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Accounts Receivable Guide
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Preface

Welcome to the JD Edwards World Accounts Receivable Guide.

Audience

This guide is intended for implementers and end users of JD Edwards World Accounts Receivable.

Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc>.

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Oracle customers that have purchased support have access to electronic support through My Oracle Support. For information, visit <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info> or visit <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs> if you are hearing impaired.

Related Documents

You can access related documents from the JD Edwards World Release Documentation Overview pages on My Oracle Support. Access the main documentation overview page by searching for the document ID, which is 1362397.1, or by using this link:<https://support.oracle.com/CSP/main/article?cmd=show&type=NOT&id=1362397.1>

Conventions

The following text conventions are used in this document:

Convention	Meaning
boldface	Boldface type indicates graphical user interface elements associated with an action, or terms defined in text or the glossary.
<i>italic</i>	Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.
monospace	Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter.

Overview to Accounts Receivable

This chapter contains these topics:

- [Section 1.1, "System Integration"](#)
- [Section 1.2, "Accounts Receivable Features"](#)
- [Section 1.3, "Account Numbering Concepts"](#)
- [Section 1.4, "Accounts Receivable System Flow"](#)
- [Section 1.5, "Tables Used by Accounts Receivable"](#)
- [Section 1.6, "Menu Overview"](#)

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.

1.1 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.

- Workflow management
- Multi-national functionality

1.2.1 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.

1.2.2 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

1.2.2.1 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.

1.2.2.2 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.

1.2.2.3 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

1.2.2.4 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.

1.2.3 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.

1.3 Account Numbering Concepts

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

Figure 1–2 Accounting Numbering Concepts

<u>Where</u>		<u>What</u>
Balance Sheet for Company 100	Cash in Bank	Bear Creek National Bank
100 Business unit	1110 Object	BEAR Subsidiary
----- Required Maximum 12 characters Alphanumeric	----- Required Maximum 6 characters Alphanumeric	----- Optional Maximum 8 characters Alphanumeric

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 in the *JD Edwards World General Accounting II Guide* for information about how to set up the different account numbering methods.

1.3.1 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.

1.3.2 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).

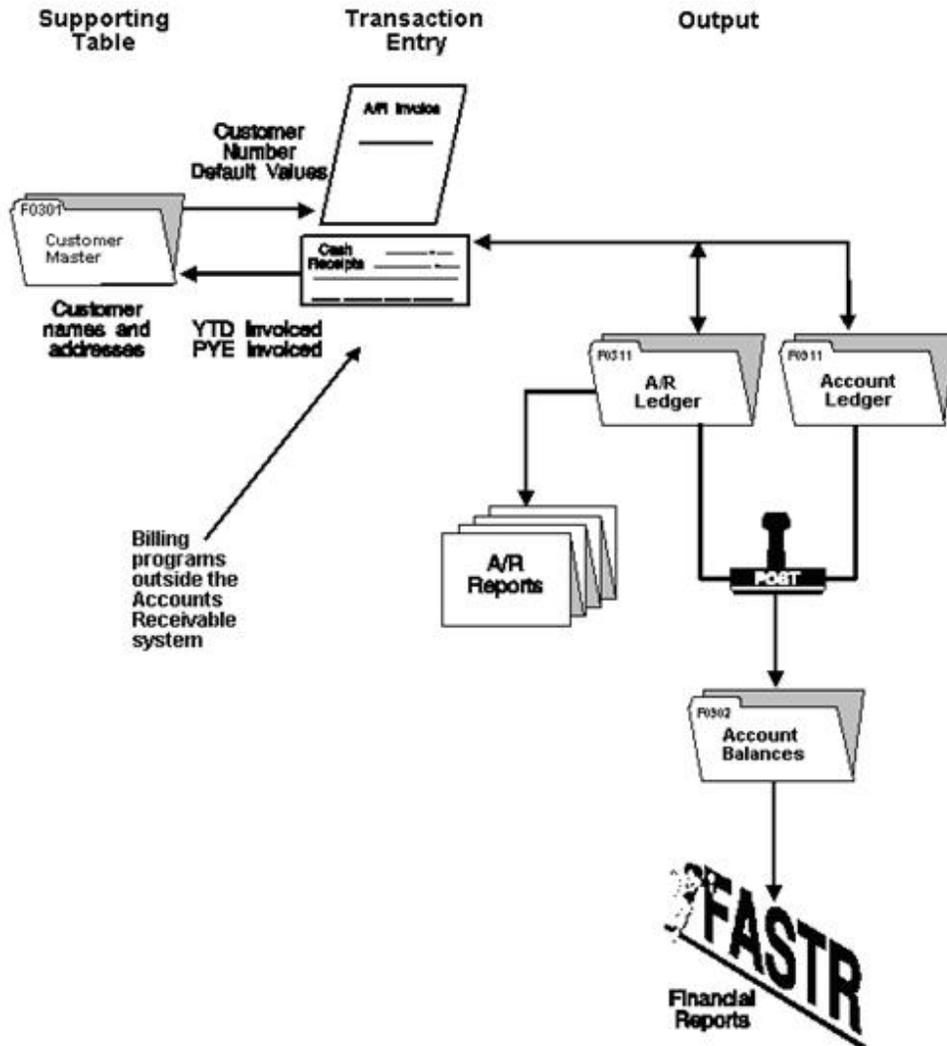
There are two parts of the "what":

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

1.4 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.

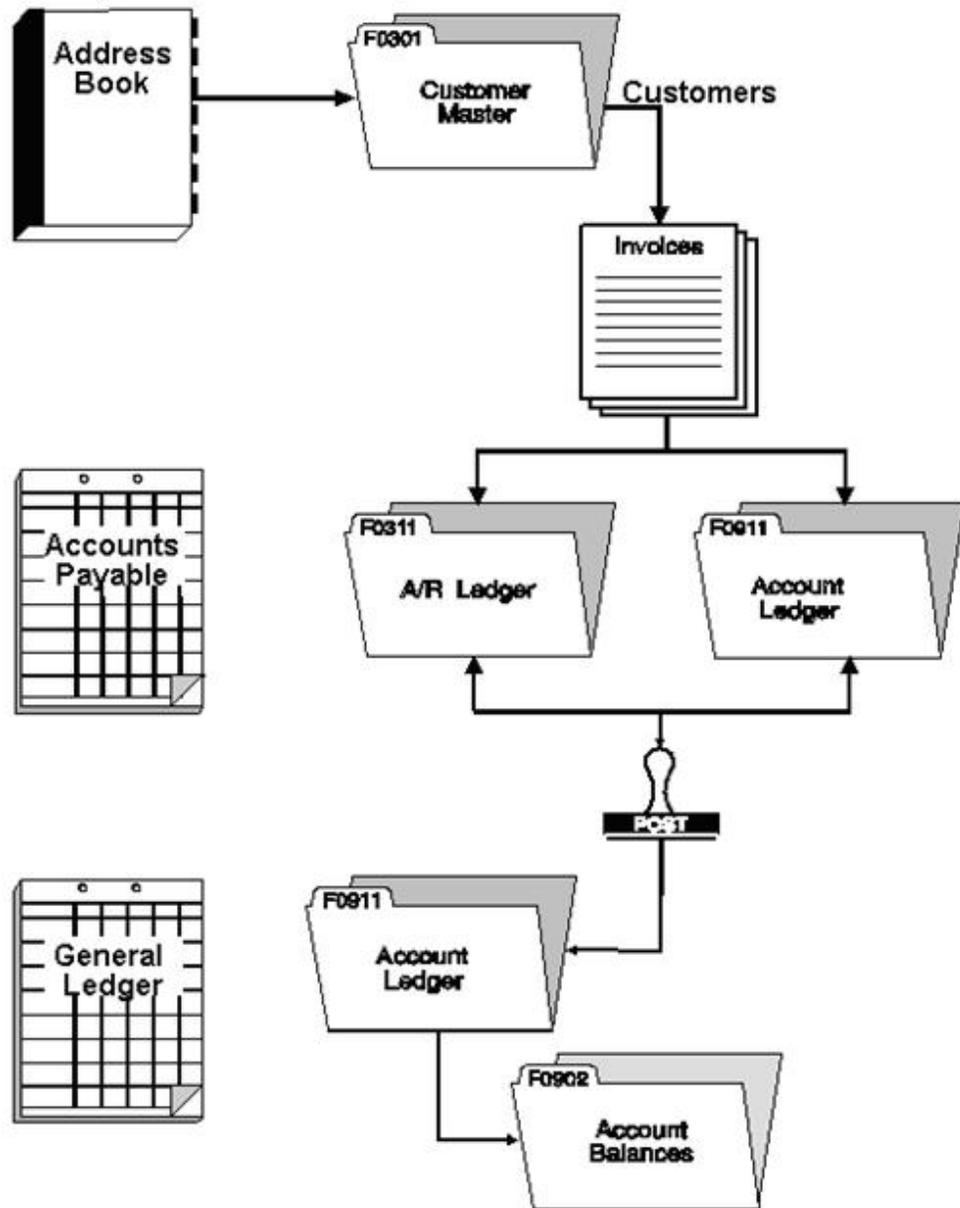
Figure 1-3 Accounts Receivable System Flow



1.5 Tables Used by Accounts Receivable

1.5.1 Tables and Information Flow

Figure 1-4 Tables and Information Flow



1.5.2 Tables and Descriptions

The Accounts Receivable system uses the following tables:

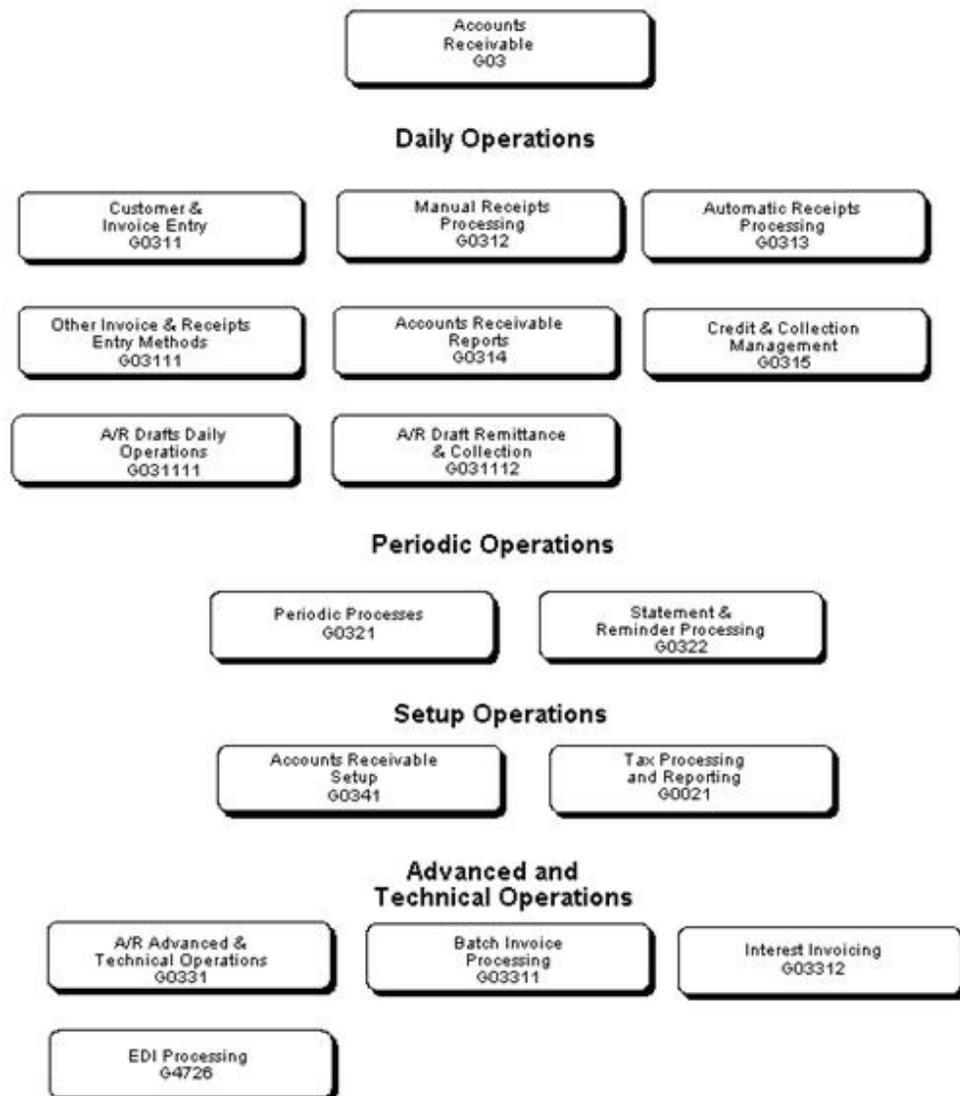
Table	Description
Address Book Master (F0101)	Stores customer address information, including: <ul style="list-style-type: none"> ▪ Customer name ▪ Customer effective date ▪ Category codes

Table	Description
Customer Master (F0301)	Stores invoice information including customer names and the following accounts receivable information: <ul style="list-style-type: none">▪ Year-to-date invoiced▪ Prior-year-end invoiced▪ Year-to-date finance charges▪ Payment terms▪ G/L offset▪ Payment instrument
A/R Ledger (F0311)	Stores the following: <ul style="list-style-type: none">▪ One record for each pay item on an invoice▪ 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: <ul style="list-style-type: none">▪ Net postings for each period▪ Year-to-date balances▪ Prior year balances▪ Inception-to-date balances
Account Ledger (F0911)	Stores detail transactions in the G/L, including: <ul style="list-style-type: none">▪ Account numbers▪ G/L date and amounts▪ Journal entry line descriptions

1.6 Menu Overview

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

Figure 1-5 Accounts Receivable Menus



Part I

Customer Information

This part contains these chapters:

- [Chapter 2, "Overview to Customer Information"](#)
- [Chapter 3, "Enter Customers"](#)
- [Chapter 4, "Locate Customers"](#)

Overview to Customer Information

This chapter contains these topics:

- [Section 2.1, "Objectives"](#)
- [Section 2.2, "About Customer Information"](#)
- [Section 2.3, "What Is the Customer Record?"](#)

2.1 Objectives

- To create and locate customer information

2.2 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

2.3 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

This chapter contains these topics:

- [Section 3.1, "Entering Customers"](#)
- [Section 3.2, "Customer Master - Company/Business Unit Defaults"](#)

3.1 Entering Customers

Navigation

From Accounts Receivable (G03), choose Customer & Invoice Entry

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.

3.1.1 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

3.1.2 What You Should Know About

Topic	Description
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: <ul style="list-style-type: none"> ■ 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.

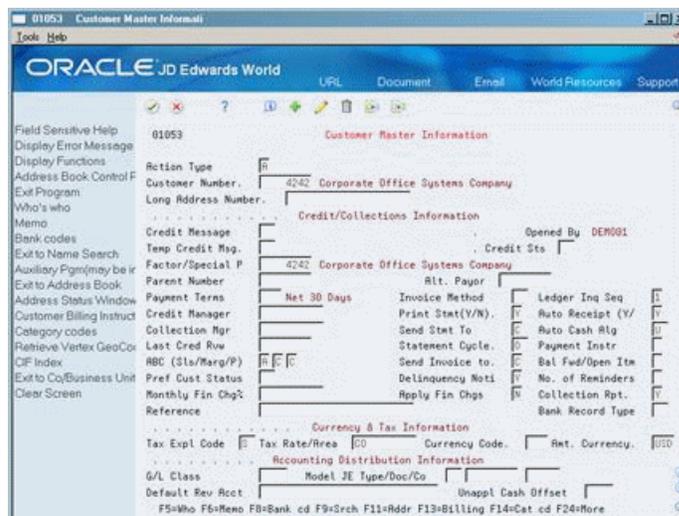
See Also:

- Enter Address Book Records in the *JD Edwards World Address Book and Electronic Mail Guide*.

To enter customer identification

On Customer Master Information

Figure 3-1 Customer Master Information screen

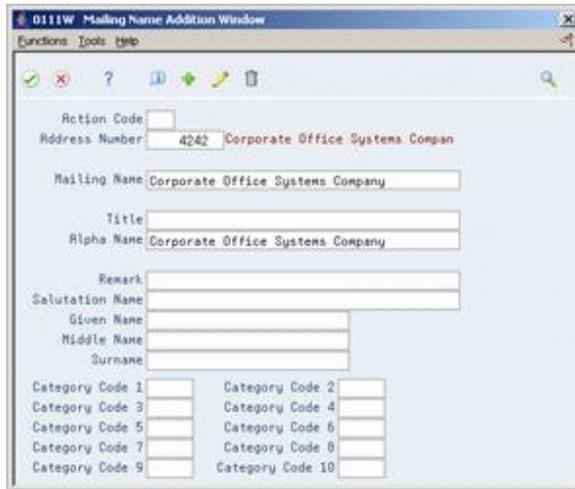


1. Complete the following optional fields:
 - Customer Number
 - Long Address Number
2. To access Address Book Addition, press Enter.

Field	Explanation
Customer Number	<p>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.</p> <p><i>Form-specific information</i></p> <p>If you do not enter a customer number, the system assigns it through Next Numbers.</p>
Long Address Number	<p>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.</p>

To enter mailing information
 On Mailing Name Addition Window

Figure 3–2 Mailing Name Addition Window screen



Complete the following fields and press Enter:

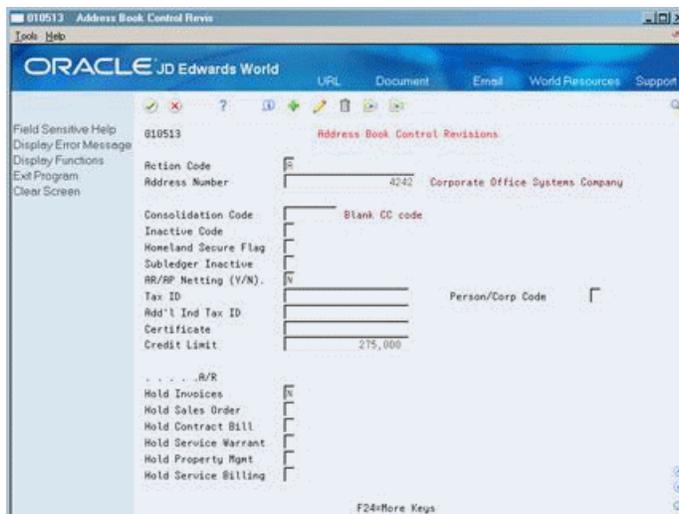
- Alpha Name (optional)
- Mailing Name
- Mailing Address (optional)

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

Figure 3–3 Address Book Control Revisions screen



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.

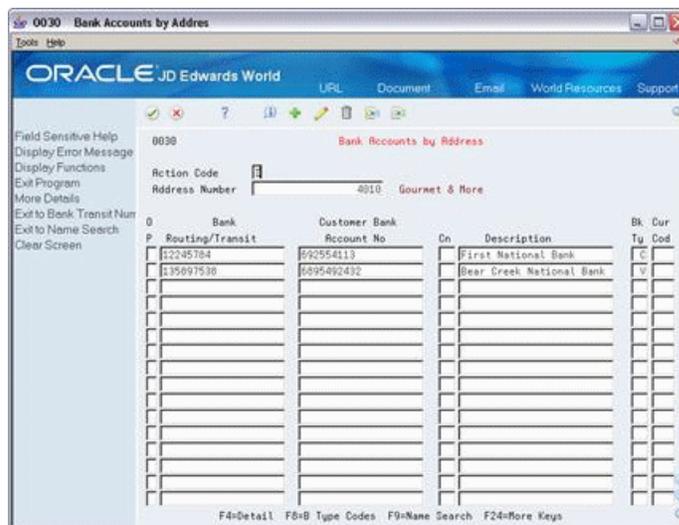
Field	Explanation
Person/Corp Code	<p>A code that designates the type of taxpayer.</p> <p>Valid values for U.S. entities are:</p> <p>C – Corporate entity (the 20-digit Tax field prints as 12-3456789)</p> <p>P – Individual (the 20-digit Tax field prints as 123-45-6789)</p> <p>N – Noncorporate entity (the 20-digit Tax field prints as 12-3456789)</p> <p>Blank – Corporate entity</p> <p>Valid values for non-U.S. clients are (used with the 20-digit Company field and Individual field):</p> <p>1 – Individual</p> <p>2 – Corporate entity</p> <p>3 – Both an individual and a corporate entity</p>
Certificate	A number that identifies a license or certificate that tax authorities issue to tax-exempt individuals and companies.
Credit Limit	<p>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.</p> <p>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 9999999999999999.</p>
Hold Invoices	<p>A code that allows you to put all A/R invoices for a customer on hold.</p> <p>Valid values are:</p> <p>N – No, do not hold invoices.</p> <p>Y – Yes, hold invoices. Do not allow entry of new A/R invoices. (You can still enter receipts and sales orders.)</p>
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

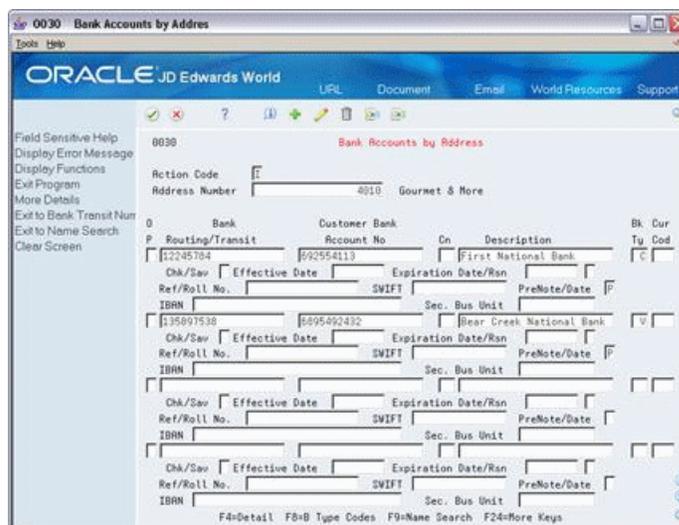
1. Choose the Bank Codes function (F8)

Figure 3–4 Bank Accounts by Address screen



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).

Figure 3–5 Bank Accounts by Address (Detail) screen



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).
Bank Type	A code used to distinguish external bank accounts from internal bank accounts. Examples of valid values are: C – Customer Bank Accounts G – Internal G/L Bank Accounts V – Supplier Bank Account for payment via bank tape D – Default Bank Account for A/R Drafts and Auto Debits B – Valid Bank Transit Numbers 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. <i>Form-specific information</i> The name of the bank where you will deposit funds.

Field	Explanation
Reference/Roll Number	The recipient's reference number. 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. Valid values: blank – checking account 0 – checking account 1 – savings account
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: 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. 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. If you leave this field blank, the system uses N. 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. 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. The Business Unit must be set up in the Business Unit Master (F0006)

3.1.3 What You Should Know About

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

Topic	Description
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.

3.1.3.1 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.

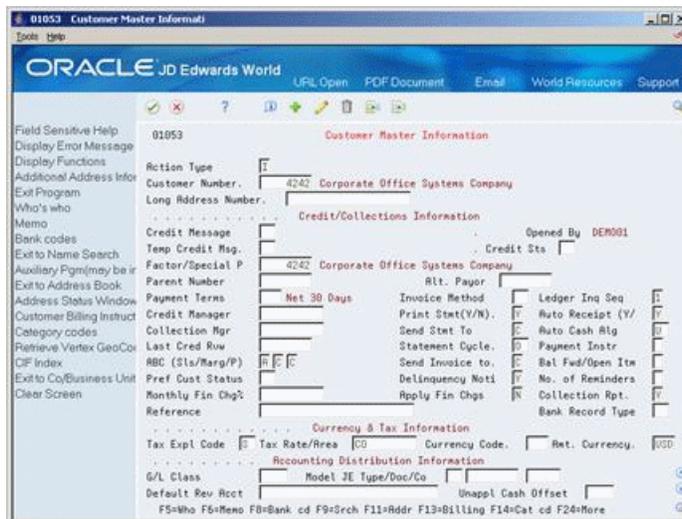
You may also create alternate customer bank types by adding your own bank type to the Bank Type Code UDC table (00/BT). The system uses the Special Handling code for the bank type code to determine if the code will be used by AR or AP. A '1' in the special handling code will be used by A/R. For example, 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

Figure 3–6 Customer Master Information (Credit) screen



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	<p>A user defined code (00/CM) that displays information about a particular customer or supplier. Examples:</p> <ul style="list-style-type: none"> 1 – Over credit limit 2 – Requires purchase order 3 – Not on maintenance agreement 4 – Notify the credit manager <p>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.</p>
Temporary Credit Message	<p>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.</p>
Credit Status	<p>User-defined status codes (UDC table 03/CS) to indicate the credit status of a customer.</p>

Field	Explanation
Factor/Special Payee	<p>An address book number that identifies a special payment address for A/P.</p> <p>If you leave this field blank during voucher entry, the system supplies the primary address from the Address Number field.</p> <p><i>Form-specific information</i></p> <p>This address book number is used to associate customer records for A/R reporting.</p>
Parent Number	<p>The number of the parent company in a parent/child, national headquarters/subsidiary relationship.</p>
Payment Terms	<p>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.</p> <p>Define payment terms in the Payment Terms Revisions program (P0014). Use a blank code for the most frequently used payment terms.</p> <p>Examples:</p> <p>blank – Net 30 days</p> <p>1 – 1/10 net 30</p> <p>2 – 2/10 net 30</p> <p>N – Net 30</p> <p>P – Prox 25th of month</p>
Credit Manager	<p>The name of the credit manager responsible for approval of this customer's accounts.</p>
Ledger Inquiry Sequence	<p>A code used to designate the display sequence of the default ledger in the Ledger Inquiry programs. Valid values are:</p> <p>1 – document number</p> <p>2 – net due date</p> <p>3 – invoice date</p> <p>4 – statement number (A/R) or invoice number (A/P)</p> <p>5 – purchase order number</p> <p>6 – document type, document number</p> <p>7 – matching document</p> <p>8 – G/L date</p> <p>A – summarized by document</p> <p>B – summarized by due date and document</p>
Print Statement Y/N	<p>A code that indicates whether the system prints invoices and statements for the customer. Valid codes are:</p> <p>Y – Yes, print invoices and statements</p> <p>N – No, do not print invoices and statements</p>
Auto Receipt	<p>A code used in the Accounts Receivable system to indicate whether receipts from the customer can be processed through Auto Receipt. Valid codes are:</p> <p>Y – Yes, you can process receipts through Auto Receipt.</p> <p>N – No, you cannot process receipts through Auto Receipt.</p> <p>Specify whether a company is eligible for auto receipts processing in the A/R constants.</p>

Field	Explanation
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: C – Customer P – Parent 1 – 1st Address Number 2 – 2nd Address Number 3 – 3rd Address Number 4 – 4th Address Number 5 – 5th Address Number 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: A-F – on the 5th day of the month G-L – on the 10th M-R – on the 15th S-Z – on the 20th The first letter of the customer's alpha name will default into the statement cycle.
Payment Instrument	The user defined code (system 00, type PY) that specifies how payments are made by the customer. For example: C – Check D – Draft T – Electronic funds transfer <i>Form-specific information</i> 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. 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.

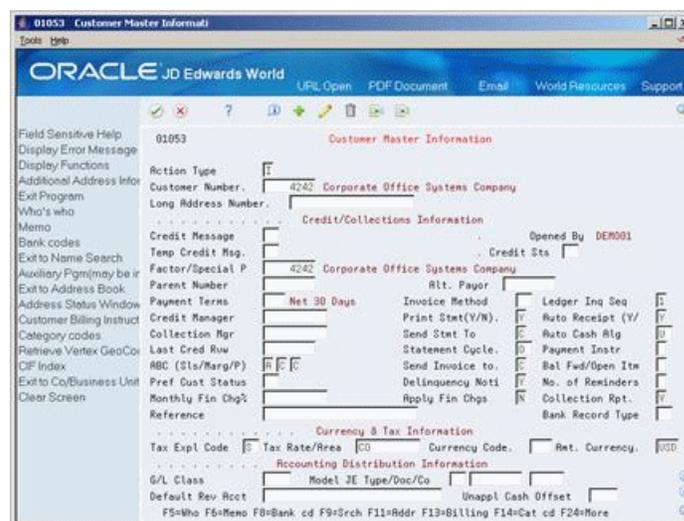
Field	Explanation
ABC - Percentage	A grade that indicates the average number of days a customer takes to pay a bill. This code documents the 80/20 principle. The possible grades are A (best) to F (worst).
Preferred Customer Status	A user defined code (UDC table 03/PC) that may be used to rate or differentiate 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: C – Customer P – Parent 1 – 1st Address Number 2 – 2nd Address Number 3 – 3rd Address Number 4 – 4th Address Number 5 – 5th Address Number 6 – 6th Address Number (Factor/Special Payee)
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: B – Summarize open items into a balance forward amount O – List the detail for all open items 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: Y – Yes, send delinquency notices 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: 1 – Send a single, very strong (level 3) reminder. 2 – Send a strong (level 2) reminder. If the customer does not respond, send a very strong (level 3) reminder in the next cycle. 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. Note: The Delinquency Notice field must be set to Y.

Field	Explanation
Apply Finance Charges	A code that indicates whether finance charges should be applied or waived for the account. Valid codes are: Y – Yes, apply finance charges N – No, do not apply finance charges blank – Process this account through the Interest Invoicing program (P03540)
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.

To enter currency and tax information

On Customer Master Information

Figure 3–7 Customer Master Information (Currency and Tax) screen



Complete the following fields:

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

Field	Explanation
Tax Explanation Code	<p>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.</p> <p>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.</p> <p><i>Form-specific information</i></p> <p>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).</p>
Tax Rate/Area	<p>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).</p> <p>Typically, U.S. sales and use taxes require multiple tax authorities per tax rate/area, whereas VAT requires only one simple rate.</p> <p>The system uses this code to properly calculate the tax amount.</p> <p>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.</p> <p><i>Form-specific information</i></p> <p>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.</p>
Currency Code	<p>A code that indicates the currency of a customer's or a supplier's transactions.</p> <p><i>Form-specific information</i></p> <p>The currency you specify is used as the default value when you entering invoices. You can override this code during invoice entry.</p>
Amount Currency	<p>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.</p> <p><i>Form-specific information</i></p> <p>Enter the currency you want to see when reviewing credit limits and so on.</p>

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	<p>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.</p> <p>Examples:</p> <ul style="list-style-type: none"> ■ blank ■ Trade Accounts Receivable ■ TRAD or 1210 ■ 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. <p>Note: Do not use class code 9999. This is reserved for the post program and indicates that offsets should not be created.</p> <p>The information you specify is used as the default value when you enter invoices.</p>
Model JE Type / Document / Company	<p>A code that identifies the type of model journal entry to use for a particular customer.</p> <p><i>Form-specific information</i></p> <p>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.</p>
Default Revenue Account	<p>A field that identifies an account in the general ledger. You can use one of the following formats for account numbers:</p> <ul style="list-style-type: none"> ■ Structured account (business unit.object.subsidiary) ■ 25-digit unstructured number ■ 8-digit short account ID number ■ Speed code <p>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).</p> <p><i>Form-specific information</i></p> <p>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.</p>

Field	Explanation
Unapplied Cash Offset	<p>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.</p> <p>If you leave this field blank during entry, the system uses AAI item RC____ for the company.</p> <p>Note: Do not use class code 9999. This is reserved for the post program and indicates that offsets should not be created.</p> <p>The information you specify is used as the default value when you enter unapplied cash receipts.</p>

3.1.4 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. See Update Category Codes in the <i>JD Edwards World Address Book and Electronic Mail Guide</i> .
Billing Instructions	Use this to specify how the system processes sales orders for customers. See Setting Up Customer Billing Instructions in the <i>JD Edwards World Sales Order Management Guide</i> .
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.

3.1.5 Processing Options

See [Section 101.1, "Customer Master Information \(P01053\)"](#) for more information.

3.2 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

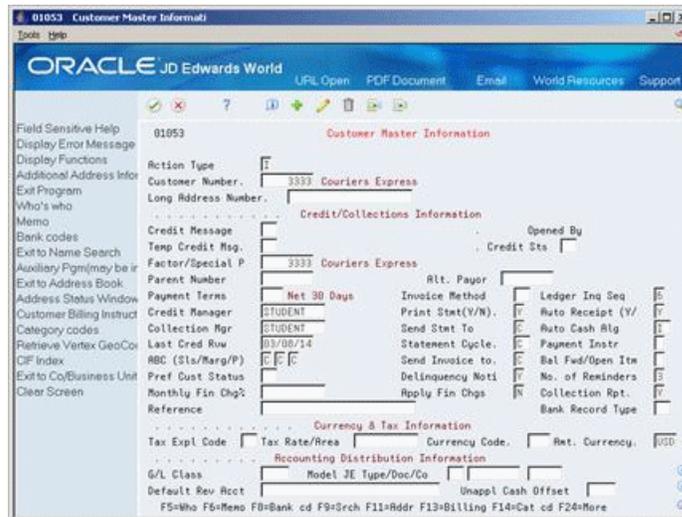
records (F03015) as you need for a customer, but you will only have one customer master record (F0301).

3.2.1 Before You Begin

- Create the Customer Master Information. See [Section 3.1, "Entering Customers"](#) for more information.

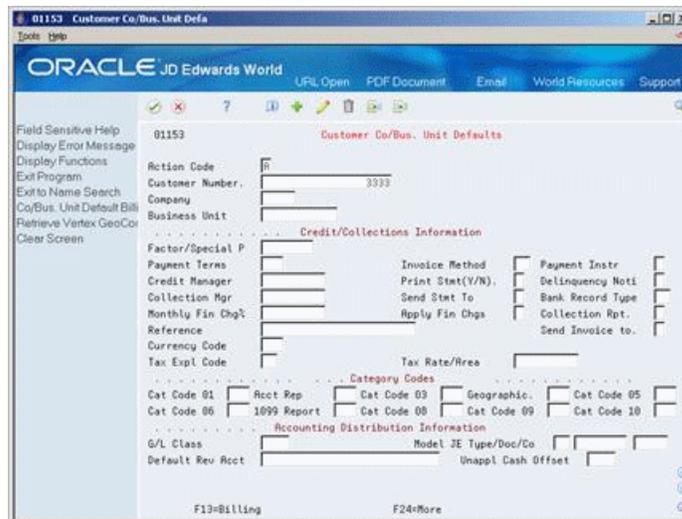
To enter company/business unit defaults in the customer record
On Customer Master Information

Figure 3–8 Customer Master Information (Defaults) screen



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

Figure 3–9 Customer Company/Business Unit Defaults screen



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.

3.2.2 What You Should Know About

Topic	Description
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

This chapter contains the topic:

- [Section 4.1, "Locating Customers"](#)

4.1 Locating Customers

Navigation

From Accounts Receivable (G03), choose Customer & Invoice Entry

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

Figure 4-1 Name Search screen



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	<p>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:</p> <p>E – Employees X – Ex-employees V – Suppliers C – Customers P – Prospects M – Mail distribution lists</p> <p><i>Form-specific information</i></p> <p>Placing security on search types might restrict you from viewing certain records. When security is active, a code is required in this field.</p>
Consolidation Code	The Consolidation Code is a way to group associated Address Book numbers in order to report on group financial data.

4.1.1 What You Should Know About

Topic	Description
Column 2 Display Formats	<p>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:</p> <ul style="list-style-type: none">■ Address Line 1■ City■ Phone Number■ Address Book Number■ Credit Message

See Also:

- *Locating Address Book Records in the JD Edwards World Address Book and Electronic Mail Guide.*

4.1.2 Processing Options

See [Section 101.2, "Name Search \(P01200\)"](#) for more information.

Part II

Invoice Processing

This part contains these chapters:

- Chapter 5, "Overview to Invoice Processing"
- Chapter 6, "Work with Invoice Entry Controls"
- Chapter 7, "Understand Fiscal Date Patterns"
- Chapter 8, "Work with Standard Invoices"
- Chapter 9, "Work with Other Types of Standard Invoices"
- Chapter 10, "Enter Speed Invoices"
- Chapter 11, "Review and Approve Invoices"
- Chapter 12, "Understand the Post Process"
- Chapter 13, "Post Invoices"
- Chapter 14, "Revise Posted Invoices"
- Chapter 15, "Print Invoice Journal Information"
- Chapter 16, "Locate Customer Ledger Information"
- Chapter 17, "Work with Recurring Invoices"

Overview to Invoice Processing

This chapter contains these topics:

- [Section 5.1, "Objectives"](#)
- [Section 5.2, "About Invoice Processing"](#)

5.1 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

5.2 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.

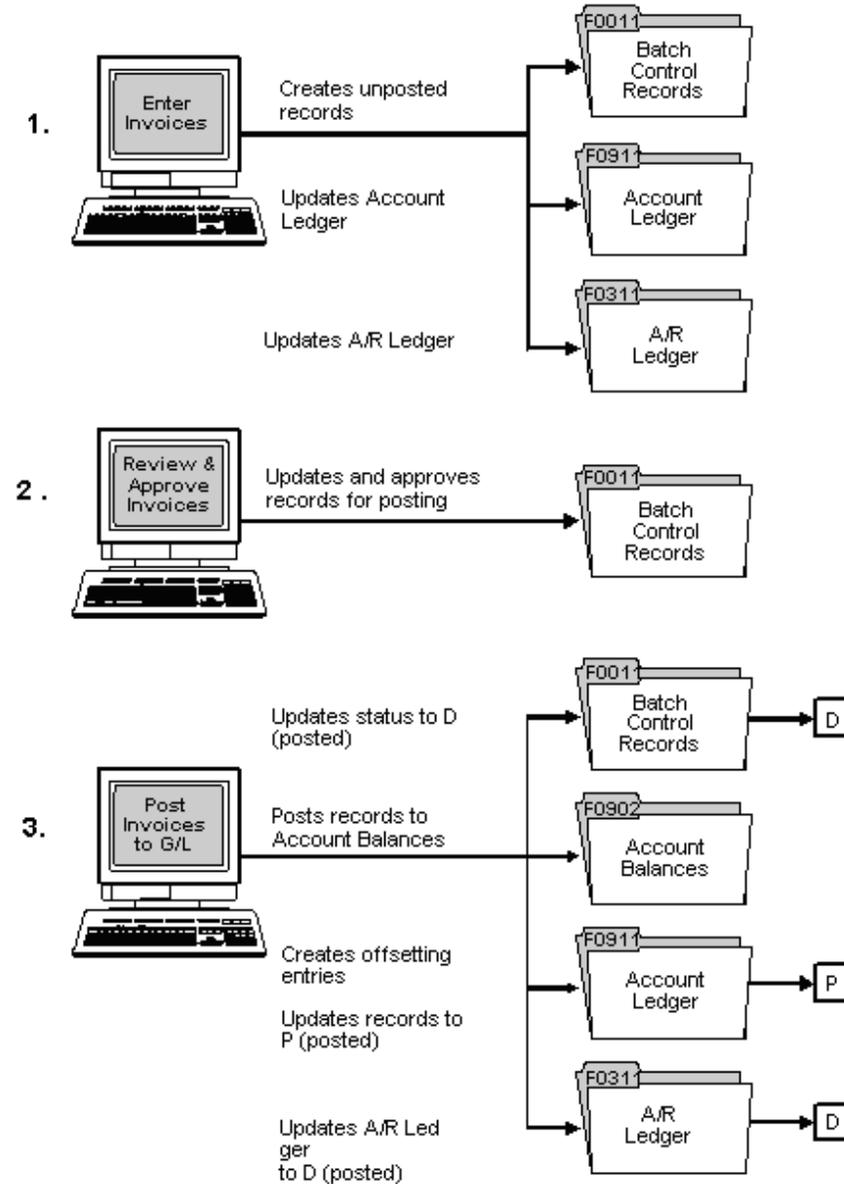
Invoice processing consists of:

- 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.

Figure 5-1 Three-Tier Processing

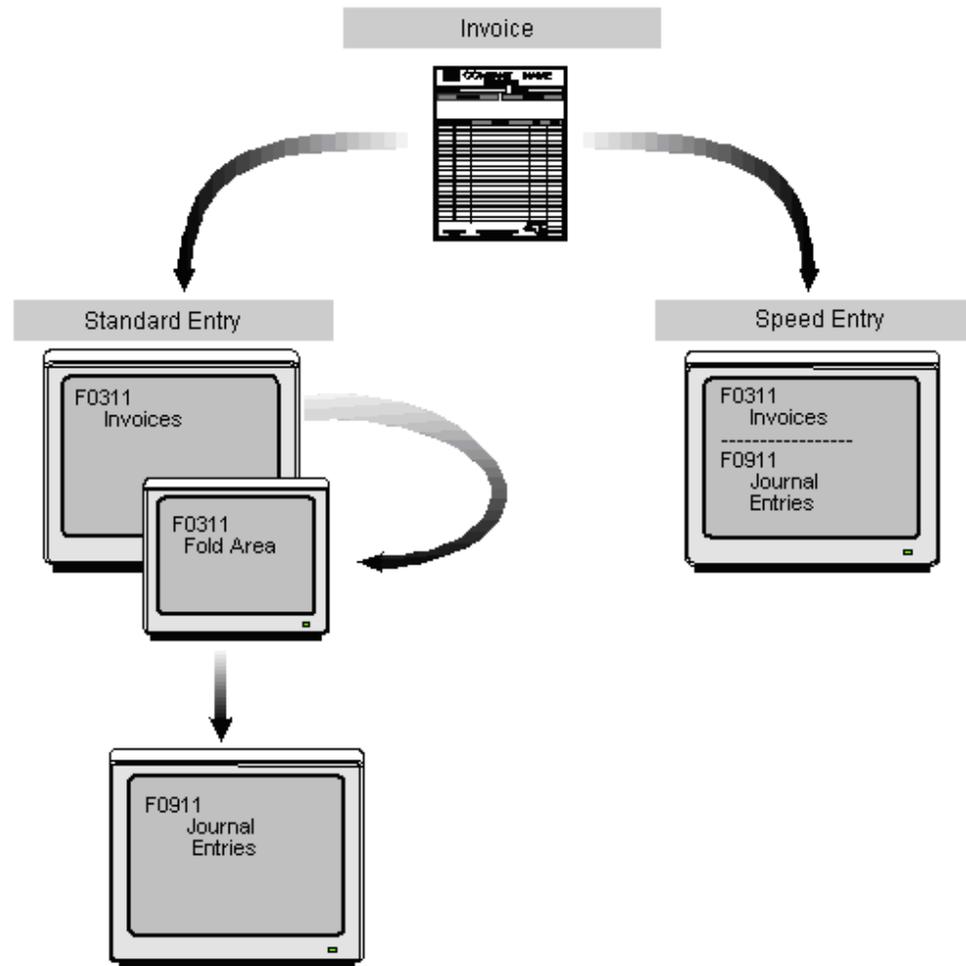


5.2.1 What Are the Types of Invoices?

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.

Figure 5-2 Types of Invoices



5.2.1.1 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	<p>You can:</p> <ul style="list-style-type: none"> ■ Create split payments ■ Use multiple pay items ■ Set up recurring invoices ■ Modify and delete invoices ■ Utilize and create model journal entries
Standard invoice disadvantages	<p>You cannot:</p> <ul style="list-style-type: none"> ■ Takes more time to enter invoices ■ Uses two entry programs to enter invoice and accounting distribution information

Invoice Feature	Description
Speed invoice advantages	You can: <ul style="list-style-type: none">■ Use one entry program to enter both invoice and accounting distribution information■ Enter limited invoice information quickly
Speed invoice disadvantages	You cannot: <ul style="list-style-type: none">■ Cannot split payments■ Cannot modify or delete invoices■ Cannot set up recurring invoices■ Cannot enter more than one pay item per invoice■ Cannot create model journal entries

5.2.2 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

5.2.3 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

5.2.4 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.

5.2.5 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

This chapter contains these topics:

- [Section 6.1, "Working with Invoice Entry Controls"](#)
- [Section 6.2, "About Batch Control"](#)
- [Section 6.3, "About Two-Cycle Entry"](#)

6.1 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

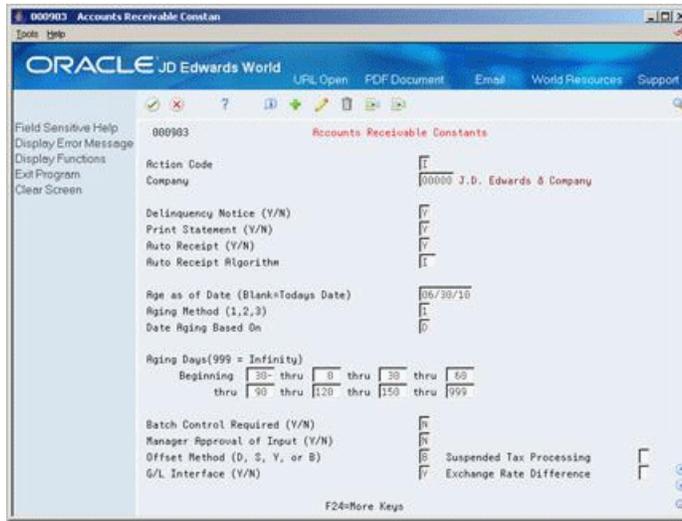
6.2 About Batch Control

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

6.2.1 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).

Figure 6–1 Accounts Receivable Constants screen



6.2.2 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.

Figure 6–2 Batch Entry and Status screen



6.2.3 What You Should Know About

Topic	Description
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.

Topic	Description
Multi-Currency batch totals	If you enter transactions of different currencies into the same batch, the total entered is a hash total.

See Also:

- [Chapter 70, "Set Up A/R Constants"](#)

6.3 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.

6.3.1 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

This chapter contains the topic:

- [Section 7.1, "About Fiscal Date Patterns"](#)

7.1 About Fiscal Date Patterns

Navigation

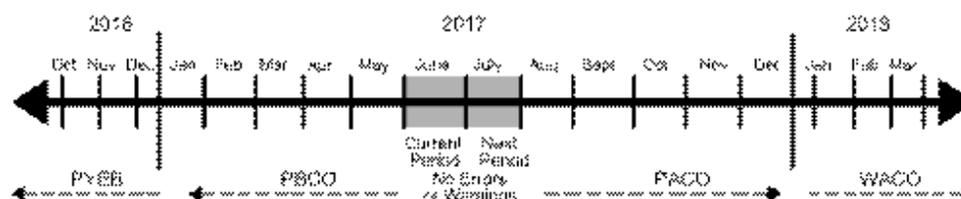
From **General Accounting (G09)**, choose **Organization and Account Setup**

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.

Figure 7-1 "Two Period" Window



7.1.1 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.

Topic	Description
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.

Topic	Description
PBCO - Post Before Cut Off	<p>Reason: You entered a G/L date prior to the current period.</p> <p>Result: You either get a warning or an error message, depending on your general accounting constants.</p>
PACO - Post After Cut Off	<p>Reason: You entered a G/L date that is after the two-period window.</p> <p>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.</p>
WACO - Way After Cut Off	<p>Reason: You entered a G/L date in a future year.</p> <p>Result: You either get a warning or an error message, depending on how you set up your fiscal date patterns.</p>

Work with Standard Invoices

This chapter contains these topics:

- [Section 8.1, "Working with Standard Invoices"](#)
- [Section 8.2, "Entering Standard Invoices"](#)
- [Section 8.3, "Locating Invoices"](#)
- [Section 8.4, "Revising Unposted Invoices"](#)

8.1 Working with Standard Invoices

Navigation

From Accounts Receivable (G03), choose Customer & Invoice Entry

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.

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

You can use the Import/Export function in this program. See the *JD Edwards World Technical Tools Guide* for more information.

What You Should Know About

Topic	Description
Revenue Recognition	From the Standard Invoice Entry program (P03105) you can enter an invoice into revenue recognition by choosing Add Invoice to Revenue Recognition (F20). See Chapter 37, "Work with Revenue Recognition (Release A9.3 Update)" for more information.

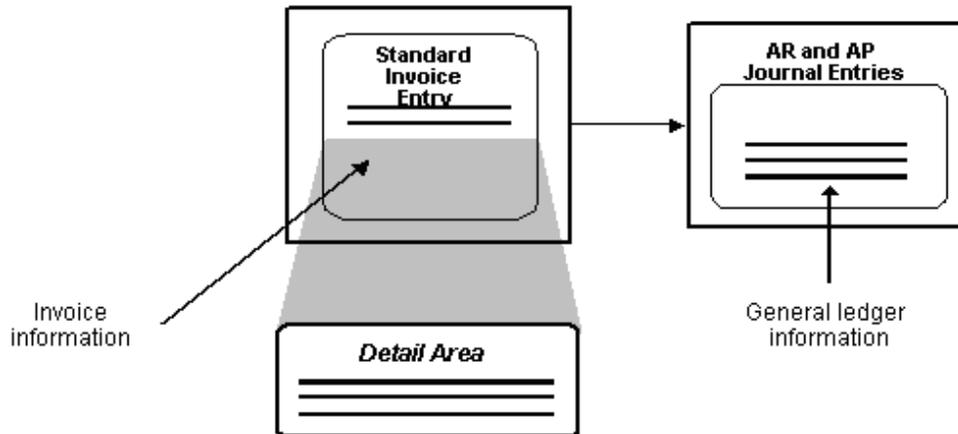
8.1.1 Before You Begin

- Set up customers on Customer Master Information

8.2 Entering Standard Invoices

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

Figure 8–1 Forms 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.

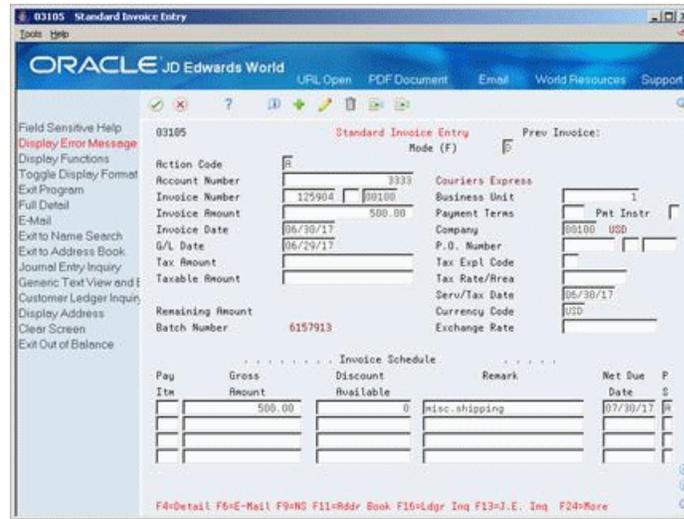
See Also:

- Entering Basic Journal Entries (P09101) in the *JD Edwards World General Accounting I Guide*.
- Overview to Import/Export in the *JD Edwards World Technical Tools Guide* guide.

To enter invoice information

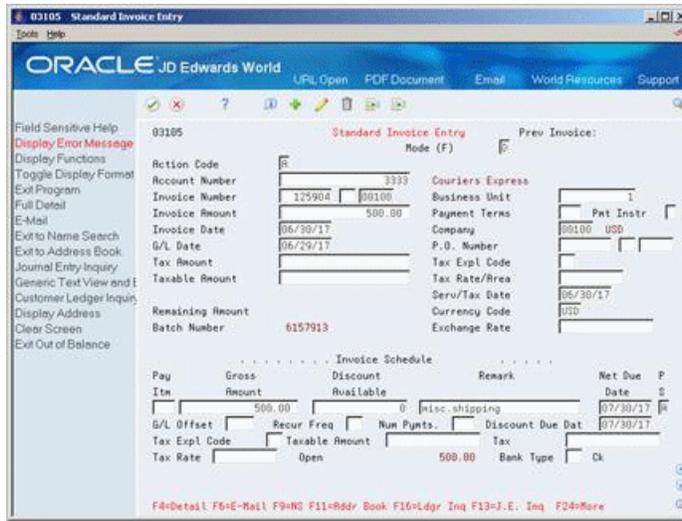
On Standard Invoice Entry

Figure 8–2 Standard Invoice Entry screen



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

Figure 8-3 Standard Invoice Entry (Detail) screen



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	<p>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.</p> <p>Matching document (DOCM) numbers identify related documents in the Accounts Receivable and Accounts Payable systems. Examples:</p> <ul style="list-style-type: none"> ■ Automated/Manual Payment <ul style="list-style-type: none"> Original document - Voucher Matching document - Payment ■ A/R Original Invoice <ul style="list-style-type: none"> Original document - Invoice ■ Receipt Application <ul style="list-style-type: none"> Original document - Invoice Matching document - Receipt ■ Credit Memo/Adjustment <ul style="list-style-type: none"> Original document - Invoice Matching document - Credit Memo ■ Unapplied Receipt <ul style="list-style-type: none"> Original document - Receipt
Invoice Amount	<p>The gross amount of the invoice payments. This is a total of the gross amounts of all scheduled payments.</p>
Invoice Date	<p>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.</p>
Company	<p>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.</p> <p>Note: You can use company 00000 for default values, such as dates and automatic accounting instructions (AAIs). You cannot use it for transaction entries.</p>
Purchase Order	<p>A document that authorizes the delivery of specified merchandise or the rendering of certain services.</p>
G/L Date	<p>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.</p> <p>The system edits this field for PBCO (posted before cutoff), PYEB (prior year ending balance), and so on.</p>
Pay Item	<p>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.</p> <p><i>Form-specific information</i></p> <p>The system allows only one pay item on recurring invoices.</p>

Field	Explanation
Gross Amount	<p>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.</p> <p><i>Form-specific information</i></p> <p>The total gross amount of all pay items must equal the invoice amount.</p> <p>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.</p>
Remark	<p>A generic field that you use for a remark, description, name, or address.</p> <p><i>Form-specific information</i></p> <p>This is used as a default in the Explanation 2 field in the G/L section if you leave that Explanation 2 field blank.</p> <p>This text prints on invoices and statements.</p>
Net Due Date	<p>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.</p> <p>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.</p>
Pay Status	<p>A user defined code (00/PS) that indicates the current payment status for a voucher or an invoice. Codes are:</p> <p>P – Paid. The voucher or invoice is paid in full.</p> <p>A – Approved for payment, but not yet paid. This applies to vouchers and automatic cash applications.</p> <p>H – Hold pending approval.</p> <p>R – Retainage.</p> <p>% – Withholding applies.</p> <p>? – Other codes. All other codes indicate reasons that payment is being withheld. The Accounts Payable system does not print payments for any other code.</p> <p><i>Form-specific information</i></p> <p>You cannot change the pay status to P (paid), D (draft accepted), or # (payment in-process).</p> <p>If you leave this field blank, the system uses the default value from the functional server processing options (XT0311Z1).</p>

Field	Explanation
G/L Offset	<p>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.</p> <p>G/L offsets might be assigned as follows:</p> <ul style="list-style-type: none"> ■ blank or 1210- Trade Accounts Receivable ■ RETN or 1220 - Retainages Receivable ■ EMP or 1230 - Employee Accounts Receivable ■ JIB or 1240 - JIB Receivable (See A/R Class Code - ARC) ■ blank or 4110 - Trade Accounts Payable ■ RETN or 4120 - Retainage Payable ■ OTHR or 4230 - Other Accounts Payable (See A/R Class code - APC) <p>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.</p> <p>Caution: Do <i>not</i> use code 9999. It is reserved for the post program and indicates that offsets should not be created.</p>
Bank Type	Use to designate a specific bank type to be used.

8.2.1 What You Should Know About

Topic	Description
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.

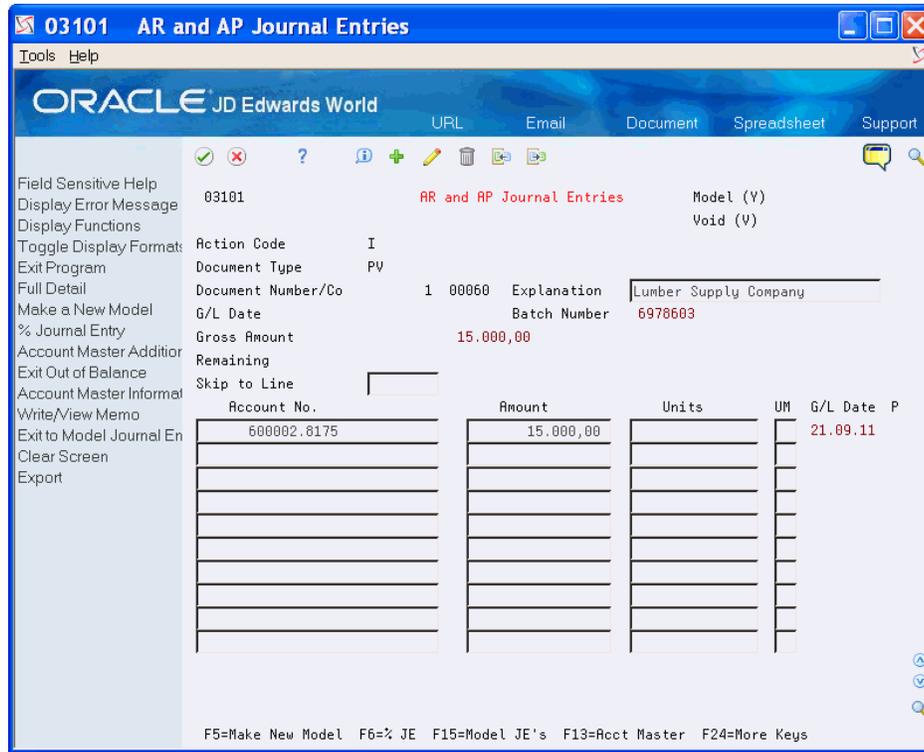
8.2.2 Processing Options

See [Section 102.1, "Invoice Entry \(P03105\)"](#) for more information.

To enter general ledger information

On AR and AP Journal Entries

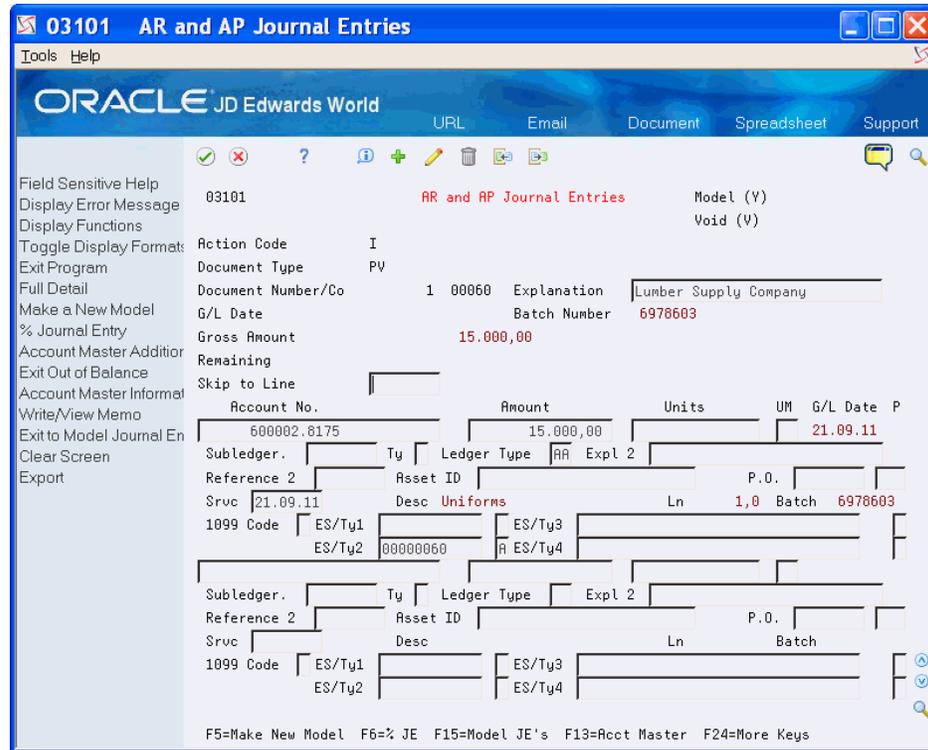
Figure 8-4 AR and AP Journal Entries screen



1. Toggle among alternate formats (F2) to locate the format you want to use.
2. Complete the following fields for each G/L distribution:
 - Account Number
 - Amount
 - Explanation 2 (optional)

Alternately, you can access additional fields in the detail area (F4).
3. Complete the following optional fields and click Add.
 - Enhanced Subledger 1-4
 - Enhanced Subledger Types

Figure 8-5 AR and AP Journal Entries (Fold) screen



Field	Explanation
Account Number	<p>A field that identifies an account in the general ledger. You can use one of the following formats for account numbers:</p> <ul style="list-style-type: none"> Structured account (business unit.object.subsidiary) 25-digit unstructured number 8-digit short account ID number Speed code <p>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).</p>
Amount	<p>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.</p>
Explanation 2	<p>A name or remark that describes an element in the JD Edwards World systems.</p> <p><i>Form-specific information</i></p> <p>You can provide additional information about the account number or transaction.</p>
Enhanced Subledger 1- 4	<p>An enhanced subledger can be, for example, an equipment item number or an address book number. If you enter an enhanced subledger code, you must also specify the enhanced subledger type. This field acts the same and is edited much the same as the Subledger field.</p>

Field	Explanation
Enhanced Subledger Types 1 - 4	A user defined code (16/E1 through 16/E4) that is used with the associated Enhanced Subledger field (ABR1 through ABR4) to identify the Enhanced Subledger field type and how the system will perform the Enhanced Subledger editing. The second line of the description on the User Defined Codes form controls how the system validates entries in the Enhanced Subledger field. This is either hard-coded (edits against a file as described in the second line of the description) or user defined.

8.2.3 Processing Options

See [Section 102.2, "A/R and A/P Journal Entries \(P03101\)"](#) for more information.

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.

8.3 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.

8.3.1 What You Should Know About

Topic	Description
Other methods of locating invoices	<p>You can also locate an invoice on the following forms:</p> <ul style="list-style-type: none"> ■ Invoice Journal Review, if you know the batch number ■ Customer Ledger Inquiry, if you know the customer number. <p>See Section 11.1, "Reviewing and Approving Invoices" and Chapter 16, "Locate Customer Ledger Information"</p>

8.4 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.

8.4.1 What You Should Know About

Topic	Description
Batch headers	<p>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.</p> <p>See Chapter 19, "Update Invoices for Payment" for information about using Speed Status Change to change invoice information.</p>
Changing invoice amounts	<p>You must also change the gross amounts in both the invoice information and general ledger information and ensure that they balance.</p>
Changing several invoices	<p>To quickly change specific information for several invoices at the same time, such as discounts, use Speed Status Change.</p> <p>See Chapter 19, "Update Invoices for Payment" for more information.</p>
Copying an invoice to another customer	<p>To copy or enter the same invoice information for a new customer, you must change the customer number and invoice number.</p>
Deleting unposted invoices	<p>After you delete an unposted invoice, no audit trail exists. You cannot delete a posted invoice. You must void it.</p>

See Also:

- [Section 8.3, "Locating Invoices"](#)
- [Chapter 14, "Revise Posted Invoices"](#)

Work with Other Types of Standard Invoices

This chapter contains these topics:

- [Section 9.1, "Working with Other Types of Standard Invoices"](#)
- [Section 9.2, "Entering an Invoice with Discounts"](#)
- [Section 9.3, "Entering a Split Payment Invoice"](#)
- [Section 9.4, "Entering a Credit Memo"](#)
- [Section 9.5, "Entering an Invoice with Taxes"](#)
- [Section 9.6, "Working with a Multi-Currency Invoice"](#)
- [Section 9.7, "Setting Up a Recurring Invoice"](#)

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.

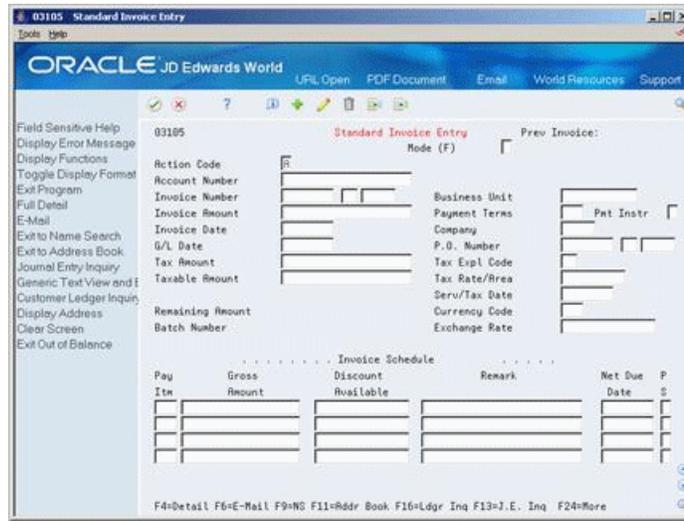
9.1 Working with Other Types of Standard Invoices

Navigation

From Accounts Receivable (G03), choose Customer & Invoice Entry

From Customer & Invoice Entry (G0311), choose Standard Invoice Entry

Figure 9–1 Standard Invoice Entry screen



9.2 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.

9.2.1 Before You Begin

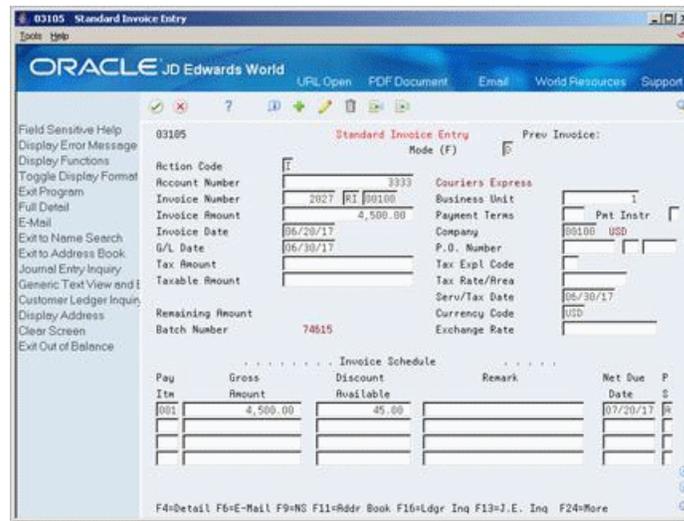
- Verify that AAI item RKD is set up correctly

To enter an invoice with discounts

On Standard Invoice Entry

1. Follow the steps to enter standard invoices.
See [Section 8.2, "Entering Standard Invoices"](#) for more information.
2. Toggle to the discount format (optional).

Figure 9–2 Standard Invoice Entry (Discount Format) screen



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	<p>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:</p> <ul style="list-style-type: none"> ■ Compute the amount manually and type it in the field. ■ 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%. ■ Leave the field blank. The system will calculate the amount based on the payment terms specified in the customer master record. ■ Type a zero (0) to override the default value and indicate that a discount is not applicable. <p>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.</p>
Discount Due Date	<p>The date that the invoice or voucher is due in order to acknowledge the discount.</p>

9.2.2 What You Should Know About

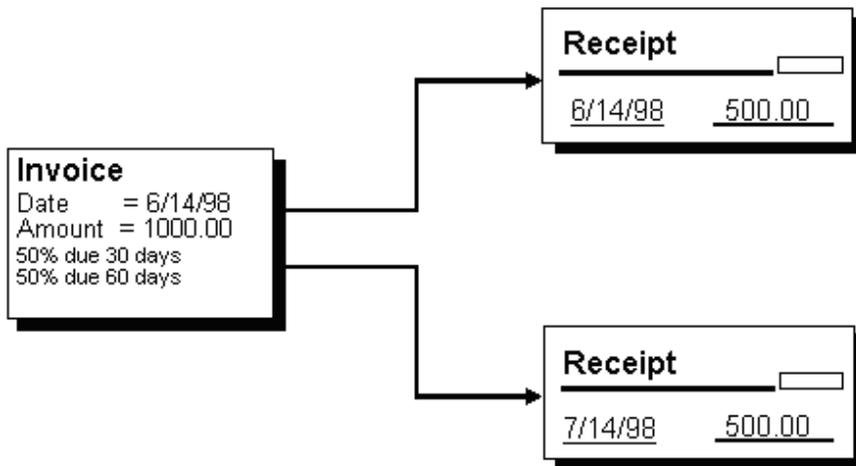
Topic	Description
Changing an invoice with discounts	If you change a discount field for an invoice, remove the system-calculated information. For example, if you change the payment terms to calculate a new discount, clear the discount amount, discount date, and net due date. If you clear the payment 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.

9.3 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.

Figure 9-3 Split Payment Invoice



To enter a split payment invoice

On Standard Invoice Entry

1. Follow the steps to enter information for a standard invoice.
See [Section 8.2, "Entering Standard Invoices"](#) for more information.
2. Complete the following field:
 - Payment Terms

9.3.1 What You Should Know About

Topic	Description
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:

- [Chapter 3, "Enter Customers"](#)

9.4 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.

9.4.1 What You Should Know About

Topic	Description
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:

- [Section 102.1, "Invoice Entry \(P03105\)"](#)

9.5 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.

9.5.1 Before You Begin

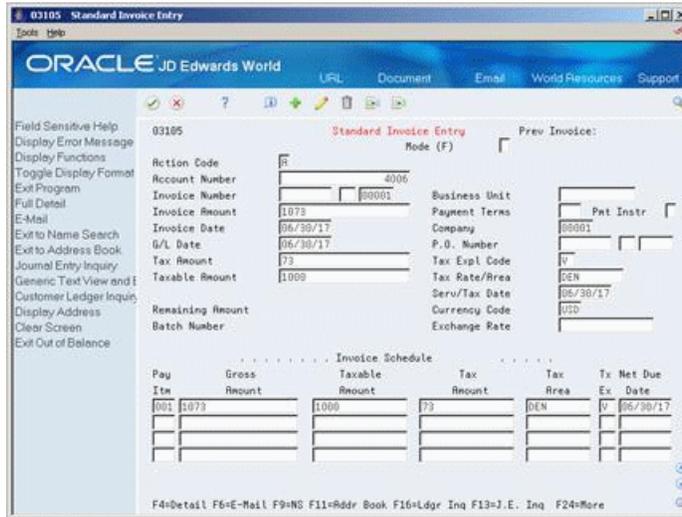
- Set up the appropriate tax rates and areas. See *Adding Tax Rates and Areas (P4008)* in the *JD Edwards World Tax Reference Guide*.

To enter an invoice with taxes

On Standard Invoice Entry

1. Follow the steps to enter standard invoices.
See [Section 8.2, "Entering Standard Invoices"](#) for more information.
2. Toggle to the alternative tax format (optional).

Figure 9–4 Standard Invoice Entry (With Taxes) screen



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	<p>This is the amount assessed and payable to tax authorities. It is the total of the VAT, use, and sales taxes (PST).</p> <p>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.</p> <p><i>Form-specific information</i></p> <p>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.</p>

Field	Explanation
Taxable Amount	The amount on which taxes are assessed. <i>Form-specific information</i> 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.

9.5.2 What You Should Know About

Topic	Description
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.

9.6 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)

9.6.1 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 [Section 8.2, "Entering Standard Invoices"](#) for more information.
2. Complete the following fields:
 - Currency Code
 - Exchange Rate (optional)

Field	Explanation
Exchange Rate	<p>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.</p> <p><i>Form-specific information</i></p> <p>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.</p>

To verify the invoice currency

On Standard Invoice Entry

1. Locate the invoice.
See [Section 8.3, "Locating Invoices"](#) for more information.
2. Verify the following field:
 - Mode

Field	Explanation
Mode (F)	<p>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:</p> <p>D – Domestic F – Foreign</p> <p><i>Form-specific information</i></p> <p>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.</p>

9.6.2 What You Should Know About

Topic	Description
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.

Topic	Description
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.

9.7 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:

- [Section 17.1, "Working with Recurring Invoices"](#) for more information about entering, revising, and recycling a recurring invoice.

9.7.1 Processing Options

See [Section 102.1, "Invoice Entry \(P03105\)"](#) for more information.

Enter Speed Invoices

This chapter contains the topic:

- [Section 10.1, "Entering Speed Invoices"](#)

10.1 Entering Speed Invoices

Navigation

From Accounts Receivable (G03), choose Customer & Invoice Entry

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:

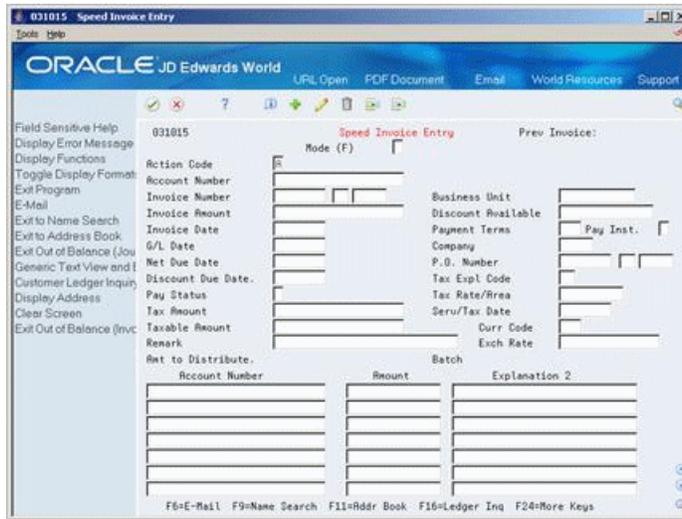
- A single pay item
- A single due date
- A single tax rate and area
- Simple accounting instructions

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

Figure 10–1 Speed Invoice Entry screen



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)

10.1.1 What You Should Know About

Topic	Description
Revising speed invoices	You cannot change or delete an invoice using speed invoice entry. Instead, use the standard method.
Journal Entry Functional Server Zero Amount Processing Option	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.

See Also:

- [Section 9.2, "Entering an Invoice with Discounts"](#)
- [Section 9.5, "Entering an Invoice with Taxes"](#)
- [Section 9.6, "Working with a Multi-Currency Invoice"](#)
- Entering Basic Journal Entries (P09101) in the *JD Edwards World General Accounting I Guide* for more information about entering G/L distributions.

10.1.2 Processing Options

See [Section 102.3, "Speed Invoice Entry \(P031015\)"](#) for more information.

Review and Approve Invoices

This chapter contains these topics:

- [Section 11.1, "Reviewing and Approving Invoices"](#)
- [Section 11.2, "Reviewing Invoices"](#)
- [Section 11.3, "Approving a Batch of Invoices"](#)

11.1 Reviewing and Approving Invoices

Navigation

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

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)

11.2 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

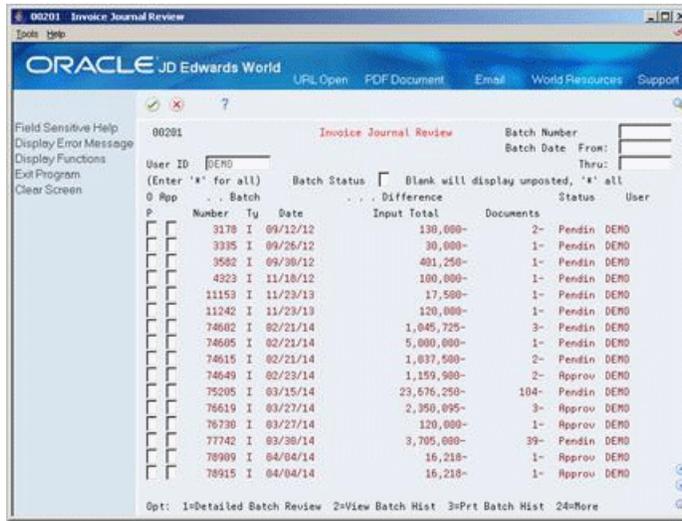
11.2.1 Reviewing a List of Invoice Batches

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

Figure 11–1 Invoice Journal Review (Batches) screen



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	<p>A code that indicates the posting status of a batch. Valid codes are:</p> <p>blank – Unposted batches that are pending approval or have a status of approved.</p> <p>A – Approved for posting. The batch has no errors, is in balance, but has not yet been posted.</p> <p>D – Posted. The batch posted successfully.</p> <p>E – Error. The batch is in error. You must correct the batch before it can post.</p> <p>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).</p> <p>U – In use. The batch is temporarily unavailable because someone is working with it.</p> <p>These valid codes are set up in user defined codes (system 98, type IC).</p>

11.2.2 What You Should Know About

Topic	Description
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	<p>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.</p> <p>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.</p> <p>See Chapter 6, "Work with Invoice Entry Controls"</p>
Multi-Currency batch totals	<p>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.</p> <p>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.</p> <p>To determine the expected input total for a batch with currencies that have different decimal places, add the amounts without using a decimal point.</p>

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:

- [Chapter 70, "Set Up A/R Constants"](#)
- Setting Up General Accounting Constants in the *JD Edwards World General Accounting I Guide*.
- Set Up Multi-Currency in the *JD Edwards World Multi-Currency Guide* for information about changing display decimals.

11.2.3 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:

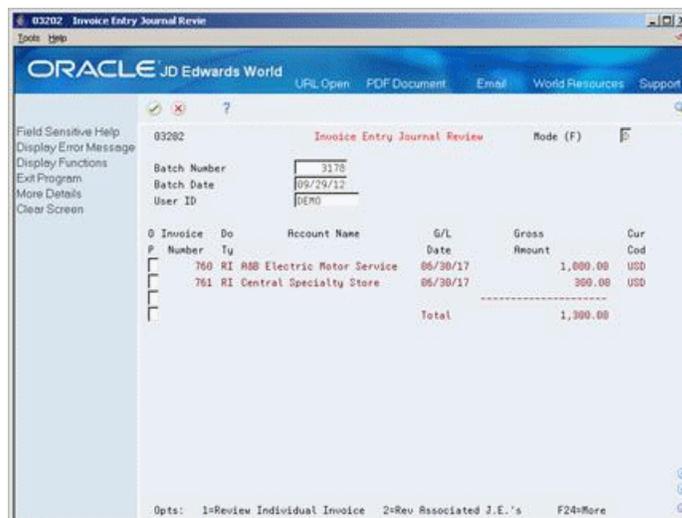
- Document Type
- Document Number
- Document Company
- G/L Date
- Currency Code

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.

Figure 11–2 Invoice Entry Journal Review (Detailed) screen



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	<p>A code that indicates whether the journal entries (JEs) for a document are in balance. Valid codes are:</p> <p>Y – Yes, JEs are in balance</p> <p>N – No, at least one of the JEs is not in balance</p> <p>After you correct an out-of-balance situation, the N code remains until you run the daily system integrity check.</p> <p><i>Form-specific information</i></p> <p>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.</p> <p>A blank in this field is the same as a Y value, indicating the entries are in balance.</p>

11.2.4 What You Should Know About

Topic	Description
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.

Topic	Description
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:

- [Chapter 8.4, "Revising Unposted Invoices"](#)
- [Chapter 14, "Revise Posted Invoices"](#)

11.3 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.

11.3.1 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: A – Approved, ready for posting. P – Pending approval. The batch will not post. If the system constants do not specify manager approval, the system automatically approves batches that are not in error.

11.3.2 What You Should Know About

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

Understand the Post Process

This chapter contains the topic:

- [Section 12.1, "About the Post Process for A/R"](#)

12.1 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

12.1.1 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.

If you are using multi-currency, the pre-post process creates records in the F0911 and populates the Originating Company field.

12.1.2 What Happens During the Post Process?

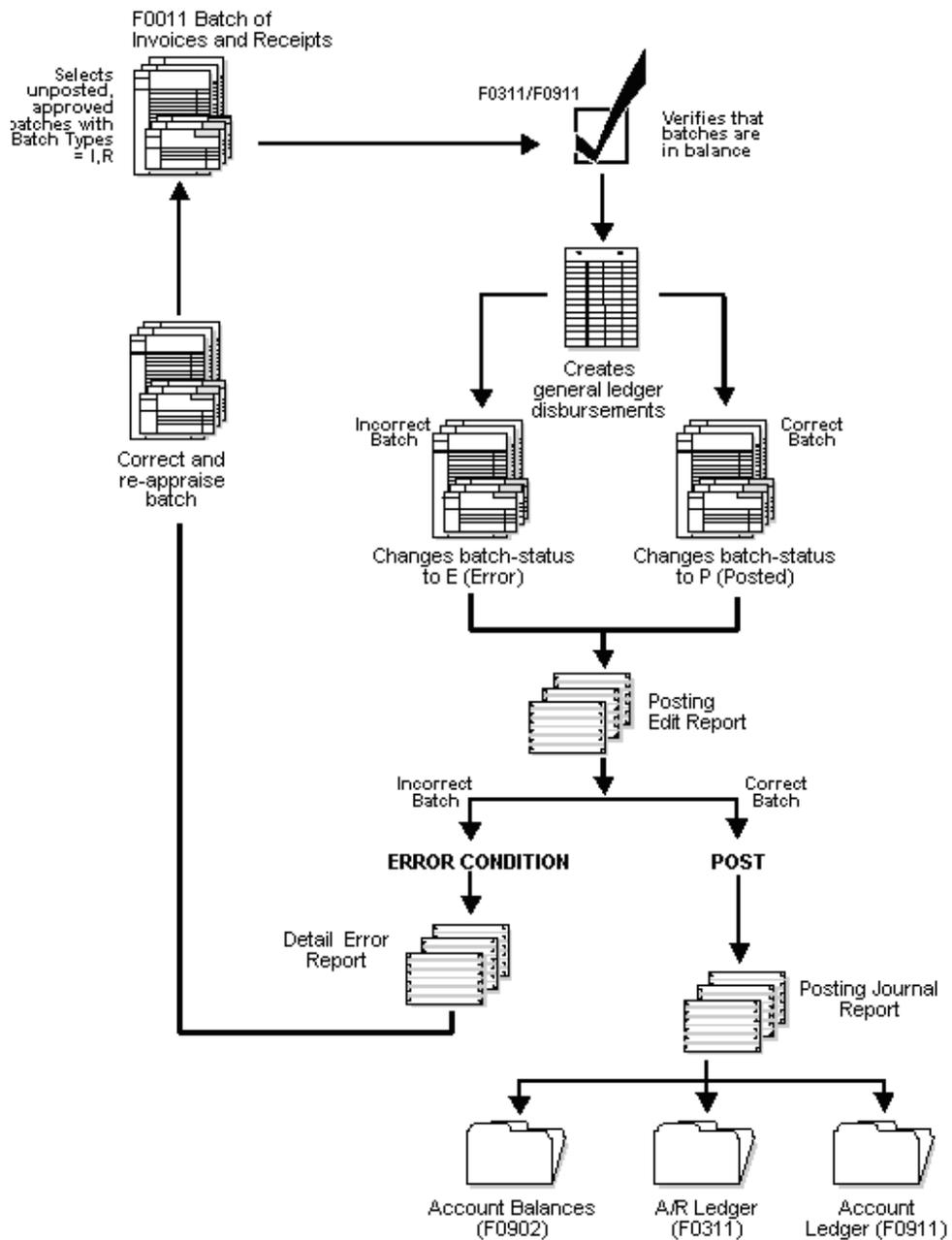
If no errors are found during the pre-post process, the system performs the following tasks for the post process:

- 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 (F0902) table.
- Updates the F0902 with the values from the Enhanced Subledger Accounting fields.
- 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.

Figure 12-1 A/R Post Processes



12.1.3 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.

This chapter contains these topics:

- [Section 13.1, "Posting a Batch of Invoices"](#)
- [Section 13.2, "Verifying the A/R Post Process"](#)

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

Navigation

From Accounts Receivable (G03), choose Customer & Invoice Entry

From Customer & Invoice Entry (G0311), choose Post Invoices to G/L

13.1 Posting a Batch of Invoices

Run only one post program at a time.

13.1.1 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.

13.1.2 What You Should Know About

Topic	Description
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.

Topic	Description
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.

13.2 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

13.2.1 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

Figure 13–1 Posting Edit Report

```

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

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.
    
```

Figure 13–2 General Ledger Post - Invoice Entry report

```

09801                                     General Ledger Post - Invoice Entry          Page      1
Batch Type      - I                               Date 5/09/17
Batch Number    - 84626
Batch Date      - 05/09/17

                                     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 Bats I 00084626

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

13.2.2 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.

Figure 13-3 Posting Journal report

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 Couriers Express	USD 210.5030			2,000.00-	AA	
AE	84626 06/30/17	00100	Trade Accounts Receiv Post Offset by Bate I 00084626	USD 100.1210		2,000.00		AA	
Batch Total						2,000.00	2,000.00-	AA	

13.2.3 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.

13.2.4 Processing Options

See [Section 102.4, "General Ledger Post \(P09800\)"](#) for more information.

Revise Posted Invoices

This chapter contains these topics:

- [Section 14.1, "Changing a Posted Invoice"](#)
- [Section 14.2, "Voiding a Posted Invoice"](#)

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

Navigation

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

From **Customer & Invoice Entry (G0311)**, choose **Standard Invoice Entry**

What You Should Know About

Topic	Description
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: <ul style="list-style-type: none"> ■ Change the total gross amount for the invoice ■ Change the number of invoices in a batch ■ Change a journal entry

14.1 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.

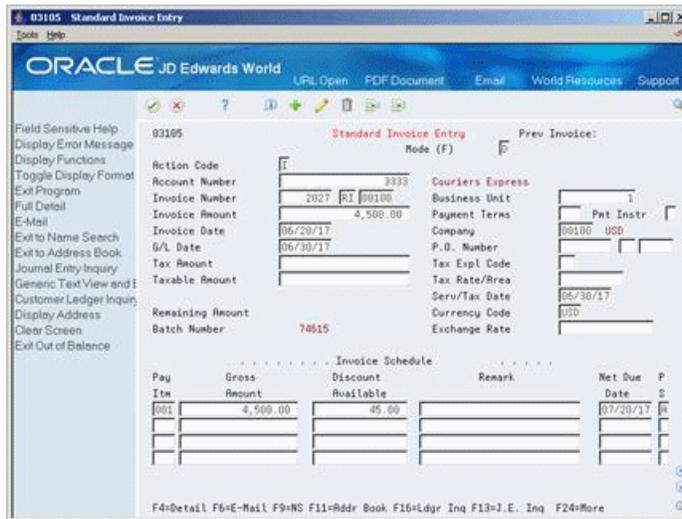
To change the information in these fields, do one of the following:

- 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

Figure 14–1 Standard Invoice Entry (Revise) screen



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)

14.1.1 What You Should Know About

Topic	Description
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:

- [Section 8.4, "Revising Unposted Invoices"](#) for information about how to change and delete unposted invoices.

14.2 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	<p>A code that controls whether transactions are automatically reversed or voided. Valid codes are:</p> <p>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.</p> <p>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.</p> <p>blank – Do not reverse or void transactions.</p> <p><i>Form-specific information</i></p> <p>You cannot create reversing entries for invoices. Valid codes are V and blank.</p>

14.2.1 What You Should Know About

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

Print Invoice Journal Information

This chapter contains the topic:

- [Section 15.1, "Printing Invoice Journal Information"](#)

15.1 Printing Invoice Journal Information

Navigation

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.

Figure 15–1 A/R Journal by User, Batch Date, Batch Number and Document report

A/R Journal										Page - 3
by User, Batch Date, Batch Number and Document										Date - 4/05/17
Document	Co.	Name	Address Number	G/L	Amounts		P			
Do Invoice No.	Inv Date	Remark		Offset	Invoice	Discount	G/L Distribution	C		LT
Ty	G/L Date	Account Description	G/L Account							

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		Contract Sales	210.5030		5.00-		
									500.00-	F AA
RI	300213	001	06/05/17	100	Cantrell Sea & Ski	313113		2,575.00		
			06/30/17		Store Sales	400.5110		25.75-		
									2,575.00-	F 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)

If you are using Enhanced Subledger Accounting, this information displays on the report. See *Work with Enhanced Subledger Accounting in the JD Edwards World General Accounting I Guide* for more information.

See Also:

- [Section 11.2, "Reviewing Invoices"](#) for information about reviewing invoice journal information online.

15.1.1 Processing Options

See [Section 102.5, "Invoice Journal Report \(P03305\)"](#) for more information.

15.1.2 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

This chapter contains these topics:

- [Section 16.1, "Defining Invoice Search Criteria"](#)
- [Section 16.2, "Viewing Invoice Information"](#)
- [Section 16.3, "Viewing Account Information"](#)

To quickly review invoices and receipts, audit a customer's transaction history, and review A/R ledger information for the customer, use the Customer Ledger Inquiry program (P032002).

You can use Import/Export functionality with this program. See the *JD Edwards World Technical Tools Guide* for more information.

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

What You Should Know About

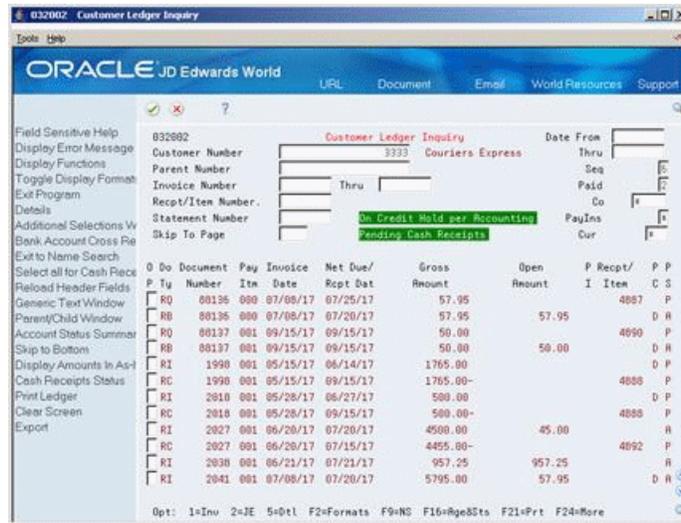
Topic	Description
Revenue Recognition	When you use the Customer Ledger Inquiry program (P032002) to locate an invoice, you can access the Standard Invoice Entry program (P03105) to enter the invoice into revenue recognition. See Chapter 37, "Work with Revenue Recognition (Release A9.3 Update)" for more information.

Navigation

From Accounts Receivable (G03), choose Customer & Invoice Entry

From Customer & Invoice Entry (G0311), choose Customer Ledger Inquiry

Figure 16–1 Customer Ledger Inquiry screen



16.1 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

16.1.1 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 Supplier 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 Seq 8, F0311LC Seq 6, A- F0311LE 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 Seq 2- F0311LO
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.

Figure 16–2 Additional Selections screen



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	<p>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.</p> <p><i>Form-specific information</i></p> <p>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.</p>
Date From	<p>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.</p> <p><i>Form-specific information</i></p> <p>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.</p>

Field	Explanation
Paid	This field determines which types of transaction are displayed. Valid values are: 0 or N – Only open transactions are displayed. 1 or P – Only paid transactions are displayed. 2 or Y – All transactions are displayed - open and paid. 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: 1 – Gross amount range 2 – Open amount range 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: 0 – If a value is specified in the other field of information, select only the records with this same value in that field (default). 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.

16.1.2 Processing Options

See [Section 102.6, "Customer Ledger Inquiry with SQL \(P032002\)"](#) for more information.

16.2 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

16.2.1 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.

16.2.2 What You Should Know About

Topic	Description
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.

16.2.3 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.

16.2.4 What You Should Know About

Topic	Description
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.

16.2.5 Viewing Invoice Detail

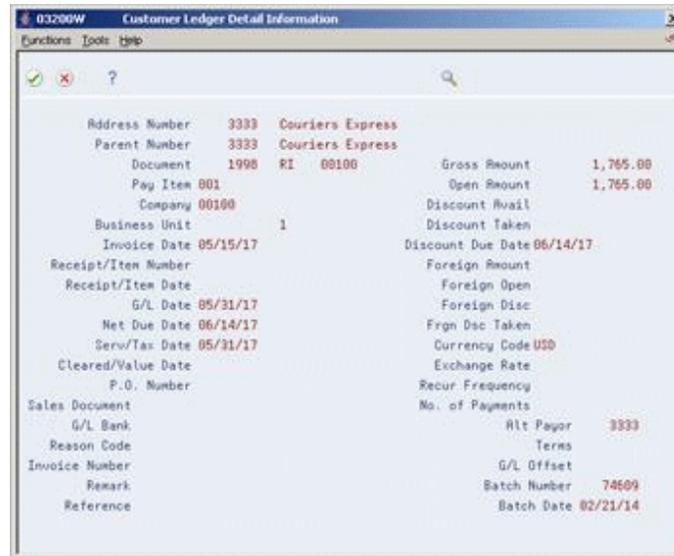
To view the detail for an invoice without locating the individual invoice, access the customer's ledger. For example, you might want to determine the gross amount of an invoice and its due date or view the reason code assigned to a chargeback.

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.

Figure 16–3 Customer Ledger Detail Information screen



16.2.6 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.

Figure 16–4 Customer Ledger Inquiry (GBP) screen

Customer Ledger Inquiry

Customer Number: 7993 EuroMart

Parent Number: _____

Invoice Number: _____

Recpt/Item Number: _____

Statement Number: _____

Date From: _____

Thru: _____

Seq: _____

Paid: _____

Co: _____

PayIns: _____

Cur: GBP

On Credit Hold per Accounting

P Ty	Document	Pay Invoice	Net Due/ Rcpt Dat	Gross Amount	Open Amount	P Recpt/ I Item	P P C S
RI	655 000	05/15/17	06/14/17	3500.00	3500.00		D R
RI	655 000	06/15/17	07/15/17	3715.01	3715.01		D R
RI	2040 001	06/22/17	07/22/17	5000.00	5000.00		R
RI	89465 001	06/15/17	07/15/17	50000.00	50000.00		R
RI	125901 001	01/15/17	02/14/17	4500.00	4500.00		R
		GBP	Total	66715.01	66715.01		
		BEF	Total	0	0		
		EUR	Total	.00	.00		

Opt: 1=Inu 2=JE 5=Optl F2=Formats F9=NS F16=RgeSts F21=Prt F24=More

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	<p>A code that indicates the currency of a customer's or a supplier's transactions.</p> <p><i>Form-specific information</i></p> <p>This is the currency code of the invoices you want displayed. Values are:</p> <p>Blank</p> <p>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).</p> <p>A specific currency code</p> <p>This can be any currency code defined on your system. Only invoices entered in the specified currency are displayed.</p> <p>* (asterisk)</p> <p>All vouchers in all currencies for the supplier are displayed. Amounts are displayed in the domestic currency of the associated company.</p> <p>+ (plus)</p> <p>All invoices in all currencies for the supplier are displayed. Amounts are displayed in the foreign currency of the transaction.</p> <p>- (minus)</p> <p>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.</p>

16.2.7 What You Should Know About

Topic	Description
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.

16.3 Viewing Account Information

Viewing account information consists of:

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

16.3.1 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.

Figure 16–5 Activity Review screen



16.3.2 Viewing Account Status Information

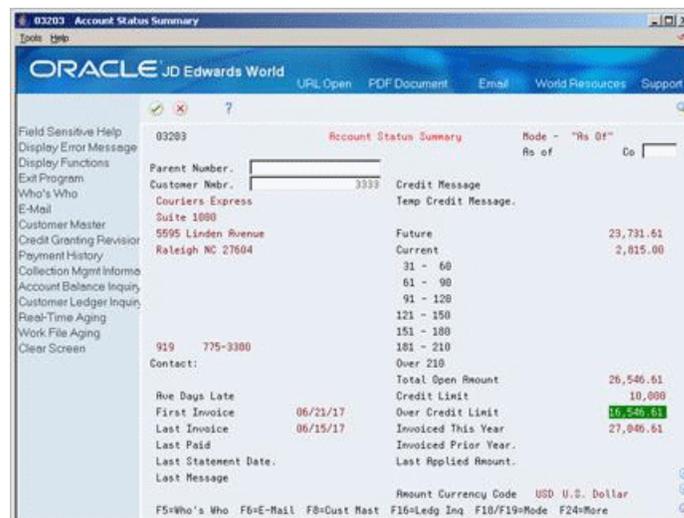
To view detailed status information for a customer or parent account, such as a customer's credit limit or account balance, access the customer's ledger.

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.

Figure 16–6 Account Status Summary screen



16.3.3 Processing Options

See Section 102.7, "Account Status Summary (P03203)" for more information.

See Also:

- Chapter 43, "Review Account Status Information"
- Work with Import/Export in the *JD Edwards World Technical Tools Guide* guide.

16.3.4 Viewing Collection Management Information

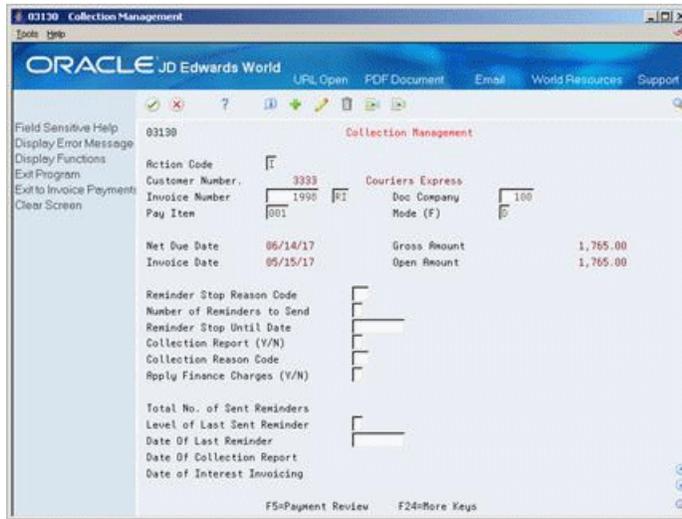
To view collection information for a specific invoice, access the customer's ledger. For example, you might want to determine if an invoice is set up to appear on a collection report or verify the number of payment reminders to send for an overdue invoice.

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.

Figure 16–7 Collection Management screen



See Also:

- [Chapter 46, "Manage Collections Information"](#)

Work with Recurring Invoices

This chapter contains these topics:

- Section 17.1, "Working with Recurring Invoices"
- Section 17.2, "Entering Recurring Invoices"
- Section 17.3, "Reviewing Recurring Invoices"
- Section 17.4, "Revising Recurring Invoices"
- Section 17.5, "Recycling Recurring Invoices"

17.1 Working with Recurring Invoices

Navigation

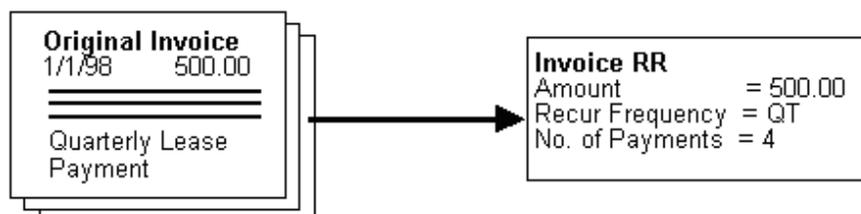
From Accounts Receivable (G03), choose Customer & Invoice Entry

From Customer & Invoice Entry (G0311), choose Other Invoice Entry Methods 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.

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.

Figure 17-1 Recurring Invoice Setup



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.

17.1.1 Example: Processing a Recurring Invoice

Enter the following invoice into the system:

Figure 17–2 Recurring 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. 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:

Figure 17–3 Original Invoice 4463 After Running Recycle Recurring Invoices

```

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.

Figure 17–4 New Invoice 5574

```

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
    
```

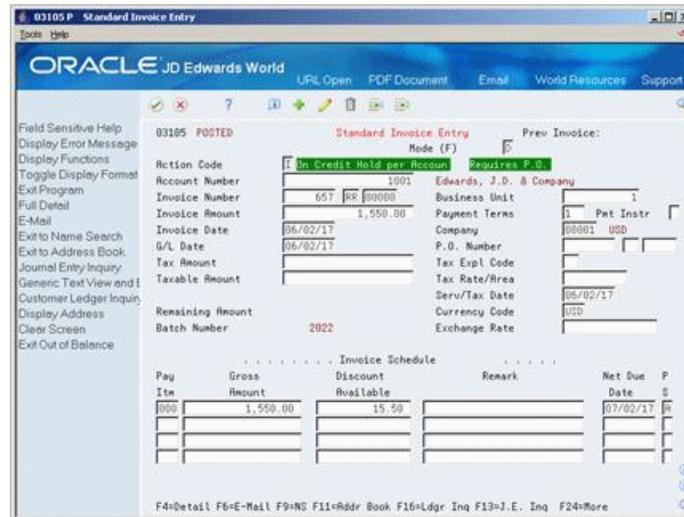
Invoice 5574 has a quarterly recurring frequency, three remaining payments, and updated invoice and G/L dates.

17.2 Entering Recurring Invoices

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

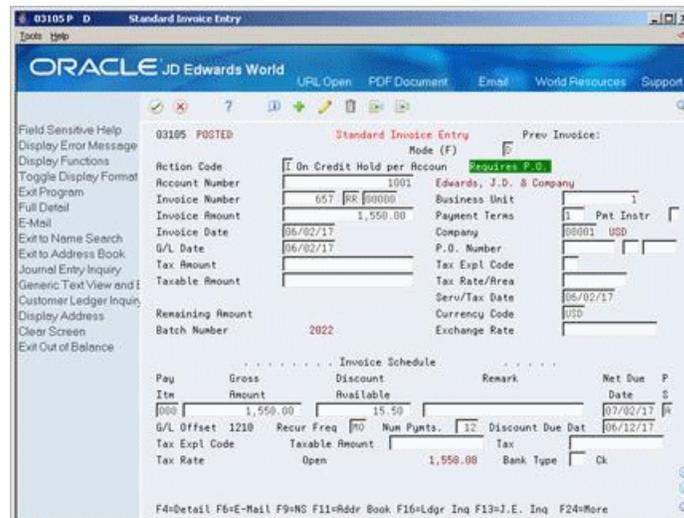
To enter recurring invoices
On Standard Invoice Entry

Figure 17-5 Standard Invoice Entry screen



1. Follow the steps for entering a standard invoice with basic information. See [Section 8.2, "Entering Standard Invoices"](#) for more information.
2. Choose the Detail function.

Figure 17-6 Standard Invoice Entry (Detail) screen



3. Complete the following fields:
 - Remark (optional)
 - Recurring Frequency
 - Number of Payments

Field	Explanation
Recurring Frequency	<p>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.</p> <p>If you specify a recurring frequency in voucher or invoice entry, you cannot enter multiple pay items.</p> <p>Valid recurring frequency values are:</p> <p>MO – Monthly AN – Annually WK – Weekly QT – Quarterly SA – Semiannually BW – Biweekly</p>
Number of Payments	<p>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.</p> <p>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.</p> <p><i>Form-specific information</i></p> <p>When the number of payments is 1, invoices are not generated.</p>

17.3 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:

- [Section 17.4, "Revising Recurring Invoices"](#) for information about updating recurring invoices on Recurring Invoice Inquiry.

17.4 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

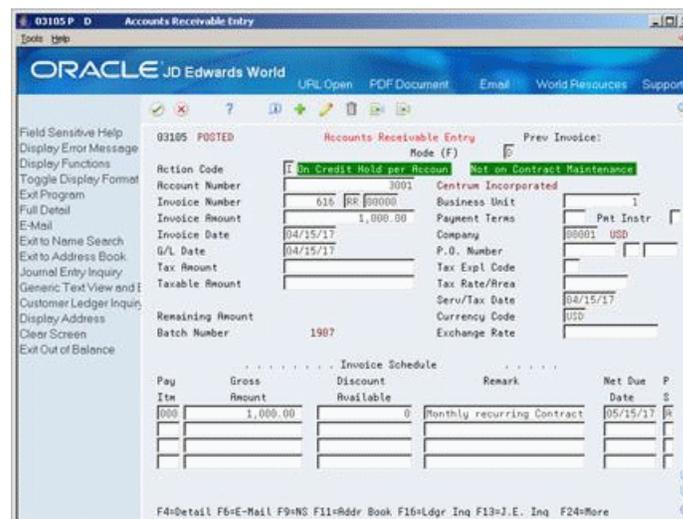
On Recurring Invoice Inquiry

Figure 17–7 Recurring Invoice Inquiry screen



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.

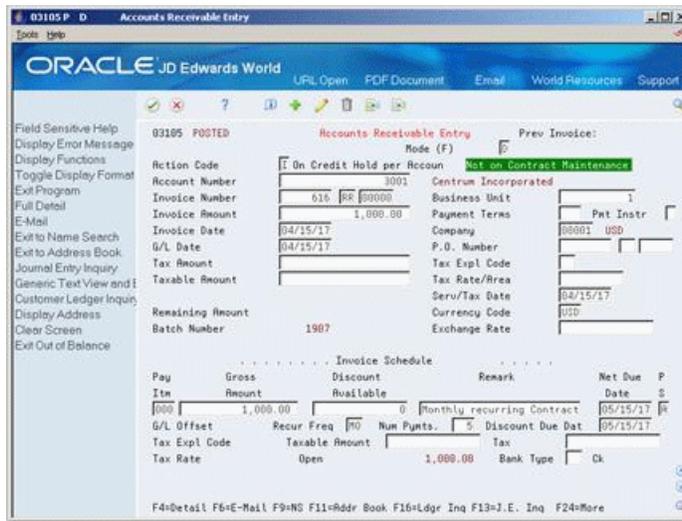
Figure 17–8 Accounts Receivable Entry screen



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).

Figure 17–9 Accounts Receivable Entry (Detail) screen



5. Change the following fields, if necessary:
- Number of Payments
 - Recurring Frequency
 - Invoice Date

17.4.1 What You Should Know About

Topic	Description
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. See Section 8.4, "Revising Unposted Invoices" for more information.

17.5 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.

17.5.1 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

17.5.2 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).

17.5.3 Processing Options

See [Section 102.8, "Recycle Recurring Invoices \(P038101\)"](#) for more information.

Part III

Manual Receipts Processing

This part contains these chapters:

- [Chapter 18, "Overview to Manual Receipts Processing"](#)
- [Chapter 19, "Update Invoices for Payment"](#)
- [Chapter 20, "Work with Invoice Match Receipts"](#)
- [Chapter 21, "Work with Other Types of Receipts"](#)
- [Chapter 22, "Approve and Post Receipts"](#)
- [Chapter 23, "Work with Alternative Methods of Application"](#)
- [Chapter 24, "Revise Receipts"](#)
- [Chapter 25, "Print Receipt Information"](#)

Overview to Manual Receipts Processing

This chapter contains these topics:

- [Section 18.1, "Objectives"](#)
- [Section 18.2, "About Manual Receipts Processing"](#)

18.1 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

18.2 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.

18.2.1 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.

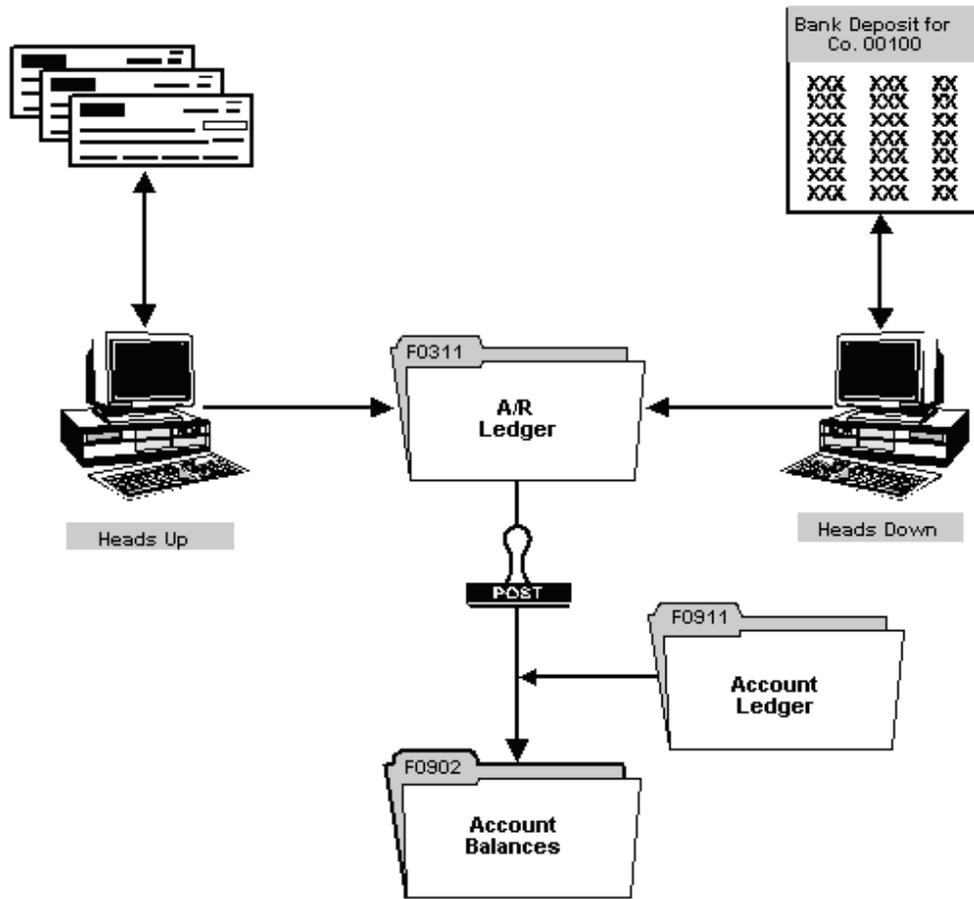
18.2.2 What Are the Steps for Processing Manual Receipts?

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.

Figure 18-1 Receipts Entry Process



18.2.3 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

18.2.3.1 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.
Deposit date (G/L)	You enter this date on Receipts Entry.

18.2.3.2 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.

18.2.3.3 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

18.2.3.4 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: <ul style="list-style-type: none"> ■ Applies the receipt to the invoices you specify ■ Closes the original invoice ■ Creates a chargeback invoice for the amount of the disallowed discount

Code	Description
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.
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.

18.2.3.5 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.

18.2.3.6 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)	<p>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.</p> <p>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.</p> <p>Once you have selected the desired invoices, press F3 to return to the Cash Receipts program.</p>
Customer Ledger Inquiry (F16)	<p>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.</p> <p>Multi-currency 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.</p> <p>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.</p>

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)	<p>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).</p> <p>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.</p>

18.2.3.7 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.

18.2.3.8 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.

18.2.3.9 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

This chapter contains these topics:

- Section 19.1, "Reviewing Open Items"
- Section 19.2, "Updating Invoice Information"

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.

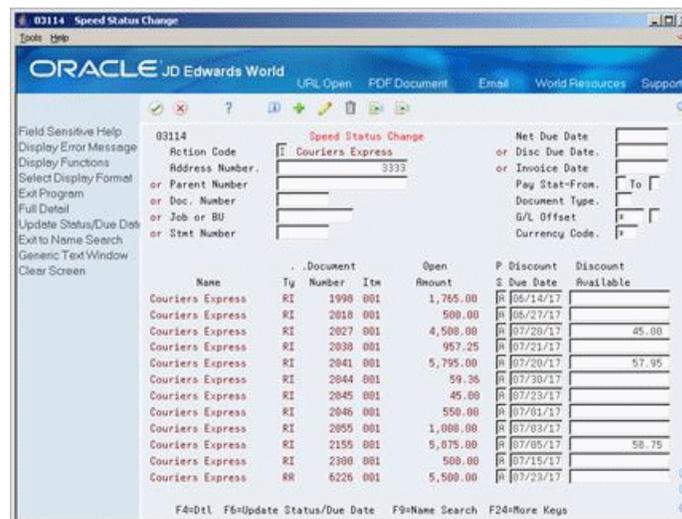
Navigation

From Accounts Receivable (G03), choose **Manual Receipts Processing**

From Manual Receipts Processing (G0312), choose **Speed Status Change**

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

Figure 19–1 Speed Status Change screen



19.1 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

19.2 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.

Figure 19–2 Speed Status Change (Detail) screen

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.

19.2.1 What You Should Know About

Topic	Description
Verifying the updated information	To verify your changes after you update a group of invoices for payment, locate the appropriate invoices.

19.2.2 Processing Options

See [Section 103.1, "A/R Speed Release \(P03114\)"](#) for more information.

Work with Invoice Match Receipts

This chapter contains these topics:

- [Section 20.1, "Displaying Open Items"](#)
- [Section 20.2, "Entering Basic Receipts"](#)
- [Section 20.3, "Reviewing the Results of Receipts Entry"](#)
- [Section 20.4, "Processing Receipts Using the Current Domestic Value Method"](#)
- [Section 20.5, "Reviewing Gain and Loss Information"](#)
- [Section 20.6, "Entering Receipts with Discounts"](#)
- [Section 20.7, "Entering Receipts without Discounts"](#)
- [Section 20.8, "Creating Chargebacks for Discount Amounts"](#)

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.

Navigation

From Accounts Receivable (G03), choose Manual Receipts Processing

From Manual Receipts Processing (G0312), choose a receipts entry method

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

Before You Begin

- Set up the appropriate AAIs for receipts processing

20.1 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.

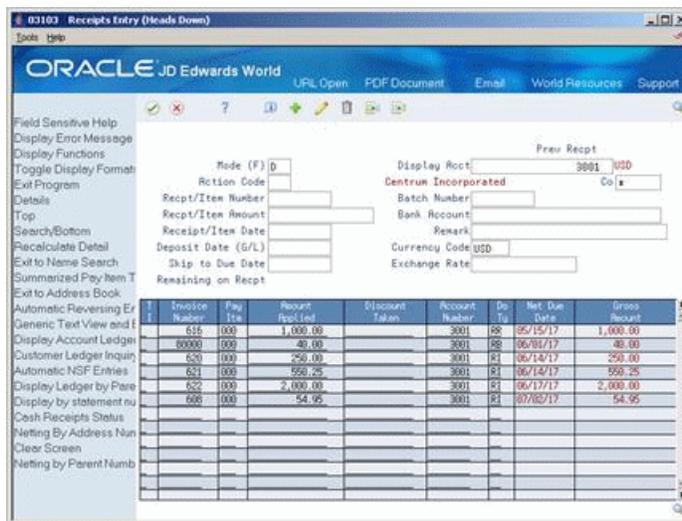
20.1.1 What You Should Know About

Topic	Description
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

Figure 20–1 Receipts Entry screen



- Complete the following required field:
 - Display Account
- To display the open items for the customer, choose the Account Inquiry function (F15).
- 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.

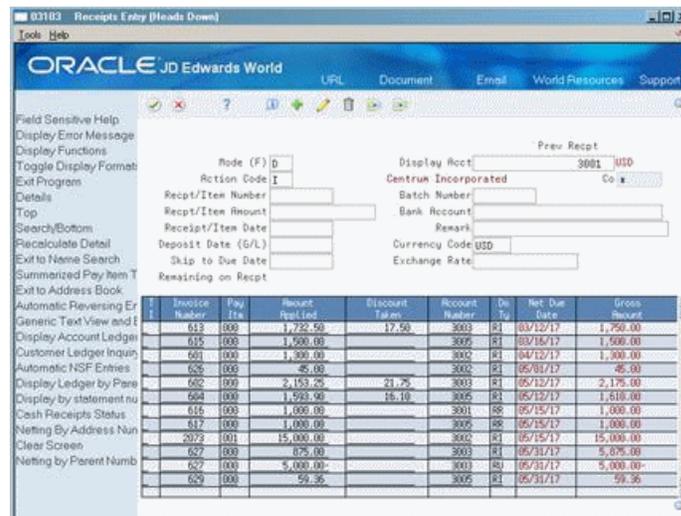
To display open items by parent account

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.

Figure 20–2 Receipts Entry (Heads Down) screen



To display open items by a single statement number

On Receipts Entry

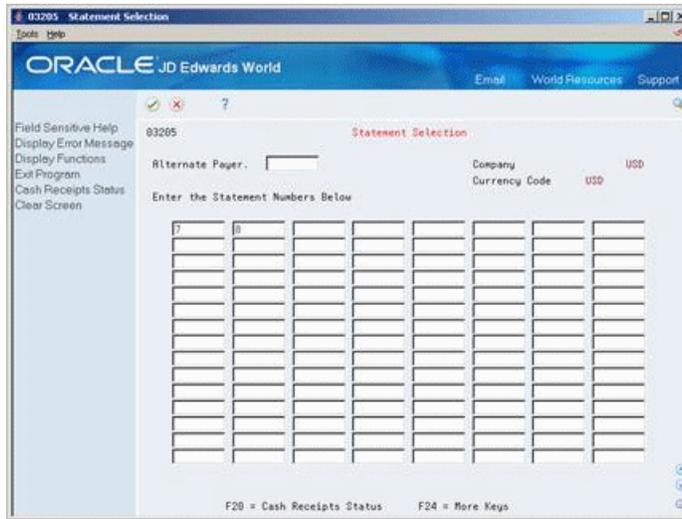
1. Complete the following required field with the statement number:
 - Display Account
2. To display open items for a statement number, choose the Statement Inquiry function (F19).

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

Figure 20–3 Statement Selection screen



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.

20.1.2 What You Should Know About

Topic	Description
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.

20.1.3 Processing Options

See [Section 103.2, "Receipts Entry \(P03103\)"](#) for more information.

See [Section 103.3, "Cash Receipts Statement Inquiry Selection \(P03205\)"](#) for more information.

To display invoices by domestic currency of the company

On Receipts Entry

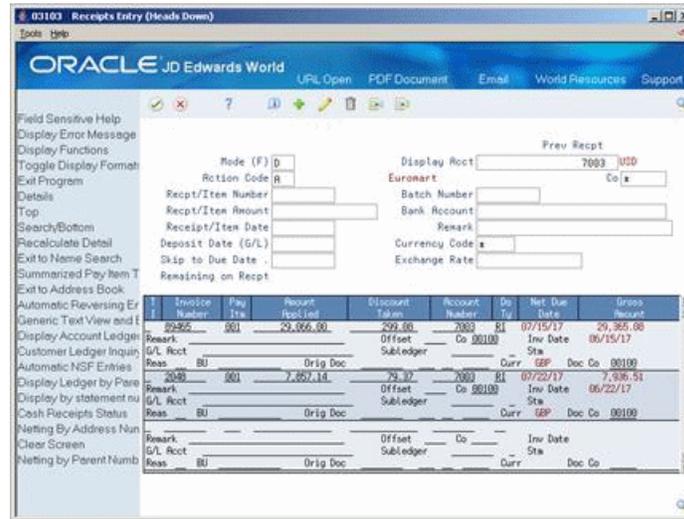
1. Complete the following fields:
 - Display Account
 - Company
2. Complete the following field with an * (asterisk):
 - Currency Code

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

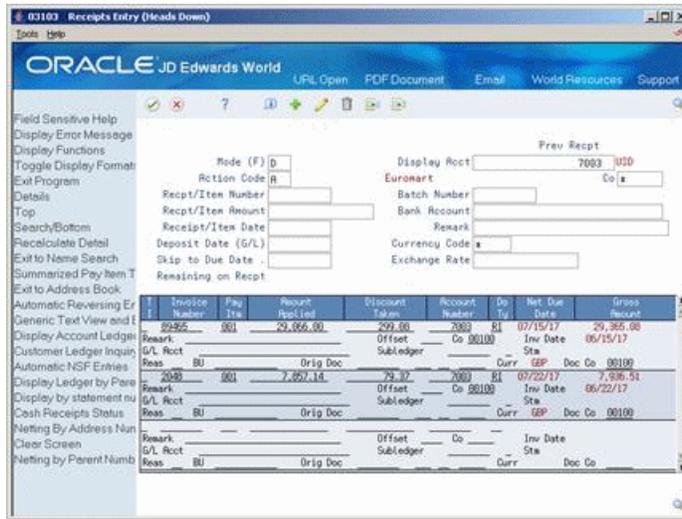
Figure 20–4 Receipts Entry (Multi-Currency) screen



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.

Figure 20–5 Receipts Entry (Multi-Currency Detail) screen



20.2 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.

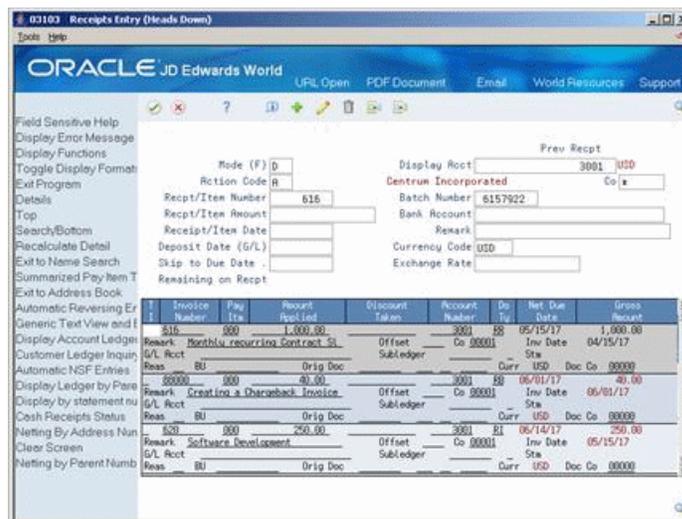
To enter basic receipts

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).

Figure 20–6 Receipts Entry (Heads Down, Detail) screen



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: Original (DOC)-Matching Rec/Item (DOCM) A/R Original Invoice - Invoice Receipt - Invoice - Receipt Credit Memo/ Adjustment - Invoice - Credit Memo
Receipt/Item Amount	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 Date	The amount of the receipt from the customer. This amount must balance to the detail of the amount applied to the open invoices.
	The date of the matching receipt or item - Julian.

Field	Explanation
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. You can apply amounts for partial payments. The total amount applied must equal the payment amount.

20.2.1 What You Should Know About

Topic	Description
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.

20.3 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.

Figure 20–7 Customer Ledger Inquiry screen

P	Ty	Number	Itm	Date	Rcpt Dat	Gross Amount	Open Amount	Recpt/Item	P	P	C	S
RI	1990	001	05/15/17	06/14/17	1765.00	1765.00			D	R		
RI	2010	001	05/28/17	06/27/17	500.00	500.00			D	R		
RI	2027	001	06/28/17	07/20/17	4500.00	4500.00						
RI	2038	001	06/21/17	07/21/17	957.25	957.25						
RI	2041	001	07/08/17	07/20/17	5795.00	5795.00			D	R		
RI	2043	001	07/08/17	08/07/17					D	P		
RE	2043	001	07/08/17		9750.00-				D	P		
RI	2044	001	06/30/17	07/30/17	59.36	59.36			D	R		
RI	2045	001	06/23/17	07/23/17	45.00	45.00			D	R		
RI	2046	001	06/01/17	07/01/17	550.00	550.00			D	R		
RI	2055	001	06/03/17	07/03/17	1800.00	1800.00			D	R		
RI	2155	001	06/25/17	07/25/17	5875.00	5875.00						

Opt: 1=Inv 2=JE 5=0tl F2=Formats F9=NS F16=RjeSSts F21=Prt F24=More

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:

- [Chapter 16, "Locate Customer Ledger Information"](#)

20.4 Processing Receipts Using the Current Domestic Value Method

Navigation

From Accounts Receivable (G03), choose **Manual Receipts Processing**

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

20.4.1 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:

$$100 \text{ (original domestic value)} / 2.0 \text{ (exchange rate)} = 50 \text{ (foreign currency)}$$

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:

$$50 \text{ (foreign currency)} \times 3.0 \text{ (exchange rate)} = 150 \text{ (current domestic value)}$$

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.

20.4.2 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

20.4.3 What You Should Know About

Topic	Description
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. 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:

- [Section 9.6, "Working with a Multi-Currency Invoice"](#)
- [Section 103.2, "Receipts Entry \(P03103\)"](#)
- [Section 20.2, "Entering Basic Receipts"](#)

20.5 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.

20.5.1 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.

20.5.1.1 Invoice and Receipt

Step	Entries
Invoice Entry	<ul style="list-style-type: none"> ■ Invoice date: July 1, 2017 ■ Transaction amount: 100 (EUR) ■ Exchange rate: 33.5 ■ Domestic amount: 3,350 (GBP)
Receipt (current rate)	<ul style="list-style-type: none"> ■ Receipt date: August 1, 2017 ■ Transaction amount: 100 (EUR) ■ Exchange rate: 34.0 ■ Domestic amount: 3,375 (GBP) ■ Currency Gain (-)/Loss (+): 25-

20.5.1.2 Journal Entries

Step	Entries
Invoice Entry	<ul style="list-style-type: none"> ■ Accounts: Sales and A/R ■ Ledger types: AA, CA ■ Debit: A/R (AA ledger) 3,350 and (CA ledger) 100 ■ Credit: Sales (AA ledger) 3,350 and (CA ledger) 100

Step	Entries
Receipt	<ul style="list-style-type: none"> ■ Accounts: A/R, Cash, and Realized Gain ■ Ledger types: AA, CA ■ Debit: Cash (AA ledger) 3,375 (CA ledger) 100 ■ Credit: A/R (AA ledger) 3,350 (CA ledger) 100 ■ Credit: Realized Gain (AA ledger) 25

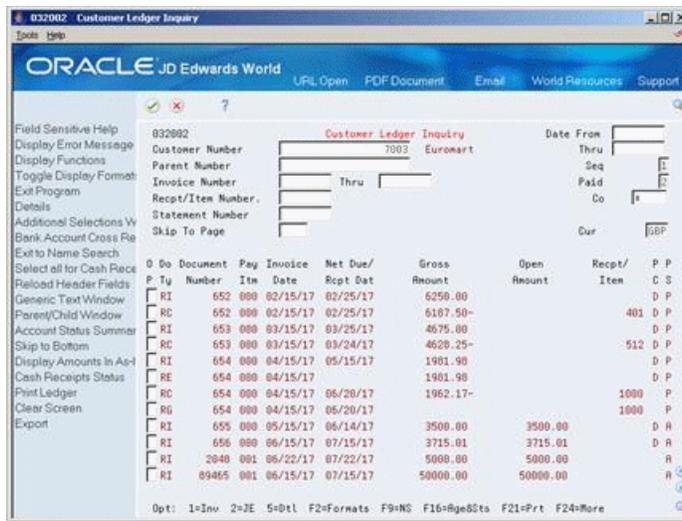
To review gain and loss information

On Receipts Entry

Follow the steps to review the results of receipts entry.

See [Section 20.3, "Reviewing the Results of Receipts Entry"](#) for more information.

Figure 20–8 Customer Ledger Inquiry (Gain and Loss) screen



20.6 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.

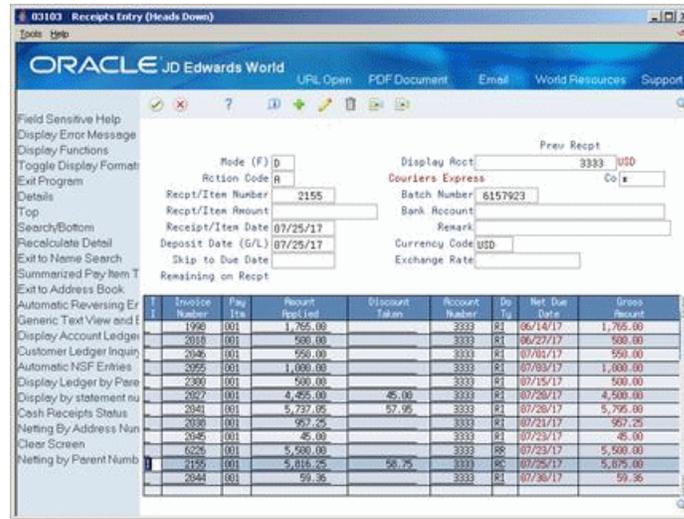
When you post the receipt, the system uses AAI item RKD to distribute the amount of the discount to the appropriate account.

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.

20.6.1 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.

Figure 20–9 Receipts Entry (Receipt 2155) screen



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.

20.6.2 What You Should Know About

Topic	Description
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.

20.7 Entering Receipts without Discounts

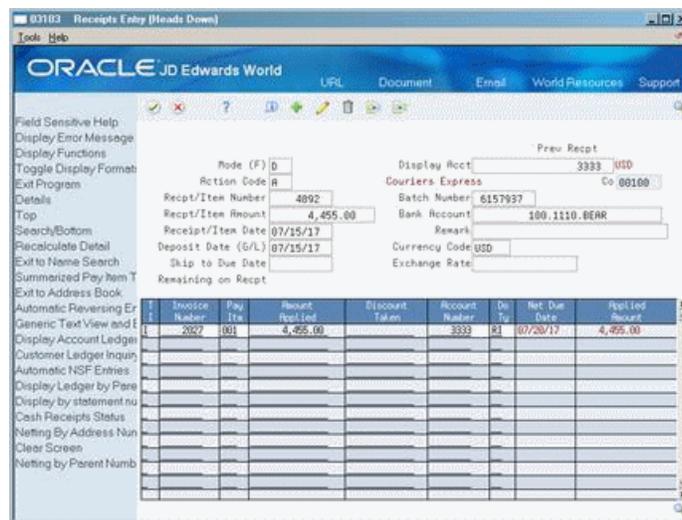
When applying a receipt to an invoice or many invoices, you can choose not to allow the discount. For example, you might not allow the discount if you receive a customer's payment after the discount due date specified on the invoice.

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.

20.7.1 Example: Invoice Match without Discount

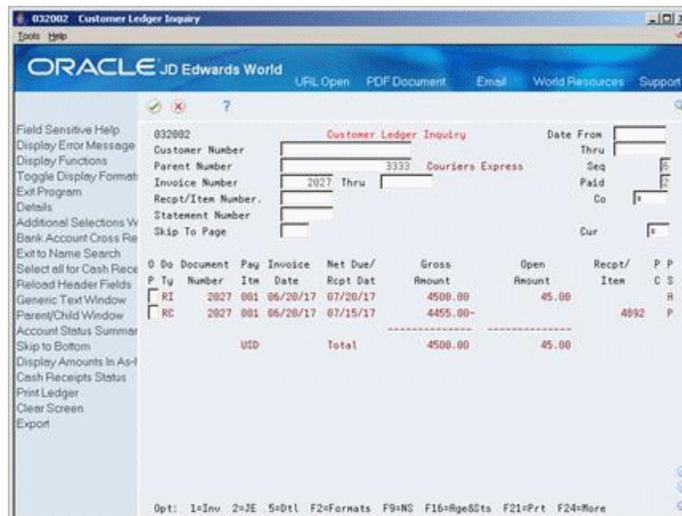
In the following example, receipt number 4892 is received in the amount of 4,455.00 on July 15, 2017. The associated invoice number is 2027.

Figure 20–10 Receipts Entry (Receipt 4892) screen



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.

Figure 20–11 Customer Ledger Inquiry (Receipt 4892) screen**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.

20.8 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.

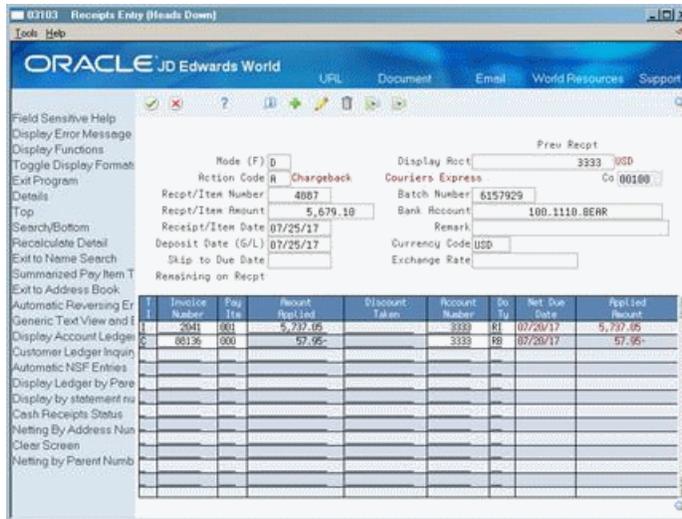
When you create a chargeback, the system creates three documents:

- 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.

20.8.1 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.

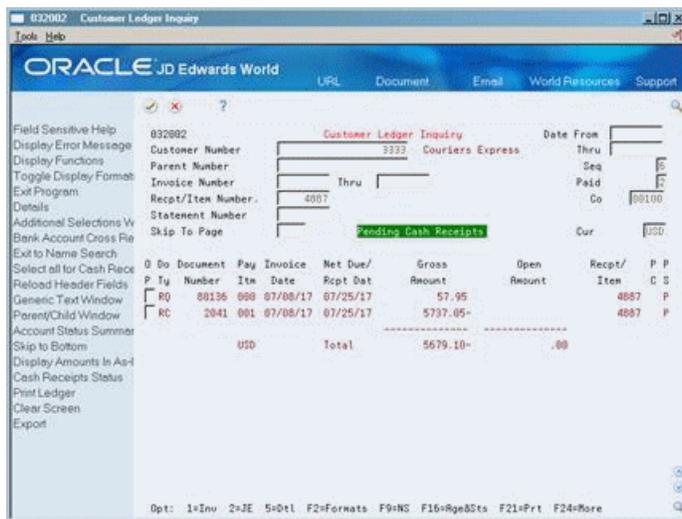
Figure 20–12 Receipts Entry (Receipt 4887) screen



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

Figure 20–13 Customer Ledger Inquiry (Receipt 4887) screen



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

This chapter contains these topics:

- [Section 21.1, "Entering Balance Forward Receipts"](#)
- [Section 21.2, "Entering Unapplied Receipts"](#)
- [Section 21.3, "Creating Chargeback Invoices"](#)
- [Section 21.4, "Entering Receipts with Write-Offs"](#)
- [Section 21.5, "Entering Receipt Adjustments"](#)
- [Section 21.6, "Entering "G" Type Receipts"](#)

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.

Navigation

From Accounts Receivable (G03), choose Manual Receipts Processing

From Manual Receipts Processing (G0312), choose a receipts entry method

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

Topic	Description
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.

21.1 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

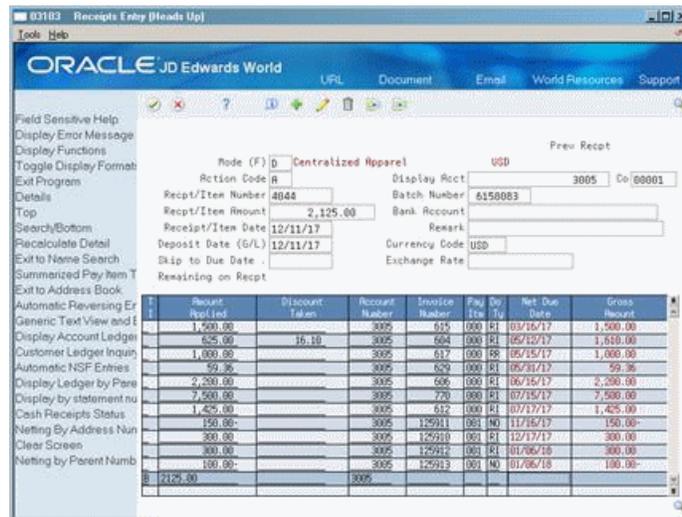
If an amount remains on the receipt after applying it to all open invoices, the system creates an unapplied receipt record (document type RU). Later, you can apply the receipt to future invoices you create for the customer.

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.

21.1.1 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.

Figure 21–1 Receipts Entry (Heads Up) screen



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.

Figure 21–2 Customer Ledger Inquiry (Receipt 4044) screen

Doc	Document	Pay Invoice	Net Due	Gross Amount	Open Amount	Receipt/Item	P P
RI	604 000	04/12/17	05/12/17	1610.00	985.00		D R
RC	604 000	04/12/17	12/11/17	525.00-		4044	P
RI	606 000	05/17/17	06/16/17	2200.00	2200.00		D R
RI	612 000	06/17/17	07/17/17	1425.00	1425.00		D R
RI	615 000	02/14/17	03/16/17	1500.00			D P
RC	615 000	02/14/17	12/11/17	1500.00-		4044	P
USD Total				6795.00	4610.00		

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.

21.2 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.

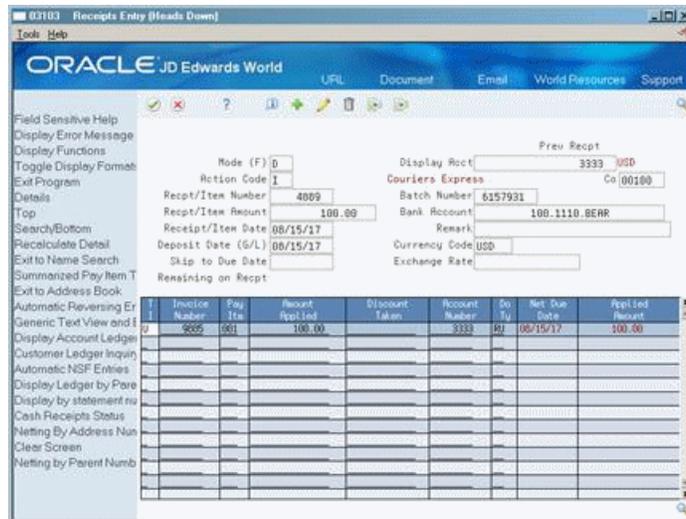
- RC (receipt). This is the matching document that the system creates for the amount received.

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

21.2.1 Example: Unapplied Receipt

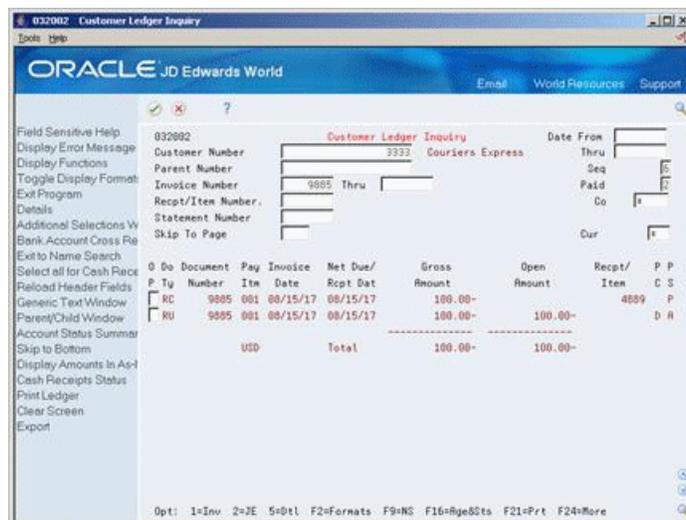
In the following example, receipt number 4889 is received August 15, 2017 in the amount of 100.00. There is no invoice for the exact amount.

Figure 21–3 Receipts Entry (Receipt 4889) screen



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

Figure 21–4 Customer Ledger Inquiry (Receipt 4889) screen



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.

21.2.2 What You Should Know About

Topic	Description
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.

21.3 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:

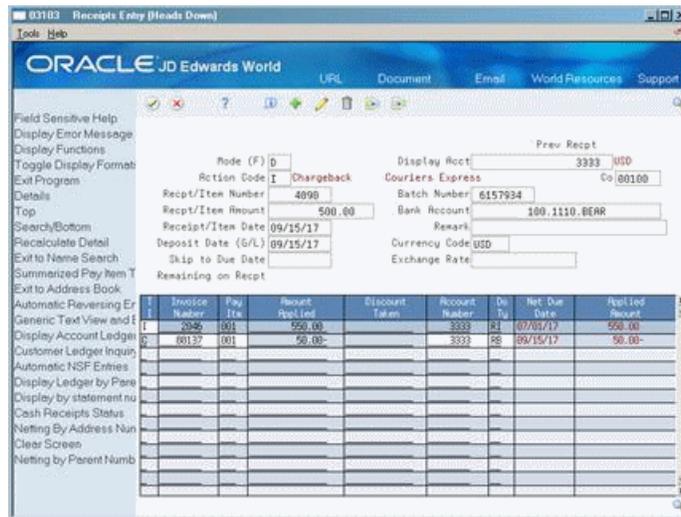
- RB (chargeback invoice). This is the original document that takes the place of a specific invoice or several invoices. The RB document creates an audit trail to the receipt number. It always contains a debit amount.
- RQ (chargeback amount). This creates an audit trail to the receipt/item number that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

21.3.1 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.

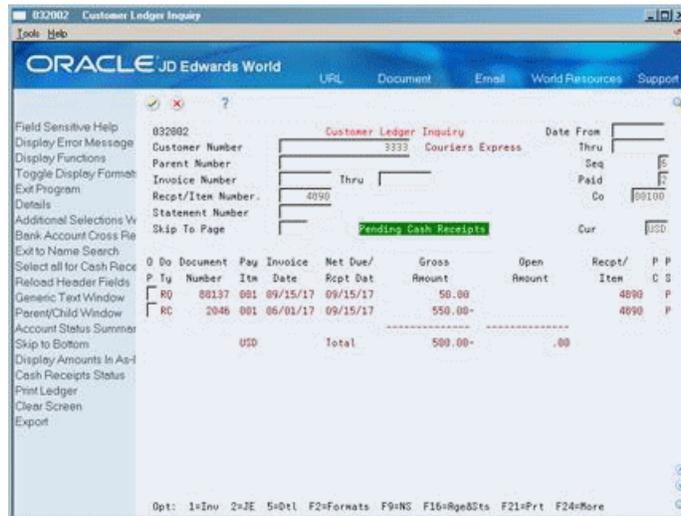
Receipt number 4890 is received on Sept 15, 2017 in the amount of 500.00. The associated invoice number is 2046.

Figure 21–5 Receipts Entry (Receipt 4890) screen



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

Figure 21–6 Customer Ledger Inquiry (Chargeback Invoice) screen



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.

21.3.2 What You Should Know About

Topic	Description
Determining the due date for chargebacks	Use the processing options to specify how the system determines the due dates for chargebacks.

21.4 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.

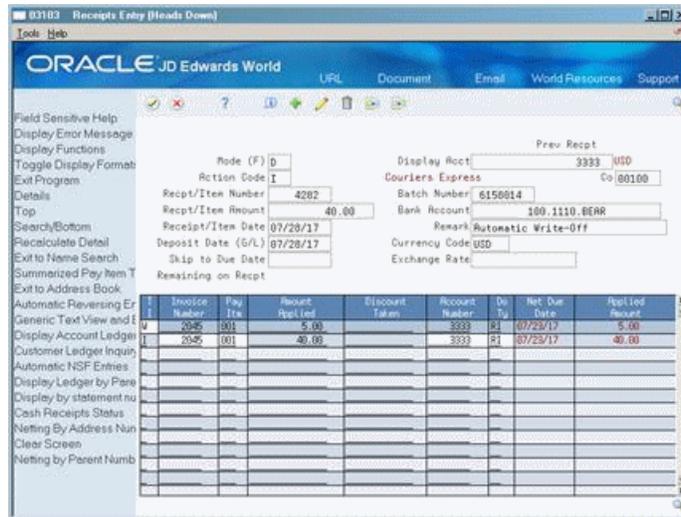
When you enter a receipt with write-off, the system creates two matching documents:

- RC (Receipt)
- RA (Adjustment)

21.4.1 Example: Invoice Match Receipt with Write-Off

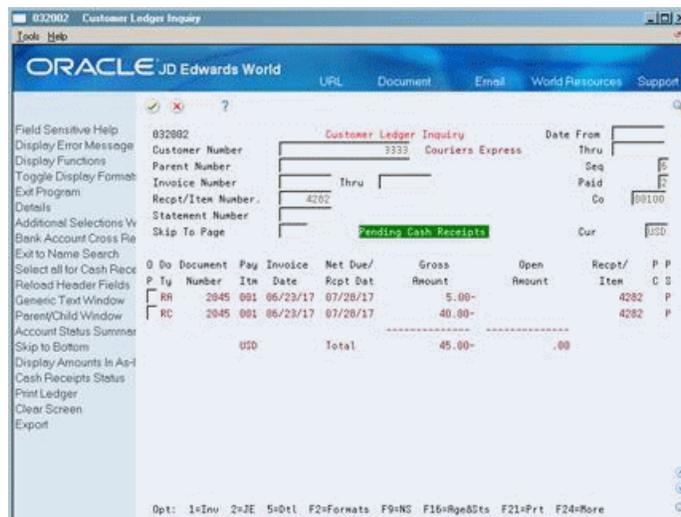
In the following example, receipt number 4282 is received in the amount of 40.00 on July 28, 2017. The associated invoice number is 2045.

Figure 21–7 Receipts Entry (Receipt 4282) screen



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

Figure 21–8 Customer Ledger Inquiry (Write-Off) screen



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	<p>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 AAls so that the system can make the adjusting entries in the general ledger.</p> <p>Typical reason codes are:</p> <ul style="list-style-type: none"> ■ RABD - Bad Debt Expense (BD is the Adjustment Reason) ■ RADC - Damaged Goods Credit (DC is the Adjustment Reason) ■ RAMW - Minor Amount Write Off (MW is the Adjustment Reason) ■ RATF - Tax or Freight Dispute (TF is the Adjustment Reason)

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

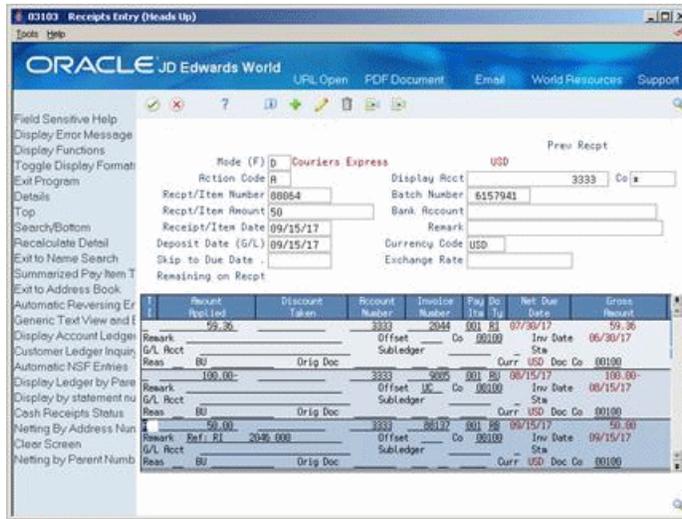
When you enter a receipt adjustment, the system creates a single RA (adjustment) matching document for each original document that you adjust. It also adjusts the open amount of the original invoice by:

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

21.5.1 Example: Receipt Adjustment

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

Figure 21–9 Receipts Entry (Receipt 88064) screen



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.

21.6 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:

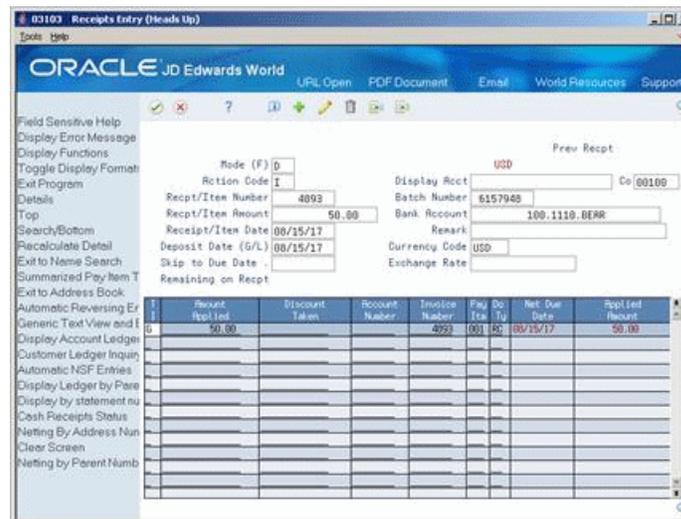
- Removes the customer you specify in the Account Number field (if you enter one)
- Uses the remark you specify as the journal entry explanation

If you are using Enhanced Subledger Accounting for G type receipts, JD Edwards World recommends that you set the Enhanced Subledger processing option so these fields display when you add or change a receipt. Otherwise, the system enters these values and you receive a notification only when an error occurs.

21.6.1 Example: "G" Type Receipt

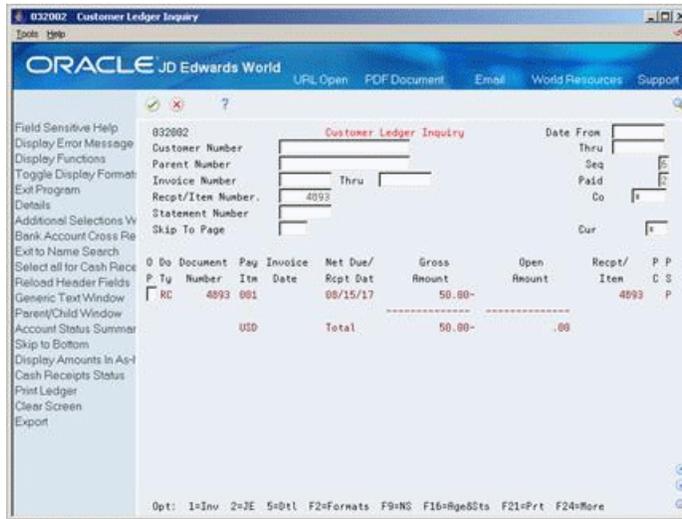
In this example, a rebate is received from ABC Supply Company in the amount of 50.00. This is associated with receipt number 4893 dated August 15, 2017. The G/L account 90.9160 is credited with this amount.

Figure 21–10 Receipts Entry (Receipt 4893) screen



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

Figure 21–11 Customer Ledger Inquiry (G Type) screen

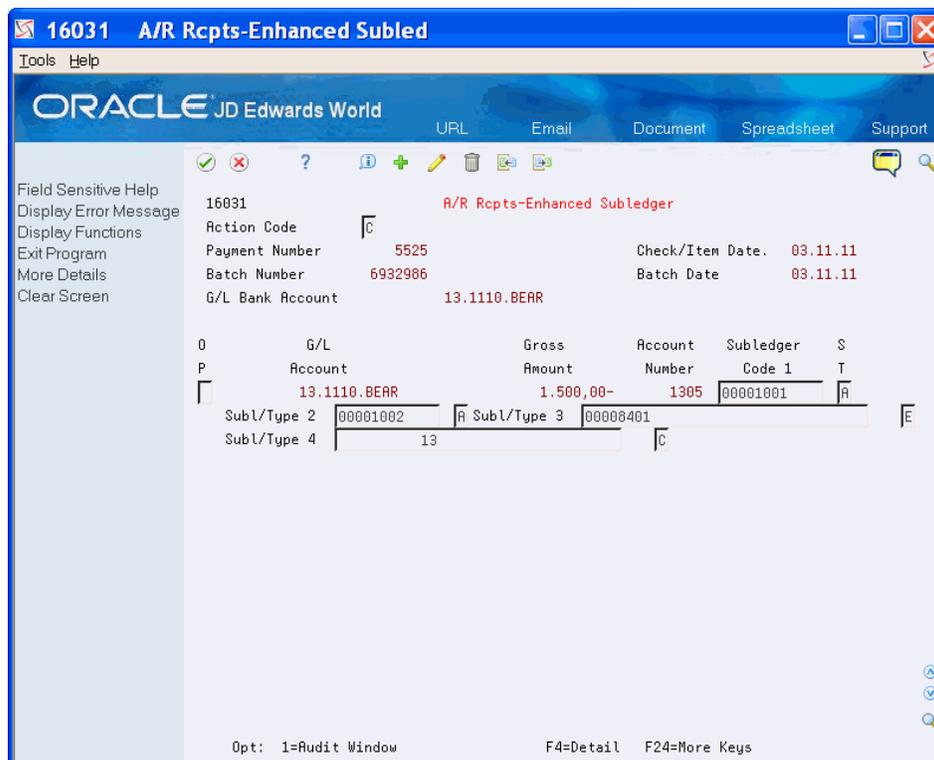


To enter "G" type receipts

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.
6. Optionally, choose Enhanced Subledger Revisions (F12) to access A/R Receipts Enhanced Subledger.
7. Access the detail area.

Figure 21-12 A/R Receipts - Enhanced Subledger screen



8. Complete any of the following fields and click Change.
 - Enhanced Subledger 1 - 4
 - Enhanced Subledger Types 1 - 4

Field	Explanation
Enhanced Subledger 1 - 4	An enhanced subledger can be, for example, an equipment item number or an address book number. If you enter an enhanced subledger code, you must also specify the enhanced subledger type. This field acts the same and is edited much the same as the Subledger field.
Enhanced Subledger Types 1 - 4	A user defined code (16/E1 through 16/E4) that is used with the associated Enhanced Subledger field (ABR1 through ABR4) to identify the Enhanced Subledger field type and how the system will perform the Enhanced Subledger editing. The second line of the description on the User Defined Codes form controls how the system validates entries in the Enhanced Subledger field. This is either hard-coded (edits against a file as described in the second line of the description) or user defined.

21.6.2 Processing Options

See [Section 103.2, "Receipts Entry \(P03103\)"](#) for more information.

Approve and Post Receipts

This chapter contains these topics:

- [Section 22.1, "Reviewing and Approving Receipts for Posting"](#)
- [Section 22.2, "Posting Receipts"](#)

Navigation

From **Accounts Receivable (G03)**, choose **Manual Receipts Processing**

From **Manual Receipts Processing (G0312)**, choose **Receipts Journal Review**

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

22.1 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

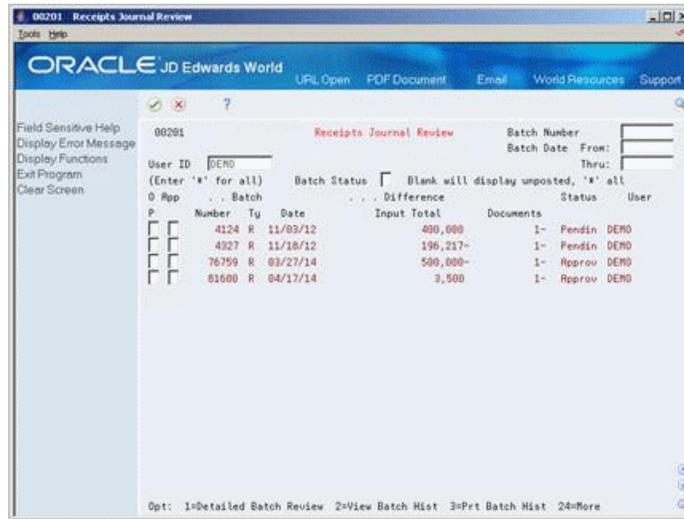
All JD Edwards World journal review programs work in the same way. The one for receipts displays a batch type of R (receipts).

Receipts journal information is maintained in the following tables:

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

22.1.1 Before You Begin

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

Figure 22-1 Receipts Journal Review screen**See Also:**

- [Section 11.1, "Reviewing and Approving Invoices"](#)

22.2 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:

- [Chapter 13, "Post Invoices"](#) for detailed information about procedures, processing options, and posting reports.

Work with Alternative Methods of Application

This chapter contains these topics:

- [Section 23.1, "Choosing a Group of Invoices"](#)
- [Section 23.2, "Allocating a Receipt Automatically"](#)
- [Section 23.3, "Spreading a Receipt Amount"](#)
- [Section 23.4, "Transferring an Unapplied Receipt to a New Account"](#)

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.

Navigation

From Accounts Receivable (G03), choose Manual Receipts Processing

From Manual Receipts Processing (G0312), choose a receipts entry method

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

What You Should Know About

Topic	Description
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.
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.

Topic	Description
Single receipt to pay multiple accounts	<p>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:</p> <ul style="list-style-type: none"> ■ Customer Ledger Inquiry ■ Parent Account Inquiry ■ Statement Number Inquiry <p>Select the appropriate open items and apply the receipt.</p>

23.1 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

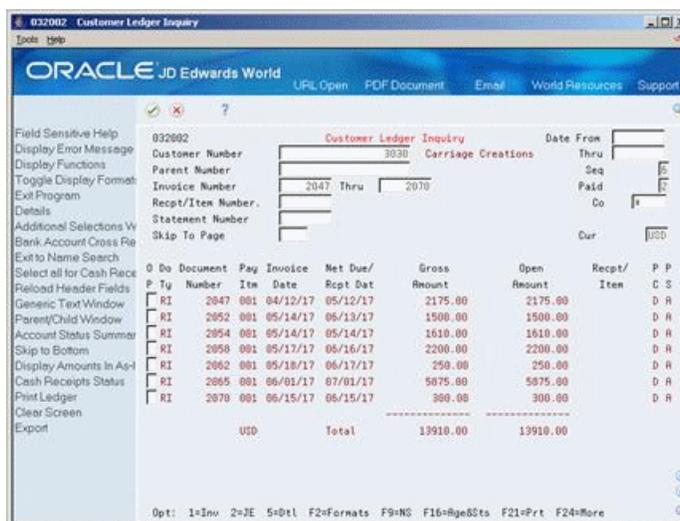
1. Complete the following fields:

- 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.

Figure 23–1 Customer Ledger Inquiry (Group of Invoices) screen



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.

23.1.1 What You Should Know About

Topic	Description
Selecting a parent/child account	<p>You can select a group of invoices for a parent or child account on Receipts Entry. To do so:</p> <ul style="list-style-type: none"> ■ 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 <p>On the Parent/Child Relationships window, locate the appropriate account and close the window.</p>
Summarized invoices	<p>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.</p>

Topic	Description
Viewing the status of a receipt	<p>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.</p> <p>To view the status of a receipt, choose the Receipts Status function on any of the following forms to access Cash Receipts Status:</p> <ul style="list-style-type: none"> ■ Customer Ledger Inquiry ■ Receipts Entry ■ Statement Selection <p>The system updates the information on Cash Receipts Status as you apply amounts to more items and when you change amounts.</p>

23.2 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.

23.3 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 (customer) to another, the system creates an RS document in the new account.

If you summarize invoice pay items, the system displays an * in the Pay Item field and you cannot use type input code S to perform the spread; you must either use type input code for Invoice Match or turn off the summarization feature. To turn off the summarization feature, you choose Summarized Pay Item Toggle (F10), and then choose Display Account Ledger (F15) to redisplay the invoices. A processing option setting determines whether the system displays invoices in a summarized mode.

23.3.1 Example: Spreading a Receipt Amount

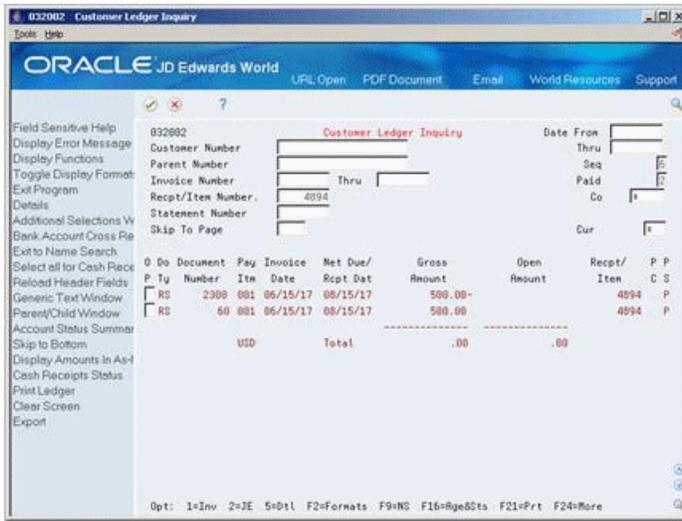
In the following example, receipt number 4894 is spread from credit (unapplied receipt) to a debit.

Figure 23–2 Receipts Entry (Receipt 4894) screen

	Receipt Applied	Account Taken	Account Number	Invoice Number	Pay Itm	Do Ty	Net Due Date	Applied Amount
C	500.00-		3333	50	001	CR	06/15/17	500.00-
S	500.00		3332	2300	001	RI	07/15/17	500.00

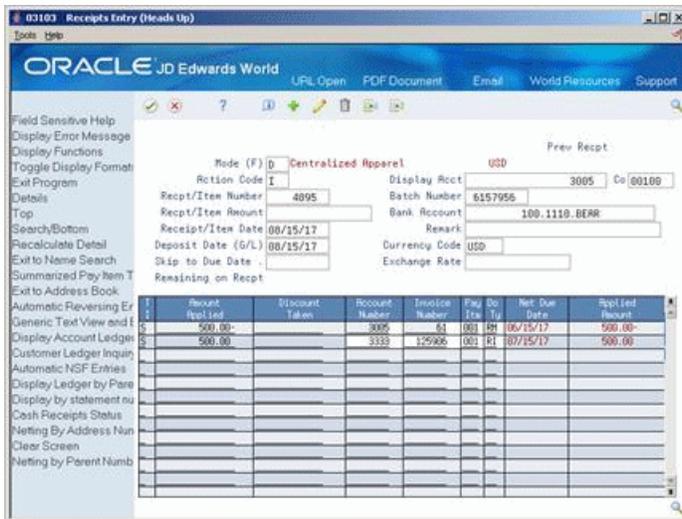
On Customer Ledger Inquiry, you can view the documents that the system creates.

Figure 23-3 Customer Ledger Inquiry (Spreading Receipt) screen

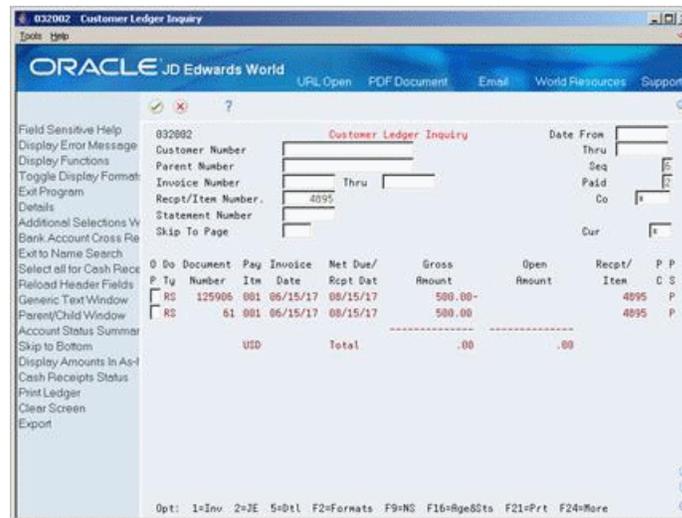


In this example, receipt number 4895 is spread from account 3005 to account 3333.

Figure 23-4 Receipts Entry (Receipt 4895) screen



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

Figure 23–5 Customer Ledger Inquiry (Receipt 4895) screen**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.

23.4 Transferring an Unapplied Receipt to a New Account

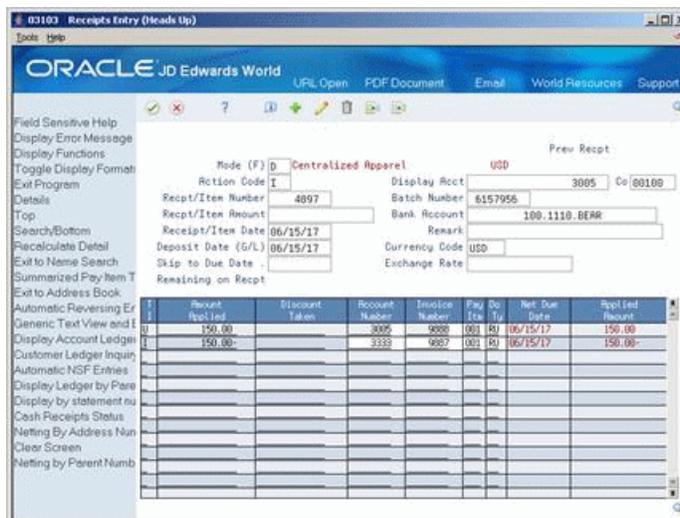
In addition to spreading an unapplied receipt, you can transfer the unapplied amount to a new account without matching it to an invoice in the new account.

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

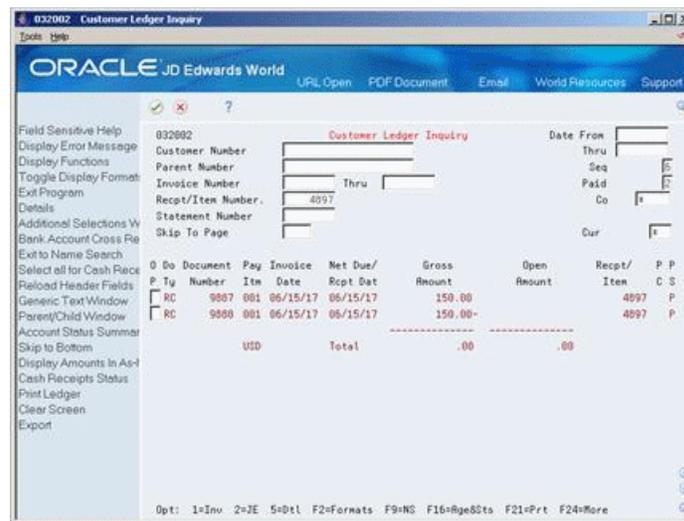
Figure 23–6 Receipts Entry (Transfer) screen



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.

Figure 23–7 Customer Ledger Inquiry (Transfer) screen



Revise Receipts

This chapter contains these topics:

- [Section 24.1, "Voiding a Receipt"](#)
- [Section 24.2, "Creating an NSF Receipt"](#)

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.

Navigation

From **Accounts Receivable (G03)**, choose **Manual Receipts Processing**

From **Manual Receipts Processing (G0312)**, choose a **receipts entry method**

What You Should Know About

Topic	Description
Changing an unposted receipt	<p>Use Receipts Entry to change an unposted receipt. You can change the following information:</p> <ul style="list-style-type: none"> ■ Receipt date ■ Receipt amount ■ Amount applied ■ Remark <p>To change any other information, you must delete the receipt and re-enter it.</p>
Reversing an unposted receipt	<p>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.</p> <p>When you reverse an unposted receipt, no audit trail exists.</p>
Deleting unposted receipts	<p>Use Receipts Entry to delete an unposted receipt. When you delete an unposted receipt, there is no audit trail.</p> <p>You cannot delete a posted receipt. You must void it and apply it to the correct invoice.</p>
Choosing the appropriate receipt	<p>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.</p>

24.1 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.

24.2 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

This chapter contains these topics:

- [Section 25.1, "Printing the Receipts Journal"](#)
- [Section 25.2, "Printing the Receipt Deposit Journal"](#)

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

Navigation

From **Accounts Receivable (G03)**, choose **Manual Receipts Processing**

From **Manual Receipts Processing (G0312)**, choose an option under the **Receipts Review and Post** heading

25.1 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.

If you are using Enhanced Subledger Accounting, this information displays on the report. See *Work with Enhanced Subledger Accounting in the JD Edwards World General Accounting I Guide* for more information.

25.1.1 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.

25.1.2 What You Should Know About

Topic	Description
Multi-Currency	The multi-currency version shows the transaction currency and both foreign and domestic amounts.

Figure 25-1 Cash Receipts and Adjustments Journal report

033 03311				Cash Receipts & Adjustments Journal		Page - 1
User - JA6051917				User, Batch Number/Date, Bank Number		Date - 11/3/03
Batch Number - 6076271						
Batch Date - 03/13/02						
Bank Account - 00000108						
Chk/Item	Date	Co	Name	Bear Cash Account		
	Check		Remark	T Address Number	Amounts	RS P
	G/L			I Inv/Pay Item or G/L Acct	Discount	Adjustments CD C

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)					-----	-----
						61.41-
Bank Acct Total - Gross/Posted					-----	-----
						61.41-
-Discount/Unposted					-----	-----
						61.41-
Batch Total - Gross/Posted					-----	-----
						61.41-
-Discount/Unposted					-----	-----
						61.41-

25.1.3 Processing Options

See [Section 103.5, "A/R Receipt and Adjustment Journal Report \(P03311\)"](#) for more information.

25.1.4 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.

25.2 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.

25.2.1 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.

25.2.2 What You Should Know About

Topic	Description
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.

Figure 25–2 Check Deposit Register report

03408		Check Deposit Register			Date
					- 4/17/17
G/L Bank Account	100.1110.BEAR	Bear Creek National Bank			
Currency Code.					
Transit/Account	/				
Number	Customer Name/Remark	Check Number	Amount of Check	Cur Cod	G/L Date
4245	Cloud Nine Health Supply	6542	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	61,542.80-	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	82,020.00-	USD	10/15/17
4245	Cloud Nine Health Supply	845641	146,662.10-	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	04/19/17
4245	Cloud Nine Health Supply	456413	115,891.20-	USD	05/18/17
4245	Cloud Nine Health Supply	46945	150,627.60-	USD	06/10/17
4245	Cloud Nine Health Supply	654987	82,020.00-	USD	10/15/17
2009	Central Specialty Store	9825	5,000.00-	USD	05/31/17

25.2.3 Processing Options

See [Section 103.6, "Receipt Deposit Journal \(P03408\)"](#) for more information.

25.2.4 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.

Part IV

Receivables and Payables Netting

This part contains these chapters:

- [Chapter 26, "Overview to Receivables and Payables Netting"](#)
- [Chapter 27, "Net Receivables and Payables"](#)
- [Chapter 28, "Print Netting Reports"](#)

Overview to Receivables and Payables Netting

This chapter contains the topic:

- [Section 26.1, "About Receivables and Payables Netting"](#)

26.1 About Receivables and Payables Netting

If you have customers who are also your suppliers, you can use the A/P Standalone Netting program (P03455) to quickly determine your net position and offset the open Accounts Receivable and Accounts Payable transactions. When you evaluate your net position, you calculate the net amount due from or due to another organization. This allows you and the other organization to mutually resolve your open transactions with a single payment. Using the Accounts Payables and Accounts Receivables Netting process, you can quickly process:

- Vouchers by using them to offset what your customer owes you.
- Payments from your customers that they have already adjusted, by subtracting what is due to them.

When you perform the netting process, the system closes transactions in one system and creates a corresponding original document in the other system for the opposite amount.

For example, if you owe your supplier/customer 1,000 and your supplier/customer owes you 1,500, you can use the netting process to generate a credit memo in the Accounts Receivable system for -1,000, and create a matching document for 1,000 that closes the voucher in the Accounts Payable system. When you process receipts for the customer, you will apply the receipt to the invoices for a net amount of 500.

Receivables and payables netting consists of:

- Netting receivables and payables
- Printing netting reports

See Also:

- Net Payables and Receivables in the *JD Edwards World Accounts Payable Guide* for information about netting for payables.

Net Receivables and Payables

This chapter contains these topics:

- [Section 27.1, "Understanding the Netting Program"](#)
- [Section 27.2, "Determining Liabilities"](#)
- [Section 27.3, "Netting the Transactions"](#)

27.1 Understanding the Netting Program

You use the A/R Standalone Netting program (P03455) to create net transactions that are from the Accounts Payable system in the Accounts Receivable system that you use for net receivables. You create net transactions prior to entering receipts or at the time of receipts processing.

27.1.1 Transaction Details

When you net open invoices against open vouchers, depending on which net amount is greater (payables or receivables), the system generates two documents:

- An original document, type NO, for each transaction that it closes. This document represents the open amount that the system uses to offset the greater due to/from amount from the customer/supplier.
- A matching document, type NM. This document represents the transaction the system closes on the side of the net position with the least due to/from amount.

If the invoice amount (due to the customer/supplier) is greater than the voucher amount (due from the customer/supplier), the system:

- Closes each of the vouchers you choose
- Creates a matching document type of NM for the vouchers
- Generates an original document, type NO, in the A/R system to offset the open receivable amounts

The system assigns the NO and NM transactions the same document number so that an audit trail exists between the documents in the two systems. The system also assigns the net transactions the next invoice number from the Next Numbers program for Accounts Receivable (system code 03).

The following example illustrates how the system generates the net documents when the amount of open invoices is greater than the amount of open vouchers for receivables net.

Transactions before netting:

A/R Documents	Gross Amount	Open Amount	A/P Documents	Gross Amount	Open Amount
RI 1234	1100	1100	PV 6541	500	500
RI 1245	500	500	PV 6556	600	600
RI 1270	325	325	PV 6572	400	400
Total A/R	1925	1925	Total A/P	1500	1500

Transactions after netting:

A/R Documents	Gross Amount	Open Amount	A/P Documents	Gross Amount	Open Amount
RI 1234	1100	1100	PV 6541	500	
NO 1280	500-	500-	NM 1280	500-	
RI 1245	500	500	PV 6556	600	
NO 1281	600-	600-	NM 1281	600-	
RI 1270	325	325	PV 6572	400	
NO 1282	400-	400-	NM 1282	400-	
Total A/R	425	425	Total A/P	0	

In this example, the customer owes you the net amount of 425.

27.1.2 Features

The A/R Standalone Netting program (P03455) includes several features that can assist you in the netting process.

Displaying Transactions, System Totals, Selected Totals, and Net Amounts

There are two methods to locate transactions in P03455. You can:

- Complete the fields in the header portion of the screen, such as Customer/Supplier, Company, and Due Date, to retrieve vouchers and invoices that meet your criteria.
- Choose Supplier Ledger Inquiry (A/P) (F15) or Customer Ledger Inquiry (A/R) (F16) to locate and retrieve transactions. On Supplier Ledger Inquiry or Customer Ledger Inquiry, enter 4 in the Option field and click Enter next to the records you want to calculate in netting process. The program replaces the 4 with an * indicating you have chosen these records for netting. Exit (F3) to display these records in P03455 and continue the netting process.

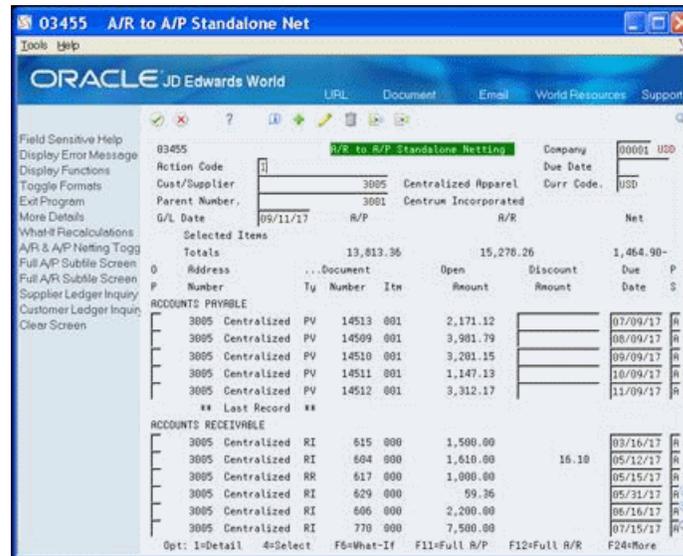
The system provides a total for A/R, A/P, and their net amount.

The system always derives the net amount by subtracting the A/R amount from the A/P amount so you can quickly determine whether you are netting for receivables or payables and which type of program to use. Use the Use A/R or A/P Netting processing option to choose the type of program you want to run.

- If the net amount is negative, you are netting for receivables and must use A/R Stand-Alone Netting.
- If the net amount is positive, you are netting for payables and must use A/P Stand-Alone netting.

In the following example, the Net Total field is 1464.90-, which indicates that you are netting for receivables if you choose to net all of the transactions that display.

Figure 27–1 A/R to A/P Standalone Net screen



What-If Recalculations for Select Transactions

If you do not want to net all of the transactions that display, you can choose individual transactions on which to perform what-if recalculations. When you enter 4 in the Option field next to the transactions and choose What-If Recalculations (F4), the program recalculates the totals based on the transactions you choose and validates that you are using the correct version of the program.

Toggle Between A/R & A/P Netting

If you do not have the Netting processing option set to launch the type of netting that you intend to use (A/R or A/P) or if you attempt to use the wrong type of program to perform the netting process, the system displays the Invalid Netting Amount error message, and does not create the net transactions. You can choose A/R & A/P Netting Toggle (F10) to access the correct program. The program then displays ****Mode Alert**** and changes the program name to indicate the program for the netting process.

Subfile Display

The program displays the message **** Last Record **** after the last voucher or invoice record for the customer/supplier. You can continue to scroll through the vouchers in the upper part of the subfile detail area using Page Down. To scroll through the invoices in the lower part of the subfile detail area, place your cursor in the Option field next to an invoice and then Page Down.

You can toggle the screen to review only the voucher or invoice transactions. Choose:

- Full A/P Subfile Screen (F11) to display only vouchers
- Full A/R Subfile Screen (F12) to display only invoices

To return to the previous screen, choose Exit (F3), Full A/P Subfile Screen (F11), or Full A/R Subfile Screen (F12) again. You must return to the view that includes both vouchers and invoices before you can toggle to another full screen.

Changing the G/L Date

The program uses today's date as the G/L date. To net transactions using a different G/L date than today's date, you must first enter a date in the G/L Date field and then locate the customer/supplier transactions. You cannot change the G/L date after you locate the transactions because the system validates the G/L date you enter against the period number for the company you enter or Company 00000, as the default, to determine whether PBCO, PACO, or WACO messages apply.

27.1.3 Multi-Currency

After you activate multi-currency for your system, the system can net transactions only when:

- The base currency code for the company that you enter in the transactions is the same for both the vouchers and invoices that you want to net.

For example, if you enter an invoice in USD for a company with a currency code of CAD, you cannot net this transaction against a voucher in USD for a company with a currency code of CHL.

- The transactions must have the same transaction currency.

If you enter an invoice in Canadian dollars for a company with a currency code of USD, you can only net it against a voucher in Canadian dollars for a company with a currency code of USD.

The system displays only the transactions that conform to the currency rules in the A/R Standalone Netting program (P03455).

27.2 Determining Liabilities

When you perform the netting process, you net for either receivables or for payables depending on where the liabilities exist. You can determine liabilities by:

- Printing the Receivables/Payables Netting report (P03450). This report prints only those customers/suppliers with open invoices and vouchers available to net. If this report includes a customer/supplier that has a potential A/P offset, the total amount of vouchers to pay exceeds the total amount of invoices to receive, you are netting for payables. If this report includes a customer/supplier that has a potential A/R offset, the total amount of invoices to receive exceeds the total amount of vouchers to pay, you are netting for receivables.
- Running the A/R or A/P Stand-Alone Netting program (P03455). When you locate a supplier/customer, the system displays the totals for A/P, A/R and their net. You can also choose to obtain totals for specific records. If the system displays a net total that is a positive number, you are netting for payables. If the system displays a negative total, you are netting for receivables.
- Printing the Netting - Aging Report (P03466). This report includes aging information as well as customers/suppliers who have open balances in both systems. Also, the Netting - Aging Report requires that you build netting workfiles to perform the aging function. See [Section 28.2, "Creating the A/R and A/P Netting Report Workfile Table"](#) for more information.

See [Section 28.1, "Printing Netting Reports"](#) for more information about the reports.

27.2.1 Before You Begin

- Designate one address book number as the customer/supplier record. The system cannot net vouchers and invoices from more than one address book record. You can assign a unique Search Type to this record, if necessary, to distinguish it as a netting address book record.
- Set the AR/AP Netting field to Y on the Address Book Control Revisions screen if you want to apply netting to specific address book records. You access this screen from the Address Book Revisions program (P01051) by choosing Address Book Control Revisions (F13). See [Section 3.1, "Entering Customers"](#) for more information.
- Run Update AR from Address Book (P03802) to update the AR/AP Netting Indicator field (RPAT2) with the value in the address book record, if necessary. When you enter invoices, the system updates the AR/AP Netting Indicator field (RPAT2) in the Accounts Receivable Ledger (F0311) invoice records according to the value you enter in the AR/AP Netting field in the Address Book system. If invoices exist prior to you setting this field or if you want to change the setting, you must run this program.
- Set the Override Address Book Authority processing option in the AP/AR Netting program (P03455) to override the system validating the value in AR/AP Netting Indicator field (RPAT2), if necessary.
- Set up the AAI for the netting suspense account NC for each company that you use to enter net transactions. NC specifies the distribution account that the system uses when it generates the NO document and the G/L bank account on the receipt for the NM document. The system does not use a default NC for company 00000. See [Section 73.3, "About Default AAIs for A/R"](#) for more information.
- Set the processing options for the A/R Standalone Netting program (P03455).

27.3 Netting the Transactions

There are two methods you can use to net transactions. They include:

- Netting transactions in stand-alone mode
- Netting transactions during receipts processing

27.3.1 Netting Transactions in Stand-Alone Mode

Typically, you use this method to net for receivables when you are not ready to enter receipts. You net transactions in stand-alone mode using the A/R Standalone Netting program (P03455), which you access directly from a menu.

Netting transactions in stand-alone mode includes the following tasks:

- Create net transactions
- Review net transactions
- Delete unposted net transactions
- Post net transactions
- Process receipts for net receivables transactions

To create net transactions

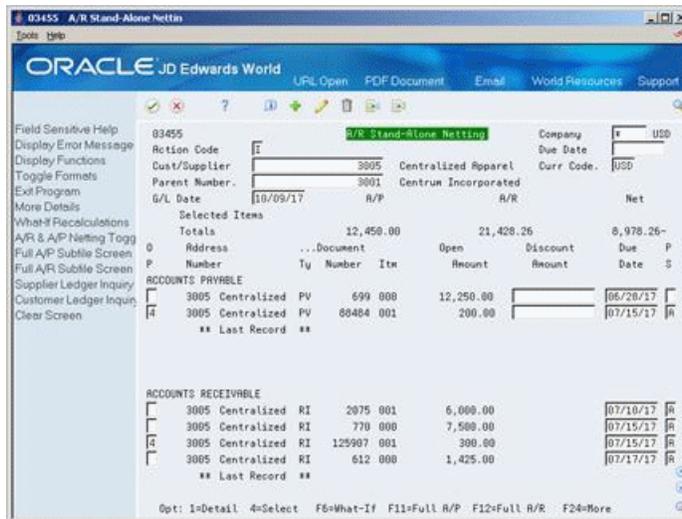
Navigation

From Accounts Receivable (G03), choose Manual Receipts Processing

From Manual Receipts Processing menu (G0312), choose A/R Stand-Alone Netting

1. On A/R Stand-Alone Netting, to locate transactions, complete either of the following fields and click Inquire:
 - Cust/Supplier
 - Parent Number
2. To narrow your search, complete the following optional fields:
 - Company
 - Due Date
 - Currency Code
3. Enter 4 in the Option field next to each transaction you want to net.

Figure 27–2 A/R Stand-Alone Netting screen



4. Choose What-If Recalculations (F6) to perform what if calculations.
Verify that the net total is correct for the program that you are using. If the net total is positive, you must use the AP Stand-Alone Netting program. If the net total is negative, you must use the AR Stand-Alone Netting program.
5. Choose A/R & A/P Netting Toggle (F10) to access the correct program, if necessary.
6. Click Change to net the transactions.
The system creates the NO/NM net transactions and clears the screen.

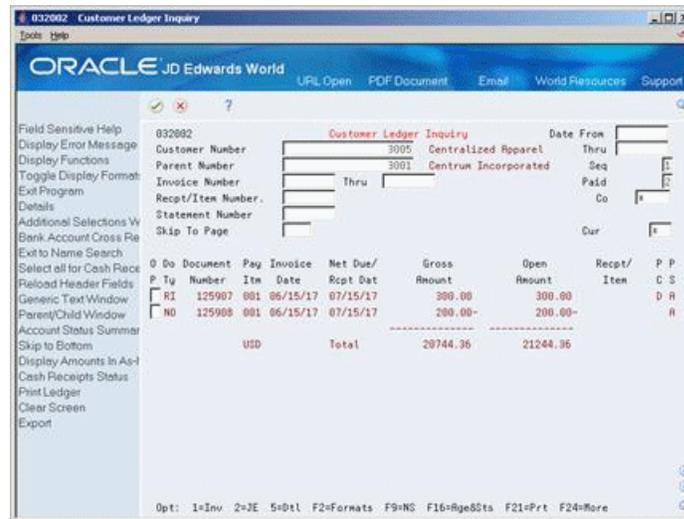
27.3.2 Processing Options

See Section 104.1, "A/P and A/R Netting (P03455)" for more information.

To review net transactions

1. On A/R Stand-Alone Netting, to locate net transactions, perform one of the following:
 - Choose Supplier Ledger Inquiry (A/P) (F15)
 - Choose Customer Ledger Inquiry (A/R) (F16)
2. On Supplier Ledger Inquiry or Customer Ledger Inquiry, review the transactions.

Figure 27-3 Customer Ledger Inquiry (Review Net Transactions) screen



To delete unposted net transactions

You can delete net transactions only if you did not post the transactions. If you did post the net transactions, you must continue the receipt process and then void the receipt to reverse the net transactions.

1. On A/R Stand-Alone Netting, to locate transactions, complete either of the following fields and click Inquire:
 - Cust/Supplier
 - Parent Number
2. To narrow your search, complete the following optional fields:
 - Company
 - Due Date
 - Currency Code
3. Enter 9 in the Option field next to the NO netting documents that you want to delete.
4. Click Change.

To post net transactions

There are three methods to post net transactions. They include:

- Set the Automatic Posting processing option for P03455 to automatically post the net transactions.

- Use the A/R Netting Post program (P03853) on the Manual Receipts Processing menu (G0312) to post both A/P and A/R net transactions simultaneously. You must enter both batch numbers. Ensure you leave the A/R Netting processing option blank.
- Use the Post program (P09800) to post the A/R and A/P batches separately.

The system creates the following entries in the Account Ledger table (F0911) when you post the original netting documents:

- An AE document to the A/P and A/R trade accounts. The value in the Offset Method field in the A/R and A/P constants determines whether the system generates one AE for the batch of transactions or one AE for each document.
- An NM document for each payment to the account you specify in AAI item NC.
- An NO document for each original invoice to the account you specify in AAI item NC.

Note: You cannot delete posted net transactions. You must include them in a payment/receipt process, void the payment/receipt and then reverse the net transactions.

When you net transactions, the system uses the account in the AAI item NC as the revenue distribution account for the NO transaction that it creates for the invoice. The system generates an offset to the same account for the Account Ledger table (F0911) NM transaction that it creates for the net matching document that close the vouchers.

To process receipts for net receivables transactions

There are two methods to process receipts for net receivables transactions. They include:

- Process A/R receipts automatically. See [Section 29.2, "About Automatic Receipts Processing"](#) for more information.
- Use the Manual Receipts Entry program (P03103).

The system creates the RC matching document for each NO invoice that is paid.

When you post receipts for net transactions, the system creates the standard G/L bank account and trade account (offset) entries. The system does not generate entries to the netting account.

Note: You can use the spread type input process for the net transactions, instead of the invoice matching type input process, if the amounts net to zero.

27.3.3 Netting Transactions during Receipts Processing

You can create net transactions during the receipts process. You typically use this method when a customer remits payment for the net amount owed to you. You use the customer's remittance advice to enter and net receipts. You can apply the receipt to your customer or to its parent. When you choose to create net transactions during the receipt process, you must be aware of the following:

- The system automatically posts the net transactions even if you leave the Automatic Posting processing option in the A/R Stand-Alone Netting program blank.

- If you make a mistake during the netting process, you must continue with the receipts process. After the program generates the receipt, you can reverse the receipt, and then reverse the net transactions.

Netting transactions during receipts processing includes the following tasks:

- Create net transactions using receipts entry
- Void receipts and reverse net transactions

To create net transactions using receipts entry

Navigation

From Accounts Receivable (G03), choose Manual Receipts Processing

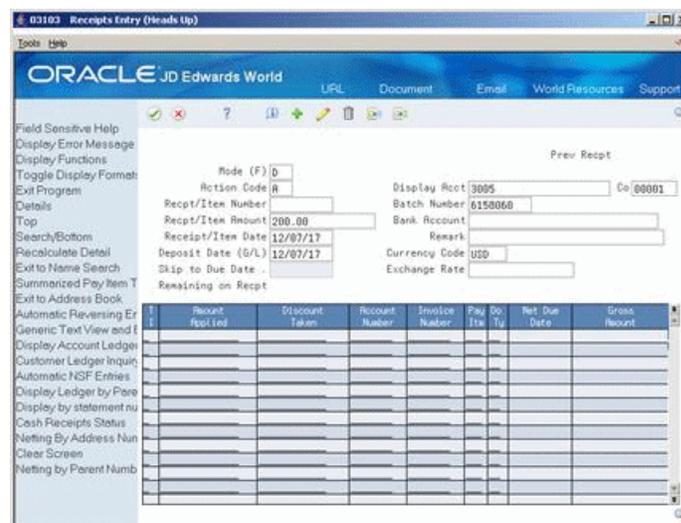
From Manual Receipts Processing (G0312), choose Receipts Entry

If you display the customer invoices before you choose A/R A/P Netting (F23), the system overwrites the invoices that display with the transactions you choose from the netting application. You cannot retrieve and display invoices, and then append them with vouchers from the netting application.

After you create net transactions, you must complete the receipts entry process and post the receipts.

1. On Receipts Entry, complete the following fields:
 - Display Account
 - Company
 - Recpt/Item Amount
 - Currency Code (optional)
 - Receipt/Item Date
 - Payment G/L Date

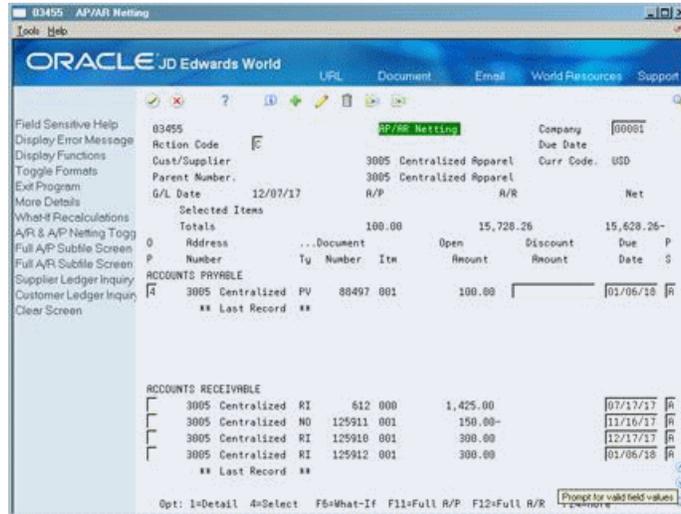
Figure 27–4 Receipts Entry (Net Transactions) screen



2. Perform one of the following:

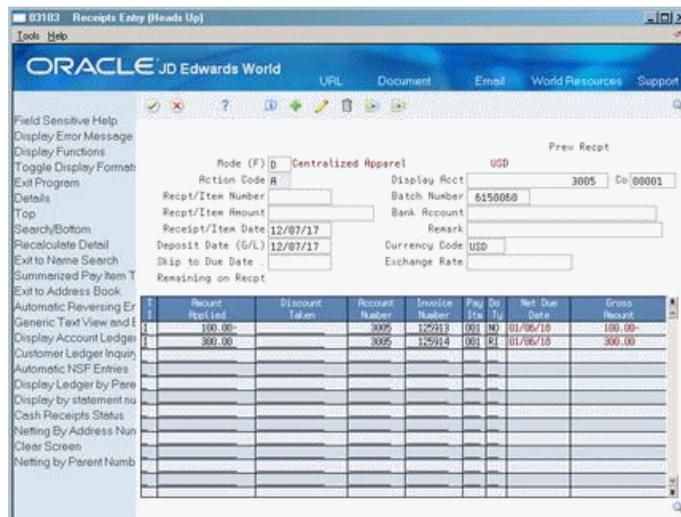
- To net transactions at the customer level, choose the Netting by Address Number (F21).
- To net transactions at the customer's parent level, choose the Netting by Parent Number (F23).

Figure 27–5 AP/AR Netting screen



3. On AP/AR Netting, enter 4 in the Option field for each voucher and invoice you want to net.
4. Choose What-If Recalculations (F6) to perform what if calculations.
Verify that the net amount is negative, indicating that you are netting for receipts.
5. Click Enter.
6. Exit (F3) to Receipts Entry.

Figure 27–6 Receipts Entry (Netting Receipts) screen



The net transaction display with the Invoice Match type input code (I) for each item.

7. On Receipts Entry, click Enter.

The program creates the NO and NM netting documents. The program also posts the batch of net transactions when you exit this program, even if you leave the Automatic Posting processing option in the A/R Stand-Alone Netting program blank.

Field	Explanation
Display Acct	<p>The address book number that identifies the customer associated with the transaction.</p> <p><i>Form-specific information</i></p> <p>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.</p>
Currency Code	<p>A code that indicates the currency of a customer's or a supplier's transactions.</p> <p><i>Form-specific information</i></p> <p>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.</p> <ul style="list-style-type: none"> ■ 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. ■ 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. ■ 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. <p>You can only net transactions that have the same currency.</p>
Deposit Date (G/L)	<p>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.</p>

27.3.4 What You Should Know About

Topic	Description
Applying discounts	<p>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.</p> <p>See Section 9.2, "Entering an Invoice with Discounts" for more information.</p>

See Also:

- [Section 20.2, "Entering Basic Receipts"](#)

27.3.5 Processing Options

See [Section 104.1, "A/P and A/R Netting \(P03455\)"](#) for more information.

27.3.6 Voiding Receipts and Reversing Net Transactions

You can void receipts that include net transactions using the Receipts Entry program (P03103). The program allows you to restore the open amount of the net transactions or reverse them. The system performs the following when you void receipts:

- When you void the receipt and do not reverse the net transactions, the system restores the open amount to the original NO net documents.
- When you void the receipt and reverse the net transactions, the system:
 - Generates the void receipt record (RO matching document type)
 - Creates matching records for the NO and NM documents (RE and PO matching document types respectively)
 - Opens the original voucher and invoice transactions

You cannot delete unposted paid net transactions when you void a posted receipt.

When you use the Receipts Entry program to void the receipt, you can also reverse the net transactions. The system displays the Netting/Void Rollback Window only when net transactions exist in the receipt.

To void receipts and reverse net transactions

Navigation

From Accounts Receivable (G03), choose Manual Receipts Processing

From Manual Receipts Processing (G0312), choose Receipts Entry

1. On Receipts Entry, locate the receipt.
2. Click Change and then choose Automatic Reversing Entries (F13).
3. On Netting/Void Rollback Window, perform one of the following:
 - Cancel the void/delete process (F3)
 - Void/Delete Payment/Receipt only (F5)
 - Rollback all transactions that generated the netting documents (F6)

If you choose Void/Delete Payment/Receipt only (F5) or Rollback all transactions that generated the netting documents (F6), you must post all of the void records.

Print Netting Reports

This chapter contains these topics:

- [Section 28.1, "Printing Netting Reports"](#)
- [Section 28.2, "Creating the A/R and A/P Netting Report Workfile Table"](#)
- [Section 28.3, "Printing the Netting - Aging Report"](#)

28.1 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.

See Also:

- [Chapter 27, "Net Receivables and Payables"](#)

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

Navigation

From Accounts Receivable (G03), choose Accounts Receivable Reports

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.

28.2.1 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.

28.2.2 Processing Options

See [Section 104.2, "Build A/P and A/R Netting File \(P03465\)"](#) for more information.

28.2.3 Data Selection

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)

28.3 Printing the Netting - Aging Report

Navigation

From **Accounts Receivable (G03)**, choose **Accounts Receivable Reports**

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.

28.3.1 Before You Begin

- Create the A/R and A/P Netting Report Workfile table. See [Section 28.2, "Creating the A/R and A/P Netting Report Workfile Table"](#) for more information.

28.3.2 Data Selection

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.

28.3.3 Data Sequence

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

28.3.4 Processing Options

See [Section 104.3, "A/P and A/R Netting Report \(P03466\)"](#) for more information.

Part V

Automatic Receipts Processing

This part contains these chapters:

- [Chapter 29, "Overview to Automatic Receipts Processing"](#)
- [Chapter 30, "Load Bank Tapes"](#)
- [Chapter 31, "Work with Speed Receipts"](#)
- [Chapter 32, "Enter Batch Receipts"](#)
- [Chapter 33, "Process Batch Receipts"](#)
- [Chapter 34, "Work with Unprocessed Items"](#)

Overview to Automatic Receipts Processing

This chapter contains these topics:

- [Section 29.1, "Objectives"](#)
- [Section 29.2, "About Automatic Receipts Processing"](#)

29.1 Objectives

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

29.2 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

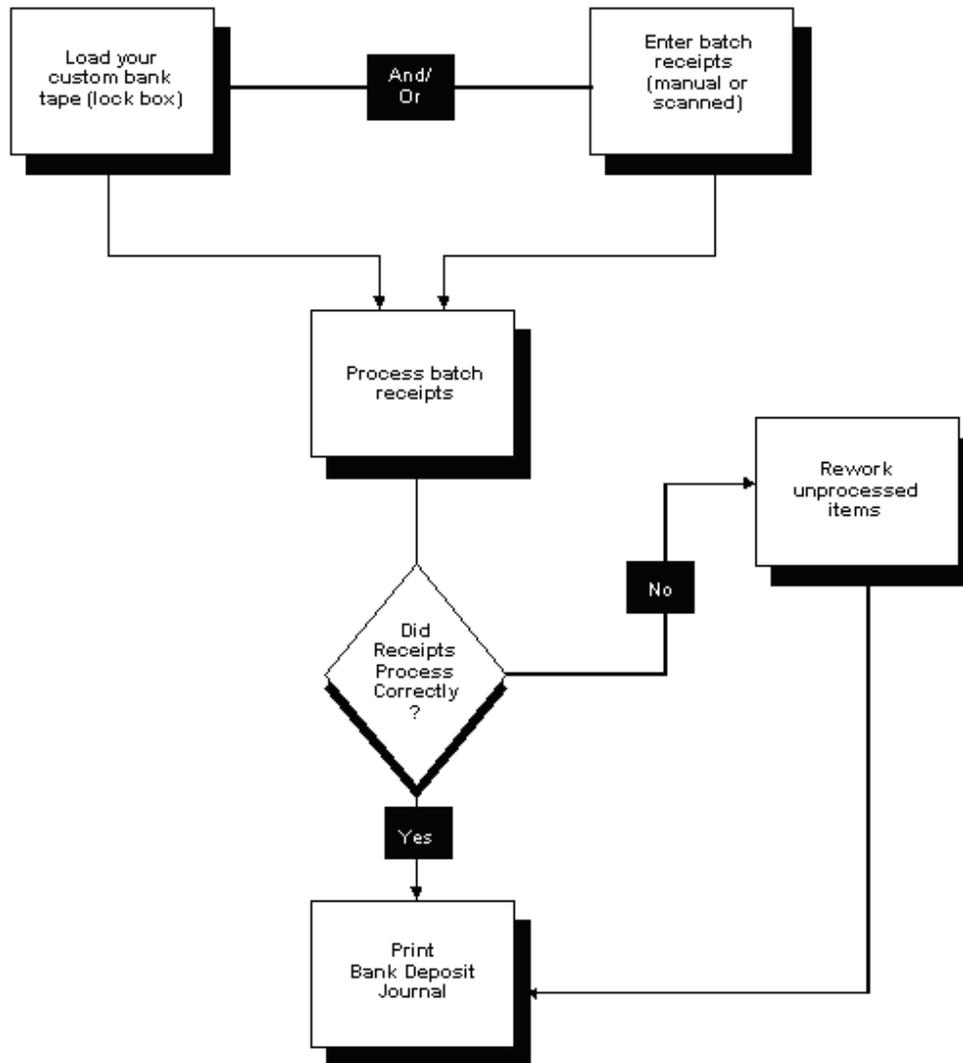
29.2.1 What Is the Purpose of Batch Receipts?

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.

Figure 29-1 Automatic Receipts Processing



Load Bank Tapes

This chapter contains the topic:

- [Section 30.1, "Loading Bank Tapes"](#)

30.1 Loading Bank Tapes

Navigation

From Accounts Receivable (G03), choose Automatic Receipts Processing

From Automatic Receipts Processing (G0313), choose Load Bank Tape - Custom

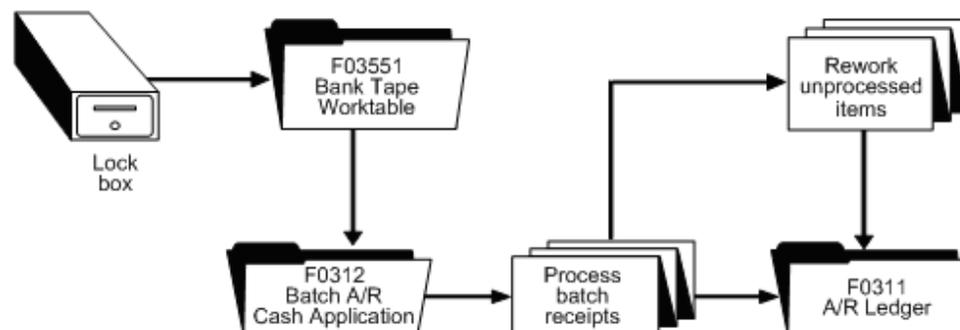
If you receive payments directly from a customer's bank on custom bank tapes (lock box), you must load the information from the bank tape to the Accounts Receivable system to apply them to the customer's account.

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.

Figure 30–1 Bank Tape Information Processing



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.

30.1.1 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.

30.1.2 What You Should Know About

Topic	Description
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	<p>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.</p> <p>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</p>

See Also:

- [Chapter 32, "Enter Batch Receipts"](#) for information about using an alternate method of entering receipts into the Accounts Receivable system.

30.1.3 Processing Options

See [Section 105.1, "Auto Cash Processing - Load Bank Tape \(P03551\)"](#)

30.1.4 What You Should Know About Processing Options

Topic	Description
Journal entry creation (3)	<p data-bbox="781 302 1442 407">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.</p> <p data-bbox="781 422 1442 604">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.</p>

30.1.5 Data Selection

The versions for Process Batch Receipts include the correct data selections. Do not change this information.

Work with Speed Receipts

This chapter contains these topics:

- [Section 31.1, "Working with Speed Receipts"](#)
- [Section 31.2, "Setting Up Header Information"](#)
- [Section 31.3, "Selecting Open Items for Application"](#)
- [Section 31.4, "Applying Receipts to Invoices"](#)
- [Section 31.5, "Applying Receipts to Statements"](#)
- [Section 31.6, "Entering Unapplied Receipts"](#)
- [Section 31.7, "Entering Chargebacks"](#)

31.1 Working with Speed Receipts

Navigation

From Accounts Receivable (G03), choose Automatic Receipts Processing

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:

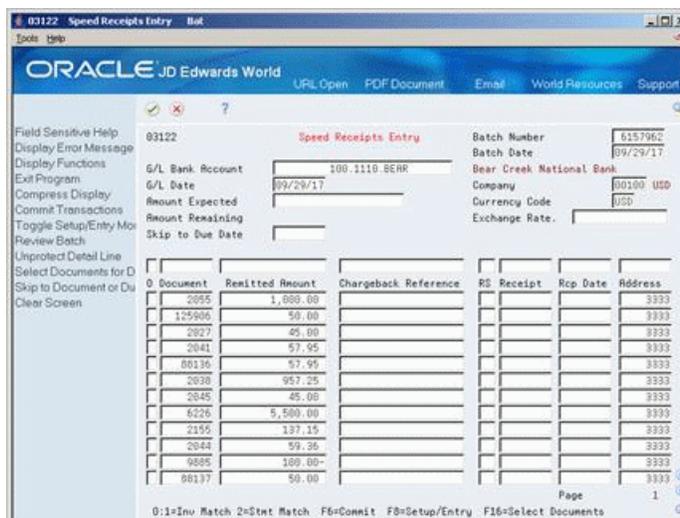
- Receipts that are directly associated with an invoice or a group of invoices
- Receipts that are directly associated with a statement number
- Unapplied receipts
- Chargebacks

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).

The following shows some of the advantages and disadvantages of the speed receipts entry method.

Advantages	Disadvantages
<ul style="list-style-type: none"> ■ You can focus on specific types of high-volume receipts. ■ You can concentrate on the source document instead of the keyboard, which reduces entry time. ■ You can set up default information for common fields to apply to all detail lines of a receipt. ■ 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. ■ You can use one hand on the numeric keyboard for data entry. ■ You can toggle between setup mode and entry mode without losing any previously entered information. ■ You can correct or modify a receipt before you commit it to the Batch A/R Cash Application table. ■ You can suspend the entry of a partial batch and continue it at a later time. ■ You can postpone the validation of transactions until you process the batch. ■ You can cross-reference chargebacks by specifying an alphanumeric value as the chargeback reference. 	<ul style="list-style-type: none"> ■ You cannot enter all types of receipts. ■ 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. ■ You cannot immediately view the results of receipts entry on the Customer Ledger Inquiry form. ■ You must process speed receipts before updating the A/R Ledger table.

Figure 31-1 Speed Receipts Entry screen



31.1.1 What You Should Know About

Topic	Description
Using the Enter function versus the Commit function	<p>When entering speed receipts, you use two primary functions:</p> <ul style="list-style-type: none"> ■ Enter ■ Commit <p>When you choose the Enter function, the system:</p> <ul style="list-style-type: none"> ■ Copies the default header information into the detail of the receipt. ■ Calculates the amount remaining on the receipt. ■ Re-displays information for review. This lets you modify the information you set up without updating the Batch A/R Cash Application table. <p>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.</p>
Using the Setup function versus the Entry function	<p>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.</p> <p>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.</p> <p>In entry mode, the system:</p> <ul style="list-style-type: none"> ■ 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	<p>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.</p>
Entering receipts to an existing batch	<p>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:</p> <ul style="list-style-type: none"> ■ The previously committed transactions ■ The total amount you expect to enter for the batch ■ The total amount remaining on the receipt
Revising a receipt	<p>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.</p>

31.2 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

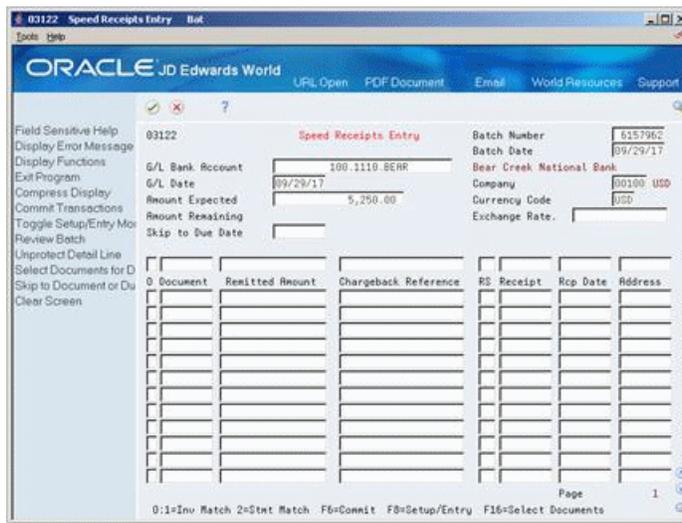
- Enter a default value in any column header field that is blank to avoid entering identical information in each associated detail line
- Designate a column header field as unused during entry

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.

31.2.1 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.

Figure 31–2 Speed Receipts Entry (Header) screen



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.

31.3 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.

31.3.1 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.

Figure 31–3 Document Selection Window screen

The screenshot shows a window titled "03122W Document Selection Window". Inside the window, there are several input fields and dropdown menus for filtering documents. The fields are: Address Number, Parent Number, Document Number (with a "Through" dropdown), Due Date (with a "Through" dropdown), Invoice Date (with a "Through" dropdown), Company (with a "Currency" dropdown), and Reference.

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

31.3.2 What You Should Know About

Topic	Description
Skip to Due Date field	<p>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.</p> <p>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.</p>
Removing unwanted items	<p>You can use the Compress Display function to remove unwanted items in the detail of a receipt. The system:</p> <ul style="list-style-type: none"> ■ Removes all items that you do not mark with a 1 ■ Consolidates the marked items to the top of the detail information <p>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.</p>
Reviewing the detail of a document	<p>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.</p> <p>If the transaction is summarized, you cannot review the detail.</p>

31.4 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.

31.4.1 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.

Figure 31–4 Speed Receipts Entry (Receipt 6275) screen

Document	Remitted Amount	Chargeback Reference	RS	Receipt	Rcp Date	Address
615	1,500.00			6275		3005
604	1,510.00					3005
617	1,000.00					3005
629	59.35					3005
9000	150.00					3005
806	2,200.00					3005
2075	6,000.00					3005
770	7,500.00					3005
612	1,425.00					3005
125911	150.00					3005
125910	300.00					3005
125912	300.00					3005

31.4.2 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.

31.4.3 What You Should Know About

Topic	Description
Applying receipts to invoices with discounts	<p>You can enter an invoice match receipt with a discount amount. To do so:</p> <ul style="list-style-type: none"> 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.

31.5 Applying Receipts to Statements

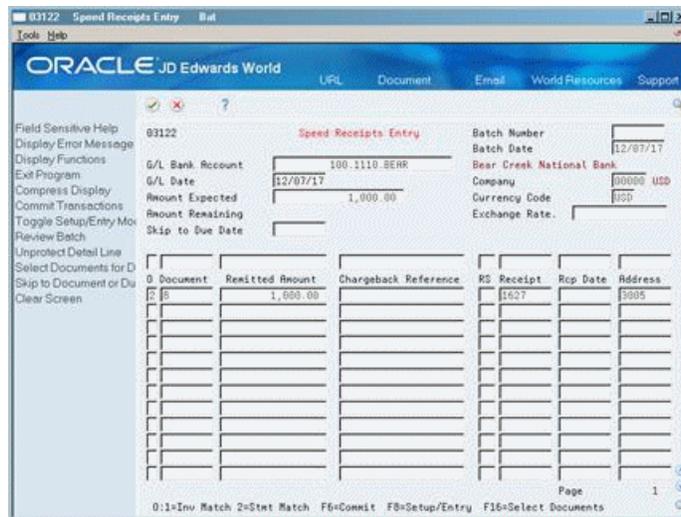
In addition to applying receipts to invoices, you can apply a receipt to a statement number.

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.

31.5.1 Example: Statement Match Receipt

The following example shows a receipt for 1,000.00 applied to statement number 8.

Figure 31–5 Speed Receipts Entry (Statement Match) screen



31.5.2 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

- 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.

31.6 Entering Unapplied Receipts

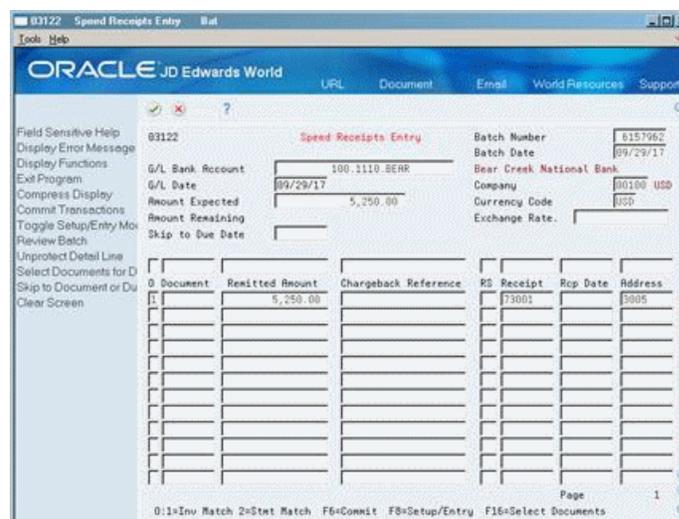
You can apply a receipt to a customer's account balance instead of matching it to a specific invoice or group of invoices. To do this, enter an unapplied receipt. For example, you might not know which invoices to match a receipt to during entry. This method enables you to enter the amount of the receipt 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.

31.6.1 Example: Unapplied Receipt

Figure 31–6 Speed Receipts Entry (Unapplied) screen



31.6.2 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.

31.6.3 What You Should Know About

Topic	Description
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.

31.7 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.

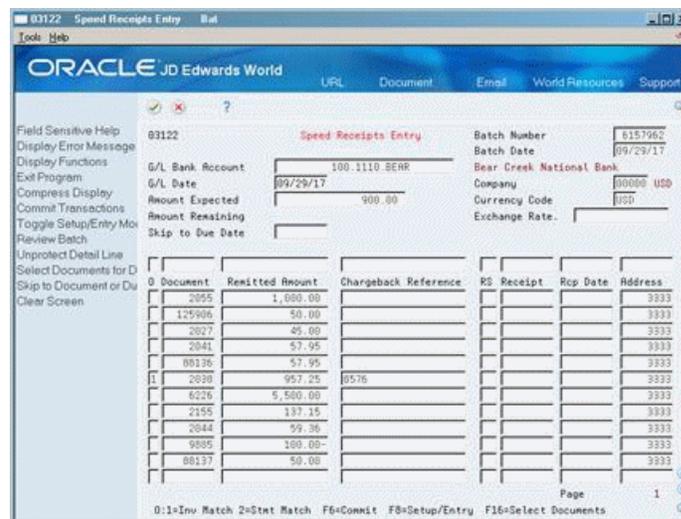
Method	Description
Receipt with a chargeback	<p>When applying a receipt to an invoice, you can enter a chargeback for an amount left open on the invoice. For example, you might want to charge back an incorrect or expired discount amount. You must identify a customer reference number to indicate that the document is a chargeback.</p> <p>When you enter a receipt with a chargeback, the system:</p> <ul style="list-style-type: none"> ▪ Matches the receipt to the appropriate invoice or group of invoices (a stand-alone chargeback) ▪ Closes the original document ▪ Creates a chargeback for the remaining amount of the document ▪ Stores the information you specify as the chargeback reference on the chargeback for later use

Method	Description
Stand-alone chargeback	<p>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.</p> <p>When you enter a stand-alone chargeback, the system:</p> <ul style="list-style-type: none"> Creates a chargeback invoice for the amount you specify as the remitted amount. You must specify a negative amount. Stores the information you specify as the chargeback reference on the chargeback for later use.

31.7.1 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.

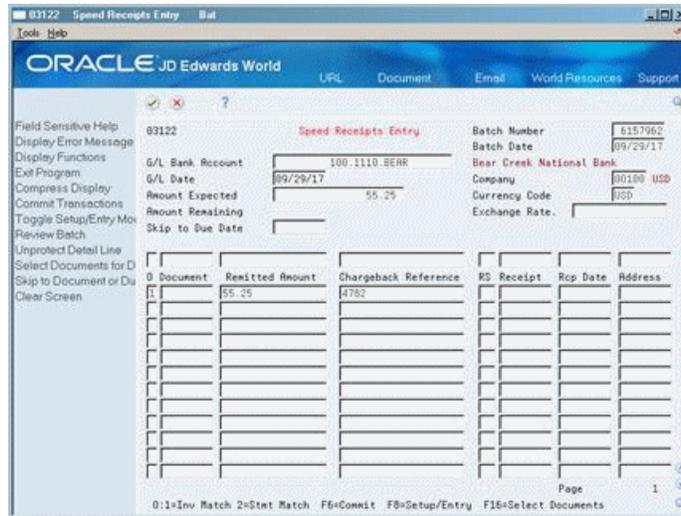
Figure 31–7 Speed Receipts Entry (Chargeback) screen



31.7.2 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.

Figure 31–8 Speed Receipts Entry (Stand-Alone Chargeback) screen



31.7.3 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. <i>Form-specific information</i> The customer reference might be, for example, a stock number or cross-reference number to another system.

31.7.4 What You Should Know About

Topic	Description
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.

31.7.5 What You Should Know About

Topic	Description
Applying a receipt using the chargeback reference	<p>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:</p> <ul style="list-style-type: none"> ▪ . (period) ▪ , (comma) <p>The system matches the receipt to the chargeback based on the chargeback reference you specify when creating the chargeback.</p>

31.7.6 Processing Options

See [Section 105.2, "Speed Cash Receipts Entry \(P03122\)"](#) for more information.

Enter Batch Receipts

This chapter contains these topics:

- [Section 32.1, "Entering Scanned Receipts"](#)
- [Section 32.2, "Entering Manual Receipts"](#)

If you do not use bank tapes to load receipts from your customers into the Accounts Receivable system, you can scan them or enter them manually.

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.

Navigation

From Accounts Receivable (G03), choose Automatic Receipts Processing

From Automatic Receipts Processing (G0313), choose Batch Receipts Entry

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

Topic	Description
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.

32.1 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:

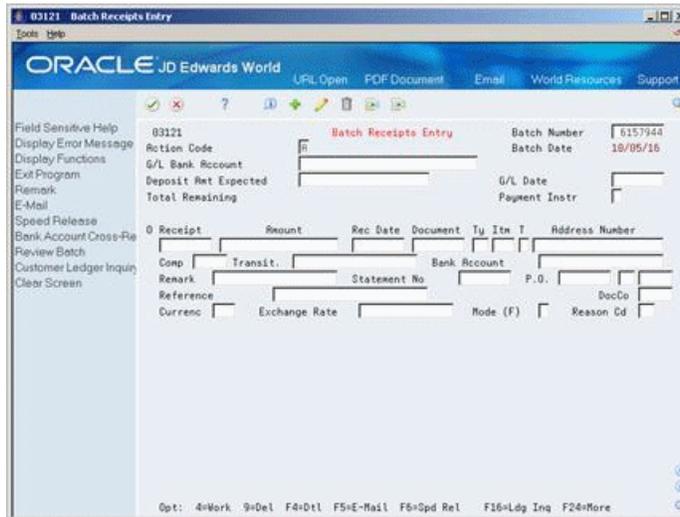
- Manually enter the amount and the date.
- Manually enter only the date. The scanner enters the amount of the payment.

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

Figure 32–1 Batch Receipts Entry screen



Complete the following fields:

- G/L Date
- Deposit Amount Expected
- Amount
- Receipt Date

Field	Explanation
Deposit Amount Expected	<p>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.</p> <p>Example: Input Total 10052 Total Entered 10000 Total Remaining 52</p> <p>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.</p> <p>Note: Depending on how your system uses batch review, this field might not apply to batches created by your particular system.</p>
Amount	<p>The amount of the receipt/payment or item to be applied to the open balance of an invoice or voucher pay item.</p> <p>You can apply amounts for partial payments. The total amount applied must equal the payment amount.</p>

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.

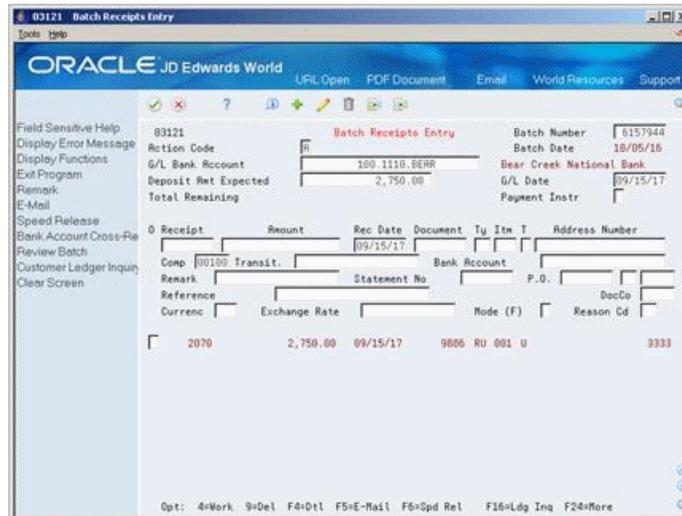
32.2 Entering Manual Receipts

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

Figure 32–2 Batch Receipts Entry (Manual) screen



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.

32.2.1 What You Should Know About

Topic	Description
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.

Topic	Description
Processing Detail or Summary records	<p>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.</p> <p>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.</p>

32.2.2 Processing Options

See [Section 105.3, "Batch Cash Entry \(P03121\)"](#) for more information.

32.2.3 Data Selection

The versions for Process Batch Receipts include the correct data selections. Do not change this information.

Process Batch Receipts

This chapter contains the topic:

- [Section 33.1, "Processing Auto Receipts"](#)

33.1 Processing Auto Receipts

Navigation

From Accounts Receivable (G03), choose Automatic Receipts Processing

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 F0311 cash 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 Rcpts/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.

33.1.1 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). 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): <ul style="list-style-type: none"> ■ Enter a '1' to reduce the discount 1 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. ■ Enter a '1' to take the discount on a partial receipt. 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: Uses the value in the Auto Cash Algorithm field in the Customer Master record. If the field in the Customer Master record is blank, it uses the value from the A/R Constants file (F0010). 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).
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.

Field	Explanation
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).

33.1.2 Setting the Invoice Match Algorithms Processing Option

You can set the order in which the system uses invoice-matching algorithms or leave it blank to ignore an algorithm.

The following 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.

- 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 following algorithms are used to match receipt records in the F0312 to invoice records in the F0311 except 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.

33.1.3 F0311 Example

Invoice Number	Pay Item	Amount
RI 1194	001	10.00
RI 1194	002	20.00
RI 1194	003	100.00

33.1.4 F0312 Example

Check Number 1194	Value
Check Amount	40.00
Document Number	1194
Check Date	03/01/17
Type Input	I

33.1.5 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 – RI 1194 001, 10.00 – RI 1194 002, 20.00 – RI 1194 003, 10.00

33.1.6 F0311 Example

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

33.1.7 F0312 Example

Check Number 1198	Value
Check Amount	2,550.00
Document Number	1198
Check Date	03/15/17
Type Input	I

33.1.7.1 Invoice Match Algorithms Settings

- 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

33.1.7.2 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:

33.1.7.3 Successful Cash Application

Invoice Number	Pay Item	Amount
RI 1198	002	450.00

The system reads the open pay items and makes a match.

33.1.8 Discounts

See [Section 105.4, "A/R Batch Cash \(P03550\)"](#) for more information about applying discounts.

33.1.9 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.

33.1.10 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.

33.1.11 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.

33.1.11.1 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.

33.1.12 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.

33.1.13 What You Should Know About

Topic	Description
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.

33.1.14 Processing Options

See [Section 105.4, "A/R Batch Cash \(P03550\)"](#) for more information.

Work with Unprocessed Items

This chapter contains these topics:

- [Section 34.1, "Reviewing Unprocessed Items"](#)
- [Section 34.2, "Changing Unprocessed Items"](#)
- [Section 34.3, "Reviewing Batch Receipts Activity"](#)

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).

34.1 Reviewing Unprocessed Items

Navigation

From **Accounts Receivable (G03)**, choose **Automatic Receipts Processing**

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

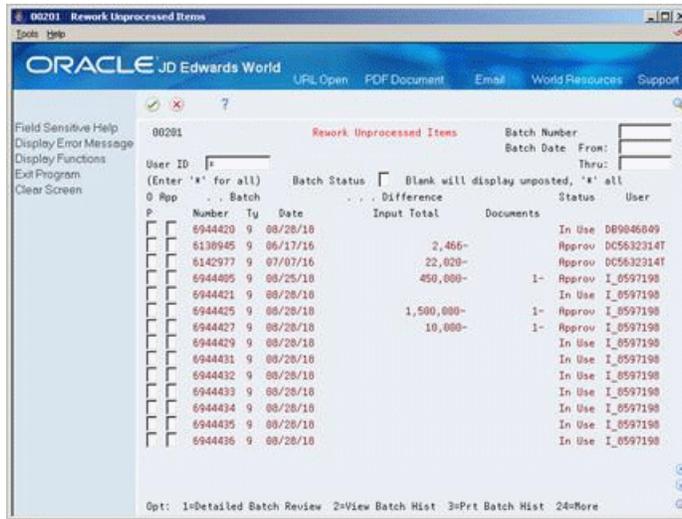
34.1.1 Reviewing a List of Unprocessed Batches

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**

Figure 34–1 Rework Unprocessed Items screen



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

34.1.2 Reviewing Detail within a Batch

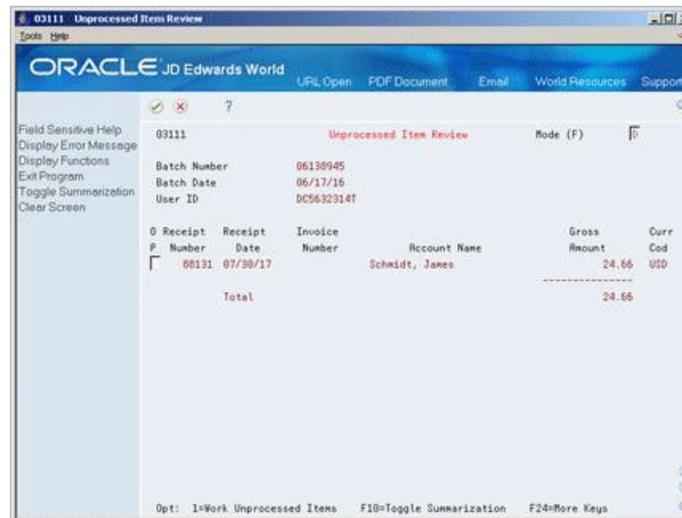
In addition to reviewing a list of unprocessed batches, you can review transaction detail within a specific batch of receipts. For example, you might want to review the number of unprocessed receipts within a batch and the total gross amount of the batch.

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.

Figure 34–2 Unprocessed Item Review screen



34.2 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).

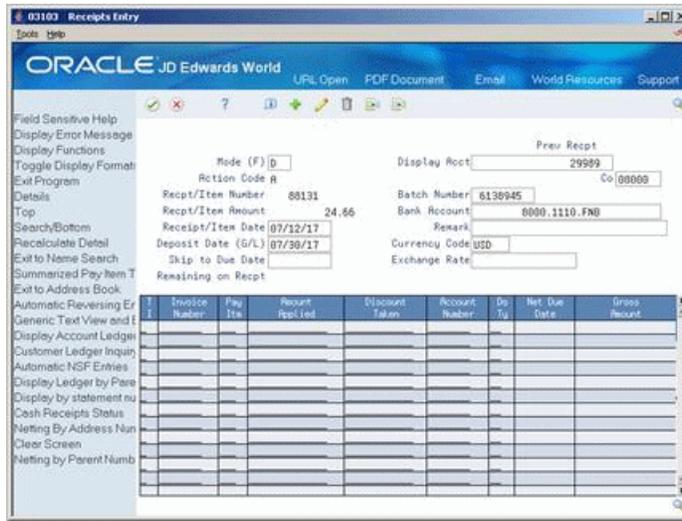
When you change an unprocessed item, it no longer appears on Unprocessed Item Review.

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.

Figure 34–3 Receipts Entry screen



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

34.2.1 What You Should Know About

Topic	Description
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.

34.3 Reviewing Batch Receipts Activity

Navigation

From Accounts Receivable (G03), choose Automatic Receipts Processing

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.

34.3.1 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.

Figure 34–4 Check Deposit Register report

03408		Check Deposit Register			Date	- 4/17/17
G/L Bank Account	100.1110.BEAR	1		Bear Creek National Bank		
Currency Code						
Transit/Account	/					
Number	Customer 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	111,021.20-	USD	06/18/16	
4245	Cloud Nine Health Supply	65416	61,549.80-	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	9464032	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	652265	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	180,627.60-	USD	06/10/17	
4245	Cloud Nine Health Supply	654987	52,020.00-	USD	10/15/16	
3002	Central Specialty Store	9825	5,000.00-	USD	05/31/17	

34.3.2 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

Figure 34–5 Batch Receipts Activity Register report

03560		Batch Receipts Activity Register			Page	- 2		
Deposit Number	4675			Date	- 4/17/17			
Deposit Date	07/29/14							
G/L Bank Account	1.1110.BEAR							
Bear Creek National Bank								
Rcpt/Item	Rcpt/Item Date	Gross Amount	Cur Cod	Customer Name	Document Co Ty Number Item	Applied Amount	Discount Taken	Date Applied
9205	03/19/17	74,092.80	USD	1002 JD Edwards World				
Payment/Item Num		74,092.80	USD	Total Applied				

Part VI

Revenue Recognition (Release A9.3 Update)

This part contains the following chapters:

- [Chapter 35, "Overview to Revenue Recognition \(Release A9.3 Update\)"](#)
- [Chapter 36, "Set Up Revenue Recognition \(Release A9.3 Update\)"](#)
- [Chapter 37, "Work with Revenue Recognition \(Release A9.3 Update\)"](#)

Overview to Revenue Recognition (Release A9.3 Update)

Business processes and financial standards outline when you can recognize revenue for amounts you bill to customers. You cannot recognize revenue for the amounts you bill or Cost of Goods Sold (COGS) amounts associated with the billing amount until the performance obligation to the customer is satisfied.

Every company and each of their customers must agree to the terms that constitute the completion of a performance obligation. Performance obligations can be satisfied in different ways and at different times. Examples of this include:

- Retail – the customer takes possession of the goods and is billed at the time of the sale. The performance obligation is complete and revenue is recognized at billing.
- Services – services are completed for a customer and they sign off on the work. The performance obligation is complete at the time the customer signs off on the work and revenue is recognized at billing.
- Distribution – goods are shipped to a customer and they are billed at the same time. The performance obligation is not complete until the customer takes possession of the goods and accepts them as complete. You cannot recognize revenue at the time of billing. The system accounts for the billing amount as a performance liability. Once the customer takes possession and accepts the goods, the revenue is recognized and the performance liability cleared. Any COGS amounts associated with the billing amount is also considered a performance liability and can only be recognized once the performance obligation is complete.
- Construction – in some industries, such as construction, customers are billed for portions of the contract that are complete or for time and materials as they occur. The recognition of the revenue is tied to the terms of the contract for each type of billing line. Some billing lines can be recognized immediately and others might need to be considered a performance liability until other terms have been met.

As illustrated in the previous examples, you cannot recognize revenue or COGS on all transactions at the time of billing. In these cases, transactions must be processed separately using performance liability accounting and revenue and COGS are recognized upon completion of the obligation.

JD Edwards World includes processes for performance liability accounting in Service Billing, Contract Billing, Sales Order Management, and Accounts Receivable (A/R).

This overview includes the following topics:

- [Overview to Performance Liability Accounting](#)
- [Tables Used in Revenue Recognition](#)

- [Revenue Recognition Example](#)

35.1 Overview to Performance Liability Accounting

When you bill a customer, before the performance obligation is met, the system processes this using PLA. The system records the revenue and COGS amounts (if applicable) in the PLA rather than the revenue and COGS accounts. The system uses the PLA and COGS PLA as intermediate accounts that hold the amounts until you recognize them.

Upon recognition of the revenue and COGS, the system debits the PLAs for the original revenue and COGS amounts and credits the revenue and COGS accounts with the amounts recognized.

JD Edwards World uses Automatic Accounting Instructions (AAIs) to determine which accounts to use for the performance liability and performance liability adjustment accounts.

35.2 Tables Used in Revenue Recognition

The system uses the following tables to store information about each invoice in the revenue recognition process:

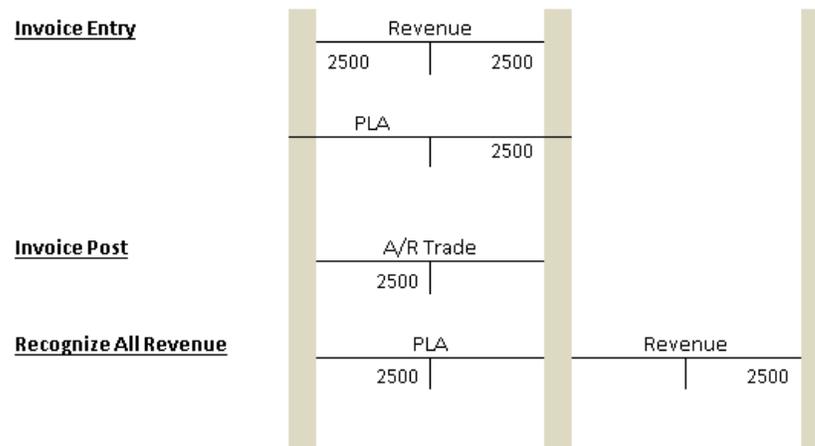
Table	Description
A/R Revenue Recognition - Invoices (F03116)	The system stores all revenue recognition information related to the invoice pay items, such as the domestic or foreign revenue recognition amounts, the revenue recognition status, the recognition reason code, the revenue recognition date, and the eligible for recognition date.
A/R Revenue Recognition - Invoice Distribution (F03117)	The system stores all revenue recognition information related to the distribution for the invoice, such as domestic or foreign revenue recognition amounts, the recognition reason code, and the revenue recognition date. The system also stores the G/L distribution information for the invoice.
Account Ledger (F0911)	Based on the values in the F03117 table, the system creates entries in an FB journal entry to maintain the actual revenue and Performance Liability Account (PLA) in the F0911 table.
A/R Ledger (F0311)	When you enter an invoice, the system updates the Revenue Recognition Indicator field in the F0311 table with a 1 (yes) to identify those invoices that are in the revenue recognition process. The field is blank for invoices not in the revenue recognition process.
Purge - A/R Revenue Recognition - Invoices (F03116P)	Stores the purged invoice data from the F03116.
Purge - A/R Revenue Recognition - Invoice Distribution (F03117P)	Stores the purged distribution data from the F03117.

35.3 Revenue Recognition Example

Following is an example of G/L accounting entries that the system creates for an invoice as it moves from invoice entry through the revenue recognition process.

1. When you enter the invoice, the system creates the revenue amount in the F0911. It also creates a FASB Revenue Recognition (FB) journal entry that removes the revenue amount and creates a PLA entry for the amount of the invoice.
2. When you post the invoice, the system creates the corresponding A/R Trade account entry.
3. When you recognize revenue for the invoice:
 - The system debits the PLA for the amount you recognize.
 - The system credits the revenue account with the amount you recognize.

Figure 35–1 T accounts for recognizing all revenue



Set Up Revenue Recognition (Release A9.3 Update)

Before you can enter an invoice into the revenue recognition process, you must set up your system to determine which invoices to include and exclude from the revenue recognition process.

Setting up for the revenue recognition process includes the following tasks:

- [Setting Up Revenue Recognition Constants](#)
- [Setting Up AAs](#)
- [Setting Up UDCs](#)
- [Setting Up Revenue Recognition Triggers for Invoices](#)

36.1 Setting Up Revenue Recognition Constants

You use the Revenue Recognition Constant program (P03010) to activate revenue recognition processing. Each program that allows you to create invoices uses this constant to determine if it should evaluate a new invoice for revenue recognition.

Depending on your organizational structure, consider the following scenarios before setting this company constant:

- For your entire organization, you can set the constant to activate revenue recognition.
- For organizations with multiple companies, you can activate this constant for each company that uses revenue recognition.
- For companies that always recognize revenue and COGS at the time of billing, leave this constant blank to bypass the process.

The system stores the value in the Revenue Recognition Processing field in the Company Constants - Tag table (F0010T). The value in this field for the Company 00000 record determines the global or overall revenue recognition status for your system. The value in this field for each company record determines the revenue recognition status for that company.

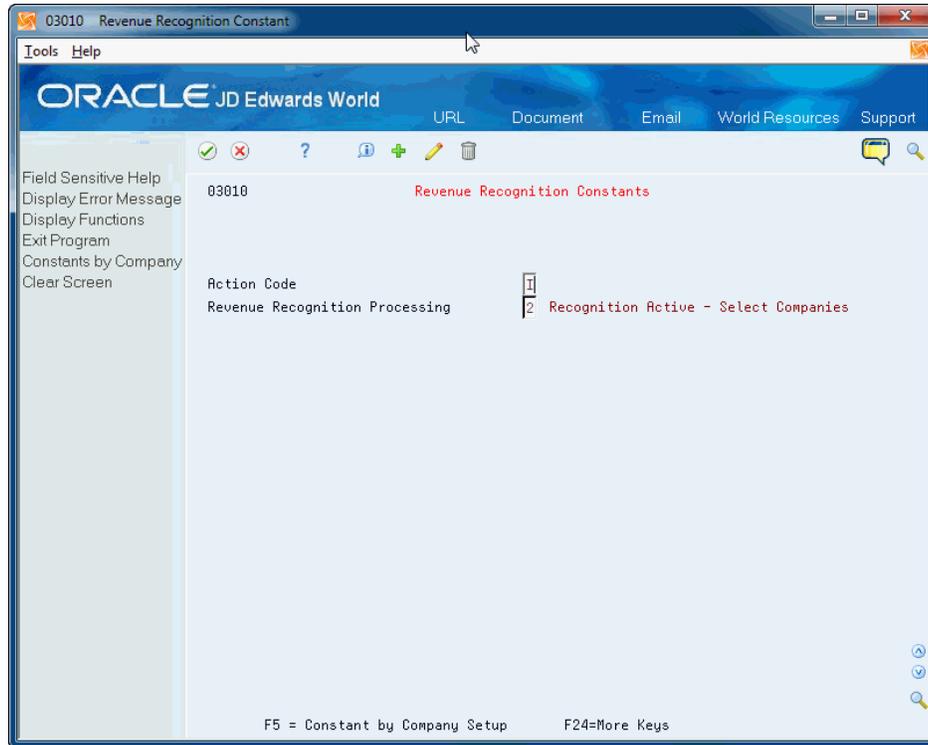
Navigation

From Accounts Receivable (G03), choose Revenue Recognition

From A/R Revenue Recognition (G0316), enter 29

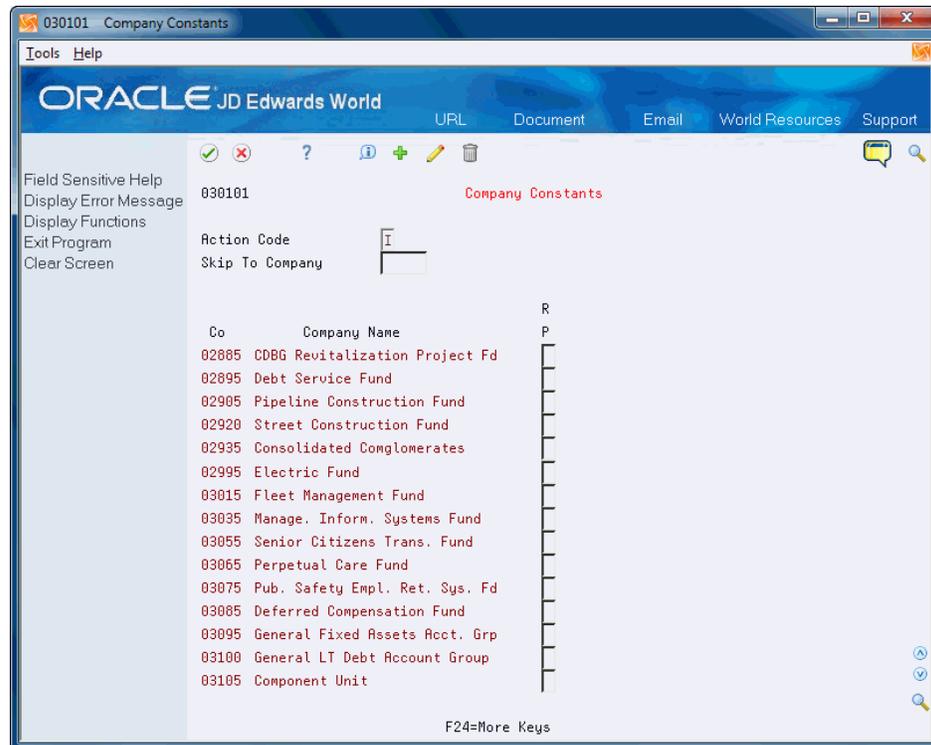
From A/R Revenue Recognition Setup (G03141), choose Revenue Recognition Constants

Figure 36-1 Revenue Recognition Constants



1. On Revenue Recognition Constants, perform one of the following:
 - To activate revenue recognition for your organization, enter 1 in the Revenue Recognition Processing field and click Enter.
 - To activate revenue recognition on a company by company basis within your organization, enter 2 in the Revenue Recognition Processing field and click Enter.
 - Choose Constants by Company (F5).

Figure 36–2 Company Constants Screen



- On Company Constants (P030101), enter 1 in the Revenue Recognition Processing field next to each company for which you want to perform revenue recognition and click Enter.

Field	Explanation
Revenue Recognition Processing	<p>A code that specifies whether Revenue Recognition is being performed or not.</p> <p>This code is used at a system level and, optionally, at a company level.</p> <p>Valid values at the System level are:</p> <ul style="list-style-type: none"> ■ Blank = Revenue Recognition is not active. ■ 1= Revenue Recognition is active for all company invoices. ■ 2= Revenue Recognition is activated at a company level. <p>Refer to each company code to determine if Revenue Recognition is active for specific company invoices.</p> <p>Valid values at the Company level are:</p> <ul style="list-style-type: none"> ■ Blank = Revenue Recognition is not active for this company. ■ 1 = Revenue Recognition is active for this company's invoices.

36.2 Setting Up AAls

You must set up the following AAls for revenue recognition.

- RN AAI item for the Performance Liability Account (PLA)
- RJ AAI for the PLA Adjustment Account
- DMAAI item to determine the Cost of Goods Sold Performance Liability Account (COGS PLA)
- RO AAI item for the COGS PLA Adjustment Account

See [Chapter 74, "Work with Automatic Accounting Instructions"](#) for more information.

36.2.1 RN AAI

You can set up the RN AAI item to determine the Performance Liability Account (PLA). The system retrieves the PLA from the AAI RNXXXX, where XXXX is the G/L offset from Customer Master table (F0301).

Use sequence number 3.550 to set up the RN AAI item. This table explains how to set up RN items:

Item	Description	Company	BU	Obj	Sub	Seq No.
RNOFF1	Company 200-specific G/L offset	00200	200			3.550
RNOFF1	Company 00000-specific G/L offset	00000	200			3.550
RN	Company 200-without G/L offset	00200	200			3.550
RN	Company 00000-without G/L offset	00000	200			3.550

You are not required to set up a business unit for the RN AAI item. If you do not add a business unit to the RN AAI, then the system uses the business unit of the G/L distribution account.

Note: You must set up a default RN AAI item for Company 00000.

Review the hierarchical sequence that the system uses to search for the PLA for customers with a non-blank G/L offset, if there is a G/L line for the revenue account from company 00001:

- The system searches for the RNXXXX AAI for Company 00001, where XXXX is the customer's G/L offset.
- If no AAI item is found, the system searches for the RNXXXX AAI for Company 00000.
- If no AAI item is found, the system searches for the RN AAI for Company 00001.
- If no AAI item is found, the system searches for the RN AAI for Company 00000.
- The system displays an error message.

Review the hierarchical sequence that the system uses to search for the PLA for customers with a blank G/L offset, if there is a G/L line for the revenue account from Company 00001:

- The system searches for the RN AAI for Company 00001.
- If no AAI item is found, the system searches for the RN AAI for Company 00000.
- The system displays an error message.

36.2.2 RJ AAI

Set up the RJ AAI item to determine the PLA Adjustment Account. The PLA Adjustment Account is an account that holds the excess revenue recognized or revenue amount not recognized. The system uses a class code to determine the PLA Adjustment Account for the AAI item RJ XXXX, where XXXX is the G/L offset, from the Customer Master table (F03012).

The system uses the company of the G/L distribution account while searching for the company-specific AAI items. You are not required to set up a business unit for this AAI item. If it is not set, then the Business Unit of the G/L distribution account will be used. The system does not consider the currency code for PLA Adjustment AAI resolution.

Use sequence number 3.560 to set up the RJ AAI item. You must set up the default RJ AAI item for company 00000 and the company-specific AAI items.

This table provides an example of how to set up RJ AAI items:

Item Number	AAI Description	Company				Seq No.
		BU	Obj	Sub		
RJOFF1	Company 200-specific G/L offset	00200	200	1310		3.560
RJOFF1	Company 00000-specific G/L offset	00000	200	1310		3.560
RJ	Company 200-blank G/L offset	00200	200	1310		3.560
RJ	Company 00000-blank G/L offset	00000	200	1310		3.560

Review the hierarchical sequence that the system uses to search for the PLA Adjustment Account for customers with a specific G/L offset, if there is a G/L line for the revenue account from company 00001:

- The system searches for AAI item RJXXXX for company 00001.
- If no AAI is found, the system searches for item RJXXXX for company 00000.
- If no AAI is found, the system searches for item RJ for company 00001.
- If no AAI is found, the system searches for item RJ for company 00000.
- If no AAI is found, the system displays an error.

Review the hierarchical sequence that the system uses to search for the PLA Adjustment Account for customers with a blank G/L offset, if there is a G/L line for the revenue account from company 00001:

- The system searches for item RJ for company 00001.
- If no AAI is found, the system searches for item RJ for company 00000.
- If no AAI is found, the system displays an error.

36.2.3 DMAAI

The Cost of Goods Sold Performance Liability Account (COGS PLA) provides a performance liability account for the cost of goods amount until the amount is recognized as cost of goods sold.

The system uses the DMAAI item to determine the COGS PLA. You can set up the COGS PLA for any combination of company number, document type, and G/L class

code. The system retrieves the G/L class code from the Sales Order Detail table (F4211).

This table explains how to set up DMAAI items:

CO	Document Type	G/L Posting Cat	Description	Branch Plant	Object Acct	Sub
00001	SO	IN20	*IN20	30	6789	
00001	SO	***	*Default	30	6788	
00000	SO	IN20	*IN20	30	6787	
00000	SO	***	*Default	30	6786	

Review the hierarchical sequence that the system uses to search for the COGS PLA for customers with a non-blank G/L offset, if there is a G/L line for the revenue account from Company 00001:

- The system searches for the DMAAI for Company 00001 and G/L class code IN20.
- If no AAI item is found, the system searches for DMAAI for Company 00001 and G/L class code ***.
- If no AAI item is found, the system searches for DMI AAI for Company 00000 and G/L class code IN20.
- If no AAI item is found, the system searches for DMAAI for Company 00000 and G/L class code ***.
- The system displays an error message.

Review the hierarchical sequence that the system uses to search for the COGS PLA for customers with a blank G/L offset, if there is a G/L line for the revenue account from Company 00001:

- The system searches for the DMAAI for Company 00001 and a blank G/L class.
- If no AAI item is found, the system searches for DMAAI for Company 00001 and G/L class code ***.
- If no AAI item is found, the system searches for DMI AAI for Company 00000 and a blank G/L class code.
- If no AAI item is found, the system searches for DMAAI for Company 00000 and G/L class code ***.
- The system displays an error message.

36.2.4 RO AAI

The COGS Adjustment Performance Liability Account (PLA) is the account that stores the COGS adjustment amount during COGS recognition. You can set up an RO AAI for the system to use as the COGS Adjustment PLA. The system uses the G/L offset from the Customer Master table (F03012) as a class code to determine the COGS Adjustment PLA account.

During COGS recognition if there is any adjustment amount, the system retrieves the COGS Adjustment PLA account from the AAI item RO XXXX, where XXXX is the G/L offset from F03012 table. The system uses the company of the G/L distribution account while searching for the company-specific AAI items. It is not necessary to set up a business unit for this AAI item. If it is not set, then the system uses the Business Unit

of the COGS G/L distribution account. The system does not consider currency code for COGS Adjustment PLA AAI resolution.

If the COGS Adjustment PLA account for the AAI is not in the Account Master then system displays an error message that the AAI Account Number is Invalid.

Set up these RO items:

- Default AAI item for company 00000
- Company-specific AAI items

The following table illustrates how to set up RO items:

Item	Description	Company	BU	Obj	Sub	Seq No.
ROOFF1	Company 200-specific COGS Adjustment PLA class	00200	200	1310		3.551
ROOFF1	Company 00000-specific COGS Adjustment PLA class	00000	200	1310		3.551
RO	Company 200-without COGS Adjustment PLA class	00200	200	1310		3.551
RO	Company 00000-specific COGS Adjustment PLA class	00000	200	1310		3.551

The system uses the customer's G/L Offset in conjunction with the RO AAI to locate the appropriate COGS Adjustment PLA.

Review the following examples:

Example 1 - Search Sequence for COGS Adjustment PLA for Customers with a Non-Blank G/L Offset

During COGS recognition, if there is a G/L line for the COGS account from Company 00001, the system searches for the COGS Adjustment PLA account according to this hierarchical sequence:

1. The system searches for AAI item ROXXXX for Company 00001, where XXXX is the Customer's G/L Offset, to locate the COGS Adjustment PLA account.
2. If the system cannot locate this AAI item, the system searches for item ROXXXX for Company 00000.
3. If the system cannot locate this AAI item, the system searches for item RO for Company 00001.
4. If the system cannot locate this AAI item, the system searches for item RO for Company 00000.
5. If the system cannot locate this AAI item, the system displays an error message: AAI missing for a specific GL Offset.

Example 2 - Search Sequence for COGS Adjustment PLA for Customers with Blank G/L Offset

During COGS recognition, if there is a G/L line for the COGS account from Company 00001, the system searches for the COGS Adjustment PLA account according to the following hierarchical sequence:

1. The system searches for item RO for Company 00001.

2. If the system cannot locate this AAI item, the system searches for item RO for Company 00000.
3. If the system cannot locate this AAI item, the system displays the following error message: AAI missing for a specific GL Offset.

36.3 Setting Up UDCs

You must set up the UDC 03/RR - Recognition Reasons Codes that you use to apply to the invoices in the F03116.

See [Chapter 76, "Set Up User Defined Codes"](#) for more information.

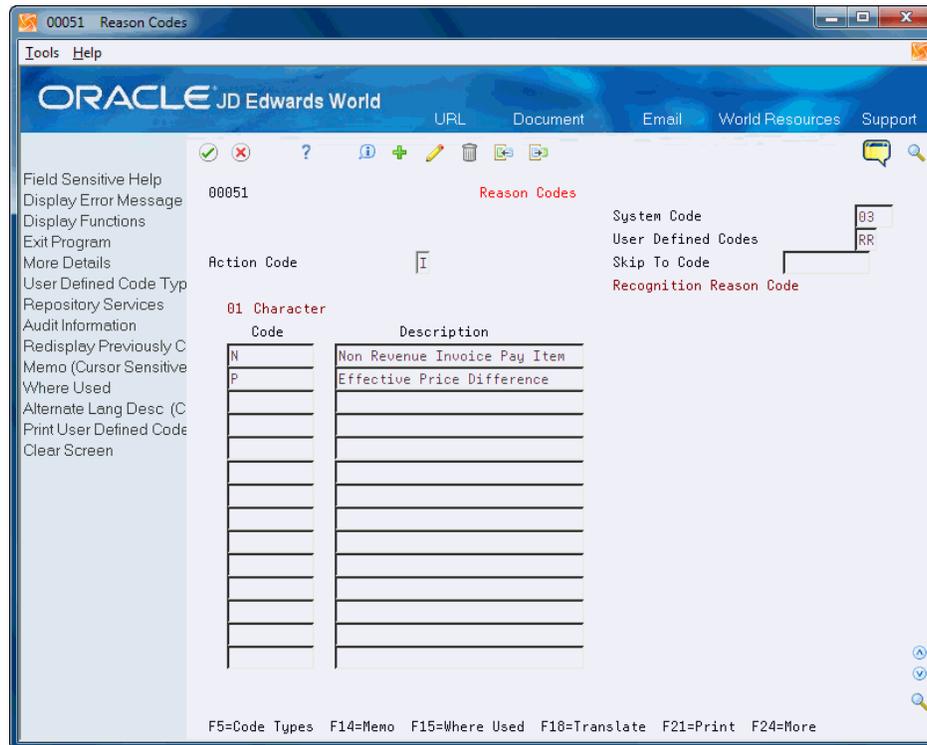
Navigation

From Accounts Receivable (G03), choose Revenue Recognition

From A/R Revenue Recognition (G0316), enter 29

From A/R Revenue Recognition Setup (G03141), choose Reason Codes

Figure 36–3 Reason Codes Screen



36.4 Setting Up Revenue Recognition Triggers for Invoices

Before you can recognize revenue on an invoice, you must define the triggers that the system uses to determine whether to include an invoice in revenue recognition processing. You must set up the following revenue recognition triggers by company:

1. Hierarchy and Date
2. Configuration

Triggers for Hierarchy and Date

Each organization has different business processes and transaction data that the system uses to determine whether to process an invoice through the recognition process. The system uses specific fields in the transactions to determine whether or not to submit an invoice to revenue recognition. The system uses the recognition hierarchy at the company level to determine which fields are significant for their organization and the order in which the system evaluates the values in the fields. The fields the system uses to evaluate each invoice and those that make up the hierarchy are based on the type of invoice – Standard A/R Invoices, Sales Order Invoices, Contract Billing Invoices, and Service Billing Invoices.

You set up the hierarchy and dates by company for invoices using the Revenue Recognition Invoice Trigger Set-Up program (P0325). This program allows you to perform setup for invoices in the A/R, Sales Order, Contract Billing, and Service Billing systems. The setup for each system is similar, however the fields on the screen change based on the system. You can set the processing option to choose the system that displays as the default and also use Toggle System Formats (F2) to choose another system to display. The fields that display on the screen are based on the system you choose. The system stores the data in the Invoice Trigger table (F0325).

You must set up the hierarchy and dates for Company 00000, which the system uses as the default values if a company hierarchy is blank. You cannot delete the hierarchy setup for Company 00000.

You must set up a hierarchy of the fields that the system uses when retrieving the trigger configuration records for an invoice. The system uses the hierarchy to sort the configuration records when comparing to the values of the pay items on the invoice. The system uses the most specific record to determine if the pay item goes to the revenue recognition process. If any pay item on an invoice is included in revenue recognition, the system includes the entire invoice.

When you set up the hierarchy, you can enter a value in one field, all of the fields, or leave fields blank. You cannot skip a number or repeat numbers in the sequence. For example, you can enter 1, 2, 3 but not 1, 3, 5. If you leave fields blank, the system includes the fields without a sequence number in the search after those fields that do have sequence numbers, in the order that they appear on the form.

Note: If you change the Category Code field, the system issues a warning if there are any configuration records for the company that have that category code value. Unexpected results can occur if you change the category code and do not evaluate the configuration records as well.

The system assigns each invoice that is in the revenue recognition process an eligible-for-recognition date. You use P0325 to set up the Calculation From Date and the Period Comparison Date that the system uses to calculate the eligible-for-recognition date for the invoice and the date to use if you want to perform a same period exclusion on the configuration record.

The system calculates the eligible for recognition date using the value in the Calculation From Date field to determine which date you want to use, locating that date, and then adding the value in the Days From Configured Date field in the trigger configuration record, if applicable. The system then compares the eligible for recognition date to the value in the Period Comparison Date field to determine if the dates are in the same period.

The following example illustrates how the system calculates the eligible for recognition date:

- The value in the Calculation From Date field is the invoice date.
- The invoice date is 03/05/2017.
- The value in the Days from Configured Date field is 10.

Therefore, the eligible for recognition date is 03/15/2017.

Review the following information:

- The value in the Period Comparison Date field is the G/L Date.
- The G/L date is 03/15/2017.

Therefore, both the eligible for recognition date and the period comparison date are in the same period.

The system then reviews the values in the Include/Exclude and Same Period Exclusion fields in the Standard Invoice program (P0326). In this example, if both fields are blank, the system includes the invoice in revenue recognition.

Trigger Configuration

There are separate trigger configurations for A/R, Sales Order, Contract Billing and Service Billing invoices. You specify the rules for each respective trigger configuration to indicate which invoices from each of those systems are included or excluded from the revenue recognition process. The system matches specific data from each transaction against the values in the trigger configuration to determine whether it is included or excluded from the revenue recognition process. The system searches the records from most specific to least specific by company.

The trigger configuration record provides the number of days to use when calculating the eligible-for-recognition date when the transaction is in the revenue recognition system.

You use the appropriate Revenue Recognition Trigger Configuration program to set up the configuration. The system stores configuration records for invoices in one of the Invoice Trigger Configuration tables.

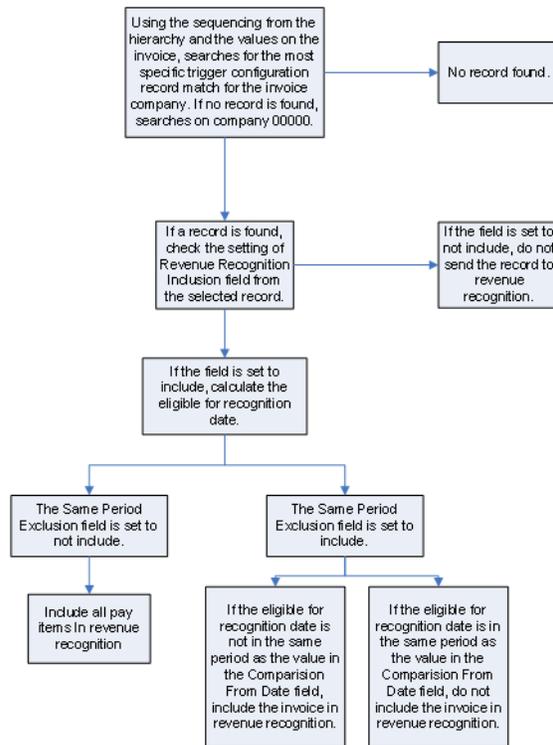
When you locate records, use the fields in the header portion of the screen to narrow your search.

You can use the Export function in this program. See *Overview to Import/Export* in the *JD Edwards World Technical Tools Guide* for information about exporting data into the system.

You can review the hierarchy and date setup by company using the Revenue Recognition Hierarchy/Date Setup Review program (P03225). Additionally, you can access P0325 to review, add, change, or delete the trigger setup data in the Invoice Trigger table (F0325).

Note: You must set up all three (hierarchy, dates, and configuration records) to enable the system to select invoices for revenue recognition.

The system uses the triggers to determine if an invoice is included in revenue recognition as illustrated in the following graphic:

Figure 36–4 Invoice Trigger Process Flow

Setting up revenue recognition triggers includes the following tasks:

- Setting up revenue recognition triggers for A/R invoices
- Setting up revenue recognition triggers for sales order invoices
- Setting up revenue recognition triggers for contract billing invoices
- Setting up revenue recognition triggers for service billing invoices
- Reviewing revenue recognition trigger setup

36.4.1 Setting Up Revenue Recognition Triggers for A/R Invoices

To indicate whether invoices from the A/R system are included in the revenue recognition process, you must set up the following:

1. Hierarchy and dates by company.
2. Invoice configuration.

36.4.1.1 Setting Up Revenue Recognition Trigger Hierarchy and Dates for A/R Invoices

When you set up trigger hierarchy and dates for A/R invoices, you can enter any of the 30 user-defined category codes that are associated with the customer. You can choose which of the 30 codes to use for invoicing. You can only enter a category code number if you enter a sequence number in the Customer Category Code field.

Note: If you change the Category Code field, the system issues a warning if there are any configuration records for the company that have that category code value. Unexpected results can occur if you change the category code and do not evaluate the configuration records as well.

To set up revenue recognition trigger hierarchy and dates for A/R invoices

Navigation

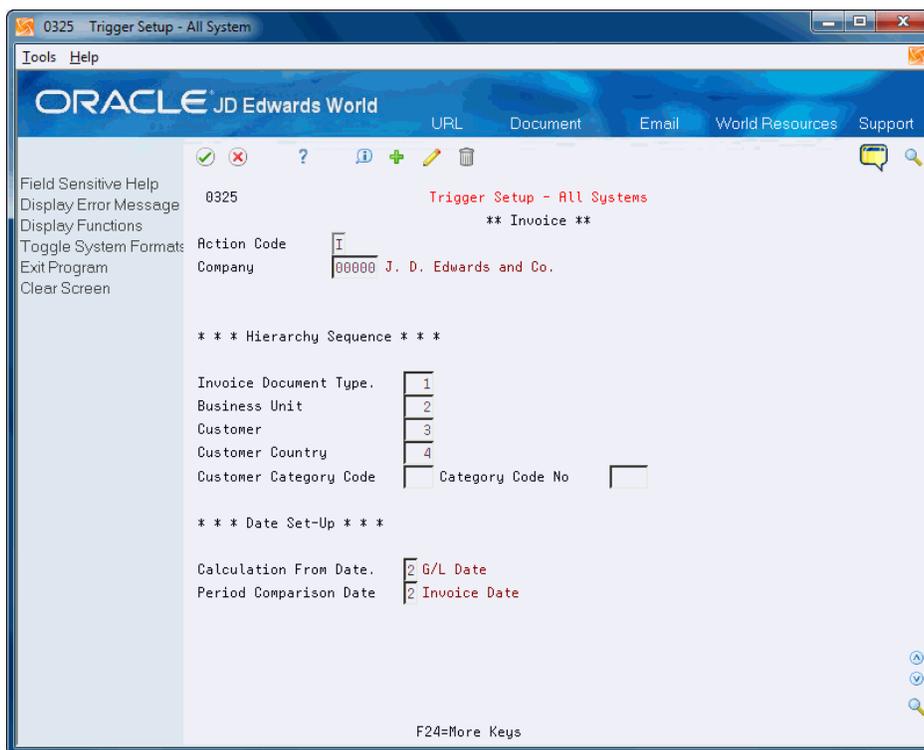
From Accounts Receivable (G03), choose Revenue Recognition

From A/R Revenue Recognition (G0316), enter 29

From A/R Revenue Recognition Setup (G03141), choose Trigger Setup - All Systems

1. On Trigger Setup - All Systems, ensure that the Invoice screen displays.

Figure 36–5 Trigger Setup Invoice screen



You can use the Toggle System Formats (F2) to change the system that displays.

2. Complete the Company field.
3. In the Hierarchy Sequence section, enter a sequence number ,1 through 5, in the following optional fields:
 - Invoice Document Type
 - Business Unit
 - Customer
 - Customer Country

- Customer Category Code

If you enter a value in this field, you must enter a value in the Category Code No field.

- Complete the following fields to set up date parameters for invoices and click Add.
 - Calculation From Date
 - Period Comparison Date

Field	Explanation
Calculation From Date	<p>This field is used to indicate which date to use as the base date to calculate the Eligible for Recognition Date for an invoice.</p> <p>Valid Values include:</p> <ul style="list-style-type: none"> 1: Ship date (sales order invoices only) 2: G/L date 3: Invoice date <p><i>Screen-specific Information</i></p> <p>To calculate the eligible for recognition date, the system adds the number of days specified in the Days From Configured Date field on the Invoice Trigger Configuration form to the date specified in this processing option.</p>
Period Comparison Date	<p>This field is used to indicate which date to compare the Eligible for Recognition Date with, in order to determine if they are in the same period.</p> <p>This will allow the Same Period Exclusion to occur if requested.</p> <p>Valid Values are:</p> <ul style="list-style-type: none"> 1: G/L Date 2: Invoice Date

36.4.1.2 Setting Up Revenue Recognition Trigger Configuration for A/R Invoices

Use the Revenue Recognition - Invoice Trigger Configuration program (P0326) to set up and change the standard invoice configuration that the system uses to determine if a pay item is included in the revenue recognition process. The system stores configuration records for invoices in the Invoice Trigger Configuration table (F0326).

There are eight fields that make up the unique key in the F0326. You must enter a company number, effective date, and expiration date. The company can be any valid company in the Company Constants table (F0010), including Company 00000.

The category code field that the system uses as a trigger is from the hierarchy set up. The code you define displays to the left of the Category Code entry field and is blank if you did not select a code for sequencing. The system evaluates this value against the UDC values for the code number you identify.

To set up revenue recognition trigger configuration for invoices

Navigation

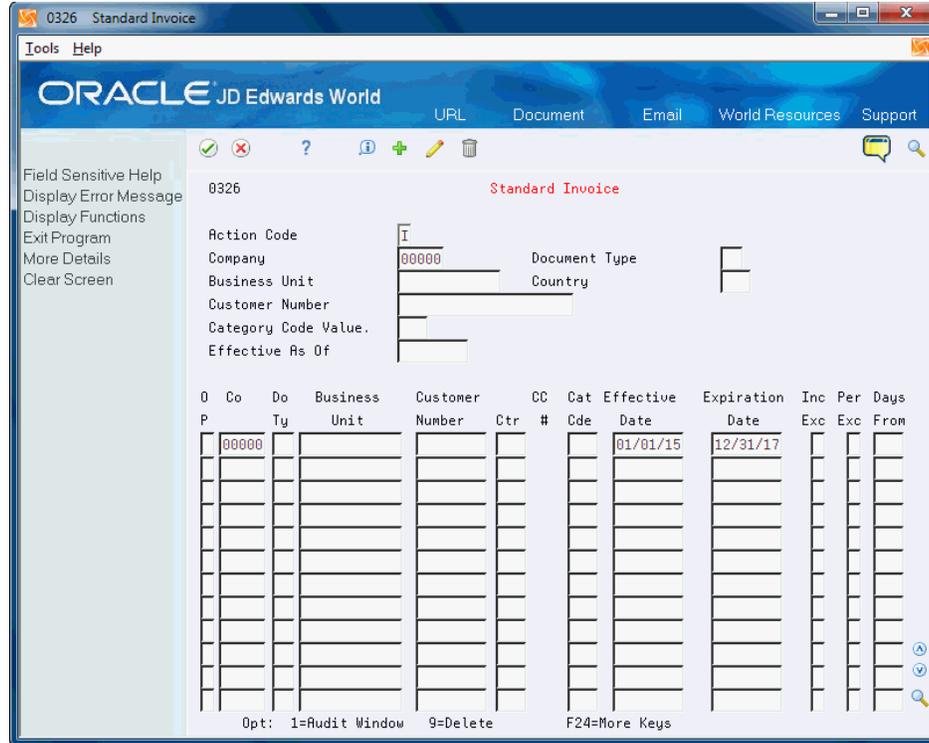
From Accounts Receivable (G03), choose Revenue Recognition

From A/R Revenue Recognition (G0316), enter 29

From A/R Revenue Recognition Setup (G03141), choose Standard Invoice

1. On Standard Invoice, complete the following fields and click Enter.

Figure 36–6 Standard Invoice Trigger Configuration screen



- Company
- Document Type
- Business Unit
- Customer Number
- Category Code
- Effective Date
- Expiration Date
- Include/Exclude
- Same Period Exclusion
- Days From

Field	Explanation
Category Code	<p>Up to ten 3-digit reporting codes can be specified for any user purpose. These codes can then be used to selectively extract specific names and addresses from the Address Book and the subsequent printing of mailing labels, phone directories or complete Address Books. Typical report codes are assigned as follows:</p> <p>Record Type 01 - Sales Area Record Type 02 - Sales Person Record Type 03 - Credit Officer Record Type 04 - Christmas List</p> <p>These codes are appended to Accounts Payable/Receivable transactions to facilitate reporting. A global update program is provided for updating these fields within the transaction files. Validation for Address Book reporting codes is performed against user defined codes, system 01, types 01 through 10.</p> <p><i>Program-specific information</i></p> <p>For the Revenue Recognition Trigger Configuration programs this field must be blank if there is no associated Category Code field value setup in the Hierarchy/Date Setup program (P0325) for this company. If you include the Category Code in the hierarchy sequence for this company you will be presented with the correct table of values for the category code specified. Please refer to the on-line helps for this program for more information.</p>
Include/Exclude	<p>This field indicates if the item you are evaluating should be included (in a process, in a file, in an application) or excluded.</p> <p>For example, in the Revenue Recognition process if the configuration is located for an invoice and the value is '1', we will exclude this from the process.</p> <p>Valid values include:</p> <p>Blank = Include 1 = Exclude</p> <p><i>Screen-specific information</i></p> <p>If you leave this field blank, the system includes the invoice in the revenue recognition process.</p> <p>If you enter 1 in this field, the system does not include the invoice in the revenue recognition process.</p>

Field	Explanation
Same Period Exclusion	<p>This field indicates if the invoice should be excluded from the Revenue Recognition process if the calculated Eligible for Recognition Date is in the same period as the designated invoice date (G/L Date, Invoice Date, etc.).</p> <p>For example, the Days From Calculation Date are added to the Calculate From Date for the invoice to determine the Eligible for Recognition Date. If the Same Period Exclusion flag is set to '1' and the Eligible for Recognition Date is in the same period as the Period Comparison Date for the invoice, we will exclude this from the RR process.</p> <p>Valid values include:</p> <p>Blank = Do not perform the Same Period Exclusion Check</p> <p>1 = Perform Same Period Exclusion Check and exclude the invoice if applicable.</p>
Days From Calculation Date	<p>The number of days added to the specified calculation date to determine the Eligible for Recognition Date for an invoice.</p> <p><i>Screen-specific information</i></p> <p>Enter a value that indicates the number of days the system adds to the date specified in the Calculation From Date field in order to calculate eligible for recognition date. The Calculation From Date field is on the Trigger Set-Up screen.</p>

36.4.2 Setting Up Revenue Recognition Triggers for Sales Order Invoices

Before you can recognize revenue on an invoice, you must define the triggers that the system uses to determine whether to include an invoice in the revenue recognition process.

To indicate whether invoices from the Sales Order system are included in the revenue recognition process, you must set up the following:

1. Hierarchy and dates by company.
2. Invoice configuration.

36.4.2.1 Setting Up Revenue Recognition Trigger Hierarchy and Dates for Sales Order Invoices

For Sales Order invoices, you can enter any of the 30 user-defined category codes that are associated with the customer. You can only enter a category code number if you enter a sequence number in the Customer Category Code field.

Note: If you change the Category Code field, the system issues a warning if there are any configuration records for the company that have that category code value. Unexpected results can occur if you change the category code and do not evaluate the configuration records as well.

For invoices generated from the Sales Order system, you can enter values in the Category Code Value 01 and 02 fields. You can only enter a category code number if you enter a sequence number in the Ship To or Sold To Category Codes fields.

To set up revenue recognition trigger hierarchy and dates for sales order invoices

Navigation

From Accounts Receivable (G03), choose Revenue Recognition

From A/R Revenue Recognition (G0316), enter 29

From A/R Revenue Recognition Setup (G03141), choose Trigger Setup - All Systems

1. On Trigger Setup - All Systems, ensure that the Sales Order screen displays.

You can use the Toggle System Formats (F2) to change the system that displays.

Figure 36–7 Trigger Setup Sales Orders screen

2. Complete the Company field.
3. In the Hierarchy Sequence section, enter a sequence number in the following optional fields:
 - Order Type
 - Line Type
 - Header Business Unit
 - Ship From
 - Ship To
 - Sold To

- Ship From Country
 - Ship To Country
 - Sold To Country
 - Ship To Category Code
If you enter a value in this field, you must enter a value in the Category Code Value 01 field.
 - Sold To Category Code
If you enter a value in this field, you must enter a value in the Category Code Value 02 field.
 - Freight Terms
 - Carrier
 - Mode of Transport
4. Complete the following fields to set up date parameters for invoices and click Add.
- Calculation From Date
 - Period Comparison Date

Field	Explanation
Calculation From Date	<p>This field is used to indicate which date to use as the base date to calculate the Eligible for Recognition Date for an invoice.</p> <p>Valid Values include:</p> <ul style="list-style-type: none"> 1: Ship date (sales order invoices only) 2: G/L date 3: Invoice date <p><i>Screen-specific Information</i></p> <p>To calculate the eligible for recognition date, the system adds the number of days specified in the Days From Configured Date field on the Invoice Trigger Configuration form to the date specified in this processing option.</p>
Period Comparison Date	<p>This field is used to indicate which date to compare the Eligible for Recognition Date with, in order to determine if they are in the same period.</p> <p>This will allow the Same Period Exclusion to occur if requested.</p> <p>Valid Values are:</p> <ul style="list-style-type: none"> 1: G/L Date 2: Invoice Date

36.4.2.2 Setting Up Revenue Recognition Trigger Configuration for Sales Order Invoices

Use the Revenue Recognition - Sales Order Trigger Configuration program (P0327) to set up and change the sales order invoice configuration that the system uses to determine if a pay item is included in the revenue recognition process. The system

stores configuration records for invoices the Revenue Recognition - Sales Order Trigger Configuration table (F0327).

There are 17 fields of information that make up the unique key in the F0327. You must enter a company number, effective date, and expiration date. The company can be any valid company in the Company Constants table (F0010), including Company 00000.

The category code field the system uses as a trigger is from the hierarchy set up. The code you define displays to the left of the Category Code entry field and is blank if you did not select a code for sequencing. The system evaluates any value you enter against the User Defined Values for the code number you identify.

To set up revenue recognition trigger configuration for sales order invoices

Navigation

From Accounts Receivable (G03), choose Revenue Recognition

From A/R Revenue Recognition (G0316), enter 29

From A/R Revenue Recognition Setup (G03141), choose Sales Order

1. On Sales Order, choose More Detail (F4) to access the detail area.

Figure 36–8 Sales Order Trigger Configuration screen

The screenshot shows the 'Sales Order' configuration screen in Oracle JD Edwards World. The window title is '0327 Sales Order'. The main area contains a form with the following fields:

- Action Code: []
- Company: []
- Home Bus Unit: []
- Order Type: []
- Line Type: []
- Ship From: []
- Ship To: []
- Sold To: []
- Effective As Of: []
- Ship To Cat Cd: []
- Sold To Cat Cd: []

Below these fields is a table with the following columns:

O	Co	Or Ln	Home	Ship	Ship To	Sold To	Frm	Shp	Sld	Inc	Per	Days
P	Ty	Ty	Bus Unit	From No.	Number	Number	Ctr	Ctr	Ctr	Exc	Exc	From

At the bottom of the screen, there are options: Opt: 1=Audit Window, 9=Delete, F24=More Keys.

2. Complete the following fields and click Add.

- Company
- Order Type
- Line Type
- Home Business Unit

- Ship From Number
- Ship To Number
- Sold To Number
- From Country
- To Country
- To Country
- Include/Exclude
- Same Period Exclusion
- Days From
- Ship To CC
- Sold TO CC
- Freight
- Carrier
- Transportation Mode
- Effective Date
- Expiration Date

Field	Explanation
Include/Exclude	<p>This field indicates if the item you are evaluating should be included (in a process, in a file, in an application) or excluded.</p> <p>For example, in the Revenue Recognition process if the configuration is located for an invoice and the value is '1', we will exclude this from the process.</p> <p>Valid values include:</p> <p>Blank = Include</p> <p>1 = Exclude</p>
Same Period Exclusion	<p>Use this field to specify if an invoice is excluded from the revenue recognition process if the calculated eligible for recognition date is in the same period as the G/L date. Values are:</p> <p>If you leave this flag blank and the eligible for recognition date is in the same period as the G/L date, the invoice is excluded from the revenue recognition process.</p> <p>If you select this flag and the eligible for recognition date is in the same period as the G/L date, the invoice is still considered in the revenue recognition process.</p>
Days From Calculation Date	<p>The number of days added to the specified calculation date to determine the Eligible for Recognition Date for an invoice.</p> <p><i>Screen-specific information</i></p> <p>Enter a value that indicates the number of days the system adds to the date specified in the Calculation From Date field in order to calculate eligible for recognition date. The Calculation From Date field is on the Trigger Set-Up screen.</p>

36.4.3 Setting Up Revenue Recognition Triggers for Contract Billing Invoices

Whether the system can submit a Contract Billing invoice through the trigger process in the JD Edwards World Accounts Receivable system is also dependent on the settings of the Service Billing System Constants (P48091) in the JD Edwards Contract Billing and Service Billing systems. The system submits the invoice through the trigger process if any of the following conditions exist:

- The Journal Generation Control constant is set to Invoice Only.
- The Journal Generation Control constant is set to Invoice/Revenue without Reconciliation or Invoice/Revenue with Reconciliation and the workfile records are eligible for only invoicing.
- The Journal Generation Control constant is set to Invoice/Revenue without Reconciliation or Invoice/Revenue with Reconciliation and the Eligibility Override field in Contract Billing Details table (F5202) is set to Invoice Only. Lump sum and unit price billing lines are eligible.

Only Contract Billing invoices which are not processed by revenue recognition in the JD Edwards World Contract Billing system are eligible for the revenue recognition process in the JD Edwards Accounts Receivable system.

Note:

If the system selects a billing line (owner pay item) for the revenue recognition process, the system includes the entire invoice.

To indicate whether invoices from the Contract Billing system are included in the revenue recognition process, you must set up the following:

1. Hierarchy and dates by company.
2. Invoice configuration.

36.4.3.1 Setting Up Revenue Recognition Trigger Hierarchy and Dates for Contract Billing Invoices

Navigation

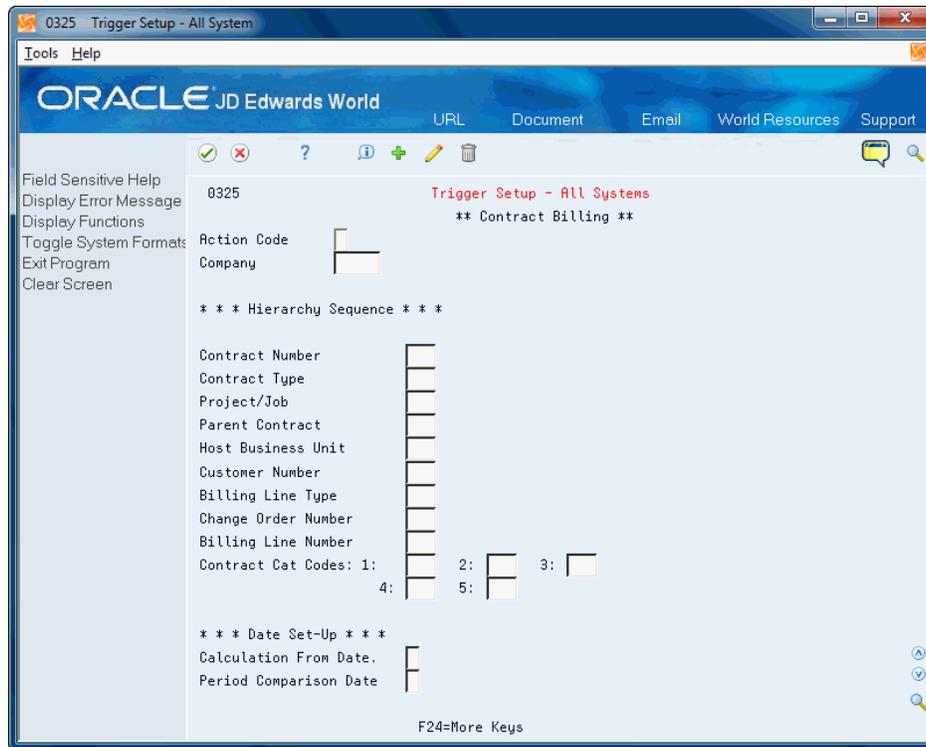
From Accounts Receivable (G03), choose Revenue Recognition

From A/R Revenue Recognition (G0316), enter 29

From A/R Revenue Recognition Setup (G03141), choose Trigger Setup - All Systems

1. On Trigger Setup - All Systems, ensure that the Contract Billing screen displays.
You can use the Toggle System Formats (F2) to change the system that displays.

Figure 36–9 Trigger Setup Contract Billing screen



2. Complete the Company field.
3. In the Hierarchy Sequence section, enter a sequence number in the following optional fields:
 - Contract Number
 - Contract Type
 - Project/Job
 - Parent Contract
 - Host Business Unit
 - Customer Number
 - Billing Line Type
 - Change Order Number
 - Billing Line Number
 - Contract Category Codes 1 through 5
4. Complete the following fields to set up date parameters for invoices and click Add.
 - Calculation From Date
 - Period Comparison Date

Field	Explanation
Calculation From Date	<p>This field is used to indicate which date to use as the base date to calculate the Eligible for Recognition Date for an invoice.</p> <p>Valid Values include:</p> <p>1: Ship date (sales order invoices only)</p> <p>2: G/L date</p> <p>3: Invoice date</p> <p><i>Screen-specific Information</i></p> <p>To calculate the eligible for recognition date, the system adds the number of days specified in the Days From Configured Date field on the Invoice Trigger Configuration form to the date specified in this processing option.</p>
Period Comparison Date	<p>This field is used to indicate which date to compare the Eligible for Recognition Date with, in order to determine if they are in the same period.</p> <p>This will allow the Same Period Exclusion to occur if requested.</p> <p>Valid Values are:</p> <p>1: G/L Date</p> <p>2: Invoice Date</p>

36.4.3.2 Setting Up Revenue Recognition Trigger Configuration for Contract Billing Invoices

Use the Revenue Recognition - Contract Trigger Configuration program (P0328) to set up and change the Contract Billing invoice configuration that the system uses to determine if an invoice is included in the revenue recognition process. The system stores configuration records for Contract Billing invoices in the Revenue Recognition - Contract Billing Trigger Configuration table (F0328).

There are 17 fields that make up the unique key in the F0328. You must enter a company number, effective date, and expiration date. The company can be any valid company in the Company Constants table (F0010), including Company 00000.

The system searches these records from most specific to least specific by company.

To set up revenue recognition trigger configuration for contract invoices

Navigation

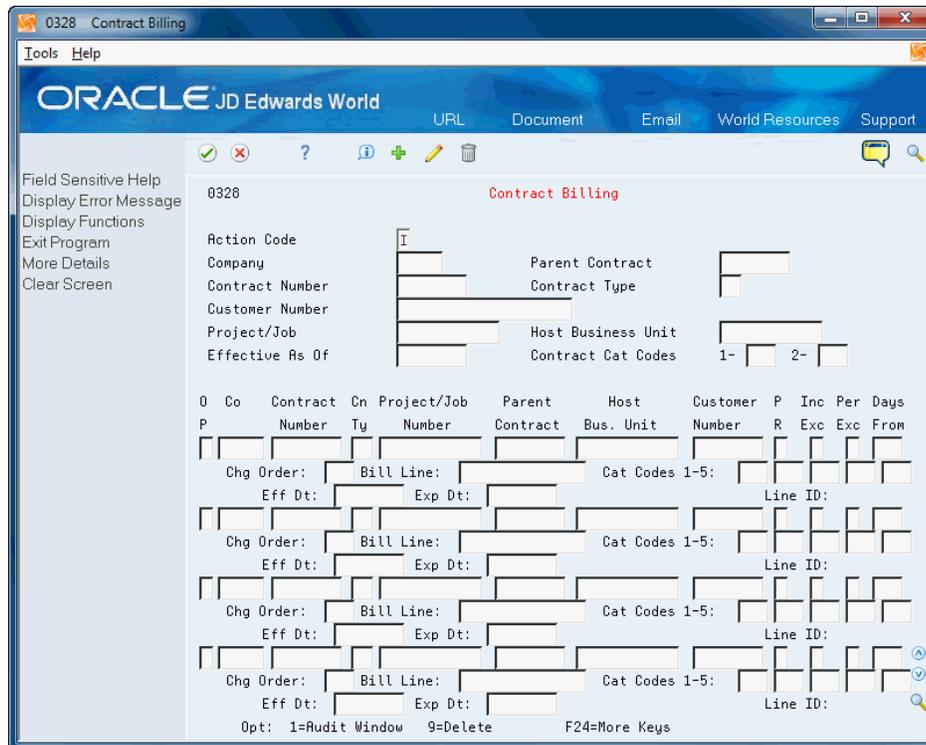
From Accounts Receivable (G03), choose Revenue Recognition

From A/R Revenue Recognition (G0316), enter 29

From A/R Revenue Recognition Setup (G03141), choose Contract Billing

1. On Contract Billing, choose More Detail (F4) to access the detail area.

Figure 36–10 Contract Billing Trigger Configuration screen



2. Complete the following fields and click Add:

- Company
- Contract Number
- Contract Type
- Project/Job Number
- Parent Contract
- Host Business Unit
- Customer Number
- Pricing Types
- Include/Exclude
- Same Period Exclusion
- Days From
- Change Order
- Billing Line Number
- Category Codes 1 - 5
- Effective Date
- Expiration Date

Field	Explanation
Pricing Types	A code that specifies the billing terms that are defined by the billing line on the contract. The system uses the predefined codes for the pricing type to access formulas and other information related to the calculation of billing and revenue amounts for the billing line.
Include/Exclude	<p>This field indicates if the item you are evaluating should be included (in a process, in a file, in an application) or excluded.</p> <p>For example, in the Revenue Recognition process if the configuration is located for an invoice and the value is '1', we will exclude this from the process.</p> <p>Valid values include:</p> <p>Blank = Include</p> <p>1 = Exclude</p>
Same Period Exclusion	<p>Use this field to specify if an invoice is excluded from the revenue recognition process if the calculated eligible for recognition date is in the same period as the G/L date. Values are:</p> <p>If you leave this flag blank and the eligible for recognition date is in the same period as the G/L date, the invoice is excluded from the revenue recognition process.</p> <p>If you select this flag and the eligible for recognition date is in the same period as the G/L date, the invoice is still considered in the revenue recognition process.</p>
Days From Calculation Date	<p>The number of days added to the specified calculation date to determine the Eligible for Recognition Date for an invoice.</p> <p><i>Screen-specific information</i></p> <p>Enter a value that indicates the number of days the system adds to the date specified in the Calculation From Date field in order to calculate eligible for recognition date. The Calculation From Date field is on the Trigger Set-Up screen.</p>

36.4.4 Setting Up Revenue Recognition Triggers for Service Billing Invoices

Whether the system can submit a Service Billing invoice through the trigger process in the JD Edwards World Accounts Receivable system is also dependent on the settings of the Service Billing System Constants (P48091) in the JD Edwards Service Billing system. The system submits the invoice through the trigger process if any of the following conditions exist:

- The Journal Generation Control constant is set to Invoice Only.
- The Journal Generation Control constant is set to Invoice/Revenue without Reconciliation or Invoice/Revenue with Reconciliation and the workfile records are eligible for only invoicing.

Only Service Billing invoices which are not processed by revenue recognition in the JD Edwards World Service Billing system are eligible for the revenue recognition process in the JD Edwards Accounts Receivable system.

Note:

If the system selects a Service Billing line (pay item) for the revenue recognition process, the system includes the entire invoice.

Before you can use the Accounts Receivable revenue recognition process on a Service Billing invoice, you must define the triggers that the system uses to determine whether to include an invoice in the revenue recognition process.

To indicate whether invoices from the Service Billing system are included in the revenue recognition process, you must set up the following:

1. Hierarchy and dates by company.
2. Invoice configuration.

36.4.4.1 Setting Up Revenue Recognition Trigger Hierarchy and Dates for Service Billing Invoices

Navigation

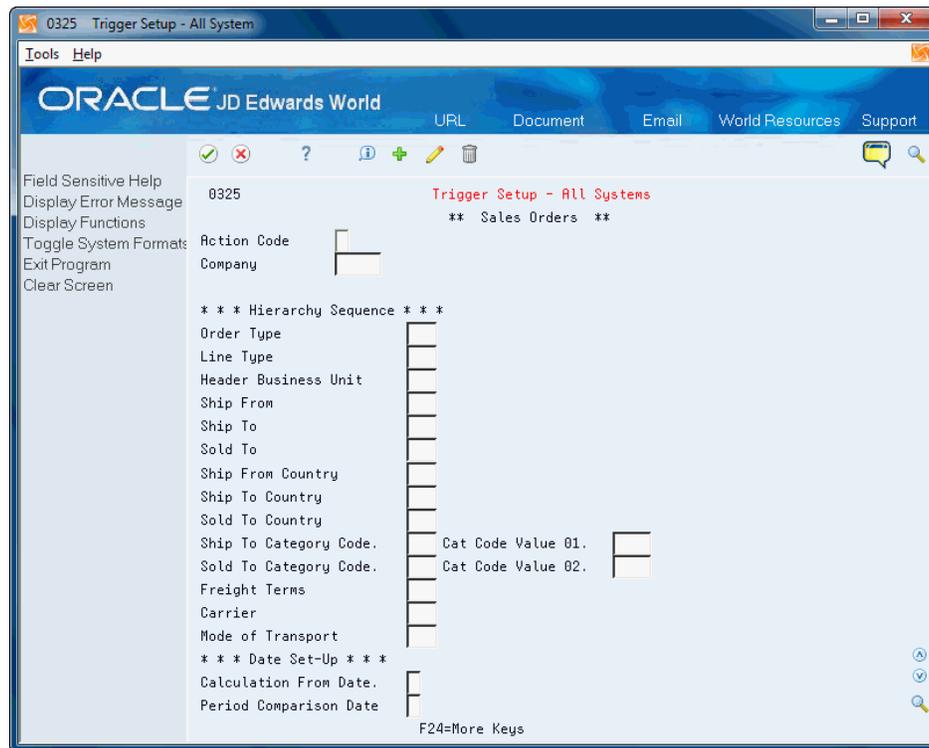
From Accounts Receivable (G03), choose Revenue Recognition

From A/R Revenue Recognition (G0316), enter 29

From A/R Revenue Recognition Setup (G03141), choose Trigger Setup - All Systems

1. On Trigger Setup - All Systems, ensure that Service Billing screen displays.
 You can use the Toggle System Formats (F2) to change the system that displays.

Figure 36–11 Trigger Setup Service Billing screen



2. Complete the Company field.
3. In the Hierarchy Sequence section, enter a sequence number in the following optional fields:
 - Business Unit
 - Object
 - Subsidiary
 - Project/Job
 - Owner Address Number
 - Subledger
 - Customer Number
 - Business Unit Category Code
 - Consulting Service Type
4. Complete the following fields to set up date parameters for invoices and click Add.
 - Calculation From Date
 - Period Comparison Date

Field	Explanation
Calculation From Date	<p>This field is used to indicate which date to use as the base date to calculate the Eligible for Recognition Date for an invoice.</p> <p>Valid Values include:</p> <p>1: Ship date (sales order invoices only)</p> <p>2: G/L date</p> <p>3: Invoice date</p> <p><i>Screen-specific Information</i></p> <p>To calculate the eligible for recognition date, the system adds the number of days specified in the Days From Configured Date field on the Invoice Trigger Configuration form to the date specified in this processing option.</p>
Period Comparison Date	<p>This field is used to indicate which date to compare the Eligible for Recognition Date with, in order to determine if they are in the same period.</p> <p>This will allow the Same Period Exclusion to occur if requested.</p> <p>Valid Values are:</p> <p>1: G/L Date</p> <p>2: Invoice Date</p>

36.4.4.2 Setting Up Revenue Recognition Trigger Configuration for Service Billing Invoices

Use the Revenue Recognition - Service Billing Trigger Configuration program (P0329) to set up and change the Service Billing invoice configuration that the system uses to determine if a pay item is included in the Accounts Receivable revenue recognition

process. The system stores configuration records for Service Billing invoices in the Revenue Recognition - Service Billing Trigger Configuration table (F0329).

There are 12 fields that make up the unique key in the Revenue Recognition - Service Billing Trigger Configuration table (F0329). You must enter a company number, effective date, and expiration date. The company can be any valid company in the Company Constants table (F0010), including Company 00000.

The system searches the records from most specific to least specific by company.

To set up revenue recognition trigger configuration for service billing invoices

Navigation

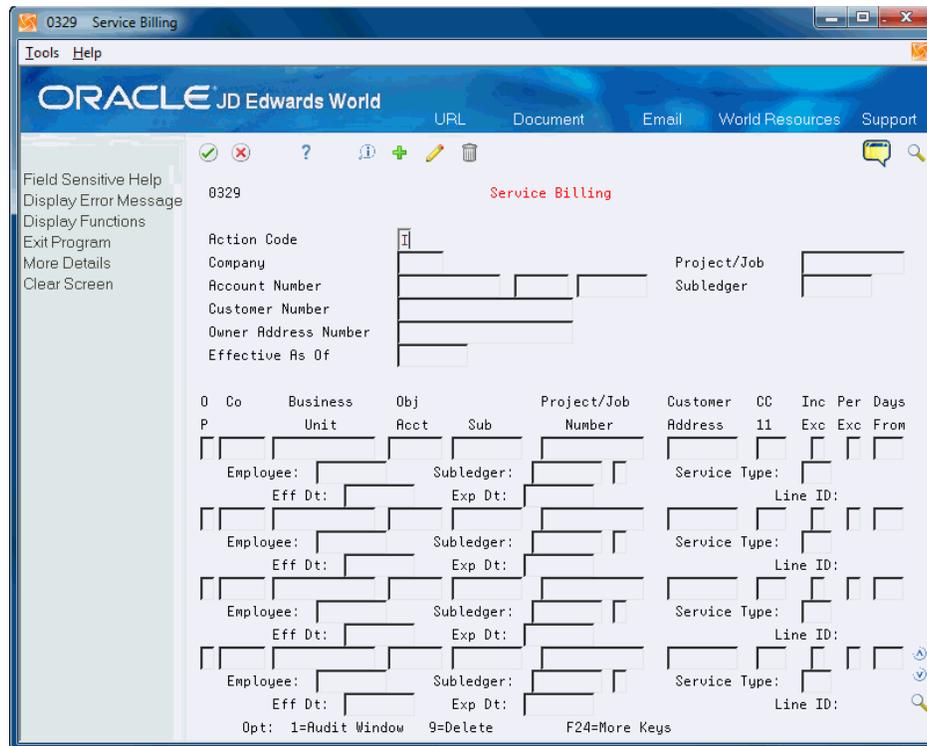
From Accounts Receivable (G03), choose Revenue Recognition

From A/R Revenue Recognition (G0316), enter 29

From A/R Revenue Recognition Setup (G03141), choose Service Billing

1. On Service Billing, choose More Detail (F4) to access the detail area.

Figure 36–12 Service Billing Trigger Configuration Screen



2. Complete the following fields and click Add.

- Company
- Business Unit
- Object Account
- Subsidiary
- Project/Job Number
- Owner Address Number

- Category Code 11
- Include/Exclude
- Same Period Exclusion
- Days From
- Customer
- Subledger
- Subledger Type
- Consulting Service Type
- Effective Date
- Expiration Date

Field	Explanation
Category Code 11	Category code 11 associated with the Business Unit Master file (F0006). This is a user defined code (system 00, type11) for use in flex account mapping and in printing selected information on reports.
Include/Exclude	<p>This field indicates if the item you are evaluating should be included (in a process, in a file, in an application) or excluded.</p> <p>For example, in the Revenue Recognition process if the configuration is located for an invoice and the value is '1', we will exclude this from the process.</p> <p>Valid values include:</p> <p>Blank = Include</p> <p>1 = Exclude</p> <p><i>Screen-specific information</i></p> <p>If you leave this field blank, the system includes the invoice in the revenue recognition process.</p> <p>If you enter 1 in this field, the system does not include the invoice in the revenue recognition process.</p>
Same Period Exclusion	<p>Use this field to specify if an invoice is excluded from the revenue recognition process if the calculated eligible for recognition date is in the same period as the G/L date. Values are:</p> <p>If you leave this flag blank and the eligible for recognition date is in the same period as the G/L date, the invoice is excluded from the revenue recognition process.</p> <p>If you select this flag and the eligible for recognition date is in the same period as the G/L date, the invoice is still considered in the revenue recognition process.</p>
Days From Calculation Date	<p>The number of days added to the specified calculation date to determine the Eligible for Recognition Date for an invoice.</p> <p><i>Screen-specific information</i></p> <p>Enter a value that indicates the number of days the system adds to the date specified in the Calculation From Date field in order to calculate eligible for recognition date. The Calculation From Date field is on the Trigger Set-Up screen.</p>

36.4.5 Reviewing Revenue Recognition Triggers Setup

You can review the hierarchy and date setup by company using the Revenue Recognition Hierarchy/Date Setup Review program (P03225).

Additionally, you can access P0325 to review, add, change, or delete the trigger setup data in the Invoice Trigger table (F0325). When you access P0325 from P03225, the system limits the display to only the application you choose (A/R, Sales, Contract Billing, or Service Billing), regardless of the processing options set up.

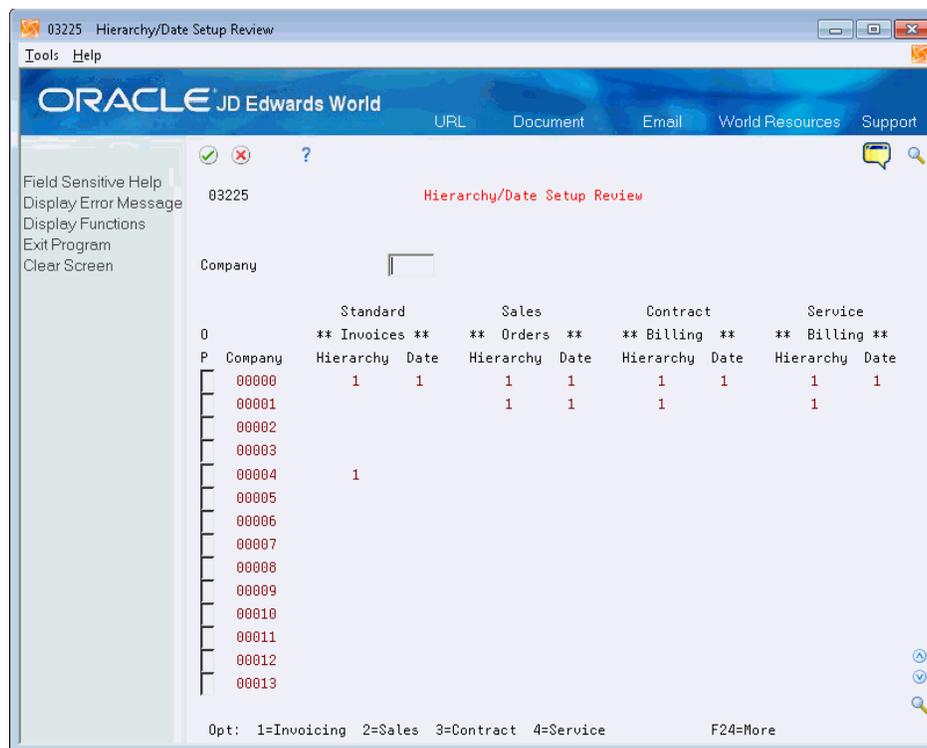
Navigation

From Accounts Receivable (G03), choose Revenue Recognition

From A/R Revenue Recognition (G0316), enter 29

From A/R Revenue Recognition Setup (G03141), choose Hierarchy/Date Setup Review

Figure 36–13 Hierarchy/Date Setup Review screen



Field	Explanation
Option	Enter a value that specifies the system in which you are setting up trigger hierarchy and dates for the company. Values are: 1: Standard Invoice Setup 2: Sales Order Setup 3: Contract Billing Setup 4: Service Billing Setup

Work with Revenue Recognition (Release A9.3 Update)

This chapter includes the following tasks.

- Section 37.1, "Entering Invoices into Revenue Recognition"
- Section 37.2, "Recognizing Revenue"
- Section 37.3, "Reviewing the G/L Distribution"
- Section 37.4, "Removing Invoices from Revenue Recognition"
- Section 37.5, "Reversing Revenue Recognition"
- Section 37.6, "Purging Revenue Recognition Data"

37.1 Entering Invoices into Revenue Recognition

Entering invoices into revenue recognition includes the following tasks:

- Automatically Entering Invoices into Revenue Recognition
- Manually Entering Existing Invoices into Revenue Recognition

37.1.1 Automatically Entering Invoices into Revenue Recognition

As you create invoices, the system moves them into the revenue recognition process based on the trigger configuration records that you set up for the invoices. Following are some of the programs you can use to create invoices and automatically move invoices into the revenue recognition process:

- Standard Invoice Entry
- Speed Invoice Entry
- Recurring Invoices
- Interest Invoices
- Finance Charge Invoices
- Sales Update
- A/R to G/L Journal Entries
- Batch Invoice Processing

Sales Update

You can include sales order invoices, including interbranch invoices, in the revenue recognition process using the Sales Update program (P42800). The program includes sales order revenue and COGS into the revenue recognition process and stores the data in the F03117. When you create sales order invoices, you must create revenue and COGS as part of the sales order invoice.

This program does not add the invoices into the revenue recognition process if you set the Summarize Cost of Goods and Inventory G/L Entries processing option to summarize entries into a separate batch.

You can create A/R and A/P batches for interbranch sales (vs. G/L entries only). If you do not want to include interbranch invoices, JD Edwards World suggests you set up trigger configurations that exclude these document types. P42800 accesses P03503 to include the interbranch invoices into revenue recognition. If there are any errors, a message prints on the Sales Update Sales report instructing you to review the R03503 report for details. You should correct any errors and run P03503 to add the interbranch invoices as a separate process.

As part of the revenue recognition process, the Revenue Account field of each sales order expense line in the Account Ledger table (F0911) indicates the type of expense, as follows:

- 1 - Revenue
- 2 - COGS
- 3 - Inventory
- 4 - Tax
- X - Other (for example gain/loss)

When you recognize revenue, you can recognize the COGS separately from the revenue because it is not tied explicitly to the invoice pay item.

See Update Sales Information in the *JD Edwards World Sales Order Management Guide*

A/R to G/L Journal Entries

If you use the Create A/R and G/L Entries program (P48199) to create invoices for Contract Billing and Service Billing, P48199 accesses the Batch Invoice to Revenue Recognition program (P03503) to add the invoices into the revenue recognition process. P03503 issues a report that includes the following:

- Lists contract billing and service billing invoices it adds to the revenue recognition process.
- Error messages for any invoice that it could not add due to errors.
- A message if none of the invoices are eligible for revenue recognition. The program issues this message so you are aware that the program was accessed as expected.

JD Edwards World recommends that you correct any invoices with errors listed on the report and then run P03503 to enter those invoices into revenue recognition.

37.1.2 Manually Entering Existing Invoices into Revenue Recognition

When you need to enter an existing invoice into the revenue recognition process, you can use one of the following methods:

- Entering Invoices into Revenue Recognition using Batch Processing

- Entering Invoices into Revenue Recognition using Standard Invoice Entry

37.1.2.1 Entering Invoices into Revenue Recognition using Batch Processing

To enter multiple invoices into revenue recognition, run the Batch Invoice to Revenue Recognition program (P03503). This DREAM Writer is based on the A/R Ledger table (F0311).

You can process A/R, Sales Order, Contract Billing, and Service Billing invoices using this program. You can also include interbranch sales invoices, which might originate when you run the Sales Update program (P48200).

The invoices can be posted or unposted and must not exist in the revenue recognition system.

The program adds the invoice data to the F03116 and the distribution data to the F03117. The program stores the revenue and PLA accounting data in the F0911 with the FB document type journal entry, in the RR batch. The program enters a 1 in the Revenue Recognition Indicator field (RPFK01) of the F0311.

The program bypasses the following types of invoices:

- Receipt Generated Invoices (Unapplied Cash (RU), Chargebacks (RB), Drafts (R1))
- Real Estate Invoices (Purchase Document Type LS and LR)
- Netting Invoices (Document Type NO)
- Voided Invoices (RPTRTC = V)

The program prints the Revenue Recognition - Invoice Add to RR Process Report (R03503) that lists:

- Invoices added into the revenue recognition system. The invoice displays on the report along with the revenue recognition journal entry document for this invoice.
- Accounting information associated with the invoice, if you have set the Print Report Selection processing option to do so. This includes the revenue or COGS amount, the PLA account and amount, and the total per invoice.
- Errors that prevent the invoices from being added. You should review the errors, make corrections, and then run this program to add the invoices.

Errors that the program can encounter include:

- Locating the invoice via the A/R Functional Server.
- Locating the invoice distribution via the G/L Functional Server.
- Retrieving or updating the RN AAI for the revenue PLA or the 4225 DMAAI for the COGS PLA. If the program cannot retrieve the AAI, the program displays the object account of the distribution line for the PLA it is attempting to locate. If the program retrieves the PLA object account and it does not exist, has an invalid posting edit code, etc. the program displays this account on the report.

Note: The system restricts sales order invoices that exist in your system prior to installing the revenue recognition software from revenue recognition processing. The data necessary for revenue recognition processing does not exist in these sales order invoices.

What You Should Know About Processing Options

Processing Option	Description
Trigger Processing	<p>When you use Standard Invoice Entry (P03105) to add an invoice to revenue recognition, P03105 accesses P03503. P03503 disregards this processing option in this situation. The system adds any invoice when using P03105 unless an error occurs.</p> <p>P03503 disregards this processing option for interbranch invoices from Sales. For interbranch invoices, the system always evaluates invoices using the trigger configuration setup.</p> <p>P03503 disregards this processing option when you use the Create A/R and G/L Entries program (P48199) to create invoices for contract billing and service billing. P48199 accesses P03503. The system always evaluates invoices using the trigger configuration setup.</p>
G/L Date	<p>When you use Standard Invoice Entry (P03105) to add an invoice to revenue recognition, P03105 accesses P03503. P03503 disregards this processing option in this situation. You must enter the G/L Date in the interactive window. If you want to use the same G/L Date as the invoice you are adding, you must enter it.</p> <p>For interbranch invoices, the G/L Date the program uses is always the same date as the Invoice G/L Date.</p>
Automatic Post Bypass	<p>JD Edwards World recommends you do not bypass the post. The post status of the FB document and the invoice should be the same status.</p> <p>If you use the Create A/R and G/L Entries program (P48199) to create invoices for Contract Billing and Service Billing, P48199 accesses P03503. P03503 does not access and run the Post program in this situation and disregards this processing option. The system does not post the invoices.</p>

Navigation

From Accounts Receivable (G03), choose Revenue Recognition

From A/R Revenue Recognition (G0316), choose Batch Add Invoice to Rev Rec

37.1.2.1.1 Processing Options See [Section 102.11, "Batch Invoice Add to Revenue Recognition \(P03503\)"](#) for more information.

37.1.2.1.2 Data Selection Do not change the data selection. It is set to bypass all invoices in the exceptions list above. You can add to the data selection to include the invoices you want to add to revenue recognition.

37.1.2.1.3 Data Sequence Do not change the data sequence. Unpredictable results can occur if you change the data sequence.

37.1.3 Entering Invoices into Revenue Recognition using Standard Invoice Entry

To add an individual invoice into revenue recognition you can use the Standard Invoice Entry program (P03105). After you locate the invoice, you choose Add Invoice to Revenue Recognition (F20) to access the Revenue Recognition window (P03116W1) to add the invoice. You must complete the G/L Date and Eligible for Recognition fields and choose Continue (F6). P03105 then runs the Batch Invoice to Revenue Recognition program (P03503). You can set a processing option for P03105 to specify

which version of P03503 you want to run. See [Entering Invoices into Revenue Recognition using Batch Processing](#) for more information about P03503.

When you add an individual invoice, the program disregards the Trigger Processing, Eligible for Recognition Date, and G/L Date processing options from P03503. The program does *not* use the triggers you set up for revenue recognition processing.

You can enter a G/L date and the Eligible for Recognition Date for the invoice. If you leave either field blank, the program uses the current system date.

You must press F6 to submit the invoices into the revenue recognition process.

The program displays *REV* in the upper left area of the screen to indicate that the invoice is in the revenue recognition process. If errors occur, the error displays on the screen instructing you to review the Revenue Recognition - Invoice Add to RR Process Report (R03503) for detailed error messages. After correcting the errors you can submit the invoice again.

Note: The system restricts sales order invoices that exist in your system prior to installing the revenue recognition software from revenue recognition processing. The data necessary for revenue recognition processing does not exist in these sales order invoices.

What You Should Know About

Topic	Description
Customer Ledger Inquiry program (P032002)	When you use the Customer Ledger Inquiry program (P032002) to locate an invoice you can access the Standard Invoice Entry program (P03105) to enter the invoice into revenue recognition.
Contract Billing and Service Billing Invoices	You can include invoices from the Contract Billing and Service Billing systems into the Accounts Receivable revenue recognition process using P03105.

37.1.3.1 Processing Options

See [Section 102.1, "Invoice Entry \(P03105\)"](#) for more information.

37.2 Recognizing Revenue

Although there are many ways to recognize revenue, the process begins with the invoice pay item, which represents the contract or obligation.

Note: After you enter a sales order invoice into the revenue recognition process, you cannot change the invoice.

This section includes the following tasks:

- Recognizing Revenue for Pay Items or Invoices
- Recognizing Revenue for Invoices using Batch Processing

Before You Begin

- Ensure that Recognition Reason Code, UDC 03/RR, is set up.

- Ensure that all invoices are posted.

37.2.1 Recognizing Revenue for Pay Items or Invoices

Use the Revenue Recognition - Invoices program (P03116), a workbench, to recognize revenue for individual or multiple invoices. P03116 allows you to:

- Locate specific invoices.
- Recognize revenue for individual pay items or entire invoices.
- Review and update revenue recognition information for invoices.
- Access related programs that display more information about each invoice.
- Remove invoices from the revenue recognition process.

You *must* enter data into one of the header fields below. You can also enter data into any or all of the fields to limit the display:

- Customer
- Parent
- Batch Number
- Invoice Number From/Thru

You can enter a value in the remaining fields to further limit the detail that displays. You can use the Type of Date field in conjunction with the Date From/Thru fields. You specify the type of date (G/L, Invoice, Net Due, or Statement) you want the system to search for in the Date From/Thru fields when locating invoices.

The program displays basic information about the invoices in the revenue recognition process, including the recognition amounts for each invoice pay item, the last date of recognition, and the reason codes associated with any recognition, if a reason code exists.

The data can be summarized by document, and several operations restrict you to using one mode or the other. The pay item, status, and post status can be different for each pay item and the system manages these as follows when there is more than one value for the summarized lines:

- Pay Item contains an * (asterisk) if there is more than one pay item.
- Revenue Recognition Status is * or 0 if all of the pay items do not have the same status.
 - If *all* pay items are partially or fully recognized (Status field is 2 or 3), the system displays an *.
 - If *any* pay items are not posted or not ready for recognition, 0 displays. The system prevents you from recognizing the invoice.
- Posted field is blank if all pay items are not posted.

Note: If you change an amount for a posted pay item using Standard Invoice Entry (P03105), the system changes the value in the Revenue Recognition Status to 0 for the pay item. You cannot recognize the pay item and you must post the new G/L distribution line for the pay item.

You can recognize an invoice several ways from this program:

- **Blind Recognition:** Recognize the entire invoice in Summary Mode Only by entering 1 in the Option field. Using this method, the program processes the invoices you select using the Revenue Recognition - Batch Recognition program (P03502), a DREAM Writer.

When performing a blind recognition, the program displays a G/L Date Entry window so that you can enter a G/L date for all of the invoices. If you leave the G/L Date field blank, the program uses the current system date. You can optionally enter a reason code to apply to the invoices in the Revenue Recognition Invoice table (F03116) and to all of the distribution lines recognized in the F03117. You must press F6 to recognize the invoices.

When the program successfully processes the invoices, the workbench redisplay and the amounts for the invoices are now displayed in the Amount Recognized field. If the batch program encounters an error, the program displays an error message instructing you to review the report. The program produces a report only if there are errors. You should fix any errors and submit the invoices for recognition again.

The best practice is for you to review and set the processing options for P03502 prior to submitting the invoices. Not all of the processing options apply to this revenue recognition method.

See Recognizing Revenue for Invoices Using Batch Processing for more information about P03502.

- **Guided Recognition:** Recognize the entire invoice in Summary Mode Only by entering 2 in the Option field. When you use this method, the Recognize Distribution program (P031163) displays all the distribution for the invoice. You can enter the G/L date and Reason Code in the header of this screen. You can also review the invoice and exit the program without recognizing revenue.
- **Recognize pay items in Detail Mode Only** by entering 3 in the Option field. When you use this method, the Recognize Distribution program (P031163) displays all of the distribution for the invoice. You can enter the G/L date and Reason Code in the header of this screen as well as change the amount of the pay item you want to recognize. You can recognize the full revenue amount, less than, or more than the remaining amount. When recognizing less than the revenue amount, you can choose to close the remaining amount or leave the remaining amount open. In the detail area of the screen, you can allocate the amount you want to recognize to the appropriate distribution accounts and enter the reason code for those amounts.

For Sales Order invoices, if you set the Allow Recognition of COGS processing option, and there is unrecognized COGS for that sales order invoice, the Recognize COGS program (P031164) automatically displays after you click Enter on P031163. If you prefer not to set this processing option, you can perform this manually by entering 15 in the Option field.

- **Recognize COGS in Detail Mode Only** by entering 4 in the Option field. Using this method, the system displays the Recognize COGS program (P031164) and you can view all the COGS distribution that is available to recognize for the invoice. You can enter the G/L date and reason code in the header of this screen. You can recognize the full COGS amount, less than, or more than the remaining amount. When recognizing less than the COGS amount, you can choose to close the remaining amount or leave the remaining amount open. If you recognize more than the full COGS amount, the system stores the amount that exceeds the full amount (overage) in the RO AAI COGS Adjustment Performance Liability Account.

You can also:

- Access the Revenue Recognition Details program (P031161) by entering 5 in the Option field to review the details of the invoice. You cannot make any changes on this screen.
- Access the Standard Invoice Entry program (P03105) by entering 10 in the Option field. The program displays *REV* in the upper left area of the screen to indicate that the invoice is in the revenue recognition process. You can *not* make any changes on this screen.
- Access the A/R and A/P Journal Entry program (P03101) by entering 11 in the Option field. You can *not* make any changes on this screen.
- Access the Journal Entry program (P09101) by entering 12 in the Option field to review the recognition journal entry transactions (FB document type) related to the invoice. You can *not* make any changes on this screen.
- Access the Activity Review Window (P03240W) by entering 13 in the Option field to review receipt activity.
- Access the Invoice Update program (P031162) by entering 14 in the Option field to update other invoice information. On Invoice Update:

In detail mode, you can update the Eligible for Recognition Date and Effective Price fields, page up or down to the next pay item, and locate other invoices and pay items.

In summary mode, the Pay Item field contains an * (asterisk) and you are restricted to changing only this invoice. You can change only the Eligible for Recognition Date field and it applies to all pay items for that invoice with amounts that remain to be recognized. You can *not* change the value in the Effective Price field.
- Access the Recognize Distribution program (P031163) and then the Recognize COGS program (P031164) by entering 15 in the Option field to recognize revenue and COGS (Detail Only).

You can remove an invoice (summary mode only) from the revenue recognition process by entering 9 in the Option field. P03116 accesses the Revenue Recognition - Batch Invoices Removed from RR Process program (P03504) which deletes the invoice. The invoice no longer displays on P03116. If an error occurs, the program displays an error message. You can set the DREAM Writer Versions processing option for P03116 to specify which version of P03504 you want to use. See [Section 37.4, "Removing Invoices from Revenue Recognition"](#) for more information about P03504 and removing invoices from revenue recognition.

You can also use the Summarize Pay Item Toggle (F10) to view summarized invoices.

Multi Currency

When multi-currency is active, you can recognize revenue in either the domestic or the foreign currency of the invoice.

You can display currency records using the following methods:

- You can enter a value in the Currency Code field of the Pre-Loaded Data Selections processing option. The program displays that value in the Currency Code field on the screen. The default for this field is an asterisk (*) for the domestic currency and if you leave this field blank, the program uses an asterisk. The program then displays all invoices that meet this criteria and the other criteria in that processing option.

- You can enter a value in the Currency Code field. Using this method, there are two ways to locate currency:

- By entering a specific currency code.

When you enter a currency code as part of the search criteria, only transactions with that currency code display. For example, only USD invoices display when you enter USD in this field. These invoices are domestic USD invoices or foreign invoices with USD foreign currency. Foreign invoices with a base currency of USD do not display with this search criteria.

- By entering an asterisk (*) to display domestic amounts.

When you enter an * in the Currency Code field, the program displays the domestic amounts of all transactions. When the program selects invoices with more than one base currency, multiple currencies display.

What You Should Know About

Topic	Description
Blind Recognition	<p>When you use blind recognition, the program disregards the following processing options.</p> <ul style="list-style-type: none"> ■ Eligible for Recognition Date - The program processes any invoices you select for blind recognition, regardless of the eligible for recognition date. ■ G/L Date - The program uses the G/L date you enter in the interactive window. ■ Reason Code - The program uses the reason code you enter in the interactive window for the invoice and the distribution records in the F03116 and F03117. This code also appears in the journal entry records in the Revenue Recognition Reason Code 99 field in the F0911. ■ Report Data - The program does not print a report for invoices it processes successfully.
Steps to recognize less revenue and leave remainder open	<p>In the header of the Recognize Distribution program (P031163), enter a value in the To Recognize field that is less than the value in the Remaining Rev. field. Enter the same value in the Amount to Recognize field.</p> <p>To leave the remainder amount open, leave the Close with Less fields blank and click Enter to save the invoice.</p>
Steps to recognize less revenue and close remainder	<p>In the header of the Recognize Distribution program (P031163), enter a value in the To Recognize field that is less than the value in the Remaining Rev. field. Enter the same value in the Amount to Recognize field.</p> <p>To close the remainder amount, enter 1 in the Close with Less fields and click Enter to save the invoice.</p>
Steps to recognize more revenue	<p>In the header of the Recognize Distribution program (P031163), enter a value in the To Recognize field that is more than the value in the Remaining Rev. field. Enter the same value in the Amount to Recognize field.</p>
Steps to recognize all revenue	<p>In the header of the Recognize Distribution program (P031163), enter a value in the To Recognize field that is equal to the value in the Remaining Rev. field. Enter the same value in the Amount to Recognize field.</p>

Topic	Description
Steps to recognize less COGS and leave remainder open	<p>In the header of the Recognize COGS program (P031164), enter a value in the To Recognize field that is less than the value in the Remaining Rev. field. Enter the same value in the Amount to Recognize field.</p> <p>To leave the remainder amount open, leave the Close with Less fields blank and click Enter to save the invoice.</p>
Steps to recognize less COGS and close remainder	<p>In the header of the Recognize COGS program (P031164), enter a value in the To Recognize field that is less than the value in the Remaining Rev. field. Enter the same value in the Amount to Recognize field.</p> <p>To close the remainder amount, enter 1 in the Close with Less fields and click Enter to save the invoice.</p>
Steps to recognize more COGS	<p>In the header of the Recognize COGS program (P031164), enter a value in the To Recognize field that is more than the value in the Remaining Rev. field. Enter the same value in the Amount to Recognize field.</p>
Steps to recognize all COGS	<p>In the header of the Recognize COGS program (P031164), enter a value in the To Recognize field that is equal to the value in the Remaining Rev. field. Enter the same value in the Amount to Recognize field.</p>

To recognize revenue for pay items or invoices

Navigation

From Accounts Receivable (G03), choose Revenue Recognition

From A/R Revenue Recognition (G0316), choose Invoice Workbench

1. On Invoice Workbench, complete any or all of the following fields to locate invoices and click Inquire.
 - Customer
 - Parent
 - Batch Number
 - Invoice Number From/Thru

Figure 37–1 Invoice Workbench screen

Op Ty Number	Doc Co	Pay Itm	Amount Recognized	Amount Remaining	Amount Not Recognized	S C T S
RI 38	00000	001	129,180.00			3
RI 40	00000	001		1,291.00		1
RI 101	00050	001		1,200.00		0
RI 102	00050	001		1,200.00		0
RI 103	00050	001		1,200.00		0
RI 1009	00070	001		1,200.00		0
RI 1341	00001	001		12,918.00		0
RI 1342	00001	001		1,202.00		0
RI 1379	00001	001		1,291.00		1
RI 1381	00001	001		1,291.00		0
RI 1382	00001	001		12,918.00		0
RI 1431	00001	001		1,142.86		0

2. To narrow your search, complete the following optional fields and click Inquire:
 - Company
 - Batch Number
 - Posted
 - Invoice Type
 - Paid
 - Invoice Document Number From/Thru
 - Status
 - COGS
 - Date From/Thru
 - Date Type
3. Enter 1, 2, 3, or 4 in the Option field based on the type of revenue recognition you want to perform and click Enter.

When you enter 1 in the Option field, the program launches a batch revenue recognition program in summary mode. When you enter 2 or 3 in the Option field, the Recognize Distribution program (P031163) displays. When you enter 4 in the Option field for COGS, the Recognize COGS program (P031164) displays.

4. On Recognize Revenue, complete any of the following optional fields and click Enter:
 - To Recognize
 - G/L Date

- Reason Code
- Close with Less
- Amount to Recognize

Field	Explanation
Posted	<p>Code indicating whether the system displays posted or unposted items.</p> <p>Blank = Show posted items only.</p> <p>1 = Show unposted items only.</p> <p>'*' will be used in the video to show ALL issues or items, regardless of posted status.</p>
Invoice Type	<p>This flag will indicate the system that generated the invoice or credit memo.</p> <p>Blank = Standard Invoice/Credit Memo</p> <p>0 = Accounts Receivable</p> <p>2 = Contract Billing</p> <p>3 = Sales Order Management</p> <p>4 = Service Billing</p>
Paid	<p>This field determines what detail to display based on paid status.</p> <p>Valid values include:</p> <p>Blank = All detail is displayed, regardless of paid status.</p> <p>1 = Fully paid detail is displayed</p> <p>2 = Open detail is displayed (unpaid and partially paid)</p>
Status	<p>A user defined code (03/SR) that indicates the current revenue recognition status of an invoice pay item.</p> <p>Values are:</p> <p>R = Invoice removed from revenue recognition.</p> <p>V = Voided invoice</p> <p>0 = Not to be recognized</p> <p>1 = Ready to be recognized</p> <p>2 = Partially recognized</p> <p>3 = Recognition complete</p>
COGS	<p>A field that indicates the recognition status of the Cost of Goods Sold Distribution that is associated with Sales Order invoices in Revenue Recognition.</p> <p>Valid values include:</p> <p>Blank = No associated COGS</p> <p>1 = Associated COGS is not fully recognized.</p> <p>3 = Associated COGS is fully recognized.</p>

Field	Explanation
Date Type	<p>This field is used to identify which type of date you are using in a video or report.</p> <p>This flag will most often appear on a video next to a date entry field or range. This flag will serve to indicate what type of date you are entering into the selection fields or which dates you would like to see appear in the detail area.</p> <p>Valid Values include:</p> <p>blank or 0 = Invoice Date</p> <p>1 = Net Due Date</p> <p>2 = G/L Date</p> <p>3 = Statement Date</p> <p>4 = Discount Due Date</p>
Pay Item	<p>A number that identifies a pay item for an invoice. Multiple pay items can define multiple payments against an invoice, multiple items on an invoice, or multiple tax rates.</p>

37.2.1.1 Processing Options P03116

See [Section 102.13, "Revenue Recognition Workbench \(P03116\) \(Release A9.3 Update\)"](#)

37.2.2 Recognizing Revenue for Invoices Using Batch Processing

You can use the Revenue Recognition - Batch Recognition program (P03502) to recognize one or multiple posted invoices. You can select one invoice from a batch, multiple invoices from multiple batches, or you can use the data selection to select batches of invoices. This DREAM Writer is based on the Revenue Recognition join table F03116JC, which includes the data from the A/R Revenue Recognition - Invoices (F03116) and A/R Ledger (F0311) tables.

When you use batch processing to recognize revenue, the program uses the G/L Date you set in the processing option. If you leave the G/L Date blank, the program uses the current system date. You can also enter a reason code in the processing option that applies to the invoices in the Revenue Recognition Invoice table (F03116) and to all of the distribution lines recognized in the F03117. This code also appears in the journal entry records in the Revenue Recognition Reason Code field in the F0911.

The program prints a report that lists the recognized invoices as well as the journal entry document for the invoice. You can also choose to print all of the accounts from the revenue distribution on the report. The report includes the errors for invoices that were not processed successfully.

Navigation

From Accounts Receivable (G03), choose Revenue Recognition

From A/R Revenue Recognition (G0316), choose Batch Recognition

37.2.2.1 Processing Options

See [Section 102.10, "Revenue Recognition - Batch Recognition \(P03502\)"](#)

37.2.2.2 Data Selection

The Data Selection is hard-coded. It is set to choose only posted invoices with pay items that have remaining amounts available for recognition. You can add to the Data Selection.

37.2.2.3 Data Sequence

Do *not* change the Data Sequence or unpredictable results can occur.

37.3 Reviewing the G/L Distribution

You can use the Invoice Distribution program (P03117) to locate and review the G/L distribution for invoices. You can locate revenue recognition invoices based on specific expense accounts or expense information. You can then access the Invoice Workbench (P03116) to recognize or work with revenue recognition invoices.

You must enter a value into any or all of the following header fields to limit the display:

- Document Number/Document Type/Document Company
- Account Number
- Business Unit

The program displays basic information about the invoice distribution in the revenue recognition process. This includes the recognition amounts for each distribution line, the last date of recognition, and the reason codes associated with any of the recognition.

Additionally, you can choose Summarize by Account/Document (F10) to summarize by account within an invoice.

37.3.1 Multi Currency Processing

When multi-currency is active, you can enter a value in the Currency Code field to restrict the display of records to a specific currency. Using this method, there are two ways to locate currency:

- By entering a currency code.

When you enter a currency code as part of the search criteria, only transactions with that currency code display. For example, only USD invoices display when you enter USD in this field. These invoices can be domestic or foreign USD invoices.

- By entering an asterisk (*) to display domestic amounts.

When you enter an * in the Currency Code field, the program displays the domestic amounts of all transactions. When the program selects invoices with more than one base currency, multiple currencies display.

Navigation

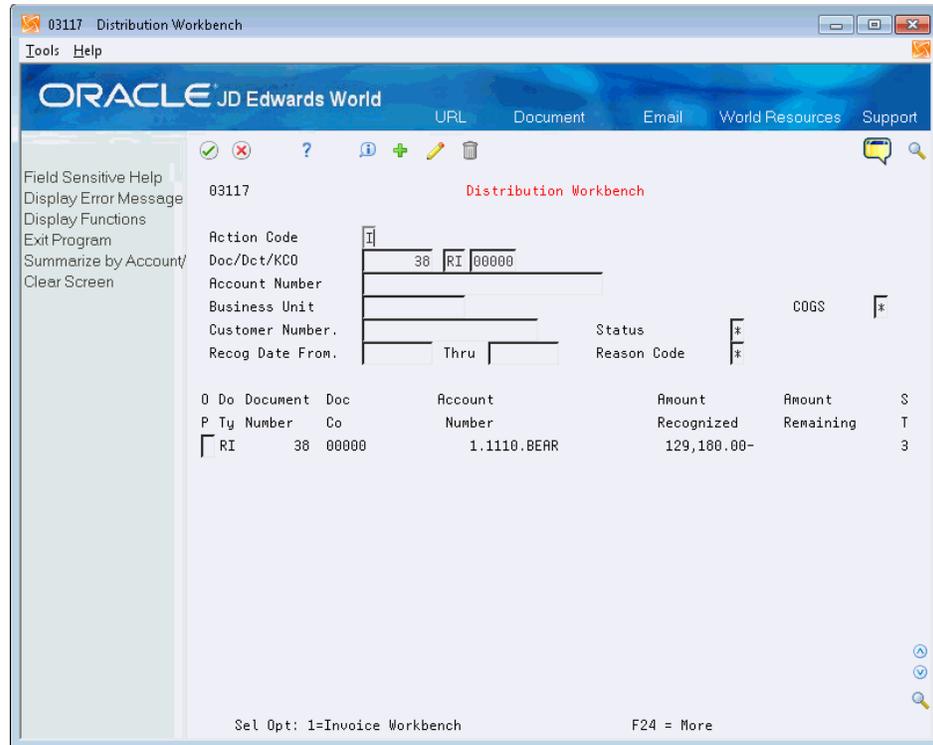
From Accounts Receivable (G03), choose Revenue Recognition

From A/R Revenue Recognition (G0316), choose Distribution Workbench

1. On Distribution Workbench, complete any or all of the following fields to locate invoices and click Enter.
 - Document Number/Document Type/Document Company

- Account Number
- Business Unit

Figure 37–2 Distribution Workbench screen



2. To narrow your search, complete any of the following optional fields:
 - COGS
 - Customer Number
 - Status
 - Recognition Date From/Thru
 - Reason Code
3. Enter 1 in the Option field to access the Invoice Workbench (P03116) and click Enter.

Field	Explanation
COGS	<p>A field that indicates whether a record represents or originated from Cost of Goods Sold.</p> <p>Blank = The record does not represent or originate from Cost of Goods Sold.</p> <p>1 = The record represents or originated from Cost of Goods Sold.</p>

Field	Explanation
Status	<p>A user defined code (03/S1) that indicates the current revenue recognition status of an invoice pay item.</p> <p>Values are:</p> <p>R = Invoice removed from revenue recognition.</p> <p>V = Voided invoice</p> <p>2 = Partially recognized</p> <p>3 = Recognition complete</p>
Reason Code	<p>A user defined code (03/RR) that indicates the reason an invoice is not fully recognized.</p> <p>Possible Reasons may include:</p> <p>P = Effective Price Difference</p> <p>N = Non Revenue Invoice Pay Item</p>

37.4 Removing Invoices from Revenue Recognition

You use the Revenue Recognition - Batch Invoices Removed from RR Process (P03504), a DREAM Writer, to remove invoices from the revenue recognition process that might have been included incorrectly. You cannot remove an invoice from the revenue recognition process if any revenue or COGS amount has been recognized. This included partial recognition of revenue on an invoice.

This program is based on the A/R Ledger table (F0311) and the data selection is set to choose only invoices currently in the revenue recognition process.

Caution:

JD Edwards World strongly recommends that you review your data selection carefully. Restoring invoices that you remove incorrectly can be very time consuming. It requires that you enter the invoices into the revenue recognition system again and, if necessary, recognize the revenue again. JD Edwards World recommends that you always have backup data available.

If the Purge - A/R Revenue Recognition - Invoices (F03116P) and Purge - A/R Revenue Recognition - Invoice Distribution (F03117P), the purge tables for F03116 and F03117, contain the revenue recognition data, you can use that information to assist you in recreating the revenue recognition data in your system.

This program performs the following when removing invoices:

1. Marks the F03116 invoice data and F03117 distribution data with a status of R (removed) and saves it in the Purge - A/R Revenue Recognition - Invoices (F03116P) and Purge - A/R Revenue Recognition - Invoice Distribution (F03117P) tables.

You can bypass the purge of the F03116 and F03117 by setting the Purge Files processing option.
2. Clears the Revenue Recognition Indicator field on the invoice in the A/R Ledger table (F0311).

3. Deletes or voids the F0911 FASB Revenue Recognition (FB) journal entry associated with this invoice, based on posted status.
4. Posts the F0911 FB journal entries that the system creates if it performs a void.

You can bypass this by setting the Automatic Post Bypass processing option.

The program prints a report that lists all of the invoices it removed. For those invoices it removes, it displays the journal entry document associated with this invoice. If an error occurs that prevents the invoice from being removed, the report displays the error next to the invoice information.

When you remove a single invoice from revenue recognition using a selection option on the Invoice Workbench (P03116), P03116 accesses a version of this program. P03504 uses the data from the single invoice and not the data selection from the DREAM Writer. JD Edwards World recommends that you use P03116 to remove single invoices from revenue recognition.

Navigation

From Accounts Receivable (G03), choose Revenue Recognition

From A/R Revenue Recognition (G0316), enter 27

From A/R Advanced and Technical Operations (G03131), choose Remove Invoices from Rev Rec

Processing Options

See [Section 102.12, "Remove Invoices from RR Process \(P03504\)"](#)

Data Selection

You cannot change the data selection. It is set to select only those invoices in the revenue recognition system with a value of 1 in the Revenue Recognition Indicator field in the A/R Ledger table (F0311).

If you add additional selection criteria, JD Edwards World strongly recommends that you use caution as to not remove invoices erroneously.

Data Sequence

Do not change the data sequence. It is set to sequence by batch and then by document information. Unpredictable results can occur if you change the sequence.

37.5 Reversing Revenue Recognition

Use the Revenue Recognition - Invoices program (P03116) to reverse the revenue recognition on an invoice in the revenue recognition process. You can reverse recognition on all types of revenue recognition: recognize less and leave remainder open, recognize less and close the remainder, recognize more, and recognize all.

Review how the system updates tables when you reverse recognition for an invoice:

- In the F03116 table, the system resets the values in the following fields of the relevant records: domestic or foreign revenue recognition amounts, remaining amounts, and amounts not recognized, and revenue recognition status.
- If the invoice recognition is not posted, the system deletes the revenue and COGS G/L entries that were generated by the original recognition process from the F0911 table. The system also deletes the F0911 entries that cleared the PLA, PLA Adjustment, COGS PLA, and COGS PLA Adjustment G/L entries created during the recognition process.

- If the invoice recognition is posted, the system voids the revenue and COGS G/L entries that were generated by the original recognition process from the F0911 table. The system also voids the F0911 entries that cleared the PLA, PLA Adjustment, COGS PLA, and COGS PLA Adjustment G/L entries created during the recognition process.
- In the F03117 table, the system resets the values in the fields of the relevant records.

To reverse revenue recognition

Navigation

From Accounts Receivable (G03), choose Revenue Recognition

From A/R Revenue Recognition (G0316), choose Invoice Workbench

1. When you select the Summarize Pay Item Toggle (F10) on the Invoice Workbench, select a record and select Reverse Recognition from the Row menu.
2. Enter a value in the Void G/L Date field:
Enter a date that specifies the financial period to which the voided transaction is to be posted.

37.6 Purging Revenue Recognition Data

To reduce the number of records in your system, you can purge unwanted or outdated data from your system. JD Edwards World recommends that you use both of the following programs, in the following order, to purge records in the revenue recognition system:

1. Purge Closed A/R Records program (P03800) - purges invoices and associated revenue recognition data in the F03116 and F03117 tables.
2. Purge Prior Year JEs (P09911) - purges revenue recognition journal entries if the associated invoice does not exist in the system.

Purging revenue recognition data includes the following tasks:

- To purge invoices in the revenue recognition system
- To purge the FASB Revenue Recognition (FB) journal entry records.

To purge invoices in the revenue recognition system

After you recognize all revenue for an invoice, including COGS for sales order invoices, you use P03800 to purge the following from the F03116 and F03117:

- Invoices with the following status:
 - Posted
 - Paid
 - Void
 - Removed
- Data associated with the invoice in the revenue recognition system.

The program saves the data in the Purge - A/R Revenue Recognition - Invoices (F03116P) and Purge - A/R Revenue Recognition - Invoice Distribution (F03117P) tables.

See [Section 99.1, "Purging Closed A/R Records"](#) for additional information about this purge program.

Navigation

From Accounts Receivable (G03), enter 27

From A/R Advanced and Technical Setup (G0331), choose Purge Closed A/R Records

To purge FB journal entry records

You use P09911 to purge posted revenue recognition journal entries, Document Type FB and Batch Type RR. If the program locates an associated invoice in the F0311 table, the program does not purge the journal entries. If the invoice is not found, the program purges FB journal entries when they meet the purge criteria that you set up.

See Purge Prior Year Journal Entries in the *JD Edwards World Sales Order Management Guide* for more information.

Navigation

From General Accounting (G09), choose G/L Advanced & Technical Operations

From G/L Advanced & Technical Operations (G0931), Summarize & Purge Data

From Summarize & Purge Data (G09317), choose Purge Prior Year JEs

Part VII

Credit and Collections Management

This part contains these chapters:

- [Chapter 38, "Overview to Credit and Collections Management"](#)
- [Chapter 39, "Set Up Credit and Collection Information"](#)
- [Chapter 40, "Update A/R Information for Customer Analysis"](#)
- [Chapter 41, "Determine Average Days Late"](#)
- [Chapter 42, "Calculate High Balance"](#)
- [Chapter 43, "Review Account Status Information"](#)
- [Chapter 44, "Manage Credit Information"](#)
- [Chapter 45, "Create Credit Reporting Tapes"](#)
- [Chapter 46, "Manage Collections Information"](#)
- [Chapter 47, "Print Credit and Collections Reports"](#)

Overview to Credit and Collections Management

This chapter contains these topics:

- [Section 38.1, "Objectives"](#)
- [Section 38.2, "About Credit and Collections Management"](#)

38.1 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

38.2 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
<p>When managing credit information, you can access a variety customer information from a centralized online location. For example, you can:</p> <ul style="list-style-type: none"> ■ Review a summary of an account's credit status and identify customers who are over their credit limit ■ Change and update credit limits and credit review dates ■ Analyze a customer's payment trends and transaction history ■ Create a future tickler message or reminder ■ Enter and review notes about a customer <p>You can also:</p> <ul style="list-style-type: none"> ■ Create daily lists of customers who require credit attention ■ Review a complete history of open and closed items by a specific credit manager, sales location, or account representative ■ Access and review current aging information for a customer <p>Create magnetic tapes of A/R information about customers to send to credit agencies</p>	<p>When managing collections information, you can:</p> <ul style="list-style-type: none"> ■ Analyze your customer accounts and implement collection decisions quickly by accessing various A/R information from one centralized online location ■ Monitor and work your customer accounts that are past due or have tickler messages scheduled for review ■ Display customized lists of customers so that you can review and document collection issues and commitments ■ Print payment reminders or delinquency notices for past-due accounts ■ Determine if you want a customer to appear on a collection report <p>Review online payment reminder and collection information</p>

Set Up Credit and Collection Information

This chapter contains these topics:

- [Section 39.1, "Defining Finance Charges"](#)
- [Section 39.2, "Defining a Credit Limit"](#)
- [Section 39.3, "Defining Collection Information"](#)
- [Section 39.4, "Setting Up Category Codes for A/R"](#)
- [Section 39.5, "Setting Up Credit Messages for A/R"](#)

Before you can manage credit and collection activity on a customer's account, you must set up various types of credit and collection information.

39.1 Defining Finance Charges

Navigation

From Accounts Receivable (G03), choose Customer & Invoice Entry

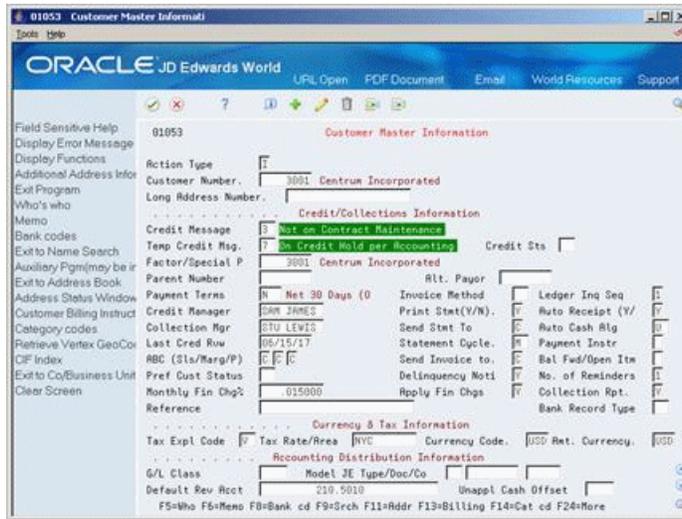
From Customer & Invoice Entry (G0311), choose Customer Master Information

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,

Figure 39-1 Customer Master Information screen



Complete the following fields:

- Monthly Finance Charge Percentage
- Apply Finance Charges

See Also:

- [Section 3.1, "Entering Customers"](#)

39.2 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.

39.2.1 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 9999999999999999.

See Also:

- [Section 3.1, "Entering Customers"](#)

39.3 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:

- [Section 3.1, "Entering Customers"](#)
- [Chapter 82, "Set Up Text for Payment Reminders"](#)

39.4 Setting Up Category Codes for A/R

Navigation

From **Address Book (G01)**, enter **29**

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.

Figure 39–2 General User Defined Codes screen



2. Follow the steps to set up a user defined code.

See Also:

- Update Category Codes in the *JD Edwards World Address Book and Electronic Mail Guide*,
- [Section 76.1, "Setting Up User Defined Codes for A/R"](#)

39.5 Setting Up Credit Messages for A/R

Navigation

From Accounts Receivable (G03), enter 29

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

Update A/R Information for Customer Analysis

This chapter includes the following topics:

- [Section 40.1, "Updating A/R Information for Customer Analysis"](#)
- [Section 40.2, "Import Mass Data into A/R"](#)

40.1 Updating A/R Information for Customer Analysis

Navigation

From Accounts Receivable (G03), choose Credit/Collection Management

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)

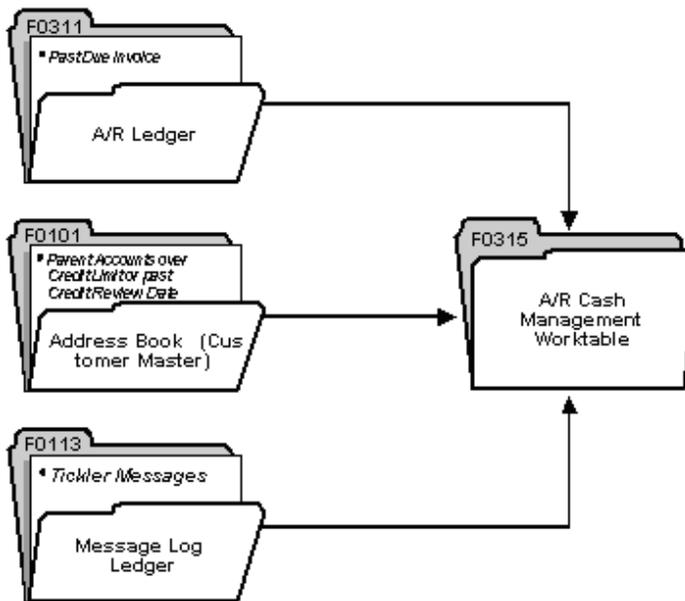
If you update parent information and do not run Update A/R from Address Book (P03802) before running Credit Analysis Refresh, you might have customers who are associated with two or more parent records. This can result in duplicate records for the same customer.

40.1.1 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.

Figure 40–1 A/R Cash Management Worktable



40.1.2 Example: Updating Credit Messages

The following example shows a customer record before and after it is updated by the Credit Analysis Refresh program.

40.1.2.1 Before

On Customer Master Information, both the credit message and temporary credit message information is blank for customer 3333.

- 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.

40.1.4 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 [Chapter 70, "Set Up A/R Constants"](#) for information about setting up A/R aging information.

40.1.5 Processing Options

See [Section 106.1, "Credit Analysis Refresh \(P03525\)"](#) for more information.

40.1.6 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.

40.2 Import Mass Data into A/R

You can run the Address Book Credit Management/Granting Z File (P0305Z) program which accepts data from the Address Book - Credit Management/Granting Z File (F0305Z) and allows you to process mass amounts of data easily and efficiently. This Z File program accepts data from an outside source and uses the Credit Granting/Management (P0305) program to validate the data.

You can process any number of records to add, change, or delete. You also have the advantage of:

- Data selection to limit the records you want to process.
- Processing options that allow you to choose the version of the interactive program to process the records.

- Error report printing.

See:

- Import Using Z File Processing in the *JD Edwards World Technical Tools Guide* for detailed information about Z file processing.
- Overview to Import/Export in the *JD Edwards World Technical Tools Guide* for information about importing data into the system.

Navigation

From Customer Master Z File Processes (G0301Z), choose Credit Granting and Management

40.2.1 Processing Options

See [Section 106.3, "Credit Granting and Management \(P0305\)"](#) and [Section 106.4, "Address Book Credit Management/Granting Z File \(P0305Z\)"](#) for more information.

40.2.2 Data Selection

Do not change the existing data selection. The Processed Y/N field is set to NE Y. This prevents the program from processing records more than once.

You can add additional selections to limit the data.

40.2.3 Data Sequence

Do not change the data sequence.

Determine Average Days Late

This chapter contains the topic:

- [Section 41.1, "Calculations"](#)

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.

Navigation

From Accounts Receivable (G03), choose Credit/Collection Management

From Credit & Collection Management (G0315), choose Recalculate Average Days Late

41.1 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: $2900/100 = 29$

41.1.1 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.

41.1.2 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

This chapter contains these topics:

- [Section 42.1, "Overview"](#)
- [Section 42.2, "Multi-Currency"](#)
- [Section 42.3, "Guidelines"](#)

42.1 Overview

Navigation

From Accounts Receivable (G03), choose Credit/Collection Management

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.

42.1.1 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.

42.1.2 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 (A5DHB) 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.

42.2 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.

42.3 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	<p>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.</p> <p>Note: Do not change these two data selection fields:</p> <ul style="list-style-type: none">■ Payment/Item Document Type - EQ *BLANKS■ Payment/Item Number - EQ *ZEROS
Data Sequencing	Do not change data sequencing.

42.3.1 Processing Options

See [Section 106.10, "Calculate High Balance \(P03526\)"](#) for more information.

Review Account Status Information

This chapter contains these topics:

- [Section 43.1, "Reviewing Aged "As Of" Information"](#)
- [Section 43.2, "Reviewing Real-Time Information"](#)

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.

Navigation

From Accounts Receivable (G03), choose Customer & Invoice Entry

From Customer & Invoice Entry (G0311), choose Account Status Summary

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

Topic	Description
Multi-Currency	<p data-bbox="695 291 1377 344">If a customer uses multiple currencies, the system associates decimals with amounts by:</p> <ul data-bbox="695 359 1377 663" style="list-style-type: none"> <li data-bbox="695 359 1377 436">■ Specific units (ledger type BU, AU, and so on). This is determined by the data display decimals in the data dictionary. <li data-bbox="695 451 1377 529">■ Individual transaction amounts that represent the foreign currency. This is determined by the currency of the transaction (ledger type CA or Mode F). <li data-bbox="695 543 1377 596">■ Summary amounts that represent the foreign currency of the last currency code associated with a particular total. <li data-bbox="695 611 1377 663">■ Individual transaction amounts or summary amounts that represent the domestic currency of the company. <p data-bbox="695 678 1377 751">The currency code or company you specify on Account Status Summary determines the decimals for aging and open amounts (real-time only).</p> <p data-bbox="695 766 1377 840">The amount currency you define in the customer record determines how the system uses decimals for the following amounts:</p> <ul data-bbox="695 854 1377 966" style="list-style-type: none"> <li data-bbox="695 854 1377 886">■ Invoiced this year <li data-bbox="695 900 1377 932">■ Invoiced prior year <li data-bbox="695 947 1377 966">■ Last paid amount

43.1 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

Figure 43-1 Account Status Summary screen

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).

43.2 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.

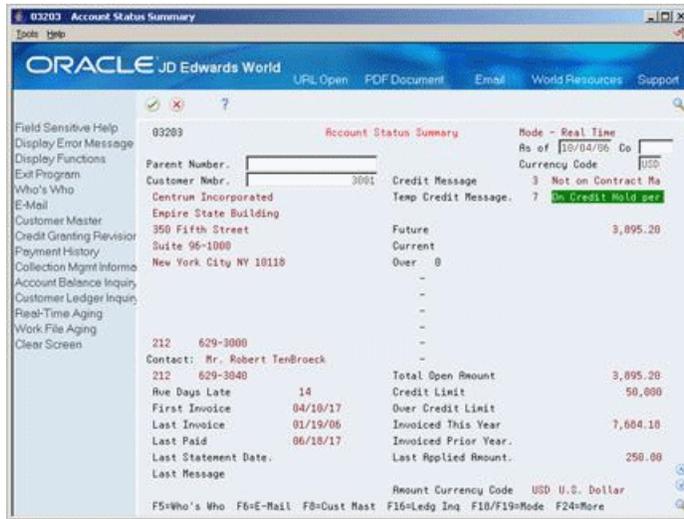
The real-time information that displays on Account Status Summary is stored in the A/R Ledger (F0311) and Customer Master tables. Because the A/R Ledger table contains more records than the A/R Cash Management worktable, the system might take longer to display information.

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).

Figure 43–2 Account Status Summary (Mode) screen



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.

43.2.1 Processing Options

See [Section 102.7, "Account Status Summary \(P03203\)"](#) for more information.

See Also:

- [Chapter 40, "Update A/R Information for Customer Analysis"](#)

Manage Credit Information

This chapter contains these topics:

- [Section 44.1, "Reviewing Customer Accounts"](#)
- [Section 44.2, "Working Customer Accounts"](#)
- [Section 44.3, "Reviewing Account Balances"](#)

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.

44.1 Reviewing Customer Accounts

Navigation

From Accounts Receivable (G03), choose Credit/Collection Management

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.

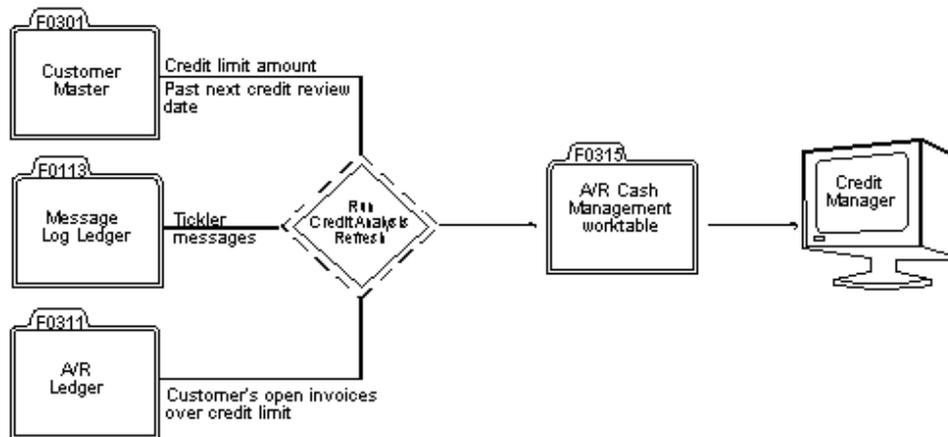
You can review an account (parent) that exceeds its credit limit by specifying:

- 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.

Figure 44–1 Viewing Credit Information



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)

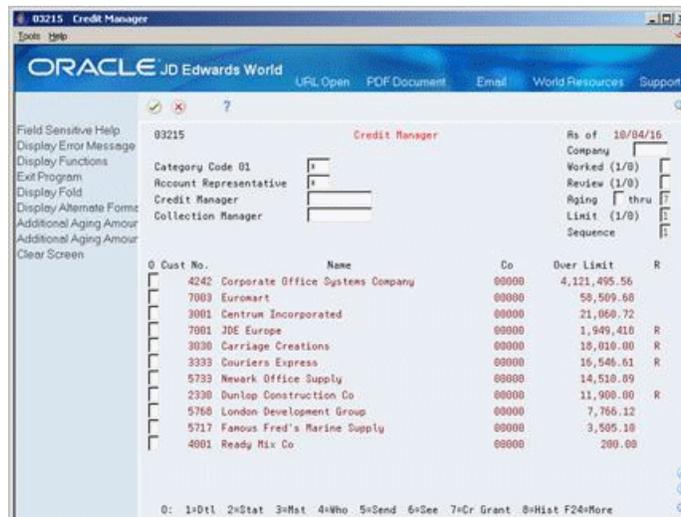
44.1.1 Before You Begin

- 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)

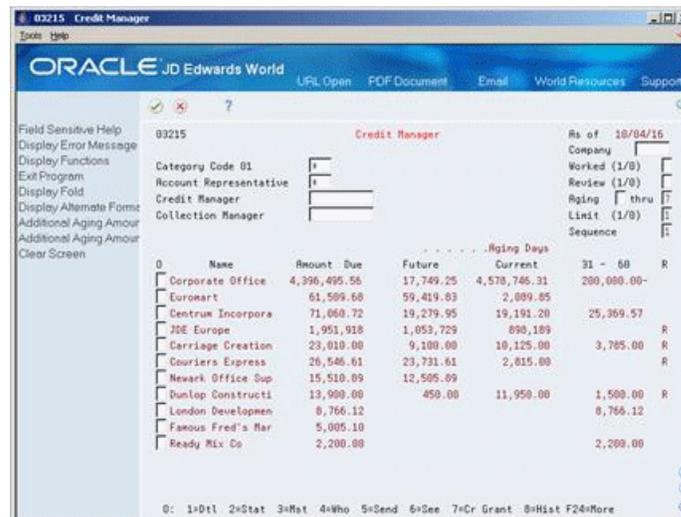
Figure 44–2 Credit Manager screen



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).

Figure 44–3 Credit Manager (Display Aging) screen



Field	Explanation
Branch	<p>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:</p> <p>Category code 01 – Location or Branch</p> <p>Category code 02 – Salesperson</p> <p>Category code 03 – New tenant</p> <p>Category code 04 – Credit officer</p> <p><i>Form-specific information</i></p> <p>An * (asterisk) indicates all locations or branches</p>

Field	Explanation
Account Representative	<p>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:</p> <p>Category code 01 – Location or Branch</p> <p>Category code 02 – Account Representative</p> <p>Category code 03 – New tenant</p> <p>Category code 04 – Credit officer</p> <p><i>Form-specific information</i></p> <p>An * (asterisk) indicates all salespeople.</p>
Worked	<p>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.</p>
Review	<p>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.</p> <p>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.</p>
Aging (From)	<p>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.</p>
Aging (Thru)	<p>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.</p>
Limit	<p>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.</p> <p>Credit limits are established at the parent (national account) level.</p>
Sequence	<p>The sequence in which a customer's balance displays.</p> <ul style="list-style-type: none"> ■ 1 displays the customers in descending sequence based on the amount over the credit limit ■ 2 displays the customers in descending sequence of the highest balance of the oldest category

44.1.2 What You Should Know About

Topic	Description
Reviewing additional customer information	<p>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:</p> <ul style="list-style-type: none"> ■ 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	<p>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.</p>

44.2 Working Customer Accounts

Navigation

From Accounts Receivable (G03), choose Credit/Collection Management

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.

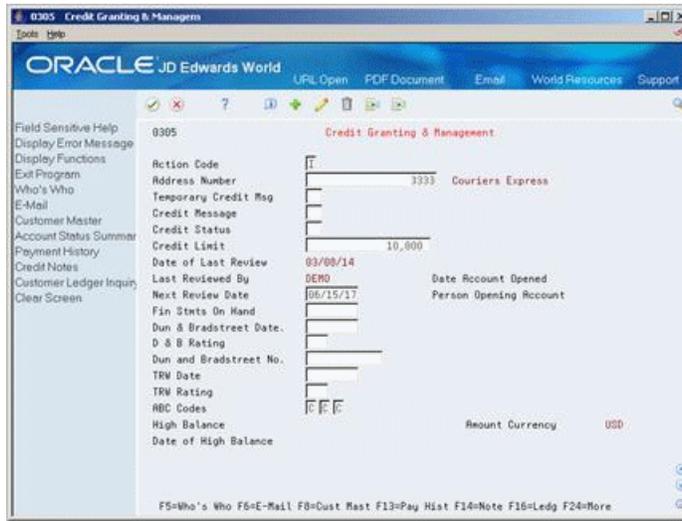
When you revise the credit limit or next review date for a parent customer, the system updates the Customer Master table. However, the system does not update the following until you run the Credit Analysis Refresh program (P03525):

- Open amounts for the customer
- The amount over the credit limit

To work customer accounts

On Credit Granting & Management

Figure 44–4 Credit Granting & Management screen



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. This field is maintained as an integer, no decimals.
Next Review Date	The review date for the customer's credit information.

44.2.1 What You Should Know About

Topic	Description
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.

44.2.2 Processing Options

See [Section 106.3, "Credit Granting and Management \(P0305\)"](#) for more information.

44.3 Reviewing Account Balances

Navigation

From Accounts Receivable (G03), choose Credit/Collection Management

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).

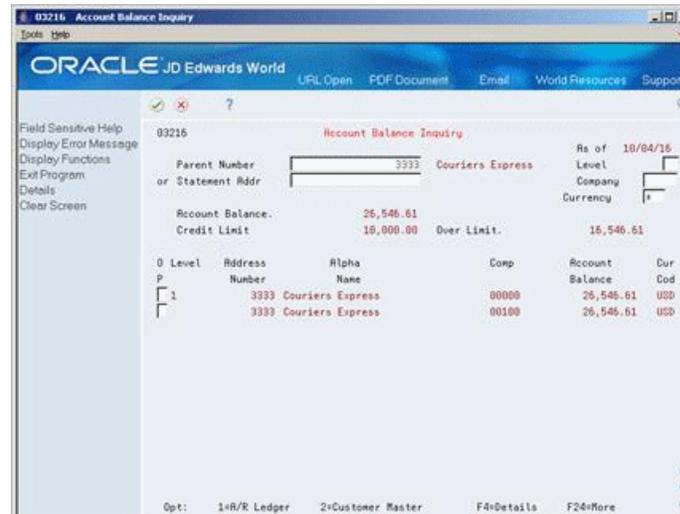
44.3.1 Before You Begin

- 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

Figure 44–5 Account Balance Inquiry screen



1. Complete one of the following fields:
 - Parent Number
 - Statement Address Number
1. To further limit the information displayed, complete any of the following fields:
 - Level
 - Company
 - Currency

44.3.2 What You Should Know About

Topic	Description
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	<p>When you review the account balance for a parent customer, you can:</p> <ul style="list-style-type: none"> ■ 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	<ul style="list-style-type: none"> ■ 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

This chapter contains the topic:

- [Section 45.1, "Creating Credit Reporting Tapes"](#)

45.1 Creating Credit Reporting Tapes

Navigation

From Accounts Receivable (G03), choose Credit/Collection Management

From Credit & Collection Management (G0315), choose Create Credit Reporting Tapes

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.

45.1.1 What Are the Requirements for Credit Reporting Tapes?

The following information describes the credit agency's requirements for credit reporting tapes.

Agency	Requirements
TRW	<p>This credit agency requires that you:</p> <ul style="list-style-type: none"> ■ 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. ■ 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. ■ Enter the four-character business code that you obtain from TRW in the processing options. ■ 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	<p>This credit accepts tapes that conform to the requirements of TRW.</p>
CREDITEL	<p>This credit agency has no special requirements.</p>

45.1.2 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.

45.1.3 What You Should Know About

Topic	Description
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.

45.1.4 Processing Options

See [Section 106.5, "Credit Reporting Tape - TRW/Dun & Bradstreet \(P03920\)"](#) for more information.

See [Section 106.6, "Credit Reporting Tape - CREDITEL \(P03920C\)"](#) for more information.

Manage Collections Information

This chapter contains these topics:

- [Section 46.1, "Reviewing Past-Due Accounts"](#)
- [Section 46.2, "Reviewing Customer Payment History"](#)
- [Section 46.3, "Reviewing Account Balances"](#)
- [Section 46.4, "Working Past-Due Accounts"](#)
- [Section 46.5, "Using the Accounts Receivable Activity Log"](#)
- [Section 46.6, "Reviewing Collection Management 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.

46.1 Reviewing Past-Due Accounts

Navigation

From Accounts Receivable (G03), choose Credit/Collection Management

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)

46.1.1 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)

Figure 46–1 Collections Manager screen



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).

46.1.2 What You Should Know About

Topic	Description
Reviewing additional account information	<p>From Collections Manager, you can access additional account information that might be useful when you review past-due accounts. For example, you can access:</p> <ul style="list-style-type: none"> ■ 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	<p>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.</p>
Selecting text messages	<p>Set the Message Text Version processing option to select the Message Text Entry program you want to use with the Collection Manager program.</p>

46.1.3 Processing Options

See [Section 106.7, "Collections Manager \(P03218\)"](#) for more information.

46.2 Reviewing Customer Payment History

Navigation

From **Accounts Receivable (G03)**, choose **Credit/Collection Management**

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.

46.2.1 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	<p>Looks at the records that have the following criteria:</p> <ul style="list-style-type: none"> ■ Gross Amount > 0 ■ Matching Doc Type = Blank ■ Doc Type NE RB (Ignores Chargebacks) <p>The Gross Amount of the selected records is compiled for this field.</p>
Credits	<p>Looks at the records that have the following criteria:</p> <ul style="list-style-type: none"> ■ Gross Amount < 0 ■ Matching Doc Type = Blank ■ Doc Type NE RU (no Unapplied Receipts, RU treated as Cash Receipts) <p>The Gross Amount of the selected records is compiled for this field.</p>
Cash Receipts	<p>Looks at the records that have the following criteria:</p> <ul style="list-style-type: none"> ■ Matching Doc Type NE Blank ■ Matching Doc Type NE RE ■ Cash Receipt Transaction Code NE 'A' or 'W' <p>The Gross Amount of the selected records is compiled for this field.</p>
Period High Sum	<p>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.</p> <p>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.</p> <p>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.</p>

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.
Average Days Late Field Criteria	<p>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.</p> <p>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.</p>
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.

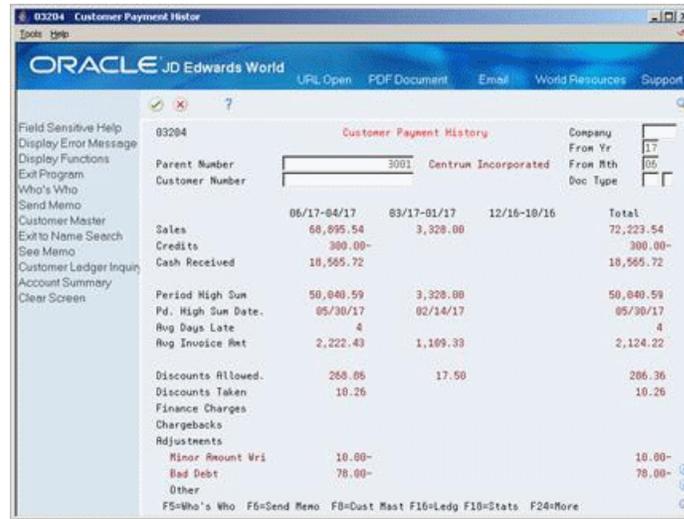
Multi-Currency

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

Figure 46–2 Customer Payment History screen



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)

46.2.2 What You Should Know About

Topic	Description
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.

46.2.3 Processing Options

See [Section 106.8, "Customer Payment History \(P03204\)"](#) for more information.

46.3 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.

46.3.1 Reviewing Balances by Administrator

Navigation

From Accounts Receivable (G03), choose Credit/Collection Management

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)

Figure 46–3 Balance by Administrator screen



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

46.3.2 What You Should Know About

Topic	Description
Reviewing other types of account information	<p>You can access other types of account information for a customer on Balance by Administrator. For example, you can access:</p> <ul style="list-style-type: none"> ■ Customer ledger information ■ Account status information

46.3.3 Reviewing Balances by Business Unit

Navigation

From Accounts Receivable (G03), choose Credit/Collection Management

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

Figure 46–4 Inquiry by Business Unit screen

Address Number	Name	Document Ty	Number	Itm	Date	Pay	Due	Open Amount	Payment/Item
1001	Edwards, J.D. & Con	RI	387	000	05/15/17			1,775.00	
1001	Edwards, J.D. & Con	RI	582	000	06/10/17			3,000.00	
1001	Edwards, J.D. & Con	RI	595	000	06/12/17			1,095.10	
1001	Edwards, J.D. & Con	RI	635	000	07/01/17			1,050.00	
1001	Edwards, J.D. & Con	RI	636	000	07/03/17			2,000.00	
1001	Edwards, J.D. & Con	RI	769	000	07/20/17			1,000.00	
1001	Edwards, J.D. & Con	RI	849	000	06/30/17			9,207.50	
1001	Edwards, J.D. & Con	RI	860	000	07/20/17			2,500.00	
1001	Edwards, J.D. & Con	RI	4794	000	05/30/17			6,796.61	
1001	Edwards, J.D. & Con	RI	4944	000	06/27/17			24,465.41	
1001	Edwards, J.D. & Con	RI	5133	000	07/10/17			19,786.12	
1001	Edwards, J.D. & Con	RM	4453	000	06/30/17			100.00-	
1001	Edwards, J.D. & Con	RR	657	000	07/02/17			1,550.00	
1002	Edwards & Edwards	RI	658	000	07/02/17			400.00	
1002	Edwards & Edwards	RI	659	000	06/11/17			605.00	
1002	Edwards & Edwards	RI	831	000	07/15/17			58,065.00	

- Complete the following field:
 - Business Unit
- To limit the information displayed, complete any of the following fields:
 - Document Type
 - Paid
 - G/L Offset

46.3.4 What You Should Know About

Topic	Description
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.

46.4 Working Past-Due Accounts

Navigation

From Accounts Receivable (G03), choose Credit/Collection Management

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 and Working with Messages in the *JD Edwards World Address Book and Electronic Mail Guide*.

46.4.1 Reviewing Promises Messages

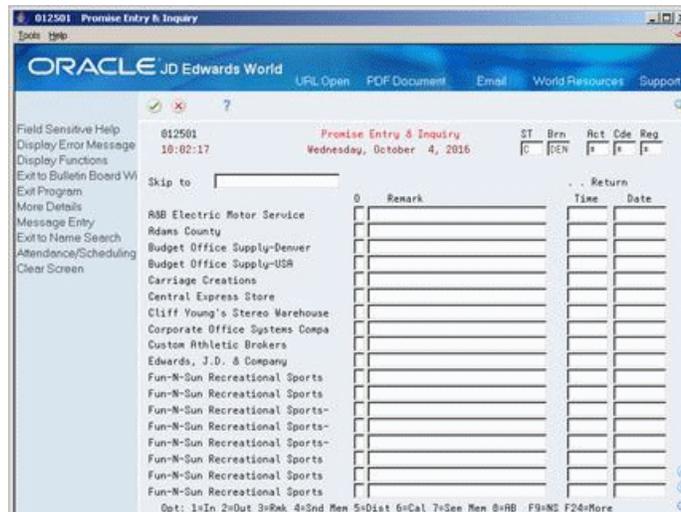
When working past-due accounts, you might need to review promises messages for the customer. A promises message might contain detailed information about the action taken to collect overdue invoices on a customer's account.

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

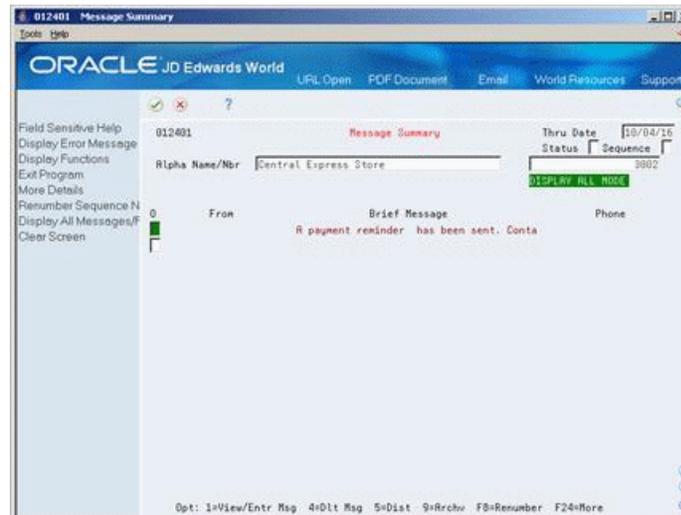
On Promises Entry & Inquiry

Figure 46–5 Promise Entry & Inquiry screen



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.

Figure 46–6 Message Summary screen



3. On Message Inquiry, choose the View/Enter Message option (4) next to the appropriate message.

46.4.2 Entering Promises Messages

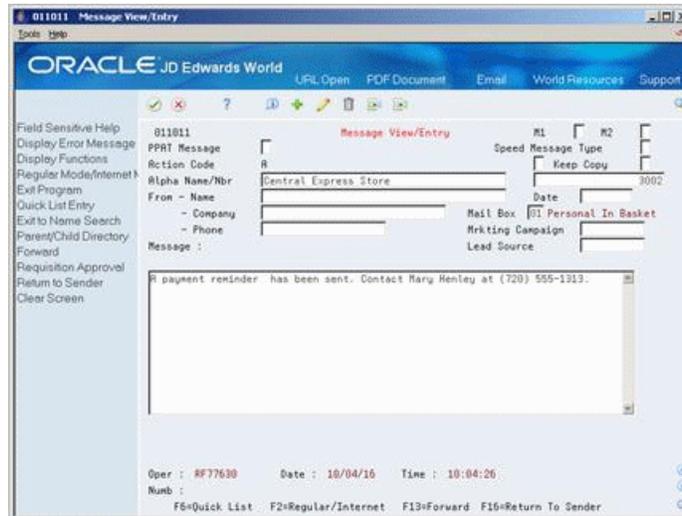
To document any communication with a customer, such as a commitment to pay an invoice on a certain day, enter a promises message. You can enter promises messages to better manage collection reminders, customer communications, and future actions.

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.

Figure 46–7 Message View Entry screen



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: I – Internal Message - entering message of this type does not remove customer from credit or collection review. P – Promises, Promises Message. F – Other Promises, Promises Message - a secondary classification of Promises, Promises messages. 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: S – Direct Sale 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."

46.4.3 What You Should Know About

Topic	Description
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.

46.5 Using the Accounts Receivable Activity Log

Use the Accounts Receivable Activity Log to review and manage account activities.

46.5.1 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.

46.5.2 Reviewing Account Activities

Navigation

From Accounts Receivable (G03), choose Credit/Collection Management

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.

46.5.3 Processing Options

See [Section 106.9, "Activity Log \(P0331\)"](#) for more information.

46.5.4 Setting Up Activity Type Master

Navigation

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

Activity Type	Activity Message	Description of Process
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.
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.

46.5.5 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).

46.5.6 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.

46.6 Reviewing Collection Management Information

Navigation

From Accounts Receivable (G03), choose Customer & Invoice Entry

From Customer & Invoice Entry (G0311), choose Customer Ledger Inquiry

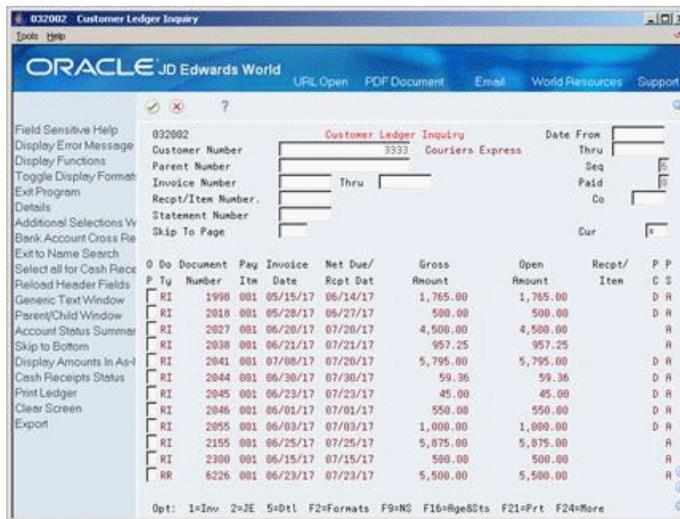
As you monitor and work your past-due accounts, you might need to decide whether to send payment reminders to a customer or whether the customer should appear on a collection report. To do so, review collection management information.

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

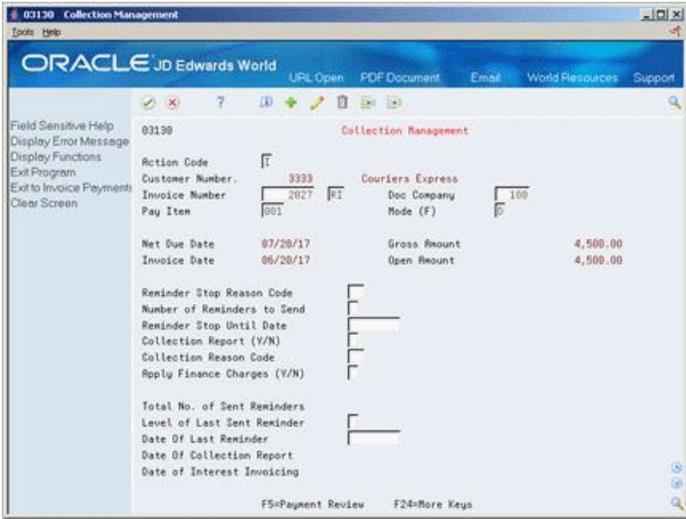
On Customer Ledger Inquiry

Figure 46–8 Customer Ledger Inquiry screen



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

Figure 46–9 Collection Management screen



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	<p>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.</p> <p>Typical reason codes are:</p> <ul style="list-style-type: none"> ■ BD - Bad Debt Expense (BD is the Adjustment Reason) ■ DC - Damaged Goods Credit (DC is the Adjustment Reason) ■ MW - Minor Amount Write Off (MW is the Adjustment Reason) ■ TF - Tax or Freight Dispute (TF is the Adjustment Reason)
Reminder Stop Until Date	The system does not send reminders to the customer until after this date.

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.
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: Y – Yes, apply finance charges N – No, do not apply finance charges 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

This chapter contains these topics:

- [Section 47.1, "Printing the Open Credit/Collection Items Report"](#)
- [Section 47.2, "Printing the A/R Account Summary Report"](#)
- [Section 47.3, "Printing the Promises Listing Report"](#)

You can print reports to help you review and manage credit and collection information for your customers.

Navigation

From Accounts Receivable (G03), choose Credit/Collection Management

From Credit & Collection Management (G0315), choose a report

47.1 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).

47.1.1 Printing the Outstanding Collections Items Version

You can print this version to review a list of outstanding items for customers with past-due accounts.

Figure 47-1 Outstanding Collections Items Version report

A/R Journal										Page - 3
by User, Batch Date, Batch Number and Document										Date - 4/05/17
Do Invoice Ty	No.	Inv G/L Date	Co. Name	Remark Account Description	Address Number G/L Account	G/L Offset	Invoice Discount	Amounts G/L Distribution		P C 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		Contract Sales	210.5030		5.00-		500.00-	P AA
RI	300213	001 06/05/17	100	Cantrell Sea & Ski	313113		2,575.00			
		06/30/17		Store Sales	400.5110		25.75-		2,575.00-	P AA
Batch Number 00078584							- Gross/Posted	3,075.00	3,075.00-	
							- Discount/Unposted	30.75		

47.1.2 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.

Figure 47-2 Outstanding Credit Items report

Outstanding Credit Items						Page - 2
By Credit Manager						Date - 4/06/17
Credit Manager DEMO						As of- 06/30/17
Customer Number	Name	Phone Number	Over Credit Limit	Amount Due		R
1001	JD Edwards World	303 844-8000		177,844.11		R

47.1.3 Processing Options

See [Section 106.11, "Outstanding Credit/Collection Items \(P03440\)"](#) for more information.

47.2 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).

Figure 47-3 Open A/R Summary report

Open A/R Summary for Company 100									
Page Date - 4/06/17									
As Of - 04/06/17									
Aging									
31 - 60 61 - 90 91 - 120 Over 120									
Number	Name	Address	Phone Number	Co	Balance	Current	Over 120	Account	Last Paid Date
2313	Baker Manufacturing, Ltd		933-6465	00100	3752.00	3752			
6795	Bonjour Baking Company		697-1919	00100	10577.07	10577			
313113	Cantrell Sea & Ski		555-4754	00100	9009.36	9009			
3030	Carriage Creations		797-2500	00100	23010.00	23010			
3002	Central Express Store		629-3002	00100	15000.00	15000			4835.00 06/01/17
3005	Centralized Apparel		629-3400	00100	1000.00	1000			
3004	Centre Gift Store		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		775-3380	00100	11265.20	11265			40.00 07/28/17
2330	Dunlop Construction Co		545-5000	00100	450.00	450			
5688	Dynamic Distribution Co.		557-2668	00100	1510.15	1510			
1002	Edwards & Edwards		779-4510	00100	298264.82	298265			72676.07 03/19/17
1001	Edwards, J.D. & Company		844-8000	00100	62335.64	62336			39683.42 09/14/97
5709	Erickson Electric		882-9877	00100	2500.15	2500			
7003	Eurosmart		71-647-8802	00100	37301.59	37302			1171.61 06/20/17
5717	Famous Fred's Marine Suppl		882-9877	00100	5005.10	5005			
5725	General American		882-9877	00100	800.15	800			
7001	JD Edwards World Europe		2-647.06.00	00100	10986.72	10987			745.32 07/15/17
7002	JD Edwards World France		1-40 90 08 07	00100	3086.93	3087			
5766	London Development Group		745-5000	00100	8766.12	8766			
7008	Meier & Sohne, Johann		069 41 44 91	00100	10638.30	10638			
5733	Newark Office Supply		456-8521	00100	3005.00	3005			
323213	Parker Supplies		42-72-43-60	00100	2600.00	2600			71457.97 07/17/96
Model Finan/Distrib Co (Mktg) 3663502.66					3663503				
Grand Total:					3663502.66	3663503			

47.2.1 Processing Options

See Section 106.12, "A/R Summary Report (P03413)" for more information.

47.3 Printing the Promises Listing Report

To review a list of both current and closed promises messages, print the Promises Listing report (P013151).

Figure 47-4 Promises Listing report

013151						Print Message Log			Page	-	15
Tickler	Address		Person/Company		Telephone	Ext	From	User	Date	Time	
Date	Number	Name and Telephone			Telephone	Ext					
06/11/17	150	DIA Property Management Co. 303 270-2000						KCS692683	06/11/17	11:11:29	
		Delinquency notice has been sent.									
06/11/17	150	DIA Property Management Co. 303 270-2000						KCS692683	06/11/17	11:11:31	
		Delinquency notice has been sent.									
013151						Print Message Log			Page	-	16
Tickler	Address		Person/Company		Telephone	Ext	From	User	Date	Time	
Date	Number	Name and Telephone			Telephone	Ext					
11/06/17	150	Company 150 DIA Property Mgmt 303 270-2000						JA6051917	11/06/17	14:54:30	
		Delinquency notice has been sent.									

47.3.1 Processing Options

See [Section 106.13, "Print Promises, Promises \(P013151\)"](#) for more information.

47.3.2 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.

Part VIII

A/R Reports

This part contains these chapters:

- [Chapter 48, "Overview to A/R Reports"](#)
- [Chapter 49, "Print Standard Reports"](#)
- [Chapter 50, "Print Analytical Reports"](#)

Overview to A/R Reports

This chapter contains these topics:

- [Section 48.1, "Objectives"](#)
- [Section 48.2, "About A/R Standard and Analytical Reports"](#)

48.1 Objectives

- To assist in reviewing and managing A/R information

48.2 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

48.2.1 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

48.2.2 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

This chapter contains these topics:

- [Section 49.1, "Printing the Open A/R Summary Report"](#)
- [Section 49.2, "Printing the Open A/R Detail Report"](#)
- [Section 49.3, "Printing the Open A/R Foreign Amounts Report"](#)

You can print standard reports to review and manage A/R information, such as open account balances for all customers or specific customers.

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.

Navigation

From Accounts Receivable (G03), choose Accounts Receivable Reports

From Accounts Receivable Reports (G0341), choose a standard report

49.1 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. 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	<p>Specify the aging date, aging method and type of date (due date, invoice date, or G/L date); define the aging categories.</p> <p>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.</p>

49.1.1 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.

Figure 49–1 Open A/R Summary by Company report

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	Aging					Last Paid				
					Open	Current	31	60	61	90	91	120	Over 120	Amount	Date
2313	Baker Manufacturing, Ltd	404	933-6465	00100	3752.00										
6795	Bonjour Baking Company	418	697-1919	00100	10577.07	10577									
313113	Centrell 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									
3005	Centralized Apparel	404	629-3400	00100	1000.00	1000								4835.00	06/01/17
3004	Centrx 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
2323	Couriers Express	919	775-3380	00100	11245.20	11245								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	Ericksen Electric	516	882-9877	00100	2500.15	2500									
7003	Eurosmart	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									

49.1.2 Processing Options

See Section 107.1, "A/R Summary Report (P03413)" for more information.

49.1.3 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.

Figure 49–2 Open A/R Summary by Account Representative report

03413										Page	6	
Open A/R Summary										Date	4/07/17	
by Account Representative										As Of	04/07/17	
Distr/70	Number	Name	Phone Number	Co	Balance	Open	Current	31 - 60	61 - 90	91 - 120	Over 0	Last Paid
	2313	Baker Manufacturin	404	933-6463	00100	3732.00	3732					
3003	3004	Centre Gift Store	215	629-3004	00001	9029.21	9029					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 Wine Health	303	442-8924	00200	28806.50	28807					3020.00 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:

- [Section 107.1, "A/R Summary Report \(P03413\)"](#)

49.1.4 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.

49.1.5 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:

- [Section 107.1, "A/R Summary Report \(P03413\)"](#)

49.2 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. 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. 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.

Figure 49-3 Customer Receipts History report

034201 A Model Construction Co. Customer Receipts History										Page
Showing All Transactions										Date
										As of
										11/07/17
										11/07/17
Address	Customer Name	Phone Number	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	FA	14786	09/04/16 UC 09/12/16	3,784.46						
91256 Down Under				5,000.00-			Credit Note Reimbursement			
00050	A Model Construction Co			5,000.00-						

03413 Open A/R Summary by Company										Page		
										Date		
										As of		
										11/07/17		
										11/07/17		
Number	Address	Phone Number	Co	Balance	Aging							
	Name			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
3323	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								
17735	Fanny's Market	303	400-5585	00001	1500.00							1500
10405	High Plains Ranch			00001								
609996	Jen's Canadian Wholesaler	303	333-3131	00001	106.00							106
1733	KJ USD Customer	308	308-1733	00001								
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

49.2.1 Processing Options

See Section 107.2, "A/R Detail Report (P034201)" for more information.

49.2.2 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.

49.3 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

Figure 49-4 Currency Detail - Foreign and Domestic report

03429		JD Edwards World							Page	15		
Model Multi-National Corporate		Currency Detail - Foreign and Domestic							Date	4/07/17		
Inv Date	Comp	Cur Ty	Number	Due Date	Cur	Original	Foreign	Discount	Original	Domestic	Discount	
Bas	Doc	Trn										
7005	De Vyd	S.A./N.V.										
07/30/17	70	BEF	FM	4454 000	07/30/17	BEF			750-	750-		
BEF	Currency Code											
00007005	De Vyd S.A./N.V.											
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											
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											
00007003	Euromart											
05/20/17	70	BEF	RI	602 000	06/19/17	BEF			4,020,565	4,020,565		
06/08/17	70	BEF	RI	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											
00007007	International Enterprises											
06/10/17	70	BEF	RI	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											
00007006	International Transport											
									875,000	843,750		

49.3.1 Processing Options

See Section 107.3, "A/R Currency Detail (P03429)" for more information.

Print Analytical Reports

This chapter contains these topics:

- [Section 50.1, "Printing the Summary by Pay Status Report"](#)
- [Section 50.2, "Printing the Summary by Parent/Child Report"](#)
- [Section 50.3, "Printing the Open A/R by Business Unit and Address Report"](#)
- [Section 50.4, "Printing Additional Credit and Collections Reports"](#)
- [Section 50.5, "Printing the Customer Totals by G/L Account Report"](#)

To review and analyze information about your customer's accounts, print analytical reports.

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.

Navigation

From Accounts Receivable (G03), choose Accounts Receivable Reports

From Accounts Receivable Reports (G0341), choose an analytical report

50.1 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)

Figure 50-1 Receivable Summary by Pay Status report

03416		Receivable Summary by Pay Status		Page	-	7
00070 Model Multi-National Corporate				Date	-	4/07/17
				As of	-	06/30/17
Number	Name	Address	Phone Number	Total Amount	Current	Aging
						31 - 60 61 - 90 91 - 120 Over 120
7005	De Vydts S.A./N.V.	(32)3-687.01.00		750-	750-	
	A	Approved for Payment				
7003	Euromart	(44)71-647-8802		543343	543343	
	A	Approved for Payment				
7007	International Enterp (2.779.1286		6015585	6015585	
	A	Approved for Payment				
	D	Draft Accepted		53200	53200	
	Total International Enterp			6068785		
7006	International Transp (2.641.0700		843750	843750	
	A	Approved for Payment				
	D	Draft Accepted		31250	31250	
	Total International Transp			875000		
7001	JD Edwards World Europe	(32)2-647.08.00		778529	778529	
	A	Approved for Payment				
	D	Draft Accepted		328987		328987
	Total JD Edwards World Europe			1107516		
7002	JD Edwards World France	(33)1-40 90 08 07		6096	6096	
	A	Approved for Payment				
323213	Parker Supplies	42-72-43-60		21325	21325	
	A	Approved for Payment				
	Total Model Multi-National Corporate			8207878	8207878	
	A	Approved for Payment		413437		328987
	D	Draft Accepted		84450		
	Total Model Multi-National			8621315		

50.1.1 Processing Options

See [Section 107.4, "Receivable Summary by Pay Status \(P03416\)"](#) for more information.

50.2 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.

Figure 50-2 Open A/R Summary by Parent report

Multi-Level Open A/R Summary by Parent														
Level	Number	Address	Name	Phone Number	Co	Balance Open	Current	1 - 30	31 - 60	61 - 90	Over 90	Last Payment Amount	Last Payment Date	03415
1	6750	186394	Brookwood	(303) 488-4030										
1	6533	8427	Brookville Grille & Door Co.	(708) 575-1325										
1	5354		Brook, Harvey J.	(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	6385		Capable Cable Contractors	(303) 555-6522	00015	5050.00	2525	2525						
1	5392		Carbone & Collins	(303) 539-1994										
1	3030		Carriage Creations	(303) 779-2500	00100	20010.00	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) 655-5474	00001	3860.20	20	2840	1000			250.00	06/18/17	
1	3001		Centrum Incorporated	(212) 629-3000	00100	15000.00								
-2	3002		Central Express Store	(303) 629-3002	00001	4345.00	3000	45	1300			4835.00	06/01/17	
-2	3003		Central Specialty Store	(602) 629-3003	00001	20100.00	3100	13075	2175	1750		904949.00	05/31/17	
-3	3004		Centre gift store	(215) 629-3004	00100	9025.21	750	5650				2000.00	06/01/17	
					00100	3100.95	1200	2501						
						32926.16	5050	21226	2175	1890				
-2	3006		Centralized Apparel	(404) 629-1400	00001	15294.36	8825	2259	2610	2485				
					00100	1000.00	1000							

50.2.1 Processing Options

See Section 107.5, "Multi-Level Open A/R Summary by Parent (P03415)" for more information.

50.3 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.

Figure 50-3 Open A/R by Business Unit and Address report

03445										Open A/R by Business Unit and Customer			Page - . . . 7	
										Date - . . . 4/08/17				
										As of - . . . 04/08/17				
Due Date	Remark	Co	Ty	Invoice Number	Ita	Date	Open	Current	1 - 30	Aging 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						

50.3.1 Processing Options

See [Section 107.6, "Open A/R by Business Unit and Address \(P03445\)"](#) for more information.

50.3.2 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.

50.4 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.

50.4.1 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.

Figure 50–4 Customer Receipts History report

034201		Customer Receipts History		Page	-	11			
Company		Showing All Transactions		Date	-	4/07/17			
Address Customer Name		Phone Number		As of	-	06/30/17			
Co	Ty	Number	Inv Date	G/L	Chk Date	Balance . . .			
						Original	Open	Discount	Remark
4175	Abernathy & Hitch	212	234-1887						
00015	RC	2345	02/01/17	SECD	02/01/17	2,000.00-			
00015	RD	9005 000	02/01/17	SECD	02/01/17	2,000.00-	2,000.00-		
00015	RN	1906 001	04/20/17	MISC	05/01/17	200.00	200.00		
00015	RD	663 001	04/01/17	RRTL	05/01/17	3,300.00	1,300.00	2.00	Extra Trash Removal
00015	RD	663 002	04/01/17	EXPE	05/01/17	1,650.00	1,650.00		Regular Rent Retail
00015	RC	1234	04/01/17	RRTL	05/01/17	2,000.00-			Expense Participation
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	

50.4.2 Processing Options

See [Section 107.7, "A/R Detail Report \(P034201\)"](#) for more information.

50.4.3 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

50.4.4 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.

Figure 50–5 Outstanding Chargebacks report

03603 Outstanding Chargebacks											Page - 2			
											Date - 4/17/17			
Invoice Ty	Number	Item	Date	Comp	Address Number	Alpha Name	Gross Amount	Open Amount	RS CD	G/L Offs	P S Comp	Original Ty	Document	Item
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						

50.4.5 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.

Figure 50-6 Unresolved Matters report

03601		Page - 2		Date - 4/17/17										
Address Number/Name		Unresolved Matters - All Invoices		Include Closed Amounts										
Bse	Cur	Co	Ty	Document	Inv Date	Gross Amount	Balance	Open Amount	Discount	Remark	Gross Amount	Foreign Balance	Open Amount	Tran
				Number								Amount	Amount	Cur
4006 A&B Electric Motors 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 Bon/year Baking Company														
USD	00100	RI		2022-000	04/15/17	948.62	948.62	948.62			1,200.00	1,200.00	000	
USD	00100	RI		2023-000	06/15/17	988.14	988.14	988.14			1,250.00	1,250.00	000	
USD	00100	RI		2024-000	06/15/17	2,374.90	2,374.90	2,374.90			3,980.25	3,980.25	000	
USD	00100	RI		2024-001	06/25/17	5,216.60	5,216.60	5,216.60			6,599.00	6,599.00	000	
USD	00100	RI		2048-001	06/27/17									
3030 Carriage Creations														
USD	00100	RI		2037-001	06/30/17	5,000.00	5,000.00	5,000.00						
USD	00100	RI		2038-001	06/22/17	2,000.00	2,000.00	2,000.00						
USD	00100	RI		2039-001	06/22/17	2,000.00	2,000.00	2,000.00						
USD	00100	RI		2040-001	06/22/17	100.00	100.00	100.00			1.00			
USD	00100	RI		2041-001	04/12/17	2,175.00	2,175.00	2,175.00						
USD	00100	RC		4738-	04/12/17	2,175.00-	2,175.00-	2,175.00-						
USD	00100	RI		2052-001	05/14/17	1,500.00	1,500.00	1,500.00						
USD	00100	RI		2054-001	05/14/17	1,610.00	1,610.00	1,610.00						
USD	00100	RC		4738-	05/14/17	1,610.00-	1,610.00-	1,610.00-						
USD	00100	RI		2058-001	05/17/17	2,200.00	2,200.00	2,200.00						
USD	00100	RI		2062-001	05/18/17	250.00	250.00	250.00						
USD	00100	RI		2065-001	06/01/17	5,875.00	5,875.00	5,875.00						
USD	00100	RI		2070-001	06/15/17	300.00	300.00	300.00						
												10,577.07		
												19,225.00		
													1.00	
														85,787.00

50.4.6 Processing Options

See Section 107.8, "A/R Unresolved Matters (P03601)" for more information.

50.4.7 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.

50.4.8 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:

- [Section 104.1, "A/P and A/R Netting \(P03455\)"](#) or [A/P and A/R Netting \(P03455\)](#) in the *JD Edwards World Accounts Payable Guide*.
- [Section 60.1, "Working with Credit Note Reimbursements"](#)

50.4.9 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.

Figure 50–7 A/R to A/P Netting report

03450		A/R to A/P Netting				Page - 2	
						Processed - 4/17/17	
Number	Address Name	Phone Number	Co	Balance		Potential Offsets	
				Open A/R	Open A/P	A/R	A/P
1001	Edwards, J.D. & Company	844-8000	00001	15,470.10		675.00	
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	224-1887	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	

50.4.10 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.

50.4.11 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.

Figure 50–8 Problem Accounts Receivable report

03600		Problem Accounts Receivable										Page - 3
		Company 00100										Date - 4/17/17
Number	Account Name	Phone Number	Co	Balance Open	Current	31 - 60	61 - 90	91 - 120	Over 120	Last Payment Amount	Date	
4242	Corporate Offi	()773-1800	00100	3139261.77	3139262					9587594.10	1/30/16	
1002	Edwards & Edm	(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	Euro Mart	(44)71-647-8802	00100	37301.59	37302					1171.61	6/20/17	
3333	Couriers Expre	(919)775-3380	00100	26346.61	26347							
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 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							

50.4.12 Processing Options

See Section 107.9, "Problem Accounts Receivable (P036001)" for more information.

50.4.13 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.

50.5 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.

Figure 50–9 Customer Totals by G/L Account report

Account Number	Address Number	Alpha Name	G/L Date	Explanation Remark	Doc Ty Number	Doc Co	Amount	P C
210.5030	7001	London Development Group	05/31/17	Contract Sales	RI	2033 00100	3,377.25-	P
210.5030	7003	JD Edwards World Europe	06/30/17	Denver Sales	RI	2048 00100	7,896.51-	
210.5030	7003	Euromart	06/30/17		RI	89465 00100	29,365.08-	
210.5030	7008	Product A Contract Sales	04/30/17		RI	2029 00100	3,128.91-	P

50.5.1 Processing Options

See [Section 107.10, "Customer Totals by G/L Account \(P09450\)"](#) for more information.

50.5.2 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.

Part IX

A/R Draft Processing

This part contains these chapters:

- [Chapter 51, "Overview to A/R Draft Processing"](#)
- [Chapter 52, "Print Invoices and Statements with Drafts"](#)
- [Chapter 53, "Enter Drafts"](#)
- [Chapter 54, "Revise Drafts"](#)
- [Chapter 55, "Approve and Post A/R Drafts"](#)
- [Chapter 56, "Select Drafts for Remittance"](#)
- [Chapter 57, "Work with Draft Remittance"](#)
- [Chapter 58, "Work with A/R Draft Collection"](#)

Overview to A/R Draft Processing

This chapter contains these topics:

- [Section 51.1, "Objectives"](#)
- [Section 51.2, "About A/R Draft Processing"](#)
- [Section 51.3, "What Are the Steps for Processing Drafts?"](#)
- [Section 51.4, "Setup"](#)
- [Section 51.5, "Tracking Changes to Draft Status"](#)

51.1 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

51.2 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

51.2.1 What Are the Types of Drafts?

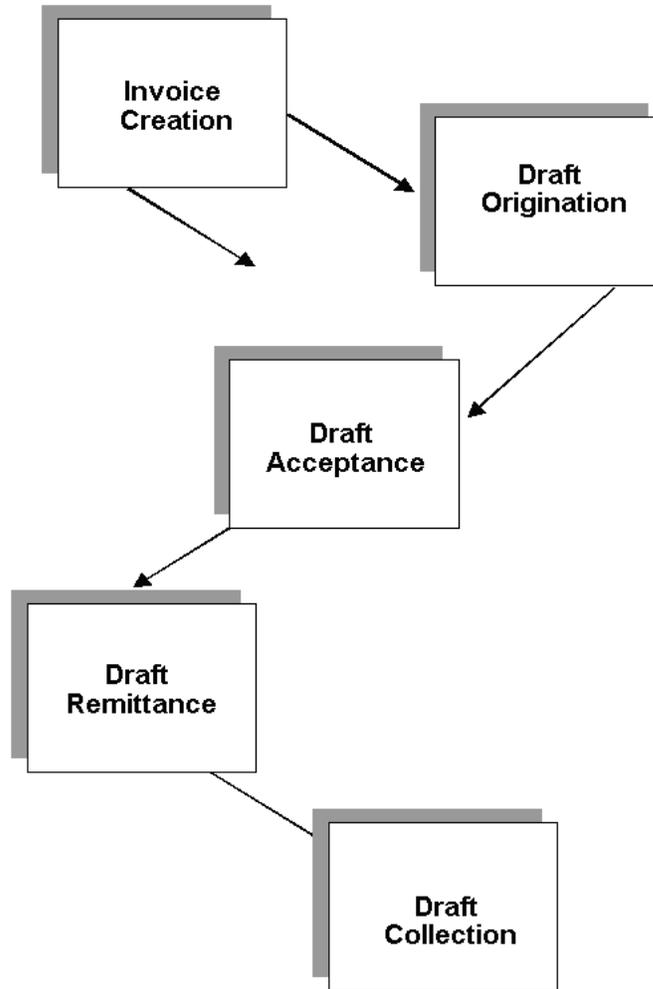
Two types of drafts are available:

Type	Description
Manual drafts	<p>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:</p> <ul style="list-style-type: none">■ The supplier prints the draft with bank account information.■ The supplier prints the draft with the bank name only.■ The customer prints the draft with bank account information.■ The customer prints the draft with the bank name only. <p>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.</p>
Automatic drafts	<p>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.</p>

51.3 What Are the Steps for Processing Drafts?

The following graphic illustrates the process flow for drafts.

Figure 51-1 Process Flow for Drafts



51.3.1 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

Figure 51-2 Invoice 1234

A/R Trade	Sales Account
10,000	10,000

51.3.2 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.

51.3.3 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

Figure 51-3 Invoice 1234, Draft Created and Accepted

A/R Trade	Drafts Receivables
10,000	10,000

51.3.4 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

Figure 51-4 Invoice 10005

Drafts Receivable	Drafts Remitted
10,000	10,000

51.3.5 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.

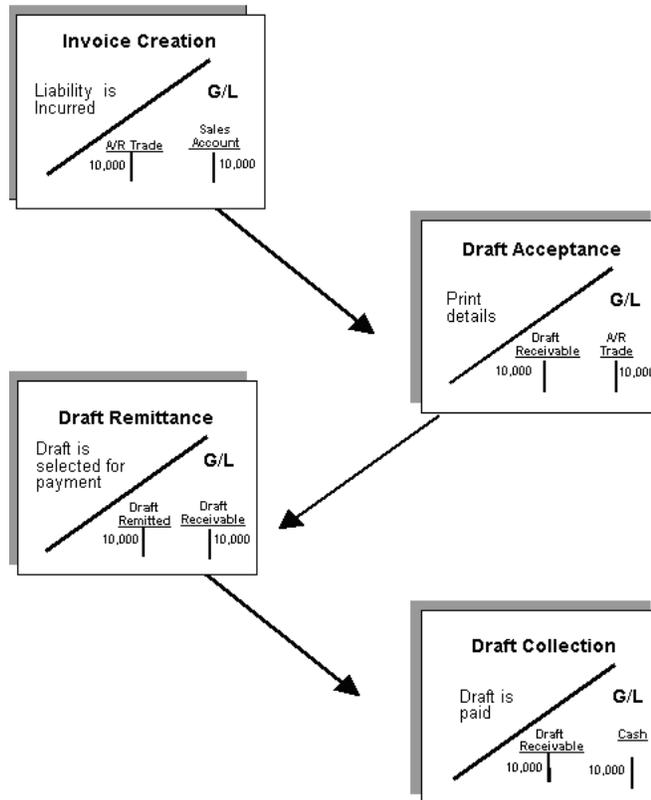
Customer Number 7001

Doc Type	Invoice Number	Invoice Amount	Pay Status	Pay Instr
R1	10005	10,000	P	2

Figure 51-5 Invoice 1005, Draft Collected

Drafts Remitted	Cash Bank Account
10,000	10,000

The following graphic illustrates the effect of each stage of the draft process on the general ledger.

Figure 51-6 Effects of Draft Process on General Ledger

51.4 Setup

Draft processing requires setup of the following items:

- AAI's
- Payment Instruments
- Draft Pay Status Codes
- Customer Bank Account Information
- G/L Bank Account Information

51.4.1 AAI's

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.

51.4.2 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.

51.4.3 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)
#	Draft selected for payment (i.e. in a register payment, (P03255)
G	Draft remitted (guaranteed, P03570 or P03572)
P	Draft paid (collected, P03576)

51.4.4 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 [Section 78.1, "Setting Up Customer Bank Information"](#) for more information.

51.4.5 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.

51.5 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

This chapter contains these topics:

- [Section 52.1, "Printing Invoices with Draft Attachments"](#)
- [Section 52.2, "Printing Statements with Draft Attachments"](#)

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.

Navigation

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 an option under the Draft Print heading

52.1 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.

Figure 52-1 Invoice With Draft Attachment

```

*                               I N V O I C E
-----
Remit to - A Model Multi-National Co.      Invoice - 1005
Avenue Louise, 200                        Account - 7006
E-1050 Brussels                           Date - 4/19/17

International Transport
Ch. de Wavre, 297
1050 Bruxelles

Please be advised that your account has been debited or back charged as follows.

-----
Date Ty Reference Due Date Remark Invoice 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
E-1050 Brussels

Dra

PARIS

*****18,995 04/19/17 07/31/17 00000584 *****18,995

10729 81042910-0368111 55 International Transport Bank Bruxelles Lambert
BEF Ch. de Wavre, 297
1050 Bruxelles
    
```

52.1.1 Processing Options

See [Section 108.1, "A/R Invoice Print with Draft \(P035051\)"](#) for more information.

52.1.2 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).

52.2 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.

52.2.1 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.

Figure 52-2 Printed 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.

Date Ty Document . . . . . Invoice      Open
. . . . . 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

                                PARIS

                                ****4,020,565  04/19/17  06/19/17  00000585                ****4,020,565

10024 2126290-852702 33 International Enterprises      Generale Banc
                                Avenue Louise, 1250
                                BPF                                1050 Bruxelles
    
```

52.2.2 Processing Options

See [Section 108.2, "A/R Statement Print with Draft \(P03506\)"](#) for more information.

52.2.3 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).

This chapter contains these topics:

- [Section 53.1, "Entering Drafts"](#)
- [Section 53.2, "Entering Manual Drafts"](#)
- [Section 53.3, "Creating Automatic Drafts"](#)

53.1 Entering Drafts

Navigation

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 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).

53.2 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.
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

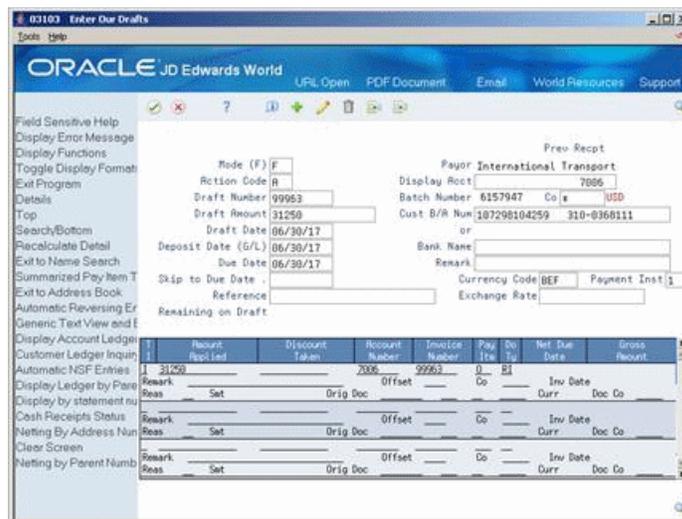
On Enter Our Drafts or Enter Customer Drafts

Figure 53–1 Enter Our Drafts screen

- 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)
- Complete the following fields for each pay item:

- Amount Applied
 - Account (Customer) Number
 - Invoice Number (optional)
 - Pay Item
3. Access the detail area (optional).

Figure 53–2 Enter Our Drafts (Detail) screen



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: Original (DOC)-Matching Rec/Item (DOCM) A/R Original Invoice - Invoice Receipt - Invoice - Receipt Credit Memo/ Adjustment - Invoice - Credit Memo
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	<p>An alphanumeric value used as a cross-reference or secondary reference number. Typically, this is the customer number, supplier number, or job number.</p> <p><i>Form-specific information</i></p> <p>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.</p>

53.2.1 What You Should Know About

Topic	Description
Including a reference number during draft entry	<p>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:</p> <ul style="list-style-type: none"> ■ In the magnetic draft file ■ On the paper draft <p>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.</p>

See Also:

- [Section 20.2, "Entering Basic Receipts"](#)

53.2.2 Processing Options

See [Section 108.4, "Receipts Entry \(P03103\)"](#) for more information.

53.3 Creating Automatic Drafts

Navigation

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
<p>You can choose to print a detailed or summarized list of transactions:</p> <ul style="list-style-type: none"> Detail - prints a list of each invoice to be paid by draft. <p>Summary - prints a summary of all invoices by customer, due date, and payment instrument to be paid by draft</p>	<p>You can make the same selections as in proof mode. In final mode, the system:</p> <ul style="list-style-type: none"> Creates drafts Creates the journal entries that debit the drafts receivable account and credit the accounts receivable account Changes the pay status to D (draft accepted) Generates a report <p>Creates a table you can copy to tape</p>

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.

Figure 53-3 A/R Batch Draft Creation report

Customer Number	Customer Name	DC TY	Document Number	Pay Ith	Co	P I	Net Due Date	Open Amount	Discount Available	Draft Amount	Draft Number	Cur Cod
7006	International Transport	RI	762	000	70	D	07/25/17	843,750		843,750	582	REF
	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	REF
	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		

53.3.1 What You Should Know About

Topic	Description
Abbreviated column headings	PI indicates Payment Instrument

53.3.2 Processing Options

See [Section 108.3, "A/R Batch Draft Creation \(P03571\)"](#) for more information.

This chapter contains these topics:

- [Section 54.1, "Locating Drafts"](#)
- [Section 54.2, "Changing Draft Information"](#)

After a draft has been accepted, you can revise it, for example, to change the bank account from which it will be paid.

Navigation

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 an option under the **Accepted Drafts** heading

54.1 Locating Drafts

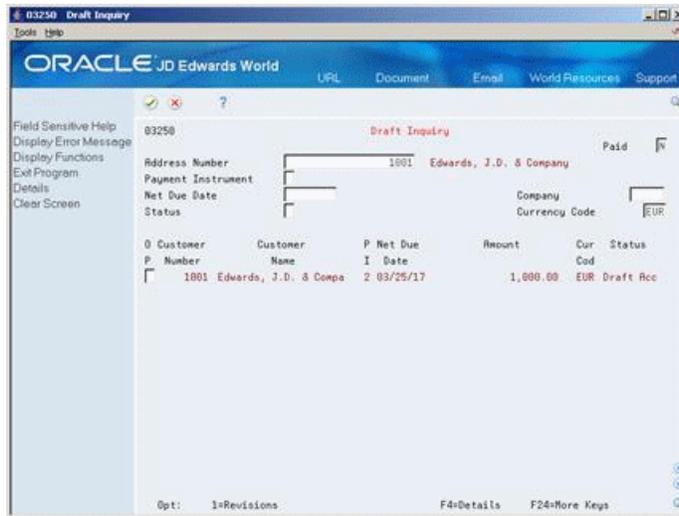
You can locate a draft to:

- View draft information based on specific criteria
- Verify information for a particular customer
- Change draft information

To locate drafts

On Draft Inquiry

Figure 54–1 Draft Inquiry screen



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	<p>A user defined code (00/PS) that indicates the current payment status for a voucher or an invoice. Codes are:</p> <p>P – Paid. The voucher or invoice is paid in full.</p> <p>A – Approved for payment, but not yet paid. This applies to vouchers and automatic cash applications.</p> <p>H – Hold pending approval.</p> <p>R – Retainage.</p> <p>% – Withholding applies.</p> <p>? – Other codes. All other codes indicate reasons that payment is being withheld. The Accounts Payable system does not print payments for any other code.</p>

See Also:

- [Chapter 16, "Locate Customer Ledger Information"](#) for other methods of locating drafts.

54.2 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

Figure 54–2 Draft Revisions screen

Draft Revisions		
Action Code	[]	
Draft Number	1516 R1	
Document Company	00001	
Currency Amount	1,000.00	EUR European EURO
Gross Amount	1,253.70	USD U.S. Dollar
Customer Number	1001 Edwards, J.D. & Company	
Creation Date	02/23/17	
Pay Status	D Draft Accepted	
Customer Bank Account	112354612 216357643	
Payor	Edwards, J.D. & Company	
Net Due Date	03/25/17	
Payment Instrument	BOR - Cust Draft W/Rcct number	
Reference	[]	
Bank Presentation:	[]	
Register Number	[]	
Register Date	[]	
G/L Bank Account	[]	

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.

54.2.1 Processing Options

See [Section 108.5, "Draft Revisions \(P03150\)"](#) for more information.

54.2.2 What You Should Know About

Topic	Description
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

This chapter contains these topics:

- [Section 55.1, "Reviewing and Approving Drafts for A/R"](#)
- [Section 55.2, "Printing the A/R Draft Journal Report"](#)
- [Section 55.3, "Posting Drafts for A/R"](#)

After you enter drafts, you must approve and post them to the general ledger.

55.1 Reviewing and Approving Drafts for A/R

Navigation

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 **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.

55.1.1 Before You Begin

- Set the A/R constant for management approval of input according to your needs

See Also:

- [Chapter 11, "Review and Approve Invoices"](#)

55.2 Printing the A/R Draft Journal Report

Navigation

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 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).

If you are using Enhanced Subledger Accounting, this information displays on the report. See Work with Enhanced Subledger Accounting in the General Accounting Guide I for more information.

Figure 55–1 Cash Receipts & Adjustments Journal report

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	Cod	Amount
G/L					Discount	CD C		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:

- [Section 15.1, "Printing Invoice Journal Information"](#)

55.2.1 Processing Options

See [Section 108.6, "A/R Receipt and Adjustment Journal Report \(P03311\)"](#)

55.3 Posting Drafts for A/R

Navigation

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 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:

- [Chapter 13, "Post Invoices"](#)

Select Drafts for Remittance

This chapter contains these topics:

- [Section 56.1, "Creating and Revising Bank Registers"](#)
- [Section 56.2, "Reviewing A/R Draft Bank Registers"](#)

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.

Draft selection is an optional step in the draft process. You can skip this step and create your paper and magnetic remittances.

Navigation

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 Manual Bank Register Creation heading

See Also:

- [Section 57.2, "Remitting Paper Drafts"](#)
- [Section 57.1, "Remitting Magnetic Drafts"](#)

56.1 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.

56.1.1 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			

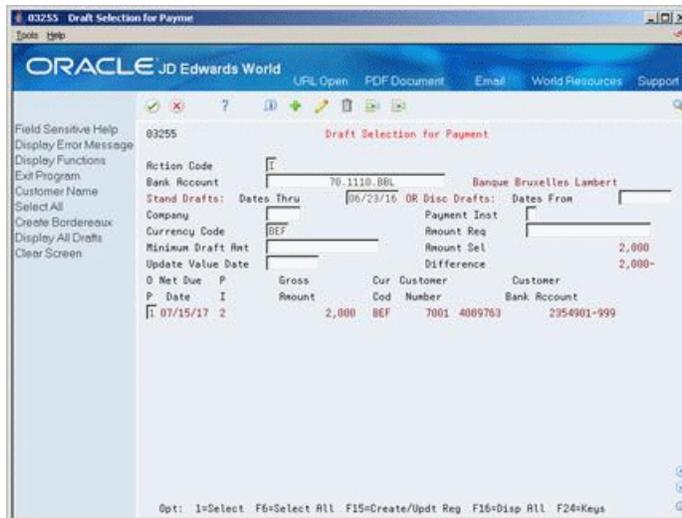
56.1.2 Before You Begin

- Verify whether a register already exists for the bank account

To create or revise bank registers

On Draft Selection for Payment

Figure 56–1 Draft Selection for Payment screen



- 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	<p>A field that identifies an account in the general ledger. You can use one of the following formats for account numbers:</p> <ul style="list-style-type: none"> ■ Structured account (business unit.object.subsidiary) ■ 25-digit unstructured number ■ 8-digit short account ID number ■ Speed code <p>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).</p>

Field	Explanation
Dates Thru	<p>Date the net payment is due (accounts receivable). In accounts payable, this is the discount due date.</p> <p>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.</p> <p><i>Form-specific information</i></p> <p>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.</p> <p>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.</p>
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.

56.1.3 What You Should Know About

Topic	Description
Changing bank registers	You can also use Draft Selection for Payment to change registers for a specific bank account and date range.

56.1.4 Processing Options

See [Section 108.7, "Draft Selection for Bank Payment \(P03255\)"](#) for more information.

56.2 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.

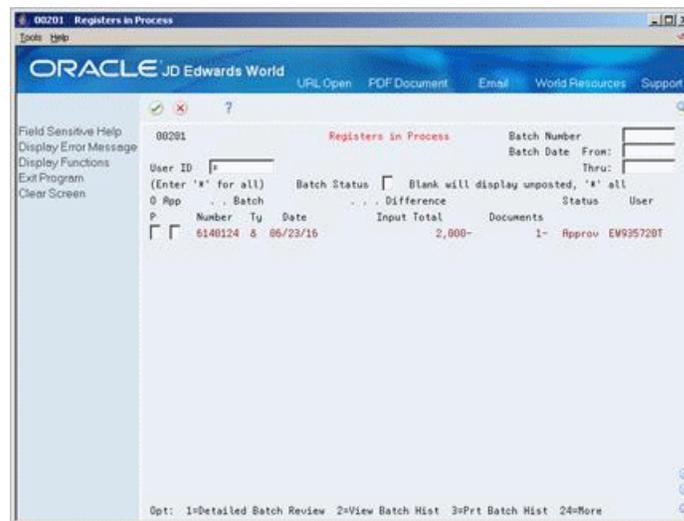
See Also:

- [Section 11.1, "Reviewing and Approving Invoices"](#) for more information about reviewing online journal information.

To review A/R draft bank registers

On Registers in Process

Figure 56–2 Registers in Process screen



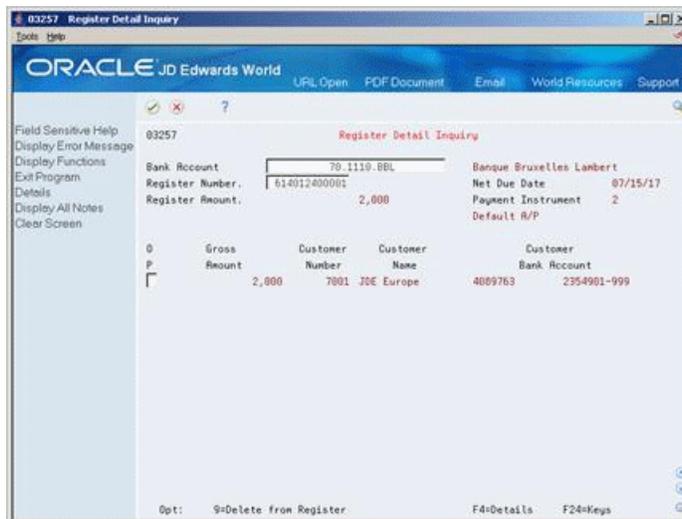
1. Display all batches for all users, or complete any of the following fields to limit your search:
 - User ID
 - Batch Number
 - Batch Date From/Thru
 - Batch Status
2. Choose the Detailed Batch Review option next to the appropriate batch to access Registers for Bank Payment.

Figure 56–3 Registers for Bank Payment screen



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).

Figure 56–4 Register Detail Inquiry screen



Work with Draft Remittance

This chapter contains these topics:

- [Section 57.1, "Remitting Magnetic Drafts"](#)
- [Section 57.2, "Remitting Paper Drafts"](#)
- [Section 57.3, "Posting Draft Remittance Journal Entries"](#)

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.

Navigation

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 **Draft Remittance** heading

57.1 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)

57.1.1 Creating Draft Tape Tables

You can run the Create Draft Tables program in either proof or final mode.

Proof mode	Final mode
<p>In proof mode, this program:</p> <ul style="list-style-type: none"> ■ Selects drafts accepted but not yet submitted to your bank for collection ■ Prints register reports 	<p>In final mode, the program works in the same way as proof mode except that it also:</p> <ul style="list-style-type: none"> ■ Changes the payment status to G (guaranteed) ■ Creates journal entries to debit the drafts remitted account and credit the drafts received account ■ 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.

Figure 57–1 A/R Magnetic Draft Remittance report

03572		JD Edwards World			Page - - - 3	
		A/R Magnetic Draft Remittance			Date - - - 4/19/17	
		*** PROOF ***				
Batch Number		70 A Model Multi-National Company				
Company		Banque Bruxelles Lambert				
G/L Bank Account . . . *00017726						
Bank Account Number.						
Cust. Number	Customer Name	Bank Routing Transit Number	Cust Bank Acct #	Cn Draft Dg Number	Net Due Date	Gross Amount
7007	International Enterprises	10024212627415	30-352702	33	4 07/08/17	53,200
					International Enterprises	53,200
					Due Date	53,200

57.1.2 What You Should Know About

Topic	Description
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:

- [Section 57.1.6, "Resetting the Draft Tape Copy Sequence for A/R"](#) for information on re-creating tape tables.

57.1.3 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.

57.1.4 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

Figure 57–2 Copy Bank Tape File to Tape screen

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.

57.1.5 Processing Options

See [Section 108.8, "A/R Magnetic Draft Remittance \(P03572\)"](#) for more information.

57.1.6 Resetting the Draft Tape Copy Sequence for A/R

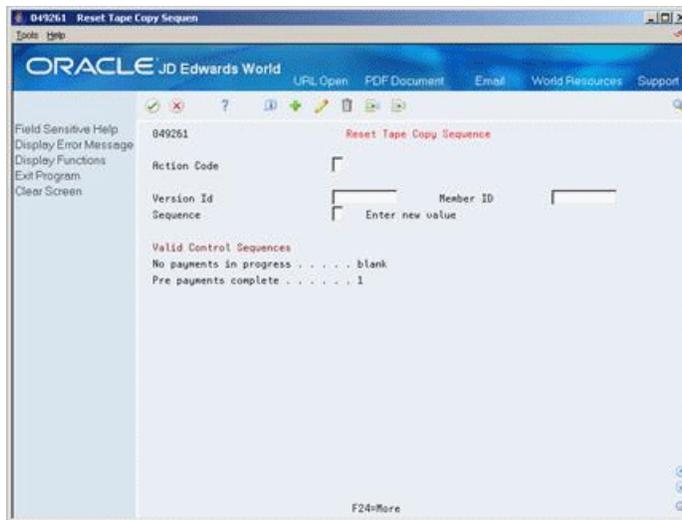
You might need to re-copy an existing bank tape table to tape or diskette if, for example, the tape was lost or damaged in transit to the bank. In order to re-copy the tape, you must reset the tape sequence. You might also need to reset the tape sequence if you need to re-create the tape table, for example, 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

Figure 57-3 Reset Tape Copy Sequence screen



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. <i>Form-specific information</i> 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. <i>Form-specific information</i> 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: blank – Table has been copied to tape 1 – Table has been created but not yet copied to tape

57.2 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

57.2.1 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: <ul style="list-style-type: none"> ■ Selects drafts accepted but not yet submitted to your bank for collection ■ Prints register reports 	In final mode, the program works in the same way as proof mode except that it also: <ul style="list-style-type: none"> ■ Changes the payment status to G (guaranteed) ■ 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. 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).

Figure 57-4 A/R Magnetic Draft Remittance (A/R Ledger Table) report

03570	JD Edwards World A/R Manual Draft Remittance		Page - . . . 3			
	*** PROOF ***		Date - . . . 4/19/17			
Batch Number	70 A Model Multi-National Company					
Company	Banque Bruxelles Lambert					
G/L Bank Account . . .	*00017726					
Bank Account Number.						
Cust. Number	Customer Name	Bank Routing Transit Number	Cust Bank Acct #	Cn Draft Dg Number	Net Due Date	Gross Amount
7007	International Enterprises	10024212627415	30-352702	33	4 07/08/17	53,200
	International Enterprises					53,200
	Due Date					53,200

57.2.2 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

57.2.3 Processing Options

See [Section 108.9, "A/R - Manual Draft Remittance \(P03570\)"](#) for more information.

57.2.4 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.

57.3 Posting Draft Remittance Journal Entries

Navigation

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:

- [Chapter 11, "Review and Approve Invoices"](#)
- [Chapter 13, "Post Invoices"](#)

Work with A/R Draft Collection

This chapter contains these topics:

- [Section 58.1, "Updating Draft Payment Status"](#)
- [Section 58.2, "Notifying Customers of Non-Sufficient Funds"](#)
- [Section 58.3, "Reviewing and Approving Journal Entries for A/R Draft Collections"](#)
- [Section 58.4, "Posting Journal Entries for A/R Draft Collections"](#)

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:

Navigation

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 Status Update with or without JEs

58.1 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: <ul style="list-style-type: none"> ▪ Updates the payment status of drafts to P (paid) or to another value you choose ▪ Creates journal entries (optional)

This program displays and updates information in the A/R Ledger table (F0311).

58.1.1 Processing Options

See [Section 108.10, "A/R Draft Collection \(P03576\)"](#) for more information.

58.2 Notifying Customers of Non-Sufficient Funds

Navigation

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 **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.

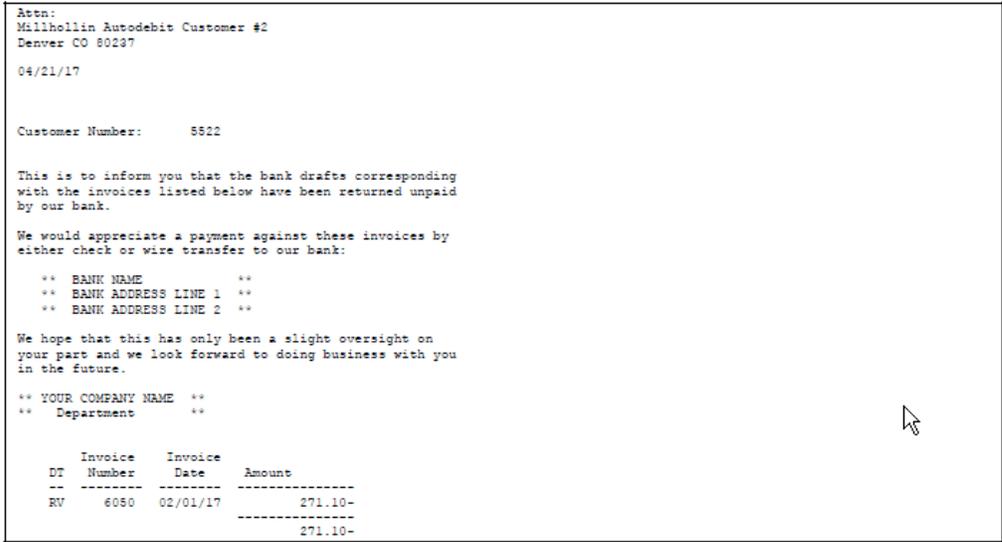
58.2.1 Before You Begin

- Create text for your letters using NSF Notification Generic Text

58.2.2 Example: Non-Sufficient Funds Letter

The following example shows a letter notifying a customer about non-sufficient funds.

Figure 58-1 Non-Sufficient Funds Letter



58.2.3 Processing Options

See [Section 108.11, "A/R Draft NSF Notification \(P03574\)"](#) for more information.

58.3 Reviewing and Approving Journal Entries for A/R Draft Collections

Navigation

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

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:

- [Chapter 11, "Review and Approve Invoices"](#)

58.4 Posting Journal Entries for A/R Draft Collections

Navigation

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 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:

- [Chapter 13, "Post Invoices"](#)

Part X

Period-End Processes

This part contains these chapters:

- [Chapter 59, "Overview to Period-End Processing"](#)
- [Chapter 60, "Work with Credit Note Reimbursements"](#)
- [Chapter 61, "Process "As Of" Reports"](#)
- [Chapter 62, "Process A/R Integrity Reports"](#)

Overview to Period-End Processing

This chapter contains these topics:

- [Section 59.1, "Objectives"](#)
- [Section 59.2, "About Period-End Processing"](#)

59.1 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

59.2 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. 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. 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:

- [Section 64.1, "Working with Late Payment Charges"](#)
- [Section 65.1, "Printing Statements"](#)
- [Section 67.1, "Working with Past Due Notifications"](#)

Work with Credit Note Reimbursements

This chapter contains these topics:

- Section 60.1, "Working with Credit Note Reimbursements"
- Section 60.2, "Generating Credit Note Reimbursements"
- Section 60.3, "Reviewing and Approving Credit Note Reimbursements"
- Section 60.4, "Posting Credit Note Reimbursements"
- Section 60.5, "Voiding Credit Note Reimbursements"

60.1 Working with Credit Note Reimbursements

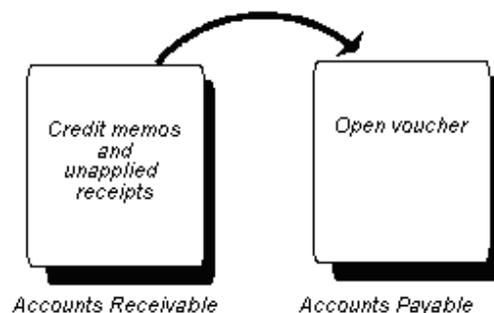
Navigation

From Accounts Receivable (G03), choose Periodic Processes

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.

Figure 60–1 A/R Credit Amounts to A/P Vouchers Conversion



60.1.1 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.

60.1.2 What You Should Know About

Topic	Description
Next numbers	<p>To assign separate next numbers for the vouchers you create for credit notes, use one of the following:</p> <ul style="list-style-type: none"> ■ 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. <p>See Chapter 77, "Set Up Next Numbers" for more information.</p>

60.2 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.

Figure 60–2 A/R Credit Note Reimbursements report

03610		A/R Credit Note Reimbursements				Page	-		3
Company 00001 A Model Financial Co (Trng)		** PROOF **				Date	-		4/07/17
PROOF						Batch (Credits)			
						Batch (Voucher)			
Alpha Name	Cust Number	Credit Doc	Note Ty	Item	Reimbursement Amount	Voucher No	Ty	Item	G/L 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)					2,560.00				

The system prints the following report in final mode. You can use this report to review the credit note reimbursements that are processed.

Figure 60–3 A/R Credit Note Reimbursements (Final) report

03610		A/R Credit Note Reimbursements				Page	-		3
Company 00001 A Model Financial Co (Trng)		** Final **				Date	-		4/07/17
						Batch (Credits)		78609	
						Batch (Voucher)		78610	
Alpha Name	Cust Number	Credit Doc	Note Ty	Item	Reimbursement Amount	Voucher No	Ty	Item	G/L 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.

60.2.1 What You Should Know About

Topic	Description
Multi-Currency	To create reimbursement vouchers in a foreign currency, set a processing option to create detailed vouchers.

60.2.2 Processing Options

See [Section 110.1, "A/R Credit Note Reimbursements \(P03610\)"](#) for more information.

60.3 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:

- [Section 11.1, "Reviewing and Approving Invoices"](#)

60.4 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:

- [Chapter 13, "Post Invoices"](#)

60.5 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

This chapter contains these topics:

- [Section 61.1, "Generating "As Of" Date Information"](#)
- [Section 61.2, "Printing "As Of" Reports"](#)

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.

Navigation

From Accounts Receivable (G03), choose Periodic Processes

From Periodic Processes (G0321), choose an option under the 'As Of' Reporting heading

61.1 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 are 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.

61.1.1 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.

61.1.2 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.

61.1.3 Processing Options

See [Section 110.2, "Date File Generation \(P03900\)"](#) for more information.

61.2 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

61.2.1 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.

61.2.2 What You Should Know About

Topic	Description
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.

61.2.3 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

Figure 61–1 Accounts Receivable Detail report

034201 Company Accounts Receivable Detail										Page	-	8
										Date	-	6/31/17
										As of	-	01/31/17
										"As Of" File		
Address	Customer Name	Phone Number		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:

- [Section 49.2, "Printing the Open A/R Detail Report"](#)

61.2.4 Processing Options

See [Section 110.3, "A/R Detail Report \(P034201\)"](#)

61.2.5 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

Figure 61–2 Accounts Receivable Detail (Open A/R Summary) report

034201 A Model Financial Co (Trng)		Accounts Receivable Detail With Remarks "As Of" File										Page - 4
												Date - 6/31/17
												As of - 01/31/17
Address	Customer Name	Phone Number		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:

- [Section 49.1, "Printing the Open A/R Summary Report"](#)

61.2.6 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.

Figure 61-3 Open A/R by Customers and Business Unit report

03445										Open A/R by Customer and BU - As of			Page - 5
										Date - 5/31/17			
										As of - 02/01/17			
Due Date	Remark	Co	Ty	Number	Itm	Date	Open	Current	1 - 30	Aging	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					

61.2.7 Processing Options

See [Section 110.4, "Open A/R by Business Unit and Address \(P03445\)"](#)

61.2.8 What You Should Know About

Topic	Description
Printing additional "as of" reports	<p>You can also run the following reports based on the "As of" Accounts Receivable Ledger worktable:</p> <ul style="list-style-type: none"> ■ Currency Detail - foreign and domestic ■ Summary by Pay Status ■ Summary by Parent/Child ■ Problem Accounts Receivable <p>Verify that you set the appropriate processing option for the "As of" date processing.</p>

See Also:

- [Chapter 50, "Print Analytical Reports"](#)

Process A/R Integrity Reports

This chapter contains these topics:

- Section 62.1, "Understanding A/R Integrity Reports"
- Section 62.2, "Running the A/R to G/L by Batch Report"
- Section 62.3, "Running the A/R to G/L by Offset Account Report"
- Section 62.4, "Correcting A/R Out-of-Balance Conditions"
- Section 62.5, "Running the A/R Drafts to G/L by Offset Report"
- Section 62.6, "Running the Revenue Recognition Integrity Report (Release A9.3 Update)"

62.1 Understanding A/R Integrity Reports

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.

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.

62.1.1 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.

62.2 Running the A/R to G/L by Batch Report

Navigation

From Accounts Receivable (G03), choose Periodic Processes

From Periodic Processes (G0321), choose A/R to G/L Batch

The A/R to G/L by Batch report 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.

The A/R to G/L by Batch report performs two integrity tests:

Test	Description
A/R to G/L by batch	<p>This integrity test does the following:</p> <ul style="list-style-type: none"> ■ Adds all gross amounts (posted and unposted) to the A/R Ledger table for each batch. ■ Accumulates all records that are posted to the Account Ledger table for each batch. ■ Accumulates the automatic offset amounts that are posted to the A/R trade account for each batch. ■ Compares the A/R amount to the G/L amount. The net difference should be zero. ■ Compares the A/R amount to the automatic offset amount. These amounts should be equal. <p>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.</p>
Invalid Pay Status	<p>This integrity test checks the pay status on every pay item in a batch:</p> <ul style="list-style-type: none"> ■ 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. ■ 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.

Figure 62-1 A/R to G/L by Batch Integrity report

03701							Page	10/29/03
A/R to G/L by Batch Integrity							Date	
Invalid Pay Status Integrity								
B	Batch	Gross	Distribution	Automatic Offset	Document	Pay P	Open	
T	Number	Amount - F0911	Amount - F0911	Amount - F0911	Type/Number	Item	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-						

This graphic illustrates the A/R to G/L by Batch Integrity report.

62.2.1 What You Should Know About

Topic	Description
Abbreviated column headings	<ul style="list-style-type: none"> ■ BT - Batch Type ■ PS - Pay Status

62.3 Running the A/R to G/L by Offset Account Report

Navigation

From Accounts Receivable (G03), choose Periodic Processes

From Periodic Processes (G0321), choose A/R to G/L by Offset Account

The A/R to G/L by Offset Integrity report 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.

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

62.3.1 Processing Option 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.

Figure 62-2 A/R to G/L by Offset Account report

Account		A/R to G/L by Offset Account Detail (F0311)		A/R Account Balance (F0902)		Difference		Page Date
RCMEP 00001		40.09				40.09		6/19/03
1.1105		71.61-		13,544,576.26-		13,544,504.65	Invalid AAI - Account	
1.1210		3,459,385.38		2,382,003.47		1,077,381.91		
		Document	Do Doc	Pay	Gross	Receipt	Open	Difference
		Number	Ty Co	Itm	Amount	Amount	Amount	
		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

This graphic illustrates the A/R to G/L by Offset Account report.

62.3.2 Processing Options

See Section 110.5, "A/R to G/L by Offset Integrity Report (P037001)" for more information.

62.4 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	<p>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.</p> <p>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).</p>
An invalid journal entry was posted to an A/R account	<p>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.</p> <p>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.</p>
Data records are damaged	<p>This can be caused by a variety of problems, including hardware failure.</p> <p>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.</p> <p>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.</p> <p>See Examples: Reposting Account Ledgers in the <i>JD Edwards World General Accounting II Guide</i>.</p>
G/L offset was changed	<p>This error message appears only on the A/R to G/L by Offset Account report.</p> <p>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.</p> <p>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.</p> <p>You can correct this problem by doing one of the following:</p> <ul style="list-style-type: none"> ■ 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. ■ Set up the old offset again in AAIs until all open invoices with the old code have been paid.

Issue	Possible Cause
An A/R trade account was changed	<p>This error message appears only on the A/R to G/L by Offset Account report.</p> <p>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.</p> <p>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.</p> <p>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.</p>

62.5 Running the A/R Drafts to G/L by Offset Report

Navigation

From Accounts Receivable (G03), choose Periodic Processes

From Periodic Processes (G0321), choose A/R Drafts to G/L by Offset

The A/R Drafts to G/L by Offset report 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.

This integrity report reviews 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

62.5.1 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.

62.5.2 Processing Options

See [Section 110.6, "A/R Drafts to G/L by Offset Account \(P037002\)"](#) for more information.

62.6 Running the Revenue Recognition Integrity Report (Release A9.3 Update)

Navigation

From Accounts Receivable (G03), choose Revenue Recognition

From A/R Revenue Recognition (G0316), choose Integrity Report

Use Revenue Recognition Integrity (P037116) to identify the integrity issues for invoices in the revenue recognition process. The program performs 11 different validations and creates two separate reports, R037116 and R0371161. All of the errors are listed on the R037116 report, except the FB Document Out of Balance error, which is listed on the R0371161 report.

R037116 Report

The main report is the R037116 report. The report displays the invoice information and, when working with a record from the A/R Revenue Recognition - Invoice Distribution table (F03117) specifically, the report also displays G/L information.

Following the invoice and G/L information, the R037116 report displays the following error messages if they occur:

- Missing F03116
- Missing F03117
- F0911 to F03117 Account Mismatch
- F03116 Status/Recognition Mismatch
- F03117 Status/Recognition Mismatch
- F03116/F03117 Amounts Incorrect
- F0911 Recognized Amounts Incorrect
- Percent Difference: Rev = (value) COGS: (value)

The report displays the actual percentages in the error message, for example
Rev=25.25 COGS: 25.00

- F03116 Missing Match F0311s
- F03117 Missing Match F0911s

If either of the following two errors are found, the report contains additional details:

- F03116/F03117 Amounts Incorrect

This error indicates that one of the four amount totals for the invoice (amount to distribute, recognized, remaining, not recognized) or the summarized revenue F03117s are not balanced. If the invoice is completely recognized, the system compares all four amounts. If the invoice is partially recognized, the system only compares amount recognized and amount remaining. The report shows the detail summarized by account in the F03117 table.

- F0911 Recognized Amounts Incorrect.

This error indicates that a record in the A/R Revenue Recognition- Invoices table (F03116) shows that an amount has been recognized, but the accumulated revenue accounts in the record in the Account Ledger table (F0911) (RI invoice F0911 and the associated FB F0911 record) do not match.

Figure 62-3 Revenue Recognition Integrity report (R037116)

```

037116 Oracle - JD Edwards Revenue Recognition Integrity Page 3
Doc Do Document Pay G/L JE Line Error Message Account Number F03117 Amount To Be Recognized F0911 Amount
Co Ty Number Itm Date Number Ex LT
-----
00050 RI 126 001 Missing F03116
00050 RI 127 03/03/16 2.0 AA Missing F03117
00050 RI 127 03/03/16 3.0 AA F0311 To F03117 Amount Mismatch 1.1210 .FIB 8.00- 10.00-
00050 RI 128 001 F03116 Status/Recognition Mismatch 1.1110 .FIB
00050 RI 129 03/03/16 1.0 AA F03117 Status/Recognition Mismatch 1.1110 .BEAR
00050 RI 130 AA F03116/F03117 Amounts Incorrect

Source Account Number Amount To Recognized Remaining Not Recognized
File Distribute Revenue Amount Revenue Amount Revenue Amount
-----
F03116 1.1110 .BEAR 90.00 100.00
F03117 1.1110 .BEAR 40.00- 40.00-
F03117 1.1110 .FIB 60.00- 60.00-
-----
Total . . . 15.00-
00050 RI 131 AA F0911 Recognized Amounts Incorrect
Source Account Number Recognized Revenue Amount
File
-----
F03116 60.00
F0911 1.1110 .BEAR 25.00-
F0911 1.1110 .FIB 30.00-
-----
Total . . . 5.00
00100 RI 5763 001 % Difference: Rev = 25.25 COGS = 25.00
    
```

This image is described in the surrounding text.

If you set the processing option to print the detail A/R Revenue Recognition - Invoices (F03116) and A/R Revenue Recognition Distribution (F03117) records not linked to A/R invoices, the R037116 report contains a supplemental report that provides key information for each F03116 or F03117 record that has no F0311/F0911 match. If there are no errors, the system prints one R037116 report heading to indicate that the report was run and no errors were found.

Figure 62-4 Revenue Recognition Integrity report (R037116) for the F03116 Missing Match F0311s and F03117 Missing Match F0911s Errors

```

037116 Oracle - JD Edwards Revenue Recognition Integrity Page 4
Doc Do Document Pay G/L JE Line Error Message Account Number
Co Ty Number Itm Date Number Ex LT
-----
00050 RI 132 001 F03116 Missing Matching F0311s
00050 RI 132 03/03/16 1.0 AA F03117 Missing Matching F0911s 1.1110 .BEAR
00050 RI 132 03/03/16 2.0 AA F03117 Missing Matching F0911s 1.1110 .FIB
00050 RI 132 03/03/16 3.0 AA F03117 Missing Matching F0911s 1.1110 .LONDON
    
```

This image is described in the surrounding text.

R0371161 Report

The R0371161 report is a separate report that addresses the F0911 FB Document Out of Balance error. For each invoice, the system verifies that associated FB document is in balance and, if there is an error, prints the R0371161 report. You can then run regular journal reports to troubleshoot the problem. You can use a processing option to bypass printing the FB Journal Entry details on this report.

If there are no FB Document Out of Balance errors, the system does not print this report.

Figure 62-5 Revenue Recognition Integrity report (R0371161)

```

0371161 Oracle - JD Edwards F0911 FB out of balance Page 1
Doc Do Document F0911 FB out of balance Date 6/27/16
Co Ty Number
-----
00050 RI 131
Doc Do Document Account Number Credit Debit
Co Ty Number
-----
00001 FB 73 1.1110 .BEAR 5.00
00001 FB 73 1.1110 .FIB 40.00
00001 FB 73 1.1291 .PLA 40.00-
-----
Total . . . 40.00- 45.00
    
```

This image is described in the surrounding text.

62.6.1 Processing Option Considerations

Use processing options to specify an allowable tolerance limit percentage when comparing recognized revenue and COGS.

62.6.2 Processing Options

See [Section 110.7, "Revenue Recognition Integrity Report \(P037116\) \(Release A9.3 Update\)"](#) for more information.

Part XI

Statement and Reminder Processing

This part contains these chapters:

- [Chapter 63, "Overview to Statement and Reminder Processing"](#)
- [Chapter 64, "Work with Late Payment Charges"](#)
- [Chapter 65, "Print Statements"](#)
- [Chapter 66, "Print A/R Invoices"](#)
- [Chapter 67, "Work with Past Due Notifications"](#)
- [Chapter 68, "Work with Collection and Reminder Information"](#)

Overview to Statement and Reminder Processing

This chapter contains these topics:

- [Section 63.1, "Objectives"](#)
- [Section 63.2, "About Statement and Reminder Processing"](#)

63.1 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

63.2 About Statement and Reminder Processing

Your organization might have different tasks for period-end processing including:

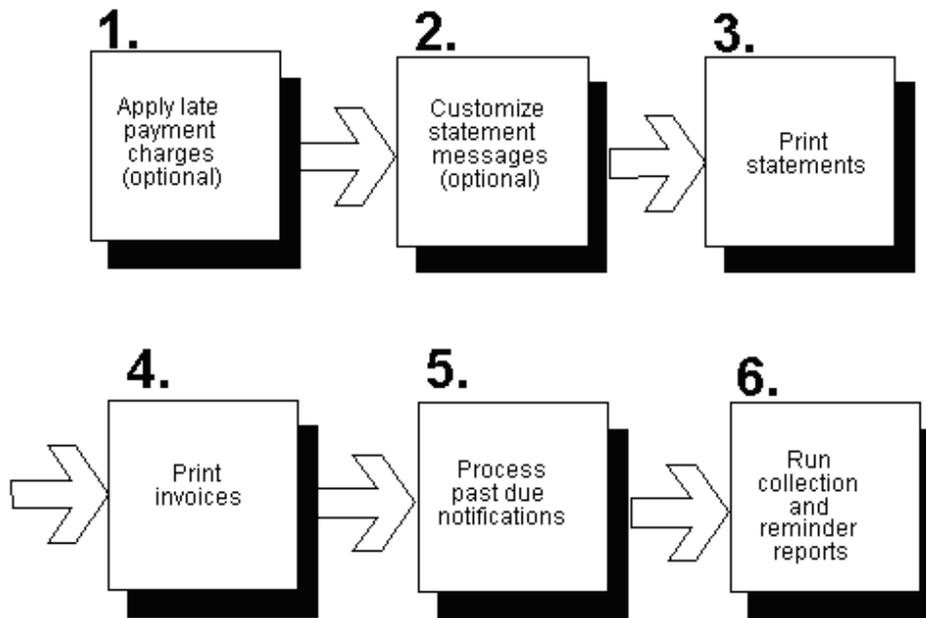
- Recycling invoices
- Posting A/R invoices and receipts
- Reconciling A/R to G/L
- Processing and printing statements
- Processing payment reminders or delinquency notices

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.

Figure 63-1 Flow Statement and Reminder Process

63.2.1 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

63.2.2 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:

- [Chapter 81, "Set Up Statement Messages"](#) for information about customizing statement messages.

63.2.3 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.

63.2.4 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

63.2.5 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

63.2.5.1 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.

63.2.5.2 Payment Reminders

Your company might choose to send payment reminders instead of delinquency notices. Creating payment reminders is part of the collection management process.

63.2.6 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:

- [Chapter 49, "Print Standard Reports"](#)

Work with Late Payment Charges

This chapter contains these topics:

- [Section 64.1, "Working with Late Payment Charges"](#)
- [Section 64.2, "Processing Finance Charge Invoices"](#)
- [Section 64.3, "Processing Interest Invoices"](#)

64.1 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
<ul style="list-style-type: none"> ■ Calculate on unpaid invoices ■ Define grace period in the data dictionary ■ Set up interest rate in the customer master record or in the processing options 	<ul style="list-style-type: none"> ■ Calculate on paid invoices ■ Define grace period in the processing options ■ Set up interest rate in the customer master record, in the processing options, and in interest rate constants

64.2 Processing Finance Charge Invoices

Navigation

From **Accounts Receivable (G03)**, choose **Statement/Reminder Processing**

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

64.2.1 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.

Figure 64–1 Global Update of Finance Charge Percent report

Address Number		Alpha	Sch Typ	Old % Factor	New % 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.

64.2.2 Processing Options

See [Section 111.1, "Finance Charge Update \(P01830\)"](#) for more information.

64.2.3 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).

64.2.4 Before You Begin

- Verify that the customer is set up for finance charges. See [Chapter 3, "Enter Customers"](#) for more information.
- Verify that the invoice is set up to receive a finance charge. You can exclude individual invoices from being assessed finance charges. See [Chapter 46, "Manage Collections Information"](#) for more 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 *JD Edwards World Technical Foundation Guide*.
- Set up AAI items RFC (Finance Charge Income Credit) and RFD (Finance Charge Receivable Debit). See [Chapter 74, "Work with Automatic Accounting Instructions"](#) for more information.

Figure 64–2 Finance Charge Journal - Final report

Finance Charge Journal - Final							Page-	4
							Date-	10/28/17
Batch Number		4176	**FINAL**					
Number	Account Name	Co.	Open Amount	Percent Factor	Finance Charge	Do Ty	Document 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			

64.2.5 What You Should Know About

Topic	Description
Multi-Currency	If you use multiple currencies, the system assesses finance charges in the currency code of the base company.

64.2.6 Processing Options

See [Section 111.2, "Finance Charge Journal \(P03435\)"](#) for more information.

64.2.7 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.

64.3 Processing Interest Invoices

Navigation

From Address Book (G01), enter 27

From A/R Advanced and Technical Operations (G0331), choose Interest Invoicing

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

64.3.1 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).

64.3.2 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 [Chapter 74, "Work with Automatic Accounting Instructions"](#) for more information.
- Revise interest rate tables. See [Chapter 84, "Work with Interest Rate Information"](#) for more information.

Figure 64–3 A/R Invoice Journal report

03301		- STUDENT		A/R Invoice Journal		Page -	1
Batch Number		- 3227		User, Batch Date/Number, & Invoice		Date -	9/01/17
Batch Date		- 09/01/17					
Document Ty	Invoice No.	Inv Date G/L Date	Co Name Remark Account Description	Address Number G/L Account	Amounts Invoice Discount	G/L Distribution	P LT C
RF	768-001	07/30/17 07/30/17	001 Edwards, J.D. & Company Interest Invoice	1001	122.88		
			Finance Charge Income Credi	3.5155		122.85-	P AA
RF	769-001	07/30/17 07/30/17	001 Dunlop Construction Co Interest Invoice	2320	79.18		
			Finance Charge Income Credi	3.5155		79.18-	P AA
RF	770-001	07/30/17 07/30/17	001 May Company Interest Invoice	3001	78.99		
			Finance Charge Income Credi	3.5155		78.99-	P AA
RF	771-001	07/30/17 07/30/17	001 AsE Electric Motor Service Interest Invoice	4006	29.02		
			Finance Charge Income Credi	3.5155		29.02-	P AA
Batch Total - Gross/Posted					304.71	304.71-	
- Discount/Unposted							

64.3.3 What You Should Know About

Topic	Description
Abbreviated column headings	<ul style="list-style-type: none"> ■ 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.

64.3.4 Processing Options

See [Section 111.3, "Interest Invoices \(P03540\)"](#) for more information.

64.3.5 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:

- [Chapter 11, "Review and Approve Invoices"](#) for more information.

64.3.6 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:

- [Chapter 13, "Post Invoices"](#) for more information.

Print Statements

This chapter contains these topics:

- [Section 65.1, "Printing Statements"](#)
- [Section 65.2, "Printing A/R Statements"](#)
- [Section 65.3, "Building the Temporary Work File"](#)
- [Section 65.4, "Producing Statements"](#)
- [Section 65.5, "Producing Statements - Credit Card Format"](#)
- [Section 65.6, "Printing Multi-Currency Statements"](#)

65.1 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.

65.2 Printing A/R Statements

Navigation

From Accounts Receivable (G03), choose Statement/Reminder Processing

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.

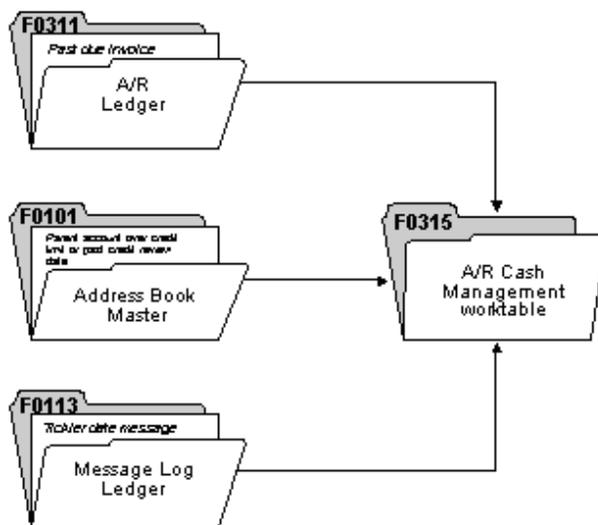
Printing statements consists of:

- 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.

Figure 65–1 Tables Used by the A/R Cash Management Worktable



65.2.1 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.

65.3 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.

65.3.1 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. See [Section 65.5, "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

65.3.2 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 [Section 106.1, "Credit Analysis Refresh \(P03525\)"](#) 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 [Section 65.4, "Producing Statements"](#) for more information.

65.3.3 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:

- [Chapter 81, "Set Up Statement Messages"](#)

65.4 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.

65.4.1 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 [Section 65.3.2, "Creating the Work File from the Print Statement Processing Options"](#) for more information.

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.

65.4.2 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 0000
- 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.

65.5 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.

65.5.1 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.

65.5.2 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

65.5.2.1 Statement without Consolidation of Companies by Customer Number

Figure 65-2 Statement of Account Without Consolidation report

STATEMENT OF ACCOUNT							
Remit To: A Model Financial/Distribution Company 8055 East Tufts Avenue Suite 1331 Denver CO 80237							
JD Edwards World Mrs. Mary Andrews Attn: Patrick O'Dooley 1029 LBJ Freeway Dallas TX 76706						Page	- 1
						Date	- 06/30/17
						Account	- 1002
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		
SUMMARY PAGE							
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		

65.5.2.2 Statement with Consolidation of Companies by Customer Number

Figure 65-3 Statement of Account With Consolidation report

STATEMENT OF ACCOUNT							
Remit To: A Model Financial/Distribution Company 8055 East Tufts Avenue Suite 1331 Denver CO 80237							
JD Edwards World Mrs. Mary Andrews Attn: Patrick O'Dooley 1029 LBJ Freeway Dallas TX 76706						Page	1
						Date	06/30/17
						Account	1002
Invoice Number	Invoice Due Date	Remark	Open Amount	Discount Taken	Payments Received	Adjustments	Outstanding 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 4292 000	02/17/17		74,092.80	.00	.00	.00	1,250.00
RI 4426 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 Number	Invoice Due Date	Remark	Open Amount	Discount Taken	Payments Received	Adjustments	Outstanding Balance Due
ACCOUNT AGING			650,298.43	.00	.00	.00	577,455.63
Current			1 - 30	31 - 60	61 - 90	91 - 120	Over 120
.00			484,275.93	125.00-	92,054.70	1,250.00	.00

65.5.3 What You Should Know About

Topic	Description
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, "A/R Statement Processing"](#) for more information about version P03500X.

65.5.4 Processing Options

See [Section 111.4, "A/R Statements \(P035001\)"](#) for more information.

65.6 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

This chapter contains the topic:

- [Section 66.1, "Printing A/R Invoices"](#)

66.1 Printing A/R Invoices

Navigation

From Accounts Receivable (G03), choose Statement/Reminder Processing

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.

66.1.1 Before You Begin

- Generate the necessary finance or interest charges.
- Run Update A/R from Address Book program, P03802. See [Section 117.1, "Update A/R from Address Book \(P03802\)"](#) for more information.

Figure 66-1 Example Invoice

I N V O I C E		Invoice -	685	
-----		Account -	1001	
Remit to - A Financial Company - for Training		Date -	7/07/17	
7900 East Union				
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.				
Date	Ty	Document Reference Due Date	Remark Invoice Amount	
06/01/17	RI	685 000 07/01/17		1,850.00
Balance Due				1,850.00

66.1.2 What You Should Know About

Topic	Description
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.

66.1.3 Processing Options

See [Section 111.5, "A/R Invoice Print \(P03505\)"](#)

Work with Past Due Notifications

This chapter contains these topics:

- [Section 67.1, "Working with Past Due Notifications"](#)
- [Section 67.2, "Printing Payment Reminders"](#)
- [Section 67.3, "Printing Delinquency Notices"](#)
- [Section 67.4, "Printing Notices"](#)

67.1 Working with Past Due Notifications

Navigation

From **Accounts Receivable (G03)**, choose **Statement/Reminder Processing**

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
<ul style="list-style-type: none"> ■ Text for the payment reminder can be customized by company or customer. ■ Information is based on the A/R Ledger table (F0311). ■ The customer master information is set for number of payment reminders. ■ Customers are eligible for collections reporting. 	<ul style="list-style-type: none"> ■ Text for the delinquency notice is entered in the data dictionary and cannot be customized by company or customer. ■ Information is based on the A/R Ledger table or A/R Cash Management worktable (F0315). ■ The number of payment reminders is not required in the customer master record. ■ There is no associated collection reporting.

67.2 Printing Payment Reminders

If your company sends reminder notices for past due invoices, you need to print payment reminders.

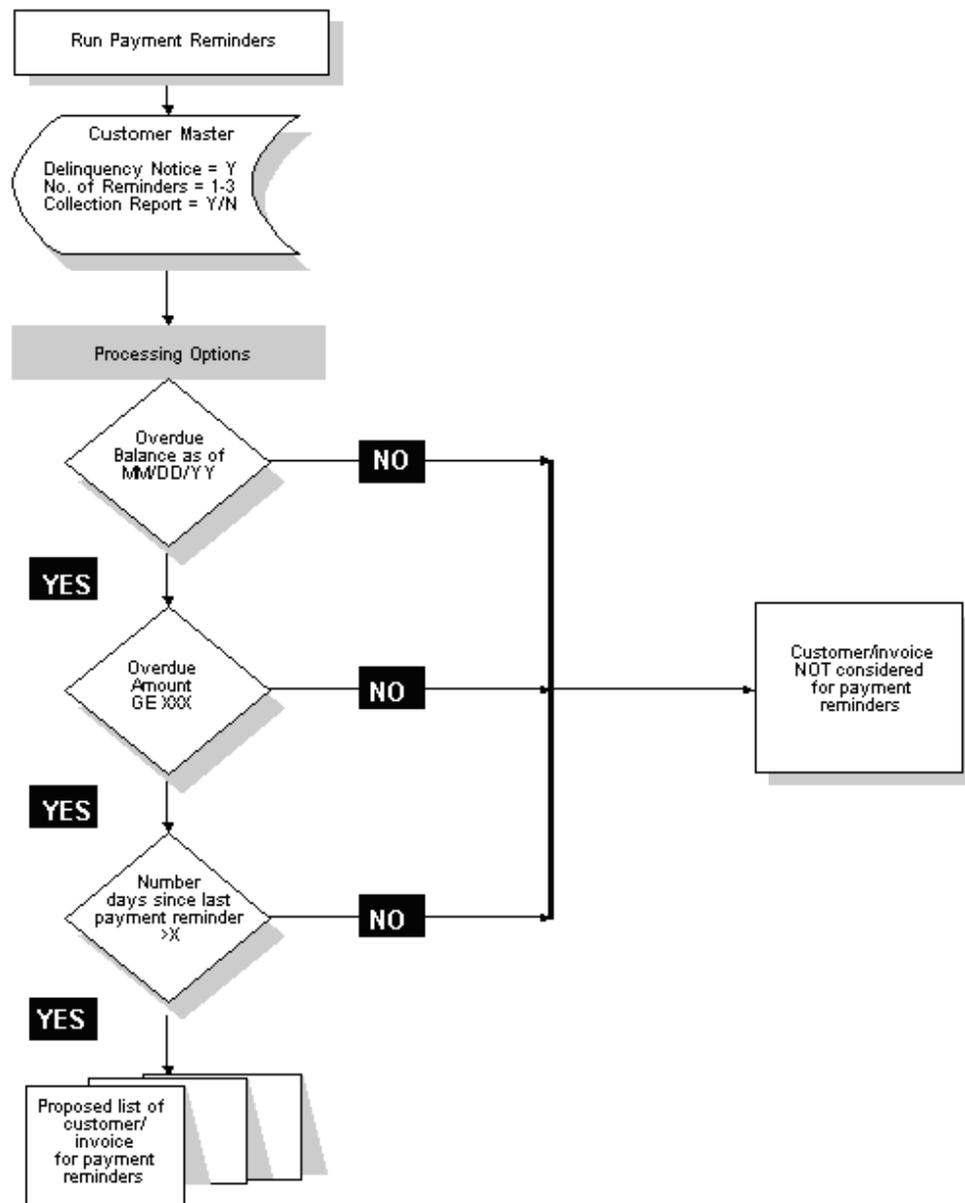
You can set up text for payment reminders by company or by customer. In the customer master record, you indicate how many reminders you want the customer to receive. The system generates payment reminders based on information in the A/R Ledger table.

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.

Figure 67-1 Customer and Invoice Selection for Payment Reminders



67.2.1 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.

67.2.2 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.

67.2.3 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.

67.2.4 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

67.2.5 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.

Figure 67–2 Payment Reminders Proof report

035301										Page - 8	
Mo Model Finan/Distrib Co (Mktg) 00100										As Of Date - 11/06/03	
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	

67.2.6 What You Should Know About

Topic	Description
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.

Topic	Description
Troubleshooting	<p>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:</p> <ul style="list-style-type: none"> ■ 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.

67.2.7 Processing Options

See [Section 111.6, "Payment Reminders \(P03530\)"](#) for more information.

67.2.8 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).

67.3 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

67.3.1 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.

67.3.1.1 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.

67.4 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.

67.4.1 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.

67.4.1.1 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).

67.4.1.2 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 67.4.6, "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.

67.4.2 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.

Figure 67-3 Past Due Amounts report

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 Jonquiere Quebec City QU G1M 6H8		
--	--	--

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 Number	Invoice Due Date	Remark	Outstanding 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		2,350.75
RI 2025 000	07/25/17		980.25
RI 2049 001	07/27/17		6,599.00
I	CAD	Canadian Dollar	12,280.00

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	
	.00	.00	.00	

67.4.3 What You Should Know About

Topic	Description
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.

67.4.4 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.

67.4.5 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

67.4.5.1 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 in the *JD Edwards World Technical Foundation Guide* for more information about creating data dictionary items.

67.4.5.2 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 in the *JD Edwards World Technical Foundation Guide*.

67.4.6 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.

67.4.7 Processing Options

See [Section 111.7, "Delinquency Notices \(P035111\)"](#) for more information.

Work with Collection and Reminder Information

This chapter contains these topics:

- [Section 68.1, "Choosing a Customer for Collections"](#)
- [Section 68.2, "Choosing an Invoice for Collections"](#)
- [Section 68.3, "Printing the Reminder Report/Update"](#)
- [Section 68.4, "Printing the A/R Detail Report with Reminders"](#)

After you send payment reminders, you might have customers who do not respond to your request for payment on overdue invoices. Some businesses or companies consign customers with delinquent invoices to a collection agency.

68.1 Choosing a Customer for Collections

Navigation

From Accounts Receivable (G03), choose Customer & Invoice Entry

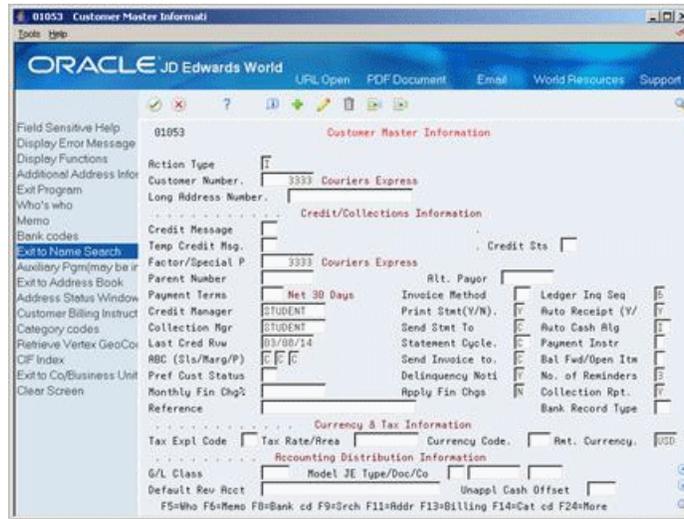
From Customer & Invoice Entry (G0311), choose Customer Master Information

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

Figure 68–1 Customer Master Information screen



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.

68.2 Choosing an Invoice for Collections

Navigation

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

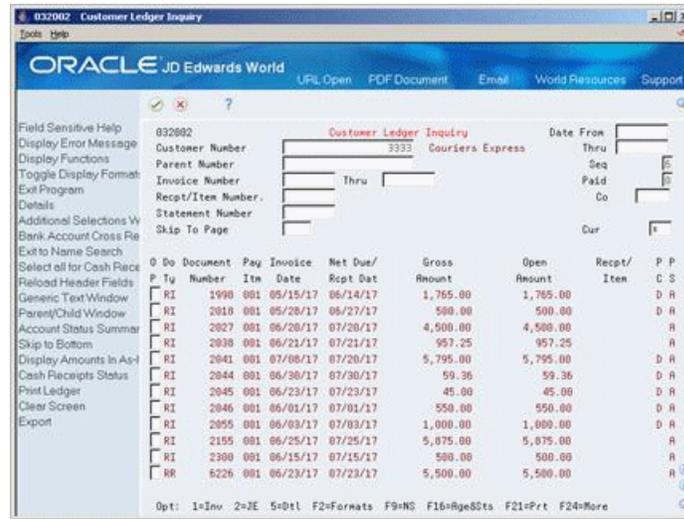
From Customer & Invoice Entry (G0311), choose **Customer Ledger Inquiry**

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

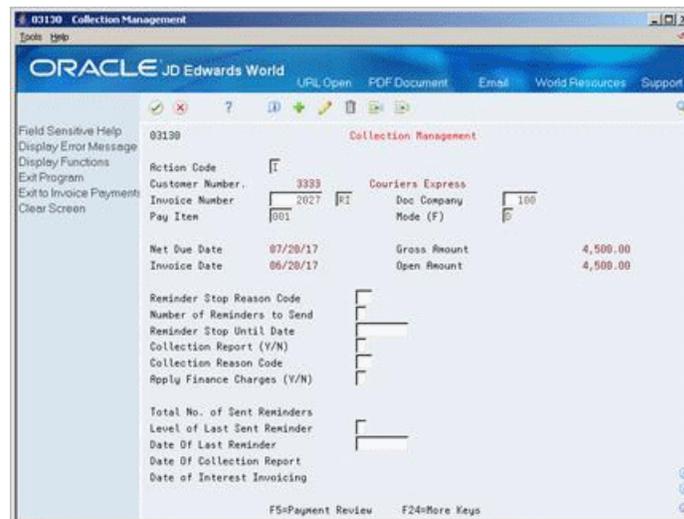
On Customer Ledger Inquiry

Figure 68–2 Customer Ledger Inquiry (Invoice for Collections) screen



1. Locate the invoice.
2. Choose the Collection Management option (3) next to the appropriate invoice.

Figure 68–3 Collection Management screen



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.

68.3 Printing the Reminder Report/Update

Navigation

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.

68.3.1 Before You Begin

- Set the Collection Report field for the customer on Customer Master Information. See Section 68.1, "Choosing a Customer for Collections" for more information.
- Set the Collection Report field for the overdue invoice on Collection Management. See Section 68.2, "Choosing an Invoice for Collections" for more information.

Figure 68–4 Reminder Report/Update

03461 A Model Financial Company										Page No. 1			
Reminder Report/Update										Date - 6/21/17			
FINAL													
00001													
Address													
Number	Name	Document	Tran	Domestic	Original	Open	Foreign	Original	Open	No. Of Rmdrs	Date Of Last Reminder	Col Rsn Cde	Date To Collect
Inv Date	Ty	Number	Due Date	Curr	Original	Open	Original	Open					
16352	Harmon Industries				862.81	862.81	4,500.00	4,500.00		1	02/01/17		06/21/17
01/01/17	RI	6561 001	01/31/17	FRF	862.81	862.81	4,500.00	4,500.00					
	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					

68.3.2 What You Should Know About

Topic	Description
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: <ul style="list-style-type: none"> ■ 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.

68.3.3 Processing Options

See Section 111.8, "Reminder Report/Update (P03461)" for more information.

68.4 Printing the A/R Detail Report with Reminders

Navigation

From Accounts Receivable (G03), choose Statement/Reminder Processing

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.

Figure 68-5 Accounts Receivable Detail report

034202													Page	-	3
A Model Financial Co (Trng)													Date	-	4/07/17
													As of	-	07/31/17
Accounts Receivable Detail															
Customer Number/Name													Reminders	Collection	Customer
Comp	Ty	Number	Inv Date	Due Date	Original	Open	RS	RI	Rem Date	RC	Col Date	CC	CR	RM	COL
3001 Centrum Incorporated															
00001	RI	00000698	000	06/02/17	07/02/17	54.95	54.95	001	4	07/31/17				Y	Y
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					
					3,860.20	3,860.20									
30013 CustomerTchr															
00001	RI	00010013	001	05/01/17	05/31/17	1,225.00	1,225.00	000						Y	Y
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							
					21,062.50	21,062.50									
30001 Customer01															
00001	RI	00010001	001	05/01/17	05/31/17	1,225.00	1,225.00	000						Y	Y
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							
					21,062.50	21,062.50									
30002 Customer02															
00001	RI	00010002	001	05/01/17	05/31/17	1,225.00	1,225.00	000						Y	Y
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							
					21,062.50	21,062.50									

68.4.1 Processing Options

See Section 111.9, "A/R Detail Report with Reminders Info (P034202)" for more information.

Part XII

System Setup

This part contains these chapters:

- Chapter 69, "Overview to System Setup"
- Chapter 70, "Set Up A/R Constants"
- Chapter 71, "Set Up Payment Terms"
- Chapter 72, "Set Up Advanced Payment Terms"
- Chapter 73, "Understand Automatic Accounting Instructions"
- Chapter 74, "Work with Automatic Accounting Instructions"
- Chapter 75, "Understand User Defined Codes"
- Chapter 76, "Set Up User Defined Codes"
- Chapter 77, "Set Up Next Numbers"
- Chapter 78, "Set Up Customer Bank Information"
- Chapter 79, "Set Up A/R Draft Processing"

Overview to System Setup

This chapter contains these topics:

- [Section 69.1, "Objectives"](#)
- [Section 69.2, "About System Setup"](#)

69.1 Objectives

- To understand how to set up the accounts receivable controls that let you process receivables information

69.2 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

69.2.1 What Do the A/R Setup Features Do?

Feature	Description
Constants	Establish system basics, such as: <ul style="list-style-type: none">▪ Whether the system verifies that the amount and number of documents in a batch of invoices balance to the totals that you enter separately▪ Whether you require management approval of batches of documents before posting▪ How you want the system to create automatic offsets▪ 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)

Additionally, you can use Enhanced Subledger Accounting in Accounts Receivable for distribution accounts and general ledger type receipts. See *Work with Enhanced Subledger Accounting* in the *JD Edwards World General Accounting I Guide* for more information.

Set Up A/R Constants

This chapter contains these topics:

- Section 70.1, "Setting Up the Default Company"
- Section 70.2, "Setting Up A/R Notification Controls"
- Section 70.3, "Setting Up Automatic Receipts Processing"
- Section 70.4, "Setting Up A/R Aging Information"
- Section 70.5, "Setting Up Batch Control for A/R"
- Section 70.6, "Setting Up A/R Batch Approval"
- Section 70.7, "Setting Up the Automatic Offset Method for A/R"
- Section 70.8, "Setting Up the G/L Interface Control for A/R"
- Section 70.9, "Setting Up Suspended Tax Processing for A/R"
- Section 70.10, "Setting Up Exchange Rate difference for A/R"

Constants provide a basic framework for how your Accounts Receivable system works, based on your needs.

Navigation

From Accounts receivable (G03), enter 29

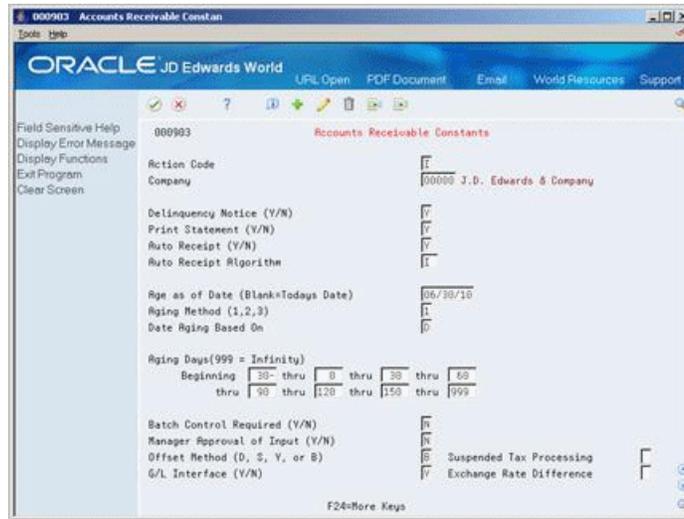
From Accounts Receivable Setup (G0341), choose Accounts Receivable Constants

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.

Figure 70-1 Accounts Receivable Constants screen



70.1 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

70.2 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

70.3 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

70.4 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	<p>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.</p> <p>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.</p>
Aging Method (1,2,3)	<p>A code that designates the way aging will be calculated. Valid codes are:</p> <p>1 – Aging days 2 – Fiscal periods 3 – Calendar</p>

Field	Explanation
Date Aging Based On (I/D/G)	A code that indicates the date used for aging calculations. Valid values are: I – Invoice date D – Due date G – G/L date 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.

70.5 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: 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. N – Batch control off.

70.6 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	<p>A code that controls approval of batches for posting. Valid codes are:</p> <p>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.</p> <p>N – Management approval is not required. The system automatically sets the batches in an approved status for posting.</p>

70.7 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	<p>The method for automatically generating an offset entry when it is posted to the general ledger. Valid codes are:</p> <p>D – Create an offset entry for each detail record (gross amount, discount amount, and tax accruals are separate offset entries)</p> <p>S – Create a summarized offset for each detail record (gross amount, discount amount and tax accruals are combined into one offset entry)</p> <p>Y – Create one offset per document (multiple items)</p> <p>B – Create one offset for each batch.</p> <p>The system creates offsets against actual amount and multi-currency ledger types only.</p>

70.7.1 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.

Figure 70–2 General Ledger Post - Invoice Entry report

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 Edwards, J.D. & Company	USD 210.5000			7,012.12- AA
RI	2085 06/18/17	00100	Contract Sales Edwards, J.D. & Company	USD 210.5000			9,319.65- AA
AE	107945 06/30/17	00100	Trade Accounts Receiv Post Offset by Balc I 00107945	USD 100.1210		17,524.00	AA
AE	107945 06/30/17	00100	Sales & Use Tax Payab Post Offset by Balc I 00107945	USD 100.4433			1,192.23- AA
Batch Total						17,524.00	17,524.00- AA

70.8 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.

70.9 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	<p>Valid values at the System level are:</p> <p>Blank – Suspended Tax Processing is not active.</p> <p>0 – Suspended Tax Processing is not active.</p> <p>1 – Suspended Tax processing is active for all invoices.</p> <p>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.</p> <p>Valid values at the Company level are:</p> <p>Blank – Suspended Tax Processing is not active.</p> <p>0 – Suspended Tax Processing is not active.</p> <p>1 – Suspended Tax processing is active for all invoices.</p> <p>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.</p>

70.10 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	<p>Valid values at the System level are:</p> <p>blank – Exchange Rate Difference processing is not active.</p> <p>0 – Exchange Rate Difference processing is not active.</p> <p>1 – Exchange Rate Difference processing is active for all invoices.</p> <p>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. </p> <p>Valid values at the Company level are:</p> <p>blank – Exchange Rate Difference processing is not active.</p> <p>0 – Exchange Rate Difference processing is not active.</p> <p>1 – Exchange Rate Difference processing is active for all invoices</p>

Set Up Payment Terms

This chapter contains these topics:

- [Section 71.1, "Setting Up Net Payment Terms for A/R"](#)
- [Section 71.2, "Setting Up Net with Discount Payment Terms for A/R"](#)
- [Section 71.3, "Setting Up Proximate Date Payment Terms for A/R"](#)
- [Section 71.4, "Setting Up Due Upon Receipt Payment Terms for A/R"](#)
- [Section 71.5, "Setting Up Split Payment Terms for A/R"](#)

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

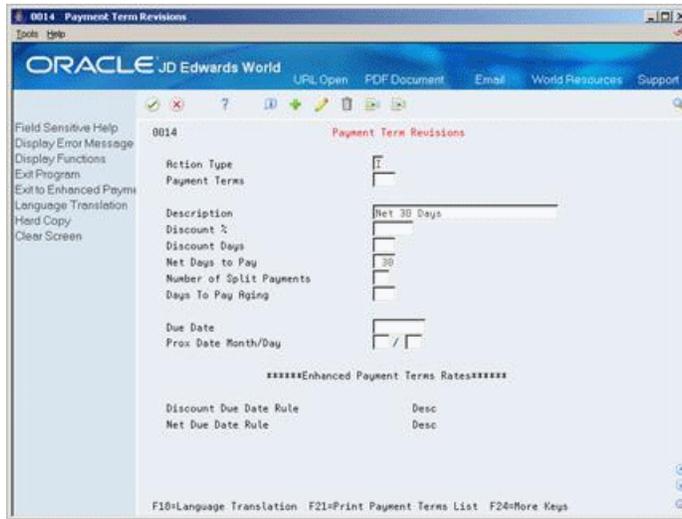
A payment terms code uses a one, two, or three-character combination of the following:

- 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.

Figure 71-1 Payment Term Revisions screen



Information about payment terms is stored in the Payment Terms table (F0014).

Navigation

From Accounts receivable (G03), enter 29

From Accounts Receivable Setup (G0341), choose Payment Terms Revisions

71.1 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

1. On Payment Terms Revisions, complete the following fields:
 - Payment Terms
 - Net Days to Pay
2. Complete the following optional field:
 - Description
3. Click Enter.

Field	Explanation
Payment Terms	<p>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:</p> <p>blank – Net 15 1 – 1/10 net 30 2 – 2/10 net 30 N – Net 30 P – Prox 25th Z – Net 90</p> <p>This code prints on customer invoices.</p>
Net Days to Pay	<p>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.</p>
Description	<p>The text that describes the payment terms code. You can print this text on the invoice, for example, 2/10, net 30 Prox 25.</p>

71.2 Setting Up Net with Discount Payment Terms for A/R

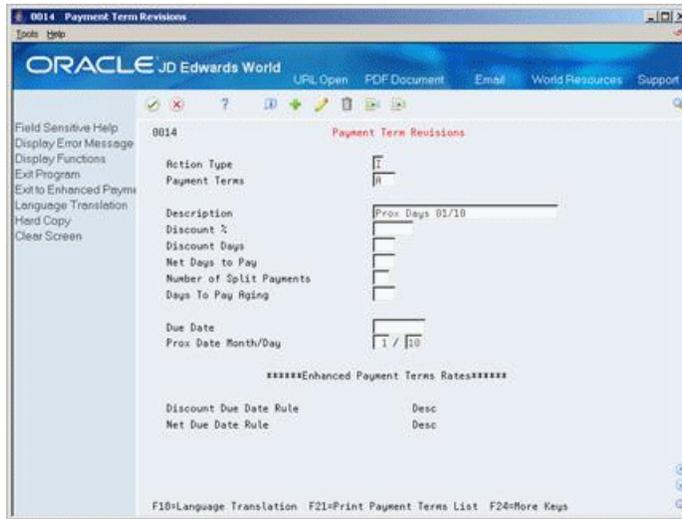
To encourage early payment, you might allow a discount if the customer pays an invoice within a certain number of days. The system calculates the discount due date by adding the invoice date to the number of discount days.

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

Figure 71–2 Payment Term Revisions (Discount) screen



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.

71.3 Setting Up Proximate Date Payment Terms for A/R

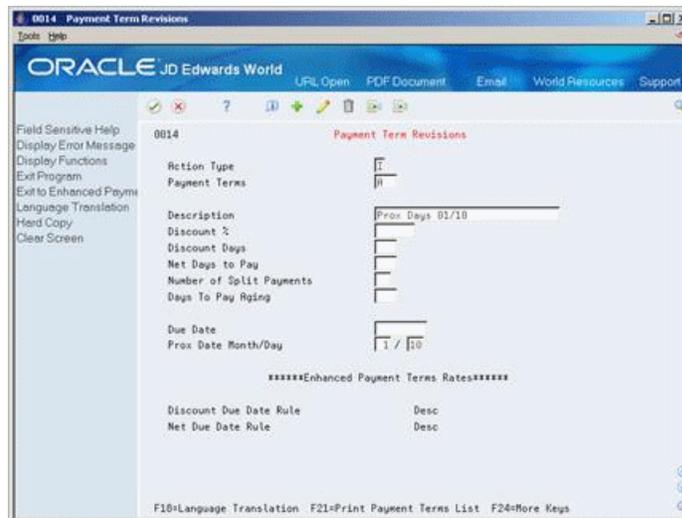
You might specify when an invoice is due by indicating the proximate, or subsequent month and day. The system calculates the month that the invoice is due by adding the proximate month to the month of the invoice. The proximate day is the date in that month.

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

Figure 71-3 Payment Term Revisions (Proximate Date) screen



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.

71.4 Setting Up Due Upon Receipt Payment Terms for A/R

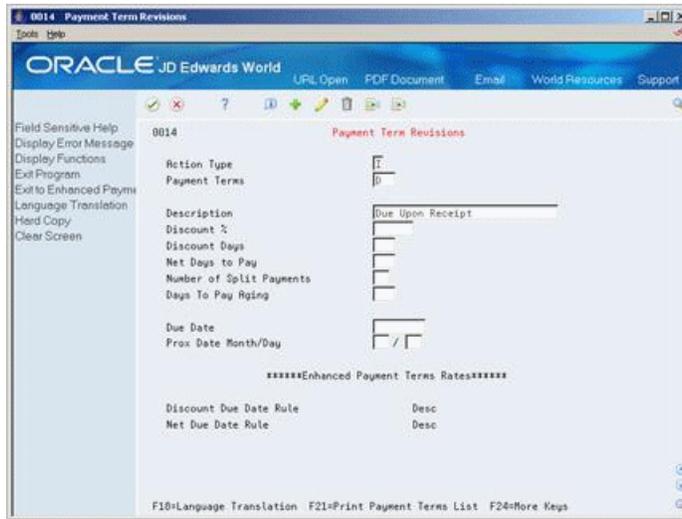
You might expect payment from a customer upon receipt of an invoice. For the payment terms of due upon receipt, the system sets the due date equal to the invoice date.

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

Figure 71–4 Payment Term Revisions (Due Upon Payment) screen



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.

71.5 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 Term Revisions

Figure 71-5 Payment Term Revisions (Split Payment) screen

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	<p>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.</p> <p>You can use split payments only if the number of days between payments is a constant number, such as 30.</p>
Days to Pay Aging	<p>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).</p> <p>You can use split payments only if the number of days between payments is a constant number, such as 30.</p>

Set Up Advanced Payment Terms

This chapter contains these topics:

- [Section 72.1, "Setting Up Advanced Payment Terms"](#)
- [Section 72.2, "Setting Up Due Date Rules"](#)
- [Section 72.3, "Setting Up Work Day Calendars"](#)
- [Section 72.4, "Setting Up Payment Term Codes"](#)
- [Section 72.5, "Setting Up Installment Payments"](#)
- [Section 72.6, "Working with Payment Terms for Multi-Tiered Discounts"](#)

72.1 Setting Up Advanced Payment Terms

Navigation

From Accounts receivable (G03), enter 29

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.

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)

72.2 Setting Up Due Date Rules

Navigation

From Accounts receivable (G03), enter 29

From Accounts Receivable Setup (G0341), choose Payment Terms Revisions

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

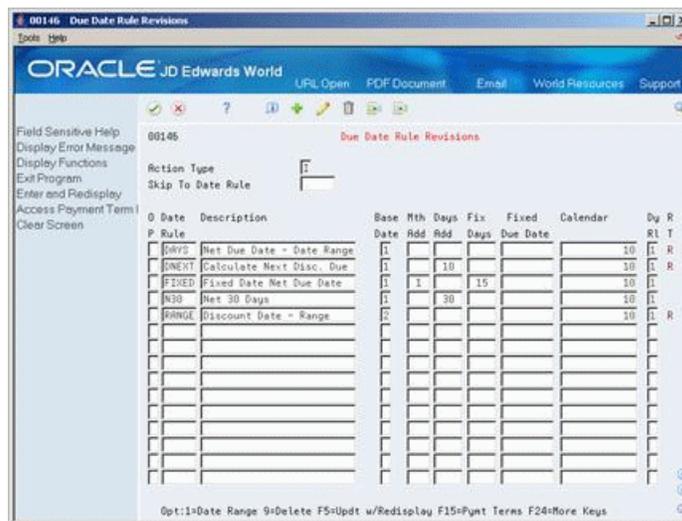
Since the based on date is within the first date range, the system adds five days and one month to the last day in the date range. Therefore, the due date for the

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

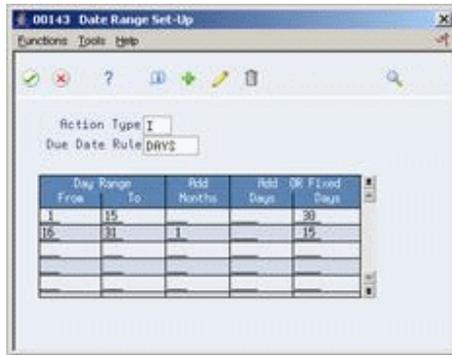
On Due Date Rule Revision

Figure 72–1 Due Date Revisions screen



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.

Figure 72–2 Date Range Set-Up screen



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. 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	<p>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.</p> <p>Valid values:</p> <p>blank – When calculating the due date, use actual days. Ignore day classifications, such as working day, weekend, and holiday.</p> <p>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.</p> <p>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.</p> <p>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.</p>
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.

72.2.1 What You Should Know About

Topic	Description
Date ranges	<p>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.</p> <p>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.</p> <p>The ranges must not overlap, and they must include a full month (days 1 through the 31st).</p> <p>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.</p> <p>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.</p>

See Also:

- [Section 72.3, "Setting Up Work Day Calendars"](#)

72.3 Setting Up Work Day Calendars

Navigation

From Accounts receivable (G03), enter 29

From Accounts Receivable Setup (G0341), choose Payment Terms Revisions

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:

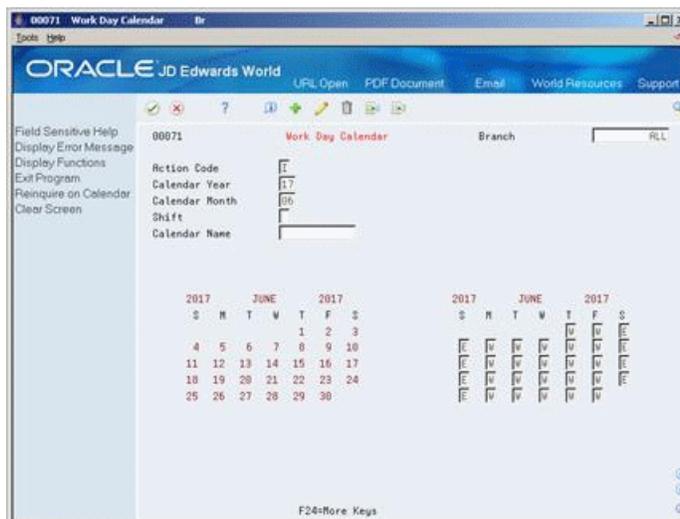
- Ignore non-work days when counting the days to calculate the due date and not allow the due date to occur on a non-work day.
- Use the work day after the calculated due date as the due date. For example, if the calculated due date occurs on the weekend, the system moves it to the following Monday.
- 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

Figure 72–3 Work Day Calendar screen



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.

72.3.1 What You Should Know About

Topic	Description
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:

- [Section 72.2, "Setting Up Due Date Rules"](#) for information about specifying work day rules.

72.4 Setting Up Payment Term Codes

Navigation

From Accounts receivable (G03), enter 29

From Accounts Receivable Setup (G0341), choose Payment Terms Revisions

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

72.4.1 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.

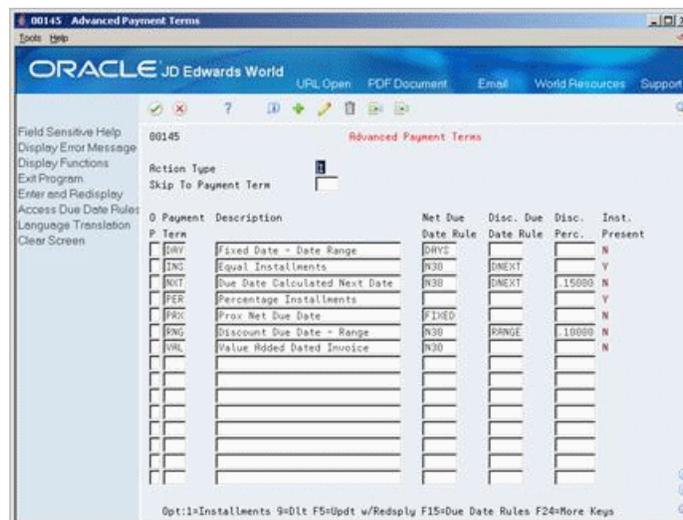
72.4.2 Before You Begin

- 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 [Section 72.2, "Setting Up Due Date Rules"](#) for more information.

To set up payment term codes

On Advanced Payment Terms

Figure 72–4 Advanced Payment Terms screen



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	<p>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:</p> <p>blank – Net 15 1 – 1/10 net 30 2 – 2/10 net 30 N – Net 30 P – Fixed day of 25th Z – Net 90</p> <p>This code prints on customer invoices.</p>
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.

72.5 Setting Up Installment Payments

Navigation

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.

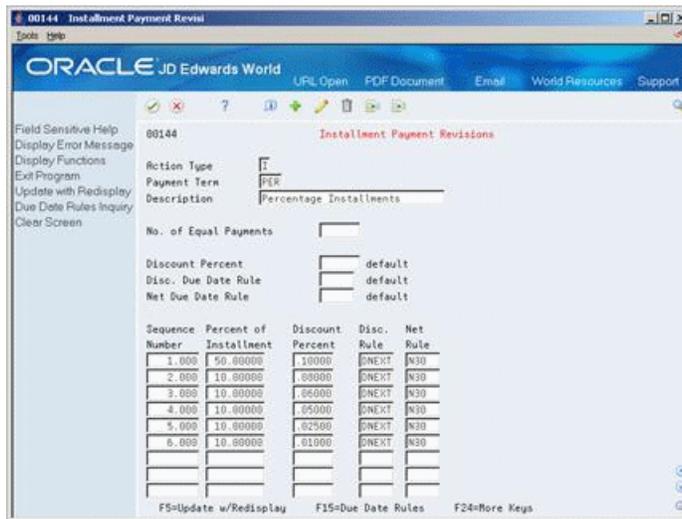
The following describes two examples of installment payment terms:

Term	Description
Equal payments with a discount due date	<p>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.</p> <p>The actual due date of the payment depends on the net due date rule that you set up.</p>
Unequal payments with a discount due date	<p>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.</p> <p>The actual due date of the payment depends on the net due date rule that you set up.</p>

To set up installment payments

On Installment Payment Revisions

Figure 72–5 *Installment Payment Revisions screen*



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. 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. 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. 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.

72.5.1 What You Should Know About

Topic	Description
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.

72.6 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

72.6.1 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

72.6.2 Setting Up a Multi-Tiered Due Date Rule

Navigation

From **Accounts receivable (G03)**, enter **29**

From **Accounts Receivable Setup (G0341)**, choose **Payment Terms Revisions**

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.

Figure 72–6 Multi-Tiered Due Date Rule screen



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.
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.

72.6.3 What You Should Know About

Topic	Description
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.

72.6.4 Updating the Discount Available for Multi-Tiered Terms

Navigation

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.

72.6.5 Processing Options

See [Section 112.1, "Batch Update for Multi-Tiered A/P \(P005141\)"](#) for more information.

See [Section 112.2, "Batch Update for Multi-Tiered A/R \(P005142\)"](#) for more information.

Understand Automatic Accounting Instructions

This chapter contains these topics:

- [Section 73.1, "About Automatic Accounting Instructions"](#)
- [Section 73.2, "About AAI Naming Conventions for A/R"](#)
- [Section 73.3, "About Default AAI for A/R"](#)

73.1 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 AAI.

The system uses a company and AAI item combination to determine which account to use. For example, AAI tells the system which A/R asset account to debit when posting invoices or which bank account to debit when posting receipts.

Information about AAI is stored in the Automatic Accounting Instructions Master table (F0012).

73.2 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

73.2.1 Why Are AAI Suffixes Used?

The x suffix indicates a currency code. Some AAI have a suffix of xxx to accommodate three-character currency codes. Use these AAI 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)

AAI	Description
RGxxx	Gain on foreign currency (setup required if using multiple currencies)
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.

73.2.2 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 *JD Edwards World 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.

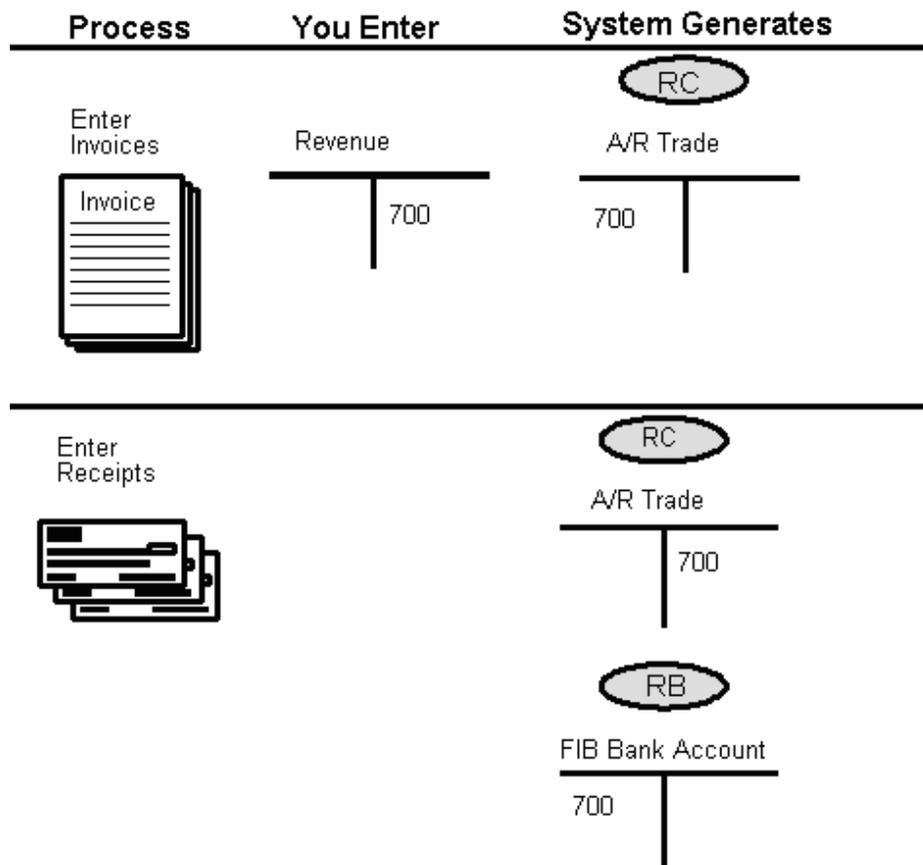
After the bank collects the draft, the system debits a cash account and credits either the RD2x or RD3x account, depending on which you used.

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.

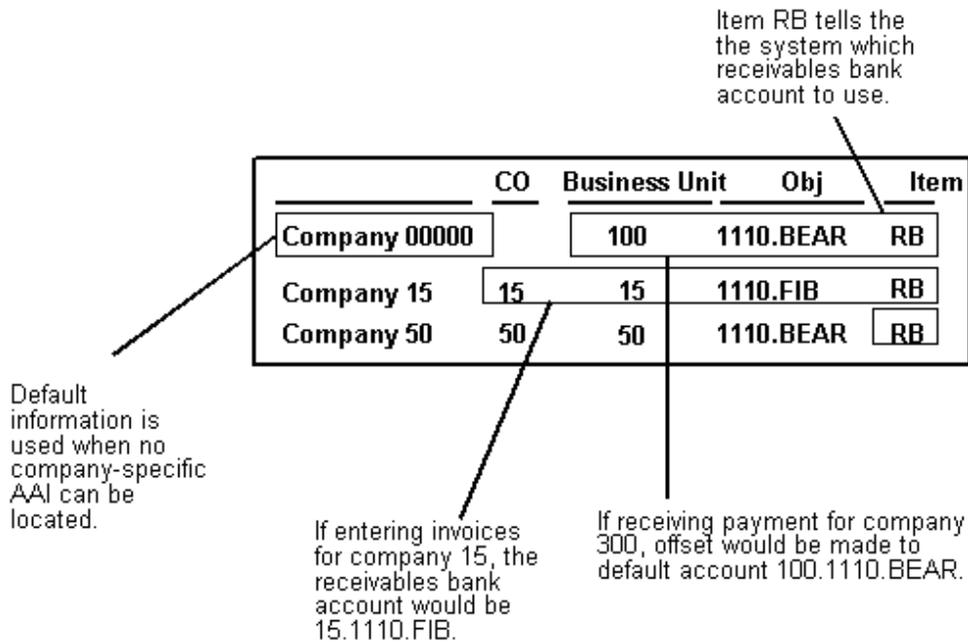
Figure 73-1 Searching AAs for Instructions in the Accounts Receivable System



73.3 About Default AAs for A/R

Your system comes with AAs that are already assigned to company 00000. You should customize these AAs to fit your company, business unit, or object account setup.

Figure 73–2 Default AAI Information



73.3.1 How Does the System Use AAls for Company 00000?

You must assign the default AAls 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.

73.3.2 How Does the System Search for AAls?

The following example uses company 00100 and A/R class code TRAD to show the sequence that the system uses to search for AAls:

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.

73.3.3 How Does the System Search AAls for a Multi-Currency Environment?

The following example shows how the system searches for different types of AAls 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

This chapter contains these topics:

- [Section 74.1, "Reviewing AAI's"](#)
- [Section 74.2, "Revising AAI's"](#)
- [Section 74.3, "Setting Up AAI's for A/R"](#)

Because the system already has automatic accounting instructions (AAIs) in place, you must verify that these AAI's are appropriate for your business needs. You can revise existing AAI's and set up additional AAI's as needed.

Navigation

From Accounts receivable (G03), enter 29

From Accounts Receivable Setup (G0341), choose Automatic Accounting Instructions

Before You Begin

- Set up your chart of accounts. See Create Chart of Accounts in the *JD Edwards World General Accounting I Guide*.
- Set up security, if applicable. See Overview to Security in the *JD Edwards World Technical Foundation Guide*.

What You Should Know About

Topic	Description
Item numbers	Be sure to use a valid item number. See the <i>JD Edwards World Technical Foundation Guide</i> for more information about adding item numbers.

74.1 Reviewing AAI's

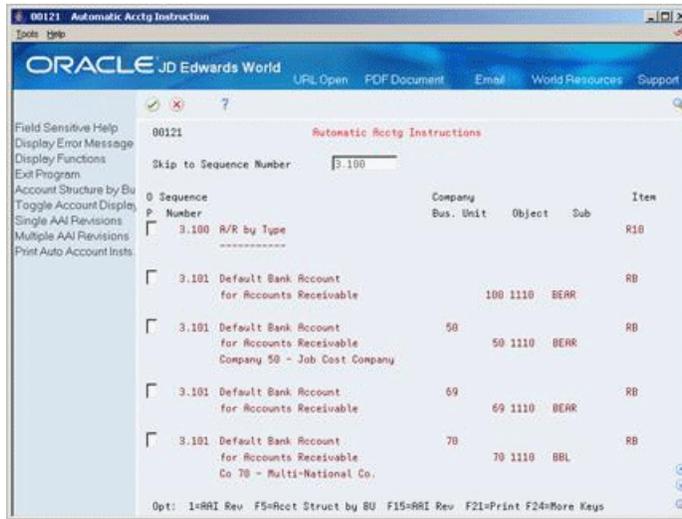
Before adding or revising AAI's, locate and review the existing information.

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 AAI's

On Automatic Accounting Instructions

Figure 74–1 Automatic Accounting Instructions screen



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 AAls with a specific sequence number. AAls 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.

74.2 Revising AAls

You can make changes to your AAls. For example, you might need to change the default bank account. Revise AAls on:

- Single AAI Revisions
- Multiple AAI Revisions

To revise AAls

On Automatic Accounting Instructions

1. Access one of the following:
 - Single AAI Revisions (F15)
 - Multiple AAI Revision (F16)

Figure 74–2 Single AAI Revisions screen

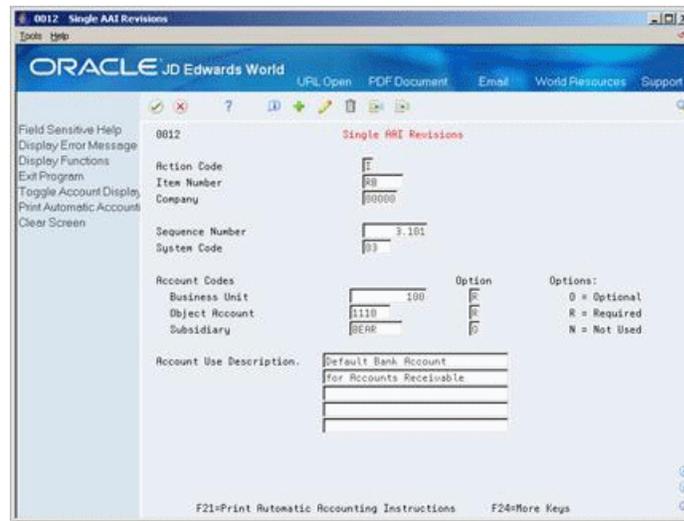
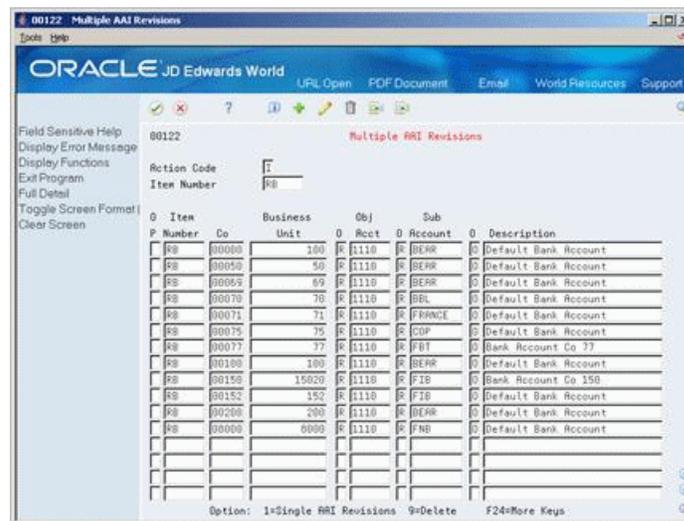


Figure 74–3 Multiple AAI Revisions screen



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	<p>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.</p> <p>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.</p> <p>Business unit security can prevent you from locating business units for which you have no authority.</p> <p>Note: The system uses this value for Journal Entries if a value is not entered in the AAI table.</p>
Object Account	<p>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.</p>
Subsidiary	<p>A subdivision of an object account. Subsidiary accounts include more detailed records of the accounting activity for an object account.</p>
Item Number	<p>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.</p>
Option	<p>A code that specifies whether the business unit, object account, or subsidiary account is required for this AAI. Codes are:</p> <ul style="list-style-type: none"> O – Optional R – Required N – Not used <p>Generally, you should not change this code. Changing the value in this field does not affect how individual programs use the AAI.</p>

74.3 Setting Up AAls for A/R

After you review and revise AAls for your business needs, you might need to set up additional AAI items specific to Accounts Receivable processes. See [Chapter 73, "Understand Automatic Accounting Instructions"](#) for the specific AAls that you may need to set up.

Understand User Defined Codes

This chapter contains these topics:

- [Section 75.1, "About User Defined Codes for A/R"](#)
- [Section 75.2, "Which User Defined Codes Are Available for A/R?"](#)

75.1 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.

75.2 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

75.2.1 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	<p>Invoice</p> <p>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.</p>
RR	<p>Recurring Invoice</p> <p>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.</p>
RM	<p>Credit Memo</p> <p>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.</p>
RB	<p>Chargeback</p> <p>The system creates this hard-coded document when you enter an invoice for a discrepancy or a disputed amount on an original invoice.</p> <p>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.</p>

Code	Description
RF	Finance Charge The system creates this hard-coded document when you enter an invoice to assess interest or finance charges for delinquent invoices and late payments.
RU	Unapplied Receipt 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 The system creates this hard-coded original document when you use draft processing.
NO	A/R netting Invoice The system uses this hard-coded document when reclassifying A/P open transactions to an open receivable.
RW	Balance Forward 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 The system creates an audit trail when you change the amount of a posted invoice or when you void an invoice.
RC	Receipt The system creates this document for a payment when you enter a receipt.
RW	Balance Forward 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 The system creates this document when you void a posted payment.
RA	Adjustment The system creates this document to correct bad debts, minor write-offs, or adjustments.

Code	Description
RQ	Chargeback Offset The system creates this document in conjunction with the RB document when you enter a chargeback invoice.
RS	Spread 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 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 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.

75.2.2 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

75.2.3 Payment Instrument Codes (00/RV)

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)
D	Draft (soft-coded)
N	Note (soft-coded)

75.2.4 Tax Explanation Codes (00/EX)

You can assign codes for various methods of calculating taxes. Examples of commonly used tax explanation codes are below. For a complete list of available tax explanation codes, see the *JD Edwards World 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

75.2.5 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

75.2.6 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
DA	Disputed amount
DC	Damage credit
MW	Minor write-off

75.2.7 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

75.2.8 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

75.2.9 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:

- [Chapter 71, "Set Up Payment Terms"](#)

75.2.10 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

75.2.11 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

75.2.12 TRW Rating Codes (01/TR)

You can assign codes to specify the TRW credit ratings. Examples are:

Code	Description
AAA	Excellent

Code	Description
BBB	Good

75.2.13 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

75.2.14 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

This chapter contains the topic:

- [Section 76.1, "Setting Up User Defined Codes for A/R"](#)

76.1 Setting Up User Defined Codes for A/R

Navigation

From Accounts receivable (G03), enter 29

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.

76.1.1 Example: User Defined Codes Form

The following is an example of a user-defined codes form.

Figure 76–1 General User Defined Codes screen

Code	Description	Description-2
B2 Character		
B	Bypass Temp Credit Hold	Hard Coded use in A/R
C	Bad Credit Risk	
I	Cash Basis Only or C.O.D.	
L	Over Credit Limit	
M	Requires P.O.	
N	Not on Contract Maintenance	
O	On Credit Hold per Accounting	
P		
Q		
R		
S		
T		
U		
V		
W		
X		
Y		
Z		

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. 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.

76.1.2 What You Should Know About

Topic	Description
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

This chapter contains these topics:

- [Section 77.1, "Setting Up Next Numbers for A/R"](#)
- [Section 77.2, "Reviewing Standard Next Numbers"](#)
- [Section 77.3, "Activating Check Digits on Standard Next Numbers"](#)
- [Section 77.4, "Assigning Next Numbers by Company and Fiscal Year"](#)

77.1 Setting Up Next Numbers for A/R

Navigation

From Master Directory (G), enter 29

From General Systems (G00), choose Next Numbers

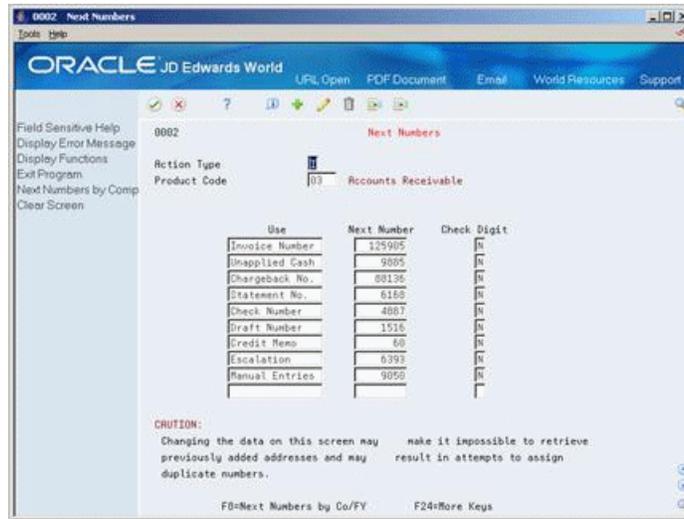
When you enter a document, such as an invoice, you can assign a document number or let the system assign one. When you use next numbers, the system assigns numbers to receipts, journal entries, and other documents in two ways:

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

Figure 77-1 Next Numbers screen



77.1.1 What You Should Know About

Topic	Description
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 *JD Edwards World Technical Foundation Guide* for more information about next numbers.

77.2 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.

77.3 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	<p>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.</p> <p>Valid codes are:</p> <p>Y – Yes, add a check digit to this next number</p> <p>N – No, do not add a check digit</p>

77.4 Assigning Next Numbers by Company and Fiscal Year

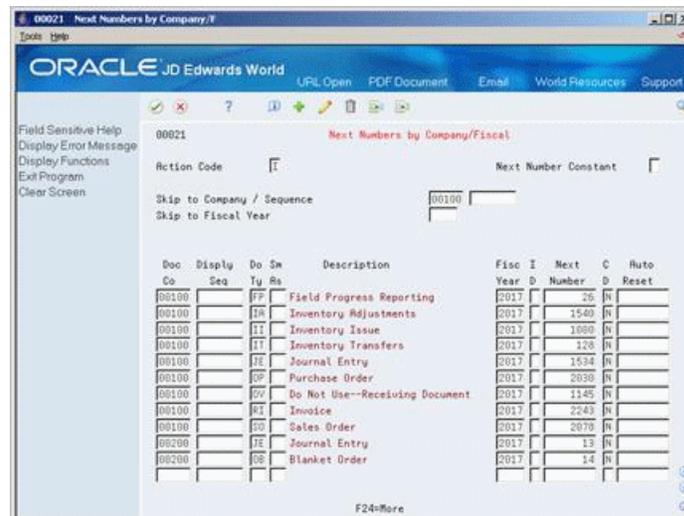
You can have the system assign a unique set of next numbers to invoices and other documents for a specific company and fiscal year.

To assign next numbers by company and fiscal year

On Next Numbers

1. Choose the Next Numbers by Company/Fiscal function.

Figure 77–2 Next Numbers by Company/Fiscal screen



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	<p>A code that specifies which processing option to implement for next numbers.</p> <p>Valid codes are:</p> <p>0 – Do not implement next numbers by Company/Fiscal Year. Continue using the standard next numbers setup.</p> <p>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.</p> <p>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.</p> <p>If you leave this field blank, the system uses 0.</p> <p>This constant value resides in the General Constants table (F0009) and can be updated on Next Numbers by Company/Fiscal Year (P00021).</p>
Document Company	<p>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.</p> <p>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.</p>
Same As Document Type	<p>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.</p> <p>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.</p>
Fiscal Year	<p>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.</p>

Field	Explanation
Imbed Digits	<p>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:</p> <p>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.</p> <p>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.</p>
Auto Reset Next Numbers	<p>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.</p>

Set Up Customer Bank Information

This chapter contains these topics:

- [Section 78.1, "Setting Up Customer Bank Information"](#)
- [Section 78.2, "Adding Customer Bank Account Information"](#)
- [Section 78.3, "Setting Up Bank Account Cross-References for A/R"](#)
- [Section 78.4, "Setting Up Bank Account Addresses"](#)
- [Section 78.5, "Setting Up Bank Account Information for A/R"](#)

78.1 Setting Up Customer Bank Information

Navigation

From Accounts Receivable (G03), enter 29

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.

78.1.1 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.

78.1.2 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.

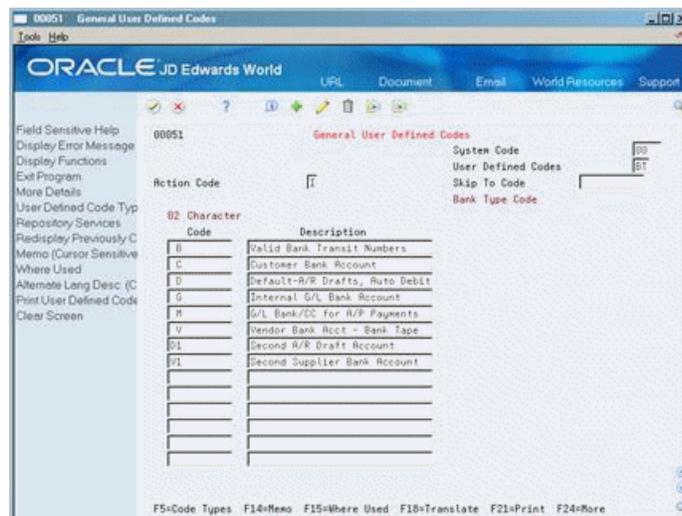
To add a bank type code

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.

Figure 78–1 General User Defined Codes (Bank Type) screen



78.1.3 What You Should Know About

Topic	Description
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.

78.1.4 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.

78.1.5 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.

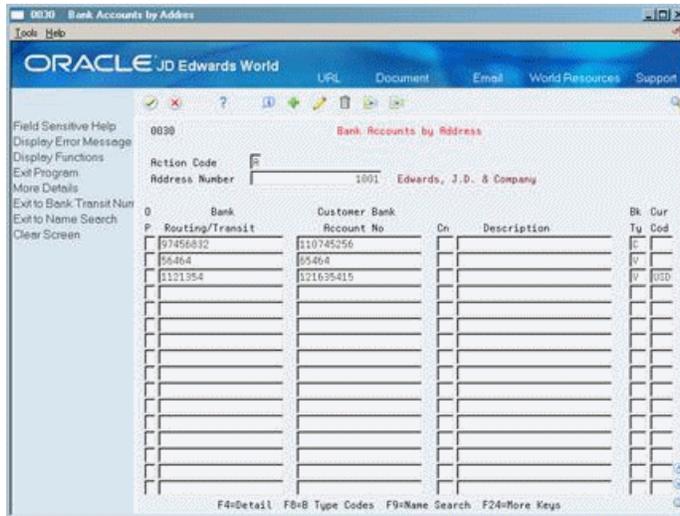
78.1.6 What You Should Know About

Topic	Description
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.

78.2 Adding Customer Bank Account Information

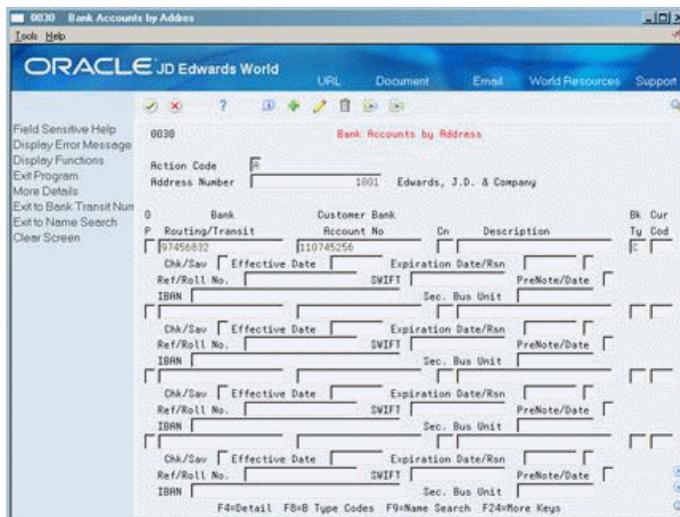
From Supplier Master Information (P01053), choose the Bank Codes function (F8)

Figure 78-2 Bank Accounts by Address screen



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.

Figure 78-3 Bank Accounts by Address (Detail) screen



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	<p>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.</p> <p>Valid values:</p> <p>blank – checking account</p> <p>0 – checking account</p> <p>1 – savings account</p>
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.
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	<p>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.</p> <p>The IBAN has a maximum of 34 alphanumeric characters:</p> <p>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.</p>
Reference/Roll Number	<p>The recipient's reference number.</p> <p>For French Electronic Funds Transfer, the six positions of this field are used to indicate the Banque de France sender's number.</p>
Secondary Business Unit	<p>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.</p> <p>The Business Unit must be set up in the Business Unit Master (F0006)</p>

78.2.1 What You Should Know About

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

Topic	Description
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.

78.3 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).

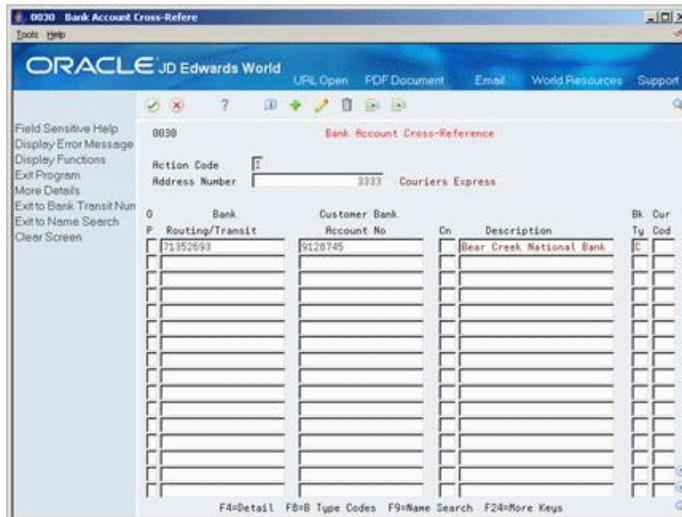
78.3.1 Adding A/R Cross-References

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

Figure 78–4 Bank Account Cross-Reference screen



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. The combination of account number and transit number must be unique. <i>Form-specific information</i> 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. Valid values are: C – Customer Bank Accounts G – Internal G/L Bank Accounts V – Supplier Bank Account for payment via bank tape D – Default Bank Account for A/R Drafts and Auto Debits B – Valid Bank Transit Numbers M – G/L Bank Account/Business Unit used to define print information in A/P payments 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.

78.3.2 What You Should Know About

Topic	Description
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.

78.3.3 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.

78.3.3.1 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.

Figure 78-5 Bank Account/Address Book Exception Report

00910 Bank Account/Address Book Exception Rpt					Page	2
					Date	4/11/17
Address Number	Bank Transit	Cust Bank Acct #	R	Ref/Roll Number		
1891896	123456789	5896752	C			

78.3.3.2 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.

Figure 78-6 Address Book/Bank Account Exception - Suppliers report

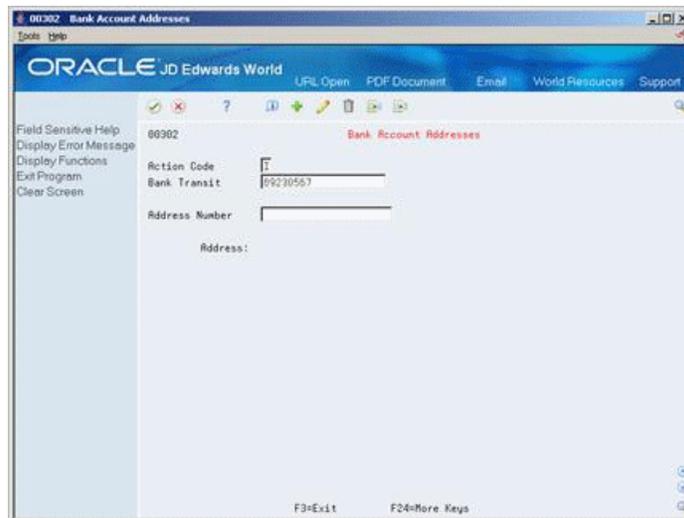
00911 Addr Book/Bank Acct Excpt - Suppliers					Page	2
					Date	04/11/17
Address Number	Description	P	S	I	T	
4010	Gourmet & More	T	C			

78.4 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

Figure 78–7 Bank Account Addresses screen

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.

78.4.1 What You Should Know About

Topic	Description
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.

78.5 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).

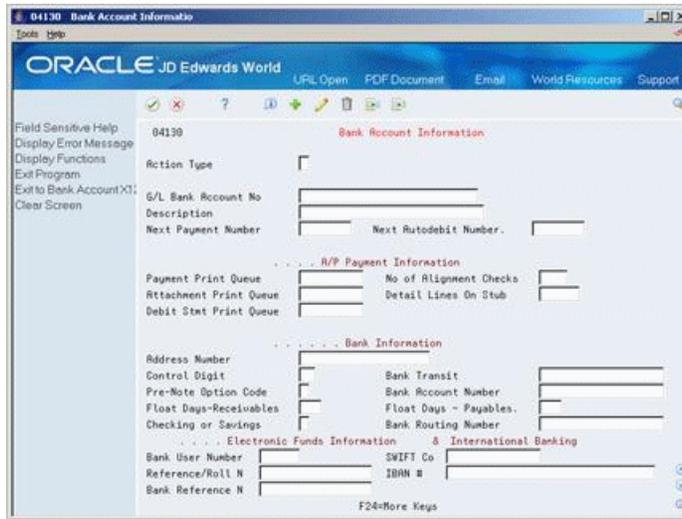
78.5.1 Before You Begin

- Set up the G/L account information for each bank account

To set up A/R bank account information

On Bank Account Information

Figure 78–8 Bank Account Information screen



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: blank – Use the Pre-Note code assigned to the supplier. 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.

Field	Explanation
Checking or Savings Account	<p>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.</p> <p>Valid values:</p> <p>blank – checking account</p> <p>0 – checking account</p> <p>1 – savings account</p>
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	<p>The recipient's reference number.</p> <p>For French Electronic Funds Transfer, the six positions of this field are used to indicate the Banque de France sender's number.</p>
Bank Reference Name	The name of the account associated with the user number (within the particular bank system).

78.5.2 Processing Options

See [Section 112.3, "Bank Account Information \(P04130\)"](#) for more information.

Set Up A/R Draft Processing

This chapter contains these topics:

- [Section 79.1, "Setting Up AAIs for A/R Drafts"](#)
- [Section 79.2, "Setting Up User Defined Codes for A/R Drafts"](#)
- [Section 79.3, "Setting Up Drafts as the Default Payment Instrument"](#)
- [Section 79.4, "Setting Up Statements for A/R Drafts"](#)
- [Section 79.5, "Setting Up Bank Account Information for A/R Drafts"](#)
- [Section 79.6, "Setting Up Letters for Non-Sufficient Funds"](#)

79.1 Setting Up AAIs for A/R Drafts

Navigation

From **Accounts Receivable (G03)**, enter **29**

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.

79.1.1 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.

79.1.2 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.

79.1.3 AAls 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 AAls 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:

- [Section 79.1, "Setting Up AAls for A/R Drafts"](#)

79.2 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.

79.2.1 Payment Instrument Codes

Payment instrument codes (00/PY) specify how your customers make payments.

Examples are:

Code	Description
D	Draft by Invoice 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 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.
0	Magnetic Draft When you enter a pre-authorized draft, the system assigns this code. This is used during RiBa draft remittance only.

Code	Description
1	Supplier Draft with Account Number 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 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 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 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.

79.2.2 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 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 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 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 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

- Complete the following fields:
 - Character Code
 - Description
 - Description-2 (optional)

2. Press Enter.

See Also:

- [Section 79.2, "Setting Up User Defined Codes for A/R Drafts"](#)

79.3 Setting Up Drafts as the Default Payment Instrument

Navigation

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

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:

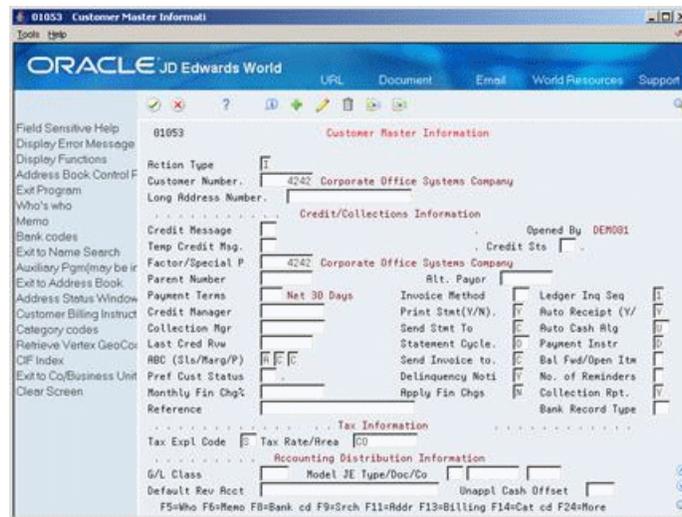
- D (draft by invoice)
- F (draft by statement)
- 0 (magnetic draft)

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

Figure 79–1 Customer Master Information screen



Complete the following field:

- Payment Instrument

See Also:

- [Section 3.1, "Entering Customers"](#)

79.4 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	<p>A code that indicates whether the system prints invoices and statements for the customer. Valid codes are:</p> <p>Y – Yes, print invoices and statements</p> <p>N – No, do not print invoices and statements</p> <p><i>Form-specific information</i></p> <p>If you enter N, you cannot attach a draft to a statement. You do not need to print drafts when they are pre-authorized.</p>

See Also:

- [Chapter 52, "Print Invoices and Statements with Drafts"](#)

79.5 Setting Up Bank Account Information for A/R Drafts

Navigation

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

79.5.1 Setting Up Customer Bank Information for A/R Drafts Bank Accounts

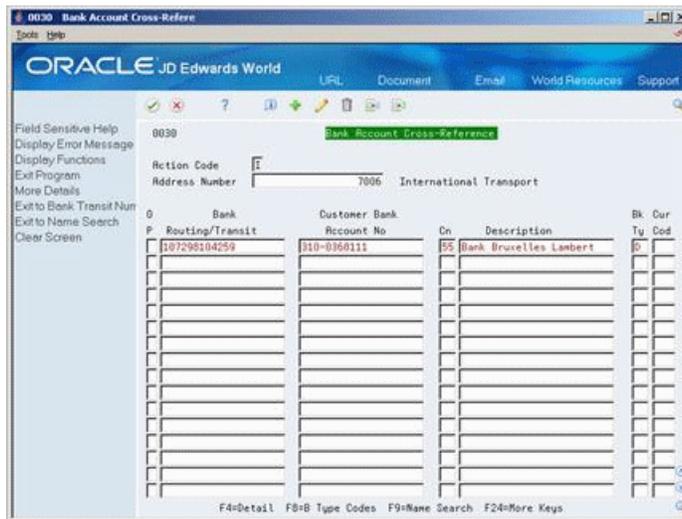
You must specify a customer's bank account information to collect the customer drafts you remit to the bank.

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

Figure 79–2 Bank Account Cross-Reference screen



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.

Figure 79-3 Bank Account Cross-Reference (Detail) screen

3. Complete the following fields:

- SWIFT Code (optional)
- Checking or Savings Account
- Reference/Roll Number
- Effective date (optional)
- Expiration date (optional)

79.5.2 What You Should Know About

Topic	Description
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:

- [Chapter 78, "Set Up Customer Bank Information"](#)

79.5.3 Printing the Bank Account Exception Report for A/R Drafts

Navigation

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 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.

Figure 79-4 French Bank Account Exception Report

Address Number	Bank Transit	Cust Bank Acct #	CD	R
1001	97456882	110748286	C	**Illegal RIB Key **
3001	89290567	9997501	C	**Illegal RIB Key **
3003	984976125	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	89290567		B	**Illegal RIB Key **

See Also:

- [Section 78.3.3, "Verifying Cross-References for A/R"](#)

79.6 Setting Up Letters for Non-Sufficient Funds

Navigation

From Customer & Invoice Entry (G0311), choose Other Invoice Entry Methods

From Other Invoice & Receipts Entry Methods (G03111), choose Draft Remittances/Collections

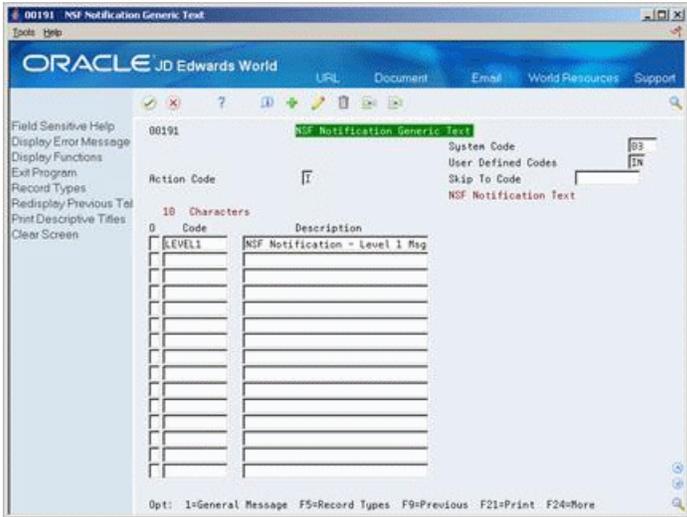
From A/R Drafts Remittances & Collection (G031112), choose NSF Notification Generic Text

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.

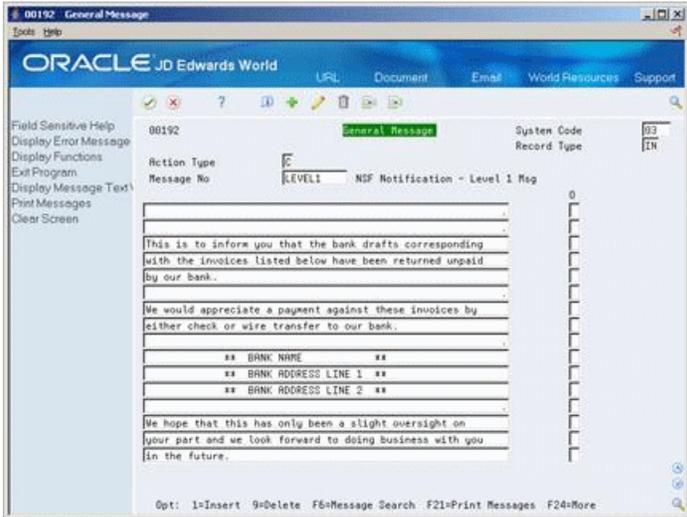
To set up letters for non-sufficient funds
On NSF Notification Generic Text

Figure 79-5 NSF Notification Generic Text screen



- 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.

Figure 79-6 General Message screen



- 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

79.6.1 Processing Options

See [Section 108.11, "A/R Draft NSF Notification \(P03574\)"](#) for more information.

Part XIII

Statement and Reminder Setup

This part contains these chapters:

- [Chapter 80, "Overview to Statement and Reminder Setup"](#)
- [Chapter 81, "Set Up Statement Messages"](#)
- [Chapter 82, "Set Up Text for Payment Reminders"](#)
- [Chapter 83, "Revise Text For Delinquency Notices"](#)
- [Chapter 84, "Work with Interest Rate Information"](#)

Overview to Statement and Reminder Setup

This chapter contains these topics:

- [Section 80.1, "Objectives"](#)
- [Section 80.2, "About Statement and Reminder Setup"](#)

80.1 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

80.2 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

This chapter contains these topics:

- [Section 81.1, "Entering Messages for A/R Statements"](#)
- [Section 81.2, "Setting Up Model Messages for Statements"](#)

To print a personalized message on your A/R statements, you must first set up the text.

Navigation

From Accounts Receivable (G03), choose Statement/Reminder Processing

From Statement/Reminder Processing (G0322), choose Revise A/R Print Messages

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).

81.1 Entering Messages for A/R Statements

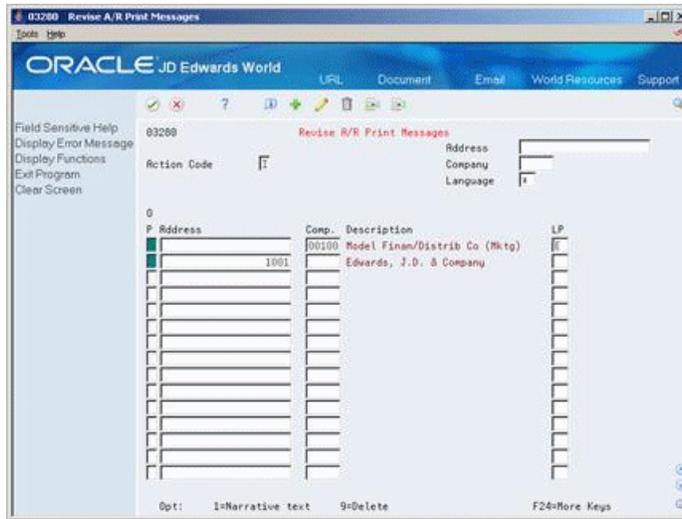
You can enter messages for a specific customer or for all customers within a company.

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

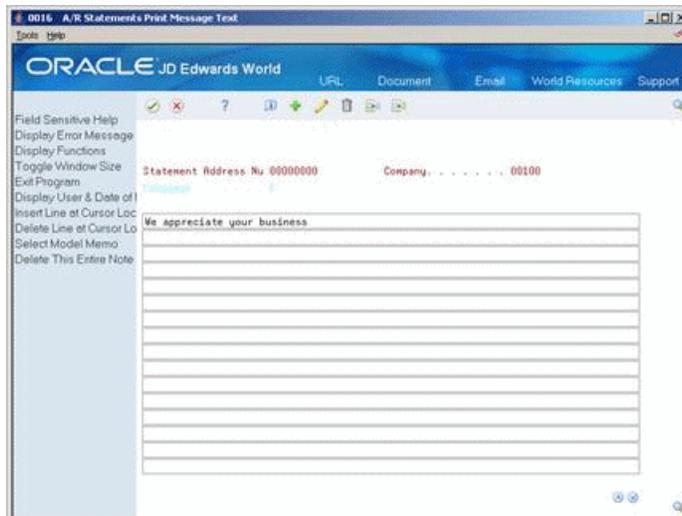
On Revise A/R Print Messages

Figure 81-1 Revise A/R Print Messages screen



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.

Figure 81-2 A/R Statements Print Message Text screen



6. On A/R Statements Print Message Text, complete the message to appear on the statements.

Field	Explanation
Language Preference	<p>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.</p> <p>Before any translations can appear, a language code must exist at either the system level or in your user profile.</p> <p><i>Form-specific information</i></p> <p>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.</p> <p>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.</p>

81.1.1 What You Should Know About

Topic	Description
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	<p>To remove an individual customer or company from the list of print messages, choose Delete next to the appropriate customer or company.</p> <p>The Delete action deletes the entire list of customers and companies.</p>

81.2 Setting Up Model Messages for Statements

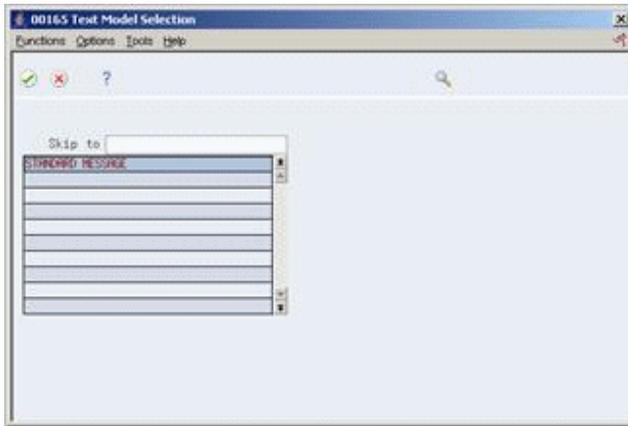
To print the same statement message for several customers or companies, set up a model message.

To set up model messages for statements

On Revise A/R Print Messages

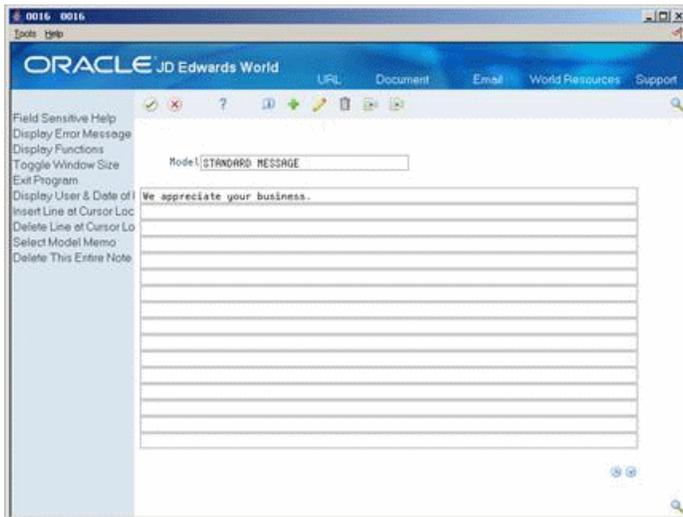
1. Choose the Narrative text option next to an existing message to access A/R Statements Print Messages Text.
2. On A/R Statement Print Messages Text, choose the Models function to access Text Model Selection.

Figure 81–3 Text Model Selection screen



3. On Text Model Selection, choose a blank line to add a model.

Figure 81–4 Template Message screen



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.

81.2.1 What You Should Know

Topic	Description
Assigning a model message	To assign a model message for a specific customer or company, choose the appropriate model on Text Model Selection.

81.2.2 Processing Options

See [Section 113.1, "A/R Print Messages \(P03280\)"](#) for more information.

Set Up Text for Payment Reminders

This chapter contains these topics:

- [Section 82.1, "Entering Reminder Messages"](#)
- [Section 82.2, "Setting Up Model Reminder Messages"](#)

To print a personalized message on your A/R payment reminders, you must first set up the text.

Navigation

From Accounts Receivable (G03), choose Statement/Reminder Processing

From Statement/Reminder Processing (G0322), choose Revise Payment Reminders Text

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.

82.1 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.

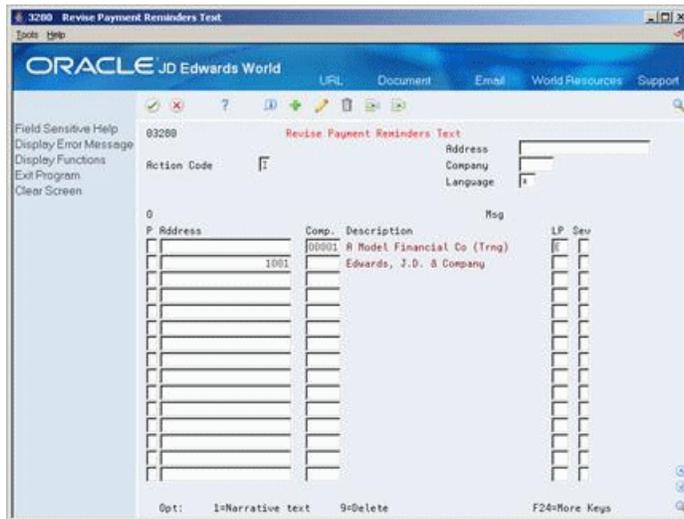
Set up payment reminders text for company 00000 to use as the default text for all companies. The system overrides payment reminders text as follows:

- Company-specific text overrides the default text
- Customer-specific text overrides the company text

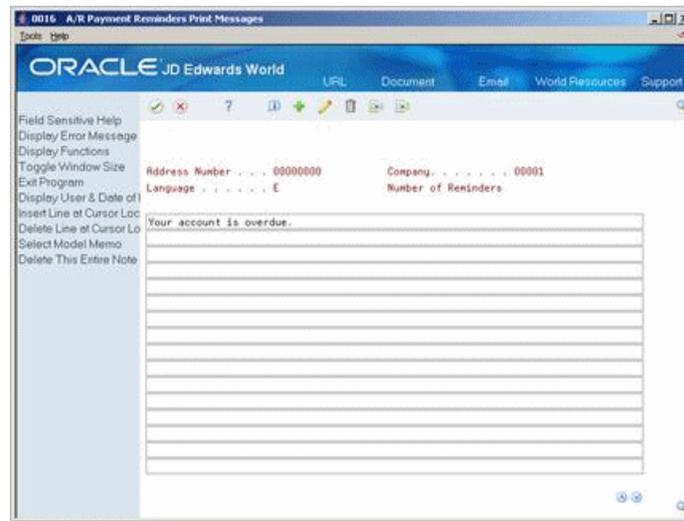
To enter reminder messages

On Revise Payment Reminders Text

Figure 82–1 Revise Payment Reminders Text screen



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.

Figure 82–2 A/R Payment Reminders Print Messages screen

6. On A/R Payment Reminders Print Messages, complete the message to appear on the payment reminders.

82.1.1 What You Should Know About

Topic	Description
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.

82.2 Setting Up Model Reminder Messages

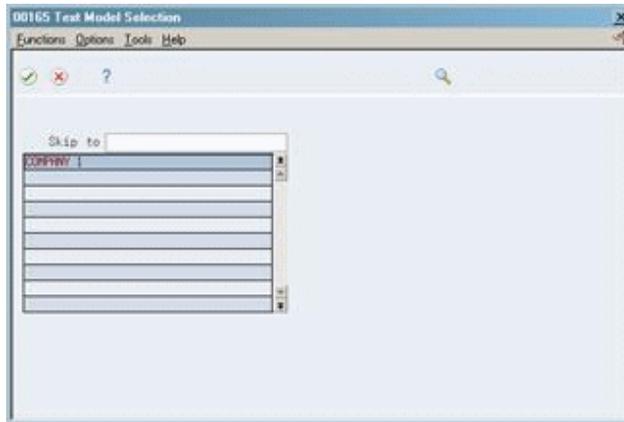
To print the same payment reminders text for several customers or companies, set up a model reminder message.

To set up model reminder messages

On Revise Payment Reminders Text

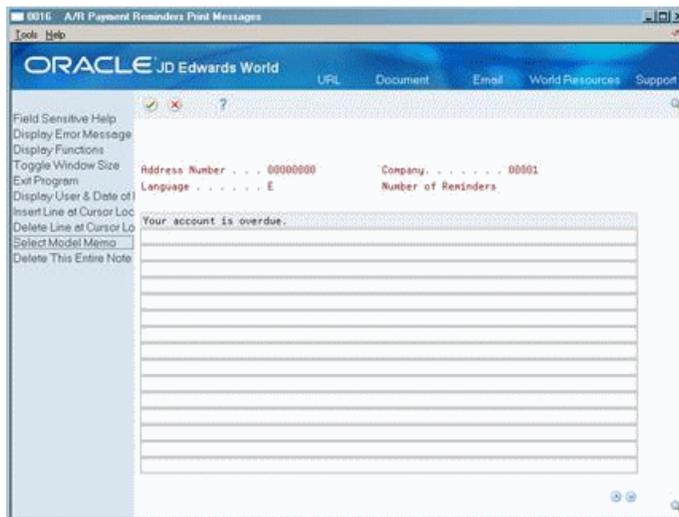
1. Choose the Narrative Text option next to an existing message to access A/R Payment Reminders Print Messages.
2. On A/R Payment Reminders Print Messages, choose the Models function to access Text Model Selection.

Figure 82–3 Text Model Selection screen



3. On Text Model Selection, choose a blank line to enter a model.

Figure 82–4 A/R Payment Reminders Print Messages screen



4. On A/R Payment Reminders Print Messages, complete the following field:
 - Model
5. Enter the text for the model message.

82.2.1 What You Should Know About

Topic	Description
Assigning a model message	Choose the appropriate model on Text Model Selection for the specific customer or company.

Revise Text For Delinquency Notices

This chapter contains the topic:

- [Section 83.1, "Revising Text For Delinquency Notices"](#)

83.1 Revising Text For Delinquency Notices

Navigation

From **Accounts Receivable (G03)**, enter **G90**

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.

83.1.1 Before You Begin

- Ensure that your company/business is not using payment reminders. You cannot implement both delinquency notices and payment reminders.

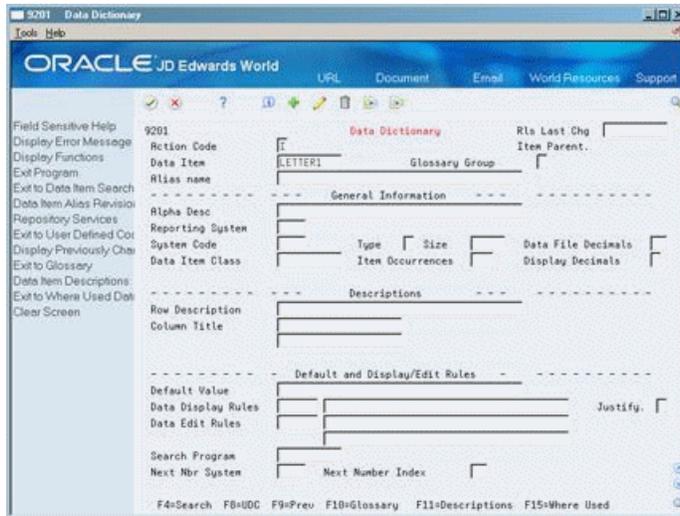
See Also:

- Working with the Data Dictionary in the *JD Edwards World Technical Foundation Guide* for more information about data dictionary items.

To revise delinquency notices text

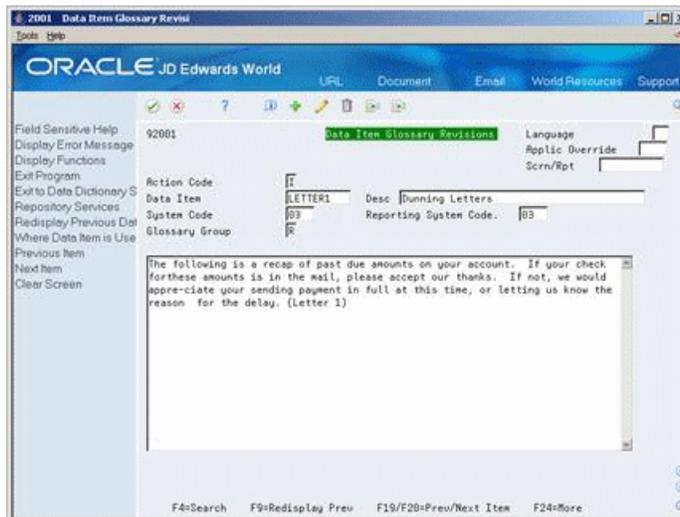
On Data Dictionary

Figure 83-1 Data Dictionary screen



1. Locate the appropriate item by completing the following field:
 - Data Item
2. Choose the Glossary function to access Data Item Glossary Revisions.

Figure 83-2 Data Item Glossary Revisions screen



3. On Data Item Glossary Revisions, change the text as necessary.

83.1.2 What You Should Know About

Topic	Description
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

This chapter contains these topics:

- [Section 84.1, "Defining Interest Rates"](#)
- [Section 84.2, "Entering Text For Interest Invoices"](#)

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.

Navigation

From Accounts Receivable (G03), enter 27

From A/R Advanced and Technical Operations (G0331), choose Interest Invoicing

From Interest Invoicing (G03312), choose an option under the Setup heading

84.1 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.

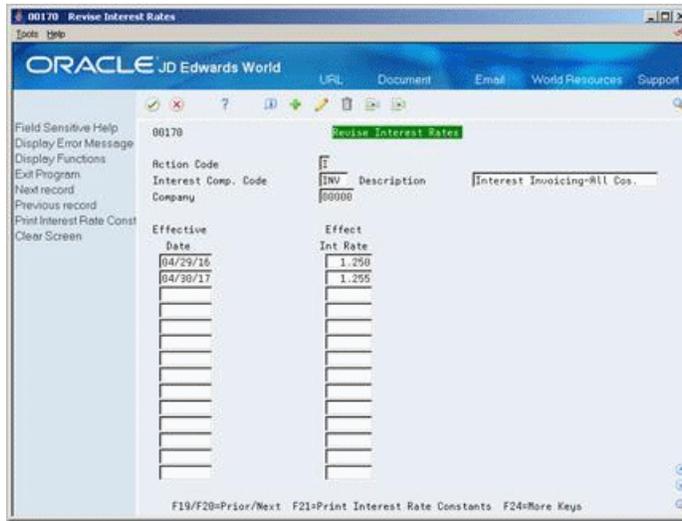
Define interest rates for company 00000 to use as the default rates for all companies. You can also define interest rates for a specific company

Interest rates are stored in the Interest Rate Constants table (F00017).

To define interest rates

On Revise Interest Rates

Figure 84-1 Revise Interest Rates screen



1. Complete the following fields:
 - Interest Computation Code
 - Company
 - Description (optional)
 - Effective Date
 - Effective Interest Rate

Field	Explanation
Interest Computation Code	<p>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.</p> <p>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.</p>
Effective Date	<p>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.</p>
Effective Interest Rate	<p>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.</p>

84.1.1 What You Should Know About

Topic	Description
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.

84.2 Entering Text For Interest Invoices

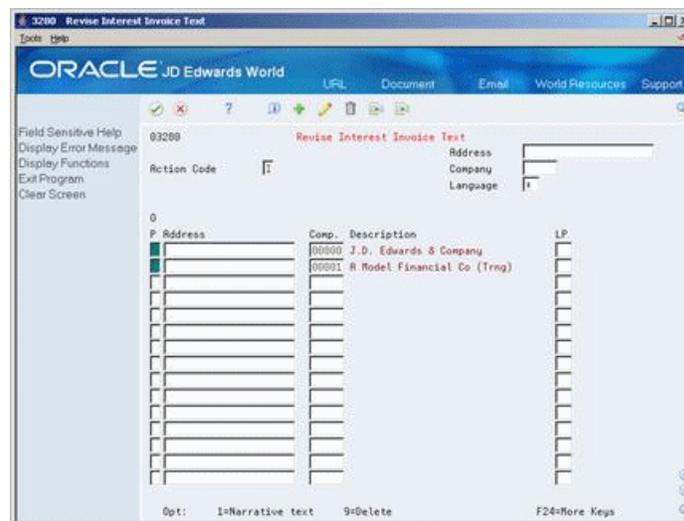
To create a personalized message to print on your interest invoices, you must enter the text. You can enter messages for a specific customer or all customer within a company.

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

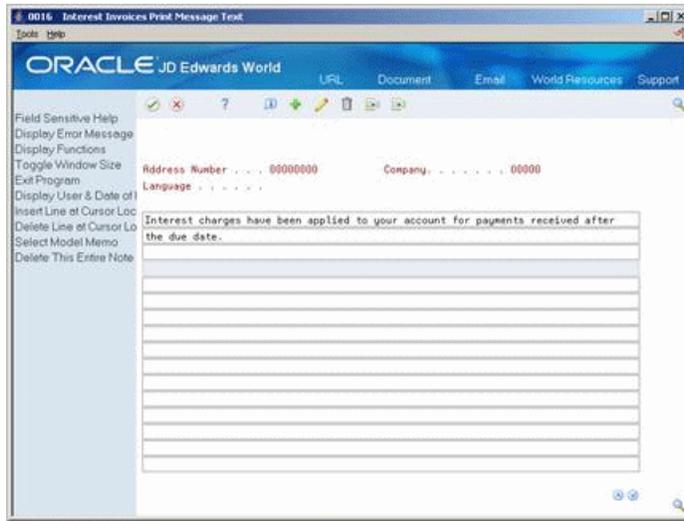
On Revise Interest Invoice Text

Figure 84–2 Revise Interest Invoice Text screen



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.

Figure 84–3 Interest Invoices Print Message Text screen



6. On Interest Invoices Print Message Text, enter the message to appear on the interest invoices.

84.2.1 What You Should Know About

Topic	Description
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 Chapter 81, "Set Up Statement Messages" for more information.

Part XIV

Batch Invoice Processing

This part contains these chapters:

- [Chapter 85, "Overview to Batch Invoice Processing"](#)
- [Chapter 86, "Review Batch Invoices"](#)
- [Chapter 87, "Work with Batch Invoices"](#)
- [Chapter 88, "Process Batch Invoices"](#)
- [Chapter 89, "Purge Processed Batch Invoices"](#)

Overview to Batch Invoice Processing

This chapter contains these topics:

- [Section 85.1, "Objectives"](#)
- [Section 85.2, "About Batch Invoice Processing"](#)
- [Section 85.3, "How it Works"](#)
- [Section 85.4, "Additional Processing \(Receipts, Taxes, Multi-Currency\)"](#)
- [Section 85.5, "Purging"](#)

85.1 Objectives

- To understand batch invoice processing and its requirements
- To revise batch invoices before processing
- To process batch invoices
- To purge processed batch invoices

85.2 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

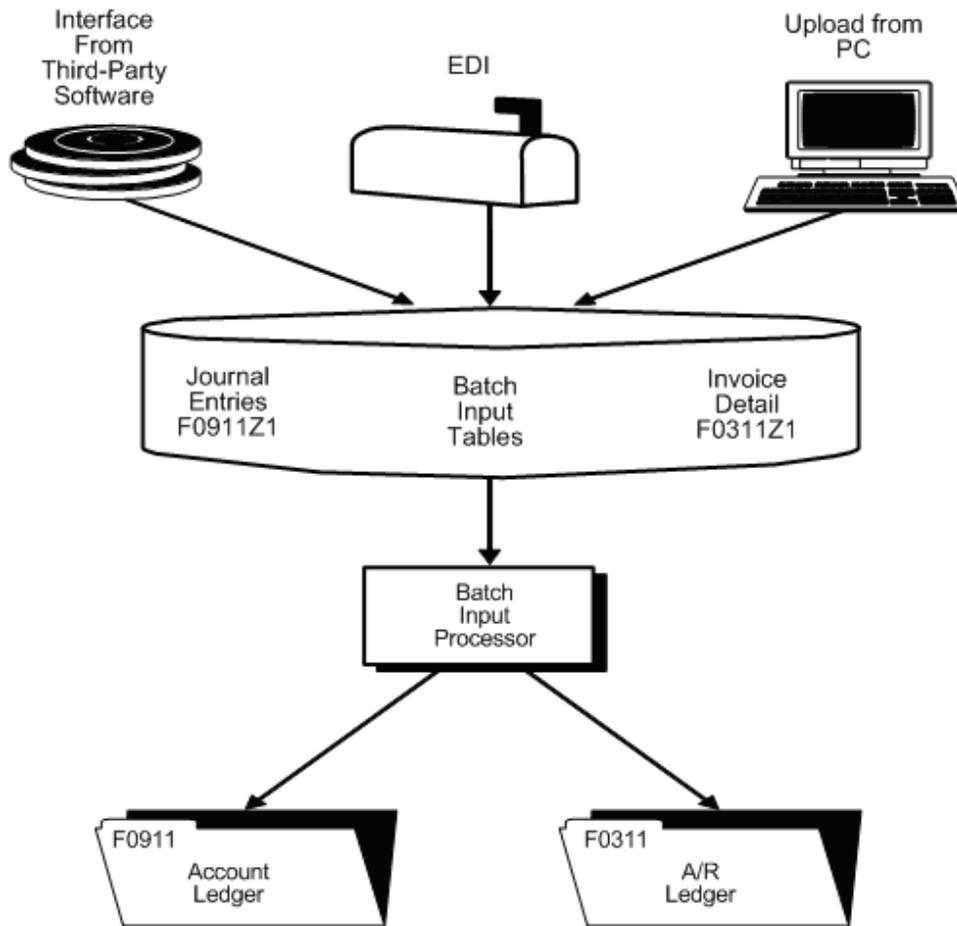
85.2.1 What Happens When You Process Batch Invoices?

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.

Figure 85-1 Batch Invoice Process



85.2.2 Before You Begin

- Map invoice transactions from their external source into the JD Edwards World Accounts Receivable system using the appropriate format

85.2.3 What You Should Know About

Topic	Description
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.

85.3 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.

85.3.1 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).

85.3.2 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.)

85.4 Additional Processing (Receipts, Taxes, Multi-Currency)

85.4.1 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.

85.4.2 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.

85.4.2.1 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.

Tax Code Used in F0311Z1 File	Amount (VNAA) to Enter in the F0911Z1 File
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 be 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).

85.4.3 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:

85.4.3.1 F0311Z1

- VJCRRM (Mode) = D or blank
- VJAG (Gross Amount) = Enter the Domestic Currency Amount
- VJCRCD (Currency Code) = Currency Code of transaction

85.4.3.2 F0911Z1

- VNCRRM (Mode) = D or blank
- VNAA (Amount) = Enter the Domestic Currency Amount
- VNCRCDC (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:

85.4.3.3 F0311Z1

- VJCRRM (Mode) = F
- VJACR (Currency Amount) = Enter the Foreign Currency Amount
- VJCRCD(Currency Code) = Currency Code of transaction

85.4.3.4 F0911Z1

- VNCRRM (Mode) = F
- VNACR (Currency Amount) = Enter the Foreign Amount
- VNCRCDC (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.

85.4.4 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.

85.4.5 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.

85.5 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, "Batch Input Setup"](#) for technical information about setting up invoices for batch input processing.

Review Batch Invoices

This chapter contains these topics:

- [Section 86.1, "Reviewing Batch Information"](#)
- [Section 86.2, "Reviewing Batch Invoice Detail"](#)

After you transfer invoices from an external source, you might want to verify them before you process them.

Navigation

From Accounts Receivable (G03), enter 27

From A/R Advanced and Technical Operations (G0331), choose Batch Invoice Processing

From Batch Invoice Processing (G03311), choose Batch Invoice Review

Batch invoice information is stored in the Invoice Transactions - Batch (F0311Z1) and Journal Entry Transactions - Batch (F0911Z1) tables.

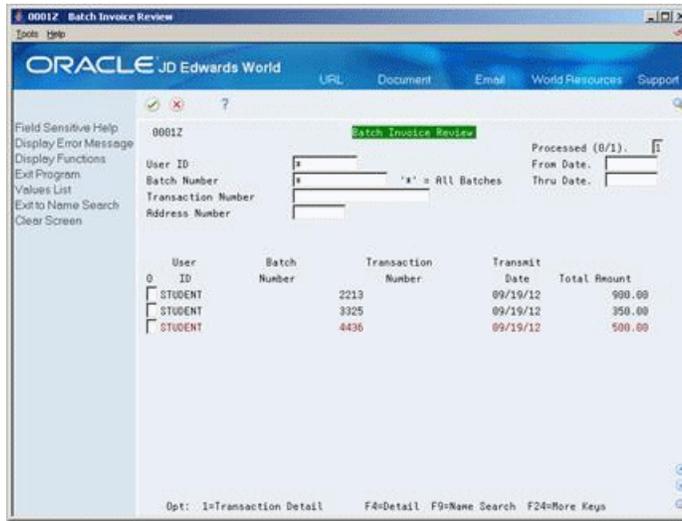
86.1 Reviewing Batch Information

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

Figure 86-1 Batch Invoice Review screen



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.
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. Valid values are: 0 – Unprocessed only 1 – Processed and unprocessed

Field	Explanation
From Date	The beginning date in the date range. This is the date starting with which you want the system to display information. <i>Form-specific information</i> 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 J. 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.

86.2 Reviewing Batch Invoice Detail

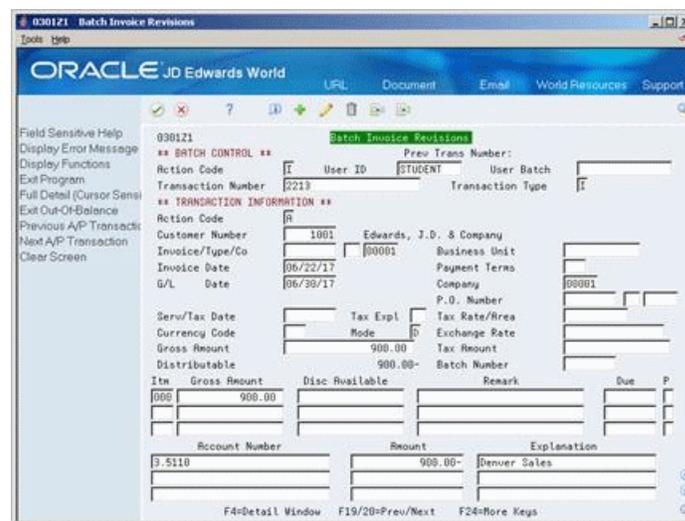
When viewing information about your batch invoices, you might want to see the customer number and accounting distributions associated with an invoice. To do so, review the detail of the invoice.

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.

Figure 86–2 Batch Invoice Revision screen



86.2.1 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.

86.2.2 Processing Options

See [Section 114.1, "Batch Invoice Entry \(P0301Z1\)"](#) for more information.

Work with Batch Invoices

This chapter contains these topics:

- [Section 87.1, "Adding Batch Invoices"](#)
- [Section 87.2, "Revising Unprocessed Batch Invoices"](#)

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.

Navigation

From Accounts Receivable (G03), enter 27

From A/R Advanced and Technical Operations (G0331), choose Batch Invoice Processing

From Batch Invoice Processing (G03311), choose Batch Invoice Revisions

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

Topic	Description
Multi-Currency	<p>You can enter a batch invoice in foreign currency, domestic currency, or both.</p> <p>When you leave the mode blank (domestic), the system uses ledger type AA and calculates amounts in domestic currency.</p> <p>When you use 3 as the mode, you can enter both the domestic and foreign amounts without either amount being recalculated.</p> <p>When you enter a currency code different from the domestic currency, the system uses ledger type CA and calculates domestic amounts (ledger type AA).</p>

Topic	Description
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.

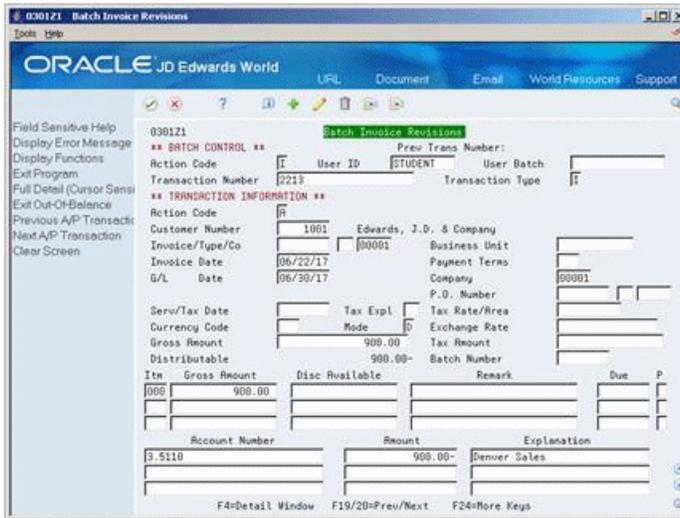
87.1 Adding Batch Invoices

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

Figure 87-1 Batch Invoice Revisions (Add) screen



- 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.

- 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.

Figure 87–2 A/R Batch Detail screen

The screenshot shows the 'A/R Batch Detail' window. At the top, it displays 'User ID: STUDENT' and 'Transaction Number: 2213'. Below this, it shows 'Transaction Batch:' and 'Line Number: 1,000'. The 'Doc Type:' is 'Display' and 'Document:' is 'Currency Code'. 'Pay Item: 000' and 'Mode D' are also visible. The screen contains several input fields for 'G/L Offset', 'Recurring Freq', 'Tax', 'Taxable Amount', 'Discount Due Date', 'Num of Payments', 'Tax Expl Code', and 'Tax Rate/Area'.

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.

Figure 87-3 Journal Entry Batch Detail screen

The screenshot shows a software window titled "09012W Journal Entry Batch Detail". The window contains the following fields and values:

- User ID: STUDENT
- Transaction Number: 2213
- Transaction Batch: [blank]
- Line Number: .001
- Doc Num/Typ/Co: 00001
- Currency: [blank]
- Mode: D
- Account Number: 3.5110
- Line Number: [input field]
- Ledger Type: [input field]
- Subledger: [input field]
- Units: [input field]
- P.O./Ty/Co/Item: [input field]
- G/L Posted Code: [input field]
- Item Number: [input field]
- Explanation: Denver Sales
- Serv/Tax Date: [input field]
- Phase: [input field]
- Unit of Measure: [input field]
- Reference 2: [input field]
- Bill Code: [input field]

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.

87.2 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](#) for more information about changing or deleting unposted/unprocessed invoices.

87.2.1 Processing Options

See [Section 114.1, "Batch Invoice Entry \(P0301Z1\)"](#) for more information.

Process Batch Invoices

This chapter contains these topics:

- [Section 88.1, "Submitting Invoices for Processing"](#)
- [Section 88.2, "Verifying Batch Invoice Information"](#)
- [Section 88.3, "Revising Batch Invoices"](#)
- [Section 88.4, "Posting Batch Invoices"](#)

After you review and revise your batch invoices, you must process them to create invoices in the A/R ledger.

Navigation

From **Accounts Receivable (G03)**, enter 27

From **A/R Advanced and Technical Operations (G0331)**, choose **Batch Invoice Processing**

From **Batch Invoice Processing (G03311)**, choose **Batch Invoice Processing**

88.1 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

88.2 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.

Figure 88–1 Batch File Entry report

001102		JD Edwards World				Page No. . . . 3	
		Batch File Entry - Exceptions				Date - . . . 4/08/17	
A/R							
Batch Number	Transaction Number	Line Number	Tran Set	Customer	T T P Fld in	Description	Field Value
-----		-----		-----		-----	
Batch File -	F0911Z1						
User ID:	STUDENT						
	3225	1.000		4006 I C 0		Error: 2344 Batch File Action Invalid	
	F0911 :	Updates				Transactions Records	
	F0911Z:	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 Identifies the type of transaction: V – Voucher D – Debit memo I – Invoice J– Journal Entry
TC	EDI Transaction Code Identifies how the system should process a transaction during final processing: A – Add new transaction D – Delete an unprocessed transaction C – Change an unprocessed transaction
PR	EDI Successfully Processed Indicates if a record has successfully processed: 0 – Unprocessed record 1 – Processed record

88.2.1 What You Should Know About

Topic	Description
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

88.3 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.

88.3.1 What You Should Know About

Topic	Description
Revising processed batch invoices	Use standard invoice entry to revise an invoice processed in final mode.

See Also:

- [Chapter 14, "Revise Posted Invoices"](#) 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.

88.4 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

88.4.1 Processing Options

See [Section 114.2, "A/R Invoice Batch Processing \(P03110Z\)"](#) for more information.

Purge Processed Batch Invoices

This chapter contains the topic:

- [Section 89.1, "Purging Processed Batch Invoices"](#)

89.1 Purging Processed Batch Invoices

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).

Navigation

From **Accounts Receivable (G03)**, enter 27

From **A/R Advanced and Technical Operations (G0331)**, choose **Batch Invoice Processing**

From **Batch Invoice Processing (G03311)**, choose **Processed Batch Invoice Purge**

89.1.1 What You Should Know About

Topic	Description
Technical considerations	<p>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:</p> <ul style="list-style-type: none"> ■ Additional parameters ■ At least one data sequencing field <p>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.</p>

89.1.2 Processing Options

See [Section 114.3, "Batch File Purge \(P00PURGE\)"](#) for more information.

Part XV

A/R Cash Forecasting & ABC Customer Analysis

This part contains these chapters:

- [Chapter 90, "Forecast A/R Cash Flow"](#)
- [Chapter 91, "ABC Customer Analysis"](#)

Forecast A/R Cash Flow

This chapter contains these topics:

- [Section 90.1, "Objectives"](#)
- [Section 90.2, "About A/R Cash Forecasting"](#)
- [Section 90.3, "A/R Cash Forecasting"](#)

90.1 Objectives

- To summarize open invoices for cash forecasting purposes

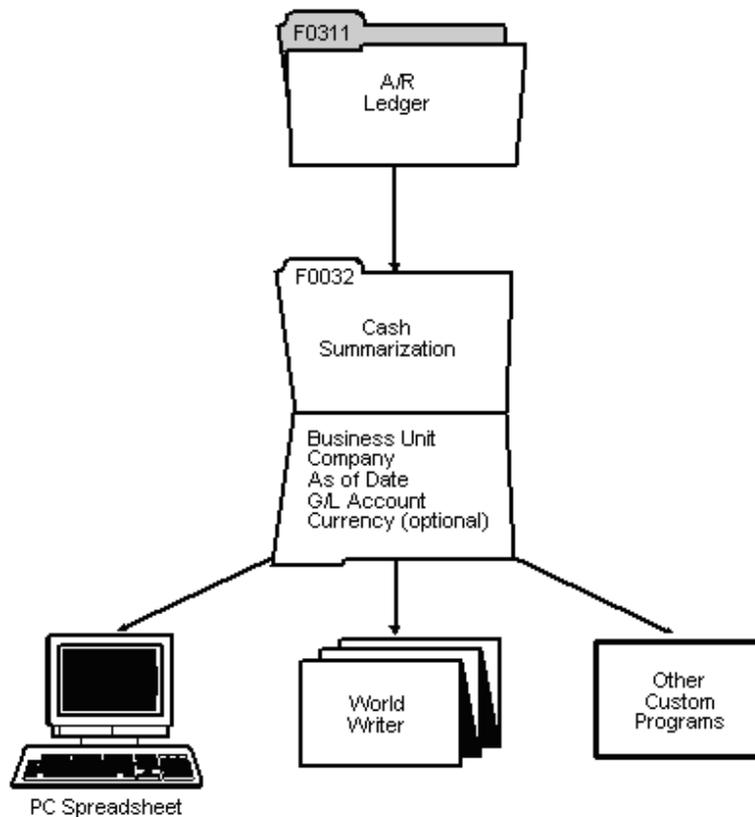
90.2 About A/R Cash Forecasting

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.

Figure 90-1 Cash Forecasting Process

90.3 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

Navigation

From Accounts Receivable (G03), enter 27

From A/R Advanced and Technical Operations (G0331), choose A/R Cash Forecasting

90.3.1 What You Should Know About

Topic	Description
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.

Topic	Description
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.

90.3.2 Processing Options

See [Section 115.1, "A/R Cash Forecasting \(P03520\)"](#) for more information.

ABC Customer Analysis

This chapter contains these topics:

- [Section 91.1, "Objectives"](#)
- [Section 91.2, "About ABC Customer Analysis"](#)
- [Section 91.3, "Analyzing Customer Account Activity"](#)

91.1 Objectives

- To rank and analyze customer sales activity and review the average number of days that it takes each customer to pay

91.2 About ABC Customer Analysis

ABC Analysis is a well recognized method for classifying objects according to their level of importance based on the criteria that you specify.

In Accounts Receivable, the ABC Customer Analysis program is used to group customers based on two different criteria:

- Aggregate sales
- The average number of days to pay

Understanding the relationship between these two groupings, helps you manage your customers and cash flow.

One example of using ABC Analysis is derived from the 80/20 rule, which states that 80% of sales are derived from 20% of your customer base. By identifying this group of customers and reviewing their ability to pay on time, you can analyze your customers' performance.

91.3 Analyzing Customer Account Activity

Navigation

From Accounts Receivable (G03), enter 27

From A/R Advanced and Technical Operations (G0331), choose ABC Customer Analysis

To calculate and rank customer sales activity and the number of days it takes them to pay, run ABC Customer Analysis (P03602).

ABC Customer Analysis generates information based on the parameters that you define and allows you to analyze a customer's activity according to your business requirements.

You can run this program in proof or final mode. In proof mode, the system:

- Calculates the sales percentages and ranks each customer accordingly
- Retrieves the stored value for the number of days to pay
- Assigns a code (A through D) for the sales percentile based on the parameters defined in the Data Dictionary
- Assigns a code (A through D) for the number of days to pay based on the parameters defined in the Data Dictionary
- Generates a report

In final mode, the system updates the ABC1 and ABC3 field in each Customer Master record (F0301) with the code that it assigns and displays on the report.

91.3.1 Before You Begin

- Run Recalculate Average Days Late (P03830) to update the AVD field in the Customer Master record that the system uses to assign the A, B, C, or D code on the report.
- Set the sales percentile values in the Data Dictionary for data items A1A, A2A, and A3A.
- Set the average days values in the Data Dictionary for data items A1C, A2C, and A3C.

91.3.2 How the System Determines the Codes to Assign

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 (ABC code 1 - %S column)	<p>You set up percentiles in the Data Dictionary for items A1A, A2A, and A3A. The system categorizes each customer by the percentile in which it's total sales falls.</p> <p>For example, if you set the first percentile (A1A) to 80, the system assigns A to all of your customers whose aggregate sales make up the first 20% of your total sales.</p> <p>If you set the second percentile (A2A) at 60, the system assigns B to all of the customers whose aggregate sales fall between 21% and 40% of your total sales.</p> <p>If you set the third percentile (A3A) at 40, the system assigns C to all of the customers whose aggregate sales fall between 41% and 60%.</p> <p>The system assigns D to any customers whose aggregate sales are less than 60%.</p> <p>The system does not assign codes E and F; they are available for you to manually assign to the customer through Customer Master Information program (P01053).</p> <p>When you run the program in final mode, the system updates the first ABC field (ABC1) in the Customer Master file (F0301) with the assigned value.</p>

Category	Description
Average Days to Pay (ABC code 3 - AD column)	<p>You set up categories in the Data Dictionary for field names A1C, A2C, and A3C. The system performs a direct comparison between the number of days defined and the number of days to pay. For example:</p> <ul style="list-style-type: none"> ■ A1C = 30 (0 - 30 days)/A rating ■ A2C = 60 (31 - 60 days)/B rating ■ A3C = 90 (61 - 90 days)/C rating ■ 91 or more days/D rating <p>For example, if the average number of days for customer 1 to pay its invoices is 22, the system assigns them code A because it is in the 0 - 30 day range.</p> <p>The system does not assign codes E and F; they are available for you to manually assign to the customer through Customer Master Information program (P01053).</p> <p>When you run the program in final mode, the system updates the first ABC field (ABC3) in the Customer Master file (F0301) with the assigned value.</p>

The following report is an example based on the following settings of the Data Dictionary items:

- A1A = 85
- A2A = 70
- A3A = 60
- A1C = 5
- A2C = 60
- A3C = 90

03602 JD Edwards World

Customer Analysis

Final

..... Address Year to Date % A/R % A Rank

Number Name Sales Sales Days S D

```

-----
4242 Corporate Office Systems Company 766,788 42.1 703 A D 1
1500 Plant Are Us 346,705 19.0 38 D B 2
22201 Ericson Corp. 226,650 12.4 5 D A 3
1001 Edwards, J.D. & Company 114,385 6.3 374 D D 4
4175 Abernathy & Hitch 80,141 4.4 110 D D 5
701 NLS Test 76,765 4.2 147 D D 6
7003 Euromart 49,695 2.7 6 D B 7
7001 JD Edwards World Europe 36,582 2.0 10 D B 8
6736 Tattered Books 35,480 1.9 19 D B 9
631000 SBC - Sociedade Brasileira de Computação 24,931 1.4 2 D A 10
    
```

1514 Weavings 19,587 1.1 127 D D 11

1314 PD Manufacturing Co 16,351 .9 46 D B 12

6613 Pizza Guy 14,625 .8 45 D B 13

91.3.3 Processing Options

See [Section 116.1, "Customer Analysis \(P03602\)"](#) for more information.

Part XVI

Technical Processes

This part contains these chapters:

- [Chapter 92, "Overview to Technical Processes"](#)
- [Chapter 93, "Update A/R from the Address Book"](#)
- [Chapter 94, "Work with YTD Invoice Amounts"](#)
- [Chapter 95, "Update Balance Forward Records"](#)
- [Chapter 96, "Customer Master Conversion"](#)
- [Chapter 97, "Global Updates to Customer Records"](#)
- [Chapter 98, "Update Credit Messages"](#)
- [Chapter 99, "Purge A/R Information"](#)
- [Chapter 100, "Work with Automatic Debits"](#)

Overview to Technical Processes

This chapter contains the topic:

- [Section 92.1, "Overview"](#)

92.1 Overview

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,
- Work with Automatic Debits.

Update A/R from the Address Book

This chapter contains the topic:

- [Section 93.1, "Updating A/R from the Address Book"](#)

93.1 Updating A/R from the Address Book

Navigation

From Accounts Receivable (G03), enter 27

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.

93.1.1 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.

Figure 93–1 Invoice to A&B Electric Motor Service

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.

Figure 93–2 Invoice to A&B Motor Service Not Updated in Address Book

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.

93.1.2 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.

93.1.3 Processing Options

See [Section 117.1, "Update A/R from Address Book \(P03802\)"](#) for more information.

Work with YTD Invoice Amounts

This chapter contains these topics:

- [Section 94.1, "Updating Customer YTD Invoice Amounts"](#)
- [Section 94.2, "Reworking Customer YTD Invoiced Amounts"](#)
- [Section 94.3, "Reviewing Customer 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.

94.1 Updating Customer YTD Invoice Amounts

Navigation

From **Accounts Receivable (G03)**, enter 27

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.

94.1.1 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.

94.1.2 Before You Begin

- Enter all invoices for all companies for the period or fiscal year
- Set up the necessary security

94.1.3 What You Should Know About

Topic	Description
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)	<p>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.</p> <p>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.</p>

94.1.4 Processing Options

See [Section 117.2, "Update YTD Invoice Amount \(P03820\)"](#) for more information.

94.2 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.

Figure 94-1 A/R Annual Close report

09820		A/R Annual Close		Page - 1
				Date - 5/06/16
Address	Alpha	Error Message		Document Reference
180 DIA Property Management Co		3846	Currency Exchange Rate Not Found	Blank CRCA in F0301
180 DIA Property Management Co		3846	Currency Exchange Rate Not Found	847 FE 001
180 DIA Property Management Co		3846	Currency Exchange Rate Not Found	8244 RI 001
180 DIA Property Management Co		3846	Currency Exchange Rate Not Found	8244 RI 002
180 DIA Property Management Co		3846	Currency Exchange Rate Not Found	8245 RI 001
180 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
4187 Anne Crocker		3846	Currency Exchange Rate Not Found	Blank CRCA in F0301
4188 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

94.3 Reviewing Customer YTD Invoice Amounts

Navigation

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.

94.3.1 Before You Begin

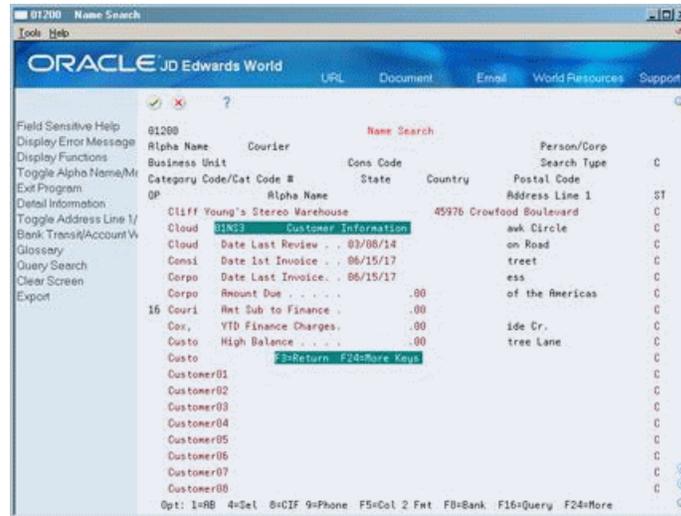
- Run Update YTD Invoice Amounts to update customer records with year-to-date and prior year-end amounts

To review customer YTD invoice amounts

On Customer Master Information

- Access Exit To Name Search from the following field:
 - Customer Number
- Complete the following field (or portion thereof):
 - Alpha Name
- Enter option 16 next to the customer to access Customer Information:

Figure 94-2 Name Search screen



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

This chapter contains the topic:

- [Section 95.1, "Updating Balance Forward Records"](#)

95.1 Updating Balance Forward Records

Navigation

From **Accounts Receivable (G03)**, enter 27

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."

95.1.1 Example: Creating Balance Forward Records

The following example shows information for customer 1001 before updating balance forward records:

Document	Information
Document R1401	<ul style="list-style-type: none"> ■ F0311 amount: 500 ■ Invoice date: June 12 ■ Pay status before balance forward: A (approved) ■ Pay status after balance forward: S (balance forward summarized)
Document R1443	<ul style="list-style-type: none"> ■ F0311 amount: 200 ■ Invoice date: June 15 ■ Pay status before balance forward: A (approved) ■ Pay status after balance forward: S (balance forward summarized)
Document RR517	<ul style="list-style-type: none"> ■ F0311 amount: 400 ■ Invoice date: June 17 ■ Pay status before balance forward: A (approved) ■ Pay status after balance forward: S (balance forward summarized)
Document R1521	<ul style="list-style-type: none"> ■ F0311 amount: 100 ■ Invoice date: June 19 ■ Pay status before balance forward: A (approved) ■ 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	<ul style="list-style-type: none"> ■ F0311 amount: 1,200 ■ Invoice date: June 30 (G/L date) ■ 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.

95.1.2 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.

95.1.3 What You Should Know About

Topic	Description
Multi-Currency	<p>If your customer uses multiple currencies, the system calculates the currency exchange rate for the balance forward record by:</p> <ul style="list-style-type: none"> ■ Domestic and foreign amounts it writes to the record ■ Conversion method specified on General Accounting Constants.
Viewing balance forward records	<p>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).</p> <p>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.</p>
Determining the "as of" date and due date	<p>The system uses the invoice date for the "as of" date as the cutoff for invoices that are included in the balance forward record.</p> <p>The system uses the payment terms for the customer to calculate the due date for the balance forward amount.</p>

95.1.4 Processing Options

See [Section 117.3, "Balance Forward Update \(P03501\)"](#) for more information.

Customer Master Conversion

This chapter contains the topic:

- [Section 96.1, "Customer Master Conversion"](#)

96.1 Customer Master Conversion

Navigation

From Accounts Receivable (G03), enter 27

From A/R Advanced & Technical (G0331), choose Customer Master Conversion

96.1.1 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.

96.1.2 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.

96.1.3 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
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.

96.1.4 Processing Options

See [Section 117.4, "Customer Master Conversion \(P0301E\)"](#) for more information.

Global Updates to Customer Records

This chapter contains these topics:

- [Section 97.1, "Global Updates - Customer Master"](#)
- [Section 97.2, "Global Updates - Customer Company/Business Unit Records"](#)

97.1 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.

97.1.1 Processing Options

See [Section 117.5, "Global Update Customer Master \(P03490\)"](#) for more information.

97.2 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.

97.2.1 Processing Options

See [Section 117.6, "Global Update - A/R Company/Business Unit Defaults \(P034905\)"](#) for more information.

Update Credit Messages

This chapter contains the topic:

- [Section 98.1, "Updating Credit Messages"](#)

98.1 Updating Credit Messages

Navigation

From Address Book (G01), enter 27

From A/B Advanced and Technical Operations (G0131), choose Credit Message Reference

Credit messages, sometimes referred to as flash messages, are valuable tools for communicating caution or special handling instructions about customers. You can view all addresses to which you have assigned a credit message code and easily update the credit message.

You revise credit messages when a customer with financial difficulty needs to pay you directly instead of through the mail or when a group of customers were updated with the incorrect credit message.

Examples of address book credit messages include:

- Over credit limit
- Requires purchase order
- Bad credit risk

Messages are stored in the Address Book Master table (F0101).

98.1.1 Before You Begin

- Assign the appropriate credit message code to your supplier and customer records

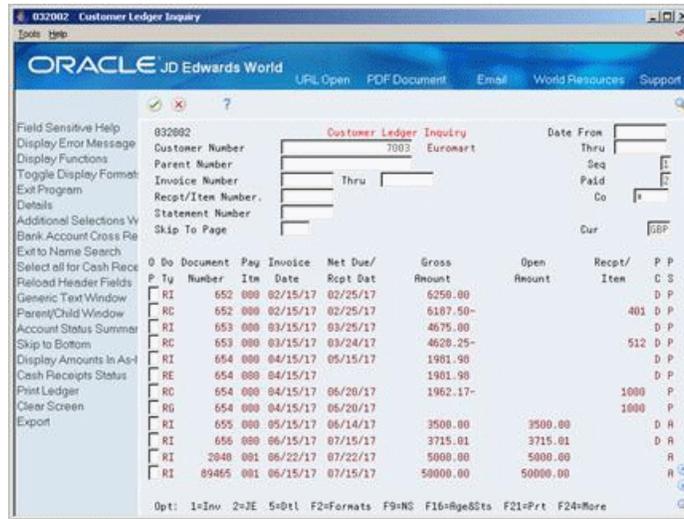
98.1.2 What You Should Know About

Topic	Description
Revising credit messages	You can also revise credit messages on the customer and supplier master records.

To update credit messages

On Credit Message Reference

Figure 98–1 Customer Ledger Inquiry (Update Credit Messages) screen



1. Complete the following field:
 - Message
2. To review the appropriate record, choose Exit to Supplier/Customer Master.
3. On Supplier or Customer Master Information, update the credit message.

Field	Explanation
Message:	<p>A user defined code (00/CM) that displays information about a particular customer or supplier. Examples:</p> <ul style="list-style-type: none"> 1 – Over credit limit 2 – Requires purchase order 3 – Not on maintenance agreement 4 – Notify the credit manager <p>The Customer Master Information and the Supplier Master Information forms display credit messages for customers and suppliers when you enter or locate information.</p>

98.1.3 What You Should Know About

Topic	Description
Double-byte environments	Enter uppercase characters (A-Z). If you enter lowercase characters, no information displays.

Purge A/R Information

This chapter contains these topics:

- [Section 99.1, "Purging Closed A/R Records"](#)
- [Section 99.2, "Purging Batch Receipts"](#)

To reduce the size of your A/R tables and conserve system disk space, purge your A/R information periodically.

Navigation

From **Accounts Receivable (G03)**, enter 27

From **A/R Advanced and Technical Operations (G0331)**, choose an option under the **A/R Purge** heading

99.1 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.

99.1.1 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.

99.1.2 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.

99.1.3 What You Should Know About

Topic	Description
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. See <i>Locating Out-of-Balance Conditions in the JD Edwards World General Accounting II Guide</i> .
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.

99.1.4 Processing Options

See [Section 117.7, "Purge Closed A/R Records \(P03800\)"](#)

99.1.5 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

99.2 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.

99.2.1 Before You Begin

- Back up the A/R Ledger and Batch A/R Receipt Application tables.

Work with Automatic Debits

This chapter contains these topics:

- [Section 100.1, "Objectives"](#)
- [Section 100.2, "About Automatic Debits"](#)
- [Section 100.3, "Processing Automatic Debits"](#)
- [Section 100.4, "Reviewing and Approving Automatic Debits"](#)
- [Section 100.5, "Posting Automatic Debits"](#)
- [Section 100.6, "Copying Files to Tape or Diskette"](#)

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:

Navigation

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

From **Customer & Invoice Entry (G0311)**, choose **Other Invoice Entry Methods**

From **Other Invoice & Receipts Entry Methods (G03111)**, choose an option under the **Automatic Debiting** heading

Before You Begin

- Contact your bank to determine the transfer format.

100.1 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

100.2 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).

100.3 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
<p>The program:</p> <ul style="list-style-type: none"> ■ Validates the selection of invoices that are debited to your customers ■ Does not update the A/R Ledger table ■ Enables you to exclude invoices from automatic debiting using Speed Status Change 	<p>The program:</p> <ul style="list-style-type: none"> ■ Updates invoices as paid and creates matching records when you process batch receipts. ■ Creates a batch to post receipts to the Account Ledger table (F0911). ■ Creates a tape or diskette file for the bank. ■ Prints a customer statement of those invoices that are debited. You control this with a processing option. ■ Prints a final report of processed invoices. <p>After you run the program in final mode the program:</p> <ul style="list-style-type: none"> ■ Updates invoices as paid and creates matching records when you process batch receipts. ■ Creates a batch to post receipts to the Account Ledger table (F0911). ■ Creates a tape or diskette file for the bank. ■ Prints a customer statement of those invoices that are debited. You control this with a processing option. ■ Prints a final report of processed invoices.

100.3.1 Before You Begin

- On Customer Master Information, specify A in the Payment Instrument field and Y in the Auto Cash Algorithm field. See [Chapter 3, "Enter Customers"](#) for more information.
- 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 [Chapter 78, "Set Up Customer Bank Information"](#) for more information.
- On A/R Constants, specify Y in the Auto Cash field. See [Chapter 70, "Set Up A/R Constants"](#) for more information.
- 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.

100.3.2 Processing Options

See [Section 109.1, "Automatic Debits - USA \(P03575\)"](#) for more information.

Note: There are country-specific versions for P03575.

100.3.3 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.

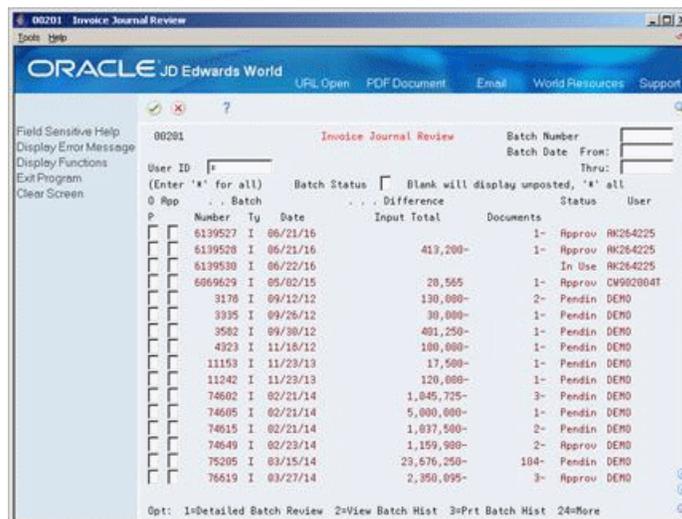
100.4 Reviewing and Approving Automatic Debits

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

Figure 100–1 Invoice Journal Review (Automatic Debits) screen



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:

- [Chapter 11, "Review and Approve Invoices"](#)

100.5 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:

- [Section 22.2, "Posting Receipts"](#)

100.6 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.

100.6.1 Processing Options

See [Section 109.2, "Copy File to Tape \(P03579\)"](#)

100.6.2 Data Sequence for Copy Files to Tape or Diskette

Set the auto debit sequence to the copy-to-tape or diskette stage (T).

Part XVII

Processing Options

This part contains these chapters:

- Chapter 101, "Customer Information Processing Options"
- Chapter 102, "Invoice Processing - Processing Options"
- Chapter 103, "Manual Receipts Processing - Processing Options"
- Chapter 104, "Receivables and Payables Netting Processing Options"
- Chapter 105, "Automatic Receipts Processing - Processing Options"
- Chapter 106, "Credit and Collections Management Processing Options"
- Chapter 107, "A/R Reports Processing Options"
- Chapter 108, "A/R Draft Processing - Processing Options"
- Chapter 109, "Automatic Debits Processing Options"
- Chapter 110, "Period-End Processing - Processing Options"
- Chapter 111, "Statement and Reminder Processing - Processing Options"
- Chapter 112, "System Setup Processing Options"
- Chapter 113, "Statement and Reminder Set Up Processing Options"
- Chapter 114, "Batch Invoice Processing - Processing Options"
- Chapter 115, "A/R Cash Forecasting Processing Options"
- Chapter 116, "ABC Customer Analysis Processing Options"
- Chapter 117, "Technical Processes Processing Options"

Customer Information Processing Options

This chapter contains these topics:

- [Section 101.1, "Customer Master Information \(P01053\)"](#)
- [Section 101.2, "Name Search \(P01200\)"](#)

101.1 Customer Master Information (P01053)

Processing Option	Processing Options Requiring Further Description
ADDITIONAL MAINTENANCE:	
1. Enter a '1' to automatically display the Control Revisions screen on an add.	
2. Enter a '1' to automatically display the category codes screen on an add.	
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.	
5. Enter a '1' to display the Person Opening Account field.	
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:	
7. Enter a '1' to utilize the Audit Log file (F0101A).	
SEARCH TYPE:	
8. Enter the search type value for customers. Default is 'C'.	
CURRENCY PROCESSING:	
9. Enter the currency code that should default into the amount currency code field when adding a Customer. If left blank the amount currency code will default from the Company associated with the Security Business Unit from the Address Book.	

101.2 Name Search (P01200)

Processing Option	Processing Options Requiring Further Description
-------------------	--

FORMAT CONTROL:

1. Enter sequence numbers (1-3) to indicate which formats will appear in the second description and in what order.

If all are left blank, all formats will appear in the order shown below.

Note: These are used with your format function key F5.

Addr Line One

City

Phone Number

Address Book No.

Credit Message

DEFAULT SEARCH TYPE:

2. Enter the default Search Type that should appear upon entry into Name Search.

Invoice Processing - Processing Options

This chapter contains these topics:

- [Section 102.1, "Invoice Entry \(P03105\)"](#)
- [Section 102.2, "A/R and A/P Journal Entries \(P03101\)"](#)
- [Section 102.3, "Speed Invoice Entry \(P031015\)"](#)
- [Section 102.4, "General Ledger Post \(P09800\)"](#)
- [Section 102.5, "Invoice Journal Report \(P03305\)"](#)
- [Section 102.6, "Customer Ledger Inquiry with SQL \(P032002\)"](#)
- [Section 102.7, "Account Status Summary \(P03203\)"](#)
- [Section 102.8, "Recycle Recurring Invoices \(P038101\)"](#)
- [Section 102.9, "Rev Rec - Hierarchy/Date Setup - All \(P0325\)"](#)
- [Section 102.10, "Revenue Recognition - Batch Recognition \(P03502\)"](#)
- [Section 102.11, "Batch Invoice Add to Revenue Recognition \(P03503\)"](#)
- [Section 102.12, "Remove Invoices from RR Process \(P03504\)"](#)
- [Section 102.13, "Revenue Recognition Workbench \(P03116\) \(Release A9.3 Update\)"](#)

102.1 Invoice Entry (P03105)

Processing Option	Processing Options Requiring Further Description
FIELD DISPLAY CONTROL:	
1. You may activate certain capabilities by entering a '1' for the following: Sales/Use/VAT Tax Processing PO Number Entry Extra Date for Service/Tax Payment Instrument	
TWO CYCLE OPTION:	
2. Enter a '1' for 2 Cycle data entry.	
FORMAT CONTROL:	

Processing Option	Processing Options Requiring Further Description
-------------------	--

3. Enter sequence numbers (1-6) to indicate which formats will appear and in what order when using the format selection function key.

Standard - Net Due Date

Standard - Discount Due Date

Tax Amounts - Net Due Date

Tax Amounts - Discount Due Date

G/L Offset - Net Due Date

G/L Offset - Discount Due Date

4. Enter a '1' to review the Invoice Category Codes with an Add or Change.

DREAM WRITER VERSIONS:

Enter the version for each program:

If left blank, ZJDE0001 will be used.

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

6. A/R Invoice Processing (XT0311Z1)

7. E-Mail (P012401)

8. Customer Ledger Inquiry (P032002)

9. Customer Master Revisions (P01053)

10. Category Code Window (P0311W)

FIELD PROTECTION CONTROL:

11. Enter a '1' to protect the Pay Status.

If left blank, the Pay Status will be unprotected.

12. Enter a '1' to protect the Exchange Rate field.

If left blank, the Exchange Rate will not be protected.

102.2 A/R and A/P Journal Entries (P03101)

Processing Option	Processing Options Requiring Further Description
-------------------	--

DEFAULT PROCESSING:

1. Enter a '1' to disallow an exit out of balance and require that the ledger balances with the voucher or invoice amount.

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.	
If all are left blank they will appear in default order:	
Standard Journal Entries	
Journal Entries with Sub Ledger	
Journal Entries with Energy Info.	
Journal Entries with F/A	
Journal Entries with Units	
Journal Entries with Phase Code	
Journal Entries with Debit/Credit	
Note: This is used with the Format Selection function key.	
FIELD DISPLAY CONTROL:	
3. Enter a '1' to retain the G/L Date and Document Type on the screen between entries.	
4. You may activate certain fields for entry by entering a '1' for the following:	
Home Business Unit Entry	
Document Pay Item Entry (on Debit/Credit screen format)	
Reference 1 Entry	
5. Enter a '1' to display amounts to billions without commas.	
If left blank, amounts will be displayed to millions with commas.	
FIXED ASSETS:	
6. Enter a '1' to require the entry of an Asset ID if an account is in an AAI asset account range.	
If left blank, an Asset ID is not required.	
DW VERSION FOR JOURNAL ENTRY PROCESSOR:	
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.	
EXCHANGE RATE:	
8. Enter a '1' to protect the Exchange Rate field.	
If left blank, the Exchange Rate will not be protected.	

102.3 Speed Invoice Entry (P031015)

Processing Option	Processing Options Requiring Further Description
FIELD DISPLAY CONTROL:	

Processing Option	Processing Options Requiring Further Description
1. Select method for entry of sales credit (G/L distribution) amounts:	' ' = Credit amounts appear and are entered as negative numbers
'1' = Credit amounts appear and are entered as positive numbers.	For both methods, the amounts are stored negative in the A/R Ledger file (F0311).
2. Enter '1' to select the following capabilities of this program:	Sales/Use/VAT Tax Processing
PO Number Entry	Extra Date for Service/Tax
TWO CYCLE OPTION:	3. Enter a '1' for 2 cycle data entry.
FORMAT CONTROL:	4. Enter sequence numbers (1-4) to indicate the order in which formats will appear.
If all are left blank, all formats will appear in the following order:	Standard Speed Invoice Entry
Invoice Entry with Subledger	Invoice Entry with F/A Number
Invoice Entry with Units	Note: This is used with the Format Selection function key.
5. Enter a '1' to review the Invoice Category Codes with an Add or Change.	DREAM WRITER VERSIONS:
Enter the version for each program:	If left blank, ZJDE0001 will be used.
6. A/R Invoice Processing (XT0311Z1)	7. Journal Entry Processing (XT0911Z1)
8. Cust. Ledger Inquiry-w/SQL (P032002)	9. E-Mail (P012401)
10. Cust. Master Information (P01053)	11. Name Search (P01200)
12. Category Code Window (P0311W)	FIELD PROTECTION CONTROL:
13. Enter a '1' to protect the pay status field.	If left blank, this field will be unprotected.
14. Enter a '1' to protect the Exchange Rate field.	If left blank, the Exchange Rate field will not be protected.

102.4 General Ledger Post (P09800)

Processing Option	Processing Options Requiring Further Description
BATCH SELECTION:	
1. Enter Batch Number or Batch Date or Batch User ID	
PRINT SELECTION:	
2. Identify how to print amount fields on Post Journal: '1' = to Millions (w/ commas) '2' = to Billions (w/o commas) Blank (Default) = No Journal Printed.	
3. Identify which account number to print on report: '1' = Account Number '2' = Short Account ID '3' = Unstructured Account '4' = (Default) Number Entered During Input	
FIXED ASSETS:	
4. Enter a '1' to post F/A entries to Fixed Assets. Note: DREAM Writer version ZJDE0001 of Post G/L Entries to Assets (P12800) is executed when this option is selected. All transactions selected from that DREAM Writer will be posted rather than just the current entries being posted to G/L.	
5. Enter a 'Y' if you wish to explode parent item time down to the assembly component level. Component billing rates will be used. (This applies to batch type 'T' only.)	
CASH BASIS ACCOUNTING:	
6. Enter a '1' to create and post Cash Basis accounting entries. (Applies to batch type G, K, M, W, & R only.)	
7. Enter units ledger type for Cash Basis Accounting entries. (Default of blank will use "ZU" ledger type.)	
ACCOUNTING FOR 52 PERIODS:	
8. Enter a '1' for 52 Period Post. Note: DREAM Writer data selection is used for 52 period posting ONLY. It is NOT used for the standard post to the F0902. Additionally, 52 period date patterns must be set up.	
TAX FILE UPDATE:	
9. Identify when to update the Tax Work file (F0018): '1' = V.A.T. or Use Tax only '2' = for All Tax Amounts '3' = for All Tax Explanation Codes Blank (Default) = No Update to File 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'.	

Processing Option	Processing Options Requiring Further Description
10. Adjust VAT Account for Cash Receipt Adjustments and Write Offs. Tax explanation must be a 'V'.	
'1' = update VAT amount only	
'2' = update VAT amount, extended price and taxable amount	
11. Adjust VAT Account for Discount Taken. The Tax Rules file must be set to Calculate Tax on Gross Amount, including Discount and Calculate Discount on Gross Amount, including Tax. Tax explanation must be a 'V'.	
'1' = update VAT amount only	
'2' = update VAT amount, extended price and taxable amount	
PROPERTY MANAGEMENT:	
12. Enter DREAM Writer version of Property Management G/L Transaction Creation to be executed.	
Default is version ZJDE0001. (This applies to batch types '2' and '/'.)	
UPDATE OPTION:	
13. Enter '1' to update short ID number, company, fiscal year/period number, century, and fiscal quarter in unposted transaction records selected for posting. (May be required for custom input programs.)	
REPORT FORMAT:	
14. Enter a '1' to print the Posting Journal in a 198 character format.	
The default of blank will print the format with 132 characters.	
DETAILED CURRENCY RESTATEMENT:	
15. Enter a '1' to create currency restatement entries. This creates records in the XA, YA, and/or ZA ledgers depending on the version you are running.	
16. Enter the version of the Detailed Currency Restatement (P11411) to execute.	
Default of blank will execute ZJDE0001.	
RECONCILIATION FILE PROCESSING:	
17. Enter a '1' to update the Cross-Environment Reconciliation file. Blank will not update the reconciliation file.	
Note: The Cross-Environment Reconciliation file can also be updated through the stand-alone Cross-Environment File Creation program.	
REVERSING JOURNAL ENTRIES:	

Processing Option	Processing Options Requiring Further Description
-------------------	--

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.

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:

Note: This option should NOT be changed by User.

102.5 Invoice Journal Report (P03305)

Processing Option	Processing Options Requiring Further Description
-------------------	--

PRINT FORMAT CONTROL:

1. Enter a format to print:

' ' = 132 characters

'1' = 198 characters, including tax amounts and Journal Entry remarks.

SUBHEADING CONTROL:

2. Enter a '1' to print the User ID from the Batch Header file (F0011) in the report subheading.

If left blank, the User ID from the A/R Ledger file (F0311) will print.

ACCOUNT NUMBER DISPLAY MODE:

3. Enter the type of the account number to print on the Journal:

' ' = Number entered during input.

'1' = Structured Account.

'2' = Short Account ID.

'3' = Unstructured Account.

ROUNDING FACTOR:

4. Enter desired rounding factor:

' ' = no rounding

'0' = round to whole numbers

'1' = divide by 10

'2' = divide by 100

'3' = divide by 1,000

'4' = divide by 10,000

'5' = divide by 100,000 Amounts will be rounded to the nearest whole number. Actual amounts are used to accumulate totals.

TAX PROCESSING:

Processing Option	Processing Options Requiring Further Description
-------------------	--

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).

If left blank, only the tax amount from the A/R Ledger file (F0311) will be printed.

Note: This option is only valid when option 1 is set to '1' (Print 198 character format).

TAX PROCESSING (CONT'D):

6. Enter a '1' to bypass out of balance errors on unposted invoices with non-recoverable tax.

If left blank, errors will be processed.

102.6 Customer Ledger Inquiry with SQL (P032002)

Processing Option	Processing Options Requiring Further Description
-------------------	--

FORMAT CONTROL:

1. Enter sequence of numbers (1-10) to indicate which formats will appear and in what order.

If all are left blank, all formats will appear in the order shown:

Due Date

Customer Number

Statement Number

P.O. Number

G/L Date

Currency Code

Disc Due Date

Document Company

Domestic/Foreign

Large Amount

Reference

Note: Format controlled with format selection function key.

2. Enter a '1' to allow display and selection of the Payment Instrument.

3. Enter a '1' to suppress commas from amount fields.

DATE SEQUENCE:

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).

If left blank, dates will display in ascending order.

INVOICE ENTRY MODE:

Processing Option	Processing Options Requiring Further Description
5. Enter a '1' to allow changes in Invoice Entry (Option 1).	If left blank, Invoice Entry will be restricted to inquiry mode when accessed from this program.
DEFAULT SEQUENCE:	
6. Enter the Default Sequence to be used if there is no default in the Address Book or Data Dictionary.	
PRE-LOADED DATA SELECTIONS:	
7. Any values entered in the following options will be loaded upon entry into the program:	
Sequence	
Paid	
Company	
Payment Inst. (*=All)	
Currency Code	
ADDITIONAL PRE-LOADED SELECTIONS:	
8. Any values entered in the following options will be loaded into the Additional Selections upon entry into the program.	
Alternate Payer	
G/L Class Code (*=All)	
- Include/Exclude (1)	
Document Type	
- Include/Exclude (1)	
Matching Doc Type	
- Include/Exclude (1)	
Consolidation Code	
SQL OPTIONS:	
9. Enter a '1' to only allow inquiries that are compatible with existing Logical Files.	
If left blank, SQL will be used for inquiries that cannot be processed with a logical file.	
DREAM WRITER VERSIONS:	
Enter the version for each program:	
If left blank, ZJDE0001 will be used.	
10. A/R and A/P Journal Entries (P03101)	
11. Standard Invoice Entry (P03105)	
12. Cash Receipts Entry (P03103)	
13. Sales Order Entry (P4211)	
14. Supplier Ledger Inquiry (P042003)	
15. Supplier Payment Inquiry (P042004)	
16. Account Status Summary (P03203)	
17. Parent/Child Inquiry (P01270)	

Processing Option	Processing Options Requiring Further Description
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18. Name Search (P01200)

19. Draft Receipts Entry (P03103)

If 19 left blank, ZJDE0003 will default.

AS-IF CURRENCY DISPLAY:

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.

If left blank, amounts will display in their database currency.

21. Enter the "As Of" date for processing the current exchange rate for the as-if currency.

If left blank, the Thru date will be used.

Note: A valid exchange rate must exist in the exchange rate table between the two currencies, based on the As Of date.

102.7 Account Status Summary (P03203)

Processing Option	Processing Options Requiring Further Description
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AGING:

1. Specify one of the following dates to age accounts from:

D = Due Date

I = Invoice Date

G = General Ledger Date

S = Statement Date

(If left blank "D" is the default.)

2. Specify one of the following methods for aging calculations:

1 = Aging Days

2 = Fiscal Periods

3 = Calendar

(If left blank, "1" is the default.)

3. Enter the following aging category information:

Aging days:

Beginning

thru . . .

Processing Option	Processing Options Requiring Further Description
4. Enter a '1' to retrieve the aging specifications from A/R Company Constants. (Default of blank will use the processing options for aging.) Note: If selected, all other aging processing options will be ignored.	
5. Enter a '1' to process aging in the "Real Time" mode. (If left blank "As of" is the default.)	
CREDIT PROCESSING:	
6. Specify one of the following for credits: ' ' = Age Credits (Default) '1' = Apply Credits to Current Column '2' = Apply Credits to oldest active Aging Column. '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:	
7. Indicate which drafts to include in the outstanding draft calculation: ' ' = Do not include drafts (Default) '1' = Include ALL unpaid drafts '2' = Include only drafts not due	
CREDIT LIMIT:	
8. Enter a 1 to display the Child credit limit. If left blank, the parent credit limit will be displayed.	

102.8 Recycle Recurring Invoices (P038101)

Processing Option	Processing Options Requiring Further Description
DEFAULT PROCESSING:	
1. Enter a '1' to use today's date as the invoice date. Enter a '2' to duplicate the invoice date. Default of blank will increment the invoice date.	
2. Enter the currency code that represents the EURO currency in your system.	
DOCUMENT TYPE DEFAULT:	
3. Enter one of the following values to determine the Document Type of the newly created invoice. blank = 'RR' (Default) '*' = Same Document Type as the originating invoice. XX = Where 'XX' is a valid Document Type (UDC 00/DT and 00/DI).	

102.9 Rev Rec - Hierarchy/Date Setup - All (P0325)

Processing Option	Processing Options Requiring Further Description
SYSTEM FORMAT CONTROL:	
1. Enter sequence numbers (1-4) to indicate which system formats will appear and in what order when using the format selection function key. If left blank, all will show in the order below.	
Invoice Set-Up. (default)	
Sales Order Set-Up	
Contract Billing	
Service Billing	

102.10 Revenue Recognition - Batch Recognition (P03502)

Processing Option	Processing Options Requiring Further Description
ELIGIBLE FOR RECOGNITION DATE:	
1. Enter the Eligible for Recognition date. Invoices eligible through this date will be selected. If left blank, the current date will be used.	When you use blind recognition, the program disregards this processing option. The program processes any invoices you select for blind recognition, regardless of eligible for recognition date.
G/L DATE:	
2. Enter the G/L Date to apply to the recognition journal entries. If left blank, the current date will be used.	When you use blind recognition, the program disregards this processing option. The program uses the G/L date you enter in the interactive window.
REASON CODE:	
3. Enter a reason code for this action to be applied to the Invoice items in the Invoices file (F03116). Use of this field is optional.	When you use blind recognition, the program disregards this processing option. The program uses the reason code you enter in the interactive window for the invoice and the distribution records in the F03116 and F03117.
REPORT DATA:	
4. Enter '1' to print all revenue account detail on successfully recognized invoices. If left blank, only invoice document information will print.	When you use blind recognition, the program disregards this processing option. The program does not print a report for invoices it processes successfully.
PRINT WARNINGS:	
5. Enter a '1' to print warnings on the error report if the transaction is in error. If left blank, only errors will print.	
DW VERSION FOR JOURNAL ENTRY PROCESSOR:	
6. 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.	
AUTOMATIC POST	
7. Enter a '1' to automatically submit the post after processing/creating recognition g/l transactions. If left blank, the post is not submitted automatically.	You can bypass the post at this time and post manually at a later time. Note that system does not recognize the revenue until you post the journal entries. These journal entries appear on integrity reports showing an out of balance situation until you post them.

102.11 Batch Invoice Add to Revenue Recognition (P03503)

Processing Option	Processing Options Requiring Further Description
TRIGGER PROCESSING:	
1. Enter a '1' to bypass using the trigger processing to determine each invoices eligibility for the Revenue Recognition process. All invoices selected will be processed to RR. If left blank, invoices will be evaluated through trigger processing.	<p>When you use Standard Invoice Entry (P03105) to add an invoice to revenue recognition, P03105 accesses this program. This program disregards this processing option in this situation. The system adds any invoice when using Standard Invoice Entry unless an error occurs.</p> <p>This program disregards this processing option for interbranch invoices from Sales. For interbranch invoices, the system evaluates invoices using only the trigger configuration setup.</p> <p>If you use the Create A/R and G/L Entries program (P48199) to create invoices for contract billing and service billing, P48199 accesses this program. This program disregards this processing option and uses only the trigger configuration setup.</p>
ELIGIBLE FOR RECOGNITION:	
2. Enter the Eligible for Recognition Date to apply to the invoices. If left blank, the current date will be used.	
G/L DATE:	
3. Enter the G/L Date to apply to the recognition journal entries. Enter *TODAY to use the current date. If left blank, the invoice's G/L Date will be used.	<p>When you use Standard Invoice Entry (P03105) to add an invoice to revenue recognition, P03105 accesses this program. This program disregards this processing option in this situation. You must enter the G/L Date in the interactive window. If you want to use the same G/L Date as the invoice you are adding, you must enter it.</p> <p>For interbranch invoices, the G/L Date the program uses is always the same date as the Invoice G/L Date.</p>
DW VERSION FOR JOURNAL ENTRY PROCESSOR:	
4. 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.	
AUTOMATIC POST BYPASS:	
5. Enter a '1' to bypass automatic submittal of the 'RR' batch of G/L transactions created for recognition. If left blank, the 'RR' batch is submitted automatically if the invoice batch is completely posted.	<p>You can bypass the post at this time and post manually at a later time. Note that these journal entries will appear on integrity reports showing an out of balance situation until you post them.</p> <p>If you use the Create A/R and G/L Entries program (P48199) to create invoices for contract billing and service billing, P48199 accesses this program. This program does not access the Post program in this situation and disregards this processing option.</p>
PRINT REPORT SELECTION:	
6. Enter a '1' to print the accounting details (revenue and PLA accounts) for successfully added invoices.	
If left blank, the accounting details will not be printed.	

102.12 Remove Invoices from RR Process (P03504)

Processing Option	Processing Options Requiring Further Description
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PURGE FILES:

1. Enter one of the following values to indicate how to treat the invoice and distribution data from F03116 and F03117:

blank = All to Purge Files

1 = Only Posted to Purge Files

2 = Nothing to Purge Files

AUTOMATIC POST BYPASS:

2. Enter a '1' to bypass automatic post submittal of the 'RR' batch of G/L transactions for any voids.

If left blank, the 'RR' batch is submitted automatically if any voids are performed.

102.13 Revenue Recognition Workbench (P03116) (Release A9.3 Update)

Processing Option	Processing Options Requiring Further Description
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PRE-LOADED DATA SELECTIONS:

1. Any values entered in the following options will be loaded upon entry into the program:

Display Posted (* = All)

Rev Recognition Status

Rev Recognition Status

Currency Code (* = All)

Paid

Company

COGS Status (* = All)

Type of Invoice (*=All)

DREAM WRITER VERSIONS:

Enter the version for each program:

If left blank, version ZJDE0001 will be used.

2. Pay Item/Guided Recognition (P031163)

3. Blind/Batch Recognition (P03502)

4. Remove from Rev Recognition (P03504)

5. Cost of Goods Sold Recognition (P031164)

6. Enter '1' to allow recognition of COGS after recognizing Revenue for Sales invoices with unrecognized COGS. If left blank, the COGS video will not automatically display.

Manual Receipts Processing - Processing Options

This chapter contains these topics:

- Section 103.1, "A/R Speed Release (P03114)"
- Section 103.2, "Receipts Entry (P03103)"
- Section 103.3, "Cash Receipts Statement Inquiry Selection (P03205)"
- Section 103.4, "Receipts Entry (P03103)"
- Section 103.5, "A/R Receipt and Adjustment Journal Report (P03311)"
- Section 103.6, "Receipt Deposit Journal (P03408)"

103.1 A/R Speed Release (P03114)

Processing Option	Processing Options Requiring Further Description
STATEMENT NUMBER REVISIONS:	
1. Enter a '1' to allow updates to be made to the statement number (fold area).	
If left blank, you will not be able to update the statement number.	

103.2 Receipts Entry (P03103)

Processing Option	Processing Options Requiring Further Description
DEFAULT PROCESSING:	
1. Enter a default Type Input of I, 1 or 2 to automatically allocate the check amount to open invoices.	
Note: This feature is available when the receipt amount has been entered prior to performing a ledger display.	
2. Enter a '1' to override the remark on the applied invoice records with the header remark.	
3. Enter a '1' to automatically assign receipt numbers.	
4. Enter the default Payment Status for chargebacks.	
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.	If original invoice information is not entered or the option is blank, these dates will default from the receipt G/L date.
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.	If left blank, no date will default.
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.	If left blank, the invoice BU will be used.
WRITE-OFFS:	
9. Enter amounts and reason codes to control limitations of write-offs:	
Maximum automatic write-off	
Adjustment reason	
Maximum automatic CREDIT write-off. (enter as a negative number)	
Adjustment reason	
Maximum manual write-off	
Maximum manual CREDIT write-off (enter as a negative number)	
DISCOUNT TAKEN OPTIONS:	
10. Enter '1' to not display the discount taken amount if the invoice is past its due date.	
11. Enter '1' to allow discount taken to be greater than discount available.	(Never allowed in summary mode.)
12. Enter a '1' to allow for discounts when performing spreads.	
13. Enter a '1' to allow for discounts when performing balance forwards.	
14. Enter a '1' to allow discounts greater than applied amount.	(Never allowed in summary mode.)
OPTIONAL EDITS:	
15. Enter a '1' to prohibit spreads.	
16. Enter a '1' to prohibit adjustments.	
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).	

Processing Option	Processing Options Requiring Further Description
19. Enter a value to select invoice overpayment edit processing:	
' ' = No Edit	
'1' = Warning	
'2' = Error	
FORMAT CONTROL:	
20. Select the entry method:	
' ' = "Heads Up" entry	
'1' = "Heads Down" entry	
21. Select the Skip To value:	
' ' = Skip To using Net Due Date	
'1' = Skip To using Invoice Number	
22. Enter a '1' to allow display and update of the following fields:	
Payment Instrument	
Value Date	
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.	
Net Due Date/Gross Amount	
Discount Due Date/Gross Amount	
Days Until Discount/Gross Amount	
Invoice Date/Gross Amount	
Net Due Date/Asset Item	
Discount Due Date/Asset Item	
Days Until Discount/Asset Item	
Invoice Date/Asset Item	
FIELD CLEARING CONTROL:	

Processing Option	Processing Options Requiring Further Description
<p>25. Enter a '1' to retain the entered value in each field after acceptance of each transaction:</p> <p>Display Acct Company G/L Bank Account Receipt Date Remark G/L Date Value/Cleared Date Currency Code Exchange Rate Mode (F) Payment Instrument Due Date (drafts) Bank Name (drafts)</p>	
CURRENCY PROCESSING:	
<p>26. Enter a '1' to edit the exchange rate Effective Date Period against the G/L Period for the transaction.</p>	<p>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.</p>
JOURNAL ENTRY CREATION:	
<p>27. Select G/L Cash Entries Method:</p> <p>' ' = Create summary total J.E.'s '1' = Create detail J.E.'s, (one J.E. for each deposit item.)</p> <p>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.</p>	
CURRENT DOMESTIC VALUE PROCESSING:	
<p>28. Enter a '1' to process receipts in the Current Domestic Value Method.</p> <p>Note: Drafts Processing must be off.</p>	<p>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.</p>
<p>29. Enter one of the following values to automatically display the Enhanced Subledgers on an Add or Change:</p> <p>blank = No Automatic Display '1' = Display on Add only '2' = Display on Add and Change</p>	
ALTERNATE CURRENCY PROCESSING:	
<p>29. Enter a '1' to process receipts in the Alternate Currency Method.</p> <p>Note: Drafts Processing must be off.</p>	<p>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).</p>
EXCHANGE RATE:	

Processing Option	Processing Options Requiring Further Description
30. Enter a '1' to protect the Exchange Rate field. If left blank, the Exchange Rate will not be protected.	
A/P & A/R NETTING:	
31. Enter the Version of the Netting Program to be called. If left blank version ZJDE0002 will default.	
DRAFT PROCESSING:	
32. Enter a '1' to process drafts. Leave blank for normal mode. 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. The following options only apply if draft mode is turned on in option 29:	
33. Enter a '1' to process customer generated drafts (BOR or BOC). Leave blank to process supplier generated drafts (LCR or LCC) and validate the draft number entered against the assigned draft number.	
34. Enter a '1' to allow entry of the alpha name.	
35. Enter the default Payment Instrument for drafts WITH bank account numbers. (LCR or BOR)	
36. Enter the default Payment Instrument for drafts WITHOUT bank account numbers. (LCC or BOC)	
37. Enter the override Drafts Receivable short account number. 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. 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.

103.3 Cash Receipts Statement Inquiry Selection (P03205)

Processing Option	Processing Options Requiring Further Description
ALTERNATE PAYEE PROCESSING:	
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).

103.4 Receipts Entry (P03103)

Processing Option	Processing Options Requiring Further Description
DEFAULT PROCESSING:	
1. Enter a default Type Input of I, 1 or 2 to automatically allocate the check amount to open invoices.	
Note: This feature is available when the receipt amount has been entered prior to performing a ledger display.	
2. Enter a '1' to override the remark on the applied invoice records with the header remark.	
3. Enter a '1' to automatically assign receipt numbers.	
4. Enter the default Payment Status for chargebacks.	
Leave blank to use the data dictionary default value.	
5. Enter a '1' to create chargebacks with the invoice and net due dates of the original invoice.	
If original invoice information is not entered or the option is blank, these dates will default from the receipt G/L date.	
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.	
If left blank, no date will default.	
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.	
If left blank, the invoice BU will be used.	
WRITE-OFFS:	
9. Enter amounts and reason codes to control limitations of write-offs:	
Maximum automatic write-off	
Adjustment reason	
Maximum automatic CREDIT write-off. (enter as a negative number)	
Adjustment reason	
Maximum manual write-off	
Maximum manual CREDIT write-off (enter as a negative number)	
DISCOUNT TAKEN OPTIONS:	
10. Enter '1' to not display the discount taken amount if the invoice is past its due date.	
11. Enter '1' to allow discount taken to be greater than discount available.	
(Never allowed in summary mode.)	
12. Enter a '1' to allow for discounts when performing spreads.	

Processing Option	Processing Options Requiring Further Description
13. Enter a '1' to allow for discounts when performing balance forwards.	
14. Enter a '1' to allow discounts greater than applied amount.	
(Never allowed in summary mode.)	
OPTIONAL EDITS:	
15. Enter a '1' to prohibit spreads.	
16. Enter a '1' to prohibit adjustments.	
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).	
19. Enter a value to select invoice overpayment edit processing:	
' ' = No Edit	
'1' = Warning	
'2' = Error	
FORMAT CONTROL:	
20. Select the entry method:	
' ' = "Heads Up" entry	
'1' = "Heads Down" entry	
21. Select the Skip To value:	
' ' = Skip To using Net Due Date	
'1' = Skip To using Invoice Number	
22. Enter a '1' to allow display and update of the following fields:	
Payment Instrument	
Value Date	
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.	
Net Due Date/Gross Amount	
Discount Due Date/Gross Amount	
Days Until Discount/Gross Amount	
Invoice Date/Gross Amount	
Net Due Date/Asset Item	
Discount Due Date/Asset Item	
Days Until Discount/Asset Item	
Invoice Date/Asset Item	
FIELD CLEARING CONTROL:	

Processing Option	Processing Options Requiring Further Description
<p>25. Enter a '1' to retain the entered value in each field after acceptance of each transaction:</p> <p>Display Acct Company G/L Bank Account Receipt Date Remark G/L Date Value/Cleared Date Currency Code Exchange Rate Mode (F) Payment Instrument Due Date (drafts) Bank Name (drafts)</p>	
CURRENCY PROCESSING:	
<p>26. Enter a '1' to edit the exchange rate Effective Date Period against the G/L Period for the transaction.</p>	<p>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.</p>
JOURNAL ENTRY CREATION:	
<p>27. Select G/L Cash Entries Method:</p> <p>' ' = Create summary total J.E.'s '1' = Create detail J.E.'s, (one J.E. for each deposit item.)</p> <p>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.</p>	
CURRENT DOMESTIC VALUE PROCESSING:	
<p>28. Enter a '1' to process receipts in the Current Domestic Value Method.</p> <p>Note: Drafts Processing must be off.</p>	<p>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.</p>
ALTERNATE CURRENCY PROCESSING:	
<p>29. Enter a '1' to process receipts in the Alternate Currency Method.</p> <p>Note: Drafts Processing must be off.</p>	<p>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).</p>
EXCHANGE RATE:	
<p>30. Enter a '1' to protect the Exchange Rate field.</p> <p>If left blank, the Exchange Rate will not be protected.</p>	
A/P & A/R NETTING:	

Processing Option	Processing Options Requiring Further Description
31. Enter the Version of the Netting Program to be called. If left blank version ZJDE0002 will default.	
DRAFT PROCESSING:	
32. Enter a '1' to process drafts. Leave blank for normal mode. 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. The following options only apply if draft mode is turned on in option 29:	
33. Enter a '1' to process customer generated drafts (BOR or BOC). Leave blank to process supplier generated drafts (LCR or LCC) and validate the draft number entered against the assigned draft number.	
34. Enter a '1' to allow entry of the alpha name.	
35. Enter the default Payment Instrument for drafts WITH bank account numbers. (LCR or BOR)	
36. Enter the default Payment Instrument for drafts WITHOUT bank account numbers. (LCC or BOC)	
37. Enter the override Drafts Receivable short account number. 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. 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.

103.5 A/R Receipt and Adjustment Journal Report (P03311)

Processing Option	Processing Options Requiring Further Description
DETAIL ACCOUNT FORMAT:	
1. Select the account number to print: '1' = account number; '2' = short account ID; '3' = unstructured account; '4' = (default) number entered during input. 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
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2. Select the account number to print:

- '1' = account number;
- '2' = short account ID;
- '3' = unstructured account.

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.

103.6 Receipt Deposit Journal (P03408)

Processing Option	Processing Options Requiring Further Description
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BATCH DATE RANGE:

1. Enter the FROM Batch date. Receipts processed on or after this date will be included in the listing.

If left blank, the current system date will be used.

2. Enter the TO Batch date. Receipts processed up to and including this date will be included in the listing.

If left blank, the current system date will be used.

Receivables and Payables Netting Processing Options

This chapter contains these topics:

- Section 104.1, "A/P and A/R Netting (P03455)"
- Section 104.2, "Build A/P and A/R Netting File (P03465)"
- Section 104.3, "A/P and A/R Netting Report (P03466)"

104.1 A/P and A/R Netting (P03455)

Processing Option	Processing Options Requiring Further Description
NETTING PROCESS OPTIONS:	
<p>1. Enter a '1' to perform A/R Netting when called from a stand-alone menu.</p> <p>If left blank, A/P Netting will be called from a stand alone menu.</p>	<p>The net total for A/P payments is a positive number and a negative number for A/R.</p> <p>You must ensure you set this processing option to launch the type of netting program from the menu that you intend to use. If you do not set this processing option properly and attempt perform the netting process, the system displays the Invalid Netting Amount error message, and does not calculate the net amounts.</p> <p>You must also set the A/P & A/R Netting processing option in Receipts Entry (P03103) and Payment with Voucher Match (P04102) programs.</p> <p>If you encounter the error, you can access the correct version of the netting program by choosing A/R & A/P Netting Toggle (F10). For example, if you are in the A/P netting program, but your liabilities are actually in A/R, you can choose A/R & A/P Netting Toggle (F10) to toggle to the AR version of the netting program.</p>
<p>2. Enter a '1' for Inquiry mode only.</p> <p>If left blank, the program will be called in update mode.</p>	

Processing Option	Processing Options Requiring Further Description
<p>3. Enter a '1' to override the address book authority and allow Netting.</p> <p>If left blank, the address book value will be used.</p>	<p>1 - Allow netting regardless of the setting of the AR/AP Netting field in the address book master record. Blank - Do not allow netting unless the value of the AR/AP Netting field in the address book master record is set to Y.</p> <p>If you leave this processing option to blank, you must be set the AR/AP Netting field in the address book master record to Y prior to entering invoices in the system.</p> <p>If invoices exist before you set the AR/AP Netting field to Y, the system does not display them in the netting application unless the value in this processing option is 1.</p>
<p>4. Enter a valid Pay Status code to override all A/P netted transaction records. This override is ignored when netting Manual Checks.</p>	
<p>5. Enter a valid Payment Instrument code to override all netted transaction records. (A/P use only).</p>	
<p>6. Enter a value to default into the Alternate Payee in A/P ledger for Payments:</p> <p>" " = Vendor Number</p> <p>"1" = Fifth Address from Address Book</p>	
AUTOMATIC POSTING :	
<p>7. Enter a '1' to enable the automatic posting of netted batches on exit of program.</p> <p>If left blank, the user will be responsible for the postings.</p>	<p>1 - Post automatically. The system posts the transactions it generates as a result of the netting program, when you exit this program. Blank - Do not post automatically.</p> <p>This processing option applies only to the A/P Standalone Netting program (P03455) that you access from one the A/R or A/P menu.</p> <p>Note: You can not reverse posted net transactions. If net transactions are posted, you must complete the payment process, and then void the payment and reverse the net transaction. JD Edwards World recommends that you leave this processing option blank.</p> <p>If you create net transactions using the Receipts Entry (P03103) or Payment Match with Voucher (P04102) programs, the system posts the net transactions regardless of the setting of this processing option.</p>
VOUCHER ENTRY MODE:	
<p>8. Enter '1' to allow changes in Voucher Entry.</p> <p>If left blank, Voucher Entry will be restricted to Inquiry mode.</p>	
INVOICE ENTRY MODE:	
<p>9. Enter '1' to allow changes in Invoice Entry.</p> <p>If left blank, Invoice Entry will be restricted to Inquiry mode.</p>	
PROTECT INPUT FIELDS:	

Processing Option	Processing Options Requiring Further Description
10. Enter a '1' to protect the following fields from updates. Pay Status Payment Instrument Due Date G/L Bank Account Header G/L Date (Today's Date will default)	
GENERAL LEDGER OFFSET:	
11. Enter an override G/L offset for the Trade A/P account. If left blank, the G/L Class from the Vendor Master File will be used.	
12. Enter an override G/L offset for the A/R account. If left blank, the G/L Class from the Customer Master File will be used.	
REMARK IN A/P & A/R LEDGER:	
13. Enter remark for A/P & A/R ledger. (RPRMK).	
VALIDATION OF TRANSACTIONS:	
14. Enter a '1' to limit A/P to Vouchers that have been Redistributed ONLY.	
15. Enter a '1' to restrict A/P & A/R Netting to Posted transactions ONLY.	
DEFAULT POSTING VERSIONS FOR AUTO POST:	
16. Enter a Version of the post program for the Receipts Entry Batch. If left blank ZJDE0005 will default.	
17. Enter a Version of the post program for the Voucher Entry Batch. If left blank ZJDE0003 will default.	
18. Enter a Version of the post program for the Manual Payments Batch. If left blank ZJDE0004 will default.	
19. Enter a Version of the post program for the Invoice Entry Batch. If left blank ZJDE0002 will default.	
DEFAULT VERSION A/P NETTING VOID:	
20. Enter a Version of the A/P Netting Void Payment program (P04456). If left blank, version ZJDE0001 will be used.	

104.2 Build A/P and A/R Netting File (P03465)

Processing Option	Processing Options Requiring Further Description
A/R BUILD OPTION:	

Processing Option	Processing Options Requiring Further Description
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1. Enter the DREAM Writer version for the Netting Workfile build for Accounts Receivable (DREAM Writer form P034651).

If left blank, a default of ZJDE0001 will be used.

A/P BUILD OPTION:

2. Enter the DREAM Writer version for the Netting Workfile build for Accounts Payable (DREAM Writer form P034652).

If left blank, a default of ZJDE0001 will be used.

104.3 A/P and A/R Netting Report (P03466)

Processing Option	Processing Options Requiring Further Description
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FORMAT CONTROL OPTIONS:

1. Enter one of the following format options:

' ' = Domestic Only aging

'1' = Foreign Currency aging

(198 Characters)

2. Enter a '1' to print the Supplier's Invoice Number beneath the document information on the report.

If left blank, the invoice number will not be printed.

COMPANY CONSTANTS AGING:

3. Enter a '1' to retrieve the aging specifications from A/R Constants.

If left blank, the processing options for aging will be used.

Note: Report MUST be sequenced and set to page break by company if company defaults are requested.

AGING "AS OF" DATE:

4. Enter the "As of" date to age open balances.

If left blank the current date is used as the default.

AGING DATE METHOD:

5. Specify one of the following dates to age accounts from:

D = Due Date (Default)

I = Invoice Date

G = G/L Date

Note: The Statement Date Aging Method of "S" is invalid in Accounts Payable and is also invalid for this report.

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:	<p>1 = Aging Days (Default)</p> <p>2 = Fiscal Periods</p> <p>3 = Calendar</p>
AGING CATEGORY INFORMATION:	<p>7. Enter the following aging category information: (for method "1" only)</p> <p>(Aging Days)</p> <p>Beginning</p> <p>Thru</p> <p>Thru</p> <p>Thru</p> <p>Thru</p>
AGING CREDITS:	<p>8. Enter a '1' to age credits. If left blank, all credits will apply only to the current aging column.</p>
AGING DAYS MAXIMUM:	<p>9. Enter the maximum amount of aging days for a transaction to be included on the report.</p> <p>If left blank, all transactions will be included regardless of aging days.</p>
FILE BUILD OPTIONS:	<p>10. Enter one of the following values to control the workfile build:</p> <p>Blank = No file build (Default)</p> <p>'1' = Build permanent file</p> <p>'2' = Build temporary Workfile</p> <p>Note: Temporary file will be cleared at the completion of the report.</p>
A/R BUILD OPTION:	<p>11. Enter the DREAM Writer Version for the Accounts Receivable workfile build (DREAM Writer Form P034651).</p> <p>If left blank, a default of ZJDE0001 will be used.</p>
A/P BUILD OPTION:	<p>12. Enter the DREAM Writer Version for the Accounts Payable workfile build (DREAM Writer Form P034652).</p> <p>If left blank, a default of ZJDE0001 will be used.</p>
ROUNDING FACTOR:	

Processing Option	Processing Options Requiring Further Description
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13. Enter desired rounding factor:

' ' = No rounding (Default)

'0' = Round to decimals only

'1' = Divide by: 10

'2' = Divide by: 100

'3' = Divide by: 1000

'4' = Divide by: 10000

'5' = Divide by: 100000

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

This chapter contains these topics:

- [Section 105.1, "Auto Cash Processing - Load Bank Tape \(P03551\)"](#)
- [Section 105.2, "Speed Cash Receipts Entry \(P03122\)"](#)
- [Section 105.3, "Batch Cash Entry \(P03121\)"](#)
- [Section 105.4, "A/R Batch Cash \(P03550\)"](#)

105.1 Auto Cash Processing - Load Bank Tape (P03551)

Processing Option	Processing Options Requiring Further Description
TAPE DEVICE AND LIBRARY:	
1. Enter the tape device name. (Default is TAP01)	
2. Enter the Data File Library to be used for the load of the F03551 file. (Default is *LIBL)	
JOURNAL ENTRY CREATION:	
3. Enter '1' to create a single Journal Entry for each deposit item. Leave blank to create a summarized Journal Entry that includes all deposit items.	

105.2 Speed Cash Receipts Entry (P03122)

Processing Option	Processing Options Requiring Further Description
PRE-LOADED HEADER VALUES:	
1. Any values entered into the following options will be loaded into the fields upon entry into the program: G/L Bank Account Default Company Selection Option Reason Code	

Processing Option	Processing Options Requiring Further Description
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EDITING OPTIONS:

2. Enter a '1' to defer validation of values until the batch is processed.

Leave blank to validate transactions when Enter is pressed.

LEDGER LOAD OPTIONS:

3. Enter a '1' to display only approved items.

4. Enter a '1' to summarize pay items by document (when in document sequence) or due date and document (when in due date sequence).

Leave blank to display each pay item separately.

5. Enter a '1' to sequence ledger by document number.

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:

6. Enter '1' to create journal entries in detail (one entry per deposit item).

Leave blank to create summary journal entries.

EXCHANGE RATE:

7. Enter '1' to protect the Exchange Rate field.

If left blank, the Exchange Rate will not be protected.

105.3 Batch Cash Entry (P03121)

Processing Option	Processing Options Requiring Further Description
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DEFAULT PROCESSING:

1. Enter the default Cash Receipt Type of Input Code to be used.

I = Invoice

B = Balance Forward

U = Unapplied Cash

INPUT OPTIONS:

2. Enter '1' if data is to be input through the use of an optical reader.

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:

4. Enter '1' to create G/L entries in detail (one entry for each deposit item).

If left blank, G/L entries will be created in summary.

FIELD CLEARING CONTROL:

Processing Option	Processing Options Requiring Further Description
5. Enter a '1' to retain the entered value in each field after acceptance of each transaction:	
Receipt Number	
Receipt Date	
Type Input Code	
Customer Number	
Company	
Bank Transit Number	
Customer Bank Account	
Remark	
Statement Number	
Purchase Order	
Purchase Order Type	
Currency Code	
Exchange Rate	
Mode (F)	
Document Company	
Reference	
Reason Code	
EXCHANGE RATE:	
6. Enter a '1' to protect the Exchange Rate field.	
If left blank, the Exchange Rate will not be protected.	

105.4 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. (Lock-Box Transactions Only.)	
3. Enter a '1' to process all discounts. 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. 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. (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.

Processing Option	Processing Options Requiring Further Description
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. Leave blank to use the AAI Bank Account as default Bank Account.	
8. Enter a miscellaneous address number to use when the Receipt address is left blank. Leave blank to force rework of miscellaneous receipts.	
9. Enter the default company number to use when the Receipt company number is left blank. (Lock-Box Transactions Only)	
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.	
11. Enter a '1' to process Balance Forward, Statement Match and Reference Match in DESCENDING Net Due Date order (LIFO). If left blank, these will be processed in ASCENDING date order (FIFO).	
INVOICE MATCH ALGORITHMS:	
12. Enter the order in which invoice matching algorithms should be used. Leave blank to ignore an algorithm. Match on single pay item Match on all pay items Match on contiguous pay items Apply to pay items in order Match on any combination of items	
Note: These algorithms will not be used if the Pay Item is specified on the receipt.	
OVERRIDE OPTIONS:	
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.	
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.	
AUTOMATIC WRITE-OFF OPTIONS:	
15. Enter the maximum amount for automatic write-offs. Leave blank to prohibit automatic write-offs.	
16. Enter the adjustment Reason Code to use for automatic write-offs.	

Processing Option	Processing Options Requiring Further Description
17. Enter the maximum amount for CREDIT write-offs. Leave blank to prohibit automatic credit write-offs.	
18. Enter the adjustment Reason Code to use for automatic credit write-offs.	
MANUAL WRITE-OFFS:	
19. Enter maximum amount for Manual Write-Offs. Leave blank to prohibit Manual Write-Offs.	
20. Enter maximum CREDIT amount for Manual Write-Offs. Leave blank to prohibit Manual Write-Offs.	
ADDITIONAL UPDATE OPTIONS:	
21. Enter '1' to automatically update the Bank Transit Number file.	
OPTIONAL EDITS:	
22. Enter a '1' to only allow payment of invoices with a pay status of 'A' (approved).	

Credit and Collections Management Processing Options

This chapter contains these topics:

- Section 106.1, "Credit Analysis Refresh (P03525)"
- Section 106.2, "Account Status Summary (P03203)"
- Section 106.3, "Credit Granting and Management (P0305)"
- Section 106.4, "Address Book Credit Management/Granting Z File (P0305Z)"
- Section 106.5, "Credit Reporting Tape - TRW/Dun & Bradstreet (P03920)"
- Section 106.6, "Credit Reporting Tape - CREDITEL (P03920C)"
- Section 106.7, "Collections Manager (P03218)"
- Section 106.8, "Customer Payment History (P03204)"
- Section 106.9, "Activity Log (P0331)"
- Section 106.10, "Calculate High Balance (P03526)"
- Section 106.11, "Outstanding Credit/Collection Items (P03440)"
- Section 106.12, "A/R Summary Report (P03413)"
- Section 106.13, "Print Promises, Promises (P013151)"

106.1 Credit Analysis Refresh (P03525)

Processing Option	Processing Options Requiring Further Description
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AGING:

1. Enter a '1' to retrieve the aging specifications from A/R Company Constants. (Default of blank will use the processing options for aging.)

Note: If selected, all other aging processing options will be ignored.

AGING "AS OF" DATE:

2. Enter the "as of" Date to age open balances. (If left blank, the current date is used as the default.)

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.

Processing Option	Processing Options Requiring Further Description
AGING (Cont'd):	
3. Specify one of the following dates to age accounts from:	
D = Due Date	
I = Invoice Date	
G = General Ledger Date	
S = Statement Date	
(If left blank, "D" is the default.)	
4. Specify one of the following methods for aging calculations:	
1 = Aging Days	
2 = Fiscal Periods	
3 = Calendar	
(If left blank, "1" is the default.)	
5. Enter the following aging category information:	
Aging days:	
Beginning thru . . .	
Thru . . .	
Thru . . .	
Thru . . .	
Thru . . .	
Thru . . .	
Thru . . .	
TEMPORARY CREDIT MESSAGES:	
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.	
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).	
7. Enter the Temporary Credit Message.	
8. Enter a '1' to bypass the function that resets the Temporary Credit Message to be the same as the Credit Message.	
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.	
The temporary credit message is automatically reset to the permanent message if the open amount is no longer overdue.	
DRAFT PROCESSING:	

Processing Option	Processing Options Requiring Further Description
9. Indicate which drafts to include in the outstanding draft calculation:	
' '	Do not include drafts (Default)
'1'	Include ALL unpaid drafts
'2'	Include only drafts not due
CREDIT PROCESSING:	
10. Specify one of the following for credits:	
' '	Age Credits (Default)
'1'	Apply Credits to Current Column
'2'	Apply Credits to oldest active Aging Column

106.2 Account Status Summary (P03203)

Processing Option	Processing Options Requiring Further Description
AGING:	
1. Specify one of the following dates to age accounts from:	
D	Due Date
I	Invoice Date
G	General Ledger Date
S	Statement Date
(If left blank "D" is the default.)	
2. Specify one of the following methods for aging calculations:	
1	Aging Days
2	Fiscal Periods
3	Calendar
(If left blank, "1" is the default.)	
3. Enter the following aging category information:	
Aging days:	
Beginning	
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.)	
Note: If selected, all other aging processing options will be ignored.	

Processing Option	Processing Options Requiring Further Description
5. Enter a '1' to process aging in the "Real Time" mode. (If left blank "As of" is the default.)	
CREDIT PROCESSING:	
6. Specify one of the following for credits: ' '= Age Credits (Default) '1' = Apply Credits to Current Column '2' = Apply Credits to oldest active Aging Column. '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:	
7. Indicate which drafts to include in the outstanding draft calculation: ' ' = Do not include drafts (Default) '1' = Include ALL unpaid drafts '2' = Include only drafts not due	
CREDIT LIMIT:	
8. Enter a 1 to display the Child credit limit. If left blank, the parent credit limit will be displayed.	

106.3 Credit Granting and Management (P0305)

Processing Option	Processing Options Requiring Further Description
FIELD DISPLAY:	
1. Enter a '1' to suppress the Credit Limit field. If left blank, the Credit Limit will appear on the screen.	
Z-FILE PROCESSING:	
2. Enter the character you will use to indicate you want the field cleared. If a value is entered, fields left blank will not be updated. If no value is entered, the entire record, all fields, will be processed and blank fields will be cleared.	

106.4 Address Book Credit Management/Granting Z File (P0305Z)

Processing Option	Processing Options Requiring Further Description
DREAM WRITER VERSIONS:	
1. Enter the version to be used to call Address Book Credit Mgmt (P0305). If left blank, ZJDE0001 will be used.	
ERROR REPORTING:	
2. Enter '1' to skip printing the error report. If left blanks, the report will print.	

Processing Option	Processing Options Requiring Further Description
3. Enter the version to be used to call the error report program (P00ZERR). If left blank, ZJDE0001 will be used.	

106.5 Credit Reporting Tape - TRW/Dun & Bradstreet (P03920)

Processing Option	Processing Options Requiring Further Description
SUBMITTING COMPANY INFORMATION:	
1. Enter your 'Contributor' number.	
2. Enter your 'Business Category' code.	
'AS OF' DATE:	
3. Enter the 'As Of' Date to be used as the A/R cutoff date.	
CREDIT REPORT AMOUNTS:	
4. Enter the code to be used for the printed amounts on credit reports. '0' = Actual amount to be displayed '1' = +100000 to be displayed on account balances over 100,000 '2' = +200000 to be displayed on account balances over 200,000 '3' = +300000 to be displayed on account balances over 300,000 '4' = +400000 to be displayed on account balances over 400,000 '5' = +500000 to be displayed on account balances over 500,000	
TAPE CREATION OPTIONS:	
5. Enter the tape device name to use (Default is TAP01).	
6. Enter the Data File Library to use for the load of the F03920 file (Default is *LIBL).	
CREDIT/CASH MANAGEMENT BUILD:	
7. Enter a '1' to rebuild the temporary A/R Credit/Cash Management work file prior to generating the tape. Note: If you do not build the temporary work file, the existing Credit/Cash Management file will be used. If a '1' is entered, the Based On File must be F0315WJA.	
8. Enter a '1' to rebuild the temporary A/R Credit/Cash Management work file with zero balance records. If left blank, records with an open amount of zero will not be included.	
DATA OPTIONS	
9. Enter a '1' to use the Mailing Name for the customer or parent. If left blank, the Alpha Name will be used.	

106.6 Credit Reporting Tape - CREDITEL (P03920C)

Processing Option	Processing Options Requiring Further Description
SUBMITTING COMPANY INFORMATION:	
1. Enter your CREDITEL membership number.	
'AS OF' DATE:	
2. Enter the 'As Of' Date to be used as the A/R cutoff date	
TAPE CREATION OPTIONS:	
3. Enter the tape device name to use (Default is TAP01).	
4. Enter the Data File Library to use for the load of the F03920C file (Default is *LIBL).	
CREDIT/CASH MANAGEMENT BUILD:	
5. Enter a '1' to rebuild the temporary A/R Credit/Cash Management work file prior to creating the tape. Note: If you do not build the temporary work file, the existing Credit/Cash Management file will be used. If a '1' is entered, the Based On File must be F0315WJA.	
6. Enter a '1' to rebuild the temporary A/R Credit/Cash Management work file with zero balance records. If left blank, records with an open amount of zero will not be included.	
DATA OPTIONS	
7. Enter the Phone Types to be used to retrieve the Customer phone number and fax number. For fax, if left blank or no fax number is found for that type, 'FAX' will be used. Phone Number Type Fax Number Type (Default=FAX)	
8. Enter a '1' to use the Mailing Name for the customer or parent. If left blank, the Alpha Name will be used.	

106.7 Collections Manager (P03218)

Processing Option	Processing Options Requiring Further Description
DEFAULT PROCESSING:	
1. Enter the Aging Categories to be displayed on the screen. (If left blank the values will default from the Data Dictionary.) From Category Thru Category	
2. Enter a "1" if the User ID is to be loaded into the Collections Manager field on the screen. (A default of blank will not load the User ID.)	

Processing Option	Processing Options Requiring Further Description
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MESSAGE TEXT VERSION:

3. Enter the DREAM Writer version of Message Text Entry to call.

If left blank, ZJDE0002 will be used.

CREDIT GRANTING VERSION:

4. Enter the DREAM Writer version of Credit Granting and Management to call.

If left blank, ZJDE0001 will be used.

106.8 Customer Payment History (P03204)

Processing Option	Processing Options Requiring Further Description
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DREAM WRITER VERSIONS:

1. Enter the version for each program.

If left blank, ZJDE0001 will be used.

Name Search (P01200)

Customer Ledger Inquiry (P032002)

Account Status Summary (P03203)

106.9 Activity Log (P0331)

Processing Option	Processing Options Requiring Further Description
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PRELOADED DATA SELECTIONS:

1. Any values entered into the following options will be loaded upon entry to the program:

Activity ID

Address Number

Company

Sequence

FROM Tickler Date

DREAM WRITER VERSIONS:

2. Enter the version for each program.

If left blank, ZJDE/XJDE0001 will be used.

Customer Master

Message View and Entry

Account Status Summary

Customer Ledger Inquiry

106.10 Calculate High Balance (P03526)

Processing Option	Processing Options Requiring Further Description
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AS OF PROCESSING:

Processing Option	Processing Options Requiring Further Description
<p>1. Enter a '1' if using the As Of processing method.</p> <p>Note: DREAM Writer Based-on file must be F0311A)</p> <p>This method uses the current F0311A file and last build date.</p> <p>If left blank, the F0311 file is used with the current system date.</p>	<p>Run Date File Generation (P03900) to build the F0311A.</p> <p>Caution: Changing methods of calculation can cause inaccurate results. Choose a method of calculation and run only that method.</p>

106.11 Outstanding Credit/Collection Items (P03440)

Processing Option	Processing Options Requiring Further Description
<p>Enter an "As Of" date to include items which have not been worked.</p> <p>If left blank today's date will be used.</p>	

106.12 A/R Summary Report (P03413)

Processing Option	Processing Options Requiring Further Description
<p>PRINT OPTIONS:</p> <p>1. Specify one of the following print formats:</p> <p>' ' = Standard 132 character format. (Default)</p> <p>'1' = Standard 132 character format with parent number.</p> <p>'2' = Long 198 character format.</p> <p>'3' = Long 198 character format with parent number.</p> <p>'4' = Long 198 character format with foreign currency aging.</p>	
<p>AGING SPECIFICATIONS:</p> <p>2. Enter a '1' to retrieve the aging specifications from Accounts Receivable Constants.</p> <p>Default of blank will use the processing options for aging.</p>	
<p>"AS OF" DATE:</p> <p>3. Enter the "As Of" date to age open balances.</p> <p>If left blank, the current date is used as the default.</p>	
<p>ACCOUNT AGING DATE:</p> <p>4. Specify one of the following dates to age accounts from:</p> <p>D = Due Date</p> <p>I = Invoice Date</p> <p>G = General Ledger Date</p> <p>S = Statement Date</p> <p>(If blank, 'D' is default)</p>	
<p>AGING CALCULATIONS:</p>	

Processing Option	Processing Options Requiring Further Description
5. Specify one of the following methods for aging calculations:	1 = Aging Days (Default) 2 = Fiscal Periods 3 = Calendar
AGING CATEGORY INFORMATION:	6. Enter the following aging category information: (for method 1 only) Aging Days: Beginning . . . Thru . . . Thru . . . Thru . . . Thru . . .
CREDIT PROCESSING:	7. Specify one of the following for aging credits: '' = Apply Credits to Current Column (Default) '1' = Age Credits '2' = Apply Credits to oldest active Aging Column
"AS OF" DATE PROCESSING:	8. Enter a '1' to use the "As Of" date process. Note: DREAM Writer Based on File must be F0311A.
PROMISES, PROMISES INFORMATION:	9. Specify one of the following to print Promises, Promises: '1' = print 'P' message type '2' = print 'P' and 'F' messages '3' = print all message types If left blank, no Promises, Promises will be printed.
"FROM" TICKLER DATE:	10. Enter the "From" Tickler Date to print Promises, Promises information. If left blank, the current date will be used.
ROUNDING FACTOR:	

Processing Option

Processing Options Requiring Further Description

11. Enter Rounding factor for Non-Aging:

' ' = no scaling (Default)

'0' = round decimals only

'1' = divide by 10

'2' = divide by 100

'3' = divide by 1000

'4' = divide by 10000

'5' = divide by 100000

'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:

12. Enter Rounding factor for Aging:

' ' = no scaling

'0' = round decimals only

'1' = divide by 10

'2' = divide by 100

'3' = divide by 1000

'4' = divide by 10000

'5' = divide by 100000

'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:

13. Enter the category code number indicating which category code to print on the report. If left blank, no category code will print.

(This pertains to the two short report formats only.)

CREDIT LIMIT:

14. Enter a '1' to print the credit limit for each customer listed on the report.

If left blank, no credit limit will print.

DRAFTS:

15. Enter a '1' to print a separate draft amount on the report.

If left blank, a separate draft amount will not be printed. (This pertains to the long format without parent number.)

SUMMARY PAGE:

16. Enter a '1' to print the company summary page at the end of the report.

If left blank, no summary page will be printed.

106.13 Print Promises, Promises (P013151)

Processing Option	Processing Options Requiring Further Description
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PPAT Message Printing Option:

1. Enter a '1' to print the first line of the PPAT message.

Leave blank to print the complete message.

A/R Reports Processing Options

This chapter contains these topics:

- Section 107.1, "A/R Summary Report (P03413)"
- Section 107.2, "A/R Detail Report (P034201)"
- Section 107.3, "A/R Currency Detail (P03429)"
- Section 107.4, "Receivable Summary by Pay Status (P03416)"
- Section 107.5, "Multi-Level Open A/R Summary by Parent (P03415)"
- Section 107.6, "Open A/R by Business Unit and Address (P03445)"
- Section 107.7, "A/R Detail Report (P034201)"
- Section 107.8, "A/R Unresolved Matters (P03601)"
- Section 107.9, "Problem Accounts Receivable (P036001)"
- Section 107.10, "Customer Totals by G/L Account (P09450)"

107.1 A/R Summary Report (P03413)

Processing Option	Processing Options Requiring Further Description
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PRINT OPTIONS:

1. Specify one of the following print formats:

' ' = Standard 132 character format. (Default)

'1' = Standard 132 character format with parent number.

'2' = Long 198 character format.

'3' = Long 198 character format with parent number.

'4' = Long 198 character format with foreign currency aging.

AGING SPECIFICATIONS:

2. Enter a '1' to retrieve the aging specifications from Accounts Receivable Constants.

Default of blank will use the processing options for aging.

"AS OF" DATE:

3. Enter the "As Of" date to age open balances.

If left blank, the current date is used as the default.

Processing Option	Processing Options Requiring Further Description
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ACCOUNT AGING DATE:

4. Specify one of the following dates to age accounts from:

D = Due Date

I = Invoice Date

G = General Ledger Date

S = Statement Date

(If blank, 'D' is default)

AGING CALCULATIONS:

5. Specify one of the following methods for aging calculations:

1 = Aging Days (Default)

2 = Fiscal Periods

3 = Calendar

AGING CATEGORY INFORMATION:

6. Enter the following aging category information: (for method 1 only)

Aging Days:

Beginning . . .

Thru . . .

Thru . . .

Thru . . .

Thru . . .

CREDIT PROCESSING:

7. Specify one of the following for aging credits:

' ' = Apply Credits to Current Column (Default)

'1' = Age Credits

'2' = Apply Credits to oldest active Aging Column

"AS OF" DATE PROCESSING:

8. Enter a '1' to use the "As Of" date process.

Note: DREAM Writer Based on File must be F0311A.

PROMISES, PROMISES INFORMATION:

9. Specify one of the following to print Promises, Promises:

'1' = print 'P' message type

'2' = print 'P' and 'F' messages

'3' = print all message types

If left blank, no Promises, Promises will be printed.

"FROM" TICKLER DATE:

10. Enter the "From" Tickler Date to print Promises, Promises information.

If left blank, the current date will be used.

Processing Option	Processing Options Requiring Further Description
ROUNDING FACTOR:	
11. Enter Rounding factor for Non-Aging:	
' '	= no scaling (Default)
'0'	= round decimals only
'1'	= divide by 10
'2'	= divide by 100
'3'	= divide by 1000
'4'	= divide by 10000
'5'	= divide by 100000
'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:	
12. Enter Rounding factor for Aging:	
' '	= no scaling
'0'	= round decimals only
'1'	= divide by 10
'2'	= divide by 100
'3'	= divide by 1000
'4'	= divide by 10000
'5'	= divide by 100000
'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:	
13. Enter the category code number indicating which category code to print on the report. If left blank, no category code will print.	
(This pertains to the two short report formats only.)	
CREDIT LIMIT:	
14. Enter a '1' to print the credit limit for each customer listed on the report.	
If left blank, no credit limit will print.	
DRAFTS:	
15. Enter a '1' to print a separate draft amount on the report.	
If left blank, a separate draft amount will not be printed. (This pertains to the long format without parent number.)	
SUMMARY PAGE:	

Processing Option**Processing Options Requiring Further Description**

16. Enter a '1' to print the company summary page at the end of the report.

If left blank, no summary page will be printed.

107.2 A/R Detail Report (P034201)

Processing Option**Processing Options Requiring Further Description**

PRINT OPTIONS:

1. Enter one of the following formats:

' ' = 132 characters; aging without G/L offset. (Default)

'1' = 198 characters; 6 aging categories.

'2' = 132 characters; discount, G/L offset, and remark.

'3' = 132 characters; aging with G/L offset.

AGING SPECIFICATIONS:

2. If an aging report has been selected:

Enter a '1' to retrieve the aging specifications from A/R Constants.

Default of blank will use the processing options for aging.

Note: Report MUST be sequenced and set to page break by company if company defaults are requested.

"AS OF" DATE:

3. Enter the "As Of" date to age open balances.

If left blank, the current date is used as the default.

ACCOUNT AGING:

4. Specify one of the following dates to age accounts from:

D = Due Date (Default)

I = Invoice Date

G = General Ledger Date

S = Statement Date

AGING CALCULATIONS:

5. Specify one of the following methods for aging calculations:

1 = Aging Days (Default)

2 = Fiscal Periods

3 = Calendar

CATEGORY INFORMATION:

Processing Option	Processing Options Requiring Further Description
6. Enter the following aging category information: (for method "1" only)	
Aging Days:	
Beginning . . .	
Thru . . .	
Thru . . .	
Thru . . .	
Thru . . .	
Thru . . .	
CREDIT PROCESSING:	
7. Enter a '1' to age credits or a blank (default) to apply credits to the current column.	
"AS OF" DATE PROCESSING:	
8. Enter a '1' to use "As Of" date process.	
Note: DREAM Writer Based-On file must be F0311A.	
PROMISES, PROMISES INFORMATION:	
9. Enter one of the following:	
' ' = No Messages print (Default)	
'1' = Print message type P	
'2' = Print message type P and F	
'3' = Print all messages	
"FROM" TICKLER DATE:	
10. Enter "From" Tickler Date to print Promises, Promises information.	
If left blank, the current date will be used.	
CONTACT NAMES:	
11. Enter a '1' to print contact names from the Who's Who file.	
If left blank, contact names will not be included on the report	
ROUNDING FACTOR:	
12. Enter desired rounding factor:	
' ' = No rounding	
'0' = Round decimals only	
'1' = Divide by 10	
'2' = Divide by 100	
'3' = Divide by 1000	
'4' = Divide by 10000	
'5' = Divide by 100000	
'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. If left blank, the draft column will not appear on the report. (This applies to all formats except long aging).	
GENERIC TEXT:	
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. If left blank, generic text will not be printed.	
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. If left blank, only pay item generic text will print.	

107.3 A/R Currency Detail (P03429)

Processing Option	Processing Options Requiring Further Description
PRINT OPTIONS:	
1. Enter one of the following print formats: ' ' = Foreign and Domestic information. (132 characters) '1' = Aging information. (132 characters) '2' = Foreign and Domestic with aging information. (Long, 198 characters)	
AGING SPECIFICATIONS:	
2. If an aging format has been selected: Enter a '1' to retrieve the aging specifications from A/R Constants. If left blank, the processing option values for aging will be used. Note: Report MUST be sequenced and set to page break by company if company defaults are requested.	
"AS OF" DATE:	
3. Enter the "As Of" date to age open balances. If left blank, the current date is used as the default.	
ACCOUNT AGING:	
4. Specify one of the following dates to age accounts from: D = Due Date (Default) I = Invoice Date G = G/L Date S = Statement Date	
AGING CALCULATIONS:	

Processing Option	Processing Options Requiring Further Description
<p>5. Specify one of the following methods for aging calculations:</p> <p>1 = Aging Days (Default)</p> <p>2 = Fiscal Periods</p> <p>3 = Calendar</p>	
<p>CATEGORY INFORMATION:</p>	
<p>6. Enter the following aging category information: (for method "1" only)</p> <p>Aging Days:</p> <p>Beginning . . .</p> <p>Thru . . .</p> <p>Thru . . .</p> <p>Thru . . .</p>	
<p>CREDIT PROCESSING:</p>	
<p>7. Enter a '1' to age credits amounts.</p> <p>If left blank (Default), credits will be applied to the current column.</p>	
<p>"AS OF" PROCESSING:</p>	
<p>8. Enter a '1' to use 'As Of' date process.</p> <p>Note: DREAM Writer Based on File must be F0311A.</p>	
<p>COMMA SUPPRESSION:</p>	
<p>9. Enter a '1' to suppress commas from the original, open, and discount amount columns, allowing these columns to display into the billions.</p> <p>If left blank (Default), commas will appear in these columns.</p>	
<p>ROUNDING FACTOR:</p>	
<p>10. Enter the desired rounding factor:</p> <p>' ' = no rounding (Default)</p> <p>'0' = round decimals only</p> <p>'1' = divide by 10</p> <p>'2' = divide by 100</p> <p>'3' = divide by 1000</p> <p>'4' = divide by 10000</p> <p>'5' = divide by 100000 Rounding will be to whole numbers.</p> <p>Actual amounts are used to accumulate totals.</p>	

107.4 Receivable Summary by Pay Status (P03416)

Processing Option	Processing Options Requiring Further Description
<p>AGING SPECIFICATIONS:</p>	

Processing Option	Processing Options Requiring Further Description
1. Enter a '1' to retrieve the aging specifications from Accounts Receivable Constants.	
Default of blank will use the processing options for aging.	
Note: If selected, all other aging processing options will be ignored.	
"AS OF" DATE:	
2. Enter the "As Of" date to age open balances.	
If left blank, the current date is used as the default.	
ACCOUNT AGING DATE:	
3. Specify one of the following dates to age accounts from:	
D = Due Date	
I = Invoice Date	
G = General Ledger Date	
S = Statement Date	
(If blank, 'D' is default)	
DRAFT PROCESSING:	
4. Enter a '1' to age DRAFT amounts using the dates from the original invoice.	
Default of blank will perform aging using the draft dates.	
AGING CALCULATIONS:	
5. Specify one of the following methods for aging calculations:	
1 = Aging Days (Default)	
2 = Fiscal Periods	
3 = Calendar	
AGING CATEGORY INFORMATION:	
6. Enter the following aging category information: (for method 1 only)	
Aging Days:	
Beginning . . .	
Thru . . .	
Thru . . .	
Thru . . .	
Thru . . .	
CREDIT PROCESSING:	
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:	
8. Enter a '1' to print Promises, Promises information for each customer.	

Processing Option	Processing Options Requiring Further Description
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"FROM" TICKLER DATE:

9. Enter the "From" Tickler Date to print Promises, Promises information.

If left blank, the current date will be used.

107.5 Multi-Level Open A/R Summary by Parent (P03415)

Processing Option	Processing Options Requiring Further Description
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"AS OF" DATE:

1. Enter the "As Of" date to age open balances.

If left blank, the current date is used as the default.

ACCOUNT AGING:

2. Specify one of the following dates to age accounts from:

D = Due Date

I = Invoice Date

G = General Ledger Date

S = Statement Date

(If blank, "D" is default.)

AGING CALCULATIONS:

3. Specify one of the following methods for aging calculations:

1 = Aging Days (Default)

2 = Fiscal Periods

3 = Calendar

AGING CATEGORIES:

4. Enter the following aging category information: (for method 1 only)

Aging Days:

Beginning . . .

Thru . . .

Thru . . .

Thru . . .

Thru . . .

CREDIT PROCESSING:

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:

6. Enter a '1' to use the "As Of" date process.

PROMISES, PROMISES INFORMATION:

7. Enter a '1' to print Promises, Promises information for each customer.

Processing Option	Processing Options Requiring Further Description
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"FROM" TICKLER DATE:

8. Enter the "From" Tickler Date to Promises, Promises information.

If left blank, the current date will be used.

LEVEL OF DETAIL:

9. Enter the lowest level of detail to be printed (i.e. '0' equals parent information only).

Default of blanks will print all levels.

COMPANY:

10. Enter a company to process.

Default of blank will process all companies.

107.6 Open A/R by Business Unit and Address (P03445)

Processing Option	Processing Options Requiring Further Description
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PRINT FORMATS:

1. Enter one of the following print formats:

' ' = 132 characters, without aging. (Default)

'1' = 132 characters, with aging.

'2' = 198 characters, with foreign currency aging.

SUBHEADINGS:

2. Enter a '1' to have the report subheading appear with Business Unit first and Address second.

If left blank, Address will be first and Business Unit will be second.

"AS OF" AGING:

3. Enter the "As Of" date to age open balances.

If left blank, the current date is used as the default.

ACCOUNT AGING:

4. Specify one of the following dates to age accounts from:

D = Due Date

I = Invoice Date

G = General Ledger Date

S = Statement Date

(If blank, 'D' is default.)

AGING CALCULATIONS:

5. Specify one of the following methods for aging calculations:

1 = Aging Days (Default)

2 = Fiscal Periods

3 = Calendar

Processing Option	Processing Options Requiring Further Description
AGING CATEGORY INFORMATION:	
<p>6. Enter the following aging category information: (for method "1" only)</p> <p>Aging Days:</p> <p>Beginning . . .</p> <p>Thru . . .</p> <p>Thru . . .</p> <p>Thru . . .</p>	
"AS OF" DATE PROCESSING:	
<p>7. Enter a '1' to use "As Of" date process.</p> <p>Note: DREAM Writer Based on File must be F0311A.</p>	
PROMISES, PROMISES INFORMATION:	
<p>8. Enter a '1' to print Promises, Promises information for each customer.</p>	
"FROM" TICKLER DATE:	
<p>9. Enter the "From" Tickler Date to print Promises, Promises information.</p> <p>If left blank, the current date will be used.</p>	
ROUNDING FACTOR:	
<p>10. Enter required rounding factor:</p> <p>' ' = no rounding (Default)</p> <p>'0' = round decimals only</p> <p>'1' = divide by 10</p> <p>'2' = divide by 100</p> <p>'3' = divide by 1,000</p> <p>'4' = divide by 10,000</p> <p>'5' = divide by 100,000</p> <p>'6' = divide by 1,000,000 Any value of 0 - 6 will round decimals to whole numbers. Amounts are divided using 4/5 rounding.</p> <p>Actual amounts are used to accumulate total fields.</p>	
RETAINAGE:	
<p>11. Enter a '1' to show retainage amounts in the fourth aging column.</p> <p>If left blank, the retainage column won't appear on the report.</p> <p>Note: A '1' will reduce domestic and foreign aging categories from four to three.</p>	
TOTAL MATCHING DOCUMENTS:	
<p>12. Enter a '1' to include matching document amounts in the Original total column on the report.</p> <p>If left blank, only original document amounts will be included.</p>	

107.7 A/R Detail Report (P034201)

Processing Option	Processing Options Requiring Further Description
PRINT OPTIONS:	
1. Enter one of the following formats:	
' ' = 132 characters; aging without G/L offset. (Default)	
'1' = 198 characters; 6 aging categories.	
'2' = 132 characters; discount, G/L offset, and remark.	
'3' = 132 characters; aging with G/L offset.	
AGING SPECIFICATIONS:	
2. If an aging report has been selected:	
Enter a '1' to retrieve the aging specifications from A/R Constants.	
Default of blank will use the processing options for aging.	
Note: Report MUST be sequenced and set to page break by company if company defaults are requested.	
"AS OF" DATE:	
3. Enter the "As Of" date to age open balances.	
If left blank, the current date is used as the default.	
ACCOUNT AGING:	
4. Specify one of the following dates to age accounts from:	
D = Due Date (Default)	
I = Invoice Date	
G = General Ledger Date	
S = Statement Date	
AGING CALCULATIONS:	
5. Specify one of the following methods for aging calculations:	
1 = Aging Days (Default)	
2 = Fiscal Periods	
3 = Calendar	
CATEGORY INFORMATION:	
6. Enter the following aging category information: (for method "1" only)	
Aging Days:	
Beginning . . .	
Thru . . .	
Thru . . .	
Thru . . .	
Thru . . .	
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:
8. Enter a '1' to use "As Of" date process.	Note: DREAM Writer Based-On file must be F0311A.
PROMISES, PROMISES INFORMATION:	9. Enter one of the following:
' '	'1' = Print message type P
'2' = Print message type P and F	'3' = Print all messages
"FROM" TICKLER DATE:	10. Enter "From" Tickler Date to print Promises, Promises information.
If left blank, the current date will be used.	CONTACT NAMES:
11. Enter a '1' to print contact names from the Who's Who file.	If left blank, contact names will not be included on the report
ROUNDING FACTOR:	12. Enter desired rounding factor:
' '	'0' = Round decimals only
'1' = Divide by 10	'2' = Divide by 100
'3' = Divide by 1000	'4' = Divide by 10000
'5' = Divide by 100000	'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:	13. Enter a '1' to print a separate draft amount on the report.
If left blank, the draft column will not appear on the report. (This applies to all formats except long aging).	GENERIC TEXT:
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.	If left blank, generic text will not be printed.

Processing Option**Processing Options Requiring Further Description**

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.

If left blank, only pay item generic text will print.

107.8 A/R Unresolved Matters (P03601)

Processing Option**Processing Options Requiring Further Description**

INVOICE SELECTIONS:

1. Enter one of the following choices for invoice
selection:

1 = Partially Paid Invoices Only

2 = Problem Invoices Only

3 = All Invoices

If left blank, only partially paid invoices will be printed.

107.9 Problem Accounts Receivable (P036001)

Processing Option**Processing Options Requiring Further Description**

NUMBER OF ACCOUNTS ON REPORT:

1. Enter the number of problem accounts to be printed.

The default will be 50.

"AS OF" DATE:

2. Enter the "As Of" date to age open balances.

If left blank, the current date is used as the default.

AGING OPTIONS:

3. Specify one of the following dates to age accounts
from:

D = Due Date

I = Invoice Date

G = General Ledger Date

S = Statement Date

(If blank, "D" is default.)

4. Specify one of the following methods for aging
calculations:

1 = Aging Days (Default)

2 = Fiscal Periods

3 = Calendar

Processing Option	Processing Options Requiring Further Description
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5. Enter the following aging category information: (for method "1" only)

Aging Days:

Beginning

thru

thru

thru

thru

107.10 Customer Totals by G/L Account (P09450)

Processing Option	Processing Options Requiring Further Description
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ACCOUNT DISPLAY MODE:

1. Enter the type of account number to print on the Report.

' ' = Number entered during input.

'1' = Structured Account.

'2' = Short Account ID.

'3' = Unstructured Account Number

DISPLAY ADDRESS:

2. Enter a '1' to print the supplier/ customer address.

If left blank, no address will print.

A/R Draft Processing - Processing Options

This chapter contains these topics:

- [Section 108.1, "A/R Invoice Print with Draft \(P035051\)"](#)
- [Section 108.2, "A/R Statement Print with Draft \(P03506\)"](#)
- [Section 108.3, "A/R Batch Draft Creation \(P03571\)"](#)
- [Section 108.4, "Receipts Entry \(P03103\)"](#)
- [Section 108.5, "Draft Revisions \(P03150\)"](#)
- [Section 108.6, "A/R Receipt and Adjustment Journal Report \(P03311\)"](#)
- [Section 108.7, "Draft Selection for Bank Payment \(P03255\)"](#)
- [Section 108.8, "A/R Magnetic Draft Remittance \(P03572\)"](#)
- [Section 108.9, "A/R - Manual Draft Remittance \(P03570\)"](#)
- [Section 108.10, "A/R Draft Collection \(P03576\)"](#)
- [Section 108.11, "A/R Draft NSF Notification \(P03574\)"](#)

108.1 A/R Invoice Print with Draft (P035051)

Processing Option	Processing Options Requiring Further Description
INVOICE DATE RANGE:	
1. Enter the As Of invoice date after which all invoices should be printed. Range will include the date entered. Mandatory entry.	
2. Enter the cut off invoice date before which all invoices should be printed. Range will include the date entered. Mandatory entry.	
FOREIGN CURRENCY:	
3. Enter a '1' to print the invoice using the foreign amount. Default of blank will print the domestic amount.	
TAX AMOUNTS:	

Processing Option	Processing Options Requiring Further Description
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4. Enter a '1' to print tax amount on the invoice.

Default of blank will not print tax amounts.

DRAFT - ORIGINATING CITY:

5. Enter the city name where the draft is being originated to be printed on the draft.

108.2 A/R Statement Print with Draft (P03506)

Processing Option	Processing Options Requiring Further Description
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CUTOFF DATE:

1. Enter the invoice cut off date.

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:

2. Enter a '1' to run in Final Mode.

If left blank, program will run in Proof Mode and no updates will occur.

3. Enter a '1' to omit the printing of statements with a zero or credit balance.

FOREIGN CURRENCY:

4. Enter a '1' to print the statements using the foreign amounts.

Default of blank will print statements in the domestic amount.

DRAFT - ORIGINATING CITY:

5. Enter the city name where the draft is being originated to be printed on the draft.

PARENT STATEMENTS:

6. Enter a '1' to print the statements by Parent.

If left blank, statements will be written by Address Number.

108.3 A/R Batch Draft Creation (P03571)

Processing Option	Processing Options Requiring Further Description
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PROOF OR FINAL MODE:

1. Enter a '1' to run the report in final mode.

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) If left blank, detail drafts will be created (one draft per invoice/ due date).	
PAY THRU DATE:	
3. Enter the Pay thru Date. If left blank, the system date will be used.	
DRAFT DATE:	
4. Enter the Draft date. If left blank, the system date will be used.	
DRAFT G/L AND DUE DATES:	
5. Enter the Draft G/L date. If left blank, the system date will be used.	
6. Enter the Draft Due date. If left blank, the invoice due date will be used.	
DRAFTS RECEIVABLE ACCOUNT:	
7. Enter the override Drafts Receivable Account. If left blank, AAI's will be used - Drafts Receivable Account (RD1x) where "x" = Pay Instrument.	
JOURNAL ENTRY CREATION:	
8. Select G/L Entries Method: ' ' = Create summary total JEs '1' = Create detail JEs (create one JE for each deposit item) 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:	
9. Enter the minimum amount required to create a draft.	
NEGATIVE DRAFTS:	
10. Enter a '1' to allow creation of drafts with a negative amount.	
CURRENCY:	
11. Enter a '1' to process foreign currency drafts. If left blank, draft acceptance will be processed in the domestic currency only.	

108.4 Receipts Entry (P03103)

Processing Option	Processing Options Requiring Further Description
DEFAULT PROCESSING:	

Processing Option	Processing Options Requiring Further Description
1. Enter a default Type Input of I, 1 or 2 to automatically allocate the check amount to open invoices.	Note: This feature is available when the receipt amount has been entered prior to performing a ledger display.
2. Enter a '1' to override the remark on the applied invoice records with the header remark.	
3. Enter a '1' to automatically assign receipt numbers.	
4. Enter the default Payment Status for chargebacks. Leave blank to use the data dictionary default value.	
5. Enter a '1' to create chargebacks with the invoice and net due dates of the original invoice. If original invoice information is not entered or the option is blank, these dates will default from the receipt G/L date.	
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. If left blank, no date will default.	
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. If left blank, the invoice BU will be used.	
WRITE-OFFS:	
9. Enter amounts and reason codes to control limitations of write-offs:	
Maximum automatic write-off	
Adjustment reason	
Maximum automatic CREDIT write-off. (enter as a negative number)	
Adjustment reason	
Maximum manual write-off	
Maximum manual CREDIT write-off (enter as a negative number)	
DISCOUNT TAKEN OPTIONS:	
10. Enter '1' to not display the discount taken amount if the invoice is past its due date.	
11. Enter '1' to allow discount taken to be greater than discount available. (Never allowed in summary mode.)	
12. Enter a '1' to allow for discounts when performing spreads.	
13. Enter a '1' to allow for discounts when performing balance forwards.	

Processing Option	Processing Options Requiring Further Description
14. Enter a '1' to allow discounts greater than applied amount.	
(Never allowed in summary mode.)	
OPTIONAL EDITS:	
15. Enter a '1' to prohibit spreads.	
16. Enter a '1' to prohibit adjustments.	
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).	
19. Enter a value to select invoice overpayment edit processing:	
' ' = No Edit	
'1' = Warning	
'2' = Error	
FORMAT CONTROL:	
20. Select the entry method:	
' ' = "Heads Up" entry	
'1' = "Heads Down" entry	
21. Select the Skip To value:	
' ' = Skip To using Net Due Date	
'1' = Skip To using Invoice Number	
22. Enter a '1' to allow display and update of the following fields:	
Payment Instrument	
Value Date	
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.	
Net Due Date/Gross Amount	
Discount Due Date/Gross Amount	
Days Until Discount/Gross Amount	
Invoice Date/Gross Amount	
Net Due Date/Asset Item	
Discount Due Date/Asset Item	
Days Until Discount/Asset Item	
Invoice Date/Asset Item	
FIELD CLEARING CONTROL:	

Processing Option	Processing Options Requiring Further Description
<p>25. Enter a '1' to retain the entered value in each field after acceptance of each transaction:</p> <p>Display Acct Company G/L Bank Account Receipt Date Remark G/L Date Value/Cleared Date Currency Code Exchange Rate Mode (F) Payment Instrument Due Date (drafts) Bank Name (drafts)</p>	
CURRENCY PROCESSING:	
<p>26. Enter a '1' to edit the exchange rate Effective Date Period against the G/L Period for the transaction.</p>	<p>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.</p>
JOURNAL ENTRY CREATION:	
<p>27. Select G/L Cash Entries Method:</p> <p>' ' = Create summary total J.E.'s '1' = Create detail J.E.'s, (one J.E. for each deposit item.)</p> <p>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.</p>	
CURRENT DOMESTIC VALUE PROCESSING:	
<p>28. Enter a '1' to process receipts in the Current Domestic Value Method.</p> <p>Note: Drafts Processing must be off.</p>	<p>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.</p>
ALTERNATE CURRENCY PROCESSING:	
<p>29. Enter a '1' to process receipts in the Alternate Currency Method.</p> <p>Note: Drafts Processing must be off.</p>	<p>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).</p>
EXCHANGE RATE:	
<p>30. Enter a '1' to protect the Exchange Rate field.</p> <p>If left blank, the Exchange Rate will not be protected.</p>	
A/P & A/R NETTING:	

Processing Option	Processing Options Requiring Further Description
31. Enter the Version of the Netting Program to be called. If left blank version ZJDE0002 will default.	
DRAFT PROCESSING:	
32. Enter a '1' to process drafts. Leave blank for normal mode. 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. The following options only apply if draft mode is turned on in option 29:	
33. Enter a '1' to process customer generated drafts (BOR or BOC). Leave blank to process supplier generated drafts (LCR or LCC) and validate the draft number entered against the assigned draft number.	
34. Enter a '1' to allow entry of the alpha name.	
35. Enter the default Payment Instrument for drafts WITH bank account numbers. (LCR or BOR)	
36. Enter the default Payment Instrument for drafts WITHOUT bank account numbers. (LCC or BOC)	
37. Enter the override Drafts Receivable short account number. 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. 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.

108.5 Draft Revisions (P03150)

Processing Option	Processing Options Requiring Further Description
REVERSE DRAFTS REMITTED:	
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.	

108.6 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
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1. Select the account number to print:

'1' = account number;

'2' = short account ID;

'3' = unstructured account;

'4' = (default) number entered during input.

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:

2. Select the account number to print:

'1' = account number;

'2' = short account ID;

'3' = unstructured account.

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.

108.7 Draft Selection for Bank Payment (P03255)

Processing Option	Processing Options Requiring Further Description
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CREATE DATE-THRU DATE:

1. Enter the number of offset days desired when creating a new Date-Thru date.

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.

Note: If this field and the Date-Thru date field are left blank, then all dates will be displayed for draft selection.

108.8 A/R Magnetic Draft Remittance (P03572)

Processing Option	Processing Options Requiring Further Description
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PROOF OR FINAL:

1. Enter '1' to create a tape file and update the drafts to remitted status, creating Journal Entries by company.

Default of blank will print a report only.

AS OF DATE:

2. Enter the "As of" date to process.

All drafts due on or before this date will be processed.

If left blank, the current system date will be used.

BANK INFORMATION:

Processing Option	Processing Options Requiring Further Description
3. Enter the G/L Bank Account that the Drafts will be remitted to.	
Note: This MUST be entered if the bank register procedure is not being used. The SHORT account number MUST be entered.	
4. Enter the Remittance Date.	
If left blank, the system date will be used.	
5. Enter the Value Date to be entered on the tape file.	
If left blank, the system date will be used.	
6. Enter the bank tape sequence number.	
(Optional)	
7. Enter the bank "Input Code" -	
1 = Discount	
2 = Cash Discount	
3 = Cash receipt, to be credited after due date	
4 = Cash receipt, credited after NFS delay. (Default)	
G/L REMITTANCE ACCOUNT:	
8. Specify which G/L Account from AAI's to use for Drafts Remitted:	
blank (default) = Cashed (RD2x)	
'1' = Discounted (RD3x)	
"x" = Payment Instrument	
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:	
10. Enter the G/L date for the Journal Entries created.	
If left blank, the system date will be used.	

108.9 A/R - Manual Draft Remittance (P03570)

Processing Option	Processing Options Requiring Further Description
PROOF OR FINAL:	
1. Enter a '1' to process the registers in final mode.	
Default of blank will print a report only.	
Note: Final mode will update status of drafts to "G" (guaranteed) and create Journal Entries.	
AS OF DATE:	
2. Enter the "As of" date to process. All drafts due on or before this date will be processed.	
If left blank, the current system date will be used.	
G/L ACCOUNT:	

Processing Option	Processing Options Requiring Further Description
-------------------	--

3. Specify which G/L Account from AAI's to use for Drafts Remitted:

blank (default) = Cashed (RD2x)

'1' = Discounted (RD3x)

4. Enter the override Drafts Remitted Account number. The AAI's will be ignored if an account is entered here.

G/L DATE:

5. Enter the G/L date for the Journal Entries created.

If left blank, the system date will be used.

G/L BANK ACCOUNT:

6. Enter the G/L Bank Account that the drafts will be remitted to.

Note: This must be entered only if the bank register procedure is not being used.

108.10 A/R Draft Collection (P03576)

Processing Option	Processing Options Requiring Further Description
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PROOF OR FINAL:

1. Enter '1' to update the status of the drafts and create Journal Entries if selected.

AS OF DATE:

2. Enter the "As of" date to process. All drafts due on or before this date will be processed.

If left blank, the current system date will be used.

DEFAULT PROCESSING:

3. Enter the default document type for the journal entries.

If left blank or invalid, 'AE' will be used.

JOURNAL ENTRY CREATION:

4. Enter a '1' to create Journal Entries.

If left blank, no Journal Entries will be created.

5. Enter the G/L date for the Journal Entries.

If left blank, the system date will be used.

6. Enter a '1' to calculate the G/L Date by adding the Float Days for the bank account to the Net Due Date.

Leave blank to use the option above to calculate the G/L Date.

PAY STATUS:

7. Enter the Pay Status to update the draft records to.

If left blank, the pay status will be updated to 'P' (Paid).

EXCHANGE RATE:

Processing Option	Processing Options Requiring Further Description
8.	<p>Enter the currency exchange rate to be used. This rate is between the currency being processed and the currency of the bank account.</p> <p>If left blank, the rate will be derived from the exchange rate information.</p>

108.11 A/R Draft NSF Notification (P03574)

Processing Option	Processing Options Requiring Further Description
	<p>PRINT DATE:</p> <p>1. Enter the date to appear in the letter's heading.</p> <p>If left blank, then the default is the system date.</p>
	<p>ADDRESS FORMAT:</p> <p>2. Enter the address format code to determine the display format for the customer address.</p> <p>If left blank or value is invalid, then the country default will be used.</p>
	<p>SELECTION RANGE BY DATES:</p> <p>3. Enter the initial date. All drafts with G/L date on or after this date will be selected.</p> <p>If left blank, then the default is the system date.</p> <p>4. Enter the as of date. All drafts with G/L date on or before this date will be selected.</p> <p>If left blank, then the default is the system date.</p>
	<p>NSF LETTER CODE SELECTION:</p> <p>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'.</p>
	<p>SUMMARIZE BY DOCUMENT NUMBER:</p> <p>6. Enter a '1' to summarize all draft detail lines by the document number.</p> <p>If left blank, then each line of will be displayed.</p>

Automatic Debits Processing Options

This chapter contains these topics:

- [Section 109.1, "Automatic Debits - USA \(P03575\)"](#)
- [Section 109.2, "Copy File to Tape \(P03579\)"](#)

109.1 Automatic Debits - USA (P03575)

Processing Option	Processing Options Requiring Further Description
PROOF OR FINAL MODE PROCESSING:	
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. If left blank, only a proof report will be produced.	
AS OF DATE:	
2. Enter the 'As of' Date to process. All invoices will be processed that have a comparison date on or before the As of Date. If left blank, the system date will default.	
DATE COMPARISON:	
3. Enter the type of date to compare to the As of Date. ' ' = Net Due Date (Default) 'D' = Discount Due Date 'T' = Invoice Date 'G' = G/L Date 'S' = Statement Date	
MINIMUM AND MAXIMUM OPTIONS:	
4. Enter the MINIMUM amount which is to be selected for payment via Automatic Debits. Amounts under this amount will not be selected.	
5. Enter the MAXIMUM amount which is to be selected for payment via Automatic Debits. Amounts over this amount will not be selected. Note: The processing options above must be specified in the currency of the Bank Account.	
BANK INFORMATION:	

Processing Option**Processing Options Requiring Further Description**

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:

7. Enter a G/L Date.

If left blank, the system date will be used.

DISCOUNT PROCESSING:

8. Enter a '1' if all discounts are to be processed.

If left blank, the cutoff date option will be used.

9. Enter the cutoff date for applying discounts. Discounts will not be taken if the Discount Due Date is prior to this date.

Note: These Discount Options also exist in Batch Receipts Processing (P03550).

These options should have the same values as specified in your Batch Cash version

COUNTRY SPECIFIC FORMAT SELECTION:

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.)

Program Name

Program Version

STATEMENT PRINT:

11. Enter a '1' if a Customer Statement is to be printed for the Automatic Debits.

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:

12. Enter a '1' if the Copy to Tape or Diskette option should be called automatically following Final Mode processing.

If left blank, the copy option may be run at a later stage.

(Leave blank if creating paper forms).

13. Enter the version of the Copy to Tape/Diskette program P03579 to be called.

If left blank, this defaults to version ZJDE0001. Confirm values in P03579 processing options prior to running.

BATCH PROCESSING:

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.

If left blank, one of the two versions will default.

ZJDE0002 - For Summary JEs.

ZJDE0003 - For Detail JEs.

Note: Verify the processing option values for the Batch Receipts version (P03550).

Processing Option	Processing Options Requiring Further Description
JOURNAL ENTRY CREATION:	
15. Select G/L Entries Method:	
' ' = Create summary total JEs	
'1' = Create detail JEs, which will create one JE per deposit item.	
BATCH CASH RECEIPTS PURGE:	
16. Enter a '1' to purge the Batch Receipts Workfile (F0312) upon run completion.	
If left blank, the file will not be purged.	
17. Enter the version number of the purge program P00PURGE to be called to clear records from the Batch Receipts work file F0312.	
If left blank, version ZJDE0009 will be called.	
BACS PROCESSING:	
18. Enter a '1' if processing BACS. A report message will be issued if the processing date is a non-workday.	
19. Enter the BACS processing date.	
20. Enter the number of days to add to the processing date. This is used to calculate the BACS expiration date.	
21. Enter the workday calendar branch to use for validating the processing and expiration dates.	
MINIMUM AND MAXIMUM FOR BACS CREDITS:	
22. Enter the MINIMUM CREDIT amount which is to be selected for payment via Automatic Debits. Amounts under this amount will not be selected.	
23. Enter the MAXIMUM CREDIT amount which is to be selected for payment via Automatic Debits. Amounts over this amount will not be selected.	
Note: The processing options above must be specified in the currency of the Bank Account.	
MULTI-CURRENCY PROCESSING:	
24. Enter a '1' to pay using the transaction currency of the invoice.	
Leave blank to pay using the domestic currency of the invoice.	
BANK TYPE OVERRIDE:	
25. Enter an override Bank Record Type to be used to retrieve Bank Transit/ Bank Account data.	
If left blank, the bank type on the invoice or 'D' will be used.	

109.2 Copy File to Tape (P03579)

Processing Option	Processing Options Requiring Further Description
AUTOMATIC DEBITS VERSION:	

Processing Option**Processing Options Requiring Further Description**

1. Enter the version number of the Automatic Debits for which the Copy to Tape/Diskette is to be performed.

COPY TO TAPE OPTIONS:

2. Enter the tape unit to which the Automatic Debits file is to be copied.

Tape Unit:

Tape Density:

Tape Volume ID:

Tape Owner ID:

Tape File Name:

PC FILE DOWNLOAD:

3. If generating a PC file, enter the file name to be used and the library name where the file will be placed.

File Name:

Library Name:

File Size:

Austrian Diskette = 120

German Diskette = 128

German Tape = 523

BACS Tape = 100

Swiss Diskette = 128

Swiss Tape = 530

Holland = 050

Ireland = 100

COUNTRY SPECIFIC FORMATTING OPTIONS:

4. Enter the country-specific program that will perform the copy to tape or the creation of the diskette file.

P03579DT - German Tape (Variable Length)

Period-End Processing - Processing Options

This chapter contains these topics:

- [Section 110.1, "A/R Credit Note Reimbursements \(P03610\)"](#)
- [Section 110.2, "Date File Generation \(P03900\)"](#)
- [Section 110.3, "A/R Detail Report \(P034201\)"](#)
- [Section 110.4, "Open A/R by Business Unit and Address \(P03445\)"](#)
- [Section 110.5, "A/R to G/L by Offset Integrity Report \(P037001\)"](#)
- [Section 110.6, "A/R Drafts to G/L by Offset Account \(P037002\)"](#)
- [Section 110.7, "Revenue Recognition Integrity Report \(P037116\) \(Release A9.3 Update\)"](#)

110.1 A/R Credit Note Reimbursements (P03610)

Processing Option	Processing Options Requiring Further Description
PAY THRU DATE:	
1. Enter the Pay Thru date. If left blank, the system date will be used.	
PROOF OR FINAL:	
2. Enter a '1' to create reimbursement vouchers (final mode). Default of blank will print a report only.	
GENERAL LEDGER DATE:	
3. Enter the G/L date to record the reimbursement. If left blank, the system date will be used.	
GENERAL LEDGER OFFSET:	
4. Enter an override G/L offset for the Trade A/P account. If left blank, the G/L Class from the Supplier Master File will be used.	
VOUCHER CREATION:	

Processing Option	Processing Options Requiring Further Description
5. Enter a '1' to create one voucher record per customer (summary). 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. Default of blank will assign it to the customer.	
7. Enter the document type to be assigned to the voucher. If left blank, 'PA' will be used. 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.	

110.2 Date File Generation (P03900)

Processing Option	Processing Options Requiring Further Description
'AS OF' DATE:	
1. Enter the 'As Of' date. If left blank, the current date will be used.	
UPDATE OPTION:	
2. Include paid items in 'As Of' file. ' ' = open items only '1' = open and paid items	
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. (RPCO *EQ *VALUE)	

110.3 A/R Detail Report (P034201)

Processing Option	Processing Options Requiring Further Description
PRINT OPTIONS:	
1. Enter one of the following formats: ' ' = 132 characters; aging without G/L offset. (Default) '1' = 198 characters; 6 aging categories. '2' = 132 characters; discount, G/L offset, and remark. '3' = 132 characters; aging with G/L offset.	
AGING SPECIFICATIONS:	

Processing Option	Processing Options Requiring Further Description
<p>2. If an aging report has been selected: Enter a '1' to retrieve the aging specifications from A/R Constants. Default of blank will use the processing options for aging. Note: Report MUST be sequenced and set to page break by company if company defaults are requested.</p>	"AS OF" DATE:
<p>3. Enter the "As Of" date to age open balances. If left blank, the current date is used as the default.</p>	ACCOUNT AGING:
<p>4. Specify one of the following dates to age accounts from: D = Due Date (Default) I = Invoice Date G = General Ledger Date S = Statement Date</p>	AGING CALCULATIONS:
<p>5. Specify one of the following methods for aging calculations: 1 = Aging Days (Default) 2 = Fiscal Periods 3 = Calendar</p>	CATEGORY INFORMATION:
<p>6. Enter the following aging category information: (for method "1" only) Aging Days: Beginning . . . Thru . . .</p>	CREDIT PROCESSING:
<p>7. Enter a '1' to age credits or a blank (default) to apply credits to the current column.</p>	"AS OF" DATE PROCESSING:
<p>8. Enter a '1' to use "As Of" date process. Note: DREAM Writer Based-On file must be F0311A.</p>	PROMISES, PROMISES INFORMATION:

Processing Option	Processing Options Requiring Further Description
9. Enter one of the following:	' ' = No Messages print (Default)
	'1' = Print message type P
	'2' = Print message type P and F
	'3' = Print all messages
"FROM" TICKLER DATE:	
10. Enter "From" Tickler Date to print Promises, Promises information.	
If left blank, the current date will be used.	
CONTACT NAMES:	
11. Enter a '1' to print contact names from the Who's Who file.	
If left blank, contact names will not be included on the report	
ROUNDING FACTOR:	
12. Enter desired rounding factor:	
	' ' = No rounding
	'0' = Round decimals only
	'1' = Divide by 10
	'2' = Divide by 100
	'3' = Divide by 1000
	'4' = Divide by 10000
	'5' = Divide by 100000
'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:	
13. Enter a '1' to print a separate draft amount on the report.	
If left blank, the draft column will not appear on the report. (This applies to all formats except long aging).	
GENERIC TEXT:	
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.	
If left blank, generic text will not be printed.	
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.	
If left blank, only pay item generic text will print.	

110.4 Open A/R by Business Unit and Address (P03445)

Processing Option	Processing Options Requiring Further Description
PRINT FORMATS:	
<p>1. Enter one of the following print formats:</p> <p>' ' = 132 characters, without aging. (Default)</p> <p>'1' = 132 characters, with aging.</p> <p>'2' = 198 characters, with foreign currency aging.</p>	
SUBHEADINGS:	
<p>2. Enter a '1' to have the report subheading appear with Business Unit first and Address second.</p> <p>If left blank, Address will be first and Business Unit will be second.</p>	
"AS OF" AGING:	
<p>3. Enter the "As Of" date to age open balances.</p> <p>If left blank, the current date is used as the default.</p>	
ACCOUNT AGING:	
<p>4. Specify one of the following dates to age accounts from:</p> <p>D = Due Date</p> <p>I = Invoice Date</p> <p>G = General Ledger Date</p> <p>S = Statement Date</p> <p>(If blank, 'D' is default.)</p>	
AGING CALCULATIONS:	
<p>5. Specify one of the following methods for aging calculations:</p> <p>1 = Aging Days (Default)</p> <p>2 = Fiscal Periods</p> <p>3 = Calendar</p>	
AGING CATEGORY INFORMATION:	
<p>6. Enter the following aging category information: (for method "1" only)</p> <p>Aging Days:</p> <p>Beginning . . .</p> <p>Thru . . .</p> <p>Thru . . .</p> <p>Thru . . .</p>	
"AS OF" DATE PROCESSING:	
<p>7. Enter a '1' to use "As Of" date process.</p> <p>Note: DREAM Writer Based on File must be F0311A.</p>	
PROMISES, PROMISES INFORMATION:	
<p>8. Enter a '1' to print Promises, Promises information for each customer.</p>	

Processing Option	Processing Options Requiring Further Description
"FROM" TICKLER DATE:	
9. Enter the "From" Tickler Date to print Promises, Promises information. If left blank, the current date will be used.	
ROUNDING FACTOR:	
10. Enter required rounding factor: ' ' = no rounding (Default) '0' = round decimals only '1' = divide by 10 '2' = divide by 100 '3' = divide by 1,000 '4' = divide by 10,000 '5' = divide by 100,000 '6' = divide by 1,000,000 Any value of 0 - 6 will round decimals to whole numbers. Amounts are divided using 4/5 rounding. Actual amounts are used to accumulate total fields.	
RETAINAGE:	
11. Enter a '1' to show retainage amounts in the fourth aging column. If left blank, the retainage column won't appear on the report. Note: A '1' will reduce domestic and foreign aging categories from four to three.	
TOTAL MATCHING DOCUMENTS:	
12. Enter a '1' to include matching document amounts in the Original total column on the report. If left blank, only original document amounts will be included.	

110.5 A/R to G/L by Offset Integrity Report (P037001)

Processing Option	Processing Options Requiring Further Description
PRINT OPTIONS:	
1. Enter a '1' to print only accounts that are out-of-balance. If left blank, all accounts will print.	
2. Enter a '1' to print detail A/R Invoice and Receipt data for any account that is out-of-balance. Enter a '2' to print detail for all accounts. If left blank, no detail will print.	
2a. Enter a '1' to only print detail where the calculated gross is NOT equal to the ledger open amount. If left blank, all detail will print.	

110.6 A/R Drafts to G/L by Offset Account (P037002)

Processing Option	Processing Options Requiring Further Description
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PRINT OPTIONS:

1. Enter a '1' to print only accounts that are out-of-balance.

If left blank, all accounts will print.

2. Enter a '1' to print detail A/R Draft data for any account that is out-of-balance.

Enter a '2' to print detail for all accounts.

If left blank, no detail will print.

110.7 Revenue Recognition Integrity Report (P037116) (Release A9.3 Update)

Processing Option	Processing Options Requiring Further Description
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REPORTS AND DATA PRINT

1. Enter '1' to bypass printing the FB Journal Entry details if it is out-of-balance for the invoice.

If left blank, the system prints detail by account.

ADDITIONAL INTEGRITY VALIDATIONS

2. Enter '1' to print A/R Revenue Recognition - Invoices (F03116) and A/R Revenue Recognition Distribution (F03117) records not linked to A/R invoices.

If left blank, the system does not compare the records to the A/R invoices.

3. Enter '1' to compare the percentage of revenue recognized to the percentage of COGS recognized on sales order invoices.

If left blank, the system does not compare the percentages.

3a. Enter the allowable tolerance limit percentage for comparing recognized revenue and COGS. For example, 2 indicates a tolerance within 2 percent.

Statement and Reminder Processing - Processing Options

This chapter contains these topics:

- Section 111.1, "Finance Charge Update (P01830)"
- Section 111.2, "Finance Charge Journal (P03435)"
- Section 111.3, "Interest Invoices (P03540)"
- Section 111.4, "A/R Statements (P035001)"
- Section 111.5, "A/R Invoice Print (P03505)"
- Section 111.6, "Payment Reminders (P03530)"
- Section 111.7, "Delinquency Notices (P035111)"
- Section 111.8, "Reminder Report/Update (P03461)"
- Section 111.9, "A/R Detail Report with Reminders Info (P034202)"

111.1 Finance Charge Update (P01830)

Processing Option**Processing Options Requiring Further Description**

UPDATE MODE:

1. Enter a '1' to run the update in final mode.

If left blank, the batch will run in proof mode, and no update will occur.

PERCENTAGE:

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.

(When entering a percent, you must use the decimal form. For example, two percent would be entered as "0.02")

Enter the percent to be added:

- OR -

Enter the replacement percent:

111.2 Finance Charge Journal (P03435)

Processing Option	Processing Options Requiring Further Description
PROCESSING MODE:	
1. Enter a '1' to run in Final Mode and create G/L and A/R entries.	
Leave blank to run in Proof Mode.	
DATE PROCESSING:	
2. Enter the G/L date to be entered to the G/L and A/R records.	
If left blank, today's date will be used as the default.	
3. Enter a '1' to compute finance charges using the Net Due Date.	
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.	
If left blank, today's date will be used.	
SUPPRESS WARNINGS:	
5. Enter a '1' to suppress printing warnings on the report for finance charges with no errors.	
If left blank, all warnings will be printed.	
FINANCE CHARGES:	
6. Enter a '1' to compute compound finance charges (Finance charge on finance charges).	
7. Enter an override percent factor to be used when calculating finance charges.	
If left blank, the finance percent factor will default from Customer Master Information.	
Note: 6.5 percent would be entered as .065.	
MINIMUM AMOUNT:	
8. Specify a minimum amount for creating finance charges. Finance charges will not be created if the amount is less than this limit.	
If left blank, finance charges will be created regardless of the amount.	
INVOICE PRINT:	
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.	
10. Enter the version of the Invoice Print program, P03505, to run when printing invoices.	
If left blank, version ZJDE0001 will be run as the default.	
11. Enter the Payment Terms Code to be entered to the new invoices created.	
DW VERSION FOR A/R RECORDS:	

Processing Option	Processing Options Requiring Further Description
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:	
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.	

111.3 Interest Invoices (P03540)

Processing Option	Processing Options Requiring Further Description
PROOF/FINAL MODE:	
1. Enter a "1" for final mode to print invoices and update files. If left blank, a proof report will be printed and no file updates will occur.	
AS OF DATE:	
2. Enter the "As Of" date for invoice selection. If left blank, the current date will be used.	
G/L DATE:	
3. Enter the G/L date to be assigned. 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.
ADDITIONAL INTEREST PERCENT:	
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. Note: Enter 2.5% as "2.5", etc. All rates for Interest Invoices are entered as MONTHLY amounts.	
MINIMUM AMOUNTS:	
5. Enter the minimum amount of interest required per Original Invoice.	
6. Enter the minimum amount of interest required per Interest Invoice.	
7. Enter the Currency Code that defines the minimum amounts entered above.	
TAX RATE/AREA:	
8. Enter the Tax Rate/Area Code to be used for VAT tax calculations. Leave blank for no VAT tax.	

Processing Option	Processing Options Requiring Further Description
PAYMENT TERMS:	
9. Enter the Payment Terms code to be applied to the invoice.	
EXTRA CREDIT DAYS:	
10. Enter the number of days to be given as a grace period.	
PRINTING OF INTEREST RATE:	
11. Enter rate to be printed in Interest Rate column: "1" = Daily rate, "2" = Monthly rate, "3" = Annual rate.	

111.4 A/R Statements (P035001)

Processing Option	Processing Options Requiring Further Description
PROOF/FINAL MODE:	
1. Enter a '1' to run the statements in final mode. If left blank, the statements will be run in proof mode and no updates will occur.	
COMPANY CONSOLIDATION:	
2. Enter a company to be used for the 'Remit To' company, aging constants and/or special text when performing company consolidation. If left blank, separate statements will be printed per company.	
CREDIT/CASH MANAGEMENT FILE BUILD:	
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. If left blank, the existing Credit/Cash Management file (F0315JA) will be used.	When using a '1' in this processing option, verify the Based on File is F0315WJA.
4. Enter a '1' to include zero open balance records when rebuilding the temporary A/R Credit/Cash Management work file (F0315WJA).	
AGING:	
5. Enter a '1' to retrieve the aging specifications and statement date from A/R Company Constants, ignoring the following options 6 through 9. Leave blank to use the following processing options 6 through 9 to specify the statement date and aging.	When using a '1' in this processing option, the remaining aging processing options will be ignored.
6. Enter the statement date. Open balances are aged as of this date and detail records are selected based on this date.	

Processing Option	Processing Options Requiring Further Description
7. Specify the date from which to age open balances:	
D = Due Date (default)	
I = Invoice Date	
G = General Ledger Date	
S = Statement Date	
8. Specify the method for defining aging categories:	
1 = Aging Days (default)	
2 = Fiscal Periods	
3 = Calendar	
9. If using the Aging Days method, enter the aging day ranges:	
Beginning	
thru	
10. Enter a '1' to apply credits to the current aging balance.	Use this processing option to specify whether to age account credits, or to apply credits to the current aging balance.
Leave blank to age credits.	
DATA SELECTION:	
11. Enter the version number for the F0311 selection and sorting DREAM Writer (Form ID P03500X).	
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.	
Blank will print paid invoices with current activity.	
14. Enter a '1' to process with multi- currency.	
Leave blank to process statements in domestic currency only.	
15. Specify the date to be used to select detail records.	
This date will be compared to the Statement Date:	
D = Due Date	
I = Invoice Date	
G = General Ledger Date	
S = Statement Date	
Leave blank to use aging date.	
PRINT FORMAT:	
16. Enter a '1' to print aging information on the statement.	
17. Enter a '1' to suppress printing the account summary information at the end of the statement.	

Processing Option	Processing Options Requiring Further Description
18. Enter a '1' to print the invoice date on the statement. Leave blank to print the due date.	
19. Enter a '1' for RIBA draft format. Leave blank for standard format.	
20. Enter a '1' to print the following at the top of each statement: Statement Number Remit To Address	
21. Specify which address is used as the "Remit To" address: Related Address (Blank = Company, any other is Related Address Code. Ex: 1 = 1st Address Number P = Parent) 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. Leave blank to print each pay item on a separate detail line.	
STATEMENT NUMBER UPDATE:	
23. Enter one of the following values to update the statement number in the A/R Ledger file: '' = Always update statement number '1' = Never update statement number '2' = Update only blank statement numbers	

111.5 A/R Invoice Print (P03505)

Processing Option	Processing Options Requiring Further Description
INVOICE SELECTION DATE RANGE:	
1. Enter the as of date after which all invoices should be printed. The range will include the date entered. This is a mandatory entry.	
2. Enter the cut off date before all desired invoices should be printed. The range will include the date entered. This is a mandatory entry.	
PRINT OPTIONS:	
3. Enter a '1' to print the invoice using the foreign amount. A default of a blank will print the domestic amount.	

Processing Option	Processing Options Requiring Further Description
4. Enter a '1' to print tax amount on the invoice. A default of a blank will not print tax amounts.	
5. Enter a '1' to print generic text for each invoice pay item. If left blank, no generic text will print.	
6. Specify which address is used as the "Remit To" address: blank = Company (default) A = 1st Address Number B = 2nd Address Number C = 3rd Address Number D = 4th Address Number E = Factor/Special Payee F = 5th Address Number address = address entered	
PROCESSING CONTROL EDIT:	
7. Enter a '1' to perform Processing Control Edit to determine which customers to process. Enter a '2' to perform Processing Control Edit, but default to processing options listed below if not found. If left blank, the processing options listed below will be used to determine the processing mode. Note: Option '2' allows clients to setup exceptions and process all others.	
EDI PROCESSING:	
8. Enter a '1' to create EDI transactions. If left blank, no EDI transactions will be created.	
9. If creating EDI transactions, enter a '1' to print the document. If left blank, the document will not print. Note: If not creating EDI transactions the invoice will ALWAYS print.	
FAX DOCUMENT PROCESSING:	
10. Enter a '1' to fax the document. If left blank, the document will not be faxed.	
11. Enter Fax Output Queue. If left blank, the fax will be written to the same output queue as printed documents.	

111.6 Payment Reminders (P03530)

Processing Option	Processing Options Requiring Further Description
PROOF/FINAL MODE:	

Processing Option	Processing Options Requiring Further Description
1. Enter a '1' to print a Final payment reminder. A default value of blank will print a Proof payment reminder.	
AS OF DATE:	
2. Enter the "As Of" Date to be used for invoice selection. If left blank, the current date will be used. The system selects invoices with overdue amounts and invoice dates greater than or equal to this date for payment reminders.	
MINIMUM DAYS:	
3. Enter the minimum number of days between payment reminders.	
MINIMUM AMOUNTS:	
4. Enter the total minimum amount open for a customer that is required to send a reminder. Note: Please enter Twelve Dollars and Twenty-Five cents as 12.25, One Dollar as 1.00.	
5. Enter the currency code that defines the minimum amount open.	
TEXT MESSAGE:	
6. Enter a "Y" to print a text message on the reminder. (Final mode only)	
NUMBER OF REMINDERS:	
7. Enter the number of payment reminders to send. If left blank, the default value is '3'. 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:	
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.	

111.7 Delinquency Notices (P035111)

Processing Option	Processing Options Requiring Further Description
CREDIT/CASH MANAGEMENT BUILD:	
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. If left blank, the existing Credit/Cash Management file (F0315JA) will be used.	
AGING:	

Processing Option	Processing Options Requiring Further Description
<p>2. Enter a '1' to retrieve the aging specifications from A/R Company Constants.</p> <p>Leave blank to use the following processing options for aging specifications.</p>	
<p>3. Enter the Notice Date. Open balances are aged as of this date.</p> <p>Leave blank to use today's date.</p>	
<p>4. Specify the date from which to age open balances:</p> <p>D = Due Date (Default)</p> <p>I = Invoice Date</p> <p>G = General Ledger Date</p> <p>S = Statement Date</p>	
<p>5. Specify the method for defining aging categories:</p> <p>1 = Aging Days (Default)</p> <p>2 = Fiscal Periods</p> <p>3 = Calendar</p>	
<p>6. If using the Aging Days method, enter the aging day ranges:</p> <p>Beginning</p> <p>thru</p> <p>thru</p> <p>thru</p> <p>thru</p> <p>thru</p> <p>thru</p> <p>thru</p>	
DATA SELECTION:	
7. Enter a '1' to exclude future amounts.	
<p>8. Enter a '1' to process with multi- currency.</p> <p>Leave blank to process notices in domestic currency only.</p>	
FORMAT:	
9. Enter a '1' to print the "Remit To" address at the top of each notice.	
<p>10. Specify which address is used as the "Remit To" address:</p> <p>Related Address</p> <p>(Blank = Company, any other is Related Address Code.</p> <p>Ex:</p> <p>1 = 1st Address Number</p> <p>P = Parent)</p> <p>Specific Address</p>	<p>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.</p>
FORMAT:	

Processing Option	Processing Options Requiring Further Description
-------------------	--

11. Enter the date to print on the notices.

Leave blank to use the "As Of" date.

12. Enter a '1' to print the A/R detail records.

DETAIL SELECTION AND SORTING:

13. Enter the Version number for the F0311 Selection/Sort DREAM Writer.

(Form ID P03511X) If left blank, version 'ZJDE0004' will be used.

AS OF DATE PROCESS:

14. Enter a '1' to use "As Of" date process.

You must use a version of P03511X that is based on the F0311A instead of the F0311.

DELINQUENCY NOTICE TEXT:

15. For each level of notices, specify the aging category and data dictionary item for narrative text.

Valid aging categories are "C" (current) or 1 - 7.

Aging category for mild notice

Data Dictionary item for text

Aging category for second warning

Data Dictionary item for text

Aging category for severe warning

Data Dictionary item for text

TOTAL PERCENTAGE:

16. Enter a percentage of the total amount due to be exceeded in order to print the delinquency notice.

Enter the percentage as a whole number; 5% should be entered as 5.

TICKLER FILE:

17. Enter a '1' to write a message to the tickler file indicating that a notice has been sent.

Enter a version of the E-Mail Message Server (X00PPAT1).

If left blank, the default is ZJDE0002.

111.8 Reminder Report/Update (P03461)

Processing Option	Processing Options Requiring Further Description
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PROOF/FINAL MODE:

1. Enter a '1' to run the Final Reminder Report.

Default of blank will run a Proof Reminder Report.

MINIMUM DAYS:

2. Enter the minimum number of days between the last Payment Reminder sent and when the customer should appear on the Reminder Report.

111.9 A/R Detail Report with Reminders Info (P034202)

Processing Option**Processing Options Requiring Further Description**

AS OF DATE:

1. Enter the "As Of" date to process invoice balances.
Invoices selected will have a due date less than the As
Of date entered.

If left blank, the current date is used as the default.

System Setup Processing Options

This chapter contains these topics:

- [Section 112.1, "Batch Update for Multi-Tiered A/P \(P005141\)"](#)
- [Section 112.2, "Batch Update for Multi-Tiered A/R \(P005142\)"](#)
- [Section 112.3, "Bank Account Information \(P04130\)"](#)
- [Section 112.4, "A/R Draft NSF Notification \(P03574\)"](#)

112.1 Batch Update for Multi-Tiered A/P (P005141)

Processing Option	Processing Options Requiring Further Description
TAX PROCESSING:	
1. Enter a '1' to indicate that Tax Information should not be printed.	
AS OF DATE:	
2. Enter the "As of" date to process.	
The batch program will calculate the discount as if the current date were this date.	
If left blank the system date will be used.	

112.2 Batch Update for Multi-Tiered A/R (P005142)

Processing Option	Processing Options Requiring Further Description
TAX PROCESSING:	
1. Enter a '1' to indicate that Tax Information should not be printed.	
AS OF DATE:	
2. Enter the "As of" date to process.	
The batch program will calculate the discount as if the current date were this date.	
If left blank the system date will be used.	

112.3 Bank Account Information (P04130)

Processing Option	Processing Options Requiring Further Description
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ELECTRONIC INFORMATION:

1. Enter a '1' to display Electronic Information.

BANK SYSTEM INFORMATION:

2. Enter a '1' to display Bank System Information.

112.4 A/R Draft NSF Notification (P03574)

Processing Option	Processing Options Requiring Further Description
-------------------	--

PRINT DATE:

1. Enter the date to appear in the letter's heading.

If left blank, then the default is the system date.

ADDRESS FORMAT:

2. Enter the address format code to determine the display format for the customer address.

If left blank or value is invalid, then the country default will be used.

SELECTION RANGE BY DATES:

3. Enter the initial date. All drafts with G/L date on or after this date will be selected.

If left blank, then the default is the system date.

4. Enter the as of date. All drafts with G/L date on or before this date will be selected.

If left blank, then the default is the system date.

NSF LETTER CODE SELECTION:

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:

6. Enter a '1' to summarize all draft detail lines by the document number.

If left blank, then each line of will be displayed.

Statement and Reminder Set Up Processing Options

This chapter contains the topic:

- [Section 113.1, "A/R Print Messages \(P03280\)"](#)

113.1 A/R Print Messages (P03280)

Processing Option**Processing Options Requiring Further Description**

MESSAGE TEXT APPLICATION:

1. Enter the code which corresponds to the application for which you will be maintaining special print message text.

' ' = Statements (Default)

'1' = Payment Reminders

'2' = Interest Invoices

Do not change this processing option once you enter data.

Batch Invoice Processing - Processing Options

This chapter contains these topics:

- [Section 114.1, "Batch Invoice Entry \(P0301Z1\)"](#)
- [Section 114.2, "A/R Invoice Batch Processing \(P03110Z\)"](#)
- [Section 114.3, "Batch File Purge \(P00PURGE\)"](#)

114.1 Batch Invoice Entry (P0301Z1)

Processing Option	Processing Options Requiring Further Description
BATCH FILE REVIEW:	
1. Enter a '1' to view the Batch Review screen prior to working with the Batch Invoice Entry.	
A default of blank will take you directly to the Entry screen.	
2. Enter a '1' to display the EDI (Electronic Data Interchange) fields on the Batch Review screen.	
A/R MAINTENANCE:	
FIELD DISPLAY CONTROL:	
3. You may suppress certain capabilities of the program by placing a '1' next to the following:	
Sales/Use/VAT Tax Processing	
PO Number Entry	
Extra Date for Service/Tax	
OUT-OF-BALANCE:	
4. Enter a '1' to bypass the out-of-balance edits between the invoice and the journal entries.	

114.2 A/R Invoice Batch Processing (P03110Z)

Processing Option	Processing Options Requiring Further Description
PROOF OR FINAL MODE:	
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.	

Processing Option	Processing Options Requiring Further Description
PROCESS OUT-OF-BALANCE:	
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).	
If left blank, the transaction will not be processed if the amounts are out-of-balance.	
BYPASS TAX DEFAULTS:	
3. Enter a '1' to bypass tax processing (no tax processing and no tax area/ tax explanation defaults).	
If left blank, tax processing will be in effect.	
4. Enter one of the following to use as a default Discount Handling flag. If left blank, no default will be used.	
'0' = Use Payment Terms	
'1' = Use Discount Override Amount	
'2' = Use Percentage	
AUTOMATIC PURGE:	
5. Enter a '1' to automatically purge processed transactions from the batch file.	
If left blank, transactions will be flagged as processed and will remain in the file.	
AUTOMATIC POST:	
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.	
If left blank, the post is not submitted.	
ERROR FILE:	
7. Enter a '1' to write error messages out to the PC Batch Entry Error file (F0040).	
If left blank, no records will be written to the file.	
SUPPRESS WARNINGS:	
8. Enter a '1' to suppress the printing of warnings on the error report and in the PC Batch Entry Error file.	
If left blank, warnings will print on the error report and be placed into the error file.	
DW VERSION FOR A/R INVOICE PROCESSOR:	
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:	
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.	

114.3 Batch File Purge (P00PURGE)

Processing Option**Processing Options Requiring Further Description**

SAVE PURGED RECORDS:

1. Enter a '1' to save the purged records to a special purge library.

(Default of blanks will NOT save any purged records.)

REORGANIZE FILE:

2. Enter a '1' to reorganize the purged file.

(Default of blanks will NOT reorganize the file.)

A/R Cash Forecasting Processing Options

This chapter contains the topic:

- [Section 115.1, "A/R Cash Forecasting \(P03520\)"](#)

115.1 A/R Cash Forecasting (P03520)

Processing Option	Processing Options Requiring Further Description
CASH FORECASTING 'BASED ON' DATE:	
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. If left blank, the Net Due Date will be used.	
CASH TYPE:	
2. Enter the cash type to designate an A/R record in the Cash Forecasting file. If left blank, '03' will be used as the cash type.	
REVERSE AMOUNT SIGNS:	
3. Enter a '1' to reverse the positive and negative signs of the amounts. 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

This chapter contains the topic:

- [Section 116.1, "Customer Analysis \(P03602\)"](#)

116.1 Customer Analysis (P03602)

Processing Option	Processing Options Requiring Further Description
ADDRESS BOOK UPDATE:	
1. Enter a '1' to update the customer analysis codes in the Customer Master File (final mode). If left blank, the Customer Master file customer analysis codes will not be updated (proof mode).	
CURRENCY CONVERSION:	
2. Enter the currency code into which all currencies should be converted. If left blank, no currency conversion will take place.	

Technical Processes Processing Options

This chapter contains these topics:

- [Section 117.1, "Update A/R from Address Book \(P03802\)"](#)
- [Section 117.2, "Update YTD Invoice Amount \(P03820\)"](#)
- [Section 117.3, "Balance Forward Update \(P03501\)"](#)
- [Section 117.4, "Customer Master Conversion \(P0301E\)"](#)
- [Section 117.5, "Global Update Customer Master \(P03490\)"](#)
- [Section 117.6, "Global Update - A/R Company/Business Unit Defaults \(P034905\)"](#)
- [Section 117.7, "Purge Closed A/R Records \(P03800\)"](#)

117.1 Update A/R from Address Book (P03802)

Processing Option	Processing Options Requiring Further Description
FIELD UPDATES:	
1. Enter a '1' to update the entire A/R Ledger (F0311). If left blank, only those records that have been revised since the last run of this program will be updated. Note: It is recommended that if you are deleting records that a complete update be performed.	
2. Enter a '1' to UPDATE the Alternate Payers in your A/R Ledger (F0311) with Address Book values. If left blank, this field will not be updated.	

Processing Option	Processing Options Requiring Further Description
3. Enter '1' to PROTECT the fields below in your A/R Ledger from being updated with Address Book Values. If left blank, the field will be updated:	
Alpha Name	
Category Code 01	
Category Code 02	
Category Code 03	
Category Code 04	
Category Code 05	
Category Code 06	
Category Code 07	
Category Code 08	
Category Code 09	
Category Code 10	

117.2 Update YTD Invoice Amount (P03820)

Processing Option	Processing Options Requiring Further Description
DATE OPTIONS:	
1. Enter a "From" date to be used as the beginning period for the close.	
2. Enter a "Thru" date to be used as the ending period for the close.	
UPDATE CONTROL:	
3. Enter a '1' to update Customer Master balances in Final Mode. If left blank, Customer Master balances will not be updated (Proof Mode). Note: A run in proof mode is highly recommended if using computation method 2.	
COMPUTATION METHOD:	
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. Enter a '2' to compute prior invoiced as the existing YTD invoiced less the computed YTD invoiced, using the "Thru" date only. Note: This method CANNOT be executed more than once without erroneous results. See HELPS for further clarification.	
AMOUNT CURRENCY UPDATE:	

Processing Option	Processing Options Requiring Further Description
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. If left blank, the Amount Currency will not be updated. Caution: All of the records within your DREAM Writer Data Selection will be updated.	

117.3 Balance Forward Update (P03501)

Processing Option	Processing Options Requiring Further Description
A/R Constants:	
1. Enter a '1' to retrieve the 'As Of' Date and Comparison Date from A/R Constants. A default of blank will use the processing option values.	
As Of Date:	
2. Enter the 'As Of' Statement date to be used to summarize Invoices. Invoices dated prior to and including this date will be summarized. If left blank, the current date is used as the default.	
Comparison Date:	
3. Specify one of the following dates to compare from: D = Due Date I = Invoice Date G = General Ledger Date S = Statement Date	

117.4 Customer Master Conversion (P0301E)

Processing Option	Processing Options Requiring Further Description
UPDATE CONTROL:	
1. Enter a '1' to update Customer Master balances. If left blank, Customer Master balances will not be updated.	
DATE OPTIONS:	
2. Enter a date to be used as the exchange rate date. If left blank, the current date is used as the default.	
AMOUNT CURRENCY & CURRENCY CODE UPDATE:	
3. Enter a currency here to be updated to the Amount Currency in the Customer Master file. 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.

Processing Option	Processing Options Requiring Further Description
<p>4. Enter a currency here to be updated to the Currency Code in the Customer Master file.</p> <p>If left blank, the Currency Code will not be updated.</p>	<p>This applies to the CRDC field in F0301 and indicates the transaction currency for the customer.</p>
<p>ROUNDING FACTOR:</p>	
<p>5. Enter the desired rounding factor for the following limit fields:</p> <p>Credit Limit</p> <p>Minimum Order Value</p> <p>Maximum Order Value</p> <p>For example, a value of 100 will round the converted amount to the nearest hundred, 50 to the nearest 50, etc.</p> <p>If left blank, limit values will not be rounded.</p>	

117.5 Global Update Customer Master (P03490)

Processing Option	Processing Options Requiring Further Description
<p>Enter the data value to be replaced or "plugged" into the selected Customer Master fields. (*BL = blanks):</p>	<p>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.</p>
1. Collection Manager	
2. Credit Manager	
3. Send Invoice To	
4. Send Statement To	
5. Payment Terms - A/R	
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	

117.6 Global Update - A/R Company/Business Unit Defaults (P034905)

Processing Option	Processing Options Requiring Further Description
<p>Enter the data value to replace or be "plugged" into selected Customer Co/Bus. Unit file fields. (*BL=Blank/Zeros)</p>	<p>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.</p>
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	
13. Collection Report	
14. Tax Explanation Code	
15. Tax Rate Area	
16. Currency Code	
17. G/L Class	
18. Model JE Document Company	
Model JE Document	
Model JE Document Type	
19. Default Rev Account Bus. Unit	
Default Rev Account Object	
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	

Processing Option	Processing Options Requiring Further Description
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	
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	

117.7 Purge Closed A/R Records (P03800)

Processing Option	Processing Options Requiring Further Description
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Enter G/L Purge 'As Of' Date.

A

Quick Reference Codes for A/R

This appendix contains these topics:

- [Section A.1, "Menus"](#)
- [Section A.2, "Payment Status Codes"](#)
- [Section A.3, "Payment Hold Types"](#)
- [Section A.4, "Terms of Payment"](#)
- [Section A.5, "Original Document Types"](#)
- [Section A.6, "Matching Document Types"](#)

A.1 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

A.2 Payment Status Codes

Code	Description
A	Approved for payment
P	Paid in full

A.3 Payment Hold Types

Code	Description
H	Hold/Pending Approval
R	Retainage
D	Draft Accepted

A.4 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

A.5 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

A.6 Matching Document Types

Code	Description
RC	Receipt
RA	Adjustment
RO	Void Receipt
RV	Non-Sufficient Funds
RQ	Chargeback Amount
RS	Spread of Unapplied Receipt
RG	Receivable Gain/Loss
RE	Void of Invoice

Batch Input Setup

This appendix contains these topics:

- [Section B.1, "Overview of Tables"](#)
- [Section B.2, "Table 1 - Required or Conditionally Required Fields"](#)
- [Section B.3, "Table 2 - Optional Control Fields"](#)
- [Section B.4, "Table 3 - Additional Fields"](#)
- [Section B.5, "Table 4 - Ignored Fields"](#)

B.1 Overview of Tables

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.

B.2 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	R C O	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 RM if VJAG < or = to 0
DGJ	G/L Date	R	Required to add a transaction (EDTC=A or blank)	Valid date	

Table 1 - Required or Conditionally Required Fields

Field	Description	R C O	Explanation	Value	Default
DIM	Invoice Date	R		Valid date	
DID					
DIVJ					
DIY					
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 D = Delete	
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

Table 2 - Optional Control Fields

Field	Description	R C O	Explanation	Value	Default
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

B.3 Table 2 - Optional Control Fields

The fields in the following table can be useful in processing and organizing batch data.

Field	Description	R C 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.	DDomesticF Foreign 3 Pre-calculate d	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
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

Field	Description	R C O	Explanation	Value	Default
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 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. For example: G = General Accounting V = A/P Vouchers I = A/R Invoices	98/IT	
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)

B.4 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
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			

Field	Description	R C O	Explanation	Value	Default
DMCD	Domestic Multi-Currency Code	O			
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.		

Table 3 - Additional Fields

Field	Description	R C O	Explanation	Value	Default
EDSP	Processed (0/1)	O	The batch processing program bypasses transactions marked 1 (processed).	0 = No 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			
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			

Field	Description	R C O	Explanation	Value	Default
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			
TRTC	Input Type	O			
U	Units	O			
UM	Units of Measure	O			
VLDT	Value Date	O		Value date	

B.5 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		

Table 4 - Ignored Fields

Field	Description	Value	Default
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
ATXN	Non-Taxable Amount		C00TX or calculated from CTXN if working in multi-currency and foreign mode.
CLD#	Sent to Collection Date Century		
CLDM CLDD CLDJ 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 DDND DDNJ DDNY	Due Date (Net)		
DIC#	Batch Date Century		
DICM DICD DICJ DICY	Batch Date		F0011 Batch Header

Field	Description	Value	Default
DPR#	Date Promised Century		
DPRM DPRD DPRJ DPRY	Date Promised		
FNLP	Closed Item		
FY	Fiscal Year		G/L Date Fiscal Year
GLBA	G/L Bank Account		
ITI#	Interest Invoice Date Century		
ITIM ITID ITIJ ITIY	Interest Invoice Date		
JOB#	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 RDDD RDDJ RDDY	Last Sent Reminder Date		
RDRL	Level Last Reminder Sent		
RMDS	Total Sent Reminders		
SFXO	Order Suffix		
SMTM SMTD SMTJ SMTY	Statement Date		
SMT#	Statement Date Century		
TORG	Transaction Originator		System
UNIT	Unit Number		
UPMJ	Date Updated		System
UPMT	Time Last Updated		System

Table 4 - Ignored Fields

Field	Description	Value	Default
USER	User Profile		System
VINV	Vendor Invoice Number		
VR01	Reference		

A/R Statement Processing

This appendix contains the topic:

- [Section C.1, "A/R Print Statements"](#)

C.1 A/R Print Statements

The following graphics illustrate the processing options for A/R Print Statements.

Figure C-1 Use Current Processing Option for A/R Print Statements

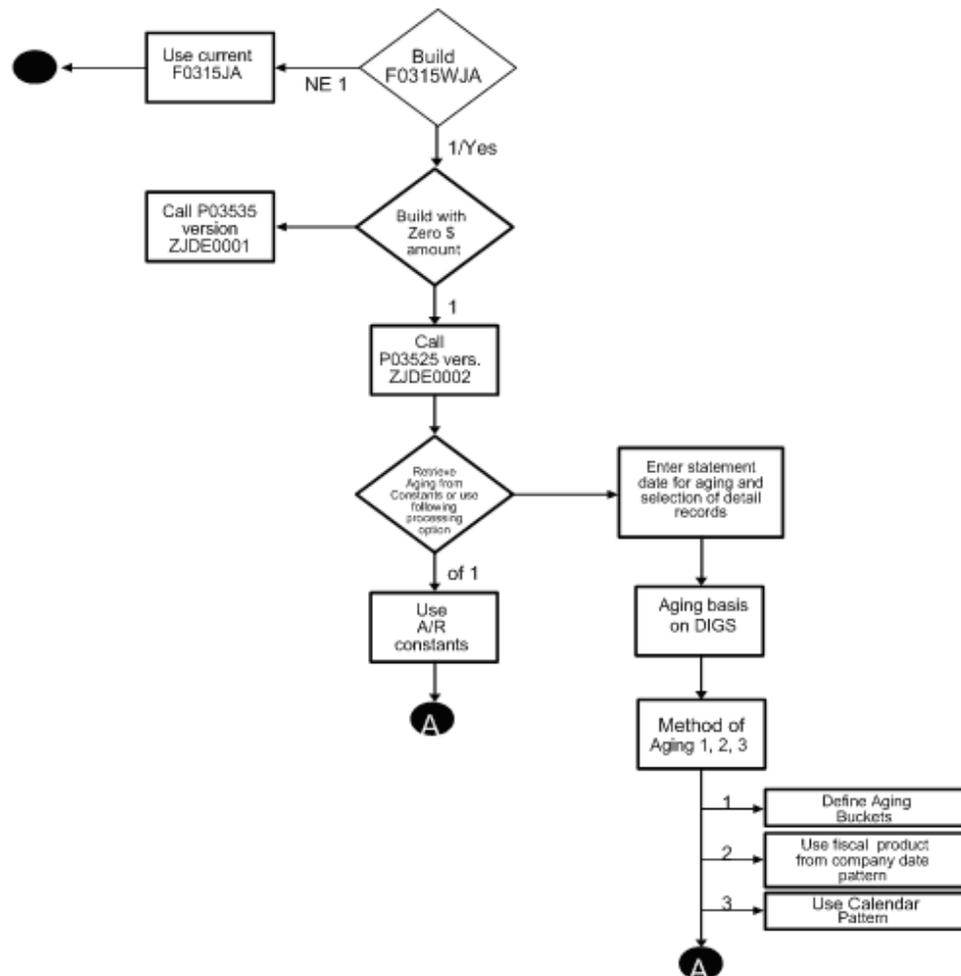


Figure C-2 Age Credit Processing Option for A/R Print Statements

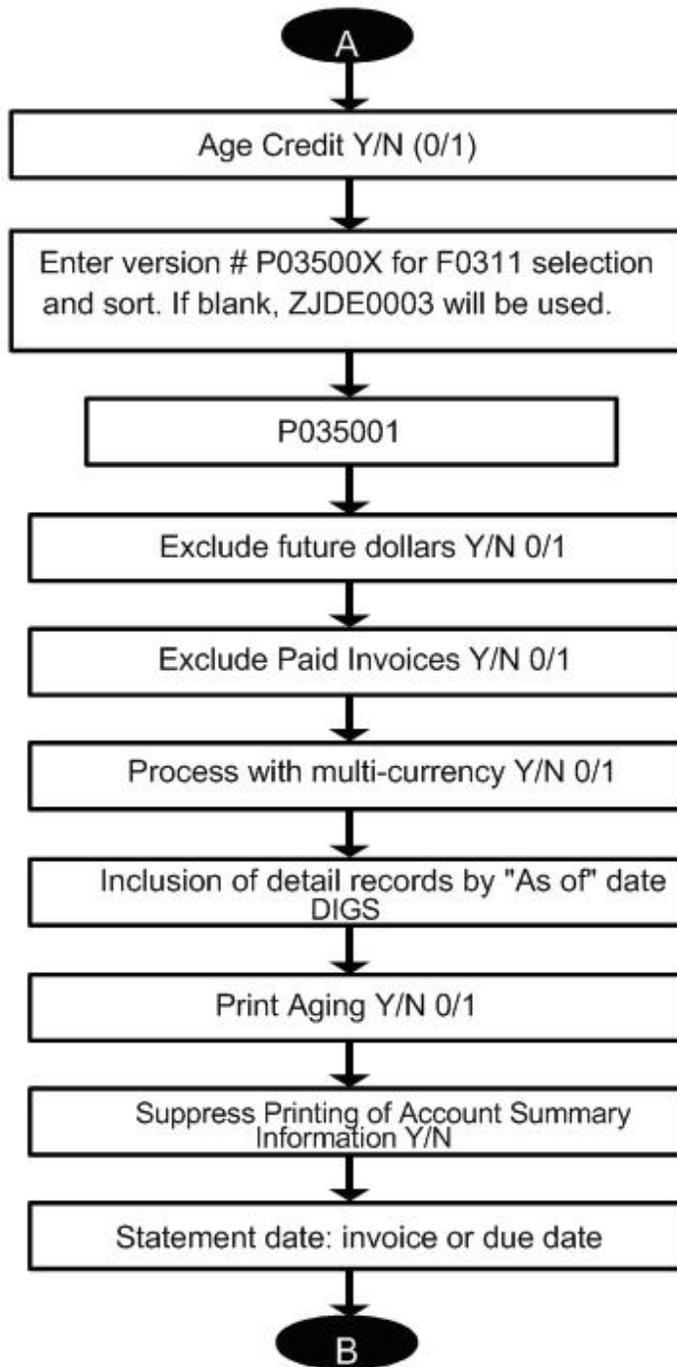
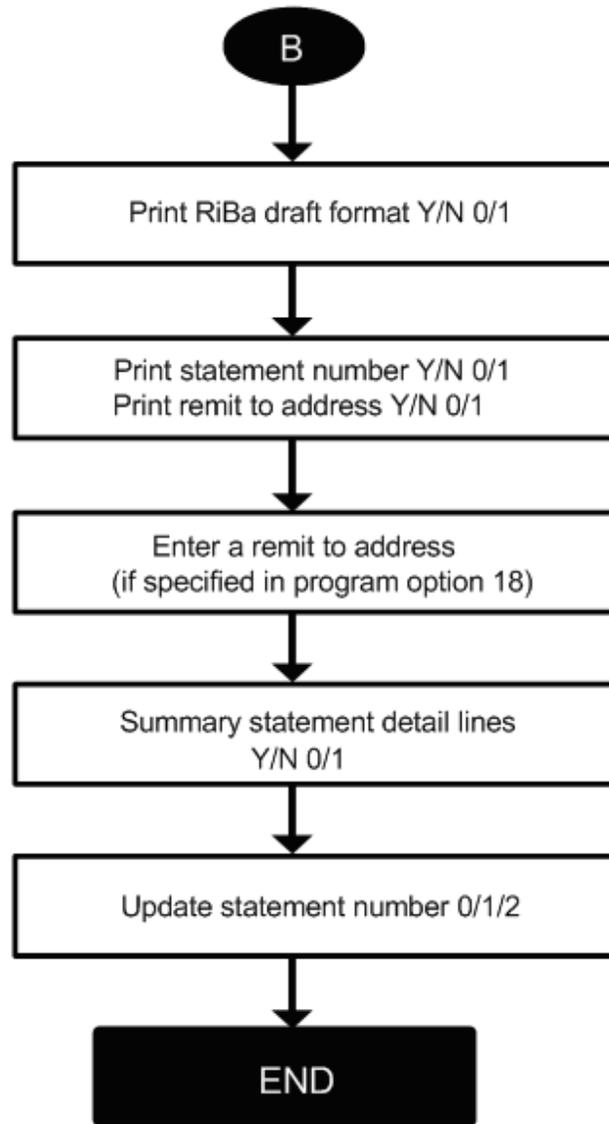


Figure C-3 Print RiBa Draft Format Processing Option for A/R Print Statements



Functional Servers

This appendix contains these topic:

- [Section D.1, "About Functional Servers"](#)

D.1 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 *JD Edwards World Technical Foundation Guide*.

D.1.1 Example: Voucher Processing Functional Server

The following programs use the voucher processing functional server. JD Edwards World provides two demo versions of the functional server, ZJDE0001 and ZJDE0002.

- Speed Voucher Entry (P040015)
- Standard Voucher Entry (P04105)
- Void Payment Entry (P4704103)
- Credit Tied to Debit Bill (P041010)
- Multi-Voucher (P041017)
- Calculate Withholding (P04580)

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