

Guide
June 1996



Accounts Receivable

Release A7.3

JDEdwards®



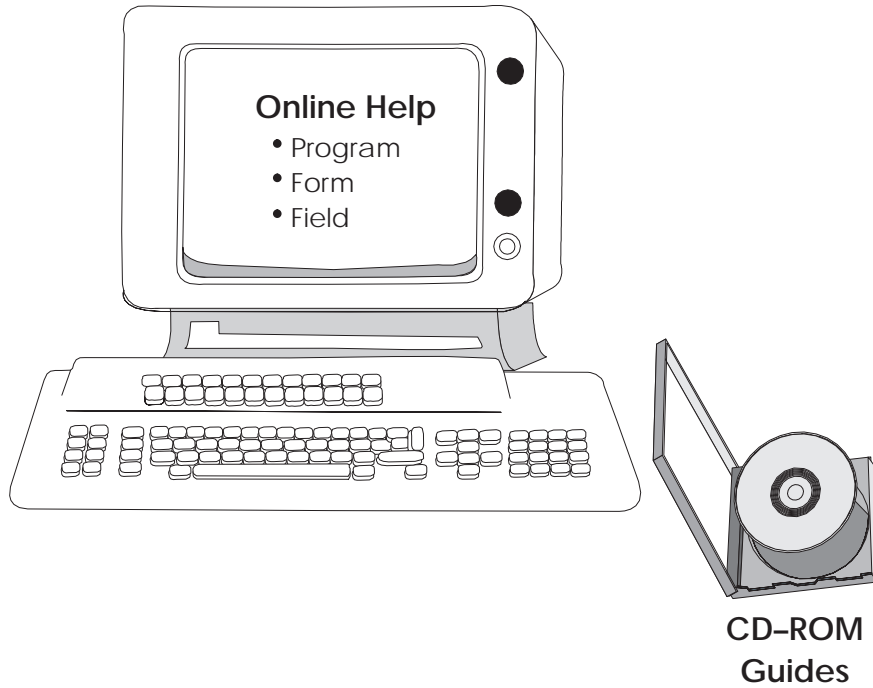
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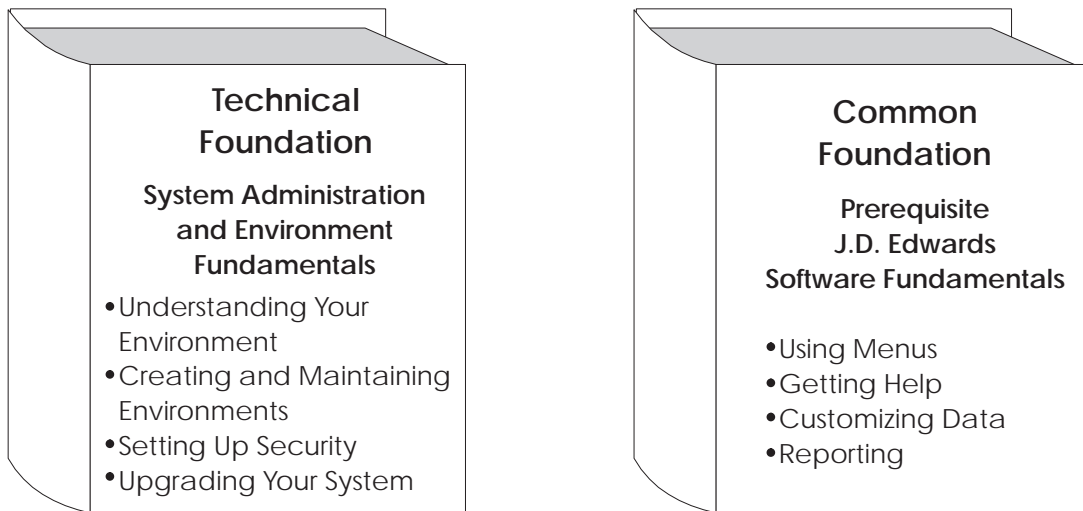
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Where Do I Look?



Guides



Important Note for Students in Training Classes

This guide is a source book for online helps, training classes, and user reference. Training classes may not cover all the topics contained here.

Welcome

About this Guide

This guide provides overviews, illustrations, procedures, and examples for release A7.3 of J.D. Edwards software. Forms (screens and windows) shown are only examples. If your company operates at a different software level, you might find discrepancies between what is shown in this guide and what you see on your screen.

This guide includes examples to help you understand how to use the system. You can access all of the information about a task using either the guide or the online help.

Before using this guide, you should have a fundamental understanding of the system, user defined codes, and category codes. You should also know how to:

- Use the menus
- Enter information in fields
- Add, change, and delete information
- Create and run report versions
- Access online documentation

Audience

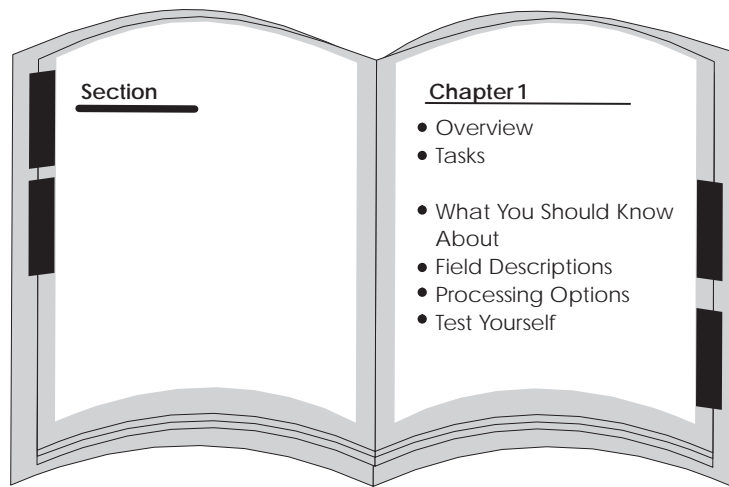
This guide is intended primarily for the following audiences:

- Users
- Classroom instructors
- Client Services personnel
- Consultants and implementation team members

Organization

This guide is divided into sections for each major function. Sections contain chapters for each task or group of related tasks. Each chapter contains the information you need to accomplish the task, run the program, or print the

report. Chapters normally include an overview, form or report samples, and procedures.



When it is appropriate, chapters also might explain automatic accounting instructions, processing options, and warnings or error situations. Some chapters include self-tests for your use outside the classroom.

This guide has a detailed table of contents and an index to help you locate information quickly.

Conventions Used in this Guide

The following terms have specific meanings when used in this guide:

- *Form* refers to a screen or a window.
- *Table* generally means “file.”

We assume an “implied completion” at the end of a series of steps. That is, to complete the procedure described in the series of steps, either press Enter or click OK, except where noted.

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Accounts Receivable Overview

The J.D. Edwards Accounts Receivable system helps you manage your cash flow so that you have the flexibility you need for effective cash management. It provides real-time information so you can make immediate decisions about extending credit, forwarding collections, and applying cash.

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

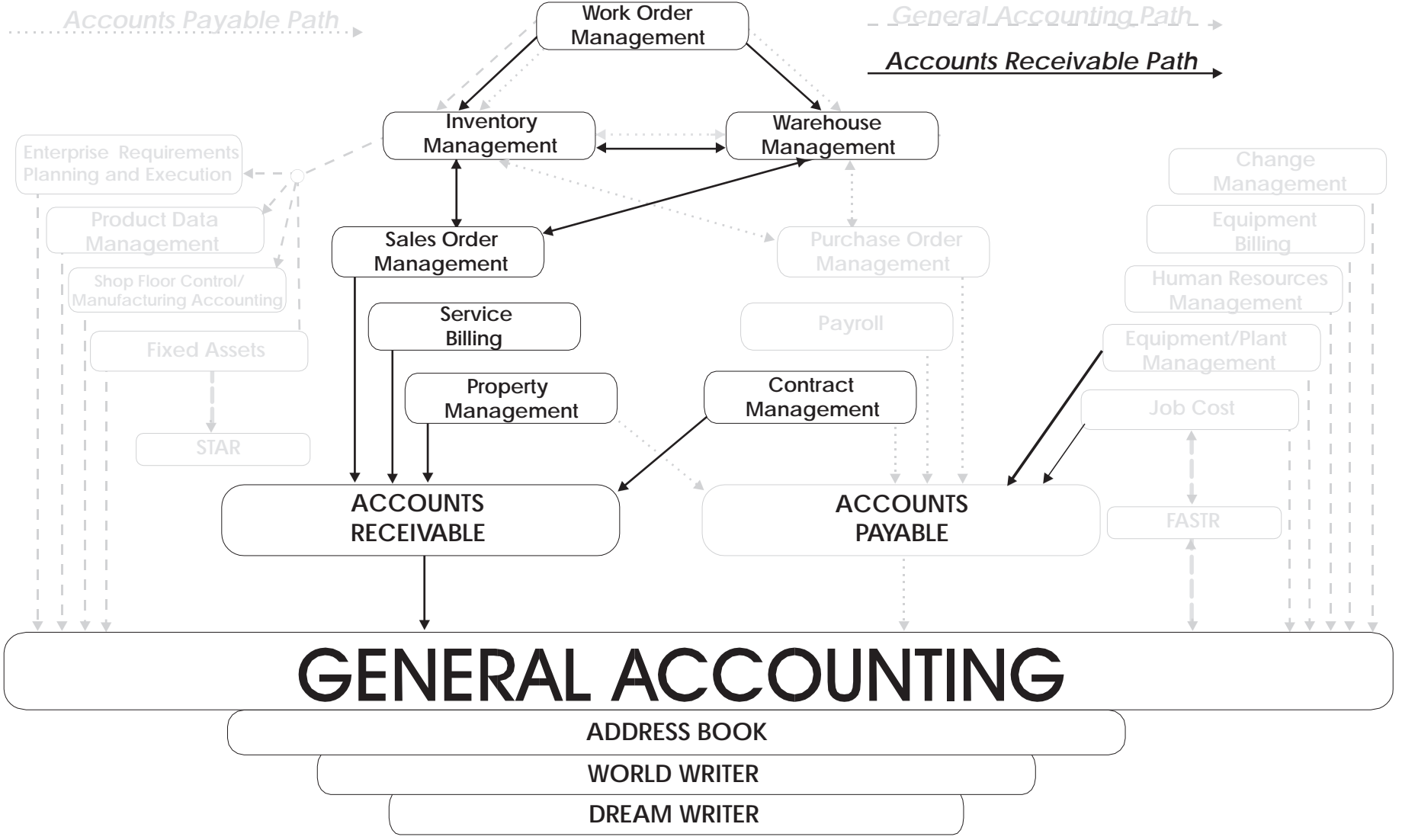
For organizations that have offices around the world, J.D. Edwards software provides the flexibility needed to operate in multiple countries, each with unique currency, language, and statutory requirements.

System Integration

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

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





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

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

Accounts Receivable Features

Typically, you generate invoices using external sources or other J.D. Edwards systems, such as Sales Order Management and Property Management. However, you can also enter invoices directly or generate recurring invoices using the Accounts Receivable system.

The features of the Accounts Receivable system include:

- Customer management
- Workflow management
- Multi-national functionality

Customer Management

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

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

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

Workflow Management

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

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

Multiple Invoice Entry Methods

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

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

Drafts, which are promises to pay debts, are used in various countries around the world. Because of the legal nature of the underlying liabilities, requirements and procedures for draft processing differ from those for regular invoices. Therefore, you must classify, track, and report drafts separately from other types of obligations.

Credit and Collections Management

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

With the credit and collections management features, you can:

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

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

Receipt Application

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

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

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

Reporting

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

- “As of” reporting. Produce a “snapshot” of your cash position with reports as of the last posting or cut-off date.
- Exception reporting. Resolve exceptional conditions with reports that show accounts with past-due amounts. Review account inconsistencies, such as unapplied cash, credits, or partial payments, from the Unresolved Matters report.

Multi-National Functionality

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

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

Account Numbering Concepts

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

Where

Balance Sheet for
Company 100

100
Business unit

Required
Maximum 12 characters
Alphanumeric

What

Cash in Bank

1110
Object

Required
Maximum 6 characters
Alphanumeric

Bear Creek
National Bank

BEAR
Subsidiary

Optional
Maximum 8 characters
Alphanumeric

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

See Also

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

Business Unit - The “Where”

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

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

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

Object.Subsidiary - The "What"

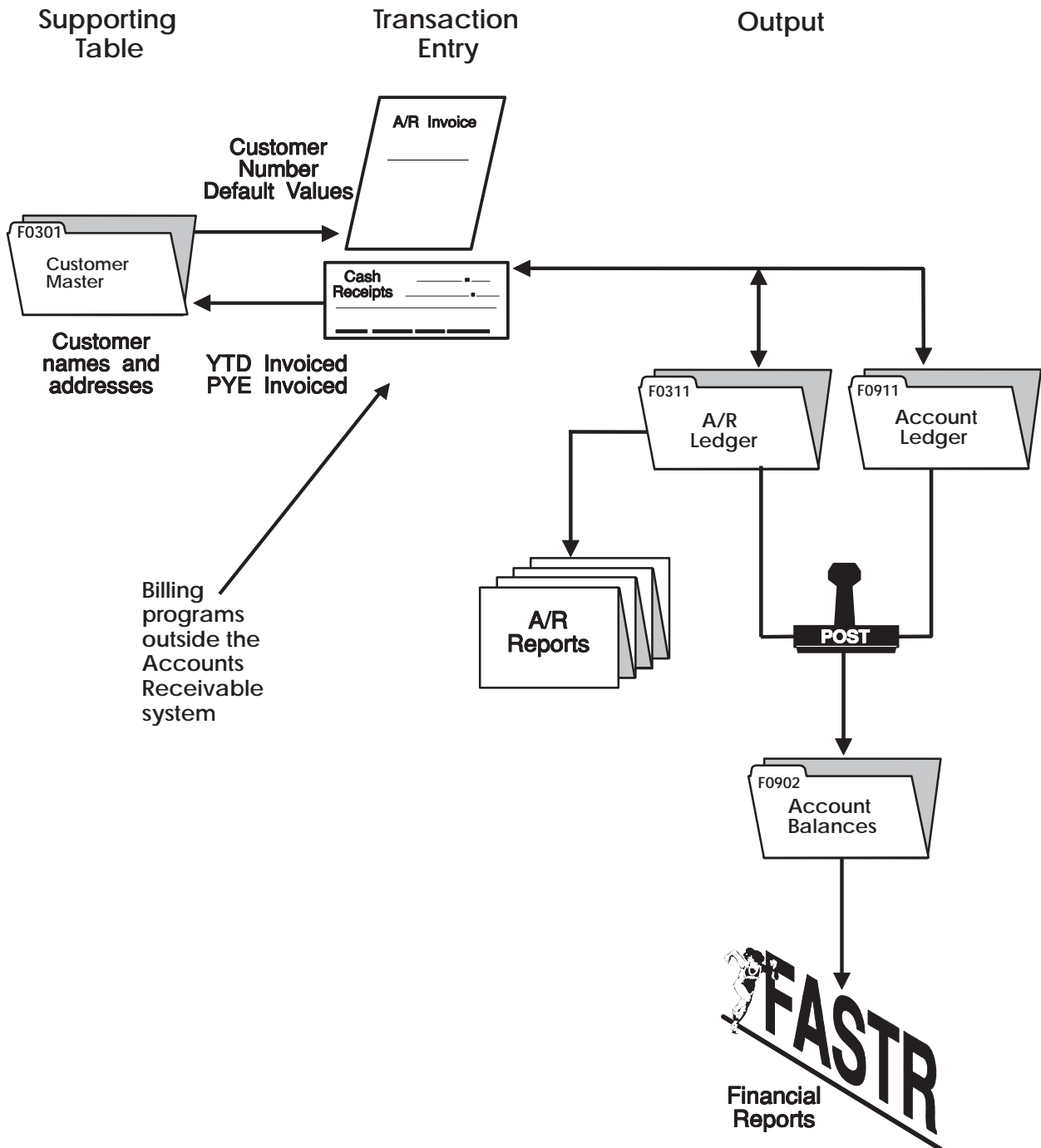
The Object.Subsidiary represents what kind of transaction is being created. An object is a description of the transaction, for example, Cash in Bank. A subsidiary is an expanded description of the object account, for example, Cash in Bank.FNB (First National Bank).

There are two parts of the "what":

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

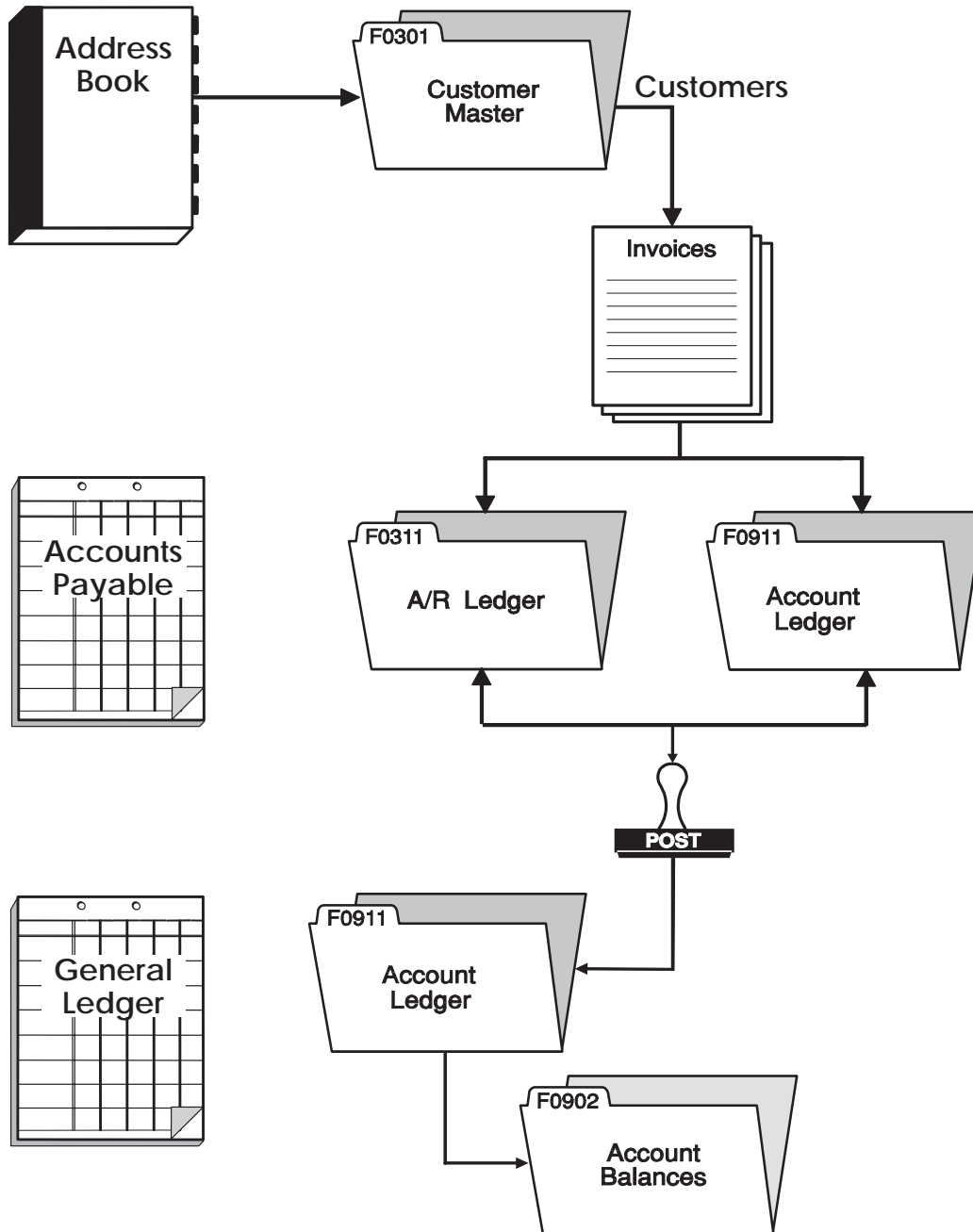
Accounts Receivable System Flow

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



Tables Used by Accounts Receivable

Tables and Information Flow



Tables and Descriptions

The Accounts Receivable system uses the following tables:

Address Book Master (F0101)	Stores customer address information, including: <ul style="list-style-type: none">• Customer name• Customer effective date• Category codes
Customer Master (F0301)	Stores invoice information including customer names and the following accounts receivable information: <ul style="list-style-type: none">• Year-to-date invoiced• Prior-year-end invoiced• Year-to-date finance charges• Payment terms• G/L offset• Payment instrument
A/R Ledger (F0311)	Stores the following: <ul style="list-style-type: none">• One record for each pay item on an invoice• A matching document (receipt, adjustment, or spread), which is attached to the original invoice
Account Balances (F0902)	Stores summary transactions in the G/L, including: <ul style="list-style-type: none">• Net postings for each period• Year-to-date balances• Prior year balances• Inception-to-date balances
Account Ledger (F0911)	Stores detail transactions in the G/L, including: <ul style="list-style-type: none">• Account numbers• G/L date and amounts• Journal entry line descriptions

Menu Overview

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

Accounts
Receivable
G03

Daily Operations

Customer &
Invoice Entry
G0311

Manual Receipts
Processing
G0312

Automatic Receipts
Processing
G0313

Other Invoice & Receipts
Entry Methods
G03111

Accounts Receivable
Reports
G0314

Credit & Collection
Management
G0315

A/R Drafts Daily
Operations
G031111

A/R Draft Remittance
& Collection
G031112

Periodic Operations

Periodic Processes
G0321

Statement &
Reminder Processing
G0322

Setup Operations

Accounts Receivable
Setup
G0341

Tax Processing
and Reporting
G0021

Advanced and Technical Operations

A/R Advanced &
Technical Operations
G0331

Batch Invoice
Processing
G03311

Interest Invoicing
G03312

EDI Processing
G4726

Training Environment Case Study

Company Structure

A Model Financial/Distribution Company (company 00100) has its corporate headquarters in Denver, Colorado. Three branch offices report to the Denver headquarters:

- Denver
- Houston
- San Francisco

Each branch office performs sales, marketing, and support functions for its regions. Administrative and accounting functions are done at corporate headquarters. Expenses and revenues are tracked by branch office.

The following illustration shows the business unit structure for company 00100. Notice that the balance sheet business unit (100) has the same identifier as company 00100. Refer to this organization when you do the training exercises.

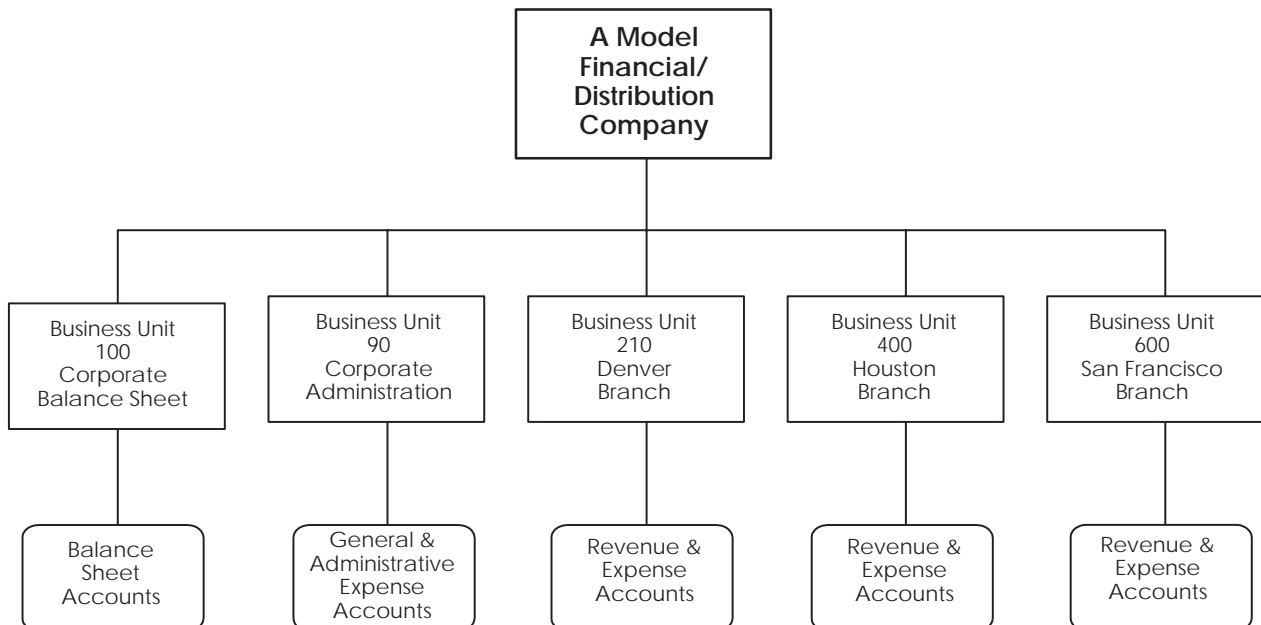


Chart of Accounts Structure

The chart of accounts identifies the accounts assigned to the business units within your company's reporting structure. It controls:

- How amounts are posted (Posting Edit Code)
- The level of detail (LOD) for account balances
- Accounts assigned to different business units (indicated by X)

The following is a partial chart of accounts. Refer to it when you do the training exercises.

Account	Description	Post Edit	LOD	B/S BU100	ADM BU90	DEN BU210	HOU-BU400	SFO BU600
1000	Assets	N	3	X				
1001	Current Assets	N	4	X				
1100	Cash	N	5	X				
1105	Petty Cash		6	X				
1110	Cash in Banks		6	X				
1110.BEAR	Cash in Banks/Bear Creek		7	X				
1110.FIB	Cash in Banks/First Interstate		7	X				
1130	Short-Term Investments	N	6	X				
1131	Certificates of Deposit		7	X				
1133	Treasury Bills		7	X				
1137	Savings Accounts		7	X				
1200	Accounts Receivable	N	5	X				
1210	Trade Accounts Receivable	M	6	X				
1215	Allow for Doubtful Accts	M	6	X				
1218	Finance Charges Receivable		6	X				
1220	Notes Receivable		6	X				
1222	Drafts Receivable	M	6	X				
1224	Remittance Receivable	M	6	X				
1230	Employee Receivables	M	6	X				
1240	VAT Recoverable	M	6	X				
1290	Other Accounts Receivable		6	X				
1291	Intercompany Accounts	M	6	X				
1299	Credit Note Reimbursement		6	X				
1300	Work in Progress	N	5	X				
1310	Capital Projects		6	X				
1400	Inventory		5	X				
1800	Prepaid Expenses	N	5	X				
1810	Prepaid Insurance		6	X				
1890	Other Prepaid Expenses		6	X				

Account	Description	Post Edit	LOD	B/S BU100	ADM BU90	DEN BU210	HOU-BU400	SFO BU600
2000	Fixed Assets	N	4	X				
2001	Property and Equipment	N	5	X				
2020	Buildings		6	X				
2060	Furniture & Office Equipment		6	X				
2070	Computer		6	X				
2100	Accumulated Depreciation	N	5	X				
2120	Accum Depr - Buildings		6	X				
2160	Accum Depr - Office Furn/Equip		6	X				
2170	Accum Depr - Computer		6	X				
3900	Other Assets		5	X				
4000	Liabilities and Equity	N	3	X				
4010	Current Liabilities	N	4	X				
4100	Accounts Payable	N	5	X				
4110	Accounts Payable - Trade	M	6	X				
4112	A/P Voucher Logging Distrib.		7	X				
4120	Drafts Payable		6	X				
4130	Notes Payable	M	6	X				
4190	Accounts Payable - Other		6	X				
4200	Accrued Payroll Liabilities	N	5	X				
4400	Other Accrued Liabilities	N	5	X				
4430	Accrued Taxes	N	5	X				
4431	VAT Payable		6	X				
4433	Sales & Use Tax Payable		6	X				
4450	Withholding Taxes Payable		6	X				
4510	Income Taxes Payable		5	X				
4600	Long Term Liabilities	N	4	X				
4610	Notes Payable		5	X				
4690	Long Term Debt		5	X				
4900	Stockholders' Equity	N	4	X				
4910	Common Stock		5	X				
4920	Paid In Capital		5	X				
4930	Translation Gain/Loss		5	X				
4980	Retained Earnings	M	5	X				
4999	YTD Income (Loss)	N	5	X				
5000	Revenues	N	4			X	X	X
5005	Sales - Product A	N	5			X	X	X
5010	Store Sales		6			X	X	X
5030	Contract Sales		6			X	X	X
5060	Less Returns & Allowances		6			X	X	X
5070	Less Sales Discounts		6			X	X	X
5100	Sales - Product B	N	5			X	X	X
5110	Service Sales		6			X	X	X
5200	Sales - Other	N	5			X	X	X
5206	Finance Charge Income Credit		6			X	X	X

Accounts Receivable

Account	Description	Post Edit	LOD	B/S BU100	ADM BU90	DEN BU210	HOU-BU400	SFO BU600
6000	Direct Costs	N	4			X	X	X
6010	Cost Of Sales - Product A	N	5			X	X	X
6020	Prime Cost of Goods		6			X	X	X
6030	Scrap		6			X	X	X
6040	Freight		6			X	X	X
6100	Cost Of Sales - Product B	N	5			X	X	X
6120	Prime Cost of Goods		6			X	X	X
6130	Scrap		6			X	X	X
6120	Shop Supplies Expense		6			X	X	X
6140	Freight		6			X	X	X
6200	Damage Credit/Write-off		6			X	X	X
6210	Disputed Tax/Freight Write-off		6			X	X	X
6250	Minor Amount Write-off		6			X	X	X
6300	Cost of Sales - Other		5			X	X	X
7000	Other Direct Expenses	N	5			X	X	X
7900	Allocated Overhead	N	5			X	X	X
7930	Distributed Building Expense		6			X	X	X
7950	Distributed Computer Costs		6			X	X	X
7970	Distributed General Expenses		6			X	X	X
8000	General And Administrative	N	4		X	X	X	X
8100	Administrative Salaries	N	5		X	X	X	X
8110	Salaries and Wages		6		X	X	X	X
8300	Building Expense	N	5		X	X	X	X
8315	Dpr-Building & Improvements		6		X	X	X	X
8320	Dpr-Office Furn/Equipment		6		X	X	X	X
8350	Rent Expense		6		X	X	X	X
8355	Maintenance & Repair		6		X	X	X	X
8360	Telephone Expense		6		X	X	X	X
8370	Utilities Expense		6		X	X	X	X
8600	Supplies, Services & Other	N	5		X	X	X	X
8605	Advertising		6		X	X	X	X
8620	Bad Debt Expense		6		X	X	X	X
8665	Entertainment		6		X	X	X	X
8670	Dues & Subscriptions		6		X	X	X	X
8685	Legal, Accounting & Other		6		X	X	X	X
8720	Office Supplies Expense		6		X	X	X	X
8730	Postage and Freight		6		X	X	X	X
8740	Travel, Meals & Lodging		6		X	X	X	X
9000	Other Income and Expenses	N	4		X	X	X	X
9100	Other Income	N	5		X	X	X	X
9120	Interest Income		6		X	X	X	X
9150	Discounts Taken	N	6		X	X	X	X
9153	Discounts Available		7		X	X	X	X
9156	Discounts Lost		7		X	X	X	X
9200	Other Expense		5		X	X	X	X
9700	Income Taxes		5		X	X	X	X
9901	Branch Office Head Count	U	7					

Daily

Customer Information

Objectives

- To create and locate customer information

About Customer Information

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

Customer information consists of:

- Entering customers
- Locating customers

What Is the Customer Record?

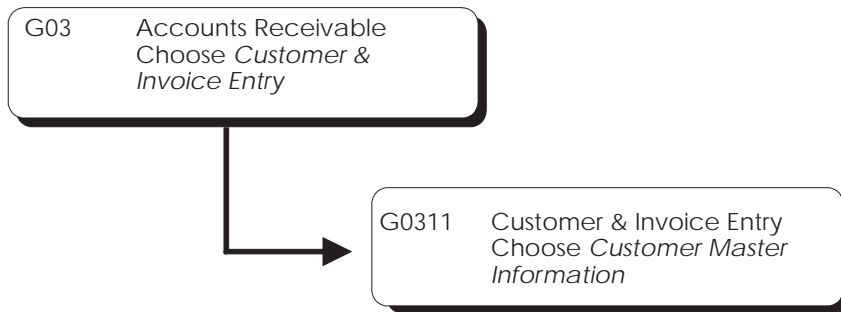
The customer record contains default information and processing instructions that the system uses to process A/R transactions. For example, you might want to specify a credit limit for each customer or designate whether delinquency notices should be sent to a particular customer.

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

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



Enter Customers



Entering Customers

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

When entering customers, you:

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

Customer information is stored in the following tables:

Customer Master (F0301)	This table contains customer information.
Address by Date (F0116)	This table contains mailing address information.
Bank Transit Number Master (F0030)	This table contains bank account information.

Before You Begin

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

What You Should Know About

Deleting customer records	You can only delete a customer record that does not have any invoices associated with it for the year, open or paid. However, you can still access old invoices and receipts.
Multi-Currency	To store address book amounts, such as amount invoiced year-to-date and amount invoiced prior-year-end, in a specific currency, you can do one of the following: <ul style="list-style-type: none">• Set a processing option to enter the default currency code or the company currency of the responsible business unit• Enter them manually

See Also

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

► **To enter customer identification**

On Customer Master Information

1. Complete the following optional fields:
 - Customer Number
 - Long Address Number

2. To access Address Book Addition, do one of the following:

- In WorldSoftware, press Enter
- In WorldVision, click Add

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

▶ To enter mailing information

On Address Book Addition

Complete the following fields and press Enter:

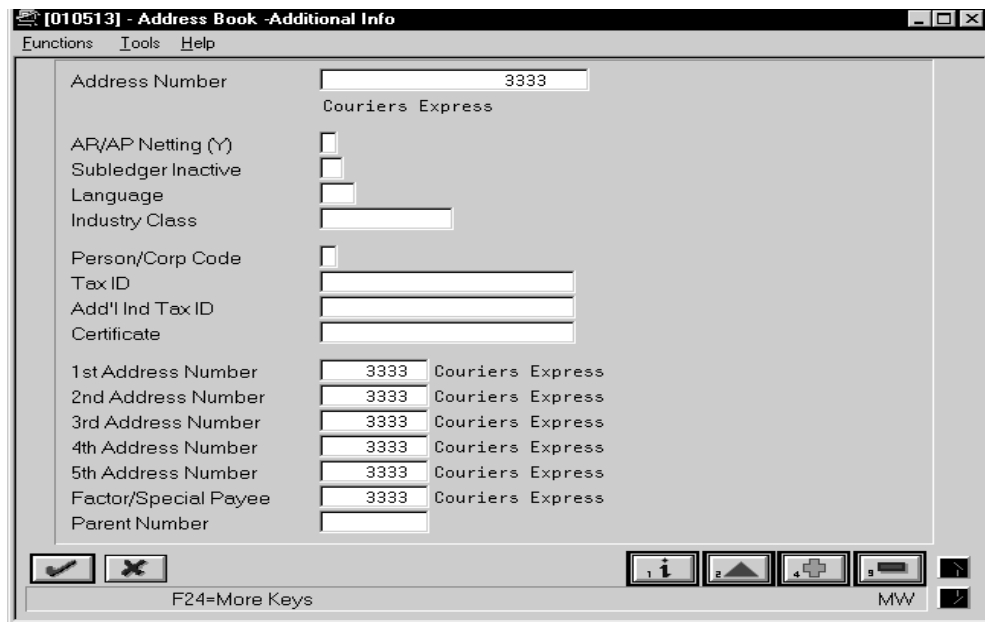
- Alpha Name (optional)

- Mailing Name
- Mailing Address (optional)

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

► To enter additional address information

On Address Book – Additional Information

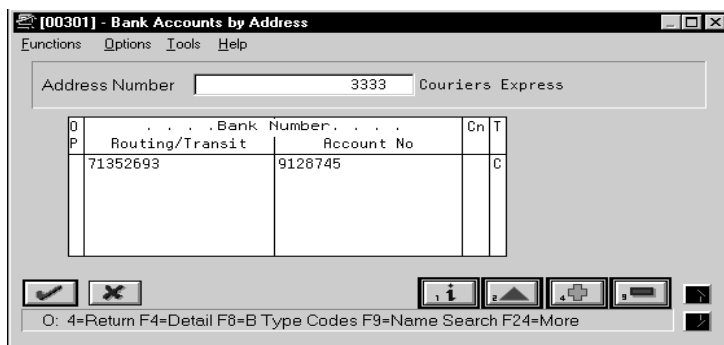


1. Change the following optional fields:
 - 1st through 5th Address Numbers
2. To accept the information in these fields, press Enter, and then press Exit.

Field	Explanation
Address Number – 1st	<p>An alternate address number in the Address Book system. You can use this field for any secondary business address that relates to the primary address. For example:</p> <ul style="list-style-type: none"> • Salesperson • Law firm • Accountant • Securities agent • Bonding agent <p>If you leave this field blank on an entry form, the system supplies the primary address from the Address Number field.</p> <p>The address book number of the person to whom the system will send an additional copy of the document.</p>

▶ To enter bank account information

On Bank Accounts by Address



1. Complete the following fields for the customer's bank:
 - Routing/Transit
 - Account Number
 - Type
2. Do one of the following to add the record and then exit:
 - In WorldSoftware, press Enter
 - In WorldVision, click Add

Field	Explanation
Routing/Transit	The routing and transit number for a particular bank account. The combination of account number and transit number must be unique.
Account Number	The account number for a customer's bank account.
Type	A code used to distinguish external bank accounts from internal bank accounts. Valid values are: <ul style="list-style-type: none"> C Customer Bank Accounts G Internal G/L Bank Accounts V Supplier Bank Account for payment via bank tape D Default Bank Account for A/R Drafts and Auto Debits B Valid Bank Transit Numbers M G/L Bank Account/Business Unit used to define print information in A/P payments <p>Note: When using bank type B, no other bank types are allowed. When using bank type V, no other V bank types are allowed. When using bank type D, no other D bank types are allowed.</p>

► **To enter credit and collection information**

On Customer Master Information

The screenshot shows a software window titled "[01053] - Customer Master Information". It contains several input fields and checkboxes for customer data. The "Credit/Collections Information" tab is active, showing fields for Credit Message, Temp Credit Msg, Factor/Special P (3333), Parent Number, Payment Terms (Net 30 Days), Credit Manager (STUDENT), Collection Mgr (STUDENT), Last Cred Rvw (03/08/95), ABC (SIs/Marg/P) (C C C), Credit Limit (10,000), and Monthly Fin Chg%. There are also checkboxes for Hold Invoices, Ledger Inq Seq, Print Stmt(Y/N), Auto Receipt (Y), Send Stmt To, Auto Cash Alg, Statement Cycle, Payment Instr, Send Invoice to, Bal Fwd/Open ltm, Delinquency Noti, No. of Reminders (3), and Apply Fin Chgs. A status bar at the bottom provides function key shortcuts: F5=Who, F6=Memo, F8=Bank cd, F9=Srch, F11=Addr, F13=Billing, F14=Cat cd, F24=More, and MW.

Complete any of following fields (do not press Enter):

- Credit Message
- Temporary Credit Message
- Factor/Special Payee
- Parent Number
- Payment Terms
- Hold Invoices
- Credit Manager
- Ledger Inquiry Sequence
- Print Statement
- Auto Receipt
- Collection Manager
- Send Statement to
- Auto Cash Algorithm
- Last Credit Review
- Statement Cycle
- Payment Instrument
- ABC Sales
- ABC – Margin
- ABC - Percentage
- Send Invoice to
- Balance Forward/Open Item
- Credit Limit
- Delinquency Notice
- Number of Reminders
- Monthly Finance Charge %
- Apply Finance Charges
- Collection Report

Field	Explanation
Credit Message	<p>A user defined code (00/CM) that displays information about a particular customer or supplier. Examples:</p> <ul style="list-style-type: none"> 1 Over credit limit 2 Requires purchase order 3 Not on maintenance agreement 4 Notify the credit manager <p>The A/R Information program (P01053) and the A/P Information program (P01054) display credit messages for customers and suppliers when you enter or locate information.</p>
Temporary Credit Message	<p>A user defined code that identifies a temporary credit status. Generally, the code is assigned when an account becomes past due. This code is automatically set in the processing options for the Credit Analysis Refresh program, or you can set it manually on Customer Master Information.</p>
Factor/Special Payee	<p>An address book number that identifies a special payment address for A/P.</p> <p>If you leave this field blank during voucher entry, the system supplies the primary address from the Address Number field.</p> <p>..... <i>Form-specific information</i></p> <p>This address book number is used to associate customer records for A/R reporting.</p>
Parent Number	<p>The number of the parent company in a parent/child, national headquarters/subsidiary relationship.</p>
Payment Terms	<p>Code that indicates the default terms of payment for a customer. Payment terms can determine due dates and discounts. This is used as a default value when invoices are created.</p> <p>Define payment terms in the Payment Terms Revisions program (P0014). Use a blank code for the most frequently used payment terms.</p> <p>Examples:</p> <ul style="list-style-type: none"> blank Net 30 days 1 1/10 net 30 2 2/10 net 30 N Net 30 P Prox 25th of month

Field	Explanation
Hold Invoices	<p>A code that allows you to put all A/R invoices for a customer on hold.</p> <p>Valid codes are:</p> <ul style="list-style-type: none"> blank No, do not hold invoices. Y Yes, hold invoices. Do not allow entry of new A/R invoices. (You can still enter receipts and sales orders) <p>This code is maintained in the Customer Master table (F0301).</p>
Credit Manager	<p>The name of the credit manager responsible for approval of this customer's accounts.</p>
Ledger Inquiry Sequence	<p>A code used to designate the display sequence of the default ledger in the Ledger Inquiry programs. Valid values are:</p> <ul style="list-style-type: none"> 1 document number 2 net due date 3 invoice date 4 statement number (A/R) or invoice number (A/P) 5 purchase order number 6 document type, document number 7 matching document 8 G/L date A summarized by document B summarized by due date and document
Print Statement Y/N	<p>A code that indicates whether the system prints invoices and statements for the customer. Valid codes are:</p> <ul style="list-style-type: none"> Y Yes, print invoices and statements N No, do not print invoices and statements
Auto Receipt	<p>A code used in the Accounts Receivable system to indicate whether receipts from the customer can be processed through Auto Receipt. Valid codes are:</p> <ul style="list-style-type: none"> Y Yes, you can process receipts through Auto Receipt. N No, you cannot process receipts through Auto Receipt. <p>Specify whether a company is eligible for auto receipts processing in the A/R constants.</p>
Collection Manager	<p>The name of the collections manager responsible for this customer's accounts.</p>

Field	Explanation
Send Statement to	<p>A code that indicates the address to which A/R statements, payment reminders, and delinquency mailers are sent.</p> <p>Examples:</p> <ul style="list-style-type: none"> C Customer P Parent 1 1st Address Number 2 2nd Address Number 3 3rd Address Number 4 4th Address Number 5 5th Address Number 6 6th Address Number (Special Factor/Payee)
Auto Cash Algorithm	<p>A code that specifies how receipts are applied during the batch receipts process.</p>
Last Credit Review	<p>The date on which the credit manager last examined this customer's payment record and assigned a credit status to the account.</p>
Statement Cycle	<p>A code that indicates when the customer should be billed during the next monthly cycle. For example, billing could be done alphabetically:</p> <ul style="list-style-type: none"> A-F on the 5th day of the month G-L on the 10th M-R on the 15th S-Z on the 20th <p>The first letter of the customer's alpha name will default into the statement cycle.</p>
Payment Instrument	<p>The user defined code (system 00, type PY) that specifies how payments are made by the customer. For example:</p> <ul style="list-style-type: none"> C Check D Draft T Electronic funds transfer <p>..... <i>Form-specific information</i></p> <p>The information you enter in this field is used as the default value when you enter invoices.</p>
ABC Code Sales	<p>A grade that indicates the level of sales activity for a customer or inventory item. This code documents the 80/20 principle (80% of the significant results is attributable to 20% of the business effort). The possible grades are A (best) to F (worst).</p>

Field	Explanation
ABC – Margin	<p>A code that represents an item’s ranking by average investment. You can assign a code here or let the system assign it. Valid codes are:</p> <ul style="list-style-type: none"> A Assign this item to the first amount ranking B Assign this item to the second amount ranking C Assign this item to the third amount ranking D Skip this item in the ABC Analysis <p>If you leave this field blank, the ABC Analysis program (P4164) assigns this code based on an item’s value as follows:</p> $\frac{\text{Total Item Average Investment}}{\text{Value Total Business Unit Average Investment}} = \text{Item's Calculated}$
ABC – Percentage	<p>A grade that indicates the average number of days a customer takes to pay a bill. This code documents the 80/20 principle. The possible grades are A (best) to F (worst).</p>
Statement Cycle	<p>A code that indicates when the customer should be billed during the next monthly cycle. For example, billing could be done alphabetically:</p> <ul style="list-style-type: none"> A–F on the 5th day of the month G–L on the 10th M–R on the 15th S–Z on the 20th <p>The first letter of the customer’s alpha name will default into the statement cycle.</p>
Send Invoice to	<p>A code that identifies the address where accounts receivable invoices are sent. Valid codes are:</p> <ul style="list-style-type: none"> C Customer P Parent 1 1st Address Number 2 2nd Address Number 3 3rd Address Number 4 4th Address Number 5 5th Address Number 6 6th Address Number (Factor/Special Payee)

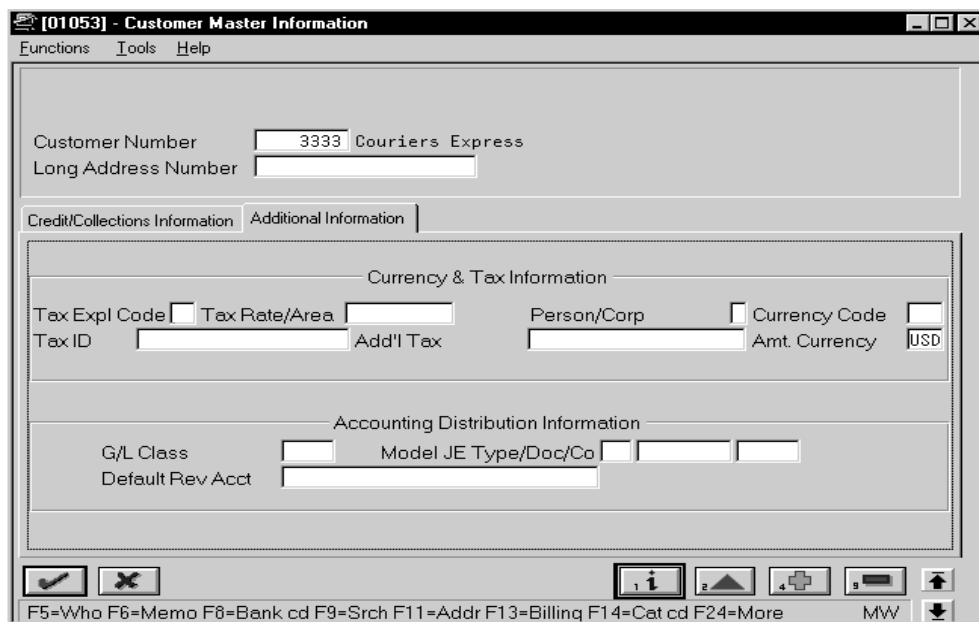
Field	Explanation
Balance Forward–Open Item	<p>A code that indicates whether a customer's open items in the A/R Ledger table (F0311) will be summarized into a balance forward amount during the Update Balance Forward process. Valid codes are:</p> <ul style="list-style-type: none"> B Summarize open items into a balance forward amount O List the detail for all open items <p>NOTE: The A/R Ledger table is always maintained at a detail invoice level. Although the detail cannot be accessed, it will remain and a new summary record is added when the Update Balance Forward program is run.</p>
Credit Limit	<p>The credit limit for a customer in the Customer Master Information table (F0301). This value is used throughout the credit management programs and is maintained for parent accounts.</p> <p>This field is maintained as an integer, no decimals.</p>
Delinquency Notice	<p>A code that indicates whether delinquency notices or payment reminders should be sent to the customer. Valid codes are:</p> <ul style="list-style-type: none"> Y Yes, send delinquency notices N No, do not send delinquency notices
Monthly Finance Charge %	<p>This is the percentage factor used in computing finance charges. This number is expressed as a decimal. For example, .185 would express 18.5%. The past due amounts are multiplied by the percentage factor for the actual finance charge amounts. If finance charges are calculated monthly, the percentage factor should reflect a monthly assessment.</p>
Number of Reminders	<p>The number of payment reminders to send to a customer. Valid codes are:</p> <ul style="list-style-type: none"> 1 Send a single, very strong (level 3) reminder. 2 Send a strong (level 2) reminder. If the customer does not respond, send a very strong (level 3) reminder in the next cycle. 3 Send a mild (level 1) reminder. If necessary, send a level 2 reminder in the next cycle and a level 3 in the following cycle after that. <p>NOTE: The Delinquency Notice field must be set to Y.</p>
Apply Finance Charges	<p>A code that indicates whether finance charges should be applied or waived for the account. Valid codes are:</p> <ul style="list-style-type: none"> Y Yes, apply finance charges N No, do not apply finance charges blank Process this account through the Interest Invoicing program (P03540)

Field	Explanation
Collection Report	A code that indicates whether invoices for a particular customer appear for collection. If this field is Y (the default), invoices appear on the collection report after the maximum number of reminders have been sent to the customer and the final collection report is generated. If you enter N in this field, the customer's invoices are not eligible to appear on the collection report.

► To enter currency and tax information

On Customer Master Information

1. In WorldVision, choose the Additional Information tab.



2. Complete the following fields (do not press Enter):

- Tax Explanation Code
- Tax Rate/Area
- Person/Corporation Code
- Currency Code
- Tax ID
- Additional Tax ID
- Amount Currency

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

Field	Explanation
Person/Corporation Code	<p>A code that designates the type of taxpayer. U.S. clients use one of the following codes with the 20-digit Tax field:</p> <ul style="list-style-type: none"> C corporate entity (printed as 12-3456789) P individual (printed as 123-45-6789) N non-corporate entity (printed as 12-3456789) blank non-corporate entity (not formatted) <p>The system selects suppliers with P and N codes for 1099 reporting.</p> <p>Non-U.S. clients use the following codes with the 20-digit Company field and Individual field:</p> <ul style="list-style-type: none"> 1 individual 2 corporate entity 3 both an individual and a corporate entity 4 non-corporate entity 5 customs authority
Currency Code	<p>A code that indicates the currency of a customer's or a supplier's transactions.</p> <p>..... <i>Form-specific information</i></p> <p>The currency you specify is used as the default value when you entering invoices. You can override this code during invoice entry.</p>
Tax ID	<p>The identification code required by various tax authorities. This might be a social security number, federal or state corporate tax ID, sales tax number, and so on. Do not enter separator characters. The system edits the number and prints the separators in their correct format, according to the value of TAXC (Person/Corporation Code). If there is no value for TAXC, the system does not format this number.</p> <p>When you add new line items to a supplier's worktable record, the supplier master record supplies the default value for the tax ID.</p>
Additional Tax ID	<p>An additional identification number that a tax authority assigns to an individual.</p>
Amount Currency	<p>The currency in which amounts are stored in the address book. For example, the credit limit, invoiced this year, invoiced prior year, and so on. The currency you specify is used to record and store transaction history.</p> <p>..... <i>Form-specific information</i></p> <p>Enter the currency you want to see when reviewing credit limits and so on.</p>

▶ **To enter default G/L distribution**

On Customer Master Information

1. In WorldVision, choose the Additional Information tab.
2. Complete the following fields:
 - G/L Class
 - Model JE Type/Document/Company
 - Default Revenue Account
3. To add the record, do one of the following:
 - In WorldSoftware, press Enter
 - In WorldVision, click Add

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

Field	Explanation
Default Revenue Account	<p>A field that identifies an account in the general ledger. You can use one of the following formats for account numbers:</p> <ul style="list-style-type: none"> • Structured account (business unit.object.subsidiary) • 25-digit unstructured number • 8-digit short account ID number • Speed code <p>The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program (P000909).</p> <p>..... <i>Form-specific information</i></p> <p>Do not specify a default expense account if you specify a model JE. Although the system allows you to do this, it overrides the model JE, and you must enter the JE manually.</p>

What You Should Know About

Depending on how you set the processing options, one or more of the following forms automatically appear when you enter a customer.

- | | |
|--|--|
| Address Book – Additional Information | <p>Use this to attach up to seven address numbers.</p> <p>See <i>Working with Address Book</i> in the <i>Address Book Guide</i>.</p> |
| Category Codes | <p>Use this to group addresses for reporting and mailings.</p> <p>See <i>About Category Codes</i> in the <i>Address Book Guide</i>.</p> |
| Billing Instructions | <p>Use this to specify how the system processes sales orders for customers.</p> <p>See <i>Setting Up Customer Billing Instructions</i> in the <i>Sales Order Management Guide</i>.</p> |
| Bank Accounts by Address | <p>Use this to set up a customer for automatic receipts processing.</p> |

Processing Options for Customer Master Information

Additional Maintenance:

1. Enter a '1' to suppress the tax id field. If left blank, the tax id will appear on the screen. _____
2. Enter a '1' to automatically display the additional information screen on an add. _____
3. Enter a '1' to automatically display the category codes screen on an add. _____
4. Enter a '1' to automatically display bank information on an add. _____

Additional Maintenance (Cont.):

5. Enter a '1' to automatically display the billing instructions screen on an add. _____

Audit Log File:

6. Enter a '1' to utilize the Audit Log file (F0101A). _____

Search Type:

7. Enter the search type value for customers. Default is 'C'. _____

Currency Processing:

8. Enter the currency code that should default into the amount currency code field when adding a Customer. If left blank the amount currency code will default from the Company associated with the Security Business Unit from the Address Book. _____



Exercises

See the exercises for this chapter.

Test Yourself: Entering Customer Information

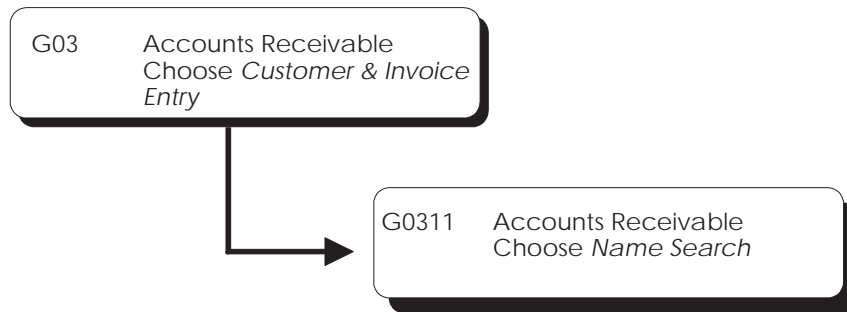
1. When you create a new customer record, what form do you access to enter address information?

2. How can you prevent entry of A/R invoices for a particular customer?

3. The amount indicated in the credit limit is only applicable to a _____ company in the Accounts Receivable system.
4. Customer master information is stored in the _____ table.

The answers are in *Appendix B*.

Locate Customers



Locating Customers

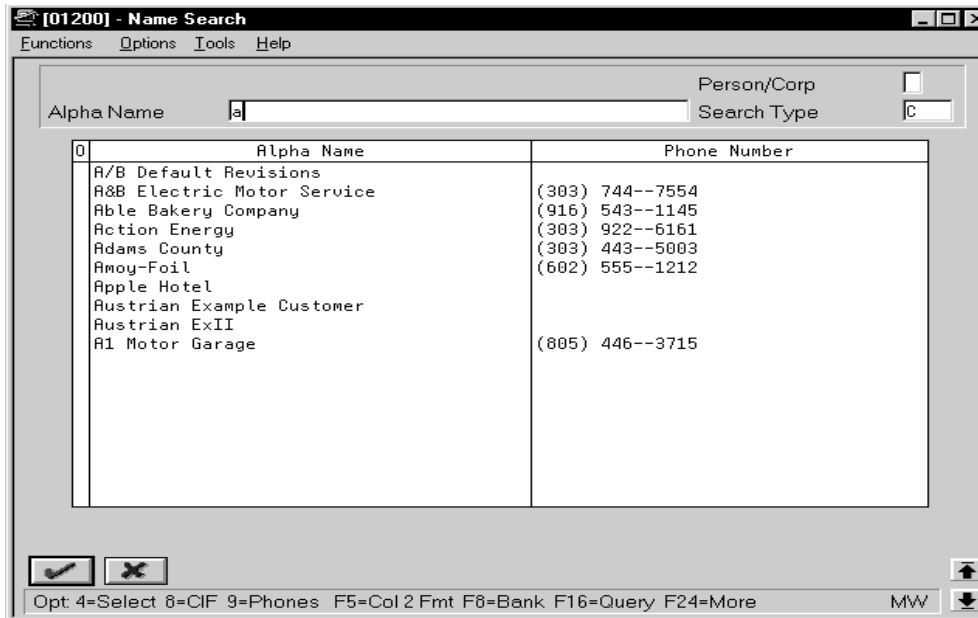
When entering or locating accounts receivable information for a customer, you can locate its customer number by specifying:

- Alpha name
- Search type
- Person or corporation designation

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

▶ To locate a customer

On Name Search



Complete the following fields:

- Alpha Name
- Search Type (optional)
- Person/Corporation (optional)

Field	Explanation
Search Type	A user defined code (01/ST) that identifies the kind of address book record you want the system to select when you search for a name or message. For example: <ul style="list-style-type: none"> E Employees X Ex-employees V Suppliers C Customers P Prospects M Mail distribution lists

See Also

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

Processing Options for Name Search

Format Control:

1. Enter sequence numbers (1-3) to indicate which formats will appear in the second description and in what order. If all are left blank, all formats will appear in the order shown below.

Note: These are used with your format function key F5.

Addr Line One . . . _____
City _____
Phone Number . . . _____

Default Search Type:

2. Enter the default Search Type that should appear upon entry into Name Search.



Invoice Processing

Objectives

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

About Invoice Processing

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

Invoice processing consists of:

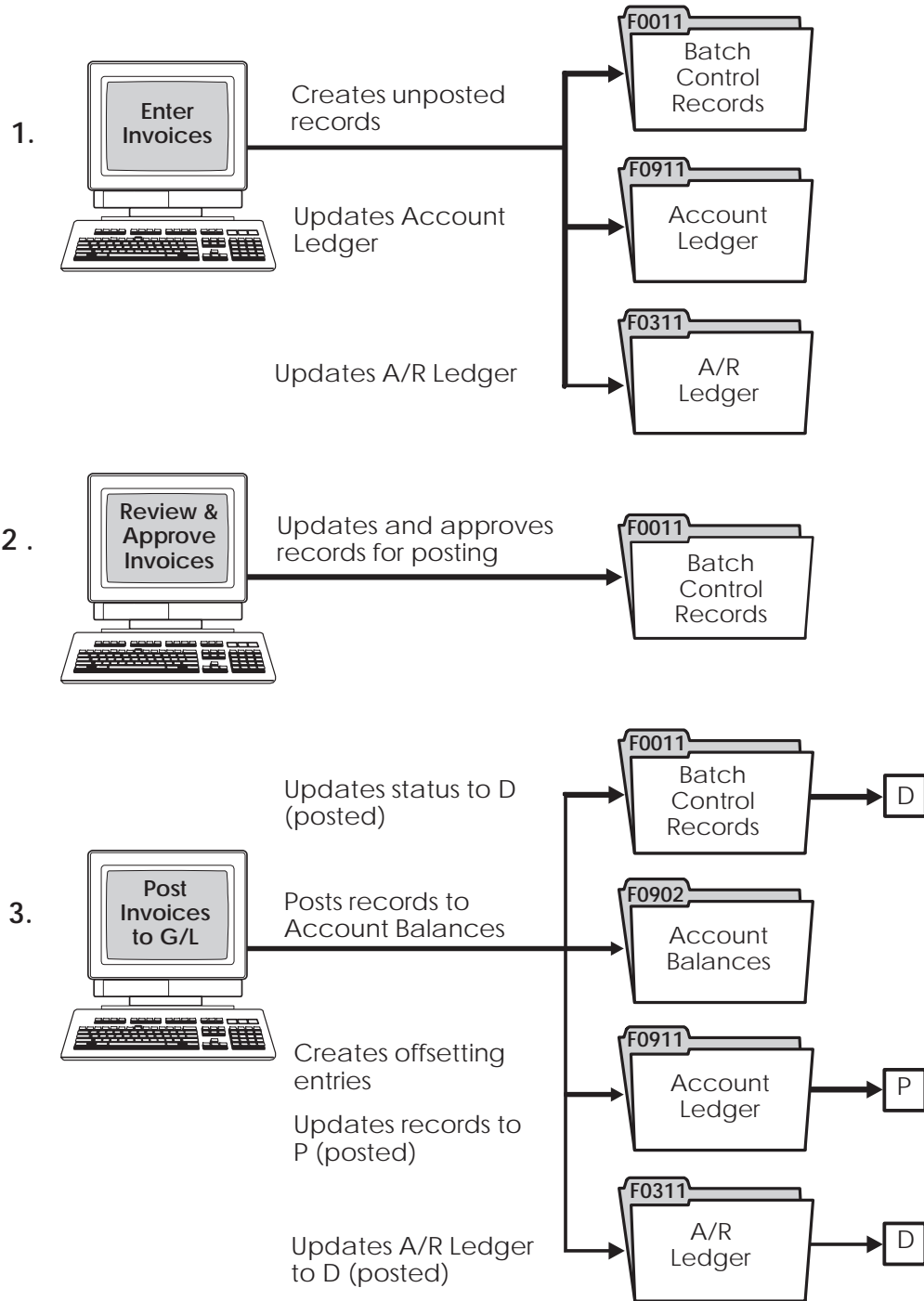
- Working with invoice entry controls
- Understanding fiscal date patterns
- Working with standard invoices
- Working with other types of standard invoices
- Entering speed invoices
- Reviewing and approving invoices
- Understanding the post process
- Posting invoices
- Revising posted invoices
- Printing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



Working with recurring invoices

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

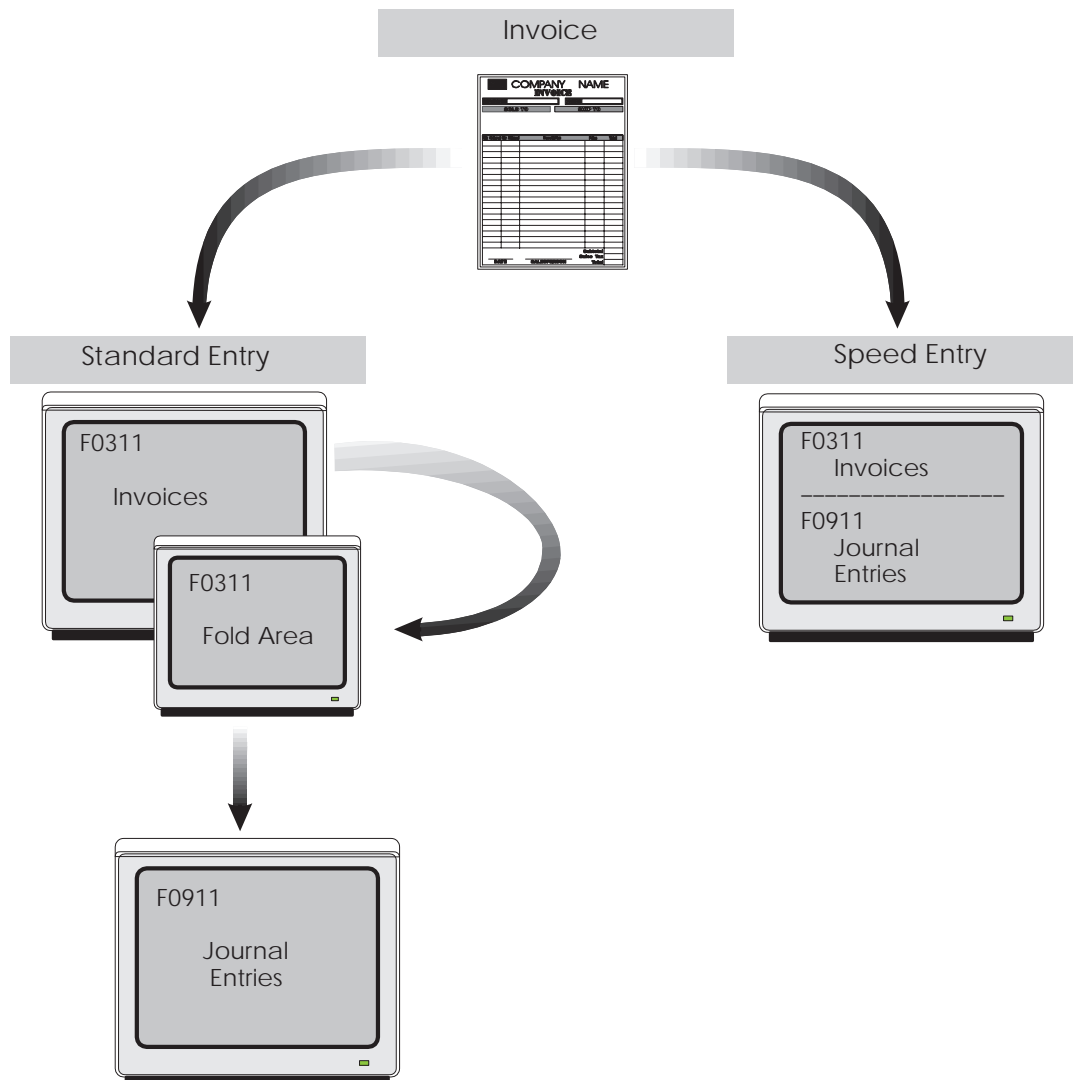
The following graphic illustrates the concept of three-tier processing.



What Are the Types of Invoices?

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

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



Which Type of Invoice Should You Enter?

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

Standard invoice advantages

You can:

- Create split payments
- Use multiple pay items
- Set up recurring invoices
- Modify and delete invoices
- Utilize and create model journal entries

Standard invoice disadvantages

You cannot:

- Enter invoices as quickly because you use two forms to enter invoice and general ledger information

Speed invoice advantages

You can:

- Use one entry program to enter both invoice and accounting distribution information
- Enter limited invoice information quickly

Speed invoice disadvantages

You cannot:

- Split payments
- Modify or delete invoices
- Set up recurring invoices
- Enter more than one pay item per invoice
- Create model journal entries

When Do You Review and Approve Invoices?

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

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

What Happens When You Post Invoices?

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

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

When Do You Set Up a Recurring Invoice?

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

What Is Customer Ledger Information?

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

- Open amounts remaining on an invoice
- Pay status and posting status of an invoice
- Invoice detail and associated journal entry information
- Account status information
- Receipt information

Work with Invoice Entry Controls

Working with Invoice Entry Controls

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

- Batch control
- Two-cycle entry

About Batch Control

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

Why Would You Set Up Batch Control?

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

The screenshot shows the 'Accounts Receivable Constants' window for company '00000 J.D. Edwards & Company'. The window has a menu bar with 'Functions', 'Tools', and 'Help'. The main area contains several sections of settings:

- Company:** 00000 J.D. Edwards & Company
- Delinquency Notice (Y/N):** N
- Print Statement (Y/N):** Y
- Auto Receipt (Y/N):** N
- Auto Receipt Algorithm:** I
- Age as of Date (Blank=Today's Date):** 06/30/98
- Aging Method (1,2,3):** 1
- Date Aging Based On:** D
- Aging Days (999 = Infinity):**
 - Beginning: 30- thru 0 thru 30 thru 60
 - thru 90 thru 120 thru 150 thru 999
- Batch Control Required (Y/N):** Y
- Manager Approval of Input (Y/N):** N
- Offset Method (D, S, Y, or B):** B
- G/L Interface (Y/N):** Y

At the bottom, there are navigation icons (checkmark, X, info, up, down, left, right) and the text 'F24=More Keys' and 'MW'.

When Do You Use Batch Control?

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

The screenshot shows a window titled "[00100] - Batch Entry and Status" with a menu bar containing "Functions", "Tools", and "Help". The main area contains several input fields and a summary table.

Input fields:

- Number of Documents Expected: 2
- Input Total: 3,000
- Batch Date: 04/11/98 (Default=Today's Date)
- Batch Number: 80215 (Automatic Numbering)

	Documents	Input Totals
Total Expected	2	3,000
Total Entered		
Total Remaining	2	3,000

At the bottom, there are buttons for a checkmark and an 'X', and a status bar with the text: "F4=Document Entry (Press Enter prior to F4 to create new batch) F24=More".

What You Should Know About

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

See Also

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

About Two-Cycle Entry

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

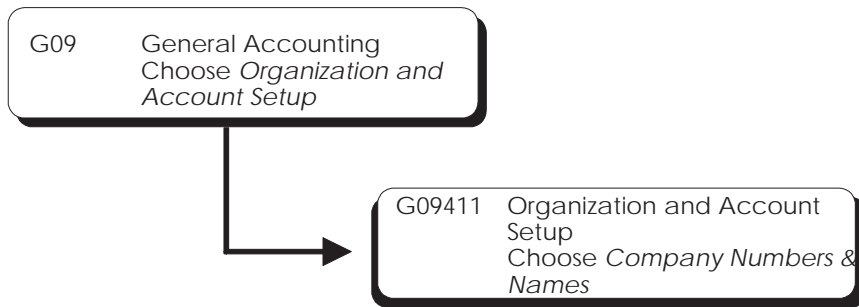
Two-cycle entry requires that you press Enter one time to verify information, and then press Enter again to accept the entry.

Where Do You Set Up Two-Cycle Entry?

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

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

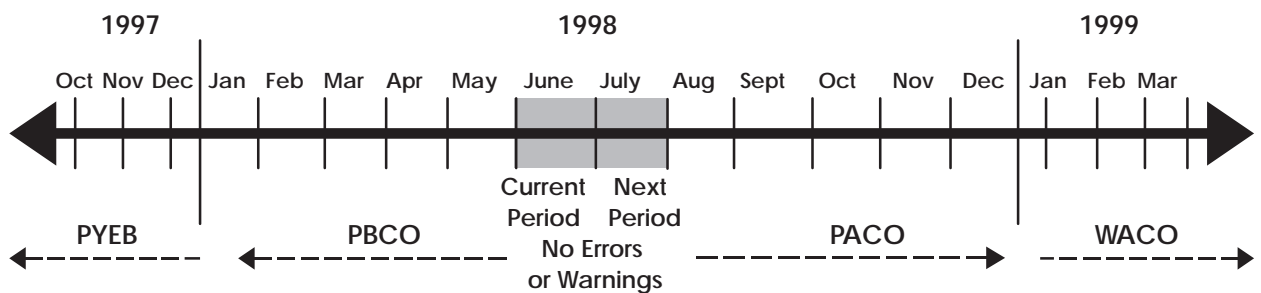
Understand Fiscal Date Patterns



About Fiscal Date Patterns

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

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



What are the Warning and Error Messages You Might Receive?

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

**PYEB – Prior Year-End
Balance**

Reason: You tried to post to a prior year.

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

**PBCO – Post Before Cut
Off**

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

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

**PACO – Post After Cut
Off**

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

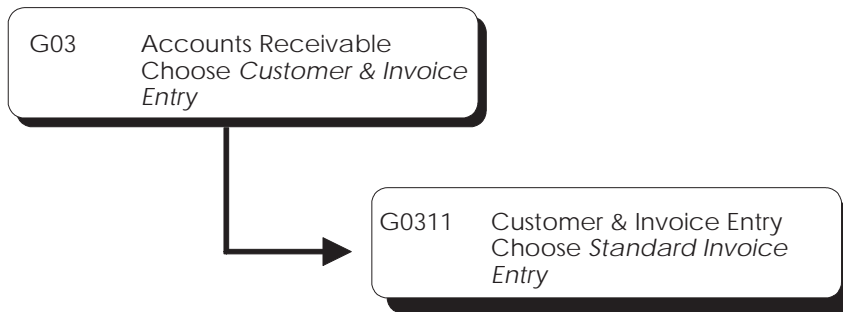
Result: You either get a warning or an error message, depending on how you set up your fiscal date patterns. If your fiscal date pattern is not set up for the full year, you get an error message. If it is set up for the full year, you get a warning.

**WACO – Way After Cut
Off**

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

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

Work with Standard Invoices



Working with Standard Invoices

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

Working with standard invoices consists of:

- Entering standard invoices
- Locating invoices
- Revising unposted invoices

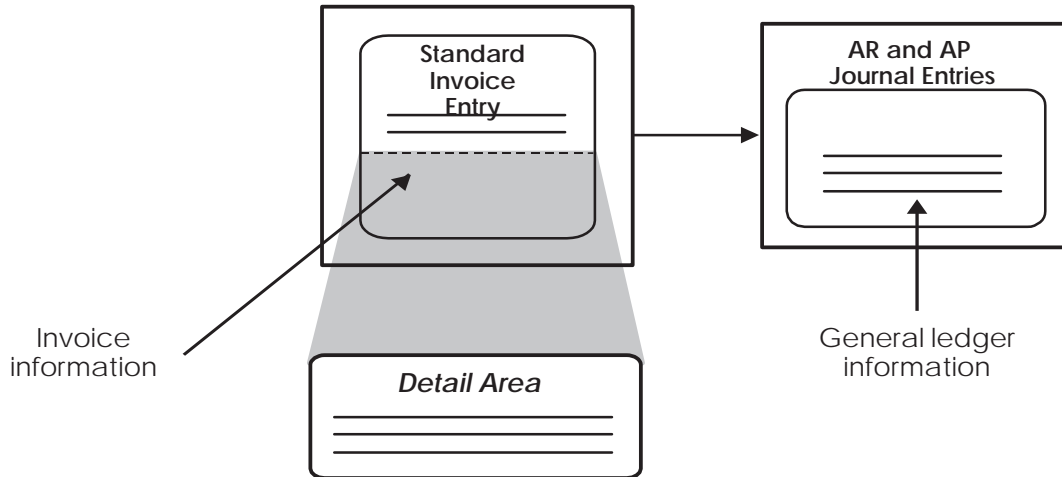
Invoice information is stored in the A/R Ledger (F0311) and Account Ledger (F0911) tables.

Before You Begin

- Set up customers on Customer Master Information

Entering Standard Invoices

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



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

After you enter information that is specific to the invoice, you enter the G/L distribution information. You typically enter a credit to a revenue account. When you post the invoice, the system creates the offset to an asset account.

When entering standard invoices, you:

- Enter invoice information
- Enter general ledger information

You must complete both tasks for each invoice.

The system assigns a batch type of I to invoices.

See Also

- *Entering Basic Journal Entries (P09101)* in the *General Accounting I Guide*

► **To enter invoice information**

On Standard Invoice Entry

[03105] - Standard Invoice Entry

Functions Tools Help

Mode (F) Prev Invoice

Account Number 3333
 Invoice Number
 Invoice Amount 500
 Invoice Date 061598
 G/L Date 063098
 Tax Amount
 Taxable Amount
 Remaining Amount
 Batch Number

Business Unit
 Payment Terms Pmt Instr
 Company 100
 P.O. Number
 Tax Expl Code
 Tax Rate/Area
 Serv/Tax Date
 Currency Code
 Exchange Rate

..... Invoice Schedule

Pay Itm	Gross Amount	Discount Available	Remark	Net Due Date	P S
	500		misc. shipping		

F4=Detail F6=E-Mail F9=NS F11=Addr Book F16=Ldgr Inq F13=J.E. Inq F24=More MW

- Complete the following fields:
 - Account Number
 - Invoice Number (optional)
 - Invoice Amount
 - Payment Terms (optional)
 - Payment Instrument (optional)
 - Invoice Date
 - Company
 - Purchase Order Number (optional)
 - G/L Date
- In the invoice schedule, complete the following optional fields for each pay item:
 - Pay Item
 - Gross Amount
 - Remark
 - Net Due Date

- Pay Status (PS)
3. Access the detail area.

The screenshot shows a software window titled "[03105] - Standard Invoice Entry". It contains several input fields for invoice details:

- Mode (F)
- Prev Invoice
- Account Number: 3333
- Invoice Number: [] [] []
- Invoice Amount: 500
- Invoice Date: 061598
- G/L Date: 063098
- Tax Amount: []
- Taxable Amount: []
- Remaining Amount: []
- Batch Number: []
- Business Unit: []
- Payment Terms: []
- Company: 100
- P.O. Number: [] [] []
- Tax Expl Code: []
- Tax Rate/Area: []
- Serv/Tax Date: []
- Currency Code: []
- Exchange Rate: []

Below the fields is an "Invoice Schedule" table:

Pay Itm	Gross Amount	Discount Available	Remark	Net Due Date	P S
	500		misc. shipping		
G/L Offset Recur Freq # of Pymts Discount Due Dat					
Tax Expl Code Taxable Amount Tax					
Tax Rate Open \$ Ck					

At the bottom, there are navigation icons and a status bar with function keys: F4=Detail F6=E-Mail F9=NS F11=Addr Book F16=Ldgr Inq F13=J.E. Inq F24=More MW

4. Complete the following optional field and press Enter to enter general ledger information:
- G/L Offset

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

Field	Explanation
Invoice Number	<p>A number that identifies the original document, such as a voucher, invoice, unapplied cash, journal entry, and so on. On entry forms, you can assign the original document number or let the system assign it through Next Numbers.</p> <p>Matching document (DOCM) numbers identify related documents in the Accounts Receivable and Accounts Payable systems. Examples:</p> <ul style="list-style-type: none"> • Automated/Manual Payment <ul style="list-style-type: none"> Original document – Voucher Matching document – Payment • A/R Original Invoice <ul style="list-style-type: none"> Original document – Invoice • Receipt Application <ul style="list-style-type: none"> Original document – Invoice Matching document – Receipt • Credit Memo/Adjustment <ul style="list-style-type: none"> Original document – Invoice Matching document – Credit Memo • Unapplied Receipt <ul style="list-style-type: none"> Original document – Receipt
Invoice Amount	<p>The gross amount of the invoice payments. This is a total of the gross amounts of all scheduled payments.</p>
Invoice Date	<p>The date of the invoice. This can be either the date of the supplier's invoice to you or the date of your invoice to a customer.</p>
Company	<p>A code that identifies a specific organization, fund, entity, and so on. This code must already exist in the Company Constants table (F0010). It must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions.</p> <p>NOTE: You can use company 00000 for default values, such as dates and automatic accounting instructions (AAIs). You cannot use it for transaction entries.</p>
Purchase Order	<p>A document that authorizes the delivery of specified merchandise or the rendering of certain services.</p>
G/L Date	<p>A date that identifies the financial period that the transaction is to be posted to. The general accounting constants specify the date range for each financial period. You can have up to 14 periods. Generally, period 14 is for audit adjustments.</p> <p>The system edits this field for PBCO (posted before cutoff), PYEB (prior year ending balance), and so on.</p>

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

Field	Explanation
Pay Status	<p>A user defined code (00/PS) that indicates the current payment status for a voucher or an invoice. Codes are:</p> <ul style="list-style-type: none"> P Paid. The voucher or invoice is paid in full. A Approved for payment, but not yet paid. This applies to vouchers and automatic cash applications. H Hold pending approval. R Retainage. % Withholding applies. ? Other codes. All other codes indicate reasons that payment is being withheld. The Accounts Payable system does not print payments for any other code. <p>..... <i>Form-specific information</i></p> <p>You cannot change the pay status to P (paid), D (draft accepted), or # (payment in-process).</p> <p>If you leave this field blank, the system uses the default value from the functional server processing options (XT0311Z1).</p>
G/L Offset	<p>The table of Automatic Accounting Instruction accounts that allows you to predefine classes of automatic offset accounts for Accounts Payable, Accounts Receivable, and other systems.</p> <p>G/L offsets might be assigned as follows:</p> <ul style="list-style-type: none"> • blank or 1210– Trade Accounts Receivable • RETN or 1220 – Retainages Receivable • EMP or 1230 – Employee Accounts Receivable • JIB or 1240 – JIB Receivable (See A/R Class Code – ARC) • blank or 4110 – Trade Accounts Payable • RETN or 4120 – Retainage Payable • OTHR or 4230 – Other Accounts Payable (See A/R Class code – APC) <p>If you leave this field blank during data entry, the system uses the default value from the Customer Master Information table (F0301) or the Supplier Master Information table (F0401). The post program uses the G/L Offset class to create automatic offset entries.</p> <p>NOTE: Do not use code 9999. It is reserved for the post program and indicates that offsets should not be created.</p>

What You Should Know About

Creating a customer record

You can create a new customer record when you enter invoice information by choosing the New Account function on Standard Invoice Entry.

Entry errors

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

► To enter general ledger information

On AR and AP Journal Entries

[03101] - AR and AP Journal Entries

Functions Tools Help

Mode (F) [D] Model (Y)
Base Co. Currency USD Void (V)

Document Type [RI]
Document Number/Co [00002232] [00100] Explanation [Couriers Express]
G/L Date [063098] Batch Number [6066311]
Gross Amount [500.00-] Currency Code [USD]
Remaining [500.00-] Exchange Rate []
Skip to Line []

Account No.	Amount	Explanation 2	P
1.1110.BEARR	500-	misc. shipping	
		misc. shipping	
		misc. shipping	
		misc. shipping	
		misc. shipping	
		misc. shipping	
		misc. shipping	
		misc. shipping	
		misc. shipping	
		misc. shipping	
		misc. shipping	

F5=Make New Model F6=% JE F15=Model JE's F13=Acct Master F24=More Keys MW

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

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

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

Field	Explanation
Account Number	<p>A field that identifies an account in the general ledger. You can use one of the following formats for account numbers:</p> <ul style="list-style-type: none"> • Structured account (business unit.object.subsidiary) • 25-digit unstructured number • 8-digit short account ID number • Speed code <p>The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program (P000909).</p>
Amount	<p>A number that identifies the actual amount. Type debits with no sign or a plus sign (+). Type credits with a minus sign (-) either before or after the amount. You can use decimals, dollar signs, and commas. The system ignores non-significant symbols.</p>
Explanation 2	<p>A name or remark that describes an element in the J.D. Edwards systems.</p> <p>..... <i>Form-specific information</i></p> <p>You can provide additional information about the account number.</p>

Locating Invoices

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

► To locate an invoice

On Standard Invoice Entry

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

What You Should Know About

Other methods of locating invoices

You can also locate an invoice on the following forms:

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

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

Revising Unposted Invoices

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

- Invoice Number
- Invoice Type
- Invoice Company
- Customer Number
- G/L Date

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

To revise unposted invoices

On Standard Invoice Entry

1. Locate the invoice.
2. Change any field that is not a key field.
3. To change the general ledger information, do one of the following:
 - In WorldSoftware, press Enter
 - In WorldVision, click Change
4. On AR and AP Journal Entries, complete the following fields to create a balancing entry, if necessary:
 - Account Number
 - Amount
 - Explanation 2 (optional)

What You Should Know About

Batch headers

Any change to an invoice on an invoice entry form reopens the batch and requires you to repost it. Consider using Speed Status Change to change information, such as due dates, that does not affect the G/L distribution.

See *Updating Invoices for Payment (P03114)* for information about using Speed Status Change to change invoice information.

Changing invoice amounts

You must also change the gross amounts in both the invoice information and general ledger information and ensure that they balance.

Changing several invoices

To quickly change specific information for several invoices at the same time, such as discounts, use Speed Status Change.

See *Update Invoices for Payment (P03114)*.

Copying an invoice to another customer

To copy or enter the same invoice information for a new customer, you must change the customer number and invoice number.

Deleting unposted invoices

After you delete an unposted invoice, no audit trail exists. You cannot delete a posted invoice. You must void it.

See Also

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

**Exercises**

See the exercises for this chapter.

Test Yourself: Working with Standard Invoices

1. Indicate the document type that the system assigns to the following A/R document:

Invoice

2. List two items on an unposted invoice that cannot be changed:

3. Indicate the tables where the following information is updated:

Invoice pay items

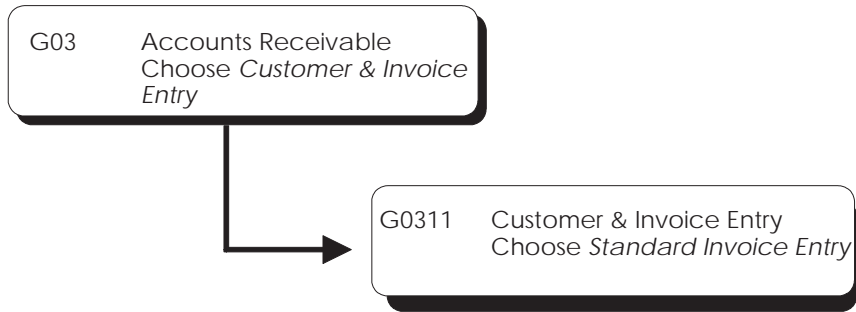
Journal entries

4. True or False

When entering the journal entry portion of an invoice, you must enter the credit sign in the last portion of the Amount field.

The answers are in *Appendix B*.

Work with Other Types of Standard Invoices



Working with Other Types of Standard Invoices

In addition to entering basic information for a standard invoice, you can enter and revise other types of information. For example, you might want to enter an invoice for multiple line items with different due dates or tax information.

Working with other types of standard invoices consists of:

- Entering an invoice with discounts
- Entering a split payment invoice
- Entering a credit memo
- Entering an invoice with taxes
- Working with a multi-currency invoice
- Setting up a recurring invoice

Entering an Invoice with Discounts

The system calculates the discount and net due dates according to the payment terms you specify in the customer record. You can change the discount before you receive payment by:

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

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

Before You Begin

- Verify that AAI item RKD is set up correctly

► To enter an invoice with discounts

On Standard Invoice Entry

1. Follow the steps to enter standard invoices.
See Entering Standard Invoices.
2. Toggle to the discount format (optional).

[03105] - Standard Invoice Entry

Functions Tools Help

Mode (F) 0 Prev Invoice

Account Number 3333 Couriers Express
 Invoice Number 2027 RI 00100 Business Unit 1
 Invoice Amount 4,500.00 Payment Terms Pmt Instr
 Invoice Date 06/20/98 Company 00100 USD
 G/L Date 06/30/98 P.O. Number
 Tax Amount Tax Expl Code
 Taxable Amount Tax Rate/Area
 Remaining Amount Serv/Tax Date 06/30/98
 Batch Number 74615 Currency Code USD
 Exchange Rate

Invoice Schedule

Pay Itm	Gross Amount	Discount Available	Remark	Net Due Date	P S
001	4,500.00	45.00		07/20/98	R

F4=Detail F6=E-Mail F9=NS F11=Addr Book F16=Ldgr Inq F13=J.E. Inq F24=More MW

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

Field	Explanation
Discount Available	<p>The amount of the discount available as opposed to the amount of the discount actually taken. If the customer's invoice specifies a discount available, type that amount. If not, do one of the following:</p> <ul style="list-style-type: none">• Compute the amount manually and type it in the field.• Compute the discount as a percentage of the invoice amount by keying the percent sign (%) followed by the percentage amount, for example, type %.02 for 2%.• Leave the field blank. The system will calculate the amount based on the payment terms specified in the customer master record.• Type a zero (0) to override the default value and indicate that a discount is not applicable. <p>NOTE: If the discount is to be calculated automatically, take care in determining the amount available for discount. Usually, freight, sales taxes, and labor included in the gross amount do not qualify for discounts. If this is the case, separate these pay items to ensure that the discount is calculated correctly.</p>
Discount Due Date	<p>The date that the invoice or voucher is due in order to acknowledge the discount.</p>

What You Should Know About

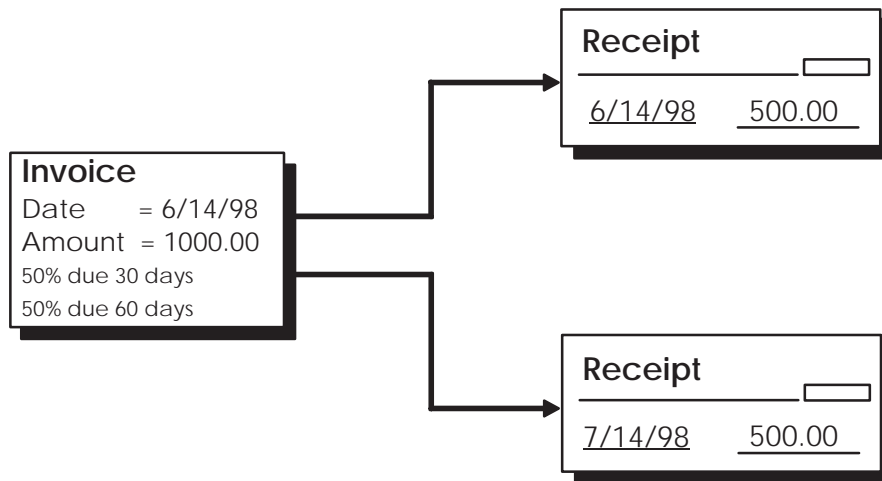
Changing an invoice with discounts

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

Entering a Split Payment Invoice

You can allow a customer to pay an invoice in installments. For example, you might require that a customer pay half an invoice amount when the order is placed and pay the remaining amount when the service is complete or when goods are shipped. To do this, enter a split payment invoice.

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



► To enter a split payment invoice

On Standard Invoice Entry

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

See *Entering Standard Invoices*.

2. Complete the following field:
 - Payment Terms

What You Should Know About

Changing a split payment invoice

If you change the invoice amount, you must manually adjust the gross amounts for the pay items.

Applying discounts

If you split an invoice with a discount, the total discount amount is applied to the first payment.

See Also

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

Entering a Credit Memo

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

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

 **To enter a credit memo**

On Standard Invoice Entry

Enter an invoice for a negative amount.

What You Should Know About

Calculating due dates for credit memos

When you enter a credit memo, the net due date will equal the G/L date. The system ignores the payment terms when calculating due dates for credit memos.

See Also

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

Entering an Invoice with Taxes

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

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

Before You Begin

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

▶ To enter an invoice with taxes

On Standard Invoice Entry

1. Follow the steps to enter standard invoices.
See Entering Standard Invoices.
2. Toggle to the alternate tax format (optional).

The screenshot shows a software window titled "[03105] - Standard Invoice Entry". It contains various input fields for invoice information, including account number, invoice number, amount, date, and tax details. Below the input fields is an "Invoice Schedule" table.

Pay Itm	Gross Amount	Taxable Amount	Tax Amount	Tax Area	Tx Ex	Net Due Date
001	1,073.00	1,000.00	73.00	DEN	V	07/15/98

Invoice Processing

3. Complete the following fields:
 - Tax Explanation Code
 - Tax Rate/Area
4. Complete the following optional fields:
 - Tax Amount
 - Taxable Amount
 - Service/Tax Date

Field	Explanation
Tax Amount	<p>This is the amount assessed and payable to tax authorities. It is the total of the VAT, use, and sales taxes (PST).</p> <p>This is the amount of tax that applies to the payment you are entering. The system makes accounting entries when you post the receipt and invoice. If you leave this field blank, the system calculates it for you based on the tax explanation code and tax rate/area you defined for the customer on Customer Master Information. If you enter a tax amount, the system validates it against the tolerance ranges you specify on Tax Rules by Company.</p> <p>..... <i>Form-specific information</i></p> <p>When you enter a tax amount, you might receive a warning message if the amount is different than the calculated amount in the Tax Rate/Area field. This warning does not prevent you from completing the entry.</p>
Taxable Amount	<p>The amount on which taxes are assessed.</p> <p>..... <i>Form-specific information</i></p> <p>You can either enter an amount in this field and the system will calculate the tax for you, or you can enter an amount in the Tax Amount field. If you decide to type an amount in the field, the system will validate it according to the tax rules you set up on Tax Rules by Company.</p>
Service/Tax Date	<p>A date that indicates either when you purchased the goods or services, or when you purchased the goods and services and incurred the tax liability. Generally, when you leave this field blank, the system uses the G/L date you specified.</p>

What You Should Know About

Changing tax information

You must change or clear the system-calculated information (tax amount and taxable amount) so the system recalculates it.

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

Dividing tax amounts among pay items

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

Posting tax information

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

Working with a Multi-Currency Invoice

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

When you enter an invoice with a foreign currency amount, the system converts the amount to the domestic currency amount if the mode is set to foreign.

This task consists of:

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

Before You Begin

Verify that the following AAIs are set up correctly:

- Realized Gain (RG)
- Realized Loss (RL)

▶ **To enter a multi-currency invoice**

On Standard Invoice Entry

1. Follow the steps to enter standard invoices.

See *Entering Standard Invoices*.

2. Complete the following fields:
 - Currency Code
 - Exchange Rate (optional)

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

▶ **To verify the invoice currency**

On Standard Invoice Entry

1. Locate the invoice.

See *Locating Standard Invoices (P03105)*.

2. Verify the following field:
 - Mode

Field	Explanation
Mode (F)	<p>This code indicates whether amounts are in the domestic currency of the company that the accounts are associated with, or in the foreign currency of the transaction. If Detailed Currency Restatement is being used, amounts restated from the domestic currency of the company that the accounts are associated with are shown. Codes are:</p> <p style="margin-left: 40px;">D Domestic F Foreign</p> <p>..... <i>Form-specific information</i></p> <p>When you inquire on an invoice, the default code in this field is that of the original mode of entry. You can then enter F or D to specify how you want amounts to appear.</p>

What You Should Know About

Changing multi-currency information	You cannot change the currency code. If you need to change the currency, you must enter a new invoice with the correct currency code and delete the incorrect invoice.
Reviewing multi-currency information	You can display the currency originally entered for the invoice as well as the domestic currency of the company.
Deleting multi-currency information	If you delete a foreign currency invoice, the system also deletes the domestic side of the invoice. If you delete a domestic invoice, the system also deletes the foreign side.

Setting Up a Recurring Invoice

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

See Also

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



Exercises

See the exercises for this chapter.

Processing Options

Processing Options for Standard Invoice Entry

Field Display Control:

1. You may activate certain capabilities by entering a '1' for the following:
 - Sales/Use/VAT Tax Processing. _____
 - PO Number Entry _____
 - Extra Date for Service/Tax. _____
 - Payment Instrument. _____

Two Cycle Option:

2. Enter a '1' for 2 Cycle data entry. _____

Format Control:

3. Enter sequence numbers (1-6) to indicate which formats will appear and in what order when using the format selection function key.
 - Standard - Net Due Date _____
 - Standard - Discount Due Date. _____
 - Tax Amounts - Net Due Date. _____
 - Tax Amounts - Discount Due Date _____
 - G/L Offset - Net Due Date _____
 - G/L Offset - Discount Due Date. _____

Journal Entries:

4. Enter the DREAM Writer version of Journal Entries to call. If left blank, ZJDE0001 will be used. _____

Dw Version For A/R Processing:

5. To override standard A/R invoice processing (DREAM Writer XT0311Z1, version ZJDE0001), enter an override version number. This should only be changed by persons responsible for system wide setup. _____

Processing Options for Accounts Receivable Functional Server

Default Processing:

1. Select the default Service/Tax Date:
 - '1' = Use Invoice Date _____
 - ' ' = Use G/L Date _____
2. Enter the default Pay Status or leave blank to use the data dictionary default value. _____
3. Enter the default document types for an invoice and a credit memo.

Accounts Receivable

Default invoice document type _____
Default credit memo document type _____

Date Edits:

4. Enter a value to select Date Edit Processing. Valid values are as follows:

Blank = No Edit
1 = Warning
2 = Error

Invoice Date > Todays Date _____
Invoice Date > G/L Date _____

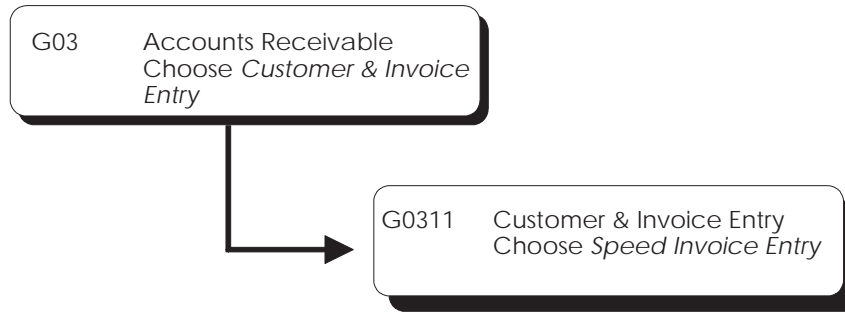
Currency Processing:

5. Enter a '1' to allow Value Added Tax on currency entries. _____
6. Select the date to use to retrieve the currency exchange rate: _____
'1' = Use G/L Date
' ' = Use Invoice Date
7. Enter a '1' to edit the exchange rate Effective Date Period against the G/L Period for the transactions. _____
8. Enter the exchange rate tolerance limit. _____

User Exit Options:

9. Enter the User Exit program name. _____
If left blank, the name "XT0311Z1E" will be used.

Enter Speed Invoices



Entering Speed Invoices

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

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

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

▶ **To enter speed invoices**

On Speed Invoice Entry

1. Complete the following fields:
 - Account Number
 - Invoice Number (optional)
 - Invoice Amount
 - Invoice Date

2. To specify how the system processes the invoice, complete the following fields:
 - Discount Available (optional)
 - Payment Terms (optional)
 - Payment Instrument (optional)
 - G/L Date
 - Company
 - Net Due Date (optional)
 - Discount Due Date (optional)
 - Pay Status (optional)
 - Remark (optional)

3. To process taxes for the invoice, complete the following fields:
 - Tax Explanation Code
 - Tax Rate Area
 - Tax Amount
 - Service Tax Date
 - Taxable Amount
4. To process the invoice using a foreign currency, complete the following fields:
 - Mode
 - Currency Code
 - Exchange Rate
5. To enter general ledger information, complete the following fields and press Enter:
 - Account Number
 - Amount
 - Explanation 2 (optional)

What You Should Know About

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

See Also

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

Processing Options for Speed Invoice Entry

Field Display Control:

1. Select method for entry of sales credit (G/L distribution) amounts:
 - ' ' = Credit amounts appear and are entered as negative numbers
 - '1' = Credit amounts appear and are entered as positive numbers.
 For both methods, the amounts are stored

negative in the A/R Ledger file (F0311).

- 2. Enter '1' to select the following capabilities of this program:
 - Sales/Use/VAT Tax Processing. . . . _____
 - PO Number Entry _____
 - Extra Date for Service/Tax. _____

Two Cycle Option:

- 3. Enter a '1' for 2 cycle data entry. _____

Format Control:

- 4. Enter sequence numbers (1-4) to indicate the order in which formats will appear. If all are left blank, all formats will appear in the following order:
 - Standard Speed Invoice Entry _____
 - Invoice Entry with Subledger _____
 - Invoice Entry with F/A Number _____
 - Invoice Entry with Units _____

Note: This is used with the Format Selection function key.

Dw Version For A/R Processor:

- 5. To override standard A/R Invoice processing (DREAM Writer XT0311Z1, version ZJDE0001), enter an override version number. This should only be changed by persons responsible for system-wide setup. _____

Dw Version For G/L Processor:

- 6. To override standard Journal Entry processing (DREAM Writer XT0911Z1, version ZJDE0001), enter an override version number. This should only be changed by persons responsible for system-wide setup. _____

Processing Options for Journal Entry Functional Server

Default Processing:

- 1. Enter the Ledger Type for entry. _____
 - If left blank, Ledger Type AA will be used.

Zero Amount Processing:

- 2. Enter a '1' to omit creation of Journal Entry line items with zero amounts and no units. This may be useful when creating Journal Entries from models. _____

Currency Processing:

3. For currency conversion, enter a '1' to edit the exchange rate Effective Date period against the G/L period for the transaction. _____
4. Specify a tolerance limit to warn you when you key an override currency exchange rate that is over or under this limit. For example 15.0 indicates +/-15%. _____

User Exits:

5. Enter the User Exit Program name. _____
If left blank the default of 'XT0911Z1E' will be used.

What You Should Know About Functional Server Processing Options

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

**Exercises**

See the exercises for this chapter.

Test Yourself: Entering Speed Invoices

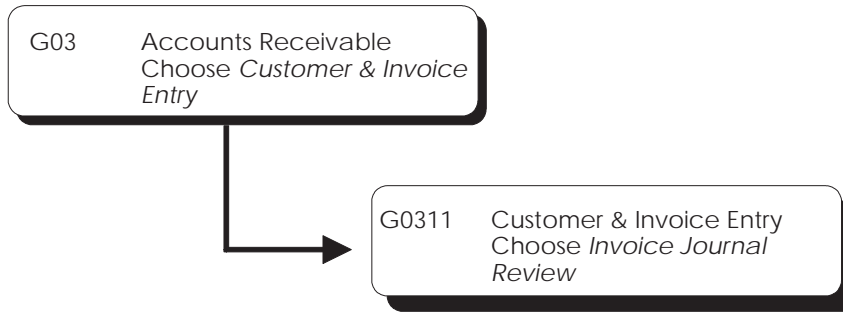
1. True or False.

You can use Speed Invoice Entry to locate an invoice and change the discount amount.

2. Circle the advantages of using the speed invoice entry method:
 - a. You can set up recurring invoices.
 - b. You can enter invoice and G/L distribution information at the same time.
 - c. You can set up split payment invoices.
 - d. You can enter invoice information more quickly.

The answers are in *Appendix B*.

Review and Approve Invoices



Reviewing and Approving Invoices

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

- Review invoices
- Approve a batch of invoices for posting

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

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

Reviewing Invoices

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

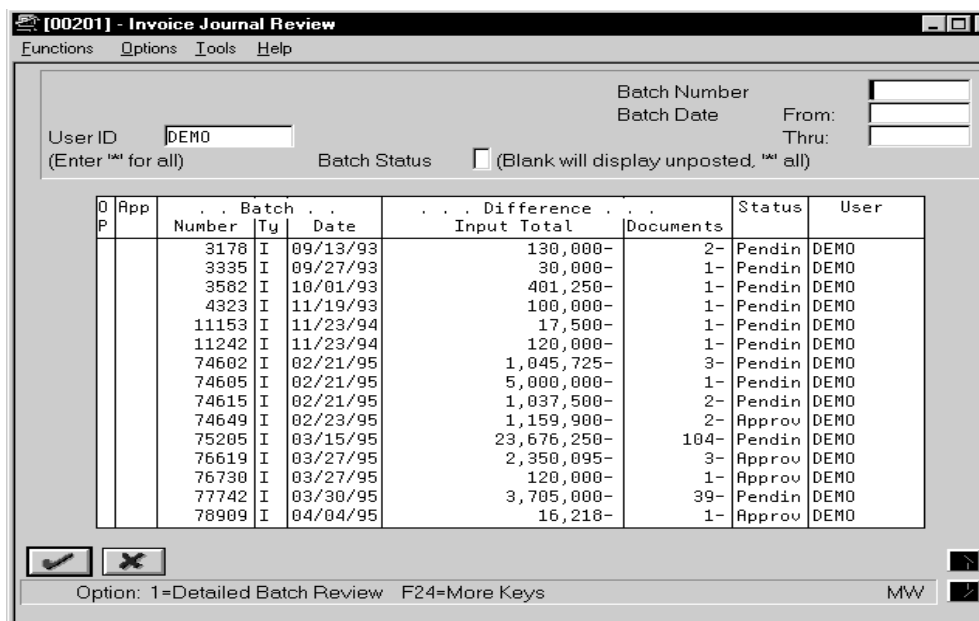
- Review a list of invoice batches
- Review and revise detailed invoice information

Reviewing a List of Invoice Batches

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

► **To review a list of invoice batches**

On Invoice Journal Review



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

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

Field	Explanation
User ID	The IBM-defined user profile.

Field	Explanation
Batch Number	A number that identifies a group of transactions that are processed and balanced as a unit. When you add a batch, you can either assign a batch number or let the system assign it through Next Numbers. When you change, locate, or delete a batch, you must specify the batch number. The system closes the batch when you return to the menu.
Batch Date From	The date of the batch. If you leave this field blank, the system date is used.
Batch Date Thru	The ending date of the range for the batches you want to display. If you specify a From date and leave the Thru date blank, the system displays all batches with that batch date and future batch dates.
Batch Status	<p>A code that indicates the posting status of a batch. Valid codes are:</p> <ul style="list-style-type: none"> blank Unposted batches that are pending approval or have a status of approved. A Approved for posting. The batch has no errors, is in balance, but has not yet been posted. D Posted. The batch posted successfully. E Error. The batch is in error. You must correct the batch before it can post. P Posting. The system is posting the batch to the general ledger. The batch is unavailable until the posting process is complete. If errors occur during the post, the batch status is changed to E (error). U In use. The batch is temporarily unavailable because someone is working with it. <p>These valid codes are set up in user defined codes (system 98, type IC).</p>

What You Should Know About

Unlisted batches

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

Batch totals

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

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

See *Working with Invoice Entry Controls*.

Multi-Currency batch totals

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

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

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

Example: Multi-Currency Batch Totals

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

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

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

See Also

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

Reviewing and Revising Detailed Invoice Information

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

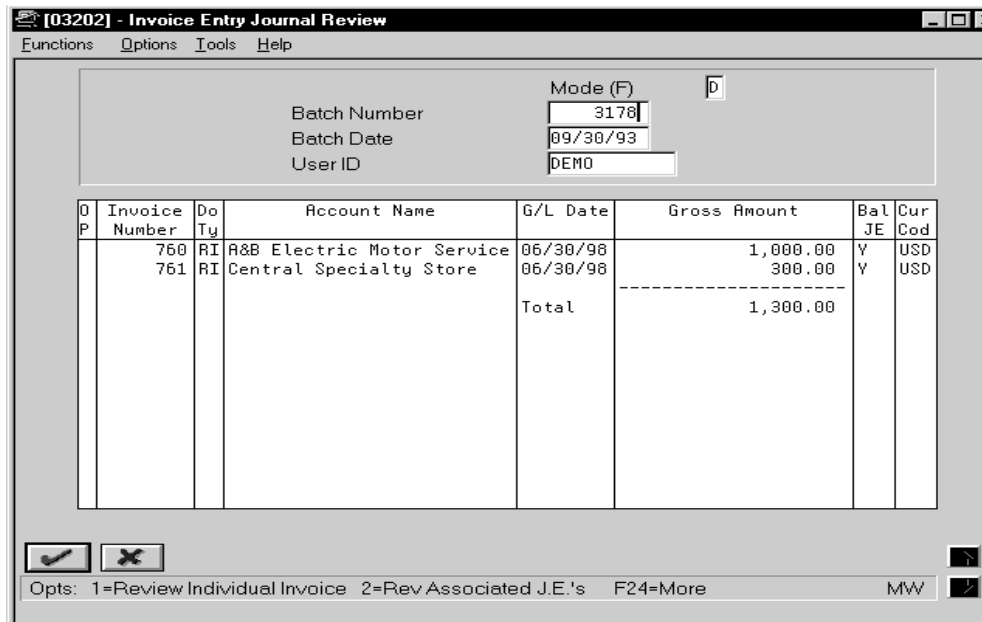
You can also change various information on an unposted invoice and its associated G/L distribution information. You cannot change the following fields:

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

▶ To review and revise detailed invoice information

On Invoice Journal Review

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



3. On Invoice Entry Journal Review, verify the following field:
 - Balanced-Journal Entries
4. Do one of the following:
 - Choose the Review Individual Invoice option to review and revise the individual invoice
 - Choose the Review Associated Journal Entries option to review and revise the associated journal entry

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

What You Should Know About

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

See Also

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

Approving a Batch of Invoices

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

Before You Begin

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

▶ To approve a batch for posting

On Invoice Journal Review

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

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

What You Should Know About

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

Understand the Post Process

About the Post Process for A/R

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

There are two parts to the post process:

- Pre-post
- Post

What Happens During the Pre-Post Process?

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

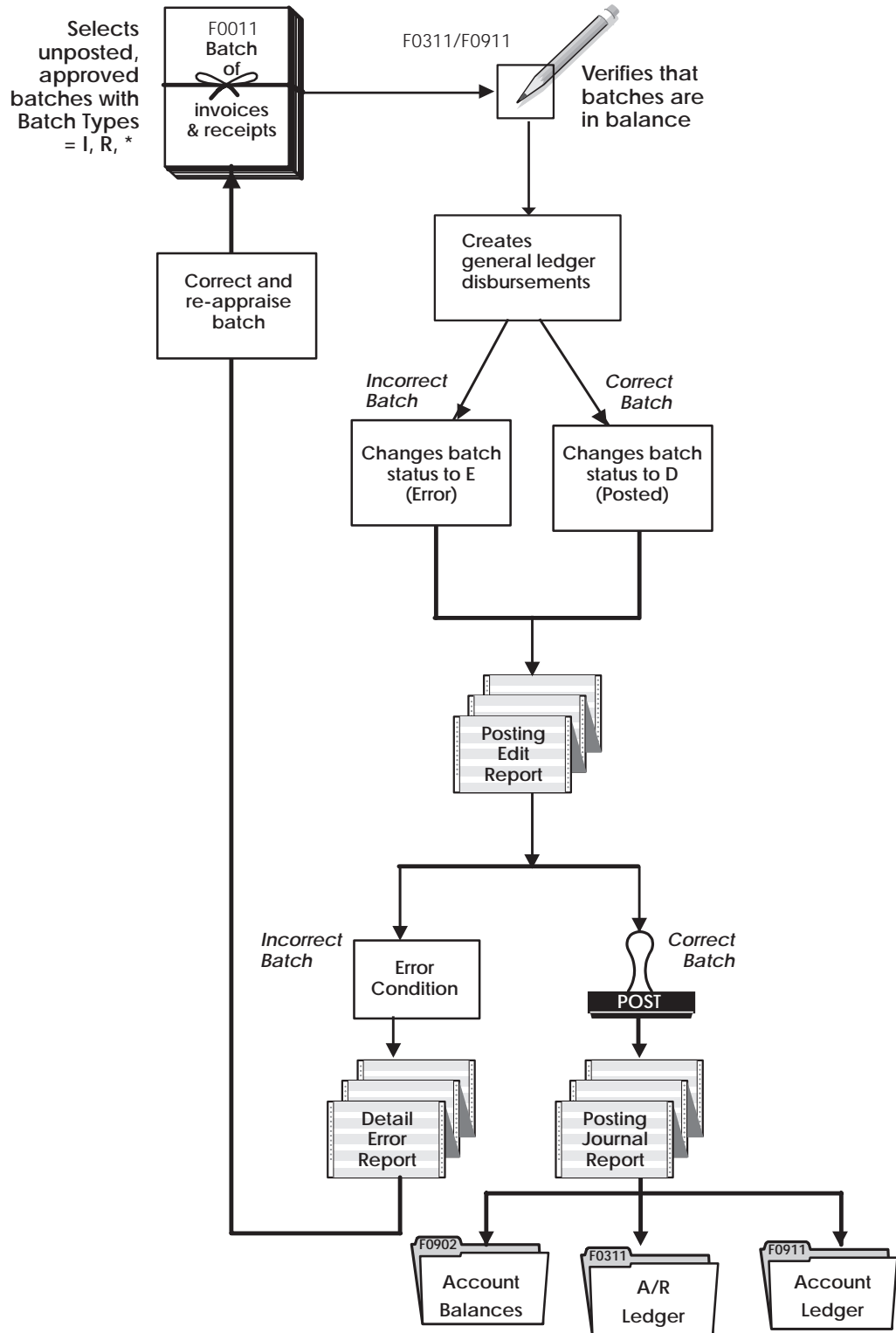
What Happens During the Post Process?

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

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

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

The following graphic illustrates the A/R post processes.



Invoice Processing

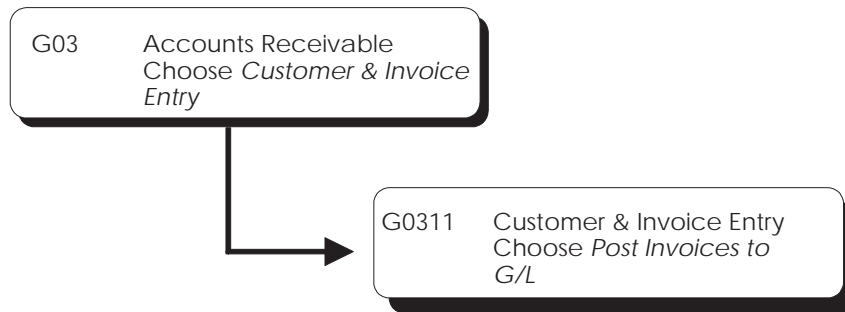
How Are Offsets Handled?

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

- Document type. This is AE (automatic entry).
- Document number. This is based on how you set up your offset method in A/R constants.
- Account description/explanation. For example:
 - *Accounts Receivable - Trade/Post Offset by Batch I* (your batch number)
 - *Accounts Receivable - Trade/Post Offset* of customer for VAT

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

Post Invoices



Posting Invoices

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

- Posting a batch of invoices
- Verifying the A/R post process

Posting a Batch of Invoices

Run only one post program at a time.

Before You Begin

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

► **To post a batch of invoices**

Select the desired processing options and submit the post.

What You Should Know About

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

Verifying the A/R Post Process

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

Verifying the post process consists of:

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

Reviewing the Posting Edit Report

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

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

09800	J.D. Edwards & Company		Page	4
	General Ledger Post - General Accounting		Date	4/21/98
	Posting Edit Report			
Create Intercompany Settlements: D				
Batch Number	Batch Date	Account Number - Input Account ID	G/L Date Subldgr	Do Ty Document Number JE Line Number
-----	-----	-----	-----	-----
81504	04/21/98			
				NO ERRORS Batch will post. *

Reviewing the Posting Journal

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

09801	J.D. Edwards & Company		Page	1				
Batch Type	- I	General Ledger Post - Invoice Entry	Date	5/03/98				
Batch Number	- 84626							
Batch Date	- 05/03/98							
Posting Journal								
Post Out of Balance :								
Create Intercompany Settlements: D								
Do Document Ty	G/L Date	Co	Account Description Explanation	G/L Account Subldgr-Ty/Asset Number	Amounts Debit	Credit	LT	Units
-----	-----	-----	-----	-----	-----	-----	-----	-----
RI	2084 06/30/98	00100	Contract Sales Couriers Express	USD 210.5030		2,000.00	-	AA
AE	84626 06/30/98	00100	Trade Accounts Receiv Post Offset by Batc I 00084626	USD 100.1210	2,000.00			AA
			Batch Total		2,000.00	2,000.00	-	AA

Invoice Processing

Reviewing Other Posting Reports

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

Batch Edit Lists problems related to the batch.

Posting Journal

Lists both the CA ledger and converted AA amounts for foreign currency transactions. Additionally, it lists the currency code of the CA ledger amount and the domestic currency of the company for the AA ledger amount.

Batches with Balancing Problems

Lists AA and CA ledger information.

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

Processing Options for Post General Ledger

Batch Selection:

- 1. Enter Batch Number _____
- or Batch Date _____
- or Batch User ID _____

Print Selection:

- 2. Identify how to print amount fields on Post Journal: _____
 - '1' = to Millions (w/ commas)
 - '2' = to Billions (w/o commas)
 - Blank (Default) = No Journal Printed.

- 3. Identify which account number to print on report: _____
 - '1' = Account Number
 - '2' = Short Account ID
 - '3' = Unstructured Account
 - '4' = (Default) Number Entered During Input

Fixed Assets:

- 4. Enter a '1' to post F/A entries to Fixed Assets. _____
NOTE: DREAM Writer version ZJDE0001 of Post G/L Entries to Assets(P12800) is executed when this option is selected. All transactions selected from that DREAM Writer will be posted rather than just the current entries being posted to G/L.

- 5. Enter a 'Y' if you wish to explode parent item time down to the assembly component level. Component billing rates will be used. (This applies to batch type 'T' only.) _____

Cash Basis Accounting:

6. Enter a '1' to create and post Cash Basis accounting entries. (Applies to batch type G, K, M, W, & R only.) _____
7. Enter units ledger type for Cash Basis Accounting entries. (Default of blank will use "ZU" ledger type.) _____

Accounting For 52 Periods:

8. Enter a '1' for 52 Period Post. _____
NOTE: DREAM Writer data selection is used for 52 period posting ONLY. It is NOT used for the standard post to the F0902. Additionally, 52 period date patterns must be set up.

Tax File Update:

9. Identify when to update the Tax Work file (F0018): _____
'1' = V.A.T. or Use Tax only
'2' = for All Tax Amounts
'3' = for All Tax Explanation Codes
Blank (Default) = No Update to File.
10. Adjust VAT Account for Cash Receipt Adjustments and Write Offs. Tax explanation must be a 'V'. _____
'1' = update VAT amount only
'2' = update VAT amount, extended price and taxable amount
11. Adjust VAT Account for Discount Taken. The Tax Rules file must be set to Calculate Tax on Gross Amount, including Discount and Calculate Discount on Gross Amount, including Tax. Tax explanation must be a 'V'. _____
'1' = update VAT amount only
'2' = update VAT amount, extended price and taxable amount

Property Management:

12. Enter DREAM Writer version of Property Management G/L Transaction Creation to be executed. Default is version ZJDE0001. (This applies to batch types '2' and '//'.) _____

Update Option:

13. Enter '1' to update short ID number, company, fiscal year/period number, century, and fiscal quarter in unposted transaction records selected for posting. (May be required for custom input programs.) _____

Report Format:

14. Enter a '1' to print the Posting Journal in a 198 character format. The default of blank will print the format with 132 characters. _____

Detailed Currency Restatement:

15. Enter a '1' to create currency restatement entries. This creates records in the XA, YA, and/or ZA ledgers depending on the version you are running.

16. Enter the version of the Detailed Currency Restatement (P11411) to execute. Default of blank will execute ZJDE0001.

Batch Type Selection:

NOTE: This option should NOT be changed by User.



Exercises

See the exercises for this chapter.

Test Yourself: Posting Invoices

1. True or False

When you submit the post program without specifying a batch date, batch number, or batch user ID, no batches will post.

2. True or False

The only batches considered to be eligible for posting are those that have a batch status of approved.

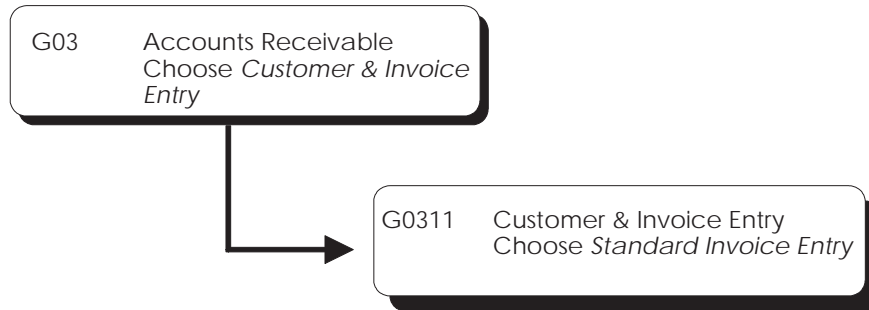
3. When you look at the Posting Journal, the balancing entries that the system automatically makes are designated by what document type?

-
4. Circle the tables that are updated during the post process;

- a. F0301 – Customer Master
- b. F0101 – Address Book
- c. F0901 – Account Master
- d. F0311 – A/R Ledger
- e. F0011 – Batch Control
- f. F0902 – Account Balances

The answers are in *Appendix B*.

Revise Posted Invoices



Revising Posted Invoices

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

This task consists of:

- Changing a posted invoice
- Voiding a posted invoice

What You Should Know About

Audit trails for posted invoices

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

Batch status

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

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

Changing a Posted Invoice

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

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

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

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

- Delete and re-enter the invoice
- Copy the invoice and change these fields on the new invoice before you enter it

 **To change a posted invoice**

On Standard Invoice Entry

[03105] - Standard Invoice Entry

Functions Tools Help

Mode (F) 0 Prev Invoice

Account Number 3333 Couriers Express
 Invoice Number 2027 RI 00100 Business Unit 1
 Invoice Amount 4,500.00 Payment Terms Pmt Instr
 Invoice Date 06/20/98 Company 00100 USD
 G/L Date 06/30/98 P.O. Number
 Tax Amount Tax Expl Code
 Taxable Amount Tax Rate/Area
 Remaining Amount Serv/Tax Date 06/30/98
 Batch Number 74615 Currency Code USD
 Exchange Rate

Invoice Schedule

Pay Itm	Gross Amount	Discount Available	Remark	Net Due Date	P S
001	4,500.00	45.00		07/20/98	R

F4=Detail F6=E-Mail F9=NS F11=Addr Book F16=Ldgr Inq F13=J.E. Inq F24=More MW

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

What You Should Know About

Changing a posted invoice with taxes

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

After changing a posted invoice

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

See Also

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

Voiding a Posted Invoice

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

After you void an invoice, notice the following:

- The original gross amount in payment information is zero.
- The payment status code is P (paid).
- The document type (RE) audit trail is created for the change in gross amount.
- The G/L date does not appear on the new document until you post the invoice. The original document retains the original G/L date.

To void a posted invoice

On Standard Invoice Entry

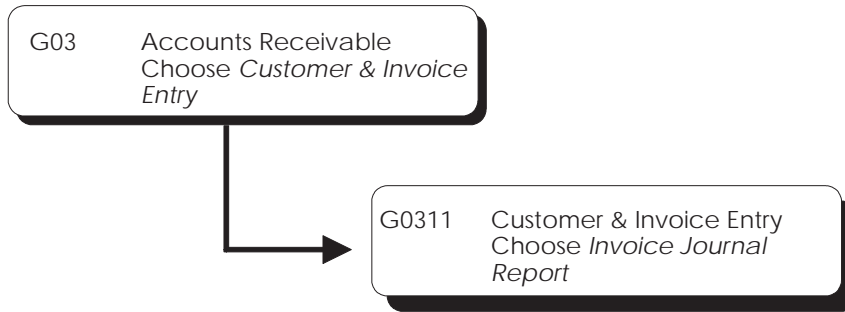
1. Locate the invoice you want to void.
2. Using the Delete action, change the following field, if necessary, and press Enter to access A/R and AP Journal Entries:
 - G/L Date
3. On AR and AP Journal Entries, complete one of the following fields:
 - Void
 - Account Number
 - Amount
4. To void the invoice in a different period, change the following field (optional):
 - G/L Date

Field	Explanation
Void	<p>A code that controls whether transactions are automatically reversed or voided. Valid codes are:</p> <ul style="list-style-type: none"> R Create automatic reversing entries when the original entries are posted to the general ledger. Date the reversing entries as of the first day of the following period. V Create reversing entries (reverse the sign on the amount on the original entry) and date them as of the current date. This code is only valid if you are changing an existing transaction. To void a transaction, locate the original entry and change the Void field to V. If the journal entry has not been posted, you can delete the journal entry. <p>Blank Do not reverse or void transactions.</p> <p>..... <i>Form-specific information</i></p> <p>You cannot create reversing entries for invoices. Valid codes are V and blank.</p>

What You Should Know About

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

Print Invoice Journal Information



Printing Invoice Journal Information

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

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

Accounts Receivable

03305		J.D. Edwards & Company					Page - 3	
		A/R Journal					Date - 4/05/98	
		by User, Batch Date, Batch Number and Document						
Document	Co.	Name	Address Number	G/L	Amounts	P		
Do Invoice No.	Inv Date	Remark		Offset	Invoice	C		
TY	G/L Date	Account Description	G/L Account		Discount	G/L Distribution	LT	

User ID	- DEMO							
Originator	- DEMO							
Batch Number	- 78584							
Batch Date	- 04/05/98							
RI	300113 001	06/30/98 100 Cantrell Sea & Ski	313113		500.00			
		06/30/98			5.00-			
		Contract Sales	210.5030			500.00-	P AA	
RI	300213 001	06/05/98 100 Cantrell Sea & Ski	313113		2,575.00			
		06/30/98			25.75-			
		Store Sales	400.5110			2,575.00-	P AA	

Batch Number		00078584	- Gross/Posted		3,075.00	3,075.00-		
			- Discount/Unposted		30.75			

This report lists messages in the blank area next to the far right column. These messages describe:

- Balance discrepancies (if the total gross/discount amount does not equal the G/L distribution)
- Intercompany transactions (if the document contains G/L transactions for more than one company)

See Also

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

Processing Options for A/R Invoice Journal Report

Print Format Control:

1. Enter a format to print: _____
' ' = 132 characters
'1' = 198 characters, including tax amounts and Journal Entry remarks.

Subheading Control:

2. Enter a '1' to print the User ID from the Batch Header file (F0011) in the report subheading. If left blank, the User ID from the A/R Ledger file (F0311) will print. _____

Account Number Display Mode:

3. Enter the type of the account number to print on the Journal: _____

' ' = Number entered during input.
 '1' = Structured Account.
 '2' = Short Account ID.
 '3' = Unstructured Account.

Rounding Factor:

4. Enter desired rounding factor: _____

' ' = no rounding
 '0' = round to whole numbers
 '1' = divide by 10
 '2' = divide by 100
 '3' = divide by 1,000
 '4' = divide by 10,000
 '5' = divide by 100,000

Amounts will be rounded to the nearest whole number. Actual amounts are used to accumulate totals.

Tax Processing:

5. Enter a '1' to use the Tax Workfile (F0018) to print the VAT Receivable amounts and also to balance A/R Ledger and General Ledger amounts with Use and VAT Taxes (for posted invoices). If left blank, only the tax amount from the A/R Ledger file (F0311) will be printed.

NOTE: This option is only valid when option 1 is set to '1' (Print 198 character format).

Tax Processing (Cont'D):

6. Enter a '1' to bypass out of balance errors on unposted invoices with non-recoverable tax. If left blank, errors will be processed.

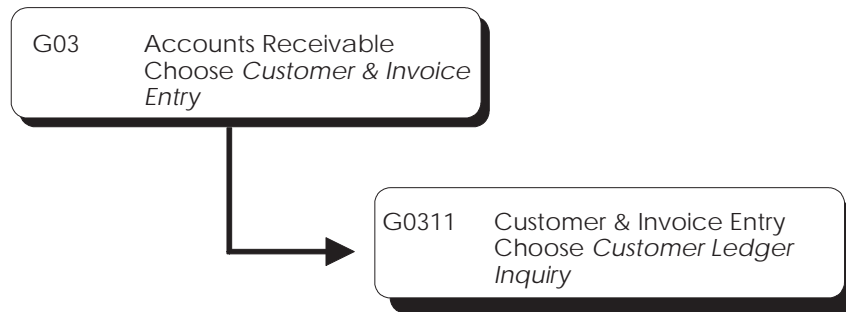
Data Selection and Sequence for A/R Invoice Journal Report

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

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

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

Locate Customer Ledger Information



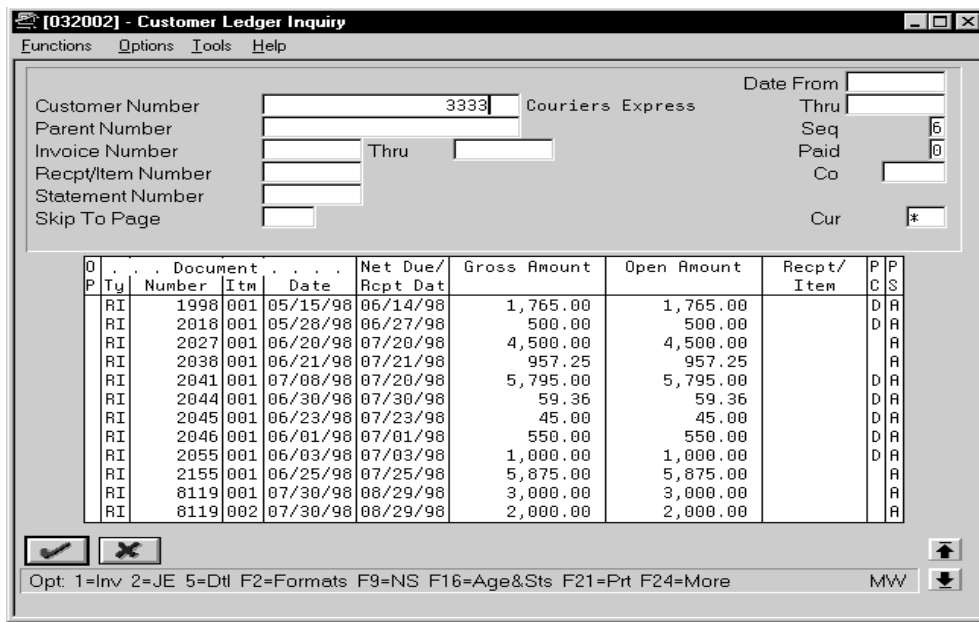
Locating Customer Ledger Information

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

Locating customer ledger information consists of:

- Defining invoice search criteria
- Viewing invoice information
- Viewing account information

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



Defining Invoice Search Criteria

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

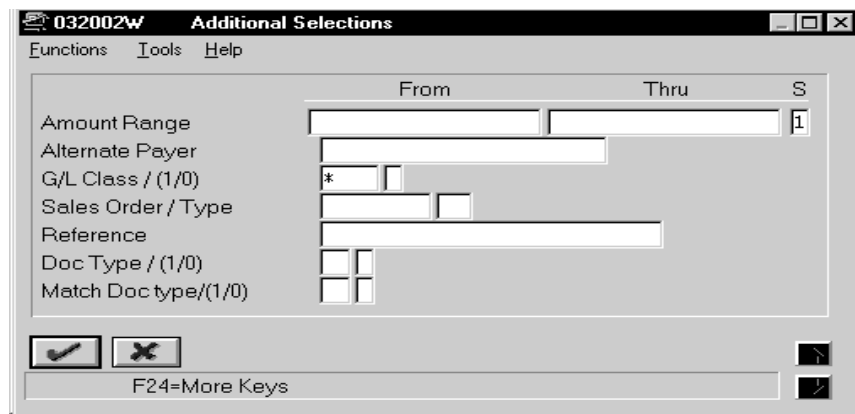
- Standard invoice criteria, such as a customer number or invoice number
- Detailed invoice criteria, such as a date range, company number, or currency
- Refined invoice criteria, such as an amount range or G/L class

► To define invoice search criteria

On Customer Ledger Inquiry

1. Complete one or more of the following fields:
 - Customer Number
 - Parent Number
 - Invoice Number
 - Receipt/Item Number
 - Statement Number

2. To limit the number of documents displayed, complete one or more of the following fields:
 - Date From
 - Date Thru
 - Sequence
 - Paid
 - Company
 - Skip To Page
3. To refine your search, choose the Additional Selections function next to the appropriate invoice.



4. On Additional Selections, complete one or more of the following fields:
 - Amount Range (From/Thru)
 - Selection
 - G/L Class
 - Include Exclude (1/0)
 - Sales Order
 - Reference
 - Document Type
 - Matching Document Type

Field	Explanation
Date Thru	<p>Identifies either the period number or the date that you want to locate. If you leave this field blank, the system uses the ending date of the current period that is set up for the company. Valid period numbers are 1 through 14.</p> <p>..... <i>Form-specific information</i></p> <p>You can use this field only when the Sequence field is set to 2 (by due date), 3 (by invoice date), or 8 (by G/L date). You cannot enter a period value on this form.</p>
Date From	<p>A number that identifies either a fiscal period (numbers from 1 to 14) or a beginning date. The information displayed begins with this date or period. If you leave this field blank, the system displays all transactions up to the Thru Date. Totals are for the transactions displayed.</p> <p>..... <i>Form-specific information</i></p> <p>You can use this field only when the Sequence field is set to 2 (by due date), 3 (by invoice date), or 8 (by G/L date). You cannot enter a period value on this form.</p>
Paid	<p>This field determines which types of transaction are displayed. Valid values are:</p> <ul style="list-style-type: none"> 0 or N – Only open transactions are displayed. 1 or P – Only paid transactions are displayed. 2 or Y – All transactions are displayed – open and paid. 3 – Paid transactions and receipts are displayed.
Skip To Page	<p>This field allows you to specify a specific page number to access in the subfile when searching. The page number is actually converted to detail lines to determine subfile placement.</p>
Amount From	<p>This field is used to specify the lower limit for selecting an amount range.</p>
Amount Through	<p>This field is used to specify the upper limit for selecting an amount range.</p>
Amount Selection	<p>An option for choosing either the gross or open amount ranges. Valid values for this field are:</p> <ul style="list-style-type: none"> 1 Gross amount range 2 Open amount range <p>Paid transactions and receipts are displayed (A/R only).</p>

Field	Explanation
Include/Exclude Code	This code allows you to include or exclude records with a specified field of information. A field of information can be document type, G/L offset, and so on. This code is dependent on the other field which specifies the information to be included or excluded. Allowed values are: 0 If a value is specified in the other field of information, select only the records with this same value in that field (default). 1 If a value is specified in the other field of information, exclude all records that have the same value in that field but process all other records that do not have that value in the field.
Sales Order	The number of the sales document.
Reference	An alphanumeric value used as a cross-reference or secondary reference number. Typically, this is the customer number, supplier number, or job number.

Viewing Invoice Information

Viewing information for an unpaid or paid invoice consists of:

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

Viewing an Individual Invoice

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

▶ To view an individual invoice

On Customer Ledger Inquiry

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

What You Should Know About

Revising an invoice To change or delete an invoice on Customer Ledger Inquiry, set the appropriate processing option. Otherwise, you can only view invoices.

Viewing an Associated Journal Entry

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

▶ **To view an associated journal entry**

On Customer Ledger Inquiry

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

What You Should Know About

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

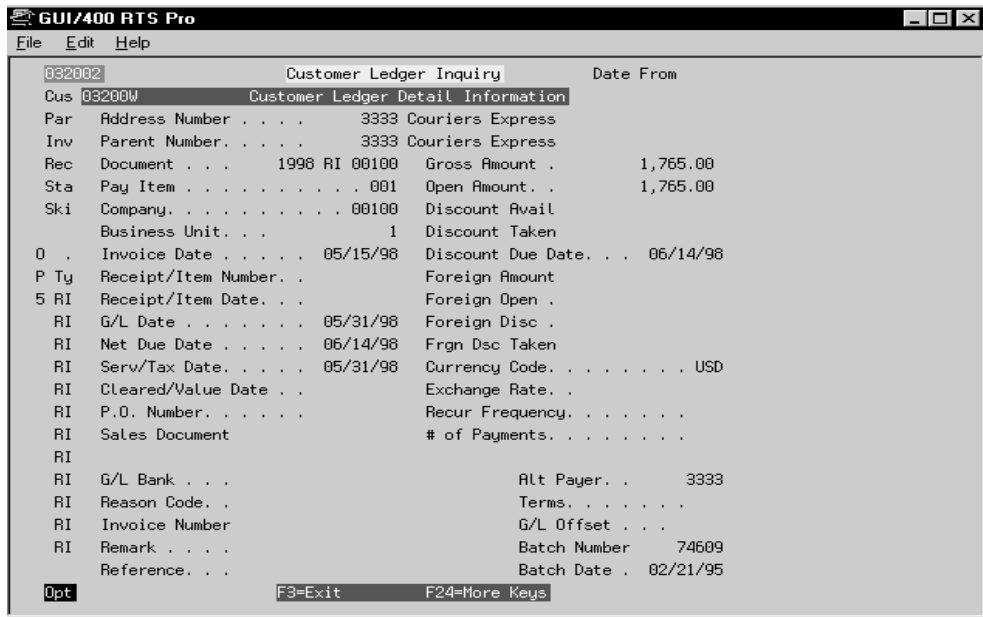
Viewing Invoice Detail

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

▶ **To view invoice detail**

On Customer Ledger Inquiry

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



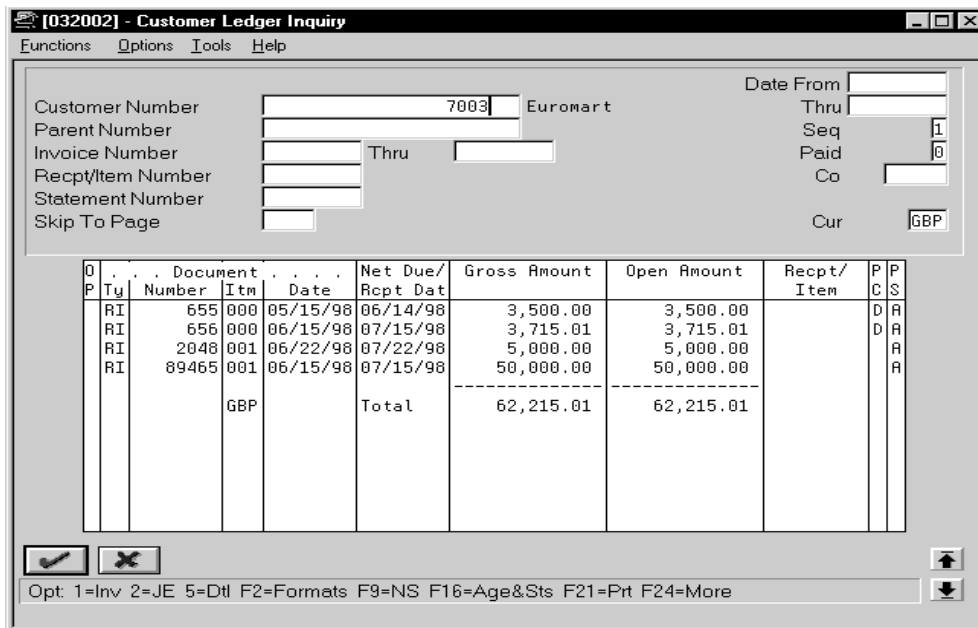
Invoice Processing

Viewing Multi-Currency Invoice Information

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

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

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



► **To view multi-currency invoice information**

On Customer Ledger Inquiry

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

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

What You Should Know About

- Viewing the exchange rate** For amounts in currencies different from the currency of the company, view the exchange rate used during invoice entry on Customer Ledger Detail Information.
- Displaying amounts in one currency** If your organization uses the same customer for various companies, you might want to enter a company number to limit the information displayed. This ensures that all amounts display in the same currency when viewing all invoices.

Viewing Account Information

Viewing account information consists of:

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

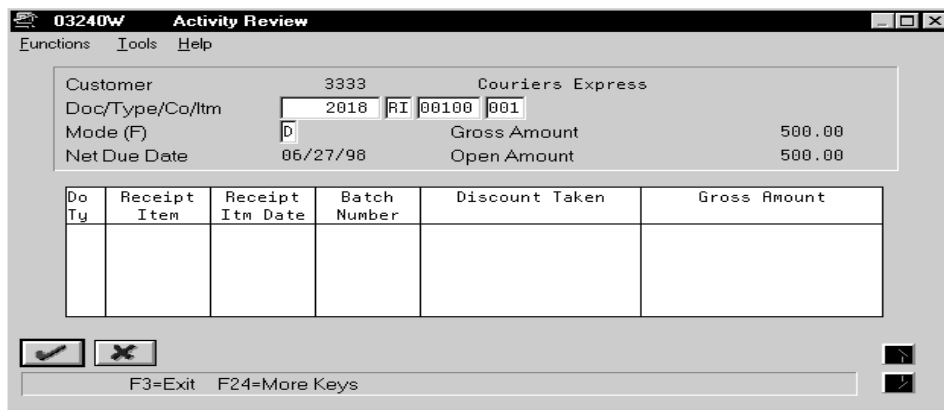
Viewing Account Activity

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

▶ To view account activity

On Customer Ledger Inquiry

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



Viewing Account Status Information

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

► **To view account status information**

On Customer Ledger Inquiry

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

[03203] - Account Status Summary

Functions Tools Help

Mode - "As of" As of 07/01/98 Co

Parent Number
 Customer Nmbr 3333
 CREDIT MESSAGE
 Temp Credit Message

COURIERS EXPRESS
 SUITE 1000
 5595 LINDEN AVENUE
 RALEIGH NC 27604

(919) 775--3380
 Contact:

Average Days Late
 First Invoice 06/21/98
 Last Invoice 06/15/98
 Last Paid
 Last Statement Date
 Last Message

Future 23,731.61
 Current 2,815.00
 31 - 60
 61 - 90
 91 - 120
 121 - 150
 151 - 180
 181 - 210
 Over 210

Total Open Amount 26,546.61
 Credit Limit 10,000
 Over Credit Limit 16,546.61
 Invoiced This Year 27,046.61
 Invoiced Prior Year
 Last Paid Amount

Amount Currency Code USD U.S. Dollar

F5=Who's Who F6=E-Mail F8=Cust Mast F16=Ledg Inq F18/F19=Mode F24=More MW

Invoice Processing

See Also

- *Viewing Account Status Information (P03203)*

Viewing Collection Management Information

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

▶ To view collection management information

On Customer Ledger Inquiry

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

The screenshot shows a window titled "[03130] - Collection Management" with a menu bar containing "Functions", "Tools", and "Help". The main area contains the following fields:

Customer Number	3333 Couriers Express		
Invoice Number	2827	RI	Doc Company 100
Pay Item	001		
Net Due Date	07/20/98	Gross Amount	4,500.00
Invoice Date	06/20/98	Open Amount	4,500.00
Reminder Stop Reason Code	<input type="checkbox"/>		
Number of Reminders to Send	<input type="checkbox"/>		
Reminder Stop Until Date	<input type="text"/>		
Collection Report (Y/N)	<input type="checkbox"/>		
Collection Reason Code	<input type="checkbox"/>		
Apply Finance Charges (Y/N)	<input type="checkbox"/>		
Total No. of Sent Reminders	<input type="text"/>		
Level of Last Sent Reminder	<input type="checkbox"/>		
Date Of Last Reminder	<input type="text"/>		
Date Of Collection Report	<input type="text"/>		
Date of Interest Invoicing	<input type="text"/>		

At the bottom of the window, there are several icons: a checkmark, an 'X', an information icon (i), a home icon, a plus icon, a minus icon, and a refresh icon. Below the icons, the text "F5=Payment Review F24=More Keys" is displayed.

See Also

- *Managing Collections Information (P03218)*

Processing Options for Customer Ledger Inquiry

Format Control:

1. Enter sequence of numbers (1-10) to indicate which formats will appear and in what order. If all are left blank, all formats will appear in the order below:

Due Date	_____
Customer Number . .	_____
Note: Format	Statement Number . .
controlled	P.O. Number
with format	G/L Date
selection	Currency Code . . .
function key.	Disc Due Date . . .
	Document Company .
	Domestic/Foreign .
	Large Amount . . .
2. Enter a '1' to allow display and selection of the Payment Instrument. _____
3. Enter a '1' to suppress commas from amount fields. _____

Date Sequence:

4. If sequencing by Due Date, Invoice Date or G/L Date, enter a '1' to display dates in descending order, (latest to earliest date). If left blank, dates will display in ascending order. _____

Invoice Entry Mode:

5. Enter a '1' to allow changes in Invoice Entry (Option 1). If left blank, Invoice Entry will be restricted to inquiry mode when accessed from this program. _____

Default Sequence:

6. Enter the Default Sequence to be used if there is no default in the Address Book or Data Dictionary. _____

Pre-Loaded Data Selections:

7. Any values entered in the following options will be loaded upon entry into the program:

Sequence	_____
Paid	_____
Company	_____
Payment Inst. (*=All) . .	_____
Currency Code	_____

Invoice Processing

Additional Pre-Loaded Selections:

8. Any values entered in the following options will be loaded into the Additional Selections upon entry into the program.

Alternate Payer.	_____
G/L Class Code (*=All) .	_____
- Include/Exclude (1) .	_____
Document Type.	_____
- Include/Exclude (1) .	_____
Matching Doc Type.	_____
- Include/Exclude (1) .	_____

Sql Options:

9. Enter a '1' to only allow inquiries that are compatible with existing Logical Files. If left blank, SQL will be used for inquiries that cannot be processed with a logical file.

What You Should Know About Processing Options

Additional pre-loaded selections (8)

The pre-loaded values appear for all users. You might want to set up various versions of the Customer Ledger Inquiry with the pre-loaded selections you require.



Exercises

See the exercises for this chapter.

Test Yourself: Locating Customer Ledger Information

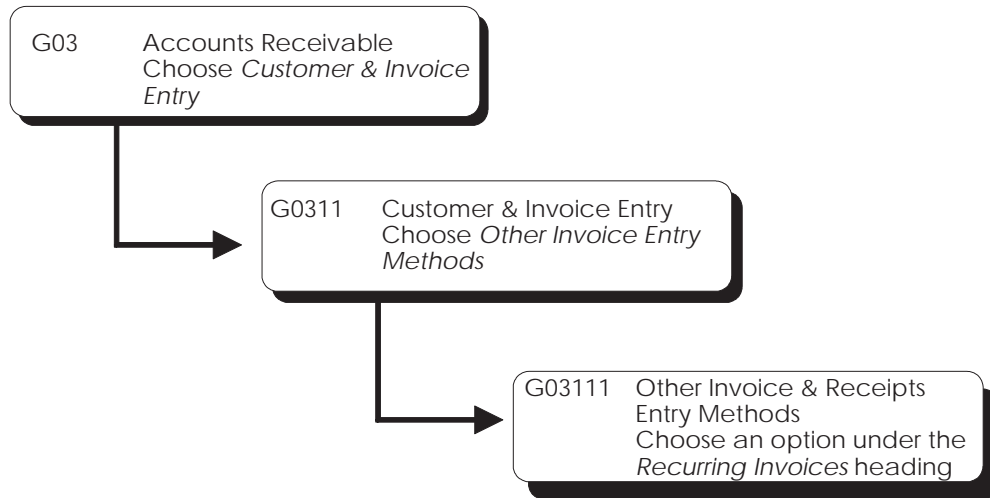
1. When you initially locate Customer 3001, no ledger information appears because there is no open activity. To determine if paid history associated with this customer exists, type _____ in the Paid field.
2. You are viewing ledger information for customer 1001. You only want to display invoices that range in amounts from 2,500 to 5,000. How can you do this?

3. True or False

You can change an associated journal entry on Customer Ledger Inquiry.

The answers are in *Appendix B*.

Work with Recurring Invoices



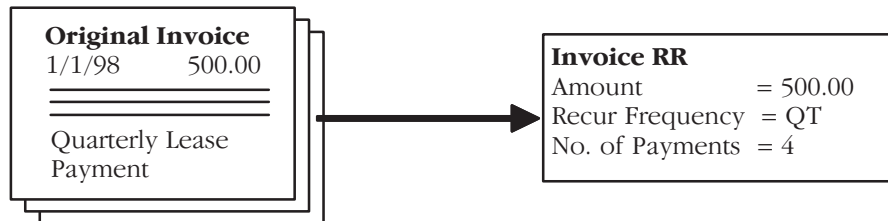
Working with Recurring Invoices

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

Working with recurring invoices consists of:

- Entering recurring invoices
- Reviewing recurring invoices
- Revising recurring invoices
- Recycling recurring invoices

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



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

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

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

Example: Processing a Recurring Invoice

You enter the following invoice into the system:

Account Number	<u>1001</u>	J.D Edwards & Co.
Invoice Number	<u>4463</u> RI	<u>00100</u>
Invoice Amount	<u>500</u>	
Invoice Date	<u>6/15/98</u>	
G/L Date	<u>6/30/98</u>	
Recur Freq.	<u>QT</u>	No. of Payments <u>4</u>

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

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

ORIGINAL INVOICE		
Account Number	<u>1001</u>	J.D Edwards & Co.
Invoice Number	<u>4463</u> RI	<u>00100</u>
Invoice Amount	<u>500</u>	
Invoice Date	<u>6/15/98</u>	
G/L Date	<u>6/30/98</u>	
Recur Freq.	___	No. of Payments

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

NEW INVOICE		
Account Number	<u>1001</u>	J.D Edwards & Co.
Invoice Number	<u>5574</u> RR	<u>00100</u>
Invoice Amount	<u>500</u>	
Invoice Date	<u>9/15/98</u>	
G/L Date	<u>9/30/98</u>	
Recur Freq.	<u>QT</u>	No. of Payments <u>3</u>

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

Entering Recurring Invoices

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

► **To enter recurring invoices**

On Standard Invoice Entry

Mode (F) Prev Invoice
 On Credit Hold per Accoun Requires P.O.

Account Number Edwards, J.D. & Company
 Invoice Number RR Business Unit
 Invoice Amount Payment Terms Pmt Instr
 Invoice Date Company USD
 G/L Date P.O. Number
 Tax Amount Tax Expl Code
 Taxable Amount Tax Rate/Area
 Remaining Amount Serv/Tax Date
 Batch Number Currency Code
 Exchange Rate

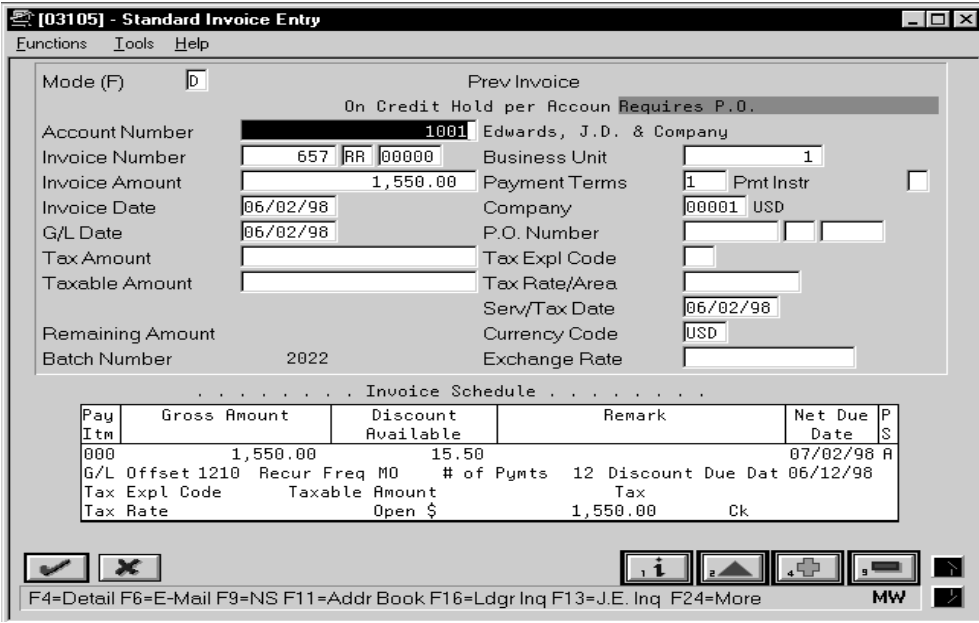
Pay Itm	Gross Amount	Discount Available	Remark	Net Due Date	P S
000	1,550.00	15.50		07/02/98	R

F4=Detail F6=E-Mail F9=NS F11=Addr Book F16=Ldgr Inq F13=J.E. Inq F24=More MW

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

See *Entering Standard Invoices*.

2. Choose the Detail function.



3. Complete the following fields:

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

Field	Explanation
Recurring Frequency	<p>A code to designate that a voucher or invoice payment is to be set up as recurring. If a frequency is defined, the number of recurring payments must also be defined. These two pieces of information are used when you run the Recycle Recurring Voucher/Invoices program.</p> <p>If you specify a recurring frequency in voucher or invoice entry, you cannot enter multiple pay items.</p> <p>Valid recurring frequency values are:</p> <ul style="list-style-type: none"> MO Monthly AN Annually WK Weekly QT Quarterly SA Semiannually BW Biweekly

Field	Explanation
Number of Payments	<p data-bbox="688 258 1360 415">Identifies the total number of recurring payments to be made for an invoice or a voucher. For recurring payments, enter the total number of payments including the original invoice or voucher. The invoice or voucher you are currently entering is the first payment.</p> <p data-bbox="688 432 1360 590">When the next recurring payment is created, this value is reduced by 1. For example, if twenty payments are to be made, enter 20 during invoice entry or voucher entry. The next time a new recurring payment is created, the number of payments will be 19.</p> <p data-bbox="688 606 1360 634">..... <i>Form-specific information</i></p> <p data-bbox="688 651 1360 709">When the number of payments is 1, invoices are not generated.</p>

Reviewing Recurring Invoices

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

- Recurring Invoice Inquiry
- Recurring Invoice Report

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

See Also

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

03305 J.D. Edwards & Company Page - 3
 A/R Journal Date - 4/27/98

by User, Batch Date, Batch Number and Document

Do Invoice No.	Inv Date	Co.	Name	Remark	Address Number	G/L	Invoice	Amounts	G/L Distribution	LT
Ty	G/L Date		Account Description		G/L Account	Offset	Discount			
RR	616 000 04/15/98	1	Centrum Incorporated		3001			1,000.00		
			Monthly recurring Contrac							
			Contract Sales		4.5030				1,000.00-	P AA
RR	617 000 04/15/98	1	Centralized Apparel		3005			1,000.00		
			Monthly Recurring Contrac							
			Contract Sales		4.5030				1,000.00-	P AA
								2,000.00		
									2,000.00-	

User ID - DEMO
 Originator -
 Batch Number - 1907
 Batch Date - 10/09/91

Batch Number 00001907
 - Gross/Posted
 - Discount/Unposted

Processing Options for Recurring Invoices Report

Print Format Control:

1. Enter a format to print: _____

' ' = 132 characters

'1' = 198 characters, including
tax amounts and Journal Entry
remarks.

Subheading Control:

2. Enter a '1' to print the User ID from
the Batch Header file (F0011) in the
report subheading. If left blank,
the User ID from the A/R Ledger file
(F0311) will print. _____

Account Number Display Mode:

3. Enter the type of the account number
to print on the Journal: _____

' ' = Number entered during input.

'1' = Structured Account.

'2' = Short Account ID.

'3' = Unstructured Account.

Rounding Factor:

4. Enter desired rounding factor: _____

' ' = no rounding

'0' = round to whole numbers

'1' = divide by 10

'2' = divide by 100

'3' = divide by 1,000

'4' = divide by 10,000

'5' = divide by 100,000

Amounts will be rounded to the nearest
whole number. Actual amounts are used
to accumulate totals.

Tax Processing:

5. Enter a '1' to use the Tax Workfile
(F0018) to print the VAT Receivable
amounts and also to balance A/R
Ledger and General Ledger amounts
with Use and VAT Taxes (for posted
invoices). If left blank, only the
tax amount from the A/R Ledger file
(F0311) will be printed. _____

NOTE: This option is only valid when
option 1 is set to '1' (Print
198 character format).

Tax Processing (Cont'D):

6. Enter a '1' to bypass out of balance
errors on unposted invoices with
non-recoverable tax. If left blank,
errors will be processed. _____

Revising Recurring Invoices

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

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

▶ To revise recurring invoices

On Recurring Invoice Inquiry

The screenshot shows a window titled "[03120] - Recurring Invoice Inquiry" with a menu bar (Functions, Options, Tools, Help). Below the menu bar are input fields for "Net Due Date or Recur Frequency", "Company", and "G/L Offset". The main area contains a table with the following data:

Customer Number	Name	Due Date	Gross Amount	Original Document
3001	Centrum Incorporated	05/15/98	1,000.00	616
3005	Centralized Apparel	05/15/98	1,000.00	617
1001	Edwards, J.D. & Company	07/02/98	1,550.00	657
1002	Edwards & Edwards	07/14/98	125.00	824
3333	Couriers Express	07/23/98	5,500.00	6226

At the bottom of the window, there are navigation buttons (checkmark, X) and a status bar with options: "Opt: 1=Invoice Entry 2=Ledger Inquiry F4=Full Detail F24=More Keys" and a user name "MW".

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

[03105] - Accounts Receivable Entry

Functions Tools Help

Mode (F) D Prev Invoice

On Credit Hold per Account **Not on Contract Maintenance**

Account Number Centrum Incorporated

Invoice Number RR Business Unit

Invoice Amount Payment Terms Pmt Instr

Invoice Date Company USD

G/L Date P.O. Number

Tax Amount Tax Expl Code

Taxable Amount Tax Rate/Area

Remaining Amount Serv/Tax Date

Batch Number Currency Code

Exchange Rate

..... Invoice Schedule

Pay Itm	Gross Amount	Discount Available	Remark	Net Due Date	P S
000	1,000.00		0 Monthly recurring Contract	05/15/98	R

F4=Detail F6=E-Mail F9=NS F11=Addr Book F16=Ldgr Inq F13=J.E. Inq F24=More MW

3. On Accounts Receivable Entry, change the following fields if necessary:

- Net Due Date
- Gross Amount
- Discount Available
- Remark

4. Choose the Detail function (optional).

[03105] - Accounts Receivable Entry

Functions Tools Help

Mode (F) D Prev Invoice

On Credit Hold per Account **Not on Contract Maintenance**

Account Number Centrum Incorporated

Invoice Number RR Business Unit

Invoice Amount Payment Terms Pmt Instr

Invoice Date Company USD

G/L Date P.O. Number

Tax Amount Tax Expl Code

Taxable Amount Tax Rate/Area

Remaining Amount Serv/Tax Date

Batch Number Currency Code

Exchange Rate

..... Invoice Schedule

Pay Itm	Gross Amount	Discount Available	Remark	Net Due Date	P S	
000	1,000.00		0 Monthly recurring Contract	05/15/98	R	
G/L Offset	Recur Freq	MO	# of Pymts	5	Discount Due Dat	05/15/98
Tax Expl Code	Taxable Amount		Tax			
Tax Rate	Open \$		1,000.00	Ck		

F4=Detail F6=E-Mail F9=NS F11=Addr Book F16=Ldgr Inq F13=J.E. Inq F24=More MW

5. Change the following fields, if necessary:

- Number of Payments
- Recurring Frequency
- Invoice Date

What You Should Know About

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

Recycling Recurring Invoices

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

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

What Happens When You Recycle Recurring Invoices?

When you recycle recurring invoices, the system:

- Clears the recurring frequency and number of payments on either the original invoice or the most recent copy.
- Creates a new invoice and updates the following:
 - Invoice number with a new number
 - Batch number with a new number

- Number of payments (decreases by one)
- G/L Date and net due date, using the recurring frequency to calculate the next due date
- Invoice date and number according to the processing options
- Updates the A/R Ledger table for the new invoice.
- Creates an error report, if errors exist. Errors include:
 - No accounting distribution records created. This occurs when no records are found in the Account Ledger table for the recurring invoice.
 - G/L date for the newly created invoice is for a prior fiscal year (PYEB).
 - G/L date is for a prior month (PBCO) and prior month dates have not been specified in the general accounting constants.
 - G/L date does not fall within a valid fiscal date pattern for the company.

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

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

Before You Begin

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

Processing Options for Recycle Recurring Invoices

Default Processing:

1. Enter a '1' to use today's date as the invoice date. Enter a '2' to duplicate the invoice date. Default of blank will increment the invoice date.



Exercises

See the exercises for this chapter.

Test Yourself: Working with Recurring Invoices

1. Circle which document type is associated with recurring invoices:
RI RM RR RA
2. True or False

When entering a recurring invoice, only one pay item is allowed.
3. From the following list, select three procedures that you can do to prevent a recurring invoice from being recycled:
 - a. Change the pay status of the invoice to H.
 - b. Change the number of remaining payments to 01 on the invoice.
 - c. Use the data selections to exclude selection of the invoice.
 - d. Set the number of payments and recurring frequency to blank.
 - e. a, b, and d.

The answers are in *Appendix B*.



Manual Receipts Processing

Objectives

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

About Manual Receipts Processing

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

Manual receipts processing consists of:

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



Which Form Do You Use to Enter Manual Receipts?

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

Receipts Entry (Heads Down)

Use this form when you need a fast way to enter receipts and already know the customer number and amounts. It is convenient if you enter receipts from an input form, such as a bank deposit statement.

Receipts Entry (Heads Up)

Use this form to display all open activity for a customer. You can pre-load all open items and then select them as paid. When you use this form to enter receipts, you typically pre-load account information for a particular customer, parent account, or statement before applying a receipt.

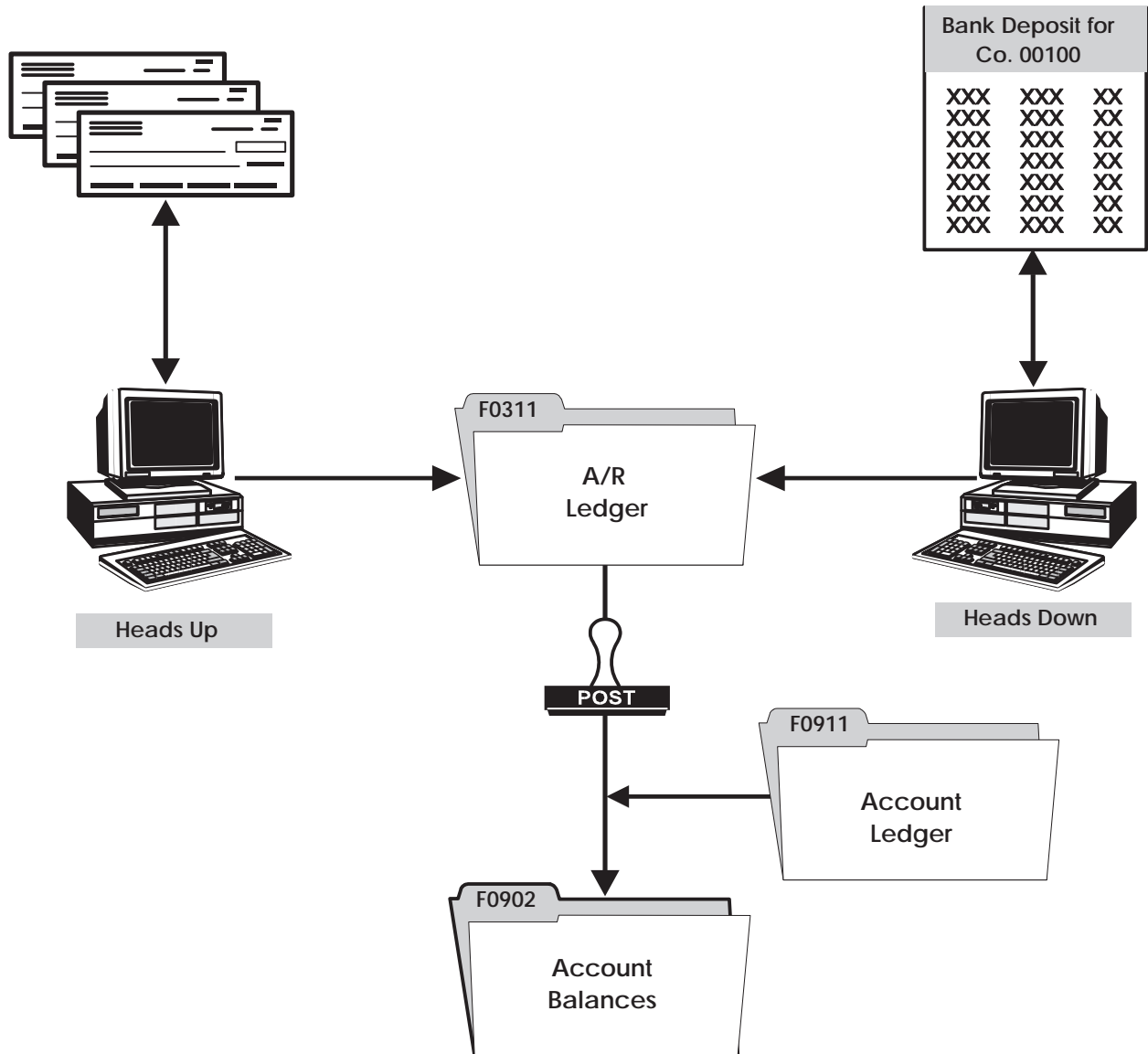
The examples shown in this section use the Receipts Entry (Heads Up) form. However, you can use Receipts Entry (Heads Down) to complete any of the tasks included in this section.

What Are the Steps for Processing Manual Receipts?

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

1. Enter
2. Review
3. Post

The following illustrates the receipts entry process.



What Does the System Require to Process Manual Receipts?

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

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

Dates

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

- | | |
|---------------------------|--|
| Receipt item date | You enter this date on Receipts Entry. This is the date shown on the customer's receipt or item. |
| Deposit date (G/L) | You enter this date on Receipts Entry. |

Original Document Types

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

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

Matching Document Types

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

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

Type of Input Codes

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

Blank (No processing)	The system does not try to match the receipt to an invoice pay item.
B (Balance Forward)	The system automatically applies the receipt to the oldest invoices in chronological order of net due date.
I (Invoice Match)	The system applies the receipt to the invoices you specify. You can choose to allow or disallow discounts.
D (Disallowed Discount)	The system: <ul style="list-style-type: none"> • Applies the receipt to the invoices you specify • Closes the original invoice • Creates a chargeback invoice for the amount of the disallowed discount

U (Unapplied Receipt)	You apply the receipt to a particular customer account, not to a specific invoice. The system reduces the total of the customer's open amount due by the amount of the receipt, but does not apply the receipt to specific invoices.
C (Chargeback)	This indicates that an invoice amount is in dispute. The system creates a new invoice for the disputed amount.
G (General Ledger)	The system applies the receipt directly to a G/L account without applying it to any invoice. Use this code for miscellaneous, non-A/R receipts.
A (Adjustment)	This is a manual adjustment for minor write-offs or outstanding items, such as disputed tax or freight charges. If you use this code, you must also enter a reason code for the adjustment.
W (Write-off)	The system applies the receipt to the invoice and automatically writes off the difference. You can write off both overpayments and underpayments. If you use this code, you must also enter a reason code for the write-off.
S (Spread)	You distribute an unapplied receipt or credit memo and apply it to open invoices.
F (Automatic Currency Gain/Loss)	The system automatically creates this code to record a currency gain or loss when you enter a receipt.
R (Range of Invoices)	You can use this code to specify the beginning and ending range of invoices to which you want to apply receipts. This is similar to the I (invoice match) code.
X (Exclude from Range)	You can use this code to indicate those invoices within the range to exclude from the receipt application.
1 (Invoice Match – Net Amount with Discount)	The system applies the receipt to the net amount of specific invoices (gross amount less the discount). If you use this code, you cannot change the discount information.

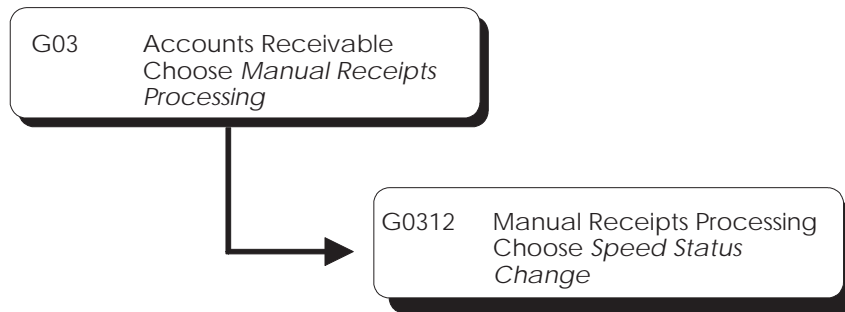
**2 (Invoice Match – Total
Open Amount without
Discount)**

The system applies the receipt to the entire open amount of specific invoices and ignores the discount. If you use this code, you cannot change the discount information.

**9 (Invoice Match –
Multiple Invoices with
One Receipt)**

You use this code to delete one line item at a time from the unposted receipt.

Update Invoices for Payment



Updating Invoices for Payment

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

Updating invoices for payment consists of:

- Reviewing open items
- Updating invoice information

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

[03114] - Speed Status Change

Functions Tools Help

Couriers Express

Address Number

or Parent Number

or Doc. Number

or Job or BU

or Stmt Number

Net Due Date

or Disc Due Date

or Invoice Date

Pay Stat-From To

Document Type

G/L Offset *

Currency Code *

Name	Document Ty	Number	Itm	Open Amount	P	Discount Due Date	Discount Available
Couriers Express	RI	1998	001	1,765.00	A	06/14/98	
Couriers Express	RI	2018	001	500.00	A	06/27/98	
Couriers Express	RI	2027	001	4,500.00	A	07/20/98	45.00
Couriers Express	RI	2038	001	957.25	A	07/21/98	
Couriers Express	RI	2041	001	5,795.00	A	07/20/98	57.95
Couriers Express	RI	2044	001	59.36	A	07/30/98	
Couriers Express	RI	2045	001	45.00	A	07/23/98	
Couriers Express	RI	2046	001	550.00	A	07/01/98	
Couriers Express	RI	2055	001	1,000.00	A	07/03/98	
Couriers Express	RI	2155	001	5,875.00	A	07/05/98	58.75
Couriers Express	RI	2232	001	500.00	A	07/15/98	
Couriers Express	RR	6226	001	5,500.00	A	07/23/98	

F4=Dtl F6=Update Status/Due Date F9=Name Search F24=More Keys MW

Reviewing Open Items

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

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

► To review open items

On Speed Status Change

1. Complete one of the following fields:
 - Address Number
 - Parent Number
 - Document Number
 - Job or Business Unit
 - Statement Number

2. To further limit the information displayed, complete the following fields:
 - Net Due Date
 - Discount Due Date
 - Invoice Date
 - Pay Status
 - Document Type
 - G/L Offset
 - Currency Code

Updating Invoice Information

After you review open items, you can:

- Update an individual invoice
- Update a group of invoices

To update an individual invoice

On Speed Status Change

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

[03114] - Speed Status Change

Functions Tools Help

Couriers Express

Address Number

or Parent Number

or Doc. Number

or Job or BU

or Stmt Number

Net Due Date

or Disc Due Date

or Invoice Date

Pay Stat-From To

Document Type

G/L Offset

Currency Code

Name	. Document . Ty Number Itm	Open Amount	P Discount S Due Date	Discount Available
Couriers Express	RI 1998 001	1,765.00	A 06/14/98	
Customer No	3333 Document Co 00100 Remark			
Alt. Payer	3333 Net Due Date 06/14/98 Purch. Order			
Payment Instrument	Statement No Curr USD			
Couriers Express	RI 2018 001	500.00	A 06/27/98	
Customer No	3333 Document Co 00100 Remark			
Alt. Payer	3333 Net Due Date 06/27/98 Purch. Order			
Payment Instrument	Statement No Curr USD			
Couriers Express	RI 2027 001	4,500.00	A 07/20/98	45.00
Customer No	3333 Document Co 00100 Remark			
Alt. Payer	3333 Net Due Date 07/20/98 Purch. Order			
Payment Instrument	Statement No Curr USD			

F4=Dtl F6=Update Status/Due Date F9=Name Search F24=More Keys

3. Change information in any of the following fields:

- Alternate Payer
- Statement Number
- Remark

► To update a group of invoices

On Speed Status Change

1. To select the group of invoices you want to update, complete any of the following fields:
 - Address Number
 - Parent Number
 - Statement Number
 - Job or Business Unit
 - Statement Number
2. Complete any of the following optional fields:
 - Pay Status (From/To)
 - Net Due Date
 - Discount Due Date

3. Scroll to the last invoice.

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

4. Choose the Update Status/Due Date function.

What You Should Know About

Verifying the updated information

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

Processing Options for A/R Speed Status Change

Statement Number Revisions:

1. Enter a '1' to allow updates to be made to the statement number (fold area). If left blank, you will not be able to update the statement number.

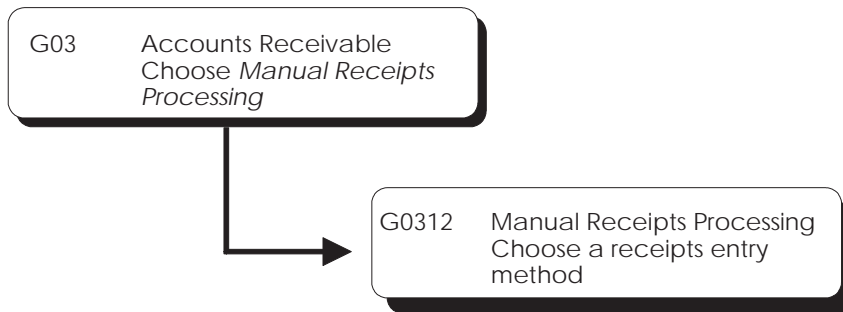
Test Yourself: Updating Invoices for Payment

1. You want to change the discount amount on invoice 849 for customer 1001. What is the most efficient way to do this?
 - a. Locate customer 1001 on Speed Status Change, find invoice 849 in the list of invoices, and change the discount.
 - b. Locate the invoice on Speed Status Change and change the discount.
2. True or False

You can change the discount due date for an invoice on Speed Status Change.
3. You need to change the net due date from July 20, 1998 to August 15, 1998 for all pay items associated with an invoice. What is the most efficient way to do this?
 - a. Locate the invoice and specify August 15, 1998 as the net due date.
 - b. Locate the invoice and change the net due date to August 15, 1998. Choose the Update Status/Due Date function to globally update the due dates.
 - c. Locate the invoice and change the net due date to August 15, 1998 for each pay item.

The answers are in *Appendix B*.

Work with Invoice Match Receipts



Working with Invoice Match Receipts

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

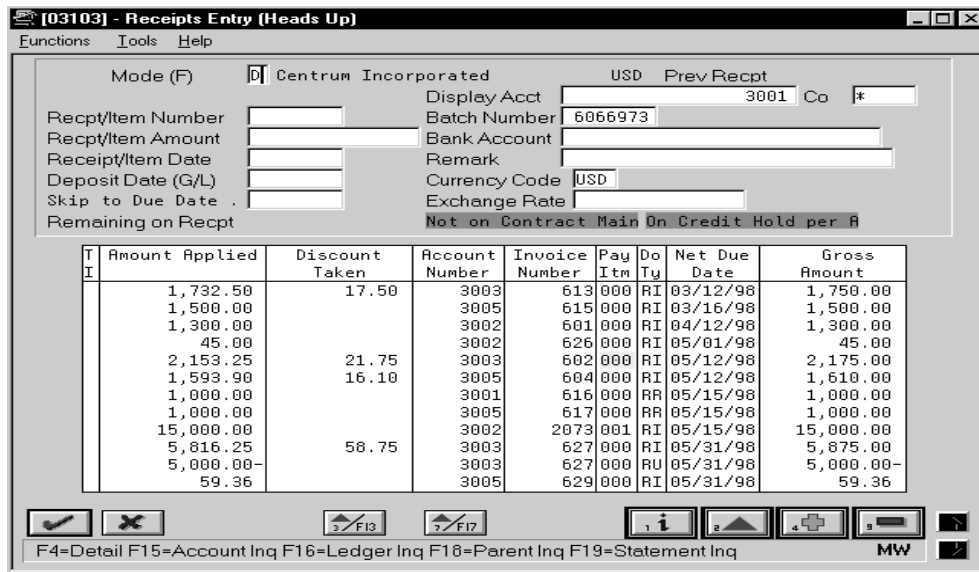
Working with invoice match receipts consists of:

- Displaying open items
- Entering basic receipts
- Reviewing the results of receipts entry
- Reviewing gain and loss information
- Entering receipts with discounts
- Entering receipts without discounts
- Creating chargebacks for discount amounts

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

Before You Begin

- Set up the appropriate AAIs for receipts processing



Displaying Open Items

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

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

Displaying open items consists of:

- Displaying open items by customer number
- Displaying open items by parent account
- Displaying open items by a single statement number
- Displaying open items by multiple statement numbers
- Displaying invoices by domestic currency of the company
- Displaying multi-currency invoices for a customer

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

What You Should Know About

- | | |
|---|---|
| Changing the sequence of information displayed | The system initially displays open items by net due date. You can change this sequence by toggling to an alternate format. |
| Summarized pay items | An * (asterisk) in the Pay Item field indicates that the pay items are summarized. To toggle between summarized and detailed information, choose the Summarized Pay Item Toggle function. |
| Viewing an attached memo | The system highlights a pay item if an internal memo is attached to it. To view and update the memo, access generic text for the appropriate pay item. |

▶ To display open items by customer number

On Receipts Entry

1. Complete the following required field:
 - Display Account

Do not press Enter.
2. To display the open items for the customer, choose the Account Inquiry function.
3. To limit the information displayed, complete the following field:
 - Company

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

► **To display open items by parent account**

On Receipts Entry

1. Complete the following field:
 - Display Account

Do not press Enter.

2. To display the open items for the parent, choose the Parent Inquiry function.

Do not press Enter.

3. To limit the information displayed, complete the following field:
 - Company

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

The screenshot shows a software window titled "[03103] - Receipts Entry (Heads Up)". The window contains a data entry form with the following fields:

- Mode (F): [D] Centrum Incorporated
- USD Prev Recpt
- Display Acct: 3001 Co: *
- Batch Number: 6066976
- Bank Account: []
- Remark: []
- Currency Code: USD
- Exchange Rate: []
- Not on Contract Main On Credit Hold per: []

Below the form is a table with the following columns: T, I, Amount Applied, Discount Taken, Account Number, Invoice Number, Pay Itm, Do Ty, Net Due Date, and Gross Amount.

T	I	Amount Applied	Discount Taken	Account Number	Invoice Number	Pay Itm	Do Ty	Net Due Date	Gross Amount
		1,732.50	17.50	3003	613000	RI		03/12/98	1,750.00
		1,500.00		3005	615000	RI		03/16/98	1,500.00
		1,300.00		3002	601000	RI		04/12/98	1,300.00
		45.00		3002	626000	RI		05/01/98	45.00
		2,153.25	21.75	3003	602000	RI		05/12/98	2,175.00
		1,593.90	16.10	3005	604000	RI		05/12/98	1,610.00
		1,000.00		3001	616000	RR		05/15/98	1,000.00
		1,000.00		3005	617000	RR		05/15/98	1,000.00
		15,000.00		3002	2073001	RI		05/15/98	15,000.00
		5,816.25	58.75	3003	627000	RI		05/31/98	5,875.00
		5,000.00		3003	627000	RU		05/31/98	5,000.00
		59.36		3005	629000	RI		05/31/98	59.36

At the bottom of the window, there are function keys: F4=Detail, F5=Account Inq, F16=Ledger Inq, F18=Parent Inq, F19=Statement Inq, and MW.

► **To display open items by a single statement number**

On Receipts Entry

1. Complete the following required field with the statement number:
 - Display Account

Do not press Enter.

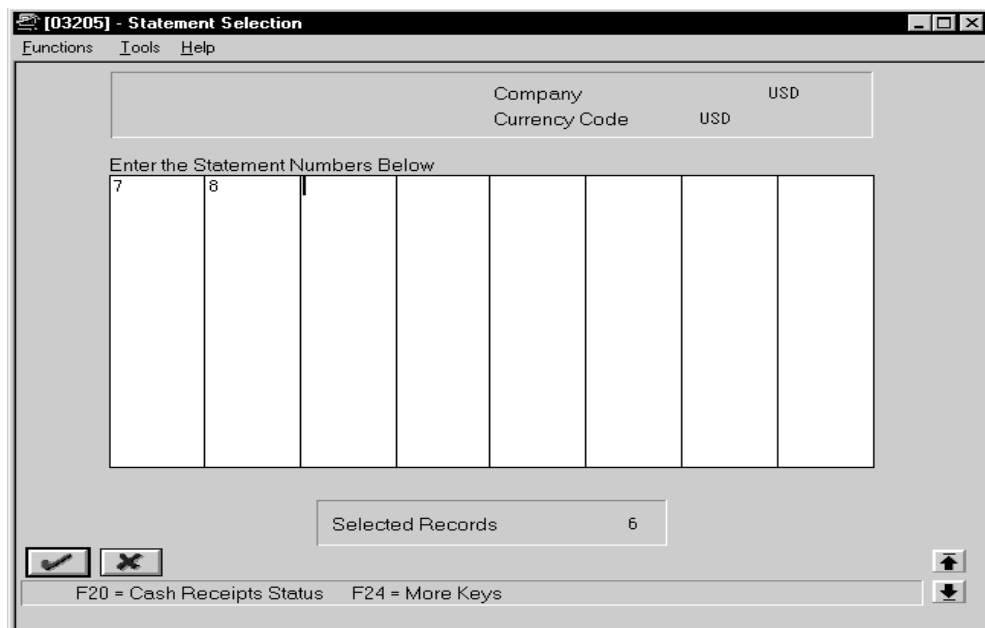
2. To display open items for a statement number, choose the Statement Inquiry function.

► **To display open items by multiple statement numbers**

On Receipts Entry

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

Do not press Enter.



2. On Statement Selection, complete the first blank field of the first column with a statement number.

3. Move to the next field to complete another statement number.
4. Complete as many statement numbers as necessary and press Enter.

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

What You Should Know About

Invalid statement numbers

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

Summarized pay items

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

To display invoices by domestic currency of the company

On Receipts Entry

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

Do not press Enter.

4. To view the original currency of an invoice, choose the Detail function.

[03103] - Receipts Entry (Heads Up)

Functions Tools Help

Mode (F) Euromart USD Prev Recpt

Display Acct Co

Batch Number

Bank Account

Remark

Currency Code

Exchange Rate

Remaining on Recpt

T	Amount Applied	Discount Taken	Account Number	Invoice Number	Pay Itm	Do Ty	Net Due Date	Gross Amount
I	29,066.00	299.08	7003	89465	001	RI	07/15/98	29,365.08
	Remark			Offset	Co	00100	Inv Date 06/15/98	
	G/L Acct			Subledger			Stm	
	Reas BU	Orig Doc					Curr GBP Doc Co 00100	
	7,857.14	79.37	7003	2048	001	RI	07/22/98	7,936.51
	Remark			Offset	Co	00100	Inv Date 06/22/98	
	G/L Acct			Subledger			Stm	
	Reas BU	Orig Doc					Curr GBP Doc Co 00100	
	Remark			Offset	Co		Inv Date	
	G/L Acct			Subledger			Stm	
	Reas BU	Orig Doc					Doc Co	

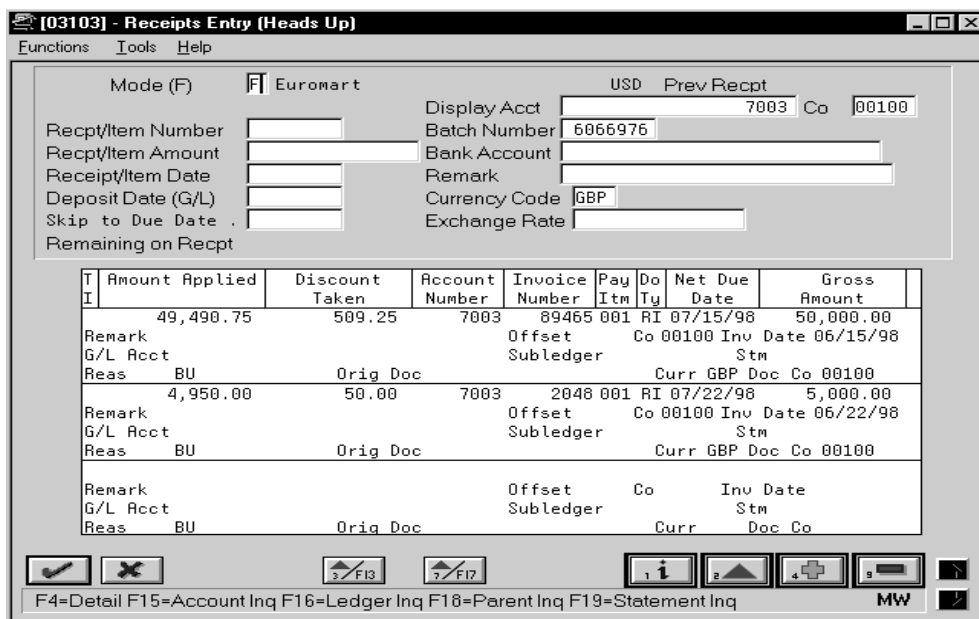
F4=Detail F15=Account Inq F16=Ledger Inq F18=Parent Inq F19=Statement Inq MW

► **To display multi-currency invoices for a customer**

On Receipts Entry

1. Complete the following fields:
 - Display Account
 - Company
2. Complete the following field with a currency that is foreign to the company you specified:
 - Currency Code
3. Choose the Account Inquiry function to display:
 - The domestic currency (USD) that is associated with the company
 - The currency of the customer (GBP) that is associated with each invoice

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



Entering Basic Receipts

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

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

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

▶ **To enter basic receipts**

On Receipts Entry

1. Display the open items for the customer, parent account, or statement number.
2. Complete the following fields:
 - Receipt/Item Number
 - Receipt/Item Amount
 - Receipt/Item Date
 - Deposit Date (G/L)
 - Type Input
3. Complete the following optional fields:
 - Bank Account
 - Remark
 - Currency Code
 - Exchange Rate
4. If necessary, override the information in the following fields:
 - Amount Applied
 - Discount Taken
 - Account Number
5. Access the detail area (optional).

6. Complete the following fields (optional):

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

7. Do one of the following:

- In WorldSoftware, press Enter
- In WorldVision, click Add

Field	Explanation
Receipt/Item Number	<p>The number of the document, such as a receipt, an adjustment, or a credit that you apply against an original document, such as an invoice. For example:</p> <p>Original (DOC)–Matching Rec/Item (DOCM) A/R Original Invoice – Invoice Receipt – Invoice – Receipt Credit Memo/Adjustment – Invoice – Credit Memo</p> <p>A customer’s document number on a receipt. This number must be unique within the batch. It can also be an item number used for spreads, adjustments, or other types of receipts.</p>

Field	Explanation
Receipt/Item Amount	The amount of the receipt from the customer. This amount must balance to the detail of the amount applied to the open invoices.
Receipt/Item Date	The date of the matching receipt or item – Julian.
Type Input	A code that specifies the type of receipt input. This input type directly affects the manner in which the receipt is processed.
Amount Applied	The amount of the receipt/payment or item to be applied to the open balance of an invoice or voucher pay item. You can apply amounts for partial payments. The total amount applied must equal the payment amount.

What You Should Know About

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

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

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

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

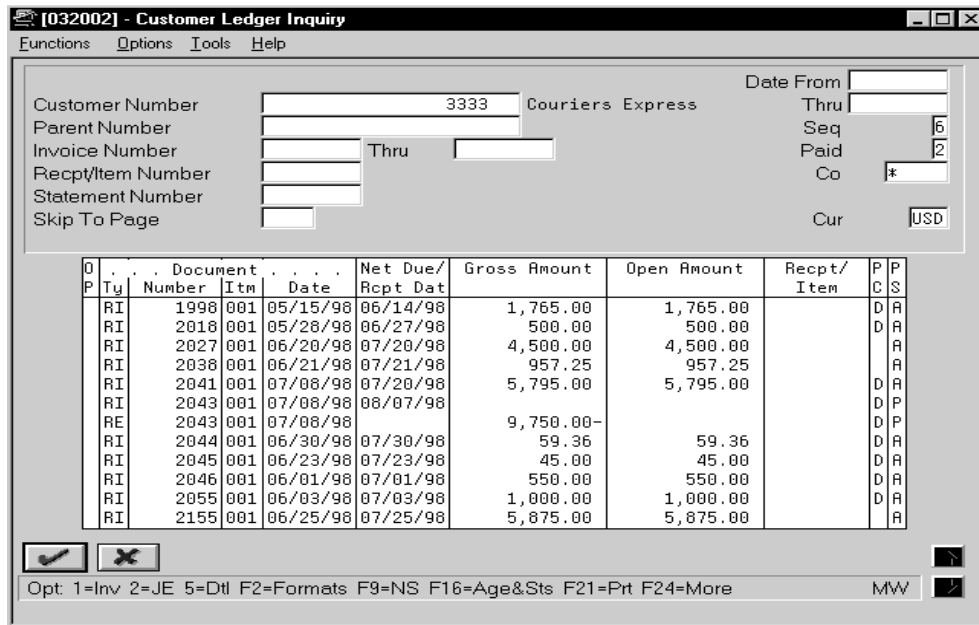
Reviewing the Results of Receipts Entry

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

► **To review the results of receipt entry**

On Receipts Entry

1. Access Customer Ledger Inquiry.



2. On Customer Ledger Inquiry, complete any of the following fields:
 - Customer Number
 - Parent Number
 - Invoice Number From/Thru
 - Receipt/Item Number
 - Statement Number
 - Date From/Thru
3. To view only paid items, complete the following field:
 - Paid

See Also

- *Locating Customer Ledger Information (P032002)*

Reviewing Gain and Loss Information

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

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

When you review the receipt:

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

Example: Currency Gain/Loss

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

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

Invoice and Receipt

Invoice Entry

- Invoice date: July 1, 1998
- Transaction amount: 100 (FRF)
- Exchange rate: 33.5
- Domestic amount: 3,350 (BEF)

Receipt (current rate)

- Receipt date: August 1, 1998
- Transaction amount: 100 (FRF)
- Exchange rate: 34.0
- Domestic amount: 3,375 (BEF)
- Currency Gain (-)/Loss (+): 25-

Journal Entries

Invoice Entry

- Accounts: Sales and A/R
- Ledger types: AA, CA
- Debit: A/R (AA ledger) 3,350 and (CA ledger) 100
- Credit: Sales (AA ledger) 3,350 and (CA ledger) 100

Receipt

- Accounts: A/R, Cash, and Realized Gain
- Ledger types: AA, CA
- Debit: Cash (AA ledger) 3,375 (CA ledger) 100
- Credit: A/R (AA ledger) 3,350 (CA ledger) 100
- Credit: Realized Gain (AA ledger) 25

▶ **To review gain and loss information**

On Receipts Entry

Follow the steps to review the results of receipts entry.

See *Reviewing the Results of Receipts Entry*.

[032002] - Customer Ledger Inquiry

Customer Number: 7003 Euromart

Date From: [] Thru: []

Parent Number: [] Seq: 1

Invoice Number: [] Thru: [] Paid: 2

Receipt/Item Number: [] Co: *

Statement Number: [] Cur: GBP

Skip To Page: []

Doc Ty	Document Number	Itm	Date	Net Due/ Rcpt Dat	Gross Amount	Open Amount	Rcpt/ Item	P C S
RI	652	000	02/15/98	02/25/98	6,250.00			D P
RC	652	000	02/15/98	02/25/98	6,187.50-		401	D P
RI	653	000	03/15/98	03/25/98	4,675.00			D P
RC	653	000	03/15/98	03/24/98	4,628.25-		512	D P
RI	654	000	04/15/98	05/15/98	1,981.98			D P
RE	654	000	04/15/98		1,981.98			D P
RC	654	000	04/15/98	06/20/98	1,962.17-		1000	P
RG	654	000	04/15/98	06/20/98			1000	P
RI	655	000	05/15/98	06/14/98	3,500.00	3,500.00		D R
RI	656	000	06/15/98	07/15/98	3,715.01	3,715.01		D R
RI	2048	001	06/22/98	07/22/98	5,000.00	5,000.00		R
RI	89465	001	06/15/98	07/15/98	50,000.00	50,000.00		R

Opt: 1=Inv 2=JE 5=Dtl F2=Formats F9=NS F16=Age&Sts F21=Prt F24=More MW

Entering Receipts with Discounts

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

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

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

Example: Invoice Match with Discount

In the following example, receipt number 4102 is received July 24, 1998 in the amount of 5,816.25. The associated invoice number is 2155.

[03103] - Receipts Entry (Heads Up)

Functions Tools Help

Mode (F) Couriers Express USD Prev Recpt

Display Acct Co

Recpt/Item Number Batch Number

Recpt/Item Amount Bank Account

Receipt/Item Date Remark

Deposit Date (G/L) Currency Code

Skip to Due Date Exchange Rate

Remaining on Recpt

T	Amount Applied	Discount Taken	Account Number	Invoice Number	Pay Itm	Do Ty	Net Due Date	Gross Amount
	1,765.00		3333	1998	001	RI	06/14/98	1,765.00
	500.00		3333	2018	001	RI	06/27/98	500.00
	550.00		3333	2046	001	RI	07/01/98	550.00
	1,000.00		3333	2055	001	RI	07/03/98	1,000.00
	500.00		3333	2232	001	RI	07/15/98	500.00
	4,455.00	45.00	3333	2027	001	RI	07/20/98	4,500.00
	5,737.05	57.95	3333	2041	001	RI	07/20/98	5,795.00
	957.25		3333	2038	001	RI	07/21/98	957.25
	45.00		3333	2045	001	RI	07/23/98	45.00
	5,500.00		3333	6226	001	RR	07/23/98	5,500.00
I	5,816.25	58.75	3333	2155	001	RI	07/25/98	5,875.00
	59.36		3333	2044	001	RI	07/30/98	59.36

F4=Detail F15=Account Inq F16=Ledger Inq F18=Parent Inq F19=Statement Inq MW

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

[032002] - Customer Ledger Inquiry

Functions Options Tools Help

Customer Number: 3333 Couriers Express
 Parent Number: _____
 Invoice Number: 2155 Thru: _____
 Recpt/Item Number: _____
 Statement Number: _____
 Skip To Page: _____

Date From: _____
 Thru: _____
 Seq: 6
 Paid: 2
 Co: *
 Cur: USD

P	Ty	Document Number	Itm	Date	Net Due/ Rcpt Dat	Gross Amount	Open Amount	Recpt/ Item	P	C	S
	RI	2155	001	06/25/98	07/25/98	5,875.00					
	RC	2155	001	06/25/98	07/24/98	5,816.25-		4102			P
			USD		Total	5,875.00					

Opt: 1=Inv 2=JE 5=Dtl F2=Formats F9=NS F16=Age&Sts F21=Prt F24=More MW

► **To enter receipts with discounts**

On Receipts Entry

1. Display the open items for the customer or parent account.
2. Complete the following fields:
 - Receipt/Item Number
 - Receipt/Item Amount
 - Receipt/Item Date
 - Deposit Date (G/L)
3. Specify I (invoice match) in the following field next to the appropriate invoice:
 - Type Input
4. To accept a different discount amount, override the information in the following field:
 - Discount Taken
5. Do one of the following:
 - In WorldSoftware, press Enter
 - In WorldVision, click Add

- Access Customer Ledger Inquiry to view the results.

What You Should Know About

Viewing discount information

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

Entering Receipts without Discounts

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

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

Example: Invoice Match without Discount

In the following example, receipt number 4187 is received in the amount of 4,450 on July 25, 1998. The associated invoice number is 2027.

T	Amount Applied	Discount Taken	Account Number	Invoice Number	Pay Itm	Do Ty	Net Due Date	Gross Amount
I	1,765.00		3333	1998	001	RI	06/14/98	1,765.00
	500.00		3333	2018	001	RI	06/27/98	500.00
	550.00		3333	2046	001	RI	07/01/98	550.00
	1,000.00		3333	2055	001	RI	07/03/98	1,000.00
	500.00		3333	2232	001	RI	07/15/98	500.00
I	4450.00	0	3333	2027	001	RI	07/20/98	4,500.00
	5,737.05	57.95	3333	2041	001	RI	07/20/98	5,795.00
	957.25		3333	2038	001	RI	07/21/98	957.25
	45.00		3333	2045	001	RI	07/23/98	45.00
	5,500.00		3333	6226	001	RR	07/23/98	5,500.00
	59.36		3333	2044	001	RI	07/30/98	59.36

Manual Receipts Processing

When you review the results on Customer Ledger Inquiry:

- The original invoice amount is 4,500 with a discount of 50.
- This discount is not allowed when the receipt is applied to the invoice.
- The receipt of 4,450 is applied (RC document), leaving an open amount of 50 in the customer's account.

[032002] - Customer Ledger Inquiry

Functions Options Tools Help

Customer Number: 3333 Couriers Express
 Parent Number: _____
 Invoice Number: 2027 Thru: _____
 Recpt/Item Number: _____
 Statement Number: _____
 Skip To Page: _____

Date From: _____
 Thru: _____
 Seq: 6
 Paid: 2
 Co: # _____
 Cur: USD

Doc P	Type	Document Number	Item	Date	Net Due/ Rcpt Dat	Gross Amount	Open Amount	Recpt/ Item	P C	S
	RI	2027	001	06/20/98	07/20/98	4,500.00	50.00			
	RC	2027	001	06/20/98	07/25/98	4,450.00-		4187		
			USD		Total	4,500.00	50.00			

Opt: 1=Inv 2=JE 5=Dtl F2=Formats F9=NS F16=Age&Sts F21=Prt F24=More MW

► To enter receipts without discounts

On Receipts Entry

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

5. Do one of the following:
 - In WorldSoftware, press Enter
 - In WorldVision, click Add
6. Access Customer Ledger Inquiry to view the results.

Creating Chargebacks for Discount Amounts

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

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

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

Example: Invoice Match – Create Chargeback for Discount Amount

In the following example, receipt number 4191 is received in the amount of 5,737.05 on July 26, 1998. The associated invoice number is 2041.

T	Amount Applied	Discount Taken	Account Number	Invoice Number	Pay Itm	Do Ty	Net Due Date	Gross Amount
I	1,765.00		3333	1998	001	RI	06/14/98	1,765.00
	500.00		3333	2018	001	RI	06/27/98	500.00
	550.00		3333	2046	001	RI	07/01/98	550.00
	1,000.00		3333	2055	001	RI	07/03/98	1,000.00
	500.00		3333	2232	001	RI	07/15/98	500.00
	50.00		3333	2027	001	RI	07/20/98	4,500.00
D	5,737.05	57.95	3333	2041	001	RI	07/20/98	5,795.00
	957.25		3333	2038	001	RI	07/21/98	957.25
	45.00		3333	2045	001	RI	07/23/98	45.00
	5,500.00		3333	6225	001	RR	07/23/98	5,500.00
	59.36		3333	2044	001	RI	07/30/98	59.36

Manual Receipts Processing

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

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

[032002] - Customer Ledger Inquiry

Functions Options Tools Help

Customer Number: 3333 Couriers Express Date From: [] Thru: []
 Parent Number: [] Seq: 6
 Invoice Number: [] Thru: [] Paid: 2
 Recpt/Item Number: [] Co: 00100
 Statement Number: [] Cur: USD
 Skip To Page: []

P	Ty	Document Number	Itm	Date	Net Due/ Rcpt Dat	Gross Amount	Open Amount	Recpt/ Item	P	C	S
RQ		88118	000	07/31/98	07/27/98	57.95		4191	P		
RB		88118	000	07/31/98	07/31/98	57.95	57.95		D	A	P
RQ		88119	001	07/31/98	07/31/98	14.36		4305	P		
RB		88119	001	07/31/98	07/31/98	14.36	14.36		D	A	P
RI		1998	001	05/15/98	06/14/98	1,765.00			D	A	P
RC		1998	001	05/15/98	06/30/98	1,765.00-		4044	P		
RI		2018	001	05/28/98	06/27/98	500.00	200.00		D	A	P
RC		2018	001	05/28/98	06/30/98	300.00-		4044	P		
RI		2027	001	06/20/98	07/20/98	4,500.00	50.00		D	A	P
RC		2027	001	06/20/98	07/25/98	4,450.00-		4187	P		
RI		2038	001	06/21/98	07/21/98	957.25	957.25		D	A	P
RI		2041	001	07/08/98	07/20/98	5,795.00			D	A	P

Opt: 1=Inv 2=JE 5=Dtl F2=Formats F9=NS F16=Age&Sts F21=Prt F24=More MW

► To create chargebacks for discount amounts

On Receipts Entry

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

4. Do one of the following:
 - In WorldSoftware, press Enter
 - In WorldVision, click Add
5. Access Customer Ledger Inquiry to view the results.



Exercises

See the exercises for this chapter.

Test Yourself: Working with Invoice Match Receipts

1. True or False

You can use Customer Ledger Inquiry to display all open items for a customer, parent account, or statement number.

2. What document type does the system create when you enter an invoice match receipt?

- a. R1

- b. RC

- c. RU

- d. RB

3. True or False

If you receive payment from a customer and decide not to allow the discount, the original invoice remains open in the amount of the discount.

4. When you create a chargeback for a discount amount, what type of input code do you specify next to the invoice?

- a. I

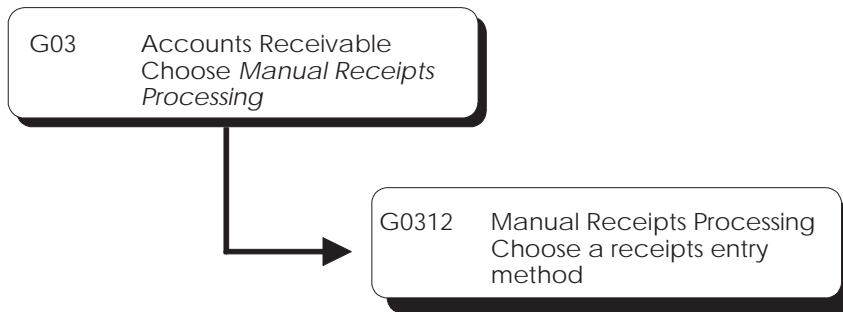
- b. C

- c. B

- d. D

The answers are in *Appendix B*.

Work with Other Types of Receipts



Working with Other Types of Receipts

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

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

Working with other types of receipts consists of:

- Entering balance forward receipts
- Entering unapplied receipts
- Creating chargeback invoices
- Entering receipts with write-offs
- Entering receipt adjustments
- Entering "G" type receipts

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

What You Should Know About

Type of input codes	You cannot remove a type of input code after a receipt is processed. You must delete or void the receipt and re-enter it.
Multi-Currency	If you use multiple currencies, you can enter receipts in domestic amounts for invoices issued in foreign currencies. For example, if a business in the United States invoices a Belgian company in Belgian francs, the system lets you enter a receipt for the Belgian franc in U.S. dollars.

Entering Balance Forward Receipts

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

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

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

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

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

Example: Balance Forward Receipt

In the following example, receipt number 4044 is received in the amount of 2,065 for Couriers Express (customer 3333) on June 30, 1998.

[03103] - Receipts Entry (Heads Up)

Functions Tools Help

Mode (F) Couriers Express USD Prev Recpt 4191

Display Acct Co

Recpt/Item Number Batch Number

Recpt/Item Amount Bank Account

Receipt/Item Date Remark

Deposit Date (G/L) Currency Code

Skip to Due Date Exchange Rate

Remaining on Recpt

T	Amount Applied	Discount Taken	Account Number	Invoice Number	Pay Itm	Do Ty	Net Due Date	Gross Amount
I	1,765.00		3333	1998	001	RI	06/14/98	1,765.00
	500.00		3333	2018	001	RI	06/27/98	500.00
	550.00		3333	2046	001	RI	07/01/98	550.00
	1,000.00		3333	2055	001	RI	07/03/98	1,000.00
	500.00		3333	2232	001	RI	07/15/98	500.00
	50.00		3333	2027	001	RI	07/20/98	4,500.00
	957.25		3333	2038	001	RI	07/21/98	957.25
	45.00		3333	2045	001	RI	07/23/98	45.00
	5,500.00		3333	6226	001	RR	07/23/98	5,500.00
	59.36		3333	2044	001	RI	07/30/98	59.36
	57.95		3333	68116	000	RB	07/31/98	57.95
B	2065		3333					

F4=Detail F15=Account Inq F16=Ledger Inq F18=Parent Inq F19=Statement Inq MW

When you review the results on Customer Ledger Inquiry:

- The amount of 1,765 is applied to an open invoice for 1,765 due on June 14, 1998.
- The remaining amount of 300 is applied to an open invoice in the amount of 500 due on June 27, 1998.
- An amount of 200 is left open for the original invoice.

[032002] - Customer Ledger Inquiry

Functions Options Tools Help

Customer Number: 3333 Couriers Express Date From: [] Thru: []
 Parent Number: [] Seq: 6
 Invoice Number: 1998 Thru: 2018 Paid: 2
 Recpt/Item Number: [] Co: *
 Statement Number: [] Cur: USD
 Skip To Page: []

0	P	Ty	Document Number	Itm	Date	Net Due/ Rcpt Dat	Gross Amount	Open Amount	Recpt/ Item	P	S
	RI		1998	001	05/15/98	06/14/98	1,765.00			D	P
	RC		1998	001	05/15/98	06/30/98	1,765.00-		4044	P	P
	RI		2018	001	05/28/98	06/27/98	500.00	200.00		D	R
	RC		2018	001	05/28/98	06/30/98	300.00-		4044	P	P
				USD		Total	2,265.00	200.00			

Opt 1=Inv 2=JE 5=Dtl F2=Formats F9=NS F16=Age&Sts F21=Prt F24=More MW

► **To enter balance forward receipts**

On Receipts Entry

1. Display the open items for the customer or parent account (optional).
2. Complete the following fields:
 - Receipt/Item Number
 - Receipt/Item Amount
 - Receipt/Item Date
 - Deposit Date (G/L)
3. On a blank line, type B (balance forward) in the following field:
 - Type Input
4. Complete the following fields:
 - Amount Applied
 - Account Number
5. Do one of the following:
 - In WorldSoftware, press Enter
 - In WorldVision, click Add
6. Access Customer Ledger Inquiry to view the results.

Entering Unapplied Receipts

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

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

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

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

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

Example: Unapplied Receipt

In the following example, receipt number 4192 is received July 26, 1998 in the amount of 1,500. There is no invoice for the exact amount.

[03103] - Receipts Entry (Heads Up)

Functions Tools Help

Mode (F) Couriers Express USD Prev Recpt 4044

Display Acct Co

Recpt/Item Number Batch Number

Recpt/Item Amount Bank Account

Recpt/Item Date Remark

Deposit Date (G/L) Currency Code

Skip to Due Date Exchange Rate

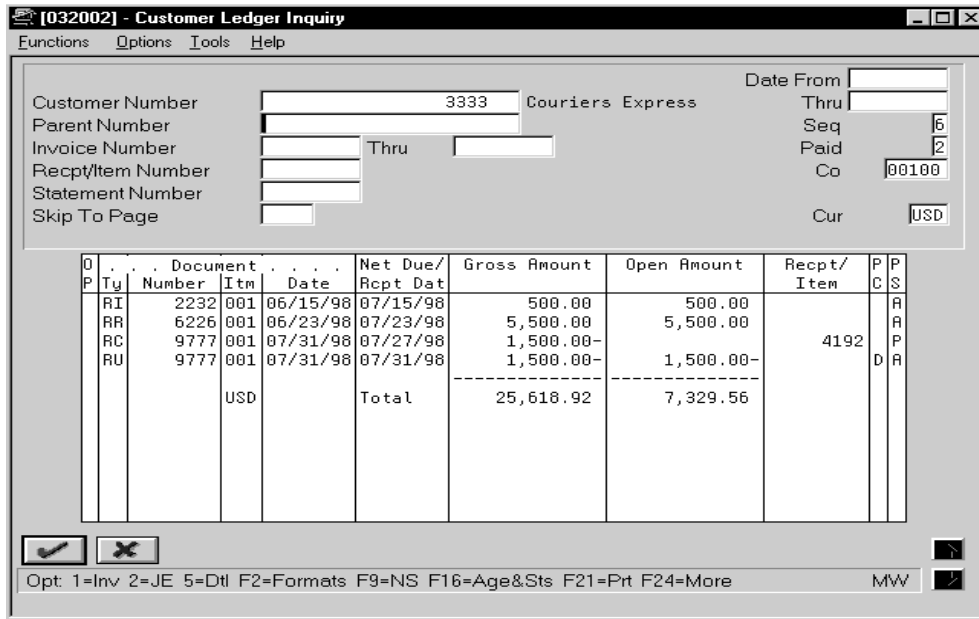
Remaining on Recpt

T	Amount Applied	Discount Taken	Account Number	Invoice Number	Pay Itm	Do Ty	Net Due Date	Gross Amount
	200.00		3333	2018	001	RI	06/27/98	500.00
	550.00		3333	2046	001	RI	07/01/98	550.00
	1,000.00		3333	2055	001	RI	07/03/98	1,000.00
	500.00		3333	2232	001	RI	07/15/98	500.00
	50.00		3333	2027	001	RI	07/20/98	4,500.00
	957.25		3333	2038	001	RI	07/21/98	957.25
	45.00		3333	2045	001	RI	07/23/98	45.00
	5,500.00		3333	6226	001	RR	07/23/98	5,500.00
	59.36		3333	2044	001	RI	07/30/98	59.36
	57.95		3333	68116	000	RB	07/31/98	57.95
U	1500.00		3333					

F4=Detail F15=Account Inq F16=Ledger Inq F18=Parent Inq F19=Statement Inq MW

Manual Receipts Processing

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



► To enter unapplied receipts

On Receipts Entry

1. Display the open items for the customer or parent account.
2. Complete the following fields:
 - Receipt/Item Number
 - Receipt/Item Amount
 - Receipt/Item Date
 - Deposit Date (G/L)
3. On a blank line, type U (unapplied) in the following field:
 - Type Input
4. Complete the following fields:
 - Amount Applied
 - Account Number
5. Do one of the following:
 - In WorldSoftware, press Enter
 - In WorldVision, click Add
6. Access Customer Ledger Inquiry to view the results.

Creating Chargeback Invoices

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

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

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

Example: Chargeback Invoice

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

Receipt number 4305 is received on July 31, 1998 in the amount of 45. The associated invoice number is 2044.

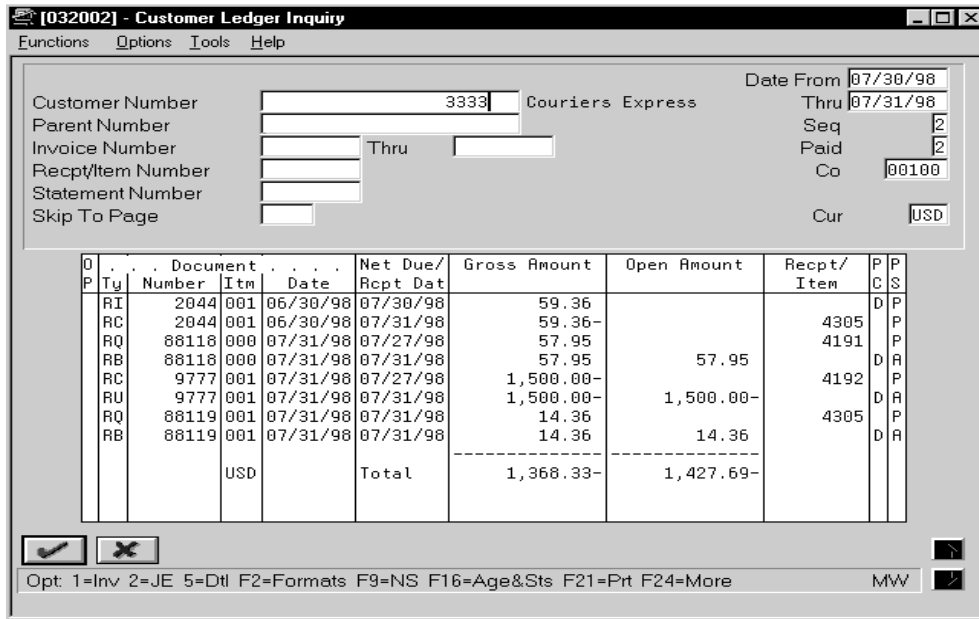
The screenshot shows the 'Receipts Entry (Heads Up)' window with the following details:

- Mode (F): Couriers Express
- USD Prev Recpt: 4192
- Display Acct: 3333 Co: 00100
- Batch Number: 6066976
- Bank Account: [Empty]
- Remark: [Empty]
- Currency Code: USD
- Exchange Rate: [Empty]
- Recpt/Item Number: 4305
- Recpt/Item Amount: 45.00
- Receipt/Item Date: 073198
- Deposit Date (G/L): 073198
- Skip to Due Date: [Empty]
- Remaining on Recpt: [Empty]

T	Amount Applied	Discount Taken	Account Number	Invoice Number	Pay Itm	Do Ty	Net Due Date	Gross Amount
I	200.00		3333	2018	001	RI	06/27/98	500.00
	550.00		3333	2046	001	RI	07/01/98	550.00
	1,000.00		3333	2055	001	RI	07/03/98	1,000.00
	500.00		3333	2232	001	RI	07/15/98	500.00
	50.00		3333	2027	001	RI	07/20/98	4,500.00
	957.25		3333	2038	001	RI	07/21/98	957.25
	45.00		3333	2045	001	RI	07/23/98	45.00
	5,500.00		3333	6226	001	RR	07/23/98	5,500.00
I	59.36		3333	2044	001	RI	07/30/98	59.36
	1,500.00-		3333	9777	001	RU	07/31/98	1,500.00-
	57.95		3333	88118	000	RB	07/31/98	57.95
C	14.36-		3333					

Footer: F4=Detail F15=Account Inq F16=Ledger Inq F18=Parent Inq F19=Statement Inq MW

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



► To create chargeback invoices

On Receipts Entry

1. Display the open items for the customer or parent account.
2. Complete the following fields:
 - Receipt/Item Number
 - Receipt/Item Amount
 - Receipt/Item Date
 - Deposit Date (G/L)
3. Type I (invoice match) in the following field next to the original invoice:
 - Type Input
4. On a blank line, type C (chargeback invoice) in the following field:
 - Type Input
5. Complete the following field with a negative amount for the difference:
 - Amount Applied
6. Complete the following field:
 - Account Number
7. Access the detail area.

8. Complete the following optional fields:
 - Original Document Number
 - Original Document Type
 - Pay Item
 - Document Company
9. Do one of the following to create an audit trail to the original invoice:
 - In WorldSoftware, press Enter
 - In WorldVision, click Add
10. Access Customer Ledger Inquiry to view the results.

What You Should Know About

Determining the due date for chargebacks

Use the processing options to specify how the system determines the due dates for chargebacks.

Entering Receipts with Write-Offs

When you enter an invoice match receipt and no open balance remains on the invoice, you can have the system automatically write it off to close the invoice. For example, you might receive a payment from a customer that is slightly less than the associated invoice. Instead of creating a chargeback invoice for the difference or leaving the amount open, you might find it in the best interest of your relationship with the customer to write off the minor amount.

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

- BD (Bad debt)
- MW (Minor amount write-off)
- DC (Damage credit adjustment)
- TF (Tax/freight adjustment)

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

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

- RC (Receipt)
- RA (Adjustment)

Example: Invoice Match Receipt with Write-Off

In the following example, receipt number 4282 is received in the amount of 40 on July 28, 1998. The associated invoice number is 2045.

T	Amount Applied	Discount Taken	Account Number	Invoice Number	Pay Itm	Do Ty	Net Due Date	Gross Amount
W	40.00		3333	2045 001	RI		07/23/98	45.00
						Co	00100	Inv Date 06/23/98
								Subledger Stm
								Curr USD Doc Co 00100
	5,500.00		3333	6226 001	RR		07/23/98	5,500.00
						Co	00100	Inv Date 06/23/98
								Subledger Stm
								Curr USD Doc Co 00100
	1,500.00-		3333	9777 001	RU		07/31/98	1,500.00-
						Co	00100	Inv Date 07/31/98
								Subledger Stm
								Curr USD Doc Co 00100

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

[032002] - Customer Ledger Inquiry

Functions Options Tools Help

Customer Number: 3333 Couriers Express Date From: []
 Parent Number: [] Thru: [] Seq: [6]
 Invoice Number: [] Thru: [] Paid: [2]
 Recpt/Item Number: [] Co: [00100]
 Statement Number: [] Cur: [USD]
 Skip To Page: []

O	P	Ty	Document Number	Itm	Date	Net Due/ Rcpt Dat	Gross Amount	Open Amount	Recpt/ Item	P	C	S
	RC		2041	001	07/08/98	07/27/98	5,795.00-		4191	P		P
	RI		2043	001	07/08/98	06/07/98				D		P
	RE		2043	001	07/08/98		9,750.00-			D		P
	RI		2044	001	06/30/98	07/30/98	59.36			D		P
	RC		2044	001	06/30/98	07/31/98	59.36-		4305	P		P
	RI		2045	001	06/23/98	07/23/98	45.00			D		P
	RA		2045	001	06/23/98	07/28/98	5.00-		4282	P		P
	RC		2045	001	06/23/98	07/28/98	40.00-		4282	P		P
	RI		2046	001	06/01/98	07/01/98	550.00	550.00		D		A
	RI		2055	001	06/03/98	07/03/98	1,000.00	1,000.00		D		A
	RI		2155	001	06/25/98	07/25/98	5,875.00			D		P
	RC		2155	001	06/25/98	07/24/98	5,816.25-		4102	P		P

Opt 1=Inv 2=JE 5=Dtl F2=Formats F9=NS F16=Age&Sts F21=Prv F24=More MW

► **To enter receipts with write-offs**

On Receipts Entry

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

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

Entering Receipt Adjustments

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

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

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

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

Example: Receipt Adjustment

In the following example, an adjustment of 14.36 is made to invoice 88064 on July 31, 1998.

[03103] - Receipts Entry (Heads Up)

Functions Tools Help

Mode (F) Couriers Express USD Prev Recpt

Display Acct Co

Recpt/Item Number Batch Number

Recpt/Item Amount Bank Account

Receipt/Item Date Remark

Deposit Date (G/L) Currency Code

Skip to Due Date Exchange Rate

Remaining on Recpt

T	Amount Applied	Discount Taken	Account Number	Invoice Number	Pay Itm	Do Ty	Net Due Date	Gross Amount
A	14.36		3333	88119 001	RB		07/31/98	14.36
Remark Ref: RI 2041 001				Offset	Co	00100	Inv Date	07/31/98
G/L Acct				Subledger			Stm	
Reas MW BU		Orig Doc				Curr USD Doc Co	00100	
Remark				Offset	Co		Inv Date	
G/L Acct				Subledger			Stm	
Reas BU		Orig Doc				Curr Doc Co		
Remark				Offset	Co		Inv Date	
G/L Acct				Subledger			Stm	
Reas BU		Orig Doc				Curr Doc Co		

F4=Detail F15=Account Inq F16=Ledger Inq F18=Parent Inq F19=Statement Inq MW

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

[03103] - Receipts Entry (Heads Up)

Functions Tools Help

Mode (F) Couriers Express USD Prev Recpt

Display Acct Co

Recpt/Item Number Batch Number

Recpt/Item Amount Bank Account

Receipt/Item Date Remark

Deposit Date (G/L) Currency Code

Skip to Due Date Exchange Rate

Remaining on Recpt

T	Amount Applied	Discount Taken	Account Number	Invoice Number	Pay Itm	Do Ty	Net Due Date	Gross Amount
A	14.36		3333	88119 001	RB		07/31/98	14.36
Remark Ref: RI 2041 001				Offset	Co	00100	Inv Date	07/31/98
G/L Acct				Subledger			Stm	
Reas MW BU		Orig Doc				Curr USD Doc Co	00100	
Remark				Offset	Co		Inv Date	
G/L Acct				Subledger			Stm	
Reas BU		Orig Doc				Curr Doc Co		
Remark				Offset	Co		Inv Date	
G/L Acct				Subledger			Stm	
Reas BU		Orig Doc				Curr Doc Co		

F4=Detail F15=Account Inq F16=Ledger Inq F18=Parent Inq F19=Statement Inq MW

▶ To enter receipt adjustments

On Receipts Entry

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

Entering "G" Type Receipts

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

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

When you enter a G type receipt, the system:

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

Example: "G" Type Receipt

In this example, a rebate is received from ABC Supply Company in the amount of 500. This is associated with receipt number 50152 dated July 27, 1998. The G/L account 90.9160 is credited with this amount.

[03103] - Receipts Entry (Heads Up)

Functions Tools Help

Mode (F) Couriers Express USD Prev Recpt 88064

Display Acct 3333 Co 00100

Recpt/Item Number 50152 Batch Number 6067002

Recpt/Item Amount 500.00 Bank Account

Receipt/Item Date 072798 Remark

Deposit Date (G/L) 073198 Currency Code USD

Skip to Due Date Exchange Rate

Remaining on Recpt

T	Amount Applied	Discount Taken	Account Number	Invoice Number	Pay Itm	Do Ty	Net Due Date	Gross Amount
G	500.00							
Remark Rebate from ABC Supply				Offset	Co		Inv Date	
G/L Acct 90.9160				Subledger			Stm	
Reas BU						Curr	Doc Co	
Orig Doc								
Remark				Offset	Co		Inv Date	
G/L Acct				Subledger			Stm	
Reas BU						Curr	Doc Co	
Orig Doc								
Remark				Offset	Co		Inv Date	
G/L Acct				Subledger			Stm	
Reas BU						Curr	Doc Co	
Orig Doc								

F13 F17

F4=Detail F15=Account Inq F16=Ledger Inq F18=Parent Inq F19=Statement Inq MW

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

[032002] - Customer Ledger Inquiry

Functions Options Tools Help

Customer Number [] Date From []
 Parent Number [] Thru []
 Invoice Number [] Thru [] Seq [6]
 Recpt/Item Number [50152] Paid [2]
 Statement Number [] Co [*]
 Skip To Page [] Cur [USD]

P	Ty	Document Number	Itm	Date	Net Due/ Rcpt Dat	Gross Amount	Open Amount	Recpt/ Item	P	C	S
	RC	50152	001		07/27/98	500.00-		50152			P
					Total	500.00-					

Opt: 1=Inv 2=JE 5=Dtl F2=Formats F9=NS F16=Age&Sts F21=Prt F24=More MW

► **To enter “G” type receipts**

On Receipts Entry

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

5. Do one of the following:
 - In WorldSoftware, press Enter
 - In WorldVision, click Add



Exercises

See the exercises for this chapter.

Test Yourself: Working with Other Types of Receipts

1. If you enter a reimbursement for overpayment from Clark Office Supplies, what type of input code do you use?
 - a. G
 - b. I
 - c. A
 - d. U

2. What happens to the customer's account balance when you enter an unapplied receipt?
 - a. Nothing. The receipt is applied to a miscellaneous account number.
 - b. The customer's total amount open is reduced by the receipt amount.
 - c. The oldest outstanding invoices are matched and paid first.
 - d. A chargeback invoice is automatically created for the customer.

3. What type of input code do you use when you create RB (chargeback invoice) and RQ (chargeback amount) documents?
 - a. I
 - b. C
 - c. W
 - d. D

4. If you write off a 5.00 amount with a reason code that indicates a bad debt, what document type does the system create?
 - a. RA
 - b. RW
 - c. RC
 - d. RO

Test Yourself: Working with Other Types of Receipts (continued)

5. What happens to the customer's account when you enter a balance forward receipt?
 - a. The customer's total open amount is reduced by the receipt amount.
 - b. The oldest outstanding invoices are matched and paid first.
 - c. Nothing. The receipt is applied to a miscellaneous account number.
 - d. The system automatically creates a chargeback invoice.

6. True or False

You enter and post an unapplied receipt. The receipt does not affect any specific customer account.

The answers are in *Appendix B*.

Processing Options

Processing Options for Receipts Entry

Default Processing:

1. Enter a default Type Input of I, 1 or 2 to automatically allocate the check amount to open invoices. _____
Note: This feature is available when the receipt amount has been entered prior to performing a ledger display.
2. Enter a '1' to override the remark on the applied invoice records with the header remark. _____
3. Enter a '1' to automatically assign receipt numbers. _____
4. Enter the default Payment Status for Chargebacks. Leave blank to use the data dictionary default value. _____
5. Enter a '1' to create chargebacks with the invoice and net due dates of the original invoice. If original invoice information is not entered or the option is blank, these dates will default from the receipt G/L date. _____
6. Enter a '1' to summarize pay items by invoice number and due date when doing a ledger inquiry. _____

Write-Offs:

7. Enter amounts and reason codes to control limitations of write-offs:

Maximum automatic write-off _____
Adjustment reason _____

Maximum automatic CREDIT write-off. _____
(enter as a negative number)
Adjustment reason _____

Maximum manual write-off. _____

Maximum manual CREDIT write-off _____
(enter as a negative number)

Discount Taken Options:

8. Enter '1' to allow discount taken to be greater than discount available. _____
(Never allowed in summary mode.)

Accounts Receivable

9. Enter a '1' to allow for discounts when performing spreads. _____

10. Enter a '1' to allow for discounts when performing balance forwards. _____

11. Enter a '1' to allow discounts greater than applied amount. _____

Optional Edits:

12. Enter a '1' to prohibit spreads. _____

13. Enter a '1' to prohibit adjustments. _____

14. Enter a '1' to prohibit the NSF and reverse functions on unposted receipts. _____

15. Enter a '1' to only allow payment of invoices with a Pay Status of 'A' (approved). _____

16. Enter a value to select invoice overpayment edit processing:
' ' = No Edit
'1' = Warning
'2' = Error _____

Format Control:

17. Select the entry method:
' ' = "Heads Up" entry
'1' = "Heads Down" entry _____

18. Select the Skip To value:
' ' = Skip To using Net Due Date
'1' = Skip To using Invoice Number _____

19. Enter a '1' to allow display and update of the following fields:
Payment Instrument _____
Value Date _____

20. Enter a '1' for 2 cycle data entry. _____

21. Enter sequence numbers (1-8) to indicate which formats will appear and in what order when using the format selection function key.

Net Due Date/Gross Amount. _____
Discount Due Date/Gross Amount _____
Days Until Discount/Gross Amount _____
Invoice Date/Gross Amount. _____
Net Due Date/Asset Item. _____
Discount Due Date/Asset Item _____
Days Until Discount/Asset Item _____
Invoice Date/Asset Item. _____

Field Clearing Control:

22. Enter a '1' to retain the entered value in each field after acceptance of each transaction:

- Display Acct _____
- Company. _____
- G/L Bank Account _____
- Receipt Date _____
- Remark _____
- G/L Date _____
- Value/Cleared Date _____
- Currency Code. _____
- Exchange Rate. _____
- Mode (F) _____
- Payment Instrument. _____
- Due Date (drafts). _____
- Bank Name (drafts) _____

Currency Processing:

23. Enter a '1' to edit the exchange rate Effective Date Period against the G/L Period for the transaction.

Journal Entry Creation:

24. Select G/L Cash Entries Method:
 ' ' = Create summary total J.E.'s
 '1' = Create detail J.E.'s, (one J.E. for each deposit item.)

Note: If G/L Intercompany Settlement constant is set to 'D' or '2', or the A/R Offset Method constant is set to 'Y', cash entries will always be created in detail.

Draft Processing:

25. Enter a '1' to process drafts. Leave blank for normal mode.

Note: Normal cash receipts can not be entered in draft mode. If you do both receipt processing and draft processing, you will need to set up two versions, one in draft mode and one in normal mode.

The following options only apply if draft mode is turned on in option 25.

26. Enter a '1' to process customer generated drafts (BOR or BOC). Leave blank to process supplier generated drafts (LCR or LCC) and validate the draft number entered against the assigned draft number.

27. Enter a '1' to allow entry of the alpha name.

28. Enter the default Payment Instrument for drafts WITH bank account numbers. (LCR or BOR)

29. Enter the default Payment Instrument for drafts WITHOUT bank account numbers. (LCC or BOC)

30. Enter the override Drafts Receivable short account number. _____

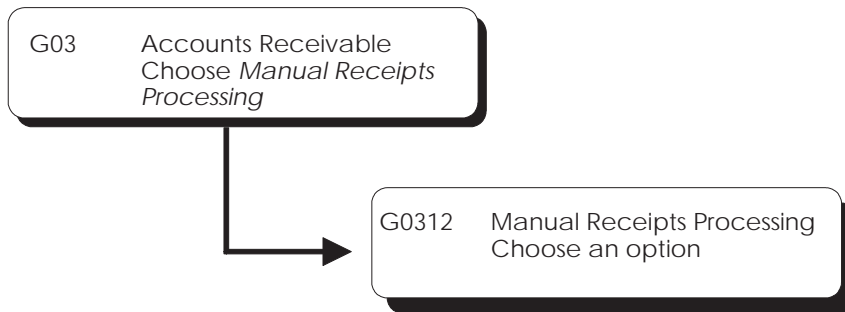
Note: If an account is not entered, it will be assigned from the AAI's Drafts Receivable account (RD1x, where x is the Payment Instrument).

What You Should Know About Processing Options

Default input type (1) This is similar to the Balance Forward method.

Summarized pay items (5) You can also use a function key to toggle summarized pay items.

Approve and Post Receipts



Approving and Posting Receipts

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

- Reviewing and approving receipts for posting
- Posting A/R receipts

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

Reviewing and Approving Receipts for Posting

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

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

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

Receipts journal information is maintained in the following tables:

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

Before You Begin

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

App	Batch Number	Ty	Date	Difference Input Total	Documents	Status	User
	6069413	R	04/30/96	48,930,826-	1-	Approv	CW902004T
	4124	R	11/04/93	400,000	1-	Pendin	DEMO
	4327	R	11/19/93	196,217-	1-	Pendin	DEMO
	4675	R	03/27/95	7,409,280-	1-	Approv	DEMO
	76759	R	03/27/95	500,000-	1-	Approv	DEMO
	81680	R	04/17/95	3,500	1-	Approv	DEMO

See Also

- *Reviewing and Approving Invoices (P00201)*

Posting Receipts

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

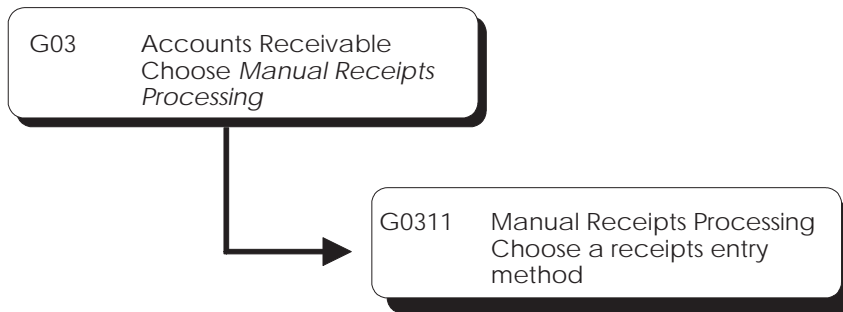
- Selects unposted receipts from the A/R Ledger table (F0311)
- Edits and verifies each transaction
- Creates bank deposit records in the Account Ledger table
- Posts accepted transactions to the Account Balances table (F0902)
- Creates automatic offsets to A/R offset accounts in the Account Ledger table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

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

See Also

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

Work with Alternate Methods of Application



Working with Alternate Methods of Application

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

Working with alternate methods of application consists of:

- Choosing a group of invoices
- Allocating a receipt automatically
- Spreading a receipt amount
- Transferring an unapplied receipt to a new account

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

What You Should Know About

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

See Reversing NSF Receipts.

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

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

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

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

Select the appropriate open items and apply the receipt.

Choosing a Group of Invoices

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

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

► **To choose a group of invoices**

On Receipts Entry

1. Complete the following fields:

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

Do not press Enter.

2. Choose the Ledger Inquiry function.

The screenshot shows a window titled "[032002] - Customer Ledger Inquiry". It contains a form with the following fields: Customer Number (3030), Carriage Creations, Date From, Thru, Seq (6), Paid (0), Co (00100), Cur (USD), Invoice Number (2047), and Thru (2070). Below the form is a table with the following data:

Document	Net Due/Rcpt Dat	Gross Amount	Open Amount	Receipt/Item	P	C	S
RI 2047 001 04/12/98 05/12/98		2,175.00	2,175.00		D	A	
RI 2052 001 05/14/98 06/13/98		1,500.00	1,500.00		D	A	
RI 2054 001 05/14/98 05/14/98		1,610.00	1,610.00		D	A	
RI 2058 001 05/17/98 06/16/98		2,200.00	2,200.00		D	A	
RI 2062 001 05/18/98 06/17/98		250.00	250.00		D	A	
RI 2065 001 06/01/98 07/01/98		5,875.00	5,875.00		D	A	
RI 2070 001 06/15/98 06/15/98		300.00	300.00		D	A	
USD Total		13,910.00	13,910.00				

At the bottom of the window, there are options: Opt: 1=Inv 2=JE 5=Dtl F2=Formats F9=NS F16=Age&Sts F21=Prt F24=More and a MW button.

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

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

4. Type 4 next to each invoice, or choose the to select all receipts and press Enter.

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

5. Return to Receipts Entry.

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

6. To finish applying the receipt, do one of the following:
 - In WorldSoftware, press Enter
 - In WorldVision, click Add



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

- Account Ledger
- Ledger Inquiry
- Parent Inquiry
- Statement Inquiry

What You Should Know About

Selecting a parent/child account

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

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

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

Summarized invoices

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

Viewing the status of a receipt

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

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

- Customer Ledger Inquiry
- Receipts Entry
- Statement Selection

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

Allocating a Receipt Automatically

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

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

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

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

► To allocate a receipt automatically

On Receipts Entry

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

Spreading a Receipt Amount

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

You can:

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

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

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

Example: Spreading a Receipt Amount

In the following example, receipt number 9777 is spread from credit (unapplied receipt) to a debit.

[03103] - Receipts Entry (Heads Up)

Functions Tools Help

Mode (F) Couriers Express USD Prev Recpt

Display Acct Co

Recpt/Item Number Batch Number

Recpt/Item Amount Bank Account

Receipt/Item Date Remark

Deposit Date (G/L) Currency Code

Skip to Due Date Exchange Rate

Remaining on Recpt

T	Amount Applied	Discount Taken	Account Number	Invoice Number	Pay Itm	Do Ty	Net Due Date	Gross Amount
I	200.00		3333	2018	001	RI	06/27/98	500.00
	550.00		3333	2046	001	RI	07/01/98	550.00
S	1,000.00		3333	2055	001	RI	07/03/98	1,000.00
S	500.00		3333	2232	001	RI	07/15/98	500.00
	50.00		3333	2027	001	RI	07/20/98	4,500.00
	957.25		3333	2038	001	RI	07/21/98	957.25
	5,500.00		3333	6226	001	RR	07/23/98	5,500.00
S	1,500.00-		3333	9777	001	RU	07/31/98	1,500.00-
	57.95		3333	88118	000	RB	07/31/98	57.95

F4=Detail F15=Account Inq F16=Ledger Inq F18=Parent Inq F19=Statement Inq MW

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

[032002] - Customer Ledger Inquiry

Functions Options Tools Help

Customer Number Couriers Express Date From

Parent Number Thru

Invoice Number Thru Seq

Recpt/Item Number Co Paid

Statement Number Cur

Skip To Page

Q	P	Ty	Document Number	Itm	Date	Net Due/Rcpt Dat	Gross Amount	Open Amount	Recpt/Item	P	C	S
	RS		2055	001	06/03/98	07/31/98	1,000.00-		9777			P
	RS		2232	001	06/15/98	07/31/98	500.00-		9777			P
	RS		9777	001	07/31/98	07/31/98	1,500.00		9777			P
				USD		Total						

Opt: 1=Inv 2=JE 5=Dtl F2=Formats F9=NS F16=Age&Sts F21=Prt F24=More MW

Accounts Receivable

In this example, receipt number 627 is spread from account 3003 to account 3005.

[03103] - Receipts Entry (Heads Up)

Functions Tools Help

Mode (F) Central Specialty Store USD Prev Recpt 9777

Display Acct 3003 Co 100

Recpt/Item Number 627 Batch Number 6067008

Recpt/Item Amount Bank Account

Receipt/Item Date 063098 Remark

Deposit Date (G/L) 063098 Currency Code USD

Skip to Due Date Exchange Rate

Remaining on Recpt On Credit Hold per R

T	Amount Applied	Discount Taken	Account Number	Invoice Number	Pay Itm	Do Ty	Net Due Date	Gross Amount
I	1,732.50	17.50	3003	613000	RI	03/12/98		1,750.00
	2,153.25	21.75	3003	602000	RI	05/12/98		2,175.00
	5,816.25	58.75	3003	627000	RI	05/31/98		5,875.00
S	5,000.00-		3003	627000	RI	05/31/98		5,000.00-
	7,128.00	72.00	3003	980504000	RI	06/12/98		7,200.00
	2,475.00	25.00	3003	610000	RI	07/15/98		2,500.00
	300.00		3003	761*	RI	07/20/98		300.00
S	297.00	3.00	3003	763000	RI	07/20/98		300.00
	5000.00		3005	2075				

F4=Detail F15=Account Inq F16=Ledger Inq F18=Parent Inq F19=Statement Inq MW

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

[032002] - Customer Ledger Inquiry

Functions Options Tools Help

Customer Number 3005 Centralized Apparel Date From

Parent Number 3001 Centrum Incorporated Thru

Invoice Number Thru

Recpt/Item Number

Statement Number

Skip To Page

Seq 6

Paid 2

Co 00100

Cur USD

O	P	Document Ty	Number	Itm	Date	Net Due/ Rcpt Dat	Gross Amount	Open Amount	Recpt/ Item	P	S
	RI	2075	001	06/10/98	07/10/98		6,000.00	1,000.00			
	RS	2075	001	06/10/98	06/30/98		5,000.00-		627		
				USD	Total		6,000.00	1,000.00			

Opt: 1=Inv 2=JE 5=Dtl F2=Formats F9=NS F16=Age&Sts F21=Prt F24=More MW

▶ **To spread a credit to a debit**

On Receipts Entry

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

This creates an audit trail for the original receipt.
4. Complete the following field if you are applying a partial payment, or leave it blank:
 - Receipt/Item Amount
5. Complete the following fields:
 - Receipt/Item Date
 - Deposit Date (G/L)
6. Type S (spread) in the following field next to the appropriate RU or RM document:
 - Type Input
7. Do one of the following:
 - In WorldSoftware, press Enter
 - In WorldVision, click Add
8. Access Customer Ledger Inquiry to view the results.

▶ **To spread an amount from one account to another**

On Receipts Entry

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

This must be a positive number.

 - Account Number

This is the address book number of the new account.

 - Invoice Number

This is the invoice number from the new account.
6. Do one of the following:
 - In WorldSoftware, press Enter
 - In WorldVision, click Add
7. Access Customer Ledger Inquiry to view the results.

Transferring an Unapplied Receipt to a New Account

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

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

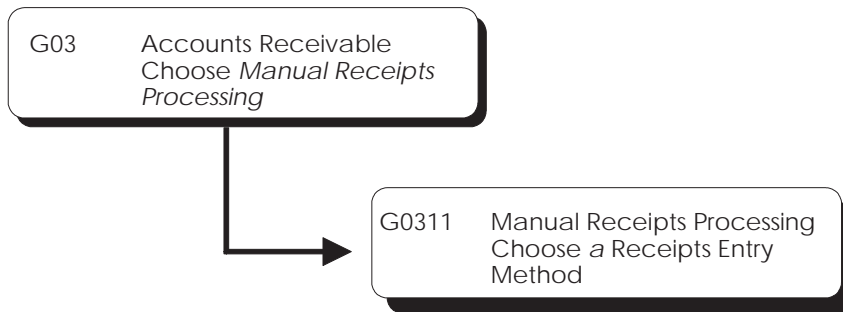
▶ **To transfer an unapplied receipt to a new account**

On Receipts Entry

1. Display the open amounts for the customer.
2. Complete the following field using the number of the RU or RM document:
 - Receipt/Item Number
3. Complete the following fields:
 - Receipt/Item Date
 - Deposit Date (G/L)
4. Type I (invoice match) in the following field next to the appropriate document:
 - Type Input
5. On a blank line, complete the following fields:
 - Type Input
This is U for unapplied.
 - Amount Applied
This must be a positive number.
 - Account Number
This is the address book number for the new account.
6. Access the detail area (optional).

7. Complete the following field:
 - Company
8. Do one of the following:
 - In WorldSoftware, press Enter
 - In WorldVision, click Add
9. Access Customer Ledger Inquiry to view the results.

Revise Receipts



Revising Receipts

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

Revising receipts consists of:

- Voiding a receipt
- Creating an NSF receipt

What You Should Know About

Changing an unposted receipt	<p>Use Receipts Entry to change an unposted receipt. You can change the following information:</p> <ul style="list-style-type: none">• Receipt date• Receipt amount• Amount applied• Remark <p>To change any other information, you must delete the receipt and re-enter it.</p>
Reversing an unposted receipt	<p>Use Receipts Entry to automatically reverse an unposted receipt and restore the open amount of the original invoice or pay item. To do so, locate the receipt. Then, using the Change action, choose the Automatic Reversing Entries function.</p> <p>When you reverse an unposted receipt, no audit trail exists.</p>
Deleting unposted receipts	<p>Use Receipts Entry to delete an unposted receipt. When you delete an unposted receipt, there is no audit trail.</p> <p>You cannot delete a posted receipt. You must void it and apply it to the correct invoice.</p>
Choosing the appropriate receipt	<p>Use Receipts Entry to locate a receipt number that exists in several batches. You can access a window to view all batches that include a specific receipt number. You can then choose the appropriate receipt.</p>

Voiding a Receipt

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

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

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

▶ **To void a receipt**

On Receipts Entry

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

Creating an NSF Receipt

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

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

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

For posted receipts, the system:

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

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

▶ **To reverse an NSF receipt**

On Receipts Entry

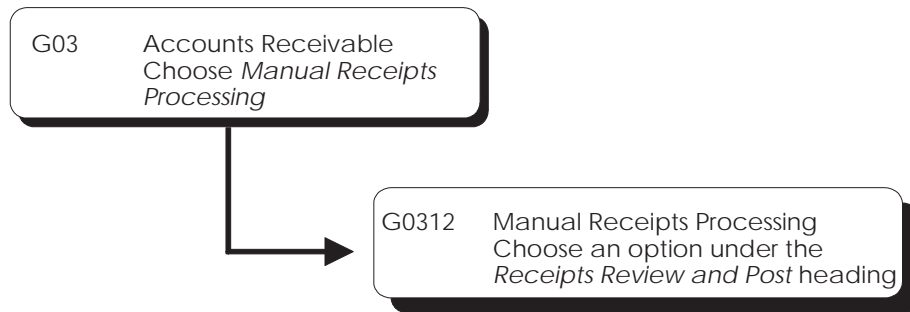
1. Locate the receipt.
2. Use the Change action and press F17 to reverse the NSF receipt.
3. If a field is highlighted because of a warning, press F17 again.
4. Access Customer Ledger Inquiry to view the results.



Exercises

See the exercises for this chapter.

Print Receipt Information



Printing Receipt Information

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

Printing receipt information consists of:

- Printing the Receipts Journal
- Printing the Receipt Deposit Journal

Printing the Receipts Journal

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

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

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

Before You Begin

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

What You Should Know About

Multi-Currency

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

03311		User - DEMO		J.D. Edwards & Company		Page - 2	
		Batch Number - 4124		Cash Receipts & Adjustments Journal		Date - 4/17/98	
		Batch Date - 01/07/98		Batch Numbers, Bank Number			
		Bank Account - 00026267		First Interstate Bank			
		Base Currency - USD		U.S. Dollar			

Chk/Item	Date	Co	Name	T Address Number	Amounts	RS P	Cur	Foreign
Check	Check		Remark	I Inv/Pay Item or G/L Acct	Receipts	Adjustments	Cod	Amount
G/L					Discount	CD C		Discount
1	01/07/98	00150	Abernathy & Hitch	4175				
	01/07/98		Sec Deposit Refund Adjustment A	9012 000		4,000.00- RF	USD	
Check/Item Total (Offset)						4,000.00-		
Bank Acct Total - Gross/Posted								
- Discount/Unposted						4,000.00-		
Batch Total - Gross/Posted								
- Discount/Unposted						4,000.00-		

Processing Options for Cash Receipts and Adjustments Journal Report

Detail Account Format:

- Select the account number to print: _____

- '1' = account number;
- '2' = short account ID;
- '3' = unstructured account;
- '4' = (default) number entered during input.

NOTE: This refers to the G/L Account number in the body of the report, not to the bank account in the header of the report.

Heading Account Format:

- Select the account number to print: _____

- '1' = account number;
- '2' = short account ID;
- '3' = unstructured account.

NOTE: This refers to the G/L Bank

Account that appears in the heading, not the account that appears in the detail portion of the screen.

Data Sequence for Receipts Journal

The system prints the transactions in the following mandatory sequence:

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

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

Printing the Receipt Deposit Journal

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

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

Before You Begin

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

What You Should Know About

Multi-Currency

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

Accounts Receivable

03408		J.D. Edwards & Company Check Deposit Register		Date - 4/17/98	
G/L Bank Account		100.1110.BEAR	Bear Creek National Bank		
Currency Code					
Transit/Account		/			
Number	Customer Name/Remark	Check Number	Amount of Check	Cur Cod	G/L Date
4245	Cloud Nine Health Supply	6543	44,269.20-	USD	05/12/97
4245	Cloud Nine Health Supply	48551	111,031.20-	USD	06/18/97
4245	Cloud Nine Health Supply	65416	61,543.80-	USD	06/15/97
4245	Cloud Nine Health Supply	95124	69,285.60-	USD	08/10/97
4245	Cloud Nine Health Supply	264597	82,510.20-	USD	09/24/97
4245	Cloud Nine Health Supply	456828	52,020.00-	USD	10/15/97
4245	Cloud Nine Health Supply	845641	146,663.10-	USD	11/16/97
4245	Cloud Nine Health Supply	94561	61,500.00-	USD	12/20/97
4245	Cloud Nine Health Supply	954144	57,000.00-	USD	01/21/98
4245	Cloud Nine Health Supply	9464332	80,884.00-	USD	02/11/98
4245	Cloud Nine Health Supply	122561	61,848.00-	USD	03/14/98
4245	Cloud Nine Health Supply	653265	52,500.00-	USD	04/15/98
4245	Cloud Nine Health Supply	456413	115,891.20-	USD	05/16/98
4245	Cloud Nine Health Supply	48945	150,627.60-	USD	06/10/98
4245	Cloud Nine Health Supply	654987	52,020.00-	USD	10/15/97
3003	Central Specialty Store	9825	5,000.00-	USD	05/31/98

Processing Options for Receipt Deposit Journal

Batch Date Range:

1. Enter the FROM Batch date. Receipts processed on or after this date will be included in the listing. If left blank, the current system date will be used. _____
2. Enter the TO Batch date. Receipts processed up to and including this date will be included in the listing. If left blank, the current system date will be used. _____

Data Selection and Sequence for Receipt Deposit Journal

Changing the data selection can cause unexpected results.

If you set up a new version:

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



Automatic Receipts Processing

Objectives

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

About Automatic Receipts Processing

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

Automatic receipts processing consists of:

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

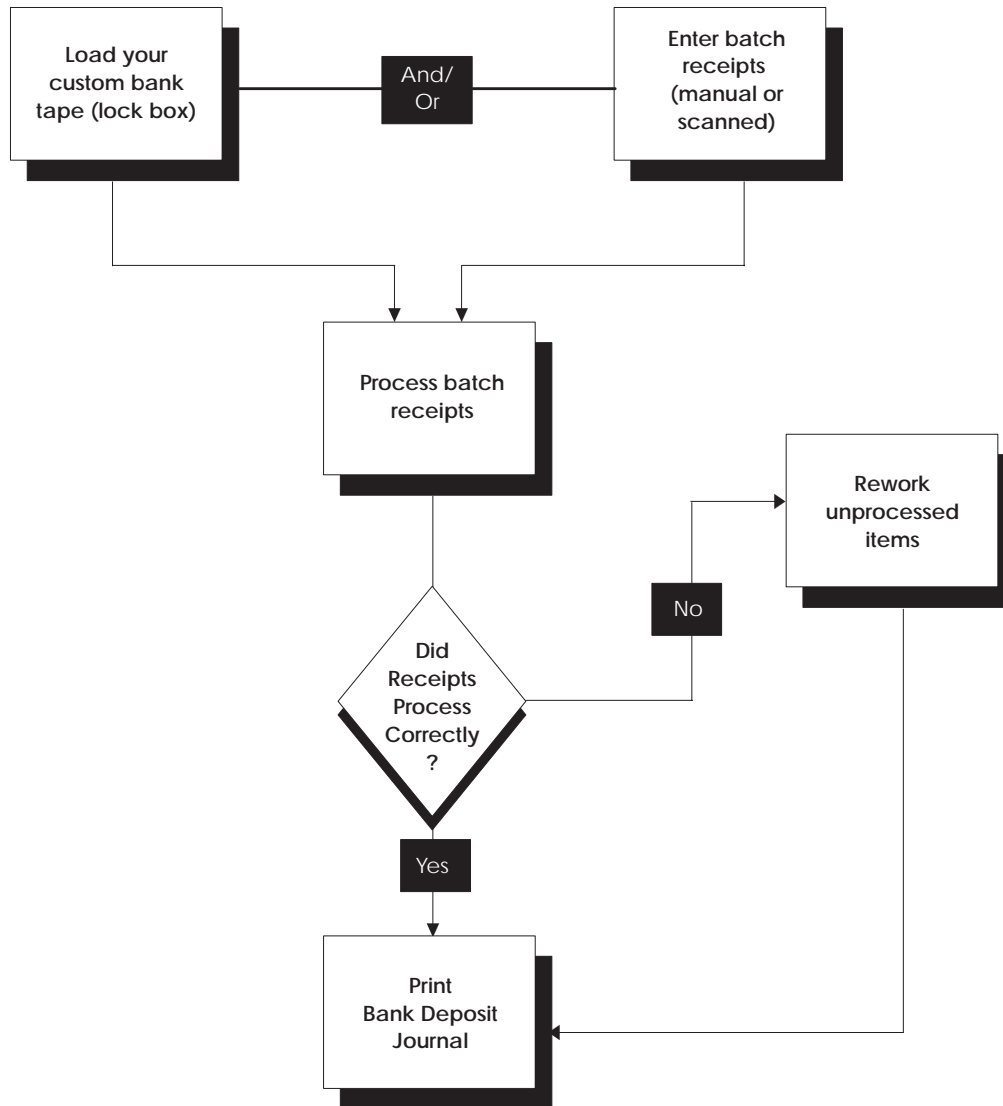
What Is the Purpose of Batch Receipts?

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

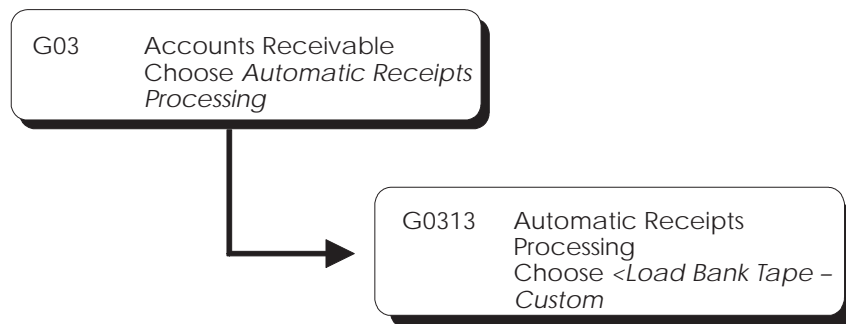
When you enter batch receipts, the system stores them in a temporary worktable. These receipts remain in this worktable until you process them. When you process batch receipts, the system automatically applies the receipts in the worktable to the appropriate invoices in the A/R ledger.



The following graphic illustrates automatic receipts processing.



Load Bank Tapes



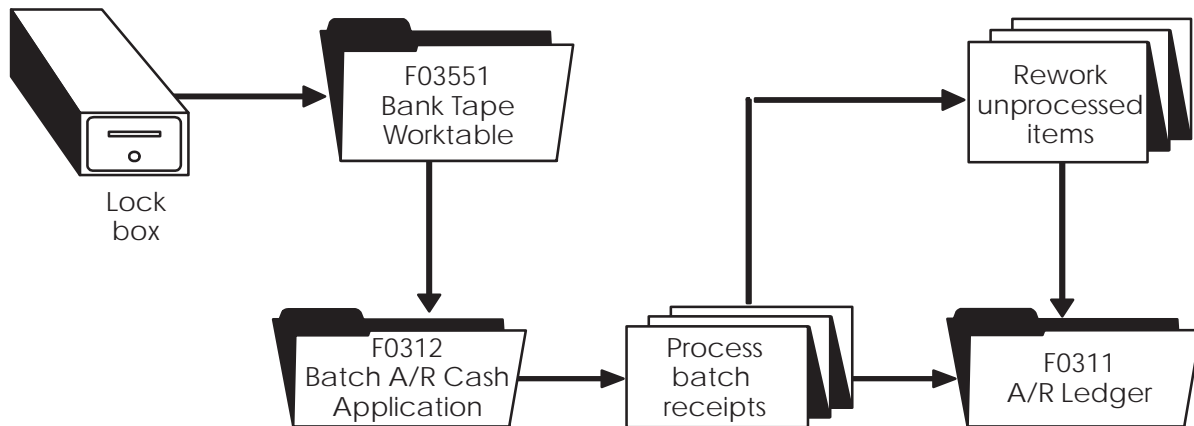
Loading Bank Tapes

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

When you load a bank tape, the system:

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

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



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

Before You Begin

- Set the appropriate processing options for the version you want to run. You must access the processing options from the menu before you choose the Load Bank Tape – Custom program. Once you choose this program from the menu, you cannot change the processing options.
- Ensure that the bank tape program is customized based on the information provided by your bank.
- Activate Auto Cash on accounts receivable constants.
- Ensure that the following information is set up in the customer master record for each customer eligible for bank tape processing:
 - A bank transit account number, as well as an account number
 - An auto receipt value
 - An auto cash algorithm

► To load the bank tape

1. Choose the Load Bank Tape – Custom program from the menu.
2. Respond to the warning message.
3. Install the bank tape on a tape drive, if you have not already done so.
4. Respond to the prompts that the system displays.

What You Should Know About

Releasing the lock on the system

If you press exit at the *Load the tape* prompt, the system locks up. To release the lock, choose 4 in the Option field and press Enter.

See Also

- *Entering Batch Receipts (P03121)* for information about using an alternate method of entering receipts into the Accounts Receivable system.

Processing Options for Load Your Custom Bank Tape

Tape Device And Library:

1. Enter the tape device name. _____
(Default is TAP01)
2. Enter the Data File Library to be used for the load of the F03551 file. _____
(Default is *LIBL)

Journal Entry Creation:

3. Enter '1' to create a single Journal Entry for each deposit item. Leave blank to create a summarized Journal Entry that includes all deposit items. _____

What You Should Know About Processing Options

Journal entry creation (3)

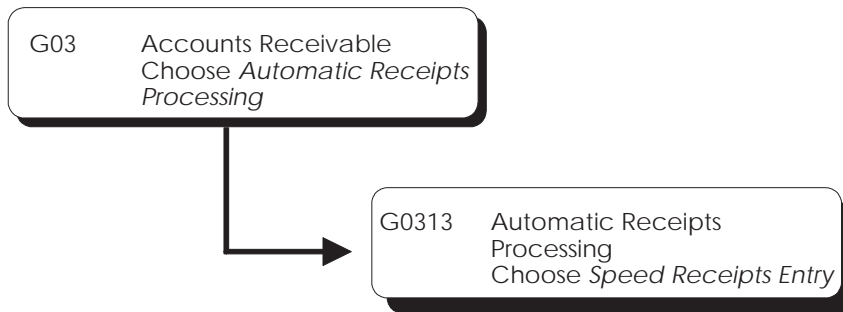
Do not enter detail and summary records in the same batch. Instead, create a separate batch for each type of record. The mode (detail or summary) in which you enter transactions from the bank tape affects later processing.

When you process batch receipts, you must use the corresponding version (detail or summary) to process the batch. For example, if you enter receipts from the tape in summary mode, you must later process them in summary mode. If you enter them in summary mode and then try to run the detail version when processing batch receipts for the same receipts, the system cannot process them.

Data Selection

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

Work with Speed Receipts



Working with Speed Receipts

As an alternative to the complex method of entering manual receipts, you can use a speed method to quickly enter high-volume, simple receipts. For example, you might have several receipts that you need to apply directly to invoices. The speed receipts entry method enables you to reduce the number of keystrokes associated with each transaction, which decreases the amount of data entry time.

When working with speed receipts, you can:

- Enter each receipt directly.
- Select open items for a customer. Based on the information you specify, the system automatically loads the open items for application.

Because Speed Receipts Entry is designed for efficiency, you can only enter the following types of receipts:

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

Unlike manual receipts, speed receipts are stored in the Batch A/R Cash Application table (F0312). They remain in this temporary worktable until you process them. When you process them, the system updates the records in the A/R Ledger table (F0311).

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

Advantages

- You can focus on specific types of high-volume receipts.
- You can concentrate on the source document instead of the keyboard, which reduces entry time.
- You can set up default information for common fields to apply to all detail lines of a receipt.
- You can avoid overwriting information on the top of the form when you complete your last detail line. The system automatically rolls up to a new page of detail lines.
- You can use one hand on the numeric keyboard for data entry.
- You can toggle between setup mode and entry mode without losing any previously entered information.
- You can correct or modify a receipt before you commit it to the Batch A/R Cash Application table.
- You can suspend the entry of a partial batch and continue it at a later time.
- You can postpone the validation of transactions until you process the batch.
- You can cross-reference chargebacks by specifying an alphanumeric value as the chargeback reference.

Disadvantages

- You cannot enter all types of receipts.
- You cannot change or modify a receipt on the Speed Receipts Entry form once you commit it. You must use the Batch Receipts Entry form to do so.
- You cannot immediately view the results of receipts entry on the Customer Ledger Inquiry form.
- You must process speed receipts before updating the A/R Ledger table.

Working with speed receipts consists of:

- Setting up header information
- Selecting open items for application (optional)
- Applying receipts to invoices
- Applying receipts to statements
- Entering unapplied receipts
- Entering chargebacks

[03122] - Speed Receipts Entry

Functions Options Tools Help

G/L Bank Account Batch Number
 G/L Date Batch Date
 Amount Expected Bear Creek National Bank
 Amount Remaining Company USD
 Skip to Due Date Currency Code
 Exchange Rate

Document	Remitted Amount	Chargeback Reference	RS	Receipt	Rcp Date	Address
1998	1,765.00					3333
2018	500.00					3333
2046	550.00					3333
2055	1,000.00					3333
2027	4,500.00					3333
2041	5,795.00					3333
2038	957.25					3333
2045	45.00					3333
6226	5,500.00					3333
2155	5,875.00					3333
2044	59.36					3333
8119	3,000.00					3333

Page 1

Q:1=Inv Match 2=Stmt Match F6=Commit F8=Setup/Entry F16=Select Documents MW

What You Should Know About

Using the Enter function versus the Commit function

When entering speed receipts, you use two primary functions:

- Enter
- Commit

When you choose the Enter function, the system:

- Copies the default header information into the detail of the receipt.
- Calculates the amount remaining on the receipt.
- Redispays information for review. This lets you modify the information you set up without updating the Batch A/R Cash Application table.

When you choose the Commit function, the system updates the Batch A/R Cash Application table. If you need to make further changes, you must use the Batch Receipts Entry form.

Using the Setup function versus the Entry function

Choose the Setup/Entry function to toggle between the setup and entry modes. You can toggle between either input mode at any time without losing previously entered information. In setup mode, you can override any field that is protected in entry mode.

When you first access the Speed Receipts Entry form, you are automatically in setup mode. In this mode, you can enter header information and default column values.

In entry mode, the system:

- Restricts the entry of header fields and default column fields
- Protects the columns that you designate as unused
- Limits entry to the receipt detail

Suspending a partial batch

You might need to suspend a batch that is partially complete and then continue adding transactions to it later. To do this, commit the transactions entered so far and exit the batch with an amount remaining.

Entering receipts to an existing batch

You can re-enter an existing batch at any time to enter additional receipts. To do this, specify the batch number on a blank Speed Receipts Entry form. The system displays:

- The previously committed transactions
- The total amount you expect to enter for the batch
- The total amount remaining on the receipt

Revising a receipt

Once you commit a transaction, you cannot change or delete it on the Speed Receipts Entry form. To do so, you must use the Batch Receipts Entry form.

Setting Up Header Information

To simplify entering receipts, you can set up default header information for a receipt. For example, you can specify the G/L bank account to debit when you post the receipt.

When you set up header information, you can:

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

Setting up header information is the first task in the speed receipts entry process. After you do this, you enter the detail for the receipt.

Example: Header Information

The following example shows the default information that the system needs to apply receipts to company 100 and debit bank account 100.1110.BEAR with a G/L date of 6/30/98.

► **To set up header information**

On Speed Receipts Entry

1. To specify default values, complete any of the following optional fields:
 - G/L Bank Account
 - G/L Date
 - Amount Expected
 - Company
 - Currency Code
 - Exchange Rate
2. To specify default column values, complete the blank fields above the corresponding columns.
3. To designate a column as unused, specify a slash (/) in the blank field above the appropriate column.

Selecting Open Items for Application

As an alternative to entering receipt information directly, you can select open items in a customer's account and automatically load them in the detail lines. You can specify the criteria that the system uses to load the open items. For example, you might want to specify a range of invoices with a specific invoice date.

Selecting open items for payment is an optional task in the speed receipts entry process. You can select open items before or after setting up the necessary header information for a receipt.

Before You Begin

- The following task assumes that you have specified the receipt number and receipt date as column overrides when setting up header information.

► To select open items for application

On Speed Receipts Entry

1. Set up the necessary header information (optional).
2. Choose the Select Documents function.

3. On Document Selection Window, complete one of the following fields:
 - Address Number
 - Parent Number
4. To limit the information displayed, complete any of the following fields:
 - Document Number/Through
 - Due Date/Through

- Invoice Date/Through
- Company
- Currency
- Reference

What You Should Know About

Skip to Due Date field

Unlike most Skip to fields in the Accounts Receivable system, the Skip to field on Speed Receipts Entry acts as a Skip-to Document field or Skip to Due Date field, depending on the selection criteria you specify. If you select a range of documents, the documents appear in order of the document number. If you select a date range, the documents appear by due date. If you specify both or neither a document or due date, the documents appear in the order you set in a processing option.

When you specify a skip to due date, the system summarizes the information displayed. This minimizes the time it takes to access and display the selected documents.

Removing unwanted items

You can use the Compress Display function to remove unwanted items in the detail of a receipt. The system:

- Removes all items that you do not mark with a 1
- Consolidates the marked items to the top of the detail information

You can then select additional open items to be loaded on Speed Receipts Entry following the marked items. You can use this function as many times as necessary prior to committing the transactions to the Batch A/R Cash Application table.

Reviewing the detail of a document

To review the detail of a document, such as the document type or the discount available, choose the Customer Ledger Detail Information option next to the appropriate document.

If the transaction is summarized, you cannot review the detail.

Applying Receipts to Invoices

When you receive a payment from a customer, regardless of the amount, you can quickly apply the receipt directly to an invoice or a group of invoices. Applying receipts to open invoices is the most common method of receipt entry.

Example: Invoice Match Receipt

The following example shows receipt number 6275, which was received for the amount of the invoice (1,765). It is being applied to invoice 1998 for Couriers International (customer 3333).

The screenshot shows the 'Speed Receipts Entry' window with the following fields:

- G/L Bank Account: 100.1110.BEAR
- G/L Date: 06/30/98
- Amount Expected: 5,250.00
- Amount Remaining: 5,250.00
- Skip to Due Date: []
- Batch Number: 129179
- Batch Date: 04/24/96
- Bear Creek National Bank
- Company: 00100 USD
- Currency Code: USD
- Exchange Rate: []

Header information: 6275 06/30/98

Document	Remitted Amount	Chargeback Reference	RS	Receipt	Rcp Date	Address
1 1998	1,765.00					3333
2018	500.00					3333
2046	550.00					3333
2055	1,000.00					3333
2027	4,500.00					3333
2041	5,795.00					3333
2038	957.25					3333
2045	45.00					3333
6226	5,500.00					3333
2155	5,875.00					3333
2044	59.36					3333
8119	3,000.00					3333

Page 1

0:1=Inv Match 2=Stmt Match F6=Commit F8=Setup/Entry F16=Select Documents MW

Before You Begin

- The following task assumes that you have specified the receipt number and receipt date as column overrides when setting up header information.

► **To apply receipts to invoices**

On Speed Receipts Entry

1. Set up the necessary header information.
2. Select the necessary open items for application (optional).
3. Toggle to entry mode.
4. Specify 1 (invoice match) in the following field:
 - Option
5. To override default information, complete the following fields for each document that matches an invoice:
 - Document Number
 - Remitted Amount
6. To update the detail lines, press Enter.
7. Choose the Commit function to update the Batch A/R Cash Application table.

What You Should Know About

Applying receipts to invoices with discounts

You can enter an invoice match receipt with a discount amount. To do so:

- Set the appropriate processing options when you process batch receipts to allow discounts and determine the cut-off date.
- Enter the net amount of the receipt in the Remitted Amount field on Speed Receipts Entry. If you do not, the system creates an unapplied receipt for the remaining amount after taking the discount.

Applying Receipts to Statements

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

When you apply a receipt to a statement, the system applies the amount of the receipt to the oldest open invoice or group of invoices on the statement. This is similar to entering balance forward receipts.

Example: Statement Match Receipt

The following example shows a receipt for 1,000 applied to statement number 8.

The screenshot shows the 'Speed Receipts Entry' window with the following header information:

G/L Bank Account	100.1110.BEAR	Batch Number	129173
G/L Date	06/30/98	Batch Date	04/04/96
Amount Expected	5,250.00	Bear Creek National Bank	
Amount Remaining	5,250.00	Company	00100 USD
Skip to Due Date		Currency Code	USD
		Exchange Rate	

Below the header is a table with the following data:

Document	Remitted Amount	Chargeback Reference	RS	Receipt	Rcp Date	Address
2 8	1000					

At the bottom of the window, there are navigation buttons and a status bar with the text: 'Q:1=Inv Match 2=Stmt Match F6=Commit F8=Setup/Entry F16=Select Documents MW'.

Before You Begin

- The following task assumes that you have specified the receipt number and receipt date as column overrides when setting up header information.

► To apply receipts to statements

On Speed Receipts Entry

1. Set up the necessary header information.
2. Select the necessary open items for application (optional).
3. Toggle to entry mode.

4. On a blank line, specify 2 (statement match) in the following field:
 - Option
5. Specify the statement number in the following field:
 - Document Number
6. Complete the following field:
 - Remitted Amount
7. To update the detail lines, press Enter.
8. Choose the Commit function to update the Batch A/R Cash Application table.

Entering Unapplied Receipts

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

If you do not specify a document number, the system handles it like an unapplied receipt.

The following example shows a receipt for 5250 from Couriers International (Customer 3333). In this example, the invoice number to apply the receipt against is unknown.

Example: Unapplied Receipt

The screenshot shows the 'Speed Receipts Entry' window with the following data:

G/L Bank Account	100.1110.BEAR	Batch Number	6067141
G/L Date	06/30/98	Batch Date	04/24/96
Amount Expected	5,250.00	Bear Creek National Bank	
Amount Remaining	5,250.00	Company	00100 USD
Skip to Due Date		Currency Code	USD
		Exchange Rate	

Document	Remitted Amount	Chargeback Reference	RS	Receipt Rcp Date	Address
1		525		06/30/98	3333

Page 1

0:1=Inv Match 2=Stmnt Match F6=Commit F8=Setup/Entry F16=Select Documents MW

Before You Begin

- The following task assumes that you have specified the receipt number and receipt date as column overrides when setting up header information.

► **To enter unapplied receipts**

On Speed Receipts Entry

1. Set up the necessary header information.
2. Toggle to entry mode.
3. On a blank line, specify 1 or 2 in the following field:
 - Option
4. Complete the following fields:
 - Remitted Amount
 - Address Number
5. To update the detail lines, press Enter.
6. Choose Commit to update the Batch A/R Cash Application table.

What You Should Know About

Matching an invoice to an unapplied receipt

You can match an invoice to an unapplied receipt. First, apply the receipt to the appropriate invoices. Then, enter a negative invoice match receipt to the unapplied receipt. Use a different receipt number for the transaction. The amount remaining is zero.

Entering Chargebacks

Depending on whether you are entering a chargeback for an open invoice or an amount not associated with an invoice, you can:

- Enter a receipt with a chargeback
- Enter a stand-alone chargeback

The following describes the two types of chargebacks and how the system handles them.

Receipt with a chargeback

When applying a receipt to an invoice, you can enter a chargeback for an amount left open on the invoice. For example, you might want to charge back an incorrect or expired discount amount. You must identify a customer reference number to indicate that the document is a chargeback.

When you enter a receipt with a chargeback, the system:

- Matches the receipt to the appropriate invoice or group of invoices (a stand-alone chargeback)
- Closes the original document
- Creates a chargeback for the remaining amount of the document
- Stores the information you specify as the chargeback reference on the chargeback for later use

Stand-alone chargeback You can enter a stand-alone chargeback for an amount that is not associated with a specific invoice. For example, you might enter a stand-alone chargeback for an amount that was previously written off and should not have been, or when you do not know the number of the original invoice.

When you enter a stand-alone chargeback, the system:

- Creates a chargeback invoice for the amount you specify as the remitted amount. You must specify a negative amount.
- Stores the information you specify as the chargeback reference on the chargeback for later use.

Example: Receipt with a Chargeback

The following example shows a receipt for 900. The invoice amount was 957.25. When the receipt is processed and updated, the system will create a chargeback for the difference, 57.25. In the Chargeback Reference field, the receipt number is entered for future reference.

[03122] - Speed Receipts Entry

Functions Options Tools Help

G/L Bank Account 100.1110.BEAR
 G/L Date 06/30/98
 Amount Expected 5,250.00
 Amount Remaining 5,250.00
 Skip to Due Date

Batch Number 129180
 Batch Date 04/04/96
 Bear Creek National Bank
 Company 00100 USD
 Currency Code USD
 Exchange Rate

Document	Remitted Amount	Chargeback Reference	RS	Receipt	Rcp Date	Address
1998	1,765.00					3333
2018	500.00					3333
2046	550.00					3333
2055	1,000.00					3333
2027	4,500.00					3333
2041	5,795.00					3333
1 2038	957.25	3576				3333
2045	45.00					3333
6226	5,500.00					3333
2155	5,875.00					3333
2044	59.36					3333
8119	3,000.00					3333

Page 1

0:1=Inv Match 2=Stmt Match F6=Commit F8=Setup/Entry F16=Select Documents MW

Example: Stand-Alone Chargeback

The following example shows a chargeback that is not associated with an invoice. In this example, the invoice has been paid so no invoice exists to which you can attach the chargeback.

The screenshot shows the 'Speed Receipts Entry' window with the following header information:

- G/L Bank Account: 100.1110.BEARR
- G/L Date: 06/30/98
- Amount Expected: 5,250.00
- Amount Remaining: 5,250.00
- Skip to Due Date: []
- Batch Number: 12910
- Batch Date: 04/04/96
- Bear Creek National Bank
- Company: 00100 USD
- Currency Code: USD
- Exchange Rate: []

Below the header is a table with the following data:

Document	Remitted Amount	Chargeback Reference	RS	Receipt	Rcp Date	Address
1	55.25-	4782				3333

At the bottom of the window, there are navigation buttons and a status bar with the text: '0:1=Inv Match 2=Stmt Match F6=Commit F8=Setup/Entry F16=Select Documents MW'.

Before You Begin

- The following tasks assume that you have specified the receipt number and receipt date as column overrides when setting up header information.

▶ To enter a receipt with a chargeback

On Speed Receipts Entry

- Set up the necessary header information.
- Select the necessary open items for application (optional).
- Toggle to entry mode.
- On a blank line, specify 1 or 2 in the following field:
 - Option
- To indicate this is a chargeback, complete the following fields:
 - Chargeback Reference
 - Reason Code (optional)

6. To override default information, complete the following fields:
 - Document Number
 - Remitted Amount
7. To update the detail lines, press Enter.
8. Choose the Commit function to update the Batch A/R Cash Application table.

Field	Explanation
Chargeback Reference	<p>An alphanumeric value used as a cross-reference or secondary reference number. Typically, this is the customer number, supplier number, or job number.</p> <p>..... <i>Form-specific information</i></p> <p>The customer reference might be, for example, a stock number or cross-reference number to another system.</p>

What You Should Know About

Invoice match chargebacks The system stores the original invoice information on the chargeback record if you enter that information when you create the chargeback.

To enter a stand-alone chargeback

On Speed Receipts Entry

1. Set up the necessary header information.
2. Select the necessary open items for application (optional).
3. Toggle to entry mode.
4. On a blank line, specify 1 or 2 in the following field:
 - Option
5. To indicate this is a chargeback, complete the following fields:
 - Chargeback Reference
 - Reason Code (optional)
 - Address Number
6. Specify a negative amount in the following field:
 - Remitted Amount

7. To update the detail lines, press Enter.
8. Choose the Commit function to update the Batch A/R Cash Application table.

What You Should Know About

Applying a receipt using the chargeback reference To quickly apply a receipt to a chargeback, specify one of the following in the Option field and a number in the Chargeback Reference field:

- . (period)
- , (comma)

The system matches the receipt to the chargeback based on the chargeback reference you specify when creating the chargeback.

Processing Options for Speed Receipts Application

Pre-Loaded Header Values:

1. Any values entered into the following options will be loaded into the fields upon entry into the program:

G/L Bank Account	_____
Default Company	_____
Selection Option	_____
Reason Code	_____

Editing Options:

2. Enter a '1' to defer validation of values until the batch is processed. Leave blank to validate transactions when Enter is pressed.

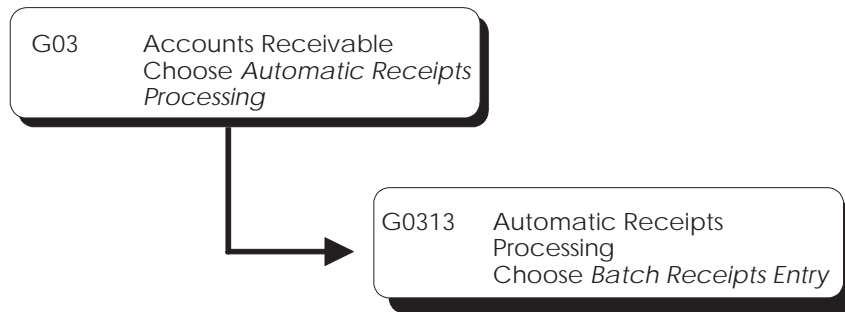
Ledger Load Options:

3. Enter a '1' to display only approved items.
4. Enter a '1' to summarize pay items by document (when in document sequence) or due date and document (when in due date sequence). Leave blank to display each pay item separately.
5. Enter a '1' to sequence ledger by document number. Leave blank to sequence by due date. (If a due date is specified in the selection window, it will always sequence by due date.)

Journal Entry Creation

6. Enter '1' to create journal entries in detail (one entry per deposit item). Leave blank to create summary journal entries.

Enter Batch Receipts



Entering Batch Receipts

If you do not use bank tapes to load receipts from your customers into the Accounts Receivable system, you can enter receipts by using one of the following alternate methods:

- Entering scanned receipts
- Entering manual receipts

As you enter receipts, the system removes them from the entry lines to the detail portion of the Batch Entry form. Batch receipts information is stored in the Batch A/R Cash Application table (F0312) until you process the receipts.

Before You Begin

- Specify in the processing options whether you will scan receipts or enter them manually. This determines the type of information that the system displays.

What You Should Know About

Changing scanned receipts	To change scanned receipts, choose Work next to the appropriate receipt. Change the necessary information and re-scan the check.
Deleting scanned receipts	To delete a receipt from the batch, choose the Delete option next to the appropriate receipt.
Exiting the batch	If you exit the batch with an amount remaining that is not equal to zero, the system displays a warning message. This warning does not prevent you from exiting the batch.
Multi-Currency	If you do not specify a currency code, the system uses the domestic currency of the company.

Entering Scanned Receipts

To speed the entry of receipts, you can use an optical reader or a magnetic scanning device to enter batch receipts. You scan the information on the bottom edge of the customer's payment to automatically enter the bank transit number and bank account number. If your bank has encoded the payment, the batch number is automatically entered when you scan the receipt.

Depending on how you set the processing options, you can scan the receipt and:

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

The Batch Receipts Entry form is designed for a magnetic ink character reader (MICR).

► To enter scanned receipts with manual amount and date

On Batch Receipts Entry

Complete the following fields:

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

Field	Explanation
Deposit Amount Expected	<p>On batch header forms, this is the total amount that you expect to enter for the batch. This amount must be entered without decimals. For journal entries in the general ledger, this amount is the total of the debits. In other systems, it is the total amount of all documents in the batch. The system keeps track of the amount you enter and displays the difference, if any, when you finish the batch. When you review batches of transactions, this is the difference between the input total and what you actually entered.</p> <p style="padding-left: 40px;">Example: Input Total 10052 Total Entered 10000 Total Remaining 52</p> <p>If you are using batch control but you did not enter an input total, this amount appears as a negative number when you review batches.</p> <p>NOTE: Depending on how your system uses batch review, this field might not apply to batches created by your particular system.</p>

Field	Explanation
Amount	The amount of the receipt/payment or item to be applied to the open balance of an invoice or voucher pay item. You can apply amounts for partial payments. The total amount applied must equal the payment amount.

▶ **To enter scanned receipts with manual date only**

On Batch Receipts Entry

Complete the following fields:

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

The scanner enters the encoded receipt amount and MICR information.

Entering Manual Receipts

In addition to using a magnetic scanner or an optical reader to enter batch receipts, you can enter them manually.

► **To enter manual receipts**

On Batch Receipts Entry

[03121] - Batch Receipts Entry

Functions Options Tools Help

Batch Number 6067013
 Batch Date 04/19/96
 G/L Bank Account 100.1110.BEARR
 Deposit Amt Expected 2,750.00
 Total Remaining 2,450.00
 Bear Creek National Bank
 G/L Date 06/30/98
 Payment Instr

Receipt	Amount	Rec Date	Document	Ty	Itm	T	Address Number
2070	300.00	06/27/98	9778	RU	001	U	3030

Opt: 4=Work 9=Del F4=Dtl F5=E-Mail F6=Spd Rel F16=Ldg Inq F24=More MW

1. Complete one of the following fields:

- Document
- Address Number

If you do not know the address (customer) number, you can specify a bank transit number and bank account number to retrieve the appropriate customer number.

2. Complete the following fields:

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

3. Override the default information (optional).

4. Do one of the following and then press Enter:

- Specify a document number if the TI code is I (invoice matching)

- Specify a statement number if the TI code is T (statement)
5. To exit the batch, press F3.

What You Should Know About

Changing manual batch receipts You can change a manual batch receipt before or after you close the batch. To change a receipt, choose the Work option next to the appropriate receipt. Make the necessary changes and exit the batch again.

Processing Options for Batch Receipts Entry

Default Processing:

1. Enter the default Cash Receipt Type of Input Code to be used. _____
I = Invoice
B = Balance Forward
U = Unapplied Cash

Input Options:

2. Enter '1' if data is to be input through the use of an optical reader. _____
3. Enter '1' if the receipt amount is to be keyed in rather than scanned. _____
(only used if option 2 is '1')

G/L Entries:

4. Enter '1' to create G/L entries in detail (one J.E. for each deposit item). If left blank, G/L entries will be created in summary. _____

Field Clearing Control:

5. Enter a '1' to retain the entered value in each field after acceptance of each transaction:
Receipt Number _____
Receipt Date _____
Type Input Code. _____
Customer Number. _____
Company. _____
Bank Transit Number. _____
Customer Bank Account. _____
Remark _____
Statement Number _____
Purchase Order _____
Purchase Order Type. _____
Currency Code. _____
Exchange Rate. _____
Mode (F) _____
Document Company _____
Reference. _____

What You Should Know About Processing Options

Field clearing control (5)

Do not enter detail and summary records in the same batch. Instead, create a separate batch for each type of record. The mode (detail or summary) in which you enter transactions from the bank tape affects later processing.

When you process batch receipts, you must use the corresponding version (detail or summary) to process the batch. For example, if you enter receipts from the tape in summary mode, you must later process them in summary mode. If you enter them in summary mode and then try to run the detail version when processing batch receipts for the same receipts, the system cannot process them.

Data Selection

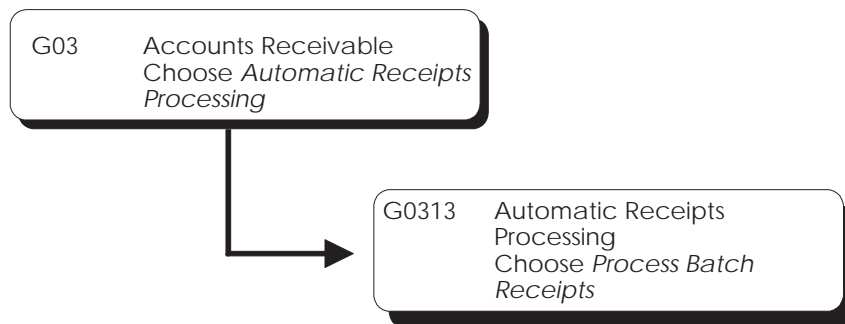
The versions for Process Batch Receipts include the correct data selections. Do not change this information.



Exercises

See the exercises for this chapter.

Process Batch Receipts



Processing Batch Receipts

After you enter batch receipts, you must process them to update the A/R ledger. To do so, run the Process Batch Receipts program.

When you run Process Batch Receipts, the system:

- Creates the appropriate matching document for each receipt applied
- Updates the original document with the resulting matching document created during receipt application

You can choose from the following modes to process your batch receipts:

Detail mode	This version creates a single journal entry for each pay item on the invoice.
Summary mode	This version creates a single journal entry for all pay items associated with an invoice.

When you process batch receipts, the system does the following in sequential order:

- The system searches for the TI code you assigned during entry (whether manually or from the bank tape). If you did not specify a TI code for the receipt, the system uses the default code you specified in the processing options for Batch Receipts Entry.
- If no default TI code exists, the system searches the Customer Master table (F0301) for the auto cash algorithm defined for the customer.
- If no algorithm exists for the customer, the system searches for it in the Company Constants table (F0010).
- If no algorithm exists in the company constants, the system searches for it in the processing options for Process Batch Receipts.
- If the system cannot find the algorithm anywhere, it either:
 - Generates an error and prints it on an Exceptions Report indicating that it is unable to apply the receipt
 - Forces an unapplied receipt if you set the appropriate processing option

The system creates an R batch type in the A/R Ledger table (F0311) for the items that are successfully processed. Unprocessed items remain in the Batch A/R Cash Application table (F0312) until you correct or rework them.

Before You Begin

- Do not change the data selection or data sequence

What You Should Know About

Processing receipts in summary mode	If you enter receipts in summary mode, you must process them in summary mode. The system cannot process them in detail mode.
Posting batch receipts	After you process batch receipts, you must post them to the general ledger.

Processing Options for Process Batch Receipts

Default Processing:

1. Enter '1' to force an Unapplied Cash application if Invoice Match fails. _____
2. Enter the default G/L date to use if the Receipt G/L date is blank. (Lock-Box Transactions Only.) _____
3. Enter a '1' to process all discounts. If left blank, the cut-off date entered below will be used. _____
4. Enter the cut-off date for discounts. If left blank, the current date will be used. _____
5. Enter a '1' to reduce the discount taken when the applied amount is more than the discounted amount. If the applied amount is more than the gross amount, no discount will be taken. _____
6. Enter the SHORT account id of the default G/L Bank Account to use when the Receipt Bank Account is left blank. Leave blank to use the AAI Bank Account as the default Bank Account. _____
7. Enter a miscellaneous address number to use when the Receipt address is left blank. Leave blank to force rework of miscellaneous receipts. _____
8. Enter the default company number to use when the Receipt company number is left blank. (Lock-Box Transactions Only) _____
9. Enter the default Auto Cash algorithm to use if the Receipt transaction type is left blank and both the Customer Master and Company Constants default algorithms are blank. _____

Invoice Match Algorithms:

10. Enter the order in which invoice matching algorithms should be used. Leave blank to ignore an algorithm.
 - Match on single pay item _____
 - Match on all pay items _____
 - Match on contiguous pay items _____
 - Apply to pay items in order _____
 - Match on any combination of items _____

NOTE: These algorithms will not be used if the Pay Item is specified on the receipt.

Override Options:

- 11. Enter '1' to override company number using the company number of the matching invoice. This will overlay both the default company number and the company number of the receipt record. _____

- 12. Enter '1' to override the G/L Bank Account using the AAI Bank Account for the Receipt company. This will override both the default Bank Account and any Bank Account entered in the Receipt record. _____

Automatic Write-Off Options:

- 13. Enter the maximum amount for automatic write-offs. Leave blank to prohibit automatic write-offs. _____

- 14. Enter the adjustment Reason Code to use for automatic write-offs. _____

- 15. Enter the maximum amount for CREDIT write-offs. Leave blank to prohibit automatic credit write-offs. _____

- 16. Enter the adjustment Reason Code to use for automatic credit write-offs. _____

Additional Update Options:

- 17. Enter '1' to automatically update the Bank Transit Number file. _____

Optional Edits:

- 18. Enter a '1' to only allow payment of invoices with a pay status of 'A' (approved). _____



Exercises

See the exercises for this chapter.

Work with Unprocessed Items

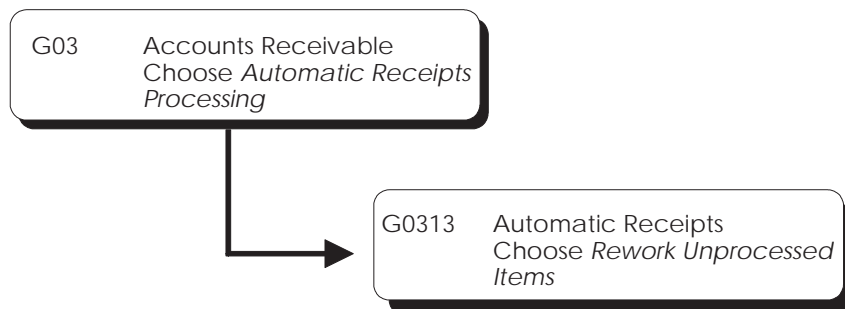
Working with Unprocessed Items

When processing batch receipts, there might be items that the system cannot process. For example, you might have designated a receipt to be applied to an invoice, but there is no associated invoice number in the A/R ledger. You must revise unprocessed items to update the A/R Ledger table (F0311).

This task consists of:

- Reviewing unprocessed items
- Changing unprocessed items
- Reviewing batch receipts activity

Reviewing Unprocessed Items



You can review two levels of information when working with unprocessed items. You can:

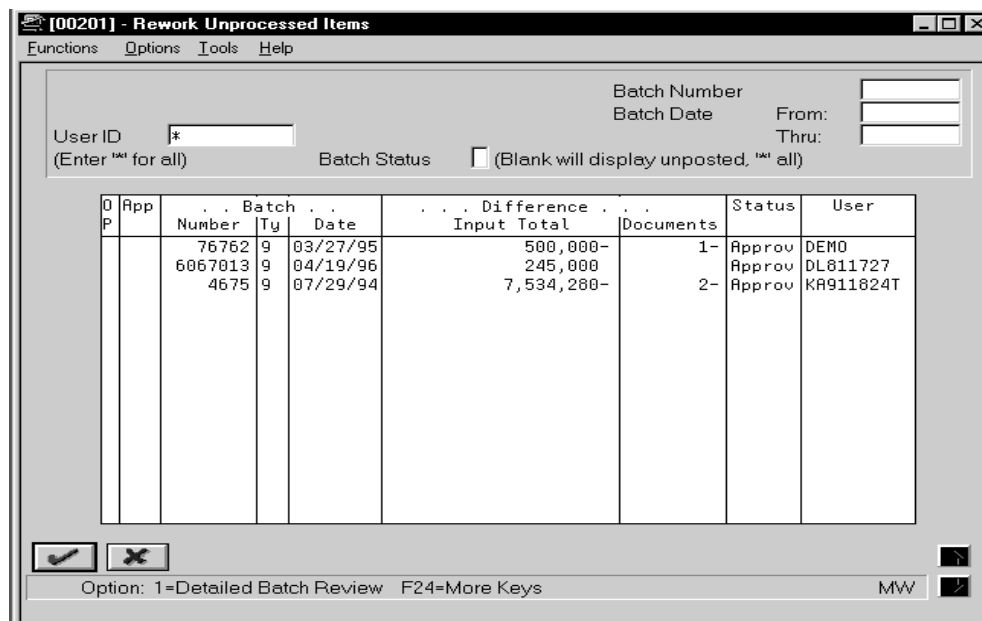
- Review a list of unprocessed batches
- Review detail within a batch

Reviewing a List of Unprocessed Batches

When you review unprocessed items that might need to be updated, you can display a list of batches based on your user ID, a batch number, a date range, and so on.

► **To review a list of unprocessed batches**

On Rework Unprocessed Items



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

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

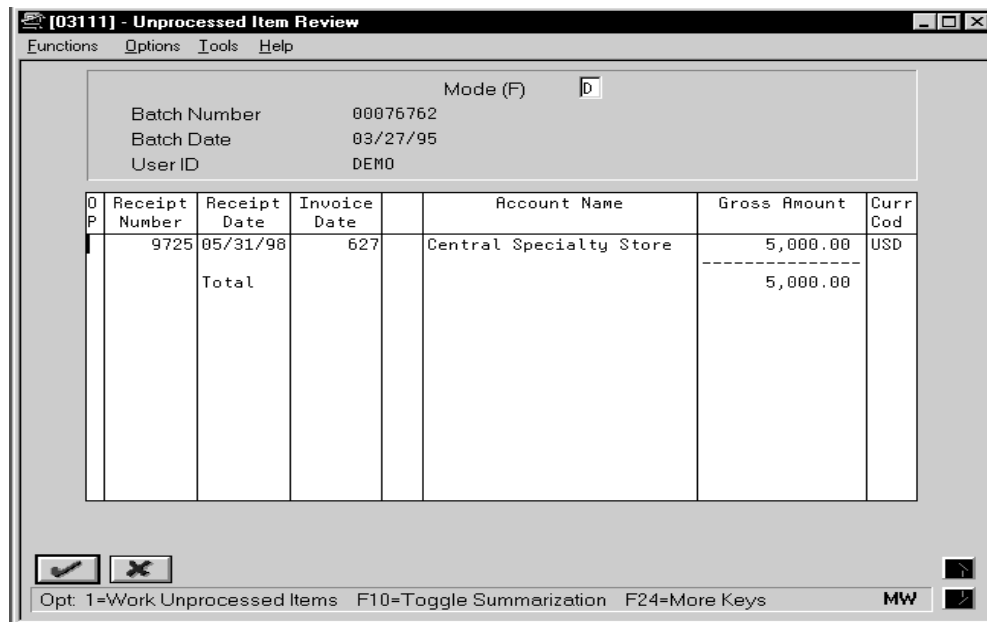
Reviewing Detail within a Batch

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

► **To review detail within a batch**

On Rework Unprocessed Items

1. Display the appropriate list of batches.
2. Choose the Detailed Batch Review option next to the appropriate batch to access Unprocessed Item Review.



Changing Unprocessed Items

You can change or “rework” various information on an unprocessed item. For example, you might want to change a G/L date or a bank account number that was entered incorrectly in the Batch A/R Cash Application table (F0312).

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

► To change an unprocessed item

On Rework Unprocessed Items

1. Display the appropriate list of batches.
2. Choose the Detailed Batch Review option next to the appropriate batch to access Unprocessed Item Review.
3. On Unprocessed Item Review, choose the Work Unprocessed Items option next to the appropriate receipt number to access Cash Receipts Entry.

4. On Cash Receipts Entry, make the necessary changes to the unprocessed item.

You cannot change the following information:

- Receipt/Item Number
- Receipt/Item Amount

What You Should Know About

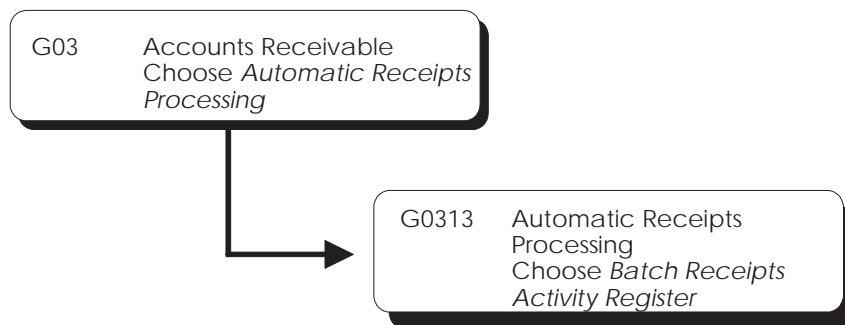
Reviewing open items You can review open items and choose the invoice or pay item to apply the receipt to. To do so, review the type of input code that the system displays and change it if necessary.

If no open items exist to apply the receipt to, the system automatically creates an RU (unapplied receipt) document.

Reworking unprocessed items automatically You can also rework unprocessed items automatically. To do so, correct the error at the batch level and run one of the rework versions of the Process Batch Receipts program.

For example, you might want to rework a batch of unprocessed items if a processing option was incorrectly set for the Process Batch Receipts program. After you correct the appropriate processing option, the system corrects the entire batch when you process batch receipts again.

Reviewing Batch Receipts Activity



To review your batch receipts activity, run the Batch Receipts Activity Register program.

Reviewing batch receipts activity consists of:

- Reviewing the bank deposit journal
- Reviewing receipt application activity

Accounts Receivable

Two versions of the Batch Receipts Activity Register report are available:

- Bank Deposit Journal
- Receipt Application Activity Report

The difference between the two versions is the data selection. Do not change the data sequence on either version.

Reviewing the Bank Deposit Journal

To review a list of all unprocessed items in the Batch A/R Cash Application table (F0312), run the Bank Deposit Journal version. This lists the items that are not approved for posting.

03408		J.D. Edwards & Company		Date - 4/17/98	
		Check Deposit Register			
G/L Bank Account		100.1110.BEAR	Bear Creek National Bank		
Currency Code					
Transit/Account		/			
. Customer					
Number	Name/Remark	Check Number	Amount of Check	Cur Cod	G/L Date
4245	Cloud Nine Health Supply	6543	44,269.20-	USD	05/12/97
4245	Cloud Nine Health Supply	48551	111,031.20-	USD	06/18/97
4245	Cloud Nine Health Supply	65416	61,543.80-	USD	06/15/97
4245	Cloud Nine Health Supply	95124	69,285.60-	USD	08/10/97
4245	Cloud Nine Health Supply	264597	82,510.20-	USD	09/24/97
4245	Cloud Nine Health Supply	456828	52,020.00-	USD	10/15/97
4245	Cloud Nine Health Supply	845641	146,663.10-	USD	11/16/97
4245	Cloud Nine Health Supply	94561	61,500.00-	USD	12/20/97
4245	Cloud Nine Health Supply	954144	57,000.00-	USD	01/21/98
4245	Cloud Nine Health Supply	9464332	80,884.00-	USD	02/11/98
4245	Cloud Nine Health Supply	122561	61,848.00-	USD	03/14/98
4245	Cloud Nine Health Supply	653265	52,500.00-	USD	04/15/98
4245	Cloud Nine Health Supply	456413	115,891.20-	USD	05/16/98
4245	Cloud Nine Health Supply	48945	150,627.60-	USD	06/10/98
4245	Cloud Nine Health Supply	654987	52,020.00-	USD	10/15/97
3003	Central Specialty Store	9825	5,000.00-	USD	05/31/98

Reviewing Receipt Application Activity

To review all processed items in the following tables, run the Receipt Application Activity version:

- Batch A/R Cash Application
- A/R Ledger

Rcpt/ Item		Rcpt/ Itm Date		Gross Amount	Cur Cod	Customer	Name	. . Document . .			Applied Amount	Discount Taken	Date Applied
Co	Ty	Number	Itm										

	9205	03/19/98		74,092.80	USD	1002	Edwards & Edwards						
Payment/Item Num				74,092.80	USD	Total Applied			-----				



Exercises

See the exercises for this chapter.

Test Yourself: Working with Batch Receipts

1. Match the following tables to their table names:

___ A/R Ledger

___ Batch A/R Cash Application

- a. F0311
 - b. F0315
 - c. F0312
2. When you enter receipts using the lock-box method or batch receipts entry, the system initially stores them in the _____ table.
 3. To transfer receipts information from the Batch A/R Cash Application table to the A/R Ledger table, you must:
 - a. Scan the information into the system
 - b. Enter the information using Receipts Entry - Heads Up or Heads Down
 - c. Post the receipts to the general ledger
 - d. Run the Process Batch Receipts program

The answers are in *Appendix B*.

Credit and Collections Management

Objectives

- To set up information for credit and collection management
- To update A/R information for credit and collection management
- To determine the average number of days a customer is late in paying invoices
- To locate summarized information about the status of an account
- To review and work customer accounts for credit management
- To create credit reporting tapes
- To review and work past-due accounts for collection management
- To print credit and collections reports

About Credit and Collections Management

Effective management of credit and collections information is fundamental to an Accounts Receivable department. The J.D. Edwards Accounts Receivable system offers a variety of features to help manage your receivables. You can set up and define information to meet the specific needs of your business.

Credit and collections management consists of:

- Setting up credit and collection information
- Updating A/R information for customer analysis
- Determining average days late
- Reviewing account status information
- Managing credit information
- Creating credit reporting tapes
- Managing collections information
- Printing credit and collections reports



The following lists the various ways to effectively manage your credit and collections information.

Credit information

When managing credit information, you can access a variety customer information from a centralized online location. For example, you can:

- Review a summary of an account's credit status and identify customers who are over their credit limit
- Change and update credit limits and credit review dates
- Analyze a customer's payment trends and transaction history
- Create a future tickler message or reminder
- Enter and review notes about a customer

You can also:

- Create daily lists of customers who require credit attention
- Review a complete history of open and closed items by a specific credit manager, sales location, or account representative
- Access and review current aging information for a customer
- Create magnetic tapes of A/R information about customers to send to credit agencies

Collections information

When managing collections information, you can:

- Analyze your customer accounts and implement collection decisions quickly by accessing various A/R information from one centralized online location
- Monitor and work your customer accounts that are past due or have tickler messages scheduled for review
- Display customized lists of customers so that you can review and document collection issues and commitments
- Print payment reminders or delinquency notices for past-due accounts
- Determine if you want a customer to appear on a collection report
- Review online payment reminder and collection information

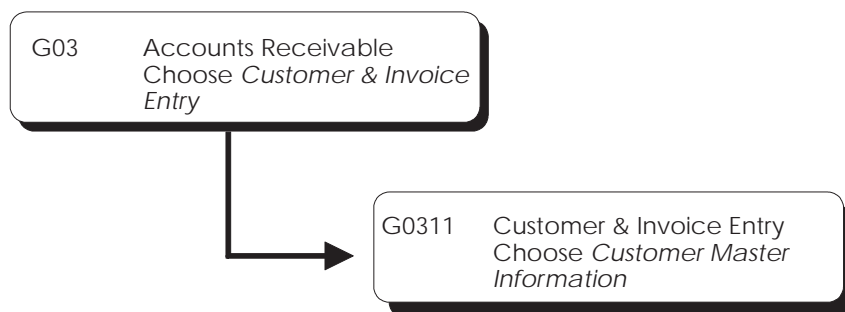
Set Up Credit and Collection Information

Setting Up Credit and Collection Information

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

- Defining finance charges
- Defining a credit limit
- Defining collection information
- Setting up category codes for A/R
- Setting up credit messages for A/R

Defining Finance Charges



As part of your collection activities, you might want to assess finance charges on overdue invoices. To do so, you must define the percentage that the system uses to calculate finance charges.

► To define finance charges

On Customer Master Information

The screenshot shows a window titled "[01053] - Customer Master Information" with a menu bar containing "Functions", "Tools", and "Help". The main area is divided into two tabs: "Credit/Collections Information" (selected) and "Additional Information".

At the top, there are fields for "Customer Number" (3001) and "Centrum Incorporated", and "Long Address Number".

The "Credit/Collections Information" tab contains the following fields:

- Credit Message: 3 (Not on Contract Maintenance)
- Temp Credit Msg: 7 (On Credit Hold per Accounting)
- Factor/Special P: 3001 Centrum Incorporated
- Parent Number: [Empty]
- Payment Terms: N Net 30 Days (0)
- Credit Manager: SAM JAMES
- Collection Mgr: STU LEWIS
- Last Cred Rvw: 06/15/98
- ABC (Sls/Marg/P): C C C
- Credit Limit: 50,000
- Monthly Fin Chg%: .015000
- Hold Invoices: N
- Print Stmt(Y/N): Y
- Send Stmt To: C
- Statement Cycle: M
- Send Invoice to: C
- Delinquency Noti: Y
- Apply Fin Chgs: Y
- Ledger Inq Seq: 1
- Auto Receipt (Y/N): Y
- Auto Cash Alg: U
- Payment Instr: [Empty]
- Bal Fwd/Open ltm: [Empty]
- No. of Reminders: 1
- Collection Rpt: Y

At the bottom, there are several icons and a status bar with the text: "F5=Who F6=Memo F8=Bank cd F9=Srch F11=Addr F13=Billing F14=Cat cd F24=More MW".

Complete the following fields:

- Monthly Finance Charge Percentage
- Apply Finance Charges

See Also

- *Entering Customers (P01053)*

Defining a Credit Limit

If you give a customer the option of purchasing goods or services “on account,” you might want to define a credit limit. To do so, specify an amount in the customer master record.

► **To define a credit limit**

On Customer Master Information

Complete the following fields:

- Credit Manager (optional)
- Last Credit Review Date
- Credit Limit

See Also

- *Entering Customers (P01053)*

Defining Collection Information

Before you can send a customer a reminder about an overdue invoice or include a customer on a collection report, you must define collection information in the customer master record.

► **To define collection information**

On Customer Master Information

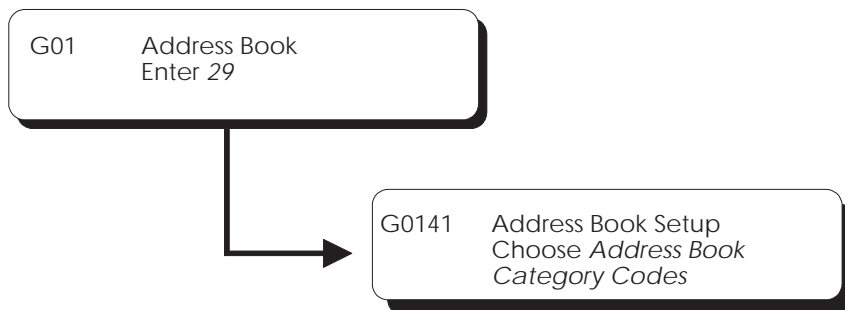
Complete the following fields:

- Collection Manager (optional)
- Number of Reminders
- Collection Report

See Also

- *Entering Customers (P01053)*
- *Setting Up Text for Payment Reminders (P03280)*

Setting Up Category Codes for A/R

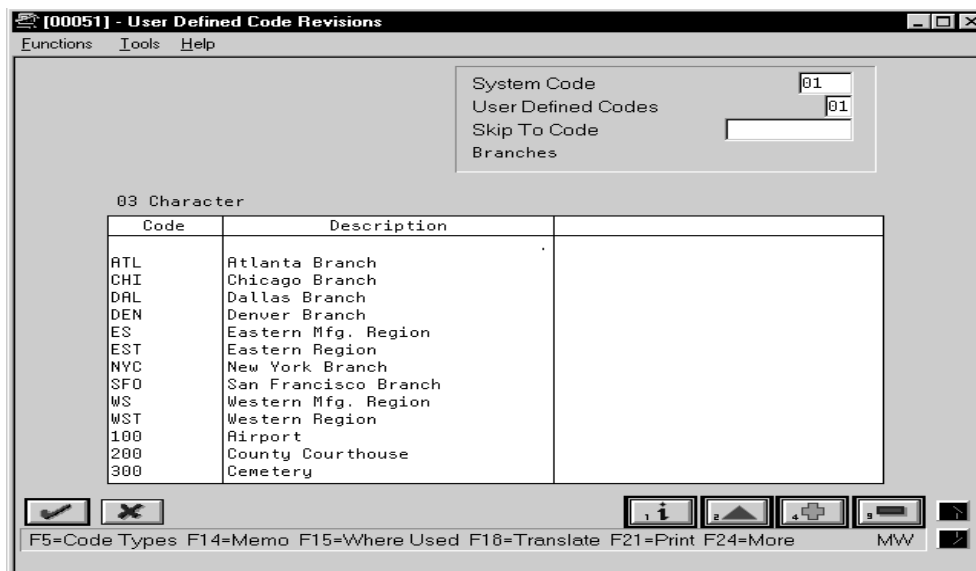


Before you can review credit information for a customer, you must set up category codes 1 and 2 in the Address Book system. This enables you to define specific groups for online review and reporting purposes. For example, you might want to set up groups for:

- All customers for a branch office (category code 1)
- All customers associated with a specific account representative (category code 2)

▶ **To set up category codes for A/R**

1. Access the appropriate list of address book category codes.

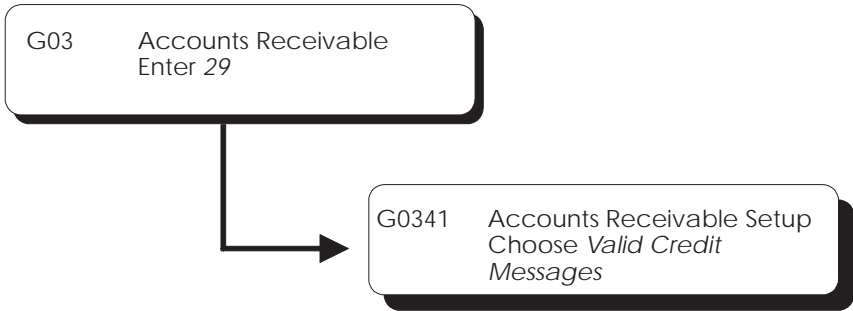


2. Follow the steps to set up a user defined code.

See Also

- *About Category Codes (P00051) in the Address Book Guide*
- *Setting Up User Defined Codes for A/R (P00051)*

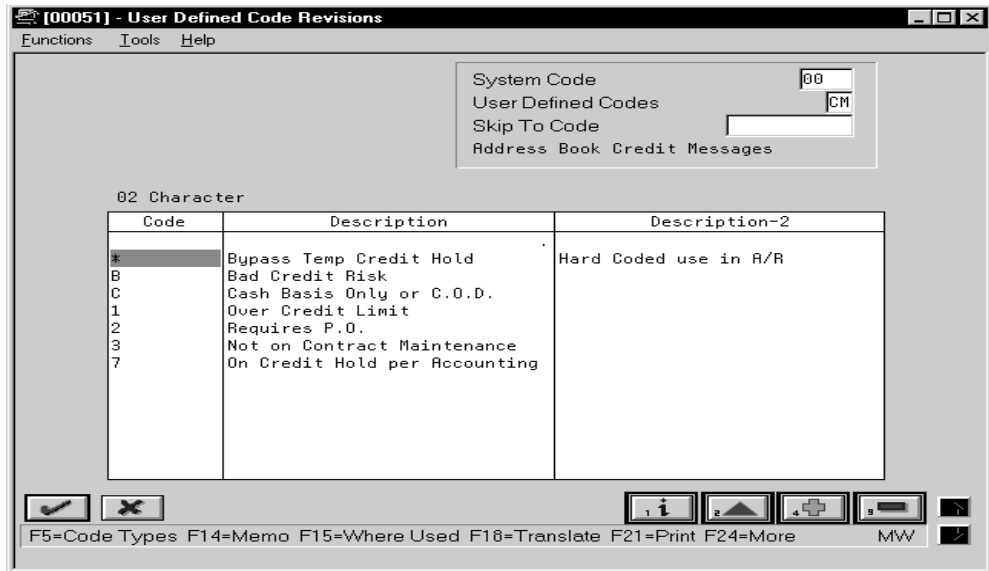
Setting Up Credit Messages for A/R



Before you assign a credit message to a customer, such as *Over credit limit*, you must set up the message. The message appears when you locate a customer, an invoice associated with that customer, and so on.

▶ **To set up credit messages for A/R**

On Valid Credit Messages

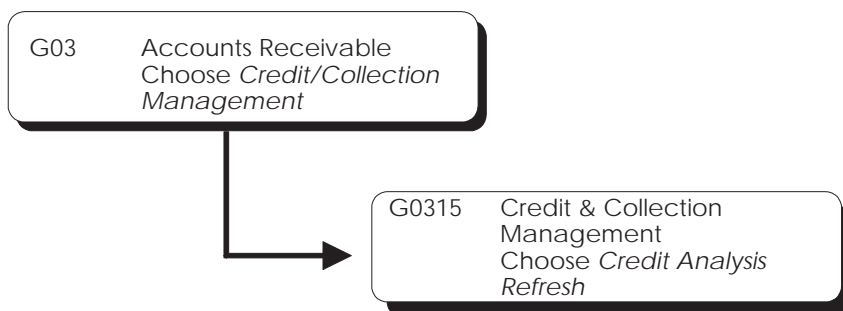


Follow the steps to set up a user defined code.

See Also

- *Setting Up User Defined Codes for A/R (P00051)*

Update A/R Information for Customer Analysis



Updating A/R Information for Customer Analysis

To effectively analyze and manage account activity for a customer, you should update the customer's A/R information. To do so, run Credit Analysis Refresh at the beginning or end of each business day. This ensures that the credit and collections information for the customer is current.

After you run Credit Analysis Refresh, you can determine which customers:

- Are over their credit limit
- Are due for a credit review
- Have overdue balances on their account
- Are due for a collection review

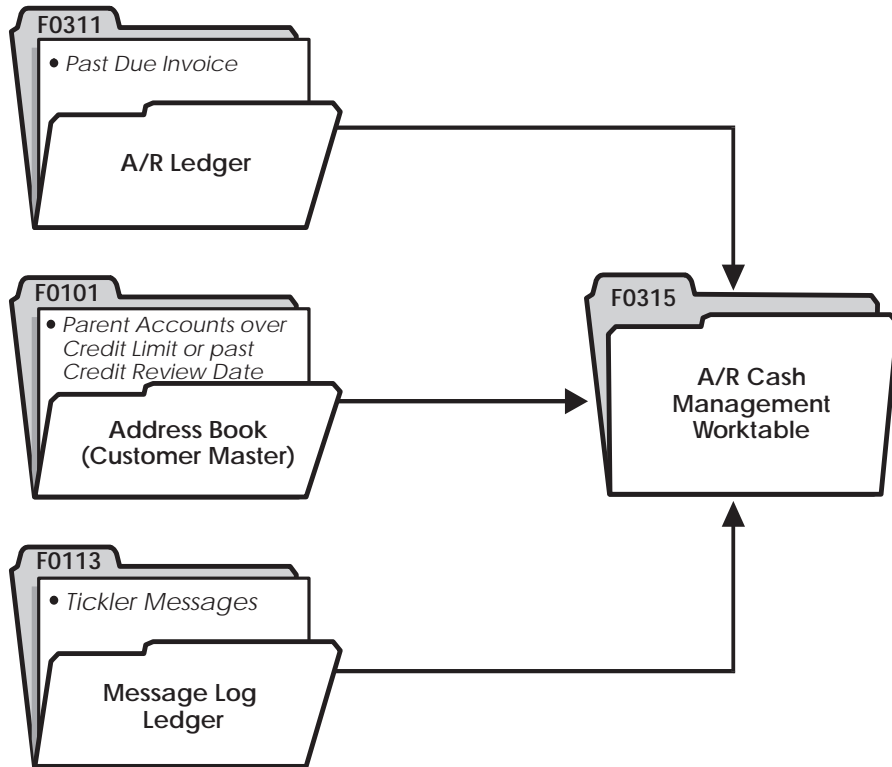
When you run Credit Analysis Refresh, the system gathers information from the following tables and then updates the A/R Cash Management worktable (F0315):

- A/R Ledger (F0311)
- Customer Master (F0301)
- Electronic Mail (F0113)

If you update parent information and do not run Credit Analysis Refresh, you might have customers who are associated with two or more parent records. This can result in duplicate records for the same customer.

The Credit Analysis program also updates the credit messages on Customer Master Information.

The following graphic illustrates the types of information that the system updates in the A/R Cash Management worktable.



Example: Updating Credit Messages

The following example shows a customer record before and after it is updated by the Credit Analysis Refresh program.

Before

On Customer Master Information, both the credit message and temporary credit message information is blank for customer 3333.

[01053] - Customer Master Information

Functions Tools Help

Customer Number Couriers Express
 Long Address Number

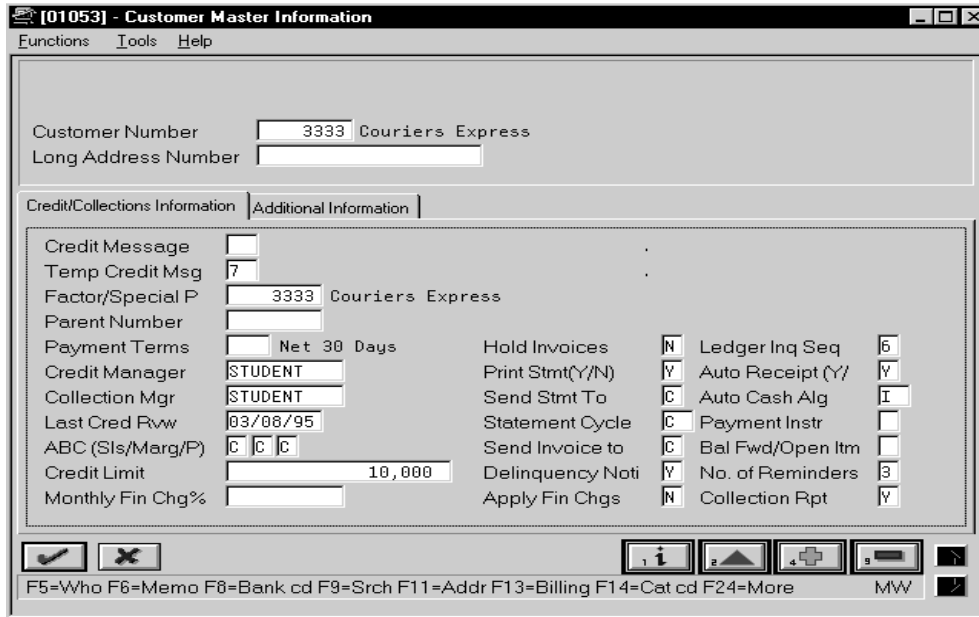
Credit/Collections Information | Additional Information

Credit Message	<input type="checkbox"/>		
Temp Credit Msg	<input type="checkbox"/>		
Factor/Special P	<input type="text" value="3333"/>	Couriers Express	
Parent Number	<input type="text"/>		
Payment Terms	<input type="text" value="Net 30 Days"/>	Hold Invoices	<input type="checkbox" value="N"/>
Credit Manager	<input type="text" value="STUDENT"/>	Print Stmt(Y/N)	<input type="checkbox" value="Y"/>
Collection Mgr	<input type="text" value="STUDENT"/>	Send Stmt To	<input type="checkbox" value="C"/>
Last Cred Rvw	<input type="text" value="03/08/95"/>	Statement Cycle	<input type="checkbox" value="C"/>
ABC (Sls/Marg/P)	<input type="text" value="C C C"/>	Send Invoice to	<input type="checkbox" value="C"/>
Credit Limit	<input type="text" value="10,000"/>	Delinquency Noti	<input type="checkbox" value="Y"/>
Monthly Fin Chg%	<input type="text"/>	Apply Fin Chgs	<input type="checkbox" value="N"/>
		Ledger Inq Seq	<input type="checkbox" value="5"/>
		Auto Receipt (Y/N)	<input type="checkbox" value="Y"/>
		Auto Cash Alg	<input type="checkbox" value="I"/>
		Payment Instr	<input type="checkbox"/>
		Bal Fwd/Open Itm	<input type="checkbox"/>
		No. of Reminders	<input type="text" value="3"/>
		Collection Rpt	<input type="checkbox" value="Y"/>

F5=Who F6=Memo F8=Bank cd F9=Srch F11=Addr F13=Billing F14=Cat cd F24=More MW

After

Notice that the temporary credit message code is now set to 7, *On Credit Hold per Accounting*. Customer 3333 has an invoice that is past due within the 91-to-120-day aging category. The permanent credit message remains unchanged.



Before You Begin

- Run the Update A/R from Address Book program to ensure that the A/R Ledger table contains current information.

Processing Options for Credit Analysis Refresh

Aging:

1. Enter a '1' to retrieve the aging specifications from A/R Company Constants. (Default of blank will use the processing options for aging.)
2. Enter the "as of" Date to age open balances. (If left blank, the current date is used as the default.)
 Note: If Company Constants aging is requested, this date will only update the Credit Management "As of" date data area (AR0315), and will NOT be used for aging.

Aging (Cont'D):

- 3. Specify one of the following dates to age accounts from: _____
 D = Due Date
 I = Invoice Date
 G = General Ledger Date
 S = Statement Date
 (If left blank, "D" is the default.)
- 4. Specify one of the following methods for aging calculations: _____
 1 = Aging Days
 2 = Fiscal Periods
 3 = Calendar
 (If left blank, "1" is the default.)
- 5. Enter the following aging category information:
 Aging days: Beginning
 thru
 thru
 thru
 thru
 thru
 thru
 thru

Temporary Credit Messages:

- 6. If using Temporary Credit Messages, enter the aging category at which an open amount is considered late and should be flagged with the Temporary Credit Message entered below. _____
 Leaving this option BLANK means that nothing is considered late enough to flag the account with a Temporary Credit Message, and all accounts will have the Temporary Credit Message reset to be the same as the Credit Message, (unless the reset function is bypassed using option 8, below.)
- 7. Enter the Temporary Credit Message. _____
- 8. Enter a '1' to bypass the function that resets the Temporary Credit Message to be the same as the Credit Message. BLANK means that the Temporary Credit Message will be changed to be the same as the Credit Message if the open amount is no longer overdue or if blank was entered in option 6 above. _____
 The temporary credit message is automatically reset to the permanent message if the open amount is no longer overdue.

Draft Processing:

- 9. Indicate which drafts to include in the outstanding draft calculation: _____
 ' ' = Do not include drafts (Default)
 '1' = Include ALL unpaid drafts
 '2' = Include only drafts not due

What You Should Know About Processing Options

Temporary credit message – aging category (6)

When you enter the past due period, it causes the temporary credit code on the customer master to override the permanent credit code. Aging categories include:

- 1 (0 – 30 days)
- 2 (31 – 60 days)
- 3 (61 – 90 days)
- 4 (91 – 120 days)

Temporary credit message (7)

The temporary credit message overrides the permanent credit message on the Customer Master Information form as long as the customer has past due amounts in the aging category specified in processing option 6. An example of a temporary credit message is *On Credit Hold per Accounting*. These are user defined codes (00/CM).

Data Selection and Sequence

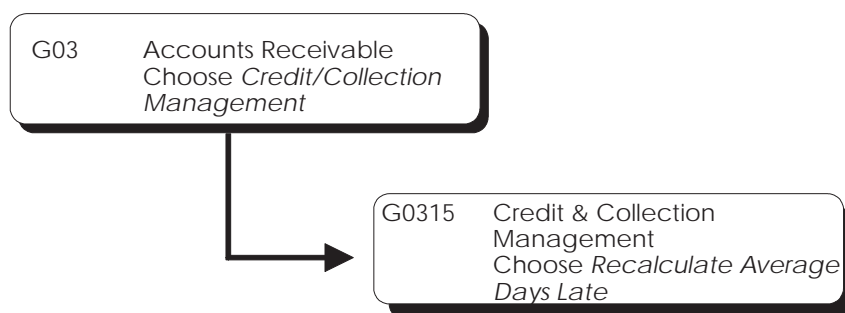
Do not change the data selection and sequence for this program. You can run the DEMO version to include customers with zero balances in the worktable.



Exercises

See the exercises for this chapter.

Determine Average Days Late



Determining Average Days Late

As part of your credit and collections activities, you might want to know the average number of days it takes a customer to pay an invoice. To do so, you must run Recalculate Average Days Late.

Recalculate Average Days Late calculates the average number of days a customer is late in paying an invoice based on the information in the A/R ledger. When you process invoices and receive payments from customers, the system stores this information in the A/R Ledger table (F0311).

The system stores the calculated information in the Customer Master table (F0301). You can view the results on Account Status Summary and on Customer Payment History.

Example: Average Days Late Calculation

The system calculates the number of average days late for each customer as follows:

- Averages the difference between the due date of an invoice and the corresponding payment date
- Includes a “weighted days to pay,” which means that it considers the amount of the invoice as well as how late the payment is

Weighting Calculation

The system uses the following formula for the weighting calculation:

$$\text{Payment date} - \text{Due date} = \text{Days past due}$$

$$\text{Days past due} \times \text{Payment amount} = \text{Weighted days to pay}$$

$$\text{Weighted days} / \text{Total of all payments} = \text{Average days late}$$

The following example shows how the system calculates the total of the receipts and weighted days to determine the average days late for the customer.

In addition to the weighting information, the example uses the following:

- Invoice number
- Invoice amount
- Receipt number

Invoice Number	Due Date	Invoice Amount	Receipt Number	Receipt Date	Receipt Amount
RI 6101	7/15/98	50	111	7/25/98	500
RI 6805	7/31/98	1000	875	8/31/98	250
RI 7231	8/01/98	50	623	8/15/98	50
		Total receipts = 800			

Invoice Number	Days Past Due	x	Receipt Amount	=	Weighted Days
RI 6101	10		500		5000
RI 6805	30		250		7500
RI 7231	14		50		700
		Total weighted days = 13,200			

$$\text{Total weighted days} / \text{Total payments} = 13,200 / 800 = 16.5 \text{ average days late}$$

Before You Begin

- Run the Process Batch Receipts program if you are using Lockbox Processing

What You Should Know About

Average days late calculation

The following types of receipts are not included in the calculation for average days late:

- Unapplied receipts
- Adjustments that have not been spread
- Write-offs

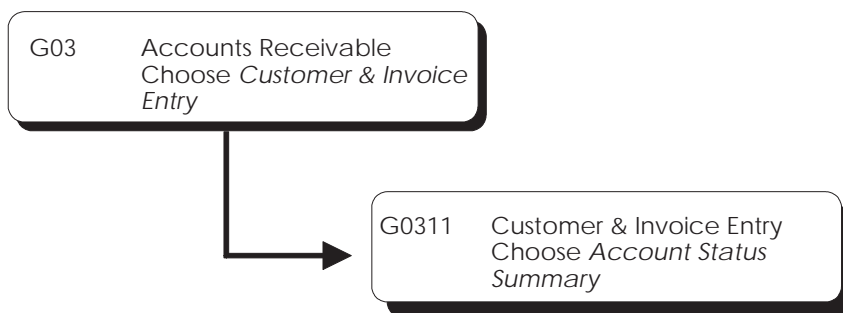
If you spread unapplied receipts to specific invoices, they are included in the calculation. When you recalculate the average days late for a customer, the system uses the RS records to go back to the original RC unapplied receipt record and uses the correct payment date for the calculation.

Data Selection

The open amount ensures that the system only selects invoices with amounts not equal (NE) to the gross amount of the invoice. That is, when the system calculates the average days late, it includes only those invoices that are paid or partially paid.

You can set the Invoice Date field to *ALL to calculate the average days late based on inception-to-date account detail, or you can specify an “as of” date.

Review Account Status Information



Reviewing Account Status Information

You can review summarized information about a customer's account or a parent account, such as the total open amount or dates of the first and last invoice.

Reviewing account status information consists of:

- Reviewing aged "as of" information
- Reviewing real-time information

Before You Begin

- Run the Credit Analysis Refresh program to update account information

What You Should Know About

Multi-Currency

If a customer uses multiple currencies, the system associates decimals with amounts by:

- Specific units (ledger type BU, AU, and so on). This is determined by the data display decimals in the data dictionary.
- Individual transaction amounts that represent the foreign currency. This is determined by the currency of the transaction (ledger type CA or Mode F).
- Summary amounts that represent the foreign currency of the last currency code associated with a particular total.
- Individual transaction amounts or summary amounts that represent the domestic currency of the company.

The currency code or company you specify on Account Status Summary determines the decimals for aging and open amounts (real-time only).

The amount currency you define in the customer record determines how the system uses decimals for the following amounts:

- Invoiced this year
- Invoiced prior year
- Last paid amount

Reviewing Aged "As of" Information

You can review the status of an account as of the last time you ran the Credit Analysis Refresh program. The system displays aging information on Account Status Summary according to the processing options you set for Credit Analysis Refresh.

"As of" aging information is stored in the A/R Cash Management worktable (F0315) and the Customer Master table (F0301).

► To review aged “as of” information

On Account Status Summary

[03203] - Account Status Summary

Functions Tools Help

Mode - "As Of" As of 07/01/98 Co

Parent Number

Customer Nmbr 3001 Credit Message 3 Not on Contract Ma

CENTRUM INCORPORATED Temp Credit Message 7 On Credit Hold per

WORLD TRADE CENTER

SUITE 96-1000

NEW YORK CITY NY 10048

Future 54.95

Current 2,840.25

31 - 60 1,000.00

61 - 90

91 - 120

121 - 150

151 - 180

181 - 210

Over 210

Total Open Amount 3,895.20

Credit Limit 50,000

Over Credit Limit

Invoiced This Year 7,684.18

Invoiced Prior Year

Last Paid Amount 250.00

(212) 629--3000

Contact: Mr. Robert TenBroeck

(212) 629--3040

Average Days Late 14

First Invoice 04/10/98

Last Invoice 01/19/87

Last Paid 06/18/98

Last Statement Date

Last Message

Amount Currency Code USD U.S. Dollar

F5=Who's Who F6=E-Mail F8=Cust Mast F16=Ledg Inq F18/F19=Mode F24=More MW

1. Complete one of the following fields:
 - Parent Number
 - Customer Number
2. Complete the following optional field:
 - Company

Reviewing Real-Time Information

You can view the status of an account as of a specific date. For example, if you enter today's date, the information is current as of today.

The real-time information that displays on Account Status Summary is stored in the A/R Ledger (F0311) and Customer Master tables. Because the A/R Ledger table contains more records than the A/R Cash Management worktable, the system might take longer to display information.

► To review real-time information

On Account Status Summary

1. Complete one of the following fields:
 - Parent Number
 - Customer Number
2. Complete the following optional field:
 - Company
3. Choose the Mode function to toggle to real-time mode.

The screenshot shows a window titled "[03203] - Account Status Summary" with a menu bar containing "Functions", "Tools", and "Help". The window displays account information for CENTRUM INCORPORATED. The "Mode" is set to "Real Time". The "As of" date is 05/08/96. The "Parent Number" is empty, and the "Customer Nbr" is 3001. The company name is CENTRUM INCORPORATED, with address WORLD TRADE CENTER, SUITE 96-1000, NEW YORK CITY NY 10048. The contact is Mr. Robert TenBroeck. The "Average Days Late" is 14. The "First Invoice" date is 04/10/98, "Last Invoice" is 01/19/87, and "Last Paid" is 06/18/98. The "Last Statement Date" is empty, and the "Last Message" is empty. The "Amount Currency Code" is USD U.S. Dollar. The "Total Open Amount" is 3,895.20, "Credit Limit" is 50,000, "Over Credit Limit" is empty, "Invoiced This Year" is 7,684.18, "Invoiced Prior Year" is empty, and "Last Paid Amount" is 250.00. The window also shows a list of future and current dates from 31-60 to 181-210. At the bottom, there are function keys: F5=Who's Who, F6=E-Mail, F8=Cust Mast, F16=Ledg Inq, F18/F19=Mode, F24=More, and MW.

Mode - Real Time	As of	05/08/96	Co	
Parent Number	Currency Code	USD		
Customer Nbr	Credit Message	3	Not on Contract Ma	
CENTRUM INCORPORATED	Temp Credit Message	7	On Credit Hold per	
WORLD TRADE CENTER	Future		3,895.20	
SUITE 96-1000	Current			
NEW YORK CITY NY 10048	31 - 60			
	61 - 90			
	91 - 120			
	121 - 150			
	151 - 180			
	181 - 210			
(212) 629--3000	Over 210			
Contact Mr. Robert TenBroeck	Total Open Amount		3,895.20	
(212) 629--3040	Credit Limit		50,000	
Average Days Late 14	Over Credit Limit			
First Invoice 04/10/98	Invoiced This Year		7,684.18	
Last Invoice 01/19/87	Invoiced Prior Year			
Last Paid 06/18/98	Last Paid Amount		250.00	
Last Statement Date				
Last Message				
	Amount Currency Code	USD U.S. Dollar		
F5=Who's Who F6=E-Mail F8=Cust Mast F16=Ledg Inq F18/F19=Mode F24=More MW				

4. Change the following optional field:
 - As of Date

Field	Explanation
As of Date	The cutoff date for information you want to display on a form or print on a report.

Processing Options for Account Status Summary

Print Options:

1. Specify one of the following print formats: _____
 - ' ' = Standard 132 character format. (Default)
 - '1' = Standard 132 character format with parent number.
 - '2' = Long 198 character format.
 - '3' = Long 198 character format with parent number.
 - '4' = Long 198 character format with foreign currency aging.

Aging Specifications:

2. Enter a '1' to retrieve the aging specifications from Accounts Receivable Constants. Default of blank will use the processing options for aging. _____

"As Of" Date:

3. Enter the "As Of" date to age open balances. If left blank, the current date is used as the default. _____

Account Aging Date:

4. Specify one of the following dates to age accounts from: _____
 - D = Due Date
 - I = Invoice Date
 - G = General Ledger Date
 - S = Statement Date
 (If blank, "D" is default)

Aging Calculations:

5. Specify one of the following methods for aging calculations: _____
 - 1 = Aging Days (Default)
 - 2 = Fiscal Periods
 - 3 = Calendar

Aging Category Information:

6. Enter the following aging category information: (for method 1 only)
 - Aging Days: _____ Beginning
 - _____ thru
 - _____ thru
 - _____ thru
 - _____ thru

Credit Processing:

7. Specify one of the following for aging credits: _____
 ' ' = Apply Credits to Current Column (Default)
 '1' = Age Credits
 '2' = Apply Credits to oldest active Aging Column

"As Of" Date Processing:

8. Enter a '1' to use the "As Of" date process. (Note: DREAM Writer Based on File must be F0311A) _____

Promises, Promises Information:

9. Specify one of the following to print Promises, Promises: _____
 '1' = print 'P' message type
 '2' = print 'P' and 'F' messages
 '3' = print all message types
 If left blank, no Promises, Promises will be printed.

"From" Tickler Date:

10. Enter the "From" Tickler Date to print Promises, Promises information. If left blank, the current date will be used. _____

Rounding Factor:

11. Enter the desired Rounding factor: _____
 ' ' = no scaling (Default)
 '0' = round decimals only
 '1' = divide by 10
 '2' = divide by 100
 '3' = divide by 1000
 '4' = divide by 10000
 '5' = divide by 100000
 '6' = divide by 1000000

Any value of 0 through 6 will round decimals to whole numbers. Amounts are divided using 4/5 rounding. Actual amounts are used to accumulate the total fields.

Category Code:

12. Enter the category code number indicating which category code to print on the report. If left blank, no category code will print. (This pertains to the two short report formats only.) _____

Credit Limit:

13. Enter a '1' to print the credit limit for each customer listed on the report. If left blank, no credit limit will print. _____

Drafts:

14. Enter a '1' to print a separate draft amount on the report. If left blank, a separate draft amount will not be printed. (This pertains to the long format without parent number.)

Summary Page:

15. Enter a '1' to print the company summary page at the end of the report. If left blank, no summary page will be printed.

Manage Credit Information

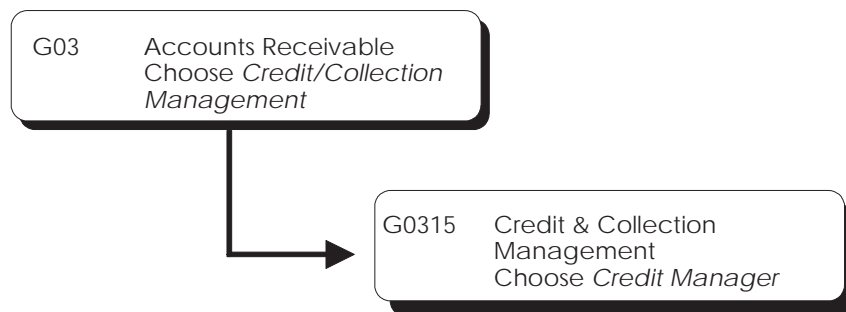
Managing Credit Information

After you send an invoice to a customer for goods or services that are bought “on account,” you might want to manage the customer’s credit information. For example, you might want to view which parent accounts are due for a credit review, or you might want to increase the customer’s credit limit. You manage credit information for a customer at the parent level.

Managing credit information consists of:

- Reviewing customer accounts
- Working customer accounts
- Reviewing account balances

Reviewing Customer Accounts



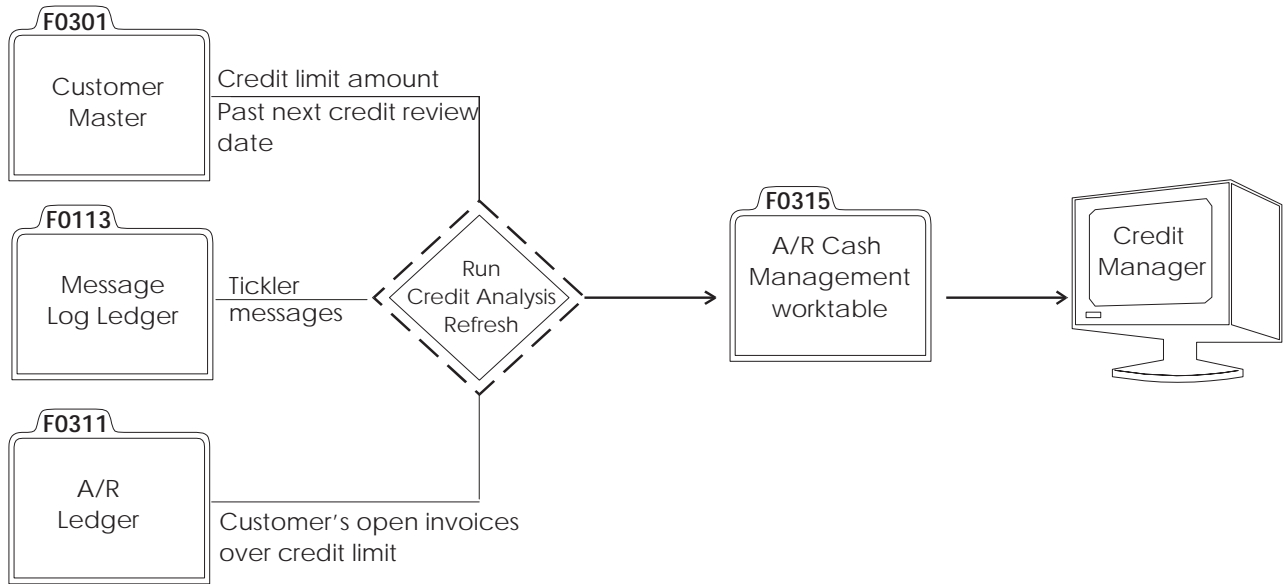
To determine whether a customer is over its credit limit, review the customer’s account. This is the first task in managing credit information.

You can review an account (parent) that exceeds its credit limit by specifying:

- Address book category code 1 (location or branch)
- Address book category code 2 (account representative)
- Credit manager
- Collections manager

When you review a customer's account, you can determine if the customer is due for a credit review.

The following graphic illustrates the information that the system displays when you view credit information and where that information originates.



Credit information is stored in the following tables until the system updates the A/R Cash Management worktable (F0315):

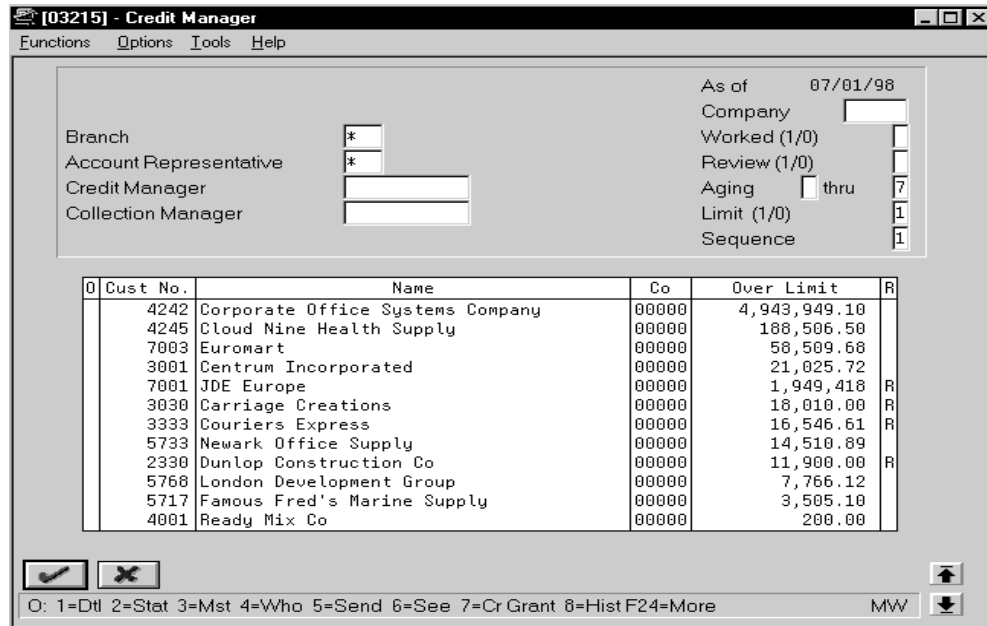
- Customer Master (F0301)
- Message Log Ledger (F0113)
- A/R Ledger (F0311)

Before You Begin

- Run the Credit Analysis Refresh program to ensure that the credit information you review is current

► To review customer accounts

On Credit Manager



1. Display all customers who are over their credit limit, or complete any of the following fields to limit the information displayed:
 - Branch
 - Account Representative
 - Credit Manager
 - Collection Manager
 - Company
 - Worked
 - Review
 - Aging (From)
 - Aging (Thru)
 - Limit
 - Sequence
2. To access Credit Manager to review the total amount due and aging information, press F15.

[03215] - Credit Manager Functions Options Tools Help

As of 07/01/98
 Company
 Worked (1/0)
 Review (1/0)
 Aging thru 7
 Limit (1/0) 1
 Sequence 1

Category Code 01 *
 Account Representative *
 Credit Manager
 Collection Manager

. Aging Days

0	Name	Amount Due	Future	Current	31 - 60	R
	Corporate Office	4,396,495.56	17,749.25	4,578,746.31	200,000.00-	
	Euromart	61,509.66	59,419.83	2,089.85		
	Centrum Incorpora	71,060.72	19,279.95	19,191.20	25,369.57	
	JDE Europe	1,951,918	1,053,729	898,189		R
	Carriage Creation	23,010.00	9,100.00	10,125.00	3,785.00	R
	Couriers Express	26,546.61	23,731.61	2,815.00		R
	Newark Office Sup	15,510.89	12,505.89			
	Dunlop Constructi	13,900.00	450.00	11,950.00	1,500.00	R
	London Developmen	8,766.12			8,766.12	
	Famous Fred's Mar	5,005.10				
	Ready Mix Co	2,200.00			2,200.00	

O: 1=Dtl 2=Stat 3=Mst 4=Who 5=Send 6=See 7=Cr Grant 8=Hist F24=More MW

Field	Explanation
Branch	<p>One of forty reporting codes that you can assign to an address in the Address Book system. Use these codes to identify addresses for reports, mailings, and so on.</p> <p>Category codes are user-defined (system 01, types 01 through 30). Examples:</p> <ul style="list-style-type: none"> Category code 01 Location or Branch Category code 02 Salesperson Category code 03 New tenant Category code 04 Credit officer <p style="text-align: center;">. Form-specific information</p> <p>An * (asterisk) indicates all locations or branches</p>

Field	Explanation
Account Representative	<p>One of thirty reporting codes that you can assign to an address in the Address Book system. Use these codes to identify addresses for reports, mailings, and so on. Category codes are user-defined (system 01, types 01 through 30). Examples:</p> <ul style="list-style-type: none"> Category code 01 Location or Branch Category code 02 Account Representative Category code 03 New tenant Category code 04 Credit officer <p>..... <i>Form-specific information</i></p> <p>An * (asterisk) indicates all salespeople.</p>
Worked	<p>A value of Y or 1 displays all credit customers whether they have been worked or not. A value of N, 0 or blank displays all credit customers that have NOT been worked.</p>
Review	<p>The Accounts Receivable system automatically flags customers for review. This is based on a pre-planned credit review date or a current tickler (E-Mail) transaction. Other flags are provided to reflect over credit limit and customer delinquencies.</p> <p>A value of Y or 1 displays ONLY those customers flagged for review. A value of N, 0 or blank will display ALL customers, whether flagged for review or not.</p>
Aging (From)	<p>The category at which you want to begin the aging. For example, category 3 could indicate 60 – 90 days, and so on. You can use up to nine aging categories.</p>
Aging (Thru)	<p>The category at which you want to end the aging. For example, category 3 could indicate 60 – 90 days, and so on. You can use up to nine aging categories.</p>
Limit	<p>This field is used to select customers who have exceeded their credit limit as established on Customer Master Information. A value of N, or 0 displays all customers. A value of Y or 1 displays only those customers who have exceeded their credit limit.</p> <p>Credit limits are established at the parent (national account) level.</p>
Sequence	<p>The sequence in which a customer's balance displays.</p> <ul style="list-style-type: none"> • 1 displays the customers in descending sequence based on the amount over the credit limit • 2 displays the customers in descending sequence of the highest balance of the oldest category

What You Should Know About

Reviewing additional customer information

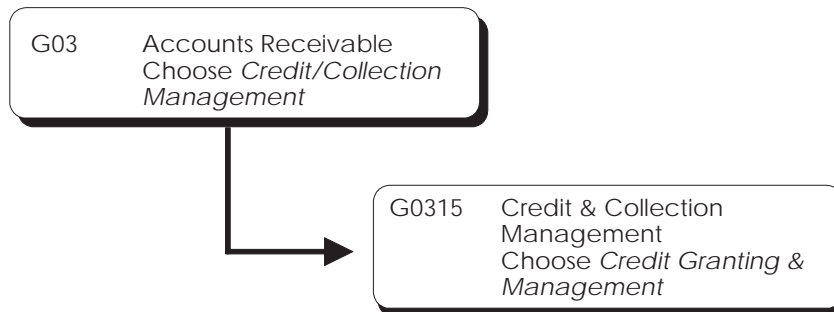
From Credit Manager, you can access additional information that might be useful when reviewing a customer's account. For example, you can access:

- Summarized account information, such as the date of the first and last invoice
- Detailed customer ledger information
- Detailed payment history
- Electronic mail reminders with tickler dates

Multi-Currency

If you specify a company, the system uses the decimals of that company's currency to display amounts. If you do not specify a company, the system uses the amount currency specified in the customer record.

Working Customer Accounts



When managing credit information for a customer, the second task is to work the customer's account. When working an account, you might review and change the following for the customer at the parent level:

- A customer's credit limit
- The date of the next credit review
- A tickler message about any action you take

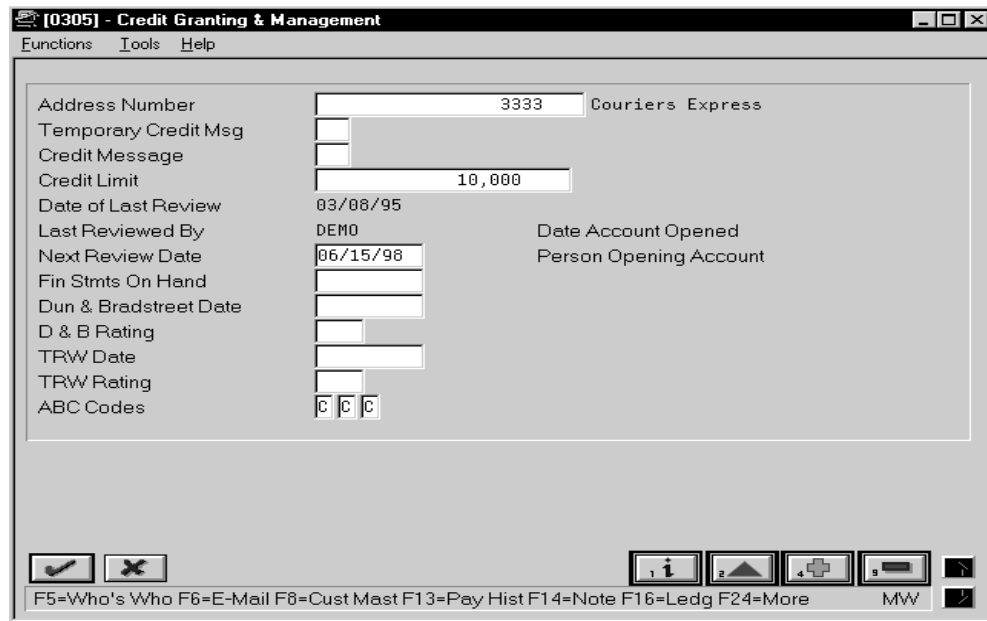
An account is considered "worked" after you change the date of the next credit review or enter a message about the account's status.

When you revise the credit limit or next review date for a parent customer, the system updates the Customer Master table. However, the system does not update the following until you run the Credit Analysis Refresh program:

- Open amounts for the customer
- The amount over the credit limit

▶ **To work customer accounts**

On Credit Granting & Management



1. Locate the customer.
2. Complete or change information in the following fields:
 - Credit Limit
 - Next Review Date

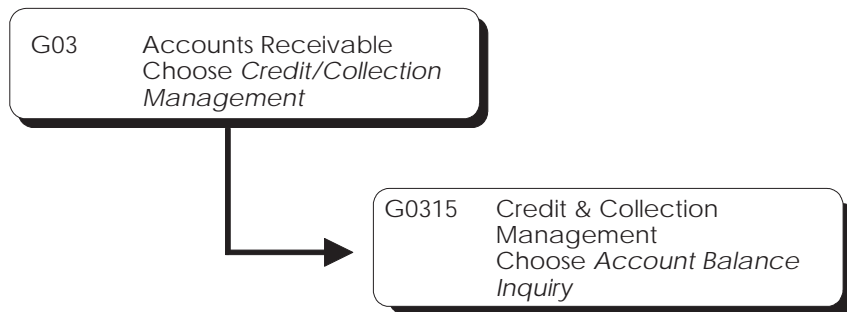
Field	Explanation
Credit Limit	The credit limit for a customer in the Customer Master Information table (F0301). This value is used throughout the credit management programs and is maintained for parent accounts. This field is maintained as an integer, no decimals.
Next Review Date	The review date for the customer's credit information.

What You Should Know About

Revising credit information

You cannot change the Date of Last Review and Last Reviewed By fields. The system automatically updates them when you review and change the customer's credit limit.

Reviewing Account Balances



When you work a customer's account, you might need to research whether the customer has exceeded its credit limit. To do so, review the customer's account balance.

You can view credit information for a parent company and its associated children by specifying one of the following:

- Parent number (to view up to 25 levels of parent/child information)
- Statement address number (to view open balances for a specific customer)

Account balance information is maintained in the A/R Cash Management worktable (F0315).

Before You Begin

- Set up the necessary parent/child relationships and the instructions for statements on Customer Master Information
- Run the Credit Analysis Refresh program to build the multi-level parent/child relationships

► To review account balances

On Account Balance Inquiry

P	Level	Address Number	Alpha	Comp	Account Balance	Cur Cod
		3333	Couriers Express	00000	26,546.61	USD
		3333	Couriers Express	00100	26,546.61	USD

1. Complete one of the following fields:
 - Parent Number
 - Statement Address Number
2. To further limit the information displayed, complete any of the following fields:
 - Level
 - Company
 - Currency

What You Should Know About

Reviewing the credit limit

If you specify company 00000 or leave the company blank, access the detail area to view the credit limit of the parent customer.

Reviewing account balances for a parent customer

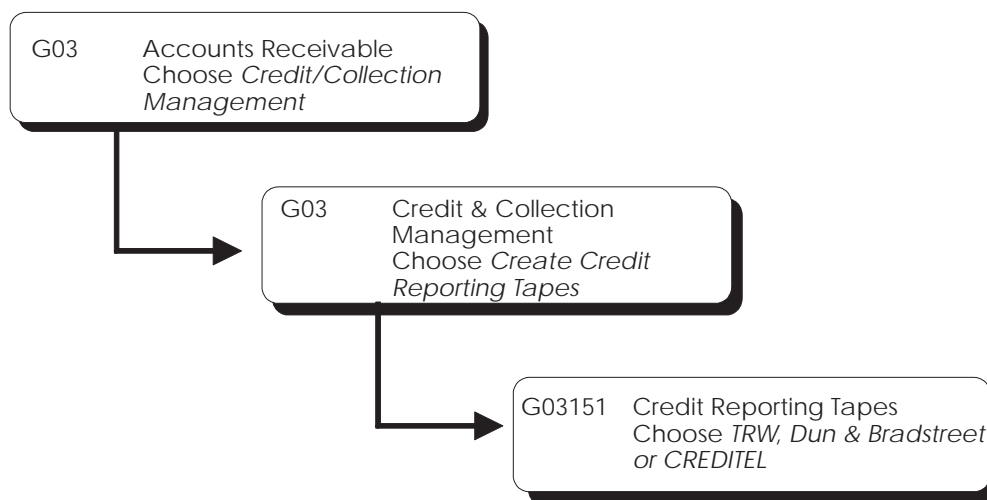
When you review the account balance for a parent customer, you can:

- Leave the company blank to display the total of the parent account and its children's accounts for all companies
- Leave the Level field blank to display the total of all parent/child levels and their account balance

Multi-Currency

- If you specify company 00000, the account balance represents the amount currency assigned in the customer record.
- If you do not specify a company or a currency, the account balance is displayed in the domestic currency of the parent customer account.
- If you specify a currency, the system only displays those account balances that are in the specified currency.

Create Credit Reporting Tapes



Creating Credit Reporting Tapes

As part of managing credit information for your customers, you might need to send a magnetic tape of A/R information to an outside credit agency. To do so, you must create the credit reporting tape.

When you create a credit reporting tape, the system:

- Reads information from the A/R Cash Management worktable (F0315)
- Formats your customer's A/R information to conform to the standards of the specific credit agency
- Writes the information to the tape

You might be required to send these tapes to one or more of the following credit agencies:

- TRW
- Dun & Bradstreet
- CREDITEL

These credit agencies, in turn, process the tape and establish credit rating information about your customers.

What Are the Requirements for Credit Reporting Tapes?

The following information describes the credit agency's requirements for credit reporting tapes.

TRW

This credit agency requires that you:

- Include all of your customers, regardless of their balances. You can set a processing option to include customers who have a zero balance. This ensures that the system includes those customers who pay on time or have no open amounts.
- Specify an SIC (Standard Industry Code) for the company for which you are submitting a tape. Set up the SIC for the customer in the customer master record.
- Enter the four-character business code that you obtain from TRW in the processing options.
- Use a seven-character business code to describe the payment terms for the customer. To do this, set up a cross-reference between the three-character Payment Terms field on the user defined codes list (03/PT) and the TRW definition.

Dun & Bradstreet

This credit agency accepts tapes that conform to the requirements of TRW.

CREDITEL

This credit agency has no special requirements.

Before You Begin

- Run the Update A/R from Address Book program.
- Contact your credit reporting agency to obtain any necessary information.
- Ensure that you have a tape drive available to create magnetic tapes.
- Run the Credit Analysis Refresh program to create the A/R Cash Management worktable. Alternatively, you can set a processing option in the Create Credit Reporting Tapes program to base your credit reporting information on a temporary cash management table. This lets you submit the tape program without running Credit Analysis Refresh.
- Initialize your media tape to either 1600 or 6250 BPI with standard IBM tape labels.

▶ **To create a credit reporting tape**

1. Choose the menu selection for one of the following:
 - TRW
 - Dun & Bradstreet
 - CREDITEL
2. Respond to the prompts that the system displays.
3. Set the appropriate processing options.

What You Should Know About

- | | |
|--|--|
| Submitting more than one version at the same time | If you try to submit more than one version of the Create Credit Reporting Tapes program, the system displays an error message because each version accesses the Credit Tape worktable (F03902 or F03902C). |
| Creating credit tapes for multiple companies | To create a credit tape for multiple companies, set up separate versions of the Create Credit Reporting Tapes program. |

Processing Options for TRW and Dun & Bradstreet

- Submitting Company Information:**
1. Enter your 'Contributor' number. _____
 2. Enter your 'Business Category' code. _____
- 'As Of' Date:**
3. Enter the 'As Of' Date to be used as the A/R cutoff date. _____
- Credit Report Amounts:**
4. Enter the code to be used for the printed amounts on credit reports. _____
 - '0' = Actual amount to be displayed
 - '1' = +100000 to be displayed on account balances over \$100,000
 - '2' = +200000 to be displayed on account balances over \$200,000
 - '3' = +300000 to be displayed on account balances over \$300,000
 - '4' = +400000 to be displayed on account balances over \$400,000
 - '5' = +500000 to be displayed on account balances over \$500,000
- Tape Creation Options:**
5. Enter the tape device name to use (Default is TAP01). _____

- 6. Enter the Data File Library to use for the load of the F03920 file (Default is *LIBL). _____

Credit/Cash Management Build:

- 7. Enter a '1' to rebuild the temporary A/R Credit/Cash Management work file prior to generating the tape. _____
NOTE: If you do not build the temp. work file, the existing Credit/Cash Management file will be used.
If a '1' is entered, the Based On File must be F0315WJA.

- 8. Enter a '1' to rebuild the temporary A/R Credit/Cash Management work file with zero balance records. _____
If left blank, records with an open amount of zero will not be included.

Processing Options for Create CREDITEL Reporting Tape

Submitting Company Information:

- 1. Enter your CREDITEL membership number. _____

'As Of' Date:

- 2. Enter the 'As Of' Date to be used as the A/R cutoff date _____

Tape Creation Options:

- 3. Enter the tape device name to use (Default is TAP01). _____

- 4. Enter the Data File Library to use for the load of the F03920C file (Default is *LIBL). _____

Credit/Cash Management Build:

- 5. Enter a '1' to rebuild the temporary A/R Credit/Cash Management work file prior to creating the tape. _____
NOTE: If you do not build the temp. work file, the existing Credit/Cash Management file will be used.
If a '1' is entered, the Based On File must be F0315WJA.

- 6. Enter a '1' to rebuild the temporary A/R Credit/Cash Management work file with zero balance records. _____
If left blank, records with an open amount of zero will not be included.

Manage Collections Information

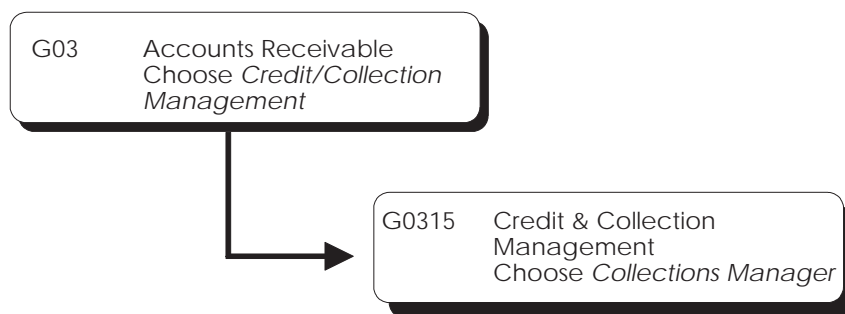
Managing Collections Information

After you send invoices to your customers, you might need to manage their accounts for collection purposes. For example, you might need to review and analyze a customer's past-due account and determine whether to send it to an outside collections agency.

Managing collections information consists of:

- Reviewing past-due accounts
- Reviewing payment history
- Reviewing account balances
- Working past-due accounts
- Reviewing collection management information

Reviewing Past-Due Accounts



To determine which customer accounts are overdue and the number of days in which the accounts are delinquent, review past-due accounts. You can control the information that the system displays by setting a processing option.

In addition, you can review:

- Accounts for a specific collection manager or all collection managers
- Accounts with outstanding collections messages
- Accounts that have been “worked”
- Accounts that are past due in specific aging categories

Collections information is stored in the following tables until the system updates the A/R Cash Management worktable (F0315):

- Customer Master (F0301)
- A/R Ledger (F0311)

Before You Begin

- Run the Credit Analysis Refresh program to ensure that the collections information is current

▶ To review past-due accounts

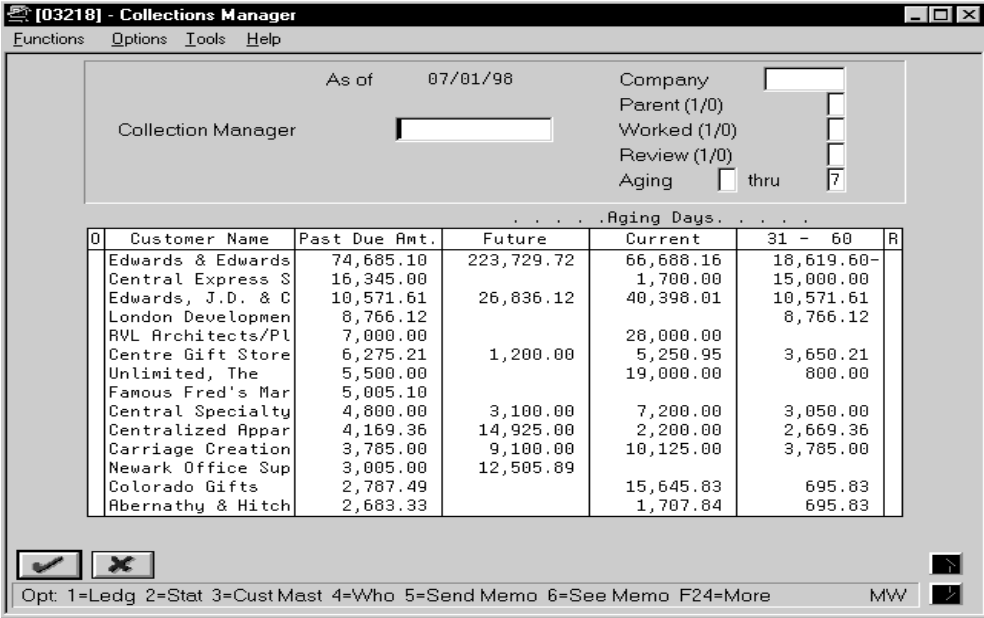
On Collections Manager

Cust No.	Name	Co	Past Due Amount	R
1002	Edwards & Edwards	00000	74,685.10	
3002	Central Express Store	00000	16,345.00	
1001	Edwards, J.D. & Company	00000	10,571.61	
5768	London Development Group	00000	8,766.12	
6621	RVL Architects/Planners	00000	7,000.00	
3004	Centre Gift Store	00000	6,275.21	
4535	Unlimited, The	00000	5,500.00	
5717	Famous Fred's Marine Supply	00000	5,005.10	
3003	Central Specialty Store	00000	4,800.00	
3005	Centralized Apparel	00000	4,169.36	
3030	Carriage Creations	00000	3,785.00	
5733	Newark Office Supply	00000	3,005.00	
5813	Colorado Gifts	00000	2,787.49	
4175	Abernathy & Hitch	00000	2,683.33	

1. Display all past-due accounts for all collection managers, or complete the following field to limit the information displayed:

- Collections Manager

- 2. To further limit the information, complete any of the following fields:
 - Company
 - Parent
 - Worked
 - Review
 - Aging From
 - Aging Thru
- 3. To access Collection Manager to review the total amount due and aging information, press F15.



What You Should Know About

Reviewing additional account information

From Collections Manager, you can access additional account information that might be useful when you review past-due accounts. For example, you can access:

- Detailed customer ledger information
- Summarized account information, such as the date of the first and last invoice
- Customer master information
- Detailed messages about any action taken to collect overdue amounts

Multi-Currency

If you specify a company, the system uses the decimals of that company's currency to display amounts. If you do not specify a company, the system uses the amount currency you set up in the customer record.

Processing Options for Accounts Receivable Collections Manager

Default Processing:

1. Enter the Aging Categories to be displayed on the screen. (If left blank the values will default from the Data Dictionary.)

From Category _____
Thru Category _____

2. Enter a "1" if the User ID is to be loaded into the Collections Manager field on the screen. (A default of blanks will not load the User ID.)

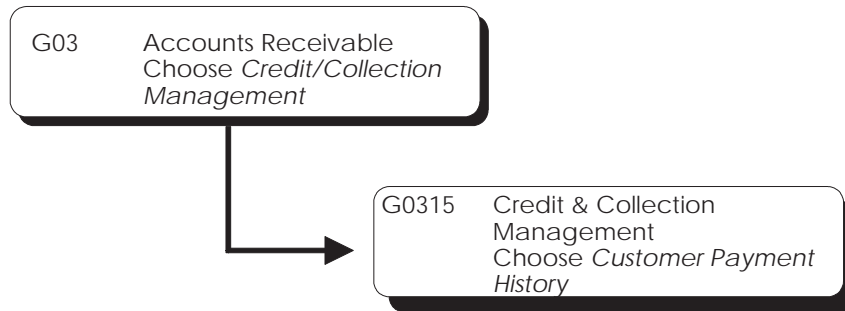
What You Should Know About Processing Options

Aging categories (1)

The aging categories determine customer accounts that appear on Collections Manager. Only accounts that have activity in the selected past due ranges will appear. Values are:

- F = Future (-999-0)
- C = Current (0-30)
- 1-7 = Past due aging ranges: 1 (30-60), 2 (61-90), (91-120), and so on

Reviewing Payment History



Alternatively, you can access customer payment history from the Credit Manager form.

As part of your collection activities, you might want to analyze the payment trends of a customer. To do so, review the customer's payment history.

Customer payment history consists of A/R activity over three fiscal quarters. This information is maintained in the A/R Ledger table.

Before You Begin

- Run the Average Days Late program to update the number of days a customer is late in paying their invoices

▶ **To review payment history**

On Customer Payment History

The screenshot shows a window titled "[03204] - Customer Payment History". It contains a form with the following fields: Parent Number (3001), Customer Number, Company (Centrum Incorporated), From Yr (98), From Mth (06), and Doc Type. Below these fields is a table with the following data:

	06/98-04/98	03/98-01/98	12/97-10/97	Total
Sales	68,895.54	3,328.00		72,223.54
Credits	300.00-			300.00-
Cash Received	13,565.72			13,565.72
Period High Sum	50,215.59	3,328.00		50,215.59
Pd. High Sum Date	05/31/98	02/14/98		05/31/98
Avg Days Late	15-			15-
Avg Invoice Amt	2,222.43	1,109.33		2,124.22
Discounts Allowed	268.86	17.50		286.36
Discounts Taken	10.26			10.26
Finance Charges				
Chargebacks				
Adjustments				
Minor Amount Wri	10.00-			10.00-
Bad Debt	78.00-			78.00-
Other				

At the bottom of the window, there are keyboard shortcuts: F5=Who's Who, F6=Send Memo, F8=Cust Mast, F16=Ledg, F18=Stats, F24=More, and MW.

1. Complete one of the following fields:
 - Parent Number
 - Customer Number

2. To further limit the information displayed, complete any of the following fields:
 - Company
 - From Year
 - From Month
 - Document Type (Include/Exclude)

What You Should Know About

Multi-Currency

If you enter multiple currencies for a customer, the total amounts on Customer Payment History will be meaningless hash totals (a combination of all currencies entered). To avoid hash totals, set up multiple address book numbers for a customer, each with its own currency.

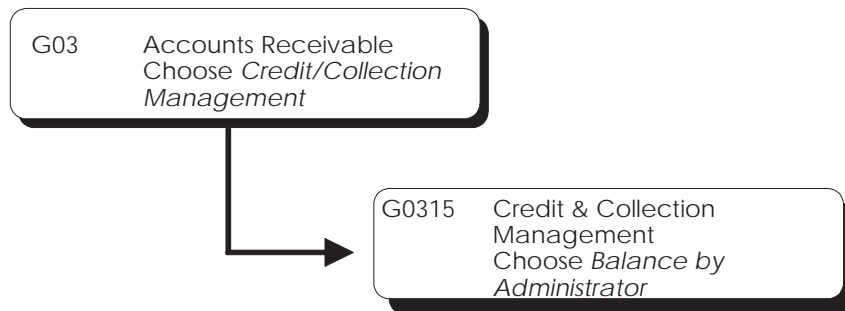
Reviewing Account Balances

To determine the open amount on an account, review the customer's account balance. This task consists of:

- Reviewing balances by administrator
- Reviewing balances by business unit

Account balance information is stored in the A/R Ledger table.

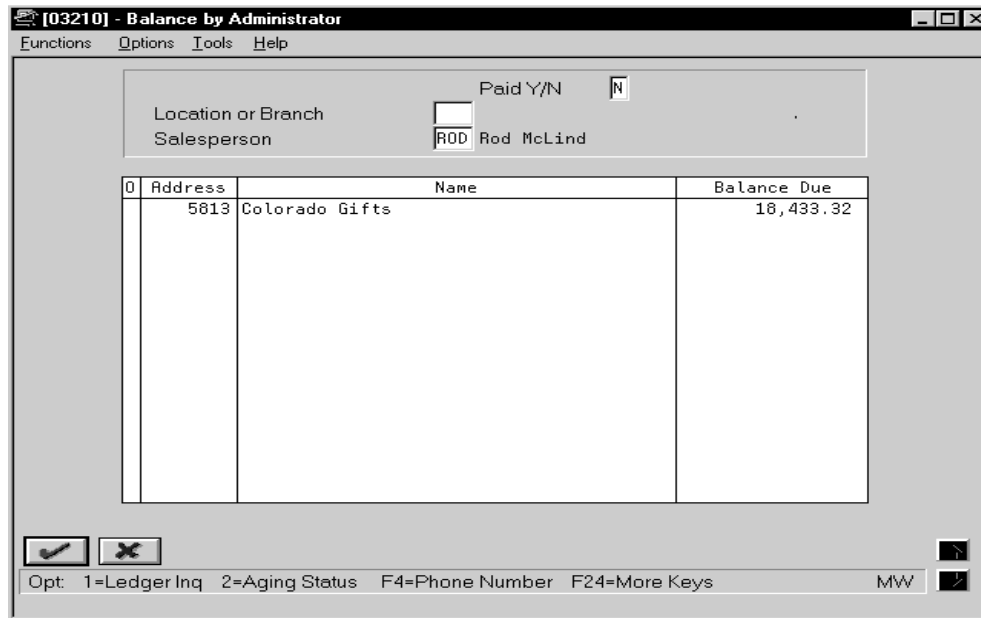
Reviewing Balances by Administrator



To view account information by location or account representative, review balances by administrator. You can view account balances by the information you defined for category codes 01 and 02 in the address book. For example, you can view all open account balances that are assigned to a specific salesperson.

▶ **To view balances by administrator**

On Balance by Administrator



Display all account balances for your default location or branch, or complete any of the following fields to limit the information displayed:

- Location or Branch
- Salesperson
- Paid

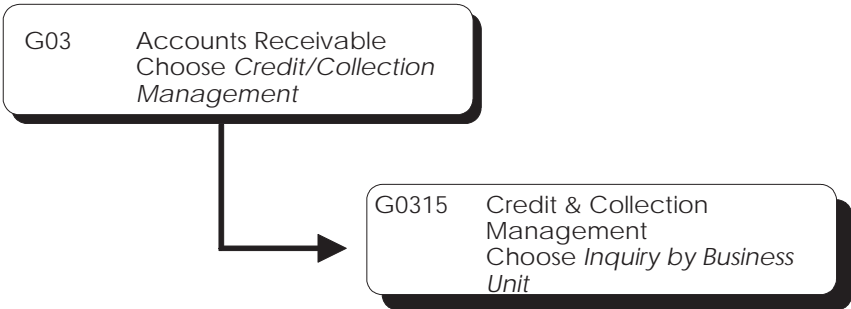
What You Should Know About

Reviewing other types of account information

You can access other types of account information for a customer on Balance by Administrator. For example, you can access:

- Customer ledger information
- Account status information

Reviewing Balances by Business Unit



In addition to reviewing a customer's account balance by administrator, you can review the open amount of the account by business unit.

► **To review balances by business unit**

On Inquiry by Business Unit

[03220] - Inquiry by Business Unit

Business Unit: Document Type:
 General Accounts Paid Y/N:
 G/L Offset:

Address Number	Name	Document Ty	Number	Pay Itm	Due Date	Open Amount	Payment/Item
1001	Edwards, J.D. & Com	RI	387	000	05/15/98	1,775.00	
1001	Edwards, J.D. & Com	RI	582	000	06/10/98	3,000.00	
1001	Edwards, J.D. & Com	RI	595	000	06/12/98	1,895.10	
1001	Edwards, J.D. & Com	RI	635	000	07/01/98	1,850.00	
1001	Edwards, J.D. & Com	RI	636	000	07/03/98	2,000.00	
1001	Edwards, J.D. & Com	RI	769	000	07/20/98	1,000.00	
1001	Edwards, J.D. & Com	RI	849	000	06/30/98	9,287.50	
1001	Edwards, J.D. & Com	RI	860	000	07/20/98	2,500.00	
1001	Edwards, J.D. & Com	RI	4794	000	05/30/98	8,796.61	
1001	Edwards, J.D. & Com	RI	4944	000	06/27/98	24,465.41	
1001	Edwards, J.D. & Com	RI	5133	000	07/10/98	19,786.12	
1001	Edwards, J.D. & Com	RM	4453	000	06/30/98	100.00-	
1001	Edwards, J.D. & Com	RR	657	000	07/02/98	1,550.00	
1002	Edwards & Edwards	RI	658	000	07/02/98	400.00	
1002	Edwards & Edwards	RI	659	000	06/11/98	605.00	
1002	Edwards & Edwards	RI	831	000	07/15/98	58,865.00	

F4=Full Details F24=More Keys MW

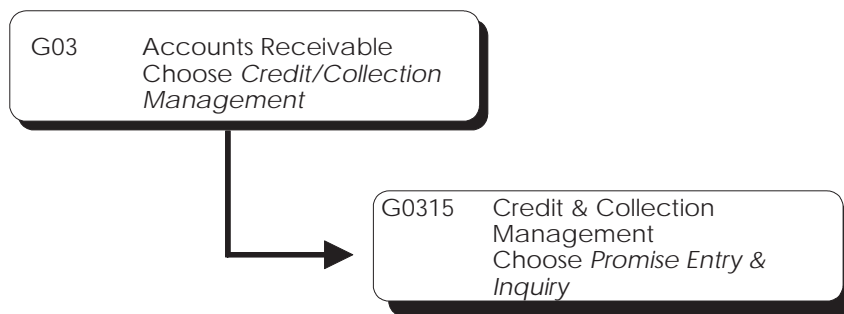
1. Complete the following field:
 - Business Unit
2. To limit the information displayed, complete any of the following fields:
 - Document Type
 - Paid
 - G/L Offset

What You Should Know About

Specifying a business unit

The business unit you specify on Inquiry by Business Unit is the business unit of the invoice record, not the business unit for the G/L distribution.

Working Past-Due Accounts



When managing collection information for your customers, you might need to work those accounts that are past due. An account is considered “worked” after you contact the customer and enter a collections message.

After you work a past-due account, the customer no longer appears on Collections Manager. If the account remains past due based on the tickler date, the account will appear again.

Promises Entry and Inquiry is a version of the Address Book Message Log. You can view a list of customers and use the search type and category codes to create specific lists of customers.

Working past-due accounts consists of:

- Reviewing promises messages
- Entering promises messages

See Also

- *Working with Employee Mail Boxes (P01250) and Working with Messages (P01250) in the Address Book Guide*

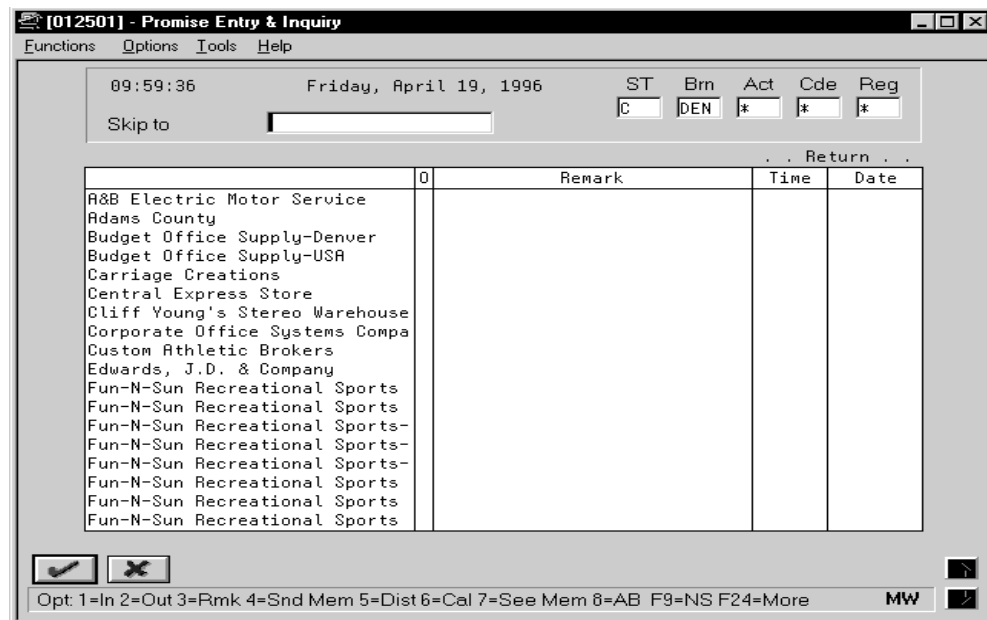
Reviewing Promises Messages

When working past-due accounts, you might need to review promises messages for the customer. A promises message might contain detailed information about the action taken to collect overdue invoices on a customer's account.

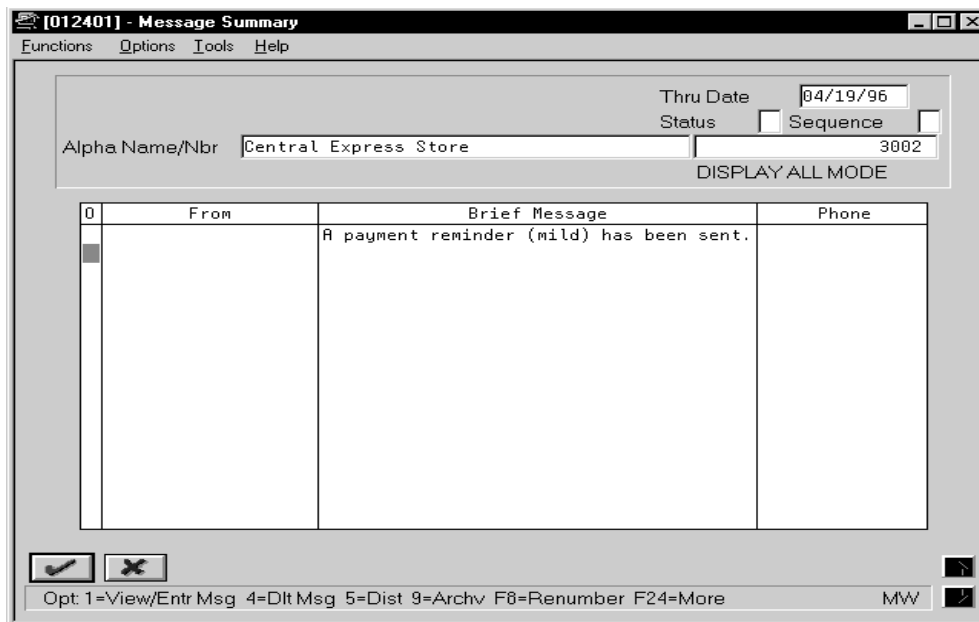
For example, a promise message might read *A delinquency notice was sent June 30, 1998*. A promises message might also document a conversation with a customer about its past-due account balance. For example, the message might read *Spoke with the accounts payable manager, John White, and he said payment will be sent at the end of the month.*

▶ **To review promises messages**

On Promises Entry & Inquiry



1. Complete the following field or a portion thereof:
 - Skip to
2. Choose the See Memo option next to the customer to access Message Inquiry and view a portion of the first line of text for each message.



3. On Message Inquiry, choose the View/Enter Message option next to the appropriate message.

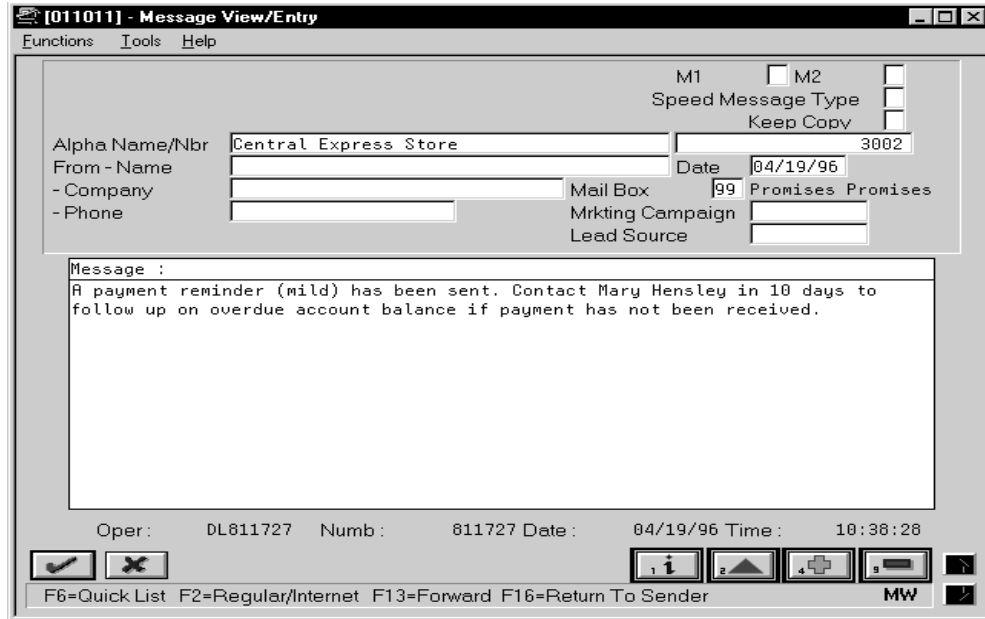
Entering Promises Messages

To document any communication with a customer, such as a commitment to pay an invoice on a certain day, enter a promises message. You can enter promises messages to better manage collection reminders, customer communications, and future actions.

▶ To enter promises messages

On Promises Entry & Inquiry

1. Complete the following field or a portion thereof:
 - Skip to
2. Choose the Send Memo option next to the customer to access Message View/Entry.



3. On Message View Entry, complete the following fields:
 - Tickler Date
 - Message Type 1
 - Message Type 2
 - Name
 - Company (optional)
 - Phone (optional)
 - Speed Message Type
4. Complete the necessary text on the Message lines.

Field	Explanation
Tickler Date	The future reminder date. The system will not send the message until this date.
Message Type 1	<p>A code used to classify types of messages. For example:</p> <ul style="list-style-type: none"> I Internal Message – entering message of this type does not remove customer from credit or collection review. P Promises, Promises Message. F Other Promises, Promises Message – a secondary classification of Promises, Promises messages. <p>If using Promises, Promises, you might want the default to be P, so that you can print your reports using this code.</p>

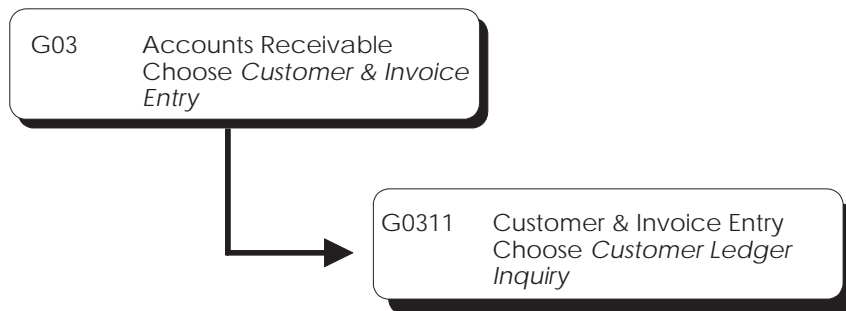
Field	Explanation
Message Type 2	A code that classifies the type of messages. For example: S Direct Sale D Distributor Sale
Speed Message Type	A user defined code (01/MT) that specifies speed messages in the Electronic Mail system. When a Speed Message Type code is entered on Message View/Entry, the code's description is automatically added as the message text. Examples are, "Please call back" or "Returned your call".

What You Should Know About

Entering a message without working an account

You can enter a promises message for a customer without working the account. To do so, specify I (internal) in the M1 field and leave the tickler date blank. This designates the message is for internal purposes.

Reviewing Collection Management Information

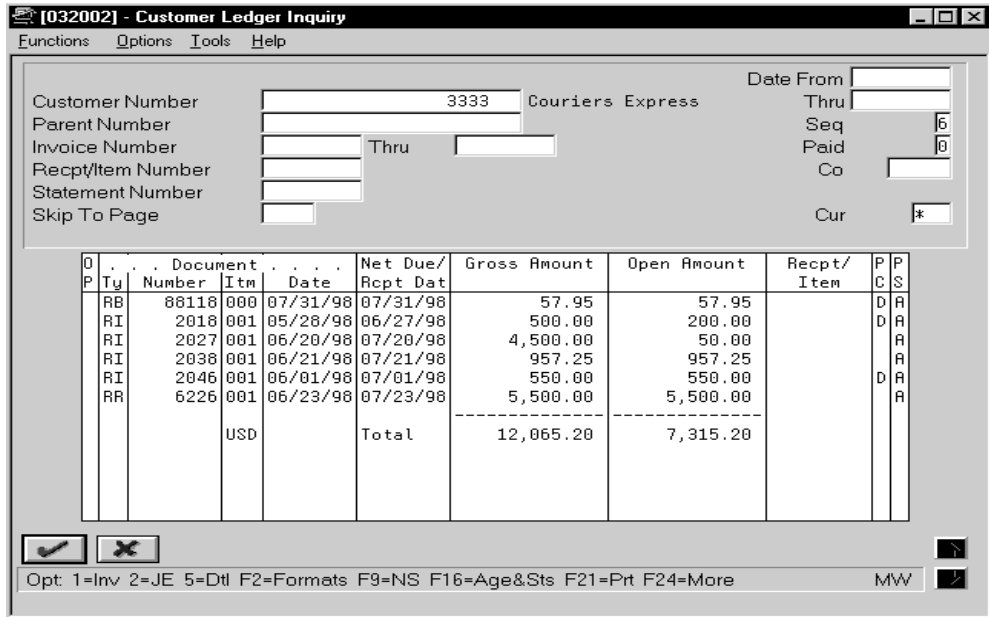


As you monitor and work your past-due accounts, you might need to decide whether to send payment reminders to a customer or whether the customer should appear on a collection report. To do so, review collection management information.

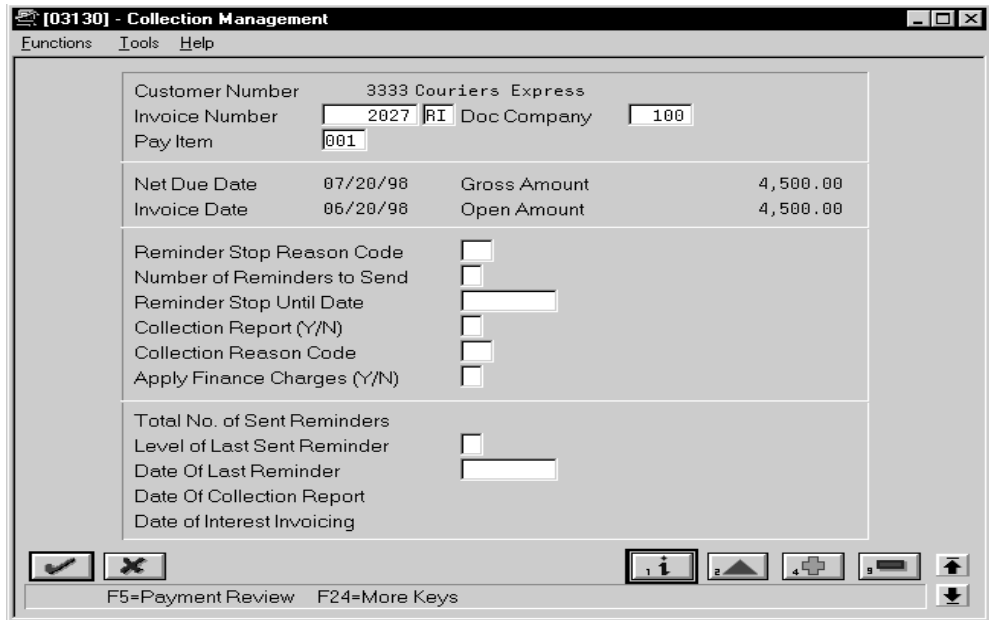
If you determine that a customer should appear on a collection report to be sent to an outside collections agency, you must verify that a reason code is defined.

► To review collection management information

On Customer Ledger Inquiry



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



3. On Collection Management, verify information in the following fields:

- Reminder Stop Reason Code
- Reminder Stop Until Date
- Collection Report
- Collection Reason Code
- Apply Finance Charges
- Level of Last Sent Reminder
- Date of Last Reminder
- Date of Collection Report
- Date of Interest Invoicing

Field	Explanation
Reminder Stop Reason Code	<p>A code that identifies the reason for an adjustment, or a code that prevents an individual invoice from being included on a payment reminder. You define these codes in the AAIs so that the system can make the adjusting entries in the general ledger.</p> <p>Typical reason codes are:</p> <ul style="list-style-type: none"> RABD – Bad Debt Expense (BD is the Adjustment Reason) RADC – Damaged Goods Credit (DC is the Adjustment Reason) RAMW – Minor Amount Write Off (MW is the Adjustment Reason) RATF – Tax or Freight Dispute (TF is the Adjustment Reason)
Reminder Stop Until Date	The system does not send reminders to the customer until after this date.
Collection Report	A code that indicates whether invoices for a particular customer appear for collection. If this field is Y (the default), invoices appear on the collection report after the maximum number of reminders have been sent to the customer and the final collection report is generated. If you enter N in this field, the customer's invoices are not eligible to appear on the collection report.
Collection Reason Code	A user defined code (system 03/type CL) that indicates either the reason that the invoice was sent to collections or the particular collection agency responsible for the collection. A code is entered in this field when an invoice is sent to collections.

Field	Explanation
Apply Finance Charges	A code that indicates whether finance charges should be applied or waived for the account. Valid codes are: Y Yes, apply finance charges N No, do not apply finance charges blank Process this account through the Interest Invoicing program (P03540)
Level of Last Sent Reminder	This field specifies the level of the payment reminder that was sent on the last issue of payment reminders. It can be either be level 1, 2, 3 or 4, where 4 indicates that the customer's account is to be sent to collections.
Date of Last Reminder	The date of the most recent past-due notice to the customer.
Date of Collection Report	This date when an invoice was sent to collection.
Date of Interest Invoicing	The date of an interest invoice.

Test Yourself: Managing Credit and Collections Information

1. True or False

You should run the Credit Analysis Refresh program before you review credit and collection information.

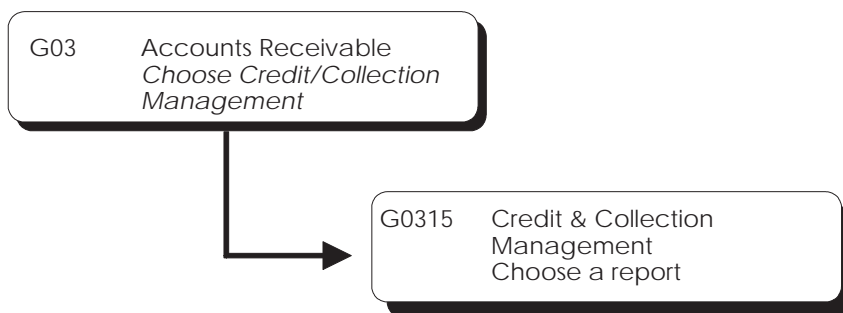
2. Match the following programs to their functions.

Program/Answer	Function
Credit Manager _____	a. Electronic mail information about communications with customers.
Collection Manager _____	b. Online display of customers who are past due.
Credit Analysis Refresh _____	c. Online display of customers in need of a credit review.
Promise Entry _____	d. Updates the A/R Cash Management worktable.

3. Circle the one criterion that the Credit Analysis Refresh program does *not* use to determine if a customer's account should be included in the A/R Cash Management worktable:
 - a. Customers assigned a credit message, such as *Requires Credit Check*
 - b. Customers requiring a credit review
 - c. Customers with past-due amounts
 - d. Customers over their credit limit
 - e. Customers with current promises, promises messages and tickler dates

The answers are in *Appendix B*.

Print Credit and Collections Reports



Printing Credit and Collections Reports

You can print reports to help you review and manage credit and collection information for your customers.

This task consists of:

- Printing the Open Credit/Collection Items report
- Printing the A/R Account Summary report
- Printing the Promises Listing report

Printing the Open Credit/Collection Items Report

To review accounts that have not been reviewed or worked as of a specific date, print the Open Credit/Collection Items report. After you work a customer's account, it does not appear on this report until the next review date.

To see only those accounts that belong to a specific credit or collections manager, do one of the following:

- Print the outstanding collections items version
- Print the outstanding credit items version

Accounts Receivable

Each version lists summarized information from the A/R Cash Management worktable (F0315).

Printing the Outstanding Collections Items Version

You can print this version to review a list of outstanding items for customers with past-due accounts.

03305		J.D. Edwards & Company				Page - 3	
		A/R Journal				Date - 4/05/98	
		by User, Batch Date, Batch Number and Document					
Document	Co.	Name	Address Number	G/L	Amounts	P	
Do Invoice No.	Inv Date	Remark		Offset	Invoice	C	
Ty	G/L Date	Account Description	G/L Account		Discount	G/L Distribution	LT

User ID	-	KA911824T					
Originator	-	KA911824T					
Batch Number	-	78584					
Batch Date	-	04/05/98					
RI	300113 001	06/30/98	100 Cantrell Sea & Ski	313113	500.00		
		06/30/98			5.00-		
			Contract Sales	210.5030		500.00-	P AA
RI	300213 001	06/05/98	100 Cantrell Sea & Ski	313113	2,575.00		
		06/30/98			25.75-		
			Store Sales	400.5110		2,575.00-	P AA
Batch Number 00078584					- Gross/Posted	3,075.00	3,075.00-
					- Discount/Unposted	30.75	

Printing the Outstanding Credit Items Version

You can print this version to review a list of outstanding credit items for parent accounts only. The system calculates all credit limits at the parent level and applies the child balances against the credit limit of the parent.

This version lists parent accounts that have not exceeded their credit limit, but have reached their credit review date.

03440		J.D. Edwards & Company				Page - 3	
Credit Manager DEMO		Outstanding Credit Items				Date - 4/06/98	
		By Credit Manager				As of- 06/30/98	
Customer Number	Name	Phone Number	Over Credit Limit	Amount Due	R		
1001	Edwards, J.D. & Company	303 844-8000		177,844.11	R		

Processing Options for Outstanding Credit/Collection Items

Enter an "As Of" date to include items which have not been worked. If left blank today's date will be used.

Printing the A/R Account Summary Report

To review summarized account information that includes the promises messages attached to each account, print the A/R Account Summary report.

This report lists information from the A/R Ledger table (F0311) and the Message Log Ledger table (F0113).

03413		J.D. Edwards & Company				Page - 4			
		Open A/R Summary for Company 100				Date - 4/06/98			
						As Of - 04/06/98			
Number	Name	Address	Phone Number	Co	Balance Open	Current	Aging 31-60 61-90 91-120 Over 120	Last Paid Amount	Date
2313	Baker Manufacturing, Ltd	404	933-6465	00100	3752.00	3752			
6795	Bonjour Baking Company	418	697-1919	00100	10577.07	10577			
313113	Cantrell Sea & Ski	303	555-4754	00100	9009.36	9009			
3030	Carriage Creations	303	797-2500	00100	23010.00	23010			
3002	Central Express Store	303	629-3002	00100	15000.00	15000		4835.00	06/01/98
3005	Centralized Apparel	404	629-3400	00100	1000.00	1000			
3004	Centre Gift Store	215	629-3004	00100	3700.95	3701		2000.00	06/01/98
4242	Corporate Office Systems C	303	773-1800	00100	3138937.41	3138937		87594.10	11/30/97
3333	Couriers Express	919	775-3380	00100	11265.20	11265		40.00	07/28/98
2330	Dunlop Construction Co	212	545-5000	00100	450.00	450			
5688	Dynamic Distribution Co.	214	557-2668	00100	1510.15	1510			
1002	Edwards & Edwards	214	779-4510	00100	298264.82	298265		72678.07	03/19/98
1001	Edwards, J.D. & Company	303	844-8000	00100	62335.64	62336		39683.42	09/14/97
5709	Erickson Electric	516	882-9877	00100	2500.15	2500			
7003	Euromart	44	71-647-8802	00100	37301.59	37302		1171.61	06/20/98
5717	Famous Fred's Marine Suppl	516	882-9877	00100	5005.10	5005			
5725	General American	516	882-9877	00100	800.15	800			
7001	JDE Europe	32	2-647.08.00	00100	10986.72	10987		745.32	07/15/98
7002	JDE France	33	1-40 90 08 07	00100	3086.93	3087			
5768	London Development Group	213	745-5000	00100	8766.12	8766			
7008	Meier & Sohne, Johann	069	41 44 91	00100	10638.30	10638			
5733	Newark Office Supply	201	456-8521	00100	3005.00	3005		71457.97	
07/17/96									
323213	Parker Supplies		42-72-43-60	00100	2600.00	2600			
	00100		Model Finan/Distrib Co (Mktg		3663502.66	3663503			
			Grand Total:		3663502.66	3663503			

Processing Options for Accounts Receivable Summary

Print Options:

1. Specify one of the following print formats: _____
- ' ' = Standard 132 character format. (Default)
 - '1' = Standard 132 character format with parent number.
 - '2' = Long 198 character format.
 - '3' = Long 198 character format with parent number.
 - '4' = Long 198 character format with foreign currency aging.

Aging Specifications:

2. Enter a '1' to retrieve the aging specifications from Accounts Receivable Constants. Default of blank will use the processing options for aging. _____

"As Of" Date:

3. Enter the "As Of" date to age open balances. If left blank, the current date is used as the default. _____

Account Aging Date:

4. Specify one of the following dates to age accounts from: _____
- D = Due Date
 - I = Invoice Date
 - G = General Ledger Date
 - S = Statement Date
- (If blank, "D" is default)

Aging Calculations:

5. Specify one of the following methods for aging calculations: _____
- 1 = Aging Days (Default)
 - 2 = Fiscal Periods
 - 3 = Calendar

Aging Category Information:

6. Enter the following aging category information: (for method 1 only)
- | | | |
|-------------|-----------|-------|
| Aging Days: | Beginning | _____ |
| | thru | _____ |
| | thru | _____ |
| | thru | _____ |
| | thru | _____ |

Credit Processing:

7. Specify one of the following for aging credits: _____
- ' ' = Apply Credits to Current Column (Default)
 - '1' = Age Credits
 - '2' = Apply Credits to oldest active Aging Column

"As Of" Date Processing:

8. Enter a '1' to use the "As Of" date process. (Note: DREAM Writer Based on File must be F0311A)

Promises, Promises Information:

9. Specify one of the following to print Promises, Promises:

- '1' = print 'P' message type
- '2' = print 'P' and 'F' messages
- '3' = print all message types

If left blank, no Promises, Promises will be printed.

"From" Tickler Date:

10. Enter the "From" Tickler Date to print Promises, Promises information. If left blank, the current date will be used.

Rounding Factor:

11. Enter the desired Rounding factor:

- ' ' = no scaling (Default)
- '0' = round decimals only
- '1' = divide by 10
- '2' = divide by 100
- '3' = divide by 1000
- '4' = divide by 10000
- '5' = divide by 100000
- '6' = divide by 1000000

Any value of 0 through 6 will round decimals to whole numbers. Amounts are divided using 4/5 rounding. Actual amounts are used to accumulate the total fields.

Category Code:

12. Enter the category code number indicating which category code to print on the report. If left blank, no category code will print. (This pertains to the two short report formats only.)

Credit Limit:

13. Enter a '1' to print the credit limit for each customer listed on the report. If left blank, no credit limit will print.

Drafts:

14. Enter a '1' to print a separate draft amount on the report. If left blank, a separate draft amount will not be printed. (This pertains to the long format without parent number.)

Summary Page:

15. Enter a '1' to print the company summary page at the end of the report. If left blank, no summary page will be printed.

Printing the Promises Listing Report

To review a list of both current and closed promises messages, print the Promises Listing report.

01315	J. D. Edwards & Company Print Message Log										Page Date	1 4/19/98
Tickler Date	... Address Number	Name and Telephone	Person/Company	Telephone	Ext	User	Date	Time				
04/15/98	4001	Ready Mix Co 214 445-4001	Ready Mix Co Jane Dough			DEMO01	10/10/91	08:50:06				
07/13/93	5661	Able Bakery Company 916 543-1145	Z5Hill			DEMO	07/13/93	08:39:45				
07/13/93	5661	Able Bakery Company 916 543-1145	Z5Hill			DEMO	07/13/93	08:40:04				
07/13/93	5750	T. J. Max 303 488-9723	Collectors			DEMO	07/13/93	08:05:06				
07/13/93	5768	London Development Group 213 745-5000	Z5Hill			DEMO	07/13/93	08:39:02				
07/13/93	5768	London Development Group 213 745-5000	Z5Hill			DEMO	07/13/93	08:39:16				
01/28/98	5768	London DeveLopment Group 213 745-5000	Z5Hill			DEMO	07/13/93	08:37:12				

Processing Options for Promises Listing

PPAT Message Printing Option:

1. Enter a '1' to print the first line of the PPAT message. Leave blank to print the complete message. _____
2. Enter a '1' to print To-Do-List format. Leave blank to print regular format. _____

Data Selection for Promises Listing

Set the Message Type 1 field to P (promises). This separates promises from other messages, such as internal messages which are attached to accounts that have not been worked.

A/R Reports

Objectives

- To assist in reviewing and managing A/R information

About A/R Standard and Analytical Reports

To effectively manage your accounts receivable information, such as customer account balances, you can print the following types of A/R reports.

- Print standard reports
- Print analytical reports

Why Would You Print Standard Reports?

Print standard reports to review and manage open A/R balances and aging information for:

- All customers
- A specific customer
- A parent company
- A specific category code
- Multi-currency amounts

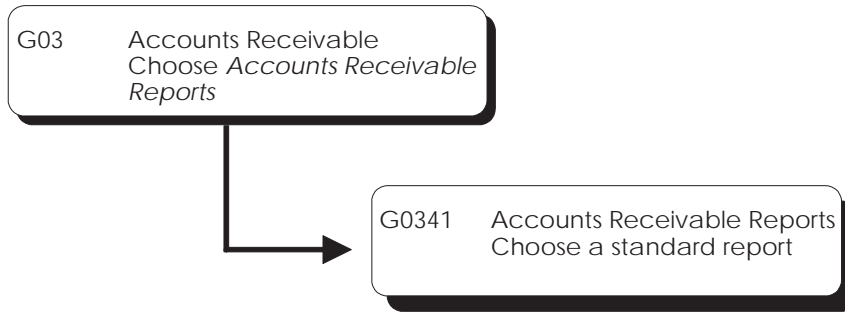
Why Would You Print Analytical Reports?

Print analytical reports to review and analyze information about:

- Totals by customer, pay status, and parent/child accounts
- Open amounts by customer within a specific business unit
- Credit and collections, such as unresolved matters
- Customer totals by a specific G/L account



Print Standard Reports



Printing Standard Reports

You can print standard reports to review and manage A/R information, such as open account balances for all customers or specific customers.

This task consists of:

- Printing the Open A/R Summary report
- Printing the Open A/R Detail report
- Printing the Open A/R with Foreign Amounts report

These reports read information from the Customer Master (F0301) and A/R Ledger (F0311) tables.

The processing time for these reports depends on the amount of history retained in the Customer Master and A/R Ledger tables. You might want to print standard reports during off-peak hours.

Printing the Open A/R Summary Report

To review current summary information about account balances and aging records, print the following versions of the Open A/R Summary report:

- Print the A/R Summary by Company
- Print the A/R Summary by Category Code
- Print the A/R Summary by Parent

Specify your aging categories for this report in one of the following:

A/R constants Specify the aging by due date

Processing options Specify the aging by aging method and by type of date
(due date, invoice date, or G/L date).

Printing A/R Summary by Company

To review an alphabetic list of accounts and a summarized total of each customer's open items, print the A/R Summary by Company report. This aging report lists totals by company and a grand total of all open A/R items. You can print this report with or without promise information.

The totals and aging amounts reflect only transactions you select.

03413		J.D. Edwards & Company				Page - 4			
		Open A/R Summary for Company 100				Date - 4/06/98			
						As Of - 04/06/98			
Number	Name	Address	Phone Number	Co	Balance Open	Current	Aging 31 - 60 61 - 90 91 - 120 Over 120	Last Paid Amount	Date
2313	Baker Manufacturing, Ltd	404	933-6465	00100	3752.00	3752			
6795	Bonjour Baking Company	418	697-1919	00100	10577.07	10577			
313113	Cantrell Sea & Ski	303	555-4754	00100	9009.36	9009			
3030	Carriage Creations	303	797-2500	00100	23010.00	23010			
3002	Central Express Store	303	629-3002	00100	15000.00	15000		4835.00	06/01/98
3005	Centralized Apparel	404	629-3400	00100	1000.00	1000			
3004	Centre Gift Store	215	629-3004	00100	3700.95	3701		2000.00	06/01/98
4242	Corporate Office Systems C	303	773-1800	00100	3138937.41	3138937		87594.10	11/30/97
3333	Couriers Express	919	775-3380	00100	11265.20	11265		40.00	07/28/98
2330	Dunlop Construction Co	212	545-5000	00100	450.00	450			
5688	Dynamic Distribution Co.	214	557-2668	00100	1510.15	1510			
1002	Edwards & Edwards	214	779-4510	00100	298264.82	298265		72678.07	03/19/98
1001	Edwards, J.D. & Company	303	844-8000	00100	62335.64	62336		39683.42	09/14/97
5709	Erickson Electric	516	882-9877	00100	2500.15	2500			
7003	Euro mart	44	71-647-8802	00100	37301.59	37302		1171.61	06/20/98
5717	Famous Fred's Marine Suppl	516	882-9877	00100	5005.10	5005			
5725	General American	516	882-9877	00100	800.15	800			
7001	JDE Europe	32	2-647.08.00	00100	10986.72	10987		745.32	07/15/98
7002	JDE France	33	1-40 90 08 07	00100	3086.93	3087			
5768	London Development Group	213	745-5000	00100	8766.12	8766			
7008	Meier & Sohne, Johann	069	41 44 91	00100	10638.30	10638			
5733	Newark Office Supply	201	456-8521	0100	3005.00	3005		71457.97	10/17/96
323213	Parker Supplies		42-72-43-60	00100	2600.00	2600			

	00100	Model Finan/Distrib Co (Mktg			3663502.66	3663503			

		Grand Total:			3663502.66	3663503			

A/R Reports

Processing Options for Accounts Receivable Summary

Print Options:

- Specify one of the following print formats: _____
 ' ' = Standard 132 character format. (Default)
 '1' = Standard 132 character format with parent number.
 '2' = Long 198 character format.
 '3' = Long 198 character format with parent number.
 '4' = Long 198 character format with foreign currency aging.

Aging Specifications:

- Enter a '1' to retrieve the aging specifications from Accounts Receivable Constants. Default of blank will use the processing options for aging. _____

"As Of" Date:

- Enter the "As Of" date to age open balances. If left blank, the current date is used as the default. _____

Account Aging Date:

4. Specify one of the following dates to age accounts from: _____

- D = Due Date
- I = Invoice Date
- G = General Ledger Date
- S = Statement Date

(If blank, "D" is default)

Aging Calculations:

5. Specify one of the following methods for aging calculations: _____

- 1 = Aging Days (Default)
- 2 = Fiscal Periods
- 3 = Calendar

Aging Category Information:

6. Enter the following aging category information: (for method 1 only)

Aging Days: Beginning
 thru
 thru
 thru
 thru

Credit Processing:

7. Specify one of the following for aging credits: _____

- ' ' = Apply Credits to Current Column (Default)
- '1' = Age Credits
- '2' = Apply Credits to oldest active Aging Column

"As Of" Date Processing:

8. Enter a '1' to use the "As Of" date process. (Note: DREAM Writer Based on File must be F0311A) _____

Promises, Promises Information:

9. Specify one of the following to print Promises, Promises: _____

- '1' = print 'P' message type
 - '2' = print 'P' and 'F' messages
 - '3' = print all message types
- If left blank, no Promises, Promises will be printed.

"From" Tickler Date:

10. Enter the "From" Tickler Date to print Promises, Promises information. If left blank, the current date will be used. _____

Rounding Factor:

11. Enter the desired Rounding factor: _____
 ' ' = no scaling (Default)
 '0' = round decimals only
 '1' = divide by 10
 '2' = divide by 100
 '3' = divide by 1000
 '4' = divide by 10000
 '5' = divide by 100000
 '6' = divide by 1000000

Any value of 0 through 6 will round decimals to whole numbers. Amounts are divided using 4/5 rounding. Actual amounts are used to accumulate the total fields.

Category Code:

12. Enter the category code number indicating which category code to print on the report. If left blank, no category code will print. (This pertains to the two short report formats only.) _____

Credit Limit:

13. Enter a '1' to print the credit limit for each customer listed on the report. If left blank, no credit limit will print. _____

Drafts:

14. Enter a '1' to print a separate draft amount on the report. If left blank, a separate draft amount will not be printed. (This pertains to the long format without parent number.) _____

Summary Page:

15. Enter a '1' to print the company summary page at the end of the report. If left blank, no summary page will be printed. _____

Printing A/R Summary by Category Code

To review a summary of open A/R balances by category code and customer number, print the A/R Summary by Category Code report. This aging report lists summarized totals for each customer, a total by company, and a grand total for all companies.

Use processing options to specify which category code (1-10) you want to include on the report.

Accounts Receivable

03413		J.D. Edwards & Company				Page - 6		
		Open A/R Summary				Date - 4/07/98		
		by Account Representative				As Of - 04/07/98		
Distr/TC	Number	Address Name	Phone Number	Co	Balance Open	Current	Aging 31 - 60 61 - 90 91 - 120 Over 0	Last Paid Amount Date
	2313	Baker Manufacturin	404 933-6465	00100	3752.00	3752		
3003	3004	Centre Gift Store	215 629-3004	00001	9025.21	9025		2000.00 06/01/98
3003	3004	Centre Gift Store	215 629-3004	00100	3700.95	3701		2000.00 06/01/98
	3001	Centrum Incorporat	212 629-3000	00001	3860.20	3860		250.00 06/18/98
	4245	Cloud Nine Health	303 442-8924	00200	288506.50	288507		52020.00 10/15/97
	3333	Couriers Express	919 775-3380	00100	1442.05-	1442-		40.00 07/28/98
	2330	Dunlop Constructio	212 545-5000	00001	13450.00	13450		
	2330	Dunlop Constructio	212 545-5000	00100	450.00	450		
	6736	Tattered Books	212 545-5000	00150	2920.00-	2920-		30400.00 07/16/60
		ANN	Annette Walters		318382.81	318383		

This example uses category code 02 (account representative) from the Address Book system.

See Also

- *Processing Options for Accounts Receivable Summary (P03413)*

Data Selection and Sequence for A/R Summary by Category Code

Verify that the category code you specify for the data sequence is the same as the category code you specified in data selection.

Printing A/R Summary by Parent

To review a summary of child (subsidiary) accounts within each parent (national) account, print the A/R Summary by Parent report. This aging report lists totals for the parent and the company and a grand total of all accounts.

J.D. Edwards & Company
Multi-Level Open A/R Summary by Parent

03415

Level	Number	Address	Name	Phone Number	Co	Balance Open	Current	1 - 30	31 - 60	61 - 90	Over 90	Last Payment Amount	Date
1	6390	Books Brothers	(202) 455-1111										
1	1863946	Brenda Spod	(303) 488-4000										
1	6533	Brookville Grille & Door Co.	(303) 555-2525										
1	8427	Brown, Harvey J.	(708) 575-1325										
1	5354	Cady, John	(303) 321-5646		00015	1500.00	500	500					
1	1862420	Cafe in the Park	(303) 951-3528										
1	6349	Canadian Concrete Finishing	(303) 555-7599										
1	6365	Capable Cable Contractors	(303) 555-6577										
1	5362	Carbone & Carlino	(303) 320-1956		00015	5050.00	2525	2525					
1	3030	Carriage Creations	(303) 797-2500		00100	23010.00	14975	4250	3785				
1	750	Centennial Technical Park	(303) 555-1234										
1	751	Centennial Tech. Park Phase 1	(303) 555-1234										
1	752	Centennial Tech. Park Phase 2	(303) 555-1234										
1	5805	Central Electric	(212) 455-5474										
1	3001	Centrum Incorporated	(212) 629-3000		00001	3860.20	20	2840	1000			250.00	06/18/98
.2	3002	Central Express Store	(303) 629-3002		00001	4345.00	3000	45	1300			4835.00	06/01/98
.2	3003	Central Specialty Store	(602) 629-3003		00001	20100.00	3100	13075	2175			994949.00	05/31/98
.3	3004	Centre Gift Store	(215) 629-3004		00001	9025.21	750	5650	1890			2000.00	06/01/98
.2	3005	Centralized Apparel	(404) 629-3400		00001	15294.36	8925	2259	2610				
						32826.16	5050	21226	2175	1890		2485	
						15294.36	8925	2259	2610			1500	
						1000.00	1000						

See Also

- *Processing Options for Accounts Receivable Summary (P03413)*

Printing the Open A/R Detail Report

To review open items such as invoices, sales orders, credit memos or unapplied cash for every customer, print the Open A/R Detail report. This report shows totals for each company and a grand total for all companies.

You can choose to print versions of this report that include:

- Discount information and remarks
- Aging (short and long)
- Detail by account representative
- Retainages

J.D. Edwards & Company
Multi-Level Open A/R Summary by Parent

Level Number	Address	Name	Phone Number	Co	Aging					Over 90	Last Payment Amount	Date
					1 - 30	31 - 60	61 - 90	Current	Balance Open			
1	6390	Books Brothers	(202) 455-1111									
1	1863946	Brenda Spoud	(303) 488-4000									
1	6533	Brookville Grille & Door Co.	(303) 555-2525									
1	8427	Brown, Harvey J.	(708) 575-1325									
1	5354	Cady, John	(303) 321-5646	00015	500	500						
1	1862420	Cafe in the Park	(303) 951-3528									
1	6349	Canadian Concrete Finishing	(303) 555-7599									
1	6365	Capable Cable Contractors	(303) 555-6577									
1	5362	Carbone & Carlino	(303) 320-1956	00015	2525	2525						
1	3030	Carriage Creations	(303) 797-2500	00100	4250	4250	3785					
1	750	Centennial Technical Park	(303) 555-1234									
1	751	Centennial Tech. Park Phase 1	(303) 555-1234									
1	752	Centennial Tech. Park Phase 2	(303) 555-1234									
1	5805	Central Electric	(212) 455-5474									
1	3001	Centrum Incorporated	(212) 629-3000	00001	20	2840	1000				250.00	06/18/98
.2	3002	Central Express Store	(303) 629-3002	00001	4345.00	3000	45	1300			4835.00	06/01/98
				00100	15000.00	15000.00						
.2	3003	Central Specialty Store	(602) 629-3003	00001	20100.00	3100	13075	2175			994949.00	05/31/98
.3	3004	Centre Gift Store	(215) 629-3004	00001	9025.21	750	5650	1890			2000.00	06/01/98
				00100	3700.95	1200	2501					
					32826.16	5050	21226	2175	1890	2485		
.2	3005	Centralized Apparel	(404) 629-3400	00001	15294.36	8925	2259	2610			1500	
				00100	1000.00	1000						

Processing Options for Open A/R Detail

Print Options:

1. Enter one of the following formats: _____
 ' ' = 132 characters; aging without
 G/L offset. (Default)
 '1' = 198 characters; 6 aging
 categories.
 '2' = 132 characters; discount, G/L
 offset, and remark.
 '3' = 132 characters; aging with
 G/L offset.

Aging Specifications:

2. If an aging report has been selected:
 Enter a '1' to retrieve the aging
 specifications from A/R Constants. _____
 Default of blank will use the proces-
 sing options for aging.
 (NOTE: Report MUST be sequenced and
 set to page break by company if
 company defaults are requested)

"As Of" Date:

3. Enter the "As Of" date to age open
 balances. If left blank, the current
 date is used as the default. _____

Account Aging:

4. Specify one of the following dates to
 age accounts from: _____
 D = Due Date (Default)
 I = Invoice Date
 G = General Ledger Date
 S = Statement Date

Aging Calculations:

5. Specify one of the following methods
 for aging calculations: _____
 1 = Aging Days (Default)
 2 = Fiscal Periods
 3 = Calendar

Category Information:

6. Enter the following aging category
 information: (for method "1" only)
 Aging Days: Beginning _____
 thru _____
 thru _____
 thru _____
 thru _____

Credit Processing:

7. Enter a '1' to age credits or a
 blank (default) to apply credits to
 the current column. _____

"As Of" Date Processing:

8. Enter a '1' to use "As Of" date
 process. (Note: DREAM Writer Based-On
 file must be F0311A) _____

Promises, Promises Information:

9. Enter one of the following: _____
 ' ' = No Messages print (Default)
 '1' = Print message type P
 '2' = Print message type P and F
 '3' = Print all messages

"From" Tickler Date:

10. Enter "From" Tickler Date to print _____
 Promises, Promises information.
 If left blank, the current date will
 be used.

Contact Names:

11. Enter a '1' to print contact names _____
 from the Who's Who file. If left
 blank, contact names will not be
 included on the report

Rounding Factor:

12. Enter desired rounding factor: _____
 ' ' = No rounding
 '0' = Round decimals only
 '1' = Divide by 10
 '2' = Divide by 100
 '3' = Divide by 1000
 '4' = Divide by 10000
 '5' = Divide by 100000
 '6' = Divide by 1000000

Any value from 0-6 will round the
 decimals to whole numbers. Amounts are
 divided using 4/5 rounding. Actual
 amounts are used to accumulate total
 fields.

Drafts:

13. Enter a '1' to print a separate _____
 draft amount on the report. If left
 blank, the draft column will not
 appear on the report. (This applies
 to all formats except long aging).

Generic Text:

14. Enter a '1' to print the generic _____
 text for pay items in a 40 character
 width, a '2' to print text in an 80
 character width. If left blank,
 generic text will not be printed.

Data Selection for Open A/R Detail

Set the Payment/Item Document Type to NE (not equal) RE (change to invoice gross amount). The Open Amount should be NE *ZERO. Other data selections are optional.

Printing the Open A/R Foreign Amounts Report

To review A/R detail for both foreign and domestic amounts, print the Open A/R Foreign Amounts report. This report is similar to the Open A/R Detail report, but includes:

- The base company currency
- The transaction currency
- The original and open foreign balances

Use a processing option to age the open A/R amounts from a specific date.

Before You Begin

- Set the multi-currency constant on Accounts Receivable Constants

03429		J.D. Edwards & Company						Page	-		15
Model Multi-National Corporate		Currency Detail - Foreign and Domestic						Date	-		4/07/98
Inv Date	Comp	Bas	Document	Trn	Original	Foreign	Discount	Original	Domestic	Discount	
		Cur	Number	Due Date	Cur	Open		Open	Open		
7005 De Vydt S.A./N.V.											
07/30/98	70	BEF	RM 4454 000	07/30/98	BEF			750-	750-		
		BEF	Currency Code.					750-	750-		
00007005 De Vydt S.A./N.V.											
								750-	750-		
7003 Euromart											
06/27/98	70	BEF	RI 75395 001	07/29/98	BEF			95,035	95,035		
06/30/98	70	BEF	RI 1002 000	07/30/98	BEF			17,500	17,500	175	
		BEF	Currency Code.					112,535	112,535	175	
05/15/98	70	BEF	RI 655 000	06/14/98	GEP	3,500.00	35.00	208,985	208,985	2,090	
06/15/98	70	BEF	RI 656 000	07/15/98	GEP	3,715.01	37.15	221,823	221,823	2,218	
		GBP	Currency Code.			7,215.01	72.15	430,808	430,808	4,308	
00007003 Euromart											
						7,215.01	72.15	543,343	543,343	4,483	
7007 International Enterprises											
05/20/98	70	BEF	RI 602 000	06/19/98	BEF			4,020,565	4,020,565		
06/08/98	70	BEF	RI 4 000	07/08/98	BEF			53,200			
06/29/98	70	BEF	RI 765 000	07/29/98	BEF			1,995,000	1,995,000		
06/30/98	70	BEF	RI 78003 001	07/30/98	BEF			53,195	20		
		BEF	Currency Code.					6,121,960	6,015,585		
00007007 International Enterprises											
								6,121,960	6,015,585		
7006 International Transport											
06/10/98	70	BEF	RI 2 000	07/10/98	BEF			31,250			
06/25/98	70	BEF	RI 762 000	07/25/98	BEF			843,750	843,750		
		BEF	Currency Code.					875,000	843,750		
00007006 International Transport											
								875,000	843,750		

Processing Options for Open A/R with Foreign Amounts

Print Options:

1. Enter one of the following print formats: _____
- ' ' = Foreign and Domestic information. (132 characters)
 - '1' = Aging information. (132 characters)
 - '2' = Foreign and Domestic with aging information. (Long, 198 characters)

Aging Specifications:

2. If an aging format has been selected: _____
- Enter a '1' to retrieve the aging specifications from A/R Constants. If left blank, the processing option values for aging will be used.
 (NOTE: Report MUST be sequenced and set to page break by company if company defaults are requested)

"As Of" Date:

3. Enter the "As Of" date to age open balances. If left blank, the current date is used as the default. _____

Account Aging:

4. Specify one of the following dates to age accounts from: _____
- D = Due Date (Default)
 - I = Invoice Date
 - G = G/L Date
 - S = Statement Date

Aging Calculations:

5. Specify one of the following methods for aging calculations: _____
- 1 = Aging Days (Default)
 - 2 = Fiscal Periods
 - 3 = Calendar

Category Information:

6. Enter the following aging category information: (for method "1" only)
- Aging Days: Beginning _____
 thru _____
 thru _____
 thru _____

Credit Processing:

7. Enter a '1' to age credits amounts. _____
- If left blank (Default), credits will be applied to the current column.

Comma Suppression:

8. Enter a '1' to suppress commas from the original, open, and discount amount columns, allowing these columns to display into the billions. If left blank (Default), commas will appear in these columns. _____

Rounding Factor:

9. Enter the desired rounding factor: _____

' ' = no rounding (Default)

'0' = round decimals only

'1' = divide by 10

'2' = divide by 100

'3' = divide by 1000

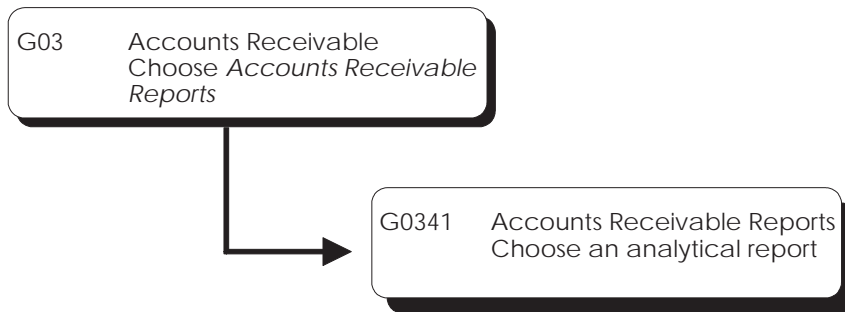
'4' = divide by 10000

'5' = divide by 100000

Rounding will be to whole numbers.

Actual amounts are used to accumulate totals.

Print Analytical Reports



Printing Analytical Reports

To review and analyze information about your customer's accounts, print analytical reports.

This task consists of:

- Printing the Summary by Pay Status report
- Printing the Summary by Parent/Child report
- Printing the Open A/R by Business Unit and Address report
- Printing additional credit and collection reports
- Printing the Customer Totals by G/L Account report

The processing time for these reports depends on the amount of history retained in the Customer Master (F0301) and A/R Ledger (F0311) tables. Print analytical reports during off-peak hours.

Printing the Summary by Pay Status Report

To review a summarized total of open amounts by customer and pay status, print the Summary by Pay Status report. Examples of pay status include:

- A (Approved for payment)
- H (Hold pending approval)
- P (Paid)
- R (Retainage)

03416		J.D. Edwards & Company				Page	-		7
		Receivable Summary by Pay Status				Date	-		4/07/98
00070 Model Multi-National Corporate						As of	-		06/30/98
Number	Name	Phone Number	Total Amount	Current	31 - 60	61 - 90	91 - 120	Over 120	
7005	De Vydts S.A./N.V.	(32)3-687-01.00							
	A	Approved for Payment	750-	750-					
7003	Euromart	(44)71-647-8802							
	A	Approved for Payment	543343	543343					
7007	International Enterp ()	2.779.1286							
	A	Approved for Payment	6015585	6015585					
	D	Draft Accepted	53200	53200					
	Total International Enterp		6068785						
7006	International Transp ()	2.641.0700							
	A	Approved for Payment	843750	843750					
	D	Draft Accepted	31250	31250					
	Total International Transp		875000						
7001	JDE Europe	(32)2-647.08.00							
	A	Approved for Payment	778529	778529					
	D	Draft Accepted	328987		328987				
	Total JDE Europe		1107516						
7002	JDE France	(33)1-40 90 08 07							
	A	Approved for Payment	6096	6096					
323213	Parker Supplies	42-72-43-60							
	A	Approved for Payment	21325	21325					
	Total Model Multi-National Corporate								
	A	Approved for Payment	8207878	8207878					
	D	Draft Accepted	413437	84450	328987				
	Total Model Multi-National		8621315						

Processing Options for Summary by Pay Status

Aging Specifications:
 1. Enter a '1' to retrieve the aging specifications from Accounts Receivable Constants. Default of blank will use the processing options for aging. _____

"As Of" Date:
 2. Enter the "As Of" date to age open balances. If left blank, the current date is used as the default. _____

Account Aging Date:
 3. Specify one of the following dates to age accounts from: _____
 D = Due Date
 I = Invoice Date
 G = General Ledger Date
 S = Statement Date
 (If blank, "D" is default)

Draft Processing:
 4. Enter a '1' to age DRAFT amounts using the dates from the original invoice. Default of blank will perform aging using the draft dates. _____

Aging Calculations:
 5. Specify one of the following methods for aging calculations: _____
 1 = Aging Days (Default)
 2 = Fiscal Periods
 3 = Calendar

Aging Category Information:
 6. Enter the following aging category information: (for method 1 only)
 Aging Days: Beginning _____
 thru _____
 thru _____
 thru _____
 More . . . thru _____

Credit Processing:
 7. Enter a '1' to age credits, a '2' to apply credits to the oldest balance, or a blank (default) to apply credits to the current column. _____

Promises, Promises Information:
 8. Enter a '1' to print Promises, Promises information for each customer. _____

"From" Tickler Date:
 9. Enter the "From" Tickler Date to print Promises, Promises information. If left blank, the current date will be used. _____

Printing the Summary by Parent/Child Report

To review a multi-level management summary of A/R with both parent (national) and child (subsidiary) account totals, print the Summary by Parent/Child report.

This report can list up to 25 levels of parent-to-child relationships.

03415 J. D. Edwards & Company
Multi-Level Open A/R Summary By Parent

Level Number	Address Name	Phone Number	Co	Aging				Over 90	Page Date As Of	Page Date As Of	Last Payment Amount Date
				1 - 30	31 - 60	61 - 90	90				
1	6390 Books Brothers	(202) 455-1111									
1	1863946 Brenda Spond	(303) 488-4000									
1	6533 Brookville Grille & Door Co.	(303) 555-2525									
1	8427 Brown, Harvey J.	(708) 575-1325									
1	5354 Cady, John	(303) 321-5646	00015	500	500	500					
1	1862420 Cafe in the Park	(303) 951-3528									
1	6349 Canadian Concrete Finishing	(303) 555-7599									
1	6365 Capable Cable Contractors	(303) 555-6577									
1	5362 Carbone & Carlino	(303) 320-1956	00015	2525	2525						
1	3030 Carriage Creations	(303) 797-2500	00100	14975	4250	3785					
1	750 Centennial Technical Park	(303) 555-1234									
1	751 Centennial Tech. Park Phase 1	(303) 555-1234									
1	752 Centennial Tech. Park Phase 2	(303) 555-1234									
1	5805 Central Electric	(212) 455-5474									
1	3001 Centrum Incorporated	(212) 629-3000	00001	20	2840	1000				250.00	06/18/98
.2	3002 Central Express Store	(303) 629-3002	00001	3000	45	1300				4835.00	06/01/98
			00100	15000.00							
.2	3003 Central Specialty Store	(602) 629-3003	00001	3100	13075	2175			1750	994949.00	05/31/98
..3	3004 Centre Gift Store	(215) 629-3004	00001	750	5650	1890			735	2000.00	06/01/98
			00100	1200	2501						
				5050	21226	2175	1890			2485	
.2	3005 Centralized Apparel	(404) 629-3400	00001	8925	2610				1500		
			00100	1000.00							

Printing the Open A/R by Business Unit and Address Report

To review open A/R detail by customer within a business unit, print the Open A/R by Business Unit and Address report. The totals are at the business unit and customer levels. You can print this report using information from the As of Ledger table (F0311A) to list A/R information as of a specific date.

03445		J.D. Edwards & Company						Page - 7				
		Open A/R by Business Unit and Customer						Date - 4/08/98				
								As of - 04/08/98				
Due Date	Remark	Co	Ty	Invoice Number	Itm	Date	Open	Current	Aging		Retained Amt	
							1	30	Over	30		
	1 General Accounts			4006	A&B Electric Motor Servic							
07/25/98	Vehicle 257 Tune	1	RI	760 000	06/25/98		250.00	250				
08/24/98	Vehicle 246 Tune	1	RI	760 001	06/25/98		250.00	250				
07/25/98	Vehicle 221 Pain	1	RI	760 002	06/25/98		300.00	300				
07/25/98	Vehicle 243 Pain	1	RI	760 003	06/25/98		200.00	200				
07/25/98		1	RI	6 000	06/25/98		1,073.00	1073				
	00004006			A&B Electric Motor Servic			2,623.00	2623				
	1 General Accounts			5688	Dynamic Distribution Co.							
03/17/98			RI	833 000	02/15/98		1,510.15	1510				
	00005688			Dynamic Distribution Co.			1,510.15	1510				
	1 General Accounts			5709	Erickson Electric							
03/03/98			RI	834 000	02/01/98		2,500.15	2500				
	00005709			Erickson Electric			2,500.15	2500				
	1 General Accounts			5717	Famous Fred's Marine Supp							
02/14/98			RI	835 000	01/15/98		5,005.10	5005				
	00005717			Famous Fred's Marine Supp			5,005.10	5005				
	1 General Accounts			5725	General American							
03/03/98			RI	836 000	02/01/98		800.15	800				
	00005725			General American			800.15	800				
	1 General Accounts			5733	Newark Office Supply							
02/14/98			RI	837 000	01/15/98		3,005.00	3005				
07/04/98			75 RI	1063 000	06/04/98		9,917.171	9917171				
	00005733			Newark Office Supply			10,217.671	10217671				
	1 General Accounts			5768	London Development Group							
05/15/98			RI	4645 000	04/15/98		8,766.12	8766				
	00005768			London Development Group			8,766.12	8766				
	1 General Accounts			6795	Bonjour Baking Company							
05/15/98		100	RI	2022 000	04/15/98		948.62	949				
07/15/98		100	RI	2023 000	06/15/98		988.14	988				
07/20/98		100	RI	2024 000	06/20/98		2,648.81	2649				
07/25/98		100	RI	2025 000	06/25/98		774.90	775				
07/27/98		100	RI	2049 001	06/27/98		5,216.60	5217				

A/R Reports

Processing Options for A/R Detail Report by Business Unit/Address

Print Formats:

- 1. Enter one of the following print formats: _____
 - ' ' = 132 characters, without aging. (Default)
 - '1' = 132 characters, with aging.
 - '2' = 198 characters, with foreign currency aging.

Subheadings:

- 2. Enter a '1' to have the report subheading appear with Business Unit first and Address second. If left blank, Address will be first and Business Unit will be second. _____

"As Of" Aging:

- 3. Enter the "As Of" date to age open balances. If left blank, the current date is used as the default. _____

Account Aging:

- 4. Specify one of the following dates to age accounts from: _____
 - D = Due Date
 - I = Invoice Date
 - G = General Ledger Date
 - S = Statement Date(If blank, "D" is default.)

Aging Calculations:

- 5. Specify one of the following methods for aging calculations: _____
 - 1 = Aging Days (Default)
 - 2 = Fiscal Periods
 - 3 = Calendar

Aging Category Information:

- 6. Enter the following aging category information: (for method "1" only)
 - Aging Days: _____ Beginning
 - _____ thru
 - _____ thru
 - _____ thru

"As Of" Date Processing:

- 7. Enter a '1' to use "As Of" date process. (Note: DREAM Writer Based on File must be F0311A) _____

Promises, Promises Information:

- 8. Enter a '1' to print Promises, Promises information for each customer. _____

"From" Tickler Date:

- 9. Enter the "From" Tickler Date to print Promises, Promises information. If left blank, the current date will be used. _____

Rounding Factor:

10. Enter required rounding factor: _____
 ' ' = no rounding (Default)
 '0' = round decimals only
 '1' = divide by 10
 '2' = divide by 100
 '3' = divide by 1,000
 '4' = divide by 10,000
 '5' = divide by 100,000
 '6' = divide by 1,000,000
 Any value of 0 - 6 will round
 decimals to whole numbers. Amounts
 are divided using 4/5 rounding.
 Actual amounts are used to accumulate
 total fields.

Retainage:

11. Enter a '1' to show retainage
 amounts in the fourth aging
 column. If left blank, the retainage
 column won't appear on the report.
 (Note: a '1' will reduce domestic
 and foreign aging categories from
 four to three.) _____

Total Matching Documents:

12. Enter a '1' to include matching
 document amounts in the Original
 total column on the report. If left
 blank, only original document
 amounts will be included. _____

Data Selection and Sequence for Open A/R by Business Unit

The following data selections are mandatory:

- Payment/Item Document Type = NE (not equal to) RE (change in invoice gross amount)
- Type Input = NE G
- Pay Status = NE *Value
- Open Amount = NE * Value

All other data selections are optional.

Business unit and parent must appear first in the data sequence. After these two criteria, you can add other sequencing and totaling lines. To print a new page for each business unit, set the Page Break field for each business unit accordingly.

Printing Additional Credit and Collections Reports

To assist you in managing your credit and collections activities for your customer accounts, you can print various credit and collections reports.

This task consists of:

- Printing the Customer Receipts History report
- Printing the Disputed Items (Outstanding Chargebacks) report
- Printing the Unresolved Matters report
- Printing the Receivables/Payables Netting report
- Printing the Problem Accounts Receivable report

All of these reports are versions of the Open A/R Detail report.

Printing the Customer Receipts History Report

To review both paid and open items for each customer, print the Customer Receipts History report. The information on this report is similar to the information you can view on Customer Ledger Inquiry.

Co	Ty	Number	Inv Date	G/L	Chk Date	Due Date/ . . . Document	Original	Open	Discount	Remark

4175 Abernathy & Hitch										
00015	RC	2345	02/01/98	SECD	02/01/98	234-1887	2,000.00-			
00015	RN	9005	000	02/01/98	SECD	02/01/98	2,000.00-	2,000.00-		
00015	RN	1936	001	04/20/98	MISC	05/01/98	200.00	200.00	2.00	Extra Trash Removal
00015	RD	663	001	04/01/98	RRTL	05/01/98	3,300.00	1,300.00		Regular Rent Retail
00015	RD	663	002	04/01/98	EXPE	05/01/98	1,650.00	1,650.00		Expense Participation
00015	RD	1234	04/01/98	RRTL	05/01/98		2,000.00-			Regular Rent Retail
00015	RD	691	001	01/31/98	RRTL	02/01/98	3,300.00			Regular Rent Retail
00015	RD	691	002	01/31/98	EXPE	02/01/98	1,650.00			Expense Participation
00015	RD	701	001	02/28/98	RRTL	03/01/98	3,300.00			Regular Rent Retail
00015	RD	701	002	02/28/98	EXPE	03/01/98	1,650.00			Expense Participation
00015	RD	711	001	03/01/98	RRTL	04/01/98	3,300.00			Regular Rent Retail
00015	RD	711	002	03/01/98	EXPE	04/01/98	1,650.00			Expense Participation
00015	RD	733	001	05/31/98	RRTL	06/01/98	3,300.00			Regular Rent Retail
00015	RD	733	002	05/31/98	EXPE	06/01/98	1,650.00			Expense Participation
00015	RC	1001	01/31/98	RRTL	02/01/98		3,300.00-			Regular Rent Retail
00015	RC	1001	01/31/98	EXPE	02/01/98		1,650.00-			Expense Participation
00015	RC	1002	02/28/98	RRTL	03/02/98		3,300.00-			Regular Rent Retail
00015	RC	1002	02/28/98	EXPE	03/02/98		1,650.00-			Expense Participation
00015	RC	1003	03/01/98	RRTL	04/02/98		3,300.00-			Regular Rent Retail
00015	RC	1003	03/01/98	EXPE	04/02/98		1,650.00-			Expense Participation
00015	RC	1004	05/31/98	RRTL	05/06/98		3,300.00-			Regular Rent Retail
00015	RC	1004	05/31/98	EXPE	05/06/98		1,650.00-			Expense Participation
00015	RD	745	001	06/30/98	RRTL	07/01/98	3,300.00	3,300.00		Regular Rent Retail
00015	RD	745	002	06/30/98	EXPE	07/01/98	1,650.00	1,650.00		Expense Participation

4175 Abernathy & Hitch							27,900.00	6,100.00	2.00	

Processing Options for Customer Receipts History

Print Options:

1. Enter one of the following formats: _____
 - ' ' = 132 characters; aging without G/L offset. (Default)
 - '1' = 198 characters; 6 aging categories.
 - '2' = 132 characters; discount, G/L offset, and remark.
 - '3' = 132 characters; aging with G/L offset.

Aging Specifications:

2. If an aging report has been selected: _____
 - Enter a '1' to retrieve the aging specifications from A/R Constants.
 - Default of blank will use the processing options for aging.
 - (NOTE: Report MUST be sequenced and set to page break by company if company defaults are requested)

"As Of" Date:

3. Enter the "As Of" date to age open balances. If left blank, the current date is used as the default. _____

Account Aging:

4. Specify one of the following dates to age accounts from: _____
 - D = Due Date (Default)
 - I = Invoice Date
 - G = General Ledger Date
 - S = Statement Date

Aging Calculations:

5. Specify one of the following methods for aging calculations: _____
 - 1 = Aging Days (Default)
 - 2 = Fiscal Periods
 - 3 = Calendar

Category Information:

6. Enter the following aging category information: (for method "1" only)
 - Aging Days: _____ Beginning _____
 - _____ thru _____
 - _____ thru _____
 - _____ thru _____
 - _____ thru _____

Credit Processing:

7. Enter a '1' to age credits or a blank (default) to apply credits to the current column. _____

"As Of" Date Processing:

8. Enter a '1' to use "As Of" date process. (Note: DREAM Writer Based-On file must be F0311A) _____

Promises, Promises Information:

9. Enter one of the following: _____
 ' ' = No Messages print (Default)
 '1' = Print message type P
 '2' = Print message type P and F
 '3' = Print all messages

"From" Tickler Date:

10. Enter "From" Tickler Date to print _____
 Promises, Promises information.
 If left blank, the current date will
 be used.

Contact Names:

11. Enter a '1' to print contact names _____
 from the Who's Who file. If left
 blank, contact names will not be
 included on the report

Rounding Factor:

12. Enter desired rounding factor: _____
 ' ' = No rounding
 '0' = Round decimals only
 '1' = Divide by 10
 '2' = Divide by 100
 '3' = Divide by 1000
 '4' = Divide by 10000
 '5' = Divide by 100000
 '6' = Divide by 1000000

Any value from 0-6 will round the
 decimals to whole numbers. Amounts are
 divided using 4/5 rounding. Actual
 amounts are used to accumulate total
 fields.

Drafts:

13. Enter a '1' to print a separate _____
 draft amount on the report. If left
 blank, the draft column will not
 appear on the report. (This applies
 to all formats except long aging).

Generic Text:

14. Enter a '1' to print the generic _____
 text for pay items in a 40 character
 width, a '2' to print text in an 80
 character width. If left blank,
 generic text will not be printed.

Data Selection for the Customer Receipts History Report

You can change the data selection. For example:

- To exclude audit trails for amounts changed in posted invoices, set the Payment/Item Document Type field to N (not equal) RE
- To exclude general ledger receipts, set the Type Input field to NE (not equal) G (general ledger)

The following data selections are mandatory:

- Payment/Item Document Type = NE RE
- Type Input = NE G

Printing the Disputed Items (Outstanding Chargebacks) Report

To review unpaid chargeback invoices, print the Disputed Items (Outstanding Chargebacks) report. This report lists the chargeback invoices you created on Receipts Entry to rebill customers for the open amount on partially paid or disputed items.

For example, a chargeback might be for freight charges or disallowed discounts.

03603		J.D. Edwards & Company				Page - . . . 2								
		Outstanding Chargebacks				Date - . . . 4/17/98								
Invoice Ty	Number	Itm	Date	Comp	Address Number	Alpha Name	Gross Amount	Open Amount	RS CD	G/L Offs	P S	Original Ty	Document	Item
RB	88000	000	06/01/98	1	3001	Centrum Incorporated	40.00	40.00				A		
Address Number . . . 00003001							40.00	40.00						
Company 00001							40.00	40.00						
Grand Total							40.00	40.00						

Printing the Unresolved Matters Report

To determine the problems that need to be resolved with your customer accounts, print the Unresolved Matters report. This report lists problem invoices and unusual conditions, such as:

- Unapplied receipts
- Unapplied credit memos
- Chargeback invoices
- Partially paid balances

The Unresolved Matters report reads information from the A/R Ledger table. Printing this report does not adjust the status of any item.

J.D. Edwards & Company
Unresolved Matters - All Invoices
Include Closed Amounts

03601
Address Number/Name
Document
Bse Curr Co TY Number Inv Date

Address Number/Name		Document		Balance		Foreign Balance		Tran				
Bse	Curr	Co	TY	Number	Inv Date	Gross Amount	Open Amount	Discount	Remark	Gross Amount	Open Amount	Cur
4006 A&B Electric Motor Service												
USD	00100	RI		2082-001	06/25/98	1,073.00	1,073.00					
1,073.00												
2313 Baker Manufacturing, Ltd												
USD	00100	RI		838-000	06/28/98	3,752.00	3,752.00					
3,752.00												
6795 Bonjour Baking Company												
USD	00100	RI		2022-000	04/15/98	948.62	948.62			1,200.00	1,200.00	CAD
USD	00100	RI		2023-000	06/15/98	988.14	988.14			1,250.00	1,250.00	CAD
USD	00100	RI		2024-000	06/20/98	2,648.81	2,648.81			3,350.75	3,350.75	CAD
USD	00100	RI		2025-000	06/25/98	774.90	774.90			980.25	980.25	CAD
USD	00100	RI		2049-001	06/27/98	5,216.60	5,216.60			6,599.00	6,599.00	CAD
10,577.07												
3030 Carriage Creations												
USD	00100	RI		2037-001	06/30/98	5,000.00	5,000.00					
USD	00100	RI		2039-001	06/22/98	2,000.00	2,000.00					
USD	00100	RI		2039-002	06/22/98	2,000.00	2,000.00					
USD	00100	RI		2042-001	06/30/98	100.00	100.00		1.00			
USD	00100	RI		2047-001	04/12/98	2,175.00	2,175.00					
USD	00100	RC		4738-	04/12/98	2,175.00-	2,175.00-					
USD	00100	RI		2052-001	05/14/98	1,500.00	1,500.00			1,500.00		
USD	00100	RI		2054-001	05/14/98	1,610.00	1,610.00					
USD	00100	RC		4738-	05/14/98	1,610.00-	1,610.00-					
USD	00100	RI		2058-001	05/17/98	2,200.00	2,200.00			2,200.00		
USD	00100	RI		2062-001	05/18/98	250.00	250.00			250.00		
USD	00100	RI		2065-001	06/01/98	5,875.00	5,875.00			5,875.00		
USD	00100	RI		2070-001	06/15/98	300.00	300.00			300.00		
19,225.00												
1.00												
85,787.00												

Processing Options for Unresolved A/R Matters Report

Invoice Selections:

1. Enter one of the following choices for invoice selection:
 - 1 = Partially Paid Invoices Only
 - 2 = Problem Invoices Only
 - 3 = All InvoicesIf left blank, only partially paid invoices will be printed.

Data Selection and Sequence for the Unresolved Matters Report

The data sequence for this report is mandatory. The totals are dependent on this exact sequence. If you modify the sequence, you must also modify the totaling logic of the program.

Printing the Receivables/Payables Netting Report

If you have an address book record for an organization that is both a customer and a supplier, print the Receivables/Payables Netting report. This report lists whether a company owes or is owed money.

This report reads information from the A/R Ledger and A/P Ledger (F0411) tables. Printing the Receivables/Payables Netting report does not adjust any items. It only lists unusual conditions, such as:

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

When you print this report, the system does the following in sequential order:

1. Totals the open A/R and open A/P balances for each account.
2. Compares the two sums.
3. Lists the potential offsets in the corresponding column on the report. For example, an account with an open A/R balance of 50,000 and an open A/P balance of 30,000 has a potential offset of 20,000. If the opposite is true, it lists the potential offset.
4. Nets the two offset fields and lists the grand total in the appropriate column, after calculating the potential offset for each address book number.

Use the Credit Note Reimbursement program to reclassify a credit memo or an unapplied receipt to an open voucher in the Accounts Payable system.

Before You Begin

- Verify that the Address Number Logical table (F03450) exists in your library. Unlike other reports, the Receivables/Payables Netting report will not create the table if it does not already exist.

03450		J.D. Edwards & Company			Page - 2		
		A/R to A/P Netting			Processed - 4/17/98		
Number	Name	Phone Number	Co	Balance		Potential Offsets	
				Open A/R	Open A/P	A/R	A/P
1001	Edwards, J.D. & Company	844-8000	00001	15,470.10	675.00	14,795.10	
1001	Edwards, J.D. & Company	844-8000	00100	62,335.64	74,907.29		12,571.65
1002	Edwards & Edwards	779-4510	00001	880.00	2,200.00		1,320.00
3003	Central Specialty Store	629-3003	00100	5,000.00-			5,000.00
3005	Centralized Apparel	629-3400	00100	6,000.00	12,250.00		6,250.00
3965	DeAnna's Deli	794-7877	00150	3,725.00-			3,725.00
4175	Abernathy & Hitch	234-1887	00150	4,391.17	4,000.00	391.17	
5733	Newark Office Supply	456-8521	00100	3,005.00	1,378.67	1,626.33	
6630	Eddie Bean Outlet Store	670-3000	00151	10,000.00-			10,000.00
6736	Tattered Books		00150	2,920.00-			2,920.00
6795	Bonjour Baking Company	697-1919	00100	10,577.07	3,645.00	6,932.07	
7001	JDE Europe	2-647.08.00	00070	778,529	405,693	372,836	
7002	JDE France	1-40 90 08 07	00070	6,096	5,500,412		5,494,316
7002	JDE France	1-40 90 08 07	00100	3,086.93	1,019.59	2,067.34	
7005	De Vydt S.A./N.V.	3-687.01.00	00070	750-	101,650		102,400
7501	Colombian Coffee Company	12136587	00075	10,602,108	500,506	10,101,602	
				19,796,074	16,515,816	3,280,258	

A/R Reports

Data Selection and Sequence for Receivables/Payables Netting

Each data selection field should be equal to *ALL so that the report includes all data and gives a complete picture of potential netting.

This report is sequenced by address number and company. You should not change this sequence.

Printing the Problem Accounts Receivable Report

To review a list of your customer accounts in need of attention, print the Problem Accounts Receivable report. This report lists a specified number of problem accounts, such as the account with the oldest and largest open amount.

When you print the Problem Accounts Receivable report, the system creates a worktable in order to rank the accounts. The system ranks customers first by the largest amount due and then by the greatest number of days overdue.

Accounts Receivable

Number	Account Name	Phone Number	Co	Balance		31 - 60	61 - 90	91 - 120	Over 120	.. Last Payment ..	
				Open	Current					Amount	Date
4242	Corporate Offi	()773-1800	00100	3139261.77	3139262					9587594.10	11/30/97
1002	Edwards & Edwa	(214)779-4510	00100	298264.82	298265					172678.07	03/19/98
1001	Edwards, J.D.	(303)844-8000	00100	62335.64	62336					339683.42	09/14/97
7003	Euromart	(44)71-647-8802	00100	37301.59	37302					1171.61	06/20/98
3333	Couriers Expre	(919)775-3380	00100	26546.61	26547						
3030	Carriage Creat	(303)797-2500	00100	19225.00	19225					3785.00	07/29/98
3002	Central Expres	(303)629-3002	00100	15000.00	15000					4835.00	06/01/98
7001	JDE Europe	(32)2-647.08.00	00100	10986.72	10987					745.32	07/15/98
7008	Meier & Sohne,	()41 44 91	00100	10638.30	10638						
6795	Bonjour Baking	(418)697-1919	00100	10577.07	10577						
5768	London Develop	(213)745-5000	00100	8766.12	8766						
3005	Centralized Ap	(404)629-3400	00100	6000.00	6000						
5717	Famous Fred's	(516)882-9877	00100	5005.10	5005						
2313	Baker Manufact	(404)933-6465	00100	3752.00	3752						
3004	Centre Gift St	(215)629-3004	00100	3700.95	3701					2000.00	06/01/98
7002	JDE France	(33)1-40 90 08 07	00100	3086.93	3087						
5733	Newark Office	(201)456-8521	00100	3005.00	3005					7371457.97	10/17/96
5709	Erickson Elect	(516)882-9877	00100	2500.15	2500						
5688	Dynamic Distri	(214)557-2668	00100	1510.15	1510						
4006	A&B Electric M	(303)744-7554	00100	1073.00	1073						
5725	General Americ	(303)744-7554	00100	800.15	800						
2330	Dunlop Constru	(212)545-5000	00100	450.00	450						

Processing Options for Problem Accounts Receivable

Number Of Accounts On Report:

1. Enter the number of problem accounts to be printed. The default will be 50. _____

"As Of" Date:

2. Enter the "As Of" date to age open balances. If left blank, the current date is used as the default. _____

Aging Options:

3. Specify one of the following dates to age accounts from: _____
 D = Due Date
 I = Invoice Date
 G = General Ledger Date
 S = Statement Date
 (If blank, "D" is default.)

4. Specify one of the following methods for aging calculations: _____
 1 = Aging Days (Default)
 2 = Fiscal Periods
 3 = Calendar

Aging Options (Cont'D)

5. Enter the following aging category information: (for method "1" only)

Aging Days:	Beginning	_____
	thru	_____
	thru	_____
	thru	_____
	thru	_____

Data Sequence for the Problem Accounts Receivable Report

The data sequence for this report is mandatory. The totals are dependent on this exact sequence. If you modify the sequence, you must also modify the totaling logic of the program.

Printing the Customer Totals by G/L Account Report

To review a list of all G/L account totals for a customer, print the Customer Totals by G/L Account report. This report selects and prints information from the Account Ledger table (F0911) and lists totals associated with each customer.

09450

J.D. Edwards & Company
Customer Totals by G/L Account
AA Ledger

Page Number 22
Date 4/07/98

Account Number	Address Number	Alpha Name	G/L Date	Explanation --Remark--	Doc Ty	Doc Number	Doc Co	Amount	P C
210.5030	7001	Address Number 00005768	05/31/98	Contract Sales	RI	2033	00100	8,766.12-	
				London Development Group					
		Address Number 00007001						3,377.25-	
210.5030	7003	Address Number 00007001	06/30/98	Denver Sales	RI	2048	00100	7,936.51-	
210.5030	7003	Address Number 00007003	06/30/98		RI	89465	00100	29,365.08-	
		Address Number 00007003						37,301.59-	
210.5030	7008		04/30/98	Product A Contract Sales	RI	2029	00100	3,128.91-	P

Processing Options for Customer Totals by G/L Account

Account Display Mode:

1. Enter the type of account number
to print on the Report. _____
' ' = Number entered during input.
'1' = Structured Account.
'2' = Short Account ID.
'3' = Unstructured Account Number

Display Address:

2. Enter a '1' to print the supplier/
customer address. If left blank,
no address will print. _____

Data Sequence for the Customer Totals by G/L Account Report

If you specify customer totals based on the AA ledger, the totaling sequence is address number, account ID, business unit, and company. If you specify customer totals based on the CA ledger, the totaling sequence is address number, currency code, and account ID.



A/R Draft Processing

Objectives

- To initiate draft processing
- To enter drafts
- To revise draft information
- To review and post drafts
- To prepare drafts for remittance
- To remit drafts to your bank on magnetic tape or paper
- To set up required information for draft processing

About A/R Draft Processing

The Accounts Receivable system provides an effective way to process drafts. A draft is a promise to pay a debt. Its existence changes the legal nature of the underlying liabilities. Therefore, you must classify, track, and report drafts separately from other types of obligations.

A/R draft processing consists of the following tasks:

- Printing invoices and statements with drafts (optional)
- Entering drafts
- Revising drafts
- Approving and posting A/R drafts
- Selecting drafts for remittance (optional)
- Working with draft remittance
- Working with draft collections



What Are the Types of Drafts?

Two types of drafts are available:

Manual drafts

Manual drafts are also called customer acceptance drafts because they must be accepted by the customer before they can be remitted to the bank. Several types of manual drafts are available:

- The supplier prints the draft with bank account information.
- The supplier prints the draft with the bank name only.
- The customer prints the draft with bank account information.
- The customer prints the draft with the bank name only.

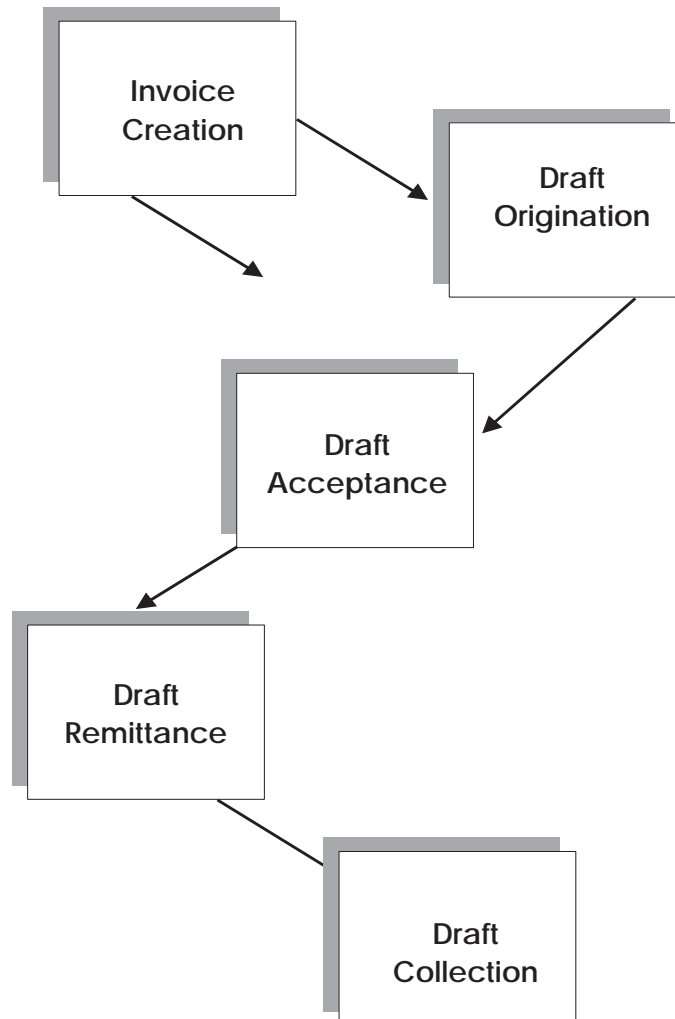
The system distinguishes drafts with only a bank name from those with complete bank account information. This is because banks generally assess an additional fee to collect drafts if incomplete information is provided.

Automatic drafts

Automatic drafts are also called pre-authorized drafts because the draft does not require customer acceptance. The supplier and customer agree in advance that the obligation will be represented with a draft. The supplier does not print and send a draft to the customer, but instead sends the draft to the supplier's bank for collection.

What Are the Steps for Processing Drafts?

The following graphic illustrates the process flow for drafts.



Invoice Creation

1. A customer purchases goods or services from you.
2. You enter and post an invoice. This debits accounts receivable and credits sales.

The invoice is open. No draft exists.

Customer Number 7001				
Doc Type	Invoice Number	Invoice Amount	Payment Instrument	Pay Status
RI	1234	10,000	D	A

<p>A/R Trade</p> <hr style="width: 100%;"/> <p>10,000</p>	<p>Sales Account</p> <hr style="width: 100%;"/> <p>10,000</p>
---	---

Draft Origination

1. You or your customer originate a draft. The draft shows the amount to be paid, the due date, banking information, and, possibly, information about the underlying liabilities (the invoices).

If you originate the draft, you can include invoices or statements. Some customers expect one draft per invoice. Other customers expect one draft for a statement of invoices. You can either send invoices with drafts attached or send statements with drafts attached.

Customer Number 7001				
Doc Type	Invoice Number	Invoice Amount	Statement Number	Print Y/N
RI	1234	10,000	10005	Y

This step has no effect on the general ledger.

Draft Acceptance

1. Your customer accepts the draft.

For manual drafts, your customer can do any of the following:

- Sign and return it to you
- Change the draft (date, amount, bank, and so on), then sign and return it to you
- Print, sign, and send the customer's own draft to you

For automatic drafts, the draft is accepted without a response from your customer.

The draft has no legal force until the customer accepts it.

2. You enter and post the draft, whether it is manual or automatic. This credits accounts receivable and debits drafts receivable.

The invoice has been closed. The draft has been created and accepted.

Customer Number 7001							
Doc Type	Invoice Number	Invoice Amount	Print Y/N	Pay Status	Pay Instr	Match-ing Doc	Match-ing Number
RI	1234	10,000		P	2	R1	10005
R1	10005	10,000	Y	D	2	2	2

<p>A/R Trade</p> <hr style="width: 100%;"/> <p style="margin-left: 40px;">10,000</p>	<p>Drafts Receivable</p> <hr style="width: 100%;"/> <p style="margin-left: 40px;">10,000</p>
--	--

Draft Remittance

1. You send (remit) the draft to your bank so it can collect the funds from your customer's bank. You can remit the draft either on magnetic tape or diskette, or by printing a register.
2. You can arrange to collect funds from the draft in one the following ways:
 - Wait until the funds become available on the due date specified by the draft.
 - Request an advance from your bank before the due date of the draft. Typically, banks discount a draft (charge interest) when they advance funds for a draft before its due date.

- The system creates a journal entry to credit drafts receivable and debit drafts remitted. You post the journal entry.

Customer Number 7001					
Doc Type	Invoice Number	Invoice Amount	Print Y/N	Pay Status	Pay Instr
R1	10005	10,000	Y	G	2

Drafts Receivable	Drafts Remitted
10,000	10,000

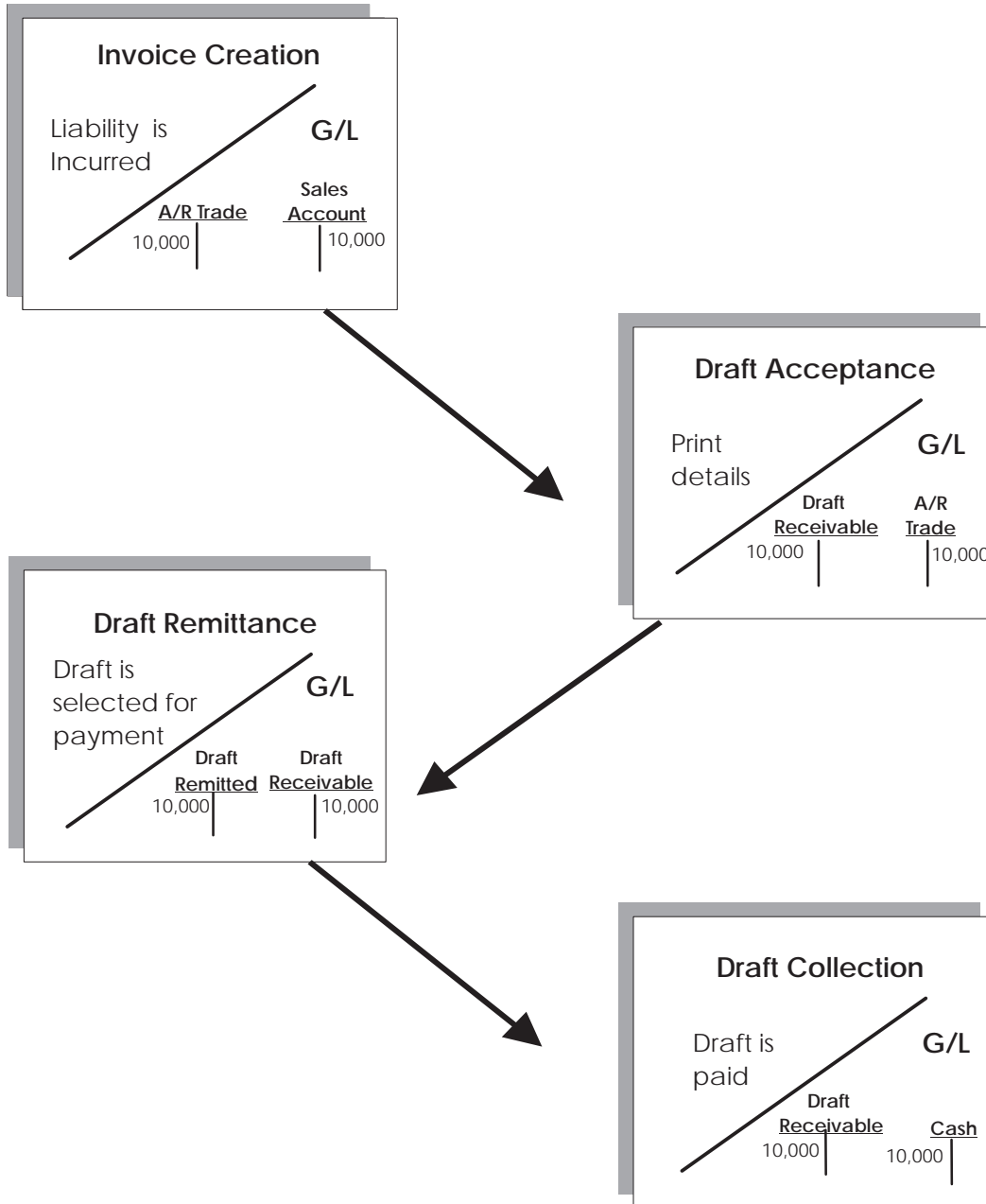
Draft Collection

- Your bank collects the funds for the draft from the customer's bank on the due date of the draft. Your bank informs you if it cannot collect the funds.
- On or after the due date, both the supplier and the customer recognize the transfer of cash. You update the status of the draft in your records to show that it was collected.
- The system creates a journal entry to credit drafts remitted and debit a cash account. You post the journal entry.

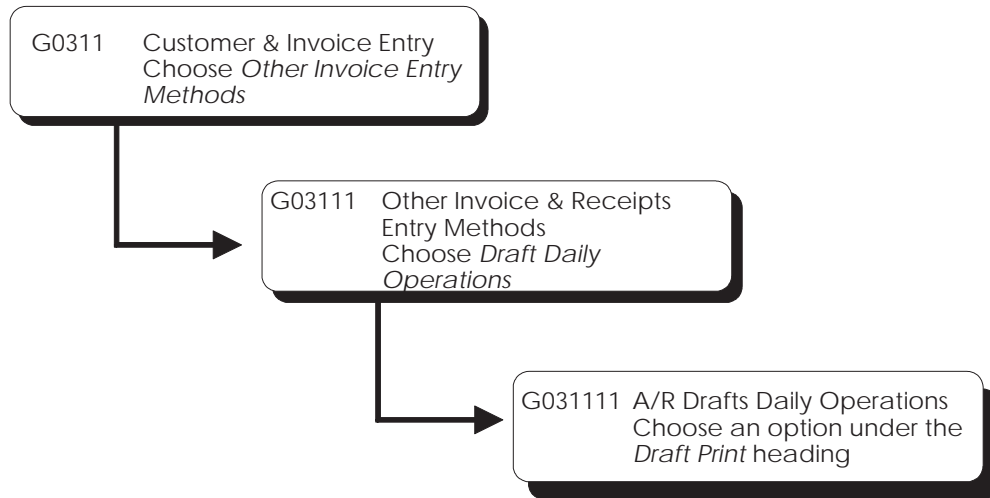
Customer Number 7001				
Doc Type	Invoice Number	Invoice Amount	Pay Status	Pay Instr
R1	10005	10,000	P	2

Drafts Remitted	Cash Bank Account
10,000	10,000

The following graphic illustrates the effect of each stage of the draft process on the general ledger.



Print Invoices and Statements with Drafts



Printing Invoices and Statements with Drafts

The draft process begins when you or your customer originate a draft. When you originate a draft, you can print a statement or invoice with a draft attachment to send to your customer. Some customers expect one draft per invoice. Other customers expect one draft for a statement of invoices. You can either send invoices with drafts attached or send statements with drafts attached.

The default draft format conforms to the French Bank Association format. Users in other countries might need to modify the format for their specifications. Invoices and statements use the standard J.D. Edwards report formats.

This task consists of:

- Printing invoices with draft attachments
- Printing statements with draft attachments

Printing Invoices with Draft Attachments

To print an A/R invoice with an attached draft for chargebacks, credit memos, and finance charges, run Invoice Print with Draft.

This program selects transactions from the A/R Ledger table (F0311). The system assigns a draft number and updates the statement number on the invoice record. The system also prints the draft number on the invoice record and the customer's bank account on the draft attachment.

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

```

*
          I N V O I C E
          - - - - -
Remit to - A Model Multi-National Co.
          Avenue Louise, 200
          B-1050 Brussels
          Invoice - 1005
          Account - 7006
          Date - 4/19/98

International Transport
Ch. de Wavre, 297
1050 Bruxelles

Please be advised that your account has been debited or back charged as follows.

          . . . . . Document . . . . .
          Date  Ty  Reference Due Date  Remark
          -----
07/01/98 RI    1005 001 07/31/98 Misc Sales
                                     Invoice
                                     Amount
                                     -----
                                     15,895
                                     -----
Total Invoice Amount                15,895
Tax Amount                          3,100
                                     -----
Balance Due                          18,995

          A Model Multi-National Co.
          Avenue Louise, 200
          B-1050 Brussels
                                     Dra

PARIS

*****18,995  04/19/98  07/31/98  00000584
                                     *****18,995

10729 81042310-0368111 55 International Transport Bank Bruxelles Lambert
          BEF          Ch. de Wavre, 297
          1050 Bruxelles
    
```

Processing Options for A/R Invoice Print with Draft

Invoice Date Range:

1. Enter the As Of invoice date after which all invoices should be printed. Range will include the date entered. Mandatory entry. _____
2. Enter the cut off invoice date before which all invoices should be printed. Range will include the date entered. Mandatory entry. _____

Foreign Currency:

3. Enter a '1' to print the invoice using the foreign amount. Default of blank will print the domestic amount. _____

Tax Amounts:

4. Enter a '1' to print tax amount on the invoice. Default of blank will not print tax amounts. _____

Draft - Originating City:

5. Enter the city name where the draft is being originated to be printed on the draft. _____

Data Selection and Sequence for Invoice Print with Draft

The Payment Instrument field is set to EQ (equal) D so that it selects only invoices for draft customers. You can enter a user defined code other than D to identify draft customers.

The following data sequence is required:

1. Address Number
2. Document Company
3. Document Type
4. Document Number

If you change this sequence, the totals will be inaccurate.

Printing Statements with Draft Attachments

To print a statement with one or more invoices combined into one draft, run Statement Print with Draft.

This program processes transactions from the A/R Ledger table. The system assigns a draft number to the statement and updates the statement number for each invoice on the statement. The system also prints the draft number on the invoice record and the customer's bank account on the draft attachment.

Before You Begin

- Set Print Statement field on Customer Master Information to N for each customer for whom you print drafts. If you do not, the system generates an error and does not print a statement.

```

*
          S T A T E M E N T
          - - - - -
Remit to - A Model Multi-National Co.          Date - 08/08/98
          Avenue Louise, 200                   Account - 00007007
          B-1050 Brussels

International Enterprises
Avenue Louise, 1250
1050 Bruxelles

Your Account with us reflects the following amount due.

. . . . . Document . . . . .
Date Ty Reference Remark Invoice Amount Open Balance
-----
05/20/98 RI 602 000 ----- 4,020,565 4,020,565

Balance Due 4,020,565

          A Model Multi-National Co.
          Avenue Louise, 200
          B-1050 Brussels

          Dra

PARIS

****4,020,565 04/19/98 06/19/98 00000585 ****4,020,565

10024 2126230-352702 33 International Enterprises Generale Banc
          BEF Avenue Louise, 1250
          1050 Bruxelles
    
```

Processing Options for A/R Statements with Draft

Cutoff Date:

1. Enter the invoice cut off date. _____
 Invoices with an invoice date after this date will not be printed. If no date is entered, it will default to the system date.

Zero/Credit Statements:

2. Enter a '1' to omit the printing of statements with a zero or credit balance.

Foreign Currency:

3. Enter a '1' to print the statements using the foreign amounts. Default of blank will print statements in the domestic amount.

Draft - Originating City:

4. Enter the city name where the draft is being originated to be printed on the draft.

Data Selection and Sequence for Statement Print with Draft

The following data selections are required:

- Payment/Item Document Type does not equal (NE) RE (change to invoice amount)
- Type Input does not equal (NE) G (general ledger)

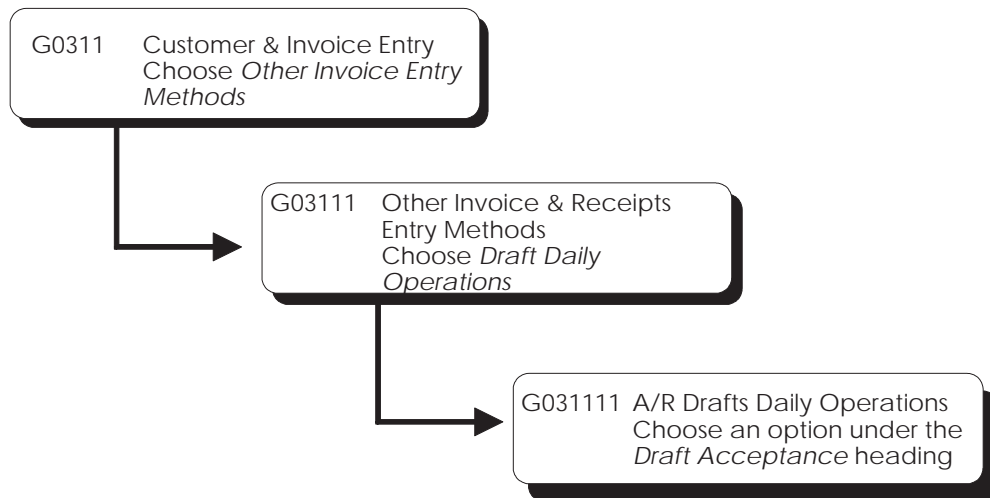
The Payment Instrument field is a user defined value that identifies your customers who pay by draft. Generally, you set this field to equal (EQ) F (draft statements) on Customer Master Information.

The following data sequence is required:

1. Company
2. Address Number
3. Due Date
4. Currency Code
5. Document Number

If you change this sequence, the totals will be inaccurate.

Enter Drafts



Entering Drafts

Whether you originate the draft or your customer does, you must enter it into the Accounts Receivable system before you can process it. Entering a draft is equivalent to accepting it. You can enter drafts in one of the following ways:

- Enter manual drafts
- Create automatic drafts

When you enter drafts, the system processes them in the same way as receipts except that the system:

- Applies draft receipts to open customer invoices.
- Uses matching document type R1 to close invoices (one per pay item).
- Records the total draft amount in the A/R Ledger table (F0311) as a new original document type R1.
- Uses batch type * (asterisk).
- Validates the draft number against the draft number created if you used Invoice Print with Draft or Statement Print with Draft. This only applies to entering manual drafts originated by your customer.

- Uses AAI item RD1x (where x is the payment instrument) to determine the drafts receivable account.
- Sets the payment status to D (draft accepted).

Entering Manual Drafts

You use one of the following forms to enter a draft manually, depending on whether you originate the draft or your customer does:

Enter Our Drafts Use this form when your company originates drafts for the customer to sign and return.

Enter Customer Drafts Use this form when the customer originates the draft and sends it to your company to be accepted.

The fields you complete on Enter Our Drafts and Enter Customer Drafts are the same.

▶ To enter manual drafts

On Enter Our Drafts or Enter Customer Drafts

Mode (F) **D** Payor **International Transport** Prev Recpt

Display Acct **7006**

Draft Number **2** Posted Batch Number **3148** Co **00070** BEF

Draft Amount **31,250** Cust B/A Num **107298104259** **310-0368111**

Draft Date **07/10/98** or Bank Bruxelles Lambert

Deposit Date (G/L) **07/10/98** Bank Name

Due Date **07/10/98** Remark **Draft Receipt**

Skip to Due Date . Currency Code **BEF** Payment Inst **1**

Reference Exchange Rate

Remaining on Draft

T	Amount Applied	Discount Taken	Account Number	Invoice Number	Pay Itm	Do Ty	Net Due Date	Applied Amount
I	31,250		7006	761	000	RI	07/10/98	31,250

F4=Detail F15=Account Inq F16=Ledger Inq F18=Parent Inq F19=Statement Inq MW

1. Complete the following fields:
 - Draft Number
 - Company
 - Draft Amount
 - Customer Bank Account Number
 - Draft Date
 - Deposit Date (G/L)
 - Due Date
 - Remark (optional)
 - Reference (optional)
2. Complete the following fields for each pay item:
 - Amount Applied
 - Account (Customer) Number
 - Invoice Number (optional)
 - Pay Item
3. Access the detail area (optional).

The screenshot shows a software window titled "[03103] - Enter Our Drafts". The form contains the following fields:

- Mode (F): D
- Payor: International Transport
- Display Acct: 7006
- Prev Recpt: 7006
- Draft Number: 2
- Posted:
- Batch Number: 3148
- Co: 00070
- Currency: BEF
- Draft Amount: 31,250
- Cust B/A Num: 107298104259
- 310-0368111
- Draft Date: 07/10/98
- or
- Bank Name: Bank Bruxelles Lambert
- Deposit Date (G/L): 07/10/98
- Bank Name: (empty)
- Due Date: 07/10/98
- Remark: Draft Receipt
- Skip to Due Date: (empty)
- Currency Code: BEF
- Payment Inst: 1
- Reference: (empty)
- Exchange Rate: (empty)
- Remaining on Draft: (empty)

Below the form is a table with the following data:

T	Amount Applied	Discount Taken	Account Number	Invoice Number	Pay Itm	Do Ty	Net Due Date	Applied Amount
I	31,250		7006	761 000	RI		07/10/98	31,250
	Remark	Draft Receipt		Offset		Co	00070	Inv Date 06/10/98
	Reas	Smt 2	Orig Doc					Curr BEF Doc Co 00000
	Remark			Offset		Co		Inv Date
	Reas	Smt	Orig Doc					Curr Doc Co
	Remark			Offset		Co		Inv Date
	Reas	Smt	Orig Doc					Curr Doc Co

At the bottom of the window, there are several function keys: F4=Detail, F15=Account Inq, F16=Ledger Inq, F18=Parent Inq, F19=Statement Inq, and a MW button.

4. Complete the following optional fields:
 - Remark
 - Offset

5. Do one of the following:
- In WorldSoftware, press Enter
 - In WorldVision, click Add

Field	Explanation
Invoice Number/Draft Number	<p>The number of the document, such as a receipt, an adjustment, or a credit that you apply against an original document, such as an invoice. For example:</p> <p>Original (DOC)–Matching Rec/Item (DOCM) A/R Original Invoice – Invoice Receipt – Invoice – Receipt Credit Memo/Adjustment – Invoice – Credit Memo</p> <p>A customer’s document number on a receipt. This number must be unique within the batch. It can also be an item number used for spreads, adjustments, or other types of receipts.</p>
Invoice Amount / Draft Amount	<p>The amount of the receipt from the customer. This amount must balance to the detail of the amount applied to the open invoices.</p>
Reference	<p>An alphanumeric value used as a cross-reference or secondary reference number. Typically, this is the customer number, supplier number, or job number.</p> <p>..... <i>Form-specific information</i></p> <p>This field is commonly used to identify the original invoice number because the system does not identify it when it creates an R1 original draft document.</p>

What You Should Know About

Including a reference number during draft entry

When entering a draft, you might want to include a reference number on it. French clients commonly do this so that the reference number appears:

- In the magnetic draft file
- On the paper draft

Although French clients do not generally enter more than a 10-character reference number, the Reference Number on Enter Drafts can handle up to 25 characters. This makes the reference number useful for other countries. This number is for informational purposes only.

See Also

- *Entering Basic Receipts (P03103)*

Processing Options for Enter Drafts

Draft Processing:

25. Enter a '1' to process drafts. Leave blank for normal mode. _____

Note: Normal cash receipts can not be entered in draft mode. If you do both receipt processing and draft processing, you will need to set up two versions, one in draft mode and one in normal mode.

The following options only apply if draft mode is turned on in option 25.

26. Enter a '1' to process customer generated drafts (BOR or BOC). Leave blank to process supplier generated drafts (LCR or LCC) and validate the draft number entered against the assigned draft number. _____

27. Enter a '1' to allow entry of the alpha name. _____

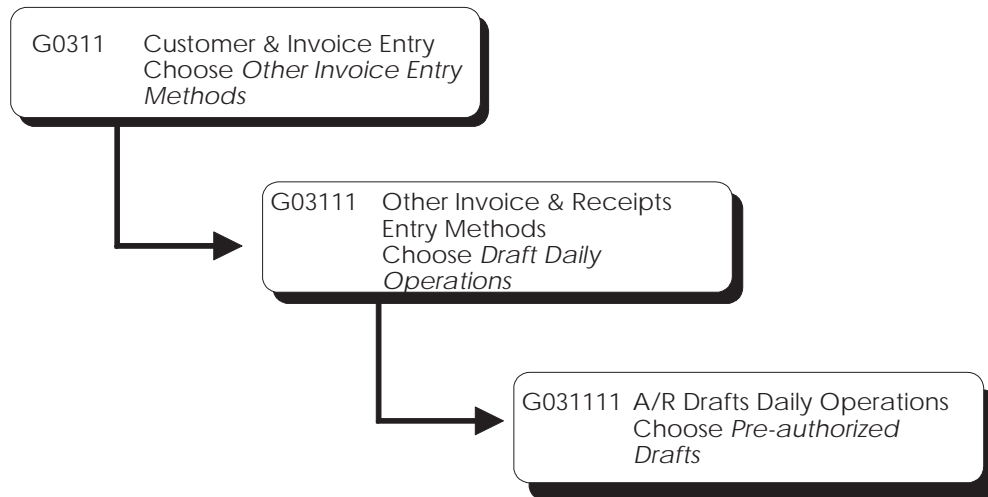
28. Enter the default Payment Instrument for drafts WITH bank account numbers. (LCR or BOR) _____

29. Enter the default Payment Instrument for drafts WITHOUT bank account numbers. (LCC or BOC) _____

30. Enter the override Drafts Receivable short account number. _____

Note: If an account is not entered, it will be assigned from the AAIs Drafts Receivable account (RD1x, where x is the Payment Instrument).

Creating Automatic Drafts



In some cases, the supplier and customer might agree in advance that the customer pays with a draft. The supplier does not print and send a draft to the customer, but instead sends the draft to the supplier's bank for collection. The supplier's bank collects funds from the customer's bank. This process is called automatic or pre-authorized draft processing.

You create automatic drafts by running Pre-authorized Drafts. You can run this program in either proof or final mode.

Proof mode

You can choose to print a detailed or summarized list of transactions:

- Detail – prints a list of each invoice to be paid by draft.
- Summary – prints a summary of all invoices by customer, due date, and payment instrument to be paid by draft

Final mode

You can make the same selections as in proof mode. In final mode, the system:

- Creates drafts
- Creates the journal entries that debit the drafts receivable account and credit the accounts receivable account
- Changes the pay status to D (draft accepted)
- Generates a report
- Creates a table you can copy to tape

Whichever mode you choose, you can review the information and make necessary changes. You can use the Standard Invoice Entry form or the Speed Status Change form to change the pay status.

03571

J. D. Edwards & Co
A/R Batch Draft Creation
*** FINAL ***

Page - 3
Date - 4/19/98

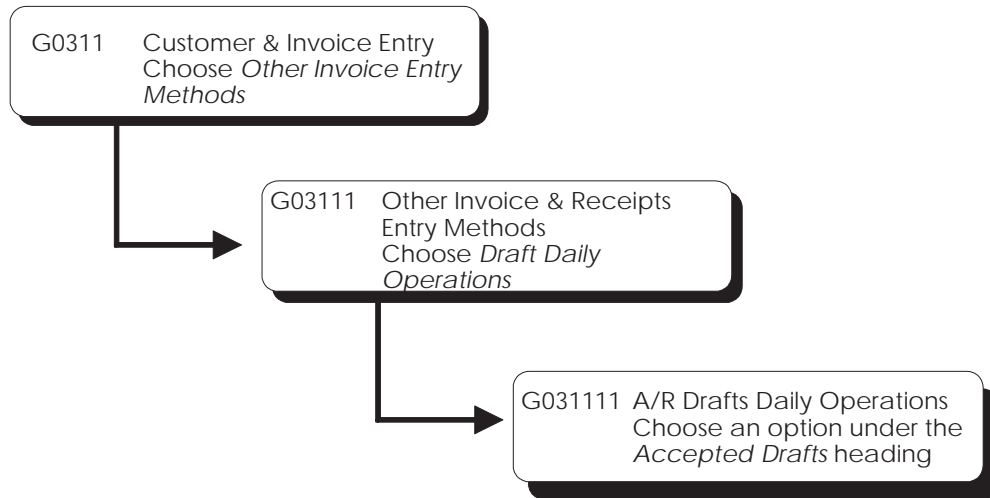
Customer Number	Customer Name	DC TY	Document Number	Pay Itm	Co	P I	Net Due Date	Open Amount	Discount Available	Draft Amount	Draft Number	Cur Cod
7006	International Transport	RI	762	000	70	D	07/25/98	843,750		843,750	582	BEF
	Due Date						07/25/98	843,750		843,750		
7006	International Transport	RI	1004	001	70	D	07/31/98	18,986		18,986	583	BEF
	Due Date						07/31/98	18,986		18,986		
	Address Number		00007006					862,736		862,736		
	Company		00070					862,736		862,736		
	Grand Total							862,736		862,736		

What You Should Know About

Abbreviated column headings

PI indicates Payment Instrument

Revise Drafts



Revising Drafts

After a draft has been accepted, you can revise it, for example, to change the bank account from which it will be paid. Revising drafts consists of:

- Locating drafts
- Changing draft information
- Updating drafts for payment

Locating Drafts

You can locate a draft to:

- View draft information based on specific criteria
- Verify information for a particular customer
- Change draft information

▶ **To locate drafts**

On Draft Inquiry

The screenshot shows a window titled "[03250] - Draft Inquiry" with a menu bar containing "Functions", "Options", "Tools", and "Help". The main area contains search criteria: "Address Number" (7006), "Payment Instrument" (International Transport), "Net Due Date", "Status", and "Paid" (N). Below this is a table with the following data:

	Customer Number	Customer Name	P I	Net Due Date	Amount	Status
	7006	International Transport	1	07/10/98	31,250	Draft Acc

At the bottom, there are navigation buttons (checkmark and X) and a status bar with "Opt 1=Revisions", "F4=Details", "F24=More Keys", and "MW".

1. Complete the following field:
 - Address Number
2. Complete any of the following fields to limit your search:
 - Payment Instrument
 - Net Due Date
 - Status
 - Paid

Field	Explanation
Status	A user defined code (00/PS) that indicates the current payment status for a voucher or an invoice. Codes are: P Paid. The voucher or invoice is paid in full. A Approved for payment, but not yet paid. This applies to vouchers and automatic cash applications. H Hold pending approval. R Retainage. % Withholding applies. ? Other codes. All other codes indicate reasons that payment is being withheld. The Accounts Payable system does not print payments for any other code.

See Also

- *Locating Customer Ledger Information (P032002)* for other methods of locating drafts

Changing Draft Information

After you enter drafts but before you post them to the general ledger, you can change the pay status, customer bank account, payor, net due date, or payment instrument.

The following guidelines apply to changing draft information:

- You can only change drafts with a pay status of D (draft accepted) or H (hold, pending approval).
- You can change the pay status to D or H only.
- You cannot add or delete drafts.
- You cannot change:
 - Draft number
 - Document company
 - Gross amount
 - Customer number
 - Creation date
 - Register number/date
 - G/L bank account

► **To change draft information**

On Draft Revisions

The screenshot shows a window titled "[03150] - Draft Revisions" with a menu bar containing "Functions", "Tools", and "Help". The main area is divided into several sections:

- Top Section:** Draft Number (2 R1), Document Company (00000).
- Second Section:** Gross Amount (31,250), Customer Number (7006 International Transport), Creation Date (07/10/98).
- Third Section:** Pay Status (D Draft Accepted), Customer Bank Account (107298104259 310-0368111 Bank Bruxelles Lambert), Payor (International Transport), Net Due Date (07/10/98), Payment Instrument (I LCR - Supplier Draft W/Acct #), Reference (empty).
- Bottom Section (Bank Presentation):** Register Number, Register Date, G/L Bank Account.

At the bottom, there are navigation icons (checkmark, X, 1, 2, 4, 8) and the text "F24=More Keys" and "MW".

1. Locate the appropriate draft.
2. Change any of the following fields:
 - Pay Status
 - Customer Bank Account
 - Payor
 - Net Due Date
 - Payment Instrument

Field	Explanation
Payor	The text that names or describes an address. This 40-character alphabetic field appears on a number of forms and reports. You can enter dashes, commas, and other special characters, but the system cannot search on them when you use this field to search for a name.

Processing Options for A/R Draft Revisions

Reverse Drafts Remitted:

1. Enter a '1' to allow for the pay status to be changed from a type 'G' to type 'D'. This will allow for the re-remittance of a draft.

Updating Drafts for Payment

To quickly change the payment status and due dates of your open drafts, use Speed Status Change. You can:

- Update individual drafts
- Update a group of drafts

Speed Status Change is the same program you use to update invoices. However, when you use it to update drafts, the system does not display drafts with the following payment status codes, because they cannot be changed:

- P (paid in full)
- # (payment in progress)
- G (draft remitted, but not collected)
- E (draft expired – draft deposited, but no bank confirmation)

► **To update drafts for payment**

On Speed Status Change

[03114] - Speed Status Change

Functions Tools Help

Address Number 4006
 or Parent Number
 or Doc. Number
 or Job or BU
 or Stmt Number

Net Due Date
 or Disc Due Date
 or Invoice Date
 Pay Stat-From To
 Document Type
 G/L Offset *
 Currency Code

Name	Document Ty	Number	Itm	Open Amount	P	Discount Due Date	Discount Available
A&B Electric Motor	RI	6	000	1,073.00	A	07/25/98	
A&B Electric Motor	RI	633	000	550.00	A	05/15/98	
A&B Electric Motor	RI	760	000	250.00	A	07/25/98	
A&B Electric Motor	RI	760	001	250.00	A	07/25/98	
A&B Electric Motor	RI	760	002	300.00	A	08/24/98	
A&B Electric Motor	RI	760	003	200.00	A	08/24/98	
A&B Electric Motor	RI	2082	001	1,073.00	A	07/30/98	
Pay Stat 'A' Total				3,696.00			
Grand Total -				3,696.00			

F4=Dtl F6=Update Status/Due Date F9=Name Search F24=More Keys MW

Follow the steps to update an invoice for payment.

See *Updating Invoices for Payment*.

What You Should Know About

Data security

You should consider implementing action code security for this form to ensure that important fields are not changed, for example, Due Date and Pay Status.

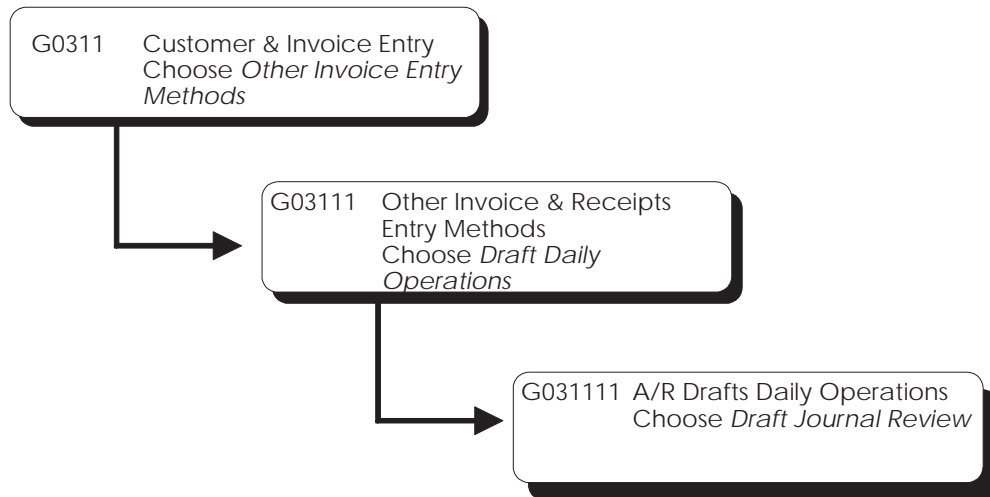
Approve and Post A/R Drafts

Approving and Posting Drafts

After you enter drafts, you must approve and post them to the general ledger. This consists of:

- Reviewing and approving drafts for A/R
- Printing the A/R Draft Journal report
- Posting drafts for A/R

Reviewing and Approving Drafts for A/R



After you enter drafts, you review and approve them before posting them to the general ledger. You can do this online using Draft Journal Review. All J.D. Edwards journal review programs work in the same way. Draft Journal Review only displays drafts with a batch type of * (draft receipts).

You do not need to approve drafts if the management approval of input constant is not activated.

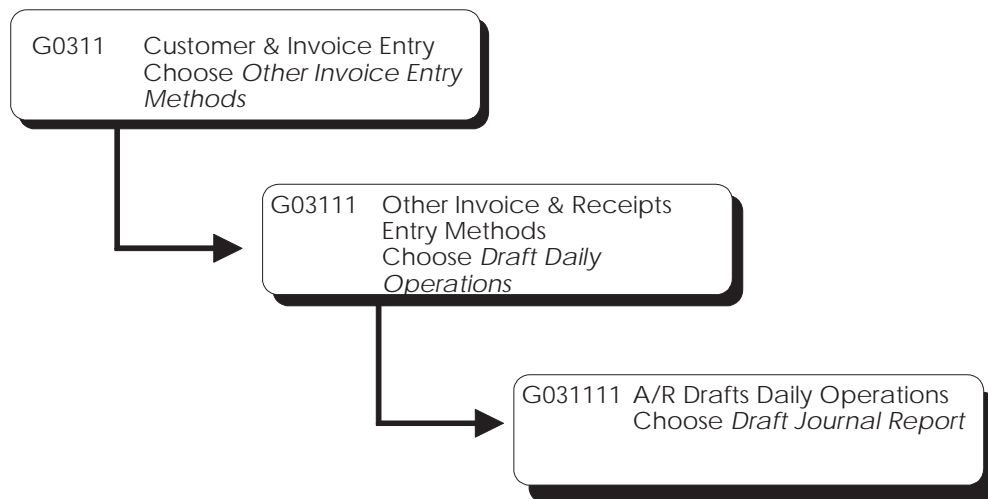
Before You Begin

- Set the A/R constant for management approval of input according to your needs

See Also

- *Reviewing and Approving Invoices (P00201)*

Printing the A/R Draft Journal Report



As an alternative to reviewing drafts online, you can print the Draft Journal report. This report is the same as the Receipts and Adjustment Journal report. The only difference between them is that one lists cash receipts and the other lists draft receipts.

Generally, it is easier to view drafts online. However, if there is a balancing problem, the printed journal can be a more workable format for detail review.

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

03311		User - DEMO		J. D. Edwards & Co		Page - 2			
		Batch Number - 4124		Cash Receipts & Adjustments Journal		Date - 4/19/98			
		Batch Date - 01/07/98		User, Batch Number/Date, Bank Number					
		Bank Account - 00026267		First Interstate Bank					
		Base Currency -							

Chk/Item	Date	Co	Name	T Address Number	Amounts	RS P	Cur	Foreign
Check			Remark	I Inv/Pay Item or G/L Acct	Receipts	Adjustments	Cod	Amount
G/L					Discount	CD C		Discount
1	01/07/98	00150	Abernathy & Hitch	4175				
	01/07/98		Sec Deposit Refund Adjustment A	9012 000		4,000.00-	RF	USD
Check/Item Total (Offset)						4,000.00-		
Bank Acct Total - Gross/Posted								
- Discount/Unposted						4,000.00-		
Batch Total - Gross/Posted								
- Discount/Unposted						4,000.00-		

See Also

- *Printing Invoice Journal Information (P03305)*

Processing Options for Draft Journal Report

Detail Account Format:

- Select the account number to print:
 - '1' = account number;
 - '2' = short account ID;
 - '3' = unstructured account;
 - '4' = (default) number entered during input.

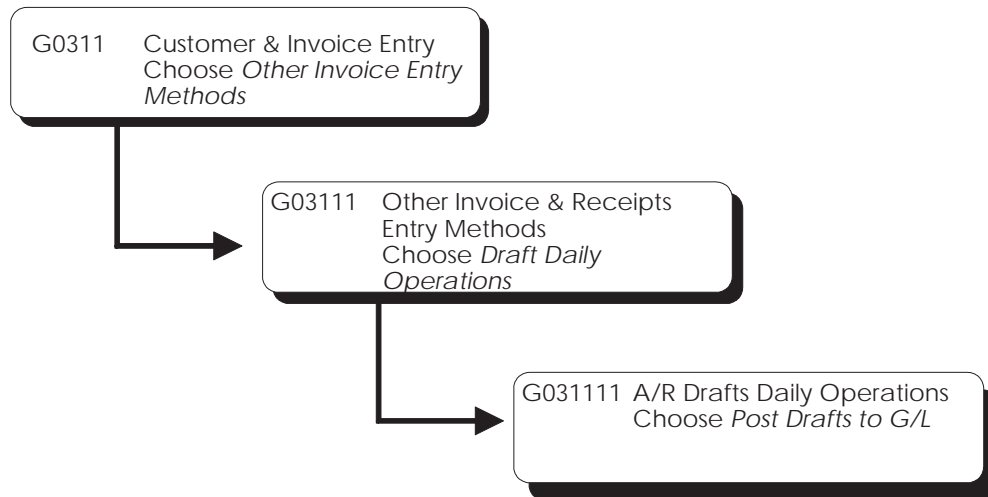
NOTE: This refers to the G/L Account number in the body of the report, not to the bank account in the header of the report.

Heading Account Format:

- Select the account number to print:
 - '1' = account number;
 - '2' = short account ID;
 - '3' = unstructured account.

NOTE: This refers to the G/L Bank Account that appears in the heading, not the account that appears in the detail portion of the screen.

Posting Drafts for A/R



Posting drafts to the general ledger creates entries to the draft receivables account and offset entries to the general ledger for the receivable account. The system typically debits an A/R account and credits drafts receivable. The program only posts batches with an A (approved) status.

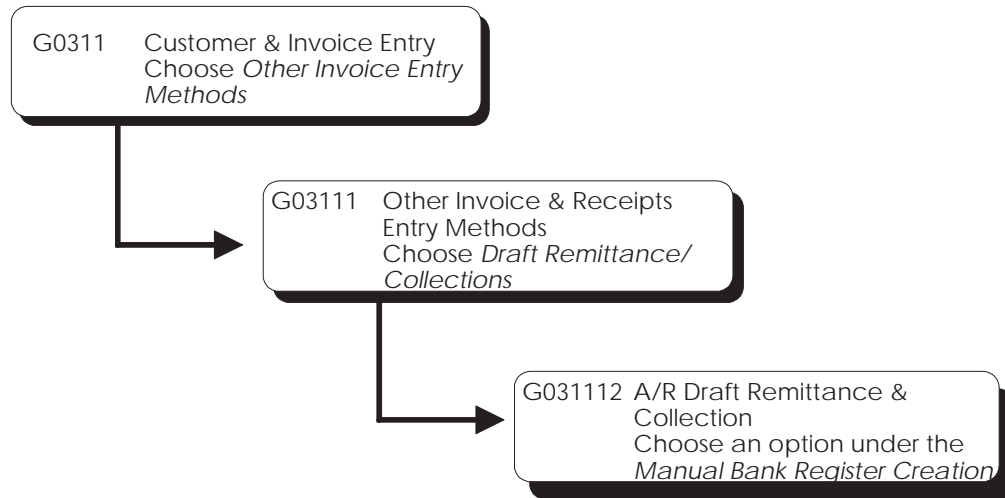
All J.D. Edwards post programs post to the G/L in the same way. The post program for A/R drafts has the processing option for batch selection set to * (draft receipts). You should not change this.

After you post payments, you can review them again and correct accounting distribution information. You cannot review account ledger information until the post is complete.

See Also

- *Posting Invoices (P09800)*

Select Drafts for Remittance



Selecting Drafts for Remittance

You can manually create a bank register to use when remitting drafts. You select the drafts to include in the register. The system groups drafts that have the same due date and payment instrument into a single statement in the register.

Selecting drafts for remittance consists of:

- Creating and revising A/R bank registers
- Reviewing A/R bank draft registers

Draft selection is an optional step in the draft process. You can skip this step and create your paper and magnetic remittances.

See Also

- *Remitting Paper Drafts (P03570)*
- *Remitting Magnetic Drafts (P03572)*

Creating and Revising Bank Registers

You can manually create a bank register to use when remitting drafts. You select the drafts to include in the register. Bank registers must include only drafts that you will remit on magnetic tape or a printed register. It can include either regular drafts or discounted drafts.

You can have only one register per bank account. If a bank register exists, you can add drafts to it or remove drafts from it. You must completely process one register with one type of draft before you create another.

When you create a bank register, the system:

- Changes the pay status of selected drafts from draft to selected for payment.
- Changes the pay status of removed drafts from selected for payment to draft.
- Updates the bank account of selected drafts.
- Groups selected drafts into a single statement on the basis of due date and payment instrument.
- Creates a batch (register) containing the drafts you selected. The register number is the batch number concatenated with a five-digit statement number.

This program updates information in the A/R Ledger (F0311) and A/R Draft Batch Header (F0313) tables.

Example: Bank Register

The following example shows how the system groups drafts on the basis of payment instrument and due date.

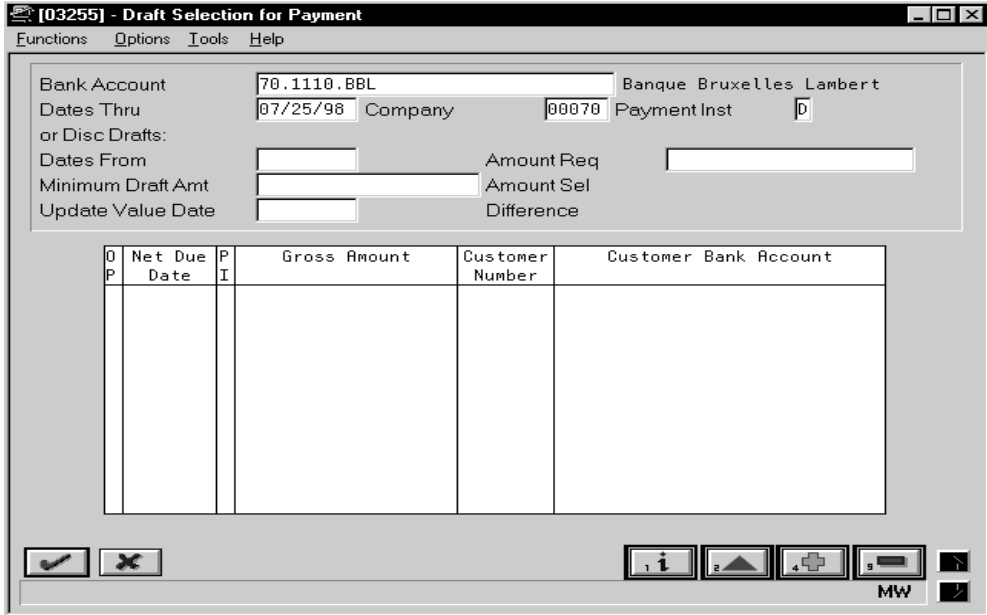
Draft Due Date	Draft Payment Instrument	Draft Amount	Due Date	Payment Instrument	Register Amount
07/01/98	0	300.00	07/01/98	0	500.00
07/01/98	0	200.00			
07/01/98	2	300.00	07/01/98	2	300.00
08/15/98	2	100.00	08/15/98	2	350.00
08/15/98	2	250.00			

Before You Begin

- Verify whether a register already exists for the bank account

► To create or revise bank registers

On Draft Selection for Payment



1. Complete the following field and press Enter:

- Bank Account

The system changes the action to Add if no register exists or to Change if a register exists.

2. To limit your search, complete the following fields:

- Dates Thru
- Company
- Payment Instrument
- Dates From
- Amount Requested
- Minimum Draft Amount

If a register exists for the bank account, the system displays all drafts that you previously selected for remittance.

3. Choose the Display All function to display all drafts that meet your search criteria but have not been selected for remittance.

4. To add drafts to the register, choose the Select option for drafts you want to add.
5. To remove drafts from the register, type a space for the drafts you want to remove.
6. Complete the following field (optional):
 - Update Value Date
7. Do one of the following:
 - For WorldSoftware, press Enter
 - For WorldVision, click Add

If you do not press Enter or click Add, the system does not include your most recent draft selections and does not update the total calculations for the batch.

8. Choose the Create/Update Register function.

Field	Explanation
Bank Account	<p>A field that identifies an account in the general ledger. You can use one of the following formats for account numbers:</p> <ul style="list-style-type: none">• Structured account (business unit.object.subsidiary)• 25-digit unstructured number• 8-digit short account ID number• Speed code <p>The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program (P000909).</p>

Field	Explanation
Dates Thru	<p>Date the net payment is due (accounts receivable). In accounts payable, this is the discount due date.</p> <p>If you leave this field blank in invoice entry or voucher entry, the system computes the due date using the invoice date and the payment terms code. If you leave the payment terms field blank, the system computes payment terms using the payment terms code from the Customer Master Information file (F0301) or Supplier Master Information table (F0401) for that customer or supplier.</p> <p>..... <i>Form-specific information</i></p> <p>Date that identifies the last date in a range of dates. If you type information in this field, the system displays only the drafts with a due date on or before this date. If you leave this field blank, the system displays all due dates.</p> <p>NOTE: You must enter a date in this field or the Discounted Drafts Dates From field. If you type information in this field, you cannot also type information in the Discounted Drafts Dates From field. A register cannot contain both regular and discounted drafts.</p>
Amount Requested	<p>The target amount requested when grouping Draft records for presentation to the bank. Used for the calculation to show the difference (#DIF) between what was wanted (#ARQ) and what has been selected (#ASC).</p>
Minimum Draft Amount	<p>A number that identifies the smallest draft amount to display. If you type information in this field, the system only displays drafts with a gross amount equal to or larger than the specified amount. If you leave this field blank, the system displays all draft amounts.</p>
Update Value Date	<p>The date that the item was debited or credited to the bank account.</p>

What You Should Know About

Changing bank registers You can also use Draft Selection for Payment to change registers for a specific bank account and date range.

Processing Options for Draft Selection for Payment

Create Date-Thru Date:

1. Enter the number of offset days desired when creating a new Date-Thru date. If the Date-Thru date is left blank on the screen, then a new Date-Thru date will be created by adding the number of offset days to the current system date.

NOTE: If this field and the Date-Thru date field are left blank, then all dates will be displayed for draft selection.

Reviewing A/R Draft Bank Registers

To review bank registers before you remit them, use Registers in Process.

Registers in Process is a journal review program. There is one important difference between Registers in Process and other journal review programs. This program is not used to approve transactions for posting. It is only used to review registers. Because of this, the Approved and Status fields are not relevant.

You can review transactions at three levels of detail using the following forms:

- | | |
|-----------------------------------|--|
| Registers in Process | You can review register information at the batch level. You can also access Registers for Bank Payment from this form. |
| Registers for Bank Payment | You can review registers within a batch. You can also access Register Detail Inquiry and Draft Selection for Payment from this form. |
| Register Detail Inquiry | You can review drafts within a register. |

Because you can have only one register per bank account, locating a bank account shows its register. These forms only show information for active registers. That is, you can review information only for registers you have created but not yet remitted to your bank.

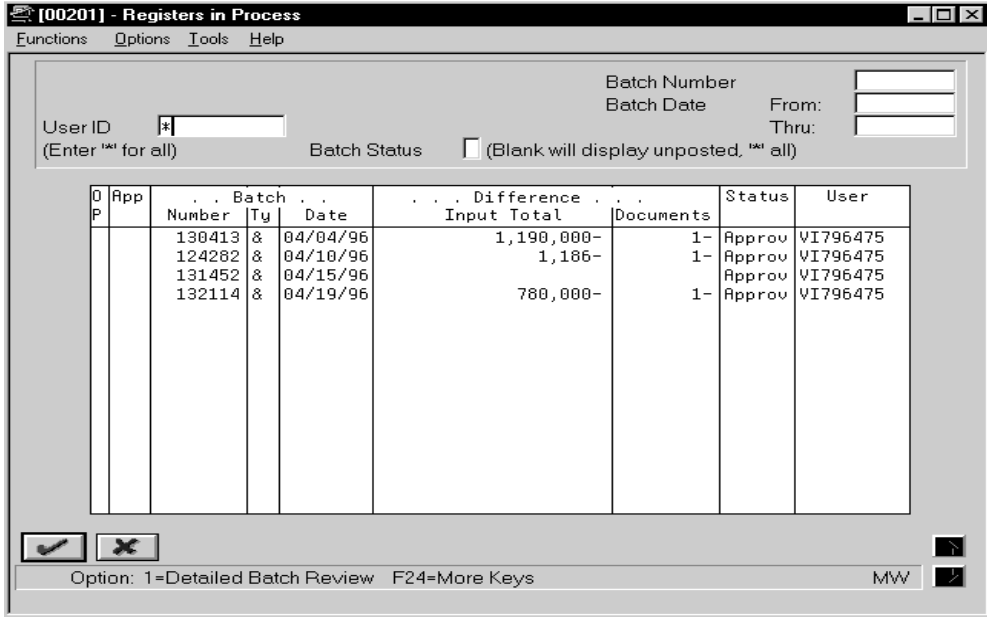
These programs display and update information in the A/R Ledger (F0311) and A/R Draft Batch Header (F0313) tables.

See Also

- *Reviewing and Approving Invoices (P00201)* for more information about reviewing online journal information

▶ **To review A/R draft bank registers**

On Registers in Process



A/R Draft Processing

1. Display all batches for all users, or complete any of the following fields to limit your search:
 - User ID
 - Batch Number
 - Batch Date From/Thru
 - Batch Status
1. Choose the Detailed Batch Review option next to the appropriate batch to access Registers for Bank Payment.

[03256] - Registers for Bank Payment

Functions Options Tools Help

UserID VI796475
 Batch # 130413
 Bank Account 1216.1234.BBBB Bear Creek National Bank
 Thru Date 06/30/96 Amt Requested
 Discounted Drafts: Amt Selected 11,900.00
 Date to be Disc Difference 11,900.00-

O	Net Due	P	Description	Register Amount	Register
P	Date	I			Number
	04/30/96	6	Italian RI.Ba.	11,900.00	13041300001

Opt: 1=Detail 9=Delete F5=Draft Selection F21=Print F24=More MW

2. On Registers for Bank Payment, complete the following field:
 - Bank Account
3. Choose the Detail option next to the appropriate register to access Register Detail Inquiry (optional).

[03257] - Register Detail Inquiry

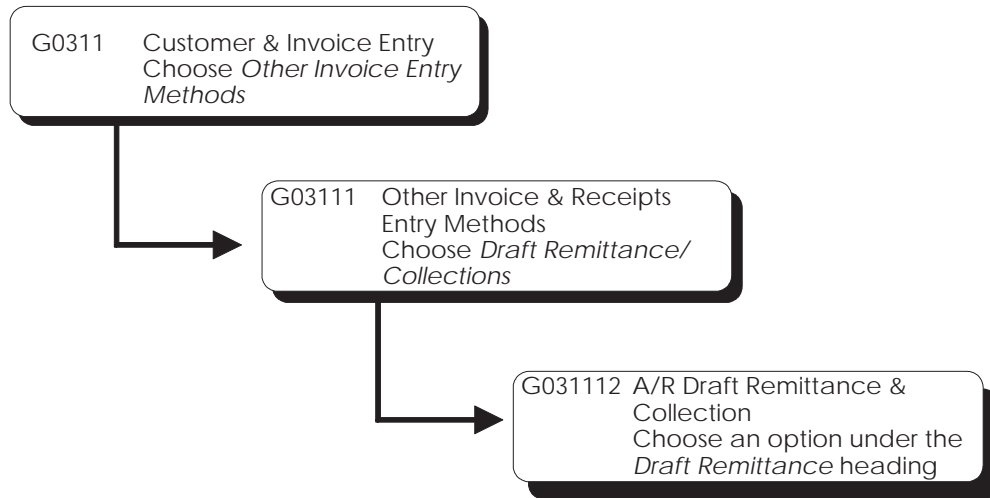
Functions Options Tools Help

Bank Account 1216.1234.BBBB Bear Creek National Bank
 Register Number 13041300001 Net Due Date 04/30/96
 Register Amount 11,900.00 Payment Instrument 6
 Default (A/R & A/P)

O	Gross Amount	Customer	Customer Name	Customer Bank Account
P		Number		
	11,900.00	1919899	cliente tizio ca	1100001000 67/45

Opt: 9=Delete from Register F4=Details F24=Keys MW

Work with Draft Remittance



Working with Draft Remittance

You can remit drafts to your bank on magnetic tape or by printing a register. Generally, you must have complete bank account information for your customer in order to use magnetic tape.

This task consists of:

- Remitting magnetic drafts
- Remitting paper drafts
- Posting draft remittance journal entries
- Remitting Magnetic Drafts

To remit magnetic drafts, complete the following tasks:

- Create draft tape tables
- Copy draft tables to tape
- Reset the draft tape copy sequence for A/R (optional)

Creating Draft Tape Tables

You can run the Create Draft Tables program in either proof or final mode.

Proof mode

In proof mode, this program:

- Selects drafts accepted but not yet submitted to your bank for collection
- Prints register reports

Final mode

In final mode, the program works in the same way as proof mode except that it also:

- Changes the payment status to G (guaranteed)
- Creates journal entries to debit the drafts remitted account and credit the drafts received account
- Creates a tape table that you can copy to tape or diskette and send to your bank

J.D. Edwards recommends that you run this program in proof mode before running it in final mode. This allows you to review and correct errors prior to updating records. If the system finds errors during final mode, it prints an error report and does not create journal entries.

Magnetic Draft Remittance reads information from the A/R Ledger table (F0311) and writes information to the Magnetic Draft Remittance table (F03572). The tape table is a multi-member table. Each version you run in final mode creates another member named Mxxx, where xxx is the version number of the Magnetic Draft Remittance program. The tape table must exist in the same library as the A/R Ledger table.

Before You Begin

- Copy any existing bank tape tables to magnetic tape. When you run this program in final mode, the program terminates if a bank tape table has already been created but not yet copied to tape.

```

03572
                                J. D. Edwards & Co
                                A/R Magnetic Draft Remittance
                                *** PROOF ***
                                Page - . . . . 3
                                Date - . . . . 4/19/98

Batch Number . . . . .
Company . . . . . 70 A Model Multi-National Company
G/L Bank Account . . *00017726
Bank Account Number.
                                Banque Bruxelles Lambert

Cust.      Customer      Bank Routing      Cust Bank      Cn  Draft  Net Due      Gross
Number     Name                 Transit Number    Acct #         Dg  Number  Date         Amount
-----
7007 International Enterprises  10024212627415  30-352702      33      4 07/08/98  53,200
                                International Enterprises  53,200
                                Due Date . . . . . 53,200
    
```

What You Should Know About

Italian bank payments

To remit drafts to Italian banking institutions, use Magnetic RiBa Remittance (22/G03111). This program performs the same functions as Magnetic Draft Remittance with the exception of the processing options. Processing options grouped under the heading Italian Tape Processing, control the format required for Italian banking institutions.

See Also

- *Resetting the A/R Draft Tape Copy Sequence (P049261)* for information on re-creating tape tables

Copying Draft Tables to Tape

After you create the magnetic tape table, copy the table to a tape or diskette that you send to your bank.

Before performing the copy, this system checks the Bank Tape Sequence table (F04926) to determine whether a copy is pending. That is, the system checks to see if the tape table has been created, but does not check to see if it has been copied to tape.

If the table does not exist or is blank, the system displays a message and stops processing.

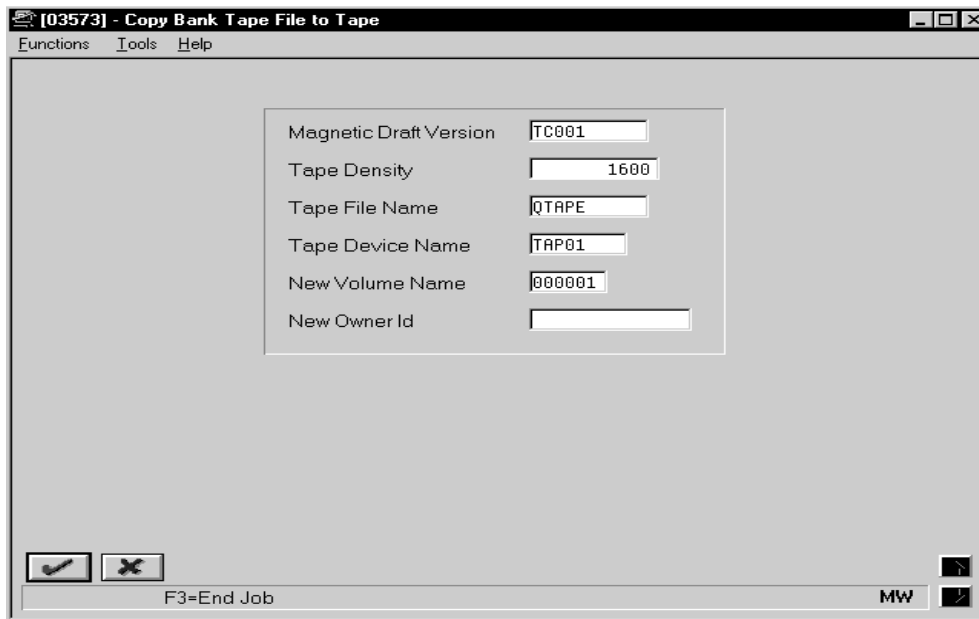
A/R Draft Processing

Before You Begin

- You must load a magnetic tape into a tape drive or a diskette into a disk drive.

▶ To copy a draft table to tape

On Copy Bank Tape File to Tape



Accept the default information in the following fields, or make any changes necessary:

- Magnetic Draft Version
- Tape Density
- Tape File Name
- Tape Device Name
- New Volume Name
- New Owner ID

Field	Explanation
Magnetic Draft Version	Identifies a group of items that the system can process together, such as reports, business units, or subledgers.
Tape Density	The density of the tape to be created, for example, 1600, 6250, and so on.

Field	Explanation
Tape File Name	The identification (such as program number, table number, and report number) that is assigned to an element of software.
Tape Device Name	The device name, for example, QTAPE5 for tape device, TAP01 for cassette device, and so on. If you entered form type O, this represents your production library for the work file.
New Volume Name	The new volume.
New Owner ID	The new owner ID.

Processing Options for Copy Tape File to Tape (A/R Drafts)

OUTPUT OPTION:

1. Enter a '1' to copy the file to a diskette. Leave blank to copy to tape.

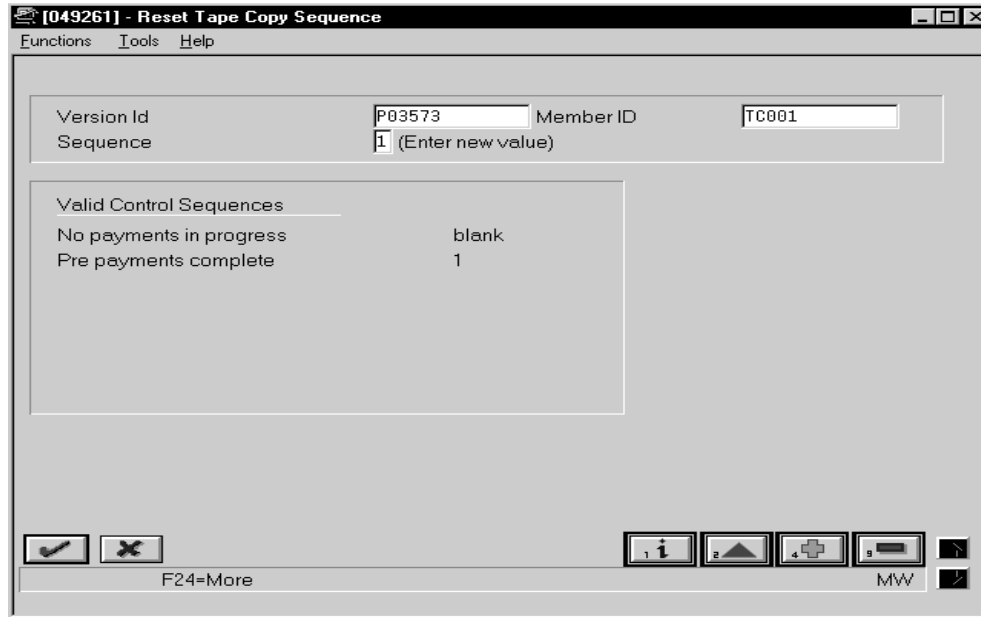
Resetting the Draft Tape Copy Sequence for A/R

You might need to re-copy an existing bank tape table to tape or diskette if, for example, the tape was lost or damaged in transit to the bank. In order to re-copy the tape, you must reset the tape sequence. You might also need to reset the tape sequence if you need to re-create the tape table, for example, to include an additional draft.

When the system creates a bank tape table, it sets the Sequence field to 1, which prevents the system from changing the table. When you copy the bank table to tape, the system changes this field to blank. Reset Tape Copy Sequence resets the sequence control code in the Bank Tape Sequence table (F04926) to blank so the system can re-create the table.

▶ **To reset the draft tape copy sequence for A/R**

On Reset Tape Copy Sequence



1. To locate a bank tape table, complete the following fields:
 - Version ID
 - Member ID
2. Remove the value from the following field:
 - Sequence

Field	Explanation
Version ID	The A/P payment version that corresponds to the DREAM Writer version selected in A/P payment processing. <i>Form-specific information</i> This is the DREAM Writer version ID you used to create the tape table on Magnetic Tape Remittance.
Member ID	The identification (such as program number, table number, and report number) that is assigned to an element of software. <i>Form-specific information</i> This is the program number that created the tape table. For A/R drafts, the member ID is P03572.

Field	Explanation
Sequence	Used to ensure that the proper sequence of events occur in draft processing. Valid values are: blank Table has has been copied to tape 1 Table has been created but not yet copied to tape

Processing Options for Reset Tape Copy Sequence

Riba Processing Format:

1. Enter a '1' to display RIBA Processing format.

Remitting Paper Drafts

Generally, it is not possible to remit drafts to your bank on magnetic tape if you do not have complete bank account information for your customer. Instead, you can print a register to send to your bank.

Remitting paper drafts consists of:

- Running Paper Draft Remittance
- Correcting problems with Paper Draft Remittance

Running Paper Draft Remittance

You can run the Paper Draft Remittance program in either proof or final mode.

Proof mode

In proof mode, the program:

- Selects drafts accepted but not yet submitted to your bank for collection
- Prints register reports

Final mode

In final mode, the program works in the same way as proof mode except that it also:

- Changes the payment status to G (guaranteed)
- Creates journal entries to debit the drafts remitted account and credit the drafts receivable account

If you manually created a draft register, you can run a version of Paper Draft Remittance that prints the register. If you have not created a register, you can run a version of this report that creates the register.

Accounts Receivable

When you run this program, the system edits the G/L date against the company date for the drafts receivable and drafts remitted accounts.

For paper draft remittances, the system only reports drafts with payment instrument 3 (supplier draft without bank account number) or with payment instrument 4 (customer draft without bank account number).

When you enter drafts with full bank account information, the system places a Y in the Print field. The Paper Draft Remittance program selects drafts with Print not equal (NE) to Y. Changing the payment instrument for a draft to 0, 1, or 2 does not change the Print field. Therefore, changing the payment instrument does not cause the system to select a draft that was originally entered with a payment instrument of 0, 1, or 2.

J.D. Edwards recommends that you run this report in proof mode before running it in final mode. This allows you to review and correct errors prior to updating records. If the system finds errors when running the report in final mode, it prints an error message on the report and does not create journal entries.

This program reads information from the A/R Ledger table (F0311).

03570	J. D. Edwards & Co				Page - . . .	3
	A/R Manual Draft Remittance				Date - . . .	4/19/98
	*** PROOF ***					
Batch Number						
Company 70 A Model Multi-National Company						
G/L Bank Account . . *00017726 Banque Bruxelles Lambert						
Bank Account Number.						
Cust.	Customer	Bank Routing	Cust Bank	Cn Draft	Net Due	Gross
Number	Name	Transit Number	Acct #	Dg Number	Date	Amount

7007	International Enterprises	10024212627415	30-352702	33	4 07/08/98	53,200

International Enterprises						53,200

Due Date						53,200

Correcting Problems with Paper Draft Remittance

If you encounter errors when running the Paper Draft Remittance report:

- Verify that you selected the correct version.
- Verify that the G/L date you entered for processing option is correct.
- Verify that you are not attempting to include an inappropriate draft. For example, verify that you are not attempting to include a draft with payment instrument 0 (magnetic drafts), 1 (supplier draft with bank account number), or 2 (customer drafts with bank account number).
- If you used Draft Selection for Bank Payment to create a register manually:
 - Verify that the “as of” date you entered in the processing options is the same as or later than the latest draft due date in the register
 - Verify that the register contains only drafts with a payment instrument of 3 or 4

Processing Options for Paper Draft Remittance

Proof Or Final:

1. Enter a '1' to process the registers in final mode. Default of blank will print a report only.

NOTE: Final mode will update status of drafts to "G" (guaranteed) and create Journal Entries.

As Of Date:

2. Enter the "As of" date to process. All drafts due on or before this date will be processed. If left blank, the current system date will be used.

G/L Account:

3. Specify which G/L Account from AAI's to use for Drafts Remitted -
 blank (default) = Cashed (RD2x)
 '1' = Discounted (RD3x)

4. Enter the override Drafts Remitted Account number. The AAI's will be ignored if an account is entered here.

G/L Date:

5. Enter the G/L date for the Journal Entries created. If left blank, the system date will be used.

G/L Bank Account:

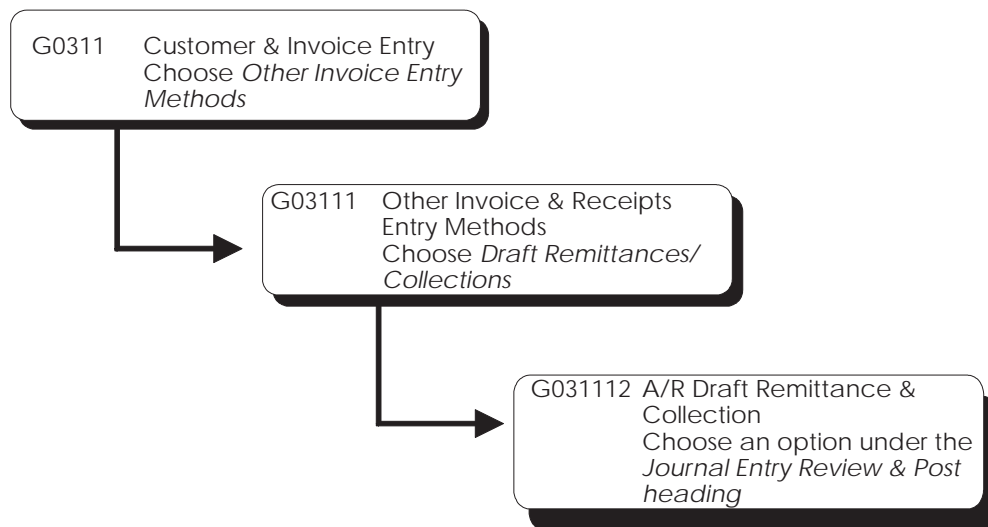
6. Enter the G/L Bank Account that the drafts will be remitted to.
 Note: This must be entered only if the bank register procedure is not being used.

Data Selection for Paper Draft Remittance

You can change the data selection for payment instrument. The DEMO versions of this report are set to select drafts with a payment instrument of 3 or 4 and to exclude drafts with a payment instrument of 0, 1, or 2.

Because payment instrument is a user defined code (system 00, type PY), you can set up codes other than 0, 1, 2, 3, and 4. You must change the selection values for payment instrument if you add additional codes.

Posting Draft Remittance Journal Entries



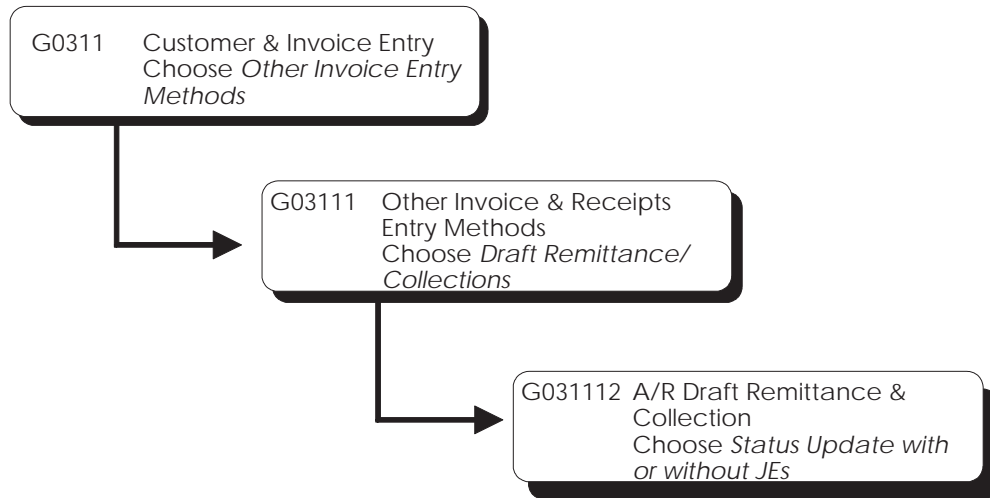
After you remit drafts, you must review and post journal entries. Posting debits the drafts remittance account and credits the drafts receivable account.

All J.D. Edwards journal review and post programs work in the same way.

See Also

- *Reviewing and Approving Invoices (P00201)*
- *Posting Invoices (P09800)*

Work with A/R Draft Collection



Working with A/R Draft Collection

After your bank has collected draft payments from your customer's bank, you must update the status of draft payments to show them as collected. This task consists of the following:

- Updating draft payment status
- Notifying customers of non-sufficient funds
- Reviewing and approving journal entries for A/R draft collections
- Posting journal entries for A/R draft collections

Updating Draft Payment Status

The Status Update program changes the status of draft payments to paid. Optionally, it creates journal entries that debit your cash account and credit your drafts remitted account.

Some companies prefer to create journal entries on the draft due date while others wait until the payment appears on their bank statement. Depending on your company policy, do one of the following:

- Run Status Update with Journal Entries on the draft due dates and create journal entries at that time.
- Run Status Update without Journal Entries on the draft due dates using a pay status code of something other than P (paid). Then, run the Status Update with Journal Entries after you verify that payments have been collected.

You can run this program in either proof or final mode.

Proof mode

In proof mode, this program prints a report that shows the drafts to be updated. It shows all drafts that have a payment status of G (remitted or guaranteed) with a due date that you specify in processing option.

Final mode

In final mode, the program works in the same way as proof mode except that it also:

- Updates the payment status of drafts to P (paid) or to another value you choose
- Creates journal entries (optional)

This program displays and updates information in the A/R Ledger table (F0311).

Processing Options for Status Update

Proof Or Final:

1. Enter '1' to update the status of the drafts and create Journal Entries if selected. _____

As Of Date:

2. Enter the "As of" date to process. All drafts due on or before this date will be processed. If left blank, the current system date will be used. _____

Default Processing:

3. Enter the default document type for the journal entries. If left blank or invalid, 'AE' will be used. _____

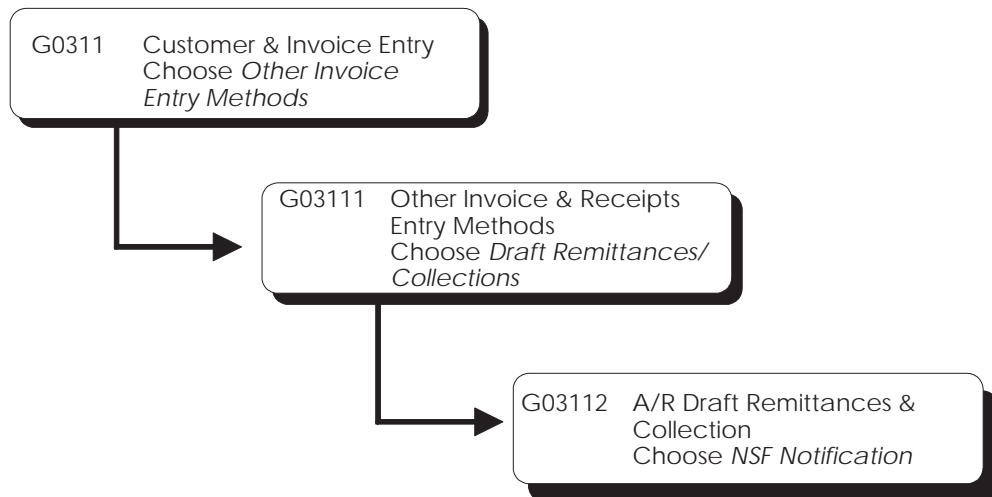
Journal Entry Creation:

- 4. Enter a '1' to create Journal Entries. If left blank, no Journal Entries will be created. _____
- 5. Enter the G/L date for the Journal Entries. If left blank, the system date will be used. _____
- 6. Enter a '1' to calculate the G/L Date by adding the Float Days for the bank account to the Net Due Date. Leave blank to use the option above to calculate the G/L Date. _____

Pay Status:

- 7. Enter the Pay Status to update the the draft records to. If left blank, the pay status will be updated to 'P' (Paid). _____

Notifying Customers of Non-Sufficient Funds



Your bank might not be able to collect money from a customer because of non-sufficient funds. When this happens, you can send the customer a notification letter that lists all outstanding drafts that they owe.

The NSF Notification program lists outstanding drafts on the notification letter only if the document type for the payment item is RV (non-sufficient funds). The draft information on the notification letter is from the A/R Ledger table (F0311). The contents are from the Generic Message/Rates (F00191) and the General Message Detail (F00192) tables.

Before You Begin

- Create text for your letters using NSF Notification Generic Text

Example: Non-Sufficient Funds Letter

The following example shows a letter notifying a customer about non-sufficient funds.

```
Attn:
Millhollin Autodebit Customer #2
Denver CO 80237

04/21/98

Customer Number:      5522

This is to inform you that the bank drafts corresponding
with the invoices listed below have been returned unpaid
by our bank.

We would appreciate a payment against these invoices by
either check or wire transfer to our bank:

** BANK NAME          **
** BANK ADDRESS LINE 1 **
** BANK ADDRESS LINE 2 **

We hope that this has only been a slight oversight on
your part and we look forward to doing business with you
in the future.

** YOUR COMPANY NAME **
** Department         **

      Invoice      Invoice
      DT   Number   Date      Amount
      --   -
RV      6050   02/01/98      271.10-
                                      -----
                                      271.10-
```

Processing Options for Draft NSF Notification

Print Date:

1. Enter the date to appear in the the letter's heading. If left blank, then the default is the system date.

Address Format:

2. Enter the address format code to determine the display format for the customer address. If left blank or

value is invalid, then the country default will be used.

Selection Range By Dates:

- 3. Enter the initial date. All drafts due on or after this date will be selected. If left blank, then the default is the system date.
- 4. Enter the as of date. All drafts due on or before this date will be selected. If left blank, then the default is the system date.

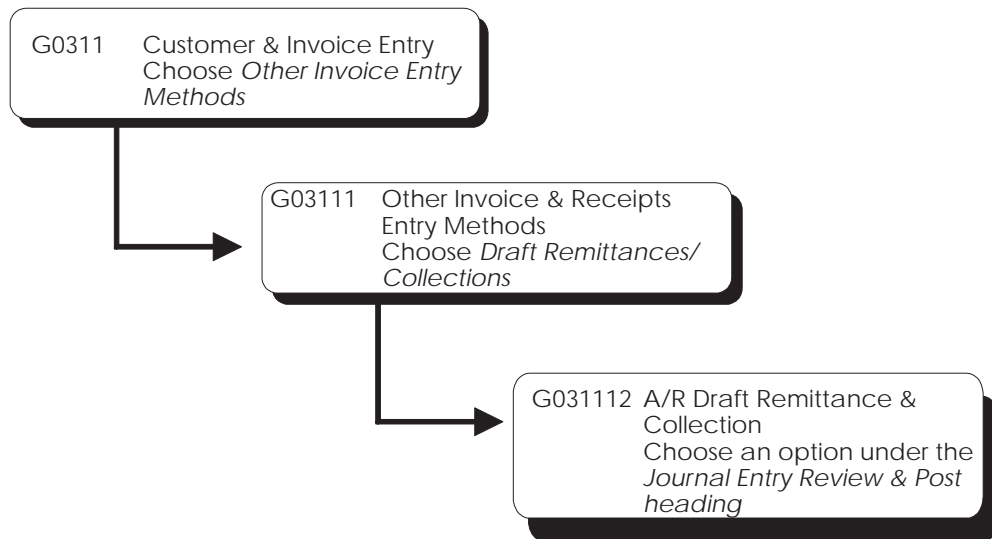
Nsf Letter Code Selection:

- 5. Enter the user defined code for the desired NSF letter text. These codes and text are contained in the Generic Message/Text Review file; system code '03', type 'IN'.

Summarize By Document Number:

- 6. Enter a '1' to summarize all draft detail lines by the document number. If left blank, then each line of will be displayed.

Reviewing and Approving Journal Entries for A/R Draft Collections



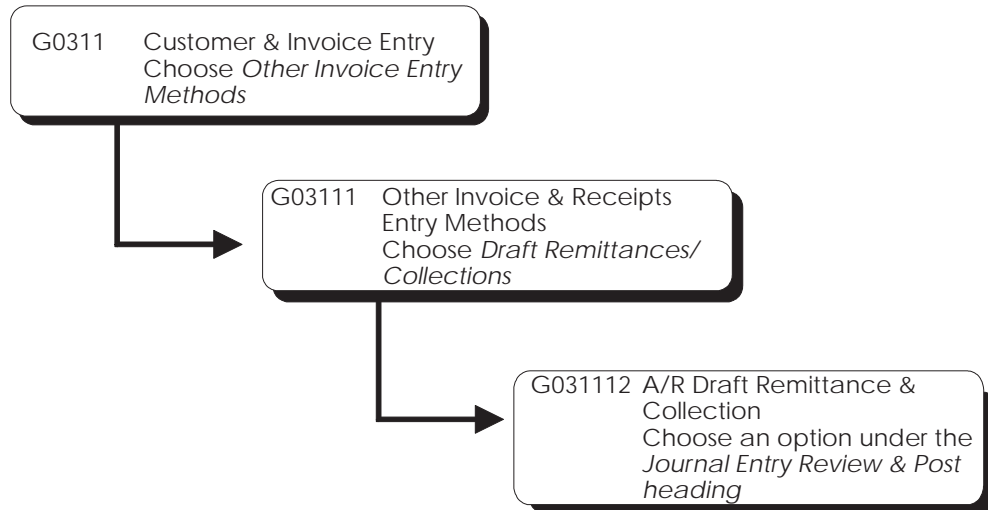
If you created journal entries, you must review and approve them after you update the status of drafts to collected. Posting debits a cash account and credits the drafts remitted account.

All J.D. Edwards journal review programs work the same way.

See Also

- *Reviewing and Approving Invoices (P00201)*

Posting Journal Entries for A/R Draft Collections



After you review and approve journal entries, you must post them to the general ledger. Posting them debits a cash account and credits the drafts remitted account.

All J.D. Edwards journal review programs work in the same way.

See Also

- *Posting Invoices (P09800)*



Automatic Debits

Objectives

- To process automatic debits
- To review and approve automatic debit batches
- To post automatic debits to the general ledger
- To copy the automatic debits files to a bank tape or diskette

About Automatic Debits

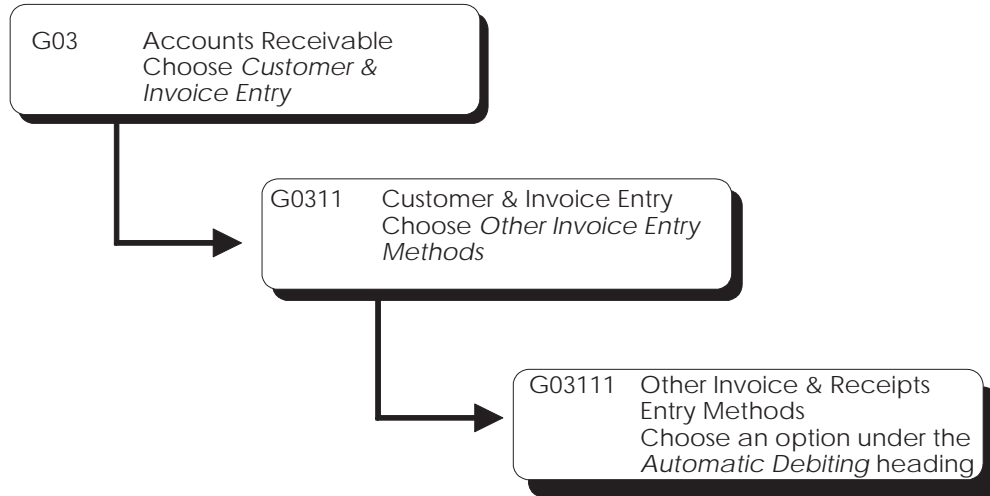
You can automatically debit (withdraw funds from) a customer's bank account by creating a tape or diskette file for Electronic Funds Transfer (EFT) by the bank.

Automatic debits work well in situations where you invoice predefined amounts every month. You can also use automatic debits with invoice amounts that vary with each billing period.

When you use automatic debits, the system builds an Automatic Debit worktable (F0357) and a Batch A/R Cash Application worktable (F0312).



Work with Automatic Debits



Working with Automatic Debits

You can automatically debit (withdraw funds from) a customer's bank account by creating a tape or diskette file for Electronic Funds Transfer (EFT) by the bank.

Automatic debits consist of:

- Processing automatic debits
- Reviewing and approving automatic debits
- Posting automatic debits
- Copying files to tape or diskette

Before You Begin

- Contact your bank to determine the transfer format

Processing Automatic Debits

You can select A/R invoices that are subject to direct debiting from a customer's bank account by processing automatic debits in proof or final mode.

Proof mode

The program:

- Validates the selection of invoices that are debited to your customers
- Does not update the A/R Ledger table
- Enables you to exclude invoices from automatic debiting using Speed Status Change

Final mode

The program:

- Updates invoices as paid and creates matching records when you process batch receipts.
- Creates a batch to post receipts to the Account Ledger table (F0911).
- Creates a tape or diskette file for the bank.
- Prints a customer statement of those invoices that are debited. You control this with a processing option.
- Prints a final report of processed invoices.

After you run the program in final mode

The program:

- Prevents you from rerunning the same version of automatic debiting until you copy the created file to tape. This protects the information from being overwritten by a new version before it is saved.
- Allows you to reverse or delete receipts.

Before You Begin

- On Customer Master Information, specify A in the Payment Instrument field and Y in the Auto Cash Algorithm field. See *Entering Customers*.
- On Customer Master Information, verify the customer G/L bank account information. Your customers must have a bank account type D set up for automatic debits. See *Setting Up Customer Bank Information*.
- On A/R Constants, specify Y in the Auto Cash field. See *Setting Up Constants*.
- Load the appropriate tape if you are automatically copying to tape or diskette.

Processing Options for Processing Automatic Debits

Proof Or Final Mode Processing:

1. Enter a '1' to create the file to be sent to the bank and to create the Automatic Debit entries against the selected invoices. If left blank, only a proof report will be produced.

As Of Date:

2. Enter the 'As of' Date to process. All invoices will be processed that have a comparison date on or before the As of Date. If left blank, the system date will default.

Date Comparison:

3. Enter the type of date to compare to the As of Date.
 - ' ' = Net Due Date (Default)
 - 'D' = Discount Due Date
 - 'I' = Invoice Date
 - 'G' = G/L Date
 - 'S' = Statement Date

Minimum And Maximum Options:

4. Enter the MINIMUM amount which is to be selected for payment via Automatic Debits. Amounts under this will not be selected.
5. Enter the MAXIMUM amount which can be selected for payment via Automatic Debits. Amounts over this will not be selected.

Note: The processing options above must be specified in the currency of the Bank Account.

Bank Information:

6. Enter the G/L Bank Account that the invoices are being submitted to. It is MANDATORY to enter a valid account short ID for this option.

G/L Date:

7. Enter a G/L Date. If left blank, the system date will be used.

Discount Processing:

8. Enter a '1' if all discounts are to be processed. If left blank, the cutoff date option will be used.
9. Enter the cutoff date for applying discounts. Discounts will not be taken if the Discount Due Date is prior to this date.

Note: These Discount Options also exist in Batch Receipts Processing (P03550). These options should have the same values as specified in your Batch Cash version

Country Specific Format Selection:

10. Enter the name of the program to be called to create the formatted file for the bank. _____

- P03575DD - German Diskette
- P03575BT - UK BACS
- P03575AD - Austrian Diskette
- P03575ST - Swiss Tape
- P03575SD - Swiss Diskette
- P03575DT - German Tape
- P03575FD - French Diskette

German Format Only:

11. Enter a '1' if the automatic debits are to be created as Abbuchungen. _____
If left blank, Lastschriften records will be created.

Statement Print:

12. Enter a '1' if a Customer Statement is to be printed for the Automatic Debits. If left blank, Customer Statements will only be printed where the number of invoice details exceeds the maximum number that can be included onto the format. _____

Copy To Tape/Diskette:

13. Enter a '1' if the Copy to Tape or Diskette option should be called automatically following Final Mode processing. If left blank, the copy option may be run at a later stage. (Leave blank if creating paper forms). _____

14. Enter the version of the Copy to Tape/Diskette program P03579 to be called. If left blank, this defaults to version ZJDE0001. Confirm values in P03579 processing options prior to running. _____

Batch Processing:

15. Enter the version number of the Batch Receipts program to be called to create and match the Automatic Debits to the selected invoice details. If left blank, one of the two versions will default. _____

- ZJDE0002 - For Summary JE's.
- ZJDE0003 - For Detail JE's.

Note: verify the processing option values for the Batch Receipts version (P03550).

Journal Entry Creation:

16. Select G/L Entries Method: _____
 ' ' = Create summary total J.E.'s
 '1' = Create detail J.E.'s, which
 will create one J.E. per deposit
 item.

Batch Cash Receipts Purge:

17. Enter a '1' to purge the Batch
 Receipts Workfile (F0312) upon run
 completion. If left blank, the file
 will not be purged. _____
18. Enter the version number of the
 purge program P00PURGE to be called
 to clear records from the Batch
 Receipts work file F0312. If left
 blank, version ZJDE0009 will be
 called. _____

Data Selection for Processing Automatic Debits

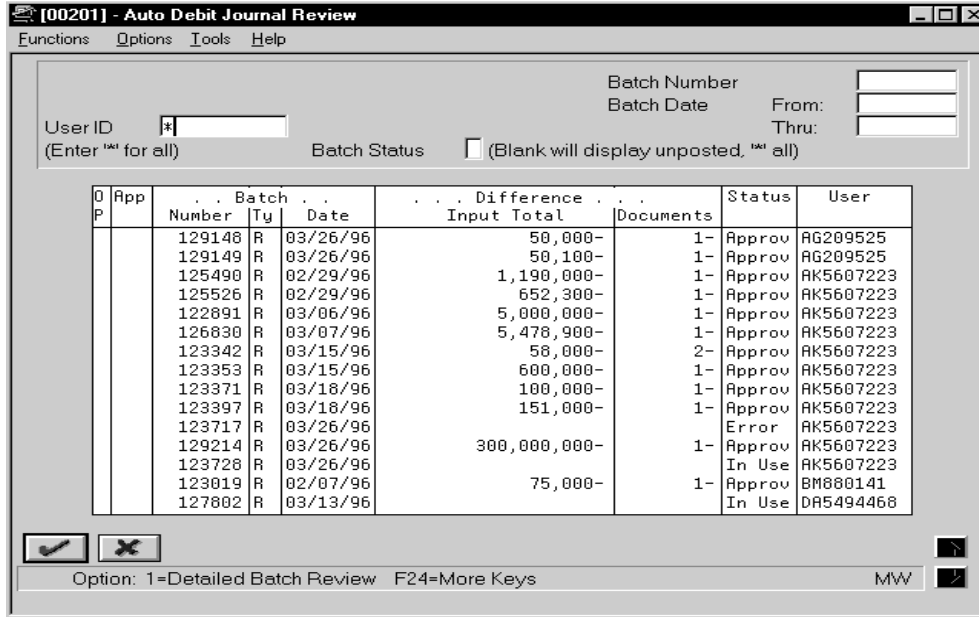
J.D. Edwards recommends that you process automatic debits by company. The receipts applied to the selected invoices are generated for the G/L bank account of the company.

Reviewing and Approving Automatic Debits

After you process automatic debits, you can review and approve them before posting them to the general ledger.

▶ **To review and approve automatic debits**

On Auto Debit Journal Review



1. Display all batches for all users, or complete any of the following fields to limit the information displayed:
 - User ID
 - Batch Number
 - Batch Date From:
 - Batch Date Thru:
 - Batch Status
2. To approve an automatic debit, complete the following field:
 - Approval

See Also

- *Reviewing and Approving Invoices (P03201)*

Posting Automatic Debits

After you review and approve batches of automatic debits, you need to post them to the general ledger. When you post automatic debits, you use the standard Post program, which is also used to post invoices, receipts, and drafts.

See Also

- *Posting Invoices (P09800)*

Copying Files to Tape or Diskette

After you post your automatic debits, you need to send the information to your bank. Use the Copy File to Tape/Diskette program to copy your automatic debits to either a tape or diskette.

If necessary (perhaps for different versions), you can run this program more than once.

Processing Options for Copy Tape File to Tape (Auto Debits)

AUTOMATIC DEBITS VERSION:

1. Enter the version number of the Automatic Debits for which the Copy to Tape/Diskette is to be performed. _____

COPY TO TAPE OPTIONS:

2. Enter the tape unit to which the Automatic Debits file is to be copied.
 Tape Unit: _____
 Tape Density: _____
 Tape Volume ID: _____
 Tape Owner ID: _____
 Tape File Name: _____

PC FILE DOWNLOAD:

3. If generating a PC file, enter the file name to be used and the library name where the file will be placed.
 File Name: _____
 Library Name: _____
 File Size: _____
 Austrian Diskette = 120
 German Diskette = 128
 German Tape = 523
 BACS Tape = 100
 Swiss Diskette = 128
 Swiss Tape = 530

COUNTRY SPECIFIC FORMATTING OPTIONS

4. Enter the country-specific program that will perform the copy to tape or the creation of the diskette file. _____
 P03579DT - German Tape
 (Variable Length)

What You Should Know About Processing Options

Automatic debits version (1)	Automatic debit information is stored using the P03575 version.
Copy to tape options (2)	Use this option to initialize the tape or diskette. If you leave it blank, the contents of the Auto Debit Build are written to diskette.
Country specific formatting options (4)	<p>Use this option to specify a customized program. P03579DT produces the variable record length format common to Germany.</p> <p>If you specify an RPG program, you might need a specific tape. For example, P03579DT creates the tape file DTAUS if it does not already exist. Any tape file name specified in the first option is ignored.</p>

Data Sequence for Copy Files to Tape or Diskette

Set the auto debit sequence to the copy-to-tape or diskette stage (T).

Periodic



Period-End Processing

Objectives

- To create credit note reimbursements
- To use “as of” reports to review transactions as of a specific date
- To use integrity reports to locate potential balancing problems and data inconsistencies

About Period-End Processing

Period-end processing refers to tasks that you complete at the end of an accounts receivable period. You normally complete these tasks on a periodic, quarterly, or yearly basis. You can also complete them while setting up your Accounts Receivable system.

Period-end processing consists of:

- Working with credit note reimbursements
- Processing “as of” reports
- Processing A/R integrity reports



The following describes the features of period-end processing.

Credit note reimbursements

Use credit note reimbursements to reclassify a credit memo or unapplied receipt to an open voucher in the Accounts Payable system. For example, you can reimburse customers for overpayments and issue rebates.

“As of” reports

Use “as of” reports to view summary or detail A/R ledger information as of a specific date. For example, after the beginning of a fiscal year, you might want to review open A/R information as of the date of your year-end audit.

You can also use these reports as problem-solving tools. For example, use the Open A/R Details “as of” report to compare the A/R period-end balance to the general ledger account balance of your A/R trade (offset account).

A/R integrity reports

Print A/R integrity reports to supplement your internal balancing procedures. These reports list potential balancing problems and data inconsistencies.

You should print these integrity reports at least once a week during the process of converting to new software or during a learning period for new users. Otherwise, print them on a periodic basis to resolve and correct errors in a timely manner.

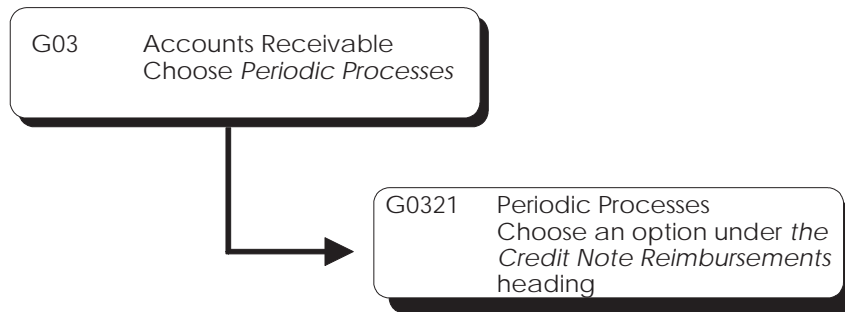
Depending on your organization’s needs, you might have additional period-end tasks to perform, such as:

- Updating and printing finance charges
- Printing and revising payment reminders
- Printing delinquency notices
- Printing statements and invoices

See Also

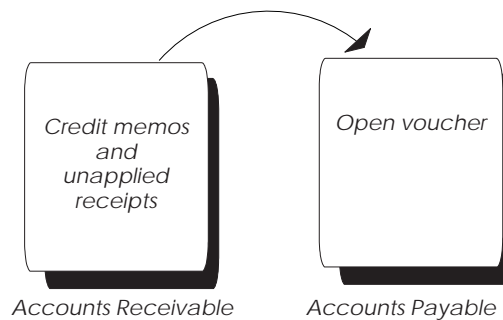
- *Working with Late Payment Charges (P03435)*
- *Printing Statements (P035001)*
- *Working with Past Due Notifications (P035111)*

Work with Credit Note Reimbursements



Working with Credit Note Reimbursements

You can use credit note reimbursements to reclassify a credit memo or unapplied receipt from the Accounts Receivable system to an open voucher in the Accounts Payable system. For example, you can issue rebates and reimburse customers for overpayments. When you create credit note reimbursements, you convert A/R credit amounts into A/P vouchers so that you can pay the customer.



Working with credit note reimbursements consists of:

- Generating credit note reimbursements
- Reviewing and approving credit note reimbursements
- Posting credit note reimbursements

Before You Begin

- Set up the AAI item RP for the suspense (clearing) accounts between the Accounts Receivable and Accounts Payable systems.
- Ensure that the customer number is the same as the supplier number. Transactions are recorded to one address from both systems.
- Set up PA as a valid document type in the user defined code lists 00/DV and 00/DT.

What You Should Know About

Next numbers

To assign separate next numbers for the vouchers you create for credit notes, use one of the following:

- **Next Numbers.** Use this form to assign a line number in the second description of the document type PA, in the user defined code list (00/DV). If you leave the line number blank, the system uses the next number from Line 1, Vouchers.
- **Next Numbers by Company/Fiscal Year.** Use this form to create a separate line for document type PA.

See *Setting Up Next Numbers* for more information.

Generating Credit Note Reimbursements

To reimburse customers, print a list of eligible documents. From this list, you can select specific documents for reimbursement.

When you generate credit note reimbursements, the system selects the credit memos (RM) and unapplied receipts (RU) in the A/R Ledger table (F0311). You can set a processing option to run this program in proof or final mode.

To print a list of eligible documents, run proof mode. To process credit note reimbursements, select documents from this list and run final mode, which:

- Creates a matching document (PA) in the A/R Ledger table to close the open credit invoice.
- Creates a batch of receipts. This batch (type R) debits the original A/R offset account and credits the suspense account.
- Changes the pay status on the invoices to paid.

- Creates a voucher in the A/P Ledger table (F0411) with a PA document type.
- Creates a batch of vouchers. This batch (type V) credits the A/P trade account and debits the suspense account. A zero balance in the suspense account indicates that both batches posted successfully. A non-zero balance indicates that a problem exists in posting one of the two batches.

The system prints the following report in proof mode. You can use this report to review your credit note reimbursements before processing them.

```

03610                                J.D. Edwards & Company                Page      -      3
Company 00001 A Model Financial Co (Trng)  A/R Credit Note Reimbursements  Date       -  4/07/98
                                         **  PROOF  **                    Batch (Credits) *PROOF*
                                         Batch (Voucher)

```

Alpha Name	Cust Number	Credit Doc	Note Ty Itm	Reimbursement Amount	Voucher No	Voucher Ty	Item	G/L Offset
Central Express Store	3002	9002	RU 000	1,300.00				
	Central Express Store			1,300.00				
Centre Gift Store	3004	9003	RU 000	2,000.00				
	Centre Gift Store			2,000.00				
Centrum Incorporated	3001	9001	RU 000	35.00				
	Centrum Incorporated			35.00				
Edwards & Edwards	1002	4454	RI 000	125.00				
	Edwards & Edwards			125.00				
Edwards, J.D. & Company	1001	4453	RM 000	100.00				
	Edwards, J.D. & Company			100.00				
	A Model Financial Co (Trng)			3,560.00				

The system prints the following report in final mode. You can use this report to review the credit note reimbursements that are processed.

```

03610                                J.D. Edwards & Company                Page      -      3
Company 00001 A Model Financial Co (Trng)  A/R Credit Note Reimbursements  Date       -  4/07/98
                                         **  Final  **                    Batch (Credits)  78609
                                         Batch (Voucher)  78610

```

Alpha Name	Cust Number	Credit Doc	Note Ty Itm	Reimbursement Amount	Voucher No	Voucher Ty	Item	G/L Offset
Central Express Store	3002	9002	RU 000	1,300.00				
	Central Express Store			1,300.00	8625	PA	000	Reimbursement voucher created
	A Model Financial Co (Trng)			1,300.00				
	Reimbursement Amount Created			1,300.00				

In either proof or final mode, this report might include the following error messages:

Invalid AAI for suspense account	An AAI item for company 00000 does not exist, or the account in AAI item RP is not a valid posting account.
G/L date is not valid	The G/L date retrieved from the processing options is not valid for the company being processed.
Invalid AAI for bank account	The default bank account retrieved from AAI item PB is not valid (when the system creates the voucher).
G/L document number error	The voucher number retrieved from next numbers has already been assigned to a G/L document number and is therefore a duplicate. If this error occurs in final mode, the invoice will have been updated to paid status. You must enter the voucher manually, using the suspense account number for the expense account.
Address book record not found	The supplier number is not in the supplier master. If this error occurs in final mode, you must enter the voucher manually.
Bank currency does not match company currency	(Multi-Currency) The currency for the bank account does not match the company currency for the invoice. Change the AAI for the bank account to an account with the same currency as the invoice.
Suspense account currency invalid	(Multi-Currency) The currency for the suspense account does not match the company currency for the invoice. Add an AAI for this suspense account that specifies an account with the same currency as the invoice.

What You Should Know About

Multi-Currency	To create reimbursement vouchers in a foreign currency, set a processing option to create <i>detailed</i> vouchers.
-----------------------	---

Processing Options for A/R Credit Note Reimbursements

Pay Thru Date:

1. Enter the Pay Thru date. If left blank, the system date will be used.

Proof Or Final:

2. Enter a '1' to create reimbursement vouchers (final mode). Default of blank will print a report only.

General Ledger Date:

3. Enter the G/L date to record the reimbursement. If left blank, the system date will be used.

General Ledger Offset:

4. Enter an override G/L offset for the Trade A/P account. If left blank, the G/L Class from the Supplier Master File will be used.

Voucher Creation:

5. Enter a '1' to create one voucher record per customer (summary). Default of a blank will create one voucher per invoice (detail).

Voucher Creation (Cont.):

6. Enter a '1' to assign the payable voucher to the customer's parent address. Default of blank will assign it to the customer.

Reviewing and Approving Credit Note Reimbursements

After you process credit note reimbursements in final mode, but before you post them, you can use the review programs to correct and approve them.

All J.D. Edwards journal review programs work the same way.

See Also

- *Reviewing and Approving Invoices (P03201)*

Posting Credit Note Reimbursements

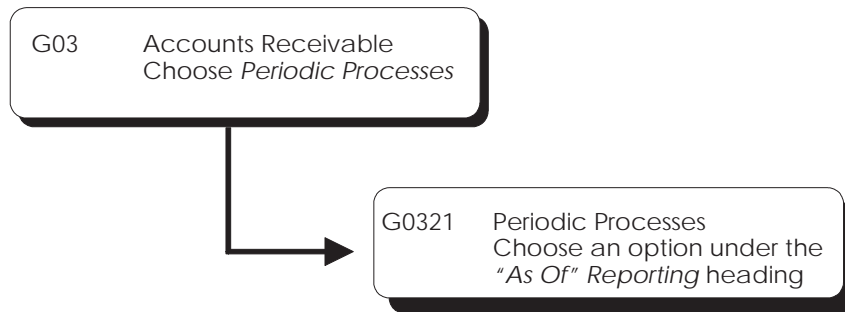
The final step for generating credit note reimbursements is to post the entries. When you post the receipts and vouchers, the system updates the appropriate tables (F0311, F0411, and F0911) and creates the necessary journal entries.

All J.D. Edwards post procedures work the same way.

See Also

- *Posting Invoices (P09800)*

Process “As Of” Reports



Processing “As Of” Reports

You can print period-end reports as of a specific date. To do this, you must first build a transaction worktable based on a specific “as of” date.

Processing “as of” reports consists of:

- Generating “as of” date information
- Printing “as of” reports

Generating “As Of” Date Information

When you generate date information, the program builds a worktable that contains transactions with a G/L date less than or equal to the “as of” date you specify in the processing options. The program builds the “As Of” Accounts Receivable Ledger worktable (F0311A) from the A/R Ledger table (F0311).

The program selects transactions that are written to the worktable and examines every matching document (payments, adjustments, voids, and so on) related to the original document. Any matching document with a G/L date prior to the “as of” date is also written to the worktable. Any matching document dated after the “as of” date is written to the worktable if you set the appropriate processing option.

Before You Begin

- Determine if you will include paid items in the worktable. Including paid items increases the processing time significantly.
- Schedule this procedure after business hours to ensure adequate processing time.

Processing Options for Date File Generation

'As Of' Date:

1. Enter the 'As Of' date. If left blank, the current date will be used. _____

Update Option:

2. Include paid items in 'As Of' file. _____
 - ' ' = open items only
 - '1' = open and paid items

Printing "As Of" Reports

"As of" reports are versions of the Open A/R Detail and Open A/R Summary reports. Each report is based on the "As Of" Accounts Receivable Ledger worktable and lists information as of any prior date you specify.

This task consist of:

- Printing the Open A/R Detail Report
- Printing the Open A/R Summary Report
- Printing the Open A/R by Business Unit and Address Report

Before You Begin

- Run Date File Generation to create the worktable
- Specify F0311A in the Based on File field in Additional Parameters
- Set the appropriate processing option to use "as of" date processing

What You Should Know About

Multi-Currency

If the detail portion of the report includes more than one currency, the amount in the total line is a hash total and is meaningless. To avoid hash totals, you can include currency codes in your totaling levels.

Printing the Open A/R Detail Report

The Open A/R Detail Report lists information based on any "as of" date you specify in the worktable build. This report has several versions, including:

- A/R Detail with Discount and Remarks
- A/R Detail with Optional Aging
- Customer Receipts History
- Retainage Receivables
- A/R Detail by Account Representative

Address		Customer Name		Phone Number		Balance		Discount	Remark	
Co	Ty	Number	Inv Date	G/L	Chk Date	Original	Open			
034201 Company		J.D. Edwards & Company Accounts Receivable Detail With Remarks "As Of" File				Page	-	8		
						Date	-	6/31/98		
						As of	-	01/31/98		
4175 Abernathy & Hitch				212	234-1887					
00015	RD	663 001	04/01/98	RRTL	05/01/98	3,300.00	1,300.00		Regular Rent Retail	
00015	RD	663 002	04/01/98	EXPE	05/01/98	1,650.00	1,650.00		Expense Participation	
00015	RN	1936 001	04/20/98	MISC	05/01/98	200.00	200.00	2.00	Extra Trash Removal	
00015	RU	9005 000	02/01/98	SECD	02/01/98	2,000.00-	2,000.00-			
4175 Abernathy & Hitch						3,150.00	1,150.00	2.00		
5389 Arthur Mitchell, PC				303	320-1040					
00015	RD	741 001	05/31/98	RO	06/01/98	3,500.00	3,500.00		Regular Rent: Office	
5389 Arthur Mitchell, PC						3,500.00	3,500.00			
4183 Bali Hi				808	234-2244					
00015	RD	722 001	04/30/98	RRTL	05/01/98	1,500.00	1,500.00		Regular Rent: Retail	
00015	RD	722 002	04/30/98	EXPE	05/01/98	500.00	500.00		Expense Participation - E	
00015	RD	734 001	05/31/98	RRTL	06/01/98	1,500.00	1,500.00		Regular Rent: Retail	
00015	RD	734 002	05/31/98	EXPE	06/01/98	500.00	500.00		Expense Participation - E	
4183 Bali Hi						4,000.00	4,000.00			
5354 Cady, John				303	321-5646					
00015	RD	726 001	04/30/98	RRES	05/01/98	500.00	500.00		Regular Rent-Residential	
00015	RD	738 001	05/31/98	RRES	06/01/98	500.00	500.00		Regular Rent-Residential	
5354 Cady, John						1,000.00	1,000.00			
5362 Carbone & Carlino				303	320-1956					
00015	RD	739 001	05/31/98	RO	06/01/98	2,500.00	2,500.00		Regular Rent: Office	
00015	RD	739 002	05/31/98	ESCA	06/01/98	25.00	25.00			
5362 Carbone & Carlino						2,525.00	2,525.00			

Processing Options for Open A/R Detail Reports

Print Options:

1. Enter one of the following formats: _____
 ' ' = 132 characters; aging without
 G/L offset. (Default)
 '1' = 198 characters; 6 aging
 categories.
 '2' = 132 characters; discount, G/L
 offset, and remark.
 '3' = 132 characters; aging with
 G/L offset.

Aging Specifications:

2. If an aging report has been selected:
 Enter a '1' to retrieve the aging
 specifications from A/R Constants. _____
 Default of blank will use the proces-
 sing options for aging.
 (NOTE: Report MUST be sequenced and
 set to page break by company if
 company defaults are requested)

"As Of" Date:

3. Enter the "As Of" date to age open
 balances. If left blank, the current
 date is used as the default. _____

Account Aging:

4. Specify one of the following dates to
 age accounts from: _____
 D = Due Date (Default)
 I = Invoice Date
 G = General Ledger Date
 S = Statement Date

Aging Calculations:

5. Specify one of the following methods
 for aging calculations: _____
 1 = Aging Days (Default)
 2 = Fiscal Periods
 3 = Calendar

Category Information:

6. Enter the following aging category
 information: (for method "1" only)
 Aging Days: Beginning _____
 thru _____
 thru _____
 thru _____
 thru _____

Credit Processing:

7. Enter a '1' to age credits or a
 blank (default) to apply credits to
 the current column. _____

"As Of" Date Processing:

8. Enter a '1' to use "As Of" date
 process. (Note: DREAM Writer Based-On
 file must be F0311A) _____

Promises, Promises Information:

9. Enter one of the following: _____
 ' ' = No Messages print (Default)
 '1' = Print message type P
 '2' = Print message type P and F
 '3' = Print all messages

"From" Tickler Date:

10. Enter "From" Tickler Date to print _____
 Promises, Promises information.
 If left blank, the current date will
 be used.

Contact Names:

11. Enter a '1' to print contact names _____
 from the Who's Who file. If left
 blank, contact names will not be
 included on the report

Rounding Factor:

12. Enter desired rounding factor: _____
 ' ' = No rounding
 '0' = Round decimals only
 '1' = Divide by 10
 '2' = Divide by 100
 '3' = Divide by 1000
 '4' = Divide by 10000
 '5' = Divide by 100000
 '6' = Divide by 1000000

Any value from 0-6 will round the
decimals to whole numbers. Amounts are
divided using 4/5 rounding. Actual
amounts are used to accumulate total
fields.

Drafts:

13. Enter a '1' to print a separate _____
 draft amount on the report. If left
 blank, the draft column will not
 appear on the report. (This applies
 to all formats except long aging).

Generic Text:

14. Enter a '1' to print the generic _____
 text for pay items in a 40 character
 width, a '2' to print text in an 80
 character width. If left blank,
 generic text will not be printed.

Printing the Open A/R Summary Report

The Open A/R Summary Report lists open A/R summary totals and associated aging. The transactions are summarized by customer number and company. This report has several versions, including:

- Open A/R Summary by Company
- Open A/R Summary by Parent
- Open A/R Summary by Salesperson
- Open A/R Summary by Category Code

034201		J.D. Edwards & Company				Page	-	4	
A Model Financial Co (Trng)		Accounts Receivable Detail				Date	-	6/31/98	
		With Remarks				As of	-	01/31/98	
		"As Of" File							
Address	Customer Name	Phone Number		Due Date/		Balance		Discount	Remark
Co	Document	Number	Inv Date	G/L	Chk Date	Original	Open		
4006	A&B Electric Motor Service	303	744-7554						
00001	RI	633 000	04/15/98		05/15/98	550.00	550.00		
	4006 A&B Electric Motor Serv					550.00	550.00		
3002	Central Express Store	303	629-3002						
00001	RI	601 000	04/12/98		04/12/98	1,300.00	1,300.00		Denver Area Store Sales
00001	RI	626 000	05/01/98		05/01/98	45.00	45.00		
00001	RI	980502 000	05/13/98		06/12/98	3,600.00	3,600.00	36.00	
00001	RI	980505 000	05/14/98		06/13/98	2,600.00	2,600.00	26.00	
	3002 Central Express Store					7,545.00	7,545.00	62.00	
3003	Central Specialty Store	602	629-3003						
00001	RI	602 000	04/12/98		05/12/98	2,175.00	2,175.00	21.75	Southwest Area Store Sale
00001	RI	613 000	02/10/98		03/12/98	1,750.00	1,750.00	17.50	
00001	RI	627 000	05/01/98		05/31/98	5,875.00	5,875.00	58.75	
00001	RI	980504 000	05/13/98		06/12/98	7,200.00	7,200.00	72.00	
	3003 Central Specialty Store					17,000.00	17,000.00	170.00	
3005	Centralized Apparel	404	629-3400						
00001	RI	604 000	04/12/98		05/12/98	1,610.00	1,610.00	16.10	Southwestern Store Sales
00001	RI	606 000	05/17/98		06/16/98	2,200.00	2,200.00		
00001	RI	615 000	02/14/98		03/16/98	1,500.00	1,500.00		
00001	RR	617 000	04/15/98		05/15/98	1,000.00	1,000.00		Monthly Recurring Contrac
00001	RI	629 000	05/01/98		05/31/98	59.36	59.36		
	3005 Centralized Apparel					6,369.36	6,369.36	16.10	

See Also

- *Printing the Open A/R Summary Report (P03413)*

Printing the Open A/R by Business Unit and Address Report

The Open A/R by Business Unit and Address Report lists information about open amounts for customers based on business unit and address.

03445										J.D. Edwards & Company				Page - 5			
										Open A/R by Customer and BU - As of				Date - 5/31/98			
														As of - 02/01/98			
									 Invoice Aging			
Due Date	Remark	Co	Ty	Number	Itm	Date	Open	Current	1 - 30	31 - 60	Over 60						
3002 Central Express Store										1		General Accounts					
00003002	Central Express Store						22,545.00	22545									
3003 Central Specialty Store										1		General Accounts					
05/12/98	Southwest Area S	RI		602	000	04/12/98	2,175.00	2175									
03/12/98		RI		613	000	02/10/98	1,750.00	1750									
05/31/98		RI		627	000	05/01/98	5,875.00	5875									
06/12/98		RI		980504	000	05/13/98	7,200.00	7200									
05/31/98		100	RU	627	000	05/31/98	5,000.00-	5000-									
00003003	Central Specialty Store						12,000.00	12000									
3004 Centre Gift Store										1		General Accounts					
04/12/98	Northeast Store	RI		603	000	04/12/98	1,890.00	1890									
06/08/98		RI		605	000	05/09/98	2,000.00	2000									
03/01/98		RI		614	000	02/12/98	735.00	735									
05/31/98		RI		628	000	05/01/98	3,650.21	3650									
06/01/98		100	RI	2074	001	05/29/98	2,500.95	2501									
00003004	Centre Gift Store						10,776.16	10776									
3005 Centralized Apparel										1		General Accounts					
05/12/98	Southwestern Sto	RI		604	000	04/12/98	1,610.00	1610									
06/16/98		RI		606	000	05/17/98	2,200.00	2200									
03/16/98		RI		615	000	02/14/98	1,500.00	1500									
05/15/98	Monthly Recurrin	RR		617	000	04/15/98	1,000.00	1000									
05/31/98		RI		629	000	05/01/98	59.36	59									
00003005	Centralized Apparel						6,369.36	6369									

What You Should Know About

Printing additional "as of" reports

You can also run the following reports based on the "As Of" Accounts Receivable Ledger worktable:

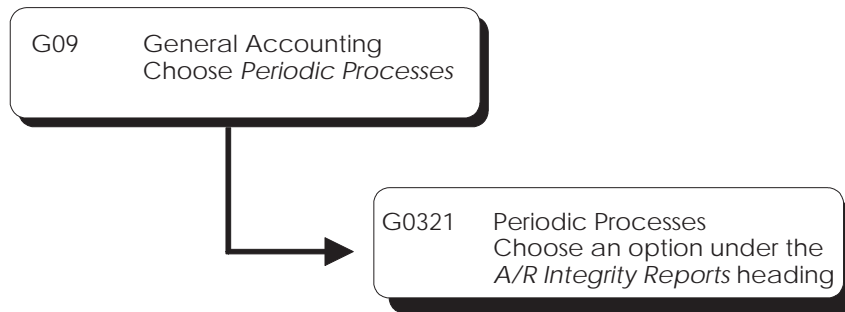
- Currency Detail – foreign and domestic
- Summary by Pay Status
- Summary by Parent/Child
- Problem Accounts Receivable

Verify that you set the appropriate processing option for the "as of" date processing.

See Also

- *Printing Analytical Reports (P03416)*

Process A/R Integrity Reports



Processing A/R Integrity Reports

You can locate potential balancing problems and data inconsistencies by working with accounts receivable integrity reports.

Run integrity reports at least once a week during the conversion process when installing new software or during a learning period for new users. This enables you to resolve and correct errors immediately. After this initial period, run the integrity reports on a periodic basis.

Integrity reports consist of:

- Running the A/R to G/L by Batch report
- Running the A/R to G/L by Offset Account report
- Correcting A/R out-of-balance conditions

Two A/R integrity reports are available:

A/R to G/L by Batch	Verifies that each batch of gross amounts (posted and unposted) to the A/R Ledger table (F0311) is in balance with the corresponding batch of amounts posted to the Account Ledger table (F0911). The system also checks for a valid pay status on every pay item. Any discrepancies print by batch on the integrity report.
A/R to G/L by Offset Account	Compares the open amounts (posted and unposted) to the A/R Ledger table to the balance in the offsetting A/R trade accounts in the Account Balances table (F0902). Any differences print by offset account number on the integrity report.

The A/R integrity reports reflect the A/R to G/L status to date, that is, actual amounts as of the time of processing, including any future-dated activity. If you need a balancing report that is date sensitive, run an “as of” report.

Before You Begin

- Assign a posting edit code of M to A/R trade accounts to allow only system-generated transactions to post. This prevents manual journal entries from posting erroneously to A/R trade accounts.
- Post all A/R batches to ensure a complete integrity test. *It is absolutely necessary to post all batches for the integrities to be meaningful.*
- Schedule integrity reports to run after business hours, when users are not accessing the system.

Running the A/R to G/L by Batch Report

The A/R to G/L by Batch report performs two integrity tests:

A/R to G/L by batch

This integrity test does the following:

- Adds all gross amounts (posted and unposted) to the A/R Ledger table for each batch.
- Accumulates all records that are posted to the Account Ledger table for each batch.
- Accumulates the automatic offset amounts that are posted to the A/R trade account for each batch.
- Compares the A/R amount to the G/L amount. The net difference should be zero.
- Compares the A/R amount to the automatic offset amount. These amounts should be equal.

When the system accumulates gross amounts, it does not add receipts type G (general ledger) or the matching document type RG (gain/loss) to the original gross invoice amounts. It does, however, subtract the discount available amount in the associated receipt from the original invoice gross.

Invalid Pay Status

This integrity test checks the pay status on every pay item in a batch:

- If an invoice does not have an open amount, the pay status should be P (paid) or S (summarized). S records are created by the program that updates balance forward amounts.
- If an invoice has an open amount, the pay status should not be P. If there are any discrepancies, the invoice records print on the integrity report.

Accounts Receivable

03701

J.D. Edwards & Company
 A/R to G/L by Batch Integrity
 Invalid Pay Status Integrity

Page 1
 Date 6/30/98

B T	Batch Number	Gross Amount - F0311	Distribution Amount - F0911	Automatic Offset Amount - F0911	Document Type/Number	Pay P Itm S	Open Amount
&	1978	4,226.88					
&	3148	10,905.00					
*	1978				R1	9901 000 D	Invalid Pay Status
*	1978	4,226.88-	7,516.75	7,516.75-			
*	3148				R1	2 000 D	Invalid Pay Status
*	3148				R1	4 000 D	Invalid Pay Status
*	3148	10,905.00-	11,749.50	11,749.50-			
G	2071	16.16					
G	2340	30.33					

What You Should Know About

Abbreviated column headings

- BT – Batch Type
- PS – Pay Status

Running the A/R to G/L by Offset Account Report

The A/R to G/L by Offset Account report performs the following integrity test:

A/R to G/L by offset account

This integrity test does the following:

- Accumulates open amounts (posted and unposted) to the A/R Ledger table for each G/L offset. (The G/L offset points to the AAI item for the A/R trade offset account.)
- Compares the G/L offset amount to the corresponding A/R trade account in the Account Balances table (F0902). Any differences in these amounts print by offset account number on the integrity report.
- If the sum of any G/L offset cannot be associated with an account in the Account Balances table, it prints on a separate line on the report.

037001 J.D. Edwards & Company			
A/R to G/L by Offset Account			
Page 2			
Date 06/30/98			
Account	Detail (F0311) Amount Open	A/R Account Balance (F0902)	Difference
1.1210.	60,779.77	3,307,442.75	3,246,662.98-
40.1210.	1,244.23	28,765.90-	30,010.13
50.1210.	188,181.50		188,181.50
70.1210.	12,244.72	54,855.72	42,611.00-
Total	284,509.27	3,355,591.62	3,071,082.35-

Correcting A/R Out-of-Balance Conditions

The following are typical errors, their causes, and possible recovery.

The batch was posted out of balance without automatic offset entries

This can occur when there is a power failure during the posting, or if more than one post program is active at the same time.

To correct this error, determine the missing offset entries, create the balancing journal entry (which is one-sided), and post the batch.

Note the settings required to post the offset out-of-balance:

- On Batch Header Revisions, post out of balance must be set to Y.
- On Account Structure by Business Unit or Account, the posting code for the A/R account must be blank (allows you to enter and post non-system-generated transactions.)
- On General Accounting Constants, intercompany settlements must be set to * (asterisk).

An invalid journal entry was posted to an A/R account

Typically, the A/R trade offset account only includes system-generated entries with a document type of AE (automatic entry). A manually entered document type that appears in this account, such as JE, can cause a balancing problem.

To correct this, locate the journal entry, void it, and post it.

Data records are damaged

This can be caused by a variety of problems, including hardware failure.

If the damaged records are in the A/R Ledger table, you might have to remove them by running a data file utility.

If the damaged records are in the Account Balances table, you might need to repost the account ledger.

See *Reposting Account Ledger* in the *General Accounting II Guide*.

G/L offset was changed

This error message appears only on the A/R to G/L by Offset Account report.

If you change the G/L offset that your invoices are attached to, the system does not find a match for the A/R Ledger records that still contain the old G/L offset.

The report prints the old RCyyyy item (where yyyy equals the G/L offset) that is missing from AAIs. This item appears on the report under the Account column, along with the sum of the invoices that include the old code. No G/L account balance is printed because the system cannot find a match.

You can correct this problem by doing one of the following:

- If the A/R invoices are open and can be changed to the new offset value, make a journal entry to move the A/R balance to the new offset account.
- Set up the old offset again in AAIs until all open invoices with the old code have been paid.

An A/R trade account was changed

This error message appears only on the A/R to G/L by Offset Account report.

If you change the AAIs for the A/R trade account that the invoice G/L offset is attached to, the system does not find a match in the Account Balances table.

In the Detail column, the report prints an amount from the A/R Ledger table (F0311) that is greater than the balance amount from the Account Balances table (F0902). The difference should equal the old A/R trade account balance amount. The association between the G/L offset and the old account number has been lost.

Locate the old A/R trade offset account total and manually add it to balance this account. Or, if possible, make a journal entry to move the old A/R balance to the new offset account.

Statement and Reminder Processing

Objectives

- To update finance charges
- To print finance charge invoices
- To print statements
- To print A/R invoices
- To print delinquency notices and payment reminders

About Statement and Reminder Processing

Your organization might have different tasks for period-end processing including:

- Recycling invoices
- Posting A/R invoices and receipts
- Reconciling A/R to G/L
- Processing and printing statements
- Processing payment reminders or delinquency notices

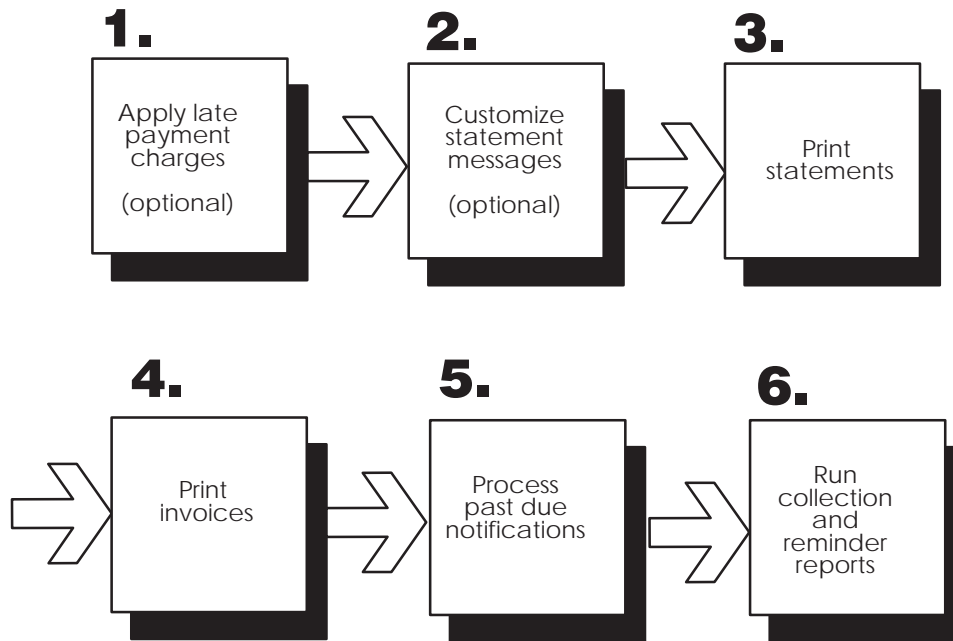
The Accounts Receivable system provides a wide range of features you can use to complete your period-end tasks.

Statement and reminder processing consists of:

- Working with late payment charges
- Printing statements
- Printing A/R invoices
- Working with past due notifications
- Working with collection and reminder information



The following graphic illustrates the flow of statement and reminder processing.



Applying Late Payment Charges

In the process of billing your customers and collecting funds, it might be necessary to calculate additional charges on invoices. Two methods are available:

- Calculate finance charges on unpaid invoices
- Calculate interest invoices on payments that are late

Customizing Statement Messages

You might want to create a personalized message to appear on the statements you send to your customers. You can create a message for a specific customer or all customers in a company. For example, you can create a message for all of your customers that reads *Thank you for your business*. You can also set up a model message to use for several companies.

See Also

- *Setting Up Statement Messages (P03280)* for information about customizing statement messages

Printing Statements

You can print customized statements for the specific requirements of your customers, such as statements with:

- Invoice detail
- Current balance due
- Outstanding balance due
- Payments received
- Account summary

You determine the aging that is used and the language that prints on the statement.

Printing Invoices

You can print invoices created through invoice entry and receipts entry, including items such as:

- Chargeback invoices
- Credit memos
- Finance charge invoices
- Interest invoices

Processing Past Due Notifications

When you have customers who are delinquent in paying, you can generate notices to remind customers that you expect payment. You can use two types of past due notifications:

- Delinquency notices
- Payment reminders

Delinquency Notices

You can generate notices to remind customers with delinquent accounts that you expect payment.

Three levels of delinquency notices are available, ranging from a friendly reminder to a more severe request. You can revise the text that appears on each level of the reminder or create alternate versions to send to specific customers. You control which customers receive which version.

You also determine the language in which the text prints on the delinquency notices.

Payment Reminders

Your company might choose to send payment reminders instead of delinquency notices. Creating payment reminders is part of the collection management process.

Processing Collection and Reminder Reports

When you consign delinquent customers or invoices to a collections agency, you might want to print reports containing delinquency information. You can print the following reports:

- Reminder Report/Update
- A/R Detail with Reminders

See Also

- *Printing Standard Reports (P034201)*

Work with Late Payment Charges

Working with Late Payment Charges

Choose one of the following methods to calculate charges on late payments:

- Finance charges, which are calculated on unpaid invoices
- Interest invoices, which are calculated on paid invoices when payment is received after the due date

If you use both methods, a customer might be charged finance and interest charges for the same period. Check your local regulations concerning the legality of assessing compound interest charges.

Finance charges and interest invoices share the following requirements and features:

- You set up whether to apply finance charges and the monthly finance charge percent in the customer master record.
- You set up the required AAIs.
- The system creates document type RF.
- The system print invoices automatically.
- You run both finance charges and interest invoices in proof or final mode.
- The system updates the following:
 - Finance charge percent
 - A/R invoice information in the general ledger
 - Percentage processing options
 - Address Book YTD finance charges

Finance charges and interest invoices differ in the following ways:

Finance charges

- Calculate on unpaid invoices
- Define grace period in the data dictionary
- Set up interest rate in the customer master record or in the processing options

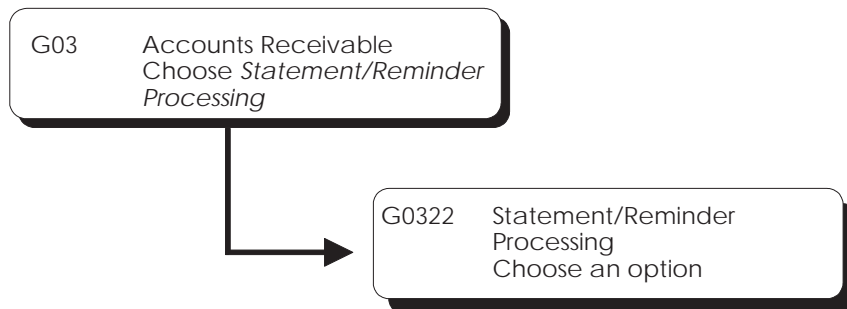
Interest invoices

- Calculate on paid invoices
- Define grace period in the processing options
- Set up interest rate in the customer master record, in the processing options, and in interest rate constants

Working with late payment charges consists of:

- Processing finance charge invoices
- Processing interest invoices

Processing Finance Charge Invoices



You can calculate charges for late payments by adding finance charges to unpaid invoices.

Processing finance charge invoices consists of:

- Updating finance charges
- Calculating finance charges
- Correcting discrepancies

Updating Finance Charges

You update finance charges to globally update their percentages in the Customer Master table (F0301). This program either adds a percentage amount to the existing finance charge or replaces the current finance charge.

You can run this program in proof or final mode:

- In proof mode, the system produces a report that shows the changes that will be made when you update finance charges in final mode.
- In final mode, the system produces a report and updates the Customer Master table.

You should run the report in proof mode first and review it to verify that your finance charge calculations are correct.

Before You Begin

- Set up customers for finance charges. See *Entering Customers*.

01830	J.D. Edwards & Company			Page No. . . . 3
	Global Update of Finance Charge Percent			Date - 4/07/98
	Customers only			
Update Mode: Proof				
Address Number	Alpha	Sch Type	Old % Factor	New % Factor
-----	-----	-----	-----	-----
1001 Edwards, J.D. & Company		C	.021000	.022000
3002 Central Express Store		C	.021000	.022000

In the previous sample report, the finance charge is increased by 1% (.001) for all customers.

Processing Options for Global Update – Finance Charge Percentage

Update Mode:

1. Enter a '1' to run the update in final mode. If left blank, the batch will run in proof mode, and no update will occur.

Percentage:

2. Enter a finance charge to be added to the existing percent OR a finance charge to replace the existing percent in the Address Book.

(When entering a percent, you must use the decimal form. For example, two percent would be entered as "0.02")

Enter the percent to be added: _____
 - OR -
 Enter the replacement percent: _____

Calculating Finance Charges

After you update finance charge percentages, run Print Finance Charge Invoices to compute and apply finance charges. This program selects invoices from the A/R Ledger (F0311) and the Customer Master tables that meet the following criteria:

- Invoices must have an unpaid amount as of either the invoice due date or a date entered in the processing options.
- The length of time that the unpaid amount has been open must exceed the grace period. For example, if July 31, 1998, is the effective date entered in the processing options and the grace period is 30 days, unpaid invoices dated before July 1, 1998 will receive a finance charge.
- The finance charge amount must be above a minimum specified in the processing options.

You can calculate finance charges in proof or final mode. Proof mode produces only a report. Final mode produces a report and a batch of unposted finance charge invoices (document type RF) with batch type I (invoice entry).

Before You Begin

- Verify that the customer is set up for finance charges. See *Entering Customers*.
- Verify that the invoice is set up to receive an finance charge. You can exclude individual invoices from being assessed finance charges. See *Managing Collections Information*.
- Review data item FD (Finance Charge Days). This item determines the grace period. To change the predefined grace period, change the default value for this data item in the data dictionary. See the *Technical Foundation Guide*.
- Set up AAI items RFC (Finance Charge Income Credit) and RFD (Finance Charge Receivable Debit). See *Working with Automatic Accounting Instructions*.

03435 J.D. Edwards & Company Page- 4
 Finance Charge Journal - Final Date- 10/28/98

Batch Number . . . 4176 **FINAL**

Account Number	Co. Name	Open Amount	Percent Factor	Finance Charge	Do Ty	Document Number
1001	Edwards, J.D. & Company	1	3,000.00	0.021000	63.00 RF	873 001
1002	Edwards & Edwards	1	605.00	0.021000	12.71 RF	874 001
A Model Accounting Company			3,605.00		75.71	
Grand Total			3,605.00		75.71	

What You Should Know About

Multi-Currency

If you use multiple currencies, the system assesses finance charges in the currency code of the base company.

Processing Options for Printing Finance Charge Invoices

Processing Mode:

1. Enter a '1' to run in Final Mode and create G/L and A/R entries. Leave blank to run in Proof Mode.

Date Processing:

2. Enter the G/L date to be entered to the G/L and A/R records. If left blank, today's date will be used as the default.
3. Enter a '1' to compute finance charges using the Net Due Date. If left blank, the Invoice Date will be used.
4. Enter the effective date to be used for comparing against the Invoice/Net Due Date above for the finance charge computation. If left blank, today's date will be used.

Suppress Warnings:

5. Enter a '1' to suppress printing warnings on the report for finance charges with no errors. If left blank, all warnings will be printed. _____

Finance Charges:

6. Enter a '1' to compute compound finance charges (Finance charge on finance charges). _____
7. Enter an override percent factor to be used when calculating finance charges. If left blank, the finance percent factor will default from Customer Master Information. (Note: 6.5 percent would be entered as .065) _____

Minimum Amount:

8. Specify a minimum amount for creating finance charges. Finance charges will not be created if the amount is less than this limit. If left blank, finance charges will be created regardless of the amount. _____

Invoice Print:

9. Enter a '1' to print an invoice for each finance charge created. If a '1' is entered here, a '1' must also be entered to run in Final Mode. _____
10. Enter the version of the Invoice Print program, P03505, to run when printing invoices. If left blank, version ZJDE0001 will be run as the default. _____
11. Enter the Payment Terms Code to be entered to the new invoices created. _____

Dw Version For A/R Records:

12. To override standard Accounts Receivable processing (DREAM Writer XT0311Z1, Version ZJDE0001), enter an override version number. This should only be changed by persons responsible for system-wide setup. _____

Dw Version For G/L Records:

13. To override standard Journal Entry processing (DREAM Writer XT0911Z1 version ZJDE0001), enter an override version number. This should only be changed by persons responsible for system-wide setup. _____

Correcting Discrepancies

After you print finance charge invoices in proof mode, the report might include incorrect invoices or invoices might be missing from the report. You should resolve these discrepancies before printing the invoices in final mode.

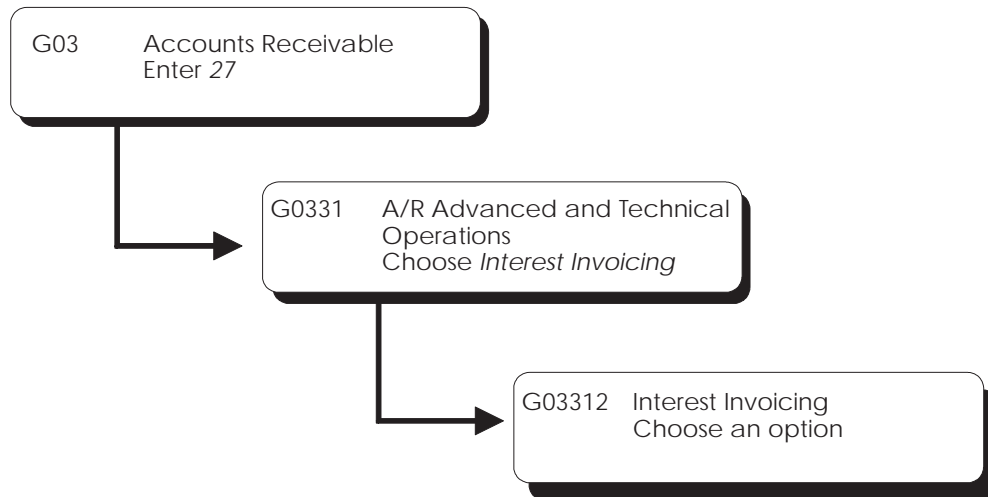
▶ To correct discrepancies

1. Verify that the customer is set up to receive finance charges.
2. Verify that the finance charge rates are correct in either of the following:
 - Customer Master Information.

Follow the steps in *Entering Customers*.
 - Processing options for Print Finance Charge Invoices.
3. Verify that the payment is past due (taking into account the grace period). Follow the steps in *Viewing Account Status Information*.
4. Review the data dictionary item FD (Finance Charge Days) to verify the correct grace period.

The default is 30 days.

Processing Interest Invoices



After you check your local regulations concerning the legality of assessing compound interest charges, you can begin processing interest invoices.

This task consists of:

- Creating interest invoices
- Reviewing and approving interest invoices
- Posting interest invoices

Creating Interest Invoices

To calculate and apply interest charges, run interest invoices in proof or final mode. The system selects invoices from the A/R Ledger table (F0311) that meet the following criteria:

- Invoices must be fully paid after the net due date or a date specified in the processing options.
- The customer is set up to receive finance charges.
- The Interest Invoicing field must be blank on Collection Management. You can use this field to exclude individual invoices from the interest charges.
- The interest amount must be above the minimum specified in the processing options. Invoices that do not meet the minimum are marked with P (processed) and appear on the proof report with the message *Total Below Minimum*.
- The invoice must not be marked as processed.

To calculate interest amounts, the system uses the rate you specify for the monthly finance charge percentage in the customer master record and in the interest rate constants. If you do not specify a percentage in the customer master record, the system adds the rate you entered in the processing option to the interest rate constant. If a rate is not entered, the system uses only the interest rate constant.

The system calculates interest on the open amount for the number of days it was paid late. The final interest charge assessed to the customer is the sum of the monthly finance charge percentage and the interest rate constant.

You can run this program in either proof or final mode:

- In proof mode, the system produces a report.
- In final mode, the system:
 - Produces a report.
 - Marks the invoices as P (processed). The system records the interest invoice date on each processed invoice. You can view this date on Collection Management.
 - Creates a batch of unposted interest invoices (document type RF) with batch type I. The system also marks these invoices as P (processed).

Before You Begin

- Set up the customer for finance charges.
- Set up the monthly finance charge percentage.
- Set up AAI items RFC (Finance Charge Income Credit) and RFD (Finance Charge Receivable Debit). See *Working with Automatic Accounting Instructions*.
- Revise interest rate tables. See *Working with Interest Rate Information*.

Additional Interest Percent:

4. The base finance charge rate is entered in the Interest Rate Constants (by company). If a rate is entered in the Address Book for the customer, it will be added to the base rate. Enter here the amount to be added to the base rate if the rate in the address book is blank.

NOTE: Enter 2.5% as "2.5", etc.
All rates for Interest Invoices are entered as MONTHLY amounts.

Minimum Amounts:

5. Enter the minimum amount of interest required per Original Invoice.
6. Enter the minimum amount of interest required per Interest Invoice.
7. Enter the Currency Code that defines the minimum amounts entered above.

Tax Rate/Area:

8. Enter the Tax Rate/Area Code to be used for VAT tax calculations. Leave blank for no VAT tax.

Payment Terms:

9. Enter the Payment Terms code to be applied to the invoice.

Extra Credit Days:

10. Enter the number of days to be given as a grace period.

Printing Of Interest Rate:

11. Enter rate to be printed in Interest Rate column:
"1" = Daily rate,
"2" = Monthly rate,
"3" = Annual rate.

Reviewing and Approving Interest Invoices

After you create interest invoices in final mode, you should review the transactions and correct any individual transactions in the batch.

After you review batches, you must approve and post them. Remember that the system posts only batches that have an approved status.

See Also

- *Reviewing and Approving Invoices (P03201)*

Posting Interest Invoices

After you review and approve the interest invoices, you must post the batches of invoices to the G/L. When you post the batches, the system updates the appropriate tables and creates the necessary journal entries.

See Also

- *Posting Invoices (P09800)*

Print Statements

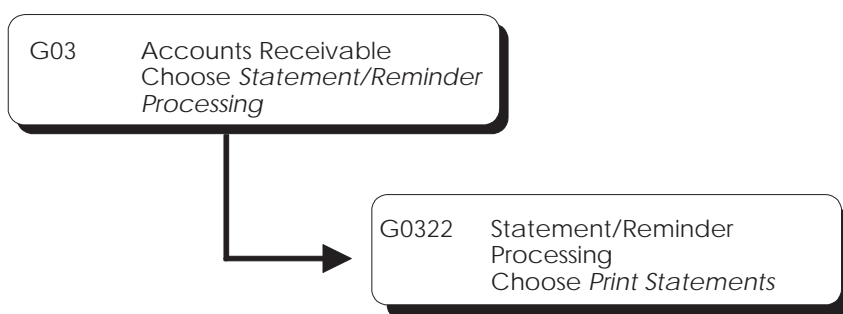
Printing Statements

You send statements to your customers to inform them that they owe your business or company money. Printing statements consists of:

- Printing A/R statements
- Printing multi-currency statements
- Printing Italian statements

Statements print in the language specified in the Address Book Master table (F0101). Statement text is determined by the vocabulary overrides. For example, version S035001F and S035001G are the French and German versions, respectively.

Printing A/R Statements



You can print A/R statements to inform your customers of their account activity. You can customize statements for your organization. They can include:

- Invoice detail
- Current balance due
- Account summary
- Account aging

To see a preview of your statements, first print them in proof mode. Proof mode provides a report that you can use to verify the accuracy of your information and correct any errors. To update any tables, print the statements in final mode.

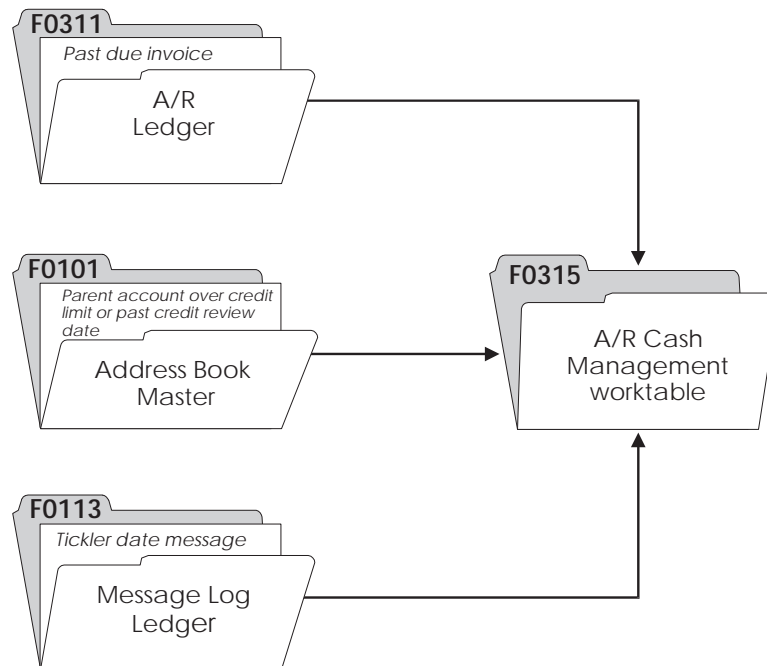
In addition to creating separate statements for each company, you can consolidate companies into one statement by assigning a remittance company in the processing options.

Printing statements consists of:

- Printing statements in proof or final mode
- Printing statements with or without consolidation of companies

A/R statements contains information from the A/R Cash Management worktable (F0315). The system re-creates this table each time you run Credit Analysis Refresh. You decide what information is in the A/R Cash Management worktable by the frequency with which you create the table.

The system gathers information from the following tables and updates the A/R Cash Management worktable.



Before You Begin

- Activate the print statements feature in the A/R constants and in the customer master record
- Run Update A/R from Address Book

Printing Statements in Proof or Final Mode

You can print statements in proof or final mode. You should print the statement first in proof mode to verify the information on the proof report and correct any errors. Print the report again in proof mode before printing statements in final mode.

In final mode, the system produces the final statements and updates the appropriate tables.

The following is an example of a report in proof mode. The report in final mode is the same, except “proof” does not appear in the report heading.

Accounts Receivable

=====

STATEMENT OF ACCOUNT

=====

Remit To: A Model Financial/Distribution Company

8055 East Tufts Avenue Suite 1331

Denver CO 80237

Edwards & Edwards

Mrs. Mary Andrews

Attn: Patrick O'Dooley

1029 LBJ Freeway

Dallas TX 76706

** PROOF ** Page - 1

Date - 06/30/98

Account - 1002

Invoice Number	Invoice Due Date	Remark	Open Amount	Discount Taken	Payments Received	Adjustments	Outstanding Balance Due
RI	4293 000 03/17/98		74,092.80	0.00	0.00	0.00	1,250.00
RI	4436 000 04/14/98		92,054.70	0.00	0.00	0.00	92,054.70
RM	5150 000 05/31/98		18,494.60-	0.00	0.00	0.00	18,494.60-
RR	824 000 06/14/98		125.00	0.00	0.00	0.00	125.00
TOTAL CURRENT BALANCE DUE							74,935.10

We appreciate your business.

ACCOUNT SUMMARY

Open Amount - as of	06/30/98	147,777.90
New Invoices		0.00
Discounts Taken		0.00
Payments Received - Thank You		0.00
Adjustments		0.00
Current Balance Due		74,935.10
Payment Terms: 1/10 Net 30 Days		

ACCOUNT AGING

Current	1 - 30	31 - 60	61 - 90	91 - 120	Over 120
0.00	18,369.60-	0.00	92,054.70	1,250.00	0.00

=====

SUMMARY PAGE

=====

Invoice Number	Invoice Due Date	Remark	Open Amount	Discount Taken	Payments Received	Adjustments	Outstanding Balance Due
			147,777.90	0.00	0.00	0.00	74,935.10

ACCOUNT AGING

Current	1 - 30	31 - 60	61 - 90	91 - 120	Over 120
0.00	18,369.60-	0.00	92,054.70	1,250.00	0.00

Printing Statements with or without Consolidation of Companies

You control whether to consolidate companies when you print statements. Do this when you set up your data sequencing.

The following examples show two types of statements in final mode:

- Statement without Consolidation of Companies by Customer Number
- Statement with Consolidation of Companies by Customer Number

Accounts Receivable

Statement without Consolidation of Companies by Customer Number

=====

S T A T E M E N T O F A C C O U N T

=====

Remit To: A Model Financial/Distribution Company

8055 East Tufts Avenue Suite 1331

Denver CO 80237

Edwards & Edwards

Mrs. Mary Andrews

Attn: Patrick O'Dooley

1029 LBJ Freeway

Dallas TX 76706

Page - 1

Date - 06/30/98

Account - 1002

Invoice Number	Invoice Due Date	Remark	Open Amount	Discount Taken	Payments Received	Adjustments	Outstanding Balance Due
RI	4293 000 03/17/98		74,092.80	0.00	0.00	0.00	1,250.00
RI	4436 000 04/14/98		92,054.70	0.00	0.00	0.00	92,054.70
RM	5150 000 05/31/98		18,494.60-	0.00	0.00	0.00	18,494.60-
RR	824 000 06/14/98		125.00	0.00	0.00	0.00	125.00
TOTAL CURRENT BALANCE DUE							74,935.10

We appreciate your business.

ACCOUNT SUMMARY

Open Amount - as of	06/30/98	147,777.90
New Invoices		0.00
Discounts Taken		0.00
Payments Received - Thank You		0.00
Adjustments		0.00
Current Balance Due		74,935.10
Payment Terms:	1/10 Net 30 Days	

ACCOUNT AGING

Current	1 - 30	31 - 60	61 - 90	91 - 120	Over 120
0.00	18,369.60-	0.00	92,054.70	1,250.00	0.00

=====

S U M M A R Y P A G E

=====

Invoice Number	Invoice Due Date	Remark	Open Amount	Discount Taken	Payments Received	Adjustments	Outstanding Balance Due
			147,777.90	0.00	0.00	0.00	74,935.10

ACCOUNT AGING

Current	1 - 30	31 - 60	61 - 90	91 - 120	Over 120
0.00	18,369.60-	0.00	92,054.70	1,250.00	0.00

Statement with Consolidation of Companies by Customer Number

=====
 S T A T E M E N T O F A C C O U N T
 =====

Remit To: A Model Financial/Distribution Company
 8055 East Tufts Avenue Suite 1331
 Denver CO 80237

Edwards & Edwards
 Mrs. Mary Andrews
 Attn: Patrick O'Dooley
 1029 LBJ Freeway
 Dallas TX 76706

Page - 1
 Date - 06/30/98
 Account - 1002

Invoice Number	Invoice Due Dat	Remark	Open Amount	Discount Taken	Payments Received	Adjustments	Outstanding Balance Due

COMPANY: 00001 A Model Financial Co (Trng)							
RI	4454 000	05/15/98	125.00-	.00	.00	.00	125.00-
RI	659 000	06/11/98	605.00	.00	.00	.00	605.00

USD U.S. Dollar			480.00	.00	.00	.00	480.00
COMPANY: 00075 Model Multi-National Colombia							
RI	1064 000	06/01/98	50,204,053	0	0	0	50,204,053

COP Colombian Peso			50,204,053	0	0	0	50,204,053
COMPANY: 00100 Model Finan/Distrib Co (Mktg)							
RI	4293 000	03/17/98	74,092.80	.00	.00	.00	1,250.00
RI	4436 000	04/14/98	92,054.70	.00	.00	.00	92,054.70
RM	5150 000	05/31/98	18,494.60-	.00	.00	.00	18,494.60-
RR	824 000	06/14/98	125.00	.00	.00	.00	125.00

USD U.S. Dollar			147,777.90	.00	.00	.00	74,935.10

We appreciate your business.

=====
 S U M M A R Y P A G E
 =====

Invoice Number	Invoice Due Date	Remark	Open Amount	Discount Taken	Payments Received	Adjustments	Outstanding Balance Due

			650,298.43	.00	.00	.00	577,455.63
ACCOUNT AGING							

Current		1 - 30	31 - 60	61 - 90	91 - 120	Over 120	

		.00	484,275.93	125.00-	92,054.70	1,250.00	.00

What You Should Know About

Determining aging criteria	You can use the processing options to determine the aging criteria and how to format the statements.
Aging	If you are aging statements on due date and attempt to summarize invoices, the summary might be inaccurate. Also, the aging categories might not show the correct balances.
Summarizing invoices with pay items	If you summarize invoices with pay items that have different due dates, you should age and sort by invoice date. To sort by invoice date, select a version of P03500X in the processing options that sequences by invoice date rather than due date.
Reprinting a statement	You cannot reprint statements and produce the exact results that printed previously. After the system marks a payment record with a statement number and date, it does not select the detail record again in the statement process, but includes it in the summary open amount.
Versions	When you print statements, the version list appears with a form ID of P035001. The versions in this list print selected or all invoices for a statement, depending on which version of Form P03500X you enter.

See Also

- *Appendix F* for more information about version P03500X

Processing Options for Accounts Receivable Statements

Proof/Final Mode:

1. Enter a '1' to run the statements in final mode. If left blank, the statements will be run in proof mode and no updates will occur. _____

Company Consolidation:

2. Enter a company to be used for the 'Remit To' company, aging constants and/or special text when performing company consolidation. If left blank, separate statements will be printed per company. _____

Credit/Cash Management File Build:

- 3. Enter a '1' to rebuild the temporary A/R Credit/Cash Management work file (F0315WJA) prior to printing A/R statements. The Based On File must be F0315WJA. If left blank, the existing Credit/Cash Management file (F0315JA) will be used. _____
- 4. Enter a '1' to include zero open balance records when rebuilding the temporary A/R Credit/Cash Management work file (F0315WJA). _____

Aging:

- 5. Enter a '1' to retrieve the aging specifications and statement date from A/R Company Constants, ignoring the following options 4 through 7. Leave blank to use the following processing options 4 through 7 to specify the statement date and aging. _____
- 6. Enter the statement date. Open balances are aged as of this date and detail records are selected based on this date. _____
- 7. Specify the date from which to age open balances: _____
 D = Due Date (default)
 I = Invoice Date
 G = General Ledger Date
 S = Statement Date
- 8. Specify the method for defining aging categories: _____
 1 = Aging Days (default)
 2 = Fiscal Periods
 3 = Calendar
- 9. If using the Aging Days method, enter the aging day ranges: _____
 Beginning
 thru
 thru
 thru
 thru
 thru
- 10. Enter a '1' to apply credits to the current aging balance. Leave blank to age credits. _____

Data Selection:

- 11. Enter the version number for the F0311 selection and sorting DREAM Writer (Form ID P03500X). If left blank, version 'ZJDE0003' will be used. See program helps for more information. _____

- 12. Enter a '1' to exclude future amounts. _____
- 13. Enter a '1' to exclude paid invoices. Blank will print paid invoices with current activity. _____
- 14. Enter a '1' to process with multi-currency. Leave blank to process statements in domestic currency only. _____
- 15. Specify the date to be used to select detail records. This date will be compared to the Statement Date: _____
 - D = Due Date
 - I = Invoice Date
 - G = General Ledger Date
 - S = Statement DateLeave blank to use aging date.

Print Format:

- 16. Enter a '1' to print aging information on the statement. _____
- 17. Enter a '1' to suppress printing the account summary information at the end of the statement. _____
- 18. Enter a '1' to print the invoice date on the statement. Leave blank to print the due date. _____
- 19. Enter a '1' for RIBA draft format. Leave blank for standard format. _____
- 20. Enter a '1' to print the following at the top of each statement:
 - Statement Number
 - Remit To Address_____
- 21. Specify which address is used as the "Remit To" address: _____
 - blank = Company (default)
 - A = 1st Address Number
 - B = 2nd Address Number
 - C = 3rd Address Number
 - D = 4th Address Number
 - E = Factor/Special Payee
 - F = 5th Address Numberaddress = address entered
- 22. Enter a '1' to summarize each invoice on a single detail line. Leave blank to print each pay item on a separate detail line. _____

Statement Number Update:

- 23. Enter one of the following values to update the statement number in the A/R Ledger file: _____
 - ' ' = Always update statement number
 - '1' = Never update statement number
 - '2' = Update only blank statement numbers

What You Should Know About Processing Options

Aging days method (7) The following is an example of how to enter the aging day ranges:

Beginning -30

thru 0

thru 30

thru 60

thru 90

thru 120

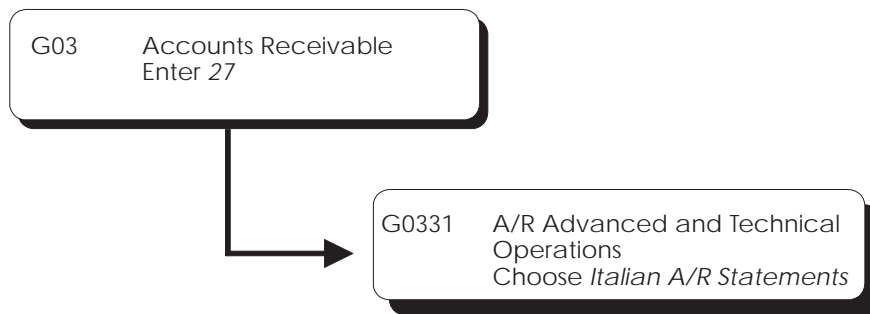
RIBA draft format (17) Italian clients use RIBA.

Printing Multi-Currency Statements

If you use multiple currencies, you can print statements in either the domestic currency of the transaction or the original foreign currency amount. The currency code and description appear on the multi-currency statement to indicate the currency that the amounts represent.

Consider setting up separate addresses, each with its own currency, for a customer who uses more than one currency. The system separates statements and correctly represents all currencies entered to the same address. If currencies are mixed, the system does not print a summary page of the statement.

Printing an Italian Statement



You might need to print a report of Italian A/R statements by customer. You can print the report on standard paper or on a legal form that is prenumbered and approved by tax authorities in Italy. If you use the prenumbered form, you can use the processing option to suppress the headings and page numbers on the report.

Italian A/R statements contain information from the A/R Ledger table (F0311).

Processing Options for A/R Statements for Italian

G/L Date:

1. Enter the From and Through G/L Dates:

From G/L Date	
Through G/L Date	

If you do not enter the From G/L Date the system uses zero as the default.
 If you do not enter the Through G/L Date, the system uses today's date.

Print Options:

2. Enter a 1 to suppress report headings and page numbers. Default of blank will print headings and page numbers.
3. Enter a '1' to have only the first line of address printed. Default of blank will print complete address.
4. Enter a '1' to create totals on foreign currency column. Default of blank will not print a total.

Data Selection and Sequence for Italian A/R Statement

These data selections cannot be changed:

- Check/item document type *EQ *BLANKS
- Document type *NE R1 (receivable drafts)

J.D. Edwards suggests that you use the following data sequence:

1. Alpha name
2. Address number
3. Document company
4. Document type
5. Document number
6. Pay item



Exercises

See the exercises for this chapter.

Test Yourself: Printing a Statement

1. Which table or tables is the Print Statements program based on?

a. Rebuilt Cash Management (F0315WJA)

b. A/R Ledger (F0311)

c. Customer Master (F0301)

d. Existing Cash Management (F0315JA)

e. a and d

f. b and c

2. True or False

To print statements for a specific customer, the only setup required is the Print Statements field on Customer Master Information.

3. True or False

A customized message can be included on statements for customers who have done business with you for a long time.

4. If you want to include account summary information on the statements, which of the following controls this option?

a. The processing options in Print Statements

b. The text in Statements Print Messages

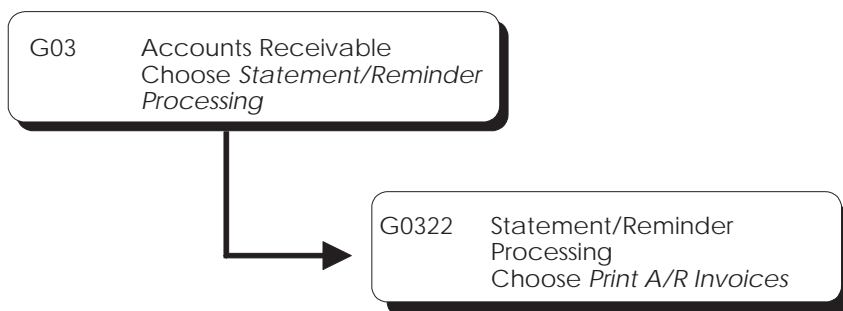
c. Data on Customer Master Information

d. Balance Forward Update

e. The data selections in Print Statements

The answers are in *Appendix B*.

Print A/R Invoices



Printing A/R Invoices

To print the invoices that you created during invoice entry or receipts entry, run Print A/R Invoices. This program prints items such as:

- Chargeback invoices (document type RB)
- Credit memos (document type RM)
- Finance charge invoices (document type RF)
- Interest invoices (document type RF)

If an invoice has a discount available or an applied tax amount, it prints on the invoice. Additionally, text messages from form S03505 in the vocabulary overrides print on the invoice.

If you specify that the invoices be sent to someone other than the customer, the system prints the selected address on the invoices. Each invoice prints on a separate page.

Before You Begin

- Generate the necessary finance or interest charges.
- Run Update A/R from Address Book program. See *Updating A/R from Address Book*.

```

                                I N V O I C E
                                - - - - -
Remit to - A Financial Company - for Training
          7900 East Union
          Denver CO 80237

                                Invoice -    635
                                Account -   1001
                                Date   -   7/07/98

J.D. Edwards & Company
ATTN: Ms. Donna Kirkpatrick
8055 E. Tufts Ave.
Denver CO 80237

Please be advised that your account has been debited or back charged as follows.

. . . . . Document . . . . .
Date Ty Reference Due Date Remark Invoice
-----
06/01/98 RI 635 000 07/01/98 1,850.00
                                -----
                                Balance Due 1,850.00
    
```

What You Should Know About

Multi-Currency

If you use multiple currencies, set the processing option to print invoices in either the domestic currency of the transaction or the original foreign currency amount. The currency code and description indicate the currency that the amounts represent. (Use one of the demo versions labeled *Foreign*.)

Processing Options for Simple A/R Invoices Print

Invoice Selection Date Range:

1. Enter the as of date after which all invoices should be printed. The range will include the date entered. This is a mandatory entry.

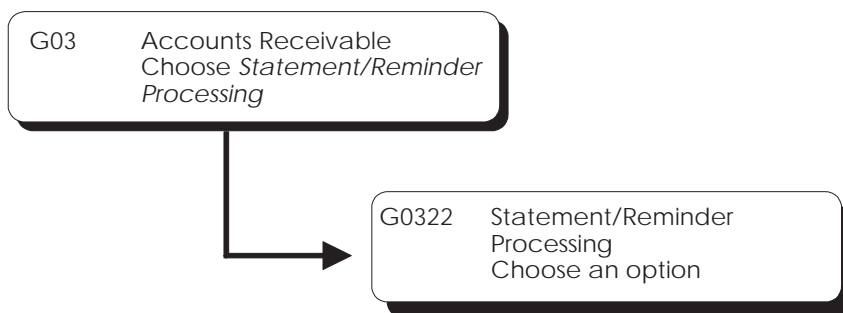
2. Enter the cut off date before all desired invoices should be printed. The range will include the date entered. This is a mandatory entry.

Print Options:

3. Enter a '1' to print the invoice using the foreign amount. A default of a blank will print the domestic amount.

4. Enter a '1' to print tax amount on the invoice. A default of a blank will not print tax amounts.
-

Work with Past Due Notifications



Working with Past Due Notifications

When customers are delinquent in paying, you can send them one of the following:

- Payment reminder
- Delinquency notice

Payment reminders and delinquency notices are similar in that:

- You can create user-defined text.
- You can specify three levels of text – mild to severe.
- You can print them in proof and final mode.
- You set up the A/R constants.
- You designate which notification in the customer master record.

Payment reminders and delinquency notices differ in the following areas:

Payment reminders

- Text for the payment reminder can be customized by company or customer.
- Information is based on the A/R Ledger table (F0311).
- The customer master information is set for number of payment reminders.
- Customers are eligible for collections reporting.

Delinquency notices

- Text for the delinquency notice is entered in the data dictionary and cannot be customized by company or customer.
- Information is based on the A/R Ledger table or A/R Cash Management worktable (F0315).
- The number of payment reminders is not required in the customer master record.
- There is no associated collection reporting.

Working with past due notifications consists of:

- Printing payment reminders
- Printing delinquency notices

Printing Payment Reminders

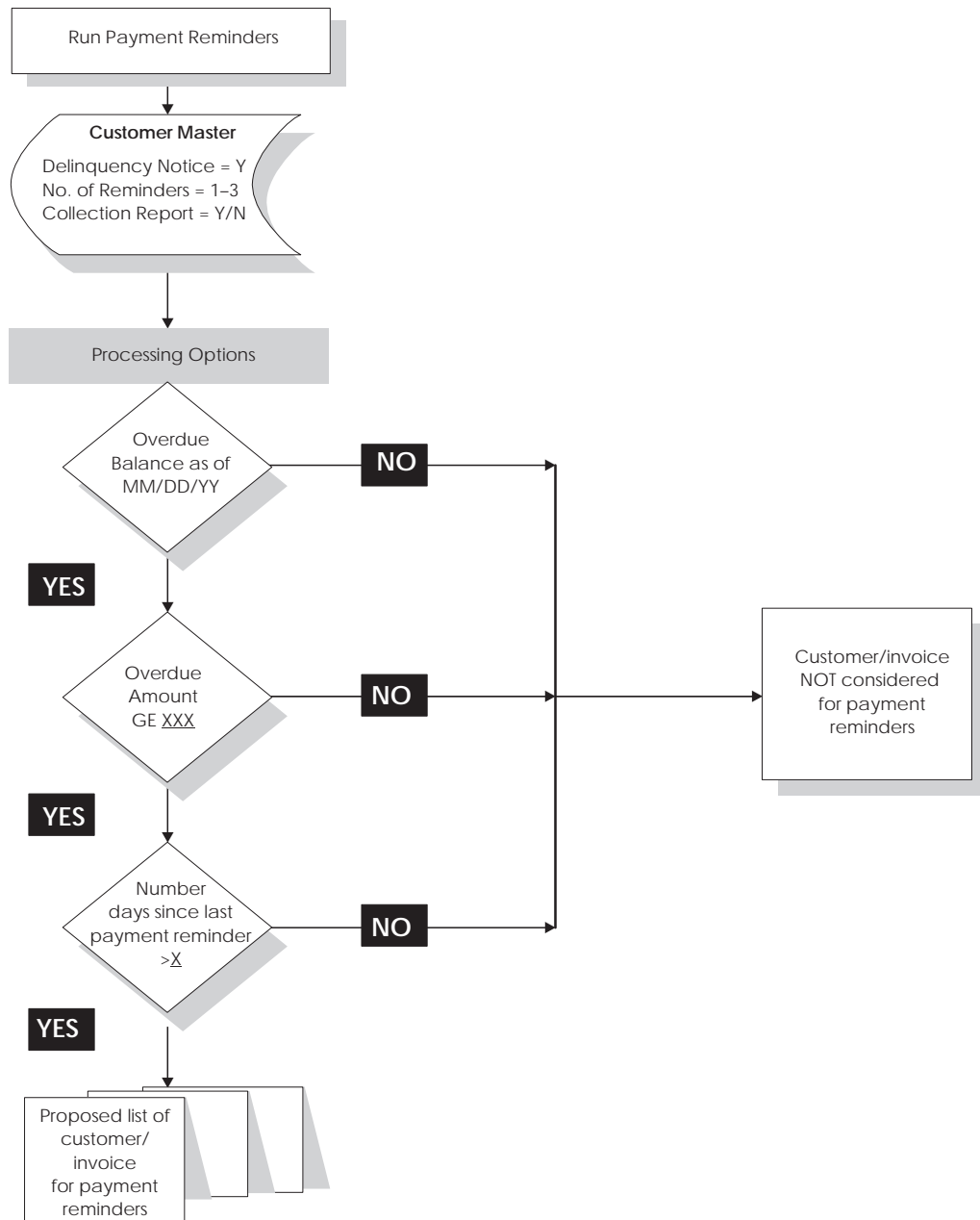
If your company sends reminder notices for past due invoices, you need to print payment reminders.

You can set up text for payment reminders by company or by customer. In the customer master record, you indicate how many reminders you want the customer to receive. The system generates payment reminders based on information in the A/R Ledger table.

Printing payment reminders consists of:

- Printing payment reminders in proof mode
- Printing payment reminders in final mode

The following graphic illustrates how customers or invoices are selected for payment reminders.



Before You Begin

- Verify that A/R constants are set up properly for payment reminders
- Verify that the fields in the customer master record are set up properly for payment reminders
- Review the payment reminder messages
- Create any necessary new reminder messages for a customer or company

Printing Payment Reminders in Proof Mode

To review the list of customers eligible to receive payment reminders, print payment reminders in proof mode. This allows you to make changes before you process reminders in final mode. In proof mode, the system:

- Does not update tables
- Lets you run the report as many times as you want
- Does not print actual payment reminders

Printing Payment Reminders in Final Mode

After you print payment reminders in proof mode and verify the information, print them in final mode. The system prints payment reminders based on the criteria you established in proof mode. In final mode, the system:

- Updates the A/R Ledger table with the following information:
 - The number of reminders sent for each level.
 - The level of the last reminder that was sent for each invoice. For example, customers or invoices currently at level 2 will be at level 3 the next time you run this program in final mode.
 - The date you ran the program.
- Updates the Customer Master table (F0301) with the level of reminder sent for each invoice.

The system determines which text to print on the reminder notices by checking the outstanding invoices. It prints the highest level message. For example, it prints a level 3 message for a customer with three outstanding invoices even if one is at level 1, one at level 2, and one at level 3.

Work with Past Due Notifications

After all three reminder notices have been sent to a customer with a delinquent account, the invoice appears on the Reminder Report/Update unless you do one of the following:

- Set the Collections Report field on Customer Master Information to N. This removes all invoices for a customer from the Reminder Report/Update.
- Set the Collections Report field to N and enter a code in the Reminder Stop Reason field on Collection Management (for a specific invoice). This removes the invoice from the Reminder Report/Update.

The reminder continues to appear on the invoice, but the invoice does not appear on the Reminder Report/Update.

035301	J.D. Edwards & Company Payment Reminders Proof	Page - 3 As Of Date - 06/30/98							
A Model Property Management Co 00015 USD ... Address ...									
Number	Name	Document	Tran	Domestic	Foreign	Original	Open	Number	Level
Inv Date	Ty	Number	Due Date	G/L Date	Curr	Open	Open	Open	Open

4175 Abernathy & Hitch									
02/01/98	RU	9005 000	02/01/98	02/01/98	USD	2,000.00-	2,000.00-		001 1
04/20/98	RN	1936 001	05/01/98	04/30/98	USD	200.00	200.00		001 1
03/31/98	RJ	819 000	03/31/98	03/31/98	USD	341.67	341.67		001 1
05/31/98	RJ	827 000	05/31/98	05/31/98	USD	695.83	695.83		001 1
02/28/98	RJ	811 000	02/28/98	02/28/98	USD	750.00	750.00		001 1
04/30/98	RJ	823 000	04/30/98	04/30/98	USD	895.83	895.83		001 1
04/01/98	RD	663 002	05/01/98	04/01/98	USD	1,650.00	1,650.00		001 1
04/01/98	RD	663 001	05/01/98	04/01/98	USD	3,300.00	1,300.00		001 1
Currency Code						5,833.33	3,833.33		
Abernathy & Hitch						5,833.33	3,833.33		

What You Should Know About

Multi-Currency

If you use multiple currencies and you run payment reminders for all companies, you might get incorrect customer totals. Therefore, you should set up a version of this report for each company.

Processing Options for Payment Reminder – Final

Proof/Final Mode:

1. Enter a '1' to print a Final payment reminder. A default value of blank will print a Proof payment reminder. _____

As Of Date:

2. Enter the "As Of" Date to be used for invoice selection. If left blank, the current date will be used. The system selects invoices with overdue amounts and invoice dates greater than or equal to this date for payment reminders. _____

Minimum Days:

3. Enter the minimum number of days between payment reminders. _____

Minimum Amounts:

4. Enter the total minimum amount open for a customer that is required to send a reminder. _____
** Note: Please enter Twelve Dollars and Twenty-Five cents as 12.25, One Dollar as 1.00.

5. Enter the currency code that defines the minimum amount open. _____

Text Message:

6. Enter a "Y" to print a text message on the reminder. (Final mode only) _____

Number Of Reminders:

7. Enter the number of payment reminders to send. If left blank, the default value is '3'. _____

The system will use the number of reminders specified at the invoice level first, then at the customer level and then in this processing option until a non-blank value is found.

Data Selection for Print Payment Reminders

The following data selection is required:

- The open amount cannot equal zero.
- The document type cannot equal RF (to exclude finance charges).

Printing Delinquency Notices

You can use delinquency notices to remind delinquent customers that you expect payment. You can use these notices if you choose not to use payment reminders. Notices are generated at the customer level.

You can define three different levels of text for delinquency notices. You link each notice to an aging category and control the notices you want to print with processing options.

Depending on a processing option, the system generates delinquency notices based on summarized account information in the A/R Cash Management worktable (F0315).

Printing delinquency notices consists of:

- Determining the level of severity
- Printing the notices
- Printing a multi-currency delinquency notice
- Printing delinquency notices in multiple languages

Determining the Level of Severity

You determine the level of severity of delinquency notices, when the customer begins receiving them, and how often. You can base this on the number of aging days, the open amount, and any payment expectations you and your client have agreed upon.

Example: Determining the Level of Severity for a Delinquency Notice

The total open amount for a customer is 1,000 and is aged as follows.

Aging Days	0-30	31-60	61-90	91-120	121-150
Open Amount	0	500	250	150	100
Aging Category	1	2	3	4	5
Data Dictionary	---	---	LETTER1	LETTER2	LETTER3

Assume that you have used the processing options to define aging categories and to link the data dictionary items LETTER1, LETTER2, and LETTER3 to specific aging categories.

Specify 25 (for 25%) in the processing option (Total Percentage).

As a result of your choices:

- The customer receives a delinquency notice based on LETTER2, because the total amount in aging categories 4 and above is 250, which is 25% of 1,000 (the total open amount).
- The customer does *not* receive a delinquency notice based on LETTER3, because the total amount in aging categories 5 and above is only 100, which is less than 25% of 1,000.
- The customer does *not* receive a delinquency notice based on LETTER1, because the conditions have been fulfilled to generate LETTER2, which is a more severe letter.

If you leave the processing option (Total Percentage) blank, the customer receives a delinquency notice based on LETTER3 because they have an open amount in aging category 5.

Printing the Notices

To remind delinquent customers that you expect payment, print delinquency notices. You can reprint notices as often as needed.

You can print notices for:

- Selected invoices for the customer
- All invoices for a customer

Before You Begin

- Define or revise the text for delinquency notices. See *Revising Text for Delinquency Notices*.
- Verify that A/R constants are correct for delinquency notices.
- Verify that the customer master record is set up properly for delinquency notices.
- Run Update A/R from Address Book to ensure that the A/R Ledger table contains current information. See *Updating A/R from Address Book*.

Remit To: A Model Financial/Distribution Company
 8055 East Tufts Avenue
 Suite 1331
 Denver CO 80237

September 30, 1998
 Account - 6795
 As of - 09/30/98

Bonjour Baking Company
 5951 Jonquierre
 Quebec City QU G1M 6K8

The following is a summary of past due amounts on your account. If your check for these amounts is in the mail, please accept our appreciation. If not, we would appreciate your sending payment in full at this time, or letting us know the reason for the delay.

Invoice Number	Invoice Due Date	Remark	Outstanding Balance Due
RI 2022 000	05/15/98		1,200.00
RI 2023 000	07/15/98		1,250.00
RI 2024 000	07/20/98		3,350.75
RI 2025 000	07/25/98		980.25
RI 2049 001	07/27/98		6,599.00
CAD Canadian Dollar			13,380.00

ACCOUNT AGING

Current	1 - 30	31 - 60	61 - 90	91 - 120
12,180.00	1,200.00	.00	.00	.00
	121 - 150	151 - 180	Over 180	
	121 - 150	151 - 180	Over 180	
	.00	.00	.00	

What You Should Know About

Versions

When you print delinquency notices, the version list appears with a form ID of P035111. The versions in this list print selected or all invoices for a customer, depending on which version of Form P03511X you enter.

Printing a Multi-Currency Delinquency Notice

If you use multiple currencies, you can print delinquency notices in either domestic or foreign currency.

To print delinquency notices with foreign currencies, run the foreign version. You can print delinquency notices in multiple currencies or the domestic currency of the company only.

J.D. Edwards recommends that you use separate address numbers for customers who mix currencies. However, delinquency notices allow for the possibility that you might have mixed currencies. A notice with mixed currencies shows separate totals for each currency. Each total is labeled with a currency code and description. If more than one currency is printed on a delinquency notice, that notice does not show aging information.

Printing Delinquency Notices in Multiple Languages

To print delinquency notices in more than one language, you create data dictionary items in that language. Then, create vocabulary override records for delinquency notices (S035111). When you print delinquency notices in multiple languages, the program checks the language preference for the customer to determine which text to use.

Printing delinquency notices in multiple languages consists of:

- Creating data dictionary items
- Creating vocabulary overrides

Creating Data Dictionary Items

Create versions of LETTER1, LETTER2, and LETTER3 called LETTER1X, LETTER2X, and LETTER3X, where X is the language preference as specified in the Address Book Master table (F0101). For example, create data dictionary items LETTER1F, LETTER2F, and LETTER3F to print notices in French.

See Also

- *Working with the Data Dictionary (P9201)* in the *Technical Foundation Guide* for more information about creating data dictionary items

Creating Vocabulary Overrides

Create a version of S035111 called S035111X, where X is the language preference as defined on Customer Master Information. For example, create an override called S035111F to print notices in French.

See Also

- *Locating Vocabulary Overrides (P9220) in the Technical Foundation Guide*

Processing Options for Printing Delinquency Notices

Credit/Cash Management Build:

1. Enter a '1' to rebuild the temporary A/R Credit/Cash Management workfile (F0315WJA) prior to printing delinquency notices. The Based On File must be F0315WJA. If left blank, the existing Credit/Cash Management file (F0315JA) will be used. _____

Aging:

2. Enter a '1' to retrieve the aging specifications from A/R Company Constants. Leave blank to use the following processing options for aging specifications. _____
3. Enter the Notice Date. Open balances are aged as of this date. Leave blank to use today's date. _____
4. Specify the date from which to age open balances: _____
 D = Due Date (Default)
 I = Invoice Date
 G = General Ledger Date
 S = Statement Date
5. Specify the method for defining aging categories: _____
 1 = Aging Days (Default)
 2 = Fiscal Periods
 3 = Calendar
6. If using the Aging Days method, enter the aging day ranges: _____
 Beginning
 thru
 thru
 thru
 thru
 thru
 thru
 thru

Data Selection:

7. Enter a '1' to exclude future amounts. _____
8. Enter a '1' to process with multi-currency. Leave blank to process notices in domestic currency only. _____

Format:

9. Enter a '1' to print the "Remit To" address at the top of each notice. _____

- 10. Enter the date to print on the notices. Leave blank to use the "As Of" date. _____
- 11. Enter a '1' to print the A/R detail records. _____

Detail Selection And Sorting:

- 12. Enter the Version number for the F0311 Selection/Sort DREAM Writer. (Form ID P03511X) If left blank, version 'ZJDE0004' will be used. _____

As Of Date Process:

- 13. Enter a '1' to use "As Of" date process. You must use a version of P03511X that is based on the F0311A instead of the F0311. _____

Delinquency Notice Text:

- 14. For each level of notices, specify the aging category and data dictionary item for narrative text. Valid aging categories are "C" (current) or 1 - 7.

Aging category for mild notice _____
Data Dictionary item for text _____

Aging category for second warning _____
Data Dictionary item for text _____

Aging category for severe warning _____
Data Dictionary item for text _____

Total Percentage:

- 15. Enter a percentage of the total amount due to be exceeded in order to print the delinquency notice. Enter the percentage as a whole number; 5% should be entered as 5. _____

Tickler File:

- 16. Enter a '1' to write a message to the tickler file indicating that a notice has been sent. _____
 - Enter a version of the E-Mail Message Server (X00PPAT1). If left blank, the default is ZJDE0002. _____

Work with Collection and Reminder Information

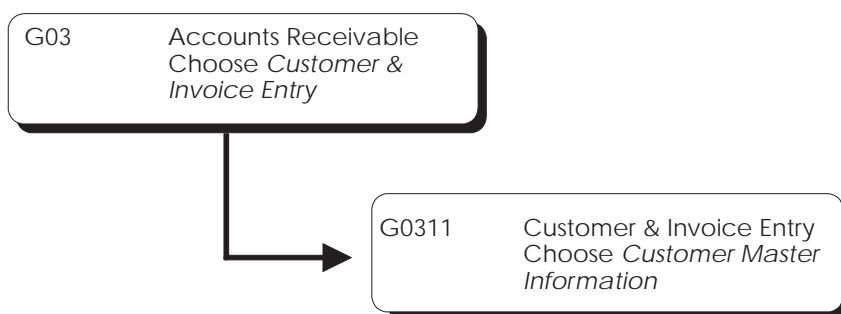
Working with Collection and Reminder Information

After you send payment reminders, you might have customers that do not respond to your request for payment on overdue invoices. Some businesses or companies consign customers with delinquent invoices to a collection agency.

Working with collection and reminder information consists of:

- Choosing a customer for collections
- Choosing an invoice for collections
- Printing the reminder report/update
- Printing the A/R detail report with reminders

Choosing a Customer for Collections



When you determine that a customer should appear on a collection report that you send to an outside collections agency, you must identify the customer as eligible for collections.

► **To choose a customer for collections**

On Customer Master Information

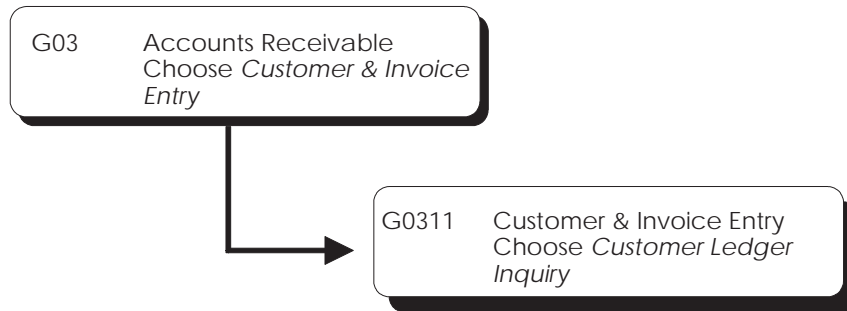
The screenshot shows a window titled "[01053] - Customer Master Information" with a menu bar (Functions, Tools, Help). The main area contains several input fields and checkboxes. At the top, "Customer Number" is set to "3333" and "Couriers Express". Below it, "Long Address Number" is empty. A tabbed interface shows "Credit/Collections Information" and "Additional Information". Under "Credit/Collections Information", there are fields for "Credit Message", "Temp Credit Msg", "Factory/Special P" (3333), "Parent Number", "Payment Terms" (Net 30 Days), "Credit Manager" (STUDENT), "Collection Mgr" (STUDENT), "Last Cred Rvw" (03/08/95), "ABC (Sl/Marg/P)" (C C C), "Credit Limit" (10,000), and "Monthly Fin Chg%". Under "Additional Information", there are checkboxes for "Hold Invoices" (N), "Ledger Inq Seq" (6), "Print Stmt(Y/N)" (Y), "Auto Receipt (Y/N)" (Y), "Send Stmt To" (C), "Auto Cash Alg" (I), "Statement Cycle" (C), "Payment Instr" (), "Send Invoice to" (C), "Bal Fwd/Open Itm" (), "Delinquency Noti" (Y), "No. of Reminders" (3), and "Apply Fin Chgs" (N), "Collection Rpt" (Y). A toolbar at the bottom contains icons for save, delete, and other actions, along with a status bar showing function keys like F5=Who, F6=Memo, etc.

Complete the following field:

- Collection Report

Field	Explanation
Collection Report	A code that indicates whether invoices for a particular customer appear for collection. If this field is Y (the default), invoices appear on the collection report after the maximum number of reminders have been sent to the customer and the final collection report is generated. If you enter N in this field, the customer's invoices are not eligible to appear on the collection report.

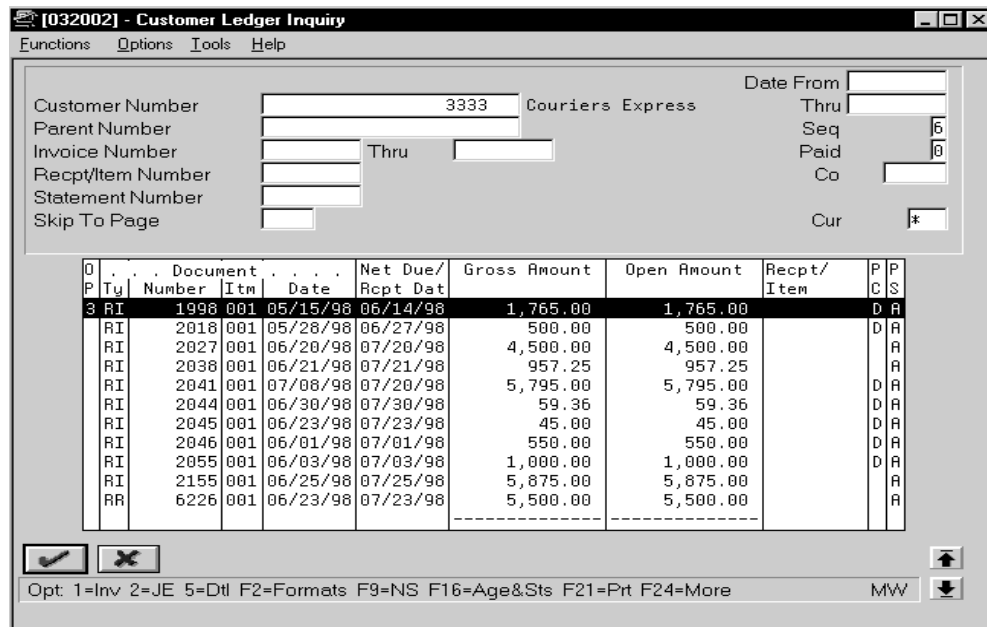
Choosing an Invoice for Collections



When you determine that an invoice should appear on a collection report to be sent to an outside collections agency, you must identify the invoice.

▶ **To choose an invoice for collections**

On Customer Ledger Inquiry

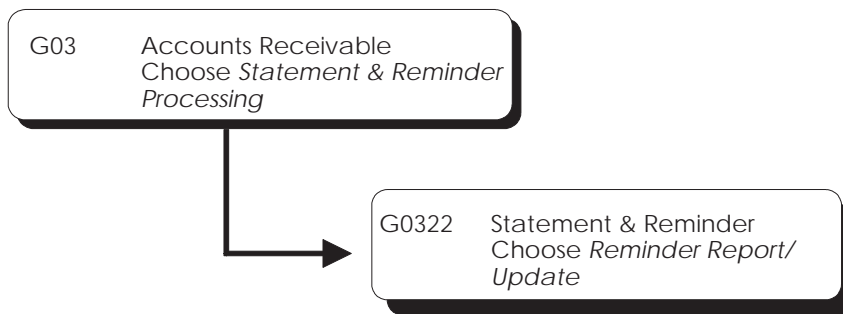


1. Locate the invoice.
2. Choose the Collection Management option next to the appropriate invoice.

3. On Collection Management, complete the following fields:
- Collection Report
 - Collection Reason Code

Field	Explanation
Collection Reason Code	A user defined code (system 03/type CL) that indicates either the reason that the invoice was sent to collections or the particular collection agency responsible for the collection. A code is entered in this field when an invoice is sent to collections.

Printing the Reminder Report/Update



Run Reminder Report/Update to print a report that lists all invoices or customers that you want to consign to a collection agency.

You can run this report in proof or final mode:

- In proof mode, the system prints all invoices that are overdue with a reminder level of 4. No table updates occur at this time.
- In final mode, the system updates the following:
 - The date sent to collection records in the A/R Ledger table (F0311).
 - The number of reminders sent to collections in the Customer Master Information table (F0301).

Before You Begin

- Set the Collection Report field for the customer on Customer Master Information. See *Choosing a Customer for Collections*.
- Set the Collection Report field for the overdue invoice on Collection Management. See *Choosing an Invoice for Collections*.

Accounts Receivable

03461			J.D. Edwards & Company				Page No. . . . 1					
			Reminder Report/Update				Date - . . . 6/21/98					
			FINAL									
00001												
. . . . Address												
Number	Name	Document . . .	Tran	Domestic	Foreign	No.	Date Of	Col	Date			
Inv Date	Ty	Number	Due Date	Curr	Original	Open	Original	Open	Rmdrs	Reminder	Cde	Collect

16352	Harmon Industries											
01/01/98	RI	6561 001	01/31/98	FRF	862.81	862.81	4,500.00	4,500.00	1	02/01/98		06/21/98
	Currency Code.				862.81	862.81	4,500.00	4,500.00				
					-----	-----	-----	-----				
	Harmon Industries				862.81	862.81	4,500.00	4,500.00				
					-----	-----	-----	-----				
	J.D. Edwards & Company				862.81	862.81	4,500.00	4,500.00				

What You Should Know About

Multi-Currency

This report shows both domestic and foreign gross and open amounts.

Processing Options for Reminder Report-Proof & Final

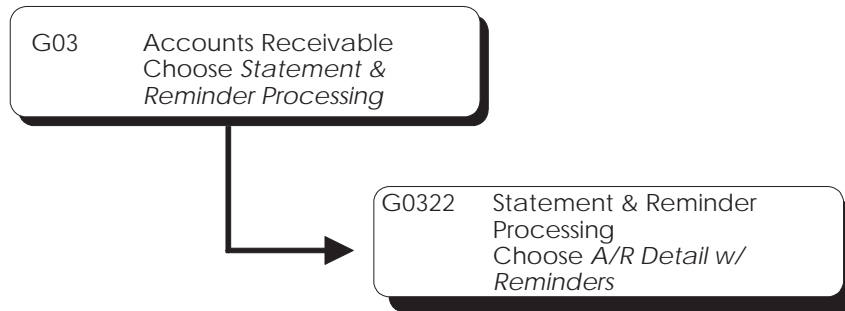
Proof/Final Mode:

1. Enter a '1' to run the Final Reminder Report. Default of blank will run a Proof Reminder Report.

Minimum Days:

2. Enter the minimum number of days between the last Payment Reminder sent and when the customer should appear on the Reminder Report.

Printing the A/R Detail Report with Reminders



A/R Detail with Reminders is a detailed list of open invoices along with payment reminder and collection information.

This report reflects information at the customer level, which is stored in the Customer Master table, and at the invoice level, which is stored in the A/R Ledger table.

Accounts Receivable

034202		J.D. Edwards & Company										Page	-	3
A Model Financial Co (Trng)		Accounts Receivable Detail										Date	-	4/07/98
												As of	-	07/31/98
Customer Number/Name														
Comp	Ty	Number	Inv Date	Due Date	Original	Open	RS	RL	Rem Date	RC	Col Date	CC	CR	Customer RM COL
3001 Centrum Incorporated														
00001	RI	00000608	000	06/02/98	07/02/98	54.95	54.95	001	4	07/31/98				Y Y
00001	RR	00000616	000	04/15/98	05/15/98	1,000.00	1,000.00	002	4	07/31/98				
00001	RI	00000620	000	05/15/98	06/14/98	250.00	250.00	002	4	07/31/98				
00001	RI	00000621	000	05/15/98	06/14/98	550.25	550.25	002	4	07/31/98				
00001	RI	00000622	000	05/18/98	06/17/98	2,000.00	2,000.00	002	4	07/31/98				
00001	RU	00009001	000	06/01/98	06/01/98	35.00-	35.00-	002	4	07/31/98				
00001	RB	00088000	000	06/01/98	06/01/98	40.00	40.00	002	4	07/31/98				
3001 Centrum Incorporated					3,860.20	3,860.20								
30013 CustomerTchr														
00001	RI	00010013	001	05/01/98	05/31/98	1,225.00	1,225.00	000						Y Y
00001	RI	00020013	001	05/03/98	06/02/98	1,100.00	1,100.00	000						
00001	RI	00030013	001	06/10/98	07/10/98	8,165.00	8,165.00	000						
00001	RI	00040013	001	06/11/98	07/11/98	5,000.00	5,000.00	000						
00001	RI	00050013	001	06/18/98	07/18/98	1,125.00	1,125.00	000						
00001	RI	00070013	001	06/21/98	07/21/98	500.00	500.00	000						
00001	RI	00060013	001	06/19/98	07/19/98	1,000.00	1,000.00	000						
00001	RI	00080013	001	06/22/98	07/22/98	97.50	97.50	000						
00001	RI	00330013	001	06/10/98	07/10/98	350.00	350.00	000						
00001	RI	00340013	001	06/12/98	07/12/98	500.00	500.00	000						
00001	RI	00350013	001	06/15/98	07/15/98	2,000.00	2,000.00	000						
30013 CustomerTchr					21,062.50	21,062.50								
30001 Customer01														
00001	RI	00010001	001	05/01/98	05/31/98	1,225.00	1,225.00	000						Y Y
00001	RI	00020001	001	05/03/98	06/02/98	1,100.00	1,100.00	000						
00001	RI	00030001	001	06/10/98	07/10/98	8,165.00	8,165.00	000						
00001	RI	00040001	001	06/11/98	07/11/98	5,000.00	5,000.00	000						
00001	RI	00050001	001	06/18/98	07/18/98	1,125.00	1,125.00	000						
00001	RI	00060001	001	06/19/98	07/19/98	1,000.00	1,000.00	000						
00001	RI	00070001	001	06/21/98	07/21/98	500.00	500.00	000						
00001	RI	00080001	001	06/22/98	07/22/98	97.50	97.50	000						
00001	RI	00340001	001	06/12/98	07/12/98	500.00	500.00	000						
00001	RI	00350001	001	06/15/98	07/15/98	2,000.00	2,000.00	000						
00001	RI	00330001	001	06/10/98	07/10/98	350.00	350.00	000						
30001 Customer01					21,062.50	21,062.50								
30002 Customer02														
00001	RI	00010002	001	05/01/98	05/31/98	1,225.00	1,225.00	000						Y Y
00001	RI	00020002	001	05/03/98	06/02/98	1,100.00	1,100.00	000						
00001	RI	00030002	001	06/10/98	07/10/98	8,165.00	8,165.00	000						
00001	RI	00040002	001	06/11/98	07/11/98	5,000.00	5,000.00	000						
00001	RI	00050002	001	06/18/98	07/18/98	1,125.00	1,125.00	000						
00001	RI	00060002	001	06/19/98	07/19/98	1,000.00	1,000.00	000						
00001	RI	00070002	001	06/21/98	07/21/98	500.00	500.00	000						
00001	RI	00080002	001	06/22/98	07/22/98	97.50	97.50	000						
00001	RI	00340002	001	06/12/98	07/12/98	500.00	500.00	000						
00001	RI	00350002	001	06/15/98	07/15/98	2,000.00	2,000.00	000						
30002 Customer02					21,062.50	21,062.50								

Processing Options for Accounts Receivable Detail - Reminder Info

As Of Date:

1. Enter the "As Of" date to process invoice balances. Invoices selected will have a due date less than the As Of date entered. If left blank, the current date is used as the default.

Test Yourself: Working with Collection and Reminder Information

1. Select one or more criteria used to determine when a payment reminder is sent to a customer.
 - a. The Delinquency Notice field Customer Master Information = Y.
 - b. The sum of the customer's open invoices is greater than the minimum amount specified in the payment reminder processing options.
 - c. The customer's invoice is past due based on the due date specified in the payment reminder processing options.
 - d. The Number of Reminders field on Customer Master Information = 1, 2, or 3.
 - e. All of the above.
2. True or False

The Print A/R Invoices program is generally used for chargeback invoices and credit memos.
3. True or False

You can reprint A/R statements several times, producing the same results each time.

The answers are in *Appendix B*.

Currency Gains and Losses

Objectives

- To calculate and report realized and unrealized gains and losses (for multi-currency invoices)

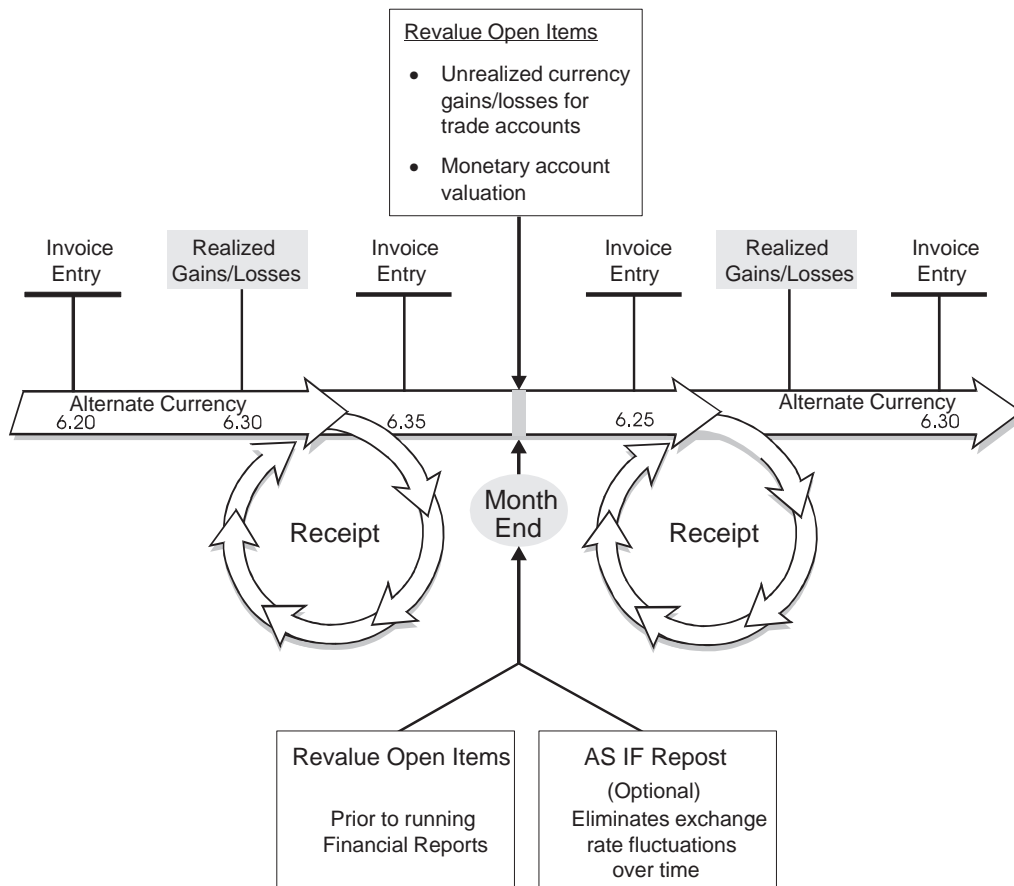
About Currency Gains and Losses

When you enter a foreign invoice, the system converts it to the domestic currency of the company. When the invoice is paid, the exchange rate might have changed. To track these changes, you need to re-value your open foreign invoices and record your realized gains and losses when you receive a receipt.

Currency gains and losses consists of:

- Understanding AAI's for gains and losses
- Calculating unrealized gains and losses





See Also

- *About Detailed Currency Restatement in the General Accounting I Guide*

What Are the Types of Gains and Losses?

Gains and losses on foreign currency transactions can be realized or unrealized:

- Realized gains or losses are tracked on an ongoing basis and are recorded at the time of an A/R receipt.
- Unrealized gains or losses apply to unpaid invoices or the open portion of partially paid invoices. They are calculated at the end of the period, at which time the system creates reversing journal entries.

Example: Gain/Loss for a Foreign Invoice

The following is an example of a foreign invoice (USD) entered for a Belgian company (BEF). This illustrates how a foreign invoice can create gain or loss amounts for the domestic ledger (AA).

Invoice and Receipt

	--CA Ledger--		--AA Ledger--			
	Transaction Amount	Curr Code	Exchange Rate (*)	Domestic Amount	Curr Code	Gain (-)/ Loss (+)
Invoice Entry	100.00	USD	33.5	3,350	BEF	
Receipt (customer paid 50% of invoice amount)						
(current rate)						
(original rate)	50.00	USD	34.0	1,700	BEF	-25
	50.00	USD	33.5	1,675	BEF	
End of Month Valuation						
(current rate)	50.00	USD	35.0	1,750	BEF	- 75
(original rate)	50.00	USD	35.5	1,675	BEF	

Journal Entries

Description	Account	AA Ledger Amounts	CA Ledger Amounts
Invoice Entry	Revenue Account	-3,350 BEF	-100.00 USD
	Accounts Receivable	3,350 BEF	100.00 USD
Receipts	Accounts Receivable	-1,675 BEF	-50.00 USD
	Realized Gain	-25 BEF	
	Cash	1,700 BEF	50.00 USD
Revalue Open Items	Unrealized Gain	-75 BEF	
	A/R - Other	75 BEF	

Example: Gain/Loss for a Domestic Invoice

The following is an example of a domestic invoice entered for a Colombian company (COP) that uses Detailed Currency Restatement processing. The alternate currency is USD. This illustrates how a domestic invoice can create gain or loss amounts for the alternate ledger (XA).

Invoice and Receipt

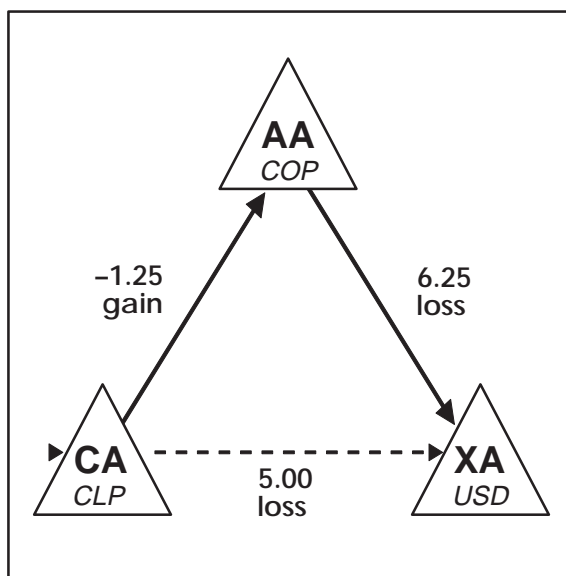
	--AA Ledger--		--XA Ledger--			
	Domestic Transaction Amount	Curr Code	Exchange Rate (/)	Alternate Currency (calculated)	Curr Code	Gain (-)/ Loss (+)
Invoice Entry	85,000	COP	850	100.00	USD	
Receipt (customer paid 50% of invoice amount)						
(current rate)	85,000	COP	860	98.85	USD	1.15
(original rate)	85,000	COP	850	100.00	USD	

Journal Entries

Description	Account	AA Ledger Amounts	XA Ledger Amounts
Invoice Entry	Revenue Account	-85,000 (COP)	-100.00 (USD)
	Accounts Receivable	85,000 (COP)	100.00 (USD)
Receipts	Accounts Receivable	-85,000 (COP)	-100.00 (USD)
	Realized Loss		1.15 (USD)
	Cash	85,000 (COP)	98.85 (USD)

Which Ledgers Are Used to Calculate Gains and Losses?

The following is an example of a foreign transaction (Chilean Peso - CLP) entered for a Colombian company (COP) that uses an alternate currency (USD). This example illustrates how the system creates gain and loss records between the foreign, domestic, and alternate ledgers.



AA to XA

The system calculates the gain/loss amount between COP and USD during the original posting of the batch.

CA to AA

The system calculates the gain/loss amount between foreign (CLP) and domestic (COP) amounts and writes it to the AA ledger. The Detailed Currency Restatement program restates this amount to the XA ledger.

CA to XA

The system performs no calculation between the CA and XA ledger. The net amount of the two steps above equals the gain/loss between the CA ledger and the XA ledger (transaction amount to restated amount.)

How Are Gains and Losses Calculated?

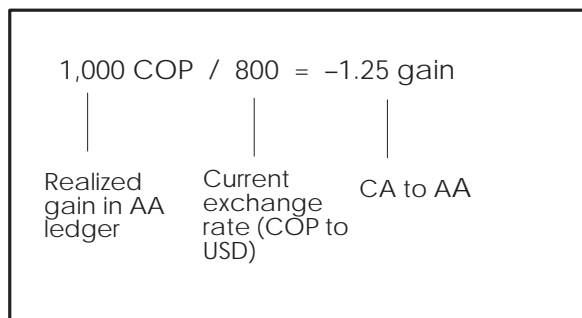
The system calculates gains and losses by measuring the changes in exchange rates when a transaction is processed.

Detailed Currency Restatement performs two steps when calculating the gain or loss amount for a foreign transaction.

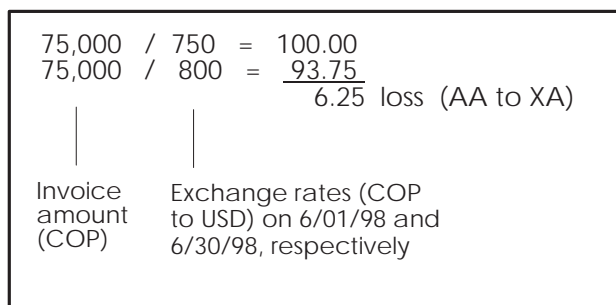
The examples in the steps use the following information:

Date	Document	CA Ledger (CLP)	* Exchange Rate	AA Ledger (COP)	/ Exchange Rate	XA Ledger (USD)
06/01/98	Invoice	100,000	.75	75,000	750	100.00
	Receipt	100,000	.76	76,000	800	95.00
	Gain(-) Loss(+)			1,000		5.00 Net

1. The gain/loss record in the AA ledger (calculated between the CA and AA ledgers) is converted to the XA ledger using the exchange rate on the payment G/L date.



2. A gain/loss amount is also derived from the AA and XA ledgers. The system calculates this amount using the invoice amount and the exchange rate difference between the invoice and receipt dates.



Understand AAIs for Gains and Losses

About AAIs for Gains and Losses

When the system calculates currency gains and losses, it uses AAIs to distribute the gain or loss to the correct G/L account. These AAIs are used to calculate the following:

- Realized gains and losses
- Unrealized gains and losses

See Also

- *Setting Up AAIs for Realized Gains and Losses (P00121)*

Which AAIs Are Used to Calculate Realized Gains and Losses?

The Accounts Receivable system uses the following AAIs to calculate realized gains and losses:

- Realized Gain: Item RGxxx
- Realized Loss: Item RLxxx

To determine the gain or loss amount, the system multiplies the invoice amount by the difference in the exchange rate between the original invoice and the receipt.

The following applies to realized gains or losses on foreign currency receipts:

- The system uses the account number to track foreign currency gains or losses.
- The system creates a gain/loss entry at the time of receipt.
- You can set up these items by company and currency code (xxx). The system uses the currency code to track gains and losses by currency.

Which AAIs Are Used to Calculate Unrealized Gains and Losses?

To calculate unrealized gains and losses, you can:

- Enter them manually
- Run the Unrealized Gains and Losses report to have the system create them automatically

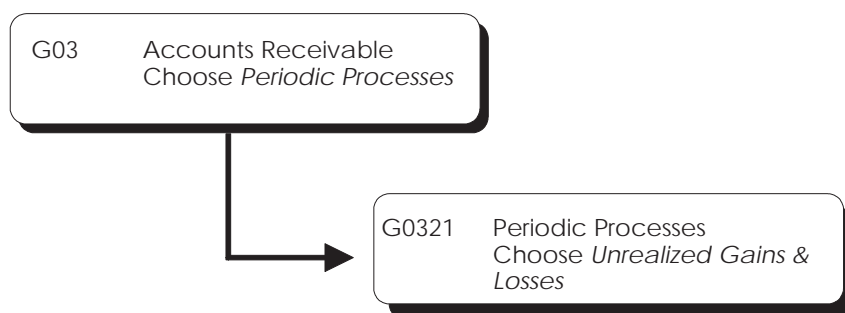
If you want the Accounts Receivable system to automatically calculate unrealized gains and losses, you must set up the following AAIs:

- Unrealized Gain: Item RVxxx
- Unrealized Loss: Item RWxxx
- Offsets: RRyyyy

The following applies to AAI items RVxxx and RWxxx:

- The xxx represents the currency code, which the system uses to track gains and losses.
- The yyyy represents the G/L class code, which creates the offset.
- The system creates reversing entries for unrealized gains or losses on open items if the exchange rate changes after the time of the original entry.
- The system creates unrealized gains, based on one of the following (in hierarchical order):
 - RVxxx, for a specific company (where xxx = currency code)
 - RVxxx, for company 00000 (where xxx = currency code)
 - RV, for a specific company
 - RV, for company 00000
- The system uses item RR to create the offsetting account.
- The system creates an offsetting entry, based on one of the following (in hierarchical order):
 - RRyyyy, for a specific company (where yyyy = G/L offset)
 - RRxxx, for a specific company (where xxx = currency code)
 - RRyyyy, for company 00000 (where yyyy = G/L offset)
 - RRxxx, for company 00000 (where xxx = currency code)
 - RR, for a specific company
 - RR, for company 00000

Calculate Unrealized Gains and Losses



Calculating Unrealized Gains and Losses

If you work with multiple currencies, you need to calculate unrealized gains and losses for your foreign invoices. To do this, print the Unrealized Gains and Losses report. This report:

- Re-values your open foreign invoices
- Analyzes your realized gains and losses in detail

You should run the Unrealized Gains and Losses report first in proof mode. You can then review the report to verify the journal entries. If necessary, correct the exchange rates and run the report again in proof mode.

After you have corrected all exchange rates, run the Unrealized Gains and Losses report in final mode.

Use a processing option to create the reversing journal entry necessary to record the unrealized gain or loss. The system assigns journal entries a document type of JX. This is the only document type that can be used to adjust the domestic side of a monetary (currency-specific) account. The system creates only one reversing journal entry per company.



To avoid redundant journal entries, do not run this report more than one time per period with the processing option set to create journal entries for the unrealized gains and losses.

The Unrealized Gains and Losses report includes:

- The base company currency and the transaction currency for each invoice
- The invoice number and due date
- The original domestic amount calculated for each invoice
- The current domestic amount calculated for each invoice
- The foreign amount of each invoice
- The realized gain or loss if the invoice has had a receipt
- The unrealized gain or loss for any open invoice

Before You Begin

- Enter new exchange rates on Set Daily Transaction Rates

What You Should Know About

Mixing currencies

If you mix currencies when you record your unrealized gains and losses, the foreign grand total and any other subtotals appear as ****NA**** (not applicable), because totals for mixed currencies are meaningless.

To prevent this, set up a different version for each company that has a different base currency.

Reducing report size

To reduce the size of the Unrealized Gains and Losses report, set up a version for a specific company.

Calculating alternate currency amount

The Detailed Restatement field for company constants determines if a multiplier or divisor is used in calculating the alternate currency amount. This typically is the opposite setting from the General Accounting constants used for foreign transactions.

For example, if the general accounting constant for foreign transactions is a multiplier, the Detailed Restatement field for company constants is a divisor.

For more information, see *Setting Up Detailed Currency Restatement in the General Accounting I Guide*.

Processing Options for A/R Currency Gains & Losses

As Of Date Processing:

1. Enter the "As Of" date for processing the current exchange rate. Default of blank will process rate using today's date. _____

Journal Entries:

2. Enter a '1' to create journal entries for Unrealized Currency Gains/Losses. Default of blank will not create journal entries. _____
3. Enter the G/L Date. Default of blank will use last day of current period. _____
4. Enter a '1' to create the journal entry batches in an Approved status regardless of the value in the Management Approval of Input general constant. Default of blank will not override the settings. _____

Override Version For Journal Entry Processing

5. To override standard journal entry processing (DREAM Writer XT0911Z1, version ZJDE0001), enter an override version number. This should only be changed by persons responsible for system wide setup. _____

Setup



System Setup

Objectives

- To understand how to set up the accounts receivable controls that let you process receivables information

About System Setup

Before you use the Accounts Receivable system, you need to define certain information that the system will use during processing. This information is used to customize the system for your business needs. For example, you might want to enter the totals for a batch of invoices first and have the system verify the totals after you enter the batch.

System setup consists of:

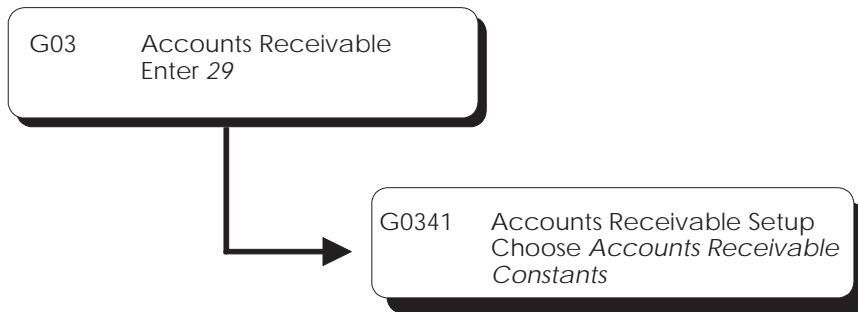
- Setting up A/R constants
- Setting up payment terms
- Understanding automatic accounting instructions (AAIs)
- Working with AAIs
- Understanding user defined codes
- Setting up user defined codes
- Setting up next numbers
- Setting up customer bank information
- Setting up A/R draft processing



What Do the A/R Setup Features Do?

Constants	Establish system basics, such as: <ul style="list-style-type: none">• Whether the system verifies that the amount and number of documents in a batch of invoices balance to the totals that you enter separately• Whether you require management approval of batches of documents before posting• How you want the system to create automatic offsets• The number of days and the time intervals on your aging reports
Payment terms	Identify the various types of payment terms for your customer's invoices, such as net due dates, net with discount, and due upon receipt
AAIs	Define accounting information, such as offset accounts and default bank accounts
User defined codes	Define customized codes, such as document types and payment statuses, that are appropriate for your business needs
Next numbers	Establish an automatic numbering system for documents
Customer bank information	Define the various types of bank account information required for lock box processing (automatic receipts)

Set Up A/R Constants



Setting Up A/R Constants

Constants provide a basic framework for how your Accounts Receivable system works, based on your needs.

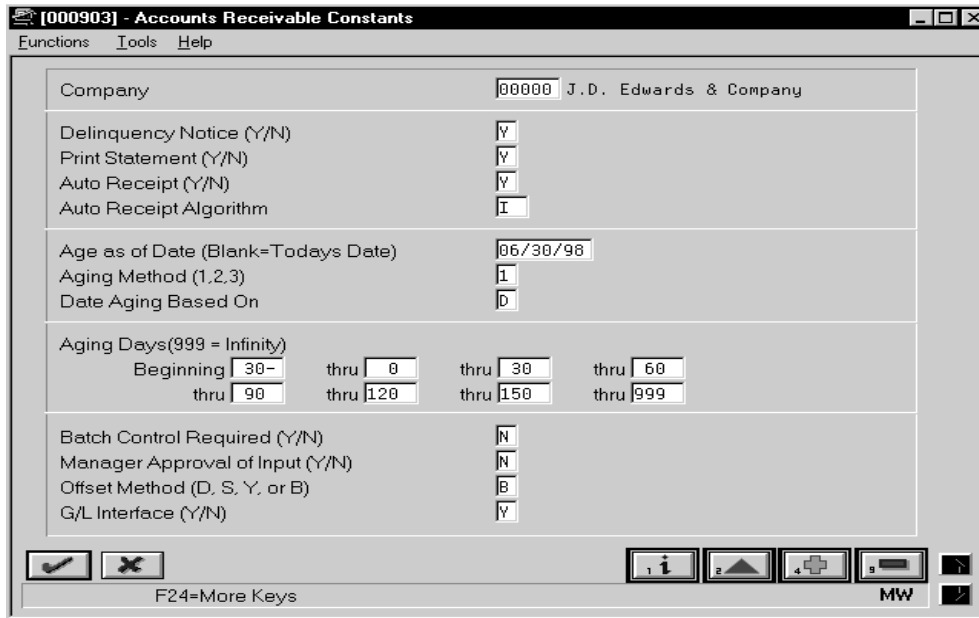
Setting up A/R constants consists of:

- Setting up the default company
- Setting up A/R notification controls
- Setting up automatic receipts processing
- Setting up A/R aging information
- Setting up batch control for A/R
- Setting up A/R batch approval
- Setting up the automatic offset method for A/R
- Setting up the G/L interface control for A/R

Information about constants is stored in the General Constants table (F0009).

Before You Begin

- Ensure that only authorized personnel can access your A/R constants



Setting Up the Default Company

You must set up company 00000 as a default company to control:

- The company name that appears on the top of all reports
- Default values in the AAI's
- Default reporting periods for information viewed online

Company 00000 does not contain actual accounting activity.

You might need to set up companies that require A/R constants different from the default values you specify for company 00000. You can override the default values when you enter a customer master record.

▶ To set up the default company

On Accounts Receivable Constants

Change the following field, if necessary:

- Company

Setting Up A/R Notification Controls

Specify whether a customer is to receive delinquency notices on overdue account balances and whether the system prints invoices or statements. The system uses this information as the default values for the company. You can override it for a customer in the customer master record.

▶ **To set up A/R notification controls**

On Accounts Receivable Constants

Change the following fields, if necessary:

- Delinquency Notice
- Print Statements

Setting Up Automatic Receipts Processing

Specify whether you will receive customer payments on a company basis through automatic receipts processing and how the receipts will be applied. The system uses this information as the default value for the company. You can override it for a customer in the customer master record.

▶ **To set up automatic receipts processing**

On Accounts Receivable Constants

Change the following fields, if necessary:

- Auto Receipt
- Auto Receipt Algorithm

Setting Up A/R Aging Information

You can specify how to age your customer's invoice information. For example, you can set up the "as of" date, the aging method, and the number of days in each time interval to calculate aging information for reports.

► To set up A/R aging information

On Accounts Receivable Constants

Change the following fields, if necessary:

- Age as of Date
- Aging Method
- Date Aging Based On
- Aging Days – Beginning
- Aging Days – Thru

Field	Explanation								
Age as of Date	<p>The 'As Of' date or cutoff date used for aging Accounts Receivable invoices. The system compares the 'As Of' date to one of several dates associated with an invoice to determine which aging category the invoice open amount is to be applied to.</p> <p>This date is maintained in the Company Constants table (F0010) and can be set up globally (company 00000) or for a specific company. Processing options are often available to override this date within a specific program.</p>								
Aging Method (1,2,3)	<p>A code that designates the way aging will be calculated.</p> <p>Valid codes are:</p> <table style="margin-left: 20px;"> <tr> <td>1</td> <td>Aging days</td> </tr> <tr> <td>2</td> <td>Fiscal periods</td> </tr> <tr> <td>3</td> <td>Calendar</td> </tr> </table>	1	Aging days	2	Fiscal periods	3	Calendar		
1	Aging days								
2	Fiscal periods								
3	Calendar								
Date Aging Based On (I/D/G)	<p>A code that indicates the date used for aging calculations.</p> <p>Valid values are:</p> <table style="margin-left: 20px;"> <tr> <td>I</td> <td>Invoice date</td> </tr> <tr> <td>D</td> <td>Due date</td> </tr> <tr> <td>G</td> <td>G/L date</td> </tr> <tr> <td>S</td> <td>Statement date</td> </tr> </table>	I	Invoice date	D	Due date	G	G/L date	S	Statement date
I	Invoice date								
D	Due date								
G	G/L date								
S	Statement date								
Aging Days – Beginning	<p>Categories that control how delinquent accounts print. Aging categories print on delinquency notices and statements if you set this option. The system uses these categories only when you specify Aging Method 1.</p>								

Field	Explanation
Aging Days – Thru	The specified number of days for the Accounts Receivable aging report.

Setting Up Batch Control for A/R

You might want to enter the total number of documents (invoices and receipts) within a batch and the total amount of the batch before you actually enter the transactions. You use batch control to verify these totals after you enter the batch.

▶ To set up batch control for A/R

On Accounts Receivable Constants

Change the following field, if necessary:

- Batch Control Required

Field	Explanation
Batch Control Required (Y/N)	A code that generates automatic verification of the totals entered for each batch. Valid codes are: Y Batch control on. A batch header control form appears when you select invoice entry, receipts entry, or adjustments. You enter the total number of documents and the total amount you expect the batch to contain. When you finish entering each batch, the system displays the difference, if any, between the totals you expected to enter and the totals you actually entered. N Batch control off.

Setting Up A/R Batch Approval

You can specify whether management approves each batch of transactions before they are posted.

► To set up A/R batch approval

On Accounts Receivable Constants

Change the following field, if necessary:

- Manager Approval of Input

Field	Explanation
Manager Approval of Input	A code that controls approval of batches for posting. Valid codes are: <ul style="list-style-type: none">Y Management approval is required. The system assigns a status code of pending to each batch. You must manually change the status to approved before the system will post the batch to the general ledger.N Management approval is not required. The system automatically sets the batches in an approved status for posting.

Setting Up the Automatic Offset Method for A/R

You need to designate the type of offsetting entries that are made to the A/R offset and discount accounts when you post invoices to the general ledger.

► To set up the automatic offset method for A/R

On Accounts Receivable Constants

Change the following field, if necessary:

- Offset Method

Field	Explanation
Offset Method	The method for automatically generating an offset entry when it is posted to the general ledger. Valid codes are: D Create an offset entry for each detail record (gross amount, discount amount, and tax accruals are separate offset entries) S Create a summarized offset for each detail record (gross amount, discount amount and tax accruals are combined into one offset entry) Y Create one offset per document (multiple items) B Create one offset for each batch. The system creates offsets against actual amount and multi-currency ledger types only.

Example: Journal Entry Created by Automatic Offset

The following report shows a journal entry that the system created as an automatic offset using the batch method (B). The system uses the batch number for the document number of the automatic offset.

09801			J.D. Edwards & Company		Page	1		
Batch Type	- I	General Ledger Post - Invoice Entry		Date	10/20/95			
Batch Number	- 107945							
Batch Date	- 10/20/95							
Posting Journal								
Post Out of Balance :								
Create Intercompany Settlements: Y								
Do Document Ty	G/L Date	Co	Account Description Explanation	G/L Account Subldgr-Ty/Asset Number	Amounts Debit	Amounts Credit	LT	Units
RI	2084 06/15/98	00100	Contract Sales Edwards, J.D. & Company	USD 210.5030		7,012.12	-	AA
RI	2085 06/15/98	00100	Contract Sales Edwards, J.D. & Company	USD 210.5030		9,319.65	-	AA
AE	107945 06/30/98	00100	Trade Accounts Receiv Post Offset by Batc I 00107945	USD 100.1210	17,524.00			AA
AE	107945 06/30/98	00100	Sales & Use Tax Payab Post Offset by Batc I 00107945	USD 100.4433		1,192.23	-	AA
Batch Total						17,524.00		17,524.00- AA

Setting Up the G/L Interface Control for A/R

If your A/R system does not interface with the J.D. Edwards General Accounting system, you can choose to bypass the verification of the general ledger accounts.

▶ **To set up the G/L interface control for A/R**

On Accounts Receivable Constants

Change the following field, if necessary:

- G/L Interface

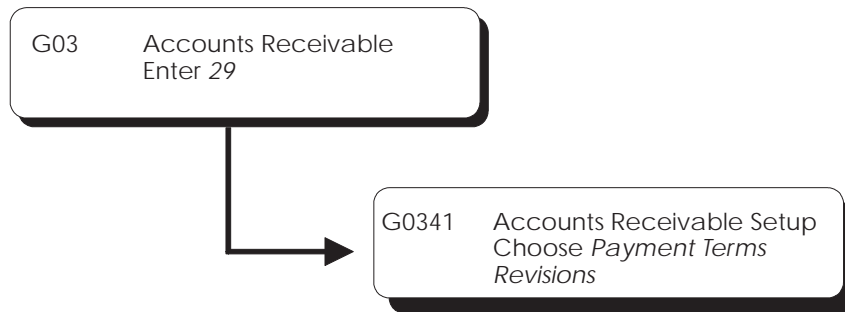
Field	Explanation
G/L Interface	This flag is set to N if you do not have the J.D. Edwards' General Ledger system product. Accounts Receivable programs will bypass G/L account verifications and general ledger account updates under the presumption that the G/L system is not active.



Exercises

See the exercises for this chapter.

Set Up Payment Terms



Setting Up Payment Terms

You can set up codes for various payment terms, which determines the discounts and discount due dates for your invoices. This makes entering your invoices more efficient.

When you enter a customer master record, you specify the payment terms that the customer uses most frequently. Then, when you enter an invoice, you can either:

- Accept the default payment terms
- Designate different payment terms

Setting up payment terms consists of:

- Setting up net payment terms for A/R
- Setting up net with discount payment terms for A/R
- Setting up proximate date payment terms for A/R
- Setting up due upon receipt payment terms for A/R
- Setting up split payment terms for A/R

Information about payment terms is stored in the Payment Terms table (F0014).

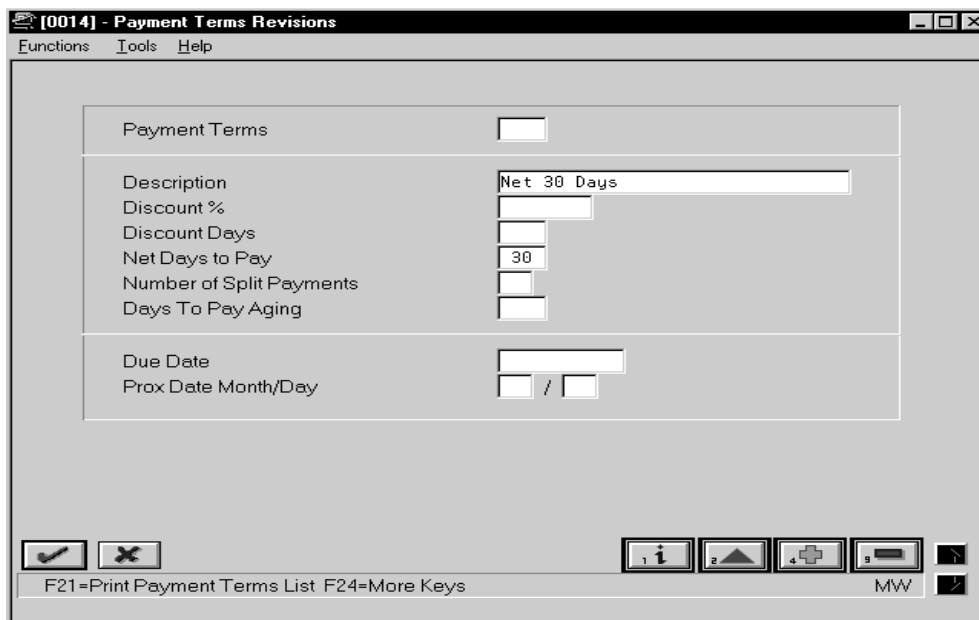
About Payment Terms Codes

A payment terms code uses a one, two, or three-character combination of the following:

- Alphabetic (A-Z)
- Numeric (1-999)
- Special characters (including blank)

Set up blank codes for the most commonly used payment terms. If you do this, also set up a non-blank code for the same payment terms in case you need to override a customer's payment terms to these terms later.

For example, you have a customer with a payment terms code of D (due upon receipt), and you change the terms of the invoice to net 30 days. Because you cannot replace the existing code of D with a blank, you must use a non-blank code, such as N for net 30 days.



Setting Up Net Payment Terms for A/R

You might allow a customer a specific number of days to pay an invoice. When you enter an invoice, the system calculates the net due date by adding the number of days to the invoice date.

For example, if the net days to pay is 30, and the invoice date is June 14, the due date is July 14.

► To set up net payment terms for A/R

On Payment Terms Revisions

The screenshot shows a software window titled "[0014] - Payment Terms Revisions". The window contains the following fields and values:

Payment Terms	
Description	Net 30 Days
Discount %	
Discount Days	
Net Days to Pay	30
Number of Split Payments	
Days To Pay Aging	
Due Date	
Prox Date Month/Day	

At the bottom of the window, there are several icons and a status bar with the text "F21=Print Payment Terms List F24=More Keys" and "MW".

1. Complete the following fields:
 - Payment Terms
 - Net Days to Pay
2. Complete the following optional field:
 - Description
3. Do one of the following:
 - In WorldSoftware, press Enter
 - In WorldVision, click Add

Field	Explanation
Payment Terms	<p>A code that specifies the terms of payment, including the percentage of discount available if the invoice is paid within a certain amount of time. A blank code usually indicates the most frequently used payment term. You define the specifications for each type of payment term using the Payment Terms Revisions program (P0014). For example:</p> <pre> blank Net 15 1 1/10 net 30 2 2/10 net 30 N Net 30 P Prox 25th Z Net 90 </pre> <p>This code prints on customer invoices.</p>
Net Days to Pay	<p>The number of days allowed for payment. This field works in conjunction with the Discount Days field. For example, Payment Terms of 2/10 net 30 indicates that the customer has 10 days to pay and receive a 2% discount, or pay the full amount within 30 days (net 30). Payments after 30 days are delinquent. This is also the number of days after the invoice date when the first split payment is due, if the customer is using that option.</p>
Description	<p>The text that describes the payment terms code. You can print this text on the invoice, for example, 2/10, net 30 Prox 25.</p>

Setting Up Net with Discount Payment Terms for A/R

To encourage early payment, you might allow a discount if the customer pays an invoice within a certain number of days. The system calculates the discount due date by adding the invoice date to the number of discount days.

For example, if an invoice has a discount of 1%, discount days of 10, and net days to pay of 30, the payment terms allow a 1% discount if the customer pays the invoice within 10 days of the date of the invoice. If the invoice is not paid, the customer has 30 days to pay the net amount.

 **To set up net with discount payment terms for A/R**

On Payment Terms Revisions

The screenshot shows a software window titled "[0014] - Payment Terms Revisions". The window has a menu bar with "Functions", "Tools", and "Help". The main area contains a form with the following fields and values:

Payment Terms	N10
Description	1% 10/net 30
Discount %	.10000
Discount Days	10
Net Days to Pay	30
Number of Split Payments	
Days To Pay Aging	
Due Date	
Prox Date Month/Day	

At the bottom of the window, there are several icons: a checkmark, an 'X', an information icon, a home icon, a plus icon, a minus icon, and a right arrow. Below the icons is the text "F21=Print Payment Terms List F24=More Keys" and "MW".

1. Complete the following fields:
 - Payment Terms
 - Discount %
 - Discount Days
 - Net Days to Pay
2. Complete the following optional field:
 - Description
3. Do one of the following:
 - In WorldSoftware, press Enter
 - In WorldVision, click Add

Field	Explanation
Discount Percent	The percent of the total invoice that will be discounted if the invoice is paid within the discount period. This is entered as a decimal, for example, a 2% discount is .02.
Discount Days	A number indicating how many days after the invoice date that the discount is available. The system uses this number to compute the discount due date.

Setting Up Proximate Date Payment Terms for A/R

You might specify when an invoice is due by indicating the proximate, or subsequent month and day. The system calculates the month that the invoice is due by adding the proximate month to the month of the invoice. The proximate day is the date in that month.

For example, if an invoice date is May 20, the proximate month is 1, and the proximate day is 10, the payment would be due on June 10.

▶ To set up proximate date payment terms for A/R

On Payment Terms Revisions

Payment Terms	A
Description	Prox. Days 01/10
Discount %	
Discount Days	
Net Days to Pay	
Number of Split Payments	
Days To Pay Aging	
Due Date	
Prox Date Month/Day	1 / 10

F21=Print Payment Terms List F24=More Keys MW

1. Complete the following fields:
 - Payment Terms
 - Proximate Date Month
 - Proximate Date Day
2. Complete the following optional field:
 - Description
3. Do one of the following:
 - In WorldSoftware, press Enter
 - In WorldVision, click Add

Field	Explanation
Proximate Date Month	This field represents the month increment of the proximate due date. For example, a proximate date of 01/15 indicates that the payment is due on the 15th of next month. A proximate date of 03/10 means the payment is due three months hence on the 10th.
Proximate Date Day	This field represents the day increment of the proximate due date. For example, a proximate date of 01/15 indicates that the payment is due on the 15th of next month. A proximate date of 03/10 means the payment is due three months hence on the 10th.

Setting Up Due Upon Receipt Payment Terms for A/R

You might expect payment from a customer upon receipt of an invoice. For the payment terms of due upon receipt, the system sets the due date equal to the invoice date.

For example, if the invoice date is June 10, the due date is June 10. If no invoice date is specified, the system uses the G/L date.

▶ **To set up due upon receipt payment terms for A/R**

On Payment Terms Revisions

1. Complete the following field:
 - Payment Terms
2. Complete the following optional field:
 - Description
3. Leave the following fields blank:
 - Due Date
 - Net Days to Pay
4. Do one of the following:
 - In WorldSoftware, press Enter
 - In WorldVision, click Add

Setting Up Split Payment Terms for A/R

Instead of a customer paying the entire amount of an invoice, you might arrange for an invoice to be paid with equal, consecutive payments. To do this, set up split payment terms. You can do this only if the number of days between payments is a constant number, such as 30.

For example, an invoice has a date of July 1, two equal payments are due, and the number of days between payments is 30. In this case, the first payment is due July 31, 30 days from the invoice date. The second payment is due August 30, 30 days from the first payment due date.

If you allow the customer a discount, the entire discount applies to the first pay item.

To set up split payment terms for A/R

On Payment Terms Revisions

[0014] - Payment Terms Revisions

Functions Tools Help

Payment Terms: 5

Description: 50/50 Split Payments

Discount %: []

Discount Days: []

Net Days to Pay: 30

Number of Split Payments: 2

Days To Pay Aging: 30

Due Date: []

Prox Date Month/Day: [] / []

F21=Print Payment Terms List F24=More Keys MW

1. Complete the following fields:
 - Payment Terms
 - Net Days to Pay
 - Number of Split Payments
 - Days to Pay Aging
2. Complete the following optional field:
 - Description
3. Do one of the following:
 - In WorldSoftware, press Enter
 - In WorldVision, click Add

Field	Explanation
Number of Split Payments	<p>The number of equal, consecutive payments that the system divides the invoice into. For example, if the payment terms are 1/3, 1/3, 1/3 due in 30, 60, 90 days, respectively, the number of split payments is 3. Days to pay aging, then, is 30.</p> <p>You can use split payments only if the number of days between payments is a constant number, such as 30.</p>

Field	Explanation
Days to Pay Aging	<p>The number of days that the system uses to calculate the due date for each payment if you are using split payments. For example, if the payment terms are 1/3, 1/3, 1/3 due in 30, 60, and 90 days, respectively, the number of split payments is 3, and the days to pay aging is 30 (30 days between payments).</p> <p>You can use split payments only if the number of days between payments is a constant number, such as 30.</p>



Exercises

See the exercises for this chapter.

Test Yourself: Working with Payment Terms

Listed below are several statements about the net due date and the discount due date. Circle three statements that are true.

1. When you use payment terms of “2/10, net 30,” the discount due date would be in 10 days and the net due date would be in 30 days.
2. When you use payment terms of “due upon receipt,” the net due date and the discount due date would be the same as the invoice date or G/L date.
3. When processing statements, the net due date is the default date used to age accounts from.
4. When you use payment terms of “net 30 days,” the net due date is exactly one month after the invoice date.
5. When you use payment terms of “prox days 01/15,” a discount of 1% will be available with a discount due date and net due date in 15 days.

The answers are in *Appendix B*.

Understand Automatic Accounting Instructions

About Automatic Accounting Instructions

Automatic accounting instructions (AAIs) define the relationships between your day-to-day accounting functions and your chart of accounts. Each system that interfaces with the J.D. Edwards General Accounting system has AAIs.

The system uses a company and AAI item combination to determine which account to use. For example, AAIs tell the system which A/R asset account to debit when posting invoices or which bank account to debit when posting receipts.

Information about AAIs is stored in the Automatic Accounting Instructions Master table (F0012).

About AAI Naming Conventions for A/R

AAI items for accounts receivable always start with the letter R. For example, RC is the receivables class account and RB is the receivables bank account.

The name of an AAI item, such as RC, is hard coded. Each AAI item has account codes consisting of a business unit, object, and subsidiary, which are mapped to your chart of accounts.

Some AAI items can have one of the following user defined suffixes for more flexibility:

- x suffix
- y suffix

Why Are AAI Suffixes Used?

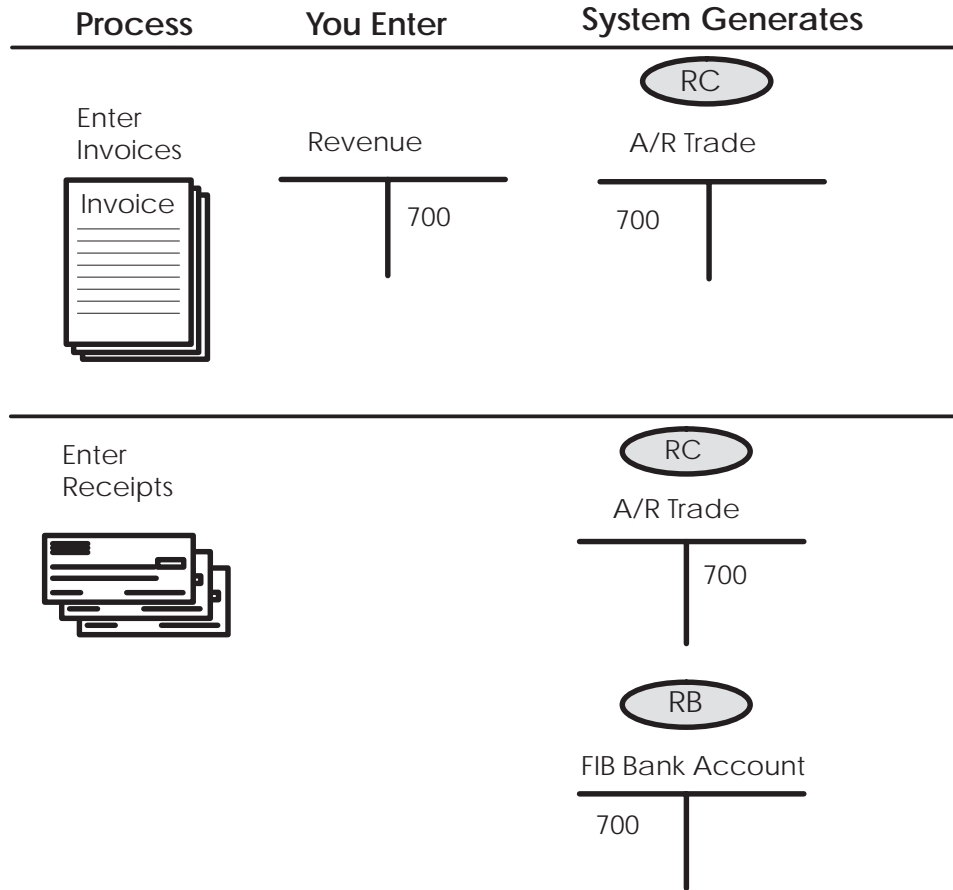
The x suffix indicates a currency code. Some AAIs have a suffix of xxx to accommodate three-character currency codes. Use these AAIs to set up multiple AAI types for each company.

The y suffix indicates a G/L class code. Some AAIs have a suffix of yyyy to accommodate one- to four-character codes. For example, the object account for notes receivable (A/R class NOTE) can be different from the one for trade accounts receivable (A/R class TRAD).

The following lists the AAIs available in the Accounts Receivable system.

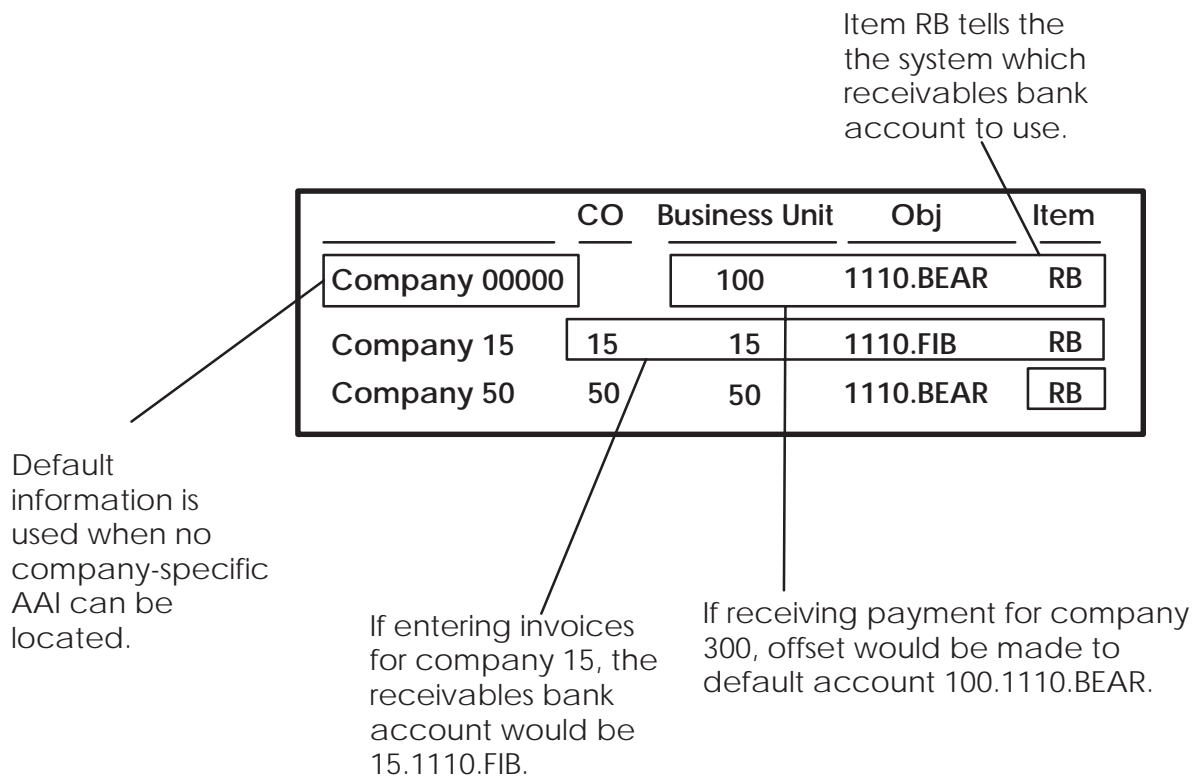
AAI Item Code	Description and Setup Considerations
RBxxx	Default bank account (setup required)
RCyyy or RCxxx	A/R Offset (setup required)
RP	Credit note reimbursements (setup required if creating credit note reimbursements)
RCUC	Unapplied receipts (setup required if using unapplied receipts)
RAxxx	Adjustments (setup required for each adjustment reason code)
RKD	Discounts taken (setup required if allowing discounts)
RFC	Finance charge income (setup required if assessing finance or interest charges)
RFD	Finance charge receivable (setup required if assessing finance or interest charges)
RTyyy	Receivables tax (setup required is using taxes)
RGxxx	Gain on foreign currency (setup required if using multiple currencies)
RLxxx	Loss on foreign currency (setup required if using multiple currencies)
RWxxx	Unrealized loss on foreign currency (setup required if using multiple currencies)
RRyyy or RRxxx	Unrealized gain/loss offset on foreign currency receipts (required if using multiple currencies)
RD	Drafts receivable (required if using drafts)
RVxxx	Unrealized gain on foreign currency (required if using multiple currencies)

The following illustrates how the Accounts Receivable system searches the AAIs for instructions.



About Default AAIs for A/R

Your system comes with AAIs that are already assigned to company 00000. You should customize these AAIs to fit your company, business unit, or object account setup.



How Does the System Use AAIs for Company 00000?

You must assign the default AAIs for company 00000 to a valid account in your chart of accounts. If the system cannot find an AAI for a specific company, it uses the AAI for company 00000. You do not need to set up an AAI for any company that uses the default AAI.

How Does the System Search for AAIs?

The following example uses company 00100 and A/R class code TRAD to show the sequence that the system uses to search for AAIs:

1. Search for company 00100, item RCTRAD.
2. If not found, search for company 00000, item RCTRAD.
3. If not found, search for company 00100, item RC_____.
4. If not found, search for company 00000, item RC_____.

If not found, there is an error in the AAI setup.

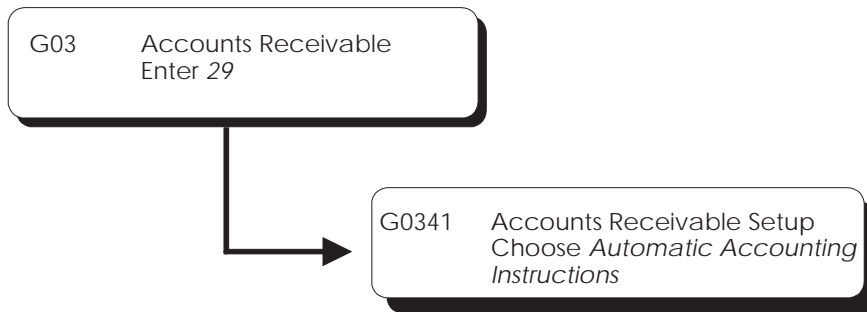
How Does the System Search AAIs for a Multi-Currency Environment?

The following example shows how the system searches for different types of AAIs in company 00070, a company that also uses multiple currencies:

1. Search for company 00070, item RCUSD, where USD is the currency code.
2. If not found, search for company 00000, item RCUSD.
3. If not found, search for company 00070, item RCTRAD, where TRAD is the default G/L class from the customer record.
4. If not found, search for company 00000, item RCTRAD.
5. If not found, search for company 00070, item RC_____.
6. If not found, search for company 00000, item RC_____.

If not found, there is an error in the AAI setup.

Work with Automatic Accounting Instructions



Working with Automatic Accounting Instructions

Because the system already has automatic accounting instructions (AAIs) in place, you must verify that these AAIs are appropriate for your business needs. You can revise existing AAIs and set up additional AAIs as needed.

Working with AAIs consists of:

- Reviewing AAIs
- Revising AAIs
- Setting Up AAIs for A/R

Before You Begin

- Set up your chart of accounts. See *Creating Your Chart of Accounts (P0901)* in the *General Accounting I Guide*.
- Set up security, if applicable. See *Security* in the *Technical Foundation Guide*.

What You Should Know About

Item numbers

Be sure to use a valid item number.

See the *Technical Foundation Guide* for more information about adding item numbers.

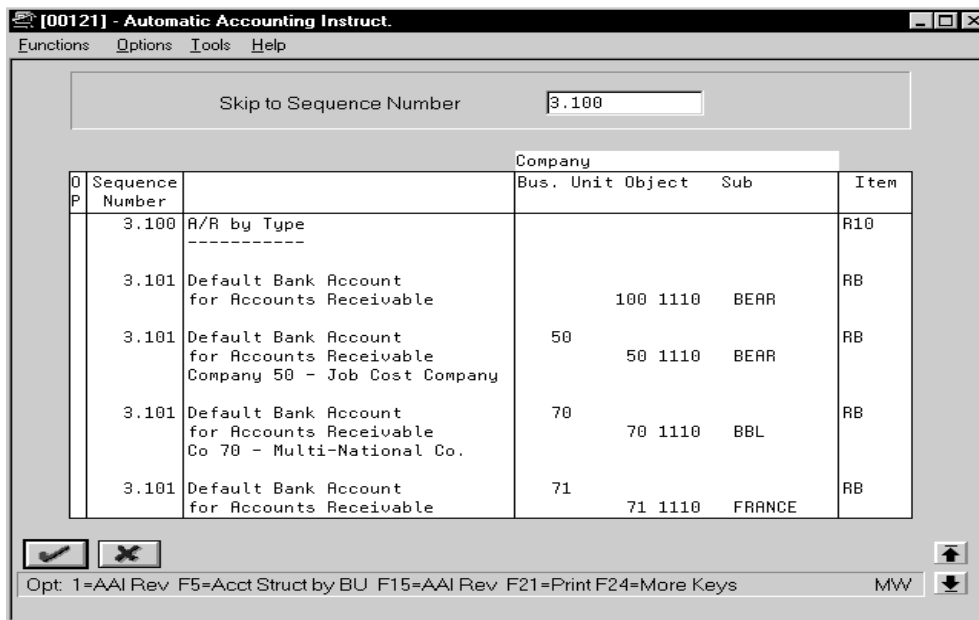
Reviewing AAIs

Before adding or revising AAIs, locate and review the existing information.

For each AAI item, verify that a default exists for company 00000. For each company requiring specific instructions, verify that a company, business unit, and object account exist.

► To review AAIs

On Automatic Accounting Instructions



1. Complete the following optional field:
 - Skip to Sequence Number
2. Locate the appropriate AAI item.

Field	Explanation
Skip to Sequence Number	A field that controls the sequencing of information on the form. You can begin the display of AAIs with a specific sequence number. AAIs for the A/R system have sequence numbers that start with 3. You can use this field to advance to account ranges associated with this sequence number.

Revising AAIs

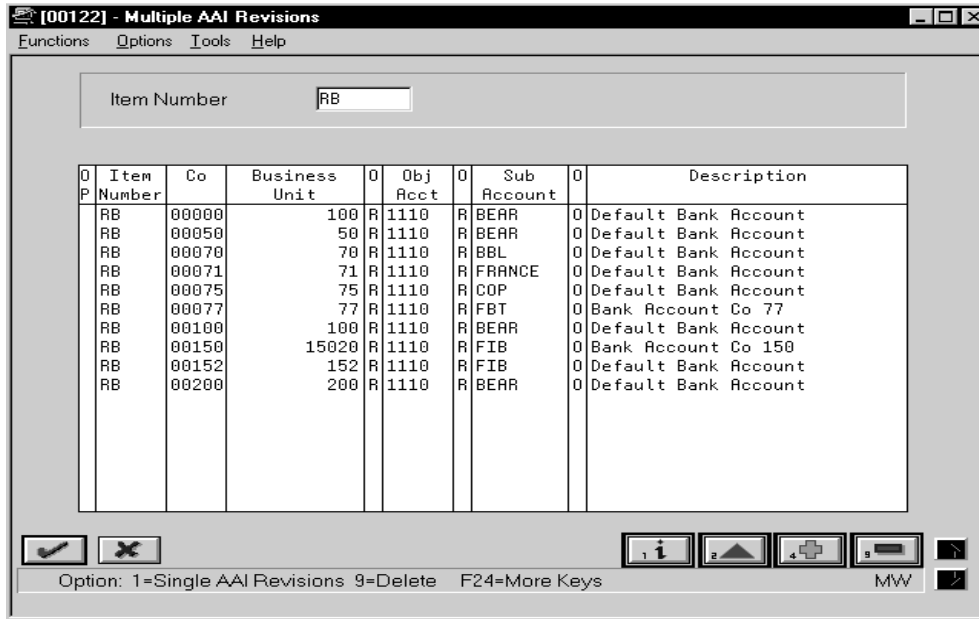
You can make changes to your AAIs. For example, you might need to change the default bank account. Revise AAIs on:

- Single AAI Revisions
- Multiple AAI Revisions

► To revise AAIs

On Automatic Accounting Instructions

1. Access one of the following:
 - Single AAI Revisions (F15)
 - Multiple AAI Revision (F16)



2. Change any of the following fields:

- Business Unit
- Object Account
- Subsidiary

Do not change the following fields:

- Item Number
- Option

Field	Explanation
Business Unit	<p>Identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, or branch/plant. The Business Unit field is alphanumeric.</p> <p>You can assign a business unit to a voucher, invoice, fixed asset, and so on, for purposes of responsibility reporting. For example, the system provides reports of open A/P and A/R by business units, to track equipment by responsible department.</p> <p>Business unit security can prevent you from locating business units for which you have no authority.</p> <p>NOTE: The system uses this value for Journal Entries if a value is not entered in the AAI table.</p>

Field	Explanation
Object Account	<p>The object account portion of a general ledger account. The terms “object account” and “cost type” are used synonymously. They refer to the breakdown of the Cost Code (for example, labor, materials, and equipment) into subcategories (for example, dividing labor into regular time, premium time, and burden). When you are using a flexible chart of accounts, if the object is set to 6 digits, J.D. Edwards recommends that you use all 6 digits. Here, entering 000456 is not the same as entering 456, because the system adds three blank spaces to fill a 6-digit object.</p>
Subsidiary	<p>A subdivision of an object account. Subsidiary accounts include more detailed records of the accounting activity for an object account.</p>
Item Number	<p>A hard-coded field that defines an account or range of accounts used for a particular function. For example, item GLG4 defines the retained earnings account, which is used for annual close purposes. During processing, programs use the item number and company number to find the correct account to debit or credit. Along with company, the item (or range) is the key to the AAI table.</p>
Option	<p>A code that specifies whether the business unit, object account, or subsidiary account is required for this AAI. Codes are:</p> <ul style="list-style-type: none"> O Optional R Required N Not used <p>Generally, you should not change this code. Changing the value in this field does not affect how individual programs use the AAI.</p>

Setting Up AAI for A/R

After you review and revise AAI for your business needs, you might need to set up additional AAI items.

This task consists of:

- Setting up AAI for receivables class accounts
- Setting up AAI for receivables bank accounts
- Setting up AAI for unapplied receipts
- Setting up AAI for adjustments
- Setting up AAI for discounts taken
- Setting up AAI for credit note reimbursements
- Setting up AAI for finance charges
- Setting up AAI for realized gains and losses
- Setting up AAI for unrealized gains and losses

Setting Up AAI for Receivables Class (RC) Accounts

The receivables class accounts act as holding or clearing accounts until invoices are paid. The AAI item RC specifies the offset account that the system uses during the post process.

The RC class can be specific to each customer. When you enter an invoice, the system retrieves the class code from the customer record.

Set up the following RC items:

1. Default AAI item for company 00000
2. Company-specific AAI items
3. Class codes RCyyy (RCNOTE) for company 00000
4. Company-specific class codes
5. Company-specific currency codes RCxxx (RCUSD)
6. Default AAI item for other receivables

The following shows how to set up RC items.

Item	Description	Co	BU	Obj	Sub	Seq No.
RC (RC___)	Default Receivables Class		100	1210		3.110
RC (RC___)	Company 200-specific Receivables Class	200	200	1210		3.110
RCNOTE (RCyyyy)	Default Notes Receivables Class Code		100	1210		3.110
RCNOTE (RCyyyy)	Company 200-specific Receivables Class	200	200	1210		3.110
RCUSD (RCxxx)	Company-specific Currency Class	70	70	1210		3.110

► **To set up AAIs for receivables class (RC) accounts**

On Single AAI Revisions or Multiple AAI Revisions

1. Complete the following fields:
 - Item Number
 - Company
 - Business Unit
 - Object Account
 - Subsidiary (optional)
 - Description (optional)
2. Do one of the following:
 - In WorldSoftware, press Enter
 - In WorldVision, click Add

Setting Up AAIs for Receivables Bank (RB) Accounts

The AAI item RB (receivables bank) defines the default bank accounts that the system assigns when you enter receipts.

▶ To set up AAIs for receivables bank (RB) accounts

On Single AAI Revisions or Multiple AAI Revisions

1. Complete the following fields:
 - Item Number
 - Company
 - Business Unit
 - Object Account
 - Subsidiary (optional)
 - Description (optional)
2. Do one of the following:
 - In WorldSoftware, press Enter
 - In WorldVision, click Add

Setting Up AAIs for Unapplied Receipts (RCUC)

The AAI item RCUC defines the default asset account used for automatic offsets created when you post an unapplied receipt to a specific customer's account and not to an invoice.

Set up the default AAI item for company 00000 for all companies using the same A/R asset account or specific AAIs for a company with a different A/R asset account.

▶ To set up AAIs for unapplied receipts (RCUC)

On Single AAI Revisions or Multiple AAI Revision

1. Complete the following fields:
 - Item Number
 - Company
 - Business Unit
 - Object Account

- Subsidiary (optional)
 - Description (optional)
2. Do one of the following:
- In WorldSoftware, press Enter
 - In WorldVision, click Add

Setting Up AAIs for Adjustments (RAXx)

The AAI item RAXx defines the expense accounts used for adjustments. The xx characters represent the user defined code for adjustment reasons, such as BD for bad debt.

Set up the default AAI item for company 00000 for all companies using the same expense account or specific AAIs for a company with a different expense account.

▶ To set up AAIs for adjustments (RAXx)

On Single AAI Revisions or Multiple AAI Revisions

1. Complete the following:
 - Item Number
 - Company
 - Business Unit
 - Object Account
 - Subsidiary (optional)
 - Description (optional)
2. Do one of the following:
 - In WorldSoftware, press Enter
 - In WorldVision, click Add

What You Should Know About

Defining the business unit

If you do not define a business unit in the AAI item RAXx, the system assigns the security business unit from the invoice. This comes from the customer's record rather than from the business unit associated with the G/L distribution. When you define the business unit, you can track each type of adjustment for one business unit.

Setting Up AAIs for Discounts Taken (RKD)

The AAI item RKD defines the expense accounts for discounts taken. The system uses this AAI for automatic offsets created when you post discounts taken and recorded for receipts. Discounts are recognized when you post receipts to the general ledger.

Set up the default AAI item for company 00000 for all companies using the same discount taken account or specific AAIs for a company with a different discount taken account.

▶ **To set up AAIs for discounts taken (RKD)**

On Single AAI Revisions or Multiple AAI Revisions

1. Complete the following fields:
 - Item Number
 - Company
 - Business Unit
 - Object Account
 - Subsidiary (optional)
 - Description (optional)
2. Do one of the following:
 - In WorldSoftware, press Enter
 - In WorldVision, click Add

Setting Up AAIs for Credit Note Reimbursements (RP)

The AAI item RP defines the suspense account used for credit note reimbursements. The system creates a credit note reimbursement when you reclassify a credit amount in the Accounts Receivable system, such as a credit memo or unapplied receipts to an open voucher in the Accounts Payable system.

Set up the default AAI item for company 00000 for all companies using the same suspense account or specific AAIs for a company with a different suspense account.

▶ **To set up AAIs for credit note reimbursements (RP)**

On Single AAI Revisions or Multiple AAI Revisions

1. Complete the following fields:
 - Item Number
 - Company
 - Business Unit
 - Object Account
 - Subsidiary (optional)
 - Description (optional)
2. Do one of the following:
 - In WorldSoftware, press Enter
 - In WorldVision, click Add

Setting Up AAIs for Finance Charges (RFC and RFD)

Finance charges and interest invoices use two AAIs to recognize the revenue and receivables:

- RFC – Defines the revenue accounts to credit when you assess finance charges or interest charges.
- RFD – Defines the receivables accounts to debit when you assess finance or interest charges.

The system debits and credits these accounts when you post the invoice.

Set up default AAI items RFC and RFD for company 00000. You must set up specific AAI items RFC and RFD for each company assessing different finance or interest charges.

▶ **To set up AAIs for finance charges (RFC and RFD)**

On Single AAI Revisions or Multiple AAI Revisions

1. Complete the following fields:
 - Item Number
 - Business Unit
 - Object Account

- Subsidiary (optional)
 - Description (optional)
2. Do one of the following:
 - In WorldSoftware, press Enter
 - In WorldVision, click Add

Setting Up AAIs for Realized Gains and Losses (RG and RL)

You must set up two AAIs so that the system can handle your realized gains and losses:

- RGxx (realized gain)
- RLxx (realized loss)

The following applies to AAI items RG and RL for receipts with multiple currencies:

- Define the account the system uses to track foreign currency gains
- Create the gain when you enter the receipt
- Are available by company and currency
- Represents the currency code using xxx (optional)

Set up default AAI item RG and RL for company 00000 and specific AAI items RG and RL for the company.

To set up AAIs for realized gains and losses (RG and RL)

On Single AAI Revisions or Multiple AAI Revisions

1. Complete the following fields:
 - Item Number
 - Company
 - Business Unit
 - Object
 - Subsidiary (optional)
 - Description (optional)
2. Do one of the following:
 - In WorldSoftware, press Enter
 - In WorldVision, click Add

Setting Up AAIs for Unrealized Gains and Losses (RV, RW, and RR)

You must set up the following AAIs so that the system can handle the automatic entries for unrealized gains and losses:

- RVxxx (unrealized gain)
- RWxxx (unrealized loss)
- RRYyy (offsets)

The following applies to AAI items RVxxx and RWxxx for accounts receivable:

- Create reversing entries for unrealized gains or losses on open items due to changes in the exchange rates since the original entry was made
- Determine the offset account to use when creating unrealized gains by the following hierarchy:
 - RVxxx (for a specific company where xxx is the currency code)
 - RVxxx (for company 00000)
 - RV (for a specific company)
 - RV (for company 00000)

To create a reversing (offsetting) journal entry, AAI item RR is used.

Set up default AAI items for company 00000 or specific AAIs for a company.

▶ **To set up AAIs for unrealized gains and losses (RV, RW, and RR)**

On Single AAI Revisions or Multiple AAI Revisions

1. Complete the following fields:
 - Item Number
 - Company
 - Business Unit
 - Object
 - Subsidiary (optional)
 - Description (optional)
2. Do one of the following:
 - In WorldSoftware, press Enter
 - In WorldVision, click Add

Processing Options for Automatic Acctg Instructions

Enter the starting sequence number. _____

Test Yourself: Working with AAIs

1. Which AAIs determine the accounts used for the following automatic entries:

A/R Bank Account _____

A/R Trade Account _____

2. Discount amounts are debited to the discounts taken expense account when the receipts/payments are _____ to the general ledger.

3. True or False

All write-offs and adjustment amounts must be debited to one expense account.

The answers are in *Appendix B*.

Understand User Defined Codes

About User Defined Codes for A/R

You need to set up user defined codes, which can be customized for your business needs. Many fields in the Accounts Receivable system accept only user defined codes. For example, when you enter an invoice, you can enter a user defined code to specify the payment instrument. The system does not accept a payment instrument that is not in the user defined list of valid payment instruments.

Each user defined code is either soft-coded or hard-coded. You can customize any user defined code that is soft-coded to accommodate your specific business needs, and you can set up additional ones. You cannot customize a user defined code that is hard-coded.

User defined code types are identified by the system code and the user defined code list. For example, 00/DV represents system 00 and user defined code list DV.

Which User Defined Codes Are Available for A/R?

The following user defined codes are available:

- Document type codes
- Payment status codes
- Payment instrument codes
- Tax calculation codes
- Aging vocabulary codes
- Adjustment reason codes
- Valid credit message codes
- Collection reason codes
- Credit reporting payment terms codes
- Receipt type input codes
- Dun & Bradstreet rating codes
- TRW rating codes

- Autocash algorithm codes
- Language preference codes

Document Type Codes

When you enter a transaction, you must specify the document type, such as an invoice or a draft.

The document type code, document number and company, and G/L date are the link between the Accounts Receivable system and the General Accounting system.

The system maintains two groups of document type codes:

- Invoice document types
- All document types

Invoice Document Type Codes (00/DI)

Invoice document types are also known as original documents. Original documents can exist by themselves. You must attach a matching document to an original document. All original documents:

- Represent the initial transaction
- Stand alone in the system
- Are soft-coded

You must set up a code for each type of original document that you use when you enter invoices. When a user defined code is hard-coded, you cannot change it.

RI (invoice)	The system creates this document when you enter an invoice.
RR (recurring invoice)	The system creates this hard-coded document when you enter an invoice to be generated for a specified amount, time period, and number of payments.
RM (credit memo)	The system creates this document when you issue a credit to a customer.

RB (chargeback)	The system creates this hard-coded document when you enter an invoice for a discrepancy or a disputed amount on an original invoice. For example, a customer pays 60 of an original 100 invoice amount. You might apply the full 100 to close the invoice and create a chargeback (a new invoice) for the difference of 40.
RF (finance charge)	The system creates this hard-coded document when you enter an invoice to assess interest or finance charges for delinquent invoices and late payments.
RU (unapplied receipt)	The system creates this hard-coded document when you place money in a clearing account until you determine how to apply the payment (that is, which customer accounts to apply it to, and so on).
R1 (draft)	The system creates this hard-coded document when you use draft processing.

All Document Type Codes (00/DT)

These document types are also known as matching document types. They cannot exist by themselves. You must attach (or match) each to a corresponding original document. For example, a receipt is a matching document that must always have a corresponding invoice as the original document. A matching document is hard-coded and has its own type and number.

The system provides the following codes for the matching documents that you use when you enter invoices:

RE (change to invoice amount)	The system creates an audit trail when you change the amount of a posted invoice or when you void an invoice.
RC (receipt)	The system creates this document for a payment when you enter a receipt.
RW (balance forward)	The system creates this document when you summarize detailed documents (original or matching).
RO (void entry)	The system creates this document when you void a posted payment.

RA (adjustment)	The system creates this document to correct bad debts, minor write-offs, or adjustments.
RQ (chargeback offset)	The system creates this document in conjunction with the RB document when you enter a chargeback invoice.
RS (spread)	The system creates this document when you distribute unapplied receipts (an RU document) or a credit memo (an RM document) to an open invoice amount.
RV (non-sufficient funds)	The system creates this document when a bank cannot cover a customer's payment. This reopens the original invoice and voids the corresponding RC document.
R1 (draft)	The system creates this document when you enter a draft.

Payment Status Codes (00/PS)

Payment status codes indicate if an invoice is approved, pending, paid, and so on. You assign a payment status code if you need to change the status that the system has assigned. The following payment status codes are hard-coded:

A	Approved for payment
D	Draft accepted
E	Draft expired
G	Draft remitted
P	Paid in full
R	Retainage
S	Balance forward, summarized

Payment Instrument Codes (00/PY)

Payment instrument codes indicate various methods of payment. You assign a payment instrument code to each invoice. Examples are:

C	Check (soft-coded)
D	Draft (soft-coded)
N	Note (soft-coded)

Tax Calculation Codes (00/EX)

You can assign codes for various methods of calculating taxes. You then use AAIs to direct each code to a different account. Set up a code for each tax rate/area. You should set up the following codes:

B	VAT + use tax
C	VAT + sales tax
S	Sales tax
U	Use (self-assessed) tax
V	VAT

Aging Vocabulary Codes (03/AG)

You can assign codes to specify the terminology on your A/R aging reports. Examples are:

1	Over
2	Previous
3	Future
4	Current

Adjustment Reason Codes (03/AR)

You can assign codes to specify the reason you adjusted an invoice amount and point each code to a separate expense account using AAIs. Examples are:

BD	Bad debt
DA	Disputed amount
DC	Damage credit
MW	Minor write-off

Valid Credit Message Codes (00/CM)

You can assign codes to notify you of a customer's credit status. These credit messages are used throughout all J.D. Edwards systems. Examples are:

*	Bypass temporary credit hold (hard-coded)
B	Bad credit risk
C	Cash basis only or C.O.D. (collect on delivery)
1	Over credit limit

Collection Reason Codes (03/CL)

You can assign codes to explain why an invoice is delinquent. Examples are:

BK	Customer in bankruptcy
DP	Disputed by customer
NP	Non-payment/delinquent

Credit Reporting Payment Terms Codes (03/PT)

You can assign codes to indicate the payment terms for discounts, discount percentages, and the net amount.

Blank (default)	Net amount due in 30 days
1	1/10, net 30
2	1/20, net 30

See Also

- *Setting Up Payment Terms (P0014)*

Receipt Type Input Codes (03/TI)

Type input codes indicate how receipts are applied to invoices. The following examples are hard-coded:

Blank	No action
A	Adjustment to receivables
B	Balance forward
C	Chargeback
W	Write-offs

Dun & Bradstreet Rating Codes (01/DB)

You can assign codes to identify the Dun & Bradstreet credit rating for a customer. Examples are:

BA1	High
BA2	Good
BA3	Fair

TRW Rating Codes (01/TR)

You can assign codes to specify the TRW credit ratings. Examples are:

AAA	Excellent
BBB	Good

Autocash Algorithm Codes (01/AA)

Autocash algorithm codes define the methods for applying receipts. The batch receipts process uses these codes. The following examples are hard-coded:

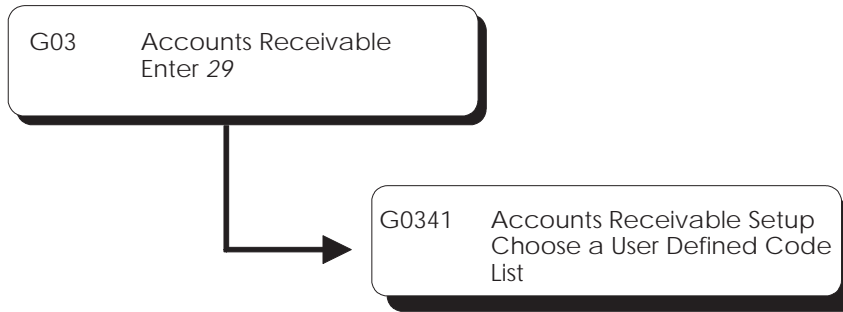
B	Balance forward
I	Invoice match
T	Statement match
C	Chargeback
U	Unapplied receipt

Language Preference Codes (01/LP)

You can assign codes to identify the language for your invoices, statements, and so on. Examples are:

Blank (default)	Domestic language
F	French
G	German

Set Up User Defined Codes



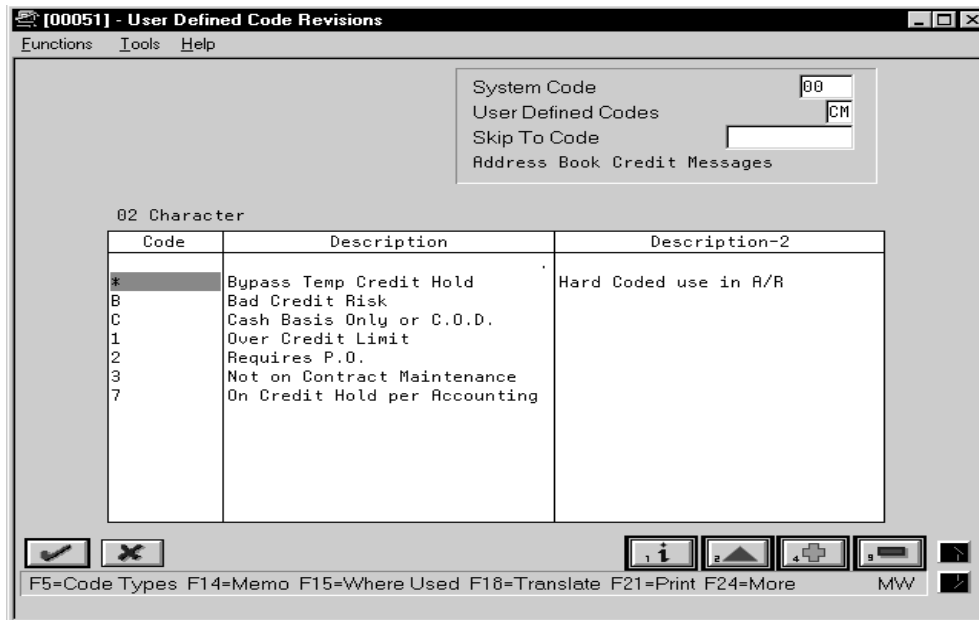
Alternatively, you can access a user defined code list by entering UDC on the command line of any menu. On General User Defined Codes, enter the system code, such as 00, and the user defined codes list, such as DI for invoice document types.

Setting Up User Defined Codes for A/R

Because the system already has some user defined codes in place, you must verify that these are appropriate for your business needs. You can set up additional user defined codes as needed.

Example: User Defined Codes Form

The following is an example of a user defined codes form.



When you access a user defined code, the form looks like this, with these exceptions:

- The title is the name of the user defined code.
- The Character Code field accepts 1, 2, 3, or 10 characters, depending on the code.
- The Description-2 field does not appear for some user defined codes.

► To set up a user defined code for A/R

On the appropriate user defined codes form

1. Complete the following fields:
 - Character Code
 - Description
 - Description 2 (optional)
2. Do one of the following:
 - In WorldSoftware, press Enter
 - In World Vision, click Add

Field	Explanation
Character Code	This column contains a list of valid codes for a specific user defined code table. The number of characters permitted for a code appears in the column title.
Description	A user defined name or remark that describes a field. For example, the data type is Education, and you enter MA in the column you defined as Degree. The system automatically brings in the Master of Arts description linked to MA.
Description 02	Additional text that further describes or clarifies a field in J.D. Edwards systems.

What You Should Know About

Deleting a user defined code To delete a user defined code, remove the character code and descriptions and use the Change action.

The Delete action deletes the entire list of codes.

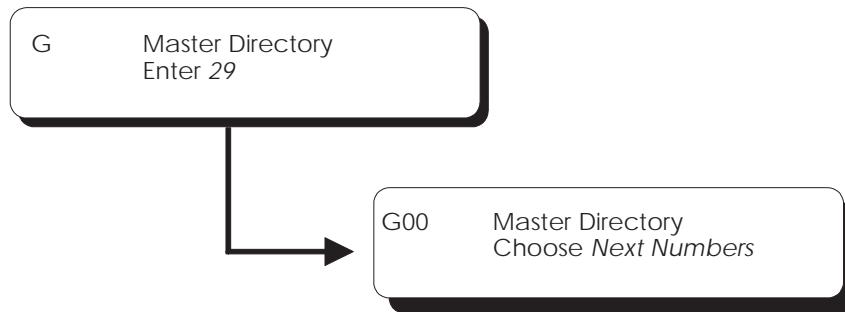
Printing a list of user defined codes Choose User Defined Codes List from the Accounts Receivable Setup menu and run the appropriate version.

Processing Options for User Defined Codes

Default Code/Type:

1. Enter the desired Install System Code. _____
2. Enter the desired Record Type. _____

Set Up Next Numbers



Setting Up Next Numbers for A/R

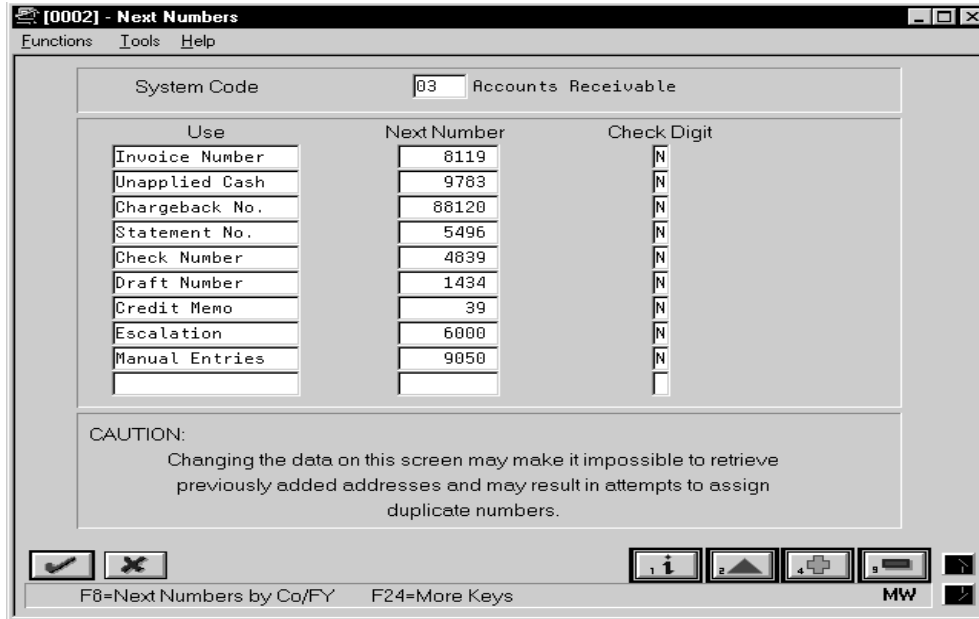
When you enter a document, such as an invoice, you can assign a document number or let the system assign one. When you use next numbers, the system assigns numbers to receipts, journal entries, and other documents in two ways:

Standard next numbers The system finds the next available number in the Next Numbers table (F0002) and assigns the number to the document.

Next numbers by company and fiscal year The system assigns a unique set of next numbers for each company, fiscal year, or combination of company and fiscal year in the Next Numbers by Company/Fiscal Year table (F00021).

Setting up next numbers for A/R consists of:

- Reviewing standard next numbers
- Activating check digits for standard next numbers
- Assigning next numbers by company and fiscal year



What You Should Know About

- Changing next numbers** You can change next numbers. The system will skip those numbers that have been used.

- Changing the sequence of next numbers** Do not change the sequence of the next numbers in the table. Each next number must remain on its current line because programs use a specific line in the table.

- Using check digits** Check digits prevent transposition errors on next numbers, such as address book numbers. Do not use check digits for general accounting next numbers.

See Also

- *Working with the Next Numbers Facility (P0002)* in the *Technical Foundation Guide* for more information about next numbers

Reviewing Standard Next Numbers

You can review the next numbers that the system assigns to invoices and other A/R documents.

▶ To review standard next numbers

On Next Numbers

Complete the following field:

- System Code

Field	Explanation
System Code	A user defined code (98,/SY) that identifies a J.D. Edwards system.

Activating Check Digits on Standard Next Numbers

You can have the system assign check digits for any set of standard next numbers.

▶ To activate check digits on standard next numbers

On Next Numbers

1. Complete the following field:
 - System Code
2. For each set of next numbers, complete the following field:
 - Check Digit

Field	Explanation
Check Digit	<p>A code that specifies whether the system adds a number to the end of each next number assigned. For example, if you are using check digits and the next number is 2, the system will add a check digit such as 7, making the last two numbers 27. Check digits provide a method of randomly incrementing numbers to prevent the assignment of transposed numbers. In the example above, the system would never assign next number 72 while check digits are activated.</p> <p>Valid codes are:</p> <p>Y Yes, add a check digit to this next number</p> <p>N No, do not add a check digit</p>

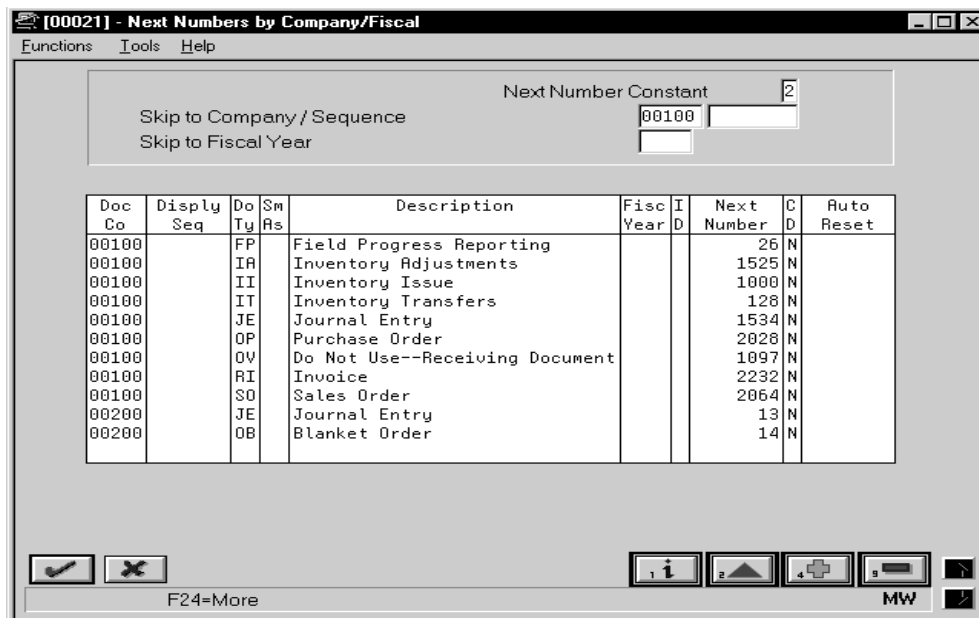
Assigning Next Numbers by Company and Fiscal Year

You can have the system assign a unique set of next numbers to invoices and other documents for a specific company and fiscal year.

► **To assign next numbers by company and fiscal year**

On Next Numbers

1. Choose the Next Numbers by Company/Fiscal function.

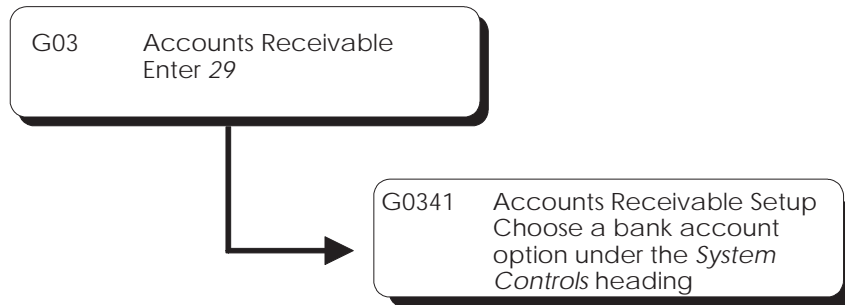


2. On Next Numbers by Company/Fiscal, complete the following field:
 - Next Number Constant
3. Complete the following optional fields:
 - Document Company
 - Same-As Document Type
 - Fiscal Year
 - Imbed Digits
 - Check Digit
 - Auto-Reset Next Numbers
4. Do one of the following:
 - In WorldSoftware, press Enter
 - In WorldVision, click Add

Field	Explanation
Next Number Constant	<p>A code that specifies which processing option to implement for next numbers.</p> <p>Valid codes are:</p> <ul style="list-style-type: none"> 0 Do not implement next numbers by Company/Fiscal Year. Continue using the standard next numbers setup. 1 Implement next numbers by Company/Fiscal Year. If a company record is not set up for a document type, a next number record is created and the next number default is 1. 2 Implement next numbers by Company/Fiscal Year. If a company record is not set up for a document type, the standard next numbers setup is used. <p>If you leave this field blank, the system uses 0.</p> <p>This constant value resides in the General Constants table (F0009) and can be updated on Next Numbers by Company/Fiscal Year (P00021).</p>
Document Company	<p>A number that, along with document number, document type and G/L date, uniquely identifies an original document, such as invoice, voucher, or journal entry.</p> <p>If you are using the Next Numbers by Company/Fiscal Year feature, the Automatic Next Numbers program (X0010) uses the document company to retrieve the correct next number for that company. If two or more original documents have the same document number and document type, you can use the document company to locate the desired document.</p>

Field	Explanation
Same As Document Type	<p>If you set up next numbers by company or by company and fiscal year, a document type can share the same next number sequence as another document type. Same As Document Type refers to the document type that controls the next number the system uses.</p> <p>For example, you are creating a document with a document type of RR. The document you are creating should use the same next number sequence as regular invoices or RI document types. In this case, define the RR document type setup record with a Same As Document Type of RI.</p>
Fiscal Year	<p>The four-digit fiscal year designation. You must always use the year in which the first period ends. For example, a fiscal year beginning October 1, 1998 and ending September 30, 1999 is fiscal year 1998.</p>
Imbed Digits	<p>The number of digits that the system imbeds in a document number to represent the fiscal year. The imbed digits are only used when assigning next numbers by fiscal year. Valid values are:</p> <ol style="list-style-type: none">1 Imbed one digit. The last digit of the fiscal year will be imbedded in the first position of the resulting document number. For example, 80012345, represents the 8 from 1998 and 0012345 is the next number.2 Imbed two digits. The last two digits of the fiscal year will be imbedded in the first two positions of the resulting document number. For example, 98012345, represents the 98 from 1998 and 012345 is the next number.
Auto Reset Next Numbers	<p>The number that you want the system to use when resetting next numbers for a new fiscal year. Auto Reset applies only to next numbers by fiscal year. Document number will reset or start with the number specified for each new fiscal year.</p>

Set Up Customer Bank Information



Setting Up Customer Bank Information

Set up bank account information for each customer who sends you payment electronically on a bank tape (lock box).

This task consists of:

- Setting up bank account cross-references for A/R
- Setting up bank account addresses
- Setting up bank account information for A/R

Setting Up Bank Account Cross-References for A/R

You must set up bank account cross-references for your customers who use bank tapes (lock boxes) for electronic remittance.

Setting up bank account cross-references consists of:

- Adding A/R cross-references
- Verifying A/R cross-references

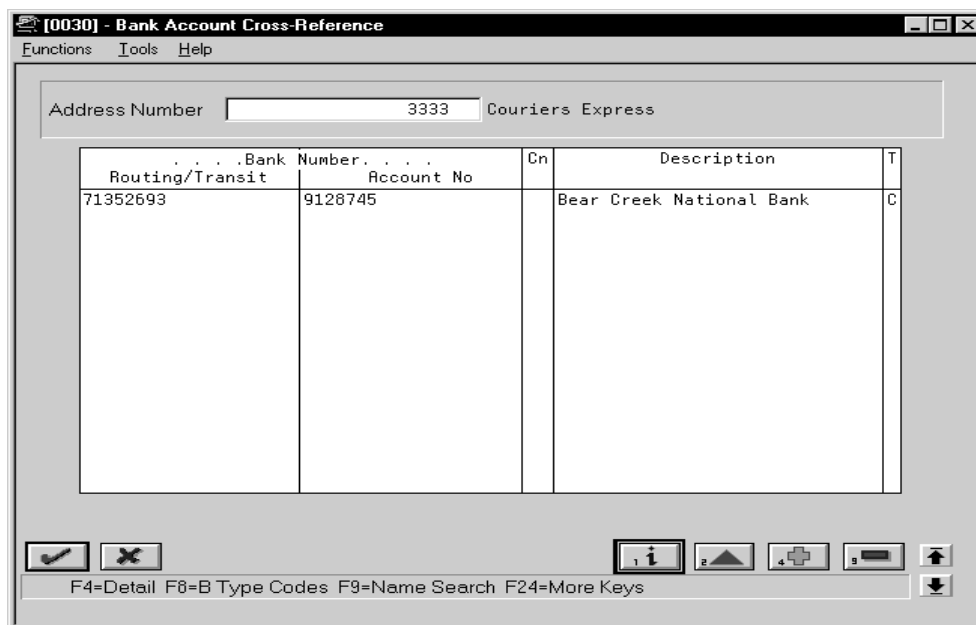
Bank account cross-references link customer addresses in the Address Book Master table (F0101) to their bank account information in the Bank Transit Number Master table (F0030).

Adding A/R Cross-References

To establish a relationship between your customer and their bank account, add a bank account cross-reference. This lets you process their receipts quickly with limited information, such as the bank transit number and bank account number.

▶ To add A/R cross-references

On Bank Account Cross-Reference



1. Complete the following fields:
 - Address Number
 - Routing/Transit
 - Account Number
 - Control Digit (optional)
 - Description (optional)
 - Type
2. Do one of the following:
 - In WorldSoftware, press Enter
 - In WorldVision, click Add

Field	Explanation
Routing/Transit	<p>The routing and transit number for a particular bank account.</p> <p>The combination of account number and transit number must be unique.</p> <p>..... <i>Form-specific information</i></p> <p>The combination of account number and transit number must be unique.</p>
Control Digit	<p>This is an optional field that allows you to enter a check digit for a bank account number. The check digit is not part of the key to the Bank Account table (F0030).</p>
Type	<p>A code used to distinguish external bank accounts from internal bank accounts.</p> <p>Valid values are:</p> <ul style="list-style-type: none"> C Customer Bank Accounts G Internal G/L Bank Accounts V Supplier Bank Account for payment via bank tape D Default Bank Account for A/R Drafts and Auto Debits B Valid Bank Transit Numbers M G/L Bank Account/Business Unit used to define print information in A/P payments <p>Note: When using bank type B, no other bank types are allowed. When using bank type V, no other V bank types are allowed. When using bank type D, no other D bank types are allowed.</p>

What You Should Know About

Deleting bank account cross-references

When a customer has more than one bank account cross-reference, you can delete one by clearing the information in the bank account information fields.

The Delete action deletes the entire list of cross-references.

Verifying Cross-References for A/R

After you set up bank account cross-references, run two exception reports to verify the information before you produce your first batch of automatic receipts.

Verifying cross-references consists of:

- Reviewing the Bank Account Exception Report
- Reviewing the Address Book Exception Report

These reports compare information in the Address Book Master (F0101) and the Bank Transit Number Master (F0030) tables.

Reviewing the Bank Account Exception Report

The Bank Account Exception report edits all the addresses for each bank account cross-reference. This report lists any record that does not exist in the Address Book Master table, and bypasses bank account records that have a blank address number.

This report does not update any information. You must either enter missing address records or remove them from Bank Account Cross Reference.

00310	J.D. Edwards & Company			Page	-	2
	Bank Account/Address Book Exception Rpt			Date	-	4/11/98
Address Number	Bank Transit	Cust Bank Acct #	R	Ref/Roll Number		
1891896	123456789	5896752	C			

Reviewing the Address Book Exception Report

The Address Book Exceptions Report lists any customers in the Address Book Master table that do not have a corresponding bank account record on Bank Account Cross Reference. The system only edits customers with a method of payment that requires a bank account record. For example, A/R bank tape processing requires bank account records.

This report does not update any information. You must either enter missing bank account records or change the payment instrument code for the customer in the customer master record.

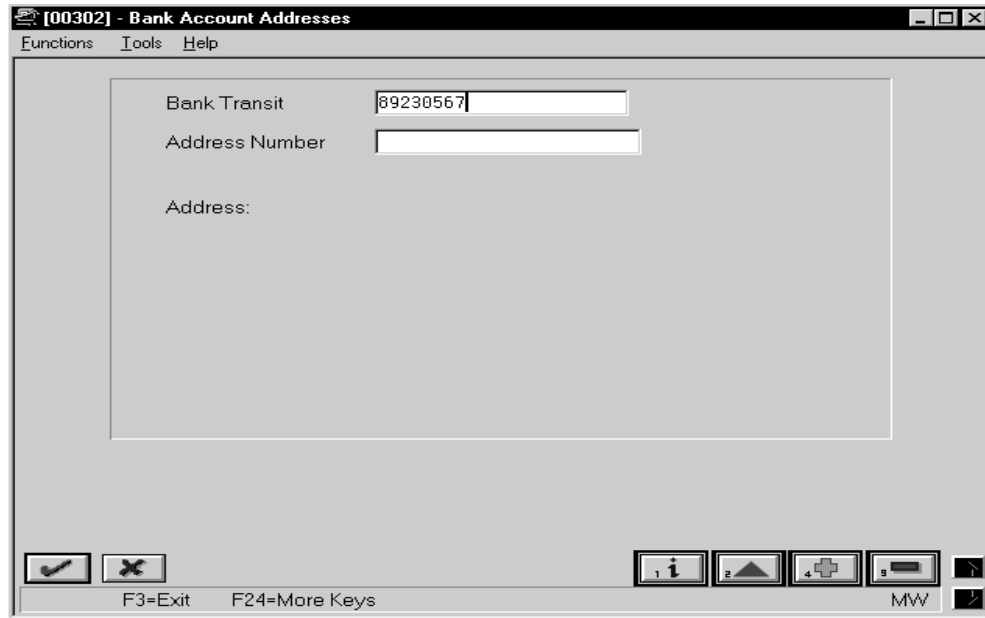
00311	J.D. Edwards & Company		Page	-	2
	Addr Book/Bank Acct Excpt - Suppliers		Date	-	04/11/98
Address Number	Description	P S I T - -			
-----	-----	-----			
4010	Gourmet & More	T C			

Setting Up Bank Account Addresses

To assign address book information to a customer's bank account, set up a bank account address. This lets you update a customer's bank transit code, as well as locate other customer address numbers with an associated bank transit type of B (valid bank transit number).

▶ **To set up bank account addresses**

On Bank Account Addresses



1. Complete the following fields:
 - Bank Transit
 - Address Number (optional)

2. Do one of the following to access Address Book Addition:
 - In WorldSoftware, press Enter
 - In WorldVision, click Add

3. On Address Book Addition, complete the necessary address information.

What You Should Know About

Changing bank account addresses You can only change the address book information for a customer's bank account address. You cannot change the bank transit number.

Setting Up Bank Account Information for A/R

To create an electronic funds transfer (EFT) for the automatic debiting of a customer's account, you must set up bank account information.

This information is stored in the Bank Transit Number Master table (F0030).

Before You Begin

- Set up the G/L distribution information for each bank account

► **To set up A/R bank account information**

On Bank Account Information

1. Complete the following required fields:
 - G/L Bank Account Number
 - Description
2. Complete the following optional fields:
 - Address Number
 - Control Digit
 - Bank Transit
 - Pre-Note Option Code
 - Bank Account Number
 - Float Days – Receivables
 - Checking or Savings Account
 - SWIFT Code
 - Bank User Number
 - Reference/Roll Number
 - Bank Reference Name

3. Do one of the following:
 - In WorldSoftware, press Enter
 - In WorldVision, click Add

Field	Explanation
Pre-Note Option Code	The code used to override the Pre-Note processing for electronic funds transfers. Valid values are: blank Use the Pre-Note code assigned to the supplier. 1 Override the Pre-Note code assigned to the supplier and produce a bank tape with no check output even if the Pre-Note code is set to P.
Float Days-Receiveables	The number of days the check floated. This is defined by subtracting the check date from the bank deposit date.
Checking or Savings Account	A flag that indicates whether the account is a checking or savings account. This indicator is only meaningful on the G type bank account records and is used during bank tape processing for automatic payments. Valid values: blank checking account 0 checking account 1 savings account
SWIFT Code	The Society for Worldwide Interbank Financial Telecommunications (SWIFT) code is an international banking identification code used to identify the origin and destination of electronic (or wire) financial transfers.
Bank User Number	The number assigned by the sponsor in the particular bank system (for example, the UK BACS system). This number will be included on all files submitted by the user.
Reference/Roll Number	The recipient's reference number. For French Electronic Funds Transfer, the six positions of this field are used to indicate the Banque de France sender's number.
Bank Reference Name	The name of the account associated with the user number (within the particular bank system).

Processing Options for Bank Account Information

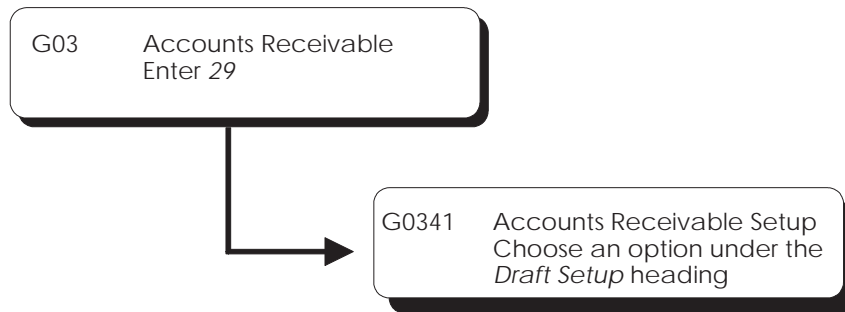
Electronic Information:

1. Enter a '1' to display Electronic Information. _____

Bank System Information:

2. Enter a '1' to display Bank System Information. _____

Set Up A/R Draft Processing

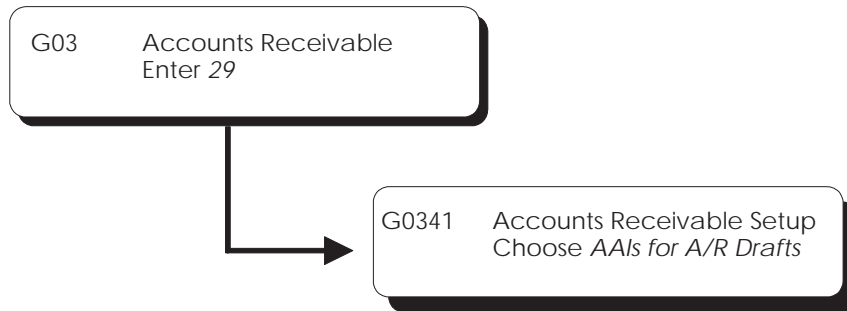


Setting Up A/R Draft Processing

Before using A/R draft processing, you must complete the following tasks:

- Set up AAIs for A/R drafts
- Set up user defined codes for A/R drafts
- Set up drafts as the default payment instrument
- Set up statements for A/R drafts
- Set up bank account information for A/R drafts
- Set up letters for non-sufficient funds

Setting Up AAIs for A/R Drafts



AAIs define rules for programs that automatically generate journal entries. You should set up draft AAIs for each company for which you use a different account number. That is, you do not need to set up an AAI for each company that uses the same account. If the system cannot find an AAI for a specific company, it uses the AAI from company 00000.

AAIs for Drafts Receivable (RD1x)

When you accept a draft, you debit a drafts receivable account and credit the original accounts receivable account. RD1x defines the drafts receivable account to automatically debit when you enter draft receipts. When drafts are remitted, this account is credited. You can override this account when you enter drafts.

AAIs for Drafts Remitted for Cash (RD2x)

When you remit drafts to your bank on the draft due date, you debit a drafts remitted account and credit the drafts receivable account (which RD1x defines). RD2x defines the drafts remitted account to debit when you remit drafts. When cash is recognized, this account is credited. You can override this account using processing options during draft remittance.

AAIs for Drafts Remitted for Discount (RD3x)

When you request payment on your draft before the due date, you debit a drafts remitted for discount account and credit the drafts receivable account (which RD1x defines). RD3x defines the drafts remitted for discount account to automatically debit when you remit drafts. When cash is recognized, this account is credited. You can override this account using processing options during draft remittance.

After the bank collects the draft, the system debits a cash account and credits either the RD2x or RD3x account, depending on which you used.

► **To set up AAIs for A/R drafts**

On Single AAI Revisions or Multiple AAI Revision

1. Complete the following fields:
 - Item Number
 - Company
 - Business Unit
 - Object Account
 - Subsidiary (optional)
2. Do one of the following:
 - In WorldSoftware, press Enter
 - In WorldVision, click Add

See Also

- *Setting Up AAIs for A/R (P00121)*

Setting Up User Defined Codes for A/R Drafts

Your company may add codes for payment instruments. These codes are user defined so that you can customize them to suit your business needs.

Payment Instrument Codes

Payment instrument codes (00/PY) specify how your customers make payments. Examples are:

- | | |
|-------------------------------|--|
| D (draft by invoice) | When you create an invoice and expect your customer to pay by draft, you use this code to indicate that your customer will pay the invoice by draft. |
| F (draft by statement) | When you create an invoice and expect your customer to pay by draft, you use this code to indicate that your customer will pay invoices grouped on a statement by draft. |
| 0 (magnetic draft) | When you enter a pre-authorized draft, the system assigns this code. This is used during RiBa draft remittance only. |

1 (supplier draft with account number)	When you originate a draft and your customer accepts the draft and returns it to you, you enter that information on Enter Our Drafts. The system assigns this code if you have customer bank account information.
2 (customer draft with account number)	When you send your customer an invoice and they return it as a draft, you accept the draft on Enter Their Drafts. The system assigns this code if you have customer bank account information.
3 (supplier draft without account number)	When you originate a draft and your customer accepts the draft and returns it to you, you enter that information on Enter Our Drafts. The system assigns this code if you do not have customer bank account information.
4 (customer draft without account number)	When you send your customer an invoice and they return it as a draft, you accept the draft on Enter Their Drafts. The system assigns this code if you do not have customer bank account information.

Pay Status Codes

The system enters one of the following payment status codes (00/PS) on an invoice, statement, or draft, based on where it is in the draft process:

A (approved for payment)	When you create an invoice and expect your customer to pay by draft, the system designates this pay status on the invoice.
P (invoice paid in full)	When your customer returns the invoice with a draft attachment and you enter that information, the system designates this pay status on the invoice.
D (draft accepted)	When your customer returns the invoice with a draft attachment and you enter that information, the system designates this pay status on the draft.
G (draft guaranteed)	When you submit the draft to the bank and you update the draft with the remitted information, the system designates this pay status on the draft.

► **To set up user defined codes for A/R drafts**

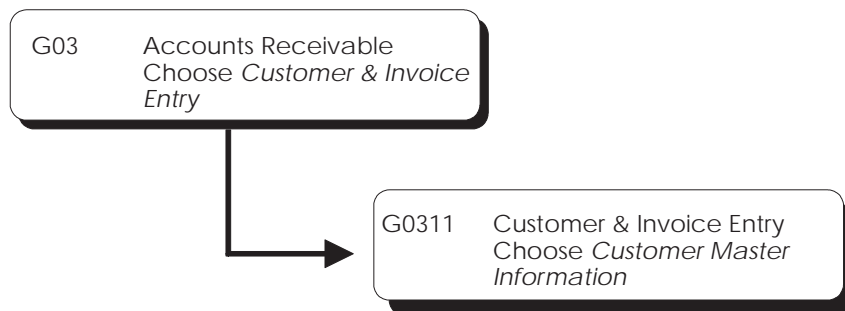
On the appropriate user defined codes form

1. Complete the following fields:
 - Character Code
 - Description
 - Description-2 (optional)
2. Do one of the following:
 - For WorldSoftware, press Enter
 - For WorldVision, click Add

See Also

- *Setting Up User Defined Codes for A/R (P00051)*

Setting Up Drafts as the Default Payment Instrument



You can set a default payment instrument to use for each customer. The system displays the default payment instrument when you enter invoices for that customer. This saves data entry time when entering invoices.

For drafts, this payment instrument indicates whether you plan to send drafts attached to the customer's invoices or statements. The draft payment instrument can be any of the following:

- D (draft by invoice)
- F (draft by statement)
- 0 (magnetic draft)

Occasionally, the customer might use another form of payment. You can use Speed Status Change to change the payment instrument on an invoice-by-invoice basis. You can also use this program to update the discount available, remark, pay status, and/or due date.

► **To set up drafts as the default payment instrument**

On Customer Master Information

Complete the following field:

- Payment Instrument

See Also

- *Entering Customers (P01053)*

Setting Up Statements for A/R Drafts

For each customer, you can choose to print statements with one or more invoices combined into one draft.

▶ To set up statements for A/R drafts

On Customer Master Information

Complete the following field:

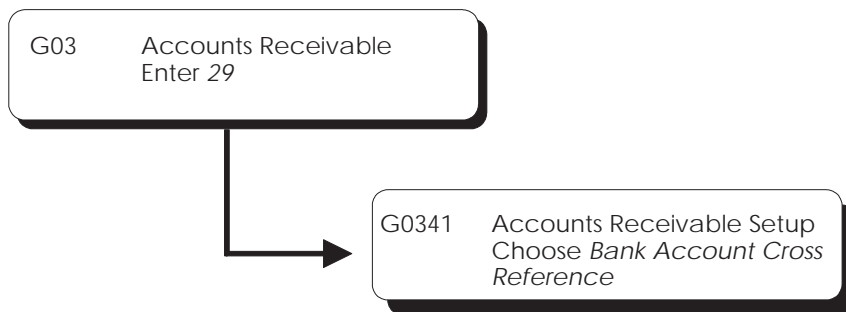
- Print Statement

Field	Explanation
Print Statement	<p>A code that indicates whether the system prints invoices and statements for the customer. Valid codes are:</p> <p>Y Yes, print invoices and statements</p> <p>N No, do not print invoices and statements</p> <p>..... <i>Form-specific information</i></p> <p>If you enter N, you cannot attach a draft to a statement. You do not need to print drafts when they are pre-authorized.</p>

See Also

- *Printing Invoices and Statements with Drafts (P03506)*

Setting Up Bank Account Information for A/R Drafts



In order for your bank to collect the customer drafts you remit, you must have the following information about your customers' bank accounts:

- Bank name
- Bank routing and transit information
- Customer's bank account number

If you do not provide this information, banks typically do not allow you to remit drafts on magnetic tape. They also typically assess additional charges to collect drafts without full bank account information.

This task includes:

- Setting up cross-references for A/R drafts bank accounts
- Printing the Bank Account Exceptions Report for A/R drafts

Setting Up Cross-References for A/R Drafts Bank Accounts

You must specify a customer's bank account information to collect the customer drafts you remit to the bank.

Bank Account Cross Reference updates the Bank Transit Number Master table (F0030).

▶ **To set up cross-references for A/R drafts bank accounts**

On Bank Account Cross-Reference

[0030] - Bank Account Cross-Reference

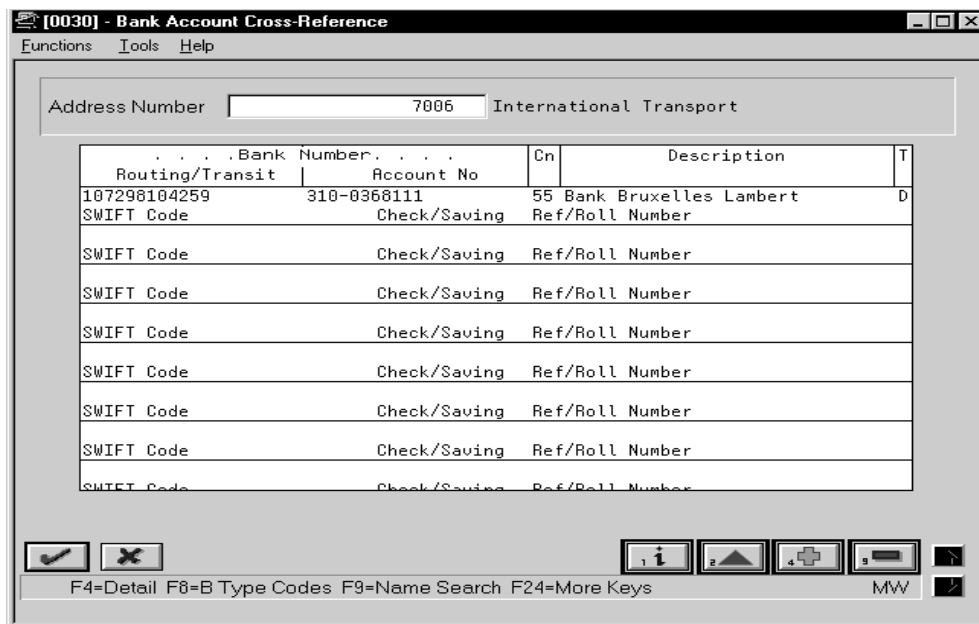
Functions Tools Help

Address Number International Transport

Bank Number	Cn	Description	T
Routing/Transit 107298104259	Account No 310-0368111	55 Bank Bruxelles Lambert	D

F4=Detail F8=B Type Codes F9=Name Search F24=More Keys MW

1. Complete the following fields:
 - Address Number
 - Routing/Transit Number
 - Account Number
 - Control Digit (optional)
 - Description (optional)
 - Record Type
2. Access the detail area.



3. Complete the following fields:
 - SWIFT Code (optional)
 - Checking or Savings Account
 - Reference/Roll Number
4. Do one of the following:
 - In WorldSoftware, press Enter
 - In WorldVision, click Add

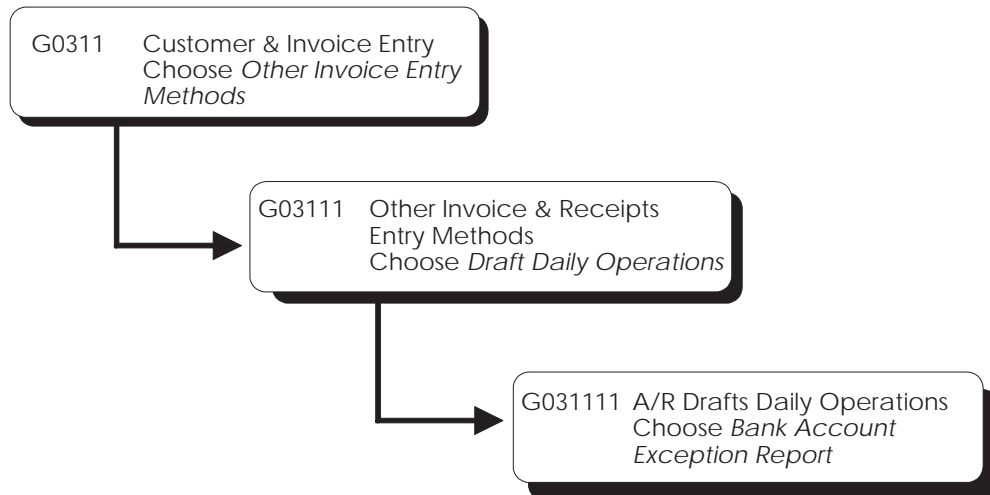
What You Should Know About

Processing drafts using bank tapes To set up customers for draft processing using bank tapes, you must set up a bank account with a record type of D.

See Also

- *Setting Up A/R Bank Account Cross-References (P0030)*

Printing the Bank Account Exception Report for A/R Drafts



The Bank Account Exception Report lists all bank account records that have either an illegal French RIB key or a transit number that does not have an associated type B record.

Two versions of this report are available:

Italian

When you run this version, the system searches for a bank account type B to verify the bank transit account number of your customer's bank type D accounts.

French

When you run this version, the system searches for an illegal French RIB number in the bank transit number.

Regardless of which version you run, the system bypasses bank account numbers that do not have address numbers.

To correct bank account information that appears on this report, use Bank Account Cross-Reference or Address Book Revisions.

Accounts Receivable

00314

J. D. Edwards & Co
French Bank Account Exception Report

Page - 2
Date - 4/19/98

Address Number	Bank Transit	Cust Bank Acct #	CD	R
1001	97456832	110745256	C	**Illegal RIB Key **
3001	89230567	9997501	C	**Illegal RIB Key **
3003	984376125	811045	C	**Illegal RIB Key **
3030	590435902	810395	C	**Illegal RIB Key **
3333	71352693	9128745	C	**Illegal RIB Key **
4010	107004381	3669538743	V	**Illegal RIB Key **
4343	123.456.789	9865615-789	V	**Illegal RIB Key **
7001	4089763	2354901-999	D	**Illegal RIB Key **
7001	4089763	2364901-506	V	**Illegal RIB Key **
7005	1009622002021	310-0277612	43 D	**Illegal RIB Key **
7006	107298104259	310-0368111	55 D	**Illegal RIB Key **
7007	10024212627415	30-352702	33 D	**Illegal RIB Key **
1875870	89230567		B	**Illegal RIB Key **

See Also

- *Verifying A/R Cross-References (P00314)*

Processing Options for Bank Account Exception Report

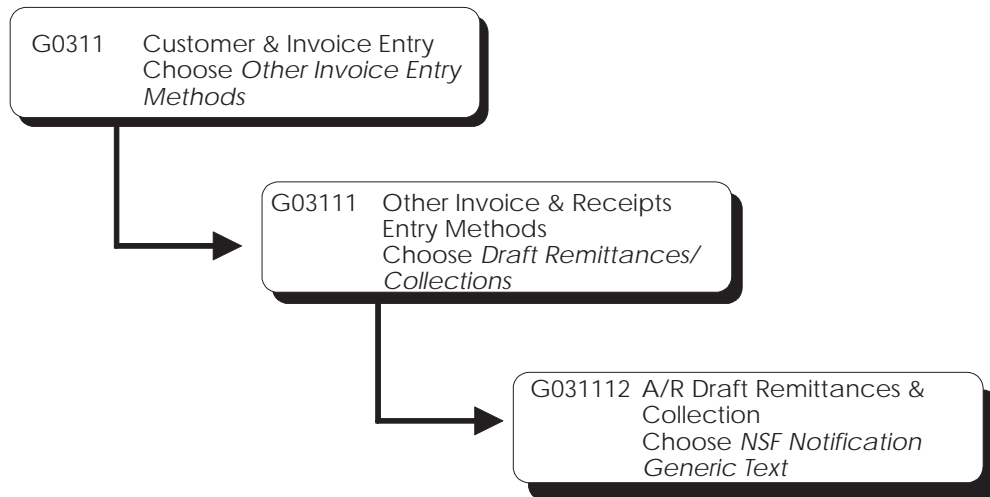
French Rib Key Validation:

1. Enter a '1' to suppress RIB Key validation on the bank account.

Bank Transit Validation:

2. Enter a '1' to suppress validation for a matching 'B' type account.

Setting Up Letters for Non-Sufficient Funds

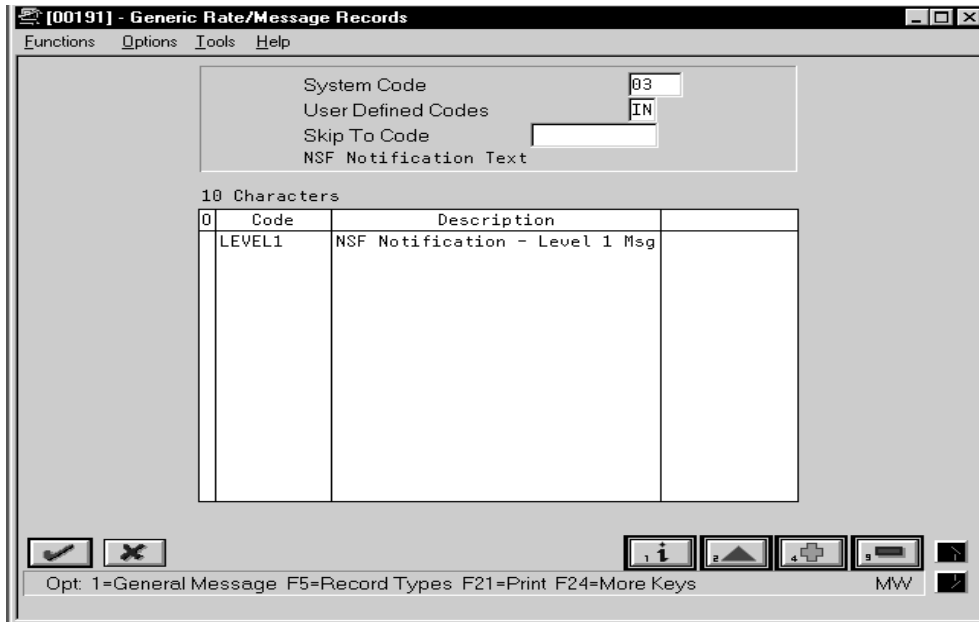


When a customer has an outstanding draft because of insufficient funds, you can send a notification letter. The text that prints on the letter must first be defined using NSF Notification Generic Text.

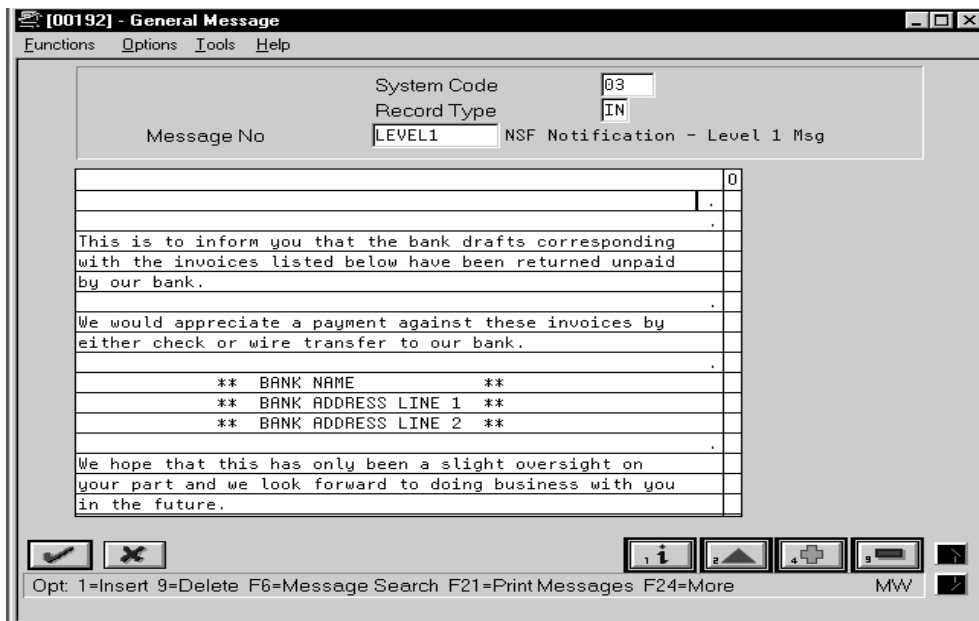
You create codes that indicate the severity of your warning (for example, LEVEL 1 for a first letter, LEVEL 2 for a second letter, and so on), then define the text for each code. When you run NSF Notification to create your notification letters, you enter a code in the processing options. The system prints a letter using the text associated with that code.

► To set up letters for non-sufficient funds

On NSF Notification Generic Text



1. To add a code, complete the following fields:
 - Code
 - Description
2. To define text for a code, choose the General Message option next to that code.



3. On General Message, do one of the following:
 - Type new text for a code and use the Add action
 - Type over the existing text and use the Change action

Processing Options for NSF Notification Generic Text

User Defined Codes:

1. Enter the desired System Code. _____
2. Enter the desired Record Type. _____

Display Information

3. Enter an '1' to display Rate Text or
Enter an '2' to display Message Text _____
4. If displaying Message Text,
Enter an '1' for 60 column display or
Enter an '2' for 80 column display _____



Statement and Reminder Setup

Objectives

- To set up the text that you want to print on your A/R statements, delinquency notices, and payment reminders
- To define interest rate information

About Statement and Reminder Setup

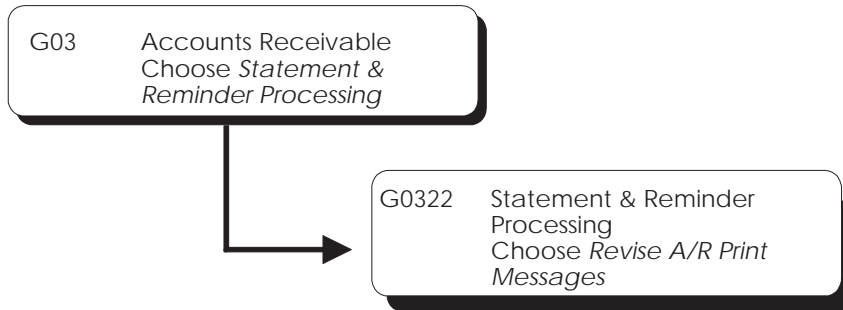
Before you print statements and other A/R notifications, or bill a customer for an overdue invoice, you need to define and customize certain information for your business needs. For example, you might want to set up different messages to appear on your A/R statements and payment reminders.

Statement and reminder setup consists of:

- Setting up statement messages
- Setting up text for payment reminders
- Revising text for delinquency notices
- Working with interest rate information



Set Up Statement Messages



Setting Up Statement Messages

To print a personalized message on your A/R statements, you must first set up the text.

Setting up statement messages consists of:

- Entering messages for A/R statements
- Setting up model messages for A/R statements

When you add or revise a statement message, the system creates a key for generic statement message text. This key is stored in the Generic Text Index Key table (F00163) and the actual message in the Generic Text Entry table (F0016).

Entering Messages for A/R Statements

You can enter messages for a specific customer or for all customers within a company.

For example, you might enter the message *We appreciate your business* for all customers within company 00100. But you might also enter *Thank you for doing business with us for 10 years* for customer 1001 and *Your business is appreciated* for customer 3001. Therefore, when you print all statements for company 00100, *We appreciate your business* will appear on the statements except those for customers 1001 and 3001.

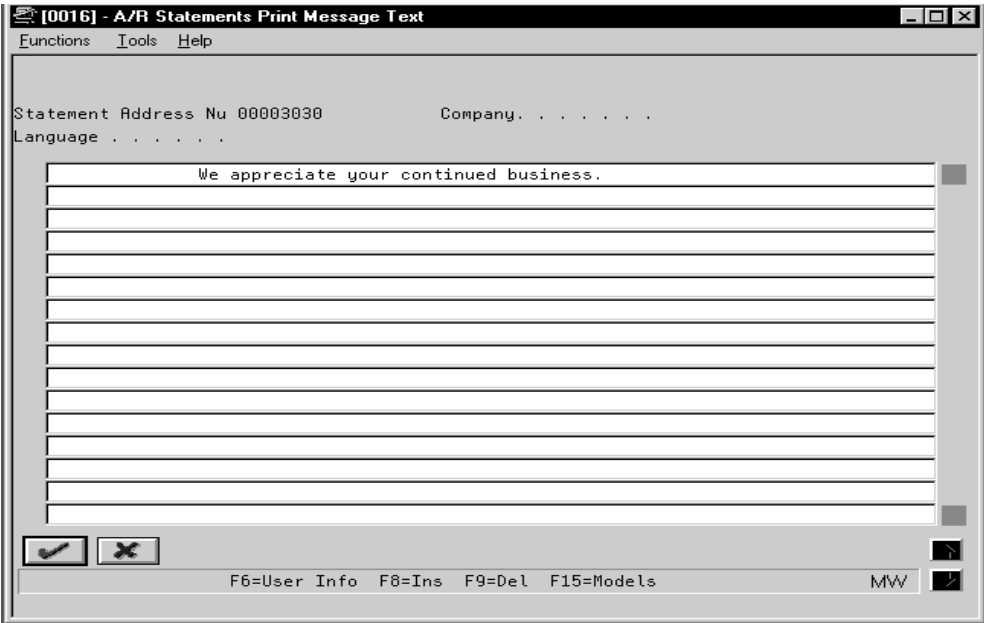
► To enter messages for A/R statements

On Revise A/R Print Messages

OP	Address	Comp.	Description	LP
		00001	A Model Financial Co (Trng)	
		00100	Model Finan/Distrib Co (Mktg)	
	1001		Edwards, J.D. & Company	
	3030		Carriage Creations	

1. Complete one of the following fields on the first available blank line:
 - Address (customer number)
 - Company
2. Complete the following optional field:
 - Language Preference
3. Do one of the following:
 - For WorldSoftware, press Enter
 - For WorldVision, click Add

- 4. Locate the customer or company you just added.
- 5. Choose the Narrative Text option next to the customer or company.



- 6. On A/R Statements Print Message Text, complete the message to appear on the statements.

Field	Explanation
Language Preference	<p>A user defined code (system 01/type LP) that specifies a language to use in forms and printed reports. If you leave the Language field blank, the system uses the language you specify in your user profile. If you do not specify a language in your user profile, the system uses the default language for the system.</p> <p>Before any translations can appear, a language code must exist at either the system level or in your user profile.</p> <p>..... <i>Form-specific information</i></p> <p>A user defined code (system 01, type LP) that specifies a language to use when you display information or print reports. If you leave this field blank, the system uses the language set up in your user profile. If there is no language specified in your user profile, the system uses the default, or base language.</p> <p>Before any translations can appear, a language code must exist at either the system level or in your user profile. The language code at the system level or in your user profile must correspond to a language code assigned to the translated menu, form, report, description, title, or processing option.</p>

What You Should Know About

- Displaying a specific customer or company** To limit the list of customers and companies, specify the number of the customer or company at the top of Revise A/R Print Messages.
- Deleting an individual customer or company** To remove an individual customer or company from the list of print messages, choose Delete next to the appropriate customer or company.

The Delete action deletes the entire list of customers and companies.

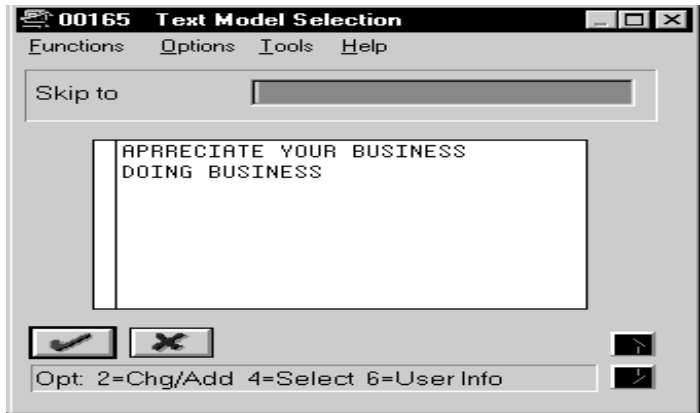
Setting Up Model Messages for Statements

To print the same statement message for several customers or companies, set up a model message.

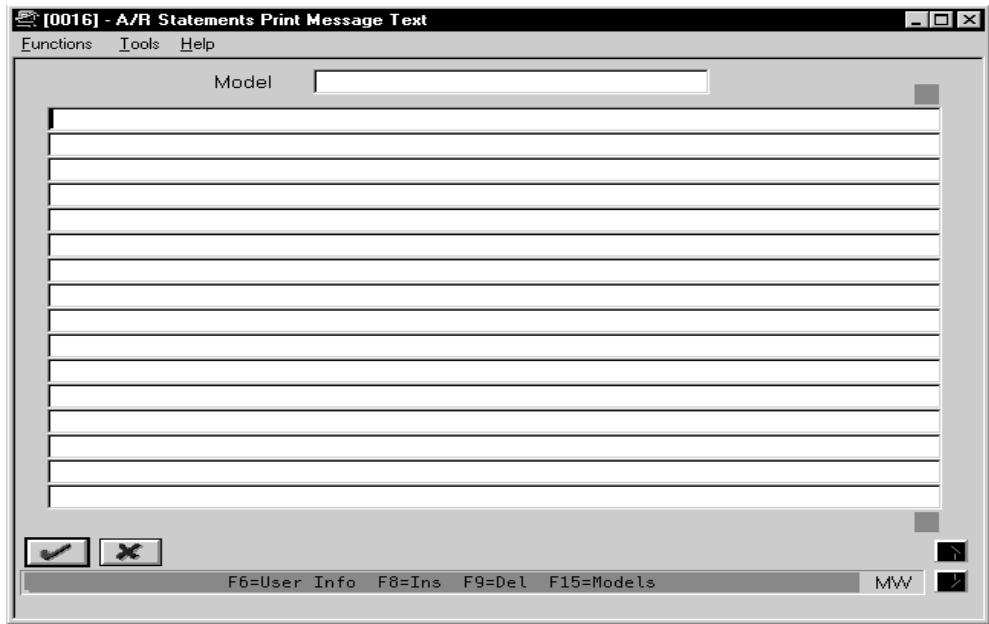
► **To set up model messages for statements**

On Revise A/R Print Messages

1. Choose the Narrative text option next to an existing message to access A/R Statements Print Messages Text.
2. On A/R Statement Print Messages Text, choose the Models function to access Text Model Selection.



3. On Text Model Selection, choose a blank line to add a model.



4. On A/R Statements Print Message Text, complete the following field:
 - Model

5. Enter the model message text.

When you exit, the new model appears on Text Model Selection.

Field	Explanation
Model	A name for a model entry. The model can later be accessed by this name.

What You Should Know

Assigning a model message	To assign a model message for a specific customer or company, choose the appropriate model on Text Model Selection.
----------------------------------	---

Processing Options for A/R Special Print Messages

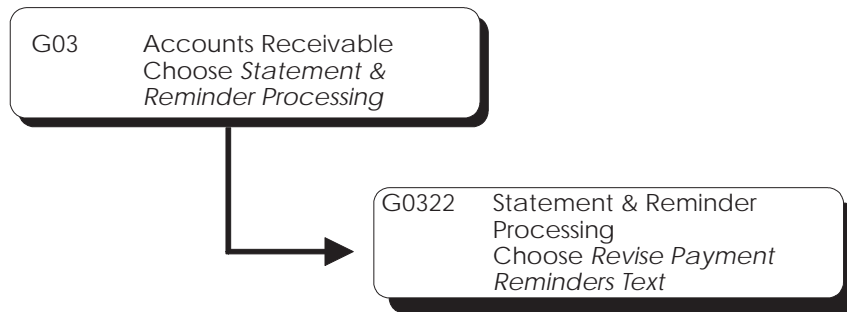
Message Text Application:

1. Enter the code which corresponds to the application for which you will be maintaining special print message text.

' ' = Statements (Default)
'1' = Payment Reminders
'2' = Interest Invoices

Do not change this processing option once you enter data.

Set Up Text for Payment Reminders



Setting Up Text for Payment Reminders

To print a personalized message on your A/R payment reminders, you must first set up the text.

Setting up text for payment reminders consists of:

- Entering reminder messages
- Setting up model reminder messages

When you add or revise a payment reminder message, the system creates a key for generic message text. This key is stored in the Generic Text Index Key table (F00163) and the actual message in the Generic Text Entry table (F0016).

Before You Begin

- Ensure that your business or company is not using delinquency notices. You cannot implement both payment reminders and delinquency notices.

Entering Reminder Messages

You can add a reminder message for a specific customer or for all customers within a company.

Generally, as a customer's account becomes more overdue, the message on the reminder becomes more severe. You can add messages with up to three levels of severity. They are:

- | | |
|---------------------|---|
| First level | This is a mild reminder that you might send a customer when an invoice is five days overdue. For example, it might read <i>Have we missed your payment? Our records indicate that the invoices listed above are past due. If your payment has been sent, please disregard this reminder. If not, please send us your payment as soon as possible.</i> |
| Second level | This is a more firm reminder that you might send a customer when an invoice is 30 days overdue. For example, it might read <i>The invoices listed above are delinquent. Please remit payment immediately. If your payment has been sent, please disregard this reminder.</i> |
| Third level | This is a firm reminder that you might send a customer when an invoice is 45 days overdue. For example, it might read <i>The invoices listed above are delinquent. Prior attempts to collect payment have rendered no response. If your payment is not received within five days, your account will be turned over to our collection agency.</i> |

Set up payment reminders text for company 00000 to use as the default text for all companies. The system overrides payment reminders text as follows:

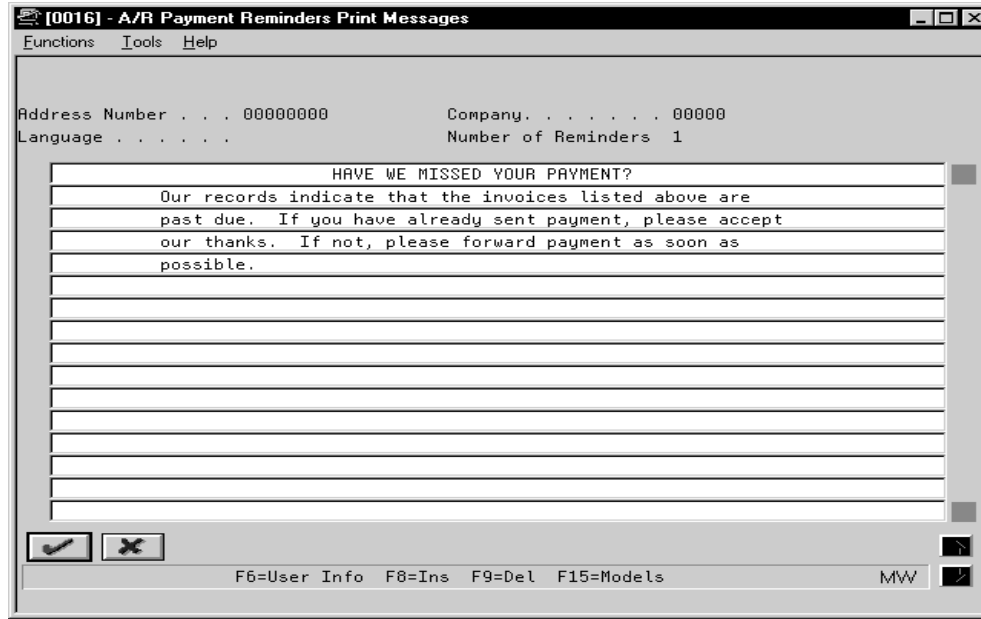
- Company-specific text overrides the default text
- Customer-specific text overrides the company text

► **To enter reminder messages**

On Revise Payment Reminders Text

O P	Address	Comp.	Description	LP	Msg Sev
		00000	J.D. Edwards & Company		1
		00000	J.D. Edwards & Company		2
		00000	J.D. Edwards & Company		3
	1001		Edwards, J.D. & Company		1
	1001		Edwards, J.D. & Company		2
	1001		Edwards, J.D. & Company		3

1. Complete one of the following fields on the first available blank line:
 - Address Number
 - Company
2. Complete the following fields:
 - Language Preference (optional)
 - Severity
3. Do one of the following:
 - For WorldSoftware, press Enter
 - For WorldVision, click Add
4. Locate the customer or company you just added.
5. Choose the Narrative Text option next to the customer or company to access A/R Payment Reminders Print Messages.



6. On A/R Payment Reminders Print Messages, complete the message to appear on the payment reminders.

What You Should Know About

Displaying a specific customer or company

To limit the list of customers and companies, specify the number at the top of Revise Payment Reminders Text.

Deleting an individual customer or company

To remove an individual customer or company from the list of payment reminders text, choose Delete next to the appropriate customer or company.

The Delete action deletes the entire list of customers and companies.

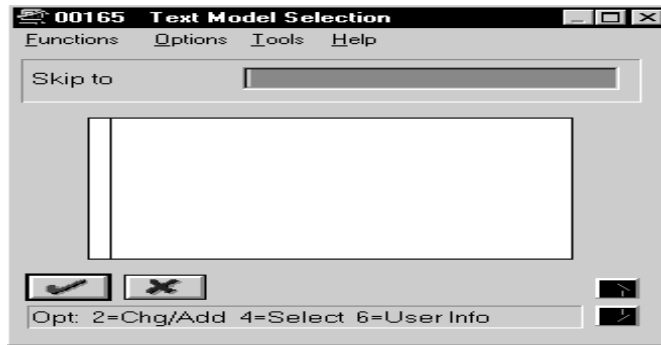
Setting Up Model Reminder Messages

To print the same payment reminders text for several customers or companies, set up a model reminder message.

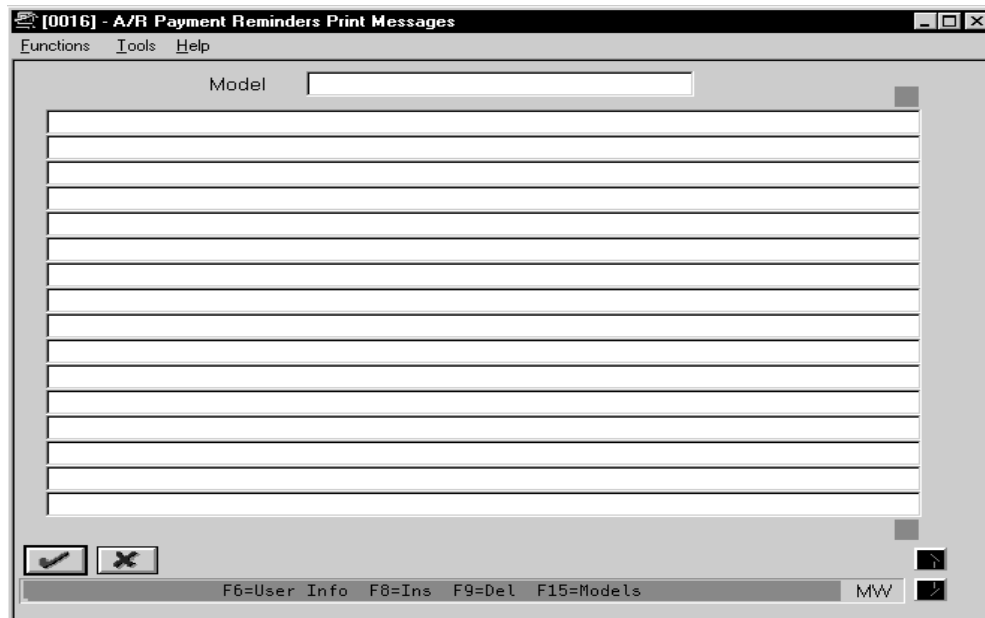
► **To set up model reminder messages**

On Revise Payment Reminders Text

1. Choose the Narrative Text option next to an existing message to access A/R Payment Reminders Print Messages.
2. On A/R Payment Reminders Print Messages, choose the Models function to access Text Model Selection.



3. On Text Model Selection, choose a blank line to enter a model.



4. On A/R Payment Reminders Print Messages, complete the following field:
 - Model
5. Enter the text for the model message.

What You Should Know About

**Assigning a model
message**

Choose the appropriate model on Text Model Selection for the specific customer or company.

Processing Options for A/R Special Print Messages

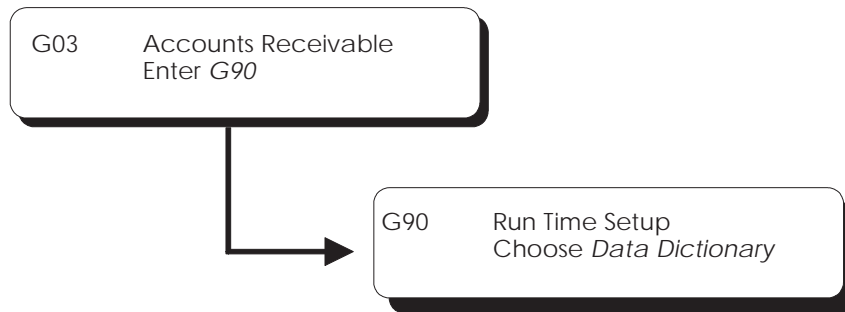
Message Text Application:

1. Enter the code which corresponds to the application for which you will be maintaining special print message text.

' ' = Statements (Default)
'1' = Payment Reminders
'2' = Interest Invoices

Do not change this processing option once you enter data.

Revise Text For Delinquency Notices



Alternatively, you can enter DD (data dictionary) on the command line of any menu.

Revising Text For Delinquency Notices

To customize the information that appears on your A/R delinquency notices, revise the text. To do so, revise the data item in the data dictionary. These data items represent the text for the letters you issue to a customer whose open balances fall within the specified aging category.

You can revise three levels of text for delinquency notices. They are:

- | | |
|----------------|---|
| LETTER1 | This is a mild notice that includes a summarized list of the customer's past due amounts. |
| LETTER2 | This is a more firm notice that includes a summarized list of the customer's past due amounts. |
| LETTER3 | This is a firm notice that includes a summarized list of the customer's past due amounts and a specific date in which the customer must send payment. |

Before You Begin

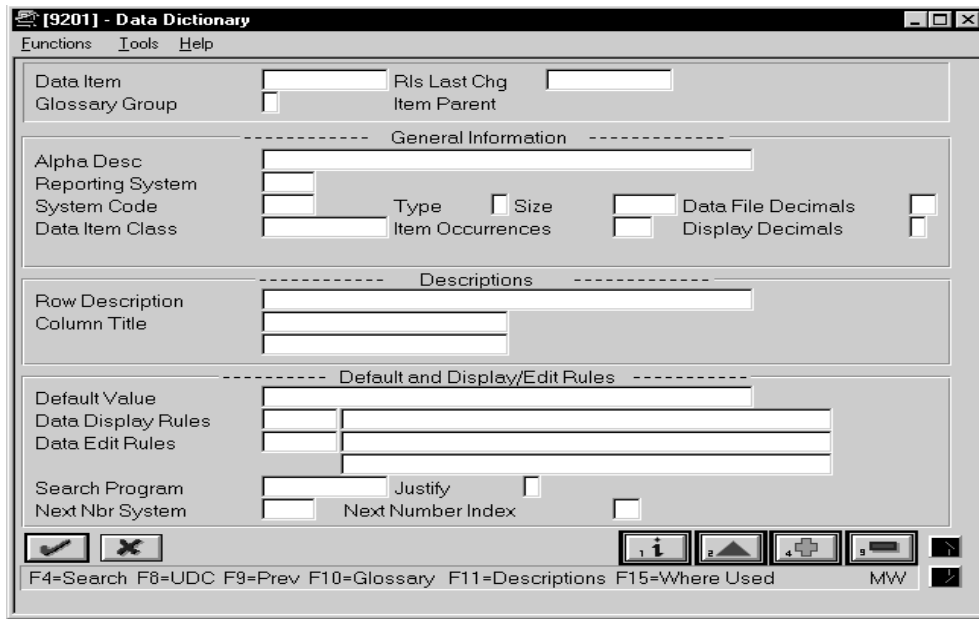
- Ensure that your company/business is not using payment reminders. You cannot implement both delinquency notices and payment reminders.

See Also

- *Working with the Data Dictionary (P9201)* in the *Technical Foundation Guide* for more information about data dictionary items

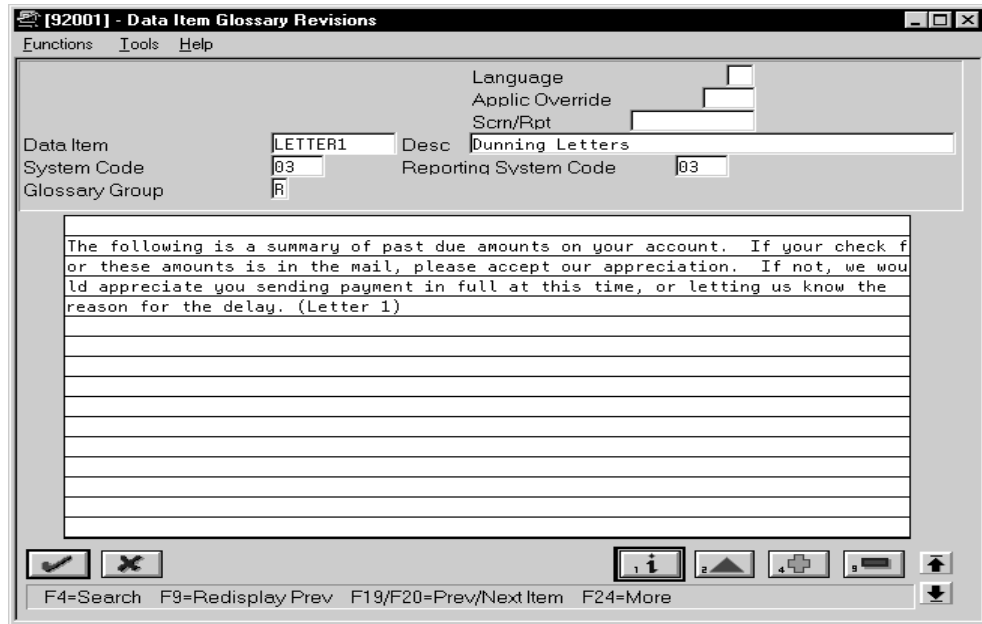
▶ **To revise delinquency notices text**

On Data Dictionary



1. Locate the appropriate item by completing the following field:
 - Data Item

2. Choose the Glossary function to access Data Item Glossary Revisions.



3. On Data Item Glossary Revisions, change the text as necessary.

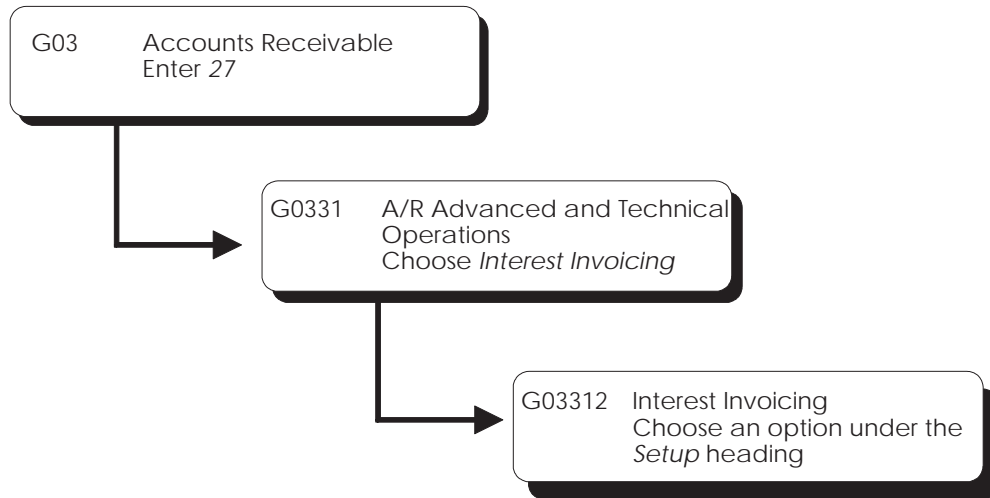
What You Should Know About

Creating alternate versions of delinquency notices text

You can send different delinquency notices to different groups of customers. To do so, create alternate versions of LETTER1, LETTER2, and LETTER3. For example, you might name the alternate versions LETTER1X, LETTER2X, and LETTER3X, where X is any alphanumeric character not previously specified by a foreign language version of the data item.

You can create as many alternate versions as you need.

Work with Interest Rate Information



Working with Interest Rate Information

If you send interest invoices to assess charges on past due amounts, you must define the interest rates and the text to appear on the invoices. This task consists of:

- Defining interest rates
- Entering text for interest rates

Defining Interest Rates

In order for the system to calculate interest charges on overdue invoices, you need to specify the interest rate. You can specify a monthly finance charge percentage in the customer master record, or you can define the interest rates and effective dates that the system uses to process interest invoices.

Define interest rates for company 00000 to use as the default rates for all companies. You can also define interest rates for a specific company

Interest rates are stored in the Interest Rate Constants table (F00017).

► **To define interest rates**

On Revise Interest Rates

The screenshot shows a window titled "[00170] - Revise Interest Rates" with a menu bar containing "Functions", "Tools", and "Help". Below the menu bar are three input fields: "Interest Comp. Code" with the value "INV", "Company" with the value "00000", and "Description" with the value "Interest Invoicing-All Cos.". Below these fields is a table with two columns: "Effective Date" and "Effect Int Rate". The table contains two rows of data: "04/30/97" with "1.250" and "04/30/98" with "1.255". At the bottom of the window, there are several icons and a status bar with the text "F19/F20=Prior/Next F21=Print Interest Rate Constants F24=More Keys" and "MW".

Effective Date	Effect Int Rate
04/30/97	1.250
04/30/98	1.255

1. Complete the following fields:
 - Interest Computation Code
 - Company
 - Description (optional)
 - Effective Date
 - Effective Interest Rate
2. Do one of the following:
 - In WorldSoftware, press Enter
 - In WorldVision, click Add

Field	Explanation
Interest Computation Code	<p>A code indicating what interest rate is to be charged for late joint interest invoices for this business unit or owner. This code is also used for computing interest on late or suspended royalties in the Revenue Distribution system. This code can be established in the Business Unit Master table (F0006) for all owners in the DOI's for the business unit, or may be assigned by owner in the DOI Detail Revisions programs. The company field should be left blank for all uses except Interest Invoices.</p> <p>When used for Interest Invoicing in the Accounts Receivable system, this code is "INV." A rate should be entered for each company used in A/R or for company 00000. The rates entered for company 00000 are the default rates when no record exists for the particular company.</p>
Effective Date	<p>The date on which this transaction takes effect. The effective date is used generically. It can be the date of the next raise, a lease effective date, a price or cost effective date, a currency effective date, a tax rate effective date, change in well status, or whatever is appropriate.</p>
Effective Interest Rate	<p>The effective interest rate associated with this particular payment terms code. This must be entered manually as several payment terms codes have an indeterminate interest rate (for example, 30/60/90 terms or prox 25th). Leaving the effective interest rate blank will void the comparison of this rate with the current borrowing rate (CBR) in order to determine whether a discount is to be taken. Input interest rate as a full number between 0 and 99 rather than a decimal fraction.</p>

What You Should Know About

Deleting an interest rate To delete an interest rate and its effective date, clear the appropriate fields.

The Delete action deletes the entire list of interest rates.

Entering Text For Interest Invoices

To create a personalized message to print on your interest invoices, you must enter the text. You can enter messages for a specific customer or all customer within a company.

When you enter or revise the text for interest invoices, the system creates the key for generic message text. The system stores this key in the Generic Text Index Key table (F00163) and the actual message in the Generic Text Entry table (F0016).

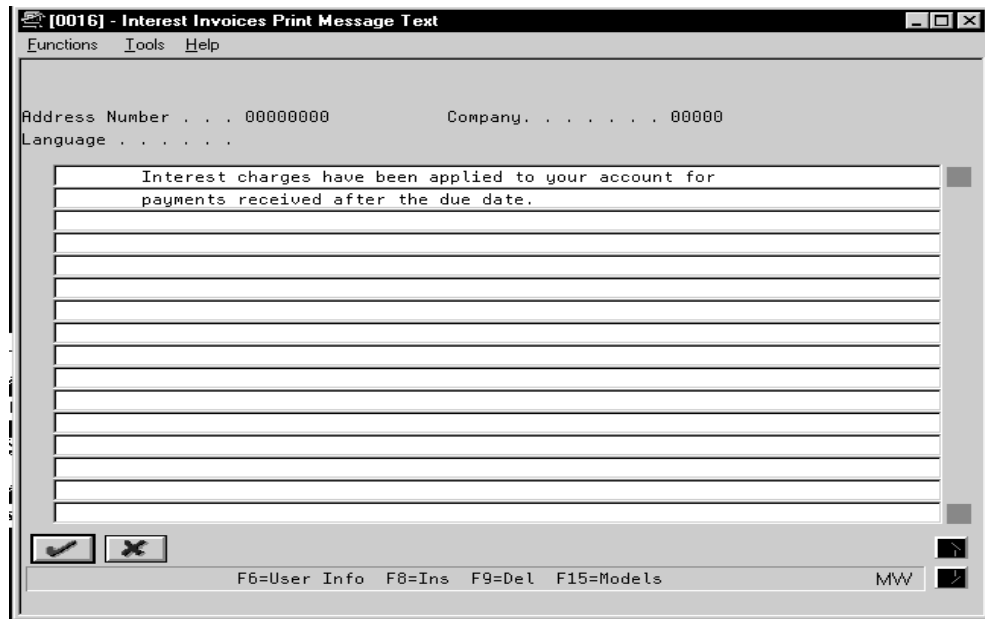
▶ To enter text for interest invoices

On Revise Interest Invoice Text

OP	Address	Comp.	Description	LP
		00000	J.D. Edwards & Company	
		00001	R Model Financial Co (Trng)	

1. Complete one of the following fields on the first available blank line:
 - Address
 - Company
2. Complete the following optional field:
 - Language
3. Do one of the following:
 - For WorldSoftware, press Enter
 - For WorldVision, click Add
4. Locate the customer or company you just added.

- Choose the Narrative Text option next to the customer or company.



- On Interest Invoices Print Message Text, enter the message to appear on the interest invoices.

What You Should Know About

Displaying a specific customer or company

To limit the list of customers and companies, specify the appropriate address number or company number at the top of Revise Interest Invoice Text.

Deleting a customer or company

To remove a company or customer from the list of interest invoices text, choose Delete next to the appropriate customer or company.

The Delete action deletes the entire list of customers and companies.

Creating a model message

To use the same text for several companies, you can create a model message.

See *Setting Up Statement Messages*.

A/R Tax Setup

Objectives

- To understand the types of taxes you work with in A/R
- To set up tax authorities (agencies and governments)
- To set up tax rates and areas (jurisdictions and rates for the tax authorities)
- To control how taxes are assessed using tax explanation codes
- To understand which AAIs to set up for taxes
- To set up tax rules for companies in your business or company

About A/R Tax Setup

Various tax authorities assess and collect taxes. In order to comply with governmental tax regulations, you must set up tax information in your Accounts Receivable system. After you set up this information, you can:

- Track taxes according to different tax rates and areas
- Assign a default tax rate to a customer
- Apply a tax rate to an entire invoice or an individual pay item
- Enter a tax amount or have the system calculate the amount
- Track tax history in a separate table

Tax setup consists of:

- Setting up tax authorities
- Setting up tax rates and areas
- Understanding tax explanation codes
- Setting up AAIs for taxes
- Setting up tax rules by company

Alternatively, you can set up your taxes with Vertex(tm). This consists of:

- Working with Vertex



What Are the Different Types of Taxes?

You might be required to collect one of the following types of taxes:

Sales tax	This tax is calculated on the gross amount of the sale of goods. Customers who buy goods for their own use pay sales tax at the time of purchase. Customers who buy goods for resale do not pay sales tax.
Value Added Tax (VAT)	This tax is collected at each stage in the production and distribution of goods and services as value is added. As a business adds value to a product, the business pays VAT on the added value.
Canadian Goods and Services Tax (GST) and Provincial Sales Tax (PST)	In Canada, the federal government assesses a GST. The provincial government assess a PST. The tax rates vary from province to province and are calculated using either the value of goods or the value plus GST.

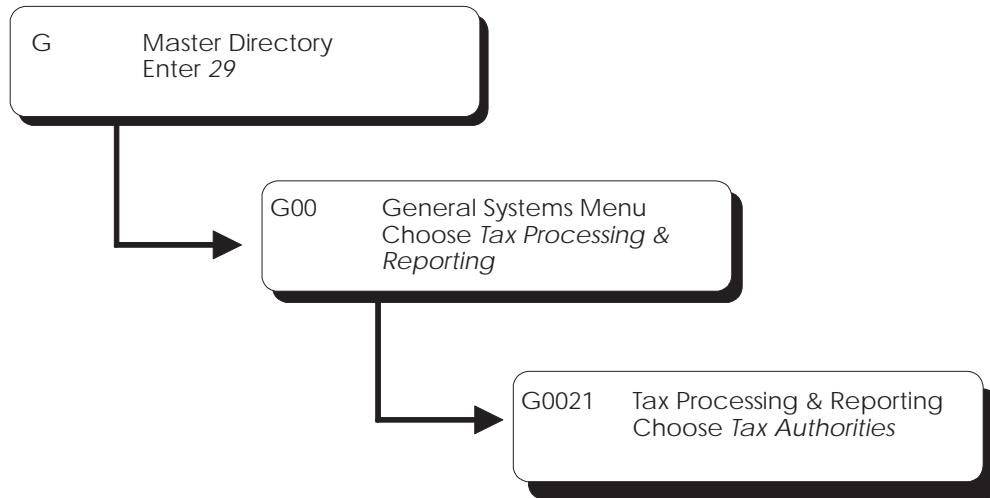
Tax types are not exclusive to a single country. For example, VAT is used worldwide and encompasses a variety of value added taxes, such as:

- IVA in Italy
- TVA in Belgium
- GST in Singapore

See Also

- *Tax Reference Guide* for more detailed information about taxes and related tax reports

Set Up Tax Authorities



Alternatively, you can access the Address Book menu (G01) and set up tax authorities on Address Book Revisions.

Setting Up Tax Authorities for A/R

Tax authorities are government agencies that assess and collect taxes. For tracking and reporting purposes, your organization must set up an address book record for each tax authority which it reports to.

► **To set up tax authorities for A/R**

On Tax Authorities

The screenshot shows a software window titled "[01051] - Tax Authorities" with a menu bar containing "Functions", "Tools", and "Help". The form contains the following fields and values:

- Long Addr No: []
- Resp. Bus. Unit: [1]
- Address Number: [2292]
- Alpha Name: [Colorado State Treasurer]
- Phone Number: [(303) 534--1208] and [(800) 332--2067]
- Mailing Name: [Colorado State Treasurer]
- Address: [Colorado Department of Revenue], [Taxpayer Service Division], [375 Sherman Street]
- Postal Code: [80261]
- City: [Denver]
- State: [CO Colorado]
- Country: [USA]
- County: []
- Search Type: [V]
- Payables Y/N/M: [Y]
- Receivables Y/N: [N]
- Employee Y/N: [N]
- User Code: []
- Subldgr Inact: [N]
- Eff Date: []

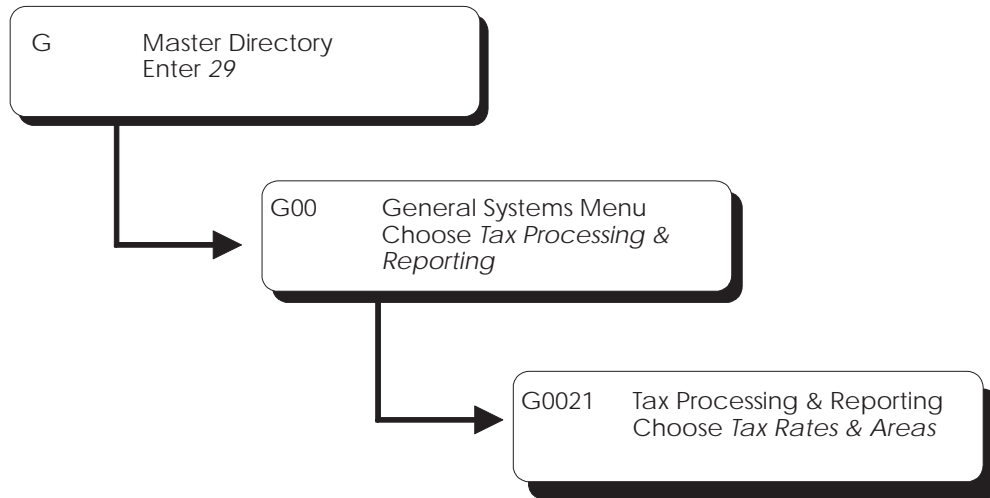
At the bottom of the window, there is a toolbar with icons for checkmark, close, help, and other functions. A status bar at the very bottom contains the text: "F2=Fmt F5=Who F11=CIF Index F12=Phones F13=Add'l Info F24=More MW".

1. Complete the following fields:
 - Alpha Name
 - Mailing Name
 - Search Type
 - Payables
 - Receivable
2. Do one of the following:
 - In WorldSoftware, press Enter
 - In WorldVision, click Add

See Also

- *Working with Address Book* in the *Address Book Guide* for information about entering and revising address book records

Set Up Tax Rates and Areas



Setting Up Tax Rates and Areas for A/R

In order to calculate and track the different taxes you are required to collect from your customers, you must set up:

- Tax areas
- Tax rates

Each tax area is a physical, geographical area, such as a state, province, or county. Different tax authorities assess a variety of taxes for each geographical area. Additionally, each authority within a tax area can have a different tax rate.

► **To set up tax rates and areas for A/R**

On Tax Rates & Areas

See Memo

Tax Rate/Area: DEN

Desc: Denver, CO Sales/Use Tax

Effective Date: 01/01/90

Expiration Date: 12/31/99

Item Number:

Address	Tax Rate	G/L Off.	Calc Meth	VAT Tax	Description
Tax Authority 2292	3.500		TXTX		Denver City & County Tax
	3.800		TXTX N		Colorado State Treasurer
Total Area Tax Rate		7.300			

F14=Memo F21=Print F24=More Keys MW

1. Complete the following required fields:
 - Tax Rate/Area
 - Description
 - Item Number
2. Complete the following optional fields:
 - Address
 - Tax Rate
 - G/L Offset
3. Verify the information in the following fields:
 - Calculation Method
 - VAT Expense
 - Total Area Tax Rate
4. Do one of the following:
 - In WorldSoftware, press Enter
 - In WorldVision, click Add

Field	Explanation
Tax Rate/Area	<p>A code that identifies a tax or geographic area that has common tax rates and tax distribution. The tax rate/area must be defined to include the tax authorities (for example, state, county, city, rapid transit district, or province), and their rates. To be valid, a code must be set up in the Tax Rate/Area table (F4008).</p> <p>Typically, U.S. sales and use taxes require multiple tax authorities per tax rate/area, whereas VAT requires only one simple rate.</p> <p>The system uses this code to properly calculate the tax amount.</p> <p>If you use Vertex, the GeoCode appears in this field. The system retrieves the GeoCode based on the customer's city, state, and zip code.</p>
Tax Authority Address	<p>The address book number of a tax authority that has jurisdiction in the tax area. This is an authority to whom you pay and report sales, use, or VAT taxes. Examples include states, counties, cities, transportation districts, provinces, and so on.</p> <p>You can have up to five tax authorities for a single tax area.</p> <p>..... <i>Form-specific information</i></p> <p>For Canada, the GST tax authority must be on the first line. PST tax authorities can be on lines 2 through 5. If a GST input credit is applicable, the authorities on lines 3 through 5 can identify the GST percentage not eligible for input credits.</p>
Tax Rate	<p>A number that identifies the tax rate for a tax authority that has jurisdiction in the tax area. Tax rates must be expressed as a percentage and not as the decimal equivalent. For example, type 7% as 7. The system displays 7.000.</p>
Item Number	<p>A number that the system assigns to an item. It can be in short, long, or 3rd item number format.</p> <p>..... <i>Form-specific information</i></p> <p>Identifies either a group of items or a single item. Items that are assessed VAT generally use the group code number. Items that are assessed a luxury tax generally use a specific item number.</p> <p>NOTE: Only sales order and purchase order processing use this field. You can suppress this field with processing options.</p>

Field	Explanation
Calculation Method	<p>A code that indicates whether the tax rate for the tax authority is calculated pre-GST (taxable amount plus any GST for a previous tax authority) or calculated as a tax on a tax. Valid values are:</p> <p>Y Tax on a tax. Indicates that the tax is calculated after GST has been added to the product value. The taxable amount plus any GST calculated for a previous tax authority is added to calculate the basis for this authority.</p> <p>N Not tax on a tax. Indicates that the tax is calculated against the value of the product. The taxable amount is the basis for this authority.</p> <p>NOTE: This field is used in Canada. It is valid only with tax explanation codes that begin with the letters B and C.</p> <p>..... <i>Form-specific information</i></p> <p>This code is available only for the second tax authority (line 2 in the list on this form) and must identify a non-GST tax authority.</p>
VAT Expense	<p>A code that identifies the percentage of the VAT (GST) amount that is not eligible for input credits. Valid values are:</p> <p>R Not recoverable. The tax is an expense and is not a receivable.</p> <p>Blank Recoverable. The tax is a receivable. This is the default.</p> <p>NOTE: This field is used in Canada. It is valid only with tax explanation codes that begin with the letters C, B, and V.</p> <p>..... <i>Form-specific information</i></p> <p>This code is available only for the third, fourth, fifth tax authorities (lines 3 through 5) on the form.</p>
Total Area Tax Rate	<p>A number that identifies the sum of the tax rates for all tax authorities in the tax rate/area.</p>

Understand Tax Explanation Codes

About Tax Explanation Codes for A/R

You might be required to calculate, collect, and track taxes on some invoices you send to your customers. When this is necessary, you must enter a tax explanation code for the customer or invoice. These codes control how you:

- Collect taxes
- Distribute taxes to specific G/L revenue and expense accounts

Tax explanation codes are user defined codes (system 00/type EX).

What Are the Types of A/R Tax Explanation Codes?

J.D. Edwards provides the following tax explanation codes for A/R invoice processing:

B	GST + PST, where PST is self-assessed (Canadian).
BT	Same as B, but taxes only.
C	GST + PST, where PST is seller-assessed (Canadian).
CT	Same as C, but taxes only.
E	Exempt.
S	Sales tax. Seller-assessed (PST in Canada and sales in U.S.)
ST	Same as S, but taxes only.
U	Use tax. Seller-assessed (PST in Canada).
UT	Same as U, but taxes only.
V	VAT (VAT in Europe and GST in Canada).

VT	Same as V, but taxes only.
V+	Same as V, but calculated as a tax on tax.

How Are A/R Taxes Calculated?

The following examples show how the system calculates some commonly used taxes.

Example: Sales Tax (S)

The system calculates the tax amount but does not make a separate entry to the general ledger for the tax amount. The tax amount (which is 73 in the following example) appears on the invoice. The system updates the Sales/Use/VAT Tax table (F0018) for tax reporting purposes.

Tax rate	7.3%
Taxable amount	1,000
Sales tax calculation	Taxable amount x sales tax rate <ul style="list-style-type: none">• $1,000 \times .073 = 73$
Invoice	<ul style="list-style-type: none">• Amount: 1,000• Taxable: 73• Gross amount: 1,073
Journal entries	Revenue: 1,073-
Automatic offsets	A/R trade: 1,073

Example: VAT (V)

The system calculates the tax amount and makes a separate entry to the general ledger for the tax amount.

Tax rate	7.3%
Taxable amount	1,000
Sales tax calculation	Taxable amount x VAT tax rate <ul style="list-style-type: none">• $1,000 \times .073 = 73$
Invoice	<ul style="list-style-type: none">• Amount: 1,000• Tax amount: 73• Gross amount: 1,073
Journal entries	Revenue: 1,000-
Automatic offsets	<ul style="list-style-type: none">• A/R trade: 1,073• VAT payable: 73-

Example: VAT + Sales Tax

The system calculates taxes on a tax amount. The following example shows both VAT plus sales tax and GST plus PST.

Tax rate/area calculation method	Y (tax on tax)
Tax rate	7% GST, 8% PST
Taxable amount	1,000
GST calculation	Taxable amount x GST rate <ul style="list-style-type: none">• $1,000 \times .07 = 70$
PST calculation	Taxable amount + GST x PST rate <ul style="list-style-type: none">• $1,000 + 70 \times .08 = 85.60$
Tax amount	GST + PST <ul style="list-style-type: none">• $70 + 85.60 = 155.60$
Invoice	<ul style="list-style-type: none">• Amount: 1,000• Tax amount: 155.60• Gross amount: 1,155.60
Journal entries	Revenue: 1,085.60-
Automatic offsets	<ul style="list-style-type: none">• A/R trade: 1,155.60• VAT payable: 70-

Example: VAT + Use Tax (B)

The system calculates use tax on amounts that include GST (Canadian VAT).

Tax rate/area calculation method	Y (tax on tax)
Tax rate	10% VAT (GST), 5% Use
Taxable amount	1,000
VAT calculation	Taxable amount x VAT (GST) rate <ul style="list-style-type: none"> • 1,000 x .10
Use tax calculation	Taxable amount + VAT x Use rate <ul style="list-style-type: none"> • 1,000 + 100 x .05 = 55
Tax amount	VAT (or GST) + Use <ul style="list-style-type: none"> • 100 + 55 = 155
Invoice	<ul style="list-style-type: none"> • Amount: 1,000 • Tax amount: 155 • Gross amount: 1,100
Journal entries	Revenue: 1,055-
Automatic offsets	<ul style="list-style-type: none"> • VAT payable: 100- • A/R trade: 1,100 • Taxes recoverable: 55

See Also

- *Setting Up User Defined Codes for A/R (P00051)*

Set Up AAls for A/R Taxes

Setting Up AAls for A/R Taxes

If you are required to collect taxes on customer invoices, you must distribute the tax amounts to the correct G/L accounts. When you set up AAls for a specific type of tax, such as VAT or use tax, you designate what accounts you want to debit and credit for an invoice tax amount.

Which AAls Do You Need to Set Up for Taxes?

The Accounts Receivable system uses the AAI item RT for tax accounts. The character code yyyy represents a G/L offset account. This code points to the AAI item, which, in turn, points to the appropriate tax account.

For example, for the code RTVATB, RT is the AAI item for a receivable and VATB is the character code that identifies the G/L offset.

The following examples describe the different tax codes and the corresponding AAI items that identify the debit and credit tax accounts.

V

VAT. When you enter an invoice, you credit the G/L distribution accounts for the goods. The system debits an A/R account and credits a VAT payable account.

RTyyyy identifies the VAT payable account and RCyyyy identifies the A/R trade account. For example:

- Dr 1100 RCyyyy Gross (A/R for goods of 1000 + VAT of 100)
- Dr 1100
- Cr 1000 G/L distribution (goods of 1000)
- Cr 100 RTyyyy (VAT recoverable account for the tax rate/area)

V+

VAT (calculated as a tax on a tax). The accounts are the same as those for VAT.

- VT** VT (taxes only). The accounts are the same as those for VAT. For example:
- Dr 100 RCyyy Gross (A/R for VAT of 100)
 - Cr 0 G/L distribution (goods of 0)
 - Cr 100 RTyyy (VAT payable account for the tax rate/area)
- S** Sales Tax (PST in Canada), seller-assessed. When you enter an invoice, you credit G/L distribution accounts (for the goods plus the sales tax). The system debits an A/R account. RCyyy identifies the A/R account. For example:
- Dr 1050 RCyyy Gross (A/R for goods of 1000 + sales tax of 50)
 - Cr 1050 G/L distribution (goods of 1000 + sales tax of 50)
- ST** Sales Tax (PST in Canada), seller-assessed. Taxes only. The accounts are the same as those for S. For example:
- Dr 50 RCyyy Gross (A/R for sales tax of 50)
 - Cr 50 G/L distribution (sales tax of 50)
- E** Exempt. When you enter an invoice, the system performs no tax calculations. You credit G/L distribution accounts and the system debits an A/R account. For example:
- Dr 1000 RCyyy Gross (A/R for goods of 1000)
 - Cr 1000 G/L distribution (goods of 1000)
- C** GST + seller-assessed PST (Canada only). When you enter an invoice, you credit G/L distribution accounts (for the goods + PST). The system debits an A/R account and credits a GST payable account. RTyyy identifies the A/R account. For example:
- Dr 1155 RCyyy Gross (A/R for goods of 1000 + GST of 100 + PST of 55)
 - Cr 100 RTyyy (GST payable account for the tax rate/area)
 - Cr 1055 G/L distribution (goods of 1000 + PST of 55)

CT

GST + seller-assessed PST (Canada only). Taxes only. Accounts are the same as those for C. For example:

- Dr 155 RCyyyy Gross (A/R for GST of 100 + PST of 55)
- Cr 55 G/L distribution (PST of 55)
- Cr 100 RTyyyy (GST payable account for the tax rate/area)

What You Should Know About

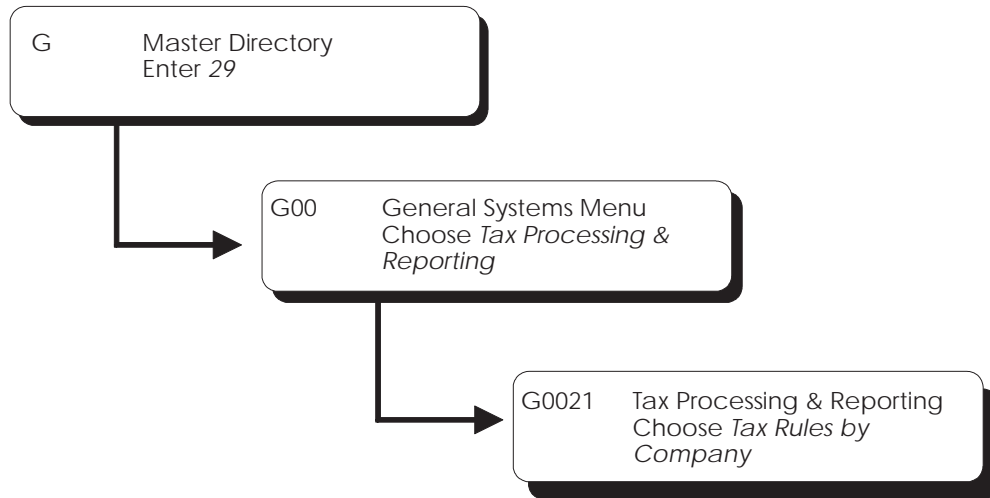
VAT taxes

The amount distributed to the general ledger includes the goods and the sales tax because this is the true cost of purchased goods. VAT is not included in the G/L distribution amount because a company is usually reimbursed for any VAT that is paid when the company sells those goods.

See Also

- *Setting Up AAls for A/R (P00121)*

Set Up Tax Rules by Company



Alternatively, you can access Tax Rules by Company by choosing A/R Tax Setup on menu G0341.

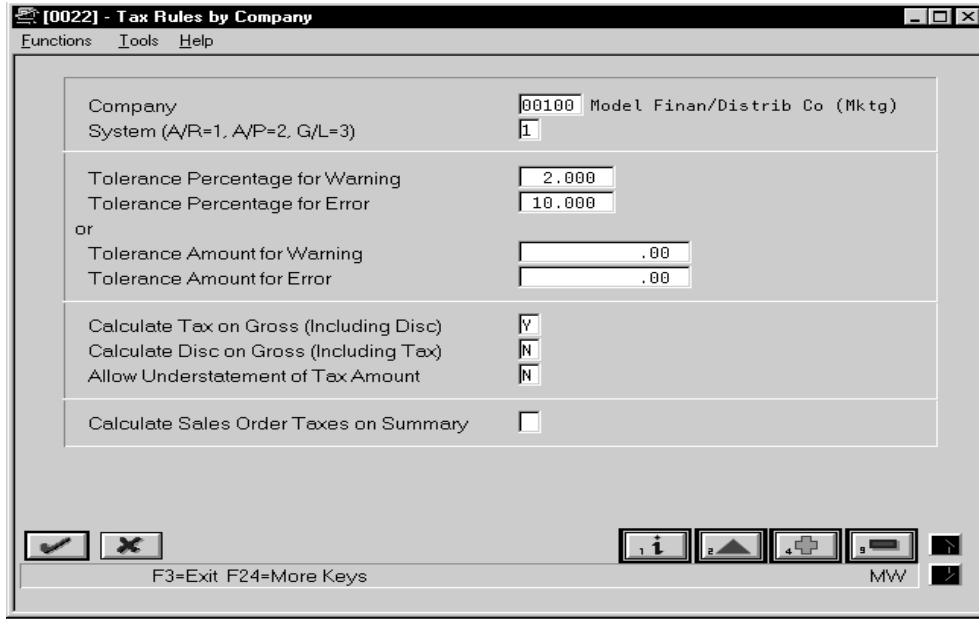
Setting Up Tax Rules by Company for A/R

Set up your tax rules so that the Accounts Receivable system can calculate any applicable taxes when you enter an invoice. You need to set up tax rules for each company. The system uses these rules to:

- Display a warning message (or reject a transaction) whenever someone enters a tax amount that differs from the system-calculated tax
- Calculate discounts on a gross amount that already includes tax
- Calculate tax on a gross amount that includes the discount amount

Setting up tax rules by company consists of:

- Setting up tolerance information for A/R
- Setting up calculation rules for A/R



What You Should Know About

- Updating tax amounts** You must set the three processing options in the post program for invoice entry so that tax amounts are updated in the Sales/Use/VAT Tax table (F0018). If they are not set correctly, the system does not update information for this worktable.

Setting Up Tolerance Information for A/R

When you enter a tax amount that differs from the tax amount that the system calculates, you might receive a warning message. By setting up tolerance information, you control the type of message that the system issues for different tolerance ranges. Tolerance ranges apply only to VAT and GST and can be a percentage or monetary amount.

► To set up tolerance information for A/R

On Tax Rules by Company

1. Complete one of the following groups of fields:
 - Tolerance percentages ranges
 - Tolerance Percentage for Warning

Field	Explanation
Tolerance Amount for Error	<p>Amount used only for A/R, A/P, and G/L processing (sales order and purchase order processing do not use it). When you enter a VAT or GST amount that differs from the system-calculated tax, the system uses this amount to determine whether to reject the tax entry.</p> <p>This amount is used in conjunction with the Tolerance Amount for Warning field. For example, a .50 tolerance amount for warning and a 1.00 tolerance amount for error works as follows:</p> <p>Accept difference is .49 or less</p> <p>Warning difference is between .50 and .99</p> <p>Reject difference is 1.00 or more</p> <p>The default (zero) indicates that no entry is to be rejected.</p> <p>NOTE: This field applies only to VAT and GST. You cannot enter both tolerance amounts and tolerance percentages.</p>

Setting Up Calculation Rules for A/R

You can set up calculation rules to identify which method to use for calculating tax and discount amounts, when both are specified, for invoices. The rules control how the system validates the correct tax amount, based on the total amount of the invoice.

► To set up calculation rates for A/R

On Tax Rules by Company

1. Complete the following fields:
 - Calculate Tax on Gross (Including Discount)
 - Calculate Discount on Gross (Including Tax)
2. Do one of the following:
 - In WorldSoftware, press Enter
 - In WorldVision, click Add

Field	Explanation
Calculate Tax on Gross	<p>A code that indicates whether to calculate the tax on a gross amount that includes the discount amount. Valid codes are:</p> <ul style="list-style-type: none">Y Calculate the tax amount on the gross.N Calculate the tax amount on the gross less the discount amount.Blank Defaults to Y. <p>Self-assessed taxes are not included in discount calculations.</p> <p>NOTE: This field does not apply to G/L processing. A/R, A/P, sales orders, and purchase orders use it.</p>
Calculate Discount on Gross	<p>A code that indicates whether to calculate the discount on a gross amount that already includes the tax amount. Valid codes are:</p> <ul style="list-style-type: none">Y Calculate the discount amount on the gross with tax.N Calculate the discount amount on the gross less the tax amount.Blank Defaults to N. <p>Self-assessed taxes are not included in discount calculations.</p> <p>NOTE: This field does not apply to G/L processing. A/R, A/P, sales orders, and purchase order processing use it.</p>

Examples: Calculation Rules

The system calculates gross and discount amounts using the tax rules that you set up. Each of the following examples uses a different combination of rules to calculate the following:

- Tax on gross with or without discounts
- Discount on gross with or without tax

The following examples use these amounts:

- Taxable: 1,000
- Tax %: 10%
- Tax amount: 100
- Discount: 1%

Example: Calculate Tax on Gross with Discount

Calculate Tax on Gross (Including Discounts)	Yes
Calculate Discount on Gross (Including Tax)	Yes
Discount Formula	(Taxable Amount + Tax Amount) x (Discount Rate %) = Discount Available <ul style="list-style-type: none"> $(1,000 + 100) \times .01 = 11.00$
Gross Formula	Taxable Amount + Tax = $1,000 + 100 = 1,100$

Example: Calculate Tax on Gross without Discount

Calculate Tax on Gross (Including Discount)	Yes
Calculate Discount on Gross (Including Tax)	No
Discount Formula	Taxable Amount x Discount Rate % = Discount Available <ul style="list-style-type: none"> $1,000 \times .01 = 10.00$
Gross Formula	Taxable Amount + Tax = $1,000 + 100 = 1,100$

Example: Calculate Discount on Gross with Tax

Calculate Tax on Gross (Including Discount)	No
Calculate Discount on Gross (Including Tax)	Yes
Discount Formula	$\frac{[(\text{Taxable Amount} + \text{Tax Amount}) \times (\text{Discount Rate } \%)]}{(1 - \text{Discount Rate } \%)}$ <ul style="list-style-type: none">$[(1,000 + 100) \times .01] / (1 - .01) = 11.11$
Gross Formula	$\text{Taxable Amount} + \text{Tax} + \text{Discount} = 1,000 + 100 + 11.11 = 1,111.11$

Example: Calculate Discount on Gross without Tax

Calculate Tax on Gross (Including Discount)	No
Calculate Discount on Gross (Including Tax)	No
Discount Formula	$\frac{(\text{Taxable Amount} \times \text{Discount Rate } \%)}{(\text{Discount Rate } \% \times \text{Tax Rate})}$ <ul style="list-style-type: none">$(1,000 \times .01) / (.01 \times .10) = 10.10$
Gross Formula	$\text{Taxable Amount} + \text{Tax} + \text{Discount} = 1,000 + 100 + 10.10 = 1,110.10$

Work with Vertex

Working with Vertex

If your company wants to apply sales taxes automatically, you can use Vertex software along with the J.D. Edwards system. Vertex software can co-exist with the J.D. Edwards tax calculation software, which means that you can perform tax calculations using either or both of them. However, if you want to perform a tax-only calculation, you must use the J.D. Edwards software.

When tax laws change, the Vertex software accesses the new requirements for each taxing authority so that you can apply the taxes correctly. Vertex software:

- Reduces the setup requirements for multiple tax rate areas
- Reduces processing time and rate maintenance
- Creates tax compliant records

Vertex software calculates the tax for customers based on GeoCodes(tm) (U.S. jurisdictions) and other special considerations, such as tax-exempt status or non-standard tax rates.

Working with Vertex consists of:

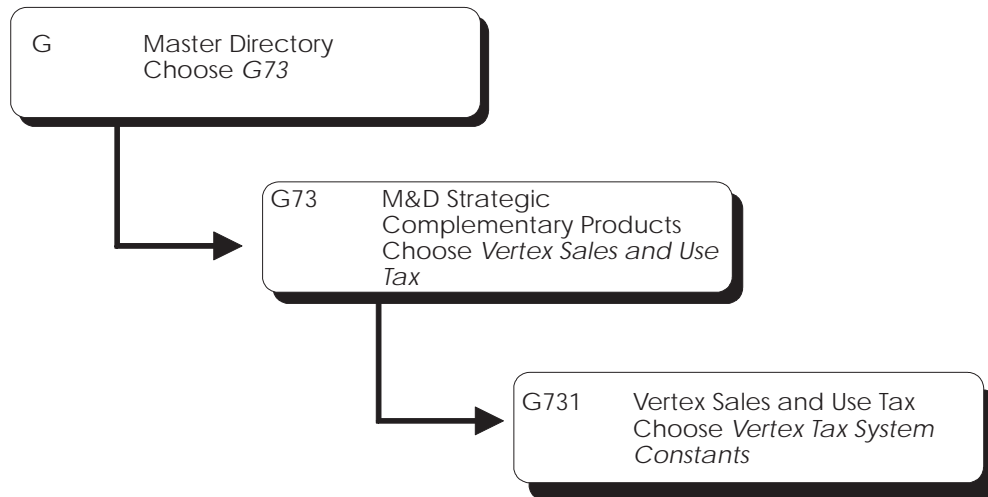
- Activating Vertex
- Globally assigning GeoCodes to address book records
- Assigning GeoCodes to customers
- Overriding GeoCodes on invoices

What You Should Know About

Tax-only calculations

For tax-only calculations, use tax types ST (sales tax) and UT (use tax) along with the J.D. Edwards tax rate/area code. You cannot use these tax types with a GeoCode.

Activating Vertex



You must activate the Vertex feature before you can use GeoCodes to perform tax calculations.

Before You Begin

- Read the *Vertex Sales Tax Compliance System Modules and Reference Manuals* for more information about installation

► **To activate Vertex**

On Vertex Tax System Constants

1. Complete the following fields:
 - Use Vertex System
 - U.S. Country Code
2. Complete the following fields for sales tax category codes:
 - Address Book Category
 - Item Balance Category
3. Complete the following optional fields for use tax category codes:
 - Address Book Category
 - Item Balance Category
4. Do not complete the following fields (they are not applicable):
 - Canada Country Code
 - G/L Offset
5. Do one of the following:
 - For WorldSoftware, press Enter
 - For WorldVision, click Add

What You Should Know About

Item balance categories Distribution clients who process sales and purchase orders use these categories.

Globally Assigning GeoCodes to Address Book Records

After you activate Vertex, you must assign GeoCodes to existing address book records. To accomplish this, you complete three steps that use a combination of J.D. Edwards and Vertex programs. The following describes the purpose of these steps and programs:

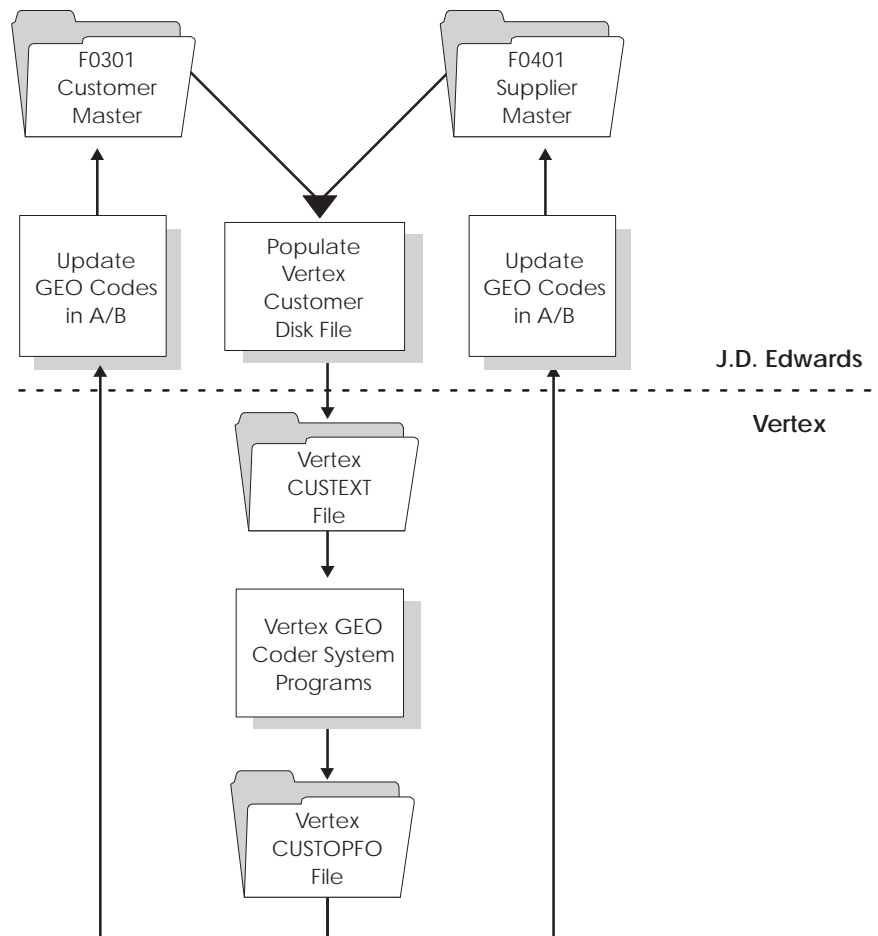
1. Populate the vertex disk file. This J.D. Edwards program moves the address book records for customers to the Vertex CUSTEXT file. Vertex then uses this file to locate records that have matching GeoCodes.

The address book records you want to move in the CUSTEXT file are defined by the search type in a user defined code list (73/ST).

2. Populate the outfile with vertex information. These Vertex programs do the following:
 - Process records from the CUSTEXT file identifying GeoCodes
 - Move the information to the Vertex CUSTFO file
 - Create records with the GeoCodes assigned to them or records without GeoCodes that need to be researched
3. Update address book with GeoCodes. This is a J.D. Edwards program that moves customer information with GeoCodes from the CUSTFO file to the customer master record. It loads the Tax Rate/Area field on these records with the GeoCode. This program updates the Customer Master (F0301) table.

The system produces reports that show both unmatched records and records that you might want to match. Use these reports to identify any address book records that did not get updated with GeoCodes. You will need to manually update those records.

The following graphic illustrates how the system updates the address book records with GeoCodes.



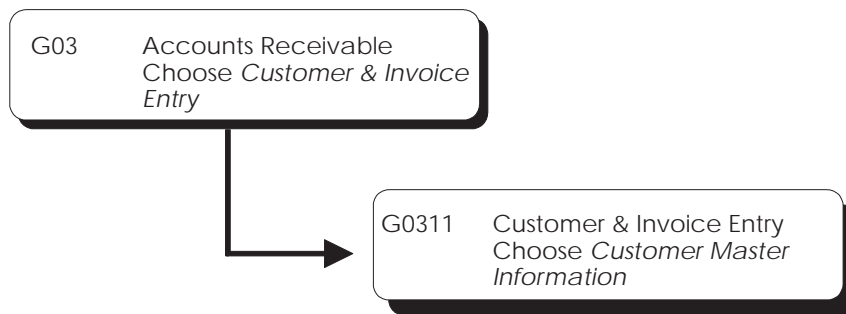
► To globally assign GeoCodes to address book records

1. Run Populate Vertex Disk File.
2. Run the following Vertex programs, in sequence:
 - Reformat Customer File
 - Match GeoCode File with Customer File
3. Update address book GeoCodes.

See Also

- *Setting Up User Defined Codes (P00051) in the Address Book Guide*
- *Working with Basic Address Book Information (P01051) in the Address Book Guide*

Assigning GeoCodes to Customers



After you globally assign GeoCodes to your customers, you might need to assign a GeoCode to a customer.

▶ **To assign GeoCodes to customers**

After you globally assign GeoCodes to your existing customers, you might need to individually assign a GeoCode when you create a new customer record.

On Customer Master Information

1. Enter basic customer information.

See *Entering Customers*.

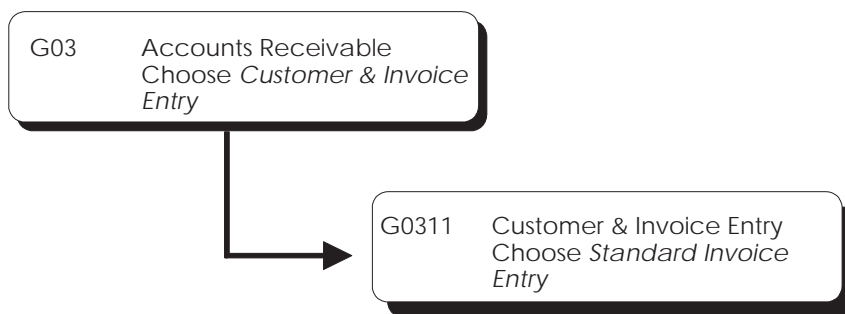
2. Choose Retrieve Vertex GeoCode (F15) to automatically load information in the following field:
 - Tax Rate/Area

Field	Explanation
Tax Rate/Area	<p>A code that identifies a tax or geographic area that has common tax rates and tax distribution. The tax rate/area must be defined to include the tax authorities (for example, state, county, city, rapid transit district, or province), and their rates. To be valid, a code must be set up in the Tax Rate/Area table (F4008).</p> <p>Typically, U.S. sales and use taxes require multiple tax authorities per tax rate/area, whereas VAT requires only one simple rate.</p> <p>The system uses this code to properly calculate the tax amount.</p> <p>If you use Vertex, the GeoCode appears in this field. The system retrieves the GeoCode based on the customer's city, state, and zip code.</p> <p>..... <i>Form-specific information</i></p> <p>The information you specify is used as the default value when entering invoices. You can override this code during invoice entry. If you use Vertex, the GeoCode appears in this field. The system retrieves the GeoCode based on the customer's city, state, and zip code.</p>

What You Should Know About

Changing an address When you change an address for a customer, the system updates the GeoCode if one was previously entered.

Overriding GeoCodes on Invoices



After you globally assign GeoCodes to your customers, you might need to override a GeoCode on an invoice.

► **To override GeoCodes on invoices**

After you assign GeoCodes to your customers, the system uses the GeoCode to supply default tax information when you enter an invoice. If you want to override the tax information supplied by the system, you can do so when you enter the invoice.

On Standard Invoice Entry

1. Toggle to the alternate tax format, if necessary.

[03105] - Standard Invoice Entry

Functions Tools Help

Mode (F) Prev Invoice

Account Number Cliff Young's Stereo Warehouse

Invoice Number Business Unit

Invoice Amount Payment Terms

Invoice Date Company

G/L Date P.O. Number

Tax Amount Tax Expl Code

Taxable Amount Tax Rate/Area

Remaining Amount Serv/Tax Date

Batch Number Currency Code

Exchange Rate

Invoice Schedule

Pay Itm	Gross Amount	Taxable Amount	Tax Amount	Tax Area	Tx Ex	Net Due Date
000	26,010.00					07/20/98

F4=Detail F6=E-Mail F9=NS F11=Addr Book F16=Ldgr Inq F13=J.E. Inq F24=More MW

2. Follow the steps to enter an invoice with taxes.

See *Entering an Invoice with Taxes (P03105)*.

3. Complete the following fields:
 - Tax Amount (optional)
 - Tax Explanation Code (optional)
 - Taxable Amount

Field	Explanation
Tax Explanation Code	<p>A user defined code (00/EX) that controls how a tax is assessed and distributed to the general ledger revenue and expense accounts. You assign this code to a customer or supplier to set up a default code for their transactions.</p> <p>Do not confuse this with the taxable, non-taxable code. A single invoice can have both taxable and non-taxable items. The entire invoice, however, must have one tax explanation code.</p> <p>..... <i>Form-specific information</i></p> <p>If you use Vertex, the system accepts only E (exempt), S (sales tax), and U (use tax) for GeoCodes.</p>
Taxable Amount	<p>The amount on which taxes are assessed.</p> <p>..... <i>Form-specific information</i></p> <p>You can either enter an amount in this field and the system will calculate the tax for you, or you can enter an amount in the Tax Amount field. If you decide to type an amount in the field, the system will validate it according to the tax rules you set up on Tax Rules by Company.</p>

What You Should Know About

Use tax The system makes accounting entries for use taxes when you post the invoice. AAI item RT (no G/L offset) points to the use tax account.

Advanced & Technical

Batch Invoice Processing

Objectives

- To understand batch invoice processing and its requirements
- To revise batch invoices before processing
- To process batch invoices
- To purge processed batch invoices

About Batch Invoice Processing

When you create invoices through an external source, such as a personal computer, you can transfer them to the J.D. Edwards Accounts Receivable system for processing.

Batch invoice processing consists of:

- Reviewing batch invoices
- Working with batch invoices
- Processing batch invoices
- Purging processed batch invoices

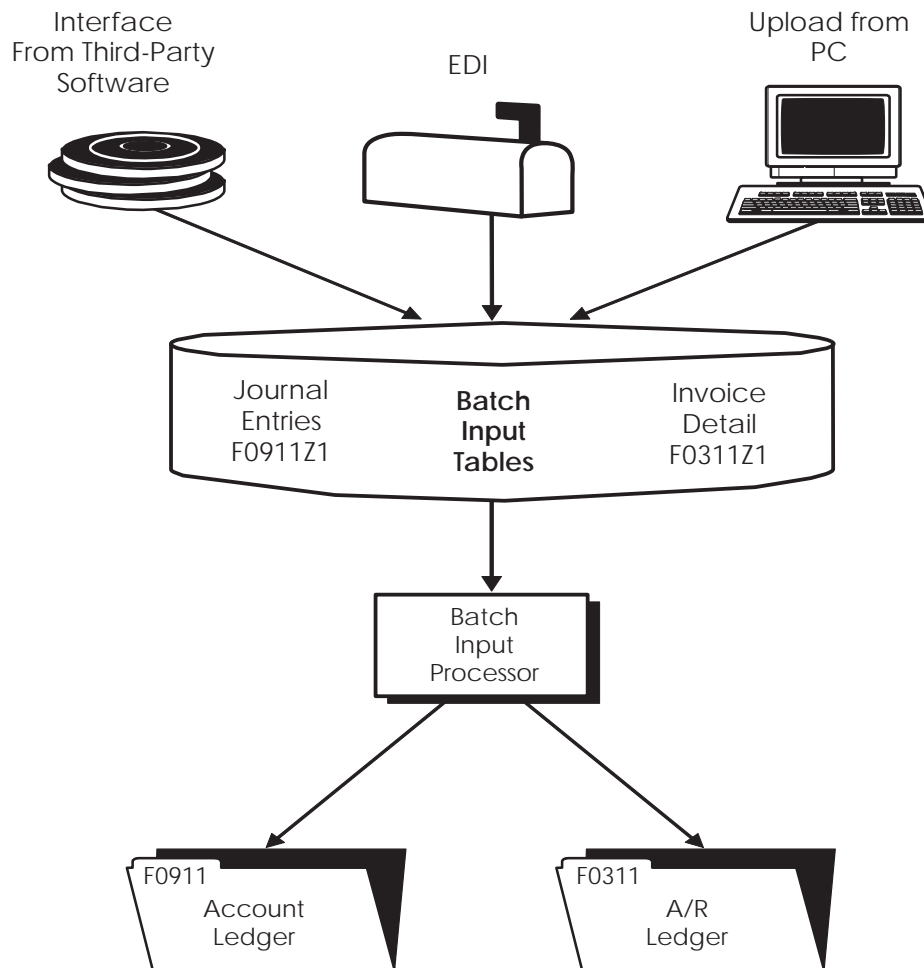
What Happens When You Process Batch Invoices?

After you transfer, review, and revise batch invoices, you process them to create:

- Invoice information in the A/R ledger
- Associated G/L distribution information in the account ledger



The following graphic illustrates the batch invoice process.



Before You Begin

- Map invoice transactions from their external source into the J.D. Edwards Accounts Receivable system using the appropriate format

What You Should Know About

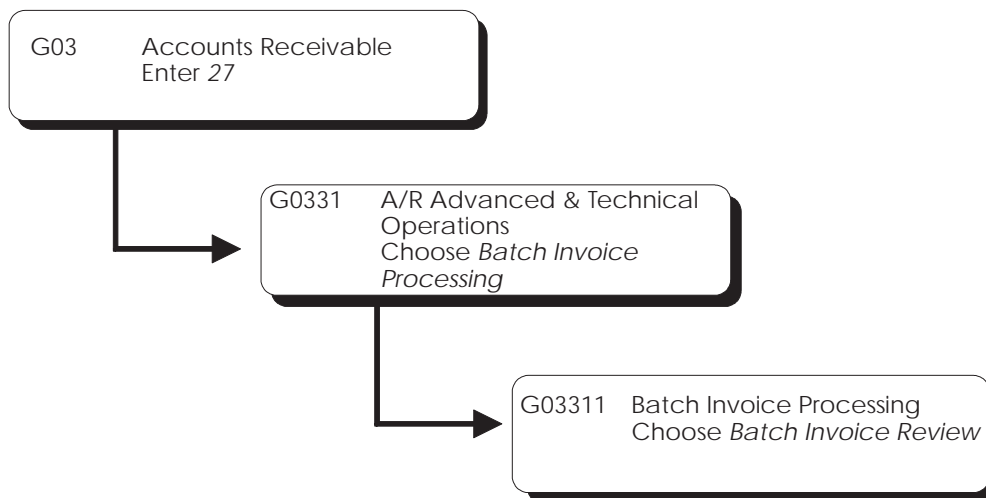
Multi-Currency

Use Batch Invoice Processing to process foreign-currency invoices in the same way you enter invoices directly into the J.D. Edwards Accounts Receivable system.

See Also

- *Appendix E* for technical information about setting up invoices for batch input processing

Review Batch Invoices



Reviewing Batch Invoices

After you transfer invoices from an external source, you might want to verify them before you process them. Alternatively, you can set a processing option to automatically display the batch invoices before you revise an existing one or enter a new one.

Reviewing batch invoices consists of:

- Reviewing batch information
- Reviewing batch invoice detail

Batch invoice information is stored in the Invoice Transactions – Batch (F0311Z1) and Journal Entry Transactions – Batch (F0911Z1) tables.

Reviewing Batch Information

After you transfer invoices, you can review specific information about the batch. For example, you might want to verify the number of invoices in a batch for a specific date.

▶ To review batch information

On Batch Invoice Review

The screenshot shows a window titled "[0001Z] - Batch Invoice Review" with a menu bar (Functions, Options, Tools, Help). The search criteria section includes:

- User ID: STUDENT
- Batch Number: * (with a note "(*) = All Batches")
- Transaction Number: [Empty]
- Address Number: [Empty]
- Processed (0/1): 1
- From Date: [Empty]
- Thru Date: [Empty]

Below the search criteria is a table with the following data:

0	User ID	Batch Number	Transaction Number	Transmit Date	Total Amount
	STUDENT		2213	09/20/93	900.00
	STUDENT		3325	09/20/93	350.00
	STUDENT		4436	09/20/93	500.00

At the bottom, there are navigation buttons (OK, Cancel) and a status bar with keyboard shortcuts: Opt: 1=Transaction Detail, F4=Detail, F9=Name Search, F24=More Keys.

1. Display all batch invoices entered by all users or complete the following fields to display specific invoices:
 - User ID
 - Batch Number
2. To further limit the invoices displayed, complete one or more of the following fields:
 - Processed
 - From Date
 - Thru Date
 - Transaction Number
 - Address Number

Field	Explanation
User ID	The source of the transaction. This can be a user ID, a workstation, the address of an external system, a node on a network, and so on. This field helps identify both the transaction and its point of origin.
Batch Number	The number that the transmitter assigns to the batch. During batch processing, the system assigns a new batch number to the J.D. Edwards transactions for each control (user) batch number it finds.
Processed	<p>An indicator to mark records as successfully processed through the batch processing system. After a record has been marked as processed, it can no longer be updated through the batch processing program.</p> <p>Valid values are:</p> <ul style="list-style-type: none"> 0 Unprocessed only 1 Processed and unprocessed
From Date	<p>The beginning date in the date range. This is the date starting with which you want the system to display information.</p> <p>..... <i>Form-specific information</i></p> <p>Enter the beginning date of the batches you want to review. This is the date that the transactions were entered into the batch input table, regardless of the original source or the method of transfer.</p>
Transaction Number	This is the number that an Electronic Data Interchange (EDI) transmitter assigns to a transaction. In a non-EDI environment, you can assign any number that is meaningful to you to identify a transaction within a batch. It can be the same as a J.D. Edwards document number.
Thru Date	The ending date in the date range. This is the date through which you want the system to display information. If you leave this field blank, the system uses the current period.

Reviewing Batch Invoice Detail

When viewing information about your batch invoices, you might want to see the customer number and accounting distributions associated with an invoice. To do so, review the detail of the invoice.

▶ **To review batch invoice detail**

On Batch Invoice Review

1. Locate the necessary batch invoice information.
2. Choose the Transaction Detail option next to the appropriate invoice to access Batch Invoice Entry.

The screenshot shows a window titled "[0301Z1] - Batch Invoice Entry" with a menu bar containing "Functions", "Tools", and "Help". The main area is titled "BATCH CONTROL" and contains the following fields:

- Prev Trans Number: []
- User ID: [STUDENT] User Batch: []
- Transaction Number: [2213] Transaction Type: [I]

Below this is a section titled "TRANSACTION INFORMATION" with a sub-tab "Additional Information". It contains a grid of fields:

Action Code	[R]	Edwards, J.D. & Company	
Customer Number	[1001]	Business Unit	[]
Invoice/Type/Co	[] [] [00001]	Payment Terms	[]
Invoice Date	[06/22/98]	Company	[00001]
G/L Date	[06/30/98]	P.O. Number	[] [] []
Serv/Tax Date	[] Tax Expl []	Tax Rate/Area	[] []
Currency Code	[] Mode [0]	Exchange Rate	[] [] []
Gross Amount	[] 900.00	Tax Amount	[] [] []
Distributable	[] 900.00-	Batch Number	[] [] []

At the bottom of the window, there are several icons and a status bar with the text: "F4=Detail Window F19/20=Prev/Next F24=More Keys" and "MW".

Processing Options for A/R Batch File Revisions

Batch File Review:

1. Enter a '1' to view the Batch Review screen prior to working with the Batch Invoice Entry. A default of blank will take you directly to the Entry screen. _____
2. Enter a '1' to display the EDI (Electronic Data Interchange) fields on the Batch Review screen. _____

A/R Maintenance

Field Display Control:

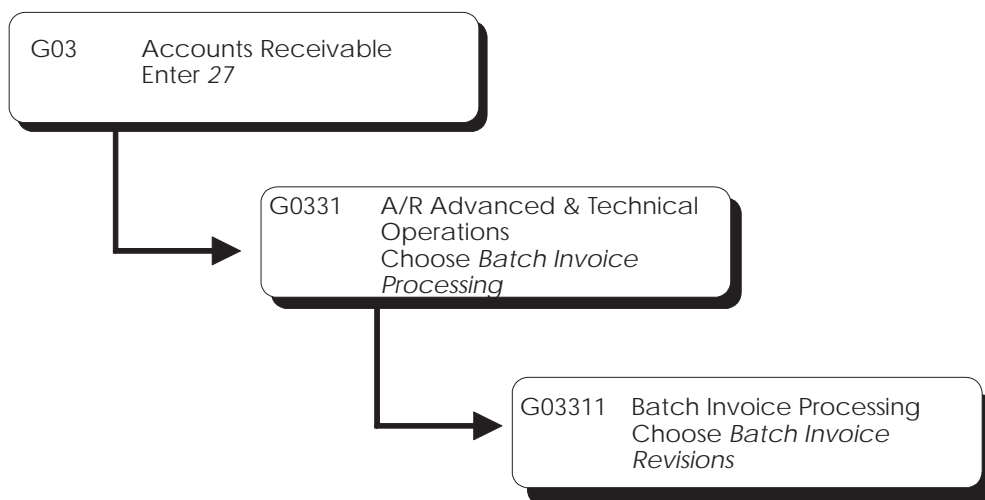
3. You may suppress certain capabilities of the program by placing a '1' next to the following:

- Sales/Use/VAT Tax Processing. . . _____
- PO Number Entry _____
- Extra Date for Service/Tax. . . . _____

Out-Of-Balance:

4. Enter a '1' to bypass the out-of-balance edits between the the invoice and the journal entries. _____

Work with Batch Invoices



Working with Batch Invoices

After you transfer invoices to the J.D. Edwards Accounts Receivable system from another source, you might need to correct or delete one. Revise batch invoices by manually entering a new one, or by changing or deleting an existing one. You should do this before you process your batch invoices.

Typically, you should not need to add a batch invoice. An exception, however, is if you experience difficulty processing transactions from an interfaced system. To detect and correct the discrepancies, compare the invoice you manually enter to the invoice that the external system creates.

Working with batch invoices consists of:

- Adding batch invoices
- Revising unprocessed batch invoices

When you revise a batch invoice, you update information in the Invoice Transactions – Batch (F0311Z1) and Journal Entry Transactions – Batch (F0911Z1) tables.

What You Should Know About

Multi-Currency

You can enter a batch invoice in foreign currency, domestic currency, or both.

When you leave the mode blank (domestic), the system uses ledger type AA and calculates amounts in domestic currency.

When you use 3 as the mode, you can enter both the domestic and foreign amounts without either amount being recalculated.

When you enter a currency code different from the domestic currency, the system uses ledger type CA and calculates domestic amounts (ledger type AA).

Pre-assigning document and batch numbers

The system uses next numbers to automatically assign document and batch numbers during final processing. J.D. Edwards recommends you use next numbers so that duplicate documents are not created. You can, however, manually assign the document number to facilitate a smooth transition between two systems.

Adding Batch Invoices

When you add a batch invoice, you supply limited information and the system supplies the remaining data. The transaction information you enter creates invoices in the batch A/R ledger and the batch account ledger. Invoices remain in the Invoice Transaction – Batch table until you process and purge them.

► To add batch invoices

On Batch Invoice Revisions

- To uniquely identify a batch, complete the following key fields:
 - User ID
 - User Batch
 - Transaction Number

The system identifies any transactions with this combination of data as one transaction.

- Complete the following fields for the first invoice in the batch:
 - Customer Number
 - Invoice
 - Type
 - Company
 - Invoice Date
 - G/L Date
 - Company
 - Gross Amount

3. In WorldVision, choose the Additional Information tab.

4. Complete the following optional fields and press Enter:

- Pay item
- Gross Amount
- Discount Available
- Remark
- Due Date
- Pay Status

5. Locate the batch.

6. Position your cursor on a pay item line and choose the Full Detail function to access A/R Batch Detail.

The screenshot shows a window titled "0301ZW A/R Batch Detail". The window has a menu bar with "Functions", "Tools", and "Help". The main area contains the following fields:

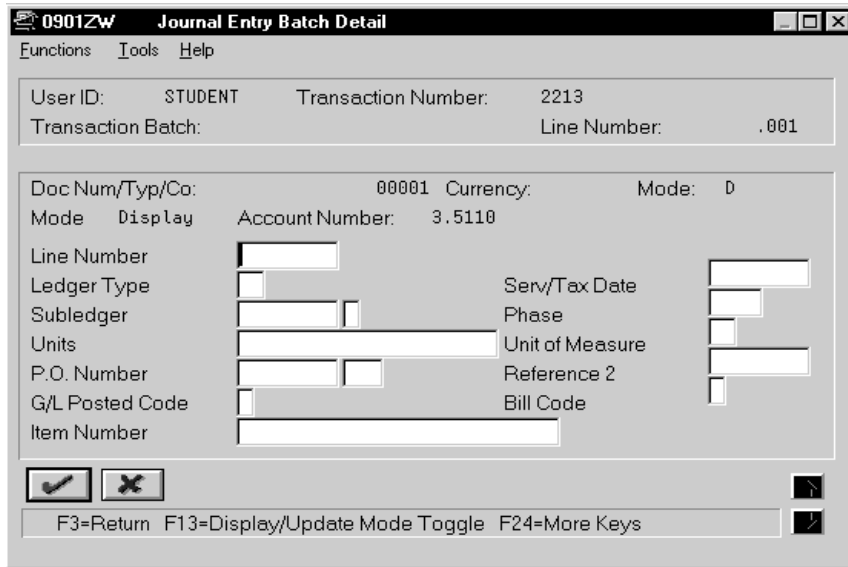
User ID:	STUDENT	Transaction Number:	2213
Transaction Batch:		Line Number:	1.000
Doc Type:	Document:	Pay Item:	000
Mode:	Display	Currency Code:	Mode: D
G/L Offset	<input type="text"/>	Discount Due Date	<input type="text"/>
Recurring Freq	<input type="text"/>	# of Payments	<input type="text"/>
Tax	<input type="text"/>	Tax Expl Code	<input type="text"/>
Taxable Amount	<input type="text"/>	Tax Rate/Area	<input type="text"/>

At the bottom of the window, there are three buttons: a checkmark button, an 'X' button, and a button with a downward arrow. Below the buttons is a status bar with the text: "F3=Return F13=Display/Update Mode Toggle F24=More Keys".

7. On A/R Batch Detail, choose the Display/Update Mode Toggle function to change to update mode.
8. Complete the necessary invoice information.

Invoice detail varies, depending on how you map information to your J.D. Edwards Accounts Receivable system.
9. Choose the Return function.
10. On Batch Invoice Entry, complete the following fields to enter G/L distribution information:
 - Account Number
 - Amount
 - Explanation

11. Position your cursor on a G/L distribution line and choose the Full Detail function to access Journal Entry Batch Detail.



12. On Journal Entry Batch Detail, choose the Display/Update Mode Toggle function to change to update mode.
13. Complete the necessary journal entry detail information.

Journal entry detail varies, depending on how you map information to your J.D. Edwards Accounts Receivable system.

Revising Unprocessed Batch Invoices

When you find an error in an unprocessed batch invoice, change or delete it. In order to revise transaction information for a batch invoice, you must include the following on the invoice:

- Invoice type
- Invoice number
- Document company
- Company

▶ **To revise an unprocessed batch invoice**

On Batch Invoice Entry

In the batch control information, do one of the following:

- Make the changes to the unprocessed invoice
- Delete the unprocessed invoice

See Also

- *Revising Unposted Invoices (P03105)* for more information about changing or deleting unposted/unprocessed invoices

Processing Options for A/R Batch File Revisions

Batch File Review:

1. Enter a '1' to view the Batch Review screen prior to working with the Batch Invoice Entry. A default of blank will take you directly to the Entry screen. _____
2. Enter a '1' to display the EDI (Electronic Data Interchange) fields on the Batch Review screen. _____

A/R Maintenance

Field Display Control:

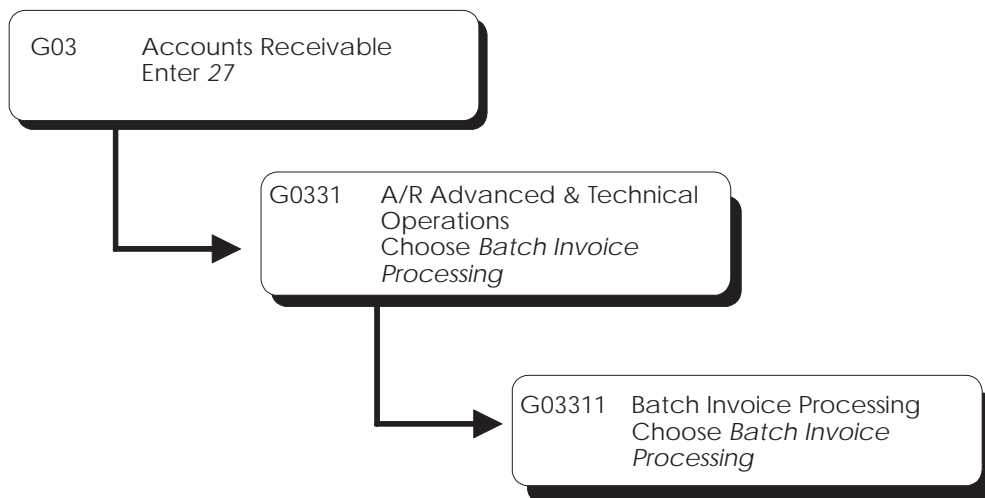
3. You may suppress certain capabilities of the program by placing a '1' next to the following:

Sales/Use/VAT Tax Processing. . .	_____
PO Number Entry	_____
Extra Date for Service/Tax. . . .	_____

Out-Of-Balance:

4. Enter a '1' to bypass the out-of-balance edits between the the invoice and the journal entries. _____

Process Batch Invoices



Processing Batch Invoices

After you review and revise your batch invoices, you must process them to create invoices in the A/R ledger.

Processing batch invoices consists of:

- Submitting invoices for processing
- Verifying batch invoice information
- Revising batch invoices
- Posting batch invoices

Submitting Invoices for Processing

When you are ready to process your batch invoices, submit the batch. Batch Invoice Processing processes batch invoices in proof or final mode.

In proof mode, the system:

- Verifies the data
- Produces an exceptions report, if errors exist

In final mode, the system:

- Creates invoices in the A/R Ledger table (F0311) and associated journal entries in the Account Ledger table (F0911)
- Assigns document and batch numbers
- Supplies information you leave blank
- Verifies invoice entries for errors
- Produces an exceptions report, if errors exist

Alternatively, you can use processing options to automatically perform the following in final mode:

- Post invoices to the A/R ledger
- Post journal entries to the general ledger
- Purge posted and processed invoices from the Invoice Transactions – Batch (F0311Z1) and Journal Entry Transactions – Batch (F0911Z1) tables

Verifying Batch Invoice Information

When the system cannot process a batch invoice, it lists the invoice on an exceptions report. Use this report to verify your batch invoice information.

The system produces this report in proof mode, prior to final processing.

```

00110Z                                J.D. Edwards & Company                Page No. . . . 3
                                      Batch File Entry - Exceptions          Date - . . . 4/08/98

                                      A/R

  Batch Number      Transaction      Line      Tran      T T P Fld in
                    Number          Number    Set      C R Error   Description      Field Value
-----
Batch File -       F0311Z1

User ID:  STUDENT

          3325                1.000          4006 I C 0
                                Error:    2344 Batch File Action Invalid

          F0311 : Updates                Transactions
                                Records

          F0311Z: Errors                  1 Transactions

          F0911 : Updates                Transactions
                                Records

```

In the above example, the invalid batch file action shows that the transaction code has changed to C. This code should always be A.

What You Should Know About

The following abbreviated column headings are used:

TT (EDI Transaction Type)

Identifies the type of transaction:

- V Voucher
- D Debit memo
- I Invoice
- J Journal Entry

TC (EDI Transaction Code)

Identifies how the system should process a transaction during final processing:

- A Add new transaction
- D Delete an unprocessed transaction
- C Change an unprocessed transaction

PR (EDI Successfully Processed)

Indicates if a record has successfully processed:

- 0 Unprocessed record
- 1 Processed record

Revising Batch Invoices

If you find an error in a batch invoice, correct it before final processing. If the source of the invoice is not a J.D. Edwards system, you should purge the records before you transmit the corrected invoice. This will prevent duplicate records.

▶ **To revise batch invoices**

1. Do one of the following:
 - Change the invoice at its source and re-transmit the batch to the J.D. Edwards Accounts Receivable system
 - Update the individual batch record on Batch Invoice Revisions
2. Submit your batch invoices for processing again.



Before you transmit records the second time, purge the Invoice Transactions – Batch (F0311Z1) and the Journal Entry Transactions Batch (F0911Z1) tables to prevent duplicate records.

What You Should Know About

Revising processed batch invoices

Use standard invoice entry to revise an invoice processed in final mode.

See Also

- *Revising Posted Invoices (P03105)* for information about revising posted and processed invoices

Posting Batch Invoices

After processing your batch invoices, post them to the general ledger.

▶ **To post batch invoices**

Do one of the following:

- Submit the post using Post Invoices to G/L
- Set the appropriate processing options for the Batch Invoice Processing program to automatically post your invoices after processing

Processing Options for A/R Batch File Processing

Proof Or Final Mode

1. Enter a '1' to process the batch information in Final mode. If left blank, the batch processing will be performed in Proof mode and no file updates will occur.

Process Out-Of-Balance

2. Enter a '1' to allow A/R invoice processing if G/L records in F0911Z1 are out-of-balance. (A/R amounts do not offset the G/L amounts). If left blank, the transaction will not be processed if the amounts are out-of-balance.

Bypass Tax Defaults:

3. Enter a '1' to bypass the defaulting of tax area and explanation codes. If left blank, the tax fields will be defaulted from Address Book and the Business Unit Master files.

Automatic Purge

4. Enter a '1' to automatically purge processed transactions from the batch file. If left blank, transactions will be flagged as processed and will remain in the file.

Automatic Post

5. Enter a '1' to automatically submit the post after processing/creating invoice transactions. This option is effective if only one batch is created by the processing program. If left blank, the post is not submitted.

Error File

6. Enter a '1' to write error messages out to the PC Batch Entry Error file (F0040). If left blank, no records will be written to the file.

Suppress Warnings

7. Enter a '1' to suppress the printing of warnings on the error report and in the PC Batch Entry Error file. If left blank, warnings will print on the error report and be placed into the error file.

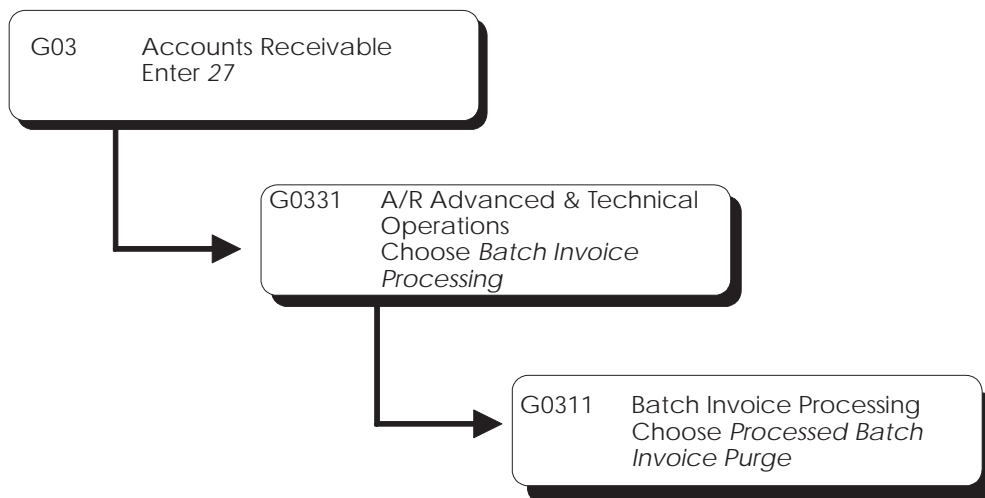
Dw Version For A/R Invoice Processor

8. To override standard A/R Invoice processing (DREAM Writer XT0311Z1, version ZJDE0001), enter an override version number. This should only be changed by persons responsible for system wide setup.

Dw Version For Journal Entry Processor

9. To override standard Journal Entry processing (DREAM Writer XT0911Z1, version ZJDE0001), enter an override version number. This should only be changed by persons responsible for system wide setup.

Purge Processed Batch Invoices



Purging Processed Batch Invoices

Purge batch invoices after you review, process, and post them. You can choose to automatically purge them after processing or do it later as a separate task. If you purge them later, the invoices remain in the system as processed until you globally purge them.

Purging processed invoices removes all batch invoices from the Invoice Transactions – Batch table (F0311Z1) regardless of the batch they are in. Purging does not affect the invoices in the A/R Ledger table (F0311).

What You Should Know About

Technical considerations

If you use OPNQRYF (Open Query File command) instead of the logical file build to select the records to purge, you must also complete the following:

- Additional parameters
- At least one data sequencing field

If you use the logical file build instead of OPNQRYF, the system reorganizes both the logical file and the purged file. This might increase the time it takes to run the reorganization.

Processing Options for Generic Purge Program

Save Purged Records:

1. Enter a '1' to save the purged records to a special purge library. (Default of blanks will NOT save any purged records.)

Reorganize File:

2. Enter a '1' to reorganize the purged file. (Default of blanks will NOT reorganize the file.)



A/R Cash Forecasting

Objectives

- To summarize open invoices for cash forecasting purposes

About A/R Cash Forecasting

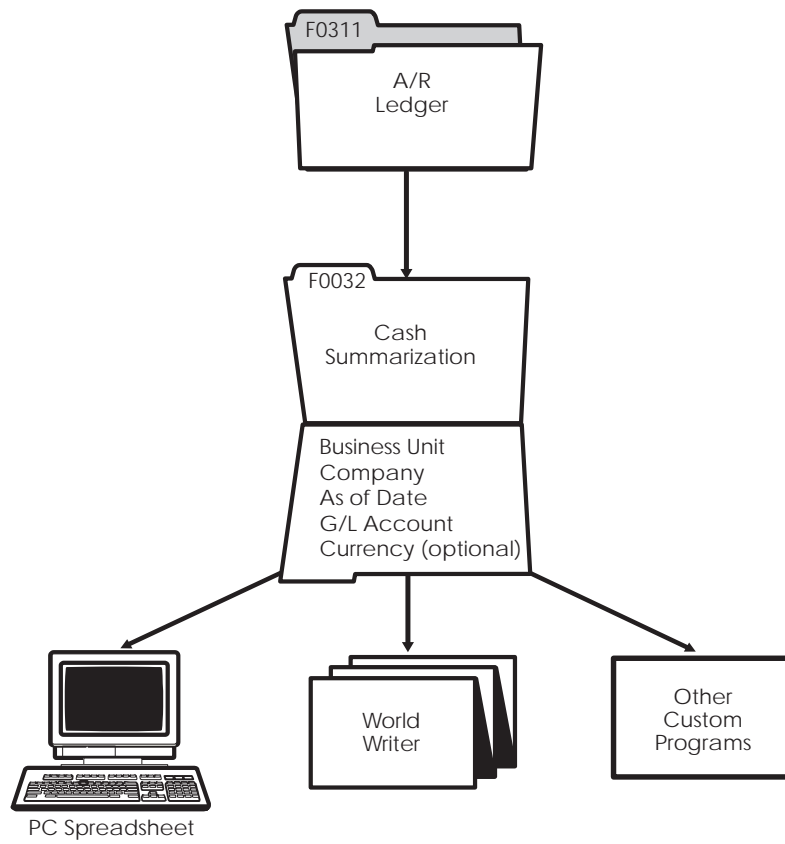
As part of your cash forecasting activities, you might want to review a summary of your open invoices.

When you run A/R cash forecasting, the system:

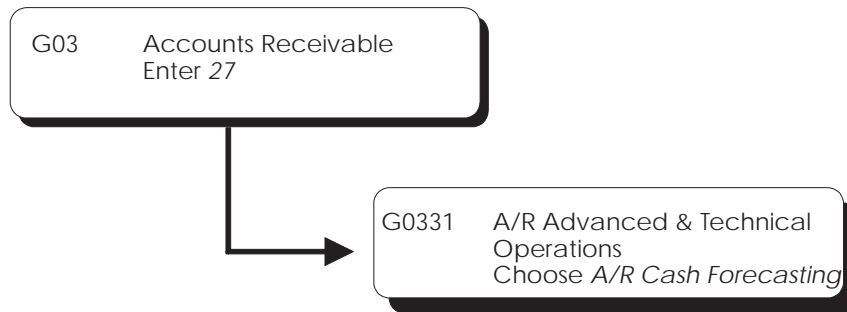
1. Consolidates open invoices from the A/R Ledger table (F0311)
2. Summarizes information by business unit, company, due date, and currency
3. Deletes existing records in the Cash Summarization table (F0032) with the cash type you specify in a processing option
4. Updates the Cash Summarization table with the new information



The following graphic illustrates the cash forecasting process.



Forecast A/R Cash Flow



Forecasting A/R Cash Flow

To receive an accurate picture of your current cash position, forecast your A/R cash flow.

When you run A/R Cash Forecasting, the system creates the Cash Summarization table (F0032) that contains the following:

- Total of all open invoices
- Due dates of open invoices
- Receipt amount required from customer

What You Should Know About

Viewing the results of A/R cash forecasting

You can use World Writer to view the information created when you run A/R Cash Forecasting. The information can also be downloaded to a standard spreadsheet program or used by custom programs for cash analysis.

Multi-Currency

When using multiple currencies, invoices are summarized by both the domestic and foreign currencies. In the Cash Summarization table, the domestic currency code appears in the Currency Code field. The foreign currency code appears in the To Currency Code field. When you process domestic invoices, the foreign amount and currency code are the same as the domestic amount and currency code.

Processing Options for A/R Cash Forecasting

Cash Forecasting 'Based On' Date:

1. Enter a '1' to build the A/R portion of the Cash Forecasting file based on the Discount Due Date in the F0311 file. If left blank, the Net Due Date will be used.

Cash Type:

2. Enter the cash type to designate an A/R record in the Cash Forecasting file. If left blank, '03' will be used as the cash type.

Reverse Amount Signs:

3. Enter a '1' to reverse the positive and negative signs of the amounts. If left blank, the signs for the amounts in the F0032 file will appear as they would in the F0311 file.

What You Should Know About Processing Options

Cash type (2)

The Cash Summarization table (F0032) contains summary information from A/R, A/P, and G/L. The cash type designates the system in which the information originated. A cash type is alphanumeric and can be up to five characters. J.D. Edwards recommends that you use the same cash type each time you run the program. If you run the program again with a different cash type, two sets of A/R information will exist in the Cash Summarization table.



ABC Customer Analysis

Objectives

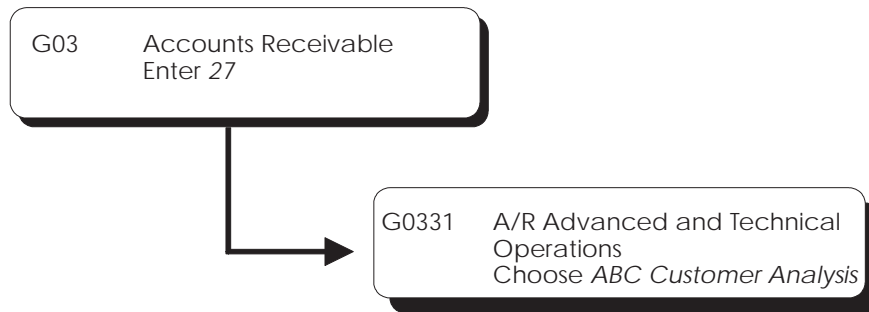
- To analyze a customer's sales activity

About ABC Customer Analysis

When analyzing your customer accounts, you might want to analyze a customer's activity based on relative sales, the percentage of profit margin, and the average number of days to pay an invoice.



Review Customer Activity



Reviewing Customer Activity

If you use the J.D. Edwards Sales Order Management system in conjunction with the Accounts Receivable system, you might need to analyze a customer's sales activity. To do so, run ABC Customer Analysis.

ABC Customer Analysis generates information so you can analyze a customer's activity in one of two ways:

- The 80/20 principle. A listing of 20% of your customers who provide 80% of your total sales.
- A listing of your customers ranked by sales percentages.

You can run ABC Customer Analysis in proof or final mode. If you choose proof mode, the system lists the rankings of your customers. In final mode, the system prints a report and updates the ABC codes in the Customer Master table (F0301). The system only updates customers to whom you have sent an invoice this year.

Before You Begin

- Run Recalculate Average Days Late to ensure correct figures for average days-to-pay
- Set values in the data dictionary to either the 80/20 principle or the top percentage ranking for your customers
- Specify the appropriate values in the ABC (Sales/Margin/Profit) field on Customer Master Information

The following is an example of customer rankings listed in proof mode.

. Address Year to Date . .		%	%	A/R	A-B-C	Rank
Number	Name	Sales	Margin	Sales	Marg.	Days	1 2 3	
4221	Salisbury Lace	10,000	10,000	100.0			D A A	54
313113	Cantrell Sea & Ski	9,009	9,009	100.0			D A A	55
5768	London Development Group	8,766	8,766	100.0			D A A	56
3001	Centrum Incorporated	7,684	7,684	100.0		14	D A B	57
7002	JDE France	5,999	5,999	100.0			D A A	58
5717	Famous Fred's Marine Supply	5,005	5,005	100.0			D A A	59
150	DIA Property Management Co	4,013	4,013	100.0			D A A	60
2313	Baker Manufacturing, Ltd	3,752	3,752	100.0			D A A	61
4006	A&B Electric Motor Service	2,550	2,550	100.0			D A A	62
5709	Erickson Electric	2,500	2,500	100.0			D A A	63
4001	Ready Mix Co	2,200	2,200	100.0			D A A	64
5688	Dynamic Distribution Co.	1,510	1,510	100.0			D A A	65
5354	Cady, John	1,500	1,500	100.0			D A A	66
5725	General American	800	800	100.0			D A A	67
		98,045,979	98,045,979					

What Does the System Calculate?

When you run ABC Customer Analysis, the system calculates three ABC categories based on percentages you set up in the data dictionary.

Sales (ABC code 1)

You set up percentiles in the data dictionary for field names A1A, A2A, and A3A. The system categorizes each customer by the percentile in which its total sales falls.

If you set the first percentile at 90, all of your customers whose aggregate sales make up the first 10% of your sales are rated A. If you set the second percentile at 80, all of the customers whose sales do not fall within the first 10% of your total sales, but do fall within the first 20%, are rated B, and so on.

Profit Margin (ABC code 2)

You set up percentage categories in the data dictionary for field names A1B, A2B, and A3B. The system assigns an ABC rating for profit margin in the same manner that it assigns the rating for sales. That is, the amount of profit margin for a customer divided by the total profit margin on the report equals the customer's percent of total profit margin.

Profit margin is sales less the cost of goods sold (COGS). Sales order management provides the COGS figure needed to calculate profit margin.

If you do not use the Sales Order Management system, or have a custom sales order interface, the system will calculate 100% profit margin, giving all of your customers an A rating for profit margin.

Average Days to Pay (ABC Code 3)

You set up categories in the data dictionary for field names A1C, A2C, and A3C. The system does not perform a percentage calculation (as it does for sales and profit margin), but performs a direct comparison. For example:

- A1C = 30 (0 – 30 days)/A rating
- A2C = 60 (31 – 60 days)/B rating
- A3C = 90 (61 – 90 days)/C rating
- 91 or more days/D rating

The average number of days for company xxxxx to pay its invoices is 22. This is in the A1C range. The system assigns an A rating to company xxxxx for ABC code 3 in the Address Book Master table (F0101).

Processing Options for ABC Account Analysis

Address Book Update:

1. Enter a '1' to update the ABC codes in the Customer Master File, (final mode). If left blank, the Customer Master file ABC codes will not be updated, (proof mode).

Currency Conversion:

2. Enter the currency code into which all currencies should be converted. If left blank, no currency conversion will take place.



Technical Processes

Objectives

- To update address book records
- To update customer totals at the end of the year
- To summarize open items and create a balance forward amount
- To purge closed and posted A/R records

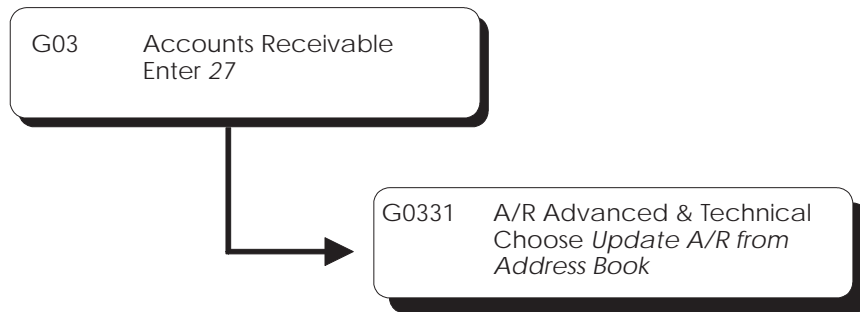
About Technical Processes

Periodically, you should update or purge A/R information to create more disk space. To do so, complete the following:

- Update A/R from the address book
- Work with YTD invoice amounts
- Update balance forward records
- Purge A/R information



Update A/R from the Address Book



Updating A/R from the Address Book

If you change selected address book information for a customer, such as the number of the parent company, you must update the A/R ledger. To do so, run Update A/R from Address Book.

Each transaction in the A/R ledger includes:

- Customer alpha name
- Customer alternate payer address number
- Parent company address number
- Address book category codes (1–10)

Additionally, you run this program before you print statements or run Credit Analysis Refresh. If you change the parent number and do not run Update A/R from Address Book, your A/R statements might not be correct. In addition, the system might create duplicate credit/cash records for each of the different parent numbers.

Depending on the size of your A/R Ledger table (F0311), run Update A/R from Address Book after work hours. Run Update A/R from Address Book frequently to ensure that the A/R Ledger contains up-to-date information.

Example: Updating A/R from the Address Book

The following example illustrates the problems you might encounter if you change parent numbers and do not run Update A/R from Address Book.

On June 1, your company, Model Company, sends invoice 4455 to A&B Electric Motor Service (A&B) for 150.00. A&B, customer number 4006, is an individually owned company not associated with any parent or child company.

<u>I N V O I C E</u>						
Remit to: A Model Company		Invoice: 4445		Date: 07/01/98		
Customer: 4006: A&B Electric Motor Service						
. Document						Invoice
<u>Date</u>	<u>Ty</u>	<u>Reference</u>	<u>Due Date</u>	<u>Remark</u>	<u>Amount</u>	
06/13/98	RI	145 000	06/17/98		<u>150.00</u>	

- On June 10, you assign A&B Electric Motor Service the parent address of 5709, Erickson Electric.
- On June 15, Model Company sends invoice 5683 to A&B Electric Motor Service.

<u>I N V O I C E</u>						
Remit to: A Model Company		Invoice: 5683		Date: 07/15/98		
Customer: 4006: A&B Electric Motor Service						
Parent: 5709 Erickson Electric						
. Document						Invoice
<u>Date</u>	<u>Ty</u>	<u>Reference</u>	<u>Due Date</u>	<u>Remark</u>	<u>Amount</u>	
07/15/98	RI	317 000	08/01/98		<u>250.00</u>	

If you do not run Update A/R from Address Book before you process statements, and you process them by parent company, two invoices for A&B will appear on two separate statements.

Processing Options for Update A/R from Address Book

FIELD UPDATES:

1. Enter a '1' to UPDATE the Alternate Payers in your A/R Ledger (F0311) with Address Book values. If left blank, this field will not be updated. _____
2. Enter a '1' to PROTECT Alpha Names of customers in your A/R Ledger from being updated with Address Book values. If left blank, this field will be updated. _____

Work with YTD Invoice Amounts

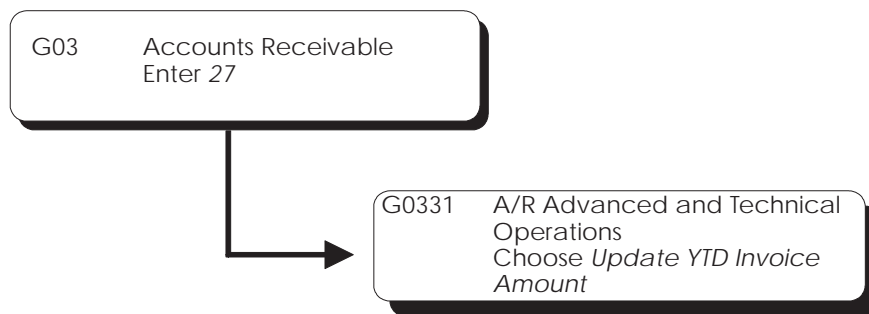
Working with YTD Invoice Amounts

As part of your cash management procedures, you might want to see the total invoiced amount for a customer. To see accurate totals, update the customer's year-to-date (YTD) invoice amounts. Generally, you do this either monthly or at the end of a calendar or fiscal year as part of your annual close.

Working with YTD invoice amounts consists of:

- Updating customer YTD invoice amounts
- Reworking customer YTD invoice amounts
- Reviewing customer YTD invoice amounts

Updating Customer YTD Invoice Amounts



When you update year-to-date (YTD) invoice amounts, the system does the following for all customers across all companies based on the beginning and ending date you specify:

- Calculates total invoice amounts from the A/R Ledger table (F0311)
- Updates the following in the Customer Master table (F0301):
 - Year-to-date invoice amounts
 - Prior year-end invoice amounts
 - Year-to-date finance charges

Before You Begin

- Enter all invoices for all companies for the period or fiscal year
- Set up the necessary security

What You Should Know About

- Multi-Currency** If you use multiple currencies, you must enter an amount currency for each customer.

- Purging A/R records** If you purge your A/R records more than once a year, update your customer YTD invoice amounts prior to purging the first time that year. You should not update a customer's YTD amounts more than once a year or you could lose data.

Processing Options for Update YTD Invoice Amount

Date Options:

- 1. Enter a "From" date to be used as _____
the beginning period for the close.

- 2. Enter a "Thru" date to be used as _____
the ending period for the close.

Update Control:

- 3. Enter a '1' to update Customer Master _____
balances in Final Mode. If left
blank, Customer Master balances will
not be updated (Proof Mode).
NOTE: A run in proof mode is highly
recommended if using computation
method 2.

Computation Method:

- 4. Enter a '1' to compute prior invoiced _____
using the "From" and "Thru" dates.
This method assumes no F0311 records
have been purged since "From" date.

Enter a '2' to compute prior invoiced
as the existing YTD invoiced less the
computed YTD invoiced, using the
"Thru" date only.
(NOTE: This method CANNOT be executed
more than once without erroneous
results. See HELPS for further
clarification.)

Amount Currency Update:

5. For COMPUTATION METHOD '1' only, Final Mode only. Enter a currency here to be updated to the Amount Currency in the Customer Master file. If left blank, the Amount Currency will not be updated.

CAUTION: All of the records within your DREAM Writer Data Selection will be updated.

What You Should Know About Processing Options

**Computation method
(4)**

You can use a value of 1 to allow repeated runs if you have a full year of A/R transactions. The system calculates the amount in the A/R tables, moves this value to the Prior Year End field, and sets the YTD field to zero.

You can only use a value of 2 once a year. This value assumes that you do not have a full year of A/R transactions. If you run this program twice with a value of 2, you will lose Prior Year End amounts.

Reworking Customer YTD Invoiced Amounts

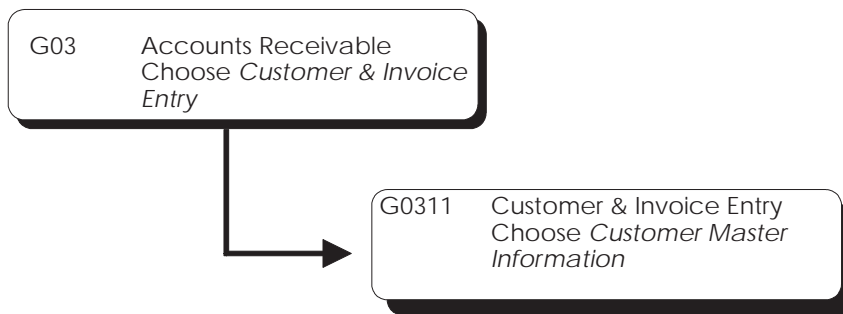
If the system cannot update a customer's balances, it lists the customer on the A/R Annual Close report.

After you run the version of A/R Annual Close, run the Rework A/R Annual Close version. Use data selection to select only those customers not updated.

The following is an example of the A/R Annual Close report. Use this report to review any errors in the customer's balances.

Address	Alpha	Error Message	Document	Reference
150 DIA Property Management Co		3846 Currency Exchange Rate Not Found	Blank CRCA in F0301	
150 DIA Property Management Co		3846 Currency Exchange Rate Not Found	847 FE 001	
150 DIA Property Management Co		3846 Currency Exchange Rate Not Found	8244 RI 001	
150 DIA Property Management Co		3846 Currency Exchange Rate Not Found	8244 RI 002	
150 DIA Property Management Co		3846 Currency Exchange Rate Not Found	8245 RI 001	
150 DIA Property Management Co		3846 Currency Exchange Rate Not Found	8245 RI 002	
1063 Modesto Warehouse #10		3846 Currency Exchange Rate Not Found	Blank CRCA in F0301	
1064 Valley Forge (#20)		3846 Currency Exchange Rate Not Found	Blank CRCA in F0301	
2250 Office Warehouse, Inc		3846 Currency Exchange Rate Not Found	Blank CRCA in F0301	
4167 Anne Crocker		3846 Currency Exchange Rate Not Found	Blank CRCA in F0301	
4183 Bali Hi		3846 Currency Exchange Rate Not Found	Blank CRCA in F0301	
4212 Victorian Secrets		3846 Currency Exchange Rate Not Found	Blank CRCA in F0301	
4221 Salisbury Lace		3846 Currency Exchange Rate Not Found	Blank CRCA in F0301	
4247 StageCoach Fashions		3846 Currency Exchange Rate Not Found	Blank CRCA in F0301	
4252 Budget Office Supply-USA		3846 Currency Exchange Rate Not Found	Blank CRCA in F0301	
5070 Denver City & County		3846 Currency Exchange Rate Not Found	Blank CRCA in F0301	
5070 Denver City & County		3846 Currency Exchange Rate Not Found	6324 RI 001	
5070 Denver City & County		3846 Currency Exchange Rate Not Found	6324 RI 002	
5070 Denver City & County		3846 Currency Exchange Rate Not Found	6324 RI 003	
5070 Denver City & County		3846 Currency Exchange Rate Not Found	6324 RI 004	
5070 Denver City & County		3846 Currency Exchange Rate Not Found	6324 RI 005	
5070 Denver City & County		3846 Currency Exchange Rate Not Found	6324 RI 006	
5070 Denver City & County		3846 Currency Exchange Rate Not Found	6324 RI 007	
5070 Denver City & County		3846 Currency Exchange Rate Not Found	6324 RI 008	
5070 Denver City & County		3846 Currency Exchange Rate Not Found	6324 RI 009	
5070 Denver City & County		3846 Currency Exchange Rate Not Found	6324 RI 010	
5070 Denver City & County		3846 Currency Exchange Rate Not Found	6324 RI 011	
5070 Denver City & County		3846 Currency Exchange Rate Not Found	6324 RI 012	
5070 Denver City & County		3846 Currency Exchange Rate Not Found	6324 RI 013	
5070 Denver City & County		3846 Currency Exchange Rate Not Found	6324 RI 014	
5070 Denver City & County		3846 Currency Exchange Rate Not Found	6324 RI 015	
5070 Denver City & County		3846 Currency Exchange Rate Not Found	8232 RI 001	
5070 Denver City & County		3846 Currency Exchange Rate Not Found	8232 RI 002	
5070 Denver City & County		3846 Currency Exchange Rate Not Found	8232 RI 003	
5070 Denver City & County		3846 Currency Exchange Rate Not Found	8243 RI 001	
5070 Denver City & County		3846 Currency Exchange Rate Not Found	8243 RI 002	
5070 Denver City & County		3846 Currency Exchange Rate Not Found	8243 RI 003	
5070 Denver City & County		3846 Currency Exchange Rate Not Found	8243 RI 004	
5070 Denver City & County		3846 Currency Exchange Rate Not Found	8243 RI 005	
5070 Denver City & County		3846 Currency Exchange Rate Not Found	8243 RI 006	
5070 Denver City & County		3846 Currency Exchange Rate Not Found	8243 RI 007	
5070 Denver City & County		3846 Currency Exchange Rate Not Found	8243 RI 008	
5070 Denver City & County		3846 Currency Exchange Rate Not Found	8243 RI 009	
5070 Denver City & County		3846 Currency Exchange Rate Not Found	8243 RI 010	
5070 Denver City & County		3846 Currency Exchange Rate Not Found	8243 RI 011	
5070 Denver City & County		3846 Currency Exchange Rate Not Found	8243 RI 012	
5070 Denver City & County		3846 Currency Exchange Rate Not Found	8243 RI 013	
5070 Denver City & County		3846 Currency Exchange Rate Not Found	8243 RI 014	
5070 Denver City & County		3846 Currency Exchange Rate Not Found	8243 RI 015	
5070 Denver City & County		3846 Currency Exchange Rate Not Found	8243 RI 016	

Reviewing Customer YTD Invoice Amounts



After you update customer YTD invoice amounts, you might want to review the updated balances online.

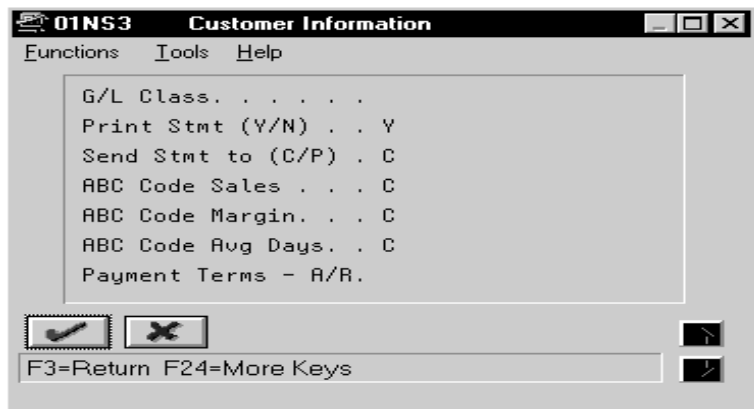
Before You Begin

- Run Update YTD Invoice Amounts to update customer records with year-to-date and prior year-end amounts

► To review customer YTD invoice amounts

On Customer Master Information

1. Access Name Search from the following field:
 - Customer Number
2. Complete the following field (or portion thereof):
 - Alpha Name
3. Specify 2 in the following field next to the customer to access Customer Information:
 - Option



4. On Customer Information, roll down to view the necessary year-to-date information.



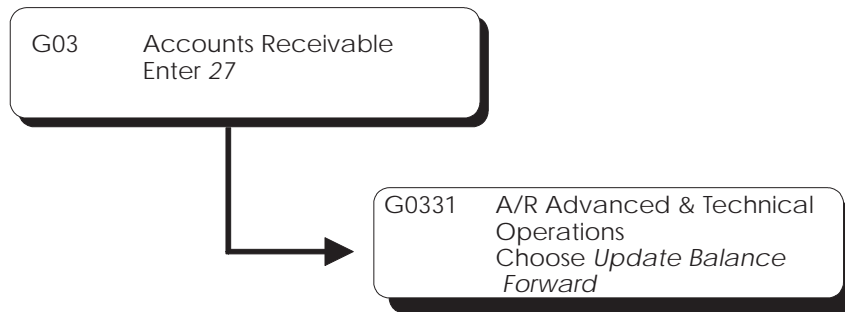
You should run this program after work hours. You might want to set up security so that only authorized personnel can run it.



Exercises

See the exercises for this chapter.

Update Balance Forward Records



Updating Balance Forward Records

You update balance forward records to:

- Summarize the open items in the A/R Ledger table (F0311) as of a specific date
- Create a balance forward amount for a customer

When you run Update Balance Forward each period, the system creates a separate balance forward record for the following:

- Customer
- Company
- G/L bank account
- Currency code

If you update your balance forward records before processing your A/R statements, the system summarizes invoices from the previous period. Therefore, only the current period's activity is shown in detail and all previous periods' activity is shown as a single balance forward amount.

Every time you update the records, the system creates a new balance forward record that overwrites the existing record for the previous period.



Post all invoices before you run the Update Balance Forward program to ensure the system updates only one balance forward per period. Otherwise, when you rerun this program (for the same period), a new balance forward record is created for that period, rather than the existing balance forward record you are “adding to.”

Example: Creating Balance Forward Records

The following example shows information for customer 1001 before updating balance forward records:

Document R1401

- F0311 amount: 500
- Invoice date: June 12
- Pay status before balance forward: A (approved)
- Pay status after balance forward: S (balance forward summarized)

Document R1443

- F0311 amount: 200
- Invoice date: June 15
- Pay status before balance forward: A (approved)
- Pay status after balance forward: S (balance forward summarized)

Document RR517

- F0311 amount: 400
- Invoice date: June 17
- Pay status before balance forward: A (approved)
- Pay status after balance forward: S (balance forward summarized)

Document R1521

- F0311 amount: 100
- Invoice date: June 19
- Pay status before balance forward: A (approved)
- Pay status after balance forward S (balance forward summarized)

The following example shows information for customer 1001 after updating balance forward records:

Document RW589

- F0311 amount: 1,200
- Invoice date: June 30 (G/L date)
- Pay status after balance forward: A

After you run Update Balance Forward, there is one summarized invoice (RW) in the A/R Ledger table. When you enter a receipt, you must apply it to the RW document, not to the individual invoices. You cannot make adjustments to a summarized invoice, for example, 1401, because the system considers it paid and posted.

Before You Begin

- Activate balance forward on Customer Master Information.
- Post all invoices for the period to ensure that the system updates only one balance forward record per period. Otherwise, when you rerun this program (for the same period), the system creates a new balance forward record for that period rather than the existing record you are adding to.

What You Should Know About

Multi-Currency

If your customer uses multiple currencies, the system calculates the currency exchange rate for the balance forward record by:

- Domestic and foreign amounts it writes to the record
- Conversion method specified on General Accounting Constants.

Viewing balance forward records

You can view the summarized invoices that are included in the balance forward record on Standard Invoice Entry and Customer Ledger Inquiry. The open amount of each invoice is 0 (zero).

To view the invoice detail, activate the Paid field on Customer Ledger Inquiry. For parent companies that have invoices associated with several children, the system creates a separate balance forward record for each child.

Determining the “as of” date and due date

The system uses the invoice date for the “as of” date as the cutoff for invoices that are included in the balance forward record.

The system uses the payment terms for the customer to calculate the due date for the balance forward amount.

Processing Options for Balance Forward Update (A/R Statements)

A/R Constants:

1. Enter a '1' to retrieve the 'As Of' Date and Comparison Date from A/R Constants. A default of blank will

use the processing option values.

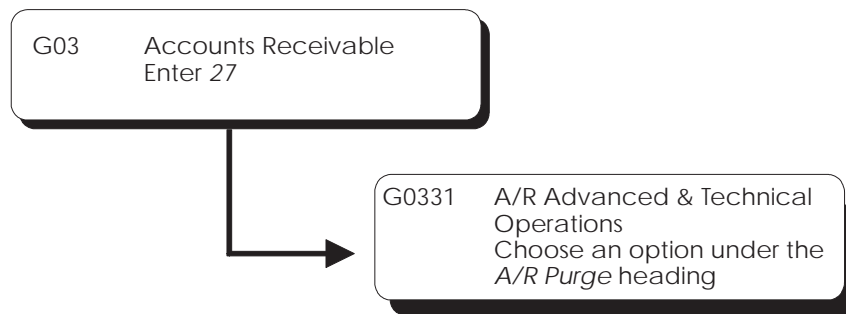
As Of Date:

2. Enter the 'As Of' Statement date to be used to summarize Invoices. Invoices dated prior to and including this date will be summarized. If left blank, the current date is used as the default.

Comparison Date:

3. Specify one of the following dates to compare from:
- D = Due Date
 - I = Invoice Date
 - G = General Ledger Date
 - S = Statement Date

Purge A/R Information



Purging A/R Information

To reduce the size of your A/R tables and conserve system disk space, purge your A/R information periodically.

Purging A/R information consists of:

- Purging closed A/R records
- Purging batch receipts

Purging Closed A/R Records

To reduce the amount of records in your A/R ledger, purge your closed A/R records. Purging closed A/R records:

- Removes the closed records from the A/R Ledger table (F0311) if:
 - The G/L date of the transaction is on or before the “as of” date set in the processing options.
 - The open amount is zero.
- Copies purged records to the Purge – A/R Ledger table (F0311P)

For reporting purposes, you can keep the purge table on your system or copy it to another medium, such as a diskette or tape. If you keep it on your system and you purge again, the system adds newly purged records to the existing table.

After you purge closed A/R records, contact your system administrator to reorganize the files. This reorders the remaining records, maximizes system disk space, and speeds system processing.



When you run this program ensure that you type the correct purge date before you press Enter. If you accidentally submit a purge for processing, put the job on hold and contact your system administrator.

Before You Begin

- Coordinate when you run the purge programs for all the systems that you use
- Back up the A/R Ledger table

What You Should Know About

Purging associated journal entries

When you purge A/R records, the system does not purge associated journal entries. Contact your system administrator to develop a program to purge the Account Ledger table (F0911).

Purging batch header records

To purge batch header records from the Batch Control table (F0011), run the Batch to Detail & Out of Balance integrity report.

See *Correcting Out-of-Balance Conditions* in the *General Accounting II Guide*.

Removing tables of purged records

To remove the tables of purged records from your system, use IBM AS/400 commands to copy the tables to another medium and then delete them from your system.

Processing Options for Purge Closed A/R Records

Enter G/L Purge 'As Of' Date. _____

Data Selection and Sequence for Purge Closed A/R Records

To prevent the system from purging recurring invoices, set the Number of Payments field to equal (EQ) Zero.

To avoid unpredictable results while purging, do not change the following data sequence:

1. Document Company
2. Document Number
3. Document Type

Purging Batch Receipts

To remove posted records from your A/R system, purge batch receipts.

Purging batch receipts removes posted receipts from the Batch A/R Receipt Application table (F0312). You can copy the purged records to a purge table and then move the purge table to a diskette or tape and delete it from your hard drive. This lets you regain disk space and still access the purged records, if necessary.

Before You Begin

- Back up the A/R Ledger and Batch A/R Receipt Application tables

Processing Options for Purge Batch Receipts**SAVE PURGED RECORDS:**

1. Enter a '1' to save the purged records to a special purge library. (Default of blanks will NOT save any purged records.) _____

REORGANIZE FILE:

2. Enter a '1' to reorganize the purged file. (Default of blanks will NOT reorganize the file.) _____

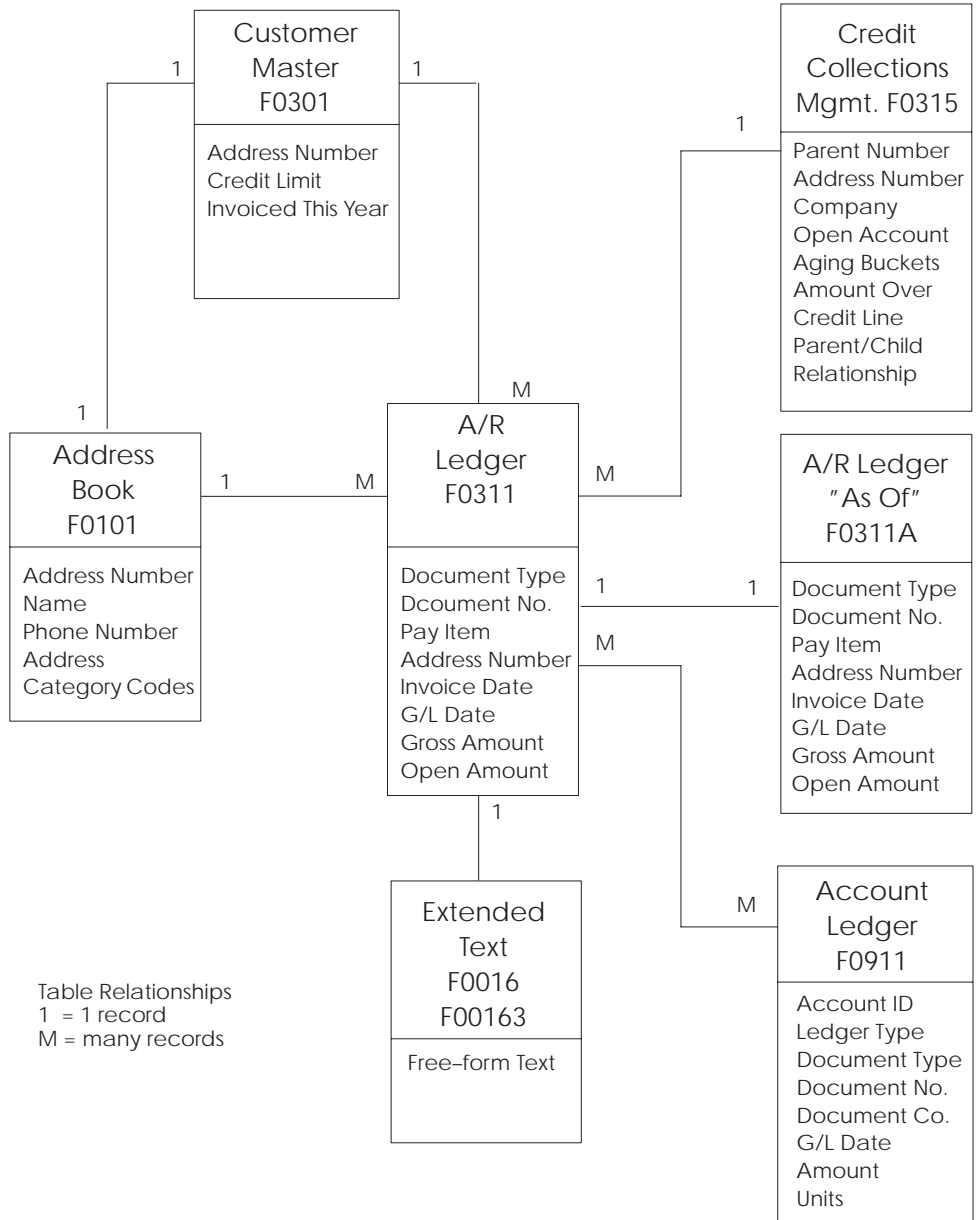
Appendices

Appendix A — Data Models

The flowchart on the following page illustrates the relationships between the main physical tables in the Accounts Receivable system. In order to present the information in an uncluttered format, the control tables, worktables, and tables for seldom-used features have been omitted.

The flowchart flows left to right and top to bottom. Control tables are on the left, master tables toward the center, and transaction tables on the right.

Accounts Receivable



Appendix B — Test Yourself Answers

Entering Customers

1. Address Book Addition
2. Set the Hold Invoices field to Y
3. Parent
4. F0301

Working with Standard Invoices

1. RI
2. Any two of the following: document number, document type, document company, or G/L date
3. Invoice pay items = F0311 Journal entries = F0911
4. False

Entering Speed Invoices

1. False
2. b and d

Posting Invoices

1. False
2. True
3. AE
4. F0311, F0011, F0902

Locating Customer Ledger Information

1. Any of the following: a, 2, 3, P, or Y
2. Access Additional Selections and specify an amount range
3. False

Working with Recurring Invoices

1. RR
2. True
3. b, c, d

Updating Invoices for Payment

1. b
2. True
3. b

Working with Invoice Match Receipts

1. False (you use Receipts Entry – Heads Up or Heads Down)
2. b
3. True
4. d

Working with Other Types of Receipts

1. a
2. b
3. c
4. a
5. b
6. False

Working with Batch Receipts

1. a (A/R Ledger table) c (Batch A/R Cash Application table)
2. F0312
3. d

Managing Collections Information

1. True
2. Credit Manager = c
Collection Manager = b
Credit Analysis Refresh = d
Promise Entry = a
3. a

Printing a Statement

1. e
2. False
3. True
4. a

Working with Collection and Reminder Information

1. e
2. True
3. False

Appendix C — Quick Reference Codes for A/R

A/R Codes

Menus

G03	Accounts Receivable
G0311	Customer & Invoice Entry
G0312	Manual Receipts Processing
G0313	Automatic Receipts Processing
G0314	Accounts Receivable Reports
G0315	Credit & Collection Management
G0321	Periodic Processes
G0322	Statement & Reminder Processing
G0331	Advanced & Technical Operations
G0341	Accounts Receivable Setup

Payment Status Code

A	Approved for payment
P	Paid in full

Any others are a type of payment hold:

H	Held/pending approval
R	Retainage
D	Draft accepted

Payment Terms

Blank	Net 30	A	Due on the 10th of the next month
1	1/10, net 30	1	Due upon receipt
5	Split payment (50/50)	5	Due 1st of next month

Document Types

Original Documents

RI	Invoice
RR	Recurring invoice
RB	Chargeback invoice
RM	Credit memo
RU	Unapplied receipt

Matching Documents

RC	Receipt
RA	Adjustment
RO	Void receipt
RV	Non-sufficient funds
RQ	Chargeback amount
RS	Spread of unapplied receipt
RG	Receivables gain/loss

Appendix D — Currency Codes and Decimals

Multi-Currency Option “Off”

If the multi-currency option is not activated, the decimals associated with specific amount fields are determined by the Display Decimals defined in the data dictionary by your System Administrator.

Multi-Currency Option “On”

“Units” Ledgers

Decimals for amounts representing associative units ledger types, such as BU and AU, are determined by the Display Decimals in the data dictionary.

“Amounts” Ledgers

Decimals for amounts other than units are determined as follows:

- Any transaction entered with a currency different from the currency assigned to the company of the account being used is considered “foreign.”
- The decimal position is determined by the transaction’s currency code.
- The number of decimals for a currency is defined in the Currency Codes table (F0013).

All ledger types other than CA or any units ledger type, as mentioned above, are considered “domestic” ledgers. The currency’s decimal position is determined by the currency code assigned to the company of the account used. This allows multiple companies in the same environment to have different currencies in the AA ledger.

For example, Company 00100 is a U.S. dollar (USD) base currency company, and its AA ledger represents USD. Company 00002 has French francs (FRF) as its base currency, and its AA ledger then represents FRF.

An exception to this rule occurs when a currency has been assigned to a ledger type in the user defined code list (09/LT). If the special handling code of a ledger type contains a currency code, the decimals for the ledger are determined by that currency code.

For example, you have a company with a base domestic currency of French francs (FRF). However, you want to establish a budget in U.S. dollars (USD). You can set up a ledger with USD in the Special Handling Code of the user defined code list (09/LT). Any entry made to that ledger is considered USD and not FRF.

The designation of a currency code for a ledger type should only be done as an exception. A currency code designation for a ledger type applies to all companies using that ledger. Therefore, you should not indicate a currency for the AA or CA ledger.

Totals on Reports

The decimal position for totals on reports follow the same rules as presented above. The currency code defined for the ledger type is the first determining factor. If that is blank, the currency of the company to which the last account is associated determines the decimal position. For summary amounts representing “foreign” currency in the CA ledger, the following rules apply:

- F0902/F1202 – Balance reports use the “denominated in” Currency Code field on the record.
- F0911 – Transaction reports use the account currency code. If it is blank, the transaction currency code of the last record is used.
- F0311/F0411 – Customer and Supplier Ledger reports use the currency code on the last record. In some cases, reports have been changed to indicate that a total is not applicable if multiple currencies are summed. You would then see “N/A” used instead of a total.

Monetary (Currency-Specific) Accounts

If an account has been assigned a specific currency code, transactions entered to that account must be in that currency. This rule applies to the AA and CA ledgers only. If other ledger types have been established, the monetary account restrictions do not apply.

For monetary account revaluation purposes, a document type of JX overrides an edit that exists in programs so entry can be made directly to the AA ledger.

Technical Considerations

The Account Balances table (F0902) contains two currency codes:

- CRCD – This code represents the original transaction currency.
- CRCX – This code represents the denominated currency.

The following table illustrates the use of the CRCD and CRCX fields. The Account Balances table can optionally be posted in detail by the originating currency of the transaction.

For every transaction currency, you will have a corresponding balance. If this amount of detail is not required, your account balances can be summarized into one AA and one CA ledger balance for each account. (This does not consider the effect of posting by subledger to an account.)

Posting Option	Ledger Type	Originating Currency (CRCD)	“Denominated In” Currency (CRCX)
Summarized Currency Post	AA	Blank	Company Currency
Summarized Currency Post	CA	Blank	Company Currency
Detailed Currency Post (and all monetary accounts)	AA	Transaction Currency	Company Currency
Detailed Currency Post (and all monetary accounts)	CA	Transaction Currency	Transaction Currency
Summarized Currency Post	All other ledger types	Blank	Ledger Currency (if specified in the user defined code list (09/LT) or Company Currency

Accounts Receivable

The result of posting a similar set of transactions in both summary and detail is shown below. This example shows a Belgian franc (BEF) company with sales originating in Belgian francs, French francs (FRF), U.S. dollars (USD), and British pounds (GBP). Account 401.5005 for Sales of Product A is illustrated.

CRCO = Original transaction currency

CDCX = Denominated currency

Detailed Posting by Currency

Account	CRCO	CDCX	AA Ledger Amount	CRCO CA	CDCX CA	CA Ledger Amount
401.5005 Sales Product	BEF	BEF	100,000			
	FRF	BEF	60,000	FRF	FRF	10,000.00
	USD	BEF	150,000	USD	USD	5,000.00
	GBP	BEF	45,000	GBP	GBP	1,000.00

Summary Posting by Currency

Account	CRCO AA	CDCX AA	AA Ledger Amount	CRCO CA	CDCX CA	CA Ledger Amount
401.5005 Sales Product		BEF	355,000		BEF	1,600,000

Appendix E — Batch Input Setup

To successfully upload batch invoices from outside sources, such as PC data entry, third-party or customer systems, or Electronic Data Interchange (EDI) to the Invoice Transactions – Batch table (F0311Z1), you must enter data into certain fields.

Table 1 in this appendix lists the fields required by the Batch Input Invoice Processing program (P03110Z) for uploading. Tables 2 and 3 list optional fields that might be useful to you in organizing the data, but are not required by the program. Table 4 lists fields that the system ignores during the upload process. The functional server does not pass ignored fields to the J.D. Edwards fields.

Each field in tables 1–3 is shown as required, conditional, or optional, as follows:

- R = Required entry. You must enter data into this field to successfully upload the transactions to the F0311Z1 table.
- C = Conditional entry. Under certain conditions, you must enter data into this field to successfully upload the transactions to the F0311Z1 table. The conditions are listed in the table under Explanation.
- O = Optional entry. You can enter data in this field.

Other information in the tables include the following:

- Value. The valid input value is edited. If no value is listed, you can enter any value that meets the field's alpha/numeric specifications. If a table or user defined code (xx/xx) is listed in the table, the system validates the value you enter against that table or user defined code.

If the table shows DD as the value, the system takes valid values from the data dictionary specifications for the data item. The system can validate data dictionary specifications against user defined codes, allowed values, or upper/lower allowed values.

- Default. The default value that the system assigns if you leave the field blank. If no default is listed, the system uses the initialization value for the data item, with blanks for alpha fields and zeros for numeric fields. If DD is listed, the system uses the default value for the data item from the data dictionary. You can revise some of the defaults through the functional server processing options (XT0311Z1).

- Formats. Julian Date. The J.D. Edwards Julian date format is CYYDDD, where C is the century (1900=0, 2000=1), YY is the year, and DDD is the day of the year.
 - Numeric amounts. The data dictionary shows amounts with 0 data file decimals. The data item size includes the decimal values. For example, if the display decimals = 2, the table stores \$5.50 as 550. If display decimals = 0, the table stores \$1000 as 1000.
 - Multi-currency. If you are working in a multi-currency environment, the system uses the company or account display decimals for ledger type AA (domestic), and the transaction currency code for ledger type CA (foreign).

Other special format considerations appear under Explanation for the specific field. If no format is listed, use the data dictionary specifications for the data item to enter the field.

Table 1 – Required or Conditionally Required Fields

The A/R Batch Table Processing program (P03110Z) requires the fields in the following table for adding or deleting A/R transactions.

Field	Description	R C O	Explanation	Value	Default
ACR	Foreign Amount	R	Required to enter amounts in foreign mode (CRRM=F)	Not zero	Calculated from AG if working in multi-currency and domestic mode.
AG	Amount	R	Required to enter amounts in domestic mode (CRRM=D)	Not zero	Calculated from ACR if working in multi-currency and foreign mode.
AN8	Address Number	R	Required to add a transaction (EDTC=A or blank)	F0101 Address Number	
CO	Company	R	Required to add a transaction (EDTC=A or blank)	F0101 Address Number	
DCT	Document Type	R	Required to delete a transaction (EDTC=D or blank)	F0005 00/DT	RI if VJAG > 0 RM if VJAG < or = to 0
DEJ	G/L Date	R	Required to add a transaction (EDTC=A or blank)	Valid date	
DIM DID DIVJ DIY	Invoice Date	R		Valid date	
DOC	Document Number	R	Required to delete a transaction (EDTC=D). If you leave this field blank when you add a transaction, the system uses Next Numbers to assign a document number. If you enter a document number, it must not already exist for an add.	F0311 Document	For an add, this is assigned by Next Numbers.
EDTC	Transaction Action	R	Required to delete a transaction (EDTC=D). Enter only one line to indicate the J.D.Edwards document and document type to be deleted.	A = Add D = Delete	A

Accounts Receivable

Field	Description	R C O	Explanation	Value	Default
EDTN	Transaction Number	R	The user transaction, invoice number, or sequential number for batch processing. This field, or this field in combination with EDUS and EDBT, should contain unique identification for a specific A/R invoice transaction.		
ICU	Batch Number	R	This field must be left blank. The system assigns the number through the Batch Edit/Update program. Each change in the EDBT field drives the creation of a new batch number.		Assigned by Next Numbers.
KCO	Document Company	C	This field is required for a delete transaction (EDTC=D) and if assigning next numbers by company or fiscal year. If you enter a Document Company, it must not already exist for an add, but must exist for a delete.	F0010	CO

Table 2 – Optional Control Fields

The fields in the following table can be useful in processing and organizing batch data.

Field	Description	R C O	Explanation	Value	Default
ATXA	Taxable Amount	O	Ignored if both EXR1 and TXA1 are blank.		C00TX or calculated if working in multi-currency and foreign mode.
CRCD	Currency Code	O	If multi-currency is activated, the system edits this field. You can use this field to control the currency calculations if you are working in a multi-currency environment.	F0013	F0101
CRR	Exchange Rate	O			F0013 for CRCD if CRRM = F or D. Calculated from AG and ACR if CRRM = 3 for both AG and ACR.
CRRM	Mode of Entry	O	If multi-currency is activated, the system edits this field. You can use this field to control the currency calculations if you are working in a multi-currency environment.	D Domestic F Foreign 3 Pre-calculated	DD
CTAM	Foreign Tax Amount	O	Ignored if both EXR1 and TXA1 are blank.		C00TX or calculated if working in multi-currency and domestic mode.
CTXA	Foreign Taxable Amount	O	Ignored if both EXR1 and TXA1 are blank.	C00TX	C00TX or calculated if working in multi-currency and domestic mode.
EDAN	User Address Number	O	A number you assign in both the invoice record and the address book record, when the actual address number is assigned by the system using Next Numbers. This number is used to link the new address number to this transaction.		

Accounts Receivable

Field	Description	R C O	Explanation	Value	Default
EDBT	User Defined Batch Number	O	This field, in combination with EDTN and EDUS, uniquely identifies a specific invoice entry. This field also acts as a level break and drives the assignment of a J.D.Edwards batch number each time this value changes.		
EDUS	User ID	O	User defined ID number. This field, in combination with EDTN and EDBT, uniquely identifies a specific invoice entry. PC processing uses this field as the PC terminal ID number.		
EXR1	Tax Explanation Code	O	If you enter a code here, the system will perform tax calculations.	00/EX	
ICUT	Batch Type	O	This field identifies the system the batch pertains to. For example: G = General Accounting V = A/P Vouchers I = A/R Invoices	98/IT	
STAM	Tax Amount	O	Ignored if both EXR1 and TXA1 are blank.	C00TX	C00TX or calculated from CTAM if working in multi-currency and foreign mode.
TXA1	Tax Rate/Area	O	If you enter a code here, the system performs tax calculations.	F4008	MCTXA1 or ABTXA2 (if EXR1 is not blank).

Table 3 – Additional Fields

The fields in the following table are optional. You can use them to provide additional information about the A/R transactions. Some of these fields are for future use with EDI processing.

Field	Description	R C O	Explanation	Value	Default
AAP	Open Amount	O			AG if domestic, calculated from FAP if working in multi-currency and foreign mode.
AC01- AC10	Category Codes	O			F0101 ABAC01-10
ADSA	Discount Taken	O			Calculated from CDSA if working in multi-currency and foreign mode.
ADSC	Discount Available	O		Less than the gross amount	Calculated from CDS if working in multi-currency and foreign mode.
AFC	Apply Finance Charges	O		DD	DD
BAID	Override Bank Account	O			
BALJ	Balanced JE's	O			Y
CDS	Foreign Discount Available	O		Less than the gross amount	Calculated from ADSC if working in multi-currency and domestic mode.
CDSA	Foreign Discount Taken	O			Calculated if working in multi-currency and domestic mode.
CLRC	Collection Reason	O		00/CL	
COLL	Collection Report Y/N	O		DD	DD
CRC	Check Routine Code	O			
DCTM	Matching Document Type	O		Blanks	
DCTO	Order Type	O			
DD#	Due Date Net Century	O			

Accounts Receivable

Field	Description	R C O	Explanation	Value	Default
DDM DDD DDJ DDY	Due Date Net	O		Valid date	From G/L or Invoice Date
DI#	Invoice Date Century	O			
DMCD	Domestic Multi-Currency Code	O			
DMTM DMTD DMTJ DMTY	Matching Document Date	O		Zeros	
DMT#	Matching Document Date Century	O		Zeros	
DOCM	Matching Document	O		Zeros	
DRF	Number of Payments	C	Required if RF not blank.		
DSV#	Service/Tax Date Century	O			
EDCT	Transaction Type	O			
EDDL	Number of Detail Lines	O	This number should be the number of detail lines included in the specific transaction. For user verification only.		
EDDT	Transmission Date	O		Valid calendar date	Date processed Format: YYDDD (Julian)
EDER	Send/Receive Indicator	O	Future EDI field.	DD	
EDFT	Translation Format	O	Future EDI field.	A valid translation format set up through the third-party translators for EDI.	
EDGL	Create G/L Record	O	Future use.		
EDLN	Line Number	O	This field might be useful in identifying specific transaction lines.		

Field	Description	R C O	Explanation	Value	Default
EDSP	Processed (0/1)	O	The batch processing program bypasses transactions marked 1 (processed).	0 = No 1 = Yes	0
EDSQ	Record Sequence	O			
EDST	Transaction Set	O	Future EDI field.	A standard EDI set number.	
EDTR	Transaction Type	O	Identifies the type of invoice to be added or deleted.	I = Invoice	I
EDTY	Record Type	O	Future EDI field.		
FAP	Foreign Open Amount	O			ACR if working in multi-currency and domestic mode.
GLC	G/L Offset	O		AAI	F0101 ABAPC
ITM	Item Number (short)	O			
MCU	Business Unit	O		F0006	F0101 ABMCU
NBRR	Number of Reminders to Send	O		DD	DD
OBJ	Object Account	O			
OPSQ	Operation Sequence Number	O			
PDCT	Order Type	C	Required if PO not blank.	00/DT	DD if PO not blank
PKCO	Order Key Company	C	Required if PO not blank.	F0010	CO if PO not blank
PO	Purchase Order	O			
POST	G/L Posted Code	O			
PST	Pay Status	O		DD	DD
PTC	Payment Terms	O		F0014	F0101 ABTRAP
PYIN	Payment Instrument	O			F0101 ABPYIN
RDS#	Reminder Stop Date Century	O			
RDSM RDSD RDSM RDSY	Reminder Stop Date	O		Valid date	
RF	Recurring Frequency	C	Required if DRF not blank.		
RMK	Remark	O			
RP1 RP2 RP3	Misc. Codes 1, 2, and 3	O	Used for tax editing purposes.		

Accounts Receivable

Field	Description	R C O	Explanation	Value	Default
SBL	Subledger	O			
SBLT	Subledger Type	O			
SDCT	Sales Document Type	O			
SDOC	Sales Document				
SFX	Pay Item	O	Ignored for delete transaction (EDTC = D). If left blank, will be assigned by the Batch Edit/Update Program.		Assigned
SFXM	Matching Document Line	O		Blanks	
SKCO	Sales Document Company	O			
SUB	Subsidiary Account	O			
TRTC	Input Type	O			
U	Units	O			
UM	Units of Measure	O			
VLDT	Value Date	O		Value date	

Table 4 – Ignored Fields

If you enter data into these fields, the functional server does not pass it to the J.D. Edwards fields. The A/R Batch Table Processing program (P03110Z) supplies blank, zero, or the default shown in the following table.

Field	Description	Value	Default
AID2	G/L Credit Account		
ALPH	Alpha Name		F0101 ABALPH
ALT6	Cash Basis for Post Code		
AM	Account Mode		F0901
AM2	Account Mode		
AN8J	Alternate Payee Address		
AR	Adjustment Reason		
ATO	Owner Y/N		F0101 ABATO
AT1	Search Type		F0101 ABAT1
AT2	AR/AP Netting		F0101 ABAT2
AT3	Address Type 3		F0101 ABAT3
AT4	Address Type 4		F0101 ABAT4
AT5	Address Type 5		F0101 ABAT5
ATE	User Code 3		F0101 ABATE
ATP	Payables Y/N		F0101 ABATP
ATPR	User Code 4		F0101 ABATPR
ATR	Receivable Y/N		F0101 ABATR
ATXN	Non-Taxable Amount		C00TX or calculated from CTXN if working in multi-currency and foreign mode.
CLD#	Sent to Collection Date Century		
CLDM CLDD CLDJ CLDY	Sent to Collection Date		
CM	Flash Message		F0101 ABCM
CMC1	Commission Code 1		
CTL	A/R Checks Control		
CTRY	Fiscal Century		G/L Date Century

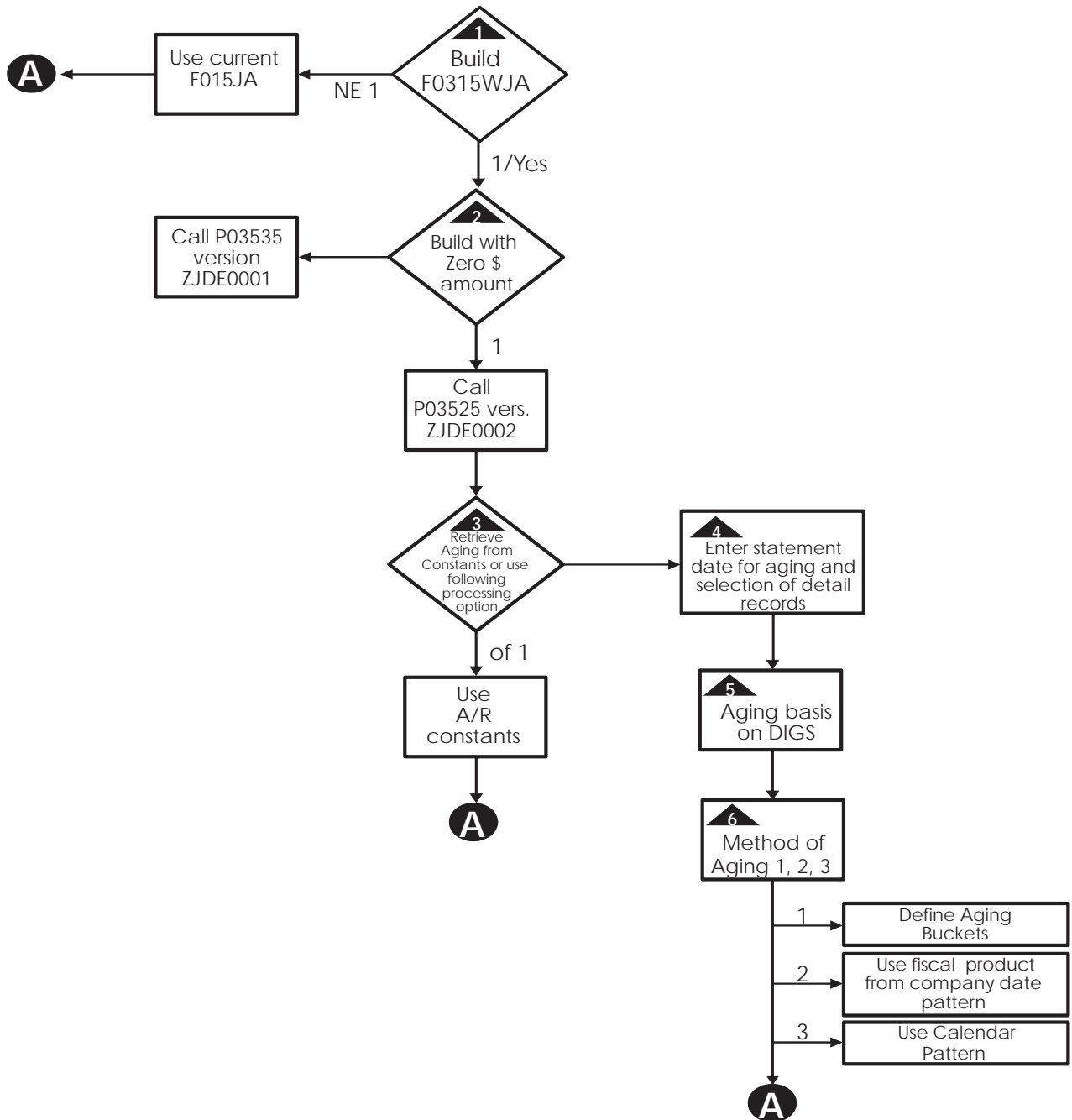
Accounts Receivable

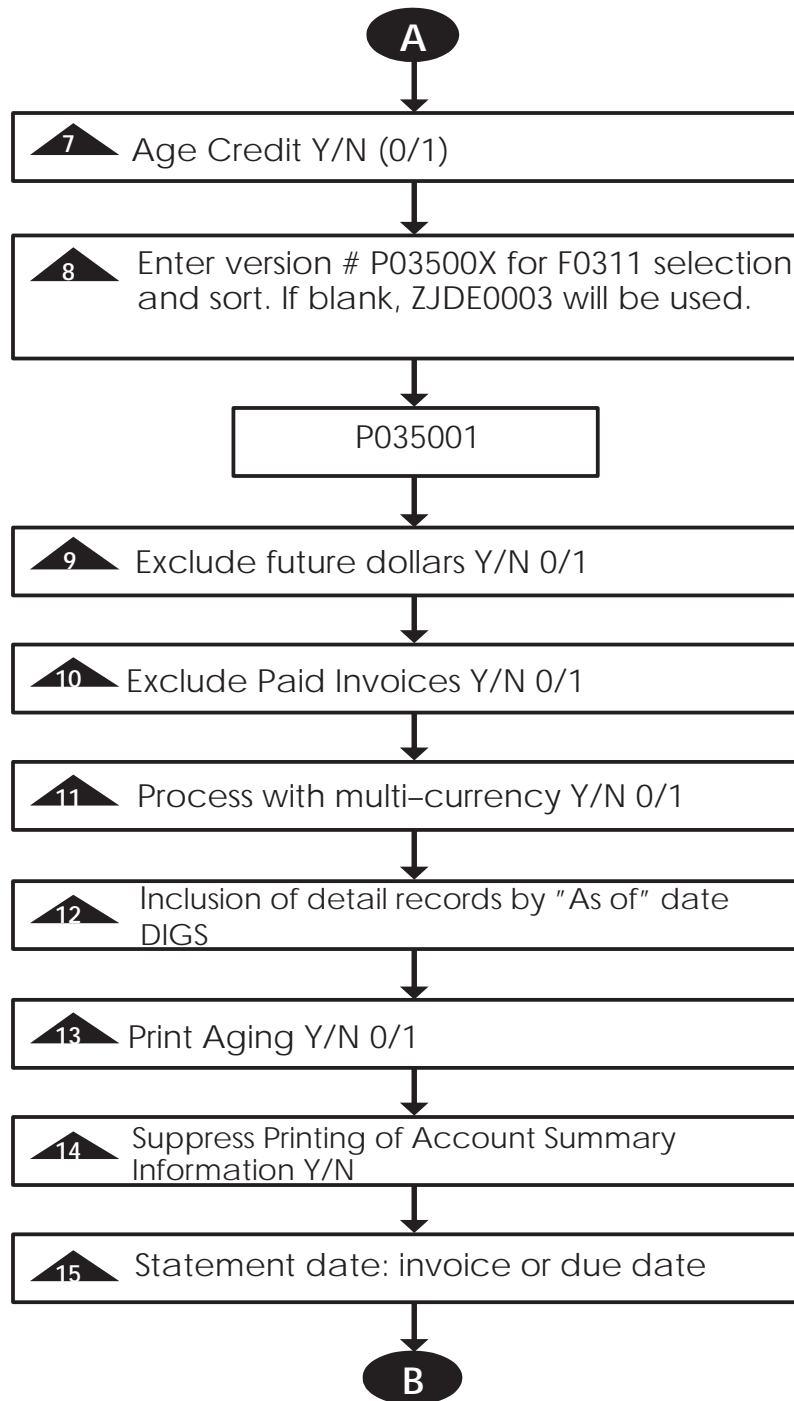
Field	Description	Value	Default
CTXN	Foreign Non-Taxable Amount		C00TX or calculated from ATXN if working in multi-currency and domestic mode.
DDN#	Due Date (Net) Century		
DDNM DDND DDNJ DDNY	Due Date (Net)		
DIC#	Batch Date Century		
DICM DICD DICJ DICY	Batch Date		F0011 Batch Header
DPR#	Date Promised Century		
DPRM DPRD DPRJ DPRY	Date Promised		
FNLP	Closed Item		
FY	Fiscal Year		G/L Date Fiscal Year
GLBA	G/L Bank Account		
ITI#	Interest Invoice Date Century		
ITIM ITID ITIJ ITIY	Interest Invoice Date		
JOB#	Workstation ID		System
LNID	Line Number		
MCU2	Business Unit		
NSF	NSF Check Return		
NUMB	Item Number		
ODCT	Original Document Type		Document Type
ODOC	Original Document		Document
OKCO	Original Document Company		Document Company
OSFX	Original Pay Item		Pay Item
PA8	Parent Number		F0101 PA8
PID	Program ID		System
PN	G/L Period		Current Company Period
PRT1	Print		
RDD#	Last Sent Reminder Date Century		

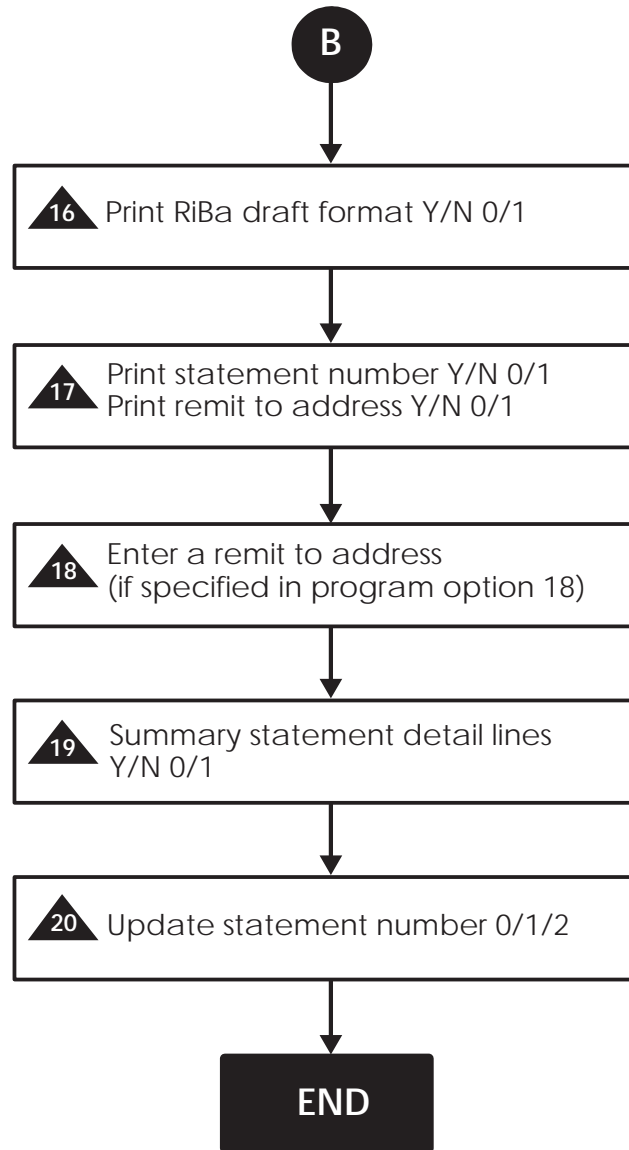
Field	Description	Value	Default
RDDM RDDD RDDJ RDDY	Last Sent Reminder Date		
RDRL	Level Last Reminder Sent		
RMDS	Total Sent Reminders		
SFXO	Order Suffix		
SMTM SMTD SMTJ SMTY	Statement Date		
SMT#	Statement Date Century		
TORG	Transaction Originator		System
UNIT	Unit Number		
UPMJ	Date Updated		System
UPMT	Time Last Updated		System
USER	User Profile		System
VINV	Vendor Invoice Number		
VR01	Reference		

Appendix F — A/R Statement Processing

The following graphics illustrate the processing options for A/R Print Statements.







Appendix G — Net Change for Release A7.3

Summary of Net Changes

The following is a checklist of net changes for Release A7.3 for the Accounts Receivable system.

Accounts Receivable

- Speed Receipts.** This entry program provides a more efficient way of working with a high volume of receipts. You can define which fields appear on the form and apply receipts using a chargeback reference (alphanumeric) that you create. Transactions on this form are processed when you process batch receipts.

To provide this functionality, the Batch A/R Cash Application table (F0312) includes the Chargeback Reference and Reason Code fields.

By design, this program does not have all the same functionality as the standard Receipts Entry program.

- A/R Integrity Reports.** When balancing to the general ledger, you can include unposted transactions on the A/R Integrity reports. The system tests both posted and unposted transactions.
- Customer Statements.** You can run statements in proof or final mode and consolidate statements by company or by setting the appropriate processing options.
- Customer Ledger Inquiry.** The Customer Ledger Detail Information window includes a reason code.
- Receipts Entry.** You can choose how the system determines the due date for chargebacks and how it handles editing for overpayments. This is controlled with processing options.
- Customer Drafts.** The Reference field is available on Enter Customer Drafts. Use this for informational purposes, such as to assign the original invoice number or other reference number.

- Invoice Entry.** Depending on which format you use, the net due date for the invoice appears with the tax or G/L offset information on the primary form.
- Vertex tax.** The vertex tax calculator can be used to calculate sales and exempt taxes in A/R. Vertex is used for U.S. taxes only.

All Financials Systems

- Batch Review Security.** You can use batch review security to protect batches from being reviewed by unauthorized users. This feature is on the Journal Review form. You can activate Batch Review Security field in addition to the already existing field for approval and post security.

Appendix H — Functional Servers

Several J.D. Edwards programs access functional servers. The purpose of functional servers is to provide a central location for standard business rules about entering documents, such as invoices, receipts, 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.

The steps for setting up business rules for an entry program are:

1. Create a version for a specific functional server program (for example, XT0311Z1 for invoice entry or 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.

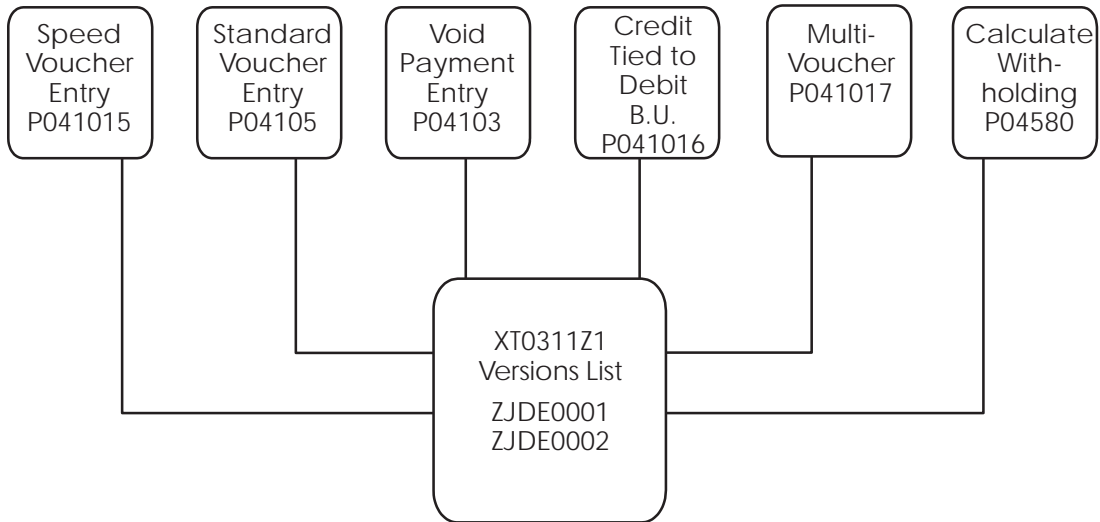
You can have all your entry programs use the same DREAM Writer version (and thus, use the same rules) or you can set up different DREAM Writer versions. J.D. Edwards provides DREAM Writer version ZJDE0001 as the default functional server version for your entry programs.



Only the person responsible for system-wide setup should make changes to the functional server version. For more information about how to set up DREAM Writer versions, see the *Technical Foundation Guide*.

Example: Voucher Processing Functional Server

The following graphic shows the programs that use the voucher processing functional server. J.D. Edwards provides two demo version of the functional server, ZJDE0001 and ZJDE0002.



Glossary

Glossary

This glossary defines terms in the context of your use of J.D. Edwards systems and the accompanying user guide.

1099 form. An income tax reporting form required by the U.S. government for many types of payments made to persons and non-corporate entities.

AA ledger. The ledger type used for transactions in domestic amounts (actual amounts).

AAI. Automatic accounting instruction. A code that points to an account in the chart of accounts. AAIs define rules for programs that automatically generate journal entries. This includes interfaces between Accounts Payable, Accounts Receivable, and Financial Reporting and the General Accounting system. Each system that interfaces with the General Accounting system has AAIs. For example, AAIs can direct the Post to General Ledger program to post a debit to a certain expense account and an automatic credit to a certain accounts payable account.

A/P Ledger method. One of the two methods J.D. Edwards provides to process 1099 tax reporting forms. Using this method, you produce 1099s from data stored in the A/P Ledger table (F0411). Also called the *expedient method* and the *fast path method*.

AZ ledger. The ledger type used for cash basis accounting.

access. A way to get to information or functions provided by the system through menus, forms, and reports.

account status. The state or condition of a customer's accounts receivable transaction account.

accounting period. One of the divisions of a fiscal year. A fiscal year can contain 12 to 14 accounting periods, or more rarely, 52 periods. There can also be an additional period for year-end adjustments, and another additional period for audit adjustments.

adjustment. A payment and receipt application method used to modify an amount such as a minor write-off or outstanding freight charges and disputed taxes.

alphanumeric character. A letter or other symbol from the keyboard (such as *&#) that represents data. Contrast with *numeric character*.

alphanumeric character. A combination of letters, numbers, and other symbols (such as *&#) that represents data.

approver number. The user ID of the person who approves vouchers for payment.

“as of” report. A report used to view the A/R Ledger and A/P Ledger tables in summary or detail for a specific point in time.

audit adjustments. The adjustments you make to G/L accounts following an audit. You generally enter these adjustments annually, following the close of the fiscal year.

audit trail. The detailed, verifiable history of a processed transaction. The history consists of the original documents, transaction entries, and posting of records, and usually concludes with a report.

backup copy. A copy of original data preserved on a magnetic tape or diskette as protection against destruction or loss.

BACS. Bank Automated Clearing System. An electronic process used in the United Kingdom.

balance forward. A receipt application method in which the receipt is applied to the oldest invoices in chronological order according to the net due date.

bank tape (lock box) processing. The receipt of payments directly from a customer's bank via customer tapes for automatic receipt application.

batch. A group of like records or transactions that the computer treats as a single unit during processing. For identification purposes, the system usually assigns each batch a unique identifier, known as a "batch number."

batch control. The verification of the number of transactions and the total amount in each batch entered into the system.

batch header. The information the computer uses as identification and control for a group of transactions or records in a batch.

batch input. A group of transactions loaded from an external source.

batch input table. An external table that holds data being loaded into the system.

batch job. A task or group of tasks you submit for processing that the system treats as a single unit during processing, for example, printing reports and purging tables. The computer performs these tasks with little or no user interaction.

batch processing. A method by which the computer selects jobs from the job queue, processes them, and writes output to the out queue. Contrast with *interactive processing*.

batch receipts entry. An alternative method (such as an optical reader or magnetic scanner) to load receipts into the J.D. Edwards Accounts Receivable system.

batch status. A code that indicates the posting status of a batch. For example, A indicates approved for posting, P indicates posting in-process, and D indicates posted.

batch type. A code that designates which J.D. Edwards system the associated transactions pertain to, thus controlling what records are selected for processing. For example, in the Post General Journal process, only unposted transaction batches with a batch type of G for General Accounting are selected for posting.

Boolean logic operand. In J.D. Edwards DREAM Writer, the parameter of the Relationship field. The Boolean logic operand tells the system to perform a comparison between certain records or parameters. Available operands are:

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

broadcast message. An electronic mail message that you can send to a number of recipients.

business unit. A division of your business organization that requires a balance sheet or P&L. Also called a *cost center*.

calculation method. When you restate currency, you can choose among three calculation methods: (1) period calculations, used for P&L accounts, (2) balance calculations, used for balance accounts, and (3) historical rate, used for fixed assets.

cash basis accounting. A method of accounting that recognizes revenue and expenses when monies are received and paid.

category code. In user defined codes, a temporary title for an undefined category. For example, if you are adding a code that designates different sales regions, you could change *category code 4* to *Sales Region*, and define E (East), W (West), N (North), and S (South) as the valid codes. Category codes were formerly known as *reporting codes*.

character. Any letter, number, or other symbol that a computer can read, write, and store.

chargeback. A receipt application method used to generate an invoice for a disputed amount or for the difference of an unpaid receipt.

check. See *payment*.

command. A character, word, phrase, or combination of keys you use to tell the computer to perform a defined activity.

consolidations. A method of grouping or combining information for several companies or business units. Used for reports or inquiries.

consolidation reporting. The process of combining financial statements for companies or business units so that the different entities can be represented by a single balance sheet or income statement. If the different entities operate in different currencies, consolidation reporting may be complicated by the need for currency restatement. See also *currency restatement*.

constants. Parameters or codes that rarely change. The computer uses constants to standardize information processing by an associated system. Some examples of constants are allowing or disallowing out-of-balance postings and having the system perform currency conversions on all amounts. After you set constants such as these, the system follows these rules until you change the constants.

contra/clearing account. A G/L account used by the system to offset (balance) journal entries. For example, you can use a contra/clearing account to balance the entries created by allocations.

cost allocations. A procedure used to allocate or distribute expenses, budgets, adjustments, and so on among business units, based on actual numbers.

cost center. See *business unit*.

credit message. A code used to display information about a customer's account status, such as "Over Credit Limit".

credit note reimbursement. A system generated form to reclassify a credit memo or unapplied cash record from the Accounts Receivable system to an open voucher in the Accounts Payable system.

cursor. The blinking underscore or rectangle on your form that indicates where the next keystroke will appear.

currency code. A code used to assign a currency to a customer, supplier, bank account, company, or ledger type.

currency restatement. The process of converting amounts from one currency into another currency, generally for reporting purposes. It can be used, for example, when many currencies must be restated into a single currency for consolidated reporting.

cursor sensitive help. J.D. Edwards online help function, which allows you to view a description of a field, an explanation of its purpose, and, when applicable, a list of the valid codes you can enter. To access this information, move the cursor to the field and press F1.

customer. An individual or organization that purchases goods and services.

customer ledger. The record of transactions between your company and a particular customer.

customer payment. The payment your company receives from a customer.

data. Numbers, letters, or symbols representing facts, definitions, conditions, and situations, that a computer can read, write, and store.

database. A continuously updated collection of all information a system uses and stores. Databases make it possible to create, store, index, and cross-reference information online.

data dictionary. A database table consisting of the definitions, structures, and guidelines for the usage of fields, messages, and help text. The data dictionary table does not contain the actual data itself. Also known as a *glossary*.

data types. Supplemental information, attached to a company or business unit. Narrative type contains free-form text. Code type contains dates, amounts, and so on.

date pattern. A period of time set for each period in standard and 52-period accounting.

debit statement. A list of debit balances.

default. A code, number, or parameter the system supplies when you do not enter one. For example, if an input field's default is N and you do not enter something in that field, the system supplies an N.

descriptive title. See *user defined code*.

detail. The individual pieces of information and data that make up a record or transaction. Contrast with *summary*.

display. (1) To cause the computer to show information on a terminal's form. (2) A specific set of fields and information that a J.D. Edwards system might show on a form. Some forms can show more than one display when you press a specified function key.

display field. A field of information on a form that contains a system-provided code or parameter that you cannot change. Contrast with *input field*.

display sequence. A number that the system uses to reorder a group of records on the form.

document number. A number that identifies the original document, such as voucher, invoice, unapplied cash, journal entry, and so on.

draft. A promise to pay a debt. Drafts are legal payment instruments in certain European countries.

DREAM Writer. Data Record Extraction And Management Writer. A flexible data manipulator and cataloging tool. You use this tool to select and sequence the data that is to appear on a programmed report.

EDI. Electronic data interchange. A method of transferring business documents, such as purchase orders, invoices, and shipping notices, between computers of independent organizations electronically.

edit. (1) To make changes to a table by adding, changing, or removing information. (2) The program function of highlighting fields into which you have entered inadequate or incorrect data.

EFT. Electronic funds transfer. A method of transferring funds from one company's bank account to that of another company.

effective date. The date upon which an address, item, transaction, or table becomes effective. Examples include the date a change in address becomes effective or the date a tax rate becomes effective. In the Address Book system, effective dates allow you to track past and future addresses for suppliers and customers.

execute. See *run*.

exit. (1) To interrupt or leave a computer program by pressing a specific key or a sequence of keys. (2) An option or function key displayed on a form that allows you to access another form.

expedient method. See *A/P Ledger method*.

facility. A collection of computer language statements or programs that provides a specialized function throughout a system or throughout all integrated systems. Examples include DREAM Writer and FASTR.

fast path method. See *A/P Ledger method*.

FASTR. Financial Analysis Spreadsheet Tool and Report Writer. A report writer that allows you to design your own report specifications using the general ledger database.

field. (1) An area on a form that represents a particular type of information, such as name, document type, or amount. Fields that you can enter data into are designated with underscores. See *input field* and *display field*. (2) A defined area within a record that contains a specific piece of information. For example, a supplier record consists of the fields Supplier Name, Address, and Telephone Number. The Supplier Name field contains just the name of the supplier.

52 period accounting. A method of accounting that uses each week as a separate accounting period.

finance charge. An amount charged to a customer based on a percentage assessed on an unpaid invoice exceeding the grace period.

financial reporting date. The user defined date used by the system when you run financial reports.

fiscal year. A company's tax reporting year. Retained earnings are generally calculated at the end of a fiscal year. It is often different than a calendar year. For example, a fiscal year may be the period October 1 through September 30.

flash message. A code that you define to describe the credit status of a customer. Examples include over credit limit, COD only, bad credit risk, and requires a purchase order.

fold area. An area of a form, accessed by pressing F4, that displays additional information associated with the records or data items displayed on the form.

function. A separate feature within a facility that allows you to perform a specific task, for example, the field help function.

function key. A key you press to perform a system operation or action. For example, you press F4 to have the system display the fold area of a form.

functional server. A central system location for standard business rules about entering documents such as vouchers, invoices, and journal entries. Functional servers ensure uniform processing according to guidelines you establish.

general ledger receipt. A receipt that is directly applied to a G/L account without being applied to a specific invoice. These are typically non-A/R receipts.

glossary. See *data dictionary*.

G/L method. One of the two methods J.D. Edwards provides to process 1099 tax reporting forms. Using this method, you produce 1099s from data stored in the Account Ledger table (F0911). Also called the *tough/right method*.

G/L offset. An account used by the post program to create automatic offset entries.

G/L posted code. A system code that indicates the status of individual documents. For example, P indicates that a voucher or invoice has been posted.

GST. Goods and services tax. A tax assessed in Canada.

hard copy. A presentation of computer information printed on paper. Synonymous with *printout*.

hash total. A sum produced by numbers with different meanings. For example, adding amounts in different currencies.

header. Information at the beginning of a table. This information is used to identify or provide control information for the group of records that follows.

help instructions. Online documentation or explanations of fields that you access by pressing the Help key or by pressing F1 with your cursor in a particular field.

helps. See *help instructions*.

hidden selections. Menu selections you cannot see until you enter HS in a menu's Selection field. Although you cannot see these selections, they are available from any menu. They include such items as Display Submitted Jobs (33), Display User Job Queue (42), and Display User Print Queue (43). The Hidden Selections window displays three categories of selections: user tools, operator tools, and programmer tools.

indexed allocations. A procedure used to allocate or distribute expenses, budgets, adjustments, and so on, among business units, based on a fixed percentage.

input. Information you enter in the input fields on a form or that the computer enters from other programs, then edits and stores in tables.

input field. An area on a form, distinguished by underscores (_ _), where you type data, values, or characters. A field represents a specific type of information, such as name, document type, or amount. Contrast with *display field*.

install system code. The code that identifies a J.D. Edwards system. Examples are 01 for the Address Book system, 04 for the Accounts Payable system, and 09 for the General Accounting system.

integrity test. A process used to supplement a company's internal balancing procedures by locating and reporting balancing problems and data inconsistencies.

interactive processing. A job the computer performs in response to commands you enter from a terminal. During interactive processing, you are in direct communication with the computer, and it might prompt you for additional information during the processing of your request. See *online*. Contrast with *batch processing*.

interest invoice. An invoice calculated on paid invoices whose payment was received after the specified due dates.

interest rate computation code. A code used to define the rates and effective dates used for calculating interest charges.

interface. A link between two or more J.D. Edwards systems that allows these systems to send information to and receive information from one another.

invalid account. A G/L account that has not been set up in the Account Master table (F0901).

invoice match. A receipt application method where the receipt is applied to specific invoices. A discount can be allowed or disallowed using invoice match.

jargon. A J.D. Edwards term for system-specific help text. You base your help text on a specific reporting code you designate in the Data Dictionary Glossary. You can display this text as part of online help.

job. A single identifiable set of processing actions you tell the computer to perform. You start jobs by choosing menu selections, entering commands, or pressing designated function keys. An example of a computer job is payment printing in the Accounts Payable system.

job queue. A form that lists the batch jobs you and others have told the computer to process. When the computer completes a job, the system removes the job's identifier from the list.

justify. To shift information you enter in an input field to the right or left side of the field. Many of the facilities within J.D. Edwards systems justify information. The system does this only after you press Enter.

key field. A field common to each record in a table. The system uses the key field designated by the program to organize and retrieve information from the table.

language preference. An address book code used to specify a language to use when displaying information.

leading zeros. A series of zeros that certain facilities in J.D. Edwards systems place in front of a value you enter. This normally occurs when you enter a value that is smaller than the specified length of the field. For example, if you enter 4567 in a field that accommodates eight numbers, the facility places four zeros in front of the four numbers you enter. The result appears as 00004567.

ledger type. A ledger used by the system for a particular purpose. For example, all transactions are recorded in the AA (actual amounts) ledger type in their domestic currency. The same transactions may also be stored in the CA (foreign currency) ledger type. Also known as a *ledger*.

level of detail. (1) The degree of difficulty of a menu in J.D. Edwards software. The levels of detail for menus are as follows:

- A=Major Product Directories
- B=Product Groups
- 1=Basic Operations
- 2=Intermediate Operations
- 3=Advanced Operations
- 4=Computer Operations
- 5=Programmers
- 6=Advanced Programmers

Also known as *menu levels*. (2) The degree to which account information in the General Accounting system is summarized.

The highest level of detail is 1 (least detailed) and the lowest level of detail is 9 (most detailed).

logged vouchers. See *voucher logging*.

mail distribution list. A list of people to whom you send electronic mail messages. This list enables you to quickly send notices, instructions, or requests to a predefined group of people.

master table. A computer table that a system uses to store data and information which is permanent and necessary to the system's operation. Master tables might contain data or information such as paid tax amounts and supplier names and addresses.

matching document. A document associated with an original document to complete or change a transaction.

menu. A form that displays numbered selections. Each of these selections represents a program. To access a selection from a menu, type the selection number and then press Enter.

menu levels. See *level of detail*.

menu masking. A security feature of J.D. Edwards systems that lets you prevent individual users from accessing specified menus or menu selections. The system does not display the menus or menu selections to unauthorized users.

menu message. Text that appears on a form after you make a menu selection. It displays a warning, caution, or information about the requested selection.

mode. A code that specifies whether amounts are in the domestic currency of the company the invoices or vouchers are associated with or in the foreign currency of the transaction.

monetary account. (1) In common usage, any funds account. (2) In J.D. Edwards more specific usage, a bank account limited to transactions in a single currency.

multiple AAI revisions. The process of revising several automatic accounting instructions at one time.

next number facility. A J.D. Edwards software facility you use to control the automatic numbering of such items as new G/L accounts, vouchers, and addresses. It lets you specify your desired numbering system and provides a method to increment numbers to reduce transposition and typing errors.

next status. The next step in the payment process for payment control groups. The next status can be either WRT (write) or UPD (update).

numeric character. Represents data using the numbers 0 through 9. Contrast with *alphabetic character* and *alphanumeric character*.

offline. Computer functions that are not under the continuous control of the system. For example, if you run a certain job on a personal computer and then transfer the results to a host computer, that job is considered an offline function. Contrast with *online*.

online. Computer functions over which the system has continuous control. Each time you work with a J.D. Edwards system-provided form, you are online with the system. Contrast with *offline*. See *interactive processing*.

online information. Information the system retrieves, usually at your request, and immediately displays on the form. This information includes items such as database information, documentation, and messages.

operand. See *Boolean logic operand*.

option. A numbered selection from a J.D. Edwards form that performs a particular function or task. To select an option, you enter its number in the Option field next to the item you want the function performed on. When available, for example, option 4 allows you to return to a prior form with a value from the current form.

original document. The document that initiates a transaction in the system.

output. Information the computer transfers from internal storage to an external device, such as a printer or a computer form.

output queue. A form that lists the spooled tables (reports) you have told the computer to write to an output device, such as a printer. After the computer writes a table, the system removes that table's identifier from the online list.

override. The process of entering a code or parameter other than the one provided by the system. Many J.D. Edwards systems offer forms that provide default field values when they appear. By typing a new value over the default code, you can *override* the default. See *default*.

P&L. Profit and loss statement.

parameter. A number, code, or character string you specify in association with a command or program. The computer uses parameters as additional input or to control the actions of the command or program.

parent/child relationship. A hierarchical relationship among your addresses (suppliers, customers, or prospects). One address is the parent and one or more subordinate addresses are children for that parent. This relationship is helpful, for example, when you want to send billing for field offices (subsidiary companies) to the corporate headquarters.

password. A unique group of characters that you enter when you sign on to the system that the computer uses to identify you as a valid user.

pay item. A line item in a voucher.

pay status. The current condition of the payment, such as paid or payment-in-process.

payment. The system creates payments when you use the Create Payment Groups program. It is important to understand that payments can exist before you write them.

payment control group. A system-generated group of payments with similar information (such as bank account). The system processes all payments in a payment control group at the same time. Also known as a *payment group*.

payment group. See *payment control group*.

payment instrument. The method of payment, such as check, draft, EFT, and so on.

payment stub. The printed record of a payment.

payment terms. The amount of time allowed to pay a voucher or invoice, with or without a discount.

posted code. A code that indicates whether a transaction or batch has been posted.

pre-note code. A code that indicates whether a supplier is set up or in the process of being set up for electronic funds transfer (EFT).

printout. A presentation of computer information printed on paper. Synonymous with *hard copy*.

print queue. An online list (form) of written tables that you have told the computer to print. Once the computer prints the table, the system removes the table's identifier from the online list. See *output queue*.

processing options. A feature of the J.D. Edwards DREAM Writer that allows you to supply parameters to direct the functions of a program. For example, processing options allow you to specify defaults for certain form displays, control the format in which information gets printed on reports, change the way a form displays information, and enter "as of" dates.

program. A collection of computer statements that tells the computer to perform a specific task or group of tasks.

program specific help text. Glossary text that describes the function of a field within the context of the program.

prompt. (1) A reminder or request for information displayed by the system. When a prompt appears, you must respond in order to proceed. (2) A list of codes or parameters or a request for information provided by the system as a reminder of the type of information you should enter or action you should take.

pseudo company. A fictitious company used in consolidations.

PST. Provincial sales tax. A tax assessed by individual provinces in Canada.

purge. The process of removing records or data from a system table.

rate type. For currency exchange transactions, the rate type distinguishes different types of exchange rates. For example, you may use both period average and period-end rates, distinguishing them by rate type.

realized gain/loss. Currency gains and losses are incurred due to fluctuating currency exchange rates. A gain/loss is realized when you pay the invoice or voucher. See also *unrealized gain/loss*.

record. A collection of related, consecutive fields of data the system treats as a single unit of information. For example, a supplier record consists of information such as the supplier's name, address, and telephone number.

recurring frequency. The cycle in which a recurring voucher becomes due for payment, for example, monthly or quarterly.

recurring invoice. An invoice that becomes due for payment on a regular cycle, such as a lease payment.

recurring voucher. A voucher that comes due for payment on a regular cycle, such as a lease payment.

recycle. A process used to create the next cycle (for example, next month's) of recurring invoices or vouchers.

refresh. A process used to update a customer's credit and collection information, such as Credit Analysis Refresh.

reporting code. See *category code*.

reset. The process of changing a payment from a completed status to a next status of WRT (write). This allows you to correct or reprint payments.

reverse. A method used to automatically create an opposite entry at the time the original transaction is posted to the general ledger.

reverse image. Form text that displays in the opposite color combination of characters and background from what the form typically displays (for example, black on green instead of green on black).

run. To cause the computer to perform a routine, process a batch of transactions, or carry out computer program instructions.

scroll. To use the roll keys to move form information up or down a form at a time. When you press the Rollup key, for instance, the system replaces the currently displayed text with the next form of text if more text is available.

selection. Found on J.D. Edwards menus, selections represent functions that you can access from a given menu. To make a selection, you type its associated number in the Selection field and press Enter.

self-reconciling item. An item that does not require reconciliation.

sequence review ID. Defines the order in which payments print in a payment group. Each sequence review ID has its own data sequence and a code that indicates whether the system sorts each data item in ascending or descending order.

single AAI revision. The process of revising one automatic accounting instruction at a time.

soft coding. A J.D. Edwards term that describes an entire family of features that allows you to customize and adapt J.D. Edwards software to your business environment. These features lessen the need for you to use computer programmers when your data processing needs change.

software. The operating system and application programs that tell the computer how and what tasks to perform.

special character. Representation of data in symbols that are neither letters nor numbers. Some examples are * & # /.

special period/year. The date used to determine the *source* balances for an allocation.

speed code. A user defined code that represents a G/L account number. Speed codes can be used to simplify data entry by making G/L accounts easier to remember

spool. The function by which the system puts generated output into a storage area to await printing and processing.

spooled table. A holding table for output data waiting to be printed or input data waiting to be processed.

spread. A payables and receipt application method used to distribute and apply an unapplied voucher, receipt, debit memo, or credit memo to open vouchers or invoices.

Standard Industry Code (SIC). A code the U.S. government developed to classify U.S. companies as to their economic activity. Examples include agricultural services (0100), wholesale trade (5000), and services (7000).

stop date. The date an allocation becomes inactive.

structure type. A code that identifies a type of organization structure with its own hierarchy in the Address Book system. Examples include accounts receivable or electronic mail.

subtable. An area on the form where the system displays detailed information related to the header information at the top of the form. Subtables might contain more information than the form can display in the subtable area. If so, use the roll keys to display the next form of information. See *scroll*.

submit. See *run*.

supplemental data. Additional information about a business unit not contained in the master tables.

supplier. An individual or organization that provides goods and services. Also called a *vendor*.

supplier ledger. The record of transactions between your company and a particular supplier.

supplier payment. The payment your company makes to a supplier.

summary. The presentation of data or information in a cumulative or totaled manner in which most of the details have been removed. Many of the J.D. Edwards systems offer forms and reports that are summaries of the information stored in certain tables.

system. A collection of computer programs that allows you to perform specific business tasks. Some examples of applications are Accounts Payable, Inventory, and Order Processing. Synonymous with *application*.

table. A collection of related data records organized for a specific use and electronically stored by the computer.

three-tier processing. The task of entering, approving, and posting batches of transactions.

third party software. Programs provided to J.D. Edwards clients by companies other than J.D. Edwards.

TI code. A code that identifies the type of receipt application, which directly affects the way the receipt is processed.

time log. An electronic mail method for tracking employees' time in the office. The time log lists when employees sign in, sign out, and employee remarks about their whereabouts and activities.

tolerance range. The amount by which taxes entered manually can vary from the system-calculated tax.

tough/right method. See *G/L method*.

transaction code. A code that distinguishes the type of transaction on a bank statement.

transit account. A G/L account used to hold funds until they can be allocated to the correct account.

translation adjustment account. An optional G/L account used in currency restatement to record the total adjustments at a company level.

undo. To remove the payments from the payment run so that they no longer appear on any A/P payment review form. The system clears them from the worktable and moves vouchers from a pay status of # (payment in-process) to pay status A (approved).

unrealized gain/loss. Currency gains and losses are incurred due to fluctuating currency exchange rates. A gain/loss is unrealized until you pay the invoice or voucher. See also *realized gain/loss*.

update. Add new payments and void payments to the A/P Ledger (F0411), Accounts Payable Matching Document (F0413), and Accounts Payable Matching Document Detail (F0414) tables. The system updates these tables during payment processing and prints the payment register.

user defined code. The individual codes you create and define within a user defined code type. Code types are used by programs to edit data and allow only defined codes. These codes might consist of a single character or a set of characters that represents a word, phrase, or definition. These characters can be alphabetic, alphanumeric, or numeric. For example, in the user defined code type list ST (Search Type), a few codes are C for Customers, E for Employees, and V for Suppliers.

user defined code (type). The identifier for a list of codes with a meaning you define for the system (for example, ST for the Search Type codes list in Address Book). J.D. Edwards systems provide a number of these lists and allow you to create and define lists of your own. User defined codes were formerly known as *descriptive titles*.

user identification (user ID). The unique name you enter when you sign on to a J.D. Edwards system to identify yourself to the system. This ID can be up to 10 characters long and can consist of alphabetic, alphanumeric, and numeric characters.

valid codes. The allowed codes, amounts, or types of data that you can enter in a specific input field. The system checks, or edits, user defined code fields for accuracy against the list of valid codes.

variable numerator allocations. A procedure used to allocate or distribute expenses, budgets, adjustments, and so on, among business units, based on a variable.

VAT. Value-added tax. A recoverable tax assessed in some countries.

vendor. See *supplier*.

video. The display of information on your monitor form. Normally referred to as the *form*.

vocabulary overrides. A J.D. Edwards facility that lets you to override field, row, or column title text on a form-by-form or report-by-report basis.

void. A method used to create a reversing entry of the original transaction. Voiding a transaction leaves an audit trail.

voucher logging. The process of entering vouchers without distributing amounts to specific G/L accounts. The system initially distributes the total amount of each voucher to a G/L suspense account, where it is held until you redistribute it to the correct G/L account or accounts.

voucher match. A payment application method where the payment is applied to specific vouchers.

who's who. A term that J.D. Edwards uses to identify contacts at a particular company. Examples include billing, collections, and sales personnel.

window. A software feature that allows a part of your form to function as if it were a form in itself. Windows serve a dedicated purpose within a facility, such as searching for a specific valid code for a field.

word search stop word. A common word that the query search in the Address Book system ignores. Examples include street, avenue, or building.

worked. A code used to indicate whether a customer's account has been reviewed and updated. For example, you "work" an account by changing a customer's credit limit or customers who are eligible for a credit review.

write-off. A receipt application method where the receipt is applied to the invoice and the difference is written off. You can "write-off" both overpayments and underpayments.

write payment. A step in processing payments. Writing payments includes printing checks, drafts, and creating a bank tape table.

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