



QAD Enterprise Applications 2009
Enterprise Edition

User Guide

QAD Financials A

Part 2

Accounts Receivable
Accounts Payable
Banking and Cash Management
Budgeting
Consolidation
UI Customization
Financial Reports
General Ledger Report Writer
Chinese Financial Features

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QAD Inc.

100 Innovation Place
Santa Barbara, California 93108
Phone (805) 684-6614
Fax (805) 684-1890
<http://www.qad.com>

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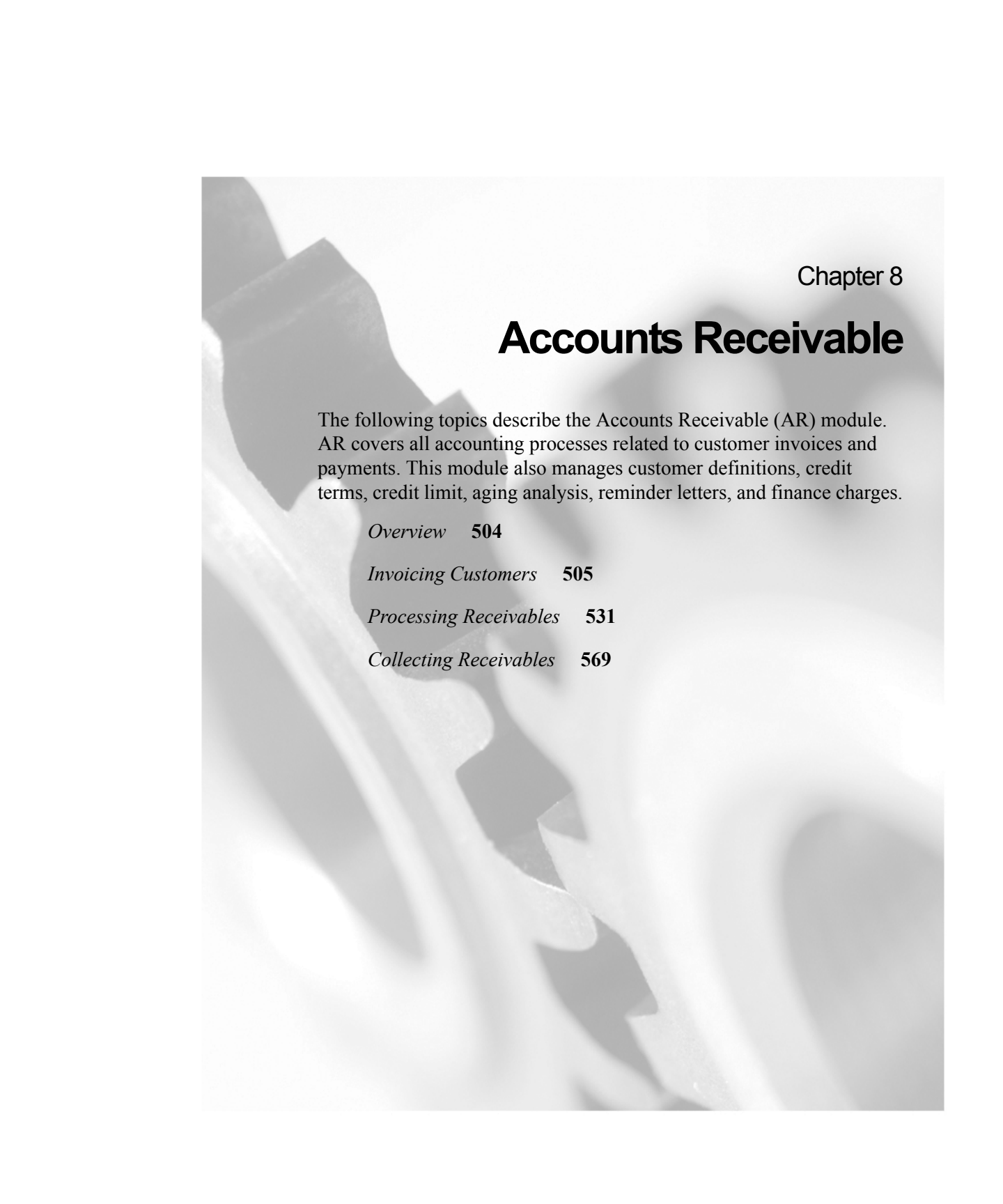
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The background of the page features a grayscale image of several interlocking gears. The gears are of different sizes and are positioned in a way that creates a sense of depth and mechanical complexity. The lighting is soft, highlighting the teeth of the gears and casting gentle shadows.

Chapter 8

Accounts Receivable

The following topics describe the Accounts Receivable (AR) module. AR covers all accounting processes related to customer invoices and payments. This module also manages customer definitions, credit terms, credit limit, aging analysis, reminder letters, and finance charges.

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Overview

Businesses can agree to trade on cash or credit terms. With a credit sale, the seller delivers and then invoices the goods and services before payment is made by the customer. The credit terms are agreed to by the buyer and seller before sale, and are typically included on the invoice addressed to the customer, together with the value of the goods and services supplied. The buyer has an obligation to pay for the goods or services supplied on the terms agreed. The primary purpose of the invoice is to secure payment.

The sales invoices and payments received against these invoices are recorded in the Accounts Receivable ledger. The total balance on the Accounts Receivable ledger is the total monies outstanding for credit sales and is itemized by individual customer within the ledger. The purpose of the Accounts Receivable ledger is to monitor the amount of credit extended to customers and to help secure payment.

The Accounts Receivable flow begins with the sales order. The sales order is reviewed and—if necessary—corrected before being posted, printed, and sent to the customer as a customer invoice. Once payment is agreed, you process the invoice using the AR functions described in the following sections. Finally, you collect receivables by tracking customer activity and identifying and resolving overdue payments. These stages are represented by the following processes:

- Invoice Customers
- Process Receivables
- Collect Receivables

Fig. 8.1
AR Process Maps



Note Many of the values that control AR processing are associated with the customer record. Setting up customers is described in “Setting Up Customers” on page 331.

You complete these processes using the following AR functions:

- Process invoices created in customer management.
- Create miscellaneous invoices directly in AR.
- Process payments using payment instruments.
- Adjust the open balance of a customer invoice or credit note.
- Track and report customer AR activity.
- Send statements and reminder letters for overdue payments.
- Calculate finance charges.
- Report on all customer invoice-related transactions and statuses.

Invoicing Customers

Most customer invoices are generated from sales transactions in the Sales Orders/Invoices (7) module. The process of creating and modifying sales orders, shipping goods, and posting and printing invoices is described in detail in *User Guide: QAD Sales*.

Shipping a sales order creates a pending invoice, which can be printed using Preview Invoice Print (7.13.3), reviewed, and corrected using Pending Invoice Maintenance (7.13.1). Additionally, a credit controller can review credit-related information using Sales Order Credit Maintenance (7.1.13) and indicate that the order has been reviewed. A field in Sales Order Acct Control (36.9.6) determines if an order can be updated after it has been marked as reviewed. Once reviewed, you can post and print the invoice.

Posting the invoice creates the customer invoice in the AR module. Only a limited number of fields can be modified on customer invoices generated from sales orders; most corrections need to be made through the sales order functions.

Example A sales order indicates that four items shipped when only three items were received by the customer. You must correct this by completing a sales order return, which will create a negative invoice on posting.

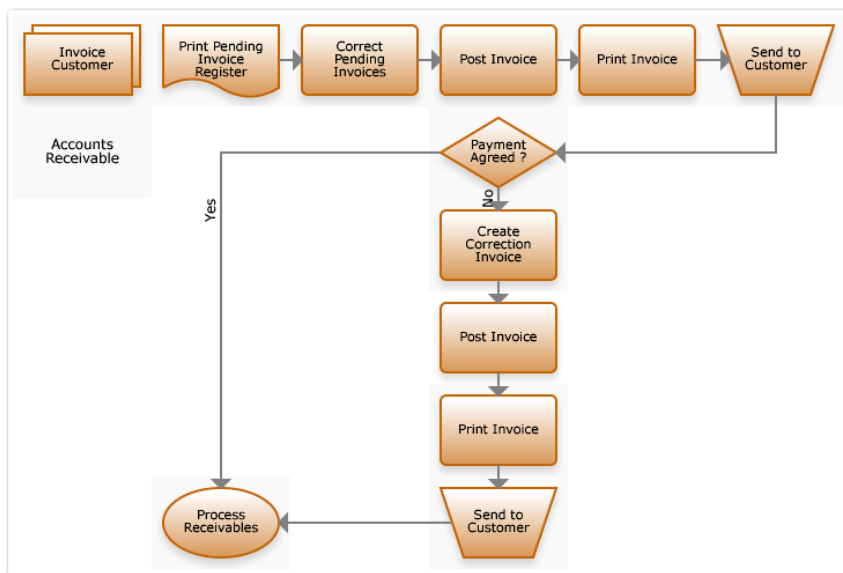
Note In addition to orders created in Sales Order Maintenance, several other types of orders can go through invoice post, such as return material authorizations and call activity created in the Service/Support Management module. See *User Guide: QAD Service/Support Management* for more details on SSM orders.

Each invoice record is posted individually; there is no summarization. This supports full drill-down into individual posting details. However, the posting function assigns a batch number, which can then be referenced in AR functions for grouping and reporting.

Disputes on a payment can be due to a mistake in the quantity ordered or on the price charged. In cases where incorrect invoices have been posted, use the correction invoice feature—enabled in Sales Order Accounting Control (36.9.6)—to create a correct sales order in Sales Order Maintenance. Follow standard shipping and invoice post processes to create a correct invoice. See *User Guide: QAD Sales* for more information on this feature.

If the customer has been over- or under-charged, you can also create a manual invoice or credit note for the outstanding amount using the Customer Invoice function described in the following sections.

Fig. 8.2
Invoice Customers
Process Flow



Customer Invoices

The Customer Invoice function is used for two purposes:

- You can view and modify invoices and credit notes created by Invoice Post and Print (7.13.4). Most of the information on these sales-related invoices defaults from the associated sales order and is set during invoice post; you can modify only a small subset of fields.
- You can directly create invoices for miscellaneous customer charges or credit notes. For this type of manual invoice, you must specify most of the fields that are automatically populated during invoice post.

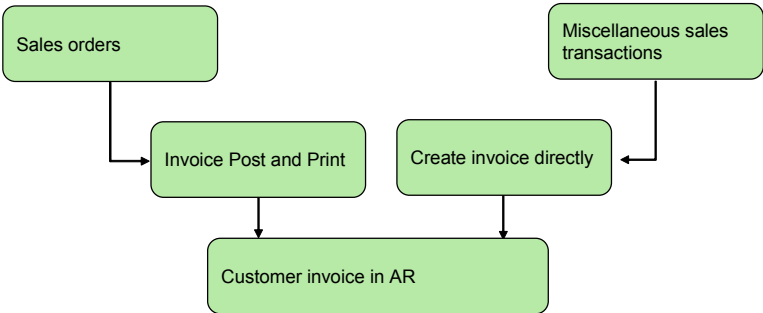


Fig. 8.3 Sources of Customer Invoice

Sales-Related Invoices

Most fields in an invoice generated by invoice post cannot be changed. The financial information, such as the total invoice amount, the accounts that are updated when the transaction is posted, and the tax rates and amounts, is defined when you create, ship, and post the original sales order. You can view the resulting customer invoice in Customer Invoice View, and in most cases, can process the invoice immediately using customer payments.

You can optionally modify the following fields on the specified tabs of a sales-related invoice.

Tab	Field
General	Description
	Tax Excluded

Table 8.1 Modifiable Fields for a Sales-Related Invoice

Tab	Field
	Invoice Status Code
	Contact
Addresses	Sold-To Customer Code
Financial Info	All fields
Operational Info	Sales Amount
Tax	No fields can be modified
CI Posting	Currency View
Comments	Comment

Draft Customer Invoices

Customer invoices can be saved in draft format when Draft Instances is selected in System/User Settings, Change System Setting. When you save a record in draft format, none of the system validations are executed. You can then return later to complete the record by choosing the Customer Invoice Browse Drafts activity and selecting the record you want to finish from the list. See “Saving and Browsing Drafts” on page 33 for details on drafts.

Creating Customer Invoices

This section describes creating an invoice directly in Customer Invoice Create (27.1.1.1). In this case, all of the data that normally is derived from an associated sales order must be specified manually.

You must complete the mandatory fields in the General tab to make the other tabs available. However, none of the fields in the Operational Info tab apply to a manually created invoice, since these are supplied by posting a sales order.

When you complete a field in the Financial Info, Tax, or CI Posting tabs, the General tab fields are made unavailable, except for the Invoice Status Code, Project, Cost Center Code, Description, and Link to Invoice fields. See “Navigating Customer Invoice Create” on page 509.

When you have completed the relevant information, click Save to validate the invoice or credit note.

After saving the invoice, only a subset of fields can be modified.

Tab	Field
General	Description
	Allow Zero Values
	Sub-Account Code
	Invoice Status Code
	Project Code
	Contact
	Link to Invoice (credit notes)
Addresses	Adjustment (credit notes)
	Sold-To Customer Code
CI Posting	Currency View

Table 8.2
Modifiable Fields
for a Manual
Invoice

Navigating Customer Invoice Create

You must complete the following key fields in the General and Addresses tabs of Customer Invoice Create to enable the Financial Info, Tax, and CI Posting tabs.

Tab	Field
General	Customer Code
	Invoice Type (defaults to Invoice)
	Invoice Date (defaults to today's date)
	Description
	TC Invoice Amount
	Posting Date (defaults to today's date)
	Tax Point Date (defaults to today's date, when taxes have been defined)
	Taxable (defaults from the customer definition)
	Sub-Account (if sub-account analysis is required)
	Invoice Status Code (defaults from the customer definition)
	Year/Period (defaults to the current GL calendar year and period)
	Daybook
	Cost Center (if cost center analysis is required)
Addresses	Ship-From Business Relation
	Ship-To Code

Table 8.3
Key Fields for a
Customer Invoice

You must enter values for Customer Code, Description, TC Invoice Amount, and Daybook Code on the General tab, and for Ship-From Business Relation and Ship-To Code on the Addresses tab. The system loads defaults for all of the other key fields. The Sub-Account, Project, Cost Center, Link To Invoice, and Adjustment fields are blank by default.

When you have completed these fields, all tabs are available. Once you click another tab (for example, Financial Info), the system generates the tax, financial, and posting data for this invoice. If you then navigate back to the General or Addresses tab to change a key field (such as the invoice amount), the system warns you that tax, financial, and posting data has changed and will be recalculated. If you click No, the update you made to the key field is discarded.

General Tab

Use the General tab to complete the customer details, invoice or credit note amount and exchange rate, posting date, year and period, and analytical details.

Fig. 8.4
Customer Invoice
Create, General Tab

The screenshot shows the 'Customer Invoice Create' window with the 'General' tab selected. The top frame displays summary information in a read-only format. The main area contains various input fields for customer details, invoice information, and financial data.

Attachments	
Customer Code	4000 ABC Company
Posting	2008/ci/0000000087 07/21/2008 TC Invoice Amount 2,300.00 USD

General	
Customer Code	4000 Business Relation 4000 ABC Company
Description	SalesMar08 Batch Number
Type	Invoice
Daybook Code	ci 0000000087
Year	2008 07
TC Invoice Amount	2,300.00 USD
Exchange Rate	1.0000000000
BC Invoice Amount	2,300.00 USD
Sub-Account	10
Project	750
Cost Center	0100
Link to Invoice	0000 0000000000 Adjustment 0

Posting Date: 07/21/2008
Invoice Date: 07/21/2008
Taxable: ☒
Tax Excluded: ☐
Invoice Status Code: QAD-ALLOC
Open: ☒
Selected: ☐

The top frame displays summary information for the invoice, in read-only format.

All fields in this tab display read-only information for sales-related invoices, except for Description, Tax Excluded, Invoice Status Code, and Contact, which can be modified.

Field Descriptions, General Tab

Customer Code. Specify the code that identifies the customer address that pays the invoice. The business relation code associated with the bill-to automatically displays next to it.

When you create a new invoice, you can specify a business relation before selecting the customer. In this case, the customer code is loaded. When more than one customer is linked to the business relation, you must select from the available customer codes.

The bill-to address can represent a corporate parent or simply a different location for billing. Credit information defaults from the bill-to address, including credit limit, terms, and currency.

For sales-related invoices, the customer code displays the customer bill-to address specified on the associated order.

You can retrieve customers by selecting their business relation codes or business relation names.

Business Relation. The system displays the business relation code linked to the customer.

Business Relation Name. This field displays the business relation name, when one has been defined. You can select customers by their business relation name. When the name is selected, the system automatically retrieves the business relation and customer codes.

Description. Enter a brief description (maximum 40 characters) of the invoice. This field is mandatory.

Batch Number. If this is a sales-related invoice, the batch number specified during invoice post displays. For manually created invoices, this field cannot be modified.

Type. This field displays the invoice type. When creating an invoice, choose the invoice type from the drop-down list:

- Invoice
- Credit Note

- Finance Charge
- Invoice Correction
- Credit Note Correction

Invoice Correction and Credit Note Correction display as choices only when the appropriate daybook types have already been defined.

Daybook Code. This field displays the daybook specified on the associated order of a sales-related invoice. The system selects the appropriate daybook based on the invoice type: invoice, invoice correction, credit note, credit note correction, or finance charge. The system-generated invoice number is based on the daybook. When creating an invoice, you must specify an internal daybook with a type that matches the invoice type.

Year/Period. This field displays the accounting year and period for sales-related invoices. When creating an invoice, you must specify a valid accounting year and period.

Posting Date. This field displays the date the sales-related invoice was generated by Invoice Post and Print.

When creating an invoice, specify a date on which the invoice is to be posted. This date defaults from the invoice creation date. On a manually created invoice, this field is updated when the invoice is validated and saved.

Invoice Date. Specify an invoice creation date; the default is the system date. A warning displays if this date is not prior to the posting date or within the same accounting period as the posting date. The date must be within the upper and lower date limits of an open GL period.

The system uses the invoice date with the credit terms to calculate due date and discount date.

Taxable. Select if this invoice is subject to taxes. For a new invoice, this defaults from the customer. For sales-related invoices, this field is based on the taxable status of the associated order.

Tax Excluded. When selected, this field indicates that the amount specified for Invoice Amount excludes tax. This means that the system uses the total amount as the basis for tax calculation. When

tax is included (Tax Excluded is not selected), you must manually add the appropriate tax amount to the value you specify for Invoice Amount.

This field defaults from the Customer Invoice Total Excludes Tax field in Global Tax Management Control (29.24).

TC Invoice Amount. Enter the total invoice amount, including tax, and specify a transaction currency. For a new invoice, currency defaults from the customer bill-to.

For sales-related invoices, this field displays the total invoice amount, including tax, in the transaction currency.

For manually created invoices, the value of Tax Excluded determines whether this amount includes tax.

You can save zero-value invoices, which have no TC invoice amount. The system displays a warning to prevent you from doing so by mistake. A similar warning is displayed when saving supplier invoices.

Exchange Rate. If the transaction currency is not the same as the domain base currency, the applicable accounting exchange rate displays and can be edited; otherwise, the system displays 1 and the field cannot be changed. The BC Invoice Amount is calculated based on the exchange rate.

If you modify the BC Invoice Amount, the exchange rate is automatically adjusted.

Example The base currency is Euro, the transaction currency is GBP, and the default exchange rate for these currencies is 0.5 (2 euro to 1 GBP). The transaction amount is 1000 euro, and the base currency amount is 500 GBP. By increasing the base currency amount to 750 GBP, you change the exchange rate for this transaction from 0.5 to 0.75.

BC Invoice Amount. When the transaction and base currencies are the same, this field is read-only and displays the same amount as TC Invoice Amount. Otherwise, it is TC amount adjusted based on the exchange rate.

If you modify the base currency amount when creating an invoice, the system automatically recalculates the exchange rate to ensure that the transaction currency amount remains the same.

Invoice Status Code. This field displays the default invoice status code associated with the customer. Invoice status codes can be used on customer invoices to indicate whether the invoice is contested and—if so—why it is contested. See “Invoice Status Code” on page 303.

Note Invoice status codes have a different usage for supplier invoices where they are used to control the invoice approval process.

Open. When selected, this read-only field indicates the invoice has not been completely paid. It is updated automatically when complete payment is registered.

Selected. This read-only field indicates if a credit note is included in a payment. The field does not apply to invoices.

Sub-Account. Specify a sub-account if the customer control account is defined with sub-account analysis. Otherwise, the field cannot be updated.

Project. When a project is associated with the sales account used for this invoice, the project is displayed in the CI Posting tab. When creating an invoice, you can use this field to specify a different project to associate with the account. The project you select here is associated with the account for this invoice only.

Cost Center. Like projects, when a cost center is associated with the sales account, it is displayed on the CI Posting tab. Use this field to specify a different cost center for the account, which is used in this invoice only.

Link to Invoice. Specify an invoice or credit note to which you want to link the current document. A credit note can have a one-to-one link to an invoice. You can select invoices for this customer that have opening balances greater than or equal to the amount of the credit note. When you create the link, the system creates an automatic invoice adjustment (customer adjustment) of the invoice and credit note with a posting date equal to that of the credit note, using a Customer Adjustment daybook.

The following links are possible.

Current Document	Link To
Invoice	Correction Invoice
	Correction Credit Note
Credit Note	Invoice
Correction Invoice	Invoice
Correction Credit Note	Credit Note

Adjustment. If an invoice is linked to a credit note, specify a daybook for the credit note and invoice adjustment. The internal daybook must be of type Customer Adjustment (CA), and the voucher number is system-generated.

Addresses Tab

Use the Addresses tab to specify the ship-from address—the address that identifies one of your inventory sites—and the customer ship-to address. The address on the General tab is the bill-to address for the invoice.

All fields in this tab display read-only information for sales-related invoices, except for Sold-To Customer Code.

GeneralAddressesFinancial InfoOperational InfoTaxCI PostingComments

Ship-From

Business Relation10000

Address TypeHEADOFFICE

AddressDistribution DivisionOne World Way

Zip/City07960MorristownNJUSA

Customer Code4000

Contact

Ship-To

Ship To Code5001

Business Relation4000

Address TypeHEADOFFICE

Address150 JFK Parkway

Zip/City07960MorristownNJUSA

Fig. 8.5
Customer Invoice
Create, Addresses
Tab

Ship-From Business Relation. Enter the code that identifies the business relation associated with the site where items being invoiced are shipped from. If this is a miscellaneous invoice or credit note, the ship-from site is still required.

The system uses the ship-from and ship-to addresses to select the correct tax environment for tax calculation.

The default for a new invoice is the business relation associated with company address defined for the bill-to customer site. This site is specified in Customer Data Maintenance (2.1.1).

Customer Code. Enter the code identifying the customer who received the items being invoiced. On a new manually created invoice, the code entered for the Customer on the General tab displays by default. The sold-to address displays on the printed invoice.

Contact. Specify a contact name for the customer. The lookup displays the contact details defined for the customer's business relation.

Ship-To Code. Enter the code that identifies the address receiving the items being invoiced.

This field defaults from the sold-to address; you can change it to another valid ship-to defined for the business relation in Customer Ship-To Create.

The system uses the tax detail for the ship-from and ship-to addresses to select the correct tax environment for tax calculation.

- For the ship-from, this is the headoffice address of the business relation.
- For the ship-to, the tax details defined for the customer record are used.

Financial Info Tab

Use the Financial Info tab to define credit terms and to view the banking and payment details for this customer. All of the fields for this tab display predefined information for sales-related invoices and can be modified, except for CN Payments Allowed, which is available only when you manually create a credit note.

The screenshot shows the 'Financial Info' tab of the 'Customer Invoice Create' window. The 'General' tab is also visible. The 'Credit Terms Code' is set to 'BASE'. The 'Expected Payment Date' is '10/04/2008'. The 'Due Date' is '10/04/2008'. The 'Discount Due Date' is '07/06/2008'. The 'Reminder Counter' is '2'. The 'CN Payment Allowed' checkbox is unchecked. The 'Payment Reference' field is empty. Below these fields is a table with columns: Entity Code, Validation, Customer Bank No, Own Bank Number, Payment Format, Payment Instrument, and Extension. The table contains one row with the following values: Entity Code: 1000, Validation: BE, Customer Bank No: 1291902, Own Bank Number: 123487, Payment Format: Check Form 1, Payment Instrument: Check, and Extension: (empty).

Entity Code	Validation	Customer Bank No	Own Bank Number	Payment Format	Payment Instrument	Extension
1000	BE	1291902	123487	Check Form 1	Check	

Fig. 8.6
Customer Invoice
Create, Financial
Info Tab

Field Descriptions

Credit Terms Code. Specify the credit terms that apply to this invoice. Credit terms determine invoice due dates and any settlement discounts on early payments. Credit terms also determine if multiple payments are made in stages based on invoice percentages.

When the credit terms code is changed, the invoice due date is recalculated.

Credit terms default from the customer record. Credit terms for sales-related invoices default from the associated sales order.

When you specify a credit terms code that has been defined with stages, you can view and update the staged terms by clicking Staged. You can modify the percentage allocation of the terms or make other changes as needed.

Fig. 8.7
Customer Invoice
Create, Staged
Credit Terms

Due Date	%	TC Amount	Discount Date	DInvoiceStageDiscPerc	C
03/30/2008	40.00	1,600.00	08/31/2008	0.00	Stage1
10/31/2008	60.00	2,400.00	09/30/2008	0.00	Stage2

TC Invoice Amount: 4,000.00 Total: 4,000.00

OK Close

Due Date and Discount Due Date. These fields display the date when payment is due and the last date a discount applies, calculated by the system based on the credit terms and the invoice date. You can modify the due dates without affecting the credit terms.

Note If the credit terms have a base date specified, this is used in the due date calculations rather than the invoice creation date.

Expected Payment Date. Specify the date when payment is expected to be received. The expected payment date is used in cash flow reporting.

Reminder Counter. This field displays the reminder level that applies to this invoice.

CN Payment Allowed. This field applies to only credit notes; otherwise, it is read-only. Selecting the field indicates that the customer credit note can be included in a payment selection.

Payment Reference. Optionally, specify a reference number to identify a customer payment for this invoice. For example, this could be a unique transaction structured message (TSM) number. The TSM is a standard reference numbering system for electronic transfers, used by many banks.

The grid displays the default banking and payment details configured for this customer. The default customer bank account details are displayed in the first line of the grid.

Note If a customer pays directly with cash or checks, a customer bank is not required and you can create invoices for customers without defined banks. However, if your customer uses other payment instruments and you want to use any customer payment features, a customer bank must be specified.

If you have configured multiple accounts for this customer, you can add these account details by inserting a new row for each account. This lets you split the invoice amount over several accounts; for example, a monthly direct debit split between two customer accounts.

Validation. This field displays the bank format validation code for the customer bank account. Account number validation ensures that the account number is formatted according to the regulations of the national banking system. See “Bank Account Formats” on page 760.

Customer Bank Number. Enter the customer bank account number. If you have defined the default bank for the customer, it is displayed here. If other accounts are defined for this customer, insert a new account as a new line in the grid.

Own Bank Number. This field displays the account number that receives payments from this customer. This number is defined on the customer record, and is normally the default bank account number for the entity you are currently working in.

Payment Format. Each bank account defined for the customer has an associated payment format. You can define multiple attributes for each format, and can modify attribute values of the format. See “Payment Formats” on page 316 for a description of payment formats.

Payment Instrument. This field displays the payment instrument defined as part of the payment format for payments from this customer bank to your company bank account.

Extension. This field displays the bank number extension. The extension defines the currency when an account has amounts in multiple currencies.

For example, if you have a single bank account with separate accounts defined for US dollars, euro, and yen, define a bank extension for each currency.

TC Payment Amount. This field displays the payment amount in the transaction currency.

Business Relation Code. This field displays the business relation for the customer's bank, and contains bank addressing information.

SWIFT Code. This field displays the SWIFT code of the bank, if any. SWIFT (the Society for Worldwide Interbank Financial Telecommunication) is a banking network for world-wide payments between banks. Also known as the BIC or Bank Identifier Code.

Formatted Bank Number. This field displays the customer bank account number, formatted according to the validation logic you applied. See "Bank Account Formats" on page 760.

Bank GL Account. This field displays the account code of the bank account linked to the own bank account and payment format combination.

Last Modified User/Date and Time. These read-only fields display the ID of the user who last updated this record and the date and time of update.

Operational Info Tab

The Operational Info tab displays data for sales-related invoices only. In this case, details about the originating sales order are displayed for reference. For a sales-related invoice, only the Sales Amount—used for calculating commission—can be modified. For a manually created invoice, you can specify a PO number, sales amount, and salespersons.

The screenshot shows the 'Operational Info' tab of the 'Customer Invoice Create' window. The 'Purchase Order' field is empty. The 'Sales Amount' is set to 100.00. Below this, there are four rows for salespersons, each with a dropdown menu, a '% Commission' label, and a value of 0.00. At the bottom, there are two tables. The 'Sales Order' table has one row with 'S0104' in the 'Sales Order' column and an empty 'Description' column. The 'Shipper ID' table is empty.

Fig. 8.8
Customer Invoice
Create, Operational
Info Tab

Field Descriptions

Purchase Order. If a purchase order number was recorded on the original sales order, it displays in this field. This number indicates the original number of the document that initiated the sale, and can be useful when communicating with the customer.

Sales Amount. Specify the amount for which the salespersons should receive commission credit. This is normally the invoice total minus any non-commissioned charges such as freight or tax. This defaults from the order and is the only field that can be modified in this tab.

Salesperson 1–4. This field displays the salespersons specified on the order to receive commission and quota credit for the order. The commission percentage defaults from the salesperson record.

Salesperson Commission. This field displays the commission percentage each salesperson receives. For invoices posted from sales orders, this amount defaults from the associated sales order. For manually created invoices, commission defaults from Salesperson Commission Detail, if rates have been defined for the customer; otherwise, from the salesperson record.

Sales Order Grid. This field displays the sales orders that are associated with this invoice. If consolidated invoicing was used during Invoice Post and Print, more than one order can display. The Description field displays any text entered in the Remarks field on the sales order header.

Shipper ID Grid. This field displays the IDs of any shippers associated with the invoice.

Tax Tab

When the invoice is taxable, the system calculates tax information and displays it on the Tax tab. This information is read-only for sales-related invoices, and reflects the tax amounts generated based on the order tax details.

Fig. 8.9
Customer Invoice
Create, Tax Tab

GeneralAddressesFinancial InfoOperational InfoTaxCI PostingComments

Own Tax NumberState Tax IDUSA

Customer Tax NumberUSA

TC Amount With Taxes4,000.00

Tax Point Date07/03/2008

Tax Class	Tax Usage	Tax Env	Tax Type	Tax Code	Domain
AST	S-S-MFG	US/CA	CA	24	Domain1

	Debit	Credit
TC Total Base Amount	0.00	3,720.93
TC Total Tax Amount	0.00	279.07
TC Invoice Amount	0.00	4,000.00
TC AR Amount	4,000.00	0.00

Field Descriptions

Own Tax Number. This field displays the state tax ID of the Ship-From business relation, which is associated with the current entity and displayed on the Addresses tab.

TC Amount with Taxes. When the Taxable field is selected, the invoice is subject to tax. This field displays the total of the invoice amount in transaction currency plus the applied tax.

Customer Tax Number. This field displays the state tax ID of the Bill-To customer, which is displayed on the General tab. If no customer bill-to is defined, the state tax ID of the ship-to customer is displayed.

Tax Point Date. This field displays the date to be used in tax calculations, which by default is the same as the posting date. For sales-related invoices, this field displays the tax calculation date on the associated order.

Tax Grid

Tax Class, Tax Usage, Tax Environment, Tax Code, Tax Type. For a new invoice, these fields default from the tax definitions for the bill-to customer and determine the tax calculation amounts. For an invoice posted from a sales order, tax details default from the order.

Domain. This field displays the current domain.

TC Base Amount DR. This field displays the debit base amount in the transaction currency. This is calculated by the system using the total invoice amount (TC) and the applicable tax rate code.

TC Base Amount CR. This field displays the credit base amount in the transaction currency. This is calculated by the system using the total invoice amount (TC) and the applicable tax rate code.

TC Tax Amount DR. This field displays the debit tax amount (TC) calculated by the system using the total invoice amount (TC) and the applicable tax rate code.

TC Tax Amount CR. This field displays the credit tax amount (TC) calculated by the system using the total invoice amount (TC) and the applicable tax rate code.

Recalc. When you change the tax class, tax usage, tax environment, or the Taxable fields, or modify one of the base amounts, this field is automatically selected, and the system recalculates the amounts when you have completed the line in the grid. You can also manually select or deselect this field

Update Tax Allowed. When this field is selected, you can modify the base and tax credit and debit amounts during transaction entry. The changes you make are displayed in the CI Posting tab. This field is set in the tax rate. This feature is useful for overriding the system if there is a need to match amounts on manually issued documents. In some environments, tax authorities require that you cannot modify the calculated tax amounts.

Suspended Tax. When selected, this field indicates that the taxes on this invoice are suspended. Suspended taxes are enabled for invoices through the customer tax setup. See “Suspended Tax on Customer Invoices” on page 526.

Last Modified Date/Time and User. These read-only fields display the ID of the user who last updated this record and the date and time of update.

Summary Information

TC Total Base Amount. This field displays the sum of the base amounts—debit or credit—of all the tax detail lines in transaction currency.

TC Total Tax Amount. This field displays the sum of the tax amounts—debit or credit—of all the tax detail lines in transaction currency.

TC Total Amount. This field displays the sum of the total base amount and the total tax amount—debit or credit—in transaction currency.

TC Invoice Amount. This field displays the total invoice amount—debit or credit—as entered on the General tab in transaction currency.

CI Posting Tab

The CI Posting tab displays the account and posting information for the invoice or credit note. Invoice postings update the following accounts:

- Invoices debit Customer Control and credit Tax and Sales.
- Credit notes debit Tax and Sales and credit Customer Control.

The Customer Control and Sales accounts default from the profiles you define for the customer in the Customer Accounting tab. The Tax account defaults from details for the tax code defined in Tax Rate Maintenance (29.4.1).

Note You cannot select a different Customer Control account or Tax account in the CI Posting tab.

For more information on sales account GL profiles and Sales accounts, see page 339.

GL Account	GL Description	Sub-Account C	Cost Ce	Description	Trans Curr	TC Debit	TC Credit
1200	Accounts Receivable	10	0700	SalesMar08	USD	2,300.00	0.00
2400				SalesMar08	USD	0.00	0.00
2400				SalesMar08	USD	0.00	0.00
3000	Sales	10		SalesMar08	USD	0.00	2,300.00

Fig. 8.10
Customer Invoice
Create, CI Postings
Tab

Field Descriptions

Accounting Year/Period, Posting Date, Daybook Code, Number, Layer Type. These read-only details are copied from the General tab.

Description. The invoice description is copied from the General tab, and can be modified.

Template Code, Save as Template. These fields are unavailable on customer invoices.

The CI posting grid includes the following fields:

GL Account, Sub-Account, Cost Center, Description, Curr, BC Debit,

BC Credit. The system loads these posting details, including the Customer Control account and Sales account, from the General tab. When creating an invoice, you can modify these posting lines before saving the invoice.

You can expand some lines to see additional detail, such as the tax information.

Currency View. Choose to view the transaction balance in the base or transaction currency.

Total. This field displays the sum of the debit and credit amounts of all posting lines.

Comments Tab

The Comments tab lets you enter comments related to this invoice.

Suspended Tax on Customer Invoices

Taxes on sales orders and customer invoices or credit notes are generally due at the same time as the invoice date. In some countries, however, the payment of taxes is deferred until the invoice has been fully or partially paid. Use the Suspended Tax option to defer the payment of taxes on a customer invoice until the invoice has been paid.

Note You suspend taxes on AR payments only. Use the Delayed Taxes option to defer recoverable taxes on AP payments. See “Delayed Tax” on page 624.

Suspended taxes are normally applied to all sales orders and invoices for designated customers. You enable suspended taxes per entity. You then define a dedicated suspended tax rate and apply a tax environment that retrieves this rate for the customer. This ensures that sales orders and invoices for this customer are automatically subjected to suspended tax. You can also apply normal taxes when creating individual sales orders and customer invoices by selecting a tax environment that retrieves a normal tax rate.

For suspended tax, you use Tax Rate Maintenance (29.4.1) to define a set of tax accounts for the dedicated suspended tax rate you intend to use. The system then uses these accounts in postings when the suspended tax rate is applied.

A customer invoice with a normal tax rate of 10% applied generates the following postings:

Account	Debit	Credit
Customer Control	100	
Sales Finance		90
Sales Tax		10

When a suspended tax rate of 20% is applied, the tax amount is posted to the Sales Invoice Suspended Tax account you defined for the suspended tax rate:

Account	Debit	Credit
Customer Control	100	
Sales Finance		80
Suspended Tax		20

When the invoice has been paid, you create a customer payment with a status of Paid to process the invoice amount. The system then generates a second tax posting. This posting debits the Sales Invoice Suspended Tax account for the tax amount, and credits the normal sales tax account:

Account	Debit	Credit
Customer Control		100
Bank Account	100	
Suspended Tax	20	
Sales Tax		20

See “Customer Payments” on page 532.

The tax point date and period for the first suspended tax posting is the same as the invoice tax point date. The tax point date and period for the second posting is the same as the posting date of the payment. When the GL or tax period for the original invoice posting is closed, the system displays an warning when the invoice with suspended tax is posted, but does not prevent the posting.

Suspended Tax on Other Customer Payment Types

Suspended tax can be applied to the following other types of customer payments:

- Invoice corrections, credit notes, and credit note corrections. The suspended tax postings are reversed for credit notes and credit note corrections.
- Manual payment of a customer draft.
- Customer payment selections for drafts.
- Allocation to an invoice using Banking Entry or Cashbox Entry.
- Allocation to a customer payment draft using Banking Entry or Cashbox Entry.
- Changing the status of a draft customer payment to Paid.
- Using Process Incoming Bank File to create new draft payments to be linked to invoices.
- Using Process Incoming Bank File to change an existing draft payment to Paid.
- Open Item Adjustment.
Note A partial open item adjustment does not invoke suspended taxes.
- Cross-company payments. The additional posting lines are created in the entity of the invoice, and not that of the bank.

Calculating Suspended Tax Points

When the customer completes payment of an outstanding amount in payment stages, you define the point at which suspended taxes are calculated using the Suspended Tax field on the Entity Create/Modify screen.

This field has four options:

- Not applicable
- Till First Payment
Taxes are suspended on the whole payment amount when the first payment is made.
- Till Last Payment

Taxes are suspended on the whole payment amount when the final payment is made.

- **Proportional to Payments**

Taxes are suspended when the first partial payment is made, and the taxes due are proportional to the amount of the partial payment. The tax due in this case is calculated using the following formula:

$$\text{Suspended Tax Amount} = \text{Total Tax (base) Amount} * \text{Payment Amount} / \text{Original Invoice Total}$$

See “Setting Up Entities” on page 101.

When you change the payment stage on the Entity screen, the new level applies to new invoices and sales orders only. This flexibility lets you switch from suspended to normal taxes from one year to another.

For Draft customer payments, suspended taxes are changed to normal taxes when the draft is actually paid by the bank, and the payment status is changed to Paid.

Setting Up Suspended Tax

Configure suspended tax for a customer using the following steps:

- 1 Activate Suspended Tax for the entity by selecting a payment stage from the Suspended Tax drop-down list in Entity Modify.

See “Setting Up Entities” on page 101.

- 2 Use GTM to create a dedicated tax rate for suspended tax.

In Tax Rate Maintenance, create a tax type for delayed tax, specify the tax rate, and select the Suspended Delayed field.

Specify the AR invoice and credit note suspended tax accounts and the AP invoice and credit note delayed tax accounts to use when posting suspended and delayed taxes.

In Tax Environment Maintenance, create a tax environment record for suspended and delayed taxes.

List all ship-from and ship-to tax zone combinations for which suspended tax will apply.

Specify the tax zone of customers for which suspended tax applies.

- 3 In Customer Modify, Tax Info tab, select the suspended tax zone and suspended tax class for the customer.

When you create a customer invoice for this customer, the tax tab indicates that the suspended tax environment is used. The Suspended Tax field in the tax grid of the Tax tab is also selected. The CI Posting tab indicates that the tax posting is to the suspended tax account.

Note See *User Guide: Financials B* for more details on using GTM to set up tax rates, classes, types, zones, and environments.

When the tax environment for a customer is configured for suspended tax, suspended taxes are applied by default to each new sales order and customer invoice you create.

The Tax Info prompt in Sales Order Maintenance displays the default tax environment for the customer, and you can select a non-suspended tax rate by changing the environment at this stage.

To change the tax environment on a manually created customer invoice:

- 1 On the Tax tab, delete the existing tax line on the grid.
- 2 Insert a new row and select the required tax environment.
- 3 Enter the total base amount for the invoice.
- 4 Click away from the grid.

The system applies the new tax rate to the invoice amount and recalculates the tax amount accruing.

Suspended Taxes and Reversed Payments

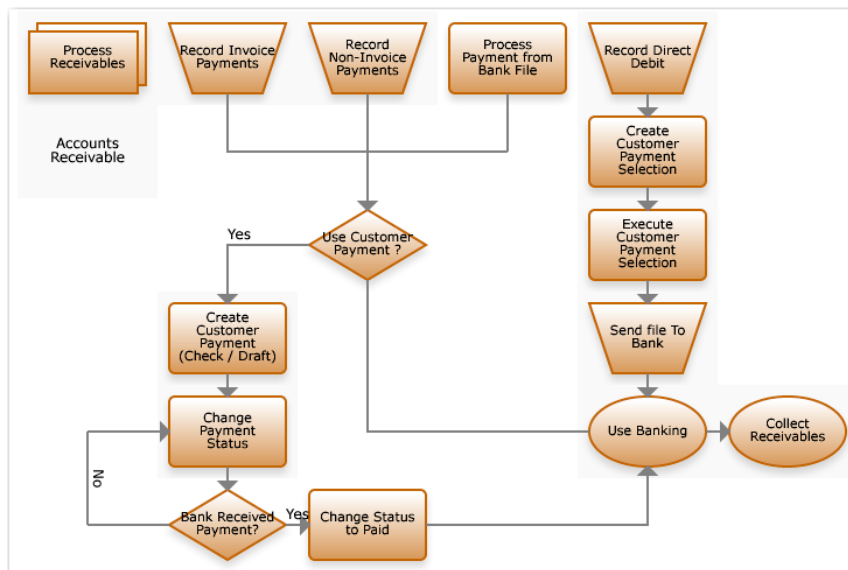
You can reverse an invoice payment using Open Item Adjustment or by changing the status of the payment to Void, Bounced or Initial. When you reverse the payment in this way, the suspended tax postings are also reversed.

Note When you change the payment status of a supplier payment to Void, delayed taxes are not reversed. Voiding a supplier payment does not re-open the paid invoices, but instead triggers the creation of a new payment record for the same invoices. This lets you issue a new payment. When you want to cancel the supplier payment completely, set the payment status to Bounced.

Processing Receivables

When processing non-invoice or non-AR payments, such as sundry cash or checks, you can use Banking functions to record the payments directly in your bank account. For sales-related payments, you typically use Customer Payment and Customer Payment Selection functions to complete the payment process. These functions let you process a payment through a series of statuses, with postings to payment and AR accounts for each status change. In this way, the payment is fully recorded in the AR sub-ledger, from allocation of the payment to an invoice to acknowledgement from the bank that the payment amount has been transferred to your bank account. Once the amount is paid, you use Banking functions to update your account statement. The Payment functions handle all types of payment instrument (including checks, drafts, credit card, and direct debits), and both paper and electronic payment formats.

Fig. 8.11
Process
Receivables
Process Flow



Customer Payments

Use customer payments to resolve customer open items. The payment system lets you process the following:

- Prepayments, for processing payments in advance (at order or on delivery with no credit period given); see “Creating a Prepayment” on page 555
- Customer-initiated drafts, for processing documentary credits or letters of credit
- Supplier-initiated drafts, for processing documentary collection or bills of exchange
- Checks, for processing open accounts for which credit is extended and payment is generally made by check or by an electronic bank transfer such as SWIFT
- Credit card payments
- Summary statements, for processing third-party summary payments
- Promissory notes

The instruments you use to complete these processes are described in “Customer Payment Instruments” on page 535.

Note The system uses a similar process for both customer and supplier payment instruments and for both paper and electronic payments.

Payments are associated with status codes, which are used to manage the payment process through final collection and updating of accounts. You process the payment by changing the payment status from one status to the next in the sequence that meets your business requirements. See “Customer Payment Statuses” on page 535.

To complete the process, create a banking entry to record the payment, as shown in the following figure.

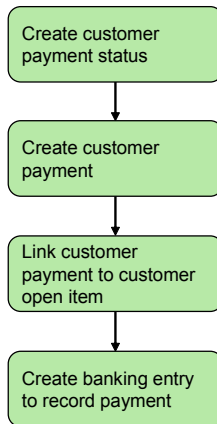


Fig. 8.12
Customer Payment
Instruments Flow

Note You can also generate customers in the system from the transaction messages contained in imported bank files. See “Processing Bank Payment Files” on page 765.

Setting Up Customer Payments

To set up a customer payment instrument, you must do the following:

- 1** Ensure that you have defined the bank accounts you will use in the postings. The system retrieves your bank account details and the formats required for payments from the account information you define on the Banking tab of the customer record. See “Banking Tab” on page 343.
- 2** You must link payment formats to your bank accounts.

Payment formats include information on the type of payment (AR or AP), the direction (inbound, foreign, or both), the currency, and the instrument such as check or draft. Payment formats also include attributes that determine the file format of an electronic payment.

You must define as many payment formats as you have different types of customer payments. You should create separate bank account numbers, or define separate account extension codes, for payments in different currencies. In this way, you can configure your own bank account to automatically handle all customer payments of all types.

See “Linking Payment Formats to Bank Accounts” on page 326 for a description of how to set up payment formats and how to link them to bank accounts.
- 3** Define Customer Payment accounts to be associated with payment statuses. The account is then updated by the corresponding posting.

For more information on defining GL accounts, see “Creating GL Accounts” on page 142.
- 4** Define a Customer Payments daybook to contain the postings generated by the status transitions.

For more information on daybooks, see “Validating Accounts” on page 190.
- 5** Create a set of payment statuses to match the stages through which you want to process the payment. This is described in “Customer Payment Statuses” on page 535.
- 6** Create a customer payment and link it to a customer open item (invoice or credit note).

Customer Payment Instruments

Use the following payment instruments for customer payments.

Payment Instrument	Description
Check	Checks are unconditional orders to pay an open item, and are effective when presented to the customer's bank.
Direct Debit	Direct debit is an agreement between you, the customer, and the customer's bank that regular amounts are to be debited from the customer's account to settle open items. Direct debits can be in paper or electronic form. Direct debits are automatic payments, and can use the electronic payment formats.
Draft	The draft or bill of exchange is a negotiable security signed and dated by its issuer (the bank). It contains an unconditional order or instruction for the customer, who draws upon it to pay a fixed amount on the agreed due date. The customer accepts the draft by signing it. Once signed, the draft is considered a collection instrument. Its form, content, and legal consequences are governed by law.
Promissory Note	The promissory note is a promise of payment made by the customer, instead of an unconditional payment order. The promissory note carries more risk for the beneficiary and has fewer legal consequences for the issuer if payment is defaulted.
Summary Statement	The summary statement is sent to the customer by a third party, and used when the third party is responsible for the collection of amounts. For example, factoring companies and banks that provide credit card services use summary statements.
Credit Card	A credit card payment is a customer payment by credit card that has been validated by QAD Customer Self-Service (CSS). See "Credit Card Payments" on page 546.

Table 8.4
Types of Customer
Payment
Instruments

Customer Payment Statuses

Payment processing is controlled by payment status codes. Different payment instruments follow different status sequences. The number of statuses you need depends on your particular implementation. At a minimum, you must have two statuses: Paid and Bounced. Typically, you will also use a For Collection status for payments sent to the bank. The Initial status is used if you want to do an initial payment registration.

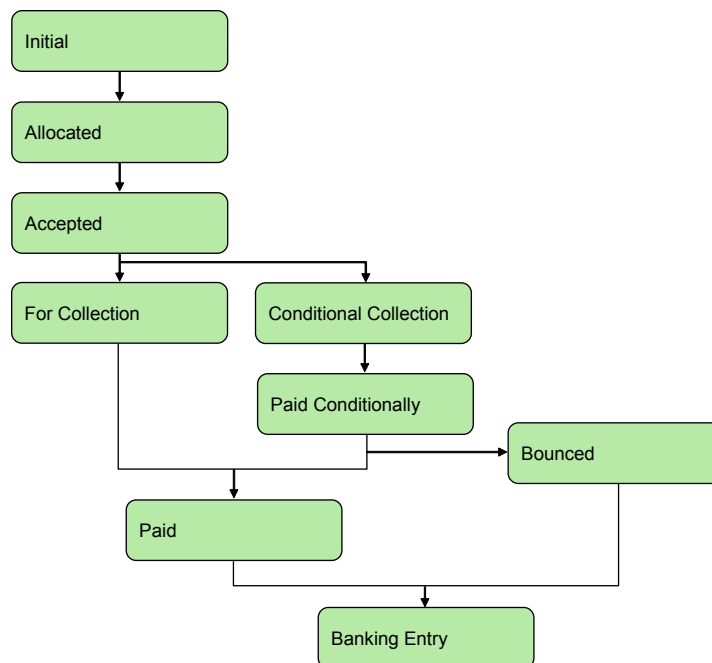
You can define an account for each status through which the payment is processed, or use one GL account to record the transitions. For example, if you are processing a check through the Initial, Allocated, Accepted, For Collection, and Paid statuses, you can define a GL account of type Customer Payment for each status. This approach supports detailed reporting requirements.

Each status transition usually generates a posting, which updates the account associated with the status and bank or liability accounts. The posting information, including account and daybook details, is contained in the payment status definition.

While you can move a payment directly to the Paid status, this is not a typical approach. Note also that you cannot undo a Paid document. You must reopen the invoice manually with Open Item Adjustment.

Figure 8.13 illustrates the status flows through which you can process the payment.

Fig. 8.13
Customer Payments
Status Flow



It is not mandatory to process a payment through all of the statuses described. Some European and South American companies use the interim statuses and customer and supplier payment accounts to log the progress of the payment. US organizations, however, generally do not require interim statuses, and sometimes use Initial, For Collection, and Paid statuses only. You can use Customer Payment Mass Change to select payments with an Initial status and change their status directly to Paid. This status change immediately updates your bank account, without the need to create a banking entry. See “Customer Payment Mass Change” on page 559.

You can also use Mass Change to change any payment at any stage in the flow to Bounced or back to Initial. This is useful for payments that are sent directly to the bank once they are accepted, and are then refused by the bank.

Note Setting the status of a payment directly to Paid is available for payments in the base currency of the account only. You cannot change a payment status directly to the Paid status if the payment currency is different than the base currency. In this case, you must use Banking Entry to complete the payment.

Table 8.5 describes each payment status, and lists the postings created by status transitions.

Status	Description	Account Activity	
		Debit	Credit
Initial	Initial payment status. The payment is in your system but does not generate any postings.	Not applicable	Not applicable
Allocated	The payment is received and is linked to open items. The transition to Allocated generates postings and sub-ledger updates.	Allocated Customer Payment account	Customer Control account

Table 8.5
Customer Payment
Statuses and
Account Activity

Status	Description	Account Activity	
		Debit	Credit
Accepted	The payment is signed by the relevant parties. When a draft is signed by a customer, you change the status of the associated customer payment to Accepted.	Accepted Customer Payment account	Customer Control account, if this is the first posting for the payment Otherwise, the account associated with the previous payment status
Discounted	Change the payment status to Discounted when, for example, the receiver of the draft discounts it to the bank in order to receive immediate payment. A payment can be discounted to another party, often the bank. The beneficiary of the payment pays bank charges plus the discount amount, which is the bank interest on the amount from the transfer date of the money until the due date of the draft. The Discounted status is usually applied to drafts. The financial risk remains with the initial beneficiary of the draft. A selection is automatically created when a payment status is changed to Discounted. The selection number is a system-generated sequence.	Discounted Customer Payment account	Customer Control account, if this is the first posting for the payment Otherwise, the account associated with the previous payment status
For Collection	The payment is presented to the bank for immediate payment. Some examples of payments for collection include a check, a payment selection that is transferred directly to the bank, and paper transfers to the bank. A selection is automatically created when a payment status is changed to For Collection.	For Collection Customer Payment account	Customer Control account, if this is the first posting for the payment Otherwise, the account associated with the previous payment status

Status	Description	Account Activity	
		Debit	Credit
Conditional Collection	The payment is presented to the bank conditionally, the condition being that a draft is honored by the bank before the draft due date. This status is followed by the Paid Conditionally status on the Banking entry.	Bank account	Liability account for the Paid Conditionally status
Paid	The incoming payment amount has been paid. Payments are either fully paid or not paid at all. A selection can be said to be partially paid if an individual payment is bounced.	Payments with a direct For Collection status: Bank account Payments with a Paid Conditionally status: Liability account associated with Paid Conditionally status	Payments with a direct For Collection status: For Collection Customer Payment account Payments with a Paid Conditionally status: Discounted Customer Payment account

Status	Description	Account Activity	
		Debit	Credit
Paid Conditionally	When a draft is discounted to the bank and the payment is conditionally received, change the payment status to Paid Conditionally. Unlike other statuses, the Paid Conditionally posting does not transfer the amount from the control account linked to the previous status to the control account of the current status. If the customer pays the draft amount on the due date, the payment status is automatically updated to Paid.	Bank account	Liability account associated with Paid Conditionally status
Bounced	The incoming payment amount has not been paid. The linked open items are re-opened and the invoice payment links are deleted.	Liability account and Customer Control account	Conditional Collection Customer Payment account and Bounced Customer Payment account

For each of the different payment statuses, a specific GL account representing the status can be defined.

Payment Processing Examples

This section illustrates how you can combine payment statuses to create different kinds of payment processing scenarios.

Direct Payment by Check

In a very simple scenario, you can receive payments by check and record payments that directly update the GL. Then, if the payment fails, an additional step to back out the update is required.

Note While it is possible to set the initial status to Paid, this approach is not recommended since reversing the payment requires extra work.

The recommended approach is to have at least one customer control account.

The following diagram illustrates that scenario.

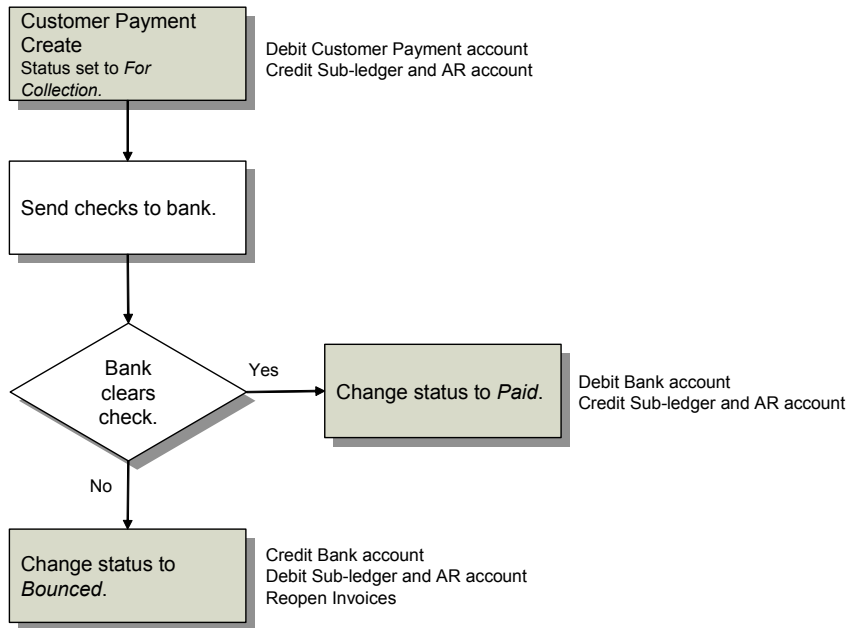


Fig. 8.14
Simple Customer
Payment by Check

This payment flow uses three status codes:

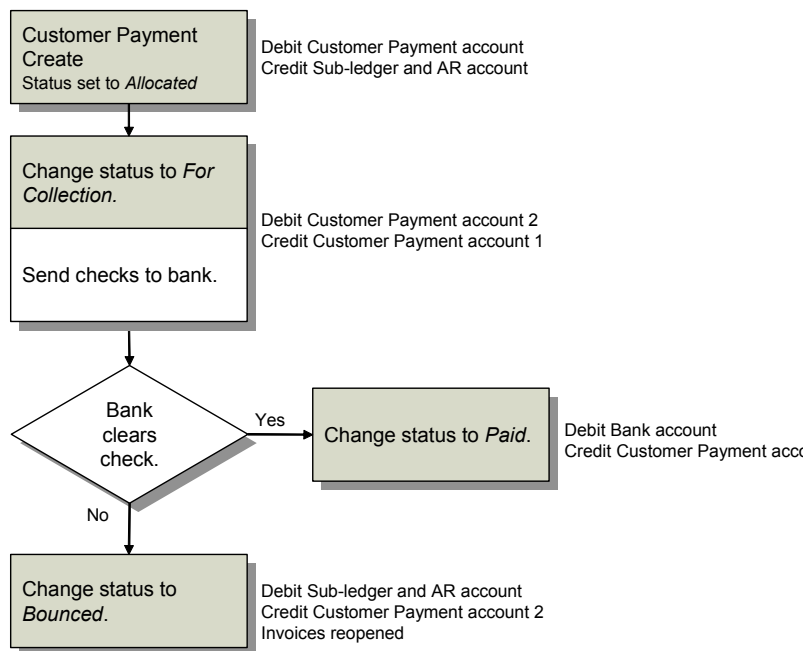
- When the payment is created, the For Collection status debits the Customer Payment account and credits the customer's AR account.
- When notification is received that the bank has cleared the check, the status is changed to Paid. The bank account is debited and the For Collection Customer Payment account is credited.
- If the check fails to clear, changing the status to Bounced reverses the effects of the For Collection status.

Staged Payment by Check

To avoid fluctuation in your bank account balance when receipt of payment is more uncertain, you can use one or more customer payment accounts to manage the payment. This process provides more control, but also generates more GL transactions within the system.

The following diagram illustrates using two additional statuses and corresponding customer payment accounts.

Fig. 8.15
Staged Customer
Payment by Check



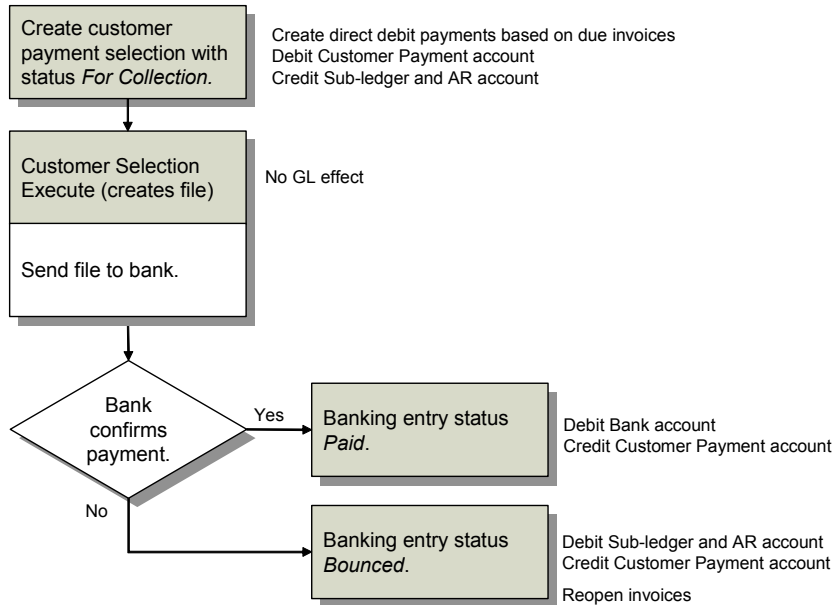
This payment flow uses four status codes:

- When the payment is created, the status *Allocated* debits a customer payment account and credits the customer's AR account.
- Changing the status to *For Collection* initiates contact with the bank and debits a second customer payment account, crediting the first one.
- When notification is received that the bank has cleared the check, the status is changed to *Paid*. This debits your bank account and clears the second customer payment account.
- If the check fails to clear, changing the status to *Bounced* reverses the effects of the *Allocated* status.

Customer Direct Debit

Direct debit is usually managed by using the Create Payment Selection activity, which groups payments based on due date and generates an electronic file to be sent to the customer bank.

The following diagram illustrates this process.



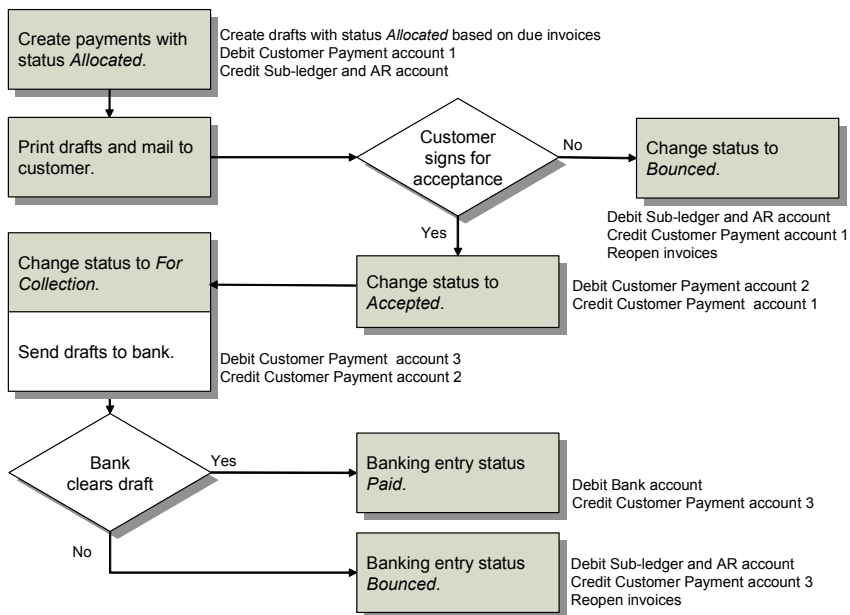
This payment flow uses four status codes:

- 1 Create payments with the status *For Collection*, which debits a customer payment account and credits the customer's AR account.
- 2 Generate an electronic file to be sent to the bank. This has no GL effect.
- 3 When the bank confirms that payment has cleared, the payment status is changed to *Paid*, debiting your bank account and clearing the customer payment account.
- 4 If the payment fails to clear the bank, changing the status to *Bounced* reverses the effects of the *For Collection* status.

Payment with Company-Initiated Drafts

Managing payment with drafts requires more statuses, since the draft is subject to approval by the customer. The following diagram illustrates the process for drafts that you initiate and send to the customer.

Fig. 8.17
Customer Payment
with Drafts



- 1 When the payment is created, the *Allocated* status debits a customer payment account and credits the customer's AR account.
- 2 The draft is printed and sent to the customer. What happens next depends on whether the customer approves the draft:
 - a If the draft is not accepted, the status is changed to *Bounced* and the GL effects of the first step reversed.
 - b If the draft is accepted, the status is changed to *Accepted*. This moves the amount from one customer payment account to another.
- 3 Changing the status to *For Collection* debits a third customer payment account.

- 4 The draft is then sent to the bank. The action of the bank determines the next status transition:
 - a If the bank clears the draft, the status is changed to Paid. This debits your bank account and clears the customer payment account.
 - b If the draft fails to clear, changing the status to Bounced reverses the AR credit and clears the customer payment 3 account.

Conditional Payment of Discounted Drafts

When you present a draft to the bank for collection, you may request payment of the draft before the draft due date has elapsed. The following figure illustrates the discounting flow.

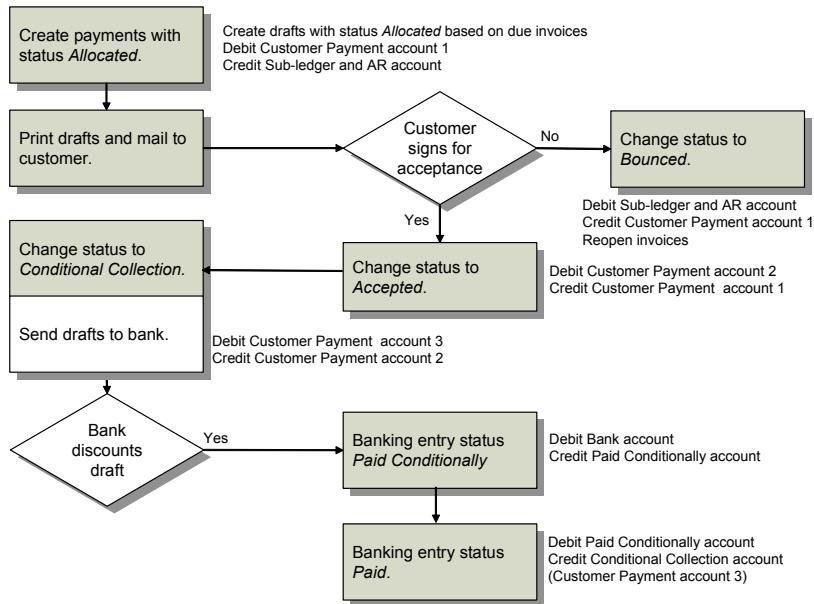


Fig. 8.18
Payment of
Discounted Drafts

The first two steps are the same as the flow for payment of drafts.

- 1 When the payment is created, the *Allocated* status debits a customer payment account and credits the customer's AR account.

- 2 The draft is printed and sent to the customer. What happens next depends on whether the customer approves the draft:
 - a If the draft is not accepted, the status is changed to Bounced and the GL effects of the first step reversed.
 - b If the draft is accepted, the status is changed to Accepted. This moves the amount from one customer payment account to another.
- 3 The bank honors the draft and charges a fee for early payment, based on a percentage of the draft value. In this case, the payment is considered conditional since you are still liable for the full amount and is posted as a liability on your accounts. Instead of changing the payment status to For Collection when you are ready to present the payment to the bank, you use the Conditional Collection status.
- 4 When you create a banking entry to confirm the payment, the system sets the payment status to Paid Conditionally. This debits the Bank account and credits a Liability account that you define for the Paid Conditionally status.

This posting reflects the fact that you received the money (DR on bank account), that the amount is still liable (CR on liability account), and that this liability is balanced (DR on customer payment account).
- 5 Finally, you use Customer Payment Status Change to change the payment status from Paid Conditionally to Paid, which backs the payment amount out from the customer payment and liability accounts into a discounted account (which you define when creating the Paid status). This leaves a Debit balance on your Bank account.

Credit Card Payments

Customer payments by credit card are validated and authorized using QAD Customer Self-Service (CSS). See *Implementation Guide: QAD Customer Service (QAD CSS)* for information on the credit card authorization process.

When an order is placed from a QAD CSS Web site, QAD CSS communicates with the credit card issuing company to approve or decline the payment, and generates a sales order in the QAD Sales module for approved payments. The sales order is processed using standard shipment

functions and Invoice Post and Print. During invoice post, the system creates the corresponding customer invoice, captures the payment amount through the credit card authorization, and creates a new customer payment with a For Collection status. Receiving the banking information from the bank sets the payment status to Paid.

Important Bank payment formats are defined per entity. Customer sites are also defined per entity. When the customer site and the customer bank payment format are defined for different entities, the system generates errors during Invoice Print and Post, which prevent the sales order from being posted, and so also prevent the automatic customer payment. Therefore, you must verify that bank payment formats and sites are defined for the same entity when setting up credit card payments.

Creating Customer Payment Status Codes

Use the Customer Payment Status activities (27.6.2) to create, modify, view, and delete payment statuses.

The payment status is the transition state through which you process the customer payment, and contains the posting details for the transitions.

Note Once a payment status has been used in a transaction, it cannot be modified.

Fig. 8.19
Customer Payment
Status Create

Field Descriptions

Payment Instrument. Select a payment instrument from the drop-down list. See Table 8.4 on page 535 for details about each instrument.

Check
Draft
Direct Debit
Promissory Note
Summary Statement
Credit Card

Status. Select a status to associate with the payment instrument from the drop-down list. See Table 8.5 on page 537 for status descriptions.

Initial
Accepted
Allocated
Bounced
Conditional Collection
For Collection
Paid
Paid Conditionally

Bank Account Code. Specify the account code for your bank that will be used to process the payment. The account must be of type Bank.

Daybook Code. Specify a code for the daybook to contain the status transition postings. The daybook must be of type Customer Payments. Daybook cannot be specified for the Initial status.

GL Account. Specify the code of the account used for status transition postings.

- For the Initial status, this field does not apply.
- For the Bounced status, this must be an account of type Open Items.
- For all other statuses, an account of type Customer Payment must be specified.

Accounts are updated automatically when you change the payment status. The account balance reflects the value of all payments that have this status.

Default Value Days. Specify the number of value days it takes to change from one payment status to another.

This value defaults to zero. When a status transition requires some activity on the part of the bank, you can increase the number of days, in line with banking practice. This information is added to the current date when determining the due date for cash reporting.

Customer Payment Create

Use the Customer Payment Create activities (27.6.4) to create, modify, view, and delete customer payments.

You cannot modify customer payments with a status of For Collection, Conditional Collection, Bounced, or Paid. You can delete only Initial customer payments. To delete a customer payment with a status other than Initial, you must first change the status to Initial.

Link the customer payment to an existing open item through allocation or create a prepayment. You can allocate items to a customer payment immediately by clicking Allocate or modify the payment to enable allocation at a later stage.

The following rules apply to customer payments:

- When you create a payment with a status other than Initial and do not link it to an open item, the system automatically creates a prepayment.
- If you link open items to the payment at a later status (other than Paid or Bounced), the prepayment is reversed and the appropriate postings and sub-ledger updates are created.
- When you change a customer payment status to Bounced or Initial, open items are unlinked and reopened.

The Create Up to Status and Modify Up to Status activities let you control user access to the payment cycle.

For example, when you assign the Create Status To Accepted activity to a particular role, users assigned to that role can create payments with a status of Allocated or of Accepted only. The Status drop-down list is restricted to display the To Status and previous statuses in the flow. Subsequent statuses, such as For Collection or Paid Conditionally, are not available.

Note For more information on controlling user access to activities using role permissions, see *User Guide: QAD Security and Controls*.

The Create To Status screen looks just like Customer Payment Create, but displays only those statuses for which your role has permission.

Fig. 8.20
Customer Payment
Create

The screenshot shows the 'Customer Payment Create' window. It has a title bar with a close button. Below the title bar is a menu bar with 'Go To', 'Actions', 'Tools', 'Attach', 'Print', and 'Preview'. The main area is titled 'Attachments'. It contains several input fields and buttons. The 'Customer' section has 'Customer Code' (4000), 'Business Relation' (4000), and 'Name' (ABC Company). The 'Bank' section has 'Bank GL Account' (1040), 'Own Bank Number' (123487), 'Customer Bank No' (Default), and 'Payment Format' (Default AR PayFormat). The 'Amount' section has 'Amount' (1,000.00), 'Currency' (USD), 'Due Date' (08/20/2008), 'Value Days' (0), 'Reference' (Aug08), 'Subtype' (Manual), and 'Status' (Accepted). The 'Year/Number' section has 'Year/Number' (2008 | 000000073) and 'Creation Date' (08/20/2008). There are also fields for 'Last Printed Date' and 'Times Printed' (0). An 'Allocate' button is at the bottom right.

Field Descriptions

Customer Code. Specify the code that identifies the customer making a payment. The system loads the customer's default bank information defined in the Banking tab of Customer Create. Most bank details default from the bank and cannot be modified.

Business Relation, Name. This field displays the business relation and name associated with the customer.

Bank GL Account. Specify the GL account of type bank receiving the payment. If you specify a customer first, the banking details default from the customer. If you leave customer blank, the lookup retrieves all the bank account numbers and formats defined for all customers on the Customer Banking tab. Selecting a bank account fills in all of the other relevant fields, most in read-only mode.

Customer Bank No. This field displays the customer bank associated with the specified bank account.

Own Bank Number. This field displays the number of your own bank account, which is defined on the Banking tab of the customer record.

Payment Format. This field displays the payment format associated with the selected customer bank account number.

Amount/Currency. Specify the value of the payment in the transaction currency. The amount must be positive and can be entered manually or automatically by linking the payment to an open item.

Note The payment currency must be the same as that of the open item against which you allocate the payment. If an invoice for this customer is in US dollars, your customer payment must be in the same currency. Currency information is contained in the payment format linked to your bank account, and you ensure that the currencies match by selecting the correct bank account.

Reference. Enter reference text (maximum 40 characters) for the payment. When the payment instrument is check, this is typically the check number.

A warning displays if a duplicate reference is specified for a customer.

Due Date. Specify the date on which the payment is receivable.

Value Days. Enter a value for the number of days required by the bank to process the transaction. The default is based on the payment status entered.

Subtype. This read-only field indicates that the payment is manual or automatic. You create manual customer payments through the Customer Payment activities, and automatic payments through the Customer Payment Selections.

Status. Choose a payment status from the drop-down list. The default for a new record is Initial. Table 8.5 on page 537 lists payment statuses.

Year/Number. This field displays the accounting year and payment sequence number, which is automatically generated by the accounting year.

Creation Date/Last Printed Date/Times Printed. These read-only fields indicate the payment creation date, most recent printing date, and number of times the payment has been printed.

Click Allocate to allocate the payment to an open item.

Allocating a Customer Payment

This screen displays when you click Allocate to retrieve open items for this customer to which you can allocate the customer payment.

Fig. 8.21
Customer Payment
Create, Payment
Allocations

The screenshot shows the 'Customer Payment - Create' window. The 'Posting Date' is set to 01/27/2009. The 'Balance' section shows 'Amount to Allocate' as 1,000.00 CR and 'Amount Allocated' as 0.00 DR. The 'Search for Invoices' section includes fields for Customer (4000), Business Relation Code (4000), Payment Reference, Shipper, Group Name, Year/Daybook/Voucher (0), Amount (0.00 USD), and Operators/Margin (=). A 'Search' button is present. Below these fields is a table of open items:

Business Relati	Invoice/Payme	Reference	Shipper	Due Date	Discount Due Date	Invoi
4000	Invoice	2008/CI/000000010/test by esk - non t		09/19/2008	06/21/2008	06/18/
4000	Invoice	2008/CI/000000048/comment 2		10/04/2008	07/06/2008	07/03/
4000	Invoice	2008/CI/000000049/geh test		10/02/2008	07/04/2008	07/04/
4000	Invoice	2008/CI/000000050/hjkdast		04/06/2008	01/07/2008	01/04/
4000	Credit Note	2008/CNFINV/000000003/Cn For Corr		10/17/2008	07/19/2008	07/16/
4000	Invoice	2008/CI/000000065/Inv created for Inv		10/17/2008	07/19/2008	07/16/

At the bottom of the window are 'OK' and 'Close' buttons.

Field Descriptions

Posting Date. Specify a posting date for the payment.

Amount to Allocate/Allocated Amount/Balance. These read-only fields are updated by the allocation process.

Grid

TC Allocated. Enter the amount to allocate to the invoice. If you are not allocating the full amount, enter the partial amount here.

Alternatively, if the invoice includes a payment discount, the system will automatically calculate the discount amount and the TC Allocated amount when you enter the TC Paid amount. The TC Allocated amount is calculated as follows:

$$TC\ Allocated = (100 * Paid\ TC) / (100 - Discount\ \%)$$

The relevant rounding method is then applied to the result.

TC Discount. This field displays the discount that applies for early payment, based on the credit terms.

TC Paid. Enter the amount to pay, excluding the discount. The system will then calculate the TC Discount and TC Allocated amounts automatically.

Search For Invoices

Use the search criteria fields to select open items for allocation to the customer payment. You can simply search for all open items for this customer, or specific invoices or invoice amounts.

You can also allocate to open items for any customer in the system. The system retrieves the customer name and business relation details into the Allocation screen from the payment screen as defaults. Delete these details and click Apply to search for all open items for all customers.

Customer/Business Relation Code/Payment Reference. Specify the customer code, business relation code, or invoice reference text to search for open items.

Shipper. Specify a shipper number to select invoices related to a specific shipment. This field applies to automatically created sales-related invoices.

Year/Daybook/Voucher. Specify an accounting year, daybook, or voucher number.

Amount. Specify an amount and a currency for the open item.

Operators/Margin. Specify a calculation operator and a margin for the amount. The amount and margin must be positive. The search returns both debit and credit matches.

When the operator is set to = and the margin is set to zero, the search returns open balances that equal the value in the Amount field.

When the operator is set to = and the margin is set to, for example, 10, the search returns open balances within a range of +10 or -10 of the value in the Amount field.

Include All Entities. Select to search for open items in all entities in the database. Otherwise, only open items associated with the current entity display.

Click Search to display a list of open items that match the search criteria in the grid. Select Full in the row in the grid to allocate the full amount for the item. You can accept or modify the amount to be allocated.

Creating a Prepayment

At this stage of the payment process, you can create a new prepayment instead of allocating the payment amount by clicking Prepay. Do this when you have received a payment and do not know which invoice it is related to or receive payments before invoices are sent.

Business Relation	52046-A
Customer	52046-2
Invoice Description	Prepayment for Turbo Engine
Division	
Project	
Cost Center	
TC Prepayment Amount	500.00 USD

Fig. 8.22
Customer Payment
Create, Prepayment

Field Descriptions

Business Relation/Customer. These values display from the Payment Create screen.

Invoice Description. Enter an optional description of the prepayment.

Sub-Account, Cost Center, Project. Specify analysis values if they are required by the prepayment account.

TC Prepayment Amount. Specify the amount of the prepayment in transaction currency. This defaults from the invoice amount.

Customer Payments and Open Items

You can only allocate invoices, credit notes, and prepayments to a payment. You can also select open items created for other customers and created in other entities. In this case, the allocation creates a cross-company posting.

The system marks and numbers linked items to avoid double payment.

When you modify a payment instrument, the allocated amounts of invoices that were already linked can be changed. In this case, the invoice balance is changed and, if necessary, the invoice is reopened.

You cannot partially allocate an open item. To exit the allocation screen, you must allocate the full payment amount or cancel without any allocation.

Note For more information on Open Item Adjustment, see “Open Item Adjustment” on page 425.

Allocation Discounts

Allocating the payment fully to an invoice for the full amount is equivalent to paying the invoice. This means that general rules for financial discounting apply.

For invoices with credit terms that define discounts for early payment that are registered and paid before the discount due date, the discount percentage is applied.

In some countries, a tax correction posting for the discount is registered upon saving the allocation.

Allocation and Currencies

All allocated open items must have the same currency as the payment currency. In the exceptional case that a customer pays an invoice with a different currency, the payment can be allocated to a prepayment, which can afterward be adjusted to the invoice using Open Item Adjustment.

Once invoices are linked, the base currency value of the payment is changed to the sum of the base currency values of the linked payments; the payment inherits the average exchange rate of the invoices.

Note For detailed information on revaluation, see “Revaluation” on page 413.

Modifying Bank Details on a Customer Payment

When using a customer payment to process invoices, the system loads the default account number, own bank account, and payment format defined for this customer into the payment fields. These banking details are then used for all open items contained in the payment.

Because businesses can need to change the default own bank account and payment format during the payment cycle, you can change the payment banking details for a customer payment in any status other than Paid. This means that you can create and allocate a payment to open items for one or multiple customers, each with different banking details. Once the allocation is complete, you can then select a different own bank number and payment format in the payment header.

Example You create a customer payment for Customer A, for whom the default bank account code is 10121012, the customer bank account number is 13336789, the default payment format is AR check, and the own bank number is 77778888. You set the payment amount and click the Allocate button to allocate to open items.

The Allocation search filter displays the customer and business relation codes. You clear these fields to search for all open items in the system. You allocate to items for multiple customers with differing payment details. You click OK to return to the payment screen.

To change the banking details, click the Bank GL Account lookup to select a different own bank account for this customer. You select the bank account 20122012, for which the customer bank account number is 22234376, the default payment format is AR draft, and the own bank number is 88889999. All the open items included in the payment inherit these payment details.

Note You can also change the bank accounts and payment format of the payment before allocating to invoices.

If the own bank number and payment format is not defined for any of the customers for whom open items are included in the payment, the system automatically adds this combination as a new line on the banking tab of the customer record.

When the open item is fully paid, the payment details on the Financials Info tab of the invoice are replaced by the new combination. When the item is partially paid, the system adds a new line to the Financial Info tab of the invoice for the open balance, and retains the open item format and attributes for this amount.

The original and new payment formats used in this process may contain payment attributes, and the attributes of a new payment format must be consistent with the attributes applied to the original open item. The following restrictions apply:

Table 8.6
Payment Format
Attribute
Restrictions

Payment Format on Open Item	Payment Format on Customer Payment	Result
Different type of format from Payment; no attributes	Different type of format from Open Item; no attributes	The format can be changed.
Same type of format as Payment; has attributes.	Same type of format as Open Item; has attributes	The format can be changed. The system checks that the payment does not contain two open items with the same format but different attributes.
Different type of format from Payment; has attributes	Different type of format from Open Item; no attributes	The system displays a warning that the open item attributes will be removed. The format can be changed.
Different type of format from Payment; has or does not have attributes	Different type of format from Open Item; has attributes.	The format cannot be changed. When the format selected for the payment is different from the open item format and has attributes, the system prevents you from allocating to open items. This is because the new format attributes may conflict with those of the open items.

Customer Payment Mass Change

Use Customer Payment Mass Change (27.6.4.5) to register the status transitions of one or more payments, and if required, to change the bank details for selected payments.

You typically change the status of single payments by modifying the original payment and use the change status activity to handle multiple payments at one time. The change status activity also lets you select external payments in different formats for status transition.

This activity helps streamline the process of completing a payment processing flow. For example, when the bank lets you know that a set of checks has cleared, you can update the status of all of them at one time.

Use one or a combination of payment detail fields to search for existing customer payments.

Changing Own Bank Number for Payments

When completing customer payments, you can decide for cash flow or other reasons to change the bank account or account number into which the payment is made. The Change Own Bank Number option lets you specify a different bank account and account number for selected payments.

You can specify a different account number for the same bank, or a different account number and bank account. The new account number, account, and payment instrument combination must be already defined in Bank Payment Format Link and must be defined for the same entity as the original combination.

You must also have defined a payment status that uses the new bank account, payment account, and payment instrument.

Example You create a check payment using bank account 1040 and GL payment account CustPay1. In order to change the status from Allocated to Paid and the bank account to 1041:

- There must be an existing customer payment status of Paid with the payment instrument Check and bank account 1041.
- Bank account 1041 must be linked to an AR check payment format in Bank Payment Format Link.

If the existing Paid payment status using the new bank account uses a different GL payment account, the system generates a posting to compensate for the difference.

Example The Paid payment status using bank account 1041 uses GL account CustPay2. When you change the status of the payment from Allocated to Paid, and the bank account from 1040 to 1041, the system generates a GL posting that credits CustPay1 and debits CustPay2 for the payment amount. This posting uses the daybook defined for the new payment status.

When you select a new account number and bank account for a payment, this combination is then automatically added to the Banking tab of the customer record as a new default own bank account combination. When the payment is already allocated to an invoice, the banking details are also automatically updated in the banking grid of the invoice Financial Info tab.

Note You can only change the bank details for payments with a status of Initial, Accepted, or Allocated.

Fig. 8.23
Customer Payment
Mass Change

Customer Payment Mass Change

Go To Actions Tools Print Preview

Customer Payment Selection
Posting Date: 07/15/2008

Business Relation: [] Year/Number: 0000 0000000000
 Customer: [] Reference: []
 Payment Instrument: [] Due Date: []
 Status: [] Creation Date: []
 Payment Selection Code: [] Add

Select	Business Relation	Customer	Payment Instrument	Year	Pay No	Status	Reference	Due Date	Va
☒	Cust-BR1	Cust-1	Check	2008	000000001	PAID	TC-P1	06/09/2008	
☒	4000	4000	Check	2008	000000002	Paid	pytrefek-1	06/09/2008	
☐	4000	CUST001	Check	2008	000000004	For Collection	Reval OI Payment	06/09/2008	
☐	4000	CUST001	Check	2008	000000003	For Collection	tets	06/10/2008	
☐	4000	4000	Check	2008	000000007	Allocated	009 test	06/12/2008	
☐	10000	ANDUI	Check	2008	000000015	For Collection	test E	06/13/2008	
☐	4003	4003	Check	2008	000000008	For Collection	staged	07/31/2008	

Select All Rows ☐ Deselect All Rows ☐

Change Status ☒ New Status for Selected Rows: Paid
 Change Own Bank Number ☒ New Own Bank Number: 374852 1045
 Apply Clear

Field Descriptions

Posting Date. Specify the date that the status change should be effective.

Business Relation/Customer/Payment Instrument/Status/Year and Number/Reference/Due Date/Creation Date. Specify one or more criteria to search for payments.

Click Add to retrieve all payments that meet the search criteria.

To change the status of multiple rows in the grid, use these fields:

Select All Rows. Select all payments in the grid.

Deselect All Rows. Deselect all payments in the grid.

Change Status. Select this field to enable the New Status for Selected Rows.

New Status for Selected Rows. Choose a new status for the payment from the drop-down list and click Apply to apply the status to the selected rows.

Note You can also edit the status in the grid for individual rows as needed.

Change Own Bank Number. Select this field to enable the New Own Bank Number fields.

New Own Bank Number. Specify a new own bank number for the selected payments. The lookup displays the numbers of bank accounts that have been linked to payment formats only.

Click the appropriate button:

- Click Apply to apply the new status and bank accounts to the payments.
- Click Clear to clear the contents of the grid.
- Click Save to save the payments with the new statuses and bank accounts, and to register the status transition postings.

Customer Payment Selections

Use the Customer Payment Selection Create (26.6.4.6) activity to select multiple invoices by due date and create payments for groups of invoices.

This results in a payment selection containing multiple invoice details. You then generate a payment file. A customer payment selection is a payment from your customer to your bank account. The payment file is formatted according to the payment format required by your bank for payments from this customer. For example, for a customer who normally pays by check, you link an AR check format to your bank account and specify this format for payments from this customer.

The payment can be created with either of two statuses:

- **Allocated.** The Allocated payment can be sent in draft form to customers for approval.
- **For Collection.** The For Collection payment does not require customer approval and can be exported immediately as a payment file.

The Customer Payment Selection Create screen has four areas:

- **Customer Payment Selection.** Specify the details of the payment.
- **Bank.** Specify account and file format details for the bank account to which the payment file is to be exported.
- **Filter information.** Use a combination of criteria to retrieve the invoices to be combined in the selection.
- **Grid.** Display the results of the selection in the grid.

Fig. 8.24
Customer Payment
Selection Create

Customer Payment Selection... X

Go To Actions Tools Print Preview

Attachments

Customer Payment Selection

Selection CodeCPS01

Bank GL Account1040

StatusFor Collection

Own Bank Number123487

Due Date01/27/2009

Payment FormatDefault AR PayFormat

Payment Total135,397.38 USD

Search for Invoices

Set SelectedAll

Due Date01/27/2009

Visible ItemShow All

Include All Entities

View Invoices without Banks

Payment Group

Business Relation Code

Group Name

Currency Code

Sub-Account Code

Inter-CompanyBoth

Country Code

Create Payment per Due Date

HeaderClearSearch

Business Relation /

Business Relation : 002 (1 item) BC Amount = 100.00

SelInvoice TypeInvoice NumberInvoice DDue DateCurrTC InvoiInTC BalInTC PaTC DiBC AmountPBus

☒Invoice2008/AROPER1/0012/10/200801/31/2009USD100.00DR100.00DR100.000.00100.00CR002

Business Relation : 10000 (5 items) BC Amount = 365.00

SelInvoice TypeInvoice NumberInvoice DDue DateCurrTC InvoiInTC BalInTC PaTC DiBC AmountPBus

☒Invoice2008/CI/000000007107/16/200810/17/2008USD100.00DR50.00DR50.000.0050.00CR1000

☒Invoice2008/CI/000000012612/10/200803/13/2009USD120.00DR120.00DR120.000.00120.00CR1000

☒Invoice2009/CI/000000000701/14/200904/17/2009USD100.00DR40.00DR40.000.0040.00CR1000

☒Invoice2009/CI/000000001201/15/200904/18/2009USD175.00DR55.00DR55.000.0055.00CR1000

☒Invoice2009/CI/000000001301/18/200904/21/2009USD100.00DR100.00DR100.000.00100.00CR1000

Business Relation : 1011 (1 item) BC Amount = 11.00

SelInvoice TypeInvoice NumberInvoice DDue DateCurrTC InvoiInTC BalInTC PaTC DiBC AmountPBus

☒Invoice2008/CI/000000005207/07/200810/08/2008USD11.00DR11.00DR11.000.0011.00CR1011

Business Relation : 1011K (1 item) BC Amount = 7,000.00

SelInvoice TypeInvoice NumberInvoice DDue DateCurrTC InvoiInTC BalInTC PaTC DiBC AmountPBus

☒Invoice2008/CI/000000006807/16/200810/17/2008EUR10,000.00DR10,000.00DR10,000.000.007,000.00CR1011

Business Relation : 4000 (38 items) BC Amount = 12,117.67

Field Descriptions

Customer Payment Selection

Selection Code. Enter a unique code (maximum 20 characters) to identify the payment selection. This field is required.

Due Date. Specify the due date to be assigned to the payment selection. This date applies to all the individual invoices in the selection, regardless of their individual due dates.

This field is ignored when Create Payments per Due Date is enabled.

Payment Total. Displays the total of the individual invoices included in this payment selection. This value is always positive. The value is updated based on the invoices that are selected in the grid.

Status. Choose For Collection as a status for the payment selection. This ensures that only draft amounts which have been changed from Allocated to Accepted following customer approval, are included in the final payment file, and that unapproved drafts are excluded.

Bank GL Account. Specify your GL bank account. You can select only bank accounts that are linked to payment formats.

Own Bank Number. This field displays the default account number for the bank GL account defined in Account Create. You can select a different account if multiple account numbers are associated with the GL account. The payment format displayed is determined by the bank account number you select.

Important After you save a payment selection, you cannot change the bank account or account number selected, since this would invalidate the payment formats and attributes assigned to the payment.

Payment Format. This field displays the format for the payment. This format is retrieved from the payment format and attributes linked to the GL bank account selected. See “Payment Formats” on page 316 for details. Depending on the payment format, you may be able to modify some header attributes for the payment. The selected invoices must match this payment format.

Field Descriptions

Search for Invoices

Set Selected. Specify how you want the system to set the Selected field on the invoices that are displayed in the grid after you click Apply:

All: Enable the Selected field for all invoices.

Due Only: Enable the Selected field only for invoices with a due date on or before the Ref Due Date specified.

Due and Discounted: Enable the Selected field only for invoices that are either due on or before the Ref Due Day or will be discounted within this period.

None: Do not enable the Selected field for any of the invoices.

Due Date. Specify the date the system should use for finding invoices to be included in this payment selection. The system selects invoices due on or before this date that meet the other selection criteria.

Visible Items. Choose to display all search results or only those results that match the Set Selected filter criteria. If you display All, you can manually modify the Selected field to include additional invoices if necessary.

View Invoices Without Banks. Select this field to display only invoices that are not already associated with a bank account. Invoices without banks do not appear on payment selections, so may inadvertently be skipped during processing. This is especially important for supplier invoices.

Payment Group/Business Relation/Currency/Sub-Account Code/Intercompany/Country Code. Specify one or a combination of search criteria for invoices.

Create Payment per Due Date. Indicate how many payment selections you want to create.

Clear: All selected invoices are grouped in one payment selection and assigned the due date specified in Payment Due Date.

Select: A separate payment selection is created for each group of invoices with the same due date. In this case, the Payment Due Date on the header is ignored, and the dates of the individual invoices apply.

Example You enter selection criteria that result in 10 invoices displaying in the grid. Of these, five are due on May 1 and five on May 10. When Create Selections per Due Date is selected, two payment selections are created with five invoices each, and assigned the due dates May 1 and May 10.

All Entities. Select to retrieve payments from all entities in the domain.

You can create a payment selection within one entity that includes invoices created in other entities within the same domain.

The system creates a record for the Cross-Company daemon to process, and the payments for the invoices in the other entity are posted as cross-company transactions. See “Cross-Company Transactions” on page 466.

Field Descriptions: Payment Grid

Use one of the following to update data in the grid:

- Click Search to retrieve invoices that match the search criteria. You can modify the criteria and click to append subsequent results to the grid.
- Click Clear to clear the results grid. When you have appended a number of searches to the grid, click to clear the most recent set of results.
- Click Header Fields to change attributes associated with the payment file header. This button is enabled only when the payment format specified supports this feature. See “Payment Format Maintenance” on page 319.

You can only modify the Selected and TC Payment Amount fields in the results grid. You can right-click and insert a new row, which is automatically created as a prepayment.

Click Save to save the payment selection.

Customer Payment Selection Execute

Use the Customer Payment Selection Execute (27.6.6.1) and Re-execute (27.6.6.2) activities to generate a payment file from the payment selection you created.

The Execute activity dates and numbers the payment file. This payment file is then available for a banking entry. Use the search criteria to retrieve existing payment selections.

The system uses data loaded into EDI eCommerce to create the file to be sent to the bank. Details about the payment file such as its location on the file system are specified when the electronic data interchange (EDI) data is loaded. The EDI processing is controlled by the payment format and attribute values. In this way, electronic files for export are correctly formatted for the receiving bank. This process is described in detail in “Payment Formats” on page 316.

Fig. 8.25
Customer Payment
Selection Execute

Field Descriptions

Year/Selection Code. This read-only field displays the year and the customer payment selection code.

Payment Format. This field displays the payment format used when creating the payment selection.

Requested Date. Specify a payment date for the payments included in the file.

Duplicate. Select to indicate that this file is a duplicate of a previously generated payment file.

If the current file is a duplicate, the fields in the Previous Export area display details of the previously generated file.

Payments and Banking Entries

Use the Payment Selection Allocation option in Banking Entry Create to complete the processing of payment selections.

For more details on banking entries, see “Banking Entry” on page 780.

Printing Customer Payments

The reports on the Customer Payment Print (27.6.8) menu can be used to generate overview information, as well as produce payment records for approval. Drafts, promissory notes, and summary statements are payment instruments that are printed and sent to the customer to request payment. The other options on this menu produce internal reports for your review.

Table 8.7
Customer Payment
Print Menu

Report	Description
Customer Check Print (27.6.8.1)	Prints review information about customer checks entered in the system.
Customer Draft Print (27.6.8.2)	Lets you print drafts to be sent to the customer for approval. Once the customer signs and returns the draft, it is a valid payment instrument. Drafts are similar to regular checks but, unlike checks, include a due date. A check is payable immediately, but a draft is payable only on or after the due date.
Customer Promissory Note Print (27.6.8.3)	Lets you print promissory notes to be sent to the customer for an approver's signature. The promissory note is a promise of payment, instead of an unconditional payment order.
Customer Direct Debit Print (27.6.8.4)	Provides a status overview of direct debits received from customers along with invoice details.
Customer Summary Statement Print (27.6.8.6)	The summary statement lists outstanding invoices that the customer must pay and is used by the customer to make the payment by transfer. This can be sent directly to the customer or managed by the bank.

When you print payment instruments, you can select documents to print by payment selection ID, invoice status code, customer, and creation date, as well as other criteria.

You can use the following fields to manage the print process.

Increase Counter. Select Yes to increase the counter for the number of times a payment instrument has printed. Use this in conjunction with the Only New Documents field to ensure you do not reprint instruments accidentally.

Only New Documents. Include only documents that have not been processed before, such as unprinted checks in the check run.

Collecting Receivables

Collecting receivables can be separated into two activities:

- Monitoring customer activity
- Managing overdue payments

Customer activity is controlled by the credit limit you define as part of the customer setup, and can be adjusted at any stage of the customer relationship. The credit limit prevents you from creating new liabilities for this customer when the limit has been exceeded.

You use a number of utilities to monitor customer activity:

Customer Activity Dashboard displays a read-only overview of customer liabilities for the current entity or multiple entities. The information includes the customer's credit limit details and separate invoice and payment details; it can be generated for specified periods.

The AR module also includes many different reports and views that let you review customer information using customizable selection criteria, including:

- Aging Analysis reports calculate aging for all due customer open items by the number of periods overdue at the specified date.
- Customer Open Item Report (27.17.1) lists outstanding open items on a specified date for the selected customer. Open items are grouped by type (invoice, credit note, prepayment, adjustment).
- Customer Statement of Account (27.17.19) details customer AR activity as of a specified date and lists all items that would be open as of that date.

These reports are discussed in more detail in “Accounts Receivable Reports” on page 896.

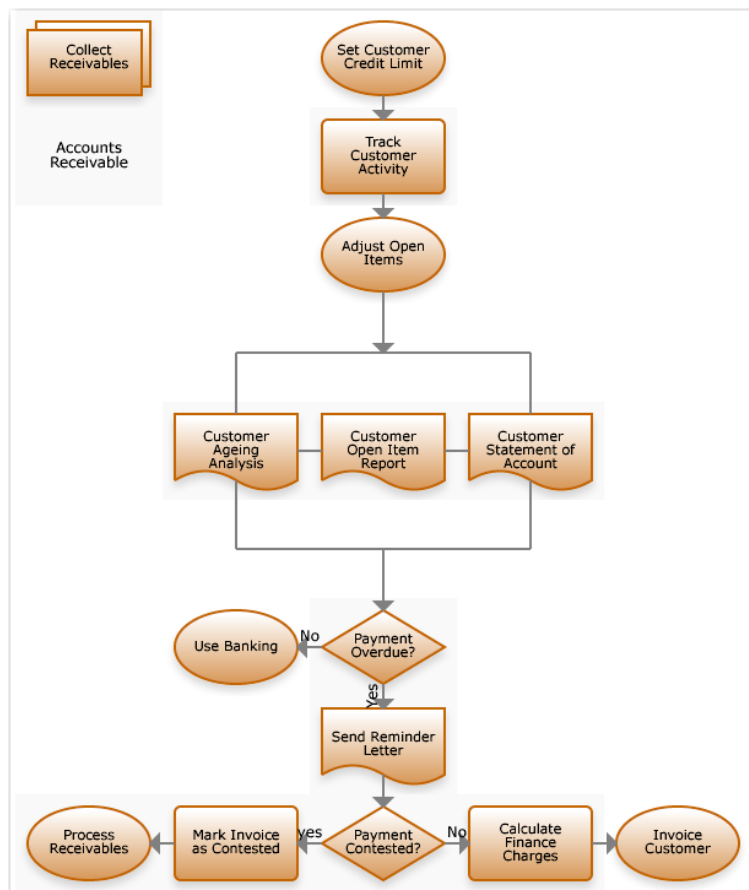
When the customer is also a supplier, you can use Open Item Adjustment to net customer and supplier invoices, and to adjust the customer and supplier balances accordingly. See “Open Item Adjustment” on page 425.

When AR reports indicate that payments are overdue, Reminder Letter (27.17.10) generates a series of automated reminder letters to the customer.

Contested payments are handled either by a manual correction invoice or credit note, or by marking the invoice as contested in the system.

When payment is acknowledged as overdue, the Finance Charge function calculates the charges to be applied to the overdue amounts as a finance charge invoice.

Fig. 8.26
Collect Receivables
Process Flow



Managing Customer Credit

Credit checking lets you monitor overdue payments and customer account balances, and place further sales orders and invoices for this customer on hold when a specified credit limit has been exceeded. The system checks all AR activity for this customer, across all entities in the database.

You define one or a combination of credit limits on the Credit Limit tab of the Customer screen. Once defined and saved, these credit limits are automatically applied to this customer, and enable credit checking on the customer's transactions.

The following types of limit are configurable:

- A fixed maximum limit on the customer opening balance. This maximum applies for all entities using this customer.
- A percentage of the gross customer turnover for the most recent fiscal year.
- A maximum number of days overdue. This limit applies to invoices that have exceeded their overdue date.

For a description of the Credit Limit tab fields, and details on how to configure these credit limits, see "Credit Limit Tab" on page 346.

The credit limit you set for the customer is measured against the customer AR activity for all entities in the database. The total of customer AR activity is calculated in the following way:

- The total of AR balances for all entities, plus
- The total of open item balances, plus
- The value of the current AR activity such as sales order or invoice

This AR activity includes the following types of transactions:

- Customer invoices
- Customer opening balances
- Open item adjustments
- Banking entries (for direct debit prepayments)
- Customer payments (also for direct debit prepayments)

The credit check totals these amounts and compares them against the set credit limit. When the AR total exceeds the credit limits, the system warns you of the overrun. You can ignore the warning and continue with the transaction, if required.

The Maintain Credit Limit activity also lets you adjust customer credit limits before and after creating a transaction, which then lets you complete the transaction posting.

The Customer Turnover Report details customer activity over a given period. For credit purposes, a Turnover Report for the customer over the previous 12-month period shows the amount to which the percentage turnover credit check is to be applied. The Customer turnover includes sales orders and invoices for the selected customers from all entities.

The maximum days overdue credit check monitors the due dates on open items, and marks those items that have exceeded the period allowed for payment. Due dates for customers and invoices are based on the associated credit terms.

Maintaining Credit Limit

The Customer Maintain Credit Limit (27.20.1.6) activity lets you adjust the credit limits defined for customers. This activity displays the same screen that is updated in the Credit Limit tab for the customer, with the other tabs unavailable (see “Credit Terms” on page 308 for information about this tab). Use this option in conjunction with the Customer Activity Dashboard and the different types of credit reports to control and adjust customer credit. You can adjust the credit limit for individual customers only.

Credit Limits and Invoice Status Codes

You can assign status codes to customer invoices to indicate that the invoice is contested. The status is for reference, and also acts as a search criterion when browsing for invoices. Invoice status codes do not have a blocking effect on customer invoices and so do not form part of the credit checking process. You use invoice status codes as part of the approval process for supplier invoices only.

Credit Reporting and Views

The following reports and views display customer credit information. These reports are described in full in “Customer Reports” on page 898.

Table 8.8
Customer Credit
Views and Reports

Report	Description
Customer Balance View	Provides current customer balances.
Customer Account Statement Print	Details customer AR activity from some or all entities in the domain. The As Of Date criterion sets a past effective date for the report, and the system calculates and lists all items that would be open as of that date.
Customer Aging Analysis Current	Calculates aging for all due customer open items by the number of periods overdue at the specified date. Current payments are all payments taken into account up to the day the report is generated.
Customer Aging Analysis by Group Current	Groups aging analysis data by sub-account, sales account GL profile, or project.
Customer Aging Analysis History	Lists payments up until the end of the specified period.
Customer Aging Analysis by Group History	Groups the data generated in Aging Analysis Backwards by sub-account, sales account GL profile, project, or salesperson.

Customer Activity Dashboard

The Customer Activity Dashboard (27.18.1) offers a comprehensive overview of all activity related to a single customer, in a single entity or over multiple entities. The drill-down generates read-only credit information that includes the following areas:

- Sales order and open item balances
- Total current liability
- Individual drill-downs on invoices, credit notes, and open item adjustments

You can display credit information for a customer with reference to one or multiple entities in the domain and see the balance for the selected entities and all entities. Amounts in the payment and invoice grids are displayed to two decimal places and discount calculations support negative quantities.

The Activity tab displays all invoices and associated payments for the customer, by default for a three-month period. Payments display as child rows beneath their associated invoices. You can view the invoice and payment information separately using the Invoice and Payment tabs. Payments displayed include invoices allocated through banking entries.

You can use grid features to group and sort information by key credit-related details such as the number of weeks overdue, or see all invoices due in a certain week.

Fig. 8.27
Customer Activity
Dashboard

Customer - Activity Dashboard

Go To Actions Tools Attach Print Preview

Attachments

Customer Code: 4000 Entity: 1000
Business Relation: 4000
Name: ABC Company

Apply

Credit Details Activity Invoices Payments Comments

Name: ABC Company Telephone: 201 966-3183
Address: 150 JFK Parkway Fax: 201 966-4534
Zip Code / City: 07960 Morristown
Country Code: USA United States
State: NJ New Jersey
County: 101 Morristown, New Jersey
Currency Code: USD
Fixed Credit Limit: 1,000,000.00
Turnover Credit Limit: 0.00
High Credit: 40,735.72
Credit Terms Code: BASE
Credit Hold: ☐
Last Payment Date: 08/13/2008
Last Sale Date: 07/02/2008
High Credit Date: 08/03/2008
Credit Agency Reference:
Credit Rating: A2
Average Days Paid Late: 3

All Entities		Selected Entities	
Balance of Open Items	38,055.44	Balance of Open Items	37,687.66
Balance of Sales Orders	0.00	Balance of Sales Orders	0.00
Balance of Drafts	0.00	Balance of Drafts	120.00

Field Descriptions

Customer Code. This field displays the name of the customer that you selected previously in the browse for which you want credit information. The associated business relation name and code display.

Business Relation/Name. These fields display the associated business relation and name.

Entity. Select one or multiple entities for which to display AR activity for this customer. The current entity is selected by default, and totals for the current entity display in the Credit Details tab. Use Ctrl+Click to select multiple entities in the list

If you change the entity settings, click Apply to regenerate the credit information. The entity setting affects data in all the tabs.

Credit Details Tab

This tab displays sales order and open item balances for the customer. It also displays the customer credit limit, and the credit turnover amount calculated for this customer, based on the values specified in the Customer Credit Limit tab.

Name, Address, Zip Code/City, Country Code, State, County, Telephone, Fax, Email, Web Site. These fields display the customer address and contact information.

Currency Code. Specify a currency in which to display the information. The customer currency is loaded by default. When you specify a different display currency, amounts are converted from the customer currency using the default accounting exchange rate. For example, switch currencies to view the amounts in the currency of the current domain.

This field affects only the data you view on the Credit Details tab.

Fixed Credit Limit. This field displays the fixed credit limit amount defined for this customer.

Turnover Credit Limit. This field displays the turnover credit amount, which is calculated as a percentage of the customer turnover for the previous 12-month period.

High Credit. This field displays the highest amount of credit extended to this customer to date, which is equivalent to the largest AR balance so far reported. The amount is recalculated with each revision of the customer credit limit.

Credit Terms. This field displays the credit terms assigned to this customer.

Credit Hold. When selected, future orders for this customer are placed on credit hold.

Last Payment Date. This field displays the date of the last completed customer payment.

Last Sales Date. This field displays the date of the most recent sales order completed with this customer.

High Credit Date. This field displays the date on which the highest credit amount was extended to this customer. The date is recalculated with each credit revision.

Credit Agency Reference. This field displays any credit agency reference number assigned to the customer.

Credit Rating. This field displays the internal credit rating defined for this customer, if any.

Totals for All Entities

Balance of Open Items. This field displays the total amount of customer open items generated in all entities. Open items consist of invoices and credit notes entered directly using Customer Invoice Create and posted invoices and credit notes from operational activity. Unposted sales orders are not included in the balance of open items.

Balance of Sales Orders. This field displays the total amount of customer sales orders generated in all entities. The following types of orders are included:

- Discrete sales orders, both confirmed and unconfirmed
- Pending invoices
- Return Material Authorizations from Service/Support Management

Note Sales quotes and customer scheduled orders are not included in the open order amount. When a quantity is shipped on a customer scheduled order, a pending invoice is created, which is included.

Balance of Drafts. This field displays the total amount of customer drafts generated in all entities.

Total Liability. This field displays the customer total liability, based on the total sales order balance plus the AR balance for all entities.

Highest Reminder Level. This field displays the maximum amount allowed on all open invoices for the customer before the customer is sent a reminder.

Totals for Selected Entities

Balance of Open Items. This field displays the total amount of customer open items generated in the selected entities.

Balance of Open Items. This field displays the total amount of customer open items generated in the selected entities.

Balance of Drafts. This field displays the total amount of customer drafts generated in the selected entities.

Highest Reminder Level. This field displays the maximum amount allowed on all open invoices in the selected entities before the customer is sent a reminder.

Activities Tab

This tab lets you view customer invoices and associated payments in one screen, including payments created by allocating a bank statement line to an invoice

By default, open invoices for a three-month range display. You can change the start and end dates as needed and choose to look at closed invoices or both closed and open using the Status field.

Double-click individual lines on the grid to view the original item.

Fig. 8.28
Customer Activity
Dashboard,
Activity Tab

Credit Details		Activity	Invoices	Payments	Comments			
Start Date	05/20/2008	End Date	08/18/2008	Status	Open			
Drag a column header here to group by that column.								
Invoice Number	Invoice Date	Due Date	Discount Due Date	Open	Curr	TC Ope	TC Original	BC Original Amo
2008/ARDMJOUR/000000001	07/03/2008	10/04/2008	07/06/2008	☒	USD	4,000.00	4,000.00	4
2008/ARFINV/000000017	07/15/2008	10/16/2008	07/18/2008	☒	CND	100.00	100.00	
2008/ARFINV/000000018	07/15/2008	10/16/2008	07/18/2008	☒	CND	63.00	63.00	
2008/ARFINV/000000042	08/13/2008	08/13/2008	08/13/2008	☒	USD	225.00	653.00	
Status	Payment Number	Due Date	BC Original Amount	BC Open Amount	#Days overdue	Week #		
Paid	2008/QADBE/000000034	08/13/2008	653.00	225.00	0	33		
Invoice Number	Invoice Date	Due Date	Discount Due Date	Open	Curr	TC Ope	TC Original	BC Original Amo
2008/ARINVCOR/000000006	08/11/2008	11/12/2008	08/14/2008	☒	USD	-50.00	-50.00	
2008/AROPER1/000000010	07/02/2008	08/01/2008	07/02/2008	☒	USD	9,600.00	10,000.00	10
2008/CA/000000044	08/11/2008	08/11/2008	08/11/2008	☒	USD	550.00	550.00	
2008/CI/000000010	06/18/2008	09/19/2008	06/21/2008	☒	USD	50.00	50.00	
2008/CI/000000015	06/18/2008	09/19/2008	06/21/2008	☒	USD	480.00	480.00	
2008/CI/000000016	06/18/2008	09/19/2008	06/21/2008	☒	USD	120.00	120.00	
2008/CI/000000020	06/19/2008	09/20/2008	06/22/2008	☒	USD	48.00	48.00	
2008/CI/000000044	07/03/2008	10/04/2008	07/06/2008	☒	USD	600.00	600.00	

Review the information under the Invoices and Payments tabs for individual field details.

Invoices Tab

Use the Invoices tab to view selected invoices. You can modify the date range and the status of invoices to include in the view. Double-click a line on the grid to view the original item.

Fig. 8.29
Customer Activity
Dashboard,
Invoices Tab

Activity Invoices Payments Comments

Start Date05/20/2008End Date08/18/2008StatusOpen

Drag a column header here to group by that column.

Invoice Number	Invoice Date	Due Date	Dis	Open	Curr	BC Open Amount	BC Original Amount	TC Original Amount
CI/000000107	08/18/2008	11/19/2008	08/21	☒	USD	225.00	225.00	225.00
CI/000000106	08/15/2008	11/16/2008	08/18	☒	USD	820.00	880.00	880.00
ARFINV/000000042	08/13/2008	08/13/2008	08/13	☒	USD	225.00	653.00	653.00
CI/000000104	08/13/2008	11/14/2008	08/16	☒	USD	150.00	150.00	150.00
CNFINV/000000008	08/12/2008	08/12/2008	08/12	☒	USD	-728.90	-786.40	-786.40
ARINVCOR/000000006	08/11/2008	11/12/2008	08/14	☒	USD	-50.00	-50.00	-50.00
CA/000000044	08/11/2008	08/11/2008	08/11	☒	USD	550.00	550.00	550.00
CI/000000097	08/05/2008	11/06/2008	08/08	☒	USD	1,000.00	1,000.00	1,000.00
CI/000000095	08/03/2008	11/04/2008	08/06	☒	DM	5.62	5.62	10.00
CI/000000093	07/24/2008	10/25/2008	07/27	☒	USD	30.00	80.00	80.00
CI/000000086	07/20/2008	10/21/2008	07/23	☒	USD	98.00	98.00	98.00
CI/000000082	07/18/2008	10/19/2008	07/21	☒	USD	1,000.00	1,000.00	1,000.00
CI/000000084	07/18/2008	10/19/2008	07/21	☒	USD	200.00	200.00	200.00
CI/000000083	07/18/2008	10/19/2008	07/21	☒	USD	1,000.00	1,000.00	1,000.00
CI/000000080	07/18/2008	10/19/2008	07/21	☒	USD	4,512.00	4,512.00	4,512.00

Field Descriptions

Invoice Number. This field displays the number of the selected invoice or credit note.

Invoice Date. This field displays the invoice creation date.

Due Date. This field displays the payment due date.

Discount Due Date. This field displays payment due date to qualify for an early payment discount.

Currency. This field displays the currency for the transaction.

Open. This field indicates if the invoice is still open.

BC and TC Original Amount. These field displays the original invoice amount in base and transaction currencies.

BC and TC Open Amount. These fields displays the open (unpaid) invoice amount.

Type. This field displays the invoice type: invoice, invoice correction, credit note, credit note correction, finance charge.

Days Overdue. This field displays the number of days overdue, calculated by subtracting the due date from today's date.

Weeks Overdue. This field displays the number of weeks overdue, calculated by subtracting the due date from today's date and dividing by seven.

Invoice Status Code. This field displays the invoice status code assigned to the open item.

Expected Payment Date. This field displays the date when payment is expected to be received. The expected payment date is used in cash flow reporting. This date defaults to the due date when the invoice is created. If you manually change the due date to a date later than the expected payment date, this date is automatically updated.

Week #. This field displays the week number in the accounting year.

Payments Tab

Use the Payments tab to view the payments and payment selections received for this customer for a specified date range. The Status filter lets you select partial payments for which invoices are still open. Double-click a line on the grid to view the original payment.

Fig. 8.30
Customer Activity
Dashboard,
Payments

Credit Details Activity Invoices Payments Comments				
Start Date	05/20/2008	End Date	08/18/2008	Status Open
Drag a column header here to group by that column.				
Payment Reference	Invoice Number	Creation Date	Payment Selection	TC Payment Original Amount
cust pay	2008/CI/000000089	08/03/2008		100.00
condtest	2008/CI/000000043	08/13/2008		1,500.00
223 lin0718D	2008/CI/000000079	07/17/2008		27.00
009pay4	2008/ARFINV/000000040	08/05/2008		14.00
009pay3	2008/ARFINV/000000039	08/05/2008		13.00
009pay2	2008/ARFINV/000000038	08/05/2008		12.00
009 test	2008/CI/000000002	06/12/2008		50.00
009 lin0709D	2008/ARFINV/000000015	07/08/2008		24.00
009 lin0709C	2008/ARFINV/000000014	07/08/2008		23.00
009 lin0709B	2008/ARFINV/000000013	07/08/2008		22.00
009 lin0708C	2008/ARFINV/000000009	07/07/2008		13.00
009 lin0708B	2008/ARFINV/000000008	07/07/2008		12.00
	2008/CI/000000064	07/16/2008		14.00
	2008/CI/000000063	07/16/2008		13.00
	2008/CI/000000060	08/03/2008	cust 4000	877.00

Field Descriptions

Payment Reference. This field displays any reference information entered in the Payment Reference field.

Payment Selection. This field displays the payment selection code.

Creation Date. This field displays the payment creation date.

BC and TC Original Amount. This field displays the original invoice amount in base and in transaction currencies.

TC Payment Original Amount. This field indicates the original payment amount in transaction currency.

Payment Number. This field displays the payment number, which is a concatenation of the payment year/payment instrument/payment number.

Status. This field displays the status associated with the payment.

Invoice Number. This field displays the number of the invoice being paid.

Payment Due Date. This field displays the date when payment was due.

Discount Due Date. This field displays the discount due date.

BC and TC Open Amount. This field displays the open (unallocated) invoice amount.

Days Overdue. This field displays the number of days overdue, calculated by subtracting the due date from the paid date.

Week #. This field displays the week number in the accounting year.

Expected Payment Date. This field displays the date when payment is expected to be received. The expected payment date is used in cash flow reporting. This date defaults to the Due date when the invoice is created. If you manually change the due date to a date later than the expected payment date, this date is automatically updated.

Exchange Rate. This field displays the exchange rate applied to foreign currency payments.

Comments Tab

The Comments tab displays comments recorded for this customer in the customer record.

Reminding Customers of Outstanding Balances

The system supplies two documents that can be printed and sent to customers regarding their outstanding balance.

- Customer Statement of Account (27.17.19) lists customer AR activity from selected or all entities in a domain. The As Of Date criterion sets a past effective date for the report, and the system calculates and lists all items that would be open as of that date.
- Reminder Letter (27.17.10) lists open items for a customer and includes text that depends on the reminder level of the invoice.

The Statement of Account prints only for customers that have Print Statement enabled in the Payment tab of Customer Create. When the report is generated, you can use the statement cycle to select which customers to print statements for.

Reminder letters are printed only for customers that have Print Reminders selected on the Payment tab of the Customer function; see “Print Reminder” on page 342. You can print letters for one or more entities, but you must specify a header entity for contact details that print on the report. Contact information for the customer is derived from the Reminder address type associated with the customer’s business relation, if one exists. Otherwise, contact details for the headoffice address are used.

The Customer Reminder Overview includes details for all customers—regardless of the setting of Print Reminders. It is an internal report that lists the reminder level, reminder date, due dates, and original and current balance for each selected customer open item, as well as the customer contact information so that you can call or e-mail them. The overview includes credit notes as well as invoices, so you can see a full picture of the customer’s status.

Reminder Levels

Reminder letters also let you optionally increase a counter for selected invoices that indicates the reminder level. Four levels are supported, and each level generates a different letter. When you generate letters, the system searches for the highest level of each customer’s open invoices. That level determines the letter that is printed.

Example Customer Big Wheels has 5 open invoices; 4 are at reminder level 1 and one is at level 3. The level 3 letter is generated for Big Wheels. When the level 3 invoice is paid, the next time the reminders are generated, a level 1 letter is generated.

The system automatically increments the reminder level each time the letter is printed. Level 0 letters are printed initially. The second printing uses a level 1 letter, the third a level 2 letter, and the fourth a level 3 letter. Every subsequent print is at level 3, although you can manually reset the level counter, as described below.

You select the reminder level counter using the Reminder Level and Update Counters fields on Reminder Letter.

In cases where you want to issue another reminder but do not want to increase the reminder level for a particular customer (for example, that customer has invoices that remain unpaid because of delivery problems), you can reset the reminder level for all customer invoices for that customer using the Reminder Counter Reset field on Customer Maintain Credit Limit (27.20.1.6). You can then set a new level for individual invoices using the Reminder Counter field on the Financial Info tab of the invoice.

The Do Not Increment Reminder Counter field on Invoice Status Code Create lets you create invoice status codes that prevent reminder levels from incrementing. You can assign these status codes to an invoice that should remain at the same reminder level for each print run. For example, when a particular invoice is disputed, you can assign this status code, which ensures that this invoice does not influence the reminder level further.

Table 8.9
Reminder Levels
Example

Print Run	Reminder Level		
	Do Not Increment Reminder Count = No		Do Not Increment Reminder Count = Yes
	Update Counters = Yes	Update Counters = No	
1	1	1	1
2	2	1	1
3	3	1	1
4	4	1	1

Example Existing invoices are still outstanding, but there were delays in delivering to the customer, which means that you want to send further reminders for specific invoices but want to decrease the level to 1. The reminder level for these invoices is currently at 3.

Use the following steps:

- 1 Select Maintain Customer Credit Limit for this customer, and click the Reminder Counter Reset button.
The reminder level for all invoices for this customer is reset to zero.

Alternatively, you can also change the individual invoices.

- 1 Select the invoice to be modified in Customer Invoice Modify.
- 2 On the Financial Info tab, the Reminder Counter field displays the level 3. Select Level 1 from the drop-down list.
- 3 Save and close the invoice screen.

Sample Reminders

The content of the reminder letter changes based on the highest level associated with an overdue invoice.

For level 1, the body of the letter includes this text, followed by a list of overdue items.

Your account shows the following OVERDUE items to us

Will you please make immediate arrangements to pay this amount or alternatively let me know your reason for non-payment.

For level 2, the body of the letter includes this text:

We regret there has been no reply to our request for full payment of the above account. No queries have been raised on your account so the balance remaining must be undisputed.

Your account still shows the following OVERDUE items to us.

Will you please make immediate arrangements to pay this amount or alternatively let me know your reason for non-payment by return so that we can continue to provide you with the prompt service you rightly expect from us.

For level 3, the body of the letter includes this text:

We regret there has been no reply to our request for payment. The OVERDUE amount is itemized below.

Unless we receive payment in full settlement within the next three days, legal action will be commenced without further reference to you and credit facilities will be withdrawn.

These standard texts can be customized by modifying the report layout file `BDebtorReport.DebtorReminders.rpt` using the Crystal Reports designer tool

Finance Charges on Overdue Payments

Use Finance Charge Create (27.5.1) to create charges applied to customer open item amounts that are overdue. The open item can be an invoice, adjustment, or a previously outstanding finance charge. You normally run finance charge calculations on a monthly basis, before issuing customer statements.

Note Finance charges are calculated only for customers that have the Finance Charge field selected on the Payment tab in the Customer function. You can also define the statement cycle for the customer using the Statement Cycle field and select overdue items by statement cycle. See “Payment Tab” on page 341.

The due dates and payment terms for open items are contained in the credit terms assigned to the open item. The system follows these steps when calculating finance charges:

- 1 The system calculates unapplied credits from all prepayments and unapplied payment instruments and any credit notes that are not matched to invoices.
- 2 The system then identifies all open invoices with due dates that are the same as or before the As of Date specified for the calculation. If any grace days are specified, these are added to the due dates first. Any contested invoices are not included.
Note If an open item does not have a due date, the creation date of the open item is considered.
- 3 The unapplied credit amount calculated in the first step is applied to the open amount identified in the second step, starting with the oldest documents first. Any invoices marked to be excluded from credit application are not included.
- 4 The system then calculates the number of overdue days for each qualifying invoice.
- 5 Finance charges are calculated by applying the interest rate per annum to the final open amount.

These steps are explained in more detail in “Calculating Finance Charges” on page 590.

Note For more information on invoice status codes and contested invoices, see “Invoice Status Code” on page 303.

You can run the finance calculation as a simulation simply by generating selections and then not saving the results. You can export the result to Excel for further analysis. Saving the Finance Charge Calculation results generates finance charge invoices for the calculated amounts. The finance charge invoices are generated as customer invoices and are not subject to taxes.

Use the Finance Charge Calculation fields as search criteria for overdue open items. Select a range of bill-to customers and an open item currency. You must run separate calculations for each currency you select, which produces separate finance charge invoices. Foreign currency open items are converted to the finance charge currency using the accounting exchange rate.

Note Contested items and items with zero amount due do not display in the results.

Fig. 8.31
Finance Charge
Create

The screenshot shows the 'Finance Charge Create' window. At the top, there's a title bar and a menu bar with 'Go To', 'Actions', 'Tools', 'Print', and 'Preview'. Below the menu bar is a 'Search for Invoices' section. It includes a 'Bill-To' field with the value '4000' and a 'Statement Cycle' field. A 'Filter/Inputs' section contains fields for 'Currency' (USD), 'As Of Date' (01/27/2009), 'Effective Date' (01/27/2009), 'Grace Days' (0), 'Interest Rate Per Annum %' (2.00), 'Minimum Finance Charge' (10.00), 'Include Previous Finance Charges' (checkbox), 'Daybook Code' (FINCHG), 'Contested Status', and 'Unapplied Credit Exclusion Status'. A 'Search' button is located below the filter inputs. Below the search section is a table of results for Customer Code 4000.

Customer Code	Invoice Selected	Invoice Voucher	Invoice Type	Due Date	Open Amount	Unapplied Credit Amount
4000	☒	1	INVOICE	10/30/2007	350.00	1,450.00
4000	☒	50	INVOICE	04/06/2008	10,000.00	
4000	☒	41	INVOICE	05/03/2008	200.00	
4000	☒	10	INVOICE	08/01/2008	9,600.00	
4000	☒	44	ADJUSTMENT	08/11/2008	550.00	
4000	☒	8	CREDITNOTE	08/12/2008	-728.90	
4000	☒	42	INVOICE	08/13/2008	100.00	
4000	☒	15	INVOICE	09/19/2008	480.00	
4000	☒	10	INVOICE	09/19/2008	50.00	
4000	☒	49	INVOICE	10/02/2008	150.00	
4000	☒	47	INVOICE	10/04/2008	125.00	
4000	☒	1	INVOICE	10/04/2008	4,000.00	

Field Descriptions

Search for Invoices

Bill To. Specify the customer to which to apply finance charges. You can use the Shift key to select multiple customers, which are then displayed in the Bill-To field separated by commas. Selecting the customer as a Bill-To ensures that the finance charge invoice can be posted to the customer's Bill-To address.

Note Only customers for which finance charges have been enabled are displayed in the browse. See "Payment Tab" on page 341.

Statement Cycle. Click to retrieve the statement cycle for this bill-to customer. The statement cycle is set on the Customer Payment tab and indicates how often AR statements are normally printed for this customer.

Currency. Specify the currency of the open items to be selected.

As Of Date. Specify the date the system uses for finding open items. Open items with due dates on or before this date are selected.

Effective Date. Specify a posting date for finance charge invoices generated by this calculation.

Grace Days. Enter the number of days to be added to the financial due date of an open item, after which interest charges are calculated. The default is zero.

Interest Rate % per Annum. Enter the annual interest rate to be charged on the overdue amounts.

Minimum Finance Charge. Enter a minimum finance charge threshold. Calculated charges below this amount are automatically brought up to the threshold.

Include Previous Finance Charges. Select this field to include previous finance charges that are still overdue in the current calculation.

Daybook. Specify the daybook of type Finance Charge to be used for the finance charge posting.

Contested Status. Specify the invoice status code that you use to identify contested invoices. The system then ensures that these contested invoices are not included in the open amount.

Unapplied Credit Exclusion Status. Specify an invoice status code used to identify invoices that should be included in the open amount but that should not have credit applied to them.

For example, if you have negotiated a long-term payment period for purchased goods and the invoice is subject to finance charges until it is paid, you do not want the system to automatically apply unapplied cash or credit notes.

Click Search to retrieve invoices and credit notes for this bill-to customer based on the set criteria.

Finance charges are applied to each open item selected in the grid. The system then adds a finance charge invoice to the grid for the total of charges to be applied.

Grid Field Descriptions

Customer Code. This field displays the customer code selected.

Customer Selected. Select this field to include open items for this customer in the finance charge calculation. The field is selected by default.

Click the expand icon to display the open item child rows.

Customer Code. This field indicates the customer code.

Invoice Selected. Select this field to include the invoice in finance charge calculation. The field is selected by default.

Invoice Ref. This field displays the reference ID of the open item.

Invoice Type. This field indicates whether the open item is an invoice, credit note, or finance charge invoice.

Due Date. This field displays the original due date of the open item.

Open Amount. This field displays the amount of the original open item.

Charged Amount. This field displays the total amount to which finance charges are applied. The charged amount for the finance charge invoice at the end of the grid indicates the total of all charged amounts, and is updated when you select or deselect open items in the grid.

Charged Days. This field displays the total number of days for which charges are applied.

Finance Charge. This field displays the finance charge calculated for each open item. The finance charge amount for the finance charge invoice is the total of all finance charges applied in this calculation.

Currency Code. This field displays the currency in which the finance charge is applied.

Calculating Finance Charges

Finance charges are applied on a per overdue day basis. The system calculates the number of days for which the open item is overdue, and applies a percentage of the open item total for each overdue day.

The formula for calculating finance charges is:

$$\text{Open Amount} \times (\text{Overdue Days}/365) \times \% \text{ Interest Rate}$$

This calculation is applied to each open item in turn. The open amount is the total amount of the open item minus any credit to be applied. The overdue days are determined using the credit terms, as of date, and grace days you apply to this finance charge. You then set the Interest Rate Per Annum % value and enter a minimum finance charge amount. The system calculates a finance charge for each open item, and creates a finance charge invoice for the total of these charges.

The finance charge invoice has the following postings:

Account	Debit	Credit
Customer Control	100	
Sales Finance		100

The Sales Finance account is found from the Finance Charge profile specified on the Customer Accounting tab.

Finance Charge Example

You post two invoices and a credit note for Customer A during the month of August, without matching the credit note against either invoice. Customer A has a credit term of 30 days.

- Invoice I001 for \$1000 is posted on 1 August and has a due date of 31 August.
- You post Invoice I002 for \$1500 on 8 August, giving a due date of 10 September.
- You also post a credit note CN001 for \$500 for this customer on 8 August, which is also due on 10 September.

A number of other invoices sent to Customer A are contested, and you have associated the invoice status code Contested with these open items.

You also have a number of long-term hire-purchase agreements with Customer A with specially negotiated repayment terms. These agreements exist in the system as overdue invoices created using the invoice status code HP.

You create a finance charge on 12 September and set a grace day period of 3 days, a minimum charge of \$10, and an interest rate of 10%.

To prevent the system from including the contested invoices, you enter Contested for the Contested Status field. To prevent any unapplied credit being applied to the hire-purchase agreements, you enter HP in the Unapplied Credit Exclusion Status field.

You retrieve all open items for Customer A. These consist of:

Item Reference	Amount	Due Date
I001	1000	31 August
I002	1500	10 September
CN01	-500	10 September

The As Of Date for this finance charge is 12 September. Invoice I001 was due on 31 August and the grace days period of 3 days has elapsed. Therefore, the amount to which you apply finance charges is \$1500 and the number of overdue days is 12.

Invoice I002 was due on 10 September. This is within the grace day period of 3 days, and the invoice amount of \$1500 is not subject to finance charges.

The system applies CN01 as a credit for \$500 on the outstanding amount for this customer, which is \$1500. Once the credit is applied, the total open amount for finance charges is \$1000.

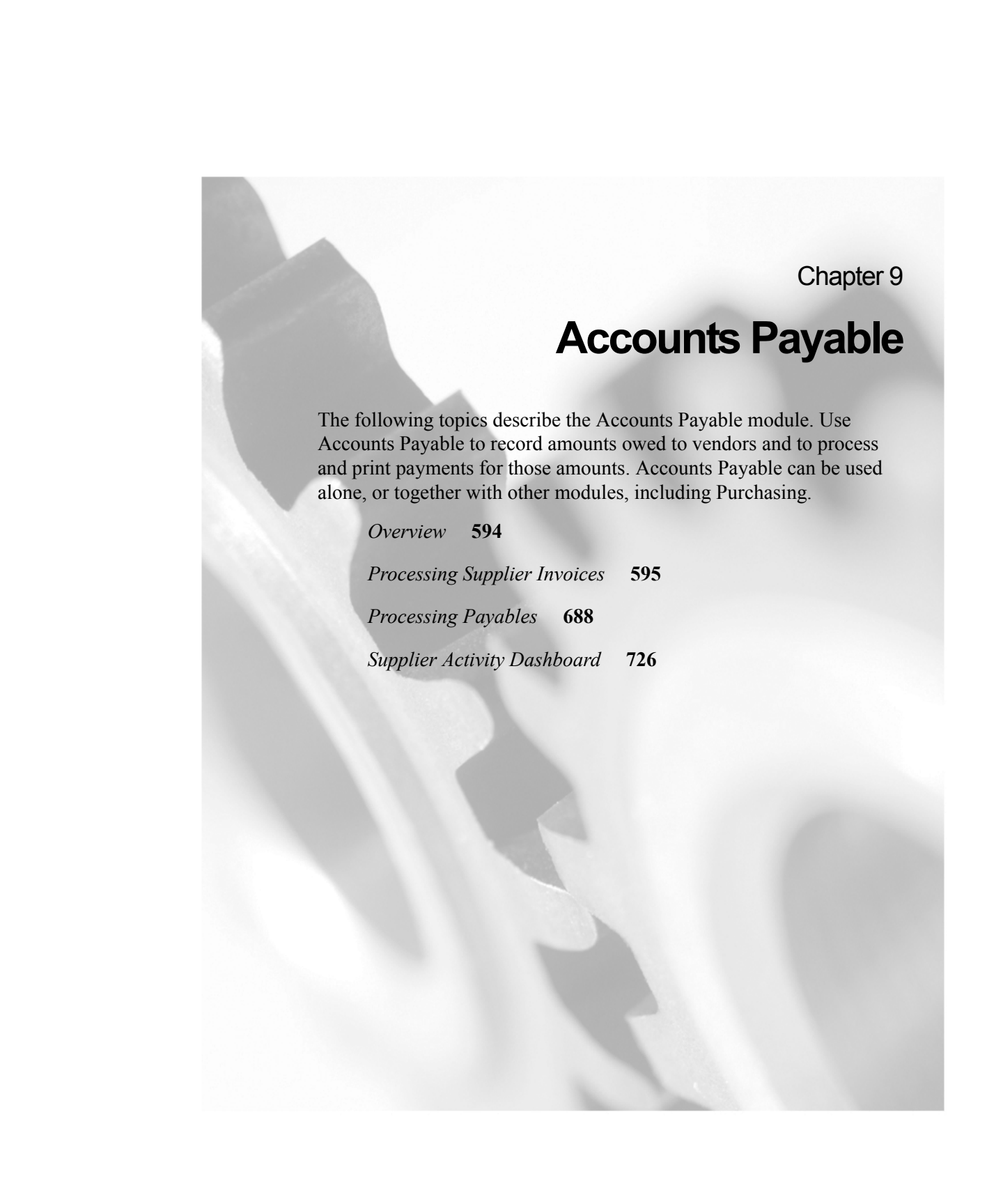
In this example, the open amount is \$1000, the overdue days value is 12, and the interest rate to be applied is 10%. The calculation is therefore:

$$\$1000 \times 12/365 \times 10\% = \$3.29$$

The system creates a Finance Charge invoice for \$3.29 for Customer A.

Draft Finance Charges

Finance charges can be saved in draft format when Draft Instances is selected in System/User Settings, Change System Setting. When you save a record in draft format, none of the system validations are executed. You can then return later to complete the record by choosing the Finance Charges Browse Drafts activity and selecting the record you want to finish from the list. See “Saving and Browsing Drafts” on page 33 for details on drafts.

The background of the page features a grayscale image of several interlocking gears. The gears are of different sizes and are positioned in a way that creates a sense of depth and mechanical complexity. The lighting is soft, highlighting the teeth of the gears and casting gentle shadows.

Chapter 9

Accounts Payable

The following topics describe the Accounts Payable module. Use Accounts Payable to record amounts owed to vendors and to process and print payments for those amounts. Accounts Payable can be used alone, or together with other modules, including Purchasing.

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Processing Payables **688**

Supplier Activity Dashboard **726**

Overview

Most payables transactions are accounts payable liabilities resulting from purchasing transactions with suppliers. These are usually in the form of supplier invoices, which detail the items purchased, payment due dates for this supplier, and cash discounts that may apply to these payments.

Supplier payments are recorded in the Accounts Payable ledger. The total balance on the Accounts Payable ledger is the total monies outstanding to suppliers and is itemized by individual supplier within the ledger. The purpose of the Accounts Payable ledger is to monitor amounts due and to record the settlement of outstanding payments.

Accounts Payable lets you manage the supplier payment cycle from original purchase orders for supplier goods to payment of the corresponding invoices (Figure 9.1). This cycle is represented by the following processes:

- Process Supplier Invoices
- Process Payables

Fig. 9.1
AP Process Maps



You complete these processes using the following AP functions:

- Create and maintain supplier invoices and credit notes.
- Prepare invoices for allocation and allocate them.
- Prepare invoices for matching.
- Identify purchase orders and match with supplier invoices.
- Approve an invoice for payment and release it for inclusion in the payment cycle.
- Adjust the open balance of a supplier invoice or credit note.

- Generate payments to suppliers in various forms.
- Report on all supplier-related transactions and statuses.
- View the supplier balance and open item details.

In addition, you create suppliers, supplier type codes, and purchase type codes in the AP module. These activities are described in “Setting Up Suppliers” on page 367.

Processing Supplier Invoices

For items that you purchase for use in manufacturing, the starting point is the purchase order. The purchase order is a contract that confirms your intent to buy. It lists items, quantities, and prices, along with any related charges such as taxes and freight.

On receipt, your receiving department issues a receiver to confirm the received items and quantities against the purchase order.

When you then receive a supplier invoice, you create a version of the invoice in your system, and then process the invoice in one of two ways:

- Use receiver matching to match the invoice quantities against the original amounts on the purchase order.
- Use financial matching to allocate the invoice amount to accounts.

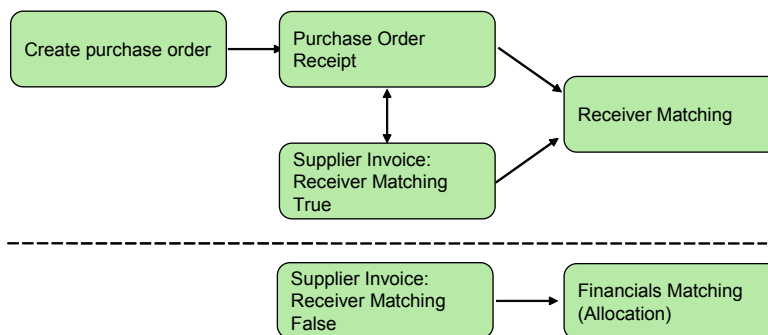


Fig. 9.2
Receiver Matching
and Financial
Matching

Receiver Matching

Supplier invoices are usually sent to your company to confirm your liability to pay for the items under the conditions specified on the purchase order.

Before you pay the invoice, you verify that the supplier invoice matches what was actually received by your receiving department and that the supplier has charged you the correct price.

If the invoiced items and quantities match the receiver, the matching can be finalized, creating GL postings and closing the receiver. If variances exist, they can be investigated before finalizing the matching.

Invoices can then be approved and released for payment. Payment processing activities support multiple types of payments, both electronic and paper-based.

The Receiver Matching function ensures that amounts payable on invoices match the items received on purchase orders.

Receiver matching can be combined with the creation of an invoice or performed as a separate activity later. This supports segregation of duties in case your company policy has one role that creates the invoice and line items and another role that verifies and matches the lines with PO receipts.

Receiver matching calculates variances in costs between the point at which the order was made and the point at which the invoice is created. It also updates original item costs where variances resulted from exchange rate fluctuation or other costing differences. Receiver matching retrieves the following records for matching against invoice amounts:

- Purchase order receipts
- Shipper/Invoice receipts
- Pending invoices for logistics charges

See “Receiver Matching” on page 642 for more details.

Financial Matching

Financial matching is used for payments for products or services that have not been processed through the purchasing cycle. The invoice amounts are not matched against purchase order amounts. Instead they are posted to an Unmatched Invoices account, and then allocated directly to a cost account. These invoices would typically be one-time payments to suppliers for occasional goods or services.

The postings for financial matching are in two stages, moving amounts into and out of the system Unmatched Invoices account. All transactions are stored in transaction currency (TC), base currency (BC) and, if activated, in management currency (MC).

Note Initial supplier invoices, which are used to record the supplier’s documents initially in the system, do not generate postings. See “Supplier Invoice Initial Create” on page 639.

Debit Unmatched Invoices

The system automatically uses a default Unmatched Invoices account in all supplier invoice postings created in a particular domain; this is true for both invoices associated with purchase orders and those that are not. These postings are as follows:

Account	Debit	Credit
Supplier Control		120.00
Tax	20.00	
Unmatched Invoices	100.00	

The Supplier Control account is the default defined for each supplier. The Tax account is retrieved from the Global Tax Management (GTM) setup for this supplier.

You must create one (and only one) Unmatched Invoices account for your system. The Unmatched Invoices account is a system GL account.

This posting is mandatory for all invoices and is always made to the official account layer, using a supplier invoice daybook. Posting details are visible on the SI Posting tab; see “SI Posting Tab” on page 620.

Credit Unmatched Invoices

The next stage of the update moves the amounts out of the Unmatched Invoices accounts and debits either a Purchases accounts (for non-inventory items) or a PO Receipts account.

Purchases Account

This posting moves the invoice amount less tax from the Unmatched Invoice account into the Purchases account you defined for this supplier. This account is contained in the purchase GL account profile, which you define on the Accounting tab of the supplier; see “Accounting Tab” on page 374.

The posting uses a matching daybook, and you can select a matching daybook that uses either the official layer or the transient layer for approval.

Account	Debit	Credit
Unmatched Invoices	120.00	
Purchases		120.00

These posting details are visible on the Matching Posting tab; see “Matching Posting Tab” on page 622.

PO Receipts Account

This posting moves the invoice amount less tax from the Unmatched Invoice account into different Purchase Order Receipt and variance accounts, depending on the type of receiver matching you perform. You set the posting details for these matching postings in the Matching Data area of Receiver Matching Create.

Releasing Invoices for Payment

The final step in the invoice process is to release the invoice for payment, which is described in “Invoice Allocation and Approval” on page 603. Once released, you then use AP payment functions to process the payments.

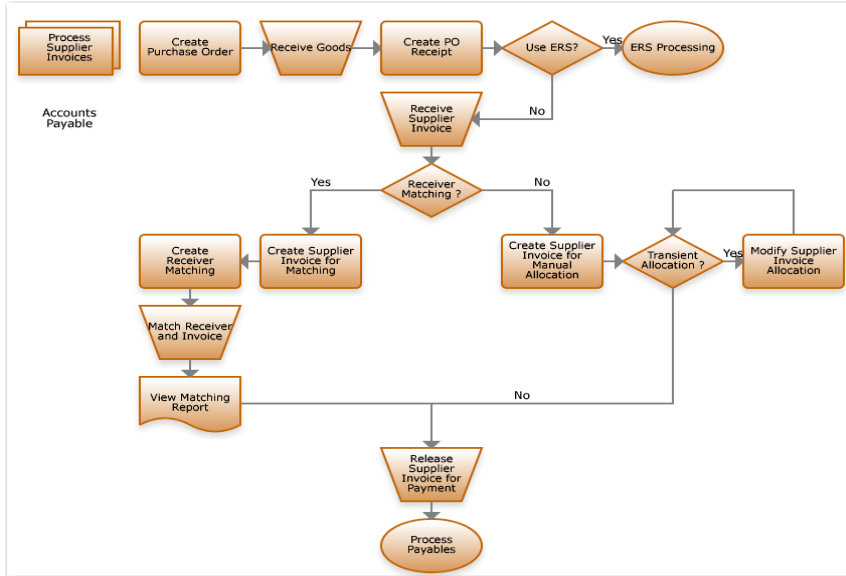


Fig. 9.3
Processing Supplier
Invoices Process
Flow

Supplier Invoices

Use the Supplier Invoice function to create, view, modify, and delete supplier invoices and credit notes. You also use this function to:

- Create initial invoices to enter supplier documents immediately into the system.
- Match current invoices against original purchase order receipts.
- Prepare invoices for allocation and allocate the invoice.
- Approve invoices.
- Place invoices on payment hold or release invoices for payment that are currently on hold.
- Reverse incorrect invoices and their postings, and optionally replace these with new invoices.

These additional activities, with the exception of reversing and replacing, are controlled by the invoice status code associated with the invoice. The invoice status code and its attributes determine when the invoice is ready to be posted to the official layer of the AP sub-ledger.

See “Invoice Status Code” on page 303 for a description of how the attribute combinations manage different types of processing.

Invoices you create derive much of their default bank account, payment format, tax, and addressing information from the values defined for the supplier. See “Setting Up Suppliers” on page 367.

Using invoicing functions, you can process supplier invoices through allocation to GL accounts and optionally include an approval workflow cycle.

Using the Scan Daemon to Create Invoices

You can use the Scan daemon to integrate paper supplier invoices into the financial system and send the information to designated users. To do this:

- 1 Create a role associated solely with the Supplier Invoice Create activity, and assign this role to the appropriate users. For more information on roles and security, see *User Guide: QAD Security and Controls*.
- 2 Scan the documents into a system folder in a format supported by your scanning software, such as .PDF or .TXT.
- 3 Set up workflow processing and the Scan daemon according to the details in *User Guide: QAD System Administration*.

The Scan daemon searches specific folders for scanned documents, and then displays the document as a workflow item in the inbox of users with a specific role. When a user clicks the item to open it, the system removes the item from all other inboxes, and opens the activity associated with that workflow item, in this case Supplier Invoice Create.

The user then inputs the details of the scanned invoice directly into the Supplier Invoice Create screen.

Supplier Invoice Control Settings

Use Supplier Invoice Control (28.24) to set defaults that affect the invoice process.

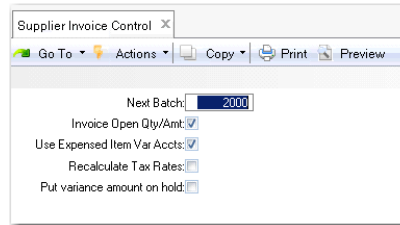


Fig. 9.4
Supplier Invoice
Control

Next Batch. The batch number is used to identify a group of supplier invoices created at one time using Evaluated Receipts Settlement (ERS) functions.

The system assigns the next batch number from the control program, and increments the next number by one.

Invoice Open Qty/Amt. Define the default setting for the Auto-Select field in the Receiver Matching screen. You can override it as needed.

Select: All purchase order line items received are normally processed on one invoice. This ensures that the Auto-Select field on Receiver Matching Create is selected by default.

Clear: You usually receive multiple supplier invoices for the same purchase order receipt document.

Select this field only if you never get invoices for partial shipments. Once selected, all receivers for a PO are marked as matched unless you manually deselect specific lines. If you overlooked this, all PO receivers are closed, resulting in an unusually large variance.

Use Expensed Item Var Accts. The setting of this field determines whether AP rate and usage variances for non-inventory items are posted to variance accounts or to the control account on the supplier invoice. For more precise variance tracking, enable the Use Expensed Item Var Accts option.

When a non-inventory item is purchased, it is immediately expensed and the expected payable amount is accrued to Expensed Item Receipts. If the supplier invoice has a different amount, a variance is calculated when the invoice is matched.

- A rate variance arises when the invoice price is different from the PO price.
- A usage variance arises when the invoice quantity is different from the PO receipt quantity.

Note The Expensed Item Receipts account defaults first from one associated with the supplier in Supplier Accounts Maintenance (2.3.7). If not specified there, the one in Domain/Account Control (36.9.24) is used.

Example A PO is received for 100 units of an expensed item at 11 cents each. At receipt, the GL entries are:

Account	Debit	Credit
Purchases (Expensed)	11.00	
Expensed Item Receipts		11.00

If the invoice later shows 110 units at 15 cents each, AP rate and usage variances are calculated when the invoice is matched. The control setting determines whether these variances are posted to Expensed Item Usage Variance and Expensed Item Rate Variance or to the Purchases account.

When Use Expensed Item Var Accts is selected, expensed item variances are tracked separately, and the following GL entries are created:

Account	Debit	Credit
Expensed Item Rate Variance	4.40	
Expensed Item Usage Variance	1.10	
Expensed Item Receipts	11.00	
Accounts Payable		16.50

However, if variances are not tracked separately, the GL entries are:

Account	Debit	Credit
Purchases (Expensed)	5.50	
Expensed Item Receipts	11.00	
Accounts Payable		16.50

Recalculate Tax Rates. When you select this field, the system recalculates tax rates for each line in the receiver matching grid, based on the taxable, tax class, tax usage, and tax environment values selected for each line. This option ensures that any changes in tax rate between the point when the PO receipt was created and when it is matched are accounted for by the system. If you do not select this field, the system uses the original tax rates applied when the PO Receipt was created, without recalculating.

This control applies domain-wide and provides the default for the Recalculate Tax Rates field on Receiver Matching Create. You can clear the field in Receiver Matching if required.

Put Variance Amount on Hold. When there is an adverse variance following the matching of an invoice to receivers (that is, the invoice amount is greater than the pending voucher amount), the system automatically puts all or part of the invoice amount on hold. Select this field to place only the variance amount on hold. Deselect the field to place the entire invoice amount on hold. The system displays a warning when all or part of the invoice is on hold but does not prevent you from saving.

Invoice Allocation and Approval

For auditing and compliance purposes, you may want to restrict invoice allocation and approval for payment to specific roles within your organization. The system uses the following components to control the processing of invoices through creation to allocation and approval:

Roles and role permissions. Create roles for each agent in your AP cycle (for example, Manager, Accountant, AP Clerk), and assign the appropriate supplier invoice activity to each role. See *User Guide: QAD Security and Controls*.

Supplier invoice activities. Use the Approve, Release for Payment, Prepare Allocation, and Allocate activities to retrieve batches of invoices in different stages of approval. Assign these activities to the appropriate roles. In this way, you can ensure that, for example, the role that can approve invoices cannot release them for payment.

Invoice status codes. Once you have retrieved the appropriate invoices, you move the invoice from one state in the AP cycle to the next by changing the invoice status code.

Implement the approval cycle according to your own internal security requirements. Approving an invoice and releasing it for payment can be completed in one step by one role, or in two separate steps assigned to two roles. In some organizations, invoices for small amounts are created, approved and released in one flow, while invoices for larger amounts are subject to cash flow considerations and held back for payment until the next accounting period.

See “Allocating, Approving, and Releasing for Payment” on page 628 for more information on this process.

Creating Supplier Invoices

You can create two types of supplier invoice:

- A standard invoice, which when saved generates postings to the sub-ledger. See “Supplier Invoice Create” on page 606.
- An initial invoice, which when saved records the supplier, tax, and financial details required for the invoice, but which does not generate postings. See “Supplier Invoice Initial Create” on page 639.

Invoices can also be saved in draft format when Draft Instances is selected in Change System Settings (36.24.5.1). When you save a record in draft format, none of the system validations are executed. You can then return later to complete the record by choosing the Supplier Invoice Browse Drafts activity and selecting the record you want to finish from the list. See “Saving and Browsing Drafts” on page 33 for details.

Invoices you create derive much of their default bank account, payment format, tax, and addressing information from the values defined for the supplier. See “Setting Up Suppliers” on page 367.

Navigating Supplier Invoice Create

Like customer invoices, you must complete key fields in the General and Addresses tabs of Supplier Invoice Create to enable the Financial Info, Tax, and CI Posting tabs.

Table 9.1
Key Fields for a
Supplier Invoice

Tab	Field
General	Supplier Code
	Invoice Type (defaults to Invoice)
	Invoice Date (defaults to today's date)
	Description
Financial Info	TC Invoice Amount
	Posting Date (defaults to today's date)
Tax	Tax Point Date (defaults to today's date, when taxes have been defined)
	Taxable (defaults from the supplier definition)
	Sub-Account (if sub-account analysis is required)
	Invoice Status Code (defaults from the supplier definition)
	Year/Period (defaults to the current GL calendar year and period)
	Daybook
Addresses	Cost Center (if cost center analysis is required)
	Ship-To Business Relation

You must enter values for Supplier Code, Description, TC Invoice Amount, and Daybook Code on the General tab, and for Ship-To Business Relation on the Addresses tab. The system loads defaults for all of the other key fields. The Sub-Account, Project, Cost Center, Link To Invoice, and Adjustment are blank by default.

When you have completed these fields, all tabs are available. Once you click another tab (for example, Financial Info), the system generates the tax, financial, and posting data for this invoice. If you then navigate back to the General or Addresses tab to change a key field (such as the invoice amount), the system warns you that tax, financial, and posting data has changed and will be recalculated. If you click No, the update you made to the key field is discarded.

Supplier Invoice Create

Use Supplier Invoice Create (28.1.1.1) to create standard supplier invoices.

Fig. 9.5
Supplier Invoice
Create

Supplier Invoice Create				
Supplier Invoice ▾ Tools ▾ Go To ▾ Attach				
Attachments				
Supplier Code	ATPSUP01 Customer ATPSUP01		Reference	7/5/08ATP
Posting	2008 / 3 / KIC-APDC / 2 03/06/2008		TC Invoice Amount	1,000.00 USD
General Addresses Financial Info Tax SI Posting Matching Posting				
Supplier Code	ATPSUP01		Business Relation	ATPSUP01 Customer ATPSUP01
Reference	7/5/08ATP		Description	7/5/08ATP ATPSUP01
PO Number dm112 dm120 <input checked="" type="text" value="dm121"/>			Registration Number 965 Invoice Type Invoice Daybook Code KIC-APDC 000000002 Year 2008 03 Posting Date 03/06/2008	
Invoice Date	03/06/2008		Invoice Status Code	RMI-B1
TC Invoice Amount	1,000.00 USD		Invoice Status Code Allocation Status	No Allocation
Exchange Rate	1.0000000000		Taxable	☐
BC Invoice Amount	1,000.00 USD			
Sub-Account	10		Approved	☒
Project			Receiver Matching	☒
Cost Center	0001		Lock Payment	☒
Link to Invoice	0000 000000000		Open	☒
			Initial Status	☐
			Selected	☐
			Adjustment	0

Field Descriptions: General Tab

Supplier Code. Specify the code that identifies the supplier to be paid with this invoice. The business relation code associated with the supplier automatically displays next to it.

When you create a new invoice, you can specify a business relation before selecting the supplier. In this case, the supplier code is loaded. When more than one customer is linked to the business relation, you must select from the available supplier codes.

Business Relation. The system displays the business relation code linked to the supplier and the business relation name.

Reference. Enter an alphanumeric reference to help identify the invoice in the system. This reference is typically the ID number of the invoice received from the supplier.

Note Supplier Invoice Create validates the uniqueness of the invoice reference for the supplier and GL calendar year. If you enter a duplicate reference, you will receive a warning message, “The reference already exists on another invoice for this supplier.”

Description. Enter a brief description (maximum 40 characters) of the invoice. This field is mandatory. The system generates a default description based on the Reference and Supplier Code.

Posting. This read-only field displays the invoice registration number. The system generates a registration number for all invoices and credit notes, based on the entity and year.

Note Following the initial installation, you use Record Number Maintain (36.16.21.2) to set the numbering sequence.

Invoice Type. This field displays the invoice type. When creating an invoice, choose the invoice type from the drop-down list:

- Invoice
- Credit Note
- Invoice Correction
- Credit Note Correction

Invoice Correction and Credit Note Correction display as choices only when the appropriate daybook types have already been defined.

PO Number. If you are matching this invoice to PO receipts, right-click this grid to add new rows for the numbers of the receipts. See “Receiver Matching” on page 642.

Daybook Code. Specify an internal daybook that matches the invoice type: supplier invoice, invoice correction, credit note, or credit note correction. The system-generated invoice number is based on the daybook.

Year/Period. Specify the accounting year and period for the invoice. The system defaults to the accounting year and period associated with the posting date. If you modify these fields, the posting and tax dates are changed correspondingly.

Posting Date. Specify the date on which the invoice is to be posted. This date defaults from the invoice creation date.

Invoice Date. Specify an invoice creation date; the default is the system date. A warning displays if this date is not prior to the posting date or within the same accounting period as the posting date. The date must be within the upper and lower date limits of an open GL period.

The system uses the invoice date with the credit terms to calculate due date and discount date.

TC Invoice Amount. Enter the total invoice amount, including tax, and specify a transaction currency. Currency defaults from the supplier record.

The system checks for an existing invoice with the same amount and invoice date for the same supplier. If one exists, the system displays a warning, to prevent unnecessary duplicate invoices. The invoice can still be posted.

You can save zero-value invoices, which have no TC invoice amount. The system displays a warning to prevent you from doing so by mistake, which will not be detected until you attempt to match the invoice. This warning also displays if you attempt to start receiver matching from within the invoice. A similar warning is displayed when saving customer invoices.

Exchange Rate. If the transaction currency is not the same as the domain base currency, the applicable accounting exchange rate displays and can be edited; otherwise, the system displays 1 and the field cannot be changed. The BC Invoice Amount is calculated based on the exchange rate.

If you modify the BC Invoice Amount, the exchange rate is automatically adjusted.

Example The base currency is Euro, the transaction currency is GBP, and the default exchange rate for these currencies is 0.5 (2 euro to 1 GBP). The transaction amount is 1000 euro, and the base currency amount is 500 GBP. By increasing the base currency amount to 750 GBP, you change the exchange rate for this transaction from 0.5 to 0.75.

BC Invoice Amount. When the transaction and base currencies are the same, this field is read-only and displays the same amount as TC Invoice Amount. Otherwise, it is TC amount adjusted based on the exchange rate.

If you modify the base currency amount when creating an invoice, the system automatically recalculates the exchange rate to ensure that the transaction currency amount remains the same.

Invoice Status Code. Specify an invoice status code to determine the approval, payment, and allocation status. The initial code defaults from the supplier record.

The Invoice Status Code Allocation Status field displays the allocation status defined for this code.

Note You can create initial invoices in the standard invoice screen by selecting an Initial Status invoice status code.

Taxable. If the Taxable Supplier field is selected on the Tax Info tab of the supplier, this field is selected by default and unavailable. If the supplier has not been defined as taxable, you can select the Taxable field to subject the invoice to tax.

Sub-Account Code. Specify a sub-account code if the supplier control account is defined with sub-account analysis. This sub-account applies to all invoice posting lines.

Project. Specify a project to which this invoice is to be posted. This project is then displayed in the SI and Matching Posting tabs.

Cost Center Code. Specify a cost center to which this invoice is to be posted. This cost center is then displayed in the SI and Matching Posting tabs.

Link to Invoice. Specify an invoice or credit note to which you want to link the current document. A credit note can have a one-to-one link to an invoice. You can select invoices for this supplier that have opening

balances greater than or equal to the amount of the credit note. When you create the link, the system creates an automatic invoice adjustment (supplier adjustment) of the invoice and credit note with a posting date equal to that of the credit note, using a Supplier Adjustment daybook.

The following links are possible:

Current Document	Link To
Invoice	Correction Invoice, Credit Note
Credit Note	Invoice, Correction Credit Note
Correction Invoice	Invoice
Correction Credit Note	Credit Note

Note When you select a correction invoice for a specific supplier in a browse, the results also display all previous invoices created for this supplier.

Approved/Lock Payment/Initial Status/Receiver Matching. The Approved, Lock Payment, Initial Status, and Receiver Matching fields display the values for these attributes of the invoice status code. See “Invoice Status Code” on page 303. If the Receiver Matching field is selected, this field makes the Matching button available, which you click to display Receiver Matching Create. See “Receiver Matching” on page 642.

Open. When selected, this read-only field indicates the invoice has not been completely paid. It is updated automatically when complete payment is confirmed.

Selected. This read-only field indicates whether the invoice is included in a payment selection.

Role. This field display only when automatic ad-hoc workflow is enabled and the Specific SI Approval field is selected in the Maintain System function. This field ensures that approval workflow is applied to the supplier invoice, with an approval request sent to the specified role. For more information on workflow, see *User Guide: QAD System Administration*.

For more information on roles and security, see *User Guide: QAD Security and Controls*.

Adjustment. If you are linking documents, specify a daybook for the credit note and invoice adjustment. The internal daybook must be of type supplier adjustment (SA) and the voucher number is system-generated.

If you are matching this invoice against existing purchase order receipts, click Matching to display the Receiver Matching Create screen. See “Receiver Matching” on page 642.

Addresses Tab

The Addresses tab displays the ship-to address details. These details default from the headoffice address of the business relation associated with the current entity. See “Address Information Tab” on page 291 for information on address types.

The screenshot shows a software window with several tabs: General, Addresses, Financial Info, Tax, SI Posting, and Matching Posting. The 'Addresses' tab is active. It contains a 'Ship-To' section with the following fields and values:

- Business Relation: 10000000
- Address Type: HEADOFFICE
- Address: Manufacturing Division, One World Way, implementation>>
- Zip/City: 07960, Morristown
- Country Code: USA

Below the 'Ship-To' section is a 'Contact' field, which is currently empty.

Fig. 9.6
Supplier Invoice,
Addresses

Contact. Specify the name of the purchasing contact in the supplier company. This field defaults from the supplier record.

Financial Info Tab

Use the Financial Info tab to define credit terms and to view the banking and payment details for this supplier.

Fig. 9.7
Supplier Invoice,
Financial Info Tab

Validation	Bank Account No	Own Bank Number	Payment Format	Payment Instrument	Extension
XX	1234567890	69205862	AP PromNote	Promissory Note	

Credit Terms. Specify the credit terms that apply to this invoice. Credit terms determine invoice due dates and any settlement discounts on early payments. Credit terms also determine if multiple payments are made in stages based on invoice percentages.

When the credit terms code is changed, the invoice due date is recalculated.

Credit terms default from the supplier record.

When you specify a credit terms code that has been defined with stages, an additional window displays for update of the terms. You can modify the percentage allocation of the terms or make other changes as needed.

You can review the amounts at any time by clicking Staged. The sum of the stage amounts must equal the total invoice amount.

Due Date	%	TC Amount	Disc Date	Credit Terms	Description
07/30/2007	50.00	500.00	07/26/2007	stage-1	Days stagec
08/09/2007	50.00	500.00	08/04/2007	stage-2	Days stagec

TC Invoice Amount: 1,000.00 Total: 1,000.00

OK Close

Fig. 9.8
Staged Payment,
Modify

Due Date and Discount Due Date. These fields display the date when payment is due and the last date a discount applies, calculated by the system based on the credit terms and the invoice date. You can modify the due dates without affecting the credit terms.

Note If the credit terms have a base date specified, this is used in the due date calculations rather than the invoice creation date.

BLWI Group. Specify a BLWI group code for the subject of this invoice, if valid. The BLWI status applies to certain trade transactions for organizations in Belgium and Luxemburg only.

Payment Reference. Optionally specify a unique reference number to be included in the supplier payment file. This reference can consist of a Transfer with Structured Message (TSM) number. The TSM is a standard reference numbering system for electronic transfers, used by many banks.

Bank Account Grid

The grid displays the default banking and payment details configured for this supplier. The default supplier bank account details are displayed in the first line of the grid.

If you have configured multiple accounts for this supplier, you can add these account details by inserting a new row for each account. You can use a maximum of three bank accounts to make the invoice payment,

specifying the bank reference and amounts to be paid per account in each case. The total of the separate amounts must equal the total invoice amount.

Fig. 9.9
Financial Info Tab,
Accounts Grid

Validation	Bank Number	Own Bank Number	Payment Format	Payment Instrum	Extension	TC Payment Amount	Business Relat
XX	99991111	99999999	AP Cheque	CHEQUE		1,000.00	

Validation. This field displays the bank format validation code for the supplier bank account. Account number validation ensures that the account number is formatted according to the regulations of the national banking system. See “Linking Payment Formats to Bank Accounts” on page 326.

Supplier Bank Number. Specify the supplier bank account number. The bank number is mandatory when the payment instrument for the supplier is electronic.

Own Bank Number. This field displays the account number that makes payments to this supplier. This number is defined on the supplier record, and is normally the default bank account number for the entity you are currently working in.

Payment Format. This field displays the default format you have defined for payments from your bank to this supplier.

You can define multiple formats for each bank account, which are then selectable from a drop-down list. Only the formats initially defined for the account are available in this grid.

Payment Instrument. This field displays the payment instrument defined for payments to this supplier from your bank account.

Extension. This field displays the bank number extension. The extension defines the currency when an account has amounts in multiple currencies.

For example, if you have a single bank account with separate accounts defined for US dollars, euro, and yen, define a bank extension for each currency.

TC Payment Amount. Specify the amount in transaction currency that is to be paid to this bank account. The total invoice amount displays initially, but you can split this among three bank accounts.

Business Relation Code. This field displays the business relation for the supplier's bank, and contains bank addressing information.

SWIFT Code. This field displays the SWIFT code of the bank, if any. SWIFT (the Society for Worldwide Interbank Financial Telecommunication) is a banking network for world-wide payments between banks. Also known as the BIC or Bank Identifier Code.

Formatted Bank Number. This field displays the supplier bank account number, formatted according to the validation you applied. See "Setting Up Bank File Formats" on page 329.

Last Modified User/Date/Time. These read-only fields display the ID of the user who last updated this record and the date and time of update.

Purchase Type. Select a purchase type code, if required. Purchase types group invoices together for reporting, letting you track your cash expenditures for different types of expenses. For example, use EX for miscellaneous expenses and PO for purchases of raw materials or components.

You must use at least three purchase codes—for Rents, Royalties, and Non-Employee Compensation—if you are submitting 1099 tax reports. Each of these categories is summarized into a different box on the 1099 report.

A default purchase type can be assigned to the supplier. See "Purchase Type" on page 369.

TC Non-Disc Amount. Specify the non-discount amount in the transaction currency. This is the amount of the invoice total that is not subject to any discount defined as part of an early settlement discount credit term. For example, if tax and freight charges cannot be discounted, specify that amount here.

TC Hold Amount. Specify an amount of the invoice total that is not to be paid. Once specified, the hold amount is taken into account during payment processing.

Hold amounts are typically an amount under dispute, such as an incorrect billing amount, and can be set to an amount less than or equal to the invoice total.

When you match invoices to receiver amounts, and the matching process produces an adverse variance, the Put Variance Amount on Hold field in Supplier Invoice Control (28.24) determines whether the variance amount or the total invoice amount is put on hold. See “Supplier Invoice Control Settings” on page 601. When set, the system displays a warning once the variance is calculated.

Once the hold amount is set, you can only select the rest of the amount for either automatic or manual payment. For example, if you enter an invoice for \$100 and enter a hold amount of \$20, the system allows you to select and pay \$80 only.

Hold amounts must be:

Less than the invoice total and greater than zero (for invoices or correction invoices)

Greater than the document total and less than zero (for credit notes or correction credit notes)

The hold amount for a negative payment must always be set to zero.

You can update the hold amount at any stage during invoice processing. You can also update the hold amount when using open item adjustment to match an invoice with a credit note. You remove the hold amount by setting it to zero.

You can exclude hold amounts from ageing reports.

During receiver matching, if adverse variances are calculated during the receiver matching process, the hold amount for the invoice must be set to the value of the invoice total.

Bank GL Account. This field displays the account code of the bank account linked to the own bank account and payment format combination.

Tax Tab

When the invoice is taxable, the system calculates tax information and displays it on the Tax tab. The tax rates, zone, and setup details derive from the tax attributes defined for the supplier. Tax accounts are defined for the current domain in Domain/Account Control.

You can edit tax lines to allow for changes in tax rates to be applied, and add additional lines where the invoice amount is split between multiple tax rates. See *User Guide: QAD Financials B* for details on tax rates and tax calculation.

Tax Type	Tax Code	Domain	TC Base Amount (DR)	TC Base Amount (CR)	TC Tax Amount (DR)
VAT	33	Domain1	100.00	0.00	0.00

	Debit	Credit
TC Total Base Amount	100.00	0.00
TC Total Tax Amount	0.00	0.00
TC Total Amount	100.00	0.00
TC Invoice Amount (DR)	0.00	100.00

Fig. 9.10
Supplier Invoice,
Tax Tab

Field Descriptions

Own Tax Number. The tax number for the entity in which you are working displays. This number defaults from the headoffice address of the business relation to which the entity is linked.

Supplier Tax Number. This field displays the State Tax ID of the headoffice address of the business relation associated with the supplier.

The following fields display in the tax grid:

Taxable. This field defaults from the General tab, and can be modified.

Tax Class, Tax Usage. These fields default from the supplier, and can be modified.

Tax Environment. This field is automatically calculated based on the supplier and ship-to address details, and can be modified.

Tax Type. This field displays the tax type, which defaults from the tax environment.

Tax Code. This field displays the code of the tax rate, based on the tax environment for the combination of supplier and ship-to address.

Domain. This field displays the current domain.

TC Base Amount DR. This field displays the debit base amount in the transaction currency. This is calculated by the system using the total invoice amount (TC) and the applicable tax rate code.

TC Base Amount CR. This field displays the credit base amount in the transaction currency. This is calculated by the system using the total invoice amount (TC) and the applicable tax rate code.

TC Tax Amount DR. This field displays the debit tax amount (TC) calculated by the system using the total invoice amount (TC) and the applicable tax rate code.

TC Tax Amount CR. This field displays the credit tax amount (TC) calculated by the system using the total invoice amount (TC) and the applicable tax rate code.

Recalc. When you change the tax class, tax usage, tax environment, or the Taxable fields or modify one of the base amounts, this field is automatically selected, and the system recalculates the amounts when you have completed the line in the grid. You can also manually select or deselect this field

Non-Rev Tax Amount. This field displays the percentage of tax that is not recoverable. Taxes are recoverable whenever your company is eligible to offset a percentage of tax on purchases against tax collected on sales. Recoverable taxes are common in Europe.

Update Tax Allowed. When this field is selected, you can modify the base and tax credit and debit amounts during transaction entry. The changes you make are displayed in the SI posting tab. This field is set in the tax rate. This feature is useful for overriding the system if

there is a need to match amounts on manually issued documents. In some environments, tax authorities require that you cannot modify the calculated tax amounts.

Delay Tax. When selected, this field indicates that taxes on this invoice are delayed. Delayed taxes are enabled for invoices through the supplier tax setup. See “Delayed Tax” on page 624

Tax Amount on Delay Account. This field displays the amount of delayed tax calculated on the invoice.

Delay Tax Account. This field displays the name of the account used for delayed tax postings.

Delay Tax Sub-Account. This field displays the name of the sub-account associated with the delayed tax account.

Retained/Absorbed. This field indicates that the tax rate in use has been configured to retain taxes for payment directly to the government, and to absorb sales tax as a liability when taxes incurred on sales are not passed onto the customer. When you have selected these options, you define Sales Tax Absorbed and AP Tax Retained accounts in Tax Rate Maintenance (2.13.13.1).

Last Modified User/Date/Time. These read-only fields display the ID of the user who last updated this record and the date and time of update.

Tax Point Date. Specify the date to be used in tax calculations. This date defaults from the posting date.

Summary Information

The summary compares the invoice total with the sum of the base amounts and tax amounts. The system generates a warning if these amounts are different, but does not prevent you from saving the invoice.

TC Total Base Amount. This field displays the sum of the base amounts—debit or credit—of all the tax detail lines in transaction currency.

TC Total Tax Amount. This field displays the sum of the tax amounts—debit or credit—of all the tax detail lines in transaction currency.

TC Total Amount. This field displays the sum of the total base amount and the total tax amount—debit or credit—in transaction currency.

TC Invoice Amount. This field displays the total invoice amount—debit or credit—as entered on the General tab in transaction currency.

SI Posting Tab

The SI Posting tab displays the invoice posting details, based on the invoice amounts and accounts you have defined.

The default postings for invoices (when tax is applied at invoice) are as follows:

Account	Debit	Credit
Supplier Control		120.00
Tax	20.00	
Unmatched Invoices	100.00	

The postings are reversed for credit notes (when tax is applied at invoice):

Account	Debit	Credit
Supplier Control	120.00	
Tax		20.00
Unmatched Invoices		100.00

The postings on the Supplier Control account and Unmatched Invoices account can have sub-account and cost center analysis. In this case, the sub-account details derive from the General tab.

When tax is applied, you cannot modify posting details on this tab, except the posting description, which also derives from the General tab.

The exchange rate defined on the General tab is used as a default for all posting lines involving multiple currencies.

GL Account	Sub-Account	Cost Ce	Description	Trans Curr	BC Debit (USD)	BC Credit (USD)
2100	10	0001	dmref1 alpsup01	USD	0.00	100.00
CIREC			dmref1 alpsup01	USD	100.00	0.00

Fig. 9.11
Supplier Invoice, SI
Posting Tab

Accounting Year/Period, Posting Date, Daybook Code, Number, Layer Type. These read-only details are copied from the General tab.

Description. The invoice description is copied from the General tab, and can be modified.

Template Code and Save as Template. These fields are not currently used.

External. When selected, indicates that the daybook used is external.

The following fields display in the SI Posting tab grid:

GL Account, Sub-Account, Cost Center, Description, Curr, BC Debit, BC Credit. The system loads these posting details, including the supplier invoice or credit note control account, Tax account, and Unmatched Invoices account, from the General tab. You cannot modify these posting lines.

You can expand some lines to see additional detail, such as the tax information.

Currency View. Choose to view the transaction balance in the base or transaction currency.

Balance. This field displays the sum of the debit and credit amounts of all posting lines.

Matching Posting Tab

Matching Posting clears the Unmatched Invoices account and makes postings on one or more GL cost accounts, which can include sub-account, cost center, intercompany codes, SAF, and other analysis. The Matching Posting tab is similar to the journal entry function.

The postings for invoices are as follows:

Account	Debit	Credit
Cost	120.00	
Unmatched Invoices		120.00

These postings are reversed for credit notes:

Account	Debit	Credit
Cost		120.00
Unmatched Invoices	120.00	

The posting line for the Unmatched Invoices account posting is read-only. You can modify details on the posting line for the cost account.

The default cost accounts derive from the posting template, or from the purchases account profile defined for this supplier. See “Accounting Tab” on page 374.

When the invoice involves multiple currencies, all amounts in the matching posting are automatically converted and stored in base currency using the exchange rate defined on the General tab.

The matching posting is created for every invoice, but is not mandatory on initial entry. The nature and timing of the matching posting depends on the invoice status code assigned to the invoice. Invoice status codes determine if:

- No matching posting is made (No Allocation status).
- A matching posting is made, but to a transient layer, allowing modification and approval of that posting (Transient Allocation status).
- A matching posting is made to the official accounting layer (Allocation status).

All invoices must eventually have an invoice status code that indicates that a full allocation has been made to the official accounting layer in the matching posting. However, the number of steps taken before this point depends upon how you define and use invoice status codes.

GL Account	Sub-Account C	Cost Ce	Description	Trans Curr	BC Debit (USD)	BC Credit (USD)
CIREC			dmref1 atpsup01	USD	0.00	100.00
5100	10		dmref1 atpsup01	USD	100.00	0.00

Fig. 9.12
Supplier Invoice,
Matching Posting
Tab

Year/Period. Specify an accounting year and period for the matching posting.

Posting Date. Specify a posting date.

Daybook Code. Specify a daybook code. This daybook must be of type Matching and can be associated with either the official or transient layer.

Layer Type. The layer type of the daybook code displays.

Description. The posting description defaults from the General tab and can be modified.

Template Code/Save as Template. Specify a posting template code if you want to use an existing template for this posting. Select Save as Template to create a new template from this matching posting.

Grid

GL Account, Sub-Account, Cost Center, Description, Curr, Debit, Credit. The system loads these posting details, including the Unmatched Invoices and GL transfer accounts. You can select other accounts for this posting, providing they are defined for this supplier. Click the grid information button to display individual account details.

Currency View. Choose to view the transaction balance in the base or transaction currency.

Balance. This field displays the sum of the debit and credit amounts of all posting lines.

Click Save to validate the invoice and generate the invoice postings

Modifying a Supplier Invoice

You can modify the following details of a saved supplier invoice or credit note:

Tab	Field
General	Description
	Invoice Status Code
	Contact
	Role
Financial Info	Credit Terms
	Due Dates
	Payment Reference
	Payment Bank Number
	BLWI Group

You can modify details on the Financial Info tab provided the invoice is not included in a payment selection or has not been partially paid.

You can modify matching posting details provided the posting is in the transient layer.

Delayed Tax

Taxes on purchase orders and supplier invoices or credit notes are generally due at the same time as the invoice due date. However, in some countries, such as France, Italy, and Thailand, taxes on invoices only become due after the invoice has been fully or partially paid.

When you account for tax after you have paid a supplier in AP, it is referred to as delayed tax. In this case, you can only deduct the tax in your declaration to the authorities after you have paid the supplier.

Delayed taxes are normally applied to all purchase orders and invoices for designated suppliers. You enable delayed taxes per entity. You then define a dedicated delayed tax rate and apply a tax environment that retrieves

this rate for the supplier. This ensures that purchase orders and invoices for this supplier are automatically subjected to delayed tax. You can also apply normal taxes when creating individual purchase orders and supplier invoices by selecting a tax environment that retrieves a normal tax rate.

Note You delay taxes on AP payments only. Use the Suspended Taxes option to defer taxes on AR payments. See “Suspended Tax on Customer Invoices” on page 526.

For delayed tax, you use Tax Rate Maintenance (29.4.1) to define a set of tax accounts for the delayed tax rate. The system then uses these accounts in postings when the delayed tax rate is applied.

When you allocate payment to a supplier invoice with delayed tax, the system transfers the delayed tax amount to normal tax, and generates a second tax posting. This posting debits the AP Invoice Delayed Tax account for the tax amount, and credits the normal tax account.

Important Draft payments are the exception. The transfer from delayed tax to normal tax only takes place when the payment is assigned the Paid status.

The tax point date and period for the first delayed tax posting is the same as the invoice tax point date. The tax point date and period for the second posting is the same as the posting date. If you have not yet paid invoices that include delayed tax, you can exclude the delayed taxes from the normal tax reporting.

Delayed Tax on Other Supplier Payments

In addition to Supplier Invoice Create, the following functions generate delayed tax postings (or reversal of delayed tax in case of payment) if delayed tax applies for the supplier:

- Supplier Payment Create—for payments that are not initial and for payments other than drafts
- Supplier Payment Selection Confirm—for payments other than drafts
- Banking Entry and Cashbox Entry, when the payment is allocated to a supplier invoice or to a supplier payment of type Draft
- When the payment is allocated to a supplier invoice

- When you change a Supplier Payment Status to Paid for a payment instrument of type Draft
- When processing an incoming bank file, when the status of the payment is changed to Paid or for a payment instrument of type Draft
- Open Item Adjustment, when you close a supplier open item and its balance is netted to zero

A partial open item adjustment does not cause the transfer from delayed to normal tax.

Delayed Taxes and Reversed Payments

If you reverse a payment to a supplier by setting it to Void, Bounced, or Initial or if you re-open the invoice in Open Item adjustment, the delayed tax transaction is netted from the normal AP tax account and re-posted to the AP delayed tax account.

Calculating Delayed Tax Points

When you pay a supplier in payment stages, you can define the point at which delayed taxes are calculated. The tax points for delayed tax on staged payments are defined using the same method as for suspended tax.

See “Calculating Suspended Tax Points” on page 528.

Setting Up Delayed Tax

Delayed tax for payments to suppliers is set up using the same method as for suspended tax on customer payments.

See “Setting Up Suspended Tax” on page 529.

Delayed Tax and Receiver Matching

Delayed tax does not accrue when the items are received. Therefore, in receiver matching, the PO receipt amount without delayed tax is matched to the base amount of the supplier invoice.

Example

You create a purchase order for 80 USD of items order from a supplier. A delayed tax rate of 17% applies. The items are to be delivered to the site where you recorded the order.

Receipt Postings

When the items are recorded as received, the system posts the following journal entries to the PO Receipts daybook. Delayed tax does not accrue at receipt so the postings are for the cumulative costs for the items ordered.

Account	Debit	Credit
Inventory	80.00	
PO Receipts		80.00

Invoice Postings

When you receive an invoice from the supplier and record the details using Supplier Invoice Create, the delayed tax is applied to the base invoice amount. When the invoice is saved, the delayed tax is posted to the AP Delayed Tax account specified for the applicable delayed tax rate in Tax Rate Maintenance. The journal entries for the supplier invoice are:

Account	Debit	Credit
AP		93.60
AP Delayed Tax	13.60	
Unmatched Invoices	80.00	

Matching Postings

You then match the supplier invoice to the PO receipt for the items in Receiver Matching Create. Delayed tax did not accrue when the items were received so the PO receipt without tax is matched to the base amount of the supplier invoice. The receiver matching postings are:

Account	Debit	Credit
PO Receipts	80.00	
Unmatched Invoices		80.00

Supplier Payment Postings

When the supplier is paid for the full invoice amount by check, the payment is allocated to the supplier invoice, and the supplier payment status is changed to Paid. When you save the supplier payment, the system nets the tax from the delayed tax account and posts it to the normal account used for AP taxes.

Account	Debit	Credit
Supplier Bank		93.60
AP	93.60	
AP Delayed Tax		13.60
AP Tax	13.60	

Allocating, Approving, and Releasing for Payment

The Supplier Invoice activities (28.1.1) let you select invoices to update based on their status code and move the invoices through a workflow cycle. You change the status of the invoices by selecting a different invoice status code.

You control two aspects of supplier invoicing through invoice status codes:

- Allocation of the invoice amount to accounts. This determines the postings generated and which layer is updated.
- Approval of the invoice and release for payment. This process can be completed in one or two stages. The approval process places contested invoices on hold and then releases them.

You typically create a specific invoice status code for each type of status you need when processing the invoice. You then simply change the invoice status code when necessary.

See “Invoice Status Code” on page 303 for a more complete description.

Allocating Supplier Invoices

The Allocation Status attribute of an invoice status code determines whether postings occur and if they affect transient or official layers. Invoice status codes have one of these allocation statuses:

No allocation. No allocation to GL accounts is possible and no postings are created when you save the invoice.

Transient allocation. You can allocate to GL accounts, and postings to the transient layer are created when you save the invoice. In financial matching, these postings are to the Unmatched Invoices, and tax and Supplier Control accounts.

Allocation. You allocate to GL accounts and create postings to the official layer when the invoice is saved. Postings to the official layer are to the Unmatched Invoices account and to the Purchases account you defined for this supplier.

Any. You use this for financial matching and then choose the daybook you want to use to determine whether the posting is to the transient or the official layer.

You process the invoice through allocation by changing the invoice status code to one with the appropriate allocation status (Figure 9.13).

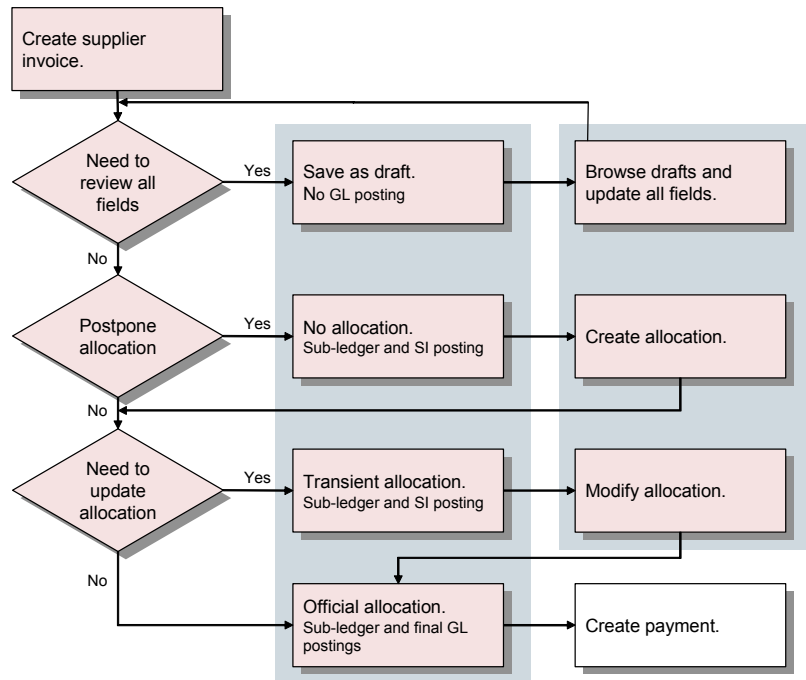
In a typical scenario, the invoice is input by the accounts clerk, and the allocation amounts are reviewed by the accountant. The invoice is initially saved as a draft. Draft invoices do not generate postings when saved, and so do not affect the AP sub-ledger or general ledger.

Following review, the accountant may decide to update the allocation details, such as the amounts or accounts to which the amounts are to posted. You can now open the draft invoice and change the invoice status code to one with an allocation status of Transient Allocation. When saved, the invoice generates postings to the transient layer only.

When the allocation is finalized and approved, you can change the invoice status code to one with Allocation selected. When you then save the invoice, the postings are made to the official layer and you begin the payment process.

The Receiver Matching process automatically moves the invoice from a status of No Allocation (before matching) to Allocation (after matching) using linked status codes. This is described in “Receiver Matching” on page 642.

Fig. 9.13
Supplier Invoice
Allocation Flow



Approving Supplier Invoices

Use invoice status codes also to lock contested invoices for payment and to assign a status of Approved to invoices that you want to match against receivers or release for payment. Again, you normally create specific invoice status codes with these fields selected, and select the appropriate code for the stage in the process.

You control the release of invoices for payment using two fields on the invoice status code:

Invoice Approved. The Invoice Approved field applies a status of Approved to the invoice. Invoices must have an approved status in order to be matched against receivers or to be included in payment selections. See “Invoice Allocation and Approval” on page 603.

Create specific invoice codes with the Invoice Approved field selected for regular suppliers with whom you have an ongoing purchasing relationship. By applying this invoice status code to invoices from these suppliers, you can match these invoices against

purchase order receipts immediately. In this way, you can create a regular invoice, matching, and payment cycle for payments that normally do not require an internal review.

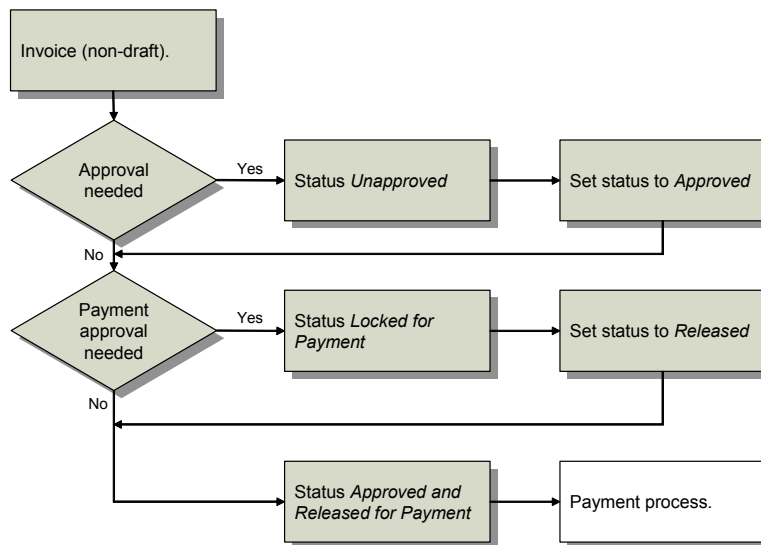
Lock Payment. When an invoice status code with the Lock Payment field selected is applied to an invoice, the invoice cannot be included in any automatic payment selections. Use this field to identify contested invoices that should not be paid until further approval, or invoices you want to keep on hold for cash flow purposes until a later accounting period.

In Figure 9.14, the AP clerk applies the appropriate invoice status code at different stages in the flow.

An invoice status code with both Lock Payment and Invoice Approved is initially applied to the invoice. This allows the accountant to review the invoice and supplier details and the current cash flow situation. The accountant decides to lock payment of this invoice at this time, and the AP clerk selects an invoice status code with Lock Payment selected and applies it to the invoice. Once saved, the invoice now cannot be included in any supplier payments and is effectively on hold.

Following a change in the cash flow situation or in the supplier's status, the accountant decides to release the invoice for payment. The AP clerk selects an invoice status code with the Invoice Approved field selected and the Lock Payment field deselected. The invoice now has an approved status and can be released for payment.

Fig. 9.14
Supplier Invoice
Approval Flow



In customer and supplier opening balances, the transfer account must always be filled in. For supplier opening balance, you should choose an invoice status code that has allocation. You can choose any invoice status code of that type, but may use different ones for different invoices, so that some could be unapproved or locked for payment.

Supplier Invoice Status Activities

Use the Supplier Invoice Approve, Release for Payment, Prepare Allocation, and Allocate activities to search for saved invoices based on attributes of the associated invoice status code.

- Supplier Invoice Approve displays all supplier invoices with an invoice status code that has the Approved field unselected.
- Supplier Invoice Release for Payment displays all supplier invoices with an invoice status code that has the Lock Payment field selected.
- Supplier Invoice Prepare Allocation displays all supplier invoices with an invoice status code that has an allocation status of No Allocation.
- Supplier Invoice Allocate displays all supplier invoices with an invoice status that has an allocation status of Transient Allocation.

Supplier Invoice Approve

Use Supplier Invoice Approve to search for invoices that are ready for approval. Change the associated invoice status code to one for which the Invoice Approved field is selected. This effectively gives the invoice a status of Approved, and the invoice can now be allocated.

Supplier Invoice Release for Payment

Use Supplier Invoice Release for Payment to search for invoices for which the Lock Payment attribute is selected in the associated invoice status code. You can then change the invoice status code to one in which this field is not selected, which effectively releases the invoice for allocation.

Invoices must be released for payment to be included in a payment selection.

Supplier Invoice Prepare Allocation

Use Supplier Invoice Prepare Allocation to search for invoices that have an invoice status code with an allocation status of No Allocation. You then change the associated status code to a code that has a Transient Allocation status and generate postings to the transient layer.

Supplier Invoice Allocate

Use Supplier Invoice Allocate to search for invoices that have an invoice status code with a Transient Allocation status. You can then change the code to one with Allocation status.

You finalize the invoice posting by allocating the invoice amounts to the correct cost accounts. You allocate by either completing the Matching Posting tab or by confirming the previously prepared allocation posting in the official layer.

Reversing and Replacing Supplier Invoices

When you detect errors in an initial invoice during financial or receiver matching, you have the option to cancel both the invoice and the matching process without generating postings. Standard invoices,

however, generate postings to the official layer when saved. Use the Supplier Invoice Reverse and Replace functions to create a correction invoice that reverses the postings of an incorrect standard invoice, and optionally create a replacement. You can use these functions to correct standard supplier invoices, invoice corrections, credit notes, or credit note corrections. You also use these functions to re-open a saved receiver matching process, by re-creating the original invoice and re-opening the receiver lines.

Note You cannot reverse initial invoices.

When the invoice you are reversing was used in financial or receiver matching, the Reverse function reverses the matching postings, and in the case of receiver matching, reopens the receiver lines. You can then start the matching process again with the new invoice amounts. See “Receiver Matching” on page 642. All matching postings are reversed, including average cost updates and Intrastat.

When you reverse and replace a standard supplier invoice:

- The original invoice is automatically matched and both the original and the reversal invoice are closed.
- When the invoice was matched to receivers, the matching postings, including average cost updates and Intrastat, are also reversed.
- The supplier, financial, and tax data of the original is retained in the replacement invoice.
- Original receiver lines, if any, are reopened.

When a standard invoice has been matched against multiple receiver lines, the Replace and Reverse function lets you reproduce the original lines and correct errors on individual receiver lines, instead of re-creating the entire matching configuration.

You can only reverse and replace invoices that have been saved or that have been matched. You cannot reverse invoices that have been included in a supplier payment or payment selection, or to which banking entries has been allocated. If the original invoice is linked to a workflow, the workflow process for the invoice is cancelled.

GL Correction Control Settings

The AP and AR correction fields in GL Correction Control (25.13.24) determine how the system reverses invoices. When the field is selected for AP, the system uses a correction invoice for reversals by default; otherwise, it uses a credit note. When you use a correction invoice, the system uses negative invoice amounts to reverse the posting, instead of reversing credits with debits.

Attachments and Workflow

When the invoice to be reversed and replaced is part of a workflow and has attachments, the link to workflow is removed for the replacement. However, attachments to original invoices are relinked to invoice replacements.

Supplier Invoice Reverse

Use Supplier Invoice Reverse (28.1.1.11) to reverse standard invoices.

You can use the following types of document when reversing:

Original Invoice	Reversal Invoice
Invoice	Invoice Correction or Credit Note
Invoice Correction	Invoice
Credit Note	Credit Note Correction/Invoice
Credit Note Correction	Credit Note

If you have selected the Create Replacement field, the system reverses the invoice and creates a clone invoice displaying the retained key information. If you choose not to create a replacement, the system simply reverses the original invoice postings.

The system retrieves a voucher number for the reversal invoice and then creates the invoice. Both original and reverse invoices are then closed.

You must enter the daybook, year and period, posting date, and description information required for the reversal.

Note You must ensure that a daybook of the correct reversing type is available in the shared set.

The amounts and postings on the new invoice are the reverse of the original:

- For invoices and credit notes, debits are changed to credits
- For correction invoices or credit notes, minus amounts are changed to positive amounts.

Fig. 9.15
Supplier Invoice
Reverse

Supplier Invoice Browse for Re... | Supplier Invoice - Reverse

Go To | Actions | Tools | Attach | Print | Preview

Attachments

Supplier Code: ATPSUP01 | Customer: ATPSUP01

Posting: 2008 / 4 / QADAPInv / 128

Invoice Date: 04/15/2008 | Reference: | Refrev

Description: Refrev atpsup01

TC Invoice Amount: 1,000.00 | USD

Reverse With: Invoice Correction

Year: 2008 | 4

Posting Date: 04/15/2008

Reverse Daybook: SICORR | 23

Adjustment Daybook: 6

Description: Refrev atpsup01

Create Replacement: ☒

PO Number

Field Descriptions

Supplier Code. This field displays the supplier name and description.

Posting. This field displays the invoice voucher number.

Invoice Date. This field displays the invoice creation date.

Reference. This field displays the invoice reference.

Description. This field displays the invoice description.

TC Invoice Amount. This field displays the invoice amount in transaction currency.

PO Number. This grid indicates PO receipts linked to the invoice to be reversed.

Reversing Area

Reverse with. Select the reversing option. These options depend on whether an invoice or credit note is being reversed.

Reversal Daybook Code. This field displays the default reversal daybook code. You must define a reversal daybook for each type of reversal you perform.

Adjustment Daybook Code. Select an adjustment daybook.

Year and Period. Specify a year and period for the reversal. The current year and period are displayed by default.

Posting Date. Specify a posting date for the reversal.

Description. Enter a brief description for the reversal.

Create Replacement. Select this field to automatically create a replacement invoice.

When you click Reverse, the system displays a message that both the original and reversal invoice will be closed. Click OK to continue.

Replacing Supplier Invoices

Use Supplier Invoice Replace to retrieve invoices that have been reversed but not yet replaced. The system displays only invoices that have been reversed.

The system retains the following key fields of the invoice you want to reverse:

Supplier code

Business relation code

Invoice reference

Invoice date

Posting date

Year

Period

Daybook

Voucher number

Currency
 Amount TC
 Invoice description
 Purchase orders

The exchange rates used on the original are also retained and applied to the new invoice. Complete the adjustments to the invoice details, and if matching the replacement to receivers, click the Matching button to launch Receiver Matching Create. If PO numbers were linked to the original invoice, you can choose to display them in the matching grid, and begin the matching process again.

Fig. 9.16
 Supplier Invoice
 Replace

Example The following pending vouchers are generated for goods received:

Voucher A: 100 items @ \$25. Total: \$2500

Voucher B: 120 items @ \$25. Total: \$3000

Voucher C: 150 items @ \$25. Total: \$3750

To Match Total: \$9250

The supplier document is received, and a standard supplier invoice is created for \$9610. The matching clerk incorrectly adjusts the To Match amount to equal the invoice amount, by increasing the item price on Voucher B from \$25 to \$28, giving a To Match amount for Voucher B of \$3360. This creates a total To Match amount for these receivers of \$9610. This To Match amount equals the invoice amount, the matching is saved, and the invoice and matching postings are generated.

The error is detected in the original invoice amount. You reverse and replace the original invoice. The invoice and matching postings are reversed. The replacement invoice retains the financial data of the original. You adjust the invoice total from \$9610 to \$9250, and click the Matching button to begin matching again. The system displays a prompt to use the original matching information, and the original pending vouchers are displayed in the matching grid and are reopened for matching.

Note For examples of receiver matching postings, see “Sample Matching Postings” on page 679.

Supplier Invoice Initial Create

Use Supplier Invoice Initial Create (28.1.1.10) to create invoices with a status of Initial.

Initial supplier invoices let you quickly enter each day’s supplier documents into the system, without generating postings. This ensures that supplier documents are registered from the moment they enter the accounts department and prevents invoices from being mislaid or overlooked. Initial invoices also let you deal with supplier queries before accounts are updated, and provide data for accruals calculation before a period end. You can create initial versions of invoices, invoice corrections, credit notes, and credit note corrections.

The system prevents you from creating duplicate initial invoices by validating the invoice reference you enter against existing invoices. You can also use role-based security to separate the initial invoice and full invoice processing functions, and assign them to different roles.

Note Initial invoices are not considered open invoices, and you cannot include them in supplier payments.

Initial supplier invoices are also used as part of the receiver matching process. An initial invoice contains the basic information necessary to perform matching against PO receipts, namely the supplier name and code, the invoice amount, and the daybook. You can initiate the matching process using the Matching button on the initial invoice, or by starting Receiver Matching Create and selecting an initial invoice with which to match the receivers. The Receiver Matching and Initial Invoice screens are interactive. You can automatically update the invoice amounts with the totals you produce on the matching grid, or adjust either amount before saving the matching and generating the final invoice postings.

You identify initial invoices in the system by their registration numbers. The Registration Number field identifies all supplier invoices and credit notes in the system, both initial and standard, and is an automatic number generated by entity and year. The system does not assign voucher numbers to initial invoices, and when you retrieve a daybook code during invoice creation, the voucher number is set to zero.

Initial invoices can be viewed and modified (by enabling the Initial Status filter on Supplier Invoice View and Supplier Invoice Modify), but are not displayed in the standard AP reports. However, when you save an initial invoice, the system records the creation date, and you can use Supplier Invoice Extended View (28.18.3) to view initial invoices by their creation date.

You can only select an invoice status code with a status of Initial when creating an initial invoice. These status codes do not allow allocation. See “Invoice Status Code” on page 303. When you intend to use an initial invoice in a matching process, you use an invoice status code that has both the Initial Status and Receiver Matching attributes selected. See “Modifying an Initial Invoice” on page 641.

Initial invoices require minimal input, for speed of entry, and can be deleted without any impact on the sub-ledger, or modified at a later stage and processed as normal. The following fields are mandatory:

Tab	Field
General	Supplier code
	Reference
	Description
	Amount

Tab	Field
	Invoice Status Code
	Daybook

When you complete these fields, you enable the Addresses, Financial Info, and Tax tabs but not the SI Posting and Matching Posting tabs. Because initial invoices do not generate postings, these tabs are not required.

Fig. 9.17
Supplier Invoice
Initial Create

Modifying an Initial Invoice

Initial invoices are stored in the system to be modified or deleted at a later stage. When you are ready to process the invoice, you normally change the status of the invoice from initial to non-initial. The status of the invoice is controlled by the invoice status code, and you convert an initial invoice into a standard invoice by selecting a status code with a status other than Initial. Once you select a non-initial status code, the posting tabs are enabled and the system retrieves a voucher number for the invoice.

When you match an initial invoice against receivers, however, the system retrieves the non-initial status code automatically. To make an initial invoice available for matching, you choose an invoice status code that has the attributes Initial, Approved, No Allocation, and Receiver Matching selected. The Receiver Matching attribute requires that you specify the invoice status code that is to be applied to the invoice once it has been matched. This After Matching status code is automatically retrieved once the matching is complete. Choosing a status code with Receiver Matching selected also makes the PO Number grid available on the invoice. See “Receiver Matching” on page 642.

The system uses key fields on supplier invoices to generate financial, posting and tax data. When you modify one of these fields, the system displays a warning that this data will be recalculated. See “Navigating Supplier Invoice Create” on page 605. When you modify an initial invoice by changing the invoice status code from initial to non-initial, however, the system does not attempt to recalculate this data. Once an initial invoice is saved as non-Initial, the invoice postings are generated and you cannot reset the invoice to Initial.

Receiver Matching

When you buy inventory items for manufacturing, you issue a purchase order that details the items, quantities, and prices, as well as related charges such as taxes and freight. When you receive the goods, your receiving department generates a PO receipt to confirm the received items and quantities against the purchase order. This PO receipt in turn generates a pending invoice, which contains the details of the receipt.

Your supplier issues an invoice to confirm your liability for the items under the conditions specified on the purchase order. You then create a supplier invoice in the AP module to record the invoice received from your supplier. Before you pay the invoice, you verify that the items and quantities you received are what you originally ordered, and that the supplier has charged you the correct price.

Receiver matching retrieves the pending invoices (also called receivers) associated with the purchase order so that you can record invoice lines against them. If the invoiced items, quantities, and prices match the receiver, the receiver is closed. See “Starting Receiver Matching” on page 666.

When the invoiced quantities and prices are different, the system displays a discrepancy. For example, the supplier may have invoiced you at the wrong price or you may not have received all the items that were invoiced. This kind of discrepancy is called a variance, and the system generates a variance posting for the outstanding amount when you complete and save the matching. See “Variances” on page 645.

You must match the whole amount of the invoice against the receipt amounts. When a variance occurs in the matching, the open amount to be compared against the invoice amount is adjusted accordingly.

Example You match an invoice for \$5000 for goods delivered. The corresponding purchase order is for 1000 items with a unit cost of \$5, giving an open amount of \$5000. However, only 995 items were received. You manually adjust the open quantity to 995, giving an open amount of \$4975. The system generates a variance of \$25 and posts this amount to a variance account. You can then resolve the discrepancy with a credit note from your supplier for the outstanding amount, or write off the outstanding amount.

System Effects of Matching

Finalizing a receiver matching has consequences in several different areas, depending on the kind of invoice being matched. In general, some or all of the following effects can occur:

- GL postings are created.
- When receipts created in one entity are matched against invoices created in another, cross-company postings can be generated.
- If discrepancies exist between the supplier invoice and the receiver, variances can be calculated.
- Depending on the cost method in place, average costs and current costs may be updated.
- Intrastat history may be updated.
- Exchange rate variances may be calculated for foreign currency receipts.
- Taxes may be calculated based on the settings of the applicable tax rates.

Matching Postings

When a PO receipt is recorded for items on a purchase order, the system debits the relevant Inventory account and credits the appropriate PO Receipts account or Expensed Item Receipts account for the item cost and the quantity invoiced.

The PO Receipts account is defined in multiple programs. The system searches for an account in the following order and uses the first one it finds:

- 1 Supplier Accounts Maintenance (2.3.7) for a specific supplier
- 2 Purchasing Account Maintenance (1.2.5) for the product line, site, and supplier type
- 3 Product Line Maintenance (1.2.1)

This posting (without taxes) is as follows:

Account	Debit	Credit
Inventory	120.00	
PO Receipts		120.00

The system creates an initial supplier invoice posting for all supplier invoices (visible on the SI Posting tab). This posting updates the Supplier Control and Unmatched Invoices accounts:

Account	Debit	Credit
Unmatched Invoices	120.00	
Supplier Control		120.00

When the invoice is matched and variances are generated, the system creates a matching posting, which updates the Unmatched Invoices account, and the PO Receipts and variance accounts:

Account	Debit	Credit
PO Receipts and Variances	120.00	
Unmatched Invoices		120.00

See “Sample Matching Postings” on page 679 for examples of the receipt and variance accounts typically used in the matching process.

For the most direct type of matching, you create a single supplier invoice and process it for matching. You then retrieve the corresponding purchase orders. You use the matching grid to match the costs, quantities, and non-recoverable taxes.

Cross-Company Postings

Cross-company control accounts are defined for each domain, with a separate account for AP, AR, inventory, fixed assets, and journal entry transactions. You can match receipts created in one entity against invoices created in another within the same domain. During the matching process, the system uses the AP cross-company control accounts and the intercompany code for the business relation of each entity involved in the transaction. See “Intercompany and Cross-Company Transactions” on page 464.

Partial Matching

When you receive a large delivery of goods recorded on a single purchase order, you may complete payment of the whole order with a series of supplier invoices. In this case, you match the entire invoice amount against part of the purchase order amount, leaving the outstanding order amount open for matching against subsequent invoices. The system lets you partially match in this way; you can save and close the matching.

Partial matching generates a posting for only the amount of the purchase order that has been invoiced. The amount is calculated as:

$$\text{Quantity Invoiced} * \text{Purchase Order Price}$$

Variances

The following types of variance can be generated during the matching process:

Rate variance. This variance arises when the invoice price is different from the PO price. The variance amount is calculated as follows:

$$(\text{Invoice Unit Cost} - \text{PO Unit Cost}) * \text{Invoice Quantity}$$

Usage variance. A usage variance arises when the invoice quantity is different from the PO receipt quantity. This amount is calculated as follows:

$$(Invoice\ Quantity - PO\ Receipt\ Quantity) * PO\ Unit\ Cost$$

Exchange rate gain or loss. This variance is calculated when payments are generated involving multiple currencies. This variance is normally posted to the system Unrealized Exchange Gain or Loss account. See “Foreign Currency PO Receipts” on page 647.

The system automatically calculates variance amounts when you enter the amounts in the matching grid. When the matching is saved, the system generates variance postings. Variances also affect item costing, and the system automatically updates item costs based on the revised values.

The Matching Variance Report (28.2.7) lists the variance details that result from the matching process.

Adverse variances occur when the amount on the supplier invoice is greater than that of the original purchase order, and you have effectively been overcharged. You may want to withhold payment of this additional amount, and the system automatically places this variance amount on hold. This is displayed in the TC Hold Amount field on the supplier invoice.

Cost Updates

The system uses cost sets and costing methods to maintain item costs. Cost sets are collections of cost data and are applied per site. Cost methods determine how the cost data is calculated.

Matching variances affect the quantities and prices of items per site. The system automatically updates item costs in the following ways:

- When the GL cost set of a receiving site uses the average costing method, the matching process can update average costs for the items concerned at the receiving site.
- The system also updates current costs for the receiving site, as long as the current cost set for the site uses average cost or last cost as the costing method and the Current Cost from AP field is selected in

Inventory Accounting Control (36.9.2). The Current Cost from AP field determines if the current material cost of the item is updated by rate variances calculated as a result of receiver matching.

When average costing is enabled, you can choose to update item costs based on the results of the matching or decide not to update them. A price variance may be due to overcharging—in this case you do not want to update the original item cost. It also can result from a genuine change in cost—in this case the item cost should be updated. To enable cost updates, do not select the Use GL Variance Account field on the matching grid. When selected, a GL Variance account and not an Inventory account is updated by the matching postings, and inventory costings are not affected by the matching.

Item costs are only updated when the matching is completed and saved with a Finished status.

These cost sets and methods are described in detail in the Cost Management section of *User Guide: QAD Financials B*.

Intrastat Updates

The adjustments you make on the receiver lines also update Intrastat history. Intrastat provides data collection and reporting for EU member countries using sales or purchasing activity.

See *User Guide: QAD Financials B* for a complete description of Intrastat.

Foreign Currency PO Receipts

When you match foreign currency invoices against foreign currency receivers, the system considers exchange rate fluctuation between the point at which goods are received (or the receipt is generated) and the point at which the supplier invoice is processed.

Normally, exchange gains or losses calculated at this point are posted to the Unrealized Exchange Loss or Unrealized Exchange Gain accounts.

You can also use Purchase Gain/Loss Account Maintenance (26.17) to define separate gain or loss accounts to be used during receiver matching for different currencies, or different combinations of currencies and product lines.

The system initially checks Purchase Gain/Loss Account Maintenance for receiver records with the combination of receiver currency of the receiver, and receiver item and product line, and if no records exist, the system then uses the Unrealized Exchange Gain or Loss accounts for posting.

This means that a number of different GL accounts can be used on the same invoice for exchange rate fluctuations, depending on the currency of the invoice, the different product lines of the items on receivers being matched, and the records existing in Purchase Gain/Loss Account Maintenance.

Tax Calculation During Matching

The point at which you apply tax for purchased goods is determined by accounting and legal regulations. In some countries, a company is taxed when it receives goods; in others, when it receives the supplier invoice. Tax-point timing is especially critical in countries with recoverable taxes on purchases. Usually, recoverable taxes on purchases cannot be deducted against tax collected on sales until the supplier invoice is formally processed.

The setting of Accrue Tax at Receipt for the tax rate specified in Tax Rate Maintenance (29.4.1) determines when postings are created for tax amounts due on purchased goods. When this field is selected, the system generates tax postings when the PO receipt is recorded. Otherwise, tax postings are generated when the supplier invoice is processed.

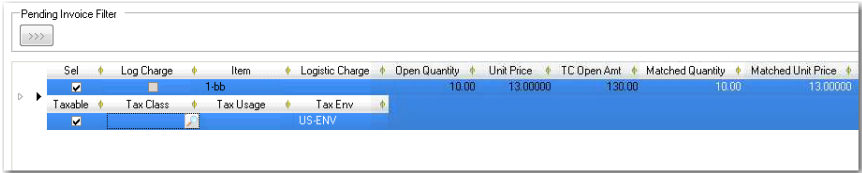
Variances in tax rates between receipt and invoice are unusual. However, in countries in which tax rates change frequently, the original tax rate applied at receipt may not still be accurate when the invoice is presented for matching and payment.

When you retrieve receivers for matching, the system displays the following tax fields for each receiver line in the matching grid:

Taxable
Tax Class

Tax Usage
Tax Environment

Fig. 9.18
Tax Fields on
Receiver Lines



The screenshot shows a 'Pending Invoice Filter' window. It contains a table with columns: Sel, Log Charge, Item, Logistic Charge, Open Quantity, Unit Price, TC Open Amt, Matched Quantity, and Matched Unit Price. The first row has values: [checked], [dropdown], 1-bb, [dropdown], 10.00, 13.00000, 130.00, 10.00, 13.00000. Below this is a section with fields: Taxable, Tax Class, Tax Usage, and Tax Env. The Taxable field has a [checked] checkbox. The Tax Class field has a [dropdown] menu. The Tax Usage field has a [dropdown] menu. The Tax Env field has a [dropdown] menu showing 'US:ENV'.

Sel	Log Charge	Item	Logistic Charge	Open Quantity	Unit Price	TC Open Amt	Matched Quantity	Matched Unit Price
☒	[dropdown]	1-bb	[dropdown]	10.00	13.00000	130.00	10.00	13.00000

Taxable	Tax Class	Tax Usage	Tax Env
☒	[dropdown]	[dropdown]	US:ENV

The system applies a Tax Environment to each receiver line, which can be modified if necessary. The tax environment defaults from the purchase order tax details.

The Taxable, Tax Class, and Tax Usage fields default from the purchase order. If these fields were not defined on the purchase order, they are displayed as blank on the receiver line.

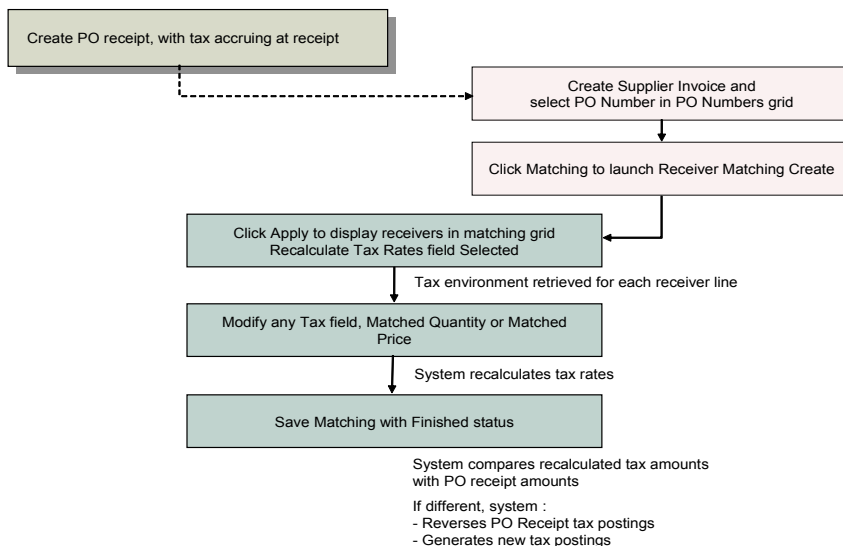
Each of these fields is editable, and when a tax environment, class, or usage is obviously not correct at matching stage, you can click the lookup to select a different value. The Taxable field can be selected or cleared to apply taxes to the receiver amounts as required.

The Recalculate Tax Rates field on the Receiver Matching screen controls whether the tax rates originally applied to the purchase order are applied to the receiver totals, or whether the tax rate for each receiver line is recalculated at this stage. This field defaults from the value set in System Invoice Control (28.24) and, when selected, ensures that whenever any of the tax fields on the receiver lines is modified, the system retrieves the most current rate of tax for these parameters from Global Tax Management, and recalculates the tax amounts.

The recalculation takes place when you click Apply to retrieve receivers for the invoice, and the system applies the updated rate to the matching amounts. The tax point date and exchange rate to be applied to the matching are retrieved from the supplier invoice.

Note Tax amounts are also updated by a change to the matched quantity or price. In this case, the tax amounts are adjusted to allow for the variance, without recalculating the tax rate.

Fig. 9.19
Recalculating Tax
Rates



Note When Update Tax Allowed is set to Yes in Tax Rate Maintenance (24.9.1), you can also adjust the tax amounts on the receiver line manually.

Selecting the Recalculate Tax Rates field ensures that the system recalculates the tax rates for all receiver lines. This option is recommended for environments in which tax rates regularly change. However, if the field is permanently selected, the system recalculates taxes in every matching session, which may not be necessary and can impact performance.

If you clear the Recalculate Tax Rates field, you can modify tax rates for individual lines by selecting a different environment, class, or usage within the line. If tax rates for purchased goods from regular suppliers are stable but an incorrect tax environment has been selected for a purchase order, you can apply the correct environment without affecting the rates being applied to other lines.

Reversing Tax Postings after Recalculation

Receiver matching postings, including tax postings, are not generated until the matching is saved with a Finished status.

When the matching is saved, and the system has recalculated tax rates for some or all receiver lines, the system compares the tax amounts at the recalculated rate with those of the original rate. If there is a discrepancy, the final matching postings contain:

- Reversal postings of the original tax postings
- Correcting postings for the matching amounts at the new tax rate

When you apply tax rates to PO receipts, you identify the percentages of tax that are recoverable and non-recoverable. (See “Types of Receiver” on page 651.)

Recoverable taxes are posted to the AP tax account for the tax rate used on each receiver line. Non-recoverable tax amounts are posted to the AP Rate Variance account or, if average costing is not enabled, to the Inventory account for the item on the matching line. When tax postings are reversed, the final matching postings contain reversed postings and correcting postings for the new tax amounts to these recoverable and non-recoverable tax accounts.

Types of Receiver

The system generates pending invoice records for purchase receipts in a number of different ways.

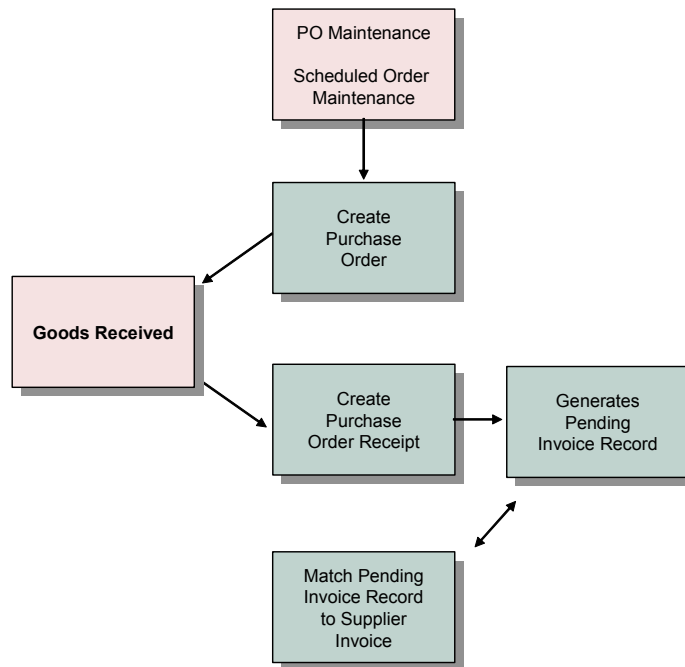
Standard Purchase Orders

The most common type of pending invoice is generated in the standard purchasing flow.

Goods are ordered from suppliers using purchase orders or scheduled orders. When the goods are received into inventory, you create a purchase order receipt, which in turn generates a pending invoice record. You then match this record against supplier invoices.

The receipt of goods debits Inventory and credits PO Receipt accounts.

Fig. 9.20
Standard Purchase
Order Flow



Only purchase orders for which a purchase order receipt has been created can be retrieved and matched.

Logistics Charges

Logistics charges are incurred when items are received into, shipped from, or moved between sites, and are payable to third-party suppliers. Types of logistics charges include freight charges paid to carriers, as well as insurance, duty, customs clearance, and handling charges. Logistics charge accruals are also referred to as pending invoices.

There are two types of logistics charges: inbound and outbound. Pending invoices for inbound logistics charges for purchased items are created automatically during purchase order receipts and shipments. Pending invoices for outbound logistics charges for items sold are created during shipment.

Terms of trade define the specific logistics charges associated with a purchase and whether the item supplier or the customer is responsible for payment. Logistics charges are not accrued when they are the responsibility of the item supplier.

Separate sets of accounts can be used to track inbound and outbound logistics charges. Each logistics charge account is identified by an account code, an optional sub-account code, and an optional cost center code.

When you receive an invoice from the logistics supplier, you can match the invoice to the logistics charges pending invoices in the Logistic Charge tab of Receiver Matching.

See *User Guide: QAD Master Data* for a complete description of Logistics Accounting.

Inbound Logistics Charges

Inbound logistics charges are the transportation costs associated with purchasing items from external suppliers. The system then automatically creates a pending invoice for the charges during purchase receipts. During purchase receipts, the system determines which logistics charges to accrue based on the terms of trade assigned to the order supplier.

The system then creates pending invoice records and receivers for each purchase order line.

See *User Guide: QAD Master Data* for detailed information on how to set up Logistics Accounting for inbound logistics charges.

Outbound Logistics Charges

Outbound logistics charges arise from the transportation costs when you ship items to customers or to other company locations. Outbound logistics charges include the cost of freight only.

Normally, outbound logistics charges result from the sales order and distribution order processes, and accrue when the items are shipped. In order to accrue outbound logistics charges, you must first define freight charge data and freight terms, and then associate the freight terms with the customer.

When the system calculates freight terms, it takes into account the shipper, ship-from site, ship-to address, and shipment weight. For each receipt shipment, a pending invoice is created for each logistics charge accrual.

Depending on the freight terms, outbound logistics charges can be paid by the supplier and recharged to the customer within the item price or as a trailer charge. They can also be paid by the customer directly to the carrier, insurer, customs, and so on.

If you are paying the logistics supplier and then passing the charge on to the customer, you can match the logistics invoice to the logistics charges pending invoices in the Logistic Charge tab of Receiver Matching.

See *User Guide: QAD Master Data* for detailed information on how to set up Logistics Accounting for outbound logistics charges.

Tax

When pending invoices are created for the logistics charges, the system creates tax detail records and assigns unique tax transaction types to the logistics charge taxes.

For logistics charges, the Accrue Tax at Receipt field in Tax Rate Maintenance (29.4.1) determines when GL entries for taxes on both inbound and outbound logistics charges are created.

For inbound charges, taxes are calculated based on the tax class of the item supplier and the tax setting for the logistics charge in Logistics Charge Code Maintenance (2.15.1). When determining the tax environment for inbound charges, the system uses:

- The ship-from tax zone of the logistics charge supplier, if available; otherwise, the tax zone of the purchase order line site.
- The ship-to tax zone from the purchase order line site.
- The tax class of the logistics charge supplier, if available; otherwise, the tax class of the purchase order line site.
- If the system cannot find a tax environment, the default tax environment from Global Tax Management Control (2.13.24) is used.

Outbound logistics charges use the tax parameters on the trailer code associated with the freight charge on the order or shipment—they do not use the tax setup in Logistics Charge Code Maintenance (2.15.1).

The calculation of taxes on outbound logistics charges is similar to the tax calculation that occurs for the associated order. Unique logistics charge tax transaction types are used. These tax transaction types can be used to distinguish the tax on the freight accrual from the standard transaction tax.

For details on calculating taxes with Global Tax Management (GTM), see *User Guide: QAD Financials B*.

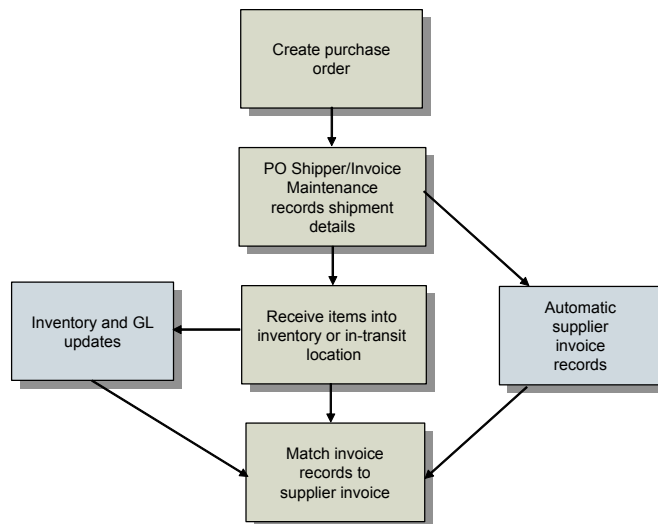
PO Shipper/Invoices

A PO shipper/invoice is a special type of shipper that combines receipt and invoice information in one document. These are typically used when liability for purchased goods is incurred when goods are shipped, rather than when they are received.

In this case, you receive the goods into an in-transit location, even though you do not physically have the items yet. You create the receipt based on the invoice you received from your supplier, and specify the supplier invoice number as an external reference. This creates pending invoice records. You can then match these in Receiver Matching by referencing the supplier's invoice number. This matching process is a confirmation only. You cannot modify the prices or quantities for PO shipper/invoices.

Taxes on PO shipper/invoices are calculated on the item and product line purchased.

Fig. 9.21
Shipper/Invoice
Flow



See *User Guide: QAD Purchasing* for a complete description of shipper/invoices.

Managing the Matching Process

To complete the matching process successfully, you must match the full amount of the invoice to the receiver amounts. The matching process is in two stages: matching and allocation.

For standard invoices, the invoice postings are generated and the sub-ledger updated when the invoice is saved. For this reason, you cannot adjust the invoice amount when matching, but instead must account for any difference between receivers and invoice by adjusting the matched amount to equal the invoice amount, using manual posting if necessary. This flow is described in “Matching Standard Invoices to Receivers” on page 660.

The alternative to matching receivers against posted invoices is to perform the invoicing and matching in one process, and determine the final invoice amount and final postings once the matching is complete. You can use supplier initial invoices to synchronize the process in this way. Supplier initial invoices are saved without postings. The initial invoice can be created, linked to PO numbers, and matched in one

movement, and the invoice total can be adjusted to equal the matched amount before matching is completed. This flow is described in “Matching Initial Invoices to Receivers” on page 662.

Tax, SI, and Matching postings are generated at different stages of the matching flow for standard and initial invoices, as illustrated in Table 9.2.

Table 9.2
Standard and Initial
Invoice Postings

Action	Screen	Standard Invoice Postings and Tabs	Initial Invoice Postings and Tabs
Save or click Matching button	Invoice	SI posting generated	No postings generated
Cancel Matching	Receiver Matching	No matching postings generated	No postings generated
Save matching as Initial	Receiver Matching	No postings generated.	No postings generated
Save matching as Finished	Receiver Matching	Matching posting generated	Matching, SI, and Tax postings generated
		Matching Tab updated	Matching, SI, and Tax tabs updated
		Invoice amounts allocated	Invoice amounts allocated

Receiver Matching Restrictions

You can only match invoices and receivers that have been created within the same domain, and can only include purchase orders in a matching process that have the same currency as the supplier invoice.

You can match receivers with invoices that have been generated for different suppliers, with the following restrictions:

- Invoices must not have been previously matched against receivers. You must match the total amounts on each invoice completely, and once the matching is saved, you cannot re-use the invoice.
- Invoices must be designated for receiver matching. When creating the invoice, use an invoice status code with the Receiver Matching field selected. This enables matching in Supplier Invoice Create. For existing invoices, you must change the invoice status code to one that has the Receiver Matching field selected.

Using Invoice Status Codes

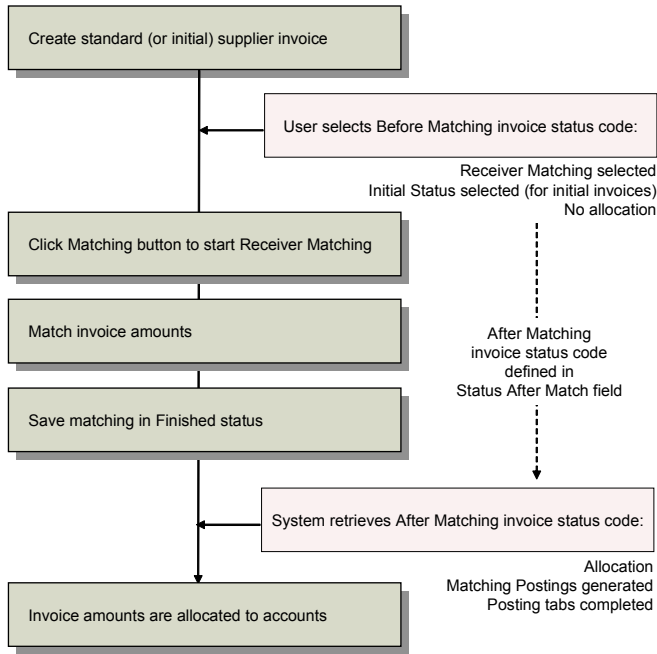
Both types of invoice go through matching and allocation stages before they are posted to the sub-ledger. When you intend to match an invoice, you must define an invoice status code for the invoice for both of these stages:

- A first status code that is defined to allow matching (Receiver Matching is selected), but does not allow allocation (No Allocation selected). You apply this status code to the invoice before matching. When no allocation is defined for the invoice, the Matching Posting tab is disabled and no matching postings are generated.
- A final status code that allows both receiver matching and allocation. This code is used in the Matching Data section of the Receiver Matching screen, and ensures that the matching postings are generated and the matching amounts are allocated to accounts. The system automatically applies this status code to the invoice post-matching, and completes the postings on the Matching Postings tab.

You link these two codes by creating the first status code (before matching), and then selecting the final status code (after matching) as an attribute of the first. You make this selection in the Status After Match field on the Invoice Status Code Create screen.

This link then ensures that when you select an invoice status code that allows matching but not allocation when creating the supplier invoice, the system automatically retrieves the linked post-matching code (which does allow allocation) when matching is complete and the invoice is posted.

Fig. 9.22
Invoice Status
Codes and Receiver
Matching



See “Invoice Status Code” on page 303 for details on setting up invoice status codes.

Initial invoices use a status code that has the Initial Status field enabled. When you create an initial invoice that you intend to match, you must select an invoice status code for which both the Initial Status and Receiver Matching fields are selected. Once you select the Receiver Matching field, you are required to enter the status code to be used for matching postings and allocation in the Status After Match field. When the initial invoice is matched and the matching has a status of Finished, this final status code is retrieved to generate the final postings.

Selecting a status code for an invoice in which Receiver Matching has been enabled has two effects:

- The Matching button is enabled in the Invoice Create screen. This lets you click Matching to go directly into the Receiver Matching screen.

- This invoice is displayed when you browse for invoices to match through Receiver Matching Create. The browse for invoices in Receiver Matching Create displays only those invoices for which Receiver Matching has been enabled.

Matching Standard Invoices to Receivers

This process is common practice in some European accounting environments, in which you book invoices into the accounts immediately on receipt of the supplier's document, and subsequently match the invoice amounts against receipts.

Standard supplier invoices generate two sets of postings:

- Supplier invoice postings, which are displayed on the SI Postings tab
- Matching postings, which are displayed on the Matching Posting tab

When you create a standard invoice for matching, the system creates invoice postings to the supplier control and Unmatched Invoices accounts (and tax accounts, if tax is applied). These are displayed on the SI Posting tab once you have completed the key fields on the General tab.

You can modify SI postings before saving the invoice, by changing the tax conditions or invoice amount on the General tab, but once you save the invoice, these postings are booked to the official layer and cannot be modified. The receiver amounts must then equal the total of the invoice amounts posted. See "SI Posting Tab" on page 620.

Note Current invoice SI postings are also booked to the official layer when you click the Matching button to begin matching. The Matching Posting tab of an invoice that is to be matched is not available when you start the matching process. Matching postings are generated and the tab completed only when you have saved the matching with a status of Finished. See "Matching Posting Tab" on page 622. The GoTo option within Receiver Matching Create lets you view the invoice in a new window and confirm the matching postings after completion.

Note You must use a receiver matching-enabled invoice status code when creating a standard invoice that is to be matched. The receiver matching attribute ensures that matching postings are not generated until matching is complete.

Standard Invoices and Taxes

Taxes on received goods are accrued either when the receipt is booked or when the invoice is created. When you accrue tax at receipt, tax amounts are included in the receiver amounts to be matched against the invoice total. See “Tax Calculation During Matching” on page 648. Taxes accrued at invoice are included in the total invoice amount to be matched against receivers.

Figure 9.23 illustrates the matching flow for a standard invoice with taxes accruing at receipt.

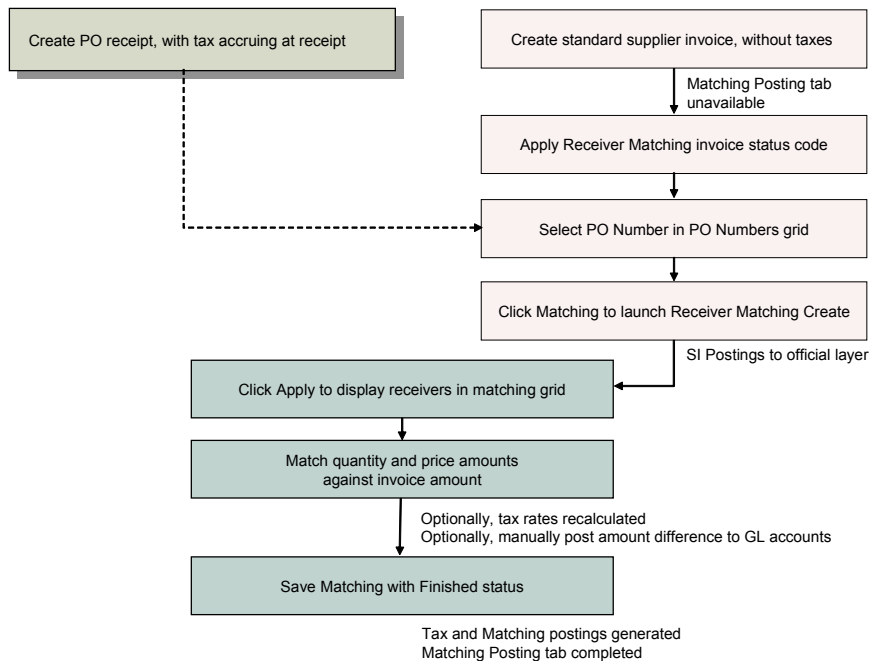


Fig. 9.23
Receiver Matching
Flow for Standard
Supplier Invoice

When the matching amount, including taxes accrued at receipt, does not equal the invoice total, you can use manual posting to offset the difference. However, when a difference between matching amount and invoice amount is caused by a user error, you have the following options:

The matching clerk has made a mistake in entering the matching amounts. Receiver matching can be saved with a status of Initial, which does not complete the matching postings, and which lets you review the matching amounts before completing the process.

The AP clerk has entered the wrong amount on the original invoice.

If the amount was incorrectly entered by your AP department, you can use Supplier Invoice Reverse to reverse the invoice postings, as well as any linked matching postings, and Supplier Invoice Replace to replace this invoice with a corrected version. The Reverse and Replace functions allow you to retain the financial and tax data of the original invoice. When you have multiple lines on an invoice of which only one is incorrect, you can therefore use Reverse and Replace to copy the original invoice, correct the invalid line, and post the replacement, without the need to re-enter every line and detail. Supplier Invoice Reverse and Replace also lets you reverse matching postings linked to an incorrect invoice, and so to begin matching again with the correct version. See “Reversing and Replacing Supplier Invoices” on page 633.

The supplier submitted an invoice for the wrong amount. In cases where the matching amount is correct but the invoice amount on the original supplier document was obviously incorrect, you can request a credit note from the supplier for the outstanding amount, and match this credit note to complete the process.

Matching Initial Invoices to Receivers

This flow is more usual in countries such as the UK and Belgium, and lets you create an invoice from the incoming supplier document and match it before generating postings and updating the sub-ledger. The matching and invoicing processes are synchronized, and you build the final invoice total from the matching and tax totals on the receiver lines, if necessary adjusting the invoice total to account for differences generated in the matching.

Initial invoices retain supplier, tax (if applied at invoice), and financial information but do not generate tax, SI, or Matching postings, and both the SI and Matching Posting tabs on initial invoices are unavailable. Instead, all postings for initial invoices are generated when the matching is saved as Finished.

Like standard invoices, you can select initial invoices and PO receipts in Receiver Matching Create. Alternatively, you can initiate matching directly from the invoice, by entering the invoice details, selecting PO numbers with which to match the invoice amount, and clicking Matching to launch Receiver Matching Create.

The process for initial invoices is interactive between matching screen and invoice window:

- When the matching amounts are different from the initial invoice amount, the system displays a warning when you click to save the matching. You have the option to update the invoice amount to match the matching amount by clicking the Update Invoice button. You can then view the updated SI Posting and Matching Posting tabs in the GoTo window. The postings amounts are updated as soon as the matching is saved, in either Initial or Finished status.

Note Like standard invoices, you cannot save an initial invoice with a Finished status unless the invoice amount is matched.

You can use role-based security to segregate the duties in the matching process. For example, you can assign the following functions to separate roles:

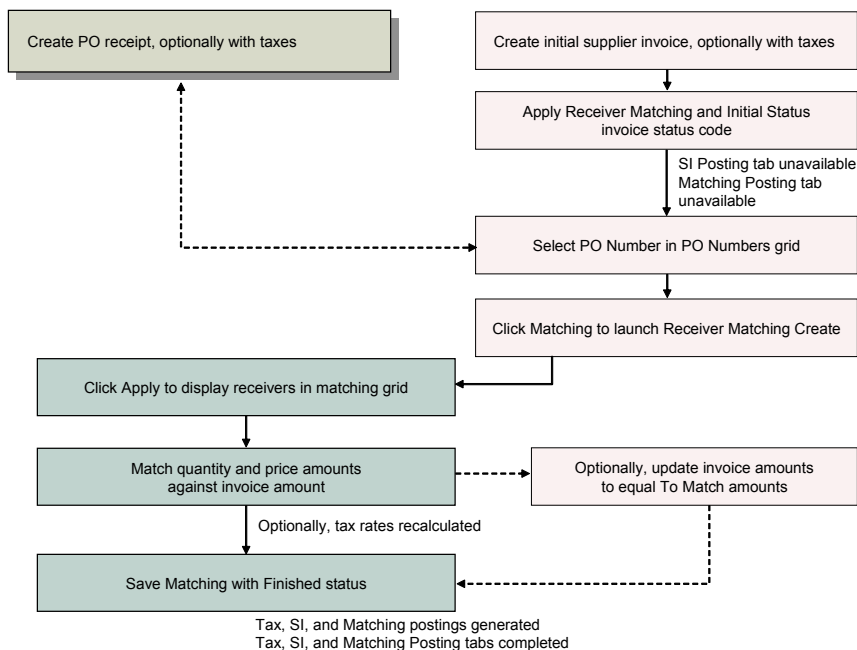
- Creating and saving the initial invoice
- Performing the matching

Initial Invoices and Taxes

Taxes on initial invoices are resolved at the receiver matching stage, when the tax amounts generated by the matching postings update the invoice Tax tab.

Figure 9.23 illustrates the matching flow for an initial invoice.

Fig. 9.24
Receiver Matching
Flow for Initial
Supplier Invoice



You normally detect an error in the matching or in the invoice amount when you have matched and the system displays a difference.

Differences between initial invoice matching and To Match amounts caused by user error can be handled in the following ways:

The matching clerk has made a mistake in entering the matching amounts. Receiver matching can be saved with a status of Initial, which lets you review the matching amounts before completing the process.

The AP clerk has entered the wrong amount on the original invoice.

When the matching and invoice totals do not agree, the system displays a warning if the matching is in Initial status, or an error if the matching is in Finished status. When in Initial status, you can update the invoice amount and save the matching. When in Finished status, you can choose to update the invoice, or to cancel the matching, delete the invoice, and create a new invoice for the correct amount. You can cancel or delete an initial invoice with no effect on the AP sub-ledger.

The supplier submitted an invoice for the wrong amount. In this case again, you can delete initial invoices with no effect on accounts, and can simply request a correct invoice from your supplier.

Matching Logistics Supplier Invoices to Pending Invoices

Like standard invoices, you can select initial invoices from logistics suppliers and the PO receipts and sales order shipments that generated the logistics charges in Receiver Matching Create. Alternatively, you can initiate matching directly from the invoice, by entering the invoice details and clicking Matching to launch Receiver Matching Create.

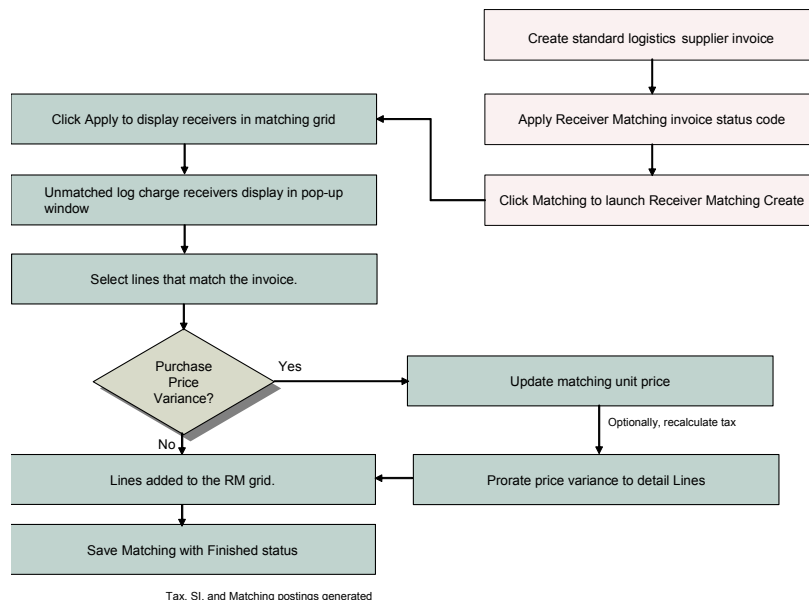
A single pending invoice for logistics charges can have many underlying pending invoice detail records—one for every charge on every item on the order. Therefore, if a PO receipt was for two items, and logistics charges were accrued for both freight and duty, the pending invoice would have four pending invoice detail records.

When you click Apply in the filter frame of the Logistic Charge tab, a pop-up window with a grid opens with a line for every matching pending invoice, without the underlying details. You can then update the matched amount for the logistics charges if the logistics supplier invoice differed from the charges accrued. Any difference between the matched amount and the accrued amount is pro-rated between the matching records created for every underlying pending invoice detail record.

When the difference is zero between the pending invoice and the logistics supplier invoice, you can save the receiver matching.

Note A pending invoice can be paid with more than one invoice.

Fig. 9.25
Matching Logistics
Supplier Invoices



Starting Receiver Matching

For both standard and initial invoices, you can begin the matching process through the Invoice Create screen by selecting the appropriate PO numbers in the PO Numbers grid, and then clicking the Matching button to launch Receiver Matching Create. This flow links the invoice directly to the selected PO receipts, and displays the receivers immediately in the matching grid of Receiver Matching Create when you click the Apply button.

You can alternatively select Receiver Matching Create, and select invoices and PO receipts separately. You typically use this method when matching a single purchase order to a single invoice. The invoice and receiver must be of the same currency and for the same supplier. Use this option for either single or multiple purchase orders from all suppliers. You also typically use this option for random or monthly matching cycles. See “Starting Receiver Matching” on page 666.

The system lets you process purchase orders immediately after an invoice is created, or to create supplier invoices at daily intervals and match all receipts generated that day.

You must have security permissions for both invoice creation and for matching to complete the process in one session. Depending on your security needs, you can assign these activities to separate roles to ensure that creating the invoice and matching it are not completed by the same user.

Receiver Matching Create

Receiver Matching Create (28.2.1) is displayed when you click Matching on a supplier invoice, and is also accessed by selecting the menu option directly.

The receiver matching screen has multiple areas:

- **Matching Data.** Use this panel to complete the posting details for the receiver matching posting.
- **Search for Pending Invoices.** Use these filter fields to retrieve purchase orders if you have not loaded the purchase order through the supplier invoice screen.
- **Matching Grid.** Use this grid to match the purchase order amounts and make variance adjustments for taxes, quantities to be invoiced, and costs of items.
- **Matching Overview.** This panel displays the receiver amounts, the invoice amounts to be matched, and the difference between the two, and displays the following:

Amounts without taxes

Recoverable and non-recoverable taxes accrued at receipt

Recoverable and non-recoverable taxes accrued at invoice

Manual posting amounts (if any)

Totals

Fig. 9.26
Receiver Matching
Create

Receiver Matching Create

Go To Actions Tools Attach Print Preview

Attachments

Matching Data

Date: 01/27/2009 Year/Pd: 2009 01 Daybook: QADCREC 000000000

Invoice: 2009 APINVFIn 000000007 Invoice Type: Invoice

Reference: Feb09 Supplier Code: 3000 3000

Registration Number: 0000000634 Invoice Status: af-matching Status: Finished

Search for Pending Invoices

Purchase Order Receipt Purchase Order Shipper Logistic Charge

Order: P01800kc

Transaction Date: To: External Reference: To: Internal Reference: To: Ship-To: To: Item Number: To: Buyer: Approved By:

Auto Select Recalculate Tax Rates

Sel	Log Charge	Item	Logistic Charge	Open Quantity	Unit Price	TC Open Amt	Matched Quantity
☒		T-bb		10.0000	6.86000	68.60	10.0000
☐	Taxable	Tax Class	Tax Usage	Tax Env			
			USAUSA				

Matching Overview

To Match: 100.00 Matched: 68.60 Difference: 31.40 USD

Update Invoice Amount Manual Posting Save and Create Invoice Save and Create

Field Descriptions

Matching Data

Date. Specify a date for the matching posting. The default is the system date.

Year/Pd. Specify a year and period for the matching postings. This defaults to the year and period of the posting date. If you specify a different year/period, the posting date is changed accordingly.

Daybook. Specify a daybook for the matching entries. You must select a matching daybook. If only one matching daybook exists in the system, it defaults automatically.

Invoice. Specify the invoice year, daybook, and number. These values default from the supplier invoice when you access receiver matching through the supplier invoice screen.

Invoice Type. This field indicates the type of invoice being matched: invoice, credit note, or correction.

GoTo. Click to display the invoice to be matched in view mode in a new screen.

Reference. Enter a matching reference. This field is typically used to record the invoice number on the document received from the supplier.

Supplier Code. The system displays the supplier code and business relation defined on the selected invoice.

Registration Number. This field indicates the invoice registration number.

Invoice Status Code. This field displays the invoice status code defined for the Status After Match field of the status code used on the invoice. See “Starting Receiver Matching” on page 666.

Status. Specify a matching status.

Initial. When you save the matching with an initial status, no postings are created and updates to current and average costs from variance adjustments are not completed.

Finished. The Finished status updates costs and posts the matching to the official layer.

See “Modifying Receiver Matching” on page 678.

Pending Invoice Filter: PO Receipt Tab

Order. Click the lookup to select a purchase order. You can only select purchase orders for which receipts have been recorded. Right-click to add additional rows if you are matching more than one PO.

Transaction Date/To. Specify a range of transaction dates for selecting pending invoices to process.

External Reference/To. Specify a range of external reference numbers for selecting pending invoices to match. The external reference number is typically the supplier’s invoice number, carrier tracking number, bill of lading number, or packing slip number.

Internal Reference/To. Specify a range of internal reference numbers for selecting pending invoices to process. Internal references are used to track orders internally, such as a receiver number.

Ship-To/To. Specify a range of ship-to address codes for selecting pending invoices to process. The ship-to address is printed on the purchase order.

Item Number/To. Enter a range of item numbers for selecting pending invoices to process.

Buyer. Enter a buyer for selecting pending invoices to process.

Approved By. Specify the code of the buyer who approved the original purchase requisition for selecting pending invoices to process.

Auto Select. Select this field if you want to automatically select all of the matching pending invoices in the grid for processing. You can then deselect any pending invoices you do not want to include.

Leave the field clear to display all matching pending invoices unselected. You must then select each pending invoice you want to process. The value for Auto Select defaults from Supplier Invoice Control. See “Invoice Open Qty/Amt” on page 601.

Recalculate Tax Rates. This field defaults to the value set in Supplier Invoice Control. See “Supplier Invoice Control Settings” on page 601.

Click Search to apply the search criteria and display pending invoices in the matching grid.

Pending Invoice Filter: Purchase Order Shipper Tab

Use this tab to retrieve PO shipper/invoices for matching. See “PO Shipper/Invoices” on page 655 for details.

PO Shipper/Invoice. Specify a PO shipper/invoice number. If you do not specify a supplier in the matching data, the lookup returns all receipts.

Note None of the details of the shipper/invoice can be modified.

Pending Invoice Filter: Logistics Charge Tab

The Logistic Charge tab in Receiver Matching lets you match accrued logistic charges against supplier invoices. You can retrieve and match pending invoices for both inbound and outbound logistics charges.

The currency of the logistics charges you try to match is taken from the pending invoice that was created for the charges, and the currency of the pending invoice and the matching invoice must always be the same.

Include Blank Suppliers. Select the field to include logistics charges that do not reference a logistics supplier. This field is enabled using the Match Blank Suppliers field in Logistics Op Accounting Control (36.9.1).

When Match Blank Suppliers is Yes in Logistics Op Accounting Control, you can indicate whether to display pending invoices with blank supplier fields. Otherwise, only pending invoices for the specified supplier are displayed. When Match Blank Suppliers is No, the Include Blank Suppliers field is not available.

Transaction Date/To. Specify a range of transaction dates for selecting pending invoices to match.

External Reference/To. Specify a range of external reference numbers for selecting pending invoices to match.

For inbound logistics charges, the reference is generally the packing slip number from the PO receipt.

For outbound logistics charges where sales order shippers are used, the Carrier Reference ID will be the external ID for the logistics charge pending invoice. If you are not using shippers, the bill of lading will be the external reference number.

Internal Reference/To. Specify a range of internal reference numbers for selecting pending invoices to match.

For inbound logistics charges, the internal reference is the receiver number from the PO receipt.

For outbound logistics charges, the internal reference is the shipment ID, which is determined using the Sales Order Shipment Sequence ID and Distribution Order Shipment Sequence ID fields in Logistics Accounting Control (2.15.24). These two sequence IDs are defined in Number Range Maintenance (36.2.21.1).

Order. Specify a range of order codes for selecting pending invoices to match.

Ship-From/To. Specify a range of ship-from address codes for selecting pending invoices to match.

Ship-To/To. Specify a range of ship-to address codes for selecting pending invoices to match. The ship-to address is printed on the purchase order.

Logistic Charge. Specify a logistics charge code to select associated pending invoices to match.

Pro-Rating of Logistics Charges

When you have defined selection criteria and click Apply, a pop-up window opens with a line for every matching pending invoice header. If there has been a price variance between the charges accrued and the amount invoiced, you can enter a new matching amount. If you update the matching amount for a line and select OK, the system will then pro-rate the price difference among all underlying detail lines for the pending invoice header, based on the amount that each detail line originally accrued.

Example

You ordered two items from a component supplier. When you receive the goods, the accrued logistics charges for freight are 60 USD. A third-party carrier delivers the items and sends you a supplier invoice for the associated freight charges.

When matching the logistics supplier invoice, you retrieve the matching pending invoice in the Logistic Charge tab in Receiver Matching.

The freight price on the invoice from the logistics supplier includes a price variance of 10 USD. In the pop-up window, you enter a matched amount of 70, indicating the price difference of 10 USD. The pending invoice for freight duty is composed of two lines, one for each of the items shipped.

Item 01 has accrued 40 USD of freight duty and Item 02 has accrued 20 USD of freight duty. Therefore, freight charges for Item 01 were accrued at a rate of 2:1 relative to the charges accrued for Item 02. The system

then pro-rates the price difference of 10 USD among the freight charge detail lines for the items. The matched amount for freight for Item 01 is updated to 46.67 USD, and the matched amount for freight charges for Item 02 is updated to 23.33 USD.

Sel	Logistic Charge	Internal Ref	Ext Ref	TC Accrued Amount	TC Open Amount	TC Matched Amount	TC Variance	Finished	TC Invoiced Am
☒	iclduty	R1358	Test0608:YMG1	20	20.00	20.00	0	☒	☒
☒	icldt	R1358	Test0608:YMG1	10	10.00	10.00	0	☒	☒

Fig. 9.27
Logistics Charges
Receiver Matching
Pop-up

Note All fields in the pop-up window are read-only, except the Sel field, which is used to select and deselect lines, and the TC Matched Amount and the Finished fields.

Sel. Select the field to indicate that the corresponding line matches the search criteria you have entered.

When you select the Sel field, the TC Matched Amount field is populated with the open amount.

If you leave the Sel field cleared, the TC Matched Amount field is set to zero.

Logistic Charge. This field displays the logistics charge code for the pending invoice to be matched.

Internal Ref. This field displays the internal reference number of the pending invoice. For inbound logistics charges, this is the receiver number. For outbound logistics charges, the internal reference is the shipment ID.

Ext Ref. This field displays the external reference number of the pending invoice. For inbound logistics charges, this is the packing slip number. For outbound logistics charges, it is the carrier reference ID or the bill of lading.

TC Accrued Amount. This field displays the original amount accrued for the pending invoice. When the accrued amount is different from the open amount, this indicates that the difference has been matched on a previous invoice.

TC Open Amount. This field displays the logistics charge amount that is still open (the TC Accrued Amount minus the TC Invoiced Amount).

TC Matched Amount. This field displays zero by default. If you select the Sel field, the system populates the TC Matched Amount field with the logistics charge open amount.

If required, adjust the amount to reflect changes between the pending invoice and the invoice from the logistics supplier. The system will then pro-rate the difference between the accrued amount and the matched amount among the detail lines, based on the charges that each line originally accrued.

TC Variance. This field displays the difference between the accrued amount and cumulative matched amount.

Finished. Select the field to post the difference between the accrued amount and the cumulative matched amount to the logistics charge variance account.

The default for this field is set using the Close Accruals on First Invoice field in Logistics Charge Code Maintenance.

TC Invoiced Amount. This field displays the cumulative amount invoiced to date (not including the current transaction). This field will contain a value if part of the pending invoice was paid to a previous supplier invoice.

Pro-Rate Variance. The value in this field is read-only and is updated based on the value of the TC Variance field.

If TC Variance is not equal to zero, the system selects the Pro-Rate Variance field.

If TC Variance is zero, the system clears the Pro-Rate Variance field.

Order. This field displays the purchase order, sales order, or distribution order that generated the logistics charges.

Supplier. This field displays the logistics supplier, if this information is available.

Transaction Date. This field displays the date on which the invoice was recorded.

Matching Grid

Sel	Log Charge	Item	Logistic Charge	Open Quantity	Unit Price	TC Open Amt	Matched Quantity
☒	☐	Isnbb-1	☐	5.00	100.00000	500.00	
Taxable ☒ Tax Class usa-usa Tax Usage ☒ Tax Env ☒							

Fig. 9.28
Receiver Matching,
Grid

Select. Select to include this pending invoice in the matching.

Log Charge. When selected, this field indicates that this receiver is for a logistics charge.

Item. This field displays the number of the item on the purchase order line. For outbound logistics charges, this field will not display a value.

Logistics Charge. If this line is for a logistics charge, the charge code used on the line displays.

Open Quantity. This field displays the item quantity on the PO receipt.

Unit Price. This field indicates the item unit price on the PO receipt.

TC Open Item Amount. This field displays the PO receipt amount in transaction currency.

Matched Quantity. This field displays the quantity matched. The field displays the open quantity by default. You update this amount to reflect the quantity actually received in this invoice.

Matched Unit Price. This field displays the unit price on this invoice. The field displays the open unit price by default. You adjust this amount to reflect changes in unit price between the issuing of the receipt and creation of the invoice.

TC Matched Amount. This field displays the matched amount, which is the matched quantity multiplied by the matched unit price.

Finished. Select this field to change the matching status to Finished. This field indicates the status of the matching line. If the received and invoiced quantities match, the field is selected by default.

Use GL Var Account. Select this field to ensure that item costs are not updated by this matching, when average costs are being used in the GL cost set. The system posts the variance to a variance account. When you do not select this field, item costs are updated by the matching process.

Order. This field displays the purchase order number.

Account. This field displays the default debit account, depending on the type of matching.

Sub-Acct. This field displays a sub-account, if one has been defined for the inventory account.

Cost Center. This field displays a cost center code, if one has been defined for the inventory account.

Project Code. This field displays a project code, if one has been defined for the inventory account.

Order Type. This field indicates the type of receiver being matched: Purchase Order, PO Shipper/Invoice, Logistics Charge.

Transaction Date. This field indicates the date on which a receipt was issued for the purchase order.

PLI Line. This field indicates a line on the PO shipper/invoice.

APMatchingLineReceiptTaxTC. This field displays the amount in non-recoverable tax accrued for this receipt in transaction currency.

APMatchingLineReceiptTaxLC. This field displays the amount in non-recoverable tax accrued for this receipt in base currency.

TC Pending Matched Amount. This field displays the amount of this pending invoice that has not yet been matched.

Pending Matched Quantity. This field displays the quantity of this pending invoice that has not yet been matched.

Packing Slip Qty. This field indicates the packing quantity entered on the Purchase Order Receipt. You normally set the packing quantity to the quantity received or returned.

Taxable. Select this field to apply tax rates to the To Match amount. When taxes are accruing at receipt, this field is selected by default.

Tax Class. When taxes are defined to accrue at receipt for this receiver, this field indicates the tax class being applied, if any. Select a different tax class if necessary.

Tax Usage. When taxes are defined to accrue at receipt for this receiver, this field indicates the tax usage being applied, if any. Select a different tax class if necessary.

Tax Env. When taxes are defined to accrue at receipt for this receiver, this field indicates the tax class being applied. Select a different tax class if necessary.

Matching Overview

This area displays a summary of the matched amounts, including matched taxes.

To Match. This field displays the amount to be matched.

Matched. This field displays the amount actually matched.

Difference. This field displays the difference, if any.

Manual Posting

The Manual Posting option lets you balance the total amount on an invoice when the matching process results in an outstanding amount. Use Manual Posting to account for freight or other charges that arise from the purchase of the goods, but are not detailed on the purchase order.

The Manual Posting button is enabled when there is a difference between the To Match and Matching amounts on the matching grid. Click Manual Posting to display the Manual Posting screen where you can add a posting line and specify an account, sub-account, and cost center to which to post the difference.

Fig. 9.29
Receiver Matching,
Manual Posting

Receiver Matching - Create

Attachments

Year: 2008 04 Posting Date: 04/10/2008

Daybook Code: QADCIREC 000000359 Layer Type: OFFICIAL Save As Template: ☐

Description: AP Matching: 2008/04/QADCIREC Template Code:

GL Account	Sub-Account C	Cost Ce	Description	Trans Curr	TC Debit	TC Credit
0001DOEA	10		AP Matching: 2008/	USD	125.00	0.00

Currency View: Transaction Currency Balance TC: 125.00 TC Credit: 0.00

OK Close

Update Invoice Amount

Click the Update Invoice Amount button to update the amount of the invoice with the results of the matching. This button is available when the matching results in a difference between receiver and invoice amounts, and for matchings that have been saved in Initial status.

Note The Update Invoice Amount option is only available for initial invoices.

Modifying Receiver Matching

When you save a Receiver Matching with the Initial status, you do not generate matching postings and can modify the matching at a later stage. Once you save the matching with a status of Finished, the postings are generated in the official layer, and item costing and Intrastat records are updated.

You must fully match the invoice amount, but can partially match receiver amounts in a receiver line, save and close the line. Once a receiver line is closed, you cannot reopen it.

No postings are generated by receiver matching to initial invoices when saved in Initial status, and you can delete matchings to initial invoices with no affect on the General Ledger. You can only delete matchings that are in Initial status.

Sample Matching Postings

The following examples show the postings generated by applying different types of variance when matching the receiver amounts, and list the accounts used in the matching postings. All examples assume the transactions are in base currency.

PO for Inventory Item with Tax Accrued at Receipt

In this example, you purchase a quantity of 3 of item A, which has a standard cost of USD \$20. Tax is accrued at receipt, and is charged at 20%, with 75% of the tax non-recoverable. You are invoiced for 1 delivered item at USD \$20. The matching is saved with a status of Initial, and no usage variances are calculated.

Receipt Postings

Account	Debit	Credit
Inventory	60.00	
Tax (for recoverable)	9.00	
PO Price Variance account (for non-recoverable)	3.00	
PO Receipts		72.00
Total	72.00	72.00

The recoverable tax amount is calculated as:

$$\text{Price} * \text{Quantity} * \% \text{ Tax} * (\% \text{ Recoverable} / 100)$$

The non-recoverable tax amount is calculated as:

$$\text{Price} * \text{Quantity} * \% \text{ Tax} * (\% \text{ Non-Recoverable} / 100)$$

Invoice Postings

Account	Debit	Credit
Unmatched Invoices	24.00	
Supplier Control		24.00
Total	24.00	24.00

The debit amounts are calculated as follows:

$$\text{Price Invoiced} * \text{Quantity Invoiced} * (\% \text{ Tax} + 100)$$

Matching Postings

Account	Debit	Credit
PO Receipts	24.00	
Unmatched Invoices		24.00
Total	24.00	24.00

PO for Inventory Item with Rate Variance

In this example, you purchase a quantity of 3 of item A, which has a standard cost of \$20. Tax is accrued at receipt and is charged at 20%, with 75% of the tax non-recoverable. You are invoiced for 1 delivered item at \$30. The matching is saved with a status of Initial, and no usage variances are calculated.

Receipt Postings

Account	Debit	Credit
Inventory	60.00	
Tax (for recoverable tax)	9.00	
PO Price Variance (for non-recoverable)	3.00	
PO Receipts		72.00
Total	72.00	72.00

Invoice Postings

Account	Debit	Credit
Unmatched Invoices	36.00	
Supplier Control		36.00
Total	36.00	36.00

Again, the debit amounts are calculated as:

$$\text{Invoice Price} * \text{Quantity Invoiced} * (\% \text{ Tax} + 100)$$

Matching Postings

Account	Debit	Credit
Unmatched Invoices		36.00
PO Receipts	24.00	
Rate Variance	10.00	
Tax (for recoverable tax)	1.50	
PO Price Variance (for non-recoverable)	0.50	
Total	36.00	36.00

The rate variance posting is calculated as:

$$\text{Invoice Price} - \text{Receipt Price}$$

The recoverable tax is calculated as:

$$(\text{Invoice Price} - \text{Receipt Price}) * \% \text{ Tax} * (\% \text{ Recoverable} / 100)$$

The non-recoverable tax is calculated as:

$$(\text{Invoice Price} - \text{Receipt Price}) * \% \text{ Tax} * (\% \text{ Non-Recoverable} / 100)$$

PO for Inventory Item with Rate and Usage Variance

In this example, you purchase a quantity of 3 of item A, which has a standard cost of \$20. Tax is accrued at receipt and is charged at 20%, with 75% of the tax non-recoverable. You are invoiced for 1 delivered item at \$30. The matching is saved with a status of Finished, which generates usage variances.

Receipt Postings

Account	Debit	Credit
Inventory	60.00	
Tax (for recoverable)	9.00	
PO Price Variance (for non-recoverable tax)	3.00	
PO Receipts		72.00
Total	72.00	72.00

Invoice Postings

Account	Debit	Credit
Unmatched Invoices	36.00	
Supplier Control		36.00
Total	36.00	36.00

Matching Postings

Account	Debit	Credit
Unmatched Invoices		36.00
PO Receipts	72.00	
Rate Variance	10.00	
Tax (for recoverable)	1.50	
PO Price Variance (for non-recoverable tax)	0.50	
Usage Variance		40.00
Tax (for recoverable tax on variance)		6.00
PO Price Variance (for non-recoverable tax on variance)		2.00
Total	84.00	24.00

The usage variance posting is calculated as:

$$(Quantity\ Ordered - Quantity\ Received) * Receipt\ Price$$

The recoverable tax on the usage variance is calculated as:

$$(Quantity\ Ordered - Quantity\ Received) * Receipt\ Price * \% Tax * (\% Recoverable / 100)$$

The non-recoverable tax is calculated as:

$$(Quantity\ Ordered - Quantity\ Received) * Receipt\ Price * \% Tax * (\% Non-Recoverable / 100)$$

PO for Inventory Item with Tax Rate Change

In this example, you purchase a quantity of 10 of item A, which has a standard cost of \$100. Tax is accrued at receipt and is charged at 20%, of which 80% is recoverable. The tax account used for recoverable tax for the receipt postings is APTaxA. The full quantity of 10 is received.

You are invoiced for 1 item at \$150, giving a price variance. The tax rate used at receipt has expired and a new rate is selected on the receiver line. The new rate retains the account settings of the previous rate, and recoverable tax is posted to the same tax account, APTaxA.

You select the new tax rate on the receiver line. The new rate is 21%, of which again 80% is recoverable. The system recalculates the tax amounts and there is a difference between receipt amounts and amounts due at invoice, which means the original tax postings are reversed for the amounts received.

Receipt Postings

Account	Debit	Credit
Inventory	1000.00	
Tax (for recoverable)	160.00	
PO Price Variance (for non-recoverable)	40.00	
PO Receipts		1200.00
Total	1200.00	1200.00

The recoverable tax amount is calculated as:

$$Price * Quantity * \% Tax * (\% Recoverable / 100)$$

The non-recoverable tax amount is calculated as:

$$Price * Quantity * \% Tax * (\% Non-Recoverable / 100)$$

Invoice Postings

Account	Debit	Credit
Unmatched Invoices	181.50	
Supplier Control		181.50
Total	181.50	181.50

One item has been invoiced at a price of \$150 at 21%. The debit amounts are calculated as follows:

$$\text{Price Invoiced} * \text{Quantity Invoiced} * (\% \text{ Tax} + 100)$$

Matching Postings

The matching postings include:

- A credit to the Unmatched Invoices account for the invoice amount.
- The reversal of the recoverable and non-recoverable tax postings for the quantity invoiced. In this case, 10% of the tax postings are reversed.
- New recoverable and non-recoverable tax postings for the quantity received at the new tax rate of 21%.
- A debit of the AP Rate Variance account for the price variance of \$50.
- A debit of the PO Receipts account for the quantity invoiced.

Account	Debit	Credit
Unmatched Invoices		181.50
APTaxA (for recoverable)		16.00
Purchase Price Variance (for non-recoverable)		4.00
APTaxA (for recoverable for new rate)	6.30	
Purchase Price Variance (for non-recoverable for new rate)	25.20	
AP Rate Variance	50.00	
PO Receipts	120.00	
Total	201.50	201.50

Matching Accrued Duty and Freight for a PO Receipt

10 units of Item A at 15 USD per unit are purchased from a single supplier and shipped to a company. The cost for these items consists of the unit cost from the item supplier and the cost to ship each item.

Duty charges for Item A are accrued at a rate of 2 USD per unit and freight charges are accrued at a rate of 1 USD per unit.

Tax on the accrued charges is 12%.

Receipt Postings

When the items were received, the PO order generated postings to inventory, inbound accrual accounts, and tax postings.

Account	Debit	Credit
Inventory	150.00	
PO Receipts		150.00
AP Tax	18.00	
PO Receipts		18.00
Inventory	20.00	
Accrued Duty		20.00
Inventory	10.00	
Accrued Freight		10.00
AP Tax	2.40	
Accrued Duty		2.40
AP Tax	1.20	
Accrued Freight		1.20

Invoice Postings (Item Supplier)

The following postings were generated when the invoice from the item supplier was recorded in Supplier Invoice Create:

Account	Debit	Credit
AP		168.00
Unmatched Invoices	168.00	
Total	168.00	168.00

Invoice Postings (Logistics Supplier)

An invoice is received from the logistics supplier for 67.20 USD and is recorded in Supplier Invoice Create.

Account	Debit	Credit
AP		67.20
Unmatched Invoices	67.20	
Total	67.20	67.20

Item Supplier Matching Postings

The matching postings include a credit to the Unmatched Invoices account for the invoice amount.

Account	Debit	Credit
AP	168.00	
Unmatched Invoices		168.00
Total	168.00	168.00

Logistics Supplier Matching Postings

The invoice for the logistics supplier shows that duty was charged at 20 USD above the accrued charge and freight was charged at 10 USD above the accrued charge. Therefore, the matching prices for freight and duty are updated in the Receiver Matching logistics charge pop-up window and the variances are recorded.

- In Receiver Matching Create, accrued duty is recorded as 22.40 USD, the accrued value plus 12% tax.
- When the duty variance of 20 USD is added, postings are made for the tax on the updated duty amount 12% of 10 USD = 4.80 USD, and the original tax amount of 2.40 is then netted out.
- Accrued freight is recorded as 11.20 USD, the accrued value plus 12% tax.
- When the duty variance of 10 USD is added, postings are made for the tax on the updated duty amount 12% of 20 USD = 2.40 USD, and the original tax amount of 1.20 USD is then netted out.

Account	Debit	Credit
Accrued Duty	22.40	
Duty Variance	20.00	
AP Tax	4.80	
AP Tax		2.40
Accrued Freight	11.20	
Freight Variance	10.00	
AP Tax	2.40	
AP Tax		1.20
Unmatched Invoices		67.20
Total	70.80	70.80

Matching an Accrued Freight Pending Invoice

A company sells goods costing 8000 USD to a customer. When the goods are shipped, the accrued logistics charge for freight duty is 4620 USD plus 12% tax. A third-party carrier delivers the items and sends the company a supplier invoice for the associated freight charges. You pay the invoice in the interim, but the charges are passed on to the customer in a trailer code.

Shipment Postings

When the order is shipped, the following postings are recorded:

Account	Debit	Credit
Cost of Goods Sold	8000.00	
Inventory		8000.00

Invoice Postings (Customer Invoice for Items Sold)

The customer invoice is generated using Invoice Post and Print. The customer is invoiced for both the cost of the goods and the cost of freight.

Account	Debit	Credit
Sales		8000.00
AR	14134.40	
Freight Revenue		4620.00
Sales Tax Payable		1514.40
Total	14134.40	14134.40

Invoice Postings (Logistics Supplier)

An invoice is received from the logistics supplier for 5174.40 USD and is recorded in the system.

Account	Debit	Credit
AP		5174.40
Unmatched Invoices	5174.40	
Total	5174.40	5174.40

Receiver Matching Postings

When the logistics supplier invoice is matched to the outbound logistics charges pending invoice, the matching postings include:

Account	Debit	Credit
SO Expense Account	4620.00	
SO Accrual Account		4620.00
AP Tax	554.40	
SO Accrual Account		554.40
Total	5174.40	5174.40

Processing Payables

Supplier payments let you process paper and electronic payments through an approval cycle, with each stage generating its own posting. You also create and transfer payments in electronic format to your bank, with each payment file formatted according to the requirements of your bank. You configure bank account information and payment format defaults for each supplier, and these defaults are automatically used in every payment to that supplier.

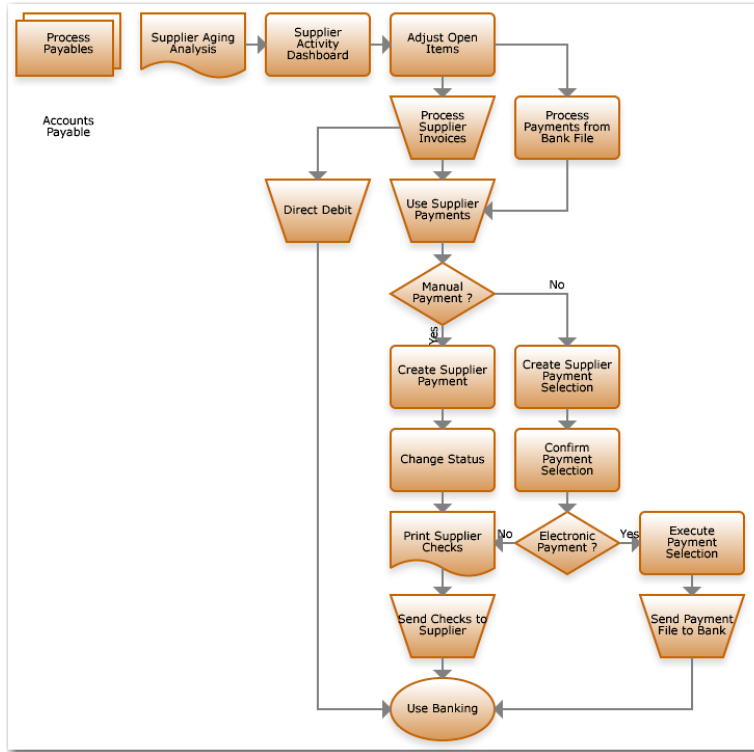


Fig. 9.30
Process Payables
Process Map

Other AP Functions

Supplier Activity Dashboard lets you view the invoices and payments associated with a supplier, including the current supplier balance, and amount and due date details for each open item.

Supplier Payments

You process supplier payments in the same way as customer payments. Like AR payments, manual AP payments of paper-based documents are completed using Supplier Payment Create, and electronic AP payments

consisting of electronic files to be transferred to your bank are completed using Supplier Payment Selection Create. See “Supplier Payment Selections” on page 703.

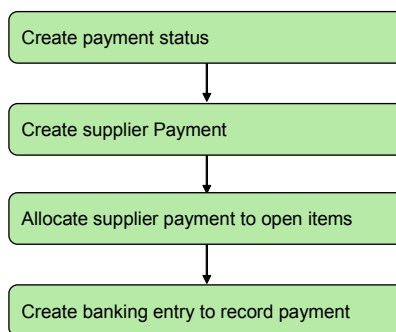
Supplier payments are associated with status codes, which are used to manage the payment process through final collection and updating of accounts. You process the payment by changing the payment status from one status to the next in the sequence that meets your business requirements. Different payment instruments follow different status sequences. The number of statuses you need depends on your particular implementation. At a minimum, you must have two statuses: Paid and Void. Typically, you will also want to have a For Collection status for payments sent to the bank. The Initial status is used if you want to do an initial payment registration.

Create payment statuses for each stage in the payment sequence, and move the payment from one status to the next by changing its status. Each status change generates a posting that updates the accounts you defined. The default accounts used in supplier payments are the supplier payment and supplier control account.

To complete the process, create a banking entry to record the payment, as shown in the following figure.

Note You can also generate customer and supplier payments in the system from the transaction messages contained in imported bank files. See “Processing Bank Payment Files” on page 765.

Fig. 9.31
Supplier Payments
Flow



See “Customer Payments” on page 532 for details about how payments are processed in AR.

Supplier Payment Instruments

Use the following payment instruments for supplier payments.

Payment Instrument	Description
Check	Checks are unconditional orders to pay an open item, which you send to the supplier.
Draft	The draft or bill of exchange is a negotiable security signed and dated by its issuer (the bank). It contains an unconditional order or instruction to pay a fixed amount to the supplier on the agreed due date. Once signed, the draft is considered a collection instrument. Its form, content, and legal consequences are governed by law.
Promissory Note	The promissory note is a promise to pay the supplier, instead of an unconditional payment order. The promissory note carries more risk for the beneficiary and has fewer legal consequences for the issuer if payment is defaulted.
Summary Statement	You send summary statements to the supplier. Factoring companies and banks that provide credit card services use summary statements.
Transfer	The transfer payment instrument is an order for payment that you submit to your bank. The bank ensures that the amount is transferred to the supplier's bank account. Transfers are in paper format.
Electronic Transfer	Electronic transfers are transfers in the form of electronic files sent by you to your bank. Use supplier payment selections to process electronic transfers. This payment instrument is considered automatic, since it cannot be generated manually.

Table 9.3
Types of Supplier
Payment
Instruments

Setting Up Supplier Payments

The setup procedure for supplier payments is the similar to that for customer payments, and includes:

- 1 Define bank accounts and payment formats. For details, see “Payment Formats” on page 316. You must define as many payment formats as you have different types of supplier payments.

The system retrieves your bank account details and the formats required for payments from the account information you define on the Banking tab of the supplier record.

- 2 Define Supplier Payment accounts to associate with payment statuses.
For more information on defining GL accounts, see “GL Accounts” on page 139.
- 3 Define a Supplier Payments daybook to contain the postings generated by the status transitions.
For more information on daybooks, see “Using Daybooks” on page 225.
- 4 Create a set of payment statuses to match the stages through which you want to process the payment. This is described in “Supplier Payment Statuses” on page 692.
- 5 Define payment groups for managing the selection process. This is described in “Creating Supplier Payment Groups” on page 697.
- 6 Create a supplier payment and link it to a supplier open item (invoice or credit note).

Supplier Payment Statuses

Payment processing is controlled by payment status codes. Different payment instruments follow different status sequences. The number of statuses you need depends on your particular implementation. At a minimum, you must have two statuses: Paid and Void. Typically, you will also want to have a For Collection status for payments sent to the bank. The Initial status is used if you want to do an initial payment registration.

You can define an account for each status through which the payment is processed, or use one GL account to record the transitions. For example, if you are processing a check through the Initial, Allocated, For Collection, and Paid statuses, you can define a GL account of type Supplier Payment for each status. This approach supports detailed reporting requirements.

Each status transition usually generates a posting, which updates the account associated with the status and bank or liability accounts. The posting information, including account and daybook details, is contained in the payment status definition.

If you do not need a complex payment cycle, you can use Initial and Paid statuses only, in which case you do not have to use supplier payment accounts. Setting the status of a payment immediately to Paid updates your bank account automatically, without the need to create a final banking entry to record the payment.

However, note that while you can move a payment directly to the Paid status, you cannot undo a Paid document. This means that if you print checks after setting the payment to Paid and the print run fails for some reason, you cannot void the payment. You must reopen the invoice manually with Open Item Adjustment.

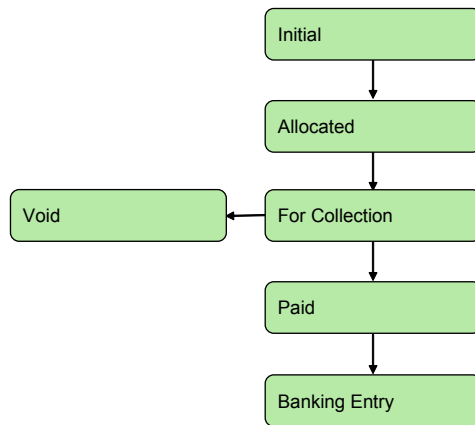


Fig. 9.32
Supplier Payment
Status Flow

Like customer payments, it is not mandatory to process a supplier payment through all of the statuses described, and you can process a payment using Initial and Paid statuses only. You can also use Supplier Payment Status Change to select payments with an Initial status and change their status directly to Paid. This status change immediately updates your bank account, without the need to create a banking entry.

You can also use Supplier Payment Status Change to void any payment at any stage in the flow (except after the Paid status) or to revert it to Initial.

Note Setting the status of a payment directly to Paid is available for payments in the base currency of the account only. You cannot change a payment status directly to the Paid status if the payment currency is different than the base currency. In this case, you must use Banking Entry to complete the payment.

Table 9.4 describes each payment status, and lists the postings created by status transitions.

Table 9.4
Supplier Payment
Statuses and
Account Activity

Status	Description	Account Activity	
		Debit	Credit
Initial	Initial payment status. The payment is in your system but does not generate any postings.	Not applicable	Not applicable
Allocated	The payment is created and is linked to open items. The transition to Allocated generates postings and sub-ledger updates.	Allocated Supplier Payment account	Supplier Control account
For Collection	The payment is presented to the bank for immediate payment. Some examples of payments for collection include a check, a payment selection that is transferred directly to the bank, and paper transfers to the bank.	For Collection Supplier Payment account	Supplier Control account, if this is the first posting for the payment Otherwise, the account associated with the previous payment status
Paid	The outgoing payment amount has been paid. Payments are either fully paid or not paid at all. A selection can be said to be partially paid if an individual payment is bounced.	Bank account	For Collection Supplier Payment account
Void	The payment is voided when, for example, a duplicate payment is detected, or a printing error corrupts the payment numbering system.	Supplier Control account	Account associated with the previous payment status

For each of the different payment statuses, a specific GL account representing the status can be defined.

The Void payment status is unique to supplier payments and is used to ensure that you can void a payment when, for example, a duplicate payment is detected, or a printing error corrupts the payment numbering system. When you void a payment, the links to open items are deleted.

When you change the status of a payment directly to Paid, you cannot subsequently change the status to Void to void the payment. The Paid status indicates that the payment has been received by the supplier.

Voiding a payment does not generate any postings. Instead, it resets the payment records, and creates an extra payment record for the current payment. Voiding also does not re-open the invoices or credit notes linked to the payment.

Creating Supplier Payment Status Codes

Use the Supplier Payment Status activities (28.9.1.1) to create, modify, view, and delete payment statuses.

The payment status is the transition state through which you process the payment, and contains the posting details for the transitions.

Note Once a payment status has been used in a transaction, it cannot be modified.

Supplier Payment Status Create

Supplier Payment Status - Create

Payment Type	Electronic Transfer
Status	Allocated
Bank Account Code	10408
Daybook Code	QADAPPay
GL Account	2110
Default Value Days	0

Fig. 9.33
Supplier Payment
Status Create

Field Descriptions

Payment Instrument. Select a payment instrument from the drop-down list. See Table 9.3 on page 691 for details about each instrument.

Check
Draft
Promissory Note
Summary Statement
Transfer
Electronic Transfer

Status. Select a status to associate with the payment instrument from the drop-down list. See Table 9.4 on page 694 for status descriptions.

Initial
Allocated
For Collection
Paid
Void

Bank Account Code. Specify the account code for your bank that will be used to process the payment. The account must be of type Bank.

Daybook Code. Specify a code for the daybook to contain the status transition postings. The daybook must be of type Supplier Payments. Daybook cannot be specified for the Initial or Void statuses.

GL Account. Specify the code of the account used for status transition postings.

- For the Initial and Void statuses, this field does not apply.
- For all other statuses, an account of type Supplier Payment must be specified.

Accounts are updated automatically when you change the payment status. The account balance reflects the value of all payments that have this status.

Default Value Days. Specify the number of value days it takes to change from one payment status to another.

This value defaults to 0 (zero). When a status transition requires some activity on the part of the bank, you can increase the number of days, in line with banking practice. This information is added to the current date when determining the due date for cash reporting.

Creating Supplier Payment Groups

Use the Supplier Payment Group activities (28.9.1) to create, modify, view, and delete codes for grouping payments. You can select payments for processing by payment group code in Supplier Payment Selection Create.

Fig. 9.34
Supplier Payment
Group Create

Field Descriptions

Payment Group. Enter a code (maximum 20 characters) that identifies a payment group. This field is mandatory; the code cannot be blank.

Description. Enter a brief description (maximum 40 characters) of the payment group. This field is mandatory; the description cannot be blank.

You can optionally enter descriptions in more than one language. See “Using the Translation Option” on page 48.

Active. Indicate if this is an active record.

The effect of this field is described in “Active and Inactive Records” on page 68.

Creating Supplier Payments

Use the Supplier Payment Creation activities (28.9.3) to create, modify, view, and delete supplier payments.

You cannot modify supplier payments with a status of For Collection, Conditional Collection, Void, or Paid. You can delete only Initial supplier payments. To delete a supplier payment with a status other than Initial, you must first change the status to Initial.

The Create Up to Status and Modify Up to Status activities let you control user access to the payment cycle.

For example, when you assign the Create Status To Accepted activity to a particular role, users assigned to that role can create payments with a status of Allocated or of Accepted only. The Status drop-down list is restricted to display the To Status and previous statuses in the flow. Subsequent statuses, such as For Collection or Paid Conditionally, are not available.

Note For more information on controlling user access to activities using role permissions, see *User Guide: QAD Security and Controls*.

The Create To Status screen looks just like Supplier Payment Create, but displays only those statuses for which your role has permission.

Fig. 9.35
Supplier Payment
Create

The screenshot displays the 'Supplier Payment Create' window. At the top, there's a title bar and a menu bar with options like 'Go To', 'Actions', 'Tools', 'Attach', 'Print', and 'Preview'. Below the menu is an 'Attachments' section. The main form is divided into several sections: 'Supplier' with fields for 'Supplier Code', 'Name', and 'Business Relation'; 'Bank' with fields for 'Bank GL Account', 'Supplier Bank No', 'Own Bank Number', and 'Payment Format'; 'Amount' with a value of '0.00'; 'Due Date' set to '08/29/2008'; 'Value Days' set to '0'; 'Year/Number' with '2008' and '000000000'; 'Last Printed Date'; 'Times Printed' set to '0'; 'Reference'; 'Subtype' set to 'Manual'; 'Status' set to 'Accepted'; and 'Creation Date' set to '08/29/2008'. An 'Allocate' button is located at the bottom right of the form.

Field Descriptions

Supplier Code. Specify the code that identifies the supplier to be paid. The system loads the supplier's default bank information defined in the Banking tab of Supplier Create. Most bank details default from the bank and cannot be modified.

Business Relation, Name. The business relation and name associated with the customer displays.

Bank GL Account. Specify the GL account of type bank updated by the payment. If you specify a supplier first, the banking details default from the supplier. If you leave Supplier blank, the lookup retrieves all the bank account numbers and formats defined for all suppliers on the Supplier Banking tab. Selecting a bank account fills in all of the other relevant fields, most in read-only mode.

Own Bank Number. This field displays the number of your own bank account, which is defined on the Banking tab of the supplier record.

Supplier Bank No. The system displays the supplier bank associated with the specified bank BL account.

Payment Format. This field displays the payment format associated with the selected supplier bank account number.

Subtype. This read-only field indicates whether the payment is manual or automatic. You create manual supplier payments through the Supplier Payment activities, and automatic payments through the Supplier Payment Selection activities.

Year/Number. This field displays the accounting year and payment sequence number, which is automatically generated by the accounting year.

Status. Choose a payment status from the drop-down list. The default for a new record is Initial. Table 9.4 on page 694 lists payment statuses.

Reference. Enter reference text (maximum 40 characters) for the payment.

Amount/Currency. Specify the value of the payment in the transaction currency. The amount must be positive and can be entered manually or automatically by linking the payment to an open item.

Note The payment currency must be the same as that of the open item against which you allocate the payment. If an invoice for this customer is in US dollars, your customer payment must be in the same currency. Currency information is contained in the payment format linked to your bank account, and you ensure that the currencies match by selecting the correct bank account.

Due Date. Enter a due date for this payment.

Creation Date/Last Printed Date/Times Printed. These read-only fields indicate the payment creation date, most recent printing date, and number of times the payment has been printed.

Value Days. Enter a value for the number of days required by the bank to process the transaction. The default is based on the payment status entered.

Click Allocate to allocate this payment to an open item for this supplier. The allocation process is almost identical to that used for customers. See “Allocating a Customer Payment” on page 552 for details of the screens and fields.

Modifying Bank Details on a Supplier Payment

When using a customer payment to process invoices, the system loads the default account number, own bank account, and payment format defined for this customer into the payment fields. These banking details are then used for all open items contained in the payment.

Because businesses frequently change the default own bank account and payment format during the payment cycle, you can change the payment banking details for a payment in any status other than Paid. The original and new payment formats used may contain payment attributes, and the attributes of a new payment format must be consistent with the attributes applied to the original open item. This option is identical to the Customer Payment option and is described in more detail in “Modifying Bank Details on a Customer Payment” on page 557.

Supplier Payment Mass Change

Use Supplier Payment Mass Status (28.9.3.5) to confirm the status transitions of one or more payment and, if required, to change the bank details for selected payments.

You typically change the status of single payments by modifying the original payment and use the change status activity to handle multiple payments at one time. This activity helps streamline the process of completing a payment processing flow. For example, when the bank lets you know that a set of checks has cleared, you can update the status of all of them at one time.

You can also use this activity to renumber payments, such as printed checks, if needed. Renumbering should be restricted, since this would only be needed in special circumstances.

Use one or a combination of payment detail fields to search for existing supplier payments.

Changing Own Bank Number for Payments

When completing supplier payments, you can decide for cash flow or other reasons to change the bank account or account number from which the payment is made. The Change Own Bank Number option lets you specify a different bank account and account number for selected payments.

You can specify a different account number for the same bank, or a different account number and bank account. The new account number, account, and payment instrument combination must be already defined in Bank Payment Format Link and must be defined for the same entity as the original combination.

You must also have defined a payment status that uses the new bank account, payment account, and payment instrument.

Fig. 9.36
Supplier Payment
Mass Change

Supplier Payment Mass Change

Go To Actions Tools Print Preview

Posting Date: 08/31/2008

Business Relation: 3000 Year/Number: 0000 Reference: 000000000

Supplier Code: 3000 Payment Instrument: Due Date: Creation Date:

Add

Select	Business Relation	Supplier Code	Year	Pay No.	Status	Reference	Due Date	Value Days
☒	3000	3000	2008	000000004	For Collection	0157 lin07178 pay	07/16/2008	0
☒	3000	3000	2008	000000011	For Collection	test	07/30/2008	0
☐	Sup-BR1	Sup-1	2008	000000001	PAID	Test Supplier 1	06/09/2008	0
☐	10000	Supp001	2008	000000002	For Collection	Reval of payments	06/10/2008	0
☐	3000	3000	2008	000000007	PAID	ltw test	07/22/2008	0
☐	3000	3000	2008	000000005	PAID	lin0722E	07/22/2008	0
☐	3000	3000	2008	000000001	For Collection		07/18/2008	0

Select All Rows ☐ Deselect All Rows ☐

Change Status ☒ New Status for Selected Rows:

Renumber ☐ Renumber:

Change Own Bank Number ☒ New Own Bank Number:

Apply Clear

Field and Button Descriptions

Posting Date. Specify the date that the status change should be effective.

Business Relation/Supplier/Payment Instrument/Status/Year and Number/Reference/Due Date/Creation Date. Specify one or more criteria to search for payments.

Click Add to retrieve all payments that meet the search criteria.

To change the status of multiple rows in the grid, use these fields:

Select All Rows. Select all payments in the grid.

Deselect All Rows. Deselect all payments in the grid.

New Status for Selected Rows. Choose a new status for the payment from the drop-down list and click Apply to apply the status to the selected rows.

Note You can also edit the status in the grid for individual rows as needed.

Renumber. Use this field to enter a new preprinted number for a previously numbered payment. The number is 0 (zero) by default.

Supplier Payment Change Number (28.9.3.6) is an additional option that lets you separate the status change and payment number change functions and assign each to a separate role. Changing the payment number lets you renumber the supplier check print sequence

Change Own Bank Number. Select this field to enable the New Own Bank Number fields.

New Own Bank Number. Specify a new own bank number for the selected payments. The lookup displays the numbers of bank accounts that have been linked to payment formats only.

Click the appropriate button:

- Click Apply to apply the new status and bank accounts to the payments.
- Click Clear to clear the contents of the grid.
- Click Save to save the payments with the new statuses and bank accounts, and to register the status transition postings.

Supplier Payment Selections

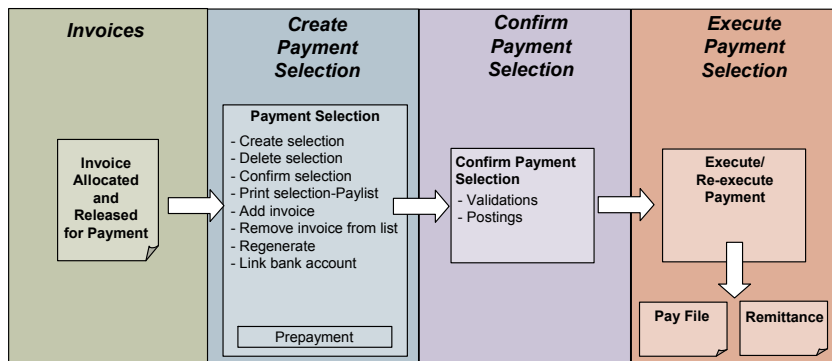
Use the Supplier Payment Selection (28.9.4) activities to process the payment of supplier invoices. The payment selection cycle has the following steps in sequence:

- Create a payment selection. You use the payment selection to define and select the invoices to be paid. This creates a selection with an Initial status.
- Confirm the payment selection. This action generates the postings related to the invoices and changes the payment selection status to Confirmed.
- Execute the payment selection. This completes the process and creates the relevant documents and files for sending to the suppliers or your bank. This changes the payment selection status to Transferred.
- Confirm the payment with a banking entry, which changes the payment selection status to Closed.

Note You must confirm selections for electronic transfers. Payment selections for checks move directly to the Transferred status and are not confirmed.

Apply the Closed status when the final bank statement is confirmed using Banking Entry. For more information on banking entries, see “Banking Entry” on page 780.

Fig. 9.37
Supplier Payment
Selection Flow



Logging information is confirmed for every step, including the user, date, time of creation, registration, and transfer.

A payment selection is always linked to one payment format. You must create multiple payment selections if the payments you want to process reference more than one bank account.

You can, however, split invoice amount over multiple payments by selecting separate formats and amounts on the invoice. When selecting the format for the payment selection, you can then include amounts created in this format from the invoice in the selection.

An invoice must have the following properties to be included in a payment selection:

It must have an invoice status with Approved selected and Locked for Payment cleared.

Its due date must be earlier than the reference due date used in the selection.

It must have the same payment format as the selection.

For each business relation, the Customer/Supplier Compensation Allowed field indicates if compensations with customer open items are allowed. In this case, the selection activity can act as an adjustment function. You can execute a payment when the amount to pay exceeds the current accounting balance of the bank account.

You specify an internal identification code for each payment selection, and create the paper or electronic payment to be sent to the bank. The process of creating bank payment files is described in “Payment Format Maintenance” on page 319.

You cannot modify a payment selection once the payment file is sent to the bank. If the bank refuses the file, you can manually resolve the issue, or repeat the file transfer.

The payment selection is validated before it can be confirmed and again before transfer. A payment selection has one pay date (execution date) that is valid for all linked invoices.

You can create individual and grouped payments. This is controlled by the Individual Payments field on the Payment tab of the supplier. However, you must generate separate payment selections for foreign and domestic payments. In this case, the transfer step generates two payment files.

You can include new prepayments in a payment selection. Only invoices with an open amount—that is, a balance greater or less than zero—can be used in payment selections. You also cannot specify invoices that are already part of another payment selection for the full amount.

Existing prepayments are listed in the payment selection grid but cannot be selected. This lets you identify unassigned prepayments before selecting invoices to pay.

Multiple selections can be done to create one global payment selection. The system appends new invoices selected to the list of those that are already included.

Payment Selection Processing Examples

The system supplies various activities that can be combined in different ways to support different processing scenarios for payments. The following are a few examples of how a processing flow can be created.

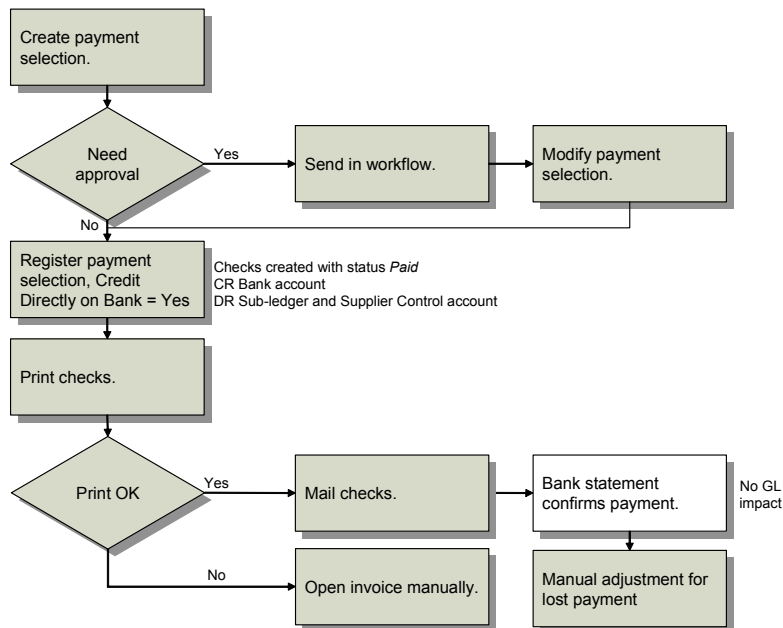
Direct Payment by Check

Select the invoices to pay by creating a payment selection. The selection is automatically assigned the Initial status. Following an approval stage, the selection is then confirmed and the Credit Directly on Bank field is selected. This changes the payment selection status directly to Paid, crediting the Bank account and debiting the sub-ledger and Supplier Control account.

The printed checks are sent to the supplier, and the payment is confirmed with a bank statement. You close the selection process by creating a banking entry for the payment, which changes the selection status to Closed.

Note In this scenario, when you move a payment directly to the Paid status, you cannot void a failed check run. You must reopen the invoice manually with Open Item Adjustment.

Fig. 9.38
Direct Payment by
Check

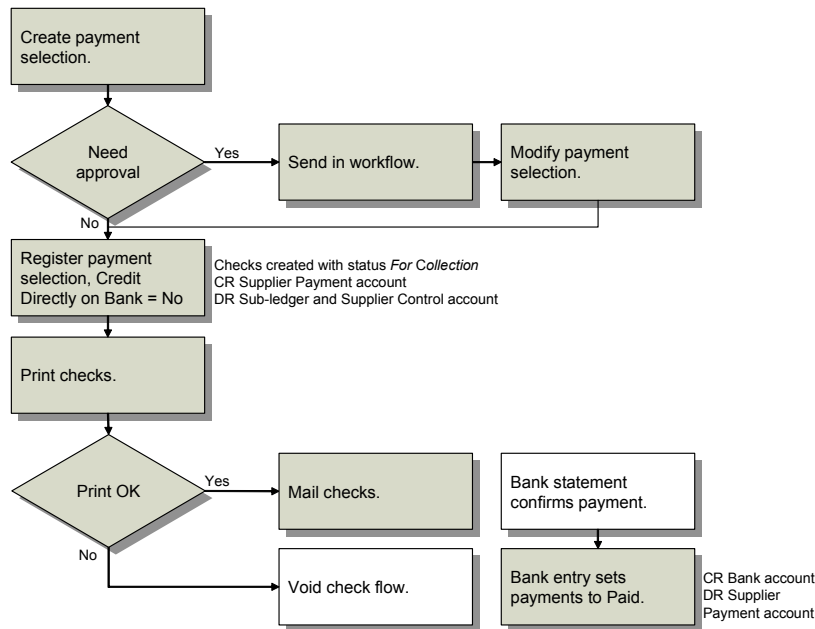


Staged Supplier Payment by Check

In this example, a selection of checks to a supplier is processed through approval stages, and then confirmed. When you confirm the payment, the Credit Directly on Bank field is not selected. As a result, the status of the payment is changed to For Collection. The posting credits the Supplier Payment account, and debits the Supplier Control account. The bank and control account details default from the supplier record.

When the checks are printed and mailed to the bank, a banking entry posts the payment to the bank account. This banking entry changes the payment status from For Collection to Paid.

Fig. 9.39
Staged Payment by Check



Note The payment selection process is the same for checks and drafts.

Supplier Electronic Transfer

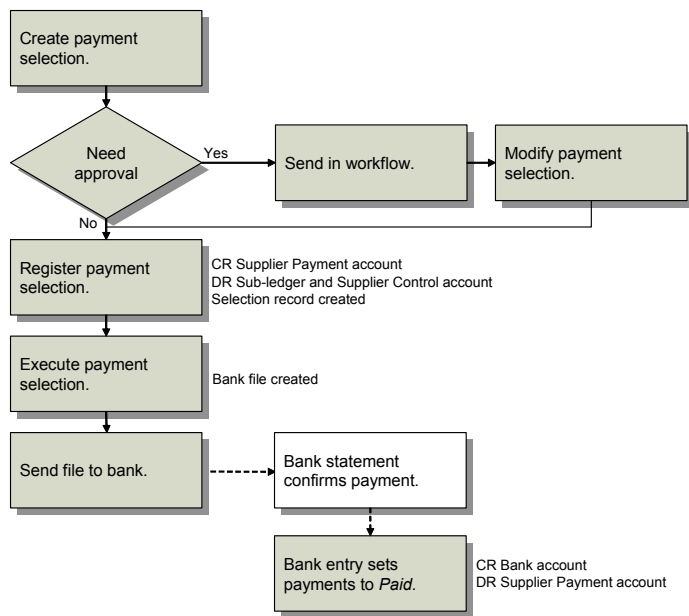
In this example, a series of supplier invoices is processed in one payment selection, and you create an electronic payment file to send to your bank. Different banking systems use different electronic file formats, and you must apply the correct format to electronic payment files. See “Payment Format Maintenance” on page 319.

The postings are generated when you confirm the payment selection. This step credits the Supplier Payment account and debits the sub-ledger and Supplier Control account.

To create the bank file, an additional execute step is needed. See “Supplier Payment Selection Execute” on page 719. When you send the file to the bank, the bank transfers funds from your account to your supplier’s, based on the instructions in the file. A bank statement confirms payment, and the final banking entry sets the payment status to Paid.

Note You can also process payments directly to the Paid status.

Fig. 9.40
Paying a Supplier
by Electronic
Transfer



Creating Supplier Payment Selections

Use Supplier Payment Selection Create (28.9.4.1) to select multiple invoices by due date and create payments for groups of invoices.

The Supplier Payment Selection Create screen has four distinct areas:

- **Supplier Payment Selection.** Specify the details of the payment.
- **Bank.** Specify account and file format details for the bank account to which the payment file is to be exported.
- **Filter Details.** Use a combination of criteria to retrieve the invoices to be combined in the selection.
- **Logging.** View history of changes made.
- **Grid.** Display the results of the selection in the grid.

The screenshot shows the 'Supplier Payment Selection Create' window. At the top, there's a toolbar with 'Go To', 'Actions', 'Tools', 'Attach', 'Print', and 'Preview'. Below this is the 'Attachments' section with fields for Selection Code (APSEL09), Bank GL Account (1040), Status (Initial), Own Bank Number (123487), Execution Date (01/27/2009), Payment Format (Check Form 1), and Number of Lines (50). To the right, summary fields show *Current Balance (26,702.75) and Payment Total (105,932.42).

The 'Details' tab is active, showing 'Search for Invoices' with filters for Set Selected (All), Ref Due Date (01/27/2009), Visible Items (Show All), and various other criteria like Payment Group, Business Relation, Country Code, Sub-Account Code, Intercompany, and Currency. There are 'Header Fields', 'Clear', and 'Search' buttons.

Below the search filters, there are three expandable sections for 'Business Relation':

- Business Relation : 3000 (3 items)**

Sel	Business Relat	Relation Code	Type	Internal Number	TC Open Amount	D	TC Payment Amount
☐	3000	snSup	Credit N	2008/APCNFin/0000000008	200.00	DR	
☐	3000	snSup	Credit N	2008/SCNCom/0000000005	100.00	CR	
☐	3000	snSup	Invoice	2008/APINVCOR/0000000007	40.00	DR	
- Business Relation : 5050 (1 item)**

Sel	Business Relat	Relation Code	Type	Internal Number	TC Open Amount	D	TC Payment Amount
☐	5050		Credit N	2008/APCNFin/0000000002	300.00	DR	
- Business Relation : FEDX (50 items)**

Sel	Business Relat	Relation Code	Type	Internal Number	TC Open Amount	D	TC Payment Amount
☒	FEDX	FEDX	Invoice	2008/QADAPINV/0000000013	30.00	CR	
☒	FEDX	FEDX	Invoice	2008/QADAPINV/0000000017	145.00	CR	1
☒	FEDX	FEDX	Invoice	2008/QADAPINV/0000000026	96.25	CR	
☒	FEDX	FEDX	Invoice	2008/QADAPINV/0000000028	159.50	CR	1

Fig. 9.41
Supplier Payment
Selection Create

Field Descriptions

Selection Code. Enter a unique code (maximum 20 characters) to identify the payment selection. This field is required.

Bank GL Account. Specify the code of the GL bank account in which the payments are to be executed.

Current Balance. This read-only field indicates the current balance on the bank account.

Status. This read-only field displays the payment selection status. The status controls the availability of fields in the Create screen.

Own Bank Number. This field displays the default account number for the bank GL account defined in Account Create. You can select a different account if multiple account numbers were associated with the GL account. The payment format displayed is determined by the bank account number you select.

Payment Total. This read-only field displays the total payable amount of all invoices selected in the grid.

Execution Date. Specify a date on which the bank should execute the payment selection.

Payment Format. This field displays the format for the export file. This format is retrieved from the payment format and attributes linked to the GL bank account selected. See “Payment Format Maintenance” on page 319 for details. Depending on the payment format, you may be able to modify some header attributes for the payment. The selected invoices must match this payment format.

When the payment selection is in an initial status, you have the option to change the payment format used in the selection by selecting a different bank account from which to pay the selection. See “Changing Bank Accounts on a Payment Selection” on page 713.

Number of Lines. This field displays the value of the Invoices per Check field of the payment format associated with the GL bank account selected.

Important After you save a payment selection, you cannot change the bank account or account number selected, since this would invalidate the payment formats and attributes assigned to the payment.

Selection Details Tab

Use the Details tab to set search criteria for the invoices you want to include in the payment selection.

Search for Invoices

Set Selected. Specify how you want the system to set the Selected field on the invoices that are displayed in the grid after you click Apply:

All. Enable the Selected field for all invoices

Due Only. Enable the Selected field only for invoices with a due date on or before the Ref Due Date specified.

Due and Discounted. Enable the Selected field only for invoices that are either due on or before the Ref Due Day or will be discounted within this period.

None. Do not use enable the Selected field for any of the invoices.

Ref Due Date. Specify the date the system should use for finding invoices to be included in this payment selection. The system selects invoices due on or before this date that meet the other selection criteria.

Note The system includes invoices with staged credit terms in the grid if the due date of at least one stage matches the selection criteria.

Visible Items. Choose to display all search results or only those results that match the Set Selected filter criteria. If you display All, you can manually modify the Selected field to include additional invoices if necessary.

Payment Group/Business Relation/Relation Type/Currency/Sub-Account Code/Intercompany/Country Code. Specify one or a combination of search criteria for open items: invoices, credit notes, and prepayments.

Include All Entities. Select this field to retrieve invoices from all entities in the domain.

You can create a payment selection within one entity that includes invoices created in other entities within the same domain.

The system creates a record for the Cross-Company daemon to process, and the payment of the invoices in the other entity are posted as cross-company transactions. See “Intercompany and Cross-Company Transactions” on page 464.

View Invoices Without Banks. Select this field to display only invoices that are not already associated with a bank account. Invoices without banks do not appear on payment selections, so may inadvertently not be processed. This is especially important for supplier invoices.

Payment Grid

Use one of the following to update data in the grid:

- Click Search to retrieve invoices that match the search criteria. You can modify the criteria and click to append subsequent results to the grid.
- Click Clear to clear the results grid. When you have appended a number of searches to the grid, click to clear the most recent set of results.
- Click Header Fields to change attributes associated with the payment file header. This button is enabled only when the payment format specified supports this feature. See “Payment Format Maintenance” on page 319.

You can only modify the Selected and TC Payment Amount fields in the results grid. You can right-click and insert a new row, which is automatically created as a prepayment.

Logging Tab

The Logging tab displays payment selection history, including status changes and dates, user names, and generated files.

Changing Bank Accounts on a Payment Selection

When you save a payment selection with a status of Initial, you can subsequently modify the bank account and payment format used in the selection. This option is useful, for example, when the cash balance on the account you originally specified is not enough to pay the selection and you want to use another account. You may also want to change the payment format on the selection from, for example, an electronic transfer to a check.

This option is only available for selections with Initial status—when you register the selection, you generate postings and the system saves the bank and payment format information with the selection.

Note This option is not available for customer payment selections.

You define the bank account and payment format to be used for payments to a supplier on the Banking tab of the supplier record. The default account and format are then displayed on the Financial Info tab of all invoices for this supplier.

You change the bank account to be used for this selection by selecting another bank account. You can only select another bank account that has been defined for this entity. To change a payment format, you can:

- Select a different bank account number (associated with the same bank account). Each bank account number can be associated with a different payment format.
- Select a different bank account.

Bank account numbers are associated with the payment format, and you can only select a combination of number and format that you have already created in Bank Payment Format Link (25.11.2). See “Linking Payment Formats to Bank Accounts” on page 326.

Changing Payment Attributes on a Selection

The attributes on payment formats are designed for specific payment arrangements to suppliers, and are typically used for electronic payments. When you change the payment format, you also change the associated

attributes and values, and you should ensure that the new attributes and values are consistent with those of the original invoices, and with the details defined for the supplier.

When the original format and new format are identical, or have no attributes, the system simply replaces the format. When the new format has no attributes, the system warns you that any original attributes will be deleted. You can decide to continue with the change or to cancel.

The system prevents you from selecting a new format that has different attributes from the original, because since attributes are created for specific business reasons, you cannot apply new payment attributes and values to the invoices already contained in the selection.

Table 9.5 summarizes these effects.

Table 9.5
Replacing Payment
Formats and
Attributes

Original Format	New Format	Comment
Payment Format A with no attributes	Payment Format B with no attributes	The system replaces the format.
Payment Format A with attributes	Payment Format B with attributes	The system prevents you from selecting another format with different attributes.
Payment Format A with attributes	Payment Format B with no attributes	When the original format has attributes and the new format has no attributes, the system warns that the original attribute values will be deleted from the payment selection header field and from the original invoice Financial Info tab. You can choose to cancel the change.
Payment Format A with or without attributes	Payment Format B with attributes	When the new format does not have the same attributes as the original format, the system prevents you from saving the change.

Changing Payment Formats and Supplier Invoices

The system requires that payment selections and the supplier invoices contained in them have the same bank account number and payment format. When you change the account and format details on a payment selection, the system automatically replaces the original details on the Financial Info tab of the supplier invoices with the new payment information.

When a supplier invoice is part-paid from multiple accounts, the Financial Info tab displays a separate line for each account and format combination that is being used. When you create a payment selection for this supplier and retrieve this invoice for inclusion in the payment, the system retrieves only that part of the invoice payment that matches the format you choose for the selection. Therefore, when you change this account and format, the system replaces only this line on the Financial Info tab of the original invoice with the new account and format details.

Changing Payment Formats and Supplier Records

The system also requires that the account you use in a payment selection must be defined on the Banking tab of the supplier record. When you change the bank account or payment format in a payment selection, the system automatically creates the new number and format combination as a new line on the supplier Banking tab. When the account number and format combination has identical payment attributes and values to the previous payment format, the system retains this information in the definition.

Example You create a payment selection PS1 to pay invoices from your bank account BNKAC1, account number 00001111. Account number 00001111 is associated with the payment format AP check, which is an Accounts Payable check format in US dollars.

You retrieve invoices from all suppliers for whom these account and format details have been defined. The system displays two invoices from Supplier A and three invoices from Supplier B in the results grid. You save the payment selection with an Initial status for internal approval. Following approval, you reopen the payment selection to process the

payment. The Current Balance field on the Bank area of the selection indicates that because of other activity on this account, there are now insufficient funds in the account to complete the payment.

Fig. 9.42
Payment Selection
for Multiple
Suppliers

Sel	Business Relation	Relation Code	Type	Internal Number	T.C. Open Amount
☒	ATPSUP01	ATPSUP01	Invoice	2008/Suplm/OC/0000000007	1,000.00
☒	ATPSUP01	ATPSUP01	Invoice	2008/Suplm/OC/0000000009	2,000.00
Business Relation : ATPSUP01 (3 items)					
☒	ATPSUP01	ATPSUP01	Invoice	2008/Suplm/OC/0000000013	3,000.00
☒	ATPSUP01	ATPSUP01	Invoice	2008/Suplm/OC/0000000015	455.00
☒	ATPSUP01	ATPSUP01	Invoice	2008/Suplm/OC/0000000017	1,088.00

You select another account, BNKAC2, with an account number 11112222 and an associated electronic transfer format. This payment format includes attributes for a bank reporting ID and a payment expiration date. Because these attributes cannot be applied to the original invoices, the system prevents you from saving this change. Instead, you select account number 22223333 for BNKAC2, which also has an associated AP check format in US dollars (also named AP check). The new format matches the original format, and you can now save the change and proceed to register the payment selection.

The system replaces the account and format details on the Financial Info tab of each of the invoices for both suppliers. Therefore, account BNKAC1, account number 00001111, and format AP check are replaced with account BNKAC2, account 22223333, and format AP check. This new combination is also added as a new line on the Banking tab of both suppliers.

Supplier Invoice - View

Supplier Code: ATPSUP01 Customer: ATPSUP01 Reference: payroll

Posting: 2008 / 2 / SupInvDC / 7 02/11/2008 TC Invoice Amount: 1,000.00 USD

General | Addresses | Financial Info | Tax | SI Posting | Matching Posting | Matching

Credit Terms Code: 2/40PROX Due Date: 04/09/2008 Staged

Discount Due Date: 02/29/2008

BLW/L Group Code: Payment Reference:

Validation	Bank Account No.	Own Bank Number	Payment Format	Payment Instrument	Extension	TC Payment Amount
XX	90000000	00001111	AP Check	Check		40.00
XX	90001111	22223333	AP Check	Check		960.00

Fig. 9.43
Supplier Invoice
Change of Bank

Supplier Payment Selection Confirm

The Supplier Payment Selection Confirm (28.9.4.5) activity provides a read-only overview of the payment selection. Add the posting information—year, GL period, daybook, and posting date—to confirm the selection. Confirming the selection has the effect of changing the selection status from Initial to Confirmed.

Note The system displays an error related to the daybook when you have not defined For Collection and Paid statuses for this bank account. You must define the necessary statuses.

You can generate multiple postings for several suppliers in the same payment selection.

The Transfer account and the Discount account are linked to the bank account and cannot be changed.

Confirming the payment selection generates a posting that credits the Supplier Control account and debits a Transfer account. For example, the payment of two invoices for the same supplier that do not have discounted due dates produces the following postings:

Account	Debit	Credit
Supplier Control	120.00	
Bank Transfer		120.00

These postings apply to both invoices. Postings are grouped by supplier.

Fig. 9.44
Supplier Payment
Selection Confirm

Payment Selection Browse for... Payment Selection - Confirm

Go To Actions Tools Attach Print Preview

Attachments

Selection Code: 291-c Execution Date: 08/19/2008 Payment Total: 45.00 USD

Status: Initial

Bank GL Account: Sup-BK1 333777 Supplier Bank account AP

Posting Year/GL Period: 2008 | 8 Posting Date: 08/29/2008

Daybook/Voucher: SupPayD Layer:

Credit Directly on Bank: ☒

Transfer Account: Sup-PIP1 Payment in Process A/C

Discount Account: 000000AP Accounts Payable

Sel	Business Relatio	Supplier	Type	Int No	Open Amount	D	TC Paymen
▶	Sup-BR1	Sup-1	Invoice	2008/0000000133	44.77	CR	

Field Descriptions

Selection Code. This field displays the payment selection code.

Execution Date. This field displays the selection execute date. The default is today's date.

Payment Total. This field displays the total amount of the payment in the payment currency.

Status. This field displays the current status of the payment.

Bank GL Account. This field displays the bank account code, account number, and payment format being used for this selection.

Posting Year/GL Period/Posting Date. Select a posting year, GL period, and posting date for the selection. The current year, GL period, and posting date are displayed by default.

Daybook/Voucher/Layer. Select a daybook for this selection. The Layer field displays the accounting layer for this daybook.

Credit Directly on Bank. Use this field to control the status assigned to the confirmed payment selection and the corresponding GL postings.

Select: The Paid status is applied, crediting the bank account and debiting the sub-ledger and Supplier Control account.

Clear: The For Collection status is applied, crediting the account associated with the For Collection payment status, and debiting the sub-ledger and Supplier Control account.

This field is selected by default when you have defined a Paid status for the payment but not a For Collection status.

Transfer Account/Discount Account. These fields display the transfer and discount accounts defined for this payment status. The discount account is used in postings for early payment discounts. These accounts default from the supplier.

Click Confirm to generate the payment selection postings and change the payment selection status to Confirmed.

Supplier Payment Selection Execute

Use Supplier Payment Selection Execute (28.9.4.6) to convert a series of confirmed payment selections that are using the same execution bank into payment selection files for export to your bank.

The system uses data loaded into EDI eCommerce to create the file to be sent to the bank. Details about the payment file such as its location on the file system are specified when the electronic data interchange (EDI) data is loaded. EDI processing is controlled by the payment format and attribute values. In this way, electronic files for export are correctly formatted for the receiving bank. This process is described in detail in “Payment Formats” on page 316.

Fig. 9.45
Supplier Payment
Selection Execute

Selection Code	Execution Date	Bank GL Account	Payment Total	Curr	Payment Format	Credit Directly
JJ-PS2	08/18/2008		321.00	USD		

Field Descriptions

Selection Code. Specify the code of a confirmed payment selection. Values for the other fields are filled in based on the selection you specify.

Bank GL Account/ Own Bank Number/ Payment Format/Status/ Execution Date/Payment Total. These fields all display values based on the selection code entered.

The grid displays details about the payments in the selection you are about to execute.

Supplier Payment Selection Re-execute

Use Supplier Payment Selection Re-execute (28.9.4.7) to select a previously executed payment selection file and regenerate it using the same payment selections. In cases where individual account or posting details within the selection have changed, you can regenerate the export file without removing and re-inserting the individual payment selection.

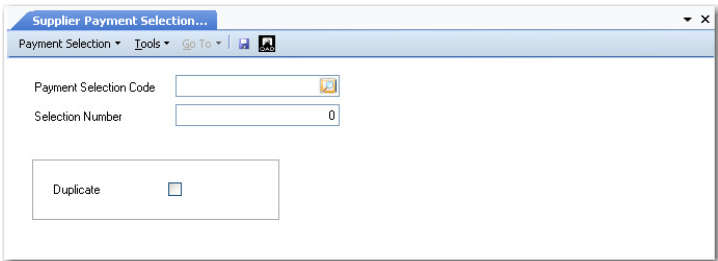


Fig. 9.46
Supplier Payment
Selection
Re-execute

Payment Selection Code/Selection Number. Specify the code that identifies a payment selection file.

Duplicate. Select if you want the generated file to contain a field indicating that it has been executed more than once. This is a requirement of some banking systems when a file is sent more than once.

Printing Supplier Payment Instruments

Use the functions on the Supplier Payment Print menu (28.9.9) to print checks, promissory notes, summary statements, and drafts to be sent to the supplier as payments. You can also generate paper transfer documents to be sent to you bank to initiate payment transfers and generate reports on electronic transfers and payment selections.

Report	Description
Supplier Draft Print (28.9.9.1)	Lets you print drafts to be sent to the supplier as a payment instrument. Drafts are similar to regular checks but, unlike checks, include a due date. A check is payable immediately, but a draft is payable only on or after the due date.
Supplier Funds Transfer Print (28.9.9.2)	Lets you print a hardcopy instruction to be sent to the bank as an order to make a funds transfer from your bank account to the supplier’s bank account.
Supplier Check Print (28.9.9.3)	Lets you print checks to be sent to the supplier for payment of outstanding amounts.
Supplier Promissory Note Print (28.9.9.4)	Lets you print promissory notes to be sent to suppliers. The promissory note is a promise of payment, instead of an unconditional payment order.

Table 9.6
Supplier Payment
Print (28.9.9)

Report	Description
Supplier Electronic Transfer Print (28.9.9.5)	Provides details on groups of supplier invoices processed in single payment selections, and the electronic payment files created to transfer the funds to the supplier's bank.
Supplier Summary Statement Print (28.9.9.6)	The summary statement is sent to the supplier by a third party, and used when the third party is responsible for the collection of amounts. For example, factoring companies and banks that provide credit card services use summary statements.
Supplier Payment Selection Detail (28.9.9.7)	Generates a report for internal use that lists payment selections by range of selection code or execution date based on one or more statuses. When Detail is Yes, the invoices being paid are also listed. Payment status selection can be All, Initial, Confirmed, or Transferred.
Supplier Remittance Print (28.9.9.8)	Lets you print a remittance letter to a range of suppliers based on a generated payments. The remittance letter informs the suppliers about payments that have been made to them in executed payment selections.
Supplier Payment Selection Report (28.9.9.10)	Generates a report for internal use that contains all payment information in a payment selection file. Lets you select by payment status: Executed (Yes/No). One line per supplier.

When you print payment instruments, you can select documents to print by payment selection code or number, invoice status code, supplier, and creation date, as well as other criteria. The payment selection code is the external ID that you supply; the number is a system-generated sequential number.

Printing Supplier Checks

Supplier checks can be printed as soon as a Supplier Payment Selection for a check type Payment Format is created and confirmed. A single supplier check can also be created with the Supplier Payment Create function.

When printing checks using Supplier Check Print (28.9.9.3), you have the option to assign system pre-printed numbers that correspond with the pre-printed numbers physically on the checks. The system stores a pre-printed number with each linked AP check payment format, and you can select any AP check numbering sequence valid in the current entity.

Complete the payment selection criteria you need to select the payment you want to print. Use the following fields to configure your print run.

Bank Payment Format. Select a bank payment format from the drop-down list. This field displays all AP check formats that have been linked to bank accounts. You assign the next number in the sequence using the Next Pre-Printed No field in the Bank Payment Format Link function. When you click Apply to begin the print run, the system displays an error if you have selected a format that does not have a next pre-printed number assigned. In this case, you can select the format in Bank Payment Format Link, assign a number, and continue with the print run. See “Linking Payment Formats to Bank Accounts” on page 326.

Open. Include only checks with an open status. When checks are For Collection, the status is open. When checks are Void, Bounced, or Paid, the status is closed and Open should be set to No in order to print them. This is important if you are not using a payment in process account but setting the status of checks to paid immediately; these checks are considered closed even though they have not been printed, and you must set Open to No to print them.

The default value for this field is Yes. When you do not have a For Collection status defined for any bank account in the current entity, the value given is No.

Open refers to the status of the checks, and applies to all scenarios. If you are setting checks immediately to the Paid status when they are created, as is common in US practice, your checks are already closed before you print them. In this case, you must clear the Open field to be able to print checks.

Preprinted Number. Use this field to define a number or range of numbers when you are reprinting an existing check.

Print Type. Select a print mode from the drop-down list.

Final Print. Use this option when you are ready to complete a print run. When you select Final Print, the system retrieves the the Next Pre-Printed No field in the bank payment format you selected. You can only print new payment documents in Final Print, and once the run is complete, the Next Pre-Printed No field in the bank payment format you used is updated to the last number in the completed run plus one. The system also increases the value of the Times Printed record for the check by one.

Print Duplicate. Use this option to reprint a set of checks. The Times Printed record for the check is increased and the system prints existing checks only. The value of the Next Pre-Printed No field on the bank payment format is not updated by Print Duplicate.

Test Print. Use this option to test the run before Final Print. The system does not retrieve the Next Pre-Printed No field in the bank payment format you selected. The Times Printed record for the check is not updated, and the system prints new documents only.

These settings and their combinations are summarized in the following table.

Table 9.7
Check Print
Scenarios

Print Type	Retrieve Next Pre-Printed Number from Bank Payment Format	Increase Times Printed Counter	Only New Documents	Update Next Pre-Printed Number in Bank Payment Format
Final print	Yes	Yes	Yes	Yes
Test print	No	No	Yes	No
Print Duplicate	No	No	No	No

You can use the Only New Documents field for test print and an original print run, but not for reprinting. When this field is selected, only checks with the field Times Printed set to 0 (zero) are printed, which would be exactly the set needed for a test run or when making the real check print.

Note The Start From Number report option lets you over-ride the Next Pre-Printed No field in the bank payment format. Use this option when, for example, two separate departments within the organization use the same bank payment format to print checks. Start From Number is hidden in the report browse by default, and you enable it by selecting it in the Manage Filter Fields.

Example You pay all supplier invoices from a Chase Manhattan bank account. You create an AP check payment format to process these payments (called Chase Manhattan Checks), and link the format to your Chase Manhattan account using Bank Payment Format Link.

When linking the account to the payment format, you assign a Next Pre-Printed No that matches the first number of your pre-printed checks;, for example, 70008001.

You create a payment selection for this month's total of 20 AP checks and select Supplier Check Print to print the payment selection. When you select Chase Manhattan Checks from the bank payment format drop-down list, the system assigns 70008001 as the number of the first check to be printed from the selection.

When you choose to run a Test Print on blank paper, the system prints the checks in the selection without retrieving the number from the payment format. After verifying that the correct checks have been printed, you run a Final Print on pre-printed paper. The system retrieves the number 70008001 from the Chase Manhattan payment format and prints checks numbered 70008001 to 70008020. The Next Pre-Printed Check No value on the payment format is updated to 70008021.

Printing and Voiding Supplier Checks

When you use Supplier Check Print to print checks, each check contains details of the invoices paid by this check, with one line on the check allotted per invoice. You define the number of invoice lines to be printed on the check using the Invoice per Check field in Payment Format Maintenance.

Check numbers are stored and traceable in the system to prevent fraudulent printing of checks. However, there are a number of situations in which the numbering sequence of the checks can be disrupted:

- A paper jam or other printer error occurs during printing.
- The address details on the check are incorrect.
- You must interrupt the print run to print checks for another, unexpected payment.
- The printed checks are lost in transit and must be reprinted.

In these cases, you maintain the integrity of the numbering sequence by voiding the supplier payment. Use Supplier Payment Status Change to select the payment and change its status to Void. This creates empty check records for the voided checks and stores these numbered records. You can then set up a new check print run using a new number range.

The check numbering sequence is also disrupted when the number of invoice lines to be printed on the page exceeds the page length.

Example Three checks are to be printed on the pages numbered 10000001, 10000002, and 10000003. The invoice lines on the first check exceed the length of page 10000001. The system does not let you print a check on two pages; instead, it prints Void on the second page, and creates a voided check record to account for this number. The print run continues with the second check on the third numbered page (10000003), and the third check on the fourth numbered page (10000004).

In this way, the numbering sequence is restarted, and the skipped prenumbered page is recorded.

Supplier Activity Dashboard

The AP module includes many additional reports and views that let you review supplier information using customizable selection criteria. These are discussed in “Accounts Payable Reports” on page 901.

The Supplier Activity Dashboard (28.18.1) offers a comprehensive overview of all activity related to a single supplier, in a single entity or over multiple entities. The drill-down generates read-only information that includes invoices, credit notes, and payments.

You can select open or closed payments and display individual payment details, as well as total amounts for each selection you make. You can filter by currency.

The Activity tab displays all invoices and associated payments for the supplier, by default for a three-month period. Payments display as child rows beneath their associated invoices. You can view the invoice and payment information separately using the Invoices and Payments tabs. Amounts in the payment and invoice grids are displayed to two decimal places, and discount calculations support negative quantities.

You can use grid features to group and sort information by key credit-related details such as the number of weeks overdue, or see all invoices due in a certain week.

Fig. 9.47
Supplier Activity
Dashboard

Supplier - Activity Dashboard

Go To Actions Tools Attach Print Preview

Attachments

Supplier Code: 3000 Entity: 1000 Apply

Business Relation: 3000

Name: Acme Supply Co.

Entity List: 2000, 2010, 3000, APP0

Summary Activity Invoices Payments Comments

Name: Acme Supply Co. Telephone: 201 852-3582

Address: 1 Claridge Drive Fax: 201 852-3454

Zip Code / City: 07044 Verona E-Mail: Web Site:

Country Code: USA United States

State: NJ New Jersey

County:

All Entities

Currency Code: USD

Balance of Open Items: -7850.15

Selected Entities

Balance of Open Items: -7314.15

Field Description

Supplier Code. This field displays the code of the supplier you selected in the supplier browse.

Business Relation. This field displays the supplier business relation code and business relation name.

Entity. Select one or multiple entities for which to display AP activity for this supplier. The current entity is selected by default, and totals for the current entity display in the Summary tab. Use Ctrl+Click to select multiple entities in the list.

Currency Code. Specify a currency in which to display the information. The supplier currency is loaded by default. When you specify a different display currency, amounts are converted from the supplier currency using the default accounting exchange rate. For example, switch currencies to view the amounts in the currency of the current domain.

Note When you switch currencies, the system uses the Accounting exchange rate effective as of today.

Balance of Open Items. This field displays the total amount of supplier open items generated in all entities. Open items consist of invoices and credit notes entered directly using Supplier Invoice Create and posted invoices and credit notes from operational activity.

Balance of Open Items (Selected Entity). This field displays the total amount of supplier open items in the selected entity.

Summary Tab

This tab displays address details for the supplier, as well as the total outstanding balance to this supplier for the selected entities.

Name/Address/Telephone/Fax/E-Mail/ Website/Zip Code/City/Country/State/County. These fields display the supplier address and contact information, deriving from the head office address in the supplier business relation.

Balance. This field displays the current supplier balance, based on the total of all open items for this supplier, in the selected currency

Activity Tab

This tab lets you view supplier invoices and associated payments in one screen. Payments display as child rows beneath the invoices.

By default, open invoices for a three-month range display. You can change the start and end dates as needed and choose to look at closed invoices or both closed and open. The system refreshes the activity records if you change the Start Date, End Date or Status field values.

Supplier - Activity Dashboard

Go To Actions Tools Attach Print Preview

Attachments

Supplier Code: 3000 Entity: 1000
Business Relation: 3000
Name: Acme Supply Co.

Summary Activity Invoices Payments Comments

Start Date: 05/20/2008 End Date: 08/18/2008 Status: Open

Drag a column header here to group by that column.

Invoice Number	Invoice Date	Reference	Due Date	Discount Due Date	Open	Curr	TC Open Amount	BC Original Amou
2008/SI/0000000003	05/31/2008	ref-ek89	07/10/2008	05/31/2008	✓	EUR	125.00	
2008/SI/0000000001	06/10/2008	ref1	08/09/2008	06/30/2008	✓	EUR	125.00	
2008/EK/0000000000	06/10/2008	ref-ek101	08/09/2008	06/30/2008	✓	EUR	125.00	
2008/SI/0000000002	06/10/2008	ref-ek12	08/09/2008	06/30/2008	✓	EUR	125.00	
2008/SI/0000000004	06/10/2008	ref7	08/09/2008	06/30/2008	✓	EUR	125.00	
2008/QADAPINV/0	06/11/2008	sdfjsh	08/09/2008	06/30/2008	✓	USD	200.00	
2008/QADAPINV/0	06/11/2008	nahh	08/09/2008	06/30/2008	✓	USD	104.13	
2008/APINV/Inv/00	06/18/2008	011A	08/09/2008	06/30/2008	✓	USD	27.50	
Payment Number	Payment Reference	Status	Creation Date	Due Date	TC Payment Original Amount	Currency Code		
2008/CASH/00000000	Pay for postage stamps	Paid	07/15/2008	08/09/2008	-23.00	USD		
Invoice Number	Invoice Date	Reference	Due Date	Discount Due Date	Open	Curr	TC Open Amount	BC Original Amou
2008/QADAPCN/00	06/18/2008	geh test open item	08/09/2008	06/30/2008	✓	USD	-50.00	
2008/SI/0000000000	06/18/2008	geh test	08/09/2008	06/30/2008	✓	USD	25,000.00	25,000.00
2008/QADAPCN/00	06/18/2008	geh op test	08/09/2008	06/30/2008	✓	USD	-25,000.00	-25,000.00
2008/QADAPINV/0	06/19/2008	Isn.1	08/09/2008	06/30/2008	✓	USD	310.00	
2008/SI/0000000000	06/23/2008	P1117	08/09/2008	06/30/2008	✓	USD	100.00	

Fig. 9.48
Supplier Activity
Dashboard,
Activity Tab

Review the information under the Invoices and Payments tabs for individual field details.

Invoices Tab

Use the Invoices tab to drill-down on selected invoices. You can modify the date range and the status of invoices to include in the view.

You can view the ageing breakdown on the list of invoices by grouping on the # Weeks Overdue column, and adding a summary on the balance column.

Fig. 9.49
Supplier Activity
Dashboard,
Supplier Invoices
Tab

Summary | Activity | Invoices | Payments | Comments

Start Date 05/20/2008 End Date 08/18/2008 Status Open

Drag a column header here to group by that column.

Invoice Number	Invoice Date	Reference	Due Date	Discount Due Date	Open	Currency Code
2008/SI/000000128	08/18/2008	defect 291	10/10/2008	08/31/2008	☒	USD
2008/SupInvDC/000000004	08/06/2008	ref45	10/10/2008	08/31/2008	☒	EUR
2008/QADAPINV/000000113	08/06/2008	yyyy	10/10/2008	08/31/2008	☒	EUR
2008/QADAPINV/000000086	08/05/2008	ano9999	10/10/2008	08/31/2008	☒	USD
2008/SI/000000114	08/05/2008	Inv	10/10/2008	08/31/2008	☒	USD
2008/SI/000000113	08/04/2008	test02	10/10/2008	08/31/2008	☒	USD
2008/SI/000000106	07/23/2008	v.12	07/23/2008	07/23/2008	☒	USD
2008/SI/000000096	07/22/2008	u.3	09/09/2008	07/31/2008	☒	USD
2008/SI/000000104	07/22/2008	lin0723A	09/09/2008	07/31/2008	☒	USD
2008/SI/000000097	07/22/2008	aa	09/09/2008	07/31/2008	☒	USD
2008/SI/000000105	07/22/2008	v.11	07/22/2008	07/22/2008	☒	USD
2008/SI/000000094	07/21/2008	P1222	09/09/2008	07/31/2008	☒	USD
2008/SI/000000000	07/20/2008	draft	09/09/2008	07/31/2008	☒	USD
2008/SCNCCorr/000000001	07/17/2008	testing CNC	09/09/2008	07/31/2008	☒	USD
2008/QADAPCN/000000003	07/17/2008	cn for minus	09/09/2008	07/31/2008	☒	USD
2008/SCNCCorr/000000002	07/17/2008	hhhh	09/09/2008	07/31/2008	☒	USD

Field Descriptions

Invoice Number. This field displays the number of the selected invoice or credit note.

Invoice Date. This field displays the invoice creation date.

Due Date. This field displays the payment due date.

Discount Due Date. This field displays the payment due date to qualify for an early payment discount.

Currency. This field displays the currency for the transaction.

BC and TC Original Amount. This field displays the original invoice amount in base and transaction currencies.

BC and TC Open Amount. This field displays the open (unpaid) invoice amount.

Invoice Type. This field displays the invoice type: invoice, invoice correction, credit note, credit note correction, prepayment.

Days Overdue. This field displays the number of days overdue, calculated by subtracting the due date from today's date.

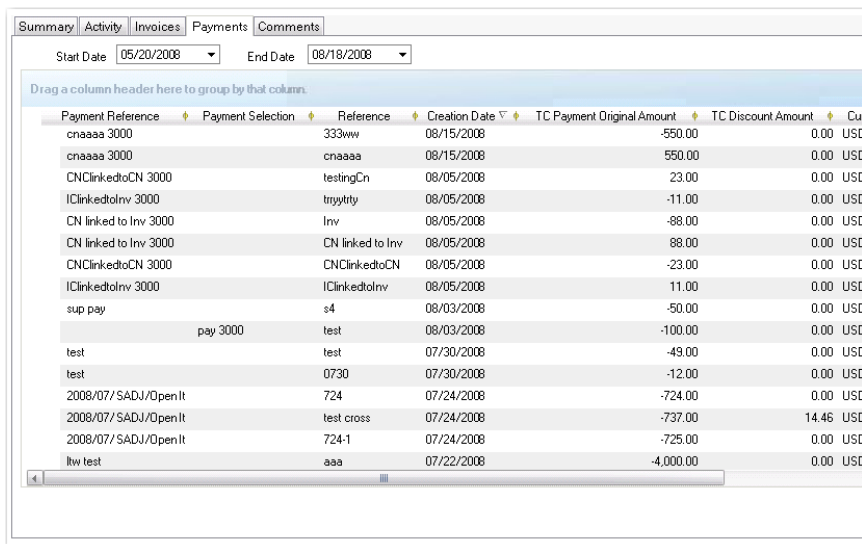
Weeks Overdue. This field displays the number of weeks overdue, calculated by subtracting the due date from today's date and dividing by seven.

Invoice Status Code. This field displays the invoice status code assigned to the open item.

Week #. This field displays the week number in the accounting year.

Payments Tab

Use the Payments tab to view the payments and payment selections sent to this supplier for a specified date range. Double-click a line on the grid to view the original payment.



Payment Reference	Payment Selection	Reference	Creation Date	TC Payment Original Amount	TC Discount Amount	Currency
cnaaaa 3000		333wvw	08/15/2008	-550.00	0.00	USC
cnaaaa 3000		cnaaaa	08/15/2008	550.00	0.00	USC
CNlinkedtoCN 3000		testingCn	08/05/2008	23.00	0.00	USC
IClinkedtolnv 3000		tryyhtly	08/05/2008	-11.00	0.00	USC
CN linked to Inv 3000		Inv	08/05/2008	-88.00	0.00	USC
CN linked to Inv 3000		CN linked to Inv	08/05/2008	88.00	0.00	USC
CNlinkedtoCN 3000		CNlinkedtoCN	08/05/2008	-23.00	0.00	USC
IClinkedtolnv 3000		IClinkedtolnv	08/05/2008	11.00	0.00	USC
sup pay		s4	08/03/2008	-50.00	0.00	USC
pay 3000	test	test	08/03/2008	-100.00	0.00	USC
test		test	07/30/2008	-49.00	0.00	USC
test		0730	07/30/2008	-12.00	0.00	USC
2008/07/SADJ/OpenIt		724	07/24/2008	-724.00	0.00	USC
2008/07/SADJ/OpenIt		test cross	07/24/2008	-737.00	14.46	USC
2008/07/SADJ/OpenIt		724-1	07/24/2008	-725.00	0.00	USC
llw test		aaa	07/22/2008	-4,000.00	0.00	USC

Fig. 9.50
Supplier Activity
Dashboard,
Payments Tab

Field Descriptions

Payment Reference. This field displays the reference for the payment, typically the supplier's invoice number.

Payment Selection. This field displays the payment selection code.

Reference. This field displays the reference text entered on the original payment

Status. This field displays the status associated with the payment.

Payment Number. This field displays the number of the payment, which consists of a concatenation of the payment year/payment instrument/payment number.

Creation Date. Displays the payment creation date.

Payment Due Date. Displays the date when payment was due.

Discount Due Date. Displays the discount due date.

BC and TC Payment Original Amount. Displays the original invoice amount in base and in transaction currencies.

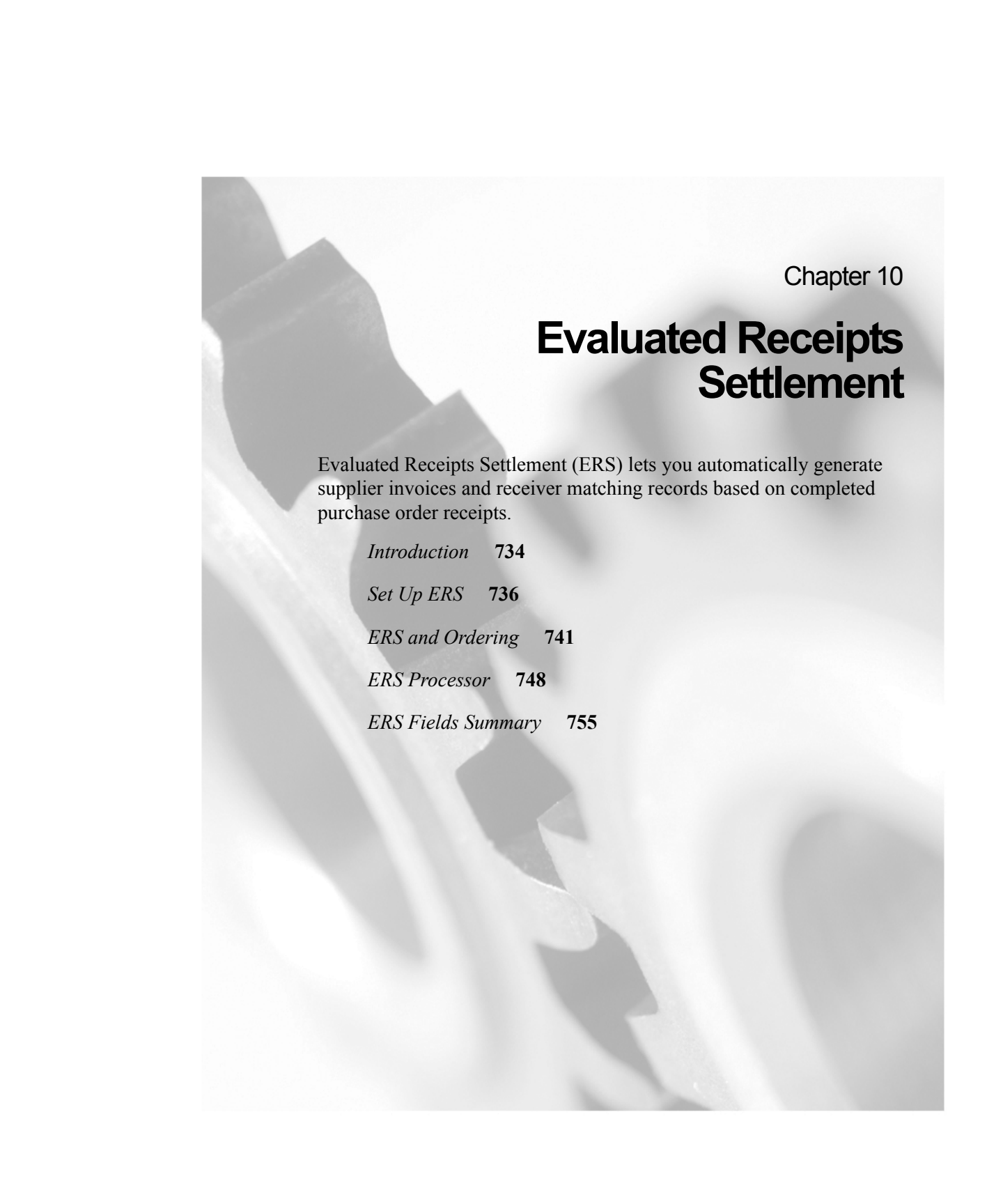
BC and TC Open Amount. Displays the open (unallocated) invoice amount.

Days overdue. Displays the number of days overdue, calculated by subtracting the due date from the paid date.

Week #. Displays the week number in the accounting year.

Comments Tab

The Comments tab displays comments recorded for this supplier in the supplier record.

The background of the page features a grayscale image of several interlocking gears. The gears are of different sizes and are positioned in a way that creates a sense of depth and mechanical complexity. The lighting is soft, highlighting the teeth of the gears and creating subtle shadows.

Chapter 10

Evaluated Receipts Settlement

Evaluated Receipts Settlement (ERS) lets you automatically generate supplier invoices and receiver matching records based on completed purchase order receipts.

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Set Up ERS **736**

ERS and Ordering **741**

ERS Processor **748**

ERS Fields Summary **755**

Introduction

The Evaluated Receipts Settlement (ERS) function lets you generate supplier invoices and corresponding receiver matching records based on completed purchase order receipts. The system automatically records liabilities to the supplier based on quantities received at the unit price negotiated with the supplier in a purchase agreement.

You can use the ERS Processor program to generate supplier invoices and receiver matching for purchase orders, scheduled orders, blanket orders, pending invoices generated due to supplier consignment inventory consumption, or for receivers that become available for invoicing at time of use or when ownership changes (for example, inventory transfer, WO component issues, or shipments).

ERS can process receipts across multiple entities and sites within a domain, where the entity that recorded the purchase order and incurred the AP liability is different than the receiving entity. In this case, ERS automatically creates cross-company postings.

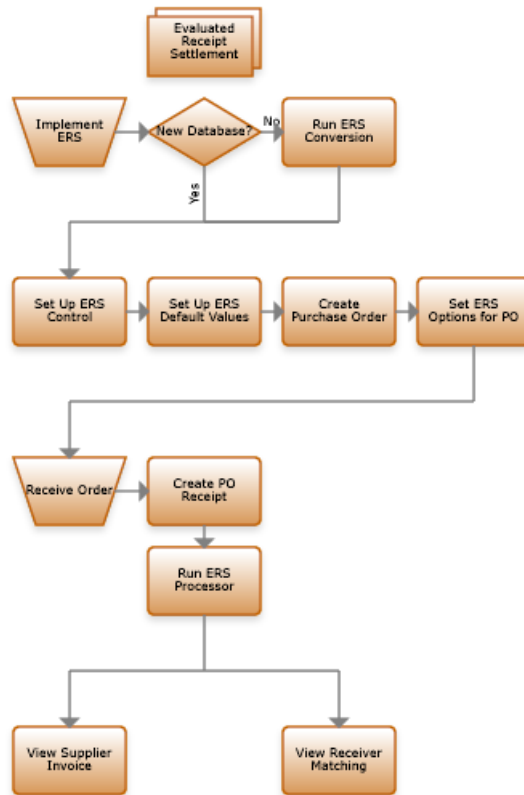
You activate and set ERS processing options using ERS Control (28.10.24). ERS Control contains the ERS Option field, which determines the default ERS processing setting for PO lines. The ERS Option for each PO line determines how, or if, a supplier invoice and receiver matching record should be created for that line. Depending on the value of the ERS option set at each PO line, the ERS Processor will:

- Not create a supplier invoice for the line.
- Create an initial supplier invoice with no postings and taxes, and a corresponding initial receiver matching record for the line.
- Create a confirmed supplier invoice and corresponding receiver matching record for the line.

You can run the ERS Processor in two modes: update mode and audit mode. Update mode creates final supplier invoices and the corresponding final receiver matching records. Audit mode generates an audit report indicating the pending invoices that would be created if the ERS Processor were run in update mode for the same criteria. In addition, the ERS Processor generates an error report listing receivers for which it could not create supplier invoice records due to validation errors.

Figure 10.1 shows the process map for ERS.

Fig. 10.1
ERS Process Map



Benefits of ERS

ERS offers several benefits to customers and suppliers, such as reduced clerical workload, lower costs, and reduced error rate. Several factors make an ERS system work efficiently:

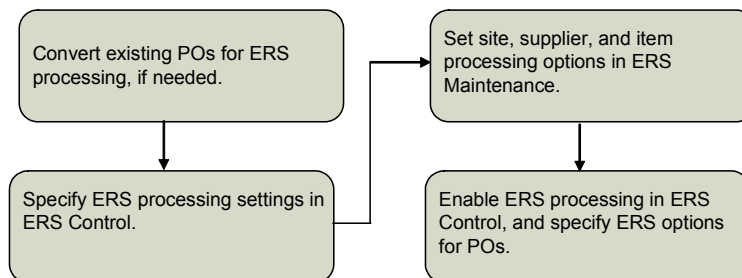
- Trading partners must agree on price.
- Customers must issue purchase authorization.
- Suppliers must provide accurate shipping information.
- Customers must enter accurate receipts.

When a problem occurs, the department responsible for the related function—not accounts payable or accounts receivable—should solve it as soon as possible. For example, shipping/receiving should resolve problems with quantity, part number, or defects. Purchasing should resolve problems related to price discrepancies.

Set Up ERS

Set up ERS by setting control programs and adding required records. If you already have open purchase orders, you must also convert them to enable ERS processing. Figure 10.2 summarizes the process.

Fig. 10.2
ERS Set Up Flow.



Run ERS Conversion

If you decide to implement ERS in a new database, this step is not required. If you have existing open purchase orders and you want ERS processing to apply to them, you must run a utility program to set the processing option.

Choose ERS Purchase Order Conversion (36.25.62) from the Miscellaneous Utilities menu. The system prompts you to enable or disable ERS.

- Enter E to set ERS option 0—ERS enabled for all purchase orders.
- Enter D to set ERS option 1—ERS disabled for all purchase orders.

Set Up ERS Control

Use the fields in ERS Control (28.10.24) to activate and deactivate ERS processing, and to set options that affect ERS processing.

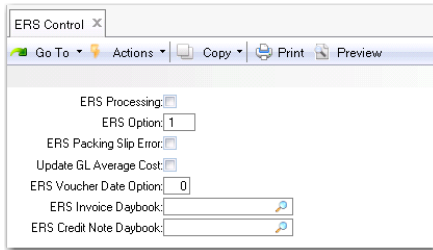


Fig. 10.3
ERS Control

ERS Processing. Select the field to activate ERS.

If you select this field, a pop-up window containing ERS processing options opens when you create a purchase order header and for each order line in Purchase Order Maintenance, Blanket Order Maintenance, and Supplier Scheduled Order Maintenance.

If you clear this field, ERS is deactivated.

If you select this field, you are prompted to run ERS Conversion. Answer Yes to run the ERS conversion utility. The ERS conversion utility must run and complete successfully for this field to remain selected. If the ERS conversion utility is not run or does not complete successfully, the field is cleared.

ERS Option. Specify the default value for the ERS Option field that displays in the Purchase Order, Blanket Order, or Supplier Scheduled Order Maintenance header.

The order header value, in turn, determines how defaults are set for each line on the order. Valid values for the header ERS Option are:

Blank: The system determines the default ERS option for the line using settings in ERS Maintenance.

0: The ERS option for the line defaults to 0. When the ERS option for a line is set to 0, the system determines the ERS option when you run the ERS Processor, and uses the most current value from ERS Maintenance.

1: The ERS option for the line defaults to 1, and ERS processing is disabled for that order line.

If the ERS Option is blank on a purchase order header, the system determines the line value by looking for a corresponding ERS Maintenance record.

ERS Packing Slip Error. Specify the action that ERS should take when processing receivers that have a blank packing slip number.

If you select this field, ERS does not create a supplier invoice and receiver matching record for a receiver with a missing packing slip number. The ERS Processor prints an error for all lines on a Purchase Order eligible for ERS processing where the packing slip is blank.

If you clear the field, ERS processes receivers with blank packing slip numbers. In these cases, ERS creates a supplier invoice with the receiver ID as the invoice reference number.

Important It is recommended to set up a manual procedure in your receiving department for recording the packing slip if the ERS Packing Slip Error field is selected and you are using ERS processing. Otherwise, the system generates many error lines when the ERS Processor is run. You can correct the errors manually by entering a supplier invoice for the PO or by reversing the receipt entered and receiving the product with a packing slip.

Update GL Average Cost. Specify how ERS should process supplier invoices in an average costing environment.

Select the field if you want ERS to update the item cost at processing time.

Clear the field if you do not want ERS to update the item cost.

During receiver matching where average costing is used, you can update the cost of an item.

ERS Voucher Date Option. Specify how ERS calculates the supplier invoice date.

0 (zero): Use the receipt date of the receiver as the supplier invoice date.

1: Use the shipment date of the receiver as the supplier invoice date.

ERS Invoice Daybook. Specify the daybook to which ERS posts supplier invoice transactions.

ERS Credit Note Daybook. Specify the daybook to which ERS posts supplier credit note transactions.

Set Up ERS for Suppliers, Sites, and Items

You can use ERS Maintenance to set the default ERS processing options for a PO line, which determine:

- Whether to process the line using ERS
- When applicable, whether ERS should generate confirmed or initial invoices for the line

The ERS Processor searches ERS Maintenance for default settings for the supplier, site, and item combination associated with a PO line to determine how it should process the line. You can define default settings in ERS Maintenance for a particular supplier, site, item number, or any combination of these, such as:

- Supplier, site, and item
- Supplier and site
- Supplier and item
- Supplier
- Site

When determining the ERS option for a PO line, the system looks for a corresponding ERS Maintenance record or combination of ERS Maintenance records, in the following order:

- Supplier/site/item record
- Supplier/site record
- Supplier/item record and a separate site record
- Supplier record and a separate site record

The system sets the default ERS option for the line based on the first ERS maintenance record or combination of records that it finds. When a combination of records with different ERS options is found, the system sets the ERS option to the lowest value in the combination. If no records or record combinations are found, the system sets the ERS option to 1, disallowing ERS processing for that line.

When the Fixed Price field is set to No on a PO line, the ERS Processor automatically updates the purchase price on that line based on the ERS Price List Option setting for the line.

Note When Fixed Price is Yes on a PO, the ERS Processor uses the purchase prices recorded on the order and does not attempt to reset them, regardless of how ERS Price List Option is set.

Fig. 10.4
ERS Maintenance
(28.10.1)

The screenshot shows a window titled "ERS Maintenance" with a standard toolbar (Go To, Actions, Copy, Print, Preview). The main area contains the following fields:

- Supplier: ICSUP01
- Site: ICSITE1
- Item Number: ic-item-03
- IC Item 3 Desc 1
- ERS Option: ☐
- ERS Price List Option:

Supplier. Specify a supplier for which to define default ERS settings. You can then set ERS processing options for the supplier alone, for the supplier and site combination, or for a supplier, site, and item combination.

The Supplier field is optional. However, if the Supplier field is blank, you must specify a value in the Site field.

Site. Specify a site for which you want to set default ERS processing options. This field is optional. However, if you do not specify a site, you must enter a value in the Supplier field.

You can set ERS processing options for the site alone, for a supplier and site combination, or for a supplier, site, and item combination.

Item Number. Enter an item to make the ERS processing options specific to this supplier and item, or to a supplier, site, and item combination.

When the system determines the default ERS Option and ERS Price List Option for purchase order or scheduled order lines, it will first check if ERS Maintenance contains a default value for the supplier, site, or item combination.

ERS Option. Specify whether the ERS Processor should create supplier invoices and receiver matching for purchase order lines with the supplier, site, and item combination, and if created, whether to create initial or confirmed invoices.

The options are:

- 1: Disallow ERS processing for the combination specified.
- 2: Create an initial invoice and receiver matching record for pending invoices with the specified combination of supplier, site, and item. This option adds a degree of security because the invoice created must be approved using a separate process.
- 3: Create a confirmed supplier invoice and receiver matching record for receipts with the specified combination of supplier, site, and item.

Note When ERS Conversion is run, it sets this field for each supplier and site in the current domain.

ERS Price List Option. When using PO price lists, specify the effective date the ERS Processor should use when retrieving the relevant price list.

The options are:

- 1: Use the receipt date.
- 2: Use the ship date.
- 3: Use the order date, which varies by the order type.
 - For individual purchase orders, the order date is used.
 - For blanket orders, the order date of release is used.
 - For scheduled orders, the order date on the main order is used.

Note The ERS Processor uses the ERS Price List Option field if a price list is specified for the order, and if the Fixed Price field on the order line is set to No.

ERS and Ordering

When ERS is set up and activated, it affects how you:

- Create a purchase order.
- Issue a blanket order.
- Issue a scheduled order.

- Receive purchased items.

See “ERS Fields Summary” on page 755 for a complete list of programs and fields affected by ERS.

Purchase Orders with ERS

Three fields in Purchase Order Maintenance (5.7) affect ERS processing:

- Fixed Price
- ERS Option
- ERS Price List Option

Note The ERS Option and ERS Price List Option fields display in a pop-up only when ERS is active.

See *User Guide: Purchasing* for more information on purchase orders.

PO Header

The Fixed Price field is part of the standard header in Purchase Order Maintenance, but it functions differently when you are using ERS.

Fig. 10.5
Setting the PO
Header ERS Option

The screenshot shows the 'Purchase Order Maintenance' window with the 'ERS' tab selected. The window displays the following information:

- Header:** Purchase Order: 7708-P0, Supplier: icsup01, Ship-To: icsite1
- Supplier:** IC Supplier 1, IC Supplier 1 Address1, Sydney, AUS
- Ship To:** IC Site 1 Name, IC Site 1 Address 1, Sydney
- ERS:** ERS Option: 1, ERS Price List Option: 1

Fixed Price. Specify the default for Fixed Price for line items. The value for this field defaults from Supplier Maintenance (2.3.1).

- If the item price is fixed, the ERS Processor takes the price from the purchase order.
- If item price is not fixed, the ERS Processor refers to the relevant price list.
- If there is no price list, the ERS Processor looks for a supplier-item quoted price defined in Supplier Item Maintenance.
- If there is no supplier quoted price, the ERS Processor looks for the GL material cost in the item master.

ERS Option. Specify when the system should determine the ERS option for an order. The value for this field defaults from the ERS Option field of ERS Control.

The header value determines how the default ERS Option is set on each line item on the order.

Depending on the value of the ERS option set at each PO line, the ERS Processor will:

- Not create a supplier invoice for that line.
- Create an initial supplier invoice with no postings and taxes, and a corresponding initial receiver matching record for the line.
- Create a confirmed supplier invoice and corresponding receiver matching record for the line.

The following are valid values for the header ERS Option:

Blank (the default): Determine the ERS option when the PO line is created.

0: Determine the ERS option at ERS processing time.

1: Disallow ERS processing.

ERS Price List Option. Specify how the ERS Processor should determine the effective date to use for price lists for lines on this purchase order. The options are:

0: Determine the ERS price list option at ERS processing time.

1: Use receipt date as the effective date when accessing a price list.

2: Use the ship date.

3: Use the order date.

Note For blanket orders, the order date is the release date. For scheduled orders, the order date refers to the scheduled order itself, not the various releases.

Specifying 1 or 2 may potentially lead to purchase price variances.

PO Lines

When Fixed Price is Yes on a PO line, the invoice price for that line item is based on the purchase price recorded on the order.

When Fixed Price is No on a PO line, the ERS Processor automatically updates the invoice price for that line based on the sequence described for the Fixed Price field on page 742.

If the ERS Processor cannot find a price for an order line for which Fixed Price is set to No, it generates an error and will not create a supplier invoice and receiver matching record for the line.

Fig. 10.6
Setting the Line
ERS Option

Three fields affect ERS processing.

The screenshot shows the 'Purchase Order Maintenance' window. The 'Lines' tab is selected, and the 'Line Details' section is expanded. The 'Line Details' section contains several fields, including 'Qty Received', 'Qty to Rel', 'Single Lot', 'Location', 'Item Revision', 'Status', 'Supplier Item', 'Manufacturer', 'Description', 'IC Item2 Description 1', 'IC Item2 Desc 2', 'Pur Acct', 'CRT Int', 'Project', 'Type', 'Taxable', 'Inspection Reque', 'UM Conversion', 'Stock UM Quantity', 'Update Avg/Last Cost', and 'Extended Net Cost'. A callout box highlights three fields: 'ERS', 'ERS Option', and 'ERS Price Last Option'. The 'ERS' field is set to 0, 'ERS Option' is set to 0, and 'ERS Price Last Option' is set to 0. The 'Fixed Price' field is also visible and set to Yes.

ERS Option. Specify when the system should determine the ERS option for this line item.

The default line item ERS Option depends on the header ERS Option. If the header field is 0 (zero) or 1, the line item value is set to 0 or 1. If the header value is blank, the system determines the ERS option during line entry using the defaults set in ERS Maintenance.

Note You can modify the default line item ERS option, but only by specifying 1 to disable ERS processing or specifying a lower value. For example, if the system determines that the default line item ERS option is 2, you can change it to 1 or 0. You cannot, however, change it to 3.

Note If you change the ERS Maintenance (28.10.1) settings that affect an individual purchase order, you must manually update the order based on the new settings, unless the order line has an ERS option of 0.

ERS Price List Option. Specify the price list option that the system uses to determine the ERS price list option for the current line. The options are:

- 1: Use the receipt date.
- 2: Use the ship date.
- 3: Use the order date.

If the ERS Price List Option in the order header is set to 1, 2, or 3, that value defaults to the PO line.

If the ERS price list option on the PO header is 0, ERS uses the value in the ERS Option field of the order header.

- If ERS Option in the header is blank, the ERS Price List Option for the line defaults from the same field in ERS Maintenance for the corresponding supplier, site, and item combination.
- If ERS Option in the header is 0, the ERS Price List Option for the line defaults from the same field in ERS Maintenance when the ERS Processor is run.

Fixed Price. The value for this field defaults from the PO header. However, you can update the value for each line item.

Blanket Orders with ERS

A blanket order is an agreement to purchase items at a specified price during a specified period, with exact delivery dates to be determined later. When an item on the blanket order is released, a purchase order is created, using the blanket order as a template.

Create a blanket purchase order in Blanket Order Maintenance (5.3.1). Set ERS values for a blanket order just as you would for a discrete purchase order.

When items on a blanket order for which ERS is active are released, the default ERS values for the purchase orders are determined using the blanket order.

Note If the ERS Maintenance (28.10.1) settings that affect a blanket order are changed, you must manually update the blanket order using the new settings. You must also manually update any purchase orders based on the blanket order. See “Purchase Orders with ERS” on page 742.

See *User Guide: QAD Sales* for more information on blanket orders.

Scheduled Orders with ERS

A scheduled order is like a purchase order with line items that have multiple delivery dates. Line items also have short-term shipping schedules specifying exact quantities and delivery instructions, as well as long-term planning schedules showing upcoming orders. See *User Guide: QAD Scheduled Order Management*.

Create a scheduled order in Scheduled Order Maintenance (5.5.1.13). Set ERS values for the scheduled order just as you would for a discrete purchase order.

See “Purchase Orders with ERS” on page 742.

Note If the ERS Maintenance (28.10.1) settings that affect a scheduled order are changed, you must manually update the scheduled order based on the new settings.

ERS-Eligible Shipper Receipts

Use PO Shipper Maintenance (5.13.14 or 5.5.5.5) or PO Fiscal Receiving (5.13.16) to create purchase order shippers. ERS processing does not take place until the shipper is received. Use PO Shipper Receipt (5.13.20 or 5.5.5.11) to receive shippers created in PO Shipper Maintenance or PO Fiscal Receiving.

See *User Guide: QAD Purchasing* for more information on PO shippers.

Fig. 10.7
PO Shipper
Maintenance
(5.13.14)

Ship Date. Enter the date items are shipped.

Note PO Fiscal Receiving does not have a Ship Date field. If you are using shipping dates in ERS processing, use PO Shipper Maintenance to create purchase order shippers.

Receiving a Purchase Order with ERS

Receive purchase orders in Purchase Order Receipts (5.13.1).

Fig. 10.8
Purchase Order
Receipts (5.13.1)

Ship Date. Used when the ERS Price List Option specifies the ship date as the effective date for a price list. If this option is active and the Ship Date field is blank, ERS uses the receipt date. See “Set Up ERS for Suppliers, Sites, and Items” on page 739.

Packing Slip. ERS uses the packing slip number as the invoice number for the invoice created by the ERS Processor. If you leave this field blank, processing depends on the setting in ERS Packing Slip Error in ERS Control:

- If Yes, the ERS Processor does not create an invoice and adds the order to a list of errors.
- If No, the ERS Processor creates an invoice with the receiver ID as the invoice number.

See “Set Up ERS Control” on page 737.

ERS Processor

Run the ERS Processor (28.10.13) to generate supplier invoices and their corresponding receiver matching for PO receipts. You can only run one instance of the ERS Processor at a time.

The ERS Processor lets you specify ranges of suppliers, sites, and receivers to retrieve receipts for which you want to create supplier invoices and receiver matching. The processor then retrieves a group of receipts that meet your selection criteria. You can then specify which receipts to process by selecting the check box for that record.

Note The ERS Processor can only process records created at sites you are authorized to access.

The ERS Processor opens the selected group of receipts, creates the relevant supplier invoice records and receiver matching, and makes the appropriate journal entries, just as if the invoices were entered manually.

Processor Flow

The ERS Processor selects all pending invoices linked to a receipt that has been selected for processing.

Note Lines that generated errors when processed are highlighted in red in the ERS Processor.

Depending on the value of the ERS option set for each PO line, the ERS Processor creates an initial supplier invoice with no postings and taxes, and a corresponding initial receiver matching record, or creates a confirmed supplier invoice and corresponding receiver matching record for the line. For each receipt that it validates for processing, the ERS Processor creates a single supplier invoice for all pending invoices linked to the receipt.

The ERS Processor calculates the price when it creates a receiver matching line.

- If an item's price is fixed, the ERS Processor takes the price from the purchase order.
- If the price is not fixed, the ERS Processor refers to the relevant price list.

- If there is no price list, the system looks for a supplier quoted price.
- If there is no supplier quoted price, the system looks for an item price.

If the price has changed relative to the original order price, the ERS Processor also recalculates the associated tax details.

When the ERS Processor updates the supplier invoice with the correct invoice amount from receiver matching and sets the receiver matching to Confirmed, the system generates a number of postings.

The ERS Processor normally creates a single supplier invoice for each purchase order receipt. However, if a PO receipt contains some PO lines with the option to create confirmed pending invoices and other PO lines with the option to create initial invoices, ERS will create two separate supplier invoices for the same purchase order receipt. In this case, one supplier invoice is created with the Initial status and the second invoice is created with the Confirmed status.

ERS posts the supplier invoice amount to the daybook specified in the ERS Supplier Invoice field in ERS Control.

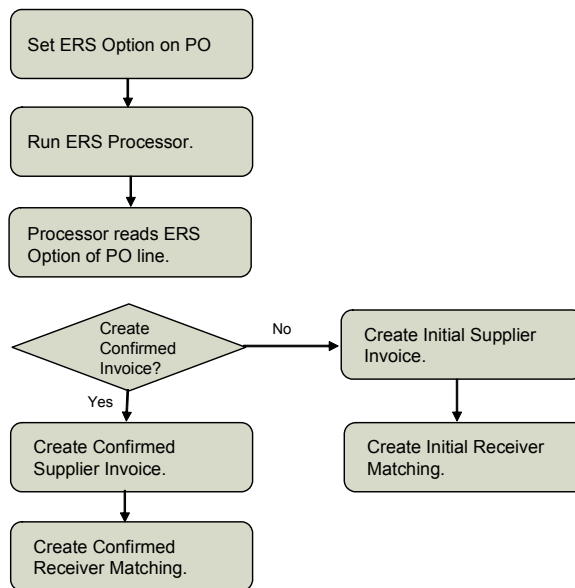


Fig. 10.9
ERS Processor
Flow

Invoice Status Code

When creating an initial receiver matching record for a supplier invoice, ERS assigns any invoice status code recorded for the supplier that has the Initial Status field set to Yes in the Invoice Status Code functions (36.1.11).

If no initial invoice status code is recorded for the supplier, the system uses the first initial invoice status code defined in Invoice Status Code Create.

When creating a confirmed receiver matching record for a supplier invoice, ERS assigns any “after matching” invoice status code linked to the initial status code assigned to the initial supplier invoice.

If no “after matching” invoice status code is linked to the initial invoice status code, the system uses the first invoice status code defined in Invoice Status Code Create that has a value recorded in the Status After Match field.

See “Invoice Status Code” on page 303 for more information on defining and using invoice status codes.

Running the ERS Processor

Fig. 10.10
ERS Processor
(28.10.13)

The screenshot shows the ERS Processor window with a table of selected items and a processing options section at the bottom.

Selected	Order	Order Ln	Receiver	Reference	Supplier Invoice Internal Reference	Quantity	Unit Price	Extended Cost
☒	P1237	1	R1353	R1353		50	6.86	343
☒	Test0608	1	R1358	Test0608-YMG1		10	28.5	285

Processing options:

- Create Supplier Invoice and Receiver Matching ☒
- Print Audit Report ☐
- Execute in Batch ☐
- Recalculate Tax Details ☐
- Batch ID

Progress: 0 / 2

Supplier From/To. Specify a range of supplier codes for which to retrieve receipts.

Site From/To. Specify a range of sites for which to retrieve receipts.

Receiver. Specify a range of receiver numbers to retrieve from.

Receipt Date. Specify a range of dates for which to retrieve receipts.

Note All column values except Select are read only and cannot be modified.

Selected. Select the field to indicate which receipts to process.

ERS removes unselected lines from the grid when you click the Process button.

Order. This field displays the list of received orders that meet the selection criteria and have not yet been processed.

Order Line. This field displays the order line associated with the received order. Each order line generates a separate pending invoice.

Receiver. This field displays the receiver ID assigned to the order when it was recorded as received.

Reference. If a packing slip has been recorded for the PO receipt, it is displayed in this field. Otherwise, the field displays the receiver number.

Supplier Invoice Internal Reference. This read-only field displays the registration number for the supplied invoice created by ERS. The system generates a registration number for all invoices and credit notes, based on the entity and year.

Quantity. This field displays the quantity of items ordered.

Unit Price. This field displays the unit price of the item ordered.

Extended Price. This field displays the extended cost, which is calculated as the number of items multiplied by the fixed price or the price on the price list, as applicable.

Curr. This field displays the currency in which the order was made.

ERS Option. This field displays the ERS option set for the line.

Print Audit Report. Select the field to print an audit report detailing the receipts processed. The report provides an overview of processed receipts and lists validation errors, if the ERS Processor ran with errors. See “ERS Audit Report” on page 754.

Create Supplier Invoices and Receiver Matching? Select the field if you want the ERS Processor to create supplier invoices and receiver matching during the run.

Clear the field to run the ERS Processor in audit mode during which no invoices or receiver matching records will be created.

If you select the Print Audit Report field and run the ERS Processor in audit mode, the audit report lists the receipts that would be processed if the processor were run in update mode for the same group of receipts.

Execute in Batch. Select the field to process a group of receipts in batch.

Batch ID. Choose an ID for the batch from the lookup. You must first have defined the batch ID to use in Batch ID Maintenance (36.14.1). When you run the ERS Processor with the Execute in Batch field selected and the batch ID specified, ERS creates a record in Batch Request Details Maintenance (36.14.3) to run the ERS program with the parameters specified in ERS.

See *User Guide: QAD System Administration* for more information on batch processing.

Recalculate Tax Details. When you select this field, the system recalculates tax rates for each line in the grid, based on the taxable, tax class, tax usage, and tax environment values selected for each line. This option ensures that any changes in tax rate between the point when the PO receipt was created and when it is matched are accounted for by the system. If you do not select this field, the system uses the original tax rates applied when the PO Receipt was created, without recalculating.

ERS and Tax Calculation

Taxes for ERS invoices are calculated using the tax settings for each receiver line, and the resulting tax is stored by line.

If the ERS Price List option in ERS Maintenance specifies a price for the supplier invoice that is different from the price used for the order, variances occur that affect the calculation of taxes. If you select the Recalculate Tax Details field in the ERS Processor window and any price variances have occurred, the tax is recalculated.

The ERS Voucher Date option determines the supplier invoice date set by ERS and consequently the credit terms. The supplier invoice date is also the tax date used by ERS for tax calculation.

ERS Postings

Example You order 10 units of Item A, which has a unit price of 6 USD. Two different tax rates of 10% and 2% apply, and tax is accrued at receipt.

Receipt Postings

When the items are received and a receipt is recorded, the system makes the following postings to the daybook for PO receipts:

Account	Debit	Credit
Inventory	60.00	
PO Receipts		60.00
AP Tax	7.20	
PO Receipts		7.20
Total	67.20	67.20

Invoice Postings

When ERS is run, it generates a supplier invoice for the receipt and makes the following automatic postings. ERS uses the supplier invoice daybook specified in ERS Control.

Account	Debit	Credit
Accounts Payable		67.20
Unmatched Invoices	67.20	
Total	67.20	67.20

Matching Postings

Account	Debit	Credit
PO Receipts	60.00	
AP Tax	7.20	
Unmatched Invoices		67.20
Total	67.20	67.20

Multiple Sites and Entities

ERS can process receipts from multiple entities and sites, where the entity that incurs the AP liability is different than the entity where the receipt was created. In this case, the system automatically creates cross-company postings.

Important ERS does not process receipts from multiple domains or databases.

ERS Audit Report

The ERS audit report, which is produced when you select the Print Audit Report option in the ERS Processor, provides an overview of processed receipts and lists validation errors, if the ERS Processor ran with errors.

The ERS audit report generates errors in the following situations:

- No price is available for an item.
- Purchase orders have already been invoiced.
- Credit terms are invalid.
- No packing slip number is entered on the receipt screen, and the ERS Packing Slip Error field of ERS Control (28.10.24) is set to Yes.

ERS Fields Summary

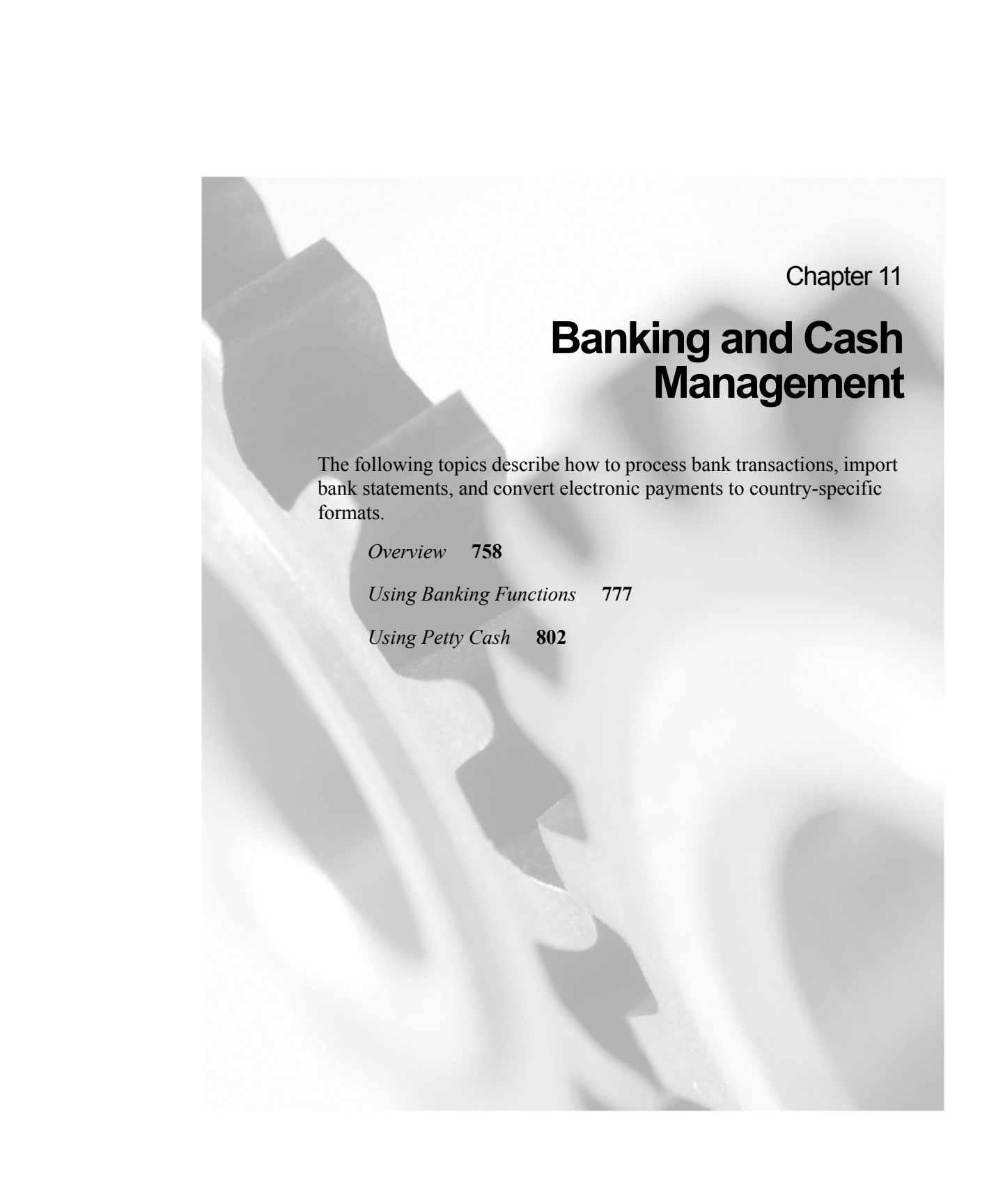
When ERS is activated, ERS fields appear in most screens relating to purchase orders, blanket orders, scheduled orders, and invoices.

Table 10.1 lists the fields that display and the programs affected. In addition, some existing fields are used in specific ways by ERS.

Table 10.1
ERS Fields
Summary

Field	Menu No.	Program
ERS Items Only	5.13.5	Purchase Receipt Report
ERS Option	1.1.15	Site Report
	2.3.2	Supplier Browse
	2.3.4	Supplier Data Report
	5.3.1	Blanket Order Maintenance
	5.3.3	Blanket Order by Order Report
	5.5.1.13	Scheduled Order Maintenance
	5.5.1.14	Scheduled Order Inquiry
	5.5.1.15	Scheduled Order Report
	5.5.3.13	Schedule Report
	5.5.3.17	Schedule Authorization Report
	5.7	Purchase Order Maintenance
	5.8	Purchase Order Browse
	5.9.1	Purchase Orders by Order Report
	5.9.2	Purchase Orders by Supplier Report
	5.13.2	Purchase Receipt Document Print
	5.13.5	Purchase Receipt Report
	28.10.24	ERS Control
	28.10.1	ERS Maintenance
ERS Packing Slip Error	28.10.24	ERS Control

Field	Menu No.	Program
ERS Price List Option	28.10.1	ERS Maintenance
	5.3.1	Blanket Order Maintenance
	5.3.3	Blanket Order by Order Report
	5.5.1.13	Scheduled Order Maintenance
	5.5.1.14	Scheduled Order Inquiry
	5.5.1.15	Scheduled Order Report
	5.5.3.13	Schedule Report
	5.5.3.17	Schedule Authorization Report
	5.7	Purchase Order Maintenance
	5.8	Purchase Order Browse
	5.9.1	Purchase Orders by Order Report
	5.9.2	Purchase Orders by Supplier Report
ERS Processing	28.10.24	ERS Control
ERS Voucher Date Option	28.10.24	ERS Control
Ship Date	5.5.5.5	PO Shipper Maintenance
	5.13.1	Purchase Order Receipts
	5.13.14	Shipper Maintenance
Update GL Average Cost	28.10.24	ERS Control

The background of the page is a grayscale image of several interlocking gears. The gears are of different sizes and are positioned in a way that they appear to be meshing together. The lighting creates highlights and shadows on the teeth of the gears, giving them a three-dimensional appearance. The overall tone is technical and industrial.

Chapter 11

Banking and Cash Management

The following topics describe how to process bank transactions, import bank statements, and convert electronic payments to country-specific formats.

Overview **758**

Using Banking Functions **777**

Using Petty Cash **802**

Overview

Banking functions let you process banking transactions and allocations to open items, payments, or GL accounts. This process also supports discounts, prepayments, and multiple currencies.

To use banking functions, you must first define the bank accounts and account payment formats for your entity. These details are then linked to your customer and supplier bank details to automate the customer and supplier payment processes.

The system also converts transaction data contained in electronic bank files into automatic customer and supplier payments. You must also use Process Incoming Bank Files to set up and generate these automatic payments.

The Banking Entry function completes most of the payment cycles and supports all major international banking standards. Banking Entry also manages the manual and automatic entry and allocation of bank statements, including:

- Compiling a bank statement using banking entries
- Allocating the incoming and outgoing payments on the statement lines to open items, GL accounts, selections, and payments
- Handling exchange rate conversions during allocation

Cash reports present information on open items, bank and cash accounts, loans and deposits, sales and purchase orders, and accruals. The reports generated also provide detailed analysis per period and currency.

The Petty Cash function lets you maintain daily cash movements and provide cash account reports as receipts for cash in and cash out transactions. Cash Flow Report is a monthly cash forecasting function, which lets you analyze actual and projected cash flow over a set period.

This overview section describes how to set up bank accounts and process electronic payment bank files.

The Using Banking Functions section describes how to import bank statements, and how to use Banking Entry to manually create bank statements.

The Using Petty Cash section describes how to use the Petty Cash and Cash Flow Report functions.

These functional stages in the banking flow are represented by the following processes:

- Use Banking
- Use Petty Cash



Fig. 11.1
Banking Process
Maps

Setting Up Bank Accounts

In order to process banking transactions, you need to set up your entity bank. The entity bank consists of:

- The bank account to which the final postings are made.
- The business relation, which contains the address and tax information for your bank. See “Entity Bank Accounts” on page 760.

To store your bank account number in the system, you must first apply a validation format to the account number. Therefore, before you create your bank account, ensure that the correct validation format is available for your account number. See “Bank Account Formats” on page 760.

To create electronic payment files for transfer to other banks, you use electronic payment formats that you download to the system and associate with your bank account. See “Payment Formats” on page 764.

Entity Bank Accounts

To create an entity bank account, you need to create a GL account of type bank and link it to your current working entity. When the account you create is of type bank, the Banking Tab in Account Create is enabled so that you can specify the additional details required. See “Banking Tab” on page 154 for more details on these fields.

- Entity code. This is typically the code of the current entity. When you link the current entity to the bank account, you define the account as your own bank account, through which all customer and supplier payments are processed.
- Account number format. This is the validation code for your account. Every account number entered in the system must be validated. See “Bank Account Formats” on page 760.
- Account number and currency.
- Business relation code. This is the business relation linked with the bank account. This business relation provides your bank address and tax information in customer and supplier payments.

You normally create a separate bank account for each currency in which you process banking transactions. Creating accounts is described in “GL Accounts” on page 139.

Bank Account Formats

Use Bank Account Format Maintain (25.11.4) to view an international account number format to apply to the bank accounts you create. You can also define new number formats, which must comply with the banking system of the country in which you are doing business, or with your customer or supplier banking systems.

Account number formats consist of segments of characters of specific lengths. For example, a standard Italian bank account number consists of a single check character, followed by 5 characters for the bank code, 5 characters for the branch code, and 12 characters for the account number. A valid Italian account number is, therefore:

1 22222 33333 444444444444

You define account numbers in two areas:

- On the Banking tab of the GL account for your bank. Bank accounts must be assigned a valid account number and linked to a payment format in order to be used in customer and supplier payments.
- On the Banking tab of customers and suppliers. You enter the account number of your own bank and also the account number of the customer and supplier in order to set up automatic payment processes for customers and suppliers.

In both cases, you must select a bank format and enter an account number. The number you enter is validated against the format you select, both for the number of characters in each segment and for the sequence of segments.

A number of formats are supplied with the system; these cannot be deleted.

Bank Account Format Code	Format Description	Format
NL	Dutch Bank Account Format	10-digit account number. When there are 9 digits, the system inserts leading zeros to complete the number. Check digit validation.
IT	Italian Bank Account Format	23 digits. 1 check character (CIN), 5- digit bank code (ABI), 5-digit branch code (CAB), 12 alphanumeric account number. Check digit validation.
FR	French Bank Account Format	23 digits. 5-digit bank code, 5-digit branch code, 11 alphanumeric account number, 2 check digits. The account number can only contain characters from the ranges 0-9 and A-Z. Check digit validation.
ES	Spanish Bank Account Format	20 digits. 4-digit bank code, 4-digit branch code, 2 check digits, 10-digit account number. Check digit validation.
DE	German Bank Account Format	18 digits. 8-digit branch code (Bankleitzahl) followed by a 10-digit account number (Konto). If one of the segments has less than the specified number of digits, the system inserts leading zeros to complete the number.
CZ	Czech Bank Account Format	20 digits. 6-digit prefix, 10-digit account number, 4-digit bank code.

Table 11.1
System-Supplied
Bank Account
Formats

Bank Account Format Code	Format Description	Format
BE	Belgian Bank Account Format	12 digits. 3-digit bank code, 7-digit account number, 2 check digits. Check digit validation.
AU	Australian Bank Account Format	15 digits. 6-digit BSB (Bank/State/Branch), 9-digit account number.
AT	Austrian Bank Account Format	16 digits. 5-digit branch code (Bankleitzahl), 11-digit account number (Konto). If one of the segments has less than the specified number of digits, the system inserts leading zeros to complete the number.
IBAN	International Bank Account Format	A generic international bank format used frequently by European banks. This format has one segment of a maximum of 40 characters.
XX	No Validation	No restriction.

All preloaded formats, except the IBAN and XX formats, validate the account number entered. The NL, IT, FR, ES, and BE formats, however, also apply check digit validation to the account number you enter. Check digit validation is used by banks as an additional security feature to validate numbers. The validation usually consists of a calculation within the number itself. For example, the check digit validation for Belgian account numbers is as follows:

- When you divide the first 10 digits of the account number by 97, the remainder must be equal to the last two digits of the account number.
- When there is no remainder (the number is cleanly divisible by 97), the last two digits of the account number should be 97.

Example A correctly entered Belgian account number is, therefore, 970097000097. When you divide by 97 there is no remainder, and the last two digits are 97. An incorrect account number is 979797979800. The remainder when divided by 97 is .0309, which is not equal to the last two digits of the account number.

When you create your own format, you cannot define and apply check digit validation. Check digit validations are devised by individual banks; for security reasons, the system does not provide this function.

You must apply a format to every account number that you enter. The XX format lets you enter an unvalidated account number. Use the unvalidated format when you want to store your account number, but no format is available for your particular banking system.

The screenshot shows the 'Bank Account Format Maintain' window. It has a menu bar with 'Go To', 'Actions', 'Tools', 'Print', and 'Preview'. Below the menu bar is a section titled 'Attachments'. The main area displays a list of bank account formats. The first format is 'No validation' (Sequence 1, Length 40, Mandatory checked, Leading zeros unchecked). Below it is 'IBAN' (International Bank). Then there are three more formats: 'Dutch Bank Accou' (NL), 'Italian Bank Accou' (IT), and 'French Bank Acco' (FR). Each of these has a table of segments. The 'French Bank Acco' table has four segments: 'Bank Code' (5, Mandatory), 'Branch Code' (5, Mandatory), 'Bank Account' (11, Mandatory), and 'Check Digits' (2, Mandatory). Below these are several other formats: 'Spanish Bank Acc' (ES), 'German Bank Acc' (DE), 'Czech Republic B' (CZ), 'Belgian Bank Acc' (BE), 'Australian Bank A' (AU), and 'Austrian Bank Acc' (AT).

Sequence	Label	Length	Mandatory	Leading zeros	Delimiter
1	Bank Account	40	☒	☐	
1	Bank Code	5	☒	☐	
2	Branch Code	5	☒	☐	
3	Bank Account	11	☒	☐	
4	Check Digits	2	☒	☐	

Fig. 11.2
Bank Account
Format Maintain

Field Descriptions

Bank Account Format. Enter an alphanumeric code (maximum 20 characters) to identify the bank format.

Description. Enter a brief description (maximum 40 characters) of the format.

Sequence. This field displays the sequence number of the segments in the account number and indicates the order in which the segments are to be completed.

Label. Enter a brief description (maximum 40 characters) of the segment.

Length. Specify the number of characters in the segment.

Mandatory. Select this field to make this segment mandatory. Mandatory segments must be completed in order to validate the account number.

Leading Zeros. Enter the number of leading zeros to add to the account number, if necessary. Leading zeros are not counted in the length of a segment. For example, some banking systems require all account numbers to begin with 00. When you enter a number for leading zeros, the system automatically displays these zeros at the beginning of the account number.

Delimiter. Enter a delimiter character to separate the format segments, if necessary. Account numbers in certain systems use segment delimiters such as \, /, or – (for example, 1111/2222/3333/4444).

Last Modified User/Date/Time. These read-only fields display the ID of the user who last updated this record and the date and time of update.

Payment Formats

The system supplies functions for creating payment formats manually; however, it is expected that most users will load predefined formats that are supplied by QAD. See “Payment Format Maintenance” on page 319 for details about modifying payment formats.

A system of formats is used to convert common AR and AP payment transactions to country-specific electronic formats, as well as simple paper-based formats. This ensures that electronic and paper payments are issued in the specific formats required by particular banking systems.

You usually use Bank File Format Import to load the formats to use in your payment process. This program imports pre-defined electronic file formats containing payment information for specific banks. See “Bank File Format Import” on page 324.

To use payment formats for electronic payments, you associate a payment format with your bank account, as described in “Linking Payment Formats to Bank Accounts” on page 326.

When the payment selection is executed, EDI eCommerce creates an electronic payment file in the format specified, and stores the file in the destination folder you specify when configuring the format. You then transfer the file to your bank.

Payment formats are also required to generate automatic AR and AP payments from imported bank payment files. See “Processing Bank Payment Files” on page 768.

For details on how to use EDI eCommerce, see *User Guide: QAD EDI eCommerce*.

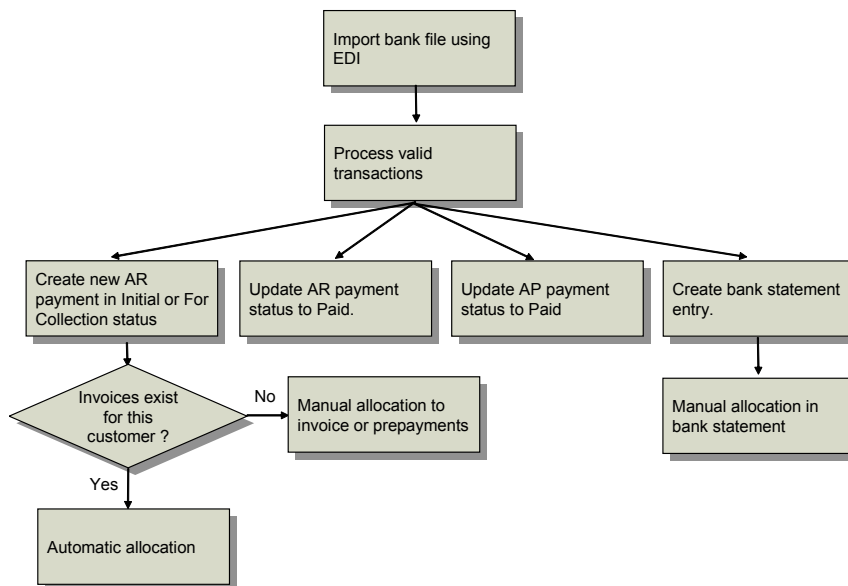
Processing Bank Payment Files

Use the Process Incoming Bank Files function (31.1.6) to import bank payment files from your bank, and to generate customer and supplier payments in the system from the transaction messages contained in the files.

The Bank File Process function handles three separate scenarios:

- Many banks use a lockbox address to handle incoming payments. The address is checked daily and the customer checks are registered in the bank’s system before a payment file listing the checks received is sent to your company. Use Bank File Process to create new customer payments in the system to correspond with the checks listed. See “New AR Payments” on page 775.
- Your bank collects payments from the customer’s bank. Your bank then sends your company a payment file, which details the checks received into your account. Use Bank File Process to identify the corresponding customer payments in the system and to change their status from For Collection to Paid. See “Processing Existing AR Payments” on page 776.
- You issue payments to your supplier, which your supplier sends to their bank. The supplier’s bank arranges a money transfer from your bank, and your bank sends you a payment file that indicates which checks have been paid. Use Bank File Process to identify the corresponding supplier payments in the system and to change their status from For Collection or Conditional Collection to Paid. See “Processing Existing AP Payments” on page 776.

Fig. 11.3
Bank File Process
Flow



To process customer and supplier payments manually, you must set up the bank accounts, payment formats, and payment statuses beforehand. When you use Bank File Process to complete a payment cycle, the accounts, payment formats, and statuses required for the final stage of the process must already be configured, to enable the system to complete the payment and generate the final postings. See “Customer Payments” on page 532 and “Processing Payables” on page 688.

The system validates the transactions contained in the payment file by matching customer or supplier information in the transactions against customer or supplier records stored in the system. When these records match, the automatic payment is generated and the transaction can be allocated to an existing open item for the customer or supplier. If they do not match, you can manually select a customer or supplier, and create an open item to which you can then allocate the payment.

One payment file can contain multiple types of transaction messages, and you can filter the messages by type, date, bank account, or action. For example, you can choose to process only new customer payments, only existing supplier payments, or all payments within a range of dates.

The system creates a bank statement line for each processed transaction message, and groups the lines by the bank statement numbers provided by the bank.

Note You cannot undo the processing of a transaction message once you have clicked to process it. You can, however, reload the payment file and manually correct transaction processes that produced errors during the initial processing run.

There are three stages to the process:

- Mapping the transaction codes in the payment file to system actions
- Loading the payment file into Financials using EDI
- Processing the payment file in Financials

Mapping Transaction Codes

Bank payment files contain transaction codes, which identify the types of payment contained in the file. These codes are mapped to the system actions Create Customer Payment, Pay Customer Payment, or Pay Supplier Payment. This ensures that the correct type of automatic payment is created for each transaction.

For example, Wells Fargo uses the code R057 to identify supplier payment transaction messages within payment files. This code is mapped to the system action Pay Supplier Payment. When you import a Wells Fargo payment file, the system maps all supplier payment transaction messages to the action Pay Supplier Payment. Once the messages are validated and processed, the system performs the action to which the transaction code is mapped. In this instance, the system invokes the Pay Supplier Payment action for all messages that are coded R057. It then retrieves the original supplier payments for these transactions and changes their status from For Collection to Paid.

The system uses the payment format linked to your bank account to store the mapping information. To enable auto-generated payments, you must link a payment format containing the correct mappings to your bank account when initiating the customer or supplier payment process. For example, to process Wells Fargo bank files, you must link the payment format containing the Wells Fargo transaction mapping to your account as

part of the initial setup for customer or supplier payments. This ensures that when you import Wells Fargo payment files, the system can automatically complete the payment cycle.

Bank File Format Maintain (31.1.9) lets you create and view the transaction code mappings.

Loading Bank Payment Files

The system uses standard EDI eCommerce functions to select the external payment files from the location on your network where they are stored, and to save them as Financials payment files for processing.

The system uses two EDI functions to complete the first stage of the import process:

- Payment file extensions are mapped to their correct EC (Electronic Commerce) subsystem in EC Subsystem Definition Maintenance (35.13.1). The subsystem in this case is the external banking system in which the file originated. Defining the file extension here ensures that the system associates the payment file with the correct external module. These mappings are preconfigured and do not require user input.
- Select the files to be imported using Document Import (35.1). Document Import loads the files into the Financials system for processing.

For details on completing the EDI activities, see *User Guide: QAD EDI eCommerce*.

Processing Bank Payment Files

Use Process Incoming Bank Files (31.1.6) to select imported payment files, and to process the transactions contained in the files.

Use the search criteria in the Filter area to select the transactions contained in the file by transaction type, transaction date, upload date, or bank account number. The system loads these transactions into the transaction grid.

Each transaction displays the following information:

- Customer or supplier details, including name, business relation, address, and bank accounts
- Bank format in use
- Transaction code
- Value date
- Payment amount in transaction currency, and exchange rates if the original payment currency is different from the currency used by the bank
- Invoice details, if supplied by the bank
- Action to be performed on the processed transaction
- Processing status

You then click Process to process these transactions and automatically generate the corresponding customer or supplier payment activity.

When the system cannot match the payment information in the transactions with payment records for the customer or supplier, an error message is displayed in the transaction line on the grid. You can then manually specify a customer, supplier, or payment in order to complete the processing. See “Errors in Transaction Processing” on page 776.

Fig. 11.4c
Process Incoming
Bank Files

Field Descriptions

Search for Transaction Messages

Bank File Name. Enter the name and location of the payment file, or select the file using the lookup.

Transaction Direction. Choose the transaction direction.

Incoming. Payments to your bank account from customers.

Outgoing. Payments from your bank account to suppliers.

All. All payments.

Account Number. Specify your bank account number. The system retrieves transactions involving this account only.

Transaction Date. Enter one or a range of dates for when the transactions occurred.

Upload Date. Enter one or a range of dates during which payment files were uploaded.

Actions. Retrieve transactions by their related actions. You map transaction types to corresponding payment actions using Bank File Format Maintenance.

All

None

Create Customer Check

Pay Customer Check

Pay Supplier Check

Click Search to add transactions to the grid.

Grid

The grid displays information on each transaction. You can use certain fields to manually select customer or supplier records when automatic processing of the transaction line has failed. See “Errors in Transaction Processing” on page 776.

Bank File Format. This field displays the format associated with the transaction.

Transaction Type. This field displays code provided by the bank for the transaction type, and configured using Bank File Format Maintain.

Action. This field displays the action to be performed on the transaction.

Business Relation Type. This field displays the business relation type associated with the customer or supplier.

Process Status. This field displays the current status of the transaction processing.

Account Number. This field displays the account number linked to the payment format used for this payment process.

Value Date. This field displays the date on which the bank processed the payment.

Statement Number. This field displays the number of the bank statement if supplied by the bank.

Description. This field displays the transaction description supplied by the bank.

Direction. This field displays the transaction direction: In for transactions into the account from customers, Out for transactions out of the account.

Amount TC. This field displays the amount of the transaction in transaction currency.

Currency. This field displays the currency in which the bank performed the transaction.

Original Amount TC. This field displays the amount of the original AR or AP payments in transaction currency.

Original Currency. This field displays the currency of the original AR or AP payment.

Exchange Rate. This field displays the exchange rate applied between the original currency and the currency used by the bank, if they are not the same.

Exchange Scale. This field displays the scale factor for the exchange rate, if any is applied.

Original Transaction Date. This field displays the date on which the customer or supplier transaction was created.

Customer Code. This field displays the customer code. If the customer code in the bank file does not match the customer record in the system, an error is displayed for the transaction. In this case, you can click to manually select a customer code to complete the transaction processing.

Customer Name. This field displays the customer name associated with the transaction. If the bank has used a different spelling of the customer name to that stored in the system, the system fails to process this transaction. In this case, you can browse for the customer code. The system then automatically enters the name and address details used in the payment file into the business relation for the customer as a new remittance address. The system validates these new details by checking them against existing remittance address details. If any details are identical, the system does not process the transaction.

For example, the customer name in the system is Auto Trader, and the customer name used in the payment file is Auto Traders. Use the customer browse to select this customer record. The system automatically enters Auto Traders and related address details as a new remittance address in the business relation for the customer Auto Trader. This ensures a future match between the bank file and the system records. See “Payment Tab” on page 341.

Supplier Code. This field displays the supplier code used in the payment file. If the supplier code in the bank file does not match the supplier record in the system, an error is displayed for the transaction. In this case, you can click to manually select a supplier code to complete the transaction processing.

Supplier Name. This field displays the supplier name used in the payment file.

Address Line. This field displays the first line of the customer or supplier address used in the payment file.

Address City. This field displays the city of the customer or supplier address used in the payment file.

Address Zip. This field displays the postal code of the customer or supplier address used in the payment file.

Address Country. This field displays the country of the customer or supplier address used in the payment file.

Bank Account Number (from BR). This field displays the bank account number used in the payment file. If this account number does not match the bank account number in the system, an error is displayed for the transaction. In this case, you can click to manually select a bank account number to complete the transaction processing.

Payment Number. This field displays the customer or supplier payment number used in the payment file. If this payment number does not match the payment number in the system, an error is displayed for the transaction. In this case, you can click to manually select a payment number to complete the transaction processing.

Payment Reference. This field displays the payment reference used in the payment file. If this payment reference does not match the payment reference in the system, an error is displayed for the transaction. In this case, you can click to manually select a payment reference to complete the transaction processing.

Invoices. This field displays the invoices paid with this transaction. If these invoices do not match the original invoices in the system, an error is displayed for the transaction. In this case, you can click to manually select invoices to complete the transaction processing.

Processing Area

New Payments as Paid / New Payments as For Collection. This field displays the number of new payments created with Paid and For Collection statuses.

Create Banking Entry. Select this field to automatically create new banking entries for the new AR payments, and to link AR and AP Paid payments to banking entry lines.

All Entities Allocation. Select this field to process payments in other entities in the current domain. The system retrieves open items from all entities and displays the oldest invoice first. When an invoice belonging to another entity is paid with a payment, the system uses the domain cross-company accounts to create a cross-company payment.

Number of Records. This field displays the number of transactions selected for processing

Successfully Processed. This field displays the number of transactions successfully processed.

Processed with Errors. This field displays the number of transactions processed with errors.

Progress. This field displays the percentage of transactions processed and the process progress.

Save. Click to save this session when processing is finished.

Stop. Click to interrupt the current processing.

Process. Click to process the selected transactions.

Close. Click to close the current window.

Processing Payments

Ensure that the following are configured before you process transactions:

- Your bank account must be linked to a payment format that contains the mapping necessary for the payment you want to generate. See “Mapping Transaction Codes” on page 767.
- Multiple banks in your system may be using the same payment format but may require different transaction codes. Therefore, each combination of bank account and payment format must be unique.
- When a customer or supplier payment is being updated from For Collection to Paid, the original For Collection payment exists in the system, and the final Paid status has been configured.

The system displays an error message on the transaction line when any of these conditions are not met, and you can manually correct the process and continue with the payment. See “Errors in Transaction Processing” on page 776.

New AR Payments

You can create a new AR payment with either an Initial, For Collection, or Paid status for lockbox checks.

Bank payment files sometimes contain the original invoice reference for the check. In this case, when the transaction is validated and processed, the system retrieves the original invoice, allocates the check, and creates a customer payment with either a For Collection or Paid status.

Note For Collection and Paid statuses must exist in the system for this type of automatic payment.

When the customer is validated but the payment file does not contain invoice references, the system compares the amounts in all open items for this customer, retrieving the oldest open item first. If one or a combination of open item amounts match the amount of the check, the system allocates the check and creates a customer payment. You can optionally assign a For Collection or Paid status to this payment.

When the customer is not validated and the payment file does not contain invoice references, you can manually select a customer to complete the transaction process. The system creates a customer payment with an Initial status, which you then process as normal.

Processing Existing AR Payments

The system uses the check number to retrieve the original customer payment and change its status to Paid. When the check number is not available in the bank file (for example, the bank has not included this value in the file), the system then identifies payments that have a status of For Collection and are of the same amount as the check that has been paid. Once these conditions are met, the For Collection payment is automatically updated to Paid. For an example of this type of payment, see “Customer Payments” on page 532.

Processing Existing AP Payments

The system checks the payment file for the preprinted check number of the supplier check. When this is not available, the system searches for a For Collection or Conditional Collection payment for the same amount as the check, and changes its status to Paid. For an example of this type of payment, see “Supplier Payment Selections” on page 703.

Errors in Transaction Processing

The system processes transaction messages automatically when there is a complete match between the bank file and the system records for the following data:

- Customer or supplier name
- Customer or supplier code
- Invoice payment reference. This is the original customer or supplier invoice.
- Customer or supplier bank account number.
- Currency. The transaction message currency must match that of the original payment.

When one of these values does not match, the transaction line is displayed in red on the grid and the error is detailed.

Bank File Format	BankImpLineTransType	Action	Business Relation Type	Process Status	Account Number	Val
USBank	R12001	Create Customer Pay	Customer	Processed with Error(s)	SDBK1ACN0	06/24
Field Name	Field Value	Log	Message		Severity	Type
			The combination of own bank account number SDBK1AC		3	E

Fig. 11.5
Bank File Process
Error Message

You can use the customer, supplier, bank number, invoice, or payment number lookups on the grid to manually select the correct value and so process the transaction message.

The system also displays errors for the following occurrences:

- The customer bank account number is not defined for this customer.
- Your bank account number has not been linked to this customer.
- Your bank account is not linked to the payment format that contains the mapping for this transaction code.
- The correct payment status has not been defined for this customer.

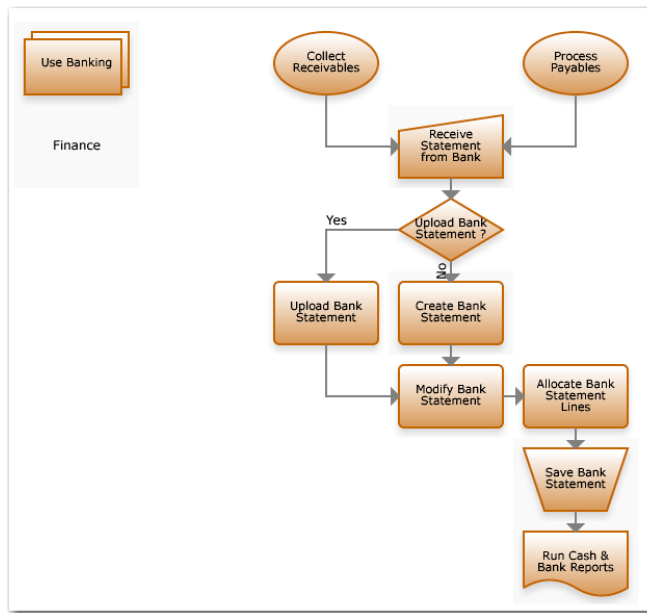
The system does not process a transaction for which there is an error. However, you can manually configure the missing or incorrect data and load the file again for reprocessing.

Using Banking Functions

When customer and supplier payments have been processed by your bank, you use banking functions to complete the AR and AP cycles. You can use the statement import function to import bank statements from an external system or create a statement manually using Banking Entry.

When you have imported or created the bank statement, you create statement lines to allocate to payments to and from the account. When you save the statement, you generate postings to the sub-ledger and update the accounts. Finally, Banking Entry displays an immediate bank account balance, and you can list activity on the account using different GL transaction reports. The Petty Cash report also details cash movements on the account for period ranges.

Fig. 11.6
Use Banking
Process Map



Bank Statements and Banking Entries

You process bank statements in three distinct steps:

- Import or create the bank statement.
- Allocate statement lines.
- Register the allocations in the general ledger and in the relevant sub-ledgers. See “Registering Bank Statements” on page 801.

Bank Statement Import

Use Bank Statement Import (31.1.6) to import electronic bank statements in file format into the database. The imported file is validated and converted into unallocated bank statements.

Specify the file format and the path name. Currently, the formats Coda 1.5 format 128 and Swift MT940 are supported. Click the Import button to start the import process. The bank GL account is derived from the information in the file.

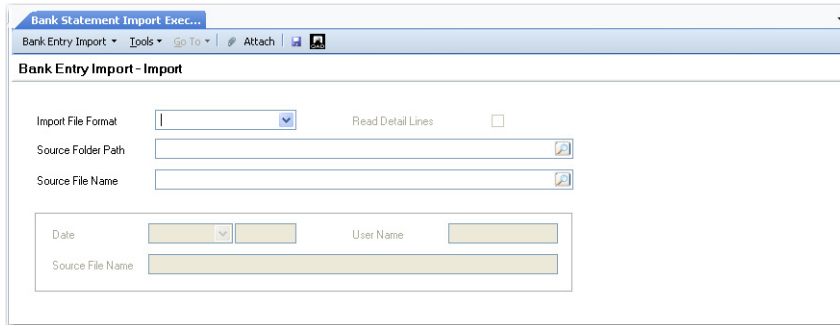


Fig. 11.7
Bank Statement
Import

The lower section of the screen shows information regarding the previous import run, including the time stamp, user, and imported file.

Creating Statements

Generally, a bank statement consists of a number of statement lines. Each line is an incoming or outgoing transaction on the bank account. You can create statements manually or automatically. In the manual process, you create banking entries to match the information received in hard copy from the bank. To process statements automatically, you load an electronic statement file into the system from an external bank. The imported file is analyzed and the statements are created. See “Once registered, all statement lines receive the status Allocated and Posted.” on page 801.

Each statement has one of the following statuses:

Allocated: All statement lines are allocated.

Not Allocated: No statement lines are allocated.

Partly Allocated: Some (but not all) statement lines are allocated.

Allocating Statement Lines

Each statement line must be allocated to:

- Customer or supplier open item (including prepayments)
- GL account
- Customer or supplier payment selection

- Payment

To manually allocate, you select an allocation method for each statement line. A statement line can only be fully allocated or not allocated at all.

Note When you save a banking entry for which some lines are not allocated and others fully allocated, the system assigns a status of Partially Allocated to the whole entry for browse purposes. However, you must either fully allocate each line within the entry (or leave the line unallocated), because you cannot save an entry for which an individual line is partially allocated.

Registering Bank Statements

When a fully allocated statement is registered, the system generates all GL postings and updates the appropriate sub-ledgers. Each bank statement line is assigned its own posting number, and all lines are given the status Allocated and Posted.

Banking Entry

The Banking Entry (31.1) function is the single entry point for creating, maintaining, and allocating statements. You can modify existing bank statements depending on their status. Allocated statements are read-only.

The system lets you reconcile a banking entry line created in one entity with open items created in another entity within the same domain. In order to process this intercompany transaction, the bank account must be defined as an intercompany account. For more information on processing intercompany transactions, see “Intercompany and Cross-Company Transactions” on page 464.

Depending on your organization’s business procedure and your access rights, you can use banking entry in different ways:

- Create the statement and allocate some or all of the lines. You can save the statement in final or draft format.
- Create the statement and save it. Then use Banking Entry Allocate (31.1.5) as a separate activity to allocate the lines.

This flexibility supports segregation of duties if one individual creates the statement lines from a paper copy, and another more knowledgeable individual does the actual linking to accounts, invoices, and payments. You can assign these activities to different roles in Role Permissions Maintain. When a user does not have access to the Banking Entry Allocate activity, the allocation features in Banking Entry cannot be used.

See *User Guide: QAD Security and Controls* for details on roles and permissions.

You can modify the following fields on Not Allocated or Partly Allocated statements:

- Bank Statement Number
- Posting Year or Date (used at registration time)
- Opening Balance
- All line information

You can only delete statements that have a status of Not Allocated.

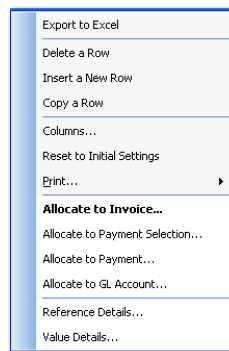
Banking entries can be saved in draft format when Draft Instances is selected in System/User Settings, Change System Setting. When you save a record in draft format, none of the system validations are executed. You can then return later to complete the record by choosing the Banking Entry Browse Drafts activity and selecting the record you want to finish from the list. See “Saving and Browsing Drafts” on page 33 for details on drafts.

See *User Guide: QAD System Administration* for more information on System/User Settings.

Banking Entry Flow

Banking entry begins with the creation of a statement line. After you have entered a line, right-click in the line to display the additional options.

Fig. 11.8
Banking Entry
Options



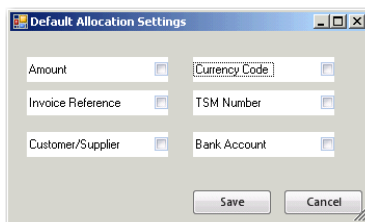
Available options include:

- Choose **Allocate to Invoice** to allocate the entry amounts to invoices, prepayments, or payment selections to which you want to allocate the entry amount. For this choice, you can define configuration settings to streamline the process.
- Choose **Allocate to Payment** to allocate the entry amounts to a customer or supplier payment selection.
- Choose **Allocate to GL Account** to display Journal Entry and allocate the banking entry amount to GL accounts.
- Choose **Reference Details** to store additional allocation information supplied by your bank.
- Choose **Value Details** to store additional information on value dates and external exchange rates.

Configuring the Allocation Screen

The screen that displays when you select **Allocate to Invoice** includes a **Configuration** option. Select this option to display a setting screen.

Fig. 11.9
Default Allocation
Settings



Use this to determine which data in the bank entry line should default into the corresponding selection criteria in the allocation screen. Your settings are saved on your client computer so that the next time you create a bank statement line, the value of each selected field is copied from the line to the Filter section of the allocation screen. This can greatly streamline the allocation process.

The bank account passed to the next screen is the customer's bank account specified in the Reference Details option, and the currency is the external currency specified in the Value Details option.

Example You select the Amount field in the Allocation Defaults. When you create a banking statement line for \$10,000 and then choose Allocate to Invoice, \$10,000 displays in the Search Criteria for Invoices so you can quickly find the matching invoice.

Creating Bank Entries

Use Banking Entry Create (31.1.1) to create statements and lines, and optionally complete the allocation to accounts, customer or supplier open items, payments, and payment selections.

The screenshot shows the 'Banking Entry Create' window with the following fields and values:

Bank		Bank Statement	
GL Account	1040 Cash	Year	2009 007
Bank Account No	123487	GL Balance	26,702.75
Unallocated Statement Balance	1,200.00 USD	Status	Unallocated

Posting		Balance	
Posting Date	01/26/2009	Opening Balance	27,902.75
GL Calendar Year	2009 1	Activity	1,000.00
Daybook	CS2BKDB 000000000	Closing Balance	28,902.75
Amount to Allocate	1,000.00 DR		

Number	Value Date	Description	TC Amount	In/Out	Status
1	01/26/2009	007	1,000.00	In	Unallocated

Fig. 11.10
Banking Entry
Create

Field Descriptions

GL Account. Specify the bank GL account, which must be of type Bank.

Bank Statement Year. This field indicates the current GL calendar year and the number of this statement. The statement number increments from the statements previously created, and you can modify this number. The sequence of statements does not have to be consecutive. This allows you to distribute the statement entry workload over multiple users.

Bank Account No. The system displays the bank account number that corresponds to the bank GL account. This read-only field is automatically populated using the GL account definition.

GL Balance. This field displays the current balance for this account.

Unallocated Statement Balance. This field displays the total amount of all statements that have been created for the bank account, but have not yet been posted. This field combines with the GL balance to provide a preview of the GL balance after all statements are allocated. This amount is the actual balance of the bank account.

Status. This read-only field indicates the statement status: Not Allocated, Partially Allocated, or Allocated.

The following fields display in the Posting frame:

Posting Date. This field defaults to the current date. The posting date must be within the limits of the GL period specified.

GL Calendar Year. This field indicates the GL calendar year/GL period in which the banking entry postings will be created.

Daybook/Number. This field indicates the posting daybook linked to the bank GL account. It must be an internal daybook of type Banking Entries. The consecutive posting numbering sequence is generated by the system for each line allocation (read-only field).

Amount to Allocate. This field indicates the amount to be allocated in this banking entry, as a credit or debit. This amount corresponds to the amount you enter in the grid.

The following fields display in the Balance frame:

Opening Balance. This field indicates the opening balance of the bank account, as it appears on the statement.

Activity. This field displays the total of the transaction currency amounts for all statement lines in this entry.

Closing Balance. This field displays the Closing Balance for the account when the movements have been added to or subtracted from the Opening Balance.

Enter the statement line information in the grid.

Number. This field displays the system-generated sequence number for the line, which you can modify.

Value Date. Specify the bank date of the transaction. This field defaults to the system date for the first line and to the value date of the previous line for all subsequent lines, but can be modified.

Description. Enter a brief description (maximum 40 characters) of the transaction.

TC Amount. Enter the movement amount in transaction currency.

In/Out. Select In or Out for payments into or out of the account. Payments in correspond to customer payments, and payments out to supplier payments.

Status. This field indicates the status of the transaction. By default, the transaction is unallocated.

Allocate. Click the icon to select an allocation method.

Allocate to Invoice: Use this method to allocate this movement to an open invoice. The system displays Bank Entry Allocate, in which you search for invoices, allocate to a GL account, allocate to a payment selection, or create a prepayment.

Allocate to Payment Selection: This option displays the payment selection search screen.

Allocate to Payment: This option displays a customer and supplier payment lookup.

Allocate to GL Account: This option displays Journal Entry Create, in which you select a GL account to which you allocate the movement.

See “Allocating Bank Entry Lines” on page 788.

Information. Enter additional information about the entry.

Scale Factor. This field indicates the scaling factor applying to the transaction currency, if any.

Last Modified User/Date and Time. These read-only fields display the ID of the user who last updated this record and the date and time of update.

Reference Details

Right-click a bank entry line and select the Reference Details option to display a screen in which you can enter additional allocation information for the line. This option is to record information provided to you by your bank. These details are stored by the system but not validated. The (Ext) suffix on field names denotes external information.

Fig. 11.11
Reference Details

The screenshot shows a window titled "Banking Entry - Create". It has a menu bar with "Go To", "Tools", "Print", and "Preview". Below the menu bar is a list of fields, each with a label and a text input box. The fields are: Reference (Ext), TSM (Ext), Name (Ext), Address (Ext), Zip Code (Ext), City (Ext), Country (Ext), Customer/Supplier (Ext), Bank Number (Ext), and Cost Code (Ext). The "Country (Ext)" field has a small globe icon to its right. At the bottom right of the window are two buttons: "OK" and "Close".

Field Descriptions

Reference (Ext). Specify the payment reference.

TSM (Ext). Specify the structured payment reference.

Name (Ext). Specify the name of the destination or originating party.

Address (Ext). Specify the address of the destination or originating party.

Zip Code (Ext). Specify the zip or postal code of the destination or originating party.

City (Ext). Specify the city of the destination or originating party.

Country (Ext). Specify the destination or originating country.

Customer/Supplier (Ext). Specify the customer or supplier code.

Bank Number (Ext). Specify the bank number of the other party.

Cost Code (Ext). Specify a code representing cost information.

Value Details

You can also enter additional information on value dates and external exchange rates by selecting the Value Details option. These details can be used for cash forecasting and for handling exchange rates. Right-click the entry line to display the option.

Fig. 11.12
Value Details

Field Descriptions

Value Date. This field displays the date on which the money will be available in the bank account.

GL Calendar Year. This field defaults from the statement header.

Posting Date. This field defaults from the statement header.

Posting Daybook. This field displays the daybook of the statement line in focus.

TC Original (Ext). This field displays the amount in the currency that the business paid to the bank. (This is not the original open item currency amount.)

Bank Rate (Ext). This field displays the exchange rate that the bank uses to convert this amount to the bank account currency in which the payment was made.

Scale Factor. This field defaults from the grid.

TC Amount. This field defaults from the grid.

Note You can view the value details of an existing banking entry by right-clicking the line in the banking grid and selecting the Value Details option.

Allocating Bank Entry Lines

When you have completed the fields, click Save to save the banking entry.

The system lets you allocate using the following methods:

- Allocate to Invoice or as a Prepayment.
- Allocate to a Payment.
- Allocate to a Payment Selection.
- Allocate to a GL Account.

For example, this banking entry can be a record of a payment on an outstanding amount to a supplier. You can allocate the amount against a single open item or across a number of open items for this supplier.

You must allocate the full amount of the entry in order to register the statement in the chart of accounts. You can, however, save banking entries in an unallocated or partially allocated state, and use Banking Entry Allocate (31.1.5) to complete the allocation process at a later stage. See “Banking Entry Allocate” on page 800.

Allocate to Invoice

Use this option to select invoices to which you want to allocate the entry amount.

Banking Entry - Allocate

Go To Tools Print Preview

Configuration

Search for Invoices

Customer/Supplier: 4000 Include Customers: ☒ Include Suppliers: ☐
Business Relation Code: Include Invoices/CN: ☒ Include All Entries: ☐
Invoice Reference: TSM Number:
Shipper: Bank Account:
Year/Daybook/Voucher: 0 0
Amount/Currency: 0.00 0.00

Search

Allocate GL: Balance: Amount to Allocate: 1,000.00 DR Balance: 1,000.00 DR
Payment Selection: Amount Allocated: 0.00 CR Voucher: 000000003
Prepay:

Bus Rel	Invoice Reference	Shipper	Due Date	Open Balance TC	D	Invoy	F	TC Allocated	D	TC Discount
4000	2008/CI/0000000050/hjyda		04/06/2008	10,000.00	D	USD	☐	0.00	C	0.00
4000	2008/CI/0000000040/hetst		05/03/2008	150,000.00	D	LIR	☐	0.00	C	0.00
4000	2008/CI/0000000041/hetfo		05/03/2008	200.00	D	USD	☐	0.00	C	0.00
4000	2008/CI/0000000010/hetb		09/19/2008	50.00	D	USD	☐	0.00	C	0.00
4000	2008/CI/0000000015/het		09/19/2008	480.00	D	USD	☐	0.00	C	0.00
4000	2008/AROPERT/00000000		08/01/2008	9,600.00	D	USD	☐	0.00	C	0.00
4000	2008/CI/0000000045/cc tes		10/04/2008	650.00	D	USD	☐	0.00	C	0.00
4000	2008/CI/0000000048/comm		10/04/2008	630.00	D	USD	☐	0.00	C	0.00
4000	2008/ARMDJOUR/00000000		10/04/2008	4,000.00	D	USD	☐	0.00	C	0.00
4000	2008/CI/0000000044/cc tes		10/04/2008	600.00	D	USD	☐	0.00	C	0.00
4000	2008/CI/0000000045/ghc		10/04/2008	180.00	D	USD	☐	0.00	C	0.00
4000	2008/CI/0000000047/het c		10/04/2008	125.00	D	USD	☐	0.00	C	0.00
4000	2008/CI/0000000049/gh te		10/02/2008	150.00	D	USD	☐	0.00	C	0.00

OK Close

Fig. 11.13
Banking Entry,
Allocate to Invoice

Field Descriptions

Search for Invoices

Use the following search criteria to retrieve the customer or supplier invoices:

Customer/Supplier. Choose a specific customer or supplier, depending on the field selected. If multiple fields or no fields are selected, this field is unavailable.

Business Relation Code. Select open items for the specified business relation. You can further refine the search using the Include Customers and Include Suppliers fields. Any combination of the fields is valid when a business relation is selected.

Include Customers. If you select this field and have specified a business relation, only the open items of customers linked to that business relation display. If you select this field and have not specified a business relation, the Customer/Supplier field shows customers only.

This field is selected by default if the amount to allocate is positive.

Include Suppliers. If you select this field and have specified a business relation, only the open items of suppliers linked to that business relation display. If you select this check box and have not specified a business relation, the Customer/Supplier selection field shows suppliers only.

This field is selected by default if the amount to allocate is negative.

Include Invoices/CN. Select this field to include invoices and credit notes in the results.

Include All Entities. Select this field to extend the search to all entities defined in the system. Whenever an open item for another entity is selected, a cross-company posting is triggered.

Invoice Reference. Specify a payment reference that appears on the invoice.

Shipper. For selecting customer invoices created from Invoice Post and Print, specify a shipper reference number.

TSM Number. Specify an optional payment reference number for selecting invoices to allocate.

Bank Account. Enter a customer or supplier bank account number.

Year/Daybook/Voucher. Specify a GL calendar year, daybook, or voucher number. Any combination of the three subfields can be used. Click the lookup to select a daybook type.

Amount, Currency. Use the Amount and Currency fields to search for specific open balance amounts in a specific currency. Use the Copy Allocation Amount button to copy the original allocation amount into this field.

Use the operators to specify an amount range within which to search:

- When the operator is set to =, the system searches for the open balances that equal the value in the Amount field.

- When the operator is set to $\leq$ or $\geq$, the system searches for open balances higher or lower than the value in the Amount field.

Example When the amount is set to $\leq$ \$1000, the search returns open items with amounts less than \$1000.

Amount to Allocate. This amount defaults from the statement line.

Amount Allocated. This field displays the amount to allocate.

Balance. This field displays the difference between the amount to be allocated and the amount on this invoice as a credit or debit.

Voucher. This field displays the reference number for this allocation.

Click Search to display all items that meet the search criteria in the grid.

Grid

Business Relation Code. This field displays the business relation of the customer or supplier for whom the open item was created.

Invoice Reference. This field displays the invoice reference number.

Shipper. This field displays a shipper reference number that appears on invoices created through Invoice Post and Print.

Due Date. This field displays the due date of the open item.

Amounts can be positive or negative. To obtain the most current view of the movement, the amounts must always be interpreted in combination with the Debit/Credit (D/C) indicator.

Allocation Type. This field displays the type of allocation being performed.

Open Balance. This field displays the current open balance in the transaction currency.

Debit/Credit. This field indicates whether the open item is a debit or credit.

Invoice Currency. This field displays the open item currency.

Full Allocation. Select this field to allocate the full amount of the entry to the invoice. The result is reflected in the Amount Allocated field in the Balance area of the screen. Use the TC Allocated field to make a partial allocation.

TC Allocated. Enter the amount to allocate to the invoice. If you are not allocating the full amount, enter the partial amount here.

Alternatively, if the invoice includes a payment discount, the system automatically calculates the discount amount and the TC Allocate amount when you enter the TC Paid amount. The TC Allocated amount is calculated as follows:

$$TC\ Allocated = (100 * Paid\ TC) / (100 - Discount\ \%)$$

The relevant rounding method is then applied to the result.

Debit/Credit. This field indicates whether the open item is a debit or credit.

TC Discount. This field displays the discount that applies for early payment, based on the credit terms.

TC Paid. Enter the amount to pay, excluding the discount. The system then calculates the TC Discount and TC Allocated amounts automatically.

$$TC\ Paid = TC\ Allocated - TC\ Discount$$

If you changes the TC Allocated or TC Discount amounts manually, TC Paid is recalculated

New Balance. This field displays the balance of the open item after the movement is allocated.

Debit/Credit. This field indicates whether the open item is a debit or credit.

Entity Code. This field displays the code of the entity in which the open item was created.

Cost Center/Project/Sub-Account. Click to optionally select a cost center, project, or sub-account for analysis on this allocation. This option is available for prepayments only.

Currency Details

When allocating to an invoice or payment, you have the option to view and modify currency details for foreign currency transactions. Select Currency Details option by right-clicking an invoice or payment line. The system manages allocations for both simple and complex currency and exchange rate combinations. Exchange rate differences are automatically posted to exchange rate gain and loss accounts.

The screenshot shows a 'Bank Entry - Create' dialog box with the following fields and values:

Bank Entry - Create			
A - In Original Currency			
TC Original (Ext)	0.00	Bank Rate (Ext)	1.000000000
TC Amount		0.00 USD	
B - In Document Currency			
TC Allocated	0.00 EUR	Invoice Exchange Rate	1.104500000
BC Amount		0.00 USD	
C - In Bank Currency			
TC Bank Amt	0.00 USD	Accounting Rate	1.000000000
BC Bank Amount		0.00 USD	
Rate Date: 08/09/2007			
BC Difference		0.00 DR	
Currency Difference GL Account			
OK		Close	

Fig. 11.14
Banking Entry
Allocate, Currency
Details

The system processes the exchange rate differences and generates the related postings.

In the Original, Payment, and Bank Currency columns, you can enter amounts and exchange rate information.

TC Original (Ext). The value in the currency used by the business relation to pay the bank; this is not the original open item currency amount.

Bank Rate (Ext). The bank converts this amount to the currency of the bank account to which the payment was made.

TC Amount. The original amount converted to the bank account currency.

The Payment Currency is the open item (invoice or credit note) currency.

TC Allocated. This amount (in payment currency) defaults from the allocation line.

Invoice Exchange Rate. The original exchange rate at the time of posting.

BC Amount. The amount in the TC Allocated field, converted to the base currency.

TC Bank Amount. The payment amount that was received in the bank currency of the bank account.

Accounting Rate. The accounting exchange rate used to convert the received amount to the base currency.

BC Bank Amount. This field displays the converted TC bank amount.

Rate Date. You must use an exchange rate that is valid on this date.

Based on the above parameters, currency differences are calculated and posted accordingly.

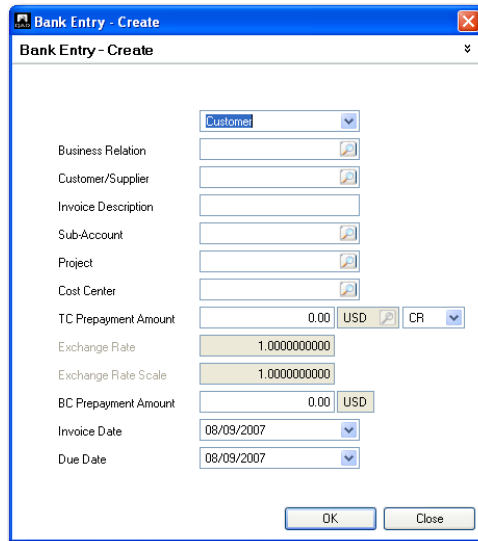
BC Difference. This field displays the resulting exchange rate difference in the base currency.

Currency Difference GL Account. This field displays the target account for exchange rate differences.

All header fields are read-only, and copied from the statement and statement line information.

Allocate as a Prepayment

You can create a prepayment for the entry amount instead of allocating to an invoice. The bank movement is registered as a prepayment to or from a customer or supplier. Click the Prepayment button on the Allocate to Invoice screen.



The image shows a 'Bank Entry - Create' dialog box with the following fields and values:

Field	Value
Business Relation	Customer
Customer/Supplier	
Invoice Description	
Sub-Account	
Project	
Cost Center	
TC Prepayment Amount	0.00 USD CR
Exchange Rate	1.0000000000
Exchange Rate Scale	1.0000000000
BC Prepayment Amount	0.00 USD
Invoice Date	08/09/2007
Due Date	08/09/2007

Buttons: OK, Close

Fig. 11.15
Banking Entry,
Prepayment

Field Descriptions

Prepayment Type. Choose from Customer or Supplier.

Business Relation. Specify a business relation for the customer or supplier. If you specify a customer or supplier code initially, the associated business relation is loaded into the field.

Customer/Supplier. Specify the customer or supplier code.

Invoice Description. Enter a brief description (maximum 40 characters) of the prepayment.

Sub-Account/Cost Center/Project. Click to optionally select a cost center, project, or sub-account for analysis on this prepayment.

TC Prepayment Amount. Enter the amount of the prepayment in the transaction currency.

Exchange Rate. This field displays the exchange rate to use to convert between the transaction currency and the base currency prepayment amount. This field defaults to the accounting exchange rate at the invoice date.

Exchange Rate Scale. This field displays the number used in the exchange rate calculation to adjust the amount of the From Currency.

BC Prepayment Amount. This field displays the prepayment amount in base currency, based on the exchange rate applied.

Invoice Date. This field displays the prepayment creation date.

Due Date. This field displays the due date of the prepayment.

Allocate to Payment Selection

The Allocate to Payment Selection option lets you allocate the entry amounts to a customer or supplier payment selection. Use the search criteria to retrieve the required selections.

Fig. 11.16
Banking Entry,
Allocate to
Payment Selection

Banking Entry - Create

Go To Tools Print Preview

Search for Selections

From Requested Date: [] Include Customers: ☒

Total Selection Amount: [0.00] Include Suppliers: ☐

Selection Code: []

Preprinted Number: [0]

Payment: [0] [0]

Payment Reference: [] Search

Allocate GL

Balance

Amount to Allocate: [10.00] DR Balance: [10.00] DR

Amount Allocated: [0.00] CR Posting Daybook: CS2BK 000000003

Payment Selection Co	Req Date	Open Amount	DR	F	TC Allocated	DR	New Balance	DR	TC	Ent
▶ test for collect stat	12/19/2008	1,700.00	DR	■	0.00	CR	1,700.00	DR	0.00	1000
	07/16/2008	14.00	DR	□	0.00	CR	14.00	DR	0.00	1000
	07/31/2008	36.00	DR	□	0.00	CR	36.00	DR	0.00	1000
	06/16/2008	26.77	DR	□	0.00	CR	26.77	DR	0.00	1000
	06/17/2008	120.00	DR	□	0.00	CR	120.00	DR	0.00	1000
	07/06/2008	499.30	DR	□	0.00	CR	499.30	DR	0.00	1000
	06/19/2008	35.00	DR	□	0.00	CR	35.00	DR	0.00	1000
	06/19/2008	33.30	DR	□	0.00	CR	33.30	DR	0.00	1000
	06/22/2008	32.85	DR	□	0.00	CR	32.85	DR	0.00	1000

Previous Next OK Close

Field Descriptions

Search for Selections

Use the following search criteria for finding payment selections:

From Requested Date. Specify a base date. The system retrieves all selections created after this date.

Total Selection Amount. Specify a selection amount and currency.

Selection Code. Use this field to retrieve selections by payment number, payment instrument, and internal payment number.

Payment Reference. Enter a payment reference number; for example, a specific check number. This applies to AR check numbers only.

Selection Code. Enter the code that identifies a payment selection.

Preprinted Number. Enter a preprinted number to select a payment payment selection that contains that number. This field is available for supplier selections only.

Include Customers/Suppliers. Select to include customer selections, supplier selections, or both. By default, the Customers field is selected for banking entries to record movements into the account, and the Suppliers field for movements out of the account.

Click Search to apply the criteria and retrieve the required selections.

Allocate GL. Click to allocate this entry amount to a GL account. If the entry amount is not completely allocated to a selection, the remaining non-allocated amount can be balanced in a posting on the GL level. See “Allocate to GL Account” on page 799.

The following fields are displayed in the Balance frame:

Amount to Allocate. This field displays the amount to be allocated to this selection. This amount defaults from the statement line.

Allocated Amount. This field displays the amount allocated when you have chosen a selection.

Balance. This field displays the difference between the amount to allocate and the selection amount.

Posting Daybook and Number. These fields display the daybook type and number for this entry posting.

By default, the selections in the grid are not allocated. Right-click to view the detailed list of items in the selection (which are grouped by business relation). You can clear the Allocated field in the grid for items against which you do not want to allocate. For example, you normally select only those items that are being paid at this time.

Allocate to Payment

Use this allocation method to allocate the entry to a customer or supplier payment. The system retrieves customer payments for entries into the account, and supplier payments for entries out of the account.

Select a payment from the results list to which you want to allocate the entry amount.

Fig. 11.17
Banking Entry,
Allocate to
Payment

The screenshot shows a software window titled "Banking Entry - Create". It has a menu bar with "Go To", "Tools", "Print", and "Preview". Below the menu bar is a table with the following columns: Bus Rel, Pay Inst, Pay No/Ref, Amount, DR, GL, A, and Bounced. The table contains one row with the following values: 4003, Check, 2009/35, 75.00, DR, USD, and two empty checkboxes. Below the table, there is a "TC Allocated" label followed by a text box containing "0.00" and a dropdown menu set to "DR". At the bottom right, there are "OK" and "Close" buttons.

Bus Rel	Pay Inst	Pay No/Ref	Amount	DR	GL	A	Bounced
4003	Check	2009/35	75.00	DR	USD		☐

TC Allocated: 0.00 DR

OK Close

Field Descriptions

Bus Rel. This field displays the business relation associated with the customer or supplier.

Payment Instrument. This field displays the payment instrument.

Pay No/Ref. This field displays the payment number and reference, if any.

Amount. This field displays the customer or supplier payment amount.

DR/CR. This field indicates that the payment is a credit or debit.

GL Currency. This field displays the currency in which the payment was created.

Allocated. Select this field to allocate the payment amount.

Bounced. Select this field to indicate that this is a bounced payment. Bouncing a payment has the effect of reversing the original posting on the customer or supplier payment and control accounts, and it also re-opens all the invoices paid in this payment.

Allocate to GL Account

The Allocate to GL Account option displays Journal Entry, in which you can allocate the banking entry amount to GL accounts.

Fig. 11.18
Banking Entry,
Allocate GL

Journal Entry - Allocate

Go To Tools Print Preview

Amount to Allocate: 1,000.00 DR Balance: 0.00 DR USD

Amount Allocated: 1,000.00 CR

Year: 2009 01 Posting Date: 01/26/2009

Daybook Code: CS2BKDB Layer Type: OFFICIAL Save As Template

Description: 006 Template Code:

GL Account	Sub-Account C	Cost Ce	Description	Trans Curr	TC Debit	TC Credit
0002SDEA	10	006	006	USD	0.00	1,000.00

Currency View: Transaction Currency Total TC: 0.00 1,000.00

OK Close

One or more posting lines can be entered. The posting lines entered are completed by the bank GL posting.

All header fields are read-only, and copied from the statement and statement line information.

In addition to the posting information, the following data is shown and updated as the posting entry proceeds:

Amount to Allocate. This amount defaults from the statement line.

Allocated Amount. This field displays the amount allocated through the posting line entries.

Balance. This field displays the remainder of the amount to allocate.

Banking Entry Allocate

Use Banking Entry Allocate (31.1.5) to browse for unallocated or partially allocated banking entries for full allocation. You can also go directly to the allocation methods by right-clicking on a grid line entry.

Bank Entry - Allocate

Bank Entry Tools Go To Attach

Bank Entry - Allocate

Bank

GL Account 1040 Cash Bank Statement Year 2007 008

Bank Account No 123487 GL Balance 7,006.00

Unallocated Statement Balance 0.00 USD Status Unallocated

Posting

Posting Date 06/27/2007 GL Calendar Year 2007 6

Daybook Bank 000000024

Amount to Allocate 50.00 CR

Balance

Opening Balance 7,056.00

Activity -50.00

Closing Balance 7,006.00

Numb	Value Date	Description	TC Amount	In/Out	Status	Information	Sca
1	06/27/2007	Tony's cheque	-50.00	Out	Unallocated		1.

Fig. 11.19
Banking Entry
Allocate

When you select an entry, the system displays the Banking Entry Allocate screen. This is the same screen as Banking Entry Create, but most of the header fields are read-only. Complete the allocation process by selecting one of the allocation methods for each line. This process is exactly the same as allocating during Banking Entry Create. See “Allocating Bank Entry Lines” on page 788.

Use the Currency Details and Value Details options to manage foreign currency banking entries. See “Value Details” on page 787 and “Currency Details” on page 793.

Registering Bank Statements

Normal accounting practice requires you to reconcile your bank statement with payments in and out of the account, and to then register the statement in the chart of accounts.

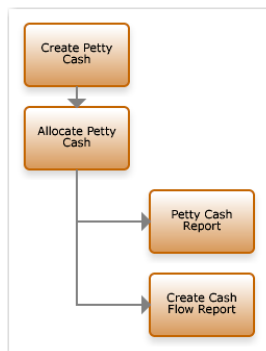
You reconcile your statement lines by allocating to customer and supplier payments. When you have fully allocated the amounts on the statement, you register the statement by saving the banking entry. When a fully-allocated statement is registered, the system generates all GL postings and updates the appropriate sub-ledgers. Each bank statement line is assigned its own posting number.

Once registered, all statement lines receive the status Allocated and Posted.

Using Petty Cash

Use Petty Cash Create (31.2.1) to record petty cash transactions and Petty Cash Report for summary details on cash transactions. Use Cash Flow Report (31.8) to forecast monthly cash projections.

Fig. 11.20
Use Petty Cash
Process Map



Petty Cash Create

Petty Cash Create is very similar to Banking Entry Create and supports the same allocation methods.

The postings for a cash-in entry are as follows:

Account	Debit	Credit
Expense	100	
Petty Cash		100

These postings are reversed for cash-out entries.

The system automatically generates a cash report when you save the entry. You can use this report as a receipt for the cash activity. You can also generate weekly or monthly reports.

Petty Cash supports segregation of duties in the same way as banking entry by providing a separate allocate activity so that one individual can create the petty cash transaction and another can allocate it. This means you can:

- Create the petty cash entry and allocate some or all of the lines. You can save the statement in final or draft format.

- Create the statement and save it. Then use Petty Cash Allocate as a separate activity to allocate the lines, possibly by another person.

A user who does not have access to Petty Cash Allocate cannot use the allocation features in Petty Cash Create.

Setting Up Petty Cash

Petty Cash requires you to define a cash account. You should create a separate cash account for each currency for which you keep petty cash, and you update the accounts using allocated banking entries. To set up Petty Cash:

- 1 Create a GL account of type Cash for each currency in which you keep petty cash.
- 2 Create cash in and cash out daybooks and profiles. You define these on the Cash tab of Account Create. See “Using Daybooks” on page 225 and “Cash Tab” on page 158.
- 3 Set up all employees who use petty cash as suppliers for petty cash advances and receipts.

Creating Cash Entries

Use Petty Cash Create to create a petty cash entry.

Petty cash entries can be saved in draft format when Draft Instances is selected in System/User Settings, Change System Setting. When you save a record in draft format, none of the system validations are executed. You can then return later to complete the record by choosing the Petty Cash Browse Drafts activity and selecting the record you want to finish from the list. See “Saving and Browsing Drafts” on page 33 for details on drafts.

Fig. 11.21
Petty Cash Create

Numb	Value Date	Description	TC Amount	In/Out	Status	Information
1	07/24/2007		0.00	In	Unallocated	

Field Descriptions

GL Account. Specify your petty cash account. The lookup retrieves GL cash accounts and their descriptions only.

GL Balance. This field indicates the current balance of the cash account selected.

Unallocated Cash Balance. This field displays the amount in cash entries that has still to be allocated. Use Petty Cash Allocate to retrieve these entries and complete the allocation.

Status. This field indicates the status of the unallocated amounts.

Posting

Posting Date. This field indicates the posting date of the cash entry. This defaults to today's date.

GL Calendar Year. This field indicates the posting GL calendar year and GL period. You can modify these values.

Daybook. This field indicates the daybook and daybook number for the current transaction. The daybook type is Cash Entries. The system retrieves the Cash Received daybook profile for cash movements into the account, and the Cash Paid daybook profile for movements out of the account. See "Setting Up Petty Cash" on page 803. Separate cash-in and cash-out daybooks are mandatory requirements in some accounting systems.

Amount to Allocate. This field displays the amount to be allocated in this cash entry, and whether this is a debit or credit to the account. This amount is retrieved from the amount you enter in the TC Amount field in the grid.

Balance

Opening Balance. This field indicates the balance of the account before the cash movement.

Activity. This field indicates the total amount of the cash movements.

Closing Balance. This field indicates the balance of the account after the cash movements.

Grid

Number. This field indicates the system-generated number of the cash entry. Insert a new line in the grid for each new cash entry.

Value Date. This field indicates the value date of the entry. The value date is the date on which the bank transaction occurs. The default is the posting date.

Description. Enter a brief description (maximum 40 characters) of the cash entry.

TC Amount. Enter the cash entry amount in the transaction currency.

In/Out. Indicate if this is a cash movement into the account (for example, cash received from customers, or refund of expenses) or out of the account (cash supplied for expenses, or as a cash payment to suppliers). Movements in are automatically assigned the daybook defined in the Cash Received daybook profile, and movements out are assigned the daybook defined in the Cash Paid daybook profile.

Status. This indicates the current status of the cash entry.

Allocate. Click Allocate to select an allocation method. Petty Cash Maintenance uses the same allocation methods as banking entries. See “Allocating Bank Entry Lines” on page 788.

Note Create prepayments for cash in advance transactions.

Information. Enter additional information about the cash entry.

Scale Factor. This indicates the scale factor applying to the exchange rate in use for foreign currency payments. The system uses the Cash exchange rate for cash entries when this rate is defined. If not, the default rate used is the Accounting rate. See “Exchange Rates” on page 120.

Print. Select this field to print a report of this petty cash entry. The system automatically displays the report on the screen. You can then print it as a receipt for the transaction.

Fig. 11.22
Petty Cash Report

Cash Received									
	Cash Voucher Received On	2007/0002							
		06/20/2007							
Entity			Tax No						
Business Relation Name			Tax No						
Received In Words	USD		200.00						
Received By	nmfj								
Receipt	Fuel Receipts Jun 07	200.00	USD						
Allocated	0000/0000000000	0.00							
Posting	06/20/2007	2007/0002	DMPC	Curr	TC Debit	TC Credit	Curr	BC Debit	
					0.00	200.00		0.00	

Petty Cash Allocate

Use Petty Cash Allocate (31.2.5) to retrieve unallocated or partially allocated entries for full allocation.

Fig. 11.23
Petty Cash Allocate

Petty Cash - Allocate

Petty Cash - Allocate

GL Account: 1030 Cash Box Account

Current GL Balance: 0.00

Current Unallocated: 0.00 USD

Status: Unallocated

Posting

Posting Date: 01/08/2007 GL Calendar Year: 2007 1

Daybook: 000000000

Amount to Allocate: 200.00 DR

Balance

Opening Balance: 0.00

Activity: 200.00

Closing Balance: 200.00

Numb	Value Date	Description	TC Amount	In/Out	Status	Info
1	01/08/2007	testing	200.00	In	Unallocated	

Cash Flow Report

Use Cash Flow Report activities (31.8) to forecast monthly cash projections. This function monitors actual and projected cash flow movements over a defined period consisting of projection intervals. The projections can be cumulative or non-cumulative.

Cumulative projections display the current balance on the account in this interval plus posting activity such as invoices or credit notes due. The system calculates a current balance for each interval by applying current open items to the previous interval's balance. Non-cumulative projections display only the posting activity for that account during that interval.

When you create a Cash Flow Report, the system follows these steps:

- The system retrieves the current balances and activity on the accounts you want to monitor.
- You define a projection period such as the next three months. The system then retrieves all actuals with a due date that falls in the projection period, and displays the projected balances (or activities only) for each interval accordingly.

The Excel integration option lets you export these figures to a spreadsheet for analysis.

You normally monitor customer or supplier control accounts, bank accounts, and expense accounts in a cash flow forecast, but you can include any type of GL account with Cash Flow Report. Credit notes and

invoices due on future dates have an obvious effect on cash flow on accounts on those dates, and you can also include recurring entries; for example, direct debits for salaries paid from the account.

Balance sheet accounts display balance information in the report; profit and loss accounts display account activity only. The system displays AR and AR financials transactions, such as customer invoices and supplier credit notes, but not operational transactions, such as sales orders and purchase orders.

You can manually enter correction amounts on the current balance for one-time instances of cash received or cash paid (cash on-hand). You can also enter amounts into future projection intervals for known future receivables or liabilities; for example, yearly fees that fall due during the projection period.

The percentage option lets you include amounts in a projection that are due to increase over the period. You typically use this option to track salary increases over a 12-month period, and normally apply it to a salary account. The projection for each interval reflects the effect of the salary increase in that period, instead of accounting for the total increase at the beginning or end of the forecast.

The Currency view option lets you view the report in base, transaction, or management currency.

To set up Cash Flow Report:

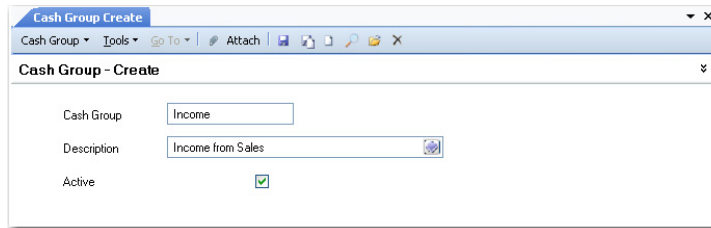
- 1 Set the GL Calendar cut-off period.
- 2 Specify the number of period intervals.
- 3 Set the Actuals To date. The system retrieves all actuals up to this date.

You can reopen and recalculate saved reports.

Note The History daemon must be running in order to retrieve actuals for the report. Refer to *User Guide: QAD System Administration* for information on system daemons.

Creating Cash Groups

Use the Cash Group activities (31.13) to create, modify, view, and delete codes for grouping accounts for cash flow purposes. You assign the cash flow group to the account in the Report Link tab of Account Create. See “Report Link Tab” on page 153.



Cash Group - Create	
Cash Group	Income
Description	Income from Sales
Active	☒

Fig. 11.24
Cash Group Create

Field Descriptions

Cash Group. Enter a code (maximum 20 characters) that identifies a cash group. This field is mandatory; the code cannot be blank.

Description. Enter a brief description (maximum 40 characters) of the cash group. This field is mandatory; the description cannot be blank. You can optionally enter descriptions in more than one language. See “Using the Translation Option” on page 48.

Active. Indicate if this is an active record.

The effect of this field is described in “Active and Inactive Records” on page 68.

Creating Cash Reports

Use Cash Flow Report Create (31.8.1) to design your cash flow report.

Fig. 11.25
Cash Flow Report
Create

Account Type	Description	GL Account	Cash Group	Amount Type	BC Amount GL	BC Actuals Amount GL	BC Corrector
Account	test	DMBNK1		Balance	0.00	-2,380.00	

Field Descriptions

Login. This field displays the login ID of the current user.

Last Saved Date. This field indicates the date on which the report was last saved.

Code. Enter a code (maximum 20 characters) to identify the report.

Description. Enter a brief description (maximum 40 characters) of the report.

GL Calendar Year. Specify the GL calendar cut-off year and period. The system checks the account balances on the last day of this period, which is also called the cut-off date. This is also the date on which the cash flow projection begins.

Example To monitor account balances on May 31, 2008, and to project the cash flow over the months June, July, and August 2008, specify 2008 05 as the cut-off year and period. The account balances for May 31 are displayed, and the cash flow projection begins on June 1. When you set a Days Interval of 7 (for weekly intervals), the first interval date is 6/7, the next is 6/14, and so on.

Days Interval. Set the number of days for each interval in the projection. For example, a weekly interval is 7 days.

By Sub-Account. Specify a sub-account for sub-account analysis. In this case, the system checks for movements and balances on accounts for which the sub-account is defined.

Actuals To. Specify a date by which the system retrieves actuals. This date must be later than the last day of the projection period. The date defaults to the current date.

Number of GL Periods. Specify the number of periods in the cash flow projection, to a maximum of 31.

Currency View. Select base, management, or transactional as the currency view for the report. When you select the transactional currency, the Currency Code field is available to select a specific currency. The system only retrieves transactions in the currency you select. For example, if you select the euro currency, only transactions that have been created in euros are retrieved.

Currency Code. Specify a transactional currency in which to view the report. This field is only available when you select transactional currency as the currency view.

Grid

Right-click to enter a new line on the grid.

Account Type. Select Account or Manual as the type of entry in the cash flow report.

Account: You specify an account code in the GL Account field, and this account is included in the projection.

Manual: Manually enter an amount into a projection interval. You do not select a GL account for this type. This option lets you enter occasional or one-time costs or expenses into an interval, such as banking fees or asset sales.

Description. Enter a description (maximum of 40 characters) for the report.

GL Account. Specify the GL account to be monitored during the projection. You can include any type of GL account in the report.

Cash Group. This field indicates the cash group to which the account belongs, if any. You use cash groups to categorize accounts; specify the cash group for the account on the account Report Link tab. See “Report Link Tab” on page 153.

Amount Type. This field indicates the amount type, which depends on whether the account is a balance sheet or profit and loss account.

Balance: The grid displays the balance on the account as of the cut-off date. Balance sheet accounts automatically display balances in the grid.

Activity: The grid displays the total of all movements on the account for the cut-off period. Profit and loss accounts automatically display activities in the grid.

BC Amount GL. This field displays the current account balance. The amount is recalculated when you modify the cash flow settings; for example, by extending the cash flow period to include intervals in which movements on the account take place.

BC Actuals Amount GL. This field displays the total of all activity on the account on the cut-off date.

BC Correction Amount GL. Enter a correction amount to adjust the account balance. Use this option to account for large, one-time liabilities or assets that are due in the projection period but for which there is no system open item.

(Non) Cumulative. Select cumulative or non-cumulative as the calculation method for the cash flow. The method applies to this line only, and you can include a mix of both methods in the final report.

Cumulative: The grid displays the total of the account balance and the activities on the account in the interval.

(Non) Cumulative: The grid displays the movements on the account only in the interval.

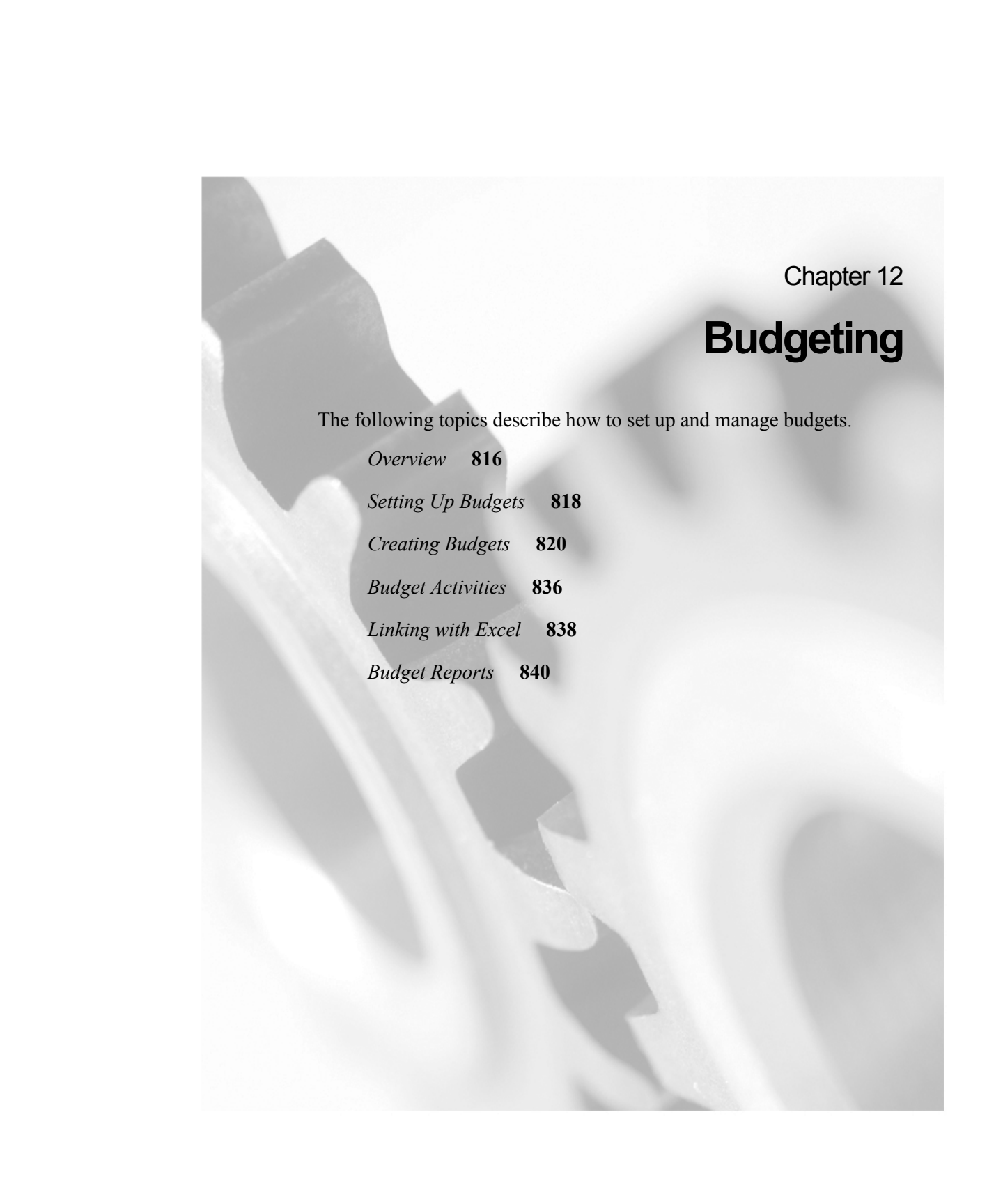
% GL Period. This field displays the percentage increase on the total account balance that is forecast for this interval.

Example The monthly debit on a salary account is \$100,000. You expect this figure to increase by 6% over the year to allow for annual wage increases. To account for this additional 6%, you define a .5% increase for each of 12 monthly intervals (100.5%, 101%, 101.5%, and so on). The account balance now reflects the cash flow for that interval while allowing for the annual increase.

You cannot apply a percentage to control accounts.

Amount Period. This field displays the account balance forecast for the interval. Accounts display a negative amount for outgoing movements, and a positive amount for incoming movements.

Click Recalculate to retrieve actuals and calculate intervals. Right-click on the report grid to export the report to Excel.

The background of the page features a grayscale image of several interlocking mechanical gears. The gears are of different sizes and are positioned in a way that creates a sense of depth and movement. The lighting is soft, highlighting the metallic texture of the gears.

Chapter 12

Budgeting

The following topics describe how to set up and manage budgets.

Overview **816**

Setting Up Budgets **818**

Creating Budgets **820**

Budget Activities **836**

Linking with Excel **838**

Budget Reports **840**

Overview

A budget is a set of amounts that is expected to be spent or earned during a given time period. Most organizations compile budgets annually to plan for expenses and revenues.

Use the Budget Create activity to define budgets for a single entity or for a group of entities that use the same shared sets. The entities can be in the same or different domains.

Budgets are composed of a structure of budget topics, each identified by a topic description and linked to a single or group of accounts, sub-accounts, cost centers, projects, or SAFs. You also define the hierarchy of topics for which budget and actuals data will be accumulated, and the position of subtotals and COA components in the hierarchy.

To streamline setup, you can define budget groups that reference the COA components used for a budget topic. You can then link a group to a budget topic, rather than having to link each COA component individually. See “Budget Groups” on page 818.

Budget periods are intervals of time into which the budget life span is divided for costs and reporting purposes, and are separate from tax or GL periods. Costs and revenues are recognized in the budget period in which they are posted to the general ledger.

Budgets also include report periods that are linked to budget versions, and are used by the budget reports. See “Budget Report Periods” on page 819 and “Versions Tab” on page 835.

When you have created the budget periods, levels, structure, and topics, you must link each topic to a chart of accounts component or range. A Budget daemon polls for transactions that use accounts and other COA components defined in the budget structure. When a transaction is posted for an account in the budget structure, the Budget daemon uses the COA links to update the actuals of each budget topic affected.

If you have set warning or error checking for budget overruns, the Budget daemon checks the actuals entered for the budget accounts and displays an error or warning message if a transaction overruns the budget.

Daemons are described in *User Guide: QAD System Administration*.

You can also enter forecast values to compare to the budget amounts and actuals. The forecast values are used for reporting only. In addition, you can also enter budget and forecast values for quantities, such as kilowatt hours, pounds, or machine hours.

Two reports, Budget Detail and Budget Overview, let you compare actual postings with the budget amounts to follow the progression of spending and earnings. See “Budget Reports” on page 840.

Figure 12.1 shows the process maps for setting up budgets.

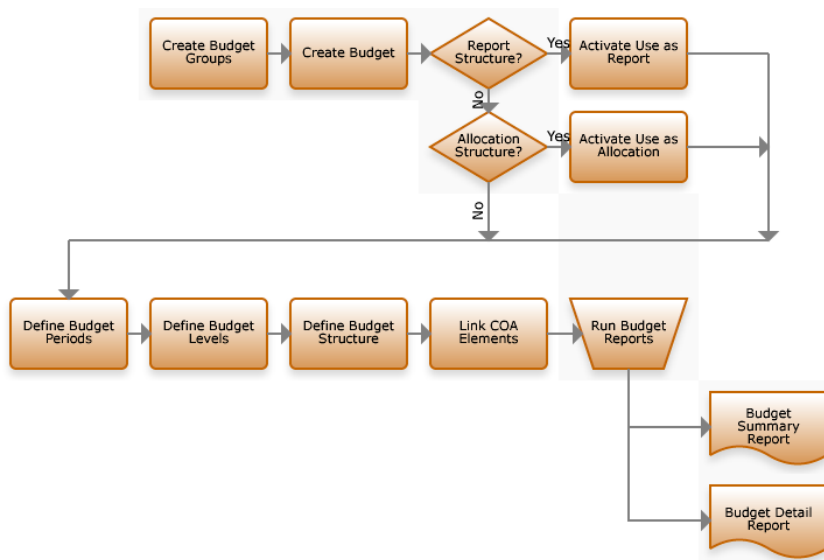


Fig. 12.1
Budgeting Process Map

Report Structures and Allocations

In addition to budgeting, you can use the Budget function for two other purposes: to allocate costs and to define report structures.

Budget structures can be used for allocations, where the system allocates costs based on the actuals in the budget. The Budget daemon polls the accounts you specify in the allocation and returns the amounts for distribution. See “Setting Up Allocations” on page 259 for details.

Report structures let you use the Budget function to define the hierarchy of levels for which the system accumulates data for the Balance Sheet and Income Statement reports. You define a report structure that ends at the lowest level on the chart of accounts, and where the higher levels are subtotals. See “Report Structures” on page 906 for further information.

Setting Up Budgets

Budget Groups

Use Budget Group activities (25.5.2) to create, view, modify, and delete codes for grouping any combination of accounts, sub-accounts, cost centers, projects, and SAFs used to update actuals for a budget topic. This facilitates budget setup because you can link a group to a budget topic, rather than linking each COA component individually. The use of budget groups is optional.

You link a COA component to a budget group by assigning a group name when you create or modify the component definition in, for example, Account Create or Cost Center Create.

Example Your budget structure contains a topic called Current Assets. Create a budget group called Current Assets, and add all asset accounts (inventory, customer, and so on) to this budget group using GL Account Create or GL Account Modify. Link the budget group to the Current Assets budget topic in the Structures tab in Budget Create.

When a budget group has been used in a COA link, you cannot delete it from the system.

See “Setting Up General Ledger” on page 131 for information on assigning COA components to budget groups.

Fig. 12.2
Budget Group
Create

The screenshot shows a software window titled "Budget Group Create". The window has a standard menu bar with "Budget Group", "Tools", "Go To", and "Attach". Below the menu bar is a toolbar with icons for file operations. The main content area is titled "Budget Group - Create" and contains three labeled fields: "Budget Group" with a text input box, "Description" with a text input box and a help icon, and "Active" with a checked checkbox.

Field Descriptions

Budget Group. Specify a code (maximum 20 characters) to identify the budget group.

Description. Enter a brief description (maximum 40 characters) of the budget group. You can optionally enter descriptions in more than one language. See “Using the Translation Option” on page 48.

Active. Select to make the budget group active. You can only use active groups in COA linking.

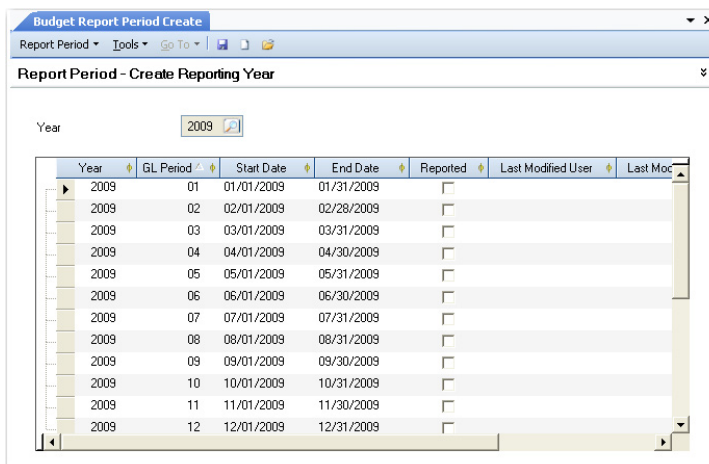
The effect of this field is described in “Active and Inactive Records” on page 68.

Budget Report Periods

Use Budget Report Period Create (25.4.5.1) to define report periods that are specific to budget reports. Budgets can have multiple versions, and you must associate each version record with a valid reporting period.

Report periods let you mark a specific time span for which you want to produce budget reports. Reporting periods are independent of GL periods and tax periods, and can span multiple GL periods across multiple entities.

Report periods can be equivalent to budget periods, or can vary.



The screenshot shows the 'Budget Report Period Create' window. The title bar includes 'Report Period' and 'Tools'. Below the title bar is a section labeled 'Report Period - Create Reporting Year'. A 'Year' field is set to '2009'. Below this is a table with the following columns: Year, GL Period, Start Date, End Date, Reported, Last Modified User, and Last Modified Date. The table contains 12 rows for the year 2009, with GL Periods 01 through 12. The 'Reported' column has checkboxes, all of which are currently unchecked.

Year	GL Period	Start Date	End Date	Reported	Last Modified User	Last Modified Date
2009	01	01/01/2009	01/31/2009	☐		
2009	02	02/01/2009	02/28/2009	☐		
2009	03	03/01/2009	03/31/2009	☐		
2009	04	04/01/2009	04/30/2009	☐		
2009	05	05/01/2009	05/31/2009	☐		
2009	06	06/01/2009	06/30/2009	☐		
2009	07	07/01/2009	07/31/2009	☐		
2009	08	08/01/2009	08/31/2009	☐		
2009	09	09/01/2009	09/30/2009	☐		
2009	10	10/01/2009	10/31/2009	☐		
2009	11	11/01/2009	11/30/2009	☐		
2009	12	12/01/2009	12/31/2009	☐		

Fig. 12.3
Budget Report
Period Create

Creating Budgets

Use Budget Create (25.5.1.1) to create budget periods, levels, and structures. In addition, use the fields in the General tab to specify if the Budget daemon must check actuals against budgeted values, and what type of action to take if a budget amount is overrun.

Fig. 12.4
Budget Create

Budget Create

Budget Code: Expenses
Description: Travel Expense Budget

Status: Initial
Used for Allocation: ☐
Use as Report: ☐

General | Budget Period | Levels | Structures | Versions

Budget Administrator: mtg
Currency Code: USD

Report Period Check: No Action
Use Quantity Info: ☐

Overrun (YTD): No Action
Total Overrun: No Action
GL Period Overrun: No Action

Send E-Mail on Errors: ☐
Send E-Mail on Warnings: ☐

Entity Code: 1000
Last Modified: [blank]
Check Actuals Online: ☐

Field Descriptions

Budget Code. Specify a code (maximum 20 characters) to identify the budget.

Description. Enter a brief description (maximum 40 characters) of the budget. You can optionally enter descriptions in more than one language. See “Using the Translation Option” on page 48.

Status. This field displays the budget status. Budgets can have one of the following statuses:

Initial: The preliminary status of a budget. The status field is read-only and set to Initial until you define budget periods and levels.

Valid: Indicates that the budget can be modified and is ready for use. The status changes automatically from Initial to Valid when you define the budget periods and budget levels. You cannot change a budget status from Valid to Initial.

Operational: Indicates that the budget setup is complete, and that actuals will be retrieved by the Budget daemon.

You must manually change the budget status to Operational to allow the actuals to be retrieved. You can change a budget status from Valid to Operational, and from Operational to Closed.

Note The system generates Budget daemon requests for operational budgets only.

Closed: Indicates that the budget life span is complete. You can reopen the budget by changing its status to Operational.

Used for Allocation. Select the field if the budget structure will be used for allocations.

Only accounts, sub-accounts, projects, cost centers, and SAFs can be used in allocation structures.

See “Setting Up Allocations” on page 259 and “Running Allocations” on page 451 for more information on allocations.

Use as Report. Select the field if the budget structure will be used to define a report hierarchy for the Balance Sheet and Income Statement structured reports.

When you select Use as Report, the system validates and categorizes the report structure data differently than general budget data. In addition, selecting the Use as Report field makes the report structure available in the selection criteria of the Financial Statement ProForma, Balance Sheet, and Income Statement reports.

See “Report Structures” on page 906 for details.

General Tab

Use the General tab to specify the scope of the budget activities and the entities that will provide the budget actuals. The fields let you specify the budget currency and budget administrator.

In addition, specify whether the Budget daemon must poll for actuals containing budget COA data, and the level of action the system takes for budget overruns.

Fig. 12.5
Budget Create,
General Tab

Entity Code	Last Modified
1000	

Field Descriptions

Budget Administrator. Specify the ID of the user responsible for administration of the budget. This field defaults to the current user, but you can modify this value.

The user you specify will receive e-mails when budget amounts are overrun if you have selected the option to send e-mails on errors and warnings.

The system sends the e-mail to the address defined in User Maintenance (36.3.1) for the user specified in the Login field. See *User Guide: QAD Security and Controls* for details on user settings and *User Guide: QAD System Administration* for details on setting up e-mail.

Currency Code. Specify a budget currency. The field defaults to the base currency for the domain, but you can modify this value.

If you specify a currency other than the base currency, the system uses a specific budget exchange rate type to convert between the budget currency and the base currency. If a budget exchange rate for the two currencies is not defined, the system uses the current accounting exchange rate.

See “Exchange Rate Type” on page 119 for more information on exchange rate types.

Note You cannot modify the currency if the budget has a status of Operational.

Report Period Check. Choose whether the system validates if a reporting period is open when a transaction is posted for that period.

No Action: The system lets users enter transactions in closed/reported periods.

Warning: The system warns the user that the period is closed/reported, but lets the user save the transaction.

Error: The system warns the user that the period is closed/reported, and prevents the user from saving the transaction.

Reporting periods for budgets are set up in Report Period Create. See “Budget Report Periods” on page 819.

Use Quantity Info. Select to budget using quantities, such as machine hours, kilowatt hours, or other quantifiable values. You can then link GL accounts defined to accept units of measure to the budget.

The Budget daemon compares the quantities entered for the GL account to the budgeted quantities. For example, a budget structure can include accounts for tracking kilowatt hours. The daemon will update the budget with the kilowatt hours entered for the account.

Overrun (YTD), Total Overrun, GL Period Overrun. Choose how the system responds if the budget amounts from the start of the budget period to date, for the entire budget, or for a particular budget period are overrun. In each field, the options are No Action, Warning, or Error.

No Action: The system allows the user to enter transactions that cause overruns.

Warning: The system warns the user that the budget is overrun, but allows the user to save the transaction.

Error: The system prevents the user from saving a transaction that overruns the budget figure.

Note Use the Topic Properties screen to set responses for budget topics that override the settings in the General tab. See “General Tab” on page 821.

Check Actuals On-Line. Select the field to enable the online budget check.

Each time a linked budget account is specified in banking entry, journal entry, customer and supplier invoices, open item adjustment, or petty cash activities, the system determines if the new transaction causes the budget amounts to be overrun.

In addition, if you choose Warning or Error in the Overrun (YTD), Total Overrun, or GL Period Overrun fields, the system displays a warning or error if a transaction causes a budget overrun for the corresponding time frame.

Note This field has an effect only when Online Budget Check is selected in the system settings in System Maintain (36.24.3.1).

Send E-mail on Errors, Send E-mail on Warnings. Select the relevant field to send an e-mail to the budget administrator if an overrun error or warning occurs. The system sends the e-mail to the address defined in User Maintenance (36.3.1) for the user specified in the Budget Administrator field.

The system generates errors or warnings when the budget is overrun and if Error or Warning is selected in one or more of the Overrun (YTD), Total Overrun, or GL Period Overrun fields.

Entity Code. Specify the entities that will update actuals for the budget. A budget can link to one or more entities that share the same COA shared sets used in the budget structure. The entities can be in the same or different domains

If you specify more than one entity, the system updates and compares actuals from all entities in the list to the budget amounts.

Budget Period Tab

Use the Budget Period tab to create the budget periods for which the budget is valid.

Budget periods can be based on GL periods or can be different. This lets you produce budgets for time periods that do not correspond to GL periods, such as quarterly budgets. Budget periods let you create budgets that operate across entities, and are not restricted to entities sharing the same GL calendar.

Note The system creates a budget column and a forecast column in the grid in the Structures tab for each budget period you define. If the budget uses quantities, the Structures tab also contains a column for budget quantities and forecast quantities for each budget period.

Budgets can contain a maximum of 54 periods and can run over multiple years. You can also create a single budget period to span an entire year. You cannot define budget levels or structures until you define the budget periods.

You can define budget periods:

- Manually. Enter all budget period codes and start and end dates manually in the budget periods grid.
- Based on an existing GL calendar year. The budget periods are equivalent to the GL periods of the year you specify. Click the Create GL Periods button to create the periods.
- From rules. Enter the start date, the number of periods, and define whether the periods are defined by week, month, or quarter. The system then creates the budget period table when you click Create GL Periods.

The screenshot displays the 'Budget Create, Budget Period Tab' interface. It features a 'General' tab with a table of budget periods and a right-hand panel for configuration.

Period Code	Start Date	End Date
Budget Pd 2007/1	01/01/2007	01/31/2007
Budget Pd 2007/2	02/01/2007	02/28/2007
Budget Pd 2007/3	03/01/2007	03/31/2007
Budget Pd 2007/4	04/01/2007	04/30/2007
Budget Pd 2007/5	05/01/2007	05/31/2007
Budget Pd 2007/6	06/01/2007	06/30/2007
Budget Pd 2007/7	07/01/2007	07/31/2007
Budget Pd 2007/8	08/01/2007	08/31/2007
Budget Pd 2007/9	09/01/2007	09/30/2007
Budget Pd 2007/1	10/01/2007	10/31/2007
Budget Pd 2007/1	11/01/2007	11/30/2007
Budget Pd 2007/1	12/01/2007	12/31/2007

On the right, the configuration panel includes:

- Year:** A radio button for 'Year' (selected) and a 'Custom Date' option. Below is a 'Year' field with '2007' entered.
- Periods by Dates:** A section with 'Starting Date', 'Occurrences', and 'Budget Period Type' fields.
- Create Budget Periods:** A button at the bottom.

Fig. 12.6
Budget Create,
Budget Period Tab

Periods Grid

This grid contains a row for each budget period you define. When creating budget periods manually, right-click to insert a row.

Periods by Year Field

Year. Specify a GL calendar year on which to base the budget periods. The system creates budget periods that are equivalent to the GL periods of the year you specify.

Use this option independently of the Periods by Dates fields.

Periods by Dates Fields

The system uses the data in these fields to automatically generate budget periods.

Starting Date. Specify the start date of the first budget period.

Occurrences. Enter the number of budget periods to create.

GL Period Type. Choose Quarter, Month, or Week as the period type.

Use this option independently of the Periods by Year field.

Levels Tab

Use the Levels tab to define the hierarchy and level of detail to include in the budget structure. A budget can contain a maximum of eight levels.

At each level, you can specify whether to include GL accounts, sub-accounts, cost centers, projects, SAFs, or subtotals, and create a sequenced list. A subtotal is a calculated field that shows the sum of all underlying levels, both for budget and actual data. If the budget includes SAFs, they must be at the lowest level within the hierarchy.

The Input Level field indicates the level of responsibility for the budget administrator for tracking the budget. By default, the budget administrator must enter details at the lowest level of detail.

When you have defined levels and move to another tab, you can no longer modify the rows in the Levels tab or insert additional levels.

Note If you want to update the budget levels after moving from the Levels tab, create a new copy of the budget. The copy will have the status Initial and you can modify the levels as required.

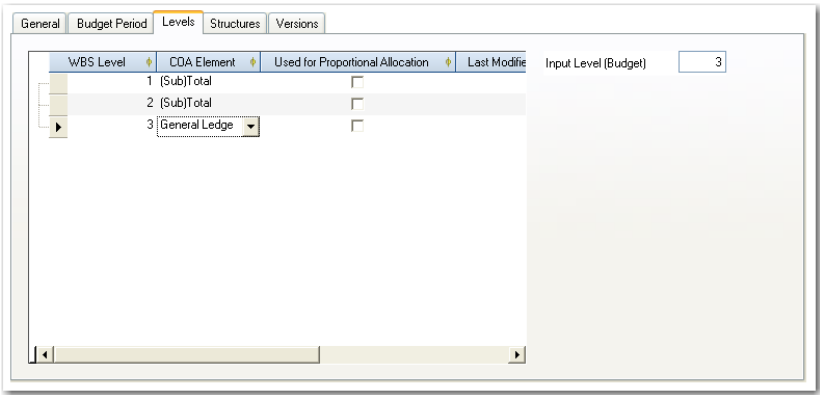


Fig. 12.7
Budget Create,
Levels Tab

Field Descriptions

Right-click on the grid and select Insert a New Row to create budget levels.

WBS Level. This field displays the level number. The system increments this value for each new level row you create.

COA Element. Choose the COA hierarchy on which to base the budget structure from the following options: Subtotal, General Ledger, Sub-Account, Cost Center, Project, and SAF.

Used for Proportional Allocation. Select the field if you want to use the actuals that are retrieved for this budget to allocate costs.

See “Setting Up Allocations” on page 259 and “Running Allocations” on page 451 for more information.

Last Modified Date/Time and User. These read-only fields display the ID of the user who last updated the record and the date and time of update.

Structures Tab

Use the Structures tab to create the budget topics according to the structure defined on the Levels tab, and enter data for each topic. You can create budget structures manually or by using the Excel hotlink. See “Linking with Excel” on page 838.

The columns in the grid default from the settings on the General and Periods tab. The grid contains a column for the topic code, a budget column, and a forecast column for each budget period. In addition, if you select the Use Quantity Info field in the General tab, the grid includes a Budget Quantity and Forecast Quantity column for each budget period.

When you select a topic for an operational budget, the system displays the linked account or COA component and the total actuals for the topic at the bottom of the Structures tab.

Fig. 12.8
Budget Create,
Structures Tab

Topic	TC Amt (01)	TC Amt (02)	TC Amt (03)	TC
Travel	5,400.00	4,600.00	4,450.00	
Transportation Costs	0.00	0.00	0.00	

Total Actual 0.00 Total Commitment 0.00

Field Descriptions

Versions. Choose the budget version for which you want to view or modify the structure and data. See “Versions Tab” on page 835 for more details on versions.

Auto Roll-up. Select to aggregate the budget data to the higher levels. When you select this, the system automatically sums budget, actuals, and forecast data from the lower budget levels and updates the subtotals at the higher levels.

The following fields display in the Structures grid:

Topic. Enter a description (maximum 20 characters) of the budget topic.

TC Amt. Enter the budget amount for the corresponding budget period.

Forecast Cost. Enter a forecast for the corresponding budget period. After you have set up and entered budget data, you can enter new information that affects the budget in the forecast columns.

Budget Quantity, Forecast Quantity. Enter the budget quantity and forecast quantity for the corresponding budget period. These columns only appear if you selected the Use Quantity Info field in the General tab.

Budget Grid Options

A number of right-click menu options are available within the grid in the Structures tab.

The Topic Properties right-click option is discussed in a separate section. See “Defining Topic Properties” on page 831. Exporting to Excel is described in “Linking with Excel” on page 838.

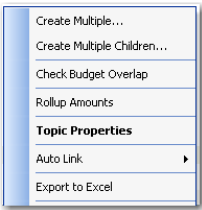


Fig. 12.9
Right-Click Menu
Options

Create Multiple Rows

The Create Multiple and Create Multiple Children options let you automatically create budget rows and link topics in a single task. For example, to create rows for a GL account topic level, select Create Multiple and use the fields in the Create Multiple screen to specify the range of accounts to link. Each topic row is linked in sequence to a GL account in the range you specify.

If you position the cursor in a parent row and click Create Multiple Children and specify an SAF structure, the system creates a child row for each SAF concept associated with the SAF structure.

You can control how the child rows are created by specifying a break position.

Example You want to create a structure with multiple levels referencing 4 accounts numbered 1000, 1100, 1110, 2000. Specify Link From Code 1000 and Link To Code 2000. Then specify Break Position 1. The system looks for the first change in pattern in position 1 and starts a new topic. In this case, accounts 1000, 1100, 1110 are grouped (they all have 1 in the first position) and account 2000 starts a new topic. For finer granularity, specify Break Position 2. In this case, 3 levels are created with 1000 in one level, 1100 and 1110 in the next, and 2000 in the third.

Fig. 12.10
Create Multiple
Children

Link From Code. Specify the first COA code in the range for which you want to create budget rows and automatically link COA components.

Link Till Code. Specify the last COA code in the range for which you want to create budget rows and automatically link COA components.

Breaking Position. To group related codes, specify the character position the system should use to distinguish one group from another. For example, specify 1 for the system to use the first position.

SAF Structure. Specify the SAF structure to link. The system creates a child row for each concept in the structure.

SAF Concept. This field displays the first SAF concept in the structure.

Check Budget Overlap

The Check Budget Overlap option checks all COA combinations that are linked to the budget topic, if this option is enabled for the entity. This check also generates a list of combinations of all COA codes and checks the uniqueness of each combination. You cannot set the budget status to Operational if overlaps are found.

The ability to check for budget overlaps is activated in the General tab of Entity Create. See “Setting Up Entities” on page 101 for more details.

Rollup Amounts

The Rollup Amounts option lets you aggregate budget amounts, actuals, and forecast data from the lower budget levels to update the subtotal amounts at higher levels. You can also set the budget structure to roll up amounts automatically by selecting the Auto-Rollup field in the Structures tab.

Auto Link

If you create budget topics that use the same naming convention as the accounts or analysis you want to link to, select Auto Link to automatically create a link to the relevant COA component. You can do this for the entire budget or for the current row in the grid.

Defining Topic Properties

After you define the budget structure, you need to specify the COA components that are the source of the actuals data. To do this, right-click on a topic, select Topic Properties, and the Topic Properties window opens.

You can link a COA component to a budget topic in a number of ways:

- Budget group. All COA components that belong to this group are linked to the topic.
- Link by level. Specify a single item, a comma-separated list, or a range.
- SAF level, where applicable. For topics at SAF level, specify the SAF structure.

The Topic Properties screen also lets you define if you can post to a topic, and the action to take for overruns for individual topics.

Fig. 12.11
Topic Properties,
General Tab

Topic Properties - Meals

WBS Code: Meals Budget Code: TSE Description: Travel, Subsistence &

General COA Link

Status: Active

GL Account Unit of Measure:

Total Overrun: No Action

Overrun (YTD): No Action

GL Period Overrun: No Action

Hide On Reporting: ☐

Invert Base Sign: ☐

Co	Last M	Last Mo	Last M

OK Close

Field Descriptions

WBS Code. This field displays the current budget topic.

Budget Code. This field displays the code that identifies the budget.

Budget Description. This field displays the description of the budget.

General Tab

Status. Choose the status of the topic from the following:

Active: Indicates that actuals can be posted for the topic.

Closed: Indicates that the topic is at the end of its life cycle; no further postings are allowed.

Draft: Indicates that the topic is being set up; no postings have been made.

A topic's life cycle moves from Draft to Active to Closed. An operational budget can contain a variety of topics in each status.

If the online check for budgets is set in System Maintain, the system displays an error message if you try to update actuals for a closed or draft topic. System Maintain is described in *User Guide: QAD System Administration*.

GL Account Unit of Measure. Specify the GL unit of measure for budgets that use quantities. This field is available if you selected the Quantity Info field in the General tab.

Overrun (YTD), Total Overrun, GL Period Overrun. Choose how the system responds if the budget amounts from the start of the budget period to date, for the entire budget, or for a particular budget period are overrun for the current topic. These overrun settings overrule the settings in the General tab.

In each field, the options are No Action, Warning, or Error.

No Action: The system lets the user enter transactions that cause overruns.

Warning: The system warns the user that the budget is overrun, but lets the user save the transaction.

Error: The system prevents the user from saving a transaction that overruns the budget figure.

Note These fields do not display when the topic is a subtotal.

Hide on Reporting. Select the field to hide subtotal topics on the Balance Sheet and Income Statement reports. This field relates to report structures only. See “Report Structures” on page 906 for more details.

Note This field is only enabled for subtotal topics if Use as Report is selected in the budget header fields.

Invert Base Sign. Select the field to invert the operator (+ or –) that identifies positive or negative values. This field relates to report structures only. See “Report Structures” on page 906 for more details.

Component Grid

Component. Use the grid if you want to limit which activities in the system can update this budget topic, based on business component. If no values are specified, the topic can be updated from any business component activity.

COA Link Tab

Select Topic Properties to define the link from the budget topic to the COA components. You can link by budget group, by level, or by SAF.

Fig. 12.12
Topic Properties,
COA Link Tab

The screenshot shows a window titled "Topic Properties - Meals". At the top, there are three fields: "WBS Code" with the value "Meals", "Budget Code" with the value "TSE", and "Description" with the value "Travel, Subsistence &". Below these is a tabbed interface with two tabs: "General" and "COA Link". The "COA Link" tab is selected. It contains several fields: "Budget Group" (empty), "Link by Level" (containing "8501"), "SAF Structure" (empty), "SAF Concept Code" (empty), and "COA Default" (empty). Each of these fields has a small browse icon to its right. Below the "Link by Level" field, there is a text box with the following text: "Enter items separated by a comma (',') to create a list. You can create a range using the pipe (|). To blank out the level, use the crossroad (#)". At the bottom right of the dialog are "OK" and "Close" buttons.

Field Descriptions

Budget Group. Select a budget group to link all COA components that belong to the group to the topic.

A budget group can be associated with GL accounts, sub-accounts, cost centers, projects, and SAFs when they are defined. See “Setting Up General Ledger” on page 131 for details on creating COA components and assigning them to budget groups.

Link by Level. Specify the COA components to link to the budget topic.

A browse for COA components opens. The type of browse depends on the level of the topic within the budget hierarchy. For example, when linking COA components for GL accounts, a browse for GL accounts opens and when linking COA components for cost centers, a browse for cost centers opens.

Using the Link by Level field, you can define a single item, a comma-separated list, or a range (using the pipe character).

SAF Structure, SAF Concept Code. Specify an SAF structure and concept code for the first SAF level in the structure. The system creates rows for each SAF concept and automatically links the SAF concepts to the rows. These fields are enabled only when the topic references an SAF level.

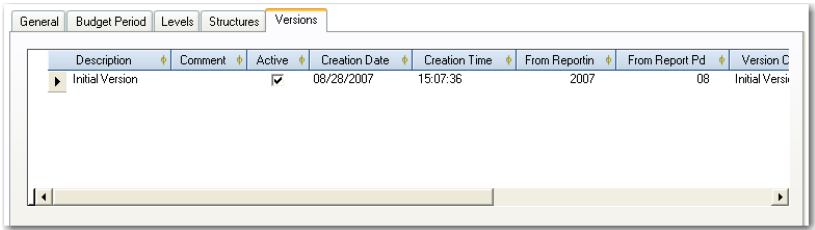
COA Default. This field is currently not implemented.

Versions Tab

Budgets can have multiple versions, and you must associate each version record with a valid reporting period.

You can create several versions of the same budget using the Budget Modify All Versions activity. Only one budget version is active at any time, and only this budget version is used for the online budget check (when enabled in the General tab).

To create a new budget version, insert a row in the Versions grid, specify a name for the new version, and select the Active field to make the new version the current one. Clear the Active field for the previous budget version. Only one budget version can be active at any time.



Description	Comment	Active	Creation Date	Creation Time	From Reportin	From Report Pd	Version C
Initial Version		☒	08/28/2007	15:07:36	2007	08	Initial Versi

Fig. 12.13
Budget Create,
Versions Tab

Field Descriptions

In Budget Modify All Versions, right-click in the grid and select Insert a New Row.

Description. When creating subsequent budget versions, enter a description (maximum 20 characters) to distinguish and identify the new version. This field defaults to Initial Version for the first budget version, but you can modify this value.

Comment. Enter a comment (maximum 40 characters) regarding the budget version.

Active. Indicate if the budget version is active.

The effect of this field is described in “Active and Inactive Records” on page 68.

Version Code. Enter a code (maximum 20 characters) to identify the budget version. This field defaults to Initial Version for the first budget version, but you can modify this value.

The version code you define appears in the Versions drop-down list in the Structures tab.

From Reporting Year/Period. Specify the reporting period that budget reports for this structure will use.

In reporting, it is important to use the correct version of the budget. The fields default to the period and GL calendar year in which the budget version was created.

For example, when you specify period 6 of GL calendar year 2007, you ensure that this version of the budget will be reported on from June 2007 onwards.

Last Modified Date/Time and User. These read-only fields display the ID of the user who last updated this record and the date and time of update.

Budget Activities

Modifying Budgets

A number of restrictions apply when modifying budgets.

When creating budgets in Budget Create, you cannot modify the data in the Periods and Levels tabs once you have created the budget topics in the Structures tab.

Two activities let you modify saved budgets:

- Budget Modify (25.5.1.2) lets you change the budget data in the Structures tab for the current active budget version. The data in the General, Periods, Levels, and Versions tabs cannot be modified.

- **Budget Modify All Versions(25.5.1.6)** lets you modify budget data in all tabs, except the Levels tab, and save your changes as a new budget version.

You can prevent changes to the general budget data by only assigning access to Budget Modify and limiting access to Budget Modify All Versions to the budget administrator.

Copying Budgets

Budget Copy (25.5.1.5) lets you use an existing budget as the basis for a new budget.

When you copy a budget, you copy the budget structure and can optionally copy the budget data. However, you must define budget periods for the new budget.

Fig. 12.14
Budget Copy

Field Descriptions

Source Budget Code. Specify the budget code that you want to copy.

Budget Code. Enter a code (maximum 20 characters) to identify the new budget.

Budget Description. Enter a brief description (maximum 40 characters) of the new budget.

Copy Budget Figures. Select this field to copy the budget structure and budget data from the original budget to the new one. Clear the field to copy the budget structure only.

Use the Periods grid and fields to create budget periods for the new budget. These fields and their functions are described in “Budget Period Tab” on page 824.

Rebuilding Budgets

The Budget daemon monitors topic values and ensures that the topic used in a budget has current values. Each posting on the budget item simultaneously generates a work record for the daemon.

The Budget Rebuild (25.5.1.2) activity clears all previous actuals calculations for a specific budget and regenerates all daemon records. Rebuilding recalculates all the actuals values.

Linking with Excel

The Excel Hotlink option lets you maintain budget data in Microsoft Excel and then synchronize it with the system. The integration with Excel provided in budgeting is more advanced than that available in other functions, described in “Integrating with Microsoft Excel” on page 61.

Note The Excel Hotlink menu is only available when the Structure tab is active; it does not apply to the data in other tabs.

Create Excel Template and Create From Excel options are similar to the standard Excel integration. You use these when first setting up the budget. Create the basic structure you want and then create an Excel template without defining the data. When you have completed the definition, you can upload the data with the Create from Excel option.

Later when you need to do maintenance on the budget data, create a Hotlink. This exports all the current data to Excel where you can make modifications. The Restore option lets you find the spreadsheet and open it. You can then use the Synchronize function to update the system with the changes in the spreadsheet.

Linked spreadsheets can only contain the budget structure and budget data. You cannot create new COA links in Excel to import into and update a budget structure.

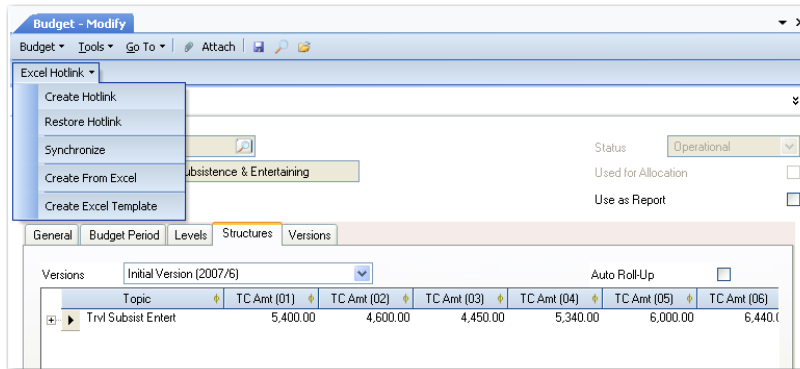


Fig. 12.15
Budget Excel
Hotlink Menu

The menu has the following options:

Create Hotlink. Choose Create Hotlink to create a spreadsheet containing the budget topic structure and any budget values already entered. The first spreadsheet columns correspond to the topic names and are read-only. When you update a value in the spreadsheet, the corresponding value in the relevant column in the Structures tab is updated also.

You must run both Excel and your QAD application simultaneously to maintain the hotlink. You can save data in either the spreadsheet or the budget grid at any stage.

The system stores the spreadsheet file location for each budget. If you plan to share budget maintenance with other users, make sure the file is saved on a shared network drive so it is accessible to them.

Restore Hotlink. Use the Restore Hotlink command to open the spreadsheet associated with a budget.

Synchronize. Use the Synchronize option to replace the budget data in the Structures tab with data in the Excel sheet.

Create from Excel. Use this option to import data defined in a template to initialize the budget structure.

Create Excel Template. Use this option to create a spreadsheet with column headings for all of the columns in the grid.

Budget Reports

Two reports let you report on budgets, forecasts, and actuals: Budget Detail and the Budget Overview . You can run the reports for a single entity or across multiple entities. The reports also let you report on non-operational budgets.

Budget Overview

Budget Overview (25.5.3.1) lists budget summary data by budget level. The transactions that resulted in the actuals are listed at the end of the report.

You can configure this report to display up to eight columns of data and specify what kind of data you want to include in each column. You do this by selecting the measure you want to use to generate the report data from the following list:

- Budget Qty
- Forecast Qty
- Actuals
- Actual Qty
- Budget – Actuals
- Forecast – Actuals
- (Budget – Actuals)/Budget * 100
- (Forecast – Actuals)/Forecast * 100

Other options include the following:

Time Frame Type for Actuals. Indicate how you want the system to select data to report for each of the 8 columns:

From – To Period: Analyze data between the range of reporting period specified in Reporting Periods 1–8.

Life To Date: Analyze all data from the start of budget to today.

Life To End: Analyze all data from the start of budget to the end of the budget.

Version Measure. Indicate which version of the budget the measures should analyze:

See To Period: Find the version of the budget associated with the To Reporting Period specified for the column. This choice is valid only when Time Frame type is From – To Period.

Use Active Budget: Select actuals from the active budget. This is the typical way of analyzing data.

Use Original Budget: Select actuals from the initial version of the budget.

Budget Detail

Budget Detail (25.5.3.1) lists detailed actuals by budget topic, with subtotals and a grand total. The report also displays open budget or forecast amounts.

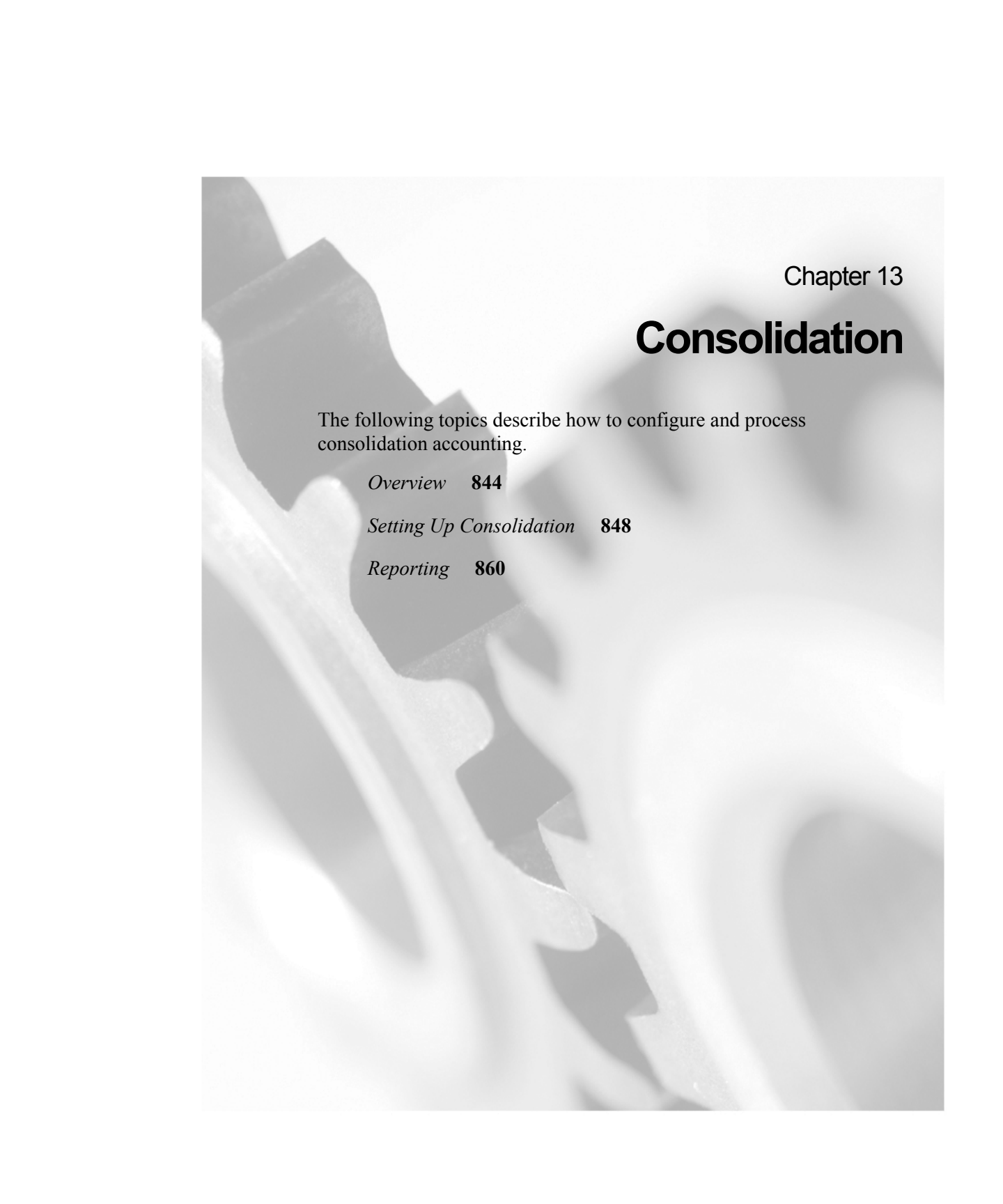
This report has similar options to Budget Overview, but uses lets you choose one open budget calculation method from the following:

- Budget – Actuals
- Forecast – Actuals

The options for commitments is not currently supported.

The report includes the following other budget-specific selection criteria:

- Budget Code
- Budget Responsible
- Budget WBS Topic
- Operational Budgets Only (Yes/No)
- Reporting Period
- Reporting Year

The background of the page is a grayscale image of several interlocking gears. The gears are of different sizes and are positioned in a way that they appear to be meshing together. The lighting creates highlights and shadows on the teeth of the gears, giving them a three-dimensional appearance. The overall tone is technical and industrial.

Chapter 13

Consolidation

The following topics describe how to configure and process consolidation accounting.

Overview **844**

Setting Up Consolidation **848**

Reporting **860**

Overview

Consolidation is the process of combining the financial records for a number of entities within an organization into one consolidated set of financial statements. Consolidation is usually a monthly review process, giving an immediate financial summary of a multi-entity organization. You can perform a number of consolidations within the organization to account for the subsidiaries of entities that have been taken over by the parent organization. Proportional consolidation lets you consolidate partly-owned subsidiaries based on the percentage of the subsidiary owned by the parent entity.

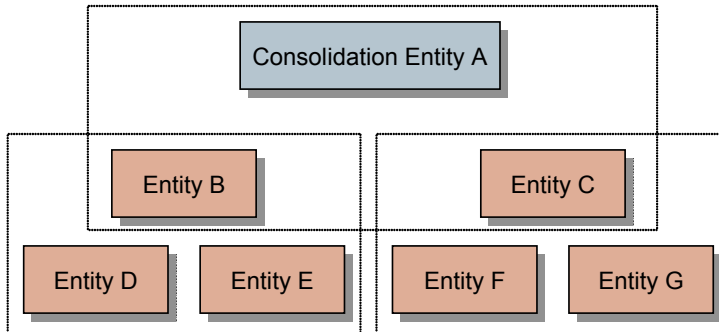
The consolidation process consists of determining the entities with accounts you want to consolidate, and setting up a consolidation entity in which to store the consolidation data. The COA Cross Reference function allows you to map GL accounts, sub-accounts, cost centers, and projects in the source entities to individual COA elements or combinations in the consolidation entity. You can also use COA Cross Reference Excel Integration (25.3.14.6) to load cross-reference mappings from an Excel spreadsheet, reducing the time required to set up consolidation. See “Creating COA Cross-References” on page 850 for more information.

Note The entities that you consolidate can be in different domains, but must be within the same database.

In an organization with multiple entities and subsidiaries, you should consolidate in stages.

Example An organization has subsidiaries represented by entities B and C. B in turn has subsidiary entities D and E, and C has subsidiary entities F and G. Perform consolidations for entities D and E in entity B, for entities F and G in Entity C, and finally for entities B and C in entity A.

Fig. 13.1
Multi-Level
Consolidation



You can perform initial consolidation to the transient layer. This lets you review the consolidated sets of accounts for missing postings. You can delete this consolidation, re-create the missing postings in the subsidiary accounts, and then consolidate again. When satisfied with your consolidation transactions, use Mass Layer Transfer to transfer the transactions to the official layer for reporting. See “Mass Layer Transfer” on page 459.

You specify a consolidation daybook for each source layer you want to consolidate. For example, when you consolidate, the transactions in the official layer from all source entities are mapped to the official layer consolidation daybook in the consolidation entity. Since transaction numbers include daybook codes, you can identify the transactions from separate entities by their original daybook code when you are reviewing the consolidated transactions. For this reason, you should avoid using the same daybook codes in different entities when setting up daybooks.

The GL periods of the source entities to be consolidated must be locked before you begin the process. In cases where you need to go back and re-create missing transactions, you must unlock the period, complete the transactions, and lock the period again before consolidating again. See “Modifying Entity GL Periods” on page 248.

You can include the following types of transaction in a consolidation entity:

- Journal entries, including reversing entries
- Recurring entries
- Revaluations

- Allocations
- Consolidation

You cannot include cross-company or intercompany transactions in a consolidation. These transactions could cross-reference entities that are not included as source entities in the consolidation.

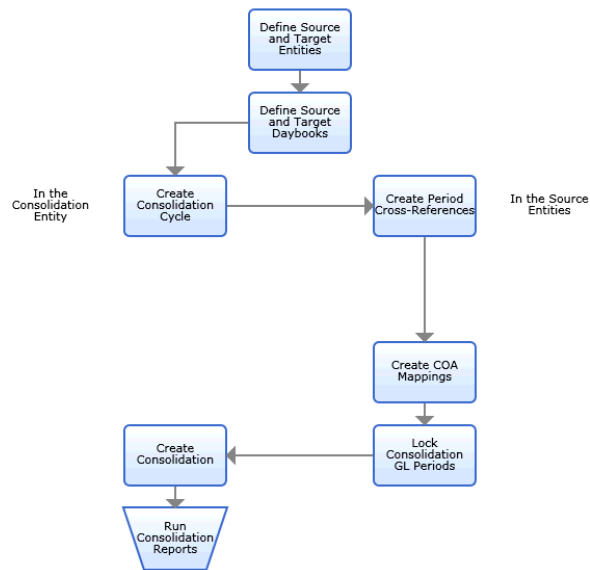
You can eliminate cross-company or intercompany transactions before consolidation using one of the following methods.

- If the transaction relates to a customer or supplier, you can use Open Item Adjustment. See “Open Item Adjustment” on page 425.
- Use Journal Entry Create to create a cross-company posting that refers to a source entity to be consolidated.
- Map the cross-company accounts to standard accounts in the consolidation entity. This method is the preferred option.

You also cannot include year-end transactions because these transactions create incorrect or incomplete balances in the final consolidation.

The system also does not include transactions that reference both consolidation and non-consolidation entities, or that reference two or more consolidation entities. The system does not use source entity GL transactions posted to the transient layer for consolidation purposes.

Fig. 13.2
Consolidation
Process Map



Consolidation and Currency Translation

Consolidation can be performed between entities using the same or different base currencies. When the entities are in domains with different base currencies, the system converts transactions in the base currency of the source entity into the base currency of the consolidation entity using rates in the exchange rate shared set of the consolidation entity. The exact rate used is determined for each account based on the setting of the Consolidation Method field in the Currency tab of GL Account Create. This can have one of the following values:

- Actual Rate (accounting rate at period end, also known as current rate)
- Historical Rate
- Simple Average Rate
- User-Defined Rate (Own Method)
- Weighted Average Rate

These methods are described in “Consolidation Method” on page 150.

When different methods are used, exchange rate differences may result. These are posted to the Rounding Differences account specified in Consolidation Cycle Create.

Setting Up Consolidation

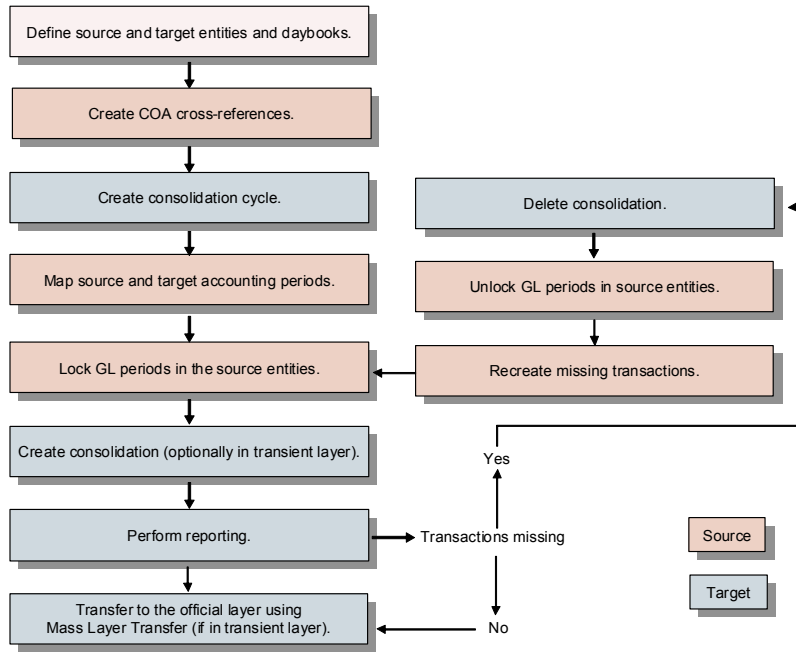
The system uses source and target entities in the consolidation process. Source entities are the subsidiary entities whose accounts you want to consolidate. The target entity is the consolidation entity, in which you combine the source account transactions.

From within the consolidation entity, you create a consolidation cycle, which identifies the source entities, the daybooks to be used for transactions in each entity, and the participation percentage to be applied to each entity.

Consolidation is performed for a set GL period, and you must align your consolidation entity GL periods with those of the source entities. You must map GL accounts, sub-accounts, cost centers, and projects in the source entities to the target COA elements in the consolidation entity. You can also use COA Cross Reference Excel Integration (25.3.14.6) to load cross-reference mappings from an Excel spreadsheet.

The following figure illustrates the basic steps.

Fig. 13.3
Consolidation Flow



- 1** Create the source and target entities and daybooks required for consolidation.
- 2** From within each of the source entities, map source and target GL accounts and, optionally, sub-accounts, cost centers, and projects, to create COA cross-references for use in the consolidation cycle. Each subsidiary entity and the COA cross-reference it uses must belong to the same domain. See “Creating COA Cross-References” on page 850.
- 3** From within the consolidation entity, create the consolidation cycle, which defines the source entities and daybooks to use. See “Creating a Consolidation Cycle” on page 851.
- 4** From within each of the source entities, define a range of GL periods to be mapped to the consolidation GL calendar. See “Consolidation Period Cross-Reference” on page 856.

- 5 From within each of the source entities, lock the GL periods that are to be included in the consolidation. See “Modifying Entity GL Periods” on page 248.
- 6 From within the consolidation entity, create the consolidation. In this step, you define source and target accounting layers, set the GL period range, and run the consolidation. See “Creating a Consolidation” on page 858
- 7 Perform reporting. See “Reporting” on page 860.

Creating COA Cross-References

Before you can consolidate, you must use COA Cross Reference Create to map GL accounts, sub-accounts, cost centers, and projects in the source entities to the target COA elements in the consolidation entity. You can create either Combined GL Dimension or Separate GL Dimension COA cross-reference mapping types for use in consolidation.

Combined GL Dimension mappings let you specify cross-references from source COA combinations to target COA combinations. Separate GL Dimension mappings let you specify cross-references from separate source COA elements to separate target COA elements (GL accounts to target GL account, sub-accounts to target sub-accounts, and so on).

You can also use COA Cross Reference Excel Integration (25.3.14.6) to load cross-reference mappings from an Excel spreadsheet, reducing the time required to set up consolidation.

See “COA Cross-References” on page 179 for detailed information on creating consolidation cross-references and for information on alternate COA cross-references.

Note Each subsidiary entity and the COA cross-reference it uses must belong to the same domain.

Finding Separate Cross-Reference Mappings

During consolidation, if the system finds multiple Separate GL Dimension mappings for the same source GL COA element, the first mapping found is used.

Finding Combined Cross-Reference Mappings

During consolidation, when the subsidiary entity's mapping type is Combined GL Dimension, the system reads the GL combination (account, sub-account, cost center, and project) from the source transaction and looks for a match in the cross-reference table. The system searches for matching cross-references in the following order:

- 1 Matching account, sub-account, cost center, and project
- 2 Matching account, sub-account, cost center, and blank project
- 3 Matching account, sub-account, blank cost center, and project
- 4 Matching account, sub-account, blank cost center, and blank project
- 5 Matching account, blank sub-account, blank cost center, and blank project

If no match is found, the transaction is posted to the same GL combination specified on the originating transaction. If multiple matches of the same priority are found, the system uses the first one it finds.

Creating a Consolidation Cycle

Use Consolidation Cycle Create (25.19.1.7) to create a consolidation cycle in the consolidation entity that defines the consolidation structure. You indicate the source and target entities and whether consolidation is full or proportional.

A consolidation cycle can have one of three statuses: Initial, Valid, and Operational. Initial is the first status of the cycle, and no validation is performed. When the cycle status is set to Valid, the system checks to ensure that the GL period and COA cross-references are consistent. You can only initiate a consolidation run using cycles with the status Operational.

When creating a consolidation cycle, you can indicate whether to include sub-accounts, cost centers, projects, and SAFs. For a consolidation cycle with a status of either Valid or Operational, and which includes analysis (sub-account, cost center, project, or SAF), a default value must be provided.

An entity can be a consolidation entity for several source entities in one consolidation cycle and a source entity in another consolidation cycle. The consolidation process is started in the consolidation entity for a range of periods or for one period.

For each source entity defined in a consolidation cycle, you can specify a COA cross-reference. The COA cross-reference should be defined in the same domain as the source entity.

The consolidation entity is the target entity for consolidation purposes. It is used to generate reports on the GL movements of the source entities, using the full range of GL reports. See “Reporting” on page 860.

You can modify consolidation cycles to define or remove a new source entity, change the participation percentage of an existing source entity, or associate or change a daybook code.

You add source entities to the consolidation cycle by inserting a new row.

You also add the daybook codes for the consolidation transactions. You specify a daybook for each source layer, and the system stores the consolidation transactions in the appropriate consolidation daybook.

For example, when you specify a consolidation daybook for the management layer, all source entity transactions in the source management layer are stored using this daybook following consolidation. You need only specify daybooks for the layers you intend to use.

Fig. 13.4
Consolidation
Cycle Create

Percentage	Subsidiary Entity	Official Daybook Code	Management Daybook Code	Transient Daybook Code	COA Cross Reference
100.00	CS2	Offic-4	Mgt-2	Trans-2	CombinedCOA3

Field Descriptions

Entity Code. The system displays the code of the entity you are logged in to. This is the consolidation entity. This entity must have been marked as a consolidation entity in the Entity function before you can create the cycle.

Status. Specify the status of the consolidation cycle:

Initial: No validation checks are performed.

Valid: The system checks both the source entities and the consolidation entity to ensure that the GL period and COA cross-references are consistent.

Operational: You can initiate the consolidation run using Consolidation Create.

Sub-Account. Select this field to indicate that the GL transaction must be transferred with the associated sub-account code. Source sub-accounts are then translated to the mapped consolidation value using the COA cross-reference definition.

Default Sub-Account. Specify the default sub-account to apply to target GL transactions.

If you choose to transfer GL transactions with their associated sub-accounts, target GL accounts that do not have sub-account analysis will be assigned the default sub-account in the consolidation entity.

Rounding Diff Acc. Specify the GL account to which to post currency differences generated by translation adjustments during the consolidation. This should be a standard account, defined in the base currency, and can be either a balance sheet or income statement account.

The account lookup will only display GL accounts defined with the base currency.

Default Tax Code. Specify a default tax code to be applied to tax account transactions in the consolidation entity. You use this tax code to identify tax account transactions in the consolidation for reporting purposes only.

Cost Center. Select this field to indicate that the GL transaction must be transferred with the associated cost center code. Source cost centers are then translated to the mapped consolidation cost center value using the COA cross-reference definition.

If you select to transfer GL transactions with their associated cost centers, target GL accounts that do not have cost center analysis will be assigned the default cost center defined in the Default Analysis window. See “Default Analysis” on page 855.

Project. Select this field to indicate that the GL transaction must be transferred with the associated project code. Source projects are then translated to the mapped consolidation project value using the COA cross-reference definition.

If you select to transfer GL transactions with their associated projects, target GL accounts that do not have project analysis will be assigned the default project defined in the Default Analysis window. See “Default Analysis” on page 855.

SAF. Select the field to include SAFs in the consolidation cycle.

If SAFs are included in the consolidation cycle:

- If a transaction in the source entity contains SAFs, and the source account is mapped to an account without SAFs in the consolidation entity, the consolidation transaction will not contain SAFs.
- If the transaction in the source entity does not include SAFs, and the target account COA in the consolidation entity includes SAFs, the consolidation transaction will contain SAFs that default from the GL account, cost center, project, or SAF structure defined in the consolidation cycle. See “Default Analysis” on page 855.
- If both the transaction in the source entity and the target account include SAFs, the source entity SAFs are posted to the consolidation transaction, regardless of the SAF definitions in the consolidation entity.

If SAFs are not included in a consolidation cycle, no SAF information from subsidiary entities is passed to the consolidation transactions.

Default Analysis

Click the Default Analysis button to display a new window with multiple tabs where you can configure default SAF, cost center, or project analysis for the consolidation.

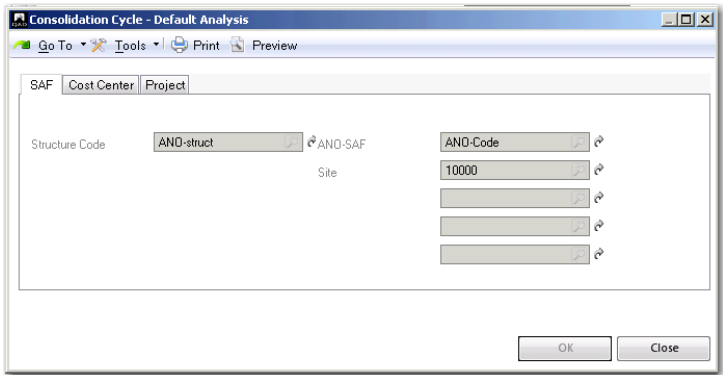


Fig. 13.5 Consolidation Cycle Create, Default Analysis

When source transactions use SAF, cost center, or project analysis, the system applies the defaults you define here to the consolidation transactions.

Example You define C100 as the default cost center for this consolidation. For all source transactions that use cost center analysis, the system applies cost center C100 to the corresponding consolidation transactions.

Use the SAF, Cost Center, and Project tabs to set defaults for each type of analysis, if required. When you define a default SAF structure, you can select one or more default SAF codes for the SAF concepts within the structure. You must select one default SAF code for every SAF structure. You can also define SAF structures for cost centers and for projects, if required. See “Supplementary Analysis Fields” on page 196.

Source Entity Grid

Percentage. Specify the participation (1 to 100%) the consolidation entity holds within the source entity.

This value can be changed at any time. You can track these changes using the Period From and Period To dates.

Source Entity Code. Specify the code that identifies one of the source entities for this consolidation.

Official Daybook Code. Specify the daybook code to store transactions from the source company official layer. This must be a daybook of type Consolidation associated with the official layer. This field is required.

Management Daybook Code. Specify the daybook code to store transactions from the source company management layer. This must be a daybook of type Consolidation associated with the management layer. This field is optional.

Transient Daybook Code. Specify the daybook code to store transactions from the source company transient layer. This must be a daybook of type Consolidation associated with the transient layer. This field is optional.

Cross-Reference. Specify the COA cross-reference that the system must use to translate the source COA elements to the specified target COA elements in the consolidation entity.

Consolidation Period Cross-Reference

Use Consolidation Period Cross-Reference Maintain (25.19.1.3) to create cross-references between GL periods in a consolidating entity and GL periods in source entities. You define these cross-references in the source entities.

You must lock the GL periods of the source entities before consolidation. To lock the period, you must ensure that no unposted transactions exist in these periods, since the system prevents you from saving the consolidation when unposted transactions exist in a source entity.

You can define GL periods at domain level and at entity level. Entities within the same domain are automatically given the same GL period structure, and when the source and consolidation periods are identical, the system performs an automatic one-to-one mapping.

Note Although you may not have to make any adjustments to the automatic one-to-one period mapping, you must save the mapping to complete this step of the process.

Entities from different domains may have different GL periods, or you may define different GL periods per entity. For example, you may be using a correction period for an entity, which is numbered period 13 in this entity’s calendar. In this case, you can map this period to period 12 of the consolidation entity GL periods. In Figure 13.6, the GL periods of three source entities with different calendars are mapped to the consolidation GL periods.

Consolidation Entity	2007												
	01	02	03	04	05	06	07	08	09	10	11	12	
Source Entity 1	2007							2008					
	06	07	08	09	10	11	12	01	02	03	04	05	
Source Entity 2	2007												
	01	02	03	04	05	06	07	08	09	10	11	12	
Source Entity 3	2006				2007								
	09	10	11	12	01	02	03	04	05	06	07	08	

Fig. 13.6
GL Period Mapping

The system displays the source entity year and periods. You then enter the consolidation year and period to which it is mapped.

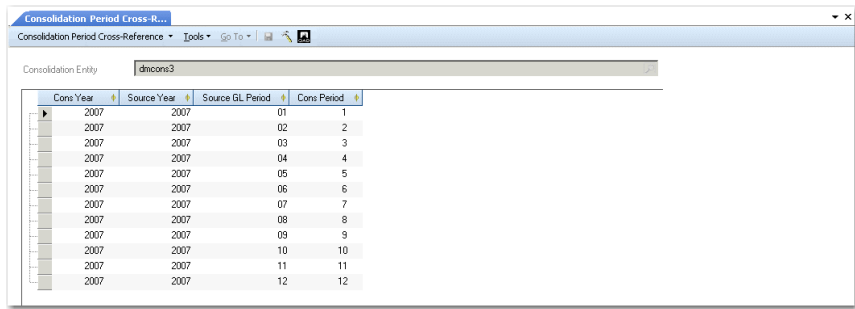


Fig. 13.7
Consolidation
Period Cross-
Reference

Field Descriptions

- Consolidation Entity.** Specify the consolidation entity for which this cross-reference is set up.
- Source Year.** This field displays the accounting year in the source entity.
- Source Period.** This field displays the accounting periods in the source entity.

Cons Year. Specify the related accounting year in the consolidation entity. This must be an existing accounting year of the consolidation entity.

Cons Period. Specify the related accounting period in the consolidation entity. This must be an existing accounting period of the consolidation entity.

Creating a Consolidation

You run the consolidation cycle you have defined using Consolidation Create (25.19.2.1) within the consolidation entity. You can run the consolidation for official or management layer transactions, but not simultaneously.

Before creating a consolidation, you must ensure that:

- The GL periods in the source entities are locked.
- No unposted transactions exist in the source entities.
- You have mapped all new source accounts.

You select source and target layers when configuring the consolidation. You can only select the official or management layers for source entities. When you select a management source layer, the system retrieves all the management layers created in the source entity. For example, if you have created management layers for different types of IFRS or GAAP reporting, the system retrieves all of these layers and displays them on the Source Layers tab. You then choose which layers to include.

When the consolidation is completed, you can review the GL postings and generate reports.

As a result of the consolidation run:

- The daybooks in the consolidation entity are updated with the GL transactions in the source transaction currency and in the target base or consolidation currency.
- The system locks the entity, period, and layer combination in order to avoid another run. If you are running the consolidation in the transient layer, you have the option to review the postings, and to delete this consolidation and create a new one if necessary. Consolidations in the official layer cannot be deleted.

- The system keeps a history of all consolidation runs with the following attributes:
 - Consolidation run number
 - Date and time of the run
 - Source entities
 - Periods
 - Layer type

Use the Consolidation activities to create, delete, and view consolidations:

- **Create.** Configure and run a new consolidation. You run the consolidation by clicking Save.
- **View.** Display all consolidation runs with all fields in read-only mode.
- **Delete.** Delete a consolidation run. You can only delete consolidations in the transient layer.

The system displays the consolidation entity and its base currency at the top of the Consolidation Create screen.

The screenshot shows the 'Consolidation Create' window. At the top, there's a title bar and a menu bar with 'Go To', 'Actions', 'Tools', 'Print', and 'Preview'. Below the menu bar, there are two input fields: 'CS1' for the consolidation entity and 'USD' for the base currency. Underneath, there's a 'Sub-Account' checkbox which is checked. Then, there are two date pickers for 'From GL Period' (2008, 1) and 'To GL Period' (2008, 12). Below these are two dropdown menus for 'Source Layer Type' (set to 'Management') and 'Target Layer Type' (set to 'Management'). At the bottom, there's a section for 'Subsidiary Entities' with a tab labeled 'Source Layers'. This section contains a table with the following data:

Percentage	Management Daybook	Official Daybook	Entity Code	Transient Daybook	Activation
50	CS1-Mgt	Offic-4	CS2	CS1-Trian	☒

Fig. 13.8
Consolidation
Create

Field Descriptions

From/To GL Period. Specify the from and to GL periods for this consolidation run.

Target Layer Type. Specify the layer type to use in the consolidation entity. You can select the official, management, or transient layer.

Source Layer Type. Specify the layer type to use in the source entity. You can select the official or management layer only.

The Subsidiary Entities tab displays the source entities in the consolidation cycle and the daybooks used for their transactions.

The Source Layers tab displays the source layers used in this consolidation run. When you select the management layer as the source layer type, the system retrieves all management layers created in the source entity. These are selected by default. You can deselect any layers you do not want to include in the consolidation.

Consolidation Cycle List

Use the Consolidation Cycle List (25.19.1.11) to view all consolidation entities in the system with their associated source entities.

Fig. 13.9
Consolidation
Cycle List

Sub-Account	Status	Default Tax Cod	Consolidation Entity	Cost Center Code	Project	Percentage	Entity Code	Official Daybook	Management Daybo	Transient Daybook	Last Modified User
100	OPERATIONAL		EURCONS	1000	001	100	BE10	BE10CO	BE10CM	BE10CT	imh
100						100	FR10	FR10CO	FR10CM	FR10CT	imh

Reporting

You can generate the same GL reports on the consolidation transactions as for any other entity, except intercompany transactions. You can, for example, generate a balance sheet and income statement for the consolidation, and filter GL transaction reports by daybook, layer, or entity. Transaction reference numbers include the daybook code, and you can filter transactions using the daybook code to identify transactions created in different entities. See “Financial Reports” on page 883.

UI Customization

This following topics describe how to customize the appearance of screens and add user-defined fields.

Overview **862**

Design Mode **863**

Component User-Defined Fields **877**

Overview

The component-based user interface supports many ways that users and administrators can tailor the user interface of component-based functions based on your organizational requirements, including the following:

- Customize the user interface using the Design Mode feature.
- Create your own user-defined fields and add them to the user interface using the User-Defined Fields (UDFs) feature.

In addition to the customization of component-based functions, you can modify other aspects of the UI. Which features a particular user can access depends on system and user settings as well as user permissions. See *User Guide: QAD System Administration* for a discussion of settings and *User Guide: QAD Security and Controls* for a discussion of permissions.

You can modify stored searches, browse settings, and search results to configure them for your particular needs. The Search options in component functions let you filter your search results in a number of ways, and save customized search settings for reuse. In addition, you can make a number of modifications to the search results to configure them for your particular needs, such as customizing the column layout. See “Using Browsers and Search” on page 50 for more details.

You can customize reports in a number of ways by:

- Updating the settings that influence the selection criteria and report output
- Saving specific report settings as a report variant, and reloading them as required, saving time
- Modifying the report layout and saving it as a Crystal Report .rpt file that you and other users can reload and use as required.

See “Changing Report Settings and Defaults” on page 915 for details.

There are many other ways to customize the UI that apply in general, not just to component-based functions. These are discussed in *User Guide: QAD User Interfaces*.

Design Mode

Design mode lets you add, move, or remove fields and tabs, and modify field properties. In addition, you can create predefined column views for screens that contain grids.

The customizations you create apply to either yourself, all users that belong to your default role, or all users in the system. This is determined when you save the customization.

You access design mode by selecting Design Mode in the Tools menu in the screen that you want to customize.

Settings that Affect Design Mode

Two types of settings affect the operation of design mode:

- Security settings
- System and user settings

Security Settings

To use design mode, you must be assigned permission to the Customization activity at either the user, role, or general level. If none of these three activities is linked to any of your roles, the Design Mode option is not available in the Tools menu.

See *User Guide: QAD Security and Controls* for more information on setting up role permissions.

The specific customization activities you have access to determines how you can save your screen customizations. For example, if you have access to all three activities, then you can choose to save your changes at the user, role, or general level. If you have access to user level customization only, then you must save your customizations for yourself.

When customizations are saved at the role level, the system uses the default role assigned in Role Permissions Maintain. This is required since each user can have multiple roles active.

When a user accesses a function with multiple customizations, the system applies the most specific customization in the order:

- User customizations
- Customizations for the user's role
- General customizations

If customizations exist for a function on multiple levels, the system does not merge the customizations. It applies the most specific one it finds.

System and User Settings

Checking for the existence of a screen customization before displaying each screen requires additional system resources and processing time. If you are not using customizations or some users are not using them, this check can be disabled using a setting that can be defined at both the system and user level.

- A system administrator can clear the User Interface Customization setting in Change System Settings (36.24.5.1) to prevent the system from ever looking for existing UI customizations. Users can still use design mode—if design mode activities are linked to their roles, but customized screens will not be displayed.
- If User Interface Customization is enabled at the system level, each user can clear the User Interface Customization setting in Change User Settings (36.24.5.2) to disable the check for existing UI customizations for themselves. The user can still use design mode—if design mode activities are linked to their role, but customized screens will not be displayed.

Note If customization is disabled at the system level, individual users cannot enable it.

Starting Design Mode

When you select Design Mode, the system prompts you to choose a customization level.

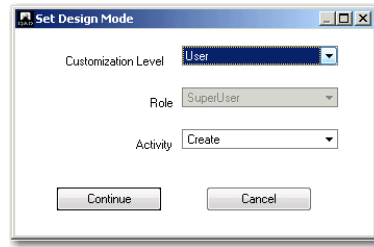
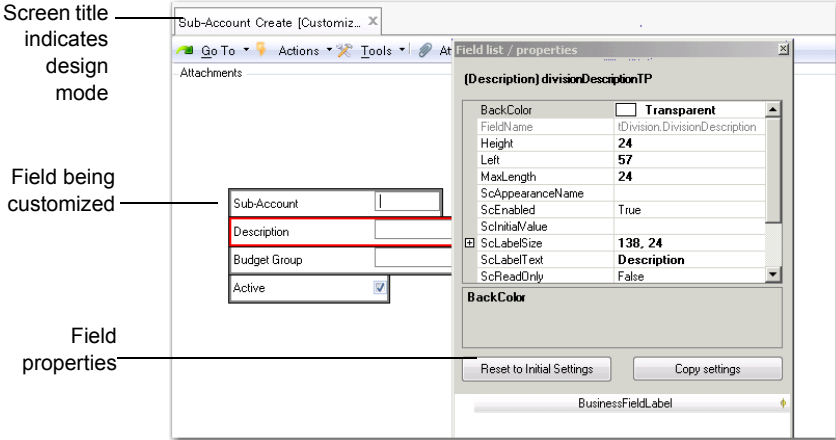


Fig. 14.1
Set Design Mode

- 1 Choose the level for the customizations:
 - General. The customizations are effective for all users.
 - Role. The customizations are effective for all users with the same default role as you.
 - User. The customizations are effective for you only.

Note The choices that display are based on the customization access you have been assigned. See “Security Settings” on page 863.
- 2 If you chose the Role customization level, select the role for which the customizations apply.
- 3 Select the component activity for which the customization applies; for example, Create, Modify, or Delete.
- 4 Click Continue to confirm.

Fig. 14.2
Sub-Account
Create in Design
Mode

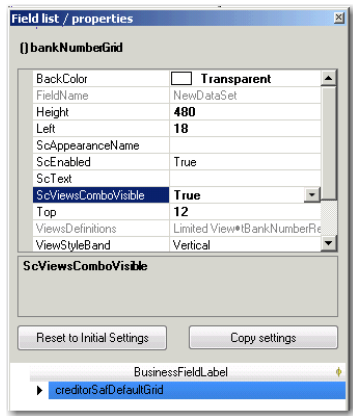


In design mode, a gray border is displayed around all fields. When you select a field, its border color changes to red. By selecting the border, you can drag and drop a field or modify its properties.

Field Properties

The Field list/properties window displays the properties that control the appearance of the selected field.

Fig. 14.3
Field List/
Properties



Field Descriptions

BackColor. Specify the color schema for the field. The system applies any color modifications you make to the field border, and not the actual input zone.

Modify the numeric red, green, and blue properties of the field, or select a color from the drop-down list.



Fig. 14.4
Color Palette

Field Name. This read-only field displays the database binding information for the control.

Height. Specify the height of the field (label and input zone) in pixels.

Left. Specify the field position in pixels, relative to the left of the screen.

Max Length. Specify the maximum length of the field.

ScAppearanceName. Specify a user-defined setting from the `Appearances.xml` file to apply to the field. The `Appearances.xml` file contains settings for color, shadowing, and alignment.

To create a new setting, add a new section to the `Appearances.xml` file, as follows:

```
<NewAppearSett>
  <ImageHAlign>Center</ImageHAlign>
  <ImageVAlign>Middle</ImageVAlign>
</NewAppearSett>
```

To apply the new setting to a field, specify the section that contains the settings in the `ScAppearanceName` field; in this example, `NewAppearSett`.

The path to `Appearances.xml` is set in the `QAD.Plugin.Financials.dll.config` file.

ScChecked. Specify the initial value for check box fields.

ScEnabled. Specify True or False to enable or disable the field.

If you set the property to False, the field continues to display on the screen, but it is no longer accessible in the UI. It cannot be tabbed to and its value cannot be copied.

ScInitialValue. Specify the initial value of the field. You can use this setting to encourage the use of a particular convention when entering data. For example, you can set the initial value of the field to QAD if all supplier codes start with QADxxx. The user can overwrite the initial value of the field.

ScLabelSize. Specify the amount of space in pixels (width; height) to allocate to the field label.

ScLabelText. Specify the label text for the field.

ScReadOnly. Select True or False from the drop-down list to indicate whether the field is read-only or editable. When set to True, the field cannot be updated, but can be tabbed to and its contents can be selected and copied.

Top. Specify the field position in pixels, relative to the upper left corner of the screen.

Visible. Select True from the drop-down list to make the field visible on the UI. Select False to hide the field (including the label).

Note Fields that are hidden from the UI are listed in the BusinessFieldLabel section of the design window.

Width. Specify the width of the field (label and input zone) in pixels.

BusinessFieldLabel. This section of the design window lists fields that have been hidden on the UI or user-defined fields that have been defined but not yet placed on the UI.

Use the two buttons as follows:

Reset to Initial Settings resets the properties of the field to the initial settings shipped with the application. The system prompts you to confirm the reset operation.

Copy Settings copies the properties of the selected field to another customization level. You can choose the level and the role or user, if applicable.

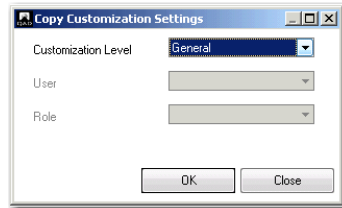


Fig. 14.5
Copy
Customization
Settings

Working in Design Mode

You can remove a field from the UI by clicking on the field to activate it and setting the Visible property to False.

The field is then stored in the BusinessFieldLabel pane of the design frame. To return the field to the UI, click on it and drag it from the BusinessFieldLabel pane to the screen.

You can move a field within the UI by dragging it to its new location or by modifying the position properties. You cannot drag a field from one tab to another. To reposition a field to a new tab:

- 1 Set the Visible property to False. The field now displays in the business field area of the Field List window.
- 2 Select the target tab to activate it.
- 3 Drag the field from the storage area to its new location.

Tab Sequence

The tab sequence of fields is automatically defined using the following rules:

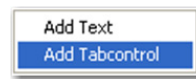
- The reference point is the upper left corner of the field in pixel coordinates.
- The system tabs from left to right and from top to bottom.

Therefore, fields that seem to be on the same row can produce an unexpected tab sequence if the second field on the row is positioned a pixel higher than the first. Refer to the field properties to review and modify the field location.

Adding Tab Controls

Right-click on a blank area of the current form and select Add TabControl to add one new customizable tab control to the current form.

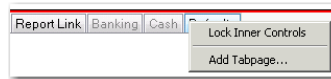
Fig. 14.6
Add Tab Control



Adding Tabs and Text Fields

You can add new tabs to the current form. Right-click an existing tab header and select Add Tab Page.

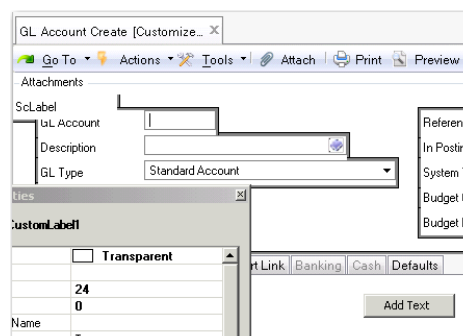
Fig. 14.7
Add Tab Page



The new tab is positioned at the end of the list of tabs and you can customize this tab as you do existing tabs.

To add a new text control to the form, right-click an open area of the screen (not an existing tab header) and select Add Text.

Fig. 14.8
Add Text Control



The new text control is placed at the top left of the form and can be customized and repositioned.

Adding Grids

When you have created a custom table, you can use drag and drop to add the table to the form as a new grid.

Every business component has three available custom tables. They can be used on the UI, and also in the back-end custom code.

A custom table can be put on a screen as a grid, or columns of the table can be put on a screen as input fields, depending on the relation of the tables to the main table of the business component.

Repositioning Fields on the User Interface

You can reposition any field by selecting it on the user interface and dragging it to the correct position or by modifying the Left and Top properties of the field in the design window.



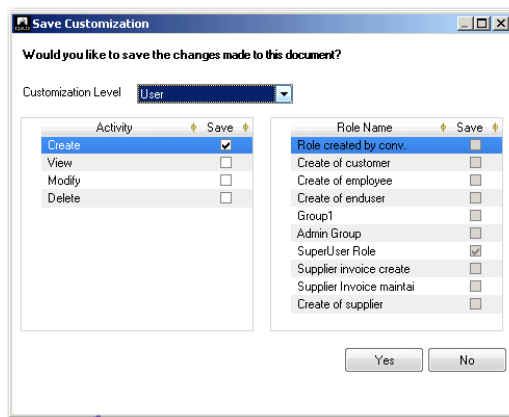
Top	121
Visible	True
Width	330

Fig. 14.9
Layout Section of
Field Properties

To apply your customizations to the UI, choose Tools and Design Mode.

The system prompts you to confirm the changes and lets you select other activities for the business component to which to apply the customizations.

Fig. 14.10
Save Customization



Field Descriptions

Customization Level. Select the level at which the customization applies.

General. The customizations are effective for all users.

Role. In the Role Name grid, select the roles for which the customizations will apply.

User. The customizations are effective for you only.

Activity. The Save Customization screen lets you apply your customizations to other screens related to the function you customized. This varies depending on the activities defined for each component, but you can typically apply your customizations to the following screen types:

Create: Select to apply your layout customizations when the screen is used to create a new record.

View: Select to apply your layout customizations when using the screen to view a record.

Modify: Select to include your layout customizations when using the screen to modify a record.

Delete: Select to include your layout customizations when using the screen to delete a record.

Role Name. Select the roles for which the customizations apply. These fields are activated when you select Role in the Customization Level field.

Click Yes to apply the changes to the selected activities. Click No to close the screen without applying the changes.

Customize Views

Data grids are a common element in component-based functions. You can enable or disable the data fields on the grid lines, or reposition them using generic UI features. The next time you access the function, the grid displays with your modifications. See “Managing Search Results” on page 57 for details on how to do this.

Note Whether changes to grid settings are preserved from session to session is determined by system and user settings discussed in *User Guide: QAD System Administration*.

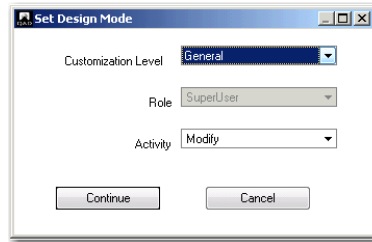
You can also make more extensive customizations to the grid layout using design mode. If a grid contains a large number of data fields, you can predefine column views using design mode.

You can also add custom tables to the form as a new grid.

The example in this section creates two views for the Banking tab of the Supplier screen: an extended view containing all data and a condensed view with key data only.

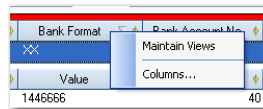
- 1 Open the Supplier Modify screen.
- 2 Click the Banking tab.
- 3 Choose Design Mode from the Tools menu.
The Set Design Mode screen is displayed.
- 4 Choose the General customization level.

Fig. 14.11
Set Design Mode



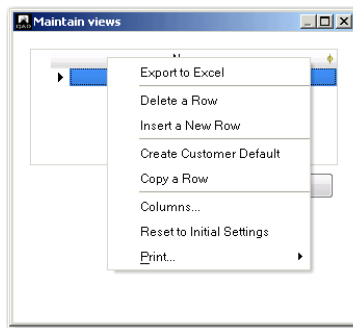
- 5 Click in the grid to activate it for customization.
- 6 Right-click the column headings in the grid and choose Maintain Views.

Fig. 14.12
Right-Click Menu



- 7 In the Maintain Views screen, create two views by right-clicking and selecting Insert a New Row.

Fig. 14.13
Maintain Views



- 8 Enter the name of the views in each row.

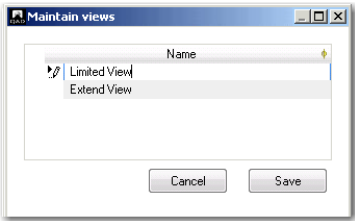


Fig. 14.14
New View

- 9
- Click Save to create the view.
After creating the view, the design window shows an additional property for the grid: ScViewsComboVisible.

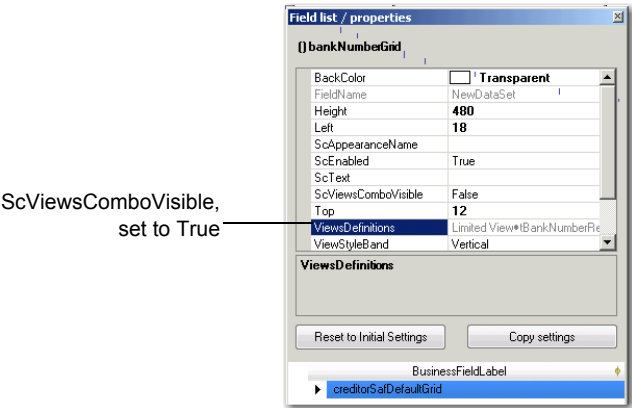
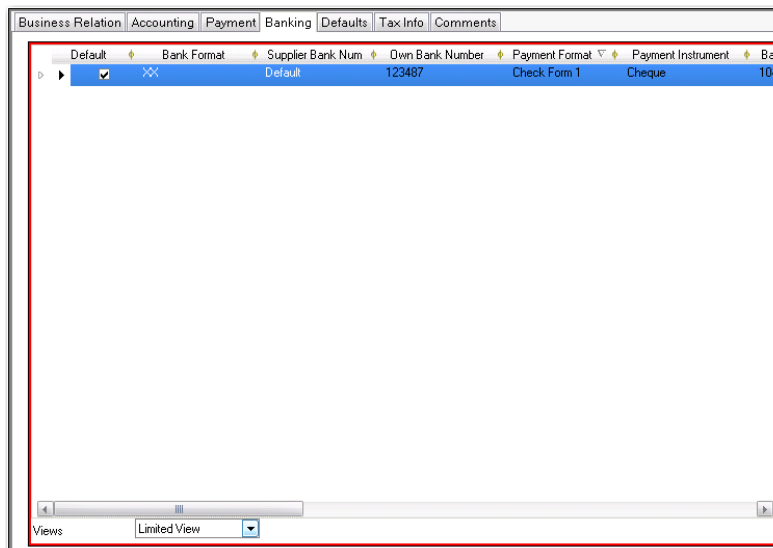


Fig. 14.15
ScViewsCombo
Visible Property
Field

- 10
- Set the ScViewsComboVisible property to True.
An additional drop-down list is displayed in the Banking grid.
- 11
- Select the Limited view from the new drop-down list.

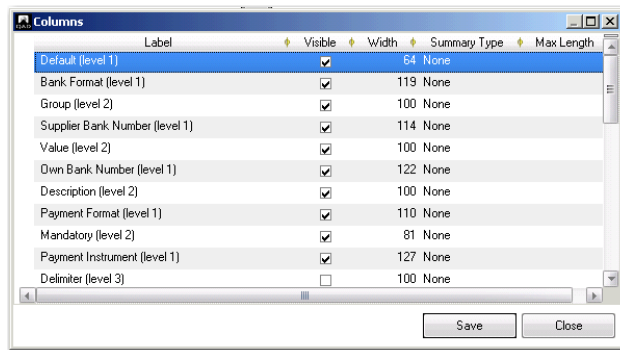
Fig. 14.16
Banking Grid, New
View



12 Right-click in the grid and select Columns.

The Column screen opens, listing all possible columns for the Banking grid.

Fig. 14.17
Columns



13 Deselect the columns that are not required for the condensed view.

14 Click OK to confirm.

15 Choose Tools and Design Mode to exit design mode.

16 In the Save Customization screen, select the save option and click Yes to save.

Delete Customizations

Use Customization Delete (36.4.19) to delete customizations to the UI. If a customization has been applied to a business component, you can view it in the Customization Delete screen.

Layer	Select	Activity	Business Component
USER (System User)	☐	View	BCreditor
USER (System User)	☒	Modify	BCreditor
USER (Tony Wood)	☐	Activity Dashboard	BCreditor
USER (System User)	☐	Activity Dashboard	BCreditor
USER (System User)	☐	Excel Integration	BCreditor

Fig. 14.18
Customization
Delete

Field Descriptions

Component. Select the business component for which you want to view customizations.

Select. Click this check box to indicate that you want to remove the customization.

Activity. Select the activity from the drop-down list. This list of activities available depends on the selected component. The default value is All.

Layer Number. Select the customization level (user, role, system).

Layer Value. If you selected User or Role in Layer Number field, use this lookup to select a specific user or role.

Click Apply to populate the result grid. Select the customizations you want to delete and click Delete to remove them.

Component User-Defined Fields

User-Defined Fields (UDFs) are predefined fields in the database tables that are not used in the business logic, and can be customized to store additional information specific to your business requirements.

Use Design Mode to activate a UDF before you can add it to the UI.

When activated, a UDF can be designated as a filter field in the Search Criteria and can be added to the Search Criteria Result Grid. UDFs are also available for Excel integration, if this functionality is available for the component you have customized.

To include a UDF in the selection criteria for a report or in the report itself, you must adapt the selection and the report logic.

UDFs are available for all business components, both on master data, such as business relations and suppliers, and for transactional components, such as supplier invoices and purchase orders.

The following UDFs are available for each category of field:

Table 14.1
UDF Types

Type	Number	Validation
Combo	10	User-defined value list
Date	5	Valid date
Decimal	5	Valid decimal
Integer	5	Valid (signed) integer
Short	10	Free text (maximum 20 characters) or value retrieved through lookup
Long	2	Free text (maximum 255 characters) or value retrieved through lookup
Note	1	Free text (maximum 2000 characters)

Create a User-Defined Field

Use the User-Defined Field activities (36.4.12.) to create, modify, view, and delete UDFs.

Fig. 14.19
User-Defined Field
Create

Field Descriptions

Business Component. Select the business component for which you want to create a UDF. The drop-down list displays the components that have predefined UDFs.

Field Name. Select the field that you want to customize. Note that for components that have subcomponent tables, the UDFs of the subcomponent appear in the list also. For example, the Business Relation component has the subcomponents Address, Contact, and Tax Number. When you select a business component, the custom fields available for the business component are displayed in the field name drop-down list.

Description. Enter a brief description (maximum 40 characters) of the new UDF.

Side Label. Enter the field label that you want to display next to the UDF on the UI. The side label is a translatable string.

Column Label. Enter the translatable string to appear in lookup and report column headers.

Display Format. This field displays the format of the field.

Display Length. This field displays the length in characters of the field's input or display zone. The system displays a default value, depending on the field type, which you can overwrite.

Decimal Precision. Specify the number of decimal places allowed in the new UDF. This field is enabled for UDFs of type decimal. The maximum number of decimal places is 10.

Mandatory. Select to make it mandatory for users to populate data in the new UDF.

Lookup Reference. Click the lookup to select a query from the list of predefined queries. This field lets you specify a standard lookup to associate with the user-defined field. Users can then select a value from the lookup.

The Lookup Reference field is enabled when you select a field of type CustomShort or CustomLong in the Field Name field.

Stored Search. This field is automatically populated when you enter a value in the Lookup Reference field. This value can be FACTORYDEFAULT for system-installed searches or a user-defined name for stored searches.

The lookup attributes are controlled through these defaults, such as columns and display order.

Return Field from Stored Search. If a query returns multiple values, select the one with which the UDF value list must be populated.

Note To prevent a user from overwriting the value selected from the return list, set the ScReadOnly property of that field to True.

Value List Tab

Use the Value List tab to define the list of values for a drop-down list UDF. Right-click and choose Insert a New Row to specify a specific value.

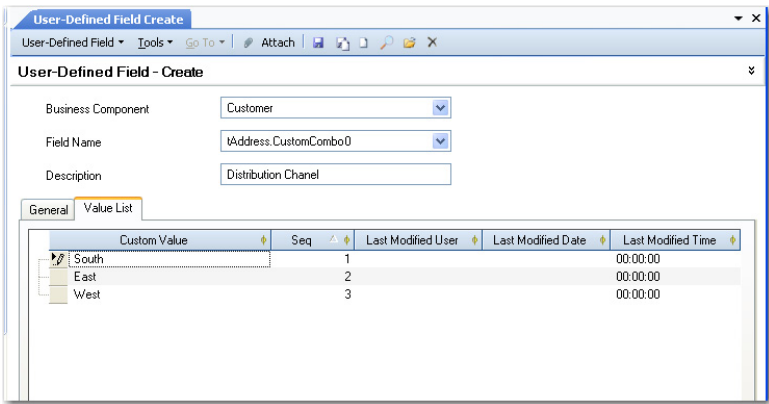


Fig. 14.20
User-Defined Field.
Value List Tab

UDFs and Design Mode

Use design mode to add UDFs to the appropriate screen. When you create a UDF for a component, it is stored in the BusinessFieldLabel pane of the design window.

To add a UDF to a screen, select it and drag it from the Business Field Label section to its new position on the screen.

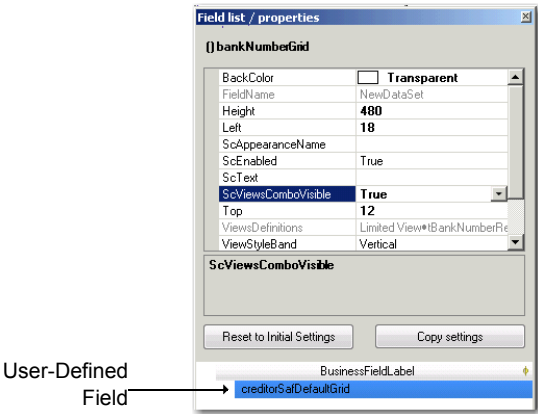


Fig. 14.21
Field Properties
Tab with UDF

Modifying UDFs

The range of UDF properties you can modify depends on whether the field has been used. A UDF is considered used if it appears on the UI and at least one value has been stored for it in the database.

If the UDF is used, you can modify the following properties:

- Description
- Side Label
- Column Label
- Value list (for Combo type UDFs only)
- Lookup Reference, Stored Search, Stored Search Return (for Short and Long type UDFs only)

If a UDF is not used, you can modify the following additional properties:

- Mandatory
- Display Length
- Decimal Precision (for decimal type UDFs only)

You can delete a UDF if it has not been used.

Financial Reports

The following topics describe the reporting capabilities available and how to customize reports.

Overview **884**

GL Reports **886**

Accounts Receivable Reports **896**

Accounts Payable Reports **901**

Cash and Bank Reports **905**

Structured Reports **905**

Report Customization **914**

Creating and Modifying Reports **921**

Running Reports **926**

Overview

The system provides a variety of reports to let you analyze general ledger transactions, supplier and customer details and activity, banking and cash transactions, and other specialized areas:

- GL transaction reports
- Customer and supplier reports
- Bank and cash reports
- Financial reports

The general ledger provide a wide-range of analytical and structural reports. The budgeting, GL activity, and cash flow reports let you to view and manage account balances in the general ledger. The GL transaction reports let you monitor transactions in the general ledger.

GL reporting can be detailed or summarized, and includes information on one or a range of entities. In addition, you can define supplementary analysis fields (SAFs) to fine-tune transaction reporting. These provide the basis for powerful and flexible financial reporting and analysis. You can define SAFs based on your unique reporting requirements. For more information on SAFs, see “Supplementary Analysis Fields” on page 196.

For suppliers and customers, you can generate reports on open items, transactions, history, and summary, with extensive selection criteria. Aging lists can be drawn per customer, salesperson, group, or sub-account. Statements of account and different levels of reminder letters are supported.

Generally accepted accounting practice requires that a company's financial information be periodically compiled in two financial statements: a balance sheet and an income statement. The balance sheet provides a summary of a company's resources, liabilities, and equity at a given point in time. The income statement shows profit or loss for a given time period. The amount of detail presented in these statements often varies according to the audience.

Most companies print a trial balance summary or detail report before printing statements. The trial balance lists the title and amount for all accounts, making it easier to spot errors and make adjusting entries before printing formal statements.

Extensive reporting on operational tax transactions, including regulatory reports is provided. See *User Guide: QAD Financials B* for information on tax reporting.

QAD Financials offers a robust reporting framework. The extensive reporting features, in conjunction with browses and views that are easily exported to Excel, cover all business requirements and provide maximum flexibility and operational efficiency for users.

The reporting framework used for financial reports is composed of three main areas:

- Crystal Reports, which is used to create the report template, and display the report.
- The business reporting logic, which populates the selection criteria fields, runs the queries to create the data, and interacts with Crystal Reports.
- The UI, which displays the selection criteria, interacts with the business logic, and displays the report.

Reports can be customized to optimally support your company processes and best practices. See “Report Customization” on page 914.

Report Daemon

Reports can be printed locally, using the Print option on the menu bar. They can also be batch printed from a server-based queue, e-mailed to system users and roles, and saved in different file formats. The Report daemon handles these reporting requests and manages server-side reporting.

The Report daemon can be run on a server other than the main application server. This lets you schedule batch reporting without affecting application performance. The Report daemon is managed and monitored by the .NET Report Service, which is installed as an additional service on the application server.

The .NET Report Service handles the server-side reporting functions, including starting and stopping the Report daemon, and daemon activity errors are displayed as Windows log events. Request processing errors are displayed in the Report daemon monitor screen. See *QAD System Administration* for more details on the Report daemon.

GL Reports

GL reports are grouped according to the chart of accounts, and cannot include budget structures.

All postings on GL accounts are summarized in history tables, updated by the History daemon. Within the GL reports, projects are used to provide specific reporting on activities, such as engineering design work or production rework.

Running reports by daybooks enables you to group, analyze and report on similar transactions.

GL reports are grouped as follows:

- Reports that describe data related to chart of account elements. See “Master Data Reports” on page 888.
- Reports and views on GL transactions. See “GL Transaction Activity Reports” on page 890 and “GL Transaction Activity Views” on page 892.
- Reports and views for detailed transactional analysis—project, cost center and SAF. See “Analytical Transaction Reports” on page 893 and “Analytical Transaction Views” on page 894.
- Budgeting reports. These are described in with other budgeting topics. See “Budget Reports” on page 840.
- GL closing reports. See “GL Closing Reports” on page 894.

Report Detail

For GL accounts, you can set the level of reporting detail. You can summarize by sub-account, by cost center/project, or display totals only.

For certain reports, it is possible to generate detailed data per sub-account, and cost center/project. However, a GL account can have both cost center and project analysis. For such accounts, both the cost center and project subtotals are displayed when you select No in the Summarize Cost Center/Project field.

If you select the Summarize by Cost Center/Project option, the subtotals at the cost center/project level are not displayed. If you select the Summarize by Sub-Account option, the subtotals at sub-account level are

not displayed. If you select the Totals Only option, transactions are not displayed. The options are independent of each other. If none of the options is selected, all three parts are displayed on the report.

The following table summarizes the options you use to set the level of detail to display for GL accounts.

Summarize Sub-Accounts	Summarize Cost Center/Project	Report Detail
Yes	Yes	One amount per GL account
No	Yes	An amount for each GL account and sub-account combination
Yes	No	An amount for each GL account and cost center/project combination.
Yes	No	An amount for each GL account and sub-account, and cost center/project combination.

Table 15.1
Report Detail Levels

Table 15.2 lists and describes the selection criteria most frequently used in GL reports. Any criteria that are particular to one report are listed in the description for the report.

Report Field	Description
Active GL	Select Yes to only include active GL accounts in the report output.
Analytical Details	Select Yes to include sub-account, cost center, project, or SAF analysis in the report output.
Batch Number	Enter a batch number to select transactions to report by batch. Batch numbers are available only on transactions created by Invoice Post and Print.
Business Relation	Specify a business relation or range to restrict the report output.
Check for Unposted Transactions (Yes/No)	Select Yes if you want the report to check for and include operational transactions that are not yet posted to the transactions history table.
Check History is up to Date (Yes/No)	Select Yes if you want the system to check if there are unprocessed requests in the History daemon queue.
Cost Center	Specify a cost center or range to restrict the report output.
Daybook	Specify daybooks to restrict the report output to transactions recorded in those daybooks.
Entity	Specify an entity or range to restrict the report output.

Table 15.2
GL Report Criteria

Report Field	Description
GL Account	Use the fields to restrict the output to a particular account or range of accounts.
GL Calendar Year	Specify the GL calendar year for which you want to run the report.
GL Period	Specify the GL periods for which you want to run the report.
GL Nature	Select an option to restrict the report output to balance sheet accounts, profit and loss accounts, or to display both account types.
GL System Type	Select an option to restrict the report output to system accounts of a particular type, for example, unrealized exchange gain accounts or rounding difference accounts.
Intercompany	Specify an intercompany
Language	Optionally, specify a language for selecting translated report labels.
Layer	Specify accounting layers to restrict the report output to transactions recorded in daybooks associated with those layers.
Only Accounts with Activity	Select Yes to restrict the report output to accounts where the balance has been updated.
Posting Date	Specify a posting date or range to restrict the report output.
Print Details (Yes/No)	Indicate if you want summary information only or want to include details in the output.
Project	Specify a project or range to restrict the report output.
Sub-Account	Specify a sub-account or range to restrict the report output.
Voucher	Specify a voucher number or range to restrict the report output.
With Opening Balance	Select Yes to include the outstanding open items (invoices, credit notes, adjustments) that were transferred to the account from a previous system.

Master Data Reports

The system provides standard views for reviewing master data related to financials such as accounts, sub-accounts, and cost centers. In addition, a number of other reports are provided, listed in the following table.

Table 15.3
Master Data
Reports

Report	Description
Op Allocation Code Report (25.3.4)	Generates a list of allocation codes and associated percentages used in operational transactions. Operational allocation codes group a set of accounts and define allocation percentages for each of them. Allocation Code (From/To)
Daybook Set Report (25.8.9)	Displays the list of daybooks in a set, and the associated correction invoices and credit notes. Daybook sets control which daybooks are assigned to specific kinds of AR-related transactions created when sales order invoices are posted. The report includes three daybook-specific selection criteria: • Daybook Set (From/To) • Display Active Sets (Yes/No) • Display Inactive Sets (Yes/No)
Daybook Set by Site Report (25.8.12)	Displays a list of sites that use each daybook set. You can choose to include both active and inactive daybook sets. In addition to the selection criteria for the Daybook Set report, this report includes a selection criterion for the site.
Profile Overview (36.1.1.4.5)	Lists all profiles and their links, and highlights undefined links. The report is grouped by domain code profile type, and within that grouping, by profile code, profile type and linked object. • Domain Code • Shared Set Type • Profile Type • Shared Set Code • Include not Linked (Yes/No). The default is No, meaning that only profile codes that have a linked object in the Shared Set are included. When set to Yes, profile codes that do not have a linked object for the Shared Set are included. • Active (Yes/No)

GL Transaction Activity Reports

Table 15.4 lists the reports that state activity on GL accounts. These reports are on the GL Transaction Activity Reports Menu (25.15.1)

Table 15.4
GL Transaction
Activity Reports
Menu (25.15.1)

Report	Description
GL Transaction Report (25.15.1.1)	Lists all posting lines for the selected daybooks. The postings are grouped by GL calendar year and GL period, daybook code, and entity. Within each grouping of daybook code and entity, transactions are grouped by voucher and posting date. Additional criteria: • Amounts in MC
GL Transactions by Account (25.15.1.2)	Lists all activity for the selected GL accounts during the selected time frame, grouped by account.
GL Transactions per Sub-Account (25.15.1.3)	Lists all activity for the selected GL accounts during the selected time frame, grouped by sub-account.
GL Transactions by Daybook (25.15.1.4)	Lists all activity for the selected GL accounts during the selected time frame, grouped by daybook.
GL Transactions per Intercompany Code (25.15.1.5)	Lists all activity for the selected GL accounts and time frame, grouped by intercompany code.
GL History Report (25.15.1.6)	Lists transactions on the GL accounts that meet the selection criteria for the periods indicated. It also lists the currency in which each transaction was denominated.
GL Open Item Report (25.15.1.8)	Lists and totals GL open items within the Open Items sub-ledger. The output is grouped by allocation key. Additional criteria: • Allocation Key • Open at Date
GL Transactions Audit Log (25.15.1.9)	Prints a detailed list of each transaction for a particular GL period. It is only possible to run the report for a single GL period. For each daybook in the report criteria, all detail lines are printed for the specified GL period. Each detail line is followed by the analysis linked to that line. Additional criteria: • Amounts in MC • Last Modified Date • Last Modified User

Report	Description
GL Account List (25.15.1.10)	Displays the starting balance of selected accounts from a report start date specified by the user. All transactions for that posting are included in the report; even if the other transactions are not specifically for the chosen account. Same criteria as GL Account Data Report, plus the following: • Intercompany Account (Yes/No) • Default Cost Center • Default Sub-Account • Default Project • Quantity Account (Yes/No) • Revaluation Account • SAF Structure Code • Unit of Measure • Value Dates (Yes/No)
GL Account Data Report (25.15.1.11)	Displays a full description of each GL account identified by the selection criteria.
Reversed/Replaced GL Report (25.15.1.12)	Displays a list of all reversed/replaced GL transactions for the period indicated in the selection criteria.
GL Verification and Approval (25.15.1.13)	Displays data created during the status transitions with verify and approve statuses have been defined.
GL Account Sheet Report (25.15.1.14)	Shows the balance of the selected accounts at the specified start date and all transactions with the balancing accounts in detail up to the specified end date of the report. When applicable, the supplier or customer name and the tax class are shown per posting line.
GL Transactions Operational Report (25.15.1.15)	This report is similar to GL Transaction Report (25.15.1.1), but focuses on postings created from operational transactions and their associated details such as GL Reference, Transaction Type, Doc Type, Address.
Unposted Transactions Inquiry (25.13.13)	Lets you review unposted transactions prior to posting. This report also contains a GL Reference selection field. References start with IC, SO, WO, and FA.

Report	Description
Unposted Transactions Register (25.13.14)	Generates a report on unposted operational transactions based on ranges of selection criteria. • Entity (From/To) • Reference (ID) • Entered Date (From/To) • Effective Date (From/To) • Batch • Transaction Type • Unbalanced Only
Mirror Accounting Report (25.15.1.16)	Displays the source and mirror postings for a selection of source accounts and source daybooks. The report identifies the source and mirror posting lines and daybooks both for split and non-split transactions.

GL Transaction Activity Views

The following table lists the activity views available for GL transactions.

Table 15.5
GL Transaction
Activity Views
Menu (25.15.2)

View	Description
GL Transactions View (25.15.2.1)	Displays and sums all GL transactions that meet the search criteria. You can right-click to display related views, which let you drill down on the source documents for the transactions.
GL Account Extended View (25.15.2.2)	Displays extended details of GL accounts, including the posting sign (debit/credit), posting type, analysis, revaluation settings, shared sets, and budget groups.
GL Transactions by Sub-Account View (25.15.2.3)	Displays and sums all GL transactions that meet the search criteria, with the primary focus on the sub-account. This view is optimized for sub-account analysis.
GL BC Balance View (25.15.2.4)	Shows the actual balance in base currency for all GL accounts that meet the selection criteria.
GL TC Balance View (25.15.2.4)	Shows the actual balance in transaction currency for all GL accounts that meet the selection criteria.
GL Open Item View (25.15.2.5)	Displays and sums all transactions on GL open item accounts that meet the search criteria.
GL Open Item Activity View (25.15.2.6)	Displays detailed information on activities for GL open item accounts.
GL Summarized Transactions View (25.15.2.7)	Displays the posting history of the accounts specified in the selection criteria.

View	Description
Trial Balance View (25.15.2.9)	Displays balance details for the combinations of analytical elements that meet the selection criteria. You can use the view to ensure that the total of the debit balances equals the total of the credit balances for the selected GL periods. See “Trial Balance View” on page 496.
GL Transactions View Extended (25.15.2.10)	Displays GL transactions across all analytical levels (sub-accounts, cost centers, projects, and SAFs, in addition to intercompany, daybook, and currency). See “GL Transactions View Extended” on page 492.

Analytical Transaction Reports

Supplementary Analysis Fields (SAFs) provide additional analytical reporting that lets you group similar items/services or projects. An SAF structure can be directly associated with an account, cost center, or project.

Project codes are used to provide project-specific reporting. A range of account codes, as well as a range of sub-account codes and cost centers, can be associated with a specific project.

Report	Description
Cost Center Transaction Summary (25.15.3.1)	Lists cost center balances, including the opening and closing balance for each cost center and GL period, and the value of project transactions for that period.
Cost Center Transaction Detail (25.15.3.2)	Lists all transactions that comprise the transaction total for each cost center.
Project Transaction Summary (25.15.3.3)	Generates a summary of project transactions including the opening and closing balance for each project and GL period, and the value of project transactions for that period. Lets you select by project status.
Project Transaction Detail (25.15.3.4)	Generates a detailed list of project-specific postings. Projects are used to provide specific reporting on items, such as engineering design work or production rework.

Table 15.6
Analytical
Transaction
Reports Menu
(25.15.3)

Report	Description
SAF Transaction Summary (25.15.3.5)	Lists all transactions in which SAFs are used in combination with GL accounts and sub-accounts. • SAF Code 1 • SAF Concept 1 • Groupings Level 1 – 3
SAF Transaction Detail (25.15.3.6)	Provides a detailed breakdown of GL postings, based on SAF codes.

Analytical Transaction Views

The following table lists the available analytical transaction views.

Table 15.7
Analytical
Transaction Views
Menu (25.15.4)

View	Description
Transactions by Cost Center View (25.15.4.2)	Displays and sums all cost center transactions that meet the search criteria. Lists cost center balances, including the opening and closing balance for each cost center and GL period, and the value of project transactions for that period.
Transactions by Project View (25.15.4.3)	Provides a detailed breakdown of GL postings based on project codes.
Transactions by SAF View (25.15.4.24)	Provides a detailed breakdown of GL postings based on SAF codes.

GL Closing Reports

Before you can close a GL period, all data for that period must be consistent and complete.

A number of reports are provided for this purpose. For the closing process, you must manually run these reports and, if no issues or exceptions are found, close the GL period.

These reports are all on the Closing Process Reports menu (25.21.2) except for the Revaluation Report, which is grouped with other revaluation activities.

Table 15.8
Closing Process
Reports Menu
(25.21.2)

Report	Description
Revaluation Report (25.21.1.6)	Displays the revaluation results for the current entity, optionally in the management currency, and has two revaluation-specific selection criteria: • Revaluation Area: Balance Sheet Accounts, Customer Open Items, Customer Payments, Profit and Loss Accounts, Supplier Open Items, and Supplier Payments • Revaluation Number
Numbering Completeness (25.21.2.1)	Checks for gaps in the numbering of documents and lists any discrepancies. It also checks other periods for numbering errors.
GL Balance vs Transactions (25.21.2.2)	Lets you verify whether the sum of all detail transactions equals the balance.
Posting Balance Validation (25.21.2.3)	Lists the balance of all postings for the specified period in the base currency and management currency.
Open Item GL Validation (25.21.2.4)	Sums GL open items with the Open Items sub-ledger.
AR vs Control GL Check (25.21.2.5)	Compares the balances of Customer Control accounts against the open item balance of customers whose accounts are Invoice Control GL or Credit Note Control GL.
AP vs Control GL Check (25.21.2.6)	Compares the balances of Supplier Control accounts against the open item balance of suppliers whose accounts are Invoice Control GL or Credit Note Control GL.
Unmarked GL Postings Validation (25.21.2.7)	Lists transactions that do not have a period mark.
Management Currency Validation (25.21.2.8)	When management currency is enabled, lets you verify that a corresponding management currency entry exists for each daybook.
Unallocated Invoices Balance (25.21.2.9)	This report checks the consistency of the unallocated supplier invoice balance by comparing: • The balance on the system account of type Unmatched Invoices • The total of unmatched supplier invoices
Pending Transient Layer Postings (25.21.2.10)	Identifies unposted entries in the Transient layer, which you can then transfer to the Official layer. One possible usage of Transient layers is to store postings for review. When the postings have been reviewed and approved, they can then be transferred to an Official or Management layer.

Report	Description
Pending Allocations (25.21.2.11)	Prints details of transactions that are pending allocation.
Pending Recurring Entries (25.21.2.12)	Checks for unposted recurring entries. The report output is sorted by recurring entry code and posting date.

Accounts Receivable Reports

Table 15.9 lists and describes the selection criteria that are most frequently used in accounts receivable reports. The accounts receivable reports also contain selection criteria that are common to all GL and other reports, which are listed in Table 15.2.

When printing customer addresses on reports, the system checks the postal format to determine whether the zip code prints after the city and state or before it.

The functions on the Customer Payment Print menu are discussed in “Printing Customer Payments” on page 568.

Table 15.9
AR Report Criteria

Report Field	Description
Aging Type	Choose the time span used to group the overdue invoice data. The options are Days and Months.
Aging Offset	Specify a value for the aging offset. For example, if you select Days in the Aging Type field and enter 3 as the offset, the report contains columns for data overdue by 3 days, 6 days, 9 days, and so on.
Bank Account	Specify the bank account used for the payment selection.
Control GL Account	Specify the control GL account or range for selecting data to report.
Currency Code	Specify a currency code or range to refine the report.
Customer Balance	Choose an option from the types of customer balance to include in the report. The options are All, Debit, and Credit.
Customer Payment Selection	Specify a payment selection on which to base the report.
Customer per Page	Select Yes to format the output with a new report page for each customer.
Customer Totals Only	Select Yes if the output should display only a single row per customer without additional details.

Report Field	Description
Customer Type	Specify a customer type or range to refine the report.
Creation Date	Specify a date to refine the report output to transactions created on that date.
Date for Aging Calculation	Enter the date against which the report compares all overdue payments.
Due Invoices Only	Select Yes to include overdue invoices only in the report.
Header Entity	The system uses the details of headoffice address of the business relation associated with the header entity to print on certain reports. These details indicate who the customer should contact if they have questions about the report or statement.
Include Adjustments	Select Yes to include adjustment transactions in the report.
Include Credit Notes	Select Yes to include credit notes in the report.
Include Credit Note Corrections	Select Yes to include credit note corrections in the report.
Invoice Date	Specify the invoice date or range.
Invoice Due Date	Specify a due date or range of dates to restrict the report.
Include Invoices	Select Yes to include invoices in the report.
Include Invoice Corrections	Select Yes to include invoice corrections in the report.
Invoice Open	Select Yes to include unpaid invoices in the report.
Include Payments	Select Yes to include payments in the report.
Include Prepayments	Select Yes to include prepayments in the report.
Invoices within Terms	Select Yes to include invoices that are not yet overdue.
Number	Specify an invoice number or range to restrict the report.
Only Customers with Activity	Select Yes to only include customers whose accounts have been updated by transactions.
Reference	Specify a unique reference number that identifies a payment, such as the check number.
Reporting Currency	Specify the currency to which amounts will be converted and displayed on the report. The default is blank, meaning all amounts are printed in base currency. When you specify a non-base currency, all amounts are converted from the base currency to this currency using the current accounting exchange rate.
Status	Specify the payment status or include all: accepted, allocated, bounced, conditional collection, for collection, initial, paid, paid conditionally.

Report Field	Description
Sort By	Indicate which field to use for sorting the report.
Summary By	Specify the detail level to include in the report summary, such as daybook, GL account, sub-account, cost center, or project.
User Name	Specify a user name to limit the report data to transactions created by that user.
With Opening Balance	Select Yes to include the outstanding open items (invoices, credit notes, adjustments) that were transferred to the customer account from a previous system.

Customer Reports

Most of the customer reports are on the Customer Reports menu (27.17), but a few others are also available and described here.

Table 15.10
Customer Reports

Report	Description
Customer Invoice Print (27.1.1.4)	Lists invoices for the customers who meet the selection criteria. The report includes the voucher, invoice reference, invoice status code, invoice amount, and due date. The report includes a selection field that lets you specify the invoice type to report on. The options are: Adjustment, Credit Note, Credit Note Correction, Finance Charge, Invoice, Invoice Correction, or Prepayment.
Customer Payment Selection Report (27.6.6.4)	Lists the status of customer payment selections that match the selection criteria. The report includes the payment selection number, payment instrument, business relation, payment status, creation and due dates, and amounts in BC and TC.
Customer Open Items Report (27.17.1)	Lists the outstanding open items on the specified date for the selected customers. Open items are grouped by type (invoice, credit note, prepayment, adjustment).
Customer Account Activity (27.17.3)	Lists all activities, open, and closed items for the selected customers during the selected period.
Customer Account Summary (27.17.4)	A summary of the debit/credit transactions (one line per customer) for the selected period. Also displays the balance before the selected period.

Report	Description
Customer Turnover (27.17.5)	Lists customer activity over a given period. For credit purposes, a Turnover Report for the customer over the previous 12-month period shows the amount to which the percentage turnover credit check is to be applied. The Customer Turnover includes sales orders and invoices from all entities. The report includes a Detail Level field that lets you specify the level of detail to include in the report. The options are All, GL Period, Customer, or Year.
Customer Aging Analysis Current (27.17.6)	Calculates aging for all due customer open items by the number of periods overdue at the specified date. All payments up to the day the report is generated are included.
Customer Aging Analysis History (27.17.7)	Lists payments up until the end of the specified period.
Customer Aging Analysis by Group Current (27.17.8)	Groups aging analysis data by sub-account, sales account GL profile, or project.
Customer Aging Analysis by Group History (27.17.9)	Groups the data generated in Aging Analysis historically by sub-account, sales account GL profile, project.
Reminder Letter (27.17.10)	Generates a letter to be sent to selected customers regarding their open invoices. The address details of the headoffice address of the business relation associated with the specified Header Entity print at the top of the letter. This letter is described in more detail in “Reminding Customers of Outstanding Balances” on page 581.
Customer Reminder Overview (27.17.11)	Provides a list for the credit management department to use for follow-up on open invoices with a reminder level greater than 0 (zero). Open credit notes and prepayments are always included. Lists the reminder level, reminder date, due dates, and original and current balance for each selected customer open item. The customer contact details are derived from the primary contact defined for the Reminder address of the business relation associated with the customer.
Customer Report (27.17.12)	Provides a summary of customer details, including the customer code, business relation, address, tax details, credit details, banking details, and control account details.
Customer List (27.17.13)	Lists the customers that match the selection criteria. A line of data is printed for each customer, including the customer code, business relation, federal tax ID, profile codes, credit terms, and customer type.

Report	Description
Customer Open Items Basic (27.17.15)	Lists open items by customer, currency, customer control account, sales account GL profile, salesperson, and sub-account.
Customer Credit Overview (27.17.18)	Lists the customer credit situation with regard to your organization, including the customer's open balance, credit terms, credit limit, high credit, last payment, credit rating, highest reminder level. - Customer Type. - Over Credit Limit Only (Yes/No). Select Yes to show only customers that have an open balance greater than their credit limit. All amount display in the customer's default currency.
Customer Statement of Account (27.17.19)	Lists open items as of a certain date (default is today) in all selected entities, grouped by currency and open item type with subtotals. Indicates the open item due date and if it is overdue. One document is generated for each customer. The Header Entity field determines the address for your company printed on the statement. Only data for customers with Statement Cycle enabled that meets other selection criteria is included. Enter a Statement Cycle to include only customers with a matching cycle. For more details, see "Reminding Customers of Outstanding Balances" on page 581.

Customer Views

Table 15.11
Customer Views
Menu (27.18.1)

View	Description
Customer Activity Dashboard (27.18.1)	Use to view all customer credit-related information, including open items and payments, for one or multiple entities. See "Customer Activity Dashboard" on page 573 for details.
Customer Invoice Activity (27.18.2)	Displays and sums customer invoices that meet the selection criteria. Includes details on the voucher, daybook, posting, account, and batch number.
Customer Invoice Extended (27.18.4)	Extended version of the Customer Invoice Activity view. Also includes customer address, salesperson details, credit and allocation details, exchange rates, and balances in MC, BC, and TC.
Customer Balance View (27.18.8)	Displays the balances of customer accounts that meet the selection criteria. The view displays the account balance in MC, TC, and BC, and the customer's credit details.

Accounts Payable Reports

Table 15.12 lists and describes the selection criteria that are most frequently used in accounts payable reports. Many of the accounts receivable report criteria are also common to accounts payable reports, and the table only lists criteria not already listed in Table 15.9.

When printing supplier addresses on reports, the system checks the postal format to determine whether the zip code prints after the city and state or before it.

The functions on the Supplier Payment Print menu are discussed in “Printing Supplier Payment Instruments” on page 721.

Table 15.12
AP Report Criteria

Report Field	Description
Payment Year	Specify a payment year or range.
Payment Number	Specify a payment number or range.
Payment Reference	Specify a unique reference number that identifies a payment. References are typically the supplier’s invoice number.
Supplier Codes	Specify a supplier code or range to refine the report output.

Supplier Activity Reports

Table 15.13 lists the reports available on supplier activity, cost variance, open items, turnover, and aging analysis.

Table 15.13
Supplier Activity
Reports Menu
(28.17)

Report	Description
Supplier Open Item Basic (28.17.4)	Lists open items by supplier.
Supplier Open Item Extended (28.17.5)	Lists the outstanding open items on the report date for the selected suppliers. The open items are grouped by type (adjustment, credit note, credit note correction, invoice, invoice correction, prepayment). Summary is available per supplier, currency, supplier control account, and sub-account.
Supplier Account Activity (28.17.6)	Lists transactions (in detail or as a summary amount) for a given supplier during the selected time period.

Report	Description
Supplier Turnover (28.17.7)	Prints earnings data for the suppliers and period you specify using the report criteria. The report will contain one line for each supplier, showing the supplier's Net Turnover and Gross Turnover for selected range of periods
Supplier Account Summary (28.17.8)	Prints balance and activity data for the suppliers and a period you specify using the report criteria. The report will contain a line for each supplier, showing: • Beginning balance (for the last period) • Debit and credit transactions for the selected period • Closing Balance for the selected period
Supplier Aging Analysis Current (28.17.9)	All open items created in the specified time frame. Also lists the due supplier open items by number of periods overdue at the entered date for aging calculation.
Supplier Aging Analysis History (28.17.10)	Aging analysis payments up to the specified period.
Supplier Aging Analysis by Group Current (28.17.11)	Groups aging analysis data by sub-account or project.
Supplier Aging Analysis by Group History (28.17.12)	Groups aging analysis backwards data by sub-account, purchase code, or project
Unapproved Supplier Invoices (28.17.13)	Lists unallocated invoices for the selected supplier. Unallocated Only (Yes/No)
Supplier Report (28.17.14)	Lists details of the suppliers who meet the selection criteria, including business relation and address details, tax information, currency, and credit terms.
Supplier List (28.17.15)	Lists the suppliers recorded in your system. Use the selection criteria to specify the range of supplier you want to include. A line of data is printed for each supplier.

Report	Description
Logistics Charge Variance (28.17.17)	Lists only those logistics charges where the amount accrued differs from the amount paid.
Open Logistics Charge (28.17.18)	Lists all open logistics charges. Can be run with an historical date to show what was open as of a prior date. • Logistics Supplier (From/To) • Internal Reference (From/To) • Order (From/To) • Effective Date (From/To) • Ship-From • Ship-To • Account • Blank Suppliers Only (Yes/No) • Charge Code • Currency • Sort By

Receiver Matching Reports

Table 15.14 lists the receiver matching reports available within accounts payable.

Report	Description
Receiver Matching Report (28.2.5)	Lists the matching status for credit notes and invoices and, if applicable, the receipt or return lines with which they are matched. In addition, invoices that were not matched against receipts are included in the list. Data is grouped by supplier and sorted by supplier code. The report includes the following matching-specific selection criteria: • Matching Status (All/Matched/ Unmatched) • Matching Type (All/Financial/ Receiver) • Matching Date (From/To)

Table 15.14
Receiver Matching
Reports

Report	Description
Unmatched Receipts Report (28.2.6)	Lists receipts that have yet to be matched or that are only partially matched (only unmatched lines display). The data is grouped by supplier, by purchase order, and by receipt. The report includes the following matching-specific selection criteria: • Item (From/To) • Include Inventory Items (Yes/No) • Include Subcontracted Items (Yes/No) • Include Memo Items (Yes/No) • Include Logistic Charge Items (Yes/No) • Receipt (From/To) • Site
Matching Variance Report (28.2.7)	Lists the variance details that result from the matching process. Use the Rate Variance Reference as follows: • Total Standard Cost to see the variance between the item supplier invoice cost and the standard cost. • Standard Cost without Overhead to see the variance between the item supplier invoice cost and the standard cost without overhead included. • PO Cost to see the variance between the item supplier invoice cost and the purchase order cost.
Matching Logistic Charge Variance (28.2.8)	Similar to the Matching Variance Report, but applies only to charges for logistics (freight).

Supplier Views

Table 15.15
Supplier Views
Menu (28.18)

View	Description
Supplier Activity Dashboard (28.18.1)	Use to view all supplier information, including open invoices. See “Supplier Activity Dashboard” on page 726.
Supplier Invoice Activity (28.18.2)	Displays and sums supplier invoices that meet the selection criteria. Includes details on the voucher, daybook, posting,
Supplier Invoice Extended (28.18.3)	Extended version of the Supplier Invoice Activity view. Also includes tax and receiver matching details.
Supplier Balance View (28.18.4)	Displays the balances of customer accounts that meet the selection criteria. The view displays the account balance in MC, TC, and BC, and the customer’s credit details.

View	Description
Supplier Invoice Payment View (28.18.6)	Displays payment selections with and key attributes for selected suppliers and a date range.

Cash and Bank Reports

Table 15.16
Cash and Bank
Reports

Report	Description
Petty Cash Report (31.2.6)	Lets you view petty cash transactions for the period defined in the selection criteria and enables you to track how petty cash is being used. • Cash GL Account • Daybook • Layer • Page Break by Date • From/To Posting Date • Voucher
Cash Flow Report	Used to project future cash positions based upon expected sources and uses of cash, including Accounts Receivable, Accounts Payable, Sales Order Activity, and Purchase Order Activity. See “Cash Flow Report” on page 807 for further details.

Structured Reports

The Balance Sheet and Income Statement are generated as GL reports based on predefined report structures. Report structures reuse part of the budget setup functionality, and are based on work breakdown structures.

Reports that run on a report structure have their content selected and grouped according to that structure, and not based on the list of GL accounts.

Note This section describes how to use the fields in Budget Create to define report structures. Defining budget structures and all other budget-related topics are described in detail in “Budgeting” on page 815.

Report Structures

Report structures let you define the hierarchy of levels for which data will be accumulated for the Balance Sheet and Income Statement Reports. You can define a tree-like report structure that ends at the lowest level on the chart of accounts, and where the higher levels are subtotals.

A report structure consists of a placeholder entity budget, where the budget structure is defined, but contains no period information and budget data.

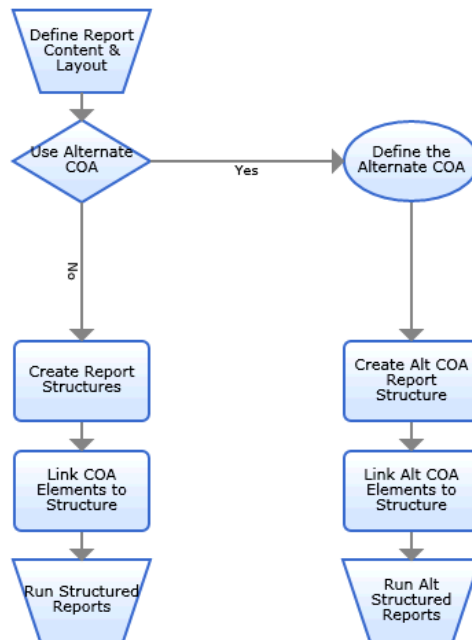
As with budget structures, you define a report structure by creating levels and topics, and by linking subtotals and COA elements to the hierarchy of topics. In addition to GL accounts, you can define sub-topics for sub-accounts, cost centers, and projects.

When you define a structure, it must contain a minimum of one GL account topic level. If you link a range of GL accounts to a topic, details will not be printed for each account.

Figure 15.1 shows the process map for the setup of structured reports.

As a future development, you will have the option to run Chinese Balance Sheet and Income Statement structured reports based on an alternate COA structure. See “Alternate Chart of Accounts” on page 170 for more information on creating alternate COA structures for use in statutory reporting.

Fig. 15.1
Set Up Structured
Reports Process
Map



Creating a Report Structure

You use the Budget Create (25.5.1.1) activity to create a budget structure for use as a report structure. Only minimal budget data is needed in the header, including the budget code and description, and you then select the Use as Report field.

When you select Use as Report, the system validates and categorizes the report structure data differently than for general budget data. Selecting the Use as Report field makes the report structure available in the selection criteria of the Financial Statement ProForma, Balance Sheet, and Income Statement reports.

None of the fields in the General tab are required when defining a report structure.

Fig. 15.2
Budget Create, Use
as Report Field

The screenshot shows the 'Budget - Create' dialog box. It has two input fields on the left: 'Budget Code' and 'Description'. On the right, there are three options: 'Status' (a dropdown menu set to 'Initial'), 'Used for Allocation' (an unchecked checkbox), and 'Use as Report' (a checked checkbox). An arrow points from the 'Use as Report' checkbox to the text 'Use budget structure to format a report'.

Use budget structure to format a report

Periods Tab

Use the Periods tab to define a minimum of one period for the report structure; you can create a single period for the entire year.

Note If you define a report structure to include budget data in addition to GL and chart of account details, you must define the period to coincide exactly with the budget time frame.

Fig. 15.3
Budget Create,
Periods Tab

The screenshot shows the 'Periods' tab in the 'Budget Create' dialog box. It has four sub-tabs: 'General', 'Periods', 'Levels', 'Structures', and 'Versions'. The 'Periods' tab is active. It contains a table with columns 'GL Period Code', 'Start Date', and 'End Date'. The first row is 'Period' with '01/01/2007' and '12/31/2007'. To the right of the table are two sections: 'Periods By Year' with a 'Year' dropdown set to 2007, and 'Periods by Dates' with 'Starting Date' (01/01/2007), 'Occurrences' (1), and 'GL Period Type' (Period). At the bottom right is a 'Create GL Period' button.

Levels Tab

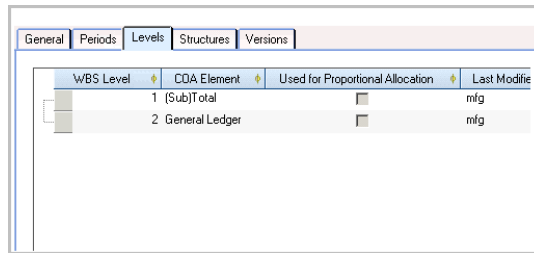
Use the Level tab to define the number of levels to include in the report structure hierarchy. Report structures are defined top-down, so include subtotals at the highest levels in the hierarchy.

The GL account level is mandatory and must be the first COA element you include in the report structure hierarchy, after the subtotal levels. The other COA elements are not mandatory, but if you use them, define them in the sequence Sub-Account, then Cost Center/Project.

You cannot define subtotal levels within the COA elements. Therefore, if you define subtotals at levels 1 and 2, and GL accounts at level 3, you cannot define a subtotal again at level 4.

A report structure can contain a maximum of eight levels. You use the Topic Level field in the report Selection Criteria to indicate the level of detail that you want the structured report to contain. For example, Level 1 indicates that amounts are shown for topics on the top level only.

Note You cannot define SAFs as report structure levels.



WBS Level	COA Element	Used for Proportional Allocation	Last Modified
1 (Sub)Total		☐	mfg
2 General Ledger		☐	mfg

Fig. 15.4
Budget Create,
Levels Tab with
Structure Hierarchy

Structure Tab

Use the structure tab to link a COA element or subtotal to each level topic, as described in “Budgeting” on page 815.

Figure 15.4 shows that there are two levels in the report structure, and that GL accounts are at level 2. In Figure 15.5, Assets and Liabilities are subtotal levels, and cannot have accounts linked. The AR, AP, SIREC, and Result of Current Year level 2 topics have linked GL accounts.

If the structure includes lower COA levels, you must link the elements in a one-to-one combination with one GL account, one sub-account, and one cost center or project in the hierarchy of a topic. You cannot use ranges or lists when linking sub-accounts, cost centers, or projects.

Fig. 15.5
Budget Create,
Structures Tab with
Report Structure

The Topic Properties screen used to link COA elements to budget and report structures contains two fields that are specific to report structures: Hide on Reporting and Invert Base Sign.

- Select Hide on Reporting to hide subtotal topics on balance sheet and income statement reports.
- The Invert Base Sign field lets you change how debit and credit amounts are represented for a report structure topic.

Fig. 15.6
Budget Create,
Topic Properties,
General Tab

The display sign of an amount on a topic is derived as follows.

Table 15.17
Invert Base Sign
Rules

Topic Balance	Invert Base Sign?	Operator Displayed
Debit	No	+
Debit	Yes	-

Topic Balance	Invert Base Sign?	Operator Displayed
Credit	No	-
Credit	Yes	+

System Accounts

During the Year-End Closing procedure, the system posts the total balance of the P&L accounts to the balance sheet, and the balance of the P&L accounts is zero for the new GL calendar year. See “Year-End Transactions” on page 482.

However, if you run a balance sheet early in the current calendar year, the previous GL calendar year may still be open, and the P&L balance will not have been transferred. In addition, you may want to include the P&L balance to date for the current year.

Two system-type accounts let you include the balance of all P&L accounts for the current year and all unclosed previous years in a report structure. The accounts to use are:

- Result of Previous Year
- Result of Current Year

When you run a Balance Sheet or Income Statement that includes a Result of Current Year account, the system transfers the balance of all profit and loss accounts to that system account, and displays the resulting balance on the report.

Similarly, when you run a report with a structure that includes a Result of Previous Years account, the system transfers the balance of the profit and loss accounts for all previous, unclosed years to that system account. The resulting balance is displayed on the report.

The results are shown on a separate line in the reports: Profit/Loss of All Open Accounting Years.

See “GL Accounts” on page 139 for information on creating system accounts.

Executing Structured Reports

Structured reports calculate balances for each entity in the selection. GL calendar years are closed per entity, so the last closed GL calendar year can be different for each entity.

If the time period you specify in the selection criteria does not match the GL calendar periods (or a multiple), the report data is prorated on day basis.

If you run the reports with a Topic Level of 3 and the structure has five levels, then the report shows output for three levels; topics 4 and 5 will be hidden.

Financials Statement ProForma

The Financials Statement ProForma Report (25.15.5.3) lets you print a hierarchical design of a report structure. The report lists the topics across all levels in an indented format to indicate child levels. It also lists the COA elements linked to each topic level.

The purpose of the report is to enable you to determine if the report structure has been implemented correctly.

Balance Sheet

The Balance Sheet Report (25.15.5.4) runs based on report structures implemented using the Budget function. Budgets provide item breakdown through the use of topic levels.

The Balance Sheet report calculates the balance of all profit and loss GL accounts from the start of the GL calendar year up to the end of the selected time frame. You can run the report for either actuals or budgets.

The system constructs the Balance Sheet based on the accounts you specify in the report structure. All other accounts are excluded.

Typically, Balance Sheets are constructed from the following information:

- Balances of all asset accounts, such as cash accounts, accounts receivable, and prepaid expenses
- Balances of all liability accounts, such as accounts payable, and unmatched invoices accounts, bank loans, and income tax liabilities

The system compiles the balance sheet for the most recent GL calendar year that is not closed to transactions. The balance sheet always contains data from the first day of the GL calendar year up to the end date you specify.

The Multi-Column Balance Sheet Report (25.15.5.6) lets you include up to a maximum of 15 data and calculation columns in the report. This lets you view monthly or quarterly comparisons for actuals and budgets, and calculate variances and percentage variances for each period.

This report is created in the same way as the Balance Sheet Report (25.15.5.4). The system derives data for the report from a user-defined report structure, in which you create levels and topics, and link subtotals and COA elements to the topic hierarchy. In addition to GL accounts, you can define sub-topics for sub-accounts, cost centers, and projects.

You can use the following criteria for each column:

- **Actual.** The actual balance at the end of the time period.
- **Budget.** The budgeted balance at the end of the time period. Budget data is retrieved from the report structure for the given period.
- **Variance.** The variance calculated between the two previous data columns. A common balance sheet would include columns for actuals and budget for the given period, followed by a comparison between these balances.
- **% Variance.** The variance between the two previous data columns as a percentage.

You set the To Date parameter for data columns to define the time period. The start of the period is the start of the accounting year.

You must define the first column in the report, and you define multiple columns consecutively. For example, you can only define column 5 if you have already defined columns 1 to 4. You must complete the To Date and content fields for data columns, and content fields for calculation columns. Columns that have not been defined are not displayed in the report output.

Income Statement

The Income Statement Report (25.15.5.5) is used to track revenues and expenses so that you can determine the operating performance of your organization over a specific period of time.

Income statements help investors and suppliers determine the past performance of the organization and predict future performance.

The Income Statement typically includes figures from income and expense accounts, such as sales and rent revenue, and cost of goods sold, selling expenses, and overhead expenses.

The Multi-Column Income Statement Report (25.15.5.7) also provides up to 15 columns of reporting, in which you define the From and To Dates and the content criteria for the Income Statement. The Multi-Column report provides greater flexibility when generating summaries and forecasts for monthly or quarterly periods and is easily exported to spreadsheet format for analysis.

Use the Actual, Budget, Variance, and % Variance options for the income statement report. You also use the % Income option in calculation columns, which calculates the percentage income for the period.

Report Customization

Reports can be customized to optimally support your company processes and best practices. You can:

- Add or remove report filter criteria, assign default values, and save custom report variants by user, role, or system-wide.
- Use the Crystal Reports designer tool to modify the report layout, add and remove data fields, add calculation logic, or change sort order and grouping.
- Customize system-supplied report templates that contain formatting information such as fonts, logo, and paper orientation (landscape, portrait) using the Crystal Reports designer tool.

Note You must have a license to use the Crystal Reports designer tool.

Default settings are provided for each report. These can be adapted based on your company standard to better support your best practices. The last-used settings for a report can be automatically saved based on user-configurable settings. Filter settings and layout can be given a name and stored as a report variant for private use or to be shared among users or groups of users (roles).

By default, the system saves each user's last-used report variant. When you reopen a report you have already run, and click Apply to start the report, the report runs using the settings you last used.

In addition, you can define specific report settings and save them using a variant name. When you run the report, select that variant, and the report settings will be copied into the selection criteria, saving time.

Changing Report Settings and Defaults

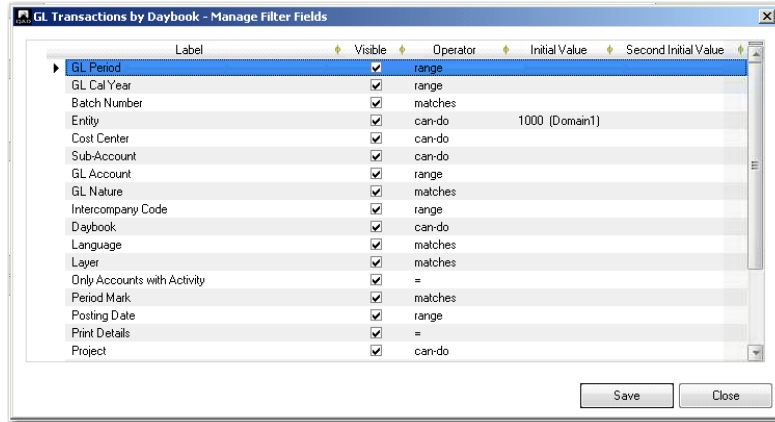
Managing Filter Fields

The Manage Filter Fields option in the Tools menu lets you indicate which filter fields to use for the current report variant, and how the fields will appear in the Selection Criteria tab for the report.

You can use Manage Filter Fields to:

- Change the order in which the filter fields appear in the Selection Criteria tab.
- Specify whether a filter field should appear on the Selection Criteria tab (Use column).
- Define an initial value or range of values for the filter field.

Fig. 15.7
Manage Filter
Fields



Field Descriptions

Use. Select the field to include the item in the report search criteria.

Operator. Indicates how a value entered as a search criterion should be interpreted. Possible values are:

begins, matches, =, >, <, =>, <=, can-do, range.

Initial Value. Select the default value for the search criterion from the drop-down list.

Second Initial Value. This field is editable only when the range operator is specified. Enter the ending value in a range for selecting records.

Report Options

The Report Options option in the Tools menu lets you specify reporting runtime parameters. These settings will be stored at report variant level, and affect how the report is printed.

GL Transactions by Daybook - Report Options

Language Code:

Date Format:

Date Separator:

Decimal Point:

TC Number of Decimals:

Filter Print Mode:

Page Break Mode: ☒

Use Alternate Shading: ☒

Mail Subject:

Mail Body:

Report File:

End User Field	End User Field Description	Resultset Field

Save Close

Fig. 15.8
Report Options Tab

Field Descriptions

Language Code. Select the language to use in the report output. The default value is the language of the current session. You can also store a language preference in the report variant, and also in the last-used report variant.

For example, a user logs in to the application and the session language is set as English. The user opens the GL Transactions report, changes the reporting language to French, and runs the report. The next time the same user runs that report, French is retained as reporting language because this setting is stored in the last-used report variant for the user.

Date Format. Select the format for displaying dates on the report. The options are:

DMY

MDY

YMD

Date Separator. Select the type of separator to use to format dates printed on the report. The options are forward slash, dash, and period.

Decimal Sign. Select the decimal sign to use in figures printed on the report.

TC Number of Decimals. Select the number of decimal places that you want to allow for decimal amounts printed on the report.

This numeric field will determine whether a fixed number of decimals should be used for the transaction currency fields. Possible values are: <blank>, 0, 1, 2, 3, 4, 5, or 6. If you select <blank>, the number of decimals stored in the report data row itself will be used.

Filter Print Mode. Select an option to indicate where on the report the filter information should be placed. The options are:

No Filter Values Section on Report

Filter Values Section only on First Page

Filter Values Section only on Last Page

Page Break Mode. Select the field if the system must insert a page break in the report.

Use Alternate Shading. Select this field to shade alternate lines on the report. This aids readability for reports that contain many lines of data.

Report Design File. Specify a Crystal Reports design file that contains custom changes to the current report. The changes are then loaded and applied to the report. See “Using the Merge Tool” on page 923.

Mail Body. Optionally, enter body text for e-mails to system users to which the report is to be attached.

Report File. This field indicates the default report template on which the report is based. Use the drop-down list to select a different template if required.

Report Variants

Report Variants are similar to stored searches, and let you store the settings for a report under a user-defined name. By storing settings in a variant, you avoid defining report settings each time the report is run.

Use the Variants menu to save report variants, and the Variants drop-down list to select saved variants.

You can use an existing report variant, modify the report settings and save them to the existing report variant, or select another report variant to update.

Use Report Variant Delete (36.4.21.25.3) to delete unwanted variants from the system.

Use Report Variant View (36.4.21.25.2) to view existing report variants in read-only form.

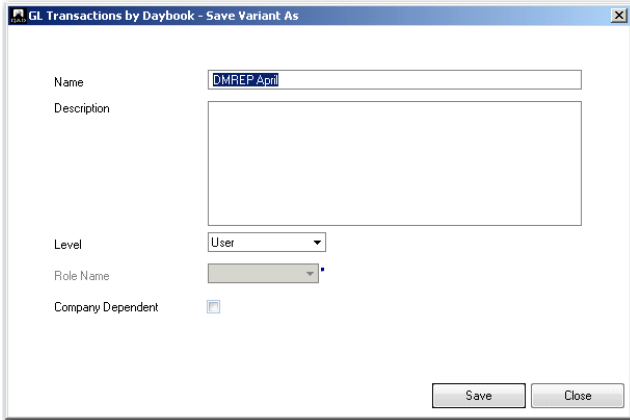


Fig. 15.9
Variants Save As

Field Descriptions

Name. Enter a code (maximum of 80 characters) to identify this variant. The variant name must be unique to that report.

Description. Enter a brief description of the variant

Level. Choose an option to determine which users can access the report variant. The options available in the Level drop-down list depend on your role permissions.

User <Current User ID>: Only you can access the report variant. It will not be available in the variant lists of other users. This setting is the default.

Role <Current Role>: Only users who have the same role as your default role can access the variant. It will not be available in the variant lists of users who do not have this role.

System: The variant is available to all users in the system.

Customized Factory Default: The variant will be named CUSTOMERDEFAULT, and will become the customized factory default for this report.

Note This option is only available to users who have a role assigned that lets them define a stored search on system level.

Role Name. If you select role as the access level, select a system role from the drop-down list.

Entity-Dependent. Select the field if you do not want the report variant to be available across entities.

Server Output Processing

The Server Output Processing area of reports lets you define output options for server-based reports. Use these options to:

- Designate a server printer on which to output the report. The system retrieves a list of all available server printers.
- Specify a file name, location, and format in which to save the report. For example, you can save a report as PDF to a specified location.
- Browse for user e-mail addresses and roles to which to e-mail the report.

You can combine these options by saving a report in file format, selecting users and roles to which to send the file, and e-mailing the file.

Fig. 15.10
Server Output
Processing

Field Descriptions

To Printer. Specify a server printer on which to send the report. The drop-down list displays all printers configured on the report server.

To File. Specify a file name and extension when you want to e-mail the report as a file to system users.

Mail Subject. When the report is to be e-mailed to system users, enter a mail subject header in this field. The name of the report is entered by default.

E-mail Addresses. Specify system user e-mail addresses to which to send the report file.

E-mail to Roles. Optionally, specify system roles to which to e-mail the report file.

Output To File. Select a file format in which to save the report file.

Creating and Modifying Reports

The data, formatting, layout, header, and footer information contained in a report is generated from two sources:

- The native report. This report retrieves the raw report data from the dataset schema and does not contain any formatting.
- The report template. This report contains the layout, formatting, header, and footer details

Both types of report file have the `.rpt` extension. You create the actual report file by merging these two reports using the Merge tool.

Native Reports

Native reports are created using the Crystal Report designer and stored in the `\Reports\NativeReports` directory. You use the Designer to create new reports and modify existing reports.

The dataset schema `.xsd` file is the source of the report data, and is automatically generated when the Reporting business component is loaded. The `.xsd` file is located in the `\Components\Remoting\QADFinancialsIF` folder.

When creating a new report, you first retrieve the `.xsd` file, and then use the following Designer options to design your report:

- Select the required database tables and create links between these tables.
- Add data fields, such as date format or entity code, and calculation logic.
- Add text fields.
- Add groups by which to group and sort the data.
- Suppress or hide sections based on conditions.
- Use Format Options to specify how the field will be displayed when it is merged with the template file.

These and other Designer functions are described in Crystal Reports Designer documentation.

Note You must have a Crystal Reports Designer license in order to use the Designer tool.

Report Templates

A number of templates are available to support landscape and portrait reports, different filter sections, page headers, page footers, and formatting options. The template reports along with all their elements are stored in the `\Reports\TemplateReports` directory.

Crystal Report templates are deployed on the application server. The system uses a time stamp to determine when local versions of the files need to be refreshed, and stores standard `.rpt` files and new and customized versions in separate server locations.

Using the Merge Tool

You modify the data generated in an existing Financials report by updating the native report file. To make a system-wide change to the format of all Financials reports—for example, adding or changing a company logo—you update the template report. In both cases, you use Designer to make the change and the Crystal Reports Merge Tool to re-apply the template to the report (or to all reports in the case of a format change).

The Merge Tool interface has two areas:

- Conversion
- Options

Conversion

The Conversion area has two sections: Input Paths and Batch Conversion.

Input Paths

Use the fields in this section to identify the component files for the merge.

Native Report. Specify the full path of the native report to be merged.

Template Report. Specify the full path of the template report to be merged.

Path to Subreports. The sub-reports option is not implemented in this release.

Output File. Specify the full path of the final merged report. Final reports are saved in the `\FinalReports` root directory. This directory path is specified in the `ReportFolder` section of `QadFinlauncher.exe.config` file, which is located in the `\QadFinLauncher\bin\Debug` folder.

Note The `UIDebugEnabled` parameter in the `QadFinlauncher.exe.config` file lets you save the contents of the last generated report data in an `.xml` file for analysis. This file is stored as `lastreport.xml` in the `\QadFinLauncher\bin\Debug` folder, and is overwritten by each newly generated report.

Important The name of the final report must be the same name as the report method in the business component.

Dataset Name. Specify the full path of the data source file. This is the dataset schema .xsd file that is the source of the report data, and is located in the \Components\Remoting\QADFinancialsIF folder.

When you have set the path parameters, click Merge to run a merge on a single native report, or M to run a batch merge on all native reports.

Batch Processing

Use the Batch Processing option to apply a change in a template report to all native reports. The system retrieves the native report and template report locations from the Input Paths section.

For example, to change the logo on all reports, you:

- 1 Update the template report.
- 2 Identify the native report and template report directories in Input Paths.
- 3 Click the M button to start the batch process.

The system creates a batch file in a default location for analysis. The updated template is reapplied to all reports in the \NativeReports directory.

Options

The Options section of the tool interface displays date, number, format, formula, and translation settings for the merge. These settings are retrieved from the code for the Report component. You do not normally modify these settings.

Note When you complete your Input Paths settings and click Options, you are prompted to save your path settings.

You can overwrite the following merge options by specifying different values in Report Options before running the final report:

- Date format

- Date separator
- Decimal point

Merge Tool Configuration File

These merge settings are also displayed in the configuration file `CRMergeTool.xml`, which is located in the root of the merge tool installation directory. This file is updated after every merge.

The following code illustrates a sample `CRMergeTool.xml` file:

```
<?xml version="1.0" encoding="utf-8"?>
<configuration>
  <FileOptions>
    <NativeFile value=
      "C:\Develop\Production\QADFinForms\QADFinForms\Reports\NativeReports\NativeReport.rpt" />
    <TemplateFile value=
      "C:\Develop\Production\QADFinForms\QADFinForms\Reports\TemplateReports\TemplateReport.rpt" />
    <SubreportDir value=
      "C:\Develop\Production\QADFinForms\QADFinForms\Reports\TemplateReports\" />
    <OutputFile value=
      "C:\Develop\Production\QADFinForms\QADFinForms\Reports\ActualReport.rpt" />
    <DatasetName value="" />
    <AutomaticDataset value="true" />
    <BatchFile value="C:\Sc5Develop\dev05\utils\SC CR Merge Tool\SCCRTool\bin\Debug\Batch (GL).xml" />
  </FileOptions>
  <DateOptions>
    <DateOrder value=" Select Left
      (ucase ({tqHeader.tcDateFormat}),3) &#xD; &#xA;
      Case &quot;YMD&quot; : 0&#xD; &#xA;
      Case &quot;DMY&quot; : 1&#xD; &#xA;
      Case &quot;MDY&quot; : 2;" />
    <DateSeparator value="Mid ({tqHeader.tcDateFormat},4,1)" />
    <DateTimeOrder value="2" />
  </DateOptions>
  <NumberOptions>
    <DecimalSeparator value="{tqHeader.tcDecimalFormat}" />
    <ThousandsSeparator value="if {tqHeader.tcDecimalFormat} =
      &quot;;,&quot; &#xD; &#xA; then &quot;.&quot; &#xD; &#xA; else
      &quot;;,&quot;" />
  </NumberOptions>
  <FormatOptions>
    <FieldFormat value="F" />
    <LabelFormat value="L" />
    <NonTranslatableFormat value="NF" />
    <BoxFormat value="B" />
    <Standard value="T" />
    <Specific value="P" />
  </FormatOptions>
</configuration>
```

```

        <Column value="C" />
        <Side value="S" />
        <StandardPrefix value="0-" />
        <SpecificPrefix value="" />
        <ColumnPrefix value="CoLbl" />
        <SidePrefix value="SiLbl" />
    </FormatOptions>
    <FormulaOptions>
        <FormulaPrefix value="" />
        <TranslationFormula value="WhilePrintingRecords;
            &#xD;&#xA;Shared StringVar &amp;prefix&amp;fieldName; " />
    </FormulaOptions>
    <Other>
        <DataSetPath value="C:\Program Files\Common Files\SCBA5\" />
    </Other>
</configuration>

```

Running Reports

Reports can be run directly from the menu by right-clicking on a record in a browse, or by using the Go To menu from a maintenance screen to select a related report.

The Variants list contains all report variants that you have permission to access. By default, the Last Used report variant of the report is listed.

The Preview menu option displays the report on-screen, and the Print option lets you output to printers installed on the client.

Report output is first shown in a viewer, where powerful functionality is available for navigating and searching through the data. In addition to sending reports to a printer, data can be exported in many standard formats such as PDF, XLS, and DOC.

Report Schedule

The Schedule option lets you schedule reports to be generated in batches, and specify iterations of each batch.

Scheduled reports are sent to a server queue and are printed in sequence, using a dedicated Report daemon. The Report daemon is managed and monitored by a .NET Report Service, which can be installed on the application server or as a remote host.

Fig. 15.11
Report Schedule

The screenshot shows a Windows-style dialog box titled "GL Transactions by Daybook - Schedule". It contains the following fields and controls:

- Name:** A text box containing "GL Transactions".
- Description:** A large, empty text area.
- Start Date:** A dropdown menu currently showing "04/16/2008".
- Start Time:** A time selection box currently showing "11:54 AM".
- Iterations:** A text box containing the number "1".
- Frequency:** A dropdown menu currently showing "Daily".
- Buttons:** "Save" and "Close" buttons at the bottom right.

Field Descriptions

Name. Enter a name for the report, to a maximum of 80 characters.

Description. Enter a brief description for the report

Start Date. Enter a start date for report processing. The report will be processed on this date.

Start Time. Enter a start time for report processing

Iterations. Specify the number of iterations for the report. This value determines the number of times the report is printed.

Frequency. Select the frequency with which the iterations are run. The options are:

- Daily
- Weekly
- Monthly
- Yearly

The report daemon and .NET report service are described in *User Guide: System Administration*.

Report Execute

The Execute Option lets you print a report immediately to a client-based printer. You can only execute reports for which no server output processing options have been selected.

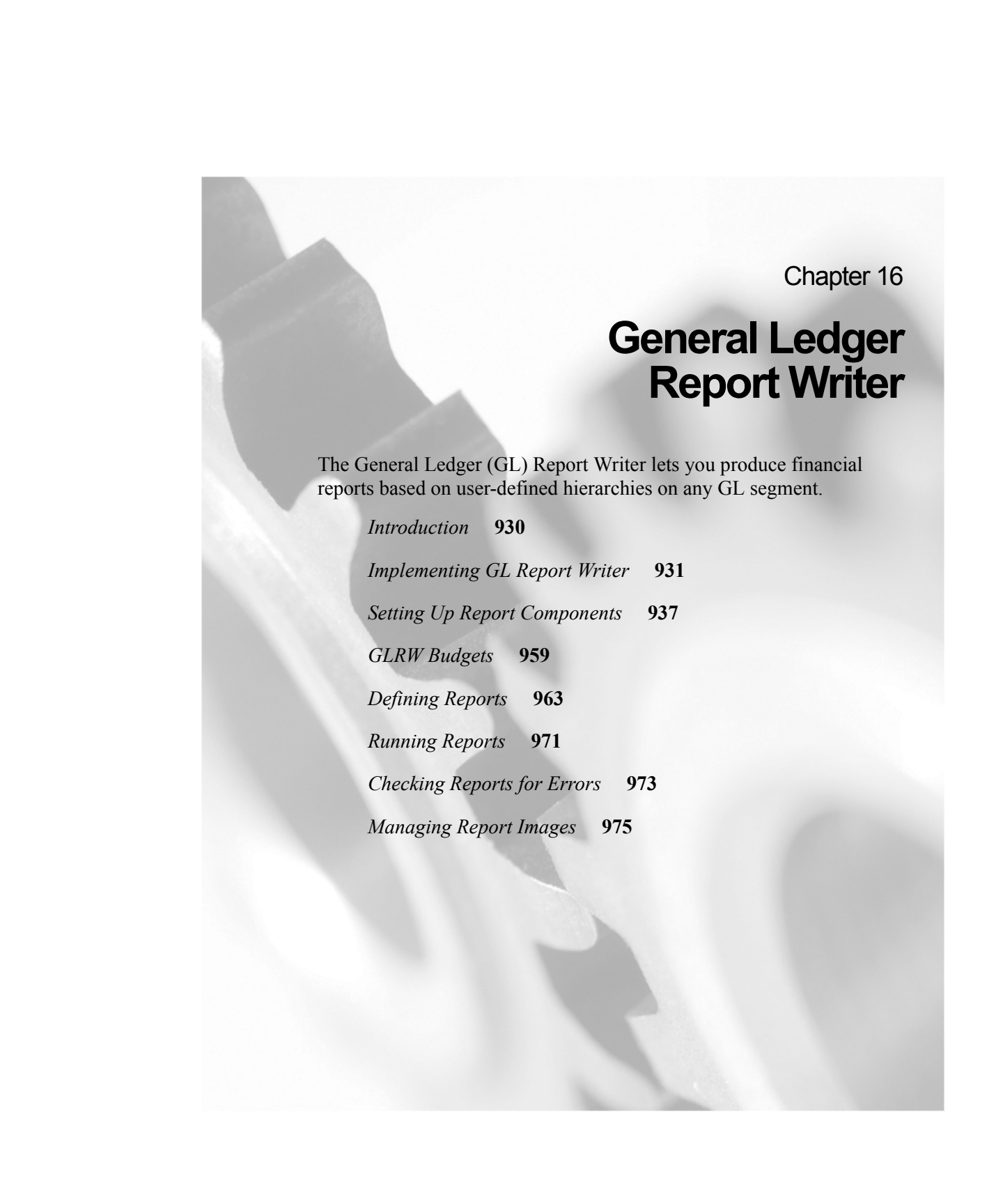
Regional Report Settings

You can select the language used for report labels and data descriptions, regardless of the language you are using.

The Report Translation function lets you create, view, modify, and delete custom labels used in component-based reporting functions. Using the Report Translation function, you can modify the standard QAD translations or create new translations.

See *User Guide: QAD System Administration* for details on report translation.

The system manages other regional settings such as the decimal point, number of decimals, and the date format.



Chapter 16

General Ledger Report Writer

The General Ledger (GL) Report Writer lets you produce financial reports based on user-defined hierarchies on any GL segment.

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Introduction

The GL Report Writer lets you run financial reports previously created in an earlier version of a QAD ERP application, and lets you produce financial statements not supported by structured reports. You can report on transactions in the official layer of the current domain, and in the base and transaction currencies.

The function uses GL data from COA elements (excluding SAFs) and entities as the basis for reporting. This gives you the flexibility to define your financial reports based on the criteria you set.

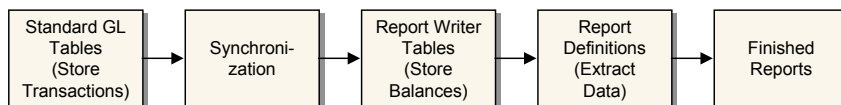
The GL Report Writer uses its own set of budget data that can be defined using GLRW Budget Maintenance (25.17.4.1), and retrieves actuals data from the posting history table.

Note GLRW Budget Maintenance is used as the basis for GL and budget reporting for accounts, sub-accounts, cost centers, and projects, and for GL Report Writer reports alone. Another function, Budget Create (25.5.1.1), lets you create GL budgets for groupings of accounts for a single entity or for multiple entities with the same shared sets. See Chapter 12, “Budgeting,” on page 815.

The GL Report Writer uses its own set of database tables, based on account balance information from standard general ledger tables, and based on transactions in the official layer only. The GL Report Writer tables store financial balances, rather than individual GL transactions. The system retrieves pre-calculated information rather than making calculations when running the report. As a result, the system generates reports faster.

Figure 16.1 illustrates the flow of information from the GL transaction tables to the GL Report Writer tables and to the reports you create.

Fig. 16.1
GL Report Writer
Information Flow



Implementing GL Report Writer

Implement GL Report Writer in several steps. Some of these are optional. Figure 16.2 summarizes the implementation task flow.

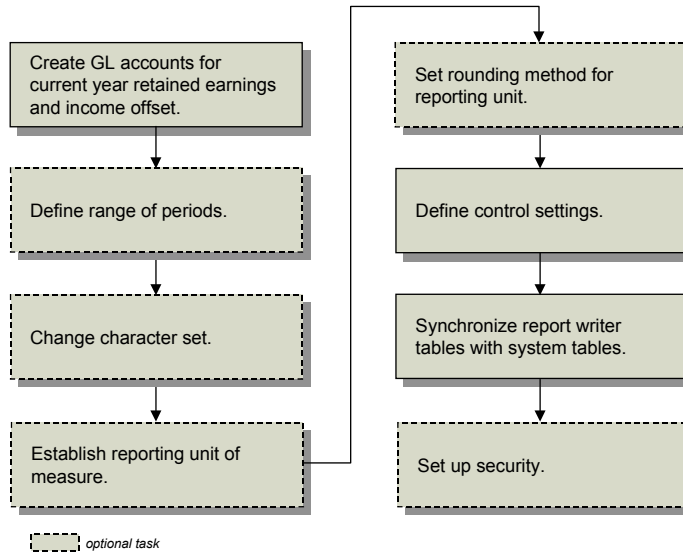


Fig. 16.2
Implementation
Tasks

Important These steps assume you have completely implemented the General Ledger module.

Create GL Accounts

GL transactions are stored individually in one set of tables. However, the report writer tables store balances. The GL Report Writer needs the accounts for each period to be balanced.

For periods to balance correctly when the two sets of tables are synchronized, the system offsets the income statement accounts using current year income offset and the balance sheet accounts using current year retained earnings.

Make sure the current year income offset standard account and the Result of Current Year system account are set up in the general ledger. Do not post any transactions to these accounts. The Result of Current Year

system account is used by the Trial Balance report, Balance Sheet report, Income Statement report, and Trial Balance View, in addition to the GL Report Writer.

- 1 Use GL Account Create (25.3.13.1) to set up the Current Year Income Offset account. Complete the fields as follows.
 - GL Type: Standard
 - Category: Liability
 - Analysis: None
 - Active: Yes
- 2 For Current Year Retained Earnings, create a system account with system type Result of Current Year.
See “Creating GL Accounts” on page 142 for more information on creating system and standard accounts.

When you produce a trial balance with GL Report Writer, include Current Year Income Offset and Current Year Retained Earnings.

Set Range of Periods

You can set up the report definitions using quarters rather than a range of periods. Use Quarter Maintenance (25.17.23) to specify the Period Start and Period End values for each quarter in a given year. For consistency, start with the first year in the GL calendar and complete all the years up to the present.

The year and periods must be defined in the GL calendar. Once you have quarters set up, you can reference them in Column Group Maintenance (25.17.7). Define new quarters as needed.

Note You cannot use the GL Report Writer to report on correction periods.

You can implement this feature at any time. There is no restriction on how many periods a quarter can encompass.

Quarters are used for reporting. They have no other effect.

Fig. 16.3
Quarter
Maintenance
(25.17.23)

Define Reporting Units

Create reporting unit codes to define which units and rounding methods a report should use for a given section. Use reporting unit codes in rows, columns, the report record itself, or as a run-time override.

A reporting unit code includes two elements:

- A scale unit to convert report amounts to the desired reporting units. The system does this by dividing the original amount by the scale unit.
- A rounding method to indicate how the amount is rounded after being transformed to the desired units.

The system automatically creates three codes the first time you run Reporting Unit Code Maintenance (25.17.12.5).

Reporting Unit Code	Scale Unit	Rounding Method
W (whole units)	1.00	1 (ones)
T (thousands)	1,000	1 (ones)
M (millions)	1,000,000	1 (ones)

Table 16.1
System-Generated
Reporting Unit
Codes

Define any necessary rounding methods in Rounding Method Create (26.2.1) before creating reporting unit codes in Reporting Unit Code Maintenance.

Rounding Methods

The rounding method specifies how system-calculated amounts are rounded to the nearest tenth, hundredth, and so on. Different regulatory environments often require different rounding methods. In one country, amounts are rounded to the nearest tenth, but in another, to the nearest hundredth.

As part of a report's definition, you can select a rounding method for each reporting unit code. The system provides three standard rounding methods. You can modify these or add to them with Rounding Method Create (26.2.1). See "Rounding Methods" on page 114 for more information.

Set Up Control Settings

In GL Report Writer Control (25.17.24), specify the two accounts required to synchronize the database tables:

- Current Year Income Offset account number
- Current Year Retained Earnings account number

You can also change the current period. The system uses the current year and current period on reports that define a period relative to the current period, such as six months prior to the current month.

Fig. 16.4
GL Report Writer
Control (25.17.24)

You can accept defaults for all but these two fields. They must be valid account numbers.

Synchronize Tables

Use Synchronize G/L Data (25.17.21) to load financial data into the GL Report Writer tables. These tables are the source for reports you create.

You must run the synchronization to initialize the report writer tables. Then run it regularly to keep it up to date. The first time you run Synchronize G/L Data, the system creates new records and indexes in the report writer tables.

During a regular maintenance run, the synchronization recalculates account balances. If the balances have changed, the report writer tables are updated. If a new GL item has been added—such as a new account—the synchronization checks the analysis codes tables and updates them as needed.

To speed the daily run time of synchronization, you can perform a special run with dates specified to the end of the year. This special run will set up records and indexes for future periods so that daily synchronization can quickly update those records. Otherwise, the synchronization must create new records each time. You should perform this special synchronization at the beginning of the year.

Fig. 16.5
Synchronize G/L
Data (25.17.21)

- 1 For the initial synchronization run, enter the last period of the year in Actual Period and Balance Period.
- 2 Accept the default No for the Recalculate and Delete fields.
- 3 Enter the batch ID. You can use the same batch ID used for Transaction Post—but make sure Operational Transaction Post (25.13.7) runs before Synchronize G/L Data. Use Batch Request Detail Maintenance (36.14.3) to set the Priority field to zero or any number less than the priority of Operational Transaction Post.

Set Security

Consider setting menu security for several menu items.

- GL Report Writer Control (25.17.24)
- Synchronize G/L Data (25.17.21)
- Quarter Maintenance (25.17.23)
- Rounding Method Create (26.2.1)
- Reporting Unit Code Maintenance (25.17.12.5)
- Modify Maintenance Security (25.17.12.15)

See *User Guide: Security and Controls* for information on security.

The system lets you build security into each row, column, analysis code, and report record. Therefore, security is unnecessary for these components. However, you can also establish security for these menu items.

Setting Up Report Components

A report definition is made up of data retrieval specifications or queries. The easiest query would be one GL item for one period. For example, you can define a report on account 1040 for period 1.

A report has three main components:

- Row groups: GL items
- Column groups: periods
- Report records: an optional global query

You can specify either a single GL item or an analysis code—a group of items. GL items include accounts, sub-accounts, cost centers, projects, and entities. You can also use analysis codes to set up controlling hierarchies. These let you sort report data into several different iterations.

Before actually defining a report, first decide how you want to use the reports and then set up the components you will need.

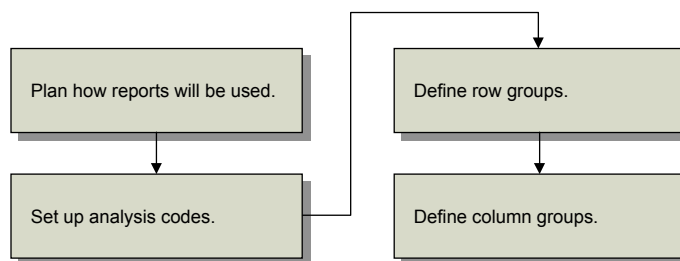


Fig. 16.6
Workflow for
Setting Up Report
Components

Planning Reports

If report components are correctly defined, they can be combined in different ways to create multiple variations of a report. Table 16.2 summarizes some planning considerations.

Table 16.2
Report Writer
Planning
Considerations

Consider	Example	Note
What distinct group of items do you need?	All sales accounts.	Create analysis codes for these groups. Show a total figure for the items in the analysis code or a detailed list.
What combinations of items do you need?	All sales accounts for cost centers 100, 200, and 300.	Specify any combination of account, sub-account, cost center, project, or entity.
Do you need multiple iterations of a report?	One report iteration for each entity.	Set up a controlling hierarchy to sort data into several different iterations.
Do you need calculations?		Enter formulas within rows and columns.
What names do you want for the report components?		Enter any name for each report component, including the same name for all components.

Analysis Codes

Use GL analysis codes to group GL items of a given type (accounts, sub-accounts, cost centers, projects, or entities). An analysis code can also link other analysis codes together into a larger structure. Use this feature when your report must summarize data in a unique way, such as a controlling hierarchy. See “Using Controlling Hierarchies” on page 967.

Analysis codes have various effects on reports. When used in a row, the GL items within an analysis code can appear as lines on the report—provided you choose to explode the analysis code. Otherwise, the system uses the analysis code mainly as data retrieval criteria. For example, if you do not explode the analysis code in a row, it generates one summary figure for all the items within it.

The system checks analysis codes during synchronization and updates them if necessary. If an analysis code specifies accounts between 2000 and 2999 and you add account 2301 to the chart of accounts, the system adds that account to the analysis code.

Fig. 16.7
Analysis Code
Maintenance
(25.17.1)

Different
screens display
based on
whether Link To
is Item or Code.

G/L Type. Enter either accounts, sub-accounts, cost centers, projects, or entities.

Analysis Code. Enter an eight-character alphanumeric code.

Link To. Enter Item to select one or more GL account numbers or Code to link to other analysis codes.

Status. Enter Test or Live. Initially enter Test, then change to Live once you have successfully generated a report with this analysis code. This is for reference only and has no effect on report processing.

Comments. Enter Yes to add notes.

Security Groups. Leave blank to grant access to all users. Add security groups to limit access. If you add security groups, make sure to add your own user ID. Use commas to separate multiple user IDs.

There are two ways to use Analysis Code Maintenance: linking GL items or linking together other analysis codes.

Link Analysis Codes to GL Items

Set Link To to Item to create an analysis code linking together GL items.

Fig. 16.8
Analysis Code
Maintenance, Item
Selection

G/L Code	Description
00000AP	Accounts Payable
00000AR	Accounts Receivable
00000INV	Inventory
00000WIP	Work In Process
0001DOAA	DO ACCRUAL ACCOUNT 01
0001DOEA	DO EXPENSE ACCOUNT 01
0001DOVA	DO VARIANCE ACCOUNT 01
0001SOAA	SO Accrual Account 01
0001SOEA	SO EXPENSE ACCOUNT 01

From/To G/L Code. Enter a GL code or range of codes, such as accounts or cost centers, depending on the type of GL analysis code you defined.

Wildcard. Enter a string of characters and a wildcard character (period or asterisk). A period (.) matches any character for that position. For example, .400 matches 3400, 4400, 5400, 6400. An asterisk (*) matches any string of characters (including none) for that position. For example, 35* matches 3510, 350, 35950.

Further refine your selection by adding or removing individual items, shown in the G/L Item Selector frame. An asterisk indicates that an item is selected.

Link Analysis Codes Together

Set Link To to Code to link analysis codes. This lets you summarize data in a variety of ways.

Example Management wants to see the results for regions 1 and 2. You have analysis codes built for the cost centers in each region. Rather than linking to the cost centers in regions 1 and 2, simply link the analysis codes you have already set up for those regions.

The screenshot shows the 'Analysis Code Maintenance' window. At the top, there is a toolbar with 'Go To', 'Actions', 'Copy', 'Print', and 'Preview'. Below the toolbar, the 'Analysis Code' field contains 'acct-Tes', 'G/L Type' is 'A', and 'Status' is 'Test'. A table below displays the linked codes:

Link Code	Seq	Level	Code	Description	Link To
acctsr	1.0	2	acctsr	Testing	Item

At the bottom left, there is a search field with 'acctsr' and a magnifying glass icon. At the bottom right, the number '1.0' is displayed.

Fig. 16.9
Analysis Code
Maintenance, Code
Selection

Link Code. Enter the analysis codes you want to link to. Add a new analysis code to the one you are defining, or select a code already attached and change its sequence order or delete it. The display frame on the upper left shows the analysis codes you have linked to and their sequence order. The right frame displays the structure of each analysis code and shows whether it links to GL items or to other analysis codes. If the link is to a code, the analysis codes linked within it display.

Seq. Enter the sequence order for the analysis code selected in Link Code. Use a decimal figure to insert a code between two existing ones. Sequence numbers are reset to integers after inserting or deleting a code. The top left frame shows the existing sequence of the analysis codes you have linked together. The right frame shows the same structure in more detail, including the GL items for each analysis code.

Viewing Analysis Codes

Three programs display information on analysis codes.

Table 16.3
Tools for Checking
Analysis Codes

Menu No.	Name	Function
25.17.2	Analysis Code Inquiry	Shows the exploded view of one analysis code.
25.17.13.1	Analysis Code Listing	Shows the exploded view of one or more analysis codes.
25.17.3	Where Used Inquiry	Shows which analysis codes reference a specific GL item.

Renaming Analysis Codes

An analysis code’s name cannot be the same as a GL item code regardless of GL type. A GL item can be added that conflicts with an existing analysis code. Because the GL item cannot be eliminated or renamed, use Rename Analysis Code (25.17.12.13) to change the name of the existing analysis code.

Row Groups

A row group is a set of data retrieval specifications that the system uses to create the lines of the report. Row groups are reusable. You can combine them with various column groups to produce different reports using Report Maintenance.

Plan the general organization of the rows in advance because you cannot move them once they are created. However, you can insert rows or delete them as needed. Any changes you make to a row group will update the reports that use it.

You can define three types of row groups.

- Text Rows. Text rows print one or more lines within the row labels column.
- Data Rows. These rows set up the data retrieval specifications. Create a data row for each segment of data you want on the report. You can specify either a single GL item (such as account 1000) or an analysis code. Analysis codes define a group of similar GL items (for

example, all inventory accounts). If you use an analysis code, you can explode the detail, causing the GL items within the analysis code to appear on the report. See “Analysis Codes” on page 938.

- **Calculation Rows.** These rows perform an operation on one or more rows. Calculation rows can only refer to rows above them.

Use Row Group Maintenance (25.17.5) to establish a row group.

The screenshot shows the 'Row Group Maintenance' window with the following fields and values:

- Row Group: Test1
- Copy Code:
- Description: Testing
- Row Width: 36
- Control Report By:
- Using Analysis Code:
- Continuous Page Numbers: ☒
- Originator: mfg
- Date Created: 1/15/2009
- Modified By: mfg
- Modified Date: 1/15/2009
- Status: Test (dropdown menu)
- Comments:
- Security Groups:

Fig. 16.10
Row Group
Maintenance
(25.17.5)

Row Group. Enter up to eight characters to uniquely identify the row group.

Copy Code. Enter a row group code to create a new code based on the one specified. All rows within the row group are copied. This field is editable only when the record is new. You can copy only row groups to which you have access.

Description. Enter a brief description of the new row group (up to 24 characters).

Row Width. Enter the width, in characters, of the column that will show the row labels for this row group on your reports. Accept the default from GL Report Writer Control or assign a new row width.

Control Report By. Optionally, enter the GL code to which the controlling hierarchy analysis code applies. This determines the type of analysis code selected in the Using Analysis Code. You can assign a controlling hierarchy in Row Group Maintenance (25.17.5) or Report Maintenance (25.17.9).

See “Using Controlling Hierarchies” on page 967.

Using Analysis Code. Specify the analysis code used to set up a controlling hierarchy. The controlling hierarchy feature is optional.

Continuous Page Numbers. Enter No to restart page numbers for each controlling hierarchy group.

Status. Select Test or Live. The field is for information only, and has no effect on how report components operate. Use test to develop your row groups, and change the status to live when you have run the report successfully.

Comments. Enter Yes to view the comments screen.

Security Groups. Leave blank to grant access to all users. Adding security groups in this field limits access to the listed users. If you add security groups, be sure to add your own user ID. Use a comma to separate user IDs.

Fig. 16.11
Row Group
Maintenance,
Second Screen

Type determines
which screen
appears next.

Row. Enter a four-character unique identifier for this row.

Type. Enter the function of the row—Text, Data, or Calculation. Once you complete the process for defining a row, you cannot change its type.

Indent. Enter the number of characters the row label will be indented on the report.

Label. Enter an alphanumeric row label. Can be blank. For text rows, the label appears before the text. For data and calculation rows, the label appears alongside the row figures. If the row includes exploded lines of detail, the system uses the names of the GL items as labels, and the label appears on the total and title lines. The width of the label is controlled by the Row Width field. See “Row Width” on page 943.

Creating Text Rows

If you enter T for Type on the second screen of Row Group Maintenance, a Text Row frame displays.

The screenshot shows a window titled "Row Maintenance". Inside, there are fields for "Row:" (0002), "Type:" (T), and "Indent:". Below these is a "Label:" field containing the text "Description". A section titled "Text Row" contains five empty text input boxes stacked vertically. At the bottom of the window, there is a "Lines To Skip:" field with the value "0".

Fig. 16.12
Row Group
Maintenance, Text
Row

Text. Enter the text to appear after the row label. All text will appear within the width assigned for row labels. Any words that extend beyond the row width will wrap onto the next line. However, if a single word extends beyond the row width, the system will cut off the letters that do not fit. See “Row Width” on page 943.

Lines To Skip. Enter the number of blank lines to be printed after this row. If the row is exploded, the specified number of lines will be printed after the Total line.

Creating Data Rows

If you enter D for Type on the second screen of Row Group Maintenance, the Data Query Specifications frame displays.

Fig. 16.13
Row Group
Maintenance, Data
Query
Specifications

Data Query Specifications

	AC/GL Code	Description	Expl	Order	Sub Ind
Acct:	Item		☐		
CC:	Item		☐		
Sub:	Item		☐		
Proj:	Item		☐		
Enty:	Item		☐		

Show Codes: ☐

AC/GL. Indicate whether the query specification type is an analysis code or a GL item. Specify either a single GL item or a group of items defined by an analysis code.

Code. Enter the GL item code or analysis code.

Expl. Set to Yes to explode a corresponding analysis code. If No, the report summarizes all analysis code components as one number. An exploded analysis code shows each of its components in a separate line. An explode field can be affected by the combined settings of other explode fields and the Order field. For example, if an analysis code is not exploded in a row, the explode fields for analysis codes with Order values lower than its own will be forced to the default No.

Order. Set a priority level, if more than one type of GL item is specified for this row.

Data Rows and Multiple GL Types

Within data rows, you can sort data with a combination of GL types. For example, specify sales revenue accounts for cost center 100 or for project 555 or both.

The results depend on the sorting order you specified in the Order field of the Data Query Specifications frame and whether you have any exploded analysis codes. The lower the order number, the higher the level.

Example The order of a sales account analysis code and a cost center is:

Cost Center 100	Order 1
Sales Acct. Analysis Code	Order 2

The cost center is on a higher level than the sales account analysis code. The system retrieves the figures for the accounts based on cost center. If the order is switched, the system then retrieves figures for the cost center based on each sales account.

Either way, the total figure for the row is the same. You only see a difference if you choose to explode the items in the sales account analysis code.

Figure 16.14 shows an example of exploded items and an exploded row. On the left are the data query specifications and the possible combinations of the specified items. On the right, the resulting lines on the report are a row explosion.

Data Query Specifications				
	<u>Code</u>	<u>Description</u>	<u>Explode</u>	<u>Order</u>
Acct:	A	Accounts A1, A2, A3	Yes	3
CC:	C	Cost Ctrs C1, C2	Yes	2
SubA:				
Proj:				
Enty:	E	Entities E1, E2	Yes	1

Exploded Items			Exploded Row	
Entities (Order 1)	Cost Centers (Order 2)	Accounts (Order 3)	Row Label	
E1	C1	A1	E1-Title	
		A2	C1-Title	
		A3	A1	
	C2	A1	A2	
		A2	A3	C1-Subtotal
		A3	C2-Title	
E2	C1	A1	A1	
		A2	A2	
		A3	A3	
	C2	A1	C2-Subtotal	
		A2	E1-Subtotal	
		A3	E2-Title	
			C1-Title	
			A1	
			A2	
			A3	
			C1-Subtotal	
			C2-Title	
			A1	
			A2	
			A3	
			C2-Subtotal	
			E2-Subtotal	
			Row Total	

Fig. 16.14
Row Explosion

To see the row explosion for your report, go to Report Content Listing (25.17.13.6). The indentations in the finished report come from the Sub Indent field, which you specify for each GL type in the specifications.

If you deactivate the explosion for one of the lower levels, the system summarizes it in the next higher level. Figure 16.15 illustrates how the report looks with the explosion set to No for the account analysis code.

Fig. 16.15
Unexploded Rows

Data Query Specifications				
	Code	Description	Explode	Order
Acct:	A	Accounts A1, A2, A3	No	3
CC:	C	Cost Ctrs C1, C2	Yes	2
SubA:				
Proj:				
Enty:	E	Entities E1, E2	Yes	1

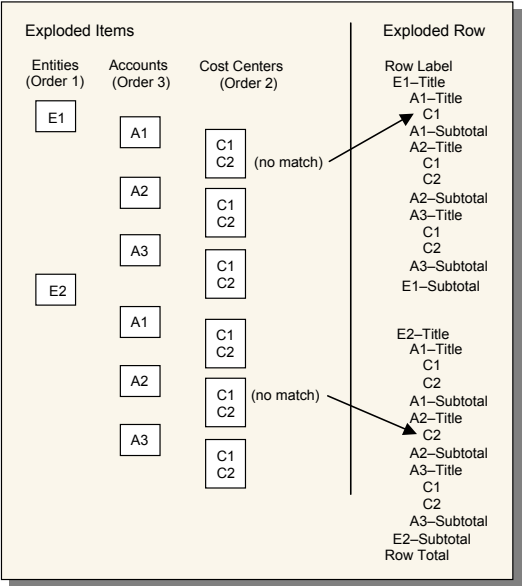
Exploded Items			Exploded Row
Entities (Order 1)	Cost Centers (Order 2)	Accounts (Order 3)	Row Label
E1	C1	A1	E1-Title
		A2	C1 (A1 + A2 + A3)
		A3	C2 (A1 + A2 + A3)
			E1-Subtotal
E2	C2	A1	E2-Title
		A2	C1 (A1 + A2 + A3)
		A3	C2 (A1 + A2 + A3)
			E2-Subtotal
			Row Total

If the sort order is different, you get a different result, as shown in Figure 16.15. In this case, the order changed between account and cost center, so the cost centers now summarize into each account.

This figure also shows what happens when a particular combination of GL items does not exist in the GL settings (no match). The resulting report leaves out items that do not have a proper match.

Data Query Specifications				
	Code	Description	Explode	Order
Acct:	A	Accounts A1, A2, A3	Yes	2
CC:	C	Cost Ctrs C1, C2	Yes	3
SubA:				
Proj:				
Enty:	E	Entities E1, E2	Yes	1

Fig. 16.16
Different Sorting
Order



Creating a Calculation Row

If you enter C for Type on the second screen of Row Group Maintenance, a Calculation Row frame displays.

Calculation Row

Retain Sign: ☐

Fig. 16.17
Row Group
Maintenance,
Calculation Row

Formula. Enter the formula for the calculation; for example, calculate the sum of rows 10 and 20 with the formula R10 + R20.

Formulas can use only +, -, *, and / as operators.

Retain Sign. Set to Yes to retain value of sign even if Reverse Sign for the row group is Yes in the Print Control frame. For example, credit balances are stored as negative numbers. The reverse sign option is useful to show a credit balance (such as sales) as a positive number on the report.

The Calculation Row frame is followed by the Print Control frame. Print Control sets up the row format.

Print Control in Rows

The last step in defining a row group is to complete the Print Control frame.

Because both rows and columns can perform calculations and can have different formats and rounding methods, you must specify which calculation, format, and rounding method to use in the cell where the row and column meet. If there is a conflict between a row and column, the system looks at the Precedence field in Print Control for the row to determine which to use.

Fig. 16.18
Row Group
Maintenance, Print
Control

Print Control

Precedence: Column

Reverse Sign: ☐

Print: ☒

Format: >>>>>>>>9.99

Allow Override: ☒

Apply Curr Symbol: ☐

Round Diff:

Lines To Skip: 0

Zero Suppression: 0

Page Break After Total: ☐

Pre-Underline Character:

Post-Underline Character:

Precedence. Set to Row to allow row settings and calculations to override column settings. If set to Column, column settings and calculations will override row settings. This field defaults from GL Report Writer Control (25.17.24). Conflicts can occur over format or rounding if both the row and column in a report prohibit an override.

Reverse Sign. Set to Yes to retain the sign assignment for this row. For example, credit balances are stored as negative numbers. The reverse sign option is useful to show a credit balance (such as sales) as a positive number on the report. Formulas that reference a row where Reverse Sign is Yes will operate on the number with the reversed sign.

Print. Change to No to suppress printing of this row.

Format. Set the format for numeric quantities printed in this row. This field accepts any valid numeric format, as defined in the Progress language. The default format is taken from the Format field in GL Report Writer Control (25.17.24). The default format can be overridden by setting Allow Override to No.

Allow Override. This field indicates whether row definition settings can be overridden by values set in Report Maintenance (25.17.9) or Run Report (25.17.17). In general, use the default Yes for all rows and columns so that you can reuse them in various report iterations. If this field is No for both row and column, the system uses the setting in Precedence.

Note Prohibit overrides by setting Allow Override to No.

Apply Curr Symbol. Enter Yes to have the report include the currency symbol for this row. For exploded rows, the symbol appears on every line produced on the report.

Rounding. Identify the rounding method used on this report. The code is used to convert units, such as millions to thousands, and round the report amounts. See “Rounding Methods” on page 934. Reporting unit codes are defined in Reporting Unit Code Maintenance (25.17.12.5).

Lines To Skip. Enter the number of blank lines to be printed after this row. If the row is exploded, the specified number of lines will be printed after the TOTAL line. The default is zero.

Zero Suppression. This field controls printing from rows when every column in the row evaluates to zero, and when the zero suppression setting on the row allows the report to take control. Enter one of the mnemonics shown in the language detail pop-up window.

Page Break After Total. Enter Yes to force a page break after this row. If the row is exploded, the page break occurs after the TOTAL line.

Pre-Underline Character and Post-Underline Character. Enter a character to be used for underlining the Total and Subtotal lines. The default is blank, designating no underline. Because the underline option is character-based, the system prints an additional line containing the specified underline characters.

Column Groups

Columns combine with rows to define a report. Like rows, columns set up data selection criteria and can use analysis codes for data retrieval. The column group is reusable. You can combine it with various row groups to produce several different reports using Report Maintenance (25.17.9).

Plan the general organization of the columns in advance because you cannot move them once they are created. However, you can insert columns or delete them as needed. Any changes you make to a column group updates the reports that use it.

You can define three types of column groups.

- **Actual Columns.** These columns set up specifications for data retrieval. For example, a column can specify current period ending balances for all cost centers.
- **Budget Columns.** These are similar to actual columns but include budget instead of actual data. Optionally, you can set the column to report actual data when it is available.
- **Calculation Columns.** Calculation columns perform operations on other columns or report cells (intersections between a row and column).

Use Column Group Maintenance (25.17.7) to set up columns in a report.

Fig. 16.19
Column Group
Maintenance
(25.17.7)

The first screen of Column Group Maintenance is nearly identical to Row Group Maintenance, and the fields operate the same way.

Fig. 16.20
Column Group
Maintenance,
Second Screen

Column. Enter a four-character unique identifier for this column.

Type. Enter the function of the column—Actual, Budget, or Calculation. Once you complete the process for defining a column, you cannot change its type.

Column Width. Enter a numeric value between 0 and 99 as the column width on the report. The value is in fixed-width characters.

Description. Enter a brief description of this column.

Creating an Actual Column

If you enter A for Type on the second screen of Column Group Maintenance, an Actual or Budget Query Specifications frame displays.

Fig. 16.21
Column Group
Maintenance,
Actual or Budget
Query
Specifications

Actual or Budget Query Specifications

AC/GL Code	Description
CC: Item	
Sub: Item	
Proj: Item	
Enty: Item	

Year: Period: To: Quarter:

Activity:

Budget Code: Roll Budgets: ☐

These fields are active only for budget columns.

AC/GL. Indicate whether the query specification type is an analysis code or a GL item. The choices are Item or Code. Specify either a single GL item or a group of items defined by an analysis code.

Code. Enter the GL item code or the analysis code.

Year. The period bucket from which data is extracted. See “Actual Column Time Periods” on page 955.

Period/To. A period bucket within the year defined by Year.

Quarter. Define a quarter instead of specifying a range of periods in Period/To. The quarter definition determines which periods are used. You can use this field only if Period/To are blank.

Activity. Enter the type of balance the column will use—Activity, Beginning, Ending, Year to Date, Period, Debit, Credit, Debit YTD, or Credit YTD. If you are using a range of periods or a quarter, you must use Activity or Period.

Balance sheet accounts show cumulative information from the beginning transaction history. Income statement accounts show balances from the beginning of the year or period.

After you complete the Actual or Budget Query Specifications frame, the Print Control frame displays.

Actual Column Time Periods

There are several ways to define the accounting time period. You can enter a specific year and period, a year/period relative to the current reporting year/period, a range of periods, or quarters.

To keep the column group from becoming outdated, use relative periods instead of a specific period. A relative period is n number of periods before or after the current period. The current period is determined when you run the report. Zero indicates the current year/period, $-n$ indicates a prior year/period, and $+n$ indicates a year/period in the future. Some examples are shown in Table 16.4.

Time Period	Year Field	Period Field	To Field
Current Period	0	0	-
Current Period, 1990	1990	0	-
Sixth Period, Any Year	0	6	-
Last Period	0	-1	-
Current Period, Last Year	-1	zero	-
Current Year, Periods 1-6	0	1	6

Table 16.4
Example Time
Period Data

If you need to specify a range of periods, use either the Period/To fields or the Quarter field. The order of the range does not matter. For example, you could specify periods 1 to 3 or 3 to 1. See “Set Range of Periods” on page 932 for information on setting up quarters in Quarter Maintenance.

In general, you should use the activity balance type (in the Activity field) for period ranges and quarters. You would not want to use Ending balance, for example, because the system would find the total of the ending balances for each period in the range.

You cannot use relative periods in a range to avoid a range including more than one year. You can get the same information by calculating the difference between two columns. In Table 16.5, Column 10 (current period, last year) and Column 20 (current period, this year) do not appear on the report because the Print field is set to No. Only Column 30 (a calculation column) appears.

Table 16.5
Example Data for
Calculations

	Column 10	Column 20	Column 30
Column Type	A	A	C
Relative Year	-1	0	-
Relative Period	0	0	-
Activity	Ending	Beginning	-
Print Yes/No	No	No	Yes
Formula	-	-	C10-C20

Creating a Budget Column

If you enter B for Type on the second screen of Column Group Maintenance, the same frame you use to define an actual column displays. For a budget column, complete two additional fields.

Budget Code. The budget code defines a specific set of GLRW budget amounts for a given entity or year. You can store multiple GLRW budgets in the system by assigning different budget codes. This code is required to retrieve the desired set of GLRW budgets. Make sure the value in Year for this column matches the year of the selected budget code.

Set up budget codes in GLRW Budget Maintenance (25.17.4.1). See “Creating GLRW Budget Data” on page 959.

Roll Budgets. Enter Yes to have the system use actual figures in this column if they are available. For example, if a column is set up for period five and you process the report in period four, there would probably be no actuals for that column and the report would include budget figures. When you run the same report in period five, the column would then include the actual figures.

To determine whether actual data is available, the system uses Current Year and Current Period from GL Report Writer Control (25.17.24).

After you complete the Actual or Budget Query Specifications frame, the Print Control frame displays.

Creating a Calculation Column

Calculation columns let you perform operations on any preceding columns.

If you enter C for Type in the second screen of Column Group Maintenance, a Calculation Column frame appears. It is identical in appearance and function to the Calculation Row frame. See “Creating a Calculation Row” on page 949.

Print Control for Columns

All column types have printing instructions, defined in the final frame of Column Group Maintenance—Print Control. In case of conflict between a row and column, the system uses the Precedence field in Print Controls for the row to determine which value to use.

See “Print Control in Rows” on page 950.

The screenshot shows a window titled "Print Control". Inside, there are several fields and checkboxes:

- Print:** A checkbox that is checked.
- Round Diff:** A text field containing the format code ">>>>>>>>>9.99".
- Allow Override:** A checkbox that is checked.
- Currency:** A text field containing the word "Base".
- Currency Symbol:** An empty text field.
- Column Label:** An empty text field at the bottom.

Fig. 16.22
Column Group
Maintenance, Print
Control

Print. Leave as Yes to print this column on the report. If No, printing of this column is suppressed and all remaining print options are void.

Rounding. Enter the rounding method used on this report. You can enter this code as a reporting unit code in any of the report definition components—Report Maintenance, Run Report, Row Group Maintenance, or Column Group Maintenance. The code is used to convert units, such as millions to thousands, and round the report amounts. Defined in Reporting Unit Code Maintenance (25.17.12.5).

See “Rounding Methods” on page 934.

Format. Set the default format for numeric quantities printed in this column. Defaults from GL Report Writer Control (25.17.24). The field accepts any valid Progress numeric format. To allow override of this default in Report Maintenance or Run Report, set Allow Override to Yes.

Allow Override. Set to Yes to allow the format default to be overridden. If No for both row and column, the system uses the setting for one or the other, depending on the value for Precedence you set in Print Control for the row.

Currency. Enter Base to use the domain base currency defined in Domain Create (36.1.1.1.1). Enter Foreign to use a non-base currency associated with a specific GL account in GL Account Create (25.3.13.1).

The GL Report Writer tables store account balances using both the base currency and the currency set up for the account. This field determines which value is retrieved for the report.

Note The system does not check your data retrieval specifications to see that the currency is all the same. Make sure the report specifications are set up correctly to avoid mixing different currencies within the cells on the report.

Currency Symbol. Optionally, enter the currency symbol the report will display for this column. For exploded rows, the symbol appears on every line produced on the report. The default is blank.

Column Label. Enter text for the column label, which will be printed at the top of each page where this column appears. Default format is flush left. To create centered text, enter the label as [label]. To make the text flush right, enter [label. In addition, you can enter one or more keywords. The system substitutes the actual text. For example, <BY> shows the year you specified for the column.

Keyword	Substitution
<BP>	Period
<BY>	Column year
<BP1>	Lower boundary of the period range
<BP2>	Upper boundary of the period range

Keyword	Substitution
<BQ>	Column quarter
<Bucket>	Column year and period (or period range or quarter)

GLRW Budgets

Creating GLRW Budget Data

Use GLRW Budget Maintenance (25.17.4.1) to create and maintain budget data used in GLRW reports. You can define GLRW budgets for account, sub-account, cost center, and project combinations.

Multiple GLRW budgets can be maintained for each entity, including different versions of a GLRW budget or different GLRW budgets for each year. Budget amounts are compared to actual amounts on comparative financial reports.

Note You cannot report against GL units of measure entered for an account.

There are four ways to enter budgets:

- With fixed amounts for each GL period. If the normal balance for an account is a credit balance, enter the budget with negative values.
- With amounts calculated for each period based on a percentage of the balance of a specific account, sub-account, cost center, or project. Budgets maintained in this way must be recalculated after posting transactions, and before printing financial reports that include budget information.
- With amounts distributed evenly over calendar GL periods. To do this, set Auto Spread to Yes and By Percentage to No.
- With different percentages assigned to each GL period. To do this, set Auto Spread to Yes and By Percentage to Yes. An additional frame displays. You can enter the percentages for each GL period.

Fig. 16.23
GLRW Budget
Maintenance
(25.17.4.1)

GLRW Budget Maintenance

Go To Actions Copy Print Preview

GBP Test Entity

Entity: GBP
Budget Code: B2008
Account:
Year: 2009

Base Account:
Default Percentage: 100.000

Auto Spread: ☐ By Percentage: ☐ Yearly Budget: 0.00

Per	Percentage	Budget Amount	Entered
1	100.000	20,000.00	3/2/2009
2	100.000	19,000.00	3/2/2009
3	100.000	15,000.00	3/2/2009
4	100.000	18,500.00	3/2/2009
5	100.000	22,780	3/2/2009

Entity. Specify the entity code to which this GLRW budget will apply. You can maintain multiple GLRW budgets in GLRW Budget Maintenance for each entity code and year.

Budget Code. Specify the budget code to identify a specific set of budget amounts for use in GLRW reports.

Account. Specify the GL account used to calculate budget amounts for this budget code and entity.

Year. Specify the GL calendar year for which the GLRW budget applies. The default is the current GL calendar year.

Multiple GLRW budgets can be maintained for each entity code and year.

Base Account. Specify the base GL account used to calculate budget amounts for this budget code and entity.

Default Percentage. Specify the budget percentage to use as the default in each GL period.

When GLRW budgets are based on actual results for a given base account, sub-account, cost center, or project, a budget percentage must be entered in each GL period. This percentage is used by the GLRW Budget Calculation process to calculate the GLRW budget amount.

You can enter budget percentages manually for each period or the system can set them automatically.

Auto Spread. Select the field to spread the yearly GLRW budget over all GL periods.

Clear the field to enter the budget percentage or amount for each GL period manually.

By Percentage. Select the field if the budget amount for each GL period is calculated as a percentage of the yearly budget.

When the Auto Spread field is selected and the By Percentage field is cleared, the system calculates the GLRW budget amount for each period by dividing the yearly budget equally over all GL periods in the year. If By Percentage is selected, you are prompted to enter a percentage in each GL period. The system uses this percentage to calculate the budget amount for the GL period.

Yearly Budget. Enter the total budget amount for the account and GL calendar year.

Per. Enter the GL period for which the budget percentage or amount will apply.

Percentage. Enter the percentage to calculate the budget amount for this GL period. The total sum of the percentages for all GL periods should equal 100.

Budget Amount. If you enter a percentage for the GL period, the system calculates the GLRW budget amount by dividing the yearly budget amount by the percentage. Leave this field blank if budgets are based on actual results.

Deleting GLRW Budgets

You can maintain an unlimited number of GLRW budgets in the system simultaneously, such as budgets for different years or different versions of the same budget. Eventually, you may want to delete some unused GLRW budget data to free up disk space.

Use GLRW Budget Delete (25.17.4.23) to delete budget data for GLRW reports. Once deleted, records cannot be recovered. You may want to back up your database prior to running GLRW Budget Delete, just in case you need to recover data.

It is recommended that you restrict access to GLRW Budget Delete.

If budget codes are deleted in GLRW Budget Delete and later reused with different budget details, you must run Synchronize GL Data to update the information used by the GL Report Writer.

Fig. 16.24
GLRW Budget
Delete (25.17.4.23)

Calculating GLRW Budgets

GLRW budgets can be expressed as a percentage of the actual amount in another account; for example, Cost of Sales can be budgeted as a percentage of Sales. GLRW Budget Calculation (25.17.4.7) reads the actual amount and calculates the budget.

GLRW Budget Calculation is needed only if you express budgets as a percentage of actuals.

Fig. 16.25
GLRW Budget
Calculation
(25.17.4.7)

Use Budgets if No Actual. Select this field to calculate the GLRW budget based on the budget for the base account when no actuals are available.

Clear this field to set the budget to zero when there are no actuals.

Print Budget Report. Select this field to print a budget report when the calculation is complete.

This report lists the calculated budget amounts for the effective date range of this calculation. Both the percentages and the calculated budget amounts are listed.

Cumulative Only. Select this field to print only the cumulative budget amount for the GL calendar year.

Clear this field to print a detailed report of each budget amount by fiscal period within the effective date range of the calculation.

Defining Reports

Begin defining a report by establishing analysis codes, row groups, and column groups. Once these have been defined, use Report Maintenance (25.17.9) to define what should appear on the report and how the report should look. Once you have completed the definition, you can run the report.

See “Setting Up Report Components” on page 937.

Fig. 16.26
Report
Maintenance
(25.17.9)

The screenshot shows a web-based form titled "Report Maintenance". At the top, there is a navigation bar with "Go To", "Actions", "Copy", "Print", and "Preview" options. The form contains several input fields and a status dropdown menu. The fields are labeled as follows:

- Report:** YE2008
- Copy Code:**
- Description:**
- Originator:** mfg
- Modified By:**
- Status:** Test (dropdown menu)
- Date Created:** 1/15/2009
- Modified Date:**
- Comments:** (checkbox)

Below the main form, there are two empty text input fields for additional information.

Report. Enter a unique report name.

Copy Code. Optionally, enter the name of an existing report that you want to base your new report on. The system copies the entire definition of this report. Then you can modify it as needed.

Description. Enter a brief description of what the report does.

Status. Enter Test or Live. Initially enter test, then change to live once you have successfully generated a report. This field is for reference and has no effect on system processing.

Comments. Enter Yes to add notes.

Maintenance Security Groups. Leave blank to let all users modify the report definition. Add security groups to limit access.

Note If you use these fields, make sure to add your own user ID.

Report Security Groups. Leave blank to let all users run this report. Add security groups to limit access.

Fig. 16.27
Report
Maintenance,
Second Frame

Use these
fields to set up
a controlling
hierarchy.

The only required fields on this screen are Row Group and Column Group. The other fields let you set up a controlling hierarchy for the report and control the report format. See “Using Controlling Hierarchies” on page 967.

Control Report By. Enter the type of GL code—account, sub-account, cost center, project, or entity—to which the controlling hierarchy analysis code applies. This field activates the controlling hierarchy feature and determines the type of analysis code you can select in Using Analysis Code.

Using Analysis Code. Specify the analysis code used to set up a controlling hierarchy. See “Analysis Codes” on page 938.

Continuous Page Numbers. Enter No to restart page numbers for each controlling hierarchy group.

Row Group. The code that uniquely identifies a row group.

Column Group. The code that uniquely identifies a column group.

Row Labels Before Column. Enter a valid column number from the selected column group to specify where the row labels will print. Labels will print to the left of this column. To print the labels to the right of the last column in the group, enter 9999. Enter LAST to right-justify the labels.

Format. Enter the global format for cells that allow format override. The system defaults from the format specified in GL Report Writer Control.

Zero Suppression. This field controls printing from rows when every column in the row evaluates to zero, and when the zero suppression setting on the row allows the report to take control. Enter one of the mnemonics shown in the language detail pop-up window.

Rounding. The rounding method for this report.

Top, Bottom Margin. Enter the number of lines to leave blank at the top and bottom of each page.

Left, Right Margin. Enter the number of spaces to leave blank at the left and right sides of each page.

Change Global Query Specs. Enter Yes to display the optional Global Query Specifications screen. If there is no data in the optional screen, the default is No. Otherwise, the default is Yes.

See “Using Global Queries” on page 968.

Edit Report Title, Footer. Enter Yes to display the report title and footer screens.

See “Titles and Footers” on page 969.

Edit Page, Report Footer. Enter Yes to display the page and report footer screens.

Printer Template. The printer definition used to validate report parameters. Enter a defined printer.

Using Controlling Hierarchies

A controlling hierarchy is an overall data retrieval specification, set up in Row Group or Report Maintenance. This feature produces several iterations of a report, one for each GL item in the controlling hierarchy analysis code. It also produces summary iterations.

Controlling hierarchies enable you to sort report data into several different iterations. They are especially useful for consolidated reports with a hierarchy of financial divisions.

You define the controlling hierarchy structure with an analysis code. For each GL item in this analysis code, the system will produce a separate iteration that includes that GL item in the data retrieval specifications. The system also produces one or more summary iterations, according to the structure of the analysis code.

Example In Figure 16.28, controlling hierarchy analysis code All links analysis codes West and East, representing western and eastern entities, respectively. Analysis code West is parent to analysis codes SW and NW. Analysis code East is parent to analysis codes SE and NE.

The system prints iterations for each entity, plus one for western entities, one for eastern entities, and one for all entities. Notice that for each iteration there is a group name, which is the controlling GL item or analysis code. There is also a parent name, which refers to the group name of the next level iteration. If requested, this information will appear in the report title.

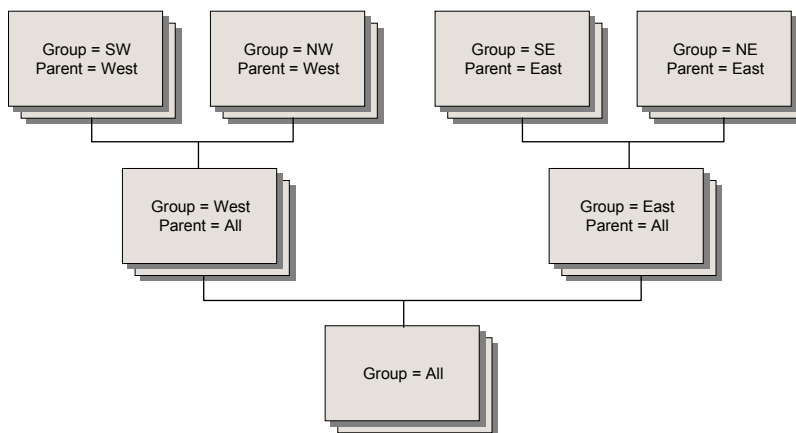


Fig. 16.28
Report for
Multilevel Entries

Set up a controlling hierarchy in two steps.

- 1 Create an appropriate analysis code.

Note The system prohibits you from using an analysis code of the same type as those used in the row group, column, or report global specifications.

- 2 In either Report Maintenance or Row Group Maintenance, select the appropriate GL type in the Control Report By field and select the controlling hierarchy analysis code in the Using Analysis Code field.

Important Use Report Maintenance so you can reuse the row group in other reports.

Using Global Queries

Optionally, you can enter additional data specifications by choosing Yes in the Change Global Query Specs field of Report Maintenance. The specifications you enter combine with those in the row group and, if any, in the column group.

Typically, you would use this feature to enter a GL item that applies to several accounts, such as an entity. For example, you may deliberately leave out the entity in your row and column groups so that they can be applied to a variety of reports. Global queries are also useful to make variations of existing reports.

In the Global Query Specifications window (which appears after you accept the first screen), enter GL items or analysis codes—just as with data rows. The system prohibits you from entering specifications for GL types already used in the row group or column group.

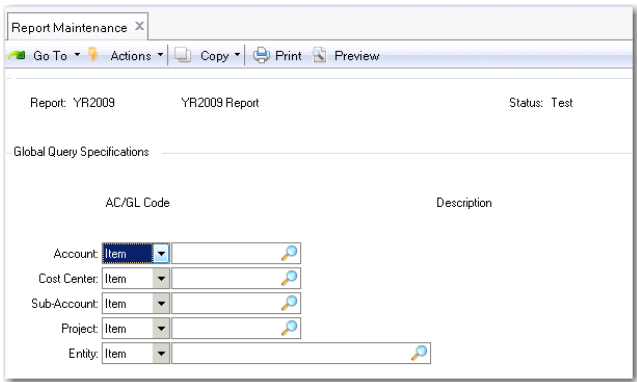


Fig. 16.29
Report
Maintenance,
Global Query
Specifications

Titles and Footers

Enter or modify titles and footers for the report by choosing Yes in the second frame of Report Maintenance in the Edit Report Title, Edit Page Footer, or Edit Report Footer fields. Page footers place text at the bottom of each page, while the report footer creates text on the last page only. You can also add one or two lines of comments to the title and footers when you run the report.

The default text format for titles and footers is flush left. To create centered text, enter the label as [label]. For flush-right text, enter [label].

To use one of the keywords in Table 16.6, enter the keyword code. The system substitutes the actual text.

Keyword	Substituted Text
<COMPANY>	Company name defined for standard reports.
<DATE>	Date the report was created in Run Report.
<GDESC>	Used for controlling hierarchy. Shows the description of the analysis code affiliated with a given iteration (see also GROUP).
<GRIDPAGE>	Page number, with dashes for secondary pages (secondary pages arise when the columns do not fit on one page and must roll onto a new page).
<GROUP>	Used for controlling hierarchy. Shows the ID name for the analysis code affiliated with a given iteration (see also PARENT).
<PAGE>	Page number.
<PAGES>	Total number of pages.

Table 16.6
Keywords for Titles
and Footers

Keyword	Substituted Text
<PERIOD>	Current period as entered in Run Report.
<PARENT>	Used for controlling hierarchy. Shows the ID name for the next level analysis code affiliated with a given iteration (see also GROUP).
<RDESC>	Report description as entered in Report Maintenance.
<REPORT>	Report ID name as entered in Report Maintenance.
<RUNID>	ID name assigned when you ran the report.
<STATUS>	Either Test or Live, as entered in Report Maintenance.
<TIME>	Time the report was created in Run Report.
<UND*>	Creates a line of * or any character you enter. For example, <UND-> will use the dash (–) character instead.
<USERID>	ID of who created the report in Run Report.
<YEAR>	Year the report was created in Run Report.

Report Base Period Maintenance

Use Report Base Period Maintenance (25.17.15) to update the current (base) period set up in GL Report Writer Control. If you need to change the current period but do not have security access to GL Report Writer Control (25.17.24), this procedure updates the control program.

In general, the current period is for reports that define a period relative to it (such as the previous period). Normally, the system uses the current period and year specified in Run Report (25.17.17). However, batched reports take it from the control program. Before you execute a batch of reports, you should check the current period and change it. The system uses the current period and year to determine whether to use actual figures or budget figures in columns set up with rolling budgets.

The program affects the Current Year and Current Period fields in GL Report Writer Control. Changes will also appear as the default in Run Report.

Fig. 16.30
Report Base Period
Maintenance
(25.17.5)

Running Reports

Run Report (25.17.17) generates a report based on a report definition set up in Report Maintenance. The process retrieves data, calculates formulas, performs rounding, and applies formatting to create a report image.

Important After posting general ledger and before running any reports, be sure to run Synchronize G/L Data.

Fig. 16.31
Run Report
(25.17.17)

Report. Enter the name of a valid defined report.

Report Run ID, Status. System-generated values, based on Report. This is the report that will be run.

Current Year and Current Period. Enter a specific year/period in these fields, or, if running the report in batch mode, enter zero. The system uses these fields to determine the year and period of columns that were set up relative to the current year/period.

However, for reports run in the batch mode, the system defaults to Current Year/Period from GL Report Writer Control (25.17.24). Also, the system uses these fields for columns set up with a rolling budget, unless the columns were set up with a specific year/period.

Period Start and Period End. The fiscal period's start and end dates. When they are created, GL transactions have an effective date. The system determines the fiscal period to which this transaction applies by finding these dates in the calendar's period start/end range. GL periods cannot overlap.

Each calendar period starts and ends on a specified date. Calendar periods can be monthly, quarterly, or any combination. Monthly calendar numbers usually correspond to the month number (1-12). The period number can also represent the week or day number that the period starts/ends. For example, period 1 may span July 1 to July 31, or it may span July 15 to August 15. If you miss any days (such as February 29), the system will not let you post transactions on that date.

Format. Specify the global format for report cells that allow override. Numeric cells will have this format if Allow Override is set to Yes in both their row and column definitions. This field accepts any valid numeric format, as defined in the Progress language.

Rounding Difference. The rounding method used on this report.

Row Labels Before Column. This field determines where the row labels will appear, relative to the column you specify. You can define the column number or specify the Last column.

Title, Footer, Trailer. Optionally, add one or two additional text lines to your report title, footer, or trailer. The text you enter will be printed above the text specified in Report Maintenance.

See "Titles and Footers" on page 969.

Export. Enter Yes to export the report to an ASCII file. Exporting is used to send a report to a file that can be read with any software product that reads ASCII delimited format.

Print. Enter Yes to format the report for printing at your printer.

Save Image. Enter Yes to save the report image after output. The report image can be used to reproduce all or part of a report output, without executing the report again.

See “Managing Report Images” on page 975.

Width. Enter the printer width in characters. The system uses Width to determine how many report columns will fit on a given page. Columns that do not fit on a page will overflow to the next page. The default is 132.

Output. The output may be a printer, terminal (character), window (GUI), or file name. Normally, a report prints 132 characters across the page. On a standard screen, the report will wrap. If your screen supports compressed print mode, modify the printer settings in Printer Setup Maintenance (36.13.2).

Batch ID. Enter a batch ID to queue the report for later processing.

To run the same reports on a regular basis, create a permanent batch. This requires that the column period buckets have relative data references. Use Run Report with the year and period set to zero. GL Report Writer then uses year and period values from GL Control.

See “Column Groups” on page 952.

Checking Reports for Errors

Run Report checks the report definition for inconsistencies or possible errors. If errors are found, an error message is displayed and the report is not executed. Use report checking tools to identify errors:

- Report Validation Listing (25.17.13.5)
- Report Content Listing (25.17.13.6)
- Report Exceptions Listing (25.17.13.7)

Invalid Formulas

Use Report Validation Listing (25.17.13.5) to uncover errors in row, column, and cell calculations. Invalid formulas contain references to nonexistent rows, columns, or cells or contain faulty syntax.

Content Detail

Report Content Listing (25.21.17.6) previews the format of the fully exploded row group, displaying the total and subtotal levels. The system executes the hierarchy explosion program to explode all row and column group analysis codes.

Redundant Components or Omissions

Use Report Exceptions Listing (25.17.13.7) to uncover redundant data retrieval and omitted GL items.

Fig. 16.32
Report Exceptions
Listing (25.17.13.7)

' and 'Print Omissions: ☐'. The window also has a standard Windows-style scrollbar on the right side."/>

Redundancy Check

This option lists rows that contain the exact combination of GL items when exploded (account, cost center, sub-account, project, and entity). Enter Yes in Print Duplicates to perform a redundancy check.

Component Omissions Check

Use this check to find GL items that have been omitted from a report definition. Perform this check in one of three ways: using a master analysis code, a report type, or a range of GL items (only one option at a time). Enter Yes in Print Omissions to perform an omissions check.

When Yes is entered in Print Omissions, the Exceptions Report highlights any GL items with posted activity that are missing from the specified report definition in accordance with the selection criteria entered.

Master Analysis Code. Enter a master analysis code previously defined in Analysis Code Maintenance. The listing indicates GL items found in the master code but not found on the report definition.

Report Type. Balance sheets and income statements are checked using this option. Enter 1 or 2 in the Report Type field. The verification process uses the GL account type, as defined in GL Account Create.

GL Items. Enter a GL item range and run the listing. The result is a list of GL items not in the report definition.

Managing Report Images

When you run a report, the system stores the results as a report image. Enter Yes in the Save Image field in Run Report (25.17.17) to create and store a report image. Save the report image if you want to print or export all or part of the report later.

Each report image has a unique run ID assigned by the system. To find a particular report image, record the report's run time and run ID. Use the programs on the Output Manager Menu (25.17.19) to use the report image.

- **Print Report Image (25.17.19.1)** prints a report image. To print a range of pages, specify the page numbers. If the report image contains a controlling hierarchy, use Page Number Inquiry (25.17.19) to find the sequential page numbers corresponding to the group page numbers.

- **Export Report Image (25.17.19.3)** copies a report image into ASCII format. With the resulting file, you can import the information into other software, such as spreadsheets. To export, enter a file name in the Output field. The system saves it under your user login directory.
- **Page Number Inquiry (25.17.19.5)** shows an equivalent page number for reports numbered with repeating pages. A report can have repeating page numbers only if it involves a controlling hierarchy. Report Maintenance determines whether a report will have repeating page numbers. If Continuous Page Numbers field is No, the page numbers will begin at page one for each iteration required by the controlling hierarchy.

The system calculates the equivalent page number and displays it in the last field (corresponds to report page).

- **Report Output Filter (25.17.19.13)** enables you to suppress output of columns, lines, or report iterations (groups) from a report image before printing or exporting it. You can use this feature several times to generate different versions of a report. The system maintains the original image so you can later reselect portions you suppressed.

When you select a report image, the system displays the selection of lines first, then columns, and, finally, controlling hierarchy groups. Initially, all items are selected (indicated by an asterisk). You can change the selection as needed.

- **Use Image Delete/Archive (25.17.19.23)** to delete the report image information associated with specific runs of a report. Identify report images by the run ID. Set Delete to Yes to remove the report image from the database. With Delete set to Yes, the Archive option is activated. Set Archive to Yes to store the report image to an ASCII file and then delete the image from the database.

The stored file name has the format `xxYYMMDD.hst`, where `xx` is the record type and `YYMMDD` is the date you ran delete/archive. If the file does not exist, it is created. If the file already exists from a previous delete/archive run, the system appends the report image to this file.

The background of the page features a grayscale image of several interlocking gears. The gears are of different sizes and are positioned in a way that creates a sense of depth and mechanical complexity. The lighting is soft, highlighting the teeth of the gears and casting gentle shadows.

Chapter 17

Chinese Financial Features

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Overview

QAD financial modules provide flexible support that can be used in many regulatory environments. However, for highly specific reporting requirements, some localized features have been included in the standard product.

Currently localizations for Chinese accounting practices are supported in the following areas:

- China Golden Tax system for printing VAT invoices
- The ability to define and enforce a verification and approval cycle for GL transactions
- Export of accounting data into files according to Chinese government regulatory standards

China Golden Tax

The Golden Tax system is a legal information system in China for processing value added tax (VAT) invoices. The system is established by the Chinese government to prevent tax fraud.

When a company doing business in China needs to send VAT invoices to customers, they must first obtain preprinted blank invoices from Chinese tax bureaus. A unique VAT invoice number appears on each blank invoice to identify its legality.

The Golden Tax system provides an application program that prints accepted invoice information such as the customer, invoice items, and price on the blank VAT invoice. The program also uploads the invoice amount associated with a unique invoice number to the country-wide Golden Tax system database used by Chinese government authorities for tax regulation.

It is legally forbidden to manually write on a blank VAT invoice or to print the invoice outside of the Golden Tax system.

To support these requirements, the Golden Tax Invoice Process menu (7.13.20.1) provides functions that let you export invoice information from your QAD database into a file. This file is then imported into the Golden Tax system for invoice print. After invoices are printed, printed data is loaded back into your QAD database.

Golden Tax Workflow

The following figure illustrates the steps involved in integrating with the Chinese Golden Tax system.

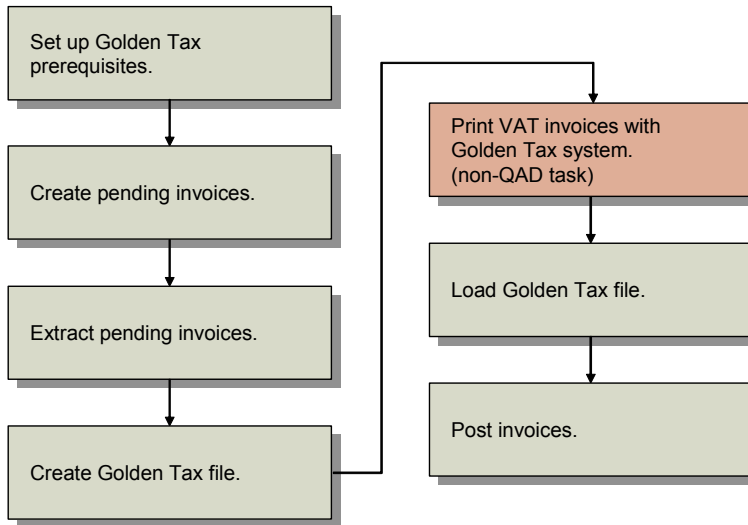


Fig. 17.1
Golden Tax
Invoicing Flow

This workflow includes the following steps:

- 1** Define some data required for the operation of the Golden Tax system.
- 2** Pending invoices are created automatically when items on a sales order are shipped, or manually in Pending Invoice Maintenance (7.13.1).
- 3** Extract invoice data in Pending Invoice Extract (7.13.20.1.1).
- 4** Create an external text file in Golden Tax File Create (7.13.20.1.2) to be uploaded to the Golden Tax system for invoice print.

- 5 Use the Golden Tax system to print VAT invoices and output a data file of the printed invoices.
- 6 Import the file into your QAD database using Golden Tax File Load (7.13.20.1.3).
- 7 Use standard Invoice Post and Print (7.13.4) to post the invoice after it has been processed by the Golden Tax system.

Note In standard QAD invoicing, Invoice Post and Print posts and then prints an invoice. However, if the invoice has been processed by Golden Tax invoice print, the print step is omitted.

Upper Limits and Invoice Splitting

Multiple Golden Tax invoices can be associated with one QAD invoice. QAD invoices are split based on the invoice upper limit specified in Entity Create.

The invoice upper limit is an amount approved by the tax authorities in China for each company. Each invoice amount in that entity cannot exceed the upper limit. Therefore, when the amount of a QAD invoice exceeds the upper limit, it is automatically split into several Golden Tax invoices, each with an amount less than the upper limit.

The system uses the following rules to split a QAD invoice into several Golden Tax invoices.

- If an item's unit price exceeds the upper limit, split the unit price and keep quantity unchanged.
- If an item's unit price is less than the upper limit but the item's total amount exceeds the upper limit, split the item's quantity.
- When an invoice has multiple items, the first item is split, and then the second, and so on.

The following examples show for three sample scenarios how a QAD invoice is split into Golden Tax invoices. In all examples, the upper limit is \$100,000.

Example 1: Item Price Exceeds Limit

Item	Unit Price	Quantity
Item 1	\$120,000	1

Table 17.1
QAD Invoice
Example 1

Item	Unit Price	Quantity
Item 1	\$100,000	1

Table 17.2
Golden Tax
Invoice 1

Item	Unit Price	Quantity
Item 1	\$20,000	1

Table 17.3
Golden Tax
Invoice 2

Example 2: Item Total Amount Exceeds Limit

Item	Unit Price	Quantity
Item 1	\$40,000	3

Table 17.4
QAD Invoice
Example 2

Item	Unit Price	Quantity
Item 1	\$40,000	2

Table 17.5
Golden Tax
Invoice 1

Item	Unit Price	Quantity
Item 1	\$40,000	1

Table 17.6
Golden Tax
Invoice 2

Example 3: Multiple Lines Exceed Limit

Item	Unit Price	Quantity
Item 1	\$40,000	3
Item 2	\$120,000	2

Table 17.7
QAD Invoice
Example 3

Item	Unit Price	Quantity
Item 1	\$40,000	2

Table 17.8
Golden Tax
Invoice 1

Table 17.9
Golden Tax
Invoice 2

Item	Unit Price	Quantity
Item 1	\$40,000	1
Item 2	\$30,000	2

Table 17.10
Golden Tax
Invoice 3

Item	Unit Price	Quantity
Item 2	\$50,000	2

Table 17.11
Golden Tax
Invoice 4

Item	Unit Price	Quantity
Item 2	\$40,000	2

Setting Up Golden Tax

In order for the Golden Tax invoice process to run properly, you need to set up some prerequisite data and initialize settings in Golden Tax Invoice Control (7.13.20.1.24).

Define Golden Tax Prerequisites

- Specify the invoice upper limit for your company in Entity Create, so that QAD invoices can be split into several Golden Tax invoices. For more information, see “Upper Limits and Invoice Splitting” on page 980.
- Set up the Golden Tax tax rate in Tax Rate Maintenance (29.4.1). The VAT rate in China is typically 17%. This tax rate should be referenced by specifying the tax zone when you create a sales order.
- Set up a code in Generalized Codes Maintenance (36.2.13). Specify `gt_vat_code` as the field name and set its value to the tax code of the VAT rate you defined in the previous step.

Set Up Golden Tax Invoice Control

Use Golden Tax Invoice Control to enable the tax system and define processing defaults.

Fig. 17.2
Golden Tax Invoice
Control
(7.13.20.1.24)

Field Descriptions

Golden Tax Enabled. Select to enable Golden Tax features.

Golden Tax Output Path. Specify the file path where the system places the output file to be uploaded to the Golden Tax system for VAT invoice print.

Golden Tax Input Path. Specify the default path of the file you import back into the QAD database containing information about printed invoices generated by the Golden Tax system.

Golden Tax Invoice Code. Enter the 10-digit code preprinted on the upper left corner of the blank VAT invoices that you obtain from Chinese tax bureaus. This field is only for reference.

Exporting a Golden Tax File

Exporting creates a file that contains the QAD invoices ready for print by the Golden Tax system.

To export the Golden Tax file:

- 1 Run Pending Invoice Extract (7.13.20.1.1).
- 2 Run Golden Tax File Create (7.13.20.1.2).

Extracting Pending Invoices

Use Pending Invoice Extract (7.13.20.1.1) to select pending invoices and prepare them for Golden Tax invoice print.

The extraction selects shipped sales orders that are subject to VAT taxation, assigns invoice numbers, and splits them according to the invoice upper limit, if necessary.

Fig. 17.3
Pending Invoice
Extract
(7.13.20.1.1)

The screenshot shows the 'Pending Invoice Extract' window. It features a search criteria section with the following fields: 'Order:', 'Ship Date:', 'Sold-To:', 'Bill To:', 'To:', 'To:', 'To:', 'To:'. The 'Invoice Date' is set to '05/02/2007'. There is a 'Consolidate Invoices' checkbox which is currently unchecked. The 'Output' section shows 'Batch ID:'. The window has a standard Windows-style title bar and menu bar.

You can perform the following actions:

- Extract pending invoices by sales order number, shipping date, sold-to, or bill-to.
- Extract a single pending invoice or a range.
- Optionally consolidate extracted pending invoices, so that multiple sales orders are combined into one invoice.

All sales orders with identical daybook set, sold-to address, bill-to address, currency, exchange rate, credit terms, trailer codes, tax environment, sales entity, and salespersons are consolidated into one invoice.

- Specify the QAD invoice date. Here, it specifically means the extraction date.

Creating a Golden Tax File

Use Golden Tax File Create (7.13.20.1.2) to select and export QAD invoices into a text file to be uploaded to the Golden Tax system for VAT invoice print.

All invoices processed in the last execution of Pending Invoice Extract are exported. The text file is generated in a standard format so that you can directly import it using an external Golden Tax program that is connected to the Golden Tax system.

Fig. 17.4
Golden Tax File
Create (7.13.20.1.2)

Select the invoices to include in the file to create by specifying invoice number, sold-to, bill-to, and invoice date. Then specify a path for saving the file. The path defaults from the appropriate setting in Golden Tax Invoice Control.

Printing Golden Tax Invoices

Printing Golden Tax invoices is a non-QAD task that you perform with the Golden Tax system. The system also outputs a data file of printed Golden Tax invoices that you can load back into QAD in Golden Tax File Load (7.13.20.1.3).

Importing a Golden Tax File

Use Golden Tax File Load (7.13.20.1.3) to import back into your QAD database information about printed Golden Tax invoices, such as Golden Tax invoice numbers, so that they can be referenced later.

You need to specify the path to the file that contains the printed Golden Tax invoices to import. The import file is automatically generated after the Golden Tax system prints VAT invoices.

Multiple Golden Tax invoices can be associated with one QAD invoice if the invoice is split according to the invoice upper limit. See “Upper Limits and Invoice Splitting” on page 980 for details.

You can query Golden Tax invoices and view their association with QAD invoices in Golden Tax Invoice Report (7.13.20.1.5).

Fig. 17.5
Golden Tax File
Load (7.13.20.1.3)

To import the Golden Tax file, specify the path of the file. The path defaults from the appropriate setting in Golden Tax Invoice Control (7.13.20.1.24).

Additional GL Numbering

Chinese financial regulations dictate that GL transactions must be identified by the numbers in a sequence without any gap. The sequence number of a transaction appears in statutory transaction reports. The sequence numbers can be reset on a yearly basis and two business units under a corporation can use the same numbering sequence.

To support this requirement, you can enable the additional GL numbering feature for an entity so that the system generates a sequential number for all statutory GL posting. You use the Additional GL Numbering tab in Entity Create to enforce a secondary numbering sequence for GL transactions.

For details on the related fields in Entity Create, see “Additional GL Numbering Tab” on page 106.

The sequence number has the following format:

- Nine digits starting from 000000001.
- The number increments by 1 per posting. For example, if the current posting is numbered 000000005, the next posted transaction is numbered 000000006.

The system assigns the sequence number to any posted GL transaction that originates not only from the financial modules, but also from operational modules such as purchasing and sales.

Only transactions posted to the official layer are numbered. The official layer is used for GAAP purpose, such as legal reporting. For more information about accounting layers, see “Accounting Layers” on page 220.

Sequence numbers are used in Chinese GL Transaction Reports (25.15.7.1). Functions on this menu generate Chinese legal reports where the sequence numbers are displayed as transaction voucher numbers.

Note Sequence numbers are not displayed in standard GL reports. They appear only in regional GL reports.

Verifying and Approving Transactions

GL transactions are verified and approved in order to prevent fraud. In some countries, it is a bookkeeping practice that every transaction of a business should be recorded, checked, and approved by authorized signatories. Accordingly, a transaction has its creator, verifier, and approver; these each must be different individuals in the business to ensure that the transactions information is accurate.

Use the functions on Status Transition Menu (25.3.12) in combination with the Verify and Approve activities in the Journal Entry function to define and implement the process to verify and approve transactions in your QAD system.

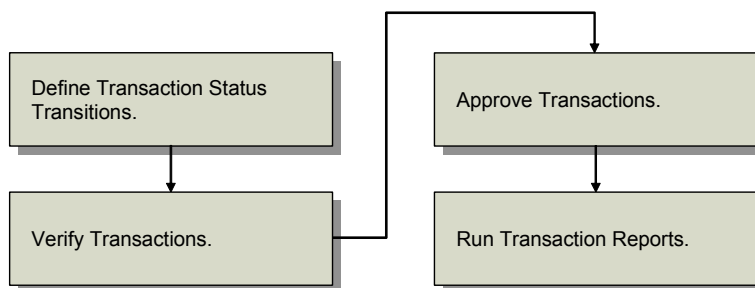


Fig. 17.6
Transaction
Verification and
Approval Process

Verified and approved transactions are reported in GL Verification and Approval Report (25.15.1.13).

Defining Status Transitions

A status transition defines how the status of a transaction can be changed from one status to the other. You can select from the following verification and approval statuses to customize the flow of status transitions to fit your business requirements.

Table 17.12
Verification and
Approval Statuses

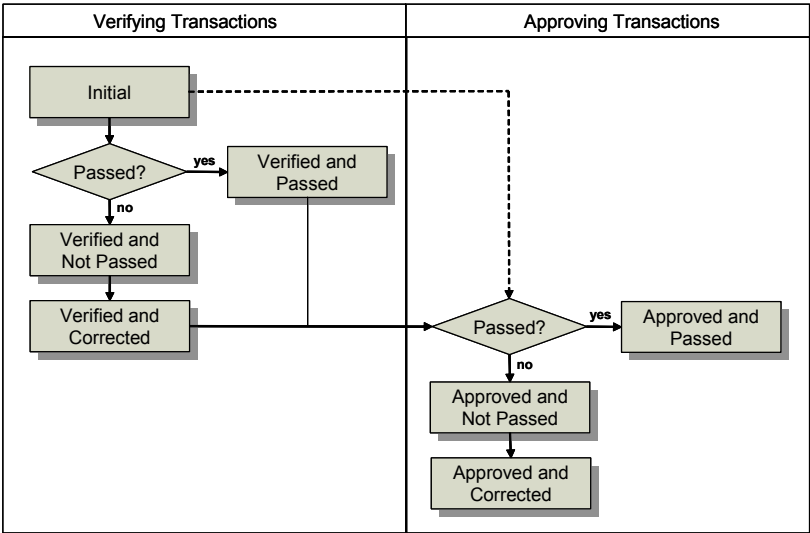
Verification Statuses	Approval Statuses
• Initial • Verified and Not Passed • Verified and Corrected • Verified and Passed	• Initial • Approved and Not Passed • Approved and Corrected • Approved and Passed

When you define transitions:

- You can set up transitions so only transaction approval is required.
- Some general rules apply to the definition of a transition, such as the Initial status cannot be used as the ending status of a transition, and an approval status cannot precede a verification status in a transition.

Example The following diagram illustrates a recommended logic of transactions verification and approval. Optionally, you can go from the Initial status to Approved if you choose not to include verification as a separate step.

Fig. 17.7
Transaction
Verification and
Approval Logic



Defining Status Transitions for Verify

Use Verify Status Transition Maintain (25.3.12.1) to define the status transition rules for verifying transactions. The rules are applied in Journal Entry Verify (25.13.1.7).

You can specify one combination of a beginning status and a different ending status to define a verification status transition.

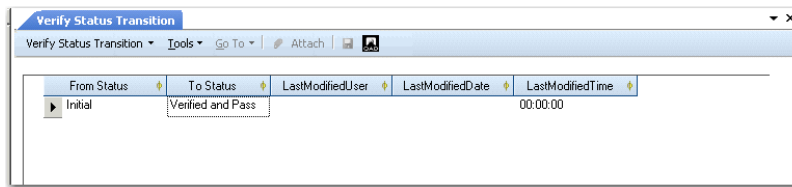


Fig. 17.8
Verify Status
Transition Maintain

Field Descriptions

From Status. Select the beginning status of a transition.

To Status. Select the ending status of a transition.

Last Modified Date/Time and User. These read-only fields are maintained by the system and display the ID of the user who last updated the record, and the date and time of update.

Defining Status Transitions for Approval

Use Approve Status Transition Maintain (25.3.12.2) to define the status transition rules for approving transactions. The rules are applied in Journal Entry Approve (25.13.1.8).

You can specify one combination of a beginning status and a different ending status to define an approval status transition.

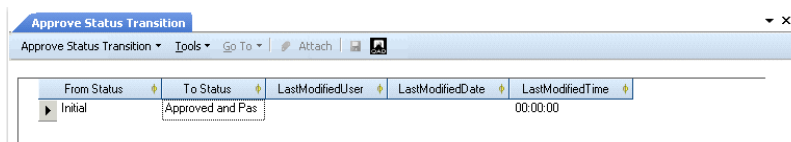


Fig. 17.9
Approve Status
Transition Maintain

Field Descriptions

From Status. Specify the beginning status of a transition.

To Status. Specify the ending status of a transition.

Last Modified Date/Time and User. These read-only fields are maintained by the system and display the ID of the user who last updated the record, and the date and time of update.

Verifying Transactions

Use Journal Entry Verify (25.13.1.7) to assign a verification status and your user name to one or more transactions.

Note You cannot verify any transactions that you created.

To verify transactions:

- 1 Specify values in the selection criteria fields to identify the transactions you want to verify.
- 2 Click Add, and the transactions that meet the specified criteria are listed in the grid.
- 3 Under the Select column, select check boxes for the transactions with a verification status you want to change.
Click Clear to remove unselected transactions from the grid.
- 4 Do one of the following:
 - To verify one selected transaction, change its verification status in the Posting Verify Status column.
 - To verify a group of selected transactions, choose a verification status in the Change Status drop-down and click Apply.
- 5 Optionally, under the Posting Verify Comments column, enter comments for the transactions you verify.
- 6 Click Save.

Fig. 17.10
Journal Entry
Verify

Approving Transactions

Use Journal Entry Approve (25.13.1.8) to assign an approval status and your user name as the approver of one or more transactions.

Note You cannot approve the transactions that you created or verified.

To approve transactions:

- 1 Specify values in the selection criteria fields to identify the transactions you want to approve.
- 2 Click Add, and the transactions that meet the specified criteria are listed in the grid.
- 3 Under the Select column, select check boxes for the transactions whose approval statuses you want to change.
Click Clear to remove unselected transactions from the grid.
- 4 Do one of the following:
 - To approve one selected transaction, change its approval status under the Posting Approve Status column.

- To approve a group of selected transactions, choose an approval status in the Change Status drop-down and click Apply.
- 5 Optionally, under the Posting Approve Comments column, enter comments for the transactions you approve.
 - 6 Click Save.

Fig. 17.11
Journal Entry
Approve

The screenshot shows the 'Journal Entry Approve' window. It features a top menu bar with 'Journal Entry', 'Tools', and 'Go To'. The main interface is organized into several functional areas. At the top, there are date pickers for 'Posting Date From' and 'Posting Date To', and user pickers for 'Created By' and 'Verified By'. Below these are input fields for 'Year/Number' (split into two parts), 'GL Period', and date pickers for 'Creation Date' and 'Verification Date'. To the right of these are a 'Daybook Code' text field, a 'Reference' text field, a 'Verify Status' dropdown, and an 'Approve Status' dropdown, with an 'Add' button next to the latter. A central table lists transactions with columns for selection, year/number, GL period, daybook code, posting voucher, layer type code, creator, and posting date. The bottom of the window includes checkboxes for 'Select All' and 'Deselect All', a 'Change Status' dropdown, a 'Comments' text field, and 'Apply' and 'Clear' buttons.

Exporting Chinese Accounting Data

Use Accounting Data Export (25.13.23.1) to export files of accounting data in standard format and file types that are required by Chinese financial authorities.

The financial authorities in China have published a standard on the data interface for accounting software. According to the standard, a company doing business in China must export files that include all accounting data from the accounting software it uses.

Each export file corresponds to one type of accounting data, and the data elements and file formats are strictly defined. The export files can be in plain text, and include the types listed in Table 17.13.

Table 17.13
Chinese
Accounting Data

Accounting Data Type	Description
Electronic Accounting Book	This file includes basic company information such as company name, industry, and organization code.
Chart of Accounts	This file lists the chart of accounts (COA) of a company.
Subsidiary Accounting – Department	This file lists the departments of a company.
Subsidiary Accounting – Supplier/Customer	This file lists the suppliers and customers of a company.
Subsidiary Accounting – Project	This file lists the projects of a company.
Account Balance and Movement	This file includes the monthly account balances and movements for the GL accounts of a company.
GL Voucher	This file details GL transactions that occur within a specified date period.
Balance Sheet	This file includes the balance sheet of a company.
Income Statement	This file includes the income statement of a company.
Format File	This file includes non-accounting data. It stores the file names and data structures for all the other accounting data files that are exported.

Specifying Export Destination

Accounting data is properly formatted for the Chinese report files using EDI eCommerce transformation maps to map between financial data and the final output files. The required EDI maps are obtained from the QAD Support Web site and must be loaded using Complete TP Document Load (35.17.19). After this data has been loaded, the only installation-specific parameter that needs to be configured is the location on the file system where the system places the accounting data files.

You specify this in Transmission Group Maintenance (35.13.13). Find a system transmission named `accintf` and set its Destination field to the path where you want to save the exported Chinese accounting data files.

Chinese Accounting Data Export

Use Accounting Data Export (25.13.23.1) to export accounting data in standard files and formats as required by Chinese financial authorities.

Fig. 17.12
Accounting Data
Export

Accounting Data Export - Chi...

Accounting Data Export
Tools
Go To
Attach

Entity

APPO
INVY
PWA
EAS5
3000
1000
2000
2010

Account Code Structure

Measure1 From Date

Measure2 From Date

Balance Sheet Structure Code

Layer Code

Industry

Organization Code

Fiscal Year

Accounting Book No.

1

Budget Level

0

Measure1 To Date

Measure2 To Date

Income Statement Structure Code

Export

Field Descriptions

Entity. Select the entity with the accounting data you want to export. By using the Ctrl key, you can select multiple entities; the accounting data is then combined in data files.

Measure 1 From Date, Measure 1 To Date, Measure 2 From Date, Measure 2 To Date. Specify various dates to set the date ranges for the export files in the following table.

Note Other export files do not require date ranges.

Table 17.14
Date Ranges for
Chinese
Accounting Data
Export

For Export File...	Specify...	To...
GL Voucher	Measure 1 From Date Measure 1 To Date	Indicate the date range for selecting transactions to export.
Account Balance and Movement	Measure 1 From Date	Indicate the month the specified date is in.

For Export File...	Specify...	To...
Balance Sheet	Measure 1 To Date Measure 2 To Date	Indicate the date range for exporting the balance sheet.
Income Statement	Measure 1 From Date Measure 1 To Date Measure 2 From Date Measure 2 To Date	Indicate two date ranges for the income statement. Typically, you define two ranges to export monthly and yearly income in the statement.

Account Code Structure. For exporting the Chart of Accounts (COA) file, specify the COA structure in the format of $\times, \times, \times, \dots$, where the first $\times$ indicates the number of characters for the first level COA element, and the second $\times$ indicates the number of characters for the second level COA element, and so on.

Example You use a combination of GL account, sub-account, and cost center to implement the chart of accounts following Chinese GAAP. If GL accounts are 4 characters in length and sub-accounts and cost centers are both 2 characters, you should specify 4, 2, 2 as the COA structure.

Balance Sheet and Income Statement Structure Code. Specify the budget codes for exporting the balance sheet and income statement.

Budget codes identify the budgets that you define in Budget Maintenance (25.5.1). The budgets are created in advance for reporting Chinese income statement and balance sheet.

For more information about using budgets for financial reporting, see “GL Closing Reports” on page 894.

Layer Code. The transactions associated with the accounting layers you specify in this field will be exported into the GL Voucher file.

Industry/Organization Code/Fiscal Year/Accounting Book No. Values you enter in these fields are directly exported into the Electronic Accounting Book file.

Budget Level. This parameter is used in conjunction with the budget codes to export income statement and balance sheet, and indicates the reporting level in these two reports.

Example The budgets for reporting the income statement and balance sheet include three levels:

1. GL account
2. Sub-account
3. Cost center

If you enter 2 in the field, the exported reports are detailed to the sub-account level.

Click the Export button to create the selected report files.

Grid Information

Report Name. This read-only column displays the names of reports.

Export File Name. Default file names for each report are listed, which you can modify.

Export. Select the check boxes for the reports that you want to export.

Note To export Chart of Accounts, you must also export Income Statement or Balance Sheet.

Status. This field displays the results for the reports that you last exported.

Last Export Date. This field displays the last date when reports were exported.

User Name. This field displays the ID of the user who executed the last export.

Chinese GL Reports

Chinese financial statements have different types. For example, reports at the transactional level are categorized by cash and bank transactions, foreign currency transactions, and account transfer transactions.

The reports must be formatted according to legal requirements in China. They should be printed on blank standard forms that are issued under the governance of Chinese financial authorities; while in some areas of the country, it is also possible to format and print the reports on blank paper.

In addition, the reports must include some specific information:

- Consecutive transaction IDs
- The creator, verifier, and approver of a transaction

Prerequisites

To print Chinese statutory GL reports, you need to make the following preparations:

- Enable the Additional GL Numbering option for the entities following Chinese accounting practices.

When enabled, a consecutive transaction ID is assigned to any statutory GL posting of an entity, so that the ID appears in Chinese regional reports as a transaction voucher number. For more information, see “Additional GL Numbering” on page 986.

- Run Journal Entry Verify (25.13.1.7) and Journal Entry Approve (25.13.1.8). These functions assign a verifier and approver to each transaction so that their names appear in Chinese regional reports. See “Verifying and Approving Transactions” on page 987.

Alternate COA Accounts

The Chinese Accounting reports provide the option for you to run the reports with the output organized based on a multi-level alternate COA structure.

The reports include a field, COA Cross Reference, which lets you specify the COA cross-reference for the alternate COA structure on which to base the report output. The system uses the cross-reference to retrieve the corresponding mappings and, consequently, the relevant alternate accounts. The alternate COA accounts and descriptions are then displayed on the report instead of the corresponding operational GL accounts.

Five of the Chinese Accounting reports include an additional field, Alternate Account. This field lets you specify an alternate COA account as the target account for which to generate the report. The reports are:

- Cash and Bank GL Report
- Subledger Report
- Columnar Ledger Report

- General Ledger Report
- Value-Added Tax Payable Ledger

See “Alternate Chart of Accounts” on page 170 and “COA Cross-References” on page 179 for more information on alternate accounts and mapping them to operational accounts.

Printing Chinese GL Reports

Use Chinese GL Transaction Reports (25.15.7.1) to print financial reports that meet Chinese accounting requirements.

Note When printed on blank Chinese standard accounting forms, specific form types must be used. Please contact your local QAD support to know the types of forms to use for different financial reports.

The following table lists the reports you can use.

Table 17.15
Chinese GL
Reports

Report	Description	Criteria
Cash and Bank Receipt Journal	Lists the details of the posting lines per transaction. The transaction type is cash and bank receipt.	• GL Period (From/To) • GL Calendar Year (From/To) • Entity • First Characters • Include Cost Center (Yes/No) • Include Sub-account (Yes/No) • Daybook • Layer • Posting Date (From/To) • Posting No. (From/To) • COA Cross Reference
Cash and Bank Payment Journal	Lists the details of the posting lines per transaction. The transaction type is cash and bank payment.	• GL Period (From/To) • GL Calendar Year (From/To) • Entity • First Characters • Include Cost Center (Yes/No) • Include Sub-account (Yes/No) • Include Project (Yes/No) • Daybook • Layer • Posting Date (From/To) • Posting No. (From/To) • Print with Labels (Yes/No) • Pending Invoice (From/To) • COA Cross Reference

Report	Description	Criteria
Account Transaction Journal	Lists the details of the posting lines per transaction. The transaction type is account transfer (non-cash and bank).	• GL Period (From/To) • GL Calendar Year (From/To) • Entity • First Characters • Include Cost Center (Yes/No) • Include Sub-account (Yes/No) • Include Project (Yes/No) • Daybook • Language • Layer • Posting Date (From/To) • Posting No. (From/To) • Print with Labels (Yes/No) • Pending Invoice (From/To) • COA Cross Reference
Foreign Currency Journal	Lists the details of the posting lines per transaction. Transactions that involve foreign currencies are reported.	• GL Period (From/To) • GL Calendar Year (From/To) • Entity • First Characters • Include Cost Center (Yes/No) • Include Sub-account (Yes/No) • Include Project (Yes/No) • Daybook • Language • Layer • Posting Date (From/To) • Posting No. (From/To) • Print with Labels (Yes/No) • Pending Invoice (From/To) • COA Cross Reference
General GL Journal	Lists the details of the posting lines per transaction. Any GL transaction can be included in this report that has a general format.	• GL Period (From/To) • GL Calendar Year (From/To) • Entity • Include Cost Center (Yes/No) • Include Sub-account (Yes/No) • Daybook • Layer • Posting Date (From/To) • COA Cross Reference

Report	Description	Criteria
Cash and Bank GL Report	Lists all the transactions chronologically within a specified date period for a cash and bank GL account. The account balances at the beginning of the period and by the end of the period are reported, as well as the summaries of daily totals on account debit and credit amounts. The report can be detailed to the sub-account and cost center level.	• Entity • Currency • GL Account • Cost Center • Sub-account • Include Cost Center (Yes/No) • Include Sub-account (Yes/No) • Include Project (Yes/No) • Layer • Posting Date (From/To) • Print with Labels (Yes/No) • Alternate Account • COA Cross Reference
Subledger Report	Lists all movements for a GL account, within a specified date period, and the report can be detailed to the sub-account and cost center level. The report shows the account beginning and ending balances of the period, period totals of debit and credit amounts, and year accumulate totals of debit and credit amounts up to the reporting date.	• Entity • Currency • GL Account • Cost Center • Sub-account • Include Cost Center (Yes/No) • Include Sub-account (Yes/No) • Include Project (Yes/No) • Layer • Posting Date (From/To) • Print with Labels (Yes/No) • Alternate Account • COA Cross Reference

Report	Description	Criteria
Account Balance of Totals	Lists GL accounts of an entity and their balances within a specified date period. Each line of the report displays an account, its beginning balance, debit and credit amounts, and the ending balance of the period. Generation of the report is based on a budget you set up for the entity following Chinese accounting practices. Typically, the budget includes the GL account, sub-account, and cost center levels of budget topics that cover the chart of accounts (COA) of the entity. You also need to mark the budget for reporting.	• Entity • Posting Date (From/To) • Report Structure • Print with Labels (Yes/No) • COA Cross Reference
Columnar Ledger Report	This report is an extension of the Sub-ledger report. Additional columns are appended to the right side of the report, to indicate the detailed sub-account and cost center information for each movement for a GL account.	• Entity • Currency • GL Account • Cost Center • Sub-Account • First Characters • Include Cost Center (Yes/No) • Include Sub-Account (Yes/No) • Include Project (Yes/No) • Posting Date (From/To) • Print with Labels (Yes/No) • Alternate Account • COA Cross Reference

Report	Description	Criteria
General Ledger Report	Lists all movements for a GL account, chronologically within a specified fiscal period. Unlike the Sub-ledger Report, the General Ledger Report cannot be detailed to the sub-account and cost center level. The report shows the beginning and ending account balances of the fiscal period.	• Entity • Currency • GL Account (From/To) • Period • Year • Print with Labels (Yes/No) • Alternate Account • COA Cross Reference
Value-Added Tax Payable Ledger	Lists the value-added tax payable information for an entity within a specified fiscal period.	• Entity • Period • Year • COA Cross Reference In addition, you need to specify the tax accounts necessary for the report, which are set up according to the Chinese tax regulations. Optionally, you can specify alternate COA accounts instead of tax accounts.

Glossary

.NET Application. The Microsoft .NET platform uses the Internet to store application data, making the applications accessible to all Internet users. The .NET architecture also provides smooth voice, fax, and e-mail integration for .NET users, as well as the ability to perform application upgrades for all .NET users simultaneously.

Account Aging. Methods of tracking overdue accounts in accounts receivable, based on the dates the charges were incurred.

Accounting Layer. Layers provide different ways of segregating transactions within a single GL account. Layers are assigned by associating daybooks with a layer. See *Official Layer*, *Management Layer*, and *Transient Layer*.

Accounts Payable (AP). Liabilities resulting from purchasing transactions.

Accounts Receivable (AR). Financial claims resulting from sales transactions.

Accruals. Accounting method whereby revenue and expenses are recorded in the period in which they are incurred, even though they may not have been paid or received in that period.

Adjusting Entries. Special accounting entries that must be made when you close the books at the end of a GL period. Adjusting entries are necessary to update your accounts for items that are not recorded in daily transactions.

Application Programming Interface (API). A set of routines, protocols, and tools for building software applications. An API makes it easier to develop a program by providing all the building blocks.

Balance. (1) Equality between the totals of the credit and debit sides of an account. (2) The difference between the totals of the credit and debit sides of an account.

Balance Sheet. An itemized statement that lists the total assets and the total liabilities of an entity to portray its net worth at a given moment of time. The amounts shown on a balance sheet are generally the historic cost of items and not their current values.

Bank Statement. Statement reporting all transactions in the accounts held by the account holder.

Base Currency (BC). The currency in which all entities within a domain conduct business. Exchange rates must exist between the base currency and any foreign currencies specified on transactions.

BC. See *Base Currency (BC)*.

BI. See *Business Intelligence (BI)*.

BLWI. See *Belgisch-Luxemburgs Wisselinstituut (BLWI)*.

Belgisch-Luxemburgs Wisselinstituut (BLWI). A public institution responsible for collecting and processing information relating to the balance of payments of the Belgium-Luxembourg Economic Union. BLWI codes apply to certain transactions between Belgian and Luxembourgian companies.

Budget Group. A group of GL accounts, sub-accounts, cost centers, and projects used within a budget.

Budget Topic. A single or group of accounts, sub-accounts, cost centers, projects, and SAFs, and can link to one or more COA components.

Business Relation. A general address record that can be connected to more specific instances of relationship types such as customers, suppliers, and entities.

Business Intelligence (BI). The process of gathering and analyzing corporate data to aid in decision-making and strategic planning. You typically use BI tools in the areas of customer profiling and support, market research, product profitability, statistical analysis, and inventory and distribution analysis.

Cash Book Maintenance. Used to reconcile all of the activities for a given bank, such as cash receipts, payments, and service charges with the goal of having the bank statement balance with the appropriate GL cash accounts.

Chart of Accounts (COA). List of all account names and numbers used in an entity's General Ledger. The chart of accounts consists of balance sheet accounts (assets, liabilities) and income statement accounts (revenues, expenses, gains, losses).

CODA. Distributed file system that makes files available to a collection of client computers as part of their directory tree. Used for the electronic exchange of bank statements.

Consolidated Entity. A separate entity that consolidates the financial results of an entity and its subsidiaries. The only accounting activities that occur in this entity are parent consolidation entries, subsidiary consolidation entries, and consolidation adjustments. Entries made in the consolidated entity are not pushed back to the operating entities.

Consolidation. The addition of the accounting records for two or more business units, subject to rules dictated by accounting practice and legislation. Translation is necessary when the business units are in different base currencies.

Control Account. An account that takes the place of individual accounts after they are moved to the sub-ledger. It shows the debits and credits in summary form. The debits and credits can be found in detail in the sub-ledger. When sub-ledgers are used, each amount is posted twice: once to the sub-ledger and once to the general ledger control account. The sum of the individual account balances in the sub-ledger should equal the balance in the GL control account.

Corporate Group. An optional code for grouping business relations for reporting.

Corporate Performance Management (CPM). An umbrella term for the processes, methodologies, metrics and systems used to measure and manage performance.

Cost Center. Optional component of an account number defined in GL setup functions. Other components of an account number are account, sub-account, and project code. Cost centers provide additional detail on GL reports and are used with budgets.

Cost Center Budgets. Budgets used to monitor cost and revenue during the accounting year for a cost center.

CN. See *Credit Note (CN)*.

CPM. See *Corporate Performance Management (CPM)*.

Credit. An entry on the right side of an account. Credits increase liabilities, equity, and revenues and decrease assets and expenses.

Credit Note (CN). A document that records a credit (decrease) in a customer's balance, usually due to errors or other types of adjustments.

Credit Terms. Payment codes designating due dates, early payment discounts, and interest for customers and suppliers.

Cross-Company Transaction. Activity that occurs in one entity, but is for the benefit of another. For example, entity A sells inventory to an end customer on behalf of entity B. In this instance, the GL activity for the sale spans multiple entities. This contrast with intercompany transactions, where entity A sells to entity B. See also *Intercompany Transactions*.

Crystal Reports. An industry-standard reporting tool that integrates with most database applications. Performs data retrieval, and provides design and formatting functions to create customized reports.

Currency Code. A code that identifies monetary units and forms the basis of exchange rate relationships. Each domain has one base currency, but you can specify foreign currencies during sales, purchasing, service, and accounting transactions.

Currency Conversion. Restating a monetary amount in a different currency. Also known as currency translation.

Currency Translation. Restating a monetary amount in a different currency. Also known as currency conversion.

Customer Invoice. The accounting record for an invoice that was generated in the Sales Orders/Invoices module, or was manually entered in the Accounts Receivable module. Different daybook codes should be defined to ensure that separate numbering is used for manually entered customer invoices rather than those posted from the Sales Orders/Invoices module.

Database Management System (DBMS). A collection of programs that enables you to store, modify, and extract information from a database.

Daybook. Method of grouping GL transactions for satisfying legal reporting requirements or for organizing GL reporting in a manner consistent with common business practices. Multiple daybooks can exist at any time. Transactions can be grouped in daybooks by transaction type and transaction-document type. A daybook can be composed of multiple journal entries.

Daybook Set. Groups of daybooks used in transaction processing. Used by the system to determine the daybook to apply to the invoice at invoice print.

DBMS. See *Database Management System (DBMS)*.

Debit. A record of indebtedness. Debits are entered on the left-hand side of an account, and constitute an addition to an expense or asset account or a deduction from a revenue, net worth, or liability account.

Design Mode. An activity that lets you customize the UI by providing an interface to remove or insert UI components in the current view. Design mode can be used to control access to functionality and is typically controlled by the system administrator.

Discounted. A document can be discounted to another party, often the bank. The beneficiary of the document transfers it to the bank and receives immediate payment of the document amount, less the charges and the discount (bank interest on the amount from the transfer date of the money till the due date of the draft). Because a draft is an unconditional payment order, it is regularly used in this context. The financial risk remains with the initial beneficiary of the draft.

Domain. A domain comprises business operations with a single currency and chart of accounts (COA), and contains one or more entities. You can have multiple domains per database and can change to another domain from within the application, provided you are an authorized user for that domain.

Draft. A bank draft is a negotiable security signed and dated by its issuer (the drawer). It contains an unconditional order or instruction for the drawee to pay a fixed sum of money on the agreed due date. The debtor accepts the draft by signing it.

Dun and Bradstreet. A provider of business-to-business credit and business-related information for both publicly and privately held companies.

Dun and Bradstreet Number. A nine-digit number used as an identifier in Electronic Data Interchange (EDI) and global electronic commerce transactions. The numbers are assigned and maintained by Dun & Bradstreet. Suppliers doing business with your organization using EDI can submit their D&B number as part of the registration and transaction processes. This number eliminates errors in electronic transactions and serves as a consistent trading partner identifier in business transactions. It is a recognized standard by global industry and trade associations.

EDI. See *Electronic Data Interchange (EDI)*.

Electronic Data Interchange (EDI).

Computer-to-computer exchange of structured information, by agreed messaging standards, from one computer application to another by electronic means.

Entity. (1) An independent unit for financial reporting purposes. An entity generates a separate balance sheet and income statement, plans budgets, and is assessed for taxes. All GL transactions are posted by entity. The primary entity is the default entity for GL transactions. There is no limit to the number of entities in a domain. (2) In relation to database architecture, an entity is a single person, place, or thing about which data can be stored.

Entity Budgets. Budgets that are structured and defined based on the COA of an entity or a group of entities. All levels of the COA can be used—account, sub-account, cost center, project and SAF structures—and the user can define the hierarchy.

Entry Number. Numerical part of a journal entry.

Evaluated Receipt Settlement (ERS).

ERS lets you generate supplier invoices and corresponding receiver matching records based on completed purchase order receipts. The system automatically records liabilities to the supplier based on quantities received at the unit price negotiated with the supplier in a purchase agreement.

Exchange Rate Type. A code applied to different types of exchange rates that indicates how they are used; for example, budget, cash, or revaluation.

Extensible Markup Language (XML). XML is a coding language commonly used in creating Web pages and applications.

Factory Defaults. The initial settings of all browses and lookups in the application.

Fixed Exchange Rate. An exchange rate that cannot be changed between the time an order is negotiated and the time its invoice is paid.

Foreign Currency. Any currency other than the domain base currency used by an entity in a transaction.

Foreign Currency Account. A GL account denominated in a foreign currency. Transaction currency amounts are held in the foreign currency specified.

Foreign Currency Transaction. Any transaction denominated in a currency other than the base currency.

GAAP. See *Generally Accepted Accounting Principles (GAAP)*.

General Ledger (GL). The collection of all the asset, liability, equity, and expense accounts. Amounts entered in books of original entry (daybooks) are transferred (posted) to the correct account in the general ledger.

General Ledger Calendar. A calendar used for accounting activities. Every domain can have only one GL calendar and at least one period must be defined. GL calendar periods are used to group GL transactions for reporting.

General Ledger Mask. A code that determines the allowed combinations of account, sub-account, cost center, and project. These combinations are validated during posting.

Generally Accepted Accounting Principles (GAAP). The standard framework of guidelines for financial accounting. It includes the standards, conventions, and rules accountants follow in recording and summarizing

transactions, and in the preparation of financial statements. Every country has their own version of GAAP, with standards set by a national governing body.

GL Code. The code that identifies the GL account.

IFRS. See *International Financial Reporting Standards (IFRS)*.

Intercompany Code. Intercompany codes are used in transactions and default from the business relation. They allow a single account to be used in intercompany transactions, and analysis of transactions by intercompany code.

Intercompany Transactions. Activity that occurs between two related companies. For example entity A sells inventory to entity B and both entity A and B belong to the same parent company. The GL activity for the sale is contained within a single entity, but contain an intercompany code within the GL transaction, as a reference to another entity. See *Cross-Company Transaction*.

International Financial Reporting Standards (IFRS). A set of accounting standards defined by the International Financial Standards Board in 2004 that are now mandatory for all European companies.

Intrastat. European Union (EU) regulations require member nations to submit reports concerning Inter-EU trade. The term Intrastat (for Inter-EU Trade Statistics Reporting) refers to the system used by customs officials to monitor this trade. QAD applications fully support Intrastat reporting requirements.

Invoice Status Code. A code indicating the status of an open item or invoice. Defines the approval and allocation statuses, and whether payment hold applies.

Java Messaging Service (JMS). A Java API that allows applications to create, send, receive, and read messages.

Journal Entry. A journal entry contains transaction posting lines and can be assigned to any of the accounting layers.

JMS. See *Java Messaging Service (JMS)*.

Lightweight Directory Access Protocol (LDAP). A networking protocol for querying and modifying directory services running over TCP/IP.

Management Currency (MC). Management currencies are used to provide a base currency for the consolidation entity during the consolidation process. The management currency can be different from the base currency in the source consolidation entities, but is also used in transactions created in these entities.

Management Layer. The management layer is a permanent layer, and is used for management accounts, such as recording auditors adjustments, adjustments between the local books and other GAAP, for example, US GAAP and IFRS. The management layer is optional, and you can define custom management layers, which behave in the same way as the system-defined layer.

Matching. The matching of amounts recorded on supplier invoices to purchase order receipts and calculation of variances.

Matching Posting. A tab on the Supplier Invoice Create screen in which you configure matching postings for the invoice.

MC. See *Management Currency (MC)*.

n-Tier architecture. A reusable development model, through which developers can modify or add to an application's functionality without rewriting the entire application code. n refers to the number of tiers used in the application.

Open Database Connectivity (ODBC). A data access method that supports data access from any application, regardless of the database management system (DBMS) being used.

Opening Balance. The balance of an account at the start of an accounting period.

Open Item. Unpaid and partly-settled invoices, both from customers and suppliers, where the transaction is not completed at the end of the GL period. You can perform reconciliation on open item accounts.

Official Layer. The official layer is used for statutory postings, for example, GAAP purposes, fiscal stock valuation, or fiscal depreciation, and is mandatory and system-defined. All official postings are posted to the official layer and cannot be deleted or transferred to another layer. A combination of the official layer and a number of management layers will typically be used in reporting to show the results according to the relevant statutory requirements.

Payment Format. The payment format defines the layout of a payment file sent to the bank for processing, and is associated with a currency code. Some countries have separate payment formats for domestic and foreign transactions. The payment formats are linked to the GL bank account.

Payment Group. A code grouping suppliers by priority for payment. You assign these groups when you defined suppliers.

Payment Instrument. The methods for resolving customer and supplier open items such as checks, direct debits, drafts, promissory notes, electronic transfers, and summary statements.

Period Mark. A code used in the GL close procedures. All normal transactions before a close get the initial mark of that period. If a period is reopened for further activity, a new mark is created so that the corrective entries can be reported separately.

Petty Cash. An account and location where tangible cash is stored for use in purchasing or for reimbursing inexpensive expenditure

Portfolio. A document status that applies to documents linked to open items.

Posting. A single debit and credit transaction in the general ledger for a particular entity.

Prepayment. The payment of all or part of a debt prior to the creation of an invoice.

Profile. A code used to indicate for a record in a shared set the specific records to be used within another shared set. For example, an account profile is associated with a supplier indicating the GL account to be used in all linked account shared sets. Since both records are part of a shared set, depending on the combination of shared sets in use in an entity, a different link may need to be established.

Profit and Loss Account. An account in which the profit for a GL period is calculated. It shows details of revenues and expenses for that period.

Promissory Note. A promissory note only differs from a draft in that it is issued in the form of a promise of payment made by the debtor instead of an unconditional payment

order to the beneficiary. A promissory note carries more risk for the beneficiary and has less legal consequences for the issuer in case of no payment.

Realized Exchange Rate Gain/Loss. The amount that the base currency value of an asset or liability, denominated in a foreign currency, has increased or decreased due to a fluctuation of exchange rates over time. Realized gains or losses occur at the time of settlement or when the risk of exchange rate fluctuation is eliminated.

Receivable. A financial claim against another business or individual.

Revaluation. The restatement of an amount denominated in one currency, into another currency, using the current exchange rate for the functional currency. Other base currencies can use a non-current exchange rate for revaluation if necessary. The restatement determines the gain or loss that results from an exchange rate fluctuation.

Remote Method Invocation (RMI). A set of protocols that enables Java objects to communicate remotely with other Java objects.

Rounding Method. A record specifying how currency amounts are rounded on printed documents and reports. Determines rounding level (for example, to the nearest dollar) and threshold.

SAF. See *Supplementary Analysis Field (SAF)*.

SAF Concept. An unlimited list of topics that are used to provide detailed financial information, and to define the characteristics of a transaction. For example, for travel expenses, SAF concepts can define the person travelling, the purpose of the trip, mode of travel, and so on.

Sarbanes-Oxley. The Sarbanes Oxley Act 2002 defines the legal requirements for reporting by finance professionals in the US. The Act legislates for the accuracy and reliability of corporate disclosures.

Shared Set. Shared sets let you share common financial data across domains. Each domain must be associated with at least one shared set code for each type of required data: customers, suppliers, accounts, sub-accounts, cost centers, projects, exchange rates, and daybooks. All entities within a domain use these shared sets.

Society for Worldwide Interbank Financial Telecommunication (SWIFT). A world-wide, interbank computer network that supports funds transfer messages between member banks world-wide.

Staged Payments. A series of normal credit terms, staggered over time periods.

Supplementary Analysis Field (SAF). A code that provides additional analysis of financial data and that can be defined for combinations of GL account, sub-account, cost center, and project.

Supplier. (1) A provider of goods or services. (2) An individual seller with whom a buyer does business, as opposed to vendor, which is a generic term referring to all sellers in a marketplace.

Supplier Invoice. Written document or electronic transmission provided by a supplier requesting payment for goods or services provided. The processing of invoices updates the supplier control account, tax account, and SIREC account. When creating a supplier invoice, the system generates two general ledger postings: a Supplier Invoice (SI) posting and a Matching Financials (MF) posting.

SWIFT. See *Society for Worldwide Interbank Financial Telecommunication (SWIFT)*.

Tax Code. A code uniquely identifying individual tax rate records. Can be system- or user-assigned.

Tax Zone. A geographic region constituting a separate tax reporting district. Can be set up for countries, states/provinces, counties, cities, and postal codes, or for combinations of these.

TC. See *Transaction Currency (TC)*.

TID Notice. A notice sent by the US Internal Revenue Service regarding an invalid supplier tax ID number.

Transaction Currency (TC). The currency in which a transaction is denominated. Foreign currency transactions are only executed between two parties. The transaction currency is also known as the document currency.

Transient Layer. An optional accounting layer used for postings for internal use only. Transactions posted to the transient layer are stored temporarily for review and analysis, do not update the account balances. The postings can be modified or deleted, and approved accounting transactions can then be transferred to official layers. It is also possible to define custom transient layers, which behave in the same way as the system-defined transient layer.

Trial Balance. A listing of the accounts in your general ledger and their balances as of a specified date. A trial balance is usually prepared at the end of an accounting period and is used to see if additional adjustments are required to any of the balances.

Turnover. Total sales over the 12 months preceding the current month over all the entities in the customer shared set.

UDF. See *User-Defined Fields (UDFs)*.

UM. See *Units of Measure (UM)*.

Unapplied Payments. Payments such as deposits and prepayments that do not apply to specific customer invoices, memos, or finance charges.

Unicode. A universal encoded character set that lets you store information in any language by providing a unique code point for every possible character, regardless of platform, program, or language.

Units of Measure (UM). GL Unit of Measure is used for expense items and to record UM of quantities in GL.

Unrealized Exchange Rate Gain/Loss. The amount that the base currency value of an asset or liability, denominated in a foreign currency, has increased or decreased due to a fluctuation of exchange rates over time. Unrealized gains or losses occur before the settlement of an open asset or liability item when the potential for further exchange rate fluctuation exists.

User-Defined Fields (UDFs). UDFs are predefined in the database to store customer-specific information. The system administrator can define a UDF by indicating the data type, display length, precision, format string, field label, column label, and value list (for drop-down lists).

Value Added Tax (VAT). A tax legislative system used in Europe and Asia.

Voucher. A system-generated consecutive posting number used as part of the unique ID for an invoice or invoice line.

WBS. See *Work Breakdown Structure (WBS)*

Work Breakdown Structure (WBS). Hierarchical tree structure of deliverables and tasks that need to be performed to complete a project.

XML. See *Extensible Markup Language (XML)*.

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