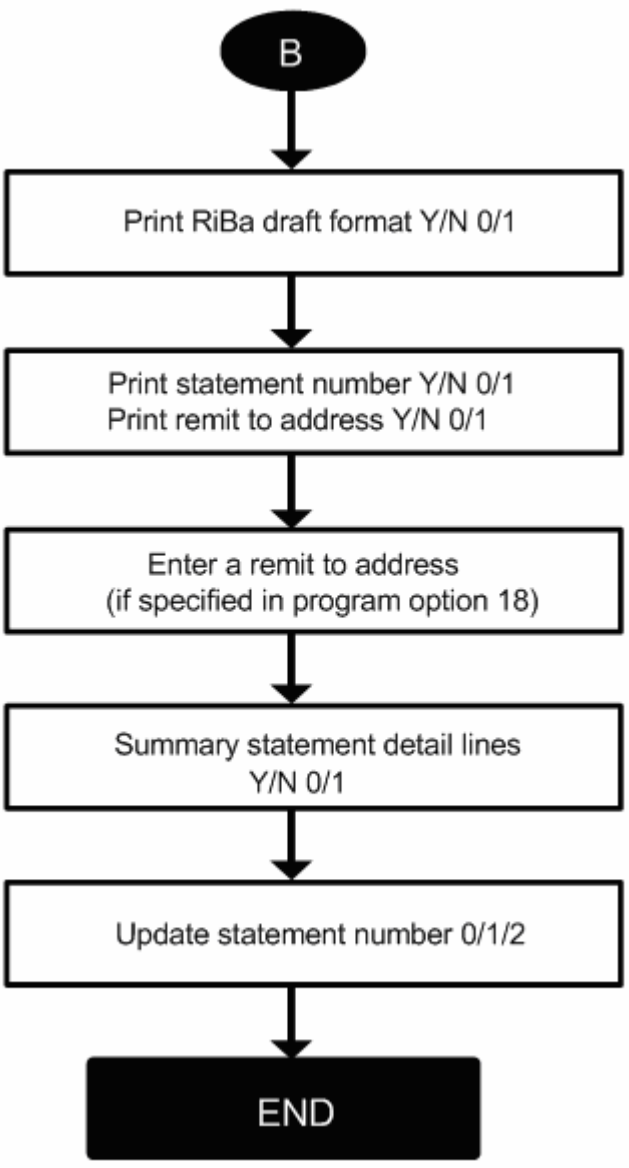
| Field | Description | Value | Default |
|---|---|---|---|
| UPMT | Time Last Updated | | System |
| USER | User Profile | | System |
| VINV | Vendor Invoice Number | | |
| VR01 | Reference | | |

# Appendix C – A/R Statement Processing

The following graphics illustrate the processing options for A/R Print Statements.




A
Age Credit Y/N (0/1)
Enter version # P03500X for F0311 selection and sort. If blank, ZJDE0003 will be used.
P035001
Exclude future dollars Y/N 0/1
Exclude Paid Invoices Y/N 0/1
Process with multi-currency Y/N 0/1
Inclusion of detail records by "As of" date DIGS
Print Aging Y/N 0/1
Suppress Printing of Account Summary Information Y/N
Statement date: invoice or due date
B


B
Print RiBa draft format Y/N 0/1
Print statement number Y/N 0/1
Print remit to address Y/N 0/1
Enter a remit to address
(if specified in program option 18)
Summary statement detail lines
Y/N 0/1
Update statement number 0/1/2
END

# Appendix D – Functional Servers

## About Functional Servers

Several JD Edwards World programs access functional servers. The purpose of functional servers is to provide a central location for standard business rules about entering documents, such as vouchers, invoices, and journal entries. These business rules establish the following:

- Data dictionary default values
- Field edits and valid values
- Error processing
- Relationships between fields or applications

The advantages of a functional server are:

- It reduces maintenance of entry programs because edit rules reside in one central location.
- You can standardize documents across all applications because you create them using the same business rules.
- Generally, the user interface (appearance and interaction) of a form is now separate from how a program works.

### To set up business rules for an entry program

The steps for setting up business rules for an entry program are:

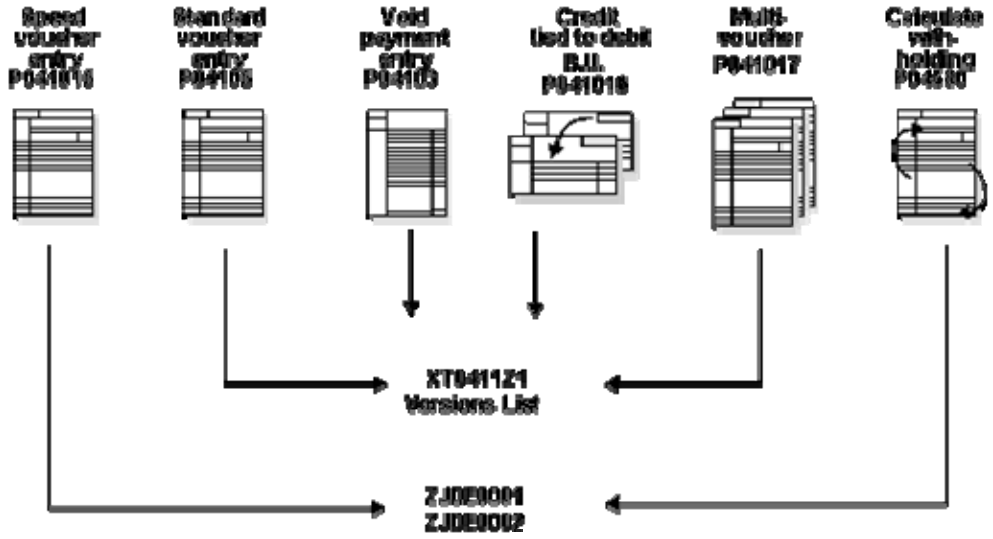
1. Create a DREAM Writer version for a specific functional server program (for example, XT0411Z1 for voucher entry).
2. Set the processing options within the version according to your company requirements.
3. Specify the version you want the entry program to use in the processing options for that entry program.

You can have all your entry programs use the same DREAM Writer version (and thus, use the same rules) or you can set up different DREAM Writer versions. JD Edwards World provides DREAM Writer version ZJDE0001 as the default functional server version for your entry programs.

**Caution:** Only the person responsible for system-wide setup should make changes to the functional server version. For more information about how to set up DREAM Writer versions, see the *Technical Foundation Guide.*

## Example: Voucher Processing Functional Server

The following graphic shows the programs that use the voucher processing functional server. JD Edwards World provides two demo versions of the functional server, ZJDE0001 and ZJDE0002.



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