JD Edwards World

Service Billing Guide

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Preface

Welcome to the JD Edwards World Service Billing Guide.

Audience

This document is intended for implementers and end users of JD Edwards World Service Billing system.

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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.
italic	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.

1

Overview to Service Billing

This chapter contains these topics:

- Section 1.1, "System Integration,"
- Section 1.2, "System Features,"
- Section 1.3, "Multi-Currency Features,"
- Section 1.4, "Service Billing Tables."

The Service Billing system offers capabilities designed to accommodate the intricacies of both interdivisional and customer billing. Use the Service Billing system to bill your customers for services and goods rendered.

Every service billing process begins with an agreement between a customer and a provider. The customer requests a product or service. Your company, as the provider, bills the customer for the product or services that you provide.

You can use the Service Billing system to:

- Account for the costs of goods and services
- Mark up the costs to account for profit
- Bill for the services and goods you provide
- Provide written proof that justifies the charges
- Create accounting entries for the services and goods

1.1 System Integration

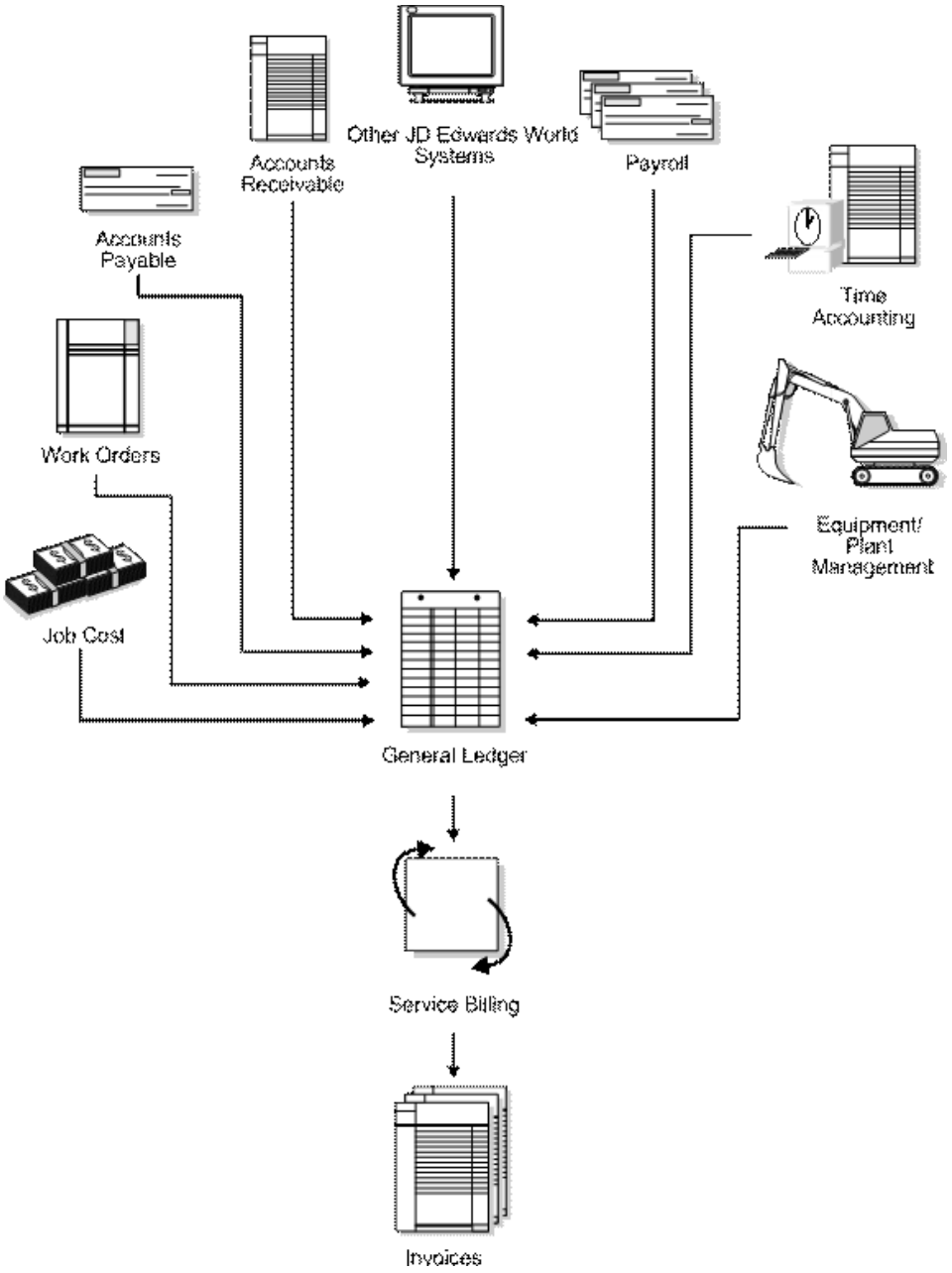
The Service Billing system can retrieve costs from any system that stores information in the Account Ledger table (F0911) within the General Accounting system. You can classify costs as either payroll-based or non-payroll-based. Payroll-based costs are labor-related costs for employees and equipment. Non-payroll-based costs are costs such as subcontractors, materials, and travel.

The information can include costs for:

- Labor costs and associated burden, such as fringe benefits and payroll taxes, from the Payroll and Time Accounting systems
- Equipment operating and maintenance costs from the Equipment/Plant Management system
- Other costs, such as travel, that is charged directly to projects from the Accounts Payable system

The following graphic illustrates the system integration between the Service Billing system and other JD Edwards World systems.

Figure 1–1 Integration of Service Billing and Other JD Edwards World Systems



1.1.1 General Accounting

The Service Billing system uses the information in the Account Master table (F0901) and the transactions in the Account Ledger table (F0911) to determine whether a transaction is billable in the Service Billing system.

Table	Description
Account Master	**The Billable Y/N field (BILL) in the Account Master table controls whether you can process transactions in an account through the Service Billing system.**
Account Ledger	The Bill Code (BC) field in the Account Ledger table identifies whether the Service Billing system has processed a transaction. The following codes relate to Service Billing: blank = Available for processing N = Non-billable because the Billable Y/N field in the Account Master table is set to N or blank Z = Already processed into the Billing Workfile (F4812)

1.1.2 Payroll and Time Accounting

Payroll-based costs can include the following:

- Actual amount of the employee's pay before deductions and the actual hours worked
- Actual or estimated burden amounts
- The marked-up labor billing distribution amount for the employee and the related hours
- Actual hours that the employee uses the equipment and the billing rate for the equipment
- Account numbers for labor and equipment distribution

You can process payroll information on a daily basis or based on your payroll cycle. The Payroll system updates the following tables:

- Employee Transactions Detail (F06116)
- Payroll Transaction History (F0618)
- Burden Distribution (F0624)
- Account Ledger (F0911)

The Service Billing system reads the eligible transactions in the Payroll Transaction History table (F0618) and creates corresponding workfile transactions in the Billing Workfile (F4812). The system retrieves transactions that are identified by the following document types:

- T2 - Payroll labor distribution
- T3 - Burden distribution
- T4 - Labor billing distribution
- T5 - Equipment distribution

Burden distribution transactions (T3) are always linked to corresponding payroll labor distribution transactions (T2) and cannot be processed separately from the T2 transactions. Burden is the cost over and above wages or salaries that a company incurs as a result of employing people. These costs can include taxes and insurance. Depending on the setup of the Service Billing system constants, these burden transactions can be processed in conjunction with the related labor transactions in the Billing Workfile.

You can calculate burden in two ways:

- Use the actual burden rate and percentage with the employee's actual hours and pay rate
- Use an estimated burden percentage (flat burden)

During the normal payroll cycle, the system can calculate flat and actual burden amounts. If you process payroll journal entries on a daily basis without completing the payroll cycle, the system calculates only flat burden.

After the Service Billing system processes the payroll information, the system updates the transactions in the Payroll Transaction History, Employee Transactions Detail, and Account Ledger tables as processed.

1.1.3 Equipment/Plant Management

Jobs, projects, and work orders often involve equipment. For example, a security guard uses a company-owned truck to patrol the grounds of an office building. The agreement between the security agency and building management contains a provision to bill an hourly rate for the time that the guard uses the truck.

The Service Billing system processes transactions with Document Type TE from the Equipment/Plant Management system. The Service Billing system uses the following information to process equipment transactions:

- Equipment item number to identify the equipment for the billing
- Number of hours that the employee used the equipment
- The Billable Y/N field in Equipment Rate Code Definition table (F1390) to determine whether to use the billing rental rate

1.1.4 Work Orders

For some jobs, such as vehicle repairs, the provider performs the service and bills for it the same day. You can use a work order to identify such a short-term project. Work order information exists when the transaction contains a subledger number with Subledger Type W, and the status of the work order is billable.

Depending on the Service Billing system constants, the customer number in the Work Order Master table (F4801) can identify the customer that to bill. Other information from the work order can affect the markup, tax, and accounting rules for the transactions.

1.1.5 Job Cost

Some services might not be associated with a work order, such as preventative maintenance performed on a routine basis. In this case, the customer information must exist in the Job (Business Unit) Master table (F0006). The Service Billing system attaches a customer number to each workfile transaction that makes up the billing detail on the invoice. The owner address number in the Job Master table identifies the customer. The Job Master table can also include the tax information for the jobs. Other information from the Job Master table can affect the markup and accounting rules for the transactions.

1.1.6 Accounts Receivable

The Service Billing system can use the Customer Master table (F0301) to identify:

- Payment terms

- Tax explanation and rate/area

After you generate a billing, you post the invoice information to the A/R Account Ledger table (F0311). When you receive the customer's payments, you apply them to the customer's receivable account.

1.1.7 Address Book

The Service Billing system uses the address book number in the work order or job to identify:

- The name of a party in the Address Book Master table (F0101) and Who's Who Information table (F0111), such as a person, company, or branch
- Mailing addresses for the billing in the Address Book Master and Address by Date (F0116) tables

1.1.8 Accounts Payable

The Service Billing system accumulates cost transactions that you record in the Accounts Payable system. Service Billing uses the information in the Accounts Payable Ledger table (F0411) to identify:

- Supplier numbers
- Supplier invoice numbers
- Supplier service dates
- Responsible business units

1.1.9 Service Warranty Management

Service Warranty Managements transactions that are processed to the Account Ledger table (F0911) can be processed through the Service Billing system. This allows the generation and printing of invoices related to service warranties. This feature allows the combining of billable services from Service Warranty Managements with standard billable services within Service Billing on one invoice.

1.2 System Features

Services can require specific cost-markup rules and precise audit trails. Many services involve work that requires different combinations of time, burden, equipment usage, and materials.

You can use the features of the Service Billing system to:

- Identify and mark up costs
- Generate invoices
- Design printed invoices to customer specifications
- Create accounting entries for costs, revenue, and billings

1.2.1 Workfile Generation

With Workfile Generation, the system accumulates billable costs. During the generation, the system:

- Identifies the specific accounts eligible for billing

- Updates the records in the Account Ledger (F0911) table as billed or nonbillable
- Creates workfile transactions in the Billing Workfile (F4812)
- Assigns a customer number to the workfile transaction
- Marks up the source transactions
- Calculates the applicable tax amounts

1.2.2 Journal Processing

The system uses journal generation programs to create:

- G/L journal transactions for revenue recognition
- G/L journal transactions for cost allocations, if applicable
- A/R and G/L journal transactions for billing

1.2.3 Billing

Use the Service Billing system to identify and invoice costs for the services and goods you provide. For example, you can:

- Generate invoices
- Review and change billing amounts on invoices
- Print the invoices
- Process the invoices into Accounts Receivable

1.2.4 System Management

The Service Billing system accumulates billable cost transactions based on system constants and rules you define. System constants control the global processes for the Service Billing system, such as the processing of costs, customer information, and dates. System rules define markup, accounting, retainage, and tax information. You can also design the invoice layouts the system uses to print customer invoices.

1.3 Multi-Currency Features

You can use the multi-currency functionality in JD Edwards World software to maintain account balances and invoices in domestic and foreign currency amounts.

When you set up your system, you define a currency for your company and for your customers and suppliers. The system recognizes the currency that you define for your company as the domestic currency. The system recognizes any customer or supplier currencies that are different from your company's currency as foreign currencies. Finally, the system determines foreign and domestic amounts based on exchange rates that you define for specific effective date ranges.

1.3.1 Multi-Currency for Service Billing

As you build a global customer network, you can use the JD Edwards World Service Billing system to optimize your revenue recognition and billing processes in multi-currency environments. When you use multi-currency with the Service Billing system, you can:

- Accumulate billable costs that originate in multiple currencies, such as the costs for employees' time

- Apply markup amounts to costs in either the domestic or foreign currency
- Generate invoices for your customers in a currency (foreign) that is different than the currency (domestic) of the job or work order

The Service Billing system uses a business unit (job) or a work order as the basis for an invoice. The system recognizes the currency of the company that is responsible for the job as the domestic currency. In the case of a work order, the system recognizes the currency of the work order's "charge to" business unit as the domestic currency.

While the currency that you define for your customer is different than the currency you set up for your system (domestic currency), you manage the job or work order in the domestic currency. Then, when you generate an invoice for the job or work order, the system creates the invoice using the currency of the customer (foreign currency).

1.4 Service Billing Tables

The JD Edwards World Service Billing system stores and accesses billing information in the following tables:

1.4.1 System Setup

Table	Description
Billing Constants (F48091)	Controls the global processing of: ■ Billable costs ■ Burden processing ■ Effective dates ■ Customer information ■ Journal processing ■ Default markup percentage
Cost Plus Mark Up Information (F48096)	Determines how to mark up the selected transactions. The system uses one or more of the following markup rules: ■ Per unit rate ■ Percentage of costs ■ Fixed amount added to costs ■ Any combination of the above ■ No markup added to costs
Account Derivation Table (F48126)	Stores accounting rules that control journal creation for: ■ Actual or unbilled revenue ■ Costs ■ Margins ■ Unbilled accounts receivable ■ Reallocations
Component Table Master (F4860)	Stores information used to identify component tables. The Cost Plus Mark Up table uses this information to locate the correct entries to create component workfile transactions.

Table	Description
Component Table Detail (F4861)	Determines the markups applied to billing transactions to create component workfile transactions. The system uses one or more of the following calculation rules: ■ Unit Based ■ Amount Based
Component Cross Reference (F4862)	Stores cross-reference information used in the calculation of compound components.
Format Cross-Reference (F4858)	Stores information used to print invoices. This table is used to assign invoice formats to specific customers, jobs, or work orders.

1.4.2 Workfile Management

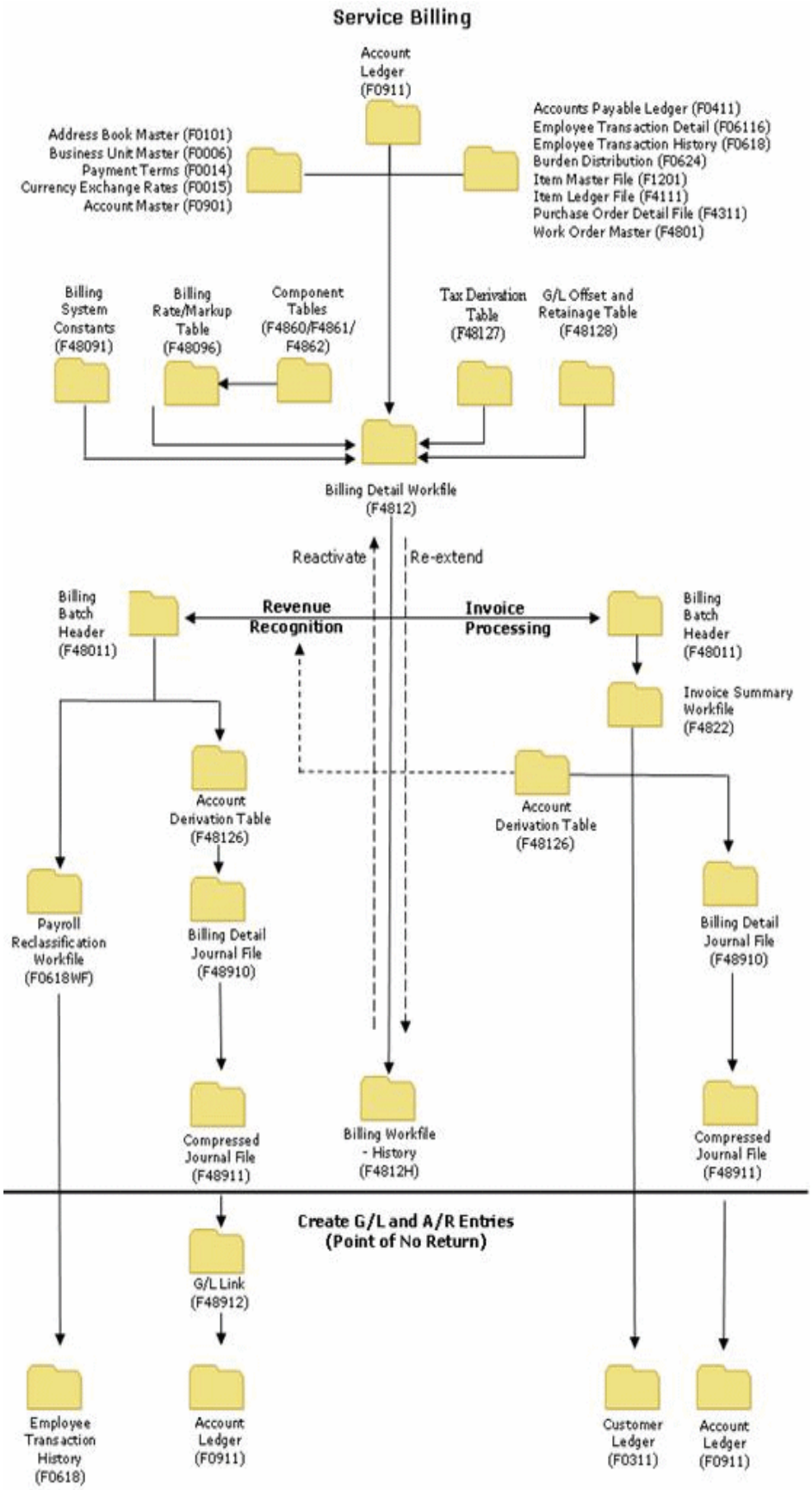
File	Description
Billing Workfile (F4812)	Stores workfile transactions as an inventory of the billable costs. The workfile transactions correspond to the cost transactions generated in other systems or entered manually within the billing system. This information is the starting point for the billing process.
Billing Workfile History (F4812H)	Stores historic information for processed workfile transactions. The information provides a detailed audit trail of the changes related to each individual workfile transaction.

1.4.3 Transaction Processing

File	Description
Billing Batch Control (F48011)	Stores information about invoice and G/L batches created within the Contract Billing system, including the batch status and the current activity.
Invoice Summary Work File (F4822)	Stores the information that the system uses to print invoices and create A/R ledger information.
Delete Invoices - Contract/Service Billing (F48229)	Provides an audit trail of deleted invoice numbers.
Invoice Summary Access (F48520)	Stores cumulative invoice information that can be used for reporting purposes, such as displaying billed-to-date information on an invoice. This billed-to-date information is stored in more detail here than in the Invoice Summary. This optional file is controlled by an option in Billing Constants. Cumulative invoice amounts are stored by G/L date, employee/supplier, cost account, and contract owner pay item.
Detail Journal Work File (F48910)	Temporarily stores the detail journal transactions used prior to creating accounting journal entries.
Compressed Journal Workfile (F48911)	Temporarily stores a summary of the transactions stored in Detail Journal Work File. This summarization is based on ledger type, currency code, G/L date, business unit, object, subsidiary, and subledger. These entries are used to create the final journal entries in the Account Ledger (F0911).
G/L Link (F48912)	Stores key information from the workfile transaction and the subsequent journal entry created in the Account Ledger table. This table is used for reporting and audit purposes.

File	Description
Payroll Journal Reclassification Workfile (F0618WF)	Temporarily stores the original and correcting entries created when the cost account of a workfile transaction originating from payroll has been changed in the Billing system. These entries are written to the Payroll History table (F0618) when Create G/L Entries or Create A/R Entries is run.

The following graphic illustrates the relationships between the primary tables in the Service Billing system.


Service Billing
Account Ledger (F0911)
Address Book Master (F0101)
Business Unit Master (F0006)
Payment Terms (F0014)
Currency Exchange Rates (F0015)
Account Master (F0901)
Accounts Payable Ledger (F0411)
Employee Transaction Detail (F06116)
Employee Transaction History (F0618)
Burden Distribution (F0624)
Item Master File (F1201)
Item Ledger File (F4111)
Purchase Order Detail File (F4311)
Work Order Master (F4801)
Billing System Constants (F48091)
Billing Rate/Markup Table (F48096)
Component Tables (F4860/F4861/ F4862)
Tax Derivation Table (F48127)
G/L Offset and Retainage Table (F48128)
Billing Detail Workfile (F4812)
Reactivate
Re-extend
Billing Batch Header (F48011)
Revenue Recognition
Invoice Processing
Billing Batch Header (F48011)
Invoice Summary Workfile (F4822)
Account Derivation Table (F48126)
Account Derivation Table (F48126)
Payroll Reclassification Workfile (F0618WF)
Billing Detail Journal File (F48910)
Billing Detail Journal File (F48910)
Compressed Journal File (F48911)
Billing Workfile - History (F4812H)
Compressed Journal File (F48911)
Create G/L and A/R Entries (Point of No Return)
G/L Link (F48912)
Employee Transaction History (F0618)
Account Ledger (F0911)
Customer Ledger (F0311)
Account Ledger (F0911)

Part I

Workfile Management

This part contains these chapters:

- Chapter 2, "Understanding Workfile Information,"
- Chapter 3, "Workfile Management,"
- Chapter 4, "Generating the Workfile for Billing,"
- Chapter 5, "Review the Workfile,"
- Chapter 6, "Revise the Billing Workfile,"
- Chapter 7, "Work with Workfile History."

2

Understanding Workfile Information

This chapter contains these topics:

- Section 2.1, "Workfile Generation,"
- Section 2.2, "Processing Payroll,"
- Section 2.3, "Processing Burden,"
- Section 2.4, "Processing Components,"
- Section 2.5, "Defining Parent/Child Relationships in the Workfile,"
- Section 2.6, "Viewing Workfile Transactions,"
- Section 2.7, "Assigning Eligibility Codes,"
- Section 2.8, "Assigning Control/Sequence Numbers."

You review and analyze workfile information to track the status of workfile transactions and accurately plan your invoicing cycle.

2.1 Workfile Generation

The Billing Detail Workfile (F4812) is a repository of transactions used by the system to invoice customers, recognize revenue, and allocate costs. The system provides the following three methods to create workfile transactions:

File	Description
Workfile Generation	The system uses this batch process to create workfile transactions based on billable accounting entries stored in the Account Ledger table (F0911). When you run Workfile Generation, the system copies source transactions from the Account Ledger to create workfile transactions, applying the correct markup, offset, and tax information. You use the Workfile Revisions form to view these transactions.
G/L Transaction Selection	You use this interactive program to create workfile transactions based on billable accounting entries stored in the Account Ledger table (F0911). When you use G/L Transaction Selection, the system copies the selected source transactions from the Account Ledger to create workfile transactions, applying the correct markup, offset, and tax information. You use the Workfile Revisions form to view these transactions.
Ad-hoc Workfile Transactions	You use this interactive program to create workfile transactions that are not represented in the Account Ledger table (F0911).

To maintain the integrity of the original source transactions, the system creates copies of these billable transactions. The copied transactions are referred to as workfile transactions and are stored in the Billing Workfile (F4812).

Workfile transactions include costs with any applicable markup, tax, and other key information. The rest of the billing process is based on the information stored in workfile transactions.

All workfile transactions with an eligibility code of 0 (invoicing, revenue, costing) or 1 (invoicing only) must include a customer number. The system uses the customer number to invoice the transactions. You must identify a customer number on individual jobs (business units) or work orders associated with the transactions.

Note: You attach a customer number in the Owner Address field on the Job Master Revisions form, not the Job Site Address field. The Address Book number on the Revise Business Unit form is not the customer number.

2.2 Processing Payroll

Account Ledger (F0911) transactions originate from multiple sources, such as the Accounts Payable, Equipment/Plant Management, and Payroll systems. You run the Workfile Generation program to accumulate the cost information from these sources into the billing system.

For the system to create workfile transactions from payroll transactions, all information in the Payroll and Employee tables must be identical to the Account Ledger table. The Payroll system allows summarized accounting entries; therefore, the billing system must retrieve detail information from the Payroll system to create the workfile transactions. The system uses the following fields from the Account Ledger to retrieve additional information from the Payroll Transaction History (F0618) or the Employee Transactions Detail (F06116) table to create the workfile transactions:

- Batch Number
- Account Number
- G/L Date
- Subledger Information

Caution: After the system processes payroll, the fields above should not be changed or deleted in the F0911 table.

2.3 Processing Burden

Burden is the cost that a company incurs as a result of employing people. Burden can include:

- Company-paid payroll taxes
- Insurance
- Fringe benefits, such as union pensions
- Direct labor costs, such as small tools

The following conditions must exist for the system to automatically create burden transactions in the workfile:

- The Business Unit Burden Flag in the Payroll system must be set to create burden entries in the Burden Distribution File (F0624)
- A PDBA must be set up for burden
- Company burden distribution rules must be set up
- A labor entry must be posted to a billable account in the Account Ledger table (F0911)
- The burden accounting entries must also be posted to a billable account in the Account Ledger table (F0911)
- The Bill Burden field in the Billing System Constants table (F48091) must be set to process burden

You use a billing constant to control whether burden entries from the Payroll system are processed for the workfile. The system calculates burden transactions when payroll journal entries are created. The only way you can process burden within the billing system is in conjunction with its associated labor workfile transaction.

The eligibility code for burden transactions must be compatible with the eligibility code for the associated labor workfile transaction. Specifically, the system prevents the eligibility code for a labor workfile transaction from being more restrictive than the eligibility code of its burden workfile transactions.

For example, if the burden transaction for a labor workfile transaction is eligible for revenue and invoicing, but the labor workfile transaction is eligible only for invoicing, the system overrides the burden transaction eligibility code with the labor workfile transaction eligibility code.

The Payroll system calculates the following types of burden:

Burden	Description
Actual burden	The actual cost of payroll taxes, insurance, and fringe benefits. The system calculates the burden for the actual costs that are associated with each employee's timecard.
Flat burden	An estimated burden amount that the system derives from the direct labor costs. The system calculates the burden on a timecard-by-timecard basis as a percentage of the labor costs.

When burden transactions are associated with a labor workfile transaction, the system displays an X in the Burden (B) field for that workfile transaction on the Workfile Revisions form. You use the Burden Info option in Workfile Revisions to view these workfile transactions.

After the original payroll transactions have been processed, the system does not retrieve any new burden transactions calculated for the transactions. For example, if you reverse the flat burden amount and calculate the actual burden amount for the original payroll transactions, the system does not retrieve the new burden transactions.

2.4 Processing Components

A component is a type of markup. The system calculates component transactions based on amounts or units from source transactions. For example, you might create a component transaction to offset the cost of borrowing money.

You can use component transactions based on the invoice amount to apply charges in addition to the markup amount for the workfile transaction. A compound component creates an additional markup; its calculation is based on existing component amounts.

You set up the rules for component calculations in the Component Table Master table (F4860). You must then assign this component rule to a markup rule in the Cost Plus Markup table to instruct the system to create component transactions.

When a component transaction is associated with a workfile transaction, the system displays an X in the Component (C) field for that workfile transaction on the Workfile Revisions form. You use the Component Info option within Workfile Revisions to view the component workfile transactions.

2.5 Defining Parent/Child Relationships in the Workfile

The workfile transactions can share a parent/child relationship under the following conditions:

File	Description
Workfile transaction/Component workfile transaction	This parent / child relationship exists when component transactions are created for a workfile transaction.
Labor/Burden	This parent / child relationship exists when the burden associated with labor is stored in the workfile.
Burden/Components	This parent / child relationship exists when component transactions are created for burden transactions.

2.6 Viewing Workfile Transactions

You can view the following transactions in the workfile:

Workfile Transactions

Workfile transactions are copies of source transactions from the Account Ledger that represent the billable costs for your company.

Burden Transactions

Burden transactions are workfile transactions that represent the cost over and above the direct labor wages or salaries that a company incurs as a result of employing people. Burden transactions might include:

- Company-paid payroll taxes
- Insurance
- Fringe benefits, such as union pensions

The billing system always processes burden transactions in conjunction with the associated labor workfile transactions.

Component Transactions

Component transactions are special types of workfile transactions that represent additional amounts that you add to the original costs when you invoice a customer. For example, component transactions might be used to offset the cost of borrowing money.

The billing system always processes component transactions in conjunction with associated workfile transactions.

2.7 Assigning Eligibility Codes

The system assigns eligibility codes to workfile transactions based on the Billable Y/N field in the Account Master table and the Journal Generation Control option that you set up in your Billing Constants.

Note: The value stored in the eligibility code field specifies the amounts that are displayed and the billing processes in which the workfile transaction can participate. The system assigns the following eligibility codes to the workfile transactions:

0 – The workfile transaction is eligible for invoicing, revenue recognition, and costing processes.

1 – The workfile transaction is eligible for invoicing processes.

2 – The workfile transaction is eligible for revenue recognition and costing processes.

3– The workfile transaction is nonbillable.

4 – The workfile transaction is eligible for cost processing only.

For example, if the Billable Y/N field for an account is set to Y (Billable) and the Journal Generation Control option selected is Revenue Recognition and Invoicing without Reconciliation, then the eligibility code is set to 0, indicating that the workfile transaction is eligible for invoicing, revenue recognition, and costing. If the same account with a Y in the Billable Y/N field is processed through the billing system and the Journal Generation Control option selected is Invoice Only, then the eligibility code is set to 1, indicating that the workfile transaction is eligible for invoicing only.

The following table illustrates the system logic used to assign the eligibility codes:

Account Master - Bill Y/N	Billing Constants - Journal Creation	Billing Workfile - Eligibility Code Assigned
N (Nonbillable)	Not Applicable	No workfile transaction created
Y (Billable)	1 (Invoice Only)	1 (Invoice Only)
Y (Billable)	2 (Revenue Only)	2 (Revenue Only)
Y (Billable)	3 (Inv/Rev w/o Reconciliation)	0 (Invoicing and revenue)
Y (Billable)	4 (Inv/Rev with Reconciliation)	0 (Invoicing and revenue)
1 (Invoice Only)	1 (Invoice Only)	1 (Invoice Only)
1 (Invoice Only)	2 (Revenue Only)	No workfile transaction created
1 (Invoice Only)	3 (Inv/Rev w/o Reconciliation)	1 (Invoice Only)
1 (Invoice Only)	4 (Inv/Rev with Reconciliation)	1 (Invoice Only)

Account Master - Bill Y/N	Billing Constants - Journal Creation	Billing Workfile - Eligibility Code Assigned
2 (Revenue Only)	1 (Invoice Only)	No workfile transaction created
2 (Revenue Only)	2 (Revenue Only)	2 (Revenue Only)
2 (Revenue Only)	3 (Inv/Rev w/o Reconciliation)	2 (Revenue Only)
2 (Revenue Only)	4 (Inv/Rev with Reconciliation)	2 (Revenue Only)
4 (Costing only)	1 (Invoice Only)	4 (Costing only)
4 (Costing only)	2 (Revenue Only)	4 (Costing only)
4 (Costing only)	3 (Inv/Rev w/o Reconciliation)	4 (Costing only)
4 (Costing only)	4 (Inv/Rev with Reconciliation)	4 (Costing only)

2.8 Assigning Control/Sequence Numbers

When you revise workfile transactions, the system sequentially numbers the workfile transactions and each new revision for audit purposes.

You can use these numbers to track the progression of revisions to original workfile transactions. The system assigns each workfile transaction the following control and sequence numbers:

File	Description
Billing Control ID (BCI)	The BCI number is assigned at the time the workfile transaction is first created in the Billing Workfile. The system uses Next Numbers for System 48 and Index 2 (Billing Control) to derive the number. The BCI number of a workfile transaction never changes, regardless of the revisions made to the workfile transaction. If you split a workfile transaction, the resulting workfile transactions will share the same BCI.
Sequence Number (SBSQ)	The sequence number of the original workfile transaction is always 1. The sequence number changes only when you split the workfile transaction. The system assigns the next available sequence number within that BCI series to the resulting workfile transactions. For example, the first time a workfile transaction is split, the sequence numbers assigned to the resulting workfile transactions are 2 and 3. If you split one of those workfile transactions, the sequence numbers assigned to the resulting workfile transactions are 4 and 5.
Parent Sequence Number (PRSQ)	The parent sequence number of the original workfile transaction is always 0. The parent sequence number changes only when you split the workfile transaction. The system assigns a parent sequence number to workfile transactions that result from a split. The parent sequence number is always the sequence number of the workfile transaction that you split. For example, if you split a workfile transaction with a sequence number of 1 and a parent sequence number of 0, the system assigns the resulting workfile transactions a parent sequence number of 1.

File	Description
Secondary Sequence Number (SCSQ)	The secondary sequence number of the original workfile transaction is always 1. The secondary sequence number tracks the number of revisions you make to a workfile transaction. You can use this number to track the progression of revisions to original workfile transactions. For example, you might revise a workfile transaction three times. The secondary sequence number of the workfile transaction you revise is 1. After the revision, the secondary sequence number for the workfile transaction is 2. When you change the transaction again, the secondary sequence number is 3. When you split a workfile transaction, the secondary sequence numbers will be 1 on the resulting workfile transactions.
Component Link Number (CLNK)	The component link number of the workfile transaction links the parent workfile transaction to the child component transactions. If this number is 0, no components exist for this workfile transaction. The component link number changes when you split a workfile transaction with components. The system assigns a new component link number to each resulting parent workfile transaction. This new component link number is then assigned to the respective component workfile transactions.

3

Workfile Management

This chapter contains these topics:

3.1 Objectives

- To understand the origination of costs
- To understand the Billing Workfile
- To apply markups to costs
- To create, print, and void invoices
- To create and record accounting journal entries

3.2 About the Billing Process

Effective management of the Billing Workfile (F4812) is fundamental to the Service Billing processes. The typical billing process includes accumulating costs, creating and printing invoices, and recording journal entries for income and receivables.

When you perform the Service Billing processes, you can:

- Accumulate billable costs from multiple systems, such as Accounts Payable, Equipment/Plant Management, and Payroll, without re-entering the cost information into the billing system
- Calculate markup amounts and taxes based on a hierarchy of multiple user defined rules
- Revise workfile transactions
- Recognize revenue before generating customer invoices or at the same time the customer invoices are processed
- Print invoices to customer specifications
- Automatically create and record the journal entries for the Accounts Receivable and General Accounting systems that result from billing

Workfile Management consists of the following topics:

- Understanding workfile information
- Generating the workfile

- Reviewing the workfile
- Revising the workfile
- Working with the workfile history

4

Generating the Workfile for Billing

This chapter contains the topic:

- Section 4.1, "Generate the Workfile."

4.1 Generate the Workfile

Navigation

From Work Order/Service Billing Processing (G48), choose Service Billing

From Service Billing (G4821), choose Workfile Generation

From Workfile Generation (G4822), choose Generation (P48120)

Revenue recognition and invoices are based on billable costs. The first step in the revenue recognition and billing processes is to accumulate costs. Although the costs can be processed for revenue only, the costs are typically billable and are included on invoices. Billable costs are represented by source transactions that the system stores in the Account Ledger table (F0911).

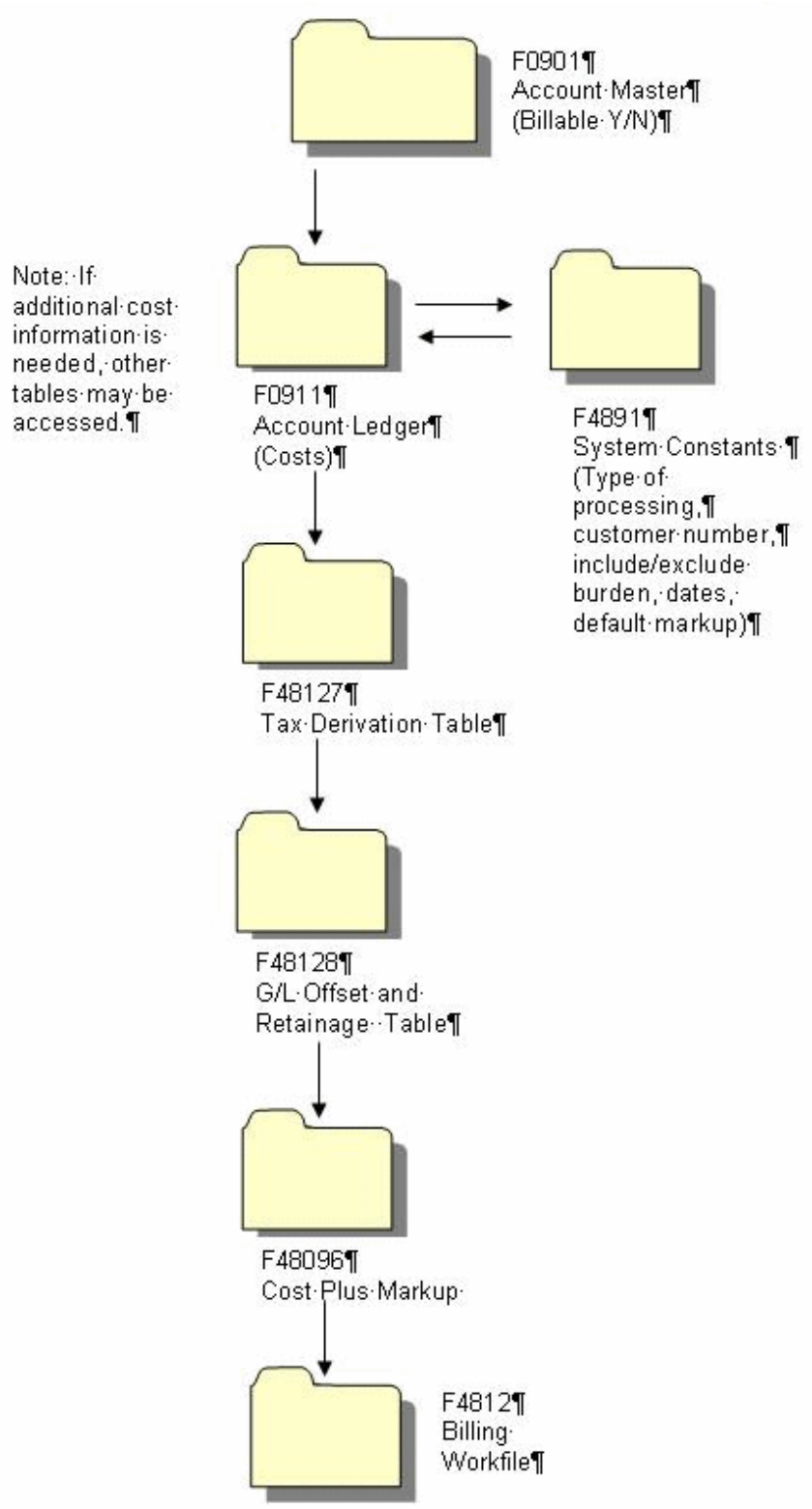
Source transactions originate from multiple sources, such as the Accounts Payable, Equipment/Plant Management, and Payroll systems. Run the Workfile Generation program to accumulate the cost information from these sources.

To maintain the integrity of the original source transactions, the system creates copies of the source transactions. The copied transactions are referred to as workfile transactions and are stored in the Billing Workfile (F4812).

Workfile transactions include costs with any applicable markup, taxable amounts and other key billing information. You base the rest of the Service Billing processes on the information stored in workfile transactions.

The following graphic illustrates the process the system uses to accumulate costs.

Figure 4–1 Process of Accumulating Costs



When you run the Workfile Generation program to accumulate costs, the system:

- Identifies all the unprocessed source transactions in the Account Ledger (F0911)

- Determines whether the account for each eligible source transaction is billable, based on the Billable (Y/N) field in the Account Master table (F0901)
- Uses related tables when constants and source transactions indicate the need for additional information, such as when burden is associated with payroll transactions
- Updates the Bill Code (BC) field of the source transactions in the Account Ledger table as processed to the workfile (Z) or non-billable (N)
- Updates the payroll transaction history and employee transaction details for all payroll-related transactions
- Calculates markup and tax amounts
- Creates copies of source transactions in the Billing Workfile (F4812)
- Assigns appropriate eligibility codes to the copied transactions based on the Journal Generation Control field in the system constants and the Billable (Y/N) field in the Account Master table
- Assigns each transaction in the Billing Workfile a customer number

After you accumulate costs to generate workfile information, the system marks the source transactions in the Account Ledger table with N (non-billable) or Z (billed) to indicate that the transactions have been included in the billing process. The next time you accumulate costs, the system generates workfile transactions for only the source transactions that have not been previously included in the workfile generation process.

4.1.1 Before You Begin

- Define all billable accounts in the chart of accounts
- Set up the system constants to identify the costs that you want to accumulate
- Define the following applicable Service Billing rules:
  - · Cost Plus Markup
  - · Tax Derivation
  - · Component
  - · G/L Offset and Retainage
- Verify that you have defined a customer number for your work orders or a customer address number for your jobs

4.1.2 What You Should Know About

Topic	Description
Customer numbers	All workfile transactions must include a customer number. The system uses the customer number to bill the transactions. You must identify a customer number on individual jobs or work orders. The address book number on the Revise Single Business Unit form is not the customer number (P0006, 4/G09411). To specify the customer number on a job, use the Owner Address Number field (AN8O) in Job Master Revisions (P510063, 4/G5111).

Topic	Description
Eligibility codes	The system assigns eligibility codes to workfile transactions based on the Billable (Y/N) field in the Account Master table and the Journal Generation Control field you set up for your system constants. For example, if the Billable (Y/N) field for a transaction is a Y and the Journal Generation Control field is set for both revenue recognition and billing, the eligibility code for the transaction is 0. An eligibility code of 0 indicates that the transaction is eligible for both revenue recognition and billing. If the same account with a Y in the Billable (Y/N) field is processed through the billing system and the Journal Generation Control field is set for billing only, the eligibility code for the transaction is 1. An eligibility code of 1 indicates that the transaction is eligible for billing only.
Changing source and payroll transactions	The system might need additional information from the Payroll Transaction History (F0618) or the Employee Transactions Detail (F06116) tables to process certain source transactions. After the system creates payroll and source transaction tables, do not change or delete any of the following transaction information: ■ Account number ■ Dates ■ Subledger information ■ Employee Address Book number For the system to create workfile transactions from payroll transactions, all information must be identical in the Payroll or Employee tables and Account Ledger tables.
Burden transactions	The eligibility code for burden transactions must be compatible with the eligibility code for the associated workfile transaction. Specifically, the system prevents the eligibility code for a workfile transaction from being more restrictive than the eligibility code of its burden transactions. If, for example, the burden transaction for a workfile transaction is eligible for both revenue and billing, but the workfile transaction is eligible only for billing, the system assigns the burden transaction the same eligibility code as the workfile transaction.

See Also:

- Section 18.1, "Defining Markup Rules,"
- Section 17.1, "Setting Up System Constants" for more information about Journal Generation Control,
- Section C.13, "Independent Revenue/Invoice Amount Basis" for more information about calculating markup,
- *JD Edwards World Technical Foundation Guide*for information about running, copying, and changing a DREAM Writer version,
- Section 14.1, "About the Revenue Recognition Process"for more information about the revenue recognition process.

4.1.3 Processing Options

See Section 27.1, "Work File Generation (P481201)."

5

Review the Workfile

This chapter contains these topics:

- Section 5.1, "Reviewing the Workfile,"
- Section 5.2, "Locating Transactions in the Workfile,"
- Section 5.3, "Reviewing Transaction Totals,"
- Section 5.4, "Verifying the Customer Number for Billing."

5.1 Reviewing the Workfile

After you accumulate billable cost information, you can review the related workfile transactions to verify that the information the system retrieved from the source transactions is correct. Source transactions are the transactions that the system stores in the Account Ledger table (F0911). The system might also require other information from the originating systems to process some source transactions.

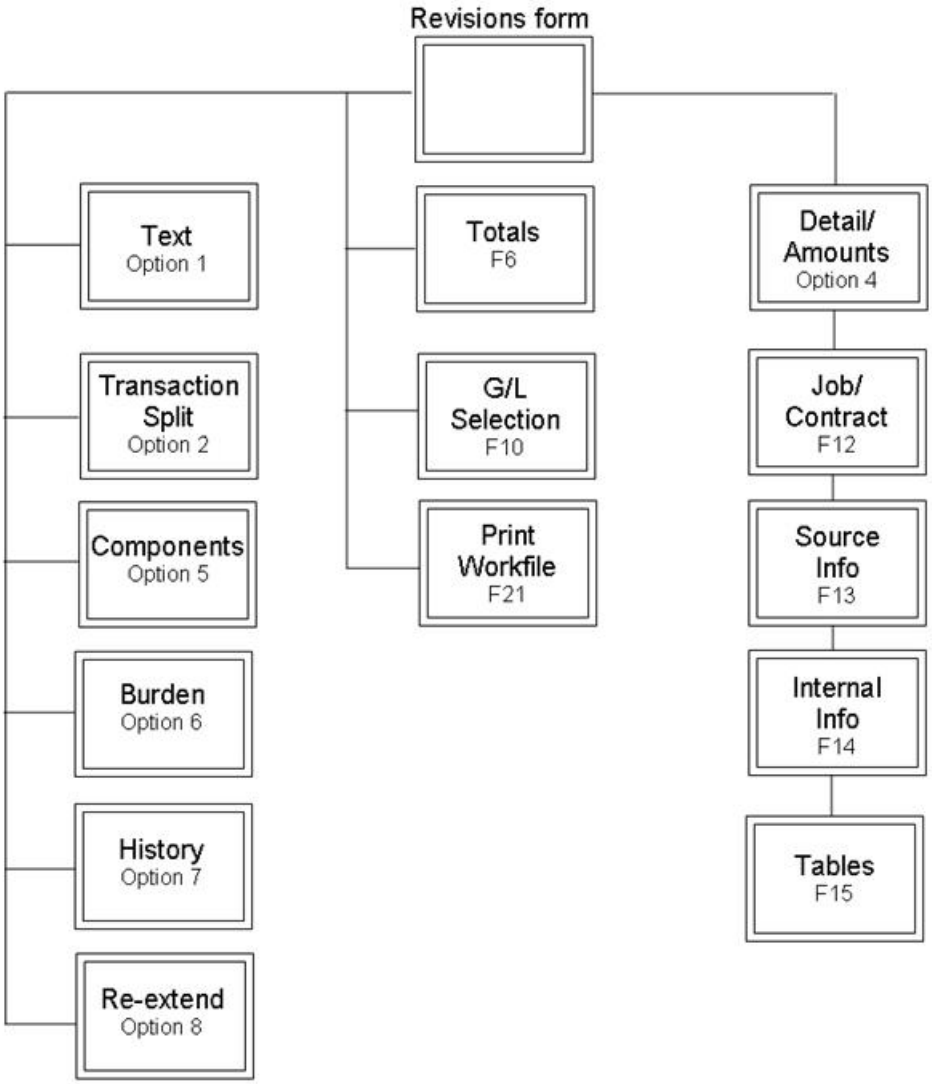
When you review transactions in the Billing Workfile (F4812), you should look for potential errors, such as:

- Payroll transactions charged to the incorrect work order or job
- Incorrect markup amounts (if changes are made to your markup tables since the creation of your workfile transactions)

If you work in a multi-currency environment, you can review the workfile in the domestic currency or in the foreign currency.

The following graphic illustrates the windows and forms that you can access as you review workfile transactions:

Figure 5–1 Windows and Forms to Review Workfile Transactions



5.2 Locating Transactions in the Workfile

To review the transactions in the Billing Workfile (F4812), you must first locate them. You can enter search criteria to control the workfile transactions that the system displays. If you specify more values in your search criteria, the system displays more specific transaction information.

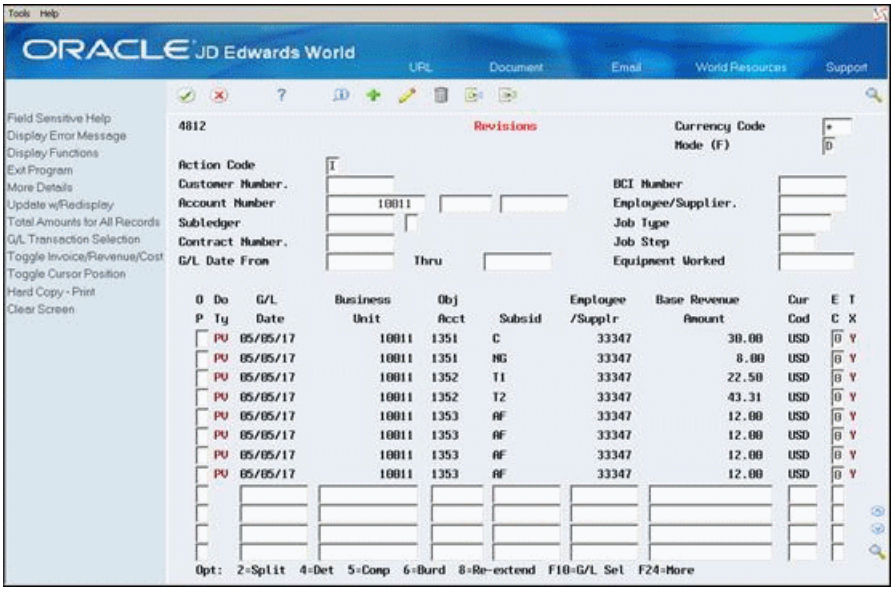
Locating transactions in the workfile consists of the following tasks:

- Reviewing workfile transactions
- Reviewing burden transactions
- Reviewing component transactions

You can review the following transactions in the workfile:

File	Description
Workfile transactions	Workfile transactions are copies of source transactions that represent the billable costs for your company. When you accumulate costs, the system copies source transactions to create workfile transactions with any applicable markup and tax amounts.
Burden transactions	Burden transactions represent the cost over and above the direct labor wages or salaries that a company incurs as a result of employing people. Burden transactions might include: ■ Company-paid payroll taxes ■ Insurance ■ Fringe benefits, such as union pensions The billing system always processes burden transactions in conjunction with associated labor transactions.
Component transactions	Component transactions represent additional costs that you add to the original cost of services or time and materials when you bill a customer. For example, component transactions might be used to offset the cost of borrowing money. The billing system always processes component transactions in conjunction with associated workfile transactions.

Figure 5–2 Revisions screen



5.2.1 Reviewing Workfile Transactions

Navigation

From Work Order/Service Billing Processing (G48), choose Service Billing

From Service Billing (G4821), choose Workfile Generation

From Workfile Generation (G4822), choose Revisions (P4812)

You can review specific workfile transactions to verify accounting and billing information, such as the document type, classification, account number, amount, and

eligibility for processing. You can also determine whether a workfile transaction is taxable and whether it includes associated burden or component transactions.

To review workfile transactions

On Revisions.

1. Complete one or more of the following fields to locate workfile transactions:
   - Customer Number
   - BCI Number
   - Account Number (or Job/Business Unit)
   - Employee/Supplier
   - Equipment Worked
2. To locate specific workfile transactions, complete the following optional fields:
   - Subledger
   - Subledger Type
   - Job Type
   - Job Step
   - G/L Date From
   - G/L Date Thru
3. Review the following fields:
   - Transaction Classification
   - Eligibility Code
   - Taxable
   - Components
   - Burden

Field	Explanation
Customer Number (AN8O)	The address book number to which the system posts billing and accounts receivable transactions. *Form-specific information* Enter a customer's Address Book number in this field to search for transactions associated with that customer.
Billing Control ID (BCI)	A unique number that identifies a detail transaction in the Billing Workfile (F4812). The system uses the number, which is automatically assigned through the Next Numbers facility (System 48, Index 2), to create an audit trail for tracking transactions through the billing process. A component record has the same billing control ID as the billing transaction on which it is based. *Form-specific information* Enter the billing control ID of the billing transaction you want the system to display.

Field	Explanation
Business Unit (MCU)	A code that identifies a separate entity for which you want to track costs within a business. For example, a business unit might be a job, project, work center, or branch/plant. Business unit security can prevent you from locating business units for which you have no authority. *Form-specific information* Enter a business unit in this field to search for transactions associated with that business unit.
Obj Acct (OBJ)	The object account portion of a general ledger account. The term "object account" refers 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). If you are using a flexible chart of accounts and the object is set to 6 digits, JD Edwards World recommends that you use all 6 digits. For example, entering 000456 is not the same as entering 456, because the system enters three blank spaces to fill a 6-digit object.
Subsid (SUB)	A subdivision of an object account. Subsidiary accounts include more detailed records of the accounting activity for an object account.
Employee /Supplr (AN8)	A number that identifies an entry in the Address Book system. Use this number to identify employees, applicants, participants, customers, suppliers, tenants, and any other Address Book members.
Equipment Worked (EQCG)	Enter an equipment number to search for transactions associated with a particular piece of equipment.
Subledger (SBL)	A number that identifies a work order in the Service Billing system. In general, if you specify a work order, you must also specify W as the subledger type for the work order. *Form-specific information* Enter a work order number in this field to search for transactions associated with that work order.
Work Order/Subledger Type (SBLT)	A user defined code (UDC 00/ST) that you use with the Work Order (Subledger) field. For a work order, the subledger type must be W. **Note:** If you use A/P speed code entry, the field can be blank.
Job Type (JBCD)	A user defined code (UDC 07/G) that defines the jobs within your organization. You can associate pay and benefit information with a job type and apply that information to the employees who are linked to that job type.
Job Step (JBST)	A user defined code (UDC 07/GS) that designates a specific level within a particular job type. The system uses this code in conjunction with job type to determine pay rates by job in the Pay Rates Table.
G/L Date From (EFTB)	The date when an address, item, transaction, or table becomes active, or the date from when you want transactions to appear. The way that the system uses this field depends on the program. For example, the date that you enter in this field might indicate when a change of address becomes effective; or it could be a lease effective date, a price or cost effective date, a currency effective date, a tax rate effective date, and so on.

Field	Explanation
G/L Date Through (EFTE)	The date on which the item, transaction, or table becomes inactive or the date through which you want transactions to display.
Transaction Classification (TCLS)	A code that identifies the classification of a billing transaction. Valid codes are: blank Ad hoc entry in the active Billing Workfile (F4812) 1 – Labor 2 – Payroll burden 3 – Equipment 4 – Inventory (future use) 5 – Purchasing 6 – Journal Entry 7 – Ad hoc entry in an existing invoice batch 8 – System-generated control record 9 – System-generated limiting offset for a contract (future use) A – System-generated revenue record for a contract (Contract Billing only) W – Service and Warranty
Eligibility Code (ELGC)	A code that identifies the type of processing for which a transaction in the Billing Workfile (F4812) is eligible. This code controls the operation at the single transaction level. The values are: 0 – Eligible for both invoicing and revenue recognition 1 – Eligible for invoicing only 2 – Eligible for revenue recognition only 3 – Non billable 4 – Eligible for cost processing only **Note:** If the transaction belongs to a billable account, the system generates the eligibility code using the information in the Journal Generation field on the Billing Constants (P48091) form and the Billable Y/N field in the Account Master (P0901).
Taxable (Y/N) (TX)	A code that indicates whether the item, by itself, is subject to tax.
Component/Burden	A brief description of a code or abbreviation. *Form-specific information* An "X" in the C column denotes that components exist for this workfile transaction. An "X" in the B column denotes that there is burden associated with this workfile transaction.

5.2.2 What You Should Know About

Topic	Description
Eligibility codes	The system assigns eligibility codes to workfile transactions based on the Billable (Y/N) field in the Account Master table and the Journal Generation Control field in the system constants. For example, if the Billable (Y/N) field for a transaction is a Y and the Journal Generation Control field is set for both revenue recognition and billing, the eligibility code for the transaction is 0. An eligibility code of 0 indicates that the transaction is eligible for both revenue recognition and billing. If the same account with a Y in the Billable (Y/N) field is processed through the billing system and the Journal Generation Control field is set for billing only, the eligibility code for the transaction is 1. An eligibility code of 1 indicates that the transaction is eligible for billing only.

5.2.3 Reviewing Burden Transactions

Navigation

From Work Order/Service Billing Processing (G48), choose Service Billing

From Service Billing (G4821), choose Workfile Generation

From Workfile Generation (G4822), choose Revisions (P4812)

Burden is the cost that a company incurs as a result of employing people. Burden can include:

- Company-paid payroll taxes
- Insurance
- Fringe benefits, such as union pensions
- Direct labor costs, such as small tools

You use a system constant to control whether burden transactions are processed for the workfile. The system calculates burden transactions when you create payroll journal entries. The only way you can process burden within the billing system is in conjunction with its associated labor workfile transaction.

The eligibility code for burden transactions must be compatible with the eligibility code for the associated workfile transaction. Specifically, the system prevents the eligibility code for a workfile transaction from being more restrictive than the eligibility code of its burden transactions.

For example, if the burden transaction for a workfile transaction is eligible for revenue and billing, but the workfile transaction is eligible only for billing, the system assigns the burden transaction the same eligibility code as the workfile transaction.

The Payroll system calculates the following types of burden:

Burden	Description
Actual burden	The actual cost of payroll taxes, insurance, and fringe benefits. The system calculates the burden for the actual costs that are associated with each employee's timecard.

Burden	Description
Flat burden	An estimated burden amount that the system derives from the direct labor costs. The system calculates the burden on a timecard-by-timecard basis as a percentage of the labor costs.

When burden transactions are associated with a workfile transaction, the system displays an X in the Burden (B) field for that transaction. The system also updates the Burden Pending (BDPN) field to indicate the type of burden that was processed for the workfile transaction. Choose the More Details (F4) function to see the Burden field in Workfile Revisions.

To review burden transactions

On Revisions.

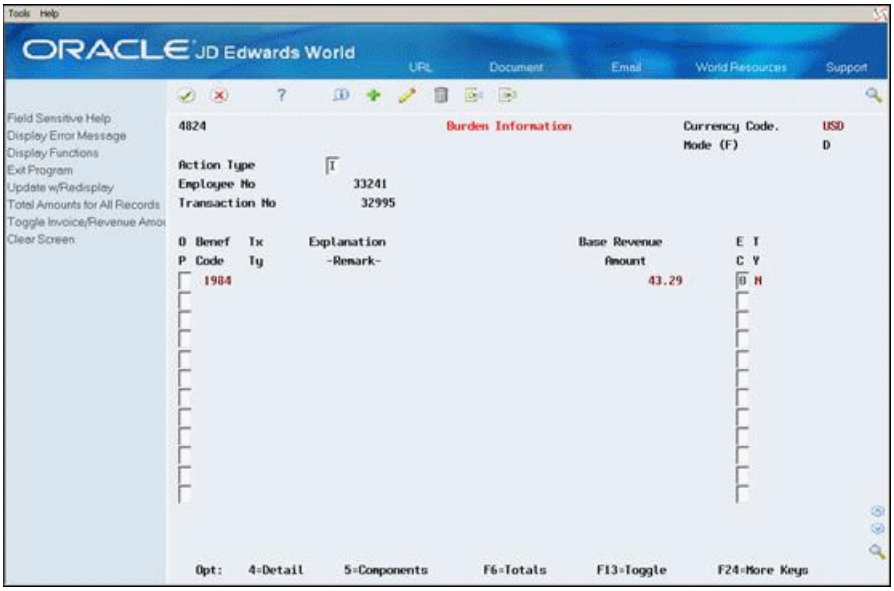
1. Complete the steps for reviewing workfile transactions.

   See:

   - Section 5.2.1, "Reviewing Workfile Transactions."

2. Verify the following field to identify the transactions with burden:
   - Burden (B)
3. Choose Burden (Option 6) for the transaction you want to review.

Figure 5–3 Burden Information screen



4. On Burden Information, verify the information in the following fields:
   - Transaction Number
   - Benefit Code
   - Tax Type
   - Explanation - Remark

Field	Explanation
Transaction No (PRTR)	The unique number that the system assigns to a transaction in payroll. The system uses this field to tie a payroll transaction to each audit record for actual burden created during the Actual Burden Journaling process.
Benefit Code (PDBA)	A code to define the type of pay, deduction, benefit, or accrual. Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999.
Tax Type - Payroll (PTAX)	A user defined code (UDC 07/TT) that identifies the type of payroll tax associated with this billing detail transaction.
Explanation -Remark- (EXR)	A description, remark, explanation, name, or address retrieved from the following cost (source) transactions: ■ Journal entry (Explanation 2 field) ■ A/P voucher entry (Explanation field) ■ Payroll (pay type description - regular, overtime, and so on)

5.2.4 What You Should Know About

Topic	Description
Daily payroll processing and burden	When you use daily time entry, the only type of burden that you can associate with a workfile transaction is flat burden. After you process the daily payroll transactions and accumulate their costs in the workfile, the system marks the original payroll transactions as billed. After the original payroll transactions have been processed, the system does not retrieve any new burden transactions calculated for the transactions. For example, if you reverse the flat burden amount and calculate the actual burden amount for the original payroll transactions, the system does not retrieve the new burden transactions. See Entering Timecards by Day in the *JD Edwards World U.S. Payroll I Guide*for more information.

5.2.5 Reviewing Component Transactions

Navigation

From Work Order/Service Billing Processing (G48), choose Service Billing

From Service Billing (G4821), choose Workfile Generation

From Workfile Generation (G4822), choose Revisions (P4812)

A component is a type of markup. The system calculates component transactions based on amounts or units from source transactions or burden transactions. For example, you might include a component transaction to offset the cost of borrowing money.

You can use component transactions based on the invoice amount to apply charges in addition to the markup amount for the workfile transaction. Use a compounded component to include additional markup added to the source transaction plus additional charges added to the marked-up amount for the billing.

When a component transaction is associated with a workfile transaction, the system displays an X in the Component (C) field for that transaction. Choose the More Details (F4) function to see the Component field in Workfile Revisions.

To review component transactions

On Revisions.

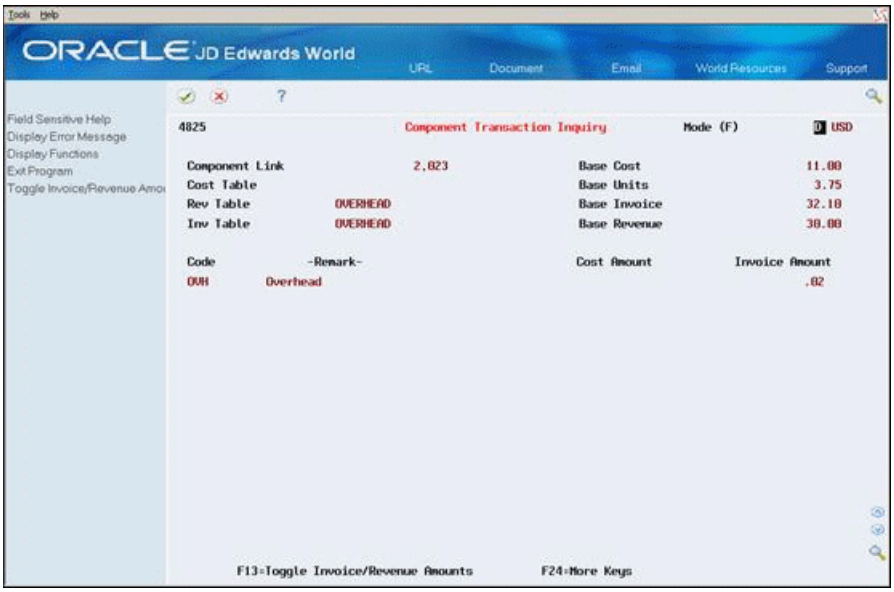
1. Complete the steps for reviewing workfile transactions.

   See:

   - Section 5.2.1, "Reviewing Workfile Transactions."

2. Verify the following field to identify the transactions with components:
   - Component (C)
3. Choose Component (Option 5) for the transaction you want to review.

Figure 5–4 Component Transaction Inquiry screen



4. On Component Transaction Inquiry, verify the information in the following fields:
   - Component Link
   - Cost Table
   - Revenue Table
   - Invoice Table
   - Base Cost
   - Base Units
   - Base Invoice
   - Code (Component Code)
   - Cost Amount
   - Invoice Amount

Field	Explanation
Component Link (CLNK)	The component link value attaches the component record to its base work file record.
Component Cost Rate Table (CCR)	A code that identifies the component bill table to use for this entry. The component table identifies the components and their calculation rules. You set up component tables on the Component Table Definition form (P4860).
Component Revenue Rate Table (CRVR)	A code that identifies the component bill table to use for this entry. The component table identifies the components and their calculation rules. These component amounts are billed in addition to any invoice markups. You set up component tables on the Component Table Definition form (P4860).
Component Invoice Rate Table (CINR)	A code that identifies the component bill table to use for this entry. The component table identifies the components and their calculation rules. These component amounts are billed in addition to any invoice markups. You set up component tables on the Component Table Definition form (P4860).
Cost Amount (AA)	The cost (source) amount for a billing detail transaction.
Units (U)	The quantity of something that is identified by a unit of measure. For example, it can be the number of barrels, boxes, cubic yards, gallons, hours, and so on.
Base Invoice (ITOL)	The invoice amount for a workfile transaction.
Base Revenue (BTOL)	A component code identifies a provisional burden that is accounted for at the billing detail transaction level.
Code (CCOD)	The revenue amount for a workfile transaction. A component code identifies the component markup rate.

5.3 Reviewing Transaction Totals

Navigation

From Work Order/Service Billing Processing (G48), choose Service Billing

From Service Billing (G4821), choose Workfile Generation

From Workfile Generation (G4822), choose Revisions (P4812)

You can review the total amounts for one or more transactions. Review transaction totals so you can:

- Make projections relating to the invoice and cost totals
- Verify the accuracy between the invoice information that the system stores in the workfile and the invoice information that you print for your customers
- Verify totals with burden and component amounts

Reviewing transaction totals consists of the following:

- Reviewing totals for a specific transaction
- Reviewing totals for a group of selected transactions

If you find a discrepancy with the transaction totals, you should make any necessary revisions before you continue with the billing process.

To review totals for a specific transaction

On Revisions

1. Complete the steps for reviewing workfile transactions.

   See:

   - Section 5.2.1, "Reviewing Workfile Transactions."

2. Choose Toggle Amounts (F13) to display totals in the following field:

   - Amount

   The system displays only cost and invoice amounts when the Journal Generation Control system constant is set for invoicing only. Cost and revenue amounts display when the constant is set for revenue only. Cost, invoice, and revenue amounts display if the constant allows revenue recognition and invoicing as separate processes.

5.3.1 What You Should Know About

Topic	Description
Alternate formats	You can review six different total formats in the Amount field for workfile transactions. Toggle to review the following amounts: ■ Base revenue - Revenue total without components or burden. Applies only when system constants are set to process revenue. ■ Base invoice - Invoice total without components or burden. Applies only when the system constants are set to process invoices. This amount includes applicable tax amounts. ■ Total revenue - Revenue total with components and burden. Applies only when system constants are set to process revenue. ■ Total invoice - Invoice total with components and burden and taxes. Applies only when the system constants are set to process invoices. ■ Base cost - Cost without components or burden. ■ Total cost - Cost with components and burden. You can set a processing option to control which amount the system displays when you initially access the Revisions form.

To review totals for a group of selected transactions

On Revisions

1. Complete the steps for reviewing workfile transactions.

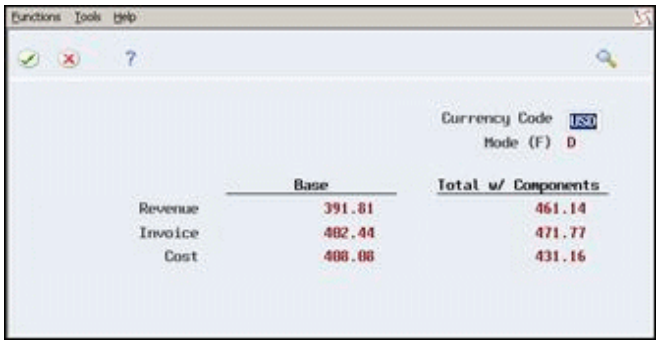
   See:

   - Section 5.2.1, "Reviewing Workfile Transactions."

2. Choose Total Amounts for All Records to access the Grand Totals form.

Grand Totals includes only the transactions that appear on Revisions. To include all transactions that meet the search criteria you specified on Revisions, you must scroll to the end of the subfile in the detail portion of Revisions before you choose Total Amounts.

Figure 5–5 Grand Totals screen



3. On Grand Totals, review the following fields:

- Revenue
- Invoice
- Cost

Field	Explanation
Revenue	The revenue amount for a workfile transaction. *Form-specific information* The total of the revenue amounts for the workfile transactions are displayed. The total appears in two formats: base revenue amount and total revenue amount. ■ Base revenue = source cost + revenue markup For example, the revenue markup is 10%. A source cost of 1000 then results in a base revenue amount of 1100. 1100 = 1000 + 100 Total revenue = base revenue + components + burden For example, components consist of 50 for administration and 100 for overhead. Burden consists of 100 for payroll taxes. A base revenue of 1100 then results in a total revenue amount of 1350. 1350 = 1100 + 150 + 100

Field	Explanation
Invoice	The invoice amount for a workfile transaction. *Form-specific information* The total of the invoice amounts for the workfile transactions that are displayed. The total appears in two formats: base invoice amount and total invoice amount. ■ Base invoice = source cost + invoice markup + sales tax For example, the invoice markup is 10% and the sales tax is 1.5%. A source cost of 1000 then results in a base invoice amount of 1115. 1115 = 1000 + 100 + 15 ■ Total invoice = base invoice + components + burden For example, components consist of 50 for administration and 100 for overhead. Burden consists of 100 for payroll taxes. A base invoice of 1115 then results in a total revenue amount of 1365. 1365 = 1115 + 150 + 100
Cost	The cost (source) amount for a billing detail transaction. *Form-specific information* The total of the cost (source) amounts for the workfile transactions that are displayed. The total appears in two formats: base cost amount and total cost amount ■ Base cost = source cost For example, a source cost of $1000 results in a base cost amount of $1000. ■ Total cost = base cost + components For example, components consist of $50 for administration and $100 for overhead. A base cost of $1000 then results in a total cost amount of $1150. 1150 = 1000 + 150

5.3.2 What You Should Know About

Topic	Description
Totals for components	The system does not calculate the total for components. You must manually compute this amount.
Totals for burden	You can review totals for burden. On the Revisions form, choose Burden Information. Choose Total Amounts for All Records (F6) to review the burden totals.

5.4 Verifying the Customer Number for Billing

Navigation

From Work Order/Service Billing Processing (G48), choose Service Billing

From Service Billing (G4821), choose Workfile Generation

From Workfile Generation (G4822), choose Revisions (P4812)

You must use either a work order or a job to bill a customer. You can review specific workfile transactions to verify the customer number. You can set up your system to

retrieve the customer number from the Job Cost or Work Orders systems on system constants.

To verify the customer number

On Revisions

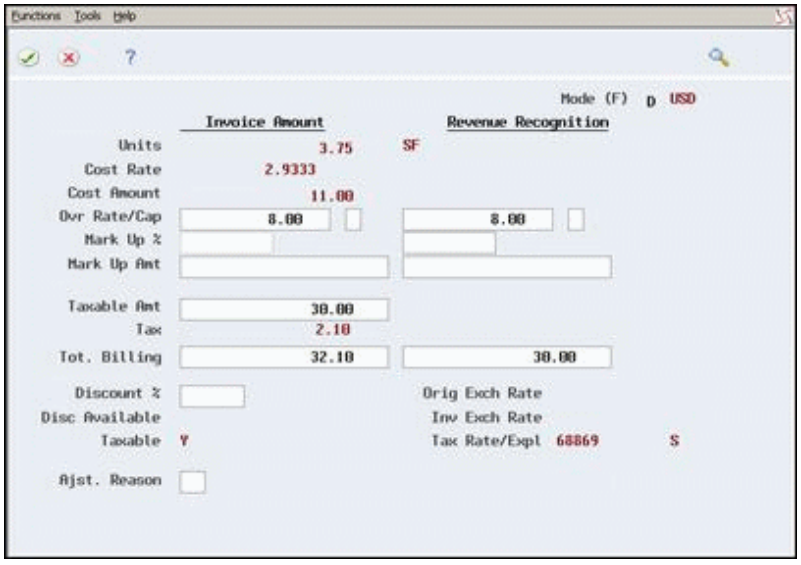
1. Complete the steps for reviewing workfile transactions.

   See:

   - Section 5.2.1, "Reviewing Workfile Transactions."

2. Choose Detailed Transaction (Option 4) for a specific transaction.

Figure 5–6 Detailed Transaction screen



3. On Amounts/Units information, choose Job/Contract Information (F12).

Figure 5–7 Grand Avenue Gallery screen

5.4.1 Processing Options

See Section 27.2, "Unbilled Detail Revisions (P4812)."

6

Revise the Billing Workfile

This chapter contains these topics:

6.1 Revising the Billing Workfile

The transactions in the Billing Workfile (F4812) are the basis for the rest of the revenue and billing processes. You should make any necessary additions and revisions to the workfile transactions before you continue. For example, you can:

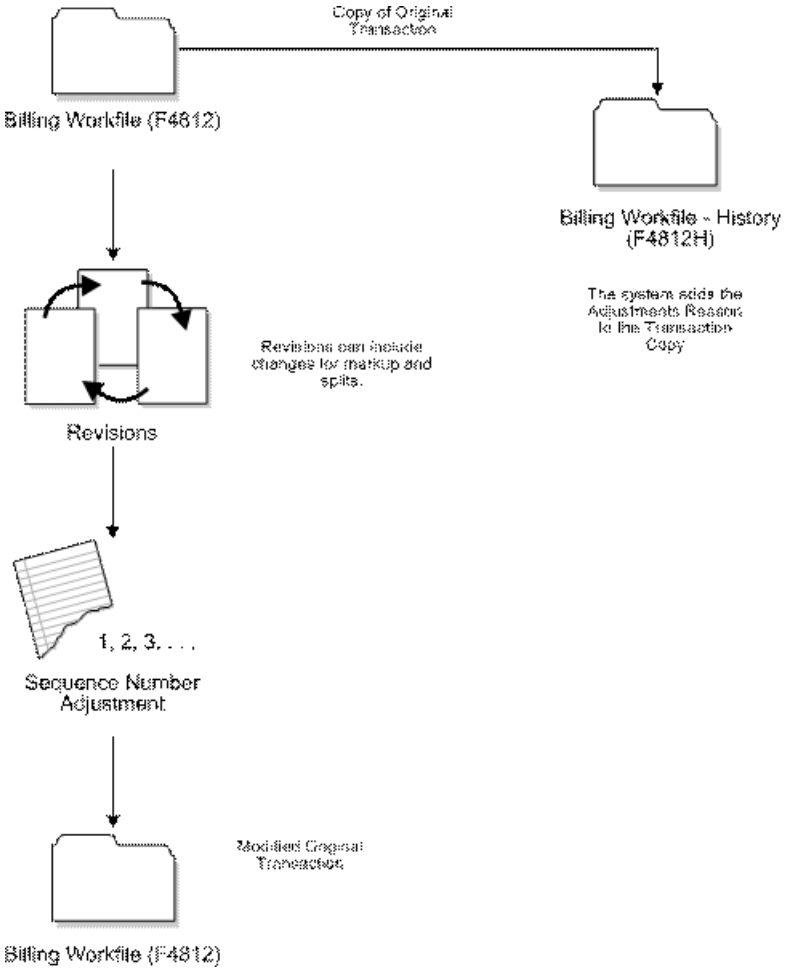
- Add informational text that you want to print on an invoice.
- Add any G/L transactions that were omitted from the workfile without running the Workfile Generation program again.
- Change the markup for a transaction.
- Add transactions directly to the workfile without entering them into the Account Ledger (F0911) first, such as transactions for expense reports that have not yet been processed in the Accounts Payable system.
- Assign a hold status to a transaction with a release date to prevent a transaction from being included on an invoice until that date.
- Split a transaction into two new transactions. You can then revise the billing status for the new transactions.

You can also move a transaction from the active workfile to the workfile history table so that it is not included on an invoice, and you can print a report that lists the transactions in the workfile.

6.1.1 Workfile Revisions and Sequence Numbers

When you revise workfile transactions, the system assigns the transactions and each new revision a series of sequence numbers.

Figure 6–1 Workfile Revisions and Sequence Numbers



You can use these numbers to track the progression of revisions to original workfile transactions. The system assigns each workfile transaction the following sequence numbers:

Number	Description
Billing Control ID (BCI)	The BCI number is assigned at the time the workfile transaction is first created in the Billing Workfile. The system uses Next Numbers (System 48, Index 2 for Billing Control) to derive the number. The BCI number of a workfile transaction never changes, regardless of the revisions made to the workfile transaction.

Number	Description
Sequence number (SBSQ)	The sequence number of the original workfile transaction is always 1. The sequence number changes only when you split the workfile transaction. The system assigns the next available sequence number within that BCI series to the resulting workfile transactions. Tor example, the first time a workfile transaction is split, the sequence numbers assigned to the resulting workfile transactions are 2 and 3. If you split one of those workfile transactions, the sequence numbers assigned to the resulting workfile transactions are 4 and 5.
Parent sequence number (PRSQ)	The parent sequence number for an original workfile transaction is always blank. The system assigns a parent number to transactions that result from a split. The parent number for resulting transactions is always the sequence number of the transaction that you split. For example, if you split an original workfile transaction with a sequence number of 1 and a blank parent sequence number, the system assigns the resulting transactions a parent number of 1.
Secondary sequence number (SCSQ)	The secondary sequence number tracks the number of revisions you make to a workfile transaction. The secondary sequence number of the original workfile transaction is always 1. You can use this number to track the progression of revisions to original workfile transactions. For example, you might revise a transaction three times. The secondary sequence number of the transaction you revise is 1. After the revision, the secondary sequence number for the transaction is 2. When you change the transaction again, the secondary sequence number is 3. When you split a workfile transaction, the secondary sequence numbers will be 1 on the resulting workfile transactions.

6.1.2 What You Should Know About

Topic	Description
Cost transactions in the G/L	Any changes you make to a workfile transaction affect only the information in the workfile. The changes do not affect the cost (source) transactions in the Account Ledger table (F0911).
Revised transactions	Revised transactions remain in the workfile. The system retains a copy of the transaction prior to any changes in the Billing Workfile - History table (F4812H) for audit purposes.
Adding transactions directly to the workfile	**Caution:** If you add transactions directly to the workfile and then process the original transaction through the normal accounting and billing cycles, customer could be billed twice for the same costs. See Section 6.5, "Entering Ad-Hoc Workfile Transactions" for more information.

6.2 Adding Text to a Workfile Transaction

Navigation

From Work Order/Service Billing Processing (G48), choose Service Billing

From Service Billing (G4821), choose Workfile Generation

From Workfile Generation (G4822), choose Revisions (P4812)

You can enter text to associate additional information with a workfile transaction. For example, the text might be a further description of the services for which you bill customers. You can enter text for a transaction at any point in the billing process. You can also print this text on an invoice. The system uses the billing control ID (BCI) number to attach text, which is stored in the Service Billing Invoice/Batch Extended Text File (F4813) to transactions in the Billing Workfile (F4812).

To add text to a workfile transaction

On Revisions

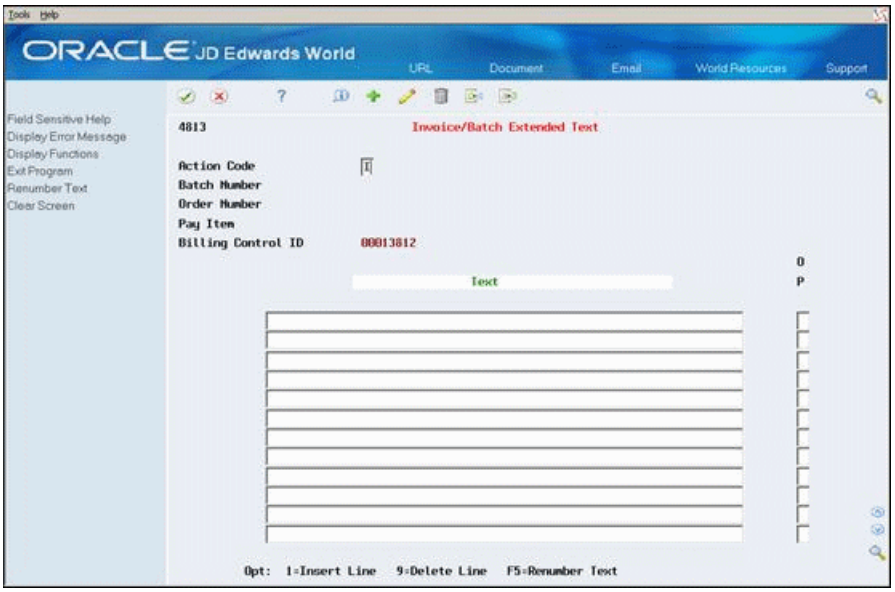
1. Complete the steps for reviewing workfile transactions.

   See:

   - Section 5.2.1, "Reviewing Workfile Transactions."

2. Choose Text (Option 1) for a specific transaction.

Figure 6–2 Invoice/Batch Extended Text screen



3. On Invoice/Batch Extended Text, enter free-form text.

   If you need to enter more text, you can scroll to display additional lines. After you enter text, the system highlights the Option field on the Revisions form to indicate that the text exists for the transaction.

6.2.1 What You Should Know About

Topic	Description
Formatting text	The system prints any text you enter for a workfile transaction exactly as it appears on the Invoice/Batch Extended Text form.
Inserting a blank line	You can insert a blank line between two existing lines of text to enter new information. The system inserts a line directly below the line on which you choose Insert Line (Option 1).

Topic	Description
Deleting text	You can use two methods to delete text you have entered for a transaction: ■ To delete all the text, use the Delete action ■ To delete individual lines of text, choose Delete Line (Option 9) for the respective lines
Renumbering lines of text	The system automatically assigns a sequence number to each line of text. The sequence number is not displayed on the form. If the system prevents you from inserting a blank line, choose Renumber Text (F5). The system updates the numbers to prepare the text for additional lines.

6.3 Adding Existing G/L Transactions

Navigation

From Work Order/Service Billing Processing (G48), choose Service Billing

From Service Billing (G4821), choose Workfile Generation

From Workfile Generation (G4822), choose Revisions (P4812)

You can add transactions from the Account Ledger table (F0911) to the Billing Workfile (F4812) without running the Workfile Generation program (P48120). For example, you can include costs for workfile processing that you did not include in the workfile generation. You can also include costs in the workfile for processing that were entered in the General Accounting system after you ran Workfile Generation

You can add transactions to the workfile using one of the following amounts:

- The cost without markup
- The cost plus markup, based on the markup rules you define or the default markup percentage you specify in the system constants

When you add a source transaction to the workfile, the system runs Workfile Generation interactively for the selected accounting entries. The system marks the transaction as billed in the Account Ledger (F0911) table. If the billable accounting entry originated from the payroll system, the system updates the Payroll Transaction History (F0618) or Employee Transactions Detail (F06116) tables. The system also applies any markup, tax, and G/L offset information retrieved from the Service Billing tables.

To add existing G/L transactions

On Revisions

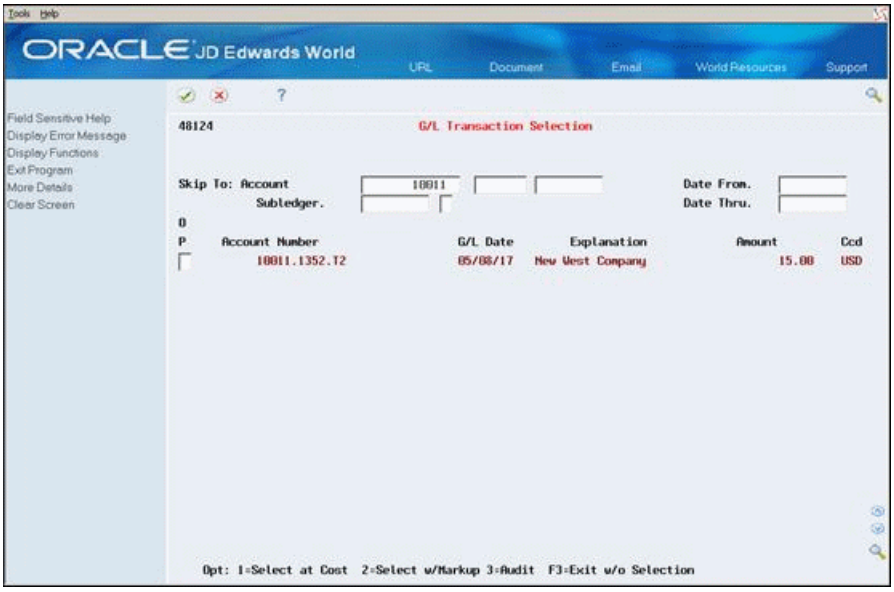
1. Complete the steps for reviewing workfile transactions.

   See:

   - Section 5.2.1, "Reviewing Workfile Transactions."

2. Choose G/L Selection (F10).

Figure 6–3 G/L Transaction Selection screen



3. On G/L Transaction Selection, complete the following field to display the existing source transactions:
   - Business Unit
4. To limit the list of transactions, complete one or more of the following fields:
   - Date From
   - Date Thru
   - Object
   - Subsidiary
   - Subledger
   - Subledger Type

   The system automatically supplies the information for these fields if you completed them on the Revisions form.
5. Choose one of the following for a specific transaction:
   - Choose at Cost (Option 1)
   - Choose with Markup (Option 2)

6.3.1 What You Should Know About

Topic	Description
G/L audit trail	If you do not know how a transaction originated, you can choose Audit (F6) for the transaction. The system displays the audit trail from the Account Ledger table.

6.4 Changing the Transaction Markup

Navigation

From Work Order/Service Billing Processing (G48), choose Service Billing

From Service Billing (G4821), choose Workfile Generation

From Workfile Generation (G4822), choose Revisions (P4812)

The markup for a transaction is the increase in costs to account for overhead and profit. You define markup rules in the Cost Plus Markup Table (P48096) when you set up your system. You can also change markup information after you accumulate costs.

After you make changes to the markup, you can apply the revised markup information to the transaction, or you can reapply the markup rules you originally defined for your system on the Cost Plus Markup Table.

In addition to changing the markup through Workfile Revisions, you can also make changes to the Amount Basis and Adjustment Reason Code options by choosing Re-Extension (P481202) from the Workfile Generation menu.

To change the markup

On Revisions

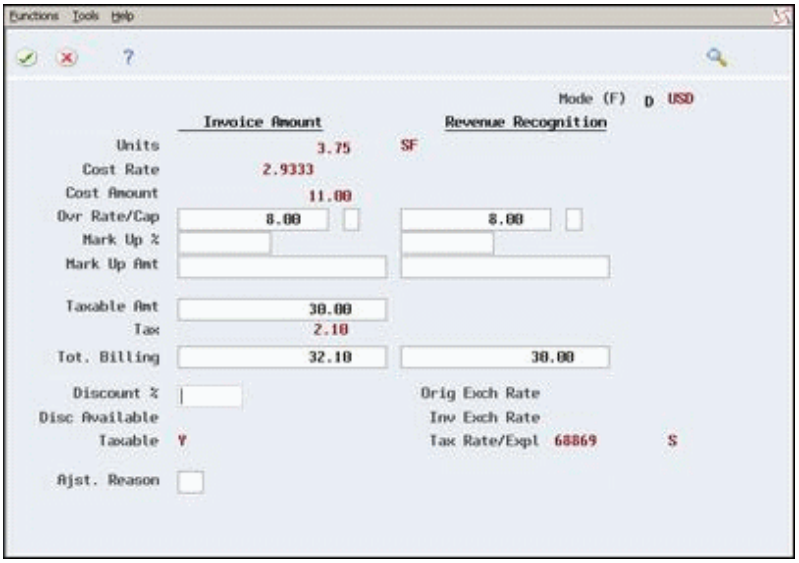
1. Complete the steps for reviewing workfile transactions.

   See:

   - Section 5.2.1, "Reviewing Workfile Transactions."

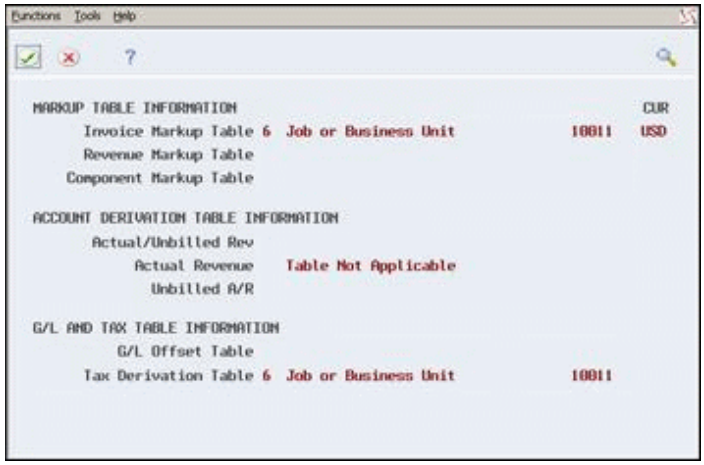
2. Choose Detailed Transaction Window (Option 4) for a specific transaction.

Figure 6–4 Detailed Transaction Window screen



3. To review the origin of the markup and tax information for the transaction, choose Table Information (F15). In the following example, Table Not Applicable indicates that no markup table was found and the markup was derived from the system constants.

Figure 6–5 Table Information screen

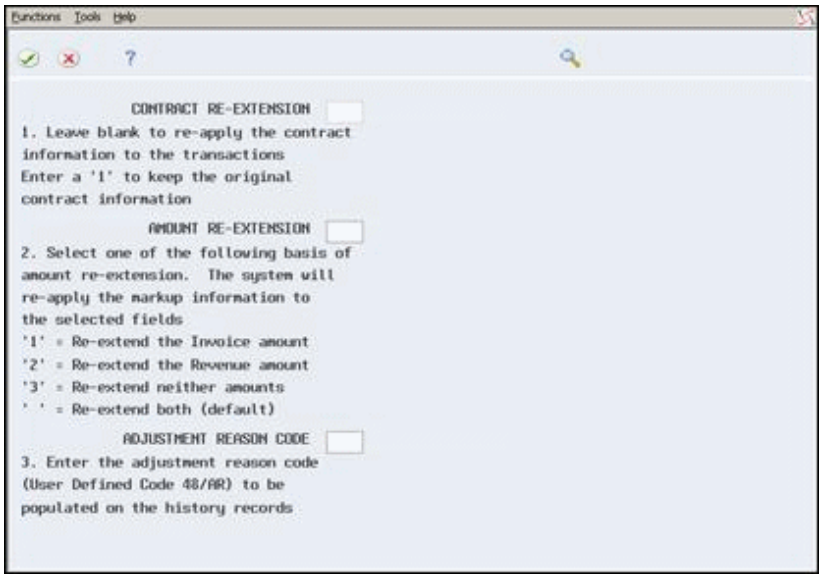


4. On Table Information, choose Amounts/Units Information (F11) to return to the Amounts/Units Information form.
5. On Amounts/Units Information, complete any combination of the following applicable fields:
   - Override Rate
   - Cap or Rate
   - Mark Up Percent
   - Mark Up Amount
6. Choose Update (F5).

   The system calculates the markup and displays the changes.
7. Choose Exit Program (F3).

   The system displays Transaction Re-Extension.

Figure 6–6 Transaction Re-Extension screen



8. On Transaction Re-Extension, complete the following applicable fields:

   - Amount Re-Extension
   - Adjustment Reason Code

   For Amount Re-Extension, the revenue option does not apply if the transaction is not eligible for the revenue recognition process. If you choose 2 for the Amount Re-Extension, the system does not re-extend the invoice information.

9. Choose Process (F6).

   The system retains the information you entered on the form and displays it the next time you access the Transaction Re-Extension form.

Field	Explanation
Ovr Rate/Cap (BRTI, BRT)	The rate the system uses to mark up the revenue or invoice amount reflected in the billing of professional services such as drafters, engineers, or consultants fees. This rate does not affect the employee's paycheck. You can use this markup rate as an override rate or as a maximum rate. The Override Rate Calculation for the Total Invoice Markup is: (Override Rate * Unit) * (1 + Markup Percent) + Markup Amount When a Maximum or Cap Rate is Specified: Compare override rate with rate from cost transaction. Use the lower rate as the override rate. You can set up this override or maximum unit rate on the Cost Plus Markup Table form. Use generation type 1 to specify a table for invoice markup rates. With the new Service Billing and Contract Billing modules, you can mark up the revenue amount at a different rate than the invoice amount. The Independent Invoice flag in the system constants controls this function. Use generation type 2 on the Cost Plus Markup Table form to specify a markup table for revenue and invoice markup rates.
Cap or Override Rate (CAPI, CAP)	This flag indicates whether the associated amount is the override rate or the cap of the rate. Valid codes are: blank – Override Rate. 1 – Cap of the Rate. If the cost rate is less than the cap rate, the cost rate will be used; if the cost rate is greater than the cap rate, the Cap Rate will be used.
Mark Up % (PCIM, PERT)	The percentage the system uses to mark up the invoice or revenue amount reflected in the processing of professional services, such as drafters, engineers, or consultants fees. Enter the percentage as a whole number. For example, 50.275 percent would be entered as 50.275. This percentage rate does not affect the employee's paycheck.
Mark Up Amt (ADCI, ADCR)	An amount the system uses to mark up the invoice or revenue amount. This amount does not affect the employee's paycheck.
Option - Contract Re-Extension	If changes have been made to the contract master, you can choose to update the workfile transaction with the revised contract information.

Field	Explanation
Option - Amount Re-extension	You re-extend a transaction when you want to change or reapply the markup for the transaction based on your specific overrides or on the information that you have defined in the markup tables. The valid values are: 1 – Reapply the established invoice markup rates from the Cost Plus Markup Table. The revenue amount is not changed. 2 – Reapply the established revenue markup rates from the Cost Plus Markup Table. The invoice amount is not changed. 3 – Use the rates or amounts entered in the Amounts/Units Information window or on the Revisions form. Do not apply the established invoice or revenue markup rates from the Cost Plus Markup Table. blank – Reapply both the invoice and revenue markup rates using the established rates from the Cost Plus Markup Tables. **Note:** You cannot use options 1 or 2 when the Independent Invoice flag in the system constants specifies that the invoice and revenue amounts must be the same.
Adjustment Reason Code	A user defined code (UDC 48/ AR) that you use to specify the reason for a revision to a single or a group of billing detail transactions in the Billing Workfile (F4812). The system updates the historical billing detail transaction with this reason for audit purposes.

6.4.1 What You Should Know About

Topic	Description
Multi-currency	To change the amounts for workfile transactions in a multi-currency environment, you must enter the amounts in the currency of the work order or business unit. For example, if the work order was entered in the foreign currency, you must make all revisions in the foreign currency. The system prevents you from entering both foreign and domestic currency amounts for a multi-currency work order or business unit.
Updating a workfile transaction	You can update individual workfile transactions to reflect the most current rules you have set up to calculate discounts, taxes, and markups. Choose Transaction Re-Extension (Option 8) on the Revisions form for the transaction you want to update.
Updating workfile transactions globally	You can update multiple workfile transactions to reflect the most current rules you have set up to calculate discounts, taxes, and markups. Choose Re-Extension (P481202) from the Workfile Generation menu (G4822) to access the DREAM Writer. The processing options are identical to the Transaction Re-Extension form.

Topic	Description
Identifying taxable transactions	The system determines whether a transaction is taxable by searching for tax information using the following hierarchy: ■ Tax derivation rules ■ Work order ■ Job Master table (F0006) ■ Customer Master table (F0301) You can change only the rules and tables that the system uses to determine the taxable status of a transaction. You cannot change the tax information for a workfile transaction in the following fields: ■ Taxable Y/N ■ Tax Explanation ■ Tax Rate/Area See Chapter 24, "Define Tax Derivation Rules" for more information.
Changing amounts for a workfile transaction	To change the amounts for a workfile transaction, you can change the markup information or complete one of the following fields on Amounts/Units Information: ■ Taxable Amount ■ Total Billing If you change an amount for a transaction, the system automatically recalculates and updates all the related amounts, including the Markup % field, when you choose the Update function (F5).
Changing the discount	You can change the discount percent only if the payment terms you define for the transaction allow for a discount. To change the discount for a workfile transaction, complete the Discount Percent field (DCP) on Amounts/Units Information.

See Also:

- Chapter 18, "Define Markup Rules" for more information about setting up markup rules on the Cost Plus Markup Table.

6.5 Entering Ad-Hoc Workfile Transactions

Navigation

From Work Order/Service Billing Processing (G48), choose Service Billing

From Service Billing (G4821), choose Workfile Generation

From Workfile Generation (G4822), choose Revisions (P4812)

If you do not enter cost information during an accounting cycle, the transactions are not available when you accumulate costs. You can manually add transactions to the workfile on an as-needed basis for costs that are not processed during the accounting cycle. Transactions you enter into the workfile manually are referred to as ad-hoc transactions.

For example, an accounting department processes expense reports on the 15th of each month. The supervisor's expenses contain a billable cost that must be in the Billing Workfile by the 5th of the month. In this case, you enter the cost as an ad-hoc

transaction to the workfile. The ad-hoc transaction is created to represent cost information that is not in the Account Ledger table and is independent of the regular accounting cycle. After you enter the ad-hoc transaction into the workfile, you can mark up the cost, enter a remark, and complete the billing process.

When you enter an ad-hoc transaction into the workfile:

- You can record a reason why the transaction was created by adding text to the workfile transaction
- No source document exists to backup the transaction
- The detail information for the costs in the general ledger and the workfile is inconsistent

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Caution: If you enter an ad hoc transaction and then process the related source transaction through the normal accounting and billing cycles, you can overbill your customer. To prevent this, you must manually change the eligibility code for the second workfile transaction to nonbillable and remove it from the workfile.

If you do not remove the second transaction from the workfile, the system continues to display the transaction on the Revisions form. You can bill for the transaction in error if the eligibility code for the transaction is changed.

To enter ad-hoc transactions

On Revisions

1. Complete the steps for reviewing workfile transactions.

   See:

   - Section 5.2.1, "Reviewing Workfile Transactions."

2. Complete the following fields on a blank line of the Revisions form:
   - G/L Date
   - Business Unit
   - Object
   - Subsidiary
3. Complete the following optional fields for the new transaction:
   - Employee/Supplier
   - Amount
   - Eligibility Code
4. Choose More Details (F4).
5. Complete the following optional fields:
   - Subledger
   - Subledger Type
6. Choose the Add action.

   The system displays Transaction Re-Extension.

7. On Transaction Re-Extension, complete the following applicable fields:
   - Amount Re-Extension
   - Adjustment Reason Code
8. Choose Process (F6).

See Also:

- Section 6.8, "Moving a Workfile Transaction to History" for more information about changing the status of a transaction to nonbillable.

6.6 Assigning a Hold Status

Navigation

From Work Order/Service Billing Processing (G48), choose Service Billing

From Service Billing (G4821), choose Workfile Generation

From Workfile Generation (G4822), choose Revisions (P4812)

If you are not ready to process a workfile transaction, you can put the transaction on hold. You can hold a transaction indefinitely, or you can specify a release date. When you put a workfile transaction on hold, the transaction remains in the Billing Workfile, but the system does not process it until the release date. The system stores the release date as part of the audit trail for the transaction.

To assign a hold status

On Revisions

1. Complete the steps for reviewing workfile transactions.

See:

- Section 5.2.1, "Reviewing Workfile Transactions."

2. Choose Detailed Transaction (Option 4) for a specific transaction.
3. On Amounts/Units Information, choose Accounting/Internal Control Information (F14).

Figure 6–7 Accounting/Internal Control Information screen

4. On Internal Control Information, complete the following field:

   - Hold Code

   Revenue Hold does not apply if the workfile transaction is eligible only for revenue processing. If you choose R or 4 for the Hold Code, the system does not hold the workfile transaction.

5. On Internal Control Information, complete the following optional field:

   - Released Date

   If you leave the Released Date field blank, the system holds the transaction indefinitely.

6. Choose Update (F5).

7. Choose Exit Program (F3).

   The system displays Transaction Re-Extension.

8. On Transaction Re-Extension, complete the following applicable fields:

   - Amount Re-Extension
   - Adjustment Reason Code

9. Choose Process (F6).

Field	Explanation
Hold Code (HLD)	This code identifies the type of "hold" status applied to a Billing workfile transaction. Valid alpha values are: blank – Not on hold. A – On hold for invoicing, revenue recognition, and cost transfers. B – On hold for invoicing and revenue recognition. Cost transfers are allowed. I – On hold for invoicing only. Revenue recognition and cost transfers are allowed. R – On hold for revenue recognition. This value applies only when the Journal Generation Control flag in the system constants is set to process revenue only. Valid numeric values are: blank – Not on hold. 1 – On hold for invoicing, revenue recognition, and cost transfers. 2 – On hold for invoicing and revenue recognition. Cost transfers are allowed. 3 – On hold for invoicing only. Revenue recognition and cost transfers are allowed. 4 – On hold for revenue recognition. This value applies only when the Journal Generation Control flag in the system constants is set to process revenue only.
Date - Released (Julian)	The release date. This Billing Workfile transaction will not be eligible for processing until this date is greater than or equal to the cut-off date specified in Revenue Journal Generation (R48132) or the Bill Thru Date specified in Invoice Generation (P48121).

6.6.1 What You Should Know About

Topic	Description
Transactions with related transactions	If you assign a hold status to a workfile transaction with associated burden transactions, component transactions, or both, the system automatically assigns the hold to all the related transactions.

6.7 Splitting a Workfile Transaction

Navigation

From Work Order/Service Billing Processing (G48), choose Service Billing

From Service Billing (G4821), choose Workfile Generation

From Workfile Generation (G4822), choose Revisions (P4812)

After you accumulate costs, you can split a workfile transaction into two new transactions. You can split a transaction by a specific currency amount, unit amount, or a percent.

You might want to split a transaction so that you can process one of the new transactions, but not the other. For example, an employee works overtime and is paid at twice the regular hourly rate. If you need to bill the employee's time at the regular rate, you can split the workfile transaction into two equal portions. One portion can be billable and the other nonbillable.

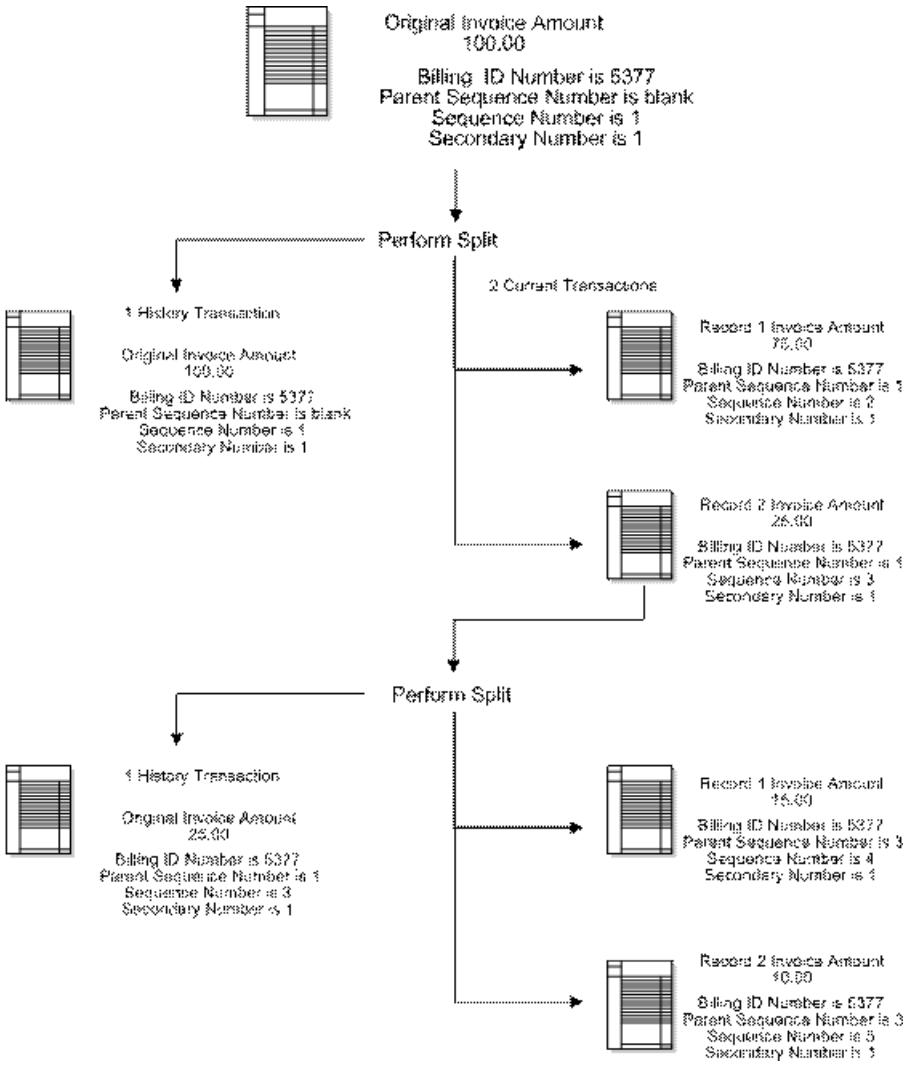
You can split only payroll transactions that do not include associated burden. You cannot split burden transactions.

When you split a workfile transaction, the system:

- Displays two new transactions. The amounts and units for the new transactions equal that of the transaction prior to the modification.
- Moves a copy of the workfile transaction prior to the modification to the Billing Workfile - History (F4812H).
- Assigns sequence numbers to all the related transactions. The Billing Control ID (BCI) remains the same for the workfile transactions. You can review the sequence numbers and Billing Control ID in the accounting and internal control information.
- Splits associated component transactions.

The following graphic illustrates how the system processes and assigns sequence numbers to transactions when you split a workfile transaction.

Figure 6–8 Split Workfile Transaction Sequence Numbers



To split a workfile transaction

On Revisions

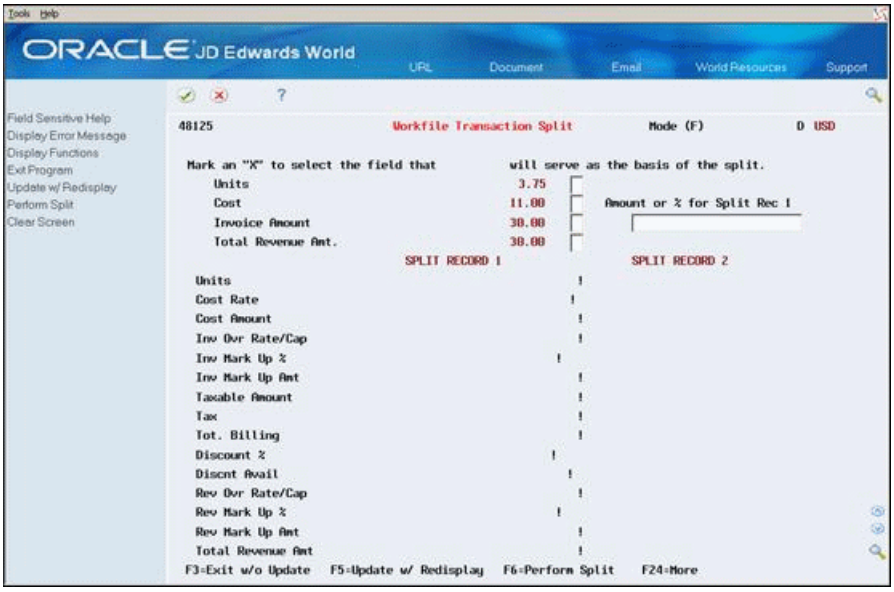
1. Complete the steps for reviewing workfile transactions.

   See:

   - Section 5.2.1, "Reviewing Workfile Transactions."

2. Choose Split (Option 2) for a specific transaction.

Figure 6–9 Workfile Transaction Split screen



3. On G/L Transaction Split Window, complete one of the following fields:
   - Units
   - Cost
   - Invoice Amount
4. Complete the following field:
   - Amount or % for Split Record 1
5. Choose Update with Redisplay (F5) to update the displayed information.
6. Verify that the information is correct.
7. Choose Perform Split (F6) to update the workfile transactions.

Field	Explanation
Units (U)	The quantity of something that is identified by a unit of measure. For example, it can be the number of barrels, boxes, cubic yards, gallons, hours, and so on. *Form-specific information* If you enter X in this field, the system performs the split based on the units of the workfile transaction.
Cost (AA)	The cost (source) amount for a workfile transaction. *Form-specific information* If you enter X in this field, the system performs the split based on the cost (source) amount of the transaction.
Invoice Amount (ITXA)	The portion of the invoice amount that is subject to tax. *Form-specific information* If you enter X in this field, the system performs the split based on the taxable portion of the invoice amount of the transaction.

Field	Explanation
Split Amount/Percent (#SPT)	The split amount or percent. You can split the taxable amount, the revenue total, the cost, or the units. If you enter an amount, it must be less than the amount of the field you are using as the basis of the split. If you enter a percentage (for example, 25% or %25,), the percentage must be less than 100%. The system automatically calculates the amount or percentage for the second split record.

6.7.1 What You Should Know About

Topic	Description
Splitting a transaction with a hold code	When you split a transaction with a hold code, the system assigns the hold code and released date information to the resulting new transactions. See Section 6.6, "Assigning a Hold Status" for more information about hold codes.

6.8 Moving a Workfile Transaction to History

Navigation

From Work Order/Service Billing Processing (G48), choose Service Billing

From Service Billing (G4821), choose Workfile Generation

From Workfile Generation (G4822), choose Revisions (P4812)

You can move a transaction out of the active Billing Workfile if the transaction does not belong in the workfile. Before you can move a transaction out of the workfile, the status for the transaction must be nonbillable. For example, if you do not want to bill for a portion of a split transaction, you would move the nonbillable portion to history.

Moving a transaction to history consists of the following:

- Moving a transaction without burden to history
- Moving a transaction with burden to history

If burden is associated with the transaction, you first change the eligibility code for the burden to nonbillable. Then, change the eligibility code for the workfile transaction to nonbillable.

When you move a transaction to history, the system:

- Copies the transaction to the Billing Workfile - History (F4812H) for audit purposes
- Removes the transaction from the active Billing Workfile (F4812)

Transactions that you move to history do not appear on the Revisions form. You must use Detail History (P4812H) on the Workfile Generation menu (G4822) to view transactions in the Billing Workfile - History. You also use Detail History to reactivate the workfile transactions you moved to history.

The system does not remove the original transaction from the Account Ledger table.

To move a transaction without burden to history

On Revisions

1. Complete the steps for reviewing workfile transactions.

   See:

   - Section 5.2.1, "Reviewing Workfile Transactions."

2. Complete the following field for a specific transaction to make it nonbillable:
   - Eligibility Code
3. Use the Change action.

   The system displays Transaction Re-Extension.
4. On Transaction Re-Extension, complete the following applicable fields:
   - Amount Re-Extension
   - Adjustment Reason Code
5. Choose Process (F6).

   The system displays Revisions.
6. On Revisions, choose Delete (Option 9) for the workfile transaction.
7. Use the Change action.

To move a transaction with burden to history

On Revisions.

1. Complete the steps for reviewing burden transactions for a specific workfile transaction.

   See:

   - Section 5.2.3, "Reviewing Burden Transactions."

2. On Burden Information, complete the following field for all burden transactions to make them nonbillable:
   - Eligibility Code

   You must make all the burden transactions related to the workfile transaction nonbillable. If you do not, the system prevents you from moving the workfile transaction to history.
3. Use the Change action.
4. Choose Exit Program (F3).
5. On Revisions, complete the following field for the workfile transaction to make it nonbillable:
   - Eligibility Code
6. Use the Change action.

   The system displays Transaction Re-Extension.
7. On Transaction Re-Extension, complete the following applicable fields:
   - Amount Re-Extension
   - Adjustment Reason Code
8. Choose Process (F6).

The system displays Revisions.

9. On Revisions, choose Delete (Option 9) for the workfile transaction.
10. Use the Change action.

6.8.1 What You Should Know About

Topic	Description
Changing the status of burden transactions	You can make burden transactions nonbillable without moving the related workfile transaction to history. You can do this if you need to change the billing status of a burden transaction without changing the billing status of the related workfile transaction. For example, you might want to do this if a burden account in the chart of accounts has been incorrectly designated as billable. You can change the resulting burden transactions for that account to nonbillable without changing the billing status of the related workfile transaction.

6.9 Printing Workfile Transactions

Navigation

From Work Order/Service Billing Processing (G48), choose Service Billing

From Service Billing (G4821), choose Workfile Generation

From Workfile Generation (G4822), choose Print Workfile (P48405)

You can review workfile transactions online. You can also generate a report that prints a list of selected transactions. You might want to use this report for a number of reasons, including:

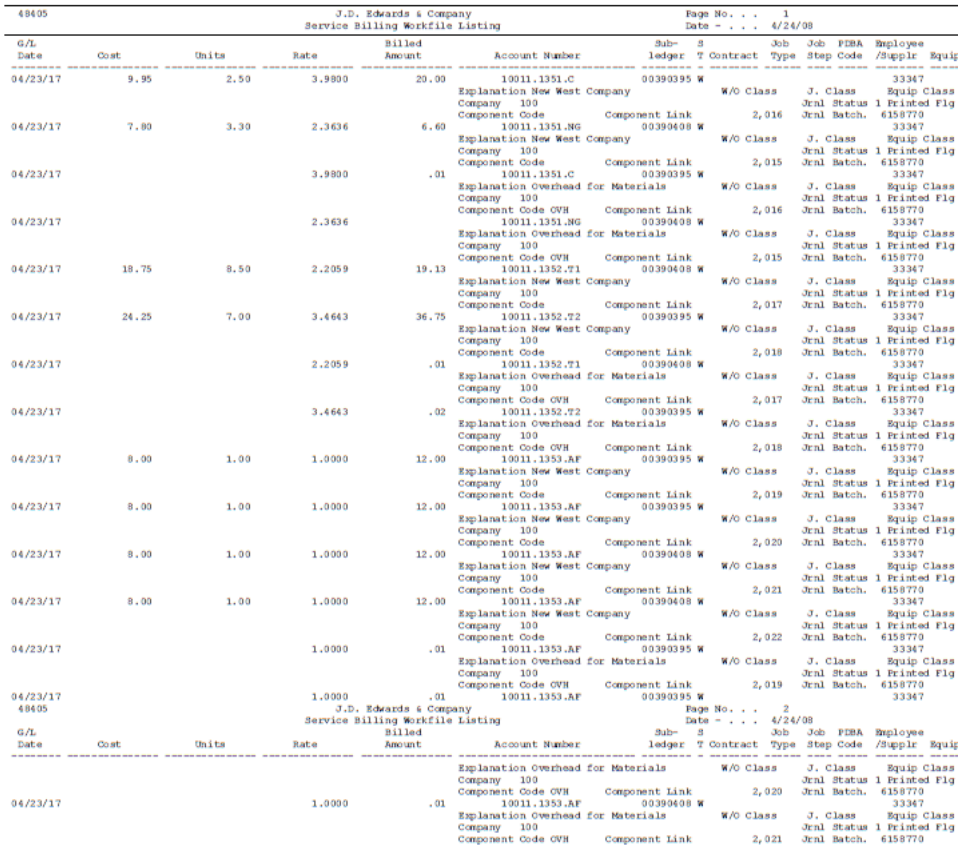
- As an exception report, for example, to print all of the transactions that are on hold
- As a comparison with the detail in the general ledger

To compare the workfile transactions to the detail in the general ledger, you can review the general ledger online using Account Ledger Inquiry (P09200), or you can print the G/L by Object Account (P09421) report.

If you find a discrepancy, you should make the necessary revisions before you continue with the billing process.

6.9.1 Billing Workfile Listing

Figure 6–10 Service Billing Workfile Listing



48405 J.D. Edwards & Company Page No. . . 1
Service Billing Workfile Listing Date - . . . 4/24/08

G/L Date	Cost	Units	Rate	Billed Amount	Account Number	Sub-ledger	S T	Contract	Job Type	Job Step	PDBA Code	Employee /Supplr	Equip
04/23/17	9.95	2.50	3.9800	20.00	10011.1351.C	00390395	W					33347	
					Explanation New West Company			W/O Class		J. Class		Equip Class	
					Company 100					Jrnl Status	1	Printed Flg	
					Component Code Component Link			2,016		Jrnl Batch.	6158770		
04/23/17	7.80	3.30	2.3636	6.69	10011.1351.NG	00390408	W					33347	
					Explanation New West Company			W/O Class		J. Class		Equip Class	
					Company 100					Jrnl Status	1	Printed Flg	
					Component Code Component Link			2,015		Jrnl Batch.	6158770		
04/23/17			3.9800	.01	10011.1351.C	00390395	W					33347	
					Explanation Overhead for Materials			W/O Class		J. Class		Equip Class	
					Company 100					Jrnl Status	1	Printed Flg	
					Component Code OVH Component Link			2,016		Jrnl Batch.	6158770		
04/23/17			2.3636		10011.1351.NG	00390408	W					33347	
					Explanation Overhead for Materials			W/O Class		J. Class		Equip Class	
					Company 100					Jrnl Status	1	Printed Flg	
					Component Code OVH Component Link			2,015		Jrnl Batch.	6158770		
04/23/17	18.75	8.50	2.2059	19.13	10011.1352.T1	00390408	W					33347	
					Explanation New West Company			W/O Class		J. Class		Equip Class	
					Company 100					Jrnl Status	1	Printed Flg	
					Component Code Component Link			2,017		Jrnl Batch.	6158770		
04/23/17	24.25	7.00	3.4643	36.75	10011.1352.T2	00390395	W					33347	
					Explanation New West Company			W/O Class		J. Class		Equip Class	
					Company 100					Jrnl Status	1	Printed Flg	
					Component Code Component Link			2,018		Jrnl Batch.	6158770		
04/23/17			2.2059	.01	10011.1352.T1	00390408	W					33347	
					Explanation Overhead for Materials			W/O Class		J. Class		Equip Class	
					Company 100					Jrnl Status	1	Printed Flg	
					Component Code OVH Component Link			2,017		Jrnl Batch.	6158770		
04/23/17			3.4643	.02	10011.1352.T2	00390395	W					33347	
					Explanation Overhead for Materials			W/O Class		J. Class		Equip Class	
					Company 100					Jrnl Status	1	Printed Flg	
					Component Code OVH Component Link			2,018		Jrnl Batch.	6158770		
04/23/17	8.00	1.00	1.0000	12.00	10011.1353.AF	00390395	W					33347	
					Explanation New West Company			W/O Class		J. Class		Equip Class	
					Company 100					Jrnl Status	1	Printed Flg	
					Component Code Component Link			2,019		Jrnl Batch.	6158770		
04/23/17	8.00	1.00	1.0000	12.00	10011.1353.AF	00390395	W					33347	
					Explanation New West Company			W/O Class		J. Class		Equip Class	
					Company 100					Jrnl Status	1	Printed Flg	
					Component Code Component Link			2,020		Jrnl Batch.	6158770		
04/23/17	8.00	1.00	1.0000	12.00	10011.1353.AF	00390408	W					33347	
					Explanation New West Company			W/O Class		J. Class		Equip Class	
					Company 100					Jrnl Status	1	Printed Flg	
					Component Code Component Link			2,021		Jrnl Batch.	6158770		
04/23/17	8.00	1.00	1.0000	12.00	10011.1353.AF	00390408	W					33347	
					Explanation New West Company			W/O Class		J. Class		Equip Class	
					Company 100					Jrnl Status	1	Printed Flg	
					Component Code Component Link			2,022		Jrnl Batch.	6158770		
04/23/17			1.0000	.01	10011.1353.AF	00390395	W					33347	
					Explanation Overhead for Materials			W/O Class		J. Class		Equip Class	
					Company 100					Jrnl Status	1	Printed Flg	
					Component Code OVH Component Link			2,019		Jrnl Batch.	6158770		
04/23/17			1.0000	.01	10011.1353.AF	00390395	W					33347	

48405 J.D. Edwards & Company Page No. . . 2
Service Billing Workfile Listing Date - . . . 4/24/08

G/L Date	Cost	Units	Rate	Billed Amount	Account Number	Sub-ledger	S T	Contract	Job Type	Job Step	PDBA Code	Employee /Supplr	Equip
					Explanation Overhead for Materials			W/O Class		J. Class		Equip Class	
					Company 100					Jrnl Status	1	Printed Flg	
					Component Code OVH Component Link			2,020		Jrnl Batch.	6158770		
04/23/17			1.0000	.01	10011.1353.AF	00390408	W					33347	
					Explanation Overhead for Materials			W/O Class		J. Class		Equip Class	
					Company 100					Jrnl Status	1	Printed Flg	
					Component Code OVH Component Link			2,021		Jrnl Batch.	6158770		

See Also :

- *JD Edwards World Technical Foundation Guide* for information about running, copying, and changing a DREAM Writer version.

6.9.2 Processing Options

See Section 27.3, "Service Billing Work File Listing (P48405)."

7

Work with Workfile History

This chapter contains these topics:

- Section 7.1, "Working with the Workfile History,"
- Section 7.2, "Reviewing Transaction Revisions,"
- Section 7.3, "Moving a Transaction Out of History."

7.1 Working with the Workfile History

For every revision of a transaction that you create as you process workfile transactions, the system stores a copy of the previous transaction in Billing Workfile - History (F4812H). You can review this audit trail to see all the changes you have made to a transaction. For example, if you change a markup and include a reason for the change, you can access the workfile history to review the markup change reason.

As you review the workfile history, you can reactivate eligible transactions. When you reactive a transaction, you move it from history back to the active workfile. For example, if you move a transaction to history in error, the transaction is eligible to be moved back to the workfile. After you move the transaction back to the workfile, you can include the transaction on an invoice.

To maintain the integrity of the workfile, the system determines whether a transaction is eligible for reactivation based on the Billing Control ID (BCI) number and a combination of other factors.

The following transactions are not eligible for reactivation:

- Invoiced transactions
- Voided transactions
- Transactions copied to history during the split process
- Transactions copied to history during the modification process

7.2 Reviewing Transaction Revisions

Navigation

From Work Order/Service Billing Processing (G48), choose Service Billing

From Service Billing (G4821), choose Workfile Generation

From Workfile Generation (G4822), choose Revisions (P4812)

For every revision of a transaction that you create as you process workfile transactions, the system stores a copy of the previous transaction in Billing Workfile - History (F4812H). You can review this audit trail to see all the changes you have made to a transaction. The system displays the revision history of a transaction starting with the most recent revision to the original transaction.

To review transaction revisions

On Revisions

1. Complete the steps for reviewing workfile transactions.

   See:

   - Section 5.2.1, "Reviewing Workfile Transactions."

2. Choose Transaction History Inquiry (Option 7) for a specific transaction.

Figure 7–1 Inquire Workfile History screen

3. On Inquire Workfile History, review the revision history for the transaction.

   If text, components, tax, or burden are associated with the transaction, the Option field for the transaction is highlighted on the form.

7.3 Moving a Transaction Out of History

Navigation

From Work Order/Service Billing Processing (G48), choose Service Billing

From Service Billing (G4821), choose Workfile Generation

From Workfile Generation (G4822), choose Detail History (P4812H)

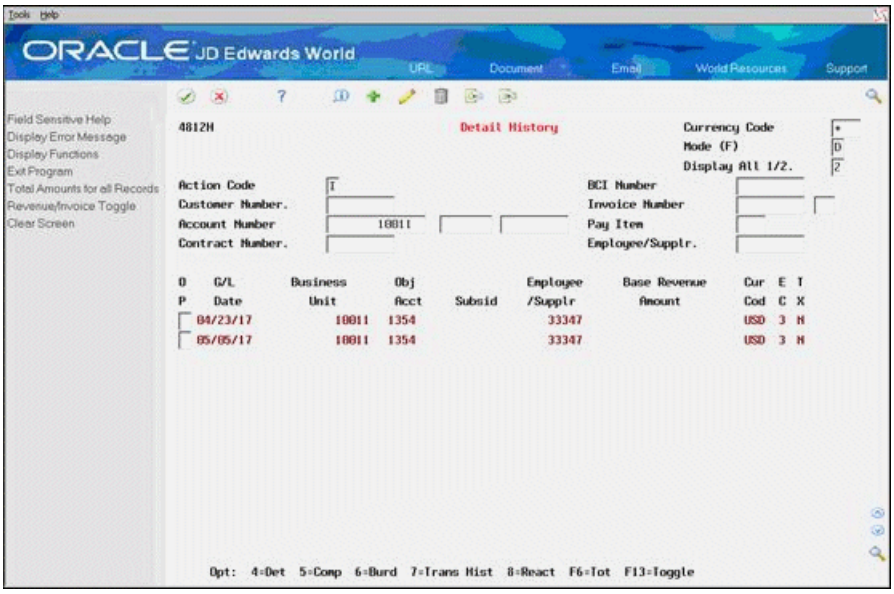
As you review the workfile history, you can move transactions that you previously assigned as nonbillable out of history. When you move a transaction out of history, you reactivate the transaction. When you reactivate a transaction, the system:

- Makes the transaction and all its associated components, burden, tax, and text eligible for processing
- Marks the historical transaction as reactivated
- Moves a copy of the historical transaction from the Billing Workfile - History table (F4812H) to the Billing Workfile table (F4812)

To move a transaction out of history

On Detail History

Figure 7–2 Detail History screen



1. To locate a transaction, complete any of the following fields:
   - Customer Number
   - Account Number
   - BCI Number
   - Employee/Supplier
2. Choose Reactivate (Option 8) for the transaction.

   After you reactivate a transaction, the system continues to display the transaction on Detail History until you reinquire on the form.

7.3.1 What You Should Know About

Topic	Description
Limiting the records that display	You can use the Display All (#DS1) field to display all the transactions in the Billing Workfile - History table. If you use this field, the number of records to display often exceeds the maximum number allowed. JD Edwards World recommends that you enter additional criteria to narrow your search when you review the history for workfile transactions.

Topic	Description
Displaying eligible transactions	You can use a processing option to control whether the system initially displays all transactions or only those eligible for reactivation.
Billing status for reactivated transactions	Reactivated transactions are nonbillable when they return to the active workfile. You must manually update the eligibility code before you can further process the transaction.

See Also:

- Section 6.8, "Moving a Workfile Transaction to History."

7.3.2 Processing Options

See Section 27.4, "Transaction History Inquiry (P4812H)."

Part II

Invoice Processing

This part contains these chapters:

8

Generate Invoices Automatically

This chapter contains these topics:

8.1 Understanding the Invoice Generation Process

When the system initially creates workfile transactions for the Billing Workfile table (F4812), they are undifferentiated, generic transactions. Although they contain the primary information that you need to create invoices, they have not been separated and assigned to a specific invoice number.

The Service Billing system allows you to create invoices automatically or manually. When you run Invoice Generation from the Invoice Generation menu, you are creating invoices automatically. When you use the Create Batch function (F6) from within Batch Review (P48221), then use the Create Invoice function (F6) from the Invoice Entry Review video (P48222), you are creating invoices manually.

The term invoice can refer to invoice information that the system generates from the workfile transactions in the Billing Detail Workfile (F4812) and the summarized invoice information in the Invoice Summary Workfile (F4822). The term invoice can also refer to a copy of the invoice that you print for customers. The system prints invoices based on the invoice layouts that you define.

After the system creates the workfile transactions that contain the information for creating invoices, you can generate invoices.

A typical Service Billing invoice process consists of the following steps:

- Generating invoices
- Printing draft invoices
- Revising invoice information
- Generating preliminary journal entries
- Creating final journal entries
- Posting invoices to G/L
- Printing final invoices

8.1.1 Invoice Generation

When you run Invoice Generation from the Invoice Generation menu, the system automatically summarizes the selected workfile transactions in the Billing Workfile (F4812) and stores them in the Invoice Summary Work File table (F4822). The system uses the Sequence/Summarization rules you have defined to control how the workfile transactions will be summarized. The system uses the Invoice Summary entries to create transactions in the Accounts Receivable Ledger table (F0311) when Create A/R is run. See Section 8.2, "Generating Invoices Automatically" for additional information.

The Service Billing system also allows you to create invoice information manually. You can manually create an invoice batch, create invoices within a batch, and manage the pay items by merging existing workfile transactions or adding ad hoc workfile transactions directly to the invoice. See Section 10.1, "Creating Invoices Manually" for additional information.

Note: When you create invoice information manually, the system does not adhere to any sequence/summarization rules you have defined for the level-break logic for invoice pay items. You manually control the sequence/summarization logic in the way you manually create the pay items.

8.1.2 Printing Draft Invoices

You use the Invoice Print program (P48504) to print invoices for your customer. This program is used to print draft or final invoices. When these invoices are printed determines the draft or final status. Invoices printed before you run Create A/R Entries are considered draft invoices. Invoices printed after you run Create A/R Entries are considered final invoices.

You print draft invoices to allow your project or account manager to verify the accuracy of invoice information prior to mailing the invoice to a customer. This draft invoice information is retrieved primarily from the Billing Workfile (F4812). If errors are detected, you can make corrections to the invoice, usually without having to delete the entire batch of invoices. See Section 9.2, "Reviewing Invoices" for additional information.

8.1.3 Revising Invoice Information

The billing system allows you to revise invoice information at four levels, as outlined below:

Task Level	Action Allowed
Batch	Create a batch automatically or manually
	Delete a batch-remove batch header and all associated invoice information
Invoice	Create invoices automatically
	Add invoices to existing batch manually
	Delete invoice from batch
Pay Item	Create invoice pay items automatically
	Add pay items to invoice manually
	Delete pay items from invoice
	Revise existing pay item on invoice

Task Level	Action Allowed
Workfile Transaction	Summarize workfile transactions for pay item automatically
	Create ad hoc workfile transactions for pay item
	Merge existing workfile transactions for pay item
	Remove workfile transactions from pay item

For example, if you have an invoice batch with 200 invoices, but your project manager notices that an invoice amount is incorrect, then incorrect charges would be made to the customer. To correct this situation, you can select an invoice batch from Batch Review, select the specific invoice in error, choose the pay item that you need to change, and remove the workfile transactions that are being disputed for the particular pay item. The invoice will reflect the new amounts and the disputed workfile transactions will stay in the Billing Workfile for you to correct and invoice at a later date. See Section 9.1, "Working with Invoices" for additional information.

8.1.4 Generating Preliminary Journal Entries

The system creates preliminary invoice journals for a selected invoice batch. The workfile transactions are processed against the Account Derivation Tables to create detail journal accounting entries in the Detail Journal Workfile table (F48910). These detail accounting entries are then compressed into summarized accounting entries in the Compressed Journal Workfile table (F48911). The system uses the summarized accounting entries to create the Account Ledger (F0911) transactions for invoice journals when Create A/R is run.

The system uses the A/R and G/L functional servers to edit the summarized accounting entries. The Invoice Summary transactions are temporarily added to the summarized accounting entries in the F48911 table to ensure balanced accounting entries.

Note: Invoice Journal Generation (P48131) is a batch process. The invoice batch is processed as a unit. If one or more errors are detected, the billing system sets the invoice batch to an error status. You must correct the error condition and rerun Invoice Journal Generation. You can run Invoice Journal Generation as many times as necessary until all errors are corrected.

8.1.5 Creating Final Journal Entries

You run the Create A/R Entries program (P48199) to create final invoice accounting entries and to transfer your invoice information from the billing system to the Accounts Receivable and General Accounting systems. The billing system updates transactions in the Accounts Receivable Ledger table (F0311) and the Account Ledger table (F0911) from the Invoice Summary Work File table (F4822) and Compressed Journal Workfile table (F48911), respectively. The billing system uses the A/R functional server and G/L functional server to validate all accounting information.

The Create A/R Entries program is a batch program. The invoice batch is processed as a unit. If one or more errors are detected, no invoices will be transferred to the Accounts Receivable and General Accounting systems. The billing system sets the invoice batch to an error status. You must correct the error conditions, and then rerun the Create A/R Entries program. You can run the Create A/R Entries program as many times as necessary to correct all errors.

Note: The Create A/R Entries program writes the invoice information to the Accounts Receivable and General Accounting systems. You must run the Post Invoices to G/L program to post the transactions, create automatic offsets, and update the posted codes and batch status.

8.1.6 Posting Invoices to G/L

You select Post Invoices to G/L to post the invoice batch. The system performs the following tasks during the post process:

- Selects the data to post
- Validates information and processes errors
- Creates automatic offsets
- Posts transactions
- Updates the posted codes and batch status

See Understanding the Post Process for A/R in the *JD Edwards World Accounts Receivable Guide* for additional information.

8.1.7 Printing Invoices

You use the Invoice Print program to print draft or final invoices. When these invoices are printed determines the draft or final status. Invoices printed before you run Create A/R Entries are considered draft invoices. Invoices printed after you run Create A/R Entries are considered final invoices.

You print final invoices to send to a customer for goods or services rendered. Printing final invoices retrieves invoice information from the Billing Workfile History (F4812H). You would also use this process to reprint invoices as necessary.

JD Edwards World recommends that you print your final invoices after the Create A/R Entries program has completed and the Post Invoices To G/L program has successfully posted the invoice batch. Printing invoices after A/R information has been processed ensures that the information printed on the invoice matches the invoice information created in the A/R Ledger.

Note: If you print final invoices prior to completing the Create A/R Entries and Post Invoices To G/L processes, you run the risk of inadvertently modifying the invoice information that you printed and mailed to the customer.

8.2 Generating Invoices Automatically

Navigation

From Work Order / Service Billing Processing (G48), choose Service Billing

From Service Billing (G4821), choose Invoice Generation

From Invoice Generation (G4824), choose Invoice Generation (P48121)

When you accumulate costs, the system creates the workfile transactions that contain the information for creating invoices. After the workfile transactions are created,

depending on the Journal Generation Control constant, you can either process revenue or you can create invoices.

The term invoice has two meanings in the Service Billing system:

- Invoice information that the system generates from the workfile transactions in the Service Billing Workfile (F4812). The system stores the summarized invoice information in the Invoice Summary Workfile (F4822).
- A copy of the invoice that you print for customers. The system prints invoices based on the invoice layouts that you define using Invoice Formatting (P4850)

When you generate invoices, the system assigns invoice numbers and summarizes active workfile transactions to create pay items. Pay items are the billing lines that summarize one or more workfile transactions. The pay items for a specific invoice make up the total amount of the invoice.

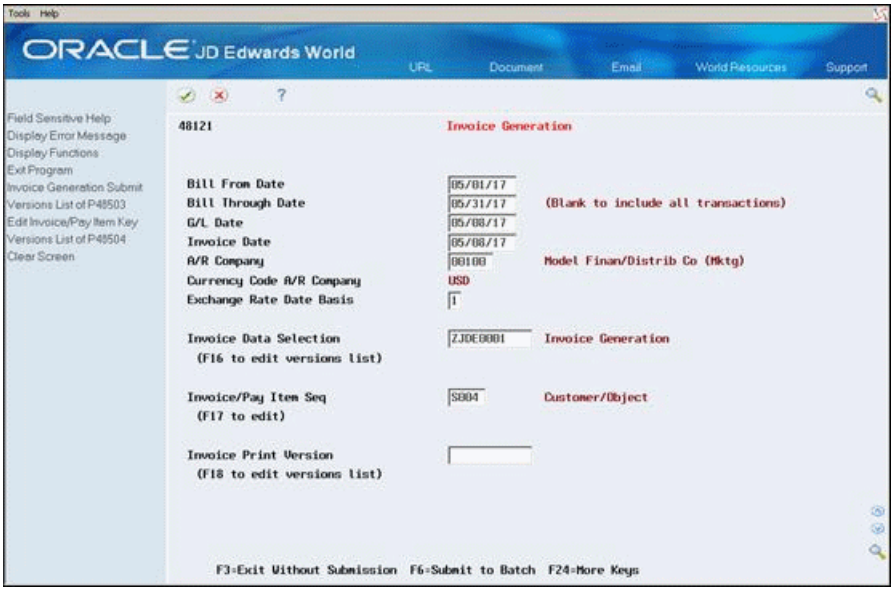
The system stores pay item information in the Invoice Summary Workfile (F4822).

Note: The Service Billing system stores the current invoice information in the active workfile transaction to prevent workfile transactions from being assigned to more than one invoice at a time.

You can run the Invoice Generation (P48121) program to generate invoices automatically, or you can create invoices manually. During invoice generation, the system:

- Creates a billing batch header record (F48011). The current activity field is set to 1, indicating that invoice generation is in progress
- Uses processing options and data selection criteria to select workfile (F4812) transactions to summarize into the Invoice Summary Workfile (F4822). The workfile transactions are updated with the invoice information (batch number, invoice number, pay item, document type, invoice date) to indicate these transactions are included in an invoice
- Uses the Sequence/Summarization rules (P4805) you defined to control the invoice and pay item summarization logic
- Uses the G/L Offset and Retainage rules you defined to calculate retainage information for the invoice, if applicable
- Prints invoices (optional)
- Updates the billing batch header (F48011) with the currency amount and the number of documents in the batch when Invoice Generation completes. The Current Activity (CUAC) field in the batch header is reset to 0 to allow additional processes to be performed for this batch

Figure 8–1 Invoice Generation screen



8.2.1 What You Should Know About

Topic	Description
Assigning G/L offset and retainage information	When you generate invoices automatically, the system assigns values to the following Invoice Summary Workfile (F4822) fields for each transaction: ■ Payment Terms (PTC) ■ G/L Offset (GLC) ■ Retainage Percentage (PRET) ■ Retainage Offset (RGLC) The system determines the correct values for these fields based on the sequence and summarization key that you define for the invoice batch and the information you define in the G/L Offset and Retainage rules. For example, if your Invoice Level Summarization field is by subledger (work order), then you might define rules on the G/L Offset and Retainage Table form with the valid key types subledger (work order) or work order class to locate the correct retainage rule. See Section 23.1, "Defining G/L Offset and Retainage Rules" for more information.

8.3 Defining the Sequence and Summarization Keys

Navigation

From Work Order / Service Billing Processing (G48), choose Service Billing

From Service Billing (G4821), choose Invoice Generation

From Invoice Generation (G4824), choose Invoice Generation (P48121)

When you generate a batch of invoices from the transactions in the Billing Workfile, the system automatically creates a new invoice for each customer. You must further

define how you want the system to sequence and summarize the transaction information that appears on the invoices. To do this, you define a sequence and summarization key.

This section includes instructions for the following:

- To locate a sequence and summarization key
- To define a sequence and summarization key

The sequence and summarization key that you define indicates divisions within generated batches of invoices and the individual invoices within a batch. You must define these divisions at the following levels:

Level	Description
Invoice level (I)	When the sequence and summarization key you define changes at the invoice level, the system creates a new invoice with a unique invoice number.
Pay item level (P)	When the sequence and summarization key you define changes at the pay item level, the system creates a new line of billing detail for the invoice. The system assigns the new line of billing detail a unique pay item number.

The system uses the sequence and summarization key that you define to:

- Assign invoice numbers
- Summarize transactions by invoice and pay item
- Control how the transactions appear in the Accounts Receivable Ledger (F0311) table when you create the A/R and G/L entries
- Update the workfile transaction with the applicable key information

For example, you can define a sequence and summarization key with business units (jobs) at the invoice level and subledgers (work orders) at the pay item level. During invoice generation, the system uses the key to:

- Create a new invoice number when the business unit (job) changes
- Create a new pay item number when the subledger (work order) changes for a business unit (job)

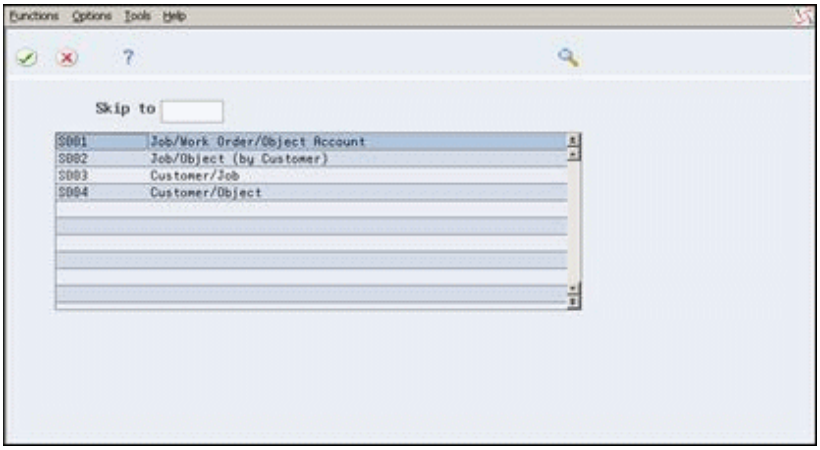
You can have only one customer number per invoice. The system creates a new invoice number if the customer number changes, regardless of how you set up your sequence and summarization key.

To locate a sequence and summarization key

On Invoice Generation

1. Choose Field Sensitive Help (F1) for the following field:
   - Invoice/Pay Item Sequence

Figure 8–2 Invoice Sequence/Summarization Search Window screen



2. On Invoice Sequence/Summarization Search Window, choose Select/Return (Option 4) for a specific sequence and summarization key.

Field	Explanation
Summarization Key - Service Billing	The table key that identifies how the system summarizes the Service Billing invoice. Within each table key, there are multiple associated key fields to specify the level and method for sorting and summarizing the Service Billing detail transactions.

8.3.1 What You Should Know About

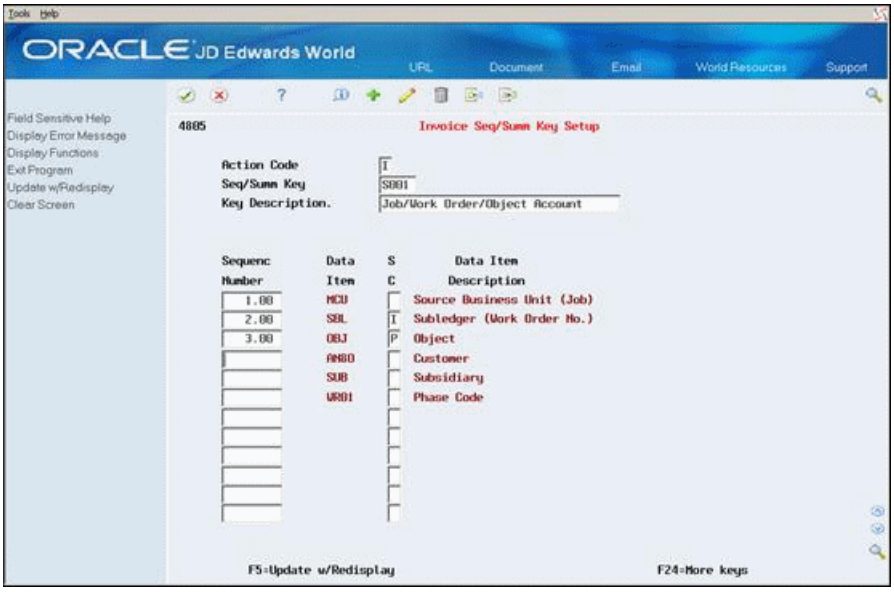
Topic	Description
Invoice generation selections	After you run the generation, the system retains the values you entered on the Invoice Generation form. If you do not change the values on the form, the system runs the program using the values you entered for the last generation.
Accessing sequence and summarization keys	You use Field Sensitive Help (F1) to access sequence and summarization keys directly from Invoice Generation. Alternately, you can access sequence and summarization keys from the Service Billing Setup menu (G4841).
Displaying all sequence and summarization keys	When you use Field Sensitive Help (F1) to access the Invoice Seq/Summ Search Window (P48051), the system displays the last value you entered on the Invoice Generation form in the Skip To (SBSK) field. Clear the Skip To field to review a list of all the sequence and summarization keys defined for your system.

To define a sequence and summarization key

On Invoice Generation

1. Choose Edit Invoice/Pay Item Key (F17).

Figure 8–3 Invoice Sequence/Summarization Key Setup screen



2. On Invoice Sequence/Summarization Key Setup, choose the Add action, and then complete the following fields for each data item you want to include in the key:
   - Sequence/Summarization Key
   - Key Description
   - Sequence Number
   - Summarization Code

Field	Explanation
Key Description (DESC)	A description, remark, name, or address. *Form-specific information* A description that identifies the sequence of data items that this table controls.
Sequence Number (LIN)	A number that identifies where in the sequence this data item should appear.
Summarization Code - Service Billing (SBSC)	A code that identifies how the system summarizes records in the Service Billing Workfile when you generate invoices. I – Summarize at the invoice number level P – Summarize at the invoice pay item level **Note:** You must specify one I and one P for each sequence/summarization key.

8.3.2 What You Should Know About

Topic	Description
Assigning sequence numbers	You can use as many data items as you want to sequence billing detail. The sequence numbers you use control how the system groups billing information within the generated batch of invoices and on the invoices within the batch.

8.4 Generating a Batch of Invoices

Navigation

From Work Order / Service Billing Processing (G48), choose Service Billing

From Service Billing (G4821), choose Invoice Generation

From Invoice Generation (G4824), choose Invoice Generation (P48121)

Run the Invoice Generation program to group workfile transactions and assign invoice numbers. When you run Invoice Generation, the system creates invoices with pay item records. Pay items are the billing lines that summarize one or more workfile transactions. The pay items for a specific invoice make up the total amount of the invoice. The system stores pay item information in the Invoice Summary Workfile (F4822). The program also updates the workfile transaction records with the new invoice information and the sequence/summarization key information.

After you run Invoice Generation, the system generates a report that includes the following information:

- Invoice number and related pay items
- Totals by invoice
- Batch number
- Any applicable tax information
- Sequence and summarization code

8.4.1 Before You Begin

- Generate workfile transactions
- Define the sequence and summarization keys
- Define layouts if you want to print invoices during invoice generation

To generate a batch of invoices

On Invoice Generation

1. Complete the following fields:
   - G/L Date
   - A/R Company
   - Invoice Data Selection
   - Invoice/Pay Item Sequence
2. Complete the following optional fields:
   - Bill From Date
   - Bill Thru Date
   - Invoice Date
   - Exchange Rate Date Basis (if multicurrency functionality is activated)
   - Invoice Print Version
3. Choose Submit to Batch (F6).

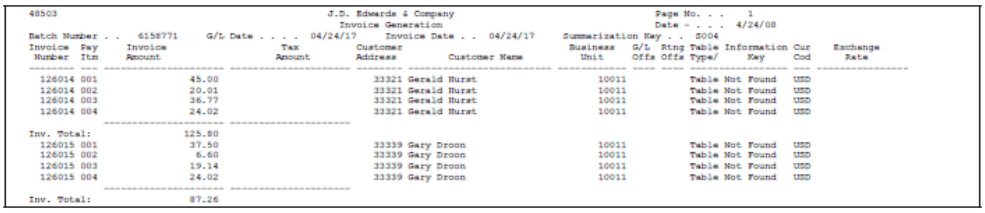
   The system prompts you to submit the batch.

4. Choose Submit (F6).

Field	Explanation
Document Company Invoice (KCOI)	Invoice Document Company.
Bill From Date (BTFR)	The from date used to determine if a transaction is billed. The transaction is billed if the general ledger date falls between the from date and the through date.
Bill Through Date	A cut-off date. The transactions you enter after this date will not be billed in this billing cycle. If you leave this field blank, the system provides a default cut-off date based on the G/L date. The invoice generation process uses this cut-off date to compare against the Table Basis Date (TBDT) stored on the workfile transaction. If the Table Basis Date is greater than the cut-off date, the workfile transaction will not be included in the invoice batch.
Invoice Date	The date assigned to the invoice. The system updates this date during the invoice generation process.

8.4.2 Service Billing Invoice Generation

Figure 8–4 Invoice Generation report



48503 J.D. Edwards & Company Page No. . . 1
Invoice Generation Date - . . . 4/24/08

Batch Number . . 6158771 G/L Date . . . . 04/24/17 Invoice Date . . 04/24/17 Summarization Key . . 2004

Invoice Number	Pay Itm	Invoice Amount	Tax Amount	Customer Address	Customer Name	Business Unit	G/L Offs	Sting Offs	Table Type/	Information Key	Cur Cod	Exchange Rate
126014	001	45.00		33321	Gerald Hurst	10011			Table Not Found		USD	
126014	002	20.01		33321	Gerald Hurst	10011			Table Not Found		USD	
126014	003	36.77		33321	Gerald Hurst	10011			Table Not Found		USD	
126014	004	24.02		33321	Gerald Hurst	10011			Table Not Found		USD	
Inv. Total:		125.80										
126015	001	37.50		33339	Gary Droon	10011			Table Not Found		USD	
126015	002	6.60		33339	Gary Droon	10011			Table Not Found		USD	
126015	003	19.14		33339	Gary Droon	10011			Table Not Found		USD	
126015	004	24.02		33339	Gary Droon	10011			Table Not Found		USD	
Inv. Total:		87.26										

8.4.3 What You Should Know About

Topic	Description
Creating preliminary invoices	If you set up the system constants to renumber invoices (Draft/Final Invoice Gen. Control is activated), the system assigns preliminary numbers to the invoices during invoice generation. When you create the G/L and A/R entries for the final invoices, the system reassigns the numbers and document types. The document types must be defined in user defined code (UDC) tables 00/DT and 00/DI.
Invoice generation selections	After you run Invoice Generation, the system retains the values you entered on the Invoice Generation (P48121) form. If you do not change the values on the form, the system runs the program using the values you entered for the last generation.

See Also:

- Section 11.3, "Printing Invoices Manually."

8.4.4 Processing Options

See Section 8.4.2, "Service Billing Invoice Generation."

9

Work with Invoices

This chapter contains these topics:

9.1 Working with Invoices

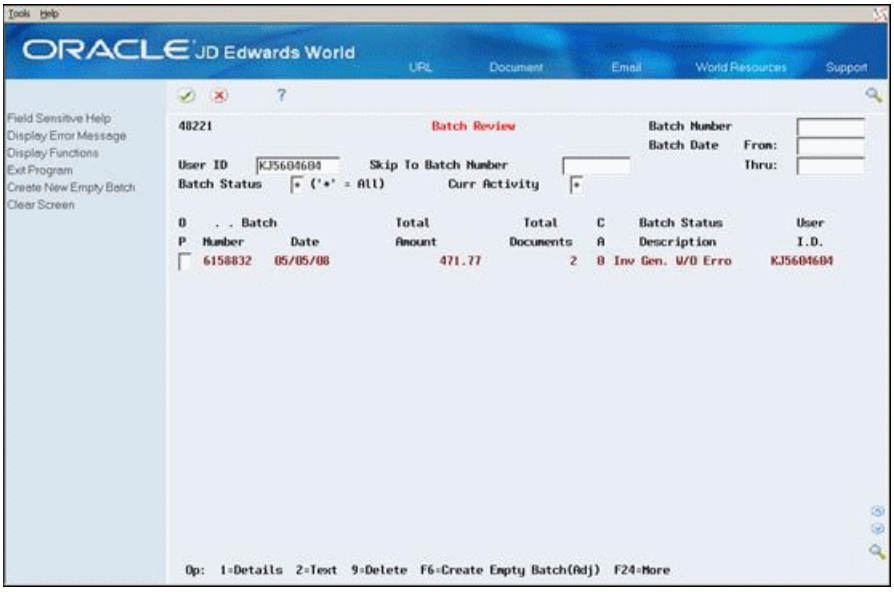
When you generate invoices, the system creates a batch of invoice transactions and stores the information in the Invoice Summary Workfile (F4822). You can review and revise the batch of transactions to prepare it for further processing.

For example, if you print invoices for review by project managers, you can use the batch review process to make any corrections.

Batch Review (P48221) is the central location for accessing all batches in the Service Billing system. A batch is a group of transactions that the system processes and balances as a unit. When you run Invoice Generation (P48121), the system creates a batch of invoices. Batch header information is stored in Service Billing Batch Control (F48011).

The system uses the current activity flag in the batch header to control the processes for each batch. The system updates the current activity while the batch is actively being processed. For example, if you run Journal Register Listing (P48300) for a batch, the system updates the current activity to indicate that the batch is actively being processed. This setting prevents other users from accessing the batch until the Journal Register Listing process has completed, at which time the system resets the current activity back to an Available status.

Figure 9–1 Batch Review screen



9.2 Reviewing Invoices

Navigation

From Work Order / Service Billing Processing (G48), choose Service Billing

From Service Billing (G4821), choose Invoice Generation

From Invoice Generation (G4824), choose Batch Review (P48221)

When you generate invoices, the system creates a batch of invoice transactions. It also updates the workfile transaction with the following information:

- Invoice number
- Invoice date
- Pay item number
- Batch number

To verify the invoice information, you can review it at the following levels:

- Batch header information, including the batch status description and current activity
- Invoices for a selected batch
- Pay items for a selected invoice
- Individual workfile transactions for a selected pay item, including burden and components

As you review the different levels of an invoice, you can revise specific information. For example, you can revise transaction amounts or add transactions to an invoice.

To review invoices

On Batch Review

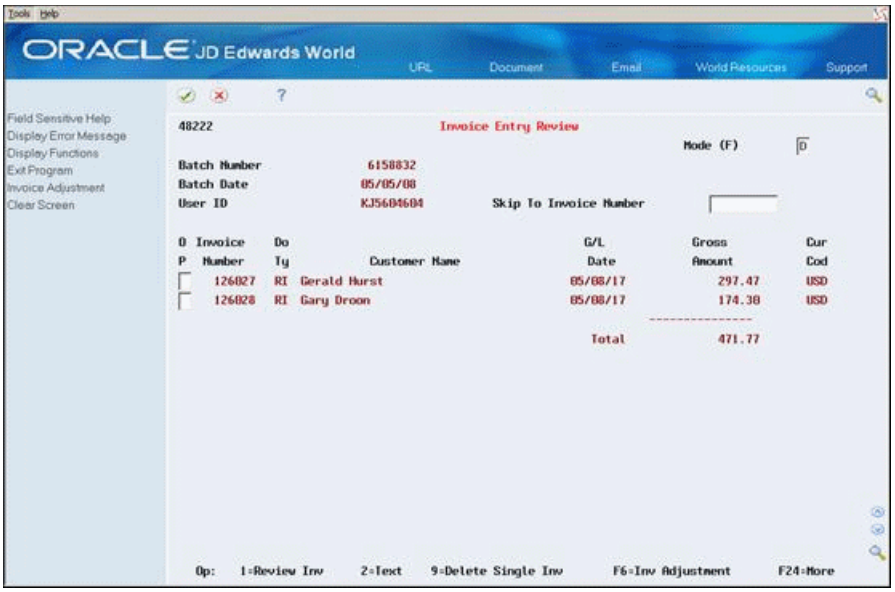
1. To locate a batch of invoices, complete any of the following fields:

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

If you place an asterisk in the User ID field, the system displays all batches created by all users regardless of the batch activity status. The system displays the most current batch last.

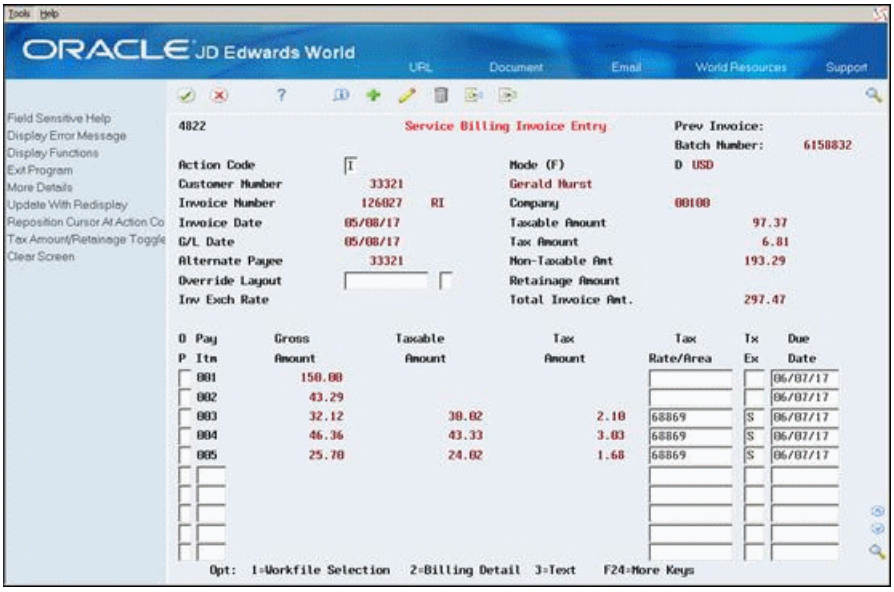
2. To further limit the list of batches, complete the following optional fields:
   - Skip To Batch Number
   - Batch Status
   - Current Activity
3. Review the following fields for a batch:
   - Batch Number
   - Current Activity
   - Batch Status Description
4. To review the invoice information for a specific batch, choose Detailed Batch Review (Option 1).

Figure 9–2 Invoice Entry Review screen



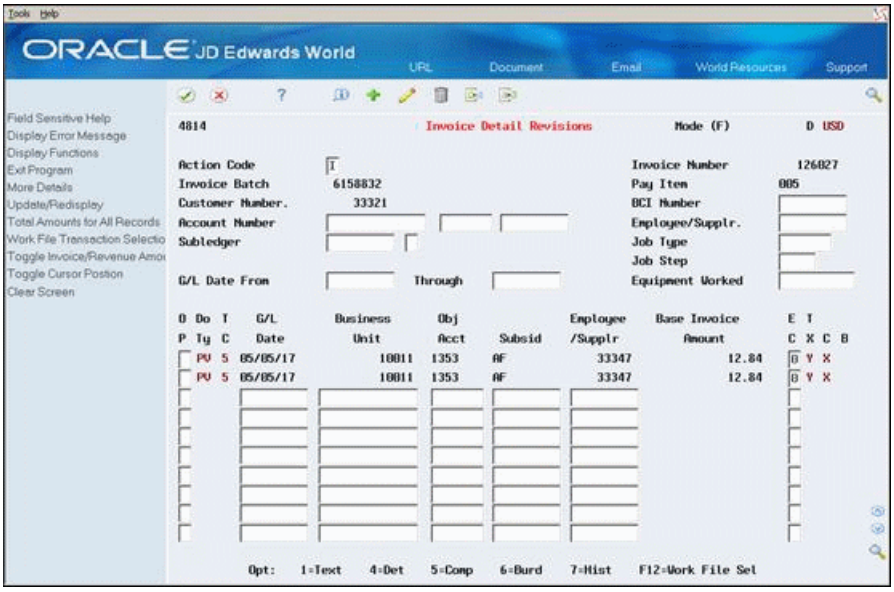
5. On Invoice Entry Review (P48222), review the following fields:
   - Invoice Number
   - Customer Name
   - G/L Date
6. To review the details for an invoice, choose Review Invoice (Option 1).

Figure 9–3 Service Billing Invoice Entry screen



7. On Service Billing Invoice Entry (P4822), review the following fields:
   - Pay Item
   - Gross Amount
   - Taxable Amount
   - Tax Amount
8. To review the details for a specific pay item, choose Billing Detail (Option 2).

Figure 9–4 Invoice Detail Revisions screen



9. On Invoice Detail Revisions (P4814), review the workfile transactions that make up a pay item.

Field	Explanation
Batch Number (ICU)	A number that associates a group of transactions with an invoice batch. *Form-specific information* The header field identifies the number of a particular batch that you want to display. The detail field indicates the numbers of the individual batches that display. **NOTE:** If the OP (Option) field to the left of a batch number is highlighted, has extended text attached to it.
Batch Date From (DICJ)	The date of the batch. If you leave this field blank, the system date is used. *Form-specific information* The Batch Date From/Thru fields let you choose batches that were created within a specified date range. The Batch Date field indicates the date that the individual batches were created.
Date Thru: (#D2T)	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.
Batch Status (BS)	A control function in the Service Billing and Contract Billing systems. The system verifies the following values prior to executing various jobs to ensure the functions are performed in the proper sequence. Valid codes are: blank – Invoices have not been created 0 – Manual adjustment in Contract Billing 1 – Invoices generated without errors 2 – Invoices generated with errors 3 – Revenue journals created without errors 4 – Revenue journals created with errors 5 – Invoice journals created without errors 6 – Invoice journals created with errors 7– Batch changed - rerun journals 8 – Active revenue batch found The batch status description is a user defined code (UDC 48/BS).

Field	Explanation
Current Activity (CUAC)	Identifies the processing cycle step that is currently active. This field maintains the integrity of the batch member throughout the Service Billing and Contract Billing systems. The system uses this field to ensure that the batch number selected is qualified for a particular function. Valid values are: 0 – Available 1 – Generation in process 2 – Maintenance in process 3 – Journal generation in process 4 – Batch delete in process 5 – Invoice printing in process 6 – Batch posting 7 – Selection in progress * – Display all batches *Form-specific information* There are two Current Activity fields on this form. ■ Header Field - lets you display batches that are in a particular step of the invoice cycle. ■ Detail Field (CA) - indicates the current step of the invoice cycle for the individual batches that display.
Batch Status Description	A brief description of a code or abbreviation. *Form-specific information* A description that identifies the status of the batch.
Customer Name (AN8O)	A brief description of a code or abbreviation. *Form-specific information* The customer who will receive the invoice.
Amount - Total Pay Item (THPD)	The amount that is billed for this pay item, including any applicable sales tax. *Form-specific information* The 'Total' row that appears on this screen indicates the total amount of all of the invoices in this batch. The Gross Amount is the total current billing amount for an invoice.

9.2.1 What You Should Know About

Topic	Description
Deleting a batch	Use Batch Delete to delete any unwanted batches. When you delete a batch: ■ You can set the Service Billing Invoice Batch Delete (P48804) processing option to print a report to retain an audit trail of the invoice information you delete. ■ The system does not keep an audit trail for the batch number, which comes from the Foundation Environment (system 00).

Topic	Description
Revising a batch header	Use Batch Header Revisions (P480011) to revise the status and current activity of a batch. For example, you might need to do this if the generation program does not complete normally due to power failure. In this case, the current activity status would prevent you from accessing the batch for further processing. If the current activity of the batch still indicates maintenance in process after an extended period of time, then verify that no users are actually reviewing the batch. Also verify that no Billing jobs are running and processing the batch. If there are no users in the batch and no jobs are running, then access Batch Header Revisions (P480011) on the Service Billing Advanced Operations menu (G4831). Inquire on the batch and change the Current Activity from 2 to 0 (Available). Note that making this change while a user actually is reviewing or processing a batch can create corrupt data.

9.3 Deleting Invoice Information

Navigation

From Work Order / Service Billing Processing (G48), choose Service Billing

From Service Billing (G4821), choose Invoice Generation

From Invoice Generation (G4824), choose Batch Review

As you review invoice information, you might need to decrease or delete invoice information. You can delete invoice information at four levels: batch, invoice, pay item, or workfile transaction. For example, you might need to delete the entire batch of invoices if the wrong document type was assigned during invoice generation. Or you might need to remove a workfile transaction from a particular invoice pay item.

When you delete a batch of invoices, the system does the following:

- Deletes the batch header record (F48011)
- Deletes the invoice summary transactions (F4822) for the invoice batch
- Removes invoice information from the workfile transactions (F4812) for the invoice batch
- Deletes the journal detail (F48910) and summary workfile (F48911) for the invoice batch, if invoice journals were created

When you delete an invoice from a batch of invoices, the system does the following:

- Reduces the batch total amount stored in the batch header by the total amount of the invoice
- Deletes the invoice summary transactions (F4822) for the invoice
- Removes invoice information from the workfile transactions (F4812) for the invoice
- Resets the batch status of the batch header to re-run invoice journals, if invoice journals have been created
- If the last invoice in the batch is deleted, the batch header is deleted

When you delete a pay item from an invoice, the system does the following:

- Reduces the batch total amount stored in the batch header by the total amount of the invoice pay item

- Deletes the invoice summary transactions (F4822) for the pay item
- Removes invoice information from the workfile transactions (F4812) for the pay item
- Resets the batch status of the batch header to rerun invoice journals, if invoice journals is created
- Does not delete the pay item if the last pay item on the invoice is deleted

When you delete a workfile transaction associated with an invoice pay item, the system does the following:

- Reduces the batch total amount stored in the batch header by the total amount of the workfile transaction
- Reduces the invoice amount stored in the Invoice Summary Workfile (F4822) for the pay item by the amount of the workfile transaction
- Removes invoice information from the workfile transaction (F4812)
- Resets the batch status of the batch header to re-run invoice journals, if invoice journals have been created
- Does not delete the pay item if all workfile transactions for the pay item are deleted

See Also:

- Section 10.4, "Adding Transactions to an Invoice"to increase the amount of an invoice.

To delete a batch of invoices

On Batch Review

1. Locate the batch.

   See:

   - Section 9.2, "Reviewing Invoices."

2. Choose Delete (Option 9).
3. On Batch Submission Screen (P48200), choose Submit Batch (F6).
4. On Exit & Submit Job Window (P48SBM), choose Submit Job (F6).

To delete an invoice

On Batch Review.

1. Locate the batch.

   See:

   - Section 9.2, "Reviewing Invoices."

2. To review the invoice information for a specific batch, choose Detailed Batch Review (Option 1).
3. On Invoice Entry Review (P48222), choose Delete (Option 9) for the invoice.

   If you delete the only remaining invoice in the batch, the system automatically deletes the batch header information without leaving an audit trail.

To delete a pay item

On Batch Review

1. Locate the batch.

   See:

   - Section 9.2, "Reviewing Invoices."

2. To review the invoice information for a specific batch, choose Detailed Batch Review (Option 1).
3. On Invoice Entry Review (P48222), choose Review Invoice (Option 1) to review the details for an invoice.
4. On Service Billing Invoice Entry (P4822), choose Delete (Option 9) for a specific pay item in the invoice.
5. Use the Change action.

To decrease a pay item amount

On Batch Review

1. Locate the batch.

   See:

   - Section 9.2, "Reviewing Invoices."

2. To review the invoice information for a specific batch, choose Detailed Batch Review (Option 1).
3. On Invoice Entry Review (P48222), choose Review Invoice (Option 1) to review the details for an invoice.
4. To review the details for a specific pay item, on Service Billing Invoice Entry (P4822), choose Billing Detail (Option 2).
5. On Invoice Detail Revisions (P4814), choose Remove Transaction From Invoice (Option 9) to delete a specific transaction in the pay item.
6. Use the Change action.

   If the pay item no longer includes transactions and the gross amount field is blank, the system does not delete the pay item number.

9.4 Calculating Retainage Amounts

Navigation

From Work Order / Service Billing Processing (G48), choose Service Billing

From Service Billing (G4821), choose Invoice Generation

From Invoice Generation (G4824), choose Batch Review (P48221)

Retainage is a percentage of the invoice amount that your company is paid after the work is complete. For example, you can have a 10 percent retainage withheld on the billings to a customer. After the work is complete, the customer authorizes the payment of the amount of the invoice that was withheld.

When you enter a retainage amount or percent for an invoice amount, the system calculates the retainage and updates the pay item with the retainage amount. After the customer authorizes payment of the retainage amount, you must release the retainage.

You can change retainage amounts or percents for individual invoices on the Service Billing Invoice Entry (P4822) form. For example, you might need to change a retainage amount if you have changed the retainage rules for the system, but you generated invoices prior to the change.

To calculate retainage amounts

On Batch Review

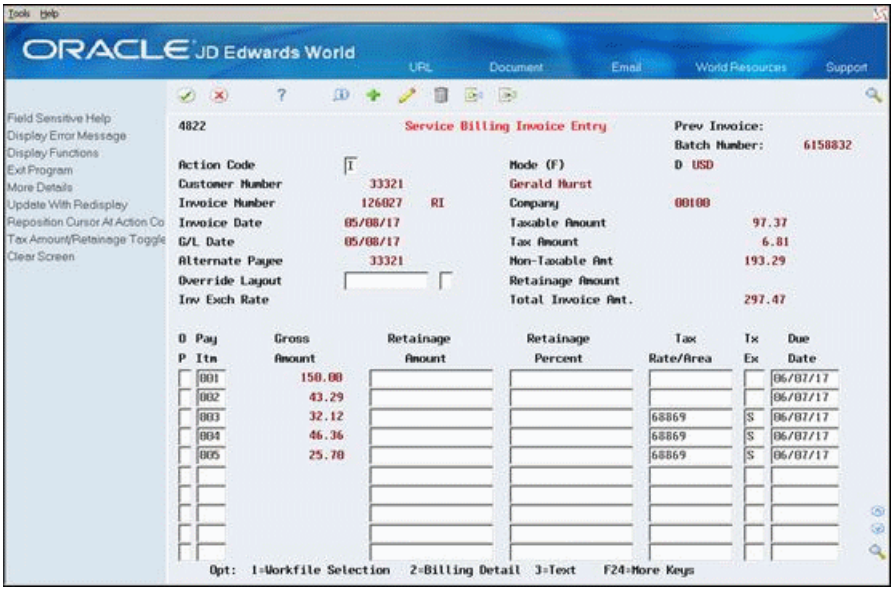
1. Locate the batch.

   See:

   - Section 9.2, "Reviewing Invoices."

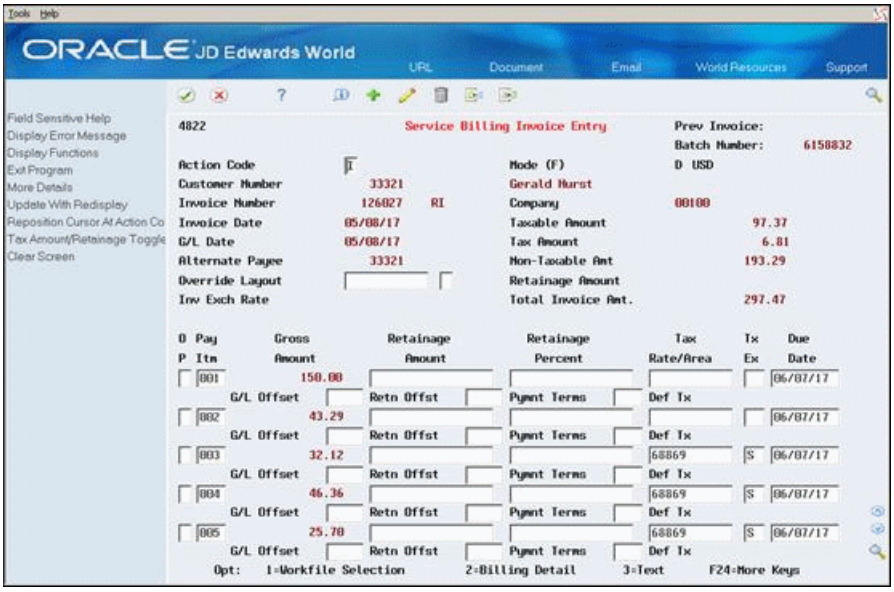
2. To review the invoice information for a specific batch, choose Detailed Batch Review (Option 1).
3. On Invoice Entry Review (P48222), choose Review Invoice (Option 1) to review the details for an invoice.
4. On Service Billing Invoice Entry (P4822), choose Tax Amount/Retainage Toggle (F18).

Figure 9–5 Service Billing Invoice Entry screen



5. To calculate or change retainage, complete one of the following fields:
   - Retainage Amount
   - Retainage Percent
6. Choose More Details (F4).

Figure 9–6 Service Billing Invoice Entry (Detail) screen



7. To change the accounting rules associated with the journal entries for retainage, complete the following field:
   - Retainage Offset
8. Use the Change action.

9.4.1 What You Should Know About

Topic	Description
Retainage offset	If you do not complete the Retainage Offset (RGLC) field to direct the system to a specific retainage account, the system uses the Automatic Accounting Instruction (AAI) for the Trade Accounts Receivable account. See Setting Up Automatic Accounting Instructions in the *JD Edwards World Accounts Receivable Guide* for more information.
Assigning G/L offset and retainage information	When you generate invoices automatically, the system assigns values to the following fields for each transaction: ■ Payment Terms ■ G/L Offset ■ Retainage Percentage ■ Retainage Offset The system determines the correct values for these fields based on the sequence and summarization key that you define for the invoice batch and the information you define in the G/L Offset and Retainage Table (P48128). For example, if your Invoice Level Summarization field is by subledger (work order), then you might set up your G/L Offset and Retainage Table with the valid key types subledger (work order) or work order class to locate the correct retainage rule. See Chapter 23, "Define G/L Offset and Retainage Rules"for more information.

See Also:

- Section 10.6, "Releasing Retainage,"
- Chapter 23, "Define G/L Offset and Retainage Rules."

10

Create Invoices Manually

This chapter contains these topics:

10.1 Creating Invoices Manually

You can manually generate invoices without running the Invoice Generation program.

This section includes instructions for the following:

- To create a batch header manually
- To create an invoice manually

For example, you might have an existing batch which includes invoices that you have already reviewed and revised. You can add another invoice to the batch manually without having to delete and regenerate the entire batch.

See Also:

- Chapter 8, "Generate Invoices Automatically" to create invoices automatically.

10.2 Creating a Batch Header Manually

Navigation

From Work Order / Service Billing Processing (G48), choose Service Billing

From Service Billing (G4821), choose Invoice Generation

From Invoice Generation (G4824), choose Batch Review (P48221)

You can manually create a new batch header for invoices. When you create a new batch header, you create a new, empty batch. Creating a new batch is optional because you can add invoices to an existing batch. If you do not want to create a new batch, you do not need to create a batch header.

To create a batch header manually

On Batch Review

1. Complete the following field and press Enter:
   - User ID
2. Choose Create Empty Batch (F6).

   The system displays the new batch on Batch Review. You can then add invoices to the batch on Invoice Entry Review (P48222).

10.3 Creating an Invoice Manually

Navigation

From Work Order / Service Billing Processing (G48), choose Service Billing

From Service Billing (G4821), choose Invoice Generation

From Invoice Generation (G4824), choose Batch Review (P48221)

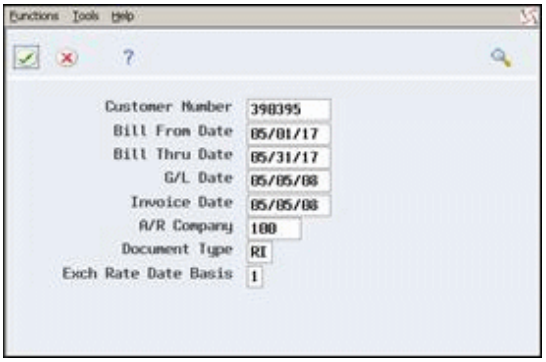
You can manually create a new invoice. You can add the invoice to an existing batch or to a new batch header. Creating a new invoice is optional. You can also add transactions to an existing invoice.

To create an invoice manually

On Batch Review

1. Locate the batch.
2. To review the invoice information for a specific batch, choose Detailed Batch Review (Option 1).
3. On Invoice Entry Review (P48222), choose Invoice Adjustment (F6).

Figure 10–1 Invoice Entry Review screen



4. On Invoice Creation Window (P48INV), complete the following fields:
   - Customer Number
   - Bill From Date
   - Bill Thru Date
   - Invoice Date
   - A/R Company

5. If you work in a multi-currency environment, complete the following field:
   - Exchange Rate Date Basis
6. Complete the following optional fields:
   - G/L Date
   - Document Type
7. Choose Edit and Submit (F6).

The new invoice appears on Invoice Entry Review without a gross amount. You can then add workfile transactions to the invoice or release retainage.

Field	Explanation
Application/Invoice Date (APDT)	The date of the last or current application. (An application is assigned each time an invoice is issued for the contract.) *Form-specific information* The date that the system assigns to the invoice. This date is updated during the invoice generation process, but you can override it when you choose an invoice batch for invoice journal generation. This override function is controlled by the Billing System Constants.
G/L Date (DG)	The date that identifies the financial period to which the source transaction was posted. Based on the company's fiscal year and current accounting period, the system edits the date for PBCO (posted before cutoff), PYEB (prior year ending balance), PACO (post after cutoff), and WACO (post way after cutoff). *Form-specific information* The system assigns the G/L date during the invoice generation process. You can override that date, however, when you choose an invoice batch for invoice journal generation. You control this override function with the Billing system constants.

10.4 Adding Transactions to an Invoice

Navigation

From Work Order / Service Billing Processing (G48), choose Service Billing

From Service Billing (G4821), choose Invoice Generation

From Invoice Generation (G4824), choose Batch Review (P48221)

The Invoice Summary Workfile might not contain all the billable amounts you have entered during the accounting cycle. To account for this, you need to:

- Review the existing transactions in the Billing Workfile (F4812) that are not currently in an invoice batch
- Manually add transactions that exist in the Billing Workfile
- Manually add costs that exist in the Account Ledger (F0911) table and are not currently in the Billing Workfile, if necessary
- Manually add ad-hoc costs or credits to the invoice, if necessary

You can add workfile transactions to a new invoice, an existing pay item in an invoice, or a new pay item.

This section includes instructions for the following:

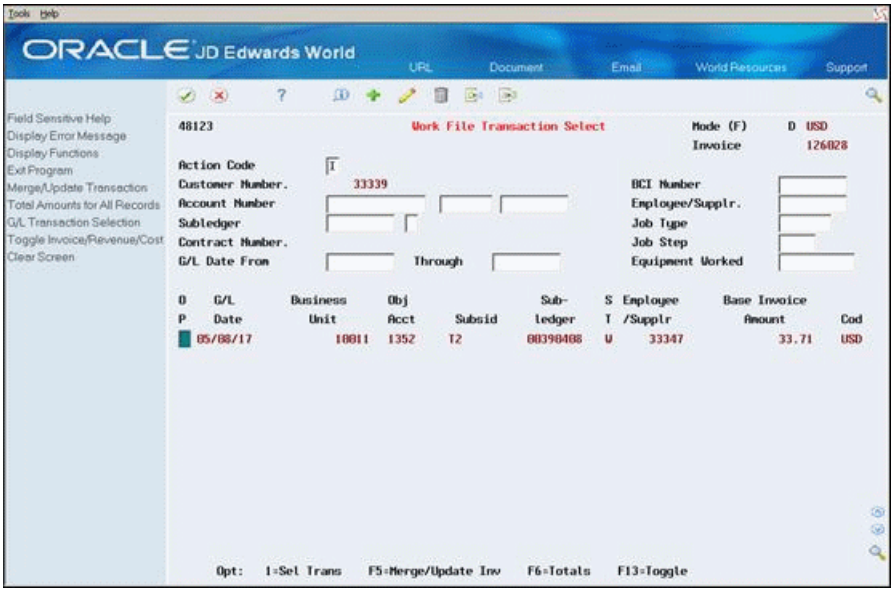
- To add transactions from the workfile
- To add existing G/L transactions
- To add ad-hoc transactions to an invoice
- To create a credit memo
- To release retainage

To add transactions from the workfile

On Batch Review

1. Locate the batch.
2. To review the invoice information for a specific batch, choose Detailed Batch Review (Option 1).
3. On Invoice Entry Review (P48222), choose Review Invoice (Option 1) to review the details for an invoice.
4. On Service Billing Invoice Entry (P4822), choose Workfile Selection (Option 1) for a specific pay item.

Figure 10–2 Work File Transaction Select screen



5. On Work File Transaction Select (P48123), choose Select Transaction (Option 1) for one or more transactions.
6. Choose Merge/Update Invoice (F5).

   The system merges the workfile transaction information into the invoice pay item.

Caution: The system prevents you from merging taxable and nontaxable transactions into the same pay item. If you merge taxable transactions into the same pay item, the transactions must have the same tax rate area and tax explanation. A blank in the Tax Rate/Area field is a valid tax code indicating that the pay item is nontaxable.

---

7. Choose Exit Program (F3).
8. On Service Billing Invoice Entry (P4822), choose Billing Detail (Option 2) to review the transaction.

To add existing G/L transactions

On Batch Review

1. Locate the batch.

   See:

   - Chapter 9, "Work with Invoices."

2. To review the invoice information for a specific batch, choose Detailed Batch Review (Option 1).
3. On Invoice Entry Review (P48222), choose Review Invoice (Option 1) to review the details for an invoice.
4. On Service Billing Invoice Entry (P4822), choose Workfile Selection (Option 1) for a specific pay item.
5. On Work File Transaction Select (P48123), choose G/L Selection (F10).
6. On G/L Transaction Selection (P48124), complete the following field:
   - Business Unit
7. To limit the list of transactions, complete one or more of the following fields:
   - Date From
   - Date Thru
   - Object
   - Subsidiary
   - Subledger
   - Subledger Type
8. Choose one of the following for a specific transaction or a group of transactions:
   - Select at Cost (Option 1)
   - Select with Markup (Option 2)

   The system processes the source transactions.
9. Choose Exit Program (F3).
10. On Work File Transaction Select, use the Inquire action to review the transaction.
11. Choose Merge/Update Invoice (F5).

    The system merges the workfile transaction information into the invoice pay item.

Caution: The system prevents you from merging taxable and nontaxable transactions into the same pay item. If you merge taxable transactions into the same pay item, the transactions must have the same tax rate area and tax explanation. A blank in the Tax Rate/Area field is a valid tax code indicating that the pay item is nontaxable.

---

12. Choose Exit Program (F3).
13. On Service Billing Invoice Entry, choose Billing Detail (Option 2) to review the transaction.

To add ad-hoc transactions to an invoice

You can add transactions to an invoice on an as-needed basis. For example, you might want to add a transaction to an invoice to create a credit memo.

On Batch Review

1. Locate a batch of invoices.
2. To review the invoice information for a specific batch, choose Detailed Batch Review (Option 1).
3. On Invoice Entry Review (P48222), choose Review Invoice (Option 1) to review the details for an invoice.
4. On Service Billing Invoice Entry (P4822), choose Billing Detail (Option 2).
5. On Invoice Detail Revisions (P4814), complete the following fields:
   - G/L Date
   - Business Unit
   - Object
   - Subsidiary
   - Employee/Supplier (optional)
   - Eligibility Code
6. Choose More Details (F4).
7. Complete the following optional fields:
   - Subledger
   - Subledger Type
8. Choose Transaction Detail (Option 4).
9. On Amount/Unit Information, complete the following field:
   - Total Billing
10. Choose Transaction Update with Redisplay (F5).
11. Choose Exit Program (F3).
12. On Invoice Detail Revisions, choose the Change action.
13. Choose Exit Program (F3) to review the details for the invoice on Service Billing Invoice Entry.

10.4.1 What You Should Know About

Topic	Description
Removing ad-hoc transactions from an invoice	**Caution:** Ad-hoc transactions that you add to an invoice are not represented in the Account Ledger (F0911) table. If you void the invoice, the system returns the ad-hoc transactions to the workfile. Ad-hoc transactions in the workfile are eligible for processing. You must change the status of the ad-hoc transactions and remove them from the workfile to prevent billing for the transactions in error. See Section 6.5, "Entering Ad-Hoc Workfile Transactions" for more information.

10.5 Creating Credit Memos

Navigation

From Work Order / Service Billing Processing (G48), choose Service Billing

From Service Billing (G4821), choose Invoice Generation

From Invoice Generation (G4824), choose Batch Review (P48221)

When a customer is overcharged and you want the customer's account to reflect the correction, you create a credit memo. Generally, a credit memo is assigned document type RM. You manually create credit memos using the same steps as manually creating an invoice.

You can add the credit memo to an existing batch or to a new batch header. You can also add existing workfile transactions or enter ad hoc workfile transactions to a credit memo. The workfile transactions must have negative amounts to correct the customer's account balance.

To create a credit memo

On Batch Review

1. Locate a batch of invoices or create a new batch header.
2. To review the invoice information for a specific batch, choose Detailed Batch Review (Option 1).
3. On Invoice Creation Window (P48INV), complete the following fields:
   - Customer Number
   - Bill From Date
   - Bill Thru Date
   - Invoice Date
   - A/R Company
   - Document Type

   Remember to enter RM as the document type. This value identifies this transaction as a credit memo in the Accounts Receivable ledger (F0311).
4. If you work in a multi-currency environment, complete the following field:
   - Exchange Rate Date Basis
5. Complete the following optional field:

- G/L Date

6. Choose Edit and Submit (F6).

The new credit memo appears on Invoice Entry Review without a gross amount. You can then add workfile transactions or ad hoc transactions with negative amounts.

10.6 Releasing Retainage

Navigation

From Work Order / Service Billing Processing (G48), choose Service Billing

From Service Billing (G4821), choose Invoice Generation

From Invoice Generation (G4824), choose Batch Review (P48221)

You release retainage when work is completed and the customer authorizes payment for the retained invoice amounts. When you release retainage, you manually create a pay item for the retained amount. You can add the pay item for retainage to an existing invoice or you can create an additional invoice. This retainage release invoice shows a negative amount representing the retained amounts from prior billings for your customer. You cannot release partial retained amounts.

JD Edwards World recommends that you maintain a one-to-one relationship between your invoices and retainage release invoices. If you combine the retainage for multiple invoices on a single retainage release invoice, and you need to void one of the invoices and its retainage, you will have to void the retainage release invoice for all the invoices. Then, you must re-release retainage on the remaining invoices.

To release retainage

On Batch Review

1. Complete the steps for creating an invoice manually.

   See:

   - Section 10.1, "Creating Invoices Manually."

2. On Invoice Entry Review (P48222), choose Review Invoice (Option 1) for the invoice.
3. On Service Billing Invoice Entry (P4822), choose Retainage Release (Option 7) for a pay item that does not include billing detail.

   The system displays Invoice History Inquiry (P48250).
4. On Invoice History Inquiry, choose Release Retainage (Option 7) to release retainage for the invoice.
5. Choose Edit and Submit (F6).

   The system marks each invoice with P in the Retainage Release Only (RTRE) field.
6. Choose Exit Program (F3).

   After you release retainage, the system updates the following fields:

   - On Service Billing Invoice Entry, the released retainage amount is displayed as a negative number in the Retainage Amount (RTNG) field.
   - On Invoice Entry Review, the Gross Amount (THPD) field is blank.

- On Batch Review, the Total Amount (AME) field includes the released retainage amount.

10.6.1 What You Should Know About

Topic	Description
Retainage release invoices in a batch	If you generate a batch of invoices that includes invoices that were created to release retainage, the total amount for the batch is reduced by the total amount of the released retainage.

See Also:

- Section 13.4, "Voiding a Final Invoice" for more information about voiding invoices with retainage.

11

Print Invoices

This chapter contains these topics:

11.1 Printing Invoices

Use the Invoice Print (P48504) program to print invoices for your customers. Use this program to print draft or final invoices. The timing of when these invoices are printed determines the draft or final status. Invoices printed before you create Accounts Receivable invoices (Create A/R and G/L Entries, P48199) are considered draft invoices. Invoices printed after the A/R invoices are created are considered final invoices.

Draft invoices can be printed to allow project or account managers to verify the accuracy of invoice information prior to mailing the invoice to a customer. This draft invoice information is retrieved from the Billing Workfile (F4812). If errors are detected, you can make corrections to the invoice, usually without having to delete the entire batch of invoices.

Final invoices are printed to send to a customer for goods or services rendered. Printing final invoices retrieves invoice information from Billing Workfile History (F4812H). You can also use this process to reprint invoices, as necessary.

JD Edwards World recommends that you print the final invoices for the customer after Create A/R and G/L Entries completes and the invoices posted to A/R. Printing invoices after A/R information has been processed ensures that the information on the invoice matches the invoice information in the Accounts Receivable Ledger (F0311).

Caution: If you print final invoices prior to completing creating and posting the A/R invoices, you run the risk of inadvertently modifying the invoice information that you printed and mailed to the customer.

You can use the following methods to print invoices:

Method	Description
Automatically	You can print invoices for your customers as you generate invoices. Use this method to print invoices in a batch during invoice generation.

Method	Description
Manually	You can print invoices after you generate them. When you use this method, you can: ■ Print invoices from any existing batch ■ Reprint batches that include revised invoices ■ Print invoices that have completed the billing process with workfile transactions in history

As you print invoices, the system adds the invoice format type code to the Printed Flag (PRTF) field in the Billing Workfile (F4812). This code indicates which invoice type was used to print the invoices.

11.1.1 What You Should Know About

Topic	Description
Invoice types	The layout type you choose in the Invoice Print (P48504) processing option when you run the Print Invoices program must correspond to the invoice type for the layout design you assign to the invoices. If the layout types do not match, the invoices will not print.
Invoice layouts	You must assign a key type and table key combination to an invoice layout on the Format Cross-Reference form (P4858), which is accessed from within Invoice Layout Revisions (P4850). If invoices do not print, you must revise the cross-reference information for the layout. See Assigning Layouts Globally in the *JD Edwards World Invoice Formatting Guide*.

See Also:

- *JD Edwards World Invoice Formatting Guide* for more information about designing invoice layouts

11.2 Printing Invoices Automatically

Navigation

From Work Order / Service Billing Processing (G48), choose Service Billing

From Service Billing (G4821), choose Invoice Generation

From Invoice Generation (G4824), choose Invoice Generation (P48121)

You can print invoices as you generate them. For example, you might want to print preliminary invoices for review.

11.2.1 Before You Begin

- Generate workfile transactions
- Define the sequence and summarization for the invoice information
- Define invoice layouts if you want to print the invoices during Invoice Generation

To print invoices automatically

On Invoice Generation

1. Complete the steps for generating invoices.

   See:

   - Section 8.2, "Generating Invoices Automatically."

2. Complete the following field:
   - Invoice Print Version
3. Choose Submit to Batch (F6).
4. Choose Submit (F6).

   The invoices print automatically after you generate the invoice batch.

11.3 Printing Invoices Manually

After you generate invoice batches, you can print the invoices. You can use the following methods to control the invoice (layout) type that the system uses to print the invoices:

- Override Format (INVF) and Invoice Type (INTY) fields on Service Billing Invoice Entry (P4822)
- Key Type (TYKY) and Table Key (TKEY) fields on Format Cross Reference (P4858)

You can assign an override format if you want to print invoices using a layout other than the one you specify on Format Cross-Reference. If you do not specify an override format, the system uses the key type and table key combination that you define on Format Cross-Reference to determine which invoice layout to print. The system uses the following hierarchy to search for layouts:

- Work order (SBL)
- Work order class (WR07)
- Customer (AN8O)
- Job number (MCU)
- Job class (RP11)
- Company number (CO)

11.3.1 Before You Begin

- Generate workfile transactions
- Define invoice layouts

11.3.2 What You Should Know About

Topic	Description
Printing selected invoices in a batch	You can print selected invoices rather than an entire batch. To do this, use the data selection for the DREAM Writer version you specify during the printing process. For example, you can limit the print selection to a business unit or an invoice number.

To assign an override invoice layout

Navigation

From Work Order / Service Billing Processing (G48), choose Service Billing

From Service Billing (G4821), choose Workfile Generation

From Workfile Generation (G4822), choose Batch Review (P48221)

On Batch Review

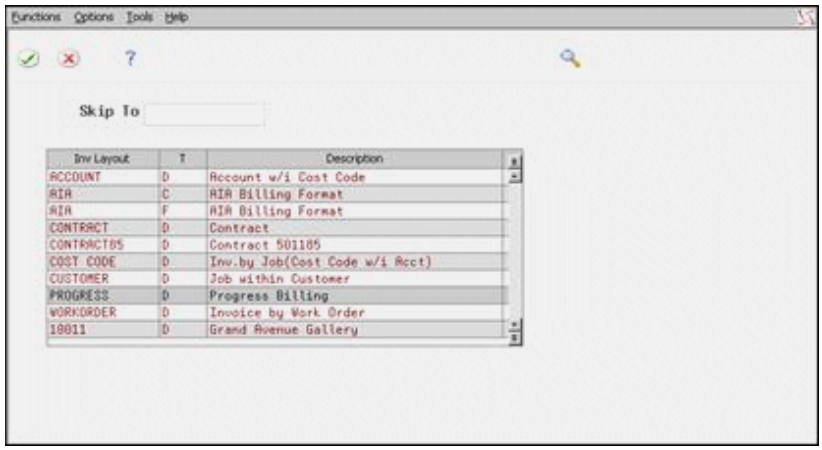
1. Locate the batch.

   See:

   - Section 9.2, "Reviewing Invoices."

2. To review the invoice information for a specific batch, choose Detailed Batch Review (Option 1).
3. On Invoice Entry Review (P48222), choose Review Invoice (Option 1) to review the details for an invoice.
4. On Service Billing Invoice Entry (P4822), choose Field Sensitive Help (F1) for the following field:
   - Override Layout

Figure 11–1 Field Sensitive Help (Override Layout) screen



5. On Invoice Layout Selection, choose the invoice layout for the system to use.

   The system completes the Override Format and Invoice Type fields.

6. Use the Change action.

Both the Override Layout and Invoice Type fields must be complete for the override to work properly. You can select the invoice layout from the Invoice Layout Selection form to complete both the Override Format and Invoice Type fields.

Field	Explanation
Override Layout (INVF)	A code that uniquely identifies a series of formats and determines the overall layout of the invoice. *Form-specific information* A code that identifies the invoice layout that you want to override any other invoice layout previously defined for the invoice or batch.
Invoice Type (INTY)	A user defined, alphanumeric code that identifies different versions of the same invoice layout. For example, you might use the codes D and F to distinguish draft invoice layouts from final invoice layouts.

To locate a batch of invoices to print

Navigation

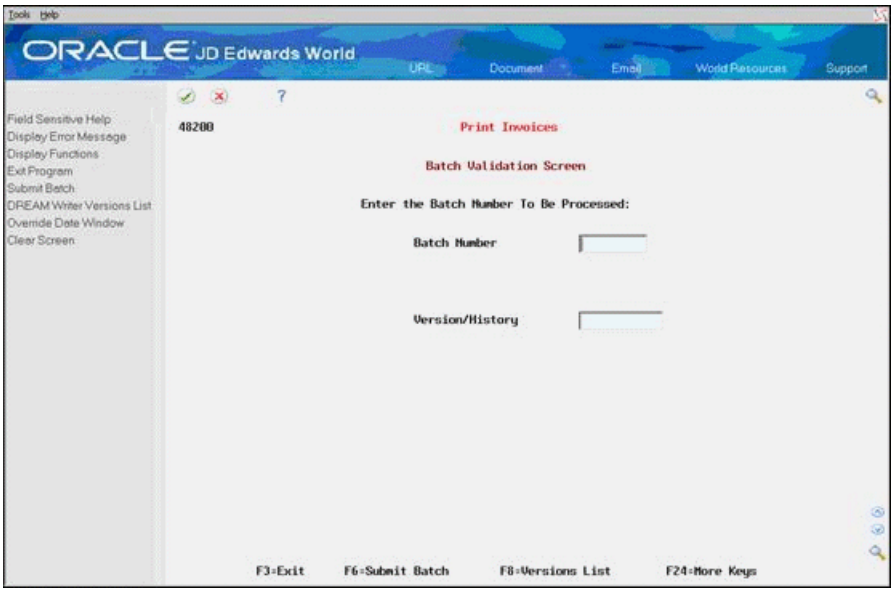
From Work Order / Service Billing Processing (G48), choose Service Billing

From Service Billing (G4824), choose Invoice Generation

From Invoice Generation (G4824), choose Print Invoices (P48504)

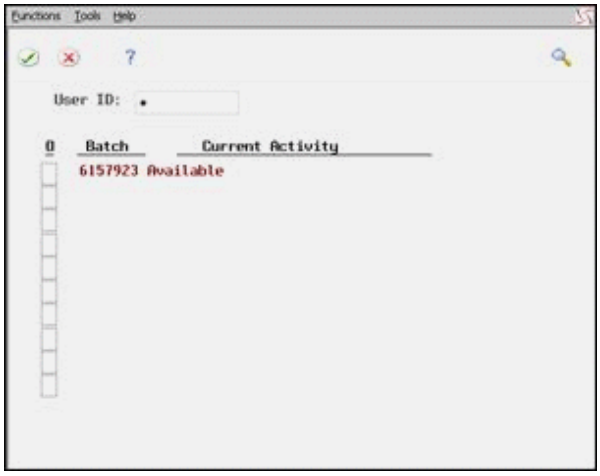
On Print Invoices

Figure 11–2 Print Invoices screen



1. Choose Field Sensitive Help (F1) for the following field:
   - Batch Number

Figure 11–3 Field Sensitive Help (Batch Number) screen



2. On Batch Selection Window, complete the following field and press Enter:

   - User ID

   If you place an asterisk in the User ID field, the system displays all batches created by all users regardless of the batch activity status. The system displays the most current batch last.

3. Choose Select (Option 4) for a specific batch of invoices.

To print invoices after generation

Navigation

From Work Order / Service Billing Processing (G48), choose Service Billing

From Service Billing (G4824), choose Invoice Generation

From Invoice Generation (G4824), choose Print Invoices (P48504)

On Print Invoices

1. Complete the following field:

   - Batch Number

2. Choose Field Sensitive Help (F8) to choose a program version.

   If you do not choose a version, the system runs the ZJDE0001 version.

   Note: The value for the invoice type in the processing option for the ZJDE0001 program might not correspond to the value indicated in the DREAM Writer title. If you need to change the invoice type for the print program, you can access this processing option when you choose Print Invoices.

   After you enter the information, the batch is ready to submit.

3. Choose Submit Batch (F6).

   The system displays the message Verify Invoice Print Submission.

4. Choose Submit Job (F6).

11.3.3 What You Should Know About

Topic	Description
Invoice types	The invoice type in the processing option for Print Invoices must correspond to: ■ The invoice type for the layout design you assign to the invoices ■ The invoice type for the DREAM Writer version that you specify on Print Invoices If the invoice types do not match, the system cannot print the invoices. You can access the processing option for Print Invoices from the Invoice Generation menu if you need to change the invoice type.

11.3.4 Processing Options

See Section 27.5, "Invoice Print - Invoice Type "C" (P48504)."

12

Work with A/R and G/L Entries

This section contains these topics:

12.1 Working with A/R and G/L Entries

You complete the billing process by creating journal entries. You first create preliminary invoice journal entries. When you create the entries, you can print the Journal Edit Register (R48300). Carefully review this report to ensure that the final journal entries are correct.

The system creates proof invoice journals for the selected invoice batch. The workfile transactions are processed through the Account Derivation Table rules to create detail journal entries.

The system stores the entries temporarily in the Detail Journal Workfile (F48910). These detail journal entries are then compressed into summarized journal entries which are temporarily stored in the Compressed Journal Workfile (F48911). The summarized journal entries are used to create the Account Ledger (F0911) transactions when Create A/R and G/L Entries (P48199) is run.

Note: Invoice Journal Generation is a batch process. The invoice batch is processed as a unit. If one or more errors are detected, the invoice batch is set to an error status. Correct the error condition and rerun Invoice Journal Generation. You can run Invoice Journal Generation as many times as necessary until all errors are corrected.

JD Edwards World strongly recommends that you create and carefully review preliminary G/L entries before you create the final entries that post to the general ledger. If you post incorrectly to the general ledger, the only way to correct these balances is to void and regenerate the invoice.

12.1.1 Before You Begin

- Generate invoices
- Define account derivation rules

12.2 Creating Preliminary A/R and G/L Entries

Navigation

From Work Order / Service Billing Processing (G48), choose Service Billing

From Service Billing (G4824), choose Invoice Generation

From Invoice Generation (G4824), choose Invoice Journal Generation (P48131)

You complete the billing process by creating journal entries. You first create preliminary A/R and G/L entries. When you create the entries, the system prints the Invoice Journal Generation report (R48131). You can also set a processing option to print the Service Billing Journal Register (R48300). You should carefully review these reports to ensure that you create final journal entries that are for the correct accounts and amounts in the general ledger.

This section includes instructions for the following:

- To create preliminary A/R and G/L entries
- To revise override dates

When you run Invoice Journal Generation (P48131), the system:

- Updates the Current Activity (CUAC) field in the batch header (F48011) to 3, indicating that journal generation is in progress
- Uses the invoice batch number to select data. The workfile transactions (F4812) are processed against the Account Derivation Table (P48126) rules to create detail journal entries in the Detail Journal Workfile (F48910)
- Summarizes the Detail Journal Workfile entries into the Compressed Journal Workfile (F48911). These entries are used to create the Account Ledger (F0911) entries when Create A/R and G/L Entries (P48199) is run
- Updates the Compressed Journal Workfile with invoice information from the Invoice Summary Workfile (F4822). The entries from the Invoice Summary Workfile are used to create Accounts Receivable Ledger (F0311) entries when Create A/R and G/L Entries is run
- Creates an associated G/L batch, if necessary, to store journal entries for any revenue entries associated with the invoice journal entries
- Prints the Invoice Journal Generation report (R48131) with accounting rule information and journal entry detail
- Prints the Service Billing Journal Register (R48300) with the compressed information as a summary of the journal entry detail
- Updates the Current Activity field in the batch header to 0, indicating that the batch is available for further processing

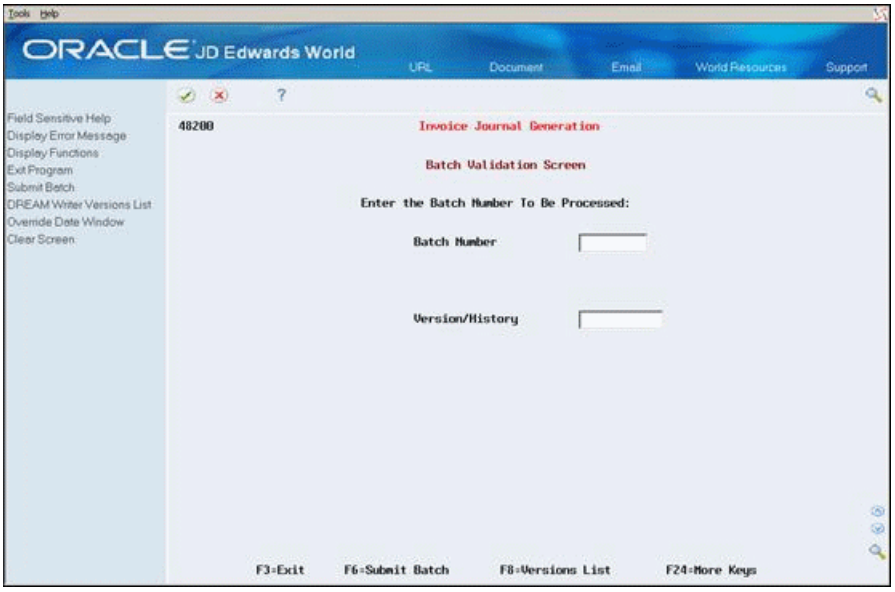
See Also:

- Chapter 20, "Account Derivation Rules,"
- Appendix D, "Retrieval Reference Codes"for more information about how the Service Billing system uses account derivation rules.

To create preliminary A/ R and G/L entries

On Invoice Journal Generation

Figure 12–1 Invoice Journal Generation screen



1. Complete the following fields and press Enter:
   - Batch Number
   - Version (optional)

   If you leave the Version field blank, when you choose Enter, the system automatically uses the ZJDE0001 version.
2. Choose Submit Batch (F6).

   The system displays the Exit and Submit Job Window so you can verify the batch post submission.
3. Choose Submit Job (F6).

To revise override dates

You use the Invoice Date Override Control system constant to control when the system displays the Date Override Window on Invoice Journal Generation. You can set the constant so that the system:

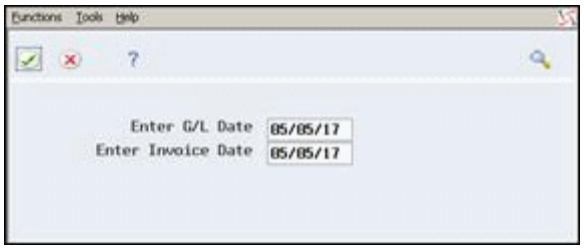
- Always displays the window
- Only displays the window when you choose Override Date (F10)
- Never displays the window

The default date displays in the Date Override Window is always the current system date.

On Invoice Journal Generation

1. Complete the following fields:
   - Batch
   - Version
2. Choose Override Date (F10).

Figure 12–2 Override Date screen



3. On Date Override Window, complete the following fields and press Enter:
   - Enter G/L Date
   - Enter Invoice Date
4. Choose Process (F6).
5. Choose Submit Batch (F6).

   The system displays the Exit and Submit Job window so you can verify the batch post submission.
6. Choose Submit Job (F6).

12.2.1 Processing Options

See Section 27.6, "Invoice Journal Generation (P48131)."

12.3 Reviewing Preliminary A/R and G/L Entries

When the system creates preliminary A/R and G/L entries, you can review the batch status on Batch Review to determine whether the entries were generated with errors. To verify the information for the general ledger journal before you create the final A/R and G/L entries, you can review the following reports:

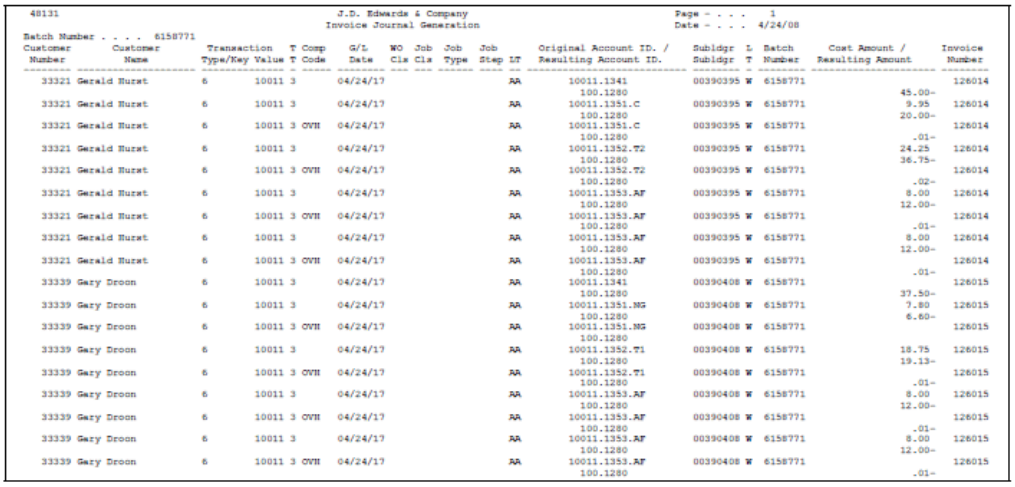
- Invoice Journal Generation Report (R48131), to review the detail of all cost transactions that make up the pay items for your invoices, and the accounting rules for the transactions
- Billing Journal Register (R48300), to review journal entry details summarized by business unit, object, subsidiary, and subledger

Depending on the processing options, the reports can include error messages and warnings related to the journal information.

Review the Billing Journal Register first for errors and warnings. Use the Invoice Journal Generation Report to locate errors resulting from the account derivation rules.

12.3.1 Invoice Journal Generation

Figure 12–3 Invoice Journal Generation report



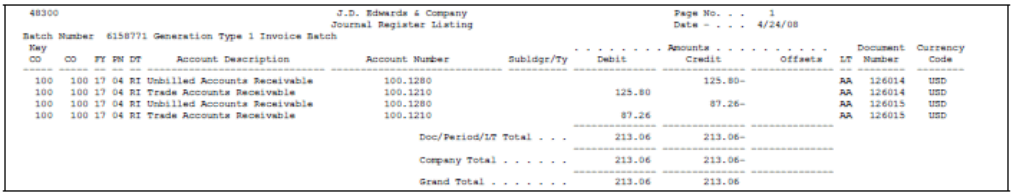
48131 J.D. Edwards & Company Page . . . 1
Invoice Journal Generation Date . . . 4/24/08

Batch Number 6158771

Customer Number	Customer Name	Transaction Type/Key	Value T	Comp Code	G/L Date	WO Cls	Job Cls	Job Type	Job Step	LT	Original Account ID. / Resulting Account ID.	Subldgr	L Subldgr T	Batch Number	Cost Amount / Resulting Amount	Invoice Number
33321	Gerald Nurst	6	10011	3	04/24/17					AA	10011.1341	00390395	W	6158771		126014
											100.1280				45.00-	
33321	Gerald Nurst	6	10011	3	04/24/17					AA	10011.1351.C	00390395	W	6158771	9.95	126014
											100.1280				20.00-	
33321	Gerald Nurst	6	10011	3 OVH	04/24/17					AA	10011.1351.C	00390395	W	6158771		126014
											100.1280				.01-	
33321	Gerald Nurst	6	10011	3	04/24/17					AA	10011.1352.T2	00390395	W	6158771	24.25	126014
											100.1280				36.75-	
33321	Gerald Nurst	6	10011	3 OVH	04/24/17					AA	10011.1352.T2	00390395	W	6158771		126014
											100.1280				.02-	
33321	Gerald Nurst	6	10011	3	04/24/17					AA	10011.1353.AF	00390395	W	6158771	8.00	126014
											100.1280				12.00-	
33321	Gerald Nurst	6	10011	3 OVH	04/24/17					AA	10011.1353.AF	00390395	W	6158771		126014
											100.1280				.01-	
33321	Gerald Nurst	6	10011	3	04/24/17					AA	10011.1353.AF	00390395	W	6158771	8.00	126014
											100.1280				12.00-	
33321	Gerald Nurst	6	10011	3 OVH	04/24/17					AA	10011.1353.AF	00390395	W	6158771		126014
											100.1280				.01-	
33339	Gary Droon	6	10011	3	04/24/17					AA	10011.1341	00390408	W	6158771		126015
											100.1280				37.50-	
33339	Gary Droon	6	10011	3	04/24/17					AA	10011.1351.NG	00390408	W	6158771	7.80	126015
											100.1280				6.60-	
33339	Gary Droon	6	10011	3 OVH	04/24/17					AA	10011.1351.NG	00390408	W	6158771		126015
											100.1280					
33339	Gary Droon	6	10011	3	04/24/17					AA	10011.1352.T1	00390408	W	6158771	18.75	126015
											100.1280				19.13-	
33339	Gary Droon	6	10011	3 OVH	04/24/17					AA	10011.1352.T1	00390408	W	6158771		126015
											100.1280				.01-	
33339	Gary Droon	6	10011	3	04/24/17					AA	10011.1353.AF	00390408	W	6158771	8.00	126015
											100.1280				12.00-	
33339	Gary Droon	6	10011	3 OVH	04/24/17					AA	10011.1353.AF	00390408	W	6158771		126015
											100.1280				.01-	
33339	Gary Droon	6	10011	3	04/24/17					AA	10011.1353.AF	00390408	W	6158771	8.00	126015
											100.1280				12.00-	
33339	Gary Droon	6	10011	3 OVH	04/24/17					AA	10011.1353.AF	00390408	W	6158771		126015
											100.1280				.01-	

12.3.2 Journal Register Listing - Invoice Batch

Figure 12–4 Journal Register Listing report



48300 J.D. Edwards & Company Page No. . . 1
Journal Register Listing Date . . . 4/24/08

Batch Number 6158771 Generation Type 1 Invoice Batch

Key CO	CO	FY	PN	DT	Account Description	Account Number	Subldgr/Ty	Amounts . . . . . Debit	Credit	Offsets	LT	Document Number	Currency Code
100	100	17	04	RI	Unbilled Accounts Receivable	100.1280			125.80-		AA	126014	USD
100	100	17	04	RI	Trade Accounts Receivable	100.1210		125.80			AA	126014	USD
100	100	17	04	RI	Unbilled Accounts Receivable	100.1280			87.26-		AA	126015	USD
100	100	17	04	RI	Trade Accounts Receivable	100.1210		87.26			AA	126015	USD
					Doc/Period/LT Total . . .			213.06	213.06-				
					Company Total			213.06	213.06-				
					Grand Total			213.06	213.06				

12.3.3 What You Should Know About

Topic	Description
Additional copies of the journal register	You can run the Journal Register Listing to print additional copies of the journal register after you have created the preliminary G/L entries.
Reconciling errors	If you find errors on the reports, you do not always need to delete the batch and regenerate the invoices. Once you identify the errors, you can correct them and run Invoice Journal Generation again. Common errors include: ■ Incorrect dates or invalid accounts related to the general ledger ■ Incorrect table types or invalid accounts related to the rules you define on the Account Derivation Table form
Deleting a batch	To delete a batch, inquire on the batch in Batch Review on the Invoice Generation menu, then choose the Delete option (Option 9) and then press Enter. On the Batch Submission Screen, choose Submit Batch (F6). To verify the batch delete, choose Submit Job (F6).

12.4 Creating Final A/R and G/L Entries

Navigation

From Work Order / Service Billing Processing (G48), choose Service Billing

From Service Billing (G4824), choose Invoice Generation

From Invoice Generation (G4824), choose Create A/R and G/L Entries (P48199)

Final invoice journal entries are created when Create A/R and G/L Entries (P48199) is run to process the invoice information from the Service Billing system to the A/R and G/L systems. The system updates the A/R Ledger (F0311) and Account Ledger (F0911) transactions from the Invoice Summary Workfile (F4822) and Summarized Journal Workfile (F48911), respectively.

Note: Create A/R and G/L Entries is a batch process. The invoice batch is processed as a unit. If one or more errors are detected, no invoices are processed to the A/R and G/L systems. The invoice batch is set to an error status within the Service Billing system.

You must correct the error conditions and then rerun Create A/R and G/L Entries. You can rerun Create A/R and G/L Entries as many times as necessary until all errors are corrected and invoice information can be processed to the A/R and G/L systems.

To complete the overall invoice process, you then post the journal entries to the general ledger and accounts receivable.

When you create final A/R and G/L entries for a batch of invoices, the system:

- Creates a batch heater in Financials (F0011), using the same batch number assigned in the billing system. The amount of the batch and the number of documents are passed to the new batch header
- Writes the Account Ledger (F0911) transactions using Compressed Journal Workfile entries (F48911)
- Writes the A/R Ledger (F0311) transactions using the Invoice Summary (F4822) entries
- Writes the Billing Workfile - History (F4812H) transactions, based upon the Billing Workfile (F4812) transactions for the invoice batch, and marks the transactions as processed by updating the Journal Status (JRST) field with a 4 and the Last Sequence (LSSQ) field with a 1
- Deletes the Billing Workfile (F4812) transactions for the invoice batch
- Updates the Application Posted Code (APPO) field in the Invoice Summary Workfile (F4822) with a P to indicate that the invoice has been processed to A/R
- Writes invoice information to the Invoice Summary Access file (F48520), if the Invoice Summary Access Control (ISAC) option is activated in the Billing Constants (P48091)
- Writes Payroll History (F0618) transactions, using the Payroll Reclassification Workfile (F480618), if the Journal Reclassification Control (JRNL) option is activated in the Billing Constants and a payroll reclassification was detected during invoice journal generation
- Creates G/L Link (F48912) transactions, if the Create Link (LINK) option is activated in the Account Derivation Table rules

- Deletes the Detail Journal Workfile (F48910), Summarized Journal Workfile (F48911), and Payroll Reclassification Workfile (F480618) records for this invoice batch
- Deletes the Service Billing Batch Header (F48011) record for this invoice batch

Note: If errors are detected, the system deletes the batch header (F0011) created in Financials and sets the Service Billing batch header (F48011) to an error status. No further processing is performed for any Service Billing files

Caution: Before you create final A/R and G/L entries, ensure that the invoice amounts and journal transactions are correct. To make any changes after you create A/R and G/L entries, you must either void the invoices or create an adjusting invoice batch.

To create final A/R and G/L entries

On Create A/R and G/L Entries

Figure 12–5 Create A/R and G/L Entries

1. Complete the following fields and press Enter:
   - Batch Number
   - Version
2. Choose Submit Batch (F6).

   If the Invoice Date Override Control option in the Service Billing Constants is set to automatically display the date override window, then enter the override G/L date and invoice date to assign to the invoices and invoice journal entries. Choose Process (F6).

   The system displays a message prompting you to verify the batch submission.
3. Choose Submit Job (F6).

See Also:

- Section 20.1, "Defining Account Derivation Rules,"
- Section C, "Accounting for the Billing Cycle" for more information about how the Service Billing system uses account derivation rules.

12.4.1 Processing Options

See Section 27.7, "Create Accounts Receivable - General Ledger Entries (P48199)."

12.5 Reviewing and Posting Journal Entries

Navigation

From Work Order / Service Billing Processing (G48), choose Service Billing

From Service Billing (G4824), choose Invoice Generation

From Invoice Generation (G4824), choose Post Invoices to G/L (P09800)

After you create the final A/R and G/L entries, you complete the overall billing process by reviewing, approving, and posting the journal entries.

When you post a batch of invoices, the system creates the automatic entries for offsets to the general ledger for the receivables account.

The journal review and post programs are the same programs you use in the Accounts Receivable and General Accounting systems.

See Also :

- Reviewing and Approving Invoices in the *JD Edwards World Accounts Receivable Guide*,
- Posting Invoices in the *JD Edwards World Accounts Receivable Guide*.

12.6 Posting Associated G/L Batches

Navigation

From Work Order / Service Billing Processing (G48), choose Service Billing

From Service Billing (G4821), choose Revenue Recognition

From Revenue Recognition (G4823), choose Post General Journal (P09800)

After you create the final A/R and G/L entries, you complete the overall billing process by reviewing, approving, and posting the final invoice journal entries to the Account Ledger.

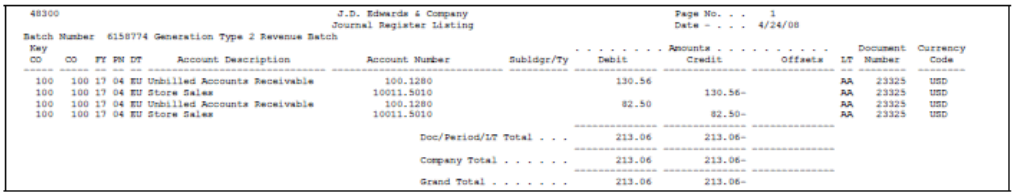
If an associated G/L batch was created during the creation of final invoice journal entries, you need to post this associated G/L batch as well.

When you post an associated batch of journal entries, the system creates the automatic offsetting entries, if necessary, and updates the Account Ledger (F0911) table entries as posted.

The journal review and post programs are the same programs you use in the General Accounting system.

12.6.1 Journal Register Listing - Revenue Batch

Figure 12–6 Journal Register Listing report



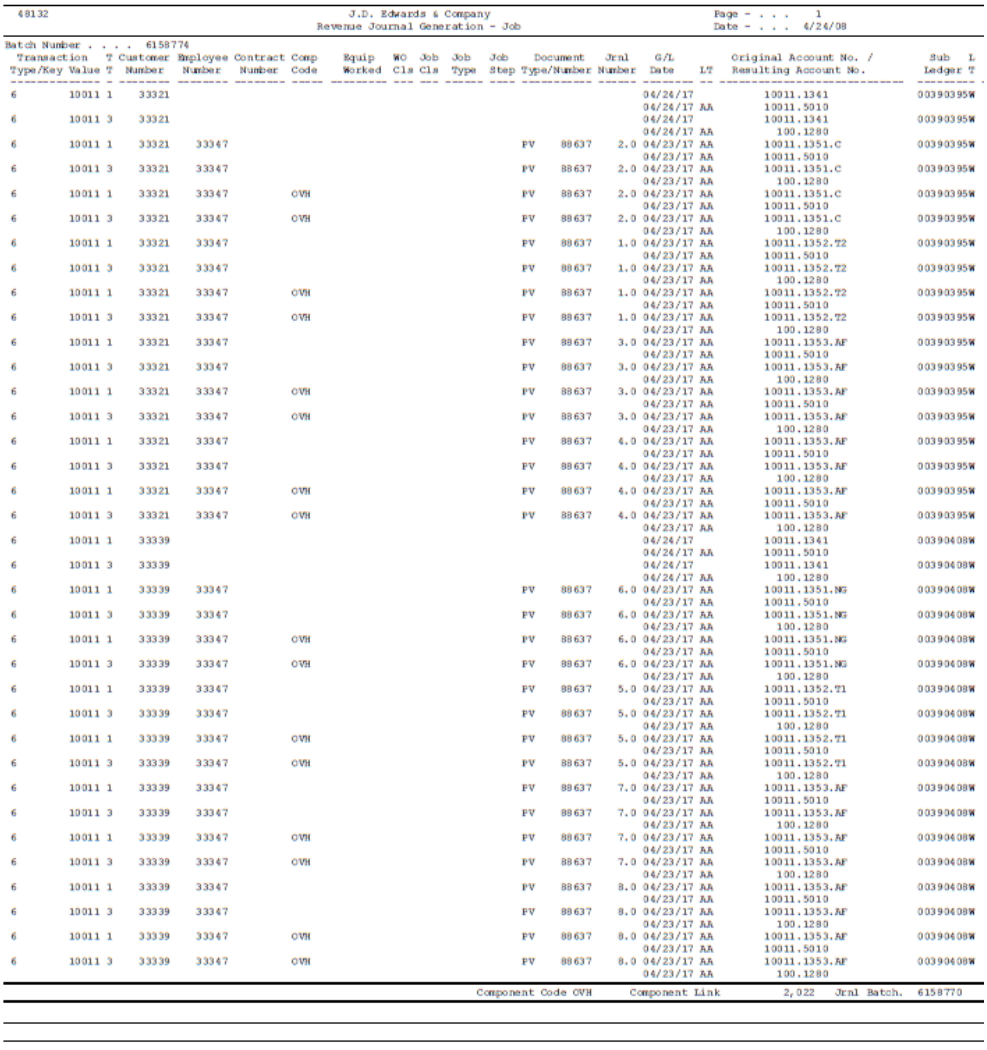
48300 J.D. Edwards & Company Journal Register Listing Page No. . . . 1 Date - . . . 4/24/08

Batch Number 6158774 Generation Type 2 Revenue Batch

Key CO	CO	FY	PN	DT	Account Description	Account Number	Subldgr/Ty	Amounts Debit	Amounts Credit	LT	Document Number	Currency Code
100	100	17	04	EU	Unbilled Accounts Receivable	100.1280		130.56		AA	23325	USD
100	100	17	04	EU	Store Sales	10011.5010			130.56-	AA	23325	USD
100	100	17	04	EU	Unbilled Accounts Receivable	100.1280		82.50		AA	23325	USD
100	100	17	04	EU	Store Sales	10011.5010			82.50-	AA	23325	USD
					Doc/Period/LT Total . . .			213.06	213.06-			
					Company Total			213.06	213.06-			
					Grand Total			213.06	213.06-			

12.6.2 Revenue Journal Generation - Job

Figure 12–7 Revenue Journal Generation report



48132 J.D. Edwards & Company Revenue Journal Generation - Job Page - . . . 1 Date - . . . 4/24/08

Batch Number 6158774

Transaction Type/Key	Value	T	Customer Number	Employee Number	Contract Number	Comp Code	Equip Worked	WO Cls	Job Cls	Job Type	Job Step	Document Type/Number		Jrnl Number	G/L Date	LT	Original Account No. / Resulting Account No.	Sub Ledger	L T
6	10011	1	33321												04/26/17		10011.1341	00390395W	
															04/26/17	AA	10011.5010		
6	10011	3	33321												04/26/17		10011.1341	00390395W	
															04/26/17	AA	100.1280		
6	10011	1	33321	33347								PV	88637	2.0	04/23/17	AA	10011.1351.C	00390395W	
															04/23/17	AA	10011.5010		
6	10011	3	33321	33347								PV	88637	2.0	04/23/17	AA	10011.1351.C	00390395W	
															04/23/17	AA	100.1280		
6	10011	1	33321	33347		OVH						PV	88637	2.0	04/23/17	AA	10011.1351.C	00390395W	
															04/23/17	AA	10011.5010		
6	10011	3	33321	33347		OVH						PV	88637	2.0	04/23/17	AA	10011.1351.C	00390395W	
															04/23/17	AA	100.1280		
6	10011	1	33321	33347								PV	88637	1.0	04/23/17	AA	10011.1352.T2	00390395W	
															04/23/17	AA	10011.5010		
6	10011	3	33321	33347								PV	88637	1.0	04/23/17	AA	10011.1352.T2	00390395W	
															04/23/17	AA	100.1280		
6	10011	1	33321	33347		OVH						PV	88637	1.0	04/23/17	AA	10011.1352.T2	00390395W	
															04/23/17	AA	10011.5010		
6	10011	3	33321	33347		OVH						PV	88637	1.0	04/23/17	AA	10011.1352.T2	00390395W	
															04/23/17	AA	100.1280		
6	10011	1	33321	33347								PV	88637	3.0	04/23/17	AA	10011.1353.AF	00390395W	
															04/23/17	AA	10011.5010		
6	10011	3	33321	33347								PV	88637	3.0	04/23/17	AA	10011.1353.AF	00390395W	
															04/23/17	AA	100.1280		
6	10011	1	33321	33347		OVH						PV	88637	3.0	04/23/17	AA	10011.1353.AF	00390395W	
															04/23/17	AA	10011.5010		
6	10011	3	33321	33347		OVH						PV	88637	3.0	04/23/17	AA	10011.1353.AF	00390395W	
															04/23/17	AA	100.1280		
6	10011	1	33321	33347								PV	88637	4.0	04/23/17	AA	10011.1353.AF	00390395W	
															04/23/17	AA	10011.5010		
6	10011	3	33321	33347								PV	88637	4.0	04/23/17	AA	10011.1353.AF	00390395W	
															04/23/17	AA	100.1280		
6	10011	1	33321	33347		OVH						PV	88637	4.0	04/23/17	AA	10011.1353.AF	00390395W	
															04/23/17	AA	10011.5010		
6	10011	3	33321	33347		OVH						PV	88637	4.0	04/23/17	AA	10011.1353.AF	00390395W	
															04/23/17	AA	100.1280		
6	10011	1	33339												04/24/17		10011.1341	00390408W	
															04/24/17	AA	10011.5010		
6	10011	3	33339												04/24/17		10011.1341	00390408W	
															04/24/17	AA	100.1280		
6	10011	1	33339	33347								PV	88637	6.0	04/23/17	AA	10011.1351.NG	00390408W	
															04/23/17	AA	10011.5010		
6	10011	3	33339	33347								PV	88637	6.0	04/23/17	AA	10011.1351.NG	00390408W	
															04/23/17	AA	100.1280		
6	10011	1	33339	33347		OVH						PV	88637	6.0	04/23/17	AA	10011.1351.NG	00390408W	
															04/23/17	AA	10011.5010		
6	10011	3	33339	33347		OVH						PV	88637	6.0	04/23/17	AA	10011.1351.NG	00390408W	
															04/23/17	AA	100.1280		
6	10011	1	33339	33347								PV	88637	5.0	04/23/17	AA	10011.1352.T1	00390408W	
															04/23/17	AA	10011.5010		
6	10011	3	33339	33347								PV	88637	5.0	04/23/17	AA	10011.1352.T1	00390408W	
															04/23/17	AA	100.1280		
6	10011	1	33339	33347		OVH						PV	88637	5.0	04/23/17	AA	10011.1352.T1	00390408W	
															04/23/17	AA	10011.5010		
6	10011	3	33339	33347		OVH						PV	88637	5.0	04/23/17	AA	10011.1352.T1	00390408W	
															04/23/17	AA	100.1280		
6	10011	1	33339	33347								PV	88637	7.0	04/23/17	AA	10011.1353.AF	00390408W	
															04/23/17	AA	10011.5010		
6	10011	3	33339	33347								PV	88637	7.0	04/23/17	AA	10011.1353.AF	00390408W	
															04/23/17	AA	100.1280		
6	10011	1	33339	33347		OVH						PV	88637	7.0	04/23/17	AA	10011.1353.AF	00390408W	
															04/23/17	AA	10011.5010		
6	10011	3	33339	33347		OVH						PV	88637	7.0	04/23/17	AA	10011.1353.AF	00390408W	
															04/23/17	AA	100.1280		
6	10011	1	33339	33347								PV	88637	8.0	04/23/17	AA	10011.1353.AF	00390408W	
															04/23/17	AA	10011.5010		
6	10011	3	33339	33347								PV	88637	8.0	04/23/17	AA	10011.1353.AF	00390408W	
															04/23/17	AA	100.1280		
6	10011	1	33339	33347		OVH						PV	88637	8.0	04/23/17	AA	10011.1353.AF	00390408W	
															04/23/17	AA	10011.5010		
6	10011	3	33339	33347		OVH						PV	88637	8.0	04/23/17	AA	10011.1353.AF	00390408W	
															04/23/17	AA	100.1280		

Component Code OVH Component Link 2,022 Jrnl Batch. 6158770

Component Code OVH Component Link 2,022 Jrnl Batch. 6158770

See Also:

- Reviewing and Approving Journal Entries in the *JD Edwards World General Accounting I Guide*,
- Post Journal Entries in the *JD Edwards World General Accounting I Guide*.

13

Work with Final Invoices

This chapter contains these topics:

- Section 13.1, "Working with Final Invoices,"
- Section 13.2, "Reviewing the Billing History,"
- Section 13.3, "Printing Invoices from History,"
- Section 13.4, "Voiding a Final Invoice."

13.1 Working with Final Invoices

After you create the A/R and G/L entries for your billings, the system moves the workfile transactions that have completed the billing process into the Billing Workfile History (F4812H) table. You can work with final invoices to access these transactions.

When you work with final invoices, you can review the invoices on an as-needed basis. You can reprint invoices using the transactions in the Billing Workfile - History table. You can also void final invoices. When you void a final invoice, the billing transactions that were included on the invoice return to the active Billing Workfile with a status of not billed. You can then reprocess these unbilled transactions, or change them to a status of nonbillable.

13.2 Reviewing the Billing History

Navigation

From Work Order / Service Billing Processing (G48), choose Service Billing

From Service Billing (G4821), choose Invoice Generation

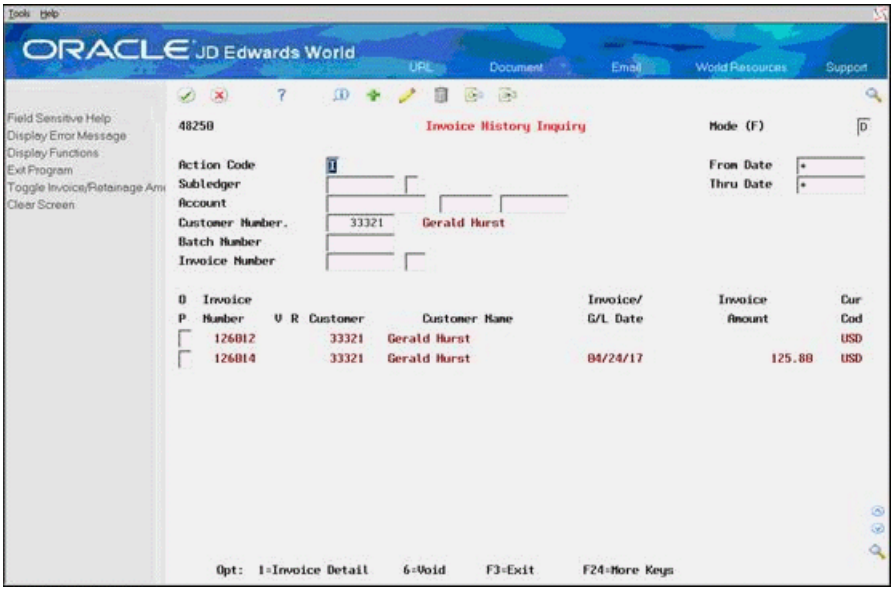
From Invoice Generation (G4824), choose Invoice History Inquiry (P48250)

When you access the invoice history, the system displays the invoice number first. This is particularly helpful if you need to review the billing information for a specific customer. You can also review the billing detail history for transactions if the associated invoice has not been voided.

To review the billing history for transactions

On Invoice History Inquiry

Figure 13–1 Invoice History Inquiry screen



1. To locate invoices, complete one or more of the following fields:
   - Subledger
   - Account
   - Customer Number
   - Batch Number
   - Invoice Number
   - From Date
   - Thru Date

   Invoices that display on the Invoice History Inquiry form with R in the Retainage Release Only field do not have invoice amounts or billing detail history.
2. Choose Invoice History (Option 1) to review the billing detail history for the workfile transactions associated with the invoice.

See Also:

- Section 13.4, "Voiding a Final Invoice" for more information about billed transactions.

13.3 Printing Invoices from History

Navigation

From Work Order / Service Billing Processing (G48), choose Service Billing

From Service Billing (G4821), choose Invoice Generation

From Invoice Generation (G4824), choose Reprint Invoices (P48506H)

The system moves the workfile transactions that have completed the billing process into Billing Workfile History (F4812H). You can access these transactions from history and reprint invoices using the Reprint Invoices (P48506H) program. For example, if an

invoice gets lost in the mail, but you have already completed the billing process, you can print the invoice from history.

For the transactions related to an invoice, the value in the Printed Flag (PRTF) field in Billing Workfile History identifies:

- Whether or not the transaction has been printed
- The invoice type you used to print the last copy of the invoice

Caution: The system does not store a copy of the printed invoice. If you change the layout associated with the invoice type, the reprinted invoice will not look the same as the invoice you previously printed.

13.3.1 What You Should Know About

Topic	Description
Printing invoices from multiple batches	You can use the Restricted Global Invoice Print (P48506G) program on the Service Billing Advanced Operations menu to print selected invoices from multiple batches or all the invoices in multiple batches.
Invoice Types	The layout type you choose in the Invoice Print (P48504) processing option when you run the Print Invoices program must correspond to the invoice type for the layout design you assign to the invoices. If the layout types do not match, the invoices do not print.
Invoice Layouts	You must assign a key type and table key combination to an invoice layout on the Format Cross-Reference form (P4858), which you can access from within Invoice Layout Revisions (P4850). If invoices do not print, you must revise the cross-reference information for the layout.
Printing selected invoices in a batch	You can print selected invoices rather than an entire batch. To do this, use the data selection for the DREAM Writer version you specify during the printing process. For example, you can limit the print selection to a business unit or an invoice number.

See Also:

- Section 13.2, "Reviewing the Billing History,"
- *JD Edwards World Technical Foundation Guide*for information about running, copying, and changing a DREAM Writer version.

13.3.2 Processing Options

See Section 27.8, "Print Invoices from History (P48506H)."

13.4 Voiding a Final Invoice

Navigation

From Work Order / Service Billing Processing (G48), choose Service Billing

From Service Billing (G4821), choose Invoice Generation

From Invoice Generation (G4824), choose Invoice History Inquiry (P48250)

After you create A/R and G/L entries, you can void invoices. When you void an invoice, the transactions that were included on the invoice return to the Service Billing Workfile (F4812) with a status of not billed. You can then reprocess these transactions or change them to a nonbillable status.

This section includes instructions for the following:

- Section , "To void a final invoice without retainage"
- Section , "To void a final invoice with released retainage"

Caution: If you have applied unposted cash receipts against a posted invoice, you must void or reverse the receipts before you void the posted invoice. If you have applied posted cash receipts against a posted invoice, you must void the cash receipts and post them to the general ledger before you void the posted invoice.

When you void an invoice, the system updates the following information:

- Creates credit information in the A/R Ledger (F0311) table
- Creates credit information in the Account Ledger (F0911)
- Updates batch header information in Financials (F0011)
- Updates the Invoice Summary Workfile (F4822) to indicate that the invoice was voided
- Updates the Billing Workfile - History (F4812H) to indicate that the invoice was voided
- Returns the voided transactions to the Billing Workfile (F4812) and resets them for further processing
- Resets retainage amounts withheld for the invoice

Caution: You must use the void process in the Service Billing system if you created the invoice in that system. If you void the invoice in the Accounts Receivable system, the system does not update the applicable Service Billing records.

If you void an unposted invoice, the system deletes the A/R and G/L records without creating an audit trail for the A/R and G/L transactions and the invoice number. The system does not delete the batch header. You must run the Batch to Detail and Out of Balance (P007031) G/L integrity program to delete the empty header.

13.4.1 What You Should Know About

Topic	Description
Alternate displays	You can toggle (F13) to review invoice and retainage amounts. See Section 10.6, "Releasing Retainage" for more information about retainage amounts.

Topic	Description
Voiding posted invoices	When you void a posted invoice, the system creates adjusting A/R and G/L entries to reverse the original entries and changes the G/L batch status to Pending or Approved. You must post these adjusting entries for the batch number that the system displays in Invoice Void Window.
Voided invoices	You cannot void an invoice that has already been voided. Voided invoices display with V in the Void field.

See Also:

- Working with Batch Headers in the *JD Edwards World General Accounting II Guide*for more information about deleting batch headers.

To void a final invoice without retainage

On Invoice History Inquiry

1. To locate a specific invoice, complete one or more of the following fields:
   - Subledger
   - Account
   - Customer Number
   - Batch Number
   - Invoice Number
   - From Date
   - Thru Date
2. Choose Void (Option 6) for the invoice.

Figure 13–2 Invoice Void screen

3. On Invoice Void Window (P48VW), complete the following optional field:
   - G/L Date
4. Choose Void (F6).

   The system places V in the Void field for the invoice.

Field	Explanation
Void Flag (VOID)	A code that indicates whether the billing detail transactions associated with the invoice have been voided. Valid codes are: V Voided blank Not voided

Field	Explanation
Retainage Release Only (RTRE)	A one byte flag that indicates whether the invoice pay item is used specifically for the release of retainage. Also, it indicates that the retainage has been released from the invoice. R or 0 - The invoice pay item will be used for retention release only P or 1 - Retention release has been processed for this invoice

To void a final invoice with released retainage

When you void a final invoice with released retainage, you must also void the retainage release invoice that you created to release the retainage.

On Invoice History Inquiry

1. To locate a specific invoice, complete one or more of the following fields:
   - Subledger
   - Account
   - Customer Number
   - Batch Number
   - Invoice Number
   - From Date
   - Thru Date
2. Choose Void (Option 6) for the invoice with retainage.

   The system displays P in the Retainage Release Only field for the invoice with retainage.
3. On Invoice Void Window (P48VW), complete the following optional field:
   - G/L Date
4. Choose Void (F6).

   The system places V in the Void field for the invoice with retainage.
5. Choose Void (Option 6) for the retainage release invoice.

   The system displays R in the Retainage Release Only field for the retainage release invoice.
6. On Invoice Void Window, complete the following optional field:
   - G/L Date
7. Choose Void (F6).

   The system places V in the Void field for the retainage release invoice.

13.4.2 What You Should Know About

Topic	Description
One retainage release invoice for multiple invoices	If you create only one retainage release invoice that releases the retainage for multiple invoices, and then void one of those invoices, you must also void the retainage release invoice. Then, you must release the retainage again for the invoices that you did not void. See Section 10.6, "Releasing Retainage" for more information.

Part III

Revenue Recognition

This part contains these chapters:

- Chapter 14, "Revenue Recognition,"
- Chapter 15, "Work with G/L Entries for Revenue."

14

Revenue Recognition

This chapter contains these topics:

14.1 About the Revenue Recognition Process

Revenue Recognition is the accounting rule that defines revenue as an inflow of assets, not necessarily cash, in exchange for goods or services and requires the revenue to be recognized at the time, but not before, it is earned. You use revenue recognition to create G/L entries for income without generating invoices.

Generally, you use revenue recognition when:

- Work is finished and you have earned the income, but you do not need to bill a customer
- You want income statements and balance sheets to reflect the amounts earned for a realistic picture of the company's financial status
- You need to reallocate internal costs

To calculate revenue (actual or accrued) for the current period, you must create journal entries. The amounts related to these entries appear on your income statements and balance sheets when you complete the revenue recognition process. You use the recognized revenue amounts for projections and to review the profitability or liability of specific departments in your organization.

Revenue recognition consists of the following tasks:

- Understand revenue recognition
- Generate preliminary G/L journal entries
- Work with G/L batches

You can complete the revenue recognition and billing processes separately or together as a combined process. When you combine the processes, you can recognize revenue prior to or during the billing process, depending on how you define the system constants.

When you combine the processes, the associated G/L batch is assigned to the invoice batch to contain the G/L journal entries associated with the invoice journal entries. The associated G/L batch is written to the Account Ledger when the invoice journal entries are written to the A/R Ledger and Account Ledger.

14.2 Understanding Revenue Recognition

When you process revenue recognition, the system creates G/L journal entries to update the Account Ledger (F0911) with revenue, cost, and margins. You can also create correcting reclassification G/L journal entries, depending on how you define the Journal Reclassification option in the Billing Constants (P48091).

Service Billing offers a range of journal processes that allow you to select the mode that best suits your organization's accounting needs. These modes, controlled by you Journal Generation Control option in the Billing Constants, are as follows:

- Invoice Processing Only

  Choose this mode if your organization does not require revenue to be recognized independently of the billing cycle.

- Revenue Processing Only

  Choose this mode if your organization is only billing interdepartmentally and does not require customer receivables updates in the Accounts Receivable Ledger (F0311).

- Invoicing with Revenue

  Choose this mode to allow revenue to be recognized independently of the billing process.

  Actual revenue is credited and accrued receivables (unbilled A/R) is debited at the time final G/L journal entries are written to the Account Ledger (F0911) and posted by the General Journal Post (P09800) program.

  Accrued receivables is credited and trade A/R is debited at the time the final invoice journal entries are written to the Account Ledger (F0911) and posted by the General Journal Post (P09800) program.

- Invoicing with Revenue Reconciliation

  Choose this mode to allow accrued revenue to be recognized independently of the billing cycle or if you mark up the revenue amount independently of the invoice amount and need to clear the variance from accrued receivables at the end of the billing cycle.

  Accrued revenue (unbilled) is credited and accrued receivables (unbilled A/R) is debited when final G/L entries are written to the Account Ledger (F0911) and posted by the General Journal Post (P09800) program.

  Actual revenue is credited, accrued revenue is debited, accrued receivables is credited, and trade A/R is debited when final invoice journals are written to the Account Ledger (F0911) and posted by the General Journal Post (P09800) program.

14.3 Revenue Reconciliation

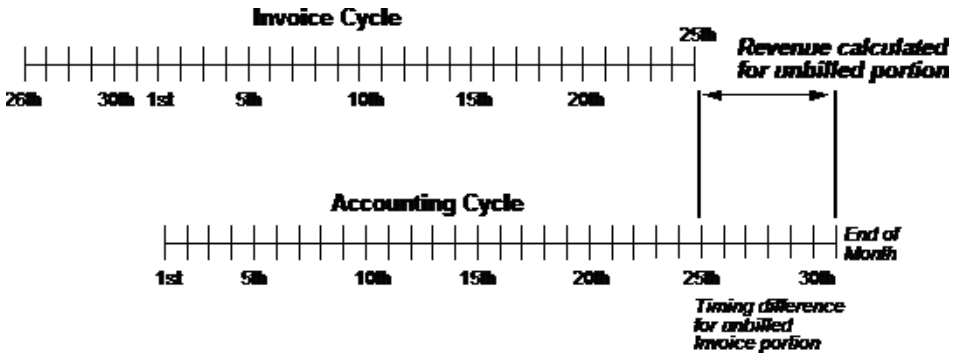
You can manage the revenue recognition and billing process with or without revenue reconciliation. You use revenue reconciliation to ensure that variances do not exist between recognized revenue and billing amounts. Variances between recognized revenue and billing amounts can exist when:

- You recognize revenue and generate invoices at different times
- You mark up revenue and billing amounts independently

14.3.1 Reconciliation for Timing Differences

If you do not recognize revenue and generate invoices at the same time, the timing difference creates a variance in unbilled accounts receivable.

Figure 14–1 Timing the Revenue Recognition and Invoice Generation



For example, you plan to invoice a project only after the customer approves and accepts the completed project. The project takes three months to complete and you recognize revenue for the project each month. Because of the timing difference between when you recognize revenue (each month) and generate invoices (after completion) for the project, an unreconciled balance exists in unbilled accounts receivable.

Three months later, when you bill the project:

- Trade accounts receivable and total revenue amounts for the project are the same
- The variance in unbilled accounts receivable nets to zero

In the case of a timing difference, over time, all variances are reconciled and net to zero for unbilled accounts receivable.

14.3.2 Reconciliation for Independent Revenue and Invoice Mark Up

If you use the same markup rules for revenue and billing, generally no variance exists between the recognized revenue and billing amounts. However, if you mark up revenue and invoice amounts independently, a permanent variance between recognized revenue and billing amounts can exist.

If you do not want variance balances to exist when you mark up revenue and invoice amounts independently, you can use revenue reconciliation to ensure that:

- Variances do not exist between recognized revenue and billing amounts
- Balances for unbilled accounts receivable and unbilled revenue are zero

For example, your company might renegotiate an hourly rate for rental equipment. Although the new rate is 75 dollars an hour, your company continues to bill 70 dollars an hour until the negotiations are complete.

For 2 hours of equipment use, the invoiced amount is 140 dollars. If revenue is recognized at the new rate, the revenue amount is 150 dollars. Without reconciliation, a 10-dollar variance remains in unbilled accounts receivable.

Without revenue reconciliation, the system creates debits and credits respectively for the following journal entries:

Entry	Description
Revenue recognition	150 dollars for unbilled accounts receivable and unbilled revenue
Billing	140 dollars for actual accounts receivable and unbilled accounts receivable

With revenue reconciliation, the system records, reverses, and reconciles recognized and actual revenue amounts. In the previous example, the system would create debits and credits respectively for the following journal entries:

Entry	Description
Revenue recognition	140 dollars for unbilled accounts receivable and unbilled revenue
Revenue reconciliation	140 dollars for unbilled revenue and accounts receivable 150 dollars for unbilled accounts receivable and actual revenue
Billing	150 dollars for actual accounts receivable and unbilled accounts receivable

14.4 Journal Reclassification

Depending on how you set the Journal Reclassification option in the Billing Constants (P48091) and the Update processing option for Workfile Revisions (P4812), you can reclassify, or change the account information, for a Billing Workfile (F4812) transaction.

Journal reclassification exists within Service Billing to allow you to reclassify the original cost entry to a different account and let the system automatically create the correcting entries in the Account Ledger (F0911).

When you set the Billing Constant to allow journal reclassification, the system creates the correcting journal entries in the Account Ledger during journal creation.

For example, an employee might charge time to two different work orders during a pay period. When entering time for the pay period, the employee makes an error. After the accounting department processes payroll transactions, you review the costs and discover the employee's data entry error.

You correct the error by changing the work order numbers on the workfile transactions in the Billing Workfile using Workfile Revisions (P4812). With journal reclassification, when you run G/L Journal Generation (P48132), the system creates correcting journal entries along with the preliminary journal entries for revenue and costing. The system creates adjusting journal entries in the Account Ledger to reverse the original account and update the new account.

You can identify the correcting journal entries by their document type. The system also uses the same pay type (PDBA code) of the workfile transaction for journal reclassification, such as 101 for regular pay, unless you use the PDBA Code Override in the Billing Constants.

In addition to creating adjusting entries in the Account Ledger, if you are correcting a workfile transaction that originated from payroll, the system creates an adjusting entry

in the Payroll Transaction History (F0618) file during the Create G/L Entries (P48198) process. Burden is not eligible for reclassification.

14.5 General Ledger Document Types

As you complete the billing and revenue recognition processes, the system can create seven different types of G/L entries. You can identify the origination of journal entries using the following document types:

Entry	Description
EU (Revenue)	Journal entry created during revenue recognition
AJ (Adjustment)	Adjusting journal entry created during revenue recognition for journal entries previously recognized for revenue
BA (Billing Adjustment)	Reclassification of a billable source journal entry which originated from accounts payable or general accounting
RI (Invoice Default)	Journal entry created during billing
T2 (Payroll Labor Distribution)	Reclassification journal entry which originated from payroll labor
T4 (Labor Billing Distribution)	Reclassification journal entry which originated from labor billing
T5 (Equipment Distribution)	Reclassification journal entry which originated from equipment billing

14.5.1 Before You Begin

- Set the independent revenue/invoice control in the system constants (P48091)
- Set the journal generation control in the system constants to revenue recognition and invoice processes with or without revenue reconciliation
- Define account derivation rules (P48126) for revenue recognition
- Define markup rules (P48096)
- Generate Billing Workfile (F4812) transactions

14.5.2 What You Should Know About

Topic	Description
Alternate displays and system constants	Many of the forms you use in the Service Billing system change in functionality and appearance, depending on the way you set up your system constants. For example, if you set up your system constants for revenue recognition and billing (invoicing), the forms and functionality apply to both processes.

See Also:

- Section 20.1, "Defining Account Derivation Rules,"
- Section 17.1, "Setting Up System Constants,"
- Appendix D, "Retrieval Reference Codes" for more information about how the Service Billing system uses account derivation rules and creates journal entries.

15

Work with G/L Entries for Revenue

This chapter contains these topics:

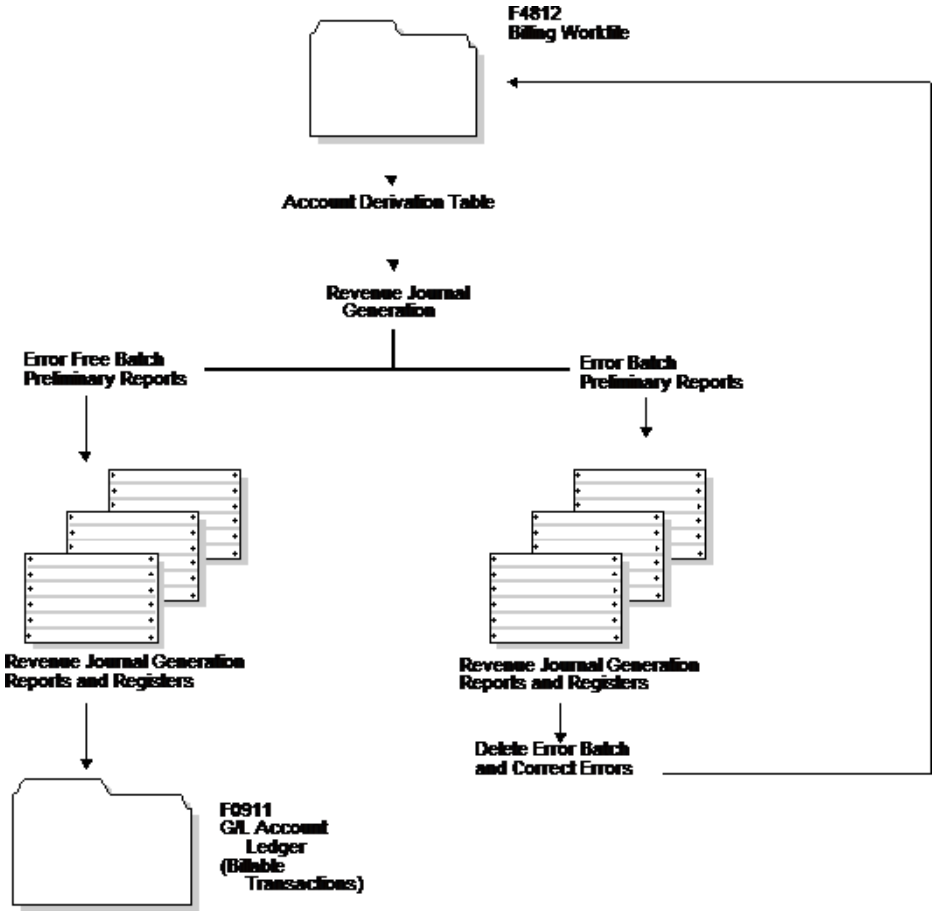
15.1 Working with G/L Entries for Revenue

To record the unbilled revenue for the current period, you must create General Ledger (G/L) journal entries. The amounts related to these entries appear on your income statements and balance sheets when you complete the revenue recognition process. You can use the recognized revenue amounts for projections and to review the profitability or liability of specific departments in your company.

JD Edwards World strongly recommends that you create and carefully review preliminary G/L entries before you create the final entries that post to the general ledger. If you post out-of-balance records to the general ledger, you must manually correct these balances.

The following graphic illustrates the revenue recognition process.

Figure 15–1 Revenue Recognition Process



15.2 Creating Preliminary G/L Entries for Revenue

Navigation

From Work Order / Service Billing Processing (G48), choose Service Billing

From Service Billing (G4821), choose Revenue Recognition

From Revenue Recognition (G4823), choose Journal Generation (P48132)

You complete the revenue recognition process by creating journal entries. You first create preliminary G/L entries.

When you create the entries, the system prints the Revenue Journal Generation report. You can also set processing options to print the Billing Journal Register and to segregate errors within a revenue batch.

You must run Revenue Journal Generation to create preliminary G/L entries. You should carefully review the Revenue Journal Generation and Billing Journal Register reports to make sure that the preliminary entries are correct so that you do not create final journal entries that create out of balance records in the general ledger.

When you run Revenue Journal Generation, the system:

- Uses data selection and processing options to select Billing Workfile (F4812) transactions to process

- Creates journal reclassification entries if the Journal Reclassification Control option is activated in the Billing Constants
- Processes the workfile transactions against the Account Derivation Table rules to determine the accounts for the journal entries
- Temporarily stores the details for the preliminary G/L entries in the Detail Journal Workfile (F48910).
- Prints the Revenue Journal Generation report (R48132) with journal entry detail.
- Compresses the detail journal workfile information and temporarily stores it in the Compressed Journal Workfile (F48911).
- Prints the Billing Journal Register (R48300) with the compressed information as a summary of the journal entry detail.

15.2.1 What You Should Know About

Topic	Description
G/L document types	The system can create seven different types of G/L entries. You can use the following document type codes to determine the origination of your journal entries: EU (Revenue) - Journal entry created during revenue recognition AJ (Adjustment) - Correction to a journal entry for revenue recognition BA (Billing Adjustment) - Reclassification of a billable source journal entry that originated from accounts payable or general accounting T2 (Payroll Labor Distribution) - Reclassification journal entry that originated from payroll labor T4 (Labor Billing Distribution) - Reclassification journal entry that originated from labor billing
Error batch segregation	If you have an error in a batch of journal entries, you do not have to stop processing the journal entries until it is corrected. If you set the processing option for error batch segregation, the system places any journal entries with errors in a separate batch. Then, you can continue processing the batch of journal entries without errors and correct the batch with errors at a later time. The error batch segregation processing option works as follows: If two transactions are related, such as a base and its component, or a payroll transaction with burden, and one transaction is in error, the system places both transactions in an error batch with a separate batch number. The system prints a separate journal register for the error batch.

See Also:

- Section 20.1, "Defining Account Derivation Rules,"
- Section 17.1, "Setting Up System Constants" for more information about using journal reclassification,
- Section C, "Accounting for the Billing Cycle" for more information about how the Contract Billing system uses account derivation rules,
- Changing or Adding a DREAM Writer Version in the *JD Edwards World Technical Foundation Guide*for information about running, copying, and changing a DREAM Writer version.

15.2.1.1 Processing Options

See Section 27.9, "Revenue Journal Generation - Contract (P48132)."

15.3 Reviewing Preliminary G/L Entries

After you create preliminary G/L entries, you can review the resulting journals to verify that the account information is correct.

This section includes instructions for the following:

- To review the batch header and status
- To review revenue journal details

JD Edwards World strongly recommends that you create and carefully review preliminary G/L entries before you create the final entries that post to the general ledger. If you post out-of-balance records to the general ledger, you must manually correct these balances.

15.3.1 To review the batch header and status

Navigation

From Work Order / Service Billing Processing (G48), choose Service Billing

From Service Billing (G4821), choose Revenue Recognition

From Revenue Recognition (G4823), choose Batch Review (P48221)

On Batch Review

1. 1. Complete the following field:

- User ID

If you place an asterisk is the User ID field, the system displays all batches created by all users regardless of the batch activity status.

1. 2. To limit the list of batches, complete the following optional fields:

- Batch Number
- Batch Date From
- Batch Date Thru
- Batch Status
- Current Activity

1. 3. Review the following fields for a batch:

- Batch Number
- Total Amount
- Current Activity
- Batch Status Description

15.3.2 To review revenue journal details

Navigation

From Work Order / Service Billing Processing (G48), choose Service Billing

From Service Billing (G4821), choose Workfile Generation

From Workfile Generation (G4822), choose Revisions (P4812)

If you want to review the workfile transaction details for a batch of revenue journals, you must use the Revisions form. You use a processing option to control whether the system displays the Revenue Batch Number field in the upper portion of the form.

When you enter the revenue batch number on the Revisions form, the system displays all transaction information. The system marks transactions in an active revenue batch with an R and displays the revenue batch number in the lower portion of the form. You cannot revise workfile transactions in a revenue batch.

On Revisions

1. 1. Complete the following field to locate transactions in a revenue batch:

- Revenue Batch Number

1. 2. To limit the display of transactions, complete a combination of the following fields:

- Customer Number
- BCI Number
- Account Number
- Employee/Supplier
- Equipment Worked
- Subledger
- Subledger Type
- Job Type
- Job Step
- G/L Date From
- G/L Date Thru

1. 3. Choose Total Amounts For All Records.

You can also reprint the Journal Edit Register (R48300) from the Revenue Recognition menu (G4823) to view the preliminary summarized journal entries. You can use this report to verify the accounting entries.

15.4 Revising Preliminary G/L Entries

Due to the complexity and volume of preliminary revenue or costing journal entries in a batch, you cannot revise preliminary detail journal entries. To understand how to correct batches in error, you need to understand the types of errors detected by the system. You can correct errors and reset the error status of a batch, as outlined below.

When you create a batch of preliminary revenue or costing journal entries, the system validates the entries. Any resulting errors are either General Accounting setup errors or Billing system setup errors.

15.4.1 Correcting General Accounting Setup Errors

Correcting General Accounting Setup errors are caused by incorrect setup information in General Accounting (System 09). These errors can usually be corrected without having to delete the revenue batch. You can make the necessary corrections in the General Accounting system and rerun the Journal Edit Register. The preliminary journal entries are edited again and if no errors are detected, the batch status is updated to indicate no errors. You can then create final journal entries.

15.4.2 Correcting Billing System Setup Errors

Correcting Billing System Setup errors are caused by incorrect setup information in the Billing system (System 48S). These errors require that you delete the batch of preliminary journal entries and make the necessary corrections to setup information in the Service Billing system. You must then rerun Revenue Journal Generation (P48132) to create the preliminary journal entries. Note that each time you run Revenue Journal Generation, the system assigns a new batch number. If no errors are detected, the batch status indicates no errors and you can continue processing final journal entries.

15.4.3 What You Should Know About

Topic	Description
Deleting a batch	To delete a batch, inquire on it in Batch Review on the Revenue Generation menu, then choose the Delete option (Option 9) and press Enter. On the Batch Submission Screen, choose Submit Batch (F6). To verify the batch delete, choose Submit Job (F6).

15.5 Creating Final G/L Entries for Revenue

Navigation

From Work Order / Service Billing Processing (G48), choose Service Billing

From Service Billing (G4821), choose Revenue Recognition

From Revenue Recognition (G4823), choose Create G/L Entries (P48198)

You complete the revenue recognition process by creating and posting journal entries that relate to the transactions. The system stores the final G/L entries in the Account Ledger table. When you create final G/L entries, the system:

- Uses the Billing Batch Header (F48011) information to create a batch header in Financials (F0011)

- Uses the Compressed Journal Workfile (F48911) transactions to write the final journal entries to the Account Ledger (F0911)
- Uses the Detail Journal Workfile (F48910) transactions to update the G/L Link (F48912), if the Create Link (LINK) field is populated in the Account Derivation Table (P48126)
- Updates the Payroll History File (F0618) with any payroll reclassification entries, if applicable
- Updates the workfile transactions as processed to G/L. If the Eligibility Code (ELGC) of the workfile transactions is 2 (revenue and cost only) or 4 (cost only), the system copies the workfile transaction to Billing Workfile - History (F4812H) and deletes it from the Billing Workfile (F4812)
- Changes the journal status (JRST) for the related workfile transactions
- Deletes the records in the Detail Journal Workfile and the Compressed Journal Workfile
- Removes the batch header number for the revenue journals from the Billing Batch Header (F48011)

After you create the final G/L entries, you cannot change or delete the batch of journal information.

15.5.1 To create final G/L entries

On Create G/L Entries

1. 1. Complete the following field and press Enter:

- Batch Number

1. 2. Choose Submit Batch (F6).

The system displays a message prompting you to verify the batch post submission.

1. 3. Choose Submit Job (F6).

15.6 Reviewing and Posting G/L Entries for Revenue

Navigation

From Work Order / Service Billing Processing (G48), choose Service Billing

From Service Billing (G4821), choose Revenue Recognition

From Revenue Recognition (G4823), choose Create G/L Entries

After you create the final G/L entries, you complete the revenue recognition process by reviewing, approving, and posting the journal entries to the Account Ledger (F0911).

The journal review and post programs are the same programs you use in the Accounts Receivable and General Accounting systems.

See Also :

- Reviewing and Approving Journal Entries in the *JD Edwards World General Accounting I Guide*,
- Post Journal Entries in the *JD Edwards World General Accounting I Guide*.

Part IV

Setup

This part contains these chapters:

16

Overview to System Setup

This chapter contains the topic:

- Section 16.1, "About System Setup."

16.1 About System Setup

Before you can use the Contract Billing system, you must define the constants and rules you want the system to use during the billing processes. The information you define in the system constants and rules determines:

- How the system uses dates (such as service and tax dates, G/L dates, and effective dates) in combination with the markup, account derivation, and tax derivation rules to process source transactions
- Whether the system creates revenue recognition journal entries for non-T&M pricing types
- How the system uses account derivation rules to create journal entries
- How the system processes payroll transactions

16.1.1 Setup Features

Feature	Description
System constants	Control the global processing of: ■ Billable costs ■ Customer information ■ Dates ■ Invoices ■ Revenue ■ Journals ■ Default markup
Markup rules	Define the calculation for the amount that you add to costs to account for overhead and profit.
Component rules	Define an additional markup that is based on amounts and units. The markup and account derivation rules use this information.
Account derivation rules	Define the accounting rules that the system uses to process journal transactions for billing, revenue recognition and reallocations.

Feature	Description
Condition codes	Define the conditions under which the system uses specific account derivation rules to create journal entries
G/L offset and retainage rules	Define the following: ■ G/L offsets identify the accounts for which the system creates the offsetting entries during the posting of A/R information. ■ Retainage identifies the percentage of payment for the invoice which your company is paid after the work is complete. ■ Override payment terms. ■ Override currency mode.
Tax derivation rules	Define the following: ■ The source transactions that are subject to tax ■ The tax rate or geographic area with common tax rates
Automatic accounting instructions (AAIs)	Define accounting information and general ledger relationships.
User defined codes	Define custom codes for the system, such as condition codes and adjustment reasons.

17

Set Up System Constants

This chapter contains the topic:

- Section 17.1, "Setting Up System Constants."

17.1 Setting Up System Constants

Navigation

From Work Order/Service Billing Processing (G48), enter 29

From Work Order/Service Billing Setup (G4841), choose System Constants (P48091)

You set up the billing constants to represent your company's decisions on how source transactions and related revenue and billing are processed. The constants control how the system processes:

- Billable costs
- Customer information
- Dates
- Invoices
- Revenue
- Journals
- Default markup percentage
- Multi-currency transactions
- Draft and final invoice numbering

After you set up the constants, you should not change them. The system stores the constants in the Billing System Constants table (F48091).

17.1.1 Considerations for Independent Revenue and Invoice Amounts

When the invoice and revenue amounts are marked up independently, the Journal Generation Control for revenue recognition with or without reconciliation (values 4 and 3, respectively) affects the variance balance that the system maintains in the Unbilled Accounts Receivable and Unearned Revenue accounts.

The Independent Revenue/Invoice constant specifies whether the markup amounts calculated for the workfile transactions must use the same rules for the invoice and revenue amounts. If the constant is set to allow different markup rules for the invoice and revenue amounts, processing invoices and revenue recognition without

reconciliation (Journal Generation Control value 3) creates a permanent variance between Unbilled Accounts Receivable and Actual Accounts Receivable (A/R Trade) accounts. Invoice and revenue amounts can be different.

If the Independent Revenue/Invoice constant is set to allow different markup rules for the invoice and revenue amounts, processing invoices and revenue recognition with reconciliation (Journal Generation Control value 4) forces the Unbilled Accounts Receivable and Unearned Revenue accounts to reconcile, but allows the invoice and revenue amounts to be different.

The following results occur based upon the relationships between the system constants and the revenue recognition process.

System Constants	System Constants	Revenue Recognition Results	Revenue Recognition Results	Revenue Recognition Results
Journal Generation Control	Independent Revenue/Invoice	Revenue Amount	Invoice Amount	Unbilled Accounts Receivable
3	0	Same	Same	No Variance
3	1	Different	Different	Variance
4	0	Same	Same	No Variance
4	1	Different	Different	No Variance

Note: If the Journal Generation Control is 3, process revenue recognition without reconciliation. If the Journal Generation Control constant is 4, process revenue recognition with reconciliation.

If the Independent Revenue/Invoice constant is 0, the revenue and invoice amounts must always be equal. If the constant is 1, the revenue and invoice amounts can differ.

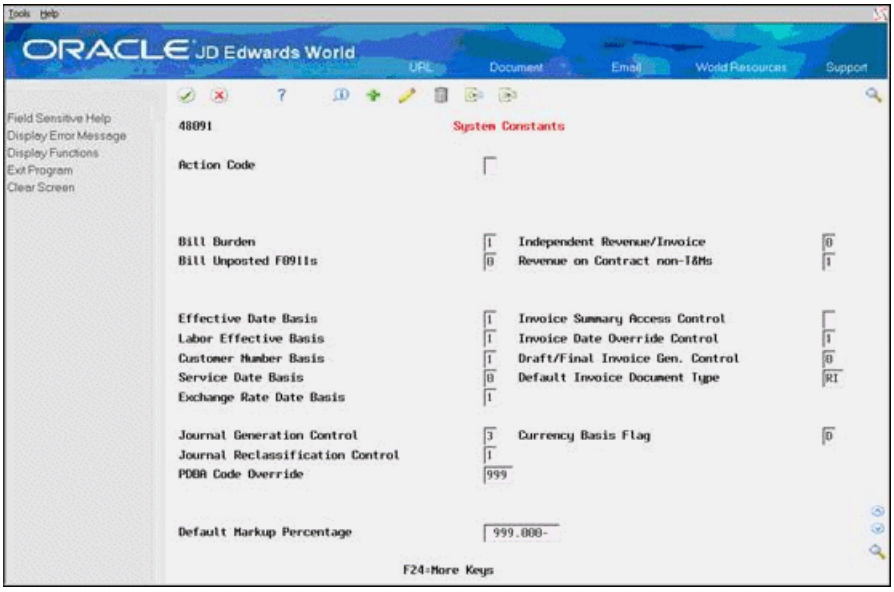
17.1.2 Before You Begin

- Verify that the default document type for invoices is set up on User Defined Codes (UDC) tables 00/DT (Document Type - All Documents) and 00/DI (Document Type - Invoices Only)

To set up system constants

On System Constants

Figure 17–1 System Constants screen



1. To specify how you want the system to process billable costs, complete the following fields:
   - Bill Burden
   - Bill Unposted F0911s
2. To specify how the system processes revenue, complete the following field:
   - Independent Revenue/Invoice
3. To specify the dates you want the system to use when processing workfile transactions, complete the following fields:
   - Effective Date Basis
   - Labor Effective Basis
4. To specify the date the system uses when processing accounts receivable transactions, complete the following field:
   - Service Date Basis
5. To specify the address number that the system uses to identify customer information, complete the following field:
   - Customer Number Basis
6. To build an additional audit table for invoice information, complete the following field:
   - Invoice Summary Access Control
7. To specify how the system processes invoices, complete the following fields:
   - Invoice Date Override Control
   - Draft/Final Invoice Generation Control
   - Default Invoice Document Type
8. To specify how the system processes journal entries, complete the following fields:
   - Journal Generation Control

- Journal Reclassification Control
- PDBA Code Override

9. To specify how the system processes multi-currency transactions, complete the following fields:
   - Exchange Rate Date Basis
   - Currency Basis Flag
10. To specify the default value that the system uses when workfile transactions do not meet the criteria for any other markup rules, complete the following field:
    - Default Markup Percentage

Field	Explanation
Bill Burden (BBDR)	Burden is any cost that a company incurs as a direct consequence of employing labor (for example, company paid taxes, insurance, and fringe benefits). Burden can also include allowances for small tools, consumables, or other overhead costs that are allocated or assessed as a function of direct labor costs. The Bill Burden constant controls whether the system includes burden during workfile generation for the Service Billing and Contract Billing systems. If you do include burden, be aware of the following: ■ The system processes all burden associated with billable payroll transactions if the burden is recorded in the Burden Distribution File (F0624). ■ The burden account must be a billable account. Valid codes are: 0 – The system does not include burden. 1 – The system includes burden.
Independent Revenue/Invoice (INDI)	A constant that determines whether you can mark up the invoice and revenue amounts in the billing detail transactions independent of each other. Valid values are: 0 – The system ensures that the invoice amounts and the revenue amounts in the billing detail transactions are always equal. 1 – You can manipulate and process invoice amounts without affecting the associated revenue amounts, and vice versa.
Bill Unposted F0911s (BUNP)	A constant that controls whether the system includes unposted billable transactions from the G/L Account Ledger file (F0911) during workfile generation for the Service Billing and Contract Billing systems. Valid values are: 0 – Only posted billable transactions in the Account Ledger will be processed. 1 – Both unposted and posted entries in the Account Ledger will be processed. **Note:** Since unposted billable transactions are subject to change or deletion, you do not include them during workfile generation. However, if there is very little time between the entry of costs and the recognition of resulting revenue, you might find it helpful to generate revenue for unposted transactions.

Field	Explanation
Revenue on Contract non-T&Ms (CNTM)	Contract Billing only. Use this flag to control whether the system generates billing detail transactions to recognize revenue for non-T&M contract billing lines prior to the billing process. In addition, the value you enter in this field determines whether or not the system recognizes the Not to Exceed (NTE) rules that you set up for revenue. The following values are valid: 0 – Do not generate billing detail transactions to recognize revenue for non-T&M contract billing lines. Not to Exceed (NTE) rules for revenue are not applicable to the revenue associated with non-T&M contract billing lines or T&M contract billing lines. 1 – Generate billing detail transactions to recognize revenue for non-T&M contract billing lines. Recognize NTE rules for revenue, except for the contract billing lines for fees. NTE rules are not applicable to the revenue associated with T&M contract billing lines. 2 – Generate billing detail transactions to recognize revenue for T&M contract billing lines only. Recognize NTE rules for revenue associated with T&M contract billing lines. NTE rules are not applicable to the revenue associated with non-T&M contract billing lines. 3 – Generate billing detail transactions to recognize revenue for non-T&M contract billing lines. Recognize NTE rules for the revenue associated with non-T&M contract billing lines (except for fees) and T&M contract billing lines. **Note:** When you choose to generate billing detail transactions to recognize revenue for non-T&M billing lines, the system: ■ Generates revenue amounts for lump sum and unit price billing lines at the time of workfile generation. ■ Generates revenue amounts for fee billing lines during revenue generation.
Effective Date Basis (EBAS)	A constant that determines whether the system uses the G/L date or the service/tax date from a billable source (cost) transaction as the basis for comparison with the effective dates for the tables. Valid codes are: 1 – G/L date 2 – Service/tax date **Note:** The Service Billing and Contract Billing systems use tables, such as the Cost Plus Markup Table and the Account Derivation Table, during the billing process. A range of dates can control when the table information is valid. The date specified here is used to populate the Table Basis Date (TBDT) field. The Table Basis Date is the basis for comparison with the effective dates for the tables.

Field	Explanation
Invoice Summary Access Control (ISAC)	A constant that determines whether the system builds and maintains the Invoice Summary Access (F48520) file. This table contains cumulative billing amounts that are summarized by G/L Date, Employee/Supplier, Cost Account Number, and Contract Owner Pay Item. If you choose to maintain this file, it requires extra disk space. You can use the summarized billing information for various reporting purposes, such as displaying billed-to-date amounts on your Service/Contract Billing invoices. Valid values are: blank – Do not build and maintain the file. 1 – Build and maintain the file. The system stores billed-to-date amounts in the Invoice Summary (F4822) file by Owner Pay Item. The Invoice Summary Access (F48520) file stores the billed-to-date amounts in more detail than the Invoice Summary (F4822) file.
Labor Effective Basis (LBAS)	A constant that determines which date, from a billable source transaction originating in the Payroll system, is used as the basis for comparison with the effective dates for the tables. Valid codes are: 1 – G/L date 2 – Service/tax date 3 – Work date 4 – Ending date of the pay period If your billing process does not involve payroll, the system ignores this constant. **Note:** The Service Billing and Contract Billing systems use tables, such as the Cost Plus Markup Table and the Account Derivation Table, during the billing process. A range of dates can control when the table information is valid.
Invoice Date Override Control (INDO)	A constant that determines whether you can override the invoice date and the G/L date when you use the Invoice Journal Generation and Create A/R & G/L programs. Valid values are: 0 – You cannot access the Date Override window. 1 – The Date Override window is optional. 2 – The system automatically displays the Date Override window.
Customer Number Basis (CNBS)	For Service Billing only, a constant that determines which customer number the system retrieves for a billing detail transaction. Valid codes are: 0 – Owner address number from the Job Master (F0006). 1 – Customer number from the Work Order Master (F4801). If the customer number is blank, the system retrieves the owner address number from the Job Master.

Field	Explanation
Draft/Final Invoice Gen. Control (ICTL)	An option that determines whether to use draft and final document types and invoice numbers. In some countries, you are required to assign invoice numbers sequentially and without gaps in the numbering. If you choose to assign sequential invoice numbers, you must use two different document types. The system assigns the first document type to preliminary invoices and assigns the subsequent document type when you create final A/R and G/L entries. Valid values are: 0 – Use the same invoice numbers and document types 1 – Assign new invoice numbers and document types The setup for this involves the following: ■ Set up the document types as the following User Defined Codes: Document Type - All Documents (00/DT) and Document Type - Invoices Only (00/DI). ■ Reference the document type for the final invoices to the respective document type for the preliminary invoices. To do this, enter the final document type in the first two positions of the Description 2 field for the respective document type in the user defined code table (00/DI). ■ Set up Next Numbers by Company/Fiscal Year in the General Accounting system so you can assign different document types within the same invoice batch. This applies to all invoices, whether they are preliminary or final. If the Next Number Constant field contains 1, the system automatically enters the document types for the invoices to the Next Numbers table. If the field contains 2, you must manually enter the document types to the table.
Service Date Basis (DSVB)	A constant that determines whether the system uses the G/L date or the invoice date from an A/R transaction as the service/tax date. Valid codes are: 0 – G/L date 1 – Invoice date

Field	Explanation
Default Invoice Document Type (DCTI)	A user-defined (UDC 00/DI) document type for invoice entry. Any document type set up for invoice-only entry should begin with the letter R (receivables). The default is RI, RR, or RM. Reserved document types have been defined for vouchers, invoices, receipts, and time sheets. The reserved document types are: P_ – Accounts Payable Documents R_ – Accounts Receivable Documents T_ – Payroll Documents I_ – Inventory Documents O_ – Order Processing Documents **Note:** For invoice entry, if you are using document type DI, you must also set up document type DT in User Defined Codes. *Form-specific information* A constant that controls the default document type for invoices. The system automatically uses this code when you do not specify the document type on invoice-related forms and programs. If you set the Invoice Numbering Control field in the system constants to renumber invoices, the system uses the default document type for the preliminary invoices.
Date - Exchange Rate Date Basis (ERDB)	A constant that controls the date that the system uses to retrieve the exchange rate. Valid codes are: 1 – Use the last day of the prior calendar month. The system determines this date based on the company date patterns. 2 – Use the date of the billable cost (source) transaction. The system determines this date based on the value of the Effective Date Basis and Labor Effective Date Basis billing constants. 3 – Use the system date. (You should only use this value if you operate in an hyper-inflationary economy.) **Note:** The Contract Billing and Service Billing modules can recognize TWO exchange rates; the first during the workfile generation process when creating the billing detail transaction and the second during the invoice generation process. This constant controls the workfile generation process. You can override this constant during invoice generation.

Field	Explanation
Journal Generation Control (PRRR)	A constant that controls the process for journal generation in the Service Billing and Contract Billing systems. Valid codes are: 1 – Invoicing only 2 – Revenue recognition only 3 – Revenue recognition and invoicing, without requiring revenue reconciliation 4 – Revenue recognition and invoicing, requiring revenue reconciliation (Use this value if you are using Independent Revenue/Invoice amounts.) The following functions are also affected: ■ The initial value of the eligibility code (ELGC) for the billing detail transactions ■ The edit for the table type (TBTY) when you enter information on the Account Derivation Table form
Currency Basis Flag (CRRM)	A code that specifies whether amounts are in the domestic currency of the contract or the foreign currency of the supplier. Valid codes are: D – Domestic F – Foreign For conversions, D indicates domestic to foreign, and F indicates foreign to domestic.
Journal Reclassification Control (JRNL)	A constant that controls whether the system performs journal reclassification as a function within the journal generation process. Valid values are: 0 Do not perform journal reclassification. 1 Perform journal reclassification. **Note:** Journal Reclassification occurs within Service/Contract Billing to allow you to reclassify the original cost entry to a different account and automatically create the correcting entries in the Account Ledger (F0911). If you are correcting a billing entry that originated from payroll, then the system creates an adjusting entry in the Payroll Transaction History file (F0618). Payroll transactions with associated burden transactions cannot be reclassified within the Billing system.
PDBA Code Override (PDBO)	A code that overrides the pay type of the original payroll transaction. During journal reclassification, the system uses this code when creating an adjusting payroll history record. **Note:** Pay types are numbered from 1 to 999.
Default Markup Percentage (PERT)	The percentage you use to mark up the revenue amount reflected in the billing of professional services, such as draftsmen, engineers, or consultants fees. This percentage rate will not affect the employee's paycheck. Use this field to enter a markup percentage that the system will use as a default value when a source (cost) transaction has no associated Cost Plus Markup Table entry. If the system finds a markup table entry for the source transaction, the table entry overrides this constant. **Note:** If you leave this constant blank, and the system does not find a markup table entry for a source transaction, the system will process that transaction at cost (without any markup).

17.1.3 What You Should Know About

Topic	Description
Billing burden	If you want to bill for burden, you must set up the appropriate Automatic Accounting Instructions (AAIs) in the Payroll system as well as the system constants for the Billing system. See Setting Up Burden and Premium Labor Distribution Instructions in the *JD Edwards World U.S. Payroll II Guide*.
Customer numbers	All workfile transactions must include a customer number to bill the transactions. You must identify a customer number on individual jobs or work orders. The address book number on the Single Business Unit form is not the customer number. Assign a customer to a job using Job Master Revisions (P510063, 4/G5111). If you set the Customer Number Basis field to 0 and do not specify a customer number for the job, the system creates an invoice without a customer number.

18

Define Markup Rules

This chapter contains the topic:

- Section 18.1, "Defining Markup Rules."

18.1 Defining Markup Rules

Navigation

From Work Order/Service Billing Processing (G48), enter 29

From Work Order/Service Billing Setup (G4841), choose Table Information

From Table Information (G4843), choose Cost Plus Markup Table (P48096)

Before you generate or revise a workfile transaction, you must define markup rules in the Cost Plus Markup Table (P48096). The billing rate is defined as the rate multiplied by the number of units to calculate the amount you invoice your customer for goods or services rendered. The markup is defined as a percent or an amount you add to costs for overhead and profit. The system stores this markup information in the Cost Plus Markup Information table (F48096).

The system calculates markup amounts when you accumulate costs or revise workfile transactions based on the billing rate and markup rules you define when you set up the billing system.

The markup rules you define when you set up the Contract Billing system apply only to the costs related to time and materials (T&M) pricing types).

You define markup rules by specifying major and minor key values. The system uses these values in combination to identify the specific markup rules that apply to individual source transactions.

When you generate costs or revise workfile transactions, the system marks up costs as follows:

1. Accesses the markup rules.
2. Searches and selects rules that match the values you specified for specific source transactions for the major key.
3. Continues the search, narrowing the selection of rules based on the value for source transactions fro the minor key.
4. Calculates the markup amount for individual transactions based on the applicable markup rules.
5. Updates the workfile transaction with the applicable markup amount

When you define markup rules, you specify the following information:

- Major key
- Minor key
- Markup calculation rules

You define markup rules by specifying major and minor key values. The system uses these values in combination to identify the specific markup rules that apply to individual source transactions.

When you accumulate costs or revise workfile transactions, the system matches the key values in the markup rules with the same values in the transactions. The system uses the most specific rule it can locate to calculate the markup for a transaction.

Typically, you define general markup rules that apply to most of the source transactions for time and materials that you process in the Contract Billing system. You can also define additional markup rules for the transactions that are exceptions.

For example, you can define rules that specify alternative markup rates for an individual customer or contract.

If you do not want to markup a source transaction, the system processes it at cost. To include a source transaction in the Billing Workfile at cost, you must include the following for the Cost Plus Markup rules:

- An account range that includes the account associated with the transaction
- Blank fields for the markup calculations

If you do not include these, the system marks up the transactions using a default markup rule or the default percentage in the system constants.

The system uses default markup rules to calculate the markup amounts for transactions that do not match the key values for any specific markup rules. You can define two types of default markup rules:

- Major key
- Minor key

For a major key default markup rule, specify 9 as the key type and *ALL as the table key. For a minor key default markup rule, leave the account range blank and specify a markup calculation.

If you do not specify markup calculations for the minor key, the system processes the transactions at cost. If the transaction does not match the major or minor key values for any of the markup rules that you have defined, the system uses the default markup percentage that you have defined in the Billing Constants.

Markup rules are effective for the dates that you specify when you set them up. You cannot change the effective dates, however, you can create new billing rate/markup rules based on existing markup rules by copying the rules and specifying new effective dates.

The Billing Rate/Markup Table is accessed during workfile generation and workfile re-extension to apply markup information to the workfile transaction.

18.1.1 Major Key

You must specify a major key for each markup rule you define. A major key must include the following information:

Generation Types

Markup rules and component calculations are applied based upon the markup table Generation Type (GTYP). Markup tables are read in reverse order of the generation types: Generation Type 3 (component default) tables are read first; Generation Type 2 (revenue override) tables, if applicable, are read second; and Generation Type 1 (invoice, revenue, and component) tables are read last.

If the Billing Constants (P48091) allow Independent Revenue/Invoice amounts, then Generation Types 1, 2, and 3 can be used. If the Billing Constants do not allow Independent Revenue/Invoice amounts, then Generation Type 2 cannot be used.

- Generation Type 3

  Generation Type 3 tables are optional and are used only to create components. Component information specified in a Generation Type 3 table overrides component information in Generation Type 1 and Generation Type 2 tables. Markups specified in a Generation Type 3 table are ignored; the system uses the component information from the Generation Type 3 table and markup rules from Generation Type 1 and 2 tables. If a component field in a Generation Type 3 table is blank, the system reads the Generation Type 2 tables, then the Generation Type 1 tables to determine the component calculation, if any.

- Generation Type 2

  If the Billing Constants (P48091) do not allow Independent Revenue/Invoice amounts, then Generation Type 1 and 3 tables can be used. Only if the Billing Constants allow Independent Revenue/Invoice amounts can Generation Type 2 tables be used. Generation Type 2 tables are not applicable when the Billing Constants are set up for revenue recognition only (Journal Generation Control (PRRR) = 2).

  Define a Generation Type 2 table to calculate revenue and revenue component amounts independent from the invoice amounts and components. Define the markup rules for the revenue amount using Generation Type 2 tables and the markup rules for the invoice amount using Generation Type 1 tables. If no Generation Type 2 table is found, the calculations found on the Generation Type 1 table are used for the revenue amounts.

- Generation Type 1

  Generation Type 1 tables are default tables that are read last, but used most commonly. These tables can create markups of both invoice and revenue amounts, and can create components based upon cost, revenue, and invoice amounts. If a Generation Type 2 table is defined, the Generation Type 1 table applies only to invoice amounts and invoice components. If no Generation Type 2 or Generation Type 3 tables are defined, all markup and component information is derived from the Generation Type 1 tables. If no Generation Type 1 table exists, the system used the default markup percentage (PERT) specified in the Billing Constants (P48091).

Key Types

Key types are hard-coded values specified in combination with Table Keys. The key type and table key determine which rules apply to a specific transaction. The key types are read in order from 1 to 9. The system uses the most specific rule it can locate.

- Key Type 1 - Work Order

  The system searches for matches between the associated Table Key and values in the Billing Workfile (F4812) Subledger (SBL) field. The F4812 SBL field is populated with the SBL value from the Account Ledger (F0911) file. Often the

F0911 SBL field is populated with a work order number from the Work Order (DOCO) field in the Work Order Master (F4801) file.

- Key Type 2 - Work Order Class

  The system searches for matches between the associated Table Key and values in the F4812 Service Type (WR07) field. When the Subledger Type (SBLT) field in the Account Ledger (F0911) file is W (work order), the system retrieves the value for the F4812 WR07 field from the WR07 field in the Work Order Master (F4801) file. Values in WR07 are validated against User Defined Code (UDC) table 00/W7.

- Key Type 3 - Contract Number

  The system searches for matches between the associated Table Key and values in the F4812 Order Number (DOCO) field. This field contains the contract number with which the F4812 transaction is associated. The system retrieves the value for the F4812 DOCO field from the DOCO field in the Cross-Reference Accounts (F5212) file. Records in this file link accounts to a specific owner pay item on a specific contract.

- Key Type 4 - Parent Contract Number

  The system searches for matches between the associated Table Key and values in the F4812 Parent Contract Number (PCTN) field. This field contains the parent contract number with which the F4812 transaction is associated. The system retrieves the value for the F4812 PCTN field from the PCTN field in the Contract Master (F5201) file.

- Key Type 5 - Customer Number

  The system searches for matches between the associated Table Key and values in the F4812 Owner/Receivable Address Number (AN8O) field. This field contains the owner address number with which the F4812 transaction is associated and to which billing and accounts receivable transactions will be posted. The system retrieves the value for the F4812 AN8O field from one of three locations:

  - · The AN8O field in the related Contract Master (F5201) file;
  - · The AN8O field in the related Job/Business Unit (F0006) file; or
  - · The Address Number (AN8) field in the Work Order Master (F4801) file for the related subledger.

- Key Type 6 - Job/Business Unit

  The system searches for matches between the associated Table Key and values in the F4812 Job/Business Unit (MCU) field. This field contains the job or business unit with which the F4812 transaction is associated. The system retrieves the value for the F4812 MCU field from the MCU field on the related Account Ledger (F0911) file cost record.

- Key Type 7 - Job Class

  The system searches for matches between the associated Table Key and values in the F4812 Category Code 11 (RP11) field. The system uses the job/business unit in the Home Business Unit (HMCU) field to retrieve the value for the F4812 RP11 field from the RP11 field in the Job/Business Unit Master (F0006) file. Values in RP11 are validated against UDC table 00/11.

- Key Type 8 - Company

  The system searches for matches between the associated Table Key and values in the F4812 Company (CO) field. This field contains the company with which the

F4812 transaction is associated. The system retrieves the value for the F4812 CO field from the CO field on the related Account Ledger (F0911) file cost record.

- Key Type 9 - Default

  If a match is not found in any of the previous levels, the system applies the remaining eligible transactions to tables with this Key Type.

Table Key

The table key defines the major key value, based upon the key type.

> **Note:** The system uses the key type and table key in combination. For example, if the key type is contract number, the table key must be a specific contract number. If you have three contracts that require different markup rules, you must set up three different markup rules, each with contract number as the key type and a specific contract number as the table key.

Currency Code

The currency code key controls the currency decimals of the markup amount defined in the markup table. The currency code of the markup table is used to identify the currency of the markup rules for that table.

The system stores the domestic currency, the foreign currency, and the currency mode on each workfile transaction. The domestic currency represents the currency of the company. The foreign currency represents the currency of the customer. The currency mode indicates which currency is used to access the correct markup table.

For example, a workfile transaction with a domestic currency of US dollars (USD) and a foreign currency of French francs (FRF), with the currency mode of F searches for a markup table set up for French francs (FRF). All markup calculations are made in French francs and use the exchange rate to calculate the US dollars.

Effective Dates

The effective dates specify when the markup table is effective. The Table Basis Date of the workfile transaction is compared to these dates when searching the markup table.

18.1.2 Minor Key

You must specify a minor key for each markup rule that you define in the Cost Plus Markup Table. The minor key includes the following information:

Account Range

The account range specifies the range of objects and subsidiaries used to apply markup rules. The object and subsidiary of the workfile transaction must fall within the specified range to use this markup rule. If the subsidiary fields are blank, then all subsidiaries are included in the account range.

Payroll Information

The payroll information specifies the payroll information used to apply markup rules. The payroll information of the workfile transaction must match to use this markup rule. Payroll information includes job type, job step, cost pool, home business unit, employee, and pay type.

Equipment Information

The equipment information specifies the equipment information used to apply markup rules. The equipment information on the workfile transaction must match to use this markup rule. Equipment information includes equipment number, rate group, and rate code.

Note: You can specify a combination of payroll OR equipment information. Payroll and equipment information are mutually exclusive.

18.1.3 Markup Calculations

You can associate any combination of three markup calculations with a minor key. To markup workfile transactions, the system applies the following calculations for a minor key in the following order:

- Rate Override Calculation

  This override rate is multiplied by the number of units from the workfile transaction to calculate the invoice/revenue amount. This calculation is not performed if the number of units is equal to zero.

- Percentage Markup Calculation

  This percent is multiplied by the cost amount from the workfile transaction to calculate the invoice/revenue amount.

- Amount Markup Calculation

  This amount is added to the cost amount from the workfile transaction to calculate the invoice/revenue amount.

18.1.4 Compound Markup

A compound markup results when you relate more than one markup calculation to a minor key.

For example, a source transaction with 10 units might use a minor key with the following markup calculations:

1. Rate override of 50 dollars per unit.
2. Percentage markup of 10 percent.
3. Amount markup of 25 dollars.

The system calculates the compounded markup amount as follows:

1. 10 units X 50 dollars = 500 dollars.
2. (500 dollars X 10 percent) + 500 dollars = 550 dollars.
3. 550 dollars + 25 dollars = 575 dollars.

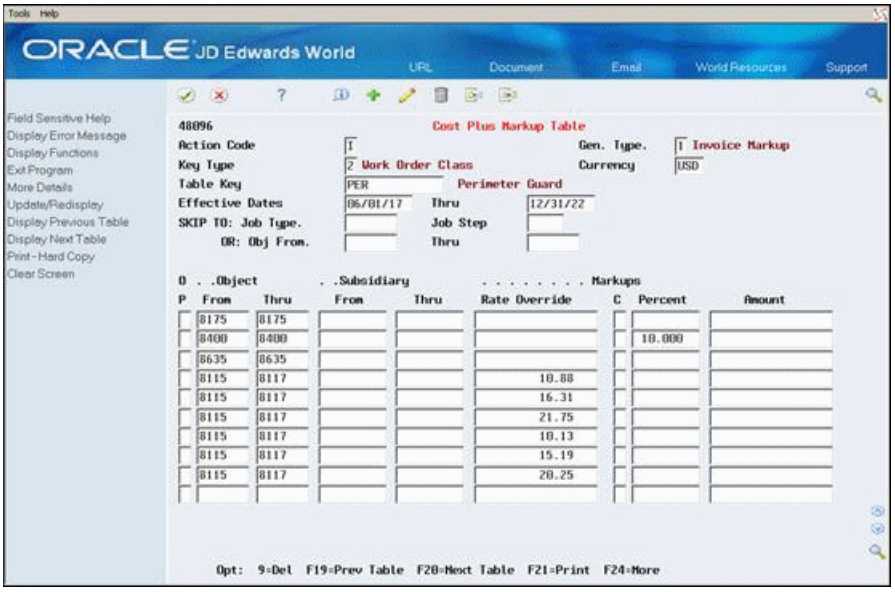
Using the same compound markup rule, a workfile transaction with zero units, but a cost of 200.00 USD uses the following calculation:

1. No rate calculation because there are zero units.
2. (200 dollars X 10 percent) + 200 dollars = 220 dollars.
3. 220 dollars + 25 dollars = 245 dollars.

To define markup rules

On Cost Plus Markup Table

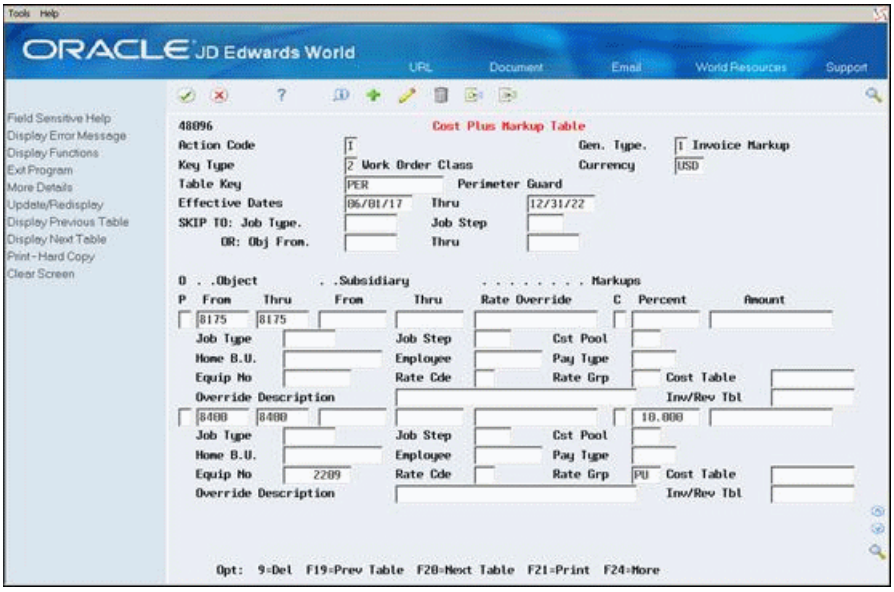
Figure 18–1 Cost Plus Markup Table screen



1. To identify the major key for a markup table, complete the following fields:
   - Generation Type
   - Currency (if applicable)
   - Key Type
   - Table Key
   - Effective Date From
   - Effective Date Thru
2. To specify the account range for the table, complete the following fields:
   - Object From
   - Object Thru
   - Subsidiary From
   - Subsidiary Thru

   If you leave the account range blank, the system applies the markup rule to all account ranges within the major key.
3. To specify the markup calculation, complete one or more of the following fields:
   - Rate Override
   - Cap/Override Rate
   - Percent
   - Amount
4. Choose More Details (F4).

Figure 18–2 Cost Plus Markup Table (Details) screen



5. To specify payroll information for each minor key, complete any of the following fields:

   - Job Type
   - Job Step
   - Cost Pool
   - Home Business Unit
   - Employee
   - Pay Type

6. To specify equipment information for each minor key, complete any of the following fields:

   - Equipment Number
   - Rate Code
   - Rate Group

   Payroll and equipment information are mutually exclusive.

7. Complete the following optional field to override the descriptions from the related source transactions:

   - Override Description

8. To associate component calculations with this markup rule, complete the following fields:

   - Cost Table
   - Invoice/Revenue Table

Field	Explanation
Generation Type (GTYP)	A code the system uses to determine the applicable Cost Plus Markup table when retrieving markup rates. Depending on how you define the billing constants, different markup rules can apply to different amounts. Valid values are: 1 – Apply the markup rule to invoice, revenue, and component amounts. If the billing constants specify that invoice and revenue amounts are always to be equal, the markup rule applies to revenue, invoice, and component amounts. If the billing constants specify that the invoice and revenue amounts can be different, the markup rule applies to revenue, invoice, and component amounts if no Generation Type 2 or 3 rules exist. 2 – Override revenue and component markups are calculated if the Independent Invoice Constant is set to 1. If no component markups are specified, component markups are calculated using the Generation Type 1 rules. 3 – Apply the markup rule to component amounts only. This rule overrides rules in Generation Type 1 and 2 tables. This rule is not dependent upon billing constants settings.
Key Type (TYKY)	A code that the system uses in combination with the table key to locate and edit source and billing detail transactions against the various tables in the Service Billing and Contract Billing systems. Valid key type codes and related tables are: 1 – Work order number - Work Order Master (F4801) 2 – Work order class - User Defined Code (00/W7) 3 – Contract number - Contract Master (F5201) 4 – Parent contract number - Contract Master (F5201) 5 – Customer - Address Book Master (F0101) 6 – Job or business unit - Business Unit Master (F0006) 7 – Job class - User Defined Code (00/11) 8 – Company - Company Constants (F0010) 9 – Default *Form-specific information* The system uses the Key Type field in conjunction with the Table Key field to locate the applicable Cost Plus Markup table for each source transaction from the Account Ledger table (F0911).

Field	Explanation
Table Key (TKEY)	A value that the system uses in combination with the key type to locate and edit source and billing detail transactions against the various tables in the Service Billing and Contract Billing systems. The value you enter in the Key Type field determines the valid values for the Table Key field. For example, if you specify the key type for work order number (1), you must enter a valid work order number from the Work Order Master (F4801) in the Table Key field. The key type you specify also controls the search window that you access from the Table Key field when you use field sensitive help. For example, when you choose Key Type 1, you can use the field sensitive help for the Table Key field to access the Work Order Search window. With Key Type 2, you access the User Defined Codes window for work order class. *Form-specific information* The system uses the Table Key field in conjunction with the Key Type to locate the applicable Cost Plus Markup table for each source transaction from the Account Ledger table (F0911) or workfile transaction from the Billing Workfile (F4812).
Date - Beginning Effective (EFTB)	The date on which an address, item, transaction, or table becomes active or the date from which you want transactions to display. *Form-specific information* This field identifies an effective begin date for a Cost Plus Markup Table. **Note:** The effective dates for Cost Plus Markup tables with the same key values cannot overlap.
Date - Ending Effective (EFTE)	The date on which the item, transaction, or table becomes inactive or the date through which you want transactions to display. *Form-specific information* This field identifies an effective end date for a Cost Plus Markup table. **Note:** The effective dates for Cost Plus Markup tables with the same key values cannot overlap.

Field	Explanation
Currency (CRCD)	A code that indicates the currency of a customer's or a supplier's transactions. *Form-specific information* Specify a currency code in conjunction with the key type, table key, and effective dates to define a major key for your markup table. The system uses the major key to search for the applicable markup table during the workfile generation and re-extension processes. The system retrieves default currency codes for the following key types: ■ Contract - default currency from the Contract Master table (F5201) ■ Parent Contract - default currency from the Contract Master table (F5201) ■ Company - default currency from the Company Information table (F0010) ■ Customer - default currency from the Customer Information table (F0301) ■ Job - default currency from the Business Unit Master table (F0006) ■ Work Order - default currency from the Work Order Master table (F4801) The currency code that you specify in this field controls the decimal display on the Cost Plus Markup Table form. **Note:** The currency code on the markup tables must correspond to the currency code set up for any related component tables.
From/Thru Object and Subsidiary (OBJ/OBJT, SUB/SUBT)	The From and Thru fields for Object and Subsidiary identify the range of billable source accounts.
Markups Rate Override (BRT)	The rate the system uses to markup the revenue amount reflected in the billing of professional services, such as draftsmen, engineers, or consultants fees. This rate does not affect the employee's paycheck. You can use this markup rate as an override rate or as a maximum rate. The Override Rate Calculator for the Total Revenue markup is: (Override Rate * Unit) * (1 + Markup %) + Markup Amount When you specify a Maximum or Cap Rate, the system compares the override rate with the rate from the cost transaction and uses the lower rate as the override rate. *Form-specific information* Enter a markup rate to override an existing rate. For example, if you want a standard consulting fee to be higher than the normal hourly rate, you can type the consulting fee in this field. You can also use the Rate Override to indicate a maximum rate for the entry when you use it in conjunction with the C (Cap) field.

Field	Explanation
Cap or Override Rate (CAP)	A code that indicates whether the associated amount is the override rate or the cap of the rate. Values are: blank – Override Rate. 1 – Cap Rate. If the cost rate is less than the cap rate, the cost rate will be used; if the cost rate is greater than the cap rate, the Cap Rate will be used.
Markup Percent (PERT)	The percentage you use to markup the revenue amount reflected in the billing of professional services, such as draftsmen, engineers, or consultants fees. This percentage rate will not affect the employee's paycheck. This percentage rate is set up in the Cost Plus Markup Table using Generation Type 1 to specify a table for revenue/invoice markup percentage rates. Enter percentages as whole numbers. For example, 50.275% would be entered as 50.275. *Form-specific information* The field lets you include a markup percentage for the amount of revenue recognition. In the billing systems, you can set up a Generation Type 2 Cost Plus Markup table that lets you enter and maintain revenue amounts that are different from the amounts used in invoicing. In Generation Type 2 tables, this field lets you apply a markup rate that will be specific to the revenue recognition amount for the table entry.
Amount (AA)	A number that identifies the amount the system adds to the transaction. For credits, enter a minus sign (-) either before or after the amount. Enter debits with no sign.
Override Description (EXR)	A description, remark, explanation, name, or address retrieved from the following cost (source) transactions: ■ Journal entry (Explanation 2 field) ■ A/P voucher entry (Explanation field) ■ Payroll (pay type description - regular, overtime, and so on) *Form-specific information* A description, remark, explanation, name, or address that you want to apply to the billable detail transaction.
Job Type (JBCD)	A user defined code (07/G) that defines the jobs within your organization. You can associate pay and benefit information with a job type and apply that information to the employees who are linked to that job type.
Job Step (JBST)	A user defined code (07/GS) that designates a specific level within a particular job type. The system uses this code in conjunction with job type to determine pay rates by job in the Pay Rates Table.
Cost Pool (RP12)	Category code 12 associated with the Business Unit Master file (F0006). This is a user defined code (system 00, type 12) for use in flex account mapping and in printing selected information on reports. *Form-specific information* The field lets you identify and search for specific cost resources by geographical or functional groups and apply specific markup instructions to them.

Field	Explanation
Business Unit - Home (HMCU)	The number of the business unit in which the employee generally resides. *Form-specific information* This field tells the system to apply the specified markup rates only to accounts (costs) with the designated home business unit.
Employee (AN8)	A number that identifies an entry in the Address Book system. Use this number to identify employees, applicants, participants, customers, suppliers, tenants, and any other Address Book members.
Pay Type (PRTR)	A code to define the type of pay, deduction, benefit, or accrual. Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999.
Equip No (NUMB)	An 8-digit number that uniquely identifies an asset.
Rate Cde (ERC)	A user defined code (00/RC) that indicates a billing rate, such as DY for daily, MO for monthly, and WK for weekly. You can set up multiple billing rates for a piece of equipment. *Form-specific information* The code lets you apply multiple billing rates per equipment item. For example, you might want to set up a markup for the maintenance on a vehicle that is different from the markup for the cost of gasoline for that same vehicle.
Rate Grp (ACL0)	A user defined code (12/C0) that groups similar items for billing. If you are an Equipment Management client and you use Equipment Billing, you must use this category code for rate group purposes only.
Cost Component (CCR)	A code that identifies a component cost rate table to use for this Cost Plus Markup Table entry. The component table identifies the components and their calculation rules. These component amounts are applied as overhead to the original cost. You set up component tables on the Component Table Definition form.
Inv/Rev Tbl (CRVR)	A code that identifies a component invoice/revenue table to use for this Cost Plus Markup Table entry. The component table identifies the components and their calculation rules. These component amounts are recognized as invoice/revenue in addition to any invoice/revenue markups. The generation type of the Cost Plus Markup Table, in conjunction with the value set up for the Independent Invoicing flag in the Billing Constants, will determine whether this is a component table for invoice amounts or revenue amounts, or both. You set up component tables on the Component Table Definition form.

18.1.5 What You Should Know About

Topic	Description
Default markup rules	The system uses default markup rules to calculate the markup amounts for transactions that do not match the key values for any specific markup rules. You can define two types of default markup rules: ■ Major key ■ Minor key For a major key default markup rule, specify 9 for a key type and *ALL for the table key. For a minor key default markup rule, leave the account range blank and specify a markup calculation.
Source transactions without markup	If you do not want to markup a source transaction, the system processes it at cost. To include a source transaction in the Billing Workfile at cost, you must include the following for the markup rules: ■ An account range that includes the account associated with the transaction ■ Blank fields for the markup calculations Otherwise, the system marks up the transaction using a default markup rule or the default percentage in the system constants.
Markup rate cap	If you want to force a comparison between the rate override and the per unit rate of the source transaction, you can use the Markup Rate Cap field. The system uses the lower of the two rates.
Multi-currency	The currency code that you set up for your markup tables must correspond to the currency code that you set up for any related component tables. See Section 20.3, "Adding Component Codes to Derivation Rules."
Printing Cost Plus Markup Rules	You can print a report showing the markup rules using the Cost Plus Markup Listing (P48596) on the Contract Billing Table Information menu (G4843).

18.1.6 Cost Plus Markup Listing

Figure 18–3 Cost Plus Markup Listing report (1 of 4)

```
48596                                        J.D. Edwards & Company                                    Page - . . .    1
                                              Cost Plus Markup Listing                                   Date - . . .   4/24/08
  Key Type . . . . 6 Job or Business Unit                                Generation Type . 1 Invoice Markup
  Table Key. . . .        10011 Grand Avenue Gallery                    Currency Code . . USD
  Start Effective Date  01/01/17     Ending Effective Date  12/31/18
            . .Object. .      . . Subsidiary . .    . . Job. . .          . . . . . . . Markups. . . . . . . . . .
             From   Thru        From       Thru      Type   Step          Rate Override      C   Percent      Amount
           ---------------   ------------------   ------------   ----------------------------------------------------------
           1351     1351     NG         NG                                       2.00
           Home Business Unit .               Labor Pool . . .        Pay Type . . . .             Employee . . . .
           Equipment Number . .               Rate Code. . . .        Rate Group . . .             Cost Table . . .
           Override Description . .                                                                Bill Table . . . OVERHEAD
            . .Object. .      . . Subsidiary . .    . . Job. . .          . . . . . . . Markups. . . . . . . . . .
             From   Thru        From       Thru      Type   Step          Rate Override      C   Percent      Amount
           ---------------   ------------------   ------------   ----------------------------------------------------------
           1351     1351     C          C                                        8.00
           Home Business Unit .               Labor Pool . . .        Pay Type . . . .             Employee . . . .
           Equipment Number . .               Rate Code. . . .        Rate Group . . .             Cost Table . . .
           Override Description . .                                                                Bill Table . . . OVERHEAD
            . .Object. .      . . Subsidiary . .    . . Job. . .          . . . . . . . Markups. . . . . . . . . .
             From   Thru        From       Thru      Type   Step          Rate Override      C   Percent      Amount
```

Figure 18–4 Cost Plus Markup Listing report (2 of 4)

```
---------------   -----------------   -----------   ----------------------------------------------------
1351     1351     M          M                                 16.15
Home Business Unit .                   Labor Pool . . .         Pay Type . . . .          Employee . . . .
Equipment Number . .                   Rate Code. . . .         Rate Group . . .          Cost Table . . .
Override Description . .                                                                  Bill Table . . . OVERHEAD
 . .Object. .      . . Subsidiary . .   . . Job. . .          . . . . . . . Markups. . . . . . . . . .
  From   Thru       From       Thru      Type   Step          Rate Override     C   Percent     Amount
---------------   -----------------   -----------   ----------------------------------------------------
1352     1352     T1         T1                                 2.25
Home Business Unit .                   Labor Pool . . .         Pay Type . . . .          Employee . . . .
Equipment Number . .                   Rate Code. . . .         Rate Group . . .          Cost Table . . .
Override Description . .                                                                  Bill Table . . . OVERHEAD
 . .Object. .      . . Subsidiary . .   . . Job. . .          . . . . . . . Markups. . . . . . . . . .
  From   Thru       From       Thru      Type   Step          Rate Override     C   Percent     Amount
---------------   -----------------   -----------   ----------------------------------------------------
1352     1352     T2         T2                                 5.25
Home Business Unit .                   Labor Pool . . .         Pay Type . . . .          Employee . . . .
Equipment Number . .                   Rate Code. . . .         Rate Group . . .          Cost Table . . .
Override Description . .                                                                  Bill Table . . . OVERHEAD
```

Figure 18–5 Cost Plus Markup Listing report (3 of 4)

```
48596                                     J.D. Edwards & Company                               Page - . . .    2
                                          Cost Plus Markup Listing                             Date - . . .  4/24/08
 . .Object. .      . . Subsidiary . .   . . Job. . .          . . . . . . . Markups. . . . . . . . . .
  From   Thru       From       Thru      Type   Step          Rate Override     C   Percent     Amount
---------------   -----------------   -----------   ----------------------------------------------------
1352     1352     T3         T3                                 12.00
Home Business Unit .                   Labor Pool . . .         Pay Type . . . .          Employee . . . .
Equipment Number . .                   Rate Code. . . .         Rate Group . . .          Cost Table . . .
Override Description . .                                                                  Bill Table . . . OVERHEAD
 . .Object. .      . . Subsidiary . .   . . Job. . .          . . . . . . . Markups. . . . . . . . . .
  From   Thru       From       Thru      Type   Step          Rate Override     C   Percent     Amount
---------------   -----------------   -----------   ----------------------------------------------------
1353     1353     AF         AF                                 12.00
Home Business Unit .                   Labor Pool . . .         Pay Type . . . .          Employee . . . .
Equipment Number . .                   Rate Code. . . .         Rate Group . . .          Cost Table . . .
Override Description . .                                                                  Bill Table . . . OVERHEAD
 . .Object. .      . . Subsidiary . .   . . Job. . .          . . . . . . . Markups. . . . . . . . . .
  From   Thru       From       Thru      Type   Step          Rate Override     C   Percent     Amount
---------------   -----------------   -----------   ----------------------------------------------------
1353     1353     BC         BC                                 15.00
Home Business Unit .                   Labor Pool . . .         Pay Type . . . .          Employee . . . .
Equipment Number . .                   Rate Code. . . .         Rate Group . . .          Cost Table . . .
Override Description . .                                                                  Bill Table . . . OVERHEAD
 . .Object. .      . . Subsidiary . .   . . Job. . .          . . . . . . . Markups. . . . . . . . . .
  From   Thru       From       Thru      Type   Step          Rate Override     C   Percent     Amount
---------------   -----------------   -----------   ----------------------------------------------------
1353     1353     SPEC       SPEC                               22.50
Home Business Unit .                   Labor Pool . . .         Pay Type . . . .          Employee . . . .
Equipment Number . .                   Rate Code. . . .         Rate Group . . .          Cost Table . . .
Override Description . .                                                                  Bill Table . . . OVERHEAD
 . .Object. .      . . Subsidiary . .   . . Job. . .          . . . . . . . Markups. . . . . . . . . .
  From   Thru       From       Thru      Type   Step          Rate Override     C   Percent     Amount
---------------   -----------------   -----------   ----------------------------------------------------
1341     1341                                                   30.00
Home Business Unit .                   Labor Pool . . .         Pay Type . . . .          Employee . . . .
Equipment Number . .                   Rate Code. . . .         Rate Group . . .          Cost Table . . .
Override Description . . Labor                                                            Bill Table . . .
```

Figure 18–6 Cost Plus Markup Listing report (4 of 4)

```
48596                                     J.D. Edwards & Company                               Page - . . .    3
                                          Cost Plus Markup Listing                             Date - . . .  4/24/08
 . .Object. .      . . Subsidiary . .   . . Job. . .          . . . . . . . Markups. . . . . . . . . .
  From   Thru       From       Thru      Type   Step          Rate Override     C   Percent     Amount
---------------   -----------------   -----------   ----------------------------------------------------
1342     1342                                                   45.00
Home Business Unit .                   Labor Pool . . .         Pay Type . . . .          Employee . . . .
Equipment Number . .                   Rate Code. . . .         Rate Group . . .          Cost Table . . .
Override Description . . Labor - Rush                                                     Bill Table . . .
```

See Also :

- Section 6.4, "Changing the Transaction Markup,"
- Appendix C, "Accounting for the Billing Cycle."

18.1.7 Processing Options

See Section 27.10, "Cost Plus Mark-Up (P48096)."

19

Define Component Rules

This chapter contains the topic:

- Section 19.1, "Defining Component Rules."

19.1 Defining Component Rules

Navigation

From Work Order/Service Billing Processing (G48), enter 29

From Table Information (G4843), choose Component Table (P4860)

From Table Information (G4843), choose Cost Plus Markup Table (P48096)

Components are a type of markup that the system calculates based on amounts and units. For example, the billing for labor might include a component to partially offset the cost of borrowing money. Component rules work in conjunction with markup rules. After you set up a component rule, you must associate it with a markup rule for the system to automatically calculate the component.

When you accumulate costs, the system calculates the component amount using the component rules you define to create component transactions. Component transactions are always associated with a parent workfile transaction. The system assigns both transaction types the same billing control ID number and a component link number that associates each component calculation with its related workfile transaction.

Component tables allow you to set up provisional burdens which are attached at the billing detail transaction level. You can base the component calculations on the cost, invoice (including taxes), and/or revenue amounts of the base billing detail transaction.

For example components based on the cost amount allow you to apply additional overhead to costs that the organization incurs. Components based on the invoice amount allow you to apply charges in addition to the markup amount for billing.

You control the amount basis for this calculation in the detail area of the Cost Plus Markup table. When you enter the name of the component table in the Cost Table field, the system bases all calculation on the cost amount. Similarly, when you enter the name of the component table in the Invoice/Revenue Table field, the system bases all calculations on the invoice or revenue amounts, depending on the generation type of the Cost Plus Markup table and the setting for the Journal Generation Control code in the system constants.

You define component rules using the following information:

- A name to identify a set of component calculation rules
- Currency Code (multi-currency environments only)
- An effective date range
- One or more calculation rules based on an amount, a unit rate, or both

19.1.1 Compound Components

You can cross-reference component calculation rules to define compound components. For example, a 2 percent component rate might be cross-referenced to a 40 percent component rate. The system calculates the component amount for a cost of 1000 as follows:

1. 1000 X 2 percent = 20
2. 1000 X 40 percent = 400
3. 400 X 2 percent = 8

   The total cost plus the component amounts are calculated as follows:

4. 1000 + 20 + 400 + 8 = 1428

You can include unit-based component calculation rules in a cross-reference, but you cannot use them as the basis for your cross-reference information.

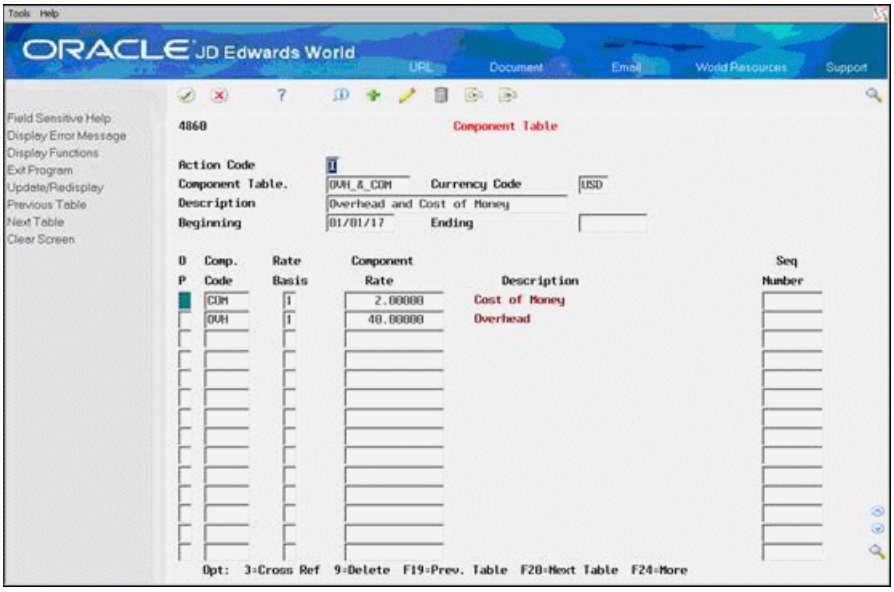
19.1.2 Before You Begin

- Set up the user defined code table (system 48, code CM) with the codes that you want to use to identify individual component calculation rules on the Component Table form

  See Also:

  - Section 5.2.5, "Reviewing Component Transactions" for more information about components and workfile transactions,
  - Section 20.3, "Adding Component Codes to Derivation Rules,"
  - Section 18.1.6, "Cost Plus Markup Listing."

Figure 19–1 Component Table screen



To define component calculation rules

On Component Table

1. To identify a specific set of component calculation rules, complete the following fields:
   - Component Table
   - Description
2. If you work in a multi-currency environment, complete the following field:
   - Currency Code
3. To specify effective dates for the rules, complete the following optional fields:
   - Beginning
   - Ending
4. To define one or more component calculation rules, complete the following fields:
   - Component Code
   - Rate Basis
   - Component Rate

Field	Explanation
Component Table (CTBL)	A user-specified code that identifies a set of component rules. If you work in a multi-currency environment, the system displays only the codes that are related to markup tables with the same currency code in the Component Table Selection window.

Field	Explanation
Currency Code (CRCD)	A code that indicates the currency of a customer's or a supplier's transactions. *Form-specific information* Specify a currency code in conjunction with the component table and effective dates to identify a set of component rules. The currency code that you specify in this field controls the decimal display on the Component Table form.
Beginning (EFTB)	The date on which an address, item, transaction, or table becomes active or the date from which you want transactions to display.
Ending (EFTE)	The date on which the item, transaction, or table becomes inactive or the date through which you want transactions to display.
Comp Code (CCOD)	A component code identifies a provisional burden that is accounted for at the billing detail transaction level.
Component Rate Basis (UORC)	A code that determines whether the calculation of the components is based on the unit(s) or amount(s) of the base billing detail transaction. 1 – Amount Basis. The number in the Component Rate field is treated as a percentage. The system calculates the component amount by multiplying the component rate percentage by the cost, invoice or revenue amount from the base billing detail transaction. 2 – Unit Basis. The number in the Component Rate field is treated as a flat amount. The system calculates the component amount by multiplying the component rate flat amount by the number of units from the base billing detail transaction. **Note:** You can enter C for 1 or U for 2.
Component Rate Percent (CRTP)	The rate that the system applies when it creates the individual component records. This field can be either a percentage or a flat amount, depending on the value entered in the "Component Rate Basis" (UORC) field. If the component rate basis is units, then the component rate is a flat amount which is multiplied by the number of units from the base billing detail transaction. If the component rate basis is amount, then the component rate is a percentage which is multiplied by the cost, invoice, or revenue amount from the base billing detail transaction.

19.1.3 What You Should Know About

Topic	Description
Multi-currency	The currency code that you set up for your component tables must correspond to the currency code that you set up for any related markup tables. See Section 18.1, "Defining Markup Rules."

To set up compound components

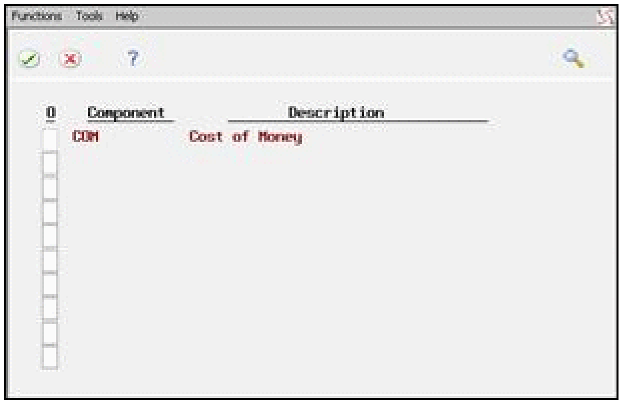
On Component Table

1. To locate a set of component rules, complete the following field:

- Component Table

2. Choose Cross Reference (Option 3) for a specific component calculation rule.

Figure 19–2 Component Cross Reference screen



3. On Component Cross Reference, choose Select for Cross Reference (Option 4) for each component calculation rule that you want to include in the cross-reference.

   A component link number associates component calculations with its related workfile transaction.

> **Note:** You can include only previously defined component calculation rules in your cross-reference information.

The system highlights the Option field on Component Table for component calculation rules that include cross-reference information.

19.1.4 Component Table - Cross Reference Edit Report

Figure 19–3 Component Table - Cross Reference Edit report (1 of 2)

```
 4860P                                       J.D. Edwards & Company                                  Page No. . .    1
                                   Component Table - Cross Reference Edit                            Date - . . .  4/16/08
Component Table: OVERHEAD   Overhead for Materials
Start Date      : 01/01/17   Ending Date:
Currency Code. . BEF
Component          Component               Component   Rate    Component
  Code            Description                Rate      Basis   Cross Ref
--------- ------------------------------ ------------ -----   ---------
  OVH     Overhead                             .05000    1
 4860P                                       J.D. Edwards & Company                                  Page No. . .    2
                                   Component Table - Cross Reference Edit                            Date - . . .  4/16/08
Component Table: OVERHEAD   Overhead for Materials
Start Date      : 01/01/17   Ending Date: 12/31/17
```

Figure 19–4 Component Table - Cross Reference Edit report (2 of 2)

```
Currency Code. . USD
Component          Component               Component   Rate    Component
  Code            Description                Rate      Basis   Cross Ref
--------- ------------------------------ ------------ -----   ---------
  OVH     Overhead                             .05000    1
```

19.1.5 What You Should Know About

Topic	Description
Printing Component Rules	You can print a report showing the component rules using the Component Table Listing (P4860P) on the Contract Billing Table Information menu (G4843).

20

Account Derivation Rules

This chapter contains these topics:

20.1 Defining Account Derivation Rules

Navigation

From Work Order/Service Billing Processing (G48), enter 29

From Work Order/Service Billing Setup (G4841), choose Table Information

From Table Information (G4843), choose Account Derivation Table (P48196)

Before you generate accounting entries in preliminary or final mode, you must define accounting rules for T&M billing lines in the Account Derivation Table. You can choose to use the Account Derivation Table for non-T&M billing lines, as well.

These accounting rules are the links between your day-to-day accounting functions, chart of accounts, and financial reports. The system uses the account derivation rules to determine how to distribute G/L entries that the system generates. For example, the account derivation rules identify how to record the transaction when you invoice a customer for goods or services rendered.

The billing system accesses account derivation rules when you generate journals. You define account derivation rules to indicate to the system:

- Which workfile transactions you are journaling
- How you want specific transactions processed
- Where to direct the resulting journal entries

20.2 About Defining Account Derivation Rules

You must define separate rules with a unique combination of key values for each journal process as it relates to revenue recognition and billing.

You specify the following key values to define account derivation rules:

- Table type
- Key type

- Table key
- Effective dates
- Source object and subsidiary account ranges

20.2.1 Table Types

The system uses table types to create journal entries based on the value you specify for the Journal Generation Control field in the system constants. The table types relate directly to the business needs of your company. When you define account derivation rules, you can specify the following table types, depending on your system constants:

	Account Derivation Table
Journal Generation Control Constant	**Table Types**
1 - Invoicing Only	3 - Actual Revenue (credit)
2 - Revenue recognition only	1 - Unbilled Revenue (credit) 3 - Unbilled Accounts Receivable (debit)
3 - Revenue recognition and invoicing	1 - Actual Revenue (credit) 3 - Unbilled Accounts Receivable (debit during revenue recognition, credit during invoicing)
4 - Revenue recognition and invoicing, with revenue reconciliation	1 - Unbilled Revenue (credit during revenue recognition, debit during reconciliation) 2 - Actual Revenue (credit during reconciliation) 3 - Unbilled Accts Receivable (debit during revenue recognition, credit during invoicing, debit and credit during reconciliation)

20.2.2 Key Types and Table Keys

Key types are hard coded values that you specify in combination with table keys. The system uses the key type and table key to determine whether the account derivation rule applies to a specific transaction.

For example, if the key type is work order number, the table key must be a specific work order number. If you have three work orders that require different account derivation rules, you must set up three different account derivation rules, each with work order number as the key type and a specific work order number as a table key. The system matches the key type and table key with the information in individual transactions and applies the correct account derivation rules.

20.2.3 Types of Account Derivation Rules

You can define the following types of account derivation rules:

- Base
- Reallocation

Base Rules

Base account derivation rules indicate which accounts you want the system to use when creating journal entries for the revenue recognition and billing processes. The value you choose for the Journal Generation Control field in the system constants

determines the table types for the account derivation rules and which journal entries the system creates for the base rule.

The system uses the base rule to create journals for the total of the base and component amounts. You must define a base rule for every key value combination you set up on the Account Derivation Table form.

Reallocation Rules

You use reallocations to move amounts from one account to another. A reallocation consists of al least two offsetting reallocation rules that must balance. The first reallocation rule is an offset journal entry that represents a reduction to the base amount. The second reallocation rule is a journal entry that represents an increase to the new account.

Your company might have many different reasons for using reallocation rules. For example, you might define reallocation rules when you want to change the costs for a work order from a work-in-process account to a cost-of-sales account. You can also define reallocation rules if the costs for a work order come from several departments within your company and you want the resulting revenue to be split among the departments.

20.2.4 Before You Begin

- Set the value of the Journal Generation Control in the system constants.

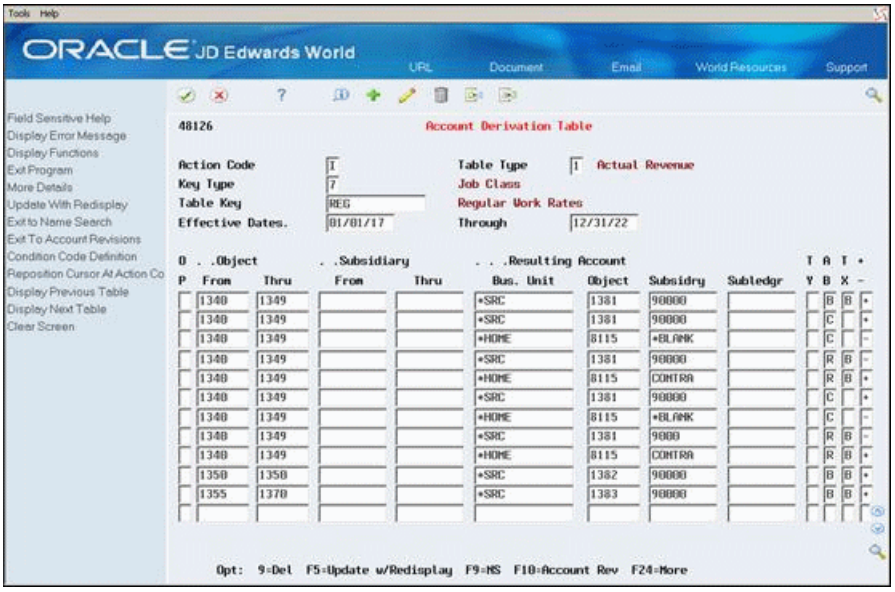
See Also:

- Appendix D, "Retrieval Reference Codes"for more information about journal processes.

To define a base rule

On Account Derivation Table

Figure 20–1 Account Derivation Table screen



1. Complete the following fields:
   - Table Type

- Key Type
- Table Key
- Object From
- Object Thru

2. Complete the following optional fields:

   - Effective Date From
   - Effective Date Thru
   - Subsidiary From
   - Subsidiary Thru

   If you leave these optional fields blank, the rule applies to all dates and subsidiaries.

3. To specify the accounts for which the system creates journal entries, complete any of the following fields:

   - Business Unit
   - Object
   - Subsidiary
   - Subledger
   - Subledger Type

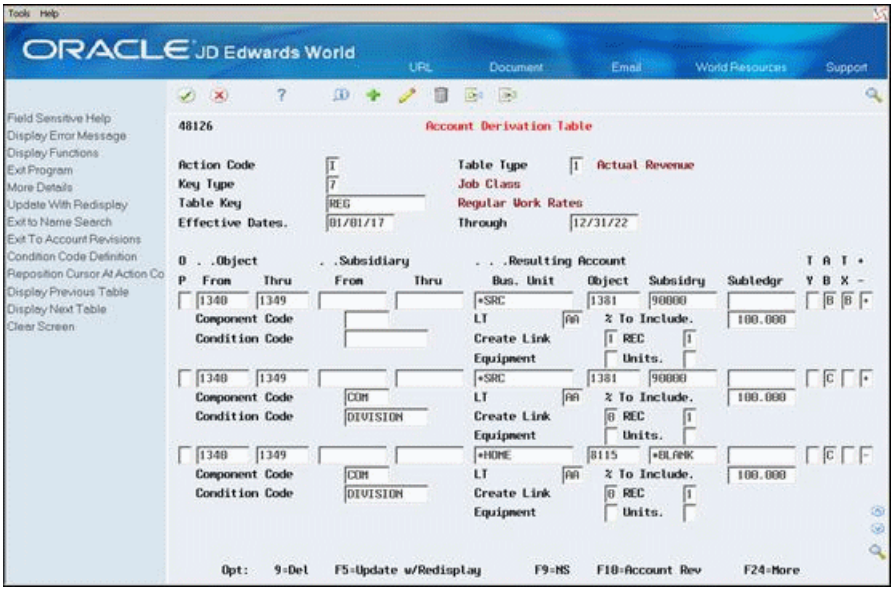
4. Complete the following fields:

   - Table Amount Basis (AB)
   - Split Amount Basis (TX)
   - Positive/Negative

   Leave these fields blank if you want the system to assign the default values that define a base rule.

5. Choose More Details (F4).

Figure 20–2 Account Derivation Table (Details) screen



6. To further define the base rule, complete any of the following optional fields:

- Create Link
- Equipment
- Units

Field	Explanation
Table Type (TBTY)	This field tells the system how to process the entries in this table. The Journal Generation Control Flag in the system constants controls the table setup and journal processing.

Field	Explanation
Key Type (TYKY)	A code that the system uses in combination with the table key to locate and edit the source and workfile transactions against the various tables and user defined codes in the Service Billing and Contract Billing systems. Valid key type codes and their related tables or user defined codes are: 1 – Work order number - Work Order Master (SBL, F4801) 2 – Work order class - User Defined Code 00/W7 (WR07, F4801) 3 – Contract number - Contract Master (DOCO, F5201) 4 – Parent contract number - Contract Master (PCTN, F5201) 5 – Customer - Contract Master (AN8O, F5201) 6 – Job or business unit - Business Unit Master (MCU, F0006) 7 – Job class - User Defined Code(00/11 (RP11, F0006) 8 – Company - Company Constants (CO, F0010) 9 – Default Program-Specific Information The system uses the Key Type field in conjunction with the Table Key field to locate the applicable Account Derivation table for each transaction that is in the Billing Workfile (F4812). The date on which an address, item, transaction, or table becomes active or the date from which you want transactions to display. Program-Specific Information
Effective Start Date (EFTB)	This field identifies a begin date for an Account Derivation table. **Note:** The effective dates for Account Derivation tables with the same key values cannot overlap.
Effective End Date (EFTE)	The date on which the item, transaction, or table becomes inactive or the date through which you want transactions to appear. Program-Specific Information
Object From/Through (OBJ/OBJT)	This field identifies an effective end date for an Account Derivation table. **Note:** The effective dates for Account Derivation tables with the same key values cannot overlap.
Subsidiary From/Through (SUB/SUBT)	The object account range for which the rule applies. The subsidiary account range for which the rule applies. If both fields are blank, then all subsidiaries are included in the range.

Field	Explanation
Resulting Business Unit (MCUN)	This field determines the business unit for the resulting transactions. You can specify a business unit or use one of the following values: blank - The business unit from the default revenue account in the master information for the customer. *SRC - The business unit from the source transaction. *WO - The charge-to business unit from the master information for the work order. *HOME - The home business unit (HMCU) from the source transaction. If no home business unit exists, the system uses the business unit from the source transaction. *PROJ - The project number (MCUS) from the master information for the job. *CO - The company number from the source transaction. *HOST - The host business unit (JMCU) from the master information for the contract. *EHMCU - The responsible business unit from the master information for the equipment.
Resulting Object Account (OBJN)	This field determines the object account for the resulting transactions. You can use one of the following methods: ■ Specify an object account. ■ Use an asterisk (*) as a positional wildcard in a definition that relates to the source transaction. For example, the object from the source transaction is 3106. If you define the object account for the resulting transaction as 4***, the resulting object account is 4106. ■ Use one of the following values: blank - The object account from the default revenue account in the master information for the customer *SRC - The object account from the source transaction
Resulting Subsidiary (SUBN)	This field determines the subsidiary for the resulting transactions. You can specify a subsidiary or use one of the following values: blank - The subsidiary from the default revenue account in the master information for the customer. *BLANK - The subsidiary is blank for the resulting transactions. *SRC - The subsidiary from the source transaction. *WO - The cost code (subsidiary) from the master information for the work order.
Resulting Subledger/Subledger Type (SBLN/SBLT)	This field determines the subledger and subledger type for the resulting transactions. You can specify a subledger and subledger type or use one of the following values: *SRC - The subledger and subledger type from the source transaction *WO - The work order number and the subledger type W *CUST - The address number for the customer and the subledger type A *CC - The business unit from the source transaction and the subledger type C

Field	Explanation
Amount Basis (AMBS)	A code that identifies the amount to post to the resulting account. The amount comes from the billing detail transaction in the Billing Workfile (F4812). Valid codes are: B – Base amount (The base amount represents either the revenue or invoice amount, depending on the type of processing you choose and on the stage of journal processing.) C – Cost amount I – Invoice amount M – Margin amount (Revenue minus Cost) N – Net margin (Invoice amount minus Cost) R – Revenue amount If you leave this field blank, the system automatically enters B.
Split Amount Basis (TX) (TSBS)	This field tells the system how to split the amount identified in the Amount Basis field for the resulting accounts it creates. blank – Used with Cost, Margin, or Net Amount Basis. (These amount fields cannot be logically split into a taxable amount and a tax amount). B – Invoice Amount + Tax OR Revenue Amount A – Taxable Invoice Amount Only T – Tax Only
Ledger Type (LT)	A user defined code (09/LT) that specifies the type of ledger, such as AA (Actual Amount), BA (Budget Amount), or AU (Actual Units). You can set up multiple, concurrent accounting ledgers within the general ledger to establish an audit trail for all transactions. *Form-specific information* On this screen, the code tells the system the ledger type to which the resulting transactions should be sent. If you leave this field blank, the system automatically enters AA.
Create Link (LINK)	A value that allows you to link an amount and the associated revenue transaction created by the Account Derivation table to the Billing Workfile (F4812) transaction from which it originated. This historical linkage information (F48912) lets you track costs and revenues using customized reports and inquiries. The G/L Linkage file (F48912) contains information linking the Account Ledger (F0911) and Billing Workfile/Billing Workfile History (F4812/F4812H) tables. Valid values are: 0 - Do not create link. 1 - Create link.
Equipment Number (EQCF)	Use this field to control the update of the equipment number on the Account Ledger (F0911) accounting entry. Valid values are: Blank - Do not update the equipment number on the accounting entry. 1 - Use the number of the Equipment Worked to update the asset number on the accounting entry. 2 - Use the number of the Equipment Worked On to update the asset number on the accounting entry.

Field	Explanation
Units (UNCF)	Use this field to control whether the system records units on the Account Ledger (F0911) accounting entry. Valid values are: Blank – Do not record units on the accounting entry. 1 – Record units on the accounting entry.

20.2.5 What You Should Know About

Topic	Description
Setting up default account derivation rules	On Account Derivation Table, complete the steps for setting up an account derivation rule. Include the following information: ■ Key Type of 9. ■ Table Key of *ALL. ■ Leave the From and Thru fields for the minor key blank. In this case, the system assigns *DFT to the Object From field to indicate that all objects and subsidiaries are eligible for the table. You should create a default rule for each table type that your billing process requires. The system uses a default table to process the transactions that do not match the key values of other rules. **Caution:** If you do not define a default table, the system can create journals that do not balance.
Associating equipment with journal entries	When you enter an equipment number to associate a piece of equipment with a journal entry, the system uses the responsible business unit of the equipment.

To define reallocation rules

On Account Derivation Table

1. To locate the base rule from which you want to reallocate, complete the following fields:
   - Table Type
   - Key Type
   - Table Key
   - Effective Dates
2. Complete the following fields for the reallocation rule:
   - Object From
   - Object Thru
   - Subsidiary From
   - Subsidiary Thru

   The account ranges for the reallocation rule must be identical to the range for the base rule.
3. To define the reallocation rule that reduces the base, complete the following fields:
   - Business Unit
   - Object

- Subsidiary
- Subledger
- Subledger Type
- Table Amount
- Split Amount Basis
- Positive/Negative (populate with a negative (-))

4. Choose More Details (F4).
5. To further define the reallocation rule, complete any of the following fields:
   - Component Code
   - Condition Code
   - Ledger Type

   The values you enter in these fields must be identical to the values you use to define the offsetting reallocation rule.
6. Complete any of the following optional fields:
   - Percent to Include
   - Create Link
   - Equipment
   - Revenue Entry Control
   - Units
7. On the next blank line, complete steps 2 through 6 to define the offsetting reallocation rule.

   You must define at lease one positive and one negative reallocation rule for each amount basis and split basis for a reallocation to balance.
8. Use the Change action.

20.3 Adding Component Codes to Derivation Rules

If you want the system to create separate journal entries for component amounts, you can assign a component code to an account derivation rule.

To add component codes to account derivation rules

On Account Derivation Table.

1. Complete the following fields to locate a specific reallocation rule:
   - Table Type
   - Key Type
   - Table Key
   - Effective Date From
2. Choose More Details.
3. Complete the following field to specify the component code for the component calculation rule you want to add:
   - Component Code (Comp)

You cannot add a component code to a base rule.

4. Use the Change action.

20.3.1 What You Should Know About

Topic	Description
Percentage reallocations	You can reallocate any portion of the base amount, up to 100%, to one or more accounts. For example, you might want to reallocate the tax portion of a base to a different account. To do this, you use the Percent To Include field. The percent by which you reduce the base amount must equal the percent that you reallocate.
Creating journals for base and component amounts	The system uses the base rule to create journal entries for the total of the base and component amounts. If you want the system to create separate journal entries for component amounts, you can assign a component code to a reallocation rule.
Conditional reallocation rules	If you want the system to create journal entries only under certain conditions, you can specify conditions for a reallocation rule. For example, if you want to create journal entries only when a workfile transaction's home business unit does not equal its source business unit, you can set up a condition. Before you can specify a condition for a reallocation rule, you must set up condition codes. **Note:** If you use conditional reallocation rules, the Journal Generation programs for Revenue Recognition and Billing require additional processing time. See Section 21.1, "Setting Up Condition Codes."
Printing Account Derivation Rules	You can print a report showing the account derivation rules using the Account Derivation Table Listing (P48126P) on the Service Billing Table Information menu (G4843).

20.3.2 Account Derivation Table Listing Report

Figure 20–3 Account Derivation Table Listing report (1 of 2)

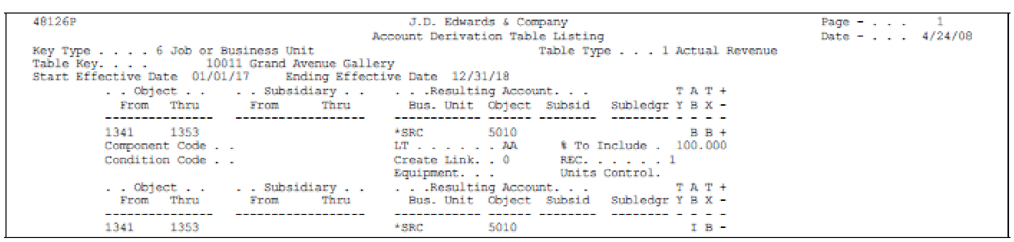
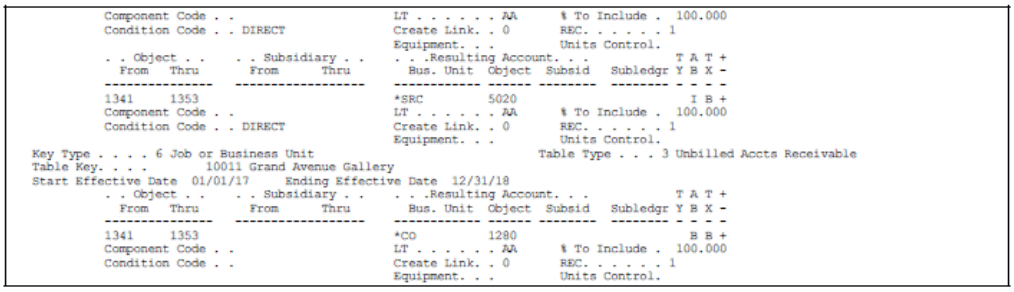

```
48126P                              J.D. Edwards & Company                              Page - . . .    1
                                  Account Derivation Table Listing                      Date - . . .  4/24/08
Key Type . . . . 6 Job or Business Unit                         Table Type . . . 1 Actual Revenue
Table Key. . . .       10011 Grand Avenue Gallery
Start Effective Date  01/01/17     Ending Effective Date  12/31/18
          . . Object . .     . . Subsidiary . .    . . .Resulting Account. . .            T A T +
            From   Thru        From       Thru        Bus. Unit  Object  Subsid   Subledgr Y B X -
          ---------------   ------------------    ------------ ------ --------  -------- - - - -
          1341     1353                           *SRC         5010                          B B +
          Component Code . .                      LT . . . . . . . AA       % To Include .  100.000
          Condition Code . .                      Create Link. . 0        REC. . . . . . 1
                                                  Equipment. . .          Units Control.
          . . Object . .     . . Subsidiary . .    . . .Resulting Account. . .            T A T +
            From   Thru        From       Thru        Bus. Unit  Object  Subsid   Subledgr Y B X -
          ---------------   ------------------    ------------ ------ --------  -------- - - - -
          1341     1353                           *SRC         5010                          I B -
```

Figure 20–4 Account Derivation Table Listing report (2 of 2)



```
          Component Code . .                    LT . . . . . AA      % To Include .  100.000
          Condition Code . . DIRECT             Create Link. . 0     REC. . . . . 1
                                                Equipment. . .       Units Control.
          . . Object . .    . . Subsidiary . .  . . .Resulting Account. . .          T A T +
            From   Thru      From      Thru      Bus. Unit  Object  Subsid   Subledgr Y B X -
          ---------------   ----------------    ---------- ------ --------  -------- - - - -
          1341     1353                         *SRC         5020                     I B +
          Component Code . .                    LT . . . . . AA      % To Include .  100.000
          Condition Code . . DIRECT             Create Link. . 0     REC. . . . . 1
                                                Equipment. . .       Units Control.
Key Type . . . . 6 Job or Business Unit                            Table Type . . . 3 Unbilled Accts Receivable
Table Key. . . .        10011 Grand Avenue Gallery
Start Effective Date  01/01/17     Ending Effective Date  12/31/18
          . . Object . .    . . Subsidiary . .  . . .Resulting Account. . .          T A T +
            From   Thru      From      Thru      Bus. Unit  Object  Subsid   Subledgr Y B X -
          ---------------   ----------------    ---------- ------ --------  -------- - - - -
          1341     1353                         *CO          1280                       B B +
          Component Code . .                    LT . . . . . AA      % To Include .  100.000
          Condition Code . .                    Create Link. . 0     REC. . . . . 1
                                                Equipment. . .       Units Control.
```

20.3.3 Processing Options

See Section 27.11, "Account Derivation Table (P48126)."

21

Set Up Condition Codes

This chapter contains the topic:

- Section 21.1, "Setting Up Condition Codes."

21.1 Setting Up Condition Codes

Navigation

From Work Order/Service Billing Processing (G48), enter 29

From Work Order/Service Billing Setup (G4841), choose Table Information

From Table Information (G4843), choose Account Derivation Table (P48196)

Whenever you create journals for revenue recognition or billing, the system must follow instructions that you set up in the account derivation rules. If you want the system to create journals only under certain conditions, you can specify condition codes for reallocation rules that you define on Account Derivation Table.

For example, if you want the costs for a work order to go to one account and the revenue for the work order to go to another account, but only when the home business unit for the related workfile transactions does not equal the source business unit, you can set up a condition.

You use the Condition Code Revisions form to set up and revise the codes that you apply to your reallocation rules. These codes define the conditions that transactions must meet before the system can create the resulting journal entries specified by the account derivation rules.

When you use condition codes, the system requires additional processing time to test each condition before creating the resulting journal entries.

21.1.1 About Conditions

You use logical operators, retrieval references, and specific values to define the conditions that make up a condition code. Logical operators include and, or, equal, not equal, and so on. Retrieval references direct the system to specific variable information stored in system tables, such as data items. If you set up a condition code with multiple conditions, you use an and/or statement.

For example, you might define a condition as "Business Unit equal to 5001." Equal is the logical operator. The retrieval reference directs the system to the data dictionary item for Business Unit. Finally, 5001 is a specific value that refers the system to a specific business unit in the system. If you assigned a condition code that included this

condition to a reallocation rule, the rule would only apply to transactions that included Business Unit 5001 in the account information.

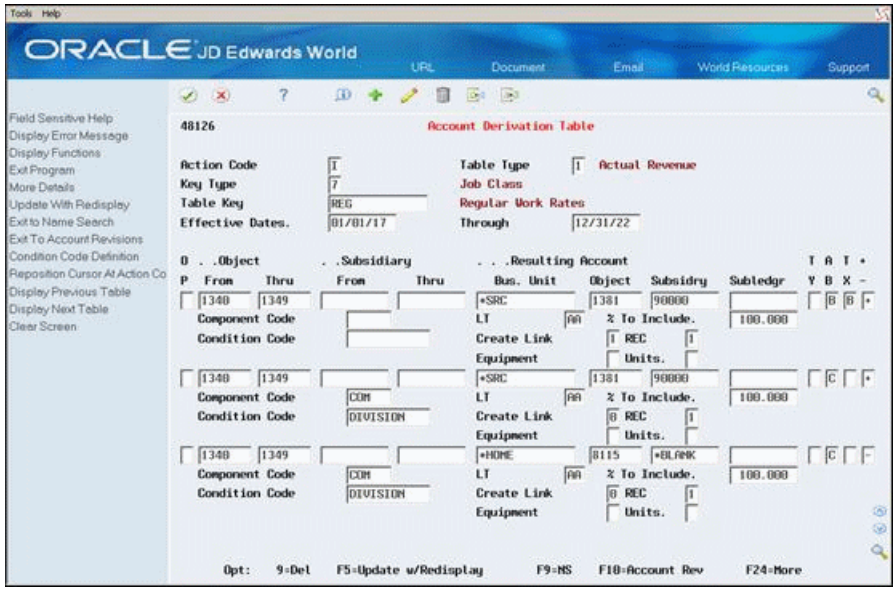
21.1.2 Before You Begin

- Set up the names for your condition codes on the user defined codes table 48/CC

To set up condition codes

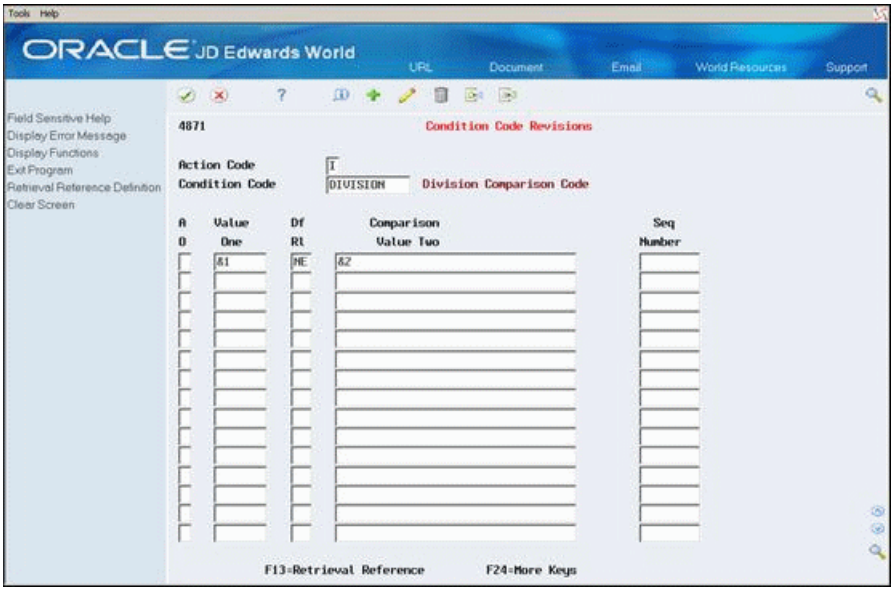
On Account Derivation Table

Figure 21–1 Account Derivation Table screen



1. Complete the following fields to locate a specific reallocation rule:
   - Table Type
   - Key Type
   - Table Key
   - Effective Dates
2. Choose Condition Code Definition (F13).

Figure 21–2 Condition Code Definition screen



3. On Condition Code Revisions (P4871), complete the following field to locate a condition code:
   - Condition Code
4. Complete the following field to define more than one condition for the code:
   - And/Or Selection (AO)
5. Complete the following fields to define the conditions:
   - Value One
   - Relationship (Df Rl)
   - Comparison Value Two
   - Sequence Number (optional)

Field	Explanation
Condition Code (CNDC)	A descriptive name for a condition code. The code represents a set of logical tests of the relationships between specified values. You enter the values and their relationships to test on the Condition Code Revision form. When you use a condition code, all of the specified relationships for that code must exist before the system will create the resulting transactions for the table entry.
And/Or (AO)	A code that determines whether compound data selection logic is based on an A = AND condition or an O = OR condition.
Value One (CMV1)	The information entered in this field will determine the first value in a comparison of two values. This field must contain a Retrieval Reference Number, preceded by an ampersand (&). The retrieved value will then be compared to the value specified in Comparison Value 2 to determine if the relationship entered in the Relationship field is satisfied.

Field	Explanation
Relationship (VALS)	A code that identifies the operands in Boolean logic. You can specify any of the following: EQ – Equal to LT – Less than LE – Less than or equal to GT – Greater than GE – Greater than or equal to NE – Not equal to NL – Not less than NG – Not greater than
Comparison Value Two (CMV2)	This field represents the second of two values that will be compared. You can enter a specific value to be used in the comparison, or you can enter a Retrieval Reference Number, preceded by an ampersand (&). This value will be compared to the value referenced in the Value One field to determine if the relationship specified in the Relationship field is satisfied.

21.1.3 What You Should Know About

Topic	Description
Retrieval references	You must specify a retrieval reference in the Value One field for each condition you define on the Condition Code Revisions form. Use only the retrieval references associated with variable information in system tables. Special retrieval references, such as Add, Total, and Page, do not apply to conditions.
Comparison values	You can specify a retrieval reference or a specific value in the Comparison Value Two field to define a condition. **Note:** If you specify a value in the Comparison Value Two field, you must enter the value using the same format that is used to store the information in the table you specify for the Value One field.
Sequencing conditions	The system applies conditions to transactions in the order that the conditions appear on the Condition Code Revisions form. You can use the Sequence Number field to resequence the order in which the conditions apply to transactions. When you resequence conditions, the system redisplays the conditions in the appropriate order. Conditions for which you do not assign a sequence number appear before sequenced conditions in the order that they were entered on the form.

See Also:

- Section 22.2, "Defining Retrieval References" for more information about defining retrieval reference codes and for more information about retrieval references.

22

Work with Conditional Reallocation Rules

This chapter contains these topics:

22.1 Working with Conditional Reallocation Rules

Navigation

From Contract Billing Processing (G52), enter 29

From Contract Billing System Setup (G5241), choose Table Information

From Table Information (G4843), choose Account Derivation Table (P48196)

Reallocation rules can be dependent on the results of a conditional test. When you specify a test for a conditional reallocation rule, the system must test each condition before it can execute each account derivation rule. This additional processing increases the time it takes for the system to create the resulting journal entries.

Each conditional test can include one or more types of tests the system must execute for the Condition Code before it applies the reallocation rule. To assign a condition code to a reallocation rule, you must determine the following:

- Appropriate journal processing stage for the conditional reallocation
- Base rule associated with the conditional reallocation rule
- Object account range for the workfile transactions associated with the conditional reallocation rule
- Resulting accounts for the conditional reallocation amount
- Applicable amount basis and tax basis for the conditional reallocation rule
- Condition code tests

Working with conditional reallocation rules consists of the following tasks:

- Defining retrieval references
- Setting up condition codes

See Also:

- Appendix A, "Data Models" for a listing of retrieval reference codes and their applicable parameters,
- Appendix B, "Searches for Markup Rules" for the F4812 for a listing of the source information for each field in the Billing Workfile (F4812).

22.2 Defining Retrieval References

You use retrieval references to direct the system to the information stored in various files that you want to include in a conditional reallocation rule.

The information that is stored in system tables is directly related to data items. Each data item corresponds to a particular field in a table. To define retrieval references, you need to know the name and specifications of the data items for the information stored in system tables that you want to print on your invoices.

You can review a list of all the tables from which you can retrieve variable information for your invoices. You can access the File Field Description window to review a list of the names of the data items within a specific table.

When you define retrieval references, you must specify how you want the system to use each reference based on the following information:

- Retrieval code
- Parameters

22.2.1 Retrieval Codes

The retrieval code you specify for a retrieval reference determines the type of reference that you define. You must specify a retrieval code for each retrieval reference. Retrieval codes tell the system what kind of variable information you want the retrieval reference to retrieve and whether you want the system to display the information as is or to use it to perform a calculation. Retrieval codes can also direct the system to a table from which you can retrieve variable information that is related to a specific data item.

22.2.2 Parameters

You use parameters in combination with retrieval codes to further define a retrieval reference. For example, you might define parameters for a retrieval code to specify:

- Names of data items within a specific table
- Mathematical applications, such as add
- The code for another retrieval reference

You can assign up to five parameters for a retrieval reference. The number of parameters you are required to specify for a retrieval reference depends on the retrieval code for the reference.

Each retrieval code has different parameter requirements. To determine whether a specific retrieval code requires parameters, choose Field Sensitive Help (F1) for the first parameter. After you define the first parameter, continue choosing Field Sensitive Help for the subsequent parameters. When you choose Field Sensitive Help for the first parameter that is not required for the retrieval code, the system displays the following message:

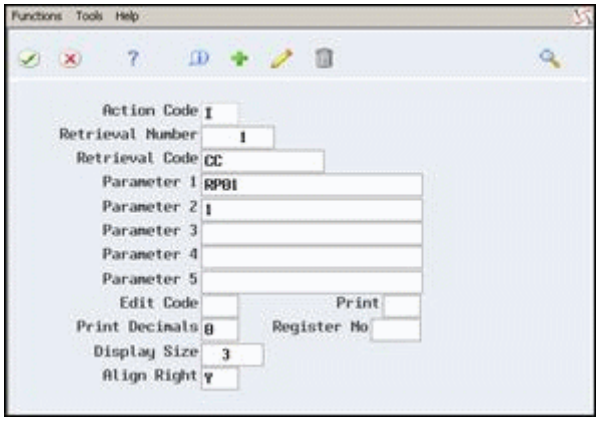
A generalized 10 character parameter value passed to a called program.

To define retrieval references

On Account Derivation Table

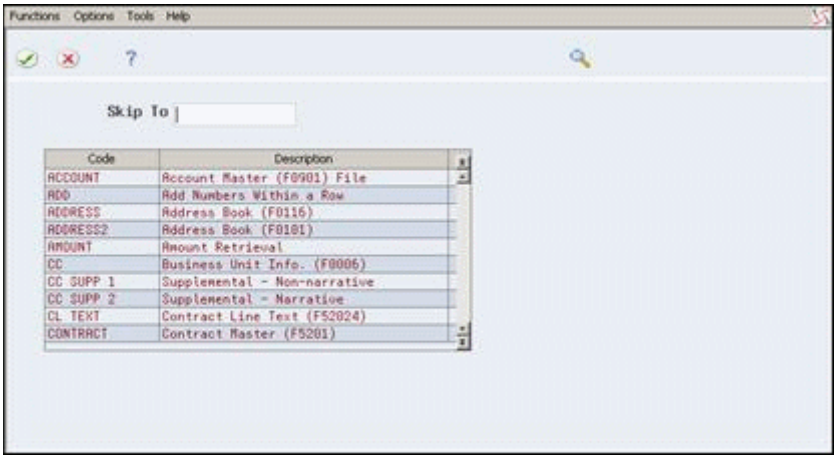
1. Choose Condition Code Definition (F13).
2. On Condition Code Revisions (P4871), choose Retrieval Reference Definition (F13).

Figure 22–1 Retrieval Reference Definition screen



3. On Retrieval Reference, choose Field Sensitive Help (F1) for the following field to see a list of the predefined retrieval codes:
   - Retrieval Code

Figure 22–2 Retrieval Code Selection screen



4. On Retrieval Code Selection, choose the code you want to use to define the retrieval reference.
5. On Retrieval Reference, complete the following fields to specify an y of the parameters required for the retrieval code:
   - Parameter 1 - 5
6. Use the Add action.
7. Choose Exit Program (F3).

The system closed the Retrieval Reference window.

8. To use the new retrieval reference in a condition, on Condition Code Revisions, enter an ampersand (&) and the number of the retrieval reference (without leading zeros) in one of the following fields:

   - · Value One
   - · Comparison Value Two

Field	Explanation
Value One (CMV1)	The information entered in this field will determine the first value in a comparison of two values. This field must contain a Retrieval Reference Number, preceded by an ampersand (&). The retrieved value will then be compared to the value specified in Comparison Value 2 to determine if the relationship entered in the Relationship field is satisfied.
Comparison Value Two (CMV2)	This field represents the second of two values that will be compared. You can enter a specific value to be used in the comparison, or you can enter a Retrieval Reference Number, preceded by an ampersand (&). This value will be compared to the value referenced in the Value One field to determine if the relationship specified in the Relationship field is satisfied.
Retrieval Number (RTVN)	Retrieval Codes are automatically numbered consecutively. After you have defined a Retrieval Code, the Retrieval Number, preceded by an ampersand (&), is used to reference the retrieval number on other forms.
Retrieval Code (RTVC)	You can use Retrieval Codes to extract information from the database. The code tells the system what kind of data to extract, where the data is stored, and whether to display it as is or to calculate it. Many retrieval codes require additional parameters to more specifically define the desired information.
Parameters (PRM1 - PRM5)	Depending on the retrieval code, this value may be a field within a file or a value to be included in a calculation.
Data Item to Retrieve	Each piece of information within a file is associated with a unique "field name." The field name consists of a two-character file prefix and a four character Data Item. Enter the Data Item which is associated with the information you want to retrieve from the file. You can use cursor-sensitive help or the appropriate function key (F8 on most systems) to review a list of possible values.

22.2.3 What You Should Know About

Topic	Description
Numbering retrieval references	The system automatically numbers the retrieval references you define. These sequential reference numbers are unique to each Condition Code. If you have not defined retrieval references for a particular Condition Code, the system numbers the first retrieval reference you define as 1. If you had already defined 6 retrieval references for the Condition Code, the system automatically uses 7 for the Retrieval Number. **NOTE:** The Condition Code Revisions form might not display all previously defined retrieval references.

Topic	Description
Comparison values	To delete retrieval references, follow the steps to locate a retrieval reference. On Retrieval Reference, use the Delete action to remove the information that defines the reference. When you return to the Condition Code Revisions form, clear the code for the retrieval reference. **NOTE:** After you delete a retrieval reference and its code from the Format Definition form, the system does not reassign that number. You can then manually assign the number to a new retrieval reference.

23

Define G/L Offset and Retainage Rules

This chapter contains the topic:

- Section 23.1, "Defining G/L Offset and Retainage Rules."

23.1 Defining G/L Offset and Retainage Rules

Navigation

From Work Order/Service Billing Processing (G48), enter 29

From Work Order/Service Billing Setup (G4841), choose Table Information

From Table Information (G4843), choose G/L Offset and Retainage Table (P48128)

You can define G/L offset and retainage rules to designate the following information:

- Payment terms
- G/L offset
- Retainage offset
- Retainage percent

G/L offsets indicate the accounts in which the system creates offsetting entries during the creation of A/R and G/L journal entries.

Retainage is a percentage of the invoice pay item that your company is paid after the work is complete. When you create A/R and G/L entries, the system creates a separate journal entry for the retainage amount.

When you generate invoices, the system uses the summarized data items you specify for the sequence and summarization key to locate G/L offset, retainage, and payment terms information in the G/L Offset and Retainage Information table (F48128). Summarized data items are those data items that you use to summarize invoices at the pay item or invoice level. If you do not use the G/L Offset & Retainage Table to set up the information or if the data items in the sequence and summarization key do not match the table key values in the G/L Offset and Retainage Information table, then the system uses the G/L offset and the payment terms in the customer master information.

You set up the G/L Offset and Retainage Table using multiple key types and table keys. The system uses these key values to associate offset, retainage, and payment terms to billing detail transactions with the same values.

The G/L Offset & Retainage Table applies only to the Service Billing system.

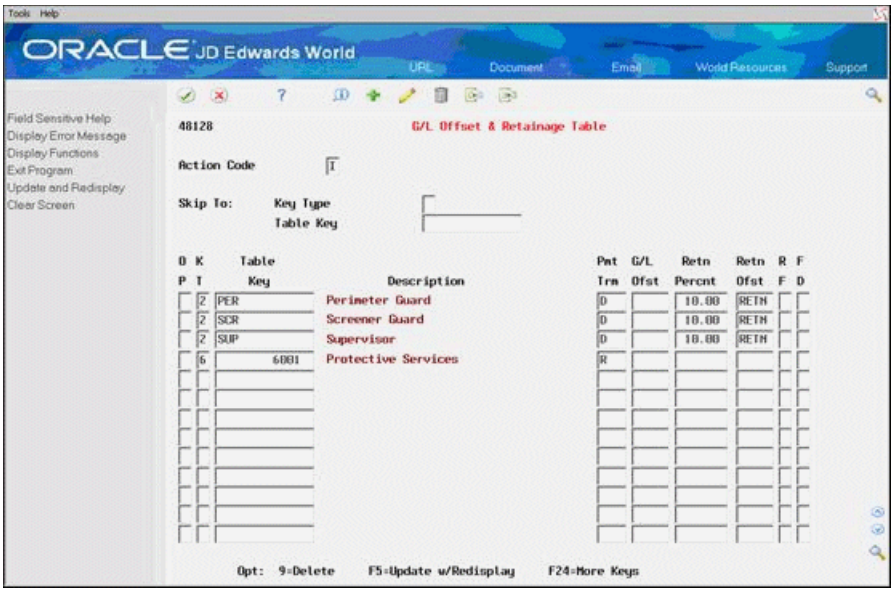
23.1.1 Before You Begin

- Define the payment terms and AAIs for the G/L offset and retainage

To define G/L offset and retainage rules

On G/L Offset & Retainage Table

Figure 23–1 G/L Offset & Retainage Table screen



1. Complete the following fields to identify the key values:
   - Key Type
   - Table Key

   Verify that you complete the fields in the lower portion of the form when you define new G/L offset and retainage rules. You can use the fields in the upper portion of the form only to locate rules that are already defined for the system.
2. Complete the following field to specify payment terms:
   - Payment Terms
3. Complete the following field to specify the G/L offset:
   - G/L Offset
4. Complete the following fields to specify retainage information:
   - Retainage Percent
   - Retainage Offset

Field	Explanation
Pmt Trm (TRAR)	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. Define payment terms in the Payment Terms Revisions program (P0014). Use a blank code for the most frequently used payment terms.

Field	Explanation
G/L Ofst (GLC)	The table of Automatic Accounting Instruction (AAI) accounts on which you predefine classes of automatic offset accounts for the Accounts Receivable information. The RCxxxx, where xxxx is the G/L offset, AAI must be defined in the Automatic Accounting Instruction (F0012) file before you add the offset value to the G/L Offset and Retainage Table.
Retn Percnt (PRET)	The retainage rate for the invoice pay item. The rate is a percentage that is expressed as a whole number. For example, you enter a retainage rate of 10.5 percent as 10.5. Do not enter a retainage percentage greater than 99.99 or less than zero.
Retn Ofst (RGLC)	A code that designates the offset accounts for retainage, such as RETN or 1220. You set up the code as an automatic accounting instruction. **Note:** Do not use code 9999. This is reserved for the post program and indicates that offsets should not be created.

23.1.2 What You Should Know About

Topic	Description
Assigning G/L offset and retainage information	When you generate invoices automatically, the system assigns values to the following fields for each transaction: ■ Payment Terms ■ G/L Offset ■ Retainage Percentage ■ Retainage Offset The system determines the correct values for these fields based on the sequence and summarization keys that you define for the invoice batch and the information that you define in the G/L offset and Retainage rules. For example, if your Invoice Level Summarization field is by subledger (work order), then you might define rules on the G/L Offset and Retainage Table form with the valid key types of subledger (work order) or work order class to locate the correct retainage rule. If your Invoice Level Summarization includes a job, then you can define G/L Offset and Retainage rules with the valid key types of job or job class.
Customer number	The system always generates invoices by customer. If your sequence and summarization key does not include customer number as a summarized data item, the system still uses the G/L offset and retainage rules you set up using a key type of customer and a table key of a specific customer number.
Creating invoices manually	You do not use sequence and summarization keys to create invoices manually. If you create invoices manually, the system uses only the G/L offset and retainage information you set up with a key type of customer and a table key of a specific customer number.

See Also:

- Section 8.2, "Generating Invoices Automatically,"
- Section 10.1, "Creating Invoices Manually,"
- Section 25.1, "Setting Up Automatic Accounting Instructions,"
- Setting Up Payment Terms in the *JD Edwards World Accounts Receivable Guide*.

24

Define Tax Derivation Rules

This chapter contains the topic:

- Section 24.1, "Defining Tax Derivation Rules."

24.1 Defining Tax Derivation Rules

Navigation

From Work Order/Service Billing Processing (G48), enter 29

From Work Order/Service Billing Setup (G4841), choose Table Information

From Table Information (G4843), choose Tax Derivation Table (P48127)

You define tax derivation rules to specify the tax information you want the system to apply to workfile transactions. If you do not use the Tax Derivation Table to set up tax rules, the system uses the tax information you specify in the work order master. If you have not specified tax information in the work order master, the system uses the information in the job master. If you have not specified tax information in the job master, the system uses the information in the customer master.

To set up tax derivation rules, you must specify the following key information:

- Key type and table key
- Effective date range
- Object and subsidiary account ranges

When you accumulate costs or revise workfile transactions, the system applies the appropriate tax rules to each transaction based on the key information you specify for the rule.

The Tax Derivation Table applies only to the Service Billing system.

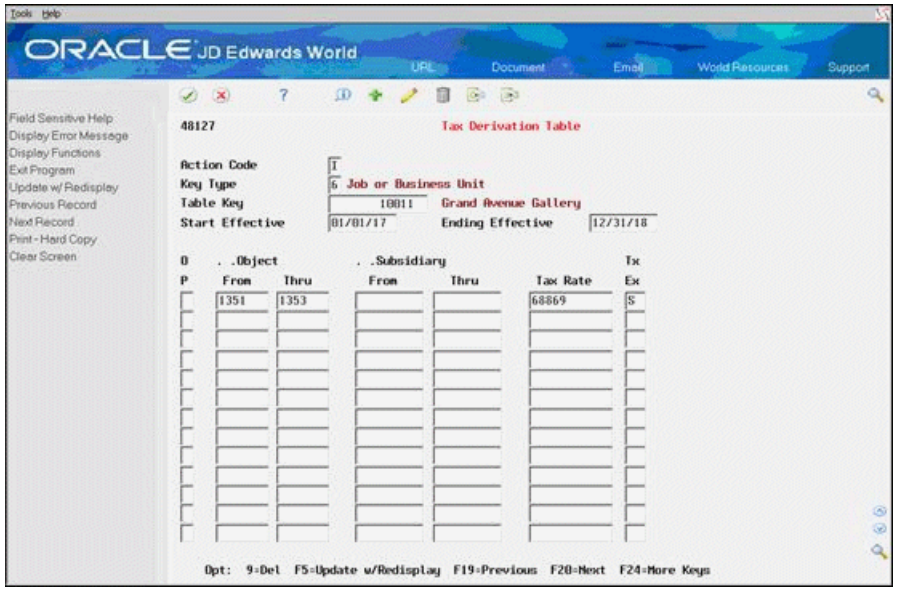
24.1.1 Before You Begin

- Set up the tax rates and explanation codes. See the*JD Edwards World Tax Reference Guide* for more information about setting up tax rates and explanation codes.

To define tax derivation rules

On Tax Derivation Table

Figure 24–1 Tax Derivation Table screen

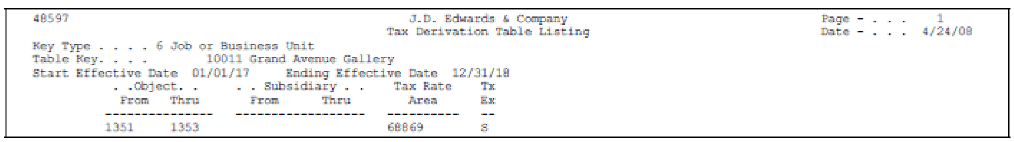


1. Complete the following fields:
   - Key Type
   - Table Key
2. Complete the following optional fields to further define the tax rule:
   - Start Effective
   - Ending Effective
3. Complete the following fields to specify the account range for the rule:
   - Object From
   - Object Thru
   - Subsidiary From (optional)
   - Subsidiary Thru (optional)
4. Complete the following fields to specify the tax information for the rule:
   - Tax Rate
   - Tax Explanation

Field	Explanation
Tax Rate (TXA1)	A code that identifies a tax or geographic area that has common tax rates and tax distribution. You must define the tax/rate area to include the tax authorities (for example, state, county, city, rapid transit district, province, and so on) and their rates. In order for the codes to be valid, you must set them up in the Tax Rate/Area file. *Form-specific information* You can specify a specific Tax Rate/Area or use one of the following values: *CC – Use the Tax Rate/Area and Tax Explanation Code from the Business Unit *WO – Use the Tax Rate/Area and Tax Explanation Code from the Work Order
Tax Expl Code (EXR1)	A user defined code (00/EX) that controls how a tax is assessed and distributed to the G/L revenue and expense accounts.

24.1.2 Tax Derivation Table Listing Report

Figure 24–2 Tax Derivation Table Listing report



```
48597                                 J.D. Edwards & Company                          Page - . . .    1
                                    Tax Derivation Table Listing                      Date - . . .  4/24/08
Key Type . . . . 6 Job or Business Unit
Table Key. . . .        10011 Grand Avenue Gallery
Start Effective Date  01/01/17     Ending Effective Date  12/31/18
           . .Object. .      . . Subsidiary . .    Tax Rate    Tx
            From   Thru       From       Thru        Area      Ex
          ---------------   ------------------   ----------    --
          1351     1353                          68869         S
```

24.1.3 What You Should Know About

Topic	Description
Printing Tax Derivation Rules	You can print a report showing the tax derivation rules using the Tax Derivation Table Listing (P48597) on the Service Billing Table Information menu (G4843).

25

Set Up Automatic Accounting Instructions

This chapter contains the topic:

- Section 25.1, "Setting Up Automatic Accounting Instructions."

25.1 Setting Up Automatic Accounting Instructions

You must set up the RC automatic accounting instruction (AAI) to define the rules by which the Service Billing and Accounts Receivable systems interact. The Service Billing system uses the RC AAI (receivables class accounts) to determine the G/L account for the debit side of a journal entry for accounts receivable and retainage.

The system stores the information for AAIs in the Automatic Accounting Instructions table (F0012).

You should be thoroughly familiar with AAIs before you change them.

See Also :

- Work with AAIs in the *JD Edwards World General Accounting I Guide*,
- Setting Up AAIs for A/R Drafts in the *JD Edwards World Accounts Receivable Guide*.

26

Set up User Defined Codes

This chapter contains the topic:

- Section 26.1, "Setting Up User Defined Codes."

26.1 Setting Up User Defined Codes

Navigation

From Work Order/Service Billing Processing (G48), enter 29

From Work Order/Service Billing Setup (G4842), choose User Defined Codes

From Work Order/Service Billing User Defined Codes, choose an option under the Billing User Defined Codes heading

To customize JD Edwards World systems to meet the needs of your business environment, you define the codes that are valid for many of the fields in the programs.

User defined codes exist in tables based on a specific system and code type. If you use a code that is not set up in the table related to a field, the system displays an error. To work with user defined codes, you can access them through a single user defined code form. After you choose a user defined code form from a menu, change the values in the System Code field and User Defined Codes field to access another user defined code table.

The system stores the information for user defined codes in the User Defined Codes table (F0005).

You should be thoroughly familiar with user defined codes before you change them.

The following user defined codes are the primary codes that affect processing in the Service Billing system:

- Adjustment Reasons (48/AR)
- Condition Codes (48/CC)
- Component Codes (48/CM)

See Also:

- *JD Edwards World Technical Foundation Guide* for more information about setting up user defined codes,
- Section 6.4, "Changing the Transaction Markup,"
- Section 19.1, "Defining Component Rules,"
- Section 21.1, "Setting Up Condition Codes."

27

Processing Options

This chapter contains these topics:

27.1 Work File Generation (P481201)

Processing Option	Processing Options Requiring Further Description
CONTRACT REVENUE GENERATION OPTIONS:	
1. To generate revenue for Contract non- T&M lines, enter the Contract Revenue Workfile Generation (P52801) DREAM Writer version to run.	
2. If you entered a version number above, you must also enter the following dates: Enter the beginning date for revenue generation: Enter the ending date for revenue generation:	
HOME BUSINESS UNIT SELECTION:	
3. Enter a '1' (default) to use the Item Master file as the source of the Home Business Unit for payroll equipment records. Enter a '2' to use the Payroll Master file as the source.	
Date Selection:	

Processing Option	Processing Options Requiring Further Description
4. Enter a '1' to use the voucher invoice date to populate the supplier invoice date or leave blank (default) to use the voucher G/L Date.	

27.2 Unbilled Detail Revisions (P4812)

Processing Option	Processing Options Requiring Further Description
UPDATE OPTIONS:	
1. Enter a '1' to allow updating all work file record information (except G/L Date, Cost, and Units). Leave blank (default) to secure certain fields from being updated except when adding improvised transactions.	
DISPLAY OPTIONS:	
2. Enter a '1' to load all records that meet the search criteria. Leave blank (default) to load two pages at a time (this improves performance).	
3. Enter the amount to initially display on the screen. All amounts can be accessed using the toggle function. '1' = Base Revenue (default) '2' = Base Invoice '3' = Total Revenue '4' = Total Invoice '5' = Base Cost '6' = Total Cost	
4. Enter a '1' to display records that are included in a revenue batch. Leave blank to display only records which have not been included in a revenue batch.	

27.3 Service Billing Work File Listing (P48405)

Processing Option	Processing Options Requiring Further Description
PRINT OPTION:	
1. Choose one of the following to print: '0' = All detail (default). '1' = Only one line of detail.	

27.4 Transaction History Inquiry (P4812H)

Processing Option	Processing Options Requiring Further Description
DISPLAY OPTIONS:	

Processing Option	Processing Options Requiring Further Description
1. Enter a '1' to display all history records (default). Enter a '2' to display only the records that are eligible for re-activation.	
2. Enter a '1' to load all records that meet the search criteria. Leave blank (default) to load two pages at a time (this improves performance).	
3. Enter the amount to initially display on the screen. All amounts can be accessed using the toggle function. '1' = Base Revenue (default) '2' = Base Invoice '3' = Total Revenue '4' = Total Invoice '5' = Base Cost '6' = Total Cost	

27.5 Invoice Print - Invoice Type "C" (P48504)

Processing Option	Processing Options Requiring Further Description
PRINT SELECTION:	
1. Enter the Layout Type to print.	

27.6 Invoice Journal Generation (P48131)

Processing Option	Processing Options Requiring Further Description
JOURNAL DESCRIPTION SELECTION:	
1. Choose one of the following for the journal entry description: '1' = Use the description from the Vocabulary Overrides based on the Table Type. '2' = Use the description associated with the subledger value. ' ' = Use the description from the Account Master for the Account being used (default).	
PRINT REPORT SELECTION:	
2. Enter a '1' to print the Billing Edit/Register (P48300).	
REVENUE JOURNAL VERSION SELECTION:	
3. Enter the version number of the Revenue Journal Generation program (P48132) for processing any adjustments. Leave blank (default) to use version 'XJDE0001'.	
SUPPRESS WARNING MESSAGES:	

Processing Option	Processing Options Requiring Further Description
4. Choose one of the following to control the printing of the exception report: ' ' = Print all records (default). '1' = Print warnings and errors. '2' = Print errors only. '3' = Do not print the report.	

27.7 Create Accounts Receivable - General Ledger Entries (P48199)

Processing Option	Processing Options Requiring Further Description
RETAINAGE DEFAULT PROCESSING:	
1. Enter a Pay Status to default for Retainage records. Leave blank to default Pay Status "H" (Held).	
2. Enter a Due Date to default for Retainage records. Leave blank to use the last day of the century change year (#CYR) data item to derive the Due Date.	
INVOICE JOURNAL DW SELECTION:	
3. Enter the Invoice Journal Generation (P48131) DREAM Writer version to run. Leave blank (default) to run version 'ZJDE0001'.	
4. Enter the Journal Entry Functional Server (XT0911Z1) Dream Writer version to run. Leave blank to run version 'ZJDE0001'.	
5. Enter a '1' to summarize A/R (F0311) records or leave blank (default) to run in detail.	
ADDRESS NUMBER DEFAULT:	
6. Enter a '1' to populate the address number in the F0911. Leave blank to not populate the address number in the F0911.	

27.8 Print Invoices from History (P48506H)

Processing Option	Processing Options Requiring Further Description
PRINT SELECTION:	
1. Enter the Layout Type to print.	

27.9 Revenue Journal Generation - Contract (P48132)

Processing Option	Processing Options Requiring Further Description
DATE SELECTIONS:	

Processing Option	Processing Options Requiring Further Description
1. Enter the cut-off date for retrieving work file records. Records with a G/L date after this date will not be processed. Leave blank (default) to use the system date as the cut-off date.	
2. Enter the G/L date to assign to the revenue journal entries created. Leave blank (default) to use the G/L date of the source transaction.	
PRINT OPTIONS:	
3. Choose one of the following to control the printing of the exception report: blank = Print all records (default). '3' = Do not print the report.	
4. Enter a '1' to print the Billing Edit/Register report (P48300).	
JOURNAL DESCRIPTION SELECTION:	
5. Choose one of the following for the journal entry description: '1' = Use the description from the Vocabulary Overrides based on Table Type. '2' = Use the description associated with the subledger value. blank = Use the description from the Account Master (default).	
ERROR BATCH SEGREGATION:	
6. Enter '1' to perform the Error Batch Segregation function.	

27.10 Cost Plus Mark-Up (P48096)

Processing Option	Processing Options Requiring Further Description
FORMAT CONTROL OPTIONS:	
1. Select the account search window to use: '1' = Contract Management (business unit, cost code, cost type). ' ' = General Ledger (business unit, cost type, cost code)	
2. Enter a '1' to display the employee number and name on the main line. Leave blank (default) to display the markup amount and percent on the main line.	
SECURITY OPTIONS:	

Processing Option	Processing Options Requiring Further Description
3. To prevent access to certain table key types, enter '1's below. Leave blank (default) to allow access to the table key types. Key Type 1 (Work Order No.): Key Type 2 (Work Order Class): Key Type 3 (Contract No.): Key Type 4 (Parent Contract No.): Key Type 5 (Customer No.): Key Type 6 (Job/Business Unit): Key Type 7 (Job Class): Key Type 8 (Company): Key Type 9 (Default for Account Derivation and Markup Tables):	
4. To prevent access to certain table generation types, enter '1's below. Leave blank (default) to allow access to the table generation types. Generation Type 1 (invoice, revenue and component markups). Generation Type 2 (revenue markup override). Generation Type 3 (component markup override).	

27.11 Account Derivation Table (P48126)

Processing Option	Processing Options Requiring Further Description
SECURITY OPTION:	
1. To prevent access to certain table key types, enter '1's below. Leave blank (default) to allow access. Key Type 1 (Work Order No.): Key Type 2 (Work Order Class): Key Type 3 (Contract No.): Key Type 4 (Parent Contract No.): Key Type 5 (Customer No.): Key Type 6 (Job/Business Unit): Key Type 7 (Job Class): Key Type 8 (Company): Key Type 9 (Default for Account Derivation and Markup Tables):	

A

Data Models

This appendix contains these topics:

- Section A.1, "Service Billing Base,"
- Section A.2, "Service Billing Workfile Generation,"
- Section A.3, "Service Billing Revenue Recognition."

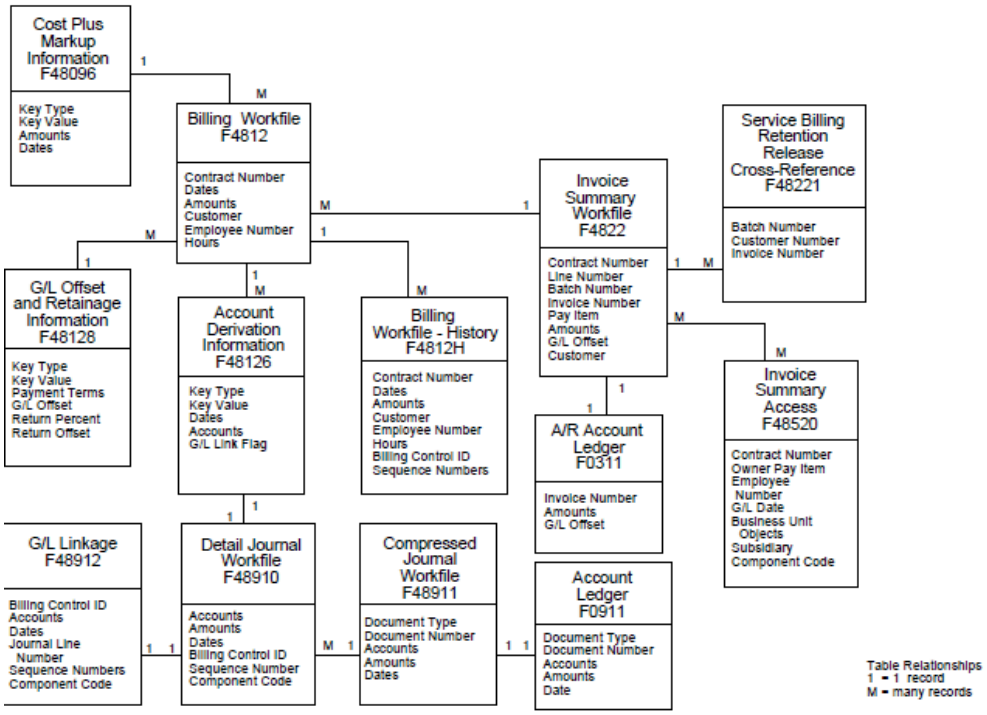
The flowcharts on the following pages illustrate the relationships among the principal physical tables for the following aspects of the Service Billing system:

- Base
- Workfile generation
- Revenue recognition
- Invoice format definition

To present the information in an uncluttered format, the lesser control tables, worktables, and tables for seldom-used features have been omitted.

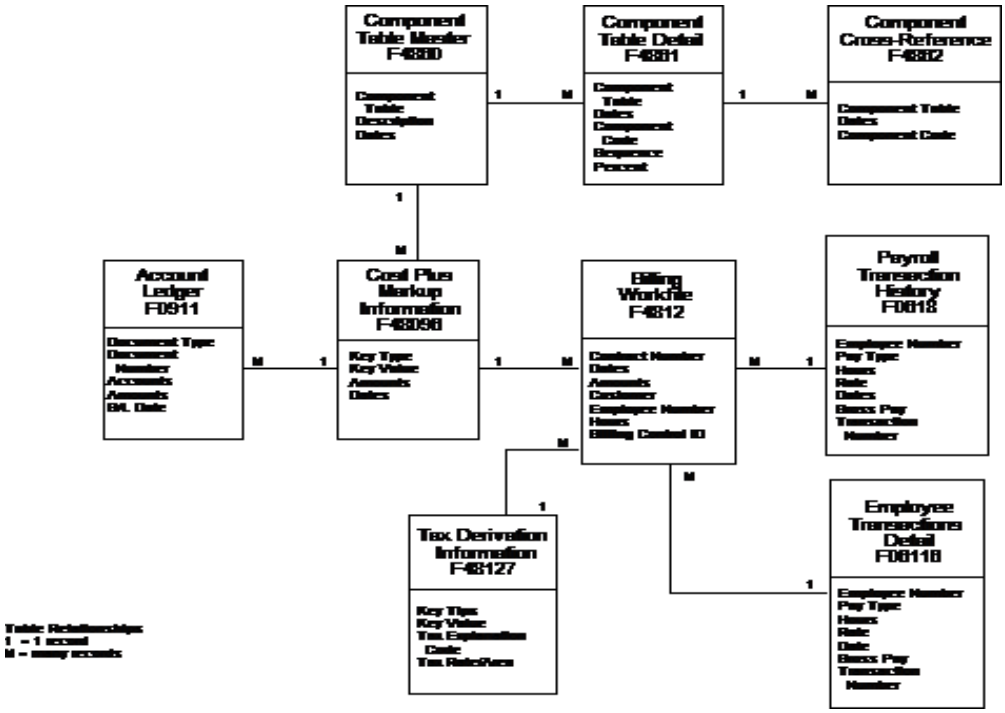
A.1 Service Billing Base

Figure A–1 Service Billing Base Table Relationships



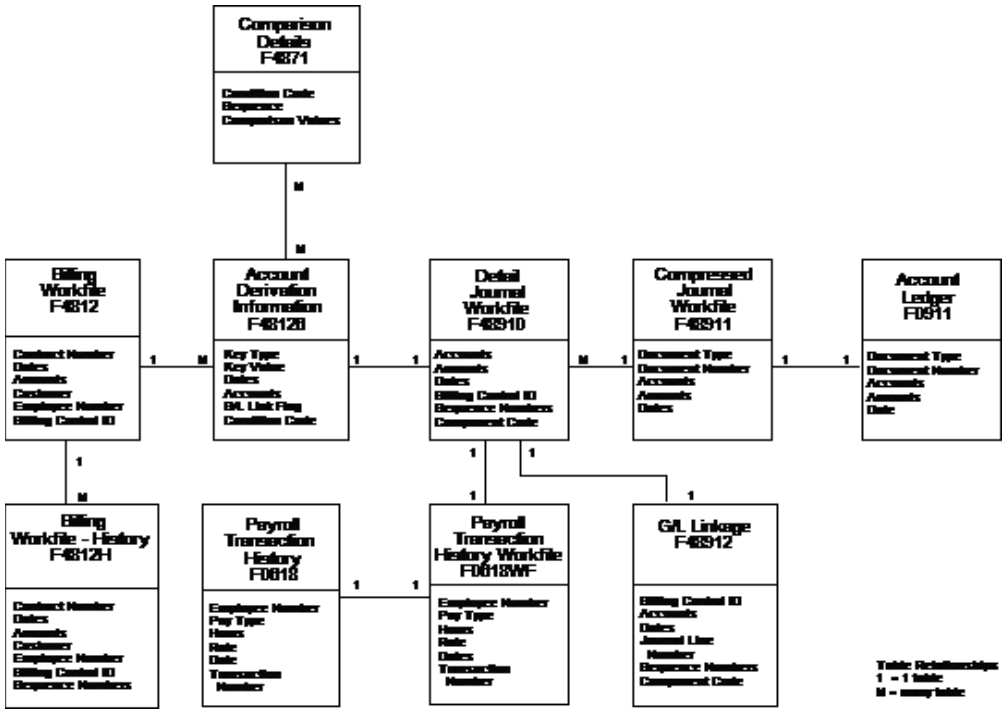
A.2 Service Billing Workfile Generation

Figure A–2 Service Billing Workfile Generation Table Relationships



A.3 Service Billing Revenue Recognition

Figure A–3 Service Billing Revenue Recognition Table Relationships



B

Searches for Markup Rules

This appendix contains these topics:

- Section B.1, "Major Key Values,"
- Section B.2, "Minor Key Values."

The markup is an amount that you add to costs for overhead and profit. The system calculates markup amounts when you accumulate costs or revise workfile transactions based on the markup rules you define when you set up the Contract Billing system.

You define markup rules by specifying major and minor key values. The system uses these values in combination to identify the specific markup rules that apply to individual source transactions. To identify the correct markup rules, the system:

- Accesses the markup rules
- Searches and selects specific source transactions that match the values you specified for the major key
- Continues the search, narrowing the selection of source transactions based on the value you specified for the minor key

The system uses the most specific rule it can locate to calculate the markup for a transaction.

B.1 Major Key Values

The system matches the major key information you define for a markup table to the information in billable workfile transactions.

The following table lists the searches that the system can use for a major key.

Search Level	Key Type	Searches for:	Validates against:
First	1	Work Orders	Work Order Master (F4801)
Second	2	Work Order Classes	User Defined Code (UDC 00/W7)
Third	3	Contract Numbers	Contract Billing Master (F5201)
Fourth	4	Parent Contract Numbers	Parent Contract Master (F5201)
Fifth	5	Customer Numbers	Address Book Master (F0101)

Search Level	Key Type	Searches for:	Validates against:
Sixth	6	Job/Business Units	Job (Business Unit) Master (F0006)
Seventh	7	Job Classes	User Defined Code (UDC 00/11)
Eighth	8	Company	Company Constants (F0010)
Ninth	9	System Default	No validation

The system uses Key Type 9 if a match is not found at any of the previous levels. The system applies the remaining eligible transactions to tables with this key type. If the system does not find a match, it uses the default markup percentage that you specify in the system constants.

B.2 Minor Key Values

B.2.1 Payroll Transactions

The system identifies payroll transactions using the T2 and T4 document type coding. Having identified a T2 or T4 document, the system conducts two searches for related minor key values.

First-Level Search

At the first level of the first search, the system looks for a match with transactions that include the job type, job step, pay type, and employee number.

Search Level	Searches for:				
	JBCD (Job Type)	JBST (Job Step)	PDBA (Pay Type)		AN8 (Employee)
First	X	X	X	AND	X
Second	X	X		AND	X
Third	X		X	AND	X
Fourth	X			AND	X
Fifth		X	X	AND	X
Sixth		X		AND	X
Seventh			X	AND	X
Eighth					X

Second-Level Search

In the second search for payroll transactions, the system uses job type, job step, and pay type, with either the home business unit or a cost pool. Employee number, home business unit, and cost pool are mutually exclusive and are not used in the second level search.

Search Level	Searches for:				
	JBCD (Job Type)	JBST (Job Step)	PDBA (Pay Type)	HMCU (Home BU)	RP12 (Cost Pool)
First	X	X	X	X	
Second	X	X	X		X
Third	X	X		X	
Fourth	X	X	X		
Fifth	X	X			X
Sixth	X	X			
Seventh	X		X	X	
Eighth	X		X		X
Ninth	X		X		
Tenth	X			X	
Eleventh	X				X
Twelfth	X				
Thirteenth		X	X	X	
Fourteenth		X	X		X
Fifteenth		X	X		
Sixteenth		X		X	
Seventeenth		X			X
Eighteenth		X			
Nineteenth			X	X	
Twentieth			X		X
Twenty-first			X		
Twenty-second				X	
Twenty-third					X
Twenty-fourth					

B.2.2 Non-Payroll Transactions for Equipment

The system identifies non-payroll equipment transactions using the TE or T5 document type code. It applies the following search criteria to transactions with the TE or T5 document type.

Search Level	Searches for:				
	ACL0 (Rate Grp)	NUMB/EQCG (Equipment)	ERC (Rate Code)	HMCU (Home BU)	RP12 (Cost Pool)
First		X			
Second	X		X		X
Third	X				X

Search Level	Searches for:				
Fourth			X		X
Fifth	X		X		
Sixth	X				
Seventh			X		
Eighth				X	
Ninth					X
Tenth					

B.2.3 All Other Transactions

For the remaining eligible transactions (those that are not T2, T4, T5, or TE documents), the system conducts the following search for minor key values.

Search Level	Searches for:			
	AN8 (Employee)	HMCU (Home BU)	RP12 (Cost Pool)	JBST (Job Step)
First	X	X		X
Second	X		X	X
Third	X	X		
Fourth	X		X	
Fifth	X			
Sixth		X		
Seventh			X	
Eighth				X
Ninth				

Object and Subsidiary Search

When the system finds a match between the minor key values and the transactions being billed, it searches for a match of the object and subsidiary account information between the markup table rule and the billable transaction.

Search Level	Searches for:	
	OBJ (Object)	SUB (Subsidiary)
First	X	X
Second	X	
Third		X
Fourth		

T2 Payroll Transactions with Equipment Information

If a markup table rule contains information for a rate group (ACL0), equipment number (EQCG), or rate code (ERC), the T2 payroll transaction with equipment information must match the equipment information in the markup table rule. If the

information does not match, the system continues to search for the correct rule. The following three examples illustrate this search:

- The markup table rule specifies an equipment number of 180 and the T2 payroll transaction contains an equipment number of 100. The system continues searching for another rule because the equipment numbers do not match.
- The markup table specifies an equipment number of 180 and the T2 payroll transaction does not contain an equipment number. The system continues searching for another rule because the equipment numbers do not match.
- The markup rule does not specify an equipment number and the T2 payroll transaction contains an equipment number of 100. When the rule does not specify an equipment number, it applies to all T2 payroll transactions, whether they contain an equipment number or not. The system stops the search and uses the rule.

C

Accounting for the Billing Cycle

This appendix contains these topics:

Accounting for the billing cycle is controlled by the account derivation rules. The system uses the rules to:

- Identify and process workfile transactions
- Direct the amount of the resulting journal entries to specific accounts

You can define two types of account derivation rules:

Rule	Description
Base rules	Base rules indicate which accounts you want the system to use when it creates journal entries for the billing and revenue recognition processes. The system uses base rules to create journals for the total of the base and component amounts.
Reallocation rules	Reallocation rules are used to move amounts from one account to another. A reallocation rule consists of two or more offsetting journal entries that must balance. The first offset journal entry represents the reduction to the base account. The second journal entry represents the increase to the new account.

The Journal Generation Control field in the system constants for Service Billing controls the types of account derivation rules that you define for the following processes:

- Billing (Invoicing) only - Revenue reconciliation is not applicable.
- Revenue recognition only - Revenue reconciliation is not applicable.
- Revenue recognition and billing
  - · Without reconciliation of the unbilled receivable account to the billed revenue and receivable accounts. The unbilled receivable account does not equal zero. Unbilled receivable variances are allowed.
  - · With reconciliation of the unbilled revenue and unbilled receivable amounts to the billed revenue and receivable amounts. The unbilled revenue and receivable amounts must equal zero after you generate the invoice. Unbilled variances are not allowed.

C.1 Base Rules

There are three types of Account Derivation Tables that the system can use to create revenue recognition and invoice journal entries. The type of journal processing that you select in the system constants controls whether the system is restricted from using a specific table type. Each applicable type must contain a base rule that defines how the system creates journal entries.

The following table shows the relationship between the Journal Generation Control field in the system constants and the Table Type field for the account derivation rules.

If you are processing	Set Journal Generation Control in system constants as:	Create Information for Account Derivation Table Types	Restricted Account Derivation Table Types
Invoices only	1	3	1 and 2
Revenue Recognition only	2	1 and 3	2
Invoices and Revenue Recognition without Revenue Reconciliation	3	1 and 3	2
Invoices and Revenue Recognition with Revenue Reconciliation	4	1, 2, and 3	N/A

Note: The system uses the RC Automatic Accounting Instruction (AAI) for accounts receivable and retainage when you generate invoices. The RC AAI does not apply if you are processing revenue recognition only.

The following table shows how the system uses the base rules to create the accounting journal entries. The amount basis results from either the invoicing or revenue recognition process.

Journal Generation Control	Table Types	Amount Basis	"+" Indicates	System Created Entries
1 Invoices	3	Invoice	Credit entry	Actual Revenue
	RC AAI	Invoice	Debit entry	Accounts Receivable
2 Revenue Recognition	1	Revenue Recognition	Credit Entry	Actual Revenue
	3	Revenue Recognition	Debit Entry	Unbilled Accounts Receivable
3 Revenue Recognition without Reconciliation	1	Revenue Recognition	Credit Entry	Actual Revenue
	3	Revenue Recognition	Debit Entry	Unbilled Accounts Receivable
	3	Invoice	Credit Entry	Unbilled Accounts Receivable
	RC AAI	Invoice	Debit Entry	Accounts Receivable
4 Revenue Recognition with Reconciliation	1	Revenue Recognition	Credit Entry	Unbilled Revenue
	3	Revenue Recognition	Debit Entry	Unbilled Accounts Receivable
	2	Invoice	Credit Entry	Actual Revenue
	3	Invoice	Debit Entry	Unbilled Revenue
	3	Invoice	Credit Entry	Unbilled Accounts Receivable
	RC AAIs	Invoice	Debit Entry	Accounts Receivable

C.2 Invoicing Only

When you process invoicing only:

- The journal generation control is 1
- Revenue recognition does not apply
- The system calculates the same amount for actual revenue and accounts receivable
- The system calculates the amounts for revenue and accounts receivable simultaneously
- The RC AAI designates the accounts for accounts receivable and retainage

For example, if the cost for a workfile transaction is 100.00 and the markup is 15 percent, the amounts for the invoice and accounts receivable are 115.00. The system creates the following journal entry:

Figure C–1 Example Invoicing Journal Entry

Accounts Receivable	115.00	
Actual Revenue		(115.00)

The "T" account posting in the general ledger is:

Figure C–2 Example Invoicing T Account Posting in the General Ledger

Accounts Receivable		Actual Revenue	
Debit	Credit	Debit	Credit
115			115

The RC AAI directs the system to the accounts receivable and retainage account information. Account Derivation Table Type 3 directs the system to the base rules for the actual revenue account.

C.3 Revenue Recognition Only

When you process revenue recognition only:

- The journal generation control is 2
- Invoicing does not apply
- The system calculates the same amount for actual revenue and unbilled accounts receivable
- The system calculates the amounts for revenue and unbilled accounts receivable simultaneously
- The RC AAI does not apply because no invoice exists

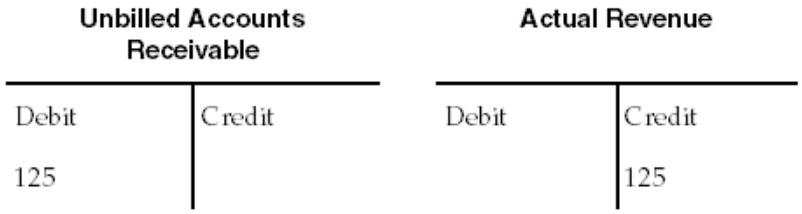
For example, if the cost for a workfile transaction is 100.00 and the markup is 25 percent, the amounts for the unbilled accounts receivable and actual revenue are 125.00. The system creates the following journal entry:

Figure C–3 Example Revenue Recognition Journal Entry

Unbilled accounts receivable	125.00	
Actual Revenue		(125.00)

The "T" account posting in the general ledger is:

Figure C–4 Example Revenue Recognition T Account Posting in the General Ledger



The system uses two different table types to direct the system to the base rules for the journal entries:

- Table type 1 directs the system to the rules for actual revenue
- Table type 3 directs the system to the rules for unbilled accounts receivable

C.4 Revenue Recognition and Invoicing without Reconciliation

At times, a company might find it advantageous to allow a variance between invoices and the recognized revenue. For example, if the company recognizes revenue monthly, but generates invoices only after the work is completed, the revenue, unbilled accounts receivable and invoice accounts will:

- Contain variances before the invoice journal is created
- Reconcile over time once all invoice journals for the completed project are generated and posted to the account ledger

When you process revenue recognition and generate invoices without reconciliation:

- The journal generation control is 3
- Invoicing does not apply when you process revenue recognition
- The system calculates the same amount for actual revenue and unbilled accounts receivable
- The system calculates the amounts for revenue and unbilled accounts receivable simultaneously

When the work is complete and you process invoices, the system:

- Calculates the same amount for unbilled accounts receivable and accounts receivable.
- Calculates the amounts for unbilled accounts receivable and accounts receivable simultaneously.
- Uses the RC AAI to designate the accounts receivable and retainage accounts

For example, your company began a project on June 15 and completed the project 90 days later. The total cost for the project was 1,000.00. Every week, the company generates the workfile transactions with a 15 percent markup added to the cost. Your company processes revenue recognition at the end of each month, beginning in June. They process the invoice on September 25.

The system creates the following journal entries for the project costs:

Figure C–5 Journal Entries for the Project Costs

06/28/98	Project cost	350.00	
	Accounts payable		(350.00)
07/25/98	Project cost	500.00	
	Accounts payable		(500.00)
09/10/98	Project cost	150.00	
	Accounts payable		(150.00)

The "T" account postings and balances in the general ledger are:

Figure C–6 T Account Postings and Balances in the General Ledger

PROJECT COSTS

Date	Debit	Credit	Balance
06/28/98	350.00		350.00
07/25/98	500.00		850.00
08/31/98			850.00
09/10/98	150.00		1,000.00

The system uses two different table types to direct the system to the base rules for the journal entries:

- Table type 1 directs the system to the rules for actual revenue
- Table type 3 directs the system to the rules for unbilled accounts receivable

C.4.1 Revenue Recognition for June

On June 30, your company processes revenue recognition. The workfile contains a new transaction for 402.50. The system uses the following calculation for the workfile transaction:

- 350.00 cost X 15 percent markup = 52.50
- 350.00 cost + 52.50 = 402.50

The system creates the following journal entry for revenue recognition:

Figure C–7 Journal Entry for June Revenue Recognition

06/30/98	Unbilled accounts receivable	402.50	
	Actual revenue		(402.50)

The "T" account postings and balances for June in the general ledger are:

Figure C–8 T Account Postings and Balances for June in the General Ledger

UNBILLED ACCOUNTS RECEIVABLE			
Date	**Debit**	**Credit**	**Balance**
06/30/98	402.50		402.50

Account Derivation Table Type 3 directs the system to unbilled accounts receivable base rules. It creates a debit journal entry for the revenue recognition amount.

Figure C–9 Debit Journal Entry for the June Revenue Recognition Amount

ACTUAL REVENUE			
Date	**Debit**	**Credit**	**Balance**
06/30/98		402.50	(402.50)

Accounts Derivation Table Type 1 directs the system to the base rules for actual revenue. It creates a credit journal entry for the revenue recognition amount.

C.4.2 Revenue Recognition for July

On July 31, your company processes revenue recognition. The workfile contains a new transaction for 575.00. The system uses the following calculation for the workfile transaction:

- 500.00 cost X 15 percent markup = 75.00
- 500.00 cost + 75.00 = 575.00

The system creates the following journal entry for revenue recognition:

Figure C–10 Journal Entry for July Revenue Recognition

07/31/98	Unbilled accounts receivable	575.00	
	Actual revenue		(575.00)

The "T" account postings and balances for July in the general ledger are:

Figure C–11 T Account Postings and Balances for July in the General Ledger

UNBILLED ACCOUNTS RECEIVABLE			
Date	**Debit**	**Credit**	**Balance**
06/30/98	402.50		402.50
07/31/98	575.00		977.50

Account Derivation Table Type 3 directs the system to unbilled accounts receivable base rules. It creates a debit journal entry for the revenue recognition amount.

Figure C–12 Debit Journal Entry for July Revenue Recognition Amount

ACTUAL REVENUE			
Date	**Debit**	**Credit**	**Balance**
06/30/98		402.50	(402.50)
07/31/98		575.00	(977.50)

Account Derivation Table Type 1 directs the system to the base rules for actual revenue. It creates a credit journal entry for the revenue recognition amount.

C.4.3 Revenue Recognition for August

In August, your company does not have new costs for the project. No new workfile transactions exist for the project. The balances for August in the general ledger are:

Figure C–13 August Balances in the General Ledger

UNBILLED ACCOUNTS RECEIVABLE			
Date	**Debit**	**Credit**	**Balance**
06/30/98	402.50		402.50
07/31/98	575.00		977.50
08/31/98			977.50

ACTUAL REVENUE			
Date	**Debit**	**Credit**	**Balance**
06/30/98		402.50	(402.50)
07/31/98		575.00	(977.50)
08/31/98			(977.50)

C.4.4 Invoicing for September

On September 25, your company processes the invoice. The workfile contains a new transaction for 172.50. The system uses the following calculation for the workfile transaction:

- 150.00 cost X 15 percent markup = 22.50
- 150.00 cost + 22.50 = 172.50

The system creates the following journal entry for the invoice:

Figure C–14 September Invoicing Journal Entry

09/25/98	Accounts receivable	1,150.00	
	Actual revenue		(1,150.00)

The workfile transactions for June, July, and September have not been invoiced up to now. The system sums the invoice amounts for the three months to create an invoice amount of 1,150.00.

The "T" account postings and balances for September in the general ledger for the invoice journals are:

Figure C–15 September Invoicing T Account Postings and Balances in the General Ledger

UNBILLED ACCOUNTS RECEIVABLE			
Date	**Debit**	**Credit**	**Balance**
06/30/98	402.50		402.50
07/31/98	575.00		977.50
08/31/98			977.50
09/25/98		1,150.00	(172.50)

The system uses the Account Derivation Table Type 3 to determine the base rules for unbilled accounts receivable. When it creates the journal entry, it credits the invoice amount to unbilled accounts receivable. Unbilled Accounts Receivable contains an unreconciled balance of 172.50.

Figure C–16 September Invoicing Accounts Receivable Table

ACCOUNTS RECEIVABLE			
Date	**Debit**	**Credit**	**Balance**
06/30/98			0
07/31/98			0
08/31/98			0
09/25/98	1,150.00		1,150.00

Accounts receivable contains the actual invoiced amount. The system uses the RC AAI to create the journal entry for Accounts Receivable.

C.4.5 Revenue Recognition Adjustments for September

When you generate the journals for invoices, the system also generates adjustment journals for revenue recognition. The system uses the workfile transactions in the invoice batch to determine if it must create any applicable adjustments to the prior journal entries for revenue recognition. Adjustments can occur for various reasons, such as:

- You have not included invoiced workfile transactions for the current batch in a prior revenue journal
- The information for the workfile transaction, such as the object account, cost amount, or eligibility code, has changed from when you originally included it in a revenue batch

The invoice was processed prior to the end of the month. Revenue has not been calculated for the 172.50 workfile transaction that was included in the invoiced amount. The system created the following adjustment journal entry for revenue recognition:

Figure C–17 September Adjustment Journal Entry for Revenue Recognition

09/25/98	Unbilled accounts receivable	172.50	
	Actual revenue		(172.50)

After you post the adjustment, the amount for actual revenue equals the amount for accounts receivable, and the variance for unbilled accounts receivable self-corrects. The "T" account postings and balances for September in the general ledger are:

Figure C–18 September T Account Postings and Balances in the General Ledger

ACTUAL REVENUE			
Date	**Debit**	**Credit**	**Balance**
06/30/98		402.50	(402.50)
07/31/98		575.00	(977.50)
08/31/98			(977.50)
09/25/98		172.50	(1,150.00)

Account Derivation Table Type 1 directs the system to the base rules for actual revenue. It creates a credit journal entry for the revenue recognition amount.

Figure C–19 Credit Journal Entry for the Revenue Recognition Amount (1 of 2)

UNBILLED ACCOUNTS RECEIVABLE			
Date	**Debit**	**Credit**	**Balance**
06/30/98	402.50		402.50
07/31/98	575.00		977.50
08/31/98			977.50
09/25/98		1,150.00	(172.50)

Figure C–20 Credit Journal Entry for the Revenue Recognition Amount (2 of 2)

UNBILLED ACCOUNTS RECEIVABLE		
09/25/98	172.50	0

Account Derivation Table Type 3 directs the system to the base rules for unbilled accounts receivable. It creates a debit journal entry for the revenue recognition amount.

Note: Generally, during each month, a company processes multiple invoice batches. Depending upon company policy, revenue recognition might be processed more than once a month. Timing differences always occur between revenue recognition and invoice processing. Therefore, the account for unbilled accounts receivable would contain a variance amount and would not zero out each month.

C.5 Revenue Recognition and Invoicing with Reconciliation

Many companies do not want a variance between invoice and recognized revenue amounts. In this case, the revenue and receivable amounts are unbilled estimates. The actual revenue and receivable amounts always equal the invoiced amounts. When a company processes invoices, all the estimates are reconciled.

For example, if the company recognizes revenue monthly, but generates invoices only after the work is completed, the estimated revenue and receivable amounts are reconciled when the actual revenue and receivable amounts for the invoice are processed.

When you process invoices with revenue reconciliation, the journal generation control is 4.

When you process revenue recognition:

- Invoicing does not apply when you process revenue recognition at the end of each month
- The system calculates the same amount for unbilled revenue and unbilled accounts receivable
- The system calculates the amounts for unbilled revenue and unbilled accounts receivable simultaneously
- The system uses two different table types for the account derivation rules to create the journal entries:
  - · Table type 1 directs the system to the rules for unbilled revenue
  - · Table type 3 directs the system to the rules for unbilled accounts receivable

When the work is complete at a later time, and you process invoices:

- The system calculates the same amount for unbilled accounts receivable and accounts receivable
- The system calculates the amounts for unbilled accounts receivable and accounts receivable simultaneously
- The RC AAI designates the A/R account
- The system uses the account derivation rules and AAIs to create the journal entries. Table type 3 directs:
  - · The system to the rules for unbilled accounts receivable
  - · The RC AAI to the account information for accounts receivable

The system also:

- Processes the revenue reconciliation journals
- Reconciles the unbilled revenue and receivable amounts
- Creates the actual income amounts

- Uses three different table types for the account derivation rules to create journal entries:
  - · Type 1 to reconcile the unbilled revenue amounts
  - · Type 2 to credit the actual revenue amount
  - · Type 3 to reconcile the unbilled accounts receivable amounts

For example, your company began a project on June 15 and completed the project 30 days later. The total cost for the project was 1,000.00. Every week, the company generates the workfile transactions with a 15 percent markup added to the cost. Your company processes revenue recognition at the end of each month, beginning in June. They process the invoice on July 25. The system creates the following journal entries for the project costs:

Figure C–21 Journal Entry for Project Cost

06/28/98	Project cost	350.00	
	Accounts payable		(350.00)
07/25/98	Project cost	650.00	
	Accounts payable		(650.00)

The "T" account postings and balances for the cost in the general ledger are:

Figure C–22 T Account Postings and Balances for the Cost in the General Ledger

PROJECT COSTS			
Date	**Debit**	**Credit**	**Balance**
06/28/98	350.00		350.00
07/25/98	650.00		1,000.00

C.5.1 Revenue Recognition for June

On June 30, your company processes revenue recognition. The workfile contains a new transaction for 402.50. The system uses the following calculation for the workfile transaction:

- 350.00 cost X 15 percent markup = 52.50
- 350.00 cost + 52.50 = 402.50

The system creates the following journal entry for revenue recognition for the unbilled revenue and unbilled accounts receivable:

Figure C–23 Journal Entry for Revenue Recognition for Unbilled Revenue and Unbilled Accounts Receivable

06/30/98	Unbilled accounts receivable	402.50	
	Unbilled revenue		(402.50)

The "T" account postings and balances for June in the general ledger are:

Figure C–24 June T Account Postings and Balances in the General Ledger

UNBILLED ACCOUNTS RECEIVABLE

Date	Debit	Credit	Balance
06/30/98	402.50		402.50

Account Derivation Table Type 3 directs the system to unbilled accounts receivable base rules. It creates a debit journal entry for the revenue recognition amount.

Figure C–25 Debit Journal Entry for Revenue Recognition Amount

UNBILLED REVENUE

Date	Debit	Credit	Balance
06/30/98		402.50	(402.50)

Account Derivation Table Type 1 directs the system to unbilled revenue base rules. It creates a credit journal entry for the revenue recognition amount.

C.5.2 Invoicing for July

On July 25, your company processes the invoice. The workfile contains a new transaction for 747.50. The system uses the following calculation for the workfile transaction:

- 650.00 cost X 15 percent markup = 97.50
- 650.00 cost + 97.50 = 747.50

The system creates the following journal entry for the June and July workfile transactions by adding the 402.50 and 747.50 that apply to the invoice:

Figure C–26 Journal Entry for June and July Workfile Transactions

07/25/98	Accounts receivable	1,150.00	
	Unbilled accounts receivable		(1,150.00)

The "T" account postings and balances for July in the general ledger are:

Figure C–27 July T Account Postings and Balances in the General Ledger

UNBILLED ACCOUNTS RECEIVABLE			
Date	**Debit**	**Credit**	**Balance**
06/30/98	402.50		402.50
07/25/98		1,150.00	(747.50)

S``Account Derivation Table Type 3 directs the system to unbilled accounts receivable base rules. It creates a credit journal entry for the invoice amount.

Figure C–28 Credit Journal Entry for the Invoice Amount

ACCOUNTS RECEIVABLE			
Date	**Debit**	**Credit**	**Balance**
06/30/98			0
07/25/98	1,150.00		1,150.00

The RC AAI directs the system to the accounts receivable and retainage account information. It uses the invoice amount to create the debit for the journal entry.

C.5.3 Revenue Recognition and Reconciliation for July

Revenue Recognition

Unbilled accounts receivable and untilled revenue have not been calculated for the 747.50 workfile transaction that was included in the invoiced amount. The system creates the following journal entry for reconciliation of the revenue recognition amounts:

Figure C–29 Journal Entry for Reconciliation of Revenue Recognition Amounts

07/25/98	Unbilled accounts receivable	747.50	
	Unbilled revenue		(747.50)

The account postings and the balances in the general ledger for the journals are:

Figure C–30 Account Postings and Balances in the General Ledger for the Journals

UNBILLED ACCOUNTS RECEIVABLE			
Date	**Debit**	**Credit**	**Balance**
06/30/98	402.50		402.50
07/25/98		1,150.00	(747.50)
07/25/98	747.50		0

Account Derivation Table Type 3 directs the system to the base rules for unbilled accounts receivable. It creates a debit journal entry for the revenue recognition amount.

Figure C–31 Debit Journal Entry for the Revenue Recognition Amount

UNBILLED REVENUE			
Date	**Debit**	**Credit**	**Balance**
06/30/98		402.50	(402.50)
07/25/98		747.50	(1,150.00)

Account Derivation Table Type 1 directs the system to the base rules for unbilled revenue. It creates a credit journal entry for the revenue recognition amount.

Revenue Reconciliation of the Revenue Amounts

The system uses Unbilled Accounts Receivable as the "clearing" account for the Revenue Recognition and INvoice amounts during the reconciliation of revenue. When the revenue and invoice amounts are the same, it appears as if the system has created unnecessary, duplicate entries. This occurs because the system uses gross amounts rather than net amounts to reconcile the unbilled accounts.

The system creates the following journal entries for the reconciliation of the revenue recognition amounts:

Figure C–32 Journal Entries for the Reconciliation of the Revenue Recognition Amounts

07/25/98	Unbilled revenue	1,150.00	
	Unbilled accounts receivable		(1,150.00)

The account postings and the balances in the general ledger for the journals are:

Figure C–33 Account Postings and Balances in the General Ledger for the Journals

UNBILLED REVENUE			
Date	**Debit**	**Credit**	**Balance**
06/30/98		402.50	(402.50)
07/25/98		747.50	(1,150.00)
07/25/98	1,150.00		0

Account Derivation Table Type 1 directs the system to the base rules for unbilled revenue. It creates a debit journal entry for the revenue recognition amount.

Figure C–34 Debit Journal Entry for Revenue Recognition Amount

UNBILLED ACCOUNTS RECEIVABLE			
Date	**Debit**	**Credit**	**Balance**
06/30/98	402.50		402.50
07/25/98		1,150.00	(747.50)
07/25/98	747.50		0
07/25/98		1,150.00	(1,150.00)

Account Derivation Table Type 3 directs the system to the base rules for unbilled accounts receivable. It creates a credit journal entry for the revenue recognition amount.

Revenue Reconciliation of the Invoice Amounts

The system also creates the following journal entries for the revenue reconciliation by using the invoice amount for actual revenue:

Figure C–35 Journal Entries for Revenue Recognition

07/25/98	Unbilled accounts receivable	1,150.00	
	Revenue		(1,150.00)

Figure C–36 Journal Entries for Revenue Recognition

UNBILLED ACCOUNTS RECEIVABLE			
Date	**Debit**	**Credit**	**Balance**
06/30/98	402.50		402.50
07/25/98		1,150.00	(747.50)
07/25/98	747.50		0
07/25/98		1,150.00	(1,150.00)
07/25/98	1,150.00		0

Account Derivation Table Type 3 directs the system to the base rules for unbilled accounts receivable. It creates a debit journal entry for the invoice amount.

Figure C–37 Debit Journal Entry for the Invoice Amount

REVENUE			
Date	**Debit**	**Credit**	**Balance**
07/25/98		1,150.00	(1,150.00)

Account Derivation Table Type 2 directs the system to the base rules for actual revenue. It creates a credit journal entry for the invoice amount.

After all the journals have been posted, the unbilled accounts are reconciled. Only the actual revenue and accounts receivable accounts contain balances for the invoiced workfile transactions.

C.6 Reallocation Rules

Companies define reallocation rules so that the system can redirect amounts. The amounts can include:

- Taxes
- Invoices
- Costs

To use reallocation rules, you must first define a base rule. Then, you can define reallocation rules to redirect up to 100% of an amounts from and to one or more alternate accounts.

For example, your company might charge a "trip" fee whenever they send a service person to the equipment location to preform repairs. If your company wants to direct trip fees to a separate business unit from repair fees, you can define a reallocation rule to redirect the trip fee.

Reallocation rules use any combination of the following files in the Account Derivation Table:

- Table Amount Basis
- Split Amount Basis
- Positive or Negative
- Component Code
- Condition Code
- Percent to Include
- Reverse Entry Control

When you define reallocation rules for table amounts, the system uses the billing detail transaction in the Billing Workfile (F4812). Table amounts can be defined as:

Source	Description
Base	Either the revenue or invoice amount, depending on the type of processing and the stage of journal processing
Cost	Actual amount of cost for workfile transaction
Invoice	Actual amount invoiced for workfile transaction
Revenue	Actual amount for revenue recognition for workfile transaction
Margin	Actual amount for revenue less the actual amount for cost
Net Margin	Actual amount for invoice less the actual amount for cost

Note: Depending on the value for the system constant for independent revenue and invoice amounts, and the type of markup tables, the revenue and invoice amounts are either the same or can differ. The Margin and the Net Margin amounts might not differ.

The Positive or Negative (+/-) field directs the system to increase or decrease the amount for the resulting account. Whether an account is increased or decreased depends on the type of journal processing and the stage of journal processing. For example, a + can increase the unbilled accounts receivable account during revenue recognition, and decrease the unbilled accounts receivable account during invoicing.

The Reverse Entry Control (REC) field is used to prevent the system from creating a reversing entry for rules on the Account Derivation Table. You can use this field with any entry other than the Base Entry rule for the table.

The Split Amount Basis field is related to the table amounts in the Amount Basis fields. When the Split Amount Basis field is blank, the reallocation can be used with the amounts for Cost, Margin, or Net Margin. (Taxable amounts and the tax amount cannot be split apart from the Cost, Margin, or Net Margin.) Other split amounts can be based on:

- B - Invoice amount plus tax or revenue amount
- A - Taxable invoice amount
- T - Tax amount

The system can execute reallocation rules depending on different circumstances. the system might execute a reallocation rule when there is a component name in the component field. In this case, a component amount is calculated for the named component code and the amount is attached to the workfile transaction.

Executing rules can also depend on the results of a conditional test. The condition code directs the system to the test the system must perform. Based on the results of the test, the system determines whether to execute the reallocation rule.

Companies can determine the need for reallocation rules by analyzing the account journal entries that are required when they post transactions that are processed by the Service and Contract Billing systems.

C.7 Invoicing Only

A company creates an invoice for 1,200.00. The original cost per unit is 10.00 for 100 units. The cost of each unit is recorded in the Work in Process account. After the units are invoiced, the cost is moved from the Work in Process account to the Cost of Goods Sold account. Each unit is sold for 12.00.

The journal entries are:

Figure C–38 Invoicing Only Journal Entries

06/30/98	Work in Process	1,000.00	
	Accounts Payable		(1,000.00)
07/31/98	Accounts Receivable	1,200.00	
	Sales Revenue		(1,200.00)
07/31/98	Cost of Goods Sold	1,000.00	
	Work in Process		(1,000.00)

The Account Derivation Table rules for Table Type 3 - Actual Revenue first direct the 1,200.00 invoice amount to the Sales Revenue account. The system uses the AAIs to create the Accounts Receivable portion of the journal entry. Then, the Work in Process account is reduced and the Cost of Goods Sold is increased by the cost amount.

The account postings and balances for June in the general ledger are:

Figure C–39 June Account Postings and Balances in the General Ledger

WORK IN PROCESS

Date	Debit	Credit	Balance
06/30/98	1,000.00		1,000.00

ACCOUNTS PAYABLE

Date	Debit	Credit	Balance
06/30/98		1,000.00	(1,000.00)

The account postings and balances for July in the general ledger are:

ACCOUNTS RECEIVABLE

Date	Debit	Credit	Balance
07/31/98	1,200.00		1,200.00

SALES REVENUE

Date	Debit	Credit	Balance
07/31/98		1,200.00	(1,200.00)

WORK IN PROCESS

Date	Debit	Credit	Balance
06/30/98	1,000.00		1,000.00
07/31/98		1,000.00	0

COST OF GOODS SOLD

Date	Debit	Credit	Balance
07/31/98	1,000.00		1,000.00

Note: In the example, the Journal Generation system constant is set to 1 because the company is creating invoices only without revenue recognition. Account Derivation Table Type 3 is the only table needed to create the revenue and reallocation journal entries.

C.7.1 Account Derivation Table Rules

You set up the Account Derivation Table rules for invoicing only as follows:

Figure C–40 Account Derivation Table Rules for Invoicing

ACCOUNT DERIVATION TABLE TYPE 3			
Purpose	**Account Basis**	**Tax Basis**	**+/-**
Define base rule for revenue amount from the invoice	B (Base)	B (Base)	+ creates a credit to the Revenue account
Remove cost from the Work in Process account	C (Cost)		+ creates a credit to the Work in Process account
Reallocate cost to Cost of Goods Sold account	C (Cost)		- creates a debit to Cost of Goods Sold account

The RC AAI directs the system to the account information associated with the debit to Accounts Receivable.

Caution: To determine the correct +/- entry, you must analyze the type of account and the normal type of balance within the account. For example, the Work in Process account is usually a balance sheet account with a debit (+) balance. If you use a + on Table Type 3 when the Journal Generation is set to only create invoices, the system automatically creates a credit (-) entry to the resulting account.

C.8 Revenue Recognition Only

A company recognizes revenue for 1,200.00. The original cost per unit is 10.00 for 100 units. The cost of each unit is recorded in the Work in Process account. After the revenue for the units is recognized, the cost is moved from the Work in Process account to the Cost of Goods Sold account. The revenue for each unit is recognized as 12.00 per unit.

The journal entries are:

Figure C–41 Revenue Recognition Only Journal Entries

06/30/98	Work in Process	1,000.00	
	Accounts Payable		(1,000.00)
07/31/98	Inter-Company Receivable	1,200.00	
	Reimbursed Expenses		(1,200.00)
07/31/98	Cost of Goods Sold	1,000.00	
	Work in Process		(1,000.00)

The Account Derivation Table rules for Table Type 1 - Actual Revenue first direct the 1,200.00 revenue amount to the Reimbursed Expense account. The Account Derivation

Table rules for Table Type 3 - Unbilled Receivables, direct the 1,2000.00 reimbursable amount to the Inter-Company Receivable account. Then, the Work in Process account is reduced and the Cost of Goods Sold is increased by the cost amount.

The account postings and balances for June in the general ledger are:

Figure C–42 June Account Postings and Balances in the General Ledger

WORK IN PROCESS

Date	Debit	Credit	Balance
06/30/98	1,000.00		1,000.00

ACCOUNTS PAYABLE

Date	Debit	Credit	Balance
06/30/98		1,000.00	(1,000.00)

The account postings and balances for July in the general ledger are:

INTER-COMPANY RECEIVABLE

Date	Debit	Credit	Balance
07/31/98	1,200.00		1,200.00

REIMBURSED EXPENSES

Date	Debit	Credit	Balance
07/31/98		1,200.00	(1,200.00)

WORK IN PROCESS

Date	Debit	Credit	Balance
06/30/98	1,000.00		1,000.00
07/31/98		1,000.00	0

COST OF GOODS SOLD

Date	Debit	Credit	Balance
07/31/98	1,000.00		1,000.00

C.8.1 Account Derivation Table Rules

You can use either Method 1 or Method 2 to create the Account Derivation rules for revenue recognition only. Set up the rules as follows:

Figure C–43 Method 1

ACCOUNT DERIVATION TABLE TYPE 1 - ACTUAL REVENUE
Account Basis and Tax Basis Increase/Decrease Rules

Purpose	Account Basis	Tax Basis	+/-
Define base rule for revenue for reimbursed expenses	B (Base)	B (Base)	+ creates a credit to the Reimbursed Expense account
Define a reallocation rules for the Cost of Goods Sold account	R (Revenue)		- creates a debit to the Inter-Company Receivable account
Define a reallocation rule for the Work in Process account	R (Revenue)		+ creates a creidt to the Work in Process account

ACCOUNT DERIVATION TABLE TYPE 3 - UNBILLED ACCOUNTS RECEIVABLE
Account Basis and Tax Basis Increase/Decrease Rules

Purpose	Account Basis	Tax Basis	+/-
Define base rule for unbilled accounts receivable	B (Base)	B (Base)	+ creates a debit to the Inter-Company Receivable account

Figure C–44 Method 2

ACCOUNT DERIVATION TABLE TYPE 1 - ACTUAL REVENUE
Account Basis and Tax Basis Increase/Decrease Rules

Purpose	Account Basis	Tax Basis	+/-
Define base rule for revenue for reimbursed expenses	B (Base)	B (Base)	+ creates a credit to the Reimbursed Expenses account

ACCOUNT DERIVATION TABLE TYPE 3 - UNBILLED ACCOUNTS RECEIVABLE
Account Basis and Tax Basis Increase/Decrease Rules

Define a base rule for unbilled accounts receivable	B (Base)	B (Base)	+ creates a debit to the Inter-Company Receivable account
Define a reallocation rule for cost of goods sold	R (Revenue)		+ creates a debit to the Cost of Goods Sold account

Figure C–45 Method 2 (Continued)

ACCOUNT DERIVATION TABLE TYPE 3 - UNBILLED ACCOUNTS RECEIVABLE
Account Basis and Tax Basis Increase/Decrease Rules

Define a reallocation rule for work in process	R (Revenue)		- creates a credit to the Work in Process account

C.9 Invoicing and Revenue Recognition without Reconciliation

A company recognizes revenue for 1,200.00 over a two-month period. The second month, the company processes an invoice for 1,200.00. The original cost per unit is 10.00 for 100 units. The cost of each unit is recorded in the Work in Process account. After revenue is recognized for the units, the cost is moved from the Work in Process Account to the Cost of Goods Sold account. Revenue is recognized for each unit at 12.00 per unit.

The journal entries are:

Figure C–46 Without Reconciliation Journal Entries

06/30/98	Work in Process		
	Accounts Payable		
06/30/98	Unbilled Accounts Receivable		
	Revenue		
06/30/98	Cost of Goods Sold		
	Work in Process		
07/31/98	Work in Process	1,000.00	
	Accounts Payable		(1,000.00)
07/31/98	Accounts Receivable	720.00	
	Unbilled Account Receivable		(720.00)
07/31/98	Unbilled Accounts Receivable	600.00	
	Revenue		(600.00)
07/31/98	Cost of Goods Sold	400.00	
	Work in Process		(400.00)

In June, the Account Derivation Table rules for Table Type 1 - Actual Revenue first direct the 720.00 revenue amount to the Revenue account. The Account Derivation Table rules for Table Type 3 - Unbilled Receivables directs the 720.00 for unbilled receivables to the Unbilled Accounts Receivable account.

In July, the system uses the RC AAI to debit the Accounts Receivable account for the amount of the invoice. Then, the system uses Table Type 3 - Unbilled Receivables to create a 1,200.00 credit.

The system also determines whether the workfile transactions that make up the 1,200.00 invoice require any revenue adjustments. In this example, a 420.00 workfile transaction was not included in the revenue batch prior to creating the invoice. The

system creates two additional journal entries for the revenue adjustments applicable to the workfile transaction.

The system uses the Account Derivation Table rules for Table Type 1 - Actual Revenue to adjust the revenue amount by 420.00 and create a credit to the Revenue account. Then the system uses the Account Derivation Table rules for Table Type 3 - Unbilled Receivables to adjust unbilled receivables by 420.00 and create a debit to the Unbilled Accounts Receivable account.

> **Note:** In this example, Unbilled Accounts Receivable reconciled to "zero" because of the timing difference between revenue recognition and invoicing. Typically, a variance would exist in the account each month because the system does not create reconciling entries to reconcile the unbilled balance.

Finally, the system reduces the Work in Process and increases the Cost of Goods Sold by the cost amount each month.

The account postings and balances for June in the general ledger are:

Figure C–47 June Account Postings and Balances in the General Ledger (1 of 2)

WORK IN PROCESS

Date	Debit	Credit	Balance
06/30/98	600.00		600.00

ACCOUNTS PAYABLE

Date	Debit	Credit	Balance
06/30/98		600.00	(600.00)

UNBILLED ACCOUNTS RECEIVABLE

Date	Debit	Credit	Balance
06/30/98	720.00		720.00

REVENUE

Date	Debit	Credit	Balance
06/30/98		720.00	(720.00)

Figure C–48 June Account Postings and Balances in the General Ledger (2 of 2)

WORK IN PROCESS			
Date	**Debit**	**Credit**	**Balance**
06/30/98	600.00		600.00
06/30/98		600.00	0

COST OF GOODS SOLD			
Date	**Debit**	**Credit**	**Balance**
06/30/98	600.00		600.00

The account postings and balances for July in the general ledger are:

Figure C–49 July Account Postings and Balances in the General Ledger (1 of 2)

WORK IN PROCESS			
Date	**Debit**	**Credit**	**Balance**
07/31/98	400.00		400.00

ACCOUNTS PAYABLE			
Date	**Debit**	**Credit**	**Balance**
06/30/98		600.00	(600.00)
07/31/98		400.00	(1,000.00)

UNBILLED ACCOUNTS RECEIVABLE			
Date	**Debit**	**Credit**	**Balance**
06/30/98	720.00		720.00
07/31/98		1,200.00	(480.00)

ACCOUNTS RECEIVABLE			
Date	**Debit**	**Credit**	**Balance**
06/30/98			
07/31/98	1,200.00		1,200.00

REVENUE			
Date	**Debit**	**Credit**	**Balance**
06/30/98		720.00	(720.00)
07/31/98		480.00	(1,200.00)

Figure C–50 July Account Postings and Balances in the General Ledger (2 of 2)

UNBILLED ACCOUNTS RECEIVABLE

Date	Debit	Credit	Balance
06/30/98	720.00		720.00
07/31/98		1,200.00	(480.00)
07/31/98	480.00		0

WORK IN PROCESS

Date	Debit	Credit	Balance
07/31/98	400.00		400.00
07/31/98		400.00	0

COST OF GOODS SOLD

Date	Debit	Credit	Balance
06/30/98	600.00		600.00
07/31/98	400.00		1,000.00

C.9.1 Reverse Entry Control

The Reverse Entry Control (REC) field is used to prevent the system from creating a reversing entry for rules on the Account Derivation Table. You can use the Reverse Entry Control field with any entry other than the Base Entry rule for a table.

When the Journal Generation Control is 3, the system uses Table Type 3 - Unbilled Accounts Receivable to create both a journal entry for revenue recognition and invoices. The revenue recognition journal entry debits Unbilled Accounts Receivable. The invoice journal entry credits Unbilled Accounts Receivable.

If a reallocation rule is defined on Table Type 3 - Unbilled Accounts Receivable and is only applicable to revenue recognition, the Reverse Entry Control should be set to prevent the system from using the rule when it creates the invoice journal entries.

The reallocation rule for the Work in Process and Cost of Goods Sold accounts creates journal entries only when the system creates the revenue recognition journals. In this case, the value in the Reverse Entry Control field should be 0 to prevent the system from creating additional journal entries, per Method 2 in the following account derivation rules.

C.9.2 Account Derivation Table Rules

You can use Method 1 or Method 2 to create the Account Derivation Table rules for revenue recognition and invoicing without revenue reconciliation. Set up the rules as follows:

Figure C–51 Method 1

ACCOUNT DERIVATION TABLE TYPE 1 - ACTUAL REVENUE
Account Basis and Tax Basis Increase/Decrease Rules

Purpose	Account Basis	Tax Basis	+/-
Define base rule for revenue	B (Base)	B (Base)	+ creates a credit to the Revenue account
Define a reallocation rule for the cost of goods sold	R (Revenue)		- creates a debit to the Cost of Goods Sold account
Define a reallocation rule for the work in process	R (Revenue)		+ creates a credit to the Work in Process account

ACCOUNT DERIVATION TABLE TYPE 3 - UNBILLED ACCOUNTS RECEIVABLE
Account Basis and Tax Basis Increase/Decrease Rules

Purpose	Account Basis	Tax Basis	+/-
Define base rule for unbilled accounts receivable	B (Base)	B (Base)	+ creates a debit to the Inter-Company Receivable account

Figure C–52 Method 2

ACCOUNT DERIVATION TABLE TYPE 1 - ACTUAL REVENUE
Account Basis and Tax Basis Increase/Decrease Rules

Define base rule for revenue for reimbursed expenses	B (Base)	B (Base)	+ creates a credit to the Reimbursed Expenses account

ACCOUNT DERIVATION TABLE TYPE 3 - UNBILLED ACCOUNTS RECEIVABLE
Account Basis and Tax Basis Increase/Decrease Rules

Purpose	Account Basis	Tax Basis	+/-
Define a base rule for unbilled accounts receivable	B (Base)	B (Base)	+ creates a debit to the Inter-Company Receivable account
Define a reallocation rule for cost of goods sold	R (Revenue)		+ creates a debit to the Cost of Goods Sold account (REC is 0)

Figure C–53 Method 2 (Continued)

ACCOUNT DERIVATION TABLE TYPE 3 - UNBILLED ACCOUNTS RECEIVABLE Account Basis and Tax Basis Increase/Decrease Rules		
Define a reallocation rule for work in process	R (Revenue)	- creates a credit to the Work in Process account (REC is 0)

C.10 Invoicing and Revenue Recognition with Reconciliation

A company recognizes revenue for 1,200.00 over a two-month period. The second month, the company processes an invoice for 1,200.00. The original cost per unit is 10.00 for 100 units. The cost of each unit is recorded in the Work in Process account. After revenue is recognized for the units, the cost is moved from the Work in Process Account to the Cost of Goods Sold account. Revenue is recognized for each unit at 12.00 per unit.

The journal entries for June are:

Figure C–54 Journal Entries for June

06/30/98	Work in Process	600.00	
	Accounts Payable		(600.00)
06/30/98	Unbilled Accounts Receivable	720.00	
	Unbilled Revenue		(720.00)

The account postings and balances for June in the general ledger are:

Figure C–55 June Account Postings and Balances in the General Ledger (1 of 2)

WORK IN PROCESS

Date	Debit	Credit	Balance
06/30/98	600.00		600.00

ACCOUNTS PAYABLE

Date	Debit	Credit	Balance
06/30/98		600.00	(600.00)

UNBILLED ACCOUNTS RECEIVABLE

Date	Debit	Credit	Balance
06/30/98	720.00		720.00

Figure C–56 June Account Postings and Balances in the General Ledger (2 of 2)

UNBILLED REVENUE

Date	Debit	Credit	Balance
06/30/98		720.00	(720.00)

In June, the Account Derivation Table rules for Table Type 1 - Actual Revenue first direct the 720.00 revenue amount to the Revenue account. The Account Derivation Table rules for Table Type 3 - Unbilled Receivables direct the 720.00 for unbilled receivables to the Unbilled Accounts Receivable account.

The journal entries for July are:

Figure C–57 July Journal Entries

07/31/98	Work in Process	400.00	
	Accounts Payable		(400.00)
07/31/98	Unbilled Accounts Receivable	480.00	
	Unbilled Revenue		(480.00)
07/31/98	Accounts Receivable	1,200.00	
	Unbilled Account Receivable		(1,200.00)
07/31/98	Unbilled Revenue	1,200.00	
	Unbilled Accounts Receivable		(1,200.00)
07/31/98	Unbilled Accounts Receivable	1,200.00	
	Revenue		(1,200.00)
07/31/98	Cost of Goods Sold	1,000.00	
	Work in Process		(1,000.00)

The account postings and balance for July in the general ledger are:

Figure C–58 July Account Postings and Balances in the General Ledger (1 of 4)

WORK IN PROCESS			
Date	**Debit**	**Credit**	**Balance**
06/30/98	600.00		600.00
07/31/98	400.00		1,000.00
07/31/98		1,000.00	0

Figure C–59 July Account Postings and Balances in the General Ledger (2 of 4)

COST OF GOODS SOLD

Date	Debit	Credit	Balance
06/30/98			
07/31/98	1,000.00		1,000.00

ACCOUNTS PAYABLE

Date	Debit	Credit	Balance
06/30/98		600.00	(600.00)
07/31/98		400.00	(1,000.00)

UNBILLED REVENUE

Date	Debit	Credit	Balance
06/30/98		720.00	720.00
07/31/98		480.00	1,200.00
07/31/98	1,200.00		0

Figure C–60 July Account Postings and Balances in the General Ledger (3 of 4)

UNBILLED ACCOUNTS RECEIVABLE

Date	Debit	Credit	Balance
06/30/98	720.00		720.00
07/31/98	480.00		1,200.00
07/31/98		1,200.00	0
07/31/98		1,200.00	(1,200.00)
07/31/98	1,200.00		0

ACCOUNTS RECEIVABLE

Date	Debit	Credit	Balance
06/30/98			
07/31/98	1,200.00		(1,200.00)

REVENUE

Date	Debit	Credit	Balance
06/30/98			

Figure C–61 July Account Postings and Balances in the General Ledger (4 of 4)

REVENUE

07/31/98		1,200.00	(1,200.00)

C.10.1 Account Derivation Table Rules

When you set up the Account Derivation Tables rules for revenue recognition and invoicing with reconciliation, you must define all three table types. Set up the rules as follows:

Figure C–62 Account Derivation Table Rules, Types 1 and 2

ACCOUNT DERIVATION TABLE TYPE 1 - UNBILLED REVENUE
Account Basis and Tax Basis Increase/Decrease Rules

Purpose	Account Basis	Tax Basis	+/-
Define base rule for unbilled revenue	B (Base)	B (Base)	+ creates a *credit* to the Unbilled Revenue account using the *revenue recognition amount* when processing revenue recognition
Define a base rule for unbilled revenue	B (Base)	B (Base)	+ creates a *debit* to the Unbilled Revenue account using the *revenue recognition amount* when processing revenue reconciliation during invoicing

ACCOUNT DERIVATION TABLE TYPE 2 - ACTUAL REVENUE
Account Basis and Tax Basis Increase/Decrease Rules

Purpose	Account Basis	Tax Basis	+/-
Define a base rule for revenue amount from the invoice	B (Base)	B (Base)	+ creates a *credit* to the revenue account using the *invoice amount* when processing revenue reconciliation during invoicing
Remove cost from Work in Process account	C (Cost)		+ creates a credit to the Work in Process account when processing revenue reconciliation during invoicing

Figure C–63 Account Derivation Table Rules, Type 2 (Actual Revenue)

ACCOUNT DERIVATION TABLE TYPE 2 - ACTUAL REVENUE
Account Basis and Tax Basis Increase/Decrease Rules

Reallocate cost to Cost of Goods Sold account	C (Cost)		- creates a debit to the Cost of Goods Sold account when processing revenue reconciliation during invoicing

Note: The Reverse Entry Control (REC) field does not apply because the reallocation rules for the Work in Process and Cost of Goods Sold accounts are defined on Table Type 2 - Actual Revenue. Table Type 2 - Actual Revenue is used only during invoice journaling when the system performs the revenue reconciliation.

Figure C–64 Account Derivation Tables, Type 3

ACCOUNT DERIVATION TABLE TYPE 3 - UNBILLED ACCOUNTS RECEIVABLE
Account Basis and Tax Basis Increase/Decrease Rules

Purpose	Account Basis	Tax Basis	+/-
Define a base rule for unbilled accounts receivable	B (Base)	B (Base)	+ creates a *debit* to the Unbilled Accounts Receivable account when processing the *revenue recognition amount* during revenue recognition processing
Define a base rule for unbilled accounts receivable	B (Base)	B (Base)	+ creates a *debit* to the Unbilled Accounts Receivable account when processing the *invoice amount* during invoice processing
Define a base rule for unbilled accounts receivable	B (Base)	B (Base)	+ creates a *credit* to the Unbilled Accounts Receivable account when processing the *revenue recognition amount* for revenue reconciliation during invoice processing

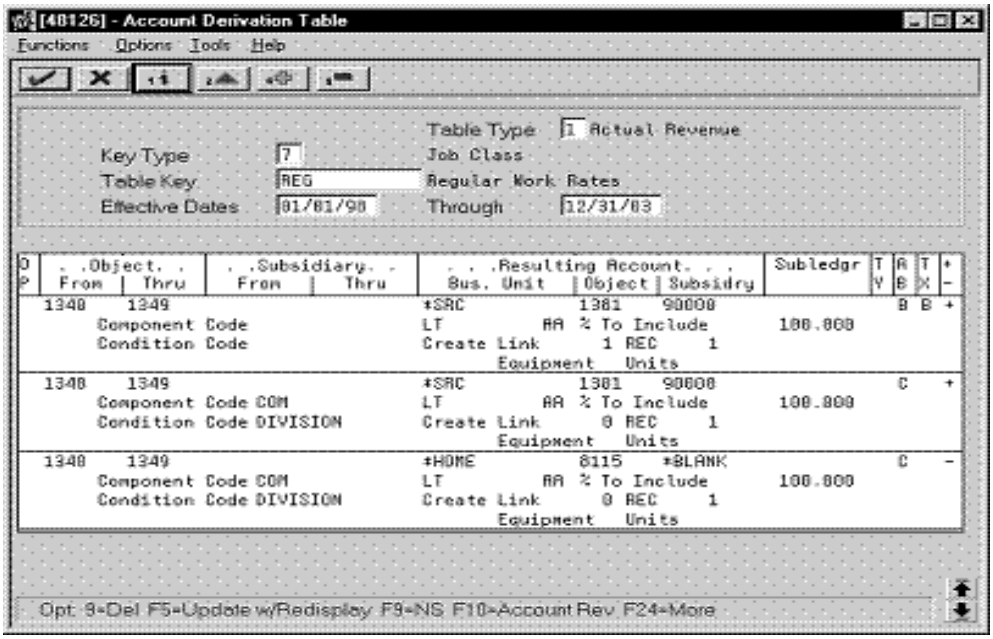
Figure C–65 Account Derivation Tables, Type 3 (Continued)

ACCOUNT DERIVATION TABLE TYPE 3 - UNBILLED ACCOUNTS RECEIVABLE Account Basis and Tax Basis Increase/Decrease Rules			
Define a base rule for unbilled accounts receivable	B (Base)	B (Base)	+ creates a *debit* to the Unbilled Accounts Receivable account when processing the *invoice amount* for revenue reconciliation during the invoice processing

C.11 Component Reallocations

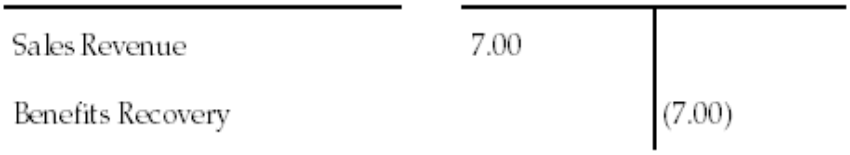
A component is a markup that can be associated with a workfile transaction's cost, revenue, and invoice amount, or any combination of these three. If a component amount exists, an account derivation rule can reclassify the amount.

Figure C–66 Account Derivation Table screen



For example, a company might add 7 cents per hour onto all hourly employees' wages for the cost of benefits. When this amount is included in an invoice, the company wants the revenue amount for the benefits recovery separated from the sales revenue amount. If the current invoice included a 7 dollar billing for 100 hours, the reclassification journal entry would be:

Figure C–67 Reclassification Journal Entry



To create this journal entry, you can use the account derivation rules to create a reallocation rule that reduces the sales revenue by the component amount and increases the benefits recovery. Both reallocation rules include the component name associated wit the 7 cents per hour cost of benefits so that the system can determine the recovery amount.

C.11.1 Defining Component Reallocation Rules

You can define component reallocation rules on any of the three types of account derivation tables. To reallocate components, you must determine the following:

- Appropriate journal processing stage for the reallocation
- Base rule associated with the component reallocation
- Object account range for the workfile transaction associated with the component
- Resulting accounts for the reallocation amount
- Amount Basis for the component amount, such as cost, invoice, or revenue
- Component code
- Percentage to reallocate

To define the component reallocation rule, access the appropriate account derivation table and define the base rule. Then, define the appropriate reallocation rule to reduce the component amount from the original resulting account. Last, define the appropriate reallocation rule to increase the component amount for the new resulting account.

See Also:

- Section 20.3, "Adding Component Codes to Derivation Rules."

C.12 Conditional Reallocation Rules

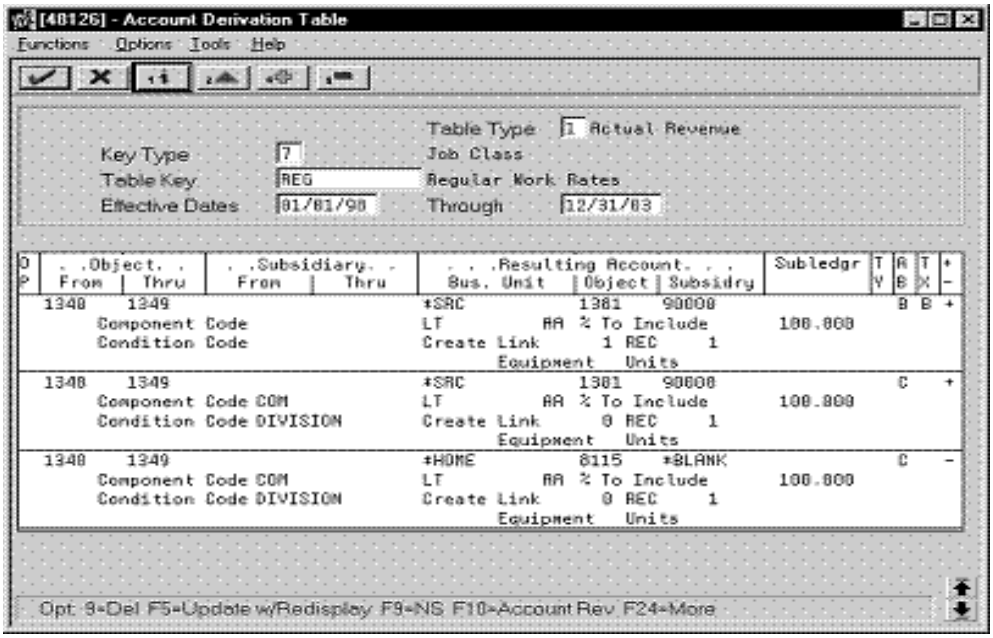
Reallocation rules can be dependent on the results of a conditional test. When you specify a test for a conditional reallocation rule, the system must test each condition before it can execute each account derivation rule. This additional processing increases the time it takes for the system to create the resulting journal entries.

Each conditional test can include one or more types of tests the system must execute for the Condition Code before it applies the reallocation rule. To assign a condition code to a reallocation rule, you must determine the following:

- Appropriate journal processing stage for the conditional reallocation
- Base rule associated with the conditional reallocation rule
- Object account range for the workfile transactions associated with the conditional reallocation rule
- Resulting accounts for the conditional reallocation amount

- Applicable amount basis and tax basis for the conditional reallocation rule
- Condition code tests

Figure C–68 Account Derivation Table screen



See Also:

- Section 17.1, "Setting Up System Constants."

C.13 Independent Revenue/Invoice Amount Basis

When the invoice and revenue amounts are marked up independent of each other, the Journal Generation Control for revenue recognition with or without reconciliation affects the variance balance the system maintains in the Unbilled Accounts Receivable and Unbilled Revenue accounts.

The Independent Revenue/Invoice constant determines if the markup amounts calculated for the workfile transactions must use the same rules for the invoice and revenue amounts. If the constant is set to allow different markup rules for the invoice and revenue amounts, processing invoices and revenue recognition without reconciliation creates a permanent variance between unbilled accounts receivable and actual accounts receivable amounts. Invoice and revenue amounts are always different.

If the Independent Revenue/Invoice constant is set to allow different markup rules for the invoice and revenue amounts, processing invoices and revenue recognition with reconciliation forces the unbilled accounts to reconcile, but allows the invoice and revenue amounts to be different.

The following results occur based on the relationships between the system constants and the revenue recognition process:

Figure C–69 Independent Revenue Results

System Constants		Revenue Recognition Results		
Journal Generation Control	Independent Revenue/Invoice Flag	Revenue Amount	Invoice Amount	Unbilled Accounts Receivable
3	0	Same	Same	No Variance
3	1	Different	Different	Variance
4	0	Same	Same	No Variance
4	1	Different	Different	No Variance

Note: If the Journal Generation Control is:

- 3 - process revenue recognition without reconciliation
- 4 - process revenue recognition with reconciliation

If the Independent Revenue Invoice Control is:

- 0 - the invoice amount always equals the revenue amount
- 1 - the invoice and revenue amounts can differ

See Also:

- Section 17.1, "Setting Up System Constants."

D

Retrieval Reference Codes

You set up the retrieval reference codes with the Retrieval Reference window. This window is accessed from the Format Revisions screen. The following table describes the parameters that relate to retrieval codes. Be aware of the following:

- Only the applicable parameters are listed for each retrieval code.
- To display more information about each parameter, use function keys F1 (field help) and F8 (table field descriptions).

> **Caution:** The Display Size field is a required field for the setup of all the retrieval reference codes. If a display size is not specified, the related information is not printed on the invoice.

RETRIEVAL CODE and SOURCE TABLE	PARA-METER	EXPLANATION
ADD No source table	1 - 4	A mathematical function performed over retrieved information. For that information, specify the numbers of the retrieval reference codes in the parameter fields. For example, if the calculation relates to retrieval reference code numbers 7 and 10, you would specify &7 in parameter 1 and &10 in parameter 2. You can also specify other numeric values involved in the calculation, such as-1, .10, or 100.
ADDRESS Address by Date (F0116)	1	The data item related to the information you want to retrieve from the F0116 table.
ADDRESS Address by Date (F0116)	2	Determines the address number for the information to be printed. For example, you could specify the address number for the company or job customer.
ADDRESS Address by Date (F0116)	3	Determines the address number for the alternate address information, such as the alternate billing number or parent number.
ADDRESS Address by Date (F0116)	4	The date on which a change of address takes place. It is compared with the effective date for the address number. This parameter applies only if the Addresses by Effective Date field on the Address Book Constants form is set to 1.

RETRIEVAL CODE and SOURCE TABLE	PARA-METER	EXPLANATION
ADDRESS2 Account Master (F0101)	1	The data item related to the information you want to retrieve from the F0101 table.
ADDRESS2 Account Master (F0101)	2	Determines the address number for the information to be printed. For example, you could specify the address number for the company or job customer.
ADDRESS2 Account Master (F0101)	3	Determines the address number for the alternate address information, such as the alternate billing number or parent number.
ACCOUNT Address Book Master (F0901)	1	The data item related to the information you want to retrieve from the F0901 table.
ACCOUNT Address Book Master (F0901)	2	Determines whether the account information is related to the original (posting) cost account or the closest previous non-posting account. For example, Professional could be the description for a posting cost account or Labor for a non-posting account.
AMOUNT No source table	1	Determines the type of amount you want printed, such as a cost amount or a unit quantity. An amount can be included on any detail or total format.
AMOUNT No source table	2	This parameter applies to payroll labor and its related burden costs. It determines whether the system prints the total billing amount, only the labor costs, or only the burden costs.
AMOUNT No source table	3	This parameter applies only to a workfile record with associated components. It determines whether the system prints amounts related to the base transactions or to the specified component code.
CC Business Unit (Job) Master (F0006)	1	The data item related to the information you want to retrieve from the F0006 table.
CC Business Unit (Job) Master (F0006)	2	Determines whether the business unit is related to a job, home business unit, or project number.
CC SUPP 1 Business Unit (Job) Supplemental Data Codes (F00692)	1	The data item related to the information you want to retrieve from the F0692 table.
CC SUPP 1 Business Unit (Job) Supplemental Data Codes (F00692)	2	Determines whether the business unit is related to a job, home business unit, or project number.
CC SUPP 1 Business Unit (Job) Supplemental Data Codes (F00692)	3	The data type for the supplemental data that is defined for the code format (C). This data type is non-narrative. If daily job logs are required on the invoice, for example, you specify DL.

RETRIEVAL CODE and SOURCE TABLE	PARA-METER	EXPLANATION
CC SUPP 1 Business Unit (Job) Supplemental Data Codes (F00692)	4	A code related to the data type you specified for parameter 3. Such a code is displayed in the first column on the Supplemental Code Entry form. For example, the first column for daily job logs (data type DL) is Log Type.
CC SUPP 2 Business Unit (Job) Supplemental Data Text (F00693)	1	Determines whether the business unit is related to a job, home business unit, or project number.
CC SUPP 2 Business Unit (Job) Supplemental Data Text (F00693)	2	The data type for the supplemental data that contains free-form text. In this case, the data type can be defined for either the code format (C) or the narrative format (N). If a legal description is required on the invoice, for example, you specify LG.
CC SUPP 2 Business Unit (Job) Supplemental Data Text (F00693)	3	This parameter is similar to parameter 4 for the retrieval code CC SUPP 1. Therefore, if the data type in parameter 2 is defined for the code format, you must use parameter 3 to specify a code related to the data type. However, if the data type in parameter 2 is defined for the narrative format, you must leave parameter 3 blank.
CL TEXT Contract Billing Line Text (F52024)	N/A	This retrieval code lets you print on the invoice the text related to contract billing lines. This is typically used at either the transaction or the transaction summary level of the invoice. These two levels relate to the Billing Workfile (F4812) and Invoice Summary Workfile (F4822), respectively. No parameters are applicable to this code.
CONTRACT Contract Billing Master (F5201)	1	The data item related to the information you want to retrieve from the F5201 table.
CUMULATIVE (This retrieval code applies only to contracts.) Invoice Summary Access (F48520)	1	The data item related to the information you want to retrieve from the F48520 table. Be aware that the F48520 table must be built and maintained, which is controlled by the Invoice Summary Access Control field on the System Constants form.
CUMULATIVE (This retrieval code applies only to contracts.) Invoice Summary Access (F48520)	2	Determines the summary level of the billed-to-date total amount in relationship to the contract information. For example, it can be summarized by contract billing line.
CUMULATIVE (This retrieval code applies only to contracts.) Invoice Summary Access (F48520)	3	Determines the summary level of the billed-to-date total amount in relationship to the G/L account number. For example, it can be summarized by business unit and subsidiary.

RETRIEVAL CODE and SOURCE TABLE	PARA-METER	EXPLANATION
CUMULATIVE (This retrieval code applies only to contracts.) Invoice Summary Access (F48520)	4	Determines whether the summary level of the billed-to-date total is by employee and supplier.
CUMULATIVE (This retrieval code applies only to contracts.) Invoice Summary Access (F48520)	5	This parameter applies only to pay items for time and materials (T and M) with components. It determines whether the system prints amounts related to the base transactions or to the specified component code.
CUSTOMER Customer Master (F0301)	1	The data item related to the information you want to retrieve from the F0301 table.
CUSTOMER Customer Master (F0301)	2	Determines the address number for the information to be printed. For example, you could specify the address number for the company or job customer.
CUSTOMER Customer Master (F0301)	3	Determines the address number for the alternate address information, such as the alternate billing number or parent number.
DATE No source table	N/A	This retrieval code lets you print the system date on the invoice. No parameters are applicable to this code.
DIVIDE No source table	1 - 4	A mathematical function performed over retrieved information. For that information, specify the numbers of the retrieval reference codes in the parameter fields. For example, if the calculation relates to retrieval reference code numbers 7 and 10, you would specify &7 in parameter 1 and &10 in parameter 2. You can also specify other numeric values involved in the calculation, such as -1, .10, or 100.
EQUIPMENT Item Master (F1201)	1	The data item related to the information you want to retrieve from the F1201 table.
EQUIPMENT Item Master (F1201)	2	Determines whether the information relates to equipment involved in the work (equipment worked) or equipment on which work is performed (equipment worked on). If you operate a crane, for example, the crane is the equipment worked. If you use a timing machine to fix the crane's motor, the crane then becomes the equipment worked on and the timing machine is the equipment worked.
INV TEXT Service Billing Invoice/Batch Text (F4813)	1	Determines the level within a batch from which the free-form text for the invoices is retrieved. The levels are batch, invoice, pay item, and transaction.
MILE/PROG Milestone/Progress Billing (F5216 and F52161)	1	The data item related to the information you want to retrieve from either the F5216 table or F52161 table. **NOTE:** To display progress billing information from the Table Field Description window, you must enter F2161.

RETRIEVAL CODE and SOURCE TABLE	PARA-METER	EXPLANATION
MULTIPLY No source table	1 - 4	A mathematical function performed over retrieved information. For that information, specify the numbers of the retrieval reference codes in the parameter fields. For example, if the calculation relates to retrieval reference code numbers 7 and 10, you would specify &7 in parameter 1 and &10 in parameter 2. You can also specify other numeric values involved in the calculation, such as -1, .10, or 100.
NOTES (This retrieval code applies only to Address Book notes.) Generic Text (F0016)	1	Determines the address number for the information to be printed. For example, you could specify the address number for the company or job customer. Do not specify data items for this parameter because only the text can be retrieved.
NOTES (This retrieval code applies only to Address Book notes.) Generic Text (F0016)	2	Determines the address number for the alternate address information, such as the alternate billing number or parent number.
PAGE No source table	N/A	This retrieval code lets you print the page number on the invoice. No parameters are applicable to this code.
PAGE OF No source table	N/A	This retrieval code lets you print the page number and the total page count, such as page 3 of 4 pages. No parameters are applicable to this code.
PAY ITEM Contract Billing Line Detail (F5202)	1	The data item related to the information you want to retrieve from the F5202 table.
PAY TYPE Payroll Transaction Constants (F069116)	1	The data item related to the information you want to retrieve from the F069116 table.
PHONE NO Address Book - Contact Phone Number (F0115)	1	The data item related to the information you want to retrieve from the F0115 table.
PHONE NO Address Book - Contact Phone Number (F0115)	2	Determines the address number for the information to be printed. For example, you could specify the address number for the company or job customer.
PHONE NO Address Book - Contact Phone Number (F0115)	3	Determines the address number for the alternate address information, such as the alternate billing number or parent number.
SUBTRACT No source table	1 - 4	A mathematical function performed over retrieved information. For that information, specify the numbers of the retrieval reference codes in the parameter fields. For example, if the calculation relates to retrieval reference code numbers 7 and 10, you would specify &7 in parameter 1 and &10 in parameter 2. You can also specify other numeric values involved in the calculation, such as -1, .10, or 100.

RETRIEVAL CODE and SOURCE TABLE	PARA-METER	EXPLANATION
SUMMARY Invoice Summary Workfile (F4822)	1	The data item related to the information you want to retrieve from the F4822 workfile.
SUPPLIER Supplier Master (F0401)	1	The data item related to the information you want to retrieve from the F0401 table.
SUPPLIER Supplier Master (F0401)	2	Determines the address number for the information to be printed. For example, you could specify the address number for the company or job customer.
SUPPLIER Supplier Master (F0401)	3	Determines the address number for the alternate address information, such as the alternate billing number or parent number.
TERMS Payment Terms (F0014)	1	The data item related to the information you want to retrieve from the F0014 table.
TIME No source table	N/A	This retrieval code lets you print the system time on the invoice. No parameters are applicable to this code.
TOTAL No source table	1	A register number related to a rolling total amount from any format definition connected to the format layout.
TOTAL No source table	2	Determines whether the register in parameter 1 is reset to zero after it has been totaled. When the register is reset, the subsequent total does not include the prior total.
WHOS WHO Address Book - Who's Who (F0111)	1	The data item related to the information you want to retrieve from the F0111 table.
WHOS WHO Address Book - Who's Who (F0111)	2	Determines the address number for the information to be printed. For example, you could specify the address number for the company or job customer.
WHOS WHO Address Book - Who's Who (F0111)	3	Determines the address number for the alternate address information, such as the alternate billing number or parent number.
WHOS WHO Address Book - Who's Who (F0111)	4	The line number related to the information you want to retrieve. The number, which is automatically assigned by the system, is not displayed on any form, but is kept in the Who's Who Line field of the F0111 table. The primary mailing name is line number 0, and other names related to an address are greater than zero. These numbers begin with 1 and are incremental. **CAUTION:** If you delete a name on the Who's Who form, the remaining names keep the original line numbers. The line numbers, therefore, would not correlate with the new sequence of names as it appears on the Who's Who form.
WO Work Order Master (F4801)	1	The data item related to the information you want to retrieve from the F4801 table.

RETRIEVAL CODE and SOURCE TABLE	PARA-METER	EXPLANATION
WO TEXT Work Order Instructions (F4802)	1	The record type for work orders related to the text you want to retrieve from the F4802 table.
WORKFILE Billing Workfile (F4812)	1	The data item related to the information you want to retrieve from the F4812 workfile.

E

Field Derivations for the F4812

The following table shows the source of the information for each field in the Billing Workfile (F4812). For many fields, the source depends on specific conditions and other retrieval information.

Use the following list of table IDs and names to identify the sources specified in the table.

- F0005 User Defined Codes
- F0006 Business Unit Master
- F0014 Payment Terms
- F0101 Address Book Master
- F0411 A/P Account Ledger
- F06116 Employee Transactions Detail
- F0618 Payroll Transaction History
- F0624 Burden Distribution
- F069116 Payroll Transaction Constants
- F0901 Account Master
- F0911 Account Ledger
- F1201 Item Master
- F4111 Item Ledger
- F4311 Purchase Order Detail
- F4801 Work Order Master
- F48091 Billing System Constants
- F48096 Cost Plus Markup Information
- F4812 Billing Workfile
- F48127 Tax Derivation Information
- F5201 Contract Billing Master
- F5202 Contract Billing Line Detail
- F5212 T&M Cross-Reference Accounts

F4812 DATA ITEM	CONDITIONS and RETRIEVAL INFORMATION	DATA ITEM / SOURCE TABLE
WDAA (Amount)	Default.	GLAA / F0911
WDAA (Amount)	GLDCT (Document Type) field in the F0911 record contains T2.	YTGPA (Gross Pay) / F0618 or F06116
WDAA (Amount)	GLDCT field in the F0911 record contains T2. The transaction relates to a burden reconciliation.	J#BDA (Burden Amount) / F06116
WDAA (Amount)	GLDCT field in the F0911 record contains T4.	YTRCPY (Recharge Amount) / F0618 or F06116
WDAA (Amount)	GLDCT field in the F0911 record contains T5.	YTEQGR (Equipment Gross) / F0618 or F06116
WDAA2 (Amount)	This field is currently not active.	
WDACL0 (Rate Group)	GLASID (Serial Number) field in the F0911 record is not blank.	FAACL0 / F1201
WDADCI (Invoice Markup Amount)	WQGTYP (Generation Type) field in the F48096 record contains 1.	WQAA (Amount) / F48096
WDADCR (Revenue Markup)	WQGTYP (Generation Type) field in the F48096 record contains 2.	WQAA (Amount) / F48096
WDAGS (Suspend Aging)		WDAGS
WDAID (Account ID)	Default.	GLAID / F0911
WDAID (Account ID)	The billing transaction is for burden.	GMAID (Short Account ID) for the burden account / F0901
WDAID5 (Account ID)	Contract Billing. G6ACCO (Account Override Flag) field in the F5202 record is blank.	G6MCU, G6OBJ, and G6SUB (Business Unit, Object, and Subsidiary) / F5202
WDAID6 (Account ID)	This field is currently not active.	
WDAN8 (Address Number)	Default.	GLAN8 / F0911
WDAN8 (Address Number)	GLDCT (Document Type) field in the F0911 record contains T2, T4, or T5.	YTAN8 / F0618 or F06116
WDAN8O (Customer/Receivable Address Number)	Default. GLMCU (Business Unit) field in the F0911 record.	MCAN80 for the related business unit / F0006

F4812 DATA ITEM	CONDITIONS and RETRIEVAL INFORMATION	DATA ITEM / SOURCE TABLE
WDAN8O (Customer/Receivable Address Number)	GLSBL (Subledger) field in the F0911 record is not blank. GLSBLT (Subledger Type) field in the F0911 record contains W. WZCNBS (Customer Number Basis) field in the F48091 record contains 1.	WAAN8 (Address Number) for the related subledger / F4801
WDAN8O (Customer/Receivable Address Number)	Contract Billing.	G4AN80 / F5201
WDAREX (Accounts Receivable)		WDAREX / F4812
WDBCI (Billing Control ID)		Automatically assigned with the Next Numbers facility (system 48. index 02)
WDBDPN (Burden Pending)		Automatically assigned
WDBLKK (Block of Composite Key)		Automatically assigned
WDBRT (Revenue Rate)	WQGTYP (Generation Type) field in the F48096 record contains 2.	WQBRT (Billing Rate) / F48096
WDBRTI (Invoice Rate)	WQGTYP field in the F48096 record contains 1.	WQBRT / F48096
WDBTOL (Total Billed Amount)		Automatically calculated
WDCAP (Cap or Override Rate)	WQGTYP (Generation Type) field in the F48096 record contains 2.	WQCAP / F48096
WDCAPI (Cap or Override Rate)	WQGTYP field in the F48096 record contains 1.	WQCAP / F48096
WDCBLC (Coding Block Change)		Automatically assigned
WDCCOD (Component Code)		AFCCOD / F4860
WDCCR (Component Cost Rate Table)	WQCCR field in the F48096 record is not blank.	WQCCR / F48096
WDCIDS (Foreign Invoice Discount)	This field is currently not active.	
WDCINR (Component Invoice Rate Table)	WQCINR field in the F48096 record is not blank.	WQCINR / F48096
WDCITA (Foreign Invoice Taxable Amount)	This field is currently not active.	

F4812 DATA ITEM	CONDITIONS and RETRIEVAL INFORMATION	DATA ITEM / SOURCE TABLE
WDCITL (Foreign Invoice Amount)	This field is currently not active.	
WDCITX (Foreign Invoice Tax)	This field is currently not active.	
WDCLNK (Component Link)		Automatically assigned
WDCO (Company)		GLCO / F0911
WDCOCH (Contract Change Order Number)	Contract Billing.	G5COCH / F5212
WDCRCD (Currency Code)	GLCO (Company) field in the F0911 record.	CCCRCD related to the company / F0010
WDCRCE (Currency Code)	This field is currently not active.	
WDCRCF (Currency Code)		Billing Currency CRCD/F0301, CRCF/F5202
WDCRR (Exchange Rate)		Automatically assigned
WDCRRD (Exchange Rate - Divisior)		Automatically assigned
WDCRRM (Mode F)		Automatically assigned CRRM/F5202
WDCRVR (Component Revenue Rate)	WQGTYP (Generation Type) field in the F48096 record contains 2.	WQCRVR / F48096
WDCTRY (Century)		GLCTRY / F0911
WDDAGO (Age Override Date - B)		WDDAGO
WDDC (Description - Compr)	YTAN8 (Address Number) field in either the F0618 or F06116 record.	ABDC / F0101
WDDCP (Discount Percent)	WDAN80 (Customer/Receivable Address Number) field in the F4812 record. ABATR (Receivable Y/N) field in the F0101 contains Y.	PMDCP / F0014
WDDCT (Document Type)		GLDCT / F0911
WDDCTI (Document Type)	Contract Billing.	Processing option for the Invoice Generation program (P52800)

F4812 DATA ITEM	CONDITIONS and RETRIEVAL INFORMATION	DATA ITEM / SOURCE TABLE
WDDCTI (Document Type)	Service Billing.	Processing option for the Invoice Generation program (P48121)
WDDCTO (Order Type)	Contract Billing.	G5DCTO / F5212
WDDEJ (Date Entered)		Automatically assigned
WDDGJ (G/L Date)	This field is currently not active.	
WDDGL (G/L Date)		GLDGJ (G/L Date) / F0911
WDDI (Invoice Date)	GLICUT (Batch Type) field in the F0911 record contains V or W.	RPDGJ (G/L Date) / F0411 or RPDIVJ (Invoice Date) / F0411
WDDOC (Document Number)		GLDOC / F0911
WDDOCM (Payment/ Item Number)	This field is currently not active.	
WDDOCO (Order Number)	Contract Billing.	G5DOCO / F5212
WDDOCZ (Order Number)		Automatically assigned with the Next Numbers facility (system 03. index 01)
WDDSVJ (Service/Tax Date)	Default. GLICUT (Batch Type) field in the F0911 record contains V or O. GLD0C, GLDCT, and GLKCO (Document Number, Type, and Company) fields in the F0911 record.	GLDSVJ / F0911
WDDSVJ (Service/Tax Date)	GLICUT field contains V.	RPDSVJ / F0411
WDDSVJ (Service/Tax Date)	GLDSVJ and RPDSVJ fields are blank. GLICUT field contains O. The F4111LC file exists.	ILTRDJ (Order Date) / F4111
WDDWNL (Download Flag)		Automatically assigned
WDEBAS (Date - Effectivity Basis)	WZEBAS field in the F48091 record contains 1.	GLDGL (G/L Date) / F0911
WDEBAS (Date - Effectivity Basis)	WZEBAS field contains 2.	GLDSVJ (Service/Tax Date) / F0911
WDELGC (Eligibility Code)	Default. GLMCU, GLOBJ, and GLSUB (Business Unit, Object Account, and Subsidiary) fields in the F0911 record.	GMBILL (Billable - Y/N) / F0901

F4812 DATA ITEM	CONDITIONS and RETRIEVAL INFORMATION	DATA ITEM / SOURCE TABLE
WDELGC (Eligibility Code)	Burden. J#MCU, J#OBJ, and J#SUB (Business Unit, Object Account, and Subsidiary) fields in the F0624 record.	GMBILL / F0901
WDELGC (Eligibility Code)	WZPRRR (Journal Generation Control) field in the F48091 record contains 3 or 4. GMBILL field in the F0901 record contains 1, 2, 3, or 4.	GMBILL / F0901
WDELGC (Eligibility Code)	WZPRRR field contains 3 or 4.	GMBILL / F0901
WDELGC (Eligibility Code)	WZPRRR field in the F48091 record does not contain 3 or 4.	WZPRRR / F48091
WDEQCG (Equipment Worked)	GLDCT (Document Type) field in the F0911 record contains TE.	GLASID (Serial Number) / F0911
WDEQCG (Equipment Worked)	GLDCT field contains T5.	YTEQCG / F0618 or F06116
WDEQCG (Equipment Worked)	GLDCT field does not contain TE, T2, T4, or T5.	Blank
WDEQWO (Equipment Worked On)	GLDCT field contains TE.	Blank
WDEQWO (Equipment Worked On)	GLDCT field contains T5.	YTEQWO / F0618 or F06116
WDEQWO (Equipment Worked On)	GLDCT field does not contain TE, T2, T4, or T5.	GLASID (Serial Number) / F0911
WDERC (Equipment Rate Code)	GLDCT field contains TE.	GLALTY (ID Type) / F0911
WDERC (Equipment Rate Code)	GLDCT field contains T5.	YTERC / F0618 or F06116
WDERC (Equipment Rate Code)	GLDCT field does not contain TE, T2, T4, or T5.	Blank
WDEXA (Explanation - Name A)	Default.	GLEXA / F0911
WDEXA (Explanation - Name A)	GLDCT field contains T2, T4, or T5. YTAN8 (Address Number) field in either the F0618 or F06116 record.	ABALPH (Alpha Name) / F0101
WDEXR (Explanation - Remark)	WQEXR field in the F48096 record is blank. GLDCT field does not contain T2, T4, or T5.	GLEXR / F0911
WDEXR (Explanation - Remark)	WQEXR field in the F48096 record is blank. GLDCT field contains T2, T4, or T5.	YTEXR / F0618 or F06116

F4812 DATA ITEM	CONDITIONS and RETRIEVAL INFORMATION	DATA ITEM / SOURCE TABLE
WDEXR (Explanation - Remark)	WQEXR field in the F48096 record is not blank.	WQEXR / F48096
WDEXR (Explanation - Remark)	Burden. Of the following conditions, the one that the system finds first determines the source: A) J#FRTY (Fringe Type) field in the F0624 record contains FB. B) J#PTAX (Tax Type) field in the F0624 record is not blank. C) J#PDBA (PDBA Code) field in the F0624 record is greater than zero. YCDL01 field in the F069116 record is not blank. YCDL01 field in the F069116 record is blank.	DRDL01 (Description) related to the fringe type / F0005 DRDL01 related to the tax type / F0005 YCDL01 / F069116 YCEXA (Explanation - Name A) / F069116
WDEXR1 (Tax Explanation Code)	Contract Billing.	G4EXR1 / F5201 MCEXR1 / F0006 A5EXR1 / F0301
WDEXR1 (Tax Explanation Code)	Service Billing.	WOEXR1 / F48127
WDFRTN (Foreign Retainage)	This field is currently not active.	
WDFTOL (Foreign Total Billed)	This field is currently not active.	
WDFY (Fiscal Year)		GLFY / F0911
WDGLC (G/L Offset)		G6GLC / F5202 (Contract Billing) WIGLC / F48128 (Service Billing)
WDHDCB (Hold Contract Billing)		Automatically assigned (based on Address Book Control Revisions)
WDHDCB (Hold Contract Billing)		Automatically assigned (based on Address Book Control Revisions)
WDHLD (Hold Code)		WDHLD
WDHMCU (Home Business Unit)	Default.	GLHMCU / F0911
WDHMCU (Home Business Unit)	GLHMCU is blank. GLDCT (Document Type) field in the F0911 record does not contain T2, T4, or T5. GLMCU field is blank. GLASID (Serial Number) field in the F0911 record.	FAMCU (Business Unit) related to the serial number / F1201

F4812 DATA ITEM	CONDITIONS and RETRIEVAL INFORMATION	DATA ITEM / SOURCE TABLE
WDHMCU (Home Business Unit)	GLHMCU is blank. GLICUT (Batch Type) field in the F0911 record contains N. GLDOC, GLDCT, GLKCO, and GLDGL (Document Number, Type, Company, and G/L Date) fields in the F0911 record.	ILMCU / F4111
WDHMCU (Home Business Unit)	GLHMCU is blank. GLICUT field contains either V or W. GLDOC, GLDCT, and GLKCO fields.	RPMCU / F0411
WDHMCU (Home Business Unit)	GLHMCU is blank. GLICUT field contains 0. GLPO, GLPDCT, GLKCO, GLPSFX, and GLLNID (P.O. Number, Document Type, Company, Suffix, and Line Number) fields in the F0911 record.	PDMCU / F4311
WDHMCU (Home Business Unit)	GLHMCU is blank. GLICUT field contains G. GLMCU in the F0911 record.	MCMCUS (Project Number) / F0006
WDHMCU (Home Business Unit)	GLDCT contains T2, T4, or T5.	YTHMCU / F0618 or F06116
WDICU (Batch Number)		Automatically assigned with the Next Numbers facility (system 00. index 01)
WDICUA (Active Batch Number)		Automatically assigned with the Next Numbers facility (system 00. index 01)
WDICUJ (Revenue Batch Number)		Automatically assigned with the Next Numbers facility (system 00. index 01)
WDIDSC (Invoice Discount Amt)		Automatically assigned
WDIJST (Invoice Journal Status)		Automatically assigned
WDITAM (Invoice Tax)		Automatically calculated
WDITOL (Total Invoiced Amount)		Automatically calculated
WDITXA (Invoice Taxable Amount)		Automatically calculated
WDIVD (Invoice Date)		Automatically assigned
WDJBCD (Job Type)	GLDCT (Document Type) field in the F0911 record does not contain T2, T4, or T5.	GLJBCD / F0911

F4812 DATA ITEM	CONDITIONS and RETRIEVAL INFORMATION	DATA ITEM / SOURCE TABLE
WDJBCD (Job Type)	GLDCT field contains T2, T4, or T5.	YTJBCD / F0618 or F06116
WDJBST (Job Step)	GLDCT field does not contain T2, T4, or T5.	GLJBST / F0911
WDJBST (Job Step)	GLDCT field contains T2, T4, or T5.	YTJBST / F0618 or F06116
WDJELN (Journal Entry Line Number)		GLJELN / F0911
WDJMCU (Host Business Unit)	Default.	MCMCUS (Project Number) / F0006
WDJMCU (Host Business Unit)	Contract Billing. GLDCT (Document Type) field in the F0911 record contains T2, T4, or T5. G4JMCU field in the F5201 record for the contract is not blank. A contract does not exist.	G4JMCU / F5201 MCMCUS / F0006
WDJOBN (Workstation ID)		Job name from the program status data structure
WDJRSP (Journal Status Code)		Automatically assigned
WDJRST (Journal Status Code)		Automatically assigned
WDJTAX (Journaled Tax)	WDEXR1 (Tax Explanation Code) field in the F4812 record contains C, E, or V.	
WDJTAX (Journaled Tax)	WDEXR1 field does not contain C, E, or V.	
WDJTXF (Journaled Tax)	This field is currently not active.	
WDKCO (Document Company)		GLKCO / F0911
WDKCOI (Document Company)	Contract Billing.	G5KCOO / F5212
WDKCOO (Oder Number Document Company)	Contract Billing.	G5KCOO / F5212
WDKCOO (Oder Number Document Company)	Service Billing.	GLCO / F0911
WDLBAS (Date - Labor Effectivity Basis)	WZLBAS field in the F48091 record contains 1. GLDCT (Document Type) field in the F0911 record contains T2, T4, or T5.	YTDGL (G/L Date) / F0618 or F06116

F4812 DATA ITEM	CONDITIONS and RETRIEVAL INFORMATION	DATA ITEM / SOURCE TABLE
WDLBAS (Date - Labor Effectivity Basis)	WZLBAS field contains either 2 or 3. GLDCT field contains T2, T4, or T5.	YTDWK (Work Date) / F0618 or F06116
WDLBAS (Date - Labor Effectivity Basis)	WZLBAS field contains 4. GLDCT field contains T2, T4, or T5.	YTPPED (Pay Period Ending Date) / F0618 or F06116
WDLNID (Line Number)	Contract Billing.	G5LNID / F5212
WDLSPM (Pament Completed)	This field is currently not active.	
WDLSSQ (Last Sequence)		Automatically assigned
WDLT (Ledger Type)		GLLT / F0911
WDMCU (Business Unit)	Default.	GLMCU / F0911
WDMCU (Business Unit)	Burden.	J#MCU / F0624
WDOBJ (Object Account)	Default.	GLOBJ / F0911
WDOBJ (Object Account)	Burden.	J#OBJ / F0624
WDODCT (Original Document Type)		GLODCT / F0911
WDODOC (Original Document Number)		GLODOC / F0911
WDOGNO (Original Line Number)		GLLNID (Line Number) / F0911
WDOKCO (Original Order Document)		GLOKCO / F0911
WDOPIM (Contract Billing Line)	Contract Billing.	G5OPIM / F5212
WDOPSQ (Operations Sequence)		GLOPSQ / F0911
WDOSFX (Original Pay Item)		GLOSFX / F0911
WDPCFG (Burden Flag)	Default.	Blank
WDPCFG (Burden Flag)	Burden records exist in F0624 table.	Automatically assigned 1

F4812 DATA ITEM	CONDITIONS and RETRIEVAL INFORMATION	DATA ITEM / SOURCE TABLE
WDPCIM (Percentage)	Generation type is 1.	WQPERT (Percentage) / F48096
WDPCKO (Document Company)		GLPKCO (Purchase Order Document Company) / F0911
WDPCTN (Parent Contract Number)		G4PCTN / F5201
WDPCTT (Parent Contract Type)		G4PCTT / F5201
WDPDBA (PDBA Code)	Default.	Blank
WDPDBA (PDBA Code)	GLDCT (Document Type) field in the F0911 record contains T2, T4, or T5.	YTPDBA / F0618 or F06116
WDPDBA (PDBA Code)	Burden.	J#PDBA / F0624
WDPDCT (Purchase Order Document)		GLPDCT / F0911
WDPERT (Percentage)	Generation type is 2.	WQPERT (Percentage) / F48096
WDPID (Program ID)		Program name from the program status data structure
WDPKCO (Purchase Order Document Company)		GLPKCO / F0911
WDPMSQ (Payment Sequence Number)	This field is currently not active.	
WDPN (G/L Period Number)		GLPN / F0911
WDPO (P.O. Number)		GLPO / F0911
WDPRET (Percent Retainage)	This field is currently not active.	
WDPRIC (Unit Price)		Automatically calculated
WDPRSQ (Parent Sequence Number)		Automatically assigned
WDPRTF (Printed Flag)		Automatically assigned
WDPRTR (Transaction Number)	GLDCT (Document Type) field in the F0911 record contains T2, T4, or T5.	YTPRTR / F0618 or F06116

F4812 DATA ITEM	CONDITIONS and RETRIEVAL INFORMATION	DATA ITEM / SOURCE TABLE
WDPSFX (Purchase Oder Suffix)		GLPSFX / F0911
WDPTAX (Tax Type)	Default.	Blank
WDPTAX (Tax Type)	Burden.	J#PTAX / F0624
WDPTFG (Pass-Through Invoicing)	This field is currently not active.	
WDRDJ (Release Date)		WDRDJ
WDRGLC (Retention G/L Offset)		WIRGLC / F48128
WDRP11 (Category Code 011)	WDHMCU (Home Business Unit) field in the F4812 record.	MCRP11 / F0006
WDRP12 (Category Code 012)	WDHMCU (Home Business Unit) field in the F4812 record.	MCRP12 / F0006
WDRTNG (Retainage)		Automatically calculated
WDRTPS (Retainage - Prior -)		Automatically calculated
WDR001 (Bill Item Code)	Default.	GMR001 for the account number in the source transaction / F0901
WDR001 (Bill Item Code)	Burden.	GMR001 for the burden account number / F0901
WDR002 (Category Code 002)	Default.	GMR002 for the account number in the source transaction / F0901
WDR002 (Category Code 002)	Burden.	GMR002 for the burden account number / F0901
WDR003 (Location)	Default.	GMR003 for the account number in the source transaction / F0901
WDR003 (Location)	Burden.	GMR003 for the burden account number / F0901
WDSBAR (Reason Code)		WDSBAR
WDSBL (Subledger)		GLSBL / F0911
WDSBLT (Subledger Type)		GLSBLT / F0911

F4812 DATA ITEM	CONDITIONS and RETRIEVAL INFORMATION	DATA ITEM / SOURCE TABLE
WDSBL5 (Subledger)	This field is currently not active.	
WDSBL6 (Subledger)	This field is currently not active.	
WDSBSK (Summarization Key)		Automatically assigned
WDSBSQ (Sequence Number)		Automatically assigned
WDSBT5 (Subledger Type)	This field is currently not active.	
WDSBT6 (Subledger Type)	This field is currently not active.	
WDSCSQ (Secondary Sequence Number)		Automatically assigned
WDSFX (Pay Item)		Automatically assigned
WDSLNK (Split Link)		Automatically assigned
WDSTA1-WDSTA5 (Tax Authority Amount)	These fields are currently not active.	
WDSTF1 - WDSTF5 (Foreign Tax Amount)	These fields are currently not active.	
WDSUB (Subsidiary)	Default.	GLSUB / F0911
WDSUB (Subsidiary)	Burden.	J#SUB / F0624
WDTBDT (Table Basis Date)	WZEBAS (Date - Effectivity Basis) field in the F48091 record contains 1.	GLDGL (G/L Date) / F0911
WDTBDT (Table Basis Date)	WZEBAS field contains 2.	GLDSVJ (Service/Tax Date) / F0911
WDTCLS (Classification)	Components (provisional burdens)	Value is 0.
WDTCLS (Classification)	GLDCT (Document Type) field in the F0911 record contains either T2 or T4.	Value is 1.
WDTCLS (Classification)	Burden	Value is 2.
WDTCLS (Classification)	GLDCT field contains TE.	Value is 3.

F4812 DATA ITEM	CONDITIONS and RETRIEVAL INFORMATION	DATA ITEM / SOURCE TABLE
WDTCLS (Classification)	GLDCT field does not contain T2, T4, or T5. A) Related records exist in both F0911 and F1201 tables. Both records have the same serial number (GLASID and FAASID, respectively). B) GLICUT (Batch Type) field in the F0911 record contains N. GLD0C, GLDCT, GLKCO, and GLDGL (Document Number, Type, Company, and G/L Date) fields in the F0911 record. C) GLICUT field contains either V or W. GLD0C, GLDCT, and GLKCO fields in the F0911 record. D) GLICUT field contains G. A related record exists in F0006 table.	Value is 3. Value is 4. Value is 5. Value is 6.
WDTCLS (Classification)	None of the previous conditions are satisfied, and the GLPO (P.O. Number) field in the F0911 record is not blank.	Value is 5.
WDTOG (Taxable or Gross)	Contract Billing. F4812 record contains tax rate/area and explanation codes.	Value is 1.
WDTOG (Taxable or Gross)	Service Billing. F48127 record contains tax rate/area and explanation codes.	Value is 1.
WDTOG (Taxable or Gross)	Neither of the previous conditions exist.	Blank
WDTORG (Transaction Originator)		Automatically assigned
WDTX (Purchasing Taxable -)	Contract Billing. F4812 record contains tax rate/area and explanation codes.	Value is Y.
WDTX (Purchasing Taxable -)	Service Billing. F48127 record contains tax rate/area and explanation codes.	Value is Y.
WDTX (Purchasing Taxable -)	Neither of the previous conditions exist.	Value is N.
WDTXA1 (Tax Rate/ Areas)	Contract Billing.	G4TXA1 / F5201
WDTXA1 (Tax Rate/ Areas)	Service Billing.	WOTXA1 / F48127
WDTYKY (Key Type)	This field is currently not active.	
WDU (Units)	Default.	GLU / F0911

F4812 DATA ITEM	CONDITIONS and RETRIEVAL INFORMATION	DATA ITEM / SOURCE TABLE
WDU (Units)	GLDCT (Document Type) field in the F0911 record contains either T2 or T4.	YTPHRW (Hours Worked) / F0618 or F06116
WDU (Units)	GLDCT field contains T5.	YTEQHR (Equipment Hours) / F0618 or F06116
WDUM (Unit of Measure)	Default.	GLUM / F0911
WDUM (Unit of Measure)	GLDCT field contains T2, T4, or T5.	Automatically assigned HR
WDUPMJ (Date Updated)		Automatically assigned
WDUPMT (Time Last Updated)		Automatically assigned
WDUSER (User ID)		Automatically assigned
WDVINV (Invoice Number)		GLVINV / F0911
WDVOID (Void - V)		Automatically assigned
WDWR01 (Phase)		GLWR01 / F0911
WDWR07 (Service Type)	GLSBL (Subledger) field in the F0911 record is blank. GLSBLT (Subledger type) field contains W.	WAWR07 / F4801

F

Functional Servers

This appendix contains the topic:

- Section F.1, "About Functional Servers."

F.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 Work with DREAM Writer in the *JD Edwards World Technical Foundation Guide*.

F.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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