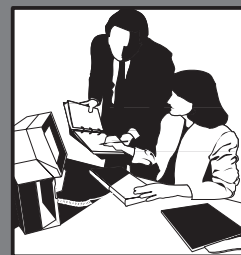


Guide
August 1997



WORLD SOFTWARE

Accounts Receivable

Release
A8.1

JD Edwards®



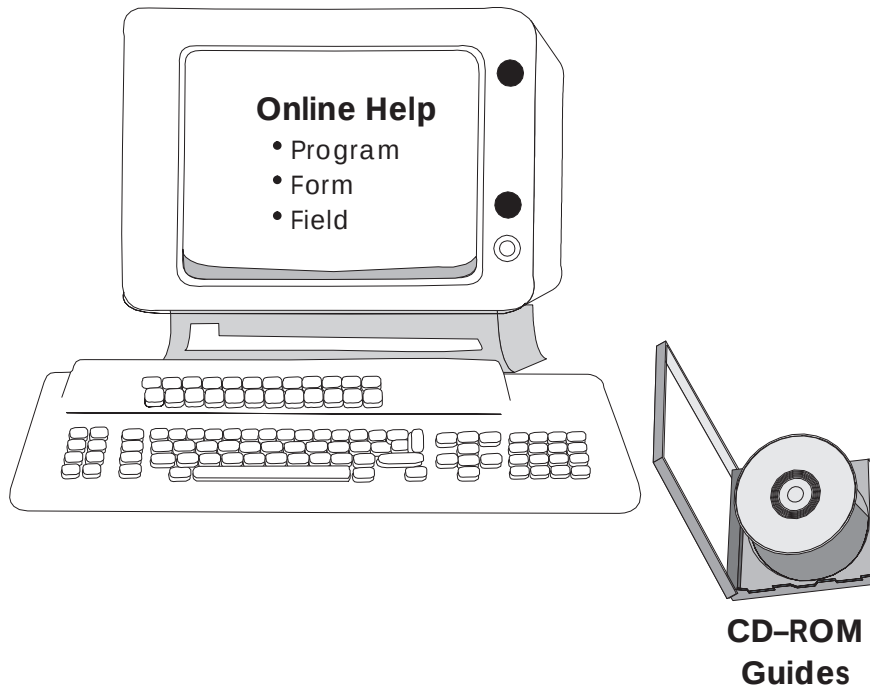
Item # A81CEAAR9704

J.D. Edwards World Source Company
8055 E. Tufts Avenue
Denver, CO 80237

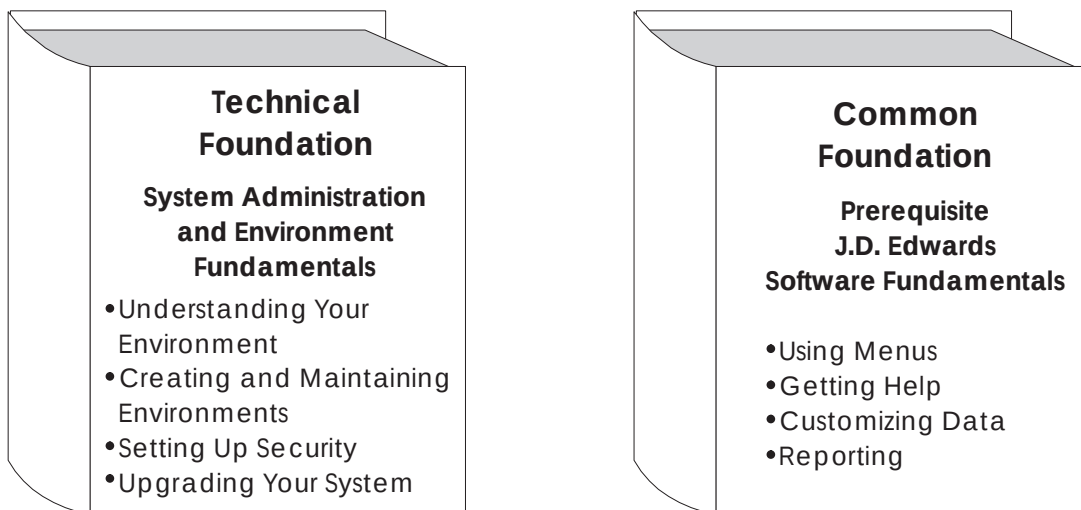
Copyright ©J.D. Edwards World Source Company, 1996, 1997
All Rights Reserved
Vertex[™] and GeoCode[™] are registered trademarks of Vertex

The information in this guide is confidential and a proprietary trade secret of J.D. Edwards World Source Company. It may not be copied, distributed, or disclosed without prior written permission. This guide is subject to change without notice and does not represent a commitment on the part of J.D. Edwards & Company and/or its subsidiaries. The software described in this guide is furnished under a license agreement and may be used or copied only in accordance with the terms of the agreement. J.D. Edwards World Source Company uses automatic software disabling routines to monitor the license agreement. For more details about these routines, please refer to the technical product documentation.

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 the current release 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

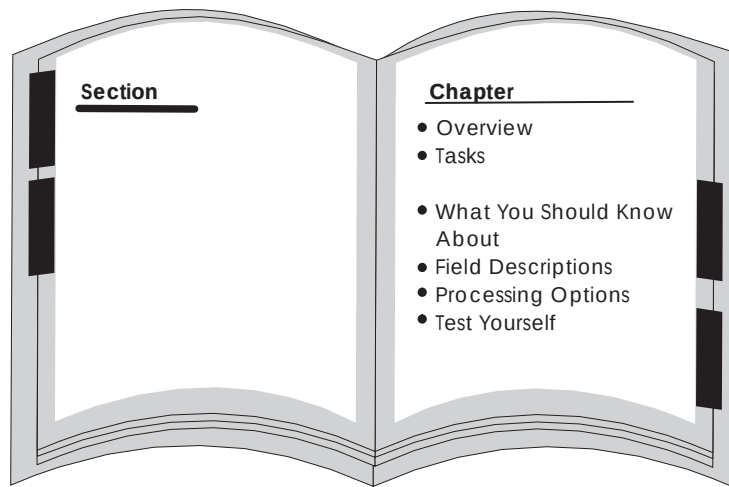
This guide is intended primarily for the following audiences:

- 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.

Table of Contents

Accounts Receivable Overview

System Integration	1-1
Accounts Receivable Features	1-3
Customer Management	1-4
Workflow Management	1-4
Multiple Invoice Entry Methods	1-4
Credit and Collections Management	1-5
Receipt Application	1-5
Reporting	1-6
Multi-National Functionality	1-6
Account Numbering Concepts	1-7
Business Unit - The “Where”	1-7
Object.Subsidiary - The “What”	1-8
Accounts Receivable System Flow	1-8
Tables Used by Accounts Receivable	1-10
Tables and Information Flow	1-10
Tables and Descriptions	1-11
Menu Overview	1-12
Training Environment Case Study	1-13
Company Structure	1-13
Chart of Accounts Structure	1-15

Daily

Customer Information

About Customer Information	2-1
What Is the Customer Record?	2-1
Enter Customers	2-3
Entering Customers	2-3
Processing Options for Customer Master Information	2-19
Test Yourself: Entering Customer Information	2-21
Locate Customers	2-23
Locating Customers	2-23
Processing Options for Name Search	2-24

Invoice Processing

About Invoice Processing	3-1
What Are the Methods of Invoice Entry?	3-4
Which Method of Invoice Entry Should You Use?	3-5
When Do You Review and Approve Invoices?	3-5
What Happens When You Post Invoices?	3-6
When Do You Set Up a Recurring Invoice?	3-6
What Is Customer Ledger Information?	3-6
Work with Invoice Entry Controls	3-7
Working with Invoice Entry Controls	3-7
About A/R Batch Control	3-7
Why Would You Set Up Batch Control?	3-7
When Do You Use Batch Control?	3-8
About Two-Cycle Entry	3-9
Where Do You Set Up Two-Cycle Entry?	3-9
Understand G/L Date Warnings	3-11
About G/L Date Warnings	3-11
What Are the Warning and Error Messages You Might Receive? ..	3-12
Work with Standard Invoices	3-13
Working with Standard Invoices	3-13
Entering Standard Invoices	3-14
Locating Invoices	3-22
Revising Unposted Invoices	3-23
Test Yourself: Working with Standard Invoices	3-25
Work with Other Types of Standard Invoices	3-27
Working with Other Types of Standard Invoices	3-27
Entering Invoices with Discounts	3-28
About Using Discounts	3-28
Entering Credit Memos	3-32
Entering Invoices with Taxes	3-33
Working with Multi-Currency Invoices	3-36
Entering Recurring Invoices	3-38
Processing Options	3-39
Processing Options for Standard Invoice Entry	3-39
Enter Speed Invoices	3-41
Entering Speed Invoices	3-41
Processing Options for Speed Invoice Entry	3-44
Processing Options for Journal Entry Functional Server	3-45
Test Yourself: Entering Speed Invoices	3-46
Review and Approve Invoices	3-47
Reviewing and Approving Invoices	3-47
Reviewing Invoices	3-47
Example: Multi-Currency Batch Totals	3-48
Approving Invoice Batches	3-53
Understand the Post Process for A/R	3-55
About the Post Process for A/R	3-55
What Happens During the Pre-Post Process?	3-55
Post Invoices	3-59
Posting Invoices	3-59

Posting Batches of Invoices	3-59
Verifying the A/R Post Process	3-60
Reviewing the Posting Edit Report	3-61
Reviewing the Posting Journal	3-61
Reviewing Other Posting Reports	3-62
Processing Options for Post General Ledger	3-62
Test Yourself: Posting Invoices	3-65
Revise Posted Invoices	3-67
Revising Posted Invoices	3-67
Changing Posted Invoices	3-68
Voiding Posted Invoices	3-70
Print Invoice Journal Information	3-73
Printing Invoice Journal Information	3-73
Processing Options for A/R Invoice Journal Report	3-75
Data Selection and Sequence for A/R Invoice Journal Report ..	3-76
Work with Customer Ledger Information	3-77
Working with Customer Ledger Information	3-77
Defining Invoice Search Criteria	3-78
Reviewing Invoice Information	3-81
Viewing Account Information	3-85
Viewing Account Activity	3-85
Viewing Account Status Information	3-86
Viewing Collection Management Information	3-87
Processing Options for Customer Ledger Inquiry	3-87
Test Yourself: Working with Customer Ledger Information	3-90
Work with Recurring Invoices	3-91
Working with Recurring Invoices	3-91
Example: Processing a Recurring Invoice	3-94
Entering Recurring Invoices	3-95
Reviewing Recurring Invoices	3-98
Processing Options for Recurring Invoices Report	3-99
Revising Recurring Invoices	3-100
Recycling Recurring Invoices	3-103
Processing Options for Recycle Recurring Invoices	3-104
Test Yourself: Working with Recurring Invoices	3-105

Manual Receipts Processing

About Manual Receipts Processing	4-1
Which Form Do You Use to Enter Manual Receipts?	4-2
What Are the Steps for Processing Manual Receipts?	4-2
What Does the System Require to Process Manual Receipts? ...	4-3
Dates	4-4
Original Document Types	4-4
Matching Document Types	4-5
Type of Input Codes	4-5
Update Invoices for Payment	4-9
Updating Invoices for Payment	4-9
Processing Options for A/R Speed Status Change	4-12
Test Yourself: Updating Invoices for Payment	4-13

Work with Invoice Match Receipts	4-15
Working with Invoice Match Receipts	4-15
Displaying Open Items	4-16
Entering Basic Receipts	4-22
Reviewing the Results of Receipts Entry	4-26
Reviewing Gain and Loss Information	4-27
Example: Currency Gain/Loss	4-27
Invoice and Receipt	4-28
Journal Entries	4-28
Entering Receipts with Discounts	4-29
Example: Invoice Match with Discount	4-30
Entering Receipts without Discounts	4-32
Example: Invoice Match without Discount	4-32
Creating Chargebacks for Discount Amounts	4-34
Example: Invoice Match – Create Chargeback for Discount Amount	4-34
Test Yourself: Working with Invoice Match Receipts	4-37
Work with Other Types of Receipts	4-39
Working with Other Types of Receipts	4-39
Entering Balance Forward Receipts	4-40
Example: Balance Forward Receipt	4-41
Entering Unapplied Receipts	4-43
Example: Unapplied Receipt	4-43
Creating Chargeback Invoices	4-45
Example: Chargeback Invoice	4-45
Entering Receipts with Write-Offs	4-48
Example: Invoice Match Receipt with Write-Off	4-49
Entering Receipt Adjustments	4-51
Example: Receipt Adjustment	4-51
Entering “G” Type Receipts	4-53
Example: “G” Type Receipt	4-53
Test Yourself: Working with Other Types of Receipts	4-56
Processing Options	4-59
Processing Options for Receipts Entry	4-59
Approve and Post Receipts	4-63
Approving and Posting Receipts	4-63
Reviewing and Approving Receipts for Posting	4-63
Posting Receipts	4-64
Work with Alternate Methods of Application	4-67
Working with Alternate Methods of Application	4-67
Choosing a Group of Invoices	4-68
Allocating a Receipt Automatically	4-71
Spreading a Receipt Amount	4-72
Example: Spreading a Receipt Amount	4-73
Transferring an Unapplied Receipt to a New Account	4-78
Processing Receipts Using the Current Domestic Value Method	4-79
Example: Current Domestic Value Method	4-80
Revise Receipts	4-83
Revising Receipts	4-83
Voiding a Receipt	4-84

Creating an NSF Receipt	4-85
Print Receipt Information	4-87
Printing Receipt Information	4-87
Printing the Receipts Journal	4-87
Processing Options for Cash Receipts and Adjustments Journal Report	4-88
Data Sequence for Receipts Journal	4-89
Printing the Receipt Deposit Journal	4-89
Processing Options for Receipt Deposit Journal	4-90
Data Selection and Sequence for Receipt Deposit Journal	4-90

Receivables and Payables Netting

About Receivables and Payables Netting	5-1
Net Receivables and Payables	5-3
Netting Receivables and Payables	5-3
Example: Netting for Receipts	5-4
Netting for Receipts at Receipts Entry	5-5
Processing Options for AP/AR Netting	5-9
Netting for Receipts in Stand-Alone Mode	5-11
Posting Netted Transactions for Receipts	5-14
Processing Options for A/R Netting Post	5-14
Print Netting Reports	5-15
Printing Netting Reports	5-15
Printing the Receivables and Payables Netting Report	5-16
Data Selection for Receivables and Payables Netting Report ...	5-17
Data Sequence for Receivables and Payables Netting Report ...	5-17
Creating the A/R and A/P Netting Report Workfile Table	5-18
Processing Options for Build Netting Report Workfile	5-18
Data Selection for Build Netting Report Workfile	5-18
Printing the Netting – Aging Report	5-19
Data Selection for the Netting – Aging Report	5-20
Data Sequence for the Netting – Aging Report	5-20

Automatic Receipts Processing

About Automatic Receipts Processing	6-1
What Is the Purpose of Batch Receipts?	6-1
Load Bank Tapes	6-3
Loading Bank Tapes	6-3
Processing Options for Load Your Custom Bank Tape	6-5
Data Selection for Load Your Custom Bank Tape	6-5
Work with Speed Receipts	6-7
Working with Speed Receipts	6-7
Setting Up Header Information	6-11
Example: Header Information	6-11
Selecting Open Items for Application	6-12
Applying Receipts to Invoices	6-15
Example: Invoice Match Receipt	6-15

Applying Receipts to Statements	6-17
Example: Statement Match Receipt	6-17
Entering Unapplied Receipts	6-18
Example: Unapplied Receipt	6-19
Entering Chargebacks	6-20
Example: Receipt with a Chargeback	6-21
Example: Stand-Alone Chargeback	6-22
Processing Options for Speed Receipts Application	6-25
Enter Batch Receipts	6-27
Entering Batch Receipts	6-27
Entering Scanned Receipts	6-28
Entering Manual Receipts	6-30
Processing Options for Batch Receipts Entry	6-32
Data Selection	6-33
Process Batch Receipts	6-35
Processing Batch Receipts	6-35
Processing Options for Process Batch Receipts	6-36
Work with Unprocessed Items	6-39
Working with Unprocessed Items	6-39
Reviewing Unprocessed Items	6-39
Changing Unprocessed Items	6-42
Reviewing Batch Receipts Activity	6-43
Bank Deposit Journal	6-44
Receipt Application Activity Report	6-45
Test Yourself: Working with Batch Receipts	6-46

Credit and Collections Management

About Credit and Collections Management	7-1
Set Up Credit and Collection Information	7-3
Setting Up Credit and Collection Information	7-3
Defining Finance Charges	7-3
Defining a Credit Limit	7-5
Defining Collection Information	7-6
Setting Up Category Codes for A/R	7-7
Setting Up Credit Messages for A/R	7-8
Update A/R Information for Customer Analysis	7-9
Updating A/R Information for Customer Analysis	7-9
Example: Updating Credit Messages	7-11
Before	7-11
After	7-12
Processing Options for Credit Analysis Refresh	7-12
Data Selection and Sequence	7-14
Determine Average Days Late	7-15
Determining Average Days Late	7-15
Example: Average Days Late Calculation	7-15
Weighting Calculation	7-15
Receipt Information	7-16
Total Weighted Days Calculation	7-16
Data Selection for Recalculate Average Days Late	7-17

Review Account Status Information	7-19
Reviewing Account Status Information	7-19
Reviewing Aged "As of" Information	7-21
Reviewing Real-Time Information	7-22
Processing Options for Account Status Summary	7-23
Manage Credit Information	7-27
Managing Credit Information	7-27
Reviewing Customer Accounts	7-27
Working Customer Accounts	7-32
Reviewing Account Balances	7-34
Create Credit Reporting Tapes	7-37
Creating Credit Reporting Tapes	7-37
What Are the Requirements for Credit Reporting Tapes?	7-38
Processing Options for TRW and Dun & Bradstreet	7-40
Processing Options for Create CREDITEL Reporting Tape	7-41
Manage Collections Information	7-43
Managing Collections Information	7-43
Reviewing Past-Due Accounts	7-43
Processing Options for Accounts Receivable	
Collections Manager	7-46
Reviewing Payment History	7-46
Reviewing Account Balances	7-48
Reviewing Balances by Administrator	7-48
Reviewing Balances by Business Unit	7-50
Working Past-Due Accounts	7-51
Reviewing Promises Messages	7-52
Entering Promises Messages	7-53
Reviewing Collection Management Information	7-55
Test Yourself: Managing Credit and Collections Information	7-59
Print Credit and Collections Reports	7-61
Printing Credit and Collections Reports	7-61
Printing the Open Credit/Collection Items Report	7-61
Printing the Outstanding Collections Items Version	7-62
Printing the Outstanding Credit Items Version	7-62
Processing Options for Outstanding Credit/Collection Items ...	7-63
Printing the A/R Account Summary Report	7-63
Processing Options for Accounts Receivable Summary	7-63
Printing the Promises Listing Report	7-66
Processing Options for Promises Listing	7-66
Data Selection for Promises Listing	7-66

A/R Reports

About A/R Standard and Analytical Reports	8-1
Why Would You Print Standard Reports?	8-1
Why Would You Print Analytical Reports?	8-1
Print Standard Reports	8-3
Printing Standard Reports	8-3
Printing the Open A/R Summary Report	8-3
Printing A/R Summary by Company	8-4

Processing Options for Accounts Receivable Summary	8-4
Printing A/R Summary by Category Code	8-7
Data Selection and Sequence for A/R Summary by Category Code	8-7
Printing A/R Summary by Parent	8-7
Printing the Open A/R Detail Report	8-9
Processing Options for Open A/R Detail	8-11
Data Selection for Open A/R Detail	8-12
Printing the Open A/R Foreign Amounts Report	8-13
Processing Options for Open A/R with Foreign Amounts	8-14
Print Analytical Reports	8-17
Printing Analytical Reports	8-17
Printing the Summary by Pay Status Report	8-17
Processing Options for Summary by Pay Status	8-18
Printing the Summary by Parent/Child Report	8-19
Processing Options for Summary by Parent/Child	8-21
Printing the Open A/R by Business Unit and Address Report	8-22
.....	8-22
Processing Options for A/R Detail Report by Business Unit/Address	8-23
Data Selection and Sequence for Open A/R by Business Unit ..	8-24
Printing Additional Credit and Collections Reports	8-25
Printing the Customer Receipts History Report	8-25
Processing Options for Customer Receipts History	8-26
Data Selection for the Customer Receipts History Report ...	8-28
Printing the Disputed Items (Outstanding Chargebacks) Report	8-28
Printing the Unresolved Matters Report	8-29
Processing Options for Unresolved A/R Matters Report	8-31
Data Selection and Sequence for the Unresolved Matters Report	8-31
Printing the Problem Accounts Receivable Report	8-31
Processing Options for Problem Accounts Receivable	8-32
Data Sequence for the Problem Accounts Receivable Report	8-33
Printing the Customer Totals by G/L Account Report	8-33
Processing Options for Customer Totals by G/L Account	8-35
Data Sequence for the Customer Totals by G/L Account Report	8-35

A/R Draft Processing

About A/R Draft Processing	9-1
What Are the Types of Drafts?	9-2
What Are the Steps for Processing Drafts?	9-2
Invoice Creation	9-4
Draft Origination	9-4
Draft Acceptance	9-5
Draft Remittance	9-5
Draft Collection	9-6

Print Invoices and Statements with Drafts	9-9
Printing Invoices and Statements with Drafts	9-9
Printing Invoices with Draft Attachments	9-9
Processing Options for A/R Invoice Print with Draft	9-11
Data Selection and Sequence for Invoice Print with Draft	9-11
Printing Statements with Draft Attachments	9-12
Processing Options for A/R Statements with Draft	9-14
Data Selection and Sequence for Statement Print with Draft	9-14
Enter Drafts	9-15
Entering Drafts	9-15
Entering Manual Drafts	9-16
Processing Options for Drafts Entry	9-19
Creating Automatic Drafts	9-20
Revise Drafts	9-23
Revising Drafts	9-23
Locating Drafts	9-23
Changing Draft Information	9-25
Processing Options for A/R Draft Revisions	9-26
Updating Drafts for Payment	9-27
Approve and Post A/R Drafts	9-29
Approving and Posting Drafts	9-29
Reviewing and Approving Drafts for A/R	9-29
Printing the A/R Draft Journal Report	9-30
Processing Options for Draft Journal Report	9-31
Posting Drafts for A/R	9-31
Select Drafts for Remittance	9-33
Selecting Drafts for Remittance	9-33
Creating or Revising Bank Registers	9-33
Example: Bank Register	9-34
Processing Options for Draft Selection for Payment	9-38
Reviewing A/R Draft Bank Registers	9-38
Work with Draft Remittance	9-41
Working with Draft Remittance	9-41
Creating Magnetic Draft Tape Tables	9-41
Copying Magnetic Draft Tables to Tape	9-43
Processing Options for Copy Tape File to Tape (A/R Drafts)	9-45
Resetting the Magnetic Draft Tape Copy Sequence for A/R	9-45
Processing Options for Reset Tape Copy Sequence	9-47
Remitting Paper Drafts	9-47
Running Paper Draft Remittance	9-48
Correcting Problems with Paper Draft Remittance	9-49
Processing Options for Paper Draft Remittance	9-50
Data Selection for Paper Draft Remittance	9-50
Posting Draft Remittance Journal Entries	9-51
Work with A/R Draft Collection	9-53
Working with A/R Draft Collection	9-53
Updating Draft Payment Status	9-53
Processing Options for Status Update	9-55
Notifying Customers of Non-Sufficient Funds	9-55
Example: Non-Sufficient Funds Letter	9-56

Processing Options for Draft NSF Notification	9-57
Reviewing and Approving Journal Entries for A/R	
Draft Collections	9-58
Posting Journal Entries for A/R Draft Collections	9-58

Automatic Debits

About Automatic Debits	10-1
Work with Automatic Debits	10-3
Working with Automatic Debits	10-3
Processing Automatic Debits	10-4
Processing Options for Processing Automatic Debits	10-5
Data Selection for Processing Automatic Debits	10-7
Reviewing and Approving Automatic Debits	10-7
Posting Automatic Debits	10-9
Copying Files to Tape or Diskette	10-9
Processing Options for Copy Tape File to Tape (Auto Debits) ..	10-10
Data Sequence for Copy Files to Tape or Diskette	10-11

Periodic

Period-End Processing

About Period-End Processing	11-1
Work with Credit Note Reimbursements	11-3
Working with Credit Note Reimbursements	11-3
Generating Credit Note Reimbursements	11-4
Processing Options for A/R Credit Note Reimbursements	11-7
Reviewing and Approving Credit Note Reimbursements	11-8
Posting Credit Note Reimbursements	11-8
Process "As Of" Reports	11-9
Processing "As Of" Reports	11-9
Generating "As Of" Date Information	11-9
Processing Options for Date File Generation	11-10
Printing "As Of" Reports	11-10
Printing the Open A/R Detail Report	11-11
Processing Options for Open A/R Detail Reports	11-12
Printing the Open A/R Summary Report	11-14
Printing the Open A/R by Business Unit and Address Report ..	11-15
Process A/R Integrity Reports	11-17
Processing A/R Integrity Reports	11-17
Running the A/R to G/L by Batch Report	11-18
Running the A/R to G/L by Offset Account Report	11-20
Correcting A/R Out-of-Balance Conditions	11-21

Statement and Reminder Processing

About Statement and Reminder Processing	12-1
Applying Late Payment Charges	12-2
Customizing Statement Messages	12-2
Printing Statements	12-3
Printing Invoices	12-3
Processing Past Due Notifications	12-3
Delinquency Notices	12-3
Payment Reminders	12-4
Processing Collection and Reminder Reports	12-4
Work with Late Payment Charges	12-5
Working with Late Payment Charges	12-5
Processing Finance Charge Invoices	12-6
Updating Finance Charges	12-6
Processing Options for Global Update – Finance Charge Percentage	12-7
Calculating Finance Charges	12-8
Processing Options for Printing Finance Charge Invoices	12-9
Correcting Discrepancies	12-11
Processing Interest Invoices	12-11
Creating Interest Invoices	12-12
Processing Options for Interest Invoice Generation	12-15
Reviewing and Approving Interest Invoices	12-16
Posting Interest Invoices	12-16
Print Statements	12-17
Printing Statements	12-17
Printing A/R Statements	12-17
Printing Statements in Proof or Final Mode	12-20
Printing Statements with or without Consolidation of Companies	12-22
Statement without Consolidation of Companies by Customer Number	12-23
Statement with Consolidation of Companies by Customer Number	12-24
Processing Options for Accounts Receivable Statements	12-25
Printing Multi-Currency Statements	12-28
Printing an Italian Statement	12-28
Processing Options for A/R Statements – Italian	12-29
Data Selection and Sequence for Italian A/R Statement	12-29
Test Yourself: Printing a Statement	12-30
Print A/R Invoices	12-33
Printing A/R Invoices	12-33
Processing Options for Simple A/R Invoices Print	12-35
Work with Past Due Notifications	12-37
Working with Past Due Notifications	12-37
Printing Payment Reminders	12-38
Printing Payment Reminders in Proof Mode	12-40
Printing Payment Reminders in Final Mode	12-40
Processing Options for Payment Reminder – Final	12-42

Data Selection for Print Payment Reminders	12-42
Printing Delinquency Notices	12-43
Determining the Level of Severity	12-43
Example: Determining the Level of Severity for a Delinquency Notice	12-43
Printing the Notices	12-45
Printing a Multi-Currency Delinquency Notice	12-47
Printing Delinquency Notices in Multiple Languages	12-47
Creating Data Dictionary Items	12-47
Creating Vocabulary Overrides	12-47
Processing Options for Printing Delinquency Notices	12-48
Work with Collection and Reminder Information	12-51
Working with Collection and Reminder Information	12-51
Choosing a Customer for Collections	12-51
Choosing an Invoice for Collections	12-53
Printing the Reminder Report/Update	12-54
Processing Options for Reminder Report–Proof & Final	12-55
Printing the A/R Detail Report with Reminders	12-56
Processing Options for Accounts Receivable Detail – Reminder Info	12-57
Test Yourself: Working with Collection and Reminder Information	12-58

Currency Gains and Losses

About Currency Gains and Losses	13-1
What Are the Types of Gains and Losses?	13-3
Example: Gain/Loss for a Foreign Invoice	13-4
Example: Gain/Loss for a Domestic Invoice	13-5
Which Ledgers Are Used to Calculate Gains and Losses?	13-6
How Are Gains and Losses Calculated?	13-7
Understand AAIs for Gains and Losses	13-9
About AAIs for Gains and Losses	13-9
Which AAIs Are Used to Calculate Realized Gains and Losses?	13-9
Which AAIs Are Used to Calculate Unrealized Gains and Losses?	13-10
Calculate Unrealized Gains and Losses	13-11
Calculating Unrealized Gains and Losses	13-11
Processing Options for A/R Currency Gains & Losses	13-14

Setup

System Setup

About System Setup	14-1
What Do the A/R Setup Features Do?	14-2

Set Up A/R Constants	14-3
Setting Up A/R Constants	14-3
Setting Up the Default Company	14-4
Setting Up A/R Notification Controls	14-5
Setting Up Automatic Receipts Processing	14-5
Setting Up A/R Aging Information	14-6
Setting Up Batch Control for A/R	14-7
Setting Up A/R Batch Approval	14-8
Setting Up the Automatic Offset Method for A/R	14-9
Example: Journal Entry Created by Automatic Offset	14-10
Setting Up the G/L Interface Control for A/R	14-10
Work with Payment Terms	14-13
Working with Payment Terms	14-13
Setting Up Due Date Rules	14-14
Setting Up Work Day Calendars	14-20
Setting Up Payment Term Codes	14-22
About Payment Term Codes	14-22
Setting Up Installment Payments	14-25
Understand AAIs	14-29
About AAIs	14-29
Elements of an AAI Form	14-30
Default AAIs	14-30
Understand AAIs for A/R	14-33
About AAIs for A/R	14-33
How Does the System Search for AAIs?	14-34
Example: Search for AAIs	14-35
Example: Search for AAIs in a Multi-Currency Environment	14-35
What AAIs Are Available for A/R?	14-35
Receivables Class (RC) Accounts	14-36
Receivables Bank (RB) Accounts	14-37
Unapplied Receipts (RCUC)	14-37
Adjustments (RAXX)	14-37
Discounts Taken (RKD)	14-38
Credit Note Reimbursements (RP)	14-38
Finance Charges (RFC and RFD)	14-38
Netting Suspense Account (NC)	14-39
Realized Gains and Losses (RG and RL)	14-39
Unrealized Gains and Losses (RV, RW, and RR)	14-40
Work with AAIs	14-41
Working with AAIs	14-41
Processing Options for Automatic Accounting Instructions	14-47
Understand User Defined Codes	14-49
About User Defined Codes	14-49
Elements of a User Defined Code Form	14-50
Understand User Defined Codes for A/R	14-51
About User Defined Codes for A/R	14-51
Which User Defined Codes Are Available for A/R?	14-51
Document Type Codes	14-52
Payment Status Codes (00/PS)	14-54
Payment Instrument Codes (00/PY)	14-55

Tax Calculation Codes (00/EX)	14-55
Aging Vocabulary Codes (03/AG)	14-56
Adjustment Reason Codes (03/AR)	14-56
Valid Credit Message Codes (00/CM)	14-56
Collection Reason Codes (03/CL)	14-57
Credit Reporting Payment Terms Codes (03/PT)	14-57
Receipt Type Input Codes (03/TT)	14-57
Dun & Bradstreet Rating Codes (01/DB)	14-58
TRW Rating Codes (01/TR)	14-58
Autocash Algorithm Codes (01/AA)	14-58
Language Preference Codes (01/LP)	14-59
Work with User Defined Codes	14-61
Working with User Defined Codes	14-61
Processing Options for User Defined Codes	14-64
Set Up Next Numbers	14-65
Setting Up Next Numbers	14-65
Set Up Customer Bank Information	14-73
Setting Up Customer Bank Information	14-73
Setting Up Bank Account Cross-References for A/R	14-73
Adding A/R Cross-References	14-73
Verifying Cross-References for A/R	14-75
Reviewing the Bank Account Exception Report	14-76
Reviewing the Address Book Exception Report	14-76
Setting Up Bank Account Addresses	14-77
Setting Up Bank Account Information for A/R	14-78
Processing Options for Bank Account Information	14-80
Set Up A/R Draft Processing	14-81
Setting Up A/R Draft Processing	14-81
Setting Up AAIs for A/R Drafts	14-81
AAIs for Drafts Receivable (RD1x)	14-82
AAIs for Drafts Remitted for Cash (RD2x)	14-82
AAIs for Drafts Remitted for Discount (RD3x)	14-82
Setting Up User Defined Codes for A/R Drafts	14-83
Payment Instrument Codes	14-83
Pay Status Codes	14-84
Setting Up Drafts as the Default Payment Instrument	14-85
Setting Up Statements for A/R Drafts	14-86
Setting Up Bank Account Information for A/R Drafts	14-87
Setting Up Cross-References for A/R Drafts Bank Accounts	14-87
Printing the Bank Account Exception Report for A/R Drafts	14-90
Processing Options for Bank Account Exception Report	14-91
Setting Up Letters for Non-Sufficient Funds	14-92
Processing Options for NSF Notification Generic Text	14-93

Statement and Reminder Setup

About Statement and Reminder Setup	15-1
Set Up Statement Messages	15-3
Setting Up Statement Messages	15-3
Entering Messages for A/R Statements	15-3

Setting Up Model Messages for Statements	15-6
Processing Options for A/R Special Print Messages	15-8
Set Up Text for Payment Reminders	15-9
Setting Up Text for Payment Reminders	15-9
Entering Reminder Messages	15-9
Setting Up Model Reminder Messages	15-13
Processing Options for A/R Special Print Messages	15-14
Revise Text For Delinquency Notices	15-15
Revising Text For Delinquency Notices	15-15
Work with Interest Rate Information	15-19
Working with Interest Rate Information	15-19
Defining Interest Rates	15-19
Entering Text For Interest Invoices	15-21

A/R Tax Setup

About A/R Tax Setup	16-1
Set Up Tax Authorities for A/R	16-3
Setting Up Tax Authorities for A/R	16-3
Set Up Tax Rates and Areas	16-5
Setting Up Tax Rates and Areas for A/R	16-5
Understand Tax Explanation Codes for A/R	16-11
About Tax Explanation Codes for A/R	16-11
What Are the Types of A/R Tax Explanation Codes?	16-11
How Does the System Calculate A/R Taxes?	16-12
Example: Sales Tax (S)	16-12
Example: VAT (V)	16-13
Example: VAT + Sales Tax	16-14
Example: VAT + Use Tax (B)	16-15
Understand AAls for A/R Taxes	16-17
About AAls for A/R Taxes	16-17
Set Up Tax Rules by Company for A/R	16-21
Setting Up Tax Rules by Company for A/R	16-21
Examples: Calculation Rules	16-26
Example: Calculate Tax on Gross with Discount	16-27
Example: Calculate Tax on Gross without Discount	16-27
Example: Calculate Discount on Gross with Tax	16-28
Example: Calculate Discount on Gross without Tax	16-28

Advanced & Technical

Batch Invoice Processing

About Batch Invoice Processing	17-1
What Happens When You Process Batch Invoices?	17-1
Review Batch Invoices	17-5
Reviewing Batch Invoices	17-5
Processing Options for A/R Batch File Revisions	17-9

Revise Batch Invoices	17-11
Revising Batch Invoices	17-11
Processing Options for A/R Batch File Revisions	17-16
Process Batch Invoices	17-17
Processing Batch Invoices	17-17
Submitting Invoices for Processing	17-17
Processing Options for A/R Batch File Processing	17-18
Verifying Batch Invoice Information	17-20
Revising Batch Invoices	17-21
Posting Batch Invoices	17-22
Purge Processed Batch Invoices	17-23
Purging Processed Batch Invoices	17-23
Processing Options for Generic Purge Program	17-24

A/R Cash Forecasting

About A/R Cash Forecasting	18-1
Forecast A/R Cash Flow	18-3
Forecasting A/R Cash Flow	18-3
Processing Options for A/R Cash Forecasting	18-4

ABC Customer Analysis

About ABC Customer Analysis	19-1
Review Customer Activity	19-3
Reviewing Customer Activity	19-3
What Does the System Calculate?	19-4
Processing Options for ABC Account Analysis	19-5

Technical Processes

About Technical Processes	20-1
Update A/R from the Address Book	20-3
Updating A/R from the Address Book	20-3
Example: Updating A/R from the Address Book	20-3
Processing Options for Update A/R from Address Book	20-5
Work with YTD Invoice Amounts	20-7
Working with YTD Invoice Amounts	20-7
Updating Customer YTD Invoice Amounts	20-7
Processing Options for Update YTD Invoice Amount	20-8
Reworking Customer YTD Invoiced Amounts	20-10
Reviewing Customer YTD Invoice Amounts	20-11
Update Balance Forward Records	20-13
Updating Balance Forward Records	20-13
Example: Creating Balance Forward Records	20-14
Processing Options for Balance Forward Update (A/R Statements)	20-15
Purge A/R Information	20-17
Purging A/R Information	20-17

Purging Closed A/R Records	20-17
Processing Options for Purge Closed A/R Records	20-18
Data Selection and Sequence for Purge Closed A/R Records ...	20-18
Purging Batch Receipts	20-19
Processing Options for Purge Batch Receipts	20-19

Appendices

Appendix A – Data Models	A-1
Appendix B – Test Yourself Answers	B-1
Entering Customers	B-1
Working with Standard Invoices	B-1
Entering Speed Invoices	B-1
Posting Invoices	B-1
Working with Customer Ledger Information	B-2
Working with Recurring Invoices	B-2
Updating Invoices for Payment	B-2
Working with Invoice Match Receipts	B-2
Working with Other Types of Receipts	B-2
Working with Batch Receipts	B-3
Managing Collections Information	B-3
Printing a Statement	B-3
Working with Collection and Reminder Information	B-3
Appendix C – Quick Reference Codes for A/R	C-1
Appendix D — Currency Codes and Decimals	D-1
Multi-Currency Option “Off”	D-1
Multi-Currency Option “On”	D-1
“Units” Ledgers	D-1
“Amounts” Ledgers	D-1
Totals on Reports	D-2
Monetary (Currency-Specific) Accounts	D-2
Technical Considerations	D-3
Detailed Posting by Currency	D-4
Summary Posting by Currency	D-4
Appendix E – Batch Input Setup	E-1
Table 1 – Required or Conditionally Required Fields	E-3
Table 2 – Optional Control Fields	E-5
Table 3 – Additional Fields	E-7
Table 4 – Ignored Fields	E-11
Appendix F – A/R Statement Processing	F-1
Appendix G — Functional Servers	G-1
Example: Voucher Processing Functional Server	G-2

Glossary

Index

Exercises



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.

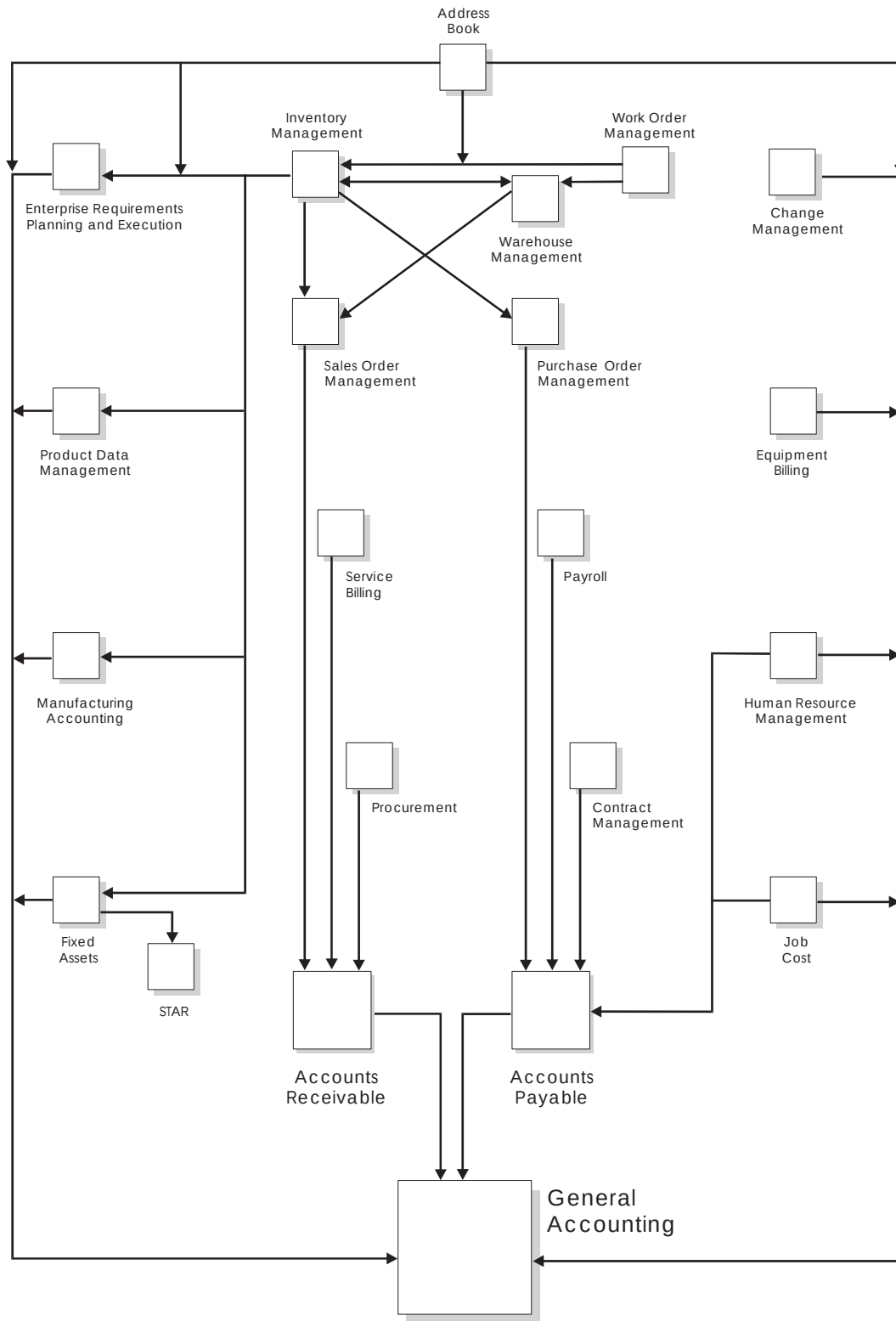
System Integration

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.



System Integration Path



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
- Receivables and payables netting
- 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.

Receivables and Payables Netting

When you do a high volume of business with another organization as both a customer and a supplier, you can net your receivable and payable transactions with that organization. This allows you and the other organization to mutually resolve your open transactions with a single payment.

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

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

See Also

- *Creating a Flexible Format (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”

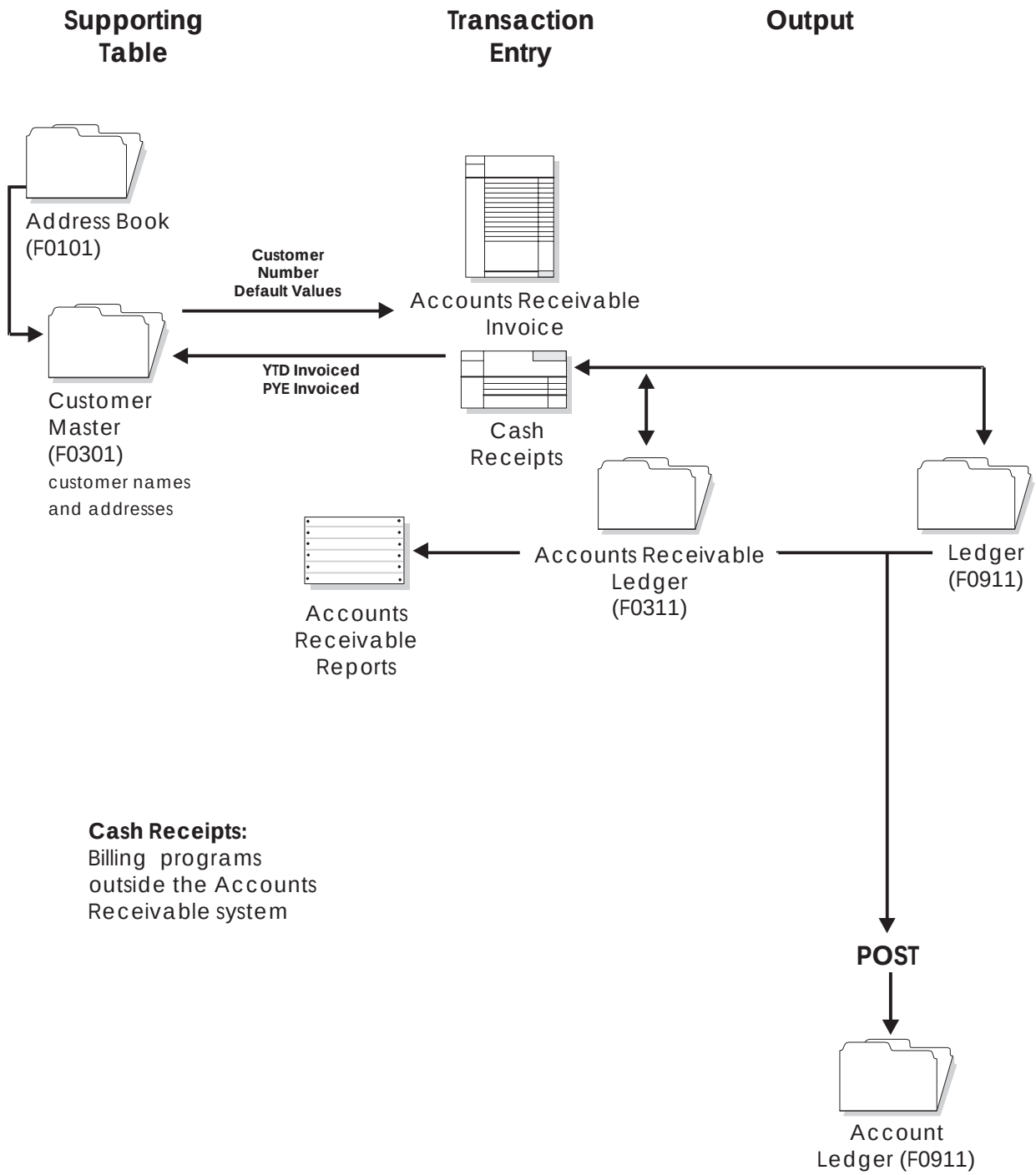
The Object.Subsidiary represents what kind of transaction is being created. An object is a description of the transaction, for example, Cash in Bank. A subsidiary is an expanded description of the object account, for example, Cash in Bank.FNB (First National Bank).

There are two parts of the “what”:

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

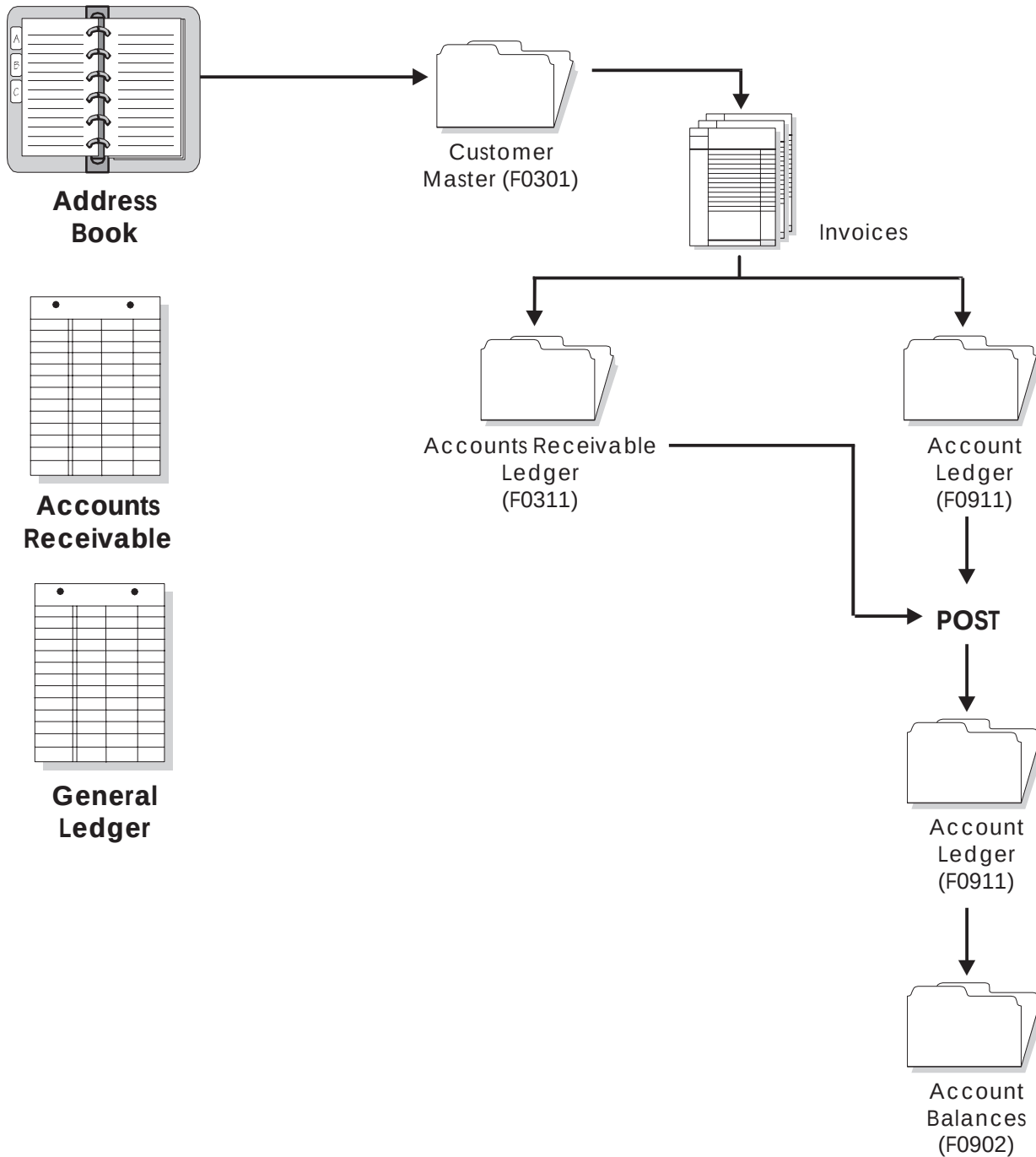
Accounts Receivable System Flow

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: • Customer name • Customer effective date • Category codes
Customer Master (F0301)	Stores invoice information including customer names and the following accounts receivable information: • 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: • 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: • 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: • 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



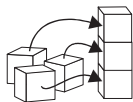
Daily Processes

- Customer and Invoice Entry G0311
- Manual Receipts Processing G0312
- Automatic Receipts Processing G0313
- Other Invoice and Receipts Entry Methods G03111
- Accounts Receivable Reports G0314
- Credit and Collection Management G0315
- A/R Drafts Daily Operations G031111
- A/R Draft Remittance and Collection G031112



Periodic Operations

- Periodic Processes G0321
- Statement and Reminder Processing G0322



Setup Operations

- Accounts Receivable Setup G0341
- Tax Processing and Reporting G0021



Advanced and Technical Operations

- A/R Advanced and 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.

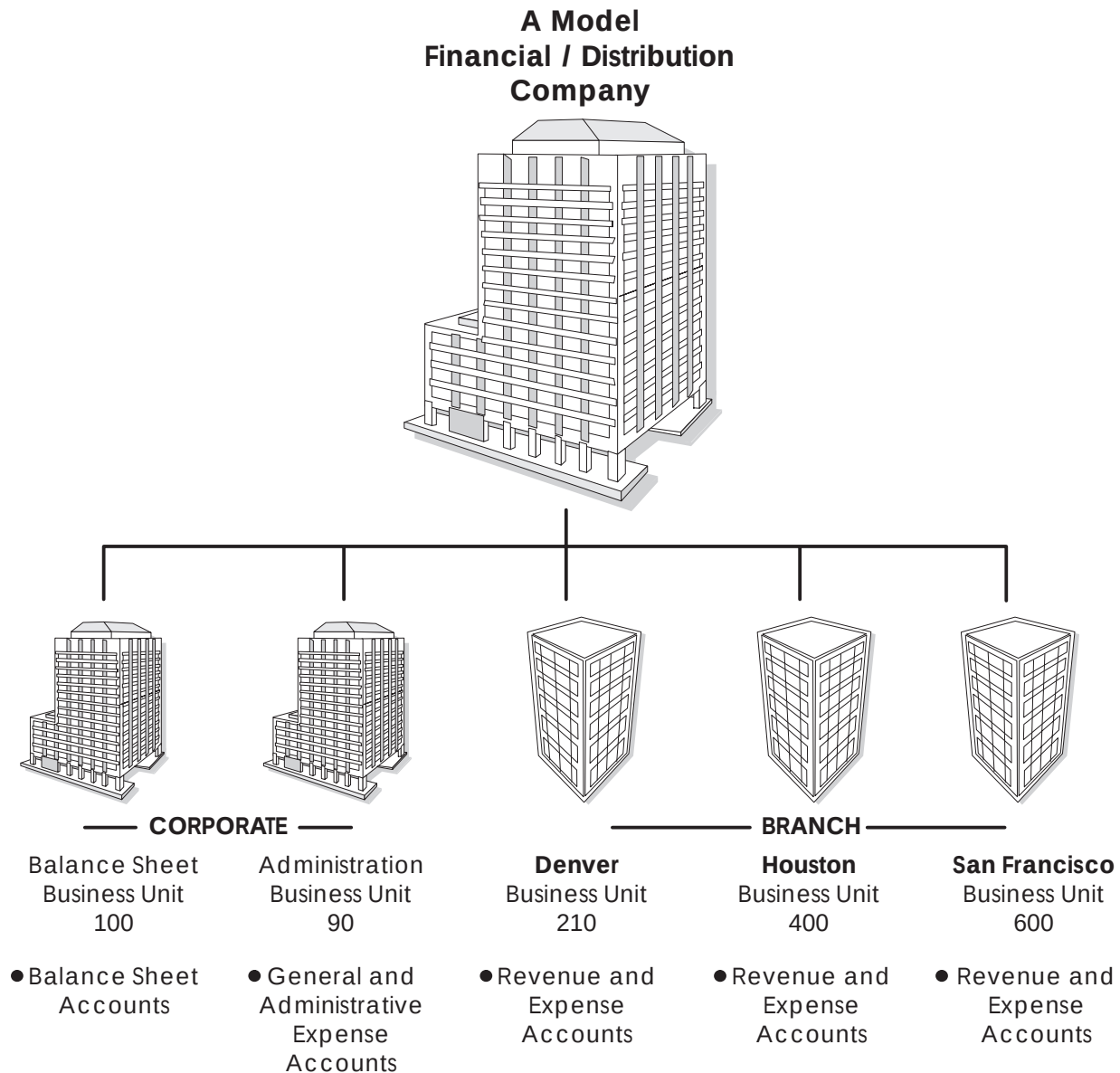


Chart of Accounts Structure

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				

Accounts Receivable

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

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 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
- Billing instructions



Enter Customers

Entering Customers



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

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

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

When entering customers, you can:

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

Customer information is stored in the following tables:

- Customer Master Information (F0301)
- Address Book Master (F0101)
- Address by Date (F0116)
- Address Organization Structure Master (F0150)
- Bank Transit Number Master (F0030)

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 - 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 previously closed invoices and receipts.

Entering category codes for customers

When entering a customer record, you can set up category codes to organize your address book information and to quickly retrieve records for reporting purposes. Category codes are user defined codes that can be customized for your business needs.

See *Setting Up Category Codes* in the *Address Book Guide*.

Entering billing instructions

When entering a customer record, you can access the Customer Master – Billing Instructions form to specify how the system processes sales orders for customers.

See *Setting Up Customer Billing Instructions* in the *Sales Order Management Guide*.

Multi-Currency

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

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

See Also

- *Entering Address Book Records (P01051)* in the *Address Book Guide*

[01053] - Customer Master Information

Functions Tools Help

Customer Number
 Long Address Number

Credit/Collections Information | Additional Information

Credit Message ☐	Hold Invoices ☐	Ledger Inq Seq ☐
Temp Credit Msg ☐	Print Stmt(Y/N) ☐	Auto Receipt(Y) ☐
Factor/Special P ☐	Send Stmt To ☐	Auto Cash Alg ☐
Parent Number	Statement Cycle ☐	Payment Instr ☐
Payment Terms	Send Invoice to ☐	Bal Fwd/Open Itm ☐
Credit Manager	Delinquency Not ☐	No. of Reminders ☐
Collection Mgr	Apply Fin Chgs ☐	Collection Rpt ☐
Lost Card Pwr		
ABC (Sta/Marg/P)		
Credit Limit		
Monthly Fin Chg %		

F5=Who F6=Memo F8=Bank cd F9=Stch F11=Addr F13=Billing F14=Cst cd F24=More

[01053] - Customer Master Information

Functions Tools Help

Customer Number
 Long Address Number

Credit/Collections Information | Additional Information

Currency & Tax Information

Tax Expt Code ☐	Tax Rate/Area	Person/Corp ☐	Currency Code
Tax ID	Add'l Tax		Amt. Currency

Accounting Distribution Information

G/L Class	Model JE Type/Doc/Co
Default Rev Acct	

F5=Who F6=Memo F8=Bank cd F9=Stch F11=Addr F13=Billing F14=Cst cd F24=More

► **To enter customer identification**

On Customer Master Information

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

To enter mailing information

On Address Book Addition

Complete the following fields and press Enter:

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

Field	Explanation
Alpha Name	The text that names or describes an address. This 40-character alphabetic field appears on a number of forms and reports. You can enter dashes, commas, and other special characters, but the system cannot search on them when you use this field to search for a name. <i>Form-specific information</i> If you leave this field blank, the default comes from the Mailing Name field. You can also choose Duplicate Alpha Name on Mailing Line to copy the Alpha Name to the Mailing Name field.
Mailing Name	The company or person to whom billing or correspondence is addressed.

► To enter additional address book information

1. Complete the following optional field:

- AR/AP Netting

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

Field	Explanation
AR/AP Netting Indicator	A code that indicates whether an address is eligible to be used in the A/R and A/P netting process. This value applies to both the Accounts Receivable and Accounts Payable systems.
Address Number – 1st	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: • Salesperson • Law firm • Accountant • Securities agent • Bonding agent If you leave this field blank on an entry form, the system supplies the primary address from the Address Number field. The address book number of the person to whom the system will send an additional copy of the document.

► To enter bank account information

On Bank Accounts by Address

The screenshot shows a window titled "[00301] - Bank Accounts by Address". It has a menu bar with "Functions", "Options", "Tools", and "Help". Below the menu bar is a toolbar with icons for a checkmark, an 'X', a magnifying glass, a printer, a plus sign, and a minus sign. The main area contains a form with a label "Address Number" followed by a text box containing "3333" and the text "Couriers Express". Below this is a table with columns "Routing/Transit" and "Account No". The "Routing/Transit" column contains the value "71352693" and the "Account No" column contains the value "9128745". To the right of the table is a column labeled "Cn" with a value "C". At the bottom of the window is a status bar with the text "O: 4=Return F4=Detail F8=B Type Codes F9=Name Search F24=More" and a vertical scroll bar.

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
Transit Number – Bank	The routing and transit number for a particular bank account. The combination of account number and transit number must be unique.
Bank Account Number – Customer	The account number for a customer's bank account.
T	A code used to distinguish external bank accounts from internal bank accounts. Valid values are: - C Customer Bank Accounts - G Internal G/L Bank Accounts - V Supplier Bank Account for payment via bank tape - D Default Bank Account for A/R Drafts and Auto Debits - B Valid Bank Transit Numbers - M G/L Bank Account/Business Unit used to define print information in A/P payments Note: When using bank type B, no other bank types are allowed. When using bank type V, no other V bank types are allowed. When using bank type D, no other D bank types are allowed.

 To enter collection information

On Customer Master Information

- 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	A user defined code (00/CM) that displays information about a particular customer or supplier. Examples: 1 Over credit limit 2 Requires purchase order 3 Not on maintenance agreement 4 Notify the credit manager The A/R Information program (P01053) and the A/P Information program (P01054) display credit messages for customers and suppliers when you enter or locate information.
Temporary Credit Message	A user defined code that identifies a temporary credit status. Generally, the code is assigned when an account becomes past due. This code is set in the processing options for the Credit Analysis Refresh program, or you can set it manually on Customer Master Information.
Credit Manager	The name of the credit manager responsible for approval of this customer's accounts.
Ledger Inq Seq	A code used to designate the display sequence of the default ledger in the Ledger Inquiry programs. Valid values are: 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

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

Field	Explanation
Payment Instr	The user defined code that determines the type of payment to be made to the supplier.
ABC (Sls/Marg/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).
ABC Code 2 – Investment – Inventory	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: - A Assign this item to the first amount ranking - B Assign this item to the second amount ranking - C Assign this item to the third amount ranking - D Skip this item in the ABC Analysis If you leave this field blank, the ABC Analysis program (P4164) assigns this code based on an item's value as follows: $\frac{\text{Total Item Average Investment}}{\text{Business Unit Average Investment}} \text{ equals the } \frac{\text{Item's Calculated Value}}{\text{Total}}$
ABC Code Average Days	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).
Statement Cycle	A code that indicates when the customer should be billed during the next monthly cycle. For example, billing could be done alphabetically: - A–F on the 5th day of the month - G–L on the 10th - M–R on the 15th - S–Z on the 20th The first letter of the customer's alpha name will default into the statement cycle.
Send Invoice to	A code that identifies the address where accounts receivable invoices are sent. Valid codes are: - C Customer - P Parent 1 1st Address Number 2 2nd Address Number 3 3rd Address Number 4 4th Address Number 5 5th Address Number 6 6th Address Number (Factor/Special Payee)

Field	Explanation
Bal Fwd/Open Itm	A code that indicates whether a customer's open items in the A/R Ledger table (F0311) will be summarized into a balance forward amount during the Update Balance Forward process. Valid codes are: - B Summarize open items into a balance forward amount - O List the detail for all open items NOTE: The A/R Ledger table is always maintained at a detail invoice level. Although the detail cannot be accessed, it will remain and a new summary record is added when the Update Balance Forward program is run.
Credit Limit	The credit limit for a customer in the Customer Master Information table (F0301). This value is used throughout the credit management programs.
Delinquency Notice (Y/N)	A code that indicates whether delinquency notices or payment reminders should be sent to the customer. Valid codes are: - Y Yes, send delinquency notices - N No, do not send delinquency notices
Monthly Fin Chg%	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.
No. of Reminders	The number of payment reminders to send to a customer. Valid codes are: 1 Send a single, very strong (level 3) reminder. 2 Send a strong (level 2) reminder. If the customer does not respond, send a very strong (level 3) reminder in the next cycle. 3 Send a mild (level 1) reminder. If necessary, send a level 2 reminder in the next cycle and a level 3 in the following cycle after that. NOTE: The Delinquency Notice field must be set to Y.
Apply Fin Chgs	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)

Field	Explanation
Collection Rpt	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.

The screenshot shows the 'Customer Master Information' window with the 'Additional Information' tab selected. The 'Currency & Tax Information' section contains the following fields:

- Tax Expl Code: 12
- Tax Rate/Area: [empty]
- Person/Corp: P
- Currency Code: [empty]
- Tax ID: TV
- Add'l Tax: [empty]
- Amt. Currency: STU

The 'Accounting Distribution Information' section contains the following fields:

- G/L Class: [empty]
- Model JE Type/Doc/Col: [empty]
- Default Rev Acct: [empty]

At the bottom, a status bar shows function keys: F5=Who F6=Memo F8=Bank cd F9=Sirch F11=Addr F13=Billing F14=Cat cd F24=More

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 Expl Code	A user defined code (00/EX) that controls how a tax is assessed and distributed to the general ledger revenue and expense accounts. You assign this code to a customer or supplier to set up a default code for their transactions. 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. <i>Form-specific information</i> The information you specify is used as the default value when entering invoices. You can override this code during invoice entry. If you use Vertex, the system accepts the following GeoCode values: E (exempt) and S (sales tax).
Tax Rate/Area	A code that identifies a tax or geographic area that has common tax rates and tax distribution. The tax rate/area must be defined to include the tax authorities (for example, state, county, city, rapid transit district, or province), and their rates. To be valid, a code must be set up in the Tax Rate/Area table (F4008). Typically, U.S. sales and use taxes require multiple tax authorities per tax rate/area, whereas VAT requires only one simple rate. The system uses this code to properly calculate the tax amount. <i>Form-specific information</i> 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.

Field	Explanation
Person/Corp	A code that designates the type of taxpayer. U.S. clients use one of the following codes with the 20-digit Tax field: - 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) The system selects suppliers with P and N codes for 1099 reporting. Non-U.S. clients use the following codes with the 20-digit Company field and Individual field: 1 individual 2 corporate entity 3 both an individual and a corporate entity 4 non-corporate entity 5 customs authority
Currency Code	A code that indicates the currency of a customer's or a supplier's transactions. <i>Form-specific information</i> The currency you specify is used as the default value when you enter invoices. You can override this code during invoice entry.
Tax ID	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. When you add new line items to a supplier's worktable record, the supplier master record supplies the default value for the tax ID.
Add'l Tax	An additional identification number that a tax authority assigns to an individual.
Amt. Currency	The currency in which amounts are stored in the address book. For example, the credit limit, invoiced this year, invoiced prior year, and so on. The currency you specify is used to record and store transaction history. <i>Form-specific information</i> Enter the currency you want to see amounts reflected in when reviewing credit limits and so on.

► To enter G/L distribution information

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

Field	Explanation
Account Number – Revenue Override	A field that identifies an account in the general ledger. You can use one of the following formats for account numbers: • Standard account number (business unit.object.subsidiary or flexible format) • Third G/L number (maximum of 25 digits) • 8-digit short account ID number • Speed code The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program. <i>Form-specific information</i> 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.

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. _____

What You Should Know About Processing Options

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**

Use this to attach up to seven address numbers.

See *Working with Address Book* in the *Address Book Guide*.

Category Codes

Use this to group addresses for reporting and mailings.

See *About Category Codes* in the *Address Book Guide*.

Billing Instructions

Use this to specify how the system processes sales orders for customers.

See *Setting Up Customer Billing Instructions* in the *Sales Order Management Guide*.

**Bank Accounts by
Address**

Use this to set up a customer for automatic receipts processing.



Exercises

See the exercises for this chapter.

Test Yourself: Entering Customer Information

1. When you create a new customer master record, what form do you use 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



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

From Customer & Invoice Entry (G0311), choose Name Search

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

- Alpha name
- Search type
- Person or corporation designation

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

► To locate a customer

On Name Search

Alpha Name	Phone Number
Abbot, Dominique	303 753-5600
A/B Default Revisions	
ABB Electric Motor Service	303 744-7554
Abernathy & Hitch	212 234-1887
ABF Freight Systems	303 555-2795
Able Bakery Company	916 5431145
Able, Robert/Helen	303 644-1101
Ace Chemicals	303 5552142
Ace Drilling	214 555-4801
Action Energy	303 922-6161
Adams County	303 443-5803
A & O Parts Company	303 722-5754
Aerobelt Conveyance Systems	303 555-7655
A Financial Company - for Training	303 488-4800
Air Freight International Carriers, Inc.	121 5556875
Airline Travels Inc	303 773-3711
AIRPMS	214 5551234
Airport Access Road	303 555-8533

Complete the following fields:

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

See Also

- *Locating Addresses (P01051)* 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 invoice entry and speed invoice entry
- To revise unposted and posted invoices
- To review and approve invoices for posting
- To post invoices to the general ledger
- To understand how to enter and process recurring invoices
- To locate customer ledger information

About Invoice Processing

Typically, 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
- ☐ About G/L date warnings
- ☐ Working with standard invoices
- ☐ Working with other types of standard invoices
- ☐ Entering speed invoices
- ☐ Reviewing and approving invoices
- ☐ About the post process
- ☐ Posting invoices

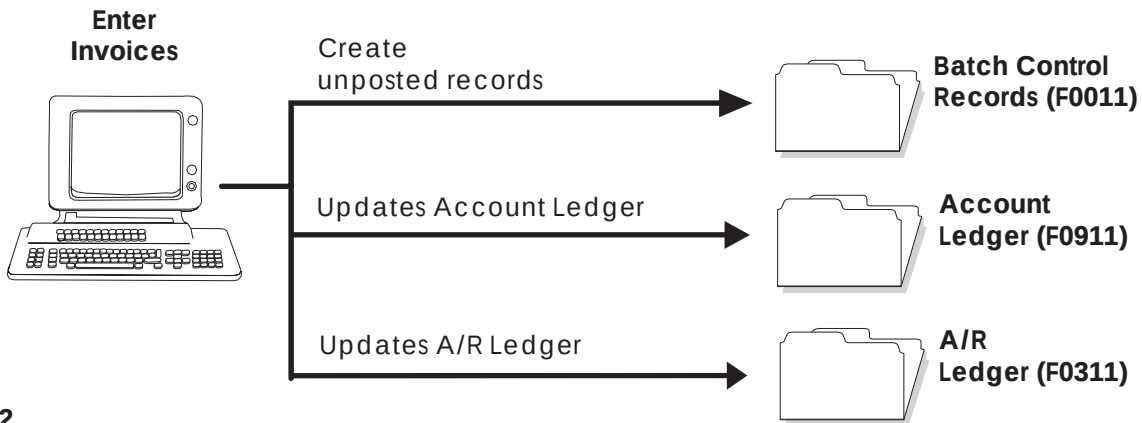


- ☐ Revising posted invoices
- ☐ Printing Invoice Journal Information
- ☐ Working with customer ledger information
- ☐ Working with recurring invoices

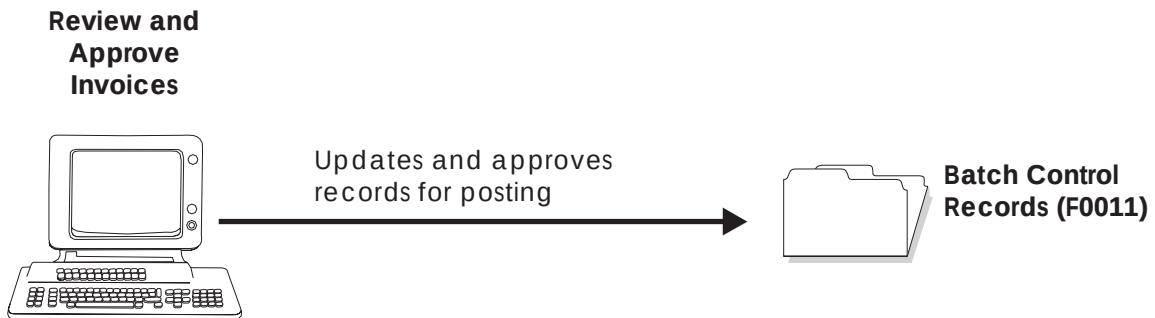
Invoice processing is one example of three-tier processing. All J.D. Edwards systems use three-tier processing to manage batches of transactions. The term *three-tier* refers to three standard steps you perform.

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

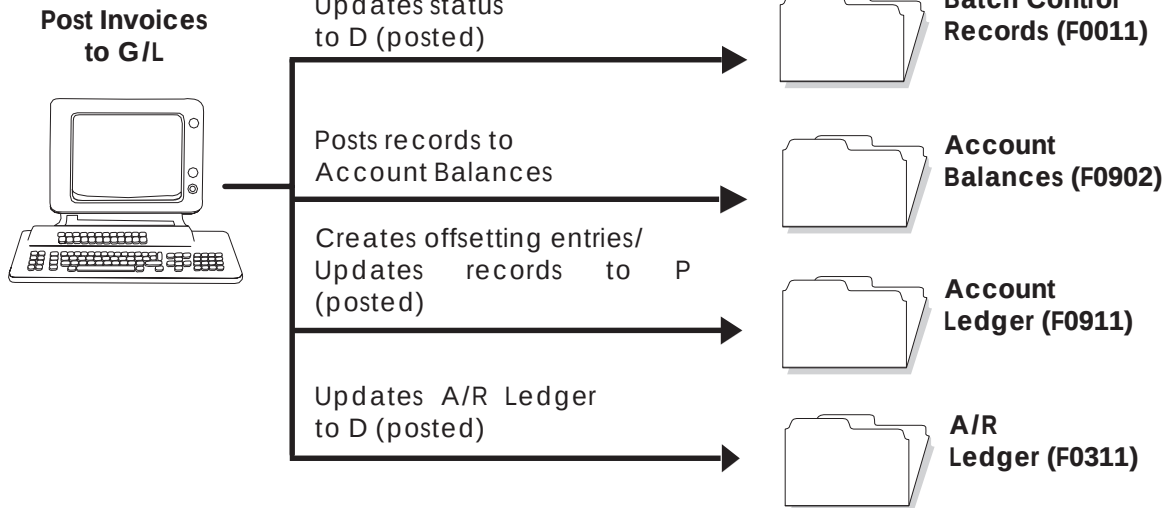
1.



2.



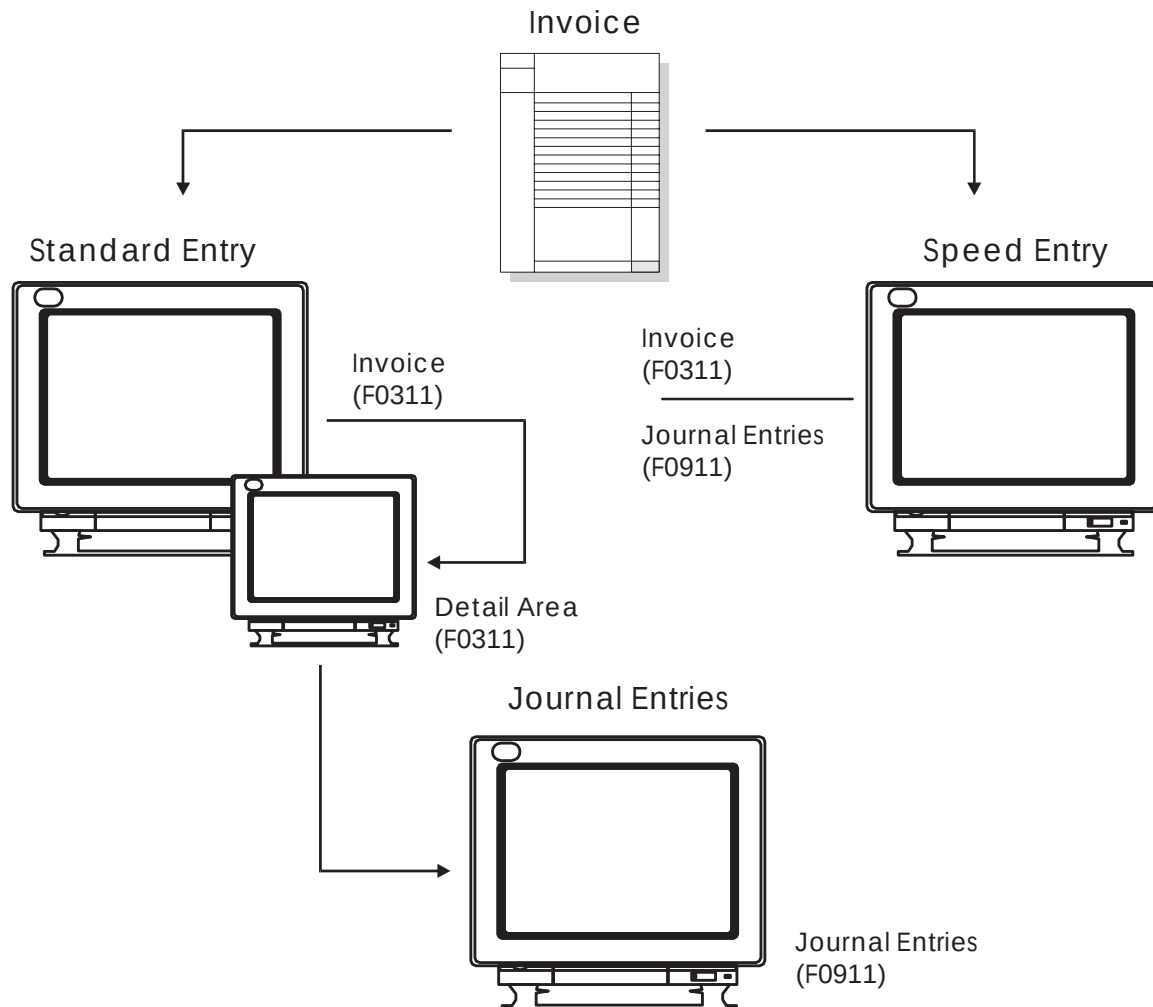
3.



What Are the Methods of Invoice Entry?

Depending on your needs, you can enter invoices using the following methods:

- Standard invoice entry. This method gives you the most flexibility and options.
- Speed invoice entry. This method gives you less flexibility and options than standard invoice entry. However, it provides a quicker way of entering invoice and general ledger information.



Which Method of Invoice Entry Should You Use?

To help determine which method of invoice entry you should use, consider the following advantages and limitations of standard and speed invoice entry:

Standard invoice entry advantages

You can:

- Create split payments
- Use multiple pay items
- Set up recurring invoices
- Modify, delete, and void invoices
- Utilize and create model journal entries
- Override the G/L offset

Standard invoice entry limitations

You cannot:

- Enter invoices as quickly because you use two forms to enter invoice and G/L distribution information

Speed invoice entry advantages

You can:

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

Speed invoice entry limitations

You cannot:

- Split payments
- Modify, delete, or void invoices
- Set up recurring invoices
- Enter more than one pay item per invoice
- Create model journal entries
- Override the G/L offset

When Do You Review and Approve Invoices?

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

- Review and approve invoice 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
- Creates automatic offsets to the A/R trade and tax accounts
- Posts accepted transactions to the Account Balances table (F0902)
- Marks the invoices as posted in the 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 review the transaction history of a customer. Customer ledger information provides:

- Open amounts remaining on an invoice
- The pay status and posting status of an invoice or a receipt
- Invoice detail and associated journal entry information
- The result of applying receipts to customers or invoices
- Account status 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 A/R 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).

F000503 - Accounts Receivable Constants

Functions Tools Help

Company 00000 J.D. Edwards & Company

Delinquency Notice (Y/N) Y

Print Statement (Y/N) Y

Auto Receipt (Y/N) Y

Auto Receipt Algorithm 1

Age as of Date (Blank=Today's Date) 04/30/93

Aging Method (1,2,3) 1

Date Aging Based On D

Aging Days (999 = Infinity)

Beginning 30- 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

F24=More Keys

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'. It contains the following fields and a summary table:

Number of Documents Expected	2
Input Total	3,000
Batch Date	04/11/98 (Default=Today's Date)
Batch Number	215 (Automatic Numbering)

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

At the bottom, a status bar reads: 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.

Decimal positions in Amount column

The Amount column does not represent decimal precision. A batch might contain multiple currencies with different decimal positions. You can set up the decimal position for transactions in the Data Dictionary.

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 G/L Date Warnings

About G/L Date Warnings

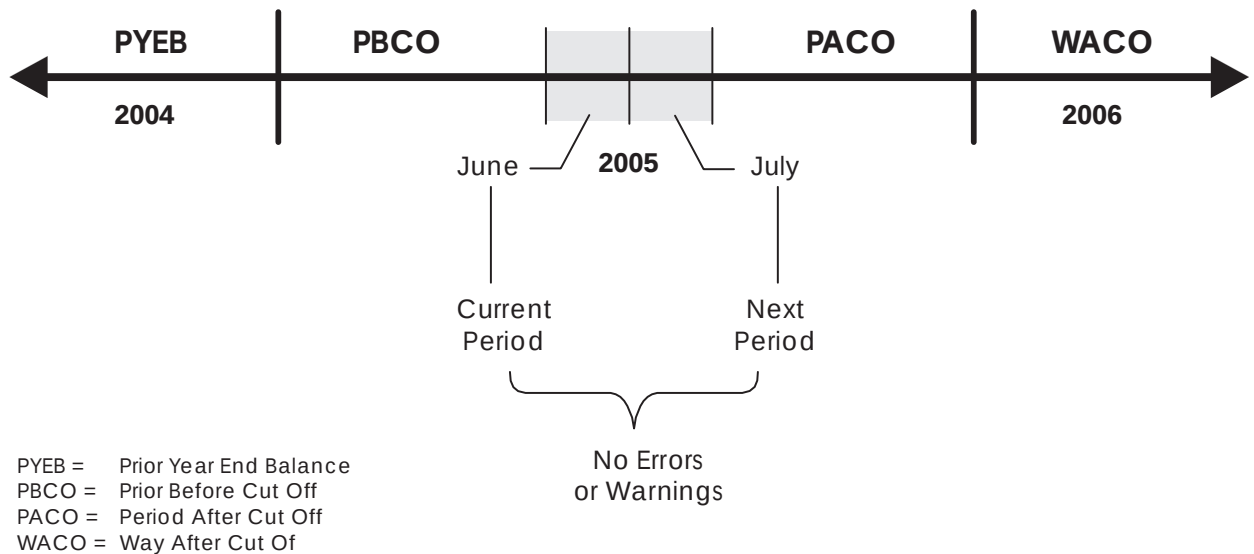


From General Accounting (G09), choose Organization and Account Setup

From Organization and Account Setup (G09411), choose Company Numbers & Names

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

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



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.

See Also

- *Setting Up Fiscal Date Patterns* in the *General Accounting I Guide*

Work with Standard Invoices

Working with Standard Invoices

Standard invoice entry provide the features and flexibility that you need to 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 following tables:

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

Before You Begin

- ☐ Set up customer master records. See *Entering Customers*.
- ☐ Set the appropriate processing options.

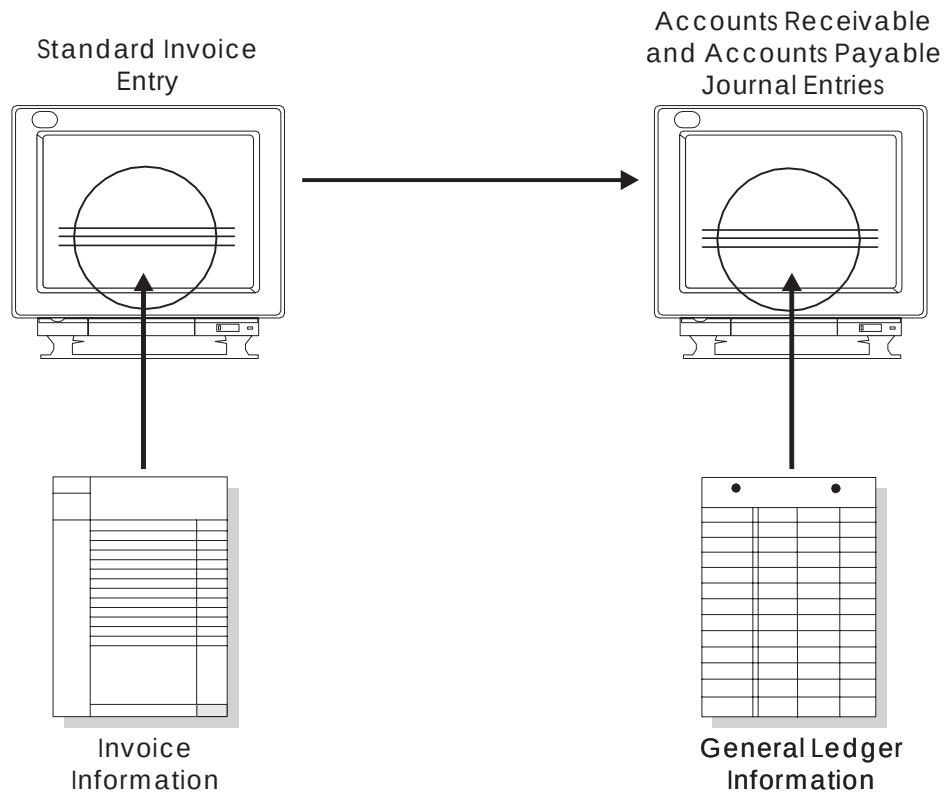
Entering Standard Invoices



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

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

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



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

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

Entering standard invoices consists of:

- Entering basic invoice information
- Entering G/L distribution information

You must complete both tasks for each invoice.

The system assigns a batch type of I to invoices.

What You Should Know About

Reference numbers After you enter an invoice, the system displays the assigned document type and document number. You can use this information to facilitate locating and reviewing an invoice.

See Also

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

► To enter basic invoice information

On Standard Invoice Entry

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

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

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

The screenshot shows the 'Standard Invoice Entry' window with the following fields and values:

Account Number	1333	Business Unit	
Invoice Number		Payment Terms	
Invoice Amount	100	Company	100
Invoice Date	06/15/98	P.O. Number	
G/L Date	06/30/98	Tax Expl Code	
Tax Amount		Tax Rate/Area	
Taxable Amount		Serv/Tax Date	
Remaining Amount		Currency Code	
Batch Number		Exchange Rate	

Below the fields is the 'Invoice Schedule' table:

Pay Item	Gross Amount	Discount Available	Remark	Net Due Date	PS
500			elec. shipping		
G/L Offset	Recur Freq	Num Pymts	Discount Due Dat		
Tax Expl Code	Taxable Amount	Tax			
Tax Rate	Open	Ct			

At the bottom, there is a status bar with keyboard shortcuts: F4=Detail F5=E-Mail F3=NS F11=Add Back F16=Ldgr Inq F13=JE Inq F24=More

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).
Invoice Number	A number that identifies the original document, such as a voucher, invoice, unapplied cash, journal entry, and so on. On entry forms, you can assign the original document number or let the system assign it through Next Numbers. Matching document (DOCM) numbers identify related documents in the Accounts Receivable and Accounts Payable systems. Examples: - Automated/Manual Payment Original document – Voucher Matching document – Payment - A/R Original Invoice Original document – Invoice - Receipt Application Original document – Invoice Matching document – Receipt - Credit Memo/Adjustment Original document – Invoice Matching document – Credit Memo - Unapplied Receipt Original document – Receipt
Invoice Amount	The gross amount of the invoice payments. This is a total of the gross amounts of all scheduled payments.
Invoice Date	The date of the invoice. This can be either the date of the supplier's invoice to you or the date of your invoice to a customer.
Company	A code that identifies a specific organization, fund, entity, and so on. This code must already exist in the Company Constants table (F0010). It must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions. 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.O. Number	A document that authorizes the delivery of specified merchandise or the rendering of certain services.
Pay Itm	A number that identifies a pay item for an invoice. Multiple pay items can define multiple payments against an invoice, multiple items on an invoice, or multiple tax rates. <i>Form-specific information</i> The system allows only one pay item on recurring invoices.

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

Field	Explanation
Pay Status	A user defined code (00/PS) that indicates the current payment status for a voucher or an invoice. Codes are: 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. <i>Form-specific information</i> You cannot change the pay status to P (paid), D (draft accepted), or # (payment in-process). If you leave this field blank, the system uses the default value from the functional server processing options (XT0311Z1).
G/L Offset	The table of Automatic Accounting Instruction accounts that allows you to predefine classes of automatic offset accounts for Accounts Payable, Accounts Receivable, and other systems. G/L offsets might be assigned as follows: • 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) 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. NOTE: Do not use code 9999. It is reserved for the post program and indicates that offsets should not be created.

G/L Offset

The table of Automatic Accounting Instruction accounts that allows you to predefine classes of automatic offset accounts for Accounts Payable, Accounts Receivable, and other systems.

G/L offsets might be assigned as follows:

- 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)

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.

NOTE: Do not use code 9999. It is reserved for the post program and indicates that offsets should not be created.

What You Should Know About

Creating a customer record

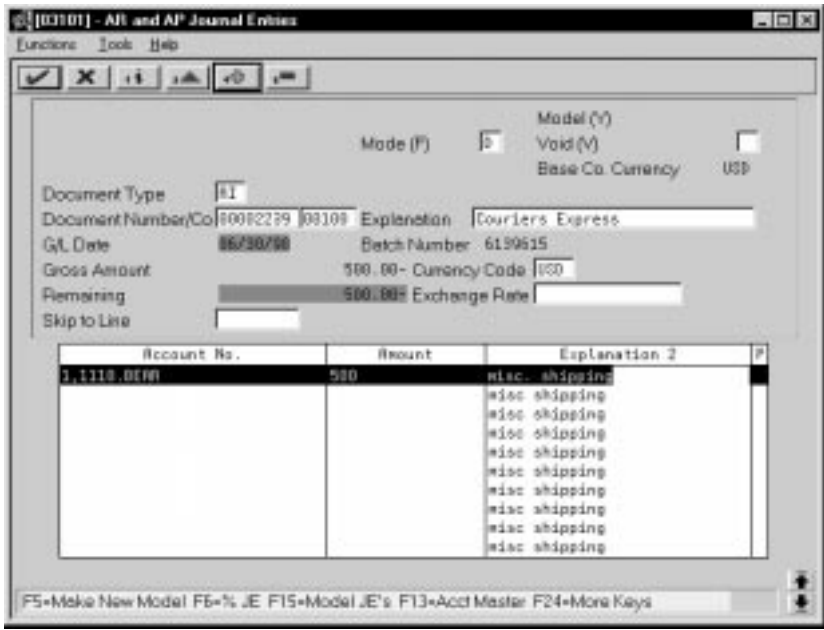
You can create a new customer record when you enter invoice information by choosing the Exit to Address Book function from the Standard Invoice Entry form.

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 G/L distribution information**

On AR and AP Journal Entries



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

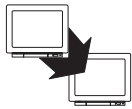
Alternately, you can access additional fields in the detail area.

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

Field	Explanation
Amount	A number that identifies the actual amount. Type debits with no sign or a plus sign (+). Type credits with a minus sign (-) either before or after the amount. You can use decimals, dollar signs, and commas. The system ignores non-significant symbols. <i>Form-specific information</i> To manually reverse the G/L distribution, you can enter the new balancing amount and account number.

Field	Explanation
Explanation 2	A name or remark that describes an element in the J.D. Edwards systems. <i>Form-specific information</i> If you entered a remark on invoice or voucher entry, that is the default.

Locating Invoices



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

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

► To locate invoices

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:

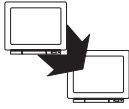
- Invoice Journal Review, if you know the batch number
- Customer Ledger Inquiry, if you know the customer number.

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

See Also

- *Reviewing Invoices (P03201)*

Revising Unposted Invoices



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

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

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
- Currency Code
- Pay Status, if equal to Paid (P)

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.
Changing invoice amounts	You must change the amounts in both the invoice information and G/L distribution information and ensure that they balance.
Changing pay items	You cannot change a pay item that has been paid.
Changing several invoices	To quickly change specific information for several invoices at the same time, such as discounts, use Speed Status Change.
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	To delete an unposted invoice, locate the invoice that you want to delete on the Customer Ledger Inquiry form and click Delete. Then, click OK to confirm the deletion. 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)*
- *Updating Invoices for Payment*



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. When entering the G/L distribution portion of an invoice, you must enter the credit sign in the last portion of the Amount field.

True or False

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 invoices with discounts
- ☐ Entering credit memos
- ☐ Entering invoices with taxes
- ☐ Working with multi-currency invoices
- ☐ Entering recurring invoices

The entry process for standard invoices is the basis for entering other types of invoices.

The screenshot shows a software window titled "[00105] - Standard Invoice Entry". It contains several input fields for invoice details, organized into two columns. The first column includes fields for Account Number, Invoice Number, Invoice Amount, Invoice Date, Q/L Date, Tax Amount, Taxable Amount, Remaining Amount, and Batch Number. The second column includes fields for Business Unit, Payment Terms, Company, P.O. Number, Tax Expt Code, Tax Rate/Area, Serv/Tax Date, Currency Code, and Exchange Rate. There are also checkboxes for "Mode (F)" and "Prev Invoice". Below these fields is a table titled "Invoice Schedule" with columns for "Pay Item", "Gross Amount", "Discount Available", "Remark", "Net Due Date", and "P". The table has one empty row for data entry. At the bottom of the window, there is a status bar with text: "F4=Detail F6=E-Mail F9=NS F11=Addr Book F16=Ldgr Inq F13=J.E. Inq F24=More".

Pay Item	Gross Amount	Discount Available	Remark	Net Due Date	P

Entering Invoices with Discounts



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

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

You might offer discounts to your customers as an incentive for early payment of their invoices. When you enter an invoice with a discount, the system calculates the discount and net due dates according to the payment terms you specify in the customer master 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.

About Using Discounts

There are three methods for entering discounts:

- Using payment terms. You enter an invoice, specifying the payment terms. The system calculates the discount available and due date from the payment terms.
- Entering a discount amount. You enter an invoice, specifying the discount available and, optionally, a net due date.
- Entering a discount percentage. You enter an invoice, specifying the discount percentage and, optionally, a net due date.

Before You Begin

- ☐ Verify that AAI item RKD is set up correctly

► To enter invoices with discounts

On Standard Invoice Entry

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

The screenshot shows the 'Standard Invoice Entry' window with the following fields and values:

Mode (F)		Prev Invoice
Account Number	3333	Couriers Express
Invoice Number	2027 RT 99198	Business Unit
Invoice Amount	4,500.00	Payment Terms
Invoice Date	20.06.98	Company
Q/L Date	30.06.98	P.O. Number
Tax Amount		Tax Expt Code
Taxable Amount		Tax Rate/Avail
Remaining Amount		Serv/Tax Date
Batch Number	74615	Currency Code
		Exchange Rate

Invoice Schedule				
Pay Itm	Gross Amount	Discount Available	Remark	Net Due Date
001	4,500.00	45.00		20.07.98

At the bottom of the window, there is a status bar with the following text: F4=Detail F5=E-Mail F9=NS F11=Addr Book F16=Ldgr Inq F13=J.E. Inq F24=More

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

Discount Available

The amount of the discount available as opposed to the amount of the discount actually taken. If the supplier's invoice specifies a discount available, type that amount. If not, do one of the following:

- Compute the amount manually and type it in the field.
- For WorldSoftware and WorldVision, type a percentage as a percent sign (%) followed by the percentage amount. For example, type %.02 for 2%. For OneWorld, type a percent as a decimal amount only.
- For OneWorld, type the discount amount with a decimal preceding the value. For example, type 2% as .02.
- Leave the field blank. The system calculates the amount based on the payment terms specified in the address book.
- Type a zero (0) to override the address book value and indicate that a discount is not applicable.

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.

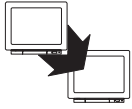
Field	Explanation
Discount Available	The amount of the discount available as opposed to the amount of the discount actually taken. If the customer's invoice specifies a discount available, type that amount. If not, do one of the following: • Compute the amount manually and type it in the field. • Compute 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. 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.
Date – Discount Due – Julian	The date that the invoice or voucher is due in order to acknowledge the discount.

What You Should Know About

Changing an invoice with discounts

If you change a discount field for an invoice, remove the system-calculated information. For example, if you change the payment terms to calculate a new discount, clear the discount available, discount due 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 Credit Memos



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

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

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 credit memos

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 Invoices with Taxes



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

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

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)*.
- ☐ Set the processing options for the Post program to update the Sales/Use/VAT Tax table (F0018)
- ☐ Set up AAI item RT (Accrued Sales or VAT tax)

► To enter an invoice with taxes

On Standard Invoice Entry

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

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

Field	Explanation
Tax Amount	This is the amount assessed and payable to tax authorities. It is the total of the VAT, use, and sales taxes (PST). 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. <i>Form-specific information</i> When you enter a tax amount, you might receive a warning message if the amount is different than the calculated amount in the Tax Rate/Area field. This warning does not prevent you from completing the entry.

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

What You Should Know About

Changing tax information

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. By doing this, you override the default tax information from the customer master record.

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.

See Also

- *Setting Up Tax Rules by Company for A/R (P0022)*

Working with Multi-Currency Invoices



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

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

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

- ☐ Ensure that multi-currency conversion option is set to Y (yes) in the General Accounting Constants.
- ☐ Verify that the following AAIs are set up correctly:
 - Realized Gain (RG)
 - Realized Loss (RL)

► To enter multi-currency invoices

On Standard Invoice Entry

1. Follow the steps to enter standard invoices.
2. Complete the following fields:
 - Currency Code
 - Exchange Rate (optional)

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

► To verify the invoice currency

On Standard Invoice Entry

1. Locate the invoice.
2. Verify the following field:
 - Mode

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

What You Should Know About

**Changing
multi-currency
information**

After you enter a multi-currency invoice, 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.

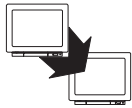
**Reviewing
multi-currency
information**

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.

Entering Recurring Invoices



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

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

To bill a customer the same amount on a regular basis, enter 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
- *Working with Recurring Invoices* 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.

DREAM WRITER VERSIONS:

Enter the version for each program:
If left blank, ZJDE0001 will be used.

- 4. A/R and A/P Journal Entries (P03101)
- 5. A/R Invoice Processing (XT0311Z1)
- 6. E-Mail (P012401)
- 7. Customer Ledger Inquiry (P032002)
- 8. Customer Master Revisions (P01053)

FIELD PROTECTION CONTROL:

9. Enter a '1' to protect the Pay Status. If left blank, the Pay Status will be unprotected.
10. Enter a '1' to protect the Exchange Rate field. If left blank, the Exchange Rate will not be protected.

Enter Speed Invoices

Entering Speed Invoices



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

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

As an alternative to standard invoice entry, 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 invoices that have:

- 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.

Before You Begin

- ☐ Set up customer master records. See *Entering Customers*.
- ☐ Set the appropriate processing options.

► To enter speed invoices

On Speed Invoice Entry

031015 - Speed Invoice Entry

Functions Tools Help

Mode (F) ☐ Prev Invoice

Account Number Business Unit

Invoice Number Discount Available

Invoice Amount Payment Terms Pay Inst

Invoice Date Company

G/L Date P.O. Number

Net Due Date Tax Expl Code

Discount Due Date Tax Rate/Area

Pay Status Serv/Tax Date

Tax Amount Curr Code

Taxable Amount Exch Rate

Remark

Amt to Distribute Batch

Account Number	Amount	Explanation 2

F6=E-Mail F9=Name Search F11=Addr Book F16=Ledger Inq F24=More Keys

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 invoice entry 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.

DREAM WRITER VERSIONS:

Enter the version for each program:
If left blank, ZJDE0001 will be used.

5. A/R Invoice Processing (XT0311Z1)
6. Journal Entry Processing (XT0911Z1)
7. Cust. Ledger Inquiry-w/SQL (P032002)
8. E-Mail (P012401)
9. Cust. Master Information (P01053)
10. Name Search (P01200)

FIELD PROTECTION CONTROL:

11. Enter a '1' to protect the pay status field. If left blank, this field will be unprotected.
12. Enter a '1' to protect the Exchange Rate field. If left blank, the Exchange Rate field will not be protected.

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%. _____

CURRENCY PROCESSING (CONT'D):

5. Enter a 1 to disallow entry to the domestic side of a foreign transaction. If left blank, entry of the domestic side of a foreign transaction will be allowed. _____

USER EXIT OPTIONS:

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

True or False.

2. Circle the advantages of using the speed invoice entry method:
 - a. You can set up recurring invoices.
 - b. You can enter both invoice and G/L distribution information.
 - 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

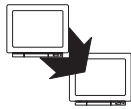
Reviewing and Approving Invoices

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

Reviewing and approving invoices consists of:

- ☐ Reviewing invoices
- ☐ Approving invoice batches

Reviewing Invoices



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

From Customer & Invoice Entry, (G0311), choose Invoice Journal Review

To review invoices before 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.

Reviewing invoices consists of:

- Reviewing invoice batches
- Reviewing and revising invoice information
- Reviewing general ledger information

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

The review program displays and updates information in the following tables:

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

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.

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

- *Revising Unposted Invoices (P03105)*
- *Revising Posted Invoices (P03105)*
- *Setting Up A/R Constants (P000903)*
- *Setting Up 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

► To review invoice batches

On Invoice Journal Review

The screenshot shows the 'Invoice Journal Review' window. At the top, there are fields for 'Batch Number', 'Batch Date', 'From', and 'Thru'. Below these are fields for 'User ID' (with a note '(Enter *** for all)') and 'Batch Status' (with a note '(Blank will display unposted *** all)'). A table of invoice batches is displayed below the fields. The table has columns for 'Batch Number', 'Batch Date', 'Difference', 'Status', and 'User'. The data in the table is as follows:

Batch Number	Batch Date	Difference	Status	User
6139527	22.06.97		1-Approv	AK264225
6139528	22.06.97	413.200-	1-Approv	AK264225
6139538	23.06.97		In Use	AK264225
6069629	01.05.96	20.565	1-Approv	CM982084T
3178	13.09.93	130.600-	2-Pendin	DEMO
3335	27.09.93	30.600-	1-Pendin	DEMO
3582	01.10.93	481.250-	1-Pendin	DEMO
4323	19.11.93	180.800-	1-Pendin	DEMO
11153	23.11.94	17.500-	1-Pendin	DEMO
11242	23.11.94	120.800-	1-Pendin	DEMO
74602	21.02.95	1.045.725-	3-Pendin	DEMO
74605	21.02.95	5.080.800-	1-Pendin	DEMO
74615	21.02.95	1.037.500-	2-Pendin	DEMO
74649	23.02.95	1.159.900-	2-Approv	DEMO
75205	15.03.95	23.676.250-	104-Pendin	DEMO

At the bottom of the window, there is a status bar that reads: 'Option: 1-Detailed Batch Review F24-More Keys'.

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	For World, The IBM-defined user profile. For OneWorld, the creator of the version.
Batch Number	A number that identifies a group of transactions that the system processes and balances as a unit. When you enter a batch, you can either assign a batch number or let the system assign it through Next Numbers. When you change, locate, or delete a batch, you must specify the batch number.
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	A user defined code (98/IC) that indicates the posting status of a batch. Valid codes are: 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.

► To review and revise invoice information

On Invoice Journal Review

1. Follow the steps to review invoice batches.
2. Choose Detailed Batch Review.

Invoice Number	Do Ty	Account Name	G/L Date	Gross Amount	Cur Cod
125508	R1	Gas StationR	30.06.98	Total	USD

3. Choose the Review Individual Invoice option next to the appropriate invoice to access Invoice Entry.
4. On Invoice Entry, change the information in any field that is not a key field (optional).

What You Should Know About

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.

Adding invoices to an existing batch

You can enter additional invoices into an existing batch. To do so choose the last blank line on Invoice Entry Journal Review and click Add. The system adds the invoice to the batch when you complete the information on Accounts Receivable Entry.

Revising a posted batch

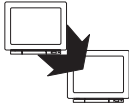
If you revise a transaction in a posted batch, the system automatically changes the batch status from posted to the default entry status, pending or approved. You must post the batch again. The post only processes the changed transaction.

 To review general ledger information

On Invoice Journal Review

1. Verify the following field:
 - Balanced-Journal Entries
2. Choose Review Associated Journal Entries next to the appropriate invoice.

Approving Invoice Batches



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

From Customer & Invoice Entry, (G0311), choose Invoice Journal Review

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 before entering invoices, if necessary

▶ To approve invoice batches

On Invoice Journal Review

1. Follow the steps to review invoice batches.
2. Complete the following field:
 - Approved

Field	Explanation
App	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 the batch status from approved to pending on Batch Approval.

Understand the Post Process for A/R

About the Post Process for A/R

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

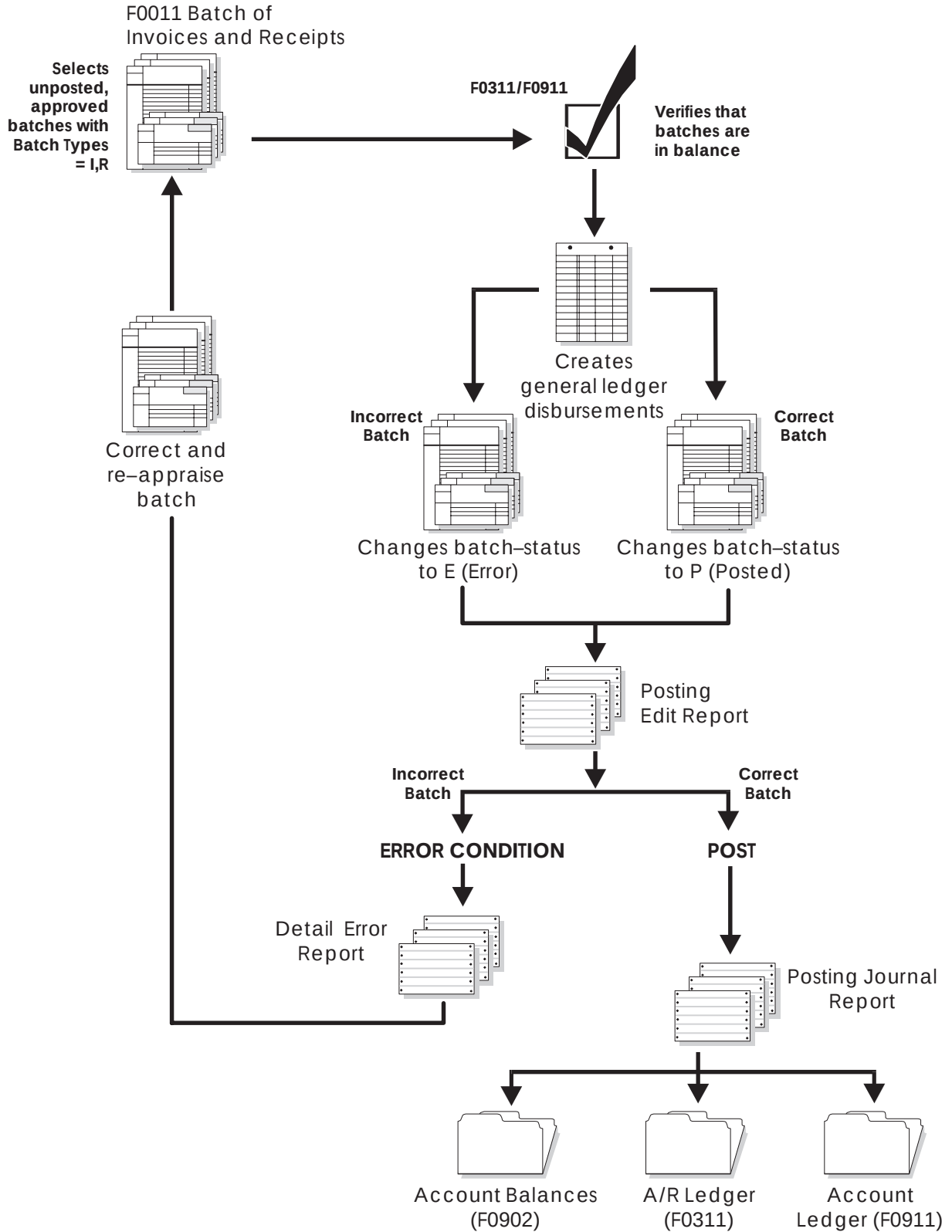
What Happens During the Post Process?

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.
 - Intercompany settlements exist.
- Edits each batch to ensure that it is in balance and approved for posting.
- Places the entire batch in error if any errors exist, which prevents it from posting.
- Retrieves the automatic offset method from A/R constants.

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

The following graphic illustrates the A/R post processes.



How Are Offsets Handled?

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

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

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

Post Invoices

Posting Invoices

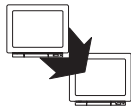
After you enter, review, and approve invoices, post them to the general ledger. Posting invoices consists of:

- ☐ Posting batches of invoices
- ☐ Verifying the A/R post process

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

Posting Batches of Invoices



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

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

Run only one post program at a time.

▶ To post a batch of invoices

Select the desired processing options and submit the post.

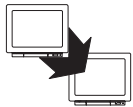
What You Should Know About

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.
Deleting paid and posted invoices	You cannot delete paid or posted invoices. You must void them.

See Also

- *Previewing and Running a Report* in the *Common Foundation Guide* for more information about data selection

Verifying the A/R Post Process



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

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

After posting your invoices, verify that your batches posted successfully. If any batches did not post, you must correct all errors and set the batch to approved status before the system will post the batch. The system creates various reports that you can use to verify posting information.

Verifying the A/R post process consists of:

- ☐ Reviewing the Posting Edit Report
- ☐ Reviewing the 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	Error Messages	
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 Ty	Document	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

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.

Note: When using Vertex Taxes the Vertex Tax Register file will be updated instead of the Tax Work Work file for methods '1', '2', and '3'.

10. Adjust VAT Account for Cash Receipt Adjustments and Write Offs. Tax explanation must be a 'V'.

'1' = update VAT amount only

'2' = update VAT amount, extended price and taxable amount

11. Adjust VAT Account for Discount Taken. The Tax Rules file must be set to Calculate Tax on Gross Amount, including Discount and Calculate Discount on Gross Amount, including Tax. Tax explanation must be a 'V'.

'1' = update VAT amount only

'2' = update VAT amount, extended price and taxable amount

PROPERTY MANAGEMENT:

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

UPDATE OPTION:

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

REPORT FORMAT:

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

DETAILED CURRENCY RESTATEMENT:

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

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

RECONCILIATION FILE PROCESSING

17. Enter a '1' to update the Cross-Environment Reconciliation file. Blank will not update the reconciliation file.

Note: The Cross-Environment Reconciliation file can also be updated through the stand-alone Cross-Environment File Creation program.

BATCH TYPE SELECTION:

NOTE: This option should NOT be changed by User.



Exercises

See the exercises for this chapter.

Test Yourself: Posting Invoices

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

True or False

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

True or False

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 Information

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

After you post an invoice and before it is paid, you can revise it. For example, you might need to add lines to the G/L distribution, or you might need to void an invoice.

Revising posted invoices consist of:

- ☐ Changing posted invoices
- ☐ Voiding posted invoices

What You Should Know About

Audit trails for posted invoices

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

Batch status

When you make certain types of changes, the system changes the batch status on the original batch from posted to unposted. You must post the batch again if you:

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

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

Changing Posted Invoices



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

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

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 posted invoices**

On Standard Invoice Entry

Pay Item	Gross Amount	Discount Available	Remark	Net Due Date	P
001	4,500.00	45.00		20.07.98	R

F4=Detail F5=E-Mail F9=NS F11=Addr Book F16=Ldgr Inq F13=J.E. Inq F24=More

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

You cannot add taxes to a posted invoice. However, you can change the gross amount of the invoice and enter tax information as an additional pay item.

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.

See Also

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

Voiding Posted Invoices



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

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

To remove a posted invoice from your general ledger, you must void it and then post the batch again. You can void an invoice in any open fiscal period. 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 posted invoices

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 (V)	A code that controls whether transactions are automatically reversed or voided. Valid codes are: 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. Blank Do not reverse or void transactions.

What You Should Know About

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

Print Invoice Journal Information

Printing Invoice Journal Information



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

From Customer & Invoice Entry (G0311), choose Invoice Journal Report

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

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

03305

J.D. Edwards & Company
A/R Journal
by User, Batch Date, Batch Number and
Document

Page - 3
Date - 4/05/98

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	LT
						G/L Distribution	
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 Invoices (P03201)* 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)

Work with Customer Ledger Information

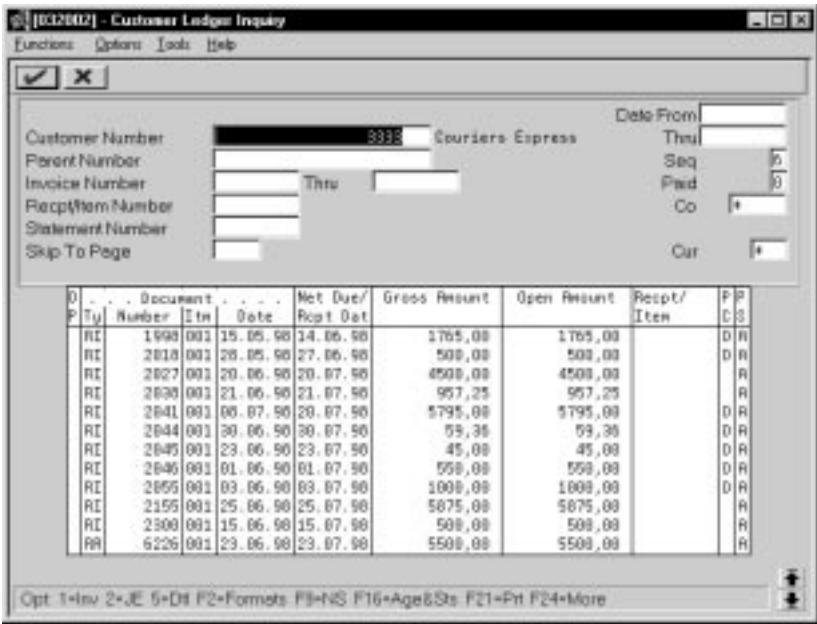
Working with Customer Ledger Information

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

Working with customer ledger information consists of:

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

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



Defining Invoice Search Criteria



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

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

To review transaction information for a customer, define the type of criteria that the system uses to display information. You can 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.

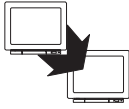
4. On Additional Selections, complete one or more of the following fields:

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

Field	Explanation
Date Thru	A numeric code that 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. <i>Form-specific information</i> You can use this field only when the Sequence field is set to 2 (by due date), 3 (by invoice date), or 8 (by G/L date). You cannot enter a period value on this form.

Field	Explanation
Date From	A number that identifies either a fiscal period (numbers from 1 to 14) or a beginning date. The information displayed begins with this date or period. If you leave this field blank, the system displays all transactions up to the Thru Date. Totals are for the transactions displayed. <i>Form-specific information</i> 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.
Skip To Page	This field allows you to specify a specific page number to access in the subfile when searching. The page number is actually converted to detail lines to determine subfile placement.
Amount From	This field is used to specify the lower limit for selecting an amount range.
Amount Through	This field is used to specify the upper limit for selecting an amount range.
Amount Selection	An option for choosing either the gross or open amount ranges. Valid values for this field are: 1 Gross amount range 2 Open amount range Paid transactions and receipts are displayed (A/R only).
Include / Exclude Code	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 Document Number	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.

Reviewing Invoice Information



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

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

When reviewing an unpaid or paid invoice, you can access various information from the customer ledger, such as the original invoice or the G/L distribution for a specific invoice.

Reviewing invoice information consists of:

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

See Also

- *Defining Invoice Search Criteria (P032002)*



To review 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.



To review 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.

► To review customer ledger detail

When reviewing a transaction, you can view the detail without first locating the individual invoice or receipt. For example, you might want to review the invoice associated with a chargeback.

On Customer Ledger Inquiry

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

Doc	P Ty	Number	Itm	Date	Net Due/Recd Dat	Gross Amt	Open Amt	Respt/Item	P P C S
3	RI	00137	000	07/31/98	07/31/98	57.95	57.95		D R
	RI	2000	001	06/21/98	07/21/98	957.25	957.25		D R
	RI	2041	001	07/06/98	07/20/98	5795.00	4305.00		D R
	RI	2044	001	06/30/98	07/30/98	59.36	59.36		D R
	RI	2045	001	06/23/98	07/23/98	45.00	45.00		D R
	RR	0220	001	06/23/98	07/23/98	5508.00	5508.00		A
				USD	Total	12414.48	10904.56		

► To view 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). The system displays only those documents entered in British pounds.

The screenshot shows the 'Customer Ledger Inquiry' window. The 'Customer Number' is 'T003' and the 'Customer Name' is 'Eursmart'. The 'Currency' is set to 'GBP'. The table below lists the invoices:

P Ty	Document Number	Item	Date	Net Due/ Rcpt Dat	Gross Amount	Open Amount	Recpt/ Item	P P
R1	655	000	15.05.98	14.06.98	3500,00	3500,00		D R
R1	656	000	15.06.98	15.07.98	3715,01	3715,01		D R
R1	2040	001	22.06.98	22.07.98	5000,00	5000,00		D R
R1	09405	001	15.06.98	15.07.98	5000,00	5000,00		R
		GBP		Total	62215,00	62215,01		

At the bottom of the window, there is a status bar with the text: 'Opt 1=Inv 2=JE 5=DE F2=Formats F3=NS F16=Age&Sts F21=Prt F24=More' and a 'MW' button.

On Customer Ledger Inquiry

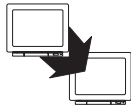
1. Define the necessary invoice search criteria.
2. Complete the following field:
 - Currency
3. Toggle to the currency format (optional).

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

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



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

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

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.

03240W Activity Review

Functions Tools Help

Customer 3333 Couriers Express

Doc/Type/Co/Itm 2010 RI 00100 001

Mode (F) D Gross Amount 500,00

Net Due Date 27.06.98 Open Amount 500,00

Do Ty	Receipt Item	Receipt Itm Date	Batch Number	Discount Taken	Gross Amount

F3=Exit F24=More Keys

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.

Parent Number [] Mode = "As of" [] As of [] Co []

Customer Number 3333 Credit Message
COURIER: EXPRESS Temp Credit Message
SUITE 1000
5595 LINDEN AVENUE
RALEIGH NC 27604
Future 26,731.61
Current 2,815.00
31 - 60
61 - 90
91 - 120
121 - 150
151 - 180
181 - 210
Over 210
775-3390
Contact
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
Average Days Late 21.06.90
First Invoice 15.06.90
Last Invoice
Last Paid
Last Statement Date
Last Message
Amount Currency Code: USD U.S. Dollar
F5=Who's Who F6=E-Mail F8=Cust Mast F15=Ledging F10/F13=Mode F24=More MW

See Also

- *Viewing Account Status Information (P03203)*

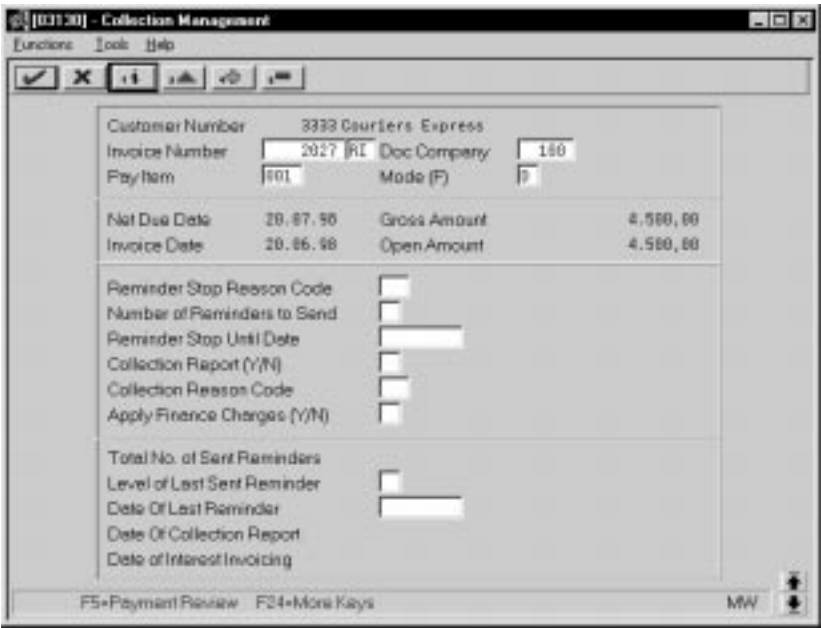
Viewing Collection Management Information

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.



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.	_____

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: Working with 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

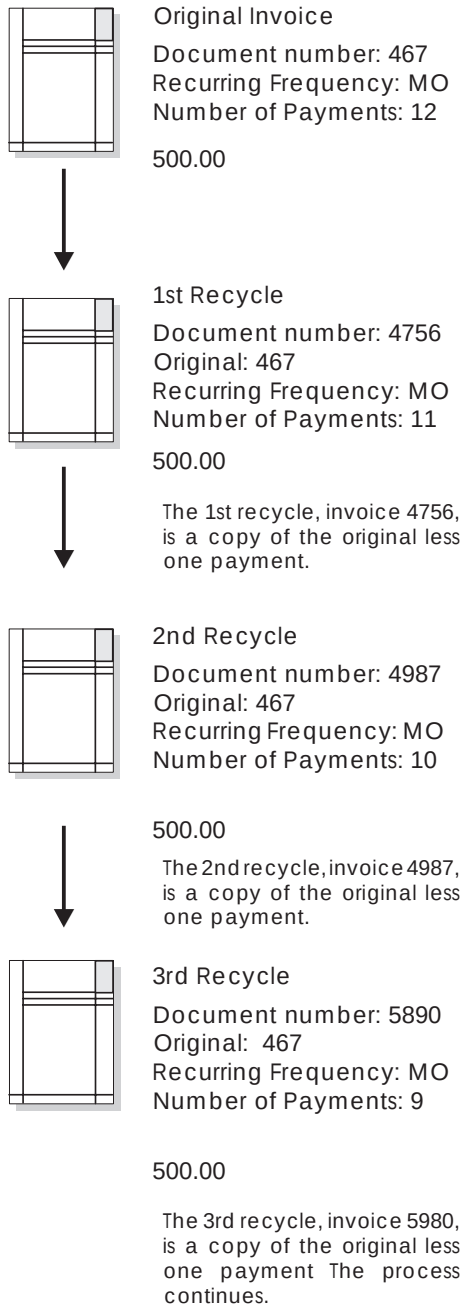
If you need to bill a customer for the same amount on a regular basis, such as monthly, quarterly, and so on, set up your Accounts Receivable system to create a recurring invoice.

Working with recurring invoices consists of:

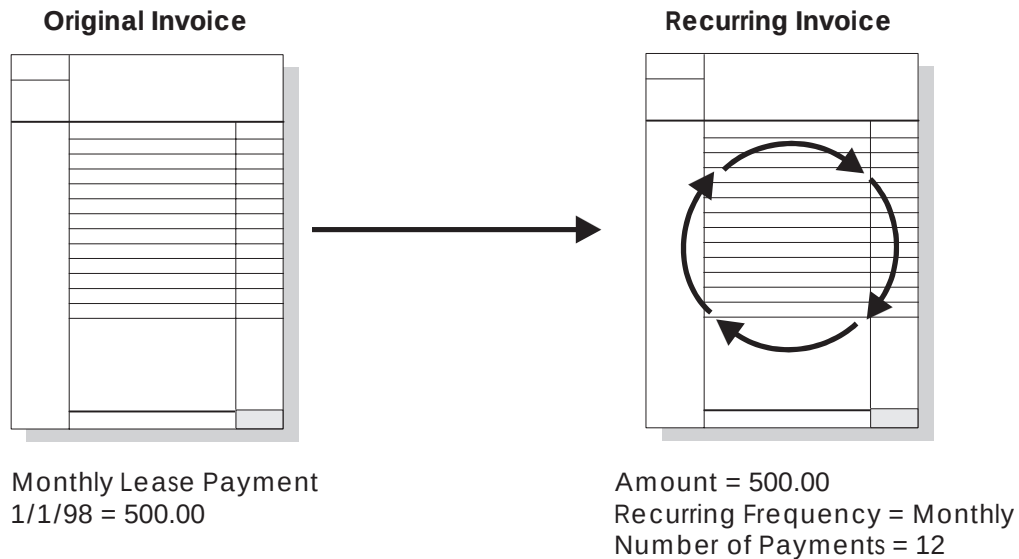
- ☐ Reviewing recurring invoices
- ☐ Revising recurring invoices
- ☐ Recycling recurring invoices

To set up a recurring invoice, you first specify the initial payment, the total number of payments, the recurring frequency, and the accounting distributions for the periodic invoice amount.

The following graphic illustrates the recurring invoice process.



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.

Information about recurring invoices is maintained in the A/R Ledger (F0311) and Account Ledger (F0911) tables.

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>467</u> RR	<u>00001</u>
Invoice Amount	<u>500</u>	
Invoice Date	<u>6/15/98</u>	
G/L Date	<u>6/30/98</u>	
Recur Freq.	<u>M0</u>	No. of Payments <u>12</u>

Invoice 467 is the original invoice and is the first of 12 invoices. When you recycle this invoice, it is used as the “master” invoice to copy information to the next monthly invoice. If you do not recycle invoice 467, it will be the only invoice in the system.

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

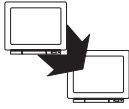
ORIGINAL INVOICE		
Account Number	<u>1001</u>	J.D Edwards & Co.
Invoice Number	<u>467</u> RR	<u>00001</u>
Invoice Amount	<u>500</u>	
Invoice Date	<u>6/15/98</u>	
G/L Date	<u>6/30/98</u>	
Recur Freq.	<u> </u>	No. of Payments

The system copies invoice 467 to a new invoice, 4756. Invoice 467 no longer contains a recurring frequency or number of payments.

NEW INVOICE		
Account Number	<u>1001</u>	J.D Edwards & Co.
Invoice Number	<u>4756</u> RR	<u>00001</u>
Invoice Amount	<u>500</u>	
Invoice Date	<u>9/15/98</u>	
G/L Date	<u>9/30/98</u>	
Recur Freq.	<u>M0</u>	No. of Payments <u>11</u>

Invoice 4756 has a monthly recurring frequency, 11 remaining payments, and updated invoice and G/L dates.

Entering Recurring Invoices



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

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

From Other Invoice Entry Methods (G03111), choose Standard Invoice Entry

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

► To enter recurring invoices

On Standard Invoice Entry

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

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

See *Entering Standard Invoices*.

2. Choose the Detail function.

[03105] - Standard Invoice Entry

Functions | Tools | Help

POSTED

Mode (F) 0

Prev Invoice

On Credit Hold per Account Requires P.O.

Account Number1901

Invoice Number057 RR 0000

Invoice Amount1,550.00

Invoice Date06/02/98

Q/L Date06/02/98

Tax Amount

Taxable Amount

Remaining Amount

Batch Number2022

Business Unit1

Payment Terms1 Pmt Instr

Company0001 USD

P.O. Number

Tax Expt Code

Tax Rate/Arise

Serv/Tax Date06/02/98

Currency CodeUSD

Exchange Rate

Invoice Schedule

Pay Item	Gross Amount	Discount Available	Remark	Net Due Date	P
000	1,550.00	15.50		07/02/98	R
G/L Offset 1218 Recur Freq 00 Num Pmts 12 Discount Due Dat 06/12/98					
Tax Expt Code		Taxable Amount		Tax	
Tax Rate		Open		1,550.00 Ck	

F4=Detail F6=E-Mail F8=NS F11=Addr Book F16=Ldgrrng F13=J.E. Inq F24=More

3. Complete the following fields:

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

Field	Explanation												
Recur Frequency	A code to designate that a voucher or invoice payment is to be set up as recurring. If a frequency is defined, the number of recurring payments must also be defined. These two pieces of information are used when you run the Recycle Recurring Voucher/Invoices program. If you specify a recurring frequency in voucher or invoice entry, you cannot enter multiple pay items. Valid recurring frequency values are: <table><tr><td>MO</td><td>Monthly</td></tr><tr><td>AN</td><td>Annually</td></tr><tr><td>WK</td><td>Weekly</td></tr><tr><td>QT</td><td>Quarterly</td></tr><tr><td>SA</td><td>Semiannually</td></tr><tr><td>BW</td><td>Biweekly</td></tr></table>	MO	Monthly	AN	Annually	WK	Weekly	QT	Quarterly	SA	Semiannually	BW	Biweekly
MO	Monthly												
AN	Annually												
WK	Weekly												
QT	Quarterly												
SA	Semiannually												
BW	Biweekly												

Field	Explanation
# of Pymts	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. 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. <i>Form-specific information</i> When the number of payments is 1, invoices are not generated.

See Also

- *Entering Standard Invoices (P03105)*

Reviewing Recurring Invoices



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

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

From Other Invoice Entry Methods (G03111), choose Recurring Invoice Inquiry or Recurring Invoice Report

After you enter recurring invoices, you might want to verify them before recycling them. To do so, review recurring invoices 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 and related information from the Account Ledger table.

03305		J.D. Edwards & Company				Page - 3	
		A/R Journal				Date - 4/27/98	
		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	-						
Batch Number	- 1907						
Batch Date	- 10/09/91						
RR	616 000 04/15/98	1 Centrum Incorporated	3001		1,000.00		
	04/15/98	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		
	04/15/98	Monthly Recurring Contrac					
		Contract Sales	4.5030			1,000.00-	P AA
Batch Number 00001907				- Gross/Posted	2,000.00	2,000.00-	
				- Discount/Unposted			

See Also

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

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



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

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

From Other Invoice Entry Methods (G03111), choose Recurring Invoice Inquiry

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

- Change selected fields. To prevent conflicts between old recurring invoices and new recurring invoices, the system assigns a new document number each time it generates a recurring invoice.
- Cancel the invoice. To do this, you must use the Standard Invoice Entry form.
- Delete or void the invoice. To do this, you must use the Work With Customer Ledger Inquiry form.



To revise recurring invoices

On Recurring Invoice Inquiry

Customer Number	Name	Due Date	Gross Amount	Original Document
3001	Centrus Incorporated	05/15/98	1,800.00	A 616
3005	Centralized Apparel	05/15/98	1,800.00	A 617
1001	Edwards, J.D. & Company	07/02/98	1,550.00	A 657
1002	Edwards & Edwards	07/14/98	125.00	A 624
3333	Couriers Express	07/23/98	5,500.00	A 628

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.

The screenshot shows the 'Accounts Receivable Entry' window. At the top, there's a menu bar with 'Functions', 'Tools', and 'Help'. Below it is a toolbar with various icons. The main area is divided into several sections:

- Header:** 'POSTED' (checked), 'Mode (F)' (0), 'Prev Invoice'.
- Account Information:** 'On Credit Hold per Account Not on Contract Maintenance', 'Account Number' (3001), 'Company' (Centrum Incorporated).
- Invoice Details:** 'Invoice Number' (616 FR 00000), 'Business Unit' (1), 'Invoice Amount' (1,000.00), 'Payment Terms' (PmtInst), 'Invoice Date' (04/15/98), 'Company' (00001 USD), 'Q/L Date' (04/15/98), 'P.O. Number' (), 'Tax Amount' (), 'Tax Expt Code' (), 'Taxable Amount' (), 'Tax Rate/Ass' (), 'Serv/Tax Date' (04/15/98), 'Remaining Amount' (), 'Currency Code' (USD), 'Batch Number' (1987), 'Exchange Rate' ().
- Invoice Schedule:** A table with columns: 'Pay Itm', 'Gross Amount', 'Discount Available', 'Remark', 'Net Due Date', 'P/C'.

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

At the bottom, there's a status bar with function keys: 'F4=Detail F5=E-Mail F9=NS F11=Addr Book F16=Ldgr Inq F13=J.E. Inq F24=More'.

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).

The screenshot shows the 'Accounts Receivable Entry' window. The 'POSTED' checkbox is checked. The 'Mode (F)' is set to '0'. The 'Prev Invoice' field is empty. The 'On Credit Hold per Account' is 'Not on Contract Maintenance'. The 'Account Number' is '3901' and the 'Company' is 'Centrum Incorporated'. The 'Invoice Number' is '015' and the 'Business Unit' is '1'. The 'Invoice Amount' is '1,000.00' and the 'Payment Terms' are 'Pmt Instr'. The 'Invoice Date' is '04/15/98' and the 'Company' is '0001 USD'. The 'Q/L Date' is '04/15/98' and the 'P.O. Number' is empty. The 'Tax Amount' is empty and the 'Tax Expt Code' is empty. The 'Taxable Amount' is empty and the 'Tax Rate/Area' is empty. The 'Remaining Amount' is empty and the 'Serv/Tax Date' is '04/15/98'. The 'Batch Number' is '1987' and the 'Currency Code' is 'USD'. The 'Exchange Rate' is empty.

Pay Item	Gross Amount	Discount Available	Remark	Net Due Date
000	1,000.00		8 Monthly recurring Contract 05/15/98 R	
G/L Offset	Recur Freq 00	Num Pymts 5	Discount Due Dat 05/15/98	
Tax Expt Code	Taxable Amount	Tax		
Tax Rate	Open	1,000.00	Ch	

At the bottom, there is a status bar with the text: 'F4=Detail F5=E-Mail F9=NS F11=Addr Book F16=Ldg Ring F13=J.E. Inq F24=More'.

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.

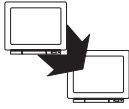
Canceling a recurring invoice

To cancel a recurring invoice, clear the Frequency and Number of Payments fields on Standard Invoice Entry. After you recycle the invoice, these fields will be blank. You cannot change or reactivate a recurring invoice once it is cancelled.

Deleting a recurring invoice

You can delete a recurring invoice that has never been recycled.

Recycling Recurring Invoices



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

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

From Other Invoice Entry Methods (G03111), choose Recycle 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.

This process updates information in the following tables:

- Batch Header (F0011)
- Customer Master (F0301)
- A/R Ledger (F0311)
- Account Ledger (F0911)

What Happens When You Recycle Recurring Invoices?

When you recycle recurring invoices, the system:

- Removes 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 first recycle a recurring invoice, 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 the document type that is associated with recurring invoices:

RI

RM

RR

RA

2. When entering a recurring invoice, only one pay item is allowed.

True or False

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.

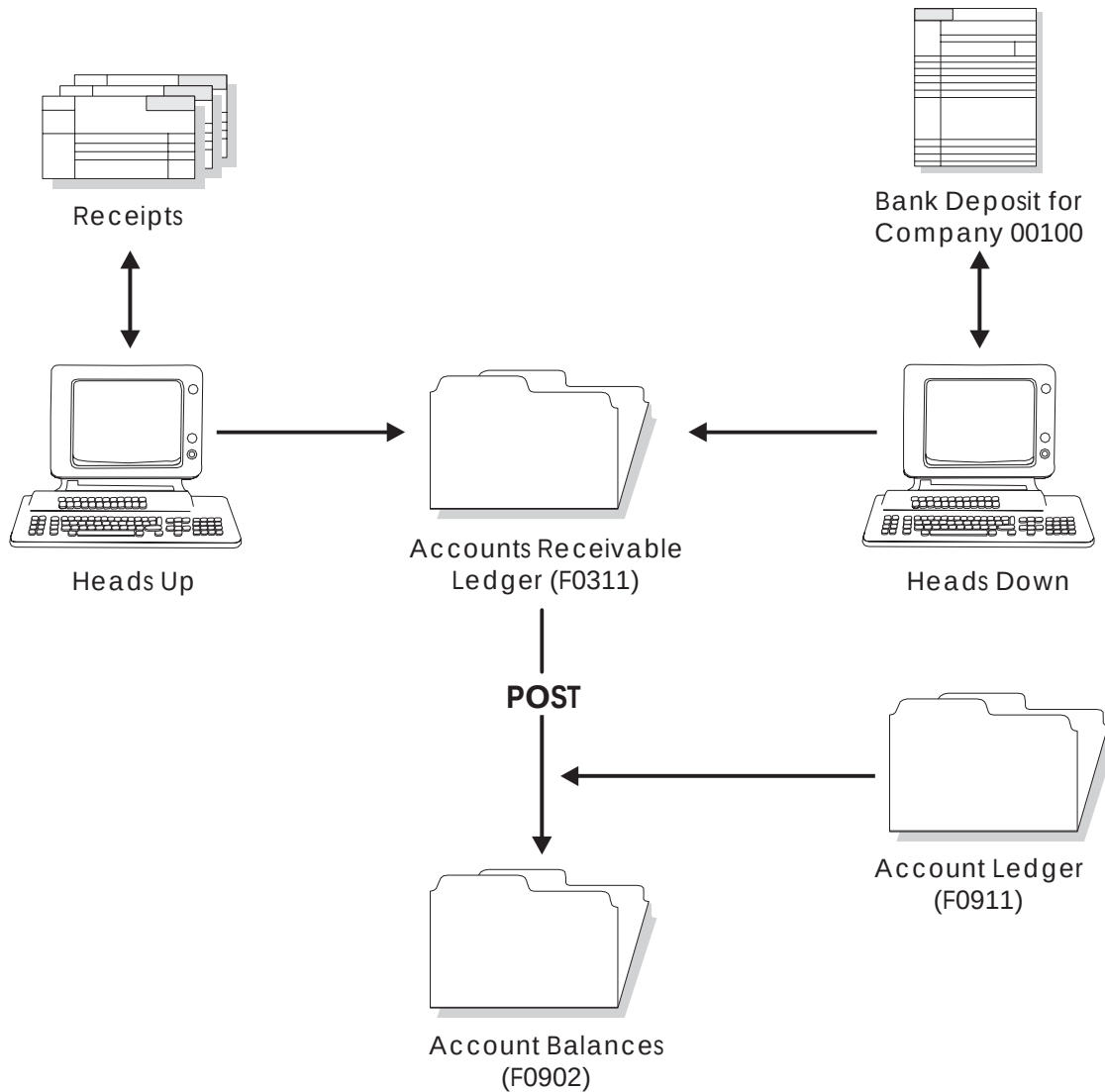
The examples shown in this section use the Receipts Entry (Heads Up) form. However, you can use Receipts Entry (Heads Down) to complete any of the tasks included in this section.

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.
NO (Netting Original)	The system creates this document to offset a voucher closed during the netting process.

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
NM	Closes a voucher during the netting process

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: • 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



From Accounts Receivable (G03), choose Manual Receipts Processing

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

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

Updating invoice for payment consists of:

- Displaying open invoices
- Updating an individual invoice
- Updating a group of invoices

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

[F0311] - Speed Status Change

Functions: [F4] [F6] [F9] [F24] [F25]

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	Open Amount	Discount S Due Date	Discount Available
Couriers Express	RI 1998 001	1,765.00	A 06/14/96	
Couriers Express	RI 2018 001	580.00	A 06/27/96	
Couriers Express	RI 2027 001	4,580.00	A 07/20/96	45.80
Couriers Express	RI 2038 001	957.25	A 07/21/96	
Couriers Express	RI 2041 001	5,795.00	A 07/20/96	57.95
Couriers Express	RI 2044 001	59.36	A 07/20/96	
Couriers Express	RI 2045 001	45.00	A 07/22/96	
Couriers Express	RI 2046 001	550.00	A 07/31/96	
Couriers Express	RI 2055 001	1,080.00	A 07/32/96	
Couriers Express	RI 2155 001	5,075.00	A 07/35/96	50.75
Couriers Express	RI 2308 001	580.00	A 07/15/96	
Couriers Express	RR 6226 001	5,580.00	A 07/23/96	

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

► To display open invoices

Before you update invoices for payment, you must display them. You can display the open invoices for a specific customer, parent account, or statement.

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

► To update an individual invoice

You can quickly change the payment information of an invoice, such as the pay status or discount amount, without accessing the original invoice on Standard Invoice Entry.

On Speed Status Change

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

The screenshot shows a window titled "[00114] - Speed Status Change". It contains several input fields for identifying an invoice, a table of invoice data, and a footer with function key shortcuts.

Input Fields:

- Couriers Express
- Address Number: 3333
- 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

Table:

Name	Document Ty	Document Number	Open Amount	P	Discount Due Date	Discount Available
Couriers Express	RI	1998 001	1,785.00	A	06/14/98	
Customer No 3333 Document Co 00180 Remark						
Alt. Payer 3333 Net Due Date 06/14/98 Purch. Order						
Payment Instrument Statement No Curr USD Payment Terms						
Couriers Express	RI	2018 001	580.00	A	06/27/98	
Customer No 3333 Document Co 00180 Remark						
Alt. Payer 3333 Net Due Date 06/27/98 Purch. Order						
Payment Instrument Statement No Curr USD Payment Terms						
Couriers Express	RI	2027 001	4,580.00	A	07/20/98	45.00
Customer No 3333 Document Co 00180 Remark						
Alt. Payer 3333 Net Due Date 07/20/98 Purch. Order						
Payment Instrument Statement No Curr USD Payment Terms						

Footer: F4=Del 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
- Payment Terms

► To update a group of invoices

You can quickly change payment information for multiple invoices at one time. For example, you might want to extend the discount period for a preferred customer. The most efficient way to do this is to update the discount due date on all of the invoices for the customer globally.

On Speed Status Change

- 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

[03103] - Receipts Entry (Head Up)

Functions: [Info](#) [Help](#)

☒ ☐ ☐ ☐ ☐ ☐

Mode (F) **D** Centruk Incorporated **USD** Prev Recpt

Display Acct **3601** Co **1**

Recpt/Item Number Batch Number **8086972**

Recpt/Item Amount Bank Account

Receipt/Item Date Remark

Deposit Date (G/L) Currency Code **USD**

Skip to Due Date Exchange Rate

Remaining on Recpt **Net on Contract Main On Credit Hold per 1**

T	Amount Applied	Discount Taken	Account Number	Invoice Number	Pay Itm	Do Ty	Net Due Date	Gross Amount
1	1,732.50	17.50	3003	613080	RI	03/12/98	1,750.00	
	1,500.00		3005	615080	RI	03/15/98	1,500.00	
	1,300.00		3002	601080	RI	04/12/98	1,300.00	
	45.00		3002	625080	RI	05/01/98	45.00	
	2,153.25	21.75	3003	602080	RI	05/12/98	2,175.00	
	1,593.90	16.10	3005	604080	RI	05/12/98	1,610.00	
	1,000.00		3001	616080	RI	05/15/98	1,000.00	
	1,000.00		3005	617080	RI	05/15/98	1,000.00	
	15,000.00		3002	2073080	RI	05/15/98	15,000.00	
	875.00		3003	627080	RI	05/31/98	5,075.00	
	5,000.00		3003	627080	RI	05/31/98	5,000.00	
	59.36		3005	629080	RI	05/31/98	59.36	

F4=Detail F15=Account Inq F16=Ledger Inq F18=Parent Inq F19=Sales Inq

Displaying Open Items



From Accounts Receivable (G03), choose Manual Receipts Processing

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

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

- Complete the following required field:
 - Display Account

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

Field	Explanation
Display Acct	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.

[03103] - Receipts Entry (Receipts Up)

Functions: [F12](#) [F13](#) [F14](#) [F15](#) [F16](#) [F17](#) [F18](#) [F19](#) [F20](#) [F21](#) [F22](#) [F23](#) [F24](#) [F25](#) [F26](#) [F27](#) [F28](#) [F29](#) [F30](#) [F31](#) [F32](#) [F33](#) [F34](#) [F35](#) [F36](#) [F37](#) [F38](#) [F39](#) [F40](#) [F41](#) [F42](#) [F43](#) [F44](#) [F45](#) [F46](#) [F47](#) [F48](#) [F49](#) [F50](#) [F51](#) [F52](#) [F53](#) [F54](#) [F55](#) [F56](#) [F57](#) [F58](#) [F59](#) [F60](#) [F61](#) [F62](#) [F63](#) [F64](#) [F65](#) [F66](#) [F67](#) [F68](#) [F69](#) [F70](#) [F71](#) [F72](#) [F73](#) [F74](#) [F75](#) [F76](#) [F77](#) [F78](#) [F79](#) [F80](#) [F81](#) [F82](#) [F83](#) [F84](#) [F85](#) [F86](#) [F87](#) [F88](#) [F89](#) [F90](#) [F91](#) [F92](#) [F93](#) [F94](#) [F95](#) [F96](#) [F97](#) [F98](#) [F99](#) [F100](#) [F101](#) [F102](#) [F103](#) [F104](#) [F105](#) [F106](#) [F107](#) [F108](#) [F109](#) [F110](#) [F111](#) [F112](#) [F113](#) [F114](#) [F115](#) [F116](#) [F117](#) [F118](#) [F119](#) [F120](#) [F121](#) [F122](#) [F123](#) [F124](#) [F125](#) [F126](#) [F127](#) [F128](#) [F129](#) [F130](#) [F131](#) [F132](#) [F133](#) [F134](#) [F135](#) [F136](#) [F137](#) [F138](#) [F139](#) [F140](#) [F141](#) [F142](#) [F143](#) [F144](#) [F145](#) [F146](#) [F147](#) [F148](#) [F149](#) [F150](#) [F151](#) [F152](#) [F153](#) [F154](#) [F155](#) [F156](#) [F157](#) [F158](#) [F159](#) [F160](#) [F161](#) [F162](#) [F163](#) [F164](#) [F165](#) [F166](#) [F167](#) [F168](#) [F169](#) [F170](#) [F171](#) [F172](#) [F173](#) [F174](#) [F175](#) [F176](#) [F177](#) [F178](#) [F179](#) [F180](#) [F181](#) [F182](#) [F183](#) [F184](#) [F185](#) [F186](#) [F187](#) [F188](#) [F189](#) [F190](#) [F191](#) [F192](#) [F193](#) [F194](#) [F195](#) [F196](#) [F197](#) [F198](#) [F199](#) [F200](#) [F201](#) [F202](#) [F203](#) [F204](#) [F205](#) [F206](#) [F207](#) [F208](#) [F209](#) [F210](#) [F211](#) [F212](#) [F213](#) [F214](#) [F215](#) [F216](#) [F217](#) [F218](#) [F219](#) [F220](#) [F221](#) [F222](#) [F223](#) [F224](#) [F225](#) [F226](#) [F227](#) [F228](#) [F229](#) [F230](#) [F231](#) [F232](#) [F233](#) [F234](#) [F235](#) [F236](#) [F237](#) [F238](#) [F239](#) [F240](#) [F241](#) [F242](#) [F243](#) [F244](#) [F245](#) [F246](#) [F247](#) [F248](#) [F249](#) [F250](#) [F251](#) [F252](#) [F253](#) [F254](#) [F255](#) [F256](#) [F257](#) [F258](#) [F259](#) [F260](#) [F261](#) [F262](#) [F263](#) [F264](#) [F265](#) [F266](#) [F267](#) [F268](#) [F269](#) [F270](#) [F271](#) [F272](#) [F273](#) [F274](#) [F275](#) [F276](#) [F277](#) [F278](#) [F279](#) [F280](#) [F281](#) [F282](#) [F283](#) [F284](#) [F285](#) [F286](#) [F287](#) [F288](#) [F289](#) [F290](#) [F291](#) [F292](#) [F293](#) [F294](#) [F295](#) [F296](#) [F297](#) [F298](#) [F299](#) [F300](#) [F301](#) [F302](#) [F303](#) [F304](#) [F305](#) [F306](#) [F307](#) [F308](#) [F309](#) [F310](#) [F311](#) [F312](#) [F313](#) [F314](#) [F315](#) [F316](#) [F317](#) [F318](#) [F319](#) [F320](#) [F321](#) [F322](#) [F323](#) [F324](#) [F325](#) [F326](#) [F327](#) [F328](#) [F329](#) [F330](#) [F331](#) [F332](#) [F333](#) [F334](#) [F335](#) [F336](#) [F337](#) [F338](#) [F339](#) [F340](#) [F341](#) [F342](#) [F343](#) [F344](#) [F345](#) [F346](#) [F347](#) [F348](#) [F349](#) [F350](#) [F351](#) [F352](#) [F353](#) [F354](#) [F355](#) [F356](#) [F357](#) [F358](#) [F359](#) [F360](#) [F361](#) [F362](#) [F363](#) [F364](#) [F365](#) [F366](#) [F367](#) [F368](#) [F369](#) [F370](#) [F371](#) [F372](#) [F373](#) [F374](#) [F375](#) [F376](#) [F377](#) [F378](#) [F379](#) [F380](#) [F381](#) [F382](#) [F383](#) [F384](#) [F385](#) [F386](#)

► 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 (Head Up)

Functions: F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 F15 F16 F17 F18 F19 F20 F21 F22 F23 F24 F25 F26 F27 F28 F29 F30 F31 F32 F33 F34 F35 F36 F37 F38 F39 F40 F41 F42 F43 F44 F45 F46 F47 F48 F49 F50 F51 F52 F53 F54 F55 F56 F57 F58 F59 F60 F61 F62 F63 F64 F65 F66 F67 F68 F69 F70 F71 F72 F73 F74 F75 F76 F77 F78 F79 F80 F81 F82 F83 F84 F85 F86 F87 F88 F89 F90 F91 F92 F93 F94 F95 F96 F97 F98 F99 F100

Mode (F) ☐ Turnsmart

Display/Account: 7883 Co: \$

Batch Number: 0169143

Bank Account:

Remark:

Currency Code: \$

Exchange Rate:

Amount Applied	Discount Taken	Account Number	Invoice Number	Pay Itm	Do Ty	Net Due Date	Gross Amount
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
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

► **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.

☐ [03103] - Receipts Entry (Receipts Up)

Functions: ☐ Tools ☐ Help

☐ ☐ ☐ ☐ ☐

Mode (F) ☐ Eurosmart

Display Acct: 7603 Co: 00100

Receipt/Item Number: Batch Number: 6864143

Receipt/Item Amount: Bank Account:

Receipt/Item Date: Remark:

Deposit Date (G/L): Currency Code: GBP

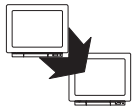
Skip to Due Date: Exchange Rate:

Remaining on Receipt:

T	Amount Applied	Discount Taken	Account Number	Invoice Number	Pay Itm	Do Ty	Net Due Date	Gross Amount
1	49,490.75	509.25	7003	09465 081	RI	07/15/98	50,000.00	
	Remark			Offset	Co	08100	Inv Date 06/15/98	
	G/L Acct			Subledger			Stm	
	Reas	80					Curr GBP Dec Co 08100	
	4,950.00	50.00	7003	2048 081	RI	07/22/98	5,000.00	
	Remark			Offset	Co	08100	Inv Date 06/22/98	
	G/L Acct			Subledger			Stm	
	Reas	80					Curr GBP Dec Co 08100	
	Remark			Offset	Co		Inv Date	
	G/L Acct			Subledger			Stm	
	Reas	80					Curr Dec Co	

F4=Detail F15=Account Inq F16=Ledger Inq F18=Parent Inq F13=Statement Inq

Entering Basic Receipts



From Accounts Receivable (G03), choose Manual Receipts Processing

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

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
Recpt/Item Number	The number of the document, such as a receipt, an adjustment, or a credit that you apply against an original document, such as an invoice. For example: Original (DOC)–Matching Rec/Item (DOCM) A/R Original Invoice – Invoice Receipt – Invoice – Receipt Credit Memo/Adjustment – Invoice – Credit Memo 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.

Field	Explanation
Recpt/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.
Receipt Type of 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



From Accounts Receivable (G03), choose Manual Receipts Processing

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

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.

D	P	Document	Number	Item	Date	Net Due/Recpt Date	Gross Amount	Open Amount	Receipt/Item	P/P CS
RI		1999	001		05/15/98	06/14/98	1765.00	1765.00		DR
RI		2018	001		05/26/98	06/27/98	500.00	500.00		DR
RI		2027	001		06/20/98	07/20/98	4500.00	4500.00		DR
RI		2030	001		06/21/98	07/21/98	957.25	957.25		DR
RI		2041	001		07/06/98	07/20/98	5795.00	5795.00		DR
RI		2043	001		07/06/98	08/07/98				DP
RE		2043	001		07/06/98		5750.00			DP
RI		2044	001		06/30/98	07/30/98	59.36	59.36		DR
RI		2045	001		06/23/98	07/23/98	45.00	45.00		DR
RI		2046	001		06/01/98	07/01/98	550.00	550.00		DR
RI		2055	001		06/03/98	07/03/98	1000.00	1000.00		DR
RI		2155	001		06/25/98	07/25/98	5875.00	5875.00		DR

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

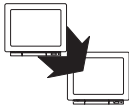
- Customer Number
- Parent Number
- Invoice Number From/Thru
- Receipt/Item Number
- Statement Number
- Date From/Thru

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

See Also

- *Locating Customer Ledger Information (P032002)*

Reviewing Gain and Loss Information



From Accounts Receivable (G03), choose Manual Receipts Processing

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

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: 3,400 (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.

[G032002] - Customer Ledger Inquiry

Functions: Options Tools Help

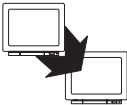
Customer Number: 7003 Couriers Express Date From: Thu Seq: 1 Paid: 2 Co: * Cur: 201

Parent Number: Invoice Number: Recpt/Item Number: Statement Number: Skip To Page:

D	P	Document	Item	Date	Net Due/	Gross Amount	Open Amount	Recpt/	P	P
		Number			Rept. Dat			Item		
	RI	1999	001	05/15/98	06/14/98	1765.00	1765.00		D	R
	RI	2018	001	05/20/98	06/27/98	500.00	500.00		D	R
	RI	2027	001	06/20/98	07/20/98	4500.00	4500.00		D	R
	RI	2030	001	06/21/98	07/21/98	957.25	957.25		D	R
	RI	2041	001	07/00/98	07/20/98	5795.00	5795.00		D	R
	RI	2043	001	07/00/98	08/07/98				D	P
	RE	2043	001	07/00/98		5750.00			D	P
	RI	2044	001	06/30/98	07/30/98	59.36	59.36		D	R
	RI	2045	001	06/23/98	07/23/98	45.00	45.00		D	R
	RI	2046	001	06/01/98	07/01/98	550.00	550.00		D	R
	RI	2055	001	06/03/98	07/03/98	1000.00	1000.00		D	R
	RI	2155	001	06/25/98	07/25/98	5075.00	5075.00		D	R

Opt: 1=Inv 2=JE 5=Dtl F2=Format F3=NS F16=Age 8=Sts F21=Prt F24=More

Entering Receipts with Discounts



From Accounts Receivable (G03), choose Manual Receipts Processing

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

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 (Ready Up)

Functions: [F1] [F2] [F3] [F4] [F5] [F6] [F7] [F8] [F9] [F10] [F11] [F12] [F13] [F14] [F15] [F16] [F17] [F18] [F19] [F20] [F21] [F22] [F23] [F24] [F25] [F26] [F27] [F28] [F29] [F30] [F31] [F32] [F33] [F34] [F35] [F36] [F37] [F38] [F39] [F40] [F41] [F42] [F43] [F44] [F45] [F46] [F47] [F48] [F49] [F50] [F51] [F52] [F53] [F54] [F55] [F56] [F57] [F58] [F59] [F60] [F61] [F62] [F63] [F64] [F65] [F66] [F67] [F68] [F69] [F70] [F71] [F72] [F73] [F74] [F75] [F76] [F77] [F78] [F79] [F80] [F81] [F82] [F83] [F84] [F85] [F86] [F87] [F88] [F89] [F90] [F91] [F92] [F93] [F94] [F95] [F96] [F97] [F98] [F99] [F100]

Mode (F) ☐ Couriers Express ☐ USD Prev Recpt

Display Acct: 3333 Co: 00100

Recpt/Item Number: 4102 Batch Number: 6869148

Recpt/Item Amount: 5,816.25 Bank Account:

Recpt/Item Date: 07/24/98 Remark:

Deposit Date (G/L): 07/31/98 Currency Code: USD

Skip to Due Date: Exchange Rate:

Remaining on Recpt:

T	Amount Applied	Discount Taken	Account Number	Invoice Number	Pay Itm	To Date	Net Due Date	Gross Amount
	1,765.00		3333	1998081	RI	06/14/98		1,765.00
	500.00		3333	2018081	RI	06/27/98		500.00
	550.00		3333	2046081	RI	07/01/98		550.00
	1,000.00		3333	2055081	RI	07/03/98		1,000.00
	500.00		3333	2380081	RI	07/15/98		500.00
	4,455.00	45.00	3333	2027081	RI	07/20/98		4,500.00
	5,137.05	57.95	3333	2041081	RI	07/20/98		5,195.00
	957.25		3333	2038081	RI	07/21/98		957.25
	45.00		3333	2045081	RI	07/23/98		45.00
	5,500.00		3333	6226081	RR	07/23/98		5,500.00
	5,816.25	50.75	3333	2155081	RI	07/25/98		5,875.00
	59.36		3333	2044081	RI	07/30/98		59.36

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

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.

[03202] - Customer Ledger Inquiry

Functions: [F1] [F2] [F3] [F4] [F5] [F6] [F7] [F8] [F9] [F10] [F11] [F12] [F13] [F14] [F15] [F16] [F17] [F18] [F19] [F20] [F21] [F22] [F23] [F24] [F25] [F26] [F27] [F28] [F29] [F30] [F31] [F32] [F33] [F34] [F35] [F36] [F37] [F38] [F39] [F40] [F41] [F42] [F43] [F44] [F45] [F46] [F47] [F48] [F49] [F50] [F51] [F52] [F53] [F54] [F55] [F56] [F57] [F58] [F59] [F60] [F61] [F62] [F63] [F64] [F65] [F66] [F67] [F68] [F69] [F70] [F71] [F72] [F73] [F74] [F75] [F76] [F77] [F78] [F79] [F80] [F81] [F82] [F83] [F84] [F85] [F86] [F87] [F88] [F89] [F90] [F91] [F92] [F93] [F94] [F95] [F96] [F97] [F98] [F99] [F100]

Customer Number: 3333 Couriers Express Date From:

Parent Number: Thru:

Invoice Number: 2155 Thru:

Recpt/Item Number: Seq: 6

Statement Number: Paid: 2

Skip To Page: Co: *

Cur: USD

D	Document	Net Due/	Gross Amount	Open Amount	Recpt/	P	
P	Ty	Number	Itm	Date	Recpt Date	Item	C
	RI	2155	001	06/25/98	07/25/98	5875.00	
	RC	2155	001	06/25/98	07/24/98	5816.25	
			USD	Total		5875.00	.00

Opt 1=Inv 2=JE 5=Dt F2=Formats F3=NS F16=Age 5 Sts F21=Prt F24=More

► 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
6. Access Customer Ledger Inquiry to view the results.

What You Should Know About**Viewing discount
information**

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

Entering Receipts without Discounts



From Accounts Receivable (G03), choose Manual Receipts Processing

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

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.

[G0312] - Receipts Entry (Head Up)

Functions: [F1] [F2] [F3] [F4] [F5] [F6] [F7] [F8] [F9] [F10] [F11] [F12] [F13] [F14] [F15] [F16] [F17] [F18] [F19] [F20] [F21] [F22] [F23] [F24] [F25] [F26] [F27] [F28] [F29] [F30] [F31] [F32] [F33] [F34] [F35] [F36] [F37] [F38] [F39] [F40] [F41] [F42] [F43] [F44] [F45] [F46] [F47] [F48] [F49] [F50] [F51] [F52] [F53] [F54] [F55] [F56] [F57] [F58] [F59] [F60] [F61] [F62] [F63] [F64] [F65] [F66] [F67] [F68] [F69] [F70] [F71] [F72] [F73] [F74] [F75] [F76] [F77] [F78] [F79] [F80] [F81] [F82] [F83] [F84] [F85] [F86] [F87] [F88] [F89] [F90] [F91] [F92] [F93] [F94] [F95] [F96] [F97] [F98] [F99] [F100] [F101] [F102] [F103] [F104] [F105] [F106] [F107] [F108] [F109] [F110] [F111] [F112] [F113] [F114] [F115] [F116] [F117] [F118] [F119] [F120] [F121] [F122] [F123] [F124] [F125] [F126] [F127] [F128] [F129] [F130] [F131] [F132] [F133] [F134] [F135] [F136] [F137] [F138] [F139] [F140] [F141] [F142] [F143] [F144] [F145] [F146] [F147] [F148] [F149] [F150] [F151] [F152] [F153] [F154] [F155] [F156] [F157] [F158] [F159] [F160] [F161] [F162] [F163] [F164] [F165] [F166] [F167] [F168] [F169] [F170] [F171] [F172] [F173] [F174] [F175] [F176] [F177] [F178] [F179] [F180] [F181] [F182] [F183] [F184] [F185] [F186] [F187] [F188] [F189] [F190] [F191] [F192] [F193] [F194] [F195] [F196] [F197] [F198] [F199] [F200] [F201] [F202] [F203] [F204] [F205] [F206] [F207] [F208] [F209] [F210] [F211] [F212] [F213] [F214] [F215] [F216] [F217] [F218] [F219] [F220] [F221] [F222] [F223] [F224] [F225] [F226] [F227] [F228] [F229] [F230] [F231] [F232] [F233] [F234] [F235] [F236] [F237] [F238] [F239] [F240] [F241] [F242] [F243] [F244] [F245] [F246] [F247] [F248] [F249] [F250] [F251] [F252] [F253] [F254] [F255] [F256] [F257] [F258] [F259] [F260] [F261] [F262] [F263] [F264] [F265] [F266] [F267] [F268] [F269] [F270] [F271] [F272] [F273] [F274] [F275] [F276] [F277] [F278] [F279] [F280] [F281] [F282] [F283] [F284] [F285] [F286] [F287] [F288] [F289] [F290] [F291] [F292] [F293] [F294] [F295] [F296] [F297] [F298] [F299] [F300] [F301] [F302] [F303] [F304] [F305] [F306] [F307] [F308] [F309] [F310] [F311] [F312] [F313] [F314] [F315] [F316] [F317] [F318] [F319] [F320] [F321] [F322] [F323] [F324] [F325] [F326] [F327] [F328] [F329] [F330] [F331] [F332] [F333] [F334] [F335] [F336] [F337] [F338] [F339] [F340] [F341] [F342] [F343] [F344] [F345] [F346] [F347] [F348] [F349] [F350] [F351] [F352] [F353] [F354] [F355] [F356] [F357] [F358] [F359] [F360] [F361] [F362] [F363] [F364] [F365] [F366] [F367] [F368] [F369] [F370] [F371] [F372] [F373] [F374] [F375] [F376] [F377] [F378] [F379] [F380] [F381] [F382] [F383] [F384] [F385] [F386] [F387] [F388] [F389] [F390] [F391] [F392] [F393] [F394] [F395] [F396] [F397] [F398] [F399] [F400] [F401] [F402] [F403] [F404] [F405] [F406] [F407] [F408] [F409] [F410] [F411] [F412] [F413] [F414] [F415] [F416] [F417] [F418] [F419] [F420] [F421] [F422] [F423] [F424] [F425] [F426] [F427] [F428] [F429] [F430] [F431] [F432] [F433] [F434] [F435] [F436] [F437] [F438] [F439] [F440] [F441] [F442] [F443] [F444] [F445] [F446] [F447] [F448] [F449] [F450] [F451] [F452] [F453] [F454] [F455] [F456] [F457] [F458] [F459] [F460] [F461] [F462] [F463] [F464] [F465] [F466] [F467] [F468] [F469] [F470] [F471] [F472] [F473] [F474] [F475] [F476] [F477] [F478] [F479] [F480] [F481] [F482] [F483] [F484] [F485] [F486] [F487] [F488] [F489] [F490] [F491] [F492] [F493] [F494] [F495] [F496] [F497] [F498] [F499] [F500] [F501] [F502] [F503] [F504] [F505] [F506] [F507] [F508] [F509] [F510] [F511] [F512] [F513] [F514] [F515] [F516] [F517] [F518] [F519] [F520] [F521] [F522] [F523] [F524] [F525] [F526] [F527] [F528] [F529] [F530] [F531] [F532] [F533] [F534] [F535] [F536] [F537] [F538] [F539] [F540] [F541] [F542] [F543] [F544] [F545] [F546] [F547] [F548] [F549] [F550] [F551] [F552] [F553] [F554] [F555] [F556] [F557] [F558] [F559] [F560] [F561] [F562] [F563] [F564] [F565] [F566] [F567] [F568] [F569] [F570] [F571] [F572] [F573] [F574] [F575] [F576] [F577] [F578] [F579] [F580] [F581] [F582] [F583] [F584] [F585] [F586] [F587] [F588] [F589] [F590] [F591] [F592] [F593] [F594] [F595] [F596] [F597] [F598] [F599] [F600] [F601] [F602] [F603] [F604] [F605] [F606] [F607] [F608] [F609] [F610] [F611] [F612] [F613] [F614] [F615] [F616] [F617] [F618] [F619] [F620] [F621] [F622] [F623] [F624] [F625] [F626] [F627] [F628] [F629] [F630] [F631] [F632] [F633] [F634] [F635] [F636] [F637] [F638] [F639] [F640] [F641] [F642] [F643] [F644] [F645] [F646] [F647] [F648] [F649] [F650] [F651] [F652] [F653] [F654] [F655] [F656] [F657] [F658] [F659] [F660] [F661] [F662] [F663] [F664] [F665] [F666] [F667] [F668] [F669] [F670] [F671] [F672] [F673] [F674] [F675] [F676] [F677] [F678] [F679] [F680] [F681] [F682] [F683] [F684] [F685] [F686] [F687] [F688] [F689] [F690] [F691] [F692] [F693] [F694] [F695] [F696] [F697] [F698] [F699] [F700] [F701] [F702] [F703] [F704] [F705] [F706] [F707] [F708] [F709] [F710] [F711] [F712] [F713] [F714] [F715] [F716] [F717] [F718] [F719] [F720] [F721] [F722] [F723] [F724] [F725] [F726] [F727] [F728] [F729] [F730] [F731] [F732] [F733] [F734] [F735] [F736] [F737] [F738] [F739] [F740] [F741] [F742] [F743] [F744] [F745] [F746] [F747] [F748] [F749] [F750] [F751] [F752] [F753] [F754] [F755] [F756] [F757] [F758] [F759] [F760] [F761] [F762] [F763] [F764] [F765] [F766] [F767] [F768] [F769] [F770] [F771] [F772] [F773] [F774] [F775] [F776] [F777] [F778] [F779] [F780] [F781] [F782] [F783] [F784] [F785] [F786] [F787] [F788] [F789] [F790] [F791] [F792] [F793] [F794] [F795] [F796] [F797] [F798] [F799] [F800] [F801] [F802] [F803] [F804] [F805] [F806] [F807] [F808] [F809] [F810] [F811] [F812] [F813] [F814] [F815] [F816] [F817] [F818] [F819] [F820] [F821] [F822] [F823] [F824] [F825] [F826] [F827] [F828] [F829] [F830] [F831] [F832] [F833] [F834] [F835] [F836] [F837] [F838] [F839] [F840] [F841] [F842] [F843] [F844] [F845] [F846] [F847] [F848] [F849] [F850] [F851] [F852] [F853] [F854] [F855] [F856] [F857] [F858] [F859] [F860] [F861] [F862] [F863] [F864] [F865] [F866] [F867] [F868] [F869] [F870] [F871] [F872] [F873] [F874] [F875] [F876] [F877] [F878] [F879] [F880] [F881] [F882] [F883] [F884] [F885] [F886] [F887] [F888] [F889] [F890] [F891] [F892] [F893] [F894] [F895] [F896] [F897] [F898] [F899] [F900] [F901] [F902] [F903] [F904] [F905] [F906] [F907] [F908] [F909] [F910] [F911] [F912] [F913] [F914] [F915] [F916] [F917] [F918] [F919] [F920] [F921] [F922] [F923] [F924] [F925] [F926] [F927] [F928] [F929] [F930] [F931] [F932] [F933] [F934] [F935] [F936] [F937] [F938] [F939] [F940] [F941] [F942] [F943] [F944] [F945] [F946] [F947] [F948] [F949] [F950] [F951] [F952] [F953] [F954] [F955] [F956] [F957] [F958] [F959] [F960] [F961] [F962] [F963] [F964] [F965] [F966] [F967] [F968] [F969] [F970] [F971] [F972] [F973] [F974] [F975] [F976] [F977] [F978] [F979] [F980] [F981] [F982] [F983] [F984] [F985] [F986] [F987] [F988] [F989] [F990] [F991] [F992] [F993] [F994] [F995] [F996] [F997] [F998] [F999] [F1000] [F1001] [F1002] [F1003] [F1004] [F1005] [F1006] [F1007] [F1008] [F1009] [F1010] [F1011] [F1012] [F1013] [F1014] [F1015] [F1016] [F1017] [F1018] [F1019] [F1020] [F1021] [F1022] [F1023] [F1024] [F1025] [F1026] [F1027] [F1028] [F1029] [F1030] [F1031] [F1032] [F1033] [F1034] [F1035] [F1036] [F1037] [F1038] [F1039] [F1040] [F1041] [F1042] [F1043] [F1044] [F1045] [F1046] [F1047] [F1048] [F1049] [F1050] [F1051] [F1052] [F1053] [F1054] [F1055] [F1056] [F1057] [F1058] [F1059] [F1060] [F1061] [F1062] [F1063] [F1064] [F1065] [F1066] [F1067] [F1068] [F1069] [F1070] [F1071] [F1072] [F1073] [F1074] [F1075] [F1076] [F1077] [F1078] [F1079] [F1080] [F1081] [F1082] [F1083] [F1084] [F1085] [F1086] [F1087] [F1088] [F1089] [F1090] [F1091] [F1092] [F1093] [F1094] [F1095] [F1096] [F1097] [F1098] [F1099] [F1100] [F1101] [F1102] [F1103] [F1104] [F1105] [F1106] [F1107] [F1108] [F1109] [F1110] [F1111] [F1112] [F1113] [F1114] [F1115] [F1116] [F1117] [F1118] [F1119] [F1120] [F1121] [F1122] [F1123] [F1124] [F1125] [F1126] [F1127] [F1128] [F1129] [F1130] [F1131] [F1132] [F1133] [F1134] [F1135] [F1136] [F1137] [F1138] [F1139] [F1140] [F1141] [F1142] [F1143] [F1144] [F1145] [F1146] [F1147] [F1148] [F1149] [F1150] [F1151] [F1152] [F1153] [F1154] [F1155] [F1156] [F1157] [F1158] [F1159] [F1160] [F1161] [F1162] [F1163] [F1164] [F1165] [F1166] [F1167] [F1168] [F1169] [F1170] [F1171] [F1172] [F1173] [F1174] [F1175] [F1176] [F1177] [F1178] [F1179] [F1180] [F1181] [F1182] [F1183] [F1184] [F1185] [F1186] [F1187] [F1188] [F1189] [F1190] [F1191] [F1192] [F1193] [F1194] [F1195] [F1196] [F1197] [F1198] [F1199] [F1200] [F1201] [F1202] [F1203] [F1204] [F1205] [F1206] [F1207] [F1208] [F1209] [F1210] [F1211] [F1212] [F1213] [F1214] [F1215] [F1216] [F1217] [F1218] [F1219] [F1220] [F1221] [F1222] [F1223] [F1224] [F1225] [F1226] [F1227] [F1228] [F1229] [F1230] [F1231] [F1232] [F1233] [F1234] [F1235] [F1236] [F1237] [F1238] [F1239] [F1240] [F1241] [F1242] [F1243] [F1244] [F1245] [F1246] [F1247] [F1248] [F1249] [F1250] [F1251] [F1252] [F1253] [F1254] [F1255] [F1256] [F1257] [F1258] [F1259] [F1260] [F1261] [F1262] [F1263] [F1264] [F1265] [F1266] [F1267] [F1268] [F1269] [F1270] [F1271] [F1272] [F1273] [F1274] [F1275] [F1276] [F1277] [F1278] [F1279] [F1280] [F1281] [F1282] [F1283] [F1284] [F1285] [F1286] [F1287] [F1288] [F1289] [F1290] [F1291] [F1292] [F1293] [F1294] [F1295] [F1296] [F1297] [F1298] [F1299] [F1300] [F1301] [F1302] [F1303] [F1304] [F1305] [F1306] [F1307] [F1308] [F1309] [F1310] [F1311] [F1312] [F1313] [F1314] [F1315] [F1316] [F1317] [F1318] [F1319] [F1320] [F1321] [F1322] [F1323] [F1324] [F1325] [F1326] [F1327] [F1328] [F1329] [F1330] [F1331] [F1332] [F1333] [F1334] [F1335] [F1336] [F1337] [F1338] [F1339] [F1340] [F1341] [F1342] [F1343] [F1344] [F1345] [F1346] [F1347] [F1348] [F1349] [F1350] [F1351] [F1352] [F1353] [F1354] [F1355] [F1356] [F1357] [F1358] [F1359] [F1360] [F1361] [F1362] [F1363] [F1364] [F1365] [F1366] [F1367] [F1368] [F1369] [F1370] [F1371] [F1372] [F1373] [F1374] [F1375] [F1376] [F1377] [F1378] [F1379] [F1380] [F1381] [F1382] [F1383] [F1384] [F1385] [F1386] [F1387] [F1388] [F1389] [F1390] [F1391] [F1392] [F1393] [F1394] [F1395] [F1396] [F1397] [F1398] [F1399] [F1400] [F1401] [F1402] [F1403] [F1404] [F1405] [F1406] [F1407] [F1408] [F1409] [F1410] [F1411] [F1412] [F1413] [F1414] [F1415] [F1416] [F1417] [F1418] [F1419] [F1420] [F1421] [F1422] [F1423] [F1424] [F1425] [F1426] [F1427] [F1428] [F1429] [F1430] [F1431] [F1432] [F1433] [F1434] [F1435] [F1436] [F1437] [F1438] [F1439] [F1440] [F1441] [F1442] [F1443] [F1444] [F1445] [F1446] [F1447] [F1448] [F1449] [F1450] [F1451] [F1452] [F1453] [F1454] [F1455] [F1456] [F1457] [F1458] [F1459] [F1460] [F1461] [F1462] [F1463] [F1464] [F1465] [F1466] [F1467] [F1468] [F1469] [F1470] [F1471] [F1472] [F1473] [F1474] [F1475] [F1476] [F1477] [F1478] [F1479] [F1480] [F1481] [F1482] [F1483] [F1484] [F1485] [F1486] [F1487] [F1488] [F1489] [F1490] [F1491] [F1492] [F1493] [F1494] [F1495] [F1496] [F1497] [F1498] [F1499] [F1500] [F1501] [F1502] [F1503] [F1504] [F1505] [F1506] [F1507] [F1508] [F1509] [F1510] [F1511] [F1512] [F1513] [F1514] [F1515] [F1516] [F1517] [F1518] [F1519] [F1520] [F1521] [F1522] [F1523] [F1524] [F1525] [F1526] [F1527] [F1528] [F1529] [F1530] [F1531] [F1532] [F1533] [F1534] [F1535] [F1536] [F1537] [F1538] [F1539] [F1540] [F1541] [F1542] [F1543] [F1544] [F1545] [F1546] [F1547] [F1548] [F1549] [F1550] [F1551] [F1552] [F1553] [F1554] [F1555] [F1556] [F1557] [F1558] [F1559] [F1560] [F1561] [F1562] [F1563] [F1564] [F1565] [F1566] [F1567] [F1568] [F1569] [F1570] [F1571] [F1572] [F1573] [F1574] [F1575] [F1576] [F1577] [F1578] [F1579] [F1580] [F1581] [F1582] [F1583] [F1584] [F1585] [F1586] [F1587] [F1588] [F1589] [F1590] [F1591] [F1592] [F1593] [F1594] [F1595] [F1596] [F1597] [F1598] [F1599] [F1600] [F1601] [F1602] [F1603] [F1604] [F1605] [F1606] [F1607] [F1608] [F1609] [F1610] [F1611] [F1612] [F1613] [F1614] [F1615] [F1616] [F1617] [F1618] [F1619] [F1620] [F1621] [F1622] [F1623] [F1624] [F1625] [F1626] [F1627] [F1628] [F1629] [F1630] [F1631] [F1632] [F1633] [F1634] [F1635] [F1636] [F1637] [F1638] [F1639] [F1640] [F1641] [F1642] [F1643] [F1644] [F1645] [F1646] [F1647] [F1648] [F1649] [F1650] [F1651] [F1652] [F1653] [F1654] [F1655] [F1656] [F1657] [F1658] [F1659] [F1660] [F1661] [F1662] [F1663] [F1664] [F1665] [F1666] [F1667] [F1668] [F1669] [F1670] [F1671] [F1672] [F1673] [F1674] [F1675] [F1676] [F1677] [F1678] [F1679] [F1680] [F1681] [F1682] [F1683] [F1684] [F1685] [F1686] [F1687] [F1688] [F1689] [F1690] [F1691] [F1692] [F1693] [F1694] [F1695] [F1696] [F1697] [F1698] [F1699] [F1700] [F1701] [F1702] [F1703] [F1704] [F1705] [F1706] [F1707] [F1708] [F1709] [F1710] [F1711] [F1712] [F1713] [F1714] [F1715] [F1716] [F1717] [F1718] [F1719] [F1720] [F1721] [F1722] [F1723] [F1724] [F1725] [F1726] [F1727] [F1728] [F1729] [F1730] [F1731] [F1732] [F1733] [F1734] [F1735] [F1736] [F1737] [F1738] [F1739] [F1740] [F1741] [F1742] [F1743] [F1744] [F1745] [F1746] [F1747] [F1748] [F1749] [F1750] [F1751] [F1752] [F1753] [F1754] [F1755] [F1756] [F1757] [F1758] [F1759] [F1760] [F1761] [F1762] [F1763] [F1764] [F1765] [F1766] [F1767] [F1768] [F1769] [F1770] [F1771] [F1772] [F1773] [F1774] [F1775] [F1776] [F1777] [F1778] [F1779] [F1780] [F1781] [F1782] [F1783] [F1784] [F1785] [F1786] [F1787] [F1788] [F1789] [F1790] [F1791] [F1792] [F1793] [F1794] [F1795] [F1796] [F1797] [F1798] [F1799] [F1800] [F1801] [F1802] [F1803] [F1804] [F1805] [F1806] [F1807] [F1808] [F1809] [F1810] [F1811] [F1812] [F1813] [F1814] [F1815] [F1816] [F1817] [F1818] [F1819] [F1820] [F1821] [F1822] [F1823] [F1824] [F1825] [F1826] [F1827] [F1828] [F1829] [F1830] [F1831] [F1832] [F1833] [F1834] [F1835] [F1836] [F1837] [F1838] [F1839] [F1840] [F1841] [F1842]

The screenshot shows a software window titled "[002002] - Customer Ledger Inquiry". It has a menu bar with "Functions", "Options", "Tools", and "Help". Below the menu is a toolbar with a checkmark and an 'X' icon. The main area contains several input fields for customer and invoice information, and a table of transactions.

Input fields include:

- Customer Number: 8888 Couriers Express
- Parent Number: 2027
- Invoice Number: 2027
- Receipt/Item Number: (empty)
- Statement Number: (empty)
- Skip To Page: (empty)
- Date From: (empty)
- Thru: (empty)
- Seq: 1
- Print: (empty)
- Co: *
- Cur: USD

The table below shows transaction details:

P	Ty	Document	Item	Date	Net Due/	Gross Amount	Open Amount	Receipt/	P	S
		Number			Receipt Date			Item		
RI		2027	001	06/20/98	07/20/98	4500.00	50.00		R	
RC		2027	001	06/20/98	07/25/98	4500.00		4187	P	
			USD		Total	4500.00	50.00			

At the bottom, there is a status bar with the text: "Opt 1=Inv 2=JE 5=Dtl F2=Format F3=NS F16=Age 8=Sts F21=Print F24=More".

► **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



From Accounts Receivable (G03), choose Manual Receipts Processing

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

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.

[G0312] - Receipts Entry (Head Up)

Functions: [F1] [F2] [F3] [F4] [F5] [F6] [F7] [F8] [F9] [F10] [F11] [F12] [F13] [F14] [F15] [F16] [F17] [F18] [F19] [F20] [F21] [F22] [F23] [F24] [F25] [F26] [F27] [F28] [F29] [F30] [F31] [F32] [F33] [F34] [F35] [F36] [F37] [F38] [F39] [F40] [F41] [F42] [F43] [F44] [F45] [F46] [F47] [F48] [F49] [F50] [F51] [F52] [F53] [F54] [F55] [F56] [F57] [F58] [F59] [F60] [F61] [F62] [F63] [F64] [F65] [F66] [F67] [F68] [F69] [F70] [F71] [F72] [F73] [F74] [F75] [F76] [F77] [F78] [F79] [F80] [F81] [F82] [F83] [F84] [F85] [F86] [F87] [F88] [F89] [F90] [F91] [F92] [F93] [F94] [F95] [F96] [F97] [F98] [F99] [F100] [F101] [F102] [F103] [F104] [F105] [F106] [F107] [F108] [F109] [F110] [F111] [F112] [F113] [F114] [F115] [F116] [F117] [F118] [F119] [F120] [F121] [F122] [F123] [F124] [F125] [F126] [F127] [F128] [F129] [F130] [F131] [F132] [F133] [F134] [F135] [F136] [F137] [F138] [F139] [F140] [F141] [F142] [F143] [F144] [F145] [F146] [F147] [F148] [F149] [F150] [F151] [F152] [F153] [F154] [F155] [F156] [F157] [F158] [F159] [F160] [F161] [F162] [F163] [F164] [F165] [F166] [F167] [F168] [F169] [F170] [F171] [F172] [F173] [F174] [F175] [F176] [F177] [F178] [F179] [F180] [F181] [F182] [F183] [F184] [F185] [F186] [F187] [F188] [F189] [F190] [F191] [F192] [F193] [F194] [F195] [F196] [F197] [F198] [F199] [F200] [F201] [F202] [F203] [F204] [F205] [F206] [F207] [F208] [F209] [F210] [F211] [F212] [F213] [F214] [F215] [F216] [F217] [F218] [F219] [F220] [F221] [F222] [F223] [F224] [F225] [F226] [F227] [F228] [F229] [F230] [F231] [F232] [F233] [F234] [F235] [F236] [F237] [F238] [F239] [F240] [F241] [F242] [F243] [F244] [F245] [F246] [F247] [F248] [F249] [F250] [F251] [F252] [F253] [F254] [F255] [F256] [F257] [F258] [F259] [F260] [F261] [F262] [F263] [F264] [F265] [F266] [F267] [F268] [F269] [F270] [F271] [F272] [F273] [F274] [F275] [F276] [F277] [F278] [F279] [F280] [F281] [F282] [F283] [F284] [F285] [F286] [F287] [F288] [F289] [F290] [F291] [F292] [F293] [F294] [F295] [F296] [F297] [F298] [F299] [F300] [F301] [F302] [F303] [F304] [F305] [F306] [F307] [F308] [F309] [F310] [F311] [F312] [F313] [F314] [F315] [F316] [F317] [F318] [F319] [F320] [F321] [F322] [F323] [F324] [F325] [F326] [F327] [F328] [F329] [F330] [F331] [F332] [F333] [F334] [F335] [F336] [F337] [F338] [F339] [F340] [F341] [F342] [F343] [F344] [F345] [F346] [F347] [F348] [F349] [F350] [F351] [F352] [F353] [F354] [F355] [F356] [F357] [F358] [F359] [F360] [F361] [F362] [F363] [F364] [F365] [F366] [F367] [F368] [F369] [F370] [F371] [F372] [F373] [F374] [F375] [F376] [F377] [F378] [F379] [F380] [F381] [F382] [F383] [F384] [F385] [F386] [F387] [F388] [F389] [F390] [F391] [F392] [F393] [F394] [F395] [F396] [F397] [F398] [F399] [F400] [F401] [F402] [F403] [F404] [F405] [F406] [F407] [F408] [F409] [F410] [F411] [F412] [F413] [F414] [F415] [F416] [F417] [F418] [F419] [F420] [F421] [F422] [F423] [F424] [F425] [F426] [F427] [F428] [F429] [F430] [F431] [F432] [F433] [F434] [F435] [F436] [F437] [F438] [F439] [F440] [F441] [F442] [F443] [F444] [F445] [F446] [F447] [F448] [F449] [F450] [F451] [F452] [F453] [F454] [F455] [F456] [F457] [F458] [F459] [F460] [F461] [F462] [F463] [F464] [F465] [F466] [F467] [F468] [F469] [F470] [F471] [F472] [F473] [F474] [F475] [F476] [F477] [F478] [F479] [F480] [F481] [F482] [F483] [F484] [F485] [F486] [F487] [F488] [F489] [F490] [F491] [F492] [F493] [F494] [F495] [F496] [F497] [F498] [F499] [F500] [F501] [F502] [F503] [F504] [F505] [F506] [F507] [F508] [F509] [F510] [F511] [F512] [F513] [F514] [F515] [F516] [F517] [F518] [F519] [F520] [F521] [F522] [F523] [F524] [F525] [F526] [F527] [F528] [F529] [F530] [F531] [F532] [F533] [F534] [F535] [F536] [F537] [F538] [F539] [F540] [F541] [F542] [F543] [F544] [F545] [F546] [F547] [F548] [F549] [F550] [F551] [F552] [F553] [F554] [F555] [F556] [F557] [F558] [F559] [F560] [F561] [F562] [F563] [F564] [F565] [F566] [F567] [F568] [F569] [F570] [F571] [F572] [F573] [F574] [F575] [F576] [F577] [F578] [F579] [F580] [F581] [F582] [F583] [F584] [F585] [F586] [F587] [F588] [F589] [F590] [F591] [F592] [F593] [F594] [F595] [F596] [F597] [F598] [F599] [F600] [F601] [F602] [F603] [F604] [F605] [F606] [F607] [F608] [F609] [F610] [F611] [F612] [F613] [F614] [F615] [F616] [F617] [F618] [F619] [F620] [F621] [F622] [F623] [F624] [F625] [F626] [F627] [F628] [F629] [F630] [F631] [F632] [F633] [F634] [F635] [F636] [F637] [F638] [F639] [F640] [F641] [F642] [F643] [F644] [F645] [F646] [F647] [F648] [F649] [F650] [F651] [F652] [F653] [F654] [F655] [F656] [F657] [F658] [F659] [F660] [F661] [F662] [F663] [F664] [F665] [F666] [F667] [F668] [F669] [F670] [F671] [F672] [F673] [F674] [F675] [F676] [F677] [F678] [F679] [F680] [F681] [F682] [F683] [F684] [F685] [F686] [F687] [F688] [F689] [F690] [F691] [F692] [F693] [F694] [F695] [F696] [F697] [F698] [F699] [F700] [F701] [F702] [F703] [F704] [F705] [F706] [F707] [F708] [F709] [F710] [F711] [F712] [F713] [F714] [F715] [F716] [F717] [F718] [F719] [F720] [F721] [F722] [F723] [F724] [F725] [F726] [F727] [F728] [F729] [F730] [F731] [F732] [F733] [F734] [F735] [F736] [F737] [F738] [F739] [F740] [F741] [F742] [F743] [F744] [F745] [F746] [F747] [F748] [F749] [F750] [F751] [F752] [F753] [F754] [F755] [F756] [F757] [F758] [F759] [F760] [F761] [F762] [F763] [F764] [F765] [F766] [F767] [F768] [F769] [F770] [F771] [F772] [F773] [F774] [F775] [F776] [F777] [F778] [F779] [F780] [F781] [F782] [F783] [F784] [F785] [F786] [F787] [F788] [F789] [F790] [F791] [F792] [F793] [F794] [F795] [F796] [F797] [F798] [F799] [F800] [F801] [F802] [F803] [F804] [F805] [F806] [F807] [F808] [F809] [F810] [F811] [F812] [F813] [F814] [F815] [F816] [F817] [F818] [F819] [F820] [F821] [F822] [F823] [F824] [F825] [F826] [F827] [F828] [F829] [F830] [F831] [F832] [F833] [F834] [F835] [F836] [F837] [F838] [F839] [F840] [F841] [F842] [F843] [F844] [F845] [F846] [F847] [F848] [F849] [F850] [F851] [F852] [F853] [F854] [F855] [F856] [F857] [F858] [F859] [F860] [F861] [F862] [F863] [F864] [F865] [F866] [F867] [F868] [F869] [F870] [F871] [F872] [F873] [F874] [F875] [F876] [F877] [F878] [F879] [F880] [F881] [F882] [F883] [F884] [F885] [F886] [F887] [F888] [F889] [F890] [F891] [F892] [F893] [F894] [F895] [F896] [F897] [F898] [F899] [F900] [F901] [F902] [F903] [F904] [F905] [F906] [F907] [F908] [F909] [F910] [F911] [F912] [F913] [F914] [F915] [F916] [F917] [F918] [F919] [F920] [F921] [F922] [F923] [F924] [F925] [F926] [F927] [F928] [F929] [F930] [F931] [F932] [F933] [F934] [F935] [F936] [F937] [F938] [F939] [F940] [F941] [F942] [F943] [F944] [F945] [F946] [F947] [F948] [F949] [F950] [F951] [F952] [F953] [F954] [F955] [F956] [F957] [F958] [F959] [F960] [F961] [F962] [F963] [F964] [F965] [F966] [F967] [F968] [F969] [F970] [F971] [F972] [F973] [F974] [F975] [F976] [F977] [F978] [F979] [F980] [F981] [F982] [F983] [F984] [F985] [F986] [F987] [F988] [F989] [F990] [F991] [F992] [F993] [F994] [F995] [F996] [F997] [F998] [F999] [F1000] [F1001] [F1002] [F1003] [F1004] [F1005] [F1006] [F1007] [F1008] [F1009] [F1010] [F1011] [F1012] [F1013] [F1014] [F1015] [F1016] [F1017] [F1018] [F1019] [F1020] [F1021] [F1022] [F1023] [F1024] [F1025] [F1026] [F1027] [F1028] [F1029] [F1030] [F1031] [F1032] [F1033] [F1034] [F1035] [F1036] [F1037] [F1038] [F1039] [F1040] [F1041] [F1042] [F1043] [F1044] [F1045] [F1046] [F1047] [F1048] [F1049] [F1050] [F1051] [F1052] [F1053] [F1054] [F1055] [F1056] [F1057] [F1058] [F1059] [F1060] [F1061] [F1062] [F1063] [F1064] [F1065] [F1066] [F1067] [F1068] [F1069] [F1070] [F1071] [F1072] [F1073] [F1074] [F1075] [F1076] [F1077] [F1078] [F1079] [F1080] [F1081] [F1082] [F1083] [F1084] [F1085] [F1086] [F1087] [F1088] [F1089] [F1090] [F1091] [F1092] [F1093] [F1094] [F1095] [F1096] [F1097] [F1098] [F1099] [F1100] [F1101] [F1102] [F1103] [F1104] [F1105] [F1106] [F1107] [F1108] [F1109] [F1110] [F1111] [F1112] [F1113] [F1114] [F1115] [F1116] [F1117] [F1118] [F1119] [F1120] [F1121] [F1122] [F1123] [F1124] [F1125] [F1126] [F1127] [F1128] [F1129] [F1130] [F1131] [F1132] [F1133] [F1134] [F1135] [F1136] [F1137] [F1138] [F1139] [F1140] [F1141] [F1142] [F1143] [F1144] [F1145] [F1146] [F1147] [F1148] [F1149] [F1150] [F1151] [F1152] [F1153] [F1154] [F1155] [F1156] [F1157] [F1158] [F1159] [F1160] [F1161] [F1162] [F1163] [F1164] [F1165] [F1166] [F1167] [F1168] [F1169] [F1170] [F1171] [F1172] [F1173] [F1174] [F1175] [F1176] [F1177] [F1178] [F1179] [F1180] [F1181] [F1182] [F1183] [F1184] [F1185] [F1186] [F1187] [F1188] [F1189] [F1190] [F1191] [F1192] [F1193] [F1194] [F1195] [F1196] [F1197] [F1198] [F1199] [F1200] [F1201] [F1202] [F1203] [F1204] [F1205] [F1206] [F1207] [F1208] [F1209] [F1210] [F1211] [F1212] [F1213] [F1214] [F1215] [F1216] [F1217] [F1218] [F1219] [F1220] [F1221] [F1222] [F1223] [F1224] [F1225] [F1226] [F1227] [F1228] [F1229] [F1230] [F1231] [F1232] [F1233] [F1234] [F1235] [F1236] [F1237] [F1238] [F1239] [F1240] [F1241] [F1242] [F1243] [F1244] [F1245] [F1246] [F1247] [F1248] [F1249] [F1250] [F1251] [F1252] [F1253] [F1254] [F1255] [F1256] [F1257] [F1258] [F1259] [F1260] [F1261] [F1262] [F1263] [F1264] [F1265] [F1266] [F1267] [F1268] [F1269] [F1270] [F1271] [F1272] [F1273] [F1274] [F1275] [F1276] [F1277] [F1278] [F1279] [F1280] [F1281] [F1282] [F1283] [F1284] [F1285] [F1286] [F1287] [F1288] [F1289] [F1290] [F1291] [F1292] [F1293] [F1294] [F1295] [F1296] [F1297] [F1298] [F1299] [F1300] [F1301] [F1302] [F1303] [F1304] [F1305] [F1306] [F1307] [F1308] [F1309] [F1310] [F1311] [F1312] [F1313] [F1314] [F1315] [F1316] [F1317] [F1318] [F1319] [F1320] [F1321] [F1322] [F1323] [F1324] [F1325] [F1326] [F1327] [F1328] [F1329] [F1330] [F1331] [F1332] [F1333] [F1334] [F1335] [F1336] [F1337] [F1338] [F1339] [F1340] [F1341] [F1342] [F1343] [F1344] [F1345] [F1346] [F1347] [F1348] [F1349] [F1350] [F1351] [F1352] [F1353] [F1354] [F1355] [F1356] [F1357] [F1358] [F1359] [F1360] [F1361] [F1362] [F1363] [F1364] [F1365] [F1366] [F1367] [F1368] [F1369] [F1370] [F1371] [F1372] [F1373] [F1374] [F1375] [F1376] [F1377] [F1378] [F1379] [F1380] [F1381] [F1382] [F1383] [F1384] [F1385] [F1386] [F1387] [F1388] [F1389] [F1390] [F1391] [F1392] [F1393] [F1394] [F1395] [F1396] [F1397] [F1398] [F1399] [F1400] [F1401] [F1402] [F1403] [F1404] [F1405] [F1406] [F1407] [F1408] [F1409] [F1410] [F1411] [F1412] [F1413] [F1414] [F1415] [F1416] [F1417] [F1418] [F1419] [F1420] [F1421] [F1422] [F1423] [F1424] [F1425] [F1426] [F1427] [F1428] [F1429] [F1430] [F1431] [F1432] [F1433] [F1434] [F1435] [F1436] [F1437] [F1438] [F1439] [F1440] [F1441] [F1442] [F1443] [F1444] [F1445] [F1446] [F1447] [F1448] [F1449] [F1450] [F1451] [F1452] [F1453] [F1454] [F1455] [F1456] [F1457] [F1458] [F1459] [F1460] [F1461] [F1462] [F1463] [F1464] [F1465] [F1466] [F1467] [F1468] [F1469] [F1470] [F1471] [F1472] [F1473] [F1474] [F1475] [F1476] [F1477] [F1478] [F1479] [F1480] [F1481] [F1482] [F1483] [F1484] [F1485] [F1486] [F1487] [F1488] [F1489] [F1490] [F1491] [F1492] [F1493] [F1494] [F1495] [F1496] [F1497] [F1498] [F1499] [F1500] [F1501] [F1502] [F1503] [F1504] [F1505] [F1506] [F1507] [F1508] [F1509] [F1510] [F1511] [F1512] [F1513] [F1514] [F1515] [F1516] [F1517] [F1518] [F1519] [F1520] [F1521] [F1522] [F1523] [F1524] [F1525] [F1526] [F1527] [F1528] [F1529] [F1530] [F1531] [F1532] [F1533] [F1534] [F1535] [F1536] [F1537] [F1538] [F1539] [F1540] [F1541] [F1542] [F1543] [F1544] [F1545] [F1546] [F1547] [F1548] [F1549] [F1550] [F1551] [F1552] [F1553] [F1554] [F1555] [F1556] [F1557] [F1558] [F1559] [F1560] [F1561] [F1562] [F1563] [F1564] [F1565] [F1566] [F1567] [F1568] [F1569] [F1570] [F1571] [F1572] [F1573] [F1574] [F1575] [F1576] [F1577] [F1578] [F1579] [F1580] [F1581] [F1582] [F1583] [F1584] [F1585] [F1586] [F1587] [F1588] [F1589] [F1590] [F1591] [F1592] [F1593] [F1594] [F1595] [F1596] [F1597] [F1598] [F1599] [F1600] [F1601] [F1602] [F1603] [F1604] [F1605] [F1606] [F1607] [F1608] [F1609] [F1610] [F1611] [F1612] [F1613] [F1614] [F1615] [F1616] [F1617] [F1618] [F1619] [F1620] [F1621] [F1622] [F1623] [F1624] [F1625] [F1626] [F1627] [F1628] [F1629] [F1630] [F1631] [F1632] [F1633] [F1634] [F1635] [F1636] [F1637] [F1638] [F1639] [F1640] [F1641] [F1642] [F1643] [F1644] [F1645] [F1646] [F1647] [F1648] [F1649] [F1650] [F1651] [F1652] [F1653] [F1654] [F1655] [F1656] [F1657] [F1658] [F1659] [F1660] [F1661] [F1662] [F1663] [F1664] [F1665] [F1666] [F1667] [F1668] [F1669] [F1670] [F1671] [F1672] [F1673] [F1674] [F1675] [F1676] [F1677] [F1678] [F1679] [F1680] [F1681] [F1682] [F1683] [F1684] [F1685] [F1686] [F1687] [F1688] [F1689] [F1690] [F1691] [F1692] [F1693] [F1694] [F1695] [F1696] [F1697] [F1698] [F1699] [F1700] [F1701] [F1702] [F1703] [F1704] [F1705] [F1706] [F1707] [F1708] [F1709] [F1710] [F1711] [F1712] [F1713] [F1714] [F1715] [F1716] [F1717] [F1718] [F1719] [F1720] [F1721] [F1722] [F1723] [F1724] [F1725] [F1726] [F1727] [F1728] [F1729] [F1730] [F1731] [F1732] [F1733] [F1734] [F1735] [F1736] [F1737] [F1738] [F1739] [F1740] [F1741] [F1742] [F1743] [F1744] [F1745] [F1746] [F1747] [F1748] [F1749] [F1750] [F1751] [F1752] [F1753] [F1754] [F1755] [F1756] [F1757] [F1758] [F1759] [F1760] [F1761] [F1762] [F1763] [F1764] [F1765] [F1766] [F1767] [F1768] [F1769] [F1770] [F1771] [F1772] [F1773] [F1774] [F1775] [F1776] [F1777] [F1778] [F1779] [F1780] [F1781] [F1782] [F1783] [F1784] [F1785] [F1786] [F1787] [F1788] [F1789] [F1790] [F1791] [F1792] [F1793] [F1794] [F1795] [F1796] [F1797] [F1798] [F1799] [F1800] [F1801] [F1802] [F1803] [F1804] [F1805] [F1806] [F1807] [F1808] [F1809] [F1810] [F1811] [F1812] [F1813] [F1814] [F1815] [F1816] [F1817] [F1818] [F1819] [F1820] [F1821] [F1822] [F1823] [F18

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

The screenshot shows the 'Customer Ledger Inquiry' window for 'Courier Express'. The window includes fields for Customer Number (3333), Parent Number, Invoice Number, Receipt Number, Statement Number, Skip To Page, Date From, Thru, Seq, Paid, Co, and Cur (USD). Below these fields is a table of transactions.

P	Ty	Document	Net Due/	Gross Amount	Open Amount	Receipt/	P
		Number	Item	Date	Receipt Date	Item	C/S
	RI	00137	000	07/31/98	07/27/98		P
	RI	00137	000	07/31/98	07/31/98		D R
	RI	1990	001	05/15/98	06/14/98		D P
	RI	1990	001	05/15/98	07/27/98		P
	RI	2010	001	05/20/98	06/27/98		D P
	RI	2010	001	05/20/98	07/27/98		P
	RI	2027	001	06/20/98	07/20/98		P
	RI	2027	001	06/20/98	07/25/98		P
	RI	2027	001	06/20/98	07/27/98		P
	RI	2030	001	06/21/98	07/21/98		D R
	RI	2041	001	07/06/98	07/20/98		D R
	RI	2041	001	07/06/98	07/27/98		P

► 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



From Accounts Receivable (G03), choose Manual Receipts Processing

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

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.

Mode (F) 0 Couriers Express 880 Prev Recpt

Display Acct 3333 Co 00100

Batch Number 6864224

Bank Account

Remark

Currency Code USD

Exchange Rate

Receipt Number 4044

Receipt Amount 286,500.00

Receipt Date 06/30/98

Deposit Date (G/L) 06/30/98

Skip to Due Date

Remaining on Recpt

T	Amount Applied	Discount Taken	Receipt Number	Invoice Number	Pay It	To Date	Gross Amount
1	2,065		3333				

F4=Detail F15=Accounting F16=Ledger Inq F18=Parent Inq F19=Statement Inq

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.

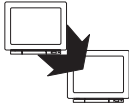
D	P	Document	Date	Net Due/ Receipt Date	Gross Amount	Open Amount	Receipt/ Item	P/P
	RI	1999 001	15.06.98	14.06.98	1765,00	1765,00		D R
	RI	2018 001	26.06.98	27.06.98	500,00	500,00		D R
		USD		Total	2265,00	2265,00		

► To enter balance forward receipts

On Receipts Entry

1. Display the open items for the customer or parent account (optional).
2. Complete the following fields:
 - Receipt/Item Number
 - Receipt/Item Amount
 - Receipt/Item Date
 - Deposit Date (G/L)
3. On a blank line, type B (balance forward) in the following field:
 - Type Input
4. Complete the following fields:
 - Amount Applied
 - Account Number
5. 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



From Accounts Receivable (G03), choose Manual Receipts Processing

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

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

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

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

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

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

Example: Unapplied Receipt

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

G03120 - Receipts Entry (Head Up)

Functions: Edit Help

Mode (F) ☐ Couriers Express USD Prev Recpt

Display Acct: 3333 Co: 00100

Batch Number: 0069224

Bank Account: 100.1110.0E.AB

Remark:

Currency Code: USD

Exchange Rate:

Receipt Number: 4192

Receipt Amount: 1,500.00

Receipt Date: 072698

Deposit Date (G/L): 073198

Ship to Due Date:

Remaining on Recpt:

Amount Applied	Discount Taken	Account Number	Invoice Number	Pay It	Do Net Due	Gross Amount
1,500		3333				

F4=Detail F15=Accounting F16=Ledger Inq F18=Posting F19=Statement Inq

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

The screenshot shows the 'Customer Ledger Inquiry' window. The title bar reads '[032002] - Customer Ledger Inquiry'. The menu bar includes 'Functions', 'Options', 'Tools', and 'Help'. Below the menu bar is a toolbar with a checkmark and an 'X' button. The main area contains input fields for 'Customer Number' (3333), 'Parent Number', 'Invoice Number', 'Receipt Number', 'Statement Number', and 'Skip To Page'. To the right, there are fields for 'Date From', 'Thru', 'Seq', 'Paid', 'Co', and 'Cur'. Below these fields is a table with columns: 'D', 'P', 'Ty', 'Number', 'Itm', 'Date', 'Net Due/ Rcpt Dat', 'Gross Rsunt', 'Open Rsunt', 'Rcpt/ Item', and 'P P C S'. The table contains two rows of data and a total row. The status bar at the bottom shows 'Opt 1=Inv 2=JE 5=Dtl F2=Formats F3=NS F16=Age&Sts F21=Prt F24=More'.

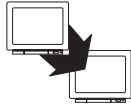
D	P	Ty	Number	Itm	Date	Net Due/ Rcpt Dat	Gross Rsunt	Open Rsunt	Rcpt/ Item	P P C S
	RT		1993	002	15.05.98	14.06.98	1765,00	1765,00		D R
	RT		2010	002	26.05.98	27.06.98	500,00	500,00		D R
					USD	Total	2265,00	2265,00		

► 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



From Accounts Receivable (G03), choose Manual Receipts Processing

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

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.

[03103] - Receipts Entry (Heads Up)

Functions | Tools | Help

Mode (F) | Couriers Express | USD | Prev Recpt

Display Acct | 3333 | Co | 00100

Batch Number | 6864224

Bank Account | 180.1118.8E.AR

Remark |

Currency Code | USD

Exchange Rate |

Recpt/Item Number | 4305

Recpt/Item Amount | 4,500.00

Receipt/Item Date | 073198

Deposit Date (G/L) | 073198

Slip to Due Date |

Remaining on Recpt |

T	Amount Applied	Discount Taken	Account Number	Invoice Number	Pag Itm	To Ty	Net Due Date	Gross Amount
I	1,765.00		3333	1998081	RI	14.06.98	1,765.00	
I	500.00		3333	2018081	RI	27.06.98	500.00	
I	550.00		3333	2046081	RI	01.07.98	550.00	
I	1,000.00		3333	2055081	RI	03.07.98	1,000.00	
I	500.00		3333	2380081	RI	15.07.98	500.00	
I	189.00	45.00	3333	2027081	RI	20.07.98	4,500.00	
I	5,737.05	57.95	3333	2041081	RI	20.07.98	5,795.00	
I	957.25		3333	2028081	RI	21.07.98	957.25	
T	45.00		3333	2045081	RI	23.07.98	45.00	
I	5,500.00		3333	6226081	RR	23.07.98	5,500.00	
I	5,816.25	50.75	3333	2155081	RI	25.07.98	5,875.00	
I	59.36		3333	2044081	RI	30.07.98	59.36	

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

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

[03202] - Customer Ledger Inquiry

Functions | Options | Tools | Help

Customer Number | 3333 | Couriers Express

Parent Number |

Invoice Number | Thru | 2018

Recpt/Item Number |

Statement Number |

Skip To Page |

Date From | 073198

Thru | 073198

Seq | 2

Paid | 2

Co | 00100

Cur | USD

Doc	Document	Net Due/	Gross Amount	Open Amount	Recpt/	P/P
P Ty	Number	Item	Date	Recpt Date	Item	C/S

Opt 1=Inv 2=JE 5=Dtl F2=Formals F3=NS F16=Age&Sts F21=Prt F24=More

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. To maintain a record of the original invoice number, complete the following field:
 - Remark
 9. Complete the following optional fields:
 - Original Document Number
 - Original Document Type
 - Pay Item
 - Document Company
 10. Do one of the following to create an audit trail to the original invoice:
 - In WorldSoftware, press Enter
 - In WorldVision, click Add
 11. 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



From Accounts Receivable (G03), choose Manual Receipts Processing

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

When you enter an invoice match receipt and a small balance remains open on the invoice, you can have the system 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.

031003 - Receipts Entry (Reads Up)

Functions Tools Help

Mode (F) Couriers Express USD Prev Recpt

Display/Acct 3333 Co 00100

Batch Number 6864224

Recpt/Item Number 4282

Recpt/Item Amount 4,000.00

Batch Number 6864224

Bank Account 100.1110.8E.RR

Receipt/Item Date 072898

Deposit Date (G/L) 073198

Remark

Currency Code USD

Skip to Due Date

Exchange Rate

Remaining on Recpt

T	Amount Applied	Discount Taken	Account Number	Invoice Number	Pay Itm	Do Date	Net Due	Gross Amount
W 40	57.95		3333	2040 001	RI	28.07.98	5,795.00	
Remark				Offset		Co 00100 Inv Date 06.07.98		
G/L Acct				Subledger		3tm		
Reas RM 80		Orig Doc				Curr USD Doc Co 00100		
57.25			3333	2038 001	RI	21.07.98	57.25	
Remark				Offset		Co 00100 Inv Date 21.06.98		
G/L Acct				Subledger		3tm		
Reas 80		Orig Doc				Curr USD Doc Co 00100		
45.00			3333	2045 001	RI	23.07.98	45.00	
Remark				Offset		Co 00100 Inv Date 23.06.98		
G/L Acct				Subledger		3tm		
Reas 80		Orig Doc				Curr USD Doc Co 00100		

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

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

Parent Number

Invoice Number Thru 2018

Recpt/Item Number

Statement Number

Skip To Page

Date From

Thru

Seq 6

Paid 2

Co 00100

Curr USD

D	P	T	Document	Net Due/	Gross Amount	Open Amount	Recpt/	P
			Number	Item	Receipt Date		Item	C/S
	RI		1998	001	15.05.98	1765.00		D R
	RI		2018	001	27.06.98	500.00		D R
			USD		Total	2265.00		

Opt 1=Inv 2=JE 5=Dtl F2=Format F3=NS F16=Age6Sts F21=Print F24=More

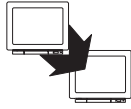
► To enter receipts with write-offs

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	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. Typical reason codes are: - 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)

Entering Receipt Adjustments



From Accounts Receivable (G03), choose Manual Receipts Processing

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

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 88124 on July 31, 1998.

Mode (F) ☐ Couriers Express ☐ USD Prev Recpt

Display Acct 3333 Co 00100

Batch Number 0869224

Bank Account 100.1118.8E.RR

Remark

Currency Code USD

Exchange Rate

Remaining on Recpt

Amount Applied	Discount Taken	Receipt Number	Invoice Number	Pay Item	Date	Net Due	Gross Amount
5,500.00		3333	0226 001 RI	21.07.98		5,500.00	
Remark Monthly Product Invoice			Offset	Co 00100 Inv Date 23.06.98			
G/L Acct			Subledger	\$tm			
Reas M BU	Orig Doc			Curr USD Doc Co 00100			
5,616.25	50.75	3333	2155 001 RI	25.07.98		5,675.00	
Remark			Offset	Co 00100 Inv Date 25.06.98			
G/L Acct			Subledger	\$tm			
Reas BU	Orig Doc			Curr USD Doc Co 00100			
59.36		3333	2044 001 RI	30.07.98		59.36	
Remark			Offset	Co 00100 Inv Date 30.06.98			
G/L Acct			Subledger	\$tm			
Reas BU	Orig Doc			Curr USD Doc Co 00100			

F4=Detail F15=Accounting F16=Ledger Inq F18=Posting F19=Statement Inq

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

The screenshot shows a window titled "[032002] - Customer Ledger Inquiry". It contains a form with the following fields:

- Customer Number: 3333
- Parent Number: (empty)
- Invoice Number: (empty)
- Receipt/Item Number: (empty)
- Statement Number: (empty)
- Skip To Page: (empty)
- Company Name: Couriers Express
- Date From: (empty)
- Thru: (empty)
- Seq: 5
- Paid: 2
- Co: 00100
- Curr: USD

Below the form is a table with the following data:

P	Ty	Number	Itm	Date	Net Due/ Rcpt Dat	Gross Rsunt	Open Rsunt	Rcpt/ Item	P	P
RT		1993	001	15.05.98	14.06.98	1765,00	1765,00		D	R
RT		2010	001	26.05.98	27.06.98	500,00	500,00		D	R
				USD	Total	2265,00	2265,00			

At the bottom of the window, there is a status bar with the text: "Opt 1=Inv 2=JE 5=Dt F2=Format F3=NS F16=Age 5Sts F21=Pr F24=More".

► 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



From Accounts Receivable (G03), choose Manual Receipts Processing

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

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

Display Acct | 3333 | Co | 00100

Recpt/Item Number | 50152 | Batch Number | 6864224

Recpt/Item Amount | 50,000.00 | Bank Account | 100.1110.8E.AB

Receipt/Item Date | 03/27/08 | Remark |

Deposit Date (G/L) | 03/31/08 | Currency Code | USD

Skip to Due Date | | Exchange Rate |

Remaining on Recpt |

T	Amount Applied	Discount Taken	Account Number	Invoice Number	Pay Itm	Set Due Date	Gross Amount
I	23,115.09						
Remark				Offset GC	Co	Inv Date	
G/L Acct				Subledger		Stm	
Reas				80	Brig Dsc	Curr	Dec Co
Q 500							
Remark Rebate from REC Supply				Offset	Co	Inv Date	
G/L Acct				Subledger		Stm	
Reas				80	Brig Dsc	Curr	Dec Co
Remark				Offset	Co	Inv Date	
G/L Acct				Subledger		Stm	
Reas				80	Brig Dsc	Curr	Dec Co

F4=Detail F15=Account Inq F16=Ledger Inq F18=Parenting F19=Statement Inq

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 | 3333 | Couriers Express

Parent Number | |

Invoice Number | | Thru | 3018

Recpt/Item Number | 50152

Statement Number | |

Skip To Page | |

Date From | | Thru | |

Seq | 6

Paid | 2

Co | 00100

Curr | USD

	Document	Stet Number	Gross Amount	Open Amount	Recpt/Item	PP
P	Ty	Number	Itm	Date		C/S

Opt 1=Inv 2=JE 5=Dt F2=Formats F3=NS F16=Age&Sts F21=Prt F24=More

► **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.) _____

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.

CURRENT DOMESTIC VALUE PROCESSING:

25. Enter a '1' to process receipts in the Current Domestic Value Method. _____
 Note: Drafts Processing must be off.

DRAFT PROCESSING:

26. 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.

27. 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. _____
28. Enter a '1' to allow entry of the alpha name. _____
29. Enter the default Payment Instrument for drafts WITH bank account numbers. (LCR or BOR) _____
30. Enter the default Payment Instrument for drafts WITHOUT bank account numbers. (LCC or BOC) _____
31. 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).

EXCHANGE RATE:

32. Enter a '1' to protect the Exchange
Rate field. If left blank, the
Exchange Rate will not be protected.

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

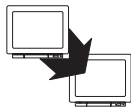
Approving and Posting Receipts

After you enter receipts, you must update your general ledger. Approving and posting receipts 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



From Accounts Receivable (G03), choose Manual Receipts Processing

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

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

[00201] - Receipts Journal Review

Functions Options Tools Help

Batch Number

Batch Date From

Thru

User ID (Enter "" for all)

Batch Status ☐ (Blank will display unposted, "" all)

Doc #	Batch Number	Type	Date	Input Total	Difference	Documents	Status	User
	6065413	R	04/30/95	48,930,820-		1-	Approv	CM982084T
	4124	R	11/04/93	480,800		1-	Pending	DEMO
	4327	R	11/19/93	196,217-		1-	Pending	DEMO
	76759	R	03/27/95	580,800-		1-	Approv	DEMO
	81688	R	04/17/95	3,500		1-	Approv	DEMO
	6065148	R	07/16/97	1,680,330-		3-	Approv	RM172654
	6138931	R	06/18/97			2-	Error	UCISUSER
	6138123	R	06/19/97			2-	Error	UCISUSER

Option: 1-Detailed Batch Review F24-More Keys

MW

See Also

- *Reviewing and Approving Invoices (P00201)*

Posting Receipts



From Accounts Receivable (G03), choose Manual Receipts Processing

From Manual Receipts Processing (G0312), choose Post Receipts to G/L

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 post program for receipts includes a processing option for batch selection that is 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
- ☐ Processing receipts using the Current Domestic Value method

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.

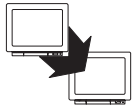
Single receipt to pay multiple accounts

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



From Accounts Receivable (G03), choose Manual Receipts Processing

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

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:

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

Do not press Enter.

2. Choose the Customer Ledger Inquiry function.

D	P	Ty	Number	Item	Date	Net Due/ Recpt Date	Gross Amount	Open Amount	Recpt/ Item	P/P
RI			2047	001	12.04.98	12.05.98	2175,00	2175,00		D R
RI			2052	001	14.05.98	13.06.98	1500,00	1500,00		D R
RI			2054	001	14.05.98	14.05.98	1610,00	1610,00		D R
RI			2050	001	17.05.98	16.06.98	2200,00	2200,00		D R
RI			2062	001	18.05.98	17.06.98	250,00	250,00		D R
RI			2065	001	01.06.98	01.07.98	5075,00	5075,00		D R
RI			2070	001	15.06.98	15.06.98	300,00	300,00		D R
					USD	Total	13918,00	13918,00		

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 press F10 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

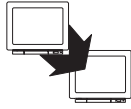
As you select items and enter receipts, you can monitor your progress and change the type of input code between selections. This might be useful when you select multiple invoices and want to recognize the discount on some invoices, but not on others.

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



From Accounts Receivable (G03), choose Manual Receipts Processing

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

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.

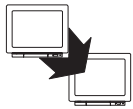
► To allocate a receipt automatically

On Receipts Entry

1. Complete the following fields:
 - Display Account
 - Company
 - 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



From Accounts Receivable (G03), choose Manual Receipts Processing

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

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 (Ready Up)

Functions: Tools Help

Mode (F) **D** Couriers Express **USD** Prev Recpt

Display/Acct **3333** Co **00100**

Batch Number **6864227**

Bank Account

Remark

Currency Code **USD**

Exchange Rate

Receipt/Item Number **9777**

Receipt/Item Amount

Receipt/Item Date **07/31/98**

Deposit Date (G/L) **07/31/98**

Skip to Due Date

Remaining on Recpt

T	Amount Applied	Discount Taken	Receipt Number	Invoice Number	Pay Itm	Do Ty	Net Due Date	Gross Amount
	1,765.00		3333	1990001	RI		14.06.98	1,765.00
	500.00		3333	2010001	RI		27.06.98	500.00
	550.00		3333	2040001	RI		01.07.98	550.00
	1,000.00		3333	2055001	RI		03.07.98	1,000.00
	500.00		3333	2300001	RI		15.07.98	500.00
	4,450.00	45.00	3333	2027001	RI		20.07.98	4,500.00
	5,737.25	57.95	3333	2041001	RI		20.07.98	5,795.00
	957.25		3333	2030001	RI		21.07.98	957.25
	45.00		3333	2045001	RI		23.07.98	45.00
	5,500.00		3333	6220001	RR		23.07.98	5,500.00
	5,015.25	50.75	3333	2155001	RI		25.07.98	5,075.00
	59.35		3333	2040001	RI		20.07.98	59.35

F4=Detail F15=Accounting F16=Ledger Inq F10=Parent Inq F13=Statement Inq

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

[03200] - Customer Ledger Inquiry

Functions: Options Tools Help

Customer Number **3333** Couriers Express

Parent Number

Invoice Number Thru

Receipt/Item Number

Statement Number

Skip To Page

Date From

Thru

Seq **6**

Paid **2**

Co **00100**

Cur **USD**

D	P	Ty	Number	Item	Date	Net Due/ Rcpt Dat	Gross Amount	Open Amount	Receipt/ Item	PP	CS
	RI		1990	001	15.05.98	14.06.98	1765.00	1765.00			DR
	RI		2010	001	20.05.98	27.06.98	500.00	500.00			DR
	RI		2027	001	20.06.98	20.07.98	4500.00	4500.00			DR
	RI		2030	001	21.06.98	21.07.98	957.25	957.25			DR
	RI		2041	001	00.07.98	20.07.98	5795.00	5795.00			DR
	RI		2043	001	00.07.98	07.08.98					DP
	RE		2043	001	00.07.98		5750.00				DP
	RI		2044	001	30.06.98	30.07.98	59.35	59.35			DR
	RI		2045	001	23.06.98	23.07.98	45.00	45.00			DR
	RI		2046	001	01.06.98	01.07.98	550.00	550.00			DR
	RI		2055	001	03.06.98	03.07.98	1000.00	1000.00			DR
	RI		2155	001	25.06.98	25.07.98	5075.00	5075.00			DR

Opt 1=Inv 2=JE 5=Dtl F2=Format F3=NS F16=Age6Sts F21=Fit F24=More

► **To spread a credit to a debit**

On Receipts Entry

1. To display the open items for the customer, complete the following fields:

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

Do not press Enter.

2. Choose the Display Account Ledger function.

3. Locate the RU or RM document types.
4. 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.

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



To spread an amount from one account to another

On Receipts Entry

1. To display the open items for the customer, complete the following fields:
 - Display Account
 - Company
 - Receipt/Item Number
 - Receipt/Item Amount
 - Receipt/Item Date
 - Deposit Date (G/L)

Do not press Enter.

2. Choose the Display Account Ledger function.
3. Locate the RU or RM document types.
4. Complete the following field using the number of the RU or RM document:
 - Receipt/Item Number

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. On a blank line, complete the following fields:
 - Type Input
 - Amount Applied

This must be a positive number.

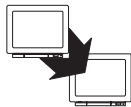
 - Account Number

This is the address book number of the new account.

 - Invoice Number

This is the invoice number from the new account.
8. Do one of the following:
 - In WorldSoftware, press Enter
 - In WorldVision, click Add
9. Access Customer Ledger Inquiry to view the results.

Transferring an Unapplied Receipt to a New Account



From Accounts Receivable (G03), choose Manual Receipts Processing

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

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. To display the open items for the customer, complete the following fields:

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

Do not press Enter.

2. Choose the Display Account Ledger function.
3. Locate the RU or RM document types.
4. Complete the following field using the number of the RU or RM document:
 - Receipt/Item Number
5. Complete the following fields:
 - Receipt/Item Date
 - Deposit Date (G/L)
6. Type I (invoice match) in the following field next to the appropriate document:
 - Type Input
7. On a blank line, complete the following fields:
 - Type Input

This is U for unapplied.

 - Amount Applied

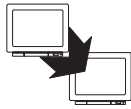
This must be a positive number.

 - Account Number

This is the address book number for the new account.
8. Access the detail area (optional).

9. Complete the following field:
 - Company
10. Do one of the following:
 - In WorldSoftware, press Enter
 - In WorldVision, click Add
11. Access Customer Ledger Inquiry to view the results.

Processing Receipts Using the Current Domestic Value Method



From Accounts Receivable (G03), choose Manual Receipts Processing

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

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

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

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

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

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

Example: Current Domestic Value Method

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

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

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

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

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

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

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

Before You Begin

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

What You Should Know About

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

See Also

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

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

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

- Receipt date
- Receipt amount
- Amount applied
- Remark

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

Reversing an unposted receipt

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

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

Deleting unposted receipts

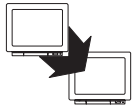
Use Receipts Entry to delete an unposted receipt. When you delete an unposted receipt, there is no audit trail.

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

Choosing the appropriate receipt

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

Voiding a Receipt



From Accounts Receivable (G03), choose Manual Receipts Processing

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

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

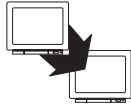
When you post the batch again, the system posts only the new entries and creates reversing entries in the general ledger.

► 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



From Accounts Receivable (G03), choose Manual Receipts Processing

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

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 create 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 create 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

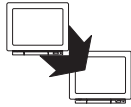
Printing Receipt Information

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



From Accounts Receivable (G03), choose Manual Receipts Processing

From Manual Receipts Processing (G0312), choose Receipts Journal Report

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
	Check		Remark	I Inv/Pay Item or G/L Acct	Receipts	Adjustments	Cod
	G/L				Discount	CD C	Foreign
							Amount
							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:

1. Select the account number to print: _____

- '1' = account number;
- '2' = short account ID;
- '3' = unstructured account;
- '4' = (default) number entered during input.

NOTE: This refers to the G/L Account number in the body of the report, not to the bank account in the header of the report.

HEADING ACCOUNT FORMAT:

2. Select the account number to print: _____

- '1' = account number;
- '2' = short account ID;
- '3' = unstructured account.

NOTE: This refers to the G/L Bank Account that appears in the heading, not the account that appears in the detail portion of the screen.

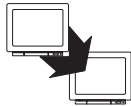
Data Sequence for Receipts Journal

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



From Accounts Receivable (G03), choose Manual Receipts Processing

From Manual Receipts Processing (G0312), choose 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.

Receivables and Payables Netting

Objectives

- To net receivables and payables

About Receivables and Payables Netting

When you do a large volume of business with another organization as both a customer and a supplier, you can net your receivable and payable transactions with that organization. When you net transactions, you calculate the net amount due from or due to another organization. This allows you and the other organization to mutually resolve your open transactions with a single payment.

The decision to net might involve negotiation between you and your customer or supplier about whether to exclude certain transactions. After you determine on which side the liability exists, you either net for receipts or net for payments. The following differences exist between these two situations:

- When you net for receipts, your customer owes you more than you owe your customer. Your customer remits a payment to you for the net amount. You use your customer's payment stub to match the receivable and payable transactions item by item.
- When you net for payments, you owe your supplier more than your supplier owes you. You select the specific transactions to net, then remit a payment for the net amount.

Receivables and payables netting consists of:

- ☐ Netting receivables and payables
- ☐ Printing netting reports

When you do a lesser volume of business with another organization as both a customer and a supplier, you can use the Credit Note Reimbursement program to reclassify a credit memo or unapplied cash in the Accounts Receivable system to an open voucher in the Accounts Payable system.

See Also

- *Working with Credit Note Reimbursements (P03610)*



Net Receivables and Payables

Netting Receivables and Payables

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

Netting for receipts consists of:

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

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

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

These original and matching documents provide an audit trail.

The netting programs create records in the following tables:

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

See Also

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

Example: Netting for Receipts

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

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

Step 1

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

Journal Entry				
	Accounts Payable		Accounts Receivable	
PV 001		1,000.00	1,500.00	RI 101

Step 2

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

Journal Entry				
	Accounts Payable		Accounts Receivable	
PV 001		1,000.00	1,500.00	RI 101
PV 001 NM 005	1,000.00			

Step 3

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

Journal Entry				
	Accounts Payable		Accounts Receivable	
PV 001		1,000.00	1,500.00	RI 101
PV 001 NM 005	1,000.00			
			1,000.00	NO 005

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

Journal Entry

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

Step 4

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

Journal Entry

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

Netting for Receipts at Receipts Entry



From Accounts Receivable (G03), choose Manual Receipts Processing

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

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

Before You Begin

- ☐ On Address Book – Additional Information, set the AR/AP Netting flag to Y (Yes) for each of the customers and suppliers that you plan to net. See *Entering Customers*.
- ☐ Set the processing options for Receipts Entry to select a version of the netting program. See *Processing Options for Receipts Entry*.
- ☐ Set up the AAI for the netting suspense account (NC). See *About AAIs for A/R*.

► To net for receipts at receipts entry

On Receipts Entry

T	Amount Applied	Discount Taken	Account Number	Invoice Number	Pay Its	To Set Due Date	Gross Amount

1. Complete the following fields:
 - Display Account
 - Company
 - Currency Code (optional)
 - Deposit Date (G/L)

2. Do one of the following:
 - To net transactions at the customer level, choose the Netting by Address Number function.
 - To net transactions at the customer's parent level, choose the Netting by Parent Number function.

3. On AP/AR Netting, choose the Select option for each transaction you want to net.
4. To perform what if calculations, choose the What-If function.
5. To net the transactions you selected, press Enter.

The system exits to Receipts Entry.

Field	Explanation
Display Acct	The address book number that identifies the customer associated with the transaction.
	 <i>Form-specific information</i>
	To call the netting program, the AR/AP Netting field (AT2) for this customer must be set to Y (Yes) on Address Book-Additional Information.

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

What You Should Know About

Applying discounts

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

See Entering Invoices with Discounts.

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

See *Working with Customer Ledger Information*.

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

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

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

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

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

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

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

See *Revising Receipts*.

See Also

- *Entering Basic Receipts (P03103)*

Processing Options for AP/AR Netting

NETTING PROCESS OPTIONS:

1. Enter a '1' to perform A/R Netting when called from a stand-alone menu. If left blank, A/P Netting will be called from a stand alone menu. _____
2. Enter a '1' for Inquiry mode only. _____

If left blank, the program will be called in update mode.

3. Enter a '1' to override the address book authority and allow Netting. _____
If left blank, the address book value will be used.

4. Enter a valid Pay Status code to override all A/P netted transaction records. This override is ignored when netting Manual Checks. _____

5. Enter a valid Payment Instrument code to override all netted transaction records. (A/P use only). _____

6. Enter a value to default into the Alternate Payee in A/P ledger for Payments: _____
" " = Vendor Number
"1" = Fifth Address from Address Book

AUTOMATIC POSTING :

7. Enter a '1' to enable the automatic posting of netted batches on exit of program. If left blank, the user will be responsible for the postings. _____

VOUCHER ENTRY MODE:

8. Enter '1' to allow changes in Voucher Entry. If left blank, Voucher Entry will be restricted to Inquiry mode. _____

INVOICE ENTRY MODE:

9. Enter '1' to allow changes in Invoice Entry. If left blank, Invoice Entry will be restricted to Inquiry mode. _____

PROTECT INPUT FIELDS:

10. Enter a '1' to protect the following fields from updates. _____
Pay Status _____
Payment Instrument _____
Due Date _____
G/L Bank Account _____
Header G/L Date _____
(Today's Date will default)

GENERAL LEDGER OFFSET:

11. Enter an override G/L offset for the Trade A/P account. If left blank, the G/L Class from the Vendor Master File will be used. _____

12. Enter an override G/L offset for the A/R account. If left blank, the G/L Class from the Customer Master File will be used. _____

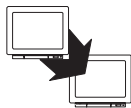
REMARK IN A/P & A/R LEDGER:

13. Enter remark for A/P & A/R ledger. _____
(RPRMK).

VALIDATION OF TRANSACTIONS:

14. Enter a '1' to limit A/P to Vouchers that have been Redistributed ONLY. _____
15. Enter a '1' to restrict A/P & A/R Netting to Posted transactions ONLY. _____
- DEFAULT POSTING VERSIONS FOR AUTO POST:
16. Enter a Version of the post program for the Receipts Entry Batch. If left blank ZJDE0005 will default. _____
17. Enter a Version of the post program for the Voucher Entry Batch. If left blank ZJDE0003 will default. _____
18. Enter a Version of the post program for the Manual Payments Batch. If left blank ZJDE0004 will default. _____
19. Enter a Version of the post program for the Invoice Entry Batch. If left blank ZJDE0002 will default. _____

Netting for Receipts in Stand-Alone Mode



From Accounts Receivable (G03), choose Manual Receipts Processing

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

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

Before You Begin

- ☐ On Address Book – Additional Information, set the AR/AP Netting flag to Y (Yes) for each of the customers and suppliers that you plan to net. See *Entering Customers*.
- ☐ Set up the AAI for the netting suspense account (NC). See *About AAIs for A/R*.

► To net for receipts in stand-alone mode

On A/R Stand-Alone Netting

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

Field	Explanation
Company	A code that identifies a specific organization, fund, entity, and so on. This code must already exist in the Company Constants table (F0010). It must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions. NOTE: You can use company 00000 for default values, such as dates and automatic accounting instructions (AAIs). You cannot use it for transaction entries.

Field	Explanation
Due Date	Date the net payment is due (accounts receivable). In accounts payable, this is the discount due date. 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.
Cust/Vendor	A number that identifies an entry in the Address Book system. Use this number to identify employees, applicants, participants, customers, suppliers, tenants, and any other Address Book members.
G/L Date	A date that identifies the financial period to which the transaction is to post. The company constants table for general accounting specifies the date range for each financial period. You can have up to 14 periods. Generally, period 14 is for audit adjustments.
Curr Code	A code that indicates the currency of a customer's or a supplier's transactions.

What You Should Know About

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

See *Working with Customer Ledger Information*.

Displaying a full A/R form Choose the Full A/R function to display A/R records only.

Toggling form format Choose the Toggle Formats function to toggle the format of the form.

Posting Netted Transactions for Receipts



From Accounts Receivable (G03), choose Manual Receipts Processing

From Manual Receipts Processing (G0312), choose A/R Netting Post

When the system creates netting matching (NM) and netting original (NO) documents, it places them in separate batches. A processing option for AP/AR Netting allows you to post these batches automatically. You can also post these batches manually.

Processing Options for A/R Netting Post

1. Enter a '1' if this post is for A/R Netting. If left blank, A/P Netting will be assumed.

A/P NETTING :

2. Enter the Receipts Entry Batch Number

3. Enter the Voucher Entry Batch Number

A/R NETTING :

4. Enter the Payments Batch Number

5. Enter the Invoice Batch Number

Default Posting Versions :

-
6. Enter a Version of the post program for the Receipts Entry Batch. If left blank ZJDE0005 will default.

7. Enter a Version of the post program for the Voucher Entry Batch. If left blank ZJDE0003 will default.

8. Enter a Version of the post program for the Manual Payments Batch. If left blank ZJDE0004 will default.

Default Posting Versions (cont)

-
9. Enter a Version of the post program for the Invoice Entry Batch. If left blank ZJDE0002 will default.

Print Netting Reports

Printing Netting Reports

When you do business with another organization as both a customer and a supplier, you can print netting reports that show whether your company owes or is owed money.

These reports do not make adjustments to the account ledgers. The reports only list unusual conditions, such as:

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

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

Printing netting reports consists of the following tasks:

- ☐ Printing the Receivables and Payables Netting report
- ☐ Creating the A/R and A/P Netting Workfile table
- ☐ Printing the Netting – Aging report

See Also

- *Netting Receivables and Payables (P03455)*

Printing the Receivables and Payables Netting Report



From Accounts Receivable (G03), choose Accounts Receivable Reports

From Accounts Receivable Reports (G0314), choose Receivables/Payables Netting

You print the Receivables and Payables Netting report when you want the system to calculate the potential offsets between open A/R balances and open A/P balances. This report is a version of the Open A/R Detail report.

This report lists information from the A/R Ledger and A/P Ledger (F0411) tables.

When you print this report, the system does the following:

1. Totals the open A/R and open A/P balances for each account.
2. Compares the two sums.
3. Calculates the potential offsets.

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 A/R offset of 20,000. If the opposite is true, the accounts has a potential A/P offset.

4. Calculates the net amount of the two offset fields and lists the grand total in the appropriate column.

Before You Begin

- ☐ Verify that the Address Number Join File table (F03450) exists in your library. Unlike other reports, the Receivables and Payables Netting report does not create the table if it does not exist.

03450

J.D. Edwards & Company
A/R to A/P Netting

Page - 2
Processed - 4/17/98

Address		Co	Balance		Potential Offsets	
Number	Name		Open	A/R	A/R	A/P
1001	Edwards, J.D. & Company	00001	15,470.10	675.00	14,795.10	
1001	Edwards, J.D. & Company	00100	62,335.64	74,907.29		12,571.65
1002	Edwards & Edwards	00001	880.00	2,200.00		1,320.00
3003	Central Specialty Store	00100	5,000.00			5,000.00
3005	Centralized Apparel	00100	6,000.00	12,250.00		6,250.00
3965	DeAnna's Deli	00150	3,725.00			3,725.00
4175	Abernathy & Hitch	00150	4,391.17	4,000.00	391.17	
5733	Newark Office Supply	00100	3,005.00	1,378.67	1,626.33	
6630	Eddie Bean Outlet Store	00151	10,000.00			10,000.00
6736	Tattered Books	00150	2,920.00			2,920.00
6795	Bonjour Baking Company	00100	10,577.07	3,645.00	6,932.07	
7001	JDE Europe	00070	778,529	405,693	372,836	
7002	JDE France	00070	6,096	5,500,412		5,494,316
7002	JDE France	00100	3,086.93	1,019.59	2,067.34	
7005	De Vydts S.A./N.V.	00070	750	101,650		102,400
7501	Colombian Coffee Company	00075	10,602,108	500,506	10,101,602	
			19,796,074	16,515,816	3,280,258	

Data Selection for Receivables and Payables Netting Report

Each data selection field should be equal to *ALL so that the report includes all data and gives a complete picture of potential netting.

Data Sequence for Receivables and Payables Netting Report

This report is sequenced by address number and company. You should not change this sequence.

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



From Accounts Receivable (G03), choose Accounts Receivable Reports

From Accounts Receivable Reports (G0314), choose Build Netting Report File

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

Before You Begin

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

Processing Options for Build Netting Report Workfile

A/R BUILD OPTION:

1. Enter the DREAM Writer version for the Netting Workfile build for Accounts Receivable (DREAM Writer form P034651). If left blank, a default of ZJDE0001 will be used.

A/P BUILD OPTION:

2. Enter the DREAM Writer version for the Netting Workfile build for Accounts Payable (DREAM Writer form P034652). If left blank, a default of ZJDE0001 will be used.

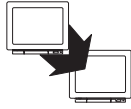
Data Selection for Build Netting Report Workfile

By default, the system includes only open invoices and vouchers in the A/R and A/P Netting Workfile table. You can use data selection to limit the size of the table. For example, you can select records based on a company and a fiscal period.

You can change the data selection as follows:

- For both A/R and A/P, by changing the data selection for Build Netting Report Workfile (P03465)
- For A/R, by changing the data selection for A/R Netting File Refresh (P034651)
- For A/P, by changing the data selection for A/P Netting File Refresh (P034652)

Printing the Netting – Aging Report



From Accounts Receivable (G03), choose Accounts Receivable Reports

From Accounts Receivable Reports (G0314), choose Netting – Aging Report

You print the Netting – Aging report when you want the system to age balances. This report lists transactions by customer and supplier aged by currency type.

By selecting different versions of this report, you can review detailed or summary information. You can also review multi-currency or domestic currency only versions of the report.

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

When you print this report, the system:

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

Before You Begin

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

Data Selection for the Netting – Aging Report

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

Data Sequence for the Netting – Aging Report

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

Automatic Receipts Processing

Objectives

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

About Automatic Receipts Processing

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

Automatic receipts processing consists of:

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

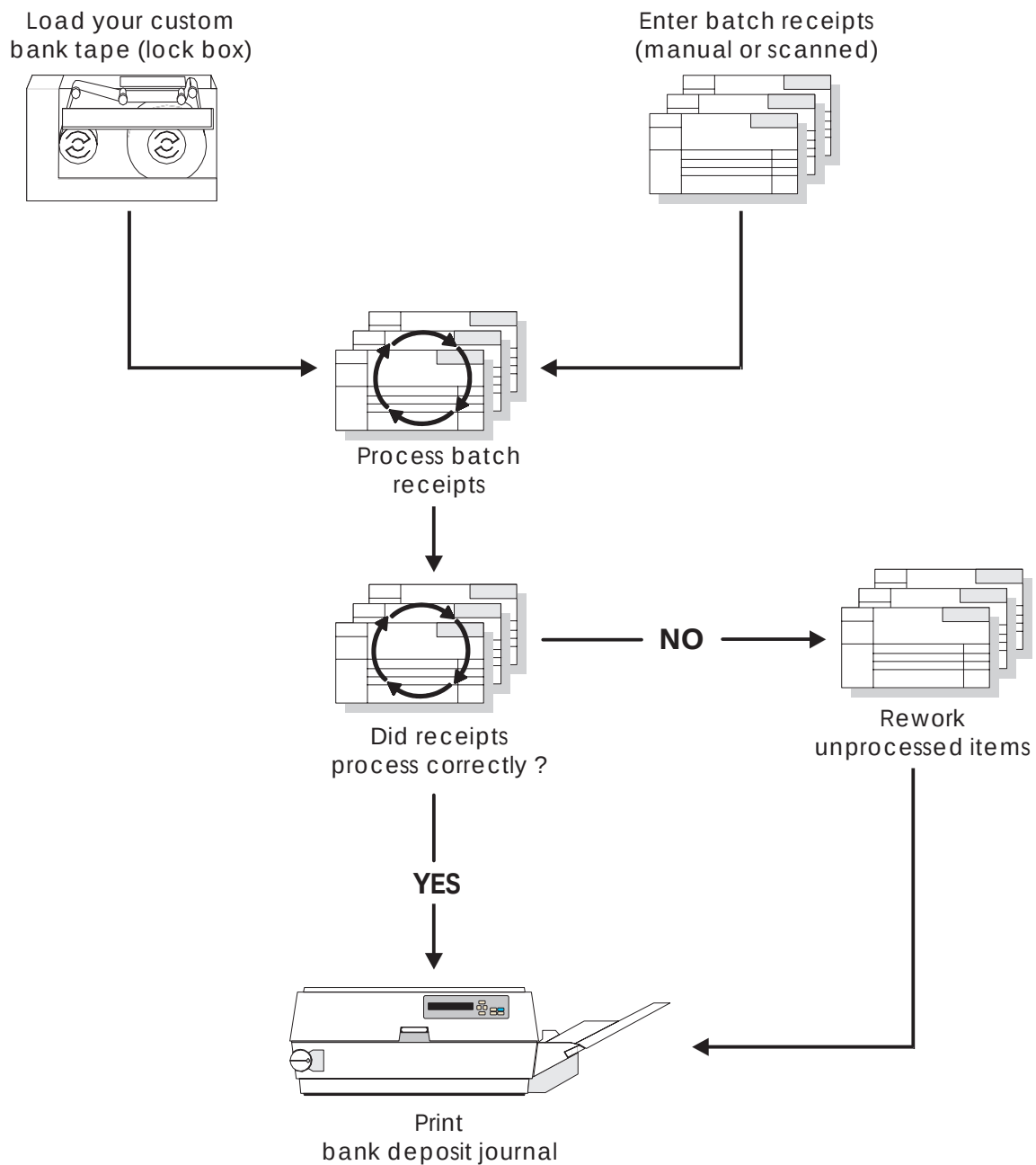
What Is the Purpose of Batch Receipts?

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

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



The following graphic illustrates automatic receipts processing.



Load Bank Tapes

Loading Bank Tapes



From Accounts Receivable (G03), choose Automatic Receipts Processing

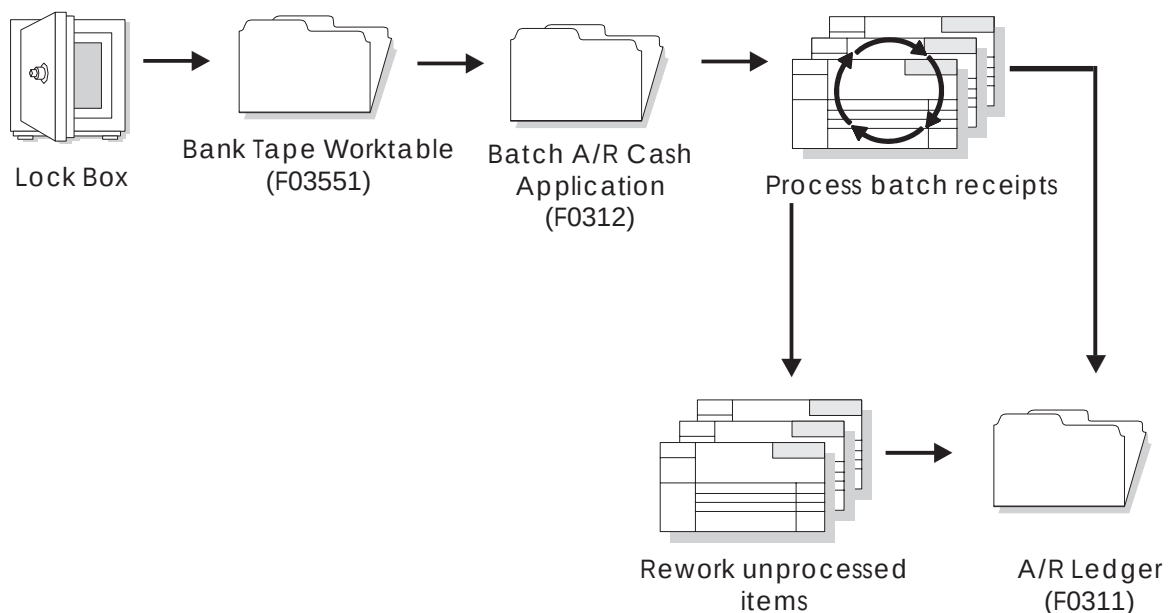
From Automatic Receipts Processing (G0313), choose <Load Bank Tape – Custom

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

When you load a bank tape, the system:

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

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



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

Before You Begin

- ☐ Set the appropriate processing options for the version you want to run. You must access the processing options from the menu before you choose the Load Bank Tape – Custom program. Once you choose this program from the menu, you cannot change the processing options.
- ☐ Ensure that the bank tape program is customized based on the information provided by your bank.
- ☐ Activate Auto Cash on accounts receivable constants.
- ☐ Ensure that the following information is set up in the customer master record for each customer eligible for bank tape processing:
 - A bank transit account number, as well as an account number
 - An auto receipt value
 - An auto cash algorithm

To load the bank tape

1. Choose the Load Bank Tape – Custom program from the menu.
2. Respond to the warning message.
3. Install the bank tape on a tape drive, if you have not already done so.
4. Respond to the prompts that the system displays.

What You Should Know About

Releasing the lock on the system

If you press exit at the *Load the tape* prompt, the system locks up. To release the lock, choose 4 in the Option field and press Enter.

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 for Load Your Custom Bank Tape

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.

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

When you work 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.

[00122] - Speed Receipts Entry

Functions Options Tools Help

Batch Number
Batch Date 07/23/97
Bear Creek National Bank
Company 00000 USD
Currency Code
Exchange Rate

G/L Bank Account 100.1110.0000
G/L Date 06/30/90
Amount Expected
Amount Remaining
Skip to Due Date

Document	Remitted Amount	Chargeback Reference	Receipt	Rec Date	Address
1998	1,765.00				3333
2018	500.00				3333
2048	550.00				3333
2055	1,800.00				3333
2388	500.00				3333
2827	4,500.00				3333
2841	5,795.00				3333
2838	957.25				3333
2845	45.00				3333
6226	5,500.00				3333
2155	5,875.00				3333
2844	59.36				3333

Page 1

Q1=Inv Match 2= Stmt Match F6=Commit F8=Setup/Entry F16=Select Documents

What You Should Know About

Using the Enter function versus the Commit function

When entering speed receipts, you use two primary functions:

- Enter
- Commit

When you choose the Enter function, the system:

- Copies the default header information into the detail of the receipt.
- Calculates the amount remaining on the receipt.
- Redisplays information for review. This lets you modify the information you set up without updating the Batch A/R Cash Application table.

When you choose the Commit function, the system updates the Batch A/R Cash Application table. If you need to make further changes, you must use the Batch Receipts Entry form.

Using the Setup function versus the Entry function

Choose the Setup/Entry function to toggle between the setup and entry modes. You can toggle between either input mode at any time 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

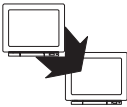
You can re-enter an existing batch at any time to enter additional receipts. To do this, specify the batch number on a blank Speed Receipts Entry form. The system displays:

- 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



From Accounts Receivable (G03), choose Automatic Receipts Processing

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

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.

The screenshot shows the 'Speed Receipts Entry' window with the following fields and values:

Header Information	
G/L Bank Account	100.1110.BEAR
G/L Date	66/30/98
Amount Expected	\$,250.00
Amount Remaining	\$,250.00
Skip to Due Date	
Batch Number	6069248
Batch Date	07/23/97
Bear Creek National Bank	
Company	00100 000
Currency Code	USD
Exchange Rate	

Document	Remitted Amount	Chargeback Reference	Receipt	Rec Date	Address

Page 1

Q1=Inv Match 2= Stmt Match F6=Commit F8=Setup/Entry F16=Select Documents

► 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



From Accounts Receivable (G03), choose Automatic Receipts Processing

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

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.

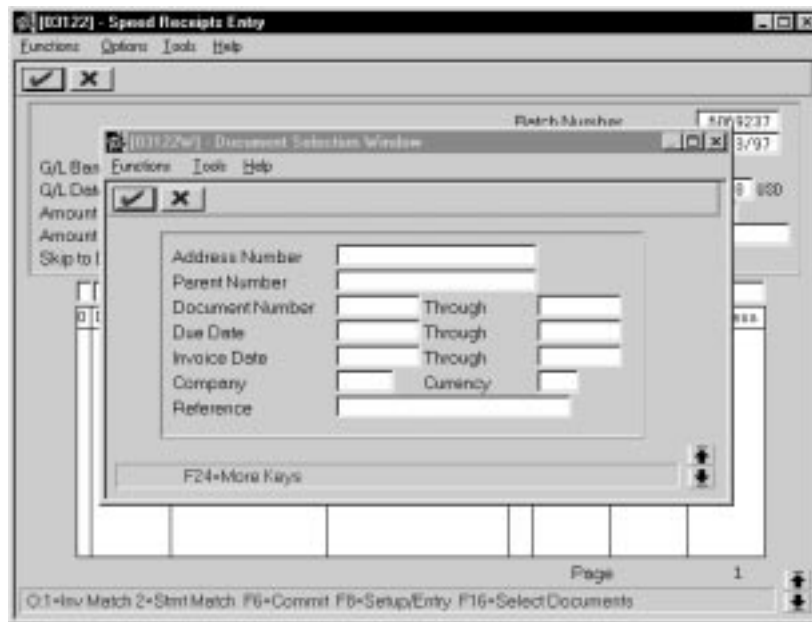
Before You Begin

- ☐ 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

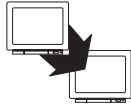
You can then select additional open items to be loaded on Speed Receipts Entry following the marked items. You can use this function as many times as necessary prior to committing the transactions to the Batch A/R Cash Application table.

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



From Accounts Receivable (G03), choose Automatic Receipts Processing

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

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).

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



From Accounts Receivable (G03), choose Automatic Receipts Processing

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

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.

Document	Remitted Amount	Chargeback Reference	Receipt	Rcp. Date	Address
1	1,765.00				3333
2018	500.00				3333
2046	550.00				3333
2055	1,800.00				3333
2300	500.00				3333
2027	4,500.00				3333
2041	5,795.00				3333
2030	957.25				3333
2045	45.00				3333
6226	5,500.00				3333
2155	5,875.00				3333
2044	59.36				3333

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



From Accounts Receivable (G03), choose Automatic Receipts Processing

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

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:

Header Information		Batch Information	
G/L Bank Account	1.1110.8E/8	Batch Number	8069248
G/L Date	06/30/96	Batch Date	07/23/97
Amount Expected	5,250.00	Bank	Bear Creek National Bank
Amount Remaining	5,250.00	Company	08100 USD
Skip to Due Date		Currency Code	USD
		Exchange Rate	

Document	Remitted Amount	Chargeback Reference	Receipt	Rcp Date	Address
0	1,800				3333

Page 1

Q1=Inv Match 2=Stnt Match F6=Commit F6=Setup/Entry F16=Select Documents

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



From Accounts Receivable (G03), choose Automatic Receipts Processing

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

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.

The screenshot shows the 'Speed Receipts Entry' window with the following fields and values:

G/L Bank Account		Batch Number	
100.1110.01/00		8069248	
G/L Date		Batch Date	
06/30/96		07/23/97	
Amount Expected		Bear Creek National Bank	
5,250.00		Company	08100 USD
Amount Remaining		Currency Code	
		USD	
Skip to Due Date		Exchange Rate	

Document	Remitted Amount	Chargeback Reference	Receipt	Rec Date	Address
0		525			3333
0					

Page 1

Ctrl=Inv Match 2=Stnt Match F6=Commit F8=Setup Entry F16=Select Documents

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. The header section contains the following fields:

Q/L Bank Account	100.1110.0000	Batch Number	6069240
Q/L Date	06/30/98	Batch Date	07/23/97
Amount Expected	980.00	Bank	Bear Creek National Bank
Amount Remaining		Company	00100 USD
Skip to Due Date		Currency Code	USD
		Exchange Rate	

Below the header is a table with the following columns: Document, Restituted Amount, Chargeback Reference, Receipt, Rcp Date, Address. The table has one data row with the following values:

Document	Restituted Amount	Chargeback Reference	Receipt	Rcp Date	Address
1		3576			

At the bottom of the window, there is a status bar with the text: 'Page 1' and 'Q1=Inv Match 2=Stnt Match F6=Commit F8=Setup Entry F16>Select Documents'.

Before You Begin

- ☐ The following tasks assume that you have specified the receipt number and receipt date as column overrides when setting up header information.

► To enter a receipt with a chargeback

On Speed Receipts Entry

1. Set up the necessary header information.
2. Select the necessary open items for application (optional).
3. Toggle to entry mode.
4. On a blank line, specify 1 or 2 in the following field:
 - Option
5. To indicate this is a chargeback, complete the following fields:
 - Chargeback Reference
 - Reason Code (optional)

6. To override default information, complete the following fields:
 - Document Number
 - Remitted Amount
7. To update the detail lines, press Enter.
8. Choose the Commit function to update the Batch A/R Cash Application table.

Field	Explanation
Chargeback Reference	An alphanumeric value used as a cross-reference or secondary reference number. Typically, this is the customer number, supplier number, or job number. <i>Form-specific information</i> The customer reference might be, for example, a stock number or cross-reference number to another system.

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.

EXCHANGE RATE:

- 7. Enter '1' to protect the Exchange Rate field. If left blank, the Exchange Rate will not be protected.

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



From Accounts Receivable (G03), choose Automatic Receipts Processing

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

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

Receipt	Amount	Rec Date	Document	Ty	Etn	T	Address Number
Comp	Transit		Bank Account				
Remark	Reference	Statement No					P.O
Currency Code	Exchange Rate		Doc Co				Mode (F)

Complete the following fields:

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

Field	Explanation
Deposit Amt Expected	On batch header forms, this is the total amount that you expect to enter for the batch. This amount must be entered without decimals. For journal entries in the general ledger, this amount is the total of the debits. In other systems, it is the total amount of all documents in the batch. The system keeps track of the amount you enter and displays the difference, if any, when you finish the batch. When you review batches of transactions, this is the difference between the input total and what you actually entered. Example: Input Total – 10052 Total Entered – 10000 Total Remaining – 52 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. NOTE: Depending on how your system uses batch review, this field might not apply to batches created by your particular system.
Amount	The amount of the receipt/payment or item to be applied to the open balance of an invoice or voucher pay item. 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



From Accounts Receivable (G03), choose Automatic Receipts Processing

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

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

Batch Number: 6059171
 Batch Date: 87/17/97
 Bear Creek National Bank
 G/L Bank Account: 100.1110.BE#H
 Deposit Amt Expected: 2,750.00
 G/L Date: 86/30/96
 Total Remaining: 2,450.00
 Payment Inst: ☐

Receipt	Amount	Rec Date	Document	Ty	Stn	T	Address Number
Comp 00100 Transit		86/27/96					
Remark			Bank Account				
Reference			Statement No				
Currency Code			DocCo				
			Mode (F)				
2070	300.00	86/27/96	9797	RU	001	U	3030

Opt 4=Work 3=Del F4=Del F5=E-Mail F6=Spd Rel F16=Ldgng F24=More

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. (use only if option 2 is '1') _____

G/L ENTRIES:

4. Enter '1' to create G/L entries in detail (one entry for each deposit item). If left blank, G/L entries will be created in summary. _____

FIELD CLEARING CONTROL:

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.	_____

EXCHANGE RATE:

6. Enter a '1' to protect the Exchange Rate field. If left blank, the Exchange Rate will not be protected. _____

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



From Accounts Receivable (G03), choose Automatic Receipts Processing

From Automatic Receipts Processing (G0313), choose Process 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

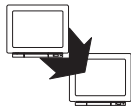
Working with Unprocessed Items

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).

Working with unprocessed items consists of:

- ☐ Reviewing unprocessed items
- ☐ Changing unprocessed items
- ☐ Reviewing batch receipts activity

Reviewing Unprocessed Items



From Accounts Receivable (G03), choose Automatic Receipts Processing

From Automatic Receipts Processing (G0313), choose Rework Unprocessed Items

You can review two levels of information when working with unprocessed items. You can:

- Review a list of unprocessed batches
- Review detail within a batch

► To review 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.

On Rework Unprocessed Items

The screenshot shows a window titled '[00201] - Rework Unprocessed Items'. It has a menu bar with 'Functions', 'Options', 'Tools', and 'Help'. Below the menu bar are buttons for 'OK' and 'Cancel'. The window contains several input fields: 'UserID' with a dropdown arrow and the text '(Enter "" for all)', 'Batch Number', 'Batch Date', 'From', 'Thru', and 'Batch Status' with a checkbox and the text '(Blank will display unposted, "" all)'. Below these fields is a table with the following data:

U	Pop	Batch Number	Batch Date	Difference Input Total	Documents	Status	User
		6138945	9 06/18/97	2,460-		Approved	0055323147
		6142977	9 07/08/97	22,800-		Approved	0055323147
		6069178	9 07/17/97	245,800		Approved	005533841
		6069171	9 07/17/97	245,800		Approved	005533841

At the bottom of the window, there is a status bar that reads 'Option: 1-Detailed Batch Review F24-More Keys'.

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

► **To review 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.

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.

The screenshot shows a window titled '[03111] - Unprocessed Item Review'. It has a menu bar with 'Functions', 'Options', 'Tools', and 'Help'. Below the menu bar is a toolbar with a checkmark and an 'X' icon. The main area contains a form with the following fields:

- Mode (F) 0
- Batch Number 06120545
- Batch Date 06/18/97
- User ID DC5632314T

Below the form is a table with the following columns: Receipt #, Receipt Date, Invoice Date, Account Name, Gross Amount, and Curr Cod.

Receipt #	Receipt Date	Invoice Date	Account Name	Gross Amount	Curr Cod
06121	07/30/98		Schmidt, James	24.86	USD
	Total			24.86	

At the bottom of the window, there is a status bar with the text: 'Opt 1=Work Unprocessed Items F10=Toggle Summarization F24=More Keys'.

Changing Unprocessed Items



From Accounts Receivable (G03), choose Automatic Receipts Processing

From Automatic Receipts Processing (G0313), choose Rework 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.

Mode (F) Display Acct 29409 Prev Recot Co 00000

Recpt/Item Number 00131 Batch Number 6130945
Recpt/Item Amount 24.66 Bank Account 8609, 1110, FNB
Recpt/Item Date 07/12/93 Remark
Deposit Date (G/L) 07/30/93 Currency Code USD
Skip to Due Date Exchange Rate
Remaining on Recpt

Invoice Number	Pay Item	Amount Applied	Discount Taken	Account Number	Do Ty	Net Due Date	Gross Amount

F4=Detail F15=Account Inq F16=Ledger Inq F16=Posting Inq F13=Statement Inq

4. On Cash Receipts Entry, make the necessary changes to the unprocessed item.

You cannot change the following information:

- Receipt/Item Number
- Receipt/Item Amount

What You Should Know About

Reviewing open items

You can review open items and choose the invoice or pay item to apply the receipt to. To do so, review the type of input code that the system displays and change it if necessary.

If no open items exist to apply the receipt to, the system automatically creates an RU (unapplied receipt) document.

Reworking unprocessed items automatically

You can also rework unprocessed items automatically. To do so, correct the error at the batch level and run one of the rework versions of the Process Batch Receipts program.

For example, you might want to rework a batch of unprocessed items if a processing option was incorrectly set for the Process Batch Receipts program. After you correct the appropriate processing option, the system corrects the entire batch when you process batch receipts again.

Reviewing Batch Receipts Activity



From Accounts Receivable (G03), choose Automatic Receipts Processing

From Automatic Receipts Processing (G0313), choose Batch Receipts Activity Register

To review your batch receipts activity, run the Batch Receipts Activity Register program.

You can run two versions of the Batch Receipts Activity Register report:

- 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.

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
Check Deposit Register

Date - 4/17/98

G/L Bank Account 100.1110.BEARBear 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

Receipt Application Activity Report

To review all processed items in the following tables, run the Receipt Application Activity version:

- Batch A/R Cash Application
- A/R Ledger

03560		J.D. Edwards & Company							Page	-	2	
		Batch Receipts Activity Register							Date	-	4/17/98	
Deposit Number		4675										
Deposit Date		07/29/94										
G/L Bank Account		1.1110.BEAR										
		Bear Creek National Bank										
Rcpt/ Item	Rcpt/ Itm Date	Gross Amount	Cur Cod	Customer	Name	Co	Ty	Document Number	Itm	Applied Amount	Discount Taken	Date Applied
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

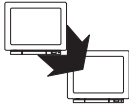
Set Up Credit and Collection Information

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



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

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

As part of your collection activities, you might want to assess finance charges on overdue invoices. To do so, you must define the percentage that the system uses to calculate finance charges.

► To define finance charges

On Customer Master Information

[01053] - Customer Master Information

Functions Edit Help

Customer Number: 3001 Centrum Incorporated

Long Address Number:

Credit/Collections Information Additional Information

Credit Message: 3 Not on Contract Maintenance

Temp Credit Msg: 7 On Credit Hold per Accounting

Factor/Special P: 3001 Centrum Incorporated

Parent Number:

Payment Terms: N Net 30 Days (0) Hold Invoices: ☒ Ledgering Seq: ☐

Credit Manager: CRB JAMES Print Stmt(Y/N): ☒ Auto Receipt(Y/N): ☒

Collection Mgr: STU LEWIS Send Stmt To: ☐ Auto Cash Alg: ☒

Last Cred Rvw: 06/15/98 Statement Cycle: ☐ Payment Instr: ☒

ABC (Sta/Marg/P): C C C Send Invoice to: ☐ Bal Fwd/Open Item: ☒

Credit Limit: 50,000 Delinquency Not: ☒ No. of Reminders: 1

Monthly Fin Chg%: 0.015000 Apply Fin Chgs: ☒ Collection Rpt: ☒

F5=Who F6=Memo F8=Bank cd F9=Srcd F11=Addr F13=Billing F14=Cat cd F24=More

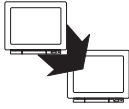
Complete the following fields:

- Monthly Finance Charge Percentage
- Apply Finance Charges

See Also

- *Entering Customers (P01053)*

Defining a Credit Limit



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

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

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



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

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

Before you can send a customer a reminder about an overdue invoice or include a customer on a collection report, you must define collection information in the customer master record.

To define collection information

On Customer Master Information

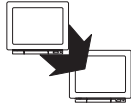
Complete the following fields:

- Collection Manager (optional)
- Number of Reminders
- Collection Report

See Also

- *Entering Customers (P01053)*
- *Setting Up Text for Payment Reminders (P03280)*

Setting Up Category Codes for A/R



From Address Book (G01), enter 29

From Address Book Setup (G0141), choose Address Book Category Codes

Before you can review credit information for a customer, you must set up category codes 1 and 2 in the Address Book system. This enables you to define specific groups for online review and reporting purposes. For example, you might want to set up groups for:

- All customers for a branch office (category code 1)
- All customers associated with a specific account representative (category code 2)

► To set up category codes for A/R

1. Access the appropriate list of address book category codes.

Code	Description
ATL	Atlanta Branch
CHI	Chicago Branch
DAL	Dallas Branch
DEN	Denver Branch
EE	Eastern Mfg. Region
EST	Eastern Region
NYC	New York Branch
SFO	San Francisco Branch
WS	Western Mfg. Region
WST	Western Region
100	Airport
200	County Courthouse
300	Cemetery

2. Follow the steps to set up a user defined code.

See Also

- *About Category Codes (P00051) in the Address Book Guide*
- *Setting Up User Defined Codes for A/R (P00051)*

Setting Up Credit Messages for A/R



From Accounts Receivable (G03), enter 29

From Accounts Receivable Setup (G0341), choose Valid Credit Messages

Before you assign a credit message to a customer, such as *Over credit limit*, you must set up the message. The message appears when you locate a customer, an invoice associated with that customer, and so on.

► To set up credit messages for A/R

On Valid Credit Messages

Code	Description	Description-2
8	Bypass Temp Credit Hold	Hard Coded use in R/W
9	Bad Credit Risk	
0	Cash Basis Only or C.O.D.	
1	Over Credit Limit	
2	Requires P.O.	
3	Not on Contract Maintenance	
7	On Credit Hold per Accounting	

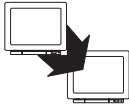
Follow the steps to set up a user defined code.

See Also

- *Setting Up User Defined Codes for A/R (P00051)*

Update A/R Information for Customer Analysis

Updating A/R Information for Customer Analysis



From Accounts Receivable (G03), choose Credit/Collection Management

From Credit and Collection Management (G0315), choose Credit Analysis Refresh

To effectively analyze and manage account activity for a customer, you should update the customer's A/R information. To do so, run Credit Analysis Refresh 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

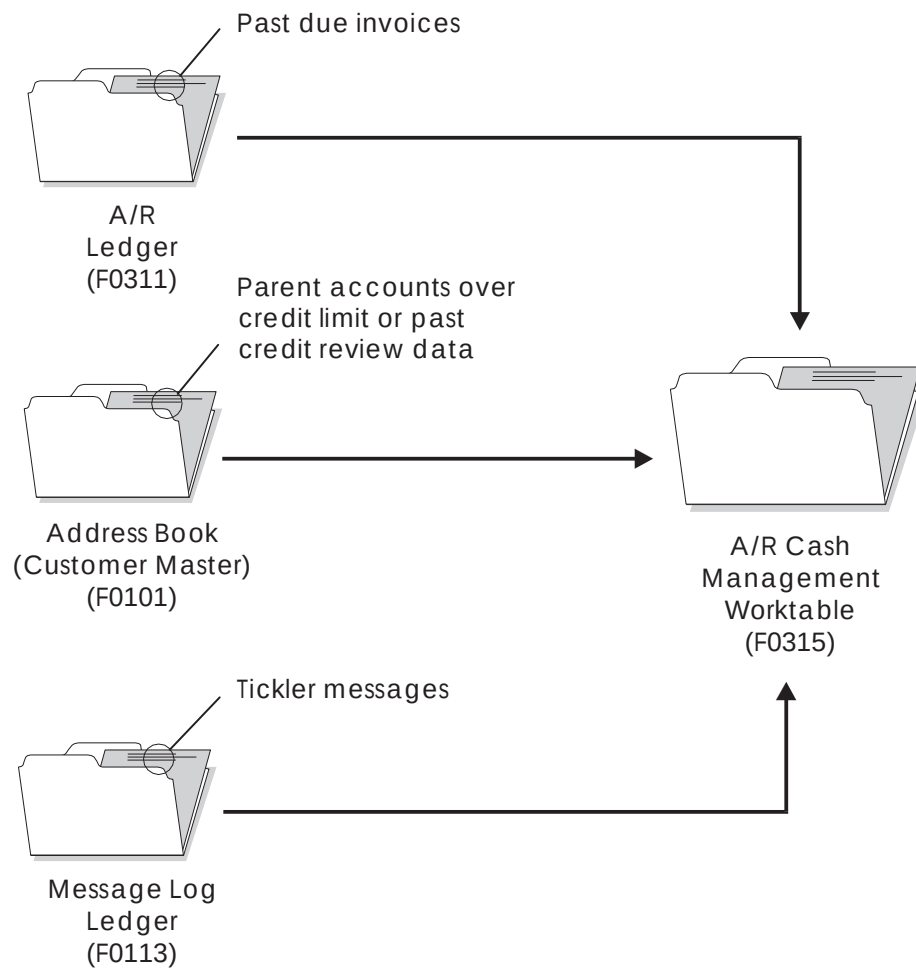
When you run Credit Analysis Refresh, the system gathers information from the following tables and then updates the A/R Cash Management worktable (F0315):

- 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.



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.

[B1053] - Customer Master Information

Functions: [F5] [F6] [F8] [F9] [F11] [F13] [F14] [F24]

Customer Number: 3333 Coursers Express
Long Address Number: [Blank]

Credit/Collections Information | Additional Information |

Credit Message: [Blank]
Temp Credit Mag: 7 On Credit Hold per Accounting
Factor/Special P: 3333 Coursers Express
Parent Number: [Blank]
Payment Terms: Net 30 Days
Credit Manager: STUDENT
Collection Mgr: STUDENT
Last Cred Rvw: 03/08/95
ABC (Slg/Mrg/P): [Blank]
Credit Limit: 10,000
Monthly Fin Chg%: 10.00

Hold Invoices: [X] Ledgering Seq: [X]
Print Stmt(Y/N): [X] Auto Receipt(Y/N): [X]
Send Stmt To: [X] Auto Cash Alg: [X]
Statement Cycle: [X] Payment Instr: [X]
Send Invoice to: [X] Bal Fwd/Open Itm: [X]
Delinquency Not: [X] No. of Reminders: 3
Apply Fin Chgs: [X] Collection Rpt: [X]

F5=Who F6=Memo F8=Bank F9=Arch F11=Addr F13=Billing F14=Col F24=More

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.)
NOTE: If selected, all other aging processing options will be ignored.

AGING "AS OF" DATE:

2. Enter the "as of" Date to age open balances. (If left blank, the current date is used as the default.)
Note: If Company Constants aging is requested, this date will only update the Credit Management "As of" date data area (AR0315), and will NOT be used for aging.

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.)

AGING (Cont'd):

5. Enter the following aging category information:

Aging days:	Beginning	_____
	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



From Accounts Receivable (G03), choose Credit/Collection Management

From Credit and Collection Management (G0315), choose Recalculate 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:

Payment date – Due date = Days past due

Days past due x Payment amount = Weighted days to pay

Weighted days / Total of all payments = 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

Receipt Information

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			

Total Weighted Days Calculation

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			

Total weighted days divided by total payments equals average days late

13,200 total weighted days / 800 total payments = 16.5 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 for Recalculate Average Days Late

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 or detailed information about an 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

Reviewing account information by parent

When reviewing account information by parent account, the system does not display information in the following fields:

- Invoiced This Year
- Invoiced Prior Year

The system updates these fields at the customer level when you run the A/R Annual close process.

Multi-Currency

If a customer uses multiple currencies, the system associates decimals with amounts by:

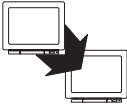
- Specific units (ledger type BU, AU, and so on). This is determined by the data display decimals in the data dictionary.
- Individual transaction amounts that represent the foreign currency. This is determined by the currency of the transaction (ledger type CA or Mode F).
- Summary amounts that represent 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



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

From Customer and Invoice Entry (G0311), choose Account Status Summary

You can review the status of an account as of the last time you ran the Credit Analysis Refresh program. The system displays aging information on Account Status Summary according to the processing options you set for Credit Analysis Refresh.

“As of” aging information is stored in the A/R Cash Management worktable (F0315) and the Customer Master table (F0301).

► **To review aged “as of” information**

On Account Status Summary

1. Complete one of the following fields:
 - Parent Number
 - Customer Number
2. Complete the following optional field:
 - Company

Reviewing Real-Time Information



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

From Customer and Invoice Entry (G0311), choose Account Status Summary

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.

[G0311] - Account Status Summary

Functions Tools Help

Mode - Real Time As of 07/17/97 Co

Parent Number Currency Code USD

Customer Number Credit Message 3 Not on Contract No

Temp Credit Message 7 On Credit Hold

CENTRUM INCORPORATED

WORLD TRADE CENTER

SUITE 95-1800

NEW YORK CITY NY 10040

Future 3,895.20

Current

31 - 60

61 - 90

91 - 120

121 - 150

151 - 180

181 - 210

Over 210

629-3000

Contact: Mr. Robert TenBruck

629-3040

Average Days Late 14

First Invoice 04/18/98

Last Invoice 01/19/97

Last Paid 05/18/98

Last Statement Date

Last Message

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

Amount Currency Code USD U.S. Dollar

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

- 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.
NOTE: If selected, all other aging processing options will be ignored.

"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

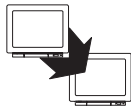
Managing Credit Information

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



From Accounts Receivable (G03), choose Credit/Collection Management

From Credit and Collection Management (G0315), choose Credit Manager

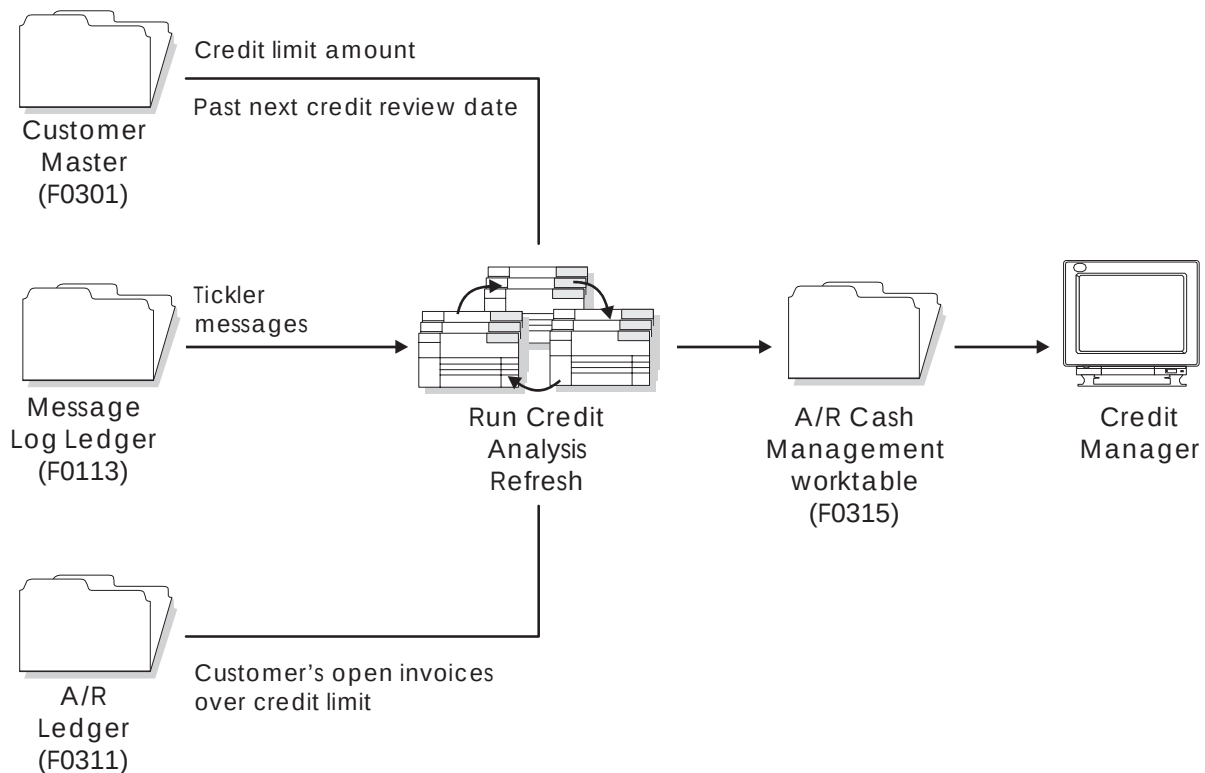
To determine whether a customer is over its credit limit, review the customer’s account. This is the first task in managing credit information.

You can review an account (parent) that exceeds its credit limit by specifying:

- Address book category code 1 (location or branch)
- Address book category code 2 (account representative)
- Credit manager
- Collections manager

When you review a customer’s account, you can determine if the customer is due for a credit review.

The following graphic illustrates the information that the system displays when you view credit information and where that information originates.



Credit information is stored in the following tables until the system updates the A/R Cash Management worktable (F0315):

- Customer Master (F0301)
- Message Log Ledger (F0113)
- A/R Ledger (F0311)

Before You Begin

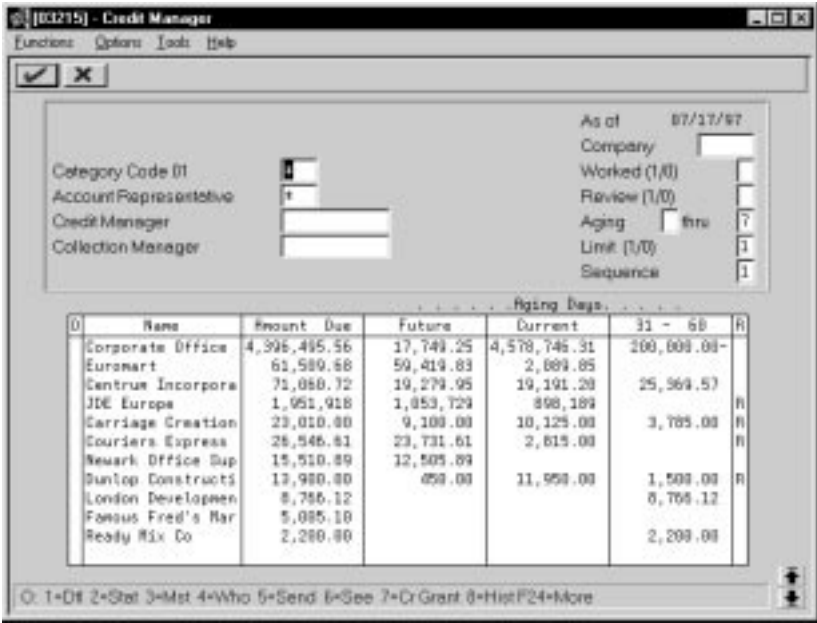
- ☐ Run the Credit Analysis Refresh program to ensure that the credit information you review is current

► To review customer accounts

On Credit Manager

Cust No.	Name	Co	Over Limit	R
4242	Corporate Office Systems Company	00003	4,121,495.56	
7803	Euromart	00003	58,589.88	
3801	Centram Incorporated	00003	21,880.72	
7801	JDE Europe	00003	1,949,418	R
3830	Carriage Creations	00003	18,810.80	R
3333	Couriers Express	00003	16,546.81	R
5733	Newark Office Supply	00003	14,510.89	
2330	Dunlop Construction Co	00003	11,980.80	R
5760	London Development Group	00003	7,766.12	
5717	Famous Fred's Marine Supply	00003	3,585.18	
4801	Ready Mix Co	00003	280.80	

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.



Field	Explanation
Category Code 01	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: - Category code 01 – Location or Branch - Category code 02 – Salesperson - Category code 03 – New tenant - Category code 04 – Credit officer <i>Form-specific information</i> An * (asterisk) indicates all locations or branches
Account Representative	One of thirty reporting codes that you can assign to an address in the Address Book system. Use these codes to identify addresses for reports, mailings, and so on. Category codes are user-defined (system 01, types 01 through 30). Examples: - Category code 01 – Location or Branch - Category code 02 – Account Representative - Category code 03 – New tenant - Category code 04 – Credit officer <i>Form-specific information</i> An * (asterisk) indicates all salespeople.
Worked (1/0)	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.

Field	Explanation
Review (1/0)	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. A value of Y or 1 displays ONLY those customers flagged for review. A value of N, 0 or blank will display ALL customers, whether flagged for review or not.
Aging Category (From)	The category at which you want to begin the aging. For example, category 3 could indicate 60 – 90 days, and so on. You can use up to nine aging categories.
Aging Category (Thru)	The category at which you want to end the aging. For example, category 3 could indicate 60 – 90 days, and so on. You can use up to nine aging categories.
Limit (1/0)	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. Credit limits are established at the parent (national account) level.
Sequence	The sequence in which a customer's balance displays. • 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



From Accounts Receivable (G03), choose Credit/Collection Management

From Credit and Collection Management (G0315), choose Credit Granting and Management

When managing credit information for a customer, the second task is to work the customer's account. When working an account, you might review and change the following for the customer at the parent level:

- A customer's credit limit
- The date of the next credit review
- A tickler message about any action you take

An account is considered "worked" after you change the date of the next credit review or enter a message about the account's status.

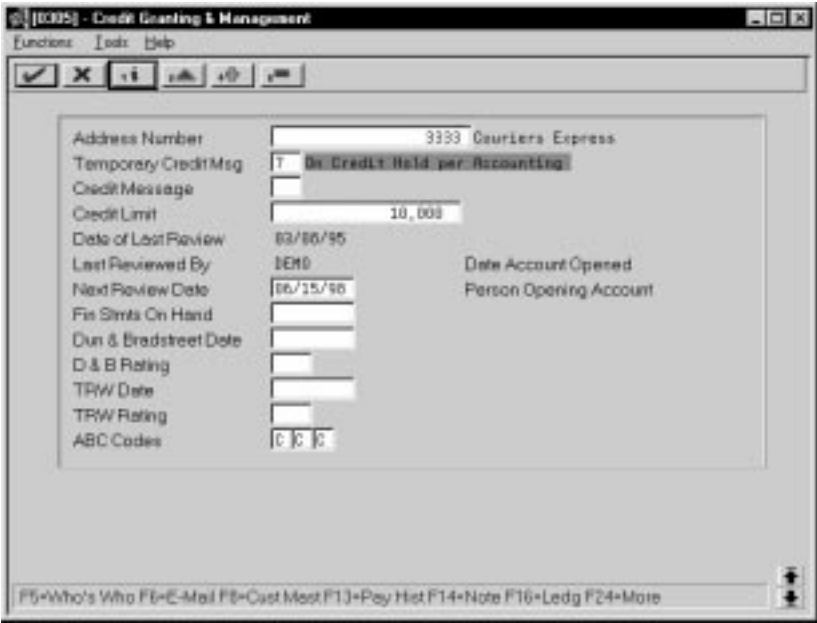
When you revise the credit limit or next review date for a parent customer, the system updates the Customer Master table. However, the system does not update the following until you run the Credit Analysis Refresh program:

- 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.
Next Review Date	The review date for the client's credit information. <i>Form-specific information</i> The system displays customers on the Credit Manager screen when the current date is the same or later than the date in this field.

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



From Accounts Receivable (G03), choose Credit/Collection Management

From Credit and Collection Management (G0315), choose Account Balance Inquiry

When you work a customer's account, you might need to research whether the customer has exceeded its credit limit. To do so, review the customer's account balance.

You can view credit information for a parent company and its associated children by specifying one of the following:

- Parent number (to view up to 25 levels of parent/child information)
- Statement address number (to view open balances for a specific customer)

Account balance information is maintained in the A/R Cash Management worktable (F0315).

Before You Begin

- ☐ Set up the necessary parent/child relationships and the instructions for statements on Customer Master Information
- ☐ Run the Credit Analysis Refresh program to build the multi-level parent/child relationships

► To review account balances

On Account Balance Inquiry

The screenshot shows a window titled '[03216] - Account Balance Inquiry'. It has a menu bar with 'Functions', 'Options', 'Tools', and 'Help'. Below the menu bar is a toolbar with a checkmark and an 'X' button. The main area contains search criteria: 'Parent Number or Statement Address' with a text box containing '3333', 'As of' with a date '07/17/97', 'Level' with a dropdown menu, 'Company' with a text box containing 'Couriers Express', and 'Currency' with a dropdown menu. Below these fields, the 'Account Balance' is displayed as '26,546.61'. At the bottom of the window is a status bar with the text 'Opt. 1=AR Ledger 2=Customer Master F4=Details F24=More'.

ID	Level	Address Number	Alpha Name	Comp	Account Balance	Curr Cod
P		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



From Accounts Receivable (G03), choose Credit/Collection Management

From Credit and Collection Management (G0315), choose Create Credit Reporting Tapes

From Credit Reporting Tapes (G03151), choose an option under the Credit Reporting Tape Creation heading

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 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

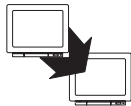
Managing Collections Information

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



From Accounts Receivable (G03), choose Credit/Collection Management

From Credit and Collection Management (G0315), choose Collections Manager

To determine which customer accounts are overdue and the number of days in which the accounts are delinquent, review past-due accounts. You can control the information that the system displays by setting a processing option.

In addition, you can review:

- Accounts for a specific collection manager or all collection managers
- Accounts with outstanding collections messages
- Accounts that have been “worked”
- Accounts that are past due in specific aging categories

Collections information is stored in the following tables until the system updates the A/R Cash Management worktable (F0315):

- Customer Master (F0301)
- A/R Ledger (F0311)

Before You Begin

- ☐ Run the Credit Analysis Refresh program to ensure that the collections information is current

► To review past-due accounts

On Collections Manager

The screenshot shows the 'Collections Manager' window with the title bar '[03210] - Collections Manager'. The menu bar includes 'Functions', 'Options', 'Tools', and 'Help'. Below the menu bar, there are checkboxes for 'Collection Manager' and 'Aging'. The 'As of' date is set to '07/17/97'. The 'Company' field is empty. The 'Parent (1/0)' field is set to '1'. The 'Worked (1/0)' field is set to '1'. The 'Review (1/0)' field is set to '1'. The 'Aging' field is set to 'thru' and '7'. Below these fields is a table with the following data:

Cust No.	Name	Co	Past Due Amount	R
1802	Edwards & Edwards	00000	74,685.10	
3802	Central Express Store	00000	16,345.00	
1801	Edwards, J.O. & Company	00000	10,571.61	
5760	London Development Group	00000	8,766.12	
6621	RWL Architects/Planners	00000	7,600.00	
3804	Centre Gift Store	00000	6,275.21	
4525	Unlimited, The	00000	5,500.00	
5717	Famous Fred's Marine Supply	00000	5,005.10	
3803	Central Specialty Store	00000	4,600.00	
3805	Centralized Apparel	00000	4,169.36	
3830	Carriage Creations	00000	3,705.00	
5733	Newark Office Supply	00000	3,605.00	
5813	Colorado Gifts	00000	2,707.49	
4575	Rbernathy & Hitch	00000	2,683.33	

At the bottom of the window, there is a status bar with the text: 'Opt 1=Ledg 2=Stat 3=Cust Mast 4=Who 5=Send Memo 6=See Memo F24=More'.

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.

Customer Name	Past Due Amt.	Future	Current	31 - 60
Edwards & Edwards	74,685.16	223,729.72	65,686.16	18,619.68
Central Express S	16,345.00		1,700.00	15,000.00
Edwards, J.D. & C	10,571.61	26,836.12	40,396.81	10,571.61
London Developmen	8,766.12			8,766.12
RM. Architects/Pl	7,000.00		28,000.00	
Centre Gift Store	6,275.21	1,200.00	5,250.95	3,650.21
Unlimited, The	5,000.00		15,000.00	600.00
Famous Fred's Mar	5,005.10			
Central Specialty	4,000.00	3,100.00	7,200.00	3,050.00
Centralized Aspar	4,169.36	14,925.00	2,280.00	2,609.36
Carriage Creation	3,705.00	9,100.00	10,125.00	3,705.00
Newark Office Sup	3,085.00	12,505.09		
Colorado Gifts	2,787.49		15,645.83	695.03
Albernathy & Hitch	2,682.33		1,787.84	695.03

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



From Accounts Receivable (G03), choose Credit/Collection Management

From Credit and Collection Management (G0315), choose Customer 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

[03284] - Customer Payment History

Functions Tools Help

Parent Number: 7001 Company: Centrum Incorporated From Yr: 96 From Mth: 07 Doc Type:

Customer Number: 7001

	07/93-05/96	04/96-02/96	01/96-11/97	Total
Sales	55,260.54	12,605.09	76.80	72,223.54
Credits	380.80-			380.80-
Cash Received	18,565.72			18,565.72
Period High Sum	48,580.59	12,885.09	76.80	48,580.59
P'd High Sum Date	05/31/96	04/15/96	01/31/96	05/31/96
Avg Days Late		22		4
Avg Invoice Amt	2,370.42	1,618.62	76.80	2,124.22
Discounts Allowed	231.81	55.35		286.36
Discounts Taken	10.26			10.26
Finance Charges				
Chargebacks				
Adjustments				
Minor Amount Wrt	10.80-			10.80-
Bad Debt	76.80-			76.80-
Other				

F5=Who's Who F6=Send Memo F8=Cust Mast F16=Ledg F18=Stats F24=More

- Complete one of the following fields:
 - Parent Number
 - Customer Number
- 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.

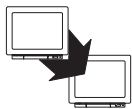
Reviewing Account Balances

To determine the open amount on an account, review the customer's account balance. Reviewing account balances consists of:

- ☐ Reviewing balances by administrator
- ☐ Reviewing balances by business unit

Account balance information is stored in the A/R Ledger table.

Reviewing Balances by Administrator



From Accounts Receivable (G03), choose Credit/Collection Management

From Credit and Collection Management (G0315), choose Balance by Administrator

To view account information by location or account representative, review balances by administrator. You can view account balances by the information you defined for category codes 01 and 02 in the address book. For example, you can view all open account balances that are assigned to a specific salesperson.

► To view balances by administrator

On Balance by Administrator

Address	Name	Balance Due
5813 Colorado Gifts		18,433.32

Display all account balances for your default location or branch, or complete any of the following fields to limit the information displayed:

- Location or Branch
- Salesperson
- Paid

What You Should Know About

Reviewing other types of account information

You can access other types of account information for a customer on Balance by Administrator. For example, you can access:

- Customer ledger information
- Account status information

Reviewing Balances by Business Unit



From Accounts Receivable (G03), choose Credit/Collection Management

From Credit and Collection Management (G0315), choose Inquiry by Business Unit

In addition to reviewing a customer's account balance by administrator, you can review the open amount of the account by business unit.

► To review balances by business unit

On Inquiry by Business Unit

Address Number	Name	Document Ty	Number	Pay Itm	Due Date	Open Amount	Payment/ Item
1801	Edwards, J.D. & Co	RI	367	080	05/15/98	1,775.00	
1801	Edwards, J.D. & Co	RI	582	080	06/10/98	3,000.00	
1801	Edwards, J.D. & Co	RI	595	080	06/12/98	1,895.10	
1801	Edwards, J.D. & Co	RI	635	080	07/01/98	1,850.00	
1801	Edwards, J.D. & Co	RI	636	080	07/03/98	2,000.00	
1801	Edwards, J.D. & Co	RI	789	080	07/20/98	1,800.00	
1801	Edwards, J.D. & Co	RI	809	080	06/30/98	9,267.50	
1801	Edwards, J.D. & Co	RI	860	080	07/20/98	2,500.00	
1801	Edwards, J.D. & Co	RI	4794	080	05/30/98	6,796.61	
1801	Edwards, J.D. & Co	RI	4944	080	06/27/98	24,465.41	
1801	Edwards, J.D. & Co	RI	5133	080	07/10/98	19,766.12	
1801	Edwards, J.D. & Co	RM	4453	080	06/30/98	100.00	
1801	Edwards, J.D. & Co	RR	657	080	07/02/98	1,550.00	
1802	Edwards & Edwards	RI	658	080	07/02/98	400.00	
1802	Edwards & Edwards	RI	659	080	06/11/98	605.00	
1802	Edwards & Edwards	RI	831	080	07/15/98	58,865.00	

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.

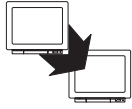
Working past-due accounts consists of:

- ☐ 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



From Accounts Receivable (G03), choose Credit/Collection Management

From Credit and Collection Management (G0315), choose Promise Entry and Inquiry

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.*

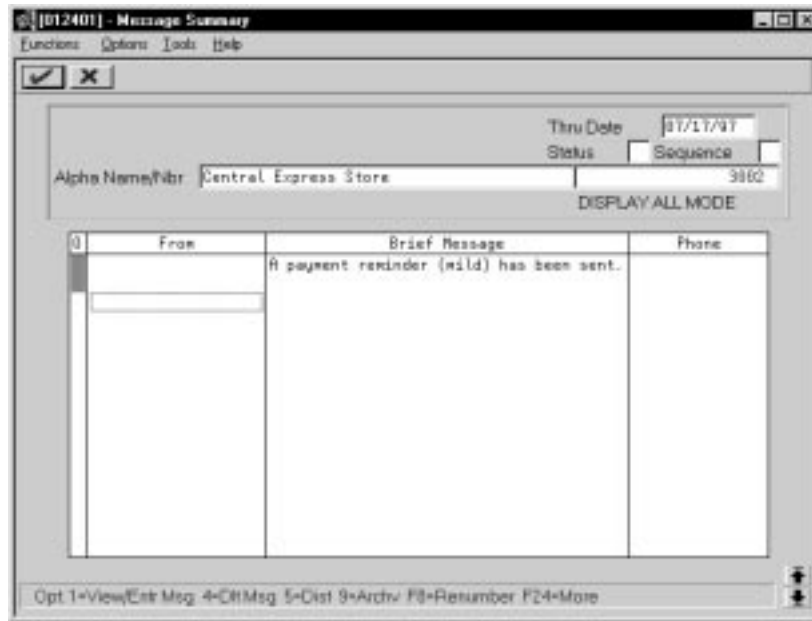
► To review promises messages

On Promises Entry & Inquiry

0	Remark	Time	Date
HBB Electric Motor Service			
Adams County			
Budget Office Supply-Denver			
Budget Office Supply-USA			
Carriage Creations			
Central Express Store			
Cliff Young's Stereo Warehouse			
Corporate Office Systems Corp			
Custom Athletic Brokers			
Edwards, J.D. & Company			
Fun-N-Sun Recreational Sports			
Fun-N-Sun Recreational Sports			
Fun-N-Sun Recreational Sports			
Fun-N-Sun Recreational Sports			
Fun-N-Sun Recreational Sports			
Fun-N-Sun Recreational Sports			
Fun-N-Sun Recreational Sports			
Fun-N-Sun Recreational Sports			

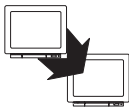
Opt 1=In 2=Out 3=Rmk 4=Std Mem 5=Dist 6=Cal 7=See Mem 8=AB F9=NS F24=More

- Complete the following field or a portion thereof:
 - Skip to
- 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



From Accounts Receivable (G03), choose Credit/Collection Management

From Credit and Collection Management (G0315), choose Promise Entry and Inquiry

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
Date	The future reminder date. The system will not send the message until this date. The default value is today's date.
Message Type – 1	A code used to classify types of messages. For example: - I Internal Message – entering message of this type does not remove customer from credit or collection review. - P Promises, Promises Message. - F Other Promises, Promises Message – a secondary classification of Promises, Promises messages. If using Promises, Promises, you might want the default to be P, so that you can print your reports using this code.

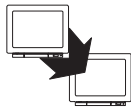
Field	Explanation
Message Type – 2	A code that classifies the type of messages. For example: S Direct Sale D Distributor Sale
Speed Message Type	A user defined code (01/MT) that specifies speed messages in the Electronic Mail system. When a Speed Message Type code is entered on Message View/Entry, the 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



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

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

As you monitor and work your past-due accounts, you might need to decide whether to send payment reminders to a customer or whether the customer should appear on a collection report. To do so, review collection management information.

If you determine that a customer should appear on a collection report to be sent to an outside collections agency, you must verify that a reason code is defined.

► To review collection management information

On Customer Ledger Inquiry

[032002] - Customer Ledger Inquiry

Functions Options Tools Help

Customer Number 3333 Couriers Express Date From Thru
Parent Number Seq 5
Invoice Number Thru Paid 0
Receipt Number Co *
Statement Number On Credit Hold per Accounting Cur USD
Skip To Page

D	P	Document	Net Due/	Gross Amount	Open Amount	Receipt/	P
		Number	Receipt Date			Item	C/S
RI	1998	001	05/15/98	06/14/98	1765.00	1765.00	D R
RI	2018	001	05/20/98	06/27/98	500.00	500.00	D R
RI	2027	001	06/20/98	07/20/98	4500.00	4500.00	A
RI	2030	001	06/21/98	07/21/98	957.25	957.25	A
RI	2041	001	07/00/98	07/20/98	5795.00	5795.00	D R
RI	2044	001	06/30/98	07/30/98	59.36	59.36	D R
RI	2045	001	06/23/98	07/23/98	45.00	45.00	D R
RI	2046	001	06/01/98	07/01/98	550.00	550.00	D R
RI	2055	001	06/03/98	07/03/98	1000.00	1000.00	D R
RI	2155	001	06/25/98	07/25/98	5075.00	5075.00	A
RI	2300	001	06/15/98	07/15/98	500.00	500.00	A
RR	6226	001	06/23/98	07/23/98	5500.00	5500.00	A

Opt 1=Inv 2=JE 5=Dtl F2=Format F3=NS F16=Age&Sts F21=Prt F24=More

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

[031200] - Collection Management

Functions Tools Help

Customer Number 3333 Couriers Express
Invoice Number 2027 RI Doc Company 100
Pay Item 001 Mode (F) 0

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
Number of Reminders to Send
Reminder Stop Until Date
Collection Report (Y/N)
Collection Reason Code
Apply Finance Charges (Y/N)

Total No. of Sent Reminders
Level of Last Sent Reminder
Date of Last Reminder
Date of Collection Report
Date of Interest Invoicing

F5=Payment Review F24=More Keys

3. On Collection Management, verify information in the following fields:

- Reminder Stop Reason Code
- Reminder Stop Until Date
- Collection Report
- Collection Reason Code
- Apply Finance Charges
- Level of Last Sent Reminder
- Date of Last Reminder
- Date of Collection Report
- Date of Interest Invoicing

Field	Explanation
Reminder Stop Reason Code	A code that identifies the reason for an adjustment, or a code that prevents an individual invoice from being included on a payment reminder. You define these codes in the AAls so that the system can make the adjusting entries in the general ledger. Typical reason codes are: 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 (Y/N)	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 (Y/N)	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 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

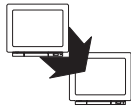
Printing Credit and Collections Reports

You can print reports to help you review and manage credit and collection information for your customers.

Printing credit and collections reports 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



From Accounts Receivable (G03), choose Credit/Collection Management

From Credit and Collection Management (G0315), choose Open Credit/Collection Items

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

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 A/R Journal by User, Batch Date, Batch Number and Document				Page - 3 Date - 4/05/98	
Do Invoice No.	Inv Date	Co.	Name	Address Number	G/L	Amounts	P
Ty	G/L Date		Remark	G/L Account	Offset	Invoice Discount	C
			Account Description			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
						- Discount/Unposted	30.75
							3,075.00-

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.

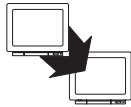
This version lists parent accounts that have not exceeded their credit limit, but have reached their credit review date.

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



From Accounts Receivable (G03), choose Credit/Collection Management

From Credit and Collection Management (G0315), choose A/R Account Summary

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	

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.

NOTE: If selected, all other aging processing options will be ignored.

"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



From Accounts Receivable (G03), choose Credit/Collection Management

From Credit and Collection Management (G0315), choose Promises Listing

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	From Telephone	Ext	User	Date	Time	
04/15/98	4001	Ready Mix Co 214 445-4001	Ready Mix Co Jane Dough			DEM001	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.

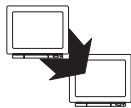
Printing standard reports consists of:

- ☐ 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



From Accounts Receivable (G03), choose Accounts Receivable Reports

From Accounts Receivable Reports (G0314), choose Open A/R Summary Reports

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

Accounts Receivable

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	Address	Co	Balance	Aging									
Name	Phone Number	Open	Current	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	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									

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.
NOTE: If selected, all other aging
processing options will be ignored.

"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 A/R Summary by Category Code

To review a summary of open A/R balances by category code and customer number, print the A/R Summary by Category Code report. This aging report lists summarized totals for each customer, a total by company, and a grand total for all companies.

Use processing options to specify which category code (1–10) you want to include on the report.

03413				J.D. Edwards & Company				Page - 6						
				Open A/R Summary				Date - 4/07/98						
				by Account Representative				As Of - 04/07/98						
. Address				Co		Balance		 Aging				. . Last Paid . .		
Distr/TC	Number	Name	Phone Number		Open	Current	31 -	60	61 -	90	91 - 120	Over 0	Amount	Date

	2313	Baker Manufacturin	404	933-6465	00100	3752.00	3752							
3003	3004	Centre Gift Store	215	629-3004	00001	9025.21	9025						2000.00	06/01/98
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	07/16/00

		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

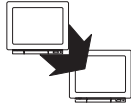
To review a summary of child (subsidiary) accounts within each parent (national) account, print the A/R Summary by Parent report. This aging report lists totals for the parent and the company and a grand total of all accounts.

Level	Number	Address Name	Phone Number	Co	Balance Open	Current	1 - 30	31 - 60	Aging	Over 90	Last Payment Amount	Date
1	6390	Books Brothers	(262) 455-1111									
1	1863946	Brenda Spond	(383) 488-4000									
1	6533	Brookville Grille & Door Co.	(383) 555-2525									
1	8427	Brown, Harvey J.	(708) 575-1325									
1	5354	Cady, John	(303) 321-5646	00015	1500.00	500	500	500				
1	1862420	Cafe in the Park	(383) 951-3528									
1	6349	Canadian Concrete Finishing	(383) 555-7599									
1	6365	Capable Cable Contractors	(383) 555-6577									
1	5362	Carbone & Carlino	(383) 320-1956	00015	5050.00	2525	2525					
1	3030	Carriage Creations	(383) 797-2590	00100	23010.00	14975	4250	3785				
1	750	Centennial Technical Park	(383) 555-1234									
1	751	Centennial Tech. Park Phase 1	(383) 555-1234									
1	752	Centennial Tech. Park Phase 2	(383) 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	(383) 629-3002	00001 00100	4345.00 15000.00		3000	45 15000		1300	4835.00	06/01/98
2	3003	Central Specialty Store	(602) 629-3003	00001	20100.00	3100	13075	2175		1750	994949.00	05/31/98
. . . 3	3004	Centre Gift Store	(215) 629-3004	00001 00100	9025.21 3700.95	750 1200	5650 2501			1890 735	2000.00	06/01/98
2	3005	Centralized Apparel	3003 Central Specialty Store (404) 629-3400	00001 00100	32820.16 15294.36 1000.00	5050 8925 1000	21226 2259 1000	2175 2610		1890 2485 1500		

See Also

- *Processing Options for Accounts Receivable Summary (P03413)*

Printing the Open A/R Detail Report



From Accounts Receivable (G03), choose Accounts Receivable Reports

From Accounts Receivable Reports (G0314), choose Open A/R Detail Reports

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

3003 Central Specialty Store

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 processing options for aging.
- (NOTE: Report MUST be sequenced and set to page break by company if company defaults are requested)
- NOTE: If selected, all other aging processing options will be ignored.

"AS OF" DATE:

3. Enter the "As Of" date to age open balances. If left blank, the current date is used as the default. _____

ACCOUNT AGING:

4. Specify one of the following dates to age accounts from: _____
- D = Due Date (Default)
 - I = Invoice Date
 - G = General Ledger Date
 - S = Statement Date

AGING CALCULATIONS:

5. Specify one of the following methods for aging calculations: _____
- 1 = Aging Days (Default)
 - 2 = Fiscal Periods
 - 3 = Calendar

CATEGORY INFORMATION:

6. Enter the following aging category information: (for method "1" only)
- | Aging Days: | Beginning |
|-------------|-----------|
| | thru |
| | thru |
| | thru |
| | thru |
| | thru |

CREDIT PROCESSING:

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

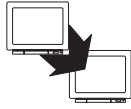
character width. If left blank,

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



From Accounts Receivable (G03), choose Accounts Receivable Reports

From Accounts Receivable Reports (G0314), choose Open A/R Foreign Amounts

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

Accounts Receivable

03429

J.D. Edwards & Company
Currency Detail - Foreign and Domestic

Page - 15
Date - 4/07/98

Model Multi-National Corporate

Inv Date	Comp	Bas Cur	Document Ty	Number	Due Date	Trn Cur	Original	Foreign Open	Discount	Original	Domestic Open	Discount
7005 De Vydt S.A./N.V.												
07/30/98		70	BEF	RM	4454	000	07/30/98	BEF		750-	750-	
		BEF								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								112,535	112,535	175
05/15/98		70	BEF	RI	655	000	06/14/98	GBP	3,500.00	3,500.00	208,985	2,090
06/15/98		70	BEF	RI	656	000	07/15/98	GBP	3,715.01	3,715.01	221,823	2,218
		GBP								7,215.01	7,215.01	72.15
										430,808	430,808	4,308
00007003 Euromart												
										7,215.01	7,215.01	72.15
										543,343	543,343	4,483
7007 International Enterprises												
05/20/98		70	BEF	RI	602	000	06/19/98	BEF		4,020,565	4,020,565	
06/08/98		70	BEF	R1	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								6,121,960	6,015,585	
00007007 International Enterprises												
										6,121,960	6,015,585	
7006 International Transport												
06/10/98		70	BEF	R1	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								875,000	843,750	
00007006 International Transport												
										875,000	843,750	

Processing Options for Open A/R with Foreign Amounts

PRINT OPTIONS:

- 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:

- 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.)

NOTE: If selected, all other aging processing options will be ignored.

"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

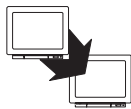
To review and analyze information about your customer's accounts, print analytical reports.

Printing analytical reports 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



From Accounts Receivable (G03), choose Accounts Receivable Reports

From Accounts Receivable Reports (G0314), choose Summary by Pay Status

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)

Accounts Receivable

03416

J.D. Edwards & Company
Receivable Summary by Pay Status

Page - 7
Date - 4/07/98
As of - 06/30/98

00070 Model Multi-National Corporate

Number	Address	Phone Number	Total Amount	Current	31 - 60	61 - 90	91 - 120	Over 120
7005	De Vydt S.A./N.V.	(32)3-687.01.00						
	A	Approved for Payment	750-	750-				
7003	Euromart	(44)71-647-8802						
	A	Approved for Payment	543343	543343				
7007	International Enterp	()2.779.1286						
	A	Approved for Payment	6015585	6015585				
	D	Draft Accepted	53200	53200				
	Total	International Enterp	6068785					
7006	International Transp	()2.641.0700						
	A	Approved for Payment	843750	843750				
	D	Draft Accepted	31250	31250				
	Total	International Transp	875000					
7001	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.

NOTE: If selected, all other aging processing options will be ignored.

"AS OF" DATE:

2. Enter the "As Of" date to age open balances. If left blank, the current date is used as the default.

ACCOUNT AGING DATE:

3. Specify one of the following dates to age accounts from:

D = Due Date
I = Invoice Date
G = General Ledger Date

S = Statement Date
(If blank, "D" is default)

DRAFT PROCESSING:

4. Enter a '1' to age DRAFT amounts using the dates from the original invoice. Default of blank will perform aging using the draft dates.

AGING CALCULATIONS:

5. Specify one of the following methods for aging calculations:
1 = Aging Days (Default)
2 = Fiscal Periods
3 = Calendar

AGING CATEGORY INFORMATION:

6. Enter the following aging category information: (for method 1 only)
Aging Days: Beginning thru thru thru thru

CREDIT PROCESSING:

7. Enter a '1' to age credits, a '2' to apply credits to the oldest balance, or a blank (default) to apply credits to the current column.

PROMISES, PROMISES INFORMATION:

8. Enter a '1' to print Promises, Promises information for each customer.

"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



From Accounts Receivable (G03), choose Accounts Receivable Reports

From Accounts Receivable Reports (G0314), choose Summary by Parent/Child

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.

8-20

Processing Options for Summary by Parent/Child

"AS OF" DATE:

1. Enter the "As Of" date to age open balances. If left blank, the current date is used as the default.

ACCOUNT AGING:

2. Specify one of the following dates to age accounts from:
D = Due Date
I = Invoice Date
G = General Ledger Date
S = Statement Date
(If blank, "D" is default.)

AGING CALCULATIONS:

3. Specify one of the following methods for aging calculations:
1 = Aging Days (Default)
2 = Fiscal Periods
3 = Calendar

AGING CATEGORIES:

4. Enter the following aging category information: (for method 1 only)
Aging Days: Beginning
thru
thru
thru
More . . . thru

CREDIT PROCESSING:

5. Enter a '1' to age credits, a '2' to apply credits to the oldest balance, or a blank (default) to apply credits to the current column.

"AS OF" DATE PROCESSING:

6. Enter a '1' to use the "As Of" date process.

PROMISES, PROMISES INFORMATION:

7. Enter a '1' to print Promises, Promises information for each customer.

"FROM" TICKLER DATE:

8. Enter the "From" Tickler Date to Promises, Promises information. If left blank, the current date will be used.

LEVEL OF DETAIL:

9. Enter the lowest level of detail to be printed (i.e. '1' equals parent information only). Default of blanks will print all levels.

COMPANY:

10. Enter a company to process. Default of blank will process all companies.

Printing the Open A/R by Business Unit and Address Report



From Accounts Receivable (G03), choose Accounts Receivable Reports

From Accounts Receivable Reports (G0314), choose Open A/R by BU and Address

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
Open A/R by Business Unit and Customer

Page - . . . 7
Date - . . . 4/08/98
As of - . . . 04/08/98

Due Date	Remark	Co	Ty	Invoice Number	Itm	Date	Open	Current	1 - 30	Aging Over 30	Retained Amt
1	General Accounts			4006	A&B Electric Motor Serv						
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 Serv						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			

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.

Printing additional credit and collections reports consists of:

- ☐ Printing the Customer Receipts History report
- ☐ Printing the Disputed Items (Outstanding Chargebacks) report
- ☐ Printing the Unresolved Matters 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



From Accounts Receivable (G03), choose Accounts Receivable Reports

From Accounts Receivable Reports (G0314), choose Customer Receipts History

To review both paid and open items for each customer, print the Customer Receipts History report. The information on this report is similar to the information you can view on Customer Ledger Inquiry.

034201 Company.		J.D. Edwards & Company Customer Receipts History Showing All Transactions				Page - 11
						Date - 4/07/98
						As of - 06/30/98
Address	Customer Name	Phone Number	Due Date/	Balance . . .	Discount	Remark
	Co Ty Number	Inv Date G/L	Chk Date	Original Open		

4175	Abernathy & Hitch	212	234-1887			
	00015 RC	2345	02/01/98 SECD	2,000.00-		
	00015 RU	9005 000	02/01/98 SECD	2,000.00-		
	00015 RN	1936 001	04/20/98 MISC	200.00		
	00015 RD	663 001	04/01/98 RRTL	3,300.00	2.00	Extra Trash Removal
	00015 RD	663 002	04/01/98 EXPE	1,650.00		Regular Rent Retail
	00015 RC	1234	04/01/98 RRTL	2,000.00-		Expense Participation
	00015 RD	691 001	01/31/98 RRTL	3,300.00		Regular Rent Retail
	00015 RD	691 002	01/31/98 EXPE	1,650.00		Expense Participation
	00015 RD	701 001	02/28/98 RRTL	3,300.00		Regular Rent Retail
	00015 RD	701 002	02/28/98 EXPE	1,650.00		Expense Participation
	00015 RD	711 001	03/01/98 RRTL	3,300.00		Regular Rent Retail
	00015 RD	711 002	03/01/98 EXPE	1,650.00		Expense Participation
	00015 RD	733 001	05/31/98 RRTL	3,300.00		Regular Rent Retail
	00015 RD	733 002	05/31/98 EXPE	1,650.00		Expense Participation
	00015 RC	1001	01/31/98 RRTL	3,300.00-		Regular Rent Retail
	00015 RC	1001	01/31/98 EXPE	1,650.00-		Expense Participation
	00015 RC	1002	02/28/98 RRTL	3,300.00-		Regular Rent Retail
	00015 RC	1002	02/28/98 EXPE	1,650.00-		Expense Participation
	00015 RC	1003	03/01/98 RRTL	3,300.00-		Regular Rent Retail
	00015 RC	1003	03/01/98 EXPE	1,650.00-		Expense Participation
	00015 RC	1004	05/31/98 RRTL	3,300.00-		Regular Rent Retail
	00015 RC	1004	05/31/98 EXPE	1,650.00-		Expense Participation
	00015 RD	745 001	06/30/98 RRTL	3,300.00		Regular Rent Retail
	00015 RD	745 002	06/30/98 EXPE	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)
NOTE: If selected, all other aging processing options will be ignored.

"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

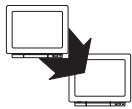
You can change the data selection. For example:

- 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



From Accounts Receivable (G03), choose Accounts Receivable Reports

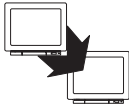
From Accounts Receivable Reports (G0314), choose Disputed Items/Chargebacks

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 G/L CD	P Offs	S Comp	Original Ty	Document Itm
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



From Accounts Receivable (G03), choose Accounts Receivable Reports

From Accounts Receivable Reports (G0314), choose Unresolved Matters

To determine the problems that need to be resolved with your customer accounts, print the Unresolved Matters report. This report lists problem invoices and unusual conditions, such as:

- Unapplied receipts
- Unapplied credit memos
- Chargeback invoices
- Partially paid balances

The Unresolved Matters report reads information from the A/R Ledger table. Printing this report does not adjust the status of any item.

03601

J.D. Edwards & Company
Unresolved Matters - All Invoices
Include Closed AmountsPage - 2
Date - 4/17/98

Address Number/Name

Bse Curr Co Ty Document

4006 A&B Electric Motor Service

USD 00100 RI 2082-001 06/25/98

1,073.00

2313 Baker Manufacturing, Ltd

USD 00100 RI 838-000 06/28/98

6795 Bonjour Baking Company

USD 00100 RI 2022-000 04/15/98
USD 00100 RI 2023-000 06/15/98
USD 00100 RI 2024-000 06/20/98
USD 00100 RI 2025-000 06/25/98
USD 00100 RI 2049-001 06/27/98

3030 Carriage Creations

USD 00100 RI 2037-001 06/30/98
USD 00100 RI 2039-001 06/22/98
USD 00100 RI 2039-002 06/22/98
USD 00100 RI 2042-001 06/30/98
USD 00100 RI 2047-001 04/12/98
USD 00100 RC 4738- 04/12/98
USD 00100 RI 2052-001 05/14/98
USD 00100 RI 2054-001 05/14/98
USD 00100 RC 4738- 05/14/98
USD 00100 RI 2058-001 05/17/98
USD 00100 RI 2062-001 05/18/98
USD 00100 RI 2065-001 06/01/98
USD 00100 RI 2070-001 06/15/98. . . Foreign Balance . . . Tran
Gross Amount Open Amount Cur

Discount Remark

1,073.00 1,073.00

3,752.00 3,752.00

3,752.00

948.62 948.62 1,200.00 CAD
988.14 988.14 1,250.00 CAD
2,648.81 2,648.81 3,350.75 CAD
774.90 774.90 980.25 CAD
5,216.60 5,216.60 6,599.00 CAD

10,577.07 13,380.00

5,000.00 5,000.00

2,000.00 2,000.00

2,000.00 2,000.00

100.00 100.00

2,175.00 2,175.00

2,175.00 2,175.00

1,500.00 1,500.00

1,610.00 1,610.00

1,610.00 1,610.00

2,200.00 2,200.00

250.00 250.00

5,875.00 5,875.00

300.00 300.00

19,225.00 85,787.00

1.00

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

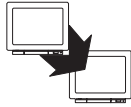
3 = All Invoices

If 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 Problem Accounts Receivable Report



From Accounts Receivable (G03), choose Accounts Receivable Reports

From Accounts Receivable Reports (G0314), choose Problem Accounts Receivable

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

03600

J.D. Edwards & Company
Problem Accounts Receivable
Company 00100

Page - 3
Date - 4/17/98

Number	Account Name	Phone Number	Co	Balance Open	Current	31 - 60	61 - 90	91 - 120	Over 120	.. Last Payment .. Amount Date
4242	Corporate Offi	() 773-1800	00100	3139261.77	3139262					9587594.10 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)

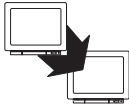
5. Enter the following aging category information: (for method "1" only)

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



From Accounts Receivable (G03), choose Accounts Receivable Reports

From Accounts Receivable Reports (G0314), choose Customer Totals by G/L Account

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-	Do Ty	Document Number	Doc Co	Amount	P C
210.5030	7001		Address Number 00005768	05/31/98	Contract Sales	RI	2033	00100	8,766.12-	P
210.5030	7003		Address Number 00007001	06/30/98	Denver Sales	RI	2048	00100	7,936.51-	
210.5030	7003			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:

- ☐ 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.

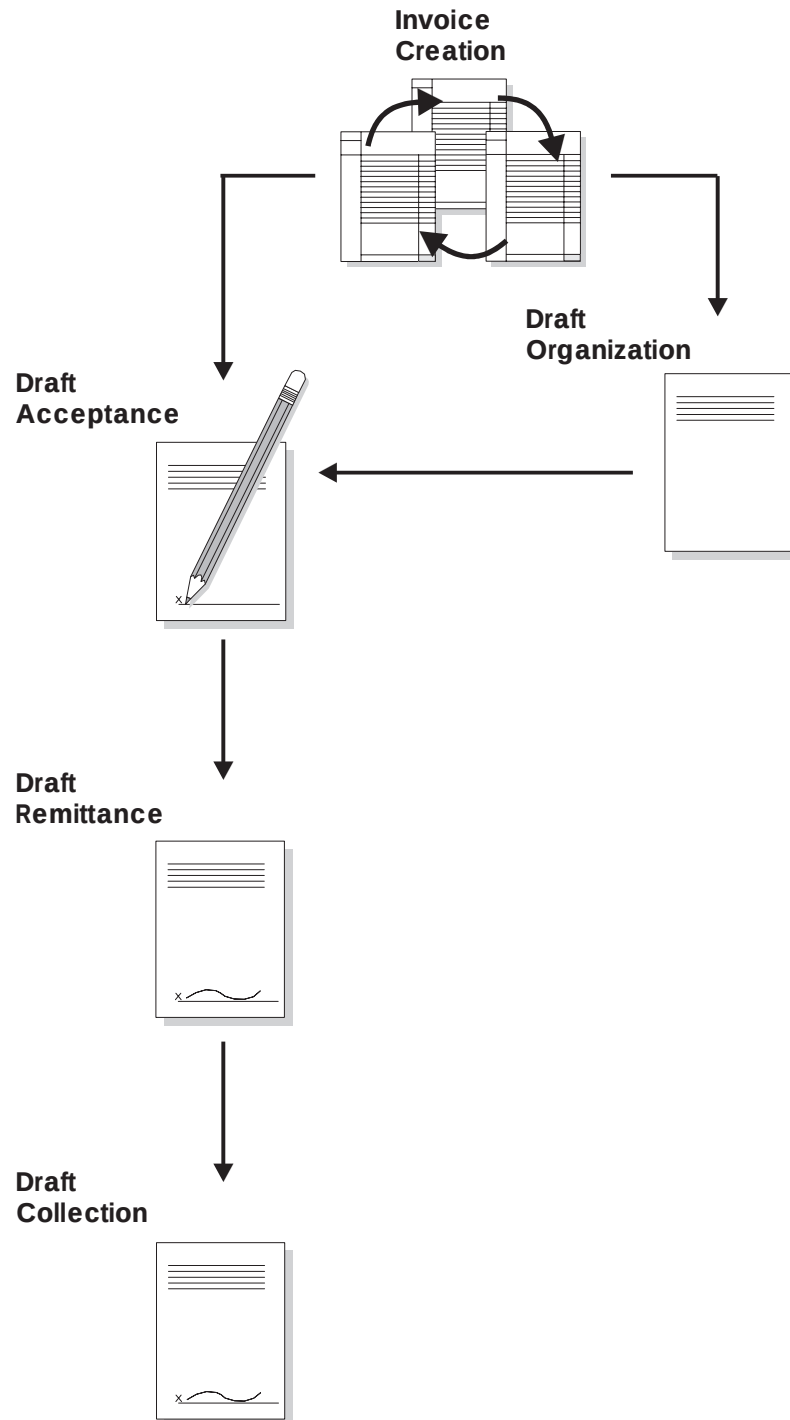
The system distinguishes drafts with only a bank name from those with complete bank account information. This is because banks generally assess an additional fee to collect drafts if incomplete information is provided.

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

A/R Trade	Sales Account
10,000	10,000

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

A/R Trade		Drafts Receivable	
	10,000	10,000	

Draft Remittance

1. You send (remit) the draft to your bank so it can collect the funds from your customer's bank. You can remit the draft either on magnetic tape or diskette, or by printing a register.
2. You can arrange to collect funds from the draft in one the following ways:
 - Wait until the funds become available on the due date specified by the draft.
 - Request an advance from your bank before the due date of the draft. Typically, banks discount a draft (charge interest) when they advance funds for a draft before its due date.

3. The system creates a journal entry to credit drafts receivable and debit drafts remitted. You post the journal entry.

Customer Number 7001					
Doc Type	Invoice Number	Invoice Amount	Print Y/N	Pay Status	Pay Instr
R1	10005	10,000	Y	G	2

Drafts Receivable		Drafts Remitted	
	10,000	10,000	

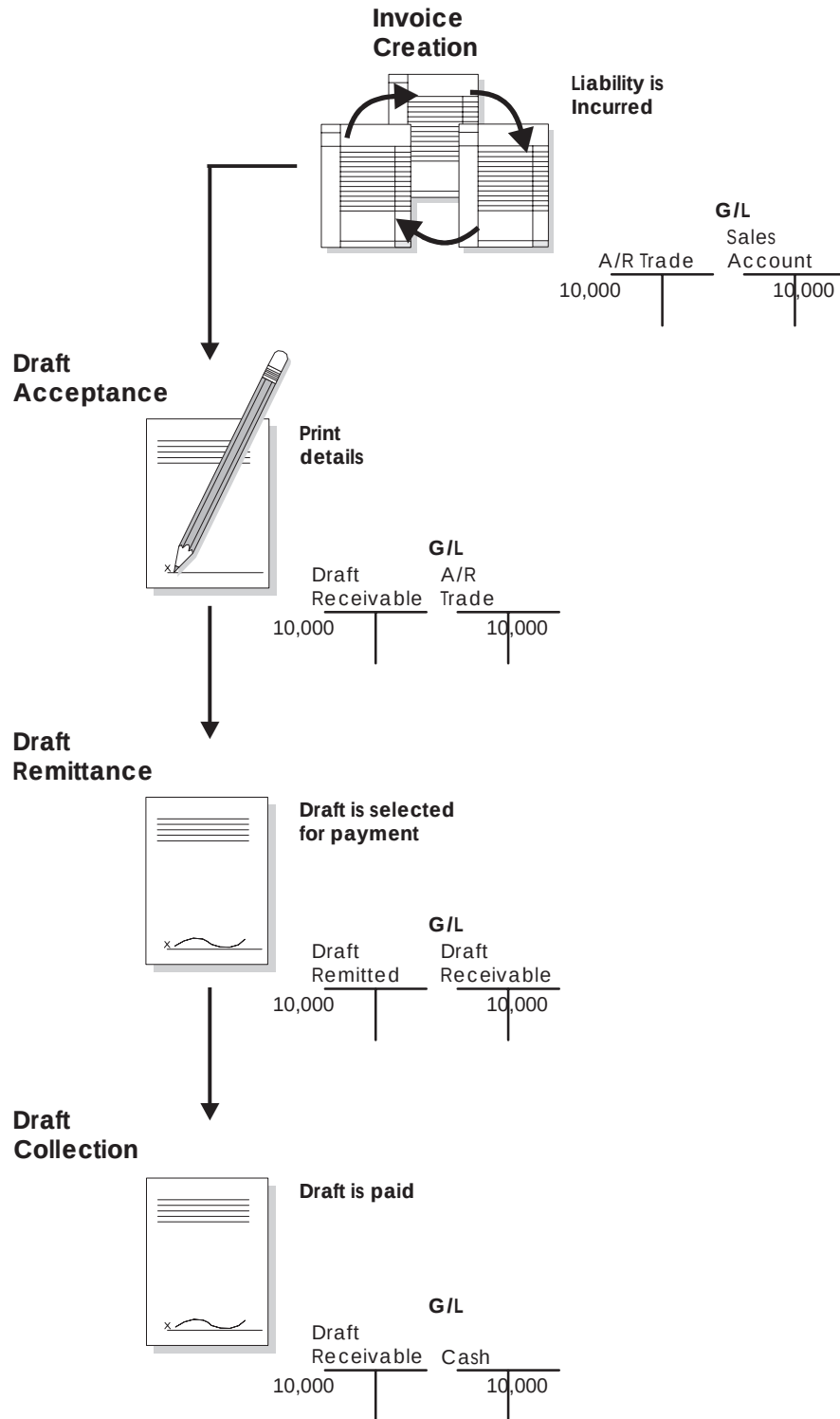
Draft Collection

1. Your bank collects the funds for the draft from the customer's bank on the due date of the draft. Your bank informs you if it cannot collect the funds.
2. On or after the due date, both the supplier and the customer recognize the transfer of cash. You update the status of the draft in your records to show that it was collected.
3. The system creates a journal entry to credit drafts remitted and debit a cash account. You post the journal entry.

Customer Number 7001				
Doc Type	Invoice Number	Invoice Amount	Pay Status	Pay Instr
R1	10005	10,000	P	2

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

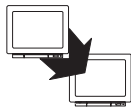
The draft process begins when you or your customer originate a draft. When you originate a draft, you can print a statement or invoice with a draft attachment to send to your customer. Some customers expect one draft per invoice. Other customers expect one draft for a statement of invoices. You can either 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.

Printing invoices and statements with drafts consists of:

- ☐ Printing invoices with draft attachments
- ☐ Printing statements with draft attachments

Printing Invoices with Draft Attachments



From Customer and Invoice Entry (G0311), choose Other Invoice Entry Methods

From Other Invoice and Receipts Entry Methods (G03111), choose Draft Daily Operations

From A/R Draft Daily Operations (G031111), choose Invoice Print with Draft

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.

Accounts Receivable

*
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.

Date	Ty	Reference	Document	Due Date	Remark	Invoice Amount
07/01/98	RI	1005	001	07/31/98	Misc Sales	15,895
Total Invoice Amount						15,895
Tax Amount						3,100
Balance Due						18,995

A Model Multi-National Co.
Avenue Louise, 200
B-1050 Brussels

Dra

PARIS

*****18,995 04/19/98 07/31/98 00000584 *****18,995

10729 81042310-0368111 55 International Transport Bank Bruxelles Lambert
Ch. de Wavre, 297
BEF 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



From Customer and Invoice Entry (G0311), choose Other Invoice Entry Methods

From Other Invoice and Receipts Entry Methods (G03111), choose Draft Daily Operations

From A/R Draft Daily Operations (G031111), choose Statement Print with Draft

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.
Avenue Louise, 200
B-1050 Brussels

Date - 08/08/98
Account - 00007007

International Enterprises
Avenue Louise, 1250
1050 Bruxelles

Your Account with us reflects the following amount due.

Date	Ty	Document 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 Avenue Louise, 1250
BEF 1050 Bruxelles Generale Banc

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.

Entering drafts consists of:

- ☐ Entering manual drafts
- ☐ Creating automatic drafts

When you enter drafts, the system processes them in the same way as receipts except that the system:

- Applies draft receipts to open customer invoices.
- Uses matching document type R1 to close invoices (one per pay item).
- Records the total draft amount in the A/R Ledger table (F0311) as a new original document type R1.
- Uses batch type * (asterisk).
- Validates the draft number against the draft number created if you used Invoice Print with Draft or Statement Print with Draft. This only applies to entering manual drafts originated by your customer.
- Uses AAI item RD1x (where x is the payment instrument) to determine the drafts receivable account.
- Sets the payment status to D (draft accepted).

Entering Manual Drafts



From Customer and Invoice Entry (G0311), choose Other Invoice Entry Methods

From Other Invoice and Receipts Entry Methods (G03111), choose Draft Daily Operations

From A/R Draft Daily Operations (G031111), choose Enter Our Drafts or Enter Customer 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

G031111 - Enter Our Drafts

Functions: Edit Help

Mode (F) ☐ Payor: International Transport Prev Recpt

Display Acct: 7886

Draft Number: 2 Pasted Batch Number: 3188 Co: 00070 BEF

Draft Amount: 31,250 Cust B(A) Num: 167296164259 318-0360111

Draft Date: 07/18/98 or Bank: Bruxelles Lambert

Deposit Date (G/L): 07/18/98 Bank Name:

Due Date: 07/18/98 Remark: Draft Receipt

Skls to Due Date: Currency Code: BEF Payment Inst: 1

Reference: Exchange Rate:

Remaining as Draft:

	Amount Applied	Discount Taken	Account Number	Invoice Number	Pay It's	To Ty	Net Due Date	Applied Amount
I	31,250		7886	761080	RI		07/18/98	31,250

F4=Detail F15=Account Inq F16=Ledger Inq F18=Posting Inq F13=Statement Inq

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).

[03103] - Enter Our Drafts

Functions Tools Help

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
Remark Draft Receipt Offset Co 00070 Inv Date 06/10/98								
Reas Smt 2 Orig Doc Curr BEF Doc Co 00000								
Remark								
Reas Smt Orig Doc Offset Co Inv Date								
Curr Doc Co								
Remark								
Reas Smt Orig Doc Offset Co Inv Date								
Curr Doc Co								

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

MW

4. Complete the following optional fields:
 - Remark
 - Offset

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

Field	Explanation
Draft Number	The number of the document, such as a receipt, an adjustment, or a credit that you apply against an original document, such as an invoice. For example: Original (DOC)–Matching Rec/Item (DOCM) A/R Original Invoice – Invoice Receipt – Invoice – Receipt Credit Memo/Adjustment – Invoice – Credit Memo 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.
Draft Amount	The amount of the receipt from the customer. This amount must balance to the detail of the amount applied to the open invoices.
Reference	An alphanumeric value used as a cross-reference or secondary reference number. Typically, this is the customer number, supplier number, or job number. <i>Form-specific information</i> This field is commonly used to identify the original invoice number because the system does not identify it when it creates an R1 original draft document.

What You Should Know About

Including a reference number during draft entry

When entering a draft, you might want to include a reference number on it. French clients commonly do this so that the reference number appears:

- In the magnetic draft file
- On the paper draft

Although French clients do not generally enter more than a 10-character reference number, the Reference Number on Enter Drafts can handle up to 25 characters. This makes the reference number useful for other countries. This number is for informational purposes only.

See Also

- *Entering Basic Receipts (P03103)*

Processing Options for Drafts Entry

DRAFT PROCESSING:

26. 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.

27. 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. _____

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

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

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

31. 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



From Customer and Invoice Entry (G0311), choose Other Invoice Entry Methods

From Other Invoice and Receipts Entry Methods (G03111), choose Draft Daily Operations

From A/R Draft Daily Operations (G031111), choose Pre-authorized Drafts

In some cases, the supplier and customer might agree in advance that the customer pays with a draft. The supplier does not print and send a draft to the customer, but instead sends the draft to the supplier's bank for collection. The supplier's bank collects funds from the customer's bank. This process is called automatic or pre-authorized draft processing.

You create automatic drafts by running Pre-authorized Drafts. 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 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

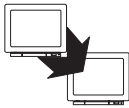
Revising Drafts

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



From Customer and Invoice Entry (G0311), choose Other Invoice Entry Methods

From Other Invoice and Receipts Entry Methods (G03111), choose Draft Daily Operations

From A/R Draft Daily Operations (G031111), choose Draft Inquiry

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

[00250] - Draft Inquiry

Functions Options Tools Help

Address Number: 7086

Payment Instrument:

Net Due Date:

Status:

Paid: ☒

Customer Number	Customer Name	Net Due Date	Amount	Status
7086	International Transport	12/17/98	31,250	Draft #cc

Opt: 1-Revisions F4=Details F24=More Keys

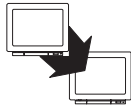
1. Complete the following field:
 - Address Number
2. Complete any of the following fields to limit your search:
 - Payment Instrument
 - Net Due Date
 - Status
 - Paid

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



From Customer and Invoice Entry (G0311), choose Other Invoice Entry Methods

From Other Invoice and Receipts Entry Methods (G03111), choose Draft Daily Operations

From A/R Draft Daily Operations (G031111), choose Draft Revisions

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

[00150] - Draft Review

Functions Tools Help

✓ ✕ ⓘ ↩ ⏪ ⏩ ⏴ ⏵

Draft Number	2 01
Document Company	00000
Gross Amount	31,250
Customer Number	7066 International Transport
Creation Date	07/10/90
Pay Status	D Draft Accepted
Customer Bank Account	107298104259 510-0368111 Bank Bruxelles Lambert
Payor	International Transport
Net Due Date	07/10/90
Payment Instrument	1 LCR - Supplier Draft W/Account
Reference	

Bank Presentation

Register Number	
Register Date	
Q/L Bank Account	

F24=More Keys

1. Locate the appropriate draft.
2. Change any of the following fields:
 - Pay Status
 - Customer Bank Account
 - Payor
 - Net Due Date
 - Payment Instrument

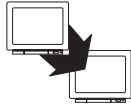
Field	Explanation
Payor	The text that names or describes an address. This 40-character alphabetic field appears on a number of forms and reports. You can enter dashes, commas, and other special characters, but the system cannot search on them when you use this field to search for a name.

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



From Customer and Invoice Entry (G0311), choose Other Invoice Entry Methods

From Other Invoice and Receipts Entry Methods (G03111), choose Draft Daily Operations

From A/R Draft Daily Operations (G031111), choose Speed Status Change

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

[00114] - Speed Status Change

Functions | Tools | Help

✓

X

1

2

3

4

5

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

USD

Name	Document Ty Number	Open Amount	P S	Discount Due Date	Discount Available
A88 Electric Motor	RI 6000	1,075.00	A	07/25/98	
A88 Electric Motor	RI 633000	550.00	A	05/15/98	
A88 Electric Motor	RI 760000	250.00	A	07/25/98	
A88 Electric Motor	RI 760001	250.00	A	07/25/98	
A88 Electric Motor	RI 760002	300.00	A	06/24/98	
A88 Electric Motor	RI 760003	200.00	A	06/24/98	
A88 Electric Motor	RI 2002001	1,075.00	A	07/30/98	
Pay Stat 'A' Total		3,650.00			
Grand Total -		3,650.00			

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

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

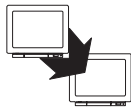
Approving and Posting Drafts

After you enter drafts, you must approve and post them to the general ledger.

Approving and posting drafts consists of:

- ☐ Reviewing and approving drafts for A/R
- ☐ Printing the A/R Draft Journal report
- ☐ Posting drafts for A/R

Reviewing and Approving Drafts for A/R



From Customer and Invoice Entry (G0311), choose Other Invoice Entry Methods

From Other Invoice and Receipts Entry Methods (G03111), choose Draft Daily Operations

From A/R Draft Daily Operations (G031111), choose Draft Journal Review

After you enter drafts, you review and approve them before posting them to the general ledger. You can do this online using Draft Journal Review. All 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



From Customer and Invoice Entry (G0311), choose Other Invoice Entry Methods

From Other Invoice and Receipts Entry Methods (G03111), choose Draft Daily Operations

From A/R Draft Daily Operations (G031111), choose Draft Journal Report

As an alternative to reviewing drafts online, you can print the Draft Journal report. This report is the same as the Receipts and Adjustment Journal report. The only difference between them is that one lists cash receipts and the other lists draft receipts.

Generally, it is easier to view drafts online. However, if there is a balancing problem, the printed journal can be a more workable format for detail review.

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

03311		J. D. Edwards & Co				Page - 2			
User		- DEMO		Cash Receipts & Adjustments Journal		Date - 4/19/98			
Batch Number		- 4124		User, Batch Number/Date, Bank Number					
Batch Date		- 01/07/98							
Bank Account		- 00026267		First Interstate Bank					
Base Currency		-							
Chk/Item	Date	Co	Name	T Address Number	Amounts		RS P	Cur	Foreign
	Check		Remark	I Inv/Pay Item or G/L Acct	Receipts	Adjustments	CD C	Cod	Amount
	G/L				Discount				Discount

1	01/07/98	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:

1. Select the account number to print: _____

- '1' = account number;
- '2' = short account ID;
- '3' = unstructured account;
- '4' = (default) number entered during input.

NOTE: This refers to the G/L Account number in the body of the report, not to the bank account in the header of the report.

HEADING ACCOUNT FORMAT:

2. Select the account number to print: _____

- '1' = account number;
- '2' = short account ID;
- '3' = unstructured account.

NOTE: This refers to the G/L Bank Account that appears in the heading, not the account that appears in the detail portion of the screen.

Posting Drafts for A/R



From Customer and Invoice Entry (G0311), choose Other Invoice Entry Methods

From Other Invoice and Receipts Entry Methods (G03111), choose Draft Daily Operations

From A/R Draft Daily Operations (G031111), choose Post Drafts to G/L

Posting drafts to the general ledger creates entries to the draft receivables account and offset entries to the general ledger for the receivable 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)*

Creating or Revising Bank Registers



From Customer and Invoice Entry (G0311), choose Other Invoice Entry Methods

From Other Invoice and Receipts Entry Methods (G03111), choose Draft Remittance/Collections

From A/R Draft Remittance and Collection (G031112), choose Draft Selection for Payment

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	A field that identifies an account in the general ledger. You can use one of the following formats for account numbers: • Standard account number (business unit.object.subsidiary or flexible format) • Third G/L number (maximum of 25 digits) • 8-digit short account ID number • Speed code The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program.

Field	Explanation
Dates Thru	Date the net payment is due (accounts receivable). In accounts payable, this is the discount due date. 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. <i>Form-specific information</i> 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. NOTE: You must enter a date in this field or the Discounted Drafts Dates From field. If you type information in this field, you cannot also type information in the Discounted Drafts Dates From field. A register cannot contain both regular and discounted drafts.
Amount Req	The target amount requested when grouping Draft records for presentation to the bank. Used for the calculation to show the difference (#DIF) between what was wanted (#ARQ) and what has been selected (#ASC).
Minimum Draft Amt	A number that identifies the smallest draft amount to display. If you type information in this field, the system only displays drafts with a gross amount equal to or larger than the specified amount. If you leave this field blank, the system displays all draft amounts.
Update Value Date	The date that the item was debited or credited to the bank account.

What You Should Know About

Changing bank registers You can also use Draft Selection for Payment to change registers for a specific bank account and date range.

Processing Options 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



From Customer and Invoice Entry (G0311), choose Other Invoice Entry Methods

From Other Invoice and Receipts Entry Methods (G03111), choose Draft Remittance/Collections

From A/R Draft Remittance and Collection (G031112), choose Registers in Process

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

The screenshot shows a window titled "[00201] - Registers in Process". It has a menu bar with "Functions", "Options", "Tools", and "Help". Below the menu bar is a toolbar with a checkmark and an 'X' icon. The main area contains search criteria fields: "UserID" (with a prompt "(Enter *** for all)"), "Batch Number", "Batch Date", "From", "Thru", and "Batch Status" (with a checkbox and prompt "(Blank will display unposted *** all)"). Below these fields is a table with the following data:

Op	Batch Number	Batch Date	Difference Input Total	Documents	Status	User
1	6148124	06/24/97	2,800-	1-	Approv	EM935720T

At the bottom of the window, there is a status bar that reads "Option: 1-Detailed Batch Review F24=More Keys".

1. Display all batches for all users, or complete any of the following fields to limit your search:
 - User ID
 - Batch Number
 - Batch Date From/Thru
 - Batch Status
2. Choose the Detailed Batch Review option next to the appropriate batch to access Registers for Bank Payment.

[03256] - Registers for Bank Payment

Functions Options Tools Help

Bank Account 70.1110.001 Banque Bruxelles Lambert

Thru Date 06/24/97

Discounted Drafts:

Date to be Disc:

User ID 699357281

Batch 6148124

Amf Requested

Amf Selected 2,000

Difference 2,000-

Q	Net Due	P	Description	Register Amount	Register Number
P	Date	I			
0	07/15/98	2	BBR - Cash Draft W/A	2,000	614812400001

Opt: 1=Detail 9=Delete F5=Draft Selection F21=Print F24=More

3. On Registers for Bank Payment, complete the following field:
 - Bank Account
4. Choose the Detail option next to the appropriate register to access Register Detail Inquiry (optional).

[03257] - Register Detail Inquiry

Functions Options Tools Help

Bank Account 70.1110.001 Banque Bruxelles Lambert

Register Number 614812400001

Register Amount 2,000

Not Due Date 07/15/98

Payment Instrument 2

Default (R/R & R/P)

Q	Gross Amount	Customer Number	Customer Name	Customer Bank Account
P				
0	2,000	7001	JDE Europe	4089753 2354901-999

Opt: 8=Delete from Register F4=Details F24=Keys

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.

Working with draft remittance consists of:

- ☐ Creating magnetic draft tape tables
- ☐ Copying magnetic draft tables to tape
- ☐ Resetting the magnetic draft tape copy sequence for A/R
- ☐ Remitting paper drafts
- ☐ Posting draft remittance journal entries

Creating Magnetic Draft Tape Tables



From Customer and Invoice Entry (G0311), choose Other Invoice Entry Methods

From Other Invoice and Receipts Entry Methods (G03111), choose Draft Remittance/Collections

From A/R Draft Remittance and Collection (G031112), choose Magnetic Draft Remittance

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 Banque Bruxelles Lambert
Bank Account Number.

Cust. Number	Customer Name	Bank Routing Transit Number	Cust Bank Acct #	Cn Dg	Draft Number	Net Due Date	Gross 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

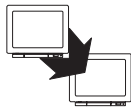
Italian bank payments

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 Magnetic Draft Tables to Tape



From Customer and Invoice Entry (G0311), choose Other Invoice Entry Methods

From Other Invoice and Receipts Entry Methods (G03111), choose Draft Remittance/Collections

From A/R Draft Remittance and Collection (G031112), choose Copy Bank Tape File to Tape

After you create the magnetic tape table, copy the table to a tape or diskette that you send to your bank.

Before performing the copy, this system checks the Bank Tape Sequence table (F04926) to determine whether a copy is pending. That is, the system checks to see if the tape table has been created, but does not check to see if it has been copied to tape.

If the table does not exist or is blank, the system displays a message and stops processing.

Before You Begin

- ☐ You must load a magnetic tape into a tape drive or a diskette into a disk drive.

► To copy magnetic draft tables to tape

On Copy Bank Tape File to Tape

Copy Bank Tape File to Tape

Functions Tools Help

✓ X

Magnetic Draft Version 100001

Tape Density 1600

Tape File Name JUT#FE

Tape Device Name TAP01

New Volume Name 000001

New Owner Id

F3=End Job MW

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	For World, identifies a group of items that the system can process together, such as reports, business units, or subledgers. For OneWorld, the name of the version. It is created when the version is added.
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 Magnetic Draft Tape Copy Sequence for A/R



From Customer and Invoice Entry (G0311), choose Other Invoice Entry Methods

From Other Invoice and Receipts Entry Methods (G03111), choose Draft Remittance/Collections

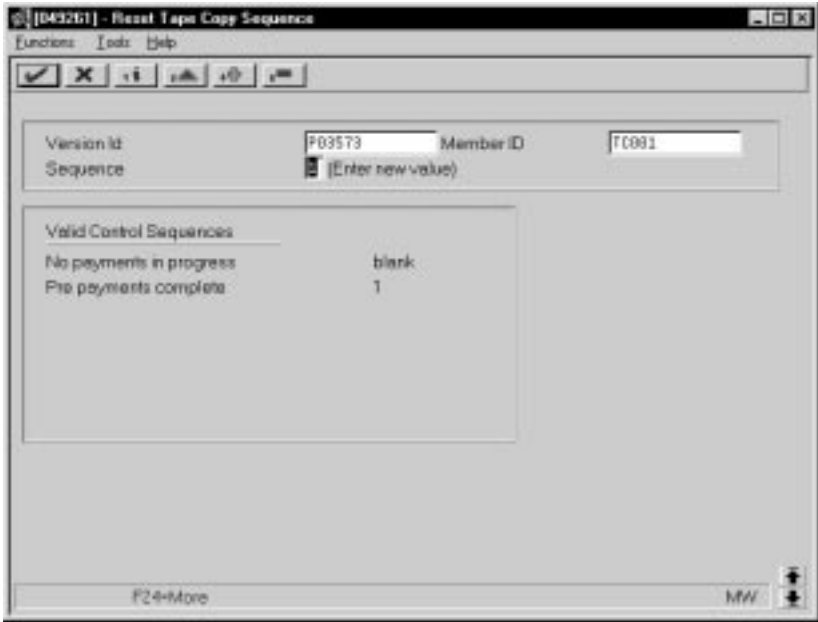
From A/R Draft Remittance and Collection (G031112), choose Reset Tape Copy Sequence

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 magnetic 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

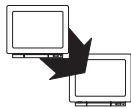
Field	Explanation
Version Id	The A/P payment version that corresponds to the DREAM Writer version selected in A/P payment processing. <i>Form-specific information</i> This is the DREAM Writer version ID you used to create the tape table on Magnetic Tape Remittance.
Member ID	The identification, such 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



From Customer and Invoice Entry (G0311), choose Other Invoice Entry Methods

From Other Invoice and Receipts Entry Methods (G03111), choose Draft Remittance/Collections

From A/R Draft Remittance and Collection (G031112), choose Paper Draft Remittance

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.

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
A/R Manual Draft Remittance
*** PROOF ***

Page - . . . 3
Date - . . . 4/19/98

Batch Number
Company 70 A Model Multi-National Company
G/L Bank Account . . *00017726 Banque Bruxelles Lambert
Bank Account Number.

Cust. Number	Customer Name	Bank Routing Transit Number	Cust Bank Acct #	Cn Dg	Draft Number	Net Due Date	Gross 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:

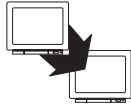
6. Enter the G/L Bank Account that the drafts will be remitted to.
Note: This must be entered only if the bank register procedure is not being used.

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



From Customer and Invoice Entry (G0311), choose Other Invoice Entry Methods

From Other Invoice and Receipts Entry Methods (G03111), choose Draft Remittance/Collections

From A/R Draft Remittance and Collection (G031112), choose an option under the Journal Entry Review and Post heading

After you remit drafts, you must review and post journal entries. Posting debits the drafts remittance account and credits the drafts receivable account.

All 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

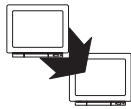
Working with A/R Draft Collection

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.

Working with A/R draft collection consists of:

- ☐ 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



From Customer and Invoice Entry (G0311), choose Other Invoice Entry Methods

From Other Invoice and Receipts Entry Methods (G03111), choose Draft Remittance/Collections

From A/R Draft Remittance and Collection (G031112), choose Status Update without JEs or Status Update with JEs

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



From Customer and Invoice Entry (G0311), choose Other Invoice Entry Methods

From Other Invoice and Receipts Entry Methods (G03111), choose Draft Remittance/Collections

From A/R Draft Remittance and Collection (G031112), choose NSF Notification

Your bank might not be able to collect money from a customer because of non-sufficient funds. When this happens, you can send the customer a notification letter that lists all outstanding drafts that they owe.

The NSF Notification program lists outstanding drafts on the notification letter only if the document type for the payment item is RV (non-sufficient funds). The draft information on the notification letter is from the A/R Ledger table (F0311). The contents are from the Generic Message/Rates (F00191) and the General Message Detail (F00192) tables.

Before You Begin

- ☐ Create text for your letters using NSF Notification Generic Text

Example: Non-Sufficient Funds Letter

The following example shows a letter notifying a customer about non-sufficient funds.

Attn:
Millhollin Autodebit Customer #2
Denver CO 80237

04/21/98

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 **

DT	Invoice Number	Invoice 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 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



From Customer and Invoice Entry (G0311), choose Other Invoice Entry Methods

From Other Invoice and Receipts Entry Methods (G03111), choose Draft Remittance/Collections

From A/R Draft Remittance and Collection (G031112), choose General Journal Review

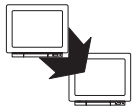
If you created journal entries, you must review and approve them after you update the status of drafts to collected. Posting debits a cash account and credits the drafts remitted account.

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



From Customer and Invoice Entry (G0311), choose Other Invoice Entry Methods

From Other Invoice and Receipts Entry Methods (G03111), choose Draft Remittance/Collections

From A/R Draft Remittance and Collection (G031112), choose Post Journal Entries

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.

Working with 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



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

From Customer and Invoice Entry (G0311), choose Other Invoice Entry Methods

From Other Invoice and Receipts Entry Methods (G03111), choose Process 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 and DREAM Writer version number of the program to be called to create the formatted file for the bank. (Press F1 for a list of available programs.)

Program Name
Program Version.

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:

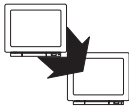
17. Enter a '1' to purge the Batch
 Receipts Workfile (F0312) upon run
 completion. If left blank, the file
 will not be purged. _____

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



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

From Customer and Invoice Entry (G0311), choose Other Invoice Entry Methods

From Other Invoice and Receipts Entry Methods (G03111), choose Auto Debit
 Journal Review

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

[00201] - Auto Debit Journal Review

Functions Options Tools Help

Batch Number

Batch Date From

Thru

User ID (Enter "" for all)

Batch Status ☐ (Blank will display unposted, "" all)

Doc #	Batch Number	Type	Date	Input Total	Difference	Documents	Status	User
	6065413	R	04/30/95	48,930,820-		1-	Approv	CM982084T
	4124	R	11/04/93	480,800		1-	Pending	DEMO
	4327	R	11/19/93	196,217-		1-	Pending	DEMO
	76759	R	03/27/95	560,800-		1-	Approv	DEMO
	81608	R	04/17/95	3,500		1-	Approv	DEMO
	6138931	R	05/18/97			2-	Error	UCISUSER
	6138123	R	05/19/97			2-	Error	UCISUSER

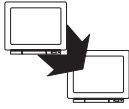
Option: 1-Detailed Batch Review F24-More Keys MW

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



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

From Customer and Invoice Entry (G0311), choose Other Invoice Entry Methods

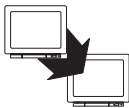
From Other Invoice and Receipts Entry Methods (G03111), choose Post Automatic Debits to G/L

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



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

From Customer and Invoice Entry (G0311), choose Other Invoice Entry Methods

From Other Invoice and Receipts Entry Methods (G03111), choose Copy File to Tape/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)

Use this option to specify a customized program. P03579DT produces the variable record length format common to Germany.

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.

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

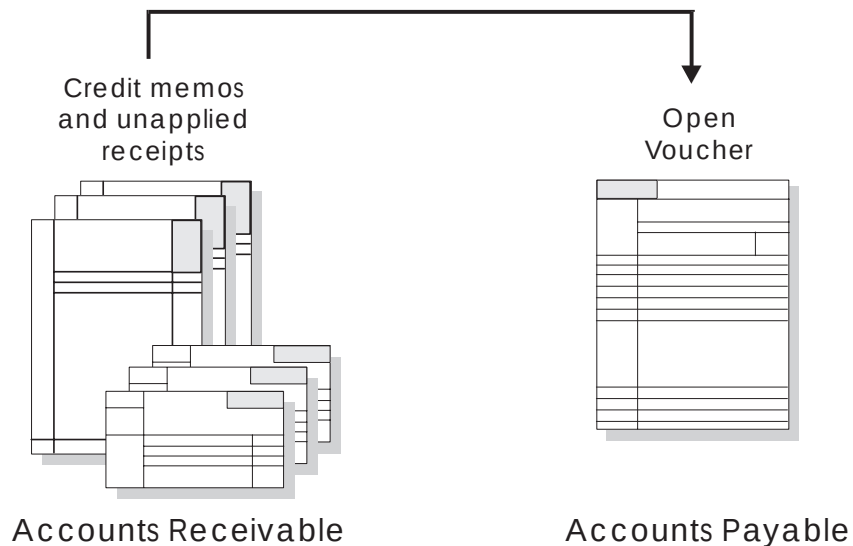
See Also

- *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



From Accounts Receivable (G03), choose Periodic Processes

From Periodic Processes (G0321), choose Generate 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	G/L Ty Itm Offset
Central Express Store	3002	9002	RU	000	1,300.00		
	Central Express Store				1,300.00		
Centre Gift Store	3004	9003	RU	000	2,000.00		
	Centre Gift Store				2,000.00		
Centrum Incorporated	3001	9001	RU	000	35.00		
	Centrum Incorporated				35.00		
Edwards & Edwards	1002	4454	RI	000	125.00		
	Edwards & Edwards				125.00		
Edwards, J.D. & Company	1001	4453	RM	000	100.00		
	Edwards, J.D. & Company				100.00		
	A Model Financial Co (Trng)				3,560.00		

The system prints the following report in final mode. You can use this report to review the credit note reimbursements that are processed.

03610		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	G/L Ty Itm Offset
Central Express Store	3002	9002	RU	000	1,300.00		
	Central Express Store				1,300.00	8625 PA 000	Reimbursement voucher created
	A Model Financial Co (Trng)				1,300.00		
	Reimbursement Amount Created				1,300.00		

In either proof or final mode, this report might include the following error messages:

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



From Accounts Receivable (G03), choose Periodic Processes

From Periodic Processes (G0321), choose Receipts Journal Review or Voucher Journal Review

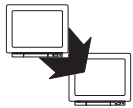
After you process credit note reimbursements in final mode, but before you post them, you can use the review programs to correct and approve them.

All J.D. Edwards journal review programs work the same way.

See Also

- *Reviewing and Approving Invoices (P03201)*

Posting Credit Note Reimbursements



From Accounts Receivable (G03), choose Periodic Processes

From Periodic Processes (G0321), choose Post Receipts to G/L or Post Vouchers to G/L

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

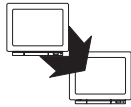
Processing “As Of” Reports

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



From Accounts Receivable (G03), choose Periodic Processes

From Periodic Processes (G0321), choose Date File Generation

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.

Printing "as of" reports consists 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

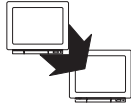
- ☐ Run Date File Generation to create the worktable
- ☐ Specify F0311A in the Based on File field in Additional Parameters
- ☐ Set the appropriate processing option to use "as of" date processing

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



From Accounts Receivable (G03), choose Periodic Processes

From Periodic Processes (G0321), choose Open A/R Detail Reports

The Open A/R Detail Report lists information based on any "as of" date you specify in the worktable build. This report has several versions, including:

- A/R Detail with Discount and Remarks
- A/R Detail with Optional Aging
- Customer Receipts History
- Retainage Receivables
- A/R Detail by Account Representative

034201 Company.		J.D. Edwards & Company Accounts Receivable Detail With Remarks "As Of" File				Page - 8
						Date - 6/31/98
						As of - 01/31/98
Address	Customer Name	Phone Number	Due Date/	Balance	Discount	Remark
	. . . Document . . .		Inv Date G/L Chk Date	Original	Open	
	Co Ty Number					
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	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 processing options for aging.
(NOTE: Report MUST be sequenced and set to page break by company if company defaults are requested)
NOTE: If selected, all other aging processing options will be ignored.

"AS OF" DATE:

3. Enter the "As Of" date to age open balances. If left blank, the current date is used as the default. _____

ACCOUNT AGING:

4. Specify one of the following dates to age accounts from: _____
 - D = Due Date (Default)
 - I = Invoice Date
 - G = General Ledger Date
 - S = Statement Date

AGING CALCULATIONS:

5. Specify one of the following methods for aging calculations: _____
 - 1 = Aging Days (Default)
 - 2 = Fiscal Periods
 - 3 = Calendar

CATEGORY INFORMATION:

6. Enter the following aging category information: (for method "1" only)
 - Aging Days: _____ Beginning
 - _____ thru
 - _____ thru
 - _____ thru
 - _____ thru
 - _____ thru

CREDIT PROCESSING:

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.

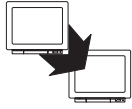
DRAFTS:

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



From Accounts Receivable (G03), choose Periodic Processes

From Periodic Processes (G0321), choose Open A/R Summary Reports

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:

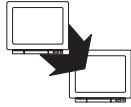
- Open A/R Summary by Company
- Open A/R Summary by Parent
- Open A/R Summary by Salesperson
- Open A/R Summary by Category Code

034201 A Model Financial Co (Trng)		J.D. Edwards & Company Accounts Receivable Detail With Remarks "As Of" File				Page - 4
						Date - 6/31/98
						As of - 01/31/98
Address	Customer Name	Phone Number	Due Date/	Balance	Discount	Remark
Co	Document	Inv Date	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



From Accounts Receivable (G03), choose Periodic Processes

From Periodic Processes (G0321), choose Open A/R by BU and Address

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
Open A/R by Customer and BU - As of

Page - . . . 5
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.

Processing A/R 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 open amounts 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 for posted records.

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



From Accounts Receivable (G03), choose Periodic Processes

From Periodic Processes (G0321), choose A/R to G/L by Batch

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 G type (general ledger) receipts or the matching document type RG (gain/loss) to the original gross invoice amounts. It also does not add the discount available 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.

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



From Accounts Receivable (G03), choose Periodic Processes

From Periodic Processes (G0321), choose A/R to G/L by Offset Account

The A/R to G/L by Offset 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		Page	2
		A/R to G/L by Offset Account		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

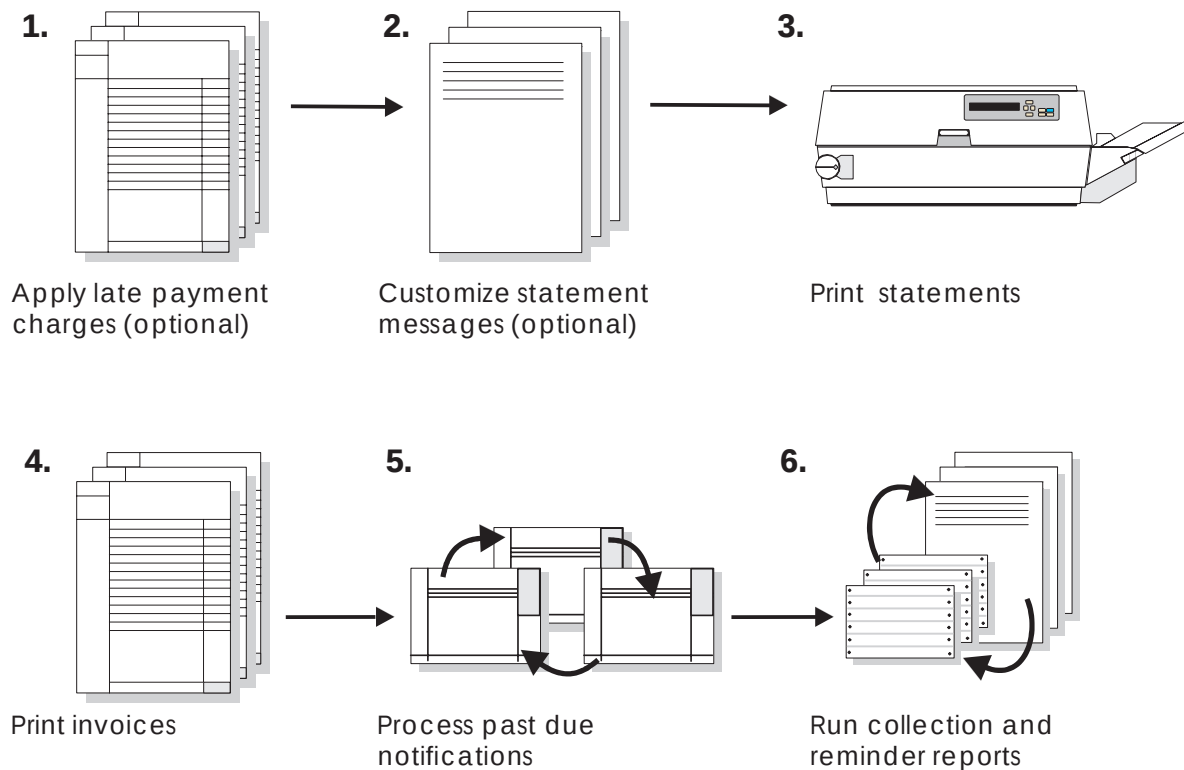
The Accounts Receivable system provides a wide range of features you can use to complete your period-end tasks.

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.

Working with late payment charges consists of:

- ☐ Processing finance charge invoices
- ☐ Processing interest invoices

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 AAls.
- 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

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



From Accounts Receivable (G03), choose Statement/Reminder Processing

From Statement/Reminder Processing (G0322), choose Update 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	Alpha	Sch	Old %	New %	
Number		Typ	Factor	Factor	
-----	-----	----	-----	-----	
1001 Edwards, J.D. & Company		C	.021000	.022000	
3002 Central Express Store		C	.021000	.022000	

In the previous sample report, the finance charge is increased by 1 percent (.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



From Accounts Receivable (G03), choose Statement/Reminder Processing

From Statement/Reminder Processing (G0322), choose Print Finance Charge Invoices

After you update finance charge percentages, run Print Finance Charge Invoices to compute and apply finance charges. This program selects invoices from the A/R Ledger (F0311) 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
Finance Charge Journal - Final

Page- 4
Date- 10/28/98

Batch Number . . . 4176

FINAL

Account	Co.	Open	Percent	Finance	Do	Document
Number	Name	Amount	Factor	Charge	Ty	Number
1001	Edwards, J.D. & Company	1	3,000.00	0.021000	63.00	RF 873 001
1002	Edwards & Edwards	1	605.00	0.021000	12.71	RF 874 001
A Model Accounting Company		3,605.00		75.71		
Grand Total		3,605.00		75.71		

What You Should Know About

Multi-Currency

If you use multiple currencies, the system assesses finance charges in the currency code of the base company.

Processing Options 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.

DATE PROCESSING (CONTINUED):

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. _____

INVOICE PRINT (cont.):

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.

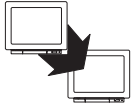
Processing Interest Invoices

After you check your local regulations concerning the legality of assessing compound interest charges, you can begin processing interest invoices.

Processing interest invoices consists of:

- ☐ Creating interest invoices
- ☐ Reviewing and approving interest invoices
- ☐ Posting interest invoices

Creating Interest Invoices



From Accounts Receivable (G03), enter 27

From A/R Advanced and Technical Operations (G0331), choose Interest Invoicing

From Interest Invoicing (G03312), choose an option under the Interest Invoice Processing heading

To calculate and apply interest charges, run interest invoices in proof or final mode. The system selects invoices from the A/R Ledger table (F0311) that meet the following criteria:

- Invoices must be fully paid after the net due date or a date specified in the processing options.
- The customer is set up to receive finance charges.
- The Interest Invoicing field must be blank on Collection Management. You can use this field to exclude individual invoices from the interest charges.
- The interest amount must be above the minimum specified in the processing options. Invoices that do not meet the minimum are marked with P (processed) and appear on the proof report with the message *Total Below Minimum*.
- The invoice must not be marked as processed.

To calculate interest amounts, the system uses the rate you specify for the monthly finance charge percentage in the customer master record and in the interest rate constants. If you do not specify a percentage in the customer master record, the system adds the rate you entered in the processing option to the interest rate constant. If a rate is not entered, the system uses only the interest rate constant.

The system calculates interest on the open amount for the number of days it was paid late. The final interest charge assessed to the customer is the sum of the monthly finance charge percentage and the interest rate constant.

You can run this program in either proof or final mode:

- In proof mode, the system produces a report.
- In final mode, the system:
 - Produces a report.
 - Marks the invoices as P (processed). The system records the interest invoice date on each processed invoice. You can view this date on Collection Management.
 - Creates a batch of unposted interest invoices (document type RF) with batch type I. The system also marks these invoices as P (processed).

Before You Begin

- ☐ Set up the customer for finance charges.
- ☐ Set up the monthly finance charge percentage.
- ☐ Set up AAI items RFC (Finance Charge Income Credit) and RFD (Finance Charge Receivable Debit). See *Working with Automatic Accounting Instructions*.
- ☐ Revise interest rate tables. See *Working with Interest Rate Information*.

03301	J.D. Edwards & Company				Page - 1	
	User	- STUDENT		A/R Invoice Journal		
	Batch Number	- 3227		User, Batch Date/Number, & Invoice		
	Batch Date	- 09/01/98				
Document		Co	Name	Address Number	Amounts	P LT
Ty Invoice No.	Inv Date		Remark	G/L Account	Invoice	C
	G/L Date		Account Description		Discount	Distribution

RF	768-001	07/30/98	001 Edwards, J.D. & Company	1001	122.55	
		07/30/98	Interest Invoice			
			Finance Charge Income Credi	3.5155		122.55- P AA
RF	769-001	07/30/98	001 Dunlop Construction Co	2330	79.15	
		07/30/98	Interest Invoice			
			Finance Charge Income Credi	3.5155		79.15- P AA
RF	770-001	07/30/98	001 May Company	3001	73.99	
		07/30/98	Interest Invoice			
			Finance Charge Income Credi	3.5155		73.99- P AA
RF	771-001	07/30/98	001 A&B Electric Motor Service	4006	29.02	
		07/30/98	Interest Invoice			
			Finance Charge Income Credi	3.5155		29.02- P AA
Batch Total - Gross/Posted					304.71	304.71-
- Discount/Unposted						

What You Should Know About

Abbreviated column headings

The following abbreviated column headings appear on the A/R Invoice Journal:

- PC – Posted Code
- LT – Ledger Type

Multi-Currency

If you use multiple currencies, the system assesses interest charges in the currency of the invoice.

Processing Options for Interest Invoice Generation

PROOF/FINAL MODE:

1. Enter a "1" for final mode to print invoices and update files. If left blank, a proof report will be printed and no file updates will occur.

AS OF DATE:

2. Enter the "As Of" date for invoice selection. If left blank, the current date will be used.

G/L DATE:

3. Enter the G/L date to be assigned. If left blank, the current date will be used.

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.

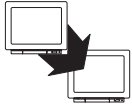
EXTRA CREDIT DAYS:

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



From Accounts Receivable (G03), enter 27

From A/R Advanced and Technical Operations (G0331), choose Interest Invoicing

From Interest Invoicing (G03312), choose Invoice Journal Review

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



From Accounts Receivable (G03), enter 27

From A/R Advanced and Technical Operations (G0331), choose Interest Invoicing

From Interest Invoicing (G03312), choose Post Invoices to G/L

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



From Accounts Receivable (G03), choose Statement/Reminder Processing

From Statement/Reminder Processing (G0322), choose Print Statements

You can print A/R statements to inform your customers of their account activity. You can customize statements for your organization. They can include:

- Invoice detail
- Current balance due
- Account summary
- Account aging

To see a preview of your statements, first print them in proof mode. Proof mode provides a report that you can use to verify the accuracy of your information and correct any errors. To update any tables, print the statements in final mode.

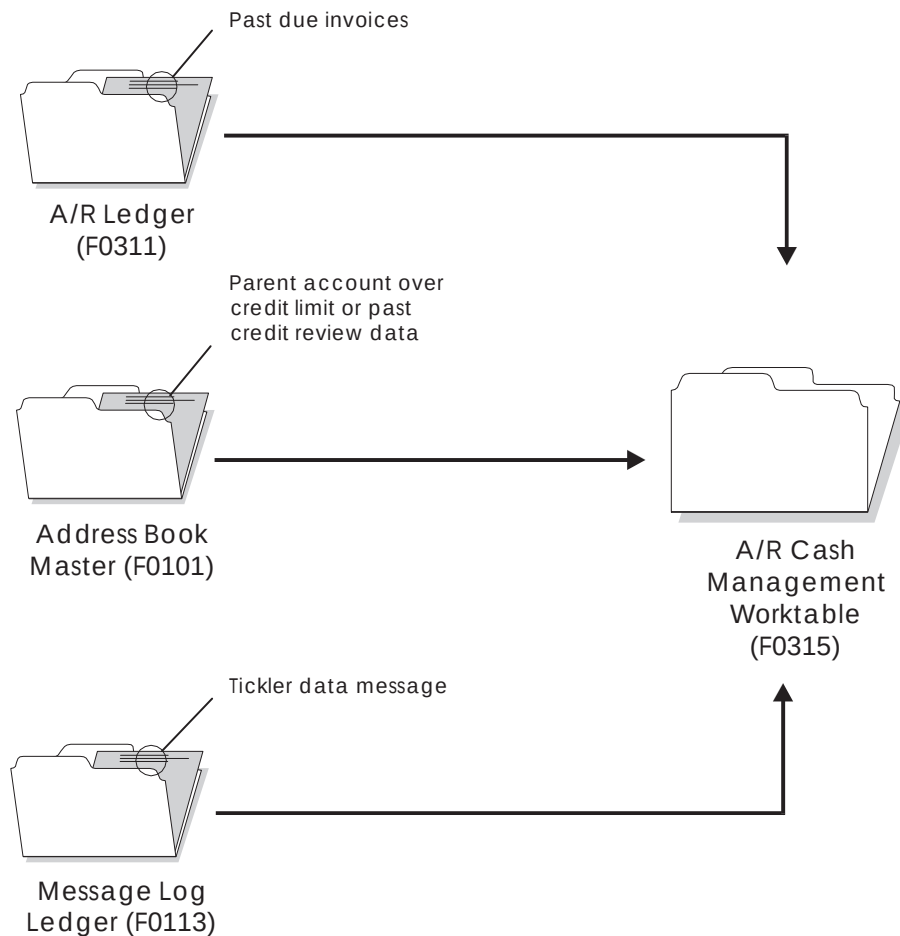
In addition to creating separate statements for each company, you can consolidate companies into one statement by assigning a remittance company in the processing options.

Printing A/R 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

=====

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

** 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

=====

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

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

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

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

Statement with Consolidation of Companies by Customer Number

===== 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

Page - 1
Date - 06/30/98
Account - 1002

Table with 8 columns: Invoice Number, Invoice Due Date, Remark, Open Amount, Discount Taken, Payments Received, Adjustments, Outstanding Balance Due. Rows include company summaries for A Model Financial Co, Model Multi-National Colombia, and Model Finan/Distrib Co, along with individual invoice details and currency totals.

We appreciate your business.

===== SUMMARY PAGE =====

Table with 8 columns: Invoice Number, Invoice Due Date, Remark, Open Amount, Discount Taken, Payments Received, Adjustments, Outstanding Balance Due. Rows include a summary of the total open amount and an account aging breakdown by due date ranges.

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 6 through 9. Leave blank to use the following processing options 6 through 9 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 Date
Leave blank to use aging date.

PRINT FORMAT:

16. Enter a '1' to print aging information on the statement. _____

17. Enter a '1' to suppress printing the account summary information at the end of the statement. _____

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 Number
address = 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



From Accounts Receivable (G03), enter 27

From A/R Advanced and Technical Operations (G0331), choose Italian A/R Statements

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 – 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



From Accounts Receivable (G03), choose Statement/Reminder Processing

From Statement/Reminder Processing (G0322), choose Print A/R Invoices

To print the invoices that you created during invoice entry or receipts entry, run Print A/R Invoices. This program prints items such as:

- Chargeback invoices (document type RB)
- Credit memos (document type RM)
- Finance charge invoices (document type RF)
- Interest invoices (document type RF)

If an invoice has a discount available or an applied tax amount, it prints on the invoice. Additionally, text messages from form S03505 in the vocabulary overrides print on the invoice.

If you specify that the invoices be sent to someone other than the customer, the system prints the selected address on the invoices. Each invoice prints on a separate page.

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*.

Accounts Receivable

I N V O I C E
- - - - -

Remit to - A Financial Company - for Training	Invoice - 635
7900 East Union	Account - 1001
Denver CO 80237	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.

Date	Ty	Document Reference	Due Date	Remark	Invoice Amount
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



From Accounts Receivable (G03), choose Statement/Reminder Processing

From Statement/Reminder Processing (G0322), choose Print Statements

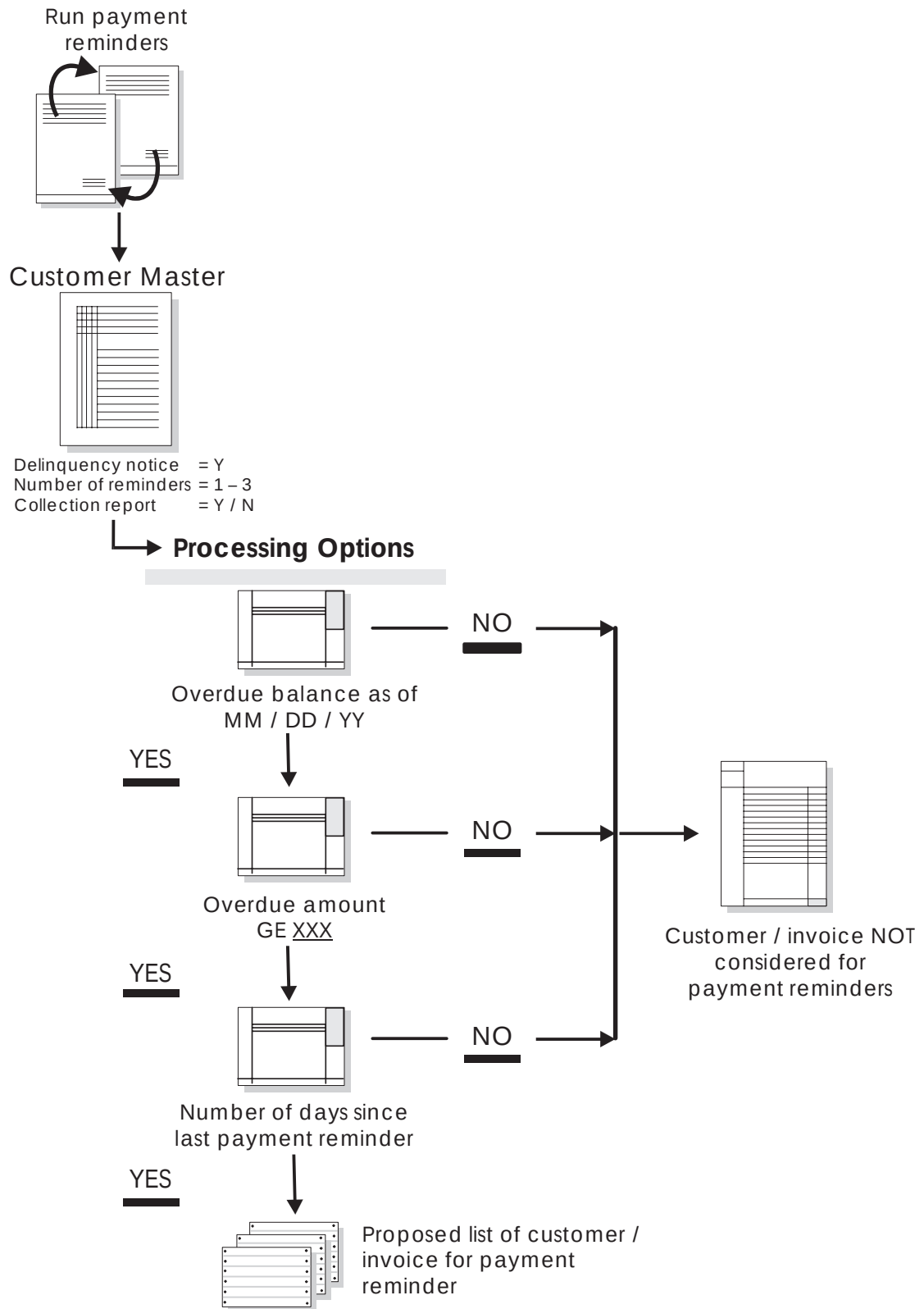
If your company sends reminder notices for past due invoices, you need to print payment reminders.

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.

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				Page - 3	
		Payment Reminders Final				As Of Date - 06/30/98	
A Model Property Management Co 00015 USD							
. . . . Address							
Number	Name		Document		Tran	 Domestic	 Foreign
Inv Date	Ty	Number	Due Date	G/L Date	Curr	Open	Open
						Original	Open
							Number Level

4175 Abernathy & Hitch							
02/01/98	RU	9005 000	02/01/98	02/01/98	USD	2,000.00-	2,000.00-
04/20/98	RN	1936 001	05/01/98	04/30/98	USD	200.00	200.00
03/31/98	RJ	819 000	03/31/98	03/31/98	USD	341.67	341.67
05/31/98	RJ	827 000	05/31/98	05/31/98	USD	695.83	695.83
02/28/98	RJ	811 000	02/28/98	02/28/98	USD	750.00	750.00
04/30/98	RJ	823 000	04/30/98	04/30/98	USD	895.83	895.83
04/01/98	RD	663 002	05/01/98	04/01/98	USD	1,650.00	1,650.00
04/01/98	RD	663 001	05/01/98	04/01/98	USD	3,300.00	1,300.00
						-----	-----
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'.

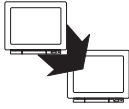
The system will use the number of reminders specified at the invoice level first, then at the customer level and then in this processing option until a non-blank value is found.

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



From Accounts Receivable (G03), choose Statement/Reminder Processing

From Statement/Reminder Processing (G0322), choose Print 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 percent) 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.
NOTE: If selected, all other aging processing options will be ignored.
3. Enter the Notice Date. Open balances are aged as of this date. Leave blank to use today's date.

AGING (CONT'D):

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

AGING (CONT'D):

6. If using the Aging Days method, enter the aging day ranges: Beginning thru thru thru thru thru thru

DATA SELECTION:

7. Enter a '1' to exclude future amounts.

MULTICURRENCY PROCESSING:

8. Enter a '1' to process with multicurrency. 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



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

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

When you determine that a customer should appear on a collection report that you send to an outside collections agency, you must identify the customer as eligible for collections.

► To choose a customer for collections

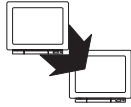
On Customer Master Information

Complete the following field:

- Collection Report

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

Choosing an Invoice for Collections



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

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

When you determine that an invoice should appear on a collection report to be sent to an outside collections agency, you must identify the invoice.

► To choose an invoice for collections

On Customer Ledger Inquiry

D	P	Ty	Document Number	Item	Date	Net Due/ Recpt Date	Gross Amount	Open Amount	Recpt/ Item	P P C S
RI			1998	001	05/15/98	06/14/98	1765.00	1765.00		D A
RI			2818	001	05/26/98	06/27/98	500.00	500.00		D A
RI			2827	001	06/20/98	07/20/98	4500.00	4500.00		D A
RI			2830	001	06/21/98	07/21/98	957.25	957.25		D A
RI			2841	001	07/08/98	07/28/98	5795.00	5795.00		D A
RI			2844	001	06/30/98	07/30/98	59.36	59.36		D A
RI			2845	001	06/23/98	07/23/98	45.00	45.00		D A
RI			2846	001	06/01/98	07/01/98	550.00	550.00		D A
RI			2855	001	06/03/98	07/03/98	1000.00	1000.00		D A
RI			2155	001	06/25/98	07/25/98	5875.00	5875.00		D A
RI			2300	001	06/15/98	07/15/98	500.00	500.00		D A
RA			6226	001	06/23/98	07/23/98	5500.00	5500.00		D A

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



From Accounts Receivable (G03), choose Statement and Reminder Processing

From Statement and Reminder Processing (G0322), choose 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*.

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
Inv Date	Ty	Number	Due Date Curr	Original	Open	Original	Open	Of	Last
								Rmdrs	Reminder
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



From Accounts Receivable (G03), choose Statement and Reminder Processing

From Statement and Reminder Processing (G0322), choose A/R Detail 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.

Work with Collection and Reminder Information

034202
A Model Financial Co (Trng)

J.D. Edwards & Company
Accounts Receivable Detail

Page - 3
Date - 4/07/98
As of - 07/31/98

Customer Number/Name		Document	Reference	Inv Date	Due Date	Original	Open	RS	RL	Rem Date	RC	Collection	CC	CR	Customer	RM	COL		
Comp	Ty	Number										Col Date							
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									
						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											
						21,062.50	21,062.50												
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											
						21,062.50	21,062.50												
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											
						21,062.50	21,062.50												
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.

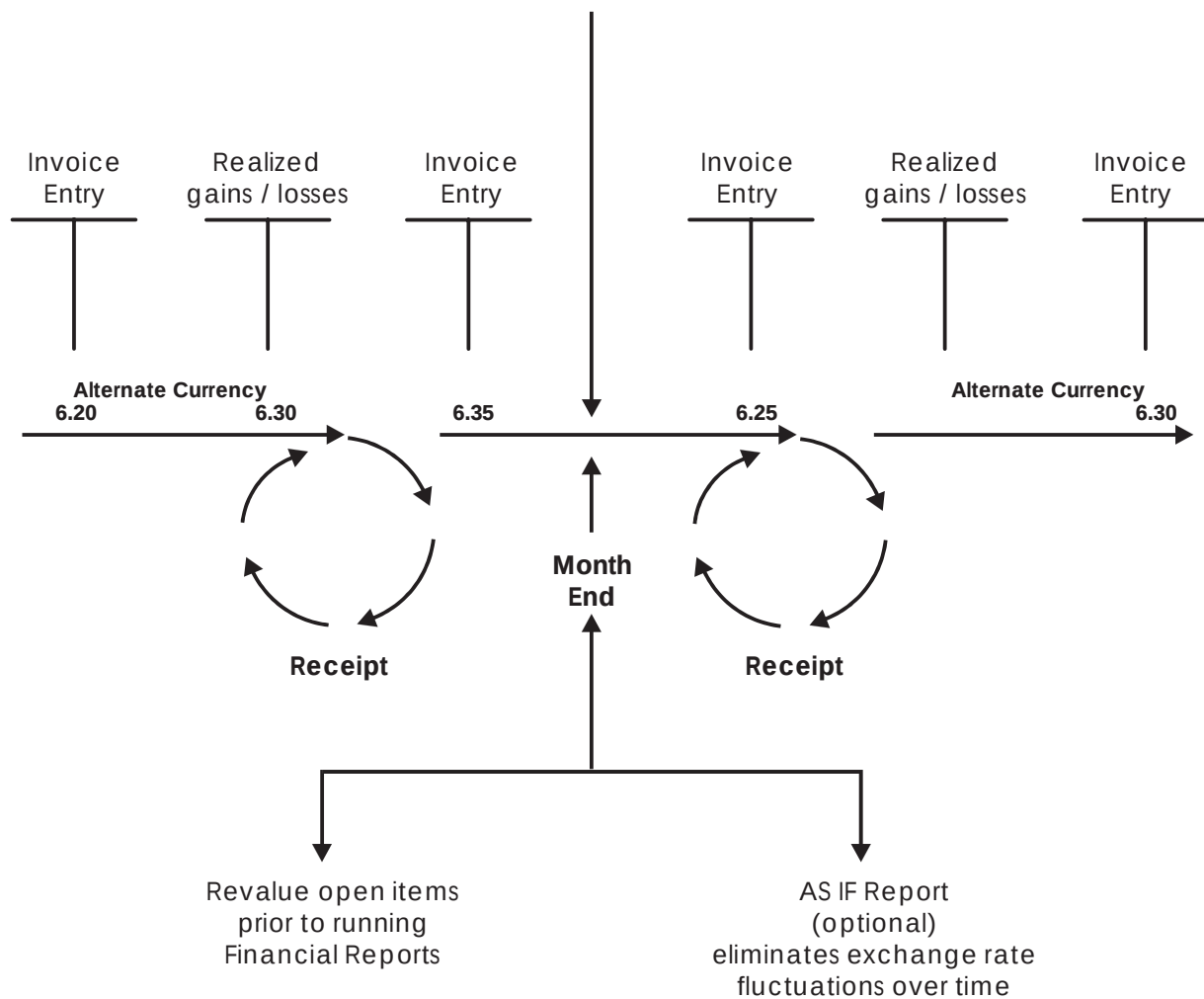
Currency gains and losses consists of:

- ☐ Understanding AAIs for gains and losses
- ☐ Calculating unrealized gains and losses



Revalue Open Items

- Unrealized currency gains / losses for trade accounts
- Monetary account valuation



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

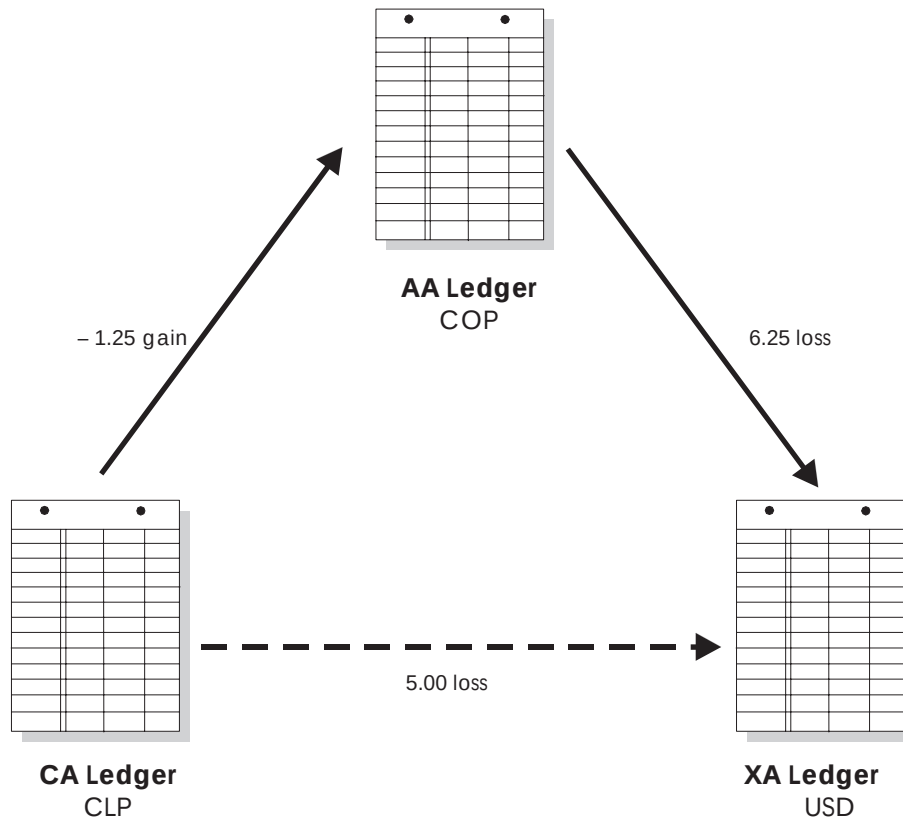
	--AA Ledger--			--XA Ledger--		
	Domestic Transaction Amount	Curr Code	Exchange Rate (/)	Alternate Currency (calculated)	Curr Code	Gain (-)/ Loss (+)
Invoice Entry	85,000	COP	850	100.00	USD	
Receipt (customer paid 50% of invoice amount)						
(current rate)	85,000	COP	860	98.85	USD	1.15
(original rate)	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 = Actual Amount
 CA = Currency Amount
 XA = Alternative Amount
 COP = Colombian Peso
 CLP = Chilean Peso
 USD = U. S. Dollars

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.

1,000 COP / 800 = -1.25 gain		
Realized gain in AA ledger	Current exchange rate (COP to USD)	CA to AA

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.

75,000	/	750	=	100.00	
75,000	/	800	=	<u>93.75</u>	
				6.25	loss (AA to XA)
Invoice		Exchange rates (COP			
amount		to USD) on 6/01/98 and			
(COP)		6/30/98, respectively			

Understand AAI for Gains and Losses

About AAI for Gains and Losses

When the system calculates currency gains and losses, it uses AAI to distribute the gain or loss to the correct G/L account. These AAI are used to calculate the following:

- Realized gains and losses
- Unrealized gains and losses

See Also

- *Setting Up AAI for Realized Gains and Losses (P00121)*

Which AAI Are Used to Calculate Realized Gains and Losses?

The Accounts Receivable system uses the following AAI 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 AAls 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 AAls:

- 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



From Accounts Receivable (G03), choose Periodic Processes

From Periodic Processes (G0321), choose 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*.

[illegible]

F	3,500.00	3,500.00
D	213.25	213.25
C		21,325.15

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.

JOURNAL ENTRIES CONT:

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.

DW 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
- ☐ Working with payment terms
- ☐ About AAI's
- ☐ About AAI's for A/R
- ☐ Working with AAI's
- ☐ About user defined codes
- ☐ About user defined codes for A/R
- ☐ Working with 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: • 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

[002502] - Accounts Receivable Constants

Functions Index Help

✓ ✕ **i**

Company 00000 J.D. Edwards & Company

Delinquency Notice (Y/N) Y

Print Statement (Y/N) Y

Auto Receipt (Y/N) Y

Auto Receipt Algorithm 1

Age as of Date (Blank=Today's Date) 98/38/98

Aging Method (1,2,3) 1

Date Aging Based On D

Aging Days(999=Infinity)

Beginning	30 - thru	60 thru	120 thru	150 thru	999
	90 thru				

Batch Control Required (Y/N) N

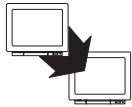
Manager Approval of Input (Y/N) N

Offset Method (D, S, Y, or B) D

Q/L Interface (Y/N) Y

F24=More Keys MW

Setting Up the Default Company



From Accounts Receivable (G03), enter 29

From Accounts Receivable Setup (G0341), choose Accounts Receivable Constants

You must set up company 00000 as a default company to control:

- The company name that appears on the top of all reports
- Default values in the AAIs
- Default reporting periods for information viewed online

Company 00000 does not contain actual accounting activity.

You might need to set up companies that require A/R constants different from the default values you specify for company 00000. You can override the default values when you enter a customer master record.

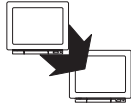
► **To set up the default company**

On Accounts Receivable Constants

Change the following field, if necessary:

- Company

Setting Up A/R Notification Controls



From Accounts Receivable (G03), enter 29

From Accounts Receivable Setup (G0341), choose Accounts Receivable Constants

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.



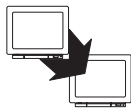
To set up A/R notification controls

On Accounts Receivable Constants

Change the following fields, if necessary:

- Delinquency Notice
- Print Statements

Setting Up Automatic Receipts Processing



From Accounts Receivable (G03), enter 29

From Accounts Receivable Setup (G0341), choose Accounts Receivable Constants

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



From Accounts Receivable (G03), enter 29

From Accounts Receivable Setup (G0341), choose Accounts Receivable Constants

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

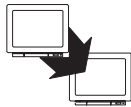
Change the following fields, if necessary:

- Age as of Date
- Aging Method
- Date Aging Based On
- Aging Days – Beginning
- Aging Days – Thru

Field	Explanation						
Age as of Date (Blank=Today's Date)	The 'As Of' date or cutoff date used for aging Accounts Receivable invoices. The system compares the 'As Of' date to one of several dates associated with an invoice to determine which aging category the invoice open amount is to be applied to. 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. <i>Form-specific information</i> If you leave this field blank, the system uses the current date.						
Aging Method (1,2,3)	A code that designates the way aging will be calculated. Valid codes are: <table><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						

Field	Explanation
Date Aging Based On	A code that indicates the date used for aging calculations. Valid values are: I Invoice date D Due date G G/L date S Statement date
Aging Days(999 = Infinity) Beginning	Categories that control how delinquent accounts print. Aging categories print on delinquency notices and statements if you set this option. The system uses these categories only when you specify Aging Method 1.
Aging Days(999 = Infinity) thru	The specified number of days for the Accounts Receivable aging report.

Setting Up Batch Control for A/R



From Accounts Receivable (G03), enter 29

From Accounts Receivable Setup (G0341), choose Accounts Receivable Constants

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

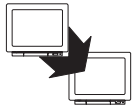
On Accounts Receivable Constants

Change the following field, if necessary:

- Batch Control Required

Field	Explanation
Batch Control Required (Y/N) – A/R	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



From Accounts Receivable (G03), enter 29

From Accounts Receivable Setup (G0341), choose Accounts Receivable Constants

You can specify whether management approves each batch of transactions before they are posted.

► To set up A/R batch approval

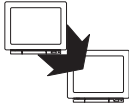
On Accounts Receivable Constants

Change the following field, if necessary:

- Manager Approval of Input

Field	Explanation
Manager Approval of Input (Y/N)	A code that controls approval of batches for posting. Valid codes are: 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



From Accounts Receivable (G03), enter 29

From Accounts Receivable Setup (G0341), choose Accounts Receivable Constants

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 (D, S, Y, or B)	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	G/L	Co	Account Description	G/L Account	 Amounts		LT	Units		
Ty		Date		Explanation	Subldgr-Ty/Asset Number	Debit Credit					
RI	2084	06/15/98	00100	Contract Sales USD	210.5030			7,012.12-	AA		
				Edwards, J.D. & Company							
RI	2085	06/15/98	00100	Contract Sales USD	210.5030			9,319.65-	AA		
				Edwards, J.D. & Company							
AE	107945	06/30/98	00100	Trade Accounts Receiv USD	100.1210	17,524.00			AA		
				Post Offset by Batc I 00107945							
AE	107945	06/30/98	00100	Sales & Use Tax Payab USD	100.4433			1,192.23-	AA		
				Post Offset by Batc I 00107945							
Batch Total						17,524.00		17,524.00-		AA	

Setting Up the G/L Interface Control for A/R



From Accounts Receivable (G03), enter 29

From Accounts Receivable Setup (G0341), choose Accounts Receivable Constants

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 (Y/N)	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.

Work with Payment Terms

Working with Payment Terms

You use payment terms to ensure that both the seller and the buyer agree on when a payment is due for goods or services rendered. Payment terms can range from simple to complex, depending on the policy of your organization. For example, you might set up a simple payment term, such as 1/10, net 30, to encourage early payment. You might also set up a more complex payment term to allow an invoice or a voucher to be split into multiple payments with a different discount percentage for each payment.

Working with payment terms consists of the following tasks:

- ☐ Setting up due date rules
- ☐ Setting up work day calendars (optional)
- ☐ Setting up payment term codes
- ☐ Setting up installment payments (optional)
- ☐ Working with payment terms for multi-tiered discounts (optional)

Payment terms provide you with the flexibility to define how the system calculates due dates and discount percentages for your invoices and vouchers. A due date can either be a net due date or a discount due date. Because of the complex and diverse ways of calculating due dates, you can set up due date rules using various components to calculate a due date. For example, you can specify that the system add 10 days to the based on date, which might be the G/L date, when calculating the discount due date of an invoice.

After you set up due date rules for both the net due date and the discount due date, you set up the payment term code. You can specify a due date rule as either a discount due date or a net due date. This enables you to link the rules together with a discount percent to define the:

- Default payment term code for a customer or supplier
- Payment term code of a specific invoice or voucher

The system stores payment term information in the following tables:

- Advanced Payment Terms (F00141)
- Due Date Rules (F00142)
- Due Date Rules Day Range (F00143)
- Installment Payment Terms (F00144)

Setting Up Due Date Rules



From Accounts Receivable (G03), enter 29

From Accounts Receivable Setup (G0341), choose Payment Terms Revisions

From Payment Terms Revisions (G00141), choose Due Date Rule Revisions

Before you set up specific payment terms, you must define the rules that the system uses to calculate due dates for invoices and vouchers. You can set up as many due date rules as necessary.

A due date rule can consist of any of the following components:

Based on Date	This can be an invoice date, G/L date, a service tax date, and so on.
Days to Add	This is the number of days that the system adds to the based on date.
Months to Add	This is the number of months that the system adds to the based on date.
Fixed Days	This is the same day every month, such as the 10th or 15th of each month.
Date Range	This is a range of days that the system uses in conjunction with other components.
Work Day Calendar	This is a calendar that you can use to ensure that the due date is on a work day.

Work Day Rule

This is a rule that you can use to ensure that if a due date is on a non-work day, the system moves it forward or backward to an actual working day. It also determines whether to count non-work days when calculating the due date.

By using a combination of these components, you can set up a variety of payment terms. For example, you might set up date rules as follows:

- Use the invoice date as the based on date and add one month. For example, if the date of the invoice is June 25th, the due date is July 25th.
- Use the G/L date as the based on date, and add one month and five days. For example, if the G/L date is June 12th, the due date is July 17th.
- Use the G/L date as the based on date, set up a day range, specify a number of days to add to the day range and a month to add. For example, if the G/L date is June 2nd, the month to add is 1, and the date ranges are:
 - The 1st through the 10th, add 5 days
 - The 11th through the 31st, use the 31st as the fixed day

Since the based on date is within the first date range, the system adds five days and one month to the last day in the date range. Therefore, the due date for the payment is July 15th. This is commonly known as a “swing payment term,” and is most often used in Germany.

► To set up due date rules

On Due Date Rule Revisions

The screenshot shows a window titled '[00146] - Due Date Rule Revisions'. It has a menu bar with 'Functions', 'Options', 'Tools', and 'Help'. Below the menu bar is a toolbar with icons for save, delete, add, and print. A 'Skip To Date Rule' field is present. The main area contains a table with the following data:

ID	Date Rule	Description	Base Date	Mth Add	Days Add	Fix Days	Calendar	By	Range
								Bl	Fser
	DAYS	Net Due Date - Date Range	1					10	1 R
	DNEXT	Calculate Next Disc. Due Date	1		10			10	1 R
	FIXED	Fixed Date Net Due Date	1	1		15		10	1 R
	N30	Net 30 Days	1		30			10	1 R
	RANGE	Discount Date - Range	2					10	1 R

At the bottom, there is a status bar with the text: 'Opt1=Date Range 9=Delete F6=Update Redisplay F15=Print Terms F24=More Keys' and a 'MW' button.

1. Complete the following fields:
 - Date Rule
 - Description
2. To define how the system calculates the due date, complete any of the following fields:
 - Based on Date
 - Months to Add
 - Days to Add
 - Fix Days to Use
3. To specify information about a work day calendar, complete the following fields:
 - Calendar
 - Work Day Rule

4. To set up a date range as part of your due date rule, choose the Date Range option next to the rule.

From	To	Add	Add	OR	Fixed
From	To	Months	Days		Days
1	10				
11	20				
21	31				

5. On Date Range Setup, complete the following fields:
 - From Day Range
 - To Day Range
6. Complete the following optional fields and press Enter:
 - Add Months
 - Add Days
 - Fixed Days
7. Choose the Update function to update and redisplay the due date rule.

Field	Explanation
Date Rule	The due date rule that the system uses to determine the installment due date of an invoice. You define due date rules on the Due Date Rule Revisions form.
Description	A user defined name or remark. Use this field to describe the customer or class of customers who will use the execution list.
Based on Date	The initial date from which the net due date and discount due date is calculated. NOTE: The based on date attached to the net due date rule and the discount due date rule is applicable for the first installment only for installment payment terms. Each subsequent installment will use the previously calculated net due date as the basis for calculating the next due date.

Field	Explanation
Months to Add	This field indicates the number of months to add to the based on date to determine the net due date or the discount due date.
Days to Add	This field indicates the number of days to add to the based on date to determine the discount or net due date.
Fixed Days	This indicates the fixed day which will be used during the date calculation.
Calendar	The calendar name to be used in work day calculations. It will be validated against the Work Day table (F0007).
Work Day Rule	A code that controls how the system determines the due date when the due date falls on a non-working day. The work day rule operates in conjunction with the fixed days, add days, and date range. Valid values: - blank When calculating the due date, use actual days. Ignore day classifications, such as working day, weekend, and holiday. 1 When calculating the due date, omit non-working days. If the due date falls on a non-working day, move the due date forward to the next working day. 2 When calculating the due date, use actual days. If the due date falls on a non-working day, move the due date forward to the next working day. 3 When calculating the due date, do not omit non-working days. If the due date falls on a non-working day, move the due date back to the last working day.
From Day	This field indicates the lower value of a day range. The allowable values are 1 to 31. This must be lower than the To Day value.
To Day	This field indicates the upper value of a day range. The allowable values are 1 to 31. This must be greater than the From Day value.

What You Should Know About

Date ranges

If you specify a date range in your due date rule, the system uses the last day in the range in conjunction with the months to add, days to add, or a fixed day. If you do not specify a month to add, days to add, or a fixed day, the system assigns the due date as the last day of the range.

For example, if you set up a date range from the 10th to the 25th of June and you do not specify a fixed day or months/days to add, the due date of the payment is June 25th.

The ranges must not overlap, and they must include a full month (days 1 through the 31st).

Additionally, when you set up a date range, you cannot specify both the number of days to add and a fixed days number. However, you can specify the number of months to add along with the number of days to add or the fixed days.

The system adds the days to add, months to add, and fixed days to the last day in the range on the Due Date Rule Revision form. To determine the date range, the system adds the days to add, months to add, and fixed days to the based on date.

See Also

- *Setting Up Work Day Calendars (P00071)*
- *Setting Up Work Day Calendars*

Setting Up Work Day Calendars



From Accounts Receivable (G03), enter 29

From Accounts Receivable Setup (G0341), choose Payment Terms Revisions

From Payment Terms Revisions (G00141), choose Work Day Calendar

When setting up due date rules for your payment terms, you can set up work day calendars. These calendars enable you to specify the actual work days, weekends, holidays, and so on, of your organization. You can set up multiple calendars and reference the name of one in the due date rule.

After you set up a work day calendar, you specify which action to take if the system calculates the due date on a non-work day. You do this on the Due Date Rule Revisions form. For example, you can instruct the system to:

- Ignore non-work days when counting the days to calculate the due date and not allow the due date to occur on a non-work day.
- Use the work day after the calculated due date as the due date. For example, if the calculated due date occurs on the weekend, the system moves it to the following Monday.
- Use the work day before the calculated due date as the due date. For example, if the calculated due date occurs on the weekend, the system moves it to the previous Friday.

If you specify a work day rule, you can adjust the payment's due date to correspond with your working days. For example, you can prevent unintended "grace periods" that might occur if the due date falls on a Saturday and your business is closed. In addition, you can specify that the payment is due in 30 working days instead of 30 calendar days.

► To set up work day calendars

On Work Day Calendar

1. Complete the following fields:

- Branch
- Calendar Year
- Calendar Month

The calendar for the month and year displays twice. The left portion of the form shows the numerical days, and the right portion of the form shows the work days and non-work days.

2. In the right portion of the form, change the default values as necessary for each day of the week.

What You Should Know About

Specifying the type of day

Some examples of the type of day you can specify on the calendar are as follows:

- W (work day)
- E (weekend)
- H (holiday)
- S (shut-down)

The Work Day Calendar program (P00071)

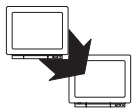
The Work Day Calendar program is a Manufacturing program. On the Work Day Calendar form, the Branch field does not refer to a Branch/Plan (business unit). Instead, it refers to the name that you assign to the work day calendar for your due date rules.

Therefore, when you set up a work day calendar, the system accesses it from the Work Day Calendar table (F0007), not the Business Unit table (F0006).

See Also

- *Setting Up Due Date Rules* for information about specifying work day rules

Setting Up Payment Term Codes



From Accounts Receivable (G03), enter 29

From Accounts Receivable Setup (G0341), choose Payment Terms Revisions

From Payment Terms Revisions (G00141), choose Advanced Payment Terms

You can set up codes for various payment terms, which determines the net due dates, discounts, and discount due dates for your invoices and vouchers. This makes entering invoices and vouchers more efficient.

When you enter a customer or supplier record, you specify the payment term code that the customer or supplier uses most frequently. Then, when you enter the invoice or voucher, you can either:

- Accept the default payment term code
- Designate a different payment term code

About Payment Term Codes

When you set up a payment term code, you can use a one-, two- or three-character combination of the following:

- Alphabetic (A – Z)
- Numeric (1 – 999)
- Special characters (including blank)

You should set up a blank code for the most commonly used payment terms. If you do this, you must also set up a non-blank code for the same payment terms in case you need to change a supplier's payment terms later.

For example, you have a supplier with a payment terms code of D (due upon receipt). The supplier changes the terms to net 30 days, which is set up as a blank code. Because you cannot replace the existing code of D with a blank, you must use a non-blank code, such as N for net 30 days.

Before You Begin

- ☐ Set up the necessary due date rules that the system uses to calculate net due dates and discount due dates. This enables the system to link the rule to a specific payment term. See *Setting Up Due Date Rules*.

► To set up payment term codes

On Advanced Payment Terms

The screenshot shows a window titled "[00145] - Advanced Payment Terms" with a menu bar (Functions, Options, Tools, Help) and a toolbar. Below the toolbar is a "Skip To Payment Term" field. The main area contains a table with the following data:

Payment Term	Description	Net Due Date Rule	Disc. Due Date Rule	Disc. Perc	Inst Present
DAY	Fixed Date - Date Range	DAYS			N
INS	Equal Installments	N30	INERT		Y
NXT	Due Date Calculated Next Date	N30	INERT	.15000	N
PER	Percentage Installments				Y
PRN	From Net Due Date	FIXED			N
RNG	Discount Due Date - Range	N30	RANGE	.10000	N
VBL	Value Added Bated Invoice	N30			N

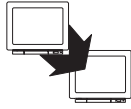
At the bottom, there is a status bar with the text: "Opt1=Installments 9=DR F5=Updw/Fedspl F15=Due Date Rules F24=More Keys" and a "MW" button.

1. Complete the following fields:
 - Payment Term
 - Description (optional)
2. To attach a due date rule to the payment term, complete the following fields:
 - Net Due Date Rule
 - Discount Due Date Rule

3. To specify a discount percentage for the invoice, complete the following field:
- Discount Percentage

Field	Explanation												
Payment Terms	A code that specifies the terms of payment, including the percentage of discount available if the invoice is paid within a certain amount of time. A blank code usually indicates the most frequently used payment term. You define the specifications for each type of payment term on the Payment Terms Revisions form. For example: <table><tr><td>blank</td><td>Net 15</td></tr><tr><td>1</td><td>1/10 net 30</td></tr><tr><td>2</td><td>2/10 net 30</td></tr><tr><td>N</td><td>Net 30</td></tr><tr><td>P</td><td>Fixed day of 25th</td></tr><tr><td>Z</td><td>Net 90</td></tr></table> This code prints on customer invoices.	blank	Net 15	1	1/10 net 30	2	2/10 net 30	N	Net 30	P	Fixed day of 25th	Z	Net 90
blank	Net 15												
1	1/10 net 30												
2	2/10 net 30												
N	Net 30												
P	Fixed day of 25th												
Z	Net 90												
Description – Payment Terms	The text that describes the payment terms code. You can print this text on the invoice, for example, 2/10, net 30, fixed day 25.												
Net Due Date Rule	The due date rule that the system uses to calculate the net due date of an invoice installment. You define net due date rules on the Due Date Rules Revisions form.												
Discount Due Date Rule	The due date rule that the system uses to calculate the discount due date of an invoice. This is similar to a discount due date payment term. You define the discount due date rule on the Due Date Rules Revisions form.												
Disc Perc	The percent of the total invoice that will be discounted if the invoice is paid within the discount period. This is entered as a decimal, for example, a 2% discount is .02.												

Setting Up Installment Payments



From Accounts Receivable (G03), enter 29

From Accounts Receivable Setup (G0341), choose Payment Terms Revisions

From Payment Terms Revisions (G00141), choose Installment Payment Revisions

Instead of a customer or you paying all of an invoice or voucher at one time, you can might arrange installment payments. You can set up installment payment terms to pay an invoice or voucher with multiple payments over a specified period of time.

When you set up installment payment terms, you can set up equal payments or unequal payments with different percentages. You can also specify a different discount percent for each installment. The system calculates the due date of each installment based on the due date rule you assign to it.

The following describes two examples of installment payment terms:

Equal payments with a discount due date

You might set up five equal payments. Each payment includes a 10 percent discount if paid within the discount period that you defined in the discount due date rule.

The actual due date of the payment depends on the net due date rule that you set up.

Unequal payments with a discount due date

You might set up 6 payments. Five of the payments might be 15 percent of the invoice amount, and the sixth payment is 25 percent. Each payment might also include a 5 percent discount if paid within the discount period that you defined in the discount due date rule.

The actual due date of the payment depends on the net due date rule that you set up.

► To set up installment payments

On Installment Payment Revisions

Sequence Number	Percent of Installment	Discount Percent	Disc. Rule	Net Rule
1.000	50.00000	.10000	ONEXT	R30
2.000	10.00000	.00000	ONEXT	R30
3.000	10.00000	.00000	ONEXT	R30
4.000	10.00000	.05000	ONEXT	R30
5.000	10.00000	.02500	ONEXT	R30
6.000	10.00000	.01000	ONEXT	R30

1. Complete the following fields:
 - Payment Terms
 - Description (optional)
2. To set up equal installment payments with the same due date rules, complete the following fields in the header area:
 - Number of Equal Payments
 - Discount Percent
 - Discount Due Date Rule
 - Net Due Date Rule
3. To set up unequal installment payments or to apply different due date rules, complete the following fields for each installment in the detail area:
 - Sequence Number
 - Percent of Installment
 - Discount Percent
 - Discount Due Date Rule
 - Net Due Date Rule

Field	Explanation
No. of Equal Payments	This field indicates the number of equal installments to be initially generated by the system. Using default values, the system uses this fast path method to create equal installments.
Discount Percent	The default value for the percent of the total invoice that will be discounted if the invoice is paid within the discount period. This is entered as a decimal, for example, a 2% discount is .02. Note, this field is only available the first time that installments are entered for a payment term. It is the value which will initially be replicated for the generated installments.
Disc. Due Date Rule	The default value of the discount due date rule that the system uses when generating equal installments. Note: This field is only available for use when first generating new equal installments for a payment term.
Net Due Date Rule	The default value for the Net Due Date rule when generating equal installments. Note, this field is only available for use when first generating new equal installments for a payment term.
Sequence Number	A number used to organize the table into a logical group for online viewing and reporting.
Percent of Installment	The percentage of the invoice that is going to be split to generate one installment. The total of all installments must add up to 100.00 % of the invoice total amount. This is different than the split payment concept where the split is a fixed percent. Here you create installments using variable percentages. If the percent of the installment is 20%, you enter it as 20.
Discount Percent	The percent of the total invoice that will be discounted if the invoice is paid within the discount period. This is entered as a decimal, for example, a 2% discount is .02.

What You Should Know About

Verifying installment payments

To verify that installment payments are attached to the appropriate payment term, locate the payment term on Advanced Payment Term Revisions and choose the Update function.

Understand AAI

About AAI

Automatic accounting instructions (AAIs) define the relationships between your day-to-day accounting functions and your chart of accounts. The system uses AAI to direct the journal entries for each of your accounting transactions to the appropriate account in the general ledger.

Each J.D. Edwards system that interfaces with the General Accounting system has AAI. Each AAI is associated with a specific general ledger account that consists of:

- A business unit
- An object
- A subsidiary (optional)

Groups of AAI items with a common purpose have a similar prefix.

To allow for more flexibility, some AAI items have one of the following user defined suffixes:

- X suffix. The x suffix indicates a currency code. Some AAI have a suffix of xxx to accommodate three-character currency codes. Use these AAI to set up multiple AAI types for each company. If an AAI item has an x suffix (one or more lowercase x letters), the system replaces the x letters with characters.
- Y suffix. This suffix indicates a G/L offset code. Some AAI have a suffix of yyyy to accommodate one- to four-character offset codes. For example, the object account for notes payable (offset code NOTE) can be different from the one for trade accounts payable (offset code TRAD).

Elements of an AAI Form

The Automatic Accounting Instructions form shows an index, or list, of the AAIs used in the J.D. Edwards systems.

Sequence Number	Company	Bus. Unit	Object	Sub	Item
3.000	Accounts Receivable				R
	Bank Accounts	3.100			
	G/L Classifications	3.110			
	Receipts & Ref.	3.200			
3.000	Discounts Taken	3.300			R0
	Accrued Taxes	3.320			
	Foreign Curr Gains &	3.330			
	Losses on R/R Payments				
	Finance Charges	3.400			
3.000	Credit Note Reimb.	3.510			R1
		-			
		-			

There is no entry under Company/Business Unit because default AAIs are set up for company 00000. The GLGx items are used for system-wide setup.

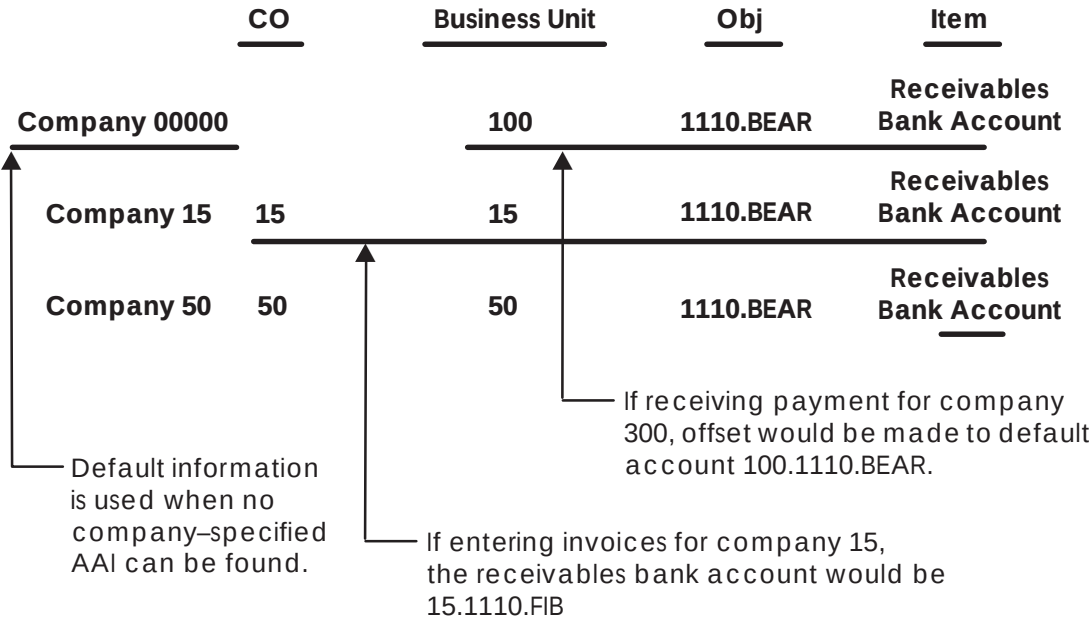
The sequence number does not serve a programming function. It is only used to determine where an AAI appears in the list.

Programs are set up to look for a specific AAI item. The item is the hard-coded name of the AAI and cannot be changed.

Default AAIs

The system uses a combination of company and AAI item to determine which account to use in a particular situation. You can create AAIs for each unique combination of company and G/L offset code that you anticipate using. You can create various combinations to direct entries to different offset accounts.

Your system includes AAIs that are already assigned to company 00000. You can customize these AAIs to fit your company, business unit, or object account setup. You must assign a valid account to the default AAIs for company 00000. 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.



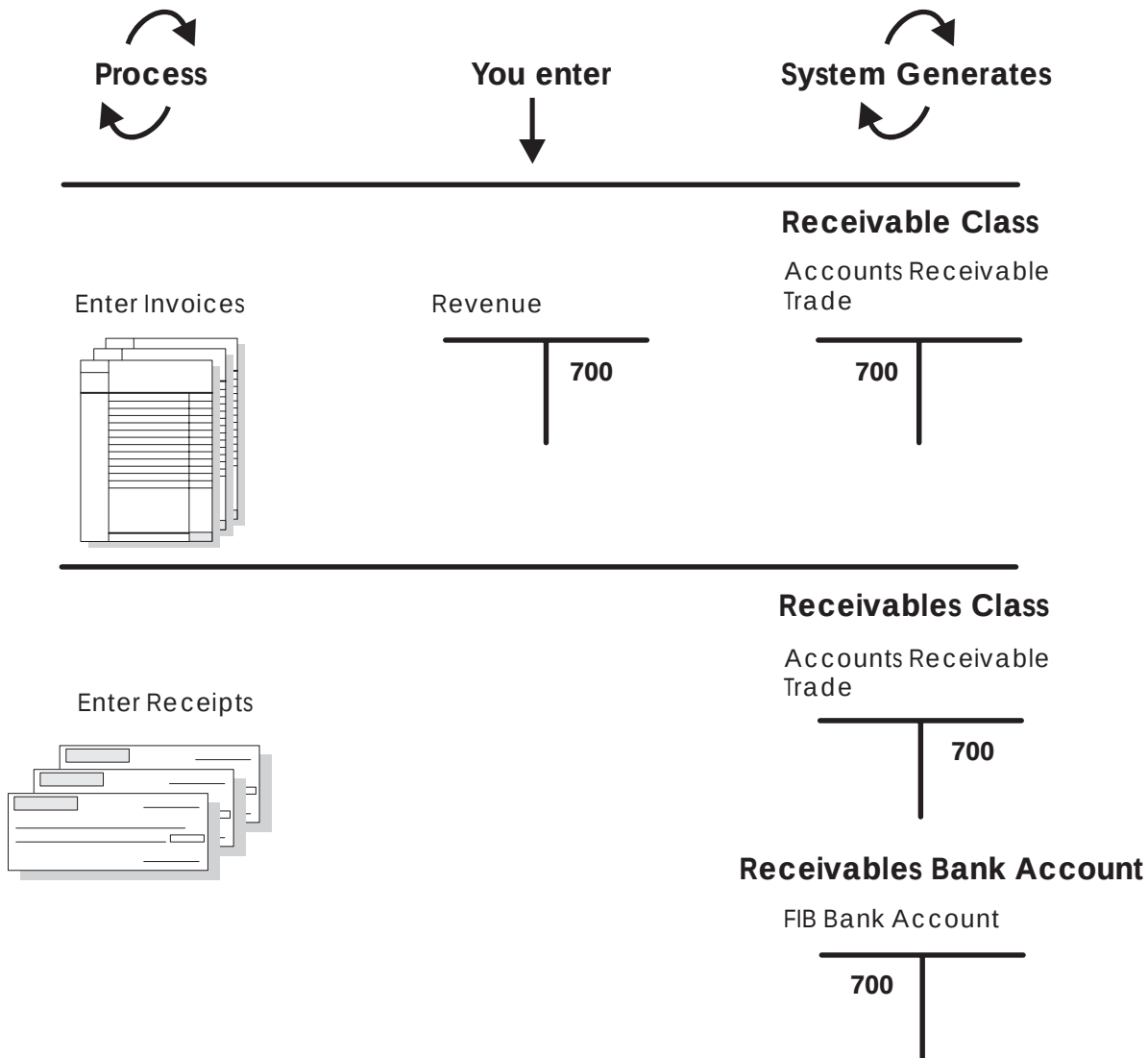
Understand AAI for A/R

About AAI for A/R

Each time you enter a transaction for which the system must create journal entries, the system must locate the appropriate account numbers. It does this by reviewing the AAI tables that correspond to the transaction. For example, AAI tell the system which A/R asset account to debit when you post invoices or which bank account to debit when you post receipts.

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

The following diagram illustrates how the Accounts Receivable system uses AAI for instructions during invoice and receipt processing.



How Does the System Search for AAls?

Each time you enter a transaction, the system locates the following information:

- Company Number
- Document Type
- G/L Category

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

Example: Search for AAls

The following example uses company 00100 and A/R class code TRAD to show the sequence that the system uses to search for AAls.

1. Search for company 00100, item RCTRAD.
2. If not found, search for company 00000, item RCTRAD.
3. If not found, search for company 00100, item RC_____.
4. If not found, search for company 00000, item RC_____.

If not found, there is an error in the AAI setup.

Example: Search for AAls in a Multi-Currency Environment

The following example shows how the system searches for different types of AAls in company 00070, a company that also uses multiple currencies.

1. Search for company 00070, item RCUSD, where USD is the currency code.
2. If not found, search for company 00000, item RCUSD.
3. If not found, search for company 00070, item RCTRAD, where TRAD is the default G/L class from the customer record.
4. If not found, search for company 00000, item RCTRAD.
5. If not found, search for company 00070, item RC_____.
6. If not found, search for company 00000, item RC_____.

If not found, there is an error in the AAI setup.

What AAls Are Available for A/R?

The following lists the AAls 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 if using taxes)
NC	Netting suspense account (setup required if using receivables and payables netting)
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)
RBxxx	Unrealized gain on foreign currency (required if using multiple currencies)

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 illustrates 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

Receivables Bank (RB) Accounts

The AAI item RB (receivables bank) for the default bank account is required. This item specifies the default bank account that the system assigns if you do not enter a bank account when entering receipts.

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 AAls for a company with a different A/R asset account.

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.

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.

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.

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.

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.

Netting Suspense Account (NC)

An AAI item for netting suspense account (NC) is required if you use receivables and payables netting. Netting is a feature of the Accounts Payable and Accounts Receivable systems that allows you to calculate the net amount due from or due to another organization that is both your customer and your supplier. This item specifies the account that the system uses for netted transactions when it closes the original transaction and creates a netting transaction. Normally, this is a suspense account.

The following shows the information that is needed when setting up an NC item:

Item	Description	Co	BU	Obj	Sub	Seq No.
NC	Netting Suspense Account		R	R	O	3.511

Realized Gains and Losses (RG and RL)

You must set up two AAls so that the system can handle your realized gains and losses:

- RGxx (realized gain)
- RLxx (realized loss)

The following applies to AAI item 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.

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 gains)
- 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.

Work with AAIs

Working with AAIs



From Accounts Receivable (G03), enter 29

From Accounts Receivable Setup (G0341), choose Automatic Accounting Instructions

Because the system already has 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

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 the *Common Foundation Guide*.

What You Should Know About

Working efficiently with AAI

The following is an efficient way to use an existing AAI to set up a new AAI:

- Locate an AAI item that is similar to the one you want to add
- Type the new values over the old values in the appropriate fields, including the description
- Use the Add action

The system keeps the existing AAI and adds the new one.

If you use the Change action, the system changes the existing AAI to use the new values you entered.

The Multiple AAI Revisions form is useful for adding and changing AAI because you can review more than one AAI item at a time.

► To review AAI

Before you add or revise AAI, review the existing information. For each AAI item, verify that a default AAI exists for company 00000. For each company requiring specific instructions, verify that a company, business unit, and object account exists.

On Automatic Accounting Instructions

The screenshot shows a window titled '[00121] - Automatic Acctg Instructions'. It has a menu bar with 'Functions', 'Options', 'Tools', and 'Help'. Below the menu bar is a 'Skip to Sequence Number' field with the value '8,100'. The main area contains a table with the following columns: 'Sequence Number', 'R/R by Type', 'Company Bus. Unit', 'Object', 'Sub', and 'Item'. The table lists five items, all with 'Sequence Number' 3.101 and 'Item' FB.

Sequence Number	R/R by Type	Company Bus. Unit	Object	Sub	Item
3.101	Default Bank Account for Accounts Receivable	100	1110	BEAR	FB
3.101	Default Bank Account for Accounts Receivable Company 50 - Job Cost Company	50	50 1110	BEAR	FB
3.101	Default Bank Account for Accounts Receivable Co 70 - Multi-National Co.	70	70 1110	BBL	FB
3.101	Default Bank Account for Accounts Receivable	71	71 1110	FRANCE	FB

At the bottom of the window, there is a status bar with the text: 'Opt 1-AAI Rev F5=Acct Struct by BU F15-AAI Rev F21=Print F24=More Keys' and 'MW'.

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 AAI's with a specific sequence number. AAI's 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.

What You Should Know About

Sequence numbers

The Skip to Sequence Number field lets you begin the display of AAI's with a specific sequence number. AAI's for the Accounts Payable system have sequence numbers that start with 4. You can use this field to advance to account ranges associated with this sequence number.

To revise AAI's

Depending on your needs, you can revise AAI's on either of the following forms:

- Single AAI Revisions, if you want to revise one AAI
- Multiple AAI Revision, if you want to revise more than one AAI

On Automatic Accounting Instructions

1. Do one of the following:
 - Choose the AAI Revision option to access Single AAI Revisions
 - Choose Multiple AAI Revisions

[0012] - Single AAI Revisions

Functions: Tools: Help

Item Number: R8
Company: 00000
Sequence Number: 3.101
System Code: 03

Account Codes:
Business Unit: 100
Object Account: 1110
Subsidiary: BEAR

Option: 0

Options:
0 = Optional
R = Required
N = Not Used

Account Use Description: Default Bank Account for Accounts Receivable

F21=Print Automatic Accounting Instructions F24=More Keys MW

[00122] - Multiple AAI Revisions

Functions: Options: Tools: Help

Item Number: R8

Item Number	Co	Business Unit	Obj Root	Sub Account	Description
R8	00000	100	R 1110	R BEAR	0 Default Bank Account
R8	00050	50	R 1110	R BEAR	0 Default Bank Account
R8	00070	70	R 1110	R BEAR	0 Default Bank Account
R8	00071	71	R 1110	R FRANCE	0 Default Bank Account
R8	00075	75	R 1110	R COP	0 Default Bank Account
R8	00077	77	R 1110	R FBT	0 Bank Account Co 77
R8	00100	100	R 1110	R BEAR	0 Default Bank Account
R8	00150	15020	R 1110	R FIB	0 Bank Account Co 150
R8	00152	152	R 1110	R FIB	0 Default Bank Account
R8	00200	200	R 1110	R BEAR	0 Default Bank Account
R8	00800	0080	R 1110	R FNB	0 Default Bank Account

Options: 1=Single AAI Revisions 0=Delete F24=More Keys MW

2. Change any of the following fields:
 - System
 - Sequence Number

- Business Unit
 - Object Account
 - Subsidiary
3. Do not change the following fields:
- Item Number
 - Option

Field	Explanation
System Code	A user defined code (98/SY) that identifies a J.D. Edwards system.
Sequence Number	A number used to organize the table into a logical group for online viewing and reporting.
Business Unit	An alphanumeric field that 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. 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 accounts payable and accounts receivable by business units to track equipment by responsible department. Security for this field can prevent you from locating business units for which you have no authority. Note: The system uses this value for Journal Entries if a value is not entered in the AAI table. <i>Form-specific information</i> Defining a business unit code might be optional, depending on the type of AAI. For example, if the business unit code is optional and you do not set one up for the AAI, the system might use a business unit number associated with the company number for the transaction.
Obj Acct	Defining a subsidiary code might be optional, depending on the type of AAI.

Field	Explanation						
Sub Account	A subdivision of an object account. Subsidiary accounts include more detailed records of the accounting activity for an object account. <i>Form-specific information</i> This number identifies the general ledger subsidiary account for the AAI when one is required. Defining a subsidiary account can be optional, depending on the type of AAI. Use 99999999 to express the end of a range of subsidiary accounts.						
Item Number	A hard-coded field that defines an account or range of accounts used for a particular function. For example, item GLG4 defines the retained earnings account, which is used for annual close purposes. During processing, programs use the item number and company number to find the correct account to debit or credit. Along with company, the item (or range) is the key to the AAI table.						
Option	A code that specifies whether the business unit, object account, or subsidiary account is required for this AAI. Codes are: <table><tr><td>O</td><td>Optional</td></tr><tr><td>R</td><td>Required</td></tr><tr><td>N</td><td>Not used</td></tr></table> <i>Form-specific information</i> Do not change this field.	O	Optional	R	Required	N	Not used
O	Optional						
R	Required						
N	Not used						

To set up AAIs

After you review and revise the existing AAIs for your business needs, you might need to set up additional AAI items.

On Single AAI Revisions or Multiple AAI Revisions

1. Complete the following fields:
 - Item Number
 - Company
 - Business Unit
 - Object Account
 - Subsidiary (optional for some AAI items)
 - Description (optional for some AAI items)
2. Use the Add action.

What You Should Know About

Item numbers

You must use a valid item number when you set up AAls.

Optional fields

The subsidiary and description fields are optional for all A/P AAls.

Business Unit is optional for discounts available (PKD) and discounts lost (PKL).

Object Account is optional for voucher logging expense (PP).

Processing Options for Automatic Accounting Instructions

Enter the starting sequence number. _____

Understand User Defined Codes

About User Defined Codes

Many fields throughout the J.D. Edwards systems accept only user defined codes. When you enter an invoice, for example, you must enter a user defined code to specify its current payment status. The system does not accept user defined codes that are not defined in a user defined list.

Each user defined code is either soft-coded or hard-coded. You can customize any soft-coded user defined code to accommodate your specific business needs. You can set up additional codes that are soft-coded as well. 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/DT represents system 00 and user defined code list DT (document types).

Information about user defined codes is stored in the User Defined Codes table (F0005).

Elements of a User Defined Code Form

The screenshot shows a window titled "[00051] - Valid Credit Messages". It has a menu bar with "Functions", "Tools", and "Help". Below the menu bar is a toolbar with several icons. The main area contains a form with the following fields:

- System Code: 10
- User Defined Codes: 10
- Skip To Code: [empty]
- Address Book Credit Messages: [empty]

Below these fields is a table with the following columns: "Code", "Description", and "Description-2". The table contains the following data:

Code	Description	Description-2
8	Bypass Temp Credit Hold	Hard Coded use in 8/11
9	Bad Credit Risk	
0	Cash Basis Only or C.O.D.	
1	Over Credit Limit	
2	Requires P.O.	
3	Not on Contract Maintenance	
7	On Credit Hold per Accounting	

At the bottom of the window, there is a status bar with the text: "F5=Code Types F14=Memo F15=Where Used F16=Translate F21=Print F24=More MWV".

The Character Code field accepts 1, 2, 3, or 10 characters, depending on the user defined code you are setting up.

The name of the user defined code appears in the upper portion of the form.

The second description field is not available for some user defined codes.

Understand User Defined Codes for A/R

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

Work with User Defined Codes

Working with User Defined Codes



From Accounts Receivable (G03), enter 29

From Accounts Receivable Setup (G0341), choose an option under User Defined Codes

Because your system already has some user defined codes in place, you should verify that they are appropriate for your business needs and set up additional user defined codes, as needed.

Working with user defined codes consists of:

- Setting up user defined codes
- Translating user defined codes

Code	Description	Description-2
0	Bypass Temp Credit Hold	Hard Coded use in R/W
1	Bad Credit Risk	
2	Cash Basis Only or C.O.D.	
3	Over Credit Limit	
4	Requires P.O.	
5	Not on Contract Maintenance	
6	On Credit Hold per Accounting	

► To set up a user defined code

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 WorldVision, click Add



To set up a user defined code from any user defined codes form, you must complete the System Code and User Defined Codes fields.

Field	Explanation
Character Code	This column contains a list of valid codes for a specific user defined code list. The number of characters that a code can contain appears in the column title.
Description	A user defined name or remark. Use this field to describe the customer or class of customers who will use the execution list.
Description-2	Additional text that further describes or clarifies a field in J.D. Edwards systems.

What You Should Know About

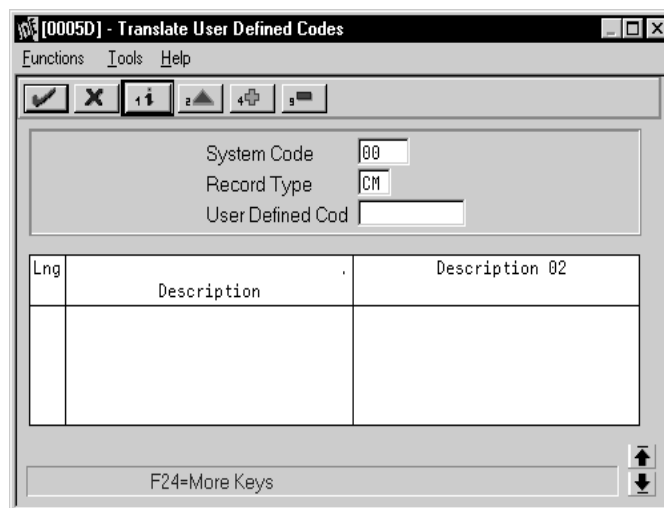
Deleting a user defined code	To delete a user defined code, clear the Character Code and Description fields. To delete the entire list, use action code D.
Printing a list of user defined codes	Choose User Defined Codes List from the General Accounting System Setup menu and run the appropriate DREAM Writer version.
Setting up blank codes	A code of blank in a user defined code list indicates that a blank is a valid entry for the code. This means that the user defined code does not require a specific value to be assigned to the field on a form. Leave the character code blank and type a period in the last position of the description to set up a valid code equal to blank.

► To translate a user defined code

Multi-national businesses can translate the descriptions of their user defined codes. The descriptions work in conjunction with the language specified for each person who uses the J.D. Edwards system. For example, if a French-speaking user accesses a user defined code that has a French translation, the description appears in French.

On the appropriate user defined codes form

1. Choose a code to translate.
2. Access Translate.



3. On Translate User Defined Codes, complete the following fields:
 - Language
 - Description
 - Description 02 (optional)

Field	Explanation
Language	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 that you specify in your user preferences. If you do not specify a language in your user preferences, the system uses the default language for the system. Before any translations can become effective, a language code must exist at either the system level or in your user preferences.

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



From Master Directory (G), enter 29

From General Systems (G00), choose Next Numbers

When you enter a document, such as an invoice or journal entry, you can assign a document number or let the next numbers program assign one. Next Numbers assigns numbers to documents using either or both of the following:

- 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 consists of:

- Reviewing standard next numbers
- Assigning next numbers by company and fiscal year
- Activating check digits for standard next numbers

Use	Next Number	Check Digit
Invoice Number	0314	N
Unapplied Cash	9798	N
Chargeback No.	88138	N
Statement No.	5543	N
Check Number	4839	N
Draft Number	1434	N
Credit Memo	59	N
Escalation	6000	N
Manual Entries	9950	N

CAUTION:
Changing the data on this screen may make it impossible to retrieve previously added addresses and may result in attempts to assign duplicate numbers.

F8=Next Numbers by Co/FY F24=More Keys MW

What You Should Know About

Changing next numbers Do not change any next numbers after you start using the J.D. Edwards systems. Changing the numbers can result in duplicates as well as the inability to locate previously added numbers.

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 reference a specific line in the table.

For example, in the General Accounting system the next number for journal entries must be on the second line.

► To review standard next numbers

You can review the next numbers that the system assigns to journal entries and other documents.

On Next Numbers

1. Complete the following field:
 - System Code
2. Verify information in the following field:
 - Next Number

Field	Explanation
System Code	A user defined code (98/SY) that identifies a J.D. Edwards system.
Next Number	The number that the system will use next when assigning numbers. Next numbers can be used for many types of entries, including voucher numbers, invoice numbers, journal entry numbers, employee numbers, address numbers, contract numbers, and so on. You must use the next numbers already established, unless custom programming has been provided.

► To activate check digits for standard next numbers

You can have the system assign check digits for any set of standard next numbers. Check digits prevent errors caused by transposition during data entry. For example, activating check digits in the address book for suppliers prevents a voucher from being assigned to the wrong supplier if digits are transposed during voucher entry.

J.D. Edwards recommends that you use check digits for next numbers only if a transposition during data entry is likely to create errors.

On Next Numbers

- Complete the following field:
 - System Code
- For each set of next numbers, complete the following field:
 - Check Digit

Field	Explanation				
Check Digit	A code that specifies whether the system adds a number to the end of each next number assigned. For example, if you are using check digits and the next number is 2, the system will add a check digit such as 7, making the last two numbers 27. Check digits provide a method of randomly incrementing numbers to prevent the assignment of transposed numbers. In the example above, the system would never assign next number 72 while check digits are activated. Valid codes are: <table> <tr> <td>Y</td><td>Yes, add a check digit to this next number</td></tr> <tr> <td>N</td><td>No, do not add a check digit</td></tr> </table>	Y	Yes, add a check digit to this next number	N	No, do not add a check digit
Y	Yes, add a check digit to this next number				
N	No, do not add a check digit				

► To assign next numbers by company and fiscal year

The system can assign a unique set of next numbers to journal entries and other documents for a specific company and fiscal year. This is helpful if your organization needs to have a consecutive document number for each company or for each company by fiscal year.

On Next Numbers

1. Access Next Numbers by Company/Fiscal.

Doc Co	Display Seq	Doc Ty	Description	Fiscal Year	Next Number	Auto Reset
00100		FP	Field Progress Reporting		26 N	
00100		IR	Inventory Adjustments		1530 N	
00100		II	Inventory Issue		1080 N	
00100		IT	Inventory Transfers		120 N	
00100		JE	Journal Entry		1534 N	
00100		OP	Purchase Order		2020 N	
00100		OV	Do Not Use--Receiving Document		1145 N	
00100		RI	Invoice		2230 N	
00100		SO	Sales Order		2075 N	
00200		JE	Journal Entry		13 N	
00200		OB	Blanket Order		14 N	

2. On Next Numbers by Company/Fiscal, complete the following field:
 - Next Number Constant
3. Depending on the value you entered for the next number constant, do one of the following:
 - If you entered 1, complete the following fields:
 - Document Company
 - Document Type
 - Next Number

Complete the following optional fields:

- Skip to Company/Sequence
- Skip to Fiscal Year
- Display Sequence

- Same As
- Fiscal Year
- Imbed Digits
- Check Digit
- Auto Reset
- If you entered 2, the system uses the setup for standard next numbers for any document types that do not appear on the Next Numbers by Company/Fiscal form.

Field	Explanation
Next Number Constant	A code that specifies which processing option to implement for next numbers. Valid codes are: 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. If you leave this field blank, the system uses 0. This constant value resides in the General Constants table (F0009) and can be updated on Next Numbers by Company/Fiscal Year (P00021).
Doc Co	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. For World, 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.
Disply Seq	A number that the system uses to sequence information.

Field	Explanation				
Sm As	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. 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.				
Skip to Fiscal Year	The four-digit fiscal year designation. You must always use the year in which the first period ends. For example, a fiscal year beginning October 1, 1998 and ending September 30, 1999 is fiscal year 1998.				
Imbed Digits	The number of digits that the system imbeds in a document number to represent the fiscal year. The imbed digits are only used when assigning next numbers by fiscal year. Valid values are: 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.				
Chk Dgt	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. Valid codes are: <table><tr><td>Y</td><td>Yes, add a check digit to this next number</td></tr><tr><td>N</td><td>No, do not add a check digit</td></tr></table>	Y	Yes, add a check digit to this next number	N	No, do not add a check digit
Y	Yes, add a check digit to this next number				
N	No, do not add a check digit				
Auto Reset	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.				

What You Should Know About

Existing next numbers

If next numbers by company/document already exist for the other next number method, you must delete that next number before you can add the new constant/fiscal year.

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).

Setting up customer bank information 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



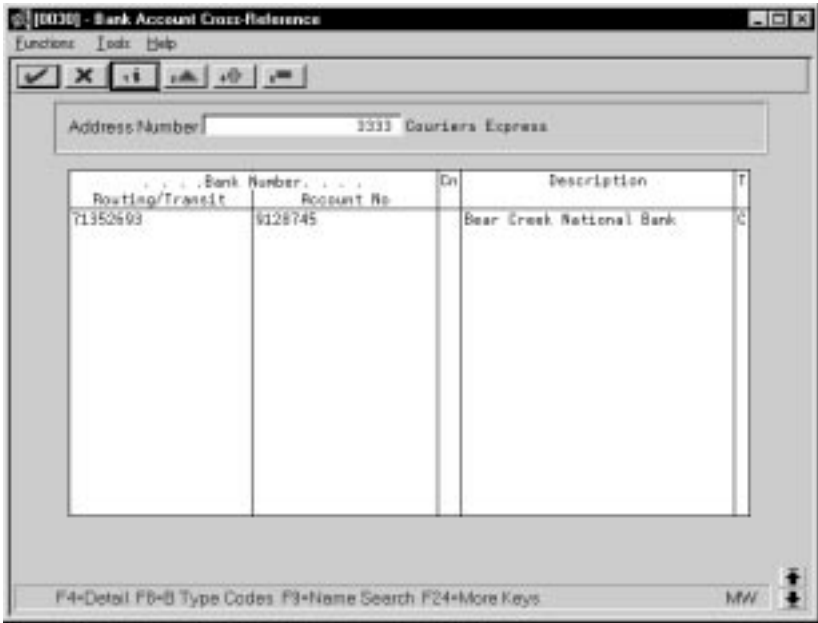
From Accounts Receivable (G03), enter 29

From Accounts Receivable Setup (G0341), choose Bank Account Cross Reference

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	The routing and transit number for a particular bank account.
	The combination of account number and transit number must be unique.

Field	Explanation												
Bank Account – Control Digit	This is an optional field that allows you to enter a check digit for a bank account number. The check digit is not part of the key to the Bank Account table (F0030).												
Record Type – Bank Transit	A code used to distinguish external bank accounts from internal bank accounts. Valid values are: <table> <tr> <td>C</td><td>Customer Bank Accounts</td></tr> <tr> <td>G</td><td>Internal G/L Bank Accounts</td></tr> <tr> <td>V</td><td>Supplier Bank Account for payment via bank tape</td></tr> <tr> <td>D</td><td>Default Bank Account for A/R Drafts and Auto Debits</td></tr> <tr> <td>B</td><td>Valid Bank Transit Numbers</td></tr> <tr> <td>M</td><td>G/L Bank Account/Business Unit used to define print information in A/P payments</td></tr> </table> 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.	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
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												

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
Bank Account/Address Book Exception Rpt

Page - 2
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.

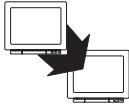
00311

J.D. Edwards & Company
Addr Book/Bank Acct Excpt - Suppliers

Page - 2
Date - 04/11/98

Address Number	Description	P	S
4010	Gourmet & More	T	C

Setting Up Bank Account Addresses



From Accounts Receivable (G03), enter 29

From Accounts Receivable Setup (G0341), choose 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

01AB Address Book Addition

Functions Tools Help

Business Unit

Address Number Long Address No.

Alpha Name First Interstate Bank of Denver

Mailing Name First Interstate Bank of Denver

Mailing Addr 1110 Speer Blvd.

Postal Code 80231 City Denver

Cnty

State CO

Country

Phone No/Type 303 555-4000

Eff

F2=Phone F17=Mail Addr F18=Txt F19/20=Prev/Next Addr F21=Who F24=More

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



From Accounts Receivable (G03), enter 29

From Accounts Receivable Setup (G0341), choose Bank Account Information

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 – Receiveables
 - 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	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. _____

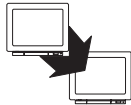
Set Up A/R Draft Processing

Setting Up A/R Draft Processing

Before using A/R draft processing, you must complete the following tasks:

- ☐ Set up AAls 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 AAls for A/R Drafts



From Accounts Receivable (G03), enter 29

From Accounts Receivable Setup (G0341), choose AAls for A/R Drafts

AAls define rules for programs that automatically generate journal entries. You should set up draft AAls 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

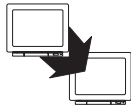
On the appropriate user defined codes form

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



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

From Customer & Invoice Entry, choose Customer Master Information

You can set a default payment instrument to use for each customer. The system displays the default payment instrument when you enter invoices for that customer. This saves data entry time when entering invoices.

For drafts, this payment instrument indicates whether you plan to send drafts attached to the customer's invoices or statements. The draft payment instrument can be any of the following:

- D (draft by invoice)
- F (draft by statement)
- 0 (magnetic draft)

Occasionally, the customer might use another form of payment. You can use Speed Status Change to change the payment instrument on an invoice-by-invoice basis. You can also use this program to update the discount available, remark, pay status, and/or due date.

► To set up drafts as the default payment instrument

On Customer Master Information

[01053] - Customer Master Information

Functions: [F1] [F2] [F3] [F4] [F5] [F6] [F7] [F8] [F9] [F10] [F11] [F12] [F13] [F14] [F15] [F16] [F17] [F18] [F19] [F20] [F21] [F22] [F23] [F24] [F25] [F26] [F27] [F28] [F29] [F30] [F31] [F32] [F33] [F34] [F35] [F36] [F37] [F38] [F39] [F40] [F41] [F42] [F43] [F44] [F45] [F46] [F47] [F48] [F49] [F50] [F51] [F52] [F53] [F54] [F55] [F56] [F57] [F58] [F59] [F60] [F61] [F62] [F63] [F64] [F65] [F66] [F67] [F68] [F69] [F70] [F71] [F72] [F73] [F74] [F75] [F76] [F77] [F78] [F79] [F80] [F81] [F82] [F83] [F84] [F85] [F86] [F87] [F88] [F89] [F90] [F91] [F92] [F93] [F94] [F95] [F96] [F97] [F98] [F99] [F100] [F101] [F102] [F103] [F104] [F105] [F106] [F107] [F108] [F109] [F110] [F111] [F112] [F113] [F114] [F115] [F116] [F117] [F118] [F119] [F120] [F121] [F122] [F123] [F124] [F125] [F126] [F127] [F128] [F129] [F130] [F131] [F132] [F133] [F134] [F135] [F136] [F137] [F138] [F139] [F140] [F141] [F142] [F143] [F144] [F145] [F146] [F147] [F148] [F149] [F150] [F151] [F152] [F153] [F154] [F155] [F156] [F157] [F158] [F159] [F160] [F161] [F162] [F163] [F164] [F165] [F166] [F167] [F168] [F169] [F170] [F171] [F172] [F173] [F174] [F175] [F176] [F177] [F178] [F179] [F180] [F181] [F182] [F183] [F184] [F185] [F186] [F187] [F188] [F189] [F190] [F191] [F192] [F193] [F194] [F195] [F196] [F197] [F198] [F199] [F200] [F201] [F202] [F203] [F204] [F205] [F206] [F207] [F208] [F209] [F210] [F211] [F212] [F213] [F214] [F215] [F216] [F217] [F218] [F219] [F220] [F221] [F222] [F223] [F224] [F225] [F226] [F227] [F228] [F229] [F230] [F231] [F232] [F233] [F234] [F235] [F236] [F237] [F238] [F239] [F240] [F241] [F242] [F243] [F244] [F245] [F246] [F247] [F248] [F249] [F250] [F251] [F252] [F253] [F254] [F255] [F256] [F257] [F258] [F259] [F260] [F261] [F262] [F263] [F264] [F265] [F266] [F267] [F268] [F269] [F270] [F271] [F272] [F273] [F274] [F275] [F276] [F277] [F278] [F279] [F280] [F281] [F282] [F283] [F284] [F285] [F286] [F287] [F288] [F289] [F290] [F291] [F292] [F293] [F294] [F295] [F296] [F297] [F298] [F299] [F300] [F301] [F302] [F303] [F304] [F305] [F306] [F307] [F308] [F309] [F310] [F311] [F312] [F313] [F314] [F315] [F316] [F317] [F318] [F319] [F320] [F321] [F322] [F323] [F324] [F325] [F326] [F327] [F328] [F329] [F330] [F331] [F332] [F333] [F334] [F335] [F336] [F337] [F338] [F339] [F340] [F341] [F342] [F343] [F344] [F345] [F346] [F347] [F348] [F349] [F350] [F351] [F352] [F353] [F354] [F355] [F356] [F357] [F358] [F359] [F360] [F361] [F362] [F363] [F364] [F365] [F366] [F367] [F368] [F369] [F370] [F371] [F372] [F373] [F374] [F375] [F376] [F377] [F378] [F379] [F380] [F381] [F382] [F383] [F384] [F385] [F386] [F387] [F388] [F389] [F390] [F391] [F392] [F393] [F394] [F395] [F396] [F397] [F398] [F399] [F400] [F401] [F402] [F403] [F404] [F405] [F406] [F407] [F408] [F409] [F410] [F411] [F412] [F413] [F414] [F415] [F416] [F417] [F418] [F419] [F420] [F421] [F422] [F423] [F424] [F425] [F426] [F427] [F428] [F429] [F430] [F431] [F432] [F433] [F434] [F435] [F436] [F437] [F438] [F439] [F440] [F441] [F442] [F443] [F444] [F445] [F446] [F447] [F448] [F449] [F450] [F451] [F452] [F453] [F454] [F455] [F456] [F457] [F458] [F459] [F460] [F461] [F462] [F463] [F464] [F465] [F466] [F467] [F468] [F469] [F470] [F471] [F472] [F473] [F474] [F475] [F476] [F477] [F478] [F479] [F480] [F481] [F482] [F483] [F484] [F485] [F486] [F487] [F488] [F489] [F490] [F491] [F492] [F493] [F494] [F495] [F496] [F497] [F498] [F499] [F500] [F501] [F502] [F503] [F504] [F505] [F506] [F507] [F508] [F509] [F510] [F511] [F512] [F513] [F514] [F515] [F516] [F517] [F518] [F519] [F520] [F521] [F522] [F523] [F524] [F525] [F526] [F527] [F528] [F529] [F530] [F531] [F532] [F533] [F534] [F535] [F536] [F537] [F538] [F539] [F540] [F541] [F542] [F543] [F544] [F545] [F546] [F547] [F548] [F549] [F550] [F551] [F552] [F553] [F554] [F555] [F556] [F557] [F558] [F559] [F560] [F561] [F562] [F563] [F564] [F565] [F566] [F567] [F568] [F569] [F570] [F571] [F572] [F573] [F574] [F575] [F576] [F577] [F578] [F579] [F580] [F581] [F582] [F583] [F584] [F585] [F586] [F587] [F588] [F589] [F590] [F591] [F592] [F593] [F594] [F595] [F596] [F597] [F598] [F599] [F600] [F601] [F602] [F603] [F604] [F605] [F606] [F607] [F608] [F609] [F610] [F611] [F612] [F613] [F614] [F615] [F616] [F617] [F618] [F619] [F620] [F621] [F622] [F623] [F624] [F625] [F626] [F627] [F628] [F629] [F630] [F631] [F632] [F633] [F634] [F635] [F636] [F637] [F638] [F639] [F640] [F641] [F642] [F643] [F644] [F645] [F646] [F647] [F648] [F649] [F650] [F651] [F652] [F653] [F654] [F655] [F656] [F657] [F658] [F659] [F660] [F661] [F662] [F663] [F664] [F665] [F666] [F667] [F668] [F669] [F670] [F671] [F672] [F673] [F674] [F675] [F676] [F677] [F678] [F679] [F680] [F681] [F682] [F683] [F684] [F685] [F686] [F687] [F688] [F689] [F690] [F691] [F692] [F693] [F694] [F695] [F696] [F697] [F698] [F699] [F700] [F701] [F702] [F703] [F704] [F705] [F706] [F707] [F708] [F709] [F710] [F711] [F712] [F713] [F714] [F715] [F716] [F717] [F718] [F719] [F720] [F721] [F722] [F723] [F724] [F725] [F726] [F727] [F728] [F729] [F730] [F731] [F732] [F733] [F734] [F735] [F736] [F737] [F738] [F739] [F740] [F741] [F742] [F743] [F744] [F745] [F746] [F747] [F748] [F749] [F750] [F751] [F752] [F753] [F754] [F755] [F756] [F757] [F758] [F759] [F760] [F761] [F762] [F763] [F764] [F765] [F766] [F767] [F768] [F769] [F770] [F771] [F772] [F773] [F774] [F775] [F776] [F777] [F778] [F779] [F780] [F781] [F782] [F783] [F784] [F785] [F786] [F787] [F788] [F789] [F790] [F791] [F792] [F793] [F794] [F795] [F796] [F797] [F798] [F799] [F800] [F801] [F802] [F803] [F804] [F805] [F806] [F807] [F808] [F809] [F810] [F811] [F812] [F813] [F814] [F815] [F816] [F817] [F818] [F819] [F820] [F821] [F822] [F823] [F824] [F825] [F826] [F827] [F828] [F829] [F830] [F831] [F832] [F833] [F834] [F835] [F836] [F837] [F838] [F839] [F840] [F841] [F842] [F843] [F844] [F845] [F846] [F847] [F848] [F849] [F850] [F851] [F852] [F853] [F854] [F855] [F856] [F857] [F858] [F859] [F860] [F861] [F862] [F863] [F864] [F865] [F866] [F867] [F868] [F869] [F870] [F871] [F872] [F873] [F874] [F875] [F876] [F877] [F878] [F879] [F880] [F881] [F882] [F883] [F884] [F885] [F886] [F887] [F888] [F889] [F890] [F891] [F892] [F893] [F894] [F895] [F896] [F897] [F898] [F899] [F900] [F901] [F902] [F903] [F904] [F905] [F906] [F907] [F908] [F909] [F910] [F911] [F912] [F913] [F914] [F915] [F916] [F917] [F918] [F919] [F920] [F921] [F922] [F923] [F924] [F925] [F926] [F927] [F928] [F929] [F930] [F931] [F932] [F933] [F934] [F935] [F936] [F937] [F938] [F939] [F940] [F941] [F942] [F943] [F944] [F945] [F946] [F947] [F948] [F949] [F950] [F951] [F952] [F953] [F954] [F955] [F956] [F957] [F958] [F959] [F960] [F961] [F962] [F963] [F964] [F965] [F966] [F967] [F968] [F969] [F970] [F971] [F972] [F973] [F974] [F975] [F976] [F977] [F978] [F979] [F980] [F981] [F982] [F983] [F984] [F985] [F986] [F987] [F988] [F989] [F990] [F991] [F992] [F993] [F994] [F995] [F996] [F997] [F998] [F999] [F1000] [F1001] [F1002] [F1003] [F1004] [F1005] [F1006] [F1007] [F1008] [F1009] [F1010] [F1011] [F1012] [F1013] [F1014] [F1015] [F1016] [F1017] [F1018] [F1019] [F1020] [F1021] [F1022] [F1023] [F1024] [F1025] [F1026] [F1027] [F1028] [F1029] [F1030] [F1031] [F1032] [F1033] [F1034] [F1035] [F1036] [F1037] [F1038] [F1039] [F1040] [F1041] [F1042] [F1043] [F1044] [F1045] [F1046] [F1047] [F1048] [F1049] [F1050] [F1051] [F1052] [F1053] [F1054] [F1055] [F1056] [F1057] [F1058] [F1059] [F1060] [F1061] [F1062] [F1063] [F1064] [F1065] [F1066] [F1067] [F1068] [F1069] [F1070] [F1071] [F1072] [F1073] [F1074] [F1075] [F1076] [F1077] [F1078] [F1079] [F1080] [F1081] [F1082] [F1083] [F1084] [F1085] [F1086] [F1087] [F1088] [F1089] [F1090] [F1091] [F1092] [F1093] [F1094] [F1095] [F1096] [F1097] [F1098] [F1099] [F1100] [F1101] [F1102] [F1103] [F1104] [F1105] [F1106] [F1107] [F1108] [F1109] [F1110] [F1111] [F1112] [F1113] [F1114] [F1115] [F1116] [F1117] [F1118] [F1119] [F1120] [F1121] [F1122] [F1123] [F1124] [F1125] [F1126] [F1127] [F1128] [F1129] [F1130] [F1131] [F1132] [F1133] [F1134] [F1135] [F1136] [F1137] [F1138] [F1139] [F1140] [F1141] [F1142] [F1143] [F1144] [F1145] [F1146] [F1147] [F1148] [F1149] [F1150] [F1151] [F1152] [F1153] [F1154] [F1155] [F1156] [F1157] [F1158] [F1159] [F1160] [F1161] [F1162] [F1163] [F1164] [F1165] [F1166] [F1167] [F1168] [F1169] [F1170] [F1171] [F1172] [F1173] [F1174] [F1175] [F1176] [F1177] [F1178] [F1179] [F1180] [F1181] [F1182] [F1183] [F1184] [F1185] [F1186] [F1187] [F1188] [F1189] [F1190] [F1191] [F1192] [F1193] [F1194] [F1195] [F1196] [F1197] [F1198] [F1199] [F1200] [F1201] [F1202] [F1203] [F1204] [F1205] [F1206] [F1207] [F1208] [F1209] [F1210] [F1211] [F1212] [F1213] [F1214] [F1215] [F1216] [F1217] [F1218] [F1219] [F1220] [F1221] [F1222] [F1223] [F1224] [F1225] [F1226] [F1227] [F1228] [F1229] [F1230] [F1231] [F1232] [F1233] [F1234] [F1235] [F1236] [F1237] [F1238] [F1239] [F1240] [F1241] [F1242] [F1243] [F1244] [F1245] [F1246] [F1247] [F1248] [F1249] [F1250] [F1251] [F1252] [F1253] [F1254] [F1255] [F1256] [F1257] [F1258] [F1259] [F1260] [F1261] [F1262] [F1263] [F1264] [F1265] [F1266] [F1267] [F1268] [F1269] [F1270] [F1271] [F1272] [F1273] [F1274] [F1275] [F1276] [F1277] [F1278] [F1279] [F1280] [F1281] [F1282] [F1283] [F1284] [F1285] [F1286] [F1287] [F1288] [F1289] [F1290] [F1291] [F1292] [F1293] [F1294] [F1295] [F1296] [F1297] [F1298] [F1299] [F1300] [F1301] [F1302] [F1303] [F1304] [F1305] [F1306] [F1307] [F1308] [F1309] [F1310] [F1311] [F1312] [F1313] [F1314] [F1315] [F1316] [F1317] [F1318] [F1319] [F1320] [F1321] [F1322] [F1323] [F1324] [F1325] [F1326] [F1327] [F1328] [F1329] [F1330] [F1331] [F1332] [F1333] [F1334] [F1335] [F1336] [F1337] [F1338] [F1339] [F1340] [F1341] [F1342] [F1343] [F1344] [F1345] [F1346] [F1347] [F1348] [F1349] [F1350] [F1351] [F1352] [F1353] [F1354] [F1355] [F1356] [F1357] [F1358] [F1359] [F1360] [F1361] [F1362] [F1363] [F1364] [F1365] [F1366] [F1367] [F1368] [F1369] [F1370] [F1371] [F1372] [F1373] [F1374] [F1375] [F1376] [F1377] [F1378] [F1379] [F1380] [F1381] [F1382] [F1383] [F1384] [F1385] [F1386] [F1387] [F1388] [F1389] [F1390] [F1391] [F1392] [F1393] [F1394] [F1395] [F1396] [F1397] [F1398] [F1399] [F1400] [F1401] [F1402] [F1403] [F1404] [F1405] [F1406] [F1407] [F1408] [F1409] [F1410] [F1411] [F1412] [F1413] [F1414] [F1415] [F1416] [F1417] [F1418] [F1419] [F1420] [F1421] [F1422] [F1423] [F1424] [F1425] [F1426] [F1427] [F1428] [F1429] [F1430] [F1431] [F1432] [F1433] [F1434] [F1435] [F1436] [F1437] [F1438] [F1439] [F1440] [F1441] [F1442] [F1443] [F1444] [F1445] [F1446] [F1447] [F1448] [F1449] [F1450] [F1451] [F1452] [F1453] [F1454] [F1455] [F1456] [F1457] [F1458] [F1459] [F1460] [F1461] [F1462] [F1463] [F1464] [F1465] [F1466] [F1467] [F1468] [F1469] [F1470] [F1471] [F1472] [F1473] [F1474] [F1475] [F1476] [F1477] [F1478] [F1479] [F1480] [F1481] [F1482] [F1483] [F1484] [F1485] [F1486] [F1487] [F1488] [F1489] [F1490] [F1491] [F1492] [F1493] [F1494] [F1495] [F1496] [F1497] [F1498] [F1499] [F1500] [F1501] [F1502] [F1503] [F1504] [F1505] [F1506] [F1507] [F1508] [F1509] [F1510] [F1511] [F1512] [F1513] [F1514] [F1515] [F1516] [F1517] [F1518] [F1519] [F1520] [F1521] [F1522] [F1523] [F1524] [F1525] [F1526] [F1527] [F1528] [F1529] [F1530] [F1531] [F1532] [F1533] [F1534] [F1535] [F1536] [F1537] [F1538] [F1539] [F1540] [F1541] [F1542] [F1543] [F1544] [F1545] [F1546] [F1547] [F1548] [F1549] [F1550] [F1551] [F1552] [F1553] [F1554] [F1555] [F1556] [F1557] [F1558] [F1559] [F1560] [F1561] [F1562] [F1563] [F1564] [F1565] [F1566] [F1567] [F1568] [F1569] [F1570] [F1571] [F1572] [F1573] [F1574] [F1575] [F1576] [F1577] [F1578] [F1579] [F1580] [F1581] [F1582] [F1583] [F1584] [F1585] [F1586] [F1587] [F1588] [F1589] [F1590] [F1591] [F1592] [F1593] [F1594] [F1595] [F1596] [F1597] [F1598] [F1599] [F1600] [F1601] [F1602] [F1603] [F1604] [F1605] [F1606] [F1607] [F1608] [F1609] [F1610] [F1611] [F1612] [F1613] [F1614] [F1615] [F1616] [F1617] [F1618] [F1619] [F1620] [F1621] [F1622] [F1623] [F1624] [F1625] [F1626] [F1627] [F1628] [F1629] [F1630] [F1631] [F1632] [F1633] [F1634] [F1635] [F1636] [F1637] [F1638] [F1639] [F1640] [F1641] [F1642] [F1643] [F1644] [F1645] [F1646] [F1647] [F1648] [F1649] [F1650] [F1651] [F1652] [F1653] [F1654] [F1655] [F1656] [F1657] [F1658] [F1659] [F1660] [F1661] [F1662] [F1663] [F1664] [F1665] [F1666] [F1667] [F1668] [F1669] [F1670] [F1671] [F1672] [F1673] [F1674] [F1675] [F1676] [F1677] [F1678] [F1679] [F1680] [F1681] [F1682] [F1683] [F1684] [F1685] [F1686] [F1687] [F1688] [F1689] [F1690] [F1691] [F1692] [F1693] [F1694] [F1695] [F1696] [F1697] [F1698] [F1699] [F1700] [F1701] [F1702] [F1703] [F1704] [F1705] [F1706] [F1707] [F1708] [F1709] [F1710] [F1711] [F1712] [F1713] [F1714] [F1715] [F1716] [F1717] [F1718] [F1719] [F1720] [F1721] [F1722] [F1723] [F1724] [F1725] [F1726] [F1727] [F1728] [F1729] [F1730] [F1731] [F1732] [F1733] [F1734] [F1735] [F1736] [F1737] [F1738] [F1739] [F1740] [F1741] [F1742] [F1743] [F1744] [F1745] [F1746] [F1747] [F1748] [F1749] [F1750] [F1751] [F1752] [F1753] [F1754] [F1755] [F1756] [F1757] [F1758] [F1759] [F1760] [F1761] [F1762] [F1763] [F1764] [F1765] [F1766] [F1767] [F1768] [F1769] [F1770] [F1771] [F1772] [F1773] [F1774] [F1775] [F1776] [F1777] [F1778] [F1779] [F1780] [F1781] [F1782] [F1783] [F1784] [F1785] [F1786] [F1787] [F1788] [F1789] [F1790] [F1791] [F1792] [F1793] [F1794] [F1795] [F1796] [F1797] [F1798] [F1799] [F1800] [F1801] [F1802] [F1803] [F1804] [F1805] [F1806] [F1807] [F1808] [F1809] [F1810] [F1811] [F1812] [F1813] [F1814] [F1815] [F1816] [F1817] [F1818] [F1819] [F

Complete the following field:

- Payment Instrument

See Also

- *Entering Customers (P01053)*

Setting Up Statements for A/R Drafts



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

From Customer & Invoice Entry, choose Customer Master Information

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:

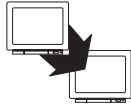
- Print Statement

Field	Explanation
Print Stmt(Y/N)	A code that indicates whether the system prints invoices and statements for the customer. Valid codes are: Y Yes, print invoices and statements N No, do not print invoices and statements <i>Form-specific information</i> If you enter N, you cannot attach a draft to a statement. You do not need to print drafts when they are pre-authorized.

See Also

- *Printing Invoices and Statements with Drafts (P03506)*

Setting Up Bank Account Information for A/R Drafts



From Accounts Receivable (G03), enter 29

From Accounts Receivable Setup (G0341), choose Bank Account Cross Reference

In order for your bank to collect the customer drafts you remit, you must have the following information about your customers' bank accounts:

- Bank name
- Bank routing and transit information
- Customer's bank account number

If you do not provide this information, banks typically do not allow you to remit drafts on magnetic tape. They also typically assess additional charges to collect drafts without full bank account information.

This task includes:

- ☐ Setting up cross-references for A/R drafts bank accounts
- ☐ Printing the Bank Account Exceptions Report for A/R drafts

Setting Up 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

Address Number: 1005 International Transport

Routing/Transit	Bank Number	Account No.	On	Description	T
107298184259	310-0368111	55		Bank Bruxelles Lambert	0

F4=Detail F6=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.

Address/Number: 1005 International Transport

Bank Number	Account No.	On	Description	T
107298104259	510-0368111		55 Bank Bruxelles Lambert	0
SWIFT Code	Check/Saving		Ref/Roll Number	
SWIFT Code	Check/Saving		Ref/Roll Number	
SWIFT Code	Check/Saving		Ref/Roll Number	
SWIFT Code	Check/Saving		Ref/Roll Number	
SWIFT Code	Check/Saving		Ref/Roll Number	
SWIFT Code	Check/Saving		Ref/Roll Number	
SWIFT Code	Check/Saving		Ref/Roll Number	
SWIFT Code	Check/Saving		Ref/Roll Number	

F4=Detail F6=B Type Codes F3=Name Search F24=More Keys MW

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

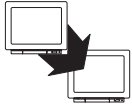
Processing drafts using bank tapes

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



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

From Other Invoice & Receipts Entry Methods (G03111), choose Draft Daily Operations

From A/R Drafts Daily Operations (G031111), choose Bank Account Exception Report

The Bank Account Exception Report lists all bank account records that have either an illegal French RIB key or a transit number that does not have an associated type B record.

Two versions of this report are available:

Italian

When you run this version, the system searches for a bank account type B to verify the bank transit account number of your customer's bank type D accounts.

French

When you run this version, the system searches for an illegal French RIB number in the bank transit number.

Regardless of which version you run, the system bypasses bank account numbers that do not have address numbers.

To correct bank account information that appears on this report, use Bank Account Cross-Reference or Address Book Revisions.

00314

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



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

From Other Invoice & Receipts Entry Methods (G03111), choose Draft Remittances/Collections

From A/R Drafts Daily Operations (G031112), choose NSF Notification Generic Text

When a customer has an outstanding draft because of insufficient funds, you can send a notification letter. The text that prints on the letter must first be defined using NSF Notification Generic Text.

You create codes that indicate the severity of your warning (for example, LEVEL 1 for a first letter, LEVEL 2 for a second letter, and so on), then define the text for each code. When you run NSF Notification to create your notification letters, you enter a code in the processing options. The system prints a letter using the text associated with that code.

► To set up letters for non-sufficient funds

On NSF Notification Generic Text

18 Characters	
Code	Description
LEVEL1	NSF Notification - Level 1 Msg

1. To add a code, complete the following fields:
 - Code
 - Description

- To define text for a code, choose the General Message option next to that code.



- 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

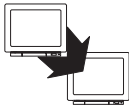
To print a personalized message on your A/R statements, you must first set up the text.

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



From Accounts Receivable (G03), choose Statement and Reminder Processing

From Statement and Reminder Processing (G0322), choose Revise A/R Print Messages

You can enter messages for a specific customer or for all customers within a company.

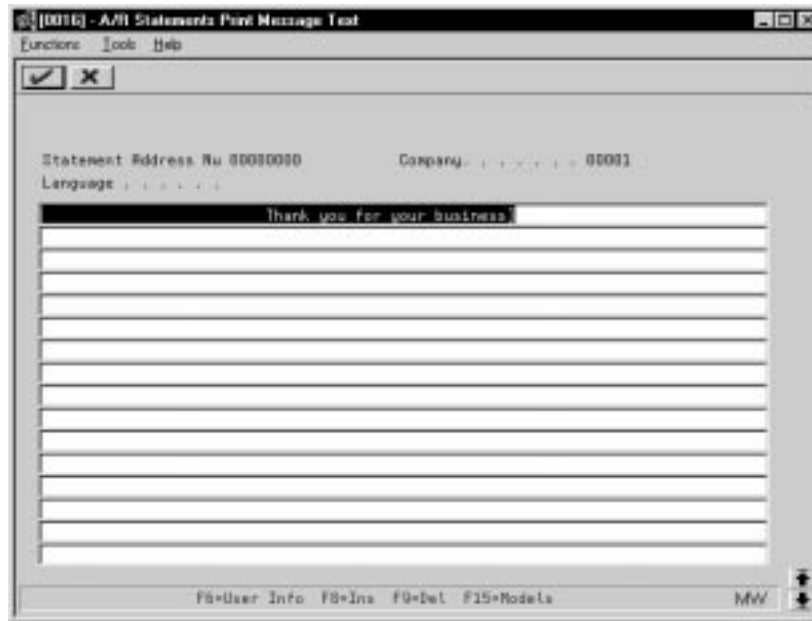
For example, you might enter the message *We appreciate your business* for all customers within company 00100. But you might also enter *Thank you for doing business with us for 10 years* for customer 1001 and *Your business is appreciated* for customer 3001. Therefore, when you print all statements 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

UF	Address	Comp.	Description	LP
		00000	J.D. Edwards & Company	0
		00001	H Model Financial Co (Trng)	
		00015		
		00400		
	00016951	1002	Edwards & Edwards	

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	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 that you specify in your user preferences. If you do not specify a language in your user preferences, the system uses the default language for the system. Before any translations can become effective, a language code must exist at either the system level or in your user preferences. <i>Form-specific information</i> 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. Before any translations can appear, a language code must exist at either the system level or in your user profile. The language code at the system level or in your user profile must correspond to a language code assigned to the translated menu, form, report, description, title, or processing option.

What You Should Know About

Displaying a specific customer or company

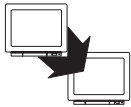
To limit the list of customers and companies, specify the number of the customer or company at the top of Revise A/R Print Messages.

Deleting an individual customer or company

To remove an individual customer or company from the list of print messages, choose Delete next to the appropriate customer or company.

The Delete action deletes the entire list of customers and companies.

Setting Up Model Messages for Statements



From Accounts Receivable (G03), choose Statement and Reminder Processing

From Statement and Reminder Processing (G0322), choose Revise A/R Print Messages

To print the same statement message for several customers or companies, set up a model message.

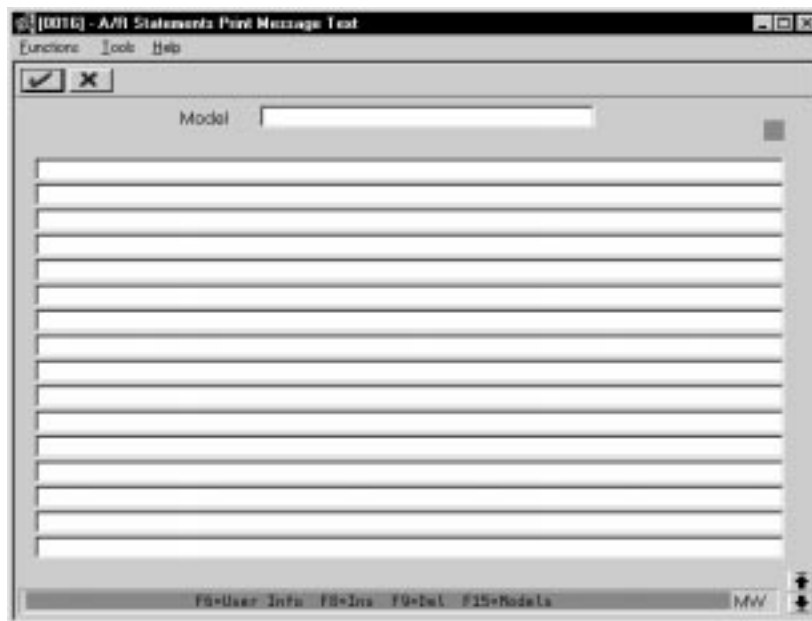
**To set up model messages for statements**

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 Name	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:

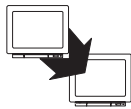
- ☐ Entering reminder messages
- ☐ Setting up model reminder messages

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



From Accounts Receivable (G03), choose Statement and Reminder Processing

From Statement and Reminder Processing (G0322), choose Revise Payment Reminders Text

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 *Have we missed your payment? Our records indicate that the invoices listed above are past due. If your payment has been sent, please disregard this reminder. If not, please send us your payment as soon as possible.*

Second level

This is a more firm reminder that you might send a customer when an invoice is 30 days overdue. For example, it might read *The invoices listed above are delinquent. Please remit payment immediately. If your payment has been sent, please disregard this reminder.*

Third level

This is a firm reminder that you might send a customer when an invoice is 45 days overdue. For example, it might read *The invoices listed above are delinquent. Prior attempts to collect payment have rendered no response. If your payment is not received within five days, your account will be turned over to our collection agency.*

Set up payment reminders text for company 00000 to use as the default text for all companies. The system overrides payment reminders text as follows:

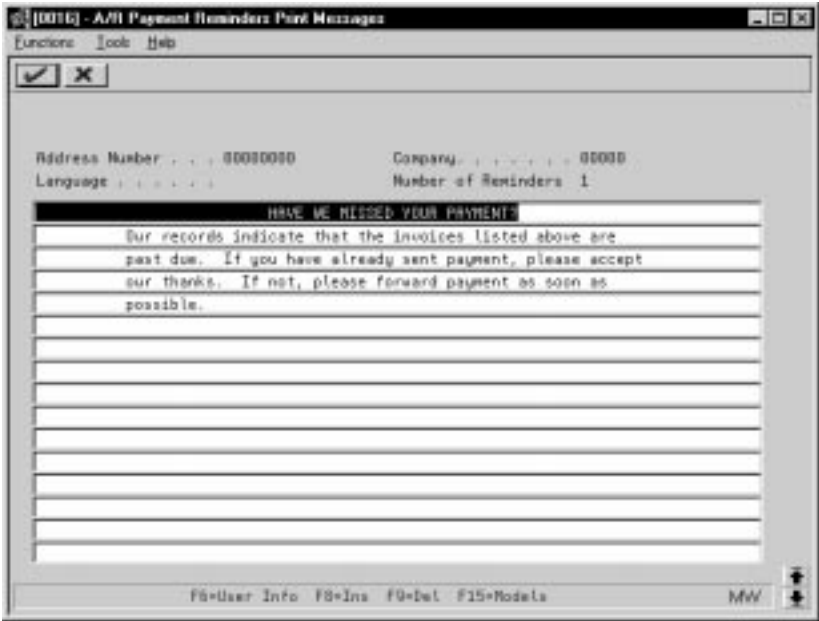
- Company-specific text overrides the default text
- Customer-specific text overrides the company text

► **To enter reminder messages**

On Revise Payment Reminders Text

Address	Comp.	Description	LP	Flag
	00000	J.D. Edwards & Company		1
	00000	J.D. Edwards & Company		2
	00000	J.D. Edwards & Company		3
	00001	A Model Financial Co (Trng)		1
	00001	A Model Financial Co (Trng)		2
00016951	00400			

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

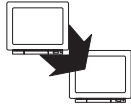
To limit the list of customers and companies, specify the number at the top of Revise Payment Reminders Text.

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



From Accounts Receivable (G03), choose Statement and Reminder Processing

From Statement and Reminder Processing (G0322), choose Revise Payment Reminders Text

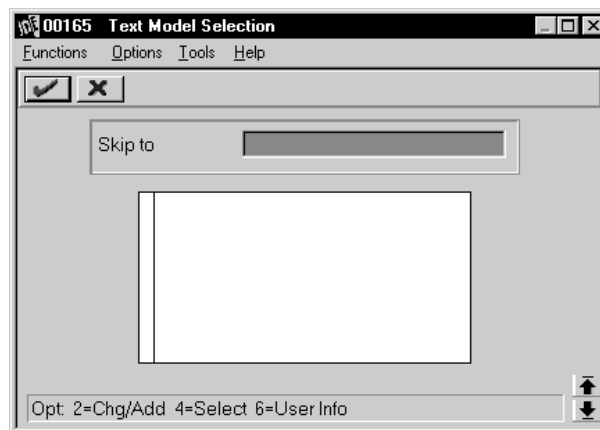
To print the same payment reminders text for several customers or companies, set up a model reminder message.



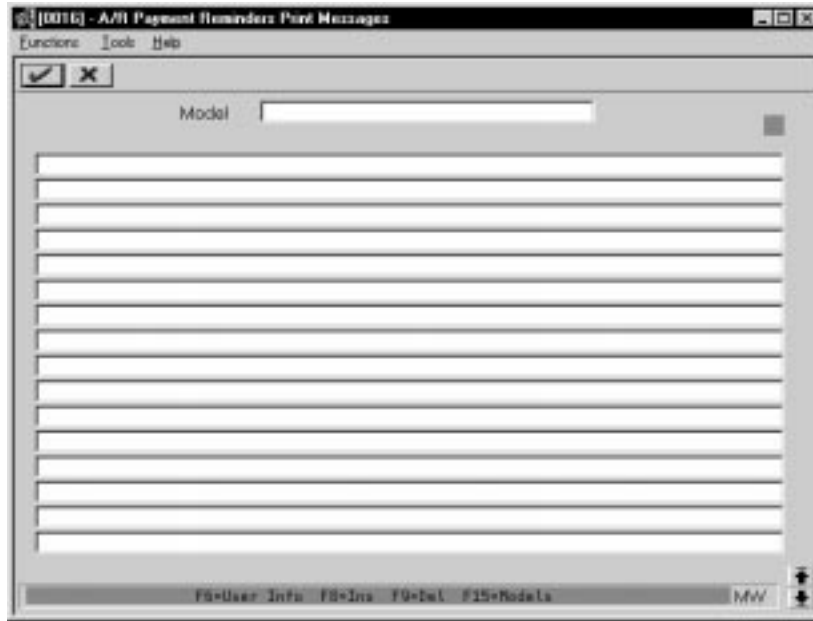
To set up model reminder messages

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:

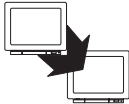
1. Enter the code which corresponds to the application for which you will be maintaining special print message text.

' ' = Statements (Default)
'1' = Payment Reminders
'2' = Interest Invoices

Do not change this processing option once you enter data.

Revise Text For Delinquency Notices

Revising Text For Delinquency Notices



From Accounts Receivable (G03), enter G90

From Run Time Setup (G90), choose Data Dictionary

Alternately, you can enter DD (data dictionary) on the command line of any menu.

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

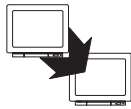
Working with Interest Rate Information

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.

Working with interest rate information consists of:

- ☐ Defining interest rates
- ☐ Entering text for interest rates

Defining Interest Rates



From Accounts Receivable (G03), enter 27

From A/R Advanced and Technical Operations (G0331), choose Interest Invoicing

From Interest Invoicing (G03312), choose Revise 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

[001.70] - Review Interest Rates

Functions Edit Help

Interest Comp. Code: INV Description: Interest Invoicing-All Cos.

Company: 00000

Effective Date	Effect Int. Rate
04/30/97	1.250
04/30/98	1.250

F15/F20=Print Next F21=Print Interest Rate Constants F24=More Keys MW

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 Comp. Code	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 rate entered for company 00000 is the default when no record exists for the particular company.
Effective Date	The date on which this transaction takes effect. The effective date is used generically. It can be the date of the next raise, a lease effective date, a price or cost effective date, a currency effective date, a tax rate effective date, change in well status, or whatever is appropriate.

Field	Explanation
Effect Int Rate	The effective interest rate associated with this particular payment terms code. This must be entered manually as several payment terms codes have an indeterminate interest rate (for example, 30/60/90 terms or prox 25th). Leaving the effective interest rate blank will void the comparison of this rate with the current borrowing rate (CBR) in order to determine whether a discount is to be taken. Input interest rate as a full number between 0 and 99 rather than a decimal fraction.

What You Should Know About

Deleting an interest rate To delete an interest rate and its effective date, clear the appropriate fields.

The Delete action deletes the entire list of interest rates.

Entering Text For Interest Invoices



From Accounts Receivable (G03), enter 27

From A/R Advanced and Technical Operations (G0331), choose Interest Invoicing

From Interest Invoicing (G03312), choose Revise Interest Invoice Text

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.

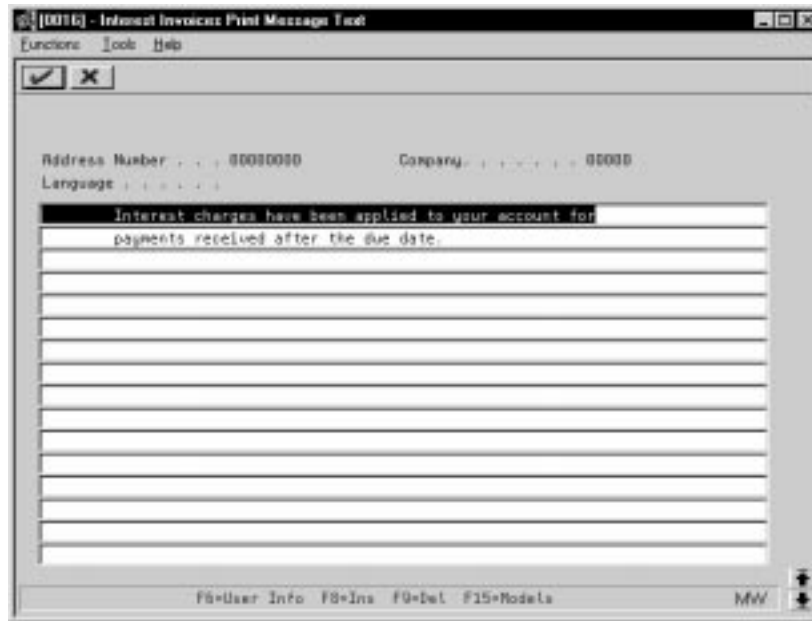
When you enter or revise the text for interest invoices, the system creates the key for generic message text. The system stores this key in the Generic Text Index Key table (F00163) and the actual message in the Generic Text Entry table (F0016).

► To enter text for interest invoices

On Revise Interest Invoice Text

UF	Address	Comp.	Description	LP
		00000	J.D. Edwards & Company	
		00001	H Model Financial Co (Trng)	
		00400		

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.
5. Choose the Narrative Text option next to the customer or company.



6. On Interest Invoices Print Message Text, enter the message to appear on the interest invoices.

What You Should Know About

Displaying a specific customer or company

To limit the list of customers and companies, specify the appropriate address number or company number at the top of Revise Interest Invoice Text.

Deleting a customer or company

To remove a company or customer from the list of interest invoices text, choose Delete next to the appropriate customer or company.

The Delete action deletes the entire list of customers and companies.

Creating a model message

To use the same text for several companies, you can create a model message.

See *Setting Up Statement Messages*.

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

A/R tax setup consists of:

- ☐ Setting up tax authorities for A/R
- ☐ Setting up tax rates and areas for A/R
- ☐ About tax explanation codes for A/R
- ☐ About AAIs for A/R taxes
- ☐ Setting up tax rules by company for A/R



Alternatively, you can set up your taxes with Vertex(tm).

Vertex tax set up 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:

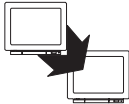
- IVA in Italy
- TVA in Belgium
- GST in Singapore

See Also

- *Tax Reference Guide* for more detailed information about taxes and related tax reports

Set Up Tax Authorities for A/R

Setting Up Tax Authorities for A/R



From Master Directory (G), enter 29

From General Systems Menu (G00), choose Tax Processing Reporting

From Tax Processing & Reporting (G0021), choose Tax Authorities

Alternatively, you can access the Address Book menu (G01) and set up tax authorities on Address Book Revisions.

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.

Before You Begin

- ☐ Set up a user defined code (01/ST) for search type T (tax).

► To set up tax authorities for A/R

On Tax Authorities

[P01051] - Tax Authorities

Functions Tools Help

Address Number: 5521 Long Addr No: Resp. Bus. Unit:

Alpha Name:

Phone Number: 303 334-1208 800 332-2007

Mailing Name: Colorado State Treasurer Search Type: Payables Y/N: Receivables Y/N: Employee Y/N: User Code: Subledger Inact: Eff Date:

Address: Colorado Department of Revenue Taxpayer Service Division 375 Sherman Street

Postal Code: 80261 City: Denver State: CO Country: USA

F2=Fmt F5=Who F11=CF Index F12=Phones F13=Add/Info F24=More MW

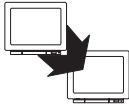
1. Complete the following fields:
 - Alpha Name
 - Mailing Name
 - Search Type
 - Payables
 - Receivable
2. Do one of the following:
 - In WorldSoftware, press Enter
 - In WorldVision, click Add

See Also

- *Entering Address Book Records (P01051) in the Address Book Guide.*

Set Up Tax Rates and Areas

Setting Up Tax Rates and Areas for A/R



From Master Directory (G), enter 29

From General Systems Menu (G00), choose Tax Processing & Reporting

From Tax Processing & Reporting (G0021), choose Tax Rates & Areas

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

Effective Date: 01/01/99

Expiration Date: 12/31/99

Item Number:

Address	Tax Rate	G/L Off	Calc	VAT	Description
5071	3.500	TXTX			Denver City & County Tax
2292	3.800	TXTX			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	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). Typically, U.S. sales and use taxes require multiple tax authorities per tax rate/area, whereas VAT requires only one simple rate. The system uses this code to properly calculate the tax amount.
Tax Authority	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. You can have up to five tax authorities for a single tax area. <i>Form-specific information</i> 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.
Tax Rate	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.
Item Number	A number that the system assigns to an item. It can be in short, long, or 3rd item number format. <i>Form-specific information</i> 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. NOTE: Only sales order and purchase order processing use this field. You can suppress this field with processing options.

Field	Explanation
Tax Calculation Method	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: 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. 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. NOTE: This field is used in Canada. It is valid only with tax explanation codes that begin with the letters B and C. <i>Form-specific information</i> 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.
VAT Exp	A code that identifies the percentage of the VAT (GST) amount that is not eligible for input credits. Valid values are: R Not recoverable. The tax is an expense and is not a receivable. Blank Recoverable. The tax is a receivable. This is the default. NOTE: This field is used in Canada. It is valid only with tax explanation codes that begin with the letters C, B, and V. <i>Form-specific information</i> This code is available only for the third, fourth, fifth tax authorities (lines 3 through 5) on the form.
Total Area Tax Rate	A number that identifies the sum of the tax rates for all tax authorities in the tax rate/area. <i>Form-specific information</i> A system-displayed number that indicates the sum of the tax rates for all the tax authorities. If you type Y in the Calculation Method field, the total reflects compound taxes (tax on a tax). If you type R in the VAT Expense field, the total does not include the input credit amount.

Field	Explanation
Tax Rate/Area	A code that identifies a tax or geographic area that has common tax rates and tax distribution. The tax rate/area must be defined to include the tax authorities (for example, state, county, city, rapid transit district, or province), and their rates. To be valid, a code must be set up in the Tax Rate/Area table (F4008). Typically, U.S. sales and use taxes require multiple tax authorities per tax rate/area, whereas VAT requires only one simple rate. The system uses this code to properly calculate the tax amount.

See Also

- *Tax Reference Guide* for more information about the different types of taxes and what you should consider when setting up tax rates and areas

Understand Tax Explanation Codes for A/R

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 Does the System Calculate A/R Taxes?

The system can calculate some of the following commonly used taxes:

- Sales Tax (S)
- VAT (V)
- VAT + Sales Tax
- VAT + Use Tax (B)

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 percent
Taxable amount	1,000
Sales tax calculation	Taxable amount x sales tax rate • $1,000 \times .073 = 73$
Invoice	• 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 percent
Taxable amount	1,000
Sales tax calculation	Taxable amount x VAT tax rate • $1,000 \times .073 = 73$
Invoice	• Amount: 1,000 • Tax amount: 73 • Gross amount: 1,073
Journal entries	Revenue: 1,000–
Automatic offsets	• 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 percent GST, 8 percent PST
Taxable amount	1,000
GST calculation	Taxable amount x GST rate • $1,000 \times .07 = 70$
PST calculation	Taxable amount + GST x PST rate • $1,000 + 70 \times .08 = 85.60$
Tax amount	GST + PST • $70 + 85.60 = 155.60$
Invoice	• Amount: 1,000 • Tax amount: 155.60 • Gross amount: 1,155.60
Journal entries	Revenue: 1,085.60–
Automatic offsets	• 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 percent VAT (GST), 5 percent Use
Taxable amount	1,000
VAT calculation	Taxable amount x VAT (GST) rate • $1,000 \times .10$
Use tax calculation	Taxable amount + VAT x Use rate • $1,000 + 100 \times .05 = 55$
Tax amount	VAT (or GST) + Use • $100 + 55 = 155$
Invoice	• Amount: 1,000 • Tax amount: 155 • Gross amount: 1,100
Journal entries	Revenue: 1,055–
Automatic offsets	• VAT payable: 100– • A/R trade: 1,100 • Taxes recoverable: 55

See Also

- *About User Defined Codes for A/R* (P00051)

Understand AAls for A/R Taxes

About 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?

An AAI item for receivables taxes (RC) is required. Tax explanation codes use item RTyyyy to point to various types of taxes, including VAT. RTyyyy is similar to RCyyyy, but the offset, which you can change, is defined in the Tax Rate/Area table.

The character code yyyy represents a G/L offset account for the tax explanation code, such as RTSALE or RTVAT. The character code _ _ _ _ means that there is no G/L offset account. This code points to the AAI item, which, in turn, points to the appropriate tax accounts. For example, for the code RTVATB, RT is the AAI item for a receivables tax account and VATB is the character code that identifies the G/L offset account.

Each tax explanation code has corresponding AAI items that identify the debit and credit tax accounts. The types of tax explanation codes are:

- Value-added tax codes
- Sales tax codes
- VAT plus sales tax codes
- Tax-exempt tax code

See Also

- *Working with AAls for A/R (P00121)*

Value-added Tax Codes

The tax explanation codes for value-added taxes and their AAI items are as follows:

Value-added tax codes V 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)

Value-added tax code V+ (calculated as a tax on a tax) The accounts are the same as those for V.

Value-added tax code VT (taxes only) The accounts are the same as those for V. For example:

- Dr 100 RCyyy Gross (A/R for VAT of 100)
- Cr 0 G/L distribution (goods of 0)
- Cr 100 RTyyyy (VAT 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.

Sales Tax Codes

The tax explanation codes for sales taxes and their AAI items are as follows:

Sales tax code S (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. RCyyyy identifies the A/R account. For example:

- Dr 1050 RCyyyy Gross (A/R for goods of 1000 + sales tax of 50)
- Cr 1050 G/L distribution (goods of 1000 + sales tax of 50)

Sales tax code ST (PST in Canada/seller-assessed)

The accounts are the same as those for S. For example:

- Dr 50 RCyyyy Gross (A/R for sales tax of 50)
- Cr 50 G/L distribution (sales tax of 50)

VAT plus Sales Tax Codes

The tax explanation codes for VAT plus sales taxes and their AAI items are as follows:

VAT plus sales tax code 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. RTyyyy identifies the A/R account. For example:

- Dr 1155 RCyyyy Gross (A/R for goods of 1000 + GST of 100 + PST of 55)
- Cr 100 RTyyyy (GST payable account for the tax rate/area)
- Cr 1055 G/L distribution (goods of 1000 + PST of 55)

VAT plus sales tax code 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)

Tax Exempt Tax Code

The tax explanation code for exempt and its AAI item are as follows:

Tax Exempt Tax Code E 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 RCyyyy Gross (A/R for goods of 1000)
- Cr 1000 G/L distribution (goods of 1000)

Set Up Tax Rules by Company for A/R

Setting Up Tax Rules by Company for A/R



From Master Directory (G), enter 29

From General Systems Menu (G00), choose Tax Processing & Reporting

From Tax Processing & Reporting (G0021), choose Tax Rules by Company

Alternatively, you can access Tax Rules by Company by choosing A/R Tax Setup on menu G0341.

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

When setting up tax rules by company, you can:

- Set up tolerance information for A/R
- Set 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.

► To set 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.

On Tax Rules by Company

Company: 60160 Model Finan/Distrib Co (Mktg)
System (A/R=1, A/P=2, G/L=3): 1
Tolerance Percentage for Warning: 2.00%
Tolerance Percentage for Error: 10.00%
or
Tolerance Amount for Warning: .00
Tolerance Amount for Error: .00
Calculate Tax on Gross (Including Disc): ☒
Calculate Disc on Gross (Including Tax): ☒
Allow Understatement of Tax Amount: ☒
Calculate Sales Order Taxes on Summary: ☐
Tax Service Date Selection: ☐
F3=Exit F24=More Keys MW

1. Complete one of the following groups of fields:
 - Tolerance percentages ranges
 - Tolerance Percentage for Warning
 - Tolerance Percentage for Error
 - Tolerance amount ranges
 - Tolerance Amount for Warning
 - Tolerance Amount for Error
2. Do one of the following:
 - In WorldSoftware, press Enter
 - In WorldVision, click Add

After you complete these steps, follow the steps to set up the calculation rules.

Field	Explanation
Tolerance Percentage for Warning	Percentage 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 percentage to determine whether to display a warning message. Enter the percentage as a whole number. For example, enter 10% as 10. If you enter 10 in this field and there is a difference between the tax amount you entered and the system-calculated tax amount, the system handles it as follows: Accept difference is 9.99% or less Warning difference is 10% or more The default (blank) causes a warning message to display if you enter a tax that does not exactly match the system-calculated amount tax. NOTE: This field applies only to VAT and GST.
Tolerance Percentage for Error	Percentage 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 the percentage to determine whether to reject the tax entry. This percentage is used in conjunction with the Tolerance Percentage for Warning field. For example, a 10 tolerance percentage for warning and a 15 tolerance percentage for error works as follows: Accept difference is 9.99% or less Warning difference is between 10% and 14.99% Reject difference is 15% or more The default (blank) indicates that no entry is to be rejected. NOTE: This field applies only to VAT or GST.

Field	Explanation
Tolerance Amount for Warning	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 display a warning message. For example, if you enter .50 and there is a difference between the tax amount you entered and the system-calculated tax amount, the system handles it as follows: Accept – difference is .49 or less Warning – difference is .50 or more The default (zero) causes a warning message to display if you enter a tax that does not exactly match the system-calculated tax. NOTE: This field applies only to VAT and GST. You cannot enter both tolerance percentages and tolerance amounts.
Tolerance Amount for Error	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. 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: Accept – difference is .49 or less Warning – difference is between .50 and .99 Reject – difference is 1.00 or more The default (zero) indicates that no entry is to be rejected. NOTE: This field applies only to VAT and GST. You cannot enter both tolerance amounts and tolerance percentages.

► To set up calculation rates 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.

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 (Including Disc)	A code that indicates whether to calculate the tax on a gross amount that includes the discount amount. Valid codes are: Y Calculate the tax amount on the gross. N Calculate the tax amount on the gross less the discount amount. Blank Defaults to Y. Self-assessed taxes are not included in discount calculations. NOTE: This field does not apply to G/L processing. A/R, A/P, sales orders, and purchase orders use it.
Calculate Disc on Gross (Including Tax)	A code that indicates whether to calculate the discount on a gross amount that already includes the tax amount. Valid codes are: 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. Self-assessed taxes are not included in discount calculations. NOTE: This field does not apply to G/L processing. A/R, A/P, sales orders, and purchase order processing use it.

Field	Explanation
Tax on Gross Including/Excluding Discount	A code that indicates whether to calculate the tax on a gross amount that includes the discount amount. Valid codes are: Y Calculate the tax amount on the gross. N Calculate the tax amount on the gross less the discount amount. Blank Defaults to Y. Self-assessed taxes are not included in discount calculations. NOTE: This field does not apply to G/L processing. A/R, A/P, sales orders, and purchase orders use it.
Discount on Gross Including Tax	A code that indicates whether to calculate the discount on a gross amount that already includes the tax amount. Valid codes are: 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. Self-assessed taxes are not included in discount calculations. NOTE: This field does not apply to G/L processing. A/R, A/P, sales orders, and purchase order processing use it. <i>Form-specific information</i> If you click this option, tax will be included in the gross that the system uses to calculate the discount.

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 percent: 10 percent
- Tax amount: 100
- Discount: 1 percent

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 Percent) = Discount Available • $(1,000 + 100) \times .01 = 11.00$
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 Percent = Discount Available • $1,000 \times .01 = 10.00$
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	$\frac{[(\text{Taxable Amount} + \text{Tax Amount}) \times (\text{Discount Rate Percent})]}{(1 - \text{Discount Rate Percent})}$ $[(1,000 + 100) \times .01] / (1 - .01) = 11.11$
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	$\frac{(\text{Taxable Amount} \times \text{Discount Rate Percent})}{(\text{Discount Rate Percent} \times \text{Tax Rate})}$ $(1,000 \times .01) / (.01 \times .10) = 10.10$
Gross Formula	$\text{Taxable Amount} + \text{Tax} + \text{Discount} = 1,000 + 100 + 10.10 = 1,110.10$

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 (PC) or Electronic Data Interchange (EDI), you can transfer them to the J.D. Edwards Accounts Receivable system for processing.

Batch invoice processing consists of:

- ☐ Reviewing batch invoices
- ☐ Revising batch invoices
- ☐ Processing batch invoices
- ☐ Purging processed batch invoices

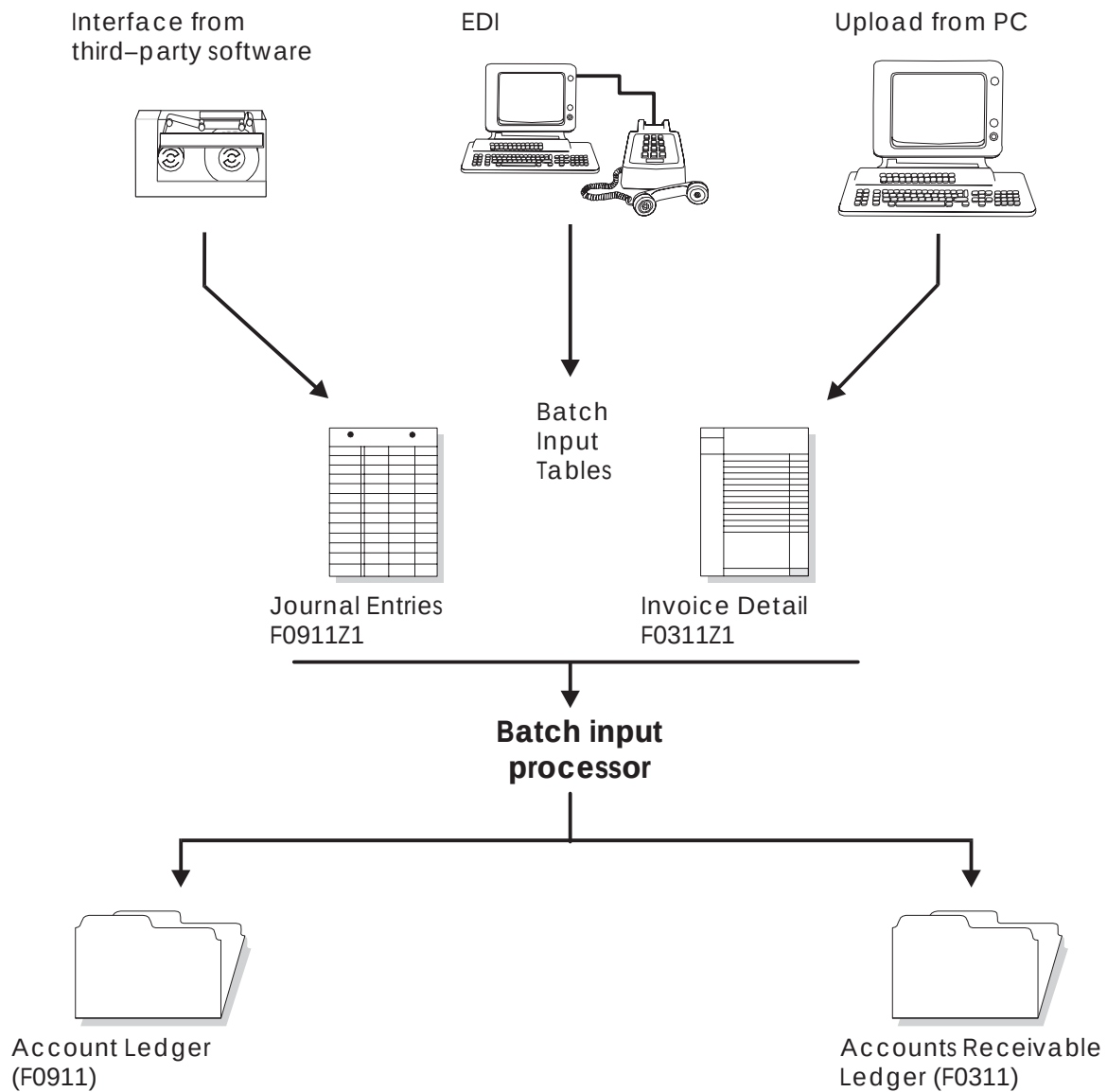
What Happens When You Process Batch Invoices?

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 in 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



From Accounts Receivable (G03), enter 27

From A/R Advanced & Technical Operations (G0331), choose Batch Invoice Processing

From Batch Invoice Processing (G03311), choose Batch Invoice Review

After you transfer invoices from an external source, you might want to verify them before processing 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.

When reviewing batch invoices, you can:

- Review batch invoice information
- Review individual batch invoices

Batch invoice information is stored in the Invoice Transactions – Batch (F0311Z1) and Journal Entry Transactions – Batch (F0911Z1) tables.



To review batch invoice 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.

On Batch Invoice Review

User ID	Batch Number	Transaction Number	Transmit Date	Total Amount
STUDENT		2213	09/20/93	900.00
STUDENT		3325	09/20/93	150.00
STUDENT		4436	09/20/93	500.00

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.

Field	Explanation				
Processed (0/1)	An indicator to mark records as successfully processed through the batch processing system. After a record has been marked as processed, it can no longer be updated through the batch processing program. Valid values are: <table> <tr> <td>0</td><td>Unprocessed only</td></tr> <tr> <td>1</td><td>Processed and unprocessed</td></tr> </table>	0	Unprocessed only	1	Processed and unprocessed
0	Unprocessed only				
1	Processed and unprocessed				
From Date	The beginning date in the date range. This is the date from which you want the system to display information. <i>Form-specific information</i> Enter the beginning date of the batches you want to review. This is the date that the transactions were entered into the batch input table, regardless of the original source or the method of transfer.				
Transaction Number	This is the number that an Electronic Data Interchange (EDI) transmitter assigns to a transaction. In a non-EDI environment, you can assign any number that is meaningful to you to identify a transaction within a batch. It can be the same as a J.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.				

► To review individual batch invoices

When reviewing information about your batch invoices, you might want to verify the G/L distribution or pay item detail associated with a specific invoice. To do so, review the individual batch invoice.

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.

[000121] - Batch Invoice Entry

Functions Edit Help

BATCH CONTROL

Prev Trans Number
User ID: STUDENT User Batch
Transaction Number: 2213 Transaction Type: I

TRANSACTION INFORMATION Additional Information

Action Code: H
Customer Number: 1001 Edwards, J.D. & Company
Invoice/Type/Co: 00001 Business Unit
Invoice Date: 06/22/98 Payment Terms
G/L Date: 06/30/98 Company: 00001
Serv/Tax Date Tax Expl Tax Rate/Area
Currency Code Mode: 30 Exchange Rate
Gross Amount: 980.00 Tax Amount
Distributable: 980.00 Batch Number

F4=Detail Window F13/20=Prev/Next F24=More Keys 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. _____

Revise Batch Invoices

Revising Batch Invoices



From Accounts Receivable (G03), enter 27

From A/R Advanced & Technical Operations (G0331), choose Batch Invoice Processing

From Batch Invoice Processing (G0331), choose Batch Invoice Revisions

After you transfer invoices from another source to the J.D. Edwards Accounts Receivable system, you might need to correct or delete some of them. You revise a batch invoice by manually entering a new one or by changing or deleting an existing one. You should do this before you process batch invoices.

When revising batch invoices, you can:

- Add invoices to batches
- Revise 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 that you use next numbers so that the system does not create duplicate documents. You can, however, manually assign the document number to facilitate a smooth transition between two systems.

When you add an invoice to a batch, 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 an invoice to a batch

Typically, you should not need to add an invoice to a batch. An exception, however, is if you experience difficulty processing transactions from an interfaced system. To detect and correct the discrepancies, compare the invoice that you manually enter to the invoice that the external system creates.

On Batch Invoice Revisions

The screenshot shows the 'Batch Invoice Revisions' window in JDE. The window has a title bar with 'JDE0121 - Batch Invoice Revisions' and standard window controls. Below the title bar is a menu bar with 'Functions', 'Tools', and 'Help'. A toolbar with various icons is located below the menu bar. The main content area is divided into two sections: 'BATCH CONTROL' and 'TRANSACTION INFORMATION'. The 'BATCH CONTROL' section contains fields for 'Prev Trans Number', 'User ID' (with 'STUDENT' entered), 'User Batch', 'Transaction Number' (with '2213' entered), and 'Transaction Type' (with 'I' entered). The 'TRANSACTION INFORMATION' section is further divided into 'Additional Information' and a main data entry area. The main data entry area contains fields for 'Action Code' (with 'R' entered), 'Customer Number' (with '1001' entered), 'Invoice/Type/Co' (with '00001' entered), 'Invoice Date' (with '06/22/98' entered), 'Q/L Date' (with '06/30/98' entered), 'Serv/Tax Date', 'Tax Expl', 'Currency Code', 'Mode' (with '0' entered), 'Gross Amount' (with '980.00' entered), 'Distributable' (with '980.00-' entered), 'Business Unit', 'Payment Terms', 'Company' (with '00001' entered), 'P.O. Number', 'Tax Rate/Area', 'Exchange Rate', 'Tax Amount', and 'Batch Number'. At the bottom of the window, there is a status bar with the text 'F4=Detail Window F19/Q0=Prev/Next F24=More Keys' and a 'MW' button.

BATCH CONTROL	
Prev Trans Number	
User ID	STUDENT
User Batch	
Transaction Number	2213
Transaction Type	I

TRANSACTION INFORMATION	
Additional Information	
Action Code	R
Customer Number	1001
Invoice/Type/Co	00001
Invoice Date	06/22/98
Q/L Date	06/30/98
Serv/Tax Date	
Currency Code	
Gross Amount	980.00
Distributable	980.00-
Business Unit	
Payment Terms	
Company	00001
P.O. Number	
Tax Rate/Area	
Exchange Rate	
Tax Amount	
Batch Number	

3. 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.

4. Complete the following fields for the first invoice in the batch:

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

5. In WorldVision, choose the Additional Information tab.

BATCH CONTROL

Prev Trans Number: STUDENT

User ID: _____ User Batch: _____

Transaction Number: 2213 Transaction Type: I

TRANSACTION INFORMATION | Additional Information

Item	Gross Amount	Disc Available	Remark	Due	P
100	900.00				

Account Number	Amount	Explanation
3.5110	900.00	Dinner Sales

F4=Detail Window F19/Q2=Prev/Next F24=More Keys MW

6. Complete the following optional fields and press Enter:

- Pay item
- Gross Amount
- Discount Available

- Remark
 - Due Date
 - Pay Status
7. Locate the batch.
 8. Position your cursor on a pay item line and choose the Full Detail function to access A/R Batch Detail.

The screenshot shows the 'A/R Batch Detail' window. At the top, it has a menu bar with 'Functions', 'Tools', and 'Help'. Below the menu bar is a toolbar with a checkmark and an 'X' icon. 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:	0
G/L Offset:		Discount Due Date:	
Recurring Freq:		Num of Payments:	
Tax:		Tax Expl Code:	
Taxable Amount:		Tax Rate/Amnt:	

At the bottom, there is a status bar with the text: 'F3=Return F13=Display/Update Mode Toggle F24=More Keys'.

9. On A/R Batch Detail, choose the Display/Update Mode Toggle function to change to update mode.
10. Complete the necessary invoice information.

Invoice detail varies, depending on how you map information to your J.D. Edwards Accounts Receivable system.
11. Choose the Return function.
12. On Batch Invoice Entry, complete the following fields to enter G/L distribution information:
 - Account Number
 - Amount
 - Explanation
13. Position your cursor on a G/L distribution line and choose the Full Detail function to access Journal Entry Batch Detail.

Journal Entry Batch Detail

User ID: STUDENT Transaction Number: 2213
Transaction Batch: Line Number: .881

Doc Num/Type/Co: 98081 Currency: Mode: 0
Mode: Display Account Number: 3-5118

Line Number:
Ledger Type: Serv/Tax Date:
Subledger: Phase:
Units: Unit of Measure:
P.O. Number: Reference 2:
G/L Posted Code: Bill Code:
Item Number:

F3=Return F13=Display/Update Mode Toggle F24=More Keys

14. On Journal Entry Batch Detail, choose the Display/Update Mode Toggle function to change to update mode.
15. 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.

- Invoice type
- Invoice number
- Document company

► To revise unprocessed batch invoices

When you find an error in an unprocessed batch invoice, change or delete it. To revise transaction information for a batch invoice, you must include the following:

- Company

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



From Accounts Receivable (G03), enter 27

From A/R Advanced & Technical Operations (G0331), choose Batch Invoice Processing

From Batch Invoice Processing (G03311), choose Batch Invoice Processing

After you review and revise your batch invoices, you must process them to create invoices in the A/R ledger.

Processing batch invoices consists of:

- ☐ Submitting invoices for processing
- ☐ Verifying batch invoice information
- ☐ Revising batch invoices
- ☐ Posting batch invoices

Submitting Invoices for Processing

When you are ready to process your batch invoices, run Batch Invoice Processing. The system processes batch invoices in proof or final mode.

Proof mode

In proof mode, the system:

- Verifies the data
- Produces a report, if errors exist

Final mode

In final mode, the system:

- Creates J.D. Edwards invoices in the A/R Ledger table and associated journal entries in the Account Ledger table (F0911)
- Assigns document and batch numbers
- Supplies information that 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

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.

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 Number	Line Number	Tran Set	Customer	T T P Fld in T C R Error	Description	Field Value

Batch File -	F0311Z1						
User ID: STUDENT							
	3325	1.000		4006 I C 0		Error: 2344 Batch File Action Invalid	
	F0311 :	Updates			Transactions Records		
	F0311Z:	Errors		1	Transactions		
	F0911 :	Updates			Transactions Records		

In the above example, the invalid batch file action shows that the transaction code has changed to C. This code should always be A.

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 prevents duplicate records.



To revise batch invoices

1. Do one of the following:
 - Change the invoice at its source and retransmit the batch to the J.D. Edwards Accounts Receivable system
 - Update the individual batch record on Batch Invoice Revisions
2. Resubmit your batch invoices for processing.



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 or delete an invoice that was processed in final mode or an invoice for a different accounting period.

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

Purge Processed Batch Invoices

Purging Processed Batch Invoices



From Accounts Receivable (G03), enter 27

From A/R Advanced & Technical Operations (G0331), choose Batch Invoice Processing

From Batch Invoice Processing (G03311), choose Processed Batch Invoice Purge

To remove your batch invoices from the batch table, purge them. 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.

When you purge batch invoices, the system removes all processed invoices from the following tables, regardless of the batch they are in:

- Invoice Transactions – Batch (F0311Z1)
- Journal Entry Transactions – Batch (F0911Z1)

Purging only removes batch invoices and does not affect A/R ledger invoices.

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

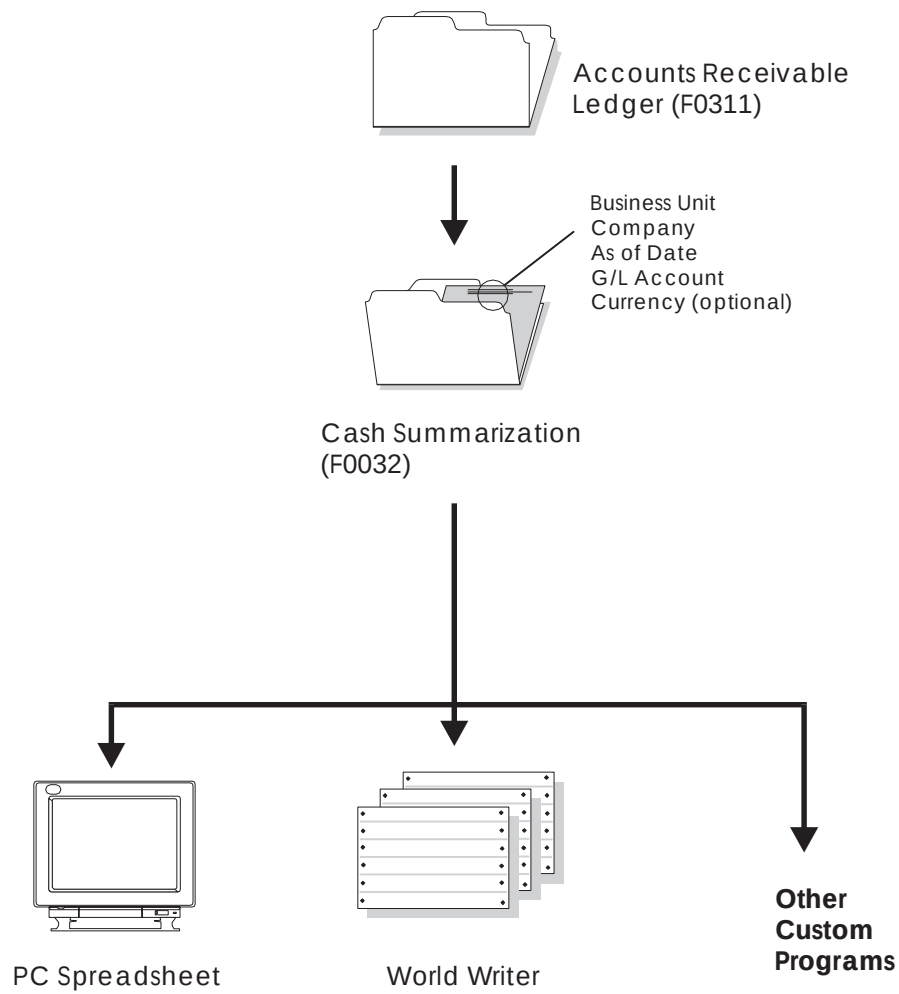
As part of your cash forecasting activities, you might want to review a summary of your open invoices.

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



From Accounts Receivable (G03), enter 27

From A/R Advanced and Technical Operations (G0331), choose A/R Cash Forecasting

To receive an accurate picture of your current cash position, forecast your A/R cash flow.

When you run A/R Cash Forecasting, the system creates the Cash Summarization table (F0032) that contains the following:

- Total of all open invoices
- Due dates of open invoices
- Receipt amount required from customer

What You Should Know About

Viewing the results of A/R cash forecasting

You can use World Writer to view the information created when you run A/R Cash Forecasting. The information can also be downloaded to a standard spreadsheet program or used by custom programs for cash analysis.

Multi-Currency

When using multiple currencies, invoices are summarized by both the domestic and foreign currencies. In the Cash Summarization table, the domestic currency code appears in the Currency Code field. The foreign currency code appears in the To Currency Code field. When you process domestic invoices, the foreign amount and currency code are the same as the domestic amount and currency code.

Processing Options 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

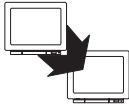
About ABC Customer Analysis

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



From Accounts Receivable (G03), enter 27

From A/R Advanced and Technical Operations (G0331), choose ABC Customer Analysis

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.

03602

J.D. Edwards & Company
ABC Analysis
Proof

Page - 3
Date - 4/06/98

. 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.

Technical processes consist of:

- ☐ Updating A/R from the address book
- ☐ Working with YTD invoice amounts
- ☐ Updating balance forward records
- ☐ Purging A/R information



Update A/R from the Address Book

Updating A/R from the Address Book



From Accounts Receivable (G03), enter 27

From A/R Advanced and Technical Operations (G0331), choose Update A/R from Address Book

If you change selected address book information for a customer, such as the number of the parent company, you must update the A/R ledger. To do so, run Update A/R from Address Book.

Each transaction in the A/R ledger includes:

- Customer alpha name
- Customer alternate payer address number
- Parent company address number
- Address book category codes (1–10)

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.

Accounts Receivable

I N V O I C E

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>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.

I N V O I C E

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>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

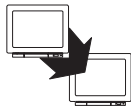
Working with YTD Invoice Amounts

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



From Accounts Receivable (G03), enter 27

From A/R Advanced and Technical Operations (G0331), choose Update YTD Invoice Amount

When you update year-to-date (YTD) invoice amounts, the system does the following for all customers across all companies based on the beginning and ending date you specify:

- Calculates total invoice amounts from the A/R Ledger table (F0311)
- Updates the following in the Customer Master table (F0301):
 - Year-to-date invoice amounts
 - Prior year-end invoice amounts
 - Year-to-date finance charges

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

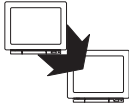
If the system cannot update a customer's balances, it lists the customer on the A/R Annual Close report.

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.

03820		J.D. Edwards & Company		Page - . . . 1	
		A/R Annual Close		Date - . . . 5/06/96	
Address	Alpha	Error Message	Document	Reference	
150 DIA Property Management Co			Blank CRCA in F0301		
150 DIA Property Management Co		3846 Currency Exchange Rate Not Found		847 FE 001	
150 DIA Property Management Co		3846 Currency Exchange Rate Not Found		8244 RI 001	
150 DIA Property Management Co		3846 Currency Exchange Rate Not Found		8244 RI 002	
150 DIA Property Management Co		3846 Currency Exchange Rate Not Found		8245 RI 001	
150 DIA Property Management Co		3846 Currency Exchange Rate Not Found		8245 RI 002	
1063 Modesto Warehouse #10		3846 Currency Exchange Rate Not Found	Blank CRCA in F0301		
1064 Valley Forge (#20)		3846 Currency Exchange Rate Not Found	Blank CRCA in F0301		
2250 Office Warehouse, Inc		3846 Currency Exchange Rate Not Found	Blank CRCA in F0301		
4167 Anne Crocker		3846 Currency Exchange Rate Not Found	Blank CRCA in F0301		
4183 Bali Hi		3846 Currency Exchange Rate Not Found	Blank CRCA in F0301		
4212 Victorian Secrets		3846 Currency Exchange Rate Not Found	Blank CRCA in F0301		
4221 Salisbury Lane		3846 Currency Exchange Rate Not Found	Blank CRCA in F0301		
4247 StageCoach Fashions		3846 Currency Exchange Rate Not Found	Blank CRCA in F0301		
4252 Budget Office Supply-USA		3846 Currency Exchange Rate Not Found	Blank CRCA in F0301		
5070 Denver City & County		3846 Currency Exchange Rate Not Found	Blank CRCA in F0301		
5070 Denver City & County		3846 Currency Exchange Rate Not Found		6324 RI 001	
5070 Denver City & County		3846 Currency Exchange Rate Not Found		6324 RI 002	
5070 Denver City & County		3846 Currency Exchange Rate Not Found		6324 RI 003	
5070 Denver City & County		3846 Currency Exchange Rate Not Found		6324 RI 004	
5070 Denver City & County		3846 Currency Exchange Rate Not Found		6324 RI 005	
5070 Denver City & County		3846 Currency Exchange Rate Not Found		6324 RI 006	
5070 Denver City & County		3846 Currency Exchange Rate Not Found		6324 RI 007	
5070 Denver City & County		3846 Currency Exchange Rate Not Found		6324 RI 008	
5070 Denver City & County		3846 Currency Exchange Rate Not Found		6324 RI 009	
5070 Denver City & County		3846 Currency Exchange Rate Not Found		6324 RI 010	
5070 Denver City & County		3846 Currency Exchange Rate Not Found		6324 RI 011	
5070 Denver City & County		3846 Currency Exchange Rate Not Found		6324 RI 012	
5070 Denver City & County		3846 Currency Exchange Rate Not Found		6324 RI 013	
5070 Denver City & County		3846 Currency Exchange Rate Not Found		6324 RI 014	
5070 Denver City & County		3846 Currency Exchange Rate Not Found		6324 RI 015	
5070 Denver City & County		3846 Currency Exchange Rate Not Found		8232 RI 001	
5070 Denver City & County		3846 Currency Exchange Rate Not Found		8232 RI 002	
5070 Denver City & County		3846 Currency Exchange Rate Not Found		8232 RI 003	
5070 Denver City & County		3846 Currency Exchange Rate Not Found		8243 RI 001	
5070 Denver City & County		3846 Currency Exchange Rate Not Found		8243 RI 002	
5070 Denver City & County		3846 Currency Exchange Rate Not Found		8243 RI 003	
5070 Denver City & County		3846 Currency Exchange Rate Not Found		8243 RI 004	
5070 Denver City & County		3846 Currency Exchange Rate Not Found		8243 RI 005	
5070 Denver City & County		3846 Currency Exchange Rate Not Found		8243 RI 006	
5070 Denver City & County		3846 Currency Exchange Rate Not Found		8243 RI 007	
5070 Denver City & County		3846 Currency Exchange Rate Not Found		8243 RI 008	
5070 Denver City & County		3846 Currency Exchange Rate Not Found		8243 RI 009	
5070 Denver City & County		3846 Currency Exchange Rate Not Found		8243 RI 010	
5070 Denver City & County		3846 Currency Exchange Rate Not Found		8243 RI 011	
5070 Denver City & County		3846 Currency Exchange Rate Not Found		8243 RI 012	
5070 Denver City & County		3846 Currency Exchange Rate Not Found		8243 RI 013	
5070 Denver City & County		3846 Currency Exchange Rate Not Found		8243 RI 014	
5070 Denver City & County		3846 Currency Exchange Rate Not Found		8243 RI 015	
5070 Denver City & County		3846 Currency Exchange Rate Not Found		8243 RI 016	

Reviewing Customer YTD Invoice Amounts



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

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

After you update customer YTD invoice amounts, you might want to review the updated balances online.

Before You Begin

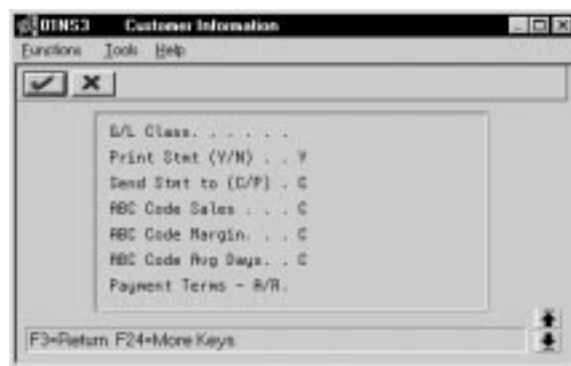
- ☐ Run Update YTD Invoice Amounts to update customer records with year-to-date and prior year-end amounts



To review customer YTD invoice amounts

On Customer Master Information

1. Access 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.

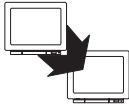


Exercises

See the exercises for this chapter.

Update Balance Forward Records

Updating Balance Forward Records



From Accounts Receivable (G03), enter 27

From A/R Advanced and Technical Operations (G0331), choose Update Balance Forward

You update balance forward records to:

- Summarize the open items in the A/R Ledger table (F0311) as of a specific date
- Create a balance forward amount for a customer

When you run Update Balance Forward each period, the system creates a separate balance forward record for the following:

- Customer
- Company
- G/L bank account
- Currency code

If you update your balance forward records before processing your A/R statements, the system summarizes invoices from the previous period. Therefore, only the current period's activity is shown in detail and all previous periods' activity is shown as a single balance forward amount.

Every time you update the records, the system creates a new balance forward record that overwrites the existing record for the previous period.



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

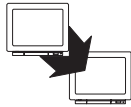
Purging A/R Information

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



From Accounts Receivable (G03), enter 27

From A/R Advanced and Technical Operations (G0331), choose Purge 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. _____

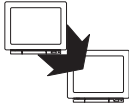
Data Selection and Sequence for Purge Closed A/R Records

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



From Accounts Receivable (G03), enter 27

From A/R Advanced and Technical Operations (G0331), choose Purge Batch Cash 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:

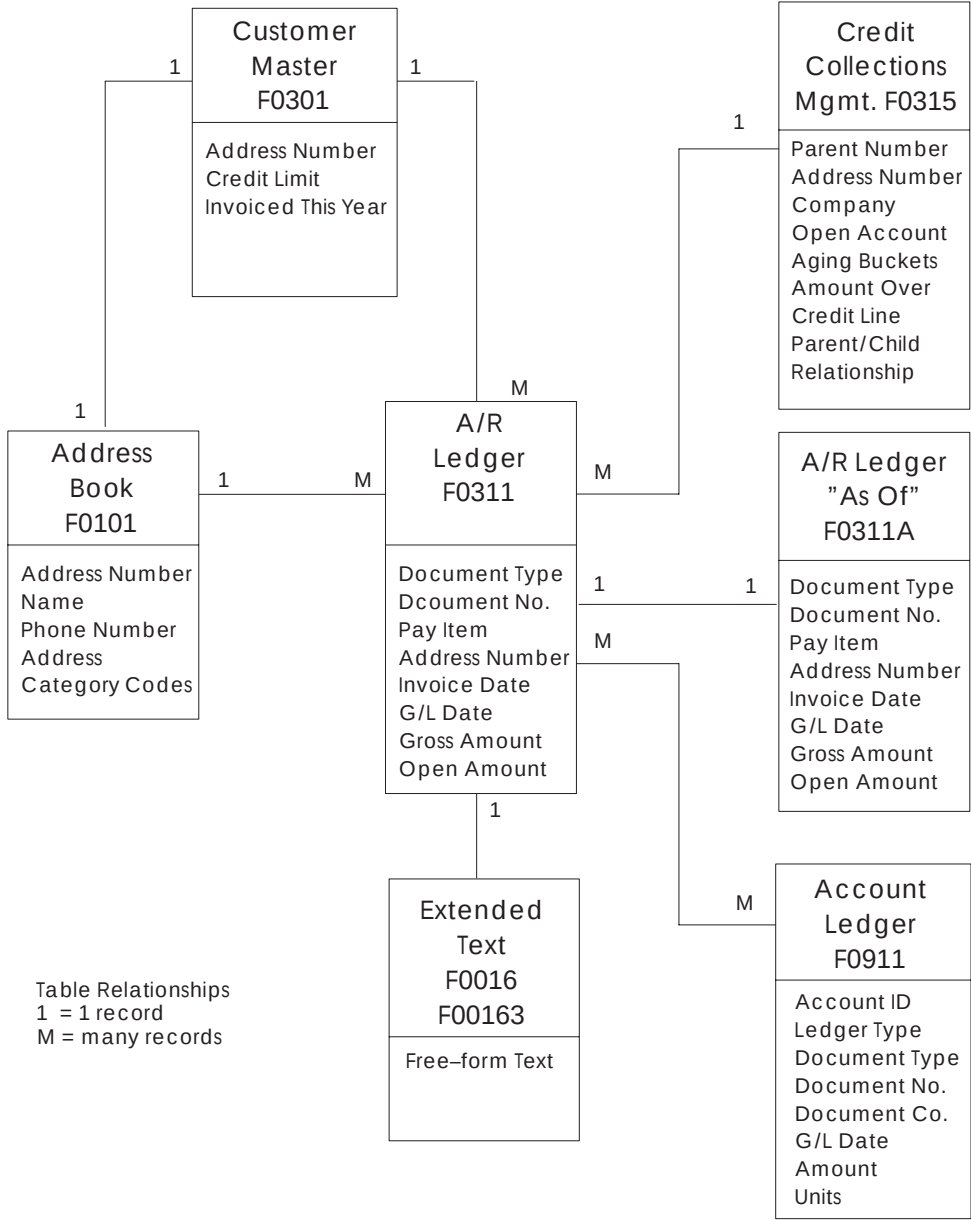
2. Enter a '1' to reorganize the purged file. (Default of blanks will NOT reorganize the file.)

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.



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

Working with 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
4. Invoice pay items = F0311, Journal entries = F0911

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 unit 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 (unprocessed items only)	A

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.		

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			

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.		

Appendix E – Batch Input Setup

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.		

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.

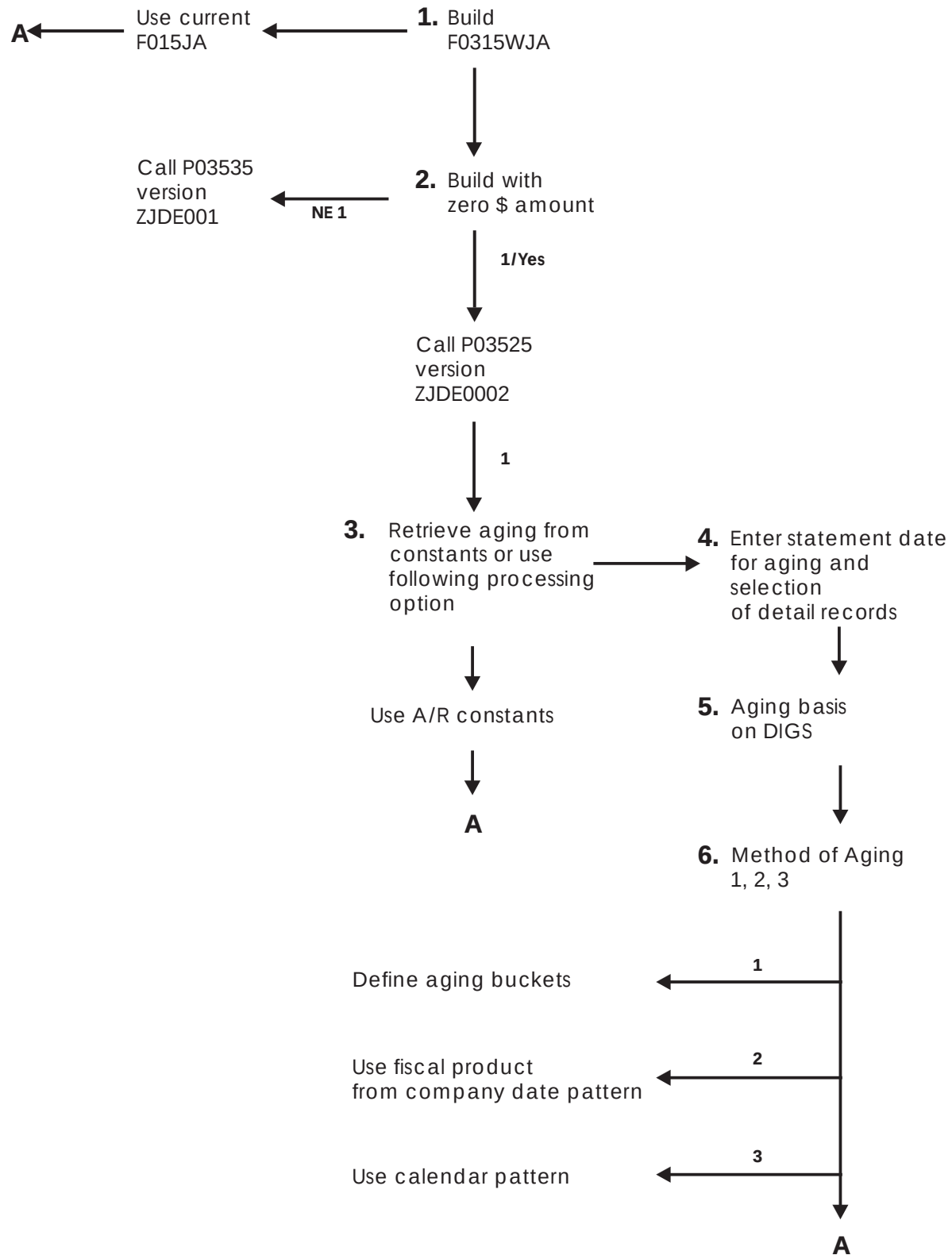
Field	Description	Value	Default
AID2	G/L Credit Account		
ALPH	Alpha Name		F0101 ABALPH
ALT6	Cash Basis for Post Code		
AM	Account Mode		F0901
AM2	Account Mode		
AN8J	Alternate Payee Address		
AR	Adjustment Reason		
ATO	Owner Y/N		F0101 ABATO
AT1	Search Type		F0101 ABAT1
AT2	AR/AP Netting		F0101 ABAT2
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

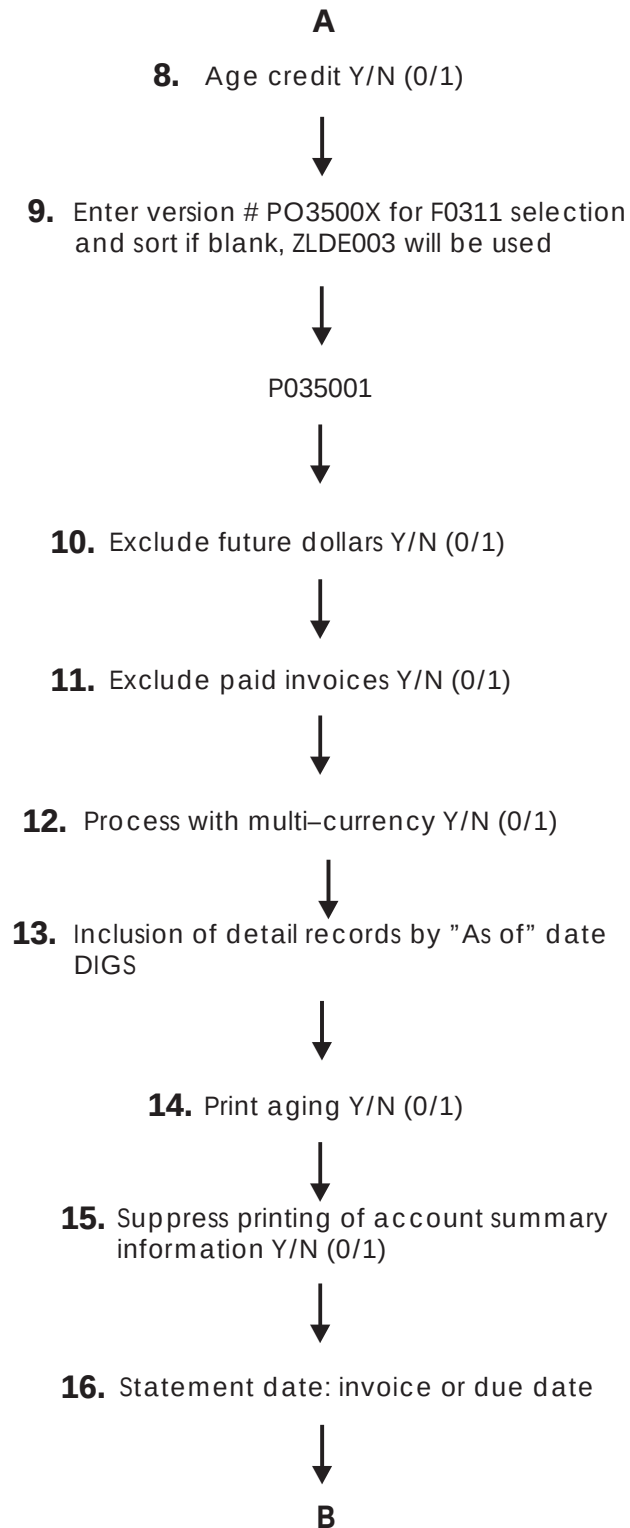
Field	Description	Value	Default
CTXN	Foreign Non-Taxable Amount		C00TX or calculated from ATXN if working in multi-currency and domestic mode.
DDN#	Due Date (Net) Century		
DDNM DDND DDNJ DDNY	Due Date (Net)		
DIC#	Batch Date Century		
DICM DICD DICJ DICY	Batch Date		F0011 Batch Header
DPR#	Date Promised 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 ITII	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		

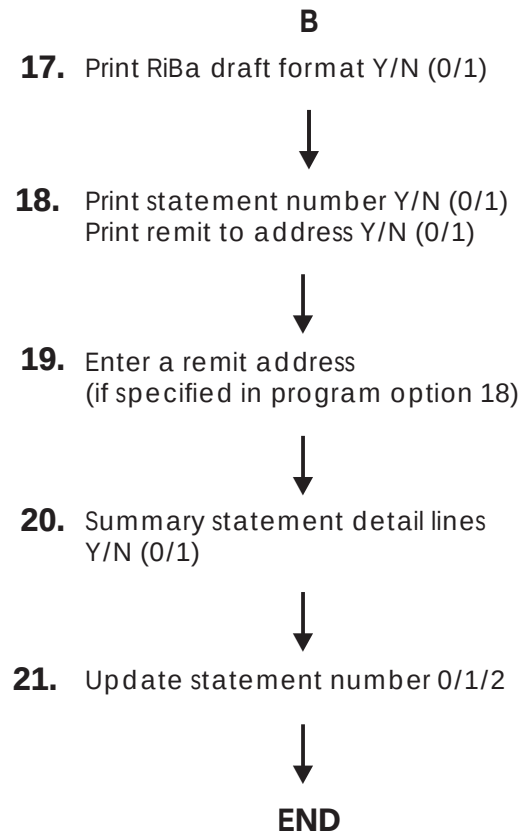
Field	Description	Value	Default
RDDM RDDD RDDJ RDDY	Last Sent Reminder Date		
RDRL	Level Last Reminder Sent		
RMDS	Total Sent Reminders		
SFXO	Order Suffix		
SMTM SMTD SMTJ SMTY	Statement Date		
SMT#	Statement Date Century		
TORG	Transaction Originator		System
UNIT	Unit Number		
UPMJ	Date Updated		System
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 — 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.

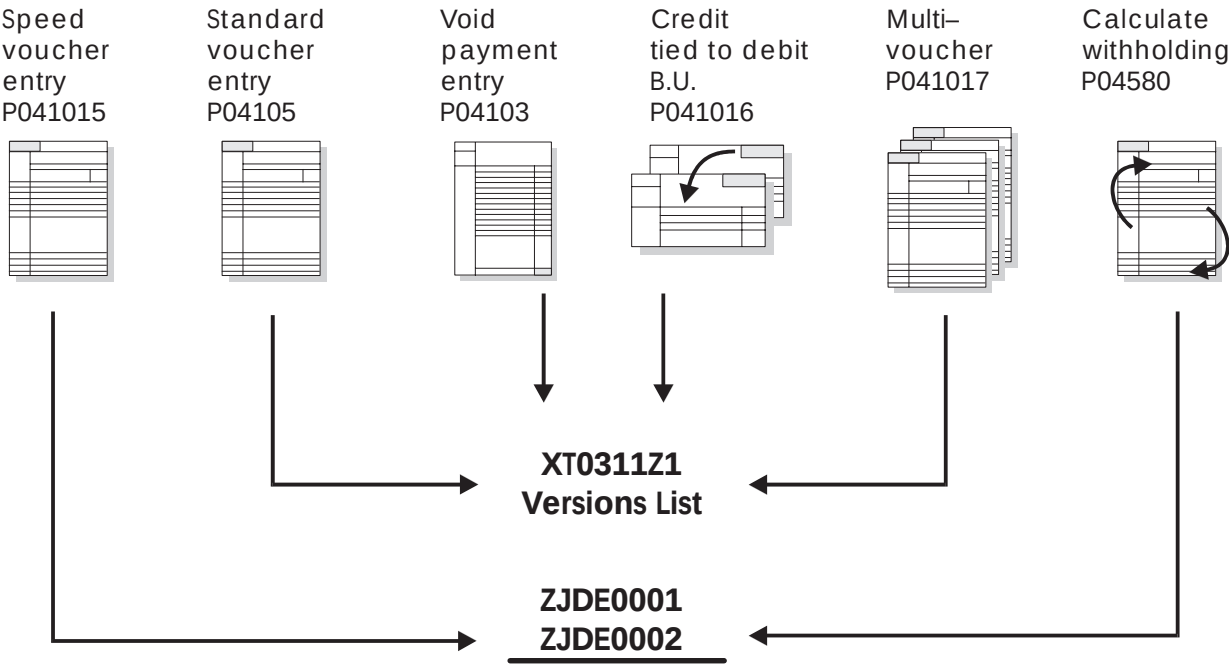
You can have all your entry programs use the same DREAM Writer version (and thus, use the same rules) or you can set up different DREAM Writer versions. J.D. Edwards provides DREAM Writer version ZJDE0001 as the default functional server version for your entry programs.



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 J.D. Edwards systems and the accompanying 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 that the system uses for transactions in domestic amounts (actual amounts).

AAI. Automatic accounting instructions. 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 General Ledger Post program to post a debit to a certain expense account and a 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). Formerly known as the *expedient method* and the *fast path method*. Contrast with *G/L method*.

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 A/R 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.

activity type. A code that represents an action that is to be taken when reviewing and working customer accounts for credit and collection management purposes. For example, credit review required and delinquency notice approval required.

adjustment. A payment and receipt application method that modifies an amount, such as a minor write-off or outstanding freight charges and disputed taxes.

algorithm. A predetermined set of instructions or method used to automatically apply receipts to invoices, such as balance forward.

alphabetic character. A letter or other symbol from the keyboard (such as *, &, and #) that represents data. Contrast with *alphanumeric character*, *numeric character*, and *special character*.

alphanumeric character. A combination of letters, numbers, and other symbols (such as *, &, and #) that represents data. Contrast with *alphabetic character*, *numeric character*, and *special character*.

application. See *system*.

approver number. The user ID of the person who approves vouchers for payment.

as of report. A report that lists information from 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.

AZ ledger. The ledger type that the system uses for cash basis accounting.

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 funds transfer method used in the United Kingdom.

balance forward receipt application method. A receipt application method in which the receipt is applied to the oldest or newest 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. (1) An accumulation of data to be processed. (2) A group of records brought together to be processed or transmitted at the same time. (3) Pertaining to an activity that involves little or no user interaction.

batch control. A feature that verifies the number of transactions and the total amount in each batch that you enter 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. See *batch*.

batch number. A unique identifier that the system assigns to a batch for identification purposes.

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 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 to which system the associated transactions pertain. This code controls which records the system selects for processing. For example, the General Journal Post program selects only unposted transaction batches with a batch type of G (General Accounting) for posting.

Boolean logic. See *operand*.

broadcast message. 1. An email message that you send to a number of recipients. 2. A message that appears on a form instead of in your mailbox.

business unit. A division of your business organization that requires a balance sheet or profit and loss statement. Also known as a *cost center*.

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.

character. Any letter, number, or other symbol that a computer can read, write, and store.

chargeback. A receipt application method that generates 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 instruct the computer to perform a defined activity.

consolidation. A method of grouping or combining information for several companies or business units. Consolidation is used for budgeting, inquiries, and reports.

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.

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 that allocates or distributes expenses, budgets, adjustments, and so on among business units, based on actual numbers.

cost center. See *business unit*.

credit message. A code that indicates information about a customer's account status, such as Over Credit Limit.

credit note reimbursement. A form generated by the system that reclassifies 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 that designates the currency used by 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. An online help function that 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. A detailed transaction history for a customer that includes invoices, receipts, chargebacks, writeoffs, and so on. You use the customer ledger for indepth analysis of A/R information for your customer accounts.

customer payment. See *receipt*.

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.

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 the default for an input field default is N and you do not enter another value in that field, the system supplies an N.

detail. The individual pieces of information and data that make up a record or transaction. Contrast with *summary*.

detail area. An area of a form that displays additional information associated with the records or data items displayed on the form.

display. To cause the computer to show information on a form.

display field. A field of information on a form that contains a code or parameter provided by the system 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 receipt, 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 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 by adding, changing, or removing information. (2) The program function of highlighting fields into which you have entered inadequate or incorrect data.

effective date. The date upon which an address, item, transaction, or table becomes effective. For example, the date a change of 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.

EFT. Electronic Funds Transfer. A method of transferring funds from one company's bank account to that of another company.

email. Electronic mail.

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.

FASTR. Financial Analysis Spreadsheet Tool and Report Writer. A report writer that allows you to design your own report specifications using the financials tables.

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.

file. See *table*.

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 of an unpaid invoice exceeding the grace period associated with the due date.

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. See *detail area*.

form. A specific set of fields and information displayed on your monitor. Also known as a *screen*.

function. A separate feature within a program that allows you to perform a specific task, for example, the field help function.

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 (G type) that the system applies directly to a G/L account without applying it to a specific

invoice. These receipts are typically non-A/R receipts. For example, an insurance reimbursement.

G/L. General ledger.

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). Formerly known as the *tough/right method*. Contrast with *A/P Ledger method*.

G/L offset. A G/L account used by the post program to create automatic offsetting entries.

G/L posted code. A code that indicates the posting status of individual documents. For example, P indicates that a voucher or invoice has been posted.

GST. Goods Services and Taxes. A tax assessed in Canada.

hard copy. See *printout*.

hash total. A total produced by numbers with different units. For example, the total of amounts expressed in different currencies.

header. Information at the beginning of a table. This information identifies or provides control information for the group of records that follows.

help instructions. Online documentation or explanations of fields.

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 that allocates or distributes 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 where you type data, values, or characters. See *field*. Contrast with *display field*.

install system code. See *system code*.

integrity test. A process that supplements a company's internal balancing procedures by locating and reporting balancing problems and data inconsistencies.

interactive processing. A job that 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 for which payment was received after the specified due dates.

interest rate computation code. A code that designates the rates and effective dates used for calculating interest charges.

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 a specific invoice or group of invoices. A discount can be allowed or disallowed using invoice match.

job. A single identifiable set of processing actions you instruct 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 submitted for processing. When the computer completes a job, the system removes the job's identifier from the list.

justify. To shift the information that you enter in an input field to the right or left side of the field. Many of the programs within J.D. Edwards systems justify information. The system does this after you press Enter.

key field. A field that is 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 that specifies a language for the computer to use when displaying information.

leading zeros. A series of zeros that certain programs 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 system 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 might also be stored in the CA (foreign currency) ledger type. Also known as a *ledger*.

level of detail. 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 voucher. A voucher that is not applied to a specific supplier or invoice. Instead, it is applied to a G/L suspense account, where it is held until you redistribute it to the correct G/L account or accounts.

mail distribution list. A list of people to whom you send email 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. For example, a receipt is the matching document of an invoice.

menu. A form that displays selections. Each of these selections represents an application, report, batch process, or another menu.

menu levels. 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

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 sometimes 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 with which the journal entries, invoices, vouchers are associated, 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.

next numbers. A feature that 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).

NSF receipt. Non-sufficient funds receipt. A procedure that designates that a customer's bank account does not have sufficient funds available to pay the receipt. Designating a receipt as NSF reverses (deletes) the receipt and reopens the associated invoice.

numeric character. Represents data using the numbers 0 through 9. Contrast with *alphabetic character*, *alphanumeric character*, and *special 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 form in a J.D. Edwards system, you are online. See *interactive processing*. Contrast with *offline*.

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. The Boolean logic operand instructs 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

option. A selection from a form that performs a particular function or task.

original document. The document that initiates a transaction in the system.

output. Information that the computer transfers from internal storage to an external device, such as a printer or a computer form.

output queue. See *print queue*.

override. The process of entering a code or parameter other than the one provided by the system. Many forms have default field values that the system displays when it displays the form. 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. The system uses the password to identify you as a valid user.

pay item. A line item in a voucher or an invoice.

pay status. The current condition of the payment or receipt, such as paid or payment-in-process.

payment. The payment that you make to a supplier.

payment group. A system-generated group of payments with similar information, such as bank account. The system processes all payments in a payment group at the same time.

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 an 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. Also known as a *hard copy*.

print queue. A list of tables, such as reports, that you have submitted to be written to an output device, such as a printer. The computer spools the tables until it writes them. After the computer writes the table, the system removes the table's identifier from the list. Also known as an *output queue*.

processing options. A feature 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 formats, control the format in which information is printed on reports, change the way a form displays information, and enter "as of" dates.

program. A collection of computer statements that instructs the computer to perform a specific task or group of tasks.

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 can use both period average and period-end rates, distinguishing them by rate type.

realized gain or loss. Currency gains and losses are incurred due to fluctuating currency exchange rates. A gain or loss is

realized when you pay the invoice or voucher. Contrast with *unrealized gain or loss*.

receipt. The payment you receive from a customer.

receipt logging. See *logged receipt*.

record. A collection of related, consecutive fields of data that 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 or invoice 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 journal entry. A procedure that allocates or distributes expenses, budgets, adjustments, and so on among business units, based on actual numbers.

recurring voucher. A voucher that comes due for payment on a regular cycle, such as a lease payment.

recycle. A process that creates the next cycle (for example, next month's) of recurring invoices or vouchers.

refresh. A process that updates a customer's credit and collection information, such as Credit Analysis Refresh.

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 process that creates an opposite entry when the original transaction is posted to the general ledger.

reverse image. Text on a form 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).

routing/transit number. A number that uniquely identifies U.S. banks. This number is assigned by the Federal Reserve Board. It consists of two parts: a routing number and a transit number.

run. To cause the computer to perform a routine, process a batch of transactions, or carry out computer program instructions.

screen. See *form*.

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. Selections represent programs or menus that you can access from a given menu.

self-reconciling item. An item that does not require reconciliation.

sequence review ID. A code 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.

SIC. Standard Industry Classification. A U.S. government code that classifies U.S. companies according to their economic activity. Examples include agricultural services (0100), wholesale trade (5000), and services (7000).

soft coding. A group of features that allow 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 instruct the computer what tasks to perform and how to perform them.

special character. Symbols that are neither letters nor numbers. Some examples are *, &, and #. Contrast with *alphabetic character*, *alphanumeric character*, and *numeric character*.

special period/year. The date that determines the source balances for an allocation.

speed code. A user defined code that represents a G/L account number. You can use speed codes to simplify data entry by making G/L accounts easier to remember.

spool. The function by which the system stores generated output 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. (1) A payables and receipts application method that distributes and applies an unapplied voucher, receipt, debit memo, or credit memo to open vouchers or invoices. (2) A budgeting process that distributes amounts over a number of periods.

stop date. The date that an allocation becomes inactive.

structure type. A code that identifies a type of organization structure with its own hierarchy in the Address Book system.

subfile. See *detail area*.

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 known as a *vendor*.

supplier ledger. The record of transactions between your company and a particular supplier.

summary. The presentation of data or information in a cumulative or totaled manner in which most of the details have been removed. Many J.D. Edwards systems offer forms and reports that are summaries of the information stored in certain tables.

suspense account. A G/L account that holds funds until they can be allocated to the correct account. Also known as a *transit account*.

system. A collection of computer programs that allows you to perform specific business tasks. Some examples of systems are Accounts Payable, Inventory, and Order Processing. Also known as an *application*.

system code. The code that identifies a J.D. Edwards system. For example, 01 for the Address Book system, 04 for the Accounts Payable system, and 09 for the General Accounting system.

table. A collection of related data records organized for a specific use and electronically stored by the computer. Also known as a *file*.

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 (type input) code. A code that identifies the type of receipt application, which directly affects the way the receipt is processed.

time log. An email 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 the taxes you enter manually may vary from the tax calculated by the system.

transaction code. A code that distinguishes the type of transaction on a bank statement.

transit account. See *suspense account*.

translation adjustment account. An optional G/L account used in currency balance restatement to record the total adjustments at a company level.

unapplied receipt. A receipt that is applied to a customer's account balance instead of being matched to an invoice or group of invoices.

unrealized gain or loss. Currency gains and losses are incurred due to fluctuating currency exchange rates. A gain or loss is unrealized until you pay the invoice or voucher. Contrast with *realized gain or loss*.

update payments. For example, to 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 that 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 user defined codes. For example, ST for the Search Type codes list in the Address Book system. J.D. Edwards

provides a number of these lists for each system. You can create and define lists of your own.

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 verifies the information you enter against the list of valid codes.

variable numerator allocations. A procedure that allocates or distributes 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*.

vocabulary overrides. A feature that lets you to override field, row, or column title text on a form-by-form or report-by-report basis.

void. A process that creates a reversing entry for the original transaction. Voiding a transaction leaves an audit trail.

voucher logging. See *logged voucher*.

voucher match. A payment application method where the payment is applied to specific vouchers.

who's who. The contacts at a particular company. Examples include billing, collections, and sales personnel.

window. A 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 program, 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 or avenue.

worked. A code that indicates 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 method for getting rid of inconsequential differences between amounts. For example, you can apply a receipt to an invoice and write off the difference. 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.

Index

Index

A

- A/R Account Summary report, 7–63
- A/R and A/P Netting (P03455), 5–5, 5–11
- A/R and A/P Netting Workfile table (F03465), 5–18
- A/R Annual Close report, 20–10
- A/R Batch Detail form, 17–14
- A/R Batch File Processing, processing options, 17–18
- A/R Batch File Revisions, processing options, 17–9, 17–16
- A/R Cash Forecasting, processing options, 18–4
- A/R Credit Note Reimbursements, processing options, 11–7
- A/R Currency Gains & Losses, processing options, 13–14
- A/R Detail Report by Business Unit/Address, processing options, 8–23
- A/R Detail Report with Reminders, 12–56
- A/R Draft Revisions, processing options, 9–26
- A/R Invoice Journal Report, processing options, 3–75
- A/R Invoice Print with Draft, processing options, 9–11
- A/R Netting Post, processing options, 5–14
- A/R Netting Post (J03853), 5–14
- A/R Payment Reminders Print Messages form, 15–12, 15–13
- A/R Special Print Messages, processing options, 15–8, 15–14
- A/R Speed Status Change, processing options, 4–12
- A/R Statements – Italian, processing options, 12–29
- A/R Statements Print Messages Text form, 15–5, 15–7
- A/R Statements with Draft, processing options, 9–14
- A/R Summary by Category Code report, 8–7
- A/R Summary by Company report, 8–4
- A/R Summary by Parent report, 8–7
- A/R to G/L by Batch report, 11–18
- A/R to G/L by Offset Account report, 11–20
- AAIs. *See* Automatic accounting instructions
- ABC Account Analysis, processing options, 19–5
- ABC Analysis report, 19–3, 19–4
- About A/R cash forecasting, 18–1
- About A/R draft processing, 9–1
- About A/R reports, 8–1
- About A/R tax setup, 16–1
- About AAIs for A/R Taxes, 16–17
- About AAIs for gains and losses, 13–9
- About ABC customer analysis, 19–1
- About automatic debits, 10–1
- About automatic receipts processing, 6–1
- About batch control, 3–7
- About batch invoice processing, 17–1
- About category codes for address book, 2–4
- About credit and collections management, 7–1
- About currency gains and losses, 13–1
- About customer information, 2–1
- About G/L date warnings, 3–11
- About invoice processing, 3–1
- About manual receipts processing, 4–1
- About period-end processing, 11–1
- About receivables and payables netting, 5–1
- About statement and reminder processing, 12–1
- About statement and reminder setup, 15–1
- About system setup, 14–1
- About tax explanation codes for A/R, 16–11
- About technical processes, 20–1
- About the post process, 3–55
- About two-cycle entry, 3–9
- About user defined codes, 14–51
- Account Balance Inquiry form, 7–35
- Account balances, reviewing, 7–48
- Account information
 - entering general ledger information, 3–21
 - reviewing balances by administrator, 7–48

- reviewing balances by business unit, 7-50
- reviewing status, 7-19
- viewing, 3-85
- viewing activity, 3-85
- viewing collection management information, 3-87
- viewing status, 3-86
- Account numbering, concepts, 1-7
- Account Status Summary, processing options, 7-23
- Account Status Summary form, 3-86, 7-21
- Accounts payable, A/P Ledger table (F0411), D-2
- Accounts receivable
 - A/R Ledger table (F0311), D-2
 - features, 1-3
 - menu overview, 1-12
 - multi-national functionality, 1-6
 - overview, 1-1
 - system flow, 1-8
 - system integration, 1-1
 - tables and descriptions, 1-11
 - tables, relationships between, 1-10
- Accounts Receivable Collections Manager, processing options, 7-46
- Accounts Receivable Constants form, 3-7, 14-4
- Accounts Receivable Detail – Reminder Info, processing options, 12-57
- Accounts Receivable Entry form, 3-101
- Accounts Receivable Statements, processing options, 12-25
- Accounts Receivable Summary, processing options, 7-63, 8-4
- Activating, check digits for next numbers, 14-67
- Adding batch invoices, 17-12
- Additional Selections form, 3-78
- Address Book Addition form, 2-6, 14-78
- Address Book Exceptions report, 14-76
- Adjustment reason codes, setting up, 14-56
- Adjustments, entering for receipts, 4-51
- Advanced Payment Term Revision, 14-23
- Aging, reviewing “as of” information, 7-21
- Aging information, setting up, 14-6
- Aging vocabulary codes, setting up, 14-56
- Allocating a receipt automatically, 4-71
- Analyzing customer activity, 19-3
- Annual processing. *See* Period-end processing
- Answers, Test Yourself, B-1
- AP/AR Netting, processing options, 5-9
- Applying receipts to invoices, 6-15
- Applying receipts to statements, 6-17
- Approving, invoice batches, 3-53
- Approving A/R drafts for posting, 9-29
- Approving and posting A/R drafts, 9-29
- Approving and posting receipts, 4-63
- Approving invoice batches, 3-53
- AR and AP Journal Entries form, 3-21
- As of Date, defined, 7-23
- As of date reports
 - generating information, 11-9
 - printing, 11-10
- Assigning, next numbers by company and fiscal year, 14-68
- Auto Debit Journal Review form, 10-7
- Autocash algorithm codes, setting up, 14-58
- Automatic Accounting Instructions, Processing Options for , 14-47
- Automatic accounting instructions
 - Automatic Accounting Instructions form, 14-42
 - Automatic Accounting Instructions Master table (F0012), 14-29
 - defaults, 14-30
 - elements of an AAI form, 14-30
 - for taxes, 16-17
 - Multiple AAI Revisions form, 14-44
 - netting suspense account (NC), 14-39
 - overview, 14-29
 - reviewing, 14-42
 - revising, 14-43
 - setting up, 14-46
 - Single AAI Revisions form, 14-44
- Automatic accounting instructions (AAIs)
 - for drafts, 14-81
 - for gains and losses, 13-9
- Automatic debits
 - copying files to tape or diskette, 10-9
 - creating tape file for bank, 10-4
 - overview, 10-1
 - posting, 10-9
 - reviewing and approving, 10-7
- Automatic drafts, creating, 9-20
- Automatic offset method, setting up, 14-9
- Automatic receipts
 - changing unprocessed items, 6-42

- loading bank tapes, 6–3
- overview, 6–1
- reviewing reports, 6–43
- reviewing unprocessed items, 6–39
- setting up, 14–5

Average days to pay, calculation, 19–5

B

Balance by Administrator form, 7–48

Balance forward receipts, 4–40

Balance forward records

- multi-currency considerations, 20–15
- updating, 20–13

Balance Forward Update (A/R Statements), processing options, 20–15

Bank

- exception report for draft processing, 14–90
- setting up account addresses, 14–77
- setting up account information for A/R drafts, 14–87
- setting up information for electronic funds transfer, 14–73, 14–78

Bank Account Addresses form, 14–77

Bank Account Cross-Reference form, 14–74, 14–87

Bank Account Exception Report, processing options, 14–91

Bank Account Exception report, 14–76

Bank Account Information, processing options, 14–80

Bank Account Information form, 14–79

Bank Accounts by Address form, 2–8

Bank Deposit Journal, 6–44

Bank register

- changing for drafts, 9–37
- creating and revising, 9–33
- remitting drafts, 9–33
- reviewing for drafts, 9–38

Bank tapes

- loading, 6–3
- reviewing reports, 6–43
- scanning receipts, 6–28
- setting up account cross-references, 14–73
- setting up customer bank information, 14–73

Banks, remitting paper drafts (registers), 9–47

Batch Drafts Creation report, 9–20

Batch Edit report, 3–62

Batch Entry and Status form, 3–8

Batch File Entry Exceptions report, 17–20

Batch Invoice Entry form, 17–8

Batch Invoice Review form, 17–5

Batch Invoice Revisions form, 17–12

Batch invoices

- adding, 17–12
- posting, 17–22
- processing, 17–17
- purging processed invoices, 17–23
- reviewing, 17–5
- revising, 17–21
- revising unprocessed invoices, 17–15
- setting up, E–1
- submitting for processing, 17–17
- verifying, 17–20

Batch receipts

- entering, 6–27, 6–35
- entering manually, 6–30
- purging, 20–19

Batch Receipts Entry, processing options, 6–32

Batch Receipts Entry form, 6–28, 6–29, 6–30

Batches

- A/R batch control, 3–7
- security, 3–48
- setting up batch approval, 14–8
- setting up batch control, 14–7
- totals, 3–48

Batches of invoices

- approving, 3–53
- posting, 3–59

Batches with Balancing Problems report, 3–62

Billing instructions, entering, 2–4

Build Netting Report Workfile, processing options, 5–18

Build the Netting Report Workfile (P03465), 5–18

C

Calculating finance charges, 12–8

Accounts Receivable

- Calculating unrealized gains and losses, 13–11
- Calculations
 - average days late, 7–15
 - average days to pay, 19–5
 - discounts, 3–28
 - due dates for credit memos, 3–32
 - finance charges, 12–8
 - gains and losses from multi-currency transactions, 13–1
 - interest for late payments, 12–12
 - profit margins, 19–5
 - sales, 19–4
 - setting up rules, 16–25
 - taxes, 3–33, 16–12
- Case study, training, 1–13
- Cash forecasting, 18–1
- Cash management, receivables and payables netting, 5–1
- Cash Receipts and Adjustments Journal Report, processing options, 4–88
- Cash Receipts Entry form, 6–42
- Cash Summarization table (F0032), 19–1
- Category codes, setting up for credit review, 7–7
- Category codes for customers, entering, 2–4
- Changing
 - See also* Revising
 - invoices with discounts, 3–31
 - manual batch receipts, 6–31
 - multi-currency invoices, 3–38
 - posted invoices, 3–68
 - scanned receipts, 6–27
 - tax information, 3–35
 - unposted receipts, 4–83
 - unprocessed items, 6–42
- Changing an unprocessed item, 6–42
- Changing draft information, 9–25
- Changing posted invoices, 3–68
- Chargebacks
 - creating for discounts, 4–34
 - creating invoices, 4–45
 - entering for speed receipts, 6–20
 - printing invoices, 12–33
 - printing report, 8–28
- Chart of accounts, example, 1–15
- Check digits, activating for next numbers, 14–67
- Choosing a customer for collections, 12–51
- Choosing a group of invoices, 4–68
- Choosing an invoice for collections, 12–53
- Codes
 - quick reference for A/R, C–1
 - tax explanation, 16–11
 - type input (TI), 4–5
 - user defined, 14–51
- Collection agency report, 12–54
- Collection and reminder information, 12–51
- Collection information
 - choosing an eligible invoice, 12–53
 - choosing eligible customers, 12–51
 - defining, 7–6
- Collection management
 - defining finance charges, 7–3
 - reports, 12–56
- Collection Management form, 3–87, 7–57, 12–54
- Collection reason codes, setting up, 14–57
- Collections. *See* Credit and collections management
- Collections Manager form, 7–44
- Company structure, example, 1–13
- Constants
 - A/R aging information, 14–6
 - A/R notification controls, 14–5
 - automatic offset method, 14–9
 - automatic receipts processing, 14–5
 - batch approval, 14–8
 - batch control, 14–7
 - default company 00000, 14–4
 - G/L interface, 14–10
 - setting up, 14–3
- Copy Bank Tape File to Tape form, 9–43
- Copy Tape File to Tape (A/R Drafts), processing options, 9–45
- Copy Tape File to Tape (Auto Debits), processing options, 10–10
- Copying draft tables to tape, 9–43
- Copying files to tape or diskette, 10–9
- Correcting
 - finance charge invoices, 12–11
 - out-of-balance conditions, 11–21
- Correcting A/R out-of-balance conditions, 11–21
- Correcting discrepancies, 12–11
- Correcting problems, 9–49
- Create CREDITEL Reporting Tape, processing options, 7–41
- Creating, NSF receipts, 4–85
- Creating and revising bank registers, 9–33

- Creating automatic drafts, 9–20
- Creating chargeback invoices, 4–45
- Creating chargebacks for discount amounts, 4–34
- Creating credit reporting tapes, 7–37
- Creating draft tape tables, 9–41
- Creating interest invoices, 12–12
- Creating the A/R and A/P Netting Workfile table, 5–18
- Credit agencies, creating credit reporting tapes, 7–37
- Credit Analysis Refresh, processing options, 7–12
- Credit and collections management
 - assigning credit limits, 7–32
 - calculating average days late, 7–15
 - defining collection information, 7–6
 - defining credit limits, 7–5
 - defining finance charges, 7–3
 - entering payment promises, 7–53
 - managing collections, 7–43
 - managing credit, 7–27
 - overview, 7–1
 - printing reports, 7–61
 - reviewing account balances, 7–34, 7–48
 - reviewing balances by statement, 7–34
 - reviewing customer accounts, 7–27
 - reviewing past-due accounts, 7–43
 - reviewing payment history, 7–46
 - reviewing payment promises, 7–52
 - sending payment reminders, 7–55
 - setting up category codes, 7–7
 - setting up credit messages, 7–8
 - setup activities, 7–3
 - updating credit messages, 7–11
 - updating customer A/R information, 7–9
 - working customer accounts, 7–32
 - working past-due accounts, 7–51
- Credit Granting/Management form, 7–32
- Credit limits
 - assigning, 7–32
 - defining, 7–5
- Credit Manager form, 7–29
- Credit memos
 - entering, 3–32
 - printing, 12–33
- Credit message codes, setting up, 14–56
- Credit messages
 - example of updating, 7–11
 - setting up, 7–8
- Credit note reimbursements
 - generating, 11–4
 - overview, 11–3
 - posting, 11–8
 - reviewing and approving, 11–8
- Credit reporting codes, setting up, 14–57
- Credit reporting tapes, creating, 7–37
- Creditel, creating credit reporting tapes, 7–37
- Currencies, mixing, 13–12
- Currency
 - See also* Multi-currency
 - calculating alternate amount, 13–12
- Currency Codes table, D–1
- Currency gains and losses, overview, 13–1
- Current domestic value, 4–79
- Customer acceptance drafts, 9–2
- Customer analysis, 19–3
 - average days to pay, 19–5
 - profit margins, 19–5
 - sales, 19–4
- Customer information, 2–1
 - cross referencing to banks, 14–73
 - entering, 2–3
- Customer Information form, 20–11
- Customer Ledger Detail Information form, 3–82
- Customer Ledger Inquiry, processing options, 3–87
- Customer Ledger Inquiry form, 4–26, 4–69, 7–56, 12–53
- Customer Ledger Inquiry forms, 3–83
- Customer Master Information, processing options, 2–19
- Customer Master Information form, 2–5, 7–4, 12–52, 14–85
- Customer Payment History form, 7–47
- Customer Receipts History, processing options, 8–26
- Customer Receipts History report, 8–25
- Customer records, deleting, 2–4
- Customer Totals by G/L Account, processing options, 8–35
- Customer Totals by G/L Account report, 8–33
- Customers
 - locating, 2–23
 - locating invoices, 3–78
 - reviewing account balances, 7–34
 - reviewing invoice information, 3–81

- setting up drafts as default payment instrument, 14-85
- viewing account activity, 3-85
- viewing account information, 3-85
- viewing account status, 3-86
- viewing collection management information, 3-87
- working with ledger information, 3-77

D

- Data Dictionary form, 15-16
- Data Item Glossary Revisions form, 15-16
- Data models, A-1
- Date File Generation, processing options, 11-10
- Date Range Set-Up form, 14-17
- Dates, G/L warnings, 3-11
- Default Company (00000), setting up, 14-4
- Defining a credit limit, 7-5
- Defining interest rates, 15-19
- Defining invoice search criteria, 3-78
- Definitions of terms, g-1
- Deleting
 - bank account cross-references, 14-75
 - customer records, 2-4
 - interest invoice messages, 15-23
 - interest rates, 15-21
 - multi-currency invoices, 3-38
 - payment reminders, 15-12
 - recurring invoices, 3-102
 - scanned receipts, 6-27
 - statement messages, 15-6
 - unposted invoices, 3-24
 - unposted receipts, 4-83
- Delinquency notices, 12-37
 - example, 12-46
 - level of severity, 12-43
 - printing, 12-43, 12-45
 - printing in multiple currencies, 12-47
 - printing in multiple languages, 12-47
 - revising, 15-15
- Detailed Restatement field, 13-12
- Determining average days late, 7-15
- Determining the level of severity for a delinquency notice, 12-43
- Discounts
 - calculating, 3-28
 - entering receipts, 4-29
 - handling for speed receipts, 6-16
 - viewing, 4-31
- Displaying, open invoices, 4-10
- Displaying open invoices, 4-10
- Displaying open items, 4-16
- Disputed Items (Outstanding Chargebacks) report, 8-28
- Document, numbering, 14-65
- Document Selection form, 6-13
- Document types, 4-4
 - chargebacks, 12-33
 - credit memos, 12-33
 - finance charges, 12-33
 - Foreign Currency Revaluation (JX), D-2
 - gains/losses, 13-11
 - interest invoices, 12-33
 - Netting Matching (NM), 5-3
 - Netting Original (NO), 5-3
 - non-sufficient funds, 9-55
 - setting up, 14-52
- Draft Inquiry form, 9-23
- Draft Journal Report, processing options, 9-31
- Draft Journal report, 9-30
- Draft NSF Notification, processing options, 9-57
- Draft processing
 - approving and posting, 9-29
 - approving drafts for payment, 9-27
 - approving drafts for posting, 9-29
 - automatic accounting instructions (AAIs), 14-81
 - automatic drafts, 9-2
 - bank account exceptions report, 14-90
 - bank register for remitting drafts, 9-33
 - changing bank registers, 9-37
 - changing draft information, 9-25
 - creating automatic drafts, 9-20
 - creating bank register, 9-33
 - creating magnetic tape for bank, 9-43
 - entering drafts, 9-15
 - entering manual drafts, 9-16
 - Italian considerations, 9-43
 - locating drafts, 9-23
 - manual drafts, 9-2
 - non-sufficient funds letters, 14-92
 - non-sufficient funds notification, 9-55
 - overview, 9-1
 - pay status codes, 9-25, 9-27, 14-84

- payment instrument codes, 14–83
 - posting A/R drafts, 9–31
 - posting journal entries, 9–51, 9–58
 - printing draft journal report (draft receipts), 9–30
 - printing invoices and statements, 9–9
 - printing invoices with drafts, 9–9
 - printing register for bank, 9–47
 - printing statements with drafts, 9–12
 - recopying tape for bank remittance, 9–45
 - remitting paper drafts (registers), 9–47
 - reviewing bank registers, 9–38
 - reviewing journal entries, 9–58
 - revising drafts, 9–23
 - security for drafts, 9–28
 - setting up bank account information, 14–87
 - setting up cross-references for bank accounts, 14–87
 - setting up drafts as default payment instrument, 14–85
 - setting up statements, 14–86
 - setting up user defined codes, 14–83
 - setup, 14–81
 - types of drafts, 9–2
 - updating draft payment status, 9–53
 - updating drafts for payment, 9–27
 - Draft Remittance report, 9–47
 - Draft Revisions form, 9–25
 - Draft Selection for Payment, processing options, 9–38
 - Draft Selection for Payment form, 9–35
 - Drafts Entry, processing options, 9–19
 - Due Date Range Setup form, 14–17
 - Due Date Rule Revision form, 14–16
 - Dun and Bradstreet
 - creating credit reporting tapes, 7–37
 - setting up rating codes, 14–58
- E**
- Enter Customer Drafts form, 9–16
 - Enter Our Drafts form, 9–16
 - Entering
 - billing instructions, 2–4
 - category codes for customers, 2–4
 - Entering “G” type receipts, 4–53
 - Entering balance forward receipts, 4–40
 - Entering basic receipts, 4–22
 - Entering batch receipts, 6–27
 - Entering chargebacks, 6–20
 - Entering credit memos, 3–32
 - Entering customers, 2–3
 - Entering drafts, 9–15
 - Entering invoices with discounts, 3–28
 - Entering invoices with taxes, 3–33
 - Entering manual drafts, 9–16
 - Entering manual receipts, 6–30
 - Entering messages for A/R statements, 15–3
 - Entering multi-currency invoices, 3–36
 - Entering promises messages, 7–53
 - Entering receipt adjustments, 4–51
 - Entering receipts with discounts, 4–29
 - Entering receipts with write-offs, 4–48
 - Entering receipts without discounts, 4–32
 - Entering recurring invoices, 3–38, 3–95
 - Entering reminder messages, 15–9
 - Entering scanned receipts, 6–28
 - Entering speed invoices, 3–41
 - Entering standard invoices, 3–14
 - Entering text for interest invoices, 15–21
 - Entering unapplied receipts, 4–43, 6–18
 - Error messages
 - credit note reimbursements, 11–6
 - fiscal date patterns, 3–12
 - Exception reports. *See* Reports
- F**
- Features, accounts receivable, 1–3
 - Fields
 - As of Date, 7–23
 - Denominated In Currency, D–3–D–4
 - Originating Currency, D–3–D–4
 - Files. *See* Table IDs
 - Finance charge invoices
 - correcting, 12–11
 - printing, 12–8, 12–33
 - processing, 12–6
 - versus interest invoices, 12–6
 - Finance Charge Journal report, 12–9
 - Finance charges, 7–3
 - calculating, 12–8
 - defining, 7–3
 - globally updating, 12–6
 - Financial reports. *See* Reports

Accounts Receivable

Flowcharts

- Account Receivable system, A-1
- statement processing, F-1

Forecasting A/R cash flow, 18-3

Forms

- A/R Batch Detail, 17-14
- A/R Payment Reminders Print Messages, 15-12, 15-13
- A/R Statement Print Messages Text, 15-5, 15-7
- Account Balance Inquiry, 7-35
- Account Status Summary, 3-86, 7-21
- Accounts Receivable Constants, 3-7, 14-4
- Accounts Receivable Entry, 3-101
- Additional Selections, 3-78
- Address Book Addition, 2-6, 14-78
- Advanced Payment Term Revision, 14-23
- AR and AP Journal Entries form, 3-21
- Auto Debit Journal Review, 10-7
- Automatic Accounting Instructions, 14-42
- Balance by Administrator, 7-48
- Bank Account Addresses, 14-77
- Bank Account Cross-Reference, 14-74, 14-87
- Bank Account Information, 14-79
- Bank Accounts by Address, 2-8
- Batch Entry and Status, 3-8
- Batch Invoice Entry, 17-8
- Batch Invoice Review, 17-5
- Batch Invoice Revisions, 17-12
- Batch Receipts Entry, 6-28, 6-29, 6-30
- Cash Receipts Entry, 6-42
- Collection Management, 3-87, 7-57, 12-54
- Collection Manager, 7-44
- Copy Bank Tape File to Tape, 9-43
- Credit Granting/Management, 7-32
- Credit Manager, 7-29
- Customer Information, 20-11
- Customer Ledger Detail Information, 3-82
- Customer Ledger Inquiry, 3-83, 4-26, 4-69, 7-56, 12-53
- Customer Master Information, 2-5, 7-4, 12-52, 14-85
- Customer Payment History, 7-47
- Data Dictionary, 15-16
- Data Item Glossary Revisions, 15-16
- Date Range Set-Up, 14-17
- Date Range Setup, 14-17

Document Selection, 6-13

Draft Inquiry, 9-23

Draft Revisions, 9-25

Draft Selection for Payment, 9-35

Due Date Rule Revision, 14-16

Enter Customer Drafts, 9-16

Enter Our Drafts, 9-16

General Message, 14-93

General User Defined Codes, 7-7

Inquiry by Business Unit, 7-50

Installment Payment Revisions, 14-26

Interest Invoices Print Messages Text, 15-23

Invoice Entry Journal Review, 3-51

Invoice Journal Review, 3-49

Journal Entry Batch Detail, 17-14

Message Inquiry, 7-53

Message View/Entry, 7-54

Multiple AAI Revisions, 14-44

Name Search, 2-23

Next Numbers, 14-66

Next Numbers by Company/Fiscal, 14-68

NSF Notification Generic Text, 14-92

Promises Entry & Inquiry, 7-52

Receipts Entry (Heads Up), 4-16

Receipts Journal Review, 4-63

Recurring Invoice Inquiry, 3-100

Register Detail Inquiry, 9-40

Registers for Payment, 9-39

Registers in Process, 9-39

Reset Tape Copy Sequence, 9-46

Revise A/R Print Messages, 15-4

Revise Interest Invoice Text, 15-22

Revise Interest Rates, 15-19

Revise Payment Reminders Text, 15-11

Rework Unprocessed Items, 6-40

Single AAI Revisions, 14-44

Speed Invoice Entry, 3-42

Speed Receipts Entry, 6-7, 6-12

Speed Status Change, 4-10, 9-27

Standard Invoice Entry, 3-15, 3-29, 3-33, 3-68, 3-95

Statement Selection, 4-19

Tax Authorities, 16-4

Tax Rates & Areas, 16-6

Tax Rules by Company, 16-22

Text Model Selection, 15-7, 15-13

Translate User Defined Codes, 14-63

Unprocessed Item Review, 6-41

Valid Credit Messages, 7-8

Work Day Calendar, 14-21
 Work With Automatic Accounting
 Instructions, 14-30
 Work With Customer Ledger Inquiry,
 3-78
 Work With User Defined Codes, 14-61
 French Bank Account Exceptions report,
 14-90
 Functional servers, G-1

G

G type receipts, 4-53
 G/L accounts
 Account Balances table, D-2
 Account Balances table (F0902), D-3
 Account Ledger table (F0911), D-2
 netting, 5-1
 G/L date warnings, 3-11
 G/L distribution, automatic offsets, 3-58
 G/L interface, setting up, 14-10
 Gains and losses, reviewing, 4-27
 Gains/losses
 AAIs, 13-9
 document type, 13-11
 from multi-currency transactions, 13-1
 report, 13-11
 unrealized and realized gains/losses,
 13-1
 General Ledger Post report, 3-61
 General Message form, 14-93
 General User Defined Codes form, 7-7
 Generating "as of" date information, 11-9
 Generating credit note reimbursements,
 11-4
 Generic Purge Program, processing options,
 17-24
 Global Update – Finance Charge
 Percentage, processing options, 12-7
 Global Update of Finance Charge Percent
 report, 12-7

H

Hash totals, 3-48

I

Inquiry by Business Unit form, 7-50
 Installment Payment Revisions, 14-26
 Integrity reports, 11-17
 Intercompany settlements, 3-74
 Interest Invoice Generation, processing
 options, 12-15
 Interest invoices
 calculating, 12-12
 creating, 12-12
 deleting messages, 15-23
 entering messages, 15-21
 posting, 12-16
 printing, 12-33
 processing, 12-11
 reviewing and approving, 12-16
 setting up model messages, 15-23
 versus finance charge invoices, 12-6
 Interest Invoices Print Messages Text form,
 15-23
 Interest rates
 defining, 15-19
 deleting, 15-21
 Invoice Entry Journal Review form, 3-51
 Invoice entry methods
 draft processing, 9-1
 speed entry, 3-41
 standard entry, 3-13
 Invoice Journal report, 3-73, 12-14
 Invoice Journal Review form, 3-49
 Invoices
 See also Batch invoices; Multi-currency
 invoices; Recurring invoices; Speed
 invoices; Standard invoices
 approving batches, 3-53
 changing posted, 3-68
 entry controls, 3-7
 example, 12-34
 locating, 3-78
 messages for interest invoices, 15-21
 posting, 3-59
 posting batches, 3-59
 printing, 12-33
 printing in foreign currencies, 12-34
 printing journal report, 3-73
 printing with drafts, 9-9
 processing, 3-1
 recurring, 3-91

- reviewing, 3–47
- reviewing and approving, 3–47
- reviewing information, 3–81
- revising posted, 3–67
- two-cycle entry, 3–9
- types, 3–4
- updating, 4–10
- updating for payment, 4–9
- voiding paid, 3–71
- voiding posted, 3–70
- year-to-date amounts, 20–7
- Italian Bank Account Exceptions report, 14–90
- Italian statements, 12–28
- Item Balances table, D–2

J

- Journal entries
 - posting draft remittance, 9–51
 - reviewing and posting for drafts, 9–58
- Journal Entry Batch Detail form, 17–14
- Journal Entry Functional Server, processing options, 3–45

L

- Language
 - delinquency notices, 12–47
 - setting up preference codes, 14–59
- Late payment charges, overview, 12–5
- Ledger types
 - Account Ledger Units (AU), D–1
 - Budget Ledger Units (BU), D–1
 - using currency codes with, D–2
- Load Your Custom Bank Tape, processing options, 6–5
- Loading bank tapes, 6–3
- Locating, drafts, 9–23
- Locating customers, 2–23
- Locating drafts, 9–23
- Losses/gains
 - AAIs, 13–9
 - document type, 13–11
 - from multi-currency transactions, 13–1
 - realized and unrealized losses/gains, 13–1

- report, 13–11

M

- Managing collections information, 7–43
- Managing credit information, 7–27
- Manual batch receipts, changing, 6–31
- Manual drafts, entering, 9–16
- Manual receipts
 - allocating automatically, 4–71
 - alternate methods of application, 4–67
 - approving and posting, 4–63
 - choosing a group of invoices, 4–68
 - creating chargeback invoices, 4–45
 - creating chargebacks for discounts, 4–34
 - creating NSF receipts, 4–85
 - current domestic value, 4–79
 - entering “G” type, 4–53
 - entering adjustments, 4–51
 - entering balance forward, 4–40
 - entering basic, 4–22
 - entering unapplied, 4–43
 - entering with discounts, 4–29
 - entering without discounts, 4–32
 - entering write-offs, 4–48
 - matching invoices, 4–15
 - overview, 4–1
 - posting, 4–64
 - printing Receipt Deposit Journal, 4–89
 - printing receipt information, 4–87
 - printing Receipts Journal, 4–87
 - reviewing entry results, 4–26
 - reviewing gains and losses, 4–27
 - revising, 4–83
 - spreading amounts, 4–72
 - transferring unapplied receipts to new accounts, 4–78
 - voiding, 4–84
 - working with other types of receipts, 4–39
- Menu, overview, 1–12
- Message Inquiry Form, 7–53
- Message View/Entry form, 7–54
- Multi-currency
 - See also* Currency
 - batch invoices, 17–11
 - batch total example, 3–48
 - Currency Codes table, D–1

- decimals, D-1
- mixing currencies, 3-48
- monetary accounts, D-2
- Multi-currency delinquency notices, 12-47
- Multi-currency invoices
 - changing, 3-38
 - deleting, 3-38
 - entering, 3-36
- Multi-currency receipts
 - gains/losses on transactions, 13-1
 - gains/losses report, 13-11
- Multi-currency statements, 12-28
 - Italian, 12-28
- Multi-national functionality
 - currency processing, 1-6
 - multiple languages, 1-6
- Multiple AAI Revisions form, 14-44
- Multiple languages, delinquency notices, 12-47

N

- Name Search, processing options, 2-24
- Name Search form, 2-23
- Netting
 - AAI for netting suspense account, 14-39
 - example, 5-4
 - Netting - Aging report, 5-19
 - receipts, 5-5, 5-11
 - receivables & payables, 5-1
 - receivables and payables report, 5-16
- Netting - Aging Report (P03466), 5-19
- Netting for receipts at receipts entry, 5-5
- Netting for receipts in standalone mode, 5-11
- Netting payables and receivables, 5-3
- Next numbers, 14-65
 - activating check digits, 14-67
 - assigning by company and fiscal year, 14-68
 - changing, 14-66
 - changing the sequence, 14-66
 - credit note reimbursements, 11-4
 - reviewing, 14-66
 - setting up, 14-65
- Next Numbers by Company/Fiscal form, 14-68

- Next Numbers form, 14-66
- Non-sufficient funds
 - notifying customers, 9-55
 - sample letter, 9-56
 - setting up letters for drafts, 14-92
- Notifications, setting up controls, 14-5
- Notifying customers of non-sufficient funds, 9-55
- NSF Notification Generic Text, processing options, 14-93
- NSF Notification Generic Text form, 14-92
- NSF receipts, creating, 4-85
- Numbers. *See* Next numbers

O

- Offsets
 - automatic, 3-58
 - potential A/R - A/P, 5-1
- Open A/R by Business Unit and Address report, 8-22, 11-15
- Open A/R Detail, processing options, 8-11
- Open A/R Detail report, 8-9, 11-11
- Open A/R Detail Reports, processing options, 11-12
- Open A/R Foreign Amounts report, 8-13
- Open A/R Summary report, 8-3, 11-14
- Open A/R with Foreign Amounts, processing options, 8-14
- Open invoices, displaying, 4-10
- Open items
 - displaying, 4-16
 - printing credit/collection items, 7-61
 - selecting for speed receipts, 6-12
- Optical reader, scanning receipts, 6-28
- Out-of-balance conditions, correcting, 11-21
- Outstanding Collection Items report, 7-62
- Outstanding Credit Items report, 7-62
- Outstanding Credit/Collection Items, processing options, 7-63
- Overview, accounts receivable, 1-1

P

- P00071, Work Day Calendar, 14-21

Accounts Receivable

- P00143, Date Range Set-Up, 14-17
- P00144, Installment Payment Revisions, 14-26
- P00145, Advanced Payment Terms, 14-23
- P00146, Due Date Rule Revisions, 14-16
- Paper Draft Remittance, processing options, 9-50
- Past-due accounts
 - reviewing, 7-43
 - sending notifications, 12-37
 - working, 7-51
- Pay status codes, for drafts, 9-25, 9-27, 14-84
- Payment history, reviewing, 7-46
- Payment instrument codes
 - for drafts, 14-83
 - setting up, 14-55
- Payment promises
 - entering, 7-53
 - reviewing, 7-52
- Payment Reminder – Final, processing options, 12-42
- Payment reminders, 12-37
 - A/R detail report, 12-56
 - deleting, 15-12
 - entering, 15-9
 - example, 12-41
 - printing, 12-38
 - report/update, 12-54
 - sending, 7-55
 - setting up models, 15-13
 - setting up text, 15-9
- Payment Reminders report, 12-41
- Payment status
 - setting up codes, 14-54
 - updating drafts, 9-53
- Payment terms
 - due date rules, 14-14
 - installment payments, 14-25
 - verifying installment payments, 14-27
 - work day calendars, 14-20
 - working with, 14-13
- Period-end processing
 - “as of” date reports, 11-9
 - credit note reimbursements, 11-3
 - overview, 11-1
 - printing gains/losses report, 13-11
 - processing integrity reports, 11-17
- Post General Ledger, processing options, 3-62
- Posting
 - A/R drafts, 9-31
 - about the post process, 3-55
 - automatic debits, 10-9
 - batch invoices, 17-22
 - credit note reimbursements, 11-8
 - draft remittance journal entries, 9-51
 - interest invoices, 12-16
 - invoices, 3-59
 - manual receipts, 4-64
 - netted transactions, 5-14
 - preventing, 3-53
 - tax information, 3-35
 - verifying the post process, 3-60
- Posting A/R drafts, 9-31
- Posting automatic debits, 10-9
- Posting batch invoices, 17-22
- Posting batches of invoices, 3-59
- Posting credit note reimbursements, 11-8
- Posting draft remittance journal entries, 9-51
- Posting interest invoices, 12-16
- Posting invoices, 3-59
- Posting Journal report, 3-61, 3-62
- Posting netted transactions for receipts, 5-14
- Posting receipts, 4-64
- Pre-authorized drafts, 9-2
- Printing “as of” reports, 11-10
- Printing a multi-currency delinquency notice, 12-47
- Printing A/R account summary, 7-63
- Printing A/R delinquency notices, 12-45
- Printing A/R invoices, 12-33
- Printing A/R statements, 12-17
- Printing A/R Summary by Category Code, 8-7
- Printing A/R Summary by Company, 8-4
- Printing A/R Summary by Parent, 8-7
- Printing additional credit and collections reports, 8-25
- Printing an A/R Draft Journal Report, 9-30
- Printing an Italian statement, 12-28
- Printing analytical reports, 8-17
- Printing credit and collections reports, 7-61
- Printing customer receipts history, 8-25
- Printing customer totals by G/L account, 8-33
- Printing Delinquency Notices, processing options, 12-48

- Printing delinquency notices, 12–43
- Printing delinquency notices in multiple languages, 12–47
- Printing disputed items (outstanding chargebacks), 8–28
- Printing Finance Charge Invoices, processing options, 12–9
- Printing invoice journal information, 3–73
- Printing invoices and statements with drafts, 9–9
- Printing invoices with draft attachments, 9–9
- Printing multi-currency statements, 12–28
- Printing netting reports, 5–15
- Printing open A/R by business unit and address, 8–22
- Printing open A/R detail, 8–9
- Printing open A/R foreign amounts, 8–13
- Printing Open A/R Summary, 8–3
- Printing open credit/collection items, 7–61
- Printing payment reminders, 12–38
- Printing problem accounts receivable, 8–31
- Printing promises listing, 7–66
- Printing receipt information, 4–87
- Printing standard reports, 8–3
- Printing statements with draft attachments, 9–12
- Printing summary by parent/child, 8–19
- Printing summary by pay status, 8–17
- Printing the A/R detail report with reminders, 12–56
- Printing the bank account exception report for A/R drafts, 14–90
- Printing the Netting – Aging report, 5–19
- Printing the open A/R by business unit and address report, 11–15
- Printing the open A/R detail report, 11–11
- Printing the open A/R summary report, 11–14
- Printing the receipt deposit journal, 4–89
- Printing the receipts journal, 4–87
- Printing the receivables and payables netting report, 5–16
- Printing the reminder report/update, 12–54
- Printing unresolved matters, 8–29
- Problem Accounts Receivable, processing options, 8–32
- Problem Accounts Receivable report, 8–31
- Process Batch Receipts, processing options, 6–36
- Processing “as of” reports, 11–9
- Processing A/R integrity reports, 11–17
- Processing Automatic Debits, processing options, 10–5
- Processing automatic debits, 10–4
- Processing batch invoices, 17–17
- Processing batch receipts, 6–35
- Processing finance charge invoices, 12–6
- Processing interest invoices, 12–11
- Processing options
 - A/R Batch File Processing, 17–18
 - A/R Batch File Revisions, 17–9, 17–16
 - A/R Cash Forecasting, 18–4
 - A/R Credit Note Reimbursements, 11–7
 - A/R Currency Gains & Losses, 13–14
 - A/R Detail Report by Business Unit/Address, 8–23
 - A/R Draft Revisions, 9–26
 - A/R flowchart, F–1
 - A/R Invoice Journal Report, 3–75
 - A/R Invoice Print with Draft, 9–11
 - A/R Netting Post, 5–14
 - A/R Special Print Messages, 15–8, 15–14
 - A/R Speed Status Change, 4–12
 - A/R Statements – Italian, 12–29
 - A/R Statements with Draft, 9–14
 - ABC Account Analysis, 19–5
 - Account Status Summary, 7–23
 - Accounts Receivable Collections Manager, 7–46
 - Accounts Receivable Detail – Reminder Info, 12–57
 - Accounts Receivable Statements, 12–25
 - Accounts Receivable Summary, 7–63, 8–4
 - AP/AR Netting, 5–9
 - Balance Forward Update (A/R Statements), 20–15
 - Bank Account Exception Report, 14–91
 - Bank Account Information, 14–80
 - Batch Receipts Entry, 6–32
 - Build Netting Report Workfile, 5–18
 - Cash Receipts and Adjustments Journal Report, 4–88
 - Copy Tape File to Tape (A/R Drafts), 9–45
 - Copy Tape File to Tape (Auto Debits), 10–10
 - Create CREDITEL Reporting Tape, 7–41
 - Credit Analysis Refresh, 7–12
 - Customer Ledger Inquiry, 3–87

Accounts Receivable

Customer Master Information, 2-19
Customer Receipts History, 8-26
Customer Totals by G/L Account, 8-35
Date File Generation, 11-10
Draft Journal Report, 9-31
Draft NSF Notification, 9-57
Draft Selection for Payment, 9-38
Drafts Entry, 9-19
Generic Purge Program, 17-24
Global Update – Finance Charge Percentage, 12-7
Interest Invoice Generation, 12-15
Journal Entry Functional Server, 3-45
Load Your Custom Bank Tape, 6-5
Name Search, 2-24
NSF Notification Generic Text, 14-93
Open A/R Detail, 8-11
Open A/R Detail Reports, 11-12
Open A/R with Foreign Amounts, 8-14
Outstanding Credit/Collection Items, 7-63
Paper Draft Remittance, 9-50
Payment Reminder – Final, 12-42
Post General Ledger, 3-62
Printing Delinquency Notices, 12-48
Printing Finance Charge Invoices, 12-9
Problem Accounts Receivable, 8-32
Process Batch Receipts, 6-36
Processing Automatic Debits, 10-5
Promises Listing, 7-66
Purge Batch Receipts, 20-19
Purge Closed A/R Records, 20-18
Receipt Deposit Journal, 4-90
Receipts Entry, 4-59
Recurring Invoices Report, 3-99
Recycle Recurring Invoices, 3-104
Reminder Report-Proof & Final, 12-55
Reset Tape Copy Sequence, 9-47
Simple A/R Invoices Print, 12-35
Speed Invoice Entry, 3-44
Speed Receipts Application, 6-25
Standard Invoice Entry, 3-39
Status Update, 9-55
Summary by Parent/Child, 8-21
Summary by Pay Status, 8-18
TRW and Dun & Bradstreet, 7-40
Unresolved A/R Matters Report, 8-31
Update A/R from Address Book, 20-5
Update YTD Invoice Amount, 20-8
User Defined Codes, 14-64
Processing Options for , Automatic Accounting Instructions, 14-47
Processing receipts using the current domestic value method, 4-79
Profit margins, customer rank, 19-5
Program ID
 P0002, 14-66
 P00021, 14-68
 P00051, 14-61
 P0005D, 14-63
Program IDs
 J03853 – A/R Netting Post, 5-14
 P0001Z, 17-5
 P00051, 7-7
 P000903, 3-7, 14-4
 P00100, 3-8
 P00110Z, 17-20
 P0012 - Single AAI Revisions, 14-44
 P00121, 14-29
 P00121 - Automatic Accounting Instructions, 14-42
 P00122 - Multiple AAI Revisions, 14-44
 P0016, 15-5, 15-7, 15-12, 15-13, 15-23
 P00165, 15-7, 15-13
 P00170, 15-19
 P00191, 14-92
 P00192, 14-93
 P00201, 3-49, 4-63, 6-40, 9-39, 10-7
 P0022, 16-22
 P0030, 14-74, 14-87
 P00301, 2-8
 P00302, 14-77
 P00310, 14-76
 P00311, 14-76
 P00314, 14-90
 P00PURGE, 20-19
 P01051, 16-4
 P010513, 2-8
 P01053, 2-5, 7-4, 12-52, 14-85
 P01101, 7-54
 P01200, 2-23
 P01240, 7-53
 P01250, 7-52
 P01315, 7-66
 P01830, 12-7
 P01AB, 14-78
 P01NS3, 20-11
 P0301Z1, 17-8, 17-12
 P0301ZW, 17-14
 P0305, 7-32

- P03101, 3-21
- P031015, 3-42
- P03103, 4-16, 6-42, 9-16
- P03103 – Receipts Entry, 5-5
- P03105, 3-15, 3-29, 3-33, 3-68, 3-95, 3-101
- P03111, 6-41
- P03114, 4-10, 9-27
- P03120, 3-100
- P03121, 6-28, 6-29, 6-30
- P03122, 6-7, 6-12
- P03122W, 6-13
- P03130, 3-87, 7-57, 12-54
- P03150, 9-25
- P032002, 3-78, 3-83, 4-26, 4-69, 7-56, 12-53
- P032002W, 3-78
- P03200W, 3-82
- P03202, 3-51
- P03203, 3-86, 7-21
- P03204, 7-47
- P03205, 4-19
- P03210, 7-48
- P03215, 7-29
- P03216, 7-35
- P03218, 7-44
- P03220, 7-50
- P03250, 9-23
- P03255, 9-35
- P03256, 9-39
- P03257, 9-40
- P03280, 15-4, 15-11, 15-22
- P03301, 12-14
- P03305, 7-62
- P03311, 4-88, 9-30
- P03402, 6-44
- P03408, 4-89
- P03413, 7-63, 8-4, 8-7
- P03415, 8-19
- P03416, 8-17
- P034201, 8-9, 8-25, 11-11, 11-14
- P034202, 12-56
- P03426, 13-11
- P03429, 8-13
- P03435, 12-9
- P03440, 7-62
- P03445, 8-22, 11-15
- P03450 – Receivables and Payables Netting Report, 5-16
- P03455 – A/R and A/P Netting, 5-5, 5-11
- P03461, 12-55
- P03465 - Build the Netting Report Workfile, 5-18
- P03466 - Netting – Aging Report, 5-19
- P03501, 20-13
- P03505, 12-34
- P035301, 12-41
- P03560, 6-45
- P03570, 9-47
- P03571, 9-20
- P03573, 9-43
- P03600, 8-31
- P03601, 8-29
- P03602, 19-3
- P03603, 8-28
- P037001, 11-20
- P03701, 11-18
- P03800, 20-17
- P03802, 20-3
- P03820, 20-7
- P04130, 14-79
- P04520, 18-3
- P049261, 9-46
- P0901ZW, 17-14
- P09450, 8-33
- P4008, 16-6
- P92001, 15-16
- P9201, 15-16
- Promises Entry & Inquiry form, 7-52
- Promises Listing, processing options, 7-66
- Promises Listing report, 7-66
- Purge Batch Receipts, processing options, 20-19
- Purge Closed A/R Records, processing options, 20-18
- Purging
 - batch receipts, 20-19
 - closed A/R records, 20-17
 - processed batch invoices, 17-23
- Purging A/R information, 20-17
- Purging batch receipts, 20-19
- Purging closed A/R records, 20-17
- Purging processed batch invoices, 17-23

Q

Quarterly processing. *See* Period-end processing

R

Real-time, reviewing information, 7-22
Rebates. *See* Credit note reimbursements
Receipt Application Activity report, 6-45
Receipt Deposit Journal, processing options, 4-90
Receipt Deposit Journal report, 4-89
Receipts. *See* Automatic receipts; Batch receipts; Manual receipts; Speed receipts
Receipts Entry, processing options, 4-59
Receipts entry, netting, 5-5
Receipts Entry (Heads Up) form, 4-16
Receipts Entry (P03103), 5-5
Receipts Journal report, 4-88
Receipts Journal Review form, 4-63
Receivables and Payables Netting report (P03450), 5-16
Recurring Invoice Inquiry form, 3-100
Recurring invoices
 canceling, 3-102
 deleting, 3-102
 entering, 3-38, 3-95
 example, 3-94
 recycling, 3-103
 reviewing, 3-98
 revising, 3-100
 revising paid, 3-102
 working with, 3-91
Recurring Invoices Report, processing options, 3-99
Recycle Recurring Invoices, processing options, 3-104
Recycling recurring invoices, 3-103
Refunds, 4-67
Register Detail Inquiry form, 9-40
Registers for Payment form, 9-39
Registers in Process form, 9-39
Reminder Report-Proof & Final, processing options, 12-55
Reminder Report/Update, 12-55
Reminders. *See* Payment reminders
Remitting magnetic drafts, 9-41

Remitting paper drafts, 9-47
Reports, 8-1
 “as of” date reports, 11-9
 A/R Account Summary, 7-63
 A/R Annual Close, 20-10
 A/R Detail Report with Reminders, 12-56
 A/R Summary by Category Code, 8-7
 A/R Summary by Company, 8-4
 A/R Summary by Parent, 8-7
 A/R to G/L by Batch, 11-18
 A/R to G/L by Offset Account, 11-20
 ABC Analysis, 19-3
 additional credit and collections, 8-25
 Address Book Exceptions, 14-76
 analytical, 8-17
 Bank Account Exception, 14-76
 Bank Deposit Journal, 6-44
 Batch Draft Creation, 9-20
 Batch Edit, 3-62
 Batch File Entry Exceptions, 17-20
 Batches with Balancing Problems, 3-62
 credit and collections, 7-61
 Customer Receipts History, 8-25
 Customer Totals by G/L Account, 8-33
 Disputed Items (Outstanding Chargebacks), 8-28
 Draft Journal, 9-30
 Draft Remittance, 9-47
 Finance Charge Journal, 12-9
 French Bank Account Exception, 14-90
 Global Update of Finance Charge Percent, 12-7
 invoice example, 12-34
 Invoice Journal, 3-73, 12-14
 Italian Bank Account Exception, 14-90
 Netting – Aging, 5-19
 Non-Sufficient Funds letter, 9-56
 Open A/R by Business Unit and Address, 8-22, 11-15
 Open A/R Detail, 8-9, 11-11
 Open A/R Foreign Amounts, 8-13
 Open A/R Summary, 8-3, 11-14
 Outstanding Collection Items, 7-62
 Outstanding Credit Items, 7-62
 Payment Reminders, 12-41
 Posting Edit, 3-61
 Posting Journal, 3-61, 3-62
 printing “as of” date reports, 11-10
 Problem Accounts Receivable, 8-31
 Promises Listing, 7-66

- Receipt Application Activity, 6–45
- Receipt Deposit Journal, 4–89
- Receipts Journal, 4–88
- Receivables and Payables Netting, 5–16
- Reminder Report/Update, 12–55
 - standard, 8–3
- Summary by Parent/Child, 8–19
- Summary by Pay Status, 8–17
- Unrealized Gains and Losses, 13–11
- Unresolved Matters, 8–29
- Reset Tape Copy Sequence, processing options, 9–47
- Reset Tape Copy Sequence form, 9–46
- Resetting the A/R draft tape copy sequence, 9–45
- Reversing, unposted receipts, 4–83
- Reversing an NSF receipt, 4–85
- Reviewing
 - AAIs, 14–42
 - account balances, 7–34, 7–48
 - account balances by administrator, 7–48
 - account balances by business unit, 7–50
 - account status, 7–19
 - aged “as of” information, 7–21
 - automatic debits, 10–7
 - customer accounts, 7–27
 - invoices, 3–47
 - past-due accounts, 7–43
 - payment history, 7–46
 - payment promises, 7–52
 - real-time information, 7–22
 - recurring invoices, 3–98
 - standard next numbers, 14–66
 - year-to-date invoice amounts, 20–11
- Reviewing A/R draft bank registers, 9–38
- Reviewing account balances, 7–34, 7–48
- Reviewing account status information, 7–19
- Reviewing aged “as of” information, 7–21
- Reviewing and approving automatic debits, 10–7
- Reviewing and approving interest invoices, 12–16
- Reviewing and approving invoices, 3–47
- Reviewing and approving receipts for posting, 4–63
- Reviewing and posting A/R draft collections journal entries, 9–58
- Reviewing balances by administrator, 7–48
- Reviewing balances by business unit, 7–50
- Reviewing batch invoice information, 17–5
- Reviewing batch invoices, 17–5
- Reviewing batch receipts activity, 6–43
- Reviewing collection management information, 7–55
- Reviewing credit note reimbursements, 11–5, 11–8
- Reviewing customer accounts, 7–27
- Reviewing customer ledger detail, 3–82
- Reviewing customer YTD invoice amounts, 20–11
- Reviewing gain and loss information, 4–27
- Reviewing individual batch invoices, 17–8
- Reviewing invoice information, 3–81
- Reviewing invoices, 3–47
- Reviewing past-due accounts, 7–43
- Reviewing payment history, 7–46
- Reviewing promises messages, 7–52
- Reviewing real-time information, 7–22
- Reviewing recurring invoices, 3–98
- Reviewing the results of receipts entry, 4–26
- Reviewing unprocessed items, 6–39
- Revise A/R Print Messages form, 15–4
- Revise Interest Invoice Text form, 15–22
- Revise Interest Rates form, 15–19
- Revise Payment Reminders Text form, 15–11
- Revising
 - See also* Changing; Deleting
 - AAIs, 14–43
 - batch invoices, 17–11, 17–21
 - delinquency notices, 15–15
 - manual receipts, 4–83
 - posted invoices, 3–67
 - recurring invoices, 3–100
 - speed invoices, 3–43
 - speed receipts, 6–10
 - unposted invoices, 3–23
 - unprocessed batch invoices, 17–15
- Revising batch invoices, 17–11, 17–21
- Revising drafts, 9–23
- Revising posted invoices, 3–67
- Revising receipts, 4–83
- Revising recurring invoices, 3–100
- Revising text for delinquency notices, 15–15
- Revising unposted invoices, 3–23
- Revising unprocessed batch invoices, 17–15
- Rework Unprocessed Items form, 6–40
- Reworking customer YTD invoice amounts, 20–10

Running paper draft remittance, 9–48
Running the A/R to G/L by batch report, 11–18
Running the A/R to G/L by offset account report, 11–20

S

Sales, customer rank, 19–4
Scanned receipts
 changing, 6–27
 deleting, 6–27
 entering, 6–28
Screens. *See* Forms
Security, for drafts, 9–28
Selecting drafts for remittance, 9–33
Selecting open items for application, 6–12
Servers, functional, G–1
Setting up
 AAIs, 14–46
 next numbers, 14–65
 user defined codes, 14–61
Setting up A/R aging information, 14–6
Setting up A/R draft processing, 14–81
Setting up A/R notification controls, 14–5
Setting up AAIs for A/R drafts, 14–81
Setting up AAIs for netting suspense accounts, 14–39
Setting up automatic receipts processing, 14–5
Setting up bank account addresses, 14–77
Setting up bank account cross-references, 14–73
Setting up bank account information, 14–78
Setting up bank account information for A/R drafts, 14–87
Setting up batch approval, 14–8
Setting up batch control, 14–7
Setting up calculation rules for A/R, 16–25
Setting up category codes, 7–7
Setting up constants, 14–3
Setting up credit and collection information, 7–3
Setting up credit messages, 7–8
Setting up cross-references for A/R drafts bank accounts, 14–87
Setting up customer bank information, 14–73
Setting up drafts as the default payment instrument, 14–85
Setting up due date rules, 14–14
Setting up header information, 6–11
Setting up installment payments, 14–25
Setting up letters for non-sufficient funds, 14–92
Setting up model messages for statements, 15–6
Setting up model reminder messages, 15–13
Setting up payment term codes, 14–22
Setting up statement messages, 15–3
Setting up statements for A/R drafts, 14–86
Setting up tax authorities for A/R, 16–3
Setting up tax rates and areas for A/R, 16–5
Setting up tax rules by company for A/R, 16–21
Setting up text for payment reminders, 15–9
Setting up the automatic offset method, 14–9
Setting up the default company, 14–4
Setting up the G/L interface control, 14–10
Setting up tolerance information for A/R, 16–22
Setting up user defined codes, 14–61
Setting up user defined codes for A/R drafts, 14–83
Setting up work day calendars, 14–20
Setup
 AAIs for drafts, 14–81
 AAIs for taxes, 16–17
 accounts receivable constants, 14–3
 aging information, 14–6
 automatic offset method, 14–9
 automatic receipts, 14–5
 bank account addresses, 14–77
 bank account information for A/R drafts, 14–87
 bank information for electronic funds transfer, 14–78
 batch approval, 14–8
 batch control, 14–7
 batch invoices, E–1
 calculation rules, 16–25
 cross-references for drafts bank accounts, 14–87
 customer bank information, 14–73

- default company, 14-4
- draft processing, 14-81
- drafts as default payment instrument, 14-85
- due date rules, 14-14
- G/L interface, 14-10
- installment payments, 14-25
- model interest invoice messages, 15-23
- model payment reminders, 15-13
- model statement messages, 15-6
- non-sufficient funds letters for drafts, 14-92
- notification controls, 14-5
- overview, 14-1
- payment reminder text, 15-9
- payment term codes, 14-22
- payment terms, 14-13
- speed receipt headers, 6-11
- statement messages, 15-3
- statements for A/R drafts, 14-86
- tax authorities, 16-3
- tax rates and areas, 16-5
- tax rules by company, 16-21
- tolerance information, 16-22
- user defined codes for drafts, 14-83
- work day calendars, 14-20
- Simple A/R Invoices Print, processing options, 12-35
- Single AAI Revisions form, 14-44
- Speed Invoice Entry, processing options, 3-44
- Speed Invoice Entry form, 3-42
- Speed invoices
 - entering, 3-41
 - revising, 3-43
- Speed receipts
 - applying receipts to invoices, 6-15
 - applying receipts to invoices with discounts, 6-16
 - applying receipts to statements, 6-17
 - entering chargebacks, 6-20
 - entering unapplied receipts, 6-18
 - matching invoices to unapplied receipts, 6-20
 - overview, 6-7
 - revising, 6-10
 - selecting open items for application, 6-12
 - setting up header information, 6-11
- Speed Receipts Application, processing options, 6-25
- Speed Receipts Entry form, 6-7, 6-12
- Speed Status Change form, 4-10, 9-27
- Spreading a receipt amount, 4-72
- Standard Invoice Entry, processing options, 3-39
- Standard Invoice Entry form, 3-15, 3-29, 3-33, 3-68, 3-95
- Standard invoices, 3-13
 - deleting unposted, 3-24
 - entering, 3-14
 - entering accounting distributions, 3-21
 - entering credit memos, 3-32
 - entering invoices with discounts, 3-28
 - entering invoices with taxes, 3-33
 - entering multi-currency invoices, 3-36
 - entering recurring invoices, 3-38, 3-95
 - locating, 3-22
 - other types, 3-27
 - revising unposted invoices, 3-23
- Statement and reminder processing, overview, 12-1
- Statement and reminder setup, 15-1
- Statement messages
 - deleting, 15-6
 - entering, 15-3
 - setting up, 15-3
 - setting up models, 15-6
- Statement Selection form, 4-19
- Statements
 - customizing, 12-17
 - flowchart of processing options, F-1
 - Italian, 12-28
 - printing, 12-17
 - printing in foreign currencies, 12-28
 - printing with drafts, 9-12
 - reviewing account balances, 7-34
 - setting up for A/R drafts, 14-86
- Status Update, processing options, 9-55
- Stop payments, 4-67
- Submitting invoices for processing, 17-17
- Summary by Parent/Child, processing options, 8-21
- Summary by Parent/Child report, 8-19
- Summary by Pay Status, processing options, 8-18
- Summary by Pay Status report, 8-17
- System flow, accounts receivable, 1-8
- System integration, accounts receivable, 1-1

System Setup. *See* Setup

T

Table IDs

- F0013 - Currency Codes, D-1
- F0030 - Bank Transit Number Master, 14-76
- F0032 - Cash Summarization, 18-3
- F0311 - Accounts Receivable Ledger, D-2
- F0411 - Accounts Payable Ledger, D-2
- F0902 - Account Balances, D-2, D-3
- F0911 - Account Ledger, D-2
- F1202 - Item Balances, D-2

Tables

- F0012 - Automatic Accounting Instructions Master, 14-29
- F03465 - A/R and A/P Netting Workfile, 5-18

Tapes

- creating automatic debits tape for bank, 10-4
- creating magnetic draft for bank, 9-43
- credit reporting, 7-37
- recopying tape for bank remittance, 9-45
- remitting to banks for automatic debits, 10-9

Tax Authorities form, 16-4

Tax calculation codes, setting up, 14-55

Tax processing

- automatic accounting instructions, 16-17
- changing information, 3-35
- entering taxes on invoices, 3-33
- posting information, 3-35
- setting up tax authorities, 16-3
- setting up tax rates and areas, 16-5
- setting up tax rules by company, 16-21

Tax Rates & Areas form, 16-6

Tax Rules by Company form, 16-22

Technical processes, 20-1

Test Yourself answers, B-1

Text Model Selection form, 15-7, 15-13

Tolerance information, setting up, 16-22

Transferring an unapplied receipt to a new account, 4-78

Translate User Defined Codes form, 14-63

TRW

- creating credit reporting tapes, 7-37

setting up rating codes, 14-58

TRW and Dun & Bradstreet, processing options, 7-40

Type input codes, setting up, 14-57

U

UDC. *See* User defined codes

Unapplied receipts, 4-43

See also Credit note reimbursements
transferring to new accounts, 4-78

Unprocessed Item Review form, 6-41

Unprocessed items, 6-39

changing, 6-42

reviewing, 6-39

Unrealized Gains and Losses report, 13-11

Unresolved A/R Matters Report, processing options, 8-31

Unresolved Matters report, 8-29

Update A/R from Address Book, processing options, 20-5

Update YTD Invoice Amount, processing options, 20-8

Updating

A/R from address book, 20-3

balance forward records, 20-13

tax amounts, 16-21

year-to-date invoice amounts, 20-7

Updating A/R from address book, 20-3

Updating A/R information for customer analysis, 7-9

Updating balance forward records, 20-13

Updating customer YTD invoice amounts, 20-7

Updating draft payment status, 9-53

Updating drafts for payment, 9-27

Updating finance charges, 12-6

Updating invoices for payment, 4-9

User defined code lists, Ledger Types (09/LT), D-2

User Defined Codes, processing options, 14-64

User defined codes

overview, 14-49

setting up, 14-61

setting up blank codes, 14-62

User defined codes (UDCs)

adjustment reason, 14-56

aging vocabulary, 14-56
autocash algorithm, 14-58
collection reason, 14-57
credit reporting, 14-57
document types, 14-52
Dun and Bradstreet ratings, 14-58
language preference, 14-59
overview, 14-51
payment instrument, 14-55
payment status, 14-54
setup for drafts, 14-83
tax calculation, 14-55
TRW rating, 14-58
type input, 14-57
types, 14-51
valid credit message, 14-56

V

Valid Credit Messages form, 7-8
Verifying batch invoice information, 17-20
Verifying installment payments, 14-27
Verifying the post process, 3-60
Viewing account activity, 3-85
Viewing account information, 3-85
Viewing account status information, 3-86
Viewing collection management information, 3-87
Viewing multi-currency invoices, 3-83
Voiding
 manual receipts, 4-84
 netted receipts, 5-9
 paid invoices, 3-71
 posted invoices, 3-70
Voiding a receipt, 4-84
Voiding posted invoices, 3-70

W

Weighted days to pay, 7-15
Windows. *See* Forms
Wire transfers, 4-68
Work Day Calendar form, 14-21
Work With Automatic Accounting Instructions form, 14-30
Work With Customer Ledger Inquiry form, 3-78

Work With User Defined Codes form, 14-61
Working customer accounts, 7-32
Working past-due accounts, 7-51
Working with A/R draft collection, 9-53
Working with alternate methods of application, 4-67
Working with automatic debits, 10-3
Working with collection and reminder information, 12-51
Working with credit note reimbursements, 11-3
Working with customer ledger information, 3-77
Working with draft remittance, 9-41
Working with interest rate information, 15-19
Working with invoice entry controls, 3-7
Working with invoice match receipts, 4-15
Working with late payment charges, 12-5
Working with other types of receipts, 4-39
Working with other types of standard invoices, 3-27
Working with past due notifications, 12-37
Working with payment terms, 14-13
Working with recurring invoices, 3-91
Working with speed receipts, 6-7
Working with standard invoices, 3-13
Working with unprocessed items, 6-39
Working with YTD invoice amounts, 20-7
Write-offs, entering receipts, 4-48

Y

Year-to-date
 reviewing invoice amounts, 20-11
 reworking invoice amounts, 20-10
 updating invoice amounts, 20-7

